



# **BOGAN SHIRE COUNCIL**

## **Business Paper**

**26 February 2015**



## Table of Contents

COUNCIL MEETING NOTICE .....	5
COMMITTEE MEETING MINUTES .....	6
1    NYNGAN MUSEUM.....	6
REPORT TO THE ORDINARY MEETING OF COUNCIL – MAYORAL MINUTE .	11
1    PROJECTS .....	11
2    MEETING WITH SUB BRANCH REGARDING CENTENARY OF ANZAC .....	11
MEETING OF COUNCIL – GENERAL MANAGER’S REPORT .....	12
1    CHECKLIST .....	12
2    ADMINISTRATION OF 2016 LOCAL GOVERNMENT ELECTIONS, COUNCIL POLLS AND REFERENDA .....	23
3    SALE OF LAND – LAWLOR STREET .....	39
4    DECEMBER / JANUARY RECESS – DELEGATED DECISIONS.....	40
5    FIT FOR THE FUTURE.....	41
6    2015/16 RURAL FIRE SERVICE BIDS AND ESTIMATES.....	43
7    CLEAN UP AUSTRALIA DAY 2014.....	49
REPORTS TO ORDINARY MEETING OF COUNCIL - CORPORATE SERVICES DEPARTMENT .....	50
1    BANK RECONCILIATION.....	50
2    INVESTMENTS DECEMBER 2014 .....	51
3    INVESTMENTS JANUARY 2015 .....	53
4    SUMMARY OF RATE & ANNUAL CHARGES COLLECTION.....	55
5    FINANCIAL ASSISTANCE TO THE GIRL GUIDES ASSOCIATION .....	56
6    FUNDING FOR NORTH WESTERN LIBRARY CO-OPERATIVE.....	58
7    SECOND QUARTER 2014/15 BUDGET REVIEW .....	62
8    LONG DAY CARE OPTIONS .....	69
9    LIBRARY REPORT.....	72
10   BOGAN BUSH MOBILE REPORT TERM 4 .....	75
REPORTS TO ORDINARY MEETING OF COUNCIL – MANAGER OF ENGINEERING SERVICES REPORT .....	80
1    OPERATIONAL REPORT .....	80
2    RAW WATER DEMAND MANAGEMENT SYSTEM.....	83

3	WEST BOGAN ROAD GRAZING PERMIT .....	85
	REPORTS TO ORDINARY MEETING OF COUNCIL – MANAGER OF DEVELOPMENT AND ENVIRONMENTAL SERVICES REPORT .....	88
1	DEVELOPMENT APPLICATIONS .....	88
2	OPERATIONAL REPORT – PARKS AND GARDENS TEAM.....	89
3	OPERATIONAL REPORT – NOXIOUS WEEDS OFFICER.....	90
4	FIRE SAFETY AUDIT – PROGRESS REPORT.....	91
5	STREET TREES - PRUNING PROGRAM AT VARIOUS LOCATIONS .....	94
6	PLANNING PROPOSAL – REZONING RAILWAY LAND TO ENTERPRISE CORRIDOR.....	99
	PRECIS OF CORRESPONDENCE .....	102
1	THANK YOU LETTERS .....	102
2	MARK COULTON MP .....	102
3	THE HON MELINDA PAVEY MLC.....	102
4	KEVIN HUMPHRIES MP .....	103
5	NSW RURAL DOCTORS NETWORK.....	103
6	UNITED SERVICES UNION .....	103
7	KEITH WHITE.....	104
8	VETERANS’ SUPPORT CENTRE.....	104
9	WEEKLY CIRCULARS .....	104
	GRANTS AND FUNDING .....	123



**19 February 2015**

## **COUNCIL MEETING NOTICE**

The next Ordinary Meeting of Council will be held in the Council Chambers, Nyngan on Thursday 26 February 2015 at 9.30am.

At 10.15am, Mrs Venette Dutton, Chief Executive Officer and two representatives of the Nyngan Local Aboriginal Land Council will address Council regarding their submission to fly the Aboriginal Flag at the Council Chambers.

At 10.30am, dual Australia Day Local Citizen of the Year, Mr Arthur Johnston will be presented with his gift and certificate. The other receiptant, Mrs Jenny Griffiths is unavailable to attend the day.

## **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 18 December 2014
6. General Manager's Confidential Report
7. Confirmation of the Minutes of the Council Meeting held on 18 December 2014
8. Mayoral Minute
9. General Manager's Report incorporating reports from:-
  - Manager of Corporate Services
  - Manager of Engineering Services
  - Manager of Development and Environmental Services
10. Correspondence
11. 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 26 February 2015**

## **COMMITTEE MEETING MINUTES**

### **1 NYNGAN MUSEUM**

Attached are the Minutes of the Museum Committee Meeting held on Wednesday 3 December 2014.

#### **1.1 Recommendation**

That the Minutes of the Museum Committee Meeting held on Wednesday 3 December 2014 be received and noted.



**Committee Meeting Minutes to the Ordinary Meeting of  
Bogan Shire Council held on 26 February 2015**

**MUSEUM MEETING WEDNESDAY 3rd December 2014**

**Meeting Commenced 9.30am**

**PRESENT:**

Val Keighran (Chair), Val Hardwick, Anna Corby, Stewart McKenzie, Colin Pardy, Yvonne Pardy, Sharon Thompson, Tammy Trothe.

**APOLOGIES:**

Marg Sibbald, Hugh Sibbald, Peter Keighran, Donna Pumpa, Glad Eldridge, Bay Lovett.

The minutes and Treasurers report were read by Val Keighran. Amendment: Change Canonbar to Canonba. Acceptance with amendment was moved by Yvonne Pardy and seconded by Stewart Mackenzie.

**Business Rising**

1. Hugh Sibbald reimbursed \$367.95 for TV purchased in Dubbo.
2. Stewart McKenzie hasn't spoken to Brian Morris as yet re lights in Mines room.
3. Card was sent to the Conway family on behalf of the Museum Staff.

**Correspondence**

National Pens - Brochures

National Trust – Heritage Festival 2015

Australian Government Mobile Service – Coming to Nyngan 8/12/14 10.30am – 4pm.

Poster enclosed

Bogan Shire – NSW Local Citizen of the Year – Guidelines and criteria – Nomination Forms

St James Rail – Time table and travel brochures

**Treasurers Report**

Now available on printed minutes, also includes visitor numbers. Treasures report will be read by Treasurer and accepted with minutes in future.

**General Business**

1. Agreed to buy Zeppelin pens – 100. See Donna about paying outright.
2. Val Keighran to look into nominations for Australia Day.
3. Christmas get together to be held after meeting 4<sup>th</sup> February 2015.



**Committee Meeting Minutes to the Ordinary Meeting of  
Bogan Shire Council held on 26 February 2015**

**Co-ordinators Report**

1. New rosters from 1<sup>st</sup> January 2015.
2. Closing 19<sup>th</sup> December 2014.
3. Open Tuesday 27<sup>th</sup> January 2015.
4. Next meeting 4<sup>th</sup> February 2015.
5. ANZAC Room – Stewart McKenzie to see Shire about mounting Honour Board.
6. Doll Room done.
7. Advertise 2015 for public donations for ANZAC display.
8. All welcome to work over holidays if available.
9. Shire will organise to cover for VIC.

Carried Sharon Thompson 2<sup>nd</sup> Colin Pardy

Meeting closed 10.30am.

Committee Meeting Minutes to the Ordinary Meeting of  
Bogan Shire Council held on 26 February 2015

Monthly Banking  
For December 2014

Visitors Through Museum		Adults		Children	
		8	\$ 24.00		
		7	\$ 21.00		
		15	\$ 45.00	3	\$ 3.00
		15	\$ 45.00	2	\$ 2.00
<b>TOTAL</b>		<b>45</b>	<b>\$ 135.00</b>		<b>\$ 5.00</b>

DATE	Sales	Visitors	Surplus/shortage
8/12/2014	\$ 25.00	\$ 24.00	\$ 6.00
15/12/2014	\$ 12.50	\$ 21.00	\$ 6.00
22/12/2014	\$ 3.00	\$ 48.00	
5/01/2015	\$ -	\$ 47.00	\$ 0.05
<b>TOTAL</b>	<b>\$ 40.50</b>	<b>\$ 140.00</b>	<b>\$ 12.05</b>

Visitors Through Museum 50

MONTHLY BANKING \$ 192.55

Monthly Surplus/Shortage \$ 12.05

**Committee Meeting Minutes to the Ordinary Meeting of  
Bogan Shire Council held on 26 February 2015**

**Monthly Banking  
For January 2015**

Visitors Through Museum		Adults		Children	
		21	\$ 63.00	4	\$ 4.00
		28	\$ 84.00	4	\$ 4.00
		26	\$ 78.00	9	\$ 9.00
		10	\$ 30.00		
<b>TOTAL</b>		<b>85</b>	<b>\$ 255.00</b>	<b>17</b>	<b>\$ 17.00</b>

DATE	Sales	Visitors	Surplus/shortage
12/01/2015	\$ 18.50	\$ 67.00	\$ 18.00
19/01/2015	\$ 3.00	\$ 88.00	\$ 5.20
26/01/2015	\$ 29.00	\$ 87.00	-
2/02/2015	\$ 8.00	\$ 30.00	\$ 5.00
<b>TOTAL</b>	<b>\$ 58.50</b>	<b>\$ 272.00</b>	<b>\$ 28.20</b>

Visitors Through Museum 102

MONTHLY BANKING \$ 358.70

Monthly Surplus/Shortage \$ 28.20



**Mayoral Minute to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**REPORT TO THE ORDINARY MEETING OF COUNCIL – MAYORAL MINUTE**

**Councillors**

The following report is submitted for consideration:-

**1 PROJECTS**

**Councillors**

At our first meeting for 2015, and as we enter the second half of the 2014/2015 financial year, it may be helpful to look at some of the projects still in this year's budget, consider their priorities and timeframes for attention. These include Fit for the Future Submission, Medical Centre, Retirement Village, Long Stay Day Care, Tip, Information Booth, Anzac Day Centenary, Cobb & Co Coach Shed and SES Shed. There may be others to raise, and some need to be considered in relation to keeping our budget in a strong situation.

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

**2 MEETING WITH SUB BRANCH REGARDING CENTENARY OF ANZAC**

The General Manager, Deputy Mayor and myself met with the Sub Branch to finalise arrangements for the program for Anzac Day 2015. The program will be distributed to Councillors at the meeting.

**2.1 Recommendation:** That this information be noted.

**RL Donald**

**MAYOR**

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**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	28/06/2012	179/2012	<b>Dog Pound</b>	Construction of the new dog pound in the location closer to the main road in the airport complex.	<b>MDES</b>	<p>Works progressing, design of kennels completed and to be manufactured by BSC.</p> <p><b><u>UPDATE:</u></b></p> <p><b>Materials ordered. Manufacturing of framework to commence by late February/March dependent on supplies &amp; Council staff. Commence erection dependent of availability of Council staff i.e. mid-March. Completion date estimated late April 2015.</b></p>



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

2	26/07/2012	193/2012	<b>Transfer of Land – Nymagee St 5,7 &amp; 9</b>	Council seek EOI to demolish the subject dwelling & associated structures including removal of excessive vegetation.	<b>MDES</b>	Works scheduled for May 2015 – hot weather not suitable for wearing asbestos protective clothing.
3	25/10/2012	315/2012	<b>Local Heritage Sites</b>	When new VIC commences, signpost heritage sites with heritage colour and erect sign with the history of each location.	<b>ENG</b>	Pending accreditation of new VIC. Accreditation will be sought in time for 2015 'holiday season'.
4	13/12/2012 28/03/2013	418/2012 098/2013	<b>Davidson Park Revitalisation Program</b>	Council remove the entire playground, equipment, associated ground cover, fencing & park-bench seating with shelter. Establish paving pathways to the mural.	<b>MDES</b>	Paving subject to budget, to be considered in 3 <sup>rd</sup> Quarter.  Remainder of works completed.  <b><u>UPDATE:</u></b>  <b>Balance of proposed works to be completed within current financial year and allocated budget. Delays due to limited available staff.</b>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

5	28/02/2013	043/2013	<b>Waste Management – Village Waste Depot Operations</b>	Program of Works for Hermidale & Girilambone be commenced immediately.	<b>MDES</b>	<p><b>Girilambone:</b></p> <p>Completed with exception of asbestos disposal program. Issues with WorkCover requirements final clean-up, specialised equipment required. Efforts to resolve are still progressing.</p> <p>Suitable equipment located, waiting on contractor.</p>
6	26/06/2013	258/2013	<b>Traffic Committee Recommendations</b>  <b>Pre School Parking</b>	<p>RMS to re-examine the intersection design including:</p> <ul style="list-style-type: none"> <li>• Installing blister on the western side of Moonagee St for “Give Way” sign.</li> </ul>	<b>ENG</b>	<p>Engineering preparing design options and estimates for consideration during 2014/2015.</p> <p>Proposal and Estimate sent to RMS.</p> <p>Modifying design with RMS.</p> <p><b><u>UPDATE:</u></b></p> <p><b>Trial conducted on site. RMS to discuss complete re- design of intersection at March Traffic Committee meeting.</b></p>

7	23/04/2013	124/2013	<b>Flood Insurance</b>	Council seek clarification from the Insurance Council of Aus. re: the availability of discounts or other provision on insurance pricing for towns protected against floods and whether flood insurance is mandatory.	<b>ENG</b>	Insurance Council has requested flood study information.
	23/10/2014	385/4014		Council request the Insurance Council of Australia to advise all insurance companies that Nyngan is not a flood prone town, protected by a levee bank as demonstrated in BSC Flood Study.		Insurance Council advised that Council has adopted the Nyngan Flood Study.  <b><u>UPDATE:</u></b>  <b>Insurance Council requested additional information which has now been provided to them.</b>
8	27/11/2014	438/2014	<b>Showground Arena Irrigation</b>	Showground arena watering system be upgraded in conjunction with the completion of the cemetery raw water system at an estimated total cost of \$26,000.	<b>ENG</b>	Council has been advised work can be completed by end of January 2015.  <b><u>UPDATE:</u></b>  <b>Installation programmed for week ending 20/02/15.</b>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

9	19/12/2013	532/2013	<b>Rezoning of Rural Land Outside the Nyngan Township</b>	Report on estimated cost be provided to February 2014 Council meeting prior to progressing with the proposal.	<b>MDES</b>	<p>Planning proposal lodged with the NSW Department of Planning and Infrastructure.</p> <p>Gateway Determination was to proceed subject to variations outlined in the Gateway Determination conditions.</p>
10	27/02/2014	006/2014	<b>Medical Services</b>	Pursue & make enquiries into using the Nyngan Multipurpose Service Centre & waiting rooms to attract an additional Medical Officer with VMO rights.	<b>GM</b>	Discussions with Senior Management of NSW Western LHD ongoing – use of MPS is a possibility.
	26/06/2014	199/2014		GM pursue options for obtaining funding for the construction of a new medical centre.		Grant application to be made for 2015 round of National Stronger Regions Fund.
11	27/03/2014	066/2014	<b>Heritage Park</b>	Order & plant a grove of trees surrounding the sandstone blocks & plant Lone Pine tree.	<b>MDES</b>	Works completed with exception of plaques (have been ordered) and Lone Pine to be planted 25 April 2015 during ceremony.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

						<b><u>UPDATE:</u></b>  <b>Plaques supports manufactured by Council completed, and selected sandstone monument stone delivered. Program on schedule for 25 April 2015.</b>
12	22/05/2014	182/2014	<b>Teamster Rest Area</b>	Cobb & Co Coach & Bullock Wagon location – confirm quotations and budget allowing progress without delay.	<b>MDES</b>	DA approved. Surveyor peg-out completed and frame & truss material ready for delivery. Project completion date February 2015, depending on staff and contractors.  <b><u>UPDATE:</u></b>  <b>Footing poured. Frame &amp; roof trusses delivered to depot, awaiting available staff for erection of frame works mid-March. Expected completion date April 2015.</b>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

13	22/06/2014	209/2014	<b>Tourist Information Bay</b>	On commencement of project, Council advise owners/apparent owners of existing highway signage that existing signs to be removed & may be replaced by signs on the Information Bays. Council charge an annual fee and an initial fee.	<b>GM</b>	Information supplied to AGL – awaiting response on sponsorship.  Tritton Mines also approached for sponsorship.  <b><u>UPDATE:</u></b>  <b>Eastern bay scheduled for construction March 2015.</b>
14	28/08/2014	302/2014	<b>Nyngan Child Care</b>	Council proceed with the application for funding a study into the viability of providing a childcare service in Nyngan.	<b>MCS</b>	Application submitted.  <b><u>UPDATE:</u></b>  <b>Report to Council refers.</b>
15	28/08/2014	308/2014	<b>Oval Place</b>	Construct a length of 270 metres of road from Terangion Street to Larsen's Depot.	<b>ENG</b>	Programmed for March 2015.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

16	18/12/2014	471/2014	<b>Nyngan Airport</b>	Investigate supplying aviation fuel & providing a refuelling service.	<b>ENG</b>	Council allows the supply of Avgas by an external source at no cost to Council.  <b><u>UPDATE:</u></b>  <b>Users advised. COMPLETED</b>
17	23/10/2014	386/2014	<b>Sports Insurance</b>	Council write to all Shire Sporting Clubs' controlling bodies asking to explain what the premiums paid from the local Club are used for.	<b>MSC</b>	<b><u>UPDATE:</u></b>  <b>Report to March 2015 Council Meeting.</b>
18	26/09/2014	362/2014	<b>Nyngan Waste Management &amp; Resource Facility</b>	Cost analysis be presented to Council to compare costs of providing additional staff to man the facility against awarding a contract to an external party.	<b>MDES</b>	Investigations under way.
19	26/09/2014	363/2014	<b>Fire Safety Audit Program</b>	Further report on progress of compliance with Program.	<b>MDES</b>	Fire Safety Audit Reports (FSARs) to all selected properties completed. Meetings held with several owners/Board of Directors.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

						<b><u>UPDATE:</u></b>  <b>Report to Council – February 2015 on progress.</b>
20	23/10/2014	406/2014	<b>RFS</b>	Council write to RFS & enquiry what the Service is doing to recruit volunteers & why the Service has not been able to respond to local call outs.	<b>ENG</b>	<p>In summary, response indicates:-</p> <ul style="list-style-type: none"> <li>a) Regarding availability volunteers, "At the end of the day they are volunteers and they have other life commitments".</li> <li>b) Regarding Fire &amp; Rescue NSW, "They are happy to provide support where required".</li> <li>c) Regarding new volunteers, "We are doing everything we can to recruit as many volunteers (as) possible".</li> </ul> <p><b>COMPLETED</b></p>



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

21	27/11/2014	445/2014	<b>O'Reilly Park</b>	Report to March 2015 Council Meeting on the overall budget expenditure for the project.	<b>MDES</b>	<p>Progressing.</p> <p><b><u>UPDATE:</u></b></p> <p><b>Playground fence completed prior to Christmas 2014. Area vandalised again. Existing softfall material being removed. Opening date late March 2015.</b></p>
22	18/12/2014	473/2014	<b>Racecourse Improvement Works</b>	<p>Carry out:</p> <ol style="list-style-type: none"> <li>1. Improvements to track;</li> <li>2. Painting grandstand &amp; install lighting.</li> </ol> <p>Subject to a contribution from Showground Users to carry out these works &amp; any shortfalls to be funded from savings identified in the second budget review.</p>	<b>ENG</b>	<p><b><u>UPDATE:</u></b></p> <p><b>Programed for February and March 2015.</b></p>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

23	18/12/2014	474/2014	<b>Construction &amp; Sealing of Local Roads</b>	The proposed construction & sealing on the Dandaloo Road be extended to a length of 1.4km, with additional funds taken from savings on other construction & sealing projects in 2014/15.	<b>ENG</b>	<b><u>UPDATE:</u></b> <b>Construction in progress.</b>
----	------------	----------	--	--	------------	---

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **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 ADMINISTRATION OF 2016 LOCAL GOVERNMENT ELECTIONS, COUNCIL POLLS AND REFERENDA**

### **2.1 Introduction**

The purpose of this report is to recommend that Council enter into an arrangement with the NSW Electoral Commission to conduct elections, polls and referenda of the Council.

### **2.2 Background**

The Local Government Act stipulates that Council elections are to be administered by the General Manager of the Council concerned or, alternatively, a Council can enter into an arrangement with the NSW Electoral Commission for the Commissioner to administer the elections of the Council.

### **2.3 Discussion**

If the General Manager of the Council is to administer the elections then he or she is responsible for administering and resourcing the entire process with, it is understood, no assistance from the NSW Electoral Commission.

General Managers may engage the services of an electoral services provider but it appears, for smaller Councils, that this is no more cost-effective than appointing the NSW Electoral Commission.

The 2012 Elections were well-managed locally by the NSW Electoral Commission.

If the General Manager was to administer the elections Council would still incur costs for additional staffing to support the General Manager, particularly in regards to dealing with day to day administration of the Council.

### **2.4 Attachment**

NSW Electoral Commission contract.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **2.5 Recommendation**

That Bogan Shire Council resolves:-

1. Pursuant to s. 296(2) and (3) of the *Local Government Act 1993* (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
2. Pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a Council Poll arrangement be entered into by contract for the Electoral Commissioner to administer all Council Polls of the Council.
3. Pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

Dear Derek,

As you know, councils electing to have the NSW Electoral Commission conduct their 2016 local government elections must resolve to do so by March 10th 2015. Those councils must also enter into a contract for the provision of election management services by June 10th 2015.

The Crown Solicitor's Office has prepared a model resolution and standard contract for these arrangements.

The Electoral Commissioner is committed to providing election services efficiently, economically, fairly, impartially and with integrity for all councils and this is currently reflected in the standard contract prepared for all election arrangements available under section 296 of the LGA.

For this reason, the Electoral Commissioner will not alter the provisions of a standard contract available under section 296 of the LGA. However, the schedules in each standard contract that detail service levels will, of course, require completion by the NSWEC in consultation with each council. It is also noted that a council may elect to execute a contract with or without seal pursuant to its requirements under the LGA. The standard contract has proven to work well for all by-elections the NSWEC has conducted since the new arrangements have been in force.

I have included below a copy of the standard contract for your review. If you feel that your council would be unable to sign this contract without amendment to the standard provisions, the NSW Electoral Commission may not be in a position to administer your 2016 council election. If you wish to discuss this, please call me on the number(s) below.

Best regards,

Steve Robb  
Commercial Services Manager  
NSW Electoral Commission  
Level 25, 201 Kent Street  
Sydney NSW 2000  
Direct: (02) 9290 5431, Fax: (02) 9290 5991  
Mobile: 0406 998 723

---

**CONFIDENTIALITY NOTICE**

---

This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender. Views expressed in this message are those of the individual sender and are not necessarily the views of the NSW Electoral Commission, Election Funding Authority or the Electoral Commissioner.

**CONTRACT FOR ADMINISTRATION OF ALL ELECTIONS, COUNCIL POLLS AND  
CONSTITUTIONAL REFERENDA**

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

***Section 296(3) Local Government Act 1993***

**between**

**[insert name of council]**

**and**

**the Electoral Commissioner**

I V KNIGHT  
Crown Solicitor  
60-70 Elizabeth Street  
SYDNEY NSW 2000  
DX 19 SYDNEY  
Tel: (02) 9224 5238  
Fax: (02) 9224 5244  
Ref: 201301535  
T08 I V Knight

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**CONTRACT FOR ADMINISTRATION OF ALL ELECTIONS, COUNCIL POLLS AND  
CONSTITUTIONAL REFERENDA**

This Contract is between the following parties:

Council: [insert name and address of council]

AND

Electoral Commissioner: Mr Colin Barry  
NSW Electoral Commission  
Level 25, 201 Kent Street, Sydney NSW 2000

**1. Background and objectives**

- 1.1. Section 296(2) of the LG Act provides that a council can enter into an election arrangement (including by contract) with the Electoral Commissioner to administer elections of the council as provided by s. 296 of that Act.
- 1.2. Section 296(3) of the LG Act provides that an election arrangement for the Electoral Commissioner to administer all Elections of a council can be entered into if the council resolves at least 18 months before the next ordinary election of councillors that such arrangement is to be entered into and the arrangement is entered into no later than 15 months before the next ordinary election of councillors.
- 1.3. Section 18 of the LG Act has the effect that s. 296 applies to a Council Poll and a Constitutional Referendum, with such modifications as may be necessary, in the same way as that section applies to an election. Section 296(3) of the LG Act, as applied and modified by section 18, provides that a Council Poll and/or Constitutional Referendum arrangement for the Electoral Commissioner to administer all Council Polls and/or Constitutional Referenda of a council can be entered into if the council resolves at least 18 months before the next ordinary election of councillors that such arrangement is to be entered into and the arrangement is entered into no later than 15 months before the next ordinary election of councillors.
- 1.4. The Council has resolved pursuant to sections 296(2) and (3) of the LG Act (as applied and modified by s. 18 in the case of Council Polls and Constitutional Referenda) to enter into an election arrangement with the Electoral Commissioner for the Electoral Commissioner to administer all Elections, Council Polls and Constitutional Referenda for the Council and to do so by contract.
- 1.5. The Electoral Commissioner is committed to providing Election, Council Poll and Constitutional Referendum services efficiently, economically, fairly, impartially and with integrity.
- 1.6. The Council and the Electoral Commissioner agree that each will endeavour to fulfil the objectives, terms and conditions of this Contract in good faith.

**2. Definitions**

- 2.1. In this Contract, except where the context otherwise requires:

**2016 Ordinary Election** means the ordinary election of councillors which is to be held on the second Saturday of September 2016 in accordance with s. 287 of the LG Act, or on such day as ordered by the Minister in accordance with section 288.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**Business Day** means a day that is not a Saturday, Sunday, public holiday or bank holiday in New South Wales; or not subject to the Christmas shut-down period as determined annually by the New South Wales Department of Premier & Cabinet for public sector agencies.

**Commencement Date** means the commencement date of this Contract as defined in clause 3.

**Confidential Information** means:

- a) any information exchanged between the parties before, on or after the date of this Contract regarding the business or other affairs of either party that is not publicly available;
- b) this Contract (subject to clause 12)
- c) any information that is marked confidential by either party; and
- d) any information disclosed to, or accessed by, or acquired by, the parties during the course of this Contract that is by its nature confidential.

**Constitutional Referendum** means a constitutional referendum as referred to in Chapter 4, Part 3, Division 2 of the LG Act.

**Contract** means this contract and includes any schedules to this contract, as varied from time to time in accordance with this Contract.

**Council** means the local government council that is specified as a party to this Contract on page 2.

**Council Poll** means a council poll as referred to in Chapter 4, Part 3, Division 1 of the LG Act.

**Election** means an election as defined in the Dictionary of the LG Act but does not include the first election for an area after its constitution (see section 296(7) of the LG Act) or an election of the mayor or deputy mayor by the councillors (see section 296(8)).

**Electoral Commissioner** means the Electoral Commissioner for New South Wales who is appointed under section 21AA of the *Parliamentary Electorates and Elections Act 1912* (NSW).

**Force Majeure Event** means any event or circumstance beyond a party's control that could not have been reasonably prevented by the party. A Force Majeure Event includes (but is not limited to) acts of God, natural disasters, fire, storm, flood, tempest, acts or threats of war or terrorism and riots.

**Intellectual Property Rights** means all intellectual and industrial property rights throughout the world, whether created before, on or after the date of execution of this Contract including copyright, trademarks, designs, patents, semiconductor or circuit layout rights, trade, business or company names or other proprietary rights, whether or not registered or registrable and any rights to registration of such rights.

**LG Act** means the *Local Government Act 1993* (NSW).

**Services** means those services defined in clause 4.

**Service Level Agreement** means a service level agreement as referred to in clause 4.

**Term** means the term of this Contract as defined in clause 3.

**Termination Date** means the termination date of this Contract as defined in clause 3.

2.2. Except where the context otherwise requires:

- (a) the singular includes the plural and vice versa.
- (b) a reference to a party includes its successors and permitted assigns.
- (c) a reference to a document includes all amendments or supplements to that document.
- (d) a reference to a clause, party, schedule or attachment is a reference to a clause, party, schedule or attachment to this Contract.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

- (e) a reference to legislation is a reference to that legislation as amended, consolidated, re-enacted or replaced, and includes any subordinate legislation.
- (f) where a word or phrase is defined in this Contract, any other grammatical form of the word or phrase has a corresponding meaning.
- (g) where a party is required to act in good faith in the performance of this Contract, that will be read as a requirement to act:
  - (i) honestly;
  - (ii) reasonably, having regard to the terms of this Contract; and
  - (iii) co-operatively, by doing everything properly and reasonably within the control of that party to perform its or their obligations under this Contract.

**3. Term and termination**

- 3.1. The parties acknowledge that, in accordance with s. 296(6) of the LG Act:
  - a) this Contract can be terminated by the Council or the Electoral Commissioner at any time after the 2016 Ordinary Election by giving written notice of termination; and
  - b) if this Contract is not terminated by either party after the 2016 Ordinary Election, the Contract is automatically terminated 18 months before the ordinary election of councillors that immediately follows the 2016 Ordinary Election.
- 3.2. The parties agree that for the purposes of providing notice of termination in accordance with s. 296(6) of the LG Act, four weeks written notice of termination will constitute reasonable notice and that the notice will specify the date of termination.
- 3.3. This Contract commences on the day that it is signed by the parties (the "Commencement Date"). In the event that this Contract is signed by the parties on different dates, this Contract commences on the date that it is signed by the last party.
- 3.4. This Contract terminates:
  - a) on the date of termination specified by a party in a notice issued pursuant to clause 3.2; or
  - b) if no such notice is issued, 18 months before the date of the ordinary election of councillors that immediately follows the 2016 Ordinary Election; the "Termination Date".
- 3.5. The duration of this Contract is from the Commencement Date until the Termination Date (the "Term").
- 3.6. Clauses in this Contract dealing with Term and termination, Costs and payment of Costs, indemnity, dispute resolution and any other provision which by its nature should survive expiry, survive the expiry of this Contract.
- 3.7. Upon termination of this Contract, each party must, within 7 days of receiving a request from the other party or as otherwise agreed, return any Confidential Information of the other party and any other material owned by, or licensed to, the other party (including any copies).

**4. Services and service levels**

**Services**

- 4.1. The Electoral Commissioner will provide the services of administering all:
  - a) Elections of the Council; and

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

- b) Council Polls and Constitutional Referenda of the Council;  
during the Term of this Contract (the "Services").

***Service levels for the 2016 Ordinary Election***

- 4.2. The parties agree that the Electoral Commissioner will administer the 2016 Ordinary Election in accordance with the service levels specified in Schedule 1 of this Contract.
- 4.3. In the event that a Council Poll and/or a Constitutional Referendum is being held at the same time as the 2016 Ordinary Election, the parties agree that the Electoral Commissioner will administer the 2016 Ordinary Election, together with the Council Poll and/or Constitutional Referendum, in accordance with the services levels specified in Schedule 1 of this Contract.

***Service levels for other Elections, Council Polls and/or Constitutional Referenda***

- 4.4. The level of services to be provided by the Electoral Commissioner for each Election (other than the 2016 Ordinary Election), Council Poll and Constitutional Referendum (other than a Council Poll and/or Constitutional Referendum that is held at the same time as the 2016 Ordinary Election) will be as specified in a Service Level Agreement. A Service Level Agreement may specify the service levels for more than one of those events.
- 4.5. Prior to the administration of an Election (other than the 2016 Ordinary Election), Council Poll or Constitutional Referendum (other than a Council Poll and/or Constitutional Referendum that is held at the same time as the 2016 Ordinary Election), the parties will in good faith negotiate and agree in writing to the terms of a Service Level Agreement.
- 4.6. The Service Level Agreement forms part of the Contract once agreed to in writing between the Council and the Electoral Commissioner.
- 4.7. The parties agree to use reasonable endeavours to negotiate and agree to a Service Level Agreement in accordance with any timeframe set or agreed to by the Electoral Commissioner.

**5. Costs and payment of Costs**

***Costs for the 2016 Ordinary Election***

- 5.1. The parties agree that the costs to be charged and invoiced by the Electoral Commissioner for administering the 2016 Ordinary Election (and the basis on which such costs may be varied) are as specified in Schedule 2 of this Contract.
- 5.2. In the event that a Council Poll and/or a Constitutional Referendum is being held at the same time as the 2016 Ordinary Election, the parties agree that the costs to be charged and invoiced by the Electoral Commissioner for administering the 2016 Ordinary Election, together with the Council Poll and/or Constitutional Referendum, and the basis on which such costs may be varied are as specified in Schedule 2 of this Contract.

***Costs for other Elections, Council Polls and/or Constitutional Referenda***

- 5.3. At the same time that a Service Level Agreement is prepared and negotiated in accordance with clause 4.5, the parties must also in good faith negotiate and agree in writing to the costs that will be charged and invoiced by the Electoral Commissioner to administer the relevant Election, Council Poll and/or Constitutional Referendum, ("Costs Agreement"). A Costs Agreement may specify the costs for more than one of those events.
- 5.4. A Costs Agreement may also make provision for the agreed basis on which those Costs may be varied.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

- 5.5. A Costs Agreement forms part of the Contract once agreed to in writing between the Council and the Electoral Commissioner.
- 5.6. The parties agree to use reasonable endeavours to negotiate and agree to a Costs Agreement in accordance with any timeframe set or agreed to by the Electoral Commissioner.

**Payment of costs**

- 5.7. The Council agrees to pay all costs as invoiced by the Electoral Commissioner provided that such costs are as agreed in a Costs Agreement or as agreed in Schedule 2 of this Contract.
- 5.8. The Council must make payment via Electronic Funds Transfer (EFT) to NSW Electoral Commission within 30 days of receipt of each invoice.
- 5.9. The Electoral Commissioner's payment details are as follows:
  - New South Wales Electoral Commission, ABN 94 828 824 124
  - Level 25, 201 Kent Street, SYDNEY NSW 2000
  - Phone (02) 9290 5209 Fax (02) 9290 5991
  - Account Name: NSW Electoral Commission Operating AC
  - Account Details: BSB 032-001, Account 204108

**6. Notice of casual vacancy or resolution**

- 6.1. The Council agrees to notify the Electoral Commissioner of any event giving rise to a casual vacancy or resolution to conduct a Council Poll or Constitutional Referendum as soon as possible and in any event no later than within 7 days of the event.

**Note:** clause 285 of the *Local Government (General) Regulation 2005* requires the general manager of the Council to give notice of a casual vacancy to the Electoral Commissioner within 7 days.

**7. GST**

- 7.1. For the purposes of this clause, a term or expression that is defined in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) (the "GST Act") has the same meaning as in the GST Act.
- 7.2. All amounts payable under this Contract are exclusive of GST unless otherwise stated.
- 7.3. If a party ("Supplier") is or becomes liable to pay GST in connection with any supply made under this Contract and the amount of GST is not included in the amount payable under this Contract:
  - a) the Supplier may add to the price of the supply an amount equal to the GST payable on the supply ("GST Amount");
  - b) the other party will pay the Supplier the price for the supply in accordance with this Contract plus the GST Amount.
- 7.4. Any invoice rendered by a party that includes a GST Amount must conform with the requirements for a tax invoice as set out under the GST Act.

**8. Failure or voiding of an Election**

- 8.1. The parties acknowledge that s. 318 of the LG Act provides (amongst other things) that if an election for a civic office is not held when it is due, fails or is later declared void, the returning officer is to hold another election as if a casual vacancy had occurred in the civic office.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

- 8.2. In the event that an Election (including the 2016 Ordinary Election) is not held when it is due or fails or is later declared void as described in s. 318 of the LG Act, the Council agrees to pay all costs as invoiced by the Electoral Commissioner in relation to the administering of the Election.
- 8.3. For the avoidance of doubt, in the event that the 2016 Ordinary Election fails or is later declared void, the parties agree that this Contract can be terminated in accordance with clause 3.

## **9. Indemnity**

### **Indemnification of the Council**

- 9.1. The Electoral Commissioner will indemnify and keep indemnified the Council against liability or loss that may be suffered or incurred by the Council arising directly as a result of, or in connection with, the provision of the Services to the extent that the same is due to any unlawful, wrongful, wilful or negligent act or omission of the Electoral Commissioner and/or a person who is employed to enable the Electoral Commission to exercise its functions.
- 9.2. The Electoral Commissioner's liability to indemnify the Council under clause 9.1 will be reduced proportionally to the extent that any unlawful, wrongful, wilful or negligent act or omission of the Council or an officer, employee, agent or contractor of the Council caused or contributed to the liability or loss.

### **Indemnification of the Electoral Commissioner**

- 9.3. The Council will indemnify and keep indemnified the Electoral Commissioner against:
  - (a) any liability or loss that may be suffered or incurred by the Electoral Commissioner arising directly or indirectly as a result of, or in connection with, the Electoral Commissioner providing the Services; and
  - (b) any liability for legal costs and disbursements on a solicitor-client basis that are incurred by the Electoral Commissioner in circumstances where the Electoral Commissioner is a party to, is subpoenaed or is otherwise required to participate in any court or tribunal proceedings as a result of, or in connection with, the Electoral Commissioner providing the Services.
- 9.4. The indemnity in clause 9.3 will not have operation in circumstances where the liability or loss is due to any unlawful, wrongful, wilful or negligent act or omission of the Electoral Commissioner and/or a person who is employed to enable the Electoral Commission to exercise its functions except to the extent that any unlawful, wrongful, wilful or negligent act or omission of the Council or an officer, employee, agent or contractor of the Council caused or contributed to the liability or loss.

## **10. Insurance**

- 10.1. The Council acknowledges that the Electoral Commissioner is covered by the Treasury Managed Fund ("TMF"), which is a self-insurance scheme in respect of New South Wales Government departments and agencies. The TMF provides cover worldwide in respect of workers' compensation according to NSW statute and liability including public liability, products liability and professional indemnity.

## **11. Dispute resolution**

- 11.1. The Council and the Electoral Commissioner will attempt to settle any dispute that may arise out of or in connection with this Contract in accordance with this Dispute Resolution clause before resorting to court proceedings.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

- 11.2. If the Council or the Electoral Commissioner claims that a dispute has arisen, the claimant must give written notice of the dispute to the other party ("Dispute Notice"). The Dispute Notice must adequately identify and give details of the dispute.
- 11.3. The Council and the Electoral Commissioner agree to continue to perform their obligations under this Contract if there is a dispute between the parties.
- 11.4. Subject to clause 11.5, in the event that a Dispute Notice is served, the dispute resolution process stated will be followed in the order set out below:
- (a) the representative of the Council and the representative of the Electoral Commissioner as specified in clause 15 will try to resolve the dispute in good faith by direct negotiation within 5 Business Days after the Dispute Notice is served or such other period as may be agreed in writing;
  - (b) if the representatives of the Council and the Electoral Commissioner do not resolve the dispute, the dispute will be referred to the Electoral Commissioner and the General Manager of the Council, or their nominees for that purpose, who will try to resolve the dispute in good faith by direct negotiations within 5 Business Days after it is referred to them or such other period as may be agreed in writing; and
  - (c) if the Electoral Commissioner and the General Manager of the Council do not resolve the dispute, the parties will negotiate in good faith to determine an appropriate form of alternative dispute resolution to resolve the dispute which may include mediation, arbitration or expert determination.
- 11.5. In the event that a dispute relates to the calculation or incurring of legal costs and disbursements on a solicitor-client basis that are incurred by the Electoral Commissioner as referred to in clause 9.3(b) (a "Costs Dispute"), the parties agree that instead of negotiating in accordance with cl. 11.4(c), the parties will:
- (a) seek the recommendation of the President of the Law Society as to a costs expert who is to make a determination with regard to the Costs Dispute; and
  - (b) appoint the expert recommended by the President of the Law Society to determine the Costs Dispute.
- The parties agree that the determination made by such expert will be final and binding.
- 11.6. Nothing in this clause 11 prevents the Council or the Electoral Commissioner from seeking urgent interlocutory relief.

## **12. Confidentiality**

- 12.1. Each party (the "Recipient Party") agrees not to disclose the Confidential Information of the other party (the "Disclosing Party") to any person except:
- (a) on a confidential basis to the officers, employees, contractors or agents of the Recipient Party who require the information for the purposes of performing this Contract;
  - (b) on a confidential basis to the Recipient Party's legal or professional advisers;
  - (c) with the consent of the Disclosing Party; or
  - (d) if required to do so by law (including the *Government Information (Public Access) Act 2009* (NSW)), government policy or in connection with legal proceedings.

## **13. Intellectual property**

- 13.1. The Council acknowledges that it holds no Intellectual Property Rights in relation to any documents or other materials provided to the Council by the Electoral Commissioner, staff employed to enable



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

the Electoral Commission to exercise its functions or any contractors or agents of the Electoral Commissioner or Electoral Commission.

**14. Notices**

- 14.1. A notice under the Contract must be:
- (a) in writing, directed to the representative of the other party as set out in clause 15; and
  - (b) forwarded to the address, facsimile number or the email address of that representative as set out in clause 15.
- 14.2. A notice under the Contract will be deemed to be received:
- (a) in the case of delivery in person – when delivered to the recipient's address for service and a signature is received as evidence of delivery;
  - (b) in the case of delivery by post – within 3 Business Days of posting;
  - (c) in the case of delivery by facsimile on a Business Day – at the time of dispatch if the sender receives a transmission report which confirms that the facsimile was sent in its entirety to the facsimile number of the recipient; or
  - (d) in the case of delivery by email on a Business Day – on receipt of confirmation by the sender that the recipient has received the email.

**15. Party representatives**

- 15.1. The representative on behalf of the Council is:

Name	[insert]
Position	[insert]
Address	[insert]
Direct Dial	[insert]
Mobile	[insert]
Facsimile	[insert]
Email	[insert]

- 15.2. The representative on behalf of the Electoral Commissioner is:

Name	Linda Franklin
Position	Director Elections
Address	LEVEL 25, 201 KENT STREET, SYDNEY NSW 2000
Direct Dial	02 9290 5218
Mobile	0438 620 684
Facsimile	02 9290 5991
Email	<a href="mailto:linda.franklin@elections.nsw.gov.au">linda.franklin@elections.nsw.gov.au</a>

- 15.3. If the representative on behalf of the Council or the Electoral Commissioner varies, this must be communicated in writing to the other party, which may be by email.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**16. Force majeure**

- 16.1. Neither party will be liable for any failure to carry out obligations under this Contract if the failure was caused by a Force Majeure Event. If a Force Majeure Event affects a party's performance of this Contract, the party must provide prompt notice of this to the other party and use its best endeavours to overcome the disruption as quickly as possible and resume its obligations under this Contract.

**17. Miscellaneous**

- 17.1. The Council or the Electoral Commissioner may alter the Contract only by the written agreement of both the Council and the Electoral Commissioner.
- 17.2. No failure or delay by the Electoral Commissioner to enforce any part of this Contract will operate as a waiver of the Council's breach. Any waiver by the Electoral Commissioner of a breach of this Contract must be in writing and will not be construed as a waiver of any further breach of the same or any other provision.
- 17.3. If any provision of this Contract is prohibited, void, voidable, illegal or unenforceable, that part is severed from this Contract and the remainder of the Contract will retain its full force and effect.
- 17.4. This Contract contains the entire agreement between the parties. Any prior arrangements, agreements, representations or undertakings are superseded.
- 17.5. This Contract may be executed in counterparts, which will together constitute one agreement.

**Execution**

**Executed as a contract**

**SIGNED BY** [insert name], General Manager of [insert name and ABN of council] in the presence of:

.....  
Signature of Witness

.....  
Signature of General Manager

.....  
Print name of Witness

.....  
Date

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**SIGNED BY** Colin Barry, Electoral  
Commissioner for New South Wales Electoral  
Commission in the presence of:

.....  
Signature of Witness

.....  
Signature of Electoral Commissioner

.....  
Print name of Witness

.....  
Date



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**SCHEDULE 1 – Description of service levels for 2016 Ordinary Election [and Constitutional Referendum and/or Council Poll - AMEND OR DELETE]**

1. The parties agree that the Electoral Commissioner will administer the 2016 Ordinary Election [and Constitutional Referendum and/or Council Poll - AMEND OR DELETE] in accordance with the service levels specified in table B below, and any changes to Schedule 1 may occur if the parties agree in writing that the change(s) should be made.

**A. Key Election Information**

	Item	Description

**B. Agreed Services**

	Service	Agreed Decision
	<b>Additional information</b>	



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

### **3 SALE OF LAND – LAWLOR STREET**

#### **3.1 Introduction**

The purpose of this report is to advise Council of a request from the owners of 101 Lawlor Street to buy the Council-owned block next door to them, Lot 103 DP738315.

#### **3.2 Background**

Lot 103 is 2451 square metres in extent. The blocks across the road in Lawlor Street that Council has for sale are priced at \$50,000 and are roughly 4000 square metres in extent. This price includes the cost of providing Council services such as kerb and gutter, water and sewerage however.

#### **3.3 Discussion**

A number of factors should be considered:

- Council needs to consider its own operational needs concerning this block.
- As this block is not currently advertised for sale, Council should consider doing so in the interests of transparency and obtaining the best price for the land, if the decision is made to sell the block.
- A licence agreement may be preferable to an outright sale of Council property, however a sale would generate more rates for Council into the future.
- Prospective owners should be advised formally that the land is zoned IN1 General Industrial and that development is limited to uses permitted under the Bogan Local Environmental Plan, 2011.

#### **3.4 Recommendation**

For Council's Consideration.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **4 DECEMBER / JANUARY RECESS – DELEGATED DECISIONS**

### **4.1 Introduction**

The purpose of this report is to advise Council of delegated decisions of the Mayor and General Manager during the recent December / January recess.

### **4.2 Background**

At its meeting held on 23 October 2014 Council granted authority to the Mayor, Deputy Mayor (in the Mayor's absence) and General Manager to make decisions on behalf of Council during the Christmas / New Year recess period, subject to the limitations of Section 377 of the Local Government Act and with Councillors to be contacted and consulted about the decision, if practical.

### **4.3 Discussion**

Following consultation with available Councillors the following decisions were taken under this delegated authority:-

1. Donation of \$100 to the 2015 Bogan River Carp Muster.
2. Waiving of portion of water bill (\$493.06) resulting from concealed leak – meter number R01022048. New charge based on average for the meter period over three years.

### **4.4 Recommendation**

That this report be received and noted.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **5 FIT FOR THE FUTURE**

### **5.1 Introduction**

The purpose of this report is to present information to Councillors on the NSW Government's Fit for the Future process and Council's response.

### **5.2 Background**

Previous reports to Council in September and December 2014 refer.

Bogan Shire Council is required to prepare a proposal, by 30 June 2015, to the Minister for Local Government explaining how it is "Fit for the Future" and, as a starting point, is instructed to consider the options of either a "Rural Council in Orana JO or merge with Warren".

Information regarding the Rural Council option was delayed and, whilst other templates and guidelines have been available for some time, the NSW Government released "Template 3" for Rural Councils and associated guidelines on 3 February 2015.

### **5.3 Discussion**

At this stage the Rural Council option appears to differ from the Improvement Template (Template 2) in making provision for efficiencies gained from implementing Options 1 to 6 available to Rural Councils set out on page 18 of the attachment and by reduced expectations regarding the timeframe to meet ratio targets (benchmarks). Page 6 of the attachment refers - *"Council should aim to meet the benchmarks. However, it is acknowledged that some small Councils may not be able to achieve all the benchmarks. To become fit for the future you should demonstrate that your council has thoroughly explored all the options available and has a robust plan to improve its position against the benchmarks over time"*.

Of concern is whether a "Rural Council" will have reduced responsibilities / powers under future legislation and regulations. This has not been stated by the NSW Government.

Councils of the Orana Regional Organisation of Councils (OROC) agree that the new JO should function along similar lines to OROC but there is no confirmation of whether or not this model will be one of those permitted by the NSW Government.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

Council staff are attending a briefing session held by the Office of Local Government in Dubbo on 18 February 2015 on the completion of the Rural Council template and further information will be provided to Councillors following this meeting.

**5.4 Attachment**

Office of Local Government's Rural Council Proposal Guidance was included in mail out for the Workshop held on Tuesday 17 February 2015.

**5.5 Recommendation**

1. For Council's Consideration.
2. That Council appoints a Sub-Committee to consider the assumptions and recommendations contained in the draft Fit for the Future Submission.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **6 2015/16 RURAL FIRE SERVICE BIDS AND ESTIMATES**

### **6.1 Introduction**

The purpose of this report is to advise Council of receipt of the 2015/16 Rural Fire Fighting Fund Estimates from the Rural Fire Service (RFS) for acceptance.

### **6.2 Background**

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

### **6.3 Discussion**

Council's contribution in the current financial year towards the Bogan District Rural Fire Fighting Fund budget is \$121,706 (11.7% of \$1,040,222).

The Estimates figure for next financial year (2015/16) is \$1,067,594 translating into a Council contribution of \$124,908 or an increase of 2.63%.

The General Manager is required under RFS protocols to certify the estimated district costs however can only do so based on advice and information provided by the RFS.

### **6.4 Attachment**

1. 2015/16 Rural Fire Fighting Fund Estimates.
2. 2015/16 Estimated District Costs.
3. 2015/16 Volunteer and Support Services Program Charges.

### **6.5 Recommendation**

That the 2015/16 Rural Fire Fighting Fund Estimates presented by the NSW Rural Fire Service totalling \$1,067,594 be considered.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**NSW RFS District Bids and estimates for 2015-2016**

**REGION:** West

**DISTRICT:** BOGAN SHIRE COUNCIL

**YEAR:** 2015-2016

<b>GL Code</b>	<b>Account</b>	<b>Amount</b>
	<b>District Staff Estimates</b>	
513120	Network Provision	\$3,248
	Vehicle New	\$0
	Vehicle changeover	\$14,500
511010	Fuel	\$9,000
521000	Repairs and Maintenance (WF)	\$2,700
511000	Registration	\$1,080
511015	CTP	\$1,440
511020	Insurance White Fleet	\$1,080
511030	Other MV Charges	\$2,700
518005	Freight/Transport	\$0
514100	Travel	\$2,200
513111	Telephone	\$2,340
560145	Equipment General	\$10,500
560150	Equipment Computers	\$2,500
515010	Information Services	\$11,301
513205	GRN Fees	\$25,475
560510	Red Fleet Insurance	\$12,991
560160	Radio Base Station Site Fees	\$8,000
516005	Photocopying	\$2,000
518060	DSE - Other	\$850
	<b>Total:</b>	<b><u>\$113,905</u></b>
	<b>Equipment</b>	
560100	AED Maintenance	\$0
560100	Other Fire Fighting Equipment	\$50,000
560105	PPE-Personal Protective Equipment	\$15,000
560155	Community Safety	\$1,750
	<b>Total:</b>	<b><u>\$66,750</u></b>
	<b>Maintenance/Repairs</b>	
	Maint/Repairs/Running	\$52,280
	Telephone Charges	\$7,275
	Utility Charges	\$0
	Insurance	\$3,000
	Other	\$32,000
560310	<b>Total:</b>	<b><u>\$94,555</u></b>



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**NSW RFS District Bids and estimates for 2015-2016**

**REGION:** West

**DISTRICT:** BOGAN SHIRE COUNCIL

**YEAR:** 2015-2016

GL Code	Account	Amount
	<b>Hazard Reduction</b>	
	Hazard Reduction	\$39,300
560130	<b>Total:</b>	<b><u>\$39,300</u></b>
	<b>Reimbursable Items</b>	
	VASS Reimbursement	\$21,029
560135	<b>Total:</b>	<b><u>\$21,029</u></b>
	<b>Brigade Stations</b>	
	FCC	\$0
	Stations	\$15,000
	Water Tanks	\$0
560125	<b>Total:</b>	<b><u>\$15,000</u></b>
	<b>Appliances</b>	
560115	New	\$0
560120	Used	\$203,544
560140	Other	\$45,000
	<b>Total:</b>	<b><u>\$248,544</u></b>
560120	<b>Trade/Dispose</b>	<u>\$0</u>
560510	Salaries Trainees	\$0
560510	Salaries (Inc oncosts)	\$140,302
	<b>Total:</b>	<b><u>\$140,302</u></b>
	<b>Equipment Total (net of Trade/Disposal)</b>	<b><u>\$599,083</u></b>
	<b>Grand Total:</b>	<b><u>\$739,385</u></b>

I hereby certify that above figures are true and fair estimate of the anticipated expenditure from the Rural Fire Fighting Fund in respect of this council for this financial year. The council will comply with Section 109 and 110 of the Rural Fires Act, when meeting its statutory contribution.

General Manager

Date:

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**NSW Rural Fire Service Bids and Estimates 15/16**

**REGION:** West  
**DISTRICT:** Bogan District  
**YEAR:** 2015/16 V2.0

District Staff Estimates		15/16	14/15 Bid	
513120	Comms Platform	\$ 3,248	\$ 3,248	
	Vehicle new	\$ -	\$ -	
	Vehicle changeover	\$ 14,500	\$ -	
511010	Fuel	\$ 9,000	\$ 9,000	
521000	Repairs & Maintenance(WF)	\$ 2,700	\$ 2,700	
511000	Registration	\$ 1,080	\$ 1,080	
511015	CTP	\$ 1,440	\$ 1,440	
511020	Insurance	\$ 1,080	\$ 1,080	
511030	Other MV Charges	\$ 2,700	\$ 2,700	
518005	Freight/Transport	\$ -	\$ -	
514100	Travel	\$ 2,200	\$ 2,200	
513111	Telephones	\$ 2,340	\$ 2,340	
560145	Equipment General	\$ 10,500	\$ 10,500	
560150	Equipment Computers	\$ 2,500	\$ 1,300	
515010	Information Services	\$ 11,301	\$ 8,637	
513205	GRN Fees	\$ 25,475	\$ 31,242	
560510	Redfleet Ins	\$ 12,991	\$ 26,057	
560160	Radio Base Station Site Fees	\$ 8,000	\$ 8,000	
516005	Photocopying	\$ 2,000	\$ 2,000	
518060	DSE-Other	\$ 850	\$ 850	
<b>Total:</b>		<b>\$ 113,905</b>	<b>\$ 114,373</b>	<b>(0.41%)</b>
<b>Equipment</b>				
560100	AED Maintenance	\$ -	\$ 675	
560100	Other Fire Fighting Equipment	\$ 50,000	\$ 50,000	
560105	PPE	\$ 15,000	\$ 15,000	
560155	Community Education	\$ 1,750	\$ 1,750	
<b>Total:</b>		<b>\$ 66,750</b>	<b>\$ 67,425</b>	<b>(1.00%)</b>
<b>Maintenance/Repairs</b>				
	Maint/Repairs/Running	\$ 52,280	\$ 52,230	
	Telephone Charges	\$ 7,275	\$ 7,275	
	Utility Charges	\$ -	\$ -	
	Insurance	\$ 3,000	\$ 3,000	
	Other	\$ 32,000	\$ 33,277	
560310	<b>Total:</b>	<b>\$ 94,555</b>	<b>\$ 95,782</b>	<b>(1.28%)</b>
<b>Hazard Reduction</b>				
	Hazard Reduction	\$ 39,300	\$ 32,500	
560130	<b>Total:</b>	<b>\$ 39,300</b>	<b>\$ 32,500</b>	<b>20.92%</b>
<b>Reimbursable Items</b>				
560135	VASS Reimbursement	\$ 21,029	\$ 22,712	

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

<b>Total:</b>	<b>\$ 21,029</b>	<b>\$ 22,712</b>	<b>(7.41%)</b>
<b>Brigade Stations</b>			
FCC	\$ -	\$ -	
Stations	\$ 15,000	\$ -	
Water Tanks	\$ -	\$ 25,000	
<b>560125 Total:</b>	<b>\$ 15,000</b>	<b>\$ 25,000</b>	<b>(40.00%)</b>
<b>Appliances</b>			
560115 New	\$ -	\$ -	
560120 Used	\$ 203,544	\$ 196,110	
560140 Other	\$ 45,000	\$ 37,000	
<b>Total:</b>	<b>\$ 248,544</b>	<b>\$ 233,110</b>	<b>6.62%</b>
<b>Salaries</b>			
<i>Salaries (Trainees)</i>			
Salaries (inc oncosts)	\$ 140,302	\$ 140,060	
<b>Total:</b>	<b>\$ 140,302</b>	<b>\$ 140,060</b>	<b>0.17%</b>
<b>District Costs Grand Total:</b>	<b>\$ 739,385</b>	<b>\$ 730,962</b>	<b>1.15%</b>
<b>VASS Charges (15/16 Estimate, 14/15 Actual)</b>	<b>\$ 328,209</b>	<b>\$ 328,209</b>	
<b>Grand Total</b>	<b>\$ 1,067,594</b>		
<b>Estimated Council Contribution</b>	<b>\$ 124,908</b>		

**Notes:**

GM 's approval is for estimated district costs only, which excludes VASS Charges.

VASS Charges have been estimated at last years figures there is potential for these to change prior to allocation. VASS Reimbursement is expected to reduce each year estimate figure provided based on previous year.

**Final Budget Figures:**

Previous year commitments will be added to the to final allocation. The contribution is calculated excluding this figure.

Ledger Balance This figure will not be known until after the end of the financial year.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**Volunteer and Support Services Program Charges**

Actual Charges 14/15

<b>Training and Other Volunteer Support</b>	\$ 15,781
Budgets for Membership Services including Directorate, Membership Coordination, Workforce Planning, OH & S & Welfare L & D Systems, Volunteer relations & Chaplaincy	
<b>Fire Trails &amp; Mitigation Works</b>	\$ 123,413
State Mitigation Services Budget (Base) Coordinated Risk Management Budget (Base) inc. Mitigation Works Budget Fire Mitigation Work Crews Enhancement BMFC Fire Trails & HR Programs Enhancement	
<b>Volunteers Workers Compensation and Other Insurance</b>	\$ 18,412
Volunteers Workers Compensation Public Liability RFS Motor vehicle (white Fleet) RFS Property RFS Miscellaneous RFS Workers Compensation	
<b>Radio Communications</b>	\$ 3,024
Budget Communication Assets Radio Enhancement	
<b>Emergency Fund</b>	\$ 14,985
<b>Aviation &amp; Other Operational Support</b>	\$ 50,420
Aviation Budget Base budgets for other Operation Services Units except Coordinated Risk Management and State Mitigation Services Enhancement for Hotspots Enhancement for rapid Aerial response Teams Enhancement for Vulnerable Communities Unit Enhancement for Neighbourhood Safer Places Less revenue generated	
<b>Engineering &amp; Other Infrastructure Support</b>	\$ 41,725
Budgets for Infrastructure Division except Communication Assets SAP Finance/Procurement Budget	
<b>Communication &amp; Public Awareness</b>	\$ 12,965
Budgets for Media, Ministerial & Corporate Communications Units Public Awareness Advertising Enhancement	
<b>Corporate Support</b>	\$ 29,798
Budgets for Corporate Policies & Standards, Corporate Planning & Performance, Corporate Research & Systems Audit Budgets for Commissioner's Office & Executive Services Division excl. Media, Ministerial & Corporate Communications Unit Less revenue Generated	
<b>Regional Support</b>	\$ 17,686
Regional Services Division Budget	
<b>Total</b>	<b>\$ 328,209</b>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **7 CLEAN UP AUSTRALIA DAY 2014**

### **7.1 Introduction**

The purpose of this report is to request Council, consider a more suitable date to hold Clean Up Australia Day (CUAD) 2015.

### **7.2 Background**

Clean Up Australia Day is held on first Sunday in March each year. Council has not held this community event at this time since 2008 as extreme heat conditions and the potential dangers to participant's safety have been a major concern at this time of year. Local schools have participated more recently by cleaning up their grounds and surrounds on the Friday before which is officially known as Clean Up Schools Day. In 2014 Bogan Shire Council held a CUAD event on Sunday 20 July 2014. However, this was not well supported by the community.

CUAD allows Councils to nominate any other day during the year to hold the community event. As long as the event is registered with them CUAD will provide support and resources and their public Liability Insurance will cover participants.

### **7.3 Discussion**

CUAD allows Council to register a more suitable date during the year to hold the community event.

- i. Either Sunday 19 April 2015 (Sunday before Anzac Day), Sunday 3 May 2015 (Sunday before the Show) or 19 July 2015 (2 weeks prior to Ag expo), would be more a suitable date to clean up the town and/or Council owned roadsides as the daytime temperatures are more pleasant and it is prior to the Nyngan Ag Expo.
- ii. The first Sunday in March is often quite hot with heat stress and sunburn a concern.
- iii. Snakes are a potential danger in long grass on roadside areas.
- iv. Less flies and mosquitoes are around in cooler months of the year.

### **7.4 Recommendation**

For Council's Consideration and Determination.

**Derek Francis**  
**GENERAL MANAGER**

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**REPORTS TO ORDINARY MEETING OF COUNCIL - CORPORATE SERVICES  
DEPARTMENT**

**Mayor and Councillors**

The following reports are submitted for consideration:-

**1 BANK RECONCILIATION**

**1.1 Introduction**

The purpose of this report is to present the reconciliation of Council's cash book, bank statements and ledger bank account as at 31 January 2015.

**1.2 Background**

The presentation of the reconciliation of Council's cash book, bank statements and ledger bank accounts is not a requirement of any Act, however historically it has been provided for the information of Councillors.

<b>Bank Reconciliation for January 2015</b>		
<b>Council General Fund</b>		
Bank Statement Balance	\$	345,619.47cr
Add Deposits not yet receipted	\$	7,322.45cr
Less Unpresented Payments	\$	116,355.76dr
<b>Balance as per Council</b>	<b>\$</b>	<b>236,586.16cr</b>
<b>Represented by the following in Council Ledgers</b>		
Account		
<b>19001.8000.8000</b>	<b>\$</b>	<b>236,586.16cr</b>
<b>Difference</b>	<b>\$</b>	<b>0.00</b>

**1.3 Recommendation**

That the Bank Reconciliation report be received and noted.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **2 INVESTMENTS DECEMBER 2014**

### **2.1 Introduction**

The purpose of this report is to outline the performance of Council's investment portfolio for the month of December 2014.

### **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 December 2014 is shown below. At the 31<sup>st</sup> December 2014 Council had \$7.3 million invested. There has been a \$700,000 decrease in Council's investments since the November 2014 report. This is due to expenditure for the Singletons Road project being paid out, with no income being received as at 31<sup>st</sup> January.

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

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**Investment Movements for December 2014**

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 December 2014							
REF	Source	Maturity	Days	% rate	Interest	Bal 30/11/2014	Bal 31/12/2014
4346	CBA	26-Dec-14	180	3.750%	18,493	1,000,000.00	0
4506	CBA	17-Apr-15	180	3.600%	14,202	800,000.00	800,000.00
4493	CBA	11-Feb-15	120	3.600%	11,835	1,000,000.00	1,000,000.00
838	NAB	06-May-15	180	3.550%	9,000	500,000.00	500,000.00
839	NAB	08-May-15	180	3.500%	18,049	1,000,000.00	1,000,000.00
840	NAB	11-Mar-15	180	3.700%	18,246	1,000,000.00	1,000,000.00
3204	Bankwest	17-Mar-15	90	3.500%	8,630	1,000,000.00	1,000,000.00
802	Westpac - Maxi direct	n/a	n/a	2.250%		2,756,901.71	2,029,612.88
				Variable			
	Balance securities held					8,056,901.71	7,329,612.88
	Balance Ledger 19010.8200.8200					8,056,901.71	7,329,612.88
	<b>Summary by institution</b>						
	CBA					2,800,000.00	1,800,000.00
	NAB					2,500,000.00	2,500,000.00
	Bankwest						1,000,000.00
	Westpac					2,756,901.71	2,029,612.88
						8,056,901.71	7,329,612.88

**2.4 Recommendation**

That the Investments Report for December 2014 be received and noted.



**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

### **3 INVESTMENTS JANUARY 2015**

#### **3.1 Introduction**

The purpose of this report is to outline the performance of Council's investment portfolio for the month of January 2015.

#### **3.2 Background**

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

#### **3.3 Discussion**

The Investment Report for January 2015 is shown below. At the 31<sup>st</sup> January 2015 Council had \$6.5 million invested. There has been a \$800,000 decrease in Council's investments since the November 2014 report. This is partly due to expenditure for the Singletons Road project being paid out with no income being received as at 31<sup>st</sup> January and third quarter grant funding not being received at this date.

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

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**Investment Movements for January 2015**

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 January 2015							
REF	Source	Maturity	Days	% rate	Interest	Bal 31/12/2014	Bal 31/01/2015
4346	CBA	26-Dec-14	180	3.750%	18,493	1,000,000.00	0
4506	CBA	17-Apr-15	180	3.600%	14,202	800,000.00	800,000.00
4493	CBA	11-Feb-15	120	3.600%	11,835	1,000,000.00	1,000,000.00
838	NAB	06-May-15	180	3.550%	9,000	500,000.00	500,000.00
839	NAB	08-May-15	180	3.500%	18,049	1,000,000.00	1,000,000.00
840	NAB	11-Mar-15	180	3.700%	18,246	1,000,000.00	1,000,000.00
3204	Bankwest	17-Mar-15	90	3.500%	8,630	1,000,000.00	1,000,000.00
802	Westpac - Maxi direct	n/a	n/a	2.250%		2,029,612.88	1,182,445.77
				Variable			
	Balance securities held					7,329,612.88	6,482,445.77
	Balance Ledger 19010.8200.8200					7,329,612.88	6,482,445.77
	<b>Summary by institution</b>						
	CBA					1,800,000.00	1,800,000.00
	NAB					2,500,000.00	2,500,000.00
	Bankwest					1,000,000.00	1,000,000.00
	Westpac					2,029,612.88	1,182,445.77
						7,329,612.88	6,482,445.77

**3.4 Recommendation**

That the Investments Report for January 2015 be received and noted.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **4 SUMMARY OF RATE & ANNUAL CHARGES COLLECTION**

### **4.1 Introduction**

The purpose of this report is to provide a comparison of rate collections as at January 2015, with the same period last year.

### **4.2 Discussion**

This report is provided for the information of Councillors.

<b><u>Rate Collections</u></b>	<b>2014-2015</b>	<b>2013-2014</b>
Arrears Prior to 01/07/2014	252,476	442,075
First Installment Outstanding as at 31/01/2015	51,773	58,312
Second Installment Outstanding as at 31/01/2015	88,843	105,296
<b>Total Arrears</b>	<b>393,092</b>	<b>605,683</b>
<b>Total Outstanding</b>	<b>2,157,591</b>	<b>2,330,155</b>
<b>Monthly Transactions</b>		
Amount Levied & B/Fwd	4,739,021	4,923,391
Add: Adjustments	24,664	-68,061
Less: Payments to end of January	-2,531,860	-2,449,747
Less: Rebates	-77,230	-75,428
Add: Postponed	2,996	0
<b>Gross Total Balance</b>	<b>2,157,591</b>	<b>2,330,155</b>
<b>Arrears of total amount levied %</b>	<b>9%</b>	<b>13%</b>

Total arrears have dropped from \$606,000 at the end of January 2014 to \$393,000 as at 31<sup>st</sup> January this year.

Each installment amounts to approximately \$1,191,000  
(Total Rates, Waste, Water & Sewer Access Charges)

Council has collected at this date \$82,000 more than at the same time last year.

5% of rate payers had not paid their first installment prior to the 31<sup>st</sup> January, 2015.

8% of rate payers had not paid their second installment prior to the 31<sup>st</sup> January, 2015.

### **4.3 Recommendation**

That the rates collections report be received and noted.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **5 FINANCIAL ASSISTANCE TO THE GIRL GUIDES ASSOCIATION**

### **5.1 Introduction**

The purpose of this report is to advise Council of a request for financial assistance in relation to service charges levied on the Girl Guides Association.

### **5.2 Background**

The Girl Guides Association applied for financial assistance early in the financial year. They were granted financial assistance of \$683 which was the rate component of their total fixed charge bill of \$1686, at the Ordinary Meeting held on 26 September 2014.

The Girl Guides Association is now requesting that the non-residential sewer component fixed charge of \$540 also be waived. The letter is reproduced below.

### **5.3 Discussion**

Under Section 356 of The Act, Council can legally provide financial assistance to Community Organisations if their activities can be linked to outcomes specified in the Operational Plan.

The work of the Girl Guides does help to achieve outcome 1.4 in the Operational Plan, which is "Children and young people are cared for, safe and actively engaged with support and development opportunities to encourage them to reach their potential".

At its meeting in September Council provided rate relief to other organisations but did not provide relief for service charges. Granting relief here could create a precedent where other like organisations expect similar treatment.

Council has spent \$2810 of a total budget of \$5000 in this area.

### **5.4 Recommendation**

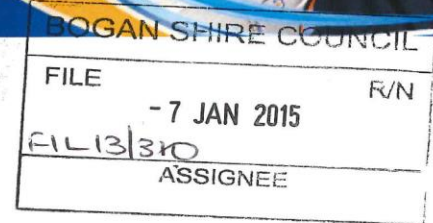
That Council not provide financial relief of \$540 to the Girl Guides Association for payment of the non-residential fixed sewer charge.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**



Wednesday, January 07, 2015

The General Manager  
Bogan Shire Council  
81 Cobar St  
Nyngan NSW 2825



Re Rates Assessment number 1011506

Dear Sir

I have been appointed to the position of Secretary/ Treasurer of the local Girl Guide Association Nyngan Branch.

I note that we have received a rate notice for 2014/2015 for a sum of \$274.91 for the half year being the sewage charge. We did not receive a rate notice for the 1<sup>st</sup> quarter.

We are a small, struggling non profit organization that compete for funds within a small area and find it difficult to raise money to pay for our essential services and insurances. We receive no monetary assistance except for our own fundraising efforts to keep our small group viable. If we cannot service our accounts we will have to disband the local group. This would be a loss to our youth in this town.

We are appreciative that our general rates have been exempted but this annual charge of \$540 will be difficult for us to meet.

We are requesting that consideration be given for an exemption from these charges payable for our organization.

Yours sincerely



Anne Hall  
15 Oatley St  
Nyngan NSW 2825  
On behalf of  
1<sup>st</sup> Nyngan Girl Guides.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **6 FUNDING FOR NORTH WESTERN LIBRARY CO-OPERATIVE**

### **6.1 Introduction**

The purpose of this report is to inform Council of the requested increased contribution from Council to the North Western Library Co-operative for the 2015/16 financial year. This report was written by the Manager of Finance and Administration at Warren Shire.

### **6.2 Background**

The North Western Library AGM was held at Coonamble Shire Council on Thursday 30 October 2014. The meeting discussed the costs of running North Western Library. The committee resolved that the 2015/2016 Council Contribution should be increased by the rate-pegging limit as determined by IPART, as it has been in previous years. IPART made its determination on rate pegging for 2015/2016 on 2 December 2014 and has set a maximum rate increase of 2.4%. This equates an increase of \$1,155 Ex GST on 2014/2015.

Also reported to the meeting was the need to increase the hours of the Casual Technical Services Library Officer as a result of the increased workload due to changes in cataloguing and introduction of e-resources. The committee resolved that each delegate report back to their respective Council requesting an additional increase above the rate pegging increase in the amount of \$2,500 per Council for an additional 9 hours per week for the Casual Technical Services Library Officer position.

### **6.3 Discussion**

The North Western Library Co-operative employed a Casual Technical Services Library Officer in 2007/2008 for 12 hours per week. The primary task of the position was to process the acquisition of new stock and to assist with the stock-takes at each library.

Since 2007 there have been many changes to library services, additions to the Spydus System has seen a technology boom especially with the addition of e-books, e-audio and e-magazines to the database. There has also been the largest change to cataloguing in many years with the introduction of RDA (Resource Description and Access).

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**Duties undertaken by the Casual Technical Services Library Officer now are:-**

- Processing of incoming stock;
- Cataloguing of all incoming stock to recommended RDA standards;
- Acquisitioning of all incoming stock;
- Database Management; and
- Assist the Regional Library Manager with reporting statistics and the preparation of policy and training manuals.

The Technical Services Library Officer is a highly skilled position which is based at Warren. The incumbent is a qualified Library Technician holding a Diploma in Library and Information Services. She is assisted by another staff member who has recently completed a Certificate III in Library and Information Services.

The needs of this position have changed quite dramatically with the stock levels increasing over the past four years by 2,006 items along with the addition of electronic resources.

In 2010/11 a total of **1,815** items were processed compared to 2013/14 where 3,821 items were processed along with 1,213 electronic resources totalling **5,034** items.

The following table shows the statistics for the past four years:-

<b>North Western Library Acquisitions</b>		
<b>Financial Year</b>	<b>Physical Items</b>	<b>E-Resources</b>
2010/11	1,815	
2011/12	2,508	
2012/13	3,406	
2013/14	3,821	1,213

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

E-books are now a large part of loans with each record needing to be catalogued in the same manner as a regular print item. The library currently holds **2,594** electronic resources available via the Borrow-box App. During the 2014/15 financial year to date **1,381** new e-books have been added to meet this area of high demand.

The additional staff time requested will allow the Co-operative to meet the needs of library services for our region. The position is currently 12 hours per week which is worked over two days. It is proposed to increase this to 21 hours per week that would be worked over three days. The additional cost to each member Council would be approximately \$2,500.

As a cost comparison Civica have supplied a quote to load the same amount of electronic resources at a cost of **\$7,250** per annum (copy available at the Council Meeting). At a cost of \$1,813 per member Council.

**Note:** This quotation only includes the electronic resources - no print resources are included therefore this is not cost effective.

It has become clear that the demands of this position have outgrown the current staff time. For the Co-operative to continue to provide the current level of service it is necessary that the hours be increased.

Following are some points supporting the requested increase in hours of the Casual Technical Services Library Officer position:-

- All resources need to be catalogued according to RDA as it is the national standard. (A copy of the manual will be available at the Council Meeting)
- Reduction in the workload by purchasing less will reduce the current level of service – there is need to continually update resources as customers expect a certain standard of resources to be provided. It is important that our collections are current.
- It is not efficient to move some duties to the branches as there is not the time and qualified staffing available. For example when four identical new release items are purchased it would be less efficient to catalogue four times at each branch than done once with four copies entered.
- Impact on the time of the Regional Library Manager – if the Regional Library Manager has to devote more time to technical services it leaves less time to attend to other duties such as grant applications and system management.
- If the status quo remains, there will be delays in providing new items to the branches which will lead to disgruntled ratepayers and residents.



**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

- Warren Shire Council should not have to provide additional resources to the Co-operative to supplement the needs of the region as is currently the case.

**6.4 Recommendation**

1. The information be received and noted.
2. That the 2015/2016 per Council contribution to North Western Library Co-operative be increased by the rate-pegging limit of 2.4% as set by IPART equating to an increase of \$1,155 Ex GST on the 2014/2015 contribution.
3. The 2015/2016 per Council contribution to North Western Library Co-operative is further increased by \$2,500 Ex GST to fund an additional 9 hours per week for the Casual Technical Services Library Officer.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **7 SECOND QUARTER 2014/15 BUDGET REVIEW**

### **7.1 Introduction**

The purpose of this report is twofold:

1. To review actual performance against budget for the first six months of the 2014/15 financial year up to 31 December 2014.
2. To adjust the budget in response to changes in the financial landscape and changes to Council's corporate goals.

### **7.2 Background**

Clause 203 (1) of the Local Government (General) Regulation 2005 requires that Council complete a budget review within 2 months of the end of each quarter. More importantly the review should be completed to enable good financial management of Council's resources.

The Projected Year End Result has been adjusted to allow for carry forward items, first quarter adjustments and second quarter adjustments. These changes have been shown in the Recommended Changes Column. The items to be carried forward and the first quarter changes have already been approved by Council at previous meetings. The second quarter changes are shown in a separate column and discussed below and need to be approved at this meeting.

The figures in the Projected Year End Result Column are the estimate of income/spending at the end of the financial year. It is the sum of the originally adopted budget for 14/15, plus items carried forward from 13/14, plus or minus adjustments made at the first and second quarterly reviews.

### **7.3 Discussion**

#### ***Performance Against Budget***

Council Managers have managed to offset proposed second quarter increases to the budget with savings so the nett amount of the adjustments is favourable by \$13,470. The main reason for this favourable variance relates to road construction work and expected fees from a Development Application.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

The recommended changes and variances to budget are illustrated in the Budget Review Statement shown below:-

**Budget Review Statement**

Outcome	Full Year Original Budget	Revised Budget Sept 14	2014/ 15 Dec Recommended Changes	Revised Bud Dec 14	YTD Actuals Dec 14
<b>Grand Total</b>	<b>4,162,464</b>	<b>5,730,335</b>	<b>-13,470</b>	<b>5,716,902</b>	<b>185,893</b>
<b>Operating</b>	<b>462,420</b>	<b>527,554</b>	<b>-64,470</b>	<b>463,122</b>	<b>-625,429</b>
<b>Building our Community</b>	<b>1,011,204</b>	<b>1,003,428</b>	<b>50,000</b>	<b>1,053,380</b>	<b>560,071</b>
Cultural & Social	132,504	128,756	0	128,760	66,549
Community facilities	727,092	723,100	50,000	773,096	454,754
Children & young people support	36	0	0	-36	-55,657
Library	151,572	151,572	0	151,560	94,426
<b>Connecting our Community</b>	<b>1,174,632</b>	<b>1,139,714</b>	<b>-101,000</b>	<b>1,038,724</b>	<b>1,991,047</b>
Road Networks	1,245,720	1,173,102	-71,000	1,102,108	2,284,961
Active Transport	138,948	143,948	0	143,952	64,574
Air Services	53,340	62,040	0	62,040	46,515
Plant System	-263,376	-239,376	-30,000	-269,376	-405,003
<b>Managing Our Environment</b>	<b>1,451,172</b>	<b>1,559,115</b>	<b>-35,000</b>	<b>1,524,172</b>	<b>-294,068</b>
Built Environment	1,107,180	1,118,181	-35,000	1,083,196	495,006
Waste Management	-31,512	55,488	0	55,488	-165,103
Noxious Weeds	106,680	116,680	0	116,688	19,853
Water	263,532	263,477	0	263,520	-298,689
Sewer	5,292	5,289	0	5,280	-345,135
<b>Our Health &amp; safety</b>	<b>198,732</b>	<b>236,179</b>	<b>-5,000</b>	<b>231,172</b>	<b>155,856</b>
<b>Developing Our Economy</b>	<b>94,704</b>	<b>93,508</b>	<b>0</b>	<b>93,504</b>	<b>50,748</b>
<b>Responsible Local Government</b>	<b>-3,240,012</b>	<b>-3,273,336</b>	<b>26,530</b>	<b>-3,246,782</b>	<b>-2,907,725</b>
<b>Labour Overheads</b>	<b>-228,012</b>	<b>-231,054</b>	<b>0</b>	<b>-231,048</b>	<b>-181,358</b>
<b>Capital</b>	<b>3,700,044</b>	<b>5,202,781</b>	<b>51,000</b>	<b>5,253,780</b>	<b>811,322</b>
<b>Building our Community</b>	<b>518,688</b>	<b>949,887</b>	<b>16,000</b>	<b>965,884</b>	<b>312,858</b>
Community facilities	512,184	908,531	16,000	924,520	406,271
Children & young people support	0	5,819	0	5,820	-103,950
Library	6,504	35,537	0	35,544	10,538
<b>Connecting our Community</b>	<b>2,057,496</b>	<b>2,512,530</b>	<b>0</b>	<b>2,512,536</b>	<b>151,371</b>
<b>Managing Our Environment</b>	<b>1,014,864</b>	<b>1,533,365</b>	<b>35,000</b>	<b>1,568,360</b>	<b>272,433</b>
Built Environment	38,472	161,711	35,000	196,712	73,693
Waste Management	0	35,594	0	35,592	23,107
Water	628,896	899,940	0	899,940	152,021
Sewer	347,496	436,120	0	436,116	23,612
<b>Our Health &amp; safety</b>	<b>0</b>	<b>98,003</b>	<b>0</b>	<b>98,004</b>	<b>7,376</b>
<b>Developing Our Economy</b>	<b>27,000</b>	<b>27,000</b>	<b>0</b>	<b>27,000</b>	<b>4,471</b>
<b>Responsible Local Government</b>	<b>81,996</b>	<b>81,996</b>	<b>0</b>	<b>81,996</b>	<b>62,813</b>

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

The second quarter adjustments are divided into Pros and Cons and explained below:-

Pros are where Council has either found that it is going to get more income than budgeted or expects to spend less than originally budgeted. These items are marked (F) for favourable. Meaning that the respective program is going to turn out better than originally budgeted. The budget is therefore adjusted accordingly.

Cons are the reverse. These are where the program is going to cost more than originally budgeted or income is going to be less. These items are marked (U) for unfavourable. The budget is therefore adjusted so that more money is allocated to that particular program.

**Operating**

**Pros**

**Road Works** **80,000 (F)**

Resulting from lower than expected costs for the period.

**Town Planning Revenue** **25,000 (F)**

Expected revenue as a result of a change of use planning application.

**Council Owned Buildings** **10,000 (F)**

Savings in this area have been realised due to additional labour from staff normally working on Council Buildings being devoted to capital works at the Nyngan Swimming Pool.

**Plant Expenditure** **30,000 (F)**

Savings identified in budget due to plant staff being costed to Parks and Gardens.

**Cons**

**Community Facilities** **50,000 (U)**

Request an additional \$20,000 be allocated to Parks and Gardens for a casual staff member. \$30,000 has already been charged for work performed and costed to this area by plant staff. The above favourable variance in plant expenditure offsets this amount.

**Rates** **30,000 (U)**

Additional money is requested for agents, auctioneer conveyancing costs, associated with the sale of land for unpaid rates to be conducted on 11 April 2015, as per Council resolution number 400/2014.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **Capital**

### **Pros**

#### **Sports Grounds & Recreational Facilities 19,000 (F)**

Request that \$35,000 be saved by not proceeding with the floating pontoon and re-allocating the funding to the Teamsters Rest (identified below).

The above savings will be partially offset by \$16,000 additional spending allocated in response to resolution number 473/2014 made at the December 2014 Council meeting. The resolution was to fund improvements to the track and paint the grandstand subject to a contribution from the showground users. The cost of these improvements was estimated to be \$21,000 with \$5,000 being paid for by the committee.

### **Cons**

#### **Swimming Pool 35,000 (U)**

Additional money has been allocated to Capital Works at the Swimming Pool due to an over-run of expenditure on this project caused by unforeseen problems with drainage and a leaking water main on the site. Building maintenance staff have been used in this area resulting in \$10,000 of offsetting savings in that area. The project is now projected to cost just under \$254,000, but has significantly improved the amenity and extended the life of the Nyngan Swimming Pool.

#### **Built Environment 35,000 (U)**

Request that money saved by not proceeding with the installation of the floating pontoon be re-allocated to construction works at Teamsters Rest, which is budgeted in this area.

The reason being:-

- Vandalism issues on the pontoon.
- Costs and time-delays trying to get Council to build the pontoon compared with the supplier shipping the entire structure to Nyngan.

Figures will be available at the Council meeting.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**Long Day Care Grant**

**(Nil Impact)**

Council has received notification of its application for Stage One of the Long Day Care Exceptional Circumstances Grant.

The grant funding is for \$50,000. It will be used to assess the viability of a Long Day Care Service in Nyngan and draw up concept stage drawings of the facility to be based at the current Bogan Bush Mobile site in Dandaloo Street, Nyngan. This stage needs to be completed by 30 June 2015.

If stage one shows the service to be viable Council will progress to Stage Two which offers \$450,000 to upgrade the existing Bush Mobile building into a complying Long Day-Care Centre. The budget for Bogan Bush Mobile has been increased by \$50,000 for both income and expenditure. Therefore having a nil affect overall, to cater for the receipt of this grant and the associated spending.

**Training**

**(Nil Impact)**

First Aid and forklift training has been allocated to Engineering from a central training account. This has no nett impact on the budget.

**Palais Theatre**

It is requested that money allocated in the original budget for repair of the toilets (\$85,000) and replacement of curtains (\$15,000) be re-allocated to other projects within the Palais Theatre, which will be identified and reported to Council at the ordinary meeting scheduled for 26 March 2015.

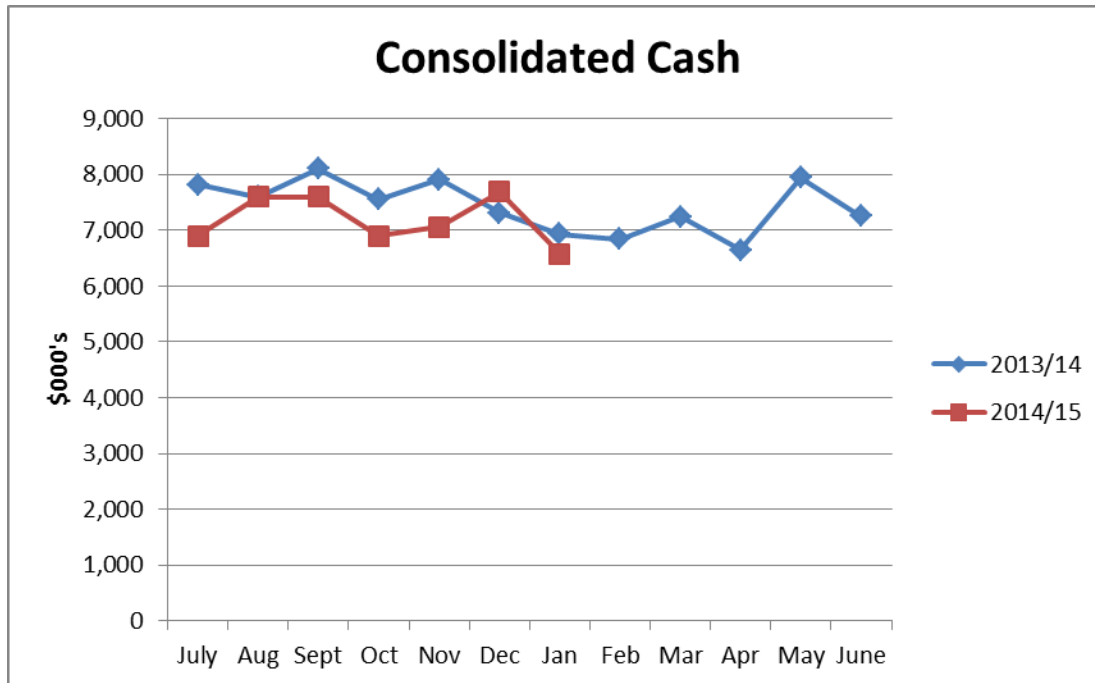
**Cash**

The graph below shows consolidated cash position for the last two financial years. Cashflow is cyclical based on the timing of rates payments, Financial Assistance Grants, RMS and Roads to Recovery payments and the timing of Capital Works spending.

Council's cash has dropped by \$1.1million during January and is \$350 thousand less than the same time last year. The reason for the difference is that in 2013/14 Council was still holding some of the Financial Assistance Grants paid in advance to spend during the last five months of the financial year.

With its current balance of \$6.58 million Council could continue to operate for about six months without receiving any further revenue.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**



### Consulting and Legal Expenses

A review of Council's consulting and legal fees has been conducted as at 31 December 2014:

<b>CONSULTING &amp; LEGAL EXPENSES</b>			
<b>Expense</b>	<b>Budget \$</b>	<b>Expenditure YTD \$</b>	<b>Revised</b>
Consultancies	368,844	76,751	467,459
Legal	15,816	18,205	27,228

The major expenditure items in the consultancy area have been spent on IT Specialists and our Specialist Financial Accountant who assisted with the production of the Statutory accounts.

Expenditure on Legal Fees has been primarily due to the excess paid to our insurers in relation to a public liability claim concerning a fall on the steps at the Council Chambers.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **Fit for the Future**

It is important that Council set a balanced budget and stick to it so that it can demonstrate it is financially viable and maintain its assets over the long term. By doing this Council will be able to satisfy most of the ratios in the Fit for the Future template and have a much better chance of remaining as an autonomous organisation.

## **Summary**

Year to date figures for the first six months of the financial year show that Council is tracking well against expenditure. Council has received additional revenue which has been allocated predominately to Capital Projects such as the Nyngan Swimming Pool and the Re-zoning of Rural Land.

The concern is that Council would not be doing so well if not for the additional revenue raised.

Council has an additional \$13,000 to re-allocate should something unforeseen arise or a project goes over budget from this point. If more than this were to be required, Council would need to transfer money from an existing service or capital project.

Importantly labour is tracking on budget and is expected to remain so for the remainder of the financial year.

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

It is my opinion that the Quarterly Budget Review Statement for Bogan Shire Council for the quarter ended 31/12/14 indicates that Council's projected financial position at 30/6/15 will be *satisfactory* at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.



Signed: \_\_\_\_\_ date: 05/02/2015

Luke Taberner

Responsible Accounting Officer, Bogan Shire Council



**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **7.4 Recommendation**

That Council:-

1. Note the report on Actual compared to Budget for the quarter ended 31 December 2015.
2. Adopt the Second Quarter Adjustments to the 2014/15 budget as shown above on the Budget Review Statement.

## **8 LONG DAY CARE OPTIONS**

### **8.1 Introduction**

The purpose of this report is to ask Council to commit up to \$150,000 towards the construction of a new Long Daycare Centre, and to inform Council of the progress to date.

### **8.2 Background**

Council has received approval for stage 1 of its Long Day Care Application. This stage involves Council being given \$50,000 to assess the viability of providing a Long Day-Care service in the town. Council has appointed a consultant, Julia Ham (The Consultant), to undertake this process. Julia has extensive experience in the commissioning of Long Day Care Centres.

Central to Stage One is providing a concept plan for the Centre. The Consultant, will liaise with the Charles De Beer (The Architect) to ensure the drawings for the proposed Centre comply with legislation, allow the Centre to be operationally efficient and give the best possible experience for the children.

The Consultant and the Bush Mobile Director met at the Bush Mobile site, and then later with the Manager Corporate Services on Thursday 12 February. Broadly they came up with three options which are shown below with their associated pros and cons:

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**Option 1: Renovate the Existing Bush Mobile Building**

**Pros**

Cheapest Option.

Excellent Location.

**Cons**

Not purpose built.

As it is a renovation Council will be more exposed to variations in the contract price.

May require some demolition and disposal of asbestos.

**Option 2: Demolish the Bush Mobile building and rebuild on the existing site.**

**Pros**

Purpose built facility.

Excellent location.

Minimise chance of variations.

**Cons**

More expensive than Option 1.

Will require demolition and disposal of asbestos. Estimated cost \$70,000.

**Option 3 Build on a New Site.**

**Pros**

Purpose built facility.

Choice of locations to best suit the facility.

**Cons**

More expensive than Option 1.

Purchase of land required which cannot be funded by the grant.

Council will not receive rates on the block that is purchased.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

The Manager Environmental Services, Bush Mobile Director and Manager Corporate Services will meet with the Architect on Monday 23 February. At this meeting it will be decided which is the preferred option and therefore which option the Concept Plans should be drawn up for. By the time of the Council meeting, the above meeting will have occurred and details of the outcomes from that meeting can be relayed to Councillors.

### **8.3 Discussion**

The primary issue to be decided upon at this meeting is if the Council will commit ratepayers funds to this project. At this stage no money has been committed except the money from Stage Two of the grant which will be \$450,000 if the application is successful. The estimated cost of each option will not be known until the concept drawings have been completed by the Architect.

If Council were to commit up to a maximum of \$150,000, Council could proceed with whatever the Architect concludes to be the best option.

#### **Benefits from the Investment**

It is worth remembering that the building would remain Council's asset and Council would charge the Childcare Service a rental for the use of the building.

The revenue from the Childcare Service will add an income stream to Council and increase own source revenue to help improve the Own Source Revenue Ratio in Council's Fit For the Future application.

The social and economic benefits of this project are enormous to the area.

The Centre would allow parents in remote areas to work or socialise that would otherwise not be able to.

The Centre would also draw people to Nyngan and therefore help other businesses in the town. It would also encourage professional people to settle here knowing that this service is available. Nyngan is currently losing out in a big way due to not being able to offer this service. Teachers, Police, Health Care Professionals would all be more attracted to the town if Day Care was available.

The Centre would create approximately ten jobs in town.

### **8.4 Recommendation**

That Council commit \$150,000 towards the construction of a Long Day Care Facility in Nyngan in the 2015/16 Capital Budget.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **9 LIBRARY REPORT**

### **9.1 Introduction**

The purpose of this report (1 October 2014 to 31 December 2014) is to provide Council and Councillors with information both statistical and informative in regards to the library's function.

### **9.2 Background**

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

### **9.3 Issues**

On the 30 October Luke Taberner and I attended the North Western Library Annual General Meeting in Coonamble. At this meeting Pam Kelly our North Western Librarian asked for increased funding for cataloguing time because our library system is purchasing more stock and with the new method of cataloguing introduced and because of new technology there is more detailing to be entered.

On 11 and 12 October I attended the Country Public Libraries Conference "A Fortunate Life –Libraries & Community Wellbeing" held in Mudgee. Guest speakers over the 2 days spoke of how Libraries are helping our communities to be healthier and happier. The local Library is a community hub which caters for the local needs of each community. This is reflected in the way libraries are now designed and used. Since we have refurbished with this in mind, I hope our community will take advantage of what our Library provides.

There were a number of overseas guest speakers, such as Debbie Hicks – Reading Well and the Universal Health Offer - public libraries contribution to the positive health and wellbeing of local communities in the UK; Ruth Ornholt – Norwegian Public Libraries - centres of community and wellbeing; Jens Nordentoft Lauridsen – The Model Programme for Public Libraries – a Danish initiative, and local speakers like Chris Jones – Better Reading, Better Communities; Jerelynn Brown - Libraries Reflecting Communities and Mylee Joseph from NSW State Library - Social Media and Community Engagement - using social media to communicate to the public.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

A representative from the Centre for Rural and Remote Mental Health, University of Newcastle talked about the books on prescription in the Central West NSW, a program providing literature to clients with the assistance of specialised medical practitioners advice. There were also many other speakers.

So hopefully our community libraries will continue to be an important community place in the future.

To encourage more usage of the Library I have with the help from Natalee Stephenson from Council staff produced a brochure to inform the community of all the services the Library provides.

### **Library Statistics**

Statistics for the past quarter dating from 1.10.14 to 31.12.14 are as follows with a comparison of the previous year figures for the same period. This last report includes reference inquiries (searching for customers' requests), WiFi Usage and IT Help which staff gives to computer users. I have added these figures to show the hands on help staff give to customers. Internet usage is now measured in half hour bookings rather than the 1 hour sessions. I have also added figures for the North Western Library Ebook and Eaudio to show the growing popularity of our Ebook/audio collection.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

<b>October 1<sup>st</sup> – December 31<sup>st</sup>, 2014</b>	<b>October 1<sup>st</sup> – 31<sup>st</sup> December, 2013</b>
<b>Adult Fiction 797</b>	<b>Adult Fiction 971</b>
<b>Western Fiction 43</b>	<b>Western Fiction 69</b>
<b>Large Print 588</b>	<b>Large Print 449</b>
<b>Magazines 171</b>	<b>Magazines 209</b>
<b>Adult Non Fiction 136</b>	<b>Adult Non Fiction 75</b>
<b>Talking Books 181</b>	<b>Talking Books 107</b>
<b>Inter Library TB's 60</b>	<b>CD's 31</b>
<b>Junior Fiction 230</b>	<b>Junior Fiction 249</b>
<b>Junior Non Fiction 58</b>	<b>Junior Non Fiction 53</b>
<b>Easy &amp; Easy2 &amp; RR 419</b>	<b>Easy &amp; Easy 2 &amp; RR 420</b>
<b>Toys 17</b>	<b>Toys 18</b>
<b>Home-Start Resources 10</b>	<b>Home Start Resources 12</b>
<b>Junior Talking Books 14</b>	<b>Junior Talking Books 7</b>
<b>Young Adult Fiction 128</b>	<b>Young Adult Fiction 93</b>
<b>Equipment 4</b>	<b>Equipment 1</b>
<b>DVD's 472</b>	<b>DVD's 443</b>
<b>TOTAL ISSUES 3328</b>	<b>TOTAL ISSUES 3206</b>
<b>TOTAL MEMBERS 2396</b>	<b>TOTAL MEMBERS 2308</b>
<b>New Members 18</b>	<b>New Members 17</b>
<b>Internet usage 2645</b>	<b>Internet/computer Usage 2045</b>
<b>IT Help 55</b>	<b>IT Help 76</b>
<b>WIFI 135</b>	<b>WiFi 85</b>
<b>People Counter 3838</b>	<b>People Counter 3809</b>
<b>North Western Ebooks &amp; Eaudio 1068</b>	<b>North Western Ebook &amp;Eaudio 146</b>
<b>Reference Inquiries 130</b>	<b>Reference Inquires 154</b>

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

#### **9.4 Conclusion**

As this report demonstrates the Bogan Shire Library provides many services to our community and the community is keen to use the Library for their various needs.

#### **9.5 Recommendation**

That the Library report be received and noted.

### **10 BOGAN BUSH MOBILE REPORT TERM 4**

#### **10.1 Introduction**

The purpose of this report is to update Council on the activities of the Bogan Bush Mobile.

#### **10.2 Statistics as at 13 February 2015.**

Total klm on vehicle: 91,403

Total Children Enrolled: 217 as at end December 2014

Total Children Enrolled: 223 as at 4.09.2013

Current Areas being visited:-

Nyngan, Tottenham, Collierreina, Trangie, Mullengudgery, Warren, Marthaguy, Marra, Hermidale, Girilambone, Mungery, Nevertire and Duck Creek.

#### **10.3 2014 Round up**

Bogan Bush Mobile (BBM) enjoyed a busy year in 2014. We were visiting 15 venues per fortnight with all venues enjoying good numbers. Our Christmas celebrations at each of our venues were a lot of fun and after a restful holiday period we are keen to continue delivering a high quality program to our families in 2015.

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

#### **10.4 Session Changes**

At the end of 2014 it was decided to increase two of our monthly bush sessions, Duck Creek and Mungery, to fortnightly sessions. For this to occur we needed to drop a town session with Nyngan, now only having one session per fortnight. Nyngan families were given an option to run a playsession at the BBM base unstaffed, however at this stage no interest has been expressed.

In term 2 and 3 last year BBM worked with Barnardos assisting with sessions to encourage families that were not accessing 0-3 services to participate in playgroup. This was extremely successful with more than ten families participating in these sessions. Barnardos will now continue these sessions unaided and BBM are looking forward to some of these families participating in BBM sessions.

#### **10.5 Grant Update**

We were lucky to receive a \$30,000 grant for toys and equipment and staff training. We have purchased some new equipment bringing our resources to a level of high quality and interest.

Garry and Carol Crees (musicians) visited in Term 4 and did a session with Tottenham families and a staff training session where staff learnt many valuable songs, dances and rhymes that we are enjoying integrating into our program. We have Anna Jarrett, a story teller from the South Coast, visiting next week. Anna will be doing sessions at Nevertire, Marthaguy with Hermidale and Girilambone having a combined session. Anna's visits have been opened up to all our members, so we predict a lot of our children and families will participate in her sessions. In addition Anna will be conducting a staff training day in Nyngan with 5 western mobiles visiting Nyngan to participate in this training.

BBM has had a strong focus on literacy development for our children and feel privileged to have had the opportunity to learn new skills and ideas from the above mentioned training to share with our families, with a focus towards assisting in the development of strong literacy experiences and skills in our children's first 5 years.

BBM also received a \$100,000 grant for the purchase of a new vehicle and we are planning on purchasing a dual cab land cruiser. After a lot of research we feel this vehicle best suits our needs and will be viable to maintain.



**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

BBM has employed Astrid Linke in a trainee role 3 days per week. Astrid has now spent two weeks with Rani and myself and is proving to be a wonderful asset to BBM. We look forward to watching and assisting Astrid complete her Cert III in Children's Services over the next 12 months.

### **10.6 Long Day Care Update**

In December we received the wonderful news that our LDC application for Long Day Care Exceptional Circumstances Grant had been successful and that we have now progressed to Stage 1 of this process. Stage 1 funding, grants Bogan Shire Council \$50,000 to complete and submit to the Department concept design plans, financial viability assessment, a detailed proposal of services to be offered from the service, and a document outlining the management of the service.

We enlisted the services of Julia Ham from EC Consulting to work with us to complete some of these stages and provide us with industry current experience and advice. Charles De Beer will be working with Julia in developing plans and concept drawings for the Centre.

Julia visited Nyngan and inspected the site on 12.02.2015 and has gone away to develop the required information.

Charles will be out on 23.02.2015 to inspect the site and commence work on the plans.

Finally I have attached some pictures of some of our BBM fun at the end of last year, with our very own Dave Buchannan making a fabulous Surfing Santa at our town Christmas Party.

Nichole Jenkins, Director, Bogan Bush Mobile

### **10.7 Recommendation**

That the Bogan Bush Mobile Report for Term 4, 2014 be received and noted.

**Luke Taberner**

**Manager Corporate Services**

**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**Bogan Bush Mobile Town Christmas Party 2014**



**Manager of Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**



Garry & Carol Crees at Tottenham



**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

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

**Mayor and Councillors**

I submit the following reports for consideration:-

**1 OPERATIONAL REPORT**

**1.1 Civil Works**

The work undertaken between the reporting period from the 8 December 2014 to 6 February 2015 consisted of the following:-

- Maintenance and repairs to the Town Hall after vandalism.
- Relaying pavers and pouring concrete edging removed during the construction of the new gardens in Nyngan's CBD.
- Completion of bathroom renovations at 26 Flashman Avenue.
- Line marking for nose in car parking around different locations in Nyngan including Churches and Schools.
- Repairs to doors at pool storeroom.
- Painted change rooms at Larkin Oval.
- Painting after repairs at the Nyngan Library.
- Painting at the Walker Pavilion.
- Repairs to grandstand at racecourse.
- Painting at the ladies toilets at No.1 Oval.
- Removal of dead trees at airport.
- Cleaned up after vandalism to the Nyngan Dental Surgery in Pangee Street.
- Preparation of footing for RFS water tank at Nyngan airport.
- Assisted with the installation of new windows at Dentist Surgery in Pangee Street.
- Cleaning gutters and downpipes at Doctors Surgery at 54 Cobar Street.
- Cleaning gutters and downpipes at the Nyngan Library.
- Repairing culverts on Merryanbone Road.
- Repairs and maintenance to the Bogan Bush Mobile building.
- Replaced town map at Davidson Park.
- Commenced the installation of play equipment at Girilambone Park including the pouring of a concrete slab for soft fall.
- Prepared arena at showground for the installation of the new irrigation system.

**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **1.2 Community Facilities**

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

- Preparation of the ovals and sporting fields.
- Cleaning and sweeping of the Nyngan CBD.
- Preparation and clean-up for Australia Day Celebrations.
- Cleaning and maintenance of town streets and nature strips.
- Cleaning of town streets gutters and culverts.

## **1.3 Roads**

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

<b>No.</b>	<b>Name</b>	<b>Comments</b>
8	Bobadah Road	Maintenance grading continuing.
MR7514	Cockies Road	Maintenance grading completed.
3	Buddabadah Road	Maintenance grading completed.
9	Glengariff Road	Maintenance grading completed.
25	Merryanbone Road	Maintenance grading completed.
81	Benah Road	Re-sheeting continuing.
1	Mulla Road	Maintenance grading continuing.
4	Dandaloo Road	Construction continuing.
30	Eulo Glen Road	Re-sheeting continuing.
30	Eulo Glen Road	Maintenance grading continuing.
2	Gibsons Road	Maintenance grading completed.
24	Canonba Road	Re-sheeting continuing.
HWY 8	Barrier Highway	Shoulder grading continuing.
HWY 7 & 8	Mitchell & Barrier Highway	Heavy patching commencing.
HWY 7	Mitchell Highway	Resealing completed.
HWY 7 & 8	Mitchell & Barrier Highway	Slashing completed.



**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

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

- Nyngan town streets.
- Shoulder widening Mitchell Highway.
- Cockies Road.
- Canonba Road.
- Tottenham Road.
- Barrier Highway.

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

- Continuing re-sheeting and grading under R2R funding including Hickey's Road, Pangee Road, Merryanbone Road, Dandaloo Road, Buddabadah Road, and Eulo Glen Road.
- Completion of the construction and sealing of 1.4km of Dandaloo Road.
- Commence construction and sealing of 1km of Pangee Road.
- Complete the installation of playground equipment at Girilambone.
- Maintenance and improvements to the Nyngan racecourse track.
- Continuing shoulder grading on the Barrier and Mitchell Highways.
- Resealing nominated section of the Barrier Highway.
- Heavy patching to sections of the Barrier and Mitchell Highway.

#### **1.4 Recommendation**

That the Operational Report for the reporting period from 8 December 2014 to 6 February 2015 be received and noted.

**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **2 RAW WATER DEMAND MANAGEMENT SYSTEM**

### **2.1 Introduction**

The purpose of this report is to discuss the proposed raw water main from the Bogan River to the Frank Smith Oval water hole for the purpose of extending the raw water supply to Larkin Oval and O'Reilly Park.

### **2.2 Background**

Council allocated \$258,500 in the 2014/15 Capital Budget for a Raw Water Demand Management System to ease demand on the existing rising main which provides raw water to the Frank Smith water hole and the showground, along with its primary purpose of supplying the water filtration plant.

### **2.3 Discussion**

The installation of a second raw water line to the Frank Smith water hole will be a costly project and an extremely difficult and time consuming one. Existing services such as raw and treated water mains, telecommunication lines including optical fibre, a sludge main, kerb and gutter, road crossings and the town levee would require under boring. Although this project is achievable, a much more economical option is available to achieve a similar result.

As raw water is already supplied to the Frank Smith water hole on its way to the water filtration plant, it is proposed to supply additional water to the storage hole for pumping to Larkin Oval and O'Reilly Park. The raw water diverted from the filtration plant to the oval will be of the quantity that is currently treated and used for irrigation.

This proposal allows for the same amount of water to be pumped from the river using the existing infrastructure. Raw water will be diverted into the Frank Smith water hole and then pumped to Larkin Oval and O'Reilly Park rather than being treated at the filtration plant and used for irrigation. This process will reduce the quantity of water being treated, the load on the treatment plant, and therefore reduce the cost of water filtration and irrigation.

If there is a future increase in the demand for raw water to the Frank Smith water hole, a further enhancement to the system could involve upgrading the raw water river pump to provide a greater quantity to the oval and filtration plant.

**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

The pumping of the raw water from the Frank Smith water hole to Larkin Oval and later to O'Reilly Park is a separate raw water irrigation allocation of \$45,500 in the General Fund. This project involves the installation of a variable speed pump capable of supplying sufficient water to irrigate Larkin Oval, O'Reilly Park, and the Swimming Pool, along with providing back up for the irrigation of the two Frank Smith ovals.

If Council was to remove the Raw Water Demand Management project from the budget, the savings would be beneficial in providing additional funds for the replacement of the ageing reticulation system. Some sections of main are reaching a critical stage of replacement and the funds would at this time, be better utilised there.

The installation of a raw water stand pipe for filling water tankers is part of the Raw Water Demand Management project and is being investigated further.

#### **2.4 Recommendation**

- 1 That Council remove the Raw Water Demand Management Project from the 2014/15 Water Fund budget.
- 2 That Council budget \$70,000 for the replacement of town water mains.



**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

### **3 WEST BOGAN ROAD GRAZING PERMIT**

#### **3.1 Introduction**

The purpose of this report is to advise Council of a request to Crown Lands to issue a Grazing Permit over the travelling stock route either side of the northern end of the West Bogan Road.

#### **3.2 Background**

Crown Lands has received an application from the owner of "Kilbernie" on the West Bogan Road to have a Grazing Permit over the travelling stock route adjoining the property and outlined in red on the attached plan (Lots 9 and 12 DP 728791). Currently the road reserve is not fenced and there is a stock grid at either end of the stock route.

#### **3.3 Discussion**

While investigating the Grazing Permit Application, Crown Lands has found that the existing constructed road is not within the road reserve for the full length. As the road is a well used public road, Crown Lands has requested the road be transferred to Council's authority. Council will be required to apply to acquire the road and close the portion of the unused section of road reserve.

Crown Lands has asked Council to comment on the issuing of a Grazing Permit over the traveling stock route either side of this section of the West Bogan Road.

#### **3.4 Attachment**

Travelling stock route plan.

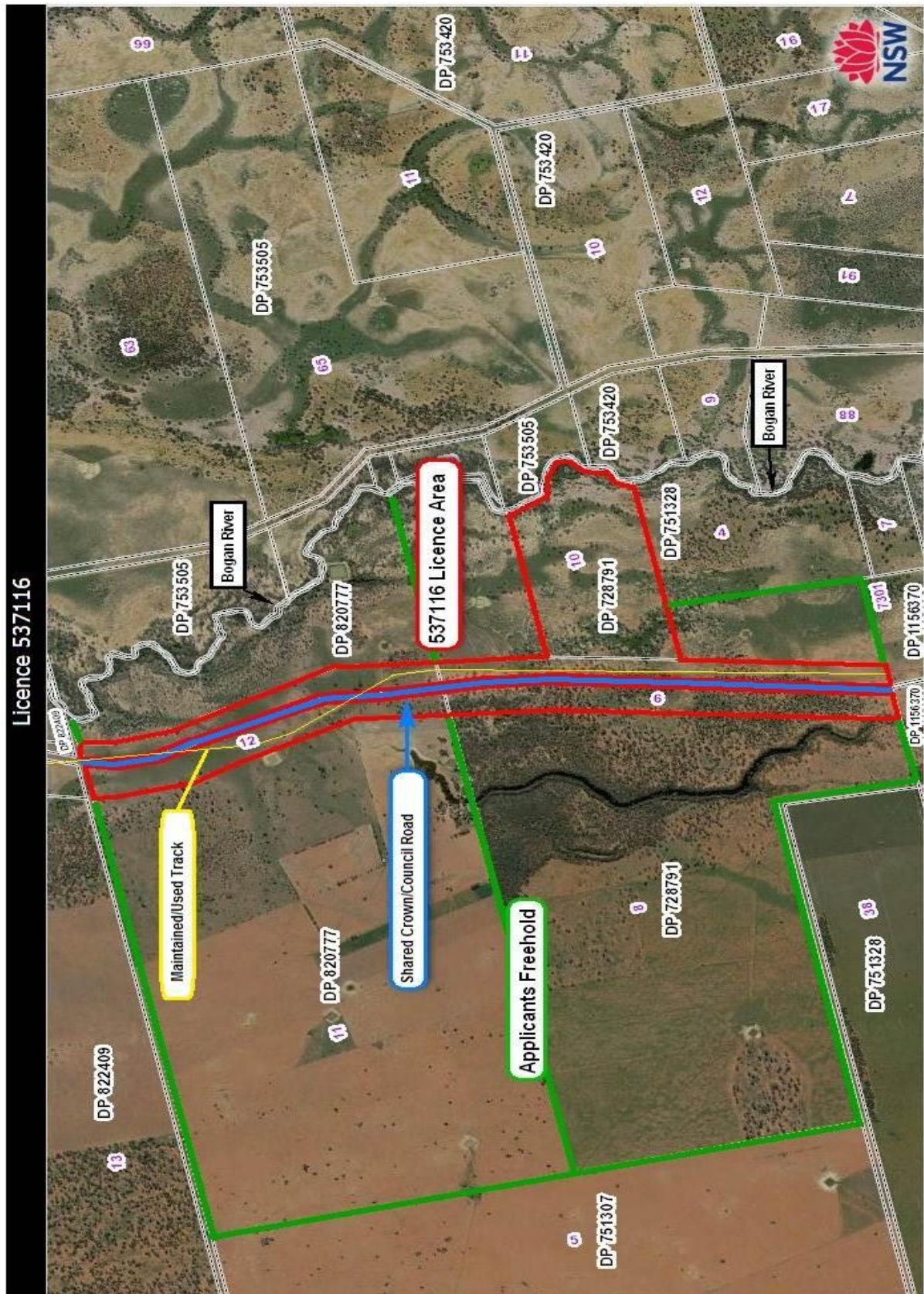
#### **3.5 Recommendation**

For Council's Consideration.

**Graeme Bourke**

**MANAGER ENGINEERING SERVICES**

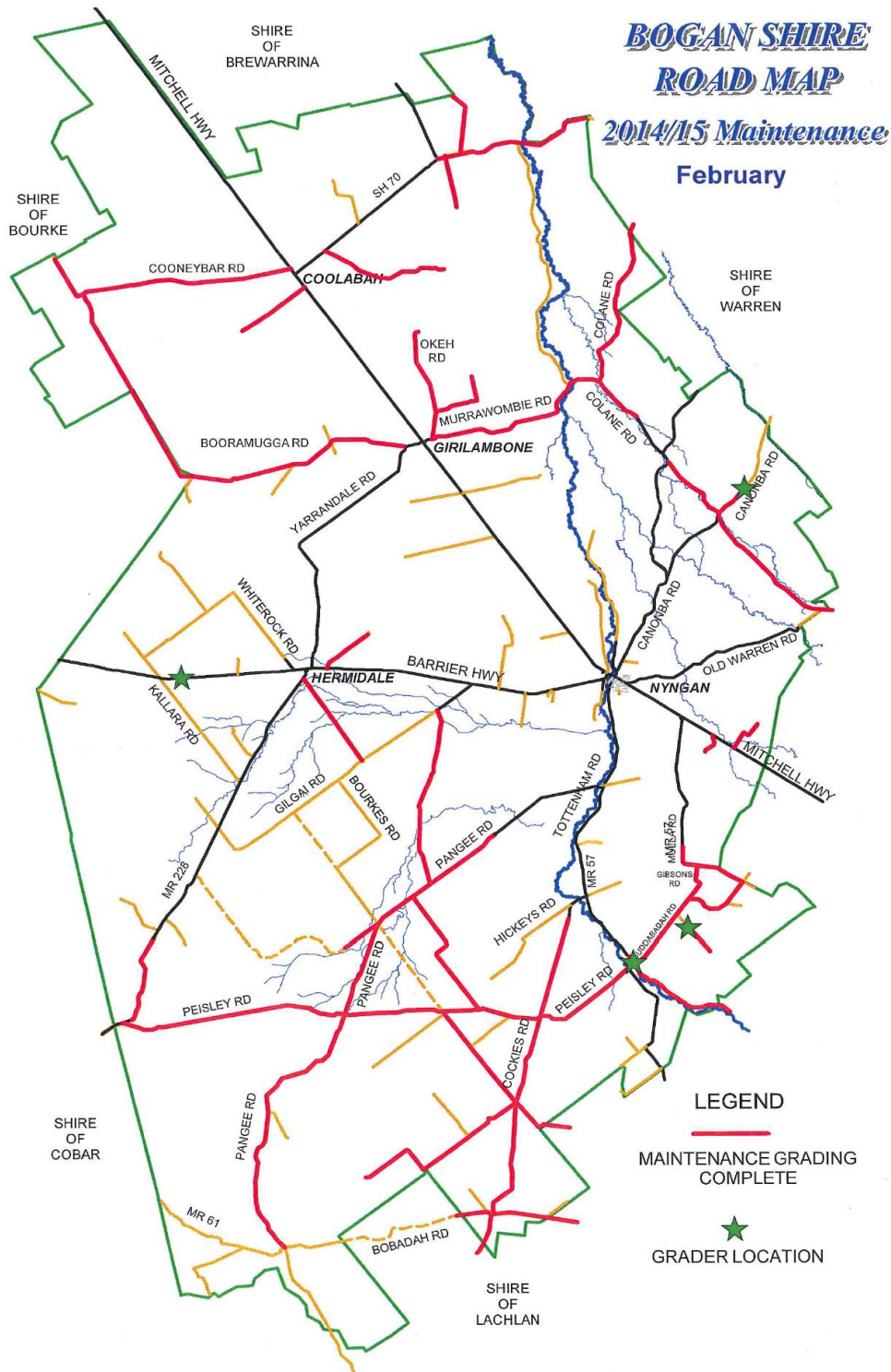
**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**



Disclaimer: This report has been generated by various sources and is provided for information purposes only. Land and Property Information (LPI), a division of the Department of Finance and Services does not warrant or represent that the information is free from errors or omission, or that it is exhaustive. LPI gives no warranty in relation to the information, especially material supplied by third parties. LPI accepts no liability for loss, damage, or costs that you may incur relating to any use or reliance upon the information in this report.



**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**



**Manager of Development and Environmental Services' Report to the Ordinary Meeting of Bogan Shire Council held on 26 February 2015**

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

**Mayor and Councillors**

I submit the following reports for consideration:-

**1 DEVELOPMENT APPLICATIONS**

**1.1 Introduction**

Three Development Applications have been approved since Council's December 2014 Meeting.

DA NUMBER	APPLICANT	ADDRESS	DESCRIPTION	VALUE (\$)	PROGRESS
2013/012	Ian & Mrs Sara Drain	6 Cathundril Street NYNGAN	Dwelling extension	40,000	Awaiting additional information as of 16/5/2013
2014/001	Dr Ryan Heggie	Cannonbar Road, NYNGAN	Hangar	64,000	Awaiting additional information as of 10/2/2014
2014/004	Ian Bennett	Mitchell Highway, NYNGAN	Transport depot	25,000	Awaiting additional information as of 22/4/2014
2014/013	Bruce Jordan	"Killawarra Station", COOLABAH	Extractive industry	10,000	Awaiting additional information as of 25/6/2014
2014/016	NSW Rural Fire Service	Cnr Dalley & Bourke Street, COOLABAH	Emergency services facility	140,000	Approved 11/12/2014
2014/024	Kelvin Anderson	446 Okeh Road GIRILAMBONE	Subdivision		Being assessed as of 30/10/2014
2015/001	Greg and Anna Corby	40 Nymagee Street NYNGAN	Glass enclosure	41,430	Approved 6/2/2015
2015/002	Evonne Young	1 Oval Place NYNGAN	New dwelling	272,844	Approved 6/2/2015

**1.2 Recommendation**

That the report be received and noted.

**Manager of Development and Environmental Services' Report to the Ordinary Meeting of Bogan Shire Council held on 26 February 2015**

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

### **2.1 Introduction**

The purpose of this report is to outline the key work undertaken since Council's December 2014 meeting by the Parks and Gardens Team.

### **2.2 Discussion**

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

- The watering system at Vanges Park is 90% completed to be on timer system;
- 2 vandalised trees adjacent to the RSL Club in Pangee Street have been replaced;
- 1 dead tree in Heritage Park adjacent to circle of sandstone blocks has been replaced;
- Additional trees planted to Flood Memorial Carpark adjacent to railway fence line;
- Pangee Street gardens bed re-barked ground-cover completed;
- Small dead tree removed Mitchell Highway;
- Casual staff member engaged for a 6 month period to assist in works program involving works at Davidson Park, Heritage Park, Flood Memorial Carpark and O'Reilly Park playground area soft-fall replacement program;
- Tree contractor engaged to prune cemetery pine trees to save pines trees; and
- Complete other routine maintenance.

### **2.3 Recommendation**

The report be received and noted.

**Manager of Development and Environmental Services' Report to the Ordinary Meeting of Bogan Shire Council held on 26 February 2015**

### **3 OPERATIONAL REPORT – NOXIOUS WEEDS OFFICER**

#### **3.3 Introduction**

The purpose of this report is to outline the key work undertaken since Council's December 2014 meeting by the Noxious Weeds Officer.

#### **3.4 Discussion**

Key work undertaken consisted of the following:-

- Undertook relief duties for Jason Shone at Nyngan Waste Depot, whilst Jason Shone undertook relief duties for David Martin as Waste and Recycling Collection Driver for fortnight;
- Spraying to Albert Priest Channel;
- Weed spraying Mitchell Highway edge-break;
- Box thorn on Highway; and
- Weed spraying edge break on bitumen roads in the Shire.

#### **3.5 Recommendation**

That the report be received and noted.

**Manager of Development and Environmental Services' Report to the Ordinary Meeting of Bogan Shire Council held on 26 February 2015**

## **4 FIRE SAFETY AUDIT – PROGRESS REPORT**

### **4.3 Introduction**

The purpose of this report is for Council to be advised of the latest update since its resolution 269/2014 *“for a fire safety audit to be undertaken on all high risk premises where life and limb may be at risk as to ensure public safety and to present to the owners with a strategy to bring the existing building into general compliance with the provisions of the Building Code of Australia”*.

### **4.4 Background**

Council resolution was intended to focus on existing public accommodation buildings or buildings where a large number of people gathered for social events. These buildings would be assessed and through a schedule of upgrading works a voluntary agreement with the owners would bring their respective buildings up to standard as per the Building Code of Australia over an agreed timeframe.

There are fourteen (14) such premises in existence in Nyngan, these are:-

- 3 Hotels
- 3 Motels
- 3 Social Clubs
- 2 Major shopping outlets
- 3 Bed & Breakfast (Hostels/Boarding House)
- 1 Social Hall.

Of the above the following has occurred:-

- 1 Hotel with current consent & complies, 1 inspected by private certifier awaiting report and 1 inspected by Council (Audit Report referred to owner).
- 1 Motel has agreed to upgrade, 1 still to respond, 1 challenging the audit recommendations.
- 1 Social Club has agreed to upgrade, 1 is still to respond, 1 is challenging the process.
- 1 major shopping outlet has agreed to comply with its original consent to upgrade but is progressing very slowly, 1 is still awaiting confirmation from their own audit.
- 1 Bed & Breakfast complies, 1 is still to respond, 1 report is still to be presented to the owners.
- 1 inspected by private certifier and has agreed to upgrade progressively.

**Manager of Development and Environmental Services' Report to the Ordinary Meeting of Bogan Shire Council held on 26 February 2015**

It should be noted that Council officers have held on-site discussions with particular owners on two or three separate occasions, just to ensure that a more reasonable assessment is undertaken. This is due to the lack of suitable drawings for a 'clearer once only inspection' and the complexity of the building which has been renovated/extended with or without Council consent over the past many years, and such works are recorded by Council. This lack of availability of floor plan drawings has presented the need for additional research and inspections.

Two of Council's Fire Safety Audit Reports have been referred to the Fire & Rescue NSW, seeking their impartial viewpoint on these reports, as they have undertaken similar inspections in June 2014, on these same two premises. Council was advised that these reports would be issued before Christmas however, this has not occurred and efforts are being made to follow up with NSW Fire & Rescue on this matter. Furthermore, Council has also referred one Fire Safety Audit Report to Dubbo City Council for an independent peer review and favourable comments have been received.

#### **4.3 Discussion**

At this stage, some premise owners have failed to acknowledge the Fire Safety Audit Report contents even with several attempts to seek their comments. It is considered at this stage that the commencement of legal proceedings should now be considered. This process requires the following steps:-

- Show cause letter as to why they are refusing to comply with the Fire Safety Audit Report or meet with Council;
- Notice of Intent (30) day period (must be a very detailed point by point breakdown of works to be undertaken);
- Letter to seek comment on the failure to comply with Notice of Intent;
- An Order (30) day period (must be the same as Notice of Intent i.e. a very detailed point by point breakdown of works to be undertaken); and
- Letter to owners/occupiers that they have failed to comply with Order and issue of Penalty Infringement Notices (PINs) are enclosed.

Penalty Infringement Notices (PINs) can vary between \$750 - \$3,000 for various non-compliance issues. The description within the Notice of Intent and Order must be very specific to ensure that they match the PIN description outcome.



**Manager of Development and Environmental Services' Report to the Ordinary Meeting of Bogan Shire Council held on 26 February 2015**

Council has recorded on each respective property file, a clear line of communication confirming all correspondence including letters, emails and any noted telephone conversations to ensure that any Court proceedings will clearly review Council's efforts to ensure public safety.

It should be noted that Council can elect not to go to Court but continue to issue the Infringements. The person receiving the Infringement can elect to have the matter of the Infringements in Court, and then Council will need to have legal representation.

It is not the intent of this process to close any business house down. The intent of the entire process is for the public to have safe and appropriate mean to evacuate a building in the case of an emergency.

#### **4.4 Recommendation**

1. That the report be received and noted.
2. Legal Proceedings including the issuing of Notices of Intent, Orders and the issuing of PINs is to commence against the owner/occupier of any premises who fails to confirm their agreement to comply with the findings of the Fire Safety Audit Report.
3. Should any such action result in a Court Elect Proceeding a further report is to be prepared for Councils consideration.

**Manager of Development and Environmental Services' Report to the Ordinary Meeting of Bogan Shire Council held on 26 February 2015**

## **5 STREET TREES - PRUNING PROGRAM AT VARIOUS LOCATIONS**

### **5.1 Introduction**

The purpose of this report is to advise Council that a proposed 2015 program for pruning of selected Fig Trees, to address the issues of public safety and the risk of structural damage to either Council or privately owned buildings is presented for Council's consideration.

### **5.2 Background**

Council's November 2014 report outlined the major tree pruning program in various locations. The results were noticeable and some there had some adverse comments received. However, it must be remembered that it was evident that these trees in some cases have never been pruned, except by the local electrical authority for overhead wire clearances. Council's pruning exercise in 2014 will not be of visual benefit to Nyngan for at least 6 – 12 months, to allow these trees to be suitability 'bush-up' to permit some minor pruning in 2016.

Council efforts in November 2014 for pruning to several nominated Fig Trees in Nymagee Street, should also have included 8b Dandaloo Street (Council property), as in December 2014 during a wind storm one very large trunk broke away from its base and fell across the entire width of Dandaloo Street reaching the street gutter in front of a property directly on the other side of the road. No damage or injury occurred in this instant, but could have resulted vehicle damage or injury to persons. This same tree has a crack now appearing in the trunk in another portion. A directive was issued (3/2/2015) given for several very large branches to be removed from this tree and adjoining Fig Trees in front of 8b Dandaloo Street.

The branches removed from the Fig Trees pruned in November 2014 in Nymagee Street varied from 600mm to over 800mm in diameter. These same trees have returned in less than 3 months to full bushed-up quiet-well, but it will be some years before they need this much attention again.

### **5.3 Discussion**

There are similar Fig Trees in other locations which have been pruned/shaped to an "L or Y or U shape" by the local electrical authority and others that have just grown beyond their surrounding properties capacity to accommodate the large limbs. This report is to seek Council approval for these nominated trees to be listed for selective pruning (some major and others minor or both) in May 2015.

**Manager of Development and Environmental Services' Report to the Ordinary Meeting of Bogan Shire Council held on 26 February 2015**

These Fig trees are currently impacting either onto Council's own buildings and also private buildings, (see attached photos). The Fig Tree locations are as follows:-

1. Cobar Street (Palais Theatre): Major pruning to that section over Palais Theatre skillion roof portion of the building and minor pruning to roadway side.
2. Cobar Street (Foodworks & adjoining building): Major pruning to that section of both building and roadside. There are very large limbs/branches overhanging these two buildings façade or roof line.
3. Dandaloo Street & Pangee Street (Old TAB premises): Major pruning to that section of both buildings and roadside. There are very large limbs/branches overhanging these building roof lines (see attached photos).
4. 8b Dandaloo Street: Major pruning to the overall height of the trees. This tree has been poorly trimmed in the past which has resulted in the tree growing up and towards the dwelling. The tree is out of balance.

It is considered, that poor trimming of lower limbs/branches etc in some cases in the past has caused the Fig Trees to go towards buildings.

Previous request for some Fig Trees to be either trimmed or removed from a nature strip because of blocked household drainage has recently resulted in the tree(s) on one property appear to have been poisoned, that they were directed to be removed 3/2/2015). (See attachment photo #5).

It is considered, that to save all Fig Trees from such a fate, that additional efforts be made to ensure their survival, including the 'no charge to clear blocked household drainage lines' or 'selective pruning' to be further considered.

Therefore to ensure the future of the remaining Fig Trees an Arborist has been engaged to undertake an inspection of all Fig Trees.

Council has sufficient funding available for the Arborist.

**Manager of Development and Environmental Services' Report to the Ordinary Meeting of  
Bogan Shire Council held on 26 February 2015**

**5.4 Attachments**



Photo # 1 Palais Theatre Cobar St view



Photo # 2 Foodworks/adjoining premises Cobar Street



**Manager of Development and Environmental Services' Report to the Ordinary Meeting of  
Bogan Shire Council held on 26 February 2015**



Photo # 3: Dandaloo St & Pangee St



Photo # 4: 8b Dandaloo St



**Manager of Development and Environmental Services' Report to the Ordinary Meeting of  
Bogan Shire Council held on 26 February 2015**



Photo #5 Dead Fig Trees

**Manager of Development and Environmental Services' Report to the Ordinary Meeting of  
Bogan Shire Council held on 26 February 2015**

## **5.5 Recommendation**

1. That the report be received and noted.
2. That the Arborist Report be referred to Council for consideration at its April Meeting.

## **6 PLANNING PROPOSAL – REZONING RAILWAY LAND TO ENTERPRISE CORRIDOR**

### **6.1 Introduction**

The purpose of this report is to advise Council of the progress of the Planning Proposal for Nyngan Highway Service Centre. The next step according to the Department is to get a resolution from Council to continue with the Planning Proposal without any amendments and send to the Parliamentary Counsel for an opinion.

### **6.2 Background**

The Planning Proposal for the proposed rezoning from SP2 Railway Infrastructure Facilities to Zone B6 Enterprise Corridor was placed on exhibition commencing by advertising in the Nyngan Observer on 19 November 2014 and ending exhibition on 19 December 2014 (30 days not including date of advertisement).

The Planning Proposal was exhibited in accordance with the Gateway Determination Conditions issued by the Department of Planning & Environment dated 16 October 2014. A Land Zoning Map has been prepared that is compliant with the Department's technical requirements.

During the exhibition there were no submissions received from the community or key stakeholders and no requests for a public hearing on the proposal. The applicant had already consulted prior to the exhibition with key agencies including John Holland (Country Rail Network Manager on behalf of Transport NSW) and Roads & Maritime Services.

As there were no submissions and there are no reasons proposed by Council staff to vary the Planning Proposal it is suggested that the Planning Proposal can be made in its current form without any amendments.

The next step in the Gateway Process is to seek a resolution from Council to adopt the Planning Proposal in its current form and forward it and all relevant documentation to the Parliamentary Counsel to seek a legal opinion on the amendment to the Local Environmental Plan.

**Manager of Development and Environmental Services' Report to the Ordinary Meeting of  
Bogan Shire Council held on 26 February 2015**

Council has been given delegated authority to deal directly with the Parliamentary Counsel as part of the Gateway Determination.

We also request that Council delegate's authority to the General Manager to accept the Parliamentary opinion and do all that is necessary to request that the Minister make the amendment to the Local Environmental Plan in accordance with the exhibited Planning Proposal and Parliamentary Counsel / Department of Planning & Environment requirements.

This will avoid having to bring the matter back to Council for another approval prior to the amendment being made as long as it is consistent with the exhibited Planning Proposal and Council resolutions.

### **6.3 Attachment**

Land zoning map.

### **6.4 Recommendation**

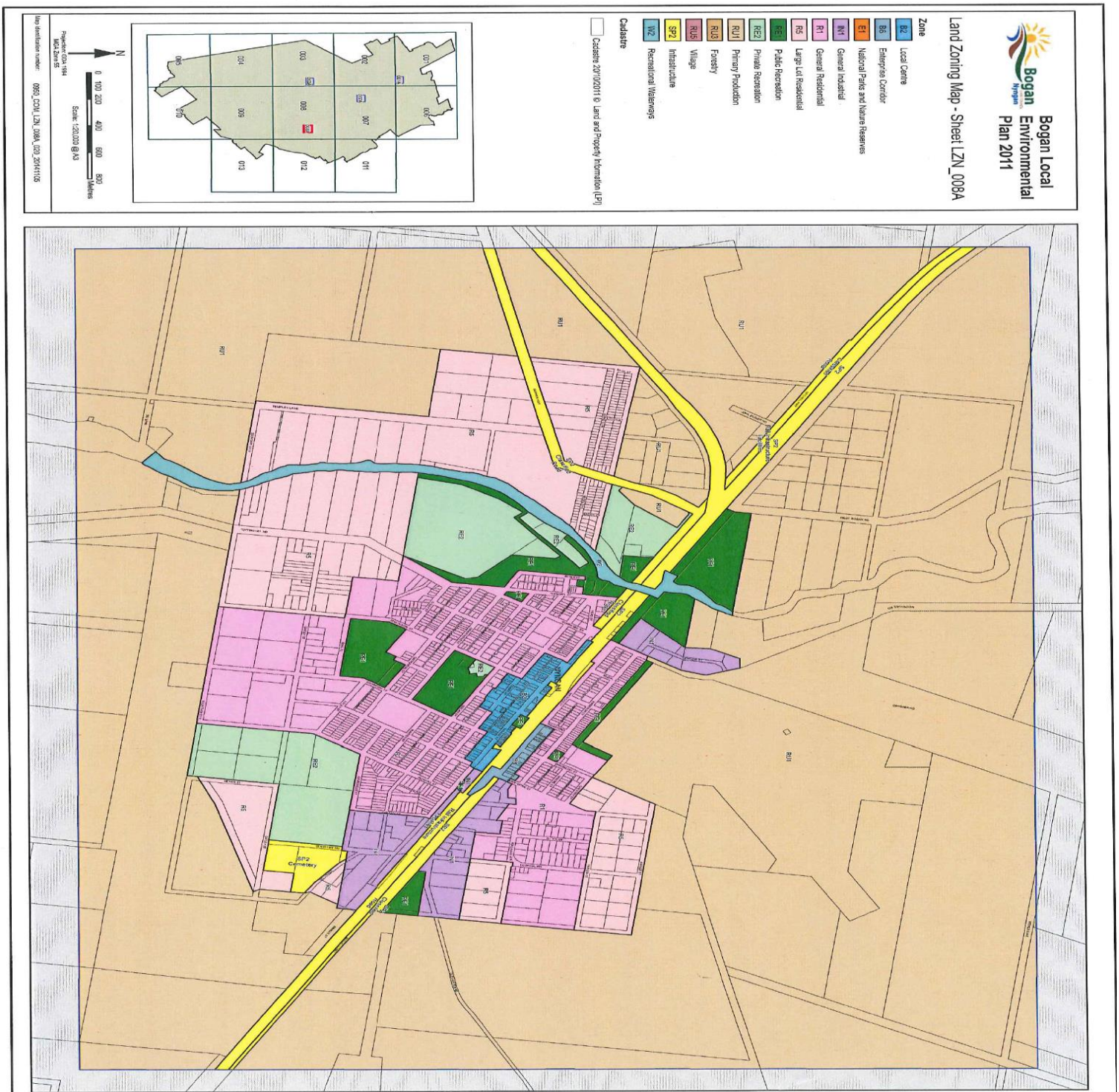
1. That the report be received and noted.
2. Council adopts the Planning Proposal (without amendment) to rezone the subject site from Zone SP2 Railway Infrastructure Facilities to Zone B6 Enterprise Corridor.
3. Council accepts that no public hearing is required in accordance with the regulations / Gateway Determination.
4. Council agrees to forward the Planning Proposal to the Parliamentary Counsel (under delegated authority) to seek a legal opinion on the making of the amendment to the Local Environmental Plan.
5. Council delegate's authority to the General Manager to accept the Parliamentary opinion and to make the amendment to the Local Environmental Plan in accordance with the exhibited Planning Proposal and Parliamentary Counsel / Department of Planning & Environment requirements.
6. Council advise the Department that the Plan has been made and request for the Plan to be notified on the NSW Government Legislation website; the Plan comes into force the day it is published on the NSW Government Legislation website.

**Timothy Riley**

**MANAGER OF DEVELOPMENT & ENVIRONMENTAL SERVICES**



**Manager of Development and Environmental Services' Report to the Ordinary Meeting of  
Bogan Shire Council held on 26 February 2015**



**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

## **PRECIS OF CORRESPONDENCE**

### **1 THANK YOU LETTERS**

Attached are copies of *Thank You* letters received from:-

1. Nyngan Public School – thanking Council for the contribution to the Annual Presentation Night.
2. Barry & Linda Fragar – thanking Council for the job the men have done recently on Plummers Roads.
3. Nyngan Local Aboriginal Land Council – thanking Council for their support with Naidoc week.

**1.1 Recommendation:** That the *Thank You* letters be received and the appropriate staff advised of the letters.

### **2 MARK COULTON MP**

Attached is a copy of correspondence received from Mark Coultton MP in reply to Council's correspondence regarding Telstra. Council is advised of:-

1. the Federal Government's commitment of \$100 million over four years to the delivery of the Mobile Black Spot Program; and
2. customers can contact the Telecommunications Industry Ombudsman for faults and services delays.

**2.1 Recommendation:** That the correspondence received from Mark Coultton MP in reply to Council's correspondence regarding Telstra be received and noted.

### **3 THE HON MELINDA PAVEY MLC**

Attached is a copy of correspondence received from the Hon Melinda Pavey MLC in reply to Council's correspondence to the Minister for Health regarding renal services at the Nyngan Health Service. Council is advised that Western NSW Local Health District is investigating the most efficient option to provide renal dialysis services at Nyngan.

**3.1 Recommendation:** That the correspondence received from the Hon Melinda Pavey MLC in reply to Council's correspondence to the Minister for Health regarding renal services at the Nyngan Health Service be received and noted.

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

#### **4 KEVIN HUMPHRIES MP**

Attached is a copy of correspondence received from Kevin Humphries MP in reply to Council's correspondence concerning dialysis services at Nyngan. He then contacted Mr Scott McLachlan, Chief Executive, Western NSW Local Health District regarding the Western NSW LHD Renal Services Plan. Mr Humphries has enclosed a copy of Mr McLachlan's response, who advised the Renal Services Plan is expected to be finalised by April 2015 and that the expansion of the services into Nyngan is dependent upon the availability of capital funding.

**4.1 Recommendation:** That the correspondence received from Kevin Humphries MP concerning dialysis services at Nyngan be received.

#### **5 NSW RURAL DOCTORS NETWORK**

Attached is a copy of correspondence received from the NSW Rural Doctors Network inviting Council to consider participating in the 2015 Bush Bursary / Country Women's Association Scholarship Scheme. The bursaries and scholarships are offered annually to selected medical students in NSW. Council's contribution to the scheme is \$3000.00, in return the medical student will agree to spend two weeks of "rural placement" in our Shire.

**5.1 Recommendation:** That Council as in the past not participates in the scheme.

#### **6 UNITED SERVICES UNION**

Attached is a copy of correspondence received from the United Services Union advising the Union has commissioned a report by Professor Brian Dollery and Joseph Drew on behalf of the New England Education and Research Propriety Limited, entitled "Up to the Job? An Analysis of the NSW Government's Fit for the Future Local Government Reform Policy Package". Enclosed in the mailout is a copy of the Analysis for Councillor's information.

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

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**7 KEITH WHITE**

Attached is a copy of correspondence received from Keith White concerning an upgrade to the Chinese Portion of the Nyngan Cemetery.

**7.1 Recommendations:**

1. That the request for repairs to the burner be considered in the current year's program, subject to staff availability.
2. That the other matters referred to be considered in the 2015/16 estimates.

**8 VETERANS' SUPPORT CENTRE**

Attached is a copy of correspondence received from the Veterans' Support Centre, Currumbin, Queensland asking Council to raise funds for Veterans' Welfare by selling Collage Posters of some Cenotaphs in Australia. Council can fund raise itself by selling the posters in our area and \$7.95 from each one sold. The cost of the poster is \$19.95. Council has two options to order the posters. See attached order form. A copy of the poster will be available at the meeting.

**8.1 Recommendation**

For Council's Consideration.

**9 WEEKLY CIRCULARS**

Weekly Circulars 48/14 to 49/14 and 01/15 to 06/15 are tabled for Council's information. Copies of the Circulars Indices and Summary of Items have been dispatched to Councillors.

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



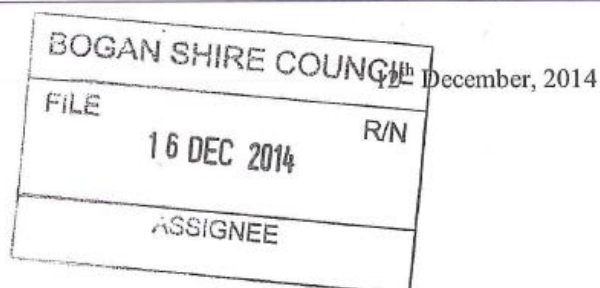
Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015



NYNGAN PUBLIC SCHOOL

60 Cathundril Street  
Nyngan 2825  
Phone: 02 68321605  
Fax: 02 68321836

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



Dear Derek,

Thank you very much for the contribution you made to assist the Nyngan Public School's Annual Presentation Night. The night was a great success and remains a major part of the school's yearly program.

Nyngan Public School depends heavily on community involvement and participation for its future programs and success. Your continued interest in the school's activities is welcomed and greatly appreciated.

Yours sincerely,

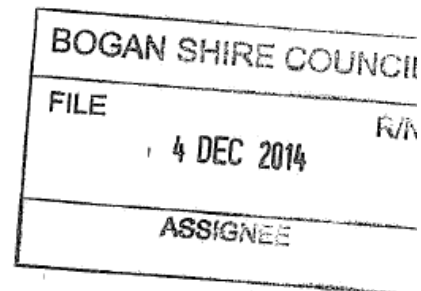


Kylee Pearce,  
Principal

Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015

"Talgong"  
TOTTENHAM. NSW 2873  
26 – 11- 14

Mr. Ray Donnell,  
Bogan Shire Council,  
P.O. Box 221  
NYNGAN, NSW 2825



Dear Sir,

This is a letter of appreciation to say "thank-you" for the job your men have recently done on "Plummers Road".

The holes that had come into the road following harvest were quite Dangerous – and it is good to know someone is not going to have an Accident or get hurt.

Thank you , we do appreciate the work you have done, so please pass on Our gratitude to your men.

*Barry & Linda Tragar*

Yours faithfully,

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**



**NYNGAN  
NAIDOC Committee**



**SERVING COUNTRY –  
CENTENARY & BEYOND**

**C/O: NYNGAN LOCAL ABORIGINAL LAND COUNCIL**

**ABN: 67 669 167 656**

BOGAN SHIRE COUNCIL	
FILE	R/N
30 OCT 2014	
24/13/91	
ASSIGNEE	

**PO Box 43  
NYNGAN NSW 2825**

**Ph: 02) 68 322 639**

**Fax: 02) 68 322 878**

**Email: [nynganlalc@bigpond.com](mailto:nynganlalc@bigpond.com)**

30<sup>th</sup> October 2014

Bogan Shire Council  
P.O. Box 221  
Nyngan NSW 2825

**Re: Nyngan NAIDOC 1<sup>st</sup> – 7<sup>th</sup> September 2014**

Dear Mr Francis,

Nyngan NAIDOC Committee would like to thank Bogan Shire Council for their support.

Thankyou to Rodney Ryan and his team, who assist the local volunteers and the visitor to our Community, they went out of their way to help.

Please find enclosed appreciation certificates.

Thank you again and we are looking forward to working with Bogan Shire Council for our Community NAIDOC Week 2015

Kind Regards



**Veneta Dutton**  
**CEO**  
*Nyngan Local Aboriginal Land Council*

*We would like to acknowledge the Traditional Custodians of this land and the Elders, both past and present. And pay our respect to the men and women who have fought in defence of country as representation of this year's NAIDOC theme*

Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015

NYNGAN NAIDOC 2014  
SERVING COUNTRY –  
CENTENARY & BEYOND



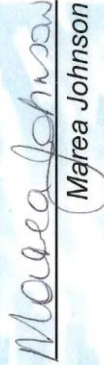
## Certificate of Appreciation

In honour of your outstanding Participation & Dedication to NAIDOC Week 2014

We gladly present this to:

# Bogan Shire Council

Awarded on 18<sup>th</sup> September 2014

  
Marea Johnson

  
Veneta Dutton

Thankyou for your ongoing support of the Nyngan NAIDOC Committee

Logo: "I am a strong and proud Australian" - Sir John Gorton

NAIDOC Week is a time to celebrate the achievements of Aboriginal and Torres Strait Islander people and to learn about their culture and traditions. It is a time to show respect and appreciation for the contributions they have made to our society. NAIDOC Week is held annually in September and is a time to celebrate the achievements of Aboriginal and Torres Strait Islander people and to learn about their culture and traditions. It is a time to show respect and appreciation for the contributions they have made to our society.



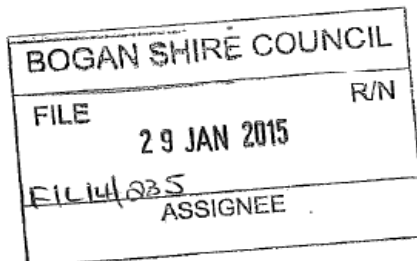
2014  
SERVING COUNTRY –  
CENTENARY & BEYOND



**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**Mark Coulton** MP

Federal Member for Parkes



Ref:Et/mc

27<sup>th</sup> January 2015

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

Dear Mr Francis,

Thank you for your letter sent to me on the 8<sup>th</sup> January 2015 regarding Telstra.

As for faults and service delays, customers can contact the Telecommunications Industry Ombudsman (TIO). It is a fast, free and fair dispute resolution service for small business and residential customers who have a complaint about their telephone or internet service in Australia. The TIO can be contacted by phoning 1800 062 058 or emailing [tio@tio.com.au](mailto:tio@tio.com.au).

Federally, The Government has committed \$100 million (GST exclusive) over four years to the delivery of the Mobile Black Spot Programme. The programme will improve coverage along major transport routes, in small communities and in locations prone to experiencing natural disasters, as well as addressing unique mobile coverage problems. More than 6,000 locations were reported to the Department of Communications with poor or no mobile coverage. Funding recipients and locations are scheduled to be announced in June 2015.

I appreciate you bringing this matter to my attention and please keep me updated should you receive a response from Mr Curtin.

Yours Sincerely,



Mark Coulton MP  
Federal Member for Parkes



[mark.coulton.mp@aph.gov.au](mailto:mark.coulton.mp@aph.gov.au)

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

Dubbo Electorate Office  
Suite 3, 153 Brisbane Street, Dubbo NSW 2830  
ph 02 6882 0999 fax 02 6882 9935

Moree Electorate Office  
69 Heber Street, Moree NSW 2400  
ph 02 6751 1251 fax 02 6751 1253

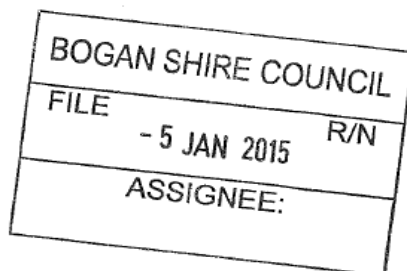
Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015



**The Hon Melinda Pavey MLC**

Parliamentary Secretary for Regional and Rural Health

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



M14/6224

19 DEC 2014

Dear Mr Francis

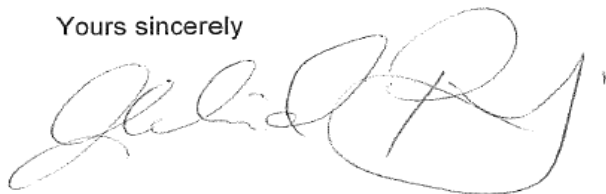
Thank you for your correspondence to Jillian Skinner MP, Minister for Health and Minister for Medical Research regarding renal services at Nyngan Health Service. Mrs Skinner has asked me to respond.

Mr Scott McLachlan, Chief Executive, Western NSW Local Health District, has advised that they are investigating the most efficient option to provide renal dialysis services at Nyngan within the context of the availability of skilled nursing staff in small rural centres.

I am further advised that Nyngan Health Service provides a facility based renal service which enables community members unable to dialyse in their own homes to undertake dialysis at Nyngan Health Service. There is currently one renal chair available in Nyngan which is in use two days per week. Nyngan Health Service has two members of the nursing staff suitably trained to cover the current renal service. Dubbo Health Service provides support and site visits to enable this service to operate.

Thank you again for bringing this matter to the Minister's attention. Should you wish to obtain further information, please contact Mrs Joy Adams, General Manager, Northern Sector, Western NSW Local Health District, on 0407 634 242 or at [joy.adams@health.nsw.gov.au](mailto:joy.adams@health.nsw.gov.au)

Yours sincerely



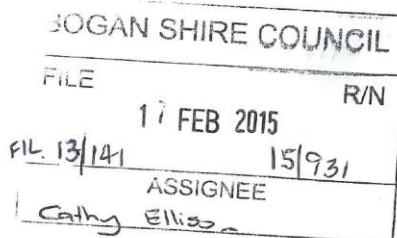
Melinda Pavey MLC

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**Kevin Humphries MP**

Member for Barwon

Minister for Natural Resources, Lands and Water | Minister for Western NSW



Thursday 12 February, 2015

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

Dear Derek,

Thank you for contacting my office concerning dialysis services in Nyngan. Following receiving your correspondence my office contacted Mr Scott McLachlan, Chief Executive, Western NSW Local Health District (LHD), for an update regarding the Western NSW LHD Renal Services Plan.

Please find enclosed a copy of Mr McLachlan's response. The Western NSW LHD Renal Services Plan is currently in draft form – it is expected to be finalised by April 2015.

Mr McLachlan has advised that a primary focus area for future services is to increase the rate of home dialysis in the region. However some will not be able to utilise dialysis at home, yet still need to access the service close to home. I am advised that Nyngan is a suitable location to provide this service. The response goes on to outline the reasoning for this consideration.

Mr McLachlan has advised that renal service expansion into Nyngan is dependent upon the availability of capital funding. As such a business case study will be developed and submitted to the NSW Ministry for Health for consideration.

Should you have any further enquiries, please contact Mr McLachlan on 02 6841 2217.

I trust this information is of assistance to Council and I thank you again for contacting my office regarding Council's concerns.

Yours sincerely,



**Kevin Humphries MP**

barwon@parliament.nsw.gov.au    www.kevinhumphries.com.au

**Moree Office** 161 Balo Street (PO Box 958), Moree NSW 2400  
ph 02 6752 5002    fax 02 6752 6102

**Cobar Office** 11 Barton Street (PO Box 99), Cobar NSW 2835  
ph 02 6836 3722    fax 02 6836 3811





**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**



Our ref: D15/327

The Hon Kevin Humphries MP  
Minister for Western NSW  
State Member for Barwon  
PO Box 99  
Cobar NSW 2835

Dear Mr Humphries

**Re: Request for copy of Western NSW LHD Renal Services Plan**

The Western NSW Renal Services Plan is currently in draft form only and is being amended to reflect feedback from the LHD Executive and clinicians. An implementation plan is also being developed. Following final endorsement by the LHD Board the Plan will be available for wider distribution. The expected timeframe for finalisation of the plan is April 2015.

One of the primary focus areas for future service delivery will be increasing the rate of home dialysis in the district. Currently only 1.7% of all haemodialysis occurs in the home setting. This falls far short of the NSW benchmark of 20%. Whilst the challenges of home therapy in rural areas such as water supply, housing conditions and the availability of carers are acknowledged, there is still potential to significantly improve these rates. Research indicates that home haemodialysis is associated with a better outcome for people who are able to dialyse for longer periods overnight.

People that are unable to dialyse at home will still need to be able to access dialysis within a reasonable distance (less than one hour's drive) and Nyngan is a suitable location to provide this service. The following excerpts from the Plan demonstrate that Nyngan has been identified as a site where renal dialysis services require enhancement.

**Section 5 Current Service Issues / Challenges**

*Recent consultations with the Western NSW LHD Renal Stream have identified the following issues as having the most significant impact on current and future service provision:*

- *The current and forecast demand for dialysis services and the LHDs renal services current and future capacity to meet projected demand*
- *The need for consistent practices across the LHD. The existing two renal services (Northern and Southern Sector) vary in both areas of clinical practice and funding mechanisms. There are also variations in workforce profiles for each of the Level 5 Units and different nurse to patient ratios are in place*
- *Home based therapies within the LHD are below State benchmark. Currently only 33% of the LHDs dialysis population have their treatment at home. This is well below the NSW target of 50%*
- *There are limited transport options for people travelling greater than one hour one way for dialysis treatment. This is compounded by the lower socioeconomic status of the population and associated difficulties in accessing transport*
- *Non-admitted patient activity is under captured and reporting and coding methods are inconsistent which impacts on activity analysis and future demand projections and has funding implications*
- *Needs analysis demonstrates there are currently areas where despite demand, infrastructure or capacity is not available to provide treatment 'close to home'. Priority areas for service development are Cobar and Nyngan*
- *Anecdotal information indicates that the requirement for travel to Sydney for education is a disincentive for the uptake of home HD in the Southern Sector. HD training services are currently not available at the Orange Unit*

Western NSW Local Health District  
ABN 50 629 556 404

Chief Executive Unit  
PO Box 4061 23 Hawthorn Street  
Dubbo NSW 2830  
Tel (02) 6841 2217 Fax (02) 6841 2236  
Website: [www.wnswlhd.health.nsw.gov.au](http://www.wnswlhd.health.nsw.gov.au)

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

- *Treatment flexibility is limited within units, for example the allocation of a "floating chair" would accommodate people who need to change treatment days and people accessing respite or holiday dialysis*
- *Funding mechanisms and the ongoing management of people dialysing at home varies across the LHD*

**Section 6 Future Directions and key action areas - Strategy 5B: Investment in high priority renal services – demand management**

- *Establish a dialysis unit at Cowra*
- *Expand dialysis treatment capacity at Nyngan MPS*
- *Enhance treatment capacity at the Bathurst dialysis unit*
- *Improve Non-Admitted Patient data collection*
- *Development of a LHD Renal Services Disaster Plan in liaison with the LHD Disaster Planning and Management Coordinator*
- *Determine future funding mechanisms for renal service development for example for capital projects*
- *Review existing revenue streams such as private dialysis patients*
- *Establish a LHD-wide Remote Renal Specialist Consultation Service*

The expansion of renal services at Nyngan is, however, dependent upon the availability of capital funding. Funding is available to the district from the Ministry of Health annually through the Rural Health Service Capital Investment Program and the Aboriginal Capital Minor Works Program. A business case will be developed and submitted to the Ministry for consideration in 2015/2016.

Please do not hesitate to contact me if you wish to discuss this matter further.

Yours sincerely

A handwritten signature in black ink, appearing to read "Scott McLachlan".

Scott McLachlan  
Chief Executive

15 January 2015

**Western NSW Local Health District**  
ABN 50 629 556 404

Chief Executive Unit  
PO Box 4061 23 Hawthorn Street  
Dubbo NSW 2830  
Tel (02) 6841 2217 Fax (02) 6841 2236  
Website: [www.wnswlhd.health.nsw.gov.au](http://www.wnswlhd.health.nsw.gov.au)

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**



3 December 2014

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

BOGAN SHIRE COUNCIL	
FILE	R/N
08 DEC 2014	
ASSIGNEE:	

Dear Mr Francis

**Re: The 2015 Bush Bursary/Country Women's Association Scholarship Scheme**

I am writing to invite 14-99 to consider participating in the scheme in 2015. The Bush Bursaries and CWA Scholarships are offered annually to selected medical students in NSW and the ACT, and are financially supported by the rural councils of country NSW, the Country Women's Association and the NSW Rural Doctors Network (RDN).

If your council wishes to participate in the Scheme, RDN will invoice you for \$3,300 (\$3,000 plus GST) which will be provided to the medical student who, in return, will agree to spend two weeks of rural placement in your council area in the University holidays during the year, or over the Christmas break. RDN's role is to administer the scheme, promote the scholarship to medical students in NSW/ACT and to select the successful recipients. RDN matches the successful students with a sponsoring council. Each sponsoring council nominates a placement coordinator (usually this is someone who works at the council). The placement coordinator is responsible for liaising with the sponsored student and organising the activities included in the placement.

**NSW Rural Doctors Network's Role –**

- Advertising and promotion of the Bush Bursary Scheme to eligible students studying at medical schools in NSW/ACT
- Recruitment and selection of Bush Bursary recipients
- Administration of funds from sponsoring shire councils to Bush Bursary recipients
- Matching recipients to sponsoring shire council
- Ongoing support and information for recipients and shire councils throughout the year
- Distribution of research and evaluation about the Bush Bursary to stakeholders and interested parties.

☐ **Head Office** Level 3, 133 King Street, Newcastle NSW 2300 Tel (02) 4924 8000 Fax (02) 4924 8010  
☐ **Sydney Office** PO Box 1111, Mascot NSW 1460 Tel (02) 8337 8100 Fax (02) 8337 8110  
 Web [www.nswrdsn.com.au](http://www.nswrdsn.com.au) Email [info@nswrdsn.com.au](mailto:info@nswrdsn.com.au) ABN 52 081 388 810

**NSW Rural Doctors Network**

Funded by the Commonwealth Government and the NSW Department of Health



**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**Sponsoring Shire Council's Role -**

- |   |
|---|
| <ul style="list-style-type: none"><li>- Payment of \$3000 (+GST) for sponsored student</li><li>- Nomination of Placement Coordinator from within council or associated organisation</li><li>- Organisation of placement for sponsored Bush Bursary student, including liaising with local medical practitioners and community groups, accommodation and social aspects of the two-week placement.</li><li>- Liaise with NSW RDN and sponsored Bush Bursary student regarding placement arrangements</li></ul> |
|---|

Since the BB/CWA Scholarships were first awarded in 1996, over 300 medical students have benefitted. In 2012 The NSW Rural Doctors Network completed a longitudinal study of students who received a scholarship from 1996 – 2006 to track their career choice and practice locations. The study found 41% of scholarship holders spent their first and second post-graduate years (PGY) in a non-metropolitan hospital and 35% for PGY3. This is significant as it indicates a high proportion of scholarship holders began their career in a non-metropolitan area, spending two or three years as junior rural doctors. These figures equate to 140 combined years spent in the rural and regional medical workforce. One quarter of previous scholarship recipients were currently working in a rural or regional area when surveyed.

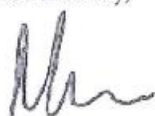
All students have enjoyed their placements. They loved being engaged in the community, both professionally and socially. Students from the country enjoyed having the financial freedom to spend time back there as a professional rather than a resident, and those not from the country gained invaluable knowledge and familiarity with rural issues, which is likely to expand their thinking in terms of future career options. This group were much more likely to mention that the scholarship was considered as a 'trial' prior to deciding whether or not to apply to study at a rural clinical school and other rural medical opportunities. Also should be noted that many of the Bush Bursary students are also holders of bonded medical scholarships and places. This means they have been contracted to undertake a number of years in the country after they graduate. It is vital that these students have positive rural experiences while they are studying so that they are able to positively contribute to the medical workforce and the rural communities they serve.

The number of students studying medicine is increasing, with students from the Universities of NSW, Newcastle, Sydney, Wollongong, Western Sydney, Notre Dame, New England and the Australian National University all eligible to apply for a Bush Bursary placement in 2015. There will be increasing numbers of students who will apply for the Bush Bursary, RDN would like to be able to offer as many Bush Bursary places as possible to expose this new generation of future doctors to rural medical practice and lifestyle.

Your financial contribution and support is significant in providing a positive experience of rural health, which is a known contributor to choosing a rural career. The evidence is mounting that this is the case.

If you would like any further information about the Bush Bursary/CWA Scholarship scheme or the longitudinal evaluation please feel free to contact me – [mlewis@nswrdn.com.au](mailto:mlewis@nswrdn.com.au) or (02) 8337 8100. Enclosed with this letter is a sponsorship form, if your council would like to participate in the scheme by sponsoring a student placement in 2015 please return the form by Friday 8<sup>th</sup> May 2015 by email, fax or post. I look forward to hearing from you soon.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Melanie Lewis".

Ms. Melanie Lewis  
Project Officer – Education and Training

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

**2015 BUSH BURSARY SPONSORSHIP RESPONSE FORM**

Your council is invited to sponsor and host a Bush Bursary Scholarship holder during 2015. Please complete the following details if you wish to participate or alternatively, if you wish to obtain further information please contact Melanie Lewis in the Sydney office of the NSW Rural Doctors Network (02) 8337 8100 or e-mail – [mlewis@nswrdsn.com.au](mailto:mlewis@nswrdsn.com.au)

Name of Council:	_____
Name of Town for Rural Placement:	_____
Name of General Manager:	_____
Name of Placement Coordinator:	_____
Job title of Placement Coordinator:	_____
Mailing Address:	_____ _____ _____
E-mail:	_____
Telephone:	_____

Please return this form by **Friday 8 May 2015** to:

Melanie Lewis  
Project Officer – Education and Training  
PO Box 1111  
Mascot NSW 1460  
Fax: (02) 8337 8110  
Email: [mlewis@nswrdsn.com.au](mailto:mlewis@nswrdsn.com.au)



**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**



10 February 2015

The General Manager & Elected Councillors  
Bogan Shire Council  
PO Box 221  
NYNGAN NSW 2825

BOGAN SHIRE COUNCIL	
FILE	R/N
12 FEB 2015	
FILE 13/139	15/860
ASSIGNEE	
Derek	

**United Services Union**

Level 7, 321 Pitt St  
Sydney NSW 2000

**p** (02) 9265 8211

**f** (02) 9261 2265

**w** [www.usu.org.au](http://www.usu.org.au)

**e** [united@usu.org.au](mailto:united@usu.org.au)

ABN: 95 571 805 442

Reference: 120140911MDU01IND

Contact: Mark Dunstan

Dear Sir/Madam,

The United Services Union, being the principal Union within the NSW Local Government sector, have commissioned a report by Professor Brian Dollery & Joseph Drew on behalf of the New England Education and Research Propriety Limited, entitled "Up to the Job? An analysis of the NSW Government's *Fit for the Future* Local Government Reform Policy Package."


I am pleased to provide your Council and Councillors a copy of the document for your consideration.

I further advise that a copy of the document has been provided to the following:

- ⇒ Minister for Local Government
- ⇒ Office of Local Government
- ⇒ Ministerial Advisory Panel
- ⇒ Local Government NSW
- ⇒ LGPA
- ⇒ DEPA
- ⇒ APESMA

The Union would be appreciative if your Council tabled the document at the first available opportunity and would very much appreciate any constructive feedback. Please send all correspondence to the attention of the General Secretary by email to [united@usu.org.au](mailto:united@usu.org.au).

Yours faithfully,



Graeme Kelly  
GENERAL SECRETARY

GK:kg

Attachment



**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**

K.White

P.O.Box 53

Nyngan. 2825 4/2/2015.

The General Manager

Bogan Shire Council

Cobar Street

Nyngan. 2825

Reference Chinese Portion of Nyngan Cemetery

Dear Derek,

I was informed by Mr. Riley that there was to be a cover installed in the Chinese Portion of the Nyngan Cemetery to give the Burner protection from the elements and prevent further decay of same.

When this is done could Council arrange for a bricklayer to replace the decayed ones and give the whole Burner a Heavy Lime Wash to return it to its original condition? I enclose photographs to show how much deterioration has occurred from 5/11/2002 to 1/1/2013 under the care of council.

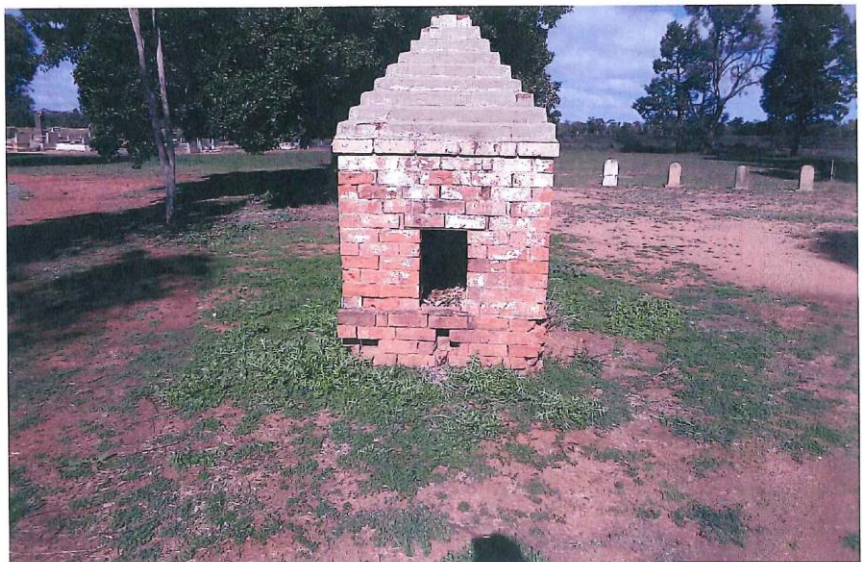
Has Council called for inclusions in the Budget for the coming year? If it has could you please include an allocation to have the Chinese Cemetery upgrade with the shifting of the Headstones, which are not where they were originally, a suitable fence and Brass information plaque to restore some dignity to that part of the Cemetery before the vandalism that occurred some years ago.

Yours Faithfully

Keith White

BOGAN SHIRE COUNCIL	
FILE	R/N
10 FEB 2015	
ASSIGNEE	

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**





**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**



**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**



**VETERANS' SUPPORT CENTRE**

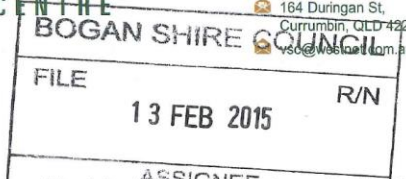
Dedicated to your service

07 5559 5022

164 Daringan St.  
Currumbin, QLD 4223  
vso@veterans.com.au

07 5559 5033

PO Box 7,  
Currumbin, QLD 4223  
www.currumbinrsl.com.au



Dear Councillors

Some time ago, you very kindly provided me with pictures of your local cenotaph. The Collage poster has now been produced and I am very pleased to be able to send you proof prints of the finished product. I must point out that there are a very small number of spelling errors on the back of these posters however, should you wish to purchase posters for on selling, the product we will be happy to provide you, will have all these corrected.

As you no doubt recall, my motivation, aside from commemorating ANZAC, was to raise funds for Veterans' Welfare, a cause that I am passionate about. I am proud to be able to say that the net proceeds from the sale of these posters will be distributed between Solider On in Australia, White Crosses in New Zealand, Currumbin RSL's Veterans' Support Centre and Palm Beach Currumbin High School whose assistance in producing the collage was invaluable.

We are also offering the opportunity for local communities and organisations such as yourself to fundraise for your own Veterans' Welfare programs, by selling The Collage in your area and keeping \$7.95 AUD from each one sold. Our goal is to sell 50,000 posters and we hope you can help us achieve this by purchasing a stand-alone retail ready box of 49 pre-rolled and packaged posters.

Should you be interested in selling these posters, early orders will be satisfied well in advance of ANZAC Day. To start selling these posters we ask you to please pre-order posters via one of the two options below:

1. Complete the enclosed poster order form and return it to us by following the instructions on the form **OR**
2. Visit [www.australiaremembers.com.au/product/wholesale](http://www.australiaremembers.com.au/product/wholesale) and submit your order online.

You can also sell the posters online direct to your network via your own affiliate link. When registering online, you will receive your own personal organisation link. Use this link to email to your network or members or add it to your website. When consumers click on this link and purchase a poster, the sale will be tracked via your organisation link, enabling you to receive \$5.00 AUD commission per poster for fundraising. We will then send out the posters on your behalf. To action this you simply need to set up your organisation account via the Australia Remembers website affiliate registration below:

[www.australiaremembers.com.au/affiliate-home](http://www.australiaremembers.com.au/affiliate-home)

We welcome your participation in this great project and, should you require further information, I can be contacted on +61 (07) 5559 5022.

I look forward to hearing from you

*A Hornby*

Tony Hornby  
Chairman/Advocate



Returned & Services League of Australia (QLD Branch)  
Currumbin Palm Beach Sub-Branch Inc.  
ABN: 67 812 037 567

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 26 February 2015**



## The Centenary Cenotaph Poster ORDER FORM

Order your posters today in plenty of time to sell posters in the lead up to ANZAC Day.

Posters will arrive in a pre-rolled and packaged retail box. The RRP price per poster is \$19.95 (GST included), leaving \$7.95 profit per poster.

100% of the profits derived from the sale of The Collage will be distributed to Veterans' welfare, including Solider On.

By ordering you agree that your profits will be contributed to Veterans' welfare.

For any questions please contact Tony Hornby at Currumbin Palm Beach Veterans' Support Centre on (07) 5559 5022.

### Option One

Complete your order quantity in this section if you are contributing profits from poster sales to your own selected Veterans' welfare fund		
Box QTY (49 posters per box)	Wholesale price per box (\$12 per poster)	Total Price
	\$588.00 (per box)	\$

### Option Two

Complete your order quantity in this section if you would like us to contribute all profits from poster sales to Soldier On		
Box QTY (49 posters per box)	Retail price per box (\$19.95 per poster)	Total Price
	\$977.55 (per box)	\$

*Note: postage and handling will be added to the total price of your credit card order based on qty ordered and postage location. We have sourced the most cost effective rate available. If paying via cheque or direct debit, do not complete the below credit card details, we will send you an updated invoice with total costs including postage and handling costs.*

Business Name:	
Authorised Person Name:	
Authorised Signature:	
Postal Address:	
Contact Email:	Contact Phone:
CARD TYPE: Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Diners <input type="checkbox"/>	
Name on card:	
Card Number:	
Expiry:	/ CVV:
Authorised by:	

**RETURN YOUR ORDER FORM TO: ATTENTION TONY HORNBY**  
**POSTAL:** Veterans' Support Centre, PO Box 7, Currumbin, 4223

**FAX:** +61 7 5559 5033

**EMAIL:** aradmin@australiaremembers.com.au



## **GRANTS AND FUNDING**

### **LG Weekly 02/15 – 16 January 2015**

#### **Regional Airport Funding Announcement**

Councils and owners of eligible regional airports can apply for up to \$50 million in NSW Government funding to support airport infrastructure projects.

### **LG Weekly 04/15 – 30 January 2015**

#### **Arts and Disability Funding Available**

Funding is available to support professional arts projects for people with disability in NSW. Councils are encouraged to apply.

### **LG Weekly 06/15 – 13 February 2015**

#### **Sport and Recreation Disability Grant**

The Lifetime Care and Support Authority (LTCSA) provides funding for grants for sport and recreation projects that improve access for current and future Lifetime Care and Support Scheme participants, other people with brain and /or spinal cord injuries and people with disability more generally. Councils are eligible to apply.

