



# **BOGAN SHIRE COUNCIL**

## **Business Paper**

**23 April 2015**



## Table of Contents

COUNCIL MEETING NOTICE .....	5
COMMITTEE MEETING MINUTES .....	7
1    NYNGAN MUSEUM .....	7
MEETING OF COUNCIL – GENERAL MANAGER’S REPORT .....	11
1    CHECKLIST .....	11
2    DELIVERY PROGRAM REPORT .....	22
3    INTEGRATED PLANNING AND REPORTING – 2015/16 to 2018/19 DELIVERY PROGRAM .....	25
REPORTS TO ORDINARY MEETING OF COUNCIL – MANAGER OF CORPORATE SERVICES .....	27
1    BANK RECONCILIATION .....	27
2    INVESTMENTS MARCH 2015 .....	28
3    SUMMARY OF RATE & ANNUAL CHARGES COLLECTION .....	30
4    COUNCIL FACEBOOK PAGE .....	31
5    REVISION OF COUNCIL POLICY FOR PUBLIC INTEREST DISCLOSURES .....	32
6    PERSONAL ACCIDENT COVER FOR AMATEUR SPORTSPERSONS .....	35
7    SECOND QUARTER 2014/15 BUDGET REVIEW .....	37
REPORT TO THE ORDINARY MEETING OF COUNCIL – MANAGER OF ENGINEERING SERVICES REPORT .....	43
1    OPERATIONAL REPORT .....	43
2    ROADS MAINTENANCE BUDGET .....	46
3    CONTRIBUTIONS TO NEW WATER MAINS .....	49
4    LAND ACQUISITION IN BOGAN LANE .....	51
5    SEPTIC TANK DISPOSAL – NYNGAN SEWERAGE POND .....	56
REPORTS TO ORDINARY MEETING OF COUNCIL – MANAGER OF DEVELOPMENT & ENVIRONMENTAL SERVICES REPORT .....	60
1    DEVELOPMENT APPLICATIONS .....	60
2    OPERATIONAL REPORT – PARKS AND GARDENS TEAM .....	61
3    OPERATIONAL REPORT – NOXIOUS WEEDS OFFICER .....	62
PRECIS OF CORRESPONDENCE .....	63
1    NELSON SALTER .....	63
2    RECONCILIATION AUSTRALIA .....	63
3    WEEKLY CIRCULARS .....	63

GRANTS AND FUNDING .....	66
--------------------------	----

**16 April 2015**

**COUNCIL MEETING NOTICE**

The next Ordinary Meeting of Council will be held in the Council Chambers, Nyngan on Thursday 23 April 2015 at 9.30am.

Mr Graeme and Mrs Rhonda McGuinness will be joining Councillors and staff for lunch.

**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 26 March 2015
9. Confirmation of the Minutes of the Council Meeting held on 26 March 2015
10. Committee Meeting Minutes
11. General Manager's Report incorporating reports from:-
  - Manager of Corporate Services
  - Manager of Engineering Services
  - Manager of Development and Environmental Services
12. Correspondence
13. Grants and Funding

Your attendance at this meeting would be appreciated.

Yours sincerely

**Cathy Ellison**  
**Executive Assistant**





**Committee Meeting Minutes to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

**COMMITTEE MEETING MINUTES**

**1 NYNGAN MUSEUM**

Attached are the Minutes of the Museum Committee Meeting held on Wednesday 4 March 2015.

**1.1 Recommendation**

That the Minutes of the Museum Committee Meeting held on Wednesday 4 March 2015 be received and noted.

**Committee Meetings' Minutes to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

**MUSEUM MEETING WEDNESDAY 4th March 2015**  
**Meeting Commenced 9.30am**

**PRESENT:**

Val Keighran (Chair), Val Hardwig, Stewart McKenzie, Sharon Thompson, Tammy Trothe, Glad Eldridge, Hugh Sibbald, Margaret Sibbald, Glad Eldridge and Donna Pampa.

Special Guest:  
Steve Eckart

**APOLOGIES:**

Peter Keighran, Edna Boss, Yvonne Pardy, Colin Pardy, Anna Corby, Bay Lovett.

The minutes and Treasurers report were read by Val Keighran.  
Carried by Glad Eldridge, Seconded by Sharon Thompson.

**Business Rising**

1. ANZAC Room is to be called 'Remembrance Room'.
2. Internet is now up and running.
3. Solar Manager to come back on Saturday to have a look around. Stewart McKenzie to talk to him in relation to doing a Solar display.
4. Stewart McKenzie has timber to do sign for Remembrance Room.
5. Pens are now available in our gift area.

**Correspondence**

- \* Australia Post – PO Box renewal for PO Box 348. Keys to be handed in so we can finalise this.
- \* Museums and Galleries of NSW – Acquittal of Report for Leg Ups, skill development grant no. NYN92.
- \* Museums and Galleries of NSW – 3 new grants project brochures and info letter.

Carried Stewart McKenzie, Seconded by Glad Eldridge

**General Business**

- Donna Pampa introduced Steve Eckart to meeting he is the Work Place Health and Safety Officer for the Bogan Shire. Steve commenced to give a run down on OH&S requirements in relation to visitors at the Museum. Discussion on gate on platform and putting signage 'No Unauthorised entry beyond this point'. Stewart to chase up through Bogan Shire Council for signage. Volunteers need to go through emergency exit points etc. Care must be taken when lifting or moving heavy objects. Steve will hand out heavy lifting brochure. Steve suggested we get a trolley in case something a little heavy needs to be



**Committee Meetings' Minutes to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

moved. Steve also suggested we see Bogan Shire Council about getting a step ladder. Brochure was suggested for volunteers to read to visitors. Emergency Air Horn from Bogan Shire Council also is needed.

- Donna Pumpa explained about what has been set up on the computer for VIC. Now that the internet is connected. Bogan Shire Council do road reports daily which Donna will email to Stewart and can be printed up.
- Stewart McKenzie did update on open day for committee. Tea and Coffee will be free. Cakes and Snacks, nibbles etc. will cost. Val Keighran and Glad Eldridge volunteered for morning and Tammy Trothe volunteered for the afternoon. Visitor Information Center staff will also be there all day.
- Glad Eldridge read out a note from Bryan Morris (Electrician), he can't fix lighting in Mines Room.
- Painting in the toilet/bathroom are. Painter asked about kitchen area. He hasn't been asked to do kitchen. Monty (painter) was asked to enquire.
- Donna Pumpa told about brochure. Taylor Martin did photography for Nyngan Tourist Guide.

Meeting Closed 10.22am

**Committee Meetings' Minutes to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

**Monthly Banking  
For March 2015**

Visitors Through Museum			
Adults	Children		
26	\$ 78.00	3	\$ 3.00
28	\$ 84.00	0	
21	\$ 63.00	0	
30	\$ 90.00	0	
<b>TOTAL</b>	<b>\$ 315.00</b>	<b>3</b>	<b>\$ 3.00</b>

DATE	Sales	Visitors	Surplus/shortage
9/03/2015	\$ 15.00	\$ 81.00	\$ 23.00
16/03/2015	\$ 56.50	\$ 84.00	\$ 51.20
23/03/2015	\$ 68.00	\$ 63.00	\$ 4.40
30/03/2015	\$ 43.00	\$ 90.00	\$ -
<b>TOTAL</b>	<b>\$ 182.50</b>	<b>\$ 318.00</b>	<b>\$ 32.60</b>

Visitors Through Museum	108
<b>MONTHLY BANKING</b>	<b>\$ 533.10</b>
Monthly Surplus/Shortage	\$ 32.60

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 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>	<b>UPDATE:</b> Internal panels installed. Fencing contractor not commenced, due to delays in kennel. Water supply, roof and wall sheeting to be installed. Expected to be operational in late May/June 2015. Delays due to limited available staff & other projects.
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>	<b>UPDATE:</b> Removal of asbestos may not occur in May or June due to work current load. Anticipate carryover of funds for August 2015 asbestos removal.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

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.  <b><u>UPDATE:</u></b> <b>Accreditation approved.</b>
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>	<b><u>UPDATE:</u></b> <b>Most works completed. Balance of works (removal of pavers &amp; levelling out-ground, install irrigation along mural wall) to be completed within current financial year and allocated budget. Delays due to limited available staff &amp; other projects.</b>
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>	<b>Girilambone:</b>  Completed with exception of asbestos disposal program. Issues with WorkCover requirements final clean-up, specialised equipment required.  Suitable equipment located, waiting on contractor.

Page | 13

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

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>	<p>Council has been advised work can be completed by end of January 2015.</p> <p>Installation programmed for week ending 20/02/15. Arena water system completed. Cemetery to be connected 16/3/2015.</p> <p><b><u>UPDATE:</u></b> <b>Cemetery connected.</b> <b>COMPLETED</b></p>
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.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

	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>	<b><u>UPDATE:</u></b> <b>All works completed with exception of plaque installation and Lone Pine to be planted 25 April 2015 during ceremony.</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>	<b><u>UPDATE:</u></b> <b>Erection of framing and roof with roof sheeting completed.</b> <b>Project completion date late May 2015. Delays due to limited available staff &amp; other projects.</b>
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.  Eastern bay scheduled for construction April 2015.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

14	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>	<b><u>UPDATE:</u> To be completed 15/4/15.</b>
15	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> Report to April 2015 Council Meeting refers.</b>
16	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>	Assumptions included in draft budget. Full report to Council July 2015.
17	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 23 April 2015**

	26/02/2015	033/2015		Legal proceedings including the issuing of Notices and Orders to commence against the owner/occupier of any premises who fails to confirm their agreement to comply with the findings of the Fire Safety Audit Report.		Efforts still being made to have owners upgrade building voluntary.
18	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><b><u>UPDATE:</u></b>  <b>Playground operational.</b>  <b>Report on project expenditure to be submitted in May 2015.</b></p> <p>Additional softfall material required throughout in July, once current material has compacted within next few months.</p>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

19	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>Programmed for February and March 2015.</p> <p>Loam work on track completed. Grandstand work commenced.</p> <p><b><u>UPDATE:</u> COMPLETED</b></p>
20	18/12/2014	474/2014	<b>Construction &amp; Sealing of Local Roads</b>	<p>The proposed construction &amp; sealing on the Dandaloo Road be extended to a length of 1.4km, with additional funds taken from savings on other construction &amp; sealing projects in 2014/15.</p>	<b>ENG</b>	<p>Construction in progress.</p> <p><b><u>UPDATE:</u> COMPLETED</b></p>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

21	26/02/2015	024/2015	<b>Long Day Care</b>	<p>1. Council commit \$250,000 towards the construction of the facility in the 2015/16 Capital Budget.</p> <p>2. The western portion of Lot 111, DP721218, Dandaloo Street be the preferred location.</p> <p>3. A loan be raised for Council's contribution to the project.</p>	<b>MCS</b>	<p><b><u>UPDATE:</u></b> Plans for a 43 Place Centre at Lot 111, DP721218 Dandaloo Street are being drawn up. These will be submitted to the Education Dept along with a report by 30 June 2015 in an attempt to gain Stage 2 funding of \$450,000.</p>
22	26/02/2015	034/2015	<b>Street Trees</b>	An Arborist Report be obtained and a report to April 2015 Council Meeting.	<b>MDES</b>	<p><b><u>UPDATE:</u></b> In progress (awaiting response from Arborist).</p>
23	26/02/2015	042/2015	<b>Chinese Portion – Nyngan Cemetery</b>	<p>Repairs to the burner be carried out in the current year's program.</p> <p>Other upgrading matters be considered in 2015/16 estimates.</p>	<b>ENG</b>	<p>Contract brick layer to carry out repairs.</p> <p><b><u>UPDATE:</u></b> Discussions with Contractor in progress.</p>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

24	26/03/2015	077/2015	<b>Traffic Committee Recommendations</b>	<p>Council request RMS to provide funding to:-</p> <ul style="list-style-type: none"> <li>• Install bollards and "No Stopping" signs either side of Cannonbar / Nyngan Streets;</li> </ul> <hr/> <p>Council trim trees &amp; relocate signs in Pangee Street at the Moonagee Street intersection.</p> <p>Council relocate "Give Way" sign &amp; holding line from Nymagee Street into Moonagee Street.</p> <p>Provide a "Children Crossing" Warning sign in Nymagee Street.</p> <hr/> <p>Council look at ways of decorating the overhead camera structure on the eastern side of town.</p>	<p><b>RMS funding approved.</b></p> <hr/> <p><b>Work programmed for after Anzac Day.</b></p> <hr/> <p><b>Write to RMS – in progress.</b></p>
----	------------	----------	--	--	--

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

25	26/03/2015	092/2015	<b>Western NSW Local Health District</b>	Council prepare a costing to run raw water to the Western NSW Local Health District for consideration in next year's estimates and provide the figures to the facility.	<b>ENG</b>	<b><u>UPDATE:</u> Preparing Estimate.</b>
----	------------	----------	--	---	------------	---

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 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 DELIVERY PROGRAM REPORT**

### **2.1 Introduction**

The purpose of this report is to provide information regarding progress with respect to the principal activities detailed in Council's adopted Delivery Program.

### **2.2 Background**

The General Manager is required under the provisions of Section 404(5) of the Local Government Act to provide Council with regular reports regarding progress with respect to the principal activities detailed in Council's Delivery Program.

Council previously resolved that these reports be provided in October and April.

### **2.3 Discussion**

A full Delivery Program Report listing each strategy and activity in the Delivery Program is available on request from the General Manager or on Council's website. Attached to this report, however, is an extract of the full Delivery Program Report showing those activities which are marked as:-

- Not started
- Not progressing
- Progressing with issues

All other activities are marked as "Progressing – No Issues", or "Completed".

The Report mirrors the layout of Council's Delivery Program and 2014/15 Operating Plan and Budget. Managers responsible for each of the activities listed under the Strategies and Outcomes have indicated the current status of the activity and, where appropriate, have included comments.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

**2.4 Attachments**

Extract of Delivery Program Report - 2014/15 Activities.

**2.5 Recommendation**

That the Delivery Program Report be received and noted.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

**Blank Page**



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

### **3 INTEGRATED PLANNING AND REPORTING – 2015/16 to 2018/19 DELIVERY PROGRAM**

#### **3.1 Introduction**

The purpose of this report is for Council to consider approval of the draft 2015/16 Delivery Program for exhibition.

#### **3.2 Background**

In accordance with the Integrated Planning and Reporting Framework prescribed by the New South Wales Government and implemented in 2012, Council adopts a long-term (25 year) Community Strategic Plan and a medium-term (4 year) Delivery Program in addition to its annual Operational Plan and Budget.

Whilst the Community Strategic Plan runs until 2026, the existing Delivery Program sets out the activities that will be carried out between 2014/15 and 2017/18 towards achieving the strategies and goals specified in Council's Community Strategic Plan.

#### **3.3 Discussion**

Attached is a draft Delivery Program based on the 2014/15 Program. It is recommended that Council considers whether amendments are necessary to the following activities:-

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

<b>Ref.</b>	<b>Activity</b>	<b>Comment</b>
1.1.1(ii)	Provide administrative support and facilities to Bogan Day Out and Bogan River Ball.	Bogan Community Tourism and Business Group, who run these events, not currently active.
1.1.5(ii)	Support Clean Up Australia Day and National Tree Day.	Council resolved in February 2015 not to support Clean Up Australia Day in 2015.
3.3.3(i)	Participate in Clean Up Australia Day.	Council resolved in February 2015 not to support Clean Up Australia Day in 2015.
5.1.1(iv)	Work with Bogan Community Tourism and Business Group BCTBG to understand and address issues impacting on local economy (e.g. empty shops).	Bogan Community Tourism and Business Group not currently active.
5.1.5(i)	Continue to support the Bogan Community Tourism and Business Group (BCTBG).	Bogan Community Tourism and Business Group not currently active.
5.2.4(i)	Work with Bogan Community Tourism and Business Group to analyse visitor accommodation needs.	Bogan Community Tourism and Business Group not currently active.

### **3.4 Attachment**

Draft 2015/16 to 2018/19 Delivery Program.

### **3.5 Recommendation**

That the Draft 2015/16 to 2018/19 Delivery Program be advertised and exhibited for a period of 28 days.

**Derek Francis**

**GENERAL MANAGER**

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

**REPORTS TO ORDINARY MEETING OF COUNCIL – MANAGER OF  
CORPORATE SERVICES**

**Mayor and Councillors**

The following reports are submitted for consideration:-

**1 BANK RECONCILIATION**

**1.1 Introduction**

The purpose of this report is to present the reconciliation of Council's Cash Book, Bank Statements and Ledger Bank Account as at 31 March 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 March 2015</b>		
<b>Council General Fund</b>		
Bank Statement Balance	\$	86,048.94cr
Add Deposits not yet receipted	\$	5,207.03cr
Less Unpresented Payments	\$	14,134.14dr
<b>Balance as per Council</b>	<b>\$</b>	<b>77,121.83cr</b>
<b>Represented by the following in Council Ledgers</b>		
Account		
<b>19001.8000.8000</b>	<b>\$</b>	<b>77,121.83cr</b>
<b>Difference</b>	<b>\$</b>	<b>0.00</b>

**1.3 Recommendation**

That the Bank Reconciliation Report be received and noted.

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

## **2 INVESTMENTS MARCH 2015**

### **2.1 Introduction**

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

### **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 March 2015 is shown below. At the 31 March 2015 Council had \$8.2 million invested. There has been a \$100,000 decrease in Council's investments since the February 2015 report.

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

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

**Investment Movements for March 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 March 2015							
REF	Source	Maturity	Days	% rate	Interest	Bal 28/02/2015	Bal 31/03/2015
4506	CBA	17-Apr-15	180	3.600%	14,202	800,000.00	800,000.00
4493	CBA	11-Feb-16	365	3.250%	11,836	1,000,000.00	1,000,000.00
6784	NAB	06-May-15	180	3.550%	8,802	500,000.00	500,000.00
5189	NAB	08-May-15	180	3.500%	17,356	1,000,000.00	1,000,000.00
3204	NAB	11-Sep-15	180	3.130%	15,778	1,000,000.00	1,000,000.00
1203	NAB	17-Sep-15	180	3.150%	15,879	0	1,000,000.00
4306389	Bankwest	17-Mar-15	90	3.500%	8,630	1,000,000.00	0
802	Westpac - Maxi direct	n/a	n/a	2.250%		3,035,004.97	2,939,696.99
				Variable			
	Balance securities held					8,335,004.97	8,239,696.99
	Balance Ledger 19010.8200.8200					8,335,004.97	8,239,696.99
	<b>Summary by institution</b>						
	CBA					1,800,000.00	1,800,000.00
	NAB					2,500,000.00	3,500,000.00
	Bankwest					1,000,000.00	0.00
	Westpac					3,035,004.97	2,939,696.99
						8,335,004.97	8,239,696.99

**2.4 Recommendation**

That the Investments Report be received and noted.

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

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

#### **3.1 Introduction**

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

#### **3.2 Discussion**

This report is provided for the information of Councillors.

<b>Rate Collections</b>	<b>2014-2015</b>	<b>2013-2014</b>
Arrears Prior to 01/07/2014	222,916	283,703
First Installment Outstanding as at 31/03/2015	28,790	35,588
Second Installment Outstanding as at 31/03/2015	39,313	51,771
Third Installment Outstanding as at 31/03/2015	84,872	89,569
<b>Total Arrears</b>	<b>375,891</b>	<b>460,631</b>
<b>Total Outstanding</b>	<b>1,269,506</b>	<b>1,312,355</b>
<b>Monthly Transactions</b>		
Amount Levied & B/Fwd	4,758,566	4,925,733
Add: Adjustments	50,115	-181,383
Less: Payments to end of March	-3,464,743	-3,356,355
Less: Rebates	-77,443	-75,640
Add: Postponed	3,011	0
<b>Gross Total Balance</b>	<b>1,269,506</b>	<b>1,312,355</b>
<b>Arrears of total amount levied %</b>	<b>8%</b>	<b>10%</b>

Total arrears have dropped from \$460,000 at the end of March 2015 to \$375,000 as at 31<sup>st</sup> March this year.

Each instalment amounts to approximately \$1,190,000  
(Total Rates, Waste, Water & Sewer Access Charges)

Council has collected at this date \$108,000 more than at the same time last year.

3% of rate payers had not paid their first instalment prior to the 31<sup>st</sup> March, 2015.  
4% of rate payers had not paid their second instalment prior to the 31<sup>st</sup> March, 2015.  
8% of rate payers had not paid their third instalment prior to the 31<sup>st</sup> March, 2015.

#### **3.3 Recommendation**

That the Rates Collections Report be received and noted.

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

## **4 COUNCIL FACEBOOK PAGE**

### **4.1 Introduction**

The purpose of this report is to obtain Council approval for a Bogan Shire Facebook Page.

### **4.2 Background**

Methods of communication are changing, particularly with the younger demographic. At times Council struggles to get its message across through traditional means.

### **4.3 Discussion**

The advantages of a Facebook page are as follows:-

- It accesses a younger demographic that Council finds difficult to reach;
- It allows for two way communication, where ratepayers ask questions and Council can answer;
- Friends of the Facebook page are notified when Council posts an item to it;
- It allows for real-time communication with the community.

Council will post current items on the Facebook page, similar to those posted on its web-site and in its Council Column in the newspaper. It will also directly respond to ratepayer comments where appropriate.

Corporate Services (IT) will administer the Facebook page and relevant Managers will be responsible for the content that pertains to their area.

Cost will be negligible. It will only involve a small amount of additional administration time answering queries and posting to the site.

A Policy to govern the use of Social Media Sites, such as this Council's proposed Facebook page is being considered by Manex and will be recommended for adoption at the May Council Meeting.

### **4.4 Summary**

This is a cheap and effective way for Council to expand its communication network and promote its good work .

### **4.4 Recommendation**

That Council create a Bogan Shire Council Facebook Page and operate it in accordance with Council's Social Media Site Policy.

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

## **5 REVISION OF COUNCIL POLICY FOR PUBLIC INTEREST DISCLOSURES**

### **5.1 Introduction**

The purpose of this report is to review Policy AP001 Public Interest Disclosures – Internal Reporting. The Policy was last reviewed on 27 February 2014 and is now due to be reviewed.

### **5.2 Background**

The Public Interest Disclosures Act 1994 (the PID Act) aims to encourage and facilitate the disclosure, in the public interest, of corrupt conduct, maladministration, serious and substantial waste and Government information contravention in the public sector.

Under section 6D of the PID Act, public authorities are required to have a Policy and Procedures for receiving, assessing and dealing with Public Interest Disclosures made by public officials.

### **5.3 Discussion**

The protection of people who make disclosures in the public interest is the foundation of this Policy.

The Policy requires Council management to do the following:-

1. Support any staff member who reports a wrongdoing.
2. Thoroughly and impartially investigate any reported wrongdoing and take appropriate action if warranted.
3. Keep staff who make reports informed of the progress of the case.
4. Provide adequate resources.

The Policy details the five main categories of serious wrongdoing which should be reported. These categories are:-

1. Corrupt Conduct.
2. Maladministration.
3. Serious or Substantial Waste.
4. Government Information Contravention.
5. Local Government Pecuniary Interest Contravention .

The above categories are explained in the Policy document and examples given.



**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

There have been no changes to the previously adopted Policy. The provisions of the Policy have not changed.

It is recommended that the Policy be re-adopted without change for a further two years.

**5.4 Attachment**

The current AP001 Public Interest Disclosure Policy.

**5.5 Recommendation**

That Council adopt the current Policy AP001 Public Interest Disclosures – Internal Reporting for a further two years.

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

**Blank Page**

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

## **6 PERSONAL ACCIDENT COVER FOR AMATEUR SPORTSPERSONS**

### **6.1 Introduction**

The purpose of this report is to provide information to Council on the adequacy and level of Personal Accident Insurance for local people participating in organised sport.

### **6.2 Background**

At its September 2014 meeting Council resolved that it should write to local sporting clubs requesting details of their insurance cover or the peak body which places insurance for them on their behalf.

Players in our community feel that their annual player insurance premiums account for the bulk of the annual fees they have pay to sporting clubs, however there appear to be a number of limitations on claims when players are injured, often accompanied by a lengthy processing period.

The General Manager wrote to the Insurance Council of Australia expressing concern regarding personal accident insurance cover and asking if they have looked into the matter and whether they have any comments to pass onto Councillors or the amateur sporting community.

The Insurance Council of Australia responded by saying that they could not comment specifically on Council's concerns as the ICA do not represent the companies who underwrite the Personal Accident Insurance.

The Manager Corporate Services wrote to twenty local sporting clubs in an attempt to establish what health/disability insurance cover individual clubs had in place for their players, and the contact for the controlling body so that Council could write to them requesting an explanation to what the insurance premiums paid by local clubs actually cover.

The response to this letter was poor with only three clubs choosing to respond. These being, the Nyngan and District Cricket Association, Nyngan Junior Rugby League and the Nyngan RSL Fishing Club. In each case the insurance related primarily to public liability rather than accident cover.

### **6.3 Discussion**

Distinction between Public Liability Insurance, which is extensive and Medical Insurance which is patchy. All three respondents supplied details of their Public Liability Insurance, not their medical insurance. There is a misunderstanding that the bulk of the cost of insurance placed by peak bodies on behalf of clubs is for medical cover. This is not the case. The bulk of the cost is for Public Liability Insurance.

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

Details on the internet are of medical insurance offered. Some which have been perused are Country Rugby League, NSW Touch Football and Netball NSW.

Cover for these organisations is varied but generally low. For example Country Rugby League players are covered for 80% of weekly income up to \$300 per week. Touch football participants are covered for 75% of weekly income up to \$250 per week.

Participants will have to accept that while public liability cover seems more than adequate, cover for medical expenses and loss of income is not. If they wish to participate in many of these sports participants should consider arranging additional cover above what is included through the club affiliation process.

#### **6.4 Recommendation**

That Council note the report and contact all clubs indicating that Council research has found that Personal Accident Insurance is generally inadequate and that it therefore advises all clubs to notify their participating members to take out additional cover.

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 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 nine months of the 2014/15 financial year up to 31 March 2015.
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, second quarter adjustments and third quarter adjustments. These changes have been shown in the Recommended Changes column. The items to be carried forward, the first and second quarter changes have already been approved by Council at previous meetings. The third 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, second and third quarterly reviews.

### **7.3 Discussion**

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

Third quarter adjustments to the budget have resulted in a favourable result of \$724,858. The main reason for this favourable variance is the adjustment to both the Water and Sewer Funds for additional revenue amounting to \$350,000 from user charges and apportioning \$115,000 of the interest received from the General Fund to these two funds. Another reason is the removal of the large Capital Projects from the Water Fund as per Council resolution 028/2015, this resulted in a nett adjustment of \$188,500 and the Sewer Fund of \$250,000 for sewer line extension.

The General Fund has unfavourable net adjustments for the quarter of \$170,000 due to the purchase of 176 Pangee Street which was not budgeted for in the Capital budget. Variations in the operating budget offset each other and therefore show a nett result of zero.

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

The recommended changes and variances to budget are illustrated in the Budget Review Statement shown on the following page:

Outcome	Full Year Original Budget	September Revised Budget	December Revised Budget	2014/ 15 Mar Recommended Changes	2014/ 15 Mar Projected Year End Result	YTD Actuals (incl Oncosts/ Com mit)
<b>Grand Total</b>	<b>4,162,464</b>	<b>5,730,335</b>	<b>5,751,902</b>	<b>-724,858</b>	<b>5,027,044</b>	<b>992,065</b>
<b>Operating</b>	<b>1,392,420</b>	<b>1,457,554</b>	<b>1,393,122</b>	<b>-456,358</b>	<b>936,764</b>	<b>-445,677</b>
Building Our Community	977,736	969,967	1,019,924	-13,004	1,006,920	825,212
Cultural & Social	132,504	128,763	128,772	0	128,772	88,487
Community Facilities	694,128	690,136	740,132	-13,004	727,128	643,924
Children & Young People Support	36	0	-36	0	-36	-25,298
Library	151,068	151,068	151,056	0	151,056	118,098
Connecting our Community	2,029,464	1,992,462	1,882,480	3,384	1,885,864	1,694,420
Road Networks	2,159,568	2,086,950	2,006,968	235,400	2,242,368	2,124,916
Active Transport	89,952	94,952	94,956	0	94,956	56,931
Air Services	53,340	59,956	59,952	0	59,952	53,262
Plant System	-273,396	-249,396	-279,396	-232,016	-511,412	-540,690
Managing Our Environment	1,431,600	1,532,543	1,497,592	-514,900	982,692	301,529
Built Environment	1,095,120	1,106,121	1,071,136	-30,000	1,041,136	648,743
Waste Management	-34,008	52,992	52,992	-3,000	49,992	-58,969
Noxious Weeds	104,184	107,184	107,184	-25,400	81,784	27,650
Water	261,012	260,957	261,000	-190,000	71,000	-8,712
Sewer	5,292	5,289	5,280	-266,500	-261,220	-307,182
Our Health & safety	195,972	233,419	228,412	22,000	250,412	160,182
Environment Health	133,200	101,200	96,196	22,000	118,196	118,822
Disaster Management	7,512	7,512	7,512	0	7,512	3,366
Public Health	-7,800	-7,800	-7,800	0	-7,800	-2,792
Fire Services	63,060	132,507	132,504	0	132,504	40,785
Developing Our Economy	94,704	93,508	93,504	0	93,504	58,068
Local Industries and Business	58,800	58,800	58,800	0	58,800	36,705
Tourism	35,904	34,708	34,704	0	34,704	21,362
Responsible Local Government	-3,453,840	-3,481,336	-3,446,326	61,996	-3,384,330	-3,368,293
Labour Overheads	116,784	116,991	117,536	-15,834	101,702	-116,796
<b>Capital</b>	<b>2,770,044</b>	<b>4,272,781</b>	<b>4,358,780</b>	<b>-268,500</b>	<b>4,090,280</b>	<b>1,437,743</b>
Building Our Community	518,688	949,887	1,000,884	0	1,000,884	404,359
Community Facilities	512,184	908,531	959,520	0	959,520	492,615
Children & Young People Support	0	5,819	5,820	0	5,820	-98,935
Library	6,504	35,537	35,544	0	35,544	10,679
Connecting our Community	1,127,496	1,582,530	1,597,036	0	1,597,036	582,910
Road Networks	691,500	844,399	844,404	0	844,404	334,525
Active Transport	45,000	45,000	45,000	0	45,000	1,063
Air Services	0	0	0	0	0	1,581
Plant System	390,996	693,131	707,632	0	707,632	245,741
Managing Our Environment	1,014,864	1,533,365	1,553,860	-268,500	1,285,360	273,217
Built Environment	38,472	161,711	196,712	170,000	366,712	117,268
Waste Management	0	35,594	35,592	0	35,592	26,691
Water	628,896	899,940	885,440	-188,500	696,940	105,646
Sewer	347,496	436,120	436,116	-250,000	186,116	23,612
Our Health & safety	0	98,003	98,004	0	98,004	73,480
Environment Health	0	23,003	23,004	0	23,004	21,835
Disaster Management	0	75,000	75,000	0	75,000	2,466
Fire Services	0	0	0	0	0	49,179
Developing Our Economy	27,000	27,000	27,000	0	27,000	36,895
Responsible Local Government	81,996	81,996	81,996	0	81,996	66,882

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

The breakup of changes to the Budget for the March quarter for the individual funds is as follows:

<b>Fund</b>	<b>Operating \$000's</b>	<b>Capital \$000's</b>	<b>Total \$000's</b>
General	0 (U)	170 (U)	170 (U)
Water	190 (F)	189 (F)	379 (F)
Sewer	266 (F)	250 (F)	516 (F)
<b>Total</b>	<b>456 (F)</b>	<b>269 (F)</b>	<b>725 (F)</b>

### **Budget Review Statement**

The third 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.

### **General Fund**

#### ***Operating***

#### **Pros**

**Engineering Administration – Wage Subsidies** **5,000 (F)**

Wages subsidies for apprentices and trainees received from the Australian Government received in excess of what was originally budgeted.

**Work Health and Safety** **15,834 (F)**

WHS Financial Incentive paid by State Cover Mutual Limited.

**Corporate Services** **22,000 (F)**

Reduction of financial consultant fees due to lower usage of this service.

**Rates** **30,000 (F)**

Additional money requested in December Budget Review for costs associated with the sale of land for unpaid rates will no longer be required in this current financial year as alternative options are being pursued as per Council resolution 075/2015.

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

**Plant 41,000 (F)**

Resulting from an adjustment to costs in internal plant hire increasing the plant recoveries.

**Cons**

**Finance 115,000 (U)**

Interest income received moved from General Fund to Water and Sewer funds based on their 2014 balances.

***Capital***

**Cons**

**Buildings and Property 170,000 (U)**

Purchase of 76 Pangee Street as per Council Resolution 377/2014.

**Water Fund**

***Operating***

**Pros**

**User Fees and Charges 150,000 (F)**

Additional income expected to be received for the 2014/15 financial year.

**Investment Interest 40,000 (F)**

Interest transferred from the General Fund to the Water Fund based on 2014 balances using an investment rate of 3.15%.

***Capital***

**Pros**

**Raw Water Demand Management and back-up system 258,500 (F)**

Removal of this project from the Capital budget in the Water Fund as per Council Resolution 028/2015.

**Cons**

**Mains Replacement 70,000 (U)**

Additional funds required for the replacement of town mains as per Council resolution 028/2015.



**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

**Sewer Fund**  
***Operating***

**Pros**

**User Fees and Charges** **201,500 (F)**

Additional user charges levied on commercial properties plus amounts expected to be levied in the fourth quarter.

**Investment Interest** **75,000 (F)**

Interest transferred from the General Fund to the Sewer Fund based on 2014 balances using an investment rate of 3.15%.

**Cons**

**Statutory Fees and Charges** **10,000 (U)**

Due to actual fixed charges levied being less than budget.

***Capital***

**Pros**

**Sewer Line Extension of Network to Derribong and Oxley Streets and past showgrounds** **250,000 (F)**

Due to Triple A project and staff accommodation not occurring at this time.

**Consulting and Legal Expenses**

A review of Council's consulting and legal fees has been conducted as at 31st March 2015:

<b>CONSULTING &amp; LEGAL EXPENSES</b>			
<b>Expense</b>	<b>Budget \$</b>	<b>Expenditure YTD \$</b>	<b>Revised</b>
Consultancies	461,459	174,149	409,459
Legal	33,228	24,939	33,108

The major expenditure items in the consultancy area have been spent IT Specialists, our Specialist Financial Accountant who assisted with the production of the Statutory accounts, Long Day Care Consultants and Water Consultants for the upgrade of the switchboard at the Water Treatment plant.

**Manager Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

Expenditure on Legal fees has primarily due to the excess paid to our insurers in relation to a public liability claim.

**Summary**

Year to Date figures for the first nine months of the financial year show that Council is tracking well against expenditure.

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 31/03/2015 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: 14/04/2015

Luke Taberner

Responsible Accounting Officer, Bogan Shire Council

**7.4 Recommendation**

That Council:

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

**Luke Taberner**

**MANAGER CORPORATE SERVICES**

**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

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

**Mayor and Councillors**

I submit the following report for consideration:-

**1 OPERATIONAL REPORT**

**1.1 Civil Works**

Work undertaken between the reporting period from the 16 February 2015 to 13 March 2015 consisted of the following:-

- Erecting the frame for the Cobb & Co Display Shed at Teamsters Rest in Pangee Street.
- Assisted with installation of CCTV at Council's Works Depot in Nymagee Street.
- Completed the installation of play equipment at Girilambone Park.
- Installed child proof fencing around play equipment at Girilambone Park.
- Completed painting and repairs to the Racecourse Grandstand.
- Installing the sandstone centre block and plaque stands at Heritage Park.
- Completing repairs to concrete footpaths in the Pangee Street.

**1.2 Community Facilities**

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

- Preparation of the ovals and sporting fields.
- Preparation of the showground facilities for the smalls schools week.
- Preparation of the showground facilities and Larkin Oval for the Easter Rugby League Challenge.
- Cleaning and sweeping of the Nyngan CBD.
- Preparation for ANZAC Day.
- Cleaning and maintenance of town streets and nature strips.
- Cleaning of town streets gutters and culverts.

**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

### 1.3 Roads

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

No.	Name	Comments
10	Pangee Road	Construction completed
10	Pangee Road	Maintenance grading completed
HWY 8	Barrier Highway	Resealing completed
12	Coffill's Lane	Construction continuing
39	Hickey's Road	Re sheeting completed
24	Canonba Road	Re sheeting completed
5	Peisley Road	Maintenance grading completed
92	Colane Road	Construction commenced
MR57	Tottenham Road	Shoulder grading commenced
	Oval Place	Construction continuing
HWY 8	Barrier Highway	Heavy patching completed
	Sealed Rural Roads	Slashing completed
	Sealed Regional Roads	Slashing completed

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

- Nyngan town streets
- Shoulder widening Mitchell Highway
- Yarrandale Road
- Old Warren Road
- Whiterock Road
- Tottenham Road
- Barrier Highway.

**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

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

- Continuing re-sheeting and grading under R2R funding including Merryanbone Road.
- Complete construction and sealing of 1km of Coffill's Lane.
- Commence construction of 2km of Hermidale Nymagee Road.
- Complete construction and sealing of Oval Place in Nyngan.
- Complete the cladding of the Cobb & Co. Shed at Teamsters Rest in Pangee Street.
- Slash inside the racecourse track.
- De-silting sections of the Albert Priest Channel.
- Continuing construction of the new dog pound at the airport.
- Heavy patching on the Mitchell Highway with additional funding of \$190,000 provided by the RMS.
- Completing shoulder grading of the Tottenham Road in preparation for future reseals.

#### **1.4 Recommendation**

That the Operational Report for the reporting period from the 16 February 2015 to 13 March 2015 be received and noted.

**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

## **2 ROADS MAINTENANCE BUDGET**

### **2.1 Introduction**

The purpose of this report is to provide Council with an update of local roads budget for 2014/15 and request the allocation of additional funds for maintenance works.

### **2.2 Background**

Council's approved local roads budget following the 2<sup>nd</sup> quarter review is \$1,648,566, of that amount, \$703,332 is allocated to unsealed roads maintenance.

### **2.3 Discussion**

Based on the current maintenance grading costs, and the total length of unsealed roads, the allocated unsealed roads budget is sufficient to grade 64% of our unsealed local road network per year. Although not all of our roads are graded every year, some roads, or sections of those roads are graded twice.

Due to dryer conditions at the beginning of the financial year, many of our unsealed roads had become rough and required grading before harvest. The down side of grading the roads before harvest is that they often break up during the increased traffic loads and require re-grading. Additional work on some of the higher trafficked roads where necessary has resulted in other roads not yet being graded this financial year.

This financial year Council's resources were put into maintenance grading early to allow time for the anticipated construction of 13 kilometres of the Hermidale to Nymagee Road and before our rural roads gravel re-sheeting and construction program commenced. Although we still have construction and Roads to Recovery Projects to continue with for the fourth quarter of the year, our unsealed maintenance budget is expended for this financial year.

Maintenance of sealed roads is continuing to increase as the sealed assets gradually deteriorate. The last few years has seen an increase in new construction on local rural roads which has reduced the available funds for bitumen reseals on our existing sealed roads, town, and village streets network.

Council's internal plant rates have been increased by 25% for this financial year and the current average cost of maintenance grading an unsealed road is now \$1,333 per kilometre.

**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

The actual cost per kilometre will vary depending on the condition of the pavement, the extent of pavement deterioration, the amount of good pavement material on the road, the amount of vegetation present on the shoulder and in the drains, the amount of moisture in the pavement, and the availability of water in close proximity to the job. The cost to run a grader gang remains fairly constant per day apart from the distance required for travelling to and from the depot. The variation in the cost per kilometre is directly related to the length of road graded per day, and this is affected by the conditions mentioned above.

The following table shows the budget and expenditure at the March budget review and without including the capital works, the maintenance budget is almost expended. As the capital works program is only partly completed and all the contractor costs are not yet in on the completed jobs, it is too early to determine if there will be any significant savings on these projects.

	<b>Approved Budget - 2nd Qtr</b>	<b>Proposed Budget - 3rd Qtr</b>	<b>Expenditure 3rd Qtr</b>	<b>Balance</b>
Sealed Roads Maintenance	\$ 30,504	\$ 284,228	\$ 271,343	\$ 12,885
Unsealed Roads Maintenance	\$ 703,332	\$ 839,004	\$ 825,329	\$ 13,675
Town & Village Streets Maintenance	\$ 335,220	\$ 335,220	\$ 315,576	\$ 19,644
Footpaths, Kerb and Gutter	\$ 100,000	\$ -	\$ -	\$ -
Capital Roads Projects	\$ 479,500	\$ 479,500	\$ 238,980	\$ 240,520
<b>Total</b>	<b>\$ 1,648,556</b>	<b>\$ 1,937,952</b>	<b>\$ 1,651,228</b>	<b>\$ 286,724</b>

Note: The 3<sup>rd</sup> Qtr review figure of \$1,937,952 does not include the additional \$100,000 referred to below.

The above table shows an increase in maintenance budget of \$289,396 from the 2<sup>nd</sup> to 3<sup>rd</sup> quarter review. This was due to the movement of estimated plant expenditure from the FAGs budget to other programs that has since been reinstated.

Town and village streets maintenance will need to continue for items such as street sweeping and pothole repairs as well as any emergency repairs on sealed rural roads if they arise.

**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

At present, our unsealed roads are in a reasonable condition, with the exception of a few that require patch grading of some rougher sections and causeway to remove scours. These roads include Coffill's Lane, Kallara Road, Dixons Road, Whiterock Road, Laroo Road, Cooneys Road, and Pangee Road and it is estimated the cost to address these issues is \$100,000.

These works can be carried out during the fourth quarter as separate Roads to Recovery Projects and funded from that program, however, this will reduce the funds available for gravel re-sheeting improvements.

The issue of insufficient funds to fully maintain our unsealed rural road network has prompted the need for a separate report to the May 2015 Council meeting to examine a revised maintenance regime.

#### **2.4 Recommendation**

1. That Council considers reallocating \$100,000 from Roads to Recovery to fund the road maintenance works detailed above.
2. That further local road and street maintenance be kept to essential works only (street sweeping and repair of safety hazards) at the discretion of the Manager Engineering Services in consultation with the General Manager.



**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

### **3 CONTRIBUTIONS TO NEW WATER MAINS**

#### **3.1 Introduction**

The purpose of this report is for Council to consider charges that apply to residential property owners for the extension of water mains to service new residences.

#### **3.2 Background**

Occasionally Council has requests to provide a water service to new or existing residence that are not within an acceptable distance from an existing water main. Instead of extending the water main, a more economical solution is to run poly pipe long distances to provide water to the property. Although the cost of this connection is met by the owner, it does not provide a water supply that can be extended onto for future connections, and if there is future development, Council would eventually have to install a water main.

#### **3.3 Discussion**

Council has recently had a couple of enquires requesting the connection of proposed new residences to the existing reticulation system via poly pipes. One would involve running a poly pipe 120 metres and the other would require a 260 metre poly service which could be reduced to 100 metres if laid through private property.

Although this provides the houses with a water supply, it does not allow for the installation of fire hydrants and is not suitable for further developments next door. The installation of a water main is a lot more expensive than a poly service but it does provide a much better water supply to the property, it assists with fire protection and it expands and improves our water reticulation system.

The cost of supplying a new water main to a new subdivision or development should be met by the developer which can then be passed onto the purchasers. In the case of existing vacant lots where someone wishes to construct a dwelling, I would propose a charge of 25% of the actual cost for the owner and Council contributes the other 75% as a capital water main extension.

**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

With one of the current requests to Council, the cost would be a total of \$15,600 (\$11,700 Council, \$3,900 owner). This main would pass two existing residences and provide an improved water supply to one of them. It would end at the proposed new residence but could potentially be connected to in the future on the opposite side of the street if land was subdivided.

With the other request to Council, the cost would be \$7,200 (\$5,400 Council, \$1,800 owner). This main would run part way along the block to supply a proposed residence with vacant land either side and across the street. There is also a newly constructed residence at the end of the street that is not yet connected to the town water supply. If the new water main was installed to the end of the street, the total cost would be \$19,000 (\$14,250 Council, \$4,700 owners). The owner's contribution in this case would be shared between the four owners of land fronting the main that are not already connected to the water (\$1,175 each). This charge would apply when a water connection is requested, along with the current connection fees.

### **3.4 Recommendation**

That where a water main extension is required for a new water connection not relating to a subdivision or large development, the owner contributes 25% of the construction cost.

**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

## **4 LAND ACQUISITION IN BOGAN LANE**

### **4.1 Introduction**

The purpose of this report is for Council to consider a request from the Diocese of Wilcannia-Forbes Catholic Education Office to acquire a small section of Bogan Lane adjacent to St Joseph's School in Nyngan.

### **4.2 Background**

The request is to purchase the area of land at the end of Bogan Lane adjacent to the school that was originally set aside as a turnaround bay. This section of lane would then become part of the St Joseph's School land and used to place a Special Needs Unit on.

### **4.3 Discussion**

It appears that this dead end section of the lane gets very little or no use as the four residences are able to enter and exit their rear accesses from the one direction.

Based on recent land sales in the area, it is estimated that the land value would be approximately \$1,828.48 (32 m<sup>2</sup> @ \$57.14 per m<sup>2</sup>).

The Assistant Director – Corporate Services of the Diocese has indicated that if they were to acquire this section of lane, they may be able to assist with the current storm water problems in the lane by constructing a drain through their property to Bogan Street.

### **4.4 Attachment**

Letter from Diocese of Wilcannia-Forbes Catholic Education Office

### **4.5 Recommendation**

For Council's consideration

**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**



7 April 2015

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

Dear Mr Francis,

**Re: St Joseph's Parish School Nyngan**

We refer to our brief discussions with Mr Graeme Bourke, Manager Engineering, last Tuesday 31 March 2015 concerning the Bogan Lane turning bay situated adjacent to the school grounds and whether Council would be prepared to discuss with us the prospects of our acquisition to this portion of the lane.

At present we are preparing on-site planning at the school to situate a proposed Special Needs Unit for a student who is intending to enrol for commencement of the 2016 school year. The preferred site for this facility is next to the infant's block which will provide suitable access to other areas of the school and link in with existing school infrastructure. To preserve the current flow of school building facilities we see the area presently at the end of Bogan Lane, which is basically unused, as an ideal location. This would then allow for the school shed to be relocated and open up the entire area towards the large COLA near the library building. We are also undertaking planning to replace the library in the near future.

We believe that the existing area at the closed end of Bogan Lane, the "turning bay" is used very infrequently as landholders backing onto the lane have direct access to their properties off Bogan Street and also have access from their properties directly into the lane, therefore not needing to utilise the turning bay. Also, having a "dead end" on the lane surrounded by the school could lead to child safety / protection issues that may be difficult to overcome.

In view of the above we would like to discuss further with Council the possibility of acquiring this piece of land at a nominal cost. Also, from our discussions, we understand there may be some drainage related issues leading off the lane which we would be prepared to assist with should this acquisition be successful. No doubt this would assist with the neighbouring properties as well. We would also meet the conveyancing and other related costs involved.

**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

Please find attached a site plan that indicates the section of Bogan Lane (green hatched) that is the subject of discussion.

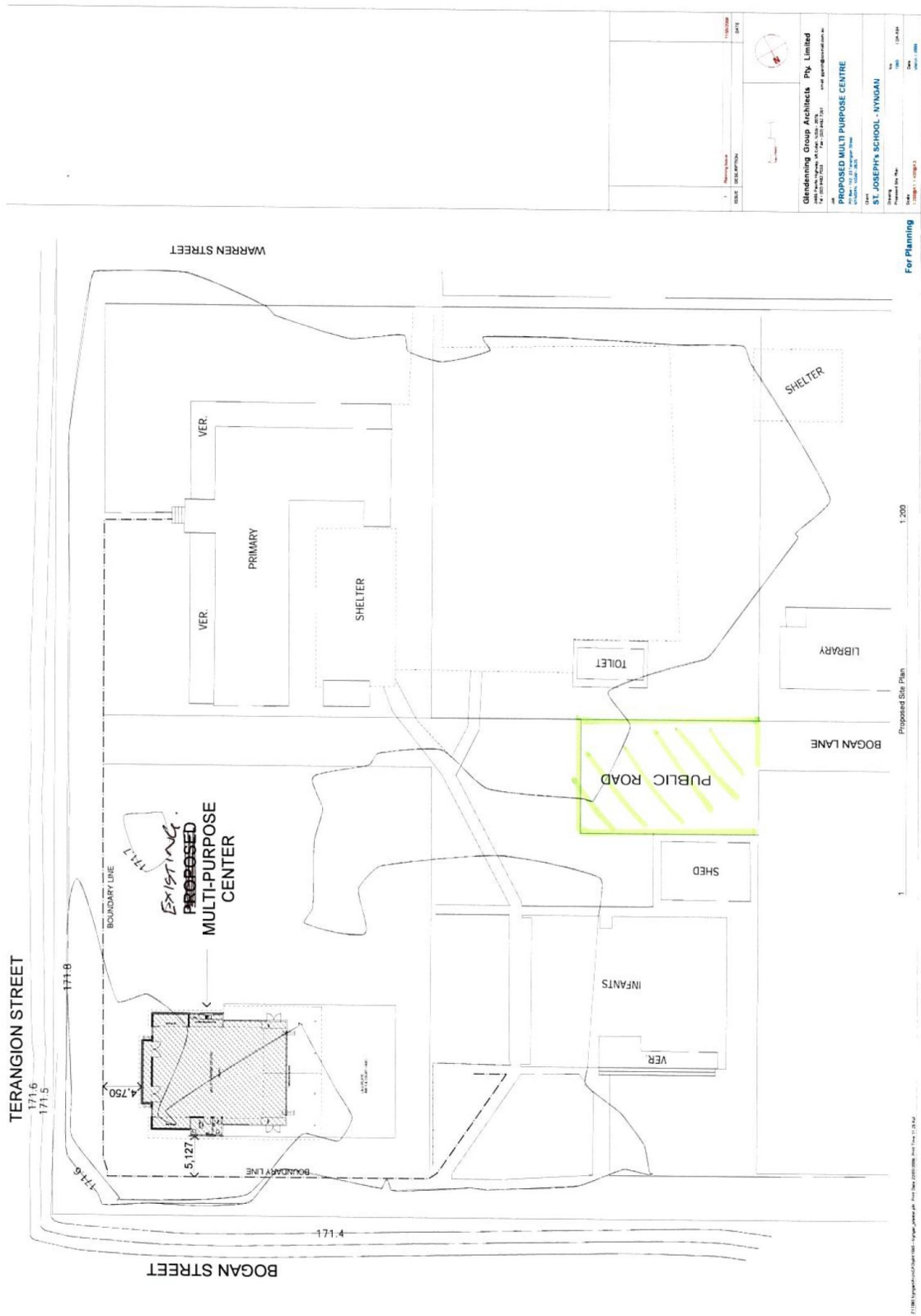
Your further consideration by Council to this proposal would be appreciated. Should you wish to discuss in more detail or have any queries or concerns please don't hesitate to contact me on mobile 0437 899 014.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Malcolm Goodwin", is written over a horizontal line.

Malcolm Goodwin  
**Assistant Director – Corporate Services**

**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**





**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**



**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

## **5 SEPTIC TANK DISPOSAL – NYNGAN SEWERAGE POND**

### **5.1 Introduction**

The purpose of this report is for Council to consider the charges for the disposal of septic waste into the Nyngan sewerage pond.

### **5.2 Background**

Council adopted a new Trade Waste Policy in December 2010, in accordance with State Government guidelines issued by the NSW Office of Water and implemented it from 1 July 2014. This policy follows best practice guidelines and ensures Council manages trade waste dischargers in a fair and consistent manner.

### **5.3 Discussion**

Transporting and/or discharging septic tank or pan content waste into the sewerage system (including the pond) is considered as medium or high risk trade waste discharge and is classified as category 2S under the guidelines.

As a category 2 discharger (without appropriate pre-treatment), septic tank owners under Council's current fees would be charged an annual fee of \$165 plus \$14.70 per kilolitre to have their septic tank emptied into our sewerage pond.

As the septic waste is generally domestic rather than industrial, it is considered that that the fees should be amended to become a standard set fee of \$100 only to discharge a domestic septic tank into the Nyngan sewerage treatment pond (with no annual or kilolitre charge).

Customers requiring their septic tanks emptied and discharged into the Nyngan treatment works are required to complete the attached form and pay the fee before their tank is emptied. This proposal only applies to domestic septic waste and industrial waste will not be permitted into our pond.

### **5.4 Attachment**

Request for Septic Tank Disposal Form.



**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**

## **5.5 Recommendation**

The discharge of domestic septic tank waste into the Nyngan Sewerage Pond be charged at the rate of \$100 per load and reviewed annually.

**Graeme Bourke**

**MANAGER ENGINEERING SERVICES**



# REQUEST FOR SEPTIC TANK DISPOSAL TO NYNGAN

Property/Owner Name	Property Address Details	Date of Request	Owners Contact Number	Septic Tank Capacity	Customer Signature

**RATE: \$100.00 per disposal**

*Note: After payment has been receipted this will need to be booked in with the Water/Waste Water Operator to before the date of delivery to be arranged prior to the delivery.*

Name of Company Delivering Service	Company Address Details	Date of Delivery	Drivers Contact Number	Drivers Registration No.	Customer Signature

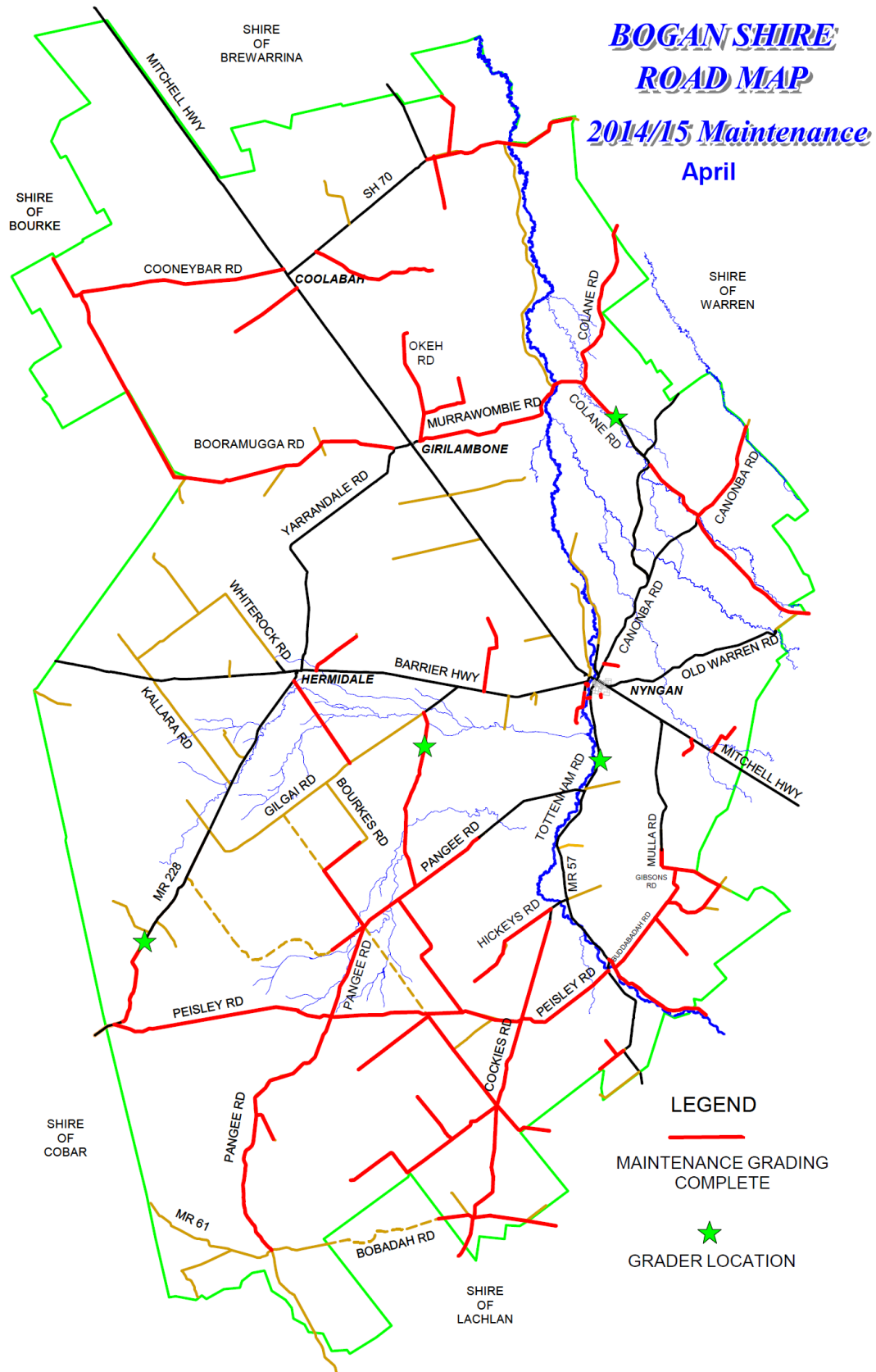
**BSC Administration Only:**

Receipt Code: **68**      Receipt Number: \_\_\_\_\_      Date of Receipt: \_\_\_\_\_

All Booking to be done in Consultation with the Water/Waste Water Operator's

Trevor Waterhouse: Ph. 0409 078 762      Todd Milligan: Ph. 0418 625 706      Cameron Bourke: Ph. 0428 615 462

**Manager Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 23 April 2015**



**Manager of Development and Environmental Services' Report to the Ordinary Meeting of  
Bogan Shire Council held on 23 April 2015**

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

**Mayor and Councillors**

I submit the following reports for consideration:-

**1 DEVELOPMENT APPLICATIONS**

**1.1 Introduction**

One (1) Development Application has been approved since Council's March 2015 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' COOLABAH	Extracting sand and gravel	5,000	Still waiting on consent from CL's 24/7/2014
2014/024	Kelvin Anderson	446 Okeh Road GIRILAMBONE	Subdivision	N/A	Being assessed as of 30/10/2014
2015/004	Tritton Resources Pty Ltd	Mitchell Highway GIRILAMBONG Lot 10 DP 751315 & Lot 3 DP 751342	Underground mine	20,000,000	Being assessed 3/3/2015
2015/006	Radhe Krishna Investments Pty Ltd	124 Nymagee Street NYNGAN	Demolish shed, Erect shed & fuel tanks	150,000	Being assessed 3/3/2015
2015/007	Michael Enright	74 Warren Street NYNGAN	Patio Cover	5,670	Approved 12/03/2015

**Manager of Development and Environmental Services' Report to the Ordinary Meeting of  
Bogan Shire Council held on 23 April 2015**

2015/008	Glad Eldridge	97 Cobar Street NYNGAN	Shed	8,862	Awaiting additional information 10/03/2015
----------	---------------	---------------------------	------	-------	--

## **1.2 Recommendation**

That the Development Applications Report be received and noted.

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

### **2.1 Introduction**

The purpose of this report is to outline key work undertaken since Council's March 2015 meeting by the Parks & Gardens Team.

### **2.2 Discussion**

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

- Completed the installation of new softfall material to O'Reilly Park Playground area;
- Assisted Civil Works team in the installation at Heritage Park of the ANZAC Day Monument Stone;
- Supervision of Community Service person at cemetery and showground works; and
- Undertaken other routine maintenance duties.

### **2.3 Recommendation**

That the Operational Report – Parks and Garden Team be received and noted.

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

#### **3.1 Introduction**

The purpose of this report is to outline the key works undertaken by the Noxious Weeds Officer since Council's March 2015 Meeting.

#### **3.2 Discussion**

Key works undertaken consisted of the following:-

- Property inspections;
- Road inspections;
- Spraying of Prickly Pear at Coolabah;
- Spraying along Barrier Highway between Coolabah and Girilambone;
- Spraying of Woody Weeds Peisley Road and Plummers Road; and
- Spraying of Blue Heliotrope on Pangee Road.

#### **3.3 Recommendation**

That the Operation Report – Noxious Weeds Officer be received and noted.

**Timothy Riley**

**MANAGER OF DEVELOPMENT & ENVIRONMENTAL SERVICES**

## **PRECIS OF CORRESPONDENCE**

### **1 NELSON SALTER**

Attached is a copy of a *thank you* letter received from Nelson Salter who was awarded the Bogan Shire Council \$500.00 Scholarship for 2014. Nelson has purchased a laptop with his scholarship.

**1.1 Recommendation:** That the *thank you* letter received from Nelson Salter be received.

### **2 RECONCILIATION AUSTRALIA**

Attached is a copy of correspondence received from Reconciliation Australia advising National Reconciliation Week is 27 May to 3 June 2015 and inviting Council to participate in the week. The correspondence lists a number of roles Council can consider to participate in the week.

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

### **3 WEEKLY CIRCULARS**

Weekly Circulars 11/15 to 14/15 are tabled for Council's information. Copies of the Circulars Indices and Summary of Items have been dispatched to Councillors.

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

**Precis of Correspondence to the Ordinary Meeting  
of Bogan Shire Council held on 23 April 2015**

BOGAN SHIRE COUNCIL		Nelson Salter
FILE	R/N	The University of Newcastle
09 MAR 2015		New Student Residence West Block
ASSIGNEE		130 University Drive
		Callaghan NSW 2308

2 March 2015

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

Dear Mr Francis, The Mayor Ray Donald and Bogan Shire Councillors,

I would like to thank Bogan Shire Council for the opportunity I have of accepting the Nyngan High School Bogan Shire Scholarship for 2014.

I am now currently studying at the University of Newcastle. I am living on campus and thoroughly enjoying my studies and my new home on campus. I really have embraced University life and I am committed to succeed.

Having grown up in Nyngan I have an appreciation for rural life, and the people of The Bogan Shire. I have always felt ongoing support from both my family and the community.

Through the generosity of the Bogan Shire Scholarship I have purchased a laptop and am using this in my daily studies.

I greatly appreciate the assistance.

Yours sincerely



Nelson Salter



**Precis of Correspondence to the Ordinary Meeting  
of Bogan Shire Council held on 23 April 2015**



PO Box 4773, Kingston ACT 2604  
Old Parliament House,  
King George Terrace, Parkes, ACT 2600  
**TEL** 61 2 6273 9200  
**EMAIL** [enquiries@reconciliation.org.au](mailto:enquiries@reconciliation.org.au)  
**WEB** [www.reconciliation.org.au](http://www.reconciliation.org.au)

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

08 April 2015

**NATIONAL RECONCILIATION WEEK 2015**

Dear Mr Francis,

On behalf of Reconciliation Australia and the NSW Reconciliation Council, I would like to invite you to engage your constituency in National Reconciliation Week this year.

National Reconciliation Week is celebrated each year from 27 May to 3 June. It's a time for all Australians to learn about our shared histories, cultures and achievements and to explore how each of us can join the national reconciliation effort.

The theme for 2015 is *It's time to change it up*. It's a chance for all Australians to take fresh action to spark a change in their school, workplace or community. At Reconciliation Australia and NSW Reconciliation Council, we're 'changing it up' by working to engage the next generation through our *Narragunnawali* program and we're working to fix historical exclusion of Aboriginal and Torres Strait Islander peoples through the *Recognise* campaign.

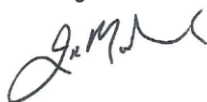
Local Councils play a vital role in promoting the importance of reconciliation in local communities. Through hosting events, supporting development of Local Reconciliation Groups and Reconciliation Action Plans, or connecting with their Aboriginal community members, Councils perform effective leadership roles in reconciliation.

**Council to do list:**

- Host a National Reconciliation Week community BBQ or event with local Elders
- Fly Aboriginal and Torres Strait Islander flags or street banners in your Council area
- Display National Reconciliation Week posters (available through [www.reconciliation.org.au](http://www.reconciliation.org.au)) screensavers, or messages on bus shelters
- Encourage schools in your area to enter the Schools Reconciliation Challenge: [www.nswreconciliation.org.au](http://www.nswreconciliation.org.au)
- Consider developing a Reconciliation Action Plan with support from Reconciliation Australia.

Thank you for joining us in celebrating Aboriginal and Torres Strait Islander histories and cultures during National Reconciliation Week and throughout 2015.

Kind regards



Justin Mohamed  
Chief Executive Officer  
Reconciliation Australia



**Grants and Funding to the Ordinary Meeting  
of Bogan Shire Council held on 23 April 2015**

**GRANTS AND FUNDING**

**LG Weekly 12/15 – 27 March 2015**

**Grants available to tackle illegal dumping**

The NSW Environmental Protection Authority (EPA) has announced \$850,000 in grant funding to help Councils, public land managers and community groups tackle illegal dumping on public land.

## NOTES