



BOGAN SHIRE COUNCIL

Business Paper

20 December 2018

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13 December 2018

COUNCIL MEETING NOTICE

The next Ordinary Meeting of Council will be held in the Council Chambers, Nyngan on Thursday 20 December 2018 at **8.30am**.

At 9.20am, Mr Michael Gibson, Nyngan High School Principal and students available from the Tongling Delegation will present Council with a gift from Tongling.

Mrs Miriam Pateman has been invited to join Councillors and staff for morning tea to acknowledge her forty years of service to St Joseph's School.

Staff have also been invited to attend morning tea.

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 22 November 2018
6. Manager Engineering Services Closed and Confidential Report
 1. Tender for Bitumen Patching Truck
 2. Tender for Prime Mover

In accordance with the provision of Section 10A (2) (c) of the Local Government Act 1993, the General Manager is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason:
because it is information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
7. Confirmation of the Ordinary Minutes of the Council Meeting held on 22 November 2018
8. Committee Meeting Minutes
9. Mayoral Report
10. General Manager's Report incorporating reports from:-
 - People and Community Services
 - Finance and Corporate Services
 - Engineering Services
 - Development and Environmental Services
11. Correspondence

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 20 December 2018**

COMMITTEE MEETING MINUTES

1 NYNGAN MUSEUM MEETING

Attached are the Minutes of the Nyngan Museum Committee Meetings held on 14 November 2018 and 5 December 2018 at the Nyngan Museum.

1.1 Recommendation

That the Minutes of the Nyngan Museum Committee Meetings held on 14 November 2018 and 5 December 2018 at the Nyngan Museum be received and noted.

Committee Meeting Minutes to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018

Nyngan Museum Meeting Date: 14th Nov 2018

Present:

*Glad Eldridge, Leonie Montgomery, Anna Corby, Collin Pardy, Yvonne Pardy, Anne Quarmby
Val Keighran, Veneta, Ray Donald, Margaret Snodgrass*

Apologies:

Bay Lovett

Guests:

Abigail McLaughlin

Minutes last meeting: Move: Anna second: Anne Quarmby

Business arising from previous minutes:

Night in the Museum. A great success. Thanks Kate and Abigail for all your work. The old place looked great.

Glass cases, no arrival at the Shire Office as yet.

Fountain was set up for Remembrance Day and a wreath from the Museum committee laid. Plaque still to be added and a base purchased and put in position.

Solar opening times sign has still not been put in place. Ray will chase up.

Alarms. No new information on length of time alarms ring before silencing. Kate was to chase up so will have to report next meeting.

Treasurers Report attached: read and moved: Collin 2nd: Val

Co Ordinator's Report:

Break over Christmas will be until end of January. A holiday roster for January is available for anyone who would like to work or has projects to complete. Moved Leonie 2nd Anne Q Passed. Please let Leonie know if you can help. Hugh will open for Collin the next two Mondays.

**Committee Meeting Minutes to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

General business

A suggestion was made, that the vertical steel fencing between ladies toilet and sewing room could be moved to the end of the walls towards the car park. This would at least double the usable space for little investment and no change to building structure. A roof of mesh could be added as a security measure if felt necessary, but this could be costed separately.

SES building is not yet compliant for disabled access and usage, so occupancy of the shed has still not taken place. It may happen before the end of the year.

A stand is needed for the fountain so Leonie will see what is available.

A visitor suggested that we need to install fire sprinklers. This is not feasible because much of the collection cannot get wet, and the building is too old to have them retro fitted at an acceptable expense. The Shire provided extinguishers, and fire exit doors. The old entrance door still needs a lock fitting to it to allow entry from the outside incase of emergency. The extinguishers still haven't been replaced with smaller ones we can manage. Ray and Abigail have agreed to chase up these two unfinished jobs.

Maintenance Report:

Lights in the display cupboards need replacement bulbs. Leonie will try to find them further a field as they are difficult to find.

Fluros in the sewing machine room also need replacement but the ceiling is too high for volunteers. Abigail will ask the shire to replace them.

Abigail's Report:

Would like to meet with Collin and Kate to sort out differences between new and old financial report formats.

Thanks for assistance at Night at the Museum.

Meeting Closed: 10.03am

**Committee Meeting Minutes to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

Date	VIC Cash	VIC EFTPOS	MSG Cash	MSG EFTPOS	Entry Cash	Entry EFTPOS	Discrep.
8/10/2018	\$ 139.00	\$ 177.00	\$ 77.00	\$ 112.00	\$ 229.00	\$ 18.00	\$ 2.00
#####	\$ 187.50	\$ 353.00	\$ 48.00	\$ 111.00	\$ 182.00	\$ 10.00	\$ 4.60
#####	\$ 149.00	\$ 114.00	\$ 101.50	\$ 24.00	\$ 133.00	-	\$ 4.00
#####	\$ 199.00	\$ 56.00	\$ 134.50	\$ 16.00	\$ 131.00	\$ 17.00	\$ 0.80
	\$ 674.50	\$ 700.00	\$ 361.00	\$ 263.00	\$ 675.00	\$ 45.00	\$ 11.40

Adults	Children	
77	16	For week - 01/10 - 07/10
58	18	For week - 08/10 - 14/10
44	1	For week - 15/10 - 21/10
48	4	For week - 22/10 - 28/10
227	39	

Total Visitors		266
Total Cash		\$ 1,710.50
Total EFTPOS		\$ 1,008.00
Total Income		\$ 2,718.50

MSG Income
\$ 624.00



**Committee Meeting Minutes to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

Nyngan Museum Meeting Date: 5th December 2018

Present:

*Glad Eldridge, Leonie Montgomery, Anna Corby, Collin Pardy, Yvonne Pardy, Anne Quarmby
Val Keighran, Bay Lovett, Peter Keighran, Ray Donald, Veneta Dutton, Margaret Snodgrass*

Apologies:

Guests:

Abigail McLaughlin

Minutes last meeting: Moved: Yvonne Second: Anne Q

Business arising from previous minutes:

Bogan Shire have been informed that the SES shed is now ready for occupation, so Museum will be able to move into the old premises at the railway station, once all details have been finalized, and the building checked. Anna, Leonie and Abigail will meet with Derek next week to begin the process.

Solar sign has still not arrived, but the gates seem to be working well.

No holiday roster is needed because we will use the non visitor period to have some working bees.

No approach has yet been made to council about moving the security fencing. This can be put on the agenda for meeting with General manager next Wednesday.

New base and plaque for fountain will be purchased when final positioning is established.

Abigail will chase up extinguishers as they haven't been changed yet. She put in electrical requests for light repairs after last months meeting, but no action yet. Abigail asked that a list of requests be emailed to her so that she has everything covered.

Financial recording difficulties have been sorted with Bogan Shire. Front office and current systems seems to be working well.

Treasurers Report attached: read and moved: Collin 2nd: Val



**Committee Meeting Minutes to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

Correspondence In:

#Sue Bunn, Letter re NSPS Honour Roll

#Research requests for information on:

Murrawombie Station and Richardson family influence in the area

Sisters of the Servants of the Holy Cross, their house in Nyngan and their ministries here

Burrell family

Herlihy Brothers

Stamm Sisters and school badge

Correspondence Out:

Replies and information to all research requests.

Co Ordinator's Report:

Asked for quote from Sue Bunn to conserve honour Roll

Crampton carpets desk calendars for volunteers are available on front desk

Two glass shelves in the mineral displays cabinet have fallen and broken. Collin, Leonie and Anna will work on the problem today.

Maintenance Report:

*Lights for the display cabinets have been purchased at Bunnings. Thanks Glad and Leonie.
Some can be fitted by volunteers, others are too tall and will need help from Bogan Shire.*

Ladies toilet has rotted out floor. Shire or John Holland to deal as floor has been replaced in last five years.



**Committee Meeting Minutes to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

General business

- # *Rosters are now being done for 2019. If you need to change your day or even add one please find Leonie and let her know.*
- # *Please don't park at the end of the access ramp as that blocks disabled access. Shire to be asked to paint out a section there to make it no parking for that one space.*
- # *Please remember to sign on.*
- # *Don't take eftpos orders over the phone. Either take their name, address and phone number and leave for VIC staff, or ask the caller to ring back after 12 when VIC is on duty.*
- # *Check water level in fountain and top up if necessary.*
- # *Leonie, Anna, Abigail and Derek will meet next week to look at maintenance, moving and any other issues. Please water the plants over summer as Glad wont be available to do them.*
- # *A Christmas ding dong Christmas shindig for volunteers will be held at RSL on Wednesday 19th December at 12 noon. Order off the menu and all meals will be self funded.*
- # *2019 roster will start on Tuesday 29th January 2019*

Meeting Closed: *10.05am*

Next meeting *6th February 2019*

**Committee Meeting Minutes to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

Date	VIC Cash	VIC EFTPOS	MSG Cash	MSG EFTPOS	Entry Cash	Entry EFTPOS	Discrep.
5/11/2018	\$ 134.00	\$ 119.50	\$ 29.50	\$ 15.00	\$ 107.00	\$ -	\$ 4.00
12/11/2018	\$ 137.00	\$ 139.00	\$ 8.00	\$ -	\$ 59.00	\$ -	-\$ 1.00
19/11/2018	\$ 135.00	\$ 344.00	\$ 66.00	\$ 46.00	\$ 84.00	\$ 8.00	\$ -
26/11/2018	\$ 100.00	\$ 35.00	\$ 55.70	\$ 30.00	\$ 80.00	\$ -	\$ 0.90
	\$ 506.00	\$ 637.50	\$ 159.20	\$ 91.00	\$ 330.00	\$ 8.00	\$ 3.90

Adults	Children	
34	5	For week - 29/10 - 04/11
19	2	For week - 5/11-11/11
29	5	For week - 12/11 - 18/11
26	2	For week - 19/10 - 25/11
108	14	

Total Visitors	122
Total Cash	\$ 995.20
Total EFTPOS	\$ 736.50
Total Income	\$ 1,731.70

MSG Income	\$ 250.20
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**Mayoral Minute to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

MAYORAL MINUTE TO THE ORDINARY MEETING OF COUNCIL

Councillors

The following report is submitted for consideration:-

1 PIONEER MEMORIAL PARK

The architect of the Pioneer Memorial Park Mr Michael Carroll rang me last week to enquire if Council had put any fencing up around the sheep to protect them from any vehicle damage off the highway. This came up for consideration a couple of years ago and Council decided not to erect any fence. I explained this to Mr Carroll who then suggested some large rocks could be put along the highway edge of the Memorial. I explained to him that at no time had any vehicle come anywhere near the area where the sheep are, and personally I do not think we need to put anything there. However I draw this to Council's attention so I can advise Mr Carroll that Council has again considered some protection for the sheep.

1.1 Recommendation: For Council's Consideration.

2 MACQUARIE HOME STAY

Some 14 units are nearing completion adjacent to Dubbo Base Hospital to accommodate family members who may have a patient in Dubbo Base Hospital and need to stay some nights while their family member undergoes treatment. Council has contributed to the cost of these units and supported two OROC Bike Rides that have come through Nyngan. Some more units are planned in the future which would no doubt accommodate some families from Nyngan, so I recommend that Council consider in next year's budget fitting out one of these units at a cost of \$33,000. A contribution like this would be acknowledged by a plaque in the room.

2.1 Recommendation: For Council's Consideration.



**Mayoral Minute to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

3 STATE AND FEDERAL GOVERNMENTS RATE RELIEF

As Councillors would be aware as the drought continues the ability for farmers, small businesses and families in Bogan Shire to meet their rate commitments will continue to be a financial burden. I suggest we approach State and Federal Governments requesting they give serious consideration to providing Councils with some financial support so we can provide some form of relief for Local Government rates. Both Governments have been prepared to provide assistance to farmers during the drought to purchase fodder, provide assistance for transporting fodder and stock and loans to help maintain their operations. This assistance has been appreciated, however for Local Government to maintain the services they provide to their communities we need to maintain funding for our budget which Local Government rates contribute towards. Government assistance to help ratepayers fund their rates would provide a very significant means of assistance to meet this expenditure.

3.1 Recommendation: That Council approach both Governments for some form of rate relief.

**Ray Donald OAM
Mayor**



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 20 December 2018**

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

Mayor and Councillors

The following report is submitted for consideration:-

1 CHECKLIST

Item No.	Date	Minute No	Matter	Action Required	Officer	Status
1	27/10/2016	423/2016	Seniors Living Rental Units –	Consult with community to gauge interest in the project before making a decision on which location & how many units to build.	GM	<p>Public Information Meeting 14 December 2016.</p> <p>Community expressed a preference for the Cobar/Dandaloo Streets site. Building Better Regions Grant Program identified as a match for this project.</p> <p>Application under Stronger Country Communities successful.</p> <p>Awaiting return of funding Deed.</p>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 20 December 2018**

2	28/09/2017	283/2017	Medical Centre	The General Manager in consultation with PHN proceeds to recruit & engage a second doctor for the BSMC.	GM	<p>Recruitment agencies engaged to source locum / permanent second doctor.</p> <p>UPDATE: Second Locums secured until 31/12/2019.</p> <p>Continuing to explore resourcing options with LHD.</p>
3	21/12/2017	392/2017	Increase of train speed through Nyngan	Strong letter of concern & a request to address Council be send to the relevant rail authorities & a copy to local member.	GM	<p>Letter sent to Minister for Transport & Infrastructure, with copy to Kevin Humphries.</p> <p>Minister has now forwarded the letter onto the Minister for Roads, Maritime and Freight, the Hon Melinda Pavey MP.</p>
	21/06/2018	293/2018		Council seek further follow up from the responsible Minister, reiterating Council's safety concerns for pedestrians & road users due to the nature of the crossing & variation of speeds &	MES	<p>Further letter sent 12 July 2018.</p> <p>No response to date.</p> <p>UPDATE: Petition has been prepared for public input.</p>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 20 December 2018**

				that the best control measures would be to erect flashing lights at the Hoskins Street Crossing.		
4	21/06/2018	186/2018	Oatley Street Sewer Reticulation System	Council undertakes community consultation via survey to Oatley Streets residents concerning this request.	MES	In progress. Letters sent to residents 11 July 2018. 47 letters sent, 7 responded No, 9 Yes (2 depending on cost). Progressing with design and cost estimates for a full report to Council.
5	27/09/2018	290/2018	Fuel at Nyngan Airport	Council investigate if there are any fuel companies interested in supply fuel at the Nyngan Airport and Council Depot.	MES	In Progress.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 20 December 2018**

6	27/09/2018	291/2018	Q Fever Vaccination	Council make an urgent approach to the Federal & State members on behalf of the community to consider making the Q Fever Vaccination available on the PBS listing.	MPC	Letter sent. Mayor met with Mark Coulton to discuss 13 November 2018. <u>UPDATE:</u> Awaiting further response from Federal Government.
7	27/09/2018	294/2018	Nyngan / Cobar Water Security Project	Council pursue the necessary processes to secure funding for the construction of a second off-river storage & an allocation to fill the completed off-river storage.	MES	In Progress. <u>UPDATE:</u> Business Case has been completed and submitted.
	22/11/2018	390/2018		Council approach the relevant water authorities to establish priorities of off takes of natural flows in the Bogan river to fill the water storages south of Nyngan.	MES	<u>UPDATE:</u> In Progress.

General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 20 December 2018

8	27/09/2018	312/2018	Wool Loading Ramp Repairs	Council approach John Holland to discuss maintenance of the disused wool loading ramp.	MES	UPDATE: Council has received an email from John Holland Rail advising the area is under a lease agreement with BSC, stating any maintenance work is the responsibility of Council.
9	27/09/2018	313/2018	Reuse of Larkin Oval Lighting	1.Call for EOI from local organisations wishing to use the lights. 2.Relocate two lights to Flood Memorial Carpark, provided it can be done within the existing budget. 3.Make a direct approach to schools if interested in using the lights.	MES	In Progress. UPDATE: No response to date.
	22/11/2018	391/2018		Light be installed at the main entrance to Larkin Oval.	MES	UPDATE: In Progress.

General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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10	25/10/2018	340/2018	Palais Theatre	Following selection of options & places, detailed costings be obtained to facilitate a grant application for a new structure.	MDES	UPDATE: Depends on outcome of Resolution 392/2018 below – Town Hall.
	25/10/2018	341/2018		General Manager proceed with the engagement of an architect to further develop reconstruction options including the design development stage of the project for further consultation and consideration	GM	UPDATE: Depends on outcome of Resolution 392/2018 below – Town Hall.
	22/11/2018	392/2018		Council defer any further work on the current Palais Theatre site.		Work deferred. COMPLETED

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 20 December 2018**

11	22/11/2018	387/2018	Candidates for Barwon	Council write to all candidates for Barwon enquiring if they have a Strategic Plan for each community and seeking their views on current issues.	Mayor	<u>UPDATE:</u> Correspondence sent to Candidates for: National Party Labor Party and Shooters, Fishers & Farmers Party. COMPLETED
12	22/11/2018	389/2018	Code of Meeting Practice	Council write to the Local Government Minister about the new Code of Meeting Practice & other regulations recently released pointing out the adverse effect these regulations will have on ratepayers standing for Local Government in the future.	Mayor	<u>UPDATE</u> In progress.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 20 December 2018**

13	22/11/2018	392/2018	Town Hall	Council's architect develop options around the Town Hall including tiered seating, dual purpose supper room & modern kitchen incorporated with an enclosed bar area in the function room, retain the front façade and offices.	GM	<u>UPDATE:</u> Architect briefed. Proposal received for development of design for modification of existing Town Hall, kitchen & supper room to create a tiered theatre (approximately 300 seats), suitably sized function room, modernised commercial kitchen, outdoor area, public amenities and change rooms. Proposal fee is \$28,855 including Structural Engineer's report on Town Hall.
14	22/11/2018	405/2018	Rural Addressing – Renaming Tottenham Road to the Bogan Way	Council rename the road from Nyngan to the Shire Boundary "The Bogan Way". Council advertise the name change & notify relevant agencies of the renaming of the road & advise residents along the Tottenham Road & reason why.	MES	<u>UPDATE:</u> In Progress

General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 20 December 2018

				Council rename the Nymagee to Condobolin Road the Balowra Road from the Cobar Shire Boundary to Bobadah, then Henry Parkes Way from Bobadah heading south towards Condobolin.		
15	22/11/2018	415/2018	Nyngan to Gunningbar confluence Bogan River.	Council approach relevant authorities to support the proposal of Nyngan to Gunningbar Stock & Domestic Supply Pipeline.	MES	<u>UPDATE:</u> Letters sent to Kevin Humphries & Niall Blair, Minister for Regional Water advising Council support of pipeline. COMPLETED



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 20 December 2018**

16	22/11/2018	416/2018	Shortage of Water Gunningbar Creek	The email forwarded to MES from Water NSW regarding shortage of water in Gunningbar Creek be forwarded to Stuart Barclay.	MES	<u>UPDATE:</u> Email forwarded to Stuart Barclay. COMPLETED
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1.1 Recommendation

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

2 BOGAN SHIRE COUNCIL DROUGHT APPEAL FUND

Summary:-

The purpose of this report is to brief Council on the status of the Bogan Shire Council Drought Appeal Fund.

2.1 Introduction

The purpose of this report is to brief Council on the status of the Bogan Shire Council Drought Appeal Fund.

2.2 Background

At its meeting held on 23 August 2018 Council resolved to establish the Bogan Shire Council Drought Appeal Fund to operate on a voucher basis available to all Bogan Shire residents.

Council also resolved that a Committee be established consisting of the Mayor, Deputy Mayor, Councillor Boag and the General Manager and that this Committee assess applications for assistance on a case by case basis.

2.3 Discussion

Since the last report to Council the Committee has met on 22 November 2018 and 10 December 2018 to consider applications for assistance and determined to provide vouchers in the amount of \$3,500.00.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 20 December 2018**

The following information is provided in relation to the separate Bogan Shire Council Drought Appeal Fund bank account:

• Opening Bank Balance – 12 November 2018	\$6,050.00
• Expenditure on assistance (vouchers) given:	\$3,500.00
• Income – CWA	\$700.00
• Closing Bank Balance – 12 December 2018	\$3,250.00

Vouchers to the value of \$500 have also been received from the CWA and distributed.

2.4 Recommendation

1. That this report be received and noted.
2. That Council endorses the decision of the Bogan Shire Council Drought Appeal Fund Committee to provide assistance in the amount of \$3,500.00 for the period 12 November 2018 to 10 December 2018.

3 ADMINISTRATION OF 2020 LOCAL GOVERNMENT ELECTIONS

Summary:-

- *Since 2012, Councils have been able to choose whether to conduct their own elections or to enter into arrangements with the NSW Electoral Commission.*
- *Most Councils have continued to have their elections conducted by the Commission.*

3.1 Introduction

As noted in LGNSW Weekly Circular dated 30 November 2018, by 12 March 2019 each Council in NSW must resolve whether its General Manager will administer its 2020 Local Government Elections, or it will arrange for the NSW Electoral Commission to do so.

3.2 Background

Since 2012, Councils have been able to choose whether to conduct their own elections or to enter into arrangements with the NSW Electoral Commission.

Most Councils have continued to have their elections conducted by the Commission.

3.3 Discussion

Each Council is required to pass a resolution outlining its choice at least 18 months before the next Ordinary Election of Councils.

Key dates:

Tuesday 12 March 2019 – Council must resolve by this date whether to enter into an arrangement with the Electoral Commissioner to administer the elections of the Councils, or whether the Election of Councils will be administered by the General Manager of the Council.

Wednesday 12 June 2019 – if Council resolves to enter into an arrangement with the Electoral Commissioner, it must enter into the arrangements by the date.

Saturday 12 September 2020 – Local Government Elections in NSW.

3.4 Recommendation

That Council enter into an arrangement with the Electoral Commissioner, by contract or otherwise, for the Electoral Commissioner to administer Elections of the Council, 12 September 2020.

4 ORGANISATIONAL STRUCTURE

Summary:-

The purpose of this report is for consultation between the General Manager and Council on the organisational structure of Bogan Shire Council.

4.1 Introduction

The purpose of this report is for consultation between the General Manager and Council on the organisational structure of Bogan Shire Council.

4.2 Background

Section 332(1A) of the Local Government Act requires the General Manager, after consulting the Council, to determine the positions (other than senior staff employed on fixed-term contracts) within the Organisational Structure of the Council.

The General Manager undertook this consultation in July 2017 and Council's present Organisational Structure was set.

4.3 Discussion

No changes are currently proposed to the Organisational Structure beyond a change in position titles for the four positions reporting to the General Manager. This will not result in any change to duties or remuneration but is being put forward as a way of clarifying responsibilities and bringing Council in line with current industry practice.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 20 December 2018**

Over the last several years the industry trend in NSW Local Government has been to designate those positions with responsibility for key areas of Council and reporting directly to the General Manager as Director (e.g. Director Engineering Services). Usually the positions reporting to these Directors are designated Managers.

Of the Councils neighbouring Bogan and in the former OROC region, the majority (7) have adopted the title of Director. These include Cobar, Coonamble, Gilgandra, Lachlan, Mid-Western, Narromine and Walgett. Bourke and Brewarrina retain the title Manager whilst Warren uses Divisional Manager.

Of itself the title Manager does not cause any issues however it does cause some confusion internally when other Council positions include the word Manager as part of the title, e.g. Works Manager, Asset Manager, Library Manager and Practice Manager. It also has the potential to disadvantage Council's recruitment to Senior Executive positions, when advertising them, as a direct report to the General Manager in NSW is now generally understood to be referred to as a Director, and some likely candidates could bypass the advertisement for a Manager role, misunderstanding its job content. Further confusion also arises when our senior staff meet with their counterparts in the region and elsewhere in the State, and they are, by virtue of their job title, not immediately recognised by their colleagues as part of our Senior Executive team.

Changing the title from Manager to Director gives clear understanding that the position is responsible for maintaining overall departmental direction, as determined by Council and the General Manager ensuring that Council's vision and mission are addressed through setting of plans and policies relating to Council's long term strategic goals. Amending the titles to accurately reflect these roles provides clarity for the individual employees, work units, professional networks and potential new recruits.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 20 December 2018**

4.4 Recommendation

That Council's Organisational Structure be amended to reflect the following changes to positions titles:-

- Manager Development and Environmental Services to Director Development and Environmental Services.
- Manager Engineering Services to Director Engineering Services.
- Manager Finance and Corporate Services to Director Finance and Corporate Services.
- Manager People and Community Services to Director People and Community Services.

**Derek Francis
General Manager**



People and Community Services Report to the Ordinary Meeting
of Bogan Shire Council held on 20 December 2018

REPORT TO THE ORDINARY MEETING OF COUNCIL – PEOPLE AND COMMUNITY SERVICES

Mayor and Councillors

The following report is submitted for consideration:-

1 BOGAN SHIRE MEDICAL CENTRE

Summary:-

The purpose of this report is to provide information to Council on the operations and statistics of the Bogan Shire Medical Centre.

1.1 Introduction

The purpose of this report is to provide information to Council on the operations and statistics of the Bogan Shire Medical Centre.

1.2 Discussion

Below are the activities and statistics of the Bogan Shire Medical Centre for the mid-September to mid-December 2018 period.

Statistics

Total number of registered patients as at 10/12/2018:	3,018
Total number of patients who have utilised GP services:	2,550
Total number of CDM (Chronic Disease Management) patients:	199
Total number of RAC (Residential Aged Care) patients:	28

For the period 17/9/2018 to 10/12/2018 the Medical Centre has registered 201 new patients who have been seen by the BSMC Locum and the Nyngan Health Service Locum.

Current waiting periods for Dr Hanley are 5 days, with appointments available with the Locums on the day.



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Activities

The Measure Up Van (bone density scanning) visited the Medical Centre on October 30 and 31. A total of 61 patients were scanned during those two days.

Q Fever testing has begun at the Medical Centre with two patients having been tested so far and three more are booked in for testing in January.

Dr Hanley has recently undergone clinical training in Melbourne. He is now qualified to carry out Aviation Medicals.

Allied Health Services

Allied Health Services remain the same this quarter.

Locum Coverage

The General Manager has contracted the services of locums for the second GP position (in addition to Dr Hanley and the Nyngan Health Service Locum) to cover the period 1 July to 31 December 2019.

1.3 Recommendation

That the Operational Report for mid-September 2018 to mid-December 2018 for the Bogan Shire Medical Centre be received and noted.

Debb Wood
Manager People and Community

REPORT TO THE ORDINARY MEETING OF COUNCIL – MANAGER OF FINANCE AND CORPORATE SERVICES

Mayor and Councillors

The following reports are submitted for consideration:-

1 INVESTMENTS NOVEMBER 2018

Summary:-

- The report is to outline the performance of Council's Investment Portfolio for the month of November 2018.
- At 30 November 2018 Council had \$13.6 million invested. There has been an increase of \$1million due to receipt of RMCC, R2R and Quarterly FAG Grant funds, 2nd Instalment of Rates and Grant funds for Crown Land Management.

1.1 Introduction

The purpose of this report is to outline the performance of Council's Investment Portfolio for the month of November 2018

1.2 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.

1.3 Discussion

The Investment Report for November 2018 is shown below. At 30 November 2018 Council had \$13.6 million invested. There has been an increase of \$1million due to receipt of RMCC, R2R and Quarterly FAG Grant funds, 2nd Instalment of Rates and Grant funds for Crown Land Management. All money has been invested in accordance with Council's Investment Policy.

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

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Investment Movements for November 2018

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							
REF	Source	Taken up	Maturity	Days	% rate	Bal Oct 18	Bal Nov 18
3204	NAB	11/06/2018	10/12/2018	182	2.770%	1,000,000.00	1,000,000.00
4608	NAB	1/06/2018	1/06/2019	365	2.570%	2,000,000.00	2,000,000.00
300023	Commonwealth	06/06/2018	5/06/2019	364	2.530%	2,800,000.00	2,800,000.00
4736229	Bankwest	19/07/2018	15/01/2019	180	2.750%	1,000,000.00	1,000,000.00
6894	NAB - Professional Funds	4/05/2016	At Call		1.900%	5,837,034.30	6,894,244.67
	Balance securities held					12,637,034.30	13,694,244.67
	Balance Ledger 19010.8200.8200					12,637,034.30	13,694,244.67
	Summary by institution						
	Commonwealth					2,800,000.00	2,800,000.00
	NAB					8,837,034.30	9,894,244.67
	Bankwest					1,000,000.00	1,000,000.00
						12,637,034.30	13,694,244.67

1.3 Recommendation

That the Investments Report for the month of November 2018 be received and noted.

Finance and Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council
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2 SUMMARY OF RATE & ANNUAL CHARGES COLLECTION

Summary:-

- *This report is to provide a comparison of rate collections as at 30 November 2018, with the same period last year.*
- *Total arrears have decreased from \$652,647 at 30 November 2017 to \$588,114 as at 30 November this year.*

2.1 Introduction

The purpose of this report is to provide a comparison of rate collections as at 30 November, 2018, with the same period last year.

2.2 Discussion

This report is provided for the information of Councillors.

Rate Collections	2018-2019	2017-2018
Arrears Prior to 01/07/2018	270,694	312,733
First Instalment Outstanding as at 30/11/2018	88,661	80,692
Second Instalment Outstanding as at 30/11/2018	228,759	259,222
Third Instalment Outstanding as at 30/11/2018	976,594	953,705
Fourth Instalment Outstanding as at 30/11/2018	1,003,413	972,074
Total Arrears	588,114	652,647
Total Outstanding	2,568,230	2,578,426
Monthly Transactions		
Amount Levied & B/Fwd	5,328,647	5,244,434
Add: Adjustments	11,073	14,650
Less: Payments to end of November	-2,695,281	-2,603,170
Less: Rebates	-79,156	-80,370
Add: Postponed	2,947	2882
Gross Total Balance	2,568,230	2,578,426
Arrears of total amount levied %	11%	13%

Total arrears have decreased from \$652,647 at 30 November 2017 to \$588,114 as at 30 November this year.

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Each instalment amounts to approximately \$1,332,000. This amount has increased from previous reports due to a change in category for a ratepayer.

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

There has been an additional \$92,111 collected at 30 November 2018 to 30 November 2017.

7% of rates were unpaid on the first instalment.

17% of rates were unpaid on the second instalment.

2.3 Recommendation

That the Rates and Annual Charges Collection Report as at 30 November 2018 be received and noted.

3 REVISION OF COUNCIL'S INVESTMENT POLICY – FIN002

Summary:-

- *The purpose of this report is to review Policy FIN002 Investment Policy.*
- *Investment Policy is one of the most important Policies that Council has. It has a major effect on how Council invests ratepayers' money from a viewpoint of both risk and return.*

3.1 Introduction

The purpose of this report is to review Policy FIN002 Investment Policy. The Policy was last adopted on 21 December 2017 and is now due to be reviewed.

3.2 Background

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

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

3.3 Discussion

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

The current Investment Policy was adopted in December 2017 in a moderately uncertain economic environment with low interest rates. It allows only conservative investments allowed by the most current investment order that has been issued by the Minister for Local Government.

Whilst the Policy has previously been re-adopted every year it is recommended that this be done every three years from now on as long as economic circumstances remain the same.

The economic environment is very similar to one year ago, and the policy remains unchanged.



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3.4 Attachment

FIN002 Investment Policy.

3.5 Recommendation

That Council adopt the current Investment Policy FIN002 for 36 months.

4 EASY TO DO BUSINESS – SERVICE NSW

Summary:-

The purpose of this report is to provide background information and seek support to enter into an agreement with Service NSW for the Easy to do Business Program and to consider future business improvement initiatives.

4.1 Introduction

The purpose of this report is to provide background information and seek support to enter into an agreement with Service NSW for the Easy to do Business Program and to consider future business improvement initiatives. Consultation for this report has taken place with the Manager Development and Environmental Services and the Manager People and Community Services.

4.2 Background

Council has been invited by Service NSW to be part of the Small Business Friendly Councils (SBFC) initiative and to promote and deliver the Easy to do Business (EtdB) Program. The EtdB program provides the opportunity for participating Councils to implement programs that support small business – such as reducing red tape and eliminating forms, share resources and information – such as policies and online forms with other participating Councils and promote this offering to the local business community.

4.3 Discussion

As part of the SBFC initiative, the Office of the NSW Small Business Commissioner and Service NSW have developed the “Easy to do Business” (EtdB) Program. This free program provides a number of benefits for Councils and potential small business owners, including:-

- A free and dedicated business concierge for customers / new business owners to help determine what assistance and information best suits the customer’s needs and where to direct new business owners.
- An online dashboard for customers / new business owners to keep track of where the customer / new business owner is up to and what steps they need to take.

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- Assistance from the Department of Industry in developing Business Plans for customers / new business owners.
- Increased productivity with 'decision ready' applications for Council purposes and reduced transaction costs.
- Effective tools to help boost our local economy, enabling more jobs in the region – and assisting Councils to deliver on its Economic Development & Tourism Strategic Plan.
- Six Relationship Managers assigned across the State to deliver face to face support and assistance for Councils.

The initiative will provide a customer, who wishes to set up a Café, Restaurant or Small Bar, with a single point of contact within Service NSW who will help them navigate all the required approvals to start and operate their business, for example registering the business, obtaining an ABN, and providing guidance in relation to their required Council approvals.

Those looking to start up a Café, Restaurant or Small Bar can benefit from their Council being involved in the Easy to do Business program by:-

- Obtaining a unique digital profile that can help fast track the approval process across Local, State and Federal levels of Government.
- Receiving the support of a dedicated Business Concierge who can answer questions, liaise with Council, and review applications to ensure they are 'decision ready'.
- Receiving free step-by-step guidance through the application process.
- Knowing upfront, the time, fees and effort involved in starting a business.

The intention of the program is to build awareness of the Service NSW website and phone service and the available specialist advice services and ensure Council staff can direct enquiries to these services and provide applicants with the skills to be better informed and prepared through applicable research prior to lodging any applications.

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Service NSW presented to MANEX on 5 December 2018 outlining the benefits of the program and seeking Council's support to become a program partner. The program is focused on the Café, Restaurant and Small Bar industry at present, and will expand to support Housing Construction, Retail, Print Manufacturing and Road Freight Transport. Council will be advised upon the addition of any further prioritised industries that are supported within the Easy to do Business initiative.

For Bogan Shire Council, the process begins with endorsing the proposed recommendations via a Council resolution stating that we will become a member with the Office of the NSW Small Business Commissioner and Services NSW and then informing Service NSW when this endorsement has occurred. Following this, a non-binding Memorandum of Understanding will be sent to Council to sign. The Easy to do Business Council Relationship Manager will run a kick-off workshop with impacted Council teams as part of the "Operational Readiness" preparation for launch. Service NSW will also make a presentation to key Council staff to provide them with the information and skills for "Operational Readiness". Once Council staff are prepared, there will be an official launch and media release of the program. Council will be required to upload relevant links on their website and promote the program locally.

4.4 Attachment

- 1 Service NSW - Easy to do Business Council Poster - December 2017

4.5 Recommendation

That Bogan Shire Council enters into an agreement with Service NSW.

Opening a café, restaurant or small bar just got easier

FREE
SERVICE



**Service
NSW**

Making business easier

We're making
it easier to do
business in NSW

Starting a business is exciting but it can be a complicated and uncertain journey

Service NSW now offers a free service to help you navigate through all of the government licences and permits you need to open your doors faster. We can also help if you are looking to grow and expand your business.

That means you get to spend less time on the paperwork and more time on your business.

How you benefit



A dedicated Business Concierge can help steer you through the processes by providing step by step guidance and helping you get your applications done right the first time. Sign up and a Business Concierge will call you back in 1 business day.



Handy How-to guides include all the information you need to help you understand government licensing, approvals and regulations to set up your business.



Sign up and get access to a dashboard that you can personalise to keep track of your applications and what you need to do next.

To sign up or for more information visit service.nsw.gov.au

5 COMMUNITY EVENTS AND EQUIPMENT HIRE

Summary:-

At its meeting on 22 November 2018 Council resolved to defer discussion on this item until the December meeting. This report is for Council to give the previous report further consideration. A copy of the previous report and Council's fees and charges is attached.

5.1 Introduction

At its meeting on 22 November 2018 Council resolved to defer discussion on this item until the December meeting. This report is for Council to now give this matter further consideration.

5.2 Background

A previous resolution 194/2017 stated that applicable fees set out in the fees and charges section of Council's Operational Plan and Budget are to be waived for bona-fide community events. Community events were defined as those run by not-for-profit organisations based in the Bogan Shire area, excluding events run by Government Agencies and private functions. An exception to this was where Council assets are hired for funerals then fees were to be waived.

The resolution also stated that costs of labour and plant associated with event set-up would be waived for bona-fide community events as well as funerals.

Council's fees and charges set out both a hire fee and a delivery fee for anything that is required to be delivered. Staff are looking for policy guidance to ensure consistency for when these fees are charged and when they can be waived.

A copy of the previous report and Council's fees and charges is attached.

5.3 Discussion

Council provides equipment to a number of events across several broad categories:-

- a. There are no obstacles to working out what charges relate to private functions, such as weddings, as these charges are set out in the fees and charges. It is not recommended that these be waived at all.

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- b. Funeral services currently have free access to Council's chairs, table and marquees and Council delivers these to the church or the graveside at no cost. It is recommended that this practice continues.
- c. Clubs, such as the RSL Club, if they require chairs due to the size of the reception after the funeral, are currently charged a hire fee for the chairs and they are expected to pick them up and deliver them back to Council.
- d. Major events such as Anzac Day Races, Nyngan Show, Nyngan Ag Expo, Duck Creek Races are not currently charged for anything except electricity and waste unless there is damage from the function.
- e. Many other events that Council provided assistance to throughout the year are, Carols in the Park, Garden Club Christmas Markets, Bogan River Carp Muster, Nyngan Rugby League Challenge, Nyngan Sheep Dog Trials, Can Assist High Tea, Naidoc Week, White Ribbon Day, Nyngan Amateur Swimming Carnival, Hospital Residents Christmas Party, Community Hub Christmas Party, St Joseph's School Swimming Carnival, Colour Run and Fete, Nyngan Golf Club – Rose Bowl, Hospital Auxiliary Fete, Blue Sky Ball, Ball, Storm Co, Nyngan Anglican Church for Ag Expo, Camp Quality Road Rally, WSPA Dance Concert and RSL and Boxing Shed Boxing Night.

It is clear that there are numerous community events that Council supports both by lending, delivering and picking up the equipment. Council needs to determine under what circumstances are the hire and delivery fee waived and which organisations are they waived for.

If the general public, not community organisations, want to hire chairs or tables there is a delivery fee of \$150 and they need to pay this and the hire fee up front before they are delivered or they collect the equipment themselves.

Clarification is sought from Council on the following matters:-

- a. What constitutes a bona fide not for profit organisation. These could include churches, schools, registered charities, sporting bodies and hospitals.
- b. What defines a bona fide community event? Consideration needs to be given to whether there is a charge for people to participate in the event and, if so, the extent to which money raised from the event goes back to the local community.

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- c. Whether Council staff should be delivering and collecting items of equipment required by these events or should Council be requesting that they be picked up and returned by the event organiser?
- d. Whether, if the event organiser is unable to deliver and pick up the equipment, Council should be charging the fee of \$150 as listed in Council's fees and charges. Alternatively, should the fee more closely reflect the actual cost of delivery?
- e. Whether it is Council's preference, wherever possible, for equipment intended for out of hours events to be delivered and picked up from a secure location in working hours and set up by event organisers.
- f. Whether, if Council is required to deliver and collect outside of Council's normal working hours and overtime is required to be paid, the actual cost of delivering the service should be charged?

5.4 Attachments

- 1. Copy of Council report on Community Events and Equipment Hire from the 22 November 2018.
- 2. Snapshot of Statement of Fees and Charges from Councils 2018/2019 Operational Plan and Budget.

5.5 Recommendation

That:-

- 1. Council does not charge for the hire or delivery of available equipment for funeral services.
- 2. Council define a community organisation as being a not-for-profit organisation including, but not limited to, churches, schools, registered charities, sporting bodies and hospitals.
- 3. Council define a bona fide community event as one run by a community organisation where it is clearly demonstrated that money raised from the event goes back into the community.

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4. Council waives equipment hire fees for all bona fide community events run by community organisations.
5. Council requests all community event organisers to collect and return hired equipment themselves. If this is not possible, Council waives the delivery fee for all bona fide community events run by community organisations as long as the work performed by Council staff is done within normal operating hours.
6. If delivery and/or pickup of hired equipment for these events has to be done by Council staff outside normal working hours then a fee to cover the actual cost of delivery be charged. The event organisers are to be advised of this prior to delivery of the equipment.

Attachment 1 – Report 22 November 2018

7 COMMUNITY EVENTS AND EQUIPMENT HIRE

Summary:

• Council resolved on the 22 June 2017 Resolution 194/2017 that fees and charges for bona-fide community events be waived. This report seeks to clarify if Councils intention was to use Council staff to help facilitate these events outside of normal operating hours.

7.1 Introduction

Council resolved on the 22 June 2017 Resolution 194/2017 that fees and charges for bona-fide community events be waived. This report is to make Council aware of the financial implications of this decision that have come to light since it was introduced when Council staff help to facilitate these events outside of normal operating hours.

7.2 Background

Resolution 194/2017 stated that applicable fees set out in the fees and charges section of Councils Operational plan and Budget are to be waived for bona-fide community events. Community events were defined as those run by not-for-profit organisations based in the Bogan Shire area, excluding events run by Government Agencies and private functions. An exception to this was where Council assets are hired for funerals then fees were to be waived.

The resolution also stated that costs of labour and plant associated with event set-up would be waived for bona-fide community events as well as funerals.

7.3 Discussion

Many community events fall on a weekend and generally Council can organise for the delivery of the equipment in normal working hours and the pickup on the next working day after the event.

This is not always possible as the equipment can't be left somewhere waiting for the event or the equipment is already being used at another event. In these instances Council need to call staff in to work on a Flexi Day, Saturday or a Sunday to be able to deliver or pick up from these events which can become quite costly to Council in overtime for staff.

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One planned event on a weekend would have cost Council approximately \$2,025 in additional staff wages if we delivered and picked up on a weekend. This can include transportation of portable fencing, toilets, marquees, chairs, tables, cool room and crockery etc.

Staff on these occasions recently have been asking the community organisation to collect and drop off the equipment themselves if they require it and we have no staff available to deliver it. Alternatively, it is recommended that, on these occasions Council should be charging a fee to cover the overtime for the staff required if the community organisation are unable to deliver and collect the equipment within normal working hours.

7.4 Recommendation

A fee be charged for the cost of having equipment delivered and/or picked up outside of Councils normal working hours to cover staff overtime if the equipment is unable to be delivered and/or picked up in normal working hours or suitable alternative arrangements made with event organisers.

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Statement of Fees and Charges

A detailed schedule of Fees and Charges for 2018/2019, including those within Council's Statement of Revenue Policy, is included in the "Budget Document".

Applicable fees set out in this section are to be waived for bona-fide community events. Community events are defined as those run by not-for-profit organisations based in the Bogan Shire area, excluding events run by government agencies and private functions. The exception to this is where Council assets are hired for funerals when fees are to be waived.

Fees and Charges

FEES & CHARGES	2018/2019 Fee \$	GST
Council Halls & Theatres		
Town Hall or Supper Room only (includes use of kitchen, bar area, chairs, tables, crockery & cutlery)	\$280.00	Y
Town Hall and Supper Room (includes use of kitchen, bar area, chairs, tables, crockery & cutlery)	\$390.00	Y
Palais Theatre	\$390.00	Y
Collerreina Hall	\$100.00	Y
Additional cleaning after hire	Actual Cost	Y
Ovals and Sporting Fields		
Line marking for sporting events (per hour)	\$90.00	Y
(Available for non-sporting fixtures by arrangement only)		
Hire of Council Ovals/Day (exclude cleaning)	\$280.00	Y
Use of Lights at Larkin Oval (per night)	\$10.00	Y
Rugby Union Clubhouse		
By arrangement with the Secretary of the Nyngan Rugby Union Club	Actual cost	Y

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FEES & CHARGES	2018/2019 Fee \$	GST
Bonds—Casual Users of Council Facilities		
Deposit for key (<i>GST free if deposit not forfeited</i>)	\$50.00	N
Showground	\$670.00	N
Racecourse	\$670.00	N
Walker Pavilion	\$400.00	N
Wye Pavilion	\$400.00	N
Larkin Oval	\$400.00	N
Frank Smith Oval	\$400.00	N
O'Reilly Park	\$400.00	N
Junior Rugby League Ground	\$400.00	N
Davidson Park	\$400.00	N
Rotary Park	\$400.00	N
Palais Theatre	\$325.00	N
Town Hall Complex	\$670.00	N
Collerreina Hall Bond	\$100.00	N
Bond payable for Old Buildings Transported into the Town Area	\$30,000.00	N
Council Meeting Rooms		
Council Meeting Room (per day)	\$160.00	Y
Works Depot Training Room (per day)	\$170.00	Y

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FEES & CHARGES	2018/2019 Fee \$	GST
Showground/Racecourse and Facilities		
Hire of Showground Complex/Day (excluding electricity)	\$1500.00	Y
Hire of Showground Complex/Day for Circus (excluding electricity)	\$210.00	Y
Walker Pavilion (including kitchen, bar, cool room)	\$300.00	Y
Wye Pavilion	\$300.00	Y
Walker Pavilion Bar (including cool room)	\$200.00	Y
Arena	\$280.00	Y
Rodeo Yards	\$280.00	Y
Cattle yards - casual use per head per day	\$1.60	Y
Racecourse (including bar and toilets)	\$300.00	Y
Horse Stalling charges (Per Horse per Night)	\$7.40	Y
Additional cleaning after hire	Actual Cost	Y
Showground Camping Charges (per night) - Major Events Only		
All Persons	\$5.50	Y
Coaches	\$70.00	Y
Army vehicles	\$17.00	Y
Semi-Trailers	\$45.00	Y
Cars with Horse floats/Caravans/Motorhomes	\$37.00	Y
Large Horse floats (trucks)	\$37.00	Y

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FEES & CHARGES	2018/2019 Fee \$	GST
Council Equipment		
Chairs	\$1.20	Y
Tables	\$5.60	Y
Crockery/Cutlery	\$80.00	Y
Delivery Fee (RETURN and in Town ONLY)	\$150.00	Y
Canteen Van (per day)	\$85.00	Y
Loud Speakers (per day) - Vehicle extra if required	\$100.00	Y
Marquees (only for hire to non-profit organisations)	\$110.00	Y
Mobile cool room per day (only for hire to non-profit organisations)	\$220.00	Y
Portable toilets per day (only for hire to non-profit organisations)	\$340.00	Y
Advertising Structures		
Initial One-off (no annual charge)	\$130.00	Y
Dishonoured Cheque Fee/Returned Direct Debit Fee		
Administration Fee	\$20.00	N
Temporary Fencing Hire		
Temporary Fencing Bond Payable for Hire	\$250.00	Y
Hire temporary fencing (<i>cost per panel per week hire minimum</i>)	\$10.00	Y

6 ISSUES ARISING FROM COUNCIL'S SECTION 713 SALE OF LAND FOR UNPAID RATES

Summary:-

- *The purpose of this report is to update Council on a number of issues that arose from Council's previous sale of land for unpaid rates.*
- *Council now needs to resolve two of these issues and the third will be dealt with at Council's next sale of land.*

6.1 Introduction

The purpose of this report is to update Council on issues that arose from Council's recent sale of land for unpaid rates.

6.2 Background

Council resolved to sell 17 parcels of land for unpaid rates under Section 713 of the Local Government Act at its meeting dated 23rd November 2017. As a result of circumstances arising prior to the sale, three assessments were withdrawn from the sale.

Council now needs to consider two of these issues and the third will be dealt with at Council's next sale of land.

Council had been rating a parcel of land owned by a ratepayer in Coolabah. The rates had gone unpaid for a period in excess of five years. Upon notifying the ratepayer of the proposed sale they informed Council that they had given the parcel of land to the Coolabah Rural Fire Service so that a shed could be constructed. The NSW Rural Fire Service have confirmed that they have occupied the shed on this block until 1 February 2018.

Council would have then been responsible for the payment of rates and charges had it been transferred to Council. Although no formal paperwork exists for the transfer to Council. The shed was constructed on this property and used as the Coolabah Rural Fire Service Headquarters until the new building was erected recently on another parcel of land owned by Council.

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The owner was given the option of keeping the shed on their property if they were to pay all arrears of rates. No response has yet been received by Council in relation to this.

Secondly, a parcel of land at Miandetta comprising only of 3 closed roads had outstanding rates in excess of five years. It was found that these roads were never included in the sale of the properties that surround it. These properties are believed to have changed hands a number of times. Council has also just received a new valuation for exactly the same situation for closed roads owned by another ratepayer that is enclosed by a surrounding property and is also believed to have changed hands a number of times. These situations should be dealt with at the time the properties are sold.

6.3 Discussion

In respect of the Coolabah Rural Fire Service shed, the land was given in good faith for the bushfire shed and would have been non-rateable, therefore Council could pay the outstanding rates for the time the building was occupied by the Coolabah Rural Fire Service. As for the shed remaining on the property Council may wish to reuse the shed in another location or to sell the shed either to the existing landholder or to someone else.

With regards to the two assessments containing closed roads Council will need to seek further advice as to how best to rectify this situation meanwhile the rates are growing each year on properties with a comparatively low value.

6.4 Recommendation

1. Council resolves to pay the arrears of rates on the Coolabah block for the period the Coolabah Rural Fire Service occupied the building and that interest charged during this period be written off as the charges would not have been made if Council was aware of the responsibility to pay the rates.
2. Council resolves to authorise the General Manger to seek a reasonable resolution to the sale or disposal of the shed erected on the Coolabah block in the best interests of Council.



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3. Council resolves to authorise the General Manager to investigate what avenues are available to Council to rectify the position with assessments containing closed roads.
4. Council resolve to write off the amount of \$3090.86 on assessment 1020246 and \$595.55 on assessment 1024868 and both assessments be recategorised as Business Unknown until the issue can be addressed.

Stephanie Waterhouse
Manager Finance and Corporate Services

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 during this reporting period from 12 November 2018 to 7 December 2018 consisted of the following:-

- Continuing works on the construction of a new concrete footpath in Pangee Street from Pioneer Park to the Mine Village.
- Completing house and yard maintenance at 41 Flashman Avenue.
- Completing the installation of new play equipment in Moonagee Park.
- Completing earthworks to prepare for the sealing of Larkin Oval.
- Commencing works to renew seating in grandstand at Larkin Oval.
- Placing beach sand along the riverbank at Rotary Park.
- Completing culvert repairs on the Mitchell Highway as part of the Lohn Rehabilitation.
- Completing repairs at the Nyngan Town Hall.
- Completing repairs and maintenance at Wilga Tank.
- Assisting with the distribution of hay at the Nyngan Showground to drought affected farmers.
- Completing the removal of the damaged fencing and grid at the entrance to Rotary Park.

1.2 Community Facilities

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

- Carrying out repairs to irrigation system at the Nyngan Junior League.
- Mowing and maintenance of ovals and reserves.
- Cleaning of town facilities.
- Cleaning and sweeping of the Nyngan CBD.
- Preparing for private functions.
- Cleaning and maintenance of town streets and nature strips.
- Cleaning of town streets gutters and culverts.
- Digging and backfilling of graves.

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

1.3 Roads

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

No.	Name	Comments
2	Gibson's Road	Maintenance grading completed.
40	Plummer's Road	Maintenance grading continuing.
64	West Bogan Road	Maintenance grading continuing.
25	Merryanbone Road	Resheeting commenced.
3	Buddabadah Road	Maintenance grading completed.
92	Colane Road	2km of construction continuing.
22	Mulla Road	Maintenance grading completed.
20	Murrawombie Road	Maintenance grading completed.
23	Buckinguy Road	Shoulder grading completed.
10	Pangee Road	Maintenance grading continuing.
HW7	Mitchell Highway	Rehabilitation of 2.95km continuing.

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

- Completing the construction of the new footpath in Pangee Street.
- Completing the improvements to Larkin Oval including the installation of a new electronic scoreboard and renewal of the seating in the grandstand.
- Commencing or continuing maintenance grading, resheeting or resealing of the following roads - Pangee Road, Booramugga Road, Coffil's Lane, Colane and Canonba Road.
- Completing construction and sealing of 2km of Colane Road.
- Crack sealing of Nyngan town streets.
- Line marking of 2.95km of rehabilitation which was completed on the Mitchell Highway near the property 'Lohn'.

1.4 Recommendation

That the Operational Report, including Civil Works, Community Facilities and Roads for the reporting period 12 November 2018 to 7 December 2018 be received and noted.

2 JUNIOR LEAGUE OVAL WATERING SYSTEM

Summary:-

The purpose of this report is for Council to consider allocating \$30,000 for the replacement of the existing Junior Rugby League Oval watering system.

2.1 Introduction

The purpose of this report is for Council to consider allocating \$30,000 for the replacement of the existing Junior Rugby League Oval watering system.

2.2 Background

The Nyngan Junior Rugby League field was constructed 25 years ago and the current watering system that was installed at that time is unfortunately coming to the end of its useful life.

2.3 Discussion

The existing system, which was similar to the old Larkin Oval watering system, is operated by four separate stations which each run several sprinklers. Each station is controlled by an electronic solenoid valve which has insulated low voltage electrical cable running between the solenoid and control box.

As the electrical cable deteriorates with age, the insulation perishes and the bare copper wires short out, stopping the solenoid valve from opening. Temporary repairs can be carried out if the location of the problem is known and unfortunately with this system, the location of the solenoids is not even known.

The entire system was not working for a couple of weeks until staff located broken wires near the control box allowing three of the four stations to operate at the moment.

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

As we are only at the beginning of the summer it is felt that the watering system will completely stop at any time and it will be an extremely difficult task to carry out efficient watering of the field without a sprinkler system.

The 2018/2019 Capital Budget contains \$40,000 for the installation of a large box culvert on the Pongee Road. The size of the required culvert will need to be larger than initially allowed for and the estimate increased, therefore it is recommended that \$30,000 be reallocated from this project and that the culvert be reconsidered at the 2019/2020 budget meeting.

2.4 Recommendation

That Council re-allocate \$30,000 from the Pongee Road Culvert in the 2018/2019 capital Budget to the installation of a watering system at the Junior Rugby League Oval.

3 TRAFFIC COMMITTEE MEETING RECOMMENDATIONS

Summary:-

The purpose of this report is to present the discussions of the Traffic Committee Meeting held on Wednesday 21 November 2018 and for Council to consider their recommendations.

3.1 Introduction

The purpose of this report is to present the discussions of the Traffic Committee meeting held on Wednesday 21 November 2018 and for Council to consider their recommendations.

3.2 Background

The Traffic Committee meets quarterly to discuss traffic and pedestrian facilities and related issues, and to make recommendations to Council.

3.3 Discussion

The following issues were discussed:-

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

Parking in front of Nyngan Truck and Travellers Stop

"No Stopping" signs have been installed in front of Nyngan Truck and Travellers Stop with little success. Guide posts to be installed on shoulder as trial to prevent parking.

Train Speeds through Nyngan

Traffic committee not satisfied with existing "Stop" signs and train speeds through town. RMS representative suggested Council could ask John Holland Rail if a trial of any new crossing flashing light technology could be used at this location.

Installation of Fatigue signage on Highway

Manager Engineering Services asked at the previous meeting about the process of having fatigue signage installed on the highway to encourage motorists to stop in Nyngan and have a break. The RMS representative will follow it up with the RMS Road User Safety Manager.

No Stopping Sign in Hoskins Street opposite the Nyngan MPC

Problem for resident as vehicles are obstructing his driveway with rear of vehicle when nose in parking. "No Stopping" sign to be relocated to provide unobstructed access to driveway.

Major Event Planning

RMS Representative, Sharon Grierson discussed the procedures for planning traffic movements during major events in Nyngan.

Event Organisers are required to submit Traffic Control Plans for Traffic Committee approval for events using local roads and RMS approval for state roads. The appropriate form also needs to be submitted to the local Police for approval.

3.4 Recommendation

That the Traffic Committee Meeting Recommendations Report 21 November 2018 be received and noted.

4 PURCHASE OF WATER FOR RECREATION WEIR

Summary:-

The purpose of this report is for Council to consider purchasing water, if available, to top up the Bogan River Recreation Weir.

4.1 Introduction

The purpose of this report is for Council to consider purchasing water, if available, to top up the Bogan River Recreation Weir.

4.2 Background

Council has resolved to purchase water in the past for the purpose of topping up the recreation weir.

4.3 Discussion

There is currently no advertised general security water for sale in the Macquarie system but, enquiries are being made on Council's behalf.

It is estimated at present that it would take approximately 200 megalitres to fill up the Nyngan Recreation Weir. We have advice that the current market value of water is in the range of \$350 to \$400 per megalitre. 200 megalitres would therefore cost Council \$70,000 to \$80,000 without allowing for transmission losses.

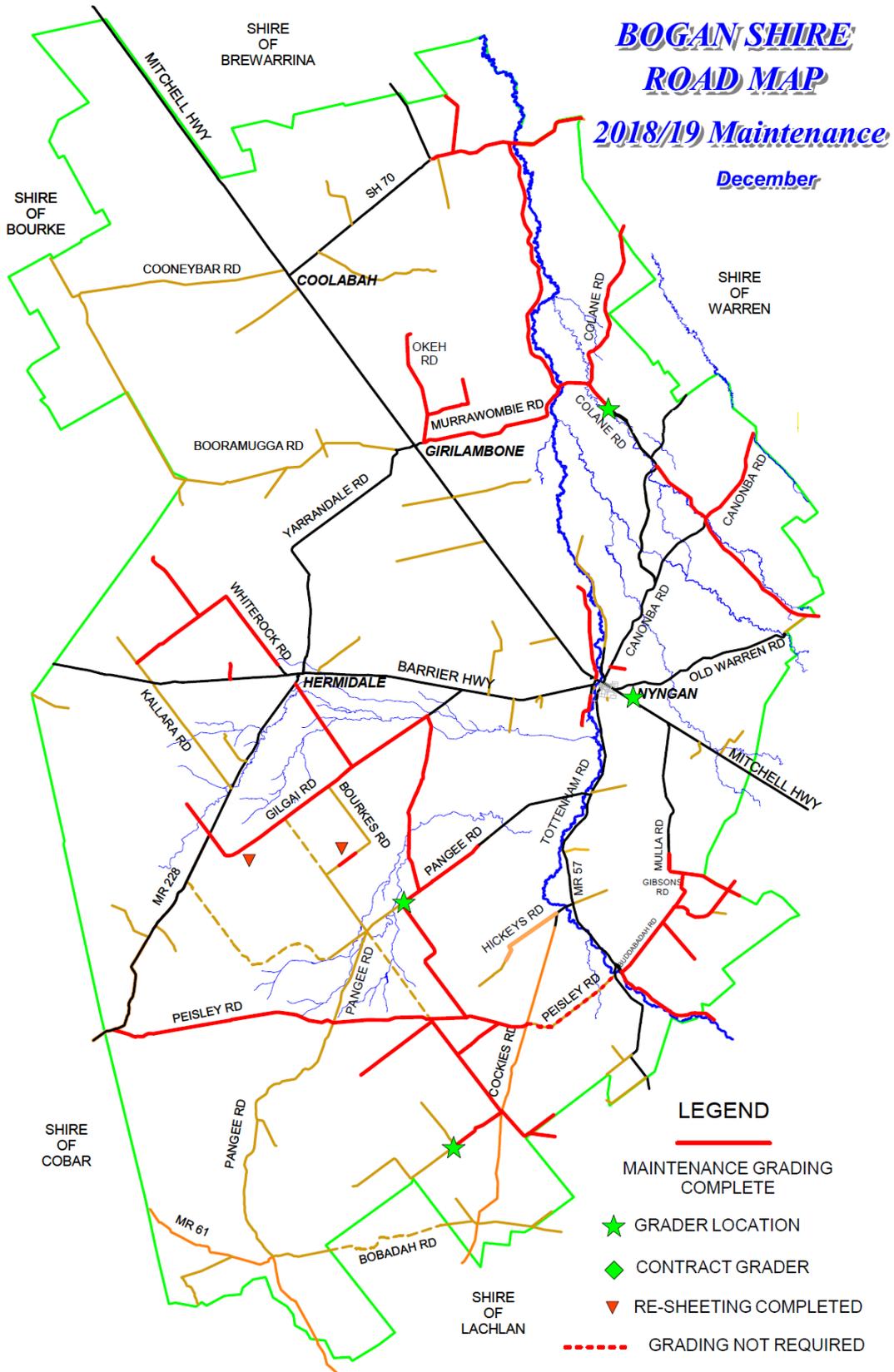
4.4 Recommendation

For Council's Consideration.

Graeme Bourke

Manager Engineering Services

Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018



**Development and Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

**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

Three (3) Applications have been approved since Council's November 2018 meeting and four (4) applications are currently with Council for consideration as tabled below:

DA NUMBER	APPLICANT	ADDRESS	DESCRIPTION	VALUE (\$)	PROGRESS
2014/001	Dr Ryan Heggie	Canonba Road, NYNGAN	Hangar	64,000	Applicant has been invited to withdraw application.
2018/004	Mr Greg Pack	22 Bourke Street, Girilambone	Use of Existing Building as a Dwelling	15,000	Letter containing final works to be completed on 4 December
2018/022	Mr M C Armstrong	586 Dandaloo Road, Buddabadah	Farm Stay and Function Centre	335,000	Approved
2018/030	Mr Aron Couley and Ms Casey Hayes	56 Tottenham Road, Nyngan	New Private Shed	8000	Awaiting Additional Information. Second request forwarded to applicant.
2018/033	Bogan Shire Council	41 Flashman Avenue, Nyngan	New Private Shed	18,000	Approved
2018/034	Mr Zach Waterhouse	74 Bogan Street, Nyngan	New Extension to Existing Dwelling	50,000	Approved
2018/035	Mr M and Mrs V Upadhyay	14 Minore Street, Nyngan	New Dwelling	310,000	Under Assessment

1.2 Recommendation

That the Development Applications Report since the November 2018 Council Meeting be received and noted.

2 OPERATIONAL REPORTS

2.1 Introduction

The purpose of this report is to outline the key works undertaken since Council's November 2018 meeting by Council's Parks and Gardens Team.

2.2 Discussion

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

- Routine maintenance duties including manual watering (where required), whipper snipping, mowing, weed removal in Heritage Park, Nyngan Cemetery, Davidson Park, Vanges Park, Medical Centre, Teamsters Rest, Town Hall and Senior Citizens Area, Flood Memorial Rest Area, Council Administration Building, Moonagee Street Park, Early Learning Centre, Rotary Park, Pioneer Park, Lions Park and Centenary Park.
- Creation of new trial garden beds in Pangee Street.
- Completion of construction at Heritage Park.
- Installation of new irrigation at Rotary Park.
- Laying of turf located at 41 Flashman Avenue.
- Replanting of seasonal flowers at Centenary Fountain.

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

- Maintenance spraying of town streets, culverts, gutters, laneways and drains.
- Routine roadside inspections.
- Attendance at Regional Weeds Committee meeting located at Dubbo.



**Development and Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

- Spraying of Noxious Weeds at the Nyngan Waste Facility.
- Spraying of Noxious Weeds along shoulders of Canonba Road.

2.3 Recommendation

That the Operational Report including Parks and Gardens Team and Weeds Officer be received and noted.

Tony Payne
Manager Development and Environmental Services

PRECIS OF CORRESPONDENCE

1 NYNGAN DISTRICT CRICKET ASSOCIATION

Attached is a copy of correspondence received from the Nyngan District Cricket Association (NDCA) expressing concern over the installation of a new cricket pitch at Larkin Oval where the previously installed synthetic cricket pitch was removed due to the risk of injury to football players. The NDCA have offered a proposal to install a new turf wicket square similar to that existing at the Frank Smith Oval and have listed what benefits it would be to the community in their correspondence.

1.1 Recommendation: For Council's Consideration.

2 COUNTRY MAYORS ASSOCIATION OF NEW SOUTH WALES

Attached is a copy of correspondence received from the Chairperson of the Country Mayors Association of NSW. Tenterfield Shire Council, in conjunction with the New England JO, has undertaken significant research into Waste to Energy and provided a comprehensive presentation to the Association's meeting held on 3 August 2018 at which the Country Mayors agreed to support the initiatives to make Waste to Energy at a local level a reality. In order to progress this matter further financial assistance of \$15,000 per Council is being requested to enable the completion of a comprehensive feasibility study to determine whether a pilot plant being built at this time is warranted. Country Mayors is seeking financial support for the project from all country Councils. To assist in making a decision information is provided in the correspondence. A copy of Tenterfield Council Waste to Energy Feasibility Study Outline will be available upon request.

2.1 Recommendation: For Council's Consideration.

3 OFFICE OF LOCAL GOVERNMENT CIRCULAR NO. 18-41

Attached is a copy of Local Government Circular No 18-41 Misuse of Council Resources – March 2019 State Election. In the lead up to the March 2019 State Elections, Councillors, Council Staff and other Council officials need to be aware of their obligations under the Model Code of Conduct for Local Councils in NSW in relation to the use of Council resources. It is important that the community has confidence that Council property and resources are only used for official purposes. Key points are listed in the Circular.

3.1 Recommendation: That the copy of Local Government Circular No 18-41 Misuse of Council Resources – March 2019 State Election be received and noted.

4 ORANA JOINT ORGANISATION OF COUNCILS

Attached is a copy of correspondence to the Executive Director Regional & RLU Group, Department of Premier and Cabinet received from Chairman Doug Batten, Orana Joint Organisations Councils outlining a number of concerns raised by members of the Orana Board at a strategic planning workshop conducted at Warren on 30 November 2018. The issue of operational funding was repeatedly raised, the common points of contention are listed in the correspondence. A secondary issue that is of personal concern relates to the autonomy of the 13 Joint Organisations Boards. The Orana Joint Organisation Board and members require advice from the State Government by mid-February 2019 in respect of recurrent operational funding to enable a structured plan for the future of the organisation to be developed.

4.1 Recommendation: That the copy of correspondence to the Executive Director Regional & RLU Group, Department of Premier and Cabinet received from Chairman Doug Batten, Orana Joint Organisations Councils outlining a number of concerns raised by members of the Orana Board at a strategic planning workshop conducted at Warren on 30 November 2018 be received and noted.

5 OFFICE OF SPORT

Attached is a copy of an email received from the Office of Sport advising the Local Sport Defibrillator Grant Program is now accepting applications. Applications close 6 May 2019.

General Manager's Note: All local Sporting and Licensed Clubs have been advised of this Grant.

5.1 Recommendation: For Council's Information.

6 LGNSW

Attached is a copy of an email received from LGNSW and Country Mayors Association of NSW (CMA) inviting Mayors and General Managers to a Local Government Debate (ahead of the March 2019 Elections) where the leaders of NSW major parties will be given the opportunity to address their party's views on the issues that matter most to our sector in the form of a question and answer session. The debate is being held Friday 8 March 2019 at Parliament House Sydney. Invitations have been sent to the leaders of: Christian Democrat Party, Greens NSW, NSW Labor, NSW Liberal, One Nation, Shooters, Fishers & Farmers and NSW Nationals.

6.1 Recommendation: For Council's Consideration.

**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

7 LOCAL GOVERNMENT REMUNERATION TRIBUNAL

Attached is a copy of correspondence received from the Local Government Remuneration Tribunal advising that it has commenced its review for the 2019 annual determination. Each of the 128 Councils is allocated into one of nine categories as stated in the correspondence. The Tribunal will however as part of the 2019 review consider any requests to review the categorisation of individual Councils if there is a strong case to do so. The Tribunal invites submissions from individual Councils in respect of categorisation, fees and any general matters as part of this review. Submissions are to be received no later than 30 January 2019.

General Manager's Note: The criteria for each of the categories Page 19 to 22 of the 2018 determination will be available at the Council meeting.

7.1 Recommendation: For Council's Consideration.

8 WEEKLY CIRCULARS

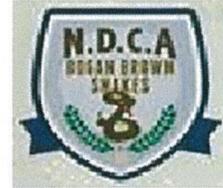
Weekly Circulars dated 16 November 2018, 23 November 2018, 30 November 2018 and 7 December 2018 have been emailed to Councillors for information.

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

**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

26 November 2018

Mayor Ray Donald OAM
Bogan Shire Council
P.O. Box 221
NYNGAN NSW 2825



Dear Mr Donald,

Nyngan District Cricket Association (NDCA) committee would like to raise with Council a collective/unanimous interest in playing cricket under the new lights recently installed at Larkin Oval.

We understand that concerns have been raised over the installation of a new cricket pitch at the ground as the previously installed synthetic cricket pitch was removed due to risk of injury to football players.

Our proposal is to install a new turf wicket square (similar to that existing at Frank Smith Oval No.3) at Larkin Oval. We believe the turf wicket to be of benefit to the community for the following reasons:

- Turf can be watered to ensure the square remains soft for football. NDCA is happy to provide this service and can provide a plan of management for Council's consideration if necessary in this regard.
- A turf wicket square would take full advantage of the new lights to ensure that they receive all year round use (not just during football season).
- Nyngan is located in one of the hottest areas of the country. Playing cricket at night would give players some respite from the heat and avoid excessive exposure to harmful cancer causing UV.
- This year's open competition has resulted in the lowest number of players being registered in NDCA history with only three (3) teams being possible. With a Turf

**Precis of Correspondence to the Ordinary Meeting of
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wicket being installed at Larkin Oval, night games will be possible during the week and weekends which would appeal to a broader player base and hopefully increase registration numbers within the district.

NDCA would be happy to expand further on the above if given the opportunity.

NDCA would like to thank you for your consideration of the above request and we look forward to your reply.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson Hedges".

**Jackson Hedges
Secretary NDCA**



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries
PO Box 420, Moree NSW 2400
02 6757 3222
ABN 92 803 490 533

14 November 2018

To Regional and Rural Councils

Dear Mayors and General Managers

Tenterfield Shire Council, in conjunction with the New England Joint Organisation, has undertaken significant research into Waste to Energy at a local scale and provided a comprehensive presentation to our Association's meeting held on 3 August 2018 at which Country Mayors agreed to support the initiatives to make Waste to Energy at a local level a reality. This position was further strengthened by an Energy to Waste Forum facilitated by the Department of Premier and Cabinet for Country Mayors members held 1 November 2018 where a number of industry experts spoke about the benefits of this technology, providing examples of its effectiveness in operations in other states. We believe that this technology provides a real opportunity for our councils to deal with the issue of waste in a more cost effective manner.

In order to progress this matter further, financial assistance is being requested to enable the completion of a comprehensive feasibility study to determine whether a pilot plant being built at this time is warranted. Country Mayors is writing to all country councils seeking financial support for the project as the outcome will be of benefit to all.

To assist in making your decision, information has been supplied by Terry Dodds, Chief Executive of Tenterfield Shire Council, who is leading this project and this information is provided below in italics:

"Waste to Energy – What is the study about?"

Councils are increasingly coming under pressure on waste, whether it be problems with recyclables, costs of implementing new waste systems or simply costs of disposal – either locally, or shipping waste elsewhere.

Waste to Energy is one of the range of solutions which may be able to assist decrease the amount of waste going to landfill. Technologies are well developed overseas, and can perform to extremely high environmental standards. Many of these projects are, however, very large and only applicable at high population levels. The question the study needs to answer is: What is the smallest scale at which economic waste to energy projects can occur? Western Australia is making significant progress in this area, including in regional areas at Port Hedland, however one single project at the smaller scale is not indicative of the range of regional needs within NSW or indeed elsewhere in Australia.

There is a Waste to Energy Policy in NSW, but it is a very difficult path not only to gain approval, but to even gain interest from the wider industry; both in Australia and internationally. The policy is under

Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council held on 20 December 2018

review, and Country Mayors recently resolved to request the full involvement of regional councils in that review. To fully participate in this review, we need to have our own independent work done that focuses on the needs of regional councils. Policy change is needed, for Waste to Energy to take its place as part of the waste hierarchy and the waste to energy supply mix.

Regional councils have specific issues of lower population densities, longer travel distances and higher overall costs. There is a strong view that policy needs to consider regional areas in a different way to, say, Western Sydney. In short, the cookie cutter approach currently fails regional areas. The study will look, among other things, at:

- What is the overall legislative and regulatory context?
- What are the available technologies that can meet appropriate environmental standards?
- Which of these are scalable to regional areas?
- How do the economics of waste to energy work, including issues such as gate fees, operating costs, but also looking at avoided costs such as lower costs to landfill, lower transport costs and the like.
- What are the environmental offsets gained; reduction in methane, sulphur, leachate and CO₂.
- What are the practical operational aspects that need to be resolved, including site location, energy output and grid connections, financing, maintenance and management of risk?
- Other than electricity production, what other uses are available; diesel production, steam for industry, biogas etc.
- How can we be confident of the technologies, and the science behind them? Fully independent experts need to review this – people with no industry or regulator ties.

Case study areas will be chosen to be representative of a wide range of regional contexts.

Who is leading the study?

The lead Council is Tenterfield Shire Council, with support from Moree Plains Shire Council and Regional Development Australia – Northern Inland.

How much will the study cost?

To ensure the study is comprehensive and of most benefit, we expect the study to cost \$540,000. This is essential if it is to have widespread credibility and cover social, environmental as well as financial bottom lines.

How long will it take?

Ideally, we would like to complete the study within 6 months of confirmation of full funding for the study being achieved.

Who owns the output?

The outputs of the study will be owned and available for use to all contributing councils. The study will help all participants make better, more informed decisions about waste and waste to energy in the future and how waste to landfill can be reduced.

How much do we need to pay?

**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

We are asking for \$15,000 per Council although higher contributions will be accepted. We would like to be able to fund the entire study from local government resources and have full control. If we do get a grant, and find we have excess funds, then the payments by councils will be reduced in proportion.

Please see the account details for Tenterfield Shire as follows:

National Australia Bank	The Council of the Shire of Tenterfield	082-829	509913697
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If Councils transfer funds via EFT can they please ensure that their Council name and Waste to Energy is in the description. If a tax invoice is required, please advise.

Where can I get more information?

Councils are encouraged to contact Tery Dodds, Chief Executive of Tenterfield Shire Council for further information. He can be contacted via email on t.dodds@tenterfield.nsw.gov.au or via mobile on 0400 263 932."

The preparation of this study could lead to considerable financial advantages for country councils as well as providing a solution for waste management which is a huge burden on all of our councils. I hope you will consider this request favourably and seek out additional information should you wish to know more.

Yours sincerely



Cr Katrina Humphries
Chairperson

**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**



Office of
Local Government

Circular to Councils

Circular Details	Circular No 18-41 / 6 December 2018 / A628135
Previous Circular	15/07 <i>Misuse of Council resources – 2015 State Election</i>
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team/02 4428 4201/olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Misuse of Council Resources – March 2019 State Election

What's new or changing?

- In the lead up to the March 2019 State election, councillors, council staff and other council officials need to be aware of their obligations under the *Model Code of Conduct for Local Councils in NSW* (the Model Code) in relation to the use of council resources.

What this will mean for your council

- It is important that the community has confidence that council property and resources are only used for official purposes.
- Councils are encouraged to ensure that councillors, council staff and other council officials are aware of their obligations regarding the use of council resources.

Key points

- The Model Code provides that council officials must not:
 - use council resources (including council staff), property or facilities for the purpose of assisting their election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for the use of the resources, property or facility
 - use council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material for the purpose of assisting their election campaign or the election campaign of others.
- These obligations apply to all election campaigns including council, State and Federal election campaigns.
- Councils should also ensure that they exercise any regulatory powers in relation to election activities such as election signage in an impartial and even-handed way and in accordance with established procedures and practices.
- Failure to comply with these requirements may result in disciplinary action under the code of conduct.

Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 44 913 630 046

**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

Where to go for further information

- For more information, contact OLG's Council Governance Team by telephone on 4428 4100 or by email to olg@olg.nsw.gov.au.

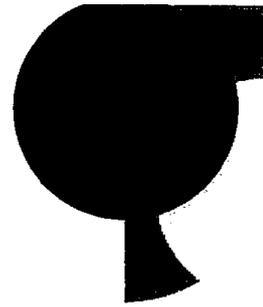


**Tim Hurst
Chief Executive**

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Orana

JOINT ORGANISATION OF COUNCILS



7 December 2018

Mr Chris Hangar
Executive Director
Regional & RLU Group, Department of Premier and Cabinet
GPO Box 5341,
SYDNEY NSW 2001

Dear Chris

VIABILITY AND FUTURE OF THE ORANA JOINT ORGANISATION OF COUNCILS

I write to you to outline a number of concerns raised last week by members of the Orana Board at a strategic planning workshop conducted at Warren. Also in attendance were Ashley Albury from DPC and Karen Purser from OLG.

From a planning point of view the day was successful and I am confident that we will have a strategic direction and associated priorities that will be considered for adoption at our next board meeting to be held on 17 December 2018.

During the course of the workshop the issue of operational funding was repeatedly raised, the common points of contention being:

1. The Orana Joint Organisation will require guaranteed operational funding over the next four years. The 2018/19 Statement of Revenue policy adopted in August 2018 confirms that the six member councils will not commit ratepayer funds over and above that which was paid to support the previous Regional Organisation of Councils.
2. Subject to our budgetary process it is estimated that operational funding of \$400,000 will be required in Year 1 and \$300,000, on a demonstrated needs basis, for the following three years. Currently Orana has contracted an Interim Executive Officer for the period to June 2019 and will be required to commence recruitment of an Executive Officer (EO) by March 2019. It is anticipated that such recruitment would be for a contracted period of four years. In addition, the Board is forecasting the need to recruit Project Staff. Any successful implementation of the Strategic Regional Priorities and achievement of the desired associated outcomes, as well as compliance with the Joint Organisation legislation, is not within the resourcing and financial capacity of the six member councils.

Orana Joint Organisation
PO Box 115 NARROMINE NSW 2821

Contact: Interim Executive Officer
Email: eo@oranajointorganisation.nsw.gov.au

www.oranajointorganisation.nsw.gov.au

The Orana Joint Organisation membership includes Bogan, Gilgandra, Mid Western Regional, Narramine, Warren and Warrumbungle Shire Council

**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

3. The Orana Board is not in a position to commit to the recruitment of contracted staff beyond 2018/19 without the certainty of recurrent funding and the ability to confirm that the organisation will not be trading insolvent.(refer to the attached budget). Confirmation of such would be required prior to commencement of the budgetary process in mid-February 2019. The simple reality of this matter is that unless recurrent funding is made available at the time we need to start the recruitment of EO, the board will have no choice but commence steps to dissolve the Joint Organisation.

A secondary issue that is of personal concern relates to the autonomy of the 13 Joint Organisation Boards. There appears a push or migration towards Chairs and Executive Officers being required to influence outcomes which are not necessarily agreed to or seen to be in the best interest of individual Boards. I reference the current engagement with Executive Officers in regard to Interim Funding Arrangements. If the joint Organisation model is to be successful it must be accepted by Government that each of the 13 entities are unique, there is no one size fits all. Just as the Joint Organisation must always recognise the autonomy of their member councils, so too must the government and its agents respect the autonomy of the individual Boards.

To put it succinctly, the Orana Joint Organisation Board and members will require advice from the State Government by mid-February 2019 in respect of recurrent operational funding to enable a structured plan for the future of the organisation to be developed.

I look forward to hearing from you in the near future.

Yours faithfully



Doug Batten
Mayor - Gilgandra Shire Council
Chairman - Orana Joint Organisation of Councils

cc:
Melissa Gibbs OLG
Karen Purser OLG
Ash Albury DPC
Kevin Humphries, Barwon
Troy Grant, Dubbo

**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 20 December 2018**

ORANA JOINT ORGANISATION

CPI	INCOME ITEM - Orana JO	2.5%					2021/2023
		2018/2019	2019/2020	2020/2021	2021/2022	2021/2023	
	Member Contributions	\$88,656.22	\$90,872.62	\$93,144.44	\$95,473.05	\$97,869.87	
	State Contribution	\$300,000.00	\$307,500.00	\$315,187.50	\$323,067.19	\$331,143.87	
	Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total Revenue	\$388,656.22	\$398,372.62	\$408,331.94	\$418,540.24	\$429,013.74	
	EXPENDITURE ITEM - Orana JO						
1	JO - EXECUTIVE OFFICER PACKAGE (INC Super, MV Contribution and FBT)	\$165,040.00	\$169,166.00	\$173,395.15	\$177,730.03	\$182,173.26	
2	JO - EXECUTIVE OFFICER SALARY ONCOSTS	\$18,260.00	\$18,716.50	\$19,184.41	\$19,664.02	\$20,155.62	
3	JO - OFFICE RENTAL COSTS	\$6,300.00	\$6,457.50	\$6,618.94	\$6,784.41	\$6,954.02	
4	JO - OFFICE ELECTRICITY COSTS	\$2,700.00	\$2,255.00	\$2,311.38	\$2,369.16	\$2,428.39	
5	JO - TELEPHONE COSTS	\$800.00	\$820.00	\$840.50	\$861.51	\$883.05	
6	JO - PROJECT SUPPORT COSTS	\$5,500.00	\$5,637.50	\$5,778.44	\$5,922.90	\$6,070.97	
7	JO - STATIONERY COSTS	\$2,500.00	\$2,562.50	\$2,626.56	\$2,692.23	\$2,759.59	
8	JO - MOBILE COSTS	\$2,000.00	\$2,050.00	\$2,101.25	\$2,153.78	\$2,207.63	
9	JO - VEHICLE COSTS (OPERATING)	\$16,000.00	\$16,400.00	\$16,810.00	\$17,230.25	\$17,661.01	
10	JO - Incidental/Catering/Other	\$4,000.00	\$4,100.00	\$4,202.50	\$4,307.56	\$4,415.25	
11	JO - TRAVEL COSTS	\$8,000.00	\$8,200.00	\$8,405.00	\$8,615.13	\$8,830.50	
12	JO - Financial/Admin/HR and Support COSTS	\$95,836.73	\$98,232.65	\$100,688.47	\$103,205.68	\$105,785.82	
13	JO - MARKETING	\$5,000.00	\$5,125.00	\$5,253.13	\$5,384.45	\$5,519.06	
14	JO - AUDIT COSTS	\$3,000.00	\$3,075.00	\$3,151.88	\$3,230.67	\$3,311.44	
15	JO - INSURANCES Public Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
16	JO - INSURANCES Professional Indemnity/Officers and Directors Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
17	JO - LEGAL and Governance Costs	\$10,000.00	\$10,250.00	\$10,506.25	\$10,768.91	\$11,038.13	
18	JO Consultants - Strategic Plan/Operational Plan	\$10,000.00	\$10,750.00	\$11,518.75	\$12,306.72	\$13,114.39	
19	Consultants - Communication/Engagement Plan	\$10,000.00	\$10,250.00	\$10,506.25	\$10,768.91	\$11,038.13	
20	Initial Set up expenditure						
21	JO - PURCHASE OF COMPUTER EQUIPMENT and SOFTWARE	\$3,500.00					
	JO - WEBSITE CONSTRUCTION/DOMAIN NAME	\$3,500.00					
	Total Expenditure	\$391,436.73	\$394,047.65	\$403,896.84	\$413,996.32	\$424,346.22	
	Net Surplus	-\$2,780.52	\$4,324.97	\$4,435.09	\$4,543.92	\$4,657.52	

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INCOME - Orana Joint Organisation										
Membership Contributions - Orana Joint Organisation 2018-2019										
	2016 Census	ERP 2017	Difference 2016 2017	Flat fee	Per Capita	TOTAL contribution for 12 months		20-21	21-22	22-23
							Excl. GST			
Bogan	2,692	2,664	-28	\$8,972.00	\$1,453.68	\$10,426	\$11,468	2,50%	2,50%	2,50%
Gilgandra	4,236	4,256	20	\$8,972.00	\$2,287.44	\$11,759	\$12,885	12,049	12,350	12,659
Mid-West	24,076	24,826	750	\$8,972.00	\$13,001.04	\$21,973	\$24,170	12,695	13,338	13,671
Narramine	6,444	6,554	110	\$8,972.00	\$3,479.76	\$12,452	\$13,697	24,775	26,029	26,680
Warren	2,732	2,769	37	\$8,972.00	\$1,475.28	\$10,447	\$11,692	14,039	14,750	15,119
Warrumbui	9,384	9,421	37	\$8,972.00	\$5,067.36	\$14,039	\$15,443	11,779	12,376	12,685
TOTAL	49,564	50,490		\$53,832.00	\$26,764.56	\$60,597	\$68,656	\$90,873	\$93,144	\$97,860

The membership contributions are based on a flat fee of \$8972 plus .54 cents per capita.
This formula being equivalent to the proposed 2018/2019 OROC member contributions.

State Contribution	307,500	315,188	323,067	331,144
Total Revenue	398,373	408,332	418,540	429,004



The Local Sport Defibrillator Grant Program is now accepting applications.

This grant program allocates \$4 million over four years to assist sporting clubs across NSW in the purchase and maintenance of Automated External Defibrillators (AEDs).

An AED is a life saving device which delivers a controlled shock to an individual experiencing cardiac arrest, increasing their chances of survival.

The Office of Sport encourages State Sporting Organisations to pass this information onto their affiliated clubs.

Who is eligible to apply?

- Incorporated, not-for-profit sports clubs in NSW
- State or national sporting organisations on behalf of member clubs located in NSW, to a maximum of 10 per Zone
- Licensed sporting clubs, providing that the project directly benefits sporting activities
- Sport clubs associated with a school, church or university providing they are an incorporated not for profit club in their own right
- Councils on behalf of sports clubs



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- Councils in Zones 2 and 3, for sport and recreational facilities within their local government areas
- Service clubs such as Rotary, CWA and Lions, on behalf of sporting clubs

Applications close **6 May 2019**.

For more information, including guidelines and how to apply, **[visit the Office of Sport website](#)**.

Kind regards,

The Grants Team

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Attn: Mayor and General Manager

Local Government NSW (**LGNSW**) and the Country Mayors Association of NSW (**CMA**) are both strong advocates for local government in this state and understand the issues that matter. The policy decisions made at the state level have a very profound effect on our sector.

Ahead of the March 2019 election, LGNSW and the CMA invite Mayors and General Managers to a Local Government Debate where the leaders of NSW major parties will be given the opportunity to address their party's views on the issues that matter most to our sector in the form of a question and answer session.

The Debate will be on **Friday 8 March 2019 between 10.00am and 12.00pm in the Theatrette at Parliament House, Macquarie Street, Sydney**, with morning tea provided from 9.40am. The session will be chaired by Cr Linda Scott, President of LGNSW, and Cr Katrina Humphries, Chairperson of the CMA.

Invitations have been sent to the leaders of: the Christian Democrat Party (Fred Nile Group); Greens NSW; NSW Labor; NSW Liberal; One Nation; Shooters, Fishers and Farmers; and NSW Nationals.

Each party will be given five minutes to address the audience with their vision for how the state can support local government to thrive. Following this they will be asked to provide answers to pre-submitted questions as well as questions from the floor, should time permit.

We are seeking questions from attending councils. Questions must be succinct and relate to sector wide issues, rather than a specific local government area. Given time constraints, it will be necessary for LGNSW and CMA representatives to collate the questions and to consolidate similarly themed questions where possible. Therefore, not every question submitted will be included in the final list of questions provided to the leaders.

Seats are limited so we strongly encourage you to RSVP no later than 31 January 2019. Registrations are limited to 2 attendees per council, with others added to a wait list should there be seats available.

Register now: <https://lgsa.wufoo.com/forms/local-government-debate/>

Submit a question: <https://lgsa.wufoo.com/forms/local-government-debate-qa/>

We strongly encourage you to make the time to come along to this as it is a fantastic opportunity for you to engage with the candidates and hear their party's views on a range of important topics to your constituents.

Yours sincerely



Cr Linda Scott

President Local Government NSW



Cr Katrina Humphries

**Chairperson Country Mayors Association of
NSW**

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Local Government
Remuneration Tribunal

Ref: A4127215

To Mayors/General Managers

12 December 2018

Dear Mayors/General Managers

I write to advise that the Local Government Remuneration Tribunal has commenced its review for the 2019 annual determination.

Pursuant to s. 241 of the *Local Government Act 1993* (LG Act), the Tribunal is required to make an annual determination, by no later than 1 May 2019, on the fees payable to Councillors and Mayors to take effect from 1 July 2019.

Fees

The Tribunal will review the minimum and maximum fee levels for each category. In accordance with section 242A of the LG Act the Tribunal is required to apply the Government's public sector wages policy to the determination of ranges of fees for Councillors and Mayors.

Categorisation

Each of the 128 councils is allocated into one of the following nine categories:

Metropolitan

- Principal CBD
- Major CBD
- Metropolitan Large
- Metropolitan Medium
- Metropolitan Small

Non-metropolitan

- Regional City
- Regional Strategic Area
- Regional Rural
- Rural

The criteria for each of the categories are outlined on pages 19 to 22 of the 2018 determination.

The Tribunal is only required to review the categories every three years and will next consider the model, the criteria applicable to each group and the allocation of councils in detail in 2020.

The Tribunal will however, as part of the 2019 review, consider any requests to review the categorisation of individual councils if there is a strong case to do so. Any requests

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for a review should be supported by evidence which would indicate that the council is more appropriately allocated in to another category based on the criteria.

Submissions

The Tribunal invites submissions from individual councils in respect of categorisation, fees and any general matters as part of this review. Any submission the Council may wish to make should be received by no later than 30 January 2019 and should be emailed to catherine.power@psc.nsw.gov.au.

Please note that any material provided to the Tribunal may be made available to any member of the public under the *Government Information (Public Access) Act 2009*.

As part of the annual review the Tribunal will seek to meet with Local Government NSW, as it does each year, to receive a sector wide view for local government in NSW.

If you require any further information please email sarah.bradshaw@psc.nsw.gov.au or telephone on 02 9272 6006.

Yours sincerely



Dr Robert Lang
Local Government Remuneration Tribunal

