Bourke Shire Council
Agenda
Monday, 25th August 2014

Notice is hereby given that an Ordinary Meeting of Council will be held at the Council Chambers at Bourke Shire Council Offices at 29 Mitchell Street, Bourke, commencing at 9.00am for the purpose of considering the items included on the Agenda

General Manager: Ross Earl

AGENDA

C12.1

1. **Opening Prayer**
2. **Remembrance**
3. **Apologies**
4. **Declaration of Interest** (Forms included with Business Papers)
5. **Mayoral Minute**
6. **Starring of Items**

A number of items have been starred for discussion.

The Mayor will receive requests to star additional items to be discussed.

Recommendation:
That recommendations as detailed in the un-starred items in the Agenda for the Ordinary Meeting of Council held on Monday, 25th August 2014 be adopted.

7. **Confirmation of the Minutes**

Recommendation:
That the minutes of the ordinary meeting of Council held on Monday, 28th July 2014 be confirmed as a true and accurate record of that meeting.

8. **Business Arising**

	Report No	Report	Page No	Recommendation
	008/2014	Business Arising	7	

9. **Engineering Services Department**

	Report No	Report	Page No	Recommendation
		Nil Reports for August 2014		

10. **Environmental Services & Development Department**

	Report No	Report	Page No	Recommendation
		Nil Reports for August 2014		

11. General Manager

	Report No	Report	Page No	Recommendation
	349/2014	Outback Shire Alliance Meetings with Ministers and Senior Government Staff	14	Notation
★	350/2014	Request to Waive Administration fees for the erection of headstones at Cemetery	15	Consideration
	351/2014	Meeting of OROC – Dubbo 15th August 2014	16	Notation
	352/2014	Meeting of the Regional Leadership Group incorporating a Presentation on the NSW Government's Proposal for the" Leasing of Poles and Wires"12th August 2014	17	Notation
★	353/2014	Graffiti Removal Day	18	Consideration
★	354/2014	Delivery Plan Fourth Quarter Review	19	Notation

12. Corporate Services Department

	Report No	Report	Page No	Recommendation
★	445/2014	Bank Reconciliation & Statement of Bank Balances	22	Notation
★	446/2014	Investment Report as at 31st July 2014	24	Notation
	447/2014	Financial Statements	26	Notation
	448/2014	Rates & Charges Reconciliation as at 30/06/14 and 01/07/14	27	Adoption
	449/2014	Financial Assistance Grants	32	Notation
	450/2014	Pecuniary Interest Returns	33	Notation

13. Tourism & Development

	Report No	Report	Page No	Recommendation
		Nil Reports for August 2014		

14. Delegates and Councillors Reports

	Report No	Report	Page No	Recommendation
		Nil Reports for August 2014		

15. Committee Minutes

	Report No	Report	Page No	Recommendation
		Nil Reports for August 2014		

16. Policies

	Report No	Report	Page No	Recommendation
★	805/2014	2.6.3(v3) Long Service Leave	34	Adoption
★	806/2014	2.3.14(v3) Motor Vehicle Lease/Private	37	Adoption

		Use Procedures, Guideline Agreement		
★	807/2014	1.15.5(v3) Provision of Information to and Interaction Between Councillors and Staff	48	Adoption
★	808/2014	Removalists Expenses	55	Adoption
★	809/2014	Heritage Policy	58	Adoption

17. Précis of Correspondence

	Report No	Report	Page No	Recommendation
★	930/2014	Community Contribution –Request for waiving rates	61	Consideration
	931/2014	Conservation Management Plan, Bourke Cemetery	67	Notation

18. Activity Reports

	Report	Report	Page No	Recommendation
	108/2014	Engineering	70	Notation
	208/2014	Environmental	79	Notation
	308/2014	General Manager	81	Notation
	408/2014	Corporate Services	103	Notation
	508/2014	Tourism & Development	105	Notation

19. Closed Session

	Report	Report	Page No	Recommendation
	114/2014	CONFIDENTIAL – 06/14 Tender of The Supply and Delivery of 13,000 M of 150 Diameter RRJ PVC Pipe – Manager Works	109	Closed Session
	451/2014	CONFIDENTIAL - Outstanding Rates, Water and Debtor Accounts – Manager Corporate Services	109	Closed Session
	509/2014	CONFIDENTIAL - North Bourke Residential Blocks – Manager of Tourism & Development	110	Closed Session
	113/2014	CONFIDENTIAL – Plant Hire – Manager Roads	110	Closed Session

10.00am - Community Open Forum for members of the public to address Council
11.00am – Update from Darling River Local Area Command

CALENDAR OF EVENTS

Month/Year	Meeting Date	Time	Event	Location
August	1st		GMAC	Dubbo
	5th	9.30am	LRC Meeting	RFS – North Bourke
	5th	10.30am	LEMC Meeting	RFS – North Bourke
	9th		Louth Races	
	14th		OROC Board Meeting	Parliament House, Sydney
	25th	9.00am	Council Meeting - 4th Monday	Council Chambers
	20th	10.00am	WH&S Committee Meeting	Council Chambers
	20th	11.00am	Consultative Committee Meeting	Council Chambers
	26th	2.00pm	Traffic Committee Meeting	Conference Room
September	22nd	9.00am	Council Meeting - 4th Monday	Council Chambers
October	27th	9.00am	Council Meeting - 4th Monday	Council Chambers
November	24th	9.00am	Council Meeting - 4th Monday	Council Chambers

COUNCILLOR INFORMATION LIST

Information which has been sent out to Councillors since the last meeting of Council held on Monday, 28th July 2014.

DATE	INFORMATION SENT	Author	Email/Fax	Post	Précis
21/07/2014	Application under S60 of the NSW Heritage Act, 1977	Dr Siobhan Lavelle OAM Office of Environment & Heritage	Councillors All Staff		
24/07/2014	Reply LGNSW LLS Rates, LGNSW Response on Central Darling & Newsletter July 2014	Western Division of Councils of NSW	Councillors MANEX		
24/07/2014	Memo – Visit by Michael Coutts-Trotter & Report on LEP	General Manager	Councillors MANEX		
28/07/2014	Submission in Relation to the Proposed Regions for Growth Planning	General Manager	Councillors MANEX		
30/07/2014	"From the GM's Desk"	General Manager	Councillors All Staff		
01/08/2014	Media Release – Farmers Welcome Report on Global Competitiveness	NSW Farmers	Councillors All Staff		
07/08/2014	Local Government NSW Welcomes New Chief Executive	Media Release – LG NSW	Councillors All Staff		
08/08/2014	Media Release - Regional NSW Not Forgotten on National Mateship Tour	NSW Farmers	Councillors All Staff		
08/08/2014	Farewell Dinner – Robyn Collett	Leonie Brown	Councillors All Staff		
12/08/2014	From the GM's Desk	GM	Councillors All Staff Media		

BUSINESS ARISING FROM 28th JULY 2014

KEY: ☐ Action still pending ▒ Action

GM	General Manager	MRS	Manager of Road Services
MCS	Manager Corporate Services	MES	Manager Environmental Services
MTD	Manager Tourism & Development	MW	Manager of Works

206/2013 - Review of Organisational Structure
Responsible Officer: GM

DECISION	*ACTION TAKEN*
1. That the Council obtain advice from Brewarrina Shire as to their willingness to continue negotiations in relation to a shared appointment of a qualified Engineer in the capacity of a Group Leader or similar.	1. In progress
2. That the recommendations in relation to the realignment of any positions be considered prior to the advertising of any vacancies.	2. Ongoing
3. The positions descriptions of positions identified within the report from Local Government Management Solutions as requiring review be undertaken in consultation with both the employee and any union involved.	3. In progress
4. That the position descriptions of all employees be updated to reflect current duties performed and requirements of the organisation.	4. In progress

254/2013 – Old Cemetery
Responsible Officer: MES

DECISION	*ACTION TAKEN*
Environmental staff work with Council's Heritage Advisor to develop a Plan of Management for the old cemetery	Draft Cemetery Conservation Management Plan placed on Public Exhibition for comment until 28th August 2014

350/2013 – Proposed Amendment of LEP

Responsible Officer: MES

DECISION	*ACTION TAKEN*
1. Prepare a planning proposal to have the Bourke Local Environmental Plan 2012 (BLEP 2012) amended to rezone IN2 Light Industrial land located in the western end of Bourke encompassing that land between Meek, Anson and Church Streets to R1 General Residential. 2. That a further report be presented to Council to obtain consent to submit that planning proposal to the NSW Department of Planning. 3. Report 206/2014, Bourke LEP 2012 Amendments be deferred to the July Meeting of Council when the Manager of Environmental Services is able to be in attendance.	• Council prepare a planning proposal to amend the Bourke LEP 2012 as presented to Council on Monday, 28th July 2014 • Council staff meet with the Department of planning to discuss options • Council seek advice on incorporating the reclassification of any land currently classified as community to operational in the LEP Review Process

362/2013 – Enngonia Hall Committee
Responsible Officer: GM

DECISION	*ACTION TAKEN*
GM formalise an agreement with the Enngonia Progress Association in regards to being the caretaker of the hall	In progress

116/2014 – Local Government Aboriginal Network Conference
Responsible Officer: GM

DECISION	*ACTION TAKEN*
General Manager to authorise up to two (2) employees of Council to attend the Local Government Aboriginal Network Conference to be held in Narrandera on 10th – 12th September 2014	Expressions of Interest advertised in newsletter

163/2014 – CONFIDENTIAL- Enforcement of Fines on Local Roads
Responsible Officer: MR

DECISION	*ACTION TAKEN*
Council to continue to investigate methods for enforcing fines on closed roads and continue to ensure that the public are aware that fines may be levied if vehicles are driven on closed roads	Ongoing

179/2014 – Investigation of the Establishment of an Internal Audit Function for Bourke Shire Council in Conjunction with other Members of OROC
Responsible Officer: GM

DECISION	*ACTION TAKEN*
General Manager continues to liaise with the other members of OROC in relation to the provision of Internal Audit on a joint basis	Ongoing

208/2014 – CONFIDENTIAL – Quotations & Options Relating to the Repair of the Davidson Oval Grandstand
Responsible Officer: MES

DECISION	*ACTION TAKEN*
Council pursue further information in regards to option 3 (removal of grandstand and rebuilding the change room/canteen facilities) for an additional report be brought back to Council detailing firm estimates for the options identified	Additional information being sought from our Insurers

209/2014 – CONFIDENTIAL – Bourke Sewerage –Construction of Mertin Street Pumping Station
Responsible Officer: MW

DECISION	*ACTION TAKEN*
1. That Council, in accordance with Clause 178(c) Council delegates the General Manager authority to enter into negotiations with the contractor recommended by the NSW Public Works with a view to entering into a contract with that company. 2. That Council engages the NSW Public Works to review the specifications in and assist in the negotiations in relation to the proposed contact for refurbishment of the Mertin Street Sewer Pump Station	1. Ongoing 2. Ongoing

216/2014 – Tidy Towns Competition
Responsible Officer: GM/MT&D

DECISION	***ACTION TAKEN***
Review the participation criteria and commence the collation of appropriate material to support a possible entry in the 2015 Tidy Towns Competition	In progress

237/2014 – Development of Pre School
Responsible Officer: MCS

DECISION	***ACTION TAKEN***
1. Council continue to prepare plans and tender documents for the construction of the new Pre School as outlined by Barnson in drawing number 21629-A01. 2. That once plans and tender documents are completed that Bourke Shire Council advertise tenders for the construction of the new Bourke Pre School.	In progress

260/2014 – Alcohol Free Zone – Village of Enngonia
Responsible Officer: MES

DECISION	***ACTION TAKEN***
Continuation of the Alcohol Free Zone within the village of Enngonia for the period from 8th August 2014 to 30th June 2018 and that the public be notified in accordance with the Ministerial Guidelines	Completed

261/2014 – Swimming Pool Inspectors Certificate of Identification
Responsible Officer: MES

DECISION	***ACTION TAKEN***
Council Seal to all Certificates of Identification for all Authorised Officers who undertake swimming pool inspections	Completed

263/2014 – Cenotaph/Rotunda Heritage Listing
Responsible Officer: MES

DECISION	***ACTION TAKEN***
Heritage Advisor to prepare a report detailing the potential for applying for a heritage listing on both the Cenotaph and Rotunda located in Central Park detailing the benefits and potential implications of such listings	Ongoing

266/2014 – Payment of Expenses and Provision of Facilities for Mayor and Councillors
Responsible Officer: GM

DECISION	***ACTION TAKEN***
Public notice of its intention to adopt the policy in relation to the Payment of Expenses and Provision of Facilities to Councillors be given	On public display until 1st September 2014

268/2014 – Retirement of Ross Woodward Chief Executive, Office of Local Government
Responsible Officer: GM

DECISION	***ACTION TAKEN***
Council write to Mr Woodward thanking him for his contribution to Local Government in his role as Chief Executive of the Office of Local Government	Completed

270/2014 – Annual Conference of Local Government New South Wales
19th – 21st October 2014
Responsible Officer: GM

DECISION	***ACTION TAKEN***
Councillors who wish to attend the conference register their interest with the General Manager	Ongoing

271/2014 – Visit by Western Division Councils to T-Corp
Responsible Officer:

DECISION	***ACTION TAKEN***
1. Council write to T-Corp thanking them for their **2.** Council assist in the development of additional benchmarks that may be considered relevant in assessment of rural Councils, particularly those with large road lengths Presentation	Completed

283/2014 – Review of Fees and Charges
Responsible Officer: MCS

DECISION	***ACTION TAKEN***
Council advertise the revised fees and charges for the cost of printing and copying in the Western Herald for a period of 28 days and if no submissions are received a further report be brought back at the September 2014	Completed

286/2014 – Community Contribution - Bourke "A" Day Bowls
Responsible Officer: MCS

DECISION	***ACTION TAKEN***
Council donate $100 to the Bourke "A" Day Bowls	Completed

290/2014 – Australian Energy Regulator
Responsible Officer: GM

DECISION	***ACTION TAKEN***
Council await the receipt of the report from OROC prior to taking any further action	Ongoing

291/2014 – Late Items – Ronnie Gibbs Sevens
Responsible Officer: MW

DECISION	***ACTION TAKEN***
Council continue to support the Ronnie Gibbs Sevens Carnival by the providing Council's fields free of charge for the day including the line marking and provision of rubbish disposal	Completed

305/2014 – CONFIDENTIAL - Sealing Tender 02/15 for Works in Bourke Shire Council 2014/2015
Responsible Officer: MRS

DECISION	***ACTION TAKEN***
Council accept the tender submitted by Fulton Hogan, for contract No. 02/15, supply and delivery of spray bitumen sealing works, for the rates tendered, on the basis that it is the most advantageous Tender	Completed

306/2014 – CONFIDENTIAL - Proposal to Undertake Accommodation Project Responsible Officer: GM

DECISION	*ACTION TAKEN*
The General Manager be authorised to further investigate the proposal of development of accommodation in conjunction with Government Departments	Ongoing

307/2014 – CONFIDENTIAL – Blocks of Land at North Bourke
Responsible Officer:

DECISION	*ACTION TAKEN*
1. Council sell 10 Namoi St, North Bourke, Lot 8 section 14 DP 758781 as detailed in the report for the amount of $46,000 2. That Council delegates the General Manager to negotiate contract terms for the sale of 10 Namoi St. **3.** That Council affix the Council Seal to documentation relating to the sale of 10 Namoi St	Completed

308/2014 – Solar Energy
Responsible Officer: MES

DECISION	*ACTION TAKEN*
Council bring a report back detailing the options available and financial impact relating the installation of solar panels at the Council Depot	Ongoing

Recommendation:
That the information in the Business Arising as presented to Council on Monday, 25th August 2014 be received and noted.

GENERAL MANAGER'S REPORT

File No:	**A7.4**
Report: 349/2013	**Outback Shire Alliance Meetings with Ministers and Senior Government Staff Members**
Responsible Officer:	**Ross Earl, General Manager**

Background:

OROC were scheduled to meet in Sydney on the 14th August however, given the anticipated visit to Dubbo by the Premier the Hon. Mike Baird M.P. it was decided to meet in Dubbo.

The Outback Shires Alliance had tentatively arranged to meet with the Minister for Local Government Hon. Paul Toole in Sydney to discuss the establishment of the Alliance and took the opportunity to also meet with a number of other Ministers with whom appointments had been tentatively made by OOC pending confirmation of the Premier's visit.

Current Situation:

The Mayors and General Managers of each of the members of the Outback Shire Alliance were in Sydney for the visit and were accompanied by the Chair of OROC Bill McAnally from Narromine Shire.

The Group met with the following

Hon. Paul Toole MP, Minister for Local Government.
Hon. Kevin Humphries MP Minister for Natural Resources, Land and Water and Minister for Western New South Wales
Hon. Katrina Hodgkinson MP Minister for Primary Industries
Hon. Gladys Berejiklian MP Deputy Premier and Minister for Transport
The Hon. Duncan Gay MLC Minister for Roads and Freight
Jason Ardler General Manager Aboriginal Affairs
Fergus Connor from Ministry of Police and Emergency Services
Sahil Prasad, Policy Advisor to Minister for Police and Emergency Services.

The members of the Outback Shires Alliance were appreciative of the support shown by Hon. Kevin Humphries MP and his staff in coordinating the visit and making meeting facilities available on the day.

A summary of the outcomes of the visit will be provided at the meeting.

Financial Implications:
The costs incurred in the visit to Sydney were met from existing budgetary provisions

Recommendation:
That the report in relation to the Outback Shires Alliance with Ministers and Senior government Staff member be received and noted

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File No:	**C3.1 C3.2.1**
Report: 350/2013	**Request to Waive Administration fees for the erection of headstones at Cemetery**
Responsible Officer:	**Ross Earl, General Manager**

Background:
Victor Bartley of the Bourke Returned Soldiers League (RSL) has asked that Council consider the waiving of the administrative fees charged in relation to the erection of headstones at the Bourke Cemetery which will be erected to mark the graves of three (3) Ex-servicemen from Bourke whose graves are currently without a headstone.

The local RSL have previously obtained funding for the purchase of plaques for the three (3) ex-servicemen and have also secured donations to allow for the provision of a concrete surround for each grave.

Current Situation:
The three (3) graves are those belonging to William Knight who served in World War I and his son Cecil Knight who served in World War II, both of these men have been buried in the one grave. The other is Albert Knight who also served in World War I.

William Knight was awarded the Distinguished Conduct Medal which is the second highest award in the Military apart from the Victoria Cross, whilst Albert Knight was awarded the Military Medal.

Given the distinguished service of these men it is fitting that action has been taken to properly identify their resting place.

While these three (3) ex-servicemen's graves have been identified and appropriate plaques and headstones are to be installed there may be others in a similar situation and as such it would be fitting if Council also agreed to waive the administration fees in respect of these.

Financial Implications:
The administrative cost charge in respect of each headstone is $45.00 which in the first instance only equates to $90.00 with the single headstone being erected for William and Cecil Knight. If additional headstones are required to be erected then each will require the waiving of the $45.00 administration fee.

Recommendation:

1. **That Council waive the administrative fees in respect of the three (3) ex-servicemen as detailed**
2. **That should the location of the unmarked graves of other ex-servicemen or women be identified and require the erection of a headstone then the administration fees in respect of headstone also be waived.**

File No:	**D4.7**
Report: 351/2013	**Meeting Of OROC- Dubbo 15th August 2014**
Responsible Officer:	**Ross Earl, General Manager**

Background:
As mentioned earlier the Meeting of OROC had been initially been scheduled for Sydney on the 14th August 2014 but was transferred to Dubbo on the 15th August 2014 due the fact that the Premier of New South Wales has indicated his intention to visit to Dubbo and his availability to attend the meeting of OROC which was an opportunity that was warmly greeted by OROC.

Current Situation:
Unfortunately due to other pressing issues the Premier was unable to make it to Dubbo on the day and he asked the Minister for Hospitality, Gaming and Racing and Minister for Arts and Member for Dubbo Troy Grant MP. to represent him.

OROC will be writing to the Premier asking him to reschedule his proposed visit.

Minister Grant proved an able replacement and was able to respond to the numerous questions posed to him by OROC members and took on notice those which he was unable to answer.

Financial Implications:
The costs incurred in attending meetings of OROC are met from existing budgetary provisions

Recommendation:
That the report in regards to the meeting of OROC on 15th August 2014 be received and noted

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File No:	**E3.1**
Report: 352/2013	**Meeting of the Regional Leadership Group incorporating a Presentation on the NSW Government's Proposal for the " Leasing of Poles and Wires" 12th August 2014**
Responsible Officer:	**Ross Earl, General Manager**

Background:
Council will be aware of the New South Wales Government's proposal to lease the electricity poles and wires within New South Wales to fund a major infrastructure upgrade for the state.

At the meeting of the Regional Leadership Group held in Dubbo, Simon Draper, Acting Deputy Secretary, of the Department of Premier and Cabinets Productivity and Sustainability Division provided a presentation in relation to the proposal and likely impacts.

Current Situation:
The proposal is expected to yield at least 20 billion dollars with those funds to be allocated to new infrastructure across New South Wales. The proposal involves the partial lease of electricity networks, however, at this stage the assets of Essential Energy are not included.

The NSW Government will retain majority ownership.

There is to be a period of Public Consultation with the presentation on the 12th August the beginning of this consultative process.

Submissions into the proposal are invited and the closing date for the lodgement of those submissions is the 19th September 2014.

Attached under separate cover is a copy of the power point presentation delivered on the 12th August 2014.

Financial Implications:
The proposal is expected to yield at least 20 billion dollars and of that amount approximately 30% or 6 billion dollars will be allocated to regional New South Wales and there will be the opportunity for Council to secure funds for infrastructure renewal and improvements.

Recommendation:

1. **That the report on the proposal "Leasing of Poles and Wires" be received and noted**
2. **That Council monitor the potential lease of the "Poles and Wires" with the view to determining the impact on Bourke Shire Council and the opportunities for funding that may become available.**
3. **That Council prepare a submission into the proposal either as an individual Council or as part of OROC**

File No:	**G5.1**
Report: 353/2013	**Graffiti Removal Day**
Responsible Officer:	**Ross Earl, General Manager**

Background:
The Graffiti Removal Day which was held for the first time last year and was coordinated on a state wide basis by Rotary Down Under will again undertake that role again in 2014.

Graffiti Removal Day for 2014 will be held on 26th October 2014.

In Bourke last year there was reasonably good support and in addition to Rotary and Council the local CentreCare staff took a leading role in the coordination of the Day.

Within Bourke there were a number of people who undertook work both before and after the actual day to align with their own commitments and this may again be the case this year.

Current Situation:
Councils support in terms of co-ordination, planning promotion and management of the day is seen as critical to the success of the day.

With Council having already dedicated additional resources to Graffiti removal within Bourke the Graffiti Removal Day would seem to provide an ideal opportunity to build upon that work and work towards the elimination of this mindless form of vandalism within our community.

Financial Implications:
There will be no significant cost to Council, with much of the material being required being made available through corporate sponsorship

Recommendation:

1. **That Council again participate in the Graffiti Removal Day in 2014**
2. **That Council promote the day within the Shire**
3. **That Council enlist the support of other community groups and individuals to assist on the day.**

File No:	**P4.2**
Report: 354/2014	**Delivery Plan Fourth Quarter Review**
Responsible Officer:	**Ross Earl, General Manager**

Enclosed under separate cover is the fourth quarter review of Bourke Shire Council's Delivery Plan for 2013-2014. The report highlights the progress made towards the actions as indicated in our Community Strategic Plan.

During the fourth and final quarter of the year many of the yearlong projects were finished off these include the RMS routine maintenance, RMS works orders, plant purchases and the continuation of the 10 year Road Management Plan.

Over the quarter Council staff completed the disability audit and continued the programmed maintenance of village halls which has been a wish of the various village communities.

Within the Environmental Section of Council, the staff have continued to work on the two important programs of seeking improvements in the Bourke Local Environmental Plan and identifying a potential partner to once again develop a recycling service for the town. Both of these programs will be continued and I am confident over the 2014-2015 year we will see both of these projects come to fruition.

Over the year all sections have worked towards the achievement of specific goals within the integrated plan and it is pleasing that out of the 185 items in the strategic plan just 17 are incomplete and only 1 has not progressed at all. Many of the 167 items that are completed will again be a focus for the 2014-2015 year while some such as the rollover of digital television should be labelled finalised.

Of the 10% of items that are not completed either the undertaking of significant work, potential reallocation of resources or reconsideration of the priority should be discussed. Those items that are not complete to date include:

Item	**Percentage complete**	**Responsible**	**Notes**
Maintain and implement a training plan.	15%	MCS	While this is underway significant time, resources and skills are required to fully develop this plan in a meaningful way.
Undertake regional skills audit as part of Orana Economic Development network.	75%	MTD	Underway. Consultant chosen. Being led by Orana RDA and EDO Network.
Development of local trade school	50%	GM, MTD	Part way with development of industrial kitchen and trade area at High School

			and ongoing discussions held with TAFE Western
Finalisation of staff appraisals	90%	GM	Almost complete although some staff not reviewed throughout the year. Aim to be completed by November 2014.
Ensure commercial air service available from Bourke to Dubbo	50%	GM, MTD	This continues to be a priority. Ongoing discussions with key stakeholders within both the Government and private sector. BSC continues to lobby whenever possible.
Improved telecommunications in the area including Villages and roads	30%	GM, MTD	This is recorded as 30% as BSC has continued to raise awareness and respond to enquiries whenever possible. Remains a focus of GM, Mayor and MTD and various submissions and expressions of interest lodged
Ensure NBN access to Bourke and surrounds	0%	MTD	Details of rollout not available. Change of Government since originally planned.
Community Cinema	50%	MTD	This is the next priority of the youth of Bourke when asked 2 years ago. Funding possible for outdoor cinema but need to investigate business model and funding for 100-150 seat indoor cinema.
Development of local sculptures as art, visitor experience, local activity	80%	MTD	Good awareness of this raised with potential funders etc over the year. Although overall this will still require quite some work. Was a strong priority when asked during initial integrated plan meetings.
Ensure walkway around town levy	10%	MTD	Manager Roads has applied for funding for this. Continues to be a priority for the community
Develop single multi-purpose community building.	5%	GM	Intention is to decommission other buildings. To be considered in conjunction with other buildings within town and ongoing viability.
Develop Aboriginal Cultural Centre for Bourke.	5%	GM, MTD	Awareness of this has been raised. Funding has been applied for several times. No success as yet.

Many of these items will continue to take time to develop and require external funding sources. Overall the performance towards achieving the operational and medium term goals has been good and will continue to be strengthened in the coming year.

Recommendation:
That Council receive and note the Annual Report on the Delivery and Operational Plan report as presented to the meeting of Bourke Shire Council held on 25th August 2014.

CORPORATE SERVICES DEPARTMENT REPORT

File No:	**F1.1**
Report: 445/2014	**Bank Reconciliation & Statement of Bank Balances 31st July 2014**
Responsible Officer:	**Leonie Brown, Manager Corporate Services**

Bank Reconciliation for the period ending 31st July 2014

Balances as per Bank Statement	$434,019.98
Plus: Deposit not shown	$7,454.33
Less: Unpresented Cheques	$43,979.21
Less: Unpresented Auto Pays	$1,201.25
Balance as per Cash Book	**396,293.85**

Reconciled Ledger Accounts as at 31st July 2014

Fund or Account	Current Balance	Overdraft Statutory Limit
General	$4,021,397.46	200,000.00
Water	$2,619,678.38	
Sewer	$2,172,133.36	
Trust	$124,145.10	
Total Funds	**$8,937,354.30**	

Investments as at 31st July 2014

National Australia Bank	$936,089.71	3.75%	182 Days	A1+
National Australia Bank	$523,489.81	3.67%	122 Days	A1+
National Australia Bank	$1,018,893.43	3.64%	122 Days	A1+
National Australia Bank	$509,127.59	3.61%	123 Days	A1+
National Australia Bank	$600,000	3.57%	90 Days	A1+
National Australia Bank	$1,553,615.29	3.65%	184 Days	A1+
National Australia Bank	$600,000	3.65%	184 Days	A1+
National Australia Bank	$1,028,344.37	3.68%	304 Days	A1+
National Australia Bank	$1,260,698.62	3.60%	122 Days	A1+
National Australia Bank	$510,801.63	3.65%	184 Days	A1+
Total Investments	**$8,541,060.45**			

In accordance with Clause 212 of the Local Government Act (General) Regulation 2005 is certified that the above investments have been made under Sec 625 of the Local Government Act and Council's Investment Policy.

Reconciliation at 31st July 2014

Balance as per cash book	**$396,293.85**
Investments	**$8,541,060.45**
Total, equalling Reconciled Ledger	**$8,937,354.30**

Statement of Bank Balances as at 31st July 2014

	Balance	Transaction	Balance
	30th June 2014		**31st July 2014**
General Fund	$5,403,697.51	-$1,382,300.05	$4,021,397.46
Water Fund	$2,634,473.17	-$14,794.79	$2,619,678.38
Sewer Fund	$2,152,646.03	$19,487.33	$2,172,133.36
Trust Fund	$175,846.85	-$51,701.75	$124,145.10
Investments	-$9,313,422.24	$772,361.79	-$8,541,060.45
Totals	**$1,053,241.32**	**$656,947.47**	**$396,293.85**

Balance of all Funds as at 30th June 2014 **$1,053,241.32**

Add Receipts for	
(a) Rates	$259,570.35
(b) Other Cash	$1,570,844.42
Deduct payments for	
(a) Paid since last meeting	$2,473,120.41
(b) New Investment	$14,241.83
Balance as at	**396,293.85**

Recommendation:
That the Certificate of Reconciliation of the Cash Book for all funds of the Council and the Statement of Bank Balances as at 31st July 2014 be noted.

Leonie Brown
MANAGER OF CORPORATE SERVICES

File No:	**F1.1**
Report: 446/2014	**Investment Report as at 31st July 2014**
Responsible Officer:	**Leonie Brown, Manager Corporate Services**

Introduction
Under the Local Government Act 1993 and Local Government (General) Regulation 2005, the Responsible Accounting Officer is required to report on Council's Investment portfolio on a monthly basis.

Background
The report is submitted monthly to Council

Issues
- Investments are in accordance with Division of Local Government Guidelines and Council's Investment Policy
- Statutory obligations are being met
- Councillors roles as resource allocators and policy directors are satisfied

Assessment

1. **Legal Implications Including Directives and Guidelines**
   Local Government Act 1993
   Local Government (General) Regulation 2005

   The management of Council's investments is delegated by the General Manager to the Manager Corporate Services.

2. **Financial Implications/Consideration**
   The 2014/15 Budget estimates the total investment revenue as $315,000 which represents an estimated return of 3.68%. This revenue is split proportionally across General, Water and Sewer Funds and changes on a monthly basis in accordance with cashflow requirements.

- The market value of Council's Investments held as at 31st July 2014 is $8,510,060.45.
- Investment income earned as at31st July 2014 is $14,241.83.

3. **Policy Provisions – Council Policy and Procedure**
   Policy 1.8.10 – Investment Policy adopted 28th May 2012.
   Ministerial Investment Order – 12th January 2011

4. **Strategic Implications – Implications For Long Term Plans/Targets**
   Funds are invested in accordance with identified cash flow requirements

Investment Portfolio
Council's current Investment Portfolio is as follows

Term Deposits
Investments as at 31st July 2014

National Australia Bank	$936,089.71	3.75%	182 Days	A1+
National Australia Bank	$523,489.81	3.67%	122 Days	A1+
National Australia Bank	$1,018,893.43	3.64%	122 Days	A1+
National Australia Bank	$509,127.59	3.61%	123 Days	A1+
National Australia Bank	$600,000	3.57%	90 Days	A1+
National Australia Bank	$1,553,615.29	3.65%	184 Days	A1+
National Australia Bank	$600,000	3.65%	184 Days	A1+
National Australia Bank	$1,028,344.37	3.68%	304 Days	A1+
National Australia Bank	$1,260,698.62	3.60%	122 Days	A1+
National Australia Bank	$510,801.63	3.65%	184 Days	A1+
Total Investments	**$8,541,060.45**			

Percentage of Total Portfolio 100%
Average Investment Yield 3.64%

Portfolio Performance
The average 90 day BBSW (Bank Bill Swap Rate) as at the 31st July 2014 was 2.5% whilst the 11 am Cash Rate was 3.35%.

Discussions/Comments
The Investment portfolio decreased by $772,361.79 during the period.

The investment portfolio is invested in term deposits with the National Australia Bank. The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk.

The Government Guarantee on Investments up to $1 million dollars has now expired and the new cap of $250,000 has replaced the scheme.

Certification – Responsible Accounting Officer
I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy.

Recommendation
1. **That the report regarding Council's Investment Portfolio as at 31st July 2014 be received and noted.**
2. **That the Certificate of the Responsible Accounting Officer be noted and the report adopted.**

File No:	**F1.4.6**
Report:447/2014	**Financial Statements**
Responsible Officer:	**Leonie Brown, Manager Corporate Services**

Financial Statements – 30th June 2014

Local Government Act 1993 (LGA)
(1) A Council must prepare financial reports for each year, and must refer them for audit as soon as practicable (having regard to the requirements of section 416 (1)) after the end of that year.
Note. Under section 416 (1), a Council's financial reports for a year must be prepared and audited within 4 months after the end of the year concerned, and under section 428 (2) (a) the audited financial report must be included in the Council's annual report. [Section 413, LGA]

Time for preparation and auditing of financial reports
A Council's financial reports for a year must be prepared and audited within the period of 4 months after the end of that year. [Section 416, LGA]

Public notice to be given of presentation of financial reports
(1) As soon as practicable after a Council receives a copy of the auditor's reports:
(a) it must fix a date for the meeting at which it proposes to present its audited financial reports, together with the auditor's reports, to the public, and
(b) it must give public notice of the date so fixed.

(2)The date fixed for the meeting must be at least 7 days after the date on which the notice is given, but not more than 5 weeks after the auditor's reports are given to the Council.

Note. Unless an extension is granted under section 416, the meeting must be held on or before 5 December after the end of the year to which the reports relate.

(3) The public notice must include:
(a) a statement that the business of the meeting will include the presentation of the audited financial reports and the auditor's reports, and
(b) a summary, in the approved form, of the financial reports, and
(c) a statement to the effect that any person may, in accordance with section 420, make submissions (within the time provided by that section and specified in the statement) to the Council with respect to the Council's audited financial reports or with respect to the auditor's reports.

(4) Copies of the Council's audited financial reports, together with the auditor's reports, must be kept available at the office of the Council for inspection by members of the public on and from the date on which public notice of the holding of the meeting is given and until the day after the meeting (or any postponement of the meeting). [Section 418, LGA]

Presentation of the Council's financial reports
(1) A Council must present its audited financial reports, together with the auditor's reports, at a meeting of the Council held on the date fixed for the meeting. [Section 419, LGA]

Recommendation:

1. **That Council refer the Financial Reports as at 30th June 2014 for Audit on completion.**
2. **That the necessary elected members and staff be authorised to sign the Statement by Council on the Financial Reports for the year ending 30th June 2014**
3. **That notification be given to the public that the Financial Reports and Audit Report will be formally presented to Council at the next available Council meeting after the Audited Financial Reports are received.**

File No:	**F1.4.6**
Report:448/2014	**Rates & Charges Reconciliation as at 30/06/14 & 01/07/14**
Responsible Officer:	**Leonie Brown, Manager Corporate Services**

Reconciliation of Rates and Charges for the 30th June 2013 and 1st July 2013 are attached for Council's approval for a resolution and Council's Seal.

SHIRE OF BOURKE
RECONCILATION AT 30th June 2014

I hereby certify that the entries in the rate book for the year 2014 have been duly completed, that the rates levied have been checked with the valuations as shown in the valuation books. I further certify that the list of non-rateable properties are exempt by or have been exempted by the Council under the provisions of the Act.

Particulars of the total amount of the levy, of the arrears in respect of each rate and the valuations of which the rates were levied are as follows:

Valuations as at 30th June 2014, determined by Council from the total of the General Valuation list.

LV as per Valuer Generals Supp List	119,742,905.00
Less On Land Allowances	59,200.00
Less Values Non-Rateable	8,954,090.00
Less Heritage Allowance	75,000.00
Total Rateable	**110,654,615.00**

RECONCILATION OF RATES LEVIED

Ordinary Rate

LV Rateable to this Rate **As Per The Rate Book**.

Residential - Bourke	7,671,290	At 2.74 Cents in the dollar	209,813.86
		831 Base Amounts X $114.00	94,962.00
Residential - North Bourke & High St	1,635,000	At 2.69 Cents in the dollar	43,712.50
		68 Base Amounts X $93.00	6,324.00
Residential - Villages	280,150	At 5.79 Cents in the dollar	16,292.51
		241 Base Amounts X $31.00	7,471.00
Mines	0	At 5.94 Cents in the dollar	0.00
		0 Base Amounts X $465.00	0.00
Business	3,581,195	At 2.69 Cents in the dollar	96603.21
		225 Base Amounts X $155.00	34,875.00
Farmland - General	88,385,480	At 0.80 Cents in the dollar	704,693.84
		328 Base Amounts X $465.00	152,520.00
Farmland – Irrigable	9,101,500	At 1.40 Cents in the dollar	128,933.00
		47 Base Amounts X $465.00	21,855.00
Adjustment to non-rateable due to truction		Part Yr Adjustments/Rounding	152.36
	110,654,615		**1,469,312.27**

Water Charge

Filtered Water Access Various Sizes	233,079.00
Raw Water Access Various Sizes	588,759.00
Village Water	110,438.70

Sewerage Charge

No. Assessments	
Single 1,053 X $618.00	650,754.00
Multi 169 X $618.00	104,442.00

Domestic Waste Management

No. Assessments	
1,098 X $250.00	274,500.00

Trade Waste Charges

No. Assessments	
463 X $250.00	115,750.00

Village Tip Charges

No. Assessments	
171 X $83.00	14,193.00

Drainage Charge

No. Assessments	
1,058 X $150.00	158,700.00

Particulars of the total amount of rates and charges and of arrears in rates and charges are as follows:

	ARREARS AT 30/06/14	**RATES AND CHARGES 2013/2014**
General Rates	126,629.51	1,518,055.92
Water Charges	138,264.92	932,276.70
Sewer Charges	128,865.63	755,196.00
Garbage Charges	56,283.23	404,443.00
Drainage Charges	25,841.29	158,700.00
Legal costs	34,096.19	
Interest	52,656.62	

The Common Seal of the Council of
The Shire of Bourke was here unto
Affixed the 25th Day of August 2014
In pursuance of the resolution
passed at the meeting held on 25th
Day of August 2014.

_____
COUNCILLOR

_____
GENERAL MANAGER

SHIRE OF BOURKE
RECONCILATION AT 1st July 2014

I hereby certify that the entries in the rate book for the year 2015 have been duly completed, that the rates levied have been checked with the valuations as shown in the valuation books. I further certify that the list of non-rateable properties are exempt by or have been exempted by the Council under the provisions of the Act.

Particulars of the total amount of the levy, of the arrears in respect of each rate and the valuations of which the rates were levied are as follows:

Valuations as at 1st July 2014, determined by Council from the total of the General Valuation list.

LV as per Valuer Generals Supp List	119,742,905.00
Less On Land Allowances	59,200.00
Less Values Non-Rateable	8,954,090.00
Less Heritage Allowance	75,000.00
Total Rateable	**110,654,615.00**

RECONCILATION OF RATES LEVIED

Ordinary Rate

LV Rateable to this Rate **As Per The Rate Book**.

Residential - Bourke	7,671,290	At 2.80 Cents in the dollar	214,796.12
		835 Base Amounts X $116.00	96,860.00
Residential - North Bourke & High St	1,635,000	At 2.75 Cents in the dollar	44,962.50
		69 Base Amounts X $95.00	6555.00
Residential - Villages	280,150	At 5.92 Cents in the dollar	16,584.73
		240 Base Amounts X $33.00	7,920.00
Mines	0	At 5.94 Cents in the dollar	0.00
		0 Base Amounts X $465.00	0.00
Business	3,581,195	At 2.75 Cents in the dollar	98,482.96
		220 Base Amounts X $160.00	35,200.00
Farmland - General	88,385,480	At 0.83 Cents in the dollar	733,599.49
		327 Base Amounts X $470.00	153,690.00
Farmland – Irrigable	9,101,500	At 1.33 Cents in the dollar	121,049.95
		50 Base Amounts X $470.00	23,500.00
	110,654,615		**1,553,200.75**

Water Charge

Filtered Water Access Various Sizes	238,282.00
Raw Water Access Various Sizes	601,444.00
Village Water	113,970.00

Sewerage Charge

No. Assessments	
Single 1,092 X $632.00	690,144.00
Multi 128 X $632.00	80,896

Domestic Waste Management

No. Assessments	
1,070 X $265.00	283,550.00

Trade Waste Charges

No. Assessments	
458 X $265.00	121,370.00

Village Tip Charges

No. Assessments	
172 X $91.00	15,652.00

Drainage Charge

No. Assessments	
1,057 X $154.00	162,778.00

Particulars of the total amount of rates and charges and of arrears in rates and charges are as follows:

	ARREARS AT 30/06/14	**RATES AND CHARGES 2014/2015**
General Rates	126,629.51	1,553,200.75
Water Charges	138,264.92	953,696.00
Sewer Charges	128,865.63	771,040.00
Garbage Charges	56,283.23	420,572.00
Drainage Charges	25,841.29	162,778.00
Legal costs	34,096.19	
Interest	52,656.62	

The Common Seal of the Council of
The Shire of Bourke was here unto
Affixed the 25th Day of August 2014
In pursuance of the resolution
passed at the meeting held on 25th
Day of August 2014.

_____
COUNCILLOR

_____
GENERAL MANAGER

Recommendation:
Council to give approval to affix Council's Seal to the reconciliation of Rates and Charges for the 30th June 2014 and the 1st July 2014.

File No:	**F1.4.6**
Report:449/2014	**Financial Assistance Grant**
Responsible Officer:	**Leonie Brown, Manager Corporate Services**

Introduction
The Minister for Local Government, the Hon Paul Toole MP, and the Deputy Prime Minister and Minister for Infrastructure and Regional Development, the Hon Warren Truss MP have approved of the Grants Commission's recommendation for the 2014-2015 Financial Assistance Grant.

Background
Council estimated a total of $4,206,925 for the Financial Assistance Grant component of the 2014-2015 year, the conformation shows a further $545,812 will be provided to Council plus $24,878 for indexation bring the total additional payment for 2014-2015 to $570,690.

	Actual 2013/2014	Budgeted 2014/2015	Confirmed	Increase from 2013/2014	Increase from Budgeted
General	$2,654,882	$2,413,760	$2,979,965	$325,083	$566,205
Roads	$1,772,987	$1,793,165	$1,772,772	$215	($20,393)
Total	**$4,394,936**	**$4,206,925**	**$4,752,737**	**$325,298**	**$545,812**

Discussion/Comment
The 2014-2015 payments are made up of the entitlement for 2014-2015 plus an amount for an underpayment that occurred in 2013-2014. The underpayment occurred because the actual CPI and NSW share of the national population varied from the Commonwealth estimates used to determine the 2013-2014 grants.

As part of the May budget the Australian Government announced that it would not bring forward the first quarterly payment of the 2014-2015 Local Government Financial Assistance Grants as had occurred for the previous five years, all grant payments will be made in the 2014-2015 period.

The Government also announced that it *"…will achieve savings of $925.2 million over four years by pausing indexation of the Local Government Financial Assistance Grant Programme for three years commencing 1 July 2014".* Accordingly, there will be no further adjustments to the overall national funding pool for CPI and population growth until 2018-2018. However, it is expected that there will be minor annual adjustments to the general purpose pool that take into account population share changes across jurisdictions.

Financial Implications/Consideration
The additional funds from the financial assistance grant include $566,205 for the general purpose component of the grant and ($20,393) for the local roads component of the grant bringing the total increase for 2014-2015 to $545,812.

Conclusion
Management are of the view that the additional funds at least in part be contributed to an asset renewal reserve. This will ensure that funding is available for some of the provision of Councils depreciation which is currently unfunded.

Recommendation:
That Council notes the report detailing the Financial Assistance Grant recommendation for 2014-2015 and that a determination as to the utilisation of the additional funds take place in conjunction with the September quarterly review.

File No:	**C11.10**
Report:450/2014	**Pecuniary Interest Returns**
Responsible Officer:	**Leonie Brown, Manager Corporate Services**

Background
The purpose of this report is to remind councillors and designated persons of the necessity to lodge Pecuniary Interest Returns.

A councillor or designated person holding that position on 30th June in any year must complete and lodge a Pecuniary Interest Return by 30th September in that year.

The returns can be inspected by members of the public and assist in ensuring transparency and accountability in Local Government decision-making. The obligation upon councillors and others to returns is as much a protection for them as it is to the community.

Information and blank returns are included with your business paper.

Recommendation
Council note the information received in relation to Pecuniary Interest Returns.

POLICIES

File No:	**P4.1.4**
Report: 805/2014	**Review of Policies –Long Service Leave 2.6.3 (v3)**
Responsible Officer:	**Ross Earl, General Manager**

Background
Council has been undertaking a systematic review of all its policies reviewing those which have been developed previously and developing new policies as voids are identified.

The existence of clear policies provides the staff and the public clear guidelines and/or the requirements of Council.

Current Situation
The Policy relating to the Long Service Leave has been reviewed by the MANEX team and is placed before Council for review and adoption, subject to any identified amendments.

Financial Implications
The additional leave cost is currently included within the budgetary provisions. The cost involved in the payment of the leave needs to be considered in light of the benefits of staff retention and the cost of advertising and training.

Recommendation:
That Council adopt the Long Service Leave Policy labelled 2.6.3(V3) as presented to the Ordinary meeting of Bourke Shire Council on Monday, 25th August 2014.

This is the business paper for the Ordinary Meeting of Bourke Shire Council to be held on Monday, 25th August 2014 in the Council Chambers at 29 Mitchell Street, Bourke at 9.00am

SECTION 2 Staff Management
PART 6 Leave

	POLICY NO:	2.6.3 (~~V2~~)3
	POLICY TITLE:	Long Service Leave
	DATE ADOPTED:	25/08/2014
	RESOLUTION NO:	
	SUPERCEDES:	2.6.3 (V2) Long Service Leave Adopted: 26/10/2009 Resolution No: 534/2009
	PROPOSED REVIEW DATE:	26/10/2016

BACKGROUND
Long service leave is an entitlement which recognises the loyalty of long term staff members. This Policy has been developed by Bourke Shire Council to provide an additional reward to Council staff who remain with Bourke Shire Council for a consecutive 10 year period.

POLICY

- All Staff are entitled to Long Service Leave in accordance with the entitlements as specified in the Local Government (State) Award ~~2007~~ 2010

Further, following the completion of 10 Years continuous Service with Bourke Shire Council, employees will be granted an additional 6.5 weeks Long Service Leave as a special provision for working for Bourke Shire Council,

- This over award provision will only be granted following the completion of 10 consecutive years' service with Bourke Shire Council
- This over award provision does not apply to any accumulated Long Service Leave period which an employee may transfer from another Council to Bourke Shire Council
- This additional 6.5 weeks will not be granted on a pro-rata basis to employees choosing to leave Council prior to the completion of 10 Years' Service.

RELATED POLICIES
~~Recognition of Long Service Policy 2.6.14 - Rescinded~~

REVIEW
This policy is to be reviewed at the earlier of either 30th June 2016 or if there is a change to Part A (19) (D) of the Local Government (State) Award ~~2007~~ 2010.

NOTES

- As at June 2014, the Award Conditions are summarised as:
    - Prior to 5 years' service Nil
    - After 5 years' service 6.5 weeks plus pro rata per annum
    - After 10 years' service 13 weeks plus pro rata per annum
    - After 15 years' service 19.5 weeks plus pro rata per annum
    - After 20 years' service 30.5 weeks plus pro rata per annum

- Between 5 years and 15 years of completed service, the Award pro rata is computed in monthly periods and equivalent to 1.3 weeks for each extra year of service.

- For service beyond 15 years, the Award pro rata is computed in monthly periods and equivalent to 2.2 weeks for each extra year of service beyond 15 years.

- The Bourke Shire Council bonus of 6.5 weeks is added to the Award conditions for all people with at least 10 years continuous service with Bourke Shire Council.

- This Policy is consistent with the Minutes of the Consultative Committee Meeting of 11th February 2002, which stated:

The Director of Finance and Administration informed the committee the Long Service Industrial Agreement that Bourke Shire has is as follows:

- *19.5 weeks leave granted after 10 years of service with Bourke Shire Council*

- *New Award states that Long Service Leave is granted after five years' service with Council*

- *Council employees will be granted Long Service Leave after five years' service as per the award and the extra leave will only be granted at the completion of ten years of service with Council*

Variation
Council retains the right to review, vary or revoke this policy at any time.

The General Manager has the right to review or vary these procedures.

Presented to MANEX on: 21/07/2014

Policy adopted by Council:

File No:	**P4.1.4**
Report: 806/2014	**Review of Policies –Motor Vehicle Lease/Private Use Procedures, Guidelines Agreement 2.3.14 (v3)**
Responsible Officer:	**Ross Earl, General Manager**

Background
Council has been undertaking a systematic review of all its policies reviewing those which have been developed previously and developing new policies as voids are identified.

The existence of clear policies provides both the staff and the public clear guidelines and/or the requirements of Council.

Current Situation
The Policy relating to the Motor Vehicle Lease/Private Use Procedures, Guidelines Agreement the following has been reviewed by the MANEX team and is placed before Council for review and adoption, subject to any identified amendments.

Financial Implications
No significant additional financial implications are anticipated. With the increase FBT the cost involved in the provision of vehicles will need to be monitored

Recommendation:
That Council adopt the Motor Vehicle Lease/Private Use Procedures Guide Lines Agreement labelled 2.3.14(v3) as presented to the Ordinary meeting of Bourke Shire Council on Monday, 25th August 2014.

SECTION 2 Staff Management
PART 2.3 Contract of Employment

POLICY NO:	2.3.14(~~v2~~)(v3)
POLICY TITLE:	Motor Vehicle Lease/Private Use Procedures, Guidelines & Agreement
DATE ADOPTED:	25/08/2014
RESOLUTION NO:	
SUPERCEDES:	2.3.14 Motor Vehicle Lease/Private Use Guidelines & Agreement
PROPOSED REVIEW DATE:	28/07/2016

POLICY

Staff with explicit employment rights for use of a Council Motor Vehicle, are those who have Motor Vehicle Agreements as part of their employment conditions.

~~For all other people (MV users) the use of vehicles by Council overrides any private use privileges.~~ The advice within these guidelines override any previous agreements and staff members entitled to any private use must have a current annual agreement with the General Manager.

GUIDELINES

The guidelines, within which such agreements may be expected, are as follows:-

STAFF GROUPS & PRIVATE USE GUIDELINES

Group A *(Staff on contracts where allocation of a MV to a person has been determined by the GM)*
Private use of these vehicles is determined by contract or resolution of Council. In the absence of clarity in the contract, conditions apply as per Group B.

Group B *(Generally Salary Grades 6-7 positions where allocation of a MV to a person has been determined by the GM)*

All travel within the Shire boundaries will be at no cost to the user. The user pays policy will apply to all private use outside of the Shire boundaries which will be the rate as published by the Department of Works and Services and published annually by the Shires Association. All costs for this travel will be on a salary sacrifice basis.

Group C *(Staff with Leaseback approval)*
Under special arrangements the General Manager may approve a staff member being granted leaseback agreement for use of a Motor Vehicle. Generally, this approval will only be granted for middle management graded positions.

Under these arrangements the staff member effectively pays all costs for the Motor Vehicle.

Group D *(Generally Salary Grade 5 positions where allocation of a MV to a person has been determined by the GM)*

All travel within the Shire boundaries will be at no cost to the user.

Group E *(Generally Team Leader positions where allocation of a MV to a position has been determined by the GM))*

The primary use of these vehicles after hours is for On Call purposes.

Additional private use with the Responsible Officer driving within the speed limited areas of Bourke and North Bourke will be available at no cost to the user on week days only. These vehicles are not to be used for private use on weekends.

At any time a Team Leader with an allocated vehicle is absent from work, the motor vehicle will be made available to another member of the team for On Call purposes, or their Supervisor for reallocation.

Staff in this category will generally not have access to Leaseback arrangements, due to Council's high priority for requiring the vehicles to be available for work purposes.

Group F – On Call / Duty Officer / Commuter Use
This group applies on a case by case basis, when it is clear that there are sound operational reasons for the vehicle being garaged at home. Council vehicles are only to be used for the specific purpose allocated.

The use provisions only apply for periods when the employee is actively On Call, performing the role of Duty Officer, or is specifically authorised by the General Manager to allow commuter use.

These vehicles can be used by the Responsible Officer for commuting directly between their home within Bourke and North Bourke speed limited areas and their workplace at the beginning and end of each day's work and at meal breaks. They cannot be used for any other private use.

At any time a Responsible Officer is absent from work, the motor vehicle will be made available to another member of the team for On Call or Duty Officer purposes, or to their Supervisor for reallocation.

Each case will be determined by the General Manager giving primary consideration to the efficiencies and needs of Council.

GENERAL GUIDELINES

Determinations

Irrespective of any other general delegations, no delegations are given by the General Manager under these guidelines and agreements, other than to a person acting in the position of General Manager.

Whilst there is some relationship between staff salary grading and different groupings for motor vehicle use, this is not an automatic association. Every case is to be treated on its merits, requiring written annual agreements and reviews with and by the General Manager.

Responsible Officer

A Responsible Officer is defined as a person who is assigned the responsibility of a Motor Vehicle, most commonly by virtue of the position they occupy and/or the duties they are expected to perform.

Acting in Higher Duties

There is no automatic right for a person acting in higher duties to be entitled to the motor vehicle use provision applicable for the person for whom they are acting. Each case will be treated on its merits and subject to the written determination of the General Manager.

As a general guideline, there will be no additional motor vehicle usage benefit whilst a person is acting in a higher duty position.

An exception to the general guideline may apply for a person acting as a Team Leader because a vehicle is provided to a Team Leader primarily to allow the Team Leader, or Acting Team Leader to be on call. Whilst a person is acting as Team Leader and has access to the Team Leader's vehicle, the conditions applying to the Team Leader's use of the vehicle may be transferrable subject to the ~~General~~ Manager's approval.

Secondary Employment (excluding Emergency Services)

No vehicle will be used in association with any secondary employment. This overrides any approval for private use in Groups A, B, C & D unless written approval is obtained from the General Manager. Those staff with Leaseback Arrangements must also seek written approval from the General Manager.

Under no circumstances can a Responsible Officer in Group F use a vehicle for secondary employment.

NSW Fire Brigade
Responsible Officers of vehicles in any of the groups, who are members of the NSW Fire Brigade, may use their allocated vehicle to travel to and from their responding stations if required to attend an emergency call out. This provision does not apply for NSW Fire Brigade training or other planned NSW Fire Brigade activities.

For risk management purposes this usage must be recorded on the plant return sheets as private use, NSW FB Call Out. It does not require a separate job number.

Emergency Services (Unpaid Volunteers)
Responsible Officers of vehicles in any of the categories, who are Emergency Service volunteers, may use their allocated vehicle to travel to and from their responding stations if required to attend an emergency call out.

For risk management purposes this usage must be recorded on the plant return sheets as Emergency Services Call Out. It does not require a separate job number.

Leaseback
Leaseback does not give automatic right to permanent access to a vehicle.

The employee contributes all of the net operating costs and GST from after tax contributions. Note – any employee leaseback contributions incur FBT.

Employee vehicle leaseback rates are to be calculated each year according to the current Australian Taxation Determination.

Private Use Agreements
Note that Private Use is defined by the Australian Taxation Department as including <u>all travel between a person's place of residence and primary workplace</u>.

For insurance purposes, direct travel between an employee's principle place of residence and their workplace is considered an employer responsibility.

All staff whose positions are nominated within the above categories are to sign the relevant Motor Vehicle Agreement, which will be reviewed annually. Note that Private Use includes commuting between the employee's place of residence and his/her primary workplace, except for insurance purposes. These kms must be recorded on the Plant Return Sheets as Private Use. Contract agreements for some senior staff may influence this reporting mechanism.

Driving By Other Persons

a. For Groups A, B, C & D:-

When the motor vehicle is being used for any purpose other than Council business, the motor vehicle shall not be driven by any person other than:-

- The Responsible Officer, or
- The spouse / defacto or member of the employee's immediate family, being licenced and over the age of 25 years, normally residing in the principle residence of the employee
- Or any full licence holder driver if driving when the responsible officer is in the vehicle
- Priority use for Council:-

- Group A staff have access rights to their vehicle in accordance with their contract conditions, which includes by default, full and unrestricted private use access

- For Groups B, C & D, the primary access of the vehicle is to allow the Responsible Officers to perform their duties, including On Call requirements. Hence the Responsible Officer's spouse / defacto or member of their family does not have priority access to a vehicle whilst the Responsible Officer is on duty.

It is the Responsible Officer's responsibility to ensure that any driver of the Council vehicle holds a valid driver's licence, and copies of current licences are to be provided to the Human Resource Officer. ~~Manager of Corporate Services.~~

b. For Groups E & F:-

Vehicles are only to be driven for private use by the Responsible Officer allocated the vehicle.

Motor Vehicle Pool
All Responsible Officers assigned a vehicle should make their vehicle available for use by Council during business hours. Individual agreements (e.g. Contract), may affect the availability in some cases.

For all Responsible Officers, it must be emphasised that Council's needs shall take priority over any Agreement at all times. If private use of a vehicle is not available to the employee by virtue of Council's needs, extended maintenance, or periods of leave, any weekly payment shall be reduced accordingly where appropriate. This particularly applies to leaseback agreements.

Recreation, Sick and Long Service Leave
Subject to Council's determination, responsible officers in Groups A, B & C may use their vehicles for private use during periods of recreation, sick or Long Service leave up to a period of four consecutive weeks total absence from work, or for a longer period if special circumstances apply, only with the prior written approval of the General Manager.

Responsible Officers in Groups D, E & F have no rights to use a Council vehicle during periods of Recreation or Sick Leave.

Maternity and Paternity Leave
No vehicles can be used for private use during periods of Maternity and Paternity or similar leave unless special circumstances apply and the General Manager's written approval is granted.

During periods of these types of leave by any Responsible Officers, the vehicles are expected to be placed into Council's vehicle pool.

Unpaid Leave
No Council vehicle will be used whilst any unpaid leave is being taken.

Resignation / Termination of Employment
Upon notice of termination by a staff member, no Council vehicle is to be taken on leave without the General Manager's approval. The motor vehicle is to be handed in to the Plant Supervisor on the last day of actual work and completed Plant Returns submitted to their Supervisor.

Termination / Variation of Agreements
An agreement under these guidelines, allowing any consideration of private use is subject to termination or variation at any time after the date hereof:-

a. Upon the employee ceasing to become an employee of the Council; or

b. For Group A, in accordance with the conditions of the contract, or the absence of conditions being in the contract, in accordance with the conditions for Group B

c. For Groups B & C, by 12 months written notice from the General Manager to the employee

d. For Group D, by 3 months written notice from the General Manager to the employee

e. For Groups E & F, by 6 weeks written notice from the General Manager to the employee

f. For all groups, by 2 weeks written notice from the employee to the General Manager

g. For all groups, if there is demonstrated evidence that these guidelines for private use are breached

These guidelines will be regularly reviewed, which may result in variations to an agreement.

First Aid Kit and Fire Extinguisher the Responsible Officer of the vehicle is to ensure that the contents of the First Aid Kit remains current and the OHS/Risk Inspection Officer is advised when the Fire Extinguisher requires testing and/or replacing.

Responsibility and Cleaning
All employees, to whom vehicles are allocated, are responsible for the vehicles' care, including checking oil, water & tyres, interior and exterior cleaning, garaging and for ensuring the proper care and maintenance of the vehicle in accordance with manufacturer's recommendations.

Servicing and Mechanical Faults
Any service difficulty or fault shall be attended to promptly by the Responsible Officer who will also arrange periodic servicing, maintenance and any repairs necessary. In the event of an accident or breakdown, the driver or Responsible Officer is to utilise the services of the NRMA, or any reciprocal firm, including towing if necessary.

Reporting Damage or Defects
Minor dents and scratches or any accident shall be reported immediately to the Roads Manager. Should extensive repairs be necessary, the employee must obtain approval from the Roads Manager, prior to repairs being approved.

Accident
If the vehicle is involved in an accident when being used for private purposes, the employee agrees to pay:-

- The cost of repairs up to $500 for those vehicles specifically insured for allocation to the following identified Management positions: General Manager, Manager Environmental ~~& Development~~ Services, Manager Roads, Manager Services, Manager Works ~~Water & Wastewater Services~~, Manager Corporate Services and Mayor.

- All other groups - the cost of repairs up to $500.00

- The full amount of any claim rejected by the Council's insurer's due to a breach of this insurance contract by the lessee or his/her family.

- Any age excess applicable to a claim is to be paid by the employee, except in the case where the driver is an employee of Council.

If the vehicle is involved in an accident when being used for business purposes the Council will meet the full cost of repairs.

In no circumstances, are Council vehicles to be driven when the driver is under the influence of drugs or alcohol. If a driver is under the influence of drugs or alcohol and involved in an accident which requires an insurance claim, the driver will be responsible for all costs.

Storage of Vehicles
Responsible officers are to store the Council vehicle after hours within the confines of their residential property (off street parking), and the vehicle must be securely locked. Alternatively, the vehicle is to be stored at the Council depot, securely locked, and the key secured in the depot.

Rallying and Competition
The vehicle is not to be used to compete in any car rally or competition or for any commercial or other purpose which may contravene the comprehensive insurance policy and result in voidance of the insurer's cover and/or the vehicle manufacturer's warranty.

Safe Driving
All vehicles are to be driven in accordance with State road rules and in a safe and responsible manner. Any passenger has a right to advise a driver if they feel the driver is not obeying the road rules, driving safely or responsibly. Any passenger can request the driver to slow down, drive in accordance with the road rules, drive safely or responsibly, or to cease driving, and the driver must conform to the request. Any person, whether a passenger or an observer, can and should report inappropriate driving through a Work Health and Safety report.

Traffic Infringement
All fines and traffic infringements incurred by the driver are the responsibility of that person. Failure to pay outstanding fines will result in consideration being given to the withdrawal of the vehicle from the Responsible Officer. It will be the responsibility of the driver to settle any outstanding fines or traffic infringements if the driver of the vehicle, incurring such fines or infringements, cannot be identified.

The Responsible Officer will not drive or use any vehicle considered to be unroadworthy or is unregistered.

Road Tolls
All road tolls incurred whilst driving are the responsibility of the driver unless on Council Business.

Record of Travel
The driver will provide a record of travel in accordance with the appropriate log books in use at the time in order to comply with Fringe Benefit Tax and other requirements such as private use of vehicles. *Continual delays in providing timely plant returns to Council's Office may affect the employee's usage rights.*

Pets
No pets are allowed in Council vehicles without the General Manager's approval, unless designated for the transport of animals or in an emergency.

Smoking
As per Council's No Smoking Policy, smoking is not permitted in any Council vehicle.

Salary Sacrifice
This is an arrangement between the employer and the employee, where the employee agrees to forego part of their future entitlement to salary or wages in return for the employer providing benefits of a similar cost to the employee. This arrangement is pre-tax and the employer may be liable to pay FBT.

The salary sacrifice arrangement between the employer and the employee must detail the amount of salary or wages income to be sacrificed and must be entered into before the employee becomes entitled to be paid.

Fringe Benefit Tax

Salary packaging of motor vehicles must be calculated using the statutory or operating fraction method for calculating the Fringe Benefit Tax (FBT) liability and using rates (Standing Charges and Operating Costs) issued annually through the Premier's Department. Employee vehicle leaseback rates are to be calculated each year on the basis of advice from the Australian Taxation Office.

Depending upon individual employment arrangements, FBT may be paid by the employee or the employer.

The Manager Corporate Services (MCS) will regularly review usage levels of individual vehicles and determine the best method of calculating FBT to be applied to each applicable driver. The MCS will provide suggestions in writing, based on the information, to achieve optimum reductions in FBT Liability.

The General Manager may rotate vehicles between staff to minimise the FBT costs to Council.

Use of Council Motor Vehicles by Non Council Staff

From time to time, a Council motor vehicle may be used by a non-staff member such as a Councillor or a Council representative. Each case must be treated on its merits, but as a general statement, the vehicle is to be used consistently with these guidelines and no private use is allowed. ~~Prior approval from the General Manager is necessary before any such use is granted.~~

Review of Procedures and Guidelines

These procedures and guidelines will be reviewed regularly and may be amended at any time by the General Manager. Note that these procedures and guidelines relate to the Motor Vehicle policy number: 2.3.12

Approved by the GM:	Name	Ross Earl	Signature:	
Date:				
Date Review Required:				

BOURKE SHIRE COUNCIL
MOTOR VEHICLE LEASE / PRIVATE USE GUIDELINES

ALLOCATION OF MOTOR VEHICLES
EFFECTIVE FROM 1st JULY 2014

GROUP A	
General Manager	Ross Earl
Manager Corporate Services	Leonie Brown
GROUP B	
Manager Roads	Mark Gordon
Manager Works	Peter Brown
Manager Environmental Services	Dwayne Willoughby
Senior Technical Officer	Les Harding (POO)
GROUP C (Leaseback)	
Roads Supervisor	Scott Parnaby
Team Leader Town Services	Troy Hayman (POO)
Environmental Services Coordinator	Paul Faulkner
~~Senior Weeds Officer~~	~~Don McKenzie (POO)~~
GROUP D	
Plant Supervisor	Neil Driscoll (POO)
GROUP E	
~~Team Leader Building Maintenance~~	~~Paul Faulkner~~
Team Leader Parks & Gardens	Terry Rankmore
Team Leader Water & Wastewater Services	Richard Stephens
GROUP F	
Roads Assistant	Matthew McCorkle (on an ad hoc basis)
Systems Administrator	Damian Slack Smith (on an ad hoc basis)
Roads Inspector	Christopher Morrall
Weeds Officer	Darren Gaffney
Manager Tourism and Development	Phil Johnston (on an ad hoc basis)
WHS/Risk Inspection Officer	Nathan Ryan
Environmental Services Officer	Guy Regan
DUTY OFFICERS	
On Call – Water & Wastewater, Parks & Gardens, Animal Control Officer	
Other Team Leaders & Acting Team Leaders	

NB: Present Occupied Only (POO)

BOURKE SHIRE COUNCIL
MOTOR VEHICLE AGREEMENT FORM

I, …… acknowledge that I have read and understand the conditions of Council's Motor Vehicle Lease / Private Use Guidelines & Agreement, effective 1st July 2014. I fully accept and agree to abide by these conditions and understand that failure to comply with any of the requirements may result in withdrawal of the vehicle and/or disciplinary action.

My agreement in relation to a Council motor vehicle falls under (as per attached Guidelines):-

□ Group A □ Group B □ Group C

□ Group D □ Group E □ Group F

I am aware that Council's work requirements supersede any agreement for motor vehicle usage and that this agreement will be reviewed annually and may be subject to change.

This agreement is to be reviewed by ……../……../……..

Employee's Name	Signature	Date
Manager's Name	Signature	Date
General Manager's Name	Signature	Date

Office Use Only

□ Signed copy to employee □ Signed copy to HR for personnel file & register

□ Calculation sheet attached □ Leaseback Agreement attached

RELATED POLICIES
Motor Vehicle Policy

VARIATIONS

Council retains the right to review, vary or revoke this policy at any time.

The General Manager has the right to review or vary any related procedures.

Presented to MANEX: 21/07/2014

Policy Adopted by Council:

File No:	**P4.1.4**
Report: 807/2014	**Review of Policies –Provision of Information to and Interaction Between Councillors and Staff 1.15.5(v3)**
Responsible Officer:	**Ross Earl, General Manager**

Background
Council has been undertaking a systematic review of all its policies reviewing those which have been developed previously and developing new policies as voids are identified.

The existence of clear policies provides the staff and the public clear guidelines and/or the requirements of Council.

Current Situation
The Policy relating to the Provision of Information to and Interaction between Councillors and Staff the following has been reviewed by the MANEX team and is placed before Council for review and adoption, subject to any identified amendments.

Financial Implications
No significant financial implications are anticipated.

Recommendation:
That Council adopt the Provision of Information to and Interaction Between Councillors and Staff Policy labelled 1.15.5(v3) as presented to the Ordinary meeting of Bourke Shire Council on Monday, 25th August 2014.

This is the business paper for the Ordinary Meeting of Bourke Shire Council to be held on Monday, 25th August 2014 in the Council Chambers at 29 Mitchell Street, Bourke at 9.00am

SECTION 1 Service Management
PART 1.15 Information & Communication

POLICY NO:	1.15.5(~~v2~~)3
POLICY TITLE:	Provision of Information to and Interaction Between Councillors and Staff
DATE ADOPTED:	25/08/2014
RESOLUTION NO:	
SUPERCEDES:	Provision of Information to and Interaction Between Councillors and Staff 1.15.5 Adopted: 24/10/2005 Resolution No: 462/2005
PROPOSED REVIEW DATE:	25/08/2017

POLICY

Based on the provision of the Local Government Act 1993 Councillors and staff have distinctly different roles to play in Council. The Council is responsible for the strategic direction and for determining the policy framework of Council. The Council also has a statutory role as the consent authority, under both the Environmental Planning and Assessment Act 1979 and Local Government Act 1993, for applications for development consent and local approvals. The General Manager with the senior officers of Council is responsible for the effective management of the organisation and carrying out of Council's policies and strategic objectives.

AIMS

This policy will:
- provide clear communication channels to ensure the speedy provision of accurate information;
- recognise the particular circumstances of the Council;
- require adequate training of staff and Councillors on the need for the policy and its requirements;
- provide appropriate sanctions for non-compliance;
- be reviewed periodically to monitor its effectiveness and compliance.

OBJECTIVES

The objectives of this policy are to:
- provide a documented process on how Councillors can access Council records;
- ensure Councillors have access to all documents necessary for them to exercise their statutory role as a member of the governing body of the Council;
- ensure that Councillors receive advice to help them in the performance of their civic duty in an orderly and regulated manner;
- provide direction on Councillors' rights of access to Council buildings; and
- provide a clear and consistent framework for the reporting of, and appropriate application of sanctions for, breaches of this policy.

INAPPROPRIATE INTERACTIONS

Council's policy is that the following interactions are inappropriate:
- Councillors approaching members of staff for information on sensitive or controversial matters;
- Members of staff approaching Councillors directly (rather than via their Manager, staff representative or union delegate) on staffing or political issues;
- Councillors approaching staff outside the Council building or outside hours of work to discuss Council business;
- Staff refusing to give information which is available to other Councillors to a particular councillor because of the staff member's or councillor's political views;
- Councillors who have a building application (BA) or development application (DA) before Council discussing the matter with staff in staff-only areas of the Council;
- Staff being asked to answer questions or provide documents to Councillors who are overbearing or threatening;
- Councillors directing or pressuring staff in the performance of their work, or recommendations they should make; and

• Staff providing advice to Councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community.

STATUTORY PROVISIONS FOR COUNCILLORS AND STAFF

Chapters 9 and 11 of the *Local Government Act* set out the statutory rules and duties of Councillors and the General Manager. The introduction to Chapter 9 states that "each Council is a statutory corporation. The Councillors are the governing body of the corporation and they have the responsibility of directing and controlling the affairs of the Council in accordance with this Act." Chapter 9 includes the following provisions.

The governing body (s.222)

The elected representatives, called "Councillors", comprise the governing body of the Council.

The role of the governing body (s.223)

The role of the governing body is to direct and control the affairs of the Council in accordance with this Act.

The role of the mayor (s. 226)

The role of the mayor is:

• to exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council (for example, urgent demolition orders, authority to financially assist the community by the allocation of resources during natural disasters, commencement of urgent legal action);
• to exercise such other functions of the Council as the Council determines
• to preside at meetings of the Council; and
• to carry out the civic and ceremonial functions of the mayoral office.

The role of a councillor as a member of the governing body (s. 232 (1))

The role of a Councillor is, as a member of the governing body of the Council:

• to direct and control the affairs of the Council in accordance with this Act (for example, input into preparation of Council's management plan, financial plan and organisational structure);
• to participate in the optimum allocation of the Council's resources for the benefit of the area (for example, providing input into deciding priorities for construction and maintenance work);
• to play a key role in the creation and review of the Council's policies and objectives and criteria relating to the exercise of the Council's regulatory functions; and
• to review the performance of the Council and its delivery of services, and the management plans and revenue policies of the Council.

The role of a councillor as an elected person (s. 232 (2))

The role of a councillor is, as an elected person:

• to represent the interests of the residents and ratepayers;
• to provide leadership and guidance to the community; and
• to facilitate communication between the community and the Council.

The role of the general manager (s.335 (2))

The general manager is generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the Council.

The functions of the general manager (s. 335(2))

The general manager has the following particular functions:

• to manage the Council on a day-to-day basis;
• to exercise such of the functions of the Council as are delegated by the Council to the general manager;
• to appoint staff in accordance with an organisational structure and resources approved by the Council;
• to direct and dismiss staff; and
• to implement the Council's equal employment opportunity management plan.

This is the business paper for the Ordinary Meeting of Bourke Shire Council to be held on Monday, 25th August 2014 in the Council Chambers at 29 Mitchell Street, Bourke at 9.00am

ACCESS TO COUNCIL RECORDS BY COUNCILLORS

Statutory provisions

Section 12 of the *Local Government Act* provides that the Council must provide access to the current version of certain Council documents free of charge to all members of the public. These documents are:

- Council's code of conduct;
- Council's code of meeting practice;
- annual report;
- annual financial reports;
- auditor's report;
- management plan;
- EEO management plan;
- the Council's land register;
- Council's policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors;
- register of investments;
- returns of the interests of Councillors, designated persons and delegates;
- returns as to candidates' campaign donations;
- The register of current declarations of disclosures of political donations to Councillors kept in accordance with Section 328A;

- The register of Councillor voting on planning matters kept in accordance with sections 375A;

- business papers for Council and committee meetings (but not including business papers for matters considered when a meeting is closed to the public);
- minutes of Council and committee meetings, but restricted (in the case of any meeting or part of a meeting that is closed to the public) to minutes of:

a) the recommendations of the meeting, other than recommendations concerning the proposed acquisition of land at a public auction; and

b) such other matters as the Council or committee resolves should be made public;

- any codes referred to in the Act;
- register of delegations;
- annual reports of bodies exercising delegated Council functions;
- local policies adopted by the Council concerning approvals and orders;
- records of approvals granted and decisions made on appeals concerning approvals;
- records of building certificates;
- plans of land proposed to be compulsorily acquired by the Council;
- leases and licences for use of public land classified as community land;
- plans of management for community land;
- environmental planning instruments, development control plans and plans made under s. 94AB of the *Environmental Planning and Assessment Act 1979* applying to land within the Council's area;
- the statement of affairs, the summary of affairs and the register of policy documents required under the *Freedom of Information Act 1989*; and
- departmental representatives' reports presented at a meeting of the Council according to s.433 of the *Local Government (Meetings) Regulation*, clause 249 of the Local Government General Regulation provides a procedure for Councillors to obtain access to Council documents, without limiting any common law right of access. Clause 41 provides:

1. The General Manager may allow or refuse to allow any councillor to inspect any record of the Council that the councillor requests to see.
2. If the General Manager refuses to allow a councillor to inspect any such record, the councillor may, at a meeting of the Council, move for the production of the document. However, the councillor must give notice of intention to move the motion.
3. If the Council passes a motion for the production of a Council record, the Council must ensure that the record:

a) is produced immediately and laid on the table for inspection by the Councillors; and

b) is made available for inspection by any councillor on reasonable notice to the General Manager during the Council's ordinary office hours on any day that is within one month after the passing of the motion.

~~Sections 15(1) and 16(1) of the *Freedom of Information Act 1989*~~ *The Government Information (Public Access) Act 2009 No 52 (*GIPA) also include provisions for members of the public to a general right of access to Council documents.

Procedures

• Access to a Council file, record or other document can only be provided according to this policy to ensure that access is obtained in ways that are legal and appropriate. This policy does not limit or restrict statutory or common law rights of access.
• Councillors can request the General Manager, the Public Officer or a person nominated by the General Manager to provide access to a particular Council record.
• Councillors who have a personal (as distinct from civic) interest in a document of Council have the same rights of access as any other person.
• Councillors who are entitled to access to all Council files, records or other documents where that document is identified in s.12 of the *Local Government Act* or to a matter currently before the Council.
• the General Manager shall not unreasonably decide that a document is not relevant to the performance of the Councillor's civic duty and deny access to a Council document. The General Manager must state reasons for the decision if access is refused.
• Councillors can request access to other documents of the Council either by a Notice of Motion to the Council or a ~~Freedom of Information~~ GIPA Application Access Form.
• The General Manager, Public Officer or a person identified by the General Manager, shall keep a record of all requests by Councillors for access to information (other than those listed in s.12 of the *Local Government Act*, the ~~*Freedom of Information Act*~~ *Government Information (Public Access) Act 2009 No 52 (*GIPA) or by a Notice of Motion at a Council meeting). These requests must be reported regularly to the Council.

INTERACTION BETWEEN COUNCILLORS AND COUNCIL STAFF

During meetings

The interaction between Councillors and staff at Council meetings and committee meetings is regulated by:
• s.360 of the *Local Government Act*
• cl.249 of the *Local Government (General) Regulation*;
• Council's *Code of Conduct* and;
• Council's *Code of Meeting Practice*

Section 360 of the *Local Government Act* enables the Council to make regulations in regard to the conduct of meetings, adopt codes of meeting practice and states that meetings must be conducted in accordance with the Code of Meeting Practice.

Clause.249 of the *Local Government (General) Regulation* details how, in Council meetings, Councillors can ask questions of other Councillors by going through the Chairperson. The regulation also details the process Councillors must follow if they wish to ask a question of Council staff, by going through the General Manager.

Outside of meetings

The Meetings Regulation (cl.249) makes provision for a Councillor to obtain information at a Council meeting, or by a Question on Notice at a Council meeting.
• The General Manager is responsible to the Council for performance and direction of all staff and day to day management of Council. Therefore, it is appropriate that all requests for information and approaches to staff outside the forum of a Council or committee meeting, be directed to the General Manager, or to the appropriate Director
• Only Managers can provide advice to Councillors.
• It is with the discretion of the General Manager to require Councillors to make an appointment with a Manager, to put a request in writing, or to put it on notice to the Council to obtain detailed or otherwise time consuming information. The General Manager must indicate in writing the reasons for refusing a request.
• For all but straightforward advice on administrative matters, Councillors should put their requests for information or advice in writing to be answered by the General Manager or the appropriate Manager. These

written requests then form part of Council records and can be filed appropriately. Memorandums, emails, faxes and other information including oral advice provided to Councillors by Managers should be copied or provided also to the General Manager and placed on the relevant Council file with no copy being provided to any other Councillor or the Mayor without the requesting Councillors authorisation;

• A Manager has the discretion to refer any request for information to the General Manager. The Manager must indicate to the Councillor their reasons for the referral.

• If a Councillor is concerned about any refusal to provide information, they should firstly raise the matter with the General Manager (or the Mayor if it was the General Manager who refused to provide the advice). If the Councillor is still dissatisfied they should request the information by way of a Question on Notice to the Council.

• Councillors must not attempt to direct staff as to the performance of their work. Staff must report all such attempts immediately to their ~~Director~~ Manager or the General Manager.

• Councillors must not request staff to undertake work for the Councillor or any other person.

• A Councillor, member of staff or delegate must not take advantage of their official position to improperly influence other Councillors, members of staff or delegates in the performance of their public or professional duties for the purpose of securing private benefit for themselves or for some other person.

ACCESS TO COUNCIL OFFICES

• As elected members of the Council, Councillors, are entitled to have access to the Council chamber room, and public areas of the Council's offices.

• Councillors who are not in pursuit of their civic duties have the same rights of access to Council buildings and premises as any other member of the public.

• A Councillor may only enter staff-only areas in accordance with guidelines determined by the General Manager.

BREACHES OF THIS POLICY

Any person whether or not a Council Official, may make a complaint alleging a breach of the Code of Conduct for the purposes of Chapter 14, Part 1, Divisions of the Local Government Act 1993 failure by a Councillor to comply with any applicable requirements of this policy constitutes misconduct (Section 440).

REPORTING

• All occasions of a Councillor or Staff not complying with this policy should be immediately reported to the General Manager.

• Where the report relates to the conduct of a Councillor, the General Manager shall immediately report the matter to the Conduct Committee

• Where the report relates to the conduct of staff, the General Manager shall deal with the matter according to the terms of employment of the staff member. Proven breaches should also be dealt with accordingly, that is, by counselling, disciplinary action or dismissal.

• Where a Councillor believes that the General Manager has failed to comply with the policy, the Councillor shall immediately report to the Mayor who will report the matter to the Council.

• Before a report to Council by the General Manager (or the Mayor), the General Manager (or the Mayor) should undertake preliminary inquiries to establish the facts. The preliminary investigations may take any form the Mayor and General Manager consider appropriate, but must involve discussions with the staff member or Councillor involved. Natural justice principles need to be satisfied in dealing with an alleged breach.

RELATED POLICIES

- Code of Conduct
- Code of Meeting Practice
- *The Government Information (Public Access) Act 2009 (*GIPA)

VARIATION

Council has the right to review, vary or revoke this policy.

The General Manager has the right to review or vary these procedures

Presented to MANEX on: 21/07/2014

Policy adopted by Council on:

File No:	**P4.1.4**
Report: 808/2014	**Review of Policies –Removalists Expenses 2.3.6(v2)**
Responsible Officer:	**Ross Earl, General Manager**

Background
Council has been undertaking a systematic review of all its policies reviewing those which have been developed previously and developing new policies as voids are identified.

The existence of clear policies provides both the staff and the public clear guidelines and/or the requirements of Council.

Current Situation
The Policy relating to the Removalists Expenses the following has been reviewed by the MANEX team and is placed before Council for review and adoption, subject to any identified amendments.

Financial Implications
No significant change to the financial implications are anticipated.

Recommendation:
That Council adopt Removalist Expenses labelled 2.3.6(v2) as presented to the Ordinary meeting of Bourke Shire Council on Monday, 25th August 2014.

SECTION 2 Staff Management
PART 2.3 Conditions of Employment

POLICY NO:	2.3.6a (v2)
POLICY TITLE:	Removalist Expenses Policy
DATE ADOPTED:	25/08/2014
RESOLUTION NO:	
SUPERCEDES:	Removalist Expenses Policy 2.3.6a Adopted: 27/07/2009 Resolution No: 350/2009
PROPOSED REVIEW DATE:	25/08/2016

~~**BACKGROUND**~~

~~Council has previously paid removalist expenses for successful applicants for senior positions. Some employees have left as early as eight months into their contract. The established process has been for the removalist account to be paid by Council, but remain on the employee's Sundry Debtor account and each year one third of the account is credited. This means that if they leave prior to three years there will still be a debt owing for which the employee is responsible.~~

POLICY

Positions which may qualify for this removal expenses assistance are those graded at Professional Band (i.e. Grade 7) and higher.

Subject to the approval of the Mayor for the General Manager position, and the approval of the General Manager for all other positions, Council may pay for removalist expenses for successful applicants and costed to the employees Sundry Debtor Account to be reduced over three years.

An upper limit which the Council will accept as a Sundry Debt is to be determined by the General Manager and revised regularly, with any excess to this amount having to be paid at the time of the removal by the new staff member.

Under extenuating special circumstances, consideration may be given by the General Manager to offer some reduced form of removal expenses assistance for people selected for other middle management specialist positions.

Procedure

- As at July 2014, the upper limit maximum value of assistance determined by the General Manager is $9,000
- (3) Quotes are to be obtained by the new employee and submitted to the General Manager for determination of the preferred quote. The quotes are to be submitted to the Manager, Corporate Services if they relate to removal Expenses for the General Manager.
- Following the removal, the account, up to the maximum value of assistance offered by Council, will be paid by Council and costed to the employees Sundry Debtor Account. Any excess above the Council's maximum assistance is to be paid directly by the employee.
- At the completion of each full year of employment with Bourke Shire Council one third of the account is credited. Except in extenuating circumstances, for which the General Manager's approval is granted, there is to be no pro rata reduction for partial years of completed service.
- The employee is responsible for any remaining debt if they leave prior to the 3 year period.

RELATED POLICIES
There are no related Policies.

VARIATION
Council has the right to review, vary or revoke this policy.

The General Manager has the right to review or vary these procedures

Presented to MANEX on: 21/07/2014

Policy adopted by Council on:

File No:	**P4.1.4**
Report: 809/2014	**New Policy - Heritage Policy 3.5.12 is a new policy for adoption**
Responsible Officer:	**Ross Earl, General Manager**

Background
Council has been undertaking a systematic review of all its policies reviewing those which have been developed previously and developing new policies as voids are identified.

The existence of clear policies provides the staff and the public clear guidelines and/or the requirements of Council.

Current Situation
The Policy relating to the Heritage Policy is a new policy and has been presented to the MANEX team and is placed before Council for implementation and adoption.

Financial Implications
No significant financial implications are anticipated.

Recommendation:
That Council adopt the new Heritage Policy labelled 3.5.12 as presented to the Ordinary meeting of Bourke Shire Council on Monday, 25th August 2014.

SECTION 3 Asset Management

PART 3.5 Building & Development

POLICY NO:	3.5.12
POLICY TITLE:	Heritage Policy
DATE ADOPTED:	
RESOLUTION NO:	
SUPERCEDES:	
PROPOSED REVIEW DATE:	

POLICY

1. Statement of Policy Intent

The intent of this policy is to conserve and promote heritage within the Shire, consistent with the Guidelines of the Heritage Office of New South Wales.

2. Policy

Bourke Shire Council is committed to managing heritage conservation and restoration of identified heritage items in Schedule 5 of the Bourke Local Environment Plan 2012.

In order to achieve this aim, in partnership with relevant agencies, the Council will:

- Manage the heritage qualities of all identified heritage items
- Promote heritage awareness and conservation by:
    - Utilising Services of Heritage Advisor,
    - Establishing Local Heritage Places Fund,
    - Applying for grants from Heritage Office and other organisations.

RELATED POLICIES

Nil

VARIATION

Council has the right to review, vary or revoke this policy.

The General Manager has the right to review or vary these procedures

Presented to MANEX on: 21/07/2014

Policy adopted by Council on:

PRÉCIS OF CORRESPONDENCE

File No:	**D5.1 - D5.2**
Report: 930/2014	**Community Contribution – Request for Waiving of Rates**
Author:	**Sr. Jovier. MC – Missionaries of Charity**

Requesting that Council waive the rates in the amount of $2,310.00 as well as interest accrued for the 2014/15 rating period.

Recommendation:
For Council's consideration

File No:	**C3.1**
Report: 931/2014	**Conservation Management Plan, Bourke Cemetery**
Author:	**Shirley Booth**

Requesting that Council look at some suggestions that Shirley has put forward in the beautification for the Conservation Management Plan, Bourke Cemetery.

Recommendation:
That the submission be reviewed when the Bourke Cemetery Conservation Plan is considered by Council.

MISSIONARIES OF CHARITY

"As long as you did it to one of these My least brethren. You did it to Me"

July, 21, 2014

Mr. Earl Ross
General Manager
Bourke Shire Council
29, Mitchell Street
Bourke, NSW 2840

Dear Sir,

RE: Request to Waive- Garbage Charge, Filtered water access,
Raw water access, Drainage Levy, Sewerage access
For the Period 01/07/2014 to 30/06/2015

Thank you very much for your continuous commitment supporting the community and helping us to serve the people of God here in Bourke.

We would like to request your assistance to have our rates waived in 1 Meek Street, Bourke where we the Missionaries of Charity Sisters reside and where we have our work center for adults and Children.

Your kind assistance on our request is deeply appreciated.

Thank you and God Bless you all.

Respectfully Yours,

SR. JAVIER MC

Sr. Jovier MC
Superior, Community Sister
in Bourke

ARBN 059 131 074 ABN 96 857 603 497

APPLICATIONS FOR FINANCIAL ASSISTANCE (DONATIONS, SPONSORSHIP, "IN KIND" SUPPORT) 2011/12

Name of applicant organisation:	MISSIONARIES OF CHARITY
Postal Address:	(1 MEEK ST.) P.O. BOX 192 BOURKE NSW 2840
Contact person:	SR. JAVIER MC
Position:	SUPERIOR - BOURKE COMM.
Phone number:	(02) 68722719
Mobile number:	–
Fax number:	–
Email address:	–

Enquiries are to be made to Council's Manager Corporate Services on 0268308000.

Completed applications are to be returned to Council no later than 4pm Friday,

(Date(s) to be specified each year)

An electronic version of the form can be made available upon request, or applications can be posted or hand delivered to:-

Bourke Shire Council
Financial Assistance Program
P O Box 21 / 29 Mitchell Street
BOURKE NSW 2840
Phone: 02 68308000 Fax: 02 68723030
Email: bourkeshire@bourke.nsw.gov.au

INFORMATION REGARDING YOUR REQUEST FOR FINANCIAL ASSISTANCE

Please provide a brief overview of your group /organisation:-

WE ARE RELIGIOUS SISTERS (NUNS) OF MISSIONARIES OF CHARITY ORDER FOUNDED BY BLESSED TERESA OF CALCUTTA, INDIA. A NON PROFITABLE ORGANISATION. WE REZY ON DONATIONS, AND ON DIVINE PROVIDENCE.

Is the Group/organisation based in Bourke Shire?:- (Yes)/ No

If no, where is it located?

What is the number of current members of your group/organisation? 4 SISTERS

Purpose for which the donation will be used:-

PAYMENT OF RATES

If not stated above, briefly describe the way in which this donation will benefit Bourke Shire:-

BY PROVIDING A CHARITY SERVICE TO THE COMMUNITY OF BOURKE.

Has your group/organisation received financial or in kind support from Bourke Shire in the last 12 months? (Yes) No
If yes, please provide amount and details of purpose: $2,153.00 WAS DONATED BY THE COUNCIL, TO COVER WATER RATES. 2012/2013 WAIVED GENERAL RATES FOR THIS PROPERTY.
Has your group/organisation received any grants from the State or Federal Government in relation to the project for which this donation is sought? Yes (No)
If yes, briefly list details and amount of grant
Rates Donations – if you are only applying for a donation of rates (general or water) please provide the following details:-
Property for which rates donation is sought: 1 MEEK ST, BOURKE
Council's Rates Assessment Number: 507-00000-8
Owner of land on which property is located: THE TRUSTEE - MISSIONARIES OF CHARITY
Purpose for which the property is used: CHARITY AND WORSHIP ACTIVITIES
Approximate number of days per year that the property is used for these purposes: 365 DAYS.

APPLICATION FOR FINANCIAL ASSISTANCE

What is the total amount of your request (exclusive of GST)?	$ 2310.00	
Is your group / organisation registered for GST	(Yes)	No
Does your group / organisation have an ABN (Australian Business Number)?	(Yes)	No
Is your group / organisation incorporated?	Yes	(No)
If yes, please quote your ABN If yes, please quote your Incorporation No	96 857 603 497	
Does your group / organisation have Public Liability Insurance?	(Yes)	No
If yes, please attach a Certificate of Currency		

To be completed for "in kind" support:-
(Please arrange appointment with appropriate Council staff to obtain a quote where necessary)

ITEM	**Applicant's Contribution**	**Support sought from Council**
A. Monetary	—	$ 2310.00
Total (A)		$ 2310.00
B. Equipment costs		
Total (B)		
C. Labour costs		
Total ©		
D. Other project costs		
Total (D)		
TOTAL COSTS (A+B+C+D)		$ 2310.00

ORGANISATION'S BANK ACCOUNT DETAILS

Name of bank:	COMMON WEALTH BANK
Name of bank account:	TRUSTEES OF THE SOCIETY OF THE MISSIONARIES OF CHARITY
Bank BSB Number:	
Bank Account Number:	06 251 000 901 676

APPLICATION CHECKLIST

- For first time applicants, a copy of your group/organisation's constitution and if that constitution changes, then an updated copy is to be forwarded with any subsequent application
- A copy of the most recent annual report (including financial statements of income and expenditure) – preferably audited
- Copy of notification of ABN Number and GST Registration (if applicable) from the Australian Taxation Officer
- Evidence of Incorporation
- A copy of the applicant's current public liability insurance policy (i.e. Certificate of Currency)
- Where the applicant is a registered public charity, a copy of the registration certificate is required

CERTIFICATION

I certify that all the details supplied in this application form and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the applicant group / organisation.

I have read the Financial Assistance Policy provided with this application form.

Signed: ..... SR. JOVIER MC .....

Name: ..... SR. JOVIER MC .....

Position: ..... SUPERIOR .....

Date: ..23../....7..../..14....

File No:
Doc No:
ACK | RESP OFF
TASK | N/A
19 AUG 2014
MAYOR | COUNCIL
GM | LIBRARY
MCS | RATES
MT&D | BOBEC
MEV | HR
MRS | IT
MW | DEPOT
OTHER | PRECIS

15 Short Street
BOURKE NSW 2840

18 August 2014

General Manager
Bourke Shire Council
Mitchell Street,
BOURKE NSW 2840

Dear Sir

Re: Conservation Management Plan, Bourke Cemetery

Having read the report, which I found very interesting and informative, there are a few suggestions that I would like to make:

Policy 7.1.6 Sign at Gate

There should be signs at all gates, The Historic Gate, The Pedestrian Gate and the Main Gate.
The signs should have a map of the Cemetery showing the various sections, Also, the location of the numbered graves as per the information sheet obtained by tourists from the Back O' Bourke Exhibition Centre, and highlight Fred Hollows section and The Mosque etc.

Policy 7.2.2 Irrigation

A watering system around the Columnbarium and extensions to the watering system in the Presbyerian Section, the area along the second road from the main gate heading South, it ends too short to enable easy watering of the 6 plus graves placed there.

Also the garden boxes at the main gate need a system with an individual tap and sprinkler at each box.

Policy 7.2.4 Weeds

Continuous poisoning of the weeds, Khaki Burr, Clover, Marshmallow etc. If done before flowering and seeding it would soon help with their control.

Care must be taken where there are trees and shrubs so that they are not affected.

Policy 7.3.2 Landscape

The Main Entrance needs tidying up, suggest that "blisters" of cement the same as used at Street corners be considered and include the garden bosex.

The garden boxes need planting with perhaps, small or dwarf bottle brush with room to add annuals for colour in spring and summer.

The Historic gate and Pedestrian gate could also be landscaped to make them tidy and stand out.

Conservation Management Plan Bourke Cemetery Bourke Page 2

Policy 7.3.2

The Iron posts at the Main Gate need a sign detailing the historical significance of these Railway Verandah Posts. At present they do not mean anything to visitors and locals alike.

Over the six years i have been attending my husband's grave I have noticed considerable improvement at the Cemetery, I would like to congratulate the Shire and particularly the workers on what has been achieved.

The Cemetery is as much a show and tourist place as other venues in the town and therefore needs to be highlighted more than it. The number of tourists that visit there is amazing and with continued improvement it will really be another attraction for Bourke.

Yours faithfully

Shirely Booth

P.S. More garbage bins at Cemetery please

BOURKE SHIRE COUNCIL

Activity Reports

Council Meeting, Monday, 25th August 2014

ENGINEERING SERVICES DEPARTMENT ACTIVITY REPORT

The following information outlines works completed between the 4th July to the 8th August 2014.

File No:	**E7.1**
Report: 108/2014	**Works Completed**
Responsible Officer:	**Scott Parnaby / Roads Supervisor**

1. NORTH SECTOR – Dennis Tiffen, Team Leader

Location	Work Carried Out
HWY 7N SEG 3790,3795, 3800 Bourke to Barringun	Widening in progress

2. SOUTHWEST SECTOR – John Reed, Team Leader

Location	Work Carried Out
RLR 49 West Culgoa	Top Grade completed
RLR 10 Toorale	Top Grade completed
MR 68s Bourke – Louth	Top Grade completed
RLR 44 Janina	Top Grade in Progress
MR 407 Louth – Cobar Boundary	Top Grade completed
RLR 7 Mulgaroon	Top Grade completed
RLR 9 Davidson	Top Grade completed

3. TRANSPORT SECTOR – Jack Wielinga, Team Leader

Location	Work Carried Out
HWY 7N SEG 3790,3795, 3800 Bourke to Barringun	Widening in progress
HWY 7N SEG 3790,3795, 3800 Bourke to Barringun	Cart Aggregate Completed
North Bourke Sub Division Blocks	Cleaning And Clearing in progress
HWY Reseals	Cart Aggregate In Progress
Town streets	Cart Mud-rock
Town streets	Cart red sand

4. BITUMEN MAINTENANCE SECTOR – John Bartley, Team Leader

Location	Work Carried Out
Bourke Township	Pothole patching Town Streets
All State Highways	Pothole patching undertaken
MR 68s Bourke – Louth	Slash Bitumen sections

Louth -Airstrip	Slashing completed
MR 68s Bourke – Louth	Pothole Patching completed

5. PARKS & GARDENS – Terry Rankmore, Team Leader

Location	Work Carried Out
General	All parks and gardens regular mowing and maintenance carried out Maintenance carried out at Wharf for Variety Bash Maintenance carried at Renshaw for Variety Bash Skate Park-General maintenance Sporting grounds mowed Sporting grounds facilities cleaned and maintained Public Toilets cleaned and maintained General graffiti removal carried out on Council Facilities
Small Plant	Maintenance and service carried out on all ground plant
Works Requests	Actioned and ongoing
1 Tudor St	General maintenance carried out
Wharf	Mow and Maintain Grounds Prepare for Variety Bash
Renshaw Complex	Grounds facilities cleaned and maintained Open & Close facilities for Variety Bashes
Coolican Oval	Mow and Maintain Oval
Davidson Oval	Mow and Maintain Oval Open facilities for schools
Villages	Mow grounds and facilities cleaned and maintained
Training	Nil

6. BUILDING SERVICES – Jake Tiffen, Team Leader

Location	Work Carried Out
Work Requests	Actioned and ongoing
Risk Assessments	Completed with every job

7. TOWN SERVICES – Troy Hayman, Team Leader

Location	Work Carried Out
Work Requests	Daily
Cemetery	Grave 31/7/2014
Rest Areas	Weekly cleaning and rubbish removal and cleaning road side Water rest areas
Staff Training	Traffic Control card Training-Yellow and Blue card 2/7 First Aid 10/7

General	Bobcat skate park Put up signs at skate park Put running rails back on race track Pick up tree's Central Park Airport inspections for a month Poison pavers Main Street Graffiti removal Wharf signs Pick up dead tree's vision way Clean blisters Mitchell and Oxley Streets Gravel driveway entrance Darling Street Town tree pruning ongoing all Streets Four new Main Street bins Clean out Street corners and culverts on going weekly /daily /monthly Graffiti Wharf Bobcat and crusher dust Davidson oval shed pad Gravel airport fence stop kangaroos Replace chevron levee bank Short Street Pick up abandon car Hume's Creek Louth Road Clean Graffiti of sign in Mitchell Street Clean wash bay depot Remove Sturt Street bin from old hair dressers Staff on long service leave for four weeks Garbage relieving 28/7/2014 to 30/7/2014 Dust Expo Pick up abandon car Enngonia road Sand footpaths ongoing
Sundry Debtors	Dust 920997 Crane 920998 Crane 921000 Crane 919901 Dust 919902 Crane 919903 Crane 919904

8. WORKSHOP – Neil Driscoll, Plant Foreman

Plant No	Rego	Description	Work Carried Out
101	10640-C	2010 Kubota F 3680	Replace roof bracket Repair ignition wire Clean radiator
109	07615-C	2011 Toro GM 360 2WD	Service done Adjust cutting deck Check machine for noise
120	V75555	1989 7 x 5	Repair fuel nozzle
13		2014 Mazda BT 50	10,000km service
131	AY 22 KL	2008 Caterpillar 12 M	Repair and replace tool box Replace radio aerial Replace hydraulic fittings on circle
135	BD 37 AJ	2009 Volvo	Weld ram mount on articulation ram Replace two hydraulic hoses
140	AK 24 LO	2006 Caterpillar 12 H	Adjust slides Replace air conditioner compressor and drier
150		2013 Caterpillar 12 M	750 hrs
158		Trailer	Replace rear axle
16		2012 Isuzu D/Max	Remove accessories for trade
171	BN 04 EY	2002 Isuzu 1400 FY FVZ	Replace bearings, brakes kit in LHF rear wheel Replace RHF brake Chamber
18	CHP 24W	2012 Mazda BT 50	55,000 km service
237	N 77487	1988 Holmwood Highgate	Replace all brake sand drums Replace both rear springs Repair rear side light
25	COM 15X	2013 Mazda BT 50	50,000 km service
26	AO 79 AH	Isuzu 450	Remount two way Replace globe in headlight Replace pin on side board
34	BPV 02A	2010 Mazda BT 50	Replace toolbox lock Reinstall UHF 80,000 km service
35	COR 74B	2013 Mazda BT 50	35,000 km service
45		2012 Mitsubishi BT 50	70,000 km service
48	AZ 90 ZJ	2009 freightliner CL 120	Replace 1 battery and alternator belt Replace both front headlights Faults codes reset by Westrac Replace bonnet springs, speed sensor, RHR wheel seal and brakes PTO pump
49		2011 Mazda BT 50	60,000 km service
50		2013 Mazda BT 50	20,000 km service

			25,000 km service
51	AB 97 TB	2004 Isuzu 400	Replace tail light globe
544		2011 multi Pac	Replace RH window
55	AU 97 TV	2007 Hino FG Prestige	Replace gutter broom Renew all water solenoids Repair rear door latch
6	BE 66 TK	2010 Subaru Forrester	70,000 km service
60	AV 25 YJ	2008 Freightliner Columbia	380,000 km service Replace headlights Replace bulb in spot light
61		2014 Mazda BT 50	15,000 km service
62		2010 Delta	Repair seal in gearbox Replace bolts and clutch in main gearbox
64		2011 Gason HD S/Shift	Replace side wear plates
69	X5 08 03	2011 Moore	Replace all bolts in rocker boxes Replace 4 bushes in front control arms
70	CHP 24V	2012 Mazda BT 50	85,000 km service Remove all accessories
79	XZB 229	Freightliner	Replace broken turbo studs Change engine oil Clean engine and cooling systems
8	CHI 45G	Toyota Prado	80,000 km service
87	BM 44 KN	2011 Isuzu 300 NPS	Replace alternator Remount air cleaner Repair wire in loom 140, 000 km service Adjust brakes Repair alternator wire
88	BR 04CB	2012 Colorado	65,000 km service
89	BS 52 AN	2012 Isuzu 300	Replace radiator and oil cooler
9		2013 Holden Commodore	30,000 km service

9. Water and Wastewater – Richard Stephens, Team Leader

WATER SUPPLY PLANNED MAINTENANCE

ACTIVITY	REQUIRED INTERVAL	DATE CARRIED OUT / OR PROGRAMMED FOR	
River mains flushing	12 months or as required		Ongoing
Potable mains flushing	12 months or as required		Ongoing
Hydrant painting and cleaning	12 months		As required
Bourke river pumps annual maintenance	12 months	In progress	Due
Alignment of stop valve covers checked	12 months		Ongoing
Instrumentation test and calibration (flow meters)	12 months	July 2015, Next Service	Completed
Reservoir cleaning	5 years	2017	Ongoing
Reservoir inspection	24 months	2014	In Programme

Water & Sewerage system planned maintenance

ACTIVITY	REQUIRED INTERVAL	DATE CARRIED OUT / OR PROGRAMMED FOR
Bourke WTP daily maintenance	Daily	Ongoing
Bourke WTP tests	Daily	Ongoing
Bourke STP and WTP weed spraying / slashing	As required	Ongoing
Bourke STP bank grading (to fill scours & cracks)	Annually	As Required
Bourke WTP chemical pump calibrations	Daily	Ongoing
Sewerage pump monitoring	Daily	Ongoing
Sewer manholes & risers inspection	Annually	Ongoing
Preventative maintenance sewer pump inspection	Annually	Ongoing
Instrumentation test and calibration (flow meters)	Annually	July 2015
Main cleaning & pump station desilting	As required	March 2016
Bore Inspection	5 Years	NSW Office of Water

WATER SUPPLY & SEWERAGE SYSTEM UNPLANNED MAINTENANCE – 2014			
Main breaks repaired for June	12	**Sewer chokes for June cleared:**	18
Annual Main Breaks	50	**Annual Sewer Chokes**	74
Raw:	8	**Boundaries replaced:**	2
Potable:	4		
Year to date: 2013 water meters			
Faulty Meters replaced	0		
New Connections	4		
Total Replacements in 2012/2013	75		
Year to date: 2013/14 water meters		**Meters read twice yearly**	
Faulty Meter replaced	81		
New Connections	2		
Total Replacements in 2013/2014	81		

BOURKE SEWERAGE TREATMENT PLANT EPA LICENCE COMPLIANCE

Record of Effluent Analysis

POLLUTANT	UNIT OF MEASURE	LICENCE 100 PERCENTILE CONCENTRATION LIMIT	January 2014 TEST	February 2014 TEST	March 2014 TEST	April 2014 TEST	May 2014 TEST	June 2014 TEST	July 2014 TEST	Aug 2014 TEST
Oil & Grease	***mg/L***	10	<2	<2	<2	<2	<2	2	3	
pH		*6.5-8.5*	8.78	8.78	9.4	8.24	8.94	8.93	8.98	
Nitrogen (total)	***mg/L***	*40*	9.9	8.9	7.3	8.2	8.8	9.0	7.3	
Phosphorus (total)	***mg/L***	*10*	1.7	1.2	1.4	1.3	1.4	1.3	1.8	
Total suspended solids	***mg/L***	*65*	80	1110	48	48	52	56	15	
Biochemical oxygen demand	***mg/L***	*55*	20	21	26	26	20	21	25	

RECORD OF WATER USAGE

For the period, 01/01/14 to 31/07/14 Council's meters indicated the following water usage:

Water usage for January through to December 2014: **Yearly totals for 2014**

WATER SCHEME	ANNUAL ALLOCATION (ML)	TOTAL USAGE FOR THE PERIOD (ML)	USAGE YEAR TO DATE (ML)	DAILY AVERAGE FOR THE PERIOD (ML)	DAILY AVERAGE YEAR TO DATE (ML)
Bourke potable		66	260	2.1	1.44
Bourke river	3500	190	1144	6.1	6.3
North Bourke village raw	750	25	345	1	1.9

Rainfall in Bourke for July period: 0mm

Recommendation:

That the information in the Engineering Services Department Activity Reports as presented to Council on Monday, 25th August 2014 be noted.

ACTIVITY REPORT FOR THE ENVIRONMENTAL SERVICES & DEVELOPMENT DEPARTMENT

File No:	**D3.2**
Report: 208/2014	**Developments Approved Report**
Author:	**Carolyn Crain, Environmental Support Officer**
Responsible Officer:	**Dwayne Willoughby, Manager Environmental Services**

Delegated Authority or Council	Consent Type & Consent No.	Subject Land	Nature of Development
Delegated	CDC 2015/0001	Lot 1, DP 537496 41 Wortumertie Street, Bourke	Installation of Inground Swimming Pool
Delegated	DA 2014/0010	Lot 28, DP 831497 45-55 Darling Street, North Bourke	Construction of 4 x 4 bedroom single storey dwellings with attached garages and subdivision of 1 lot to create 4 lots

Total value of Approved works for July 2014 =$1,594,229
No. of Development Application Approvals for July 2014 = 1
No. of Complying Development Application Approvals for July 2014 = 1

File No:	**A8.1**
Report: 208/2014	**Animal Control/Environmental Issues Report**
Responsible Officer:	**Dwayne Willoughby, Manager Environmental Services**

Bourke Shire Council Holding Facility	Dogs	Cats
Animals in Pound beginning of Month	2	0
Seized	9	5
Surrendered	5	0
Dumped	0	0
Total	**16**	**5**
Euthanased	7	5
Returned to Owner	0	0
Released from Pound	4	0
Re-housed	0	0
Died in Pound	3	0
Escaped from Pound	0	0
Animals Remaining at End of Month	2	0

Total	**16**	**5**
Micro-chip Implantations	3	0
Infringement Notices	0	0
Wandering Stock	0	
Stock Rested in Stock Yards	0	
Shopping Trolley Impounded	0	

- Attended complaints in regards to dogs causing trouble to the general public
- Ongoing patrols of the township enforcing the Companion Animal Act
- Water sampling for the township, villages and Darling river
- Patrol's of Councils Reserve's

Recommendation
That the information in the Environmental Services Activity Report as presented to Council on Monday, 25th August 2014 be received and noted.

GENERAL MANAGER'S ACTIVITY REPORT

File No:	**G2.1**
Report: 308/2014	**"From the GM's Desk"**
Responsible Officer:	**Ross Earl, General Manager**

24th July 2014

A reminder to the residents of Byrock that due to a scheduled power outage on Tuesday, 29th July 2014 there will be a need to restrict the water usage between the hours of 7.30am and 3.00pm on that day to household and domestic use only, to ensure that there is an ongoing supply of water during the period of electricity supply interruption.

The cooperation of all residents will ensure that there is no inconvenience caused.

The July Meeting of Council will be held on the 28th July commencing as usual at 9.00 am the public forum will be conducted at 10.00 a.m. If you would like to raise any matter with Council it provides an ideal opportunity. Whilst not essential, registration of your request to address Council allows the opportunity for any research to be undertaken if required.

The Secretary of the Department of Family and Community Services, Michael Coutts-Trotter will visit Bourke on the 29th and 30th July. The visit is a follow up from his visit to Bourke with the Senior Management Council of New South Wales late last year and is in response to an invitation issued to him by Council at that time.

Michael has a busy schedule whilst he is in Bourke and has scheduled a meeting with Council on Wednesday 30th July and Council will raise with him areas of concern.

Following his visit to Bourke he will travel to Brewarrina.

Bourke Shire Council in conjunction with Walgett and Brewarrina Shires will lodge an application to employ a Roads Safety Officer to service the three (3) Councils. The initiative will be part of the Outback Shires Alliance. Road safety is an extremely important issue in this part of the state given the long distances involved and the reliance on road transport. Bourke Shire Council will be preparing the application for the Roads and Maritime Services and it is hoped to have it lodged in early August.

I note that entries are being invited for the 2014 Bourke Garden Competition which is an initiative of the Bourke and District Garden Club and supported by Bourke Shire Council. Entry to the competition is free. It is time to start to get your garden ready for the judging in the first week of September. There is a good supply of mulch available at the Bourke Waste Management Facility which is available free of charge or for a small charge if you require it to be loaded by Council staff

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At the last meeting of Council it was resolved to ask representatives of the Department of Attorney General and Justice to meet with the Bourke Shire Council and members of the local community in Bourke to discuss the proposed alterations at Bourke Court House. I have been in contact with representatives in the Major Works Division of the Department of Attorney General and Justice and they were receptive and will hopefully set a date for that visit in the near future.

Council has received advice that the application lodged by NSW Public Works under Section 60 of Heritage Act 1997 to undertake work on the Bourke Court House had been refused by the Heritage Council of NSW and the notification details the reasons behind that refusal. In the notification it was suggested that alternative locations for both the access ramp and secure prisoner containment areas be investigated. The Heritage Council also requested that the applicant submit a new Application to the Heritage Council for determination and that Bourke Shire Council be consulted during the preparation of that application.

Council will sign the contracts for the first of the blocks sold from those being developed by Council in North Bourke with other blocks under offer or being negotiated. If you are looking for a largish building block you should contact the Manager of Tourism and Development Phil Johnston.

Advice has been received that Essential Energy have submitted an application to the Australian Energy Regulator (AER) to significantly raise the price of electricity charges in respect of street lights located within this distribution area in New South Wales. Within the area of the Orana Regional Organisation of Councils (OROC) the increase in price will range from 63% or $24,554 in Bourke to 117% or 40,239 in Narromine. Dubbo will be faced with the biggest increase of $244,895 or 96%.

The OROC Councils have combined to engage a consultant to prepare a submission on their behalf to the AER pointing out the financial impacts that would result if this price rise were approved. Submissions to AER close on the 8th August 2014.

Local Government New South Wales will also be making representations on behalf of its members affected by the proposed increase by Essential Energy which is much larger than the other electricity distributors.

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This is the business paper for the Ordinary Meeting of Bourke Shire Council to be held on Monday, 25th August 2014 in the Council Chambers at 29 Mitchell Street, Bourke at 9.00am

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A reminder that the first instalment of the 2014/2015 Rates are due on the 31st August 2014.

Council currently has tenders out for the supply of the pipe that will need to be installed to connect Walkden's Bore to the Town Water Supply. Funding for the project was made available from the New South Governments Drought Proofing New South Wales Towns Initiative.

The Bourke library receives new material on a regular basis and the staff at the library will be only too pleased to assist with any enquiries. The library also has internet facilities available and these facilities are popular with local and tourists.

Talking books are also available at the library and are very popular with people who do a lot of travelling and are also a good way to keep kids entertained when traveling for extended periods.

A reminder to anyone who is interested in the formation of a Tidy Towns Committee in Bourke itself, or in any of the villages within the Shire that they should contact Council so that the level of interest can be gauged and consideration be given in relation for the NSW tidy Town Competition in 2015.

Council is required each year, to develop, advertise and adopt a policy in respect of the payment of expenses and the provision of facilities to the Mayor and Councillors. This is required to be undertaken prior to the end of November each year. An advertisement appears in this edition of the Western Herald in respect of the policy along with the invitation for members of the public to lodge a submission in respect of the policy.

7th August 2014

Following the success of the evening cruises on board the Jandra complemented by the Outback Show and the Dinner; similar cruises have now been scheduled throughout August. For Bookings contact the Back O' Bourke Exhibition Centre. This is an ideal and unique way to entertain guests to Bourke or simply just enjoy a night out.

With Poetry on a Plate, the Back O' Bourke Exhibition Centre, the Crossley Engine, Mateship Tours, National Parks, the Outback Show and much more there is plenty to keep tourists in town for a few days and this provides a vital boost for all sections of the local economy.

A small group of locals led by Jono Roe, Andrew Hull and Phil Johnston plan to hold a new festival for Bourke with " The Festival of 1000 Stories" to be held in Bourke from the 2nd to 7th September 2014. The Festival is a great new initiative and will hopefully become an Annual Event. The festival will incorporate the Poets Trek which has proved very popular over the years. If you want to know a little more, visit the festival website www.festival1000stories.com.au

If you have an idea that would enhance the festival, I am sure that the organisers would be only too pleased to hear from you.

The Mayors and General Managers of the Councils in the Outback Shires Alliance will be travelling to Sydney next week to meet with a number of New South Wales Ministers and Departmental Staff regarding issues within their departmental responsibility which impact on the three (3) member Councils being Walgett, Brewarrina and Bourke.

Meetings have been confirmed with the Minister for Local Government the Hon. Paul Toole MP, Minister for Primary Industries the Hon. Katrina Hodgkinson MP, Minister for Natural Resources, Lands, Water and Western New South Wales, the Hon. Kevin Humphries MP, Minister for Roads, the Hon. Gladys Berejiklian MP and Minister for Roads the Hon. Duncan Gay MLC.

Whilst in Sydney I will also be taking the opportunity to visit Local Government New South Wales the peak body for Local Government in NSW to discuss with them a range of issues.

Next Tuesday I will also be in Dubbo attending the meeting of the Regional Leadership Network which brings together all Local Government General Managers from the Orana Region and the Regional Heads of the New South Wales Government Departments.

On Monday, 4th August 2014 staff from the Agricultural Adaption and Forestry Division of the Federal Department of Agriculture visited Bourke to discuss with local people the Federal Government's drought and rural support measures. The representatives had been at the Nyngan Field Day and whilst in the western area expanded their visit to include, Bourke Walgett and Brewarrina Shires. At the Bourke meeting they met with Council representatives and staff and committee members of the Rural Financial Counselling Service. All three (3) Shires have been strong advocates for increased level of drought assistance with much of the area having been without any substantial rain for long periods.

The impact from the drought just does not affect farmers but also those employed in supporting industries and the businesses located in the service centres. Bourke Shire saw a reduction of population of around 20% as a result of the last drought and the area cannot absorb a similar population loss which also translates into loss of services and facilities.

The Louth Races are being held this weekend and with good weather forecast I am confident that we will see another big crowd in attendance.

It is a credit to the Committee that they are able to put together such an event each year with the Louth Races becoming extremely well known and a must do for many people. The race meeting is also a great boost for the local economy and tourism industry. The races also provide a financial boost to a number of organisations who assist in a number of capacities both on the day and in the week leading up to the races.

Next week sees the first of the Variety Bashes coming to Bourke with the two bashes expected with a total of around 200 cars and crews expected to converge on Bourke. These groups put a lot of money into the town both directly and indirectly and it is good to see Bourke again being chosen as a stopover point.

The level Darling River at Bourke Weir is a little below 4.00m and unless there is significant rainfall in the catchment area over the next few weeks water restrictions are likely to be introduced for the town of Bourke. The current outlook for rain is not looking good at this stage and council staff will be closely monitoring the situation. The various forecasting agencies have indicated that there is an increasing likelihood of an "El Nino" which is not good news but we will have to wait and see what happens.

Given the fact that Bourke has been experiencing very low temperatures of late it is hard to believe that it is only about six (6) weeks before the Bourke Pool opens. There is a considerable amount of preparatory work being undertaken at the moment within the pool complex in anticipation of the opening for the 2014/2015 season which will coincide with the beginning of the September school holidays.

The dry conditions that we are currently experiencing will pose an increased fire risk as we move into the warmer months and the bushfire danger period. The level of fuel throughout the shires varies considerably, however, the risk of fire is always present and the cooperation of all residents in undertaking hazard reduction work around their property will assist in mitigating any risk. Additionally, all residents should exercise extreme care when using equipment or facilities that may result in an increased risk of fire.

As mentioned last week Council resolved to extend the Alcohol Free Zone provisions for the village of Enngonia until 30th June 2018.

The town of Bourke is also an Alcohol Free Zone which means the consumption of alcohol is prohibited within the levee of the township of Bourke including all public roadways, on footpaths and lane ways. The responsibility of enforcing the Alcohol Free Zones generally lies with the police who have a number of enforcement measures at their disposal.

Council's Engineering staff have been busy preparing expressions of interest for funding under the State Government's "Fixing Country Roads Program". A total of $37.5 million dollars is available and Bourke Shire Council has submitted four projects for consideration. After consideration of the expressions of interest, Councils who have met the key criteria will be invited to submit a full application.

Council has also submitted an application to construct two (2) bridges under the Timber Bridge Renewal Program.

The Skate Park will close from the 18th August for around a two week period to allow the landscaping to be finalised. Included in the landscaping will be additional rubbish disposal facilities along with seating and of course the area will be turfed. A bubbler will also be installed.

The amount of rubbish that is thrown on the ground when there are bins less than twenty metres from all parts of the Skate Park remains a sense of frustration and causes unnecessary work for council staff.

Council at its last meeting agreed to again support the Ronnie Gibbs Sevens by making its ovals and facilities available for the day. This annual event has been a very successful event for a number of years and brings together teams from the region and the standard of play has been very high.

The Bourke Warriors play Brewarrina this weekend for a place in the Grand Final of the Barwon Rugby League competition and I wish them the best of luck.

A reminder that the Draft Cemetery Conservation Management Plan for the Bourke Cemetery is on Public Exhibition until the 28th August 2014 and submissions in relation to the plan will be received during that period. Copies of the plan are available from Council's Offices, Bourke Public Library or on the website www.bourke.nsw.gov.au

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14th August 2014

Well done to all involved in the staging of the Annual Louth Race Meeting it was certainly a great day all round.

The Committee led by President Jim Strachan and Secretary Annabelle Strachan should be extremely pleased with the way things went.

The track and facilities were in tip top condition and you probably could not have scripted a better day weather wise.

The Minister for Hospitality, Gaming and Racing and Minister for the Arts, the Hon. Troy Grant, MP was in attendance as was Local Member and Minister for Natural Resources, Lands and Water and Minister for Western New South Wales the Hon. Kevin Humphries MP, who was accompanied by his wife Lindy.

During the course of the day the course announcer made reference to a number of visitors to Louth who have been coming to the meeting for a number of years and they come from a wide area of NSW and Interstate.

For those who enjoy a punt the bookmakers ring was very strong, and they too, had travelled a considerable distance to field at Louth, Annette and I made a contribution to their travelling expenses which I will try to recoup next year. The meeting also receives good support from the regional trainers and jockeys each of whom would have been keen to get part of the very good prize money on offer.

I think that the number of people camping in and around the village this year was up on last year as an increasing number of people make a weekend of it.

I had the opportunity to catch up with the Mayor of Cobar Lillian Brady and General Manager Gary Woodman on the day and they were part of a strong representation from Cobar.

I was pleased to receive a number of positive comments regarding the condition of the roads which I agree were in very good condition despite the extremely dry weather and is a credit to the staff involved. The village itself was very well presented and thanks goes to both the volunteers from within the village and Council staff.

Together with the Mayor, Cr Andrew Lewis and Manager of Corporate Services, Leonie Brown, I attended the Annual Meeting of the Barwon Darling Zone (BDZ) of the Rural Fire Service. THE BDZ covers Bourke and Brewarrina Shires and representatives of Brewarrina Shire plus volunteers and staff of the RFS were also in attendance. Matters covered included the operating budget for the upcoming year and capital expenditure budget which included the purchase of a new Tanker for the Enngonia Brigade which has already arrived in the Shire and Enngonia Brigade Captain Ray McMaster and brigade members Tony and Lyn Mallon were present for the handover of the new vehicle which will become a very important asset for the area as the fire season approaches.

All members of the BDZ enjoy a good working relationship and this is a critical element in ensuring a high degree of preparedness and the ability to respond quickly and effectively to emergency situations.

The RAAF hot air balloon that was launched over Bourke on Sunday morning certainly created some interest with a number of local residents taking the opportunity to get a closer look at the balloon when it landed. There were a number of people eager to get photographs of the balloon as it is not every day that you see a hot air balloon in Bourke.

A reminder to all residents with swimming pools to ensure that their pools have been included on the state wide swimming pool register which is able to be accessed by accessing the internet www.dlg.nsw.gov.au

If you are experiencing any difficulty in registering your pool please contact Council's Environmental Services Department and they may be able to assist.

The next Meeting of Council will be held at 9.00am on Monday, 25th August 2014. A public forum will be conducted, as usual at 10.00am on that day. If there is an item you would like to bring to the attention of Councillors and staff the public forum provides that opportunity.

A reminder that the landscaping work on the skate park will commence on Monday, 18th August 2014 and the facility will be closed for up to two (2) weeks to allow the landscaping works to be undertaken. The landscaping will enhance the appearance of the area and reduce the stark appearance currently generated by the mounds of dirt and cement.

Bourke Shire Council in conjunction with the New South Wales Heritage Council offers small grants, on a dollar for dollar basis, to assist private home owners undertake restoration and repair works. The grants are aimed at assisting in the conservation of places of historic value and important to the community. Works that may be considered include re-stumping, painting, repairing roofing and verandahs. If you would like further information contact the Council's Environmental Services Department. Council also retain the services of a Heritage Advisor to assist in providing advice and again the Environmental Services Staff can arrange an appointment for anyone who wishes to avail themselves of this service. Applications for funding close on the 21st August 2014.

A reminder that the first rate instalment for 2014/2015 is due on the 29th August 2014.

The Mayor, Cr Andrew Lewis and I will in Dubbo on Friday for the Board Meeting of the Orana Regional Organisation of Councils (OROC).

A number of issues are on the agenda and one of the main items for discussion will be the significant hike proposed for street lighting charges.

The evening cruise on the Jandra combined with the Outback Show and Dinner will be held each Wednesday and Saturday during August with good numbers again on board last Wednesday. There was no cruise scheduled for last Saturday night due to the Louth Races.

At the meeting of the Regional Leadership Network held on Tuesday in Dubbo the agenda included the presentation of the Draft Regional Action Plan, an address by Paul Smith the Regional Manager for the Rural

Fire Service on Bushfire preparedness for the upcoming season and a briefing by the Department of Premier and Cabinet on the proposal by the New South wales Government to invest $20 billion dollars in new infrastructure funded by the partial lease of “poles and wires assets”.

This was the first of a number of meetings for me this week and from Dubbo I travelled to Sydney to meet Local Government New South Wales on Wednesday. In conjunction with the Mayors and General Managers of the other members of the Outback Shires Alliance had a series of meetings with New South Wales Government Ministers and Senior Public Servants on Thursday before returning to Dubbo to attend the Board Meeting of OROC on Friday.

The Bourke Warriors played the Brewarrina Cougars in Brewarrina last Sunday for the right to meet Walgett in the Grand Final of the Barwon Darling Rugby League Competition. The Team had a good win and will join both the under 17s and under 14s in the Grand Finals to be played in Walgett.

The Under 17 side will play Collarenabri in their Grand Final whilst the Under 14s will also play Walgett. Congratulations and best wishes to all members of the Bourke Warriors

Ross Earl
General Manager

Recommendation:
That the information in the General Manager’s Activity Report as presented to Council on Monday, 25th August 2014 be noted.

GENERAL MANAGER'S ACTIVITY REPORT

File No:	**G2.1**
Report: 308/2014	**"From the GM's Desk"**
Responsible Officer:	**Ross Earl, General Manager**

24th July 2014

A reminder to the residents of Byrock that due to a scheduled power outage on Tuesday, 29th July 2014 there will be a need to restrict the water usage between the hours of 7.30am and 3.00pm on that day to household and domestic use only, to ensure that there is an ongoing supply of water during the period of electricity supply interruption.

The cooperation of all residents will ensure that there is no inconvenience caused.

The July Meeting of Council will be held on the 28th July commencing as usual at 9.00 am the public forum will be conducted at 10.00 a.m. If you would like to raise any matter with Council it provides an ideal opportunity. Whilst not essential, registration of your request to address Council allows the opportunity for any research to be undertaken if required.

The Secretary of the Department of Family and Community Services, Michael Coutts-Trotter will visit Bourke on the 29th and 30th July. The visit is a follow up from his visit to Bourke with the Senior Management Council of New South Wales late last year and is in response to an invitation issued to him by Council at that time.

Michael has a busy schedule whilst he is in Bourke and has scheduled a meeting with Council on Wednesday 30th July and Council will raise with him areas of concern.

Following his visit to Bourke he will travel to Brewarrina.

Bourke Shire Council in conjunction with Walgett and Brewarrina Shires will lodge an application to employ a Roads Safety Officer to service the three (3) Councils. The initiative will be part of the Outback Shires Alliance. Road safety is an extremely important issue in this part of the state given the long distances involved and the reliance on road transport. Bourke Shire Council will be preparing the application for the Roads and Maritime Services and it is hoped to have it lodged in early August.

I note that entries are being invited for the 2014 Bourke Garden Competition which is an initiative of the Bourke and District Garden Club and supported by Bourke Shire Council. Entry to the competition is free. It is time to start to get your garden ready for the judging in the first week of September. There is a good supply of mulch available at the Bourke Waste Management Facility which is available free of charge or for a small charge if you require it to be loaded by Council staff

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At the last meeting of Council it was resolved to ask representatives of the Department of Attorney General and Justice to meet with the Bourke Shire Council and members of the local community in Bourke to discuss the proposed alterations at Bourke Court House. I have been in contact with representatives in the Major Works Division of the Department of Attorney General and Justice and they were receptive and will hopefully set a date for that visit in the near future.

Council has received advice that the application lodged by NSW Public Works under Section 60 of Heritage Act 1997 to undertake work on the Bourke Court House had been refused by the Heritage Council of NSW and the notification details the reasons behind that refusal. In the notification it was suggested that alternative locations for both the access ramp and secure prisoner containment areas be investigated. The Heritage Council also requested that the applicant submit a new Application to the Heritage Council for determination and that Bourke Shire Council be consulted during the preparation of that application.

Council will sign the contracts for the first of the blocks sold from those being developed by Council in North Bourke with other blocks under offer or being negotiated. If you are looking for a largish building block you should contact the Manager of Tourism and Development Phil Johnston.

Advice has been received that Essential Energy have submitted an application to the Australian Energy Regulator (AER) to significantly raise the price of electricity charges in respect of street lights located within this distribution area in New South Wales. Within the area of the Orana Regional Organisation of Councils (OROC) the increase in price will range from 63% or $24,554 in Bourke to 117% or 40,239 in Narromine. Dubbo will be faced with the biggest increase of $244,895 or 96%.

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Council has resolved to ask its appointed Heritage Advisor to prepare a report detailing the benefits of applying for a heritage listing in respect of both the Cenotaph and the Rotunda, both of which are located within Central Park.

Given the success of the evening cruises on the Jandra combined with the Outback Show and dinner further cruises are now planned to be held on each Wednesday and Saturday during August with bookings available at the Back O' Bourke Exhibition Centre.

A reminder that the first instalment of the 2014/2015 Rates are due on the 31st August 2014.

Council currently has tenders out for the supply of the pipe that will need to be installed to connect Walkden's Bore to the Town Water Supply. Funding for the project was made available from the New South Governments Drought Proofing New South Wales Towns Initiative.

The Bourke library receives new material on a regular basis and the staff at the library will be only too pleased to assist with any enquiries. The library also has internet facilities available and these facilities are popular with local and tourists.

Talking books are also available at the library and are very popular with people who do a lot of travelling and are also a good way to keep kids entertained when traveling for extended periods.

A reminder to anyone who is interested in the formation of a Tidy Towns Committee in Bourke itself, or in any of the villages within the Shire that they should contact Council so that the level of interest can be gauged and consideration be given in relation for the NSW tidy Town Competition in 2015.

Council is required each year, to develop, advertise and adopt a policy in respect of the payment of expenses and the provision of facilities to the Mayor and Councillors. This is required to be undertaken prior to the end of November each year. An advertisement appears in this edition of the Western Herald in respect of the policy along with the invitation for members of the public to lodge a submission in respect of the policy.

7th August 2014

Following the success of the evening cruises on board the Jandra complemented by the Outback Show and the Dinner; similar cruises have now been scheduled throughout August. For Bookings contact the Back O' Bourke Exhibition Centre. This is an ideal and unique way to entertain guests to Bourke or simply just enjoy a night out.

With Poetry on a Plate, the Back O' Bourke Exhibition Centre, the Crossley Engine, Mateship Tours, National Parks, the Outback Show and much more there is plenty to keep tourists in town for a few days and this provides a vital boost for all sections of the local economy.

A small group of locals led by Jono Roe, Andrew Hull and Phil Johnston plan to hold a new festival for Bourke with " The Festival of 1000 Stories" to be held in Bourke from the 2nd to 7th September 2014. The Festival is a great new initiative and will hopefully become an Annual Event. The festival will incorporate the Poets Trek which has proved very popular over the years. If you want to know a little more, visit the festival website www.festival1000stories.com.au

If you have an idea that would enhance the festival, I am sure that the organisers would be only too pleased to hear from you.

The Mayors and General Managers of the Councils in the Outback Shires Alliance will be travelling to Sydney next week to meet with a number of New South Wales Ministers and Departmental Staff regarding issues within their departmental responsibility which impact on the three (3) member Councils being Walgett, Brewarrina and Bourke.

Meetings have been confirmed with the Minister for Local Government the Hon. Paul Toole MP, Minister for Primary Industries the Hon. Katrina Hodgkinson MP, Minister for Natural Resources, Lands, Water and Western New South Wales, the Hon. Kevin Humphries MP, Minister for Roads, the Hon. Gladys Berejiklian MP and Minister for Roads the Hon. Duncan Gay MLC.

Whilst in Sydney I will also be taking the opportunity to visit Local Government New South Wales the peak body for Local Government in NSW to discuss with them a range of issues.

Next Tuesday I will also be in Dubbo attending the meeting of the Regional Leadership Network which brings together all Local Government General Managers from the Orana Region and the Regional Heads of the New South Wales Government Departments.

On Monday, 4th August 2014 staff from the Agricultural Adaption and Forestry Division of the Federal Department of Agriculture visited Bourke to discuss with local people the Federal Government's drought and rural support measures. The representatives had been at the Nyngan Field Day and whilst in the western area expanded their visit to include, Bourke Walgett and Brewarrina Shires. At the Bourke meeting they met with Council representatives and staff and committee members of the Rural Financial Counselling Service. All three (3) Shires have been strong advocates for increased level of drought assistance with much of the area having been without any substantial rain for long periods.

The impact from the drought just does not affect farmers but also those employed in supporting industries and the businesses located in the service centres. Bourke Shire saw a reduction of population of around 20% as a result of the last drought and the area cannot absorb a similar population loss which also translates into loss of services and facilities.

The Louth Races are being held this weekend and with good weather forecast I am confident that we will see another big crowd in attendance.

It is a credit to the Committee that they are able to put together such an event each year with the Louth Races becoming extremely well known and a must do for many people. The race meeting is also a great boost for the local economy and tourism industry. The races also provide a financial boost to a number of organisations who assist in a number of capacities both on the day and in the week leading up to the races.

Next week sees the first of the Variety Bashes coming to Bourke with the two bashes expected with a total of around 200 cars and crews expected to converge on Bourke. These groups put a lot of money into the town both directly and indirectly and it is good to see Bourke again being chosen as a stopover point.

The level Darling River at Bourke Weir is a little below 4.00m and unless there is significant rainfall in the catchment area over the next few weeks water restrictions are likely to be introduced for the town of Bourke. The current outlook for rain is not looking good at this stage and council staff will be closely monitoring the situation. The various forecasting agencies have indicated that there is an increasing likelihood of an "El Nino" which is not good news but we will have to wait and see what happens.

Given the fact that Bourke has been experiencing very low temperatures of late it is hard to believe that it is only about six (6) weeks before the Bourke Pool opens. There is a considerable amount of preparatory work being undertaken at the moment within the pool complex in anticipation of the opening for the 2014/2015 season which will coincide with the beginning of the September school holidays.

The dry conditions that we are currently experiencing will pose an increased fire risk as we move into the warmer months and the bushfire danger period. The level of fuel throughout the shires varies considerably, however, the risk of fire is always present and the cooperation of all residents in undertaking hazard reduction work around their property will assist in mitigating any risk. Additionally, all residents should exercise extreme care when using equipment or facilities that may result in an increased risk of fire.

As mentioned last week Council resolved to extend the Alcohol Free Zone provisions for the village of Enngonia until 30th June 2018.

The town of Bourke is also an Alcohol Free Zone which means the consumption of alcohol is prohibited within the levee of the township of Bourke including all public roadways, on footpaths and lane ways. The responsibility of enforcing the Alcohol Free Zones generally lies with the police who have a number of enforcement measures at their disposal.

Council's Engineering staff have been busy preparing expressions of interest for funding under the State Government's "Fixing Country Roads Program". A total of $37.5 million dollars is available and Bourke Shire Council has submitted four projects for consideration. After consideration of the expressions of interest, Councils who have met the key criteria will be invited to submit a full application.

Council has also submitted an application to construct two (2) bridges under the Timber Bridge Renewal Program.

The Skate Park will close from the 18th August for around a two week period to allow the landscaping to be finalised. Included in the landscaping will be additional rubbish disposal facilities along with seating and of course the area will be turfed. A bubbler will also be installed.

The amount of rubbish that is thrown on the ground when there are bins less than twenty metres from all parts of the Skate Park remains a sense of frustration and causes unnecessary work for council staff.

Council at its last meeting agreed to again support the Ronnie Gibbs Sevens by making its ovals and facilities available for the day. This annual event has been a very successful event for a number of years and brings together teams from the region and the standard of play has been very high.

The Bourke Warriors play Brewarrina this weekend for a place in the Grand Final of the Barwon Rugby League competition and I wish them the best of luck.

This is the business paper for the Ordinary Meeting of Bourke Shire Council to be held on Monday, 25th August 2014 in the Council Chambers at 29 Mitchell Street, Bourke at 9.00am

A reminder that the Draft Cemetery Conservation Management Plan for the Bourke Cemetery is on Public Exhibition until the 28th August 2014 and submissions in relation to the plan will be received during that period. Copies of the plan are available from Council's Offices, Bourke Public Library or on the website www.bourke.nsw.gov.au

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14th August 2014

Well done to all involved in the staging of the Annual Louth Race Meeting it was certainly a great day all round.

The Committee led by President Jim Strachan and Secretary Annabelle Strachan should be extremely pleased with the way things went.

The track and facilities were in tip top condition and you probably could not have scripted a better day weather wise.

The Minister for Hospitality, Gaming and Racing and Minister for the Arts, the Hon. Troy Grant, MP was in attendance as was Local Member and Minister for Natural Resources, Lands and Water and Minister for Western New South Wales the Hon. Kevin Humphries MP, who was accompanied by his wife Lindy.

During the course of the day the course announcer made reference to a number of visitors to Louth who have been coming to the meeting for a number of years and they come from a wide area of NSW and Interstate.

For those who enjoy a punt the bookmakers ring was very strong, and they too, had travelled a considerable distance to field at Louth, Annette and I made a contribution to their travelling expenses which I will try to recoup next year. The meeting also receives good support from the regional trainers and jockeys each of whom would have been keen to get part of the very good prize money on offer.

I think that the number of people camping in and around the village this year was up on last year as an increasing number of people make a weekend of it.

I had the opportunity to catch up with the Mayor of Cobar Lillian Brady and General Manager Gary Woodman on the day and they were part of a strong representation from Cobar.

I was pleased to receive a number of positive comments regarding the condition of the roads which I agree were in very good condition despite the extremely dry weather and is a credit to the staff involved. The village itself was very well presented and thanks goes to both the volunteers from within the village and Council staff.

Together with the Mayor, Cr Andrew Lewis and Manager of Corporate Services, Leonie Brown, I attended the Annual Meeting of the Barwon Darling Zone (BDZ) of the Rural Fire Service. THE BDZ covers Bourke and Brewarrina Shires and representatives of Brewarrina Shire plus volunteers and staff of the RFS were also in attendance. Matters covered included the operating budget for the upcoming year and capital expenditure budget which included the purchase of a new Tanker for the Enngonia Brigade which has already arrived in the Shire and Enngonia Brigade Captain Ray McMaster and brigade members Tony and Lyn Mallon were present for the handover of the new vehicle which will become a very important asset for the area as the fire season approaches.

All members of the BDZ enjoy a good working relationship and this is a critical element in ensuring a high degree of preparedness and the ability to respond quickly and effectively to emergency situations.

The RAAF hot air balloon that was launched over Bourke on Sunday morning certainly created some interest with a number of local residents taking the opportunity to get a closer look at the balloon when it landed.

There were a number of people eager to get photographs of the balloon as it is not every day that you see a hot air balloon in Bourke.

A reminder to all residents with swimming pools to ensure that their pools have been included on the state wide swimming pool register which is able to be accessed by accessing the internet www.dlg.nsw.gov.au

If you are experiencing any difficulty in registering your pool please contact Council's Environmental Services Department and they may be able to assist.

The next Meeting of Council will be held at 9.00am on Monday, 25th August 2014. A public forum will be conducted, as usual at 10.00am on that day. If there is an item you would like to bring to the attention of Councillors and staff the public forum provides that opportunity.

A reminder that the landscaping work on the skate park will commence on Monday, 18th August 2014 and the facility will be closed for up to two (2) weeks to allow the landscaping works to be undertaken. The landscaping will enhance the appearance of the area and reduce the stark appearance currently generated by the mounds of dirt and cement.

Bourke Shire Council in conjunction with the New South Wales Heritage Council offers small grants, on a dollar for dollar basis, to assist private home owners undertake restoration and repair works. The grants are aimed at assisting in the conservation of places of historic value and important to the community. Works that may be considered include re-stumping, painting, repairing roofing and verandahs. If you would like further information contact the Council's Environmental Services Department. Council also retain the services of a Heritage Advisor to assist in providing advice and again the Environmental Services Staff can arrange an appointment for anyone who wishes to avail themselves of this service. Applications for funding close on the 21st August 2014.

A reminder that the first rate instalment for 2014/2015 is due on the 29th August 2014.

The Mayor, Cr Andrew Lewis and I will in Dubbo on Friday for the Board Meeting of the Orana Regional Organisation of Councils (OROC).

A number of issues are on the agenda and one of the main items for discussion will be the significant hike proposed for street lighting charges.

The evening cruise on the Jandra combined with the Outback Show and Dinner will be held each Wednesday and Saturday during August with good numbers again on board last Wednesday. There was no cruise scheduled for last Saturday night due to the Louth Races.

At the meeting of the Regional Leadership Network held on Tuesday in Dubbo the agenda included the presentation of the Draft Regional Action Plan, an address by Paul Smith the Regional Manager for the Rural Fire Service on Bushfire preparedness for the upcoming season and a briefing by the Department of Premier and Cabinet on the proposal by the New South wales Government to invest $20 billion dollars in new infrastructure funded by the partial lease of "poles and wires assets".

This was the first of a number of meetings for me this week and from Dubbo I travelled to Sydney to meet Local Government New South Wales on Wednesday. In conjunction with the Mayors and General Managers of

the other members of the Outback Shires Alliance had a series of meetings with New South Wales Government Ministers and Senior Public Servants on Thursday before returning to Dubbo to attend the Board Meeting of OROC on Friday.

The Bourke Warriors played the Brewarrina Cougars in Brewarrina last Sunday for the right to meet Walgett in the Grand Final of the Barwon Darling Rugby League Competition. The Team had a good win and will join both the under 17s and under 14s in the Grand Finals to be played in Walgett.

The Under 17 side will play Collarenabri in their Grand Final whilst the Under 14s will also play Walgett. Congratulations and best wishes to all members of the Bourke Warriors

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21st August 2014

Together with the Mayor Andrew Lewis and the Mayors and General Managers of Walgett and Brewarrina Councils I travelled to Sydney for a series of meetings with various New South Wales Government Ministers and Senior Public Servants and Ministerial Staff members, as representatives of the Outback Shires Alliance. We were accompanied in the morning meetings by the Chair of OROC Councillor Bill McAnally who is also Mayor of Narromine Shire.

The first of the meetings was with the Minister for Local Government Hon. Paul Toole MP and amongst the issues discussed with him was the Government's response to the Final Report of the Independent Local Government Review Panel. While not giving a definitive date for the release of the report he said the response to the report had gone to Cabinet and the release of that response was imminent. He again indicated that there would be no forced amalgamations, which is in accordance with this Government's election commitment. The Minister also said that the report recognises the challenges that the Councils in the Far West of New South Wales needed to be treated differently to other councils given the challenges facing them particularly in relation to, low population density, large road networks and low rate bases.

The Minister was keen to have the new Local Government Act in place prior to the next Local Government Election in September 2016 and foreshadowed possible changes to the rating structure and rating categories.

The Councils also met with the Minister for Primary Industries Hon. Katrina Hodgkinson MP and the Minister for Natural Resources, Land and Water and Minister for Western New South Wales Hon. Kevin Humphries MP around a number of drought related issues and in particular the need for ongoing assistance. Particularly highlighted, was the impact on the rural towns when persons who leave town due to a lack of work and in many instances these people do not return reducing the availability of skilled labour. The loss of population has significant flow on effects for the broader community including reduced school enrolments, reduced services and lack of numbers in many sporting and social clubs. The need for income support was raised and while the provision of income support is essentially a Federal Government issue the support of the State Government in ensuring that such measures are considered, is extremely important.

The Outback Shires Alliance also met with The Minister for Roads and Freight the Hon. Duncan Gay MLC and the Deputy Premier and Minister for Transport the Hon. Gladys Berejiklian MP and amongst the matters raised with them was the need for a re-establishment of an air service for Bourke and other western towns plus a commitment by the Roads and Maritime Services to provide estimates of work required from Councils that coincide with the time frames set under the provisions of the Integrated Planning and Reporting Legislation that Councils are required to follow.

With the Minister for Local Government having earlier indicated that the requirements of the Integrated Planning and Reporting Legislation would be central to the revised Local Government Act this would seem to be a logical and important in terms of strategic planning for all Councils.

Whilst at Parliament House the member Councils of the Outback Shires Alliance also met with the Jason Ardler, General Manager of Aboriginal Affairs and raised with him the need for his Department to retain a strong presence in Western New South Wales and in particular, the Bourke Office. Far too often we have seen the contraction of services back to the regional centres with a negative impact on our local communities.

This is the business paper for the Ordinary Meeting of Bourke Shire Council to be held on Monday, 25th August 2014 in the Council Chambers at 29 Mitchell Street, Bourke at 9.00am

During a meeting with Ministry representatives of Police and Emergency Services a number of issues relevant to that agency were raised, in particular, the changes to the Natural Disaster Relief program and the implementation of the 2012 Natural Disaster Relief and Recovery Arrangements (NDRRA) determination. The changes involved in the 2012 determination means that some public assets are no longer covered under natural disaster funding. Included in these are sporting and recreational facilities, community facilities, memorials, patrolled beach clean-up and walking trails. Given that during times of natural disasters including floods a number of these suffer damage it will mean that local government will now bear the resultant cost of repairs and or replacement.

Earlier in the week the Manager of Corporate Services Leonie Brown and I attended a meeting of the Regional Leadership Group in Dubbo which included a presentation relating to the proposed lease of "Poles and Wires" by representatives of the Department of Premier and Cabinet and it was indicated that from the anticipated proceeds of that lease of some 20 billion dollars approximately one third would be spent in the rural and regional areas of New South Wales on infrastructure renewal.
It was also noted that the lease of poles and wires did not include those currently under the control of Essential Energy.

Earlier this month the Manager of Tourism and Development travelled to Yass for a board meeting of the Inland Tourism Organisation, meet with local tourism representatives and the board of Destination New South Wales. The Inland Tourism Organisation continues to build the organisation which was formed 3 years ago. In 2013/14 the organisation has continued with the development of Destination Management Plans for the region following the completion of substantial research as to the market and market appeal of the inland area. Recent benchmarking of the Regional tourism group have found that Inland has performed very well in comparison to other organisations, achieving above benchmark figures in many categories. In 2014 the Inland Tourism Organisation has assisted to develop many various marketing campaigns across the region and this financial year will instigate a significant digital campaign. For the Outback region in particular the focus of the Destination Management Plan remains history and heritage, nature and arts and culture. The importance of the visiting friends and relatives sector is also highlighted in the development of future campaigns.

On 7th November 2014 Council will be coordinating a visit by Toxfree a company who will be providing a collection of unwanted household chemicals. The project is an initiative of Netwaste. The membership of Netwaste includes the majority of Councils in the Central West of New South Wales who undertake a number of projects aimed at reducing waste and providing for the environmental friendly solutions for the disposal of waste. In every household there are chemicals which should be disposed of correctly and should not go to landfill. Further details will be provided over the next few weeks but the visit by Toxfree will provide the opportunity for the safe disposal of chemicals in household quantities for no charge and gets these potentially hazardous chemicals out of homes.

Netwaste have also been successful in obtaining funding to embark on an education program targeting the awareness and prevention of material falling from or blowing off vehicles on the way to landfill sites. The education program will be asking people to ensure that they cover their loads.

Council will hold its August Meeting this Monday 25th August and as usual meetings are open to the public should they wish to attend. The only parts of Council meetings that are not open to the public are those which are deemed confidential under the provisions of Section 10A of the Local Government Act 1993.

The landscaping around the skate park has commenced and should be finished inside the two week period allowed for the work. The skate park will be closed whilst the work is being undertaken and the cooperation of everyone is appreciated.

The death of a retained fire fighter, Daniel Howard, at Cobar over the weekend highlights the extremely dangerous situations faced by a number of volunteers from within our communities in performing their role in protecting and assisting the community. The efforts of volunteers, in the SES, Rural Fire Service and New South Wales Fire and Rescue in all communities, should be acknowledged and appreciated.

The sympathy of all at Bourke Shire goes out to the family, friends and colleagues of Daniel Howard, who lost his life in the performance of his role as a retained fire fighter.

Congratulations to the Bourke Warriors under 14 Rugby League team who won their Grand Final on the weekend.
Whilst the under 17s and seniors were unsuccessful in their Grand Finals they should be pleased with their performance over the year and be able to prepare for the 2015 Barwon Darling Rugby League competition with optimism and confidence.

Ross Earl
General Manager

Recommendation:
That the information in the General Manager's Activity Report as presented to Council on Monday, 25th August 2014 be noted.

CORPORATE SERVICES DEPARTMENT ACTIVITY REPORT

File No:	**L4.1**
Report: 408/2014	**Library Report**
Responsible Officer:	**Leonie Brown, Manager of Corporate Services**

The following items for the months July 2014 are presented for your information:

1. Circulation statistics for July 2014:

Audio Visual	248
Adult Fiction	282
Non-Fiction	148
Junior Fiction	209
Magazines	103
Interlibrary Loans	2
Total	**992**

During the same period in 2013, the figures were as follows:

Audio Visual	318
Adult Fiction	382
Non-Fiction	150
Junior Fiction	244
Magazines	50
Interlibrary Loans	4
Total	**1148**

2. Other statistical information:

New Members	17
Internet/Word Processing	111
Wireless Tickets	6
Number of Visitors	2397
Scans	12
Information Requests	39
Technical Assistance	11

During the same period in 2013, the figures were as follows:

New Members	20
Internet/Word Processing	117
Wireless Tickets	2
Number of Visitors	2715
Scans	9
Information Requests	32

3. Children's craft and story time was held this month, with 6 children attending.
The library closed this month for stocktaking. We had a successful stocktake, with a reasonably small number of items missing. A number of missing items were also located.
A group of CentaCare students visited this month, for a tour of the library and some library activities.
The Library Manager attended Koinonia school to speak about the MS Read-a-thon and encourage the students to participate.

Recommendation
That Council note the information in the Corporate Services Department Activity Report as presented to Council on Monday, 25th August 2014.

Jodie Hatch
Library Manager

TOURISM AND DEVELOPMENT MANAGER'S ACTIVITY REPORT

File No:	**T4.3**
Report: 508/2014	**BOBEC and VIC July 2014 Activity update**
Responsible Officer:	**Phil Johnston, Manager Tourism and Development**

The season has continued to be another strong one for visitors with the Tourist Centre receiving over 6,000 visits for the first time since moving out to the Exhibition Centre. The year to date figures are also encouraging at just under 20,000 visitors for the year which is slightly more than last year. However it is important to also note that while there are more visitors to the Centre this year the numbers for the Jandra, Exhibition Centre and Outback Show are reduced.

Graph above showing the number of visitors per month to the Tourist Centre

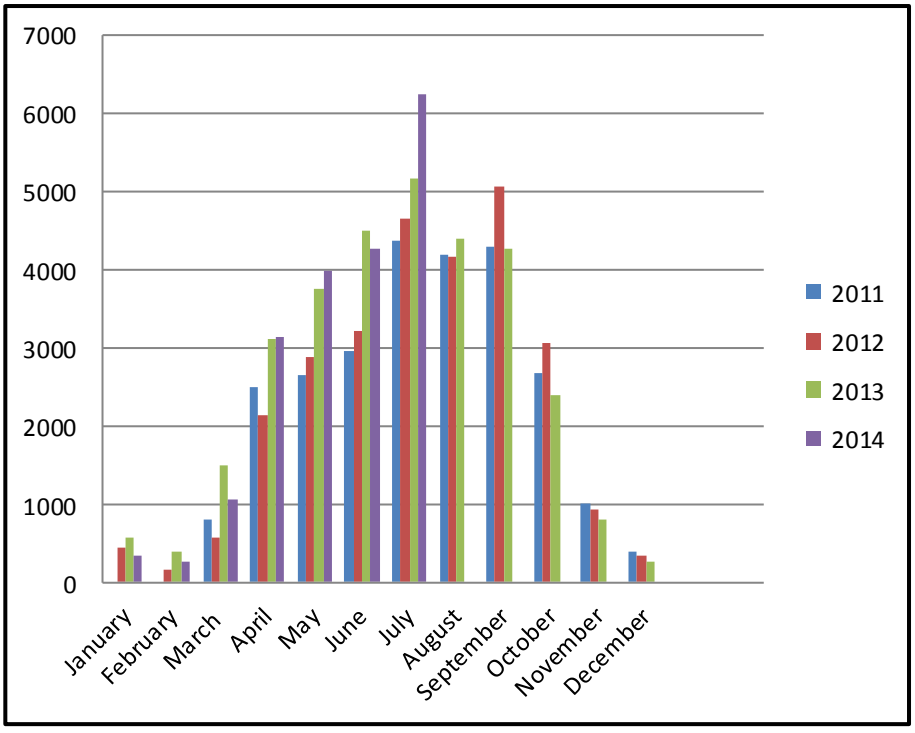

Table showing number of visitors to the Tourist Centre by month

	2011	2012	2013	2014
January		448	560	325
February		157	397	271
March	810	570	1500	1051
April	2507	2044	3103	3146
May	2656	2891	3758	3988
June	2952	3216	4492	4275
July	4362	4643	5173	6241
August	4187	4162	4410	
September	4295	5074	4275	
October	2674	3067	2383	
November	1012	930	789	
December	386	347	254	

Visitation to Back O' Bourke Exhibition Centre

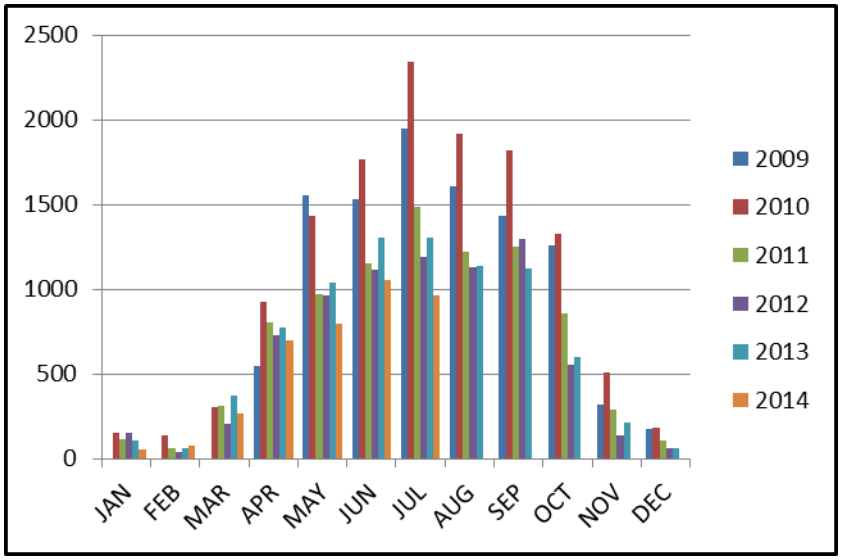

Table showing visitation to Back O' Bourke Exhibition Centre

Month	2009	2010	2011	2012	2013	2014
January		154	113	154	110	55
February		139	60	44	60	76
March		304	312	207	373	271
April	551	925	807	732	778	699
May	1551	1433	974	965	1042	801
June	1535	1769	1154	1114	1306	1053
July	1951	2345	1489	1193	1303	964
August	1607	1916	1225	1131	1141	
September	1433	1816	1251	1299	1120	
October	1259	1325	861	556	601	
November	320	512	292	136	212	
December	180	182	108	65	65	

Table showing visitation on board the PV Jandra

Month	2010	2011	2012	2013	2014
January	Not Cruising	Not Cruising	Not Cruising	Not Cruising	Not Cruising
February	25	Not Cruising	Not Cruising	Not Cruising	Not Cruising
March	213	Not Cruising	Not Cruising	Not Cruising	64
April	Not Cruising	1008	519	442	980
May	1325	932	1035	894	1123
June	1459	1241	1003	984	890
July	1578	1386	1238	1300	1059
August	1165	1186	640	1194	
September	1429	1411	1459	1215	
October	188	1085	760	830	
November	Not Cruising	Not Cruising	423	403	
December	Not Cruising	Not Cruising	180	20	
Total	**7382**	8249	7257	7282	

Recommendation
Council to note the information in the Tourism and Development Manager's Activity Report as presented to Council on Monday the 25th of August 2014.

Phil Johnston
Manager of Tourism & Development

CONFIDENTIAL REPORTS

Council Meeting, 25th August 2014

CLOSED SESSION OF COUNCIL - CONFIDENTIAL

File No:	**T3.16, T3.27**
Report: 114/2014	**CONFIDENTIAL – 06/14 Tender of The Supply and Delivery of 13,000 M of 150 Diameter RRJ PVC Pipe**
Responsible Officer:	**Peter Brown, Manager of Works**

The subject report is proposed to be held in Closed Session under Section 10A (2) (d) (i) of the Local Government Act, 1993 commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Tendering procedures were carried out in accordance with Council's policy. A tender Evaluation System has been applied during the tender review process. Council's policy is that it will accept the offer most advantageous to it. In deciding which offer is most advantageous, Council will have regard for the procurement principles and all offers will be evaluated on appropriate selection criteria.

Recommendation:
That the report be considered in Closed Council under Section 10A (2) (d) (i) of the Local Government Act, 1993 commercial information of a confidential nature that would, if disclosed prejudice commercial position of the person who supplied it

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File No:	**R2.1, D1.1, R2.4**
Report:451/2014	**CONFIDENTIAL - Outstanding Rates, Water and Debtor Accounts**
Responsible Officer:	**Leonie Brown, Manager Corporate Services**

The following report is proposed to be held in Closed Session under Section 10A (2) (b) of the Local Government Act, 1993 personal hardship of any resident or ratepayer.

Presented for Councillor's information are the outstanding Rates, Water and Sundry Debtor reports for 30th June 2014.

Recommendation:
That in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the business to be discussed during the meeting is of a kind referred to in Section 10A (2) (a) of the Local Government Act, 1993; personnel matters concerning particular individuals (other than Councillors) and 10A (2) (b)the personal hardship of any resident or ratepayer.

File No:	**V1.6-D2.9**
Report: 509/2014	**CONFIDENTIAL - North Bourke Residential Blocks**
Responsible Officer:	**Phil Johnston, Manager of Tourism & Development**

The subject report is proposed to be held in Closed Session under Section 10A (2) (a) of the Local Government Act, 1993 personnel matters concerning particular individuals (other than Councillors).

Recommendation:
That in accordance with the Local Government Act section 10 (2) (a) The subject report is proposed to be held in Closed Session under Section 10A (2) (a) of the Local Government Act, 1993 personnel matters concerning particular individuals (other than Councillors).

File No:	**T3.1, P3.2**
Report: 113/2014	**CONFIDENTIAL-Plant Hire**
Responsible Officer:	**Mark Gordon, Manager of Roads**

The subject report is proposed to be held in Closed Session under Section 10A (2) (d) (i) of the Local Government Act, 1993 commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Recommendation:
The subject report is proposed to be held in Closed Session under Section 10A (2) (d) (i) of the Local Government Act, 1993 commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.