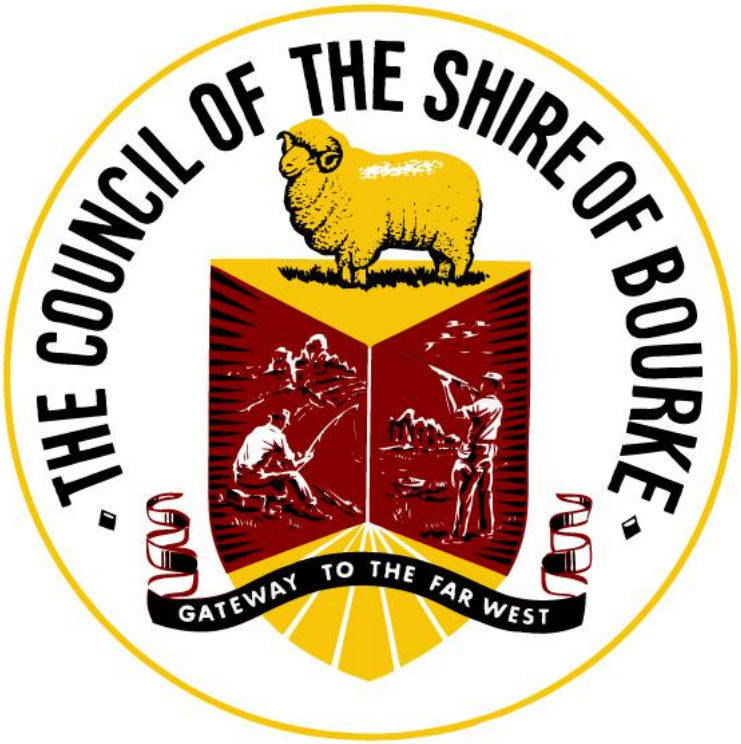

Bourke Shire Council
Agenda
Monday, 27th April 2015

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, 27th April 2015 be adopted.

7. **Confirmation of the Minutes**

Recommendation:
That the minutes of the ordinary meeting of Council held on Monday, 23rd March 2014 be confirmed as a true and accurate record of that meeting.

8. **Business Arising**

	Report No	Report	Page No	Recommendation
★	00/2015	Business Arising	7	Notation

9. **Engineering Services Department**

	Report No	Report	Page No	Recommendation
	10/2015	Nil Reports		

10. **Environmental Services & Development Department**

	Report No	Report	Page No	Recommendation
	20/2015	Nil Reports		

General Manager

	Report No	Report	Page No	Recommendation
	316/2015	Meeting with Hon. Niall Blair Minister for Primary Industries, Minister for Waler and Land 20th April 2015	14	Adoption
★	317/2015	Local Government Regional and Rural Issues Workshop	15	Consideration
	318/2015	Update on Air Services for Bourke	16	Notation
★	319/2015	Update on the Re-Establishment of Birthing Services in Bourke	17	Adoption
★	320/2015	Fit for the Future Proposal to be Submitted by Bourke Shire Council	18	Notation

11. Corporate Services Department

	Report No	Report	Page No	Recommendation
★	427/2015	Bank Reconciliation & Statement of Bank Balances	19	Notation
★	428/2015	Investment Report	21	Notation

12. Tourism & Development

	Report No	Report	Page No	Recommendation
	5/2015	Nil Reports		

13. Delegates and Councillors Reports

	Report No	Report	Page No	Recommendation
	6/2015	Nil Reports		

14. Committee Minutes

	Report No	Report	Page No	Recommendation
	705/2015	Roads & Plant	23	Adoption

15. Policies

	Report No	Report	Page No	Recommendation
	801/2015	Procurement 1.8.14(~~v5~~)6	32	Adoption
	801//2015	Statement of Business Ethics 1.2.2~~(v2)~~ 3	50	Adoption
	801/2015	Pecuniary Interest Returns 1.4.4(v2)	53	Adoption
	801/2015	Conflicts of Interest 1.4.8(v2)	59	Adoption

16. Précis of Correspondence

	Report No	Report	Page No	Recommendation
	914/2015	Invitation to the Hungerford Field Day	61	Notation
	915/2015	Byrock Rock Holes Reserve Trust	61	Adoption
	916/2015	Save the Date – Journey to Recognition in Bourke	61	Notation

17. Activity Reports

	Report	Report	Page No	Recommendation
	104/2015	Engineering	66	Notation
	204/2015	Environmental	74	Notation
	304/2015	General Manager	76	Notation
	404/2015	Corporate Services	94	Notation
	504/2015	Tourism & Development	96	Notation

18. Closed Session

	Report	Report	Page No	Recommendation
★	101/2015	Upgrade of the Water Treatment Plant		Closed Session
★	502/2015	Bourke War Memorial Olympic Swimming Pool Tender		Closed Session

10.00am - Community Open Forum for members of the public to address Council

- Kylie Pennell – Bourke Public School

11.00am – Update from Darling River Local Area Command

CALENDAR OF EVENTS

Month/Year	Meeting Date	Time	Event	Location
2015				
April	25th		ANZAC Day Centenary	
		6.00am	ANZAC Dawn Service	Central Park
		11.00am	ANZAC Morning Service	Central Park
		5.00pm	ANZAC Dusk Service – Enngonia	Enngonia
		5.00pm	ANZAC Dusk Service – Louth	Louth
	27th	9.00am	Council Meeting - 4th Monday	Council Chambers
May	1st	8.00am	OROC Board Meeting	
		9.30am	OROC Meeting	
	25th	9.00am	Council Meeting - 4th Monday	Council Chambers
June	22nd	9.00am	Council Meeting - 4th Monday	Council Chambers
July	27th	9.00am	Council Meeting - 4th Monday	Council Chambers
August	24th	9.00am	Council Meeting - 4th Monday	Council Chambers
September	28th	9.00am	Council Meeting - 4th Monday Mayoral Elections	Council Chambers
October	26th	9.00am	Council Meeting - 4th Monday	Council Chambers
November	23rd	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, 23rd March 2015.

DATE	INFORMATION SENT	Author	Email/Fax	Post	Précis
20/03/2015	ALGA - NEWS 20 March 2015	ALGA	Councillors MANEX	Cr Bennett	
20/03/2015	LG Weekly 11/2015	LG NSW	Councillors	Cr Bennett	
20/03/2015	Media Release: Farmers question the character of animal activists	NSW Farmers	Councillors	Cr Bennett	
25/03/2015	"From the GM's Desk"	GM	Councillors All Staff	Cr Bennett	
27/03/2015	WLAC Correspondence	Various	Councillors MANEX	Cr Bennett	
31/03/2015	"From the GM's Desk"	GM	Councillors MANEX	Cr Bennett	
07/04/2015	LG Weekly 13/15	LG NSW	Councillors	Cr Bennett	
07/04/2015	Media Release: NSW Farmers welcome new ministerial appointments	NSW Farmers	Councillors	Cr Bennett	
07/04/2015	ALGA – NEWS	ALGA	Councillors	Cr Bennett	
13/04/2015	New Parliamentary Representatives	Western Division Councils of NSW	Councillors	Cr Bennett	
13/04/2015	2015 Bourke Showgirl - Evening Party Invite	Sarah Barton	Councillors	Cr Bennett	
14/04/2015	Memo – Various items	GM	Councillors	Cr Bennett	
16/04/2015	Memo – Visit by Mark Coulton	GM	Councillors MANEX	Cr Bennett	
17/04/2015	Message from the President	LG NSW	Councillors All Staff	Cr Bennett	
17/04/2015	ALGA News	ALGA	Councillors All Staff	Cr Bennett	

BUSINESS ARISING FROM 23RD MARCH 2015

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

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.	• Gateway determination approved for the Draft planning proposed to be placed on Public Exhibition • Draft Planning Proposal placed on Public Exhibition until 8th May 2015

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

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	Held in abeyance pending the outcome of Fit for the Future process

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

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 • Meeting with insurers held 16th January • Further update available at April meeting

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	Meeting planned for 18/05/2015 at 5.00pm

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

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	Awaiting final report of AER Discuss at OROC 1/05/2015

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 FACS - Awaiting Consultant report

338/2014 – Tourism & Development Activity Report
Responsible Officer: MT&D

DECISION	***ACTION TAKEN***
Council investigate the potential to be an RV friendly town	Ongoing

437/2014 – Operation of Bourke Swimming Pool
Responsible Officer: MES/MTD

DECISION	***ACTION TAKEN***
Council call for tenders for the management and operation of the Bourke War Memorial Pool Complex from 1st July 2015 for an initial three (3) year period finishing on the 30th June 2018 with two (2) one (1) year options	Tender readvertised, closed on 22nd April 2015 *Report to be tabled*

35/2015 – Tree Planting Initiative of Jon Dee and Olivia Newton-John – " One Tree per Child"
Responsible Officer: GM

DECISION	*ACTION TAKEN*
1. That Council liaise with the school principals from all primary schools within the shire to actively encourage cooperation and support of the schools with a view to planting some of the trees within the school grounds 2. That the trees be planted in areas where ongoing maintenance is able to be provided. 3. That the Mayor be authorised to approve Council's participation in any promotion of the "One Tree Per Child" concept aimed at awareness and increasing participation.	Completed - Awaiting contact from Jon Dee

51/2015 – Update from Darling River Local Area Command
Responsible Officer: GM

DECISION	*ACTION TAKEN*
That Council write to the Education Department seeking clarification on the current truancy laws	Meeting held with MT&D

63/2015 – Closed Session of Council - CONFIDENTIAL - Supply of Electricity
Responsible Officer: GM

DECISION	*ACTION TAKEN*
1. That the Mayor and General Manager be authorised to enter into a contract for the supply of electricity for both street lighting and contestable sites prior to 30 June 2015. **2.** That should it a requirement the contracts for the supply of electricity for both street lighting and contestable sites be completed under seal of Council	Completed

67/2015 – Full Birthing Unit for Bourke Hospital
Responsible Officer: GM

DECISION	*ACTION TAKEN*
Write to Scott McLachlan, CEO of Western Area Health, expressing dissatisfaction at the progress towards resuming the Birthing Unit in Bourke and reiterating the community's desire for a Surgical Unit in Bourke, with full procedural facilities.	Letter sent Lobbying ongoing

72/2015 – Orana Regional Organisation of Councils (OROC)
Responsible Officer: GM

DECISION	*ACTION TAKEN*
1. That Bourke Shire Council indicates its intention to retain its ongoing membership of the Orana Regional Organisation of Councils (OROC).	1. Completed
2. That Bourke Shire Council participate in discussions in relation to the transition of OROC to a Joint Organisation	2. Ongoing

74/2015 – Fit for the Future Proposal to be Submitted by Bourke Shire Council
Responsible Officer:

DECISION	*ACTION TAKEN*
1. That Bourke Shire Council utilise the "Rural Council Template 3" for the preparation of its "Fit for the Future "proposal.	1. Ongoing
2. That should external resources be required to assist with the proposal that the engagement of a suitably qualified and experienced consultant be delegated to the Mayor, Deputy Mayor and General Manager.	2. Ongoing

78/2015 – Lease to FJ & RJ Old
Responsible Officer:

DECISION	*ACTION TAKEN*
Council execute under Seal of Council the transfer of Lease from Gidgee Farming Pty Ltd to FJ and RJ Old	Completed

94/2015 – Timetable for the Operation Plan 2015/2016 & Delivery Program 2013/2017
Responsible Officer: MCS

DECISION		*ACTION TAKEN*
2015 That Council confirm the proposed timetable for finalisation of the Operation Plan 2015/2016 and Delivery Program 2013/2017 as follows:		
Monday 23rd March 2015	Consideration and Determination of Draft Operational Plan and Delivery Program	Completed
Thursday 2nd April 2015	Disseminate required public notice calling for submissions on Draft Operational Plan and Delivery Program.	Completed
Monday 4th May 2015	Closing date for receipt of submissions.	Ongoing
Monday 25th May 2015	Adoption of Operational Plan 2014/2015 and Delivery Program for 2013-2017, after due consideration of any submissions received.	Ongoing

95/2015 – Murray Darling Basin Tour
Responsible Officer: GM

DECISION	*ACTION TAKEN*
That information relating to the Environmental Flows be raised for discussion at the Annual Meeting of the Barwon Darling Water on the 25th March 2015.	Completed

96/2015 – Ledknapper Wild Dog Action Group (LWDAG Inc.)
Responsible Officer: MES

DECISION	*ACTION TAKEN*
Council approach the appropriate agencies seeking their assistance in carrying out a microchipping and desexing program with dogs around the Enngonia area and that landholders be encouraged to undertake effective dog controls.	NSW Health approached about a Desexing/Microchipping Program for Enngonia, RSPA also contacted

98/2015 – Community Contribution – Bourke & District Garden Club INC
Responsible Officer: MW

DECISION	*ACTION TAKEN*
Council assist the Bourke & District Garden Club INC in setting up of tables for the Flower Show and the Rose Show, preparations of schedules and entry forms for the Flower and Rose Shows, along with advertising costs along with costs associated with judging such as use of Council vehicle.	Completed

99/2015 – Community Contribution – 2015 Outback Challenge
Responsible Officer: MW

DECISION	*ACTION TAKEN*
Council waive the fees related to hiring of the Coolican and Davidson Ovals for the 20th May 2015, having garbage bins supplied and emptied at the end of the day and lines marked as done in previous years.	Completed

100/2015 – Waste Aid Story – Pilot Project for Bourke Shire
Responsible Officer: MES

DECISION	*ACTION TAKEN*
Council commend the Manager of Environmental Services on the initiative shown in promoting effective waste management	Completed

105/2015 – MT&D Activity Report – Letter of Appreciation
Responsible Officer: GM

DECISION	*ACTION TAKEN*
A letter of appreciation be sent to Don Burns for the work that he has done over the years on the Crossley Engine.	Completed

109/2015 – CLOSED SESSION OF COUNCIL - Bourke War Memorial Olympic Swimming Pool Tender
Responsible Officer: MT&D

DECISION	*ACTION TAKEN*
1. That in accordance with Local Government (General) Regulation 2005 178 (3) Council declines to accept any of the tenders received for the Management of the Bourke War Memorial Olympic Swimming Pool. **2.** That in accordance with Local Government (General) Regulation 2005 178 (3) (b) invite, in accordance with clause 167, 168 or 169, fresh tenders for the Management of the Bourke War Memorial Olympic Swimming Pool based on the same or different details.	Report to the Ordinary Meeting of Council 22nd April 2015 in Closed Session

Recommendation:
That the information in the Business Arising as amended on Monday, 27th April 2015 be received and noted.

GENERAL MANAGER'S REPORT

File No:	**W2.2.9.1**
Report: 316/2015	**Meeting with Hon. Niall Blair Minister for Primary Industries, Minister for Waler and Land 20th April 2015**
Responsible Officer:	**Ross Earl, General Manager**

Background:
Council has previously written to the Hon. Niall Blair, MLC the Minister for Primary Industries and Minister for Lands and Water congratulating him on his appointment and inviting him to visit Bourke so that he could meet with Council representatives first hand to discuss a range of issues within his portfolio affecting this part of the state, including the ongoing drought conditions and the lack of water flow in the Darling River and availability of water for irrigation.

Minister Blair has only been in his role for a little over two (2) weeks but did accept the invitation which was also issued by Brewarrina Shire and made the time to visit Brewarrina last Monday, 20th April 2015.

The Mayor, Cr Andrew Lewis, Deputy Mayor, Cr Barry Hollman, Manager of Works, Peter Brown, Manager of Tourism and Economic Development, Phil Johnston and I travelled to Brewarrina for the meeting with Minister Blair.

Minister Blair was very receptive to the concerns raised by Council which included the current embargo on pumping from the Barwon Darling River System, the economic and social impact both on landowners and the commercial sector of the ongoing drought conditions and strategies that could be put in place to further drought proof Bourke and the villages within the Shire.

Additionally the issue of the problems being caused by wild dogs was also raised following recent representations to Council by the Lednapper Wild Dog Action Group.

Current Situation:
The current embargo on the pumping of water has been raised by Barwon Darling Water and should the embargo be in place in the longer term it may impact on the ability of cotton farmers to secure enough water to plant a crop later this year.

The issues in relation to the embargo and the other issues raised with the Minister were contained within a briefing paper which has been circulated to all Councillors.

Barwon Darling Water have also written to the Minister inviting him to visit the area and meet with them on the issues relating to water security and highlighting the potential economic impacts to both the members and communities should the embargo be for an extended period.

The Mayor extended an invitation to the Minister to again visit Bourke when he has additional time available.

Financial Implications:
No significant financial Impact in relation to the visit, however, the financial impact on the community due to the ongoing drought and shortage of water for agricultural purposes could be quite significant.

Recommendation:
1. **That Council note the report**
2. **That Council continue to monitor the social and economic impact of the prolonged drought conditions and lack of substantive flow in the river system and undertake appropriate representations to secure assistance for those residents impacted.**

File No:	**L8.3**
Report: 317/2015	**Local Government Regional and Rural Issues Workshop**
Responsible Officer:	**Ross Earl, General Manager**

Background:
With the amalgamation of the NSW Local Government Association and the Shires Association of NSW to form Local Government New South Wales there was a feeling that some of the relevant to Regional and Rural NSW had not been adequately provided for at the Annual Conferences to date. This is in part due to the compressed nature of the conference.

Current Situation:
Taking on board those comments LGNSW sought feedback from Regional and Rural Councils in New South Wales as to their support of a regional and rural issues workshop to be held in a Sydney location.

Following the feedback it has been decided to hold a workshop on the 4th June 2015 with the venue yet to be determined. It was hoped to be able to hold the workshop close to the airport to allow people to fly in and out on the one day negating the need for overnight accommodation. This plan is only of benefit to those with a regular air service, however, offers considerable merit in that regard.

LGNSW are asking Councils to nominate their top three or four issues that they would to see discussed at the workshop and LGNSW will then develop an agenda which reflects the issues of most interest.

The responses were due on the 23rd and the following were submitted

1. Road Funding
2. Service Delivery- and the ongoing erosion of services
3. Cost shifting and community expectations and impact on sustainability

The final agenda will be determined following the collation and consideration of all responses.

Financial Implications:
The registration details yet to be distributed, however, the other costs to Council will be travelling and accommodation either in Dubbo or Sydney depending on the mode of transport. The costs involved should be able to be met from existing budgetary provisions.

Recommendation:
Recommended that the Mayor and General Manager (or their nominees) attend the Rural and Regional Issues Workshop being hosted by Local Government New South Wales

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File No:	**A6.1**
Report: 318/2015	**Update on Air Services for Bourke**
Responsible Officer:	**Ross Earl, General Manager**

Background:
The Department of Premier and Cabinet (DPC) has been some time evaluating the opportunities in relation to the re-establishment of an air service for Bourke. The proposal currently under considerations involves a triangulation service between Bourke Walgett and Dubbo. The DPC have sought an indication from state government agencies in relation to potential patronage and have included that information when gauging interest from the aviation sector.

The interest was positive and the DPC decided to proceed to an expression of interest stage

Current Situation:
Expressions of interest have been called and will close on at the end of this month.

Financial Implications:
There will be some significant savings for Council and the community with the re-establishment of an air service with travel time being significantly reduced. There may be some additional costs for Council involved with the terminal building but there should be a significant overall benefit.

Recommendation:
Recommended that the report be noted

File No:	**H1.1 – H1.6**
Report: 319/2015	**Update on the Re-Establishment of Birthing Services in Bourke**
Responsible Officer:	**Ross Earl, General Manager**

Background:
The community of Bourke have for a number of years been trying to get Western Area Health to re-establish birthing facilities in Bourke.

There have been a number of reasons put forward as to why attempts in the past have been unsuccessful with most revolving around either the inability to attract suitably trained doctors or the inability to attract sufficient mid-wives.

Current Situation:
At a recent public forum to discuss the issue it was made quite clear that it was highly unlikely that full procedural birthing services would return to Bourke and that a number of other models were being considered including a mid-wife led model of care.

In addition to the staffing issues the other major reason that it was unlikely that a full procedural birthing service would be re-established revolved around the issue of liability and litigation.

The Model of Care Work Group met in Bourke on the 7th and 8th April 2015 and conducted a number of "Yarning Sessions" to inform the community about the model of care.

Together with the Manager of Corporate Services, Leonie Brown and Manager of Tourism and Development Phil Johnston, I met with the Model of Care Group to get an understanding of the mid-wife led service. Whilst it seemed to have considerable merit it fell short of a full procedural service.

Of additional concern was the fact that with the loss of the procedural services was also the loss of such skills as anaesthetics which in turn would put in jeopardy a range of other services that currently exist or had the potential to be established

Financial Implications:
Whilst there are no financial implications for Council there are potential significant financial implications for expectant mothers based around accommodation and travel costs and these costs will obviously spread to the families of those mothers.

Recommendation:
1. **That Council continue with its efforts to ensure that the full procedural birthing services are returned to Bourke**
2. **That Council write to the Member for Barwon, Kevin Humphries seeking his support for the return of the full procedural birthing facilities noting the potential impact of other services with the reduced need for additional GP skills such as Anaesthetics.**

3. That Council seek a report detailing the outcome of the "Yarning Groups" to discuss the mid-wife led birthing service and the general community acceptance or otherwise of the concept

File No:	**L8.33**
Report: 320/2015	**Fit for the Future Proposal to be Submitted by Bourke Shire Council**
Responsible Officer:	**Ross Earl, General Manager**

An update will be tabled at the meeting

CORPORATE SERVICES DEPARTMENT REPORT

File No:	**F1.1**
Report: 427/2015	**Bank Reconciliation & Statement of Bank Balances**
Responsible Officer:	**Leonie Brown, Manager Corporate Services**

Bank Reconciliation for the period ending 31st March 2015

Balances as per Bank Statement	-$78,119.88
Plus: Deposit not shown	$1,289.45
Less: Unpresented Cheques	$15,185.98
Less: Unpresented Auto Pays	$2,698.35
Balance as per Cash Book	-$94,714.76

Reconciled Ledger Accounts as at 31st March 2015

Fund or Account	Current Balance	Overdraft Statutory Limit
General	$6,066,910.56	200,000.00
Water	$2,578,229.29	
Sewer	$2,272,734.27	
Trust	$141,436.76	
Total Funds	**$11,059,310.88**	

Investments as at 31st March 2015

National Australia Bank	$1,028,344.37	3.68%	Days	A1+
National Australia Bank	$1,215,832.00	3.60%		A1+
National Australia Bank	$1,982,201.82	3.60%		A1+
National Australia Bank	$1,040,317.21	3.55%		A1+
National Australia Bank	$580,954.53	3.41%		A1+
National Australia Bank	$600,000.00	3.48%		A1+
National Australia Bank	$970,175.71	3.15%		A1+
National Australia Bank	$1,000,000.00	3.20%		A1+
National Australia Bank	$610,860.00	3.20%		A1+
National Australia Bank	$1,425,340.00	3.15%		A1+
National Australia Bank	$700,000.00	3.15%		A1+
Total Investments	**$11,154,025.64**			

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 March 2015

Balance as per cash book	-$94,714.76
Investments	$11,154,025.64
Total, equalling Reconciled Ledger	**$11,059,310.88**

Statement of Bank Balances as at 31st March 2015

	Balance	Transaction	Balance
	2015		2015
General Fund	$6,865,436.30	-$798,525.74	$6,066,910.56
Water Fund	$2,595,653.06	-$17,423.77	$2,578,229.29
Sewer Fund	$2,320,257.12	$47,522.85	$2,272,734.27
Trust Fund	$142,049.83	-$613.07	$141,436.76
Investments	-$10,417,825.64	-$736,200.00	-$11,154,025.64
Totals	**$1,505,570.67**	**-$1,600,285.43**	**-$94,714.76**

Balance of all Funds as at 28th February 2015	**$1,505,570.67**
Add Receipts for	
(a) Rates	$175,783.82
(b) Other Cash	$965,686.51
Deduct payments for	
(a) Paid since last meeting	$2,005,847.18
(b) New Investment	$735,908.58
Balance as at 31st March 2015	**-$94,714.76**

Leonie Brown
MANAGER OF CORPORATE SERVICES

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 March 2015 be noted.

File No:	**F1.1**
Report: 415/2015	**Investment Report as at 31st March 2015**
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 March 2015 is $11,154,025.64

   Investment income earned as at 31st March 2015 is $201,679.24

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

National Australia Bank	$1,028,344.37	3.68%	Days	A1+
National Australia Bank	$1,215,832.00	3.60%		A1+
National Australia Bank	$1,982,201.82	3.60%		A1+
National Australia Bank	$1,040,317.21	3.55%		A1+
National Australia Bank	$580,954.53	3.41%		A1+
National Australia Bank	$600,000.00	3.48%		A1+
National Australia Bank	$970,175.71	3.15%		A1+
National Australia Bank	$1,000,000.00	3.20%		A1+
National Australia Bank	$610,860.00	3.20%		A1+
National Australia Bank	$1,425,340.00	3.15%		A1+
National Australia Bank	$700,000.00	3.15%		A1+
Total Investments	**$11,154,025.64**			

Term Deposits
Percentage of Total Portfolio 100%
Average Investment Yield 3.379%

Discussions/Comments
The Investment portfolio increased by $736,200 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 March 2015 be received and noted.**
2. **That the Certificate of the Responsible Accounting Officer be noted and the report adopted.**

COMMITTEE REPORT

File No:	**C6.32-C6.33**
Report: 702/2015	**Roads and Plant Committee** **Report and recommendation of the meeting of the Roads and Plant Committee held on Wednesday, 14th April 2015 commencing at 2.29pm**
Responsible Officer:	**Mark Gordon, Manager of Road Services**

Background:
Council's Roads & Plant Committee held a meeting on Wednesday, 14th April 2015 commencing at 2.29pm in the Bourke Shire Council Chambers at 29 Mitchell Street, Bourke.

The report and recommendation of that meeting are attached.

Recommendation:
That the report of the Roads and Plant Committee held on the Wednesday, 14th April 2015 be received and the recommendations contained therein be adopted.

ROADS AND PLANT COMMITTEE

Reports and recommendation of the meeting of the Roads and Plant Committee held on Tuesday, 14th April 2015 at 2:29 pm

Present

Mayor, Cr Andrew Lewis	**Ross Earl – General Manager**
Cr Bob Stutsel	**Phil Johnston – Manager Tourist and Development**
Cr Victor Bartley	**Mark Gordon – Manager Roads**
Cr Stuart Johnson	**Peter Brown – Manager Works**
Cr Sarah Barton	**Leonie Brown – Manager Corporate Services**
	Matthew McCorkle – Roads Assistant
	Scott Parnaby – Roads Supervisor
	Neil Driscoll – Workshop Foreman

Apologies

The General Manager advised that apologies were received from Councillors Davis, Bennett and Ford.

Committee Recommendation

That the apologies from Councillors Davis, Bennett and Ford be received and that leave of absence be granted.
Moved Cr Barton Seconded: Cr Bartley Carried

Declarations of Interest

A Declarations of Interest was received from Cr Stutsel in relation to the following Report, Public School Car Park Hospital Lane Sealing.

Confirmation of the Minutes

Committee Recommendation:

That the minutes of the previous Meeting of the Roads and Plant Committee held on Wednesday, 19th February 2014 be confirmed.
Moved Cr Barton Seconded Cr Bartley Carried

File No:	**R7.7.1**
Report No: /2015	**Public School Car Park Hospital Lane**
Responsible Officer:	**Mark Gordon, Manager of Road Services**

Introduction
Council received a letter from The Principal of the Bourke Public School on the 26th November 2013 in regards to the bitumen sealing and drainage upgrade of the Hospital Laneway.

Background
Council presented the request to the Traffic Committee meeting held on the 26th November 2013 for possible funding options under the Road Safety program.

Unfortunately the proposed works did not fit the criteria required for this program.

Council attached an estimate cost of $48,000.00 to gravel and seal the Lane and adjacent parking area identified and decided contribution of $10,000.00 from the NSW Department of Education would allow Council to complete the project when Council funds became available. According to our records on the 19th June 2013 Asset Services Officer, Mr Richard Weblin had agreed to fund the project.

Summary
On Wednesday, 11th March 2014 Council received a letter from the Principal of the Bourke Public School stating they would like to contribute $10,000.00 towards the expenses to the sealing and drainage of the Hospital Lane and Carpark.

Financial
Council plant rates are estimated to increase slightly for the 20115/2016 financial year, therefore the cost to complete the project would increase slightly. Council's contribution towards this project would be approximately $40,000.00 if we choose to proceed.

Council has the opportunity to complete this project out of the 2015/2016 Shoulder sealing program under the Roads to Recovery program.

Committee Recommendation:

That Council undertakes the works under the Roads to Recovery Program and with the Bourke Public School making a contribution of $10,000 for the sealing of the carpark.
Moved Cr Johnson Seconded Cr Bartley Carried

File No:	**R7.6.3**
Report No: /2015	**Roads to Recovery**
Responsible Officer:	**Mark Gordon, Manager of Road Services**

Introduction:

Each year Council is allocated $846,000 from Roads to Recovery funding. Projects are identified by Management through the Community Consultation process. Council's Asset Management Plan and Council's 10 Year Long Term Financial Plan and these are listed below.

In 2015/2016 an additional $846,000 has been allocated to Council to assist with infrastructure backlog and upgrades.

Summary:

Roads to Recovery Projects 2015/2016		
No	**Project Name**	**Estimate**
1	Bourke town St Shoulder Construction Hope St Church To Charles	$ 57,600.00
2	Wanaaring Street Reseals O'Grady, Vicary & Church Streets	$ 92,400.00
3	RLR 23 Willara Road Reformation & Resheet	$ 120,000.00
4	MR 404 Dowling Track Gravel Resheet 23 mile	$ 200,000.00
5	Hospital Lane Sealing & Carpark	$ 50,000.00
6	RLR 5 Coronga Peak Road Reseal	$ 12,600.00
7	RLR 5 Coronga Peak Road Gravel Resheet	$ 120,000.00
8	RLR 17 Snake Gully reformation Grade	$ 60,000.00
9	MR 68th Winbar culvert and causeway repairs	$ 120,000.00
10	RLR 44 Janina culvert cleaning and repair	$ 80,000.00
11	Cooma Street Wortumertie to Mooculta St Shoulders	$ 30,240.00
12	Sturt St Ansdon to Hope St shoulders	$ 36,576.00
13	Culgoa St Anson to Warrego St shoulders	$ 15,168.00
		$ 104,584.00
	Budget 2015/2016	**$ 846,000.00**
Extra Roads to Recovery Grant Projects 2015/2016		
1	Replacement Len Mallon Bridge Burrawantie Road	**$ 500,000.00**
2	Replacement Whiskey Creek Bridge West Culgoa Road	**$ 346,000.00**
		$ 846,000.00
	Budget 2015/2016	**$ 846,000.00**

Projects 4 and 9 are Regional Road Projects. Project 4 was identified at the Fords Bridge Community Meeting and Project 9 was identified at the Louth Community Meeting. Roads to Recovery funding is normally reserved for use on Rural Local Roads, Project 4 and 9 are Regional Road projects that are outside the current budget for Regional Roads in the

2015/2016 budget. To complete the required works in 2015/2016 they are now included in the Roads to Recovery Program.
The additional funding of $846,000 has been allocated to the replacement of the two (2) remaining timber bridges on Rural Local Roads.

Project 10, 11, 12 and 13 are all outside the budget of $846,000, if items 1 to 9 come in under budget there may be an opportunity to complete one or more of the identified projects from 10-13.

Financial:
The projects are funded by Roads to Recovery funding.

Committee Recommendation:

1. **That the Roads to Recovery projects as detailed in the report be included in the Budget Estimates for 2015/2016**
2. **That the Roads to Recovery projects as detailed in the report for the additional funding be included in the Budget Estimates for 2015/2016**
3. **That projects 10 – 13 be included as additional projects if funding is available when all other projects are completed.**

Moved Cr Barton **Seconded Cr Stutsel** **Carried**

File No:	**B6.1**
Report No: /2015	**Old North Bourke Bridge**
Responsible Officer:	**Mark Gordon, Manager of Road Services**

Introduction
Designed in 1878. Opened in 1883 by Mrs. Richard Green (the wife of the previous Bourke Mayor, with the current, Mayor Mr Scrymour in attendance. It was only the second lift-up bridge in NSW. (The first being at Balranald NSW). Original plans for the bridge date back to April 1878 and were signed by the Commissioner of Roads: William Bennett, and designed by J.H. Daniels. The bridge components were partly brought up the Darling River by paddle steamer and barges and partly by road; an expensive 400 mile long haul from the railhead at Bathurst. The cost of the bridge was 37,900 pounds and it was built by an Echuca contractor William McCulloch and Co. with the assistance of locals V. Lambert and J. Blackshaw.

In 1903 the bridge had a curve introduced into its approach to avoid a T-Junction with the Occidental Hotel. Two serious riverboat accidents occurred during the days of the frequent river Traffic - In 1890 Paddle steamer Cato, and in 1908 a barge pulled by the PS Nile collided with a bridge pylon and sank.

Background

Handover of Old North Bridge to Council

The handover of the Old North Bourke Bridge to Council was carried out on the 3rd September 1997.

The agreement by Council to take over the management of the old bridge in return for a one-off contribution of $230,000.00 was readily accepted and freely entered into by Council in 1995. The agreement was made on the basis that once the bridge had been handed over, Council would be free to consider the full range of alternatives with regard to its future maintenance and use. Some of Council's options could include:

- Maintain as is and use as footbridge
- Allow to deteriorate and eventually close
- Demolish timber spans only and retain centre steel spans
- Seek heritage funds to restore the structure

The bridge project proceeded to construction on the basis of the agreement with Council limiting the authority's financial commitment with respect to the old bridge to the amount of $230,000.00.

Painting of the Bridge

Council received funding of $988,934.00 from the RTA for the rehabilitation works and ongoing maintenance of the Old North Bourke Bridge.

The painting was completed in the 2004/2005 financial year for $603,261.00

Current Condition

The Bridges current condition has deteriorated greatly over the past eight years or so due to lack of major works. Following an inspection on Monday, 23rd February 2015 the bridge by the Manager of Roads, Manager of Works and Building Services Coordinator a decision was made to close one hundred metres of the northern end of the bridge.

The condition of the nine (9) timber spans at the northern end were found to be deteriorating rapidly. The condition of the decking, (Cross Section timber) and sheeting, (Longitudinal section timber) most of the hand rails and kerbs need to be replaced immediately. The super structure (Girders, piles, headstocks and corbels) were also in need of urgent attention.

In April 2009 Council received a quote from Walker Bridges ($222,000.00) to carry out major repairs on the bridge to make it trafficable for pedestrians and light vehicles. This cost has been proposed in Council's yearly budgets but unfortunately has been culled. It would be expected that this cost would have multiplied greatly over the past six years.

Committee Recommendation:

1. That the report on the Condition of the Old North Bourke Bridge be noted
2. That a further report be taken to Council detailing costing options on the restoration of the Old North Bourke Bridge
Moved Cr Bartley Seconded Cr Stutsel Carried

File No:	**R7.7.8**
Report No: /2015	**Removal of Grid Request**
Responsible Officer:	**Mark Gordon, Manager of Road Services**

The Manager of Roads tabled an email from Dale Hyland and Marianne Simpson requesting advice on the removal of a grid which divides their property. (see below).

From: D M Hyland [mailto:westmunda@outlook.com.au]
Sent: Thursday, 9 April 2015 7:42 PM
To: lgooch@bourke.nsw.gov.au
Subject: (DWS Doc No 85520) removing grid Westmunda

To Mr Mark Gordon,

Hi Mark,

Since Dale and I have bought Westmunda we are repairing the fencing, which was in great disrepair, we are up to the middle fence and Dale and I are thinking of removing a grid, it divides our property in the middle, we can clean it out, but it would probably need replacing as it is damaged, and use existing fence lines or change the fence line a bit and get rid of the grid, it is a double grid. We were wondering what we have to do, does the Council offer reimbursement of some sort to get rid of the grid? That would help us with the change of fencing, and do we get paid to remove it as we have the machinery etc to do the job?

Committee Recommendation:

That the work be undertaken in accordance with Bourke Shire Council Grid Policy 3.1.6(v2)
Moved Cr Johnston Seconded Cr Stutsel Carried

File No:	**L8.18**
Report:	**General Manager's Report**
Responsible Officer:	**Ross Earl, General Manager**

The General Manager presented a verbal report to the Committee regarding to a possible Economic Stimulus Package to employ farmers and rural workers impacted by the extended drought. The list of possible projects includes cleaning out grids, removal of grids and replacing with fencing.

The General Manager presented a report on the river flow and the current embargo placed on Irrigators. A letter was tabled and discussed inviting the new Minister for Primary Industries, Minister for Land and Water, the Hon Niall Blair to Bourke to meet with Irrigators.

File No:	**R7.1**
Report:	**Works Supervisor's Report**
Responsible Officer:	**Scott Parnaby, Works Supervisor**

The Roads Supervisor gave a verbal report regarding the following:-

1. That a few complaints are starting to come in regarding the Wanaaring and Hungerford Roads.
2. Cuttaburra Bridge to commence in May and is proposed to be completed in June, the new alignment has been completed.

There being no further business the meeting closed at 3.14pm

POLICIES

File No:	**P4.1.4**
Report: 801/2015	**Policy review of Policies Procurement, Statement Business Ethics, Pecuniary Interest Returns, Conflicts of Interest**
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 Policies relating to Procurement, Statement Business Ethics, Pecuniary Interest Returns, Conflicts of Interest the following policies has been reviewed by the MANEX team and are 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 Procurement Policy labelled 1.8.14(v6), Statement Business Ethics labelled 1.2.2(v3), Pecuniary Interest Returns labelled 1.4.4(v2) and Conflicts of Interest labelled 1.4.8(v2) as presented to the Ordinary meeting of Bourke Shire Council on Monday, 27th April 2015.

SECTION 1 Service Management
PART 8 Finance

	POLICY NO:	1.8.14(~~v5~~)6
	POLICY TITLE:	Procurement
	DATE ADOPTED:	27/04/2015
	RESOLUTION NO:	
	SUPERCEDES:	Policy No: 1.8.14(v5) Adopted: 26/11/2012 Resolution: 557/2012
	PROPOSED REVIEW DATE:	7/04/2018

POLICY

Council will give fair and equitable consideration in all its procurement activities and will use public funds to ensure the best return and performance is achieved through prudent evaluation. Council will in its evaluation, give preference to environmentally sensitive goods where price, performance, quality, suitability and other evaluation criteria are comparable, considering whole of life analysis.

When purchasing goods and services, Council Officers and Councillors will act impartially; maintain a high level of professionalism, confidentiality and accountability. The procurement must be in accordance with all relevant delegations.

The procurement of goods and services by Council must be in accordance with the legislative framework that is defined in the NSW Local Government Act 1993 (Section 55), Part 7 – Tendering of the NSW Local Government (General) Regulation 2005. ~~Council's Procurement Procedures will be utilised along with the Tendering Guidelines for NSW Local Government, October 2009, Local Government Procurement Toolkit www.lgtoolkit.com.au, as well as the NSW Government's Purchasing Code of Practice.~~

Council's Code of Conduct, Statement of Business Ethics and Values will at all times be maintained in any procurement activity conducted by Council.

$150,000 & Over - Tenders Are Required

In accordance with the Local Government Act and Local Government (General) Regulation 2005, Council will invite tenders before making a contract for carrying out works or the supply of goods or services, involving costs of $150,000 and over. The acceptance of the tender is to be reported to, and approved by Council.

$30,000 - $149,999 – Three Written Quotations Are Required

Council may invite tenders or will obtain three written itemised quotations before making a contract for the carrying out of works or the supply of goods or services involving costs between $30,000 and up to $149,999. The acceptance of the tender/quotation is to be reported to Council.

$1,500 - $30,000– Two Written Quotations Are Required
Council may invite tenders or will obtain two written quotations subject to the rates being considered reasonable and consistent with normal market rates for items of a like nature.

Under $1500
Goods under the value of the $1500 will be at the discretion of the relevant Manager and in line with their delegated authority and appropriate Purchasing and Risk Management procedures.

LOCAL TENDER/QUOTATION ADVANTAGE
Preference will be given to those who meet the requirements in local tenders utilising the following weighting:-

10%	<$5,000
5%	$5,000 - $30,000
Nil	> $30,000

Exemption from Requirement to Tender or Quote
Council can enter into an agreement without a tender or a contract above $5,000 and less than $150,000 without seeking quotations if:-

- Council resolves that the services being sought are of such a specialised or confidential nature that it would be impractical or disadvantageous to seek quotations or tenders
- A genuine emergency exists
- Quotations are provided by an approved procurement service provider such as Local Government Procurement

PURCHASE ORDERS
A purchase order is Councils official document used to purchase goods or services from an external supplier. A purchase order confirms the contractual relationship between Council and the supplier and must be issued before the procurement of the goods or service.

BACKGROUND
Clear procedures for the procurement of goods and services are required to assist Council in ensuring best value for money, good management practices, legislative compliance, transparency, probity and environmental performance.

DEFINITIONS
Local Preference: Within the constraints of this policy local suppliers may be given preference through fair and equitable evaluation where it is apparent that the procurement will directly or indirectly generate employment within Bourke Shire.

Procurement: is the acquisition of goods and/or services at the best possible cost, in the right quantity and quality, at the right time, in the right place for the direct benefit or use of Council - generally via a contract. Simple procurement may involve nothing more than repeat purchasing.

Tender: means a tender submitted or proposed to be submitted to Council in accordance with Part 7 – Tendering of the NSW Local Government (General) Regulation 2005.

OBJECTIVES

The Procurement Policy and associated procedures are designed to ensure that expenditure of public funds results in the best cost / value ratio, and to ensure compliance with the following principles:-

- Efficiency and effectiveness
- Value for money, being the benefits achieved compared to whole of life costs
- Probity and equity
- Environmental considerations
- Effective competition

RELATED POLICIES / DOCUMENTS

- Procurement Procedures
- Local Government Act 1993, Section 55
- Local Government (General) Regulations 2005. Part 7 Tendering. Sections 163 to 179
- Bourke Shire Council Tendering Guidelines
- Sale of Assets
- Sale of Plant
- Purchase of Plant Procedures

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: 7/04/2015

Policy Adopted by Council:

BOURKE SHIRE COUNCIL

PROCUREMENT PROCEDURES

To assist better practice in the expenditure of public funds for public purposes, staff are to ensure that their purchasing activities are guided by the following considerations:-

- Legal obligations – these include the provisions of the Local Government Act 1993, and the Local Government (General) Regulation 2005.

- Policy frameworks and guideline documents – these include the Tendering Guidelines for NSW Local Government, October 2009, NSW Government Procurement Policy and Framework, the NSW Government Procurement Policy and Procedures Paper, NSW Government Code of Practice for Procurement and the NSW Government Tendering Procedures which are available from the NSW Department of Commerce website at http://www.dpws.nsw.gov.au/Government+Procurement.

  Commonwealth Procurement Procedures are available from the Department of Finance and Administration website at http://finance.gov.au/ctc/commonwealth_procurement_guide.html.

- Value for money – value for public money to achieve positive outcomes for the community is the core principle underpinning procurement at all levels of government. It specifically involves a comparative analysis of all relevant costs and benefits of each proposal throughout the whole procurement cycle.

- Probity – Council must conduct all tendering, procurement and business relationships with honesty, fairness and probity at all times

- Accountability and transparency – Council must ensure that the process for awarding contracts is open, clear, fully documented and defensible.

- Consistency – This means that all conditions of tendering must be the same for each tenderer on any particular tender and the evaluation of tenders must be based on the conditions of tendering and selection criteria as defined in the tender documents.

- No conflict of interests – A Councillor or Council employee with an actual or perceived conflict of interest must address that interest without delay in accordance with Council's Code of Conduct.
- No improper advantage – Council must not engage in any practices that aim to give a potential tenderer an advantage over others, nor engage in any form of collusive practice.

- Risk Management – the identification and management of risks should be built into Council's procurement processes.

- Open to scrutiny – processes need to be based on clearly articulated and defensible evaluation criteria consistent with the legislative and policy framework. Actions must be robust and defensible to the public.

DEFINITIONS

Appropriate person: in relation to a tender submitted to Council, means a person designated by the General Manager to receive or deal with tenders submitted to Council and, if a person is not designated, means the General Manager.

Data storage device: has the same meaning as it has in the Electronic Transactions Act 2000

Electronic means: includes electronic communication within the meaning of the *Electronic Transactions Act 2000*

Formal tender document: means a standard form document issued by a council for completion by tenderers in connection with the submission of tenders to Council.

Goods: includes materials.

Instalment contract: means a contract requiring the payment of instalments by or to Council over a period of 2 or more years.

Public authority: includes Council.

Relevant newspapers: in relation to Council, means:-

(a) Sydney Morning Herald or equivalent relevant statewide or regional newspapers for major contracts, and

(b) Either or both of the following:

(i) Western Magazine

(ii) Western Herald

Tender: means a tender submitted or proposed to be submitted to Council in accordance with the Part 7 – Tendering of the NSW Local Government (General) Regulation 2005.

The Act: means the Local Government Act 1993 .

Quote: To state a price for securities, goods or services.

Register

Council will maintain a register of all contracts, tenders and quotations.

Risk Management-Contracts and procurement practices will be assessed for corruption risks and will include:

- informing potential contractors about Council's Values and Business Ethics
- assessing the purchasing procedures for expenditure under the tender threshold
- ensuring accurate documentation of formal procurement procedures for expenditure under the tender threshold
- assessing the approaches to tendering for contracts equal to and above the tender threshold
- avoiding competitive selection processes through relying on the extenuating circumstances provision in Section 55(3) of the Act
- evaluating quotations and tenders
- reviewing standard contract conditions
- ensuring audit and risk assessment mechanisms are in place
- thorough contract administration
- carrying out site inspections of contracts
- evaluating contractor's performances

Plant Hire (Standing Offer)
A Standing Offer is for the supply of services over a period of time which may be taken up at any time during the period of offer (e.g. plant hire).

Tenders for plant hire are to be called in accordance with the tendering regulations. Except as below, only those who tender are to be engaged for plant hire.

Where plant to meet council requirements (type, numbers etc.) is not available from those who tendered, quotations are to be called, in accordance with the procurement policy, and expenditure on any subsequent engagement is not to exceed $150,000.

Where contractors, who have tendered change the item tendered, or procure new items they wish to have included in their contract the matter will be dealt with as a variation.

GOODS AND SERVICES TAX (GST)
Council will compare pricing of tenders or quotations on the basis of net cost to Council after input tax credits are claimed.

EVALUATION OF OFFERS
Council 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. Typical selection criteria may include, but are not limited to: price, suitability for purpose, delivery, stock holding, quality and past performance of the supplier.

LATE TENDERS AND QUOTATIONS

Late tenders and quotations should not be considered, unless Council is satisfied that the integrity and competitiveness of the tendering process will not be compromised. Clause 177(5) of the Regulation provides that a Council must consider a tender received within a reasonable period after the close of tenders where the tenderer can satisfy the Council that the tender documents and all necessary information were lodged at a recognised delivery agency in sufficient time to enable the documents to have been received before the deadline. Any decision to accept a later tender should be documented including the rationale for the decision.

DELEGATIONS

General Manager, Manager Corporate Services

Full delegation within Council's adopted budget within Council's Management Plan.

Managers – Roads, Services, Works, Environmental Services and Tourism & Development

To authorise and sign official orders of Council for own area of works and services required, in accordance with the adopted annual Council budget, up to a maximum of $10,000.

Senior Finance Officer

To authorise and sign official orders of Council for own area of works and services required, in accordance with the adopted annual Council budget, up to a maximum of $1,000.

During periods of absence by the Manager Corporate Services to utilise specific delegations as defined in the Delegations of Authority.

Library Manager

To authorise and sign official orders of Council for own area of works and services required, in accordance with the adopted annual Council budget, up to a maximum of $1,000.

BOURKE SHIRE COUNCIL – ATTACHMENT TO PROCUREMENT POLICY & PROCEDURES
LOCAL GOVERNMENT ACT 1993, SECT 55

What are the requirements for tendering?

1. A council must invite tenders before entering into any of the following contracts:
   a. contract to carry out work that, by or under any Act, is directed or authorised to be carried out by the council,
   b. a contract to carry out work that, under some other contract, the council has undertaken to carry out for some other person or body,
   c. a contract to perform a service or to provide facilities that, by or under any Act, is directed or authorised to be performed or provided by the council,
   d. a contract to perform a service or to provide facilities that, under some other contract, the council has undertaken to perform or provide for some other body,
   e. a contract for the provision of goods or materials to the council (whether by sale, lease or otherwise),
   f. a contract for the provision of services to the council (other than a contract for the provision of banking, borrowing or investment services),
   g. a contract for the disposal of property of the council,
   h. a contract requiring the payment of instalments by or to the council over a period of 2 or more years,
   i. any other contract, or any contract of a class, prescribed by the regulations.

2. Tenders are to be invited, and invitations to tender are to be made, by public notice and in accordance with any provisions prescribed by the regulations.

   2a. nothing in this section prevents a council from tendering for any work, service or facility for which it has invited tenders.

3. This section does not apply to the following contracts:
   - a contract entered into by a council with the Crown (whether in right of the Commonwealth, New South Wales or any other State or a Territory), a Minister of the Crown or a statutory body representing the Crown
   - a contract entered into by a council with another council
   - a contract for the purchase or sale by a council of land
   - a contract for the leasing or licensing of land by the council, other than the leasing or licensing of community land for a term exceeding 5 years to a body that is not a non-profit organisation (see section 46A)
   - a contract for purchase or sale by a council at public auction
   - a contract for the purchase of goods, materials or services specified by the State Contracts Control Board or the Department of Administrative Services of the Commonwealth, made with a person so specified, during a period so specified and at a rate not exceeding the rate so specified
   - a contract for the employment of a person as an employee of the council
   - a contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, a council decides by

resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by not inviting tenders
- contract for which, because of provisions made by or under another Act, a council is exempt from the requirement to invite a tender
- a contract made in a case of emergency
- a contract involving an estimated expenditure or receipt of an amount of less than $150,000 or such other amount as may be prescribed by the regulations.

4. A council that invites tenders from selected persons only is taken to comply with the requirements of this section if those persons are selected:

   a. from persons who have responded to a public advertisement for expressions of interest in the particular contract for which tenders are being invited, or
   b. from persons who have responded to a public advertisement for recognition as recognised contractors with respect to contracts of the same kind as that for which tenders are being invited.

5. Subject to the regulations, a council must comply with the requirements of this section even though the contract concerned involves something being done to or by an entity that the council has formed or participated in forming.

6. However, if the entity concerned is formed under a public-private partnership, subsection (5) has effect only to the extent that the contract is not part of a project that has been assessed or reviewed in accordance with Part 6 of Chapter 12.

7. For the purposes of subsections (5) and (6):
   "entity" means any partnership, trust, corporation, joint venture, syndicate or other body (whether or not incorporated), but does not include any such entity that is of a class prescribed by the regulations as not being within this definition.
   "this section" includes the regulations made for the purposes of this section.

BOURKE SHIRE COUNCIL – ATTACHMENT TO PROCUREMENT POLICY & PROCEDURES PROCUREMENT
LOCAL GOVERNMENT (GENERAL) REGULATION 2005 - REG 163, PART 7 - TENDERING

Division 1 - Preliminary

163. Application of Part

This Part applies to all contracts for which a council is required by section 55 of the Act to invite tenders. **Note:** This Part does not apply to other kinds of contracts. However, a council may apply provisions of this Part (with any necessary alterations) to other kinds of contracts if it wishes to do so.

(1A) For the purposes of the first bullet point paragraph of section 55 (3) of the Act, Local Government Procurement Partnership (ABN 34 578 553 267) is prescribed.

(1B) To avoid doubt, a reference to Local Government Procurement Partnership includes for the purposes of subclause (1A) a reference to any duly appointed agent of Local Government Procurement Partnership.

(2) For the purposes of the final bullet point paragraph of section 55 (3) of the Act, section 55 does not apply to a contract involving an estimated expenditure or receipt of an amount of less than $150,000

165. Requirements for contracts to which this Part applies

(1) A council may enter into a contract to which this Part applies only in accordance with the provisions of this Part.

(2) A contract to which this Part applies, and any variation or discharge of the contract, must be in writing and must be executed by or on behalf of the council.

Division 2 - Prerequisites for tendering

166. Council to decide whether tenders are to be by open tendering or selective tendering

Whenever a council is required by section 55 of the Act to invite tenders before entering into a contract, the council must decide which of the following tendering methods is to be used:

(a) the open tendering method by which tenders for the proposed contract are invited by public advertisement,

(b) the selective tendering method by which invitations to tender for a particular proposed contract are made following a public advertisement asking for expressions of interest,

(c) the selective tendering method by which recognised contractors selected from a list prepared or adopted by the council are invited to tender for proposed contracts of a particular kind.

167. Open tendering

A council that decides to use the open tendering method for a proposed contract must publish an advertisement in the relevant newspapers inviting tenders for the proposed contract.

(2) The advertisement must:

(a) express the purpose of the proposed contract, and

(b) give details of where and when tender documents relating to the proposed contract can be obtained and the purchase price of those documents, and

(c) specify the name of a person to whom requests for information concerning the proposed contract may be addressed and how the person can be contacted, and

(d) invite any person willing to fulfil the requirements of the proposed contract to submit a tender to the council by the deadline specified in the advertisement.

The deadline must be a specified time on a date that is at least 21 days after the date of publication or first publication of the advertisement.

(3) The tender documents relating to the proposed contract must comply with clause 170.

168. Selective tendering method by which invitations to tender for proposed contract are made following public advertisement asking for expressions of interest

(1) A council that decides to use the selective tendering method referred to in clause 166 (b) for allocating a particular proposed contract must publish in the relevant newspapers an advertisement inviting applications from persons interested in tendering for the proposed contract.

(2) Every such advertisement must include:

(a) a brief description of the work, goods, facilities, services or property concerned, and

(b) the name of a person to whom requests for information concerning the proposed contract may be addressed and how the person can be contacted, and

(c) the deadline for submitting applications.

The deadline must be a specified time on a date that is at least 21 days after the date of publication or first publication of the advertisement.

(3) A council must consider all applications made in response to such an advertisement and, in so doing, must take into account:

(a) the experience of the applicants in fulfilling the requirements of similar contracts, and

(b) the capacity of the applicants to fulfil the requirements of the proposed contract.

(4) After considering the applications, the council may either:

(a) send invitations in writing to all applicants, or such of them as the council thinks will be able to fulfil the requirements of the proposed contract, to tender for the proposed contract, or

(b) decline to invite tenders from any of the applicants.

(5) In inviting tenders from applicants, the council must:

(a) invite them to submit tenders to the council by the deadline specified in the invitations, and

(b) give details of where and when tender documents relating to the proposed contract can be obtained and the purchase price of those documents.

The deadline must be a specified time on a date that is at least 21 days after the date of the invitation.

(6) The tender documents relating to the proposed contract must comply with clause 170.

169. Selective tendering method by which recognised contractors listed by council are invited to tender for particular kinds of proposed contracts

(1) A council that decides to use the selective tendering method referred to in clause 166 (c) for the allocation of proposed contracts of a specified kind must publish in the relevant newspapers an advertisement inviting applications from persons interested in tendering for proposed contracts of that kind so that the council may prepare a list of suitable tenderers.

(2) Every such advertisement must include:

(a) a brief description of the kind of work, goods, facilities, services or property concerned, and

(b) the name of a person to whom requests for information concerning the proposed contracts may be addressed and how the person can be contacted, and

(c) the deadline for submitting applications.

(3) A council must consider all applications made in response to such an advertisement and, in so doing, take into account the experience of the applicants in fulfilling the requirements of, and their capacity to undertake, similar contracts.

(4) After considering an application under this clause, the council may either:

(a) list the applicant as a recognised contractor for some or all of the kinds of work, goods, facilities, services or property specified in the application, or

(b) reject the application in whole or part.

(5) In seeking tenders for a particular proposed contract, a council may invite some or all of the recognised contractors listed by it under this clause to tender for that contract and may do so on the basis of:

(a) their capacity to fulfil the requirements of that contract, and

(b) the number of occasions on which each contractor has previously been invited to tender for similar proposed contracts.

(6) In inviting tenders for a proposed contract from recognised contractors listed by the council under this clause, the council must:

(a) invite them to submit tenders to the council by the deadline specified in the invitations, and

(b) give details of where and when tender documents relating to the proposed contract can be obtained and the purchase price of those documents.
The deadline must be a specified time on a date that is at least 21 days after the date of the invitation.

(7) The tender documents relating to the proposed contract must comply with clause 170.

(8) As an alternative to listing persons as recognised contractors in accordance with subclauses (1)–(4), a council may adopt a list of contractors prepared by another public authority, but only if the list was prepared by the authority following the publication of an advertisement similar to that provided for under subclause (1).

(9) If a council adopts such a list, the persons whose names appear on the list are taken to be recognised contractors for the kinds of work, goods, facilities, services or property specified in the list.

(10) A person who is a contractor recognised by a council ceases to be so recognised if the person informs the council in writing that the person no longer wishes to be listed as a recognised contractor for the purposes of this clause.

(11) Nothing in this clause requires a council to take the action referred to in subclause (1) on each occasion that it decides to invite tenders under this clause.

170. Tender documents

(1) The tender documents relating to a proposed contract must:
(a) give details of the work to be carried out, the goods or facilities to be provided, the services to be performed or the property to be disposed of and, if the proposed contract is an instalment contract:
(i) give details of the instalments to be paid by or to the council, and
(ii) specify the period over which the instalments are to be paid, and
(iii) specify the intervals between payment of the instalments, and
(b) specify the criteria on which the assessment of tenders will be based, and
(c) specify the name of a person to whom requests for information concerning the proposed contract may be addressed and how the person can be contacted, and
(d) indicate whether formal tender documents must be submitted in relation to the tender and, if so, how they may be obtained.

(2) If a council amends tender documents after they have been issued to persons, it must take all reasonably practicable steps to inform those persons of the amendments.

171. Shortened tender period

(1) A council that believes there are exceptional circumstances rendering inappropriate a deadline that would, but for this clause, be required to be specified in an advertisement under clause 167, 168 or 169 or an invitation under clause 168 (4) or 169 (6) may decide on an earlier deadline. However, the earlier deadline must be a specified time on a date that is at least 7 days after:

(a) the date of the publication or first publication of the advertisement, or
(b) the date of the invitation.

(2) A council must keep a record of:
(a) the circumstances requiring an earlier deadline to be specified in such an advertisement or invitation, and
(b) the name of the staff member who made the decision to change the deadline (if not made by the council).

172. Extended tender period

(1) If, having specified or included a deadline in an advertisement under clause 167, 168 or 169 or an invitation under clause 168 (4) or 169 (6), a council becomes aware of circumstances that show that the deadline may not allow enough time for meaningful tenders or applications to be submitted, it may extend the deadline by specifying a later deadline.

(2) If, at the time of extending the deadline, the council has issued invitations to persons under clause 168 (4) or 169 (6) or has issued tender documents to persons, it must take all reasonably practicable steps to inform those persons of the later deadline.

(3) A council must keep a record of:
(a) the circumstances requiring a later deadline to be specified in an advertisement or invitation, and
(b) the name of the staff member who made the decision to change the deadline (if not made by the council).

Division 3 - Submission and opening of tenders

173. Submission of tenders

(1)Tender must be submitted in writing, by facsimile transmission or (subject to subclause (2) by electronic means.

(2) A tender may not be submitted by electronic means:
(a) if procedures are in force under section 23A of the Act with respect to the transmission of tenders by electronic means—unless its submission by electronic means is authorised by, and effected in accordance with, those procedures, and
(b) in any other case—unless its submission by electronic means is effected by a secure mechanism (such as an encryption-based technology) that ensures that it cannot subsequently be altered.

(3) Unless sent by facsimile transmission or electronic means, a tender must be sent or delivered in a sealed envelope.

(4) If a tender is sent by facsimile transmission or electronic means (other than the means referred to in subclause (2) (b)), it must be printed out on receipt, and an appropriate person must place the tender in a sealed envelope immediately after it is printed out.

174. Custody of tenders after receipt

1) A council must:

(a) provide a secure tender box, and

(b) ensure that:

(i) all tenders (except the tenders received by electronic means that have not been printed out, but including those received by facsimile transmission) submitted to it for a proposed contract are kept in the tender box, and

(ii) the tender box, when containing tenders, is kept in a safe and secure place, until the envelopes containing the tenders are opened in accordance with clause 175.

(2) A council must ensure that, whenever the council's office is open for business, its tender box is kept in a place that allows tenderers who wish to do so to deposit their tenders personally.

(3) Tenders received by electronic means as referred to in clause 173 (2) (b) must be stored on an information system (within the meaning of the *Electronic Transactions Act 2000*) in such a manner (whether by means of password protection or otherwise) that they are accessible only to an appropriate person.

175. Opening of tenders

(1)At the time specified for the close of tenders, the appropriate person must open the tenders in the presence of:

(a) at least 2 persons designated by the general manager for the purpose, and

(b) such tenderers and members of the public as wish to attend the opening.

(2) A member of the public who attends the opening of tenders for a proposed contract is entitled, on request, to be informed as to whether the council has received a particular tender and the number of tenders received.

(3) As soon as practicable after the tenders for a proposed contract have been opened, the appropriate person:

(a) must record the names of the tenderers and the amounts that appear to have been tendered for the contract, and

(b) must prepare a tender list specifying the names of the tenderers in alphabetical order.

(4) Immediately after preparing a tender list, the appropriate person must display the list in a place where it can be readily seen by members of the public. That person may add to the list such information as he or she considers appropriate.

176. Tenders may be varied in certain circumstances

(1) At any time before a council accepts any of the tenders that it has received for a proposed contract, a person who has submitted a tender may, subject to subclause (2), vary the tender:

(a) by providing the council with further information by way of explanation or clarification, or

(b) by correcting a mistake or anomaly.

(2) Such a variation may be made either:

(a) at the request of the council, or

(b) with the consent of the council at the request of the tenderer, but only if, in the circumstances, it appears to the council reasonable to allow the tenderer to provide the information or correct the mistake or anomaly.

(3) If a tender is varied in accordance with this clause, the council must provide all other tenderers whose tenders have the same or similar characteristics as that tender with the opportunity of varying their tenders in a similar way.

(4) A council must not consider a variation of a tender made under this clause if the variation would substantially alter the original tender.

(5) A council must keep a record of:

(a) the circumstances requiring the variation of a tender, and

(b) the name of the staff member handling the matter.

Division 4 - Determination of successful tenderer

177. Consideration of tenders

(1)As soon as practicable after the tenders for a proposed contract have been opened, the council must assess the tenders.

a. A committee of three designated by the General Manager is formed to assess the tenders accordingly to assessment criteria

(2) A council must not consider a tender that is not submitted to the council by the deadline for the closing of tenders. This subclause is subject to subclauses (4) and (5).

(3) A council must consider a tender transmitted to it by facsimile machine or electronic means, but only if:

(a) in the case of transmission by electronic means, that means of transmission was specified in the relevant tender documents, and

(b) the transmission was received before the deadline for the closing of tenders, and

(c) the tender is complete.

(4) However, if a council has specified in the relevant tender documents issued by the council that a tender will not be considered unless formal tender documents are submitted to the council, then (despite subclause (3)), the council is not obliged to consider a tender transmitted to it in accordance with that subclause (being a tender that does not include formal tender documents) unless:

(a) the tenderer is able to satisfy the council that formal tender documents and all other requisite essential information were posted or lodged at a Post Office or other recognised delivery agency before the deadline for the closing of tenders, and

(b) the council actually receives those documents within such period as it decides to be reasonable in the circumstances.

(5) A council must also consider a tender received within such period after the deadline for the closing of tenders as it decides to be reasonable in the circumstances if the tenderer satisfies the council that the tender documents and all other requisite essential information were posted or lodged at a Post Office or other recognised delivery agency in sufficient time to enable the documents to have been received by the council in the ordinary course of business before that deadline.

178. Acceptance of tenders

1) After considering the tenders submitted for a proposed contract, the council must either:

(a) accept the tender that, having regard to all the circumstances, appears to it to be the most advantageous, or

(b) decline to accept any of the tenders.

(2) A council must ensure that every contract it enters into as a result of a tender accepted by the council is with the successful tenderer and in accordance with the tender (modified by any variation under clause 176). However, if the successful tender was made by the council (as provided for in section 55 (2A) of the Act), the council is not required to enter into any contract in order to carry out the requirements of the proposed contract.

(3) A council that decides not to accept any of the tenders for a proposed contract or receives no tenders for the proposed contract must, by resolution, do one of the following:

(a) postpone or cancel the proposal for the contract,

(b) invite, in accordance with clause 167, 168 or 169, fresh tenders based on the same or different details,

(c) invite, in accordance with clause 168, fresh applications from persons interested in tendering for the proposed contract,

(d) invite, in accordance with clause 169, fresh applications from persons interested in tendering for contracts of the same kind as the proposed contract,

(e) enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender,

(f) carry out the requirements of the proposed contract itself.

(4) If a council resolves to enter into negotiations as referred to in subclause

(3) (e), the resolution must state the following:

(a) the council's reasons for declining to invite fresh tenders or applications as referred to in subclause (3) (b)–(d),

(b) the council's reasons for determining to enter into negotiations with the person or persons referred to in subclause (3) (e).

179. Notification of acceptance of successful tender

As soon as practicable after entering into a contract in accordance with clause 178 or deciding not to accept any of the tenders for a proposed contract, a council must:

(a) send to all tenderers whose tenders were not accepted notices to the effect that their tenders were unsuccessful or, as the case may be, that none of the tenders for the proposed contract was accepted, and

(b) display in a conspicuous place that is accessible to members of the public a notice specifying the name of the tenderer whose tender was accepted and the amount of the successful tender or, if none of the tenders was accepted, a notice to that effect.

SECTION 1 Service Management
PART 2 Responsibilities of Council

	POLICY NO:	1.2.2~~(v2)~~ 3
	POLICY TITLE:	Statement of Business Ethics
	DATE ADOPTED:	27/04/2015
	RESOLUTION NO:	
	SUPERCEDES:	Policy 1.2.2(v2) Statement of Business Ethics Adopted: 22/10/2012 Resolution No: 511/2012
	PROPOSED REVIEW DATE:	27/10/2018

POLICY

In line with community expectations, Bourke Shire Council requires high ethical standards from both staff and Councillors. These standards are noted in our Code of Conduct, to which all staff and Councillors must adhere.

Similarly, high standards of ethical conduct are expected from all business dealings with Council.

The Statement of Business Ethics provides information on Council's expectations of staff and sets out the ground rules for doing business with Bourke Shire Council for private sector service providers.

BUSINESS PRINCIPLES

The two main principles forming Bourke Shire Council's business agreements and dealings, are:-

1. Council seeks to achieve the best possible value for the public's dollar; and
2. Council will demonstrate impartiality, fairness and openness in all processes and dealings.

These principles enable suppliers and contractors to promote their interests in a productive manner and to avoid any potentially questionable activities. Those providing goods and services to Council also benefit from the assurance that their competitors are required to behave in accordance with the same guidelines.

All stakeholders are required to adhere to the standards noted in this document and failure to comply could have serious and legal consequences.

WHAT SERVICE PROVIDERS CAN EXPECT FROM COUNCIL

Council will ensure that all policies and procedures relating to approvals, tendering, contracting and purchasing of goods and services, are consistent with best practice and high ethical standards. All activities and decisions will be fully and clearly documented to provide an effective audit trail.

All Councillors and Staff must adhere to Council's Code of Conduct and are expected to:-

- use public resources effectively and efficiently
- abide by all relevant and applicable laws and regulations
- respect and comply with Council's policies and procedures
- deal fairly, honestly and ethically with all individuals and organisations
- assess applications objectively, considering all relevant factors
- promote fair and open competition whilst seeking best value for money
- protect confidential information

WHAT COUNCIL EXPECTS FROM SERVICE PROVIDERS

Suppliers, applicants, objectors and the general public, when doing business with Council, are asked to:-

- act ethically, fairly and honestly in all dealings with Council
- respect the obligations of staff to abide by Council policies
- comply with Council's approvals and procurement policies and procedures
- respect and comply with the conditions set out in documents supplied by Council
- declare actual, potential or perceived conflicts of interest
- refrain from lobbying or canvassing Councillors or members of staff during tender or other business processes
- refrain from engaging in any form of collusive practice, including offering Council officers, inducements or incentives designed to improperly influence the conduct of their duties
- assist Council to prevent unethical practices in its business relationships

DOING BUSINESS WITH COUNCIL

Contractors & Sub Contractors: All contracted and sub contracted employees are expected to comply with this statement. It is the responsibility of contractors to make sub- contractors aware of this statement if they are engaged.

Use of Council Information: Any confidential information should not be revealed to persons other than those with a genuine need and authority. Private, confidential, commercial in confidence or proprietary information contained within applications, objections, tenders, quotations, expressions of interest, proposals etc, should never be given to competing interests nor unauthorised persons. Suppliers handling private information on behalf of Council are expected to adhere to Council's Privacy Management Plan.

Secondary & Post Separation Employment: Members of staff have a duty to maintain public trust and confidence, and not use commercially sensitive information to facilitate future employment opportunities in the private sector.

Gifts & Benefits: Council only permits the acceptance of gifts by Councillors or staff if they are of nominal or token value and do not create a sense of obligation. Money is never to be accepted. All gifts accepted and all offers of gifts whether token or not, must be disclosed and may be required to be recorded in Council's Gifts Register.

Conflicts of Interest: Councillors and members of staff are required to disclose and resolve any actual or potential conflicts of interest. Applicants, objectors, business partners, contractors and suppliers are asked to do the same.

Use of Council Equipment & Resources: All Council equipment and resources are to be used for their ~~proper~~ official purpose.

Intellectual Property Rights: In business relationships with Council, parties are expected to respect each other's intellectual property rights, and formally negotiate any access, licence or use of intellectual property.

Communication: All communication should be clear and direct to minimise the risk of perception of inappropriate influence being brought to bear on the business relationship.

If there are any questions or information regarding this statement, or if you wish to provide information about an apparent breach of ethical conduct or suspected corrupt conduct, please contact Council's Public Officer on 02 68308000.

SECTION 1 Service Management
PART 4 Responsibilities of Council

	POLICY NO:	1.4.4(v2)
	POLICY TITLE:	Pecuniary Interest Returns
	DATE ADOPTED:	27/04/2015
	RESOLUTION NO:	
	SUPERCEDES:	1.4.4
	PROPOSED REVIEW DATE:	27/04/2017

BACKGROUND
Each year councillors, senior staff and designated persons holding those positions at 30 June are required to complete an Ordinary Return, to be lodged between 1 July and 30 September. General Managers must ensure that procedures are in place to comply with this statutory obligation and that Returns are completed accurately.

POLICY
Written notification is provided to those responsible informing them of the requirement to lodge, enclosing a Return form, a copy of the relevant sections of the Local Government Act and details of the procedures for acceptance, e.g. where the Return should be lodged.

They should also be informed that having lodged a completed Return, Council administration will acknowledge its receipt and the date thereof, in writing. A copy of the acknowledgment letter should be kept on Council's pecuniary interest file.

On receipt, ensure that all sections of the Return have been completed. Where a response is not required the word 'Nil' should be inserted and not left blank. Returns must be signed and the date completed inserted by the signatory in handwriting, at the space provided.

The date of receipt should be recorded on the top right hand corner of the Return.

The lodgement procedures should be monitored by the Council and appropriate reminders issued. If Returns have not been received by the beginning of September, a formal reminder should be sent advising that the Return must be lodged by 30 September.

General Managers are required to keep a Register of Return to be tabled at the first Council meeting held after the last day for lodgement. Extreme care should be taken in circumstances where any person required to lodge a Return is absent during the lodgement period and beyond. Arrangements must be made to ensure that the Return is lodged by the due date.

PECUNIARY INTEREST RETURNS

LOCAL GOVERNMENT ACT 1993

DIRECTIONS

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Part 5 to the Local Government Act 1993.

2. If this return is the first return to be submitted by you after attaining the position of Councillor or designated person, **do not complete parts C, D and H** of the return. All other parts of the return should be completed with appropriate information as at the return date, i.e. The date on which you attained that position.

   If this return is not the first return to be submitted by you after attaining that position, **all parts of the return** should be completed with appropriate information for the relevant return period since the last return, that is the period from the return date of the last return 30th June in this year, or the period from the end of the last period to 30th June in this year (whichever is appropriate).

3. The particulars required to complete this form are to be **written in block letters or typed.**

4. If any space is insufficient in this form for all the particulars requires to complete it, an appendix is to be attached for that purpose which is properly identified and signed by you.

5. If there are no pecuniary interests or other matters of the kind required to be disclosed under a particular main heading in this form, the word **NIL** is to be placed in an appropriate space under that heading.

6. * means delete whichever is inapplicable.

Important Information

This information is being collected for the purpose of compliance with Section 449 of the Local Government Act 1993. You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest Tribunal. The information collected on this form will be kept by the General Manager at the Council Chambers in a register of returns. Everyone is entitled to inspect the register of returns free of charge. You may correct or update the information contained in the register of returns by submitting a fresh return at any time.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS BY:-

«Title»

as at 30th June

_____ _____

Councillor's or designated person's signature Date

_____

Return Date
*in respect of the period from _____ to _____.

A. REAL PROPERTY	
Address of each parcel of real property in which I had an interest *at the return date/*at any time during the period.	Name of interest

B. SOURCES OF INCOME		
1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30th June. *Sources of income I receive from an occupation at any time during the return period.		
Description of occupation	Name and address of employer of office held (if applicable)	Name under which partnership conducted (if applicable)

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30th June. *Sources of income I received from a trust during the period.	
Name and Address of settler	Name and address of trustee

3. *Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending of the following 30th June. *Sources of other income I received at any time during the return period. (include description sufficient to identify the person from whom, or circumstances in which that income was received.)

C. GIFTS	
Description of each gift I received at any time during the return period.	Name and address of donor.

D. CONTRIBUTIONS TO TRAVEL		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period.	Dates on which travel was taken.	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken.

E. INTERESTS AND POSITIONS IN CORPORATIONS			
Name and address of each corporation in which I had an interest or held a position *at the return date/*at any time during the return period.	Nature of interest (if any)	Description of position (if any)	Description of principal objects of corporation (except in case of public company)

F. POSITION IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATION	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date**/**at any time during the return period.	Description of Position

G. DEBTS
Name and address of each person to whom I was liable to pay any debt *at the return date/ *at any time during the return period.

H. DISPOSITIONS OF PROPERTY
1. Particulars of each disposition of real property by me at any time during the return period whereby I retained, either wholly or in part, the use and benefit of the property of the right to reacquire the property at a later time. 2. Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made at any time during the return period, whereby I obtained, either wholly or in part, the use and benefit of the property.

I. DISCRETIONARY DISCLOSURES

SECTION 1 Service Management
PART 4 Responsibilities of Council

POLICY NO:	1.4.8(v2)
POLICY TITLE:	Conflicts of Interest Policy
DATE ADOPTED:	27/04/2015
RESOLUTION NO:	
SUPERCEDES:	1.4.8
PROPOSED REVIEW DATE:	27/04/2017

POLICY

Councillors, Management and Employees of Bourke Shire Council undertake their roles at public expense for the benefit of the communities within Bourke Shire. Therefore, in performing their official duties, they are expected to act in the public interest.

It is expected that any powers and influence held by these people, are used lawfully and fairly and that there is an ethical obligation to ensure that the resources provided by Council are used efficiently and appropriately.

Official duties may require these individuals to make decisions or implement policy in circumstances where their personal values and beliefs, or their individual interests, may be in conflict with the public interest. Conflicts of Interest inevitably arise from time to time and must be disclosed and dealt with.

Bourke Shire Council is committed to undertake its work in a fair and unbiased way without being influenced by improper considerations, and Council's guiding principles will be:-

1. Protect the public interest
2. Support transparency and accountability
3. Promote individual responsibility and personal example
4. Build a supportive organisational culture

Given these expectations and responsibilities, Bourke Shire Council will provide information workshops on identifying and managing Conflicts of Interest to all Councillors, Management and Employees, using the following definitions:-

Actual Conflict of Interest: exists when a reasonable bystander, in possession of the relevant facts, would conclude that the individual's private interests are likely to interfere with the proper performance of their official duties.

Apparent Conflict of Interest: exists when it appears that an individual's private interests have the potential to interfere with the proper performance of their official duties.

Direct Pecuniary Conflict of Interest: exists where there is potential for an individual to gain financially from the results of a decision making process – this includes circumstances where the individual will benefit directly from a consultancy or other form of business opportunity.

Indirect Pecuniary Conflict of Interest: arises from an individual's employment, professional interests or from their personal relationships. In such cases the conflict of interest would exist if the employer, professional body or the related person would gain financially from the results of a decision making process.

Non Pecuniary Conflict of Interest: arises from the individual's employment, professional interests or from their personal relationships. In such cases the conflict of interest would exist if the employer, professional body or the related person would be affected by the results of a decision making process.

Utilising ICAC's checklists, Council will identify and document conflicts of interest for the following, and develop any necessary internal processes to manage and monitor these situations:-

- Council
- Personal circumstances
- Client and contractor relationships
- Restricted communities

The General Manager will be the Responsible Officer for the oversight of Council's Conflicts of Interest, and further information and guidance can be obtained from Council's Conflicts of Interest Procedures.

RELATED POLICIES

Pecuniary Interest Policy and Returns
Code of Conduct
Secondary Employment
Confidentiality / Intellectual Property
Recruitment

PRÉCIS OF CORRESPONDENCE

File No:	**G2.2-M2.2-C11.12-V1.10**
Report: 914/2015	**Invitation to the Hungerford Field Day**
Author:	**Moc Parker, Field Day Coordinator**

Inviting General Manager, Mayor and Councillors to attend the Hungerford Field Day to be held on Friday, 5th June 2015.

The proceeds from the auction on this day will be shared with the Royal Flying Doctors and The McGrath Foundation. In 2013 the auction raised $9,000 for the McGrath Foundation.

Recommendation:
For Council's information

File No:	**C12.5-V1.2-E6.1**
Report: 915/2015	**Byrock Rock Holes Reserve Trust**
Author:	**Angela Lordan, Crown Lands Business Centre**

Seeking Trust Board Applicants for the Byrock Rock Holes Reserve Trust as an Ex-Officio position. A letter would need to be returned by 7th May 2015 providing contact details of the proposed Ex-Officio representative.

Recommendation:
That the Manager of Environmental Services, Dwayne Willougby be nominated to be the proposed representative for the Byrock Rock Holes Reserve Trust

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File No:	**A2.1-M2.2**
Report: 906/2015	**Save the Date – Journey to Recognition in Bourke**
Author:	**Tim Gartell & Tanya Hosch, Joint Campaign Directors - Recognise**

Sending an invite for the Journey to Recognition in Bourke, to be held on Saturday, 9th May 2015 in Central Park. The event will involve speeches, music and dance and community information stall and entertainment for all ages.

Recommendation:
For Councils information.

G2.2 M2.2 C11.12
V1.10

17 MAR 2015

MAYOR ✓ ✓
GM ✓
MCS RATES
MTSD ROADS
MEV HR
MINS IT
VW DEPOT
OTHER

HUNGERFORD FIELD DAY

Hungerford Progress Ass. Inc.
Moc Parker
Field Day Coordinator
10 Achernar Street
Hungerford QLD 4493
Ph: 0746 554064
Email: moc.prtp@hotmail.com

Mr Ross Earl CEO
Bourke Shire
Mitchell Street
Bourke NSW 2840

Re: Hungerford Field Day

Dear Ross,

The Hungerford Progress Association would like to invite you, the Mayor and the Councillors to the 28th Hungerford Field Day.

The Field Day will be held on Friday 5th June 2015, starting at 9.30am.

The Day is fully catered and a licence bar will be operating, with live music to top of a the night.

The Proceeds of the Auction this Field Day will be shared with The Royal Flying Doctors and The McGrath Foundation. In 2013 the auction raised $9000 for The Royal Flying Doctors.

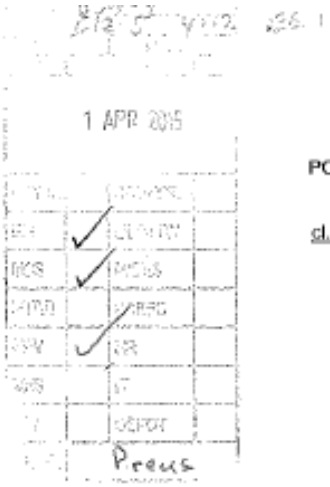
The Hungerford Progress Association looks forward to catch up with you in June.

Kind Regards

Moc Parker
Field Day Coordinator
12th March 2015

Trade & Investment
Crown Lands

File Reference: WL05R10
Account No: 1001756786



PO Box 2215, DANGAR NSW 2309
Phone: 1300 886 235
Fax: (02) 4925 3517
cl.reserves@crownland.nsw.gov.au
www.crownland.nsw.gov.au

26 March 2015

Bourke Shire Council
29 Mitchell St
BOURKE NSW 2840

Dear Sir/Madam

Re: Byrock Rock Holes Reserve Trust

We are currently in the process of seeking Trust Board applicants for the Byrock Rock Holes Reserve Trust and invite you to consider applying for appointment to the Trust Board. Should your organisation wish to apply we will require a letter from your organisation providing their nomination and support of the appointment to the trust as an Ex-Officio position. This letter will need to be on official letterhead and signed by an authorised office bearer representing the Bourke Shire Council. The letter will also need to provide contact details of the organisation, as well as the proposed Ex-Officio representative. The representative will also be required to lodge an application form which can be found on the Crown Lands website http://www.lpma.nsw.gov.au/trusts/join_a_trust.

Your nomination letter will need to be received by the closing date of **7 May 2015**. Details of where to lodge your nomination letter can be found on the top right hand side of this page.

Please note that due to a change in Crown Lands' policy, all new members and existing members who are approved for appointment will be required to complete the *Reserve Trust Induction Program* (an on-line program that will take approximately 30 minutes), if you have not already done so in the past 5 years. Specific details of the requirements will be provided upon confirmation of your approval for appointment.

Please note that arrangements have also been made for a notice to appear in the Bourke Western Herald on 9 April 2015 calling for applications for appointment as members of the Trust Board.

As always, please feel free to contact us should you have any questions or concerns regarding this matter.

Yours faithfully

Angela Lordan
Crown Lands Business Centre

COPY

M2-1 M2-2
85555

8 APR 2015

RECOGNISE.org.au

Level 1, 50 Goulburn Street
Sydney NSW 2000
(02) 8204 1500

30 March 2015

Cr Andrew Lewis
Mayor
Bourke Shire Council
PO Box 21
BOURKE NSW 2840

Save the Date - Journey to Recognition in Bourke, Saturday 9 May

Dear Cr Lewis,

We are writing to invite you to the Journey to Recognition's arrival into Bourke.

Where: Central Park, Bourke
When: Afternoon of Saturday 9 May 2015 (exact timeframe will be confirmed soon)
RSVP: emma.cother@recognise.org.au

The event will involve speeches, music and dance, and community information stalls. There will be entertainment for all ages, and family members are most welcome to attend. This Journey to Recognition event is hosted by Maranguka and supported by Lend Lease.

Recognise is the people's movement to recognise Aboriginal and Torres Strait Islander peoples in Australia's Constitution. We are part of Reconciliation Australia.

More than 248,000 Australians are now part of this historic quest. We are joined by many of the nation's political leaders – Government, Opposition, minor parties and Independents – who together with Aboriginal and Torres Strait Islander leadership are backing this change.

Even with wide cross-party support, constitutional change remains difficult. We must secure a majority of voters in a majority of states.

On 26 May 2013, we began a national "Journey to Recognition", calling on Australians to join us as we travel the length and breadth of the country to build ever-wider support for constitutional recognition.

AFL legend Michael Long took the symbolic first steps and since then supporters have travelled more than 30,500kms across Victoria, South Australia, the Northern Territory, Western Australia, Queensland and New South Wales holding over 240 community events along the way.

To RSVP or for further information, please contact us on 02 8204 1500 or via email to emma.cother@recognise.org.au

We hope to see you as we continue to build this movement in NSW.

Thank you,

Tim Gartrell
Joint Campaign Director

Tanya Hosch
Joint Campaign Director

Reconciliation AUSTRALIA

BOURKE SHIRE COUNCIL

ACTIVITY REPORT

Council Meeting, 27th April 2015

ENGINEERING SERVICES DEPARTMENT ACTIVITY REPORT

File No:	**E7.1**
Report: 104/2015	**Works Completed**
Responsible Officer:	**Scott Parnaby / Roads Supervisor**

The following information outlines works completed from the 6th March 2015 to the 10th April 2015

1. NORTH SECTOR – Dennis Tiffen, Team Leader

Location	Work Carried Out
MR 405 Bourke- Wanaaring	Gravel Resheet Poison point completed
MR 405 Bourke- Wanaaring	Cuttaburra Bridge approaches completed

2. SOUTHWEST SECTOR – John Reed, Team Leader

Location	Work Carried Out
MR 405 Bourke- Wanaaring	Gravel Resheet Poison point In progress
Hwy 29 Bourke- Brewarrina	Shoulder Grade completed
Hwy 7s Bourke- Byrock	Shoulder Grade completed
Hwy 7n Bourke- Barringun	Shoulder Grade in progress

3. TRANSPORT SECTOR – Jack Weilinga, Team Leader

Location	Work Carried Out
MR 405 Bourke- Wanaaring	Gravel Resheet Poison point Completed
MR 405 Bourke- Wanaaring	Cuttaburra Bridge approaches completed
Hwy 29 Bourke- Brewarrina	Shoulder Grade completed
Hwy 7s Bourke- Byrock	Shoulder Grade completed
Hwy 7n Bourke- Barringun	Shoulder Grade in progress
Regional Roads Reseals	Cart aggregate in progress

4. BITUMEN MAINTENANCE SECTOR – John Bartley, Team Leader

Location	Work Carried Out
Bourke Township	Pothole patching Town Streets
All State Highways	Pothole patching undertaken
All State Highways	Slashing completed

Staff Training	Nil

5. PARKS & GARDENS – Terry Rankmore, Team Leader

Location	Work Carried Out
General	All parks and gardens, regular mowing and maintenance carried out 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	General maintenance carried out
Renshaw Complex	Grounds facilities cleaned and maintained Prepare grounds for Back O Bourke Race Meeting
Coolican Oval	Mow and Maintain Oval Prepare for BAHS Bourke Fit Prepare for Gospel Outreach Meeting
Davidson Oval	Mow and Maintain Oval Prepare ground for Bourke Barbarians V Bourke Rams Annual Easter Match 2015
Central Park	Skate Park- General maintenance Prepare grounds for Activity Day in the Park Prepare for Youth Week PCYC- Activity Van
Villages	Mow grounds and facilities cleaned and maintained
Training	Nil

6. TOWN SERVICES – Troy Hayman, Team Leader

Location	Work Carried Out
Work Requests	Daily
Cemetery	Grave 26/3 Grave 31/3
Rest Areas	Weekly cleaning and rubbish removal and cleaning road side
Staff Training	Nil
General	Pick up branches from Doctors Surgery Gravel drive way, new housing precinct at North Bourke Clean out old Street Sweeper for replacement Remove dead tree from footpath in Darling Street Start to remove concrete gardens beds from Oxley Street Start Mertin Street sewer removal with crane - work ongoing Take white board to library from office Prune tree's at boat ramp Town mowing, ongoing Cleaning of town drains after rain Relieving garbage truck

	Pick up dead Roo from laneway behind 86 Tudor Street Pick up dead cat from North Bourke Road Pick up dead rabbit from Hope Street Traffic control on Richard Street for plumbers Remove tree branch from Rotary park Remove tree branch from Darling Street near Spar Supermarket Erect show flags Set up for Senior Citizens week Gravel for Jandra boat North Bourke Remove dead trees near old Preschool in Glen Street Prune pine trees in Short Street kids throwing rocks at cars vacant block Delivery of sand for footpaths ongoing Backhoe help plumbers North Bourke Road Crane lift off toilet block Central Park Crane water works Renshaw work for races ongoing Crusher dust for pipe line North Bourke Road Erect new signs at Enngonia
Sundry Debtors	S/D 919927- Sand

7. WORKSHOP – Neil Driscoll, Plant Foreman

Plant No	Rego	Description	Work Carried Out
131	AY22KL	2008 Caterpillar	Replace complete wiring harness Replace oil cooler water pipe
137	DH91BK	2010 Volvo	Repair oil leak and change engine oil
139	BR53WH	Caterpillar	1750 hr service Replace air compressor hose
140	AK24LO	Caterpillar	Replace stud in lift ram
206		Lister	Replace alternator
72	BC YB	2009 John Deere	Change transmission oil and filter
92	CA52JC	2014 Western Star	Weld and brace rear light brackets Repair bonnet bracket
35	COR74B	2013 Mazda BT 50	70,000 km service
41	YCJ49T	2014 Mazda BT 50	15,000 km service
50	CQS20T	2013 Mazda BT 50	50,000 km service Replace mud flaps
118	M73815	2000 Holland	Fit fuel lock valves
236	J43715	Highgate Water Tanker	Replace middle rocker box
237	N77487	1988 Holmwood Highgate	Replace studs on pump flange Repairs to wiring loom
42	F29746	1960 Home made	Replaced hydraulic hose
171	BN04EY	2002 Isuzu	Repair air leaks on idle switch, leaking front boom cylinder, speedo, water leak

			Repair gauges for diff, air compressor and turbo Repair engine timer and right side hopper
60	AV25YJ	2008 Freightliner	Replace air conditioner condenser 420,000 km service Replace radiator and Horton fan
78	CA80TI	2014 Isuzu	25,000 km service
89	BS525AN	2012 Isuzu	Replace gearbox, front tail shaft, rear mudflaps, hand brake cable, exhaust brake Replace radiator (warranty) 30,000 km service Adjust all brakes Replace air conditioner condenser pipes
97	YUB437	2003 Isuzu	Replace cab mounts
28	YCJ49T	2014 Mazda BT 50	10,000 km service also spraying Mount sign and revolving light 15,000 km service
61	CQG23T	2014 Mazda BT 50	30,000 km service Repair flashing light
107	73635C	2009 Kubota	Replace steering knuckles Top up hydraulics
218	BR67WH	2012 Hino	Replace globes in lights
13	CRL70H	2014 Mazda BT 50	30,000 km service
2	BR69LX	2013 Toyota Kluger	85,000 km service
21	BX51PF	2014 Holden Commodore	30,000 km service
4	BS86YC	2013 Toyota Prado	60,000 km service
9	BW31YX	2013 Holden Commodore	60,000 km service
36	YCJ44G	2014 Mazda BT 50	10,000 km service
39	YCJ44H	2014 Mazda BT 50	10,000 km service
67	BZ23A	2014 Isuzu	25,000 km service Replace revolving light
101	10640-C	2010 Kubota	Repair roof
138	10370-D	2012 Toro Mower	670 hr service
40	BM09FA	2011 Toyota Hilux	70,000 km service
62		2010 Delta	Adjust lift cylinders
64		2011 Gason	Replace Blades
27	BD40GF	2009 Isuzu	15,000 km service Replace batteries Replace reverse beeper
46	BX92HR	2013 Hino	30,000 km service
55	AU97TV	2007 Hino	Service both engines Repair skid plate on suction box Check wiring and relays
405	V21058	2008 SECA	SECA machine serviced

404	BH77WN	2010 Isuzu	Install air brake system to tow trailers
11	BZ24PA	2014 Isuzu D/Max	20,000 km service
37	AJ01DM	Isuzu	185,000 km service Replace UHF radio

8. Water and Wastewater – Shane Hopley, 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		ongoing
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	2020	Ongoing
Reservoir inspection	24 months	2017	completed

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 – 2015			
Main breaks repaired for March	11	**Sewer chokes for March cleared:**	13
Annual Main Breaks	36	**Annual Sewer Chokes**	44
Raw:	32	**Boundaries replaced:**	1
Potable:	5		
Year to date: 2015 Water Meters			
Faulty Meters replaced	0		
New Connections	0		
Total Replacements in 2014	103		
Year to date: 2015 Water Meters		**Meters read twice yearly**	
Faulty Meter replaced	0		
New Connections	0		
Total Replacements in 2015	0		

Staff Training- Dangerous goods – Shane Holpey

BOURKE SEWERAGE TREATMENT PLANT EPA LICENCE COMPLIANCE

Record of Effluent Analysis

POLLUTANT	UNIT OF MEASURE	LICENCE 100 PERCENTILE CONCENTRATION LIMIT	Dec 2014 TEST	Jan 2015 TEST	Feb 2015 TEST	Mar 2015 TEST	Apr 2015 TEST	May 2015 TEST	June 2015 TEST	July 2015 TEST
Oil & Grease	***mg/L***	10	<2	2	n/a	<2				
pH		*6.5-8.5*	9.3	9.1	n/a	8.9				
Nitrogen (total)	***mg/L***	*40*	7.8	11.2	n/a	11.1				
Phosphorus (total)	***mg/L***	*10*	0.78	0.84	n/a	1.7				
Total suspended solids	***mg/L***	*65*	40	76	n/a	84				
Biochemical oxygen demand	***mg/L***	*55*	11	27	n/a	39				

RECORD OF WATER USAGE

For the period, 01/01/15 to 31/12/2015 Council's meters indicated the following water usage:

Water usage for January through to December 2015: **Yearly totals for 2015**

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		45	146	1.5	1.6
Bourke River	3500	203	697	6.7	7.7
North Bourke village raw	750	44	118	1.2	1.2

Rainfall in Bourke for March 2015 period: 23.2mm

Recommendation:

That the information in the Engineering Services Department Activity Reports as presented to Council on Monday, 27th April 2015 be noted.

ACTIVITY REPORT FOR THE ENVIRONMENTAL SERVICES DEPARTMENT

File No:	**D3.2**
Report: 204/2015	**Developments Approved Report**
Author:	**Carolyn Crain, Development Assessment Officer**
Responsible Officer:	**Dwayne Willoughby, Manager Environmental Services**

Delegated Authority or Council	Consent Type & Consent No.	Subject Land	Nature of Development
Delegated	CDC 2015/0018	Lot 10, DP 229627 147 Meadows Rd, Bourke	Construction of Single Storey 4 Bedroom Dwelling

Total value of Approved works for March 2015 =$430,000
No. of Development Application Approvals for March 2015 = 0
No. of Complying Development Application Approvals for March 2015 = 1

File No:	**A11.1.1**
Report: 204/2015	**Building Services Report**
Author:	**Paul Faulkner, Environmental Co-ordinator**
Responsible Officer:	**Dwayne Willoughby, Manager Environmental Services**

Location	Work Carried Out
Work Requests	Actioned and ongoing
Risk Assessments	Completed with every job
Training	Nil
Office	Monthly check and test Emergency Generator
Cemetery	General maintenance – Watering ,Mowing and fill in holes Trim and remove trees
1 Tudor Street	Adjust roller doors
Town	General town clean up
Pool	Hardwire A/C unit
Airport house	Plant trees and manual watering
Central Park	Setup portable toilets and partition Install flag pole ropes
Airport	ARO Inspection Mowing Around Lights
Contractors	Repairs to exit lights - PCYC Check all power and lights – Renshaw Erect and remove PA system – Renshaw Repairs to pump stations and A/C units
Renshaw	Repairs to all buildings

File No:	**A8.1**
Report: 204/2015	**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	8	0
Seized	18	0
Surrendered	6	4
Dumped	0	0
Total	**32**	**4**
Euthanased	27	4
Returned to Owner	1	0
Released from Pound	1	0
Re-housed	0	0
Died in Pound	0	0
Escaped from Pound	0	0
Animals Remaining at End of Month	3	0
Total	**32**	**4**
Micro-chip Implantations	1	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
- Patrols of Councils Reserve's

File No:	**S10.2.1**
Report: 204/2015	**Swimming Pool Report**
Author:	**John & Tanya Milgate, Pool Managers**
Responsible Officer:	**Dwayne Willoughby, Manager Environmental Services**

Attendance for March 2015

Season Ticket Holders		**Non- Season Ticket Holders**	
Adults	429	**Adults**	113
Children (2+)	803	**Children (2+)**	242
Children (<2)	0	**Children (<2)**	0
Pensioners	10	**Total for Month**	**1711**
School Groups	114	**Total for 14/15 Season**	**16636**

Recommendation:

That the information in the Environmental Services Activity Report as presented to Council on Monday, 27 April 2015 be received and noted.

GENERAL MANAGER'S ACTIVITY REPORT

File No:	**G2.1**
Report: 304/2015	**"From the GM's Desk"**
Responsible Officer:	**Ross Earl, General Manager**

26th March 2015

At the Council Meeting held last Monday Councillors approved the advertising of the Draft Delivery program 2013/2017 and Operational Plan (Budget) for 2015/2016.

The draft document will now go on public exhibition until the 4th May 2015 and during that time all members of the public are able to make a submission in respect of the documents. Prior to adopting the Draft Operational Plan Council is required to take into consideration any submissions received.

It is proposed that the Draft Operational Plan and any submissions will be again submitted to Council for consideration and adoption on 25th May 2015

The work on the new Cenotaph to recognise those from the Enngonia District who served in World War I has been completed and is the result of a lot of hard work by the Enngonia Community. Much of the initial work in relation to the lodgement of grant applications and planning was undertaken by Kaye Mathews who has now left Enngonia and she was well supported by Greg Oates, President of the Enngonia Progress Association. Kaye continues to follow the progress of the village and will no doubt reflect with a sense of pride on her contribution to the construction of this monument which will have an increased significance with this year being the Centenary of Anzac Day. It is likely that Enngonia will hold an ANZAC Day Ceremony this year for the first time in a number of years.

Don't forget the "Fee Free Tip Day" scheduled for this Saturday, 28th March 2015.

Whilst there is generally no fees applicable on the day there are some minor exceptions, with a charge still applying to tyres, asbestos, chemicals, liquid waste, building and commercial waste.

Senior Citizens Week activities concluded last Sunday with a luncheon sponsored by Bourke Rotary and Red Cross. It was a huge week for all the senior citizens and no doubt they will look forward to a more sedentary pace of life this week.

A big thank you, to all those individuals and organisations that combined to make Senior's Week so successful. There were numerous prizes available on most days and these were made possible by the generosity of many businesses and individuals.

The possible return of an air service for Bourke is one step closer with expressions of interest from companies interested in providing the service having being called. The expressions of interest opened on the 12th March 2015 and will close on the 13th April 2015.

The expressions of interest are being coordinated by the New South Wales Department of Premier and Cabinet.

Don't forget that the NSW State Election is on Saturday, 28th of March with Pre Poll voting available at the Bourke TAFE.

On Election Day polling will be held at the Bourke Public School in Green Street and at the Enngonia Public School. Polls are open on Election Day from 8.00am to 6.00pm.

Daylight saving will finish on the night of Sunday, 5th April 2015 with all clocks to be moved back one hour at 3.00 am. The change over at the beginning and end of daylight saving always takes a little adjustment and I am sure that this year will be no exception and some people will forget to adjust their clocks.

To allow for the conduct of the Wool Bale Rolling Competition in Oxley Street on Easter Saturday, Oxley Street will be closed to traffic and no vehicles are allowed to be parked in the Street on the Saturday morning. Whilst this may cause some minor inconvenience it will allow the safe conduct of the events and the cooperation of businesses in particular is sought.

There will be a number of other street closures to allow for parade to be safely conducted and also the market day.

The gravel re-sheeting of Main Road 404 at Fords Bridge will commence shortly with the section of road to be subject to the works stretching from the bottom of the sand hill past the old race track over the by-Wash Bridge and finish at the Bourke side of the approach to the main bridge. This area has been an ongoing problem during wet weather with the existing black ground becoming quite greasy.

At the same time there will also be some gravel re-sheeting work done in the Kerribee Station area. Both of these projects have been funded under the Roads to Recovery Program.

The work will be undertaken by Council staff with the assistance of some contractor plant and it is anticipated it will take several weeks to complete.

Work will also commence shortly on the shoulder grading of State Highway 7 between Bourke and Byrock and also on State Highway 29 between Bourke and the Boundary with Brewarrina Shire.

The work being undertaken on State Highway 7 between Barringun and Enngonia is continuing with 13 kilometres of reseals being completed last week.

The line marking around town has been refreshed by the Roads and Maritime Services (RMS) line marking crew and they have done a very good job. The RMS has undertaken the work to assist Council in their preparations for the Back to Bourke weekend and their cooperation and assistance is very much appreciated.

An Amber Alert has been issued in respect of blue-green algae at the Boat Ramp. The Following precautionary warning is issued by the Algal Coordination Committee in relation to an Amber Alert

"Blue-green algae may be multiplying and the water may have a green tinge and musty or organic taste and odour. The water should be considered as unsuitable for potable use and alternative supplies or prior treatment of raw water for domestic purposes should be considered.

The water may also be unsuitable for stock watering. Generally suitable for water sports, however, people are advised to exercise caution in these areas, as blue-green algal concentrations can rise to red alert levels quickly under warm, calm weather conditions".

Council has resolved to seek advice as to the best way to control the increased numbers of rabbits that are in and around the town of Bourke. Council will in the first instance be contacting the offices of Local Land Services – Western to see what options are available.

The good flows that have existed in the Darling River primarily due to the significant inflow from the Culgoa River is rapidly slowing and as a result so is the level in the Bourke Weir Pool. Staff will be monitoring the levels in the storage across the river system with interest over the next week. Storage in the Dams across the state is at a worrying level with Keepit Dam at only 4% of capacity, Burrendong Dam at 14% of capacity and Copeton 17% capacity.

Council at its meeting on Monday resolved to adopt the recommendation of the Town and Village Committee that it note the concerns raised by a number of residents in relation to the current tree removal policy, however, not to amend the current policy which is to gradually remove the Queensland Figs from the streets of Bourke. In accordance with the adopted tree replacement program Council will ensure that suitable trees are planted to replace those removed.

A good news story is that Wanaaring has made the shortlist in the "Australian Regional Community Competition" that is being run by the music initiative "small Town Culture".

Wanaaring has made the TOP 10, coming in at Number 6 in the nominations. Small Town Culture is a project run by country music Golden Guitar winner Josh Arnold, at schools throughout regional, rural and remote Australia.

The competition is run via Facebook, where users can nominate their town to win a local anthem and music video created for their community by the Small Town Culture Team. Voting started 23/03/15 and closes at midday 30/03/15, to show your support vote for Wanaaring the link is www.facebook.com/SmallTownCulture follow the link and "like" the Small Town Culture – Josh Arnold in Wanaaring Tab.

At the meeting of Council held on Monday, Dr Heather Dalgety was presented with a plaque by the Mayor, Cr Andrew Lewis to recognise her twenty years of service to the Bourke Community. Dr Dalgety joined Councillors and Senior Staff for morning tea following the presentation.

Congratulations to Phil Johnston, Council's Manager of Tourism & Development who tomorrow will graduate from New England University with his Masters of Business Administration (MBA). Studying part-time and working full-time is no easy task and requires good time management and a supportive family. Phil also finds time to be involved in a number of community activities. It is a great achievement. Well Done!

2nd April 2015

A very big welcome to all visitors to town, many of whom would have come back to Bourke this Easter to participate in the "Back to Bourke celebrations." An extensive programme has been put together by the enthusiastic committee for the weekend and the involvement and support of the various organisations and business throughout the community has been fantastic. It has taken a big effort by relatively few to bring it all together.

If you enjoy a relaxing cruise on the Jandra when you have a spare afternoon or when you are entertaining guests why not consider purchasing an Annual Membership of the Back 0 Bourke Exhibition Centre and Jandra which at only $57.00 represents excellent value given that you are then entitled to have unlimited access to both facilities.

ANZAC Day is just a month away with this year seeing the Centenary of ANZAC Day. It is anticipated that large crowds will attend the services which will be held in towns and villages right across the state. The Local RSL Sub Branch led by Victor Bartley will again be coordinating the commemorative services in Bourke and details of those services will be available shortly.

The staff at the Bourke Public Library have just about completed the display that they have been putting together to assist in marking the Centenary of ANZAC Day and this will be available for inspection straight after Easter.

If you have any memorabilia or photos I am sure that the staff would still welcome them.

The NSW State Election held last weekend saw the Liberal/National Coalition returned, albeit, with a reduced majority. The Member for Barwon, the Hon. Kevin Humphries, MP was returned and Council looks forward to continuing to work with Kevin over the next four (4) years to achieve some positive outcomes for the residents of Bourke Shire. Kevin has been a member of Cabinet for the past four (4) years but has still always found time to visit Bourke. His electorate now includes Broken Hill and it has become a massive electorate to service.

Daylight saving will finish on the morning of Sunday, 5th April 2015 with all clocks to be moved back one hour at 3.00am.

We have had a number of calls regarding garbage collections over the Easter period and I would like to advise that garbage services will be UNCHANGED, so residents should to put their bins out in accordance with their normal collection day.

Remember the changed traffic conditions in Bourke next Saturday to cater for the conduct of the "Back to Bourke" Celebrations Parade and the Wool Bale Rolling competition.

In particular business owners are asked to keep Oxley Street free of vehicles and ensure all deliveries are made early in the morning if possible.

There will also be closures in place in the Wally Mitchell Wharf Precinct for Easter Markets.

Council staff will be erecting and removing road closure and directional signs in accordance with the Traffic Control Plan.

At the Council meeting held last Monday, Council endorsed a recommendation from the Town and Village Committee that Council fly both the Aboriginal and Torres Strait Islander flags outside the Council Offices each day and at ceremonial functions conducted by Council.

The flow in the Darling River has reduced significantly and water restrictions will probably need to be introduced shortly. While there have been some good rains in the upper reaches of the catchment it would appear that the resultant flows won't reach Bourke.

Council is calling for expressions of interest for the purchase of a second hand hoist and these will close on the 10th April 2015 for further details and inspection you can contact Council's Workshop Supervisor Neil Driscoll on 0268308000.

Councillors have also elected to call for fresh tenders in respect of the contact for the Management of the Bourke War Memorial Swimming Pool Complex over the next three (3) years. Further details and copies of the tender documents are available by contacting Dwayne Willoughby Council's Manager of Environmental Services. Tenders for the Pool Contract close at 3.00pm on Wednesday, 22nd April 2015.

The Bourke War Memorial Swimming Pool closed for the 2014/2015 season last Tuesday 31st March 2015.

At the Annual General Meeting of Barwon Darling Water last Wednesday, Ian Cole stepped down as Chair of that organisation following a long period of involvement.

Barwon Darling Water is an organisation which provides an advocacy and advisory role on behalf of Irrigators and other water users along this section of the Barwon Darling River system, including Local Government.

The knowledge and experience Ian has gained during his term as chairman will hopefully not be lost with Ian being asked to undertake a consultancy role with the organisation.

Ian's replacement is local Tony Thompson, while Anthony Barlow from Mungindi has been elected one Vice- President with Tony Hall of Tamworth an ex-office of Water employee being the other Vice- President. Matt Gaukroger of Clyde Cotton at Bourke retains the office of Secretary/Treasurer.

The recent embargo on pumping of water in this section of the river system to allow the flow to go through to Menindee to shore up the water supply for Broken Hill is one of the issues that was discussed at the meeting. All members of the committee will be watching with interest the developments in respect of an alternative water supply for Broken Hill.
The meeting was also attended by the Minister for Water, the Hon. Kevin Humphries, MP and his input to the meeting was certainly appreciated.

Congratulations to Stuart Johnson and family who have re-furbished and opened the Oxford Hotel in Anson Street. The hotel opened for business late last week and it is good to see the confidence shown in the town despite the impact of the current drought conditions.

Mayor, Cr Andrew Lewis has been busy with the construction of the new sheds on his block on the corner of Anson and Richards Street which now houses numerous vintage pieces of machinery that Andrew has collected over the years. Whilst it is still being developed, it has already provided a much improved entrance to town from the Kidman Way. The display will become a permanent feature.

The Draft Delivery Program 2013/2017 and Operational Plan (Budget) for Bourke Shire Council for 2015/2016 is now on public exhibition with members of the public able to make submissions in respect of the document up until the 4th May 2015. Prior to adopting the Draft Operational Plan Council is required to take into consideration any submissions received.

The gardens in the cenotaph area of Central Park are undergoing a facelift thanks to the work being undertaken by the work groups coordinated by Murdi Paaki Regional Enterprise Corporation in conjunction with Council staff.

The work will ensure that the area looks its best the upcoming weekend's Memorial Service and for the ANZAC Day Centenary Service on the 25th April 2015.

Users of Council's Ovals and facilities are reminded of the need to ensure that bookings are made well in advance of the proposed date of usage so that Council staff can ensure that the required facilities, bins, ground markings etc. are able to be provided and that facilities have been properly prepared.

The Bourke Show is only a few weeks away with the show guide being released last week. I am sure that the stewards of the various exhibitions and pavilions would welcome all entries so if you have been thinking about putting an entry in, - do it. The success of the show depends a great deal on the community involvement.

The Office of Local Government has a new Executive Officer with Marcia Doheny being appointed to that role.

Marcia has a Local Government background having worked with Sydney City Council.

With the State Election now over and the Coalition being returned we will wait and see what that means to the implementation of some of the recommendations of the Independent Local Government Review Panel.

While on the Local Government Reform process at last Mondays Meeting Council re-affirmed its commitment to retain its membership of the Orana Regional Organisation of Councils (OROC) and it also agreed to participate in the transition of that organisation into a Joint Organisation of Councils once the guidelines are properly developed.

I would like to publicity acknowledge the work that all Council staff have done in preparation for the Back to Bourke Weekend. There is a lot of coordination that goes on behind the scenes in preparing grounds, development of Traffic Control Plans, Road Closures (including State highways), additional Waste Services, additional Street Cleaning etc. and all members of the staff have worked as a team to ensure that the preparations have gone very smoothly to date.

I travelled to Brewarrina last week and met up with my counterparts from Walgett and Brewarrina Shires to look at strategies to further enhance the operation of the Outback Shire Alliance which is intended to facilitate both resource sharing amongst the three (3) Councils and also lobby for the improvement of service delivery in each of the shires.

All the eight (8) Councils who are to form the proposed Far Western Initiative took part in a video Conference yesterday to receive an update from the Office of Local Government and the Department of Premier and Cabinet. Given the huge distances involved it is a practical way to conduct these update sessions.

The Councils utilised the facilities of the Department of Education and are grateful for the cooperation by the schools involved.

9th April 2015

Well done Bourke!

The Back to Bourke Weekend was a tremendous success and extremely well supported by the whole community and the number of people who returned was quite amazing.

The organising committee certainly did a great job and without wanting to single out people, I think that both Phil Parnaby and Phil Johnston are both deserving of a special mention as they were the driving force behind many of the weekend's activities. They were also well supported by committee members.

All activities enjoyed great support and participation and the sponsorship from local businesses and individuals was extremely generous.

The parade was excellent and the Wool Bale Rolling Competition well and truly re-established as a Bourke Iconic Event and will no doubt be run with a greater degree of frequency in the future.

Bourke Rotary Club coordinated both of these event with the trophies for the Wool Baling being made by local school teacher and talented artist, David Pickard.

The Wool Bale Rolling featured some very close times in all categories. The winner of the Men's Event, Charlie Brown regained the crown he first won over thirty years ago which is great achievement.

The Bourke Races were exceptional and the support both locally and from the racing fraternity across the west was certainly very much appreciated and again the sponsorship played a major part in the success of the event.

The crowd of a reported 3500 people certainly exceeded my expectations and no doubt the expectations of many others.

There was a degree of doubt only a few months ago as to whether the Bourke Race Club would be able to secure the Easter Sunday date, however, through a dogged persistence and lobbying the date was secured and following a lot of hard work an extremely successful meeting took place.

The Bourke Race Club secured race sponsorship from Enngonia Race Club and also has assistance from the Louth Race Club in a strong show of support from the neighbouring Clubs.

The Bourke Race Club is essentially a new committee who faced a very steep learning curve but were able to handle their new found roles with relative ease and the success of the race meeting is reflective of the enthusiasm shown.

A considerable amount of effort has been put into making the town look its best for the weekend and I would like to acknowledge the work done by Council staff and other members of the community in this regard.

I would like to highlight the transformation of the Renshaw Oval and the Race Course area in particular, as those who saw it eight (8) weeks ago would hardly believe it is the same facility. The work done by Murdi Paaki Work Team, Race Club Committee, Pony Club, Council, Show Committee, Patty Poole and Clifford Jackson for painting the facility, local trades persons and all other members of the community on a voluntary basis just goes to prove what can be done when the community pulls together in the one direction. It is certainly a credit to all involved.

Unfortunately all residents of Bourke and North Bourke were advised last Thursday, 2nd April that Level 1 Water Restrictions apply to those areas.

The low flow in the Darling River has meant that water is no longer flowing over the Bourke Weir which is the catalyst for the introduction of water restrictions.

The flow has been quite good for some time which was primarily due to the Culgoa, however, that flow has now been exhausted and the water level has continued to drop.

The use of fixed sprinklers is limited to two (2) hours per day either between the hours of 6.00am to 8.00am or 6.00pm to 8.00pm daily.

Hand held sprinklers can still be used at other times.

The washing of paved areas and filling of new swimming pools is prohibited in accordance with Council's adopted policy.

Watering of public parks, recreational areas and sporting ovals will be varied from residential allocated periods to ensure as far as possible water pressure is maintained for all residents during the times allowed for watering under the restrictions.

The cooperation of all residents in adhering to the restrictions is sought.

Whilst restrictions do not apply to the village areas, residents of those areas are encouraged to be water wise and ensure water is not wasted.

The news received last week that Bourke has been scheduled to receive access to the National Broadband Network (NBN) over the next 18 months is extremely welcome and it will have positive impact on all sectors of the community. The internet and its various applications have a significant impact on our lives every day and the increased speeds that should be available can only assist in the development of our town.

The number of visitors to town over Easter was quite staggering with many people returning for the first time in many years and able to rekindle old friendships.

There were people who had travelled from all over Australia and New Zealand to be in attendance and I am sure that they all would have been pleased with their decision to make the trip.

Annette and I had eldest daughter Jaimie and her partner David and youngest done Brenton visit and both bumped into old friends and acquaintances during their visit out west.

The loss of a Cabinet position by Member for Barwon, Kevin Humphries was certainly a surprise and the news was greeted with disappointment by many water users in the area those who felt Kevin had a strong understanding of the issues facing water users in this part of the State.

In the review of the Structure of Cabinet the Portfolio of Ministers for Western NSW Wales has been abolished, which is a pity; given the unique issues faced by the people in this area and that the creation of the portfolio had recognised these issues.

Council has already made contact with some of the new Ministers inviting them to visit this area at their earliest convenience.

The Minister for Local Government, the Hon. Paul Toole, MP retained his portfolio and will continue with the review of the Local Government Reform Process over the next few months.

The Ordinary Meeting of Council to be held on Monday, 27th April 2015 will commence at 9.00am in the Council Chambers. All meetings of Council and Committees of Council where members of that Committee are Councillors are open to the Public. A Public Forum is scheduled at each Council Meeting at 10.00am. It would be appreciated if you wish to attend the Public Forum if you would please contact Kai Howard-Oakman on 68308000 or by email at khoward@bourke.nsw.gov.au so that your items can be placed on the Agenda.

The Centenary of ANZAC is just over two (2) weeks away and the local RSL Sub-Branch is finalising arrangements for the services at Bourke.

There will be a Dawn Services starting at 6.00am sharp at the Cenotaph in Central Park and all persons attending are asked to be at the Cenotaph at 5.45am.

The ANZAC Day March will commence at 10.40am with all marchers being asked to assemble at Diggers on the Darling at 10.20am so that marshalling can take place and allow the March to

commence promptly at 10.40am and allow sufficient time to reach the Cenotaph so the ANZAC Day Service is able to start at 11.00am sharp.
The March will go along Sturt Street up Oxley Street to the Cenotaph.

The Centenary of ANZAC display which has been developed by the Library staff is opened to the public during normal library opening times.

Council is currently finalising the water readings in preparation for the rending of the accounts for filtered water use which should be posted out over the next few days. Anyone who has any concerns regarding their account should contact Council's Rates and Water Billing Officer. These accounts will be sent out with the fourth instalment notices for payment of Rates.

A reminder that Council's Draft Operational Plan (Budget) for 2015/2016 and Delivery Plan 2013/2017 is on pubic exhibition at the moment with submissions in respect of the document due on the 4th May 2015.

The document and any submissions thereto will be tabled for consideration and adoption at the Ordinary Meeting of Council to be held on Monday, 25th May 2015.

It was pleasing to receive a number of positive comments regarding the town over the weekend with the cleanliness of the town being highlighted.

The Mayor of Paroo Shire based at Cunnamulla, Cr Lindsay Godfrey and his wife travelled for the races and together with the Mayor, Cr Andrew Lewis, Council's Manager of Tourism & Development, Phil Johnston and myself, had to the opportunity to talk to him regarding developing a stronger link between the two (2) Shires to foster tourism in both areas. While a number of our tourist organisations are state based the border shouldn't be an impediment to increasing relationship between both Shires with each being able to actively promote the opportunities the other has to offer.

16th April 2015

The staff at Bourke Public Library have developed a Centenary of ANZAC display which includes memorabilia from the period of World War I, copies of newspaper clippings and details on the service personnel from the Bourke District who served during that conflict. Part of the presentation included a CD depicting pictures and information of the local service personnel who enlisted from Bourke. This CD has been duplicated and is also able to be viewed in Council's Offices.

The display will be launched at the Bourke Public Library next Wednesday, 22nd April 2015 at 5.30pm by the Mayor, Cr Andrew Lewis and President of the Local RSL Sub Branch, Victor Bartley.

Ex-Service personnel and members of Legacy are encouraged to attend. Light refreshments will be served.

The water supply storage at Byrock is severely depleted with the lack of rainfall coupled with the hot weather combining to see it reached critical levels. Unless there is significant rainfall over the next few days it is likely that carting will commence. Council has approval to cart water up until the 30th June 2015.

Residents are reminded that once carting commences the usage is restricted to inside domestic use only.

Residents and visitors are reminded that the water supply to Byrock and all other villages is non – potable.

Should residents require potable water to be delivered, Council can supply the contact details of local carters with the facilities suitable to be able to cart potable water

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The Centenary of ANZAC is just over a week away and the local RSL Sub-Branch is finalising arrangements for the services at Bourke.

The Dawn Services will be starting at 6.00am sharp at the Cenotaph in Central Park and all persons attending are asked to be at the Cenotaph at 5.45am.

The ANZAC Day March will commence at 10.40am with all marchers being asked to assemble at Diggers on the Darling at 10.20am so that marshalling can take place and allow the March to commence promptly at 10.40am and allow sufficient time to reach the Cenotaph so the ANZAC Day Service is able to start at 11.00am sharp.

The March will go along Sturt Street then up Oxley Street to the Cenotaph.

A reminder that Council's Draft Operational Plan (Budget) for 2015/2016 and Delivery Plan 2013/2017 is on pubic exhibition at the moment with submissions in respect of the document due on the 4th May 2015.

The document and any submissions thereto will be tabled for consideration and adoption at the Ordinary Meeting of Council to be held on Monday, 25th May 2015.

A reminder, that tenders for the Management of the Bourke Memorial Pool close next Wednesday, 22nd April 2015 at 3.00pm.

I would like to acknowledge the coverage given to all events held as part of the Back to Bourke weekend by the local press and radio. It has been excellent and the success of the weekend was certainly assisted by the level of publicity generated. While social media enabled the information to be disseminated across Australia, the two (2) traditional forms of media provided the required detail on a local basis.

The positive feedback from the Back to Bourke Weekend continues and is just reward for the hard working members of our community who made it happen.

The Member for Parkes, Mark Coulton MP., will be in Bourke on Monday and will meet with representatives of Council to discuss a number of issues including the impact of the ongoing dry conditions.

Mark will also take the time to visit Enngonia to inspect the new memorial which has recently been constructed. Part of the funding was provided from the Federal Government.

I will be travelling to Dubbo on Thursday night for a meeting of the General Managers Advisory Committee (GMACC) to be held on Friday. GMAC meet prior to the meetings of the Orana Regional Organisation of Councils (OROC) to be able to provide advice and recommendations to those meetings. The next meeting of OROC is scheduled for the 1st May and will be held in Warren.

Items on the agenda will include the Local Government Reform Process, the findings of the Australian Energy Regulatory in relation to electricity prices for street lighting.

There are good falls in the upper reaches of the catchment of the Barwon Darling River System and as a result there are good flows expected.

It is anticipated that flows of between 25000 and 40000 mega litres will pass Collarenebri later this month with between 5000 and 10000 mega litres reaching the Menindee Lakes System. It is anticipated that at least 200,000 mega litres are required to ensure that Broken Hill's water security is back to 21 months.

The requirements of Broken Hill mean that an embargo on pumping is in place along the Barwon Darling River which is not good news for the irrigators whose storages are currently dry.

The flow is good news for Bourke as the salt level in the weir pool and below the weir rises quickly once the river stops flowing and this obviously has a significant impact on the water quality.

Despite the anticipated water flow, restrictions will remain in place. Once the water passes Walgett consideration will be given to lifting the water restrictions that are currently in place for Bourke and North Bourke in accordance with the adopted Drought Policy of Council.

Council's Roads and Plant Committee met on Wednesday and amongst the items on the Agenda was the work required to repair sections of the old bridge across to North Bourke and the sealing of the laneway behind the Bourke Pubic School.

Residents would have noticed that part of the old Bridge has been fenced off to the public due to the identification of some damage to both the decking and the sub structure.

The Bourke Show will be held on the 2nd May and a hardworking committee has been working for some time to ensure that the 2015 Bourke Show is a success following the recess of the show in 2014.

The show has been very much part of the social landscape in Bourke for many years and will continue to be so if it is well supported.

With the grounds looking very good following the work undertaken prior to the race meeting and other facilities also being the recipient of a facelift everything is shaping up well. Members of the Show Committee and the Pony Club have worked hard in conjunction with other members of the various organisations to bring the overall complex to its best condition for a number of years.

Why not collect a copy of the Show Schedule and consider putting an entry in to the one or more of the many categories that are available. Remember to mark the date on your calendar.

Expressions of interest for the operation of an air service to provide flights to both Bourke and Walgett will now close at the end of this month. The process has been quite lengthy but will hopefully result in a positive outcome over the next few months.

One of the proposed models for mid-wifery services at Bourke was the subject of a discussion last week during information sessions convened by the Western Area Health. Together with the Manager of Tourism and Economic Development, Phil Johnston and Manager of Corporate Services, Leonie Brown, I met with the panel in town to discuss the model and whilst it falls short of the expectations of Council it seemed to have some merit.

I thought I would finish each column each week with a quote.

"A person who has never made a mistake never tried anything new"- Albert Einstein

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23rd April 2015

Council has previously written to the Hon. Niall Blair MLC the Minister for Primary Industries and Minister for Lands and Water congratulating him on his appointment and inviting him to visit Bourke so that he could meet with Council representatives first hand to discuss a range of issues within his portfolio affecting this part of the state. Issues include the ongoing drought conditions and the lack of water flow in the Darling River and availability of water for irrigation.

Minister Blair has only been in his role for a little over two (2) weeks but has already accepted the invitation making the time to visit Brewarrina last Monday, 20th April 2015 and the Mayor, Cr Andrew Lewis, Deputy Mayor, Cr Barry Hollman, Manager of Works, Peter Brown, Manager of Tourism and Economic Development, Phil Johnston and myself travelled to Brewarrina for a meeting with Minister Blair.

Minister Blair was very receptive to the concerns raised by Council which included the current embargo on pumping from the Barwon Darling River System. The economic and social impact both on landowners and the commercial sector of the ongoing drought conditions and strategies that could be put in place to further drought proof Bourke and the villages within the Shire.

Additionally the issue of the problems being caused by Wild dogs was also raised following representations to Council by the Lednapper Wild Dog Action Group recently.

Water carting to Byrock will commence this week and will involve the delivery of three (3) tanker loads of water per week which will be pumped into the overhead storage.

Residents are reminded that restrictions apply and the water is only to be used for inside domestic use.

Residents and visitors are reminded that the water supply to Byrock and all other villages is non – potable.

Should residents require potable water to be delivered Council can supply the contact details of local carters with the facilities suitable to be able to cart potable water.

The display developed by the staff at the Bourke Public Library as part of the Centenary of ANZAC commemorations was launched last night at a small function at the library.

The display includes memorabilia from the period of World War I, copies of newspaper clippings and details on the service personnel from the Bourke District who served during that conflict. Part of the presentation included a CD depicting pictures and information of the local service personnel who enlisted from Bourke.

A lot of the information included in the display has been result of the extensive research which was undertaken by local historians Alan Barton and Bill Cameron. This CD has been reproduced and is also able to be viewed in Council's Offices and at Bourke Bowling Club.

Water restrictions for Bourke and North Bourke will be lifted as at 5.00pm today in accordance with the adopted drought policy of Council which provides for the lifting of restrictions if there is a guaranteed flow in the river that will reach Bourke and flow over the weir.

The Ordinary Meeting of Council to be held on Monday, 27th April 2015 will commence at 9.00am in the Council Chambers. All meetings of Council and Committees of Council where members of that Committee are Councillors are open to the Public. A Public Forum is scheduled at each Council Meeting at 10.00am. It would be appreciated if you wish to attend the Public Forum if you would please contact Kai Howard-Oakman on 68308000 or by email at khoward@bourke.nsw.gov.au so that your items can be placed on the Agenda.

Preparations for local ANZAC Day services have been finalised.

The Dawn Service will be starting at 6.00am sharp at the Cenotaph in Central Park and all persons attending are asked to be at the Cenotaph at 5.45am. The Dawn Service will be followed by a breakfast supplied by the Bourke Bowling Club.

The ANZAC Day March will commence at 10.40am with all marchers being asked to assemble at Diggers on the Darling at 10.20am so that marshalling can take place and allow the March to commence promptly at 10.40am and allow sufficient time to reach the Cenotaph so the ANZAC Day Service is able to start at 11.00am sharp.
The March will go along Sturt Street then up Oxley Street to the Cenotaph.

It is good to see the small community of Enngonia is to hold an ANZAC DAY Service for the first time in many years and it is scheduled to commence at 5.00pm on Saturday evening.

Louth will also conduct ceremony on Saturday evening as they have in previous years with the service to commence at 5.00pm.

Annette and I had breakfast at Emmdale Road House (between Wilcannia and Cobar) on route from Adelaide last Monday and whilst talking to another fellow traveller at Emmdale the conversation turned to ANZAC Day and he said he and some other push bike riders had, by chance, the opportunity to attend last years' service at Louth and were very pleased to have been able to be part of that ceremony.

The Member for Parkes, Mark Coulton, MP and his wife Robyn visited Bourke on Monday and also visited Enngonia.

Mark met with Councillors at 12.00pm on Monday for a lunchtime meeting and covered a range of issues including the lack of mobile phone coverage in the area and the proposal to assist drought affected towns with the introduction of a stimulus package to boost employment and economic activity. The Chair of the Bourke Local Aboriginal Working Party Alistair Ferguson and Vanesa Kendall from the Maranuka Initiative were also in attendance for much of the meeting.

Council's Roads and Plant Committee met on Tuesday, 14th April and received a report on the options for the ongoing maintenance of the old Bridge. The bridge is in need of urgent repairs and the options available will be costed and a report placed before Council for its further consideration.

Part of the old Bridge has been fenced off to the public due to damage to both the decking and the sub structure.

Council assumed responsibility for the maintenance of the bridge in 1997 and received funding for the painting of the bridge in the 2004/2005 financial year which was undertaken at a cost of just over $600,000.00

Also on the agenda on the Plant and Roads Meeting was the recommendation in relation to the allocation of the Roads to Recovery Funding for 2015/2016 which will be doubled for that year by a one off allocation by the Federal Government. Included in the projects recommended to be undertaken in 2015/2016 are the replacement of Len Mallon Bridge on the Burrawantie Road and the replacement of Whiskey Creek Bridge on the West Culgoa Road.

Resealing works recommended to be undertaken include the resealing of O'Grady, Vicary and Church Streets in Wanaaring. The programme will also include the sealing of Hospital Lane that will service a carpark constructed by the Department of Education to reduce congestion in Green Street. This work has been the subject of a request from Bourke Public School.

Cr Stuart Johnston represented Council and the local tourism industry at the 2015 Caravan and Camping Show held in Sydney over the past week.

The show was held at Rosehill Racecourse and there were an estimated 80,000 visitors to the Show throughout the week. Interest in the Kidman Way and other Outback destinations was again strong as were the sales of caravans, camper trailers and camping equipment.

Given that those with caravans form a significant part of the tourist traffic for Bourke it was important that we able to be at such promotions to encourage as many people as possible to visit the town and take advantage of the attractions that the town and district has to offer.

The fourth rate instalment is due on 29th May 2015 as are the charges for the usage of filtered water. If you are experiencing difficulty in paying these accounts and wish to make arrangements for the payment of these accounts please contact Councils Rates and Water Billing Officer.

Thought for the week!

"Start by doing what's necessary, then do what's possible and suddenly you are doing the impossible"- Francis of Assisi

Ross Earl
General Manager

Recommendation:
That the information in the General Manager's Activity Report as presented to Council on Monday, 27th April 2015 be received and noted.

CORPORATE SERVICES ACTIVITY REPORT

File No:	**L4.1**
Report: 404/2015	**Library Report**
Author:	**Jodi Hatch, Library Manager**
Responsible Officer:	**Leonie Brown, Manager of Corporate Services**

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

1. Circulation statistics for March 2015:

Audio Visual	218
Adult Fiction	258
Non-Fiction	99
Junior Fiction	205
Magazines	82
Interlibrary Loans	3
Total	**865**

During the same period in 2014, the figures were as follows:

Audio Visual	298
Adult Fiction	359
Non-Fiction	205
Junior Fiction	254
Magazines	87
Interlibrary Loans	2
Total	**1205**

2. Other statistical information:

New Members	7
Internet/Word Processing	141
Wireless Tickets	8
Number of Visitors	2243
Scans	28
Information Requests	60
Technical Assistance	7
Faxes	11

During the same period in 2014, the figures were as follows:

New Members	13
Internet/Word Processing	102
Wireless Tickets	18
Number of Visitors	1952
Scans	3
Information Requests	28
Technical Assistance	8

3. Children's craft and story time this month had nine (9) children attending.

4. This month the library started a Lego Club. We had five (5) children attend the first session as part of a Centacare Program. The children had a great time, and more sessions are planned for the future.

5. The library hosted a Readers' Advisory training session in March. Library staff from Bourke, Brewarrina and Cobar attended the session, learning how we can better meet the needs of our customers.

If there are any questions about these items, or any library issues, please do not hesitate to contact the library.

Jodie Hatch
Library Manager

Recommendation
That Council note the information in the Corporate Services Activity Report as presented to Council on Monday, 27th April 2015.

TOURISM AND DEVELOPMENT MANAGER'S ACTIVITY REPORT

File No:	**T4.3**
Report:	**BOBEC and VIC March 2015 Activity update**
Responsible Officer:	**Phil Johnston, Manager Tourism and Development**

March has been a busy time for the Visitors Centre with the Centre enjoying excellent visitation and good enquiries in the lead up to Easter activities. The first three months of the year have been a stronger period than the same time last year with this growth being mirrored in large centres around Bourke such as Broken Hill and Dubbo. Throughout March, staff at the Centre have been busy preparing for the Easter Reunion weekend, being involved with the selling of tickets to the two Dinners, taking enquiries in regards to activities for the weekend and accommodation and sending out information packs.

While the Visitor numbers for the weekend will reflect in the April report there were 950 visitors to the Information Centre over the 4 days of Easter and more than 350 passengers on the Jandra. It is also worth noting that on the 15th of April as this report was written the 1,000th passenger on the Jandra for the season was recorded, giving us our strongest start to the Jandra cruising season since 2010.

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

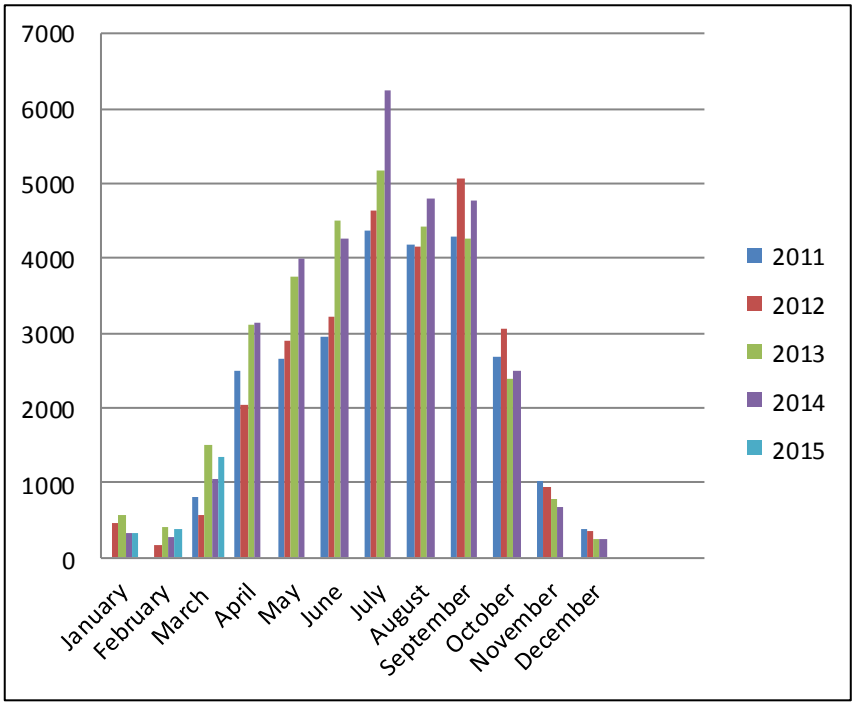

Table showing number of visitors to the Tourist Centre by month

	2011	2012	2013	2014	2015
January		448	560	325	326
February		157	397	271	373
March	810	570	1500	1051	1342
April	2507	2044	3103	3146	
May	2656	2891	3758	3988	
June	2952	3216	4492	4275	
July	4362	4643	5173	6241	
August	4187	4162	4410	4793	
September	4295	5074	4275	4764	
October	2674	3067	2383	2486	
November	1012	930	789	671	
December	386	347	254	242	

Visitation to Back O' Bourke Exhibition Centre

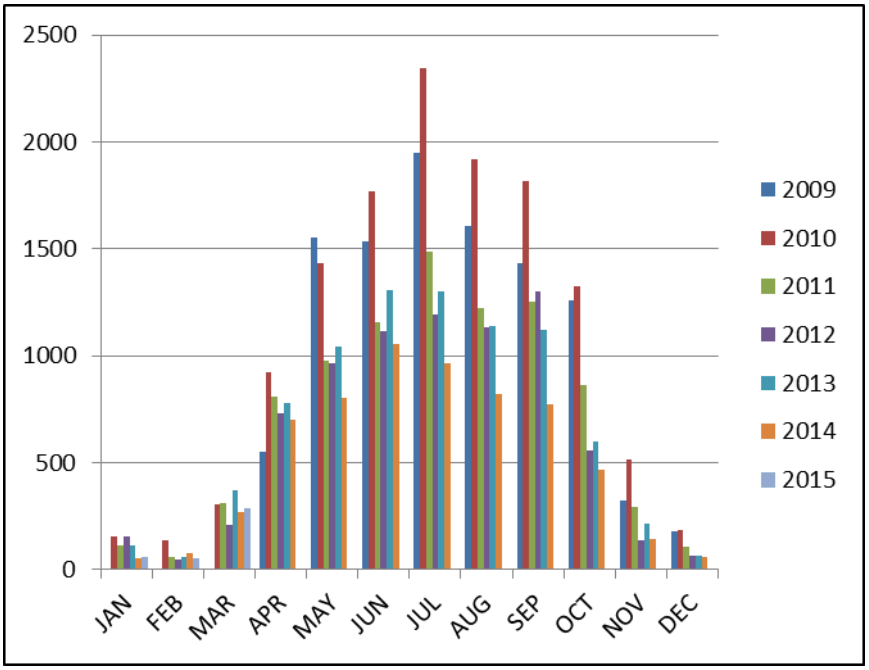

Table showing visitation to Back O' Bourke Exhibition Centre

Month	2009	2010	2011	2012	2013	2014	2015
January		154	113	154	110	55	56
February		139	60	44	60	76	53
March		304	312	207	373	271	289
April	5**5**1	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	822	
September	1433	1816	1251	1299	1120	770	
October	1259	1325	861	556	601	464	
November	320	512	292	136	212	143	
December	180	182	108	65	65	57	

Table showing visitation on board the PV Jandra

Month	**2010**	**2011**	**2012**	**2013**	**2014**	**2015**
January	Not Cruising	Not Cruising	Not Cruising	Not Cruising	Not Cruising	Not Cruising
February	25	Not Cruising	Not Cruising	Not Cruising	Not Cruising	Not Cruising
March	213	Not Cruising	Not Cruising	Not Cruising	64	290
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	1041	
September	1429	1411	1459	1215	900	
October	188	1085	760	830	631	
November	Not Cruising	Not Cruising	423	403	Not Cruising	
December	Not Cruising	Not Cruising	180	20	Not Cruising	
Total	**7382**	8249	7257	7282	6688	

The Back to Bourke Reunion weekend has been extremely positive for the Bourke community from a social perspective but also economically. Each of the events was very well planned and visitors enjoyed the diverse range and choice of activities. It was also a positive that each of the licenced venues around Mitchell Street had activities on most of the nights which again gave an excellent range of activities.

The Reunion Committee have met to debrief on this year's reunion and will meet again in a month or so to determine activities for 2016 and how best to market these activities. In terms of economic impact I would conservatively estimate that there were about 1,000 additional people in Bourke on each of the four (4) days of Easter and that they on average would have spent approximately $200 each per day. (Note: that the average spend of a visitor to Bourke is normally considered to be $120 per day). This adds to $800,000 in direct spending and between 1.5 to 2 million dollars when multipliers are considered.

In reality this figure is probably higher given the attendance at each of the events. 350 at the Long Table Dinner, almost 500 at the Ball, about 1,000 at the football, probably 2,000 at the market day/ wool bale rolling and more than 3,500 at the Races.

Phil Johnston
Manager of Tourism & Development

Recommendation
That Council note the information in the Tourism and Development Manager's Activity Report as presented to Council on Monday, 27th April 2015.

ENGINEERING REPORT- CONFIDENTIAL ITEMS

File No:	**W2.2.4**
Report: 101/2013	**Upgrade of The Water Treatment Plant**
Responsible Officer:	**Peter Brown Works Manager**

The subject report is proposed to be held 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 the commercial position of the person who supplied it.

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 the commercial position of the person who supplied it.