



# **BUSINESS PAPER**

**ORDINARY MEETING**

**THURSDAY 22ND FEBRUARY 2018**

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115 Dubbo Street  
(PO Box 6)  
WARREN NSW 2824

Telephone: (02) 6847 6600  
Fax: (02) 6847 6633  
Email: [council@warren.nsw.gov.au](mailto:council@warren.nsw.gov.au)

## Warren Shire Council

### AGENDA - ORDINARY COUNCIL MEETING

22nd February 2018

#### APOLOGIES

#### CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 25th January 2018

**Open Session:** Collie Residents Presentation 30 minutes – Residents are provided a maximum of 5 minutes to address Council.

### SECTION 1 (WHITE)

#### DELEGATES REPORTS

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Item 1 Warren Interagency Support Services ..... (C3-9)

#### COMMITTEE MINUTES

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Meeting of Manex held on Tuesday, 12th February 2018 ..... (C14-3.4)

Meeting of the Town Improvement Committee held on  
Wednesday, 31st January 2018 ..... (C14-3.17)

Meeting of the Plant Committee held on Thursday, 15th February 2018 . (C14-3.25)

### SECTION 2 (LILAC)

#### POLICY

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Item 1 Warren Shire Council - Water Meter Policy (P13-1, W1-2) .... Page 1

## SECTION 3 (BLUE)

### REPORT OF THE GENERAL MANAGER

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|        |                                                                                        |         |
|--------|----------------------------------------------------------------------------------------|---------|
| Item 1 | Outstanding Reports Checklist (C14-7.4) .....                                          | Page 1  |
| Item 2 | Committee/Delegates Meetings (C14-2) .....                                             | Page 3  |
| Item 3 | Regional Joint Organisations (L5-16.3) .....                                           | Page 4  |
| Item 4 | NSW Government Infrastructure Grants (D3-1.4).....                                     | Page 32 |
| Item 5 | Draft Enhancement Plans for Warren<br>Nevertire and Collie (C21-2, N2-2, W7-5).....    | Page 35 |
| Item 6 | Draft Memorandum of Understanding –<br>Windows on Wetlands Committee (P1-7.17/1) ..... | Page 38 |
| Item 7 | Request for APA to Meet with Council March 2018 (G3-2) ...                             | Page 52 |

## SECTION 4 (GREEN)

### REPORT OF THE MANAGER FINANCE AND ADMINISTRATION

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|        |                                                                               |        |
|--------|-------------------------------------------------------------------------------|--------|
| Item 1 | Réconciliation Certificate – January 2018 (B1-10.15) .....                    | Page 1 |
| Item 2 | Statement of Rates and Annual<br>Charges as at 8th February 2018 (R1-4) ..... | Page 4 |

## SECTION 5 (YELLOW)

### REPORT OF THE MANAGER ENGINEERING SERVICES

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|        |                                                       |         |
|--------|-------------------------------------------------------|---------|
| Item 1 | Works Progress Report - Roads Branch (C14-7.2) .....  | Page 1  |
| Item 2 | Works Progress Report – Town Services (C14-7.2) ..... | Page 3  |
| Item 3 | Works Progress Report – Fleet Branch (C14-7.2) .....  | Page 10 |
| Item 4 | Oxley Park Wharf (W5-2.2) .....                       | Page 14 |

## SECTION 6 (PINK)

### **REPORT OF THE MANAGER HEALTH & DEVELOPMENT**

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|        |                                                           |        |
|--------|-----------------------------------------------------------|--------|
| Item 1 | Development Application Approvals (B4-9) .....            | Page 1 |
| Item 2 | Sporting and Cultural Centre Report (S21-2) .....         | Page 2 |
| Item 3 | Information Centre Record for January 2018 (T4-6.1) ..... | Page 4 |
| Item 4 | Department of Planning Circulars (P15-10) .....           | Page 6 |

## MAYORAL MINUTES

## QUESTIONS WITHOUT NOTICE

## SECTION 9 (GREY)

### **CONFIDENTIAL**

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Nil.

## PRESENTATIONS

Nil.

**Section**

**1**

**Delegates & Committees**

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor S Derrett  
to the Ordinary Meeting of Council to be held in the  
CWA Hall, Collie on Thursday 22nd February 2018

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**ITEM 1 WARREN INTERAGENCY SUPPORT SERVICES (C3-9)**

A meeting of the Warren Interagency Support Services was held on Thursday, 8th February 2018 in the meeting room of the Warren Sporting and Cultural Centre.

Attendance was relatively low with only four (4) participants in total, but a productive meeting was held with valuable input offered from the agencies in attendance.

Updates or reports were provided by the following agencies:

Justin Hopkin – Warren Police  
Wendy Beetson – Ability Links  
Cheryl Burns – LiveBetter Community Services  
Judie Sturtevant (apology) – St Vincent de Paul

The next meeting will be held at 2pm on Thursday, 12th April 2018.

Councillor Sarah Derrett  
Co-Chairperson  
Warren Interagency Support Services

**RECOMMENDATION:**

That the information be received and noted.

# MANEX

# Minutes

Attached are the Minutes of the Meeting of Manex held on Monday 12th February 2018.

## **RECOMMENDATION:**

That the Minutes of the Meeting of Manex held on Monday 12th February 2018 be received and noted and the following recommendations be adopted:

### **3. ACTION CHECKLIST**

That the information be received and noted and items marked with an asterisk (\*) be deleted

### **5.1 WORK HEALTH SAFETY PERFORMANCE SUMMARY (S12-14.1)**

That the Work Health and Safety Performance Summary information be reviewed and monitored.

### **5.2 WORK HEALTH AND SAFETY RISKS AND PRIORITY ISSUES (S12-14.1)**

That Work Health and Safety Risks and Priority Issues be reviewed and monitored

### **5.3 WORK HEALTH AND SAFETY ACTION PLAN (S12-14.1)**

That the Warren Shire Council Work Health and Safety Action Plan actions are reviewed and their status monitored and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance.

### **7. WORK FORCE VACANCIES (S12-1)**

That Manex note the report and commence recruitment of vacant positions.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Monday 12th February 2018 commencing at 2.02 pm

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**PRESENT:**

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|                 |                                                   |
|-----------------|---------------------------------------------------|
| Rex Wilson OAM  | Mayor                                             |
| Glenn Wilcox    | General Manager (Chair)                           |
| Darren Arthur   | Divisional Manager Finance & Administration       |
| Jillian Murray  | Treasurer                                         |
| James Cleasby   | Acting Manager Health and Development<br>Services |
| Rolly Lawford   | Divisional Manager Engineering Services           |
| Kerry Jones     | Town Services Manager                             |
| Jody Burtenshaw | Executive Assistant                               |

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**1. APOLOGIES**

Nil.

**Carried**

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**2. BUSINESS ARISING FROM MINUTES**

- The Treasurer enquired into the sprinklers at Lion's Park and if they were operating correctly. The Town Services Manager advised that they were working and all was good.



# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
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## 3. ACTION CHECKLIST

| Date      | Action by | Subject                                  | Comment                                                                              |
|-----------|-----------|------------------------------------------|--------------------------------------------------------------------------------------|
| Ongoing   | ALL       | Employee Performance Reviews             | Performance Reviews to be undertaken every February to coincide with budget reviews. |
| 16.5.17   | DMES      | River Corridor flood damage              | Claim submitted. Waiting for a response.                                             |
| *17.10.17 | DMES      | Plant 11 - Lonking Loader                | Report to Plant Committee 15 February 2018.                                          |
| *16.1.18  | DMES      | Stormwater Pit opposite 6-10 Glen Street | Repairs complete.                                                                    |
| *16.1.18  | DMES      | Lion's Park sprinklers                   | Repairs complete.                                                                    |
| 16.1.18   | AMHD      | Ewenmar Waste Depot Green Waste area     | Access Road                                                                          |
| *16.1.18  | DMES      | Plant 47 Road Sweeper                    | Council to retain plant.                                                             |

**MOVED** Murray/Arthur that the information be received and noted and items marked with an asterisk (\*) be deleted.

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Monday 12th February 2018 commencing at 2.02 pm

## 4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

| Project                                                    | Budget  | Expend  | Resp          | Comment                                                   |
|------------------------------------------------------------|---------|---------|---------------|-----------------------------------------------------------|
| Admin Building Air conditioning                            | 6,500   | Nil     | DMFA          |                                                           |
| Computer software & hardware                               | 8,000   | 2,171   | DMFA          | Admin PC replacement quotations to be sent.               |
| Practical Plus Software                                    | 35,000  | 32,388  | DMFA          | Finalised. Training cost to come.                         |
| Asset Management - IP & R                                  | 10,000  | 74      | DMES/<br>DMFA |                                                           |
| Training                                                   | 115,000 | 58,613  | ALL           |                                                           |
| Depot Yard Extension                                       | 256,000 | 28,327  | DMES          | Placed on hold until Depot & Workshop clean up completed. |
| RFS Hazard Reduction                                       | 50,500  | 4,657   | DMFA<br>/MHD  |                                                           |
| <b>Dwelling Specific M &amp; R</b>                         |         |         |               |                                                           |
| 11 Pittman Parade                                          |         | 10,017  |               |                                                           |
| 2 Roland Street                                            | 9,980   | 751     | MHD           | Kitchen to be installed by March 2018                     |
| 56 Garden Avenue – Barge boards to be replaced and painted | 3,344   | 3,344   | MHD           | Complete.                                                 |
| Victoria Park – Fitness Circuit Shade Cover                | 15,000  | 3,699   | DMES          | On hold until Victoria Park works completed.              |
| Sports Complex – Pavers                                    | 15,000  | 14,577  | MHD           | Complete.                                                 |
| Sports Complex – Mezzanine floor                           | 61,600  | 15,000  | MHD           | Works to be undertaken early April                        |
| Library – Air Conditioning                                 | 2,298   | 2,298   | MHD           | Installed.                                                |
| Carter Oval - Playground Equipment                         | 20,000  | Nil     | DMES          | On hold.                                                  |
| Carter Oval - Playground soft fall                         | 30,000  | Nil     | DMES          | On hold.                                                  |
| Carter Oval – Shade                                        | 10,000  | Nil     | DMES          | On hold.                                                  |
| Information Bay – Nevertire                                | 21,000  | Nil     | GM            |                                                           |
| Other Outdoor Advertising                                  | 14,000  | 16,181  | GM            | Signs erected – minor change to 1 sign.                   |
| CBD Improvements                                           | 806,853 | 327,427 | DMES          | 25% of kerb & guttering completed.                        |
| Airport fencing                                            | 25,000  | Nil     | DMES          | Quotes received.                                          |
| Trial CCTV Implementation                                  | 36,500  | 36,500  | DMFA          | Complete.                                                 |
| Fencing – Ewenmar Waste Depot                              | 14,578  | 14,578  | MHD           | Complete.                                                 |

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Monday 12th February 2018 commencing at 2.02 pm

## 4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

CONTINUED

| Project                             | Budget    | Expend  | Resp | Comment                                                                                                             |
|-------------------------------------|-----------|---------|------|---------------------------------------------------------------------------------------------------------------------|
| Victoria Oval Rehab                 | 30,000    | 43,233  | DMES | Turf laid, goal posts delivered. Irrigation modified. Overall 95% complete.                                         |
| Oval 2 Victoria Park                | 26,075    | 18,414  | DMES | 80% complete.                                                                                                       |
| <b>Water Supplies</b>               |           |         |      |                                                                                                                     |
| Water valve and mains replacement   | 18,000    | 46,778  | DMES | Dubbo St river water – in conjunction with CBD improvements. 85%                                                    |
| Nevertire Reservoir Refurb          | 350,000   | Nil     | DMES | On hold.                                                                                                            |
| Warren – New Bore 8 – fit out       | 138,706   | 100,012 | DMES | Commenced 90%. Chlorination equipment upgrade to be done.                                                           |
| Warren – New Bore 7 – fit out       | 111,588   | 145,068 | DMES | Commenced 90%. Chlorination equipment upgrade to be done.                                                           |
| Nevertire – New Bore 2 – fit out    | 90,099    | 108,756 | DMES | Commenced 90%. Chlorination equipment upgrade to be done.                                                           |
| Collie – New Bore 2 - fitout        | 184,887   | 159,636 | DMES | Commenced 90%. Chlorination equipment upgrade to be done.                                                           |
| Collie – Rising Main                | 174,640   | 174,639 | DMES | Complete.                                                                                                           |
| <b>Sewerage Services</b>            |           |         |      |                                                                                                                     |
| Warren STP                          | 1,000,000 | 321,967 | DMES | Land purchased, Geotech completed. Detailed design in progress. Test bores started 6/2/18. Fence being constructed. |
| Mains Relining (600-700 m)          | 100,000   | 125,197 | DMES | 2016/2017 Program complete. 100%                                                                                    |
| Mains Relining                      | 100,000   | Nil     | DMES | 2017/2018 Program                                                                                                   |
| <b>ROADS BRANCH</b>                 |           |         |      |                                                                                                                     |
| <b>State Highway 11</b>             |           |         |      |                                                                                                                     |
| Ordered Works Submitted - 1,145,000 |           |         |      |                                                                                                                     |
| ▪ Reseals                           | 230,000   | Nil     | DMES | Incomplete.                                                                                                         |
| ▪ Heavy Patching                    | 160,000   | Nil     | DMES | Complete.                                                                                                           |

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Monday 12th February 2018 commencing at 2.02 pm

## 4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

CONTINUED

| Project                            | Budget  | Expend  | Resp | Comment                            |
|------------------------------------|---------|---------|------|------------------------------------|
| ▪ Pavement Widening                | 75,000  | Nil     | DMES | Incomplete.                        |
| ▪ Rehabilitation at Rail Crossing  | 200,000 | Nil     | DMES | Incomplete.                        |
| ▪ Shoulder Stabilisation           | 120,000 | Nil     | DMES | Incomplete.                        |
| ▪ Shoulder SH 11                   | 240,000 | Nil     | DMES | Withdrawn.                         |
| ▪ Culvert Repairs                  | 23,170  | 18,161  | DMES | Incomplete.                        |
| <b>Regional Roads</b>              |         |         |      |                                    |
| Reseals                            | 250,000 | 255,912 | DMES | Order for aggregate issued         |
| Recycling – RR 424 – Marra Rd      | 150,000 | 27,913  | DMES |                                    |
| Resheeting                         | 100,000 | Nil     | DMES |                                    |
| REPAIR Program – Warren Rd         | 598,492 | 649,588 | DMES | 100% complete                      |
| REPAIR Program – Warren Rd Stage 2 | 360,000 | Nil     | DMES | Awaiting formal advice from RMS    |
| Flood Damage Repairs               | 56,361  | 53,815  | DMES | Complete.                          |
| <b>Urban Local Roads</b>           |         |         |      |                                    |
| Urban Reseals                      | 66,700  | 42,120  | DMES | Complete.                          |
| XC5 footpaths                      | 27,500  | 7,516   | DMES | On-going.                          |
| Kerb & Guttering                   | 167,767 | 131     | DMES | Forward to 2018/19 Program         |
| Urban Roads – Heavy Patching       | 111,565 | Nil     | DMES | Cobb Lane – works to be scheduled. |
| Urban Roads – Bundemar Street      | 181,000 | 131     | DMES | Incomplete.                        |
| <b>Rural Local Roads</b>           |         |         |      |                                    |
| Rural Reseals                      | 422,247 | 176,006 | DMES | Complete.                          |
| Rural Resheeting                   | 659,077 | 200,307 | DMES | In progress.                       |
| Reconstruction – Thornton          | 517,069 | 830     | DMES | Incomplete.                        |
| Recycle – Bullagreen Road          | 184,500 | 183,812 | DMES | Complete.                          |
| Recycle – Bourbah Road             | 298,500 | 145,655 | DMES | Complete.                          |
| Reconstruction – Ellengerah Road   | 963,353 | 989,046 | DMES | Complete.                          |
| Culvert replacement                | 60,000  | 0       | DMES | Incomplete.                        |
| Flood Damage Repairs               | 366,644 | 232,751 | DMES | Complete.                          |

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Monday 12th February 2018 commencing at 2.02 pm

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## 4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

**CONTINUED**

| Project                      | Budget    | Expend  | Resp | Comment                        |
|------------------------------|-----------|---------|------|--------------------------------|
| <b>Plant</b>                 |           |         |      |                                |
| Heavy Plant Purchases - Nett | 1,825,739 | 938,602 | DMES | Complete.                      |
| Light Plant Purchases - Nett | 204,778   | 76,068  | DMES | Plt 233, 242 & 1234 purchased. |

**MOVED** Arthur/Cleasby that the information be received and noted.

**Carried**

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## 4.2 PROJECTS AND ASSETS STATUS REPORT

### STATUS REPORT ON CURRENT PROJECTS

The following projects are currently being undertaken by the Engineering Department: -

| PROJECT                      | STATUS                                         |                                                                                       |
|------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------|
| Town Centre Beautification   | Kerb & Gutter Replacement                      | Continuing with works in Dubbo St.                                                    |
|                              | Asphalt Overlay                                | To be completed by 1st Quarter 2018.                                                  |
|                              | Street Garden Beds                             | To be completed by 1st Quarter 2018.                                                  |
|                              | Footpath Garden Bed                            | Removed from program.                                                                 |
|                              | Roundabout                                     | Discussions have recommenced with the RMS. Design works to be finalized RMS approval. |
| Depot Yard Extensions        | Currently on hold.                             |                                                                                       |
| Nevertire Information Bay    | Review scope of works. Design to be completed. |                                                                                       |
| Upgrade works to playgrounds | Quotations are currently being reviewed.       |                                                                                       |
| Footpaths                    | Ongoing.                                       |                                                                                       |

**MOVED** Cleasby/Arthur that the information be received and noted.

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Monday 12th February 2018 commencing at 2.02 pm

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## 5.1 WORK HEALTH AND SAFETY PERFORMANCE SUMMARY (S12-14.1)

**MOVED** Jones/Lawford that the Work Health and Safety Performance Summary information be reviewed and monitored.

**Carried**

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## 5.2 WORK HEALTH AND SAFETY RISKS AND PRIORITY ISSUES (S12-14.1)

**MOVED** Lawford/Jones that the Work Health and Safety Risks and Priority Issues be reviewed and monitored.

**Carried**

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## 5.3 WORK HEALTH AND SAFETY ACTION PLAN (S12-14.1)

**MOVED** Lawford/Cleasby that the Warren Shire Council Work Health and Safety Action Plan actions are reviewed and their status monitored and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance.

**Carried**

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## 6.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS (L5-3)

The following circulars have been received from the Division of Local Government since last Manex.

### Circulars

| Date     | Circular No. | Description                                | Comment/Action |
|----------|--------------|--------------------------------------------|----------------|
| 09.02.18 | 18-01        | Establishment of a Council Engagement Team | Noted          |

### Ministerial Circulars

| Date | Circular No. | Description | Comment/Action |
|------|--------------|-------------|----------------|
| Nil  |              |             |                |

**MOVED** Arthur/Murray that the information be received and noted.

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Monday 12th February 2018 commencing at 2.02 pm

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## 6.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

The following is the Office of Local Government's Strategic Tasks Guide for the months of February and March 2018.

### Strategic Tasks Guide

| DATE            | TASK                                                                 | STATUS              |
|-----------------|----------------------------------------------------------------------|---------------------|
| <b>FEBRUARY</b> |                                                                      |                     |
| 16              | Third instalment of 2017-2018 Financial Assistance Grants            | Noted               |
|                 | Income adjustment for newly rateable Crown Land to be lodged to OLG. | N/A                 |
| 28              | Last day for RAO to submit QBRs review to Council (LGGR c.203(3)).   | January Council Mtg |
|                 | Third quarterly rates instalment due (s.562).                        | Noted               |
| <b>MARCH</b>    |                                                                      |                     |
|                 | Nil.                                                                 |                     |

**MOVED** Murray/Arthur that the information be received and noted.

**Carried**

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## 7. WORK FORCE VACANCIES

(S12-1)

**MOVED** Arthur/Wilson that Manex note the report and commence recruitment of vacant positions.

**Carried**

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## 8. JANUARY 2018 MINUTES AND FEBRUARY 2018 BUSINESS PAPER

The Committee previewed the February 2018 Business Paper and the January Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

At this point in the meeting, the time being 3.12 pm, Darren Arthur requested and was given a leave of absence and left the meeting room and took no further part in the meeting.

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## 9. COMPLAINTS/ACTION REQUESTS STATUS

The outstanding complaints/actions list was circulated and it was requested that the responsible officers update the list and return to the Engineering Administration Officer.

At this point in the meeting, the time being 3.23 pm, Jillian Murray requested and was given a leave of absence and left the meeting room and took no further part in the meeting.

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# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Monday 12th February 2018 commencing at 2.02 pm

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## 10. GENERAL BUSINESS WITHOUT NOTICE

- The Mayor welcomed Rolly Lawford to his first Manex Meeting and wished him well in his position and hope he finds working at Council professionally rewarding.
  - The Mayor enquired if the proposed new office building would have fire protection including sprinklers etc. The Acting Manager Health and Development Services advised that it would be dependent on the class of building, size etc.
- 

## 11. CONTINUITY PLAN – EXERCISE COUNCIL OFFICE IS BURNT DOWN

The Committee undertook an exercise for a fire within its Administration Centre and a need to relocate staff and services. The Committee itemised core activities for each department and a checklist document is to be formulated for this scenario.

**There being no further business the meeting closed 3.26 pm.**





# WARREN SHIRE COUNCIL

Minutes of the Town Improvement Committee Meeting to be held in the Council Chambers, 115 Dubbo Street Warren on, Wednesday 31st January 2018 commencing at 3.03 pm

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## PRESENT

|                    |                                                |
|--------------------|------------------------------------------------|
| Kevin Taylor       | Councillor (Chair)                             |
| Karlene Irving     | Councillor                                     |
| Heather Druce      | Councillor                                     |
| Sarah Derrett      | Councillor                                     |
| Glenn Wilcox       | General Manager                                |
| Rolly Lawford      | Divisional Manager Engineering Services        |
| Bryce Hammond      | Projects & Assets Engineer                     |
| James Cleasby      | Acting Manager Health and Development Services |
| Alison Ruskin Rowe | Economic Development Officer                   |
| Hamish Doherty     | Engineering Office Assistant (minute taker)    |
| Jody Burtenshaw    | Executive Assistant                            |

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## ITEM 1 APOLOGIES

Apologies were tendered on behalf Councillor Williamson and Councillor Serdity and it was **MOVED** Druce/Derrett that the apologies be accepted, and a leave of absence be granted for this meeting.

**Carried**

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## ITEM 2.1 MINUTES

**MOVED** Taylor/Irving that the Minutes of the Town Improvement Committee meeting held on Tuesday 19th July 2017 be accepted as a true and correct record of that meeting.

**Carried**

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## ITEM 2.2 BUSINESS ARISING FROM MINUTES

NIL.

# WARREN SHIRE COUNCIL

Minutes of the Town Improvement Committee Meeting to be held in the Council Chambers, 115 Dubbo Street Warren on, Wednesday 31st January 2018 commencing at 3.03 pm

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## ITEM 3.1 WARREN TOWN CENTRE UPGRADE (C14-3.17)

**MOVED** Druce/Derrett that the Committee discuss the report and expenditure to date and undertake a walk along the main street, to further discuss variations to the design and look at improvements in the overall project.

**Carried**

From the site inspection of the CBD area the following points were noted:

- That the edges of the garden beds around the Manchurian Pears, sandstone blocks are to be used instead of concrete.
- There are to be a total of 16 garden beds on the approaches to the roundabout leading to the pedestrian crossings. All 16 are to be included as part of the works.
- The bollards are to be between the garden beds on the approaches to the roundabout leading to the pedestrian crossings.
- Street furnishings (seating) will be looked at a later stage and they are to be located in the shade of trees and utilising the old Marra Bridge timber as per the seating already in place in front of the Spar Carpark.
- The garden beds located on the blisters outside the Club House Hotel and Grindrod's Newsagency corner, are to be brought into line with the others in the street.
- An effort will be made to have the three-corrugated iron blank walls established as murals displaying Warren's history or notable local events. It was agreed that vegetative plantings if planted adjacent to the walls may be unsuccessful and costly due to the intensity of the summer heat and the ongoing maintenance costs.
- The pavers will be continued from Brad's Wear to Hale Street.
- The pavers will be continued from Warren Supa IGA shopfront to the IGA carpark.
- The roundabout design and changes is to be discussed with the RMS representatives at the meeting planned for next week.
- The next Committee Meeting will be advised after the meeting with the RMS next week.

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## ITEM 5 GENERAL BUSINESS

- Councillor Druce requested if Council could approach a local expert on appropriate plant species for the gardens. A discussion was held on this matter, but the General Manager and Divisional Manager Engineering Services are to investigate appropriate plant species for roundabout gardens and report back to the Committee.

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## ITEM 6 NEXT MEETINGS

To be advised.

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 4.26 PM**

# Plant Committee

Attached are Minutes of the Meeting of the Plant Committee held on Thursday, 15th February 2018.

## **RECOMMENDATION:**

That the Minutes of the Meeting of the Plant Committee held on Thursday, 15th February 2018 be received and noted and the following recommendations be adopted:

### **ITEM 4.1 2018/19 PLANT REPLACEMENT PROGRAM**

1. Councillor Brewer noted a review is required for the need for a bulldozer to push trees and win gravel in pits rather than a loader;
2. Councillor Brewer also requested that the tender process for Plant (heavy) is compliant and remain confidential;
3. The Divisional Manager of Engineering & General Manager suggested that Council will use the program Tenderlink for the Plant Tenders ensuring the compliance of procurement;
4. Councillor Brewer noted a review for the usage & changeover of Graders as well as the software and hardware upgrades which are to be included in the tender;
5. General Manager noted that all plant needs to be suitable for the job, not to the budget and that all plant groups (e.g. Graders) are kept uniform; and
6. Divisional Manager of Engineering noted that the subject for Plant for the 18/19 budget be reviewed at a later date.

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### **ITEM 5 GENERAL BUSINESS**

- Councillor Brewer noted a Tender should be prepared for one (1) loader – trade two (2) (Lonking - Plant 11 & Hitachi – Plant 12) for one (1) loader with no ripper attachment and bring forward to the 2018/19 budget. Plant 25 will be pushed back one (1) year to 2019/20 budget to allow for the purchase of the loader 12 in 2018/19 budget year; and
- DMES and General Manager to review plant types to be suitable for future road jobs and provide a report back to committee.

# WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in  
the Council Chambers, 115 Dubbo Street, Warren,  
on Thursday 15th February 2018 commencing at 3.00 pm

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## PRESENT:

|                           |                                                        |
|---------------------------|--------------------------------------------------------|
| Councillor Mark Beach     | Chairman                                               |
| Councillor Ron Higgins    |                                                        |
| Councillor Andrew Brewer  |                                                        |
| Councillor Rex Wilson OAM | Mayor                                                  |
| Mr Glenn Wilcox           | General Manager                                        |
| Mr Rolly Lawford          | Divisional Manager of Engineering Services             |
| Mr Darren Arthur          | Divisional Manager Finance & Administration            |
| Mrs Jillian Murray        | Treasurer                                              |
| Mr Steve Lincoln          | Acting Plant Foreman                                   |
| Mr Hamish Doherty         | Administration Officer – Engineering<br>(Minute Taker) |

## ITEM 1 APOLOGIES

Nil.

**Carried**

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## ITEM 2.1 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 30TH NOVEMBER 2017

**Moved** Brewer/Higgins that the Minutes of the Meeting held on 30th November 2017 be accepted as a true and correct record of that meeting.

**Carried**

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## ITEM 2.2 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON 30TH NOVEMBER 2017

Nil.

# WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in  
the Council Chambers, 115 Dubbo Street, Warren,  
on Thursday 15th February 2018 commencing at 3.00 pm

## ITEM 3 FINANCIAL REPORT

### PLANT STATEMENT AS AT 02/02/2018 ~ 58.33%

| OPERATIONS                                    | Actual 30/06/16       | 5/02/2018             | 2017/18<br>Estimate   | %             |
|-----------------------------------------------|-----------------------|-----------------------|-----------------------|---------------|
| <b>Income</b>                                 |                       |                       |                       |               |
| 1410-002 - Internal Income                    | (1,932,497.16)        | (1,573,696.10)        | (2,410,000.00)        | 65.30%        |
| 1410-006 - Diesel Fuel Rebate                 | (82,744.00)           | (40,238.00)           | (90,000.00)           | 44.71%        |
| 1410-007 - Motor Vehicle Insurance Rebate     | (7,136.30)            | 0.00                  | 0.00                  | 0.00%         |
| 1410-008 - RMS - HVIS Rental                  | (17,478.44)           | (9,602.35)            | (16,450.00)           | 58.37%        |
| <b>Total Income =</b>                         | <b>(2,039,855.90)</b> | <b>(1,623,536.45)</b> | <b>(2,516,450.00)</b> | <b>64.52%</b> |
| <b>Expenditure</b>                            |                       |                       |                       |               |
| 2602-001 - Plant Running Expenses             | 1,695,473.57          | 1,125,965.57          | 1,720,000.00          | 65.46%        |
| 2603-001 - Workshop Expenses                  | 41,245.22             | 32,284.21             | 50,988.00             | 63.32%        |
| 2404-566 - Electrical Testing                 | 7,112.27              | 0.00                  | 8,000.00              | 0.00%         |
| 2404-590 - Communications Expenses            | 40.00                 | 0.00                  | 2,000.00              | 0.00%         |
| <b>Total Expenses =</b>                       | <b>1,743,871.06</b>   | <b>1,158,249.78</b>   | <b>1,780,988.00</b>   | <b>65.03%</b> |
| <b>Operating Result before Depreciation =</b> | <b>(295,984.84)</b>   | <b>(465,286.67)</b>   | <b>(735,462.00)</b>   | <b>63.26%</b> |
| Depreciation                                  | 846,232.13            | 565,833.33            | 970,000.00            | 58.33%        |
| <b>Operating Result after Depreciation =</b>  | <b>550,247.29</b>     | <b>100,546.66</b>     | <b>234,538.00</b>     |               |

### CAPITAL PURCHASES AS AT 02/02/2018

| Actual Purchases                         | Sale Price        | Purchase Price      | Net Cost<br>(Profit)/Loss | 2017/18<br>Estimate | Carry Over<br>Funds | Adjusted Est. | Total<br>Estimate   | Budget<br>Variance |
|------------------------------------------|-------------------|---------------------|---------------------------|---------------------|---------------------|---------------|---------------------|--------------------|
| <b>Light Vehicle Replacement</b>         |                   |                     |                           |                     |                     |               |                     |                    |
| P 202 - Treatment Plant Operator Utility | 0.00              | 0.00                | 0.00                      | 0.00                | 9,480.00            | 0.00          | 9,480.00            | 9,480.00           |
| P 231 - Mayors Sedan                     | 0.00              | 0.00                | 0.00                      | 17,510.00           | 0.00                | 0.00          | 17,510.00           | 17,510.00          |
| P 232 - Water & Sewer Manager            | 28,636.36         | 40,457.68           | 11,821.32                 | 17,510.00           | 0.00                | (5,688.68)    | 11,821.32           | 0.00               |
| P 233 - Manager of Finance & Admin       | 12,272.73         | 37,649.98           | 25,377.25                 | 0.00                | 25,377.00           | 0.25          | 25,377.25           | 0.00               |
| P 234 - Operations Manager               | 31,136.36         | 44,177.27           | 13,040.91                 | 17,510.00           | 10,938.00           | (15,407.09)   | 13,040.91           | 0.00               |
| P 237 - Services Overseer Utility        | 0.00              | 0.00                | 0.00                      | 0.00                | 11,850.00           | 0.00          | 11,850.00           | 11,850.00          |
| P 238 - General Manager                  | 21,818.18         | 52,090.91           | 30,272.73                 | 17,510.00           | 0.00                | 12,762.73     | 30,272.73           | 0.00               |
| P 239 - Roads Overseer Utility           | 0.00              | 0.00                | 0.00                      | 12,150.00           | 0.00                | 0.00          | 12,150.00           | 12,150.00          |
| P 242 - Manager Health & Development     | 0.00              | 37,650.00           | 37,650.00                 | 0.00                | 37,650.00           | 0.00          | 37,650.00           | 0.00               |
| Savings on Purchases & Restricted Funds  | 0.00              | 0.00                | 0.00                      | 0.00                | 27,293.00           | 8,332.79      | 35,625.79           | 35,625.79          |
| <b>Sub Total Light Plant =</b>           | <b>93,863.63</b>  | <b>212,025.84</b>   | <b>118,162.21</b>         | <b>82,190.00</b>    | <b>122,588.00</b>   | <b>0.00</b>   | <b>204,778.00</b>   | <b>86,615.79</b>   |
| <b>Plant Fleet Replacement</b>           |                   |                     |                           |                     |                     |               |                     |                    |
| P - 2 X Lunchroom Vans                   | 0.00              | 0.00                | 0.00                      | 0.00                | 60,000.00           | 0.00          | 60,000.00           | 60,000.00          |
| P 23 - Grader Komatsu - (2008)           | 0.00              | 383,900.00          | 383,900.00                | 289,224.00          | 130,000.00          | (35,324.00)   | 383,900.00          | 0.00               |
| P 41 - Hino Water Truck (2005)           | 0.00              | 231,233.64          | 231,233.64                | 0.00                | 261,000.00          | (29,766.36)   | 231,233.64          | 0.00               |
| P 42 - Hino Ranger - Water Cart (2007)   | 50,000.00         | 231,233.64          | 181,233.64                | 0.00                | 211,000.00          | (29,766.36)   | 181,233.64          | 0.00               |
| P 49 - Mitsubishi Canter (2009)          | 0.00              | 0.00                | 0.00                      | 65,576.00           | 0.00                | 0.00          | 65,576.00           | 65,576.00          |
| P 63 - Mitsubishi Canter (2009)          | 0.00              | 0.00                | 0.00                      | 65,576.00           | 0.00                | 0.00          | 65,576.00           | 65,576.00          |
| P 64 - Mitsubishi Canter (2009)          | 11,818.18         | 77,505.45           | 65,687.27                 | 0.00                | 62,000.00           | 0.00          | 62,000.00           | (3,687.27)         |
| P 47 - Schwarze - Street Sweeper (2008)  | 0.00              | 0.00                | 0.00                      | 0.00                | 201,000.00          | 31,865.00     | 232,865.00          | 232,865.00         |
| P 72 - Isuzu PaveLine (2006)             | 0.00              | 0.00                | 0.00                      | 360,500.00          | 0.00                | 0.00          | 360,500.00          | 360,500.00         |
| P 89 - Toro Mower                        | 10,000.00         | 37,991.64           | 27,991.64                 | 41,924.00           | 0.00                | 0.00          | 41,924.00           | 13,932.36          |
| P 153 - Allroads - Side Tipper - (2013)  | 0.00              | 0.00                | 0.00                      | 30,900.00           | 0.00                | 0.00          | 30,900.00           | 30,900.00          |
| P 168 - Mini Excavator                   | 0.00              | 39,868.18           | 39,868.18                 | 36,050.00           | 0.00                | 3,818.18      | 39,868.18           | 0.00               |
| <b>Miscellaneous Plant</b>               | <b>0.00</b>       | <b>8,128.27</b>     | <b>8,128.27</b>           | <b>13,277.00</b>    | <b>(2,288.00)</b>   | <b>0.00</b>   | <b>10,989.00</b>    | <b>2,860.73</b>    |
| Savings on Purchases & Restricted Funds  |                   |                     |                           |                     | 0.00                | 59,173.54     | 59,173.54           | 59,173.54          |
| <b>Sub Total Heavy Plant =</b>           | <b>71,818.18</b>  | <b>1,009,860.82</b> | <b>938,042.64</b>         | <b>903,027.00</b>   | <b>922,712.00</b>   | <b>0.00</b>   | <b>1,825,739.00</b> | <b>887,696.36</b>  |
| <b>Water Fund Plant Purchases</b>        |                   |                     |                           |                     |                     |               |                     |                    |
| P 168 - Mini Excavator                   | 3,090.91          | 0.00                | (3,090.91)                | 0.00                | 0.00                | 0.00          | 0.00                | 3,090.91           |
| P 775 - Line Locator                     | 0.00              | 3,650.00            | 3,650.00                  | 0.00                | 0.00                | 0.00          | 0.00                | (3,650.00)         |
| <b>Sub Total Water Fund Plant =</b>      | <b>3,090.91</b>   | <b>3,650.00</b>     | <b>559.09</b>             | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>   | <b>0.00</b>         | <b>(559.09)</b>    |
| <b>ACTUAL RECEIPTS &amp; PAYMENTS =</b>  | <b>168,772.72</b> | <b>1,225,536.66</b> | <b>1,056,763.94</b>       | <b>985,217.00</b>   | <b>1,045,300.00</b> | <b>0.00</b>   | <b>2,030,517.00</b> | <b>973,753.06</b>  |

## RECOMMENDATION:

That the information be received and noted

**MOVED** Higgins/Brewer that the information be received and noted

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in  
the Council Chambers, 115 Dubbo Street, Warren,  
on Thursday 15th February 2018 commencing at 3.00 pm

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## ITEM 4.1 2018/19 PLANT REPLACEMENT PROGRAM

**Moved** Wilson/ Higgins that:

1. Councillor Brewer noted a review is required for the need for a bulldozer to push trees and win gravel in pits rather than a loader;
  2. Councillor Brewer also requested that the tender process for Plant (heavy) is compliant and remain confidential;
  3. The Divisional Manager of Engineering & General Manager suggested that Council will use the program Tenderlink for the Plant Tenders ensuring the compliance of procurement;
  4. Councillor Brewer noted a review for the usage & changeover of Graders as well as the software and hardware upgrades which are to be included in the tender;
  5. General Manager noted that all plant needs to be suitable for the job, not to the budget and that all plant groups (e.g. Graders) are kept uniform; and
  6. Divisional Manager of Engineering noted that the subject for Plant for the 18/19 budget be reviewed at a later date.
- 

## ITEM 5 GENERAL BUSINESS

- Councillor Brewer noted the usage of water tankers. What are we doing overfilling tankers? The load limit is only 22 tonnes, however will hold 42 tonnes. DMES advised that Council will look at adequate sized tankers which will not be detrimental to the road surface, the tanker/trailer and the prime mover.

**Moved** Wilson/ Brewer that:

- Councillor Brewer noted a Tender should be prepared for one (1) loader – trade two (2) (Lonking – Plant 11 & Hitachi – Plant 12) for one (1) loader with no ripper attachment and bring forward to the 2018/19 budget. Plant 25 will be pushed back one (1) year to 2019/20 budget to allow for the purchase of the loader 12 in 2018/19 budget year; and
  - DMES and General Manager to review plant types to be suitable for future road jobs and provide a report back to committee.
- 

## ITEM 6 NEXT MEETING PROPOSED

- 3rd May 2018
- 2nd August 2018

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 4.13 PM.**

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Section

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# WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager of Engineering Services  
to the Ordinary Meeting of Council to be held in the  
CWA Hall, Collie on Thursday 22nd February 2018

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**ITEM 1      WARREN SHIRE COUNCIL - WATER METER POLICY**  
**(P13-1, W1-2)**

**RECOMMENDATION**

That the Water Meter Policy as presented be accepted and implemented by Council.

**PURPOSE**

The purpose of the Water Meter Policy is to formalise the responsibilities of the council and the residents of Warren Shire in regard to the installation, maintenance and replacement of water meters. It also identifies the ownership of the water meter and that meter tampering is not allowed.

**BACKGROUND**

The NSW Department of Industry requires that Water Utilities manage, and control water provided to residences and businesses connected to the Utilities' water supply system. This requires the installation and maintenance of water meters for each separate water connection so that water usage can be recorded and that suitable fees are charged for water usage. Within the requirements of Best Practice Management, as set by this Department, water meters are to be installed, maintained and tested for accuracy if requested by the connected property owner. Currently Council does not have a Policy to oversee the requirements of Best Practice and compliance with the relevant Act and Regulation.

**REPORT**

NIL.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council currently charges residents for the use of Bore Water (Potable Supply) and River Water (Non-Potable Supply). Although some water meters have been tested in past years, there has not been a Policy to cover these tests and what the implications are for the resident and/ or Council for failed or "clocked over" or in accurate water meters.

**LEGAL IMPLICATIONS**

Council is currently not compliant with the Local Government Act and Local Government (General) Regulation.

**RISK IMPLICATIONS**

There is a financial risk in that Council may be undercharging for water supply being provided via inaccurate water meters.

**STAKEHOLDER CONSULTATION**

NIL.

**OPTIONS**

NIL.

# **WARREN SHIRE COUNCIL**

Policy Report of the Divisional Manager of Engineering Services  
to the Ordinary Meeting of Council to be held in the  
CWA Hall, Collie on Thursday 22nd February 2018

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**ITEM 1      WARREN SHIRE COUNCIL - WATER METER POLICY  
(CONTINUED)**

**CONCLUSION**

Council adopts and authorises the Water Meter Policy for implementation within Warren Shire. This Policy is an integral part of Water Demand Management as required by the Department of Industry, Best Practice Management and the Integrated Water Cycle Management requirements.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

Warren Shire Council Operational Plan 4.3.2

Provide Warren and villages of Collie and Nevertire with an adequate and safe water supply that is appropriately priced for all consumers.

**SUPPORTING INFORMATION /ATTACHMENTS**

NIL.

# WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager of Engineering Services  
to the Ordinary Meeting of Council to be held in the  
CWA Hall, Collie on Thursday 22nd February 2018

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ITEM 1      WARREN SHIRE COUNCIL - WATER METER POLICY  
(CONTINUED)

POLICY REGISTER

*Warren Shire Council*

WATER METER POLICY

**DRAFT**

Policy adopted:

Reviewed:

File Ref:

P13-1, W1-2

# WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager of Engineering Services  
to the Ordinary Meeting of Council to be held in the  
CWA Hall, Collie on Thursday 22nd February 2018

**ITEM 1      WARREN SHIRE COUNCIL - WATER METER POLICY  
(CONTINUED)**

**DOCUMENT CONTROL**

| Issue. | Prepared/Revised<br>by and Date | Action/Amendment<br>Description | Approved By and<br>Date |
|--------|---------------------------------|---------------------------------|-------------------------|
|        |                                 |                                 |                         |
|        |                                 |                                 |                         |

**DRAFT**

# WARREN SHIRE COUNCIL

## Policy Report of the Divisional Manager of Engineering Services to the Ordinary Meeting of Council to be held in the CWA Hall, Collie on Thursday 22nd February 2018

### ITEM 1 WARREN SHIRE COUNCIL - WATER METER POLICY (CONTINUED)

Warren Shire Council Policy – Water Meter

#### **PURPOSE:**

This Policy outlines the responsibilities that Warren Shire Council (Council) and property owners have for the installation, maintenance and management of water meters.

Each individual property connected to Council's reticulated potable water supply, and irrigation supply will be metered independently, such that water demand can be measured, managed and be relied upon as a justifiable basis for water supply charges.

#### **SCOPE:**

This Policy applies to cover all aspects of water meters including the installation, maintenance, measuring of supply, and access to meters, accuracy and testing.

Water meters measure the amount of water used. This measurement helps to accurately charge customers for the water they have used. It also helps customers to gauge their own water use. All premises should have their own water meter. The water meter should be located towards the front of the property, near the left or right boundary, but within one (1) metre of the boundary. There is to be a minimum of 300mm clearance around each meter. In duplexes, flats/ units or strata titled properties; there may be one master meter with sub meters servicing each of the dwellings.

Properties connected to Council drinking water and irrigation water are fitted with a separate water meter for each supply. Council will supply the most appropriate size of meter for each property. Residential properties will be fitted with 20mm meters for drinking water. Council owns the water meter, but it is the responsibility of the property owner to ensure that the meter is not damaged and is accessible for reading.

#### **POLICY:**

##### **Meter Installation:**

Council is responsible to supply and fit a water meter assembly when installing a connection to Council's water supply, the cost of the meter assembly and installation is borne by the property owner as outlined in Council's Fees and Charges.

The size of the connection (and thus the size of the meter) is determined by Council, with reference to guidelines in AS/ NZS 3500.1:2015 and Plumbing Code of Australia. Generally, the water service is to be located in a position determined by Council in accordance with existing cross road conduits, mains tapings, and the like.

All meters are to be installed above ground. In cases where the Divisional Manager Engineering Services determines that an above ground meter will adversely impact on the adequate function of a driveway, formed walkway, gate, fence line or other such immovable structure the meter may be placed in a pit.

Water meters are only to be installed, maintained and replaced by Council. The water supply may be disconnected for a few minutes whilst carrying out this work. Meters will be replaced as soon as possible after having registered 5,500 kilolitres, or as deemed warranted by the Divisional Manager Engineering Services. Only water meters conforming to AS3565 or having achieved patented approval under the relevant code are to be used in Council's water service connections.

# WARREN SHIRE COUNCIL

## Policy Report of the Divisional Manager of Engineering Services to the Ordinary Meeting of Council to be held in the CWA Hall, Collie on Thursday 22nd February 2018

### ITEM 1 WARREN SHIRE COUNCIL - WATER METER POLICY (CONTINUED)

Warren Shire Council Policy – Water Meter

Where Council's Divisional Manager Engineering Services determines that it is not financially practical to install a water meter, the property owner will be subject to a non-metered charge in accordance with Council's Fees and Charges.

Domestic dwellings are to be serviced by one (1) potable water meter and one (1) river water meter only, with each connection being a 20mm water connection. Council's maintenance responsibility of a water service ceases at the outlet of a water meter or the outlet of a backflow prevention device that has been fitted to a water meter by Council staff.

**Alteration:**

Any alteration to the water service connection from, and including, the water meter back to the water main, is the responsibility of Council. The water service connection and its components (water meter, jump valve, and fittings) always remain the property of Council. Council may consider a written request to alter the location or size of a water service connection and if approved the cost of the works will be met by the property owner in advance. Any alteration to the water service on the property owner's side of the water meter is the responsibility of the owner of the connected property.

It is an offence under Section 636 of Local Government Act, 1993 to tamper or interfere with the normal operation of water meters or to unlawfully remove a water meter.

**Meter Access:**

Meters are read by Council employees every three (3) months, with accounts being issued shortly after the meter reading is taken. The reading taken from the meter forms the basis for determining the water usage charges at the connected property.

If the meter cannot be accessed because of locked gates, fences, dogs or other obstructions, Council may estimate the consumption at the connected property based on the same period of the previous year. If the meter remains inaccessible the property owner or resident will need to make arrangements so that actual meter readings can be obtained. The property owner must also make arrangements at the property owner's costs to have the meter made accessible.

If a meter reading cannot be obtained because the meter has stopped registering or is damaged, your account (usage) will be based on an estimated consumption which will be calculated on a basis that is representative of the previous consumption pattern.

**Meter Damage:**

The property owner will be responsible for the cost to repair or replace a damaged water meter, unless the damage is the direct result of Council workmanship.

If a water meter has been stolen from the property, the property owner or resident is required to inform Council immediately. Council will install a new meter and the property owner will be required to pay the relevant fee for the new meter.

# WARREN SHIRE COUNCIL

## Policy Report of the Divisional Manager of Engineering Services to the Ordinary Meeting of Council to be held in the CWA Hall, Collie on Thursday 22nd February 2018

### ITEM 1 WARREN SHIRE COUNCIL - WATER METER POLICY (CONTINUED)

Warren Shire Council Policy – Water Meter

#### **Meter Accuracy/ Meter Testing:**

The property owner can request that the water meter at the property be tested, if the property owner considers that the meter is not accurately recording the amount of water used on the connected property. The payment of a Meter Test Fee will be required prior to the test being conducted. Warren Shire Council will remove the meter and install a replacement meter. The testing is conducted by an independent company using a National Association of Testing Authorities (NATA) accredited procedure. Warren Shire Council will advise the property owner of the test results and make a written report available on request.

Warren Shire Council will refund the Meter Test Fee if the meter is found to be faulty by + or – 4%. If the meter is faulty and the water account has been overcharged, Council will also refund the additional water costs. If the meter is found to be undercharging, the property owner will not be charged for the additional water used.

#### **Meter Replacement:**

Council has a meter replacement program for 20mm meters where the meter is replaced when they reach their economic life. The economic life a Water Meter is 7 years or on reaching a meter count of 5,500kilolitres. Council will also arrange to replace a meter if it is found to be defective (may have stopped registering), if it is damaged or if it can no longer be reasonably maintained. Meters can only be replaced by a Council Water staff member.

#### **Records:**

Water meters that have been replaced by new meters will be identified on a register by serial number and residential address of where it was removed from. These meters will be kept in storage for a period of 12 months after which they will be disposed of. Prior to disposal a Destruction/ Disposal Certificate will be raised with all relevant information of the Water Meter recorded on the Certificate. Certificates will be stored on the Council's Record Management System.

#### **References:**

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Water Act 2000
- Plumbing Code of Australia
- AS 3500.1:2015 (Water Supply) Section 5.3 (reference to proximity to other services (i.e. electrical cables, gas pipelines)
- AS 3656 Meters for Water Supply – Cold water meters

**Section**

**3**

**General Manager**



**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**CWA Hall, Collie on Thursday 22nd February 2018**

**ITEM 1      OUTSTANDING REPORTS CHECKLIST      (C14-7.4)**

| <b>Date</b>                                                   | <b>Resolution or Qwn</b> | <b>Outstanding Matter</b>                        | <b>Officer Resp</b> | <b>Response/Action</b>                                                  |
|---------------------------------------------------------------|--------------------------|--------------------------------------------------|---------------------|-------------------------------------------------------------------------|
| <b>General Manager</b>                                        |                          |                                                  |                     |                                                                         |
| *26.10.17                                                     | 278.10.17                | Draft MOA – WoW Committee                        | GM                  | Report to January Council                                               |
| <b>Divisional Manager Finance and Administration Services</b> |                          |                                                  |                     |                                                                         |
| 25.2.16                                                       | 48.2.16                  | Transfer Lot 11 & 12 DP 758264 Collie to Council | DMFA                | Contact now made. Documents forwarded.                                  |
| 7.12.17                                                       | 311.12.17 (c)            | Industrial Land Silo Road                        | DMFA                | Advertise land for sale once Contamination Free Certificate issued.     |
| *25.1.18                                                      | 15.1.18                  | December 2017 – QBRs                             | DMFA                | Financial votes amended.                                                |
| 25.1.18                                                       | 17.1.18                  | Councillor Workshop 15 March 2018                | DMFA                | Organise workshop for Draft 2018/19 Operational Plan and Estimates      |
| <b>Divisional Manager Engineering Services</b>                |                          |                                                  |                     |                                                                         |
| 25.1.17                                                       | 16.1.17                  | Proposed new general industrial area             | DMES                | Rezoning proposal lodged, costings to be produced for subdivision.      |
| 24.8.17                                                       | QWN 2 – Druce            | Mitchell Hwy heavy vehicle parking area          | DMES                | No action.                                                              |
| 28.9.17                                                       | 237.9.17(a)              | Replacement of Council's loaders                 | DMES                | Provide a report to the next Plant Committee.                           |
| *28.9.17<br>*7.12.17                                          | 253.9.17<br>329.12.17    | Warren Airport Committee                         | DMES                | Nominations for membership on Committee advertised. Closes 23 Feb 2018. |
| *28.9.17                                                      | 254.9.17                 | Emergency Airstrip                               | DMES                | Letter sent to Walgett Shire Council.                                   |
| 28.9.17                                                       | QWN 1 – Derrett          | Nevertire Cemetery                               | DMES                | Report to Council on dirt issues.                                       |
| <b>Manager Health &amp; Development</b>                       |                          |                                                  |                     |                                                                         |
| 27.4.17                                                       | 99.4.17                  | Warren Swimming Pool Shade Cover                 | MHD                 | 2017/2018 Works Program.                                                |
| *27.7.17                                                      | 183.7.17                 | Warren War Memorial Swimming Pool assessment     | MHD                 | Inspection undertaken by GHD.                                           |
| *26.10.17                                                     | 294.10.17 (b)            | Sporting & Cultural Centre Mezzanine Floor       | MHD                 | Redesign complete. Works started.                                       |

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**CWA Hall, Collie on Thursday 22nd February 2018**

**ITEM 1      OUTSTANDING REPORTS CHECKLIST**

**CONTINUED**

| <b>Manager Health &amp; Development</b> |                          |                                                                             |                     | <b>Continued</b>                                                                      |
|-----------------------------------------|--------------------------|-----------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------|
| <b>Date</b>                             | <b>Resolution or Qwn</b> | <b>Outstanding Matter</b>                                                   | <b>Officer Resp</b> | <b>Response/Action</b>                                                                |
| 26.10.17                                | 266.10.17 (b)            | Compile a joint grant application under Regional Sports Infrastructure fund | MHD                 | Victoria Park users to be consulted and report back to Sporting Facilities Committee. |
| *26.10.17                               | 266.10.17 (c)            | Victoria Park Master Plan                                                   | MHD                 | Draft Plan to next Sporting Facilities Meeting.                                       |
| 07.12.17                                | 302.12.17 (a)            | Ewenmar Waste Depot earthmoving works                                       | MHD                 | Advertised in local paper.                                                            |
| 07.12.17                                | 302.12.17 (b)            | Ewenmar Waste Depot shredding timber and green waste                        | MHD                 | Shredding to be completed early February 2018.                                        |
| 07.12.17                                | 302.12.17 (c)            | Ewenmar Waste Depot additional fencing                                      | MHD                 | Advertised in local paper.                                                            |
| *07.12.17                               | 302.12.17 (d)            | Ewenmar Waste Depot carcass pit                                             | MHD                 | Contractor to regularly cover carcass pit.                                            |
| *07.12.17                               | 302.12.17 (e)            | Ewenmar Waste Depot Improvements                                            | MHD                 | Waiting for grant submission advice.                                                  |
| 07.12.17                                | 302.12.17 (f)            | Review Gilgandra Council's waste facility                                   | MHD                 | Contact Gilgandra Shire Council.                                                      |
| *07.12.17                               | 302.12.17 (g)            | Return and Earn education program                                           | MHD                 | Information packages sent to community groups.                                        |
| *07.12.17                               | 302.12.17 (h)            | Return and Earn donation points                                             | MHD                 | Information packages sent to community groups.                                        |
| *07.12.17                               | 302.12.17 (i)            | Ewenmar Waste Depot cardboard recycling                                     | MHD                 | Recycling bins installed at Waste Depot 13/2/18.                                      |
| 07.12.17                                | 302.12.17 (j)            | Waste / Recycling Collection Services within Warren Shire                   | MHD                 | Prepare report.                                                                       |
| 07.12.17                                | 302.12.17 (k)            | Waste Depot Operations Tendering                                            | MHD                 | Prepare report.                                                                       |
| 07.12.17                                | 311.12.17 (c)            | Industrial Land Silo Road                                                   | MHD                 | Organise a Contamination Free Certificate.                                            |
| 07.12.17                                | 324.12.17                | Risk Management Plan for Aquatic locations within LGA                       | MHD                 | Implement plan.                                                                       |
| 07.12.17                                | 326.12.17                | Housing project                                                             | MHD                 | Call for tenders.                                                                     |
| 25.01.18                                | 6.1.18                   | Asbestos removal and demolition of 113 Dubbo St, Warren                     | MHD                 | Arrange demolition including all concrete slabs and footings.                         |

**RECOMMENDATION:**

That the information be received and noted and that the items marked with an asterisk (\*) be deleted.

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**ITEM 2      COMMITTEE/DELEGATES MEETINGS      (C14-2)**

The following is a listing of various committee/delegates meetings of Council since the last meeting.

**MEETINGS HELD**

| <b>DATE</b> | <b>COMMITTEE / MEETING</b>                | <b>LOCATION</b> |
|-------------|-------------------------------------------|-----------------|
| 1.2.18      | Joint Organisation Workshop               | Cobar           |
| 6.2.18      | Work Health & Safety Committee Meeting    | Warren          |
| 8.2.18      | Interagency Support Services Meeting      | Warren          |
| 13.2.18     | Building Professionals Board Consultation | Orange          |
| 14.2.18     | Santos Narrabri Project Site Visit        | Narrabri        |
| 15.2.18     | Plant Committee Meeting                   | Warren          |
| 16.2.18     | GMAC Meeting                              | Narromine       |
| 21.2.18     | Sporting Facilities Meeting               | Warren          |

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

| <b>DATE</b> | <b>COMMITTEE / MEETING</b> | <b>LOCATION</b> |
|-------------|----------------------------|-----------------|
| 15.3.18     | Councillor Workshop        | Warren          |

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 3 REGIONAL JOINT ORGANISATIONS**

**(L5-16.3)**

**RECOMMENDATION**

That Council consider the formation of a Joint Regional Organisation as follows;

In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the Warren Shire Council (Council) resolves:

1. That the Council inform the Minister for Local Government (Minister) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (Joint Organisation) in accordance with this resolution.
2. To approve the inclusion of the Council's area in the Joint Organisation's area.
3. That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:
  - a) Bogan Shire Council;
  - b) Bourke Shire Council;
  - c) Brewarrina Shire Council;
  - d) Cobar Shire Council;
  - e) Coonamble Shire Council;
  - f) Dubbo Regional Council;
  - g) Gilgandra Shire Council;
  - h) Mid-Western Regional Council;
  - i) Narromine Shire Council;
  - j) Walgett Shire Council;
  - k) Warren Shire Council; and
  - l) Warrumbungle Council.
4. That, on the expiry of a period of 28 days from the making of this resolution, the General Manager provide the Minister:
  - a) With a copy of this resolution including the date on which Council made this resolution, and
  - b) Inform the Minister that this resolution has not been rescinded, for the purpose of the Minister issuing a certificate under section 400P of the Act.

**PURPOSE**

On the 1st December 2017, the Office of Local Government wrote to the General Manager to ask that Council consider the establishment of a Joint Organisation (JO) with other Councils.

This report is a summary of the legislation and includes attachments as to frequently asked questions. The report also reviews the current shared services undertaken with our councils and the present role of OROC.

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**ITEM 3 REGIONAL JOINT ORGANISATIONS**

**CONTINUED**

To ensure consistency in information across the OROC region, this report includes information taken from the OROC Board Papers presented in December 2017.

**BACKGROUND**

The NSW Government amended the Local Government Act 1993 through the Local Government Amendment (Regional Joint Organisations) Act 2017. This amendment as attached establishes the ability of NSW Councils to form a Joint Organisation under the Act and operate it subject to the amended requirements.

At this time, the Regulations to the Act, have not been amended and the operational or authority requirements of the Regulations cannot be considered.

The NSW Office of Local Government has requested through the General Manager to bring the formation of JO's to Council and request that Council form a JO with other Councils. This decision is required to be made prior to the 28th February 2018 and Council by resolution is required to advise the Minister of its decision by this date.

This is a voluntary process, but it is recommended by the Office of Local Government that Council takes part. See attached advice.

This report was deferred from the January Council meeting by a motion to allow Councillors to attend a briefing session with the Office of Local government in Cobar on Thursday 1st February 2018.

**REPORT**

At the OROC Board meeting of 1st December 2017, the Councils listened to the Local Member, the Hon Kevin Humphries MP and representatives of the Office of Local Government and the Premiers Department on the ability to form a Joint Organisation and reasons in support of this formation. A copy of the *OROC Board Report* follows to ensure consistency in reporting;

The NSW Government has continued to promote Joint Organisations (JOs) as an important part of the local government reform program. JOs are a vital part of the NSW Government's plan to strengthen councils and communities in regional NSW.

JOs will focus on issues that matter most to regional communities such as building strong businesses, creating jobs, securing water supplies, improving regional transport and developing community infrastructure, services and facilities.

JO key criteria include:

- Align with, or nest within one of the State's planning regions.
- Demonstrate a clear community of interest between member councils and regions.
- Not adversely impact on other councils or JOs (e.g. leaving too few councils to form a JO)
- Be based around strong regional centre or centres.

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**ITEM 3 REGIONAL JOINT ORGANISATIONS**

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- Be of appropriate size and capacity to partner with NSW Government and Commonwealth Government agencies and other organisations.
- They are designed to help connect local priorities from local councils' Community Strategic Plans with regional planning for growth, infrastructure and economic development and provide a means of delivery projects across council boundaries.

JOs will undertake three (3) core functions Regional Strategic Planning and Priority Setting, Intergovernmental Collaboration, Regional Leadership and Advocacy.

The JO Model was developed in partnership with local councils through a pilot program in five (5) regions during 2015.

The proposed model and tools to support implementation were consulted on in June and July 2016 through consultation and regional visits by Office of Local Government.

A Joint Organisation Evaluation report and JO Pilot Evaluation summary has been released by Office of Local Government.

OROC has responded to three (3) consultation papers for Joint Organisations released by NSW Government.

- i) Emerging Directions (October 2015);
- ii) Towards a new model for regional collaboration (July 2016) and
- iii) Joint Organisations: Getting the boundaries right (September 2016).

Joint Organisations were planned to be rolled out by NSW Government during 2017 following the chosen five (5) Pilot Regions program during 2015/2016.

A timeline provided by NSW Government in 2016 for Joint Organisations is as follows:  
2016

- Consult and decide on final JO model.
- Refine options for non-core activities
- Test the model in two (2) early starter regions – Pilot regions can continue □  
Finalise merger proposal process and boundaries □ Amend legislation 2017
- Establish JOs in remaining regions
- Work with the new governance and planning framework
- Monitor roll out and results □ Embed JOs with the State's regional governance, planning and delivery framework.

On Friday 3rd November 2017, Deputy Premier and Minister for Regional NSW, John Barilaro and Minister for Local Government, Gabrielle Upton announced the NSW Government will introduce new laws to allow councils in regional NSW to voluntarily create new Joint Organisations in 2018.

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The Local Government Amendment (Regional Joint Organisations) Bill 2017 was introduced into NSW Parliament on Tuesday 14th November 2017 and will allow councils to form new partnerships and work on projects that cross geographical borders.

The core function of Joint Organisations will be strategic planning, priority setting, intergovernmental collaboration and regional leadership and advocacy.

During November 2017 Office of Local Government has released a FAQs sheet for JOs (see separate attachment) and a brochure titled How JOs work and next steps for councils.

The following issues have been raised for consideration and relate to the information currently available from Office of Local Government and the Local Government Amendment (Regional Joint Organisations) Bill 2017.

Issues raised

- Boundaries a) JOs will only be established where the relevant councils agree to join. At this point, the option to participate in a joint organisation will be available in regional planning areas only and does not include the Far West and the Central Coast. Councils that are members of a JO will get a seat at the table in Planning and Infrastructure and Investment for the region and access to better ways for getting things done in partnership with State agencies and other key stakeholders.

**Comment:** OROC Member Councils comprise 12 members and this includes the Far West Councils of Bourke, Brewarrina, Cobar and Walgett. The area is based on its natural fit of well-established communities of mutual interest linked to and supported by the regional centre of Dubbo. Dubbo Regional Council is the largest council within the region – it is significantly large and has greater capacity than any council within the Far West Planning Region.

The current OROC region has well established links, networks and relationships that are meaningfully connected. At the OROC Board Meeting held 30th September 2016 the OROC Board supported that the membership of the Far West (Bourke, Brewarrina, Cobar and Walgett) continue as members.

The existing Lower Macquarie Water Utilities Alliance is highlighted throughout the State as an example of how an alliance has returned maximum benefit to the community and to the members. It includes membership of Central Darling Council (which is outside the current OROC and LMWUA boundary).

In all submissions to the State Government, OROC has maintained the JO region should be based on the current OROC boundary to allow it to work effectively with no adverse impacts on adjoining councils or Far West Councils.

- Membership b) Those Councils that do not participate in a Joint Organisation (as it is voluntary by nature) what restrictions if any will Councils incur?

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**Comment:** Will there be exclusions from funding programs offered by State and Federal Government?

Will there be exclusions from councils being able to access TCorp loan facilities?

- c) OLG has advised that proposals for a Joint Organisation must be received by 28th February 2018.

**Comment** This is a challenging timeframe given that each Council must seek approval of inclusion to a joint organisation area prior to 28th February 2018.

- d) Joint Organisations will be able to invite neighbouring councils, county councils and other organisations to participate as non-voting members of the JO.

**Comment:** Will this membership include/exclude the Far West, LMWUA and OROC?

- Governance e) Councils will be represented by the Mayor only – there is scope to have additional elected representatives if councils agree. Each JO Board will vote for the Chair and each Member Council will have equal voting rights.

**Comment:** In OROC's submission to the discussion paper 'Joint Organisations – Emerging Directions' OROC discusses the composition of the Board and governance (voting and decision-making arrangements) to remain as reflected in the current OROC model -Mayor and General Mangers one vote each.

This model is considered by OROC as the most effective and eliminates any possible influence of politics and parochialism which may undermine the outcomes of a JO. This proposed model is supported by an advisory committee of General Managers that provide technical and professional expertise to support operations and strategic direction of a JO.

- f) JOs will be statutory corporations that do not represent the Crown.

Definition: LOCAL GOVERNMENT ACT 1993 - SECT 220 220 LEGAL STATUS OF A COUNCIL (1) A council is a body politic of the State with perpetual succession and the legal capacity and powers of an individual, both in and outside the State. (2) A council is not a body corporate (including a corporation). (3) A council does not have the status, privileges and immunities of the Crown (including the State and the Government of the State). (4) A law of the State applies to and in respect of a council in the same way as it applies to and in respect of a body corporate (including a corporation).

**Comment:** OROC has addressed in all three written submissions to the State Government that a JO must not become a fourth tier of government and that functions should be not be prescribed by legislation, is not burdened by red tape, is affordable to manage, is protected by changes to the NSW Local Government Act and has less onerous reporting responsibilities.



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Does a statutory corporation allow a fourth tier of government to develop?

- Funding g) \$3.3 million seed funding to support those Councils that wish to establish and participate in a Joint Organisation. The 5 Pilot Regions that received \$300,000 each in 2015/16 to participate will also be given the opportunity to be re-funded.

**Comment:** Long term recurrent funding from the State may be critical for the long-term viability of Joint Organisations, considering the range of activities and expectations to be placed on JO's.

- Strategic Direction h) Section 400R provides that JOs strategic regional priorities need to be set by reference to the relevant strategic plans of member councils and the State Government. The bill does not require consistency between the three areas of strategic planning, but it ensures that they will not exist in isolation from each other.
- Service Delivery i) Section 400S extends the potential role of each JO. It confers on JOs the ability, with the agreement of member councils, to engage in service delivery to or on behalf of councils, including capacity building for councils themselves. This gives JOs the option of providing councils with services e.g.: shared services where councils choose to assign those services to the joint organisation. For example, services may include IT, HR Management, Waste Services Management, Library services and community strategic planning.

**Comment:** OROC's submissions have discussed the service delivery functions provided by county councils can be linked to JOs in a similar way that they link to individual councils; OROC has not showed any genuine interest for JOs delivering service functions to the region.

- Intergovernmental Collaboration j) Section 400R (1) (c) a joint organisation must also focus on opportunities available to it for collaborating with other agencies and taking up those opportunities. There are several State agencies which are ready to work with joint organisations and this will be facilitated through a State agency working group and regional leadership groups across New South Wales. These forums will help new joint organisations connect and collaborate with State agencies, bringing projects and funding operations directly to local government.

This proposed joint organisation model is to make it easier to deliver important projects across council boundaries including jobs, education, transport, secure water supplies, roads, bridges, other vital services and infrastructure.

**Comment:** The position put forward by OROC in its three submissions is that service delivery and delegation of functions (see item k below) creates genuine concern across this region. JOs can become a dumping grounds for compliance based or other activities of local government or unwanted activities of State Government, and will lead the JO to become a fourth tier of government.

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- k) Items [4] to [7] of schedule 1 to the bill will allow member and neighbouring councils to delegate functions to a joint organisation if agreed to by the joint organisation.

**FINANCIAL AND RESOURCE IMPLICATIONS**

As reported to OROC the formation of a JO can be provided with up to \$300,000. This funding is dependant on all Councils in the Planning area participating as disclosed by the Minister for Local government at the LGNSW Conference in her address.

Funding of the Joint Organisation outside this funding will be a requirement of the member councils in the same way that County Councils are funded. As the JO initially will not have a funding source e.g. weeds grant as available to Macquarie County Council, the JO will rely on contributions from member councils.

It is very hard to estimate what these contributions will be at an individual council level until the Regulations are made that may state a funding model or through the formation of a JO Constitution that establishes the funding model that can be afforded by the individual councils based on population, rates income or another methodology.

As the Joint Organisation has the legal status of a Body Corporate and maintains a legal capacity as an individual, the JO may set a contribution plan that the member councils will be required to pay towards.

Ultimately a JO should establish its self as a self-financing organisation and reduce its reliance on funding from its member councils. This has occurred at Hunter Councils, but it has not been successful at other ROC's to date. The Amending Act establishes the ability for Regulations to be made to address Financing of the JO (cl400ZF), require the provision of member council staff to assist the JO and allow the setting of charges, fees etc for the operation or service provision of the JO.

The JO model will allow the member councils to buy services from the JO and unlike a County Council that has a Proclaimed function e.g. weeds authority or water authority, the JO appears to be able to provide competitive services back to its member councils and other organisations (Clause(s) 400R and 400S). By undertaking functions in service areas such as payroll, or library services or regional water supplies etc. the JO could raise substantial capital to fund the operation of the organisation and the staff appointed to provide the service functions.

The Board of a JO cannot resolve to require a council to delegate any of its functions to the JO (cl400Z). The member councils may elect to delegate some functions to a JO as described above, the JO Board cannot take over the functions of the Council at this time.

No claimable but related service functions will include consultation with government agencies and the acting as an agent for regional planning matters and coordination, negotiation of contracts with organisations such as RMS for which a fee can be charged against the contracts and for other work with governments at a regional or state level.

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The funding model will require extensive consideration by the Board to lessen the burden on its member councils. The funding model will need to address the payment of the Board representatives (Mayors and other members) as this Board is independent of the member Council. Provision in accordance with the Local Government Act 1993 as amended will also need to be made for the Executive Officer (cl400Y).

Can a Council withdraw from the Joint Organisation if it cannot afford the funding contribution? The answer is yes (s400ZC) but it would be extremely unlikely that the government would pass a proclamation to reverse the formation of a JO.

**LEGAL IMPLICATIONS**

The Amendment Act 2017 establishes that the formation of a Joint Organisation is Voluntary as detailed below. Even though this is a voluntary process, it would appear that Councils that are not members of a JO will not be able to access State Government benefits as taken from the question and answers attached:

***Q: Can councils choose not to participate?***

*A: Councils can choose not to become a member of a Joint Organisation. The Government strongly encourages all councils in regional NSW to consider the benefits and opportunities offered by Joint Organisations.*

*Councils that are members of Joint Organisations will be able to take advantage of investment opportunities that are delivered through the Joint Organisation.*

The Amendment Act 2017 identifies a Joint Organisation to be the same as and applies all requirements of the Local Government Act 1993 as amended as if the JO is a Council (s400ZH).

There are several exclusions from the Local Government Act 1993 as amended and the main exclusions include the expression of community opinion (Pt3 Chapter 4) therefore excluding community input into role and function; Service and regulatory functions (Chapter 6 and 7); the ability to rate land and make charges (Chapter 15).

The agreement of a Council to enter into a Joint Organisation requires the Council (cl400 P) to Resolve that it wants to form a JO. The Minister after 28 days without any application to withdraw the resolution can request the Governor to proclaim the new Joint Organisation (cl400 O). Once a Joint Organisation is proclaimed then it has an independence from its member councils under the Act (cl400Q) and is required to undertake the functions conferred by the Act (cl 400 R) and may carry out other functions (cl400S) established by the member councils or provided by delegation under the Local Government Act 1993 as amended or any other Act or Regulation.

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In a similar way to a County Council, the Board of the JO will be formed from the Mayor of the Council (not by an elected official) and each Mayor will have one (1) vote only (cl400T). Other persons can attend the Board meeting including government representatives, outside community members and the general managers. The voting members can be expanded should the Board determine but they must be a councillor only.

The role of the Board is identified under cl400 U and will be identified in the organisational Charter. A chairperson is to be elected from the voting members (cl400V) and will hold that position for a two-year period or remaining period of the term of office of the councillor.

As with a County Council a decision made by a representative Councillor (in this case a Mayor) at a Board meeting remains independent from the members council (cl 400ZA). The JO Board is not accountable back to the member Council for decisions undertaken as it remains a body corporate (statutory corporation).

Apart from a requirement to have the position of Executive Officer, the JO may also employ staff (400ZG) to undertake the roles and functions established by the Board.

**RISK IMPLICATIONS**

The risk of not being part of a regional group promulgates the theory that an organisation retains a reluctant to transition to a more modern system of undertaking its principle business.

Warren Shire Council is a member of several regional and state based organisations e.g. OROC, LGNSW, Country Mayors and future membership of Mining Related Councils. By being part of these organisations the council gains benefits through knowledge sharing, shared service outcomes, grant applications and political leverage.

The transition phase to a JO is not greatly different to that of the present OROC Board, that allows a maximum of two votes per council (Mayor and General Manager) whereas the JO will initially allow one vote per Mayor. OROC presently employs an Executive Officer and no other staff. The JO will require an Executive Officer. Staff resources are at the determination of the Board. OROC has alliances with the Water Alliance (Lower Macquarie) and this can remain under the Amendment Act 2017 (cl400T). This section also allows other groups to participate such as Netwaste as observers who cross over the OROC and Centroc areas. The ability for observers is relevant as it allows a council outside the OROC area e.g. Lachlan Shire to come to the JO meetings and discuss issues that affect their northern areas that adjoins Narromine, Warren and Bogan Shires and work with the OROC councils in areas such as water security, tourism and road route upgrades.

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The risk of not being in a JO from a legislative position is that an individual council may not be part of regional discussions, they may not be part of regional grant funding opportunities, they may not be permitted at discussions with Government Ministers or agencies for regional based actions and outcomes. Further that as financing of councils become much tighter, a single council may not have access to funding streams such as TCorp loans and may in fact be deemed not fit for the future.

There is no legislation presently that prevents the OROC Councils from continuing to operate OROC in its current form. From this if the councils continue to actively share services as presently occurs and make collective decisions that provide benefits to all the members then a risk of falling behind regionally will be prevented. The current costs of OROC appear to be within the budget constraints of the member councils and to date government agencies and Parliamentary representatives make themselves available to meet with the OROC Board.

A risk of continuation of OROC in its present form is that OROC operates through the generosity of Narromine Council as a sponsor to OROC. This has limitations as to service provision and outcomes that a JO does not have, a JO will be a stand-alone organisation with the same powers of a council or county council.

An assessment of the legislation indicates that the Minister may ask the Governor to proclaim a joint organisation. The legislation does not restrict this time frame to the period of the 28th February 2018, and therefore a JO can be proclaimed at any stage that a group of more than two councils wish this to occur.

A risk exists in the Government's push to form JO's across NSW by the 1st July 2018 and Councils being pushed towards a decision by the 28th February 2018; as the Government has not provided the Regulations to the Amending Act 2017, that will allow Councils to understand the complete package. It is envisaged that based on the Amending Act 2017 that the Regulations will be consistent with those that exist in the Local Government Regulations for councils and county councils.

**STAKEHOLDER CONSULTATION**

Extensive State Government consultation has resulted over many years, but little public consultation has been undertaken since the passing of the Amendment Act 2017. Information is available on the Office of Local Governments website.

Consultation has been undertaken with the OROC Board and General Managers.

Attendees at the LGNSW Conference had the opportunity to listen to the Minister for Local Government, but did not have any opportunity to raise questions. The Office of Local Government did have a stand at the LGNSW Conference and general questions could be asked although the staff did not have any insight into the Regulations or process to follow the proclamation of the new JO.

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During the development of this report the Office of Local Government has sent advice to the General Manager with wording for a council resolution if the formation of a JO is favourable. The wording has been included in the Recommendation for consideration. A copy of the advice is attached.

**OPTIONS**

It appears there are four options:

1. That Council resolves to become a member of a Joint Organisation and identifies the group of councils it would like to partner with. This may not be the whole of the OROC Councils as the legislation only requires more than 2 councils to form a JO. It must be stated that it is unlikely that a new JO would be formed without the inclusion of Dubbo Regional Council and the majority of OROC Councils in the current planning area.
2. That Council resolves not to join a Joint Organisation with the knowledge that it may not be included in regional discussions and may be penalised (not yet expressed by the Government) for not being part of the JO network;
3. That Council resolve not to form a joint organisation and work with other councils who resolve the same to form a ROC type organisation within the remaining OROC region; and
4. That Council may wait until the Regulations are available to the NSW Public and consider its options as to the formation of a JO or at that time seeking to join an existing JO that may have been formed. This consideration would be at the willingness of the JO Board and the Minister to allow inclusion of additional organisations to a proclaimed JO. There is no guarantee that the Board or the Minister would proceed to proclamation.

**CONCLUSION**

The formation of Joint Regional Organisations has been in discussion for several years. The JO concept has come about due to a small number of ROC's exceeding the ability to work with legislation based around s355 of the Local Government Act 1993 or under Associated Organisation legislation.

The JO concept in its simplest form is a revised County Council as the JO will have similar powers to operate autonomously of the member councils and they will be able to provide a range of services and support back to member councils that is not available through the county council legislation.

A council that nominates to form a JO will have the JO proclaimed by the Parliament. Once proclaimed then it is not possible to remove the council from the JO unless the Minister agrees, or other actions are taken against the council under the Local Government Act 1993 as amended.

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The concept of a joint organisation and the regulated areas of performance appear to be very similar to the roles and functions that OROC perform for this region but under a formal (legislative) outcome. The JO planning area does not include all the OROC member councils and based on the benefits that are provided to all the smaller councils it is relevant to insist on the inclusion of the western councils who are the present members of OROC.

Although the legislation has not been fully disclosed by the Government, it is assumed only that the regulations as to the JO operational outcomes will be like those of a council or county council. This assumption may be wrong but at this time that is the best assumption.

Risks of rushing into a joint organisation exist, however the risk of the long term unknown and the potential penalisation of communities by non-participation similarly exist.

It is recommended that Council looks at forming a Joint Organisation with its regional councils as this opportunity to establish a Charter and direction that is suitable to smaller regional councils may be lost if future membership is sought after the formation of a regional group.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

There are no links to Councils strategic plans for this item as it is a legislative based decision.

**SUPPORTING INFORMATION /ATTACHMENTS**

As attached.

WARREN SHIRE COUNCIL  
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Strengthening local government



Office of  
Local Government

5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541

Our Reference: A573390  
Your Reference:  
Contact: Chris Presland  
Phone: 02 8289 6800

Mr Glenn Wilcox  
General Manager  
Warren Shire Council  
PO Box 6  
WARREN NSW 2824

1 December 2017

[gaw.warren@nsw.gov.au](mailto:gaw.warren@nsw.gov.au)

Dear Mr Wilcox

I am pleased to be writing to you following the recent passage by the NSW Parliament of the *Local Government Amendment (Regional Joint Organisations) Bill 2017*. This legislation allows for councils to voluntarily join new Joint Organisations (JOs) to strengthen regional coordination and improve the delivery of important infrastructure and services for communities through strategic planning, collaboration and shared leadership and advocacy.

Council has recently been invited to nominate to form a JO and I encourage you to commence negotiations with the councils in your planning region on how a JO may be established to best support your community.

To assist Council in considering to form a JO, enclosed is an information pack that includes the following resources:

- Guidance information on how to submit a nomination to form a JO
- Frequently Asked Questions
- Office of Local Government contacts for support.

The Office of Local Government welcomes this opportunity to work with you in establishing a JO and is available to discuss what assistance can be offered to your council and region as you consider the benefits of joining a JO.

Please contact Mr Chris Presland, Director Reform Implementation on (02) 4428 4100 or [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) if you have any further enquiries.

Yours sincerely

Tim Hurst  
Acting Chief Executive  
Office of Local Government

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 44 913 630 046



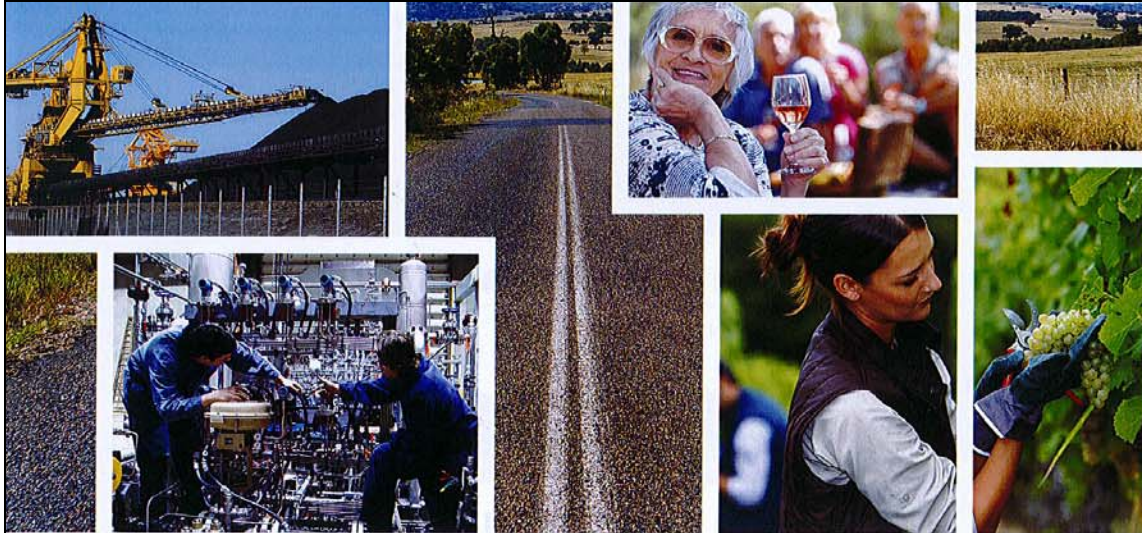


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**JOINT ORGANISATIONS**  
*'Working together for regional communities'*




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**The Hon John Barilaro MP**  
Deputy Premier  
Minister for Regional NSW



**The Hon Gabrielle Upton MP**  
Minister for Local Government

In an Australian first for regional communities, the Joint Organisations network will be established to help drive better planning, economic development and service delivery. Legislation will allow councils to voluntarily join new Joint Organisations to strengthen regional co-ordination and improve the delivery of important infrastructure and services for communities across regional NSW.

We, together with the Premier, have been working with councils to get the Joint Organisations model right. We have listened to their feedback of what is needed to address the unique challenges in regional NSW.

Joint Organisations will bring local governments together with the State Government to focus on the issues that matter most to regional communities such as growing local economies, creating more jobs, securing water supplies, and improving regional transport, community infrastructure and services.

Councils choosing to take up this option will get a seat at the table in planning infrastructure and investment for their region, and access to better ways to get things done, with support and funding from the State Government.

The Office of Local Government will be providing hands on support to councils wishing to become a member of a Joint Organisation and will work closely with them once established.

To make sure no region is left behind the NSW Government will provide \$3.3 million to support the establishment of Joint Organisations with plans for further investment to boost regional economies and communities.

Following the passage of legislation through parliament, councils from regional and rural NSW will be invited to resolve to join a Joint Organisation.

Deputy Premier  
Minister for Regional NSW

Minister for Local Government

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## How Joint Organisations Pilot works

The NSW Government piloted different Joint Organisation models during 2015 in five regions – Central NSW, Hunter, Illawarra, Namoi and Riverina – to test and reflect the different working relationships and priorities of each area.

An independent evaluation of the JO pilot process encompassing 66 key stakeholders found the JO pilot was a success and that JOs deliver real benefits for regional councils and communities.

Key findings from the evaluation include:



84%

Agreed the JO pilot improved shared regional planning and priority setting



82%

Agreed the JO pilot improved intergovernmental collaboration



76%

Agreed the JO pilot had improved council's ability to undertake effective regional leadership and advocacy

## Joint Organisation success



Joint Organisations are:

- Improving freight transport in the Riverina
- Attracting international agricultural investment in the Namoi
- Increasing youth employment in the Illawarra
- Growing the tourism industry in the Hunter
- Prioritising infrastructure investment in Central NSW

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## How Joint Organisations will work

Joint Organisations will transform the way that the NSW Government and local councils collaborate, plan, set priorities and deliver important projects on a regional scale. These new partnerships will benefit local communities across regional NSW by working across council boundaries.

### Legislation

The core requirements for JOs will be included in the Local Government Act and supporting regulations.

Having a legislative foundation will ensure that JOs are able to work effectively to advance regional priorities, while remaining accountable to their communities through their member councils.

As well as providing a robust foundation for JOs to build on, the legislative framework will also allow flexibility to take on additional agreed functions.

### Charter

The legislative model provides that each JO is to adopt a Charter that may be tailored by them to suit the needs of each regional group.

Charters will set out the way that a JO intends to operate and govern itself.

### Leadership

Each council will be represented by its Mayor and there is scope to add an additional elected representative, if member councils agree.

The JO Board will choose its own Chair but each member council will have equal voting rights to reflect that they are equal partners in strengthening their region.

### Membership

The NSW Government will be represented on each JO Board as an Associate (non-voting) Member.

JOs will be able to invite neighbouring councils, county councils and other organisations to participate as non-voting members of the JO.

### Day-to-day management

Each JO may appoint a suitably skilled and capable Executive Officer to oversee day-to-day operations.

### Principal functions

The principal functions of each JO will be:

- Strategic planning and priority setting
- Intergovernmental collaboration
- Shared leadership and advocacy.

One of the first activities for each new JO will be to establish a Statement of Regional Priorities.

This work will elevate shared priorities in councils' Community Strategic Plans, as well as draw on other regional plans.

The statements will form the basis for discussions with the State Government about key projects and programs in each region and how shared priorities may best be delivered.

### Optional functions

JOs will be able to perform additional optional functions including delivering shared services or overseeing shared arrangements, such as procurement.

Although the focus for the first year will be on the core functions, JOs will have the tools they need to start working on their optional functions from commencement.

### Resourcing

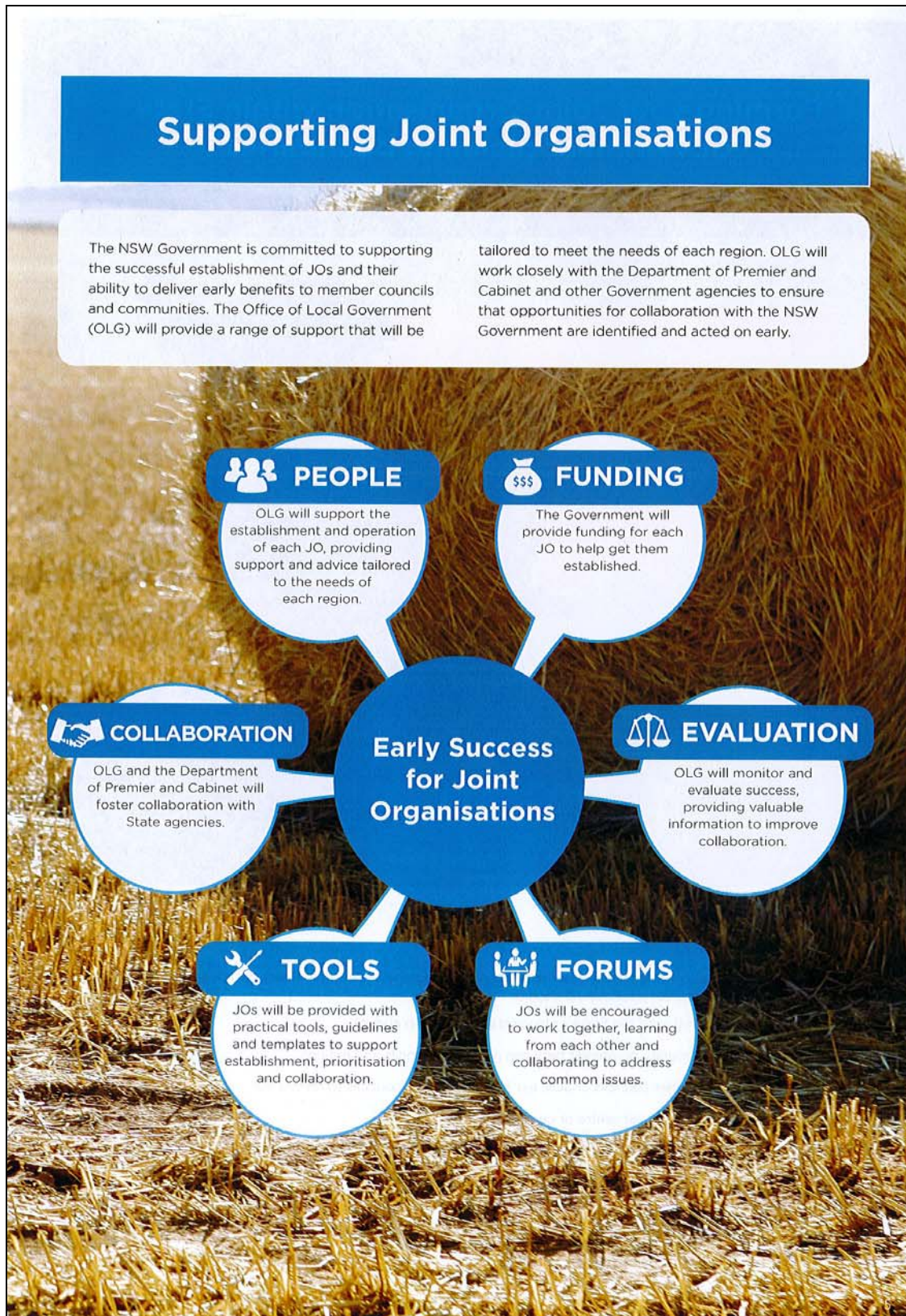
The NSW Government is providing \$3.3 million in seed funding to support the establishment of JOs. They will also be able to directly apply for grants and generate income to help fund their ongoing operations. It is up to each JO to decide how councils will contribute to the organisation.

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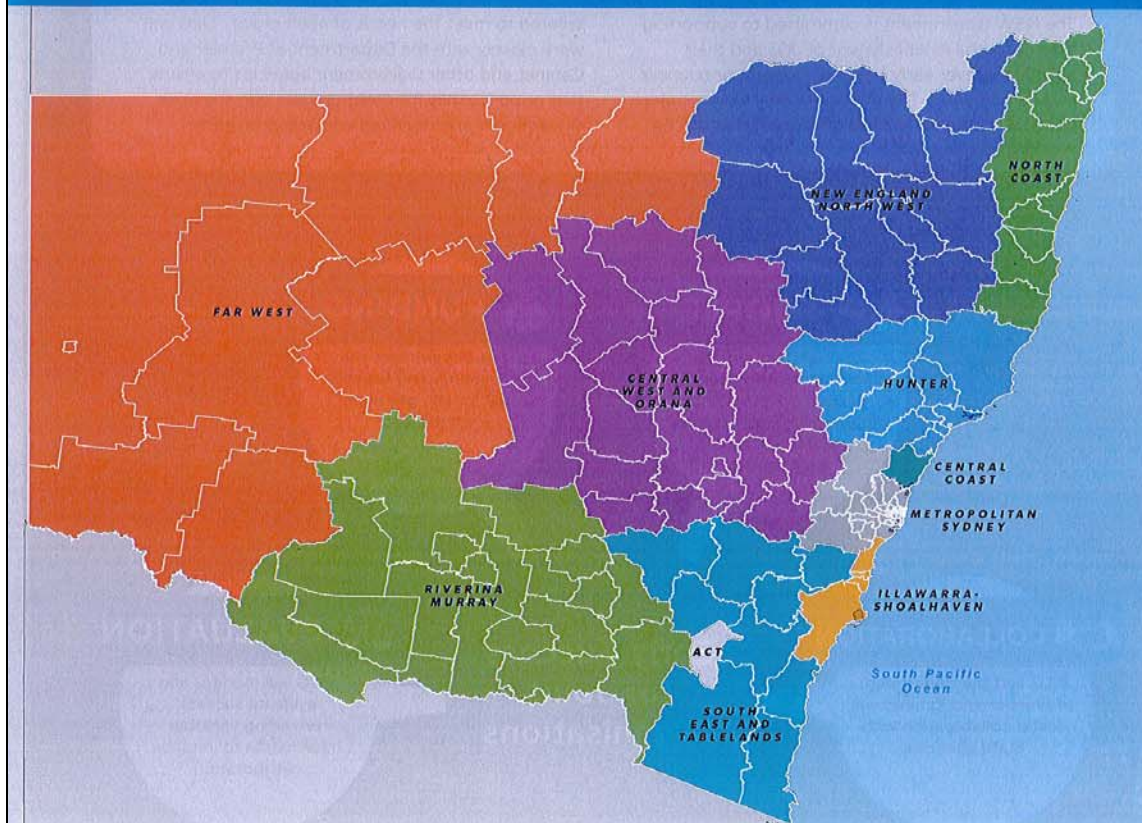
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**Forming your Joint Organisation within State  
Government planning boundaries**



**Key Design Criteria**

The NSW Government has consulted extensively with councils in regional NSW on the best design and governance model for Joint Organisations. An effective JO should:

- align with, or 'nest' within one of the State's planning regions (map above)
- demonstrate a clear community of interest between member councils and regions
- not adversely impact on other councils or JOs, e.g. leaving too few councils to form a JO
- be based around a strong regional centre or centres
- be of appropriate size and capacity to partner with NSW Government and Commonwealth Government agencies and other organisations.

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## Joint Organisations – Next steps for councils

Following the passage of legislation through parliament, councils will need to take the following steps:

### **Plan**

- Identify your council's planning region (map on previous page)
- Consider the guidance material to be provided by the Office of Local Government (OLG)
- Review existing arrangements for regional collaboration in your area
- Consider the Key Design Criteria for JOs (see previous page)
- Consider the criteria for seed funding

### **Consult**

- Consult with councils within your preferred regional grouping to reach agreement on JO membership
- Each JO must have a minimum of 3 member councils
- OLG is available to facilitate and support consultations in your region

### **Endorse**

- Once the proposed JO membership is agreed, ensure each member endorses the proposal by a resolution of council

### **Nominate**

- Submit your request to establish a JO to OLG by 28 February 2018
- More information on this process will be provided shortly

### **Establish**

- The final JO network will be finalised in March 2018
- Funding allocations will also be announced in March 2018
- JOs will be proclaimed in April 2018
- OLG will support the establishment of JOs and work closely with them once operational to ensure they are successful
- JOs will be ready to start in July 2018

### **Commence**

- Hold your first JO meeting and elect a chairperson
- Recruit the Executive Officer
- Work with member councils, DPC Regional Director and OLG support team to fully establish the JO
- Work with member councils to draft the first JO Charter and Statement of Strategic Regional Priorities.

### **Who to contact for further information?**

Please contact the Office of Local Government on 02 4428 4100 or [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au). Staff will be available to support councils in understanding the opportunities and processes to join a Joint Organisation.

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**Office of  
Local Government**

## **Joint Organisations - Frequently Asked Questions**

**Q: What is a Joint Organisation?**

**A:** A Joint Organisation is a new entity under the Local Government Act comprising member councils in regional NSW to provide a stronger voice for the communities they represent.

A Joint Organisation will provide a more structured, permanent way for local councils, State agencies and other interested groups to collaborate. Each region will decide its own priorities, working on short and long term projects such as attracting a new industry to the region or improving the health of a river system. By putting their resources together and focusing on the unique challenges and strengths of their whole region, Joint Organisation members can drive better outcomes for local residents.

Each Joint Organisation will comprise at least three member councils and align with one of the State's strategic growth planning regions. One of the member council's mayors will be elected chairperson and an Executive Officer may be appointed.

**Q: How will Joint Organisations benefit councils and communities in regional NSW?**

**A:** Joint Organisations will transform the way that the NSW Government and local councils collaborate, plan, set priorities and deliver important projects on a regional scale. These new partnerships will benefit local communities across regional NSW by working across traditional council boundaries.

**Q: How do we know Joint Organisations will work?**

**A:** The Joint Organisation model has been developed in close consultation with councils and the NSW Government has listened to regional councils to get the model right. This included a pilot program for five groups of councils to test a range of options, which involved the participation of 43 councils and delivered a range of initiatives and projects to those regions.

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**Office of  
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An independent evaluation of the pilot program found Joint Organisations bring benefits to regional communities in delivering on-the-ground projects and attracting more investment to regional communities.

**Q: How are Joint Organisations different to Regional Organisations of Councils?**

A: The Joint Organisation model provides for greater certainty and continuity as well as recognising the unique differences in the many regions of NSW. While some ROCs have been effective, they have varied functions, membership, and governance structures which often makes collaboration more difficult.

**Q: Why has the Government decided to make joining Joint Organisations voluntary?**

A: The majority of regional councils support Joint Organisations but some asked for more time and flexibility to determine their own membership of a new regional body. The Government has listened to this feedback.

**Q: Why should councils choose to form a Joint Organisation?**

A: Joint Organisations will provide a forum for councils, agencies and others to come together and focus on their regional priorities – the things that matter for that region. Joint Organisations will help drive the delivery of important regional projects – the infrastructure and services that local communities need and deserve.

Joint Organisations will also provide councils with a more efficient way to deliver shared services for members and the region. Where member councils agree, they can choose to share a common approach to services such as information technology, water management services and community strategic planning. The NSW Government will provide \$3.3 million to support councils to establish Joint Organisations.

**Q: Can councils determine their own regional boundaries?**

A: While the choice to join, and composition of a Joint Organisation is voluntary, the NSW Government will only support the creation of Joint Organisations within existing State planning regions and in regional NSW. Councils have told us that effective

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**Office of  
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collaboration will only be realised when State and local government boundaries are aligned.

To aid this process the NSW Government has consulted the sector on boundary criteria which they can take into account when determining the membership of their Joint Organisation.

Joint Organisation boundaries should:

- align with, or 'nest' within one of the State's planning regions
- demonstrate a clear community of interest between member councils and regions
- not adversely impact on other councils or JOs, for example, leaving too few councils to form a JO
- be based around a strong regional centre or centres
- be of an appropriate size to partner with State, Commonwealth and other partners.

Consistent with previous Government decisions, Joint Organisations will not be considered for metropolitan Sydney and the Central Coast at this time.

**Q: What funding is available to Joint Organisations?**

**A:** The Government will provide up to \$3.3 million in seed funding to Joint Organisations to support their establishment. The Government will identify opportunities for additional investment through Joint Organisations in regional economies.

Funding for each Joint Organisation will be based on the number of councils that choose to form a Joint Organisations, with maximum funding provided to regions where all councils in a region choose to be members of the new regional body.

All Joint Organisations, whether they were pilot regions or not, will be provided with seed funding.

Further details on funding arrangements will be provided to councils.

**Q: Will this funding be enough to help councils establish a JO?**

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**A:** The NSW Government is providing significant funding and support to help those councils that choose to establish a Joint Organisation. The pilot program demonstrated that groups of councils can achieve substantial benefits for their communities and significant cost savings by working together through a Joint Organisation.

**Q: What are the next steps for interested councils?**

**A:** Following the passage of legislation through Parliament, councils will be invited to nominate to form a Joint Organisation in their region. Councils are encouraged to open discussions with their neighbours as soon as possible.

The Office of Local Government is available to facilitate these discussions and provide support to councils through the nomination process. Specific requirements to form a Joint Organisation will be provided to councils shortly.

Each Joint Organisation will be created by a proclamation and the NSW Government will then ask the Commonwealth to endorse each Joint Organisation as a non-national system employer to ensure that any staff of a Joint Organisation, with the exception of the Executive Officer, are employed under the State local government award.

**Q: What support will be provided to councils and Joint Organisations once established?**

**A:** The Office of Local Government will work with Joint Organisations to support their establishment and ensure they have the necessary systems and governance in place for the Joint Organisations to deliver results for regional communities.

The Office of Local Government and the Department of Premier and Cabinet will foster collaboration between Joint Organisations and State agencies to identify and act on opportunities to benefit regional communities.

**Q: Can councils choose not to participate?**

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**A:** Councils can choose not to become a member of a Joint Organisation. The Government strongly encourages all councils in regional NSW to consider the benefits and opportunities offered by Joint Organisations.

Councils that are members of Joint Organisations will be able to take advantage of investment opportunities that are delivered through the Joint Organisation.

**Q: Is there a role for Parliamentary Secretaries in Joint Organisations?**

**A:** Parliamentary Secretaries will play a key role in championing a new, shared regional collaboration which will bring together Regional Leadership Groups of State agencies and Joint Organisations.

**Q: How has the Government's approach changed?**

**A:** The Joint Organisation model that will be enabled through the proposed legislation is consistent with the consultation and engagement with the sector. The Government has been listening to councils and has decided to implement Joint Organisations in a more flexible way.

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Office of  
Local Government

5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 30115 NOWRA NSW 2541

Our Reference: A576353  
Your Reference:  
Contact: Chris Presland  
Phone: 02 4428 4100

Mr Glenn Wilcox  
General Manager  
Warren Shire Council  
PO Box 6  
WARREN NSW 2824

Email: [gaw@warren.nsw.gov.au](mailto:gaw@warren.nsw.gov.au)

20 December 2017

Dear Mr Wilcox

Following on from recent correspondence regarding the establishment of a Joint Organisation (JO), I am writing to acknowledge the time and effort that councils and regional organisations of councils have taken over the past month to discuss the opportunities available.

I understand that there have been many conversations and regional meetings between councils and the Office of Local Government (OLG) to discuss the best way forward for councils in your region. This is a critical time when each council must consider the decision to join a JO.

I would like to reiterate that JOs are a key part of the Government's commitment to build stronger councils and improve service delivery and infrastructure across rural and regional NSW. The State Government will work closely with JOs to strengthen communities across the State.

I would like to advise that the *Local Government Amendment (Regional Joint Organisation) Act 2017* commenced on 15 December 2017. To ensure that your council is a part of the JO network, a council resolution is a critical part of the process of getting JO areas recommended to the Governor to enable proclamation.

It is important that these resolutions align for groups of councils that wish to form a JO and that councils provide the Minister for Local Government with a copy of this resolution by **28 February 2018**, a copy of which is again provided for ease of reference. This allows time to undertake the required processes in order to have JOs in operation by July 2018. This includes allocation of seed funding to help establish each JO under the NSW Government's \$3.3 million commitment.

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 44 913 630 046



Strengthening local government

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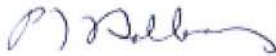
**REGIONAL JOINT ORGANISATIONS**

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Should you have any further enquiries, please contact Chris Presland, Director Reform Implementation or Melissa Gibbs, Director Policy and Sector Development on 02 4428 4100 or [onestopshop@olg.nsw.gov.au](mailto:onestopshop@olg.nsw.gov.au). Once again, I would like to thank you for your time and engagement during this process to date. The NSW Government looks forward to working with your council to find the best solutions for meeting the needs of your council and region into the future.

Yours sincerely



**Penny Holloway**  
**Acting Chief Executive**  
**Office of Local Government**

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## Proposed JO resolution for councils



**The council resolutions are a critical input in the process of getting Joint Organisation areas recommended to the Governor by the Minister. It is important these resolutions align for groups of councils that wish to form a Joint Organisation.**

Once the resolutions have been made by councils the Minister must wait at least 28 days before recommending the Joint Organisation to the Governor.

The resolutions must be worded in a way that will allow for any changes in proposed membership that could potentially occur within the 28 days (e.g. a council rescinds the decision to join the Joint Organisation) without compromising the ability of the remaining councils to still form the Joint Organisation.

Below is a suggested Joint Organisation Resolution for councils. It is advisable any resolution is made following commencement of the legislation.

*In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the [NAME OF COUNCIL] (Council) resolves:*

- 1.** *That the council inform the Minister for Local Government (**Minister**) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (**Joint Organisation**) in accordance with this resolution.*

---

- 2.** *To approve the inclusion of the Council's area in the Joint Organisation's area.*

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- 3.** *That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:*
  - a) [INSERT A LIST OF ALL RELEVANT COUNCIL AREAS WITHIN THE RELEVANT STATE PLANNING REGIONS]*

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- 4.** *That, on the expiry of a period of 28 days from the making of this resolution, the General Manager provide the Minister:*
  - a) with a copy of this resolution including the date on which Council made this resolution, and*
  - b) inform the Minister that this resolution has not been rescinded,**for the purpose of the Minister issuing a certificate under section 400P of the Act.*

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**ITEM 4      NSW GOVERNMENT INFRASTRUCTURE GRANTS      (D3-1.4)**

**RECOMMENDATION**

1. That Council prepare an application under the Arts and Cultural Fund to allow the development of a suitable community arts, historic and cultural centre within Warren and identify a suitable building; and
2. That Council consider within its 2018/19 budget an amount required to purchase the building on behalf of the community.

**BACKGROUND**

Grant funding is available through the NSW Government to develop art and cultural centres. Warren Community could establish such a centre and bring community groups in to manage and operate the centre.

**REPORT**

Discussion has been occurring in the Warren community to look at the establishment of a building in the main street area that could be used by the community as an art, education, historical display area and general community meeting area.

An opportunity is available for the community to work together and seek a grant under the Infrastructure Grant Program to establish this centre.

A number of existing buildings are available that could be redeveloped to support the concept of an art gallery with artist in residence, a display area for the historical society, and area for the display of Aboriginal art, artefacts and other cultural items and as a meeting place for community groups that have an interest.

The ownership of such a facility could be with Council and operated by a Community Committee as a Section 355 committee under Council's auspice. This would ensure that equal access is available, that the Management Committee reports activities and actions to Council and that the funding of repairs and upgrading is undertaken to ensure the longevity of the building and community use.

The community has identified suitable premises for this to be undertaken. To allow Council to apply for a grant on behalf of the community, council may wish to enter into a non-binding agreement with one or more land owners for the future purchase of a premises.

If a grant was successful, it would need to cover the full cost of building development less a purchase price. Council would need to include the purchase of the building within its 2018/19 budget for consideration.



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**ITEM 4      NSW GOVERNMENT INFRASTRUCTURE GRANTS**  
**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

This report proposes that Council will purchase a building to be used for community arts and cultural activities and as such a responsibility exists that Council will continue to fund the upgrading and maintenance of the building. These costs will need recurring funding.

The benefits of an arts and cultural centre and it is suggested that the building be manned by the community groups will allow locals and visitors to attend the building and potentially benefit the economic development of the community.

This project will require grant funding to allow the repair, development and operation of the centre. Without grant funding the project is not financially viable.

**LEGAL IMPLICATIONS**

To ensure that the arts and cultural centre is maximised for community use, Council should establish a Section 355 Committee under the Local Government Act 1993, that delegates roles and functions to a Community Committee who report back to Council. Council also has the controlling hand if the committee does become dysfunctional, is not meeting the centres community objectives or has restricted use by others. Council formally appoints the Management Committee under S355 of the Act.

By allowing a Community Committee to operate the centre, Council can establish the rules of use and observe the committee outcomes. The committee also has flexibility in their decisions to rotate displays, allow short term use by an Artist in residence and to attract art or other displays.

**RISK IMPLICATIONS**

This project should only occur if full funding of the building repairs, alterations and upgrading is available. Council's budget cannot sustain the purchase and repair of the building. Council's ownership of a building brings with it a general risk that can be offset by regular inspection and maintenance.

The risk of a Community Committee operating under S355 of the Local Government Act 1993, allows Council to over view the use of the centre, the activities proposed and the outcomes generally.

**STAKEHOLDER CONSULTATION:**

Prior to the preparation of a grant application, Council should write to the local arts groups, the Aboriginal Lands Council, the Historical Society and other groups that may have current or future benefit from the development of this centre.

General stories in the local press should also alert others in the community about this project and they can contact Councils Economic Development Team to provide advice and assistance.

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**ITEM 4      NSW GOVERNMENT INFRASTRUCTURE GRANTS**  
**CONTINUED**

**OPTIONS**

Council has an option to consider this development, defer consideration or to reject this proposal based on its budget consideration, the necessity of the community.

**CONCLUSION**

This report has been prepared based on community discussion for a general need to develop an arts and cultural centre that could be used by groups across the community to hold displays, provide education or to allow the development of cultural outcomes.

Council would need to consider the cost of purchasing a building in the main street area in its budget and Council would act as the auspicing group for any grant funds on behalf of the community. Grant funding is now open for arts and cultural projects.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLANS**

1.1.2    Maintain high levels of community cohesion and community spirit

**SUPPORTING INFORMATION**

Nil





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**ITEM 5 DRAFT ENHANCEMENT PLANS FOR WARREN, NEVERTIRE  
AND COLLIE CONTINUED**

**CONCLUSION**

The Draft Village Enhancement Plans have been developed to provide guidance to the village communities and Council on suitable outcomes that should provide a higher level of appearance, village serviceability and enhancement for residents and visitors alike.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

- 1.4.6 Maintain town streets and footpaths.
- 2.2.2 Implementation of street masterplan and town improvement committee activities.
- 3.1.4 Maintain and enhance local pathway networks to meet needs of all sections of the community.
- 3.2.1 Maintain parks and gardens and reserves in a safe and attractive condition.
- 3.2.4 Maintain community facilities to an appropriate standard.
- 3.2.5 Maintain and service the villages of Nevertire and Collie.
- 5.1.3 Promote timely and quality dissemination of information to the community.

**SUPPORTING INFORMATION /ATTACHMENTS**

- 1. Draft Warren Village Enhancement Plan.
- 2. Draft Nevertire Village Enhancement Plan.
- 3. Draft Collie Village Enhancement Plan.











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**ITEM 6                  DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS  
ON WETLANDS COMMITTEE                                                          CONTINUED**

**III.                  GOAL**

*This AGREEMENT is to describe the partnership arrangements and to support and work collectively for the operation of the Windows on the Wetland Centre (WOW) and develop education, recreation, heritage and tourism for the Warren Shire area.*

**IV.                  AREAS OF COLLABORATION**

***DESCRIBE AREAS OF COLLABORATION BETWEEN COUNCIL AND RIVERSMART***

**1. LEARNING AND BUILDING CAPACITY.**

This includes the sharing of knowledge and lessons learned, organisational development and sustainability and conservation initiatives.

**2. CONSERVATION, COMMUNICATIONS AND BUILDING A CONSERVATION ETHIC.**

This includes the joint promotion of sustainability strategies as well as communications that will build public conservation awareness and support for conservation.

**3. TOURISM AWARENESS**

This includes co-operation to deliver tourism outcomes that promote the regions natural and cultural assets.

**4. GRANT FUNDING**

To work collaboratively to apply for grant funds identified in jointly agreed strategic planning documents that benefit the environment and tourism development.

**V.                  RESPONSIBILITIES OF COUNCIL**

***DESCRIBE PARTNER'S RESPONSIBILITIES UNDER THIS AGREEMENT***

- Council will work with RiverSmart to create, implement, monitor and evaluate annual work plans that identify specific objectives and activities of interest to both Partners particularly in the region of the Macquarie River Marshes and the WOW Centre (Note: the "Work Plans", which are incorporated in this agreement by reference).
- Within the context of specific projects, Council will work with RiverSmart to establish mutually amenable methods of coordination, including support for joint grant applications which will be included as part of the Work Plans mentioned above; and
- Council will provide financial support to cover Lease, Rates and Water and Sewerage Service costs of the WOW Centre annually.
- Council will provide a payment quarterly to be used for the development and maintenance of buildings and other structures at the WOW Centre. Maintenance shall be incorporated in the annual work plans.
- Council will not reject any proposal included in the agreed work plans if it is legally allowable.
- Council will allow the sub leasing of the premise for legal activities subject to RiverSmart providing Council with a copy of lease documents and insurances.
- Council will insure all buildings and other structures at the WOW Centre.

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**ITEM 6      DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS ON WETLANDS COMMITTEE      CONTINUED**

**VI.      RESPONSIBILITIES OF RiverSmart Australia Ltd**

***DESCRIBE THE RESPONSIBILITIES OF RiverSmart Australia Ltd UNDER THIS AGREEMENT***

- RiverSmart will work with Council to create, implement, monitor and evaluate annual work plans that identify specific objectives and activities of interest to both Partners particularly in relation to the Macquarie River and Marshes and the WOW Centre;
- Assign volunteers from RiverSmart to work with Council, and with other partners of Council, or with other regional or local organisations, to conduct activities agreed upon by both parties, to assure that work is completed in accordance with the approved Work Plan.
- Provide an up to date education, recreation and cultural heritage venue that promotes Warren Shire Council area and highlights the Macquarie Marsh as a traveler destination;
- Provide tourism advice on tourism trails both within Warren Shire Council and adjoining areas that promote return visitation.
- Help promote all businesses within Warren Shire that provide education of aquatic and floodplain biodiversity, provide accommodation, food or general leisure activities.
- Maintain the buildings and other structures at the WOW Centre in accordance with annual work plans.
- RiverSmart shall provide an annual statement of accounts indicating the expenditure of funds in accordance with the agreed annual work plans.
- RiverSmart shall provide to Council a copy of its insurances for public liability and volunteers annually.

**VII.      DUE DILIGENCE**

The Council may request copies of documents to ensure that RiverSmart meets appropriate standards of capacity, competence, and financial accountability.

These documents include but are not limited to the following: a list of the names of its Board members, copies of RiverSmart's Constitution, Vision and Mission Statements.

RiverSmart agrees to notify the responsible authority under Australian and State Government law and its PARTNER immediately of any change in RiverSmart's status or operations, or if any official judicial, legislative, or administrative proceeding is instituted against RiverSmart.

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**ITEM 6      DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS  
ON WETLANDS COMMITTEE                                  CONTINUED**

**VIII.    PRINCIPAL CONTACTS**

The Principal Contacts for each one of the organizations is:

Partner:            Warren Shire Council  
                          The General Manager  
                          115 Dubbo Street Warren  
                          Postal Address: PO Box 6 Warren NSW 2824  
                          Telephone:     02 6847 6600

**PARTNER:**        RiverSmart Australia Ltd  
                          Dr. John Burke  
                          Director

Such Principal Contacts may be changed in writing from time to time by their respective Partners.

**IX.       USE OF INTELLECTUAL PROPERTY**

The parties agree that any intellectual property, which is jointly developed through activities covered under this MOA, can be used by either party for non-profit, non-commercial purposes without obtaining consent from the other and without any need to account to the other.

All other intellectual property used in the implementation of the MOA will remain the property of the party that provided it. This property can be used by either party for purposes covered by the MOA, but consent will be obtained from the owner of the property before using it for purposes not covered by the MOA.

**X.       EFFECTIVE DATES AND AMENDMENTS.**

This MOA shall take effect upon signing by both Parties and shall remain in effect for a period of two (2) years from that date unless earlier terminated. Neither party may assign or transfer all or any portion of this MOA without the prior written consent of the other party.

The MOA may be renewed at the end of this period by mutual written agreement by both Parties.



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**ITEM 6          DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS ON WETLANDS COMMITTEE                                          CONTINUED**

**XIV.    DISPUTE RESOLUTION**

The Partners hereby agree that, in the event of any dispute between the Partners relating to this Agreement, the Partners shall first seek to resolve the dispute through informal discussions. In the event any dispute cannot be resolved informally within sixty (60) calendar and consecutive days, the Partners agree that the dispute will be negotiated between the Partners through mediation, if Partners can agree on a mediator. The costs of mediation shall be shared equally by the Partners. Neither Partner waives its legal rights to adjudicate this Agreement in a legal forum.

**ENTIRETY**

This Agreement, including all Annexes, embodies the entire and complete understanding and agreement between the Partners and no amendment will be effective unless signed by both Partners.

FOR: WARREN SHIRE COUNCIL

FOR: RIVERSMART AUSTRALIA LTD

\_\_\_\_\_

[NAME]

[TITLE]

\_\_\_\_\_

[NAME]

[TITLE]

Date: \_\_\_\_\_

\_\_\_\_\_

Attorney

Date

To Expire: \_\_\_\_\_ (insert date)

\_\_\_\_\_

Witness

Date

\_\_\_\_\_

Witness

Date

\_\_\_\_\_

Witness

Date

\_\_\_\_\_

Witness

Date

**WARREN SHIRE COUNCIL**  
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**ITEM 6 DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS ON WETLANDS COMMITTEE CONTINUED**

**SCHEDULE A: TO THE MEMORANDUM OF AGREEMENT DATED ##/##/2018**

**Work Plan as Reference by Clause(s) V and VII of the Memorandum of Agreement (MOA)**

The following Work Plan has been agreed by the Partners to the MOA and is dated ##/##/2018.

This Work Plan shall cover the period ##/##/2018 to ##/##/2020 as per Clause X of the MOA and shall not be amended, altered or undertaken as an agreement to perform work or provide funding or services other than those stated in the work plan, with the exception, that the work plan may be amended or waived by mutual written agreement by both Parties under Clause X.

This Work Plan has been divided into two sections being, General Commitment and Financial Commitment.

**Section 1: General Commitment**

| Agreed Action                                                                                                                                                                                                          | RiverSmart Responsibility | Warren Shire Council Responsibility |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------|
| 1. Provide letters of support for grant applications that develop regional tourism.                                                                                                                                    | ✓                         | ✓                                   |
| 2. Provide support for grant applications and assist each other to prepare the grants as and when required.                                                                                                            | ✓                         | ✓                                   |
| 3. Apply for grants for interpretive signage for Tiger Bay.                                                                                                                                                            | ✓                         |                                     |
| 4. Apply for Grant for a Bird Viewing Platform on Gibson's Way                                                                                                                                                         | ✓                         | ✓                                   |
| 5. Pursue options for improving access to Warren's top weir (both sides of the river) to encourage visitors to stay longer and paddle on the river, and to provide a stopover for travellers.                          | ✓                         | ✓                                   |
| 6. Oversight and management of proposed future developments of the Window on the Wetlands Centre (and Kookaburra Kiosk) as a primary meeting place, tourism, educational and cultural heritage asset for Warren Shire. | ✓                         |                                     |
| 7. Continue to participate on the Destination Macquarie Marshes Task Force and assist with implementation of the related Action Plan and Signage Strategy.                                                             | ✓                         | ✓                                   |
| 8. Assist with seeking and developing grants for the implementing the relevant parts of this Work Plan.                                                                                                                | ✓                         | ✓                                   |





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**ITEM 6      DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS  
ON WETLANDS COMMITTEE      CONTINUED**

| <b>Agreed Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>RiverSmart<br/>Responsibility</b> | <b>Warren Shire<br/>Council<br/>Responsibility</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------|
| 24. Seek the funds and opportunities to 'grow' the street art gallery (commenced by RiverSmart in partnership with Grindrod's Newsagency), to improve the streetscape with murals and other artworks on blank walls under the themes Warren Shire – Produce, Nature, Heritage.                                                                                                                                                        | ✓                                    |                                                    |
| 25. Seek the funds, and a suitable artist and design for painting the green water tower in Oxley Park, to establish Warren as the primary 'gateway' to the Macquarie Marshes.                                                                                                                                                                                                                                                         |                                      | ✓                                                  |
| 26. Improve signage about Warren's attractions, Macquarie Valley Trails and the WOW Centre as a priority at the park opposite Uncle Clarrie's and Bob Christenson Reserve.                                                                                                                                                                                                                                                            | ✓                                    | ✓                                                  |
| 27. Explore opportunities and funding sources for creating a network of trails to link the existing cycleways, using levee banks and other roadways, to support healthy lifestyles for active locals and for travellers to explore the town and its points of interest.                                                                                                                                                               | ✓                                    | ✓                                                  |
| 28. Complete the current Beemunnel Indigenous Heritage Trail and with for seeking further funds to see Stage 2 completed.                                                                                                                                                                                                                                                                                                             | ✓                                    | ✓                                                  |
| 29. Explore opportunities for extending the walking trails of Tiger Bay Wetlands downstream and creating a Stage 3 of the site. This is private land but with the agreement of the landholder, some additional fencing and off-water stock watering points could be installed, and a trail extension added. Note, that presently the owner of this land is the beneficiary of the water that flows through Tiger Bay, without charge. | ✓                                    | ✓                                                  |

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**ITEM 6 DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS ON WETLANDS COMMITTEE CONTINUED**

**Section 2: Financial Commitment**

| <b>Action</b>                                                                                                                                                 | <b>RiverSmart Responsibility and year</b> | <b>Budget \$</b> | <b>Warren Shire Council Responsibility and year</b> | <b>Annual Budget \$</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------|-----------------------------------------------------|-------------------------|
| 1. Upgrade the entrance driveway to the WOW Centre land and seal entry.                                                                                       |                                           |                  | 2018                                                | \$25000                 |
| 2. Undertake lawn mowing of the larger lawn areas                                                                                                             |                                           |                  | Ongoing                                             | \$5000                  |
| 3. Support the development of tourism for the Macquarie Marsh area and provide tourism advertising.                                                           |                                           |                  | Ongoing                                             | \$5000                  |
| 4. Council to pay for rates sewerage and non-commercial water usage                                                                                           |                                           |                  | Annual                                              | \$3000                  |
| 5. Riversmart (lease) to pay commercial water usage and Payments for electricity used in the Kookaburra Kiosk (note - this is on a separate meter).           | Ongoing                                   |                  |                                                     |                         |
| 6. Council will provide a payment quarterly to be used for the centres costs, development and maintenance of buildings and other structures at the WOW Centre |                                           |                  | Annual                                              | \$6,000                 |
| 7. Regular grading and pothole repairs to the entrance road.                                                                                                  |                                           |                  | Ongoing                                             | \$500                   |
| 8. Tree-logging to remove potentially dangerous dead tree limbs.                                                                                              |                                           |                  | Ongoing                                             | \$500                   |
| 9. Addressing site drainage issues including on the right hand-side of the entrance road.                                                                     |                                           |                  | See item 1 above                                    |                         |
| 10. Provision of road base/blue metal and crusher dust to weather proof car parking areas and garden paths, respectively                                      |                                           |                  | Ongoing                                             | \$2000                  |
| 11. Widening of car entrance road, to allow easier access by caravans.                                                                                        |                                           |                  | See item 1 above                                    |                         |
| 12. Assistance with providing plants, mulch (see above) and drainage works to complete landscaping.                                                           |                                           |                  | Annual allocation                                   | \$500                   |
| 13. Extension of the irrigation system along the levee top from near the billboard to down past the Kookaburra Kiosk to allow for 'greening' of the levee.    | Seek grant funding                        |                  | Installation of irrigation                          | \$5000                  |

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**ITEM 6 DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS  
 ON WETLANDS COMMITTEE CONTINUED**

| Action                                                                                                                                          | RiverSmart Responsibility and year                                                        | Budget \$ | Warren Shire Council Responsibility and year                | Annual Budget \$ |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------|------------------|
| 14. Related to the above, Council staff to regularly water the levee as they do the Oxley Park parklands.                                       | Seek grant funds for automatic sprinkler system                                           |           | Installation of irrigation system                           | \$5000           |
| 15. Regular weed spraying and pot hole repairs to the walking trails around Tiger Bay Wetlands.                                                 |                                                                                           |           | ongoing                                                     | \$500            |
| 16. Installation of traffic warning signs where pedestrians cross the Oxley Highway when on the Tiger Bay Wetlands walk.                        |                                                                                           |           | Seek RMS Approval through traffic committee.<br>Signage     | \$1000           |
| 17. Measures to prevent car movements along the levee beside the Kookaburra Kiosk, which is also now a walking trail of the Tiger Bay Wetlands. |                                                                                           |           | Install barriers as required each end of levy Wall section. | \$1200           |
| 18. Water for the Tiger Bay Wetlands as required and indicated by the Plan of Management (when completed – see below).                          | Develop management plan and seasonal irrigation to replicate breeding or migration needs. |           |                                                             |                  |
| 19. Interest-free loan for the installation of a grease trap for the Kookaburra Kiosk.                                                          |                                                                                           |           | Establish a loan payback agreement.                         | \$6000           |

Note:

1. Council costs are subject to Councils approval within the budget 2018/19 and 2019/20 years.
2. Grant funded projects shall be included in Councils budget if contributory funding is required. Grants requiring Council contributions can not be made unless Council has matching funding.

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**ITEM 7      REQUEST FOR APA TO MEET WITH COUNCIL MARCH 2018**  
**(G3-2)**

**RECOMMENDATION**

That the request to meet with APA at the March Council Meeting be noted.

**PURPOSE**

Following discussions with individual Councillors, a request has been made by the General Manager to request APA to meet with Council at its March 2018 meeting.

**BACKGROUND**

The APA Group is undertaking a State Significant development, that is seeking approval to construct a pipeline from Narrabri to the Moomba gas pipe line in the Lachlan Shire Council area. This proposed development will cross land within Warren Shire Council.

APA has been holding public meetings and according to the company's media releases meeting with land owners. Council has meet with APA in the past and individual Councillors have attended public presentations.

**REPORT**

This report is to advise of the action taken by the General Manager to arrange a meeting and presentation by APA as to the current process being undertaken for the development approval and to provide an overview of project up to date.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil

**LEGAL IMPLICATIONS**

Nil

Information on the project is valuable to Councillors to allow community discussion.

**RISK IMPLICATIONS**

To keep Council and the community informed as to the process being undertaken for the development approval stage.

**STAKEHOLDER CONSULTATION**

APA has been holding public meetings and council should be consulted as part of the consultation phase.

**OPTIONS**

Council may determine that attendance at the March meeting is not required.

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**ITEM 7      REQUEST FOR APA TO MEET WITH COUNCIL MARCH 2018**  
**CONTINUED**

**CONCLUSION**

This report is to advise of the actions of the General Manager to request APA to attend the March 2018 Council meeting and to provide sufficient time for the company to make a presentation to Council.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

1.4.4 Help ensure safe and sustainable development

**SUPPORTING INFORMATION /ATTACHMENTS**

Nil

# Section

# 4

# Manager Finance & Administration

# WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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## ITEM 1 RECONCILIATION CERTIFICATE – JANUARY 2018

(B1-10.15)

### RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31<sup>st</sup> January 2018 be received and noted.

### PURPOSE

To certify that the internal and external cash and investments position of Council is reconciled each month.

### BACKGROUND

Clause 212 of the Local Government (General) Regulation 2005 requires the Responsible Accounting Officer to provide a written report setting out details of all money that the council has invested under Section 625 of the Local Government Act.

### REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 31<sup>st</sup> January 2018.

### INTERNAL LEDGER ACCOUNT RECONCILIATION

|                         | <b>Balance</b>      |                     | <b>Balance</b>      |
|-------------------------|---------------------|---------------------|---------------------|
|                         | <b>31-Dec-17</b>    | <b>Transactions</b> | <b>31-Jan-18</b>    |
| General                 | 9,602,482.13        | (1,055,480.93)      | 8,547,001.20        |
| Water Fund              | 124,755.74          | (9,250.47)          | 115,505.27          |
| Sewerage Fund           | 3,011,925.44        | 5,081.87            | 3,017,007.31        |
| North Western Library   | 249,106.35          | (88,793.71)         | 160,312.64          |
| Trust Fund              | 72,700.42           | 2,097.38            | 74,797.80           |
| Investment Bank Account | (12,000,047.18)     | 1,499,999.94        | (10,500,047.24)     |
|                         | <b>1,060,922.90</b> | <b>353,654.08</b>   | <b>1,414,576.98</b> |

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## ITEM 1 RECONCILIATION CERTIFICATE – JANUARY 2018

CONTINUED

### BANK STATEMENT RECONCILIATION

|                                                          |                     |
|----------------------------------------------------------|---------------------|
| <b>Balance as per Bank Statement =</b>                   | <b>1,411,966.78</b> |
| Add: Outstanding Deposits for the Month                  | 5,393.00            |
| Less: Outstanding Cheques & Autopays                     | (2,782.80)          |
| <b>Balance as per Ledger Accounts less Investments =</b> | <b>1,414,576.98</b> |

### INVESTMENTS RECONCILIATION

#### Investments as at 31st January 2018

| No.                        | Institution             | Amount               | Term & Rate      | Maturity Date |
|----------------------------|-------------------------|----------------------|------------------|---------------|
|                            | National Australia Bank | 500,047.24           | Variable         | On Call A/c   |
| 1                          | National Australia Bank | 1,000,000.00         | 274 Days @ 2.47% | 30-Apr-18     |
| 2                          | National Australia Bank | 1,500,000.00         | 210 Days @ 2.49% | 12-Mar-18     |
| 3                          | National Australia Bank | 1,500,000.00         | 210 Days @ 2.50% | 19-Mar-18     |
| 10                         | National Australia Bank | 1,500,000.00         | 90 Days @ 2.46%  | 27-Feb-18     |
| 11                         | National Australia Bank | 1,000,000.00         | 90 Days @ 2.45%  | 05-Mar-18     |
| 12                         | National Australia Bank | 1,500,000.00         | 90 Days @ 2.45%  | 20-Mar-18     |
| 13                         | National Australia Bank | 2,000,000.00         | 92 Days @ 2.46%  | 16-Apr-18     |
| <b>TOTAL INVESTMENTS =</b> |                         | <b>10,500,047.24</b> |                  |               |

### BANK AND INVESTMENT ACCOUNTS BREAKDOWN

|                                                        |                      |
|--------------------------------------------------------|----------------------|
| Externally Restricted Funds Invested                   | 4,367,621.00         |
| Internally Restricted Funds Invested                   | 7,015,248.00         |
| 2017/18 General Fund Operating Income & Grants         | 531,755.22           |
| <b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b> | <b>11,914,624.22</b> |

As Councils Responsible Accounting Officer I certify that the above listed investments are in accordance with Council Policy and the Local Government Act and Regulations.



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## ITEM 1 RECONCILIATION CERTIFICATE – JANUARY 2018

CONTINUED

### FINANCIAL AND RESOURCE IMPLICATIONS

N/A

### LEGAL IMPLICATIONS

N/A

### RISK IMPLICATIONS

N/A

### STAKEHOLDER CONSULTATION

N/A

### OPTIONS

N/A

### CONCLUSION

This report is provided to advise Council of its financial position.

### LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

### SUPPORTING INFORMATION / ATTACHMENTS

N/A

# WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration  
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## ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

### RECOMMENDATION

That the information be received and noted.

### PURPOSE

To advise council of the rates and annual charges levied, collected and currently outstanding as at the report date.

### BACKGROUND

A major source of revenue council receives each year is through the levying of rates and annual charges on property owners in the Warren Shire Council local government area to provide and maintain services to the Warren Shire community.

### REPORT

Attached to this report is the statement of rates and annual charges as at 8<sup>th</sup> February 2018 including comparisons over the last three years.

### FINANCIAL AND RESOURCE IMPLICATIONS

Nil

### LEGAL IMPLICATIONS

Nil

### RISK IMPLICATIONS

N/A

### STAKEHOLDER CONSULTATION

N/A

### OPTIONS

N/A

### CONCLUSION

This report is provided to advise Council of its financial position.

### LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

### SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 8<sup>th</sup> February 2018

# WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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## ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

8TH FEBRUARY 2018

| Name of Rate             | COLLECTIONS FOR YEAR |                  |                  |                  |                                  | NETT ARREARS     |                                  |
|--------------------------|----------------------|------------------|------------------|------------------|----------------------------------|------------------|----------------------------------|
|                          | NETT<br>ARREARS      | NETT LEVY        | TOTAL            | AMOUNT           | COLLECT                          | ARREARS          | ARREARS                          |
|                          | 1st JULY             |                  | RECEIVABLE       | COLLECTED        | AS % AGE<br>OF TOTAL<br>REC'ABLE | AMOUNT           | AS % AGE<br>OF TOTAL<br>REC'ABLE |
|                          | \$                   | \$               | \$               | \$               |                                  | \$               |                                  |
| General Fund Rates       | 74,768               | 4,602,186        | 4,676,954        | 2,697,389        | 57.67%                           | 1,979,565        | 42.33%                           |
| Warren Water Fund        | 22,931               | 363,014          | 385,945          | 246,007          | 63.74%                           | 139,938          | 36.26%                           |
| Warren Sewerage Fund     | 28,712               | 470,298          | 499,010          | 321,405          | 64.41%                           | 177,605          | 35.59%                           |
| <b>TOTAL 2017/2018</b>   | <b>126,411</b>       | <b>5,435,498</b> | <b>5,561,909</b> | <b>3,264,801</b> | <b>58.70%</b>                    | <b>2,297,108</b> | <b>41.30%</b>                    |
| <b>TOTAL 2016/2017</b>   | <b>137,085</b>       | <b>5,349,258</b> | <b>5,486,343</b> | <b>3,149,575</b> | <b>57.41%</b>                    | <b>2,336,768</b> | <b>42.59%</b>                    |
| <b>TOTAL 2015/2016</b>   | <b>124,281</b>       | <b>5,225,164</b> | <b>5,349,445</b> | <b>3,069,162</b> | <b>57.37%</b>                    | <b>2,280,283</b> | <b>42.63%</b>                    |
| <b>TOTAL 2014/2015</b>   | <b>120,785</b>       | <b>5,087,596</b> | <b>5,208,381</b> | <b>2,973,038</b> | <b>57.08%</b>                    | <b>2,235,343</b> | <b>42.92%</b>                    |
|                          |                      | 12-Feb-15        | 12-Feb-16        | 13-Feb-17        |                                  | 08-Feb-18        |                                  |
| COLLECTION FIGURES AS \$ |                      | 2,973,038        | 3,069,162        | 3,149,575        |                                  | 3,264,801        |                                  |
| COLLECTION FIGURE AS %   |                      | 57.08%           | 57.37%           | 57.41%           |                                  | 58.70%           |                                  |

Section

5

Manager Engineering Services

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
CWA Hall, Collie on Thursday 22nd February 2018

---

**ITEM 1      WORKS PROGRESS REPORT - ROADS BRANCH                      (C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

The purpose of this report is to provide Councillors with a summary of road works undertaken by Engineering Services in the month of January 2018. It is also intended that this report highlight any variances in the completion and execution of works based on resource availability, weather conditions, work priorities and unforeseen circumstances.

**BACKGROUND**

Council has the responsibility to manage road infrastructure across its LGA as outlined in Roads Act 1993. Council is therefore responsible for

Accordingly, Council's road infrastructure contributes to just over 60% of the total value of all Council's Infrastructure Assets.

**REPORT**

**Road Construction Works**

The list of road construction works has been summarised in the table below as:

1. Maintenance
2. Construction/Reconstruction/Recycle
3. Scheduled Works

**1. Maintenance**

To be Tabled

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
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## ITEM 1 WORKS PROGRESS REPORT - ROADS BRANCH CONTINUED

### 2. Construction/Reconstruction/Recycle

| WORK CREW                             | LOCATION                      | ACTIVITY     | ESTIMATED EXPENDITURE | EXPEND TO DATE | STATUS           |
|---------------------------------------|-------------------------------|--------------|-----------------------|----------------|------------------|
| <b>Grader Crew 1<br/>(3-man crew)</b> | Warren Rd RR 7515<br>(REPAIR) | Construction | \$598,492             | \$649,589      | Complete         |
|                                       | Thornton Road                 | Construction | \$517,069             | Nil            | May/June<br>2018 |
| <b>Grader Crew 2<br/>(3-man crew)</b> | Ellengerah Rd                 | Construction | \$963,353             | \$989,046      | Complete         |
| <b>Grader Crew 3<br/>(3-man crew)</b> | Bullagreen Rd                 | Recycle      | \$184,500             | \$183,812      | Complete         |
|                                       | Collie/Bourbah Rd             | Recycle      | \$298,500             | \$145,655      | Complete         |

#### FINANCIAL AND RESOURCE IMPLICATIONS

Road works are funded annually in Councils financial plan.

#### RISK IMPLICATIONS

Council undertakes road works in accordance with its asset management plans and financial reports to satisfy community expectations.

Risks always exist but by Council undertaking works as planned, this reduces risks of road accidents.

#### OPTIONS

Council has the option not to undertake road works however this elevates the risks associated with accidents and legal action.

#### CONCLUSION

Report as above.

#### LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.1.1 Ensure local roads and bridges are maintained / constructed to an acceptable standard in a cost effective, efficient and safe manner.

3.1.2 Ensure regional main roads and highways are maintained to acceptable community standards

#### SUPPORTING INFORMATION / ATTACHMENTS

N/A

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
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## ITEM 2      WORKS PROGRESS REPORT – TOWN SERVICES      (C14-7.2)

### **RECOMMENDATION:**

That the information be received and noted.

### **PURPOSE**

The purpose of this report is to provide Councillors with a summary of town services undertaken by Engineering Services in the Month of January 2018. It is also intended that this report highlight any variances in the completion and execution of works based on resource availability, weather conditions, work priorities and unforeseen circumstances.

### **BACKGROUND**

Staff report monthly on activities in Councils Town Services area to advise Council and the community of activities undertaken. Council has the responsibility to manage infrastructure across its LGA.

### **REPORT**

The list of Town Services has been summarised in the table below as:

1. Parks and Gardens
2. Water and Sewer
3. Town Services

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
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## ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

### 1. Parks and Gardens

| LOCATION                           | ACTIVITY                                                | WORK COMPLETED      |
|------------------------------------|---------------------------------------------------------|---------------------|
| Bore Flat & Carter Oval            | Mowing Town Parks                                       | Weekly              |
| Ravenswood, Medians,<br>Oxley Park | Mowing Town Parks                                       | Weekly              |
| Macquarie Park, Levee              | Mowing Town Parks                                       | Weekly              |
| Family Health Centre               | Mow & Snip                                              | Weekly              |
| Highway                            | Mow                                                     | Weekly              |
| Extra Watering Parks               | Fix Pump                                                | Weekly              |
|                                    | Sprinkler Maintenance & Extra<br>Water                  | Weekly              |
| Community House                    | Mow, Snip & Clean                                       | Weekly              |
| Warren                             | Mow Roundabout<br>Spar Car Park<br>Prune Hedges & Pears | Weekly              |
| Swimming Pool                      | Snip, Mow & Blow Down                                   | Every 2nd Wednesday |
|                                    | Mow & Snip<br>Clean up Empty Garbage Bin                | Weekly              |
| Cemetery                           | Mow & Snip                                              | Weekly              |
|                                    | Mow Ovals<br>Check & Adjust Sprinklers                  | Weekly              |
|                                    | Rake & Clean Sandpits                                   | Weekly              |
| Vic Oval                           | Australia Day Award Clean-up &<br>Mow                   | 22/01/2018          |



# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
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## ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

### 2. Water and Sewer

| LOCATION                   | ACTIVITY                                  | WORK COMPLETED                                |
|----------------------------|-------------------------------------------|-----------------------------------------------|
| Warren, Nevertire & Collie | Chlorine Testing                          | Warren & Nevertire - Daily<br>Collie - Weekly |
| Warren & Nevertire         | Daily pump logs - River & Bore            | Daily                                         |
| Warren                     | Warren STP - Daily operation              | Daily                                         |
| Nevertire                  | Sewer Pump Station                        | Daily                                         |
|                            | Daily Logs - Cleaning Sewer Pump Stations | Daily                                         |
|                            | Reactive Work                             | Daily                                         |
| Depot                      | Sheds & Vehicle Maintenance               | Fridays                                       |
| Ravenswood                 | Hydrant Maintenance Flushing              | 15/01/2018                                    |
| Lions Park                 | Valve Maintenance                         | 10/01/2018                                    |
|                            | River Pump – Back Flow Move               |                                               |

### 2.1 WATER SUPPLY & SEWERAGE SYSTEM UNPLANNED MAINTENANCE JANUARY 2018

Main breaks repaired: 8

Sewer chokes cleared: 6

Year to date: 36

Year to date: 50

Meter replacements: 2 river water meters and 2 bore water meters.

Year to date: 29 river meters and 45 bore meters replaced.

Total meters: 830 river meters and 1011 bore meters.

Annual replacement percentage: 3.49% year river meters and 4.45% year bore meters.

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## ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

### 2.2 RECORD OF WATER USAGE

2.2.1 For the period 01/01/2018 to 31/01/2018 Council's meters indicated the following water usage:

| WATER SCHEME      | ANNUAL ALLOCATION (ML) | TOTAL USAGE FOR THE PERIOD (ML) | USAGE YEAR TO DATE (ML)<br>From 1/7/17 | DAILY AVERAGE FOR THE PERIOD (ML) | DAILY AVERAGE YEAR TO DATE (ML) |
|-------------------|------------------------|---------------------------------|----------------------------------------|-----------------------------------|---------------------------------|
| Warren bore       | 700                    | 0                               | 18.19                                  | 0.73                              |                                 |
| Warren river      | 750                    | 42.40                           | 75.12                                  | 1.37                              | 1.34                            |
| Nevertire village | 40                     | 4.40                            | 7.45                                   | 0.14                              | 0.12                            |
| Collie village    | 25                     |                                 |                                        |                                   |                                 |

Rainfall in Warren for period: 26mm

For the similar period in 2017 Council's meters indicated the following water usage:

| WATER SCHEME      | ANNUAL ALLOCATION (ML) | TOTAL USAGE FOR THE PERIOD (ML) | USAGE YEAR TO DATE (ML)<br>From 1/7/16 | DAILY AVERAGE FOR THE PERIOD (ML) | DAILY AVERAGE YEAR TO DATE (ML) |
|-------------------|------------------------|---------------------------------|----------------------------------------|-----------------------------------|---------------------------------|
| Warren bore       | 700                    | 27.69                           | 140.19                                 | 0.89                              | 0.65                            |
| Warren river      | 750                    | 54.82                           | 169.60                                 | 1.77                              | 0.79                            |
| Nevertire village | 40                     | 5.17                            | 19.11                                  | 0.17                              | 0.09                            |
| Collie village    | 25                     | 1.58                            | 8.05                                   | 0.05                              | 0.03                            |

Rainfall in Warren for period: 33 mm

# WARREN SHIRE COUNCIL

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## ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

### 3. Town Services

| LOCATION                | ACTIVITY                   | WORK COMPLETED             |
|-------------------------|----------------------------|----------------------------|
| Dubbo Street & Highway  | Street Cleaning            | Monday & Thursday - Weekly |
| Warren                  | Street Cleaning            | Weekly                     |
| Nevertire               | Street Cleaning            | Weekly                     |
| Aerodrome               | Ground Maintenance         | Weekly                     |
| Library                 | Rubbish Removal            | Weekly                     |
| Warren Old Cemetery     |                            | Monthly                    |
| Nevertire               | Hazard Reduction           | Monthly                    |
| Pioneer Avenue          | Mowing                     | Monthly                    |
| Gillendoon Street       | Mowing                     | Monthly                    |
| Bore Flat               | Mowing                     | Monthly                    |
| Noel Waters Oval        | Mowing                     | Monthly                    |
| Bob Christenson Reserve | Mowing                     | Monthly                    |
| Warren                  | Hazard Reduction           | Monthly                    |
| State Highway 11        | Litter Removal             | Monthly                    |
|                         | Tree Maintenance           | Daily – as needed          |
| Warren Cemetery         | Burial                     | 10/01/2018                 |
| Warren Cemetery         | Burial                     | 15/01/2018                 |
| Readford St             | Gutter Replacement         | 16/01-18/01/2018           |
| Lawson St               | Street Tree Maintenance    | 14/01/2018                 |
| Tiger Bay               | Weed Spraying              | 10/01/2018                 |
| Cycle Ways              | Maintenance Mowing         | 10/01/2018                 |
| Dubbo St                | Kerb & Gutter Construction | 15/01/2018                 |

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
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## ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

### Works Progress Report – Town Services 3rd January 2018 to 4th February 2018

The list of Town Services works (excluding Water & Sewer) have been summarised in the table below as:

1. Town crew – 3rd January 2018 to 4th February 2018
2. Parks and Reserves – 3rd January 2018 to 4th February 2018
3. Showground/Racecourse – General M & R
4. Functions

#### 1. Town Crew

- ♦ Town Streets – Street cleaning
- ♦ 2 Burials
- ♦ Town approaches - Slashing
- ♦ Cemeteries – Mowing & ground maintenance

#### 2. Parks and Reserve

- ♦ Victoria Oval – Irrigation system upgrade, new sections turfed, subsoil drainage completed, ongoing maintenance mowing
- ♦ Carter Oval – Ground maintenance & Pitch rolling
- ♦ Macquarie Park – Garden maintenance & mowing
- ♦ Vic Oval – Australia Day Awards

|                                          |                    |
|------------------------------------------|--------------------|
| Plant 8 Caterpillar 432f Backhoe Loader  | 72.75 hours usage  |
| Plant 14 Caterpillar 432F Backhoe Loader | 19.50 hours usage  |
| Plant 15 Daedong - Kioti Tractor         | 4 hours usage      |
| Plant 21 John Deere 5083E                | 110.75 hours usage |
| Plant 47 Street Sweeper – Isuzu          | 79.40 hours usage  |
| Plant 70 Iseki Out-front Mower SF370     | 29.75 hours usage  |
| Plant 76 Muthing Frail Slasher           | 111.75 hours usage |
| Plant 79 Iseki Mower                     | 119.25 hours usage |
| Plant 89 Toro Mower                      | 18.25 hours usage  |
| Plant 1168 Excavator                     | 13.50 hours usage  |

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## ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

### 3. Showground/Racecourse – General M & R

- ♦ Track M & R
- ♦ General M & R
- ♦ Lawns M & R

### 4. Functions:

NIL

### FINANCIAL AND RESOURCE IMPLICATIONS

Works are funded annually in Council's financial plan.

### RISK IMPLICATIONS

Council undertakes works in accordance with its asset management plans and financial reports to satisfy community expectations.

Risks always exist, but by Council undertaking works as planned, this reduces risks and accidents.

### OPTIONS

Council has the option not to undertake works however this elevates the risks associated with accidents and legal action.

### CONCLUSION

Report as above.

### LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.1.4 Maintain and enhance local pathway networks to meet needs of all sections of the community.

3.2.1 Maintain park, gardens and reserves in a safe and attractive condition.

3.2.4 Maintain community facilities to an appropriate standard.

4.3.1 Manage environmentally responsible drainage works in accordance with Council program.

4.3.2 Provide Warren and villages of Collie and Nevertire with an adequate and safe water supply that is appropriately priced for all consumers.

4.3.3 Provide Warren and village of Nevertire with an adequate and environmentally acceptable sewerage scheme that is appropriately priced for all consumers.

### SUPPORTING INFORMATION / ATTACHMENTS

N/A

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
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**ITEM 3      WORKS PROGRESS REPORT - FLEET BRANCH      (C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

The following are works completed by Council's Fleet Branch Staff (Plant Foreman and two (2) Plant Mechanics and one (1) Apprentice) and Sub-Contractors engaged by the Branch for the period 3rd January 2018 to 4th February 2018

**BACKGROUND**

Staff report monthly on activities in Councils fleet area to advise Council and the community of plant repairs and undertakings.

**REPORT**

**Works Progress Report – Fleet Branch 3rd January 2018 to 4th February 2018**

1. Plant repairs
2. Plant repairs – Outside work

# WARREN SHIRE COUNCIL

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## ITEM 3      WORKS PROGRESS REPORT - FLEET BRANCH      CONTINUED

### 1. Plant Repairs

| Plant Repairs |                                        |                                                              |                 |                         |
|---------------|----------------------------------------|--------------------------------------------------------------|-----------------|-------------------------|
| No.           | Plant                                  | Repairs                                                      | Plant Down Time | Repair Time (Man Hours) |
| 21            | John Deere 5083E Tractor               | - Service – 4750hr                                           | 1 day           | 3 hours                 |
| 22            | 2012 John Deere Grader                 | - Service – Castlebar                                        | 1 day           | 4 hours                 |
| 25            | John Deere Grader                      | - 250 hr Service                                             | 4 hours         | 4 hours                 |
| 27            | Western Star Prime Mover               | - Service – 297837km<br>- Cab Mounts<br>- A/C Regas          | 2 days          | 16 hours                |
| 28            | John Deere Grader                      | - Service                                                    | 1 day           | 6 hours                 |
| 30            | M.A.N Prime Mover                      | - Air Bag<br>- Cab Air Bag<br>- Service                      | 4 days          | 16 hours                |
| 32            | Mack Truck                             | - Clutch Cable<br>- RMS Inspection<br>- RMS Defects Repaired | 2 days          | 8 hours                 |
| 33            | 2013 Western Star Truck                | - Service<br>- Bonnet Hinges<br>- A/C Short<br>- Motor Leaks | 8 days          | Ongoing                 |
| 50            | Isuzu Tar Truck                        | - Regas A/C                                                  | Nil             | 2 hours                 |
| 60            | Road Train Dolly                       | - Brake spring<br>- New brakes                               | 4 weeks         | Ongoing                 |
| 65            | 2013 All Roads Tandem Road Train Dolly | - New brakes                                                 | 5 Days          | 8 hours                 |
| 92            | Mutlipac Roller                        | - Service - Castlebar                                        | 1 day           | 4.5 hours               |

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## ITEM 3      WORKS PROGRESS REPORT - FLEET BRANCH      CONTINUED

| <b>Plant Repairs</b> |                                 |                                        |                 |                         |
|----------------------|---------------------------------|----------------------------------------|-----------------|-------------------------|
| No.                  | Plant                           | Repairs                                | Plant Down Time | Repair Time (Man Hours) |
| 95                   | Multipac Roller                 | - Speed Control Switches               | 2 Weeks         | Ongoing                 |
| 107                  | Isuzu Truck                     | - RMS Inspection<br>- Defects repaired | 1 Day           | 3 hours                 |
| 150                  | Moore – Triaxle Side Tipper     | - New Brakes                           | 4 weeks         | Ongoing                 |
| 152                  | All Roads – Side Tipper Trailer | - Brakes                               | 5 + Days        | 25 hours                |

### 2. Plant Repairs- Outside Work

| <b>Plant Repairs – Outside Work</b> |                                    |                                                                                 |                             |
|-------------------------------------|------------------------------------|---------------------------------------------------------------------------------|-----------------------------|
| No.                                 | Plant                              | Repairs                                                                         | Plant Down Time             |
| 15                                  | 2013 Daedong - Kioti Tractor       | <b>Western Farm Machinery, Warren</b><br>-Transmission Shift<br>-Bucket Control | Finished<br>3 Weeks         |
| 34                                  | 2008 M.A.N Prime Mover             | <b>Rod Williams</b><br>- Hydraulics                                             | 4 Hours                     |
| 47                                  | Street Sweeper                     | <b>Markus Markgraaff, Warren</b><br>- Repaired Dual Switches                    | 2 Hours                     |
| 70                                  | Iseki Lawn Mower                   | <b>Iseki, South Windsor</b><br>- Repairs to Transmission                        | Finished<br>4 Weeks         |
| 95                                  | Multipac Roller                    | <b>Express Welding, Dubbo</b><br>- False Roof                                   | Finished<br>5 Weeks         |
| 103                                 | 1984 Bomag Roller – Stabiliser     | <b>Parkes Hydraulics, Parkes</b><br>- On going<br>- Hydraulics<br>- Swing arms  | Finished<br>To be inspected |
| 107                                 | Isuzu Truck                        | <b>Tracserv, Dubbo</b><br>Fuel issues - Injectors                               | 3 Weeks                     |
| 167                                 | 2013 Spartan Sewer Jetting Trailer | <b>Spartan, Depot</b><br>- Swivel                                               | 2 Weeks                     |



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## **ITEM 3      WORKS PROGRESS REPORT - FLEET BRANCH      CONTINUED**

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Works are funded annually in Councils financial plan.

### **RISK IMPLICATIONS**

Council undertakes works in accordance with its asset management plans and financial reports to ensure fleet items are available to meet construction needs.

### **OPTIONS**

Council has the option not to undertake works inhouse however this action would result in more plant being unavailable.

### **CONCLUSION**

Report as above.

### **LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

- 3.1.1 Ensure local roads and bridges are maintained / constructed to an acceptable standard in a cost effective, efficient and safe manner.
- 3.1.2 Ensure regional main roads and highways are maintained to acceptable community standards.

### **SUPPORTING INFORMATION / ATTACHMENTS**

N/A

**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager Engineering Services  
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**ITEM 4      OXLEY PARK WHARF**

**W5-2.2**

**RECOMMENDATION** that:

1. The information be received and noted; and
2. A further report be presented to Council's March meeting after further investigation.

**PURPOSE**

To maintain river water availability for the township of Warren.

**BACKGROUND**

A press release was issued in the Warren Weekly detailing Council's intent to newspaper, and correspondence has been received, with an accompanying list of persons, responded to Council with a petition to objecting to the closure of the Wharf to the Public.

**REPORT**

The Oxley Park Wharf was established years ago using the grant funds issued for the specific purpose of the establishment of a pumping station for Warren's River water supply. The design also provided for the tie up of a boat of 15 tonne displacement (load forcing) but did not provide for other boat usage. The initial design completed in April 1992, also provided for pedestrian access to the wharf. The actual construction was not completed to provide for this access. The Wharf has not been used for the specific purpose as a pump station until recent times.

Strong community feedback has indicated to Council, that this structure remain available for public access. The correspondence received requests that Council re-consider the closure of the wharf located in Oxley Park as the community have seen the wharf to be a recreational facility for many years.

**FINANCIAL AND RESOURCE IMPLICATIONS**

If an alternate option was considered than the Council may have to forego other planned works to provide these funds. If the alternate provisions are to be considered than a sizeable budget allocation would be required.

The electric submersible pumps previously used have been overhauled and repaired and their installation is scheduled to be completed during the third quarter of 2017/18.

**LEGAL IMPLICATIONS**

Nil Known.

**RISK IMPLICATIONS**

The community endeavouring to continually use the outer reaches of the wharf structure,

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**ITEM 4      OXLEY PARK WHARF**

**CONTINUED**

**STAKEHOLDER CONSULTATION**

Minimal.

**OPTIONS**

Options available are;

- to construct a completely new pumping system, but this is costs restrictive;
- to install the refurbished electric submersible pumps directly into the river as in the past consequently reducing the life of the pumps;
- to install the refurbished electric submersible pumps directly into the river as in the past consequently reducing the life of the pumps;
- continue the existing pump hire arrangement; and
- As the community to prepare a grant application for the establishment of an alternate wharf arrangement,

**CONCLUSION**

The refurbished electric submersible pumps be installed, as initially planned on the Oxley Park Wharf and access to the wharf by the general public be denied.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

- 1.4.3 Provide adequate protection from fires and other disasters and other risk to public health and safety.
- 3.2.1 Maintain parks, gardens and reserves in a safe and attractive condition.
- 4.3.2 Provide Warren and villages with an adequate and safe water supply that is appropriately priced.
- 5.2.1 Quality customer service focus by Council staff.

**SUPPORTING INFORMATION**

Nil.

**ATTACHMENTS**

Correspondence received by Council – received from Cindy Wilson

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
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ITEM 4 OXLEY PARK WHARF

CONTINUED

## Staff Calendar

**From:** Cindy Wilson <Cindy.Wilson@justicehealth.nsw.gov.au>  
**Sent:** Monday, 5 February 2018 2:26 PM  
**To:** Staff Calendar  
**Subject:** Attention: General Manager Glenn Wilcox  
**Attachments:** 5th February 2018.docx

Hi,

Could this email please be forwarded to Mr Glenn Wilcox, Mr Rolly Lawford and all Warren Shire Councillors.

Thank you,

Kind regards,

**Cindy Wilson**

**Single Unit Manager Orana | Adolescent Health | Justice Health & Forensic Mental Health Network**  
Vestview Street Dubbo 2830  
Tel 02 6881 0830 | Mob nil | Fax 02 6881 0832  
cindy.wilson@justicehealth.nsw.gov.au | <http://www.justicehealth.nsw.gov.au>

**Our Values:** Care, Clear Communication, Honesty, Professionalism, Respect



**Health**  
Justice Health &  
Forensic Mental Health Network

*Justice Health & Forensic Mental Health Network Acknowledges the Traditional Custodians of the Land on which our health centres and offices are located across New South Wales.*



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**WARREN SHIRE COUNCIL**  
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**ITEM 4      OXLEY PARK WHARF**

**CONTINUED**

5<sup>th</sup> February 2018

Dear Mr Wilcox, Mr Lawford and Warren Shire Councillors,

I am writing to lodge an objection to the closure of public access to the Warren Jetty on behalf of the local people listed below.

The jetty, as it is known by the local people of Warren, has been in public use for over 20 years. It is an extremely popular recreational place for town people and is widely used for fishing, swimming, canoeing and other water based activities. As an added bonus it is free for all to use.

It does not matter what it was originally built for because after 22 years it has become a part of our cultural and recreational landscape. The Macquarie River is the heart and soul of our town, not just an amenity for the purpose of watering crops and gardens. The community are very aware of the problematical issues surrounding provision of cost effective infrastructure for a reliable water supply. That does not mean that they are willing to lose a significant community recreational facility to achieve this. We note that there has been no community consultation on this issue to date.

The article in the local paper mentioned safety concerns. If Council actually believes that a fence will deter local people from continuing to use this area then they are mistaken. Surely then if these pumps present dangerous hazards and potential suction they should be located well away from established recreational fishing and swimming areas. Decreased access to this area could also potentially increase dangerous activities in other areas along the river such as jumping and diving from the bridge.

We request that Council stop work on this proposal immediately and investigate alternative options as a matter of urgency.

Over a number of years the local people of Warren have lost many things. This is one of the last remaining access points to the river in town and people do not want to lose it too. The young people of Warren especially need to have a voice, as we continue to take away the things that they value.

Only recently a song and video clip "Wetland Warriors" was produced by Desert Pea Media which references the importance of the jetty to the local young people. Youth organisations such as Young Life, Barnardo's and the Warren Youth Foundation also regularly utilise the jetty and surrounding area. Over the years it has also featured in many community events and activities.

We hope that this objection from those listed below will draw your attention to the depth of feeling in the local community.

Just a few days ago I asked for comment on a local Warren Community Facebook page. I was overwhelmed with support both online and through people contacting me directly. Not one response was supportive of the current proposal. There were a number of other issues raised in these responses including the loss of public access to the Warren Weir (Water Resources), the skate park and the disrepair of the Warren General Cemetery site.

Yours Sincerely,

Cindy Wilson (+approx. 160 people as listed)

**WARREN SHIRE COUNCIL**  
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**ITEM 4      OXLEY PARK WHARF**

**CONTINUED**

Jennifer George, Judy Ridley, Alisha Downton, Kim Marks, Craig Marks, Fay Gibson, Jess Taylor, Kate Waterford, Marilyn Leach, Amy-Lea Hall, Erin Hunt, Joanne Clarke, Jenna Clarke, Janice Hardman, Roslyn Peachey, Leonie Darcy, Tish Lincoln, Di Wilson, Julie Murphy, Ron Higgins, Christine Trudgett, Carole Hall, Kevin Webber, Paige Ledger, Colin Kilpatrick, Robert Wilson, Troy Caton, Jennayah Scott, Lee Stewart, Liz Scholes, Kay Leach, Blaine Darcy, Helen Eijkman, Donna Buswell, Jhoanne Dixon, Megan Prout, Donna Sibley, Geoff Wilson, Emma Freeth, Chris Freeth, Marnie Wilson, Thomas Job, Jed Fitzgerald, Tom Saunders, Wendy Robinson, Carol Garnish, Bryan Fuller, Lauren Hocking, Lori Carmichael, Shirley Darcy, Doug Nadin, Michelle Rookledge, Adam Collier, Brett Hammond, Bobbi Jo Anning, Mindy Chambers, Peter Donnelly, Danielle Shepherd, Sam Stephens, Brian Cusack, Roz Burton, Patricia Darcy, Jonathon Connelly, Jason Boyd, Margaret De Veau, Debbie George, Regan Tippet, Sally Wise, Sharon Williams, Roz Darcy, Angela Muir, Jean Rostron, Robyn Dwyer, Rachel Clow, Kent Wilde, Carol Wilson, Lyle Young, Monique Williams, Bec Jackson, Jenna Clarke, Kerri Amos, Michelle Smith, Moira Pratt, Jess Wilson, Annette Wenzel, Rhonda Darcy, Buddy Darcy, Dale Ward, Denise Wenzel, Gary Sandell, Phyllis Oates, Cinzia Rae, Marg Hillian, Michelle McManus, Lorraine Beazley, Tracey Hawkes, Jill Manga, Sonny Manga, Jo Lincoln, Renee Caton, Bekkie Walker, Lauren Prout, Michelle Sadgrove, Ngaire Wells, Kirraly Williams, Brenden Wilson, Tash Robinson, Brea Letton, Lynette Cooney, Robert Riley, Dennis Peachey, Jennifer Stewart, Kristy Larter, Rhonda Burke, Kerry Welch, Adele Payne, Jess Foy, Susan Fitzalan McGuire, Angela Quigley, Steven Parker, Karen Parker, D. Riley, Janice Oriel, Bell Clare, Steven Christian, Anthony Wright, Megan Darcy, Dale Allen, Russel Oriel, Lynden Tippet, Belinda Stephens, Sally Ceeney, Kerry Boyd, Denise Hood, Dave McCoy, Jayne Wilson, Robyn Dixon, Bruce Lynch, Mikaela Godson, Ashlea Davies, Bill Lawless, Janene Lawless, Tracey Stephens, John Darcy, Lisa Hammond, Katina Darcy, Amy Wilson, Cynthia Wilson, Roger Britton, Geoff Godson, Courtney Graham, Bille Jean Berryman, Jennifer Godson, Stephen Couley, Sally Empingham, Christine Letton, Fleur Stubbs, Karon Fuller, Vicki Symons, Maree Donnelly, James Donnelly

# Section

# 6

# Manager Health & Development Services

# WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
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## ITEM 1 DEVELOPMENT APPLICATION APPROVALS

(B4-9)

### RECOMMENDATION:

That the information be received and noted.

### PURPOSE

To inform of approved Development Application by Council for the previous month.

### BACKGROUND

Council receive Development Applications from residents in the Warren Shire Area to seek approval.

### REPORT

The following Development Applications were approved for January 2018

| FILE      | LOCATION                                  | WORKS                                                         |
|-----------|-------------------------------------------|---------------------------------------------------------------|
| P16-17.25 | Lot 56, DP597858<br>Boston Street, Warren | Erection of Carport                                           |
| P16-17.27 | Lot 2, DP1202187<br>Burton Street, Warren | Alterations and additions to<br>existing educational facility |
| P16-18.01 | Lot 21, DP612487<br>Dubbo Street, Warren  | Erection of Patio Cover                                       |

### LEGAL IMPLICATIONS

Council is required under the EPA Act to assess and determine applications within established timeframes.

### RISK IMPLICATIONS

The EPA Act provides appeal mechanisms for applicants who believe that their application requires review.

### STAKEHOLDER CONSULTATION OPTIONS

Council issues a S101 EPA Act list of approvals monthly for the community to review.

### CONCLUSION

This report is provided to allow Council and the community to see the applications determined each month.

### LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

5.2.1 Quality customer service focus by Council staff.

1.4.4 Help ensure safe and sustainable development.

### SUPPORTING INFORMATION/ ATTACHMENTS

Nil.



# WARREN SHIRE COUNCIL

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## ITEM 2 SPORTING & CULTURAL CENTRE REPORT

(S21-2)

### RECOMMENDATION:

That the information be received and noted.

### PURPOSE

To identify and report on the operation of the Warren Sporting and Cultural Centre and the local sporting and cultural organisations whom which utilise it and the surrounding Victoria Park facilities

### BACKGROUND

The Warren Sporting and Cultural Centre and Victoria Park precinct cater for indoor and outdoor sporting and cultural events. This includes but is not limited to Rugby Union, Rugby League, Netball, Basketball, Cricket and Vacation Care. The Centre has a fully operational gym located on the mezzanine floor of the building, a private function room and is available for hire for all various sporting and cultural events.

### REPORT

#### Gym Report

- As of the 7<sup>th</sup> February 2018 there are 116 gym members, up from 112 in January 2018 at the Warren Sporting and Cultural Centre Gym. For the month of January 2018 there were 438 sign-ins, up from 421 sign-ins in December 2017.

#### FWAS

- There were 0 Far West Academy of Sport events held in January and currently 2 to be held in February 2018 (Rugby League Camp and Netball Training Day).

#### Local Sporting Organisations

- Throughout the month of January, the following local sporting groups were active within Victoria Park
  - Wanna Yoga
  - Touch Football
  - Senior Cricket

#### Community Based Organisations

- Throughout the months of January, the following community / cultural based groups were active within the Warren Sporting and Cultural Centre
  - Rugrats Play Group
  - Bogan Bush Mobile
  - Free Community Exercise Class Group
  - National Disability Insurance Scheme
  - Warren Shire Council Vacation Care
  - Warren Shire Council Australia Day Ceremony

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## ITEM 2      SPORTING & CULTURAL CENTRE REPORT      CONTINUED

### FINANCIAL AND RESOURCE IMPLICATIONS

All users of the Warren Sporting and Cultural Centre and Victoria Park Precinct are charged for usage as per the Warren Shire Council 2017/2018 Fees and Charges.

Council provides annual funding in its budget to meet improvements and assistance for sporting and cultural activities.

### LEGAL IMPLICATIONS

N/A

### RISK IMPLICATIONS

Works on the upstairs gym have commenced on the 5<sup>th</sup> February 2018. They are scheduled for completion on the 1<sup>st</sup> April 2018. During this time all planned events will be utilising the upstairs toilets and Referees toilets only. No gym members are allowed to utilise the gym equipment and no unauthorised personal are allowed to enter the downstairs toilets and change rooms

### STAKEHOLDER CONSULTATION

Regular stake holder consultation takes place to arrange sporting events, calendars and centre usage.

### OPTIONS

N/A

### CONCLUSION

Booking remain steady with community groups continuing to utilise the centre on a regular basis.

### LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.1.2 Maintain high levels of community cohesion and community sport.
- 1.1.6 Co-ordinate and support community groups to promote events and activities within the local community.
- 1.2.2 Promote to youth Warren facilities and activities available.
- 3.2.1 Maintain parks, gardens and reserves in a safe and attractive condition.
- 3.2.4 Maintain community facilities to an appropriate standard (e.g. Sporting Complex)

### SUPPORTING INFORMATION / ATTACHMENTS

N/A

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**ITEM 3 INFORMATION CENTRE RECORD FOR THE  
MONTH OF JANUARY 2018**

**(T4-6.1)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

To gauge the amount of tourists visiting the area within the Warren Shire that are seeking information and merchandise.

**BACKGROUND**

The Warren Visitor Information Centre is available to the public from Monday to Saturday and run by the Warren Shire Council along with the many volunteers who donate their time to run the information centre so that tourists visiting the area have somewhere to access information on Council's road network, attractions and other events in the region.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Any income received from the sales at the Visitor Information Centre are invested back into buying more merchandise in the future for the centre.

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION OPTIONS**

The Information Centre is open to the community and its activities are publicised.

**CONCLUSION**

This report provides information on tourist visitation and the Information Centre activities.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

2.2.1 Continue implementation of existing Economic Development Strategy Goal 6 until 2016 Census data released.

**SUPPORTING INFORMATION/ ATTACHMENTS**

Inspection centre records for the month of January 2018.

# WARREN SHIRE COUNCIL

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**ITEM 3      INFORMATION CENTRE RECORD FOR THE  
MONTH OF JANUARY 2018**

**CONTINUED**

**REPORT**

|                                                                                         |    |                                        |    |
|-----------------------------------------------------------------------------------------|----|----------------------------------------|----|
| <b>Number of Visitors to the Information Centre:</b>                                    |    | 71                                     |    |
| <b>Number of Locals to the Information Centre:</b>                                      |    | 17                                     |    |
| <b>Number of Website hits on Warren Shire Council:</b>                                  |    | 1021                                   |    |
| <b>Number of Website hits drilling down – “Visiting Warren”:</b>                        |    | N/A                                    |    |
| <b>Reason for Visiting Warren (Totals):</b>                                             |    |                                        |    |
| Friends/Family:                                                                         | 10 | Business/Employment/Training:          | 3  |
| Passing Through:                                                                        | 15 | Special Events:                        | 2  |
| Visitors in Buses:                                                                      |    | Holiday:                               | 9  |
| Other/Unknown:                                                                          |    | Camping/Fishing:                       |    |
| <b>Age Groups of Visitors:</b>                                                          |    |                                        |    |
| Under 25:                                                                               | 16 | 25-34:                                 | 7  |
| 34-44:                                                                                  | 3  | 45-54:                                 | 10 |
| 55-64:                                                                                  | 11 | 65+:                                   | 33 |
| <b>Sale Items &amp; Publications, (including both free and sold ones, if possible):</b> |    |                                        |    |
| Macquarie Marshes Book (\$15):                                                          |    | Stickers: (Warren)                     |    |
| Bird Book (\$30)                                                                        |    | Spoons:                                |    |
| Red River Gum Walk:                                                                     |    | Badges:                                | 1  |
| Warren Profile:                                                                         |    | Magnets:                               | 6  |
| Across the Black Soil Plains:                                                           |    | Stubby Holders:                        | 2  |
| Midwives of the Black Soil Plains:                                                      |    | Pens:                                  |    |
| Bushmen of the Black Soil Plains:                                                       |    | Tea Towels:                            | 2  |
| Keep the Billy Boiling:                                                                 |    | Wool:                                  |    |
| A Grave Look At Warren                                                                  |    | Place Mats:                            |    |
| Animals of Dubbo Region:                                                                |    | Mugs:                                  |    |
| Macquarie Marshes Information:                                                          |    | Key Rings:                             |    |
| Willie Retreat:                                                                         |    | Rulers:                                | 2  |
| Our Abounding Wildlife:                                                                 |    | Road to Nevertire 1 and 2:             |    |
| Tiger Bay Brochure:                                                                     |    | Warren photos (Black & White):         |    |
| Shire Map and Town Maps:                                                                |    | Sample of Wool/Wool Sheet:             |    |
| Cotton Brochure:                                                                        |    | Handkerchiefs:                         |    |
| Postcards:                                                                              |    | Shirts: (tennis club):                 |    |
| Coloured postcards                                                                      |    | 150 yrs Caps: (tennis club):           |    |
| Macquarie Marshes DVD/CD                                                                |    | 150 yrs Stubby Holders: (tennis club): |    |
| Ballad of a Bush Bride:                                                                 |    | Hot Flats CD:                          |    |
| Warren Woolcot Cards:                                                                   |    | Cook Book:                             |    |
| <b>Requests for information:</b>                                                        |    |                                        |    |
| Surrounding Towns:                                                                      |    | Road Information:                      | 8  |
| Accommodation:                                                                          | 8  | Public Toilets:                        | 12 |
| Public Dump Point/Potable Water:                                                        |    | Maps:                                  | 6  |
| Places to Eat:                                                                          | 1  | Boat Ramp / Bob Christensen Reserve:   | 1  |
| Attractions around Warren:                                                              | 6  | Camping or Fishing Spots:              | 3  |

# WARREN SHIRE COUNCIL

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## ITEM 4 DEPARTMENT OF PLANNING CIRCULARS

(P15-10)

### RECOMMENDATION

That the Information be received and noted.

### PURPOSE

To inform Council of amendments/changes to existing legislation, SEPPs or REPs, of the gazettal of policies, to provide an overview of new guidelines/policies/legislation and to advise of the commencement dates of new legislation.

### BACKGROUND

The NSW Department of Planning has been conducting a program of review and amendments of the planning system. With these amendments certain practice issues have arisen and an increasing number of circulars are being released announcing further amendments or guidance in interpretation.

### REPORT

#### CIRCULARS – PLANNING SYSTEM

| Date                                | Circular No. | Title                                                                                                                                     | Description                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 29 <sup>th</sup><br>January<br>2018 | PS 18-002    | Assessment of<br>Local<br>Infrastructure<br>Contributions<br>Plans by the<br>Independent<br>Pricing and<br>Regulatory<br>Tribunal (IPART) | Assessment of Local Infrastructure Contributions Plans by the Independent Pricing and Regulatory Tribunal (IPART). The purpose of this circular is to assist councils understand IPART's role in the assessment of contributions plans as a result of changes to local infrastructure contributions and Local Infrastructure Growth Scheme arrangements. |

### FINANCIAL AND RESOURCE IMPLICATIONS

Nil

### LEGAL IMPLICATIONS

Failure to incorporate legislative changes into work practices will result in non-compliance under legislative frameworks.

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**ITEM 4      DEPARTMENT OF PLANNING CIRCULARS      CONTINUED**

**RISK IMPLICATIONS**

Failure to comply with legislative changes may lead to legal action being taken against Council.

**STAKEHOLDER CONSULTATION**

NIL

**CONCLUSION**

Council can view these on the Department's website at [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au).

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

5.2.2 Timely and accurate reporting for efficient management and accountability.