

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 28TH FEBRUARY 2019**

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## Warren Shire Council

### AGENDA - ORDINARY COUNCIL MEETING

28th February 2019

#### APOLOGIES

#### NOTICE OF MOTIONS

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Nil.

#### CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 24th January 2019.

### SECTION 1 (WHITE)

#### DELEGATES REPORTS

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- |        |   |
|--------|---|
| Item 1 | Association Mining and Energy Related Councils (NSW) Inc. . (C14-6.3)                 |
| Item 2 | Warren Interagency Support Services ..... (C3-9)                                      |
| Item 3 | Western Division Councils of NSW 2019 Annual Conference . (C14-5.4)<br>(TO BE TABLED) |

#### COMMITTEE MINUTES

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Meeting of the Internal Audit Committee  
held on Wednesday, 23rd January 2019 ..... (A1-3.1)

Meeting of the Town Improvement Committee  
held on Thursday, 24th January 2019 ..... (C14-3.17)

Meeting of the Sporting Facilities Committee  
held on Wednesday, 6th February 2019 ..... (C14-3.18)

Meeting of the Showground/Racecourse Committee  
held on Thursday, 7th February 2019 ..... (C14-3.2)

## **COMMITTEE MINUTES CONTINUED**

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Meeting of Manex held on Tuesday, 19th February 2019 ..... (C14-3.4)

Meeting of the Airport Operations Committee  
held on Wednesday, 20th February 2019 ..... (C14-3.12)

## **MAYORAL MINUTES**

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### **SECTION 2 (LILAC)**

#### **POLICY**

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Nil.

### **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

### **SECTION 4 (GREEN)**

#### **REPORT OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION**

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Item 3	December 2018 Budget Review (A1-5.37) .....	Page 6

**SECTION 5 (YELLOW)**

**REPORT OF THE DIVISIONAL MANAGER ENGINEERING SERVICES**

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- Item 1 Replacement Bridge Over Marthaguy Creek  
Wonbobbie Road (B3-1.25) ..... Page 1
- Item 2 River Water Pump Station Oxley Park  
(TO BE TABLED)
- Item 3 Low River Flow Implications for Council  
(TO BE TABLED)

**SECTION 6 (PINK)**

**REPORT OF THE MANAGER HEALTH & DEVELOPMENT**

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Nil.

**QUESTIONS WITHOUT NOTICE**

**SECTION 9 (GREY)**

**CONFIDENTIAL**

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**Mayoral Report**

- Item 1 General Manager's Performance Review Six (6) Monthly ('P') ..... Page 1

**PRESENTATIONS**

Nil.

**Section**

**1**

**Delegates & Committees**

# WARREN SHIRE COUNCIL

Delegates Report by Councillor K Irving  
to the Ordinary Meeting of Council held in the Council Chambers,  
Warren on Thursday 28th February 2019

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**ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS  
(NSW) INC. (C14-6.3)**

**RECOMMENDATION**

That the information be received and noted.

The meeting opened at 9.00 am and most councils were represented as per the minutes of the meeting and executive meeting of 7th February 2019.

The Major items coming from this meeting are:

- Voluntary Planning Agreements - are being developed and guidelines are being developed for general acceptance by councils for all energy related developments eg solar farms.
- An across council skills matrix was circulated to councils to allow member councils to support each other when developments are in progress.
- The Association has a panel of environmental consultants that member Councils may use to help them to assess projects or issues in approved projects.
- Coal Seam Gas Policy - Warren asked for a number of inclusions that required a tightening of the guideline around ground water protection and aquifers and a more precise definition of what energy security means for member Councils. Lachlan Shire asked that bores are double cased from top to bottom unlike the government policy that can allow single casing. The policy will be presented back to the Association for final review.

The shadow Minister for Energy and Climate Change, Industry and Resources Adam Searle MLC spoke to the Association. Michael Viecht MLC Shadow Minister for Rural NSW was also present. Adam Searle MLC raised the following points;

- The Labour Party does support mining and mining development.
- Identified that Coal Seam Gas remains controversial and Labour's position is that they believe Coal Seam gas has risks to land and water and they will implement the recommendations of the independent Chief Scientists Report. They will look at the required protections to communities and land owners. Labour has a bill currently before parliament to bring in the protections identified by the chief scientist. Preservation of water is a priority for Labour.
- Royalties for regions (Resources for Regions) - Labour is looking at the program and to widen the program to look at true impacts in mine areas and historic mining developments. The current program comes from the sale of assets rather than from directly from royalties. Labour will link the royalty payments back to the royalties from mining. They will work with the communities as to what is needed. Labour will remove the requirement that the councils must cofunder 50% of the money. A change will occur in community outcomes. Labour believes that the royalty payments should not be about building a political monument, but used to offset the costs of existing asset damage or wear and tear. The current program does not underwrite maintenance, but the financing needs to be correct to delivery services or facilities required due to mining impacts.

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## ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

- Labour will not provide less than the current levels, but hopefully more. It will be based on the levels of true royalty collections rather than the estimated forecast of royalty estimates from treasury. The royalty will be based on hard facts to royalty collections.
  - A request was made to fund the money direct to councils and not through JO's.
  - IPC Recommendations (Corbin Review into Planning). A review into planning and approval processes will be undertaken.
  - Will the government provide assistance to councils for historic mine sites and mine subsidence. The Shadow Minister advised that it is not in his portfolio, but would seek and answer.
  - Consent conditions are not being enforced by the government agencies. Labour will require better enforcement of conditions and supports a better assessment process prior to approving the development. Labour will commence this process if elected and it should take upto 18 months.
  - Mining affected areas be looked at as a total entity (regional zone across council areas eg Singleton has 26 mines) rather than as single mines and a commitment to support a change in the planning process. Planning for final voids in 20 years time. Labour will enhance the rehabilitation bonds that companies will have into the future and will review legacy voids and will develop a process to address this. A request was to look at the sterilisation of lands for buffers and forests by mining that Councils can not rate.
  - Councils are required to outsource consultants to help them undertake assessments. Can the government share the DA Fees with councils to support the independent assessment process or could the miners pay towards this review process?
  - Transport links and upgrading of rail lines to reduce tucks on roads and public safety eg Maldonado Dumbarton and Blayney Rail lines. Labour is looking at these links east to west.
  - Dispersal of funds from Snowing Mountains Hydro - Labour will spend all money in regions and will remain Royalties payments at 30%.
- David Mooney NSW Planning speaking on Large Scale Solar Guidelines / Renewable Energy  
Advised on the following;
- Copy of guideline attached `
  - Waste management plans need to incorporated into approvals as issues around contaminated materials and packaging.
  - Renewable energy zones have been identified and are approximate to existing infrastructure.
  - Stakeholder engagement is required for site selection of State Significant Developments (SSD).

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- VPA's need to be mandated for solar farms by the Dept. Councils should also look at contribution plans at 1% of total cost of development and develop where the money needs to go.
- it was suggested that the association should put forward a policy position to Govt on VPA's for energy developments eg solar and wind.
- Steven Barry NSW Planning advised on the following;
  - Smaller councils need to look at what they truly need to spend their money on from contributions as they can be in the \$million and can add assets that cannot be funded into the future.
  - The Department does not have policies that allow for contributions towards councils for energy developments. The Association moved a motion to request this change.
  - Waste development strategies need to be developed to support waste and recycling management at an approval process and to work with councils.
  - Social impact assessments have been developed for the mining industry and the Department of Planning are looking at other state significant developments.
  - CASA is undertaking a review of wind turbine heights and a need for safety lighting at wind farms.
  - Corbin Review into Planning - the government has accepted all 15 recommendations, but the implementation of the review will be circulated. The Calvas Review, the government accepted all 19 recommendations especially to set up an ethics unit in Planning.
  - The Association has members on the VPA working party with NSW Planning. Mining is being looked at separately.
  - The Association will need to write to NSW Planning to request a VPA process for Energy developments.
  - Land owner rights have been revised during 2018 and a review will be undertaken as approved by cabinet.
  - Ground water burden of proof requirements are up to the land owner and councils. A request was made for the developers to assess ground water outcomes or the Government rather than back on the land owners. Governments do assist landowners in some instances to help that assessment process.
- Dr Juan Castilla-Rho spoke again on the Participatory Model, a recap of the Crookwell meeting;
  - this model aims to help Councils more ably facilitate stakeholder engagement around projects from both a government and public perspective. The emphasis is on creating a sense of ownership amongst all stakeholders in the project or development.



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**ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS  
(NSW) INC. CONTINUED**

- the University was requesting support to seek funds and grants to use the Participatory model to manage consultative related issues in a real life social, environmental, water management etc issue which is currently affecting a member Council LGA. This would potentially set a positive precedent on how stakeholder engagement should be undertaken in development projects.
- a large amount of discussion occurred on release of the model to councils once the study has been completed. The Participatory Model is used for social and environmental issues and aims to provide successful consultation and stakeholder engagement thereby mitigating the conflicting issues which surround major developments.
- Joint funding is to be sought from industry if available to assist in developing this project.

General Business

- Life membership was proposed for Col Mitchell, Criss Connor and Lillian Brady.

Meeting Closed 1:10 pm.

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ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS  
(NSW) INC. CONTINUED



## **LARGE-SCALE SOLAR ENERGY GUIDELINE**

*For State Significant Development  
December 2018*

# WARREN SHIRE COUNCIL

Delegates Report by Councillor K Irving  
to the Ordinary Meeting of Council held in the Council Chambers,  
Warren on Thursday 28th February 2019

## ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED




**December 2018**  
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 **2 Large-Scale Solar Energy Guideline**

# WARREN SHIRE COUNCIL

Delegates Report by Councillor K Irving  
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**ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS  
(NSW) INC. CONTINUED**



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## ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

### 1. Introduction

This guideline provides the community, industry, applicants and regulators with general guidance on the planning framework for the assessment and determination of State significant large-scale solar energy projects under the *Environmental Planning and Assessment Act 1979 (EP&A Act)*.

The solar energy industry is rapidly evolving, with a high potential for innovation and significant technological advances in the future. The Department will review and update this guideline from time to time, to ensure it reflects any shifts in knowledge and technology as the industry develops further.

#### 1.1 Objectives

The objectives of this guideline are to:

- provide guidance to the community, applicants, industry and regulators on how the Department of Planning and Environment (the Department) assesses environmental, social and economic impacts of State significant solar energy projects
- encourage industry to select suitable sites for projects to reduce the likelihood and extent of land use conflicts and environmental and social impacts
- facilitate better on-ground outcomes by promoting early identification of potential impacts
- promote meaningful, respectful and effective community and stakeholder engagement
- support the development of a sustainable solar industry in NSW by providing a clear, consistent and responsive policy framework.

#### 1.2 Application of the Guideline

This guideline has been prepared for applications for development consent for solar energy projects that are State significant development. It also applies to applications to modify an approved State significant solar energy project. The Department also encourages applicants to read this guideline early in their project planning to inform site selection and the environmental impact assessment process.

A solar energy project includes works, infrastructure and buildings for the purpose of the generation of electricity by solar power. This guideline is primarily aimed at the development of large-scale, ground-mounted photovoltaic solar energy projects. Solar energy projects that use other technologies (e.g. concentrated solar thermal, lens concentrators, floating solar, and hybrid systems that combine

solar with other energy generating sources) are likely to have different site selection and impact assessment issues.

Although State significant solar energy projects are the focus of this guideline, applicants, Councils and planning panels that are responsible for local and regional solar development applications are encouraged to consider the site selection and impact assessment matters in the guideline when determining local and regional solar development applications.

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## ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

### 1.3 Strategic context

Australia has the highest average solar radiation per square metre of any continent in the world. NSW has an abundance of excellent solar resources and established electricity infrastructure that, along with declining technology costs, makes it an attractive location for solar energy development.

The NSW Government supports the development of a sustainable solar energy industry in NSW and acknowledges it would help to reduce reliance on fossil fuels, thereby contributing to reductions in air pollution and greenhouse gas emissions.

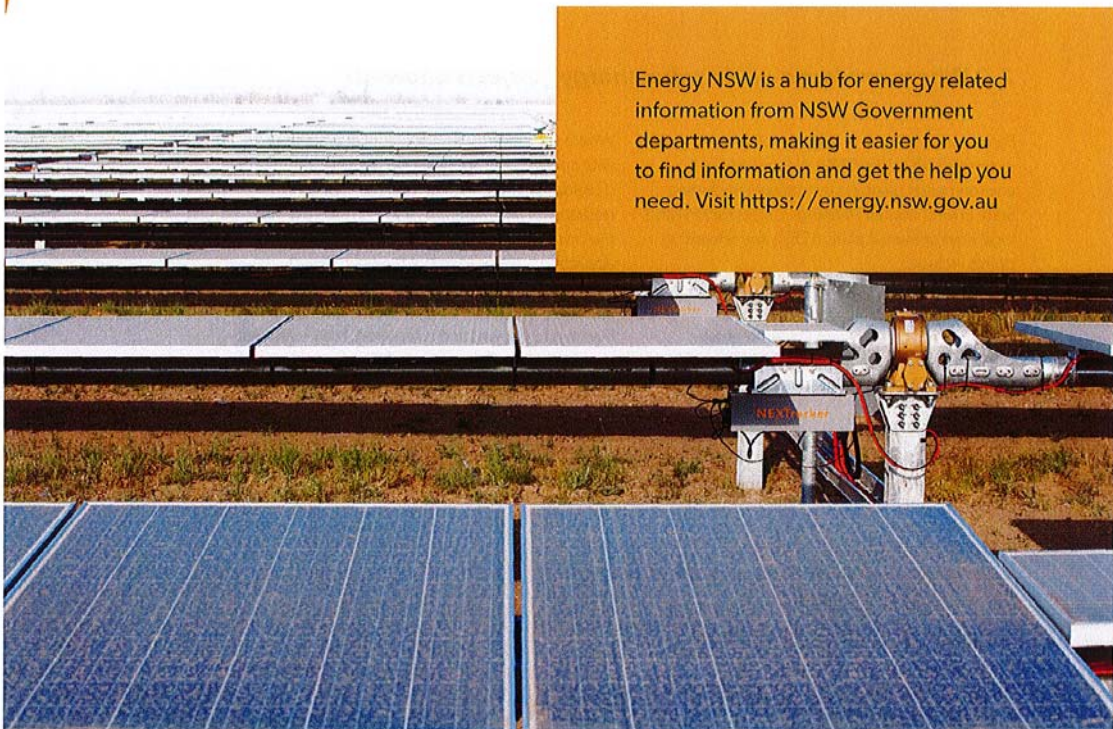
Large-scale solar energy projects can also support jobs and investment in regional NSW and offer the potential for significant economic benefits in regional communities that may not have similar opportunities from other industries.

In the strategic context, large-scale solar energy projects provide an opportunity to:

- contribute to NSW achieving net-zero emissions by 2050 as set out in the NSW Climate Change Policy Framework
- deliver on commitments in the NSW Renewable Energy Action Plan
- support Australia's commitments to reduce greenhouse gas emissions
- contribute to any Commonwealth renewable energy targets
- assist in meeting energy demand and improving energy security for NSW.

This guideline aims to ensure that:

- impacts are assessed with best practice methods and in a consistent manner
- effective stakeholder engagement is undertaken that encourages community input on solar energy development
- there is a balance between attracting investment and considering the interests of the community.



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## ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

### 2. Planning framework

The EP&A Act sets out the environmental planning and assessment system for development in NSW. This provides for identifying which solar energy projects are to be assessed and determined under the State significant development approval pathway.

#### 2.1 When is a solar energy project 'State significant development'?

Under the EP&A Act and the State Environmental Planning Policy (State and Regional Development) 2011 (SRD SEPP), a solar energy project is State significant development if it is not permissible without consent and:

- has a capital investment value of more than \$30 million; or
- has a capital investment value of more than \$10 million and is in an environmentally sensitive area of State significance.

Alternatively, under the EP&A Act, the Minister for Planning may, by way of an order, declare a specified development on specified land as State significant development. However, the Minister must first obtain and make publicly available advice from the Independent Planning Commission on the State or regional planning significance of the development.

The Independent Planning Commission is the consent authority for State significant development in the following circumstances:

- 25 or more people have objected to the application
- the local council has objected to the application; and/or
- the applicant has disclosed a reportable political donation.

Where those circumstances are not present, the Minister for Planning is the consent authority (and a delegate may exercise the Minister's consent authority functions).

#### 2.2 Where are large-scale solar energy projects allowed?

Permissibility of solar energy development is determined by the EP&A Act and relevant environmental planning instruments, including State Environmental Planning Policies (SEPPs) and local environmental plans (LEPs). Key reference points include:

- the zoning and land use provisions of the relevant LEP
- Part 3, Division 4 of State Environmental Planning Policy (Infrastructure) 2007
- Part 4, and Schedule 1, clause 20 of the SRD SEPP.

Where solar energy development is permitted with consent, the applicant can lodge a development application for determination by the relevant consent authority. If the applicant is not the owner of the land to which the development application relates (or is not the only owner), the applicant must provide evidence that all the relevant landowners consent to the application.<sup>1</sup> If access to Crown Land is required, the proponent should contact Crown Lands, NSW Department of Industry.<sup>2</sup>

<sup>1</sup> Environmental Planning and Assessment Regulation 2000, clause 49(1)(b).

<sup>2</sup> See [www.industry.nsw.gov.au/lands](http://www.industry.nsw.gov.au/lands).

#### 6 Large-Scale Solar Energy Guideline

# WARREN SHIRE COUNCIL

## Delegates Report by Councillor K Irving to the Ordinary Meeting of Council held in the Council Chambers, Warren on Thursday 28th February 2019

### ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

#### 2.3 What other approvals may be needed?

This section outlines some of the other approvals that may be required, in addition to development consent. If in doubt as to what approvals are required, applicants should consult the relevant government agency for further information.

##### Commonwealth approval

Under the *Environment Protection and Biodiversity Conservation Act 1999* (Commonwealth) (EPBC Act), an approval from the Commonwealth Government may be required if a development is likely to have a significant impact on matters of national environmental significance or other protected matters. This includes (but is not limited to) listed threatened species and ecological communities.

Applicants are encouraged to discuss their project with the Department early in the assessment process to understand if approval under the EPBC Act is likely to be required and whether there is a bi-lateral agreement in place between the NSW and Commonwealth Governments to streamline the EPBC Act assessment. An applicant must refer their project to the Commonwealth Department of Environment and Energy if it is likely to have a significant impact on matters of national environmental significance. The *EPBC Act Significant Impact Guidelines* (Commonwealth) provide guidance on whether or not an impact is likely to be significant.<sup>3</sup>

##### Subdivision of land

Some sites may require the subdivision of land to support the proposed development. For example, subdivisions may be required for substations within a project site, or for land that will be leased for longer than five years.<sup>4</sup>

Local councils are generally the relevant consent authorities for subdivisions and applicants should discuss subdivision options with the relevant council and the Department. Based on this consultation, applicants may wish to include the

subdivision in the scope of their State significant development application.

##### Planning approval for network connections

Planning approval is likely to be required for the infrastructure works necessary to connect a solar energy development to the electricity network. Applicants are encouraged to consult with the relevant transmission or distribution network service provider early in the project planning process to identify the scope of works required to enable connection, and to determine the planning assessment pathway for those works. The works may include network connections and associated infrastructure such as substations and access roads.

The following planning assessment pathways may be available for such works:

- **State significant development:** applies if the applicant includes the network connection works in the development application for the State significant solar energy project. This approach may help streamline stakeholder engagement on the project and ensure all aspects of the development are covered by the development consent.
- **Development without consent:** applies if development for the purpose of an electricity transmission or distribution network is permissible without consent in the circumstances. Development that is permissible without consent may still require an assessment to be carried out under Part 5 of the EP&A Act. If the relevant works are permissible without consent, the environmental impact statement for the State significant solar energy project should still provide details of such development but clearly state that consent is not being sought for it.

<sup>3</sup> These guidelines are available here: <http://www.environment.gov.au/epbc/what-is-protected>

<sup>4</sup> Conveyancing Act 1919 (NSW), section 7A.

<sup>5</sup> For this to be the case, the development must be carried out by or on behalf of a public authority or an electricity supply authority and the criteria in the *State Environmental Planning Policy (Infrastructure) 2007* must be met. Notification requirements may also apply.



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## ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

### 3. Stakeholder engagement

Applicants are encouraged to engage with relevant stakeholders at all stages of the environmental impact assessment of State significant solar energy development, from scoping through to post-approval. Project specific "Secretary's Environmental Assessment Requirements (SEARs) and consent conditions may also include consultation requirements that must be complied with.

#### Scoping meeting with the Department

During scoping and before commencing the formal development assessment process, applicants should contact the Department and arrange a meeting to discuss the proposed project. The Department will provide preliminary feedback about site selection and potential constraints.

#### Stakeholder Engagement

The Department also encourages applicants to consult with a wide range of stakeholders, including:

- **Government** – relevant agencies at the local, State and Commonwealth levels, including:
  - **Local council** - to identify local or strategic issues such as the council's planning strategies, zoning, potential land use conflicts, road access and waste management, which may inform site selection and project design. Council may also identify other local community concerns and suggest key local interest groups to consult with.
  - **NSW Government agencies** – to identify regional planning strategies, understand constraints, any potential impacts and other approvals required, inform project design and develop mitigation measures. This may include Roads and Maritime Services, Office of Environment and Heritage, the Department of Industry, the Rural Fire Service and Fire & Rescue NSW.
  - **Commonwealth Government** – if there are likely to be any significant impacts on matters of national environmental significance or other protected matters under the EPBC Act.

- **Community** – affected landowners, special interest groups and other stakeholders, including:
  - **Local land owners** – both of the project site (if not owned by the applicant) and those whose land is required for access during construction and maintenance.
  - **Special interest groups** – including local community groups and relevant environmental groups.
  - **Aboriginal community members** – to understand any cultural significance of the site, identify any potential impacts, inform project design and develop mitigation measures.
  - **Other potentially affected stakeholders** – to discuss concerns, identify potential impacts, inform project design and develop mitigation measures. This is likely to include owners and occupiers of adjacent land and those in the vicinity of the solar development.
- **Mineral title holders** – to understand the location and value of the resource, inform project design, identify potential access options and discuss the potential future uses of the land.
- **Network service providers** – to understand grid connection requirements and the design and location of connecting infrastructure to include in the project.

<sup>6</sup> See Aboriginal cultural heritage consultation requirements for proponents (DECCW, 2010).

#### 8 Large-Scale Solar Energy Guideline

# WARREN SHIRE COUNCIL

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## ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC.

CONTINUED

### 4. Site selection

#### 4.1 Importance of site selection

Good site selection provides an opportunity to avoid or minimise negative impacts at the outset, allowing the design and assessment of a project to focus on mitigating and managing unavoidable impacts.

The Department understands that there are many technical and commercial factors that applicants consider when selecting a site for a solar development. These include the proximity to the electricity network, available connection capacity or distance to towns, cities or other major energy users.

However, applicants must also consider environmental and other planning factors when selecting a site. If a suitable site is selected, it may limit the likelihood of significant environmental, economic or social impacts being caused by the development. This may also result in shorter assessment timeframes.

Sites with multiple environmental and planning constraints may still be capable of being developed in a sustainable manner with good design, innovation and appropriate mitigation measures in place. The consent authority is obliged to consider the merits of each application.

#### 4.2 Key site constraints

While the following site constraints do not preclude large-scale solar energy development on certain land, they do indicate issues which may exist, and which can be helpful for applicants to identify and carefully consider in the site selection and design process:

- **Visibility and topography** – sites with high visibility, such as those on prominent or high ground positions, or sites which are located in a valley with elevated nearby residences with views toward the site. This is particularly important in the context of significant scenic, historic or cultural landscapes.
- **Biodiversity** – areas of native vegetation or habitat of threatened species or ecological communities within and adjacent to the site, including native forests, rainforests, woodlands, wetlands, heathlands, shrublands, grasslands and geological features.
- **Residences** – residential zones or urbanised areas.

- **Agriculture** – important agricultural lands, including Biophysical Strategic Agricultural Land (BSAL), irrigated cropping land, and land and soil capability classes 1, 2 and 3. Consideration should also be given to any significant fragmentation or displacement of existing agricultural industries and any cumulative impacts of multiple developments.
- **Natural hazards** – areas subject to natural hazards such as flooding and land instability.
- **Resources** – prospective resource developments, including areas covered by exploration licences, and mining and petroleum production leases. Solar development applicants should seek advice from the Department of Planning, Division of Resources and Geoscience about the coverage of resources-related licences.
- **Crown Lands** – if any part of the project or associated transmission or distribution infrastructure will cross Crown Lands, it may be subject to legislative requirements that restrict access to the land.

<sup>2</sup> The Department of Industry outlines the current datasets and terminology used to map agricultural land, see <https://www.dpi.nsw.gov.au/agriculture/lup/agriculture-industry-mapping/agricultural-land-use-mapping-resources-in-nsw-users-guide>.

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## ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

### 4.3 Process of site selection

Applicants that are considering sites with environmental and planning constraints are encouraged to discuss these issues with the Department and other relevant stakeholders during the scoping stage.

Applicants may wish to use a 'constraints mapping' exercise to assist in selecting a site. Geographical Information Systems (GIS) can be used if relevant spatial data is available.

Applicants should prepare a 'constraints map' that provides an overview of the key environmental and land use constraints on and around the project site.

This should include, but not necessarily be limited to:

- nearby residences and urban land
- biophysical strategic agricultural land (BSAL)
- Aboriginal heritage items
- historic heritage items
- threatened species and endangered ecological communities
- watercourses
- flood prone land
- existing infrastructure
- land use zoning
- any proposed vegetation screening.

A final version of the constraints map should be included in the environmental impact statement. Figure 1 shows an example of a constraints map.

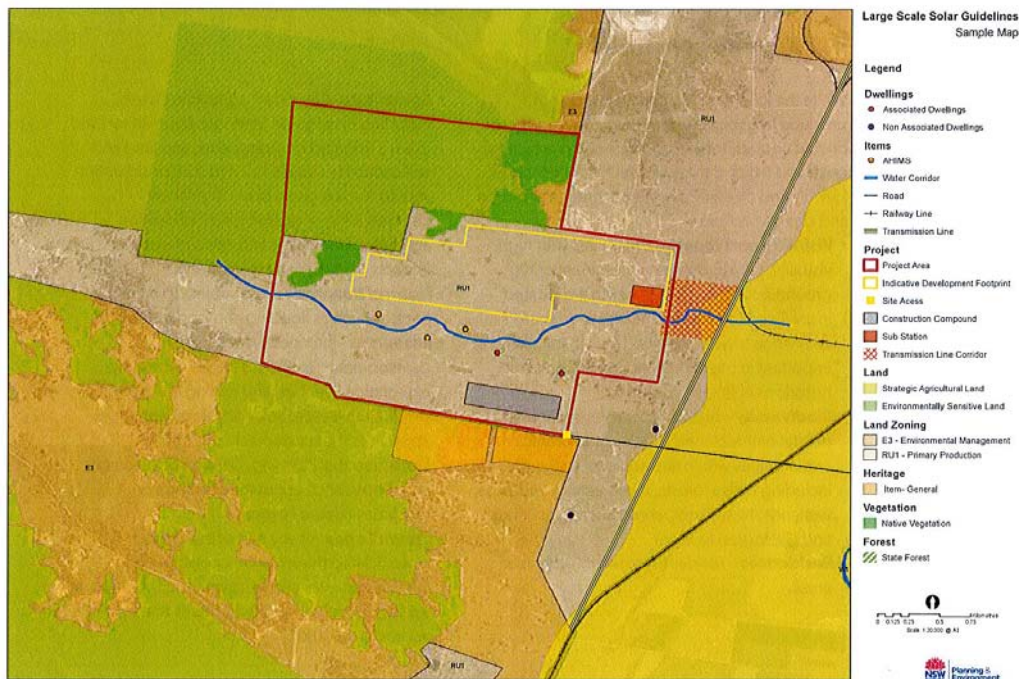


Figure 1 - Example of a constraints map

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## ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

### 5. Assessment issues

The Department and consent authority assess State significant solar energy development applications in accordance with the considerations set out in section 4.15 of the EP&A Act.

This chapter highlights some of the common key assessment issues for large-scale solar energy development. However, this chapter provides general guidance only, and applicants must comply with each of the specific Secretary's Environmental Assessment Requirements (SEARs) issued for their application.

#### Key assessment issues

Applicants should be aware of the following issues that commonly warrant more detailed assessment for a State significant solar energy development:

- **Strategic context:** Whether the project is consistent with local or state planning strategies, and government policies such as climate change and energy policies, including the capability of the project to contribute to energy security and reliability.<sup>8</sup>
- **Land use conflicts:** assessment of the compatibility of the solar project with the existing land uses (particularly agricultural and residential land uses) on the site and adjacent land, during construction, operation and after decommissioning. This requires reference to the zoning provisions applying to the land, and consideration of post-development remediation. Remediation should involve removal of panels, footings, underground pipes and cables, and access roads, and reinstatement of soil profiles and land form based on pre-development soil surveys.
- **Traffic and transport:** consideration of whether the local and classified road network can accommodate the traffic generated by the construction of the solar project, and the need for any road upgrades and ongoing maintenance, having regard to any advice from relevant road authorities.

- **Batteries:** If the project includes battery energy storage, the applicant should undertake a preliminary risk screening in accordance with *State Environmental Planning Policy No. 33 – Hazardous and Offensive Development*.<sup>9</sup> If the preliminary risk screening indicates the development is "potentially hazardous", a Preliminary Hazard Analysis (PHA) must be prepared in accordance with *Hazard Industry Planning Advisory Paper No. 6 – Guidelines for Hazard Analysis* (DoP, 2011) and *Multi-Level Risk Assessment* (DoP, 2011).

#### Other issues that may be relevant

There are also other matters that may be relevant to a project warranting detailed assessment depending on the circumstances:

- **Biodiversity:** Where the proposed site contains native vegetation, habitat of threatened species, or ecological communities and requires clearing.
- **Heritage:** The likely impacts on cultural and archaeological objects, places and heritage (including Aboriginal objects and places).
- **Visual impacts:** The impacts on landscape character and values and the visual amenity of landholders and communities.

<sup>8</sup> For further guidance on addressing electricity system security and reliability proponents should see the Department's publication *Electricity System Security and Reliability Environmental Assessment Requirement: Guidance for proponents of State significant electricity generation projects*.

<sup>9</sup> This process is outlined in *Hazardous and Offensive Development Application Guidelines – Applying SEPP 33* (Department of Planning, 2011), <http://www.planning.nsw.gov.au/Policy-and-Legislation/~media/3609822D91344221BA542D764921CFC6.ashx>.

# WARREN SHIRE COUNCIL

Delegates Report by Councillor K Irving  
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## ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

- **Water:** Surface water-related impacts, such as flooding and erosion, discharge/runoff and sediment control. If there is any water take associated with the project, the applicant should identify the source of water and may need to acquire water access licences if the project is approved.
- **Hazards and risks:** Any hazards or risks associated with the construction, operation and decommissioning of the solar energy project, including those associated with hazardous materials (for instance, from solar thermal energy and battery storage), and the threat of fire spreading to a solar development or being caused by on-site equipment or associated infrastructure such as cables, panels or transmission lines.
- **Health:** For instance, applicants should consider power frequency electric and magnetic field exposure guidelines<sup>10</sup> referenced by the Australian Radiation Protection and Nuclear Safety Agency.
- **Waste:** The waste likely to be produced during construction of the project (e.g., solar panel packaging), operation and decommissioning and rehabilitation, and how this would be managed.
- **Cumulative impacts:** Any cumulative impacts from any other developments (proposed, approved and operating), especially biodiversity, visual impacts, socio-economic and construction traffic impacts. For example, multiple solar developments in close proximity to each other may have a cumulative impact on other rural industries or adjacent land uses, amenity, biodiversity, visual effects or scenic landscapes.
- **Social and economic impacts:** Impacts, both positive and negative (including how they are distributed), of the proposed development on potentially affected people and groups. This includes workforce accommodation, job creation opportunities, and flow-on economic impacts to local communities.
- **Noise:** Construction noise impacts should be assessed in accordance with the Interim Construction Noise Guideline and operational noise impacts in accordance with the NSW Noise Policy for Industry<sup>11</sup>.
- **Public interest:** including the public interest in renewable energy, the objects of the EP&A Act and the principles of ecologically sustainable development.



<sup>10</sup> ICNIRP Guidelines for Limiting Exposure to Time Varying Electric and Magnetic Fields (1 Hz – 100 kHz) 2010.

<sup>11</sup> [https://www.epa.nsw.gov.au/source/air/air-quality/noise/industrial-noise/noise-policy-for-industry\(2017\)](https://www.epa.nsw.gov.au/source/air/air-quality/noise/industrial-noise/noise-policy-for-industry(2017)).

12 Large-Scale Solar Energy Guideline

# WARREN SHIRE COUNCIL

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ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED



# WARREN SHIRE COUNCIL

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## ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

### 6.1 Scoping

Scoping is the first phase of the State significant development assessment process. It involves:

- **Preparing a scoping report:** The applicant identifies the matters that are likely to be impacted by the proposed project and engages with the community and other stakeholders to get their views on the issues that are important to them. The outcomes of this process are documented in a scoping report. The

assessment issues in Chapter 5 will provide a useful starting point for this process.

- **Issuing SEARs:** The Department uses the scoping report to develop SEARs in consultation with relevant government agencies. SEARs set out the matters the applicant must assess in the EIS and the level of assessment required for each. The SEARs also set requirements for public engagement.

### 6.2 Environmental impact statement preparation

Applicants are required to prepare an environmental impact statement (EIS) to accompany their development application for State significant solar energy development. An EIS is a publicly available document which describes the proposed project for which approval is sought and its potential environmental, social and economic impacts in accordance with the SEARs. The purpose of an EIS is to provide

information to decision-makers to support their assessment and determination of an application and to communicate information about the proposed project and its potential impacts to community and other stakeholders. Schedule 2 of the Environmental Planning and Assessment Regulation 2000 (NSW) sets out requirements for the form and content of an EIS.

### 6.3 Public exhibition and responding to submissions

The Department will review the EIS to confirm its suitability for public exhibition. If not suitable for exhibition, the Department may request further information or clarification of information in the EIS. The Department makes State significant development applications publicly available for a period of at least 28 days.

During the submission period, any person may make written submissions to the consent authority about the proposed development. The Department notifies public authorities that may have an interest in the application.

After public exhibition, the Secretary will provide copies of any submissions made (or a summary of them) to the applicant and typically requests that the applicant review the submissions received. The Secretary may also request further assessment and/or engagement be carried out. The Secretary typically invites the applicant to submit a report that responds to any issues raised in the submissions. If changes to the project are proposed, the applicant must submit an amended development application, and it is recommended this be discussed with the Department first.

### 6.4 Assessment

The Department reviews the environmental impact assessment documentation submitted by the applicant and assesses the application in accordance with the requirements of the EP&A Act and relevant government policies and guidelines. Where an applicant has been requested to respond to submissions, the

Department also considers how the applicant has addressed the issues raised.

On behalf of the Secretary, the Department documents its assessment in a report that is published and provided to the consent authority.

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## ITEM 1 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

### 6.5 Determination

In determining an application for development consent, the consent authority evaluates the application on its merits, having regard to relevant assessment considerations under section 4.15 of the EP&A Act. The consent authority must either grant consent (with such modifications and on such conditions as the consent authority determines) or refuse the application.

The matters that a consent authority must consider when determining an application include the following (as relevant to the development):

- the suitability of the site for the development
- any submissions made
- relevant provisions of any environmental planning instruments

- the likely impacts of the development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality
- the public interest.

If the consent authority is the Independent Planning Commission, it may hold a public meeting on the application.

Development consent for State significant solar energy development will typically be subject to a range of conditions for managing and mitigating the impacts of the development.

### 6.6 Post approval

#### Management plans

Conditions of consent may require certain management plans to be approved by the Secretary prior to the commencement of construction or operation. On behalf of the Secretary, the Department generally takes around 60 days to approve these plans. Therefore, to prevent delays, it is recommended applicants factor this time into their delivery schedule and submit management plans to the Department for approval well in advance of commencement the relevant activities.

#### Compliance

The person carrying out the development is responsible for compliance with the conditions of consent under the EP&A Act, including any conditions in respect of rehabilitation and decommissioning. The Department's compliance team is responsible for monitoring compliance with the conditions of consent for approved State

significant solar energy development.

To make sure applicants are complying with conditions of consent, the Department's compliance team: conducts spot checks and unannounced visits to projects and undertakes surveillance; reviews compliance and monitoring reports prepared by project operators, conducts periodic compliance audits; meets with the community and industry; and investigates complaints and suspected non-compliances in accordance with the Department's compliance policy.<sup>12</sup>

#### Modifying an approved project

There are occasions where an applicant may need to change an approved project (e.g. by adding battery storage). A modification of a development consent must be approved under the EP&A Act.

<sup>12</sup> Further information about the Department's compliance and enforcement policies and activated can be found at <http://www.planning.nsw.gov.au/Assess-and-Regulate/Compliance-functions>.



**WARREN SHIRE COUNCIL**  
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**ITEM 2 WARREN INTERAGENCY SUPPORT SERVICES**

**(C3-9)**

**RECOMMENDATION:**

That the information be received and noted.

A meeting of the Warren Interagency Support Services was held on Thursday 14th February in the meeting room of the Warren Sporting and Cultural Centre. The meeting was once again very productive with eight (8) agencies being represented. In attendance were:

- Hannah Commins – Area Manager, Warren, Young Life Australia
- Ursula Ryan – Western NSW Outreach, Alcohol and Other Drugs Service, Royal Flying Doctor Service (South Eastern Section)
- Matt March – Drought Support Team, NSW Health
- Marsha Hill - Joblink Plus Work for the Dole, Dubbo
- Tanya Moore – Community Activity Officer, Joblink Plus Work for the Dole, Dubbo
- Jenna Kelly – Business Manager, Joblink Plus, Warren
- Alisha Leach – Job Placement Consultant, Joblink Plus, Warren
- Cheryl Burns – Sector Support and Development Officer (Orana Far West), Live Better, My Aged Care.
- Leanne Callan – Disability Advocacy
- Lucy Armstrong – Solicitor – Western NSW Community Legal Centre
- Mellissa Shennan – Case Worker Western Women’s Legal Support, Western NSW Community Legal Centre
- Clr Katrina Walker – Warren Shire Council
- Clr Sarah Derrett – Warren Shire Council
- Clr Karlene Irving – Warren Shire Council

Thank you was extended to Kerrie Watson, Catholic Care, for compiling and providing Council with a draft *Warren Community Services Directory*. The Directory will be made available online. Updated hard copies will be distributed at the next meeting and will be available at Council’s front desk.

Wendy Beetson, Ability Links, emailed an update on the ‘*Access at a Glance*’ project: “I recently contacted Damian Plunkett, Warren Chamber of Commerce to let him know about the Access at a Glance sticker project and will be emailing him some information to share with the members of the Chamber of Commerce. I have visited a number of Warren businesses and some stickers are already on display. The project will be ongoing and I will progressively call on businesses to discuss the project. I also welcome businesses to contact me if they would like to arrange a meeting to discuss accessibility. Joining in the project is free and it is about looking for the positives, having conversations about what accessible features they may already have and being able to provide information to assist businesses to be more inclusive of customers who have a disability.”

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**ITEM 2 WARREN INTERAGENCY SUPPORT SERVICES CONTINUED**

Robyn Howard, Carers NSW, emailed a flyer. The current focus for the organisation is on families who have children with a disability between the ages of 0-12 years who may need help navigating the NDIS.

A letter from Mr Ron Plunkett addressed to the General Manager outlined the issue of a lack of public transport between Nevertire and Warren. Those affected by this problem include pensioners and disadvantaged persons who catch the rail coach from Dubbo to Nevertire but are unable to provide their own transport in to Warren. These disadvantaged people rely on private people for a lift to Warren. Members of the public have been known to hitchhike or drive unlicensed into Warren from Nevertire. Jenna Kelly from Joblink Plus highlighted the fact that out of their Case Load of approximately 175 to 195 people, ninety percent of these people are without a driver's licence, a number of them live in Nevertire. This is the main reason why these people are unable to attend their appointments. It was discussed that those organisations who own a mini bus could offer a service or it could be a uber business opportunity. Possible grants to assist in providing the service were discussed.

In addition to the above suggestions it is also possible for those affected and with a disability to contact Lea Callan, Disability Advocacy, Dubbo, on 0417 993 261 or 1300 365 085. Email: [leanne.callan@da.org.au](mailto:leanne.callan@da.org.au). Lea's new position is one which advocates on behalf of those with any type of disability in situations where they have experienced or are experiencing discrimination, or struggling in difficult circumstances, for example financial, housing, NDIS applications, legal help, health care, government services, transport, education/schooling and accessing employment. Disability Advocacy will speak and/or write letters on behalf of those with a disability and assists in *Stand by Me* campaign publicity. It is possible to ring the organisation directly to undertake a referral. Disability Advocacy covers the region extending from Dubbo to Bourke and Lake Cargelligo.

Cheryl Burns spoke on her role to "support organisations who provide the Commonwealth Home Support Programme (CHSP), funded by the Government. The aim of the programme:

1. To help frail, older people living in the community to maximise their independence through the delivery of timely, quality entry-level support services which consider each person's individual goals, preferences and choices.
2. Has a strong emphasis on wellness and reablement to ensure that frail, older people can stay living in their own homes for as long as they can and wish to do so.
3. Recognises the vital role that carers play by providing respite care services for frail, older people which allows regular carers to take a break from their usual caring responsibilities." Cheryl is happy to answer any questions in relation to My Aged Care, the CHSP or Home Care Package Programmes:  
[Cheryl.Burns@livebetter.org.au](mailto:Cheryl.Burns@livebetter.org.au)

Job Link Plus (a non-profit organisation) based in Warren and Dubbo, ([www.joblinkplus.com.au/](http://www.joblinkplus.com.au/)) facilitates full time work, transition to work and work for the dole as well as other services in Warren. The Case Load in Warren/Nevertire is generally

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**ITEM 2 WARREN INTERAGENCY SUPPORT SERVICES CONTINUED**

between 175 and 195 people. Tanya Moore (Community Activity Officer) has been working with up to 15 people in Warren who participate in activities which build confidence in a particular area, for example at the Golf Club, Library or Beemunnell. These clients are engaged in the activity for approximately 8hrs/week. Clients over 60 years have a 6 month obligation and work is voluntary. Joblink Plus works with the Warren Youth Foundation.

Matt March represented NSW Health's Drought Support Team, which is based in Dubbo and covers the Western NSW Health district. It was initiated on January 7th and aims to facilitate a non clinical approach to assisting drought affected communities. The Team aims to "lower the barriers and fill in the gaps regarding access to mental health services and community wellbeing". It has been noted that charities have not been accessed enough. The Team ensures networking takes place between individuals within communities and between organisations. Matt travels to Warren, Nyngan, Bourke, Gilgandra, Byrock, Forbes and Parkes. Matt's focus will also be on adolescents and children affected by the drought as well as supporting and/or organising community events that promote wellbeing. Matt is essentially a peer worker who assists and confidently supports clients and communities in engaging with support services. Matt's contact number is 02 68814186.

Ursula Ryan represented the Royal Flying Doctor Service Western NSW Outreach Alcohol and other Drugs Service. Leyna Howard, Clinician, will be at the Warren MPHS every Monday 10am to 2pm. Mobile: 0437 931 846 Email: [Leyna.Howard@rfdssse.org.au](mailto:Leyna.Howard@rfdssse.org.au) Referral can be by self, GP or community member. Ben Fischer is the Community Engagement Officer. Trained facilitators, with Diplomas in Mental Health, such as Ursula, are also able to deliver programs at schools or in community venues related to suicide, depression and positive lifestyles. Ursula's role has a youth focus and grant applications. Ursula also assists in developing community projects such as aquaponics and horticulture by providing training on how to establish these projects, either individually or within communities.

Hannah Commins reported that Young Life, Warren will be taking youth to a Water Sports camp at Lake Burrendong, 15th-17th March.

Lucy Armstrong, solicitor ([lucy.armstrong@wnswclc.org.au](mailto:lucy.armstrong@wnswclc.org.au)) from Western NSW Community Legal Centre, spoke on the free confidential legal advice available at Warren MPHS every second Thursday. Advice can range from civil and employment law, domestic violence, debts, FACS and family law to property and any legal issues. The service is exempt from mandatory reporting. Education sessions can also be provided.

A copy of the minutes will be distributed to members. The next meeting of the Interagency Support Services committee will be held at 1:00pm on Thursday, April 11th in the upstairs meeting room of the Warren Sporting and Cultural Centre.

Councillor Karlene Irving  
Co-Chairperson  
Warren Interagency Support Services

## **INTERNAL AUDIT COMMITTEE MEETING**

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Attached are the Minutes of the meeting of the Internal Audit Committee Meeting held on Wednesday, 23rd January 2019.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Internal Audit Committee held on Wednesday, 23rd January 2019 be received and noted and the following recommendations be adopted:

**ITEM 4.1 WARREN PROJECT MANAGEMENT REVIEW (A1-3)**

1. The contractor performance evaluations are kept on file and reviewed when a contractor applies for new contract work and this is utilised as part of any contract assessment process or tender process.
2. The Manager Health and Development Services to receive project management training to assist her with this role. Council to liaise with the Manager Health and Development Services to determine if internal mentoring from the Town Services Manager or an external course would be best suited to her needs and provide the training as required.
3. That a further review of Project Management is undertaken in 12 months.

**ITEM 4.2 ICAC AUDIT TOOL DEVELOPMENT REVIEW SEPTEMBER 2018 (A1-3)**

1. Council develop and adopt a suitable policy setting out the nature of (and limitations) on the pre-lodgement advice for development applications as soon as practical.
2. Council develop a formal procedure for managing and recording the pre-lodgement advice that it provides to applicants as soon as practical.

(2)

3. The information sheet attached to all DAs for pre-lodgement discussions be also available at the main counter area and on Council's website.
4. Develop a policy or processes (or equivalent) that:
  - Details the statutory and Council policy requirements regarding the notification of specific categories of development.
  - Ensures when advertising or notifying development applications, Council discloses whether the application is accompanied by a SEPP 1 (or equivalent) objection.

This should form part of the proposed new Warren Shire Council Development Guide (discussed in report below)
5. Review Council's policy that details the circumstances (including legislative) in which external referrals will be required for specific categories of development as soon as is practicable (last reviewed 2012).
6. Council to include as part of the proposed Warren Shire Council Development Guide (see below ) a business rule that ensures conflicts of interest are considered during the application process.
7. Design and implement a suitable policy setting out when on-site meetings are required and include this within the proposed Warren Shire Council Development Guide as soon as practicable.
8. Council to implement standardised development reports for completing development assessment reports for determination by Council and determinations under delegated authority.
9. Council should formalise within the Warren Shire Council Development Guide (see below) the referring of all objections etc for appropriate internal review.
10. Council to develop a suitable formal policy and/or procedure that sets out the circumstances in which a development can be "called up" to Council. Warren Shire Council does not have a policy or procedure that stipulates that when there is a 10% or greater variation in standards under SEPP 1 (or equivalent) that the DA in question must be determined by the full council (this should form part of the proposed Warren Shire Council Development Guide).
11. Council to develop a public register of development applications determined with variations in standards under SEPP 1 (or equivalent) on its website. Council should ensure that adequate resources are provided to create an appropriate register.
12. The following should be included in the SEPP 1 Register:
  - The reasons for the proposed variation
  - The extent of the variation
  - Reasons for Council's determination
  - Information as to whether Department of Planning concurrence was required.
13. Council to ensure a new Development Guide (covering the issues identified within this recommendation) is completed as soon as is practicable and provide the Development staff with the time and resources to complete the task. The current Development Checklist should also be amended to reflect any relevant changes.

# WARREN SHIRE COUNCIL

Minutes of the Internal Audit Committee Meeting held in  
the Council Chambers, 115 Dubbo Street, Warren,  
on Wednesday 23rd January 2019 commencing at 4.30 pm

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**PRESENT:**

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Milton Quigley	Mayor (Chair)
Brett Williamson	Deputy Mayor
Glenn Wilcox	General Manager

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**ITEM 1. APOLOGIES**

Nil.

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**ITEM 2. CONFIRMATION OF MINUTES**

**MOVED** Quigley/Williamson that the minutes of the Internal Audit Committee meeting held on Thursday 21st February 2018 be adopted as a true and correct record of that meeting.

**Carried**

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**ITEM 3. BUSINESS ARISING FROM MINUTES**

Nil.

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**ITEM 4.1 WARREN PROJECT MANAGEMENT REVIEW**

**(A1-3)**

**Moved** Quigley/Williamson that:

1. The contractor performance evaluations are kept on file and reviewed when a contractor applies for new contract work and this is utilised as part of any contract assessment process or tender process.
2. The Manager Health and Development Services to receive project management training to assist her with this role. Council to liaise with the Manager Health and Development Services to determine if internal mentoring from the Town Services Manager or an external course would be best suited to her needs and provide the training as required.
3. That a further review of Project Management is undertaken in 12 months.

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Internal Audit Committee Meeting held in  
the Council Chambers, 115 Dubbo Street, Warren,  
on Wednesday 23rd January 2019 commencing at 4.30 pm

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## ITEM 4.2 ICAC AUDIT TOOL DEVELOPMENT REVIEW SEPTEMBER 2018 (A1-3)

Moved Williamson/Quigley that:

1. Council develop and adopt a suitable policy setting out the nature of (and limitations) on the pre-lodgement advice for development applications as soon as practical.
2. Council develop a formal procedure for managing and recording the pre-lodgement advice that it provides to applicants as soon as practical.
3. The information sheet attached to all DAs for pre-lodgement discussions be also available at the main counter area and on Council's website.
4. Develop a policy or processes (or equivalent) that:
  - Details the statutory and Council policy requirements regarding the notification of specific categories of development.
  - Ensures when advertising or notifying development applications, Council discloses whether the application is accompanied by a SEPP 1 (or equivalent) objection.

This should form part of the proposed new Warren Shire Council Development Guide (discussed in report below)

5. Review Council's policy that details the circumstances (including legislative) in which external referrals will be required for specific categories of development as soon as is practicable (last reviewed 2012).
6. Council to include as part of the proposed Warren Shire Council Development Guide (see below ) a business rule that ensures conflicts of interest are considered during the application process.
7. Design and implement a suitable policy setting out when on-site meetings are required and include this within the proposed Warren Shire Council Development Guide as soon as practicable.
8. Council to implement standardised development reports for completing development assessment reports for determination by Council and determinations under delegated authority.
9. Council should formalise within the Warren Shire Council Development Guide (see below) the referring of all objections etc for appropriate internal review.
10. Council to develop a suitable formal policy and/or procedure that sets out the circumstances in which a development can be "called up" to Council. Warren Shire Council does not have a policy or procedure that stipulates that when there is a 10% or greater variation in standards under SEPP 1 (or equivalent) that the DA in question must be determined by the full council (this should form part of the proposed Warren Shire Council Development Guide).
11. Council to develop a public register of development applications determined with variations in standards under SEPP 1 (or equivalent) on its website. Council should ensure that adequate resources are provided to create an appropriate register.

# WARREN SHIRE COUNCIL

Minutes of the Internal Audit Committee Meeting held in  
the Council Chambers, 115 Dubbo Street, Warren,  
on Wednesday 23rd January 2019 commencing at 4.30 pm

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## ITEM 4.2 ICAC AUDIT TOOL DEVELOPMENT REVIEW SEPTEMBER 2018

**CONTINUED**

12. The following should be included in the SEPP 1 Register:
  - The reasons for the proposed variation
  - The extent of the variation
  - Reasons for Council's determination
  - Information as to whether Department of Planning concurrence was required.
13. Council to ensure a new Development Guide (covering the issues identified within this recommendation) is completed as soon as is practicable and provide the Development staff with the time and resources to complete the task. The current Development Checklist should also be amended to reflect any relevant changes.

**Carried**

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## ITEM 5 GENERAL BUSINESS

- Next Audit to include IT.

**There being no further business the meeting closed 4.40 pm.**





**WARREN SHIRE COUNCIL**  
**Minutes of the Town Improvement Committee Meeting to be**  
**held in the Council Chambers, 115 Dubbo Street Warren on,**  
**Thursday 24<sup>th</sup> January 2019 commencing at 12pm**

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**PRESENT**

Kevin Taylor	Councillor (Chair)
Karlene Irving	Councillor
Brett Williamson	Councillor
Heather Druce	Councillor
Sarah Derrett	Councillor
Pauline Serdity	Councillor
Rolly Lawford	Divisional Manager Engineering Services
Maryanne Stephens	Manager Health and Development Services
Angie Tegart	Engineering Administrative Officer (Minute Taker)

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**ITEM 1 APOLOGIES**

Apologies were tendered on behalf Economic Development Officers Emma Welsh and Alison Ruskin Rowe it was **MOVED** Druce that the apologies be accepted, and a leave of absence be granted for this meeting.

**Carried**

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**ITEM 2 MINUTES**

**MOVED** Taylor/Williamson that the Minutes of the Town Improvement Committee meeting held on Tuesday 20th November 2018 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING FROM MINUTES**

- Councillor Williamson enquired as to if we had heard anything on the power pole and whose responsibility it was from the RMS. It was noted that due to Christmas and the December/ January break it had not been found as of yet.
- Councillor Druce asked regarding the addition grant funding for the CCTV for the main street it was stated that this would be a question for the Economic development team and they unfortunately could not make it to the meeting today.

**Carried**

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**ITEM 4 MACQUARIE PARK REVITALISATION UPGRADE (C14-3.17)**

- Maryanne Stephens enquired as to the levee at Macquarie Park and if it's height would be affected in the future, Rolly assured that it would not be of great difference than to what it currently is.
  - Councillor Irving suggested and referring to a previous report from the Economic Development Committee meeting as to whether Council would approach the local Arts Council to see if art sculpture/ Aboriginal art could be displayed in the Park. Rolly was unaware if this was going to happen and that it might best be directed to the EDO's but
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**WARREN SHIRE COUNCIL**  
Minutes of the Town Improvement Committee Meeting to be  
held in the Council Chambers, 115 Dubbo Street Warren on,  
Thursday 24<sup>th</sup> January 2019 commencing at 2pm

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**ITEM 4                    MACQUARIE PARK REVITALISATION UPGRADE                    CONTINUED**

that he was of the concern that all art work would need to fit with the current revitalisation and meet safety standards.

**MOVED** Druce/Irving That the report be accepted as presented.

**Carried**

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**ITEM 5                    COLLIE VILLIAGE UPGRADE                    (C14-3.17)**

- Councillor Williamson requested that a list of points referring to a timeline and jobs to be done in that time line be made and put in a document to have as a reference point for the Collie Village Meeting to be held on the 5<sup>th</sup> February 2019 at 6pm.
- Maryanne Stephens enquired as to if we had received the grant funding and at this point in time Rolly was not aware that the deed had been returned to Council as of yet.

**MOVED** Irving/Serdity That the information be received and noted.

**Carried**

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**ITEM 6                    NEVERTIRE VILLIAGE UPGRADE                    (C14-3.17)**

- It was noted by Rolly that he is aware that Nevertire works were not as far along as Collie but that it was still progress and a Village meeting would be held on the 6<sup>th</sup> February 2019 at 6pm as to update the residents and all interested parties.

**MOVED** Williamson/Taylor That the information be received and noted.

**Carried**

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**ITEM 7                    DUBBO STREET UPGRADE                    (C14-3.17)**

- Councillor Taylor made comment of the great job of the patching jobs on the edges of Dubbo Street.
- It was noted that there would be no more repair to the bitumen surface in Dubbo Street until the works with the Roundabout and the RMS are advised.
- All Councillors agreed the garden beds looked great and have held up well in the heat but are now starting to look stressed. Councillor Druce suggested would it be possible to have the outdoor boys bring the truck in to water them every day. Rolly to organise this.
- It was also discussed that there be addition garden beds put on the remaining corners of the roundabout that do not have them but this to be investigated for a later budget.
- Councillor Williamson asked that it be investigated to have the remaining trees without tree surrounds in the CBD have them installed as to make the area as a whole more cohesive. Rolly to investigate.

# WARREN SHIRE COUNCIL

Minutes of the Town Improvement Committee Meeting to be held in the Council Chambers, 115 Dubbo Street Warren on, Thursday 24<sup>th</sup> January 2019 commencing at 2pm

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**ITEM 7                      DUBBO STREET UPGRADE                      CONTINUED**

**MOVED** Taylor/Williamson that the outstanding items be planned and costed and considered for timing and inclusion at the next Town Improvement Committee Meeting.

**Carried**

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**ITEM 8                      PROPOSED CBD UPGRADES                      (C14-3.17)**

- Councillor Irving mentioned that she is quiet often approached by people from all walks of life e.g mothers, travellers and locals who would like a public toilet in a closer proximity to the CBD of Warren.

**MOVED** Derrett/Irving That further analysis of the Thornton Avenue Car Park proposal be investigated and reported to a future Town Improvement Committee Meeting.

**Carried**

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**ITEM 9                      GENERAL BUSINESS**

- Councillor Irving mentioned as to the previous report that she has noticed a lot of travellers with caravans tend to use Lawson street as a turning point in the town so the suggestion of a carpark big enough to accommodate a turning circle would be of great benefit. She as congratulated Rolly on the great job of getting the main street ready for the Christmas Party.

**Carried**

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**ITEM 10                      NEXT MEETINGS**

5th March 2019

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 2.55PM**

## **SPORTING FACILITIES COMMITTEE MEETING**

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Attached are the Minutes of the meeting of the Sporting Facilities Committee Meeting held on Wednesday 6th February 2019.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Sports Facilities Committee held on Wednesday 6th February 2019 be received and noted and the following recommendations be adopted:

**ITEM 7      CONSTRUCTION OF OUTDOOR NETBALL & BASKETBALL COURTS      (G4-1.5)**

1. The information be received and noted; and
2. The document be submitted to tender for a minimum period of 28 days
3. The tender state that the construction of a half basketball court as an “option”



# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held in the Council Chambers  
on Wednesday 6th February 2019 commencing at 3:36pm

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**Present:**

Mayor, Councillor MJ Quigley (Chairman)  
Councillor BD Williamson  
Councillor KR Irving  
Glenn Wilcox (General Manager)  
Wesley Hamilton (Centre Manager)  
Maryanne Stephens (Manager Health & Development Services)  
Rolly Lawford (Divisional Manager of Engineering Services)  
Kerry Jones (Town Services Manager)

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**ITEM 1 APOLOGIES**

Apologies were tendered on behalf of Councillor KW Taylor who was absent due to external commitments and it was **MOVED** that a leave of absence be granted for this meeting.

**Carried**

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**ITEM 2 MINUTES OF THE MEETING HELD ON 19TH DECEMBER 2018**

**MOVED** that the Minutes of the Meeting held on Wednesday, 19th December 2018 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING**

Nil business arising.

**Carried**

---

**ITEM 4 FINANCIAL STATEMENT**

**RECOMMENDATION TO COUNCIL:**

**MOVED** that the information be received and noted.

**Carried**

---

**ITEM 5 ACTION CHECKLIST**

**RECOMMENDATION TO COUNCIL:**

**MOVED** that the:

1. Action Checklist progress be received and noted; and
2. Items marked with an asterisk (\*) be deleted.

**Carried**

---

## WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held in the Council Chambers  
on Wednesday 6th February 2019 commencing at 3:36pm

---

### ITEM 6      REPORTS FROM CENTRE MANAGER      (S21-2)

#### **RECOMMENDATION TO COUNCIL:**

**MOVED** that the information be received and noted.

**Carried**

---

### ITEM 7      CONSTRUCTION OF OUTDOOR NETBALL & BASKETBALL COURT (G4-1.5)

#### **RECOMMENDATION TO COUNCIL:**

**MOVED** that:

1. The information be received and noted;
2. The document be submitted to tender for a period of 28 days; and
3. The tender state that the half basketball court as an “option”.

**Carried**

---

### ITEM 8      GENERAL BUSINESS

1. The Mayor requested an update as to the status of the irrigation system at Victoria Park. The Town Service Manager stated that the irrigation system is functional, ongoing maintenance and supervision of the system is required at present.
2. Councillor Williamson requested that in the event that the grant funding cannot include the optional half basketball court due to cost, if funding could be allocated towards the upgrade of the half basketball court located on the bore flat site behind the Warren War Memorial Swimming Pool.

#### **RECOMMENDATION TO COUNCIL:**

**MOVED** that the information be received and noted.

**Carried**

---

### ITEM 9      NEXT MEETING DATE AND TIME

Wednesday, 1st May 2019 at 3:00pm at the Warren Sporting and Cultural Centre.  
Wednesday, 31st July 2019 at 3:00pm in Council Chambers.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4:28PM.**



## **SHOWGROUND/RACECOURSE COMMITTEE**

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Attached are Minutes of the Meeting of the Warren Shire Showground/Racecourse Committee held on Thursday, 7<sup>th</sup> February 2019.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Showground/Racecourse Committee held on Thursday, 7<sup>th</sup> February 2019 be received and noted.

**ITEM 3          ANNUAL USER GROUPS FEES AND CHARGERS REPORT**

**MOVED** Waterford/ Dwyer That;

the 18/19 user group fees and chargers structure remain unaltered and the 19/20 financial fees be the same plus the small percentage in which Council increases its overall fees and charges by budget at approx. 2-3%. However, in years of hardship such as the Polocrosse's non-event due to wet weather or non-events that Council consider the non-payment of fees during these times.

# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting  
held at the Showground/Racecourse, Warren, on Thursday  
7<sup>th</sup> February 2019 commencing at 5.30 pm

---

## Attendance:

### Present:

Mark Beach	Councillor, Chair
Ron Higgins	Councillor
Kevin Noonan	Warren Jockey Club
Rhiannon Gibson	Warren Pony Club – Alternate
Glenn Wilcox	General Manager
Rolly Lawford	Divisional Manager Engineering Services
Kerry Jones	Manager Town Services
Justin Sanderson	Warren Show Society
David Dwyer	Polocrosse Club
Phil Waterford	Other User
Paul Quigley	Polocrosse - Alternate

---

## ITEM 1 APOLOGIES

Apologies were accepted on behalf of Heather Druce, Vickie Parker and Ian McKay

**Carried**

---

## ITEM 2 MINUTES OF THE MEETING HELD ON 8TH NOVEMBER 2018

**MOVED** Dwyer/Noonan that the Minutes of the Meeting held on Thursday 8th November 2018 be accepted as a true and correct record of that meeting.

**Carried**

---

## FINANCIAL STATEMENT

**MOVED** Sanderson/ Higgins that the information be received and noted.

**Carried**

---

## ITEM 3 ANNUAL USER GROUPS FEES AND CHARGERS REPORT

**MOVED** Waterford/ Dwyer That;  
the 18/19 user group fees and chargers structure remain unaltered and the 19/20 financial fees be the same plus the small percentage in which Council increases its overall fees and charges by budget at approx. 2-3%. However, in years of hardship such as the Polocrosse non-event due to wet weather or non-events that Council consider the non-payment of fees during these times.

**Carried**

---

**WARREN SHIRE COUNCIL**  
**Minutes of the Showground/Racecourse Committee Meeting**  
**held at the Showground/Racecourse, Warren, on Thursday**  
**7<sup>th</sup> February 2019 commencing at 5.30 pm**

---

**ITEM 4            DEED OF AGREEMENT – SHOWGROUND/ RACECOURSE GRANT**

It was noted that the State Treasurer has endorsed the agreement to commit to the payment of the funds however a financial plan currently needs to be negotiated and agreed to prior to any level of grant payment being made. Grant payments are only paid after costs have been made not before. It was also acknowledged that the General Manger will organise for a sub committee meeting to be held in the future

**Carried**

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**ITEM 5            GENERAL BUSINESS**

- Discussion regarding the movement of the fence near the storage area of the race barriers. It is acknowledged that the divisional Manager of Engineering Services and the Town Services Manager would inspect the fence and make a resolution of movement or for it to remain as is.
  - It was noted that the gates of the starting barriers have been damaged by a Council Employee toing the barriers through the fence detailed above and caused substantial damage to the starting gate. It is resolved that the mangers would inspect the damage and determine a method of fixing these prior to the upcoming events.
  - It was suggested that future meeting due to other commitments be held on Tuesday evening instead of Thursdays.
- 

**ITEM 6            NEXT MEETING DATE AND TIME**

Tuesday, 2<sup>nd</sup> April 2019 5:30pm

**There being no further business the meeting closed at 6.00pm.**

## MANEX MINUTES

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Attached are the Minutes of the meeting of Manex held on Tuesday, 19th February 2019.

**RECOMMENDATION:**

That the Minutes of the Meeting of Manex held on Tuesday, 19th February 2019 be received and noted.

**ITEM 3 ACTION CHECKLIST**

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

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

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

**ITEM 5.2 WORK HEALTH AND SAFETY CORRECTION ACTION REPORTS (S12-14.1)**

That the status of the Work Health and Safety Corrective Action Reports be reviewed and monitored.

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

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.
2. That the Manex team note the completion of items contained within the Warren Shire Council Work Health and Safety Action Plan Objective Update Table.

**ITEM 5.4 EMERGENCY PREPAREDNESS AND EMERGENCY PROCEDURE (P13-1)**

That Council formally adopt the Emergency Preparedness and Management Procedure.

**ITEM 5.5 STATECOVER WORK HEALTH AND SAFETY AUDIT VERIFICATION (I2-3.1)**

That Council should review its current processes for Hazard Identification, Assessment and Control implementation as well as its WHS Risk Management Guideline.

(2)

**ITEM 7 WORK FORCE VACANCIES**

**(S12-1)**

That Manex note the report.

**ITEM 12 LIBRARIAN'S REPORT**

**(L2-2)**

1. The information be received and noted;
2. That Management review the upgrade of Senior Library Officer to a Librarian Technican, and
3. That a further report is submitted to Manex.

**ITEM 13 OPERATIONAL PROCEDURES**

**(A2-1)**

That:

1. The information be received and noted; and
2. The procedures; Adding a Media Release to the Website, Monthly Data Collection for Visitor Information Centre and Website, Updating Facebook, Updating the Sporting Centre Schedule on the Website and Wash Out Pound Facility be adopted.

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Tuesday 19th February 2019 commencing at 2.30 pm

---

**PRESENT:**

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Glenn Wilcox	General Manager
Darren Arthur	Divisional Manager Finance & Administration
Jillian Murray	Treasurer
Maryanne Stephens	Manager Health & Development (Chair)
Kerry Jones	Town Services Manager

---

**ITEM 1 APOLOGIES**

An apology was received from Rolly Lawford and Jody Burtenshaw who were absent due to external commitments and it was **MOVED** Jones/Arthur that a leave of absence be granted for this meeting.

**Carried**

---

**ITEM 2 BUSINESS ARISING FROM MINUTES**

Nil.

---

**ITEM 3 ACTION CHECKLIST**

Date	Action by	Subject	Comment
*15.01.2019	WHS/RO	Emergency Preparedness and Emergency Procedure	The procedure was resubmitted to the 19 February 2019 Manex Meeting.
15.01.2019	DMES	Regional Road REPAIR Grant	Provide a report to Manex regarding costings.

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

**Carried**

---

**ITEM 4.1 2018/2019 SPECIFIC WORKS STATUS REPORT**

**MOVED** Jones/Stephens 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 Tuesday 19th February 2019 commencing at 2.30 pm

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**ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT**

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

**Carried**

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**ITEM 4.3 EWENMAR WASTE DEPOT STATUS REPORT**

**MOVED** Stephens/Wilcox that the information be received and noted.

**Carried**

---

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

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

**Carried**

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**ITEM 5.2 WORK HEALTH AND SAFETY CORRECTIVE ACTION**  
**REPORTS** (S12-14.1)

**MOVED** Jones/Arthur that the Work Health and Safety Corrective Action Reports be reviewed and monitored.

**Carried**

---

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

**MOVED** Arthur/Jones that:

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.
2. That the Manex team note the completion of items contained within the Warren Shire Council Work Health and Safety Action Plan Objective Update Table.

**Carried**

---

**ITEM 5.4 EMERGENCY PREPAREDNESS AND EMERGENCY**  
**PROCEDURE** (P13-1)

**MOVED** Arthur/Murray that Council formally adopt the Emergency Preparedness and Management Procedure.

**Carried**

---

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Tuesday 19th February 2019 commencing at 2.30 pm

---

## ITEM 5.5 STATECOVER WORK HEALTH AND SAFETY AUDIT VERIFICATION (I2-3.1)

**MOVED** Murray/Jones that Council should review its current processes for Hazard Identification, Assessment and Control implementation as well as its WHS Risk Management Guideline..

**Carried**

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

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

### Office of Local Government Circulars

Date	Circular No.	Description	Comment/Action
18.01.19	19-01	NSW Parking Fine – Grace Period Provisions	Noted
08.02.19	19-02	IPART Review of the Costs of Conducting Local Government Elections and Extension of the Deadline for Councils to Make a Decision on the Administration of Their Elections	Noted

### Ministerial Circulars

Date	Circular No.	Description	Comment/Action
Nil			

### Department of Planning Circulars

Date	Circular No.	Description	Comment/Action
Nil			

**MOVED** Stephens/Wilcox 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 Tuesday 19th February 2019 commencing at 2.30 pm

---

## ITEM 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 2019.

### Strategic Tasks Guide

DATE	TASK	STATUS
<b>FEBRUARY</b>		
16	Income adjustment for newly rateable Crown Land to be lodged to OLG.	Noted
18	Expected third instalment of 2018-2019 Financial Assistance Grants	Noted
28	Last day for RAO to submit QBRS review to Council (LGGR c.203(3)).	Noted
	Third quarterly rates instalment due (s.562).	Noted
	Six monthly New Council Round 2 Implementation Fund and Stronger Communities Fund reports due.	N/A
<b>MARCH</b>		
	Tied Stronger Communities Fund (1st Round) acquittal reporting due.	N/A

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

**Carried**

---

## ITEM 7 WORK FORCE VACANCIES (S12-1)

**MOVED** Stephens/Arthur that Manex note the report.

**Carried**

---

## ITEM 9 GOVERNANCE REVIEW (P13-1)

**MOVED** Wilcox/Jones that the information be received and noted.

**Carried**

---

## ITEM 10 PROJECTS (NEW)

Nil report.

---

## ITEM 11 IMPOUNDING OFFICER'S REPORT (P4-4)

**MOVED** Stephens/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 Tuesday 19th February 2019 commencing at 2.30 pm

---

**ITEM 12 LIBRARIAN'S REPORT (L2-2)**

Arthur/Murray that:

1. The information be received and noted;
2. That Management review the upgrade of Senior Library Officer to a Librarian Technican, and
3. That a further report is submitted to Manex.

**Carried**

---

**ITEM 13 OPERATIONAL PROCEDURES (A2-1)**

**MOVED** Stephens/Wilcox that:

1. The information be received and noted; and
2. The procedures; Adding a Media Release to the Website, Monthly Data Collection for Visitor Information Centre and Website, Updating Facebook, Updating the Sporting Centre Schedule on the Website and Wash Out Pound Facility be adopted.

**Carried**

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**ITEM 14 JANUARY 2019 MINUTES AND FEBRUARY 2019 BUSINESS PAPER**

The Committee previewed the February 2019 Business Paper and the January 2019 Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

---

**ITEM 15 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.

---

**ITEM 16 GENERAL BUSINESS WITHOUT NOTICE**

- The Ranger's Vehicle to be left at Council office when Ranger on leave. No private use.

**There being no further business the meeting closed 3.30 pm.**

## AIRPORT OPERATIONS COMMITTEE

---

Attached are the Minutes of the meeting of the Airport Operations Committee held on Wednesday, 20<sup>th</sup> February 2019.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Airport Operations Committee held on Wednesday, 20<sup>th</sup> February 2019 be received and noted.

**ITEM 4.1 UPDATE ON AIRPORT MAINTENANCE (C14-2.3)**

It was noted that the airport lighting system was hit by lightning on 11th January 2019 and damage occurred to PAL System and all lights, and the wind sock. Council has rigged the lights to stay on permanently until an insurance claim is made and replacement can occur. Notams issued through Air services for pilots. **MOVED** McKay/Hulme that the information is noted.

**ITEM 4.2 UPDATE ON SUBDIVISION (C14-2.12)**

**MOVED** Hulme/ McKay that the information is noted.

**ITEM 4.3 FENCING - DROUGHT FUND (C14-2.12)**

A verbal update was provided to the committee advising that drought funding has been confirmed by the Federal Government. Fencing will start mid-March. **MOVED** Williamson/McKay That the information be noted.

**ITEM 4.4 WATER TO AIRPORT - DROUGHT FUND (C14-2.12)**

A verbal report was provided as to water from Warren to the airport precinct. Work will commence in Mid-March 2019 including a new pipeline and 200,000 litre tank plus pumps. **MOVED** Hulme / Williamson That the Information be noted.

**GENERAL BUSINESS**

- GNSS Approach plate through Air services to be applied for to cover approach and departure to warren airport.
- Survey undertaken of both runways to look at long term repairs to surface, drainage and overall upgrading.
- Planning for fuel at the airport still being reviewed and a cost benefit analysis to be undertaken to prove the need and cost recovery.

**WARREN SHIRE COUNCIL**  
**Minutes of the Airport Operations Committee**  
**Meeting held at the Warren Airport, Arthur Butler Drive, Warren**  
**on Wednesday, 20<sup>th</sup> February 2019 commencing at 3.33 pm**

---

**PRESENT:**

Brett Williamson (Chair)  
Pat Hulme  
Geoff McKay  
Kerry Jones (Town Services Manager)  
Glenn Wilcox (General Manager)

---

**ITEM 1 APOLOGIES**

Apologies were received from Archie Kennedy and Nigel Martin who were absent due to external commitments and it was **MOVED** Hulme / McKay that a leave of absence be granted for this meeting.

---

**ITEM 2 MINUTES**

**MOVED** Hulme / Williamson that the Minutes of the Airport Operations Committee meeting held on Wednesday, 14<sup>th</sup> November 2018 be accepted as a true and correct record of that meeting.

**Carried**

---

**ITEM 3 BUSINESS ARISING FROM MINUTES**

Nil

**Carried**

---

**ITEM 4.1 UPDATE ON AIRPORT MAINTENANCE (C14-2.3)**

It was noted that the airport lighting system was hit by lightning on 11th January 2019 and damage occurred to PAL System and all lights, and the wind sock. Council has rigged the lights to stay on permanently until an insurance claim is made and replacement can occur. Notams issued through Air services for pilots. **MOVED** McKay / Hulme that the information is noted

**Carried**

---

**ITEM 4.2 UPDATE ON SUBDIVISION (C14-2.12)**

**MOVED** Hulme / McKay that the information is noted

**Carried**

---

**ITEM 4.3 FENCING - DROUGHT FUND (C14-2.12)**

A verbal update was provided to the committee advising that drought funding has been confirmed by the Federal Government. Fencing will start mid-March.

---

**WARREN SHIRE COUNCIL**  
Minutes of the Airport Operations Committee  
Meeting held at the Warren Airport, Arthur Butler Drive, Warren  
on Wednesday, 20<sup>th</sup> February 2019 commencing at 3.33 pm

---

**MOVED** Williamson / McKay That the information be noted

**Carried**

---

**ITEM 4.4      WATER TO AIRPORT - DROUGHT FUND (C14-2.12)**

A verbal report was provided as to water from Warren to the airport precinct. Work will commence in Mid-March 2019 including a new pipeline and 200,000 litre tank plus pumps.

**MOVED** Hulme / Williamson That the Information be noted

**Carried**

---

**GENERAL BUSINESS**

- GNSS Approach plate through Air services to be applied for to cover approach and departure to warren airport.
  - Survey undertaken of both runways to look at long term repairs to surface, drainage and overall upgrading.
  - Planning for fuel at the airport still being reviewed and a cost benefit analysis to be undertaken to prove the need and cost recovery.
- 

**Next Meeting**

1st May 2019.

**There being no further business the meeting closed at 4:20 pm.**

**Section**

**3**

**General Manager**

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Chambers, Warren, on Thursday 28th February 2019

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

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
*28.6.18	148.6.18	Village Enhancement Plans	GM	Ongoing
6.12.18	276.12.18	Castlereagh Macquarie County Council	GM	Council Delegates to arrange a meeting.
24.1.19	11.1.19	Legislative Compliance Policy and Procedure	GM	Place on display seeking comments.
*24.1.19	12.1.19	Model Code of Meeting Practice	GM	Council Workshop arranged for the 13th February 2019.
*24.1.19	13.1.19	Model Code of Conduct	GM	Council Workshop arranged for the 13th February 2019.
*24.1.19	17.1.19	2020 Warren Local Government Election	GM	Letter sent to NSW Electoral Commission on the 4th February 2019 advising of Council's resolution.
*24.1.19	24.1.19	Preparation of the Draft 2019/2020 Estimates	GM	A meeting has been arranged with LGNSW on 25th February 2019. Awaiting a response from Minister Barilaro MP.
<b>Divisional Manager Finance and Administration Services</b>				
24.1.19	18.1.19	Purchase of Industrial Land Silo Road	DMFA	For contract preparation and sale.
Nil.				
<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.
22.2.18	34.2.18	Review type of plant with GM	DMES	Reviewed at Council Workshop 11 July 2018. A report will be forthcoming.
23.8.18 (1)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	Arrange application for lot to be available for public usage.
23.8.18 (2)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	Arrange for the section currently serving as a portion of Gunningbar Street west of Clyde Street be established as a road reserve becoming part of Gunningbar Street.

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Chambers, Warren, on Thursday 28th February 2019**

**ITEM 1            OUTSTANDING REPORTS CHECKLIST            CONTINUED**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>Divisional Manager Engineering Services Continued</b>				
23.8.18 (3)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	Prepare a report to Council on declaration of usage of the remaining portion of land.
*25.10.18	256.10.18	Irrigation at Warren Lawn Cemetery	DMES	In working order and continually being monitored.
*6.12.18	283.12.18	Main Street emulsion seal coat	DMES	Works complete
6.12.18	284.12.18	Lot 79 & 80 DP 724585 Wambianna Street, Collie.	DMES	Survey has been drafted, a report is to be presented to Council.
6.12.18	285.12.18	Tender – Raw Water Pump Station Upgrade Macquarie River, Oxley Park, Warren	DMES	Accept tender and negotiate formal contact. In progress, discussions ongoing. Report to come in from consultant prior to February 2019 Council Meeting.
6.12.18	287.12.18	Mount Foster Quarry Usage Proposal	DMES	Advertise tender and report back to Plant Committee. Tender documents being currently prepared.
<b>Manager Health &amp; Development</b>				
*24.1.19	27.1.19	Waiving of Entry Fee at Warren Memorial Swimming Pool for Drought Funding Events	MHD	Complete
24.1.19	QWN 1 Irving	Swimming Pool Upgrade Project	MHD	Included in the tender document an option for ramp access into the swimming pool for Council to consider.

**RECOMMENDATION:**

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



**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren, on Thursday 28th February 2019

---

**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>
24/1/2019	Town Improvement Committee	Warren
24/1/2019	Ben Morgan – Dept Premier & Cabinet	Warren
29/1/2019	Macquarie Homestay Opening	Dubbo
6/2/2019	Sporting Facilities Committee	Warren
7/2/2019	Showground / Racecourse Committee	Warren
7-8/2/2019	Mining and Energy Related Councils Meeting	Sydney
12/2/2019	Local Emergency Management Meeting	Warren
13/2/2019	Council Workshop	Warren
14/2/2019	Orana Water Utilities Alliance Technical Committee	Narromine
14/2/2019	Interagency Support Services	Warren
15/2/2019	GMAC	Nyngan
19/2/2019	Manex Committee	Warren
20/2/2019	Airport Operations Committee	Warren
24-26/2/2018	Western Division Councils of NSW 2019 Annual Conference	Bourke

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>

**RECOMMENDATION:**

That the information be received and noted.

# Section

# 4

# Manager Finance & Administration

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers Warren on Thursday 28<sup>th</sup> February 2019

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## ITEM 1 RECONCILIATION CERTIFICATE – JANUARY 2019

(B1-10.16)

### RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31<sup>st</sup> January 2019 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 2019.

### INTERNAL LEDGER ACCOUNT RECONCILIATION

	<b>Balance 31-Dec-18</b>	<b>Transactions</b>	<b>Balance 31-Jan-19</b>
General	9,085,600.69	(130,832.68)	8,954,768.01
Water Fund	309,519.61	(63,569.91)	245,949.70
Sewerage Fund	2,507,448.89	(55,393.76)	2,452,055.13
North Western Library	91,194.76	(36,488.91)	54,705.85
Trust Fund	131,103.01	941.05	132,044.06
Investment Bank Account	(10,410,080.62)	(522.43)	(10,410,603.05)
	<b>1,714,786.34</b>	<b>(285,866.64)</b>	<b>1,428,919.70</b>

# WARREN SHIRE COUNCIL

Report of the Divisional 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 2019

CONTINUED

### BANK STATEMENT RECONCILIATION

<b>Balance as per Bank Statement =</b>	<b>1,556,485.10</b>
Add: Outstanding Deposits for the Month	74.00
Less: Outstanding Cheques & Autopays	(127,639.40)
<b>Balance as per Ledger Accounts less Investments =</b>	<b><u>1,428,919.70</u></b>

### INVESTMENTS RECONCILIATION

#### Investments as at 31st January 2019

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	410,603.05	Variable	On Call A/c
12	National Australia Bank	1,500,000.00	91 Days @ 2.68%	21-Feb-19
13	National Australia Bank	1,500,000.00	91 Days @ 2.68%	25-Feb-19
14	National Australia Bank	1,500,000.00	91 days @ 2.71%	4-Mar-19
15	National Australia Bank	2,000,000.00	91 days @ 2.71%	11-Mar-19
16	National Australia Bank	1,500,000.00	121 days @ 2.70%	16-Apr-19
17	National Australia Bank	1,000,000.00	90 Days @ 2.70%	15-Apr-19
18	National Australia Bank	1,000,000.00	91 Days @ 2.70%	23-Apr-19
<b>TOTAL INVESTMENTS =</b>		<b><u>10,410,603.05</u></b>		

### BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	5,487,530.00
Internally Restricted Funds Invested	5,879,620.00
2018/19 General Fund Operating Income & Grants	472,372.75
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b><u>11,839,522.75</u></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.

# WARREN SHIRE COUNCIL

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## ITEM 1 RECONCILIATION CERTIFICATE – JANUARY 2019

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 Divisional 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

(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 14<sup>th</sup> February 2019 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 14<sup>th</sup> February 2019.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers Warren on Thursday 28<sup>th</sup> February 2019

## ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

14TH FEBRUARY 2019

Name of Rate	COLLECTIONS FOR YEAR					NETT ARREARS	
	NETT ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
	General Fund Rates	76,753	4,741,289	4,818,042	2,851,338	59.18%	1,966,704
Warren Water Fund	23,240	400,852	424,092	280,659	66.18%	143,433	33.82%
Warren Sewerage Fund	28,301	470,518	498,819	324,795	65.11%	174,024	34.89%
<b>TOTAL 2018/2019</b>	<b>128,294</b>	<b>5,612,659</b>	<b>5,740,953</b>	<b>3,456,792</b>	<b>60.21%</b>	<b>2,284,161</b>	<b>39.79%</b>
<b>TOTAL 2017/2018</b>	<b>125,675</b>	<b>5,436,234</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>
		12-Feb-16	13-Feb-17	8-Jan-18		14-Feb-19	
COLLECTION FIGURES AS \$		3,069,162	3,149,575	3,264,801		3,456,792	
COLLECTION FIGURE AS %		57.37%	57.41%	58.70%		60.21%	

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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## ITEM 3 DECEMBER 2018 BUDGET REVIEW

(A1-5.37)

### RECOMMENDATION

That the information be received and noted and that amendments to votes in the December 2018 Budget Review as outlined be authorised.

### PURPOSE

To advise Council and make any necessary amendments to the adopted 2018/19 Operational Plan that may be required throughout the financial year.

### BACKGROUND

Clause 203 “*Budget review statements and revision of estimates*” of the Local Government (General) Regulation, 2005 requires Council to:

- (1) *Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council’s revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.*
- (2) *A budget review statement must include or be accompanied by:*
  - (a) *a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*
  - (b) *if that position is unsatisfactory, recommendations for remedial action.*
- (3) *A budget review statement must also include any information required by the Code to be included in such a statement.*

### REPORT

**Warren Shire Council**

**Quarterly Budget Review Statement**  
for the period 01/10/18 to 31/12/18

#### Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Warren Shire Council for the quarter ended 31/12/18 indicates that Council’s projected financial position at 30/06/19 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: \_\_\_\_\_



Date: 5th February 2019

Darren Arthur  
Responsible Accounting Officer



# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers Warren on Thursday 28<sup>th</sup> February 2019

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## **ITEM 3 DECEMBER 2018 BUDGET REVIEW**

**CONTINUED**

As discussed at the Councillor workshop held on Wednesday 13<sup>th</sup> February 2019, I have included with this report a detailed listing of the proposed budget adjustments required as at 31<sup>st</sup> December 2018.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Nil

### **LEGAL IMPLICATIONS**

Nil

### **RISK IMPLICATIONS**

N/A

### **STAKEHOLDER CONSULTATION**

N/A

### **OPTIONS**

N/A

### **CONCLUSION**

The December 2018 Budget Review is to provide Council and the Community with an update on the progress of the adopted 2018/19 Operational Plan incorporating any variances to the original document as required.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

### **SUPPORTING INFORMATION / ATTACHMENTS**

Budget Review Summary and full list of variations required.

# WARREN SHIRE COUNCIL

## Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers Warren on Thursday 28<sup>th</sup> February 2019

### ITEM 3 DECEMBER 2018 BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement

for the period 01/10/18 to 31/12/18

#### Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2018

#### Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2018/19	Carry Forwards	Sep QBRS	Revised Budget 2018/19	Variations for this Dec Qtr	Projected Year End Result	Actual YTD figures
<b>Income</b>							
General Purpose Revenues	7,618	-	174	7,792	-	7,792	5,612
Administration	296	-	6	302	3	305	105
Public Order & Safety	59	-	1	60	77	137	2
Health	2	-	-	2	-	2	1
Environment	315	-	-	315	-	315	303
Community Services & Education	88	28	-	116	-	116	45
Housing & Community Amenities	163	-	7	170	22	192	100
Water Supplies	1,741	-	-	1,741	15	1,756	516
Sewer Services	4,798	-	-	4,798	-	4,798	573
Recreation & Culture	2,003	313	103	2,419	50	2,469	631
Manufacturing & Construction	11	-	174	185	2	187	106
Transport & Communication	5,104	1,187	(53)	6,238	15	6,253	2,200
Economic Affairs	128	5	-	133	37	170	36
<b>Total Income from Continuing Operations</b>	<b>22,326</b>	<b>1,533</b>	<b>412</b>	<b>24,271</b>	<b>221</b>	<b>24,492</b>	<b>10,230</b>
<b>Expenses</b>							
Governance	579	-	12	591	-	591	284
Administration	1,868	-	25	1,893	(290)	1,603	970
Public Order & Safety	345	-	2	347	57	404	142
Health	303	-	-	303	(50)	253	130
Environment	858	-	-	858	132	990	456
Community Services & Education	102	28	-	130	-	130	34
Housing & Community Amenities	266	-	7	273	24	297	169
Water Supplies	961	-	-	961	47	1,008	363
Sewer Services	933	-	-	933	36	969	241
Recreation & Culture	1,590	-	40	1,630	164	1,794	973
Manufacturing & Construction	11	-	170	181	18	199	216
Transport & Communication	5,372	885	2	6,259	59	6,318	3,148
Economic Affairs	335	118	-	453	46	499	305
<b>Total Expenses from Continuing Operations</b>	<b>13,523</b>	<b>1,031</b>	<b>258</b>	<b>14,812</b>	<b>243</b>	<b>15,055</b>	<b>7,431</b>
<b>Net Operating Result from All Operations</b>	<b>8,803</b>	<b>502</b>	<b>154</b>	<b>9,459</b>	<b>(22)</b>	<b>9,437</b>	<b>2,799</b>

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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## ITEM 3 DECEMBER 2018 BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement

for the period 01/10/18 to 31/12/18

### Capital Budget Review Statement

Budget review for the quarter ended 31 December 2018

#### Capital Budget - Council Consolidated

(\$000's)	Original	Carry	Sep	Revised	Variations		Projected	Actual
	Budget			Budget	for this		Year End	
	2018/19	Forwards	QBRs	2018/19	Dec	Qtr	Result	figures
<b>Capital Expenditure</b>								
New Assets								
- Plant & Equipment	-	-	-	-	-	-	-	-
- Land & Buildings	-	-	-	-	-	-	-	-
- Other	-	-	-	-	-	-	-	-
Renewal Assets (Replacement)								
- Plant & Equipment	1,276	718	40	2,034	10		2,044	761
- Land & Buildings	2,160	256	101	2,517	229		2,746	168
- Roads, Bridges, Footpaths	5,514	668	-	6,182	182		6,364	2,138
- Other	6,786	337	-	7,123	-		7,123	296
Loan Repayments (Principal)	87	-	-	87	-		87	57
Transfer to Reserves	-	-	-	-	-		-	-
<b>Total Capital Expenditure</b>	<b>15,823</b>	<b>1,979</b>	<b>141</b>	<b>17,943</b>	<b>421</b>		<b>18,364</b>	<b>3,420</b>
<b>Capital Funding</b>								
Rates & Other Untied Funding	4,598	-	22	4,620	27		4,647	500
Grants & Contributions	5,945	435	90	6,470	230		6,700	1,225
Reserves:								
- Internal Restrictions/Reserves	1,870	1,544	29	3,443	96		3,539	1,402
New Loans	2,750	-	-	2,750	-		2,750	-
Receipts from Sale of Assets								
- Plant & Equipment	300	-	-	300	-		300	120
- Land & Buildings	360	-	-	360	68		428	173
<b>Total Capital Funding</b>	<b>15,823</b>	<b>1,979</b>	<b>141</b>	<b>17,943</b>	<b>421</b>		<b>18,364</b>	<b>3,420</b>
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>

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## ITEM 3 DECEMBER 2018 BUDGET REVIEW

CONTINUED

General Ledger Description	Income Variations (Increase) Decrease	Expenditure Variations Increase (Decrease)
<b>Governance</b>		
Sale of Excess Races Tickets - adjusted to actual	-55	
Councillor Travelling & Subsistence - adjusted to anticipated		1,701
Councillor iPad & Data - adjusted to anticipated		-1,646
<b>Administration</b>		
Service NSW Agency Fees - adjusted to actual	1,970	
Staff Housing Subsidy - Corporate - adjusted to actual		-260
Audit Fees - Internal - adjusted to anticipated		5,000
Depreciation - Administration - OE - adjusted to anticipated		-2,632
Depreciation - Administration - Buildings - adjusted to anticipated		-25,400
Depreciation - Administration - Structures - adjusted to anticipated		-196
Engineering Salaries & Oncost - adjusted to anticipated		-80,000
Staff Housing Subsidy - Engineering - adjusted to actual		-1,373
Engineering Office Expenses - adjusted to anticipated		5,000
Depot Expenses - adjusted to anticipated		15,000
Depreciation - Engineering - OE - adjusted to anticipated		5,278
Depreciation - Engineering - F&F - adjusted to anticipated		4,040
Depreciation - Engineering - Buildings - adjusted to anticipated		-778
Depreciation - Engineering - Buildings Spec - adjusted to anticipated		5,930
Depreciation - Engineering - Structures - adjusted to anticipated		7,316
Motor Vehicle Private Use Deductions - adjusted to anticipated	-5,250	
Sick Leave Expenses - adjusted to anticipated		25,000
On-Cost Recovery - Other Expenses - adjusted to anticipated		-270,000
Workshop - HVIS Rental - adjusted to actual	-87	
Workshop Expenses - adjusted to anticipated		17,752
<b>Public Order &amp; Safety</b>		
NSW RFS - Hazzard Reduction Contribution - adjusted to allocation	-77,100	
NSW RFS - Hazzard Reduction Expenses - adjusted to allocation		77,100
Depreciation - Fire Protection - P&E - adjusted to anticipated		8,878

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## ITEM 3 DECEMBER 2018 BUDGET REVIEW

CONTINUED

Depreciation - Fire Protection - Buildings - adjusted to anticipated		-28,746
<b>Public Order &amp; Safety - continued</b>		
Registration Fees - Dogs - adjusted to anticipated	500	
Fins & Costs - Dogs - adjusted to anticipated	-500	
<b>Health</b>		
Health Salaries & Oncosts - adjusted to anticipated		-50,000
<b>Environment</b>		
Depreciation - Levee Protection - Pumps - adjusted to anticipated		5,200
Depreciation - Levee Protection - adjusted to anticipated		-4,325
Waste Disposal - Operations - adjusted to anticipated		110,000
Depreciation - Waste Disposal - Building - adjusted to anticipated		-434
Depreciation - Waste Disposal - Structures - adjusted to anticipated		2,058
Street Cleaning M&R - adjusted to anticipated		20,000
<b>Housing &amp; Community Amenities</b>		
Other Cemetery Reservation Fees - adjusted to anticipated	-3,185	
Lawn Cemetery Reservation Fees - adjusted to anticipated	-24,000	
Public Cemeteries M & R - adjusted to anticipated		27,165
Public Cemeteries - Rates & Charges - adjusted to actual		284
Depreciation - Cemeteries - adjusted to anticipated		-352
Council Housing Rental - adjusted to anticipated	5,043	
Depreciation - Housing - Buildings - adjusted to anticipated		-3,782
Depreciation - Housing - Structures - adjusted to anticipated		430
<b>Recreation &amp; Culture</b>		
Library - Photocopying - adjusted to anticipated	-450	
Library - Charges & Fees - adjusted to anticipated	500	
Library - Sundry Income - adjusted to anticipated	-50	
Library - Community Builders Programs - adjusted to actual	-15,000	
Library - Local History Expenses - adjusted to actual		440
Library - Community Builders Programs - adjusted to actual		15,000
Library - Sundry Expenses - adjusted to anticipated		10,000
Depreciation - Library - Building - adjusted to anticipated		15,280
Swimming Pool Operations - adjusted to anticipated		23,000
Swimming Pool - Casual Hirer's Insurance - adjusted to actual		1,190

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## ITEM 3 DECEMBER 2018 BUDGET REVIEW

CONTINUED

Swimming Pool - Telephone - adjusted to anticipated		1,000
<b>Recreation &amp; Culture - continued</b>		
Depreciation - Swimming Pool - P&E - adjusted to anticipated		-818
Depreciation - Swimming Pool - Buildings - adjusted to anticipated		-33,240
Depreciation - Swimming Pool - Structures - adjusted to anticipated		36,756
Sporting Complex - External Storage Grant - adjusted to actual	-35,750	
Sporting Complex - Operations - to Insurance & Telephone		-1,690
Sporting Complex - Casual Hirer's Insurance - adjusted to actual		1,190
Sporting Complex - Telephone - adjusted to anticipated		500
Depreciation - Sporting Complex - P&E - adjusted to anticipated		6,008
Depreciation - Sporting Complex - F&F - adjusted to anticipated		341
Depreciation - Sporting Complex - Buildings - adjusted to anticipated		38,939
Depreciation - Sporting Complex - Structures - adjusted to anticipated		734
Sporting Grounds - Operations - adjusted to anticipated		20,000
Depreciation - Sporting Grounds - Buildings - adjusted to anticipated		2,494
Depreciation - Sporting Grounds - Structures - adjusted to anticipated		34,744
Parks & Gardens - Operations - adjusted to anticipated		30,000
Depreciation - Parks & Gardens - P&E - adjusted to anticipated		-2,000
Depreciation - Parks & Gardens - Buildings - adjusted to anticipated		4,610
Depreciation - Parks & Gardens - Structures - adjusted to anticipated		508
Showground - Casual Hirer's Insurance - adjusted to actual		1,190
Depreciation - Showground - P&E - adjusted to anticipated		5,424
Depreciation - Showground - Buildings - adjusted to anticipated		-47,930
Depreciation - Showground - Structures - adjusted to anticipated		328
<b>Mining, Manufacturing &amp; Construction</b>		
Building & Construction Certificates - adjusted to anticipated	-2,000	
Certificates - Planning - adjusted to anticipated	-500	
Building Control - Sundry Income - adjusted to anticipated	500	
Mt Foster Quarry Operations - adjusted to anticipated		17,600
Mt Foster Quarry Electricity - adjusted to anticipated		400
Depreciation - Mt Foster Quarry - Structures - adjusted to anticipated		-20

# WARREN SHIRE COUNCIL

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## ITEM 3 DECEMBER 2018 BUDGET REVIEW

CONTINUED

<b>Transport &amp; Communication</b>		
Rural Sealed Roads - M & R - adjusted to anticipated		60,000
Depreciation - Rural Sealed Roads - adjusted to anticipated		50,254
Rural Unsealed Roads - M & R - adjusted to anticipated		40,000
Depreciation - Rural Unsealed Roads - adjusted to anticipated		5,534
Depreciation - Rural Bridges - adjusted to anticipated		999
Regional Sealed Roads M & R - to RR Repair Program		-235,000
Depreciation - Regional Sealed Roads - adjusted to anticipated		23,102
Regional Unsealed Roads M & R - adjusted to anticipated		5,000
Depreciation - Regional Unsealed Roads - adjusted to anticipated		824
Depreciation - Regional Bridges - adjusted to anticipated		452
Depreciation - Footpaths - adjusted to anticipated		-3,098
Aerodrome - Landing Fees - adjusted to actual	-15,312	
Aerodrome M&R - adjusted to anticipated		88,750
Depreciation - Aerodrome - Buildings - adjusted to anticipated		-17,304
Depreciation - Aerodrome - Structures - adjusted to anticipated		16,978
Depreciation - Bus Shelters - adjusted to anticipated		-746
Warren - Town Ancillary Expenses - adjusted to anticipated		17,000
Nevertire - Town Ancillary Expenses - adjusted to anticipated		15,000
Collie - Town Ancillary Expenses - adjusted to anticipated		12,000
Tree Maintenance - adjusted to anticipated		-25,000
Depreciation - Ancillary Services - adjusted to anticipated		4,242
<b>Economic Affairs</b>		
Caravan Park M&R - adjusted to anticipated		-2,000
Depreciation - Caravan Park - Buildings - adjusted to anticipated		-6,185
Information Centre M&R - to Telephone Expenses		-400
Information Centre Telephone - from Info Centre M&R		400
Depreciation - Information Centre - Buildings - adjusted to anticipated		-134
Depreciation - Information Centre - Structures - adjusted to anticipated		2,394
Economic - Sale of Xmas T-shirts - adjusted to actual	-109	
Drought Relief Funding - Community Events - adjusted to actual	-40,000	
Drought Relief Funding - Community Events - adjusted to actual		40,000

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Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers Warren on Thursday 28<sup>th</sup> February 2019

## ITEM 3 DECEMBER 2018 BUDGET REVIEW

CONTINUED

Rent - Other Properties - NEI - adjusted to actual	2,690	
Medical Centre M&R - adjusted to anticipated		4,000
<b>Economic Affairs - continued</b>		
Warren Family Health Centre - Rates - adjusted to anticipated		500
RiverSmart - Rates & Charges - adjusted to anticipated		500
Depreciation - Economic - F&F - adjusted to anticipated		3,350
Depreciation - Economic - Buildings - adjusted to anticipated		23,922
Depreciation - Economic - Buildings Spec - adjusted to anticipated		-20,100
<b>Restricted Funds</b>		
Restricted Funds - Domestic Waster Management (DWM)	0	
Restricted Funds - Bundemar Street Construction	-100,000	
Restricted Funds - Airport	-50,000	
Restricted Funds - Infrastructure Reserve	-35,750	
<b>General Fund Capital Expenditure</b>		
Inventories - Tools in Use - adjusted to anticipated		5,000
Purchase of 6 X Traffic Counters - from general revenue		240
40' Shipping Container - from general revenue		4,750
Ewenmar Waste Depot - Fencing - from Restricted DWM Reserve		16,933
New Dwellings - Deacon Drive - adjusted to anticipated		75,000
Sale of 2 Roland Street - adjusted to actual	-2,796	
Sports Complex - External Storage - from grant & restricted funds		71,500
Swimming Pool - 2 X Air-conditioners - from general revenue		725
CBD Improvement - from restricted funds Bundemar Street		100,000
Aerodrome Fencing - to Aerodrome Specific M&R		-38,750
Aerodrome Land Sales - adjusted to anticipated	-65,600	
Aerodrome Subdivision - adjusted to anticipated		65,600
Collie-Boruah Road Recycling - from Bullagreen Road Recycling		20,000
Bullagreen Road Recycling - removed from program		-185,000
Thornton Road Construction - from Bullagreen Road Recycling		55,000
Regional Roads Reseals - from Regional Road Recycling		400,000
Regional Roads Recycling to Regional Roads Reseals		-400,000
Regional Roads Repair - from Regional Roads M&R & Resheeting		330,000
Regional Roads Resheeting - to Regional Roads Repair		-100,000



# WARREN SHIRE COUNCIL

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## ITEM 3 DECEMBER 2018 BUDGET REVIEW

CONTINUED

<b>Water Supplies</b>		
Sale of Water from Standpipe - adjusted to actual	-336	
Connection Fees - Nevertire - adjusted to actual	-24	
Water Meter Reading Fee - adjusted to actual	-70	
Transfer to/from Accumulated Surplus/(Deficit)	-14,570	
Water Supply Miscellaneous - Meter Reading - adjusted to anticipated		15,000
Depreciation - Water P&E - adjusted to anticipated		30,248
Depreciation - Water Structures - adjusted to anticipated		1,772
Water Mains Renewals to Oxley Park River Intake		-100,000
Oxley Park Intake Reservoir - from Mains Renewals		100,000
<b>Sewerage Services</b>		
Non-Rateable Sewerage Charge - adjusted to actual	1,080	
Transfer to/from Accumulated Surplus/(Deficit)	-1,210	
Sewer - Rates & Charges - adjusted to actual		130
Depreciation - Sewerage P&E - adjusted to anticipated		35,706
Depreciation - Sewerage Structures - adjusted to anticipated		666
<b>Total December 2018 - Budget Review Adjustments =</b>	<b>-477,421</b>	<b>664,940</b>

**Difference Surplus/(Deficit) = 187,519**

**Less Depreciation Adjustments Included Above = 187,519**

**December 2018 - Budget Review Surplus/(Deficit) 0**

Section

5

Manager Engineering Services

**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 28<sup>th</sup> February 2019

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**ITEM 1 REPLACEMENT BRIDGE OVER MARTHAGUY CREEK WONBOBBIE ROAD (B3-1.25)**

**RECOMMENDATIONS:**

1. That the issue of the Restart NSW funding Deed signed by the State Treasurer and nominating Infrastructure NSW (INSW) as the State Treasurer's representative relevant to the project of replacing the bridge over the Marthaguy Creek on the Wonbobbie Road be acknowledged by Council,
2. That a tender be prepared and advertised calling for the formation of a contract to provide for the demolition of the existing bridge as well as the design and construction of a replacement dual lane bridge over the Marthaguy Creek on the Wonbobbie Road, and
3. That Council's staff complete the road approach works as designed by Council Staff.

**PURPOSE**

The purpose of this report is to advise the Council of the receipt of the Restart NSW Funding Deed signed by the NSW Treasury Secretary serving as an agent of the Treasurer and Council providing for the replacement of the aged deteriorated single lane timber bridge over the Marthaguy Creek within Segment 30.00 of the Wonbobbie Road. The Funding Deed provides for the issue of \$898,500.

**BACKGROUND**

As previously advised the subject bridge has been in poor condition for many years. A detour around the structure was established prior to 1995.

In August 2017 Council applied through the NSW State Government's Fixing Country Roads Program for a grant to replace the subject bridge. On the 10th January 2018 the Hon. Melinda Pavey MP, the Minister for Roads, Maritime and Freight formally advised that Council was allocated \$898,500 to assist with the replacement of the bridge.

**REPORT**

In February the process of preparing for the replacement of the bridge commenced. The preparation and status of each of the required step is as follows;

**TABLE 1**

<i>Item Number</i>	<i>Item Description</i>	<i>Status</i>	<i>Comment</i>
1	Survey – Design & Setout	70% Complete	The only part outstanding is the set-out of the bridge

**WARREN SHIRE COUNCIL**  
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**ITEM 1 REPLACEMENT BRIDGE OVER MARTHAGUY CREEK WONBOBBIE ROAD CONTINUED**

<i>Item Number</i>	<i>Item Description</i>	<i>Status</i>	<i>Comment</i>
2	Geotechnical Analysis	Complete	Report Issued to INSW with the Deed
3	Procurement Plan	Complete	Report Issued to INSW with the Deed
4	Hydraulic Analysis	Complete	Report Issued to INSW with the Deed
5	Risk Management Plan	Complete	Report Issued to INSW with the Deed
6	Risk Assessment	Complete	Report Issued to INSW with the Deed
7	Works Program	Complete	Report Issued to INSW with the Deed
8	Cash Flow Plan	Complete	Report Issued to INSW with the Deed
9	Submission of Funding Deed Signed by Warren Shire Council's General Manager	Complete	Issued to INSW 13 <sup>th</sup> December 2018.
10	Return of Funding Deed Signed by State Treasury	Complete	Returned 5 <sup>th</sup> February, 2019
11	Arrange for Establishment of On-Site INSW/WCS Signage – A Deed Agreement Requirement	Yet to Commence	
12	Preparation, Advertisement and Establishment of Traffic Control Plans	Yet to Commence	

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**ITEM 1 REPLACEMENT BRIDGE OVER MARTHAGUY CREEK WONBOBBIE ROAD CONTINUED**

<i>Item Number</i>	<i>Item Description</i>	<i>Status</i>	<i>Comment</i>
13	Prepare Tender Documents Providing for Removal of Existing and Construction of the Replacement Bridge	In Progress	The development of the bridge tender and contract documents is a comprehensive process for which an experienced consultant has been engaged to assist. Once the submitted conforming tender documents have been assessed a report will be prepared and submitted to Council to appoint the appropriate experienced bridge building firm.
14	Appointment Bridge Construction Contractor		
15	Road Closure		
16	Bridge Construction		
17	Road Approaches – Earthworks - Shaping		
18	Road Approaches – Pavement Placement, Shaping and Finishing		
19	Road Approaches – Establishment of Wearing Surface		
20	Road Approaches – Establishment of Roadside Furnishings, Signs, Guide Posts, Guardrail & etc		
21	Works Completed		

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**ITEM 1 REPLACEMENT BRIDGE OVER MARTHAGUY CREEK WONBOBBIE ROAD CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

It is very difficult to specify exactly what an expected cost will be until the tender has closed and been assessed. As stated previously it is the opinion that the monies offered from the INSW Grant and the amount included within the 2018/19 Council budget may not be sufficient to provide for the replacement of the bridge and upgrade of the approaches.

**LEGAL IMPLICATIONS**

The tender document and the formal contract document signed by both Council and the appointed contactor will be compliant and should ensure that all legal compliances are provided for.

**RISK IMPLICATIONS**

It is the view that the Risk Management Plan and Assessment, which has looked at the proposal from all angles has provided for all known risks.

The appointed contractor and Council staff will assess daily the risks to be confronted during the period of replacing the bridge and completing the adjacent road works.

**STAKEHOLDER CONSULTATION**

It is proposed that a media article be prepared simply advertising that the grant has been received, the preliminary investigative works are in progress and that the replacement works will commence as soon as can be arranged after the appointment of the contractor.

**OPTIONS**

It is the view that the only options that could be considered will be forth coming in the tender submissions as there will be different styles of bridge structures tendered as the contract will be advertised as a Design and Construct (D&C) Contract. Under the terms of the grant it is required that the replacement structure be a bridge.

**CONCLUSION**

Now that the INSW Funding Deed has be finalised and issued to the Council, then visual progress demonstrating Council's intent of replacing the old single lane dilapidated bridge and replacing it as a dual lane bridge can be made.

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

3.1.1 - Ensure local roads and bridges are maintained/constructed to acceptable community standards in a cost effective, efficient and safe manner

**SUPPORTING INFORMATION**

Nil.

**ATTACHMENTS**

Nil.