

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 24TH JANUARY 2019**

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## Warren Shire Council

### AGENDA - ORDINARY COUNCIL MEETING

24th January 2019

#### APOLOGIES

#### NOTICE OF MOTIONS

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Nil.

#### CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 6th December 2018.

### SECTION 1 (WHITE)

#### DELEGATES REPORTS

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

#### COMMITTEE MINUTES

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Meeting of the Economic Development Committee  
held on Wednesday, 12th December 2018 ..... (C14-3.22)

Meeting of the Sporting Facilities Committee  
held on Wednesday, 19th December 2018 ..... (C14-3.18)

Meeting of the Council Chambers Development Sunset Committee  
held on Wednesday, 9th January 2019 ..... (C14-3.25)

Meeting of the Ewenmar Waste Depot Sunset Committee  
held on Monday, 14th January 2019 ..... (C14-3.23)

Meeting of Manex held on Tuesday, 15th January 2019 ..... (C14-3.4)

**MAYORAL MINUTES**

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**SECTION 2 (LILAC)****POLICY**

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**SECTION 5 (YELLOW)**

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**SECTION 6 (PINK)**

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Item 2      Waiving Entry Fee to Warren War Memorial Pool,  
Drought Funding Events    (F2-2)..... Page 3

**QUESTIONS WITHOUT NOTICE**

**SECTION 9 (GREY)**

**CONFIDENTIAL**

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Nil.

**PRESENTATIONS**

Nil.

**Section**

**1**

**Delegates & Committees**

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor K Irving  
to the Ordinary Meeting of Council to be held in the Council Chambers,  
115 Dubbo Street, Warren on Thursday 24th January 2019

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**ITEM 1 WARREN INTERAGENCY SUPPORT SERVICES**

**(C3-9)**

**RECOMMENDATION:**

That the information be received and noted.

A meeting of the Warren Interagency Support Services committee was held on November 29th, 2018 in the meeting room of the Warren Sporting and Cultural Centre. In attendance were:

- Kerrie Watson – Catholic Care
- Kelly Sinclair – Warren Youth Foundation
- Hannah Commins – Young Life
- Mellissa Shennan - Aboriginal Support Worker Western NSW Community Legal Centre Inc.
- Wanita Gibbs - Aboriginal Case Worker Western NSW Community Legal Centre Inc.
- Karlene Irving – Chair/Secretary – Clr Warren Shire Council

It was moved that meeting times be changed to 1:00 pm and be held on the following dates in 2019: 14th February, 10th April, 13th June, 8th August, 10th October and 21st November in the Warren Sporting and Cultural Centre.

Discussion was held on the following items:

Katie White from Nyngan’s Community Hub (funded by the Red Cross and supported by Bogan Shire Council) would like to attend Warren’s Interagency Meetings early next year with a view to starting a Community Hub in Warren.

Katie will assist interested community organisations in Warren to work towards establishing a Youth Centre. Nyngan is classified by the Australian Government as rural and remote and therefore attracts more funding for such services. Warren misses out on this classification by 7 kms. Katie is happy to come to Warren and show interested groups how a Youth Centre works. A Youth Centre can also be used for:

1. Meetings for organisations who need a meeting place.
2. Services/Consultant appointments. For example Head Space services for mental health, NDIS appointments.

The issue is having someone able to man the facility during the day.

Kerrie Watson is happy to circulate the Warren Interagency Support Services contact list she has compiled, but it was noted that all contact details may not be accurate because of recent changes to details and the time required to update the contacts.

Lea Callan from NDIS will be facilitating a ‘pop up stand’ re: NDIS services in the Shire Library on December 13th, 10:30am -2:00pm. Lea’s work in Warren will be continued by Chris Fallon, Plan Support Coordinator (PSC), Rural & Remote Team, Western and Far West NSW National Disability Insurance Agency, Phone: 0459 871 858, Email: [chris.fallon@ndis.gov.au](mailto:chris.fallon@ndis.gov.au)

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor K Irving  
to the Ordinary Meeting of Council to be held in the Council Chambers,  
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**ITEM 1 WARREN INTERAGENCY SUPPORT SERVICES (C3-9)**

General concern was expressed about the lack of awareness in the community regarding the presence of agency services in Warren on certain days. There is a need for an electronic community notice board to be located in a prominent position in Warren to promote when and where health and community services are being held. Karlene informed the committee that unfortunately the Town Improvement Committee had to scrap the proposed community notice board due to a restricted budget. Kelly offered to look into grant options available, where the board may be located and how it could be manned. Kelly will ask Council's EDO's regarding grants available as potential funding for the board.

Wendy Beetson of Ability Links, in her report in absentia, outlined how business houses and organisations in Warren will be assessed on how accessible they are to people with disabilities. Accessibility includes physical access to a premise and its interior, as well as opportunities for work for people with disabilities. When the business house/organisation has been assessed it receives a sticker to indicate its rating. There are 14 different stickers available, including accessible entrance, stroller friendly, accessible toilet, picture menu available, accessible outdoor seating and Guide Dog friendly. The project also helps businesses to become more aware of the possibilities available to enhance and promote their accessibility along with increasing their customer base to include more people with disabilities. It is also hoped that it will spark more discussion and awareness about the need for accessible spaces leading to accessibility being the norm. It was suggested that Warren Chamber of Commerce be made aware of this upcoming project conducted by Ability Links.

Specific breakdowns of statistics are accessible on request from the ABS, for example, the population of Warren that is Aboriginal by age. The Department of Education and Training is able to provide the percentage of Aboriginal students starting school.

Warren Street Party, December 7th. Kelly was asked by the EDOs to coordinate a Youth Zone. Warren Macquarie Local Aboriginal Land Council (WMLALC) are contributing \$1,200. A giant slide and sumo suits will be funded, a snow cone machine is also a possibility. A photo booth will be set up.

Reports were presented at the meeting by each support agency (see hard copies of reports provided).

Kelly Sinclair tabled the minutes of the Warren Youth Strategy Sub Committee meetings held on 11th October, 31st October and 28th November 2018. Items which were discussed included:

Thanking Warren Shire Council for their support of youth activities in Warren by waiving hire fees for events, for example, the successful Halloween night, and including the youth in the Christmas Street Party.

Grants are currently being prepared for submission for a Warren Youth Centre.

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor K Irving  
to the Ordinary Meeting of Council to be held in the Council Chambers,  
115 Dubbo Street, Warren on Thursday 24th January 2019

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

The meeting held at Warren Central School on October 28, highlighted the ongoing need to have a broad cross section of students/youth involved in decision making for youth activities. Surveys and interviews need to be a true reflection of the youth demographic of Warren and its changing needs.

Warren Central School SRC organised a combined School Social with Trangie School on the 6th of December. They participated in the Polished Man challenge, painting one fingernail of each student during lunch time to raise awareness of child abuse. The Secondary SRC school students attended the Grip Student Leadership day on the 1st of November 2018 held in Dubbo. The Secondary students are running a mentoring program to help the Year 6 students that will be transitioning into Year 7 next year.

David Marr and James Wilcock, Warren Police would have liked to be more involved in the Street Christmas Party; felt that it would have been a good opportunity for a street stall and could have sought additional support from Dubbo with sufficient notice to organise. They reiterated their interest in being involved in youth-related activities, as volunteers outside work hours, but need 6-8 weeks notice for rostering purposes.

Hannah Commins is very much focused on the sustainability of Young Life in Warren and fulfilling Young Life requirements whilst engaging with the community as much as possible.

Discussion was held regarding the potential use of the swimming pool for Wednesday afternoon activities, once a month in January and February. It was hoped that pool entry fees could be donated for the youth group. Cllr Derrett will investigate options with Council.

Organised activities for youth, 1st -7th January: Pat Skinner from Trangie: Aboriginal dance workshops, two day fishing event, BBQ lunch with free entry, Troy Richards, Nyngan: one day Boxing Camp and 'tag days'. Basketball Camp is yet to be confirmed but hoping to occur 7th-14th January .

The next meeting of the Warren Youth Strategy Sub Committee will be held at 11:00am on Thursday, 17th January in the meeting room of the Warren Sporting and Cultural Centre.

The next meeting of the Interagency Support Services committee will be held at 1:00 pm on February 14th, 2019 in the meeting room of the Warren Sporting and Cultural Centre.

Councillor Karlene Irving  
Co-Chairperson  
Warren Interagency Support Services



## **ECONOMIC DEVELOPMENT COMMITTEE MINUTES**

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Attached are the Minutes of the meeting of Economic Development Committee held on Wednesday, 12th December 2018.

**RECOMMENDATION:**

That the Minutes of the Meeting of Economic Development Committee held on Wednesday, 12th December 2018 be received and noted.

**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development Committee Meeting**  
**held at the Warren Shire Council Chambers**  
**on Wednesday 12th December 2018, commencing at 3.00 pm**

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**PRESENT:**

Milton Quigley	Councillor (Chairperson)
Sarah Derrett	Councillor
Glenn Wilcox	General Manager
Emma Welsh	Economic Development Officer
Alison Ruskin Rowe	Economic Development Officer

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**ITEM 1      APOLOGIES**

Apologies were received from Councillor Andrew Brewer and Councillor Katrina Walker who were 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**

**MOVED** that the Minutes of the Economic Development Committee meeting held on Wednesday, 26th September 2018 be adopted as a true and correct record of that meeting.

**Carried**

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**ITEM 3      BUSINESS ARISING**

- Letter to Federal Minister for Agriculture seeking funding to undertake research to develop strategies to target business opportunities that could utilise Federal Murray Darling funding, completed and sent on 12th December 2018.
  - Aged Care – submission sent to Department of Premier and Cabinet for Warren Rotary for dementia care unit.
  - Internet connectivity – presentation to next JO meeting.
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**ITEM 4      QUARTERLY ECONOMIC DEVELOPMENT      (D3-1.4)**

**MOVED** that Council note the quarterly Economic Development report.

**Carried**

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**ITEM 5      COUNCILLOR CONSIDERATIONS**

- General discussion in relation to Street Christmas Party. Event review meeting scheduled for Tuesday 18th December.
  - Macquarie Park upgrade – opportunity perhaps for the Warren Arts Council to apply for funding for public art. Economic Development Team to contact Arts Council.
  - General discussion about attractions for the Shire. Economic Development Team to investigate potential offerings.
-

**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development Committee Meeting**  
**held at the Warren Shire Council Chambers**  
**on Wednesday 12th December 2018, commencing at 3.00 pm**

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**ITEM 5      COUNCILLOR CONSIDERATIONS      CONTINUED**

- Designated Area Migration Agreement (DAMA) for the Orana Region discussed. RDA Orana lodging a proposal for a DAMA for the Orana region. Letter to be provided to RDA Orana listing current shortages faced in Warren Shire in areas such as trades, Engineers.
  - Regional NSW Investment Attraction update provided – activities by Department of Premier and Cabinet to attract investment in regional NSW.
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**ITEM 6      NEXT MEETING**

Committee Meeting dates for 2019 have been scheduled for:

Wednesday, 6th March 2019  
Wednesday, 5th June 2019  
Wednesday, 7th August 2019

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 4.30 PM.**

## **SPORTING FACILITIES COMMITTEE MEETING**

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Attached are the Minutes of the extra ordinary meeting of the Sporting Facilities Committee Meeting held on Wednesday, 19th December 2018.

**RECOMMENDATION:**

That the Minutes of the Extra Ordinary Meeting of the Sporting Facilities Committee held on Wednesday, 19th December 2018 be received and noted and the following recommendation be adopted:

**ITEM 4.1 TENDER FOR THE CONSTRUCTION OF THE OUTDOOR NETBALL AND BASKETBALL COURTS**

**MOVED** that Council proceed to advertise the tender and that a copy of the specification is provided to Council prior to issue of tender.





## **COUNCIL CHAMBERS DEVELOPMENT SUNSET COMMITTEE**

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Attached are the Minutes of the meeting of the Council Chambers Development Sunset Committee held on Wednesday, 9th January 2019.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Council Chambers Development Sunset Committee held on Wednesday 9th January 2019 be received and noted and the following recommendations be adopted:

**ITEM 4 COST COMPARISON**

**(C14-3.25)**

Recommendation to Council that;

1. The Committee accepted the revised Cost Comparison Schedule tabled at this meeting;  
and
  2. Council advertise through Tenderlink a Tender for the Construction of the addition to the Council Administration Building.
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# WARREN SHIRE COUNCIL

Minutes of the Council Chamber Development Sunset Committee  
Meeting held in the Council Chambers, 115 Dubbo Street, Warren  
on Wednesday, 9th January 2019 commencing at 2.05pm

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**Present:** Councillor Milton Quigley (Chair)  
Councillor Pauline Serdity  
Glenn Wilcox (General Manager)  
Maryanne Stephens (Manager Health and Development Services)  
Belinda Dimarzio-Bryan (B Creative Photography and Architecture)  
Laura Hutchison (Minute Taker)

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## ITEM 1 APOLOGIES

**MOVED** that an apology tendered on behalf of Councillor Katrina Walker be accepted and a leave of absence be granted for this meeting.

**Carried**

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## ITEM 2 CONFIRMATION OF MINUTES

**MOVED** that the Minutes of the Meeting held on Wednesday, 14th November 2018 be accepted as a true and correct record of that meeting.

**Carried**

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## ITEM 3 BUSINESS ARISING FROM MINUTES

**MOVED** that:

1. Cable in slab floor heating will not be included in the project; and
2. Belinda advised the Engineer has endorsed screw piles as a viable option in the project. Both conventional piers and screw piles have been endorsed by the Engineer and the Tender will include both options for the builder to tender, based on their preference.

**Carried**

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## ITEM 4 COST COMPARISON

**(C14-3.25)**

### RECOMMENDATION TO COUNCIL:

**MOVED** that:

1. The Committee accepted the revised Cost Comparison Schedule tabled at this meeting; and
2. Council advertise through Tenderlink a tender for the Construction of the addition to the Council Administration Building.

### SUPPORTING DOCUMENTATION:

Cost Comparison Schedule as at 9th January 2019

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Council Chamber Development Sunset Committee  
Meeting held in the Council Chambers, 115 Dubbo Street, Warren  
on Wednesday, 9th January 2019 commencing at 2.05pm

## ITEM 4 COST COMPARISON

CONTINUED

1802 Warren Shire Council Chambers Alterations + Additions		Cost Comparison Schedule			
Trade No	Trade Description	75% Estimate	100% Estimate	Diff	comments
		TOTAL	STAGE 2		
1	Demolition	\$26,315	\$33,165	\$6,850	aesbestos, demountables,deck
2	Excavation	\$39,435	\$20,813	-\$18,622	
3	Piers & Piling	\$64,424	\$57,109	-\$7,315	potentially remove \$15,529(screw piling)
4	In-situ concrete	\$166,277	\$91,427	-\$74,850	slab replaced with steel framed floor
5	Steelwork	\$107,830	\$209,880	\$102,050	floor framing(\$78,420), sunhoods(\$3,750), stair steelwork moved from <i>Metalwork</i> section(\$21,105)
6	Masonry	\$90,227	\$78,980	-\$11,247	
7	Metalwork	\$98,120	\$69,750	-\$28,370	Stair steelwork moved to <i>Steelwork</i>
8	FF&E	\$12,775	\$15,525	\$2,750	rollerblinds increase for new windows
9	Carpentry	\$79,295	\$117,790	\$38,495	Plywood floor sheeting over joists
10	Joinery	\$81,150	\$53,800	-\$27,350	removal of timber screen
11	Windows & Glazing	\$87,070	\$88,500	\$1,430	3 extra windows
12	Doors, Frames & Hardware	\$26,450	\$29,985	\$3,535	acoustic door seals
13	Wall linings & Ceilings	\$139,130	\$136,430	-\$2,700	timber battens removed
14	Insulation & Barriers	\$27,695	\$16,325	-\$11,370	
15	Wall & floor finishes	\$146,380	\$122,955	-\$23,425	tiles removed
16	Metal roofing & plumbing	\$125,290	\$131,980	\$6,690	skylights refined
17	External cladding	\$98,380	\$89,115	-\$9,265	
18	Painting	\$58,425	\$60,328	\$1,903	
19	Hydraulic services	\$182,750	\$193,750	\$11,000	
20	Fire services	\$2,000	\$2,000	\$0	
21	Electrical services	\$277,000	\$197,500	-\$79,500	Solar Panels removed from contract
22	Mechanical services	\$214,700	\$200,200	-\$14,500	
23	External Works	\$20,765	\$20,020	-\$745	

# WARREN SHIRE COUNCIL

Minutes of the Council Chamber Development Sunset Committee  
Meeting held in the Council Chambers, 115 Dubbo Street, Warren  
on Wednesday, 9th January 2019 commencing at 2.05pm

## ITEM 4 COST COMPARISION

CONTINUED

1802 Warren Shire Council Chambers Alterations + Additions		Cost Comparison Schedule			
24	Soft landscaping				
	<b>totals</b>	\$2,171,883	\$2,037,327	\$134,556	
25	Design Contingency	\$65,156			
26	Construction Contingency	\$130,313	\$101,866		
27	Locality Index				
28	Cost Escalation	\$43,438			
29	Builders Preliminaries & Overheads	\$282,345	\$244,479		
30					potentially save \$15,529(screw piling)
<b>Totals</b>		<b>\$2,693,135</b>	<b>\$2,383,673</b>	<b>-\$309,462</b>	

# WARREN SHIRE COUNCIL

Minutes of the Council Chamber Development Sunset Committee  
Meeting held in the Council Chambers, 115 Dubbo Street, Warren  
on Wednesday, 9th January 2019 commencing at 2.05pm

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## ITEM 5 GENERAL BUSINESS

Nil.

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## ITEM 6 DATE OF NEXT MEETING

- 13 March 2019
- 12 June 2019
- 11 September 2019

**There being no further business the meeting closed at 3.00pm.**

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## EWENMAR WASTE DEPOT SUNSET COMMITTEE MEETING

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Attached are the Minutes of the meeting of the Ewenmar Waste Depot Sunset Committee Meeting held on Monday 14th January 2019.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Ewenmar Waste Depot Sunset Committee Meeting held on Monday, 14th January 2019 be received and noted and the following recommendations be adopted:

**ITEM 5.1 STRATEGIC REVIEW – WASTE DEPOT CHARGES (C14-3.23)**

That Council levy the following waste charges to be effective as of 1st July 2019;

1. An annual “rural access charge” should be levied upon ALL rural rateable assessments at a charge of \$10 per assessment;
2. Gate charges;

All Sorted Domestic Waste	No charge
Disposal of demolished building & other materials per cubic metre	\$42.00
Disposal of bonded asbestos per cubic metre (up to 1 m <sup>3</sup> )	\$200.00
Disposal of bonded asbestos per cubic metre (greater than 1 m <sup>3</sup> )	\$80.00
Household furniture (including whitegoods and mattresses) per item	\$5.00
<b>Mixed Commercial / Building Waste</b>	
Trailer	\$15.00
Small truck – part load	\$50.00
Small truck – full load	\$100.00
Medium truck – part load	\$300.00
Medium truck – full load	\$600.00
Large truck – part load	\$600.00
Large truck – full load	\$1,200.00
Skip bin – per cubic metre	\$42.00
Clean fill	No charge
Dead animal	No charge

(2)

3. The weekly domestic waste management garbage collection service is expanded to include those occupied properties zoned as R5 Large Lot Residential;
4. Vacant residential lots located within the village of Collie are levied the vacant Domestic Waste Management Charge.

**NOTE** – after the meeting it was determined that vacant R5 Large Lot Residential Land should also be levied the vacant Domestic Waste Management Charge.

5. Vacant R5 Large Lot Residential Land be levied the vacant Domestic Waste Management Charge.

# WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee meeting  
held in the Council Chambers, Warren  
on Monday 14th January 2019 commencing at 2.00 pm

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**Present:** Councillor Pauline Serdity (Chairperson)  
Councillor Heather Druce  
Councillor Katrina Walker  
Glenn Wilcox (General Manager)  
Maryanne Stephens (Manager Health and Development Services MHD)  
Rolly Lawford (Divisional Manager of Engineering Services)  
Angie Tegart (Minute Taker)

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## ITEM 1 APOLOGIES

Nil

**Carried**

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## ITEM 2 MINUTES OF THE MEETING HELD 25<sup>TH</sup> OCTOBER 2018

**MOVED** Druce/Walker that the Minutes of the Meeting held on 25th October 2018 be accepted as a true and correct record of that meeting.

**Carried**

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## ITEM 3 BUSINESS ARISING FROM MINUTES

It was discussed that the new tip hours are now to not come into action until the 1st July 2019 to allow for a substantial amount of time to advertise the changes to the residents as appose to January 2019 as discussed in the last meeting.

**Carried**

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## ITEM 4 ACTION CHECKLIST

Date	Outstanding Matter	Officer Resp.	Response/Request/Comment
27.03.2017	Commence the implementation of recommended actions from the Waste Facility Operations Improvement Plan	MHD	In progress
27.03.2017	Prepare position description for waste facility attendant	MHD	Draft developed in progress
27.03.2017	Advertise position of waste facility attendant as a casual position	MHD	Being investigated.

# WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee meeting  
held in the Council Chambers, Warren  
on Monday 14th January 2019 commencing at 2.00 pm

## ITEM 4

## ACTION CHECKLIST

## CONTINUED

Date	Outstanding Matter	Officer Resp.	Response/Request/Comment
27.03.2017	Establish site shed and materials stockpile areas as proposed in the Concept Master Plan	MHD	Discussed with contractor initial quotes obtained.
27.03.2017	Prepare specification for domestic waste collection contract	EHO	Existing Contract extended until 2022, and then go to Tender (outside party to be utilised)
27.03.2017	Prepare specification for Ewenmar Waste Facility management contract	EHO	Existing Contract extended until 2022, and then go to Tender (outside party to be utilised)
27.03.2017	Advertise tenders for the domestic waste collection contract	EHO	Existing Contract extended until 2022, and then go to Tender (outside party to be utilised)
27.03.2017	Call tenders for the Ewenmar Waste Facility management contract	EHO	Existing Contract extended until 2022, and then go to Tender (outside party to be utilised)
30.10.2018	Introduction of new opening hours	MHD	Advertising until July 2019 and then implement.
30.10.2018	Implement initial action plan including clean-up of site, upgrade of fence and upgrade of facility	MHD	Contractor accessed scope of works 7th January 2019.
30.10.2018	Install paper catch fences around the general waste hole	MHD	
30.10.2018	Develop a contract for the gate keeper	MHD	Being investigated.
30.10.2018	Circulate Netwaste Meeting Minutes and advise committee of upcoming meetings	MHD	Ongoing
30.10.2018	Contact Chris Bryant to arrange a meeting RE: Recycling and the Waste Management Facility	MHD	
30.10.2018	Discuss with the Netwaste group ideas to improve the facility	MHD/ EHO	Ongoing
30.10.2018	Commence build-up of all-weather receival platform/transfer area	MHD	Grant application being prepared.

**MOVED:** Walker/ Druce that the information be received and noted, and items marked with an asterisk (\*) be deleted.

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee meeting  
held in the Council Chambers, Warren  
on Monday 14th January 2019 commencing at 2.00 pm

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## ITEM 5.1 STRATEGIC REVIEW – WASTE DEPOT CHARGES (C14-3.23)

### RECOMMENDATION TO COUNCIL:

**MOVED** Druce/ Walker that Council levy the following waste charges to be effective as of 1st July 2019;

1. An annual “rural access charge” should be levied upon ALL rural rateable assessments at a charge of \$10 per assessment;
2. Gate charges;

All Sorted Domestic Waste	No charge
Disposal of demolished building & other materials per cubic metre	\$42.00
Disposal of bonded asbestos per cubic metre (up to 1 m <sup>3</sup> )	\$200.00
Disposal of bonded asbestos per cubic metre (greater than 1 m <sup>3</sup> )	\$80.00
Household furniture (including whitegoods and mattresses) per item	\$5.00
<b>Mixed Commercial / Building Waste</b>	
Trailer	\$15.00
Small truck – part load	\$50.00
Small truck – full load	\$100.00
Medium truck – part load	\$300.00
Medium truck – full load	\$600.00
Large truck – part load	\$600.00
Large truck – full load	\$1,200.00
Skip bin – per cubic metre	\$42.00
Clean fill	No charge
Dead animal	No charge

3. The weekly domestic waste management garbage collection service is expanded to include those occupied properties zoned as R5 Large Lot Residential;
4. Vacant residential lots located within the village of Collie are levied the vacant Domestic Waste Management Charge.

**NOTE** – after the meeting it was determined that vacant R5 Large Lot Residential Land should also be levied the vacant Domestic Waste Management Charge.

5. Vacant R5 Large Lot Residential Land be levied the vacant Domestic Waste Management Charge.

**Carried**



# WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee meeting  
held in the Council Chambers, Warren  
on Monday 14th January 2019 commencing at 2.00 pm

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## ITEM 5.2 WASTE LESS RECYCLE MORE GRANT (C14-3.23)

### RECOMMENDATION TO COUNCIL:

**MOVED** Walker/Druce that the information be received and noted.

**Carried**

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## ITEM 6 GENERAL BUSINESS

Discussions were held on the following: -

1. Rolly Lawford Divisional Manager of Engineering Services provided an overview of the clean up works at the Waste Depot currently being undertaken by Baker Earthmoving. It was discussed that a Levee will be established around the boundary of the depot and a fence will be installed on top of this levee. The levee is to ensure that no stormwater leaves the site. The clean up works are estimated to be finished within 4 weeks. Additional stormwater ponds will be established to allow for better management of stormwater runoff. Council will also be utilising the existing shredded green waste at the depot as re-vegetative material on the newly constructed levee. While these works are underway, Council will be restricting access to the main pit of the waste depot, for safety during these works. An alternative delivery area will be provided to ensure waste can still be disposed of at the waste depot.
  2. Maryanne Stephens Manager Health and Development Services is to organise sufficient advertisement to residents notifying them of the restricted access to the waste depot while clean up works are proceeding. A Public Notice will be placed on Council's Facebook page, Council's website and on public noticeboards. It was suggested that when the Warren Weekly does resume operation for 2019, that they are engaged to run a story on the clean-up works.
  3. Glenn Wilcox the General Manager did make mention that the Contractor being used for the clean-up works at the waste depot is on an approved contractors list.
  4. Councillor Walker asked if down the track if it was seen that the Council would have a recycle aspect to the waste depot and it was mentioned that this would be Council's long term goal.
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## ITEM 8 DATE OF NEXT MEETING

Monday, 15th April 2019

Monday, 15th July 2019

**There being no further business the meeting closed at 3.15 pm.**

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## MANEX MINUTES

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Attached are the Minutes of the meeting of Manex held on Tuesday, 15th January 2019.

**RECOMMENDATION:**

That the Minutes of the Meeting of Manex held on Tuesday, 15th January 2019 be received and noted and the following recommendations be adopted:

**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 RISKS AND PRIORITY ISSUES      (S12-14.1)**

That the Work Health and Safety Risks and Priority Issues 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)**

1. The information be noted; and
2. The procedure be resubmitted to the February 2019 Manex meeting after being thoroughly reviewed.

**ITEM 5.5      RETURN TO WORK PROGRAM      (S12-14.11)**

That Council formally adopt the Return to Work Program.

(2)

**ITEM 7 WORK FORCE VACANCIES**

**(S12-1)**

That Manex note the report and commence recruitment of vacant positions being:

- Patching Crew No. 2 – Light Truck Driver;
- Water and Sewer Foreman;
- Manager Roads Infrastructure;
- Workshop Co-ordinator;
- Workshop Mechanic;
- Trainee Plant Operator; and
- Ganger – CMC
- Project Manager Roads Infrastructure
- Project Manager Infrastructure and Building
- Light Plant Operator - Streetsweeper.

**ITEM 10.3 MACQUARIE PARK REVITALISATION PROJECT**

**(P1-7.6)**

That the information be provided to the Town Improvement Committee meeting scheduled 24th January 2019.

**ITEM 13 OPERATIONAL PROCEDURES**

**(A2-1)**

That:

1. The information be received and noted; and
2. The procedure Verifying a Working with Children Background Check for employees be adopted.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Tuesday 15th January 2019 commencing at 2.30 pm

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**PRESENT:**

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Glenn Wilcox	General Manager
Darren Arthur	Divisional Manager Finance & Administration (Chair)
Jillian Murray	Treasurer
Maryanne Stephens	Manager Health & Development
Rolly Lawford	Divisional Manager Engineering Services
Kerry Jones	Town Services Manager
Jody Burtenshaw	Executive Assistant

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**ITEM 1 APOLOGIES**

NIL.

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**ITEM 2 BUSINESS ARISING FROM MINUTES**

Nil

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**ITEM 3 ACTION CHECKLIST**

Nil items.

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

The following projects are listed in the 2018/19 Budget and actions taken to completed as at 11th January 2019.

Project	Budget	Expend	Resp	Comment
Computer software & hardware	18,000	\$9,844	DMFA	8 PC's & Monitors purchased.
Engineering MFD Printer/Copier	4,000	Nil	DMFA	To be ordered early February 2019.
Asset Management - IP & R	75,000	60,386	DMES/ DMFA	Ongoing
Training	100,000	46,518	ALL	Ongoing
Council Chambers	1,400,000	45,526	MHD	Committee meeting held 14th November 2018. Report to December Council Meeting.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
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## ITEM 4.1 2018/2019 SPECIFIC WORKS STATUS REPORT CONTINUED

Project	Budget	Expend	Resp	Comment
Depot Yard Extension	256,000	30,596	DMES	The site survey has recently been partially completed and the survey drawings of the Depot and Carter Oval have been drafted allowing for the preparation of a concept plan. Preparation of the draft concept plans is in progress.
RFS Hazard Reduction	112,100	32,916	DMFA/ MHD	Advice on the 2018/19 annual allocation has now been received.
New Dwellings – 58 & 52 Deacon Drive	760,000	10,072	MHD	Sewer junction installed.
Swimming Pool refurbishment	1,493,491	Nil	MHD	Local Government Procurement to be engaged.
Library – Fencing and undercover area	40,000	Nil	MHD	To be included in the Drought Relief grant funding application.
Macquarie Park Redevelopment	238,242	4,280	DMES	Contractor for construction selected. Work to commence 9/1/19. Old garden shed removed to Depot. Surveyor currently carrying out full survey.
CBD Improvements	1,106,853	1,069,057	DMES	Remaining gardens on hold till later in the year.
Airport Development		40,120	DMES	Area of subdivision level graded for drainage of blocks. New taxiway 95% complete.
Banner runners near WoW Centre	15,000	Nil	GM	
<b>Water Supplies</b>				
Water valve and mains renewals	Nil	Nil	DMES	Revoted to Oxley Park River intake.
Nevertire Reservoir Refurb	700,000	11,625	DMES	On hold re: 2018/19 Budget, survey works planned.
Chlorination equipment at bores	50,000	Nil	DMES	Chlorination Audit Report received. Equipment for Warren and Nevertire to be ordered.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
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## ITEM 4.1 2018/2019 SPECIFIC WORKS STATUS REPORT CONTINUED

Project	Budget	Expend	Resp	Comment
Electrical control and pipework and relocation at the Old Bore Flat,	40,000	Nil	DMES	Chlorination Audit Report received. Equipment for Warren and Nevertire to be ordered.
Nevertire re electrical control and pipework relocation	40,000	Nil	DMES	
Air conditioning bore sheds x 4	30,000	Nil	DMES	Ordered and Electrician and TWS to start installation by 2nd week December 2018.
Collie water treatment		46,289	TSM	
Oxley Park – River Water intake	80,000	12,825	DMES	
<b>Sewerage Services</b>				
Restart NSW Warren STP Upgrade	4,000,000	662,473	DMES	Concept design completed, awaiting report from Public Works Advisory and revise report.
Mains Relining	100,000	Nil	DMES	Scheduled for third quarter
Mains Renewal	30,000	Nil	DMES	Will be completed in line with the above relining works.
<b>ROADS BRANCH</b>				
<b>State Highway 11</b>				
Routine Maintenance Works				
Routine Maintenance Works – Oxley Highway Collie to Nevertire	168,565	69,502	DMES	Ongoing maintenance works as per contract.
Ordered Works Submitted				
Reseals	TBA	Nil	DMES	There has been a substantial reduction in funding for the 2018/19 bitumen reseal budget year. The program is yet to be finalised. The work, at this point in time, is scheduled for Feb 2019.
Heavy Patching	TBA	Nil	DMES	Again, there has been a substantial reduction in funding for the 2018/19 heavy patching program. A number of patches have been selected but the program has yet to be submitted for approval.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
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## ITEM 4.1 2018/2019 SPECIFIC WORKS STATUS REPORT CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Regional Roads</b>				
Sealed Roads Recycle	400,000	Nil	DMES	The program is yet to be finalised. It is subject to asset program and assessment once all of the Segments have been established.
Unsealed Resheeting	100,000	Nil	DMES	Meetings have been held with the responsible grader team leaders. Gravel resources are being sourced. A change in the weather pattern would aid the workings of this program.
REPAIR Program	660,000	Nil	DMES	Scheduled to commence February 2019 - subject to report to be presented to Council 24 January 2019.
<b>Urban Local Roads</b>				
Item C - Village Enhancements per Village Plans - Collie	371,745	373,145	DMES	Drainage design has been completed and required stormwater materials have been ordered. Contractor to commence works February 2019.
Item N - Village Enhancements per Village Plans - Nevertire	371,745	32,228	DMES	Works have been completed and design works are in progress.
Gillendoon Pump Station Access Road Seal	50,000	2,056	DMES	These works have commenced
Urban Sealed Roads Reseals	50,000	Nil	DMES	Scheduled for February, 2019
Gunningba Street, Nevertire Seal	32,700	Nil	DMES	As per Item N above.
Cremorne Street, Nevertire Seal	14,400	Nil	DMES	As per Item N above.
Narromine Street, Nevertire Seal	43,300	Nil	DMES	As per Item N above.
Clyde Street, Nevertire Seal	47,400	Nil	DMES	As per Item N above.
Wonbobbie Street, Collie Seal	55,200	Nil	DMES	As per Item C above.
Calga Street, Collie Seal	29,400	Nil	DMES	As per Item C above.
Wambianna Street, Collie Seal	26,500	Nil	DMES	As per Item C above.
Curban Street, Collie Seal	18,800	Nil	DMES	As per Item C above.
Ingelga Street, Collie Seal	38,550	Nil	DMES	As per Item C above.

# WARREN SHIRE COUNCIL

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## ITEM 4.1 2018/2019 SPECIFIC WORKS STATUS REPORT CONTINUED

Project	Budget	Expend	Resp	Comment
Share Pathway Upgrade Warren	568,870	Nil	DMES	The plans are yet to be prepared
Urban Roads – Heavy Patching	111,565	Nil	DMES	Cobb Lane – works to be rescheduled.
<b>Rural Local Roads</b>				
Rural Sealed Roads Reseals	343,037	Nil	DMES	The program is yet to be finalised. It is subject to asset program and assessment once all of the Segments have been established. But the works are scheduled for completion February 2019. Arthur Butler Drive carpark area adjacent to the Airport Terminal Building has been resealed at an estimated cost of \$18,600.
Rural Unsealed Roads Resheeting	566,400	178,300	DMES	Gravel resheeting of part of (760m) Segment 65.22, all of Segment 65.24 and all of Segment 26 of the Old Warren Road (SR65) has been completed. This project was commenced during the latter stages the 2017/18 budget year. The total cost of the project is \$167,004 or \$3.90/m <sup>2</sup> , a fair and reasonable unit cost.
Recycle Bourbah Road	202,500	255,139	DMES	Complete.
Reconstruction – Thornton Road Stage 1 and 2	1,048,069	977,403	DMES	A percentage of reseat will be applied February 2019.
Recycle – Bullagreen Road	185,00	Nil	DMES	Yet to be scheduled
Wonbobbie Road Seal	44,600	Nil	DMES	Scheduled for the third quarter of the 2018/19 budget year.
Wonbobbie Bridge Replacement	898,500	51,463	DMES	Waiting on the release of the Funding Deed of Agreement.



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## ITEM 4.1 2018/2019 SPECIFIC WORKS STATUS REPORT CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Plant</b>				
Heavy Plant Purchases - Net	682,750	14,810	DMES	One front end loader, 2 tractors, 1 light truck and 2 slashers scheduled for acquisition prior to the end of the 2018/2019 budget year. All other heavy plant purchases are on hold, subject to consideration by the Plant Committee at the scheduled meeting of 24 January 2019.
Light Plant Purchases - Net	105,383	Nil	DMES	5 utilities and 1 SUV sedan are scheduled for acquisition early 2019.

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

**Carried**

## ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT

### STATUS REPORT ON CURRENT PROJECTS

#### PART 1

The following projects are considered as being “works in progress” and currently being undertaken by the Engineering Department: -

PROJECT	PROJECT STATUS	
	ITEM	COMMENT
Warren Town Centre Upgrade	Repair Roads Defects	The application of an emulsion seal on the “naked” areas normally located immediately adjacent to the kerb & gutter has been finalised. At this point in time it is the view that all costs have not yet be accounted for.  Additional works inclusive of the placement of a hot bituminous layer (hotmix) will be subject to the proposed Town Improvement Committee Meeting Scheduled for the 2pm 17 <sup>th</sup> January, 2019.

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## ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT CONTINUED

PROJECT	PROJECT STATUS	
	ITEM	COMMENT
	Kerb and Garden replacement	Complete
	Water to Garden Beds and Tree Plantings	Complete
	Construct Raised Garden Beds	<p>The construction of the 4 raised garden beds on the external edges of the south/eastern and south/western corners of the Dubbo/Burton Street Roundabout have been completed.</p> <p>It is recognised that addition raised garden beds are proposed for the other two corners but, the additional beds may be best left and considered for establishment from within the 2019/20 management plan.</p>
	Street Furniture	A part to be considered as the overall project nears completion.
	Shade Canopies	The proprietor of the 117 Café has agreed to provide two umbrellas for the front of the Café. Council will endeavor to install the umbrella during the early part of 2019. .
	Install Bollards	with the assistance of local firm WRL Engineering Pty Ltd all of the bollards and chains were installed prior to the 2018 Christmas break.
	Variable Message Boards	This part of the project has been cancelled.
	<b>CCTV Roundabout</b>	<b>Complete.</b>
	Blank Wall Beautification	A part to be considered as the overall project nears completion and in line with consideration of the establishment of public toilets.
	<b>Garbage Bins</b>	<b>Complete</b>

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## ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT CONTINUED

PROJECT	PROJECT STATUS	
	ITEM	COMMENT
	Banner Poles and Banners	The four banner poles which are to be contributed to by the Chamber of Commerce will be installed in line with the bollards and chains. It is proposed that the poles and banners will be “swinging” prior to the 2018 Christmas break.
	Reinstate Pavers	Re-establishment of the existing pavers has been completed. However, there will be further disturbance to the paved surfaces in close proximity to the bollards, tree watering’s and vegetation on the outside perimeter of the roundabout. A review of the status of the pavers as an overall exercise will be reviewed at a later stage of the project.
	Roundabout	Subject to the ongoing communications with the NSW Roads & Maritime Services Department.
	<b>New Blisters – Hale Street</b>	<b>Complete.</b>
	Tree Surrounds	The tree surround structures are complete, only 3 trees are yet to be planted and new paving works adjacent to the gutter and tree surrounds are in progress.
<b>Thornton Road (SR 53) Construction 00 kms to 7.00 km</b>	Design / Supervision	<b>90% Complete</b>
	Traffic Control / Detour	<b>90% Complete</b>
	<b>Culvert Replacement</b>	<b>Complete</b>
	<b>Earthworks</b>	<b>Complete</b>
	<b>Pavement Supply</b>	<b>Complete</b>
	<b>Spread and Compact</b>	<b>Complete</b>
	Stabilise	Not required.

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## ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT CONTINUED

PROJECT	PROJECT STATUS	
	ITEM	COMMENT
	Wearing Surface	All 7.2km have had a bitumen prime coat applied. The bitumen prime coat has a lasting ability of about 12 to 18 months.
	Signs and Markings	The required directional and advisory sign will be established immediately after the bitumen seal has been applied.  The linemarking, because of cost impositions, will not be installed until the final seal has been applied.
<b>Bourbah Road (SR 35) Rehabilitation</b>	Design / Supervision	<b>Complete.</b>
	Traffic Control / Detour	<b>Complete.</b>
	<b>Culvert Replacement/Repair</b>	<b>Complete.</b>
	<b>Earthworks</b>	<b>Complete.</b>
	<b>Pavement Supply</b>	<b>Complete.</b>
	Spread and Compact	<b>Complete..</b>
	Stabilise	Not utilized.
	Wearing Surface	<b>Complete.</b>
	Signs and Markings	<b>Complete..</b>
<b>Village 10 Year Plan - Collie</b>	Property Costs	See other Report.
	Administration/Advertisement/Public Consultation	On-going.
	Survey Works	Survey required for design purposes has been completed.  A minor amount of set works has been completed.
	REF/EIS	Not completed.
	Geotechnical Investigative Works	Not complete.

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## ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT CONTINUED

PROJECT	PROJECT STATUS	
	ITEM	COMMENT
	Design Works	Draft Plan complete.
	Site Establishment	Partially complete.
	Provision for Traffic	On-going.
	Erosion Control	Included in design but not yet implemented.
	Drainage - Stormwater	A comprehensive draft design has been completed but the materials required have been ordered.
	Earthworks	Minimal works completed.
	Pavement Works	Pavement Materials Have Been Delivered to Site.
	Wearing Surface	Yet to be considered.
	Roadside Furnishings (Guide Posts, Signs, Seating, Street Lights)	Yet to be considered.
	Electrical Works	Nil required at this point in time.
	Telecommunications	No works or alterations required at this point in time.
<b>Village 10 Year Plan - Nevertire</b>	Property Costs	See other Report.
	Administration/Advertisement/Public Consultation	On-going.
	Survey Works	Survey required for design purposes has been completed but may be subject to minor additions as the design progresses.
	REF/EIS	Not completed.
	Geotechnical Investigative Works	Not Complete.
	Design Works	Yet to be completed.
	Site Establishment	Nil to date.

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## ITEM 4.2    PROJECTS AND ASSETS STATUS REPORT    CONTINUED

PROJECT	PROJECT STATUS	
	ITEM	COMMENT
	Provision for Traffic	Will be on-going.
	Erosion Control	Included in design but not yet implemented.
	Drainage - Stormwater	The design works are yet to be completed.
	Earthworks	Yet to commence.
	Pavement Works	Yet to commence.
	Wearing Surface	Yet to be considered.
	Roadside Furnishings (Guide Posts, Signs, Seating, Street Lights)	Yet to be considered.
	Electrical Works	Nil required at this point in time.
	Telecommunications	No works or alterations required at this point in time.
<b>Warren River Water Supply Pump Station Upgrade – Oxley Park</b>	Property Costs	No property adjustment required.
	Administration/Advertisement/Public Consultation	On-going.
	Survey Works	Works satisfying design complete. Further works will be undertaken after the works have been completed - WAE
	REF/EIS	Considered as not being required.
	Design Works & Tender Works	Considered as being complete but will be subject to the analysis of a further Report to be considered by the council.
	Site Establishment	The contractor has undertaken extensive investigations at the site.
	Provision for Traffic	Will be responsibility of the appointed contractor.
	Pipe Works	Will be responsibility of the

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## ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT CONTINUED

PROJECT	PROJECT STATUS	
	ITEM	COMMENT
		appointed contractor.
	Pump Works	Will be responsibility of the appointed contractor.
	Electrical Works	Will be responsibility of the appointed contractor.
	Telecommunications	Will be responsibility of the appointed contractor.

### STATUS REPORT ON CURRENT PROJECTS

#### PART 2

The following projects are currently being progressed, planned or are yet to be approved for works to be undertaken by the Engineering Department: -

PROJECT	PROJECT STATUS	
	ITEM	COMMENT
<b>Preparation of the Draft Asset Management Plan - Water</b>	An integral part the State Government's requirement of each Local Government body.	Preparation of this Asset Management Plan is in progress.
<b>Preparation of the Draft Asset Management Plan - Sewerage</b>	An integral part the State Government's requirement of each Local Government body.	Yet to be commenced.
<b>Preparation of the Draft Asset Management Plan - Stormwater</b>	An integral part the State Government's requirement of each Local Government body.	Yet to be commenced.
<b>Preparation of the Draft Asset Management Plan - Roads</b>	An integral part the State Government's requirement of each Local Government body.	The collection of the required asset data (lengths of sealed and unsealed sections, width of the various sections of seal, pipe and box culvert dimensions and conditions, bridge data) is in progress.
<b>Preparation of the Draft Asset Management Plan - Buildings</b>	An integral part the State Government's requirement of each Local Government body.	Yet to be commenced.

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## ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT CONTINUED

PROJECT	PROJECT STATUS	
	ITEM	COMMENT
<b>Preparation of the Draft Asset Management Plan – Open Spaces</b>	An integral part the State Government's requirement of each Local Government body.	Yet to be commenced.
<b>Preparation of the Draft Asset Management Plan – Other</b>	An integral part the State Government's requirement of each Local Government body.	Yet to be commenced.
<b>Bridge – Wonbobbie Road – Marthaguy Creek</b>	This project provides for the replacement of the badly deteriorated existing timber bridge which crosses over the Marthaguy Creek.	The formal Deed of Agreement is yet to be approved. The final application inclusive of the works timetable, procurement plan etc required.
<b>Carter Oval Development Surrounds</b>		Draft Concept Plan complete – Grant Application submitted
<b>Council Chambers - Replacement</b>		In progress.
<b>Gibson's Way (SR36) Waterway Design</b>	This project is primarily being prepared and submitted by other interested parties. Council is issuing technical advice only at this point in time.	Being scoped.
<b>Industrial Access Road (SR 91) Upgrade</b>	This is part of the CBD's roundabout upgrade consideration	Waiting on Roads & Maritime Services Audit Advice.
<b>Silo Row Industrial Land Clean-up</b>		Crushing of concrete has been complete – now two predominant stockpiles suitable for road or land development fill.  Removal of the heaps of rubbish still required.
<b>Nevertire Bogan Road (SR 58) – Drought Relief</b>	This work will, if the submission is approved, involve the section of the Nevertire-Bogan Road between Nevertire and the Tottenham Road Intersection	Being scoped.
<b>Open Space – Carter Recreational Ground</b>		Draft Concept Plan Complete – Grant Application Submitted



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## ITEM 4.2    PROJECTS AND ASSETS STATUS REPORT                    CONTINUED

PROJECT	PROJECT STATUS	
	ITEM	COMMENT
<b>Upgrade</b>		
<b>Oxley Highway (SH 11) Rehabilitation – Segment 210</b>	Geotechnical works are in progress, which will determine the level of the other works to be undertaken.	Scheduled to commence during the latter stages of 2018/19 and to be completed 2019/20. However, formal approval yet to be issued by the RMS.
<b>Rural Road Rehabilitation – Old Warren Road – Segment SR65.22 to SR65.26</b>	Further upgrade and the establishment of a bitumen surface will be subject to a future budget decision.	Gravel resheeting works have been completed.
<b>Thornton Avenue Carpark/Public Toilets</b>		Suitable site being scoped.
<b>Village 10 Year Plan - Warren</b>		To start 2018/19.
<b>Walkway – Construction of Additional Cycleway/Walkways</b>		In planning.
<b>Works Depot - Upgrade</b>		The concept plan is being drafted. Shaping, levelling and fencing of the rear of the overall works depot are being “put into motion” as the resources are made available.
<b>Rehabilitation Carinda Road (RR 333) – Segment 333.58 to 333.68 – 2018/19 REPAIR Grant</b>		Scheduled for commencement December 2018. The drainage works have been investigated.

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

**Carried**

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## ITEM 4.3 EWENMAR WASTE DEPOT STATUS REPORT

The following items are reported to the Ewenmar Waste Depot Committee via an Action Checklist.

Date	Outstanding Matter	Officer Resp.	Response/Request/Comment
27.03.2017	Commence the implementation of recommended actions from the Waste Facility Operations Improvement Plan	MHD	In progress
27.03.2017	Prepare position description for waste facility attendant	MHD	Draft developed in progress
27.03.2017	Advertise position of waste facility attendant as a casual position	MHD	Being investigated.
27.03.2017	Establish site shed and materials stockpile areas as proposed in the Concept Master Plan	MHD	Discussed with contractor initial quotes obtained.
27.03.2017	Prepare specification for domestic waste collection contract	EHO	Existing Contract extended until 2022, and then go to Tender (outside party to be utilised)
27.03.2017	Prepare specification for Ewenmar Waste Facility management contract	EHO	Existing Contract extended until 2022, and then go to Tender (outside party to be utilised)
27.03.2017	Advertise tenders for the domestic waste collection contract	EHO	Existing Contract extended until 2022, and then go to Tender (outside party to be utilised)
27.03.2017	Call tenders for the Ewenmar Waste Facility management contract	EHO	Existing Contract extended until 2022, and then go to Tender (outside party to be utilised)
30.10.2018	Introduction of new opening hours	MHD	Advertising until July 2019 and then implement.
30.10.2018	Implement initial action plan including clean-up of site, upgrade of fence and upgrade of facility	MHD	Contractor accessed scope of works 7th January 2019.
30.10.2018	Install paper catch fences around the general waste hole	MHD	
30.10.2018	Develop a contract for the gate keeper	MHD	Being investigated.

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## ITEM 4.3 EWENMAR WASTE DEPOT STATUS REPORT CONTINUED

Date	Outstanding Matter	Officer Resp.	Response/Request/Comment
30.10.2018	Circulate Netwaste Meeting Minutes and advise committee of upcoming meetings	MHD	Ongoing
30.10.2018	Contact Chris Bryant to arrange a meeting RE: Recycling and the Waste Management Facility	MHD	
30.10.2018	Discuss with the Netwaste group ideas to improve the facility	MHD/ EHO	Ongoing
30.10.2018	Commence build-up of all-weather receival platform/transfer area	MHD	Grant application being prepared.

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

**Carried**

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

**MOVED** Wilcox/Jones 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 RISKS AND PRIORITY ISSUES (S12-14.1)

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

**Carried**

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

**MOVED** Wilcox/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**

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# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Tuesday 15th January 2019 commencing at 2.30 pm

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

**MOVED** Lawford/Jones that

1. The information be noted; and
2. The procedure be resubmitted to the February 2019 Manex meeting after being thoroughly reviewed.

**Carried**

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**ITEM 5.5 RETURN TO WORK PROGRAM (S12-14.11)**

**MOVED** Wilcox/Arthur that Council formally adopt the Return to Work Program.

**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
06.12.18	18-41	Misuse of Council Resources – March 2019 State Election	Noted
10.12.18	18-42	Recent Amendments to the Government Information(Public Access) Act 2009	Noted
12.12.18	18-43	Council Decisions on the Administration of the September 2020 Elections	Report to be presented to 24 January 2019 Council Meeting
18.12.18	18-44	Commencement of the New Model Code of Conduct for Local Councils in NSW and Procedures	Subject to report presented to 24 January 2019 Council Meeting
18.12.18	18-45	Commencement of the New Model Code of Meeting Practice for Local Councils in NSW	Subject to report presented to 24 January 2019 Council Meeting
18.12.18	18-46	New Councillor Induction and Professional Development Requirements	Noted
19.12.18	18-47	Amendments to the Election Provisions of the Local Government (General) Regulation 2005	Report to be presented to 24 January 2019 Council Meeting

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
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## ITEM 6.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS CONTINUED

### Ministerial Circulars

Date	Circular No.	Description	Comment/Action
Nil			

### Department of Planning Circulars

Date	Circular No.	Description	Comment/Action
Nil			

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

**Carried**

## 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 January and February 2019.

### Strategic Tasks Guide

DATE	TASK	STATUS
<b>JANUARY</b>		
<b>31</b>	Last day for third quarter rates instalment notice to be sent (s.562).	Noted
	Ledger balances to be prepared for 6 monthly inspections by Auditor (LGGR cl.228).	Noted
	Public interest disclosure report due to the NSW Ombudsman (s.6CA of the Public Interest Disclosure Act 1994).	Noted
	Six monthly New Council Round 1 Implementation Fund and Stronger Communities Fund reports due.	N/A
<b>FEBRUARY</b>		
<b>16</b>	Income adjustment for newly rateable Crown Land to be lodged to OLG.	Noted
<b>18</b>	Expected third instalment of 2018-2019 Financial Assistance Grants	Noted
<b>28</b>	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

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

**Carried**

**WARREN SHIRE COUNCIL**  
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**ITEM 7      WORK FORCE VACANCIES      (S12-1)**

**MOVED** Stephens/Lawford that Manex note the report and commence recruitment of vacant positions being:

- Patching Crew No. 2 – Light Truck Driver;
- Water and Sewer Foreman;
- Manager Roads Infrastructure;
- Workshop Co-ordinator;
- Workshop Mechanic;
- Trainee Plant Operator; and
- Ganger – CMC
- Project Manager Roads Infrastructure
- Project Manager Infrastructure and Building
- Light Plant Operator - Streetsweeper.

**Carried**

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**ITEM 8      WARREN SHIRE COUNCIL INITIAL PROCESS AND CONTROL  
AUDIT JANUARY 2018      (A1-3)**

**MOVED** Wilcox/Arthur that the report be noted and that no action has been undertaken.

**Carried**

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**ITEM 9      GOVERNANCE REVIEW      (P13-1)**

No actions undertaken.

**Carried**

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**ITEM 10.1      COUNCIL CHAMBERS DEVELOPMENT PROJECT      (C14-3.25)**

The General Manager gave the meeting a verbal report on the recent Council Chambers Development Committee meeting held on the 9th January 2019.

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**ITEM 10.2      WASTE DISPOSAL TRANSFER STATIONS      (G2-5.4)**

The Manager Health and Development gave the meeting a verbal report and advised that works are subject to a grant that she is working on with Divisional Manager Engineering Services.

# WARREN SHIRE COUNCIL

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**ITEM 10.3    MACQUARIE PARK REVITALISATION PROJECT                    (P1-7.6)**

The Town Services Manager tabled at the meeting a cost estimate sheet and works timeline for the Macquarie Park Revitalisation Project, noting that works are 9 days behind due to the Christmas close down period.

**MOVED** Jones/Lawford that the information be provided to the Town Improvement Committee meeting scheduled 24th January 2019.

**Carried**

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**ITEM 10.4    AIRPORT FENCING PROJECT    (F2-2)**

**MOVED** Wilcox/Jones that Manex note the report.

**Carried**

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**ITEM 10.5    AIRPORT WATER PROJECT    (F2-2)5**

**MOVED** Wilcox/Jones that Manex note the report.

**Carried**

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

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

**Carried**

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**ITEM 12        OPERATIONAL PROCEDURES    (A2-1)**

**MOVED** Stephens/Wilcox that:

1. The information be received and noted; and
2. The procedure Verifying a Working with Children Background Check for employees be adopted.

**Carried**

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**ITEM 13        DECEMBER 2018 MINUTES AND JANUARY 2019 BUSINESS PAPER**

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

The Divisional Manager Engineering Services was requested to provide a report back to Manex regarding the costings of the Regional Road REPAIR Grant.

**WARREN SHIRE COUNCIL**  
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**ITEM 14 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.

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**ITEM 16 GENERAL BUSINESS WITHOUT NOTICE**

The Manager Health and Development Services observed that the main street trees looked distressed.

The Divisional Manager Engineering Services advised that the watering system for the trees is working and the extreme heat was most likely the cause.

The Manager Health and Development Services enquired if there was an update on any funding being available for the town levee repair and maintenance.

The Town Services Manager advised that the current funding that was available doesn't allow for that kind of work to be undertaken.

The General Manager advised that some rock will need to be placed behind the section of levee behind the Dentist Surgery and it would be prudent to find the plans and see how far the sheet piling went on that section of the town levee.

**There being no further business the meeting closed 4.11 pm.**



**MAYORAL MINUTE**

**Mayoral Minute**

**WARREN SHIRE COUNCIL**  
**Mayoral Minute**  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 24th January 2019

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**MAYORAL MINUTE**

**RECOMMENDATION** that:

1. The Mayoral Minute be noted; and
2. Council note the advice from the Crown Solicitors Office; and
3. Council advise the Committee of Macquarie Home Stay that Councillor Druce will attend the opening.

**Report**

Over the last month the following meetings and events have been attended as the Mayor:

- 19th December 2018 - Sporting Facilities Committee Meeting;
- 17th December 2018 - Meeting with Local Land Services Chair Susan Madden and Chair Andrew Mulligan; and
- 23rd January 2019 - Meeting with the Member for Barwon, Kevin Humphries MP - Grant Funding.

I would like to advise that I have received correspondence from the following organisations and have attached a copy of this advice for councillors:

- Crown Solicitors Office - Special Commission of Inquiry into the Drug 'Ice'; and
- The Committee of Macquarie Home Stay - Invitation sent to the Mayor and General Manager to attend the opening of Stage 1 on Tuesday, 29th January 2019.
- Dubbo Community Corrections - Department of Justice, Dubbo Community National Corrections Day Morning Tea - 18th January 2019.
- Charles Sturt University- Invitation to the Community sentiment towards Charles Sturt University workshop - 15th February 2019.

Upcoming events that Councillors or the Mayor are to attend include:

- Macquarie Home Stay Stage 1 Opening - 29th January 2019
- Association of Mining Related Councils - 7th & 8th February 2019;
- Western Division Conference, Bourke - 24th to 24th February 2019;
- Orana Joint Organisation Board Meeting - 4th March 2019;
- Central West Library Zone Meeting - 7th-8th March 2019; and
- Country Mayors Meeting in Sydney - 8th March 2019.

**WARREN SHIRE COUNCIL**  
**Mayoral Minute**  
to the Ordinary Meeting of Council to be held at  
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**MAYORAL MINUTE**

**CONTINUED**



**Special Commission of Inquiry into the Drug 'Ice'**

21 December 2018

Mayor Milton Quigley  
Warren Shire Council  
PO Box 6  
Warren NSW 2824

General Manager Glenn Wilcox

By email: [council@warren.nsw.gov.au](mailto:council@warren.nsw.gov.au)

Dear Mayor Quigley and Mr Wilcox

**Special Commission of Inquiry into the Drug 'Ice' - limited preliminary consultation under the terms of reference - invitation to respond**

The Special Commission of Inquiry into the Drug 'Ice' has been established by Letters Patent dated 28 November 2018, a copy of which is enclosed. The terms of reference authorise me to inquire into and report to the Governor by 30 September 2019 on:

- A. The nature, prevalence and impact of crystal methamphetamine ('ice') in NSW.
- B. The adequacy of existing measures to target ice in NSW.
- C. Options to strengthen NSW's response to ice, including law enforcement, education, treatment and rehabilitation responses.

The Letters Patent also require me to consult with communities and stakeholders on or before 31 January 2019 on detailed terms of reference for the conduct of the Inquiry for consideration by the Premier.

Accordingly, I am writing to you in anticipation that Warren Shire Council may be interested in the subject matter of this Inquiry, and to invite you to send me a written response, if you so wish:

- Nominating the identity of any particular topic, subject matter or issue falling within the above terms of reference, with a brief explanation, that you would like to be considered for possible inclusion in the scope of the Inquiry.
- Commenting upon the draft proposal for the conduct of the Inquiry (enclosed).

Any responses to this invitation should not exceed five (5) pages and be received **no later than close of business on 31 January 2019** at:

Special Commission of Inquiry into the Drug 'Ice'  
C/- GPO Box 5341  
SYDNEY NSW 2001  
or  
[tracey.howe@cso.nsw.gov.au](mailto:tracey.howe@cso.nsw.gov.au)

**Special Commission of Inquiry into the Drug 'Ice'**  
GPO BOX 5341 SYDNEY NSW 2001

T (02) 9224 5000 E [tracey.howe@cso.nsw.gov.au](mailto:tracey.howe@cso.nsw.gov.au)

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**WARREN SHIRE COUNCIL**  
**Mayoral Minute**  
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**MAYORAL MINUTE**

**CONTINUED**

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**Please note I am not seeking submissions at this preliminary stage. I will be publishing an Issues Paper and calling for detailed submissions to the Inquiry at a future date.**

If you have any questions as to the Inquiry generally, or as to the matters above, please contact Ms Tracey Howe, Senior Solicitor at [tracey.howe@csso.nsw.gov.au](mailto:tracey.howe@csso.nsw.gov.au) or 02 9224 5000.

Yours faithfully



Professor Dan Howard SC  
Commissioner  
**Special Commission of Inquiry into the Drug 'Ice'**

201804350 D2018/948192

WARREN SHIRE COUNCIL  
Mayoral Minute  
to the Ordinary Meeting of Council to be held at  
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MAYORAL MINUTE

CONTINUED



**Macquarie Home Stay Dubbo**  
REGIONAL PATIENT & FAMILY ACCOMMODATION

The committee of  
Macquarie Home Stay invite  
**Mayor Milton Quigley and  
Mr Glenn Wilcox**  
to attend the opening of Stage 1 of our  
home away from home accommodation  
facility.

Tuesday 29 January 2019  
commencing 10.30am  
at  
1 Tony McGrane Place, Dubbo.

RSVP 22 January 2019 to Elizabeth Allen  
email [john.elizabethallen@bigpond.com](mailto:john.elizabethallen@bigpond.com) or call  
0408 682 968

WARREN SHIRE COUNCIL  
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MAYORAL MINUTE

CONTINUED



## Invitation

### Dubbo Community Corrections National Corrections Day Morning Tea

**Date:** Friday 18<sup>th</sup> January 2018

**Time:** 10.00am

**Venue:** Tidy Towns Park (adjacent to the Community Gardens), Macquarie St, Dubbo

**RSVP:** Friday 11<sup>th</sup> January 2018 to [Dubbo\\_cos@justice.nsw.gov.au](mailto:Dubbo_cos@justice.nsw.gov.au)

You are invited to an appreciation morning tea for Community Service work.

We would like to take this opportunity to celebrate National Corrections Day, thank you for your ongoing support, welcome new agencies, and provide agencies with the opportunity to hear first hand how the program works.

Please advise if you have any access or dietary related requirements.



**Further enquiries to:** Marissa Callaghan or Christine Shuttleworth (02) 6883 5000

**Dubbo Community Corrections** | NSW Department of Justice  
Level1, 138 Talbragar St, DUBBO NSW 2830  
TEL 02 6883 5000 | Fax 02 6884 4918

**WARREN SHIRE COUNCIL**  
**Mayoral Minute**  
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**MAYORAL MINUTE**

**CONTINUED**



**Hon Fiona Nash**  
Strategic Adviser – Regional Development  
Charles Sturt University  
10 – 12 Brisbane Avenue  
CANBERRA ACT 2800

Tel: +61 428 864 845  
Email: [fnash@csu.edu.au](mailto:fnash@csu.edu.au)  
[www.csu.edu.au](http://www.csu.edu.au)

11 January 2019

Councillor Milton Quigley  
Warren Shire Council

via email: [council@warren.nsw.gov.au](mailto:council@warren.nsw.gov.au)

**INVITATION:** Community sentiment towards Charles Sturt University workshop

Dear Councillor Quigley

Charles Sturt University is in the process of undertaking research on the thoughts and opinions of key community leaders in relation to community sentiment towards the University.

As the Mayor of a Council located within the geographical footprint of the Dubbo campus of the University, you have been identified as a key community leader and someone we would very much value to be part of this conversation and feedback process.

The Community Sentiment Workshop will be delivered by an external facilitator, Mr Toby Ralph of the Ad Department to gauge the thoughts and opinions of people like yourself towards Charles Sturt University and its reputation and the contribution it makes to the community.

The workshop will be held on the Dubbo campus, on Friday, February 15 2019 from 10:30am until 12:00pm, (the specific room on campus will be advised via email closer to the time). Light refreshments will be provided at the workshop.

If you could kindly provide advice of your availability to participate in this workshop to Laura McIntyre, Community Relations Officer, Dubbo campus by date on (02) 6885 7370 or via email [hocdubbo@csu.edu.au](mailto:hocdubbo@csu.edu.au).

I recognise the travel involved for you to participate in this workshop in person and the fact that you are often called upon to give your advice and share your thoughts on a range of different topics, so we appreciate your time should you be able to assist the University in this important, independent engagement process.

If you are not able to attend the workshop and would like to contribute to this process, I would be very happy to receive an email with your comments and thoughts on the University, particularly in relation to our contribution to your community, what we do well and what we could do better to [community@csu.edu.au](mailto:community@csu.edu.au).

If you would like to discuss this invitation or this particular engagement process further, please don't hesitate to contact me on 0428 864 845.

Yours sincerely,

A handwritten signature in blue ink that reads "Fiona Nash".

**Hon Fiona Nash**  
Strategic Adviser – Regional Development

[www.csu.edu.au](http://www.csu.edu.au)

CRICOS Provider Numbers for Charles Sturt University are 00005F (NSW), 01947G (VIC) and 02960B (ACT). ABN: 83 878 708 551

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**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 24th January 2019

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**ITEM 1      LEGISLATIVE COMPLIANCE POLICY AND PROCEDURE**  
**(P13-1, A6-1)**

**RECOMMENDATION**

That Council display the Legislative Compliance Policy and Procedure for a period of 28 days to seek comments and consider these comments at a future Council meeting prior to adoption of the policy and procedure.

**PURPOSE**

Council, in its role as a Local Government Authority, has an obligation to ensure that its legislative requirements are complied with. The community and those working at council have a high expectation that Council will comply with applicable legislation and Council should take all appropriate measures to ensure that that expectation is met.

**BACKGROUND**

Council has not developed a policy that sets out the legislative requirements and reporting on non-compliant areas that can occur from time to time. This policy allows a governance audit trail to allow staff and Council to review areas of operation that can be improved.

**REPORT**

The breadth of Warren Shire Council's operations results in a large volume of legislation that impacts on and imposes various compliance obligations. The consequences of breaching legislation can vary greatly between minimal impact on Council to severe consequences of both a civil and criminal nature.

The primary objective of this Policy is to ensure that Warren Shire Council complies with its legislative and regulatory requirements. A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

Council, in its role as a Local Government Authority, has an obligation to ensure that its legislative requirements are complied with. If breaches of the law are committed by Council, or its staff; Council and/or its individual staff members and Councillors could be prosecuted or fined, there could also be a significant loss of Council's reputation.

Council will maintain the highest standards of diligence in all areas of public accountability, through its policies and processes, to meet its legal obligations. Council will maintain a Legislative Compliance Management System to ensure these standards of diligence are met.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The administration of this policy and the reporting to Council will be absorbed in normal operational costs.

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
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**ITEM 1      LEGISLATIVE COMPLIANCE POLICY AND PROCEDURE**  
**CONTINUED**

**LEGAL IMPLICATIONS**

As Councils are subjected to higher levels of auditing from the Auditor General's Office, its own External Auditors and through Internal Audit processes, a greater level of governance is required to ensure that staff, Councillors and the public understand and have a level of satisfaction that Council is following correct and consistent process.

A failure to follow the Law, the processes around the law or internal procedures can result in legal action and/or a loss of reputation overall.

**RISK IMPLICATIONS**

This policy is to identify the areas that can be improved due to non-compliances with the Law or process at Council. Management and Council need to be able to review these non-compliances and to make corrections in its governance process to reduce future non-compliances, errors or mistakes that could cost council and the community.

**STAKEHOLDER CONSULTATION**

This policy shall be publicly displayed to seek comments.

Council will be provided with an annual report highlighting non-compliant areas and actions taken.

**OPTIONS**

Council has an option to not adopt this policy.

**CONCLUSION**

This policy and the reporting procedure will allow council a higher level of governance and reporting to reduce areas of non-compliance identified.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

Draft Legislative Compliance Policy and Procedure

**WARREN SHIRE COUNCIL**  
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**ITEM 1      LEGISLATIVE COMPLIANCE POLICY AND PROCEDURE**  
**CONTINUED**



**POLICY REGISTER**

**DRAFT**

**LEGISLATIVE COMPLIANCE POLICY  
AND PROCEDURE**

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Policy adopted:      Minute No.

Reviewed:

File Ref:      P13-1, A6-1

**WARREN SHIRE COUNCIL**  
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**ITEM 1      LEGISLATIVE COMPLIANCE POLICY AND PROCEDURE**  
**CONTINUED**

Warren Shire Council – Legislative Compliance Policy and Procedure

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**DOCUMENT CONTROL**

<b>Issue</b>	<b>Prepared/Revised By and Date</b>	<b>Action/Amendment Description</b>	<b>Approved By and Date</b>
1.0	Glenn Wilcox 11 December 2018	First Edition	Council Minute No. (     20XX)

**WARREN SHIRE COUNCIL**  
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**ITEM 1      LEGISLATIVE COMPLIANCE POLICY AND PROCEDURE**  
**CONTINUED**

Warren Shire Council – Legislative Compliance Policy and Procedure

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**1. OBJECTIVE**

The breadth of Warren Shire Council's operations results in a large volume of legislation that impacts on and imposes various compliance obligations. The consequences of breaching legislation can vary greatly between minimal impact on Council to severe consequences of both a civil and criminal nature.

The primary objective of this Policy is to ensure that Warren Shire Council complies with its legislative and regulatory requirements. A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

Council, in its role as a Local Government Authority, has an obligation to ensure that its legislative requirements are complied with. The community and those working at council have a high expectation that Council will comply with applicable legislation and Council should take all appropriate measures to ensure that that expectation is met.

If breaches of the law are committed by Council, or its staff; Council and/or its individual staff members and Councillors could be prosecuted or fined, there could also be a significant loss of Council's reputation.

Council will maintain the highest standards of diligence in all areas of public accountability, through its policies and processes, to meet its legal obligations. Council will maintain a Legislative Compliance Management System to ensure these standards of diligence are met.

**2. POLICY AIMS**

This Policy, and the principles set out in this Policy, aim to:

- (a) Prevent, and where necessary, identify and respond to breaches of laws, regulations, codes or organisational standards occurring in the organisation.
- (b) Promote a culture of compliance within the organisation; and
- (c) Assist the Council in achieving the highest standards of governance.

**3. POLICY STATEMENT**

Council shall have appropriate processes and structures to ensure that legislative requirements are achievable and are integrated into the everyday running of the Council.

These processes and structures will aim to:

- (a) Develop and maintain a system for identifying the legislation that applies to Council's activities.
- (b) Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented in Council.
- (c) Provide training for relevant staff, Councillors, volunteers and other relevant people in the legislative requirements that affect them.
- (d) Provide people with the resources to identify and remain up-to-date with new legislation.
- (e) Conduct of audits to ensure there is compliance.
- (f) Establish a mechanism for reporting non-compliance.
- (g) Review accidents, incidents and other situations where there may have been non-compliance.
- (h) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

**WARREN SHIRE COUNCIL**  
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**ITEM 1      LEGISLATIVE COMPLIANCE POLICY AND PROCEDURE**  
**CONTINUED**

Warren Shire Council – Legislative Compliance Policy and Procedure

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**Roles and Responsibilities**

- (a) *Councillors and Committee Members.*  
Councillors and Committee members have a responsibility to be aware of and abide by legislation applicable to their role.
- (b) *Senior Management Team (General Manager and Directors).*  
Senior management should ensure that directions relating to compliance are clear and unambiguous and that legal requirements which apply to each activity for which they are responsible are identified.
- Senior management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.
- (c) *Employees.*  
Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.
- Employees shall report through their supervisors to senior management any areas of non-compliance that they become aware of.

**4. GENERAL PRINCIPLES**

Council is working within the following principles based on the Australian Standards AS ISO 19600:2015 *Compliance Management Systems - Guidelines*.

- (a) Council is committed to achieving compliance in all areas of its operations.
- (b) Council will maintain a Legislative Compliance Policy that sets out its commitment to compliance with applicable laws and regulations.
- (c) Council will provide sufficient resources to ensure that this legislative compliance program can be implemented, maintained and improved.
- (d) Council will ensure that all managers, supervisors and staff generally understand, promote and be responsible for compliance with relevant laws, regulations, codes and standards that apply to activities within their day-to-day responsibilities.
- (e) Council will use its established risk management practices to accurately identify, rate and treat compliance risks.
- (f) Council will ensure that compliance requirements are integrated into day-to-day operating procedures as appropriate.
- (g) Council will maintain an effective complaints management system, including the coverage of compliance failures.
- (h) Council will maintain a Statute and Regulation Register and all identified legislation imposing compliance and impacting on Council will included on the Register.
- (i) Council will maintain a Breach Register Database (as part of the Legislative Register) and all legislative breaches, including reporting and rectification processes (Management response) will be stated within the Register.
- (j) Council will investigate, rectify and report all compliance failures.
- (k) Council will allocate appropriate responsibility for managing compliance at various levels.
- (l) Council will provide appropriate practical education and training of staff in order for them to meet their compliance obligations.

**WARREN SHIRE COUNCIL**  
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**ITEM 1      LEGISLATIVE COMPLIANCE POLICY AND PROCEDURE**  
**CONTINUED**

Warren Shire Council – Legislative Compliance Policy and Procedure

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- (m) Council will actively promote the importance of compliance to staff, contractors and other relevant third parties.
- (n) Council will monitor its Legislative Compliance Management System via the Internal Audit Program and
- (o) Council will review its Legislative Compliance Management System annually to ensure its effectiveness.

**5. PROCEDURE**

As part of the Legislative Compliance Management System, Council will have in place a Legislative Compliance Procedure to ensure that staff utilise the latest version of legislation and when legislation changes, steps are taken to ensure that staff are aware of amendments to legislation. The Legislative Compliance Procedure is an attachment to this policy.

**6. REVIEW**

A review of Council's Legislative Compliance System, Policy and Procedure will be undertaken every two years.

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**LEGISLATIVE COMPLIANCE PROCEDURE**

**1. Identifying Current Legislation**

(a) Electronic Versions of Legislation

Council accesses electronic up-to-date versions of legislation through the New South Wales legislation website at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au). The NSW legislation website is the official NSW Government site for the online publication of legislation and is provided and maintained by the Parliamentary Counsel's Office.

Council Staff should utilise this website as it is updated on a daily basis. Other sites, such as AUSTRALII, may not have up to date versions of legislation and regulations.

Federal laws and instruments should be accessed through the Federal Register of Legislation at [www.legislation.gov.au](http://www.legislation.gov.au)

(b) Australian Standards

Council is a subscribing member to Standards Australia and maintains a library of Australian Standards related to Council's activities. As a member, Council receives alert updates to amendments of the Standards it has purchased. The Standards purchased by Council are made available to staff.

**2. Identifying New or Amended Legislation**

(a) NSW Government Gazette

Council provides website access for its staff to the NSW Government Gazette which publishes all new or amended legislation applicable to New South Wales. A designated staff member within Council's Record Section must scan each Government Gazette (published each Friday) for any new or amended legislation applicable to Council. Copies of such new or amended legislation are distributed to the Directors by email to be distributed to their staff.

(b) Department of Local Government

Council receives regular circulars from the Department of Local Government on any new or amended legislation relevant to Local government. Such advices are received through Council's Records Section and must be distributed by the Records staff to the relevant Council Officers for implementation and Councillors for information where applicable. Senior staff will be notified through the MANEX (Senior Management Team - SMT) Business Paper monthly.

(c) Department of Planning

Council receives regular circulars from the Department of Planning on any new or amended legislation. Such advices are received through Council's Records Section and must be distributed by the Records staff to the relevant Council officers for implementation. Senior staff will be notified through the MANEX (SMT) Business Paper monthly.

(d) Local Government and Shires Association

Council receives a weekly circular from the Local Government and Shires Association. These circulars have sections on Legal and Finance and Planning and Environmental law that highlight changes in legislation applicable to Councils and must be distributed to relevant Council officers and Councillors for information.

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**3. Obtaining Advice on Legislative Provisions**

Advice on matters of legislative interpretation may be sought when deemed necessary. Contact may be made with the respective legal officer/solicitor from the following sources:

- (a) Local Government and Shires Association (Legal Officer),
- (b) Department of Local Government (Legal Services Branch), or
- (c) Council's Panel of Solicitors.

**Note: Accessing of any legal advice must first be approved by the staff member's relevant Director**

**4. Informing Council of Legislative Change**

If deemed necessary, the General Manager or a nominated officer, will, on receipt of advice of legislative amendments, submit a report to a Council meeting on the new or amended legislation where any changes will impact significantly on Council or its operations.

**5. Review of Incidents and Complaints for Non-compliance**

Council shall review all incidents and complaints in accordance with its incident reporting and complaint handling procedures. Such reviews and investigations will assess compliance with legislation, standards, policies and procedures that are applicable.

**6. Reporting of Non-compliance**

All instances of non-compliance shall be reported as soon as practicable to the respective supervisor/manager. The manager shall determine the appropriate response and ensure the Breach Register Database is updated appropriately. If the matter is deemed a significant breach or significant fines and/or criminal sanctions apply, the matter must be reported immediately to the relevant Director.

Directors should report the matter to the General Manager via SMT meetings on a monthly basis and report the matter to the General Manager immediately if the breach in question is significant or criminal sanctions may be involved.

The General Manager may instigate an investigation into any non-compliance matter and will report significant non-compliance matters to the Council and/or external agencies as required.

**7. Auditing Legislative Compliance**

Council shall incorporate a review of its processes to ensure legislative compliance is included in its internal audit function.

**8. Review of Legislative Compliance Procedures**

This Procedure will be reviewed every two years.

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## ITEM 1 LEGISLATIVE COMPLIANCE POLICY AND PROCEDURE

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Warren Shire Council – Legislative Compliance Policy and Procedure

### LEGISLATIVE COMPLIANCE - STATUTE & REGULATION REGISTER

**NOTE:** The Acts and Regulations listed within this Register may not constitute an exhaustive list. All staff are required to ensure they are familiar with the relevant legislation and regulations that apply to their roles in council.

ACT	REGULATION	PURPOSE	RELEVANCE TO COUNCIL	COUNCIL POLICIES AND PROCEDURES AND CONTROLS - TO ACHIEVE COMPLIANCE (IF RELEVANT)
Administrative Decisions Review Act 1997	Administrative Decisions Review Regulation 2014	An Act to provide a process for the review of administratively reviewable decisions.	Enables the review of decisions pursuant to ss 303 and 437 of the Local Government Act 1993.	
Airports Act 1996 (Cth)			Relates to the impacts on and Procedures undertaken by Local Government Authorities in relation to Airports. Refer ss 71; 79; 80; 84A; 91; 92; 93; 95A and 106 of the Airports Act 1996.	
Annual Holidays Act 1944	Annual Holidays Regulation 2016	An Act to provide for annual leave for workers; to amend the <i>Industrial Relations Act 1940</i> and certain other acts; and for purposes connected therewith.	Provision which refer to mandatory Annual Holiday Provisions afforded to Employees by Employers. ss 1 - 15.	
Anti-Discrimination Act 1977	Anti-Discrimination Regulation 2014	An Act to render unlawful racial, sex and other types of discrimination in certain circumstances and to promote equality of opportunity between all persons.	Provisions relating to Council's responsibility to uphold a discrimination free workplace. Refer to ss 10B; 27B; 38G; 42B; 49H; 49Z; 49ZKA.	
Biodiversity Conservation Act 2016	Biodiversity Conservation Act 2017	An Act to maintain a healthy, productive and resilient environment for the greatest well-being of the community, consistent with the principles of ecologically sustainable development.	Council may enter into specified agreements with the Minister (Part 5 of Act). Any development on land subject to a Conservation Agreement or subject to a Biodiversity Stewardship must have appropriate Ministerial approval (Part 5 of Act).	
Biosecurity Act 2015	Biosecurity Regulation 2017	An Act to provide a framework for the timely and effective management of pests, diseases, contaminants and other biosecurity matter.	Pursuant to Schedule 1 of the Act, Council has a legal obligation to manage the biosecurity risk, posed or likely to be posed by the impacts of weeds on human health, the economy, community and environment.	
Building Professionals Act 2005	Building Professionals Regulation 2007	An Act setting forth the requirements of public and private certifiers.	Part 6A of the Act sets out requirements of councils undertaking certification work. Part 4 states how investigations of councils as certifying authorities may be undertaken.	
Cemeteries & Crematoria Act 2013	Cemeteries & Crematoria Regulation 2014	An Act prescribing duties of cemetery and crematoria managers and operators within NSW.	Part 3 stipulates reporting obligations in relation to cemetery managers/operators. Part 5 sets forth the requirements of Crown Cemetery managers.	
Charitable Fundraising Act 1991	Charitable Fundraising Regulation 2015	An Act to regulate public fundraising for charitable purposes; to repeal the <i>Charitable Collections Act 1934</i> and to amend certain other Acts; and for other purposes.	Provisions relating to Council's right to regulate and participate in public fundraising for charitable purposes. NB: 5(3)(e) an appeal to any Commonwealth, State or Local Authority does not constitute a fundraising appeal.	
Child Protection (Working with Children) Act 2012	Child Protection (Working with Children) Regulation 2013	The object of this Act is to protect children by not permitting certain person to work in child-related work	Provisions relating to Councils obligation to ensure relevant staff and volunteers have appropriate checks and clearances pursuant to Part 2 and 3 of the Act.	
Civil Aviation Act 1988 (Cth)	Civil Aviation Safety Regulation 1998	To regulate aviation within Australia and its territories.	The Act and Part 139 of the Regulation require Warren Airport to have in place a statutory compliant Manual of Standards for airport operations.	
Civil and Administrative Tribunal Act 2013	Civil and Administrative Tribunal Regulation 2013	An Act to establish an independent Civil and Administrative Appeals Tribunal and set forth its functions for its primary decision making capacity and to hear appeals and conduct reviews of certain decision making person and bodies.	Enable certain orders to be sought and here appeals in relation to ss 275, 329 and 440L of the LGA.	
Civil Liability Act 2002	Civil Liability Regulation 2014	An Act to make provision for the recovery of damages for death or personal injury caused by the fault of a person or legal entity.	Relates to the Duty of Care owed by Council to members of the general community and liability in relation to its functions as a Public Authority (see Part 5 of Act)	
Commercial Arbitration Act 2010		An Act to prescribe arbitration processes from prescribed disputes under other legislative provisions.	Provisions allowing disputes under ss.730 of the Local Government Act 1993 to be referred to arbitration under this act if agreed between the Council and the person claiming the compensation.	

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Commons Management Act 1989	Commons Management Regulation 2006	An Act to provide for the establishment of trusts in relation to commons and the election of trust boards, and in certain cases the appointment of local authorities or administrators, to manage the affairs of those trusts; to provide for the care, control and management of commons; to provide for related matters; and to repeal the <i>Commons Regulation Act 1898</i> and certain other enactments.	Refers to the appointment of Council as Trustee of Common (parcel of land) handed down by the State Government (see section 7 of the Act).	
Community Land Development Act 1989	Community Land Development Regulation 2007	An Act to facilitate the subdivision and development of land with shared property; and for other purposes.	Provisions relating to benefits of Statutory easements and rights to service lines. Refer to s. 36.	
Community Land Management Act 1989	Community Land Management Regulation 2007	An Act to provide for the management of community schemes, precinct schemes and neighbourhood schemes established by the subdivision of land under the Community Land Development Act 1989; and for other purposes.	Provisions relating to the rights and obligations of Council to manage community schemes, precinct schemes and neighbourhood schemes. Refer to ss 4; 16; 107; 109C; 118.	
Companion Animals Act 1998	Companion Animals Regulation 2008	An Act to provide for the identification and registration of companion animals and for the duties and responsibilities of their owners; and for other purposes.	Provisions relating to the responsibility of Council in relation to companion animals with a particular focus on awareness with respect to ownership; and identification of dangerous and restricted dogs. Refer to ss 6A and 6B for General duties of Council.	
Competition and Consumer Act 2010 (Cth)		The Act aims to enhance the welfare of Australians by promoting competition and fair trading and providing for consumer protection,	General - Provisions relating to Councils responsibility to promote competition and fair trading and consumer protection.	
Constitution Act 1902		An Act to consolidate the Acts relating to the Constitution.	Provisions establishing the Local Government System. Refer to Part 8, s 51 which establishes the system of a Local Government.	
Contaminated Land Management Act 1997	Contaminated Land Management Regulation 2013	An Act to promote the better management of contaminated land; to amend the Environmentally Hazardous Chemicals Act 1985; to amend certain other Acts; and for other purposes.	Provisions relating to Council's obligation to manage contaminated land. Refer to s 59 outlines obligation to notify Local Authority of affected land and Council's requirements under section 149 of the Act.	
Contracts Review Act 1980		An Act with respect to the judicial review of certain contracts and the grant of relief in respect of harsh, oppressive, unconscionable or unjust contracts.	Provisions relating to Councils rights with respect to judicial review of certain contracts and the grant of relief. Refer to s 6 - Local Authority unable to seek relief under the act for contracts entered in the course of trade, business of profession.	
Conveyancing Act 1919	Conveyancing (General) Regulation 2013	An Act to amend and consolidate the law of property and to simplify and improve the practice of conveyancing; and for such purposes to amend certain Acts relating thereto.	General - Provisions relating to procedures of conveyance and regulations on the use of land by public authorities including Council..	
Copyright Act 1968 (Cth)		An Act to secure to Proprietors of Works of Literature and Fine Art and to Proprietors of Designs for Articles and Works of Manufacture and Art the Copyright of such Works and Designs for a limited period.	Provisions relating to Councils rights, and their clients rights, to protect their intellectual property particularly in relation to the securing of copyright.	
Crimes Act 1900	Crimes Regulation 2015	An Act to consolidate the Statutes relating to Criminal Law.	Refers to Council's rights and obligations under the Crimes Act. s.249H: Disqualification of a Civil Officer from office for 7 years from the conviction. s.525: Criminal sanctions for the stealing and destruction of books and other things from public library and other places.	
Crimes (Sentencing Procedure) Act 1999	Crimes (Sentencing Procedure) Regulation 2017	An Act to consolidate and amend the law with respect to the sentencing of offenders; and for other purposes.	Provisions which outlines the penalty units for offences. Refer to s. 17.	

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Criminal Procedures Act 1986	Criminal Procedure Regulation 2017	An Act relating to the prosecution of indictable offences, the listing of criminal proceedings before the Supreme Court and the District Court, committal proceedings and proceedings for summary offences and the giving of certain indemnities and undertakings; and for other purposes.	To commence and direct prosecutions in the name of Council under any Act administered by the Council, issue and serve a Court Attendance Notice, request a registrar to issue a subpoena to person named to give evidence, for production &/or both.	
Crown Lands Management Act 2016	Crown Land Management Regulation 2018	An Act to provide for the administration and management of Crown Land.	Provisions that outline the management and administration of Crown Land by Council is prescribed within Division 3.4 of the Act.	
Disabilities Inclusion Act 2014	Disabilities Inclusion Regulation 2014	An Act that prescribes that people with a disability have the same human rights as other community members.	Section 12 states that a public authority must have a disability inclusion action plan. Part 5 sets forth service standards and funding available to eligible entities such as councils.	
Disability Discrimination Act 1992 (Cth)		The Disability Discrimination Act 1992 (Cth) has as its major objective to: eliminate discrimination against people with disabilities; promote community acceptance of the principle that people with disabilities have the same fundamental rights as all members of the community; and ensure as far as practicable that people with disabilities have the same rights to equality before the law as other people in the community.	General - Provisions relating to Council's obligation to eliminate discrimination on the grounds of disability and the promotion of equality for people with disabilities.	
Dividing Fences Act 1991		An Act to provide for the apportionment of the cost of dividing fences; to repeal the <i>Dividing Fences Act 1951</i> ; and to amend certain other Acts.	Provisions relating to Council's duty to ensure the proper erection of dividing fences. Refer to s 4: Determination for sufficient dividing fence to take into account Policies or Codes formulated by Council.	
Duties Act 1997		This Act creates and provides charges for a number of duties. A duty charged by this Act is, when a liability to pay the duty is created, and thus creates a debt due to the State of New South Wales.	Provisions relating to duties payable by Council. Refer to s 277: Duties under the act are not chargeable for Councils.	
Election Funding Act 2018	Election Funding Regulation 2018	The objects of this Act are to establish a fair and transparent electoral funding, expenditure and disclosure scheme. To facilitate public awareness of political donations. To help prevent corruption and undue influence in the government of the State or in local government.	Vast - Provisions relating to Council's obligation and processes in terms of election funding and the disclosure of certain political contributions.	
Electricity Supply Act 1995	Electricity Supply (General) Regulation 2014	An Act to regulate the supply of electricity in the retail market; to set out the functions of persons engaged in the conveyance and supply of electricity; and for other purposes.	General - Provisions relating to Council's relationship with the relevant distribution network for the supply of electricity in Local Government Areas.	
Electronic Transactions Act 1999 (Cth) and Electronic Transactions Act 2000	Electronic Transactions Regulation 2000 (Cth) and Electronic Transactions Regulation 2017 (NSW)	An Act to facilitate electronic transactions, and for other purposes.	General - Provisions regulating Council's electronic transactions.	
Energy, and Utilities Administration Act 1987		An Act to establish the Department of Energy; to constitute the Energy Corporation of New South Wales and define its functions; and for other purposes.	Provisions relating to Council's relationship with DEUS. Refer to s 34A: Councils are designated water users in designated water saving areas	
Environmentally Hazardous Chemicals Act 1985	Environmentally Hazardous Chemicals Regulation 2017	An Act to provide for control of the effect on the environment of chemicals and chemical wastes.	General - Provisions relating to Council's responsibility to mitigate the effects of environmental hazardous chemicals and their effects on the environment.	
Environmental Planning and Assessment Act 1979	Environmental Planning and Assessment Regulation 2000	An Act to institute a system of environmental planning and assessment for the State of New South Wales.	Vast - See EP & A Act for Details.	
Essential Services Act 1988		An Act to protect the community from disruption to essential services; and for related purposes.	Provisions relating to Council's obligation to provide essential services particularly garbage, sanitary cleaning and sewerage. (See section 4 of Act)	

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Evidence Act 1995	Evidence Regulation 2015	An Act about the law of evidence, and for related purposes.	Provisions relating to the admission of Council's documents as evidence. Refer to ss. 152 & 156 which states that recorded plans referred to in s. 704 of the Local Government Act, are taken to be public documents.	
Fair Trading Act 1987	Fair Trading Regulation 2012	An Act to regulate the supply, advertising and description of goods and services and, in certain respects, the disposal of interests in land; to repeal the <i>Consumer Protection Act 1969</i> and certain other Acts; and for other purposes.	General - Provisions relating to Council and the regulation of its trade and commerce.	
Firearms Act 1996	Firearms Regulation 2017	An Act to control firearms ownership and usage within NSW.	General - Council owned firearms must be stored and registered pursuant to the Act. Council staff utilising firearms must be licensed pursuant to the Act.	
Fire Brigades Act 1989	Fire Brigades Regulation 2014	An Act to provide for the protection of persons and property from fire and from hazardous material incidents, and for that purpose to constitute New South Wales Fire Brigades as a Department of the Government and to provide for permanent and volunteer fire brigades; to amend certain Acts; and for other purposes.	Provisions relating to Council's contribution to provide for the protection of persons and property from fire and from hazardous material incidents. Refer to Part 5 of the Act which prescribes Council contributions.	
Fluoridation of Public Water Supplies Act 1957	Fluoridation of Public Water Supplies Regulation 2017	Fluoridation of water supply by council	Provisions relating to Councils obligation with regards to the fluoridation of their water supply. (Refer to s 22 of the Local Government Act 1993).	
Food Act 2003	Food Regulation 2015	An Act to regulate the handling of food for sale and the sale of food and to provide for the application of the Australia New Zealand Food Standards Code in New South Wales; to repeal the Food Act 1989; and for other purposes.	Provisions enabling Councils to be appointed as an enforcement agency pursuant to s.111 of the act and enabling them contribute to the Food Regulation Forum per s 115A.	
Fringe Benefits Tax Assessment Act 1986 (Cth)		Imposes the Fringe Benefit Taxable Amount of an Employer of a year of Tax. It is payable by the Employer.	General - Provisions imposing a duty on Council to pay Fringe Benefits Tax.	
Government Information (Public Access) Act 2009	Government Information (Public Access) Regulation 2009	An Act to require information concerning documents held by the Government to be made available to the public, to enable a member of the public to obtain access to documents held by the Government and to enable a member of the public to ensure that records held by the Government concerning his or her personal affairs are not incomplete, incorrect, out of date or misleading; and to make consequential amendments to certain other Acts.	General - Provisions placing a duty on Council to disclose certain Government Documents and procedures relating to the publication of Government Documents.	
Geographical Names Act 1966		An Act to constitute a Geographical Names Board of New South Wales and to define its powers and functions; to confer on that board certain powers with respect to the naming of places in New South Wales; to amend the <i>Crown Lands Consolidation Act 1913</i> , as amended by subsequent Acts; and for purposes connected therewith.	Provisions relating to Councils relationship with the Geographical Names board in relation to the changing of Geographic names. Refer to ss 12 & 14.	
Graffiti Control Act 2008	Graffiti Control Regulation 2014	An Act governing graffiti as an offence within NSW and powers of removal by authorities.	Part 4 states Councils graffiti removal work/obligations and relationship with landowners for such purposes.	
Health Records and Information Privacy Act 2002	Health Records and Information Privacy Regulation 2017	An Act to make provision for the protection of health records and information; and for other purposes.	Provisions relating to Council's privacy responsibilities when handling health records. Refer to ss 20 - 22 for public sector agencies.	

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Heritage Act 1977	Heritage Regulation 2012	An Act to conserve the environmental heritage of the State.	Provisions relating to Council's obligation to conserve the environmental heritage of the state and protection of heritage items within their Local Government Area. Refer to ss 25; 28; 29; 30; 166.	
Home Building Act 1989	Home Building Regulation 2014	An Act to make provision concerning the residential building industry and certain specialist work; and for other purposes.	SS 102 and 102A of the LGA state that a Council is obliged not to forward or deliver to the applicant, or any other person, a copy of the plans and specifications submitted to it with the application unless it is satisfied that the applicable requirements of Pt 6 of the Home Building Act have been complied with.	
Housing Act 2001		An Act to consolidate certain legislation relating to housing; to repeal the <i>Housing Act 1912</i> , the <i>Housing Act 1976</i> , the <i>Housing Act 1985</i> and the <i>Home Purchase Assistance Authority Act 1993</i> ; to amend various Acts consequentially; and for other purposes.	Provisions relating to Council's responsibility in relation to providing housing assistance. Refer to ss 34; 35; 36; 51 and 70.	
Impounding Act 1993	Impounding Regulation 2013	An Act to provide for the impounding of certain animals, motor vehicles and other things; to provide for their release or disposal; to provide for related matters; and to repeal the <i>Impounding Act 1998</i> and certain other enactments.	Vast - Provisions relating to Councils rights and obligation with regards to the impounding of articles within their Local Government Area.	
Income Tax Assessment Act 1997 (Cth)		An Act outlining the principles of Income Tax.	Provisions referring to Council's obligation with regards to the payment of income tax. Refer to ss 10.5; 12.5; 25.1; 25. 65 and 900.30.	
Independent Commission Against Corruption Act 1988	Independent Commission Against Corruption Regulation 2017	An Act to constitute the Independent Commission Against Corruption and to define its functions.	Provisions relating to Council's responsibility to promote integrity and accountability of public administration by investigating, exposing and preventing corruption. Refer to mandatory reporting obligations in s11 and ICAC powers in s 74C.	
Independent Pricing and Regulatory Tribunal Act 1992	Independent Pricing and Regulatory Tribunal Regulation 2017	An Act to establish the Independent Pricing and Regulatory Tribunal of New South Wales; to confer functions on the Tribunal in relation to pricing, industry and competition; and for other purposes.	Provisions relating to the Council's obligation with regards to the pricing, industry and competition. Refer to s 24G.	
Industrial Relations Act 1996	Industrial Relations (General) Regulation 2015	An Act to reform the law concerning industrial relations, and to repeal the <i>Industrial Relations Act 1991</i> .	Provisions provide a framework for industrial relations. In relation to appointing Inspectors from a local authority - refer to s 384.	
Interpretation Act 1987		An Act relating to the interpretation, construction, application and operation of the legislation of New South Wales; to enact certain provisions of a common or general nature; to make provision with respect to the exercise of certain statutory functions; and for other purposes.	Provisions which outline how legislation operates, applies, is constructed and is to be interpreted. Interpretation of words and phrases - refer to ss 21.	
Land Acquisition (Just Terms) Compensation Act 1991		An Act relating to the acquisition of land on just terms by authorities of the State.	Vast - Provisions that prescribe the procedures for the compulsory acquisition of land by Council as an authority of the State.	
Land and Environment Court Act 1979	Land and Environment Court Rules 2007	An Act to constitute the Land and Environment Court and to make provision with respect to its jurisdiction.	Provisions which outline protocols, procedures and obligation with respect to the Land and Environment Court. Refer to ss 18; 19; 20; 34A and 39.	
Law Enforcement (Powers & Responsibility) Act 2002	Law Enforcement (Powers & Responsibility) Regulation 2016	An Act to consolidate and restate the law relating to police and other law enforcement officers' powers and responsibilities; to set out the safeguards applicable in respect of persons being investigated for offences; to repeal certain Acts and to consequentially amend other Acts; and for other purposes.	Part 5 of the Act prescribes the processes for law enforcement officers to make an application for a warrant in prescribed circumstances.	

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Library Act 1939	Library Regulation 2010	An Act to make further provision for the establishment, maintenance and management of libraries, library services and information services.	Provisions allowing Council to establish; maintain and manage libraries and related services. Refer to Part 3 ss 8; 9; 10; 10A 11; 12; 13; 14 & 15.	
Liquor Act 2007	Liquor Regulation 2008	An Act to regulate the sale and supply of liquor, to regulate the use of premises on which liquor is sold and for certain other purposes.	Provisions outlining Council's responsibilities with regards to the regulation and control of the sale, supply and consumption of liquor in a way consistent with the expectations, needs and aspirations of the community. Refer to ss 60; 79; 89 & 90.	
Local Government Act 1993	Local Government (General) Regulation 2005	An Act to provide the legal framework for the system of local government for New South Wales, to set out the responsibilities and powers of councils, councillors and other persons and bodies that constitute the system of local government,	Vast - See LG Act for details.	
Local Government (Financial Assistance) Act 1995 (Cth)		An Act to provide for financial assistance for local government purposes by means of grants to the States, the Australian Capital Territory and the Northern Territory, and for related purposes	Provisions which enable the Grants Commission to make recommendations to the Minister on the allocation among Council of the total amount proposed to be paid to the State for each financial year. The Minister then decides on the allocation among Councils of the Commonwealth fund for the financial year concerned.	
Local Government and Other Authorities (Superannuation) Act 1927		An Act to provide a scheme of Superannuation for certain employees of the Councils of Shires and Municipalities and of certain other authorities; and for purposes connected therewith.	General - Provisions prescribing the requirements in relation to the superannuation for certain Council employees.	
Long Service Leave Act 1955	Long Service Leave Regulation 2016	An Act to make provisions entitling workers to long service leave; to amend the <i>Industrial Arbitration Act 1940</i> ; and for purposes connected therewith.	General - Provisions relating to Councils obligation to provide long service leave to particular employees.	
National Parks and Wildlife Act 1974	National Parks and Wildlife Regulation 2009	An Act to consolidate and amend the law relating to the establishment, preservation and management of national parks, historic sites and certain other areas and the protection of certain fauna, native plants and Aboriginal objects; to repeal the Wild Flowers and Native Plants Protection Act 1927, the Fauna Protection Act 1948, the National Parks and Wildlife Act 1967 and certain other enactments; to amend the Local Government Act 1919 and certain other Acts in certain respects; and for purposes connected therewith.	Provisions relating to Councils relationship with the National Parks and Wildlife Authority and their responsibility to preserve and manage national parks, historical sites and certain other areas and the protection of plants an objects. Refer to ss 11; 69A; 69B; 71BL.	
Ombudsman Act 1974	Ombudsman Regulation 2016	An Act to provide for the appointment of an Ombudsman; to define the functions of the Ombudsman; and for purposes connected therewith.	Provisions enabling Council to report prescribed matters to the Ombudsman and powers of investigation by Ombudsman in relation to Councils. Refer to ss 12 & 13.	
Payroll Tax Act 2007		An Act to provide for a tax on employers in respect of certain wages, to harmonise payroll tax law with Victoria, to repeal the <i>Pay-roll Tax Act 1971</i> ; and for other purposes.	Provisions relating to Council's responsibility for the payment of payroll tax. Refer to ss 58; 59 & 60.	
Pesticides Act 1999	Pesticides Regulation 2017	An Act to regulate and control the use of pesticides; to repeal the <i>Pesticides Act 1978</i> ; to amend certain other Acts; and for other purposes.	Provisions relating to Councils responsibility in promoting and protecting human health, the environment and property in relation to the use of pesticide whilst having regard to the principles of ecological sustainability. Refer to ss 20; 28; 29; 30; 31; 35; 36; 95 & 96.	
Pipelines Act 1967	Pipelines Regulation 2013	An Act relating to the construction, operation and maintenance of pipelines; and for purposes connected therewith.	Provisions relating to Council's obligation relating to the construction, operation and maintenance of pipelines. Refer to ss 40 & 61.	

# WARREN SHIRE COUNCIL

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## ITEM 1 LEGISLATIVE COMPLIANCE POLICY AND PROCEDURE

CONTINUED

Warren Shire Council – Legislative Compliance Policy and Procedure

ACT	REGULATION	PURPOSE	RELEVANCE TO COUNCIL	COUNCIL POLICIES AND PROCEDURES AND CONTROLS - TO ACHIEVE COMPLIANCE (IF RELEVANT)
Prevention of Cruelty to Animals Act 1979	Prevention of Cruelty to Animals Regulation 2012	An Act for the prevention of cruelty to animals.	Provisions relating to powers of officers. Refer to Part 2A.	
Plantations and Reafforestation Act 1999	Plantation and Reafforestation (Code) Regulation 2001	An Act to facilitate the reafforestation of land and the establishment of timber and other forest plantations; to repeal the Timber Plantations (Harvest Guarantee) Act 1995; to amend certain other Acts; and for other purposes.	Provision relating to Council's obligation to facilitate the reafforestation and development for timber plantations on essentially cleared land. Refer to ss 5.1, 7; 12; 14; and 40.	
Privacy Act 1988 (Cth)		An Act providing Information Privacy Principles for the handling of Information.	General - Provisions relating to Council responsibility in handling personal information with regards to privacy.	
Privacy and Personal Information Protection Act 1998	Privacy and Personal Information Protection Regulation 2014	An Act to provide for the protection of personal information, and for the protection of the privacy of individuals generally; to provide for the appointment of a Privacy Commissioner; to repeal the <i>Privacy Committee Act 1975</i> ; and for other purposes.	Vast - Provisions relating to Councils responsibility in protecting and ensuring privacy when handling personal information.	
Protection of the Environment Administration Act 1991	Protection of the Environment Administration 2012	An Act to constitute the Environment Protection Authority and to make provision with respect to its general responsibilities and management; to amend various Acts; and for other purposes	Provisions relating to Council's relationship with the EPA and their obligation to perform particular tasks. Refer to ss 12.	
Protection of the Environment Operations Act 1997	Protection of the Environment Operations (General) Regulation 2009	An Act to protect the environment; to replace other environment protection legislation; and for other purposes.	Provisions relating to Council's obligation to protect, restore and enhance the quality of the environment in New South Wales, having regard to the need to maintain ecologically sustainable development. Refer to 6; 135B; 216; 218; 259 & 261.	
Public Health Act 2010	Public Health Regulation 2012	An Act relating to the maintenance of proper standards of health for the public; and for other purposes.	Provisions relating Council's obligations to maintain proper standards of health for the public and interaction with the NSW Ministry of Health. Refer to ss 4, 9, 12 & 105.	
Public Interest Disclosures Act 1994	Public Interest Disclosures Regulation 2011	An Act to provide protection for public officials disclosing corrupt conduct, maladministration and waste in the public sector; and for related purposes.	Provisions relating to Council's obligation to encourage and facilitate the disclosure, in the public interest, of corrupt conduct, maladministration and serious and substantial waste in the public sector. Refer to ss 12B & 17	
Public Works and Procurement Act 1912	Public Works and Procurement Regulation 2014	An Act to prescribe maintenance of certain public works and to consolidate the Acts relating to Public Works.	Provisions relating to Council's responsibility to maintain public works and the relationship with the RMS and Ministry. Refer to ss 154; 155; 157; and 160.	
Racial Discrimination Act 1975 (Cth)		The Act gives effect to Australia's obligation under the International Convention on the Elimination of All form of Racial Discrimination. Its major objectives are to: Promote equality before the law of all persons, regardless of their race, colour or national or ethnic origin; and make discrimination against people on the basis of their race; colour; descent or national or ethnic origin unlawful.	Refers to a legal entities' (including council's) duty to ensure equality before the law of all persons, regardless of their race, colour or national or ethnic origin; and make discrimination against people on the basis of their race; colour; descent or national or ethnic origin unlawful.	
Real Property Act 1900	Real Property Regulation 2014	An Act to consolidate the Acts relating to the declaration of titles to land and the facilitation of its transfer.	Provisions relating to prescribed processes with regards to land title registrations and transfers and restrictions placed on public authorities. Refer to ss 28H; 43B; 45D; 49; 135B & 135J.	
Recreation Vehicles Act 1983		An Act to regulate the off- road use of motor vehicles.	Provisions relating to Council's rights and obligations to regulate the off-road use of motor vehicles. Refer to s 9.	
Restraints of Trade Act 1976		An Act relating to restraints of trade.	Provisions relating to a legal entities' rights and obligation with respect to restraint of trade.	



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Warren Shire Council – Legislative Compliance Policy and Procedure

ACT	REGULATION	PURPOSE	RELEVANCE TO COUNCIL	COUNCIL POLICIES AND PROCEDURES AND CONTROLS - TO ACHIEVE COMPLIANCE (IF RELEVANT)
Roads Act 1993	Roads Regulation 2008	An Act to make provision with respect to the roads of New South Wales; to repeal the <i>State Roads Act 1986</i> , the <i>Crown and Other Roads Act 1990</i> and certain other enactments; and for other purposes.	Provisions impacting on a council and provisions relating to Council's responsibilities with respect to the State's roads. Refer to ss 7; 10; 16; 17; 21; 25; 38; 43; 45; 86; 125; 126; 159; 177; 178; 180; 204; 205; 206; 209 and 210.	
Road Transport Act 2013	Roads Transport (General) Regulation 2013	An Act to provide for the administration and enforcement of road transport legislation; to make further provision with respect to the use of vehicles on roads and road related areas and related matters; and for other purposes.	Provisions relating to Council's administration and enforcement of road transport legislation. Refer to ss 99; 122; 169A; 183; and 184.	
Rural Fires Act 1997	Rural Fires Regulation 2013	An Act to establish the NSW Rural Fire Service and define its functions; to make provision for the prevention, mitigation and suppression of rural fires; to repeal the <i>Bush Fires Act 1949</i> ; to amend certain other Acts; and for other purposes.	Provisions relating to Council's obligation for the prevention, mitigation and suppression of bush and other fires in local government areas (or parts of areas) and other parts of the State constituted as rural fire districts. Refer to ss 7; 36; 70; 74C; 99; 120; 124C; 128.	
Sex Discrimination Act 1984 (Cth)		The Act gives effect to Australia's obligation under the International Convention on the Elimination of All forms of Discrimination Against Women and certain aspects of the International Labour Organisation (ILO) Convention 156. Its major objectives are: Promote equality between Men and Women; Eliminate discrimination on the basis of sex, marital status or pregnancy and, with respect to dismissals, family responsibilities; and Eliminate sexual harassment at work, in educational institutions, in the provision of goods and services, in provision of accommodation and delivery of Commonwealth Programs.	General - Provisions relating to a legal entities' duty to promote equality between men & women and eliminate sexual discrimination and harassment at work.	
Security Industry Act 1997	Security Industry Regulation 2016	Security Industry Act 1997 to make further provision with respect to the licensing and regulation of persons in the security industry; and for other purposes	General - Provisions relating to security activities at airport and any other related security activities.	
Smoke Free Environment Act 2000	Smoke Free Environment Regulation 2016	An Act to regulate smoking in enclosed public places and to repeal the <i>Smoking Regulation Act 1997</i> .	Provisions relating to Council's obligation to regulate smoking in enclosed and specified outdoor public places. See ss 6 and 6A and Schedule 1.	
Spam Act 2003 (Cth)		The Act sets up a scheme for regulating commercial email and other types of commercial electronic messages.	Provisions to Council's obligation to regulate commercial emails and other types of commercial electronic messages. Refer to ss 6; 7; 8; 15; 17 and 18.	
State Emergency and Rescue Management Act 1989		An Act relating to the management of State emergencies and rescues.	Provisions impacting on and relating to Council's activities and responsibility in the management of State emergencies and rescues. Refer to ss 15; 21; 22; 25; 27; 28; 29; 30 and 48A.	
State Emergency Service Act 1989		An Act to establish the State Emergency Service and define its functions; to make provision for the handling of certain emergencies; to repeal the <i>State Emergency Services and Civil Defence Act 1972</i> ; to amend certain other Acts; and for other purposes.	Provisions relating to Council's relationship with the State Emergency Service and their responsibilities in the handling of certain emergencies. Refer to ss 17 and 17A.	
State Records Act 1998	State Records Regulation 2015	An Act to make provision for the creation, management and protection of the records of public offices of the State and to provide for public access to those records, to establish the State Records Authority; and for other purposes.	Vast - Provisions relating to Council's responsibilities to create manage, protect and provide access to records.	
Strata Schemes Development Act 2015	Strata Schemes Development Regulation 2016	An Act to provide for leasehold strata schemes and for related purposes.	Provisions relating to Council's activities and obligations in relation to leasehold strata schemes. See Parts 4, 7, 8, 9 and 10 of the Act.	

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## ITEM 1 LEGISLATIVE COMPLIANCE POLICY AND PROCEDURE

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ACT	REGULATION	PURPOSE	RELEVANCE TO COUNCIL	COUNCIL POLICIES AND PROCEDURES AND CONTROLS - TO ACHIEVE COMPLIANCE (IF RELEVANT)
Statutory and Other Offices Remuneration Act 1975		An Act relating to the remuneration and allowances payable to the holders of certain offices; to make provision for the establishment of a Statutory and Other Offices Remuneration Tribunal; and for these and other purposes to repeal the Statutory Salaries Adjustment Act 1975 and to amend the Supreme Court Act 1970, the District Court Act 1973 and certain other Acts.	Provisions governing Council's capacity to determine a position to be a senior staff position. The total remuneration packaged for the position must not be less than the minimum payable for senior executive office holders, graded Level 1 (General Management) under Pt 3A.	
Superannuation Guarantee (Administration) Act 1992 (Cth)		An act to provide for the payment of superannuation into a complying superannuation fund by employers for the benefit of their employees in respect of the employee's notion earning base.	Provisions relating to Council's duty to provide superannuation contributions. Refer to s 12.	
Surveying and Spatial Information Act 2002	Surveying and Spatial Information Regulation 2017	An Act to make provision with respect to the functions of the Surveyor-General, the registration of surveyors, the control of surveys and the constitution and functions of the Board of Surveyors and Spatial Information; to repeal the <i>Surveyors Act 1929</i> , the <i>Survey Coordination Act 1949</i> and certain other Acts and instruments; to make consequential amendments to certain other Acts and instruments; and for other purposes.	Provisions relating to Council's relationship with the Surveyor General and their obligations with respect to the control of surveys and registration of surveyors. Refer to ss 5; 6 and 9.	
Swimming Pools Act 1992	Swimming Pools Regulation 2008	An Act to require access to private swimming pools to be effectively restricted; to repeal the <i>Swimming Pools Act 1990</i> ; and for other purposes.	Provisions impacting on Council activities and conferring powers in relation to private swimming pools within its LGA. Refer to ss 5; 22; 23; 26; 27; 37.	
Transport Administration Act 1988	Transport Administration (General) Regulation 2013	An Act to constitute Rail Corporation New South Wales, Transport Infrastructure Development Corporation, Public Transport Ticketing Corporation, the State Rail Authority, Rail Infrastructure Corporation, the State Transit Authority, the Independent Transport Safety and Reliability Regulator, Sydney Ferries and the Roads and Traffic Authority and to make provision for their management and functions; to establish the Roads and Traffic Advisory Council; to provide for the administration of public transport in New South Wales; and for other purposes.	Provisions relating to Council's relationship with Transportation Corporations and their duty to provide for the administration of public transport in NSW. Refer to ss 53C; 104Q; 104S; 106; and 111.	
Trees (Dispute Between Neighbours) Act 2006	Trees (Disputes Between Neighbours) Regulation 2014	An Act to provide for proceedings in the Land and Environment Court for the resolution of disputes between neighbours concerning trees; and for other purposes.	Provisions outlining to role of in proceeding in the Land and Environment Court for disputes concerning trees. Refer to ss 4; 13; 14 & 17.	
Unclaimed Money Act 1995		An Act to provide for the payment of unclaimed money into the Consolidated Fund; to require the publication of information relating to unclaimed money; to provide for a Chief Commissioner of Unclaimed Money and a scheme for determining applications for repayment of unclaimed money; to repeal the <i>Unclaimed Money Act 1982</i> ; to make consequential amendments to other Acts; and for other purposes.	General - Provisions relating to a prescribed entities' responsibility in the payment of unclaimed money.	
Valuation of Land Act 1916	Valuation of Land Regulation 2018	An Act to make provision for the valuation of land; to establish the office of Valuer-relationship General; to provide for the appointment of contract valuers; and for other purposes.	Provisions relating to Council's relationship with the Valuer-General and their duties in relation to the valuation of land. Refer to ss 12; 14E; 29; 47; 60A & 62.	
Waste Avoidance and Resource Recovery Act 2001	Waste Avoidance and Resource Recovery (Container Deposit Scheme) Regulation 2017	An Act to promote waste avoidance and resource recovery; to repeal the Waste Minimisation and Management Act 1995; to amend the Protection of the Environment Operations Act 1997; and for other purposes.	General provisions which empowers the Director General to request Councils to provide reasons for any specified non-compliance with objectives of the current waste strategy. Section 14 of the Act.	

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## ITEM 1 LEGISLATIVE COMPLIANCE POLICY AND PROCEDURE

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Warren Shire Council – Legislative Compliance Policy and Procedure

ACT	REGULATION	PURPOSE	RELEVANCE TO COUNCIL	COUNCIL POLICIES AND PROCEDURES AND CONTROLS - TO ACHIEVE COMPLIANCE (IF RELEVANT)
Water Act 1912	Water NSW Regulation 2013	An Act to consolidate the Acts relating to Water Rights, Water and Drainage, Drainage Promotion, and Artesian Wells.	Provisions relating to Council's obligation with regards to water, drainage, drainage promotion and artesian wells. Refer to ss 14; 26A and 26C.	
Water Management Act 2000	Water Management (General) Regulation 2011	An Act to provide for the protection, conservation and ecologically sustainable development of the water sources of the State, and for other purposes.	Provisions relating to Council's duty for the protection, conservation and ecologically sustainable development of the water sources of the state. Refer to ss 13; 34; 36; 212; 260; 262; 264; 265; 266; 267; 268 and 318.	
Work Health and Safety Act 2011	Work Health and Safety Regulation 2017	An Act to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces	Vast - Provisions relating to Council's obligation to provide a healthy and safe work environment for its employees.	
Workers Compensation Act 1987	Workers Compensation Regulation 2016	An Act to provide for the compensation and rehabilitation of workers in respect of work related injuries; to repeal the <i>Workers' Compensation Act 1926</i> and certain other Acts; and for other purposes.	General - Provisions relating to Council's obligations an employer to provide for the compensation and rehabilitation of workers with respect to injuries sustained in the course of their work.	
Workplace Surveillance Act 2005	Workplace Surveillance Regulation 2017	An Act to regulate surveillance of employees at work; and for other purposes.	General - Provisions relating to Council's rights and responsibilities with respect to workplace surveillance activities.	



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**ITEM 2      MODEL CODE OF MEETING PRACTICE      (C14-2)**

**RECOMMENDATION** that:

1. Council hold a workshop in February to review amendments to the Model Code of Meeting Practice as permitted;
2. Council publicly display the Model Code of Meeting practice as amended for a period of 28 Days; and
3. Council consider any public comments at a future meeting.

**PURPOSE**

The NSW Government through the Office of Local Government has undertaken amendments to the Model Code of Meeting Practice.

**BACKGROUND**

All Local Councils are required to have an approved Code of Meeting Practice. The Office of Local Government has been rewriting this Code and in December 2018 presented a final Code of Meeting Practice to Councils for adoption.

**REPORT**

The Office of Local Government has issued the attached Model Code of Meeting Practice to Councils to be adopted prior to 14th June 2019. The Model Code contains mandatory and non-mandatory provisions. To allow Council time to understand the code a workshop should be held to discuss the changes to non-mandatory requirements. The Government Circular summarises the changes as listed below;

**What's new or changing**

- Amendments have been made to the *Local Government (General) Regulation 2005* (the Regulation) to:
  - give effect to the Government's response to the recommendations of the Joint Standing Committee on Electoral Matters (JSCEM) in relation to preference counting in local government elections by:
    - introducing the weighted inclusive Gregory method of preference allocation with respect to council elections using the proportional voting system (recommendations 1 and 2)
    - removing the cap of four digits for a decimal fraction when calculating transfer values (recommendation 10) and
    - removing the option for candidates to pay for a recount (recommendation 8)
  - give effect to the 2014 amendments to the *Local Government Act 1993* that gave councils the option of holding a countback election to fill casual vacancies in the first 18 months of their terms instead of holding a costly by-election and prescribe the administrative requirements for countback elections

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**ITEM 2      MODEL CODE OF MEETING PRACTICE      CONTINUED**

- prescribe the administrative requirements for universal postal voting elections (currently, only the City of Sydney has the option of holding elections exclusively by postal voting because of its high number of non-residential electors who, unlike other council elections, are required to vote at council elections)
- update other provisions of the Regulation to align with contemporary electoral practice as prescribed with respect to State elections under the *Electoral Act 2017* and to make a number of other amendments that are consequential to that Act and the *Electoral Funding Act 2018*
- make other minor changes to improve the efficiency of the administration of council elections.

**What this will mean for your council**

- The amendments make the counting of votes at council elections fairer and more accurate and transparent by removing the random sampling method of preference allocation and replacing it with a fractional transfer system known as the weighted inclusive Gregory method. In a fractional transfer system, all ballot papers of the elected candidate are used to distribute the surplus. The ballot papers are distributed at a reduced rate by applying a transfer value.
- The new counting rules take effect on 11th September 2020, immediately before the next ordinary council elections.
- The prescription of the weighted inclusive Gregory method and the removal of the cap of four digits for a decimal fraction when calculating transfer values mean that it will no longer be possible to use manual counts for council elections.
- The prescription of the weighted inclusive Gregory method also means that the count will now be reproducible on a recount making countback elections possible.
- Following the September 2020 ordinary council elections, councils will be able to fill casual vacancies in civic office that arise in the first 18 months following the election by a countback election, saving councils the cost of a by-election. In the last 18 months of councils' terms, they retain the option of applying to the Minister for Local Government to dispense with a by-election.
- Countback elections are not available for elections using the optional preferential voting system (including the election of a popularly elected mayor).
- To exercise the option of filling casual vacancies in the first 18 months using a countback election, councils must resolve at their first meeting following the ordinary election to fill vacancies using countback elections. OLG will provide further guidance on this closer to the relevant time.

**Key points**

- A number of other amendments have been made to align the electoral provisions of the Regulation with the *Electoral Act 2017* thereby reflecting the more contemporary electoral practices that apply at State elections. Key amendments include:
  - allowing the election manager to appoint centralised ballot counting centres to improve the efficiency of the administration of elections and reduce costs

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**ITEM 2      MODEL CODE OF MEETING PRACTICE      CONTINUED**

- allowing polling places for multiple wards or areas (thereby allowing, for example, voting in the Sydney CBD for other council areas). This is in addition to the existing requirement for polling places in each area and ward.
- removing the requirement for the returning officer's office to be a polling place (reflecting the fact that these are also used to warehouse electoral materials and are often located in industrial areas)
- allowing the early opening of postal ballot envelopes in the presence of scrutineers (but not early counting) so as to speed up the count on election night (this is consistent with the practice at State elections)
- allowing candidates' nominations and the payment of deposits to be made electronically
- allowing the election manager to provide candidates' statistical information sheets directly to OLG (rather than via councils' general managers) to improve the efficiency and speed of OLG's post-election research used to inform its strategies to promote greater diversity in candidates standing at the next council elections.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council will incur costs to purchase and broadcast Council Meetings and other meetings as required. These costs will be allowed for in the 2018/19 budget year. Additional costs will be charged to the 2019/2020 financial year budget.

**LEGAL IMPLICATIONS**

This Model Code of Meeting practice is mandatory and must be implemented by Council prior to 14th June 2019.

**RISK IMPLICATIONS**

Council must adopt the Code, or it is applied by legislation. If adopted, then risks are considered to be low.

**STAKEHOLDER CONSULTATION**

This Model Code as amended shall be placed on public display for a period of 28 days and it shall be placed on Council's web site.

**OPTIONS**

There are no options but to adopt the Model Code with the non-mandatory amendments as agreed.

**CONCLUSION**

The Office of Local Government has issued the Model Code of Meeting practice for Council to review and adopt prior to the 14th June 2019.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

Model Code of Meeting Practice.

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**ITEM 3      MODEL CODE OF CONDUCT**

**(A7-6)**

**RECOMMENDATION** that:

1. Council hold a workshop in February to review amendments to the Model Code of Conduct as permitted and determine if the Council requires separate codes of conduct for Councillors, Staff and Committee members;
2. Council publicly display the Model Code of Conduct as amended for a period of 28 Days; and
3. Council consider any public comments at a future meeting.

**PURPOSE**

The NSW Government through the Office of Local Government has undertaken amendments to the Model Code of Conduct.

**BACKGROUND**

All Local Councils are required to have an approved Code of Conduct. The Office of Local Government has been rewriting this code and in December 2018 presented a final Code of Conduct to Councils for adoption.

**REPORT**

The Office of Local Government has issued the attached Model Code of Conduct to Councils to be adopted prior to 14th June 2019. The Model Code contains mandatory and non-mandatory provisions. To allow Council time to understand the code a workshop should be held to discuss the changes to non-mandatory requirements. The Government Circular summaries the changes as listed below;

**What's new or changing**

- The new 2018 *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct) and *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (Procedures) have now been prescribed under the *Local Government (General) Regulation 2005*. The new prescribed Model Code of Conduct and Procedures are available on OLG's website.
- Provisions governing the use of social media (clause 8.21) in the previously released version of the Model Code of Conduct issued on 5 September 2018 have been removed. However, it remains open to councils to adopt this provision as a supplementary provision of their code of conduct, should they choose to do so.

**What this will mean for your council**

- Councils have six months from the date of prescription, (**14 December 2018 – 14 June 2019**) to adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures. The transitional arrangements for the new Model Code of Conduct and Procedures are set out below.



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**ITEM 3      MODEL CODE OF CONDUCT**

**CONTINUED**

- Councils' complaints coordinators should bring this circular and the attached FAQ to the attention of their council's conduct reviewers. Complaints coordinators should also inform conduct reviewers when the council has adopted a new code of conduct and procedures and provide copies.
- Councils should review their existing panels of conduct reviewers and determine to appoint a new panel using the expression of interest process prescribed under the Procedures if they have not done so in the past four years. Councils may appoint shared panels with other councils including through a joint organisation or another regional body associated with the councils.

**Key points**

- Councils' existing adopted codes of conduct and procedures will remain in force until such time as councils adopt a new code of conduct and procedures based on the Model Code of Conduct and Procedures prescribed under the Regulation.
- If a council fails to adopt a new code of conduct and procedures based on the new Model Code of Conduct and Procedures within six months of their prescription, the provisions of the new Model Code of Conduct and Procedures will automatically override any provisions of a council's adopted code of conduct and procedures that are inconsistent with those contained in the Model Code of Conduct and Procedures through the operation of sections 440(4) and 440AA(4) of the *Local Government Act 1993* (unless the inconsistent provisions of a council's adopted code of conduct are more onerous than those contained in the Model Code of Conduct).
- In adopting a new code of conduct and procedures, councils may include provisions that are supplementary to those contained in the Model Code of Conduct and Procedures. Councils may also impose more onerous requirements under their adopted codes of conduct than those prescribed under the Model Code of Conduct. However, councils must not dilute the standards prescribed under the Model Code of Conduct in their adopted codes of conduct.
- Some councils indicated in their feedback on the consultation draft of the Model Code of Conduct a preference for adopting separate codes of conduct for councillors, staff and delegates and committee members instead of a single code of conduct that applies to all council officials. To assist councils to do this, OLG has prepared bespoke versions of the Model Code of Conduct for councillors, staff and delegates and committee members for adoption, instead of a single code of conduct, should councils wish to do so.
- Code of conduct complaints must be assessed against the standards prescribed under the version of the council's code of conduct that was in force at the time the conduct the subject of the complaint is alleged to have occurred.
- Code of conduct complaints must be dealt with in accordance with the version of the council's procedures that were in force at the time the complaint was made.

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**ITEM 3      MODEL CODE OF CONDUCT**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council will incur costs to print and provide copies to Councillors, committee members and staff as required. These costs will be allowed for in the 2018/19 budget year. Additional costs will be charged to the 2019/2020 financial year budget.

**LEGAL IMPLICATIONS**

This Model Code of Conduct is mandatory and must be implemented by Council prior to 14th June 2019.

**RISK IMPLICATIONS**

Council must adopt the Code, or it is applied by legislation. If adopted, then risks are considered to be low.

**STAKEHOLDER CONSULTATION**

This Model Code as amended shall be placed on public display for a period of 28 days and it shall be placed on Councils website.

**OPTIONS**

There are no options but to adopt the Model code with the non-mandatory amendments as agreed.

**CONCLUSION**

The Office of Local Government has issued the Model Code of Conduct for Council to review and adopt prior to the 14th June 2019.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

Model Code of Conduct

**Section**

**3**

**General Manager**

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
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**ITEM 1            OUTSTANDING REPORTS CHECKLIST            (C14-7.4)**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>General Manager</b>				
28.6.18	148.6.18	Village Enhancement Plans	GM	Develop a program of works and a community newsletter to advise of projects and works. Community meetings held in October.
*6.12.18	273.12.18	Loss of Licence Policy	GM	Placed on public display.
*6.12.18	274.12.18	Policies on public display	GM	Policies have been placed on Council's website
6.12.18	276.12.18	Castlereagh Macquarie County Council	GM	Invite CMCC to present at a Council Meeting.
*6.12.18	278.12.18	Macquarie River Trails Sign	GM	Sign has been mounted on the water tower side of the Oxley Park toilets.
*6.12.18	279.12.18	2019 Western Division Annual Conference	GM	Letter sent to Bourke Shire Council accepting invitation to Conference.
*6.12.18	280.12.18	Commonwealth Drought Funding Program.	GM	Warren CWA and Endeavour Hall included in the Infrastructure funding at halls project
<b>Divisional Manager Finance and Administration Services</b>				
*24.5.18	127.5.18	Sale of Industrial Land Nevertire Lots 3,4 and 9 DP 861185	DMFA	Purchaser has withdrawn offer.
<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.
*26.7.18	161.7.18	Sale of surplus plant	DMES	Items of plant sold.
23.8.18 (1)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	Arrange application for lot to be available for public usage.

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**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 (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.
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	Works in progress.
*6.12.18	283.12.18	Warren Town Centre Upgrade	DMES	Town Improvement Committee Meeting scheduled for the 17th January 2019.
6.12.18	283.12.18	Main Street emulsion seal coat	DMES	Arrange works limiting disruption to businesses.
6.12.18	284.12.18	Lot 79 & 80 DP 724585 Wambianna Street, Collie.	DMES	Implement property adjustment.
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.
6.12.18	287.12.18	Mount Foster Quarry Usage Proposal	DMES	Advertise tender and report back to Plant Committee.
*6.12.18	QWN 2 – Brewer	GPS aerial and repeater station on Nevertire Reservoir.	DMES	Aerial has been removed from tower by others.
*6.12.18	QWN 1 – Serdity	Mitchell Hwy road sign (Nyngan side of Nevertire)	DMES	Loose panel repaired.
<b>Manager Health &amp; Development</b>				
*7.12.17	302.12.17 (j)	Waste / Recycling Collection Services within Warren Shire	MHD	Reported to Ewenmar Waste Depot Committee
*7.12.17	302.12.17 (k)	Waste Depot Operations Tendering	MHD	Reported to Ewenmar Waste Depot Committee
*6.12.18	289.12.18	Transfer of Lot 6 Sec 4 DP 758264 to Collie Community Shed Inc.	MHD	Transfer complete.

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**ITEM 1      OUTSTANDING REPORTS CHECKLIST      CONTINUED**

<b>Manager Health &amp; Development</b>				<b>Continued</b>
*6.12.18	290.12.18	DA: Lot 53 DP 872884, 19 Deacon Drive Warren (P16-18.23)	MHD	Consent issued.
*6.12.18	QWN 1 – Druce	Loose corrugated iron on roof of corner shed in Nevertire.	MHD	Owners contacted.
*6.12.18	QWN 1 – Higgins	Dogs knocking over bins in Thornton Ave, Warren	MHD	Ranger patrols increased in area.

**RECOMMENDATION:**

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

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**ITEM 2 COMMITTEE/DELEGATES MEETINGS**

**(C14-2)**

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

**MEETINGS HELD**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
11/12/18	Meeting with Member for Barwon, Kevin Humphries MP	Gilgandra
12/12/18	Economic Development Committee	Warren
17/12/18	Local Land Services	Warren
19/12/2018	Sporting Facilities Committee	Warren
9/1/2019	Council Chambers Development Sunset Committee	Warren
14/1/2019	Ewenmar Waste Depot Sunset Committee	Warren
15/1/2019	Manex Meeting	Warren
17/1/2019	Plant Committee	Warren
23/1/2019	Meeting with Member for Barwon, Kevin Humphries MP	Warren
23/1/2019	Work Health and Safety Committee	Warren
24/1/2019	Town Improvement Committee	Warren

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

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

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 3      DELIVERY PROGRAM PROGRESS REPORT (S404(5))      (E4-37)**

**RECOMMENDATION**

That Council note the Delivery Program Progress Report under s404(5) Local Government Act 1993 and the ongoing actions.

**PURPOSE**

This report has been prepared in accordance with Section 404(5) of the Local Government Act 1993 and is required at least every six months to inform Councillors of the progress being undertaken towards meeting the community's goals.

**BACKGROUND**

Council is required under section 404 of the Local Government Act 1993 to work with its community to develop and adopt a four-year delivery plan. Council Adopted its plan for 2017/18 to 2020/2021.

**REPORT**

Attached to this report is a summary document of the Delivery Plan. The summary has been developed to allow council and the community to easily view the plan and to see how council is working to achieve the outcomes.

The plan contains traffic lights to indicate:

- Green on target;
- Yellow progressing; and
- Red not commenced.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The Delivery Plan is funded as per Council's Four Year Long Term Budget.

**LEGAL IMPLICATIONS**

Section 404 states:

***404 Delivery program***

- (1) A council must have a program (its delivery program) detailing the principal activities to be undertaken by the council to implement the strategies established by the community strategic plan within the resources available under the resourcing strategy.*
  
- (2) The delivery program must include a method of assessment to determine the effectiveness of each principal activity detailed in the delivery program in implementing the strategies and achieving the strategic objectives at which the principal activity is directed.*



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**ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))**  
**CONTINUED**

- (3) The council must establish a new delivery program after each ordinary election of councillors to cover the principal activities of the council for the 4-year period commencing on 1 July following the election.*
- (4) A draft delivery program must be placed on public exhibition for a period of at least 28 days and submissions received by the council must be considered by the council before the delivery program is adopted by the council.*
- (5) The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months.*

**RISK IMPLICATIONS**

No risks identified as plan is reported within legal time frames.

**STAKEHOLDER CONSULTATION**

The Deliver Plan is available via council for review.

**OPTIONS**

No options on report exist. The Delivery Plan must be reported to Council.

**CONCLUSION**

The delivery plan is a lead Council document to establish goals and objectives for Council and the community. The attached report provides advice on the council's progress for the year and on an ongoing basis.

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

The Delivery Plan 2017/18 to 2020/2021.





**SUPPORTING INFORMATION /ATTACHMENTS**

Six monthly report attached.

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**ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))**





**CONTINUED**

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.1.1	Local access to essential services and less out-reach of these essential services	Lobby Government for provision of essential services to be provided locally.	GM	Services provided locally	Regular communication with Interagency and service providers  Meet twice per year with State and Federal members	  	Councillors attending Interagency meetings as reported.  Regular meetings held with local members.
1.1.2	Maintain high levels of community cohesion and community spirit	Support activities that increase community participation and connection.  Provision of an information package for new residents	GM / MHD  GM	Number of activities  Completion/ review of package	EDO's to communicate with community organisations and produce "What's on"  Supply of packages readily available	  	Email updates provided and reports to Economic Development Committee.  Packages available and Council attending New Residents Welcoming through Chamber of Commerce.

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**CONTINUED**

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
		Liaise with Local Aboriginal Communities	GM	Number of activities	Promote combined activities		Council, the Lands Council and RiverSmart have worked together on projects including the walkways at the Bemunnel and Warren Christmas Party. Discussions are held as required.
				Number of meetings	Arrange meetings bi-monthly		General catch up held as required.
1.1.3	Provide leadership and co-ordination of the Warren Interagency group	Provide Chair & Secretariat	MHD	Production of business paper Number of meetings held	Business papers prepared for meeting every 2 months		Meetings held every 2 months. Councillors attend.
		Provision of information on grants etc. and assistance in assessing grants to community groups	MHD	Circulation of information	Information circulated as received		Information circulated as received.

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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.1.4	Ensure a high standard of education for Shire residents	Work with organisations to increase the quality and diversity of educational opportunities available locally.	GM	Increase in students enrolled at local schools and TAFE	Meeting with TAFE and schools on courses available		Frequency of meetings is determined by schools. Council and schools have regular contact and participate through events such as Christmas Party, social and sporting events.
		Regular meetings with educational providers: - - Schools - TAFE	GM	Number of meetings held	Meet with TAFE and Warren schools at least twice per year. Invite to address Council once per year		Council will send an invite to the local schools and TAFE to address Council in 2019.
1.1.5	Retain and develop housing for skilled people	Ensure adequate supply of residential land available	GM	Number of lots available	Ensure adequate residential land available		Land available but development of housing very limited.
		Number of private houses available for sale/rent	GM	Liaise with Real Estate agencies	EDO's monitoring		Ongoing

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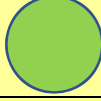


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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.1.6	Co-ordinate and support community groups to promote events and activities within the local community	Assess requests for support for community events	GM	Donation/support provided with council approval	Develop guideline on usage charges of council facilities when used by community groups		Council has applied for grant funds to hold events across the Shire area as part of drought co-ordination.
		Co-ordinate Australia Day and ANZAC Day	GM	Community feedback and number in attendance	Act as secretariat		Council's annual Operational Plan provides funding for events.
		Support community events through administration and secretarial support	GM	Number of committees formed for special events	Involve Council in community events		Council continues to work with all community groups to host and plan events. Economic Development Officer's providing support. Staff assist Spring Festival, sporting and other events.
1.1.7	Investigate initiatives in attracting and retaining working families	Implementation of actions from Goal 1 Economic Development Strategy	GM	Report on actions taken	Report to each Economic Development Committee meeting on actions		Reported to Economic Development Committee. Minutes are reported to Council.

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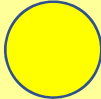
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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.2.1	Investigate options available looking to develop a solution that can provide leadership and coordination of actions to assist all youth.	Create Community Liaison Committee to develop strategies	MHD	Creation of Committee and number of meetings	Ensure Committee has Youth Membership. Regular reporting to Council.		The Warren Interagency Committee has a Youth Sub Committee that is attended by Councillors. The Interagency and Youth Committee are reported through the Delegates to Council.
		EIPP program	MHD	Number/success of projects undertaken	Administer and report on Programs		Funding is utilised within the community.
		Community Builders program	MHD	Number/success of projects undertaken	Administer and report on Programs		Funding is utilised within the community.
1.2.2	Promote to youth Warren facilities and activities available	Address schools on facilities available	MHD	Number of addresses to schools	Arrange address to school assemblies		Councillors attended end school presentations as requested.
		Regular media/ information releases	MHD	Media feedback and website hits	Monitor and report feedback		Information circulated when received.

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



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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.2.3	Development of traineeship programs to retain youth	Review trainee places in Council structure	GM	Review structure	Monitor Council structure suitability		Workforce Plan prepared to Council. Discussions being held to support training and casual employment outcomes. Council is employing youth under its EEO Policy.
		Develop Indigenous traineeships	GM	Review of previous programs and no. of traineeships	Investigate a more suitable model		Meeting with Chamber held by GM. No further action as Chambers is in recess 2018/19.
		Liaise with businesses to encourage traineeships	GM	Presentation to Chambers of Commerce	Undertake regular presentations to Chamber of Commerce. Monitor and record no. of recruitments.		Chamber is in recess and inactive 2018/19. Council has proactively worked to promote all businesses across the Shire and amended its purchasing to support local outcomes.

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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.2.4	Investigate initiatives in creating employment for youth	Liaise with businesses to encourage youth employment	GM	Presentation to Chambers of Commerce	Monitor and record no. of recruitments.		Chamber is in recess 2018/19. Chamber has not requested Council involvement into traineeships.
					Undertake regular presentations to Chamber of Commerce		Chambers is in recess 2018/19.
1.3.1	Provide appropriate levels of health care and aged care within the Shire	Lobby State Government to provide continued services Liaise with Warren MPHS	GM	Services provision	Continue Monitoring		Meetings held with Doctors and Western Health
			GM	Number of meetings	Minimum 2 meetings per year		Ongoing. Council has worked with Rotary to petition the NSW Government to provide Dementia Unit at WMPHS.



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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.3.2	Advocate for Dentist and Doctors available in Warren to meet community's needs	Continue existing management regime at Warren Family Health Centre	GM	Number of doctors and allied health using facility	Monitor the number/type of health service providers		Regular meetings held and Council working to attract health professionals. Council presently leases residential accommodation to visiting medical staff.
1.4.1	Continually liaise with NSW Police on law and order issues within the community	Regular meetings with local Police	GM	Number of meetings	Meet with the Officer in Charge, Warren sector once a month		Meetings being held through LEMC and Area Command. Ongoing.
		Active participation in Community Safety Precinct meetings	GM	Attendance at meetings	Councillors and GM to attend all meetings. Invite relevant community members.		Meetings being held at a local level only. Ongoing.
1.4.2	Continually monitor the use of illicit drugs within the community	Regular meetings with local Police	GM	Number of meetings	Meet with the Officer in Charge		Issues raised at Precinct Meetings. Regular discussion held with Police.
		Pass information to Police	GM	Information passed on	Record information from community and pass on to Police		Issues being forwarded.

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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.4.3	Provide adequate protection from fires, other natural disasters and other risks to public health and safety	To provide an adequate Local Emergency Operations	DMES	Condition of EOC	Regular inspections of EOC		Ongoing.
		Centre with all the necessary administrative, management and technical support			Provide administrative, management and technical staff		Ongoing.
		Keep Warren EMPLAN up to date	DMES	Review of EMPLAN	Continually review EMPLAN and CMG's		Ongoing.
		Co-ordinate LEMC meetings	DMES	Hold regular meetings	Minimum 4 per year		Ongoing.
		Make available council resources for emergencies	ALL	Provision of resources	Make available Council resources		Ongoing.
1.4.4	Help ensure safe and sustainable development	Utilise Sub Regional Land Use Strategy	MHD	Reference to Strategy	Monitor land use practices.		Ongoing.
		Review LEP	MHD	Update LEP	5 year review of LEP		Planning proposal completed.

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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
		Review Development Control Plan	MHD	Update Development Control Plan	5 year review		Ongoing.
		Monitor development	MHD	Ensure Develop in line with legislation/ sustainable	Maintain Registers		
1.4.5	Maintain high standards of street cleanliness, vacant block management	Monitor daily and weekly schedules to ensure coverage and quality of service provided.	DMES	Community feedback	Adjust cleaning regime when required		Inspections carried out weekly by TSM including review of the quality of the work undertaken, programming and scheduling of works to be done. The application of a bitumen seal in Dubbo Street will assist in eliminating the dusty effect of cleaning the gutters.
		Maintain existing street cleaning regime	DMES	Tidiness of streets	CBD twice weekly. Street sweeper 3 days per week		
		Regular inspection of vacant blocks	MHD	Complaints of untidy lots	Inspect vacant lots twice per year		Inspected on a monthly basis.

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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.4.6	Maintain town streets and footpaths	Maintain regular footpath inspection	DMES	Update of Footpath Defect Register	Inspect footpaths minimum yearly		Footpath inspections undertaken annually by ATO and Defect Register updated. Program of works reported to Council annually for approval and budgeting.
		Regular patching and reseal of streets	DMES	Effectiveness of programs	Patching of streets three times per year, reseals as per plan.		RO inspects all urban streets weekly and schedules any routine maintenance works including patching. OM and MES inspect all roads annually and formulates the annual reseal program which is reported to Council for approval and budgeting purposes.
1.4.7	Provide animal control services to meet the demands of the community.	Undertake obligations under the Companion Animals Act.	MHD	Regular reporting to Office of Local Government.	All reports undertaken by due date.		Ongoing.

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Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
	Maintain regular ranger patrolling	MHD	Number of complaints	Complaints register monitored		Ongoing.
	Continuation of de-sexing program	MHD	Number of animals de-sexed	Continue annual program		Awaiting next round of funding.

Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment	
2.1.2	Review and update Economic Development Strategy	Reviewed Economic Development Strategy to Council	GM	Adopt reviewed strategy	To Council for adoption		Currently EDO Team utilise State Government Plans to inform activities. NSW Government A20 year Economic Vision for Regional NSW. Western Plains Regional Economic Development Strategy 2018-2022. In addition, 2018/19 Budget including grants budget – guides work being implemented.
		Implementation of Strategies Schedule	GM	Review and adopt schedules	Monitor actions from Schedule  Report to Economic Development Committee	  	

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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
2.1.3	Implement updated activities of the Strategy's Action Plan	Implementation of strategies schedules	GM	Report on actions taken	Report to each Economic Development Committee meeting on actions		Meetings being held.  Grant funding is taking a priority.
2.2.1	Continue implementation of existing Economic Development Strategy Goal 6 until 2016 Census data released	Implementation of actions from Goal 6 Economic Development Strategy	GM	Report on actions taken	Report to each Economic Development Committee meeting on actions		Regular meetings being held to address strategy areas.
2.2.2	Implementation of Streetscape Masterplan and Town Improvement Committee activities	Program/costings of works for Streetscape Masterplan	DMES	Adoption of program of work for Streetscape Masterplan	Report to Town Improvement Committee		Program for Streetscape Masterplan commenced.
		Implementation of Streetscape works	DMES	Works undertaken	Commence works as/when adopted		Construction works of Streetscape Masterplan underway. Work closely with EDO's to implement some of the affordable Street Management Plan particularly after the Dubbo St works have been completed. Liaise with Town Improvement Committee

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Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment	
				Report to each Town Improvement Committee meeting on actions		and the EDO's so as to further develop the Street Masterplan so provide for ongoing town centre improvement.  Town Improvement Committee updated on a 3 monthly basis.	
2.2.3	Actively participate in the Great Western Plains Destination Management Group	Membership of Destination Management Group	GM	Continued membership	Attend regional meetings		
	Promotion of Warren Shire		GM	Participation in advertising campaign	Investigate advertising possibilities		
2.2.4	Liaise with RiverSmart in line with Council's Economic Development Strategy	Regular meetings to be held	GM	Number of meetings	Minimum bi-monthly meetings to be held		Agreement developed and approved by Council and Riversmart to develop tourism and education outcomes.

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Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
	Review synergies between various Plans	GM	List of synergies	Develop list with RiverSmart		Council and RiverSmart have applied for grant funds to develop tourism and community based actions.
	Progress synergies	GM	Report on actions	Report to Economic Development Committee on actions		RiverSmart is progressing and delivering long term outcomes for the Warren region.



Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment	
3.1.1	Ensure local roads and bridges are maintained /constructed to acceptable community standards in a cost effective, efficient and safe manner	Renew Extended Work Hours Agreement	DMES	Sign off agreement	Review Agreement annually		Extended Work Hours Agreement reviewed annually by MES and OM.
		Undertake road standard audits to ensure compliance with standards	DMES	Compliance with standards	Undertake inspections – 4 Sector Hierarchy		Road standard audits undertaken at least annually by RO, OM and MES.



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**ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))**





**CONTINUED**

Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
	Ensure maintenance is programmed as a preventative measure as far as practicable	DMES	Quality/Quantity of work	Monitor works		Routine maintenance works carried out proactively after weekly inspections by RO. Resealing works funded and undertaken on a 10 year cycle as a proactive preventive measure to prevent early breakdown of the wearing surface and pavement, reducing routine maintenance costs.
	Continued maintenance management system	DMES	Review Works programs	Develop Yearly Works Schedule and Condition Assessments		New Long Term Roadworks Funding to go to Council Workshop in 2019.  Condition assessment carried out annually in line with ACRVM. Annual works program developed by DMES and reported to Council for

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**CONTINUED**

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
		Roads Inspection Procedures manual in place	DMES	Inspection schedules	Regular Inspections		approval and budgeting purposes.
3.1.2	Ensure regional main roads and highways are maintained to acceptable community standards	Continued maintenance management system	DMES	Review Works Programs	Regular PEG meetings		PEG meetings attended by PAE and works program reviewed by PAE.
		Roads Inspection Procedures manual	DMES	Inspection schedules	Regular inspections		Inspections carried out regularly by RO and ATO and annual inspections undertaken by DMES.
		Ensure RMCC requirements are met	DMES	RMCC qualified	RMCC requirements met		All RMCC requirements are met and maintained by ATO.

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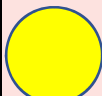

**CONTINUED**

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
3.1.3	Maintain and enhance the local aerodrome and promote its use	To maintain aerodrome infrastructure to existing standard and monitor and review operational plans and emergency procedures.	DMES	Audit for compliance with standards and licence conditions	Regular inspections in line with requirements		Regular inspections in line with requirements undertaken by RO and OM.
3.1.4	Maintain and enhance local pathways network to meet the needs of all sections of the community	Maintain existing pathways	DMES	Monitor works programs	Regular inspections		All footpaths inspected weekly by RO. Condition assessments carried out by PAE annually and work program formulated by PAE and reported to Council for approval and budgeting purposes.
		Investigate grant opportunities for new pathways as per Plan	DMES	Number of grants submitted	Monitor and apply for all available grants		Grants sought and applications made where possible by PAE.
3.2.1	Maintain parks, gardens and reserves in a safe and attractive condition	Maintain and monitor a planned system of Parks and Gardens and Reserves maintenance.	DMES	Monitor community feedback	Continually review and monitor maintenance program		Maintenance program developed and reviewed weekly by RO. Maintenance and repair works well done, good effort.

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**CONTINUED**




Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
3.2.2	Monitor pool management and implement maintenance and upgrades	To maintain effective pool operation and management	MHD	Report to Council annually	Report to Council annually		Pre-season and post season inspections.
		Review rolling works and upgrade program	MHD	Asset Management Plan	Adopt plan of works		Applied for grant funding.
3.2.3	Provide a high quality library service that meets the needs of the community	Review all library services and customer needs.	DMFA	Analyse user numbers.	Report quarterly to Council		Successful grant April 2018 technology upgrade and computer cabling upgrade to Cat 6.
		Continued membership North Western Library	DMFA	Participation	Active participation continued		AGM scheduled for 7th November 2018 at Coonamble.
3.2.4	Maintain community facilities to an appropriate standard (e.g. Sporting Complex)	Review/monitor maintenance regimes	MHD DMES	Report to Council/ Community Feedback	Report to Council monthly		Building & Maintenance Officer & MHD have been creating a works program.
3.2.5	Maintain and service the villages of Collie and Nevertire	Regular inspection of villages	DMES/MHD	Work schedule	Inspections undertaken twice per year		Inspected weekly by RO.

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**CONTINUED**






Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
3.2.7	Upgrade and refurbishment of Warren Shire Council Chambers to comply with legislation	Review requirements	GM / MHD	Review requirements	Review Project		New Plan developed and submitted to council for approval. Construction documents being prepared.
		Redevelop a Concept Plan	GM / MHD	Development of new Concept Plan	Quantity Survey new project		
		Undertake developed and adopted Plan	GM / MHD	Project finalisation	Works required		

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
4.1.1	Monitor Warren Shire Council LEP	Utilise Sub Regional Landuse Strategy in reviewing LEP	MHD	Review 2012 LEP	5 year review		Review linked with current planning proposal.
		Document problem issues arising from implementation of LEP.	MHD	Number of reforms to LEP	Monitor LEP operation		File maintained detailing arising matters.
4.1.2	Actively participate in the Environment and Waterways Alliance	Active membership of Water Quality & Salinity Alliance	MHD	Attendance at meetings	Regular attendance at meetings		Actively attend meetings.

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**CONTINUED**

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
		Implementation of projects	MHD	Number of projects Council involved in	Involvement when Project is applicable to Warren		Actively engage with sole/group projects.
4.1.3	Management of noxious plants	Delegated to CMCC (Council x 2 delegates)	Delegates	Report to Council	Report to Council quarterly		Verbal reports given at Council Meetings.
4.1.4	Maintain involvement and support of Local Land Services (LLS)	Liaise continually with LLS on natural resource management issues	GM / MHD	Number of meetings	Meet with LLS when required		Meetings held.
4.2.1	Ewenmar Waste Depot – New Management Regime	Development of new management regime and strategy	MHD	Adoption of Plan and Strategies	Finalise Plan and Strategy to Council		Works commenced to clean up area as per consultants advice.
		Implementation of Management Plan and Strategies	MHD	Report on actions taken	Report to each Ewenmar Waste Depot Committee meeting on actions		Ewenmar Waste Depot Committee meet regularly to discuss and decide on required changes to management and operations. Currently investigating options for improved onsite management.

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**CONTINUED**

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
4.2.2	Reduce rate of landfill through waste management, minimisation and collection methods	Participate in regional initiatives relating to waste disposal and reduction.	MHD	Reduction in landfill	Investigate options		Participating in various Netwaste projects.
		Investigate all avenues for recommencement of kerbside recycling	MHD	Re-introduction of recycling	Investigate options		Currently investigating.
4.2.3	Ensure the efficient and cost effective operation of Council's road making materials (eg. gravel pits.)	To regularly monitor the safety and operations of gravel pits under Council's control to review and act under the safety and Environment standards.	DMES	Compliance with all safety, mining and environmental standards	Minimum operations at Mt Foster Quarry  All gravel pits inspected prior and after usage		All gravel pits inspected as required and as operated.
4.3.1	Manage environmentally responsible drainage works in accordance with Council program	Complete proposed works within each program year.	DMES	Design and construction on time and within budget.	Works schedule monitored		No relevant drainage works have been carried out within 2018/19 at this stage but maintenance work will be undertaken early 2019.

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**CONTINUED**




Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
4.3.2 Provide Warren and villages of Collie and Nevertire with an adequate and safe water supply that is appropriately priced for all consumers	Operation in line with Warren Shire Council's Business Plan for Water Supply & Sewerage Services	DMES	Adherence to Plan	Completion of Restart NSW 357 Projects		Restart NSW Water Security Project 90% complete. Connection for the new Collie bore nearing completions. The Collie parts need improvement in regards to reservoir and pumping arrangements.
	Compliance with best practice	DMES	Annual report	100% compliance		Compliant. The Collie parts need improvement in regards to reservoir and pumping arrangements.
	Continued active membership of Lower Macquarie Water Utilities Alliance. Note this group has been reformed under the JO process.	DMES	Council involvement in LMWUA	Actively involved in LMWUA Board and Technical Committee		Actively involved with LMWUA Technical Committee.



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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
4.3.3	Provide Warren and village of Nevertire with an adequate and environmentally acceptable sewerage scheme that is appropriately priced for all consumers	Operation in line with Warren Shire Council's Business Plan for Water Supply & Sewerage Services	DMES	Adherence to Plan	Ongoing		Yes actively involved.
		Compliance with best practice	DMES	Annual report	100% compliance		
		Continued active membership Lower Macquarie Water Utilities Alliance. Note this group has been reformed under the JO process.	DMES	Council involvement in LMWUA	Actively involved in LMWUA Board and Technical Committee		

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**CONTINUED**

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
5.1.1	Implementation of Council's Community Engagement Strategy	Use of Engagement Strategy to consult with community	GM	Reference to Strategy	Strategy to be used when consultation with community required		Review Strategy.
5.1.2	Implementation of required agreed community actions	Co-ordinate communication with Community Liaison Committee	GM	Report on actions taken	Report to Council and Interagency on actions		Bimonthly meetings being held.
5.1.3	Promote timely and quality dissemination of information to the community	Regular community updated by various media	GM	Report on actions taken	Monitor and report to Council		As required.
5.1.4	Convey community issues to the Government	Lobby of behalf of the community	GM	Number of communiques	Record and report communiques		As required.
5.2.1	Quality customer service focus by Council staff	To promote quality customer services with all Council employees.	ALL	Customer satisfaction	Community feedback monitored		KPI's developed for staff.

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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
5.2.2	Timely and accurate reporting for efficient management and accountability	Review Council Committees and Administrative support on an annual basis	GM	Report to Council	Review September 2017		Review commenced and committees identified.
		To promote timely and quality dissemination of information to the community, as well as internally throughout the Council organisation	ALL	Review annually	Website E-mail system Weekly column in paper Rate notices		Monthly Councillor/staff newsletter. Website updated and Mayoral Column.
		To review business papers to improve information provided to elected members and the public.	GM	Council determination	Review September 2017		Progressive review.
		To ensure compliance with statutory and regulatory requirements for financial reporting and public accountability by the due dates.	DMFA	Reporting on time to auditors, Ministers and the general public.	All statutory reporting undertaken by due dates		All statutory and financial reports submitted before due dates

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**ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))**

**CONTINUED**

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
		To provide for revenue and expenses in a fair and competent manner with due regard for Council's financial position and public accountability.	DMFA	Council's financial reporting analysis	Regular reporting to Council		March Budget Review submitted to April Council Meeting.
5.2.3	Effective staff training and development processes in place	Review staff training and development  To implement systems for performance management and staff review.	ALL  ALL	Adoption of Training Plan for individuals following performance appraisals. Review Salary System	Develop standard performance appraisal timeline Report to Consultative Committee	 	Performance Appraisals undertaken and annually to occur in February. Consultative Committee established September 2017 and reviews commenced.

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**ITEM 4      2020 WARREN LOCAL GOVERNMENT ELECTION      (E2-2.15)**

**RECOMMENDATION**

The Warren Shire Council (“the Council”) resolves:

1. pursuant to s. 296(2) and (3) of the Local Government Act 1993 (NSW) (“the Act”) that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
2. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
3. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

**PURPOSE**

This report has been prepared in accordance with section 296AA of the Local Government Act 1993 as Councils must make a determination of how their September 2020 elections are to be administered prior to March 2019.

**BACKGROUND**

Under the Local Government Act 1993 (the Act) Councils are required to determine how they will run their electoral process.

**REPORT**

The Office of Local Government has issued circular 18/43 reminding Councils that they are required to determine the method of administering the 2020 election.

Two (2) options exist under the Act being that the NSW Electoral Commission provide the service presently at an unknown cost or alternatively Council’s General Manager undertakes to run the election and this may be run in house or through a third party provider.

This report recommends that the NSW Electoral Commission run the election.

The alternative process of the General Manager (Shire Clerk) running the election can be undertaken, but would require Council’s staff and a returning officer to be appointed to the process. It has been many years since Councils have run elections independent of the NSWEC and sourcing electoral roll data and complying with the legal process may be difficult due to the time frame between elections.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council is required to determine the method of running the September 2020 election and by whom.

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**ITEM 4      2020 WARREN LOCAL GOVERNMENT ELECTION CONTINUED**

The cost of the 2016 election to Council was \$14,727.13 (ex. GST) and Council has \$11,478.00 in reserve to offset some of the costs of the September 2020 election. It is estimated to cost \$18,000, however this will only be determined once a decision is made and a quote is provided by the NSWEC.

**LEGAL IMPLICATIONS**

Council is required to determine the method of holding the September 2020 election by the 11th March 2019 under section 296AA of the Local Government Act 1993.

**RISK IMPLICATIONS**

The greatest risk is the unknown costing of holding an election in 2020.

The NSWEC will provide a quote to host the election, but this will come with provisional clauses subject to the hosting of polls or referenda and no major changes to the election process.

If Council did elect to have the General Manager host the election either by staff or by external resources, then an estimate of costs will need to be undertaken based on a best guess scenario.

**STAKEHOLDER CONSULTATION**

No stakeholder consultation is required under the Act.

**OPTIONS**

Council has two (2) options being that it determines that the NSWEC run the election process or that Council's General Manager run the election process using internal and external contracted resources.

**CONCLUSION**

Under the Local Government Act 1993 (the Act) Councils are required to determine how they will run the September 2020 electoral process prior to the 19th March 2019.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

Nil.

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**ITEM 5 PURCHASE OF INDUSTRIAL LAND SILO ROAD**  
(S1-1.30/5, S1-1.30/6, S1-1.30/7, S1-1.30/8, S1-1.30/9, S1-1.30/10, S1-1.30/11, S1-1.30/13)

**RECOMMENDATION**

1. That Council list the land for sale through local real estate agencies;
2. Council is to determine a fair price for its sale; and
3. That Council approve the signing of all legal documents in relation to the sales of land at Silo Row Warren and the placement of Council's Seal on such documents as required.

**PURPOSE**

This report has been prepared to allow council to determine the sale of land in Silo Road Warren.

**BACKGROUND**

Over a period, Council has been negotiating with the applicant for the purchase of land at Silo Road Warren. Council had received a formal offer to purchase the land. Council rejected the offer at that time to undertake the clean-up of materials on site and remove asbestos materials.

Council has received a further request for the purchase of the land.

**REPORT**

Council has received a letter from a land owner adjoining the Silo Road industrial land asking Council if it is prepared to sell this land now that the land has been cleaned up. Attached is a copy of this request.

Council in 2017 developed a Business Support Policy that addresses land sales. This policy indicates;

***“Land Sales***

- *Council may determine to sell or lease land to a for profit or not for profit business and set a sales rate that is below the normal valuation rate for land to attract or allow the expansion of a business.*
- *Council will base its decision on the market forces that apply at that time, the availability of similar land held in private ownership and the opportunity to attract a business that can generate employment locally.*
- *A guide to Council will be that the normal market land price maybe reduced as follows:*
  - *Land purchase for a future development – price based on the annual Valuer General determination for the land parcel, or*
  - *A business that employs between 1 and 5 people – 30% discount, or*
  - *A business that employs between 6 and 15 people – 50% discount, or*

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**ITEM 5 PURCHASE OF INDUSTRIAL LAND SILO ROAD CONTINUED**

- *A business that employs between 15 or more people – 75% discount.*
- *The business shall be responsible to meet all legal costs of the land transfer.*

*(Evidence of the business staff numbers or growth to meet future staff numbers must be supplied in a business case plan that is supported by advice from a business consultancy service eg accountant or government or private business advisor)."*

Council has recently undertaken a clean-up of old water pipes and other materials on site. Crushed concrete material is still to be removed and used in road works or similar activities.

**FINANCIAL AND RESOURCE IMPLICATIONS**

If the land is clean of material, then the Valuer General's value should be the land sales price. The present Valuer General's land price is:

- The Valuer General's value for lots 5,6,7,8 is \$79,200
  - The Valuer General's value for lots 9,10 and 11 is \$65,600
  - The Valuer General's value for lot 13 is \$26,200
- Total \$171,000**

**LEGAL IMPLICATIONS**

Council should finalise the land clean up to recover crushed materials for reuse.

That the land is sold in allotments as valued by the Valuer General and should be sold through real estate agencies or via auction. A minimum sales price should be established.

Council's Policy should be considered in setting the sales price of the land for a business that would employ between 1 and 5 people (inclusion of a 30% discount in the set price of the land). Based on this potential discount the VG's price would be;

- The Valuer General's value for lots 5,6,7,8 is \$79,200 (\$55,440)
  - The Valuer General's value for lots 9,10 and 11 is \$65,600 (\$45,920)
  - The Valuer General's value for lot 13 is \$26,200 (\$18,340)
- Total \$171,000 (\$119,700)**

**RISK IMPLICATIONS**

The sale of land should be through an open and transparent process that allows the public to consider the land purchase. The land should be sold through a public agency or via auction. This will ensure that the public has an opportunity to purchase this land.

**STAKEHOLDER CONSULTATION**

Sales of land are to be open to the public.



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**ITEM 5      PURCHASE OF INDUSTRIAL LAND SILO ROAD      CONTINUED**

**OPTIONS**

Council has the option to sell or not sell the land in entirety as proposed or by the individual allotments.

**CONCLUSION**

This land area has been designed to develop industrial or commercial type developments. An offer to purchase all lots has been made.

Council should set a price for the sale of allotments individually or collectively as per the Valuer General's rate consideration. The land should be listed with a real estate agency or via auction.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

Letter from applicant to purchase land.

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**ITEM 5      PURCHASE OF INDUSTRIAL LAND SILO ROAD      CONTINUED**



PO Box 299  
WARREN 2824  
*Builders Licence*  
No: 37361C

Phone: 02 6847 3741  
Fax: 02 6847 3003  
Mobile: 0419 414 905  
Email: [mlbcon@bigpond.com](mailto:mlbcon@bigpond.com)

19 December 2018

Mr Glenn Wilcox  
General Manager  
Warren Shire Council

**Purchase of Silo Row land for business expansion and job creation**

Dear Glenn,

I refer to your letter of 11 December 2017 on this same subject, and to our discussion earlier today.

To reiterate, I remain interested in buying the Shire's Silo Row blocks adjoining the site of my MLB Concrete and Construction business, and to do so in their currently un-serviced condition.

My intention is to use this additional land to grow and diversify my business, with the prospect of creating up to seven new positions, and helping to boost the local economy.

I would ask that you bring my continuing interest in this economic development initiative to the attention of the Council at the earliest opportunity.

Yours sincerely,

Mark Bermingham

# Section

# 4

# Manager Finance & Administration

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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## ITEM 1 RECONCILIATION CERTIFICATE – NOVEMBER 2018

(B1-10.16)

### RECOMMENDATION

That the Statements of Bank and Investments Balances as at 30<sup>th</sup> November 2018 be received and noted.

### PURPOSE

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

### BACKGROUND

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

### REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 30<sup>th</sup> November 2018.

### INTERNAL LEDGER ACCOUNT RECONCILIATION

	<b>Balance</b>		<b>Balance</b>
	<b>31-Oct-18</b>	<b>Transactions</b>	<b>30-Nov-18</b>
General	10,199,229.40	(352,696.35)	9,846,533.05
Water Fund	245,776.95	37,442.58	283,219.53
Sewerage Fund	2,454,408.56	312.89	2,454,721.45
North Western Library	115,521.42	(11,107.00)	104,414.42
Trust Fund	79,372.56	52,230.45	131,603.01
Investment Bank Account	(11,409,054.55)	(504.31)	(11,409,558.86)
	<b>1,685,254.34</b>	<b>(274,321.74)</b>	<b>1,410,932.60</b>

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## ITEM 1 RECONCILIATION CERTIFICATE – NOVEMBER 2018 CONTINUED

### BANK STATEMENT RECONCILIATION

<b>Balance as per Bank Statement =</b>	<b>1,382,771.75</b>
Add: Outstanding Deposits for the Month	29,307.15
Less: Outstanding Cheques & Autopays	(1,146.30)
<b>Balance as per Ledger Accounts less Investments =</b>	<b><u><u>1,410,932.60</u></u></b>

### INVESTMENTS RECONCILIATION

#### Investments as at 30th November 2018

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	409,558.86	Variable	On Call A/c
6	National Australia Bank	1,500,000.00	90 days @ 2.63%	3-Dec-18
7	National Australia Bank	1,500,000.00	90 days @ 2.63%	10-Dec-18
8	National Australia Bank	1,500,000.00	90 days @ 2.65%	17-Dec-18
9	National Australia Bank	1,500,000.00	90 days @ 2.65%	17-Dec-18
10	National Australia Bank	1,000,000.00	91 Days @ 2.68%	14-Jan-19
11	National Australia Bank	1,000,000.00	91 Days @ 2.66%	21-Jan-19
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
<b>TOTAL INVESTMENTS =</b>		<b><u><u>11,409,558.86</u></u></b>		

### BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	6,385,230.00
Internally Restricted Funds Invested	6,072,565.00
2018/19 General Fund Operating Income & Grants	<u>362,696.46</u>
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b><u><u>12,820,491.46</u></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.

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## ITEM 1 RECONCILIATION CERTIFICATE – NOVEMBER 2018 CONTINUED

### FINANCIAL AND RESOURCE IMPLICATIONS

N/A

### LEGAL IMPLICATIONS

N/A

### RISK IMPLICATIONS

N/A

### STAKEHOLDER CONSULTATION

N/A

### OPTIONS

N/A

### CONCLUSION

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

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

### SUPPORTING INFORMATION / ATTACHMENTS

N/A

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers Warren on Thursday 24<sup>th</sup> January 2019

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## ITEM 2 RECONCILIATION CERTIFICATE – DECEMBER 2018

(B1-10.16)

### RECOMMENDATION

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

### PURPOSE

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

### BACKGROUND

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

### REPORT

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

### INTERNAL LEDGER ACCOUNT RECONCILIATION

	<b>Balance</b>		<b>Balance</b>
	<b>30-Nov-18</b>	<b>Transactions</b>	<b>31-Dec-18</b>
General	9,846,533.05	(760,932.36)	9,085,600.69
Water Fund	283,219.53	26,300.08	309,519.61
Sewerage Fund	2,454,721.45	52,727.44	2,507,448.89
North Western Library	104,414.42	(13,219.66)	91,194.76
Trust Fund	131,603.01	(500.00)	131,103.01
Investment Bank Account	(11,409,558.86)	999,478.24	(10,410,080.62)
	<b>1,410,932.60</b>	<b>303,853.74</b>	<b>1,714,786.34</b>

# WARREN SHIRE COUNCIL

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## ITEM 2 RECONCILIATION CERTIFICATE – DECEMBER 2018 CONTINUED

### BANK STATEMENT RECONCILIATION

<b>Balance as per Bank Statement =</b>	<b>1,720,589.02</b>
Add: Outstanding Deposits for the Month	2,951.52
Less: Outstanding Cheques & Autopays	(8,754.20)
<b>Balance as per Ledger Accounts less Investments =</b>	<b><u>1,714,786.34</u></b>

### INVESTMENTS RECONCILIATION

#### Investments as at 31st December 2018

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	410,080.62	Variable	On Call A/c
10	National Australia Bank	1,000,000.00	91 Days @ 2.68%	14-Jan-19
11	National Australia Bank	1,000,000.00	91 Days @ 2.66%	21-Jan-19
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	90 days @ 2.70%	16-Apr-19
<b>TOTAL INVESTMENTS =</b>		<b><u>10,410,080.62</u></b>		

### BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	5,896,532.00
Internally Restricted Funds Invested	5,879,250.00
2018/19 General Fund Operating Income & Grants	349,084.96
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b><u>12,124,866.96</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.



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## ITEM 2 RECONCILIATION CERTIFICATE – DECEMBER 2018 CONTINUED

### FINANCIAL AND RESOURCE IMPLICATIONS

N/A

### LEGAL IMPLICATIONS

N/A

### RISK IMPLICATIONS

N/A

### STAKEHOLDER CONSULTATION

N/A

### OPTIONS

N/A

### CONCLUSION

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

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

### SUPPORTING INFORMATION / ATTACHMENTS

N/A

# WARREN SHIRE COUNCIL

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## ITEM 3 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> January 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> January 2019.

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## ITEM 3 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

11TH JANUARY 2019

Name of Rate	COLLECTIONS FOR YEAR					NETT ARREARS	
	NETT ARREARS	NETT LEVY	TOTAL	AMOUNT	COLLECT	ARREARS	ARREARS
	1st JULY		RECEIVABLE	COLLECTED	AS % AGE OF TOTAL REC'ABLE	AMOUNT	OF TOTAL REC'ABLE
	\$	\$	\$	\$		\$	
General Fund Rates	76,753	4,740,958	4,817,711	2,716,827	56.39%	2,100,884	43.61%
Warren Water Fund	23,240	400,773	424,013	261,923	61.77%	162,090	38.23%
Warren Sewerage Fund	28,301	470,413	498,714	303,787	60.91%	194,927	39.09%
<b>TOTAL 2018/2019</b>	<b>128,294</b>	<b>5,612,144</b>	<b>5,740,438</b>	<b>3,282,537</b>	<b>57.18%</b>	<b>2,457,901</b>	<b>42.82%</b>
<b>TOTAL 2017/2018</b>	<b>125,675</b>	<b>5,430,233</b>	<b>5,555,908</b>	<b>3,153,695</b>	<b>56.76%</b>	<b>2,402,213</b>	<b>43.24%</b>
<b>TOTAL 2016/2017</b>	<b>137,085</b>	<b>5,343,311</b>	<b>5,480,396</b>	<b>3,070,277</b>	<b>56.02%</b>	<b>2,410,119</b>	<b>43.98%</b>
<b>TOTAL 2015/2016</b>	<b>124,281</b>	<b>5,218,504</b>	<b>5,342,785</b>	<b>2,970,860</b>	<b>55.61%</b>	<b>2,371,925</b>	<b>44.39%</b>
		<b>15-Jan-16</b>	<b>13-Jan-17</b>	<b>10-Jan-18</b>		<b>11-Jan-19</b>	
<b>COLLECTION FIGURES AS \$</b>		<b>2,970,860</b>	<b>3,070,277</b>	<b>3,153,695</b>		<b>3,282,537</b>	
<b>COLLECTION FIGURE AS %</b>		<b>55.61%</b>	<b>56.02%</b>	<b>56.76%</b>		<b>57.18%</b>	

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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## ITEM 4 APPOINTMENT OF COUNCIL CONTRACT AUDITORS

(A1-2)

### RECOMMENDATION

That the information be received and noted.

### PURPOSE

To advise council of the outcome of the Audit Office of NSW tender for audit services for Warren Shire Council.

### BACKGROUND

On the 1<sup>st</sup> October 2016 the NSW Government mandated that all NSW Councils be audited by the Audit Office of NSW. The Audit Office of NSW then contracted the actual audit to existing audit firms where practical.

### REPORT

The Audit Office of NSW called tenders for the group contract audit of Western NSW and Orana councils on 2<sup>nd</sup> October 2018 with the tender closing on 29<sup>th</sup> October 2018. Council was advised on 6<sup>th</sup> December 2018 that Hill Rogers Assurance Partners were the successful tenderer for the next four years with an option to extend a further two years. The arrangement will begin the year ending 30<sup>th</sup> June 2019.

### 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 contracted external auditors for the next four years with an option of a further two years.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

### SUPPORTING INFORMATION / ATTACHMENTS

Nil.

# WARREN SHIRE COUNCIL

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## ITEM 5 2019/2020 OPERATIONAL PLAN & ESTIMATES TIMETABLE (A1-5.38)

### RECOMMENDATION

1. That the information be received and noted,
2. Council endorse the 2019/2020 Operational Plan & Estimates timeline,
3. That a Councillor workshop be held on Wednesday 13<sup>th</sup> March 2018 at 5.00pm. to go through the Draft 2019/2020 Operational Plan & Estimates prior to adoption at the March 2018 Council Meeting

### PURPOSE

To inform Council of the proposed timeline for preparation, advertising and adoption of the 2019/2020 Operational Plan & Estimates.

### BACKGROUND

Section 405 of the Local Government Act 1993 requires Council to prepare, advertise and adopt an Operational Plan & Estimates each year.

### REPORT

The proposed timetable for the preparation and adoption of the 2019/2020 Operational Plan & Estimates is as follows:

- 1) Wednesday 13<sup>th</sup> February 2019 - last day for Estimates to be returned to the Treasurer.
- 2) Tuesday 5<sup>th</sup> March 2019 - Manex to finalise the Draft 2019/2020 Operational Plan & Estimates.
- 3) Wednesday 13<sup>th</sup> March 2019 at 5.00pm – hold a Councillor workshop to go through the Draft 2019/2020 Operational Plan & Estimates before the March 2018 Council meeting.
- 4) Thursday 28<sup>th</sup> March 2019 - present the Draft 2019/2020 Operational Plan & Estimates to Council for adoption.
- 5) Friday 29<sup>th</sup> March 2018 - advertise the Draft 2019/2020 Operational Plan & Estimates for public comment.
- 6) Monday 6<sup>th</sup> May 2018 - final day for public comment on the Draft 2019/2020 Operational Plan & Estimates.
- 7) Thursday 23<sup>rd</sup> May 2018 - adoption of the 2019/2020 Operational Plan & Estimates by Council.
- 8) Friday 31<sup>st</sup> May 2018 – cease ordering of goods and services except for essential items.

### FINANCIAL AND RESOURCE IMPLICATIONS

Nil

### LEGAL IMPLICATIONS

Nil

# WARREN SHIRE COUNCIL

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## ITEM 5 2019/2020 OPERATIONAL PLAN & ESTIMATES TIMETABLE

CONTINUED

### RISK IMPLICATIONS

Nil

### STAKEHOLDER CONSULTATION

28 days public consultation after the Draft 2019/2020 Operational Plan and Estimates are adopted by Council.

### OPTIONS

N/A

### CONCLUSION

This report is provided to advise Council on the proposed timeline for the preparation and adoption of the 2019/2020 Operational Plan and Estimates

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

### SUPPORTING INFORMATION / ATTACHMENTS

Nil

# WARREN SHIRE COUNCIL

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## ITEM 6 PREPARATION OF THE DRAFT 2019/2020 ESTIMATES

(A1-5.38)

### RECOMMENDATION

1. Council prepare the DRAFT 2019/2020 Estimates incorporating a 2.7% increase in general rates as determined by IPART, and
2. Council write to LGNSW seeking support in lobbying the NSW Government to provide funding relief for ratepayers in drought affected areas of Western NSW, and
3. Council contact the Deputy Premier and Minister for Regional Development, Mr John Barilaro MP to arrange a meeting at the upcoming 2019 Western Division of Councils Annual Conference being held in Bourke on 24<sup>th</sup> to 26<sup>th</sup> February 2019.

### PURPOSE

To seek Council's determination of the proposed general rate for 2019/2020 to be incorporated in the Draft 2019/2020 Estimates.

### BACKGROUND

Item 5 of the Divisional Manager of Finance and Administration indicates the timeline for the preparation of the Draft 2019/2020 Operational Plan and Estimates, management requires a determination from Council on the proposed general rate to be levied in 2019/2020 to be incorporated in these documents.

### REPORT

As reported to the October 2018 Council Meeting, IPART issued a Media Release advising Council's that the maximum rate peg increase on general rates for 2019/2020 was 2.7%.

Management staff are very mindful of the ongoing impact of the drought on all residents of the Warren Shire local government area, but also have the responsibility to ensure Council continues to remain strong and financially sound through sound governance and financial management and continue to provide the services expected by the ratepayers and residents of the shire.

Council is endeavouring to achieve savings by being more efficient in areas of its operations but has no control over costs such as wages, except reducing employee numbers.

Salaries and wages will increase by 2.5% on 1<sup>st</sup> July 2019, this has a domino effect as it will also increase superannuation contributions, workers compensation insurance and employee leave entitlements. Based on the actual payroll expense to 31<sup>st</sup> December 2018 (6 months) the total wages for 2018/19 will be around \$4,570,000.00, superannuation approx. \$530,000.00, workers compensation insurance approx. \$233,000.00 and employee leave entitlement approx. \$493,000.00, a 2.5% wage increase in 2019/2020 will require over \$140,000.00 additional funding to be included in the estimates. The above figures are based on the actual current workforce and does not factor in the long-term vacancies currently being experienced.

Council's gross general rate income for 2018/2019 is \$4,742,048.00 (after deducting the catch up of lost income through valuation objections in 2017/2018 of \$31,050.00) a 2.7% increase will generate an additional \$128,035.00 income.

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## **ITEM 6 PREPARATION OF THE DRAFT 2019/2020 ESTIMATES CONTINUED**

Under the current legislation Council has a one year catch-up provision, this means any increase not taken in a year may be levied as extra in the following year e.g.

If Council resolve a nil increase in 2019/2020 general rates and the rate pegging limit was determined at 2% in 2020/2021, Council could levy an increase of up to 4.5% in 2020/2021, the catch-up provision is only available for one year after that it is forfeited.

It is proposed that the Draft 2019/2020 Estimates be prepared incorporating the general rate pegging limit of 2.7% as set by IPART.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

If Council does not incorporate the full 2.7% increase in general rates it may need to look at reducing services and or employees in some areas to balance the budget.

### **LEGAL IMPLICATIONS**

Nil

### **RISK IMPLICATIONS**

Not being able to provide the current level of services to the ratepayers and residents of Warren Shire Council.

### **STAKEHOLDER CONSULTATION**

28 days public consultation after the Draft 2019/2020 Operational Plan and Estimates are adopted by Council.

### **OPTIONS**

N/A

### **CONCLUSION**

This report is provided to seek Councils determination on the General Rates for 2019/2020 to be incorporated into the DRAFT 2019/2020 Estimates.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

### **SUPPORTING INFORMATION / ATTACHMENTS**

Nil



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 24<sup>th</sup> January, 2019

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**ITEM 1            2018/19 REGIONAL ROAD REPAIR GRANT**

**(W6-16.22)**

**RECOMMENDATION:**

- 1) That the \$330,000 NSW Road & Maritime Services (RMS) “REPAIR” Grant offer be to provide for the ongoing upgrade of Regional Road No.333, the Carinda Road, be acknowledged, and
- 2) That Council be prepared to accept the third quarter budget review adjustment which will illustrate the movement of funds within the 2018/19 Management Plan providing for the matching of the RMS’s \$330,000.

**PURPOSE**

To advise of the allocation of funding made available from the NSW Roads & Maritime Services in accordance with Council’s application for the 2018/19 “REPAIR” Program.

**BACKGROUND**

During the latter part of 2017 in line with the NSW Government’s Roads & Maritime Services (RMS) invitation an application was made for the allocation of funds from with the 2018/19 Regional Road “REPAIR” program. Council’s application requested the allocation of \$330,000 to be matched by Council allocation of \$330,000 for the upgrade of Regional Road No.333, the Carinda Road, from 59km to 69km, Segment 333.58 to Segment 333.68.

Council’s application provided for the widening of the existing road from one lane (3.6m) to two lanes (6.0m).

**REPORT**

As part of Council’s Road Asset Register, Regional Road No.333 has an overall length of 163.60km. It is to be classified as an Arterial Road which serves a large portion of “farming” lands within the Warren Shire. The first 58.70km, from the Industrial Road Intersection, (Segment 333.00.0000 to Segment 333.58.0700) is primarily two lanes wide. The majority of Regional Road No.333 North of Segment 333.58.0700 (approximately 105km) is mostly single lane varying in width from 3.60m to 5.00m and the majority of the road edges with this 105km section constantly require attention.

Council’s application to provide the on-going upgrade and widening of the road structure will assist in reducing the on-going demand of grading the road edges. The grading of the bitumen edges is usually required after the end of each harvest period.

However, it is the view that the total allocation of \$660,000 will not provide for the upgrade of the total 9.30km length included in Council’s application. There are two reasons for this assumption; the details of each of these reasons are as follows.

Firstly, after the completion of the last cotton harvest it is obvious that a 6.00m wide bitumen seal does not eliminate the need for the shoulder grading, especially on the major roads. It is therefore intended that in the future major roads such as the regional roads and other local

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**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held at**  
**Council Chambers, Warren, on Thursday 24<sup>th</sup> January 2019**

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**ITEM 1                    2018/19 REGIONAL ROAD REPAIR GRANT                    CONTINUED**

arterial linking roads that a 7.00m seal be applied. In most cases the road formation will not be widened just a widening of the seal on the shoulder.

Secondly, it is the opinion that when the submission was prepared no provision was made for the upgrade of the seventeen (17) culverts located within the 9.30km section of road. Two of the culverts are three cell 600mm diameter, one is a single cell 375mm diameter and all others are one and or two cell 450mm diameter culverts. All but one of the existing culverts are of less width than the proposed upgraded road formation width and all are made up of aged butt joint pipes. It is proposed that all of the culverts be replaced with identical sized waterway capacity. Prices have been sought from three supply firms for the supply of the needed materials. Once these prices have been received a decision will be made regarding the number of culverts that will be replaced and what length of road will be affected.

**FINANCIAL AND RESOURCE IMPLICATIONS**

This allocation of \$660,000 does have some implication on the budget as within the adopted budget there was the \$330,000 of Repair Grant fund listed.

Council's commitment of matching this \$330,000 was not included within this "REPAIR" item in the budget. The \$330,000 required to be submitted by Council will be absorbed from within the 2018/19 Regional Roads Block Grant funding.

**LEGAL IMPLICATIONS**

It is expected that there be little or no legal implication.

**RISK IMPLICATIONS**

Risk implications will be minimal only, as per the assessments made by staff during the working process which will include traffic control, especially during the cotton harvest period, and at this stage other superfluous matters such as wet weather causing lost productive times and delay in pavement resources.

**STAKEHOLDER CONSULTATION**

Once Council has adopted this report and an analysis of the costings mentioned in the items above, and through local media there will be advertisements made of Councils intent to undertaking these works.

**CONCLUSION**

It is considered that the acceptance of this grant has a positive result for the ongoing upgrading of Councils Arterial Road network with the provision of reducing future maintenance needs.

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

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

# Section

# 6

# Manager Health & Development Services

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 24th January 2019

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**ITEM 1      DEVELOPMENT APPLICATION APPROVALS**

**(D4-9)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

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

**BACKGROUND**

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

**REPORT**

The following Development Applications were approved for November 2018

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>
P16-18.19	Lot 29 DP 755304 Thornton Road TRANGIE NSW 2823	Subdivision
P16-18.20	Lot 38 DP 2354 Milson Street WARREN NSW 2824	Swimming Pool
P16-18.22	Lot 101 DP 755314 Ellengerah Road WARREN NSW 2824	Construction of Shed

The following Development Applications were approved for December 2018

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>
P16-18.21	Lot 1 DP 121754 Cathundral-Bogan Road TRANGIE NSW 2823	Replace existing Homestead
P16-18.23	Lot 53 DP 872884 Deacon Drive WARREN NSW 2824	Construction of Dwelling, Shed and Installation of Swimming Pool

**LEGAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

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

**STAKEHOLDER CONSULTATION OPTIONS**

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

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

**CONCLUSION**

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

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

5.2.1 Quality customer service focus by Council staff.

1.4.4 Help ensure safe and sustainable development.

**SUPPORTING INFORMATION/ ATTACHMENT**

Nil.

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
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**ITEM 2      WAIVING ENTRY FEE TO WARREN WAR MEMORIAL POOL,  
DROUGHT FUNDING EVENTS      (F2-2)**

**RECOMMENDATION**

That Council waive the entry fee to the Warren War Memorial Swimming Pool for Australia Day 26th January 2019, and the 16th February 2019.

**PURPOSE**

To request Council, to waive the entry fee to all patrons entering the Warren War Memorial Pool on Australia Day 26th January 2019, and the 16th February 2019 for a Day out at the Pool.

**BACKGROUND**

Council as part of the Drought Relief package has funding available for suitable events to bring the community together.

**REPORT**

In support of Australia Day and a Day out at the Pool, it is requested that the Council waive the entry fee to the Warren War Memorial Pool as part of the Drought Relief Funding.

To encourage the community to attend and participate at these events, the waiving of the entry fee is requested. No Manager or staff member has the delegated right to offer or commit Council to any level of donation or waiver of fee.

As part of the Day out at the pool, an inflatable course will be hired and installed at the pool, to provide the community with a amusement device to encourage the community to come together.

**FINANCIAL AND RESOURCE IMPLICATIONS**

If Council resolves to waive entry fees, then the expense would need to be allocated from the Drought Relief Funds. Greater number of patrons attending the pool may result in an increased expenditure of food purchased at the kiosk. An increase in lifeguard requirements is necessary to ensure that the inflatable course is adequately supervised. This expense would need to be allocated from the Drought Relief Funds.

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

There is a risk that patrons may not follow the Pool Rules and have to be removed from the premises. The Pool Manager has been informed of the proposed events to ensure that supervisory ratios are met. All youth under the age of 10 must be accompanied by an adult. The Pool Staff can request proof of age, if necessary.

