

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 28TH MARCH 2019

Warren Shire Council

AGENDA - ORDINARY COUNCIL MEETING

28th March 2019

APOLOGIES

NOTICE OF MOTIONS

Nil.

CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 28th February 2019.

SECTION 1 (WHITE)

DELEGATES REPORTS

Item 1 NSW Public Libraries Association (PLA) Central West Zone AGM
and March Meeting (L2-7)

COMMITTEE MINUTES

Meeting of the Economic Development Committee
held on Wednesday, 6th March 2019 (C14-3.22)

Meeting of the Water Conservation Committee
held on Tuesday, 12th March 2019 (C14-3.26)

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

Meeting of the Sporting Facilities Committee
held on Wednesday, 20th March 2019 (TO BE TABLED) (C14-3.18)

Meeting of the Plant Committee
held on Friday, 22nd March 2019 (TO BE TABLED) (C14-3.8)

MAYORAL MINUTES

SECTION 2 (LILAC)

POLICY

Nil.

SECTION 3 (BLUE)

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SECTION 9 (GREY)

CONFIDENTIAL

Nil.

PRESENTATIONS

Nil.

Section

1

Delegates & Committees

WARREN SHIRE COUNCIL

Delegates Report by Councillor K Irving
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 28th March 2018

**ITEM 1 NSW PUBLIC LIBRARIES ASSOCIATION (PLA) CENTRAL WEST
ZONE AGM AND MARCH MEETING (L2-7)**

RECOMMENDATION:

That the information be received and noted.

The NSW Public Libraries Association Central West Zone AGM and March Meeting were held in Lachlan Shire Library, Condobolin on Friday 8th March 2019.

On Thursday 7th March, an information session and tour of the Wiradjuri Centre, Condobolin was held to assist Public Libraries in gaining ideas on how to engage their communities in Indigenous language activities during 2019, the UN International Year of Indigenous Languages.

On March 8th, two guest speakers were in attendance:

Kiara Harris, Student Ambassador for the Indigenous Literacy Foundation, gave an engaging presentation on the following:

- Bridging the gap in literacy by promoting Indigenous languages and culture.
- Evidence suggests that Aboriginal youth who have an awareness and knowledge of their Indigenous heritage, language and culture are generally more likely to be successful in gaining lifelong literacy information skills.
- Kiara was one of 18 students across Australia to be chosen as an Ambassador for the Indigenous Literacy Foundation because of her work in producing children's picture books in the Wiradjuri language.
- The Hon Quentin Bryce AD CVO is patron of the Indigenous Literacy Foundation. She speaks on the fact that in Australia, out of the original 250 languages spoken, only 120 remain, and ninety percent of these are endangered.

Chris Epple, NSW Account Manager from James Bennett, a company whose prime function is to provide libraries with cost saving solutions to collection management presented detailed information on the following:

- Pop up Libraries: the costs and benefits to communities
- Evidence Based Selection Planning: new tools for 'weeding'
- The Story Box Library (Warren Shire Library already has this digital resource)
- Press Reader, a new digital platform which allows Library members to access over 7000 publications (newspapers and magazines) from around the world. Access can be made at work, home or when on holidays.

Annual General Meeting

- Re-elected as Chair: Clr Les Lambert, Narromine.
Deputy Chair: Clr Sam Paine, Mid Western Regional Council
Secretary/Treasurer: Michelle Maunder, Library Manager, Mid Western Regional Council
Minute Secretary: Theresa Jude, Library Manager, Condobolin

WARREN SHIRE COUNCIL

Delegates Report by Councillor K Irving
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 28th March 2018

ITEM 1 NSW PUBLIC LIBRARIES ASSOCIATION (PLA) CENTRAL WEST ZONE AGM AND MARCH MEETING CONTINUED

- It was noted that out of the 25 libraries in the Central West zone, 20 were represented at the meeting, which was a record.

General Meeting items discussed:

- A two day training course will be held later this year for Library staff re being confident engagers with youth in the Library.
- Base Camp – a digital platform for Resource Sharing is still being trialled with a view to subscribing so that Zone Libraries can connect and share events and specialised resources.
- NSW PLA scholarship recipient, Porcia Lindsay, Mid Western Regional Council Library, spoke on the 2018 Switch Conference highlighting the following points:
- One of the many roles of Public Libraries is to empower disadvantaged people groups within the community including Aboriginal people and refugees through effective engagement, and the elderly and illiterate, especially through IT assistance.
- Engaging with the community assists in networking and moving forward towards positive change in Libraries
- Libraries tend to be the one place where everyone feels welcome
- Libraries are about change

Clr Dallas Tout , Deputy Mayor, Wagga City Shire Council , Chair of the NSW Public Libraries Association spoke on the *Renew Our Libraries* (ROL) Campaign:

- currently both major parties are at a \$61 million commitment to NSW Public Libraries for the next 4 years. The Association is hoping that the commitment increases to \$94 million as a realistic injection into Public Libraries.
- There has not been an increase in the \$1.85 per capita funding since the 1990's so there is a need to keep the ROL campaign going. The NSWPLA were meeting with Shadow Minister of the Arts Peter Primrose on the 8th March.
- 12 000 supporters of the ROL campaign have been registered on Facebook.
- Facebook is seen as an important interface for Libraries and their members, there were 47 000 hits on Valentines Day – Library Lovers Day. This helps with leverage to obtain funding for Public Libraries
- Publicity for the campaign has also been acquired through local media and writing letters.
- Clr Tout encouraged attendees and library members to email their local candidates and sign the petition re Public Library funding via the <https://renewourlibraries.com.au/> website under the Take Action menu tab.
- NSWPLA is working with the State Library to put \$25 000 aside to help with funding (that has not been budgeted in local Shire Libraries) for library staff training.
- Discussion was held as to whether NSW libraries should have a state wide consortia so as to have get a better price for service and platform re e-resources.
- National Library will be undertaking digital platform changes later in the year

WARREN SHIRE COUNCIL

Delegates Report by Councillor K Irving
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ITEM 1 NSW PUBLIC LIBRARIES ASSOCIATION (PLA) CENTRAL WEST ZONE AGM AND MARCH MEETING CONTINUED

Australian Public Libraries Alliance (APLA) Report was delivered by Library Officer, Orange City Library, Shaun Brady, on behalf of Jan Richards, Library Manager, Central West Libraries, who was attending the International Federation of Library Associations (IFLA) Standing Committee meeting :

- Jan is currently Chair of the Standing Committee of IFLA.
- Public Libraries are one avenue through which UNESCO's sustainable development goals can be achieved. Thus, the promotion of The International Year of Indigenous Languages comes from Public libraries.
- Recognition at the international level of the importance of Public Libraries in their communities ensures that the Australian government keep Public libraries at the centre of their view.
- APLA works with the Australian Library and Information Association (ALIA) to increase standards and the profile of public libraries.
- Commitment to Library and Information Week, Library Lover's Week and Storytime pledge.
- This year's Library and Information Week will be held 20-26 May 2019 with the theme "Truth, Integrity and Knowledge".

State Library Report, Philippa Scarf, Central West Zone consultant :

- New tools on the State Library website assist in adhering to guidelines re the minimum recommended library space and service based bench marks.
- Local studies collection project, facilitated by Ellen Forsyth, State Library: Only 20 kits are available on an expression of interest basis. The kits facilitate oral history interviews and establishing digital collections of local studies.

General Business discussed:

- Initiatives taken by Broken Hill, Parkes, Grenfell and Condobolin libraries to promote the International Year of Indigenous Languages. The International Year of indigenous Languages is an opportunity for Council libraries to help preserve and promote Australia's Aboriginal and Torres Strait Islander languages. The important role of language in the community was highlighted.
- Creative Kids vouchers and how libraries can help facilitate this project. Further discussion to be held by Central West Zone executive.
- Screening films in public copyright laws published in a document by the Australian Copyright Council. Libraries are prohibited from advertising the title of a film if they only have a blanket screening licence. Most libraries have this licence because it is the cheaper option but they are finding that they do not attract the people to the event, except in the case of the elderly, without advertising the film's title. Libraries will have to take out an individual licence for the film they wish to screen if they want to advertise the title of the film.

WARREN SHIRE COUNCIL

Delegates Report by Councillor K Irving
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 28th March 2018

ITEM 1 NSW PUBLIC LIBRARIES ASSOCIATION (PLA) CENTRAL WEST ZONE AGM AND MARCH MEETING CONTINUED

- Service NSW Library Kiosks: Service NSW are hoping to establish Digital Service Kiosks in public libraries to assist in providing access to communities to services. It is an opt in program. Attendees at the March meeting could only identify one advantage of having this service in a Council library and that was it would get more people coming into the Library (but not necessarily borrowing). Delegates at the meeting could see issues such as not having enough staff to help customers using the digital kiosk (especially as some libraries in the Central West zone are only staffed by one Library Officer), increased work load for library staff, lack of IT support when there is an IT problem, frustrated customers in the library (especially those with limited digital literacy skills) and no financial contributions to Councils. It was observed that most communities already have access to Service NSW desks which are currently providing an excellent service to their communities. The recommendation from the Central West Zone meeting for Council's was not to opt in to the Service NSW Library Kiosk.
- Reports were presented by each Council Library present.

The next meeting of the Central West Zone PLA will be held in September, 2019 in Grenfell, the date to be confirmed. The next Central West Zone PLA AGM will be held in March, 2020, in Dubbo, the date to be confirmed.

Councillor Karlene Irving
Council Delegate

ECONOMIC DEVELOPMENT COMMITTEE MINUTES

Attached are the Minutes of the meeting of Economic Development Committee held on Wednesday, 6th March 2019.

RECOMMENDATION:

That the Minutes of the Meeting of Economic Development Committee held on Wednesday, 6th March 2019 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Economic Development Committee Meeting
held at the Warren Shire Council Chambers
on Wednesday 6th March 2019, commencing at 3.00 pm

PRESENT:

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

ITEM 1 APOLOGIES

N/A

ITEM 2 MINUTES

MOVED that the Minutes of the Economic Development Committee meeting held on Wednesday, 12th December 2018 be adopted as a true and correct record of that meeting.
Carried

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 was sent on 12th December 2018. Grant application for Murray Darling Basin Economic Development Program due to be submitted by Economic Development Team 7th March.
 - Aged Care – Dementia Unit - further update provided by Councillor Quigley.
-

ITEM 4 QUARTERLY ECONOMIC DEVELOPMENT (D3-1.4)

MOVED that Council note the quarterly Economic Development report.
Carried

ITEM 5 COUNCILLOR CONSIDERATIONS

- General discussion in relation to Clubgrants Infrastructure funding obtained by the Warren Golf Club for the construction of a synthetic bowling green.
-

ITEM 6 NEXT MEETING

Wednesday, 5th June 2019

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 4.00 PM.

WATER CONSERVATION COMMITTEE MINUTES

Attached are the Minutes of the meeting of the Water Conservation Committee meeting held on Tuesday, 12th March 2019.

RECOMMENDATION:

That the Minutes of the Meeting of the Water Conservation Committee held on Tuesday, 12th March 2019 be received and noted.

ITEM 2 ELECTION OF CHAIRPERSON

(C14-3.26)

That Councillor Brewer be elected Chairperson for this Committee.

WARREN SHIRE COUNCIL

Minutes of the Water Conservation Committee
Meeting held in Council Chambers, Administration Building, Warren
on Tuesday, 12th March 2019 commencing at 10.00 am

Present: Councillor BD Williamson
Councillor RJ Higgins
Councillor AJ Brewer (Chairperson)
Glenn Wilcox (General Manager)
Rolly Lawford (Divisional Manager Engineering Services)

ITEM 1 APOLOGIES

Nil.

ITEM 2 ELECTION OF CHAIRPERSON (C14-3.26)

As this is the first meeting of this committee Councillor Williamson requested the election of a Chairperson.

MOVED Williamson/Higgins that Councillor Brewer be elected Chairperson for this Committee.

Carried

ITEM 3 AIM OF THE COMMITTEE (C14-3.26)

The Committee discussed the aim of the committee.

It was agreed that the Committee is to review the level of water restrictions, the timing and trigger points of water restrictions and the communications to advise the community of water restrictions.

ITEM 5 GENERAL BUSINESS

1. Burrendong Dam:

It was noted that the Dam is at 7.5% as at the date of the meeting. That Council needs to look at the timing of water releases and impacts

Action: Council request details from Water NSW for the next 12 months as to the planning of water releases and water availability for communities. That advice be requested as to water supplies along the creeks associated with the Albert Priest Channel and impacts on areas such as the Golf Club. Council's Town Services Manager to follow-up and advise the committee.

WARREN SHIRE COUNCIL

Minutes of the Water Conservation Committee
Meeting held in Council Chambers, Administration Building, Warren
on Tuesday, 12th March 2019 commencing at 10.00 am

ITEM 5 GENERAL BUSINESS

CONTINUED

2. Level 3 Water Restrictions:

The Committee discussed the need to publish a letter to the community, sample provided under the Mayor's signature. The Committee determined that:

- Transition period in the Mayor's letter to full implementation as at 1st June was agreed;
- That a single page fact sheet is developed to go with the Mayor's letter to all residents and businesses across the towns of Warren, Nevertire and Collie.
- That Council remain on Level 3 restrictions as long as possible to ensure that water is available for household use and fire fighting; and
- That Council develop a Parks and Gardens Watering Plan as per Level 3 Restrictions. A draft plan was provided to the committee.

3. Future Water Impacts on the Community:

- Race Course watering
 - Watering of the golf course
 - Emergency water for fire fighting
 - Long term loss of parks, gardens and ovals due to no river water for irrigation.
-

NEXT MEETING

Tuesday, 9th April 2019.

There being no further business the meeting closed at 11.00 am.

MANEX MINUTES

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

RECOMMENDATION:

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

ITEM 3 ACTION CHECKLIST

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

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

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

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

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

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

1. That the Warren Shire Council Work Health and Safety Action Plan actions are reviewed, and their status monitored, and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance.
2. That the Manex team note the completion of items contained within the Warren Shire Council Work Health and Safety Action Plan Objective Update Table.

ITEM 7 WORK FORCE VACANCIES (S12-1)

1. Manex note the report; and
2. A report is to go to the March Council Meeting to not fill vacancies during the drought period unless essential to ensure the retained employment of permanent staff.

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

PRESENT:

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

ITEM 1 APOLOGIES

Nil.

ITEM 2 BUSINESS ARISING FROM MINUTES

Nil.

ITEM 3 ACTION CHECKLIST

MOVED Stephens/Jones that the information be received and noted and the item marked with an asterisk (*) be deleted.

Carried

ITEM 4.1 2018/2019 SPECIFIC WORKS STATUS REPORT

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

Carried

ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT

MOVED Lawford/Murray that the information be received and noted.

Carried

ITEM 4.3 EWENMAR WASTE DEPOT STATUS REPORT

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

Carried

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

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

MOVED Wilcox/Arthur that the Work Health and Safety Performance Summary information be reviewed and monitored.

Carried

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

MOVED Stephens/Lawford that the Work Health and Safety Corrective Action Reports be reviewed and monitored.

Carried

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

MOVED Murray/Lawford that:

1. That the Warren Shire Council Work Health and Safety Action Plan actions are reviewed, and their status monitored, and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance.
2. That the Manex team note the completion of items contained within the Warren Shire Council Work Health and Safety Action Plan Objective Update Table.

Carried

ITEM 6 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS (L5-3)

The following is the Office of Local Government's Strategic Tasks Guide for the months of March and April 2019.

Strategic Tasks Guide

DATE	TASK	STATUS
MARCH		
	New Councils - Tied Stronger Communities Fund (1st round) acquittal reporting due.	N/A
APRIL		
30	Fourth quarter rates instalment notice to be sent (s.562).	Noted
	Public bodies to provide Council with a list of parcels of land to which rate rebate applies (s.600).	Noted

MOVED Murray/Stephens that the information be received and noted.

Carried

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

ITEM 7 WORK FORCE VACANCIES (S12-1)

MOVED Arthur/Lawford that:

1. Manex note the report; and
2. A report is to go to the March Council Meeting to not fill vacancies during the drought period unless essential to ensure the retained employment of permanent staff.

Carried

ITEM 8 IMPOUNDING OFFICER'S REPORT (P4-4)

MOVED Stephens/Murray that the information be received and noted.

Carried

ITEM 9 FEBRUARY 2019 MINUTES AND MARCH 2019 BUSINESS PAPER

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

ITEM 10 COMPLAINTS/ACTION REQUESTS STATUS

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

ITEM 11 GENERAL BUSINESS WITHOUT NOTICE

- The Manager Health and Development Services advised that an ANZAC Day working group meeting was held yesterday.
- The Treasurer enquired on the bore water supply incident of the 18th March 2019.

There being no further business the meeting closed 3.29 pm.

Section

3

General Manager

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

ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
*6.12.18	276.12.18	Castlereagh Macquarie County Council	GM	Council Delegates to arrange a meeting.
*24.1.19	11.1.19	Legislative Compliance Policy and Procedure	GM	Has been placed on display seeking comments.
*28.2.19	39.2.19	Save Our Recycling Campaign	GM	Letter of support sent to LGNSW.
Divisional Manager Finance and Administration Services				
24.1.19	18.1.19	Purchase of Industrial Land Silo Road	DMFA	For contract preparation and sale. Council has applied for additional grant funding. Awaiting outcome.
Divisional Manager Engineering Services				
25.1.17	16.1.17	Proposed new general industrial area	DMES	Rezoning proposal lodged, costings to be produced for subdivision.
22.2.18	34.2.18	Review type of plant with GM	DMES	Reviewed at Council Workshop 11 July 2018. A report will be forthcoming.
23.8.18 (1)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	Arrange application for lot to be available for public usage.
23.8.18 (2)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	Arrange for the section currently serving as a portion of Gunningbar Street west of Clyde Street be established as a road reserve becoming part of Gunningbar Street.
23.8.18 (3)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	This work is progressing with the preparation of a formal subdivision plan which will allow the Council to formally acquire the road portion of the crown land and then re-classify it as public road. The NSW Crown Lands have endorsed this approach. It is expected that this process will take some time, months, to finalise.
6.12.18	284.12.18	Lot 79 & 80 DP 724585 Wambianna Street, Collie.	DMES	Survey has been drafted, a report is to be presented to Council.

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

ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services Continued				
6.12.18	285.12.18			It has been decided that the tender received from the outside consultants will not be accepted. Instead, a meeting will be arranged with local contractors so as to have the work completed by the local contractors and managed by Council.
28.2.19	47.2.19	Tender – Raw Water Pump Station Upgrade Macquarie River, Oxley Park, Warren	DMES	Provide advice to the community that the proposed river pump station will not utilise the existing wharf in the design and that the wharf will remain available to the public.
6.12.18	287.12.18	Mount Foster Quarry Usage Proposal	DMES	A draft Catchment Management Plan has been prepared and if satisfies EPA will be established.
28.2.19	44.2.19	Wonbobbie Bridge	DMES	The advertisement and specification for this project is currently being prepared.
28.2.19	50.2.19	Level 3 Water Restrictions	DMES	Letters to be distributed throughout the community have been prepared. They include the conditions of the modified Level 3 water restrictions to be implemented in Warren, Nevertire and Collie on the 19 March 2019.
Manager Health & Development				
24.1.19	QWN 1 Irving	Swimming Pool Upgrade Project	MHD	Included in the tender document an option for ramp access into the swimming pool for Council to consider.

RECOMMENDATION:

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

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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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

DATE	COMMITTEE / MEETING	LOCATION
4/3/2019	JO Board Meeting	Coonabarabran
6/3/2019	Economic Development Committee	Warren
7-8/3/2019	Central West Zone Library Meeting	Condobolin
11/3/2019	Consultative Committee	Warren
14/3/2019	Showground/Racecourse Sub Committee	Warren
13/3/2019	Council Workshop	Warren
19/3/2019	Manex Committee	Warren

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION

RECOMMENDATION:

That the information be received and noted.

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

ITEM 3 APRIL COUNCIL MEETING DATE CHANGE

(C14-2)

RECOMMENDATION

That Council change its meeting date to 17th April 2019 due to Easter and ANZAC day holidays.

PURPOSE

This report is to request a change to Council's ordinary meeting from 24th April 2019 to 17th April 2019 due to Easter and ANZAC day holidays.

BACKGROUND

Each year Council sets its meeting schedule. This change is requested due to an extended holiday period.

REPORT

A review of the meeting calendar has highlighted that the April meeting date proposed for the 24th April is located in the middle of an extended public holiday period between Easter and ANZAC day.

Due to Councillor and staff leave it is proposed to change the date of the meeting to the Wednesday prior to Easter.

FINANCIAL AND RESOURCE IMPLICATIONS

There is no costs associated with this change as Council will normally advertise its meeting to the public.

LEGAL IMPLICATIONS

There are no legal implications as the meeting may be rescheduled based on a resolution of Council and formal public notice of the meeting date, time and place.

RISK IMPLICATIONS

A risk exists in that a quorum may not be available should Councillors take leave or extend the Easter holiday period. To date one (1) councillor has advised that they will not be available at this time.

Senior staff members will also be on approved leave across the Easter/ANZAC Day period.

STAKEHOLDER CONSULTATION

Council will advertise the date, time and place of the ordinary meeting to allow the public to attend.

OPTIONS

Council may maintain the meeting date as scheduled or change the meeting date with public notice.

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

ITEM 3 APRIL COUNCIL MEETING DATE CHANGE CONTINUED

CONCLUSION

This report is to request a change of meeting date from the 24th April 2019 to 17th April 2019.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

Section

4

Manager Finance & Administration

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 28th March 2019

ITEM 1 RECONCILIATION CERTIFICATE – FEBRUARY 2019

(B1-10.16)

RECOMMENDATION

That the Statements of Bank and Investments Balances as at 28th February 2019 be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 28th February 2019.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance		Balance
	31-Jan-19	Transactions	28-Feb-19
General	8,954,768.01	(192,060.66)	8,762,707.35
Water Fund	245,949.70	(5,726.57)	240,223.13
Sewerage Fund	2,452,055.13	29,384.05	2,481,439.18
North Western Library	54,705.85	(6,076.61)	48,629.24
Trust Fund	132,044.06	0.00	132,044.06
Investment Bank Account	(10,410,603.05)	(472.47)	(10,411,075.52)
	1,428,919.70	(174,952.26)	1,253,967.44

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 28th March 2019

ITEM 1 RECONCILIATION CERTIFICATE – FEBRUARY 2019 CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	2,030,284.22
Add: Outstanding Deposits for the Month	15,212.08
Less: Outstanding Cheques & Autopays	(791,528.86)
Balance as per Ledger Accounts less Investments =	<u>1,253,967.44</u>

INVESTMENTS RECONCILIATION

Investments as at 28th February 2019

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	410,603.05	Variable	On Call A/c
14	National Australia Bank	1,500,000.00	91 days @ 2.71%	4-Mar-19
15	National Australia Bank	2,000,000.00	91 days @ 2.71%	11-Mar-19
16	National Australia Bank	1,500,000.00	121 days @ 2.70%	16-Apr-19
17	National Australia Bank	1,000,000.00	90 Days @ 2.70%	15-Apr-19
18	National Australia Bank	1,000,000.00	91 Days @ 2.70%	23-Apr-19
19	National Australia Bank	1,500,000.00	90 Days @ 2.60%	20-May-19
20	National Australia Bank	1,500,000.00	91 Days @ 2.58%	27-May-19
TOTAL INVESTMENTS =		<u>10,410,603.05</u>		

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	5,834,510.00
Internally Restricted Funds Invested	5,356,420.00
2018/19 General Fund Operating Income & Grants	473,640.49
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u>11,664,570.49</u>

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

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 1 RECONCILIATION CERTIFICATE – FEBRUARY 2019 CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

N/A

WARREN SHIRE COUNCIL

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

(R1-4)

RECOMMENDATION

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Attached to this report is the statement of rates and annual charges as at 14th March 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 14th March 2019.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 28th March 2019

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

14TH MARCH 2019

Name of Rate	COLLECTIONS FOR YEAR					NETT ARREARS	
	NETT ARREARS 1st JULY	NETT LEVY	TOTAL RECEIVABLE	AMOUNT COLLECTED	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT	ARREARS AS % AGE OF TOTAL REC'ABLE
	\$	\$	\$	\$		\$	
General Fund Rates	76,753	4,742,011	4,818,764	3,659,614	75.95%	1,159,150	24.05%
Warren Water Fund	23,240	401,065	424,305	322,979	76.12%	101,326	23.88%
Warren Sewerage Fund	28,301	470,772	499,073	377,229	75.59%	121,844	24.41%
TOTAL 2018/2019	128,294	5,613,848	5,742,142	4,359,822	75.93%	1,382,320	24.07%
TOTAL 2017/2018	125,675	5,435,424	5,561,099	4,225,908	75.99%	1,335,191	24.01%
TOTAL 2016/2017	137,085	5,350,379	5,487,464	4,139,261	75.43%	1,348,203	24.57%
TOTAL 2015/2016	124,281	5,225,809	5,350,090	4,037,556	75.47%	1,312,534	24.53%
		11-Mar-16	9-Mar-17	6-Mar-18		14-Mar-19	
COLLECTION FIGURES AS \$		4,037,556	4,139,261	4,225,908		4,359,822	
COLLECTION FIGURE AS %		75.47%	75.43%	75.99%		75.93%	

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 3 2019/2020 DRAFT OPERATIONAL PLAN & ESTIMATES

(E4-38)

RECOMMENDATION:

That Council advertise the Draft 2019/2020 Operational Plan & Estimates inviting public submissions and comment up until 3.00 pm on Wednesday 8th May 2019.

PURPOSE

To seek Council endorsement to advertise the Draft 2019/2020 Operational Plan & Estimates inviting public submissions and comment up until 3.00 pm on Wednesday 8th May 2019.

BACKGROUND

Section 405 of the Local Government Act 1993 (as amended) requires Council to prepare an Operational Plan each year, prior to adoption of the plan Council must give a period of not less than 28 days inviting public submissions and comment on the plan.

REPORT

Included with the March 2019 Business Paper is a copy of the Draft 2019/2020 Operational Plan & Estimates for Councillors' information and comment.

The Draft 2019/2020 Operational Plan & Estimates is submitted to Council with a balanced general fund budget (excluding depreciation).

The Draft 2019/2020 Estimates have been prepared based on the below rates and charges: -

1. General rate increase of 2.7% being the maximum permissible increase set by IPART, this equates to an increase of \$128,555.00 on the permissible 2018/2019 rate levy.
2. a \$20.00 increase in the Warren water availability charge to \$412.00,
3. a \$26.00 increase in the Nevertire water availability charge to \$546.00,
4. a \$20.00 increase in the Collie water availability charge to \$417.00,
5. a \$27.00 increase in the Warren residential sewerage charge to \$567.00,
6. a \$28.00 increase in the Nevertire residential sewerage charge to \$593.00,
7. a \$25.00 increase in the of Non-residential sewerage charge to \$520.00,
8. a \$13.00 increase in the garbage charge (Warren, Nevertire & Collie) to \$278.00,
9. a \$2.00 increase in vacant land garbage charge to \$46.00,
10. Proposed introduction of a Rural Waste Access Charge on all Farmland assessments of \$10.00,
11. Proposed introduction of a garbage collection service and garbage charge on occupied lots within the Large Lot Residential zoning area of the LEP in the amount of \$278.00,

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 28th March 2019

ITEM 3 2019/2020 DRAFT OPERATIONAL PLAN & ESTIMATES CONTINUED

12. Proposed introduction of a vacant land garbage charge in Collie and Large Lot Residential zoning area of the LEP in the amount of \$46.00,
13. Warren Bore Water Usage Charge - (Up to 450kl) increased by \$0.06 to \$1.20/kl
- (Over 450kl) increased by \$0.09 to \$1.82/kl
14. Warren River Water Usage Charge - (Up to 450kl) increased by \$0.02 to \$0.44/kl
- (Over 450kl) increased by \$0.04 to \$0.77/kl
15. Nevertire Bore Water Usage Charge - (Up to 450kl) increased by \$0.03 to \$0.69/kl
- (Over 450kl) increased by \$0.05 to \$1.01/kl
16. Collie Bore Water Usage Charge - (Up to 450kl) increased by \$0.07 to \$1.49/kl
- (Over 450kl) increased by \$0.11 to \$2.26/kl
17. Non-residential Sewer Usage Charge – increased by \$0.09 to \$2.00/kl

The increases in rates and charges for 2019/2020 in the towns and villages are as follows: -

1. Warren residential rates and charges will have varying increases, due to different land valuations. The minimum increase for 2019/2020 is \$73.00 which equates to a total minimum rate account of \$1,768.00,
2. Nevertire residential rates and charges have increased by \$73.00 on 2018/2019 which equates to a total rate account of \$1,629.00,
3. Collie residential rates and charges have increased by \$39.00 on 2018/2019 which equates to a total rate account of \$907.00,
4. Business rates and charges will have varying rate increases dependent on the number of garbage services they have.

Other factors applied when preparing the Draft 2019/2020 Estimates were:

1. a 2.5% increase in wages as required under the Local Government (State) Award,
2. a 5% increase in electricity charges,
3. a 2.5% CPI increase in other recurrent income and expenditure unless the actual amounts are known,
4. a 2.5% increase in Council Fees and Charges income
5. a loan of \$750,000 has been carried forward from 2018/2019 for refurbishment works on the Warren Memorial Swimming Pool
6. a loan of \$850,000.00 has been carried forward from 2018/2019 in the Water Fund for the refurbishment of the Nevertire water reservoir, Council will also explore the possibility of applying for grant funding to undertake this project,
7. a loan of \$2,000,000.00 has been carried forward from 2017/18 in the Sewerage Fund for the new Sewerage Treatment Plant.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 3 2019/2020 DRAFT OPERATIONAL PLAN & ESTIMATES CONTINUED

It is a requirement under Section 405 of the Local Government Act 1993 to advertise the Draft 2019/2020 Operational Plan & Estimates for a period of not less than 28 days seeking public comment before adoption.

To comply with the Local Government Act & Regulations the Draft 2019/2020 Operational Plan & Estimates will be advertised in Wednesday 3rd April 2019 edition of the local paper and on Council's website seeking public comment up until 3.00 pm on Wednesday 8th May 2019.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

Advertise in the local newspaper and on Councils website seeking public comment or submissions up until 3.00pm on Wednesday 8th May 2019.

OPTIONS

N/A

CONCLUSION

This report is provided to recommend to Council the advertising of the Draft 2019/2020 Operational Plan & Estimates prior to adoption at the May 2019 Council Meeting.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Draft 2019/2020 Operational Plan & Estimates documents.

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 28th March 2019

ITEM 4 TIGER BAY WETLANDS WALKING TRACK

(P1-7.17)

RECOMMENDATION

That Council enter into a lease agreement with Mr and Mrs Stephens to allow an area of their land to be used as part of the Tiger Bay Wetland walking track.

PURPOSE

This report is to establish a lease agreement for the extension of the Tiger Bay Wetlands walking track.

BACKGROUND

Council was recently approached by Mr and Mrs Stephens and RiverSmart to consider the extension of the Tiger Bay Wetlands walking track across their land and to link in the extended wetland areas.

REPORT

As per the attached letter from Mr and Mrs Stephens, a request has been made for Council to consider leasing a section of the Stephen's land that contains the extended wetland area to develop a walking track.

The extension of the wetlands track has been discussed with Council through the RiverSmart group and an opportunity has arisen due to funding that could allow the track extension to occur.

Mr and Mrs Stephens require a lease to be established as indicated in their letter with Council to ensure that areas such as public liability and long-term management of the leased area occurs.

The extension of the Tiger Bay walking trail will link the land under Council's control back to Udora Road and allow tourists to extend their walk from the WoW Centre back around to Victoria Park. Whilst it allows greater access to the remaining wetland areas for bird watching.

FINANCIAL AND RESOURCE IMPLICATIONS

It is proposed that the costs to establish this walkway will come from grant funds currently available or to be sought. Council as the lease holder will be required to undertake routine maintenance as it does at Tiger Bay.

LEGAL IMPLICATIONS

Council will require a formal lease agreement with Mr and Mrs Stephens for a five (5) year period and with renewal options of five (5) plus five (5) years.

Council may cancel the lease as per the notification period identified in the lease agreement to be established.

RISK IMPLICATIONS

Council will take control of another asset and will need to ensure that it is safe for public use, that fencing is maintained and that Council's insurance is extended over the leased area.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 4 TIGER BAY WETLANDS WALKING TRACK

CONTINUED

STAKEHOLDER CONSULTATION

This request has come from the land owner and discussion has been held with the RiverSmart executive as to tourism potential, and costs to establish this trail.

OPTIONS

Council has an option to accept or reject this offer from Mr and Mrs Stephen's.

CONCLUSION

This report is to request Council's consideration of entering into a lease arrangement with Mr and Mrs Stephens to develop an extension of the Tiger Bay Wetland walking track.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

2.2.4 Liaise with RiverSmart in line with Council's Economic Development Strategy

SUPPORTING INFORMATION /ATTACHMENTS

1. Letter from Mr and Mrs Stephen attached.
2. Map to be tabled at Meeting.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 4 TIGER BAY WETLANDS WALKING TRACK

CONTINUED



*The Ranch
Warren.*

Your address here
March 2019

Mr Glenn Wilcox
General Manager
Warren Shire Council,

Dear Glenn,

Proposed extension of the Tiger Bay Wetlands walking trail

Thank you for visiting us, with Dr Bill Phillips from RiverSmart last week, to inspect our land upon which it is proposed to extend the existing walking trails around the Tiger Bay Wetlands.

As we advised at that on-site meeting we are supportive of this initiative, subject to certain conditions as outlined below.

1. that the area in question be fenced off from our surrounding land with an upgraded fence along the existing fence line.
2. that a new farm gate be added to the fence line near to where those using the trail would come onto our property from Tiger Bay Stage 2.
3. that two new watering troughs be installed, one each side of the fenced-off area; both with solar-powered pumps. We would advise where these are to be located.
4. at the bottom end of our land, where the proposed trail would cross a low area, an appropriate culvert or pipes are installed to allow water to flow through to the adjoining Travelling Stock Route.
5. that signage be installed along the upgraded fence line in several locations to indicate 'Private Property. No entry'.
6. that the maintenance of the fenced off area be the responsibility of Warren Shire Council, in terms of weed control, fire management etc.
7. that, in agreeing to this arrangement there is to be no financial cost to us in terms of set-up or ongoing maintenance of the fenced off area.

Based on our conversation, we also understand that these conditions could be reflected in an initial five year lease agreement we would sign with the Shire.

Further, that such a lease agreement does not preclude us at some future time selling the land in question, subject to us providing the Shire with written, three months notice of this intention. Also, we would want the proposed Agreement to

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 4 TIGER BAY WETLANDS WALKING TRACK

CONTINUED

confirm that at any future time we wish to terminate this arrangement, we can do so, again with the minimum of three months notice, in writing.

We look forward to this matter moving forward.

Yours sincerely,



Pat & Barry Stephens

Pat and Barry Stephens

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 28th March 2019

**ITEM 1 2019 IPWEA LOCAL ROADS CONGRESS –
 SYDNEY 3RD JUNE 2019**

(R4-13.1)

RECOMMENDATION that:

1. The Council acknowledge the Divisional Manager Engineering Services attendance to the 2019 Local Roads Congress scheduled for Monday 3rd June 2019; and
2. The attendance of interested councillors indicating their availability and intention to attend.

PURPOSE

The purpose of this item is to advise the Council of the 2019 IPWEA Local Roads Congress and seek intentions and/or availability to attend.

BACKGROUND

The NSW Local Roads Congress in the past has provided annually a forum for local community representatives managing our road and freight networks to discuss better outcomes for the safe and efficient movement of passengers and freight across the extensive network of local and regional roads in NSW. It is also a great opportunity to be advised of the latest developments in roads and transport policy and discuss the many challenges that local councils encounter in performing their critical role as road authorities.

REPORT

The IPWEA (NSW) Roads & Transport Directorate and Local Government NSW, will be hosting the 2019 Local Roads Congress on Monday, 3rd of June 2019 at the Parliament House of NSW, 6 Macquarie Street, Sydney.

The congress will focus on “*Roads, Risk, Regulation and Resourcing*” and the many issues that road authorities are confronted with as they manage risks and promote safety amidst growing resourcing challenges.

The full day event will include keynote speakers and panel sessions that will cover a wide range of topics including road safety, risk management, chain of responsibility, the importance of roads to local communities and a look at the sustainable future for transport and freight. Following on from last year’s success, they have awarded Mr. Rob Carlton to take us through the day.

Speakers and panellists are expected to include the Government Ministers, State MPs, State Regulators, and Local Government representatives. During the Congress, delegates will exchange ideas and develop a formal communiqué which will provide a policy tool to guide future advocacy and direction.

Due to the NSW State Government Election scheduled to be held on Saturday 23rd March 2019, it is not yet possible to indicate who will be attending and who will have possession of the major local government and road ministerial roles at the time of the Congress. Therefore, it is not possible to declare the name of the speakers.

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
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ITEM 1 2019 IPWEA LOCAL ROADS CONGRESS –
SYDNEY 3RD JUNE 2019

CONTINUED

It is understood that both sides of Government have agreed post-election to review the status of the local and regional roads so as to assist Regional Councils. Some of the points mentioned include:

- Establish a \$500 million Fixing Local Roads Program to assist councils in repairing, maintaining and sealing local roads.
- Establish a \$500 million Fixing Country Bridges Program to replace the worst timber bridges in regional and rural communities.
- Establish the pathway to transfer more than 15,000 kilometres of ‘Regional Roads’ back to the State.
- Set up an Independent Panel to liaise with stakeholders and advise the government on the reclassification pathway

I am confident that the above points or similar will be raised for discussion at the Congress.

FINANCIAL AND RESOURCE IMPLICATIONS

There are two (2) financial components of the attendance to the congress; firstly, the cost of attendance, travel and accommodation at the congress for both Councillors and Senior Staff. This component is provided for within the 2018/19 Budget.

The second component is for all Regional Councils to be made aware and/or enlightened on the availability of future road funding within the western regional section of the State.

LEGAL IMPLICATIONS

It is considered that there are no legal implications.

RISK IMPLICATIONS

It is considered that there are minimal risk implications.

STAKEHOLDER CONSULTATION

Because of the number of other Regional Councils representatives that will be in attendance at the Congress, it is considered that there will be enhanced opportunity for extensive stakeholder consultation and communication.

OPTIONS

Very limited opportunity for alternate get together/s and to be made aware of the NSW State Government’s future intents.

CONCLUSION

It is considered that this Congress provides a forum for Mayors, Councillors, General Managers and senior engineering staff to have access to Ministers and Senior State Government staff to openly discuss any matters of concern. It is therefore suggested that councillors interested in attending the congress indicate their availability so that arrangements can be made.

WARREN SHIRE COUNCIL
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**ITEM 1 2019 IPWEA LOCAL ROADS CONGRESS –
 SYDNEY 3RD JUNE 2019**

CONTINUED

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION

There is no supporting information.

ATTACHMENTS

There are no attachments.

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 28th March 2019

**ITEM 2 REGIONAL PROCUREMENT TENDER NO. REGPRO191819 FOR
THE SUPPLY AND DELIVERY OF WATER METERS**
(C14-6.2/48)

RECOMMENDATIONS:

1. That Council, in accordance with Clause 166(a) of the *Local Government (General) Regulation 2005*, formally agree to accept all tenders, as per the tender evaluation matrix, for the joint group of Member Council for the joint Contract for the supply and delivery water meters for the period commencing 1st April 2019 to close of business 31st March 2021.
2. That provision is allowed for a 12-month extension based on satisfactory supplier performance which may take this tender through to 31st March 2022.
3. That Council issue approval to the executive staff of Regional Procurement Initiative (a division of Hunter Councils Inc) to adjust the prices for the joint group of Member Councils the joint Contract for the supply and delivery of water meters in accordance with price variation clauses detailed within the contract.
4. That Council issue approval to the executive staff of Regional Procurement Initiative to sign the Deed of Agreement on behalf of Council.
5. That Warren Shire Council accept the best fit for purpose the supply source for water meters for the period beginning 1st April 2019 and ending 31st March 2021.

PURPOSE

The purpose of this report is to seek Council's approval to award the Regional Procurement joint group of Member Councils the joint contract for the supply and delivery of water meters.

BACKGROUND

Regional Procurement Initiative called the tender for the *Supply and Delivery of Water Meters* to participating member councils.

Assessment of the tenders was completed 7th March 2019.

The participating joint group of Councils involved in the tender are:

- Bogan Shire Council
- Bourke Shire Council
- Cobar Shire Council
- Coonamble Shire Council
- Clarence Valley Council
- Gilgandra Shire Council
- Richmond Valley Council
- Walgett Shire Council
- Warren Shire Council, and
- Warrumbungle Shire Council

The contract is to run for two (2) years from 1st April 2019 to 31st March 2021. An additional one (1) year option may be taken up based on satisfactory performance by the successful tenderer.

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
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**ITEM 2 REGIONAL PROCUREMENT TENDER NO. REGPRO191819 FOR
THE SUPPLY AND DELIVERY OF WATER METERS
CONTINUED**

This tender was advertised in the following media:

- Tenderlink on 15th January 2019;
- Sydney Morning Herald on 15th January 2019; and
- Western Magazine on 15th January 2019.

Three (3) tenders in total were received from:

- Elster Metering Pty Ltd;
- Itron Australia Pty Ltd; and
- WaterGroup Pty Ltd.

Five (5) sets of tender documents were downloaded from the Tenderlink Portal.

REPORT

The aspects of the report are as resolved and issued by the Regional Procurement Account Manager on the 8th March 2019. The details of the tender assessment are as follows;

Probity

The tender has been conducted in accordance with Clause 166(a) of the Local Government (General) Regulation 2005.

Conflict of Interest Declarations were signed by all participating evaluation panel members including the Regional Procurement facilitator. The declarations are available to be viewed if required.

All tenderer insurance records were checked against Tender requirements and potential non-conformities were noted in the Evaluation Matrix for the consideration of the panel.

The evaluation was conducted in accordance with the Local Government Tendering Guidelines, Regional Procurement Tendering Code of Conduct and Tendering Evaluation Principles and Process. Confidentiality and probity were maintained throughout the process.

Tender Evaluation

The tender evaluation was conducted on Thursday 7th March 2019 at Gilgandra Shire Council by:

- *Store Purchasing Officer Gilgandra Shire Council*
- *Key Account Manager Regional Procurement*

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
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**ITEM 2 REGIONAL PROCUREMENT TENDER NO. REGPRO191819 FOR
THE SUPPLY AND DELIVERY OF WATER METERS
CONTINUED**

Methodology:

The % weightings and criteria were agreed upon prior to the tender closing.

The evaluation result was determined by:

- *Adding the total value of all items together to determine the lowest overall price.*
- *The lowest overall amount was awarded the full Criteria % for each Category, as shown in the Evaluation Results Table on the following page.*
- *Each subsequent total \$ value was then divided into the lowest total amount to obtain a score.*
- *Other Evaluation Criteria was evaluated based on the following factors:*
 - *If the tenderer provided the required evidence to meet the benchmark, eg: ISO 9001:2008 certificate and QMS document contents page, the Evaluation Panel awarded full marks (5) for that category.*
 - *If the tenderer provided partial evidence to meet the benchmark, eg: provided a QMS document contents page but they are not ISO certified, the Panel determined a lower score between 2-4, subject to the evidence in front of them.*
 - *If the tenderer failed to meet the benchmark completely, eg: they demonstrated no ability to meet the criteria and did not provide any evidence, the Panel awarded 0 points to the tenderer for that evaluation criteria.*
- *Where “Referees” was included as weighted criteria, each Tenderer’s Referees Score was calculated by adding the total scores obtained from the Tenderer’s three nominated referees (where each is worth up to 25 points) and dividing this total by the maximum possible score of 75, then multiplying this number by the allocated matrix Weighting value (eg 5%).*

Note:

- *No late tenders were received.*
- *All tenderers had been noted as active on the ASIC website.*
- *No tenders were deemed non-compliant.*

Evaluation Outcome:

Contract Duration

This contract will run for 24 months from 1st April 2019 to 31st March 2021. A 12-month option may be taken up based on satisfactory performance by the successful tenderer.

Contract Price Variations:

3.4 Price Adjustment

3.4.1 This clause sets out the procedures for a price variation to take effect.

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
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**ITEM 2 REGIONAL PROCUREMENT TENDER NO. REGPRO191819 FOR
THE SUPPLY AND DELIVERY OF WATER METERS
CONTINUED**

3.4.2 *The Service Provider shall not vary the price of a Good or Service except in accordance with this Clause 3.4.*

3.4.3 *The prices shall be fixed for the first 12 months of the Agreement. Rise and fall is not permitted during this period. Prices may be adjusted for subsequent 12 month periods of this Agreement once adjusted in accordance with sub-Clause 3.4.4.*

3.4.4 *Every twelve (12) months from the contract start date, Regional Procurement will vary the price of the Goods or Services in line with the Consumer Price Index Australia Catalogue number 6401.0 ALL GROUPS CPI, Index number (a) - Sydney www.abs.gov.au/ausstats/abs@.nsf/mf/6401.0 (referred to in this document as CPI).*

Regional Procurement will apply the following formula: $PI = P0 \times (1 + CPI)^{\wedge}$.

Where: *PI the new price to be applied to the subsequent 12 month period, P0 the current price to be adjusted:*

CPI is the most recent CPI quarter published at the time of the variation

^ Notwithstanding the above, in the event of a negative CPI variation occurring annual adjustments will not apply. In such cases, Prices shall remain unchanged for the next period.

3.4.5 *Price Adjustments approved by Regional Procurement shall apply to all Purchase Order Contracts made after the variation approval date. No Price Adjustments shall be applied retrospectively.*

3.4.6 *Once the price variation is finalised, the price schedule will be taken to include the varied price and the revised price schedule will take effect.*

3.4.7 *The provision of Goods or Services under a Purchase Order Contract shall not be withheld or disrupted by formalities or disputes associated with the variation of a price.*

3.4.8 *Where the Principal extends this Agreement (clause 2.3.2), the process to vary the price of a Good the process to vary the price of a Good or Service will continue in accordance with this clause 3.4.*

Tender de-brief:

Regional Procurement will formally invite all Respondents to make an appointment to discuss their respective submissions with a view to providing them with feedback on the EOI evaluation process.

Report to council

In accordance with the Local Government (General) Regulation 2005 – Part 7 Tendering, where expenditure on a tender exceeds \$150,000 over the term of the contract a council must, by resolution, adopt a report accepting the tender recommendation.

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 28th March 2019

**ITEM 2 REGIONAL PROCUREMENT TENDER NO. REGPRO191819 FOR
THE SUPPLY AND DELIVERY OF WATER METERS
CONTINUED**

Where expenditure is less than \$150,000 over the term of the contract, acceptance of the tender recommendation may be undertaken by the manager responsible (subject to internal delegations).

Either way, an email confirmation advising council's acceptance/rejection of the tender recommendation is required prior to the successful tenderer being advised.

To achieve a start date of 1st April 2019 for this tender, please submit your respective reports to council as soon as possible.

FINANCIAL AND RESOURCE IMPLICATIONS

It is considered that all financial and resource implications have been provided for in the tender and the assessment process.

LEGAL IMPLICATIONS

It is considered that there are no legal implications.

RISK IMPLICATIONS

It is considered that there are minimal risk implications.

STAKEHOLDER CONSULTATION

It is considered that the necessary stakeholder consultations have been completed within the tender assessment process.

OPTIONS

It is the view that there be no better options.

CONCLUSION

That the Regional Procurement joint Member Council tender and associated contracts as per the recommendations be accepted.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION

There is no supporting information.

ATTACHMENTS

There are no attachments.

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 28th March 2019

**ITEM 3 REGIONAL PROCUREMENT TENDER No. T181819OROC FOR
THE SUPPLY AND DELIVERY OF TRAFFIC & SAFETY
SIGNAGE (C14-6.2/49)**

RECOMMENDATION:

1. That Council, in accordance with Clause 166(a) of the *Local Government (General) Regulation 2005*, formally agree to accept all tenders, as per the tender evaluation matrix, for the joint group of Member Council for the joint Contract for the supply and delivery of Traffic & Safety Signage for the period commencing 1st April 2019 to close of business 31st March 2021.
2. That provision is allowed for a 12-month extension based on satisfactory supplier performance which may take this tender through to 31st March 2022.
3. That Council issue approval to the executive staff of Regional Procurement Initiative (a division of Hunter Councils Inc) to adjust the prices for the joint group of Member Councils the joint Contract for the supply and delivery traffic and safety signage in accordance with price variation clauses detailed within the contract.
4. That Council issue approval to the executive staff of Regional Procurement Initiative to sign the Deed of Agreement on behalf of Council.
5. That Warren Shire Council accept the best fit for purpose the supply source for traffic and safety signage for the period beginning 1st April 2019 and ending 31st March 2021.

PURPOSE

The purpose of this report is to seek Council's approval to award the Regional Procurement joint group of Member Councils the joint contract for the supply and delivery of Traffic and Safety Signage.

BACKGROUND

Regional Procurement Initiative called the tender for the *Supply and Delivery of Traffic & Safety Signage* to participating member councils.

Assessment of the tenders was completed 7th March 2019.

The participating joint group of Councils involved in the tender are:

- Bogan Shire Council
- Bourke Shire Council,
- Brewarrina Shire Council
- Cobar Shire Council
- Coonamble Shire Council
- Gilgandra Shire Council
- Narromine Shire Council
- Walgett Shire Council
- Warren Shire Council

This tender was advertised in the following media:

- Tenderlink on 15th January 2019.
- Sydney Morning Herald on 15th January 2019 and
- Western Magazine on 15th January 2019.

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 28th March 2019

**ITEM 3 REGIONAL PROCUREMENT TENDER No. T181819OROC FOR
THE SUPPLY AND DELIVERY OF TRAFFIC & SAFETY
SIGNAGE CONTINUED**

Four (4) tenders in total were received from:

- Artcraft Pty Ltd
- Barrier Signs Pty Ltd
- Central Signs Road Safety Australia Pty Ltd
- Saferoads Pty Ltd

Six (6) tender documents were downloaded from the Tenderlink Portal.

REPORT

The aspects of the report are as resolved and issued by the Regional Procurement Account Manager on the 8th March 2019. The details of the tender assessment are as follows;

Probity

The tender has been conducted in accordance with Clause 166(a) of the Local Government (General) Regulation 2005.

Conflict of Interest Declarations were signed by all participating evaluation panel members including the Regional Procurement facilitator. The declarations are available to be viewed if required.

All tenderer insurance records were checked against Tender requirements and potential non-conformities were noted in the Evaluation Matrix for the consideration of the panel.

The evaluation was conducted in accordance with the Local Government Tendering Guidelines, Regional Procurement Tendering Code of Conduct and Tendering Evaluation Principles and Process. Confidentiality and probity were maintained throughout the process.

Tender Evaluation

The tender evaluation was conducted on 7th March 2019 at Gilgandra Shire Council by:

- *Store Purchasing Officer Gilgandra Shire Council*
- *Key Account Manager Regional Procurement*

Methodology:

The % weightings and criteria were agreed upon prior to the tender closing.

The evaluation result was determined by:

- *Adding the total value of all items together to determine the lowest overall price.*
- *The lowest overall amount was awarded the full Criteria % for each Category, as shown in the Evaluation Results Table on the following page.*
- *Each subsequent total \$ value was then divided into the lowest total amount to obtain a score.*

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 28th March 2019

ITEM 3 REGIONAL PROCUREMENT TENDER No. T181819OROC FOR THE SUPPLY AND DELIVERY OF TRAFFIC & SAFETY SIGNAGE CONTINUED

- *Other Evaluation Criteria was evaluated based on the following factors:*
 - *If the tenderer provided the required evidence to meet the benchmark, eg: ISO 9001:2008 certificate and QMS document contents page, the Evaluation Panel awarded full marks (5) for that category.*
 - *If the tenderer provided partial evidence to meet the benchmark, eg: provided a QMS document contents page but they are not ISO certified, the Panel determined a lower score between 2-4, subject to the evidence in front of them.*
 - *If the tenderer failed to meet the benchmark completely, eg: they demonstrated no ability to meet the criteria and did not provide any evidence, the Panel awarded 0 points to the tenderer for that evaluation criteria.*
- *Where “Referees” was included as weighted criteria, each Tenderer’s Referees Score was calculated by adding the total scores obtained from the Tenderer’s three nominated referees (where each is worth up to 25 points) and dividing this total by the maximum possible score of 75, then multiplying this number by the allocated matrix Weighting value (eg 5%).*

Note:

- *No late tenders were received.*
- *All tenderers had been noted as active on the ASIC website.*
- *No tenders were deemed non-compliant.*

Evaluation Outcome:

Contract Duration

This contract will run for 24 months from 1st April 2019 to 31st March 2021. A 12-month option may be taken up based on satisfactory performance by the successful tenderer.

Contract Price Variations:

3.4 Price Adjustment

- 3.4.1 *This clause sets out the procedures for a price variation to take effect.*
- 3.4.2 *The Service Provider shall not vary the price of a Good or Service except in accordance with this Clause 3.4.*
- 3.4.3 *The **prices shall be fixed for the first six (6) months** of the Agreement. Rise and fall is not permitted during this period. **Prices may be adjusted for subsequent 6-month periods** of this Agreement once adjusted in accordance with sub-Clause 3.4.4.*
- 3.4.4 *Every six (6) months from the contract start date, Regional Procurement will vary the price of the Goods or Services in accordance with the Domestic Preliminary Stage of Production - Producers Price Index Australian Bureau of Statistics Catalogue number 6427.0, Table 17, Series Reference number A2333670K www.abs.gov.au/ausstats/abs@.nsf/mf/6427.0 (referred to in this document as CPI).*

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 28th March 2019

ITEM 3 REGIONAL PROCUREMENT TENDER No. T181819OROC FOR THE SUPPLY AND DELIVERY OF TRAFFIC & SAFETY SIGNAGE CONTINUED

Regional Procurement will apply the following formula: $P2 = P1 \times (CPI_2 / CPI_1)^{\wedge}$.

Where: *P2 is the new price that will be applied to the subsequent 6 month period,*

P1 is the current price that will be adjusted,

CPI₂ is the most recent CPI quarter published at the time of the variation

CPI₁ is the equivalent CPI quarter 6 months prior to CPI₂

Notwithstanding the above, in the event of a negative CPI variation occurring annual adjustments will not apply. In such cases, Prices shall remain unchanged for the next period.

- 3.4.5 *Price Adjustments approved by Regional Procurement shall apply to all Purchase Order Contracts made after the variation approval date. No Price Adjustments shall be applied retrospectively.*
- 3.4.6 *Once the price variation is finalised, the price schedule will be taken to include the varied price and the revised price schedule will take effect.*
- 3.4.7 *The provision of Goods or Services under a Purchase Order Contract shall not be withheld or disrupted by formalities or disputes associated with the variation of a price.*
- 3.4.8 *Where the Principal extends this Agreement (clause 2.3.2), the process to vary the price of a Good or Service will continue in accordance with this clause 3.4.*

Tender de-brief:

Regional Procurement will formally invite all Respondents to make an appointment to discuss their respective submissions with a view to providing them with feedback on the EOI evaluation process.

Report to council

In accordance with the Local Government (General) Regulation 2005 – Part 7 Tendering, where expenditure on a tender exceeds \$150,000 over the term of the contract a council must, by resolution, adopt a report accepting the tender recommendation.

Where expenditure is less than \$150,000 over the term of the contract, acceptance of the tender recommendation may be undertaken by the manager responsible (subject to internal delegations).

Either way, an email confirmation advising council's acceptance/rejection of the tender recommendation is required prior to the successful tenderer being advised.

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 28th March 2019

**ITEM 3 REGIONAL PROCUREMENT TENDER No. T181819OROC FOR
THE SUPPLY AND DELIVERY OF TRAFFIC & SAFETY
SIGNAGE CONTINUED**

To achieve a start date of 1 April 2019 for this tender, please submit your respective reports to council as soon as possible.

FINANCIAL AND RESOURCE IMPLICATIONS

It is considered that all financial and resource implications have been provided for in the tender and the assessment process.

LEGAL IMPLICATIONS

It is considered that there are no legal implications.

RISK IMPLICATIONS

It is considered that there are minimal risk implications.

STAKEHOLDER CONSULTATION

It is considered that the necessary stakeholder consultations have been completed within the tender assessment process.

OPTIONS

It is the view that there be no better options.

CONCLUSION

That the Regional Procurement joint Member Council tender and associated contracts as per the recommendations be accepted.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION

There is no supporting information.

ATTACHMENTS

There are no attachments.

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 28th March 2019

**ITEM 4 REGIONAL PROCUREMENT TENDER NO. REGPRO281516 –
SUPPLY AND DELIVERY OF STATIONERY (C14-6.2/47)**

RECOMMENDATION:

1. That Council, in accordance with Clause 166(a) of the *Local Government (General) Regulation 2005*, formally agree to accept all tenders, as per the tender evaluation matrix, for the joint group of Member Council for the joint Contract for the supply and delivery stationery for the period commencing 1st April 2019 to close of business 31st March 2021.
2. That provision is allowed for a 12-month extension based on satisfactory supplier performance which may take this tender through to 31st March 2022.
3. That Council issue approval to the executive staff of Regional Procurement Initiative (a division of Hunter Councils Inc) to adjust the prices for the joint group of Member Councils the joint Contract for the supply and delivery of stationery in accordance with price variation clauses detailed within the contract.
4. That Council issue approval to the executive staff of Regional Procurement Initiative to sign the Deed of Agreement on behalf of Council.
5. That Warren Shire Council accept the best fit for purpose the supply source for stationery for the period beginning 1st April 2019 and ending 31st March 2021.

PURPOSE

The purpose of this report is to seek Council's approval to award the Regional Procurement joint group of Member Councils the joint contract for the supply and delivery of stationery.

BACKGROUND

Regional Procurement Initiative called the tender for the *Supply and Delivery of Stationery* to participating member councils.

Assessment of the tenders was completed 7th March, 2019.

The participating Councils involved in the tender are:

- Bogan Shire Council
- Clarence Valley Council
- Cobar Shire Council
- Gilgandra Shire Council,
- Gunnedah Shire Council
- Richmond Valley Council
- Walgett Shire Council
- Warren Shire Council
- Warrumbungle Shire Council

The contract is to run for two (2) years from 1st April 2019 to 31st March 2021. An additional one (1) year option may be taken up based on satisfactory performance by the successful tenderer.

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 28th March, 2019

**ITEM 4 REGIONAL PROCUREMENT TENDER NO. REGPRO281516 –
SUPPLY AND DELIVERY OF STATIONERY CONTINUED**

This tender was advertised in the following media:

- Tenderlink on 15th January 2019.
- Sydney Morning Herald on 15th January 2019 and
- Western Magazine on 15th January 2019.

Three (3) tenders in total were received from:

- Dolphin Stationery Pty Ltd
- Office Brands Limited
- Winc Australia Pty Ltd (Late Tender)

Four (4) sets of tender documents were downloaded from the Tenderlink Portal.

REPORT

The aspects of the report are as resolved and issued by the Regional Procurement Account Manager on the 8th March 2019. The details of the tender assessment are as follows;

Probity

The tender has been conducted in accordance with Clause 166(a) of the Local Government (General) Regulation 2005.

Conflict of Interest Declarations were signed by all participating evaluation panel members including the Regional Procurement facilitator. The declarations are available to be viewed if required.

All tenderer insurance records were checked against Tender requirements and potential non-conformities were noted in the Evaluation Matrix for the consideration of the panel.

The evaluation was conducted in accordance with the Local Government Tendering Guidelines, Regional Procurement Tendering Code of Conduct and Tendering Evaluation Principles and Process. Confidentiality and probity were maintained throughout the process.

Tender Evaluation

The tender evaluation was conducted on 7th March 2019 at Gilgandra Shire Council by:

- *Store Purchasing Officer Gilgandra Shire Council*
- *Key Account Manager Regional Procurement*

Methodology:

The % weightings and criteria were agreed upon prior to the tender closing.

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 28th March, 2019

**ITEM 4 REGIONAL PROCUREMENT TENDER NO. REGPRO281516 –
SUPPLY AND DELIVERY OF STATIONERY CONTINUED**

The evaluation result was determined by:

- *Adding the total value of all items together to determine the lowest overall price.*
- *The lowest overall amount was awarded the full Criteria % for each Category, as shown in the Evaluation Results Table on the following page.*
- *Each subsequent total \$ value was then divided into the lowest total amount to obtain a score.*
- *Other Evaluation Criteria was evaluated based on the following factors:*
 - *If the tenderer provided the required evidence to meet the benchmark, eg: ISO 9001:2008 certificate and QMS document contents page, the Evaluation Panel awarded full marks (5) for that category.*
 - *If the tenderer provided partial evidence to meet the benchmark, eg: provided a QMS document contents page but they are not ISO certified, the Panel determined a lower score between 2-4, subject to the evidence in front of them.*
 - *If the tenderer failed to meet the benchmark completely, eg: they demonstrated no ability to meet the criteria and did not provide any evidence, the Panel awarded 0 points to the tenderer for that evaluation criteria.*
- *Where “Referees” was included as weighted criteria, each Tenderer’s Referees Score was calculated by adding the total scores obtained from the Tenderer’s three nominated referees (where each is worth up to 25 points) and dividing this total by the maximum possible score of 75, then multiplying this number by the allocated matrix Weighting value (eg 5%).*

Note:

- ***The tender submission from Winc Australia Pty Ltd was received after tender close.***
- *All tenderers had been noted as active on the ASIC website.*
- ***No tenders were deemed non-compliant.***

Evaluation Outcome:

Contract Duration

This contract will run for 24 months from 1st April 2019 to 31st March 2021. A 12-month option may be taken up based on satisfactory performance by the successful tenderer.

Contract Price Variations:

3.4 Price Adjustment

3.4.1 *This clause sets out the procedures for a price variation to take effect.*

3.4.2 *The Service Provider shall not vary the price of a Good or Service except in accordance with this Clause 3.4.*

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 28th March, 2019

**ITEM 4 REGIONAL PROCUREMENT TENDER NO. REGPRO281516 –
SUPPLY AND DELIVERY OF STATIONERY CONTINUED**

3.4.3 *The prices shall be fixed for the first 12 months of the Agreement. Rise and fall is not permitted during this period. Prices may be adjusted for subsequent 12 month periods of this Agreement once adjusted in accordance with sub-Clause 3.4.4.*

3.4.4 *Every twelve (12) months from the contract start date, Regional Procurement will vary the price of the Goods or Services in line with the Consumer Price Index Australia Catalogue number 6401.0 ALL GROUPS CPI, Index number (a) - Sydney www.abs.gov.au/ausstats/abs@.nsf/mf/6401.0 (referred to in this document as CPI).*

Regional Procurement will apply the following formula: $PI = P0 \times (1 + CPI)^{\wedge}$.

Where: PI the new price to be applied to the subsequent 12 month period,

$P0$ the current price to be adjusted:

CPI is the most recent CPI quarter published at the time of the variation

\wedge Notwithstanding the above, in the event of a negative CPI variation occurring annual adjustments will not apply. In such cases, Prices shall remain unchanged for the next period.

3.4.5 *Price Adjustments approved by Regional Procurement shall apply to all Purchase Order Contracts made after the variation approval date. No Price Adjustments shall be applied retrospectively.*

3.4.6 *Once the price variation is finalised, the price schedule will be taken to include the varied price and the revised price schedule will take effect.*

3.4.7 *The provision of Goods or Services under a Purchase Order Contract shall not be withheld or disrupted by formalities or disputes associated with the variation of a price.*

3.4.8 *Where the Principal extends this Agreement (clause 2.3.2), the process to vary the price of a Good or Service will continue in accordance with this clause 3.4.*

Tender de-brief:

Regional Procurement will formally invite all Respondents to make an appointment to discuss their respective submissions with a view to providing them with feedback on the EOI evaluation process.

Report to council

In accordance with the Local Government (General) Regulation 2005 – Part 7 Tendering, where expenditure on a tender exceeds \$150,000 over the term of the contract a council must, by resolution, adopt a report accepting the tender recommendation.

Where expenditure is less than \$150,000 over the term of the contract, acceptance of the tender recommendation may be undertaken by the manager responsible (subject to internal delegations).

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 28th March, 2019

**ITEM 4 REGIONAL PROCUREMENT TENDER NO. REGPRO281516 –
SUPPLY AND DELIVERY OF STATIONERY CONTINUED**

Either way, an email confirmation advising council's acceptance/rejection of the tender recommendation is required prior to the successful tenderer being advised.

FINANCIAL AND RESOURCE IMPLICATIONS

It is considered that all financial and resource implications have been provided for in the tender and the assessment process.

LEGAL IMPLICATIONS

It is considered that there are no legal implications.

RISK IMPLICATIONS

It is considered that there are minimal risk implications.

STAKEHOLDER CONSULTATION

It is considered that the necessary stakeholder consultations have been completed within the tender assessment process.

OPTIONS

It is the view that there be no better options.

CONCLUSION

That the Regional Procurement joint Member Council tender and associated contracts as per the recommendations be accepted.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION

There is no supporting information.

ATTACHMENTS

There are no attachments

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 28th March 2019

ITEM 1 DEVELOPMENT APPLICATION APPROVALS

(B4-9)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To advise Council of the Development Applications that have been approved under delegated authority.

BACKGROUND

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

REPORT

The following Development Applications were approved for March 2019

FILE	LOCATION	WORKS
P16-18.25	Lot 52, DP872884 21 Deacon Drive, Warren	Erection of a new three bedroom dwelling
P16-18.26	Lot 58, DP872884 8 Deacon Drive, Warren	Erection of a new four bedroom dwelling

LEGAL IMPLICATIONS

Council is required under the Environmental Planning and Assessment Act to assess and determine applications within established timeframes.

RISK IMPLICATIONS

The Environmental Planning and Assessment Act provides appeal mechanisms for applicants who believe that their application requires review.

STAKEHOLDER CONSULTATION OPTIONS

Council issues a Section 4.59 Environmental Planning and Assessment Act list of approvals monthly for the community to review.

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.4.4 Help ensure safe and sustainable development.
- 5.2.1 Quality customer service focus by Council staff.
- 5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION/ ATTACHMENTS

Nil.