

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 24TH SEPTEMBER 2020

WARREN SHIRE COUNCIL

AGENDA - ORDINARY COUNCIL MEETING

24th September 2020

1. OPEN MEETING

2. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

3. CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday, 27th August 2020.

4. DISCLOSURES OF INTERESTS

5. MAYORAL MINUTE(S)

6. REPORTS OF COMMITTEES

Meeting of the Council Chambers Development Sunset Committee
held on Wednesday, 9th September 2020 (C14-3.25)

Meeting of the Warren Public Arts Committee
held on Tuesday, 15th September 2020 (C14-3.29)

Meeting of the Water Conservation Committee
held on Thursday, 15th September 2020 (C14-3.26)

Meeting of the Plant Committee
held on Thursday, 15th September 2020 (C14-3.8)

Meeting of the Roads Committee
held on Thursday, 15th September 2020 (C14-3.28)

Meeting of Manex held on Tuesday, 15th September 2020 (C14-3.4)

Showground/Racecourse Committee Chairman's Report (C14-3.2)

7. REPORTS TO COUNCIL

REPORTS OF DELEGATES

- Item 1 Outback Arts Inc. Quarterly Board Meeting held by Zoom Video on the 31st August 2020 (C17-2) Page 1
- Item 2 Central West Zone Library Meeting held via Video Link on Wednesday, 2nd September 2020 (C14-6.3) Page 8

POLICY

- Item 1 Warren War Memorial Swimming Pool Management Manual Policy (P13-1, S19-2)
- Item 2 COVID-19 Policy (P13-1, H2-8.1)

REPORTS OF THE GENERAL MANAGER

- Item 1 Mayoral Election (C14-13) Page 1
- Item 2 Deputy Mayoral Election (C14-13) Page 5
- Item 3 Review of Delegations (C14-13) Page 7
- Item 4 Meeting Schedule 2020/21 (C14-2) Page 10
- Item 5 Outstanding Reports Checklist (C14-7.4) Page 12
- Item 6 Committee/Delegates Meetings (C14-2) Page 15
- Item 7 Local Government NSW Annual Conference (S6-4) Page 16
- Item 8 Model Code of Conduct for Local Councils in NSW 2020 (A7-6) . Page 20
- Item 9 Christmas Closure (C14-1) Page 24

REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

- Item 1 Réconciliation Certificate – August 2020 (B1-10.16) Page 1
- Item 2 Statement of Rates and Annual Charges as at 11th September 2020 (R1-4) Page 4
- Item 3 Financial Assistance Grant 2020/21 (L5-5.2/40) Page 6
- Item 4 Sale of Land – Nevertire – Part Sewerage Treatment Works (S1-1.31/1) Page 12

8. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

9. MATTERS OF URGENCY

Nil.

10. CONFIDENTIAL MATTERS

Nil.

11. CONCLUSION OF MEETING

PRESENTATIONS

After Morning Tea – Warren Rotary Club, proposed Dementia Unit for Warren.

COUNCIL CHAMBERS DEVELOPMENT SUNSET COMMITTEE

Attached are the Minutes of the meeting of the Council Chambers Development Sunset Committee held on Wednesday, 9th September 2020.

RECOMMENDATION:

That the Minutes of the Meeting of the Council Chambers Development Sunset Committee held on Wednesday 9th September 2020 be received and noted and the following recommendation be adopted:

ITEM 4.1 COUNCIL BUILDING ADDITION (S1-1.15/1)

That the Council Chambers Committee recommend to Council that it completes all works associated with the Council building additions within the allocated budget.

WARREN SHIRE COUNCIL

Minutes of the Council Chambers Development Sunset Committee
Meeting held in the Council Chambers, 115 Dubbo Street, Warren on Wednesday,
9th September 2020 commencing at 3.00 pm

Present: Councillor Milton Quigley (Chair)
Councillor Pauline Serdity
Councillor Katrina Walker
Glenn Wilcox (General Manager)
Blake Derrett (Consultant)

ITEM 1 APOLOGIES

An apology was received from Maryanne Stephens, who was absent due to external commitments and a leave of absence be granted for this meeting.

ITEM 2 CONFIRMATION OF MINUTES (C14-3.25)

MOVED Walker/Serdity that the Minutes of the Meeting held on Wednesday, 20th April 2020 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM MINUTES

Nil.

ITEM 4.1 COUNCIL BUILDING ADDITION (S1-1.15/1)

MOVED Walker/Serdity that the Council Chambers Committee recommend to Council that it completes all works associated with the Council building additions within the allocated budget.

Carried

ITEM 5 GENERAL BUSINESS ITEMS

1. Selection of carpet colour - councillors selected the following 4 colours
 - Tahitian Lime
 - Modern Teal
 - Vivid Red
 - Pacific Blue
2. Councillors undertook an inspection of the building extensions.

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

WARREN PUBLIC ARTS COMMITTEE MINUTES

Attached are the Minutes of the meeting of the Warren Public Arts Committee held on Tuesday, 15th September 2020.

RECOMMENDATION:

That the Minutes of the Meeting of the Warren Public Arts Committee held on Tuesday, 15th September 2020 be received and noted and the following recommendations be adopted:

ITEM 4.1 RESIGNATION OF COMMITTEE MEMBER (C14-3.29)

That:

1. Council accept the resignation of Mr Bruce Lynch from the Warren Public Arts Committee;
2. Council thank Mr Lynch for his work on this project and continue to liaise with him on projects; and
3. Membership of the Committee stands as is, until the September 2021 Local Government Election, where the nomination for community members on the Committee will be advertised.

ITEM 4.2 SELECTIVE QUOTATION NO. 20/21-2 TO UNDERTAKE THE PAINTING OF THE STAFFORD STREET WATER TOWER AT WARREN (C14-3.29)

That:

1. Council enter into negotiations with Mr Sam Brooks to paint the Stafford Street Water Tower in line with the available budget;
2. Council organise a phone meeting between Mr Brooks and the Warren Public Arts Committee as part of these negotiations; and
3. Council advise the unsuccessful quoters and thank them for their professionalism and their time in preparing their quotations.

(2)

ITEM 4.3 GRANT FUNDING

That:

1. Council consider authorising the redistribution of funding in the amount of \$7,500 from the Macquarie River Walkway Sculptures to the Stafford Street Water Tower Mural;
2. Could Council consider any potential savings from the Drought Communities Program Round 2 for the Adverse Events Plan and Community Events be contributed to the Stafford Street Water Tower Mural; and
3. Council actively pursue additional funding opportunities for the painting of murals as per the proposed Master Plan.
4. The proposed Master Plan be distributed to the Committee for comment prior to the adoption by Council.

ITEM 4.4 SCULPTURES FOR MACQUARIE RIVER WALKWAY – DROUGHT FUNDING

That Council endorse the Committee's actions in:

1. Proceeding with the Macquarie River Walkway inaugural sculpture exhibition; and
2. Investigating possible display options along the Macquarie River Walkway.

ITEM 5 GENERAL BUSINESS WITHOUT NOTICE

Councillor Williamson advised the Committee that he would be standing down as Chairperson of this Committee due to external commitments.

That Councillor Pauline Serdity be nominated for the position of Chairperson of the Warren Public Arts Committee.

Councillor Pauline Serdity accepted the nomination as Chairperson and as there was only one (1) nomination; that being Councillor Pauline Serdity, she was therefore duly elected as Chairperson.

WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting
held in the Council Chambers, 115 Dubbo Street Warren
on Tuesday 15th September 2020 commencing at 4:19 pm

PRESENT:

Councillor Brett Williamson	(Chair)
Councillor Pauline Serdity	
Councillor Karlene Irving	
Jenny Quigley	Community Member
Judy Ridley	Community Member
Alisha Leach	Community Member
Jody Burtenshaw	Executive Assistant

ITEM 1 APOLOGIES

An apology was tendered on behalf of Raylene Darcy who was absent due to external commitments, and it was **MOVED** Ridley/Irving that the apology be accepted and a leave of absence for the member concerned be granted.

Carried

ITEM 4.1 RESIGNATION OF COMMITTEE MEMBER (C14-3.29)

RECOMMENDATION TO COUNCIL:

MOVED Serdity/Irving that:

1. Council accept the resignation of Mr Bruce Lynch from the Warren Public Arts Committee;
2. Council thank Mr Lynch for his work on this project and continue to liaise with him on projects; and
3. Membership of the Committee stands as is, until the September 2021 Local Government Election, where the nomination for community members on the Committee will be advertised.

Carried

ITEM 4.2 SELECTIVE QUOTATION NO. 20/21-2 TO UNDERTAKE THE PAINTING OF THE STAFFORD STREET WATER TOWER AT WARREN (C14-3.29)

RECOMMENDATION TO COUNCIL:

MOVED Ridley/Quigley that:

1. Council enter into negotiations with Mr Sam Brooks to paint the Stafford Street Water Tower in line with the available budget; and
2. Council organise a phone meeting between Mr Brooks and the Warren Public Arts Committee as part of these negotiations.
3. Council advise the unsuccessful quoters and thank them for their professionalism and their time in preparing their quotations.

Carried

WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting
held in the Council Chambers, 115 Dubbo Street Warren
on Tuesday 15th September 2020 commencing at 4:19 pm

ITEM 4.3 GRANT FUNDING

RECOMMENDATION TO COUNCIL:

MOVED Serdity/Quigley that:

1. Council consider authorising the redistribution of funding in the amount of \$7,500 from the Macquarie River Walkway Sculptures to the Stafford Street Water Tower Mural;
2. Could Council consider any potential savings from the Drought Communities Program Round 2 for the Adverse Events Plan and Community Events be contributed to the Stafford Street Water Tower Mural; and
3. Council actively pursue additional funding opportunities for the painting of murals as per the proposed Master Plan.
4. The proposed Master Plan be distributed to the Committee for comment prior to the adoption by Council.

Carried

ITEM 4.4 SCULPTURES FOR MACQUARIE RIVER WALKWAY – DROUGHT FUNDING

RECOMMENDATION TO COUNCIL:

MOVED Serdity/Leach that Council endorse the Committee's actions in:

1. Proceeding with the Macquarie River Walkway inaugural sculpture exhibition; and
2. Investigating possible display options along the Macquarie River Walkway.

Carried

ITEM 5 GENERAL BUSINESS WITHOUT NOTICE

Councillor Williamson advised the Committee that he would be standing down as Chairperson of this Committee due to external commitments.

RECOMMENDATION TO COUNCIL:

MOVED Quigley/Ridley that Councillor Pauline Serdity be nominated for the position of Chairperson of the Warren Public Arts Committee.

Councillor Pauline Serdity accepted the nomination as Chairperson and as there was only one (1) nomination; that being Councillor Pauline Serdity, she was therefore duly elected as Chairperson.

Carried

ITEM 6 DATE OF NEXT MEETINGS:

To be advised.

There being no further business the meeting closed 5.10 pm.

WATER CONSERVATION COMMITTEE MINUTES

Attached are the Minutes of the meeting of the Water Conservation Committee meeting held on Tuesday, 15th September 2020.

RECOMMENDATION:

That the Minutes of the Meeting of the Water Conservation Committee held on Tuesday, 15th September 2020 be received and noted, and the following recommendation be adopted:

ITEM 3 REVIEW OF CURRENT WATER RESTRICTIONS

MOVED Williamson/Higgins that;

1. Due to the improved water conditions and environmental flows that are being released from Burrendong Dam and the fact that water allocations from the previous year have now been fulfilled, the committee recommended that the water restrictions be lifted directly after the next Council Meeting.
2. The Councils commitment to provide landowners or their representatives with up to 10,000 litres of water (10 kilolitres) per calendar month during the drought relief program that was available is to be now discontinued.

WARREN SHIRE COUNCIL

Minutes of the Water Conservation Committee
Meeting held in Council Chambers, Administration Building, Warren
on Tuesday, 15th September 2020 commencing at 10.15am

Present: Councillor Brett Williamson (Chairperson)
Councillor Ron Higgins
Rolly Lawford (Divisional Manager Engineering Services)
Angela Muir (Minute Taker)

ITEM 1 APOLOGIES

An apology was received from Councillor Andrew Brewer who was absent due to external commitments and it was **MOVED** Williamson/Higgins that a leave of absence be granted for this meeting.

Carried

ITEM 2 BUSINESS ARISING FROM MINUTES

Nil.

ITEM 3 REVIEW OF CURRENT WATER RESTRICTIONS

MOVED Williamson/Higgins that;

1. Due to the improved water conditions and environmental flows that are being released from Burrendong Dam and the fact that water allocations from the previous year have now been fulfilled, the committee recommended that the water restrictions be lifted directly after the next Council Meeting.
2. The Councils commitment to provide landowners or their representatives with up to 10,000 litres of water (10 kilolitres) per calendar month during the drought relief program that was available is to be now discontinued.

ATTACHMENT

DROUGHT RELIEF WATER ASSISTANCE

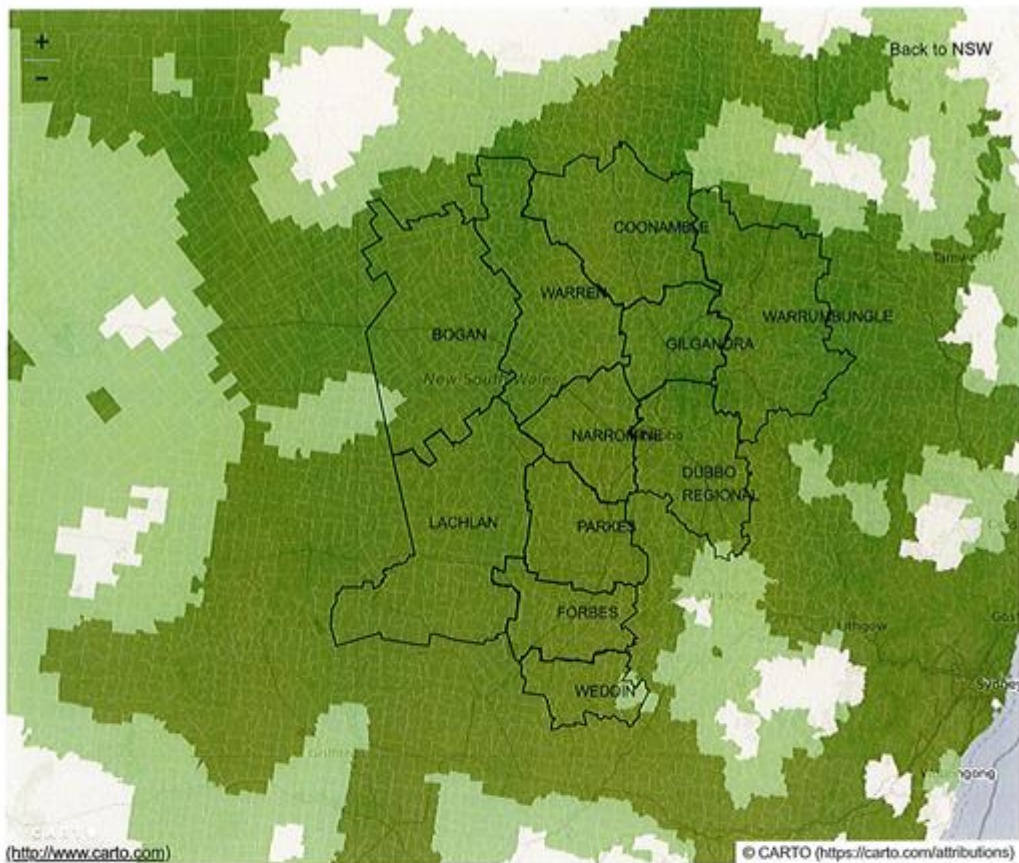
It was noted that the Department of Primary Industries (DPI) Combined Drought Map indicates that the Warren Shire and the majority of other Shires within the Orana area are now not within a drought prone area. The attached map indicates the Non-drought and Recovery areas within the Orana Area.

WARREN SHIRE COUNCIL

Minutes of the Water Conservation Committee
Meeting held in Council Chambers, Administration Building, Warren
on Tuesday, 15th September 2020 commencing at 10.15am

ITEM 3 REVIEW OF CURRENT WATER RESTRICTIONS

(CONTINUED)



CDI = Combined Drought Indicator. RI = Rainfall Index. SWI = Soil Water Index. PGI = Pasture Growth Index. DDI = Drought Direction Index
Data current to 15/9/2020 (AEST)

Central West Summary



For more information please refer to the NSW DPI [State Seasonal Update](https://www.dpi.nsw.gov.au/climate-and-emergencies/droughthub/information-and-resources/seasonal-conditions).
(<https://www.dpi.nsw.gov.au/climate-and-emergencies/droughthub/information-and-resources/seasonal-conditions>)

- Non Drought: 99.2 %
- Recovering: 0.8 %

Combined Drought Indicator

Carried

WARREN SHIRE COUNCIL

Minutes of the Water Conservation Committee
Meeting held in Council Chambers, Administration Building, Warren
on Tuesday, 15th September 2020 commencing at 10.15am

ITEM 4 QUESTIONS WITHOUT NOTICE

1. WHAT ARE FUTURE TRIGGER POINTS FOR WATER RESTRICTIONS BEING IMPLEMENTED AND REMOVED?

How should restrictions be implemented and removed – the Committee feels that their needs to be a flowchart developed that shows the process for when restrictions are to come into effect and for when they are to end.

2. ELLENGERAH PIPELINE

Councillor Williamson has been advised that he is being asked by residents, is this pipeline going to affect the pressure that they are already receiving at the Council Depot end of the town. This was answered as NO it should effectively equalise the pressure out over the whole town once it is fully operational.

ITEM 5 NEXT MEETING

To be advised.

There being no further business the meeting closed at 10:20 am.

PLANT COMMITTEE MEETING

Attached are the Minutes of the meeting of the Plant Committee Meeting held on Tuesday 15th September 2020.

RECOMMENDATION:

That the Minutes of the Meeting of the Plant Committee Meeting held on Tuesday 15th September 2020 be received and noted and the following recommendations be adopted:

ITEM 5.1 PLANT REPLACEMENT PROGRAM

(P2-5.39)

RECOMMENDATION:

That the following recommendations are to sell and purchase Items 1 – 11 acknowledging that this will be subject to budget constraints:

1. That a Ride-On Street Sweeper be acquired to accommodate the street cleaning as a one employee operation and provide for street cleaning in the more confined areas such footpaths and kerb and guttered areas containing obstacles such as tree surrounds.
2. That Council's existing aged bogie drive truck be replaced by advertising a tender for the supply of a new truck and an additional super dog trailer and after delivery Council's existing truck (Plant No. P107) be offered for sale by auction.
3. That Council's existing John Deere 770G Grader (Plant No.25) be replaced by advertising a tender for the supply of a new Grader of similar size and after the delivery of the new Grader item Plant No.25 be offered for sale by auction.
4. That quotations be sought for the supply and fit of hoist of approximately 10 tonne lifting ability in the workshop.
5. That quotations be sought for the supply and delivery of a replacement the existing crew cab truck (Plant No.61) predominately used by Grader Team No.3 as its transport vehicle and after delivery the existing truck be offered for sale by auction.
6. That provision be made for the acquisition of a new pneumatic self-propelled roller with a gross weight of approximately 22.5 tonne.
7. This truck and Hiab crane, Plant No.43 and 100, barely gets used (71 hrs in 2019/2020). The Roadside Maintenance Team is responsible for this truck is also responsible for Plant No.58 which on most occasions satisfies its needs. Currently the crane attachment (Plant No.100) is inoperable. The repair cost would be quite expensive. It is therefore proposed that Plant No.43 and 100 be offered for sale by auction.

(2)

8. Plant No.79, a ride-on mower, is just over seven years old and starting to show signs of wear. Accordingly, it is proposed that it be sold and replaced with a machine of a little more capability. On delivery of the replacement item Plant No.79 is to be offered for sale by auction.
9. Plant No.58 is almost ten years old. It is the second truck used by the Roadside Maintenance Team (See item 7 above). The duties undertaken by this team are very variable, escorting slashing works, traffic control, signage and other roadside furnishings maintenance and establishment works, minor bridge repairs etc. It is proposed that a small Hiab Crane be fitted to this truck as part of the supply arrangement. After delivery Plant No.58 is to be offered for sale by auction.
10. Plant No.78 is the slasher traditionally used for the Warren Racecourse mowing works. It is just over ten years old. Thus, time for upgrading. It will be replaced with a twin circle wider mower/slasher to use primarily on road shoulders.
11. Plant No.76 is the mower/slasher traditionally used for the Warren Street verge mowing. It is just over five years old. It has a damaged rear roller which slows the operating speed down, the frame and slides have structural problems, possibly aided by age and fatigue, and have been welded several times previously. It is therefore proposed that this item be replaced with a similar style of machine. On delivery of the replacement item Plant No.76 will be offered for sale by auction.

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Council Chambers, 115 Dubbo Street, Warren
on Tuesday 15th September 2020 commencing at 10:30 am

Present: Councillor Mark Beach (Chairperson)
Councillor Ron Higgins
Mr Darren Arthur (Divisional Manager Finance & Administration)
Mr Rolly Lawford (Divisional Manager of Engineering Services)
Mr Jason Boyd (Workshop Co-Ordinator)
Miss Angela Muir (Minute Taker)

ITEM 1 APOLOGIES

An apology was received from Councillor Andrew Brewer who was absent due to external commitments and it was **MOVED** Beach/Higgins that a leave of absence be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF MINUTES

MOVED Higgins/Beach that the Minutes of the Meeting held on Thursday 2nd April 2020 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING

Nil.

ITEM 4 FINANCIAL REPORT AND STATEMENT

MOVED Beach/Higgins that the information be received and noted.

Carried

ITEM 5.1 PLANT REPLACEMENT PROGRAM

(P2-5.39)

RECOMMENDATION:

MOVED Higgins/Beach that the following recommendations are to sell and purchase Items 1 – 11 acknowledging that this will be subject to budget constraints.

1. That a Ride-On Street Sweeper be acquired to accommodate the street cleaning as a one employee operation and provide for street cleaning in the more confined areas such footpaths and kerb and guttered areas containing obstacles such as tree surrounds.
2. That Council's existing aged bogie drive truck be replaced by advertising a tender for the supply of a new truck and an additional super dog trailer and after delivery Council's existing truck (Plant No. P107) be offered for sale by auction.
3. That Council's existing John Deere 770G Grader (Plant No.25) be replaced by advertising a tender for the supply of a new Grader of similar size and after the delivery of the new Grader item Plant No.25 be offered for sale by auction.

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Council Chambers, 115 Dubbo Street, Warren
on Tuesday 15th September 2020 commencing at 10:30 am

ITEM 5.1 PLANT REPLACEMENT PROGRAM

(CONTINUED)

4. That quotations be sought for the supply and fit of hoist of approximately 10 tonne lifting ability in the workshop.
5. That quotations be sought for the supply and delivery of a replacement the existing crew cab truck (Plant No.61) predominately used by Grader Team No.3 as its transport vehicle and after delivery the existing truck be offered for sale by auction.
6. That provision be made for the acquisition of a new pneumatic self-propelled roller with a gross weight of approximately 22.5 tonne.
7. This truck and Hiab crane, Plant No.43 and 100, barely gets used (71 hrs in 2019/2020). The Roadside Maintenance Team is responsible for this truck is also responsible for Plant No.58 which on most occasions satisfies its needs. Currently the crane attachment (Plant No.100) is inoperable. The repair cost would be quite expensive. It is therefore proposed that Plant No.43 and 100 be offered for sale by auction.
8. Plant No.79, a ride-on mower, is just over seven years old and starting to show signs of wear. Accordingly, it is proposed that it be sold and replaced with a machine of a little more capability. On delivery of the replacement item Plant No.79 is to be offered for sale by auction.
9. Plant No.58 is almost ten years old. It is the second truck used by the Roadside Maintenance Team (See item 7 above). The duties undertaken by this team are very variable, escorting slashing works, traffic control, signage and other roadside furnishings maintenance and establishment works, minor bridge repairs etc. It is proposed that a small Hiab Crane be fitted to this truck as part of the supply arrangement. After delivery Plant No.58 is to be offered for sale by auction.
10. Plant No.78 is the slasher traditionally used for the Warren Racecourse mowing works. It is just over ten years old. Thus, time for upgrading. It will be replaced with a twin circle wider mower/slasher to use primarily on road shoulders.
11. Plant No.76 is the mower/slasher traditionally used for the Warren Street verge mowing. It is just over five years old. It has a damaged rear roller which slows the operating speed down, the frame and slides have structural problems, possibly aided by age and fatigue, and have been welded several times previously. It is therefore proposed that this item be replaced with a similar style of machine. On delivery of the replacement item Plant No.76 will be offered for sale by auction.

Carried

ITEM 5.2 MOUNT FOSTER QUARRY UPDATE

(Q1-1.1)

RECOMMENDATION

MOVED Beach/Higgins that the information be received and noted and that nothing more happens at this point in time on this project except for (Divisional Manager of Engineering Services) to investigate and explore operational cost

Carried

ITEM 6 GENERAL BUSINESS

Nil.

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Council Chambers, 115 Dubbo Street, Warren
on Tuesday 15th September 2020 commencing at 10:30 am

ITEM 7 DATE OF NEXT MEETING

To be advised.

There being no further business the meeting closed at 11.22am.

DRAFT

WARREN SHIRE COUNCIL
Minutes of the Roads Committee Meeting
held in the Council Chambers, Administration Building,
Warren on Tuesday, 15th September 2020 Commencing at 11.30 am

PRESENT:

Councillor Milton Quigley (Chair)
Councillor Heather Druce
Councillor Mark Beach
Councillor Ron Higgins
Rolly Lawford (Divisional Manager Engineering Services)
Miss Angela Muir (Minute Taker)

ITEM 1 APOLOGIES

An apology was received from Glenn Wilcox (General Manager), and Councillor Andrew Brewer who was absent due to external commitments and it was **MOVED** Beach/Druce that a leave of absence be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF MINUTES

MOVED Higgins/Beach that the Minutes of the Meeting held on Tuesday 15th of July 2020 be accepted as a true and correct record of that meeting

Carried

ITEM 3 BUSINESS ARISING FROM MINUTES

- Follow up with TfNSW about what is happening with works on the Ewenmar Bridge.
- Follow up on Tree Trimming that needs to be carried out on various roads with the Councils Area.

Carried

ITEM 4 ACTION CHECKLIST

MOVED Druce/Beach that the information be received and noted, and the item(s) marked with (*) be deleted

Carried

ITEM 5.1 2020/21 ROADS CAPITAL WORKS PROGRAM (R4-1) (W6-7.38)

RECOMMENDATION TO COUNCIL

MOVED Higgins/Druce that:

1. Councils Road Works Program be amended to show that the construction of the Old Warren Road be bought forward an allocated the timeslot that is taken up by the Nevertire Bogan Road Rehab and that Nevertire Bogan Road Rehab takes the timeslot where the Old Warren Road was programmed into.

Carried

WARREN SHIRE COUNCIL
Minutes of the Roads Committee Meeting
held in the Council Chambers, Administration Building,
Warren on Tuesday, 15th September 2020 Commencing at 11.30 am

ITEM 5.2 ROADS INSPECTION

(R4-1) (W6-7.38)

RECOMMENDATION TO COUNCIL:

MOVED Beach/Higgins that:

1. The Roads Committee will be organising a Roads Inspection to be carried out on the 7th of October 2020 for the Roads Committee Members Only.

Carried

GENERAL BUSINESS ITEMS

- An update on Wonbobbie Bridge to be provided and distributed to all Councillors and Residents that live in the area.

NEXT MEETING

To be Advised

There being no further business the meeting closed at 12:55pm.

MANEX MINUTES

Attached are the Minutes of the meeting of Manex held on Tuesday, 15th September 2020.

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Tuesday, 15th September 2020 be received and noted.

ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT

That:

1. The information be received and noted; and
2. Items 5 and 15 be corrected.

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 CORRECTIVE ACTION REPORTS (S12-14.1)

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

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

That the Warren Shire Council Work Health and Safety Action Plan actions are reviewed, and their status monitored.

ITEM 5.4 STATECOVER WORK HEALTH AND SAFETY ANNUAL SELF-AUDIT (I2-3.1)

That:

1. Council update its existing Work Health and Safety Action Plan, utilising information received in the StateCover Self-Audit report.
2. Council contact StateCover to request if they could address Manex on the Annual Self -Audit and general insurance issues.

(2)

ITEM 9 CHANTS AMUSEMENTS PTY LTD – REQUEST FOR POP UP CARNIVAL (I3-23)

That due to the possible risks associated with COVID-19 that:

1. Council advise Chants Amusement Pty Ltd that Council does not support the pop up carnival;
and
2. Any similar requests received by Council be advised the same.

DRAFT

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th September 2020 commencing at 2.35 pm

PRESENT:

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

ITEM 1 APOLOGIES

Nil.

ITEM 2 BUSINESS ARISING FROM MINUTES

Nil.

ITEM 3 ACTION CHECKLIST

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

Carried

ITEM 4.1 2020/2021 SPECIFIC WORKS STATUS REPORT

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

Carried

ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT

MOVED Arthur/Jones that:

1. The information be received and noted; and
2. Items 5 and 15 be corrected.

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th September 2020 commencing at 2.35 pm

ITEM 4.3 EWENMAR WASTE DEPOT STATUS REPORT

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

Carried

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

MOVED Jones/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/Burns that the status of 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 Jones/Murray that the Warren Shire Council Work Health and Safety Action Plan actions are reviewed, and their status monitored.

Carried

ITEM 5.4 STATECOVER WORK HEALTH AND SAFETY ANNUAL SELF-AUDIT (I2-3.1)

MOVED Burns/Hutchinson that:

1. Council update its existing Work Health and Safety Action Plan, utilising information received in the StateCover Self-Audit report.
2. Council contact StateCover to request if they could address Manex on the Annual Self -Audit and general insurance issues.

Carried

ITEM 6.1 NSW GOVERNMENT CIRCULARS (L5-3)

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

Carried

ITEM 6.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS (L5-3)

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th September 2020 commencing at 2.35 pm

ITEM 7 GOVERNANCE REVIEW SHEET

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

Carried

ITEM 8 IMPOUNDING OFFICER'S REPORT

(P4-4)

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

Carried

ITEM 9 CHANTS AMUSEMENTS PTY LTD – REQUEST FOR POP UP CARNIVAL **(I3-23)**

MOVED Stephens/Arthur that due to the possible risks associated with COVID-19 that:

1. Council advise Chants Amusement Pty Ltd that Council does not support the pop up carnival; and
2. Any similar requests received by Council be advised the same.

Carried

ITEM 10 AUGUST 2020 DRAFT MINUTES AND SEPTEMBER 2020 BUSINESS PAPER

The Committee previewed the September 2020 Business Paper and the August 2020 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

ITEM 11 CORRESPONDENCE AND COMPLAINTS/ACTION REQUESTS STATUS

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

ITEM 12 GENERAL BUSINESS WITHOUT NOTICE

- The General Manager advised that he would be presenting two (2) new policies to Council this month, they being; Swimming Pool Management Policy and a COVID-19 Policy.

There being no further business the meeting closed 3.33 pm.

WARREN SHIRE COUNCIL

Delegates Report by Councillor P Serdity

to the Ordinary Meeting of Council to be held in the Warren Sporting and Cultural Centre, Udora Road, Warren on Thursday 24th September 2020

ITEM 1 **OUTBACK ARTS INC. QUARTERLY BOARD MEETING HELD BY ZOOM VIDEO ON THE 31ST AUGUST 2020** **CONTINUED**

OUTBACK ARTS

building creative communities

T: 0428 220 029
E: admin@outbackarts.com.au
26 Castlereagh Street, PO Box 28 Coonamble, NSW 2829
www.outbackarts.com.au

JUNE - AUGUST
2020
MEMBERS REPORT

A BIT ABOUT US // OUTBACK ARTS INC.

Outback Arts is one of 14 Regional Arts Development Organisations in NSW servicing the seven contributing local government areas of Bourke, Brewarrina, Bogan, Cobar, Coonamble, Walgett and Warren. The region covers an area of 163,886 kms and has a population of 26,400.

Outback Arts supports and promotes arts and culture in the Far West by working across a broad range of regional community arts development programs and initiatives. Outback Arts directly assists artists, individuals, community groups and local government in the development of arts and cultural activities, supporting communities and sectors that have limited access to arts and culture.



PROJECTS // OUR STORIES

Our Stories will use videography, animation and QR reader codes to record and share stories and cultural practices connected to the culturally significant sites in the Outback Arts region.

Filming will all take place on country at the various sites with the Elders, Knowledge Holders and Artists and will see them walking through and explaining the complex formations, their cultural importance and the connection this has to their arts practice. Stories will be recorded, in the seven LGA's of Bourke, Bogan, Brewarrina, Walgett, Warren, Cobar and Coonamble. We note that some stories will cross LGA boundaries.

As a direct result of the COVID-19 pandemic, we have been forced to change the way we intended in conducting consultation in order to keep our communities safe. Consultation is still taking place using phone calls and Zoom conferencing, we have a database of people we are talking too. If you would like the project team to contact a community member in your area or if you would like to know more about the project please feel free to contact Outback Arts.

The Baiame Ngunnhu project will be completed by the end of September with a launch scheduled in October 2020.

WARREN SHIRE COUNCIL

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ITEM 1 OUTBACK ARTS INC. QUARTERLY BOARD MEETING HELD BY ZOOM VIDEO ON THE 31ST AUGUST 2020 CONTINUED

PROJECTS // CULTURE MAPS

Culture Maps Outback NSW will be a brand new project initiated by Outback Arts to provide a completely interactive map to direct locals and tourists to the range of public art and cultural experiences available in the Outback Arts region. Maps for finding public art + heritage + galleries + shopping for handmade + Aboriginal experiences + arts and cultural events in our vibrant region.

Culture Maps Outback NSW is a collaborative project by regional arts development organisation Outback Arts supported by the seven Shire Councils across far western NSW. Content for this website will be drawn from the Outback Arts' database, tourism teams at local councils and coordinators of some of the larger public art programs.

Website users will click on a theme and use these interactive maps to explore the region's culture, pin point favourite creative places, learn the story behind pieces of public art, #buyfromthebush in person, connect to Aboriginal experiences, get the low down on local museums, find festivals, events and fun things to do with the family - and plan their next road trip.

Maps will cover

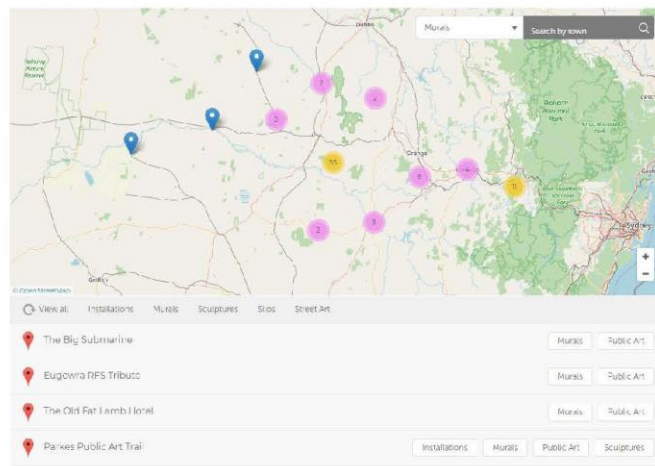
- Public Art
- Heritage
- Galleries
- Handmade
- Aboriginal Culture

Inclusion criteria

Public art: Sculpture, murals, street art, installations. Must be in public places. Including permanent, significant street art not commissioned or approved by anyone. We believe it is important to include artist credit and artwork details as per a gallery piece (year, materials) plus acknowledge who commissioned the works, where known.

Heritage: Museums, historic homes, key historic sites - open to the public at some points (including museums open by appointment)

Handmade: Places that exclusively or mainly sell items that have been handmade in the region. Volunteer ran and commercial. Places that have a physical



premise (not just online sales) and some opening hours or allow visitors by appointment. All art forms, artisan, crafts.

Galleries: Visual art galleries, both selling and exhibition venues. Places that have a physical premise (not just online).

Aboriginal culture: Galleries, publicly open cultural sites, education and meeting places. All items checked and followed up locally by our Aboriginal arts officer. Consultation, where appropriate, with venue managers or local custodians before publication.

WARREN SHIRE COUNCIL

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ITEM 1 **OUTBACK ARTS INC. QUARTERLY BOARD MEETING HELD BY ZOOM VIDEO ON THE 31ST AUGUST 2020** **CONTINUED**

PROJECTS //

10TH ANNUAL OUTBACK ARCHIES

Entires have just closed for our 10th Annual Outback Archies Art Prize and Exhibition. The Outback Archies grows in anticipation with each year, shining a light on the diverse and talented creatives in the region.

To celebrate this 10-year milestone, you may have noticed a couple of new features.

First, entries were accepted from not only from the Outback Arts region but also Warrumbungle and Gilgandra Shires, Moree Plains, Narrabri and the West Darling Arts region of Broken Hill City, Central Darling Shire and Wentworth Shire.

There was a category added to include young artists, dubbed the Young Outback Archies. Young people under the age of 15 years were able to enter in their very own category with artworks of any medium.

A curated selection of artworks will be hitting the road in 2021, touring the Outback Arts region and beyond. This is a great opportunity for the entire region to see what the Archies is all about, showcasing the amazing artists we have in Regional NSW as well as inspiring others in the community.

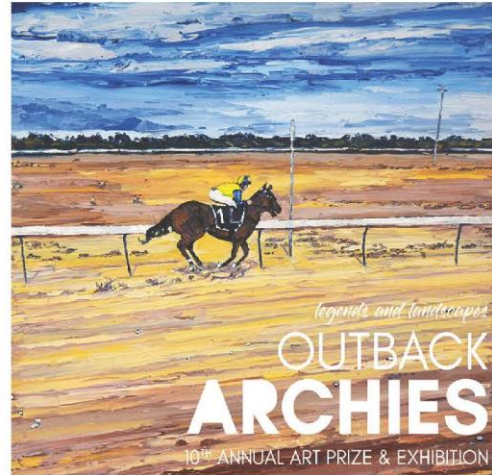


Image: 'Trotting over kangaroo ribs', Chris Kunko 2019 Packing Room Prize

Dates for the calendar

- Exhibition 5th October to 13th November 2020
- Special opening event (if permitted) Saturday, 10th October 2020

PROJECTS //

2 RIVERS PARTNERSHIP PROJECTS

Our partnership with 2 Rivers aims to develop and promote access for Aboriginal regional and remote artists, art workers and community to increase their skills, promote high-quality artistic outcomes and improve networks within the sector resulting in exhibitions and performances across the region engaging the wider community.

Cultivating Creative Communities will grow and support creative and cultural capacity by encouraging economic and social independence through activities and outcomes that evoke thought into sustainability, connection to country and self-determination.

2 Rivers will deliver 21 FREE creative workshops with professional artists including Buddy Know, Loren Ryan, Adele Chapman-Burgess, Avril Chapman and Vicky Duncan throughout our region. Additionally, the 2 Rivers team will facilitate a series of professional development programs such as grant writing, social media and art handling and installation workshops.

"Creating Digital Country" will focus on digitalising the services we offer face to face into the digital space through website capacity development to include new resources, tools and features for Aboriginal Artists in Regional NSW focused on creative practice and market place development in the digital space and podcast series that will be easily accessible.

WARREN SHIRE COUNCIL

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ITEM 1 **OUTBACK ARTS INC. QUARTERLY BOARD MEETING HELD BY ZOOM VIDEO ON THE 31ST AUGUST 2020** **CONTINUED**

Coonamble Arts Alive Inc (\$800) are planning to host a "Midwinter pARTy" for their members with several creative activities. Participants will spend a limited amount of time at each table, motivating the group and encouraging creative connection amongst members.

Silversmith artist Sky Bragg (\$750) has a well-established and highly sort after workshop program that she delivers around the Outback Arts region. Skye will use the funds she has been awarded to increase her teaching practice to accommodate more participants.

Stephanie Borowski (\$650) will undertake some very important artistic development involving an intensive pottery course where she will build her knowledge and refine her skills with the opportunity to share her development with others.



Image: Prepared photograph for Viki Murray's stencil art project in Lightning Ridge.

CREATIVE ARTS CENTER // GALLERY SHOP

Sales through the Gallery Shop have been exceptional and far above expectations.

Artists who are regular stockists are unable to keep up with demand. There has been a transition into offering online artwork sales through our website. Sooty Welsh's exhibition 'Scarred' is the first.

New artists are always being sourced to sell their artwork through the shop space. We would love your support in encouraging artists in your Shire to contact Outback Arts about selling their work.

Our impact:

Number of items sold YTD - 495
Artist payments YTD - \$12,180.40



WARREN SHIRE COUNCIL
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**ITEM 1 OUTBACK ARTS INC. QUARTERLY BOARD MEETING HELD BY ZOOM VIDEO ON
THE 31ST AUGUST 2020 CONTINUED**

PROJECTS //

CUPPA & YARN WITH WALTRAUD

For the first time in 6 years, Waltraud Reiner, otherwise known as "The Hat Lady", wasn't able to visit the region. Waltraud herself was sad to not be able to make the trip and invited women in the Outback Arts region to connect over a cup of tea and engage in a little demo of something arty in the hour together.



Waltraud has a fully equipped studio where she can connect with participants right across the country through specialised filming equipment.

Negotiations are underway to offer online art therapy classes in the Outback Arts region.

EXHIBITIONS //

TOURING & OUTBACK ARTS GALLERY

Art4Ag on tour

This exhibition celebrates the nation's agricultural industry and the contribution farming women make to its success. The latest 2019 exhibition is bigger than ever, showing 50 photographs taken by community members across the region. This project was delivered in partnership with Coonamble District & Castlereagh Landcare and the Department of Primary Industries Rural Resilience Program. The 2019 exhibition has been touring around the region, having been displayed in Warren, Brewarrina and Walgett, now on it's way to Bourke, Nyngan and Cobar.

Outback Arts Gallery

As restrictions have eased, it has been exciting to get our exhibition program back on track. Our first major show after reopening was the Annual Quilt Show by the Material Girls. Despite being a little low key this year without an opening event or workshops it was still a very successful exhibition. Now showing is 'Scarred' an exhibition of ceramic pieces by Wailwan artist Sooty Welsh. The exhibition has been well received with much anticipation by locals and travelers who have come to know Sooty's work.



ART4AG on exhibition at Walgett Library, taken by Cath Hiscox.

WARREN SHIRE COUNCIL

Delegates Report by Councillor P Serdity
to the Ordinary Meeting of Council held in the Warren Sporting
and Cultural Centre, Udora Road, Warren on Thursday 24th September 2020

**ITEM 2 CENTRAL WEST ZONE LIBRARY MEETING HELD VIA VIDEO LINK ON WEDNESDAY
2ND SEPTEMBER 2020 (L2-7)**

RECOMMENDATION:

That the information be received and noted.

Held via Team Meetings video through Mudgee Library Wednesday 2nd September 2020

Councillor Karlene Irving, Bec Moors Warren Library representative and I attended the Library Zone meeting via Team Meetings video link at the Warren Shire Library on Wednesday 2nd September 2020. This was a good meeting with the majority of our Zone group in attendance.

Various reports were presented on the day from various sources.

- Strategic Plan - State Library are currently working on a state plan, which will be for a 10 year period and once completed this will be available to all zones to adjust etc as needs be. Our Zone Plan is now on hold until this document from the State Library has been finalised.
- Library funding grant from the Government was set last year for a four (4) year period with \$37.5 million due out this year. Due to the Covid-19 event, some councils mainly in the metro areas, have reduced their contribution to their libraries during this time. Face to face time from members of the public to library buildings are down by approximately 30%. Libraries are still continuing to work online with their clients to ensure that members are not forgotten.
- Statistics are being reviewed on how this information is being used to ensure that the relevant government bodies are aware of how libraries continue to be a vital part of the community particularly during this time of Covid-19.
- State Library are in weekly meetings with the Office of Local Government and NSW Health in relation to ensuring that policies in relation to Covid-19 remain relevant.
- With HSC exams due to be undertaken in the very near future, some libraries are setting up rooms, under distancing guidelines, to ensure that any students needing assistance are being looked after.
- Jan Richards reporting on behalf of Australian Public Library Alliance advised that funding through the Federal Government to assist with Census was rejected, as the amount offered was very unrealistic to assist libraries to extend their staff time to cover any additional time spent on this. Libraries have always in the past offered any assistance needed to public during this time. They were offering approximately \$50 per library to cover this.
- On the 9th May 2021, the annual reading event held through the library network will this time be the book "Give me some space" and on this occasion will be actually read from outer space. This is a joint project in conjunction with NZ. A special printing of the book is currently underway as special paint and other necessities have to be undertaken to ensure that the book will not cause any issues once delivered to the space station. This project will cost approximately \$30,000.
- During this Covid-19 period libraries are still continuing to provide an important service to all their members through online activities etc and the public are responding well to this.

POLICY REGISTER

WARREN WAR MEMORIAL SWIMMING POOL MANAGEMENT MANUAL POLICY

Policy adopted: Minute No.

Reviewed:

File Ref: P13-1, S19-2

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DRAFT

1. INTRODUCTION

This Management Manual provides the necessary instruction for Council workers and contractors to administer the routine functions of the swimming pool facilities and provides a transparent means for the general public to understand the process.

This Management Manual aims to provide facilities which promote a healthy lifestyle and social interaction, for residents and visitors to Warren Shire.

1.1 COMMENCEMENT

This Management Manual will commence in September 2020. It will remain current until change is deemed necessary by Council management.

1.2 REVIEW PROCESS

This document will be reviewed annually during the winter season by the Manager Health and Development with changes approved or recommended via Manex.

1.3 APPLICATION

This Management Manual applies to the Toddler's Wading pool and the Main Swimming pool, including grounds, furniture, and buildings included within the bounds of the Warren Swimming pool operated and maintained by Warren Shire Council.

A copy of the Manual is available to read at:

- Warren Swimming pool during the open season; and
- Warren Shire Council Office, Customer Service.

Patrons are encouraged to read and make written contribution to the Manual.

This Management Manual does not affect the operation of any Act or Regulation relating to the appropriate Management of Public Swimming Pools.

The NSW Office of Local Government Practice Note No. 15-Water Safety, will provide guidance on standards not specifically discussed in this Manual.

The Royal Life Saving's Guidelines for Safe Pool Operation (GSPO) is recognised as an industry standard and as such will be used in conjunction with Warren Shire Council's Safety Management System in the provision of safe aquatic facilities.

1.4 DEFINITIONS

Council; Warren Shire Council.

Pool Supervisor; The qualified worker responsible for overall operation of a swimming facility.

Shift Supervisor; The supervisor of the shift.

Pool Attendant; The qualified worker primarily responsible for pool supervision, customer service and maintenance duties. A Pool Attendant of suitable experience can be temporarily appointed to the role of Shift Supervisor for the purpose of overseeing the operation of a facility in the absence of the Pool Supervisor.

Pool Lifeguard; Any qualified, worker, at the pool on duty and defined by a Red & Yellow Warren Shire Council uniform.

Pool Workers; Any worker on duty at the swimming pool, including kiosk/turnstile attendants & Council approved volunteers.

Aquatic Responsibility Code;

The code developed by Council that communicates the standard of behaviour required at the Warren Shire Council public swimming facility.

Evacuation plan; The plan designed to ensure the safe egress of people from the Warren Shire Council public swimming facility.

Business; Any company, sole trader, incorporated group, sports group, school, charity, event organiser or similar.

Professional Coach/ Instructor; Any person who charges a fee or is otherwise paid, whether by an individual, individuals, club or association for the provision of swim training and or coaching.

Aquatic Group; Any swimming, water polo, triathlon club that regularly uses the Warren Shire Council public swimming facility.

Facility; The Warren Shire Council public swimming pool, surrounding buildings, grounds and fence line.

Workers; Is to include all persons performing work under the direction of, or on behalf of Council for example, employees, trainees, work experience, volunteers, contractors, subcontractors, full time, part time, casual and temporary staff.

2. SWIMMING POOLS

Council aims to provide the following facilities at the Warren Swimming pool. The Warren Swimming pool is classified as Category 4 under the NSW Government Practice Note No. 15 Water Safety.

2.1 WARREN WAR MEMORIAL SWIMMING POOL

- 50m swimming pool.
- Toddler's (Wading) pool.
- BBQ facilities.
- Kiosk facility.
- Change room facilities.
- Shade structures.

Hours of operation:

Season opens on the first weekend in October and closes at the end of March.

Monday to Friday

6am to 8am for lap swimming

1pm to 7pm general hours

Saturday and Sunday

12noon to 8pm general hours

School Holidays

12noon to 7pm

Closed Christmas Day, Boxing Day & New Year's Day

Contact Details; Stafford Street Warren, Phone: 02 6847 6675

3. ADMINISTRATION

3.1 RECORDS

Pool workers shall ensure that all records for the operation of the swimming pool are legible and sent to the Council office each month for storage in Councils records system.

3.2 RECORDS TO BE MAINTAINED BY THE POOL

- A Daily Running Sheet recording all daily water analysis/events/incidents/maintenance & workers/contractor attendance etc.
- A Daily Tally Sheet to log sales transactions and public attendance.
- A Daily Risk Assessment to ensure pool facilities are in safe working order.
- Booking Application for business operators to complete to use pool facilities.
- Document Register to record the business operators training records that have been forwarded to Councils office.
- Site Induction to record Health and Safety topics discussed with business operators.
- Site Specific Emergency Action Plans.
- First Aid Register to record all incidents requiring first aid, no matter how small or insignificant.
- Councils Incident Report to be completed by Council employees in the event where an incident, injury, illness, damage and near miss has occurred to an employee or where further investigation is required into high risk incidents and near misses to ensure controls are implemented.
- Issue Notification Form to record and forward WHS issues to the Manager Health and Development.
- Swimming Pool Time Out Notice.
- Swimming Pool Hazard Inspection Form to check facility compliance.
- Record of all staff training carried out.
- All other documentation required by Council's Safety Management System.

3.3 SIGNAGE

All aquatic facilities shall use signage that details acceptable patron behaviour, and other safety rules. Safety signs shall be compliant with current industry standards and be displayed in a prominent location containing information that is appropriate for the nature of activities conducted at the facility.

3.4 COMMUNICATION SYSTEM

All aquatic facilities should have necessary communication systems to enable the appropriate warning or notification of staff and facility patrons. (e.g. PA system, 2way radios, whistles).

4. WORK HEALTH & SAFETY

4.1 GENERAL COMPLIANCE

All workers, including Councils employees, contractors & volunteers shall comply with Council's WHS policies and procedures at all times.

Contractors conducting work on council's facilities shall provide insurance and WHS policies and procedures to be inspected and clarified prior to time of engagement.

All incidents are to be reported, investigated and addressed in accordance with Council's WHS policy and procedure.

4.2 ELECTRICAL SAFETY

To ensure the safe operation of electrical equipment, the following must be followed:

- Electrical System is to comply with requirements of AS3000 equipotential bonding all metal objects with any dimension over 100mm in areas likely to be wet and contacted.
- Electrical equipment will be tested and tagged as per AS/NZS 3760 for safety and compliance;
- If any faulty electrical items are found, the area will be isolated, and the fault immediately reported;
- Any dangerous electrical outlets or switches, the area will be isolated, and the fault immediately reported;
- Any power blackouts that are caused by other than a disruption in supply to the Pool Facility must be immediately reported;
- All power tools shall be battery operated.

4.3 CHEMICALS

Always refer to the manufacturer's instructions outlined in the Safety Data Sheet (SDS).

Do not put spilt chemicals back in their containers. Dispose of the chemical in accordance with section 6 and 13 of the SDS. Use spill kits provided.

Use correct Personal Protection clothing (PPE) and equipment, e.g. face mask, respirator, gloves, boots, overalls, apron as identified in section 7 and 8 of the SDS.

Storage of all chemicals should be in accordance with section 7 & 10 of the SDS. Store all chemicals in the dedicated storages provided.

All decanted chemicals must be in containers that are clearly labelled if they are to be stored. Use a clean, dry and impervious scoop (not wood) when transferring chemicals.

For manual chemical addition always dissolve or dilute the chemical in tap (Bore) water. Water should not be added to chemical. Add chemicals to water.

Where chemicals are added to a pool manually, add the dissolved chemical into the deep end of the pool when the pool is not open to the public, allowing adequate time for the chemical to circulate.

Skin, eyes or clothing that have come in contact with chemicals should be immediately washed with copious quantities of fresh water.

Other references include AS3780-2008 the storage and handling of corrosive substances.

A Chemical Register and current Safety Data Sheets must continually be updated to identify:

- Location,
- Product name
- Volume
- GHS
- UN Number
- Hazchem
- Class
- Packing Group
- Poison Schedule

Don't forget to include cleaning products stored and/ or used on site.

Note: Safety Data Sheets must be within 5 years of the issue date.

Copies of the Chemical Register must be kept in Chemical Storeroom and the Kiosk/Reception and held by the Manager Health and Development.

4.4 FIRST AID

The First Aid room must remain clear at all times and not used as a storeroom. All equipment must be ready for any emergency and contain the following:

- Sign posted and current First Aid Kit.
- Cardiopulmonary Resuscitation (CPR) sign that can be read from a distance of 3m.
- Medical examination bed with blankets and pillow.
- Two chairs.
- Stretcher.
- Spinal board and straps.
- Container for the disposal of the medical waste.
- Electrical power point.
- Automated External Defibrillator.
- Sharps container.

The First Aid Kit should be regularly checked and restocked by a competent person.

4.5 HEARTSTART DEFIBRILLATOR

Mobile defibrillator equipment is available at the pool site for adults and children. Use of equipment will require appropriate training and manufacturers guidelines are to be followed e.g. pink Infant/Child key is required if the patient is under 25kg or 8 years old. Defibrillators are to be checked daily to ensure the green light is blinking. Batteries to be changed every 4 years or as per used by date. Pads need replacing after use and or before use by date.

4.6 RESCUE EQUIPMENT

Rescue equipment and its location is to be advised at the seasonal induction to all Workers and Business representatives. Rescue equipment is to include:

- Reaching poles
- Rescue tubes
- Lifejackets
- Throwing rope
- Throwing bags

4.7 EQUIPMENT SERVICING

All equipment must be serviced by a competent person in accordance with manufacturers' recommendations. Records of servicing are to be stored on Councils records system.

The equipment should be checked for correct operation and adequacy prior to or at the opening of the facility each day and recorded on the Daily Maintenance Log.

4.8 PERSONAL PROTECTIVE CLOTHING (PPE)

All pool workers are to wear PPE appropriate to the hazards of the task being performed at the time. PPE may include but is not limited to the following items:

- Wide brim hat

- Long sleeve shirt
- Wet weather gear
- Overalls/apron
- Safety footwear
- Gloves
- Safety eye wear
- Respiratory protection
- Hearing protection

4.9 MANUAL HANDLING

It is important that all workers learn and use the correct manual handling techniques to avoid injury. Pool workers will undergo manual handling training when courses are available.

4.10 EMERGENCIES

- The contact number for emergencies is 000 (triple zero).
- Council's Customer Service during operating hours 68476600
- Council's 24-hour Emergency Service number 68476600.

All Pool facilities must have emergency procedures and plans developed specifically for hazards at the site.

Refer to the Warren Shire Council Site Specific Emergency Plan.

In the event of an emergency the Emergency Action Plan is to be followed.

All business representative, Aquatic Groups and Schools undertaking operations at Councils facility will be required to have a site induction to include;

- Emergency Action Plan,
- Emergency Assembly area,
- location of rescue equipment,
- first aid supplies and
- fire extinguishing equipment.

For large events (e.g. School carnivals) business representatives will be responsible for ensuring all persons are accounted for by providing a list of all attendees on site to the Site Supervisor. The Induction is to include group consultation with Pool workers to discuss;

- trigger points for mass evacuation,
- identify disabled attendees who may require assistance for evacuation and
- to ensure that the appropriate number of qualified supervision is available.

All business representatives are to ensure all persons under their control leave the area quickly and in an orderly manner.

NO PERSONS WILL BE ALLOWED TO RE-ENTER THE POOL UNTIL IT IS DEEMED SAFE TO DO SO BY THE SITE SUPERVISOR.

4.11 INCIDENT RESPONSE

In the event of a WHS incident, workers in the immediate area are required to respond with the following actions:

- Protect your health and safety.

- Protect the health and safety of others.
- If necessary, provide first aid to any injured person and/or call emergency services on 000.
- Without risk to self and if trained to do so, make a dangerous area safe and or isolate area to minimise risk of further injury or damage.
- Notify Pool worker(s) of incident, and/ or, ensure the facility Supervisor is notified.

Council employees will be responsible for ensuring Council's WHS Incident Report Form is completed before leaving the site.

The site must not be disturbed further until it is confirmed that the incident does not require notification to a regulatory authority or further investigation.

4.12 INCIDENT REPORTING

All first aid treatment shall be recorded in the First Aid Register. The Manager Health and Development must be notified immediately of any incidents outlined in the New South Wales Work Health and Safety Act 2011, Section 35 defines a notifiable incident as:

- the death of a person, or
- a serious injury or illness of a person requiring hospitalisation, or
- a dangerous incident

In the event of a notifiable incident the Manager Health and Development must inform the General Manager and the WHS&R Officer immediately if they believe a notifiable incident has occurred. The General Manager in consultation with the WHS&R Officer will make a determination on notification requirements and ensure that appropriate notification occurs.

Council's WHS Incident Report Form is to be completed by Council employees for any injury, illness, damage or near miss occurring to them or where a notifiable incident has occurred at the pool facility, to commence the investigation process.

4.13 FAULT REPORTING AND REPAIR

It is the responsibility of all workers and users to report all hazards which includes defects, safety issues and maintenance requirements as soon as they are identified. This should be done by reporting all hazards to the Pool worker on site who is to inspect the item/area to ensure the hazard is isolated and sign posted.

The Pool worker is to then isolate the area, place signage and record resolution on the Daily Running Sheet. If the fault cannot be resolved, the hazard is to be recorded on Council's WHS Issue Notification Form and forward this to the Manager Health and Development. Control options and the priority for the work to be done will be discussed and depending on the controls required,

e.g. a building maintenance request will be sent through Council's Customer Request Management (CRM) system.

5. OPERATING HOURS

5.1 POOL SEASON AND HOURS OF OPERATION

The swimming season will approximately align with terms 4 and 1 of the School years so long as weather conditions are favourable, and patronage is adequate.

Opening dates will be advertised in the Warren Weekly, Council's Facebook page and the Council website, in the month prior to opening.

Warren pool will have a permanent sign at the entrance displaying the start finish date of that centre. All dates will also appear on Council's website and of Councils Facebook page for the duration of the season.

5.2 ALTERATIONS TO USUAL HOURS OF OPENING

Opening Hours;

Monday to Friday

6am to 8am for lap swimming

1pm to 7pm general hours

Saturday and Sunday

12noon to 8pm general hours

School Holidays

12noon to 7pm

Extended closing till 8pm during December and January

The pool will be closed;

- Christmas Day.
- Boxing Day, and
- New Year's Day.

The pool may not open, may open late, or close early due to:

- Unfavourable weather resulting in absence or likely absence of swimmers e.g. rain.
- Safety reasons e.g. lightning, equipment failure, contamination, vandalism.
- Interruptions to power supply.
- In the event of imminent weather and or lightning the shift supervisor may close the pool until such time as the weather is considered safely passed. During such times, all patrons will be required to evacuate from the water and take appropriate cover until notified by the shift supervisor that it is safe to return to the water.
- A shift supervisor has the authority to close either or both pools, or the entire facility.
- The pool season may be extended to accommodate special events, training for State or National level swimming championships, School holidays or favourable weather. The pool hours may be adjusted during this time to suit the actual use.
- The shift supervisor will notify the organiser of any group booked in for an event of an alteration to usual hours as soon as possible.
- The shift supervisor will notify Council Customer Service of any changes to opening times prior to or as soon as possible.
- During brief power outages, the pool can remain open if adequate disinfection levels can be maintained and all other areas of the facility can continue to operate safely. During extended power outages, the pool is to be closed.

6. OPERATING STANDARDS

6.1 WATER QUALITY

Water quality at the Warren War Memorial swimming pools will comply with guidelines set by the NSW Ministry of Health. Lengthy review processes have led to occasions where the Ministry's standard has lagged behind current best practise. During these times the Manager Health and Development may implement a regime outside of the Ministry's standards if they are widely considered by the aquatic and recreation industry to be of a higher standard.

Chemical concentrations will be automatically monitored and controlled by a modern, calibrated analyser.

Pool workers will manually test chemical concentrations at least twice daily to confirm automated equipment is within calibration and working correctly.

Water turnover times will comply with guidelines set by the NSW Ministry of Health or to the best capability of the pool's reticulation system.

Microbiological sampling of pool water will be undertaken monthly and tested by a NATA (National Association of Testing Authorities) accredited laboratory for independent testing. Records of this testing including the results received from the laboratory shall be kept onsite and in the Council Record Management system.

The NSW Ministry of Health and EPA field officers are allowed free access to any facility to measure Council's compliance with the current health and environmental standards.

If adequate sanitisation cannot be maintained for any reason the facility shall be closed until the matter can be rectified.

6.2 GROUNDS MAINTENANCE

Lawns will be maintained by Pool staff to the standard of prime parkland. Lawn weeds such as clover and burs (e.g. cats heads) will be eradicated quickly when detected. With regard to watering, facilities will comply with all aspects of the Warren Shire Council's Drought Management Plan as Council water restrictions alter. Any gardens will be kept tidy and free of weeds. Trees will be periodically thinned to promote growth and longevity and to assist in the prevention of limb drop.

6.3 BUILDING MAINTENANCE

Buildings will be kept in a clean and serviceable state. Improvements to buildings will occur as budgetary limitations allow.

All major plant, equipment and building faults should be reported to the Manager Health and Development immediately after being discovered. The most appropriate form of repair will then be discussed with Council. If equipment is broken or unserviceable by direct use by workers or vandalism, an Incident Report must be filled out and returned to Council.

If regular maintenance provided by Council contractors lapses for any reason, Council should be notified to correct the problem. Regular inspections of plant should be carried out each day to ensure that no visible problem areas are arising. Monthly inspections of plant and building must be carried out using the facility checklist form and included in the monthly report to Council. Maintenance also includes the identification of any hazards in the facility. If a hazard is identified and it is major, it should be isolated and reported to the Manager Health and Development immediately, otherwise, the Pool Supervisor is to rectify it immediately if it is a minor hazard. All hazards found shall be reported on the Council Incident Report.

6.4 SWIMMING POOL MAINTENANCE

Programmed preventative maintenance of swimming pools is primarily carried out in the winter season. Maintenance issues that arise during the operational season shall be dealt with in a timely manner.

6.5 POOL SUPERVISION

Supervision by qualified staff with qualifications in Bronze Medallion, resuscitation and oxygen equipment is required at a ratio of 1:100 swimmers.

Overall ratio of teacher to children is 1:15.

People (adult or child) with medical conditions such as seizure convulsions, must be provided with a yellow wrist band and have 1:1 supervision.

Children under 5 years must be accompanied into the centre by a responsible person over 18 years of age and supervised within arm's reach at all times.

Children under 5 years must wear a yellow wristband whilst in the facility. Wristbands are a visual aid to assist Pool Workers in identifying who should be within arm's reach of an adult and a reminder to parents and guardians about the importance of close supervision of small children.

Children under 10 years must be accompanied into the centre by a responsible adult over 18 years and actively supervised at all times.

In order for parents or guardians to actively supervise, they should be dressed ready to take immediate action, including unexpected entry into a pool.

6.6 WORKERS QUALIFICATIONS

Warren Shire Council requires all staff/contractors with the following qualifications as minimum aquatic industry requirement:

Pool Supervisor

- Certificate IV- Aquatic cluster of competencies from Community Recreation training package.
- WHS Workplace safety induction certificate.
- WorkCover NSW approved first aid certificate – updated every 3 years
- RLSSA Pool Lifeguard Licence (updated annually)
- Or the equivalent in competencies from the SIS 10 Sport, Fitness and Recreation Training Package, provided by a registered training organisation.

Pool Attendants/ Lifeguards

- WHS Workplace safety induction certificate.
- WorkCover NSW approved first aid certificate – updated every 3 years
- RLSSA Pool Lifeguard Licence (updated annually)
- Or the equivalent in competencies from the SIS 10 Sport, Fitness and Recreation Training Package, provided by a registered training organisation.

Kiosk/ Turnstile workers

- WHS Workplace safety induction certificate.
- WorkCover NSW approved first aid certificate
- Basic food handling qualification

Workers must maintain skills currency through in-service training to be competently able to carry out their role safely and efficiently.

Many workers have qualifications over the minimum level. External and in-house professional development is provided for all workers (except contractors) to ensure currency of qualifications and competency of skills.

All workers required to handle pool chemicals shall be trained in correct techniques prior to handling chemicals. The training must include:

- knowledge of chemical Safety Data Sheets
- precautions to be taken
- correct use of personal protective equipment
- emergency procedures
- reporting procedures

6.7 WORKING WITH CHILDREN ACT & POLICE CHECKS

All aquatic instruction workers in direct supervision of children shall be required to undertake such a Screening prior to employment and maintain the clearance.

The Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998 established the Working with Children Check. The check is an employment Screening process designed to reduce the likelihood that unsuitable people will get employment that requires working with children.

6.8 KIOSK OPERATION

Operation of the kiosk shall comply with the provisions of the NSW Food (General) Regulation 2015.

The summary of the regulations is attached to this manual.

- No products should be sold in glass, including food products.
- No alcoholic beverages to be sold.
- No Tobacco products to be sold.

All income derived from kiosk sales are retained by the Lessee (for leased sites), otherwise Council collects all funds from all sales. The Lessee is responsible for the following:

Supply and repair of all equipment held within the kiosk that is used to derive income e.g.

- Kiosk expenses such as electricity usage,
- Fridges.
- Freezers.
- Espresso machines.
- Display stands.
- Swim aids and accessories for sale must be deemed suitable for the proposed use.
- The Lessee is responsible for any and all licenses required.

7. FEES

7.1 SINGLE ENTRY FEES

Fees will be charged for pool entry and pool services in accordance with Council's current Fees & Charges.

A 'spectator' for the purpose of charging a single-entry fee is a person who enters the facility to supervise another patron, watch an event or use the facility, otherwise without entering the water. An entry fee will apply to spectators.

A 'casual' for the purpose of charging a single-entry fee is any person aged 12 months or older.

'Carers for Learner to Swim Classes' are permitted to enter the facility to supervise the child in the lesson. Children aged up to 12 months are permitted free with a full fee-paying adult entering with them.

A 'Pensioner entry' is offered to those persons using the facility who are holders of, and can produce, either a Centre Link issued Pension Card, a Department of Veteran's Affairs Pension Card or a Senior Citizen's Card. A person's concession card does not entitle anyone else a concession.

Pool Workers required to hold a Pool Lifeguard Licence as an essential qualification and who are entering the facility for the reason of training for the physical component of their Licence will be admitted free.

Teachers will be admitted free for the purpose of supervising a School group at the pool.

Resident swimming club coaches will be admitted free for the purpose of training club members. Carers of people living with a disability will be admitted free for the purpose of directly supervising the person under their care.

Individuals who are required to leave a swimming facility because of unacceptable behaviour or other contravention of this Manual are not entitled to a refund.

Council may enter into an agreement with Schools and groups for a method of paying entry fees other than at the pool i.e. invoice.

7.2 SEASON TICKETS

All season tickets allow access to the Warren pool facility.

A "family" for the purpose of charging a fee for a family season ticket is a family unit of two adults in a relationship and their children up to the age of 18.

Pool Supervisors have the delegation to consider personal circumstances which may require a variation from this definition. This will be done on a case by case basis for persons who bring the request for a variation.

Season tickets are issued to a designated person nominated on the season ticket application form and are not transferable. Unauthorised use of a season ticket by a person who is not the holder may result in the cancellation of the ticket and no refund issued. Season tickets are only valid for the swimming season in which they are purchased. Season ticket holders must have their ticket in their possession whilst at the facility and are required to sign an attendance register prior to use of the facility. Patrons who cannot produce their season ticket when requested to do so by pool workers will be required to pay the relevant entry fee.

7.3 EVIDENCE OF AGE

Children under the age of 10 years must be actively supervised at all times by a responsible person over the age of 18. Evidence of age can be requested as a condition of entry to a facility to;

- Determining which fee to charge.
- Confirm they are 18 years old for the purpose of supervising children under the age of 10.
- To determine if the person is able to stay unsupervised by a responsible person.
- Discretionary authority is given to the shift supervisor to charge the appropriate fee if he/she is reasonably convinced that a person is not the age that they pertain to be and is;
- Attempting to avoid paying the full fee, or
- Attempting to enter the pool unsupervised, (i.e. claiming to be over the age of 10) or
- Attempting to supervise another patron (claiming to be over the age of 18).
- Acceptable evidence of age will be a current “Proof of Age Card”, Drivers Licence, or Australian Passport. A person who cannot provide evidence will be;
- Charged the full entry fee.
- Advised they are not eligible to supervise a person under the age of 10.
- Advised they are ineligible to enter the pool whilst not unsupervised by a person over the age of 18 years.

8. BOOKINGS

8.1 GENERAL

All bookings must be lodged on an “Application for Swimming Pool Lane Space”. All fields on the application must be completed.

It is preferable that applications are submitted at least one calendar month prior to a proposed event date.

When the swimming pool is closed (winter) all applications are received by at the Warren Shire Council Customer Service Office via in person, mail or email and are passed onto the Manager Health and Development for action. Confirmation is sent in writing prior to the start of the next swimming season. When the swimming pool is open, applications are received directly by the respective Pool Supervisor and confirmation can be given in writing.

A Swimming Pool User Agreement between the group wishing to use the pool and Council must be entered into before an event can commence. The Agreement will detail any supporting documentation required e.g. certificate of currency for public liability. A risk assessment for the event and a site induction for the organisers must be completed before an event can commence. Afterhours events will be given consideration and the appropriate fee payable if the event is approved.

8.2 PRIORITIES FOR BOOKINGS

Each request to use the facility during approved operating hours will in most cases be approved according to the following priority:

1. An event approved by resolution of Council
2. National / International events (including public holidays and days of national significance e.g. Australia Day festivities).
3. State events
4. Regional events
5. Local events

6. Annual School swimming carnivals
7. Relevant local incorporated swimming club events
8. Activities organised by Federal or State Government Departments
9. Non-swimming carnival School requests (e.g. School sport or physical education classes)
10. Community groups
11. Charity fund raising events
12. Private swimming instructors
13. Commercial businesses activities
14. Private functions

Pool staff will also take into consideration the order in which booking requests are received, event income and size of the event when allocating time & space to events.

8.3 CANCELLATION OF BOOKINGS

An event can be cancelled or changed in line with the conditions laid out in Council's Swimming Pool User Agreement.

8.4 STANDING BOOKINGS

Warren War Memorial Swimming Pool Management is to facilitate the standard bookings each year subject to the receipt of an application and any mandatory supporting documentation i.e. Swimming Pool User Agreement.

8.5 BUSINESS COMPLIANCE

A person or business wishing to conduct trade at a swimming pool must complete Council's Swimming Pool User Agreement.

Council staff may prohibit any business that is not in keeping with the principal purpose of a swimming pool.

8.6 LIMITATIONS ON BUSINESSES PERMITTED

A business may not compete against a similar service already offered at the pool without the consent of Council, and the Licensee of that service if one exists. Council workers may prohibit any business which is not in keeping with this Management Manual or the principal purpose of a swimming pool.

9. CONDITIONS OF ENTRY

9.1 WARREN SHIRE COUNCIL CONDITIONS OF ENTRY

It is your responsibility to know and understand the conditions of entry. Pool safety is a shared responsibility that requires a cooperative and community approach. Observe the rules below and share with others the responsibility for a great experience at the Pool.

- Observe and obey all signs and warnings at the pool as well as all lawful directives given by Lifeguards and Pool Workers.
- Always check the pool depth before entering the water. Enter the water in a safe manner and check for other swimmers before jumping in. You must avoid people already in the water.
- Always be respectful of other people and the nature of their particular activity.
- Never run on wet areas at the pool. Always move around the pool in a safe manner.
- If you are involved in, or witness an incident at the pool, remain at the Scene and identify yourself to the Lifeguard or pool worker.

- Do not swim, bathe or undertake any other aquatic activity if your ability is impaired by drugs or alcohol.
- Always swim in water that is a safe depth for your capability. Take lessons from a qualified instructor to progress and learn to swim, first aid and resuscitation skills.
- Children under the age of 10 must be actively supervised at all times by a responsible person over the age of 18.
- Parents and carers must communicate and establish responsibility for direct supervision of children at all times around water. Designate at least one adult “Water Watcher” to supervise children around pools especially during social gatherings. Don't rely on older siblings or other children to supervise swimmers and don't rely on swimming lessons, flotation devices or other equipment to make a child "water safe".
- Always swim with a friend and keep a look out for your mates.

Council Pool Lifeguards are at the pool all day to assist, educate and help you to understand the Pool rules. This will ensure that all pool patrons enjoy themselves at the Warren Shire Council Pool. Irresponsible, reckless and anti-social behaviour may result in immediate suspension from pool use and/or cancellation of season passes.

9.2 ADDITIONAL CONDITIONS OF ENTRY

The following conditions of entry also apply to all persons entering swimming pool grounds without written exemption from Council.

A person must:

- Pay the entry fee on entering the facility or display a current season ticket.
- Comply with Section 10 Activities Requiring Approval- All Pools.
- Not partake in behaviour considered to be anti-social, provocative, abusive or violent.
- Not obstruct the entry/exit points to a pool.
- Not bring glass or glass containers into the facility.
- Not interfere with any pool safety equipment.
- Follow all directions for the safe use of any area of the facility.
- Not enter a pump room, chemical storage area, plant room, kiosk or work area.
- Not enter a first aid room except to receive first aid or at the invitation of pool workers.
- Provide evidence of age, if requested.
- Wear an appropriate unsoiled bathing costume at all times.
- Be unsoiled before entering a pool.
- Not urinate or defecate anywhere in the grounds other than in a public toilet.
- Not attempt to enter the swimming pool grounds whilst intoxicated or under the influence of drugs, nor bring or consume alcoholic or non-prescription drugs on pool grounds.
- Not cause or permit an animal that is under the person's control to enter or remain in swimming pools grounds. Guide dogs excepted (see Section 18, Access for People Living with a Disability)
- Not smoke in any area of a public swimming facility nor within 4m of an entrance.
- Not take photographs, video or electronic recordings in change rooms or pool grounds. This ruling is as a consequence of the Privacy and Personal Information Act. This ruling is in force unless there is written, and express permission granted by parents in the context of swimming carnivals.
- Not sit on, dive over, or otherwise interfere with lane ropes.
- Not damage, deface, interfere with or alter swimming pool infrastructure or signage.
- Not obstruct any authorised person or worker of, or contractor to perform their required duties.

- Not 'bomb' (jump on) other patrons.
- Not obstruct the entry/exit points to a pool.

9.3 KEEP WATCH AT PUBLIC POOLS

Supervision of young children at public pools has been a concern for the aquatics industry for many years. There is often the misconception by parents and carers that the responsibility for supervision of young children lies solely with lifeguards. Lifeguards are employed on a 1:100 ratio based on the expectation that parents/carers will provide direct supervision of children.

Keep Watch @ Public Swimming Pools is a Royal Life Saving Society program that contributes significantly to ensuring the safety and reducing risk at our public swimming pool. It provides a consistent message in line with best practice to the public about effective supervision of young children at public pools and demonstrates that the aquatics industry is organised and takes their responsibility for patron safety seriously.

The Keep Watch program forms an important part of Warren Shire Council's conditions of entry:

- Children under 5 years must be accompanied into the centre by a responsible person over 18 years of age and supervised within arm's reach at all times.
- Children under 5 years must wear a Watch Around Water yellow wristband whilst in the facility. Wristbands are a visual aid to assist Pool Workers in identifying who should be within arm's reach of an adult and a reminder to parents & guardians about the importance of close supervise for small children.
- Children under 10 years must be accompanied into the centre by a responsible person over 18 years of age and supervised at all times. The responsible person must remain close to the child, be prepared and maintain constant visual contact with the child/ children under their supervision.
- Children aged 11 to 14 years also require supervision, their supervisor is to maintain visual contact at all times.
- In order for parents or guardians to actively supervise they should be dressed ready to take immediate action, including unexpected entry into a pool.
- Distractions are dangerous. Avoid mobile telephones and other distractions that may interrupt direct supervision.

9.4 DIVING

Diving must not be permitted in water depths less than 1.8m and 2.0m if from starting blocks.

The Royal Life Saving Society of Australia advises that there is a significant body of evidence to suggest that shallow water diving can lead to a range of injuries that include head injuries (broken teeth, Scalp injuries and facial fractures), to the more significant spinal cord injury.

As such "No Diving" signs have been applied to the concourses around Council's pools in locations where it is deemed dangerous.

No diving starts are permitted in the shallow end of any pool.

10. ACTIVITIES REQUIRING APPROVAL

A person must not do any of the following within swimming pool grounds without the written exemption from Council,

- Neither engage in trade or commerce nor distribute any circulars, advertisements, paper drawing or photographic material.

- Camp or reside on the land.
- Bring or leave any rubbish, refuse, Scrap metal, rock, soil, sand or any other such substances onto swimming pool grounds.
- Remove any dead timber, logs, trees, flora, whether standing or fallen.
- Kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced, plant any tree, shrub, herbage or other plant without prior consent.

Offenders will be prosecuted under relevant State or Federal Law.

A person must not do any of the following within swimming pool grounds without approval from the shift supervisor:

- Bring or use inflatable devices such as air mattresses, domestic pool toys, or balls onto the grounds. This excludes PFD's (Personal Floatation Devices- Life jacket) and flotation devices specifically designed as a "learn to swim" aid.
- Use Scuba diving fins.
- Play or conduct any unapproved sport or contest.
- Enter or leave the facility by any other means other than through the main entrance provided. Offenders may be told to leave the facility.

10.1 SWIMMING LESSONS

At the Warren Shire Council pool, to ensure an appropriate level of safety and quality for the community, Warren Shire Council requires people wanting to conduct private learn to swim lessons at our facility, to apply in writing and complete a Swimming Pool User Agreement.

Copies of the following are also required:

- Current AUSTSWIM Certificate or equivalent.
- Current CPR qualification.
- Certificate of Currency- Public Liability & Professional Indemnity; \$20,000,000 each.
- Working with Children Check- Certificate for Self Employed People; for more information visit kids.nsw.gov.au

Applications should state business name and previous experience. Once an application has been received it can usually be assessed quickly and written approval given if everything is in order. To assist with this all required documents must be submitted with the application and be current. Failure to do so will increase the application assessment time. All applicants will receive a written determination. A fee will be charged for this permission.

Applications can be emailed to council@warren.nsw.gov.au or sent to; Warren Shire Council PO Box 6 Warren NSW 2824.

Once an approval has been received, you will be required to undertake a site induction of the facility and sign a site induction form. Please allow enough time (30 minutes) to complete this prior to your first lesson.

All learn to swim operators can leave their business details at the pool facility to be passed onto patrons enquiring about learn to swim opportunities. Learn to swim instructors need to comply with all areas of this management manual.

Approval will only be granted where adequate lane space exists. Exclusive use of available lane space will attract the appropriate additional lane space charge.

11. YOUNG CHILDREN

11.1 SUPERVISION

Children under the age of 10 must be actively supervised by a responsible person over the age of 18 at all times; “actively supervised” in this instance means that the supervising person shall be dressed in attire consistent with entering the water, be in the vicinity of and maintain visual contact with the child.

Teachers and/or instructors given charge of students at the Warren Shire Council swimming pool will provide supervision in accordance with supervision requirements set down by the NSW Department of Education and Training.

With regard to supervision of students Lifeguards and Teachers on duty can be included as part of supervision ratios. However, Lifeguards often have other duties to perform around the facility that take them away from the pool. Alternative supervision will need to be arranged by the group during these times. Supervision of students must be constant and free from distractions so far as practically possible.

11.2 CLOTHING

All children must:

- Wear a clean (unsoiled) bathing costume,
- Non toilet trained children must wear a waterproof nappy at all times when in the pool grounds.

11.3 CHANGE ROOMS

Children up to the age of 7 years are allowed to enter the change room of the opposite sex so long as they are accompanied by a supervising adult. The shift supervisor has discretionary authority to make exceptions to this if requested, on a case by case basis.

11.4 ABANDONED CHILDREN

Where a child under the age of 10 is identified as abandoned at the pool (i.e. without the required supervision), Pool Workers will firstly ensure the physical safety of the child and then attempt to contact the parent(s) or legal guardian via phone.

If a parent is unable to be contacted, refuses to collect the child or does not arrive within 30 minutes, the shift supervisor will contact either the NSW Police or Department of Community Services (DOCS) to arrange the transfer of the child into their custody. The Manager Health and Development will be notified immediately.

The 24 hour contact number for DOCS Helpline is 132 111.

Any child abandonment incident is to be recorded on a near miss form (Incident Report) and noted on the Daily Running Sheet.

12. AUTHORITY

All Pool Workers are authorised to:

- Request a person to leave the swimming pool facility if they do not comply with any part of this management manual and,
- Implement a temporary or permanent prohibition on entry to the facility.

If a person who is supervising others is requested to leave the facility, the person/s they are supervising must also leave.

Poorly behaved spectators, coaches, teachers, parents, visitors and other people may also be banned from a facility.

12.1 TIME OUT NOTICE

People who are banned from the pool may be issued a “Time Out Notice”. The notice will outline the reason for the ban and the length of time which it is effective. People who return to the pool within the timeframe outlined may be charged with trespass and fined under the Enclosed Lands Protection Act NSW Section 4(1) 1901.

A ban will not interfere with a student’s School education. As such any School activity which requires a student to attend the pool will not be included in the ban.

Before entering the facility after a ban, the patron must arrange to meet with the Pool Supervisor to confirm that the specified “time out” period has lapsed.

12.2 REFUSAL TO COMPLY

A patron refusing to comply with the directions of Pool Workers may be banned from entering the Warren Shire Council swimming pool grounds and issued a Time Out Notice.

Pool Workers are to contact the NSW Police or the Manager Health and Development to arrange the forced removal of an offender who will not voluntarily leave. Offenders may be charged with trespass and fined under the Enclosed Lands Protection Act NSW Section 4(1) 1901.

12.3 APPEALS

A person who wishes to appeal the imposition of a ban is entitled to write to Council for a review and state their reasons why the ban should not be enforced.

A review will be conducted within 15 days of receipt of correspondence, and the appellant notified of the outcome in writing. The ban will remain in place during the appeals process.

12.4 SCHOOLS SUSPENSION

During School hours, children who have been suspended from School, and released into the supervision of a carer will not be permitted into the pool facility without their designated carer. Suspended children who are perceived by the shift supervisor to have arrived at the pool with the intention of interrupting a School group or teacher will be requested to leave the facility.

13. POOL LANE ALLOCATION

The following lane allocations are the default setting for the pool when there are no bookings:

- At least one (1) lane will remain available to the general public at all times when the pool is open to the public for general use. Provision of an edge is preferable for both elderly and young swimmers as it offers a quick point of respite in the event of fatigue.
- Lane ropes will be installed for lap swimmers where practical.
- The shift supervisor can assign different swimming speeds to lanes e.g. slow, medium, fast.
- Lap swimmers are required to swim in a lane with swimmers of a similar speed and ability.
- The number of lap swimming lanes can be increased or reduced at the discretion of the shift supervisor.
- Lane configuration is at the discretion of the shift supervisor.
- The lane configuration should provide maximum public benefit.
- Lap swimmers are required to keep to the left of a lane (swim clockwise).

- The shift supervisor may temporarily ban the use of flippers, hand paddles or other swimming devices if they are perceived to create a risk to other swimmers.
- Pools with moveable stair ways will have such structures in place whenever the programming of the pool allows.

13.1 LANE SPACE

The shift supervisor has discretionary authority to alter standing bookings. Consideration needs to be given to safety, bather load and programming. Extra allocations can be rescinded at any time.

The group shall not presume extra lane space will be available when programming sessions. Extra lane space may be charged at the rate set out in the Warren Shire Council's Fees and Charges.

Groups attending the pool during a booked time slot are not to use lanes set aside for members of the general public without the permission of the Shift Supervisor.

14. USE BY AQUATIC GROUPS

14.1 GENERAL

It is Council responsibility to provide a facility that is safe for occupation and play and one that is regularly and appropriately maintained. If at any time a group perceives that the facility is or has become unsafe then all practical measures must be taken to ensure the safety of its members. A representative of the group will notify the shift supervisor immediately.

Aquatic groups must abide by this Management Manual and actively promote all conditions of entry to their members and visitors.

All members will endeavour to maintain cordial relations with pool patrons, other coaching personnel, pool workers and Council officers.

14.2 EMPLOYEES & VOLUNTEERS

Aquatic groups shall ensure that employees & volunteers of the group comply with NSW Child Protection Legislation.

Aquatic groups will be required to take out and maintain appropriate Public Liability, Professional Indemnity Insurance as well as any other insurance required by the Workers Compensation Act 2011, in regard to the conduct of activities of the group within the facility.

Coaches, instructors and other predominant members of their organisation are required to complete a site induction with the shift supervisor at the beginning of each season. The site induction shall include the location of rescue equipment, fire extinguishers, telephone, emergency phone numbers, facility access and any other items relevant to the workplace and Warren Shire Council's Safety Management System. Site inducted persons are required to sign a site induction form.

The group must ensure that any professional coach/instructors at the pool in their role as a professional coach/instructor holds;

- A current WorkCover approved first aid qualification.
- CPR qualification.
- Level 1 Coaching qualification or equivalent are held as a minimum

From time to time Council may request copies of current qualifications to ensure compliance with this management manual and with any standing user agreement.

Clubs must ensure that volunteer (unpaid) persons substituting, either long term or short term, for a professional coach/instructor satisfy all other areas of this management manual except as above. Council may request copies of the same from substitute coach/instructors performing duties at the facility. Supervision of participants under the direction of a coach, instructor or other predominant member of the club shall remain the responsibility of the aquatic group for the duration of the session. Before and after the session the group will ensure that any participant under the age of 10 years of age shall be under the active supervision of a person over the age of 18 at all times.

Pool Workers shall not be included in this type of supervision.

In the event of an aquatic emergency, a coach, instructor or other predominant members of the group will be required to evacuate from the water all participants under their supervision. Those participants will be their primary consideration during the emergency. Secondary, shall be any assistance they can provide to pool workers up to the level of their training. Other members of the group may also be called upon by pool workers if further assistance is required.

14.3 EQUIPMENT

Except where disputed by the resident club, lane ropes, false start ropes, backstroke flags and starting platforms kept at a facility, are a Council asset. These will be maintained and insured by Council. Equipment such as that listed above will be made available to aquatic group users for use at training, swim camps, club nights, club championships and carnival type events. Being the primary user of the equipment aquatic user groups will be approached to discuss a co contribution when equipment requires replacement and or upgrading.

14.4 CLUB ROOMS

All buildings (including club rooms) on Council land are a Council asset and will be maintained and insured by Council. Aquatic groups are to notify the shift supervisor if damage is identified or a repair is required.

Alterations or modifications to club rooms and buildings cannot be carried out without written permission from Council. General cleanliness and tidiness of club room and building interiors is the responsibility of the associated club. Club rooms and buildings cannot be sublet or hired in part or whole without written permission from Council. It will be the responsibility of aquatic groups to have adequate contents insurance for administrative equipment and gear stored in club rooms, storage rooms and buildings i.e. photocopiers, computers, stock, stationary, fridges, tables, training equipment & swimming aids etc. Associated clubs will have access to club rooms and buildings at all times during pool opening hours. Associated clubs can obtain access to club rooms and buildings outside of pool opening hours and during the winter season by contacting Council and arranging a mutually agreeable time. Activities that take place inside of club rooms and buildings must not contravene any part of the Swimming Pool Management Manual or the principal purpose of the facility. From time to time Council may require the use of a club room for meeting or training purposes. This will be arranged with the associated group prior to any such event and shall be at a time that does not conflict with an event already planned by the group. Upon request, aquatic groups must permit Council access to any locked areas for inspections, maintenance and repairs. Aquatic group are responsible for any loss or damage to keys issued for club rooms or facilities and their replacement must be paid for by the group. Aquatic group are accountable for maintaining control over keys issued.

15. RECREATIONAL DEVICES & AREAS

15.1 INFLATABLE PLAY STRUCTURES

Floating amusement devices should be supervised at all times, anchored and subject to regular inspections and maintenance. The operator's manual should be consulted prior to operation. Users of

inflatable play equipment must obey all directives and instructions given by Pool Lifeguards and provided on signage. Non-compliance may result in the offender being requested to leave the facility.

15.2 CHILDREN'S PLAY EQUIPMENT

The use of any child play equipment is restricted to children under the age of 10 years. Noncompliance may result in the offender being requested to leave the facility.

15.3 TODDLER'S POOL

The Toddler's pool is for children under the age of 6 years with developing swimming ability. The shift supervisor may make exceptions to this upon request and with suitable reason. "Rough play" is not allowed at any time. People who use the toddler's & learn to swim pools without regard for the safety of children may be requested to leave the facility. A refund of the pool entry fee will not be given to a person instructed to leave the facility due to incorrect use of a recreational device or area.

16. PROGRAMS

16.1 PROGRAMS

All information about approved programs at the Warren Shire Council pool are to be found at the pool or on Councils web site.

17. ACCESS FOR PEOPLE LIVING WITH A DISABILITY

17.1 ASSISTANCE

Workers are to provide all reasonable assistance to facilitate the enjoyment of the swimming pool facilities by all patrons.

17.2 GUIDE DOGS

Trained guide dogs are permitted inside the facility.

17.3 POOL ACCESS

Council will aim to develop disabled access to the Warren facility. If mechanical devices are used to lift disabled people into and out of the pool, records should be kept on any maintenance and inspections undertaken. Devices must be included in an asset management Schedule.

17.4 LIMITS ON MANUAL HANDLING & CARE OF IMPAIRED PERSONS

Due to the risks associated with manual handling of people, pool workers are not able to provide assistance to persons who require any kind of lifting as part of their everyday use of the facility.

17.5 REFUND ENTITLEMENT

If workers are unable to provide the assistance required to facilitate access to the pool for a person with a disability a refund of pool entry is to be made.

18. ACCESS TO COUNCIL RESOURCES

The phone in the facility is for the use of pool workers to manage the pool. The phone in the facility is able to be used for children to contact parents. An appropriate fee applies. The phone in the facility is able to be used for emergency calls by members of the general public if a pool worker cannot be found or if the person has been directed to by pool workers. The cost of the phone will be charged back to the leasee of the pool if applicable.

19. FEES & CHARGES

Swimming pool fees and charges will be in accordance with those set out in the Schedule of fees and charges that are an annexure to the Warren Shire Council Delivery and Operational Plan for that year.

DRAFT

POLICY REGISTER

COVID – 19 POLICY

Policy adopted: Minute No.

Reviewed:

File Ref: P13-1, H2-8.1

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Sarah Godwin – WHS/RISK OFFICER	First Edition	Council Minute No. (20XX)

DRAFT

I PURPOSE

Warren Shire Council takes the welfare and wellbeing of our workers and the community seriously. This policy outlines Councils COVID-19 response procedures for workers who remain in the workplace, or who are required to return to the workplace due to operational requirements during the COVID-19 pandemic.

II GOVERNMENT DIRECTIVES AND THE LAW

This policy represents Councils approach to ensuring the safety of workers and stakeholders in response to the COVID-19 pandemic. However, this policy is in all respects subject to any overriding Government directive or law. For example, if the Government mandates that you must remain at home, or that our workplace, or portions of our workplace, must close, then such directive overrides this policy. Council refers you to the various Government websites (both Federal and State) which contain up-to-the-minute information on Government policy on COVID-19 (see clause XXVIII References).

III COUNCILS OBJECTIVE

To promote the health and safety of those staff who are required to attend the workplace, Council will:

- Endeavour to provide and maintain a safe working environment for all stakeholders;
- Provide information, instruction and supervision to you so far as we can to promote your health and safety;
- Provide adequate facilities for you to practice good hygiene. This includes hand sanitiser, soap, disinfectant spray, tissues, and where relevant, face masks and disposable gloves;
- Consult with you about work health and safety issues relevant to this outbreak;
- Integrate work health and safety issues into all of our decision making;
- Put in place mechanisms for monitoring work health and safety issues; and
- Take any health concerns raised by you seriously.

IV WORKER RESPONSIBILITY

While performing your duties at our workplace, and travelling to and from work, workers must:

- Follow all aspects of this policy;
- Take reasonable care to ensure your own health and safety, and that of your colleagues and our customers;
- Not place others at risk or jeopardise the safety of our work environment by any act or omission. For example, coming to work while unwell;
- Follow any safe work procedures or protocols that we implement from time to time;
- Cooperate with us to meet our statutory work health and safety obligations;
- Adhere to social distancing at all times;
- Avoid unnecessary time in public places;
- Not attend work if you feel unwell or if you believe you may have come into contact with someone who is unwell;
- Regularly take steps to clean up or wipe down any surfaces that you have used;
- Practice cough etiquette (keep away from other people, cover coughs and sneezes with disposable tissues or clothing); and
- Wash your hands thoroughly and regularly.

V REQUIREMENT TO ATTEND WORK

Council is actively reviewing and taking steps to ensure that our workplace remains safe and COVID-19 free. Taking into consideration the operational requirements of Council, and the nature of your role, and individual worker circumstances, we may form the view that you are either:

- Required to attend the workplace to be able to fulfil your duties and to meet the requirements of our business; or
- You must work remotely.

At times, Council may require a combination of both workplace and remote work to be undertaken. Council may, due to COVID-19, direct an employee to carry out suitable alternative duties, provided that such a direction shall not be unreasonable having regard to the employee's personal circumstances including any family and carer responsibilities.

VI HOW TO TRAVEL TO AND FROM WORK

If you are required to attend the workplace, we urge you to travel to and from the workplace by means of private transport to limit the potential of contracting COVID-19. If you are unable to travel to and from the workplace by means of private transport, please always use appropriate social distancing and hygiene practices.

VII PRACTICING 'SOCIAL DISTANCING' AT WORK

Whilst at work, all workers are required to follow social distancing rules. Such steps include:

- Distancing yourself from other employees who may be required to attend the workplace;
- If you are working near other employees, ensuring that you are at least 1.5 metres away (preferably at opposite ends of the workplace or in different rooms);
- Not shaking hands to greet others;
- Cancelling non-essential meetings. If needed, holding meetings via video conferencing or phone call;
- Putting off large meetings to a later date;
- Holding any essential meetings outside in the open air;
- Promoting good hand, sneeze and cough hygiene;
- Using hand sanitiser frequently;
- Eating lunch at your desk or outside rather than in the lunch room;
- Regularly cleaning and disinfecting surfaces that many people touch;
- Opening windows and avoiding the use of air conditioning;
- Limiting food handling and sharing of food in the workplace; and
- Avoiding non-essential travel.

Hand sanitiser and hand-washing liquid are readily available for your use throughout our workplace.

VIII HAND WASHING AND HYGIENE

a. When must you wash your hands while at work?

We urge you to wash your hands as frequently as possible. Some key times to wash your hands throughout the day at the workplace include:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, and monitors;

- Before touching your eyes, nose, or mouth, because that is how the germs enter our bodies;
- Before, during, and after preparing food;
- Before eating food;
- Before and after treating a cut or wound;
- After using the toilet;
- After blowing your nose, coughing, or sneezing; and
- After touching garbage.

b. How should you wash your hands while at work?

Washing your hands is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs spreading from one person to another. You must ensure that you wash your hands properly. This can be done by following the following protocol:

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap;
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails;
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice;
- Rinse your hands well under clean, running water; and
- Dry your hands using a clean paper towel or air dry them.

IX WORKERS DIAGNOSED WITH COVID-19

If you are diagnosed with COVID-19, you must

- Immediately inform us via email or a telephone call;
- **NOT ATTEND THE WORKPLACE UNDER ANY CIRCUMSTANCES;** and
- Follow the advice of your medical practitioner.

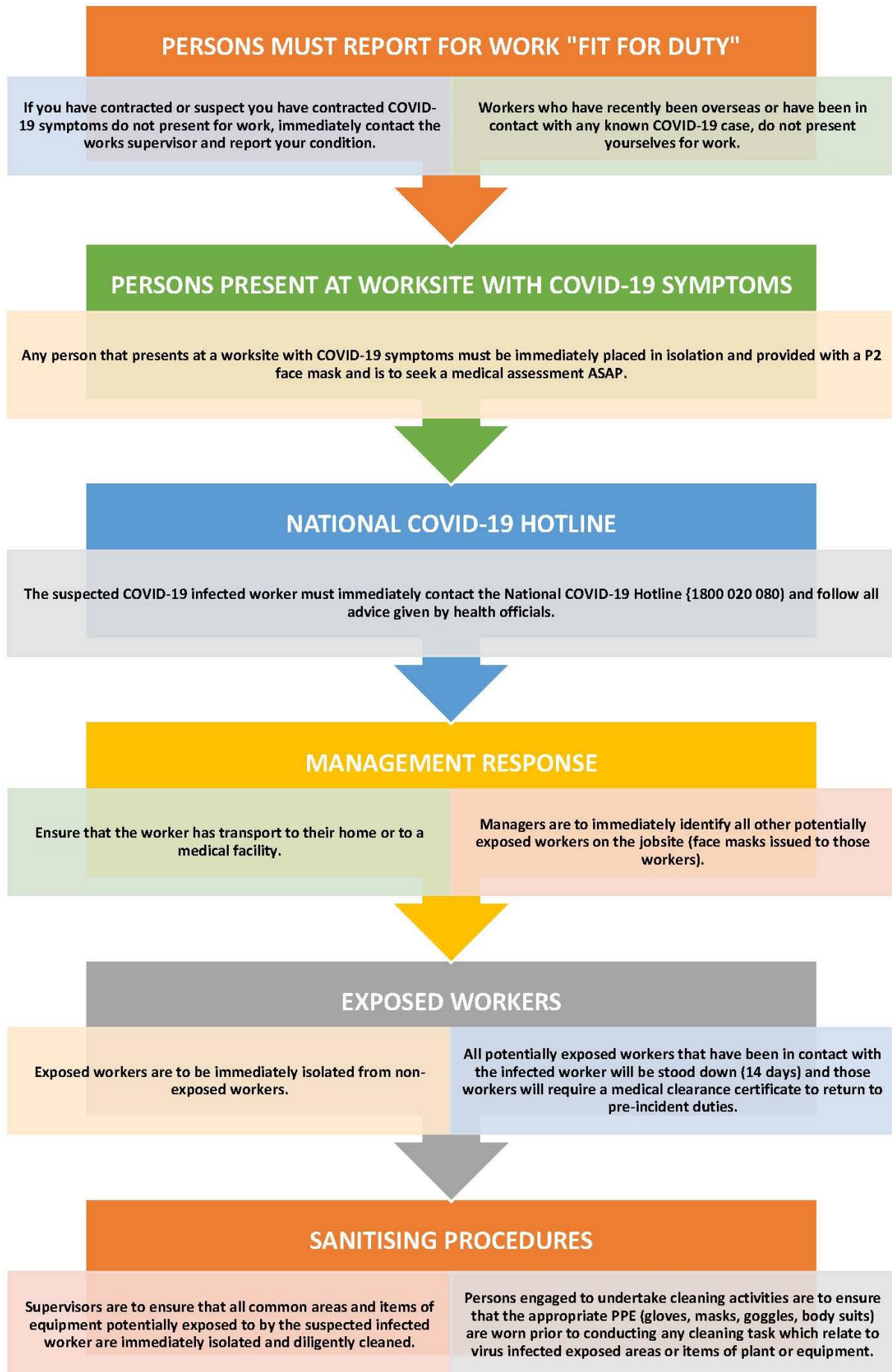
c. Should I attend work if I think that I may be diagnosed with covid-19?

If you think that you may have symptoms of Covid-19, you should immediately do the following:

- Inform us via email or a telephone call;
- **NOT ATTEND THE WORKPLACE UNDER ANY CIRCUMSTANCES;** and
- Immediately seek medical advice.

If you have been away for more than 2 days, you must provide us with a medical certificate. You should not return to work until you have received medical advice that you are not ill, and that it is safe and appropriate for you to return to work.

X EXPOSURE MANAGEMENT PLAN RESPONSE TO PERSON UNFIT FOR DUTY REPORTING TO WORK



XI FEELING ILL WHILE AT WORK

If you are feeling unwell while at work, you must immediately notify your direct supervisor or manager. If we form a reasonable view that you are unwell, you will be directed to go home.

XII SPECIAL LEAVE PROVISIONS

Where an employee has exhausted all accrued leave entitlements, special leave provision are available under the Local Government (State) Award and can be used to assist staff in times of illness, to support their family or due to changes that prevent an employee from being able to attend work, as a direct result of Covid-19.

Council will consider requests for special leave up to (two) 2 weeks. Special leave may be granted with or without pay. Special leave provisions can only be approved by the General Manager.

XIII WORKING FROM HOME

If you are suffering from the symptoms of Covid-19, you may work from home if your job role allows you to carry out your duties remotely and your condition is such that working will not compromise your health.

It should be noted that work from home approval must be approved by the General Manager (or Acting General Manager) only and the staff member and their Manager must detail how this can occur, the IT resources required and how staff may interact to ensure work can continue.

Council recognises that working from home may result in less productive work or reduced hours especially where a person is ill. In supporting work from home, we will ask these staff to support a change to remove flexi leave arrangements whilst working from home. All other leave (annual and long service) will continue as per the Award without penalty.

If an employee is directed to self-isolate, Council will attempt to provide work from home arrangements if possible that reflect the health and ability of the employee. The employee shall be paid as normal during the isolation up to a period of two (2) weeks.

Where working from home, an employee shall not be entitled to shift or weekend penalties, unless directed to work outside their ordinary spread or span of hours. Ordinary hours of work shall not exceed twelve (12) hours in any one day exclusive of unpaid meal breaks.

If you are working from home due to COVID-19 symptoms, you must not have direct contact with us, your colleagues, customers or clients, or suppliers.

If it is not practicable for you to work from home, then you must not undertake any active duties and you will be on leave.

XIV RETURNING TO WORK AFTER ILLNESS

If you wish to return to work, you must provide us with a medical certificate confirming that you are fit to return to work, which may (at our discretion, acting reasonably) include confirmation that you tested negative for Covid-19.

XV USEFUL WORK

Where, due to COVID-19, Council has no useful work for employees, Council may temporarily stand down (or partially stand down) the employees, subject to provisions provided for within the Local Government (Covid-19) Splinter (Interim) Award 2020 (Splinter Awards shall remain in force until 7 April 2021).

XVI Employee Assistance Program (EAP)

Council employees are encouraged to access Councils EAP for confidential counselling if they require assistance. EAP counselling services are available 24 hours a day, 365 days a year.

Council's EAP provider is the Interact Group and can be contacted on 1300 851 300.

XVII RELATED POLICY

- WHS Policy
- Working from Home Procedure
- Employee Assistance Program Policy

XVIII REFERENCES

- Local Government (State) Award 2017
- Local Government (Covid-19) Splinter (Interim) Award 2020 (Splinter Awards shall remain in force until 7 April 2021)
- Australian Government Department of Health
- NSW Health
- Work Health and Safety Act 2011
- SafeWork NSW
- SafeWork Australia

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council held in the Warren Sporting
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ITEM 1 MAYORAL ELECTION

(C14-13)

RECOMMENDATION

1. That the General Manager, as Returning Officer, call for nominations for the election of Mayor for the one-year term of office, from September 2020 to September 2021; and
2. That the method of voting be by open voting (show of hands).

PURPOSE

This report has been prepared in accordance with the Local Government Act 1993.

BACKGROUND

The report deals with the election of the Mayor. In accordance with amendments to the NSW Local Government Act, the term of office for a Mayor, elected by Councillors is for a one-year term.

REPORT

Council is within its final term of Mayoral elections under the Local Government Act that sets a Mayoral term for a Councillor elected Mayor to cover a one-year period. This report and the attachments set out the election process.

The Office of Local Government has developed Mayoral Election Procedures (May 2017) to be used when electing a Mayor. The method of election of a Mayor by Councillors is to be conducted in accordance with Schedule 7 of the Regulation.

FINANCIAL AND RESOURCE IMPLICATIONS

No financial or resource implications identified as this is a requirement under the Local Government Act 1993 as amended.

LEGAL IMPLICATIONS

In accordance with the NSW Local Government Act and Regulations, nominations for Mayor must be in writing, signed by two (2) Councillors and the nominee must consent in writing. The nomination and acceptance can be made prior to the meeting.

The General Manager has written personally to all elected Councillors and provided contact details of other councillors to allow the election to be discussed.

RISK IMPLICATIONS

No risks are identified if the process is followed.

STAKEHOLDER CONSULTATION

In Warren Shire Council, the Mayor is elected by the Councillors. The Local Government (General) Regulation 2005 requires that when there is no chairperson present at a meeting of a council, the first business of the meeting must be the election of the Mayor (ie: chairperson) to preside at the meeting.

As Council has no Mayor, the General Manager has brought forward this item as per the agenda.

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 1 MAYORAL ELECTION

CONTINUED

OPTIONS

There are no options in voting for a Mayor other than the method of voting as contained in the attachments and as considered in the recommendation.

CONCLUSION

As the position of a Mayor is a requirement under the Local Government Act 1993 and the process requires that a Mayoral election is held every two years. Nominations for Mayor have been issued by the General Manager to all Councillors.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment: Local Government (General) Regulation 2005 – Schedule 7

Schedule 7 – Election of Mayor by Councillors (Clause 394)

Part 1 – Preliminary

1 Returning Officer

The General Manager (or a person appointed by the General Manager) is the Returning Officer.

2 Nomination

- (1) A Councillor may be nominated without notice for election as Mayor or Deputy Mayor.
- (2) The nomination is to be made in writing by 2 or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the Returning Officer.
- (4) The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.

3 Election

- (1) If only one Councillor is nominated, that Councillor is elected.
- (2) If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the Council meeting at which the Council resolves on the method of voting.
- (4) In this clause:
 - a. “ballot” has its normal meaning of secret ballot
 - b. “open voting” means voting by a show of hands or similar means

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ITEM 1 MAYORAL ELECTION

CONTINUED

Part 2 - Ordinary Ballot or Open Voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of Ballot-Papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

6 Count – 2 Candidates

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7 Count – 3 or More Candidates

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 - Preferential Ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot – Papers and Voting

- (1) The ballot-papers are to contain the names of all the candidates. The Councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

WARREN SHIRE COUNCIL
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ITEM 1 MAYORAL ELECTION

CONTINUED

10 Count

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.
- (4) In this clause, "absolute majority", in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

11 Tied Candidates

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal-the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes-the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 – General

12 Choosing by Lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed, and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as Mayor or Deputy Mayor) is:

- a. To be declared to the councillors at the council meeting at which the election is held by the returning officer, and
- b. To be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.

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ITEM 2 DEPUTY MAYORAL ELECTION

(C14-13)

RECOMMENDATION

1. That Council continue the position of Deputy Mayor.
2. That Council set the term of appointment for the position of Deputy Mayor of one (1) year.
3. That the General Manager, as Returning Officer, call for nominations for the election of Deputy Mayor for the one year term of office, from September 2020 to September 2021.
4. That the ballot be by open voting (show of hands).

PURPOSE

This item deals with the election of a Deputy Mayor under the Local Government Act 1993.

BACKGROUND

The report deals with the election of the Deputy Mayor.

REPORT

This item is for the election of a Deputy Mayor under the Local Government Act 1993.

In accordance with amendments to the NSW Local Government Act, the term of office for a Deputy Mayor, elected by Councillors can be for a term of one year. There is however no legal obligation for Council to elect a Deputy Mayor.

The recommendation reflects the Council's traditional practices.

FINANCIAL AND RESOURCE IMPLICATIONS

The Deputy Mayor can be paid an allowance for such time as the Deputy Mayor acts in the office of the Mayor. The Office of Local Government has advised that such an allowance cannot be established on an annual basis and paid as an annual figure. Rather it must reflect actual time acting as the Mayor. Therefore, the Deputy Mayor will only receive an allowance if the Mayor is on a period of extended leave and Council has resolved to pay such an allowance.

LEGAL IMPLICATIONS

It is recommended that nominations for Deputy Mayor must be in writing, signed by two (2) Councillors and the nominee must consent in writing. The nomination and acceptance can be made prior to the meeting.

The General Manager has written personally to all elected Councillors and provided contact details of other councillors to allow the election to be discussed.

RISK IMPLICATIONS

No risks are identified if the process is followed.

STAKEHOLDER CONSULTATION

In Warren Shire Council, the Deputy Mayor is elected by the Councillors.

This item has been brought forward as per the agenda.

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ITEM 2

DEPUTY MAYORAL ELECTION

CONTINUED

OPTIONS

Council has the option to not elect a Deputy Mayor, however, this position has acted from time to time on behalf of the Mayor and forms a key role in governance issues in Council.

CONCLUSION

This report is calling for the election of a Deputy Mayor in accordance with the Local Government Act 1993 as amended.

The Office of Local Government has developed Mayoral Election Procedures (May 2017) to be used when electing a Mayor. The method of election of a Deputy Mayor by Councillors is to be conducted in accordance with Schedule 7 of the Regulation.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment: Local Government (General) Regulation 2005 – Schedule 7

Refer to the Mayoral Election item.

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ITEM 3

REVIEW OF DELEGATIONS

(C14-13)

RECOMMENDATION

That Council issue Delegations to the Mayor and Deputy Mayor under the Local Government Act 1993.

PURPOSE

The Local Government Act 1993 s380 requires Council to review the delegations issued to the Mayor, Deputy Mayor and General Manager within the first 12 months of the new term. This new term will commence following the September 2021 election.

BACKGROUND

This is a requirement of the Local Government Act 1993 as amended.

REPORT

To ensure that a Council can function, pay its bills and undertake staffing etc, delegations are issued to the Mayor and Deputy Mayor under various Acts and legislation.

The role that the Mayor has between meetings requires approval of Council. The Mayor has an ability to function under the Local Government Act 1993 but, must report back to the Council. The delegations fine tune these functions.

FINANCIAL AND RESOURCE IMPLICATIONS

Financial and resource delegations are included. There are no financial costs associated with Council issuing delegations.

LEGAL IMPLICATIONS

Council cannot function as a business unless delegations are made to the role of the Mayor and Deputy Mayor similarly requires delegations to be able to represent Council.

RISK IMPLICATIONS

Council should review the delegations made to the Mayor and Deputy Mayor following an election to ensure that these delegations remain relevant and that Council can continue to function as required by law.

STAKEHOLDER CONSULTATION

N/A

OPTIONS

Council may wish to review its delegations prior to approval with the knowledge that some actions may not be able to be undertaken as a business between meetings. The recommendation is to issue the present delegations and undertake a review within the first 12-month period following the September 2021 election.

CONCLUSION

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ITEM 3

REVIEW OF DELEGATIONS

CONTINUED

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability

SUPPORTING INFORMATION /ATTACHMENTS

1. Local Government Act 1993 s380 Review of delegations

Each council must review all its delegations during the first 12 months of each term of office.

2. Delegations to the Mayor, Deputy Mayor and General Manager

Delegations of Authority to the Mayor

In accordance with the provisions of the Local Government Act, 1993 Council hereby delegates to the Mayor, Councillor delegated authority to exercise or perform on behalf of Council the following powers, authorities, duties and functions:-

1. To carry out any function conferred on and duty imposed on the Mayor under any Act or regulation.
2. To carry out the general supervision, control and direction of the General Manager.
3. To affix the Common Seal of Council in conjunction with the General Manager or another councillor to any necessary document pursuant to or consequent upon any decision of Council.
4. To respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of Council.
5. To approve attendance by elected members at conferences, seminars and congresses but such must be within budget provisions.
6. To authorise urgent works up to an amount of \$20,000.00.
7. To issues references under Council letterhead.
8. To promote the area of Council through representations, delegations, functions and personal approaches.
9. To provide civic receptions as deemed appropriate.
10. To invite any group or individual to address any committee or Council meeting.
11. To authorise release of Council plant and other resources to assist fire fighting and emergency work.

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ITEM 3

REVIEW OF DELEGATIONS

CONTINUED

Delegations of Authority to the Deputy Mayor

In accordance with the provisions of the Local Government Act, 1993 Council hereby delegates to the Deputy Mayor, the authority to exercise or perform on behalf of Council the following powers, authorities, duties and functions:-

1. To carry out the statutory functions of the Mayor and exercise the delegations conferred upon the Mayor whenever the Mayor is absent from the Council area or is otherwise unable to carry out his duties.
2. To affix the Common Seal of Council in conjunction with the General Manager or another councillor to any necessary document pursuant to or consequent upon any decision of Council.
3. To issue references under Council letterhead.

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ITEM 4

MEETING SCHEDULE 2020/21

(C14-2)

RECOMMENDATION

That Council adopt the meeting dates as listed.

Thursday 22nd October 2020

Thursday 3rd December 2020

Thursday 28th January 2021

Thursday 25th February 2021

Thursday 25th March 2021

Thursday 22nd April 2021

Thursday 27th May 2021

Thursday 24th June 2021

Thursday 22nd July 2021

Thursday 26th August 2021

Thursday 23rd September 2021

PURPOSE

To set the Council meeting dates.

BACKGROUND

It has been Council's practice that Council meetings be held on the fourth Thursday of each month commencing at 8.30 am with no meeting in November and the December meeting being held in the first week.

REPORT

The proposed dates for Council meetings up to September 2021 are as follows:

Thursday	22nd October 2020	Warren
Thursday	3rd December 2020	Warren
Thursday	28th January 2021	Warren
Thursday	25th February 2021	Warren
Thursday	25th March 2021	Warren
*Thursday	22nd April 2021	Warren
Thursday	27th May 2021	Warren
Thursday	24th June 2021	Warren
Thursday	22nd July 2021	Warren
Thursday	26th August 2021	Collie
Thursday	23rd September 2021	Warren

* May be adjusted depending on Easter and ANZAC Day.

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ITEM 4 MEETING SCHEDULE 2020/21

CONTINUED

However, such dates can be altered when:

- Any ordinary meeting for good and sufficient reason may be altered by resolution by Council at any preceding ordinary meeting.
- The provisions of the Local Government Act 1993 require.

FINANCIAL AND RESOURCE IMPLICATIONS

No impact to Council's finances or resources.

LEGAL IMPLICATIONS

The Local Government Act 1993 requires Council to meet a minimum of 10 times per year. This recommendation complies with the Act.

RISK IMPLICATIONS

No risks are identified. The set dates do not clash with known events or activities.

STAKEHOLDER CONSULTATION

Meeting dates will be advertised in the local newspaper and on Council's website.

OPTIONS

Council may accept or vary the dates recommended.

CONCLUSION

This report establishes the meeting dates for the next 12 month period.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.1.3 Promote timely and quality dissemination of information to the community.
- 5.2.2 Timely and accurate reporting for efficient management and accountability.

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ITEM 5 OUTSTANDING REPORTS CHECKLIST

(C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
*27.8.20	168.8.20	Draft MOA – WoW Committee	GM	Advised Committee of extension of current MOA with a review in December 2020.
27.8.20	169.8.20	Draft MOA – Warren Youth Foundation	GM	Enter into a MOA with the Warren Youth Foundation subject to noted conditions.
*27.8.20	180.8.20	Model Code of conduct and Procedures	GM	Council Workshop arranged.
*27.8.20	180.8.20	Correction to June 2019 Council Minutes	GM	Correction made to minutes as specified.
*27.8.20	183.8.20	Request for support of the dual naming of the Macquarie River	GM	Advised Bathurst Regional Council of Council's resolution.
Divisional Manager Finance and Administration Services				
*27.8.20	176.8.20	Nevertire Telecommunications Tower	DMFA	Contact has been made with Field Solutions Group and a further report has been provided to the September 2020 Council Meeting.
*27.8.20	170.8.20	Warren Airport – Land Access Agreement	DMFA	Water access fee charged on rates notices to the listed private property have been waived.
Divisional Manager Engineering Services				
6.12.18	284.12.18	Lot 79 & 80 DP 724585 Wambianna Street, Collie.	DMES	Survey completed and a report is to be presented to Council. This project currently on hold.
6.12.18	287.12.18	Mount Foster Quarry Usage Proposal	DMES	The EPA require additions to the surface stormwater plan and have specified that the additional works are to be completed. So as to enable additional production authority must be sought to “drill and blast” and consequently a DA must be lodged seeking approval to drill and blast. The DA will

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ITEM 5

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
				<p>be subject to a new scope of operations. Once these have been agreed to the EPA will amend the quarry licence certifying full operations. The approval to “drill and blast” is being pursued. Report being presented to 15 September 2020 Plant Committee Meeting. This project currently on hold.</p>
27.6.19	129.6.19	Warren Levee Bank Rehabilitation	DMES	<ol style="list-style-type: none"> 1. Seek funding as soon as practical; 2. Arrange a relevant component project team; 3. Arrange an appropriate budget in the annual estimates; 4. Implementation of the recommendations contained within the NSW Public Works Report Number DO/13/02 Visual Audit of the Warren Levees (North and South) dated 6 November 2013 is in progress; 5. Utilise the specific issues detailed within the 6 November 2013 Visual Audit Report be used to form the basis of the next inspection of the Warren Town Levee as required in the Warren Levee Operations and Maintenance Manual. This project currently on hold. Meeting with local contactors scheduled for 17/9/20 to determine EOI.

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ITEM 5

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	1. Provide a detailed budget for works. 2. Submit plans and documents to Council for consideration and approval. This project currently on hold.
5.12.19	270.12.19	Mt Foster Quarry Usage Proposal	DMES	Tender closed, reported to March 2020 Plant Committee Meeting. This project currently on hold.
Manager Health & Development				
27.6.19	136.6.19	Warren War Memorial Swimming Pool Refurbishment Grant	MHD	New concrete concourse and general repairs to fibreglass lining and painting contracted.
5.12.19	272.12.19	Shade structures at Warren War Memorial Swimming Pool	MHD	Footings complete. Install September 2020.
27.2.20	36.2.20	Draft Plans of Management	MHD	1. Council assign categories of Community Land as detailed in report. 2. Notify Minister 3. Seek Ministerial consent to classify Crown Reserves as identified as operational land
*26.3.20	58.3.20	Targeted Earlier Intervention	MHD	1. Service Agreement and Schedule signed. 2. Meeting held with the Warren Youth Group.
*27.8.20	179.8.20	Menacing Dog Declaration	MHD	Advised owners that the menacing dog declaration is to continue to remain in place.
*27.8.20	184.8.20	Netwaste Tender for the Collection & Recycling of Used Motor Oil	MHD	Tender accepted.

RECOMMENDATION:

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

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ITEM 6 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
31.08.2020	Outback Arts	Online
2.09.2020	Central West Zone Library Meeting	Online
9.09.2020	Council Chambers Development Committee	Warren
9.09.2020	Council Workshop	Warren
10.09.2020	Water Conservation Committee	Warren
10.09.2020	Plant Committee	Warren
10.09.2020	Roads Committee	Warren
14.09.2020	Warren Public Arts Committee	Warren
15.09.2020	Manex Committee	Warren
16.09.2020	Work Health & Safety Committee	Warren
24.09.2020	Sporting Facilities Committee	Warren

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION
7-8.10.2020	LGNSW Water Management Conference	Online event
16-18.11.2020	National Local Roads and Transport Congress 2020	Wrest Point, Tasmania
22-24.11.2020	LGNSW Annual Conference 2020	Online event
14-16.09.2020	MDA 76th Conference and AGM	Shepparton

RECOMMENDATION:

That the information be received and noted.

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ITEM 7 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

(S6-4)

RECOMMENDATION:

1. That the information be received and noted;
2. That Council nominate Councillors to attend the online Local Government NSW Annual Conference on Monday, 23rd November 2020 and;
3. That Council identify the voting delegate(s) for registration.

Purpose

To seek Council approval for Councillors to attend the online LGNSW Conference on Monday, 23rd November 2020.

Background

Council has sent the Mayor and Deputy Mayor to the Annual LGNSW Conference in past years and Council may wish to consider who attends the conference as this will assist in Councillor training. The General Manager has attended this Conference with the Mayor and Deputy Mayor.

Report

The Local Government NSW Conference is to be held online on Monday 23rd November 2020 from 8.45 am.

Council is requested to nominate attendees for this Conference. As part of the Conference process, Council will be required to nominate a voting delegate(s) as Council's representative.

The Conference allows Councils to put forward Motions for discussion at the Conference. Warren Shire Council has submitted a motion in September for consideration at the Conference.

Other matters are raised in the Conference notification, including outstanding service awards and nominations for Board positions. Nomination for Board positions should be with the support and resolution of Council to recognise the time and commitment that a Councillor will make to Local Government overall.

FINANCIAL AND RESOURCE IMPLICATIONS

Council provides annual funding for Councillors to attend this conference and to undertake training.

LEGAL IMPLICATIONS

There is no legal requirement for Council to attend this Conference. LGNSW is the Councillors industry group and is supported by its membership.

RISK IMPLICATIONS

There are no known risks.

STAKEHOLDER CONSULTATION

N/A.

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ITEM 7

LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

CONTINUED

OPTIONS

Council can choose to attend or not attend.

CONCLUSION

This report has been prepared to advise councillors of the upcoming conference and that to obtain the best conference rates that a decision to attend should be made.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.1.4 Convey community information to government.

5.2.2 Timely and accurate reporting for efficient management and accountability

SUPPORTING INFORMATION /ATTACHMENTS

Draft Conference Program as at 9th September 2020.

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ITEM 7

LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

CONTINUED



Annual Conference 2020

Monday 23rd November 2020

DRAFT PROGRAM (as of 9 sept 2020) for website

MONDAY 23 NOVEMBER 2020 – Business Session	
8.45am	Demonstration of voting procedure and getting online.
9.00am – 9.05am	Conference introduction by Scott Phillips , Chief Executive, LGNSW
9.05am – 9.45am (15 min speech, 15 mins motions, 10 mins treasurer)	<p>President's Welcome: Address by Cr Linda Scott, President, LGNSW Acknowledgement of Country and Opening of conference</p> <p>Opening of the Federal Conference: adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members, business session and consideration of motions.</p> <p>Opening of the State Conference including adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members, business sessions, and consideration of motions.</p> <p>Chaired by Cr Linda Scott Treasurer's report, Cr Jerome Laxale, Treasurer, LGNSW Adoption of the Treasurer's report</p>
9.45am – 10.35am	<p>Meet the Politicians Forum with Masters of Ceremony: Cr Linda Scott, President and Scott Phillips, CE, LGNSW</p> <p>Presentation from Premier of NSW, The Hon Gladys Berejiklian (15 mins) pre-record</p> <p>Followed by the Politicians' panel & Q&A: What is the best way for State Government to partner with councils to assist in a locally led recovery?</p> <ul style="list-style-type: none"> • The Hon Shelley Hancock MP, Minister for Local Government (invited) • Ms Jodi McKay, Leader of the Opposition (invited) • Mr David Shoebridge, MLC

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LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

CONTINUED

10.35am – 11.15am	<p>Presentation: Facilitated by Linda Scott Keynote address: Building resilience through partnership. Presented by Commissioner of Resilience NSW, Shane Fitzsimmons (sponsor) (10 mins)</p> <p>Panel: Recovery and Resilience & Q&A: local strategies and actions to prepare for, recover from and build resilience to disasters and crisis.</p> <ul style="list-style-type: none"> • Leanne Barnes OAM, GM, Bega Shire Council • Mick Willing, NSW Assistant Police Commissioner, Bushfire Recovery • Shane Fitzsimmons, Commissioner of Resilience NSW
11.15am – 11.30am	<ul style="list-style-type: none"> • Sponsor address • Presentation of the AR Bluett Awards by the Trustees
11.30am – 11.45am	<p>LGNSW President and Elite Sponsor presents Outstanding Service Awards to elected members</p>
12.00pm – 12.30pm	<p>General Manager's Virtual Lunch (sponsor) (exclusive to GMs)</p> <p>Delegates break for lunch</p>
12.30pm-4.30pm	<p>Conference business if required</p>

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ITEM 8

MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW 2020

(A7-6)

RECOMMENDATION

That Council adopt the Model Code of Conduct for Local Councils in NSW 2020 and the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020 as required under Clause 440 the Local Government Act 1993 as amended and Regulations thereto.

PURPOSE

The NSW Government has made minor amendments to the Local Government Act 1993 to change the Model Code of Conduct for Local Councils in NSW 2020 and to require Council to separately adopt the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020.

BACKGROUND

Council has adopted the Model Code of Conduct produced by the Office of Local Government and by legal reference the Model Code required the inclusion of the procedures.

REPORT

The NSW Office of Local Government issued through Circular 20-32 / 14 August 2020 / A708384 amendments to both the Model Code of Conduct for Local Councils in NSW 2020 and the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020.

As per Clause 440 Local Government Act 1993 as amended and Regulations thereto, both the Model Code of Conduct for Local Councils in NSW 2020 and Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020 are to be adopted by Council.

Circular 20-32 identifies changes to the Code and Procedure as indicated below;

What's new or changing

- The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Procedures) have been amended in response to the decision by the Supreme Court in the matter of *Cornish v Secretary, Department of Planning, Industry and Environment [2019] NSWSC 1134*.
- Amendments have also been made to the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
- The new Model Code of Conduct and Procedures have been prescribed under the *Local Government (General) Regulation 2005*.
- The new prescribed Model Code of Conduct and Procedures are available on the Office of Local Government's (OLG) website.

What this will mean for your council

- The new Model Code of Conduct and Procedures take effect immediately. This is because the amendments to the Procedures largely reflect existing practice following the Supreme Court's decision and the amendments to the Model Code of Conduct are minor in nature.
- Council's should adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures as soon as possible.

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ITEM 8

MODEL CODE OF CONDUCT 2020

CONTINUED

- Councils' complaints coordinators should bring this circular 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.

Key points

Amendments to the Procedures

- Consistent with the Supreme Court's decision, councils have the following options when taking disciplinary action against councillors for breaches of their codes of conduct under the new Procedures:
 - that a councillor be formally censured for the breach under section 440G of the *Local Government Act 1993* (the Act), or
 - that a councillor be formally censured for a breach under section 440G and the matter referred to OLG for further disciplinary action under the misconduct provisions of the Act.
- The process for censuring councillors for breaches of the code of conduct has been significantly strengthened to ensure councillors are made publicly accountable to their electors for their conduct. When censuring councillors, councils are required to specify in their resolution the grounds on which the councillor is being censured by disclosing the investigator's findings and determination and any other grounds that the council considers may be relevant or appropriate.
- Councillors may seek to avoid public censure for breaches of the code of conduct by voluntarily agreeing to undergo training or counselling, to apologise for their conduct or to give undertakings not to repeat their conduct before the investigator finalises their report to the council. Investigators can finalise their investigations without a report to the council where they consider these to be an appropriate outcome to the matter they are investigating. However, it will remain open to investigators to finalise their report and to recommend censure where they consider this is appropriate and warranted.
- The process for referral by councils of code of conduct breaches by councillors to OLG for further disciplinary action under the misconduct provisions of the Act has been streamlined. Investigators are required to consult with OLG before recommending the referral of matters to ensure the conduct in question is sufficiently serious to warrant disciplinary action for misconduct and that there is sufficient evidence of the breach to allow OLG to take further disciplinary action.
- Other amendments have been made to the Procedures to:
 - allow panels of conduct reviewers to be appointed without a resolution of the council, and
 - allow the referral of investigators' reports to OLG for action under the misconduct provisions of the Act where the council will not have a quorum to deal with the matter.

Amendments to the Model Code of Conduct

- The Model Code of Conduct has been amended to:
 - remove as a breach, failure to comply with a council resolution requiring action in relation to a code of conduct breach (because it is now redundant)
 - update the language used to describe the various heads of discrimination in clause 3.6 to reflect more contemporary standards
 - include in the definition of council committee and council committee members, members of audit, risk and improvement committees (ARICs) in anticipation of the commencement

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ITEM 8

MODEL CODE OF CONDUCT 2020

CONTINUED

of the requirement for all councils to appoint an ARIC following the next local government elections.

- Amendments have also been made to the gifts and benefits provisions of the Model Code of Conduct in response to feedback from some councils. The amendments:
 - lift the \$50 cap on the value of gifts that may be accepted to \$100
 - clarify that items with a value of \$10 or less are not “gifts or benefits” for the purposes of the Model Code of Conduct and do not need to be disclosed
 - clarify that benefits and facilities provided by councils (as opposed to third parties) to staff and councillors are not “gifts or benefits” for the purposes of the Model Code of Conduct, and
 - remove the cap on the value of meals and refreshments that may be accepted by council officials in conjunction with the performance of their official duties.
- Councils are not obliged to amend their codes of conduct to lift the cap on the value of gifts that may be accepted if they do not wish to. It is open to councils to retain the existing \$50 cap or to impose another cap that is lower than \$100.

FINANCIAL AND RESOURCE IMPLICATIONS

Council is required to adopt the amended code and procedures. Copies of these will be supplied to all staff as well as councillors.

LEGAL IMPLICATIONS

Under Clause 440 Local Government Act 1993 as amended Council is required to adopt the Model Code of Conduct and the Model Code of Conduct Procedures.

RISK IMPLICATIONS

If Councillors and staff comply with the guidelines under the code and procedure, then no staff member or councillor will have cause for concern.

STAKEHOLDER CONSULTATION

This Code and procedure apply to all Councillors, staff, contractors and public members of a council committee. Copies will be provided to all persons.

Council has workshopped the amended documents on Wednesday 9th September being the first opportunity to undertake a review.

OPTIONS

No option exists.

CONCLUSION

Council is required under Clause 440 Local Government Act 1993 as amended and Regulations thereto to adopt the Model Code of Conduct for Local Councils in NSW 2020 and referenced Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

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MODEL CODE OF CONDUCT 2020

CONTINUED

SUPPORTING INFORMATION /ATTACHMENTS

Model Code of Conduct for Local Councils in NSW 2020 and Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020 have been distributed separately to Councillors.

The Public can access the two (2) documents from the Office of Local Government website or Council's website.

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ITEM 9 CHRISTMAS CLOSURE REPORT

(C14-1)

RECOMMENDATION

That Council close the Office, Service NSW Agency, Library and Works Depot at the close of business on Thursday, 24th December 2020 and reopen on Monday, 4th January 2021.

PURPOSE

This report is to request that Council close its Office, Service NSW Agency, Library and Works Depot at the close of business on Thursday, 24th December 2020 and reopen on Monday, 4th January 2021 inclusive.

BACKGROUND

This year Christmas falls on a Friday requiring staff to be available for four (4) days prior to the standard holiday break.

REPORT

Council has always closed during the Christmas/New Year period and it is considered that staff will generally be looking to take days off to allow travelling and other commitments prior to Christmas day.

Staff are generally required to take three (3) days leave each year to meet the normal holiday shut down.

FINANCIAL AND RESOURCE IMPLICATIONS

Staff will be required to take leave to allow this closure period from annual leave or other accumulated leave.

Council will have staff on call during the Christmas period.

The close down is funded through employee leave entitlements.

LEGAL IMPLICATIONS

No legal implications identified.

Council will advise Service NSW that its office is closed for the identified period.

RISK IMPLICATIONS

Council will maintain an on-call workforce and standard works around water and sewer treatment will be undertaken during this period.

STAKEHOLDER CONSULTATION

If adopted by Council, notices shall be placed in the local paper in December and notices placed at Council's office and on its website.

OPTIONS

Council may remain open; however, it will operate on a skeleton staff basis to allow people to travel to family or other activities.

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ITEM 9

CHRISTMAS CLOSURE REPORT

CONTINUED

CONCLUSION

This request is to seek Council endorsement on the proposed Christmas/New Year closure period for the office and Service NSW, the library and the works depot.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficiency and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 2020

(B1-10.16)

RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31st August 2020 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 31st August 2020.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 31-Jul-20	Transactions	Balance 31-Aug-20
General	9,273,992.49	1,444,229.86	10,718,222.35
Water Fund	460,524.08	(112,064.32)	348,459.76
Sewerage Fund	2,631,663.05	116,721.45	2,748,384.50
North Western Library	4,473.82	(56,527.92)	(52,054.10)
Trust Fund	134,295.14	177.18	134,472.32
Investment Bank Account	(10,915,924.79)	(88.31)	(10,916,013.10)
	1,589,023.79	1,392,447.94	2,981,471.73

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ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 2020

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	2,971,774.42
Add: Outstanding Deposits for the Month	10,141.31
Less: Outstanding Cheques & Autopays	(444.00)
Balance as per Ledger Accounts less Investments =	<u>2,981,471.73</u>

INVESTMENTS RECONCILIATION

Investments as at 31st August 2020

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	416,013.10	Variable	On Call A/c
26	National Australia Bank	3,500,000.00	90 days @ 0.90%	7-Sep-20
27	Macquarie Credit Union	1,500,000.00	91 days @ 1.20%	2-Sep-20
1	Macquarie Credit Union	1,000,000.00	180 Days @ 1.00%	30-Jan-21
2	National Australia Bank	1,500,000.00	91 days @ 0.70%	16-Nov-20
3	National Australia Bank	1,500,000.00	90 Days @ 0.70%	16-Nov-20
4	National Australia Bank	1,500,000.00	91 Days @ 0.70%	23-Nov-20
TOTAL INVESTMENTS =		<u>10,916,013.10</u>		

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	7,743,948.00
Internally Restricted Funds Invested	4,313,457.00
2020/21 General Fund Operating Income & Grants	<u>1,840,079.83</u>
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u>13,897,484.83</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
to the Ordinary Meeting of Council to be held in the Warren Sporting
and Cultural Centre, Udora Road, Warren on Thursday 24th September 2020

ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 2020

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 Warren Sporting
and Cultural Centre, Udora Road, Warren on Thursday 24th September 2020

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 11th September 2020 including comparisons over the last four 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 11th September 2020.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the Warren Sporting
and Cultural Centre, Udora Road, Warren on Thursday 24th September 2020

ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

11TH SEPTEMBER 2020

Name of Rate	NETT ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	COLLECTIONS FOR YEAR		NETT ARREARS	
				AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	208,310	4,978,474	5,186,784	1,558,344	30.04%	3,628,440	69.96%
Warren Water Fund	49,372	467,314	516,686	185,325	35.87%	331,361	64.13%
Warren Sewerage Fund	61,270	493,636	554,906	187,993	33.88%	366,913	66.12%
TOTAL 2020/2021	318,952	5,939,424	6,258,376	1,931,662	30.87%	4,326,714	69.13%
TOTAL 2019/2020	178,732	5,771,993	5,950,725	1,925,413	32.36%	4,025,312	67.64%
TOTAL 2018/2019	128,294	5,609,436	5,737,730	1,911,910	33.32%	3,825,820	66.68%
TOTAL 2017/2018	125,675	5,444,993	5,570,668	1,773,044	31.83%	3,797,624	68.17%
TOTAL 2016/2017	137,085	5,331,322	5,468,407	1,724,649	31.54%	3,743,758	68.46%
		9-Sep-16	14-Sep-17	12-Sep-18	12-Sep-19	11-Sep-20	
COLLECTION FIGURES AS \$		1,724,649	1,773,044	1,911,910	1,925,413	1,931,662	
COLLECTION FIGURE AS %		31.54%	31.83%	33.32%	32.36%	30.87%	

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the Warren Sporting
and Cultural Centre, Udora Road, Warren on Thursday 24th September 2020

ITEM 3 FINANCIAL ASSISTANCE GRANT 2020/21

(L5-5.2/40)

RECOMMENDATION

That the information be received and noted.

PURPOSE

To inform Council of the Financial Assistance Grant allocation for 2020/21.

BACKGROUND

All State Governments receive an annual grant from the Commonwealth Government for financial assistance to Local Government Authorities, the NSW Local Government Grants Commission then distributes these funds to Local Government on a formula based model that takes into consideration population, road length and disability factors.

REPORT

Council has been advised by the Local Government Grants Commission that the total 2020/21 allocation after CPI adjustments from the previous year will be \$3,038,546, this represents a \$76,907.00 or 2.6% increase on the 2019/20 allocation. The Financial Assistance Grant is made up of the following components:

- | | |
|-----------------|----------------|
| 1. Local Roads | \$1,076,628.00 |
| 2. Equalisation | \$1,961,918.00 |

Council received an advanced payment of \$1,525,848.00 on 19th June 2019 that has been internally restricted in the General Purpose Financial Statements as reported to the August 2020 Council Meeting.

Council will receive the remaining \$1,512,698.00 in four instalments of \$378,174.50 as follows:

August 2020 (received 19/08/2020 – Rec No. 35819),
November 2020,
February 2021, and
May 2021

Attached to this report is a list of the actual payments received from the Financial Assistance Grant over the past 10 years, 2 line graphs, a comparison of neighbouring councils before any CPI adjustments and the NSW Grants Commission Appendix A.

FINANCIAL AND RESOURCE IMPLICATIONS

Council budgeted a \$29,616.00 or 1% increase in the 2020/2021 Operational Plan and Estimates, the additional \$47291.00 will be included in the September 2020 Budget Review document to be presented to the October 2020 Council meeting

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the Warren Sporting
and Cultural Centre, Udora Road, Warren on Thursday 24th September 2020

ITEM 3 FINANCIAL ASSISTANCE GRANT 2020/21

CONTINUED

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

This report is to provide Council with an update of Council grant allocation.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

1. Council's actual Grant Allocation over the last 10 years,
2. 2 graphs showing allocations over the last 10 years,
3. Comparison table of neighbouring Council's, and
4. NSW Grants Commission Appendix A

Warren Shire Council - Actual Grant Received

AFTER CPI ADJUSTMENTS FROM THE PREVIOUS YEAR

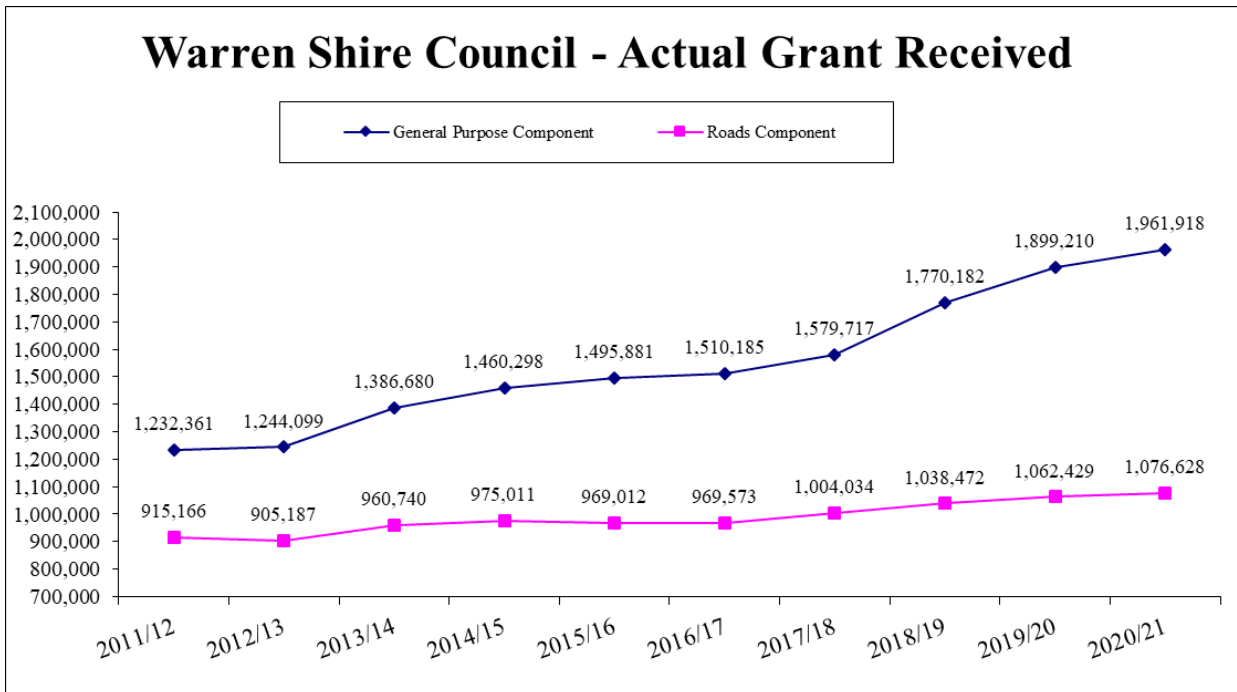
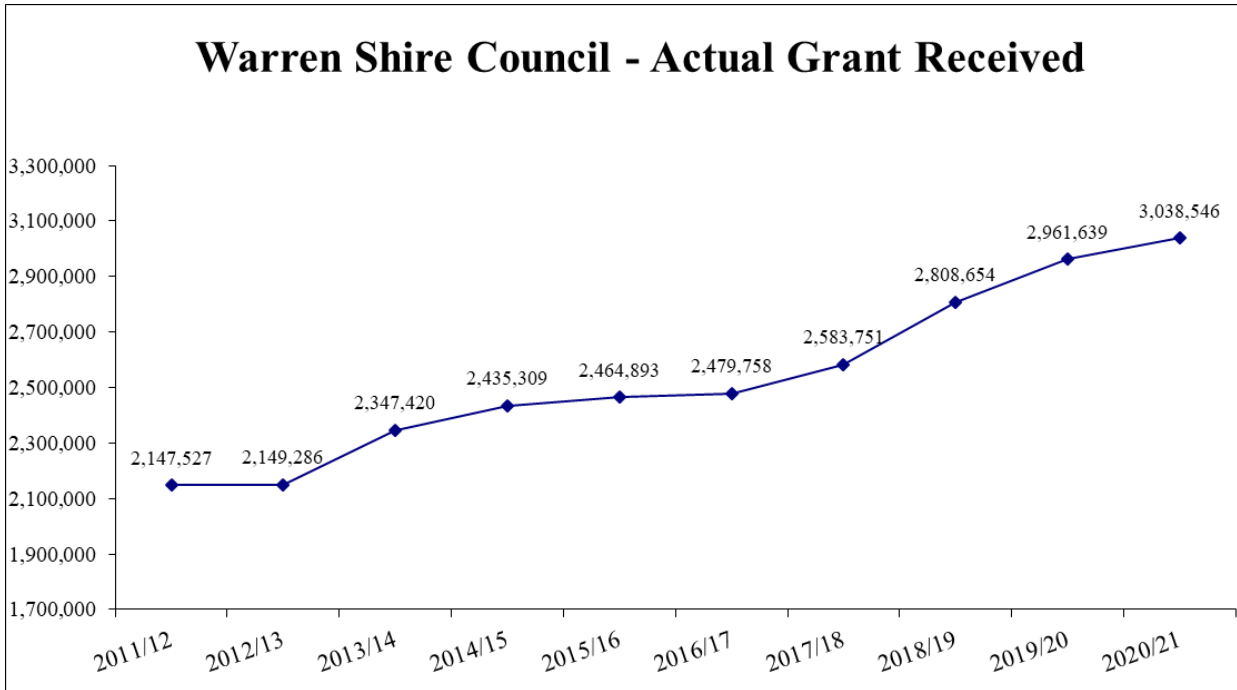
Year	Road Component	\$ Diff.	Equalisation Component	\$ Diff.	Total Grant Received	\$ Diff.	% Diff.
2011/12	915,166	35,709	1,232,361	69,876	2,147,527	105,585	5.17
2012/13	905,187	(9,979)	1,244,099	11,738	2,149,286	1,759	0.08
2013/14	960,740	55,553	1,386,680	142,581	2,347,420	198,134	9.22
2014/15	975,011	14,271	1,460,298	73,618	2,435,309	87,889	3.74
2015/16	969,012	(5,999)	1,495,881	35,583	2,464,893	29,584	1.21
2016/17	969,573	561	1,510,185	14,304	2,479,758	14,865	0.60
2017/18	1,004,034	34,461	1,579,717	69,532	2,583,751	103,993	4.19
2018/19	1,038,472	34,438	1,770,182	190,465	2,808,654	224,903	8.70
2019/20	1,062,429	23,957	1,899,210	129,028	2,961,639	152,985	5.45
2020/21	1,076,628	14,199	1,961,918	62,708	3,038,546	76,907	2.60

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the Warren Sporting
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ITEM 3 FINANCIAL ASSISTANCE GRANT 2020/21

CONTINUED



WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the Warren Sporting
and Cultural Centre, Udora Road, Warren on Thursday 24th September 2020

ITEM 3 FINANCIAL ASSISTANCE GRANT 2020/21

CONTINUED

COMPARISON OF FINANCIAL ASSISTANCE GRANTS BEFORE ANY CPI ADJUSTMENTS

SHIRE	2018/19	2019/20	2020/21	DIFF	%
ROADS COMPONENT					
BOGAN	1,444,792	1,489,287	1,501,397	12,110	0.81%
BREWARRINA	1,300,607	1,340,756	1,351,702	10,946	0.82%
COONAMBLE	1,473,788	1,518,952	1,531,017	12,065	0.79%
GILGANDRA	1,392,358	1,382,591	1,394,509	11,918	0.86%
LACHLAN	3,373,747	3,478,114	3,507,242	29,128	0.84%
NARROMINE	1,441,884	1,486,392	1,498,237	11,845	0.80%
WALGETT	1,958,484	2,016,451	2,031,928	15,477	0.77%
WARREN	1,038,603	1,070,616	1,078,915	8,299	0.78%
EQUALISATION COMPONENT					
BOGAN	2,615,411	2,807,240	2,927,585	120,345	4.29%
BREWARRINA	2,606,401	2,920,286	3,149,562	229,276	7.85%
COONAMBLE	2,525,622	2,721,240	2,817,211	95,971	3.53%
GILGANDRA	2,451,130	2,627,015	2,706,423	79,408	3.02%
LACHLAN	5,679,797	5,965,676	6,115,444	149,768	2.51%
NARROMINE	2,884,187	3,039,368	3,070,252	30,884	1.02%
WALGETT	4,351,161	4,599,728	4,742,919	143,191	3.11%
WARREN	1,769,705	1,911,821	1,966,050	54,229	2.84%
TOTAL GRANT					
BOGAN	4,060,203	4,296,527	4,428,982	132,455	3.08%
BREWARRINA	3,907,008	4,261,042	4,501,264	240,222	5.64%
COONAMBLE	3,999,410	4,240,192	4,348,228	108,036	2.55%
GILGANDRA	3,843,488	4,009,606	4,100,932	91,326	2.28%
LACHLAN	9,053,544	9,443,790	9,622,686	178,896	1.89%
NARROMINE	4,326,071	4,525,760	4,568,489	42,729	0.94%
WALGETT	6,309,645	6,616,179	6,774,847	158,668	2.40%
WARREN	2,808,308	2,982,437	3,044,965	62,528	2.10%

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the Warren Sporting
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ITEM 3 FINANCIAL ASSISTANCE GRANT 2020/21

CONTINUED

APPENDIX A
LOCAL GOVERNMENT GRANTS COMMISSION 2020-21 FINANCIAL ASSISTANCE GRANTS

Warren (S) Council

General Purpose Component

Expenditure Allowance

Expenditure Functions	State ave cost per capita
Recreation and cultural	\$214.66
Admin and governance	\$254.03
Education and community	\$63.34
Roads, bridges, footpaths and aerodromes	\$204.07
Public order, safety, health and other	\$163.68
Housing amenity	\$71.25

Recreation and cultural			Pop <SS = relative disadvantage Pop >SS = 0 ATSI <SS = 0 ATSI >SS = relative disadvantage
Disability Measure	LGA measure	State Std (SS)	Weighted DF%
Population	2,697	63,194	46.6%
Aboriginal & Torres Strait Islander	14.7%	2.9%	21.6%

Admin and governance			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	2,697	63,194	166.8%

Education and community			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	2,697	63,194	156.7%

Roads, bridges, footpaths and aerodromes			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	2,697	63,194	349.5%
Road Length	964	1,149	0.0%

Public order, safety, health and other			RTD <SS = 0 RTD >SS = relative disadvantage Env <SS = 0 Env >SS = relative disadvantage
Disability Measure	LGA measure	State Std	Weighted DF%
Population	2,697	63,194	111.9%
Rainfall, topography and drainage index	155%	161%	0.0%
Environment (Ha of environmental lands)	17,506	54,087	0.0%

Housing amenity			
Disability Measure	LGA Std	State Std	Weighted DF%
Population	2,697	63,194	25.4%

Isolation Allowance

Outside the Greater Statistical Area	Yes
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WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the Warren Sporting
and Cultural Centre, Udora Road, Warren on Thursday 24th September 2020

ITEM 3 FINANCIAL ASSISTANCE GRANT 2020/21

CONTINUED

APPENDIX A

LOCAL GOVERNMENT GRANTS COMMISSION 2020-21 FINANCIAL ASSISTANCE GRANTS

Pensioner Rebate Allowance

PR <SS = relative disadvantage (+ allowance)	
PR >SS = relative advantage (- allowance)	
LGA % Pensioner Rebates (PR) Res Props:	20.2%
State Standard (SS) % PR	15.4%

Revenue Allowance

Revenue Allowance	
CV <SS = relative disadvantage (+ allowance)	
CV >SS = relative advantage (- allowance)	
No. of Urban Properties:	1,217
Standard Value Per Property:	\$488,302
Council Value (CV):	\$34,512

No. of Non-urban Properties:	690
Standard Value Per Property:	\$732,180
Council Value (CV):	\$1,394,212

Relative Disadvantage Allowance

Unsealed roads; Isolation; Population Decline	\$58,170
Special Submission	-

Total General Purpose Grant	\$1,966,050
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Local Roads Component

Population:	2,697
Local Road Length (km):	964
Length of Bridges on Local Roads (m):	790

Road/Population Allowance:	\$1,011,163
Bridge Length Allowance:	\$67,752
Local Roads Total:	\$1,078,915

Total Grant	\$3,044,965
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Quarterly Instalments Payable in 2020-21 for 2020-21 FAGs

August 2020		
GPC	\$248,447.00	
LRC	\$129,727.50	\$378,174.50
November 2020		
GPC	\$248,447.00	
LRC	\$129,727.50	\$378,174.50
February 2021		
GPC	\$248,447.00	
LRC	\$129,727.50	\$378,174.50
May 2021		
GPC	\$248,447.00	
LRC	\$129,727.50	\$378,174.50
TOTAL		
GPC	\$993,788.00	
LRC	\$518,910.00	\$1,512,698.00

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 4 SALE OF LAND – NEVERTIRE – PART SEWERAGE TREATMENT WORKS (\$1-1.31/1)

RECOMMENDATION

1. That Council to sell approximately 30m X 30m of Lot 165 DP704130 in the amount of \$2,140.00 (Inc. GST) to Field Solutions Group for the construction of a telecommunications tower,
2. That Field Solutions Group be advised they are responsible for all subdivision and legal costs associated with the sale,
3. That Field Solutions Group be advised that should their development interfere with other existing communication modes such as television reception or telemetry systems currently in place it will be their responsibility to rectify any problems at their cost, and
4. Authority be given to the Mayor and/or General Manager to sign all documents in relation to the sale of the land.

PURPOSE

To inform Council of an email received from Field Solutions Group exploring the possibility of purchasing approximately 30m X 30m of land in Lot 165 DP704130 (Nevertire Sewerage Treatment Works) to erect a telecommunications tower.

BACKGROUND

Field Solutions Group has been in contact with the General Manager regarding the possibility of purchasing or leasing Council land to construct a telecommunications tower in Nevertire.

A meeting was held with Field Solutions Group on Monday, 14th September 2020 to discuss the potential leasing of the land rather than purchasing. Field Solutions Group advised that they wish to purchase the land as it allows them greater control over the use and long term development. They do not wish to lease the land.

REPORT

Field Solutions Group are requesting to purchase/lease approximately 30m X 30m of land in Lot 165 DP704130 Nevertire. The land is situated off the intersection of Clyde & Belerenga Streets in Nevertire on the road toward the Nevertire Sewerage Treatment works, they intend to install a telecommunications tower for mobile phone coverage.

This will benefit the residents of Nevertire and surrounds by giving reliable mobile phone coverage around the town and surrounding farms.

To avoid any unnecessary and ongoing lease agreements it would be more beneficial to Council to sell the land, and recoup lost lease rental income through rate income each year.

I have attached a map to indicate an approximate site area of the land, but the final position will be negotiated with Field Solutions Group should Council resolve to sell them the land.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

WARREN SHIRE COUNCIL

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ITEM 4 SALE OF LAND – NEVERTIRE – PART SEWERAGE TREATMENT WORKS CONTINUED

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

Nil.

OPTIONS

N/A.

CONCLUSION

It is recommended that Council advise Field Solutions Group it will sell 30m X 30m of Lot 165 DP704130 in the amount of \$2,140.00 (Inc GST) on the condition Field Solutions Group are responsible for all subdivision and legal costs associated with the sale.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

1.1.7 Investigate initiative in attracting and retaining working families.

SUPPORTING INFORMATION / ATTACHMENTS

Map of Lot 165 DP704130 and surrounds, (red area is only indicative of where the tower may be constructed, it is not to scale or the exact location).

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 4

SALE OF LAND – NEVERTIRE – PART SEWERAGE TREATMENT WORKS

CONTINUED

