

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 27TH SEPTEMBER 2018**

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## Warren Shire Council

### AGENDA - ORDINARY COUNCIL MEETING

27th September 2018

#### APOLOGIES

#### NOTICE OF MOTIONS

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1. That at this point we move to Item 1 and 2 of the General Manager's reports for the Election of Mayor and Deputy Mayor.
2. That after the Election of Mayor and Deputy Mayor, we return back to the general business agenda.
3. Ordinary Council Meeting Schedule.

#### CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 23rd August 2018

### SECTION 1 (WHITE)

#### DELEGATES REPORTS

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

#### COMMITTEE MINUTES

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Meeting of Manex held on Tuesday, 18th September 2018 ..... (C14-3.4)

Meeting of the Economic Development Committee held on Wednesday 26th September 2018 (TO BE TABLED) ..... (C14-3.22)

Meeting of the Sporting Facilities Committee held on Wednesday 26th September 2018 (TO BE TABLED) ..... (C14-3.18)

## SECTION 2 (LILAC)

### **POLICY**

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## SECTION 3 (BLUE)

### **REPORT OF THE GENERAL MANAGER**

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## SECTION 4 (GREEN)

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**SECTION 5 (YELLOW)**

**REPORT OF THE MANAGER ENGINEERING SERVICES**

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**SECTION 6 (PINK)**

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Item 2	Review of the Warren War Memorial Pool Opening Hours and Entry Fees	(S19-2) .....	Page 4

**MAYORAL MINUTES**

**QUESTIONS WITHOUT NOTICE**

**SECTION 9 (GREY)**

**CONFIDENTIAL**

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Item 1	Confidential Report from the Manager Health & Development Services (C2-8) .....	Page 1
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**PRESENTATIONS**

Nil.

**WARREN SHIRE COUNCIL**  
**Notice of Motion**  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 27th September 2018

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**NOTICE OF MOTION**

**ITEM 3      ORDINARY COUNCIL MEETING SCHEDULE      (C14-2)**

That Warren Shire Council schedule one Ordinary Council meeting at both Collie and Nevertire in 2019.

**Reason:**

To more ably fulfil the role of a Councillor, as an elected person, by facilitating a greater opportunity for Councillor's to:

1. Represent the interests of the residents and ratepayers.
2. Provide leadership and guidance to the community.
3. Facilitate communication between the community and the Council.

**Moved:** Cr Karlene Irving

**Date:** 13th September 2018

**Second:** Cr

**Third:** Cr

**FOR COUNCIL'S DECISION**

**Section**

**1**

**Delegates & Committees**

# WARREN SHIRE COUNCIL

Delegates Report by Councillor K Irving  
to the Ordinary Meeting of Council held in the Council Chambers,  
Warren on Thursday 27th September 2018

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

**RECOMMENDATION:**

1. That the information be received and noted and that:
2. Warren Shire Council write a letter to NSW Premier, Hon Gladys Berejiklian and the Minister for the Arts, the Hon Don Harwin to thank them for the increase in funding to public libraries in NSW over the next 4 years.
3. Council pass a resolution in favour of the continuation of the *Renew Our Libraries* program.

The NSW Public Libraries Association Central West Zone General Meeting was held in Mudgee Library's new Training Room on Friday September 7, 2018. Councillor Pauline Serdity was an apology for the meeting. Also apologies: Anne Stuchbery from Sound Text Media, Councillor Dallas Tout, President of the NSWPLA and The State Library representative (due to discussions refunding with the State Government).

Councillor Les Lambert, Narromine Shire Council, chaired the meeting. He commented on the fact that there were seven (7) Councillors in attendance at the meeting and, in light of the State Government's recent announcement refunding structures for public libraries, this was very good.

The Central West Zone is the largest geographically in NSW, on its perimeters are Moree, Broken Hill, Lithgow, and Condobolin.

The following is an outline of what was discussed re each agenda item:

1. An update on the proposed meeting for Zone Children's and Youth Services Staff to be held in Parkes was postponed. This meeting will address Council's role in connecting children and youth to appropriate government services as part of a library service.
2. *Basecamp Sharing* is a project management and team communication software program which has been implemented as a pilot project of the State Library in a number of libraries across the zone. The State Library pays for the subscription for any Library interested. Benefits of joining the *Basecamp* network outweighed the negatives. It was decided that every library in the zone would join the *Basecamp* network and Parkes Library would collect all the library emails to do so. *Basecamp* communication facilitates resource sharing between libraries including authors in the region, documents and events. The message chain remains and prompt emails alert managers to up and coming library events in the zone. The program can also be used as an internal communication tool. It is Cloud based.
3. Shelley Buckle (Parkes Library): *Cloud Library: Bibliotheca* is an eaudio book service. There were advantages including simultaneous borrowing of books and borrowing outside their collection but all libraries in attendance decided that they did not need another eaudio book supplier.

# WARREN SHIRE COUNCIL

Delegates Report by Councillor K Irving  
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Warren on Thursday 27th September 2018

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## ITEM 1 NSW PUBLIC LIBRARIES ASSOCIATION (PLA) CENTRAL WEST ZONE GENERAL MEETING CONTINUED

4. Councillor Monica Morse (Bathurst Regional Council) explained how the Central West Zone was already covered by the NSW Public Libraries Association constitution and so it was a case of doubling up re our constitution. It was unanimously decided that the Central West Zone no longer have their own constitution, but now use the NSWPLA Constitution. A Draft Central West Zone Terms of Reference was reviewed and approved. The AGM and a general meeting will be held in October to fit in with Council elections. The other general meeting will be held in March.
5. 2018 NSWPLA Conference registration scholarship: only one (1) applicant: Porchia Lindsay, Library Assistant, from Mudgee Library. The scholarship means Porchia is able to attend the annual NSWPLA Conference in November at no cost.
6. *Renew Our Libraries* is a State Government program which aims to ensure that funding to public libraries continues into the future. Councils are required to pass a resolution to let the Government know that they are in support of the *Renew Our Libraries* program. 12 Councils in the Zone have done so. A complicated formula is used to work out the funding and it is currently based on a \$1.85 per capita subsidy, but it will increase with the recent State government announcement.

Jan Richards, Library Manager of Orange City Library, is a member of the Library Council of NSW and Chair of the Public Libraries Executive Committee (PLEC), which has access to Ministers on behalf of Local Government. Jan explained that the State Government quickly realised they had made a serious mistake in reducing funding to public libraries and on August 24 announced a new funding package so that public libraries are now better off than they were before the reduction:

- \$60 million increase to public libraries over the next four (4) years (the biggest increase ever!).
- \$23.528 million redirected back to public libraries in this financial year in the form of Public Library Grants and Subsidies.
- Redirected Regional Cultural Fund of \$5 million to country libraries (infrastructure related, but includes technology).
- \$1 million to metropolitan libraries (sourced from another arm of government).
- \$6 million available in grants in 2018/2019 (usually \$4 million).
- A 35% increase in the per capita subsidy for every council based on population: 2018 \$1.85, 2019 \$2.45, 2023 \$2.85. This means there is a base money increase.
- Additional funds for library disability services: increase from \$2 million to \$2.25 million Grant money \$15 million over 4 years.
- Public Library Kiosks (for example Service NSW desk and other service roles in the library) \$250,000 over four (4) years (this is an opt in program).



# WARREN SHIRE COUNCIL

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

A statement in an email from the State Library was received while we were in the meeting about this increase in funding:

Dear Library Managers and Public Library Colleagues,

On 24 August 2018 the Premier, the Hon Gladys Berejiklian, and the Minister for the Arts, the Hon Don Harwin announced a significant new public library funding package, totalling \$60M over the forward estimates to 2022/23.

The State Library now has some further detail to share on this fantastic State Government commitment, including the staging of the increases.

Please see our website here: <https://www.sl.nsw.gov.au/public-library-services/subsidies>

We will share more detail with councils as it becomes available, including modelling of council payments.

Please contact me if you have any queries in the meantime.

Yours sincerely,

Cameron Morley  
**Manager, Public Library Services NSW State Library NSW,**  
Macquarie Street, Sydney

Jan continued to explain how NSW Libraries are better funded than other states even though they are Local Government managed. The PLEC is aiming to have better models for smaller libraries.

Jan suggested that Councils send a letter to the State Government thanking them for the substantial increase in funding for public libraries.

The campaign will continue for the *Renew Our Libraries* program. It is hoped that the \$60 million means that Council contributions will decrease in the big areas such as hours, staff and service level.

7. NSWPLA report was not given as Councillor Dallas Trout was an apology. Ahn Do is a speaker at the 2018 Conference, which is to be held at Panthers, Penrith, 19th - 22nd November. Warren does not have a delegate attending this year.

# WARREN SHIRE COUNCIL

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

8. Australian Public Library Alliance (APLA) report: Jan Richards. The APLA is the peak national body for public libraries. It consists of all state and territory Association chairs/presidents. Our NSW representative is Robert Knight. Jan chairs the Australian Library and Information Association (ALIA) and represents them on the APLA:
- The Summer Reading Club funding is confirmed. This program is coordinated by the State Library of Queensland.
  - The ABS has funding for the possibility of using libraries to help with access to computers for the 2021 census.
  - Australian Library Design Awards close this month. All libraries, including school libraries are invited to enter, especially if they have recently been refurbished.
  - Public Library of the Year Award: Five Australian libraries were nominated and it was the first year that an Australian library has not been a finalist.
  - Dr Rebecca Giblin has been researching into information ebooks around the world.
  - Australian Pacific Library Conference (APLIC) was held in August.
  - ALIA is working in several publications re digital inclusion for refugees and migrants and library services for indigenous people. There is a need for more information on how libraries cater for indigenous people so Jan asked if any libraries in the Zone had new initiatives in this area to let her know.
  - Ian Potter Foundation grant.
  - Sustainable Development Goals Summit: involves mapping how libraries are sustainable.
  - A question was asked if the Federal Government funds public libraries at all. Jan replied no, except in 2012 when it was the National Year of Reading. She said that ALIA is based in Canberra and is an opportunist group.
9. State Library report was given as a hard copy:
- Reiterated information re the State government major funding increase for public libraries.
  - Listed all the successful recipients of the public library infrastructure grants (Cr Serdity had mentioned Warren as one in her report at Council's April meeting).
  - Advice and best practice: a number of committees met to review regulations.
  - State wide projects: Early Literacy Framework, Multicultural Library Services in NSW Public Libraries Research Project, Adult Fiction Stock Quality Health Check, *People Places* Revision (re maintaining, planning and building of public libraries), *Collect Connect Community* and *Find Legal Answers and Drug Information Training*.

# WARREN SHIRE COUNCIL

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## ITEM 1 NSW PUBLIC LIBRARIES ASSOCIATION (PLA) CENTRAL WEST ZONE GENERAL MEETING CONTINUED

- Specialist services: *Legal Issues for Older People, Drug Info Hub, Public Library News, Tech Savvy Seniors, Be Connected, NSW.net: Statewide Licensed Databases, Consortia Opt-in Offers, Product Trials, Connectivity, American Library Association (ALA), Indyreads* platform.
  - More information on all of the above programs can be accessed on the web.
  - State Library contacts.
10. Cr Lambert suggested a database of Central West councillors to be developed.
11. Thank you to Parkes Library Manager, Shelley Buckle, for being Secretary of the NSWPLA Central West Zone for the past 12 years. Nominations were asked for Secretary. There were no nominations so Councillor Lambert said that if he hadn't heard from anyone in the next week he would have to start contacting people personally.
12. Concerns raised re cost shifting by the State Government and other organisations and businesses, expecting public libraries to provide online services. Councillor Lambert asked that all Central West Zone libraries list all the online services they currently provide, including those where youth come to use the computers to apply for a job (example at Coles), complete their Centrelink applications etc. Jan said that it did show that Library staff were really information professionals.
13. The following libraries gave reports on all their initiatives, refurbishing projects, technology updates, events and programs: Coonamble, Oberon, Bogan, Cobar, Grenfell, Lithgow, Bathurst, Mudgee, Macquarie Regional, Gilgandra, North Western, Warren, Central West (7 libraries including Cowra, Orange)

The next meeting will be held in Condobolin in March, date to be confirmed by the Library Manager, Theresa Jude.

Councillor Karlene Irving  
Council Delegate

# MANEX

# Minutes

Attached are the Minutes of the Meeting of Manex held on Tuesday 18th September 2018.

## **RECOMMENDATION:**

That the Minutes of the Meeting of Manex held on Tuesday 18th September 2018 be received and noted and the following recommendations be adopted:

- 5.1 WORK HEALTH AND SAFETY PERFORMANCE SUMMARY (S12-14.1)**  
That the Work Health and Safety Performance Summary information be reviewed and monitored.
- 5.2 WORK HEALTH AND SAFETY RISKS AND PRIORITY ISSUES (S12-14.1)**  
That the Work Health and Safety Risks and Priority Issues be reviewed and monitored.
- 5.3 WORK HEALTH AND SAFETY ACTION PLAN (S12-14.1)**
1. That the Warren Shire Council Work Health and Safety Action Plan actions are reviewed and their status monitored and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance.
  2. That the Manex team note the completion of:
    - WHSAP 7 – Ongoing development of SWMS and SOPs
    - WHSAP 22 – Chemical Audit of Council Chambers Building undertaken September 2018
    - WHSAP 14 – Draft Records Management Policy under public review June 2018
    - WHSAP 29 – Audit of all small electric plant and equipment undertaken in September 2018
- 5.4 NOTIFIABLE INCIDENT (S12-14.12)**  
That the actions developed in response to the notifiable incident should be reviewed and monitored to ensure completion/implementation of identified corrective actions.

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

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

- Patching Crew No. 2 – Light Truck Driver;
- Water and Sewer Foreman;
- Manager Roads Infrastructure;
- Senior Heavy Truck Driver;
- Heavy Truck Driver;
- Workshop Co-ordinator;
- Asset / Technical Officer and
- Light Plant Operator – RCMC
- Non Trade Gardener; and
- Health and Development Administration Officer.

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

That the information be received and noted that the Workshop RTA Inspection process remains outstanding.

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

1. That Manex approve the project for further development; and
2. Include the project within the 2018/19 budget considerations and review September quarter.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Tuesday 18th September 2018 commencing at 8.34 am

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**PRESENT:**

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Rex Wilson OAM	Mayor (8.40 am)
Darren Arthur	Divisional Manager Finance & Administration
Maryanne Stephens	Manager Health & Development (Chair)
Rolly Lawford	Divisional Manager Engineering Services
Kerry Jones	Town Services Manager
Jody Burtenshaw	Executive Assistant

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**1. APOLOGIES**

Nil.

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**2. BUSINESS ARISING FROM MINUTES**

Nil.

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**3. ACTION CHECKLIST**

Nil items.

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

The following projects are listed in the 2018/19 Budget and actions taken to completed as at 12th September 2018.

Project	Budget	Expend	Resp	Comment
Computer software & hardware	8,000	Nil	DMFA	Specifications to be drawn up then tender through LGP – October 2018.
Councillor iPads/tablets	12,000	Nil	DMFA	Purchased on 24 month plan through Telstra.
Engineering MFD Printer/Copier	4,000	Nil	DMFA	To be ordered early February 2019.
Asset Management - IP & R	75000	9,423	DMES/ DMFA	
Training	100,000	31,124	ALL	
Council Chambers	1,400,000	Nil	MHD	Committee meeting to be scheduled.

# WARREN SHIRE COUNCIL

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

CONTINUED

Project	Budget	Expend	Resp	Comment
Depot Yard Extension	256,000	91,994	DMES	The site survey has recently been partially completed and the survey drawings of the Depot and Carter Oval have been drafted allowing for the preparation of a concept plan.
RFS Hazard Reduction	35,000	Nil	DMFA/ MHD	Awaiting advice on allocation for 2018/19.
New Dwellings – 58 & 52 Deacon Drive	760,000	Nil	MHD	Contractor appointed. Awaiting variations price.
Swimming Pool refurbishment	1,493,491	Nil	MHD	Awaiting grant outcome.
Library – Fencing and undercover area	40,000	Nil	MHD	Awaiting grant outcome.
Macquarie Park Redevelopment	238,242	Nil	DMES	The Project Plan has been completed and the acquisition of the equipment is in progress. Landscape Architect appointed. Requested quotes for pathways.
CBD Improvements	806,853	742,512	DMES	Construction of the tree surrounds is nearing completion. The next stage will be the establishment of the bollards, chains and vegetation on the four outside edges of the roundabout. A local firm, WRL Engineering Pty Ltd has arranged for the acquisition of the bollards and chains as well as the plates required to “fix” the bollards to the footings. It may be 2 to 3 weeks before there is any visible signs of the bollards, but there is a substantial volume of ground work to be undertaken prior to the establishment of the bollards and chains.
Airport fencing – Egelabra side	38,750	Nil	DMES	Currently sourcing quotations.
Banner runners near WoW Centre	15,000	Nil	GM	

# WARREN SHIRE COUNCIL

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

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Water Supplies</b>				
Water valve and mains renewals	130,000	Nil	DMES	This project has not yet commenced. It will be completed interminably during the budget year.
Nevertire Reservoir Refurb	700,000	11,625	DMES	On hold re: 2018/19 Budget, survey works planned.
Chlorination equipment	50,000	Nil	DMES	Planning of project is in progress. Awaiting Chlorination Audit Report.
Electrical control and pipework and relocation	80,000	Nil	DMES	Not yet commenced Awaiting Chlorination Audit Report.
Air conditioning bore sheds x 4	30,000	Nil	DMES	Being requested.
<b>Sewerage Services</b>				
Restart NSW Warren STP Upgrade	4,000,000	605,544	DMES	Concept design completed, awaiting report from Public Works Advisory.
Mains Relining	100,000	Nil	DMES	Scheduled for third quarter
Mains Renewal	30,000	Nil	DMES	Will be completed in line with the above relining works
<b>ROADS BRANCH</b>				
<b>State Highway 11</b>				
Routine Maintenance Works				
Routine Maintenance Works – Oxley Highway Collie to Nevertire	168,000	19,488	DMES	There has been a substantial reduction in funding for routine maintenance for the 2018/19 budget year.
Ordered Works Submitted				
Reseals	TBA	Nil	DMES	There has been a substantial reduction in funding for the 2018/19 bitumen reseal budget year. The program is yet to be finalised. The work, at this point in time, is scheduled for Feb 2019.



# WARREN SHIRE COUNCIL

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

CONTINUED

Project	Budget	Expend	Resp	Comment
Heavy Patching	TBA	Nil	DMES	Again, there been a substantial reduction in funding for the 2018/19 heavy patching program. A number of patches have been selected but the program has yet to be submitted for approval.
<b>Regional Roads</b>				
Sealed Roads Recycle	400,000	Nil	DMES	The program is yet to be finalised. It is subject to asset program and assessment once all of the Segments have been established.
Unsealed Resheeting	100,000	Nil	DMES	Meetings have been held with the responsible grader team leaders. Gravel resources are being sources. A change in the weather pattern would aid the workings of this program.
REPAIR Program	330,000	Nil	DMES	The program is yet to be finalised. It is subject to asset program and assessment once all of the Segments have been established.
<b>Urban Local Roads</b>				
Item C - Village Enhancements per Village Plans - Collie	371,745	19,458	DMES	The survey of the Collie Village Streets is complete. The design plans are currently being drafted.
Item N - Village Enhancements per Village Plans - Nevertire	371,745	1,808	DMES	The survey of the Nevertire Streets is in progressed.
Gillendoon Pump Station Access Road Seal	50,000	Nil	DMES	These works have been commenced
Urban Sealed Roads Reseals	50,000	Nil	DMES	Scheduled for February, 2019
Gunningba Street, Nevertire Seal	32,700	Nil	DMES	As per Item N above.
Cremorne Street, Nevertire Seal	14,400	Nil	DMES	As per Item N above.
Narromine Street, Nevertire Seal	43,300	Nil	DMES	As per Item N above.
Clyde Street, Nevertire Seal	47,400	Nil	DMES	As per Item N above.
Wonbobbie Street, Collie Seal	55,200	Nil	DMES	As per Item C above.

# WARREN SHIRE COUNCIL

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

CONTINUED

Project	Budget	Expend	Resp	Comment
Calga Street, Collie Seal	29,400	Nil	DMES	As per Item C above.
Wambianna Street, Collie Seal	26,500	Nil	DMES	As per Item C above.
Curban Street, Collie Seal	18,800	Nil	DMES	As per Item C above.
Ingelga Street, Collie Seal	38,550	Nil	DMES	As per Item C above.
Share Pathway Upgrade Warren	568,870	Nil	DMES	The plans are yet to be prepared
Urban Roads – Heavy Patching	111,565	Nil	DMES	Cobb Lane – works to be rescheduled.
<b>Rural Local Roads</b>				
Rural Sealed Roads Reseals	338,037	Nil	DMES	The program is yet to be finalised. It is subject to asset program and assessment once all of the Segments have been established. But the works are scheduled for completion February, 2019.
Rural Unsealed Roads Resheeting	520,000	84,643	DMES	As with the Regional Roads segment above, meetings have been held with the responsible grader team leaders. Gravel resources are being sourced. A change in the weather pattern would aid the workings of this program.
Recycle Collie - Bourbah Road	202,500	Nil	DMES	Not planned at this point in time. Again, lack of water is somewhat of a deterrent.
Reconstruction – Thornton Road Stage 1 and 2	1,048,069	293,322	DMES	The 7km of works are in progress and are scheduled for the application of a prime seal October/November 2018. The final seal is scheduled February 2018.
Recycle – Bullagreen Road	185,00	Nil	DMES	Yet to be scheduled
Wonbobbie Road Seal	44,600	Nil	DMES	Scheduled for the the third quarter of the 2018/19 budget year.
Wonbobbie Bridge Replacement	898,500	51,463	DMES	Scheduled for the third quarter of the 2018/19 budget year.

# WARREN SHIRE COUNCIL

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
<b>Plant</b>				
Heavy Plant Purchases - Nett	682,750	Nil	DMES	One front end loader and 2 tractors scheduled for acquisition prior to the end of the 2018 calendar year. All other heavy plant purchases are on hold.
Light Plant Purchases - Nett	105,383	46,646	DMES	2 slashers, 4 utilities, 1 light truck and 1 SUV sedan are scheduled for acquisition prior to the end of the 2018 calendar year.

At this point in the meeting the time being 8.40 am, Councillor Wilson OAM entered the meeting room and joined the meeting.

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

**Carried**

## 4.2 PROJECTS AND ASSETS STATUS REPORT

### STATUS REPORT ON CURRENT PROJECTS

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

PROJECT	PROJECT STATUS	
	ITEM	COMMENT
<b>Warren Town Centre Upgrade</b>	Repair Roads Defects	Subject to the completion of tree surrounds
	<b>Kerb and Garden replacement</b>	<b>Complete</b>
	Water to Garden Beds and Tree Plantings	Water main serving trees has been completed and the irrigation lines within each tree surround is currently being installed.
	Construct Garden Beds	This item has been deferred until the bollards, chains and associated vegetation works have been completed.
	Street Furniture	A part to be considered as the overall project nears completion.
	Shade Canopies	The proprietor of the 117 Café has agreed to provide two umbrella's for the front of the Café. Council will install the umbrella post fittings.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
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## 4.2 PROJECTS AND ASSETS STATUS REPORT

**CONTINUED**

PROJECT	PROJECT STATUS	
	ITEM	COMMENT
<b>Warren Town Centre Upgrade Continued</b>	Install Bollards	A local firm, WRL Engineering Pty Ltd, has arranged for the acquisition of the bollards and chains as well as the plates required to “fix” the bollards to the footings. Every effort is being made to have the exercise of establishing the bollards immediately after completion of the tree surrounds.
	Variable Message Boards	This part of the project has been cancelled.
	<b>CCTV Roundabout</b>	<b>Complete</b>
	Blank Wall Beautification	A part to be considered as the overall project nears completion and in line with consideration of the establishment of public toilets.
	<b>Garbage Bins</b>	<b>Complete</b>
	Reinstate Pavers	Reestablishment of the existing pavers has been completed. However there will be further disturbance to the paved surfaces in close proximity to the bollards, tree watering’s and vegetation on the outside perimeter of the roundabout.
	Roundabout	Subject to the ongoing communications with the RMS
	<b>New Blisters – Hale Street</b>	<b>Complete</b>
	Tree Surrounds	The structures will be completed mid-September. The irrigation within the surrounds providing for the trees has been completed. However, establishment of the vegetation (ground cover) is yet to be commenced. It is envisaged that this will be completed prior to the end of October 2018.
<b>Thornton Road Construction 00 kms to 7.00 km</b>	Design / Supervision	Very little design work implemented
	Traffic Control / Detour	An ongoing item
	<b>Culvert Replacement</b>	<b>Complete</b>
	Earthworks	Nearing completion

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
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PROJECT	PROJECT STATUS	
	ITEM	COMMENT
<b>Thornton Road Construction</b> <b>00 kms to 7.00 km</b> <b>Continued</b>	Pavement Supply	The required material is being “won” at Fishpool’s Quarry located approximately 6 km south of the Bogan river crossing on the Tottenham Road. At the time of writing this report 14600 tonne of pavement material has been hauled and placed on the road verge. It is estimated that approximately 18,000 tonne will be required.
	Spread and Compact	Will follow the delivery of the pavement material.
	Stabilise	Will follow the spread and shaping of the pavement material.
	Wearing Surface	The application of the prime coat will follow the above steps – perhaps in stages. The final seal is scheduled for February 2019.
	Signs and Markings	Will be implemented in stages.

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

**Carried**

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

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

**Carried**

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

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

**Carried**

# WARREN SHIRE COUNCIL

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

**MOVED** Arthur/Jones that: The Warren Shire Council Work Health and Safety Action Plan actions are reviewed and their status monitored and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance,

1. That the MANEX team note the completion of: –
  - WHSAP 7 – Ongoing development of SWMS and SOPs
  - WHSAP 22 – Chemical Audit of Council Chambers Building undertaken September 2018
  - WHSAP 14 – Draft Records Management Policy under public review June 2018
  - WHSAP 29 – Audit of all small electric plant and equipment undertaken in September 2018

**Carried**

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## 5.4 NOTIFIABLE INCIDENT (S12-14.12)

**MOVED** Jones/Lawford that the actions developed in response to the notifiable incident should be reviewed and monitored to ensure completion/implementation of identified corrective actions.

**Carried**

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

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

### Office of Local Government Circulars

Date	Circular No.	Description	Comment/Action
16.08.18	18-21	2018-19 Calendar of Compliance and Reporting Requirements	Noted
22.08.18	18-22	Release of the Charter for Public Participation – a guide to assist agencies and promote citizen engagement	Noted
05.09.18	18-23	Mayoral Elections	Noted
05.09.18	18-24	Status of the New Model Code of Conduct for Local Councils in NSW and Procedures	Noted
05.09.18	18-25	Status of the New Councillor Induction and Professional Development Guidelines	Noted
06.09.18	18-26	Commencement of Amendments to the Companion Animals Act 1998 and a New Companion Animals Regulation 2018	Noted
13.09.18	18-27	Review of Privacy Code of Practice for Local Government	Noted

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## 6.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

CONTINUED

### Ministerial Circulars

Date	Circular No.	Description	Comment/Action
Nil			

### Department of Planning Circulars

Date	Circular No.	Description	Comment/Action
31.08.18	PS 18-008	Amendments to Retail Land Use Definitions (replaces version issued 27 July 2018)	Noted
31.08.18	PS 18-009	New Guidance for Centre-based Child Care Facilities	Noted

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

**Carried**

## 6.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

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

### Strategic Tasks Guide

DATE	TASK	STATUS
<b>SEPTEMBER</b>		
<b>30</b>	Roads and Bridges Data Return due (Grants Commission)	Noted
	Councils who held elections in Sept 17 to adopt a Policy on Payment of Expenses and Provisions of Facilities for Mayors and Councillors (s.252)(1)	N/A
	Councils who held elections in Sept 17 to re-determine organization structure (s.333), review delegations (s.380), review Code of Conduct (s.440(7)).	N/A
	Councils who held elections in Sept 17, all local policies concerning approvals and orders (exc. Those made since 2017 election) will be automatically revoked 12 months after the declaration of the poll for the 2017 election (s.165(4)).	N/A
	General Manager to advise OLG and LGNSW of the Election of Mayor (Sch 7 Cl 13 LGGR)	Noted
	Lodge completed Pecuniary Interest returns for Councillors and Designated Persons (s.449 (3)). General Manager to table returns at next Council Meeting (s.450A)	Complete

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**6.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS**

**CONTINUED**

<b>OCTOBER</b>		
<b>2</b>	Closing date for Pensioner Concession subsidies claims.	Noted
<b>17</b>	Request for extension to lodge financial statements to be submitted in writing to OLG.	Not required
<b>30</b>	Annual report of obligations under the Public Interest Disclosures Act 1994 to the Minister and the Ombudsman (s.31)	Noted
	Annual report of obligations under the Government Information (Public Access) Act 2009 to the Minister and the Information Commissioner (s.125).	Noted
<b>31</b>	Second quarter rates instalment notice to be sent (s.562)	Noted
	Lodgment of ALGA's National Local Roads Data System Return (Grants Commission)	Noted
	Audited Financial Statements and FDR to be lodged with OLG (s.417 (5)).	Noted

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

**Carried**

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**7. WORK FORCE VACANCIES**

**(S12-1)**

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

- Patching Crew No. 2 – Light Truck Driver;
- Water and Sewer Foreman;
- Manager Roads Infrastructure;
- Senior Heavy Truck Driver;
- Heavy Truck Driver;
- Workshop Co-ordinator
- Asset / Technical Officer
- Light Plant Operator – RCMC
- Non Trade Gardener
- Health and Development Administration Officer

**Carried**



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

**MOVED** Arthur/Lawford that the information be received and noted that the Workshop RTA Inspection process remains outstanding.

**Carried**

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

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

**Carried**

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

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

**Carried**

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

**MOVED** Stephens/Arthur that:

1. That Manex approve the project for further development; and
2. Include the project within the 2018/19 budget considerations and review September quarter.

**Carried**

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

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

**Carried**

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**11. CONFIDENTIAL REPORT FROM THE MANAGER HEALTH AND DEVELOPMENT**

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

**Carried**

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**12. AUGUST 2018 MINUTES AND SEPTEMBER 2018 BUSINESS PAPER**

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

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**13. COMPLAINTS/ACTION REQUESTS STATUS**

The outstanding complaints/actions list was circulated and it was requested that the responsible officers update the list and return to the Engineering Administration Officer noting that a number of issues remain outstanding as at 12th September 2018.

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**14. GENERAL BUSINESS WITHOUT NOTICE**

- The Mayor advised that IPART has set the 2019/20 rate peg for NSW Councils at 2.7%. The Mayor further commented on LGNSW's response and felt that with the drought conditions currently affecting ratepayers and the flow on effect to next year's income, it was insensitive and disappointing.
- At the Mayor's last Manex Meeting, he wished to express his thanks to the Manex team for their sincere support and conveyed his appreciation for the work done by the staff behind the scenes.
- The Town Services Manager advised that the Engineering Structure is to be updated to reflect current positions.

**There being no further business the meeting closed 10.55 am.**

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**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 27th September 2018

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**ITEM 1      COUNCIL POLICIES AND SUPPORTING DOCUMENTS      (P13-1)**

**RECOMMENDATION**

That Council adopt the following policies in accordance with the Local Government Act 1993 including The Payment of Expenses or Provision of Facilities to Councillors (s253) and display all Policies on Council's website:

1. Draft Appointment and Oversight of the General Manager Policy
2. Draft Asbestos Policy
3. Draft Business Continuity Plan – Including Critical Incident Management Procedure
4. Draft Child Protection Policy
5. Draft Closed Circuit Television (CCTV) System Policy
6. Draft Communication Devices Policy
7. Draft Complaints Management Policy
8. Draft Contractor WHS Management Policy
9. Draft Corporate Credit Card Policy and Charge Forms
10. Draft Councillor Access to Information Policy
11. Draft Councillor Expense Policy
12. Draft Equal Employment Opportunity Policy
13. Draft Festivals and Events Policy
14. Draft Financial Hardship Policy
15. Draft Fraud and Corruption Policy
16. Draft Gifts and Benefits Policy
17. Draft Interaction Between Councillors and Staff Policy
18. Draft Internal Reporting Policy
19. Draft Investment Policy
20. Draft Motor Vehicle Policy
21. Draft Private Swimming Pool and Barrier Inspection Policy
22. Draft Privacy Management Plan
23. Draft Records Management Policy
24. Draft Secondary Employment Policy
25. Draft Social Media Policy
26. Draft Staff Education and Training Policy
27. Draft Statement of Ethics Policy
28. Draft Volunteer Risk Management Procedure
29. Draft Volunteer Management Procedure
30. Draft Volunteer Manual
31. Draft Warren Airport Master Plan
32. Draft Workplace Surveillance Policy
33. Employee Assistance Program – Adopted January 2018
34. Procurement and Disposal Policy – Amended
35. Risk Management Policy – Adopted January 2018

**WARREN SHIRE COUNCIL**  
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**ITEM 1      COUNCIL POLICIES AND SUPPORTING DOCUMENTS**  
**CONTINUED**

**RECOMMENDATION**

**CONTINUED**

- 36. Smoke Free Workplace Policy – Adopted March 2018
- 37. Draft Water Carters Policy – To be placed on public display as per May 2018 Council Meeting
- 38. Water Meter Policy – Adopted February 2018
- 39. Construction in the Vicinity of and Protection of Council Underground Assets Policy
- 40. Construction in the Vicinity of and Protection of Council Underground Assets Procedure

**PURPOSE**

A review of the Governance of Council has been undertaken in accordance with the Local Government Act 1993 and it has identified that several policies and procedures are required to comply with the Local Government Act 1993 and Regulations thereto and other operational practices. Council advertised the policies and procedures to the public.

**BACKGROUND**

The operation of Council is subject to regulations that direct how and when Council must act. A review of Council's policies and procedures identified that a number of these were out of date or have never been developed. The Local Government Act requires that policies are displayed for public comment and any submissions received. Further that the Act requires Council to undertake a review of its policies within 12 months following a general election and from time to time as required.

**REPORT**

A review of Council's policies and procedures has identified that Council is required to update its governance areas to comply with the Local Government Act and Regulations and to ensure that the Councillors, staff and public are aware of the requirements that govern Council.

Council placed all policies and procedures on public display from the 4th July to 4th September 2018 seeking comment. Council has received one (1) comment from its Consultative Committee to the Workplace Surveillance Policy. A minor correction has been undertaken to relate this policy to the Disciplinary Procedures Clause of the Local Government (State) Award 2017.

Council received no submissions from the public and it may adopt the policies and procedures as advertised or with amendment.

Several policies relate directly to staff matters and the staff as well as the public should be aware of these policies.

A complete list of policies and procedures is listed below.

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
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**ITEM 1      COUNCIL POLICIES AND SUPPORTING DOCUMENTS**  
**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council staff have written the policies and procedures inhouse and sought support of our insurers and internal auditor to review and provide advice.

**LEGAL IMPLICATIONS**

Many of the policies are requirements of the Local Government Act or Regulations or standards that apply to Council. Council should not dismiss the requirements of the Act.

**RISK IMPLICATIONS**

Council to date has operated successfully without some of these policies or procedures, however the audit process undertaken by the State Government may disclose that Council is not formally in compliance with the Act, regulations or standards expected.

**STAKEHOLDER CONSULTATION**

All Policies must be publicly displayed as per the Local Government Act 1993. Council has advertised the policies and subject to this report will display all finalised policies on its web site.

**OPTIONS**

There are no options but to develop the policy and procedures required under the Act, the Regulations or Standards applicable to Council. Some operational areas have had policies developed to ensure that staff are aware of issues around employment, bullying and harassment or general use of plant and other items.

**CONCLUSION**

Attached is a list of policy and procedure items that have been prioritised to ensure compliance with the laws that govern local councils.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

1. Draft Appointment and Oversight of the General Manager Policy
2. Draft Asbestos Policy
3. Draft Business Continuity Plan – Including Critical Incident Management Procedure
4. Draft Child Protection Policy
5. Draft Closed Circuit Television (CCTV) System Policy
6. Draft Communication Devices Policy
7. Draft Complaints Management Policy
8. Draft Contractor WHS Management Policy
9. Draft Corporate Credit Card Policy and Charge Forms
10. Draft Councillor Access to Information Policy
11. Draft Councillor Expense Policy
12. Draft Equal Employment Opportunity Policy
13. Draft Festivals and Events Policy

**WARREN SHIRE COUNCIL**  
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**ITEM 1      COUNCIL POLICIES AND SUPPORTING DOCUMENTS**  
**CONTINUED**

14. Draft Financial Hardship Policy
15. Draft Fraud and Corruption Policy
16. Draft Gifts and Benefits Policy
17. Draft Interaction Between Councillors and Staff Policy
18. Draft Internal Reporting Policy
19. Draft Investment Policy
20. Draft Motor Vehicle Policy
21. Draft Private Swimming Pool and Barrier Inspection Policy
22. Draft Privacy Management Plan
23. Draft Records Management Policy
24. Draft Secondary Employment Policy
25. Draft Social Media Policy
26. Draft Staff Education and Training Policy
27. Draft Statement of Ethics Policy
28. Draft Volunteer Risk Management Procedure
29. Draft Volunteer Management Procedure
30. Draft Volunteer Manual
31. Draft Warren Airport Master Plan
32. Draft Workplace Surveillance Policy
33. Employee Assistance Program – Adopted January 2018
34. Procurement and Disposal Policy – Amended
35. Risk Management Policy – Adopted January 2018
36. Smoke Free Workplace Policy – Adopted March 2018
37. Draft Water Carters Policy – To be placed on public display as per May 2018 Council Meeting
38. Water Meter Policy – Adopted February 2018
39. Construction in the Vicinity of and Protection of Council Underground Assets Policy
40. Construction in the Vicinity of and Protection of Council Underground Assets Procedure

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
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**ITEM 2      POLICIES AND GOVERNANCE**

**(P13-1)**

**RECOMMENDATION**

That Council advertise the following policies for public comment in accordance with the Local Government Act 1993 Section 160 to review any public comments prior to the policy(s) being adopted and displayed on Council's web site:

1. Draft Discharge of Liquid Trade Waste into Council's Sewer Policy
2. Draft Liquid Trade Waste Code of Practice
3. Draft Drinking Water Quality Policy
4. Draft Community Awareness Development Policy
5. Draft Local Approvals Policy
6. Draft Keeping of Horses Policy
7. Draft Keeping of Stock in Residential Areas Policy
8. Draft Companion and Feral Animal Policy

**PURPOSE**

A review of the Governance of Council has been undertaken in accordance with the Local Government Act 1993 and it has identified that several policies and procedures are required to comply with the Local Government Act 1993 and Regulations thereto and other operational practices.

**BACKGROUND**

The operation of Council is subject to regulations that direct how and when Council must act. A review of Council's policies and procedures has identified that a number of these are out of date or have never been developed. The Local Government Act requires that policies are displayed for public comment and any submissions received. Further that the Act requires Council to undertake a review of its policies within 12 months following a general election and from time to time as required.

**REPORT**

A review of Council's policies and procedures has identified that Council is required to update its governance areas to comply with the Local Government Act and Regulations and to ensure that the Councillors, staff and public are aware of the requirements that govern Council.

Attached to this report is a list of policies that have been identified to meet the basic requirements of the Local Government Act and Regulations and to ensure that procedures are followed that reduce risks across Councils operational areas. The policies identified are required under the Office of Local Governments Better Practice Review.



**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
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**ITEM 2      POLICIES AND GOVERNANCE**

**CONTINUED**

The administrative process behind Council's operational areas has also been reviewed to ensure that work health and safety is being reinforced. Other policies have been developed to assist the public and guide staff in its dealings with stock control, event management and trade waste matters.

A complete list of policies and procedures is listed below.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council staff have written the policies and procedures inhouse and sought the support of NSW Department Industry Water to review and provide advice.

**LEGAL IMPLICATIONS**

Many of the policies are requirements of the Local Government Act or regulations or standards that apply to Council. Council should not dismiss the requirements of the Act.

**RISK IMPLICATIONS**

Council to date has operated successfully without some of these policies or procedures, however the audit process undertaken by the State Government may disclose that Council is not formally in compliance with the Act, regulations or standards expected.

**STAKEHOLDER CONSULTATION**

All Policies must be publicly displayed as per the Local Government Act 1993.

**OPTIONS**

There are no options but to develop the policy and procedures required under the Act, the Regulations or Standards applicable to Council.

**CONCLUSION**

Attached is a list of policy and procedure items that have been prioritised to ensure compliance with the laws that govern local councils.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION / ATTACHMENTS**

1. Draft Discharge of Liquid Trade Waste into Council's Sewer Policy
2. Draft Liquid Trade Waste Code of Practice
3. Draft Drinking Water Quality Policy
4. Draft Community Awareness Development Policy
5. Draft Local Approvals Policy
6. Draft Keeping of Horses Policy
7. Draft Keeping of Stock in Residential Areas Policy
8. Draft Companion and Feral Animal Policy

**Section**

**3**

**General Manager**

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Chambers, Warren, on Thursday 27th September 2018**

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**ITEM 1      ELECTION OF MAYOR**

**(C14-13)**

**RECOMMENDATION:**

1. That the General Manager, as Returning Officer, call for nominations for the election of Mayor for the two year term of office, from September 2018 to September 2020; 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 has been increased to two years.

**Report:**

Council is within its second term of Mayoral elections under the Local Government Act that was amended to increase a Mayoral term for a Councillor elected Mayor to cover a two-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.

**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 an existing Mayor, this item has been brought forward as per the agenda.

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**ITEM 1 ELECTION OF MAYOR**

**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

**WARREN SHIRE COUNCIL**  
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---

**ITEM 1      ELECTION OF MAYOR**

**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.

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**ITEM 1 ELECTION OF MAYOR**

**CONTINUED**

- (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.

**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.

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
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**Council Chambers, Warren, on Thursday 27th September 2018**

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**ITEM 1      ELECTION OF MAYOR**

**CONTINUED**

**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.

**WARREN SHIRE COUNCIL**  
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**ITEM 2      ELECTION OF DEPUTY MAYOR FOR SEPTEMBER 2018 –  
SEPTEMBER 2020      (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 two (2) years.
3. That the General Manager, as Returning Officer, call for nominations for the election of Deputy Mayor for the two year term of office, from September 2018 to September 2020.
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 or two years. 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.

**RISK IMPLICATIONS**

No risks are identified if the process is followed.





**WARREN SHIRE COUNCIL**  
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**ITEM 3 OUTSTANDING REPORTS CHECKLIST**

**(C14-7.4)**

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
28.6.18	148.6.18	Village Enhancement Plans	GM	Develop a program of works and a community newsletter to advise of projects and works.
*26.7.18	General Business	Committee Meetings schedule	GM	Report to this meeting.
*23.8.18	196.8.18	Essential Energy		Letter sent to Essential Energy regarding rumoured closure and reduction in staff numbers at Warren Depot.
<b>Divisional Manager Finance and Administration Services</b>				
24.5.18	127.5.18	Sale of Industrial Land Nevertire Lots 3,4 and 9 DP 861185	DMFA	Contracts being prepared by Lovett & Green who is acting for both parties.
<b>Divisional Manager Engineering Services</b>				
25.1.17	16.1.17	Proposed new general industrial area	DMES	Rezoning proposal lodged, costings to be produced for subdivision.
22.2.18	34.2.18	Review type of plant with GM	DMES	Reviewed at Council Workshop 11 July 2018. A report will be forthcoming.
22.3.18	73.3.18	Oxley Park Wharf	DMES	Council met with the consultant on 7 May 2018 to discuss proposals and a report will be submitted once design components completed. Being pursued.
26.7.18	161.7.18	Sale of surplus plant	DMES	Arrange for items of plant to be placed for sale
*23.8.18	192.8.18	Tender T071819OROC – Supply and Delivery of Aggregates and Raw Materials	DMES	Tender declined and Regional Procurement have been advised of Council's request to readvertise.
23.8.18 (1)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	Arrange application for lot to be available for public usage
23.8.18 (2)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	Arrange for the section currently serving as a portion of Gunningbar Street west of Clyde Street be established as a road reserve becoming part of Gunningbar Street.

**WARREN SHIRE COUNCIL**  
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**ITEM 3      OUTSTANDING REPORTS CHECKLIST**

**CONTINUED**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>Divisional Manager Engineering Services Continued</b>				
23.8.18 (3)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	Prepare a report to Council on declaration of usage of the remaining portion of land.
*23.8.18 (4)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	The owner of 9-13 Clyde St has been advised of Council's intent.
<b>Manager Health &amp; Development</b>				
*27.4.17	99.4.17	Warren Swimming Pool Shade Cover	MHD	Shade cover in place.
26.10.17	266.10.17 (b)	Compile a joint grant application under Regional Sports Infrastructure fund	MHD	Victoria Park users to be consulted and report back to Sporting Facilities Committee.
7.12.17	302.12.17 (j)	Waste / Recycling Collection Services within Warren Shire	MHD	Prepare report.
7.12.17	302.12.17 (k)	Waste Depot Operations Tendering	MHD	Prepare report.
28.6.18	155.6.18	2 Roland Street, Warren	MHD	Contract for sale being drawn up.
26.7.18	General Business	Interagency service providers	MHD	Arrange for link on Council's website detailing interagency services and providers.
*23.8.18	181.8.18	Squad Training at Warren Swimming Pool	MHD	Report to this meeting.
23.8.18	184.8.18	Council Chambers Development Sunset Committee	MHD	Arrange a Committee Meeting.
23.8.18	184.8.18	Ewenmar Waste Depot Committee	MHD	Arrange a Committee Meeting.
23.8.18	199.8.18	Showground/ Racecourse hire form	MHD	Form to be enhanced to identify sections of hire areas and include damage costs for chairs and tables.

**RECOMMENDATION:**

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

**WARREN SHIRE COUNCIL**  
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**ITEM 4 COMMITTEE/DELEGATES MEETINGS (C14-2)**

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

**MEETINGS HELD**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
27.08.18	Consultative Committee Meeting	Warren
30-31.08.18	Statewide Risk Conference	Sydney
03.09.18	NW Zone and Bogan District BFMC Meeting	Coonamble
03.09.18	Drought Committee Meeting	Warren
04.09.18	Nevertire Solar Farm	Warren
05.09.18	Dementia Ward Committee Meeting	Warren
07.09.18	OROC Board Meeting	Coonamble
07.09.18	NSW Public Libraries Association Central West Zone Meeting	Mudgee
12.09.18	Council Workshop	Warren
13.09.18	Inland Rail Meeting	Gilgandra
18.09.18	NSW Treasury Meeting	Dubbo
19.09.18	Department of Premier and Cabinet	Warren
26.09.18	Economic Development Committee Meeting	Warren
26.09.18	Sporting Facilities Committee Meeting	Warren

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

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

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 5 MEETING SCHEDULE 2018/19**

**(C14-2)**

**RECOMMENDATION**

That Council adopt the meeting dates as listed.

**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 upto September 2019 are as follows:

Thursday	25th October 2018	Warren
Thursday	6th December 2018	Warren
Thursday	24th January 2019	Warren
Thursday	28th February 2019	Warren
Thursday	28th March 2019	Warren
Wednesday	24th April 2019	Warren
Thursday	23rd May 2019	Warren
Thursday	27th June 2019	Warren
Thursday	25th July 2019	Warren
Thursday	22nd August 2019	Warren
Thursday	26th September 2019	Warren

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.

That Council adopt the Committee and Workshop Dates as listed to ensure improved coordination of meetings;

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at  
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## ITEM 5 MEETING SCHEDULE 2018/19

CONTINUED

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Ordinary Council Meeting	25th		6th	24th	28th	28th	24th	23rd	27th	25th	22nd	26th
Manex Committee	16th	27th		15th	19th	19th	16th	14th	18th	16th	13th	17th
Traffic Committee					5th						6th	
Plant Committee		15th			14th			9th		11th		
Showground / Racecourse Committee	4th				7th		4th			4th		
Sporting Facilities Committee		7th			13th			1st		31st		
Water & Sewerage Committee		23rd						10th				
Economic Development Committee			12th			6th			5th		7th	
Town Improvement Committee		20th				5th			4th			3rd
Council Chambers Development		28th		9th		13th			12th			11th
Ewenmar Waste Depot Committee	25th			14th			15th			15th		
Airport Operations Committee		14th			20th			15th			14th	
Work Health and Safety Committee			5th			6th			12th			11th
Consultative Committee	15th			21st			22nd			22nd		
Castlereagh Macquarie County Council												
Interagency Support Services	11th											
Outback Arts		16th										
NW Library Meeting or Central West Zone												
JO Board Meeting	2nd											
Local Emergency Management		13th										
Country Mayors Association												
Association of Mining Related Councils		8-9th										
LMWUA Committees												
Council Workshops	10th			9th		13th	17th	15th	12th	17th	14th	11th

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**ITEM 5 MEETING SCHEDULE 2018/19**

**CONTINUED**

**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**

**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.

**SUPPORTING INFORMATION / ATTACHMENTS**

**WARREN SHIRE COUNCIL**  
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**ITEM 6      LOCAL GOVERNMENT NSW ANNUAL CONFERENCE      (S6-4)**

**RECOMMENDATION:**

1. That the information be received and noted.
2. That Council nominate councillors to attend the Local Government NSW Annual Conference on Sunday 21st to Tuesday 23rd October 2018 and that the General Manager attend; and
3. That Council identify the voting delegate(s) for registration.

**Purpose**

To seek Council approval to send Councillors to the LGNSW Conference.

**Background**

Council has sent the 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.

**Report**

The Local Government NSW Conference is to be held between Sunday 21st to Tuesday 23rd October 2018 in Albury.

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 submitted motions from its August meeting 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.



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**ITEM 6      LOCAL GOVERNMENT NSW ANNUAL CONFERENCE**  
**CONTINUED**

**STAKEHOLDER CONSULTATION**

N/a

**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**

Nil.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
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**ITEM 7      LOCAL GOVERNMENT UNION PICNIC DAY      (S12-2.1)**

**RECOMMENDATION**

That Council approve the Local Government Union Picnic Day in accordance with the Local Government (State) Award 2017 being Monday, 8th October 2018.

**PURPOSE**

Under the Local Government (State) Award 2017, members of the various unions can hold a picnic day and request leave.

**BACKGROUND**

Annually Council has permitted an annual Union Picnic Day to be undertaken following a request from the Union groups.

**REPORT**

Council has received a written request from the United Services Union Delegate to hold an annual Union Picnic Day on Monday, 8th October 2018. Council should approve a combined union picnic day for staff that are within the three (3) union groups on a single day as requested.

Council staff are represented by three (3) union groups; Union Services Union (USU), Development and Environmental Professionals' Association (DEPA) and Local Government Engineers Association (LGEA).

Staff members who are not union members shall be required to attend work on the 8th October and undertake duties as required. Council's workforce will be depleted at the depot, but there will be sufficient staff to open the Office.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council plans to allow staff members who are in unions to have an annual picnic day.

**LEGAL IMPLICATIONS**

The Local Government (State) Award 2017 allows staff in unions to have a picnic day.

**RISK IMPLICATIONS**

No Known risks. Council will have non-union staff available to work and undertake emergency services.

**STAKEHOLDER CONSULTATION**

N/A

**OPTIONS**

Council can request the unions to select an alternative day, however the selected day will not impact on Council.

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---

**ITEM 7      LOCAL GOVERNMENT UNION PICNIC DAY      CONTINUED**

**CONCLUSION**

Council has received a request to allow the union picnic day to be the 8th October 2018.

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

5.2.2 Timely and accurate reporting for efficient management and accountability

**SUPPORTING INFORMATION / ATTACHMENTS**

Nil

# Section

# 4

# Manager Finance & Administration

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers Warren on Thursday 27<sup>th</sup> September 2018

---

## ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 2018

(B1-10.16)

### RECOMMENDATION

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

### PURPOSE

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

### BACKGROUND

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

### REPORT

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

### INTERNAL LEDGER ACCOUNT RECONCILIATION

	<b>Balance</b>		<b>Balance</b>
	<b>30-Jun-18</b>	<b>Transactions</b>	<b>31-Jul-18</b>
General	10,267,666.11	444,705.24	10,712,371.35
Water Fund	195,757.51	107,586.77	303,344.28
Sewerage Fund	2,319,761.11	158,056.46	2,477,817.57
North Western Library	40,173.87	85,067.03	125,240.90
Trust Fund	75,267.33	0.00	75,267.33
Investment Bank Account	(11,907,511.90)	(500,519.15)	(12,408,031.05)
	<b>991,114.03</b>	<b>294,896.35</b>	<b>1,286,010.38</b>

# WARREN SHIRE COUNCIL

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

CONTINUED

### BANK STATEMENT RECONCILIATION

<b>Balance as per Bank Statement =</b>	<b>1,239,758.73</b>
Add: Outstanding Deposits for the Month	47,037.95
Less: Outstanding Cheques & Autopays	(786.30)
<b>Balance as per Ledger Accounts less Investments =</b>	<b><u>1,286,010.38</u></b>

### INVESTMENTS RECONCILIATION

#### Investments as at 31st August 2018

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	408,031.05	Variable	On Call A/c
23	National Australia Bank	1,500,000.00	90 days @ 2.65%	03-Sep-18
24	National Australia Bank	1,500,000.00	90 days @ 2.72%	10-Sep-18
25	National Australia Bank	1,500,000.00	90 days @ 2.73%	17-Sep-18
26	National Australia Bank	1,500,000.00	90 days @ 2.73%	18-Sep-18
1	National Australia Bank	1,000,000.00	91 Days @ 2.68%	16-Oct-18
2	National Australia Bank	1,000,000.00	91 Days @ 2.66%	23-Oct-18
3	National Australia Bank	1,000,000.00	91 Days @ 2.63%	30-Oct-18
4	National Australia Bank	1,500,000.00	91 Days @ 2.64%	23-Nov-18
5	National Australia Bank	1,500,000.00	91 Days @ 2.63%	26-Nov-18

**TOTAL INVESTMENTS = 12,408,031.05**

### BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	5,964,564.00
Internally Restricted Funds Invested	6,415,150.00
2018/19 General Fund Operating Income & Grants	<u>1,314,327.43</u>
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b><u>13,694,041.43</u></b>

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

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## ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 2018

CONTINUED

### FINANCIAL AND RESOURCE IMPLICATIONS

N/A

### LEGAL IMPLICATIONS

N/A

### RISK IMPLICATIONS

N/A

### STAKEHOLDER CONSULTATION

N/A

### OPTIONS

N/A

### CONCLUSION

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

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

### SUPPORTING INFORMATION / ATTACHMENTS

N/A

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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---

## ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

### RECOMMENDATION

That the information be received and noted.

### PURPOSE

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

### BACKGROUND

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

### REPORT

Attached to this report is the statement of rates and annual charges as at 12<sup>th</sup> September 2018 including comparisons over the last three years.

### FINANCIAL AND RESOURCE IMPLICATIONS

Nil

### LEGAL IMPLICATIONS

Nil

### RISK IMPLICATIONS

N/A

### STAKEHOLDER CONSULTATION

N/A

### OPTIONS

N/A

### CONCLUSION

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

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

### SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 12<sup>th</sup> September 2018.



# WARREN SHIRE COUNCIL

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

CONTINUED

12TH SEPTEMBER 2018

Name of Rate	COLLECTIONS FOR YEAR					NETT ARREARS	
	NETT ARREARS	NETT LEVY	TOTAL	AMOUNT	COLLECT	ARREARS	ARREARS
	1st JULY \$	\$	RECEIVABLE \$	COLLECTED \$	AS % AGE OF TOTAL REC'ABLE	AMOUNT \$	AS % AGE OF TOTAL REC'ABLE
General Fund Rates	76,753	4,739,117	4,815,870	1,532,104	31.81%	3,283,766	68.19%
Warren Water Fund	23,240	400,460	423,700	176,664	41.70%	247,036	58.30%
Warren Sewerage Fund	28,301	469,859	498,160	203,142	40.78%	295,018	59.22%
<b>TOTAL 2018/2019</b>	<b>128,294</b>	<b>5,609,436</b>	<b>5,737,730</b>	<b>1,911,910</b>	<b>33.32%</b>	<b>3,825,820</b>	<b>66.68%</b>
<b>TOTAL 2017/2018</b>	<b>116,618</b>	<b>5,454,050</b>	<b>5,570,668</b>	<b>1,773,044</b>	<b>31.83%</b>	<b>3,797,624</b>	<b>68.17%</b>
<b>TOTAL 2016/2017</b>	<b>124,884</b>	<b>5,343,523</b>	<b>5,468,407</b>	<b>1,724,649</b>	<b>31.54%</b>	<b>3,743,758</b>	<b>68.46%</b>
<b>TOTAL 2015/2016</b>	<b>115,684</b>	<b>5,218,845</b>	<b>5,334,529</b>	<b>1,680,179</b>	<b>31.50%</b>	<b>3,654,350</b>	<b>68.50%</b>
		11-Sep-15	09-Sep-16	14-Sep-17		12-Sep-18	
COLLECTION FIGURES AS \$		1,680,179	1,724,649	1,773,044		1,911,910	
COLLECTION FIGURE AS %		31.50%	31.54%	31.83%		33.32%	

# WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration  
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---

**ITEM 3      INTERNAL RESTRICTED FUNDS AS AT 30<sup>TH</sup> JUNE 2018      (A1-4.36)**

**RECOMMENDATION**

That the transfer to/from internal restricted funds as at 30<sup>th</sup> June 2018 be noted and approved.

**PURPOSE**

To inform Council of the list of internal restricted funds available as at 30<sup>th</sup> June 2018.

**BACKGROUND**

At the end of each accounting year funds voted for specific purposes or those to be carried forward are set aside or internally restricted. Council has full discretion on the allocation of any internal restrictions that are fully cash funded.

**REPORT**

I have listed below a summary on each the internal restrictions as at 30<sup>th</sup> June 2018 which totals \$8,026,041 these monies are fully cash funded. If any Councillor requires further explanation on any item regarding the internal restrictions prior to the council meeting, please contact either the Manager of Finance & Administration or the Treasurer.

**Financial Assistance Grant - \$1,340,717** – Council received an advance payment of the 2018/19 grant from the NSW Grants Commission 22<sup>nd</sup> June 2018.

**Employees Leave Entitlements - \$500,000** - These funds have been restricted to cover a proportion of Council's discounted leave liability, which equates to 29.29% coverage.

**Election Expenses - \$11,478** - This is the balance of funds after payment of \$14,727 for the 2016 Local Government Elections held on 10<sup>th</sup> September 2016.

**Integrated Planning & Reporting – Asset Management Planning - \$61,205** - These funds have been restricted for costs associated in the development of plans required under the Integrated Planning & Reporting framework.

**HR Policy & Procedures System - \$2,500** - These funds have been restricted for the annual subscription to the LG NSW – HR Advance software system.

**Public Liability & Professional Indemnity Insurance Claims Excess - \$25,000** - These funds have been restricted in the event of any major claims being lodged against Council, each insurance claim carries an excess of \$12,500.

**Risk & WHS Management - \$38,751** – These funds are rebates received from our insurers for meeting their set targets over the years, they have been restricted to undertake various compulsory audits, reviews and implementation of Council's Risk Management & WHS responsibilities.

# WARREN SHIRE COUNCIL

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## ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30<sup>TH</sup> JUNE 2018 CONTINUED

**Employees Overheads - \$152,700** - These funds were restricted when Council had a Defined Benefit Superannuation payment holiday and have been restricted to compensate for any unforeseen increases in the worker's compensation insurance and superannuation obligations.

**Council Chambers – Specific M & R - \$10,214** - These funds have been restricted for specific works required on the council chambers building, such as replacement air-conditioners and painting.

**Emergency Management Planning - \$14,363** - These funds have been carried forward for the preparation/revision of the Warren Shire Emergency Plans.

**Ewenmar Waste Depot – Management Costs- \$23,500** - These funds have been carried forward for the initial set up of the possible manning of the Ewenmar Waste Depot.

**Levee M&R – \$13,000** – Carryover funds for levee maintenance works.

**Natural Resource Management (NRM) - \$30,218** – Funds restricted for ongoing works on NRM projects.

**Rural Addressing - \$7,941** – Funds carried forward to review rural addressing system.

**CBD – Supply of Paint - \$3,237** – Funds carried forward for the supply of paint to CBD businesses.

**Street Lighting – \$11,662** – Funds carried forward for a full review of street lighting with the possibility to converting to LED's.

**Aerodrome – Runway reseal - \$90,037**– These funds are restricted each year to undertake a reseal of the aerodrome runway.

**Aerodrome – Fencing - \$25,000**– Funds carried forward from 2017/18 for partial fencing of the Warren Airport on the Egelabra side as adopted in the 2018/19 Operational Plan.

**Advertising & Booklet Printing - \$22,430** – Funds carried forward for the continued promotion of the shire through advertising and printing of booklets etc.

**Information Signs & Outdoor Advertising - \$21,000** – Funds carried forward for the installation of information signage and outdoor advertising in Nevertire.

**Economic Development Officer & Programs - \$68,400** – Funds carried forward for the Economic Development Officers & Programs.

**Website Design & Implementation - \$30,460** – Funds carried forward for the completion of the new website design and implementation.

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## ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30<sup>TH</sup> JUNE 2018 CONTINUED

**Computer Hardware/Software Upgrades - \$115,840** – Funds carried forward for the replacement of computer and printer and hardware.

**Council Chambers Improvements - \$1,400,000** – Funding for the Council Chambers construction and offices renovation as adopted in the 2018/19 Operational Plan.

**Depot Yard Improvements - \$256,000** - These funds have been restricted to undertake the improvements to the Council Depot as adopted in the 2017/18 Operation Plan.

**Dwellings – Specific M & R - \$31,741** - These funds have been restricted to undertake renewal works required on Councils dwellings.

**Parks Improvement Program - \$66,480** – These funds have been carried forward for improvements to the playground areas in Councils' parks as per the report to the March 2017 Council Meeting.

**CBD Improvements - \$300,000** – Funds carried forward for the CBD improvements in accordance with the Town Improvement/Promotions Committees recommendation to Council.

**Urban Street Reseals - \$27,500** – Funds carried forward from 2017/18 for urban street resealing as adopted in the 2018/19 Operational Plan.

**Urban Street Heavy Patching - \$115,000** – Funds carried forward for heavy patching of Cobb Lane as adopted in the 2018/19 Operational Plan.

**Urban Street – Gunningba Pump Station Access - \$50,000** – Funds carried forward for sealing of the access road to the Gunningba sewerage pump station as adopted in the 2018/19 Operational Plan.

**Urban Street Reconstruction - \$181,000** – Funds carried forward for the reconstruction of Bundemar Street from Readford St to Burton St as adopted in the 2017/18 Operational Plan.

**Rural Roads - Reseals - \$250,000** – Funds carried forward from 2017/18 for rural road resealing as adopted in the 2018/19 Operational Plan.

**Rural Roads – Thornton Road Construction - \$67,100** – Funds carried forward from 2017/18 along with \$249,574 from Roads to Recovery for the completion of Stage 1 of Thornton Road Construction.

**Rural Road – Collie Bourbah Road Recycle - \$100,000** – Funds carried forward from 2017/18 for completion of Stage 2 of the Collie Bourbah Road Recycling as adopted in the 2018/19 Operational Plan.

**Rural Roads - Gravel Resheeting - \$46,400** – Funds carried forward from 207/18 to complete the resheeting on Old Warren Road.

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**ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30<sup>TH</sup> JUNE 2018 CONTINUED**

**Kerb & Guttering – XC Rated - \$92,767** – Funds carried forward for the renewal of kerb & guttering in the town and villages.

**Bridge Replacement - \$310,000** – Funds set aside for bridge replacement on Council’s local roads.

**Silo Row Land - \$82,500** – Funds carried forward from 2017/18 to clean up land at Silo Row for future resale of industrial land.

**Operational Land Reserve - \$96,900** – Reserves set aside for the future development of Council operational land.

**Infrastructure Improvement/Replacement - \$800,000** – These funds have been restricted for future improvements or replacement of Council’s infrastructure assets, to be determined by Council.

**Dwellings Replacement Reserve - \$400,000** – Partial funding for the construction of 2 new dwellings as adopted in the 2018/19 Operational Plan.

**Grant Application Co-contribution - \$100,000** – These funds have been included to offset any co-contributions required in grant applications submitted by Council, this will alleviate the need to juggle operational budgets to fund any successful application.

**Plant Replacement – Light Vehicles - \$88,000** – Funds carried forward for Council’s light vehicle replacement program.

**Plant Replacement – Heavy Plant - \$545,000** – Funds carried forward for Council’s heavy plant replacement program.

**FINANCIAL AND RESOURCE IMPLICATIONS**

As these internal restricted funds are fully cash backed and are at the discretion of Council there are no financial implications, there may be resource implications if new projects are added to the annual operational plan requiring external parties to undertake projects.

**LEGAL IMPLICATIONS**

N/A

**RISK IMPLICATIONS**

N/A

**STAKEHOLDER CONSULTATION**

N/A.

**OPTIONS**

N/A

**WARREN SHIRE COUNCIL**  
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**ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30<sup>TH</sup> JUNE 2018 CONTINUED**

**CONCLUSION**

This report is to provide a comprehensive listing of Council's internally restricted funds as at 30<sup>th</sup> June 2018.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION / ATTACHMENTS**

Following is a full breakdown of transfers to and from the Internal Restricted Funds as at 30<sup>th</sup> June 2018.

# WARREN SHIRE COUNCIL

## Report of the Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27<sup>th</sup> September 2018

### ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30<sup>TH</sup> JUNE 2018 CONTINUED

DESCRIPTION	BALANCE	TO	TRANSFERS BETWEEN PROJECTS	FROM	BALANCE
	30-Jun-17				30-Jun-18
FAG Advance Payment	1,278,211	1,340,717		1,278,211	1,340,717
Employee's Leave Entitlements	700,000			200,000	500,000
Election Expenses	11,478				11,478
IP&R - Asset Management Planning	61,205				61,205
HR Policy & Procedures System	4,273			1,773	2,500
P.L.& P.I. Claims Excess	25,000				25,000
Risk & WHS Management Costs	53,751			15,000	38,751
Employees Overheads	225,700			73,000	152,700
Council Chambers - Specific M & R	15,914			5,700	10,214
Emergency Management Planning	14,363				14,363
Ewenmar Waste Depot - Management Plan	23,500				23,500
Levee M&R	13,000				13,000
Natural Resource Management Works	30,218				30,218
Rural Addressing	7,941				7,941
Shire Bridges M&R - Carry Over	6,600			6,600	0
CBD - Supply of Paint	3,237				3,237
Street Lighting	11,662				11,662
Aerodrome Runway Reseal Reserve	83,377	6,660			90,037
Aerodrome Land Fencing	0	25,000			25,000
Advertising the Area & Booklet Printing	22,430				22,430
Nevertire Information Bay	20,500		500		21,000
Economic Development Programs	68,400				68,400
Website Design & Implementation	0	30,460			30,460
Computer Software/Hardware Upgrades	210,300			94,460	115,840
Council Chambers Construction	500,000		1,000,000	100,000	1,400,000
Depot Yard Upgrade	256,000				256,000
Dwellings - Specific M & R	31,741				31,741
Urban Drainage - Gunningba Estate	2,581			2,581	0
Sporting Complex - Mezzanine Floor	0		66,600	66,600	0
Victoria Park Improvements	0		98,075	98,075	0
Outdoor Fitness Shade Cover	0		10,000	10,000	0
Parks Improvement Program	66,480				66,480
Showground PA System	0		27,775	27,775	0
CBD Improvements	290,825	9,175			300,000
CBD CCTV	35,000			35,000	0
Urban Streets - Reseals	16,700	10,800			27,500
Urban Street Reconstruction - Cobb Lane	101,365	13,635			115,000
Urban Street - Gunningba Pump Station Access	0	50,000			50,000
Urban Street Reconstruction - Bundemar Street	158,000	23,000			181,000
Rural Roads - Reseals	77,247	172,753			250,000
Rural Roads - Thornton Road Reconstruction	0	67,100			67,100
Rural Roads - Collie-Bourbah Road Recycling	0	100,000			100,000
Rural Roads - Ellengerah Road Reconstruction	275,381		44,543	319,924	0
Rural Roads - Culvert Replacement	60,000			60,000	0
Rural Roads - Resheeting	446,351			399,951	46,400
K&G Replacement - XC Rated	92,767				92,767
Council Bridge Replacement	310,000				310,000
Clean up of Silo Row Land	0	82,500			82,500
Operational Land Reserve	176,900			80,000	96,900
Infrastructure Improvement/Replacement	2,056,303	191,190	(1,447,493)		800,000
Dwelling Replacement Reserve	200,000		200,000		400,000
Grant Fund Application Co-contributions	100,000				100,000
Plant Replacement - Light Vehicles	122,588			34,588	88,000
Plant Replacement - Heavy Plant	922,711			377,711	545,000
<b>TOTAL RESTRICTED FUNDS =</b>	<b>9,190,000</b>	<b>2,122,990</b>	<b>0</b>	<b>3,286,949</b>	<b>8,026,041</b>

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**ITEM 4 FINANCIAL ASSISTANCE GRANT 2018/2019**

**(L5-5.2/39)**

**RECOMMENDATION**

That the information be received and noted.

**PURPOSE**

To inform Council of the Financial Assistance Grant allocation for 2018/2019.

**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 that the total 2018/2019 allocation after CPI adjustments from the previous year will be \$2,808,654.00, this represents a \$224,903.00 or 8.70% increase on the 2017/2018 allocation. The Financial Assistance Grant is made up of the following components:

- |                 |                |
|-----------------|----------------|
| 1. Local Roads  | \$1,038,472.00 |
| 2. Equalisation | \$1,770,182.00 |

Council received an advanced payment of \$1,340,717.00 on 26<sup>th</sup> June 2018 that has been internally restricted in the General Purpose Financial Statements as at 30<sup>th</sup> June 2018 (Note 6c of the accounts).

Council will receive the remaining \$1,467,937.00 in four instalments of \$366,984.25 as follows:

August 2018 (received 20/08/2018 – Rec No. 12330),  
November 2018,  
February 2019, and  
May 2019

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 a the Fact Sheet prepared by the NSW Grants Commission.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council budgeted a \$51,675.00 or 2% increase in the 2018/2019 Operational Plan the additional \$173,228.00 will be included in the September 2018 Budget Review document to be presented to the October 2018 Council meeting.



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## ITEM 4 FINANCIAL ASSISTANCE GRANT 2018/2019

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, and
3. Comparison table of neighbouring Council's
4. Financial Assistance Grant 2018-19 – Fact Sheet

## Warren Shire Council - Actual Grant Received AFTER CPI ADJUSTMENTS FROM THE PREVIOUS YEAR

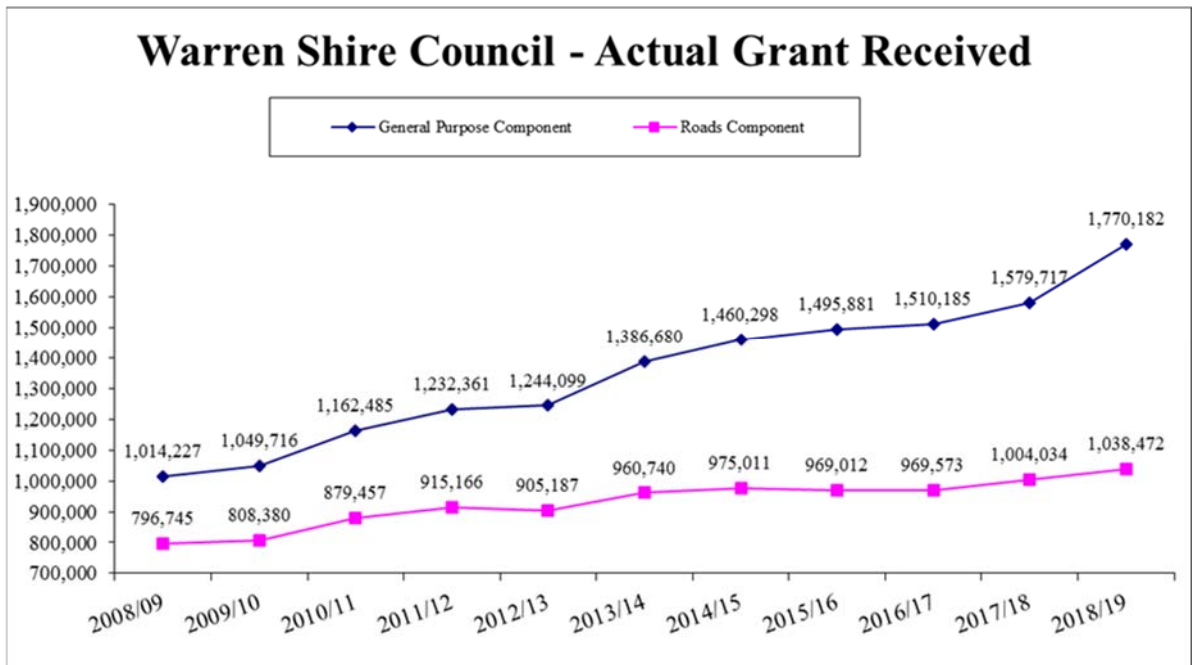
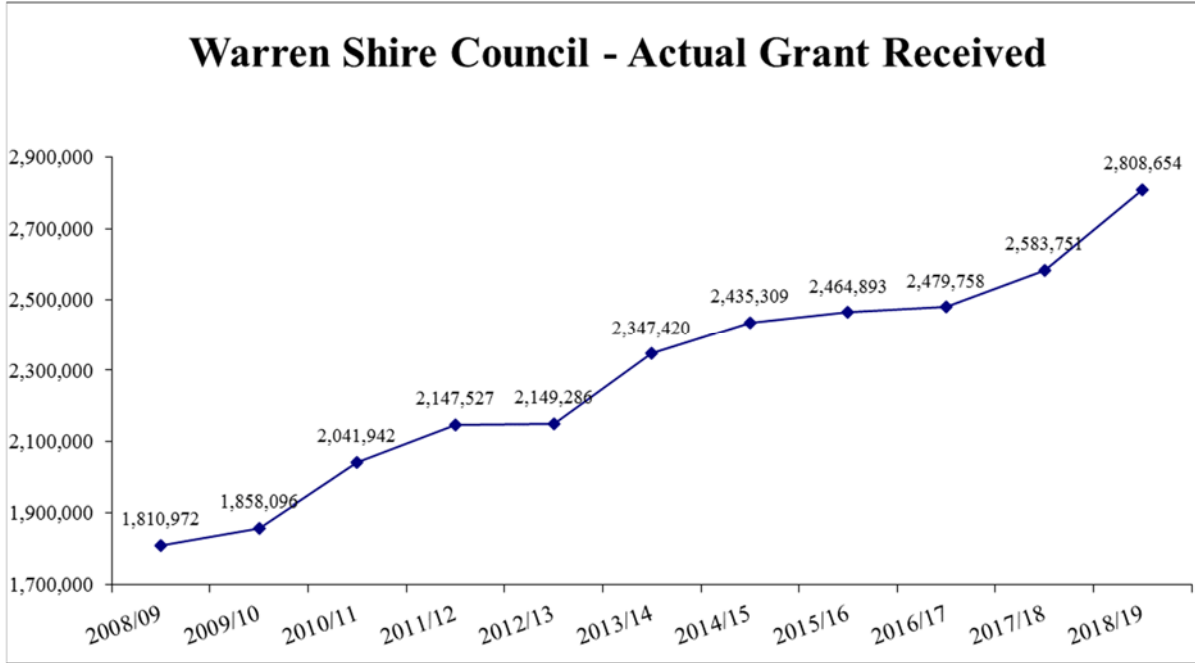
Year	Road Component	\$ Diff.	Equalisation Component	\$ Diff.	Total Grant Received	\$ Diff.	% Diff.
2008/09	796,745	45,226	1,014,227	82,258	1,810,972	127,484	7.57
2009/10	808,380	11,635	1,049,716	35,489	1,858,096	47,124	2.60
2010/11	879,457	71,077	1,162,485	112,769	2,041,942	183,846	9.89
2011/12	915,166	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

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## ITEM 4 FINANCIAL ASSISTANCE GRANT 2017/18

CONTINUED



# WARREN SHIRE COUNCIL

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ITEM 4 FINANCIAL ASSISTANCE GRANT 2017/18

CONTINUED

## COMPARISON OF FINANCIAL ASSISTANCE GRANTS BEFORE ANY CPI ADJUSTMENTS

SHIRE	2016/17	2017/18	2018/19	DIFF	%
=====	=====	=====	=====	=====	=====
<b>ROADS COMPONENT</b>					
BOGAN	1,341,895	1,398,687	1,444,792	46,105	3.30
BREWARRINA	1,214,846	1,257,224	1,300,607	43,383	3.45
COONAMBLE	1,376,105	1,423,390	1,473,788	50,398	3.54
GILGANDRA	1,298,828	1,344,262	1,392,358	48,096	3.58
LACHLAN	3,150,298	3,261,385	3,373,747	112,362	3.45
NARROMINE	1,347,635	1,394,309	1,441,884	47,575	3.41
WALGETT	1,833,128	1,896,829	1,958,484	61,655	3.25
<b>WARREN</b>	<b>969,573</b>	<b>1,003,696</b>	<b>1,038,603</b>	<b>34,907</b>	<b>3.48</b>
<b>EQUALISATION COMPONENT</b>					
BOGAN	2,341,884	2,454,955	2,615,411	160,456	6.54
BREWARRINA	2,328,924	2,441,370	2,606,401	165,031	6.76
COONAMBLE	2,196,703	2,302,765	2,525,622	222,857	9.68
GILGANDRA	2,168,440	2,265,776	2,451,130	185,354	8.18
LACHLAN	5,208,879	5,460,375	5,679,797	219,422	4.02
NARROMINE	2,576,977	2,688,671	2,884,187	195,516	7.27
WALGETT	3,901,466	4,089,837	4,351,161	261,324	6.39
<b>WARREN</b>	<b>1,509,912</b>	<b>1,582,814</b>	<b>1,769,705</b>	<b>186,891</b>	<b>11.81</b>
<b>TOTAL GRANT</b>					
BOGAN	3,683,779	3,853,642	4,060,203	206,561	5.36
BREWARRINA	3,543,770	3,698,594	3,907,008	208,414	5.63
COONAMBLE	3,572,808	3,726,155	3,999,410	273,255	7.33
GILGANDRA	3,467,268	3,610,038	3,843,488	233,450	6.47
LACHLAN	8,359,177	8,721,760	9,053,544	331,784	3.80
NARROMINE	3,924,612	4,082,980	4,326,071	243,091	5.95
WALGETT	5,734,594	5,986,666	6,309,645	322,979	5.39
<b>WARREN</b>	<b>2,479,485</b>	<b>2,586,510</b>	<b>2,808,308</b>	<b>221,798</b>	<b>8.58</b>

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ITEM 4 FINANCIAL ASSISTANCE GRANT 2017/18

CONTINUED

## Financial Assistance Grants 2018-19

### Fact Sheet



Local Government Financial Assistance Grants are paid to local councils to help them deliver services to their communities. The funds are paid annually by the Australian Government. Councils are free to use these funds at their discretion and are accountable to their ratepayers. The allocation is paid in quarterly instalments.

#### Who decides how much each council will receive?

Grants commissions in each state are responsible for allocating their share of the funds.

The NSW Local Government Grants Commission is responsible for making the grant allocation recommendation to the NSW Minister for Local Government.

grant (all in the Sydney metropolitan area) are largely being supported by other councils.

While the Commission has continued to deliver improved grant outcomes to smaller rural communities, the Government is committed to making the process more transparent and equitable.

As a result, the Commission is reviewing the allocation model (further information on Page 2).

#### Who is on the Grants Commission?

The members of the NSW Local Government Grants Commission are nominated for terms of up to five years.

The Hon. Jenny Gardiner Chairperson	Former member of the Legislative Council.
Grant Gleeson Deputy Chairperson	Director Legal, NSW Office of Local Government.
Alan McCormack Commissioner	Former General Manager, Parkes Shire Council.
Graeme Fleming Commissioner	Former General Manager, Cabonne Council.

#### In 2018-19 NSW councils will receive:

- \$544 million in general purpose grants.
- \$219 million in the local roads component.

#### In 2017-18 NSW councils received:

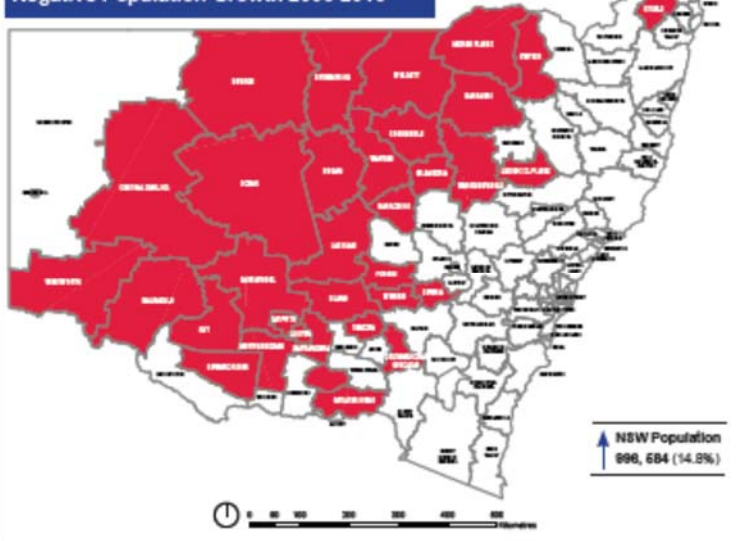
- \$525 million in general purpose grants.
- \$211 million in the local roads component.

This represents a 3.7 per cent increase due to indexation of state population shares.

#### How is the grant money allocated?

Funds are allocated on the basis of the National Principles laid out in the Federal legislation - *Local Government (Financial Assistance) Act 1995*. The NSW Government policy is to allocate grants, as far as possible, to the councils with the greatest relative need. Councils with relative advantage (typically metropolitan councils) are generally increasing their populations whereas councils with relative disadvantage (typically rural and remote councils) are generally depopulating (as shown in the map on the right). Due to the per capita minimum grant allocation being mandated, the 19 councils on that

Negative Population Growth 2006-2016



Councils with the greatest relative need (shaded red) are largely rural and remote with small and declining populations.

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ITEM 4 FINANCIAL ASSISTANCE GRANT 2017/18

CONTINUED

## Financial Assistance Grants 2018-19

### Fact Sheet



#### Review of the allocation methodology

The Commission has been reviewing the grant methodology in line with NSW policy to direct the general purpose component of the grant to councils with greatest relative need. These are largely rural and remote and with small and declining populations.

In October 2013 the final report of the Local Government Review Panel recommended that the Commission review the allocation methodology for the expenditure allowance of the general purpose component to make it less process driven and more transparent. The challenge confronting the Commission is how to achieve this outcome when 30 per cent of the funding must be allocated based on population.

#### The aim of the review is to deliver a model that:

- Allocates a higher proportion of grant funding to councils with the greatest relative need.
- Is consistent with the National Principles.
- Is consistent with NSW policy of grant allocation.
- Is transparent and publishable.
- Is robust, statistically verifiable and auditable.
- Uses best practice financial and modelling principles.
- Is modern, simplified and more flexible.

#### What does this mean for the 2018-19 grant allocations?

It's important to stress that the Commission is not implementing a new model. The Commission has taken advice, tested the competing propositions and decided to implement refinements and improvements to the existing model. The expenditure previously included is still being taken into account after being tested for significance. Over time the model has become very complex, involving multiple factors. There are 20 expenditure categories and more than 47 disability factors spread across 128 councils. The Commission is looking to consolidate the expenditure categories reported in special schedule 1 of council annual financial data returns.

#### Grounds for the review

The Local Government Review Panel recommendation was supported by a number of other reviews and reports including:

- 2008 Assessing Local Government Revenue Raising Capacity, Productivity Commission Research Report:  
*"A number of councils, particularly in capital city and urban developed areas, have the means to recover additional revenue from their communities sufficient to cover their expenditures without relying on grants. However, a significant number of councils, particularly in rural (87 per cent) and remote (95 per cent) areas would remain dependent on grants from other spheres of government to meet their current expenditure. Given the differences in the scope to raise additional revenue across different classes of councils, there is a case to review the provision of Australian Government general purpose grants to local governments."*
- 2010 Australia's Future Taxation System Report (Henry Review):  
*"The current requirement that each council receives 30 per cent of its per capita share of untied financial assistance grants may prevent state grants commissions from redistributing to councils that require greater assistance."*
- 2013 The NSW Local Government Grants Commission submission to the Commonwealth Grants Commission 2013 Review:  
*"...we have seen an increase in concerns being raised about:*
  - the widening gap in revenue raising capacity for larger metropolitan councils versus smaller rural councils.
  - increasing infrastructure needs.
  - declining population."
- 2014 The NSW Local Government's Response to the Local Government Review Panel:  
*"The Government supports targeting Financial Assistance Grants to communities with the greatest need. It will ask the NSW Grants Commission to continue to identify opportunities to achieve this over time, within the constraints imposed by the national funding principles. It will also ask the Commission to ensure transitional protection for those councils with lower levels of need, to minimise the impact of any redistribution."*
- 2017 Shifting the Dial: 5 year Productivity Commission Review:  
*"The Commission's study into transitioning regional economies noted that where populations have declined in Local Government areas, related declines in revenue are hampering efforts to maintain infrastructure designed to service (and be funded) by larger populations."*

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ITEM 4 FINANCIAL ASSISTANCE GRANT 2017/18

CONTINUED

## Financial Assistance Grants 2018-19

### Fact Sheet



#### General purpose grants

No council's general purpose component will be less than that allocated in 2017.

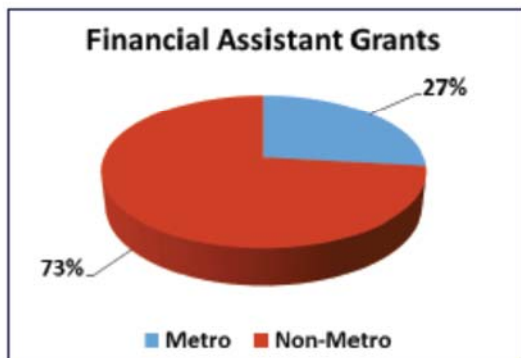
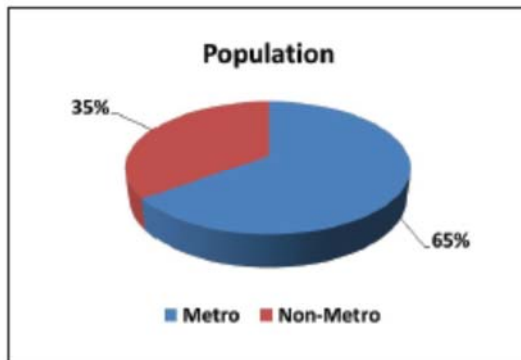
This will allow for further testing of the model during the transition period.

Population increases and decreases must be taken into account as required under the Federal Act.

To compensate councils that have lost funding due to population decline, isolation and length of non-urban roads, the Commission will deliver these councils \$5 million of the \$19 million CPI increase (0.9 per cent of the total component). The remaining \$14 million was spread across all councils on the basis of relative need. The revenue allowance and pensioner allowance are not affected.

#### The graphs below illustrate:

1. The breakdown of the NSW population - metropolitan (5,131,456) and non-metropolitan (2,729,090) and;
2. The grant allocation breakdown - Metropolitan (\$202,588,554) and non-metropolitan (\$560,602,268).



#### Local roads component

This component of the grant is assessed on the basis of council area, population and proportions of local roads and bridges. It is calculated based on an historical Roads and Maritime Services formula.

The local roads component will continue to be calculated according to that formula.

The state allocation for the local roads component for 2018-19 is \$291 million. This is split between:

- Urban councils located in the areas of Sydney, Newcastle and Wollongong receiving 27.5 per cent; and
- Rural councils (or all councils outside Sydney, Newcastle and Wollongong) receiving 72.5 per cent.

Funds are then distributed based on the individual council's population, road length and bridge length:

- Urban councils - 95 per cent of the allocation is based on the length of local roads (80 per cent) and population (40 per cent), while 5 per cent is distributed on the basis of bridge length: and
- Rural councils - 93 per cent of the allocation is based on the length of local roads (80 per cent) and population (20 per cent), while 7 per cent is distributed on the basis of bridge length.

#### Submissions

As always, special submissions from councils will be considered by the Commission.

The purpose of a submission is to give council the opportunity to present information on the financial impact of inherent expenditure disabilities beyond its control that are not generally recognised in the current methodology.

This allows the Commission to adequately consider all legitimate factors that affect council capacity to deliver services.

#### Or contact the NSW Local Government Grants Commission

5 O'Keeffe Ave, Nowra NSW 2541  
Locked Bag 3015, Nowra 2541  
Telephone 4428 4131  
[grants@olg.nsw.gov.au](mailto:grants@olg.nsw.gov.au)

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers Warren on Thursday 27<sup>th</sup> September 2018

## ITEM 5 LIBRARIAN'S REPORT ON LIBRARY FUNDING

(L2-2)

### RECOMMENDATION

1. That Council endorse the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative, *Renew Our Libraries*.
2. That Council note the announcement by the NSW Government on 24 August 2018 of its intention to provide a \$60m funding package for NSW public libraries for the quadrennial period 2019-20 to 2022-23.
3. That Council support the ongoing *Renew Our Libraries* initiative to secure the pledged funding, clarify the funding components and liaise with the government regarding the funding model.
4. That Council support *Renew Our Libraries* to work with the Government to develop a sustainable future funding model with a view guaranteeing an appropriate level of ongoing and indexed state funding.
5. That Council make representation to the local State Member, Mr Kevin Humphries MP, in relation to the need for ongoing additional funding from the NSW State Government for the provision of public library services.
6. That Council write to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for the provision of ongoing and indexed increases in state funding for NSW public libraries, supported by a sustainable future funding model.
7. That Council take a leading role in activating the campaign locally.
8. That Council endorse the distribution of the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative information in Council libraries, as well as involvement in any actions arising from the initiative.
9. That Council formally advise the NSW Public Libraries Association and Local Government NSW that Council has endorsed the library funding advocacy initiative.

### PURPOSE

To seek Councils endorsement to support the NSW Public Libraries Association and Local Government NSW in their advocacy to State Government for additional funds for Public Libraries.

### BACKGROUND

In 2011, the NSW State Government made a pre-election commitment to comprehensively review the level and allocation of funding for NSW public libraries. The Library Council of NSW worked with the NSW Public Libraries Association and the State Library of NSW to develop an evidence-based submission.

The resulting submission *Reforming Public Library Funding*, recommending a fairer, simpler and more transparent method for the distribution of funds, was presented to the State Government in October 2012. Despite the undertaking of the State Government to comprehensively review funding for its public libraries, the recommendations of *Reforming Public Library Funding* were ignored and the funding model was neither reviewed nor improved.

# WARREN SHIRE COUNCIL

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### ITEM 5 LIBRARIAN'S REPORT ON LIBRARY FUNDING

CONTINUED

In 2016, the then Minister for the Arts, the Hon. Troy Grant, undertook to review the matter of State Government funding for NSW libraries at the conclusion of the Fit For the Future program. It can be reasonably assumed that Fit For the Future has concluded, yet there has been no review of library funding nor any mention of libraries in the Government's pre-election undertakings. At the 2016 LGNSW Conference, the Premier Mike Baird committed to reviewing library funding.

#### REPORT

I am calling on Councillors to support the NSW Public Libraries Association and Local Government NSW in their advocacy to State Government for additional funds for Public Libraries.

Whilst Council receives funds from State Government, these have gradually declined. In 2015/16, State funding for Public Libraries covered only 7.5% of the total costs of operating the 368 libraries across NSW. The level of State Government funding for NSW public libraries has reached crisis point. This is an historic issue that has been ignored by successive NSW governments. The key issues are that:

- NSW public libraries receive the lowest per-capita funding from their State Government compared to all other states in Australia
- NSW councils are currently paying 92.5% of the costs to operate public libraries, up from 77% in 1980
- In 2015-16, NSW State Government funding for public libraries was only \$26.5M compared to a contribution of \$341.1M from Local Government. NSW councils are paying 12 times more than the State Government to provide library services to their communities.
- The total funding available through the NSW Public Library Funding Strategy is not indexed to population growth or consumer price index (CPI), thereby contributing to the ongoing attrition of State Government funding.
- The 2018-2019 State Budget delivered a 5% cut to current funding and cut access to all infrastructure funding for metropolitan areas
- Physical and virtual visitation, library borrowing and participation in library programs continue to increase year on year.
- Libraries play a major part in supporting the achievement of government literacy targets.
- Libraries provide collections, programs and spaces for marginalised groups including older people, refugee and multicultural communities, and people who are digitally disadvantaged.

The NSW Public Libraries Association has joined forces with Local Government NSW to establish a library funding advocacy initiative in the lead up to the 2019 NSW State election. The *Renew Our Libraries* strategy will be rolled out over the next 8 months to persuade the Government that its network of 368 public libraries has reached a funding flashpoint that, without significantly increased and sustainable funding, is at risk of imminent service reduction. The success of this approach relies heavily on the support of NSW councils, their libraries and their communities.



# WARREN SHIRE COUNCIL

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### ITEM 5 LIBRARIAN'S REPORT ON LIBRARY FUNDING

CONTINUED

It should be noted that the following motion (submitted by the Blue Mountains City Council) was unanimously endorsed at the Local Government NSW 2017 Conference:

*That Local Government NSW works with the NSW Public Libraries Association (NSWPLA) to develop a strategic partnership to:*

- a) increase public awareness of the multiple roles that Local Government Public Libraries play in supporting the educational, social, cultural and economic outcomes in local communities*
- b) advocate, in the lead up to the March 2019 State election, for improved State Government funding for Local Government Public Libraries in NSW to enable public libraries to meet the growing needs of our local communities.*

(Note: This motion covers the following motion set out in small font)

*Wagga Wagga City Council - Funding for public libraries - That Local Government NSW and member councils lobby the NSW Government to increase annual percentage of funding for public libraries*

As previously noted, this is not a party-political issue as every government since 1980 shares the blame for the current funding situation. Nevertheless, it is worth noting that the NSW Opposition released its Library Funding Policy on 26 March 2018 with an undertaking to increase overall funding to all suburban and regional NSW public libraries by \$50 million in the first term of government. This is a very significant pledge insofar as it is the first policy from any political party in recent history that undertakes to provide a significant and specified increase in state funding for public libraries.

NSW public libraries are governed by the Library Act 1939, a legislative instrument that was initially introduced to ensure the provision and ongoing sustainability of libraries through State Government and Local Government collaboration, and providing up to 50% of the funding required to establish and operate libraries. Since then local government has increasingly carried the funding burden with the situation deteriorating significantly since the 1980s. As a result, there are examples of attrition in library staffing, opening hours, collections, services and programs in a number of councils across the state.

Disappointingly, the 2018-19 NSW state budget delivered a 5% cut to current library funding and cut access to all infrastructure funding for metropolitan areas. The State Government has completely ignored the recommendation of its own expert panel, the Library Council of NSW which, in consultation with the State Library of NSW and the NSW Public Libraries Consultative Committee, recommended an increase in public library funding to \$30M in 2018-19. The public library grant funding component, which has been a budget inclusion for many years, has been scrapped entirely. This component financed a competitive grant project which has part-funded countless library infrastructure and service projects over many years.

# WARREN SHIRE COUNCIL

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## **ITEM 5 LIBRARIAN'S REPORT ON LIBRARY FUNDING**

**CONTINUED**

On 24 August 2018 the NSW government announced a \$60 million funding commitment for NSW public libraries. This is an important first step in the right direction and has thanked councils and supporters for their efforts so far. Further clarification is needed and further work is required to fix the long-term funding model for NSW public libraries. It is critical that any commitment of extra funding be recurrent, to ensure our public libraries can continue to grow and provide those valued services with certainty well into the future.

The NSW public library network is at serious risk. Neither this Council nor the broader NSW Local Government sector can continue with the high degree of uncertainty about the level of ongoing State Government funding for public libraries.

I am recommending that we support urgent action from the NSW Local Government sector and NSW Public Libraries Association / Local Government NSW, to reverse the ongoing deterioration of state funding for public libraries to ensure that local councils will not be forced to continue meeting the funding shortfall.

### **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 the current Library Funding Campaign and request of support.

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

3.2.3 Provide a high-quality library service that meets the needs of the community.

### **SUPPORTING INFORMATION / ATTACHMENTS**

N/A

# Section

# 5

# Manager Engineering Services

**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager of Engineering Services  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 27<sup>th</sup> September 2018

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**ITEM 1      REQUEST TO CLOSE PART OF CURBAN STREET, COLLIE**  
**(R4-3, R4-1.39)**

**RECOMMENDATION:**

That the request to close the section of Curban Street between Wambianna and Inglega Streets Collie because of the loss of serviceability to the other residents of Collie, the general road users and the imposition that may be caused to the proposed upgrade of the village streets be denied.

**PURPOSE**

To review a previous decision of the Council to close part of Curban Street at Collie.

**BACKGROUND**

At its meeting conducted on the 26<sup>th</sup> July 2018 Council resolved not to close the unformed section of Curban Street between Wambianna and Inglega Streets Collie. The reason for the decision to not close this section of Curban Street were as follows;

- Fire brigade access around the blocks and the lane would make it difficult to fight the fire,
- Crown land used for stock would then become too close to the dwelling,
- Conflict with trucks, trailers and caravans/campers not being able to turn around at Wambianna Street,
- The allowance of one road to close would leave it open for others to do the same and
- The persons signing the letter would like to see the village expand in the future and feel that the allowance of this road closure in Collie would be detrimental to Collie's future.

The report to the Council Meeting on the 26<sup>th</sup> July 2018 included the following statement;

*“As the reasons in the letter of objection are seen to be community based and not based on any pecuniary self-interest benefit or gain it is considered that a decision to not give approval to the road closure is justified.”*

It is considered that conditions have not changed since the previous report.

**REPORT**

Council's proposal within its current and future financial years Management Plans to upgrade the streets within the village of Collie will be inclusive of water supply, stormwater and road surfaces believe that the closure of this section of Curban Street would be detrimental to the establishment of these services. This section of Curban Street may, subject to the design yet to be completed, be required as an integral part of the water distribution system

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**ITEM 1      REQUEST TO CLOSE PART OF CURBAN STREET, COLLIE**  
**CONTINUED**

The recent incoming letter/petition expressing dissatisfaction with the Council decision not to close the section of Curban Street between Wambianna and Inglega Streets made the following statement:

*“Accordingly, we wholeheartedly support the closure of that section of roadway and believe we will benefit from the reduced through traffic as a consequence.”*

In contrast to the above statement the main benefit of all roads, urban and rural, is to provide general distribution of traffic and the subject section of Curban Street currently serves this purpose to numerous road users.

**FINANCIAL AND RESOURCE IMPLICATIONS**

If the road remains as a public road than the Council will need to be responsible for the ongoing maintenance and upgrade of this section of road; as with the other urban streets within the Village of Collie.

**LEGAL IMPLICATIONS**

There are no justifiable grounds for any legal implications.

**RISK IMPLICATIONS**

If the road remains open there will be minimal risk implications.

**STAKEHOLDER CONSULTATION**

Once the matter has been resolved there will be consultation, both verbal and written, with a number of stakeholders.

**OPTIONS**

It is considered that there is only one viable option; leave the road open.

**CONCLUSION**

That it would be in the best interest for the majority of road users if the section of Curban Street between Wambianna and Inglega Streets Collie remains open.

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

5.2.1    Quality customer service focus by Council staff.

**SUPPORTING INFORMATION AND ATTACHMENTS**

**Attachment A**      A copy of the plan taken from the proposed Collie Village Upgrade Concept Plan.

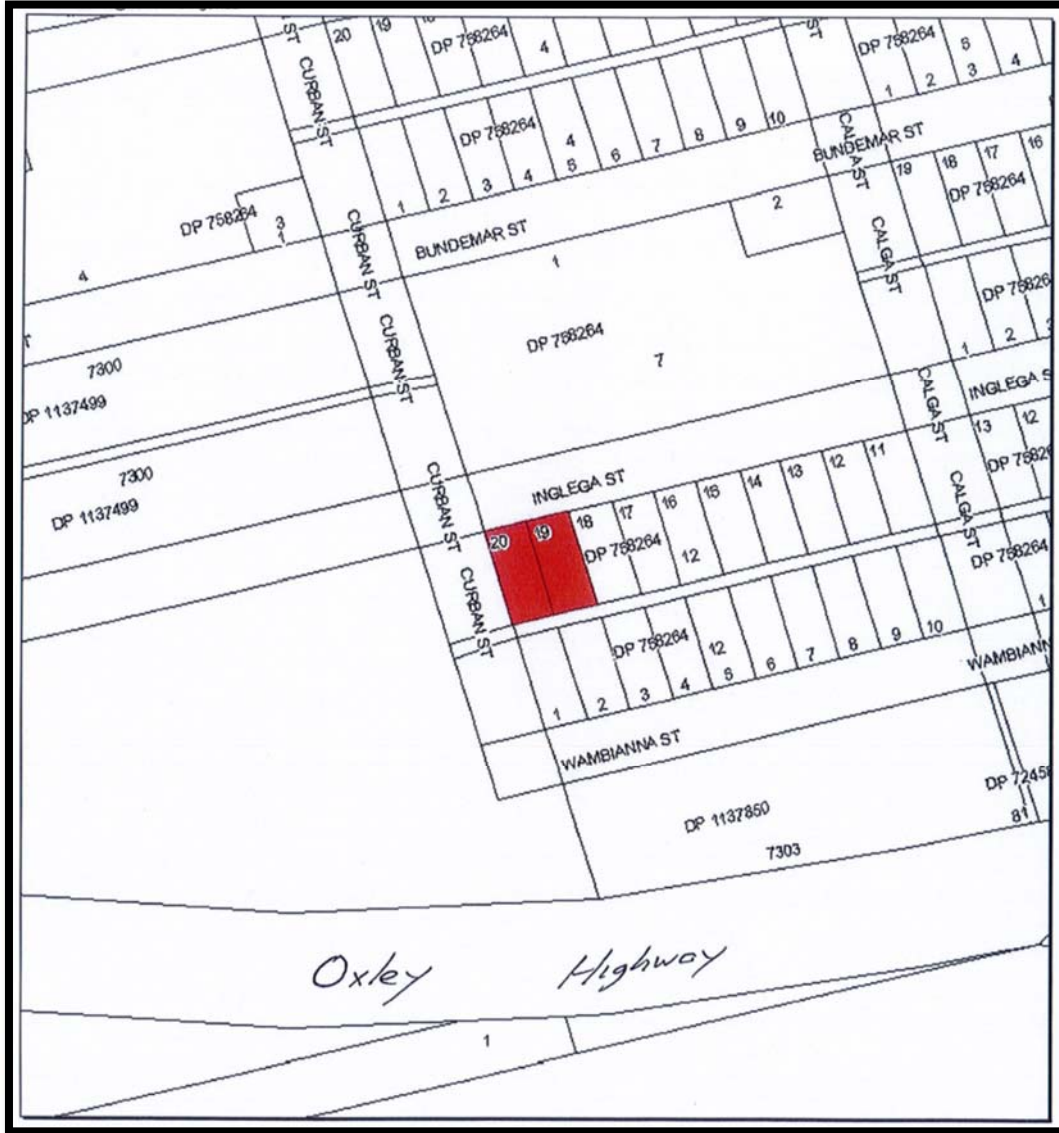
**Attachment B**      A copy of a plan detailing the streets and land parcels involved in the proposal.



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**ITEM 1      REQUEST TO CLOSE PART OF CURBAN STREET, COLLIE**  
**CONTINUED**



**Attachment B**

**WARREN SHIRE COUNCIL**  
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**ITEM 2      REQUEST TO CLOSE PART OF A REAR LANE AT COLLIE**  
**(R4-1.31)**

**RECOMMENDATION:**

That the request to close the section of rear lane at Collie located mid-way between Wonbobbie and Bundemar Streets and immediately east of the lane way that provides for the discernment stormwater from the Collie County Woman's Association (CWA) Hall be denied.

**PURPOSE**

Council has received a request to close a rear lane within the village of Collie.

**BACKGROUND**

Application has been made by Mr. Steve Hay of Dick's Camp, Collie to close the section of a Collie rear laneway that is immediately adjacent to two of his existing land parcels. The attached street plan (Attachment B) identifies the section of rear lane requested to be closed.

**REPORT**

As can be seen from Attachment B the section of rear lane requested for closure is located approximately mid-way between Wonbobbie and Bundemar Streets. It is located immediately east of the lane that provides for the discernment stormwater from the Collie County Woman's Association (CWA) Hall. Council does service this lane and has recently cleared all large vegetation (small trees and shrubs) from the lane.

The Council's Collie Village Upgrade Concept design plans are currently being drafted. So, at this point in time it is not known whether or not this lane that services a number of other properties will be required to house within its bounds water distribution mains and/or stormwater provisions.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The closure of this small section of road may pose as a financial risk or cost to Council if full accessibility is not available.

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

If the closure occurs then there may be chances of inconvenience and additional construction costs because of the lack of accessibility.

**STAKEHOLDER CONSULTATION**

At this point in time no stakeholders, other than Mr. Hay have been approached.



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**ITEM 2      REQUEST TO CLOSE PART OF A REAR LANE AT COLLIE**  
**CONTINUED**

**CONCLUSION**

That the Council conclude not to close Curban Street between Wonbobbie and Bundemar Streets Collie.

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

5.2.1 Quality customer service focus by Council staff.

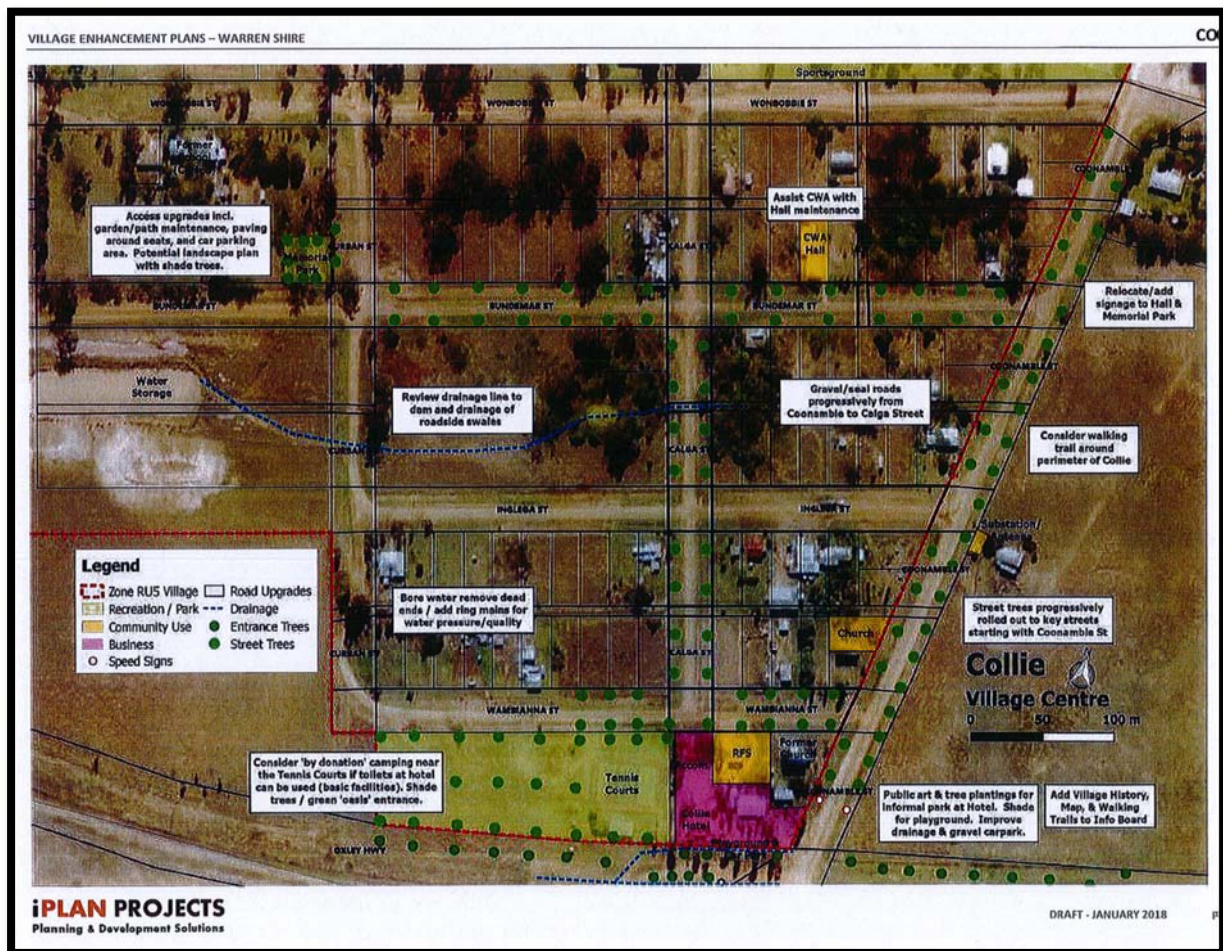
**SUPPORTING INFORMATION**

Nil

**ATTACHMENTS**

**Attachment A**      A copy of the plan taken from the proposed Collie Village Upgrade Concept Plan.

**Attachment B**      A copy of a plan detailing the streets and land parcels involved in the proposal.

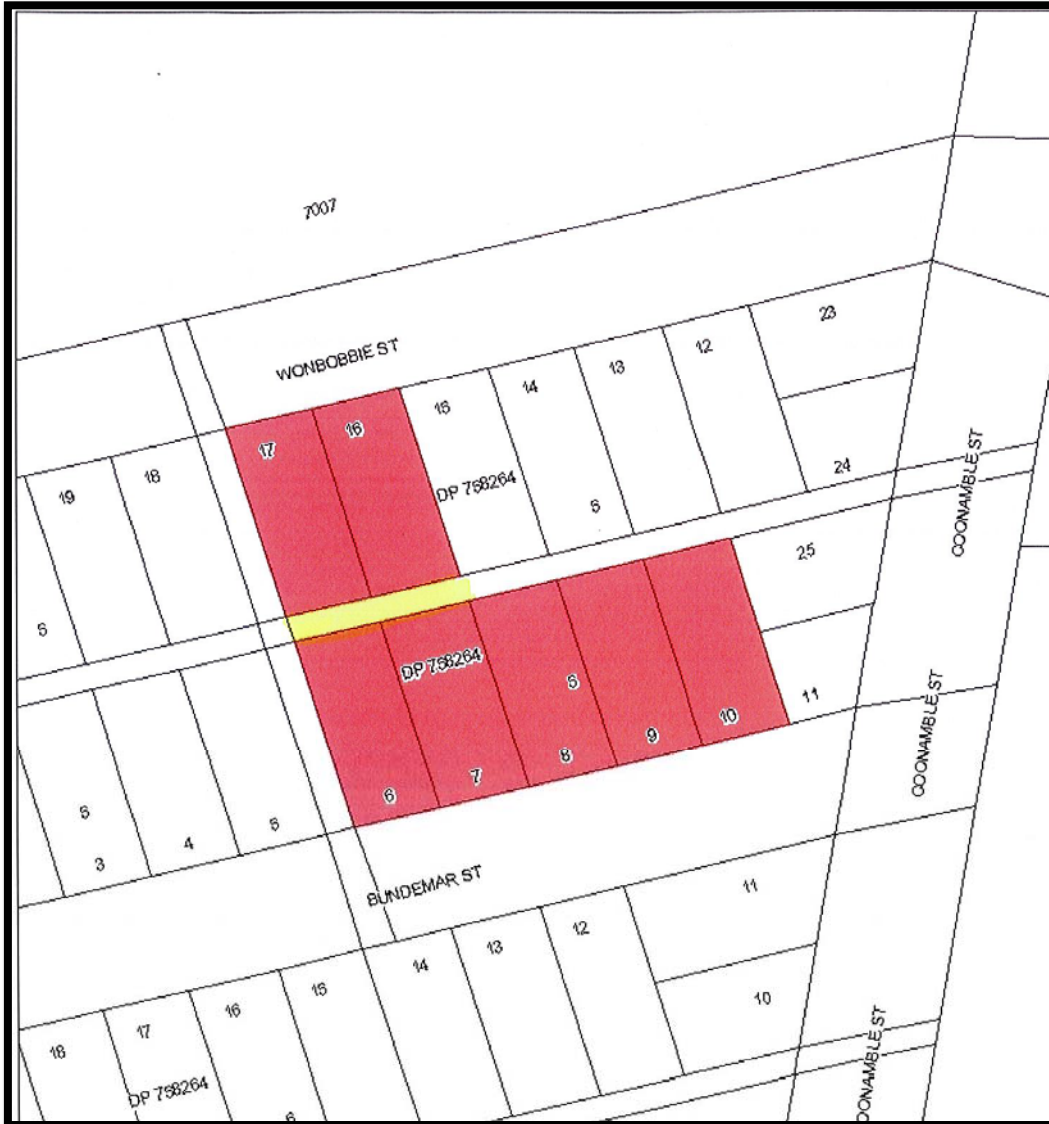


Attachment A

**WARREN SHIRE COUNCIL**  
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**ITEM 2      REQUEST TO CLOSE PART OF A REAR LANE AT COLLIE**  
**CONTINUED**



**Attachment B**

**WARREN SHIRE COUNCIL**  
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**ITEM 3      WARREN AIRPORT DEVELOPMENT**

**(A2-1)**

**RECOMMENDATION:**

1. That Council submit a development application for the subdivision of lots at the Warren Airport;
2. That the conditions of sale of the land include a restriction of user to allow for the land to be returned to Council after two years if it is not built upon;
3. That Council determine a sales price for the land during the construction of Stage 1 of the subdivision;
4. That Council advertise the proposed hangar lots for sale at 50% completion of Stage 1 of the subdivision; and
5. That monthly Progress Reports are submitted to Council including costs to date for works undertaken as part of the subdivision excluding required maintenance items.

**PURPOSE**

This report has been prepared as per Council resolution 186.8.18 of the August 2018 Council meeting and relates to the development of an Airport subdivision to allow aircraft hangar lots at Warren Airport.

**BACKGROUND**

Council, the Community and the Warren Airport Committee have viewed the Warren Airport Master Plan, which contains advice on the growth and development of the Airport facilities. As part of this plan a Airport subdivision to allow aircraft hangars has been proposed. Council at the August 2018 meeting resolved to seek a further report on the proposed subdivision, the costs and the works required.

**REPORT**

The Warren Airport Master Plan contains advice that to grow and develop the airport, land should be released to allow people to build hangars and future aircraft related businesses. Council, at its August 2018 meeting requested that a further report be provided to allow Council to assess the costs of a subdivision and the development of land.

To ensure that the airport develops and that it can grow in use, the Council as the land owner will need to look at opportunities to provide land, both freehold and leasehold to the public. It is considered that the best option for Council is to provide freehold land and generate rates income from the land to reinvest back into the airport operations and future development.

The remote locality of the airport can be considered in two ways, it is considered as a draw back or as an opportunity as shown in the following areas. To attract people in the competitive aviation sector, the Council may consider the provision of land to aviation businesses free of charge, but with restrictions placed on the new owner to build on the land within a defined time frame. This timeframe is proposed as a 2-year term, before the land reverts to Council ownership. This would be a delayed transfer process by Council. Once the building is constructed, then the transfer would occur. Many businesses are looking for airport security of land ownership due to lease arrangements and an inability to source development loan funding.

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**ITEM 3      WARREN AIRPORT DEVELOPMENT**

**CONTINUED**

Further, several aviation businesses are being relocated from areas such as Bankstown and Camden due to development of the airports and the land value for other commercial and urban land uses.

It is considered that the provision of land to private hangar owners be at a cost of recovery to develop the land and that a minimum two-year period by which a hangar is constructed is required.

The investment in an aviation business and the creation or relocation of employment to this area has a significant flow on effect that pure economic consideration of land value and associated infrastructure cost cannot address. It is considered that a new business that employs people who live locally either in their owned home or rental property, shop locally and pay the airport land rates has a significant benefit to the long-term community survival well about the price of land on a remote airport.

Hangar development will need to be determined against Part 139 CASA MOS and OLS clearance areas for aircraft under night operations (see attached plan).

To advertise this available land, promotion should be undertaken at major aviation events such as those held at Narromine and Parkes and by direct contact with aviation businesses both regionally and State wide.

The recreational and sport aviation industry is growing in Australia. This is due to the costs associated with private and commercial flight training, but also due to the range of high-quality aircraft products being developed and the ability for a company to be formed to produce kit aircraft for home builders to construct. Many aircraft now fall within this category and sheds, hangars and houses are being used to construct aircraft.

In promoting Warren Airport, it is considered that the development of hangars, and business incubator arrangements should be considered to allow people to move to this airport and undertake a building project with other builders at the same location.

This will start to generate on flows in business development such as aircraft spray painting, aircraft fit outs, general mechanical and aviation radio / instrument services.

The attached concept plan has been discussed at the Warren Airport Committee meeting and some suggested changes have been proposed to straighten the taxiway and relocate the current light poles. These have been included in costing shown below (plan attached).

**FINANCIAL AND RESOURCE IMPLICATIONS**

The following information and costs are the preliminary estimates developed for this report and may require adjustment during the project. It is important for Council to understand the progress and costs of this project and an ongoing monthly report is proposed to council.

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**ITEM 3 WARREN AIRPORT DEVELOPMENT**

**CONTINUED**

<b>Item</b>	<b>Area x \$</b>	<b>Total cost \$</b>
Develop Apron to sealed surface	625m <sup>2</sup> x \$650	\$406250
Construct and seal Taxiway "B"	240m <sup>2</sup> x \$650	\$156000
Construct and seal Taxiway "C"	240m <sup>2</sup> x \$650	\$156000
Relocated light poles (2)		\$3500
Install new culvert to relocate taxi way (1)	(1 @ \$18,000)	\$18000
Install new culvert to taxi way "C"	(1 @ \$18,000)	\$18000
Construct tie down areas (4)	4 x \$600	\$2400
Install services (water & electricity) conduits from Terminal area	M length x \$	\$4500
Soil test lots initial back hoe pits	20 x \$150	\$3000
Survey Fees and registration of subdivision	\$5000	\$5000
Development Application	\$400	\$400
Project Management fee	10%	\$99055
Promotion cost	\$2000	\$2000
Land contours for drainage	m length x \$250	\$25000
Land contouring to improve lot appearance	m <sup>2</sup> x \$250	\$200000
Gravel Carting and purchase	\$/ Tonne x distance	\$8500
<b>Total Estimated Cost</b>	<b>Total minus PM &amp; Contingency</b>	<b>\$990550</b>
Contingency 15%		\$148582
<b>Total Cost</b>		<b>\$1238187</b>

It is considered that the realignment of the taxiway and relocation of the light poles is not critical to the development of the lots and should be considered at a future time. The light poles are essential for emergency flight requirements and a review of the apron design needs to be undertaken to allow for fuel, larger plant parking and access to RFS facilities.

Council will also undertake essential maintenance from its annual budget to repair culverts, improve headwall structures, repair taxiways and runway intersections. These are outside the cost of developing the subdivision project.

The sale of land should be established based on the recovery costs of the subdivision only. The current tie down area and taxi path do not necessarily form part of the subdivision but are integral to the access needed to the Stage 1 lots. It is considered that half the cost of this work should relate to the subdivision overall. Stage 1 of the subdivision will not require taxiway "C" or the culvert to taxiway "C" to be installed. This will form Stage 2 of the project.

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**ITEM 3      WARREN AIRPORT DEVELOPMENT**

**CONTINUED**

It is not intended to install water, sewer or electricity services to the proposed lots at Stage 1, however Council should install pipes and conduct underground prior to the construction and sealing of aprons and taxiways to prevent future disturbance. This cost forms part of the subdivision. It is proposed that hangars shall have rainwater tanks to retain rainwater for personal use and to reduce the groundwater flow effect from buildings. An integrated stormwater system shall be included in the subdivision design and may consist of overland swales and channels that can be maintained within easements.

It is not proposed to fence the lots and Council should include a requirement on the title to prevent fencing of lots to allow ease of access around the buildings. This is a normal requirement for on airport buildings.

Council is not required to provide lighting to taxiways other than those that exist. It is considered that with changes in technology, hangars and outside lighting can be provided by modern solar (PV) systems.

The saving by delaying these works reduces the total cost to \$922,687.

**LEGAL IMPLICATIONS**

Council is required to submit a Development Application for approval.

Council will use a registered surveyor to prepare the title documents, plans and lodge these with the NSW Lands Office.

**RISK IMPLICATIONS**

In all subdivisions a risk exists that the project will be above budget estimates/ predictions, that the sale of land will not match the owner's needs or that other delays cause issues with competition of contracts.

A complete project plan will be developed and reported to Council monthly to keep council informed of the progress, and any enquiries for land and the available costs and time frames.

**STAKEHOLDER CONSULTATION**

This project has been presented to the Warren Airport Precinct Committee and to Council.

Council will need to promote the land availability to Aero organisations and write to businesses at major regional and city Airport facilities to promote interest.

**OPTIONS**

Council has the option to undertake this development or not proceed with this development.

**CONCLUSION**

This report has been prepared as per council resolution 186.8.18

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

Delivery Plan 3.1.3 Maintain and enhance the local aerodrome and promote its use.

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**ITEM 3      WARREN AIRPORT DEVELOPMENT**

**CONTINUED**

**SUPPORTING INFORMATION /ATTACHMENTS**

Draft Warren Airport Concept Plan and CASA Manual of Operation Standards (MOS) clearance / separation distances.

**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager of Engineering Services  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 27<sup>th</sup> September 2018

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**ITEM 4      WARREN POLOCROSSE CLUB REQUEST FOR DONATION      (D8-1)**

**RECOMMENDATION:**

That, as the team numbers participating in the 2018 Warren Polocrosse Carnival were about half the usual number that the Polocrosse Club be required to pay only for a one day event and not a two day event thus halving the Showground user fee for the 2018 Warren Polocrosse Carnival.

**PURPOSE**

The purpose of this report is to seek the Council's willingness to assist the Warren Polocrosse Club with the overall cost of running the 2018 Warren Polocrosse Carnival.

**BACKGROUND**

Correspondence has been received from the Warren Polocrosse Club Incorporated seeking assistance with the cost of conducting the 2018 Annual Warren Polocrosse Carnival. A copy of the Polocrosse Club correspondence is attached, *Attachment A*. As can be seen from the attached letter the Warren Polocrosse Annual Carnival normally attracts between twenty-five (25) and thirty (30) participating teams. However, it only attracted fourteen (14) teams for 2018 and the club did consider cancelling the carnival. The correspondence does indicate that the reason for the reduction in participating teams is the financial hardship being felt by most because of the ongoing drought conditions.

**REPORT**

The correspondence does indicate that I, as Divisional Manager Engineering Services, was contacted prior to the event and indicated that the carnival should proceed as the Council should be able to assist. This comment is not exactly correct; I was contacted and advised that what was being requested was a Council donation and that neither I, the General Manager or any other staff member has the delegated right to offer or commit Council to any level of donation. Advice was offered/suggested that a letter be forwarded to Council seeking assistance and this assistance may be considered by the Council at one of its future meetings.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The Polocrosse Club ground usage cost for the 2018 carnival is \$2,546 and it was factored into Council's 2018/19 Budget Income stream as a standard usage fee. Therefore, if the Council resolves to meet the Polocrosse Club donation request then it would need to be allocated the expense from the Council Donation Allocation.

**RISK IMPLICATIONS**

There may be risk if the Council does offer assistance that a precedent may be set, and other Racecourse/Showground users may seek similar donations. As the Council would be aware the Showground/Racecourse complex does cost in excess of \$200,000 to maintain each year.



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**ITEM 4      WARREN POLOCROSSE CLUB REQUEST FOR DONATION**  
**CONTINUED**

**STAKEHOLDER CONSULTATION**

Other than the members of the Warren Polocrosse Club and Council no other stakeholders have been consulted.

**OPTIONS**

Council's three (3) options are; nil contribution, partial contribution or total contribution.

**CONCLUSION**

That this application is worthy of consideration but, consideration must also be given to the budgetary effect and perhaps the establishment of a precedent.

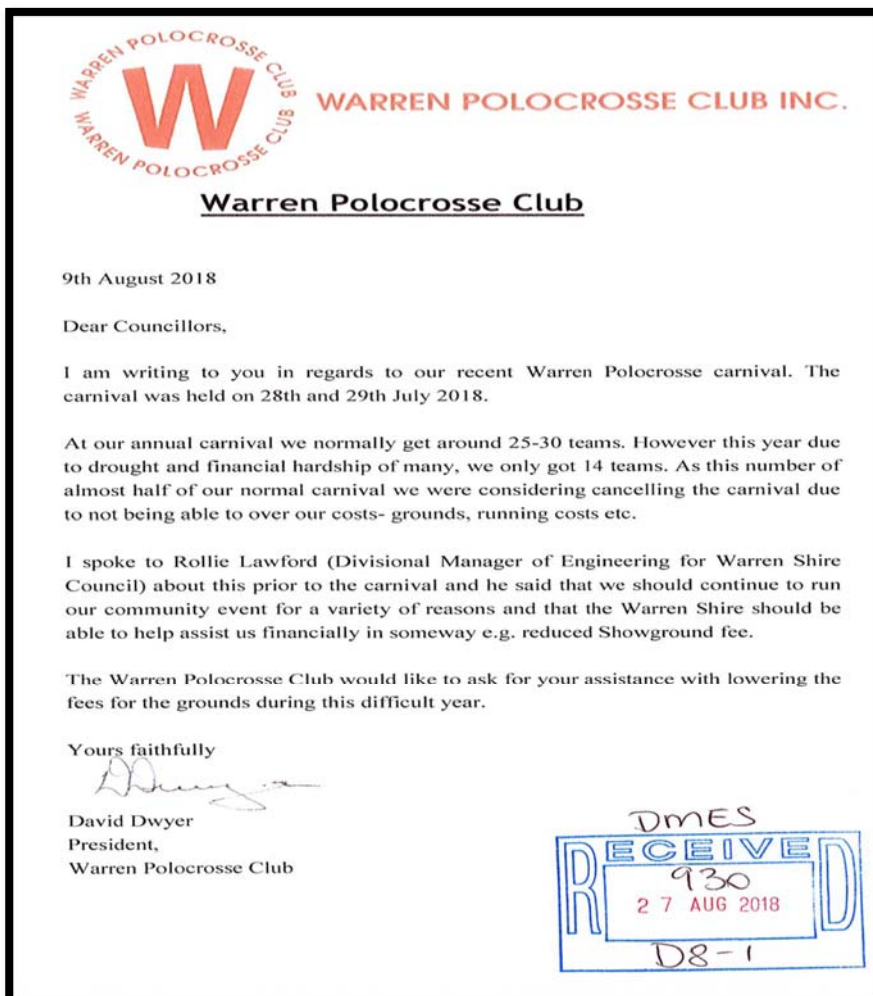
**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

1.1.6. Co-ordinate and support community groups to promote events and activities within the local community.

*Comment;* - The defined "Measure" quote in the 2018/19 Council Operational Plan for "1.1.6" is "*Donation/support provided with council approval*".

**SUPPORTING INFORMATION AND ATTACHMENTS**

**Attachment A**      Letter from David Dwyer President of the Warren Polocrosse Club



# Section

# 6

# Manager Health & Development Services

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 27<sup>th</sup> September 2018

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**ITEM 1      IMPOUNDING OFFICER'S REPORT**

**(P4-4)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

To record the duties and hours the Ranger has undertaken in the previous Month.

**BACKGROUND**

The Ranger has various duties including animal control, wandering stock and patrolling overgrown allotments along with many other duties performed throughout the month. These are recorded in the report as attached.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The number of surrendered dogs at the pound affects the number of dogs being euthanised in any given week. This comes at a cost to Council from the Warren Veterinary Services.

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION OPTIONS**

Nil.

**CONCLUSION**

The report provides information to Council and community on animal and other controls.

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

1.4.7 Provide animal control services to meet the demands of the community.

**SUPPORTING INFORMATION/ ATTACHMENTS**

Impounding officers report August 2018

# WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27<sup>th</sup> September 2018

## ITEM 1 IMPOUNDING OFFICER'S REPORT

CONTINUED

Hours Day	Week Ending: 10th August 2018							Week Ending: 17th August 2018							24th August 2018						
	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
Patrol			3	4	4.5	S/L 6.5	S/L 7.25			3	3	3	5	2			P/H	2	3	4.25	Flexi
Feed/Water & Clean Pound Hours	1	1	2.5	1	1	2	1	1	1	1	1	1	2	5	1	1	1	1	1	1	1
Office/training			3	3.5	3		0			4.5	3.5	4.5	1.5	1.25				1	4.5	3	0
Impounding/Releasing/Euthanasia										0	1	0	0	0			0	4.5	0	0	0
<b>Total Daily</b>	<b>1</b>	<b>1</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>2</b>	<b>7.25</b>	<b>1</b>	<b>1</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.25</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>8.5</b>	<b>8.5</b>	<b>8.25</b>	<b>1</b>
Number of Dogs Impounded						2				2								1	1		
Number of Dogs released																					
Number of Dogs Euthanasia										6											
<b>Total Dogs in Pound</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>
Number of Cats Surrendered																					
Number of Cats Rehoused																					
Number of Cats Euthanasia																					
Total Cats in Pound																					
Kilometers per day																					
<b>Total weekly kilometers</b>	<b>380</b>							<b>410</b>							<b>440</b>						
Speed odometer reading @ end of week	<b>23011</b>							<b>23391</b>							<b>23801</b>						
Other General Notes																					
Total weekly hours																					

CALL OUT Key A - roaming dog, B - barking dog, C - attacking dog, D - dog in trap, E - cat in trap, F - roaming cat, G - stock out, H - stock being attack, I - snake

# WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27<sup>th</sup> September 2018

## ITEM 1 IMPOUNDING OFFICER'S REPORT

CONTINUED

		Week Ending: 31st August 2018																				
Hours	Day	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
Patrol				3	Flex 4	4.5	3	A/L 8.25														
Feed/Water & Clean Pound Hours		1	1	2.5	1	1	1															
Office/ training				3	3.5	3	4.5															
Impounding/ Releasing/ Euthanasia																						
Total Daily		1	1	8.5	8.5	8.5	8.5	0														
Number of Dogs impounded					1	4																
Number of Dogs released						2																
Number of Dogs Euthanasia					1																	
Total Dogs in Pound		5	5	5	5	7	7	7														
Number of Cats Surrendered																						
Number of Cats Rehoused																						
Number of Cats Euthanasia																						
Total Cats in Pound																						
Kilometers per day																						
Total weekly kilometers								220														
Speed odometer reading @ end of week								24241														
Other General Notes																						
Total weekly hours																						

**CALL OUT Key:** A - roaming dog, B - barking dog, C - attacking dog, D - dog in trap, E - cat in trap, F - roaming cat, G - stock out, H - stock being attack, I - snake

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 27<sup>th</sup> September 2018

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**ITEM 2      REVIEW OF THE WARREN WAR MEMORIAL POOL  
OPENING HOURS AND ENTRY FEES      (S19-2)**

**RECOMMENDATION**

1. That the information is received and noted; and
2. The opening hours of the Warren War Memorial Swimming Pool be revised and extended during the months of December and January and;
3. The entry fee for single entry and school carnivals (normal admission) be changed from \$3.30 to \$2.20.

**PURPOSE**

The purpose of this report is to review the Warren War Memorial Swimming Pool opening hours and entry fees after feedback was received from the Interagency Support Services Committee.

**BACKGROUND**

At the August Council Meeting delegates report of Warren Intergency Support Services meeting held on Thursday 9<sup>th</sup> August 2018, it was requested that Council be informed of feedback from the committee in relation to the pool being inaccessible during squad training on weekday afternoons and that some other Councils offer free access to their pools either in general or on days when the temperature is extremely high.

Warren War Memorial Swimming Pool opening hours are currently;  
6-8am & 1-6pm weekdays  
11-7pm weekends  
11-6pm school holidays

Squad commence their training after the pool closes. There is a misconception that the pool closes for the purpose of squad training. This is incorrect.

Entry fees are;

Family Full season - \$193  
Family - half season to 31/12/2018 - \$105  
Family - half season from 01/01/2019 - \$113  
Single – full season - \$97  
Single - half season to 31/12/2018 - \$61  
Single - half season from 01/01/2019 - \$68  
Single entry - \$3.30  
Under 1 year of age - Free  
School PE & Sports (child) - \$2.20  
School carnivals (normal admission) \$3.30  
Lifeguards per hour - \$69

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
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**ITEM 2      REVIEW OF THE WARREN WAR MEMORIAL POOL**  
**OPENING HOURS AND ENTRY FEES** **(S19-2)**

**REPORT**

It should be noted that a standard management practice at the Warren War Memorial Swimming Pool is that children under the age of 10 years are not permitted entry without a supervising adult. Additionally, the Warren War Memorial Swimming Pool grounds is a non smoking premise.

The Warren War Memorial Swimming Pool is a shared use pool. Therefore squad can occur during opening times, occupying three (3) lanes and the remainder for other users. This practice will enable younger squad members to attend their training earlier on in the afternoon, whilst still enabling users to swim.

The revised opening hours are below;

Current Opening hours	Revised opening hours
6-8am, 1-6pm weekdays	6-8am, 1-7pm weekdays
11-7pm weekends	12-8pm weekends
11-6pm school holidays	12-7pm school holidays

An additional increase in opening hours till 8pm during December and January when the hottest part of the summer occurs.

The revised entry fees proposed below;  
Single entry - \$2.20  
School carnivals (normal admission) \$2.20

**FINANCIAL AND RESOURCE IMPLICATIONS**

The revised opening hours will result in an increase in expenditure for the provision of lifeguards. However, the possible increase of patrons may result in a higher income from canteen purchases.

Although there will be a reduction of income from a reduced entry fee, it is proposed that Council submit an application to the Federal Drought fund package to offset this loss.

**LEGAL IMPLICATIONS**

Lifeguard to patronage ratios is as per the NSW Royal Life Saving guidelines.

**RISK IMPLICATIONS**

Nil

**STAKEHOLDER CONSULTATION**

Warren Squad training instructor has been consulted.

