



# WARREN SHIRE COUNCIL

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"AUSTRALIA'S WOOL AND COTTON CAPITAL"

# BUSINESS PAPER

ORDINARY MEETING

Thursday 24th March 2016

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Warren Shire Council

**AGENDA - ORDINARY COUNCIL MEETING**

**24<sup>th</sup> March 2016**

**APOLOGIES**

**CONFIRMATION OF MINUTES**

Ordinary Meeting held on Thursday 25<sup>th</sup> February 2016.

**SECTION 1 (WHITE)**

**DELEGATES REPORTS**

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Nil.

**COMMITTEE MINUTES**

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Meeting of Manex held on Tuesday 16<sup>th</sup> February 2016 ..... (C14-3.4)

Meeting of the Economic Development Committee  
held on Wednesday 2<sup>nd</sup> March 2016 ..... (C14-3.22)

Meeting of the Warren Town Improvement Committee  
held on Wednesday 9<sup>th</sup> March 2016 ..... (C14-3.17)

**SECTION 2 (LILAC)**

**POLICY**

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Nil.

## SECTION 3 (BLUE)

### REPORT OF THE GENERAL MANAGER

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Item 1	Outstanding Reports Checklist (C14-7.4) .....	Page 1
Item 2	Committee/Delegates Meetings (C14-2) .....	Page 3
Item 3	Regional Arts Boards Review (C17-1) .....	Page 5
Item 4	Public Address System (S7-1) .....	Page 6
Item 5	Central West Councils Environment & Waterways Alliance (C12-3.2) .....	Page 7
Item 6	NBN Network (C8-2) .....	Page 9

## SECTION 4 (GREEN)

### REPORT OF THE MANAGER FINANCE AND ADMINISTRATION

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Item 1	Reconciliation Certificate (B1-10.13) .....	Page 1
Item 2	Statement of All Outstanding Rates and Extra Charges as at 11 <sup>th</sup> March 2016 (R1-4) .....	Page 3
Item 3	Mt. Foster Quarry – Business Activity (A1-4.35, Q1-1.1) .....	Page 4

## SECTION 5 (YELLOW)

### REPORT OF THE MANAGER ENGINEERING SERVICES

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Item 1	Works Progress Report - Roads Branch (C14-7.2) .....	Page 1
Item 2	Works Progress Report - Water & Sewerage (C14-7.2) .....	Page 4
Item 3	Works Progress Report – Town Services (C14-7.2) .....	Page 8
Item 4	Works Progress Report - Fleet Branch (C14-7.2) .....	Page 9
Item 5	Traffic Information (T5-4) .....	Page 12
Item 6	Strategic Management of Council's Infrastructure (A13-2) .....	Page 13

## SECTION 6 (PINK)

### REPORT OF THE MANAGER HEALTH & DEVELOPMENT

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Item 1	Development Application Approvals (B4-9) .....	Page 1
Item 2	Department of Planning Circulars (P15-10) .....	Page 2
Item 3	Sporting and Cultural Centre Report (S21-2) .....	Page 3
Item 4	Information Centre Record for February 2016 (T4-6.1) .....	Page 4
Item 5	Impounding Officer's Report (P4-4) .....	Page 5

## SECTION 7 (LILAC)

### REPORT OF THE LIBRARIAN

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Item 1	Report of Warren Shire Library Services (L2-3) .....	Page 1
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## MAYORAL MINUTES

## QUESTIONS WITHOUT NOTICE

## SECTION 9 (GREY)

### CONFIDENTIAL

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Nil.

## PRESENTATIONS

**PLEASE NOTE: NSW POLICE COMMUNITY SAFETY PRECINCT MEETING  
WILL BE HELD AT 12 NOON.**

**Section**

**1**

**Delegates & Committees**

# MANEX

## Minutes

Attached are the Minutes of the Meeting of Manex held on Tuesday 16<sup>th</sup> February 2016.

### **RECOMMENDATION:**

That the Minutes of the Meeting of Manex held on Tuesday 16<sup>th</sup> February 2016 be received and noted.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
Held in the Council Chambers, Administration Building, Warren,  
On Tuesday 16th February 2016 commencing at 2.35 pm

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PRESENT:

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Rex Wilson OAM	Mayor
Ashley Wielinga	General Manager
Darren Arthur	Manager Finance & Administration
Jillian Murray	Treasurer
Maryanne Stephens	Manager Health & Development (Chair)
Les Morgan	Manager Engineering Services
Dan Noble	Projects & Assets Engineer
Tim Wark	Water and Sewer Manager

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1. APOLOGIES

An apology was received from Dirk McCloskey who was absent due to external commitments and it was **MOVED** Morgan/Wilson OAM that a leave of absence be granted for this meeting.

**Carried**

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2. MINUTES

**MOVED** Wilson OAM/Murray that the Minutes of the Manex Committee meeting held on 19th January 2016 be adopted as a true and correct record of that meeting.

**Carried**

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3. BUSINESS ARISING FROM MINUTES

- Ice machine to be installed this week.

# WARREN SHIRE COUNCIL

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## 4. ACTION CHECKLIST

Date	Action by	Subject	Comment
Ongoing	GM	Delegations to Staff	Re-issue all delegations
Ongoing	ALL	Employee Performance Reviews	Bring reviews up to date
14.10.14	MHD	Rural Addressing	Audit with Operations Manager
16.2.15	MES/GM	Roads to Recovery	Review Council's Road Network
17.3.15	MHD	Asbestos Register	Update of Asbestos Register in line with latest legislation. Quotations received.
14.10.15	OM	Fencing Lion's Park	In progress

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

**Carried**

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## 5. EXTERNAL PROMOTIONS

The Manex team determined if there were any items of business that could be passed on to the Mayor for external promotions.

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## 6. SENIOR STAFF – WORK PROGRAM

Each Manex team member advised of any important meetings, days away, etc., over the next month.

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## 7. ASSET MANAGEMENT

- LMWU Alliance Asset Management Working Group in process of undertaking NAMF Audit. To visit Warren early March.
- A meeting of Warren, Bogan, Gilgandra and Coonamble to discuss asset management software and the Innovation Fund to be held on the Tuesday 23<sup>rd</sup> February 2016 at Warren.



# WARREN SHIRE COUNCIL

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## 8.1 SPECIFIC WORKS STATUS REPORTS

Project	Budget	Expend	Resp	Comment
Admin Building Air conditioning	6,500	Nil	MFA	
Computer software & hardware	159,552	49,017	MFA	Project Plan implemented changeover September 16
2 x MFD Printer replacement	27,998	27,998	MFA	Installed
Asset Management - IP & R	61,205	Nil	MES/ MFA	
Risk Management	15,000	Nil	ALL	Finalise the development of Risk Management Plans
Training	100,000	34,863	ALL	
Mobile phone upgrades	3,500	150	ALL	
Radio link to Depot	2,249	Nil	MES	No change
RFS Hazard Reduction	47,500	57,591	MFA/ MHD	July 15 / June 16
Desexing Program	5,000	1,586	MHD	Cat Program Complete
Dwelling Specific M&R	34,870	6,309	MHD	
Levee M & R	18,300	1,755	MES	July 15 / June 16
Stormwater Drainage M & R	14,590	1,721	MES	July 15 / June 16
Gunningba Drainage	101,902	73,218	MES	90% complete
Nature Links River Corridor	21,411	35	MHD	
<b>Ewenmar Waste Depot Improvements</b>				
Site building	50,957	27,643	MHD	Report in progress
Fencing	20,000	12,440	MHD	
Roads	15,000	24,868	MHD	
Sporting & Cultural Centre Mezzanine Ramp	12,000	Nil	MES	Works in progress
Library – New MFD	6,530	6,530	MFA	Installed
Library – Drainage & leak proofing	45,000	2,500	MHD	Waiting on quote
Aerodrome – New fence	4,000	2,982	MES	Complete
Aerodrome – Reinstate pavement markings	18,000	7,128	MES	Complete (costs committed)
Playground equipment	20,400	Nil	MES	

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## 8.1 SPECIFIC WORKS STATUS REPORTS

CONTINUED

Project	Budget	Expend	Resp	Comment
Playground soft fall	77,000	Nil	MES	Lion's Park commenced
Layback Path to Cenotaph	12,000	Nil	MES	Work commenced
Tourist Information Bay – Collie	2,500	Nil	GM	
Information Centre – Painting	10,000	5,562	MHD	Completed external only
Information Bay Nevertire	13,500	Nil	GM	
Medical Centre – Dubbo St, reconstruct walls	26,500	32,945	MHD	Complete
Medical Centre – Dubbo St, Interior painting	21,330	15,012	MHD	Complete
Depot Extension – Emulsion Tank	87,272	65,686	MES	Emulsion Tank installed.
<b>Water Supplies</b>				
Water valve and mains replacement	46,000	20,446	MES	5 valves installed
Warren – New 3A Bore	336,562	3,739	MES	Restart NSW – Contract awarded, construction to commence late February / early March
Warren – New 6A Bore	239,768	2,939	MES	
Nevertire – New Bore	211,768	3,832	MES	
Collie – New Bore	361,768	4,416	MES	
Warren – New Water Mains Wilson to Burton Streets	100,555	78,800	MES	Complete
<b>Sewerage Services</b>				
Pump Station – Replacement pumps	7,132	7,845	MES	New pump installed at Gillendoon SPS - Complete
Warren STP	500,000	8,040	MES	EOI Submitted
Mains Upgrade	20,000	4,144	MES	Thornton Avenue 30 metre section renewed
<b>ROADS BRANCH</b>				
<b>State Highway 11</b>				
Ordered Works				
· Reseals	150,000	Nil	MES	March 16
· Heavy patching	141,835	34,474	MES	Works complete, payment to be made

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## 8.1 SPECIFIC WORKS STATUS REPORTS

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Regional Roads</b>				
Reseals	152,000	31,085	MES	March 16
Recycling – RR 424	104,000	23,954	MES	June 16
Resheeting	60,000	Nil	MES	May 16
Regional Roads Black Spot	89,500	Nil	MES	February / March 16
<b>Reconstruction</b>				
RR 424 - Marra Hall Road Stage 2	754,000	618,146	MES	In progress
<b>Local Roads</b>				
Urban Reseals	45,700	288	MES	Works complete, payment to be made
XC5 footpaths	35,000	11,551	MES	Ongoing
Kerb & Guttering	69,479	1,632	MES	Ongoing
New footpath Hale Street	7,132	7,132	MES	Complete
Urban Roads – Heavy Patching	70,000	Nil	MES	March 16
Urban Roads – Bundemar Street	163,366	75,113	MES	March 16
<b>Local Rural Road Reconstruction</b>				
Rural Reseals	245,700	75,324	MES	Complete
Rural Resheeting	810,582	165,711	MES	Ongoing
Reconstruction - Buckiinguy	778,631	100,588	MES	March / June 16
Recycle – Bullagreen Stage 1	38,922	33,706	MES	In progress
Recycle – Bullagreen Stage 2	142,786	84,229	MES	In progress
Reconstruction – Lemongrove Rd	853,933	Nil	MES	March / June 16
Culvert replacement	7,200	Nil	MES	
<b>Plant</b>				
Heavy Plant Purchases - Nett	644,435	546,337	MES	Complete
Light Plant Purchases - Nett	42,345	Nil	MES	July 15 / June 16

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

**Carried**

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## 8.2 PROJECTS AND ASSETS STATUS REPORT

### STATUS REPORT ON CURRENT PROJECTS

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

PROJECT	STATUS	
Town Centre Beatification	Lighting	Town Improvement Meeting held and Scope of Works adopted. Roundabout design forwarded to the RMS for comment. Consultation Meeting date and time to be confirmed.
	Concrete Annulus	
	Bins	
	Bollards	
	"Town Centre" Signage	
	Footpath Tree Surrounds	Complete
Depot Extensions	Project to be prepared for construction start in 16/17 Financial Year.	
Nevertire Information Bay	Review scope of works.	
Blackspot Submission	Submission completed and was submitted on the 22nd July 2015. Awaiting response. Successful projects to be announced in early 2016.	
Active Transport	Grant Application submitted. Awaiting response. Successful projects to be announced in March 2016.	
Emulsion Tank	Complete	
Fixing Country Roads	Expression of Interest submitted. Short listed projects to be announced in early 2016.	
Country Passenger Transport Infrastructure Grant Scheme (CPTIGS)	Waiting on Grant Scheme information. Meeting with Regional Coordinator rescheduled.	

**MOVED** Noble/Wark that the information be received and noted.

**Carried**

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## 9. INFORMATION TECHNOLOGY – COMPUTER SYSTEM

ACTION	ACTION BY	SUBJECT	COMMENT
1	MFA/PAE	Radio link Depot to Office	Review with Council computer system upgrade
4	MFA	Exponare software	Update software and Exponare client machines. Latest Cadastre installed.

**MOVED** Wielinga/Noble that the information be received and noted and this item be removed from agenda and only be included when necessary.

**Carried**

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## 10. WORK HEALTH SAFETY

No action.

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting Held in the Council Chambers, Administration Building, Warren, On Tuesday 16th February 2016 commencing at 2.35 pm

### 11.1 DIVISION OF LOCAL GOVERNMENT CIRCULARS (L5-3)

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

#### Circulars

Date	Circular No.	Description	Comment/Action
Nil			

#### Ministerial Circulars

Date	Circular No.	Description	Comment/Action
08.02.16	M16-01	Innovation Fund - Call for applications to develop new solutions to benefit small rural communities - Applications can be as a group that includes larger NSW Councils	Noted. Meeting of the OROC four (4) Rural Councils is to be held in Warren on the 23/2/16

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

**Carried**

### 11.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS (L5-3)

The following is the Office of Local Government's Strategic Tasks Guide for the months of February and March 2016.

#### Strategic Tasks Guide

DATE	TASK	STATUS
<b>FEBRUARY</b>		
<b>16</b>	Third instalment of Financial Assistance Grants	Noted
<b>28</b>	Last day for RAO to submit QBRS review to Council (LGGR cl.203(1)).	Completed January
	Third quarterly rates instalment due (s.562).	Noted
	Income adjustment for newly rateable Crown Land to be lodged to OLG.	Noted
<b>MARCH</b>		
	Nil	

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

**Carried**

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## 12. OPERATIONAL PROCEDURES (12-11.1)

The Health and Development Department have created/reviewed the following procedures:-

- Q Processing Building Certificate Applications;
  - Q Receipting Swimming Pool Money;
  - Q Typing of a General Letter – H & D Section and
  - Q Updating Monthly Bookings Schedule - Warren Sporting and Cultural Centre.
- 

These procedures are required to be adopted by Manex and they have been e-mailed to the Manex team.

**Moved** Stephens/Noble that:-

1. The information be received and noted; and
2. The procedures; Processing Building Certificate Applications; Receipting Swimming Pool Money; Typing of a General Letter – H & D Section; and Updating Monthly Bookings Schedule – Warren Sporting and Cultural Centre, be adopted.

**Carried**

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## 13. COMPLAINTS / ACTION REQUESTS STATUS

The outstanding complaints/actions list was circulated, matters listed checked and updated where required.

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## 14. E21 ELECTRICITY QUARTERLY REPORT

The October-December Quarterly Report from E21 Electricity Billing was checked and adjustments made where necessary.

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## 15. LOCAL GOVERNMENT PROCUREMENT TRAINING

Local Government Procurement Training is to be held for Council staff on Thursday 3rd March 2016. Staff to attend this training include: the Manex Team, Dean Leach – Storekeeper, Pamela Kelly – Librarian, Steven Thornton - Plant Foreman, David George - Roads Overseer, Darren Clark – Water & Sewer Foreman, Sarie Markgraaff – Finance Clerk (Creditors), Linda George – MES Secretary and Jody Burtenshaw – EA.

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**16. JANUARY 2016 MINUTES AND FEBRUARY 2016 BUSINESS PAPER**

The Committee previewed the February 2016 Business Paper and the January 2016 Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

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**17. GENERAL BUSINESS WITHOUT NOTICE**

- The Manager Health and Development Services advised that plumbing works were required at Council's Stafford Street residence and these works would cost approximately \$12,000. Following a discussion, works are to proceed and are to be funded from Council housing specific works.
- The Manager Health and Development Services advised that she had received an enquiry regarding the roadway at Nevertire between Gunningbar and Belerenga Streets that was encroaching on their land. The General Manager advised this was not a roadway, it was a 6 metre laneway and that is why Council developed Belerenga Street. Therefore, Council may have to close that road.
- The Projects & Assets Engineer advised that both Lion's Park and Macquarie Park playgrounds would be unavailable during the periods of installation of the soft fall.
- The Manager Finance & Administration advised that James Cleasby would be moving out of Unit 1, 2 Pittman Parade.
- The Manager Finance & Administration advised that he would be sitting down with each department to go through job costing numbers to set up the ledger for the new Practical Computer System.
- The Mayor advised Council should be looking to control noxious weeds when undertaking levee maintenance.
- The Mayor enquired regarding the use of round-up. The General Manager advised that checks have been made on the use of Glyphosate based herbicides and advice to date was that it was safe to use, providing directions are followed.

**There being no further business the meeting closed 4.35 pm.**





**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development Committee Meeting**  
**held at the Warren Shire Council Chambers**  
**on Wednesday 2<sup>nd</sup> March 2016, commencing at 3.30pm**

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**PRESENT**

Milton Quigley	Chairman, Councillor
Mark Beach	Councillor
Ashley Wielinga	General Manager
Sarah Derrett	Economic Development Officer

**ITEM 1 APOLOGIES**

Apologies were tendered on behalf of Councillor Tony Van Lubeck and Economic Development Officer Emma Welsh. It was **MOVED** that the apologies be accepted and a leave of absence be granted for this meeting.

**Carried**

**ITEM 2 MINUTES**

**MOVED** that the Minutes of the Economic Development Committee meeting held on Wednesday 2<sup>nd</sup> December 2015 be adopted as a true and correct record of that meeting.

**Carried**

**ITEM 3 BUSINESS ARISING**

Nil.

**ITEM 4 UPDATE ON ACTIVITY PLAN (C14-3.22)**

The following items provide an update on the Activity Plan for the Economic Development Strategy 2013-2016.

**1.0 Attract and Retain Working Families and Employed Young Adults**

<b>1.0 General Activities</b>
-------------------------------

The Economic Development Team continues to liaise with the owners of empty shop spaces to discuss ways to entice people to rent their premises. Current initiatives are as follows:

**Former Peter Browne's Gallery**

A Domestic Violence Awareness display had been in place in the windows of the former Peter Browne shop front since November 2015. This has recently been removed and a new longer term art display is soon to be installed. This is currently being planned with the local Ngemba Wailwan art group.

**Former Warren Nursery Café**

The former Nursery Café has been vacant for some time. In order to make the premises look more appealing, a temporary children's art display has been put in place. Images of this display are as follows:

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**



*Display of artwork by students of Warren Preschool Kindergarten and Little Possums*

**Display in 119 Dubbo Street**

The Economic Development Team continues to work with local community groups and organisations to help coordinate window displays in the empty shop front next to One One Seven Bakery on Dubbo Street. From December to January, the following displays have been in place:

- Twilight Races display by the Warren Jockey Club
- Shop Local for Christmas display by the Warren Chamber of Commerce
- Australia Day display by the Warren Shire Council
- Warren Healthy Town Challenge (HTC) display by the Warren HTC Committee

Images of recent displays are as follows:



*Warren Jockey Club display*



*Warren Chamber of Commerce display*

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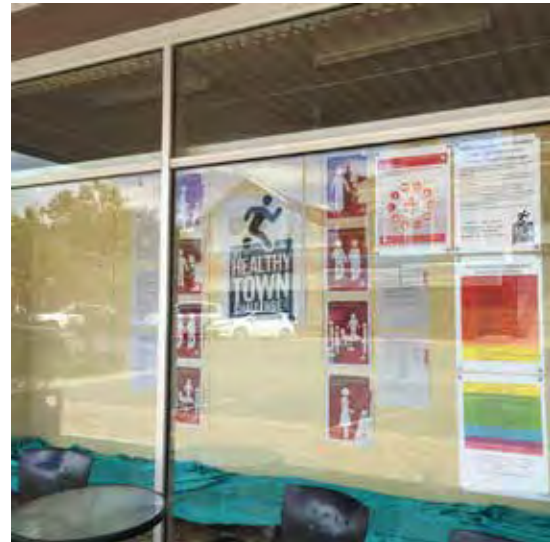
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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**



*Australia Day display*



*Warren Healthy Town Challenge display*

**CBD Paint Program**

The Economic Development team have continued to promote the Warren Shire Council's paint reimbursement program to businesses with the central business district of Warren.

A number of businesses have recently expressed their intention to carry out painting works however no requests for reimbursement have been received for the 2015/2016 financial year and \$2,500 currently remains available to local businesses.

**1.2      Improve the physical appearance of Warren through implementing initiatives as part of the town improvement program.**

**Town Improvement Committee**

A Town Improvement Committee meeting has been tentatively scheduled for Wednesday 9<sup>th</sup> March. Refer to the Town Improvement Committee minutes for an update on activities.

**Clean Up Australia Day**

The following flyer was mailed out to Warren Shire residents regarding Clean Up Australia Day:

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ITEM 4

UPDATE ON ACTIVITY PLAN

CONTINUED



This Clean Up Australia Day, Sunday 6 March 2016, we would like to encourage you to keep Warren Shire beautiful by picking up any unsightly rubbish from the local area - our streets, parks, sporting grounds, bushland, waterways and property boundaries.

According to the latest National Litter Index report, the top 5 most commonly littered items are cigarette butts, paper, plastic objects, plastic food containers/utensils and metal objects. This type of litter and illegal dumping detracts from our beautiful Warren Shire landscape and impacts on our natural environment.

Please do your part and help to maintain a clean environment for your community and visitors alike.

If you wish to clean up near roads, please note that safety precautions are needed. Contact Warren Shire Council before your clean up to confirm specific safety regulations and to be provided with additional items such as vests and garbage bags. Please contact Warren Shire Council on 02 6847 6600.

Thank you for helping to keep Warren Shire beautiful.

**1.3 Create an information pack (paper and email version) targeting working families and employed young adults to the shire.**

The Welcome to the Warren Region Guide is available on the Warren Shire Council website. Website user traffic to this page over the last three months has been as follows:

Month	Page Views	Unique Page Views
November	29	28
December	18	17
January	24	17

Source: Google Analytics.

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

**1.4      Create a promotional campaign to attract working families and employed young adults to the shire.**

The 'Love the Life We Live' website - [www.lovethefewelive.com.au](http://www.lovethefewelive.com.au) - is continuing to be enhanced and a photographer was recently engaged by Regional Development Australia (RDA) Orana to produce new images for the website and other future campaign materials. Photographs taken in the Warren Shire were offered to Council for a small fee however it was decided that there was no current use for the images.

As part of the next phase of the regional relocation project, Bush Media is currently working on the development of a Social Media Strategy in conjunction with RDA Orana and the nine participating Councils across the Orana region.

In the meantime, the link to the website has been promoted via email blast to all local businesses and community groups as well as on Council and RDA Orana Facebook pages and websites.

**1.9      Conduct a careers information session for students in high school to raise awareness of job opportunities in Warren Shire.**

A careers information session for high school students is planned for August 2016.

**2.0      Planning for Housing Needs**

**2.1      Liaise biannually with the real estate agents to gauge the status of the housing market in Warren Shire.**

Overall, real estate agents described the current housing market in Warren Shire as 'slow' and 'on the back foot' but comment was made that the better end of market is currently tracking well. Sales of 'lifestyle' properties with houses and 4 bedroom family homes have been comparatively better than the rest of the market.

**Rental Properties**

Real estate agents have been encouraged by significant movement in the rental market recently with an increasing number of enquiries being received and the number of rental properties under management also growing. This has predominantly been due to new residents arriving in Warren for work, with Green Distillation Technologies (GDT) and the kick-start of cotton season noted as contributing factors.

Collectively, there are currently 10 properties listed as available to rent in Warren with lease agreements for 3 of these properties currently being negotiated.

**Properties for sale**

There are currently 42 residential properties and blocks of land listed for sale with local real estate agents and these range in price from \$25,000 to \$780,000.

Of the total properties and blocks of land, there are currently 24 houses for sale. By way of comparison, there were 19 houses listed for sale in Warren in February 2014 and at that time, real



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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

estate agents confirmed that the level of enquiry from investors had been low. This remains the same today and recent sales have been minimal.

With respect to the availability of vacant land, views differed between the real estate agents. One real estate agent felt that there are enough vacant blocks to meet demand; another expressed concern at the mismatch between a consistent level of enquiry for vacant blocks and a lack of vacant blocks to offer. It was also suggested that the potential use of vacant land in town may be cost-prohibitive due to building requirements and/or the existence of covenants in areas such as the Gunningbar Estate. General consensus is that there are currently a very limited number of vacant blocks on which to build lower cost housing.

<p><b>2.3      Ensure that there is an adequate supply of appropriately zoned and serviced lands to accommodate business growth.</b></p>
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In identifying potential projects for the Murray-Darling Basin Regional Economic Diversification Fund (MDBREDP), the development of industrial land in Warren was considered.

Information was obtained from Gilgandra Shire Council's Industrial Precinct development as an example of such a project. It was noted that the Gilgandra project arose in response to a number of enquiries from businesses seeking to establish commercial enterprises within Gilgandra and that the development ultimately went ahead without grant funding following two unsuccessful grant applications.

It was decided not to proceed with an application for the development of industrial land in Warren at this time.

**3.0      Planning for Future Demands on Services and Facilities**

<p><b>3.0 General Activities</b></p>
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As resolved at last meeting of the Economic Development Committee, the River Gum tree sign is to be replaced and the need for the River Red Gum walk sign to remain is to be investigated and the sign removed if found to be redundant. These matters are yet to be finalised.

<p><b>3.3      Investigate the opportunities for technology in the shire for example National Broadband Network. If the research proves to be viable implement these initiatives.</b></p>
---

An official Sky Muster Launch Event was held at Harbour ISP's Head Office in Mudgee on Thursday 28<sup>th</sup> January. Key points from media coverage of this event were as follows;

- Harbour ISP is one of three providers working with NBN Co as a testing partner in the rollout of a pilot program of approximately 200 end users across Australia.
- Total investment will be in the order of approximately \$2 billion once all the ground stations, satellite deployments and rollout of satellite equipment into people's homes.
- Sky Muster users will have internet speeds three to four times faster than most city based ADSL services.
- Eligible consumers of Sky Muster (those outside of the proposed rollout areas for national broadband network (nbn™) Fibre/Fixed wireless) are encouraged to contact a retail service provider such as Harbour ISP to place an order and have their eligibility assessed.

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

With regard to the nbn™ service, it was requested that the Economic Development Team seek further information from NBN Co with a view to reporting the findings to this Committee meeting.

Since that time, Mr Ian Scott from NBN Co has addressed the General Managers Advisory Committee (GMAC) at their meeting in Dubbo on Friday 19<sup>th</sup> February. Ashley Wielinga has confirmed that he will invite Mr Scott to address Warren Shire Council in the near future.

**4.0      Support Education Facilities to Encourage High Standards**

**4.1      Communicate relevant grant opportunities to education providers including St Mary's School, Warren Central School, and TAFE NSW - Western Institute (Warren College).**

Information regarding the following grant opportunities has been communicated to local education providers;

- Rural Education Australia Program - Foundation for Rural and Regional Renewal.
- Accessible Arts Small Grants program – Accessible Arts.
- Stronger Communities Programme - Australian Government Department of Infrastructure and Regional Development.
- Our Neighbourhood Community Grants - Australia Post.

**4.2      Liaise biannually with schools and TAFE regarding the institutions current education standards as well as their needs for assistance in improving education standards.**

**Warren Central School**

Sarah Derrett met with Mr Duncan Lovelock on Monday 29<sup>th</sup> February. An update from this meeting is as follows:

- There are currently 223 enrolments; representing a four year high and an increase of 16% since July last year.
- The new school plan was to be presented to staff members on Tuesday 1<sup>st</sup> March with community consultation to take place later in the year.
- As part of a new approach, staff will be given the opportunity to offer input to a review of progress against the school plan on a quarterly basis.
- One extra staff member has recently been appointed to cater for increased primary school enrolments and an additional full-time permanent teaching role is expected to be secured within the coming weeks.
- Good outcomes are continuing from the Positive Behaviour for Learning (PBL) program and also from the Early Action for Success program, (a primary school initiative aimed at ensuring that all Kindergarten, Year 1 and Year 2 students are able to attain minimum standards in reading and writing).
- A grant writing 'team' is currently being formed to ensure that the school can make the most of opportunities to apply for grant funding. In addition to regular updates on available grant funding, information has also been provided to Mr Lovelock regarding potential mentoring and workshop training providers.



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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

- A key area of concern is currently the appearance of the front of the school. Mr Lovelock would like to explore options such as laying cement or turf but confirmed that the school had not yet approached Council with regard to this matter.

**St Mary's Primary School**

The Economic Development Team has a meeting scheduled with Mr Paul Kelly on Monday 7<sup>th</sup> March. An update from this meeting will be provided to the June meeting of the Economic Development Committee.

**Warren TAFE**

The Economic Development Team continues to liaise with Community and Customer Support Officer Kerry Ryan on a regular basis. Information about upcoming courses and the recent TAFE Open Day held on Wednesday 10<sup>th</sup> February was communicated to local businesses via email and on the Warren Shire Council Facebook page.

**5.0      Expand Existing Economic Base through Diversification into Sustainable Industries**

**5.2      Encourage the development of the Warren Chamber of Commerce. Remain informed of the members business needs, attend meetings as required and advise the Chamber of new business developments in Warren.**

The Economic Development Team continues to liaise with the Chamber of Commerce on a regular basis.

Support from the Warren Chamber of Commerce was also recently obtained for Warren Shire Council's application under the Energise Enterprise Fund of the MDBREDP. An application for funding was submitted for a skills capability building project for local businesses to incorporate the following components on a one-on-one basis;

1.      Visual merchandising
2.      Digital technology training
3.      Business sustainability consulting

**5.3      Create a business attraction information pack (paper and email version) to be given to desirable businesses. Information pack to highlight key selling features of doing business in Warren plus key data that is relevant to businesses.**

The Orana Economic Development Network has requested that an investment prospectus tutorial/training session be arranged to be led by REMPLAN. A date for this is yet to be set.

**5.5      Support and promote the business awards that form part of the Warren Shire Australia Day awards.**

The Australia Day Community Awards were promoted via the following channels:

- Window display in empty shopfront
- Warren Shire Council website and Facebook page
- Community Noticeboard
- Email blast to business and community contacts

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

**6.0    Enhance the Experience of Visitors to Warren Shire**

<b>6.0    General Activities</b>
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**Warren Visitor Information Centre**

As resolved at last meeting of the Economic Development Committee, costings are to be investigated for internal painting and new brochure stands at the Warren Visitor Information Centre with funding to be sourced from savings within external painting budget and the remainder from Economic Development activities budget if required.

Initial enquiries have been made. Further time is required to finalise a plan for these works.

**Toilet Stops**

As resolved at last meeting of the Economic Development Committee, the Engineering Services Department was requested to inspect and undertake any maintenance or repair work required. This has been attended to.

**Central Inland Destination Management Group**

The Economic Development Team continues to represent Warren Shire Council as part of the Central Inland Destination Management Group. A meeting was attended by the Economic Development Team in Coonabarabran on Thursday 18<sup>th</sup> February.

A key initiative of this group has been the ongoing development of the Great Western Plains – Great Big Adventures campaign.

Following on from the success of the Dubbo + Great Western Plains in 2014-16 which has seen \$400,000 invested by seven local government areas, Inland NSW and industry to establish and market the Dubbo + Great Western Plains brand, Dubbo City Council has now invited Warren Shire Council to participate in the Dubbo + Great Western Plains collaborative marketing activity for 2016/17.

An investment of \$5,000 plus GST has been requested for inclusion in the Dubbo + Great Western Plains Visitor Guide that will be placed in the hands of over 130,000 people and promoted digitally to more than 250,000 people over 18-months.

**RECOMMENDATION TO COMMITTEE:**

1. That the information be received and noted; and
2. Warren Shire Council agrees to continue its support of the Dubbo + Great Western Plains campaign and to contribute \$5,000 + GST for inclusion in the 2016/17 visitor guide.

**Agricultural Tourism Project**

Together with Dubbo City Council and Gilgandra Shire Council (as partners within the Central Inland Destination Management Group) and also Mid-Western Regional Council, Coonamble

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

Shire Council, Bogan Shire Council and Wellington Council, Warren Shire Council's Economic Development Team is currently taking part in the development of an agri-tourism project.

Importantly, the potential of agri-tourism is identified within and supported by the current Central Inland NSW Regional Destination Management Plan.

The general concept of the project is that the group will work with existing and potential new operators to develop agri-tourism product across the region. This would start with industry consultation sessions after which the group will consider the development of an agri-tourism brand and advertising campaign.

In order for this project to proceed, an application under the second round of the Energise Enterprise Fund of the MDBREDP is currently being prepared. Whilst this will be a collaborative project, it has been agreed that Warren Shire Council will be the applicant Local Government Area (LGA) with the other LGAs listed as project partners.

It has been agreed that the group would like to explore the possibility of this project only if grant funding can be secured and no co-funding is to be requested. That is, the application under the second round of the Energise Enterprise Fund will be for an amount of less than \$25,000.

**6.1      Create a training program for the volunteers at Warren Visitor Information Centre. The program will include activities such as: product training session; familiarisations to attractions and accommodation to allow volunteers to gain first-hand experience of the subject they are promoting to visitors.**

The 2016 familiarisation tour program for volunteers at Warren Visitor Information Centre is currently being finalised. The first tour to be offered this year will focus on Warren Shire's food and accommodation offerings.

**6.6      Work closely with RiverSmart regarding the Macquarie Marshes Wetlands Education and Cultural Centre (now Window on the Wetlands Centre)**

The Economic Development Team has continued to work with RiverSmart months and to assist in areas such as providing letters of support, information on various grant opportunities and promoting various RiverSmart activities online (Facebook and the Warren Shire Council website).

A meeting with the Economic Development Team and the Visit Warren Taskforce is to be arranged as soon as practicable to discuss the linkages between the respective strategic plans and to identify areas for closer collaboration.

**7.0      Actively Pursue Grant Funding**

**7.4      Distribute information on grant opportunities to relevant stakeholders.**

Information regarding the following grant opportunities has been communicated to relevant businesses, community and sporting groups;

- Small Grants for Rural Communities Round 29 - Foundation for Rural and Regional Renewal.

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

- Stronger Communities Programme - Australian Government Department of Infrastructure and Regional Development.
- Our Neighbourhood Community Grants - Australia Post.
- NAIDOC Grants - NSW Government Department of Aboriginal Affairs.
- Industry Skills Fund Youth Stream - Training for Employment Scholarships and Youth Employment Pathways pilot programmes.
- Social Scale-up Grants – Westpac Foundation.
- Aussie Farmers Foundation grants – Aussie Farmers Foundation.

**7.5      Assist stakeholders with the grant application process.**

Information and support to apply for grants has been provided to the following group:

- RiverSmart Australia – Energise Enterprise Fund under the MDBREDP.

**7.6      Follow up on grant applications.**

The following grant applications are pending a decision:

- Warren Shire Council – Energise Enterprise Fund, (submitted application for skills capability building project – awaiting outcome).

Advice has been received that the following grant applications were successful:

- Marra Creek Recreation Reserve Trust – granted \$3,500 via Community Building Partnership Program for replacement of windows at the St Mary the Virgin Anglican Church.
- Warren Community Homes Inc – granted \$10,000 via the Caring for Ageing Rural Australians (CARA) grants program for installation of solar panels and split system air conditioning.

Advice has been received that the following grant applications were not successful:

- Warren Shire Council – Community Building Partnership Program, (applications for upgrade to playground equipment and construction of external storage at the Warren Sporting and Cultural Centre).
- Warren Shire Council – Community War Memorial Fund, (application for upgrade and construction of new path at the Warren War Memorial Cenotaph).

**8.0      Provide Training Programs that Fulfills the Needs of the Business Community**

**8.1      Organise business training where funding and business community support is available.**

**8.2      Apply for funding to cover the costs of the seminars.**

See update at 5.2.

**8.3      Promote the training seminars to relevant businesses in the Warren Shire.**

Information regarding the following training opportunities and seminars various businesses and farming contacts in the Warren Shire;

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

- Small Biz Bus – business advisory sessions held in Warren on Friday 5<sup>th</sup> February 2016.
- 1080 and Canine Pest Ejector Training – held in Dubbo on Friday 19<sup>th</sup> February 2016.
- Marra Sheep, Field and Fun Day – to be held on Saturday 5<sup>th</sup> March.
- Solar Pumping Field Day – to be held in two locations around Narromine on Tuesday 8<sup>th</sup> March.
- Phoenix Essentials Training – to be held on Wednesday 9<sup>th</sup> March.
- Coonamble Ag Field Day – to be held on Saturday 2<sup>nd</sup> April.

**10.0 Attract and Promote Events**

**10.0 General Activities**

Further to sharing event details via the Warren Shire Council website, Facebook page and community notice board, email blasts were utilised to promote the following events:

- Warren Healthy Town Challenge Launch Event.
- Warren Healthy Town Challenge Diet and Diabetes Information Night.

**10.4 Actively target potential conferences and events through approaching event organisers. This may include writing proposals and delivering presentations.**

A group of 8 club representatives from the TrackMaster Offroad Caravan Club visited Warren in December 2015 to meet with the General Manager and Economic Development Team. Following a successful meeting, the club has confirmed that they plan to hold their 2017 annual event in Warren in late March or early April.

It is expected that the event would attract around 200 people with around 100 caravans and the Economic Development Team is continuing to liaise with the club to provide information required for their event planning.

**10.13 Digitally update the Warren Shire Calender of Events on Warren Shire Council Website.**

**10.14 Digitally update the Warren Shire Calender of Events on Facebook page.**

**10.15 Each month provide monthly edition of Warren Shire Calender of Events to local newspaper, Council, Warren Visitor Centre, Nevertire Pub and Collie Pub.**

Ongoing.

**11.0 Promote Warren Shire**

**11.9 Search Engine Optimisation: Improve the visibility of the Warren Shire Council website on search engines including Google and Yahoo. On a monthly basis ensure that Warren Shire Council website and Facebook page is ranked first and second place for any words searches relating to Warren.**

The Warren Shire Council website and Warren Shire Council Facebook page currently have the following search engine rankings for key words on the Google and Yahoo search engines:

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

<b>Search term</b>	<b>Google ranking</b>	<b>Yahoo ranking</b>	<b>Site listed</b>
Warren Shire Council	1	1	<a href="http://www.warren.nsw.gov.au">www.warren.nsw.gov.au</a>
Warren NSW	1	1	<a href="http://www.warren.nsw.gov.au">www.warren.nsw.gov.au</a>
Warren	1	1	<a href="http://www.warren.nsw.gov.au">www.warren.nsw.gov.au</a>
Warren Shire Council Facebook	1	1	<a href="http://www.facebook.com/WarrenShireCouncil">www.facebook.com/WarrenShire Council</a>

Warren Shire Council is ranked first for all relevant search terms therefore no website/Facebook changes are required for search engine optimisation purposes at this time.

**11.10 Facebook: Create and maintain a Facebook page for Warren Shire Council to extend the Council's ability to communicate quickly with residents about news, events as well as other council initiatives and activities.**

The Warren Shire Council Facebook page currently has 470 'likes' (up from 422 in December 2015).

Post reach (the number of people a post is served to) has remained steady with an average of 195 people per post from November to February, (up from 184 in the previous quarter).

**ITEM 5      GENERAL BUSINESS**

- Ashley Wielinga provided the following update from a meeting held with Mr Phil Townsend (Senior Economic Adviser from the Murray-Darling Basin Authority) in Warren on Wednesday 2<sup>nd</sup> March 2016 :
  - Alongside the current review of the Murray-Darling Basin Plan (MDBP), a study of twenty-one communities within the Northern Basin (with varying dependence on irrigation) is currently being undertaken.
  - Looking at baseline date from 2000/01 to 2013/14, the study has already identified a decline in the number of seasonal workers (per 1,000 hectares) from 3.8 full time equivalent (FTE) to 0.8 FTE. This has been attributed to the virtual elimination of the need for cotton chipping and the introduction of round baling.
  - The overarching intent of the study is to produce two pages documenting the effect of the (MDBP) on each community in order to inform the development of a community model.
  - Mr Townsend will be returning to Warren in May at which time further progress on the study will be reported.
  
- Sarah Derrett drew to the Committee's attention that a new Economic Development Strategy will be required for 2017-2020.

It was noted that some Councils within the region have sought to engage the services of an external facilitator for this purpose. The current preference of the Committee was that the draft 2017-2020 Strategy be developed by the Economic Development Team in consultation with the Economic Development Committee and tendered to the public for comment.



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# Warren Shire Council

## Town Improvement Committee

Attached are the Minutes of the meeting of the Town Improvement Committee held on  
Wednesday 9<sup>th</sup> March 2016

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### **Recommendation:**

That the Minutes of the Town Improvement Committee Meeting held on Wednesday 9<sup>th</sup> March 2016 be received and noted and the following recommendations be adopted:

#### **ITEM 3.2 BIN ENCLOSURES**

Council award the installation works for the bin enclosures to Mr Steven Bermingham for \$14,300 inc. GST.

#### **ITEM 3.3 BOLLARDS**

That the "traditional" style of bollard be recommended for use at the roundabout.

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**WARREN SHIRE COUNCIL**  
**Minutes of the Town Improvement Committee Meeting held**  
**at the Warren Shire Council Chambers, Warren on**  
**Wednesday 9<sup>th</sup> March 2016 commencing at 4:00pm**

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**PRESENT**

Kevin Taylor	Chairman, Councillor
Brett Williamson	Councillor
Jim McCalman AM	Councillor
Ashley Wielinga	General Manager
Dan Noble	Projects and Assets Engineer
Sarah Derrett	Economic Development Officer
Emma Welsh	Economic Development Officer

**ITEM 1      APOLOGIES**

An apology was tendered on behalf of Les Morgan (Manager Engineering Services) and it was **MOVED** that the apology be accepted and a leave of absence be granted for this meeting.

**Carried**

**ITEM 2      MINUTES**

**MOVED** that the Minutes of the Town Improvement Committee meeting held on Wednesday 25<sup>th</sup> November 2015 be accepted as a true and correct record of that meeting.

**Carried**

**ITEM 2.1    BUSINESS ARISING FROM MINUTES**

Councillor McCalman AM requested an update on works required at the SPAR Carpark. The Projects & Assets Engineer gave a full update on works being undertaken namely; the reglueing of the tops of the retaining walls and the installation of shorten guideposts type markers at the corner of the retaining walls. He also advised that wheels stops had been already installed.

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**ITEM 3.1    ROUNDABOUT UPDATE**

The General Manager, the Manager of Engineering Services and the Projects and Assets Engineer met with Roads and Maritime Services (RMS) staff on Wednesday the 2<sup>nd</sup> of March in Warren. This meeting was called to discuss the proposed beautification works, in particular Council's roundabout design, the location of underground services and the potential asphalt reseal of the roundabout as proposed in the 'Warren Streetscape Masterplan: 2015 Revision'.

Following extensive discussion, Council and RMS were able to agree on a strategy in developing the beautification project. This strategy is as follows:

- Ø Council to forward survey information and Computer Aided Drafted (CAD) drawings to the RMS design team for refining and aligning with adopted standards- Designs Forwarded
- Ø Council to lobby Telstra to repair 'at risk' fibre optic cable in vicinity of roundabout- March 2016
- Ø RMS to approve annulus design and provide a suitable pavement design based on the above information- To be completed late April 2016
- Ø RMS to determine estimate of cost for Council consideration based on agreed scope of works- May 2016
- Ø Council to contribute 50% of the required funds to undertake annulus construction including pavement base- July 2016
- Ø Council to complete non-potable water service relocation as agreed, at the time of annulus construction- July 2016
- Ø Council, under Section 55 of the Local Government Act, to engaged preferred supplier to complete the pavement and annulus works- June 2016
- Ø Council to oversee the construction of the roundabout- July 2016
- Ø RMS to asphalt seal roundabout to pedestrian crossings on Burton Street and Council to consider continuing seal along Dubbo Street legs- March 2017

In summary the outcomes of the meeting were extremely positive with the expected construction start of the roundabout to be early in the 2016/17 financial year avoiding both harvest periods and allowing sufficient preparation and advertising to occur. There will also be a 50% contribution from the RMS for the construction of the concrete annulus which represents approximately \$75,000 saving for Council.

**RECOMMENDATION/MOTION:**

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

**Carried**

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**ITEM 3.2 BIN ENCLOSURES**

WRL Engineering was engaged to construct a demonstration bin enclosure that was intended to be presented to today's committee meeting. This enclosure was not ready for presentation to this meeting with powder coating still to occur however it is expected it will be ready prior to Council's Ordinary Council meeting to be held 24<sup>th</sup> of March 2016. A photograph of the demonstration bin enclosure is shown below (photo of finished bin included after the meeting).



Demo Bin Enclosure at WRL 7<sup>th</sup> March 2016

The intention of the demo enclosure is to enable Council to refine panel sizing and the functionality of the bin enclosures. Once this has been determined WRL is confident that they are capable of supplying these bin enclosures below the price offered by Street Furniture Australia of \$2,435.40 inc. GST. This will be determined once the final cost of the finished enclosure is known.

Council sought two quotations for the installation of these enclosures based on the locations and scope of works provided; including to:

- Ø Cut and relay pavers on Dubbo Street and Burton Street to suit bin enclosures:  
725mm x 810mm x 1335mm
- Ø Pour 15 concrete slabs: 825mm x 910mm x 100mm
- Ø Install 17 new bin enclosures including 2 bin enclosures to be fixed to the existing concrete at the Post Office and 11 Burton Street (Adele's Cutting Cottage)
- Ø Remove 23 existing basket bins and restore paving where necessary

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**ITEM 3.2 BIN ENCLOSURES**

**CONTINUED**

Council received a quote from Mr Steve Bermingham to complete the work as per the scope for \$14,300.00 inc. GST. It is felt that this is a fair and reasonable price and that Mr Bermingham will be able to undertake the work in a manner that is suitable for the town CBD.

**RECOMMENDATION:**

That;

1. the information be received and noted; and
2. Council award the installation works for the bin enclosures to Mr Steven Bermingham for \$14,300 inc. GST.

**RECOMMENDATION TO COUNCIL:**

**MOVED** that;

1. the information be received and noted; and
2. Council award the installation works for the bin enclosures to Mr Steven Bermingham for \$14,300 inc. GST.

**Carried**

**ITEM 3.3 BOLLARDS**

A sample of three (3) different types of bollards were available for inspection at the meeting and it is also proposed that these bollards be available at the Council Meeting on Thursday 24<sup>th</sup> March 2016.

**RECOMMENDATION TO COUNCIL:**

**MOVED** that the “traditional” style of bollard be recommended for use at the roundabout.

**Carried**

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**ITEM 3.4 PROJECT STATUS**

SUMMARY OF STATUS				
Item No.	Description	Cost	Priority	Status
1a.	Roundabout- Annulus Upgrade & Landscaping	\$90,270	2	Awaiting design and cost estimate from RMS for July construction start
1b.	Bollards	\$36,062	2	Bollard styles to be presented to committee and installed during roundabout works
2.	Bin Enclosures	\$62,233	1	Awaiting final quote from WRL
3.	SPAR Carpark (Complete)	\$33,508	-	Complete
4a.	Greening of Footpath	\$48,142	4	Further investigation
4b.	Climber Plantings	\$14,226	3	Further investigation
5.	Seating with Shade Canopies	\$21,167	1	Awaiting quotes from suitable landscapers
<b>TOTAL</b>		<b>\$305,608</b>		

**RECOMMENDATION/MOTION:**

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

**Carried**

**ITEM 4 GENERAL BUSINESS**

- Councillor Williamson enquired if the provision of conduit for the future installation of CCTV. The General Manager advised there was no specific conduit for CCTV as there had been no discussion on CCTV being on the roundabout. Notwithstanding this there will be existing conduit for services.
- Dan Noble advised of his resignation from the role of Projects and Assets Engineer and thanked the Committee for their support.
- The Committee formally acknowledged the contribution by Council's Projects & Assets Engineer, Mr Dan Noble and expressed their appreciation and wished him well in his future at Singleton Shire Council.

**WARREN SHIRE COUNCIL**  
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**ITEM 5      NEXT MEETING**

Next meeting to be held on Wednesday 27<sup>th</sup> April 2016.

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 4.45 PM**

**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 24<sup>th</sup> March 2016**

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

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
25.7.13	210.7.13	Sale of Land to W Berry (Lot 2, DP1104089)	GM	GM to prepare further report to Council
*26.2.15	48.2.15	Warren Family Health Centre – Management	GM	Meeting with RaRMS on usage
23.7.15	161.7.15	Dubbo Street Medical Centre	GM	Negotiate use with WHFHS, MOW and Community Transport
*27.8.15	QWN 1 Serdity	Councillor area/road inspections	GM	To be reported on in the next term of Council
24.9.15	238.9.15	Visitors Information Centre	GM	Liaising with Mrs Irving
3.12.15	299.12.15 (1)	Lot 183 DP 736208 Sale to Plunkett	GM	Solicitors instructed
3.12.15	299.12.15 (2)	Road Closure – Myra Lane	GM	Liaising with Community Homes
*28.1.16	10.1.16	Mergers Submission Dubbo City Council	GM	Submission forwarded
28.1.16	15.1.16	Sale Lot 3 & 4 DP 861182, Nevertire	GM	On hold
25.2.16	QWN 2 Quigley	Council Chamber's improvement	GM	Call meeting
<b>Manager Finance and Administration Services</b>				
*24.9.15	243.9.15	Innovation Fund Grant – Strategic Asset Management System	MFA	Application submitted
25.2.16	48.2.16	Transfer Lot 11 & 12 DP 758264 Collie to Council	MFA	Awaiting contact from transferee
<b>Manager Engineering Services</b>				
23.10.14	298.10.14	Pipe Crossing – L Steele SR 9 Booka Road	MES	Agreement sent, awaiting its return from applicant for Council endorsement
*21.5.15	100.5.15	Showground/ Racecourse Complex PA System	MES	Report to go to this meeting
*27.8.15	201.8.15	United Christian Broadcaster Licence Agreement	MES	Complete



**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Chambers, Warren, on Thursday 24<sup>th</sup> March 2016**

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**ITEM 1            OUTSTANDING REPORTS CHECKLIST            CONTINUED**

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Engineering Services Continued</b>				
22.10.15	263.10.15 (b)	PQ 15/16-02 Plant 12 Multi SP Roller	MES	Delivery March
3.12.15	291.12.15	WSCC Ramp and Mound Works	MES	Works in progress
*28.1.16	25.1.16 (2)	Construction of 4 Bores	MES	Contract documents signed
*25.2.16	44.2.16	Warren Golf Club – Water supply	MES	Temporary transfer complete
*25.2.16	QWN 1 McCalman AM	Valve pit – Oxley Park	MES	Works complete
<b>Manager Health &amp; Development</b>				
3.12.15	318.12.15	Mount Foster Quarry Residence and Quarters	MHD	Arrange demolition
25.2.16	39.2.16	Purchase of gym equipment	MHD	Equipment ordered
*25.2.16	59.2.16	DA P16-16.01 Subdivision – Weigela	MHD	Consent issued
*25.2.16	60.2.16	DA P16-16.02 Dwelling	MHD	Consent issued
*25.2.16	61.2.16	DA P16-16.04 Subdivision Bundemar Road	MHD	Consent issued

**RECOMMENDATION:**

That the information be received and noted and that the items marked with an asterisk (\*) being 26.2.16 – 48.2.15, 27.8.15 – QWN 1 Serdity, 28.1.16 – 10.1.16, 24.9.15 – 243.9.15, 21.5.15 – 100.5.15, 27.8.15 – 201.8.15, 28.1.16 – 25.1.16 (2), 25.2.16 – 44.2.16, 25.2.16 – QWN 1 McCalman AM, 25.2.16 – 59.2.16, 25.2.16 – 60.2.16 and 25.2.16 - 61.2.16 be deleted.

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**ITEM 2      COMMITTEE/DELEGATES MEETINGS      (C14-2)**

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

**HELD**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
25.2.16	Interagency	Warren
29.2.16	CMCC	Gilgandra
2.3.16	MDBA – Senior Economic Advisor	Warren
2.3.16	Economic Development Committee	Warren
4.3.16	OROC Board	Cobar
9.3.16	ANZAC Day Working Group	Warren
9.3.16	Town Improvement Committee	Warren
16.3.16	RFS – BFMC & SLA Meeting	Coonamble
23.3.16	Outback Arts AGM	Coonamble

**FUTURE MEETINGS**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
28.4.16	Interagency	Warren

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**ITEM 2      COMMITTEE/DELEGATES MEETINGS      CONTINUED**

The following information | publications have been received and are available for Councillors' perusal.

- q The new NBN Sky Muster Service - Fact Sheet
- q Australian Red Cross, Humanitarian - December 2015
- q Club Life - March 2016
- q Central West Councils Environment & Waterways Alliance – 5 Year Plan
- q The Macquarie Marshes Wetland System Poster
- q Draft - New Local Government Act Development Consultation – Phase 1 Submission from OROC Rural Councils
- q NSW Rural Doctors Network – 2016 Reference Book
- q IPWEA (NSW) Roads & Transport Directorate – January 2016
- q Fire Australia – Summer 21015
- q Waste Management Review – February/March 2016

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 3      REGIONAL ARTS BOARDS REVIEW      (C17-1)**

Arts NSW has released an independently commissioned review of Regional Arts Boards governance, along with an implementation plan involving Local Government in a range of initiatives.

LGNSW is inviting councils to provide feedback so it can make representations on behalf of members.

Currently the 14 existing Regional Arts Board (RAB) networks in NSW are supported by over 100 local councils. In 2014, Arts NSW commissioned a review of the network. The Arts NSW response to the review and implementation plan proposes that Arts NSW will:

- Support the transition to skills based boards over the next three years and provide templates and resources to assist RABs in the process
- Strongly encourage the adoption of memoranda of understanding between RABs and councils to formalise partnership arrangements and funding support
- Consider changes to RAB regional footprints following decisions around proposed local government boundaries reform
- Encourage councils to contribute financial support at the minimum rate as set out by Regional Arts NSW
- Work with Regional Arts NSW to put together a longer term professional development program for each RAB by June 2016
- Support targeted professional development activities for each RAB
- Work with Regional Arts NSW to develop a statement of roles and responsibilities by June 2016, and
- Continue to provide direction and support to RABs and collaborate with key stakeholders to support the delivery of services.

The submission deadline for feedback to LGNSW is Wednesday 30 March.

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 4      PUBLIC ADDRESS SYSTEM      (S7-1)**

The majority of community events in Warren are held at the Warren Showground Racecourse Complex; Warren Show, Polocrosse carnivals, Campdraft events, Pony Club Carnival, Jockey Club Race Meetings and as well as various community functions. The PA system is in desperate need of being replaced.

An application along with video and quotes was submitted to the Royal Agricultural Society of NSW for \$25,000. An additional \$20,000 would be required to install a Public Address System (PA System). It is vital to have an effective PA system for the effective running of community events.

A condition of the grant is that a commitment of the additional funds is given.

(Report prepared by the Economic Development Team).

**RECOMMENDATION:**

1. The information be received and noted; and
2. Warren Shire Council commits \$20,000 to the community project should the grant application be successful.

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**ITEM 5      CENTRAL WEST COUNCILS ENVIRONMENT & WATERWAYS ALLIANCE      (C12-3.2)**

The Central West Councils Environment & Waterways Alliance (Alliance) was originally the Water Quality & Salinity Alliance, set up as part of the Local Government Reference Group of the Catchment Management Authorities (CMA). The CMA's have been integrated into the Local Land Services.

The Central West Councils Environment & Waterways Alliance is a partnership of 19 Councils across the Central West of NSW, encompassing both the Central Tablelands and Central West Local Land Services regions. The Alliance exists to improve environmental outcomes across the region. Warren Shire Council is an existing member of the Alliance.

To facilitate the operation of the Alliance a Project Support Officer is employed to assist Councils with on-ground works, grant funding opportunities, project development and management and the organisation of Alliance meetings and capacity building events. This role is supported and complimented by relevant staff from both participating Local Land Services regions.

In 2015 the Alliance experienced a significant period of change and growth. The name of the Alliance was changed to the Environment & Waterways Alliance (formerly the Salinity & Waterways Alliance) to better represent the priorities and outcomes of the partnership. This recognises that much of the focus of the group surrounds issues along waterways and rivers – Coxes, Fish, Macquarie, Castlereagh, Bogan, Lachlan, Cudgegong Rivers and their many tributaries as well as the surrounding terrestrial catchments.

As well as a new name the Alliance has adopted a new 5 Year Plan to guide works into the future. This 5 Year Plan was developed in consultation with member Councils and took into account priorities and objectives from each member Councils Community Strategic Plan and Operational Plan as well as the Local Land Services State Strategic Plan. The 5 Year Plan features a range of Strategies and Actions designed to deliver on the six Priorities identified within the plan being:

- Land;
- Biodiversity;
- Water & Waterways;
- People & Communities;
- Towards Sustainability; and
- Council Capacity.

These six strategies align with the existing Regional State of the Environment Reporting of which Warren Shire Council is also involved in.



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**ITEM 6      NBN NETWORK**

**(C8-2)**

NSW leads the nation in relation to the rollout of the NBN network, with the majority of the state now either in the construction plan or able to connect. The NBN Network is in two (2) parts, fixed line plan and satellite.

**Fixed Line Plan**

The recent three (3) year national construction plan, will add nearly 1.6 million premises in cities, suburbs and towns across NSW, bringing the total number in the entire three (3) year plan to more than 2.21 million.

The three (3) year construction plan provides an indicative schedule of work to commence before quarter end September 2018, and means more than 2.8 million NSW homes and businesses are either in plan, in build, or can already make the switch.

The following table outlines the rollout.

Region	Areas where construction scheduled to commence before end Sep 2018	Estimated number of premises within areas	Anticipated technology	Expected time of first site to commence construction
Bogan	Nyngan	1000	FTTN	H1-2017
Bourke	Bourke	1200	FTTN	Q4-2016
Brewarrina	Brewarrina	No Fixed line footprint planned, satellite from June 2016		June 2016
Cobar	Cobar	2300	FTTN	Q1-2017
Coonamble	Coonamble	1400	FTTN	Q1-2017
Dubbo	Dubbo	8600	FTTP, FTTN	Dec-15
Gilgandra	Gilgandra	1400	FTTN	Q1-2017
Narromine	Narromine	1700	FTTN	Q4-2016
Walgett	Walgett	800	FTTN	H1-2017
Warren	Ravenswood Warren	900	FTTN	Q1-2017
Warrumbungle	Coonabarabran	1500	FTTN	Q4-2016
Wellington	Montefiores Wellington	2600	FTTN	Sep-15

**Satellite**

A long term satellite service was successfully launched **in September 2015** called **Sky Muster**. Sky Muster is presently in a testing phase, it will ensure access to fast broadband and will serve customers outside a fixed line plan eg remote and rural areas.

The NBN network will deliver access to fast broadband everywhere in Australia, no matter where they live. It will provide homes in rural and remote Australia with better access to e-health services, distance education and entertainment-on-demand, whilst businesses will have the ability to increase productivity, reduce costs and access new markets.



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**ITEM 6      NBN NETWORK**

**CONTINUED**

Satellite broadband is where a small antenna or dish is installed on the roof of a home or business in order to transmit and receive data from a satellite orbiting the Earth. The satellite then transmits the data back to a network of satellite ground stations - much larger satellite dishes - and these connect to the internet.

Satellite technology makes sense for a country as big as Australia. Satellites help connect rural and remote homes and businesses to the internet more efficiently than any other access option.

The Sky Muster service is a key component of NBN's multi-technology mix (MTM) and will play an important part of helping NBN achieve its goal of connecting eight million homes and business by 2020.

The first satellite, Sky Muster, launched on October 1st 2015, with the service expected to be available in the first half of 2016 - the second satellite will launch in the second half of 2016.

The satellites will be supported by a network of 10 ground stations, each featuring two 13.5 metre satellite dishes. The ground stations have been built in specific locations across Australia to maximise both the availability and capacity of the system. The satellites are designed to enable NBN to deliver broadband services to more than 200,000 rural and remote homes and businesses with wholesale download speeds of up to 25Mbps.

It should be noted that this satellite service will be available for Warren Shire from the 1<sup>st</sup> July 2017.

**RECOMMENDATION:**

That the information be received and noted.

# Section

# 4

# Manager Finance & Administration

**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 24<sup>th</sup> March 2016**

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**ITEM 1 RECONCILIATION CERTIFICATE**

**B1-10.13**

I hereby certify that the Cash Books of the several funds of Council have been reconciled with the Bank Statements as at 29th February 2016.

**INTERNAL LEDGER ACCOUNT RECONCILIATION**

Reconciled Ledger Accounts as at 29th February 2016 are as follows:-

	<b>Balance 31-Jan-16</b>	<b>Transactions</b>	<b>Balance 31-Jan-16</b>
General	8,004,618.46	1,136,527.87	9,141,146.33
Water Fund	618,016.12	51,271.64	669,287.76
Sewerage Fund	2,434,868.88	48,025.11	2,482,893.99
Trust Fund	71,101.56	14,898.37	85,999.93
North Western Library	48,983.37	(5,567.26)	43,416.11
Investment Bank Account	(11,025,151.80)	(500,629.02)	(11,525,780.82)
	<b>152,436.59</b>	<b>744,526.71</b>	<b>896,963.30</b>
<b>Balance of Ledger Accounts less Investments as at 31/01/16</b>			<b>152,436.59</b>
Add: Receipts from			
(a) Rates	933,899.98		
(b) Other Cash	1,346,862.91		
(c) Investments Redeemed	2,200,000.00	4,480,762.89	
Less: Payments for the period			
(a) Creditors Paid in the Period	1,035,607.16		
(b) Investments Placed	2,700,629.02	3,736,236.18	
Nett Transactions for the Month			744,526.71
<b>Balance of Ledger Accounts less Investments as at 29/02/16</b>			<b>896,963.30</b>

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**ITEM 1 RECONCILIATION CERTIFICATE**

**CONTINUED**

**BANK STATEMENT RECONCILIATION**

<b>Balance as per Bank Statement =</b>	<b>821,917.33</b>
Add: Outstanding Deposits for the Month	86,904.96
Less: Outstanding Cheques	(11,798.99)
Less: Reversal Credit Incorrect Bank Account Number	(60.00)

<b>Balance as per Ledger Accounts less Investments =</b>	<b>896,963.30</b>
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**INVESTMENTS RECONCILIATION**

**Investments as at 29th February 2016**

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	1,025,780.82	Variable	On Call A/c
8	National Australia Bank	1,000,000.00	183 Days @ 2.98%	22-Mar-16
13	National Australia Bank	1,000,000.00	180 Days @ 2.90%	11-Jun-16
14	National Australia Bank	1,000,000.00	180 Days @ 2.90%	20-Jun-16
15	National Australia Bank	1,000,000.00	90 Days @ 2.85%	19-Apr-16
16	National Australia Bank	1,500,000.00	90 Days @ 2.90%	24-Apr-16
17	National Australia Bank	1,000,000.00	90 Days @ 2.90%	26-Apr-16
18	National Australia Bank	2,000,000.00	90 Days @ 2.90%	17-May-16
19	National Australia Bank	1,000,000.00	90 Days @ 2.90%	27-May-16
20	National Australia Bank	1,000,000.00	90 Days @ 2.90%	29-May-16
<b>TOTAL INVESTMENTS =</b>		<b>11,525,780.82</b>		

**BANK AND INVESTMENT ACCOUNTS BREAKDOWN**

Externally Restricted Funds Invested	3,863,670.32
Internally Restricted Funds Invested	6,309,736.00
2015/16 General Fund Operating Income & Grants	2,249,337.80
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b>12,422,744.12</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.

**RECOMMENDATION:**

That the Statements of Bank Balances and Investments as at 29th February 2016 be received and adopted.

# WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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ITEM 2

## SHIRE OF WARREN STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES AT 11TH MARCH 2016

(R1-4)

Name of Rate	COLLECTIONS FOR YEAR					NETT ARREARS	
	NETT ARREARS	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS	ARREARS
	1st JULY \$					AMOUNT \$	AS % AGE OF TOTAL REC'ABLE
General Fund Rates	77,108	4,470,950	4,548,058	3,442,578	75.69%	1,105,480	24.31%
Warren Water Fund	17,591	323,954	341,545	258,823	75.78%	82,722	24.22%
Warren Sewerage Fund	20,985	423,494	444,479	330,807	74.43%	113,672	25.57%
<b>TOTAL OF ALL RATES</b>	<b>115,684</b>	<b>5,218,398</b>	<b>5,334,082</b>	<b>4,032,208</b>	<b>75.59%</b>	<b>1,301,874</b>	<b>24.41%</b>
Extra Charges	8,597	7,411	16,008	5,348	33.41%	10,660	66.59%
<b>TOTAL 2015/2016</b>	<b>124,281</b>	<b>5,225,809</b>	<b>5,350,090</b>	<b>4,037,556</b>	<b>75.47%</b>	<b>1,312,534</b>	<b>24.53%</b>
<b>TOTAL 2014/2015</b>	<b>120,785</b>	<b>5,088,196</b>	<b>5,208,981</b>	<b>3,947,868</b>	<b>75.79%</b>	<b>1,261,113</b>	<b>24.21%</b>
<b>TOTAL 2013/2014</b>	<b>84,911</b>	<b>4,969,484</b>	<b>5,054,395</b>	<b>3,733,570</b>	<b>73.87%</b>	<b>1,320,825</b>	<b>26.13%</b>
<b>TOTAL 2012/2013</b>	<b>74,737</b>	<b>4,809,835</b>	<b>4,884,572</b>	<b>3,663,258</b>	<b>75.00%</b>	<b>1,221,314</b>	<b>25.00%</b>
		<b>15-Mar-13</b>	<b>14-Mar-14</b>	<b>13-Mar-15</b>		<b>11-Mar-16</b>	
<b>COLLECTION FIGURES AS \$</b>		<b>3,663,258</b>	<b>3,733,570</b>	<b>3,947,868</b>		<b>4,037,556</b>	
<b>COLLECTION FIGURE AS %</b>		<b>75.00%</b>	<b>73.87%</b>	<b>75.79%</b>		<b>75.47%</b>	

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 3 MT FOSTER QUARRY - BUSINESS ACTIVITY**

**(A1-4.35, Q1-1.1)**

It is a requirement for Councils to declare business activities under the National Competition Policy for competitive neutrality based on a “level playing field” between persons/entities competing in the market place, particularly between private and public sector competitors.

There are two categories of Business Activities:

Category 1	Turnover of > \$2M
Category 2	Turnover of < \$2M

Council currently has three Category 2 Business Activities being:

Water Supply Business Activity	-	Mandatory
Sewerage Business Activity	-	Mandatory
Mt Foster Quarry Business Activity	-	Council Declared

When Mt Foster Quarry was in full production, Council declared it as a Category 2 Business Activity and reported the operations annually in the Special Purpose Financial Statements.

As Mt Foster Quarry has not been in production for over 9 years, there is no perceived competition and therefore no requirement to classify it as a Business Activity for external reporting in the Special Purpose Financial Statements.

It is now recommended that Council now de-classify Mt Foster Quarry as a Business Activity for external reporting in the Special Purpose Financial Statements.

**RECOMMENDATION**

That Council de-classify Mt Foster Quarry as a Business Activity for external reporting in the Special Purpose Financial Statements.

Section

5

Manager Engineering Services

**WARREN SHIRE COUNCIL**  
**Report of the Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
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**ITEM 1      WORKS PROGRESS REPORT - ROADS BRANCH**

**(C14-7.2)**

**Author:** Dirk McCloskey - Operations Manager

The following works have been undertaken during the period of the 1<sup>st</sup> February, 2016 to 29<sup>th</sup> February, 2016 by the Engineering Services Department Roads Branch:

**MAINTENANCE**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>WORK COMPLETED</b>
<b>Grader Crew 1 (three man crew) Greg Hocking</b>	Working on Construction		
<b>Grader Crew 2 (three man crew) Terence Hume</b>	Marthaguy Road	Shoulder grade	6 kms
<b>Grader Crew 3 (two man crew) Vincent Robinson</b>	Inglewood Road	Maintenance grade	0.8 kms
	Carinda Road	Shoulder grade	18.5 kms
	Gradgery Lane	Maintenance grade	4.7 kms
	Duffity Road	Maintenance grade	5.5 kms
<b>Grader Crew 4 (two man crew) Wayne Wilson</b>	Dandaloo Road	Maintenance grade	12.3 kms
	Ellengerah Road	Resheeting	6.9 kms
	Ellengerah Road	Maintenance Grade	5.0 kms



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**ITEM 1      WORKS PROGRESS REPORT - ROADS BRANCH**

**(C14-7.2)**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>WORK COMPLETED m<sup>2</sup></b>	<b>UNIT RATE \$</b>
<b>Tar Patching</b>	Carinda Road	Hand patching	250	10.77
	Town Streets	Hand patching	120	27.11
	Old Warren	Hand patching	150	2.13
	Ellengerah Road	Hand patching	10	22.64
	Marra Road	Hand Patching	800	2.50
	Carinda Road	Edge patching	2400	2.87
	Town Streets	Edge patching	225	7.84
	Marthaguy Road	Edge Patching	213	5.13
	Nevertire-Bogan Road	Edge Patching	57	0.97
	Rifle Range Road	Edge Patching	400	1.07

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**ITEM 1      WORKS PROGRESS REPORT - ROADS BRANCH                      CONTINUED**

**CONSTRUCTION/RECONSTRUCTION/RECYCLE**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>ESTIMATED EXPENDITURE</b>	<b>EXPEND TO DATE</b>	<b>STATUS</b>
<b>Grader Crew 1 (three man crew)</b>	Buckiinguy Road	Recycle	\$778,631	\$103,023	Mar/June 2016
	Marra Road RR 424	Recycle	\$104,000	\$23,959	June 2016
	Marra Road RR 424 (REPAIR)	Construction	\$754,000	\$801,224	Complete
<b>Grader Crew 2 (three man crew)</b>	Bullagreen Road ST2	Recycle	\$142,786	\$120,679	Complete
	Bullagreen Road ST1	Recycle	\$38,922	\$27,572	Complete
	Bundemar Street	Recycle	\$163,366	\$75,412	In progress
	Marthaguy Road RR 202 (Blackspot)	Construction	\$89,500	\$45,323	In Progress
	Lemongrove Road	Recycle	\$853,933	\$126,520	March/June 2016

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 2      WORKS PROGRESS REPORT – WATER & SEWERAGE (C14-7.2)**

**Author:** Tim Wark - Water and Sewer Manager

**2.1      WATER SUPPLY MAINTENANCE ACTIVITIES**

<b>ACTIVITY</b>	<b>LOCATION</b>	<b>WORKS CARRIED OUT IN THE MONTH</b>
Bore water main repairs	Warren	Bore water main repairs completed as required.
River water main repairs	Warren	River water main repairs completed as required.
Warren river pumps	Oxley Park and Ellengerah	Normal maintenance and repair works completed daily.
Plumbing maintenance	Racecourse and all other Council Buildings	Plumbing maintenance and repair works completed as required.
Bore water flushing	Warren Nevertire Collie	Mains flushed in conjunction with NSW Health microbiological testing program.
Water meter reading	Warren Nevertire Collie	Water meter reading works completed as required.
Bore water main repairs	Nevertire	Bore water main repairs completed as required.
Bore water main repairs	Collie	Bore water main repairs completed as required.
River water meter maintenance and repairs	Warren	Normal meter maintenance and/or replacement works completed as required.
River water service repairs	Warren	River water service repairs completed as required.
Bore water meter maintenance and repairs	Warren Nevertire Collie	Normal meter maintenance and/or replacement works completed as required.
Hydrant repairs	Collie	Hydrant repairs completed as required.
Bore service repairs	Warren Nevertire Collie	Bore service repairs completed as required.

**WARREN SHIRE COUNCIL**  
**Report of the Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
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**ITEM 2      WORKS PROGRESS REPORT – WATER & SEWERAGE**  
**CONTINUED**

**2.2      SEWERAGE SYSTEM MAINTENANCE ACTIVITIES**

<b>ACTIVITY</b>	<b>LOCATION</b>	<b>WORKS CARRIED OUT IN THE MONTH</b>
Sewage mains	Warren	Sewer main chokes cleared as required.
Sewage pumping stations	Warren Nevertire	Routine maintenance and repair works completed daily.
Sewage treatment plant	Warren	Routine maintenance works completed daily.
Sewage treatment plant	Nevertire	Routine maintenance works completed as required.

**2.3      WATER SUPPLY SYSTEM PLANNED WORK**

<b>ACTIVITY</b>	<b>LOCATION</b>	<b>WORKS TO BE UNDERTAKEN</b>
Water mains and services	Warren	Valve replacement program ongoing another night work session planned for March when temperature decreases.
Bore installation works	Warren Nevertire Collie	Borehole dug at Collie to 300m, adequate water supply not found. Alternative sites being investigated by relevant personnel.

**2.4      SEWERAGE SYSTEM PLANNED WORK**

<b>ACTIVITY</b>	<b>LOCATION</b>	<b>WORKS TO BE UNDERTAKEN</b>
Sewer mains and services	Warren	Manhole cover heights being inspected and infiltration levels monitored, remedial works completed as required.
Sewage pump stations	Warren Nevertire	WRL installed new pump guiding rails at Nevertire as previous rails failed due to heavy corrosion.

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**ITEM 2      WORKS PROGRESS REPORT – WATER & SEWERAGE**

**CONTINUED**

**2.5      WATER SUPPLY & SEWERAGE SYSTEM UNPLANNED MAINTENANCE -  
 1ST FEBRUARY, 2016 TO 29TH FEBRUARY, 2016**

Main breaks repaired: 4  
 Year to date: 40

Sewer chokes cleared: 3  
 Year to date: 33

Meter replacements: 3 river water meters and 3 bore water meters.

Year to date: 10 river meters and 29 bore meters replaced.

Total meters: 801 river meters and 965 bore meters.

Annual replacement percentage: 1.25% year river meters and 3.0% year bore meters.

**2.6      RECORD OF WATER USAGE**

2.6.1 For the period 01/02/16 to 29/02/16 Council's meters indicated the following water usage:

<b>WATER SCHEME</b>	<b>ANNUAL ALLOCATION (ML)</b>	<b>TOTAL USAGE FOR THE PERIOD (ML)</b>	<b>USAGE YEAR TO DATE (ML) From 1/7/15</b>	<b>DAILY AVERAGE FOR THE PERIOD (ML)</b>	<b>DAILY AVERAGE YEAR TO DATE (ML)</b>
Warren bore	700	27.47	198.97	0.95	0.817
Warren river	750	58.40	280.10	2.01	1.153
Nevertire village	40	4.80	26.24	0.17	0.108
Collie village	25	1.20	8.00	0.04	0.034

Rainfall in Warren for period: 0mm (non recorded)

For the similar period in 2015 Council's meters indicated the following water usage:

<b>WATER SCHEME</b>	<b>ANNUAL ALLOCATION (ML)</b>	<b>TOTAL USAGE FOR THE PERIOD (ML)</b>	<b>DAILY AVERAGE FOR THE PERIOD (ML)</b>
Warren bore	700	31.94	1.14
Warren river	750	63.7	2.28
Nevertire village	40	3.67	0.13
Collie village	25	0.87	0.03

Rainfall in Warren for period: 71.5 mm

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**ITEM 2      WORKS PROGRESS REPORT – WATER & SEWERAGE**

**CONTINUED**

**2.7      WARREN STP - LICENCE COMPLIANCE**

2.7.1      Record of Daily Effluent Flow

Licence conditions: Peak daily flow not to exceed 1500KL.  
Annual flow not to exceed 219ML.

<b>MONTH</b>	<b>PEAK DAILY FLOW (kL)</b>	<b>AVERAGE DAILY FLOW (kL)</b>	<b>MONTHLY FLOW (ML)</b>	<b>CUMULATIVE FLOW (ML)</b>
May 2015	1238	714.00	22.15	22.15
June 2015	846	465.00	13.94	36.09
July 2015	800	453.90	13.55	49.64
August 2015	612	394.20	12.22	61.86
September 2015	456	351.57	10.55	72.41
October 2015	525	386.13	11.97	84.38
November 2015	588	449.43	13.48	97.86
December 2015	561	420.77	13.04	110.90
January 2016	1112	463.97	14.38	125.28
February 2016	678	446.00	12.93	138.21

2.7.2      Record of Bio solids Removal from 2014

<b>YEAR</b>	<b>DATE</b>	<b>REMOVED BY</b>	<b>ESTIMATED QUANTITY (M3)</b>
2014	January	Septic Sam	12
2014	February	D Murray/S Smith	8
2014	September	Interflow	50
2015	May	Aqua Assets	20
2015	August	Septic Sam	10
2015	December	JR Richards & Sons	10

**RECOMMENDATION:**

That the information contained within this report be received and noted.

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**ITEM 3      WORKS PROGRESS REPORT – TOWN SERVICES                      (C14-7.2)**

**Author:** - Bryce Hammond - Trainee Assistant Engineer

**3.1      TOWN CREW 1ST FEBRUARY, 2016 TO 29TH FEBRUARY, 2016**

- Spar car park – installing rubber stoppers
- Town approaches
- Install signs
- Tree felling

**3.2      PARKS AND RESERVES 1ST FEBRUARY, 2016 TO 29TH FEBRUARY, 2016**

- Town street approaches
- Victoria Oval - inner
- Victoria Oval - outer
- 

Plant 70 Iseki Outfront Mower SF370	54.25	hours usage
Plant 79 Iseki Mower	18.75	hours usage
Plant 15 Kiote Tractor with Bucket/Fork	15.5	hours usage
Plant 78 Superior Slasher – Finishing Mower	0	hours usage
Plant 14 Caterpillar 432F Backhoe Loader	8	hours usage
Plant 8 Caterpillar 432F Backhoe Loader	24	hours usage
Plant 89 Toro Mower	19	hours usage
Plant 21 John Deere 5083E	82.25	hours usage
Plant 82 Denvenson Jahn Roller (Cricket Pitch)	6.25	hours usage
Plant 168 Victory Mini Excavator	32	hours usage

**3.3      SHOWGROUND/RACECOURSE – GENERAL M & R**  
**1ST FEBRUARY, 2016 TO 29TH FEBRUARY, 2016**

- General M & R
- Track M & R
- Rodeo Grounds M & R
- 

**Functions:**

2<sup>nd</sup> & 3<sup>rd</sup> February – Traffic Control Training

25<sup>th</sup> February – Cotton Cup

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 4      WORKS PROGRESS REPORT - FLEET BRANCH**

**(C14-7.2)**

**Author:** Steven Thornton - Plant Foreman

The following are works completed by Council's Fleet Branch Staff (Plant Foreman and two (2) Plant Mechanics) and Sub-Contractors engaged by the Branch for the period, 1<sup>st</sup> February, 2016 to 29<sup>th</sup> February, 2016.

**Plant Repairs**

<b>NO.</b>	<b>PLANT</b>	<b>REPAIRS</b>	<b>PLANT DOWN TIME</b>	<b>REPAIR TIME (MAN HOURS)</b>
13	CASE IH CVX1170 Tractor	Repair to roof of cabin	5 days	4
14	Caterpillar 432F Backhoe Loader	Replace Back window	1 day	4
31	UD GW470 Truck	Replace broken lights in bull bar; replace broken wheel stud	3 days	6
38	Lusty Tri-axle Low Loader	Replace engine mounts	1 day	4
47	Schwarze A4000 Street Sweeper	Replace sweep head	5 days	22
50	Isuzu FVZ193A - Truck Tar	Change over to ground fill tar	5 days	10
60	McGrath Bogie 2321 Roadtrain dolly	Replace rocker bushes	1 day	5
75	John Deere D120 Ride-on Mower	Replace belts spindle side covers	5 days	12
76	Muthing Frail MU-L250 Slasher (Mulcher)	Sharpen cutters	1 day	3
93	Caterpillar CW34 Roller	Replace Air on the run hoses	1 day	4
95	Multipac YL25C Multi Tyred Roller	Fit red dot air compressor unit; fan belt new air compressor; fit blower engine fan	6 days	15
150	Moore Tri-axle side tipper semi trailer	Reline Trailer	2 days	10
151	12m Tri-axle dog Trailer	Replace air bag	3 days	4
153	Fruehauf Tri-axle Semi Water Trailer	Replace air water control value	4 days	3



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**ITEM 4      WORKS PROGRESS REPORT - FLEET BRANCH      CONTINUED**

**Plant Repairs – Outside Works**

<b>NO.</b>	<b>PLANT</b>	<b>REPAIRS</b>	<b>PLANT DOWN TIME (HRS)</b>
RBW Mechanical Dubbo			
27	Western Star Prime Mover Truck	Repair air over electric over hydraulics	4
30	M.A.N. Prime Mover Truck	Repair air tipper control	4
33	Western Star Prime Mover Truck	Test tipper control	4
Markus Markgraaff			
27	Western Star Prime Mover Truck	Repair a wiring short	2
33	Western Star Prime Mover Truck	Repair light	2
34	M.A.N. Prime Mover Truck	Repair light	2
163	4500 litres Trailer Fuel	Cabin tilt switch	2

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**ITEM 4      WORKS PROGRESS REPORT - FLEET BRANCH      CONTINUED**

**Miscellaneous Works**

Minor Plant Repairs.....	263	hours
Plant Refurbishment .....		hours
Plant Servicing.....	72	hours
Electrical/Two Way Radio Works, Phones .....		hours
Welding/Fabrication Works on Plant, etc.....	129	hours
Depot Yard – Plant parking, clean, lock and unlock .....	16	hours
Parts ordering hours.....	5	hours
Job set up, e.g. Apprentice.....	7	hours
Fuel up trailers .....	2	hours
Phone calls in and out / book work.....	8	hours
Plant inspection for repair.....	3	hours
Tyre pick up including delivery to and from work site .....	5	hours
Plant cleaning .....	4	hours
Tar – check emulsion.....	6	hours
Operator queries, e.g. noise .....	5	hours
Quotations .....		hours
Steel pick up .....	22	hours
SES .....		hours
Rural Fire Service .....	11	hours
Work meetings.....		hours
Fill gas bottles.....		hours
Air conditioning.....	10	hours
Transport for RTA Inspection .....		hours
Registrations and defects .....	5	hours
Annual Leave.....	16.5	hours
Sick Leave .....		hours
Workers Compensation .....	17	hours
TAFE .....	8.5	hours
Public Holiday .....		hours
Training .....	8.5	hours
Private work.....		hours
Hep B and Tetanus shots .....		hours
Field Days.....		hours
Picnic .....		hours
Store.....	8	hours
Interviews .....		hours
Workshop set up (Site Meetings/Inspections).....		Hours

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**ITEM 5**

**TRAFFIC INFORMATION**

**(T5-4)**

**No information this month.**

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**ITEM 6      STRATEGIC MANAGEMENT OF COUNCIL'S INFRASTRUCTURE**  
**(A13-2)**

**Executive Summary**

This report provides a path to achieve the goal of documenting Warren Shire Council's Strategic Management of its infrastructure and to reach core asset management maturity. It will also provide a mechanism that will enable any possible cost savings to be identified.

The process has critical points where the progress will be reported to Council. This is considered important to facilitate understanding, coordination, collaboration and buy-in by all relevant stakeholders.

Council also needs to go through this process to meet Integrated Planning and Reporting requirements and to meet its duty of care under the Local Government Act and Civil Liability Act.

**Introduction**

Council needs a suite of documents to strategically manage its infrastructure that meets legislative requirements and the practical day to day operational needs of Council as a whole.

The documents must also be written with the intention of being informative of Council's infrastructure management strategies, whilst being easily understood by relevant stakeholders. They should not contain detailed technical information, but rather seek to provide an understanding of Council's infrastructure and their sustainable provision.

To achieve this, there are 3 crucial questions that need to be asked before steps can be taken to reach good practice in the strategic management of Council's Infrastructure, as follows:

1. Where are we now?
2. Where do we want to be?
3. How do we get there?

This report seeks to outline a path to answer these questions and achieve the goal of documenting Warren Shire Council's Strategic Management of its infrastructure and to reach core asset management maturity.

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**ITEM 6      STRATEGIC MANAGEMENT OF COUNCIL'S INFRASTRUCTURE**  
**CONTINUED**

**Background**

The Integrated Planning and Reporting Framework (IPR) and the Local Government Act require that Council prepare an Asset Management Policy, Asset Management Strategy and Asset Management Plan/s to support the Community Strategic Plan, Delivery Program and Operational Plan.

However, these documents, if developed to only meet the requirements of IPR, do not present the full picture of how the infrastructure, within Warren Local Government Area (LGA) is managed by Council on behalf of its stakeholders. What is needed is more dynamic documentation that includes:

- Asset inventory
- Asset Hierarchy/s.
- Design and construction standards.
- Asset condition rating and valuation methods.
- Work practices for each stage of the life of an Asset.
- Priority systems.
- Accomplishment, unit rates, useful lives and levels of service.
- Risk management procedures and systems.
- Budgets linked to defined Levels of Service.
- Backlog of works and remediation plan.
- Minimising life – cycle costs.
- Asset Management Policy, Strategy, and Operational Plans.
- Asset Management Systems.
- Warren Shire Council's Asset Management Maturity.

**Overview of the Process to be undertaken**

Below is a list of the steps that will be carried out by Engineering Services to have a suite of documents that inform and guide the management of Council's infrastructure and enable core asset management maturity to be attained.

It should be noted that the process has critical points where the progress will be reported to Council. This is considered a crucial part of the process to facilitate understanding, coordination, collaboration and buy-in by all relevant stakeholders. The process to be undertaken is as follow:

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**ITEM 6      STRATEGIC MANAGEMENT OF COUNCIL'S INFRASTRUCTURE**  
**CONTINUED**

Step 1.      Where are we now?

- Asset inventory & register.
- Asset Hierarchy.
- Design & construction standards.
- How assets are condition rated & valued.
- Work practices for the life of an Asset.
- Priority systems.
- Accomplishment records.
- Unit rates.
- Useful lives
- Levels of service
- Risk registers and procedures
- Current Budgets
- Backlogs of works.
- Life – cycle costs.
- Asset Management Policy, Strategy and Plans.
- Asset Management System
- Asset Management Maturity.

Step 2.      Where do we want to be?

- Accurate asset inventory & register.
- Relevant Asset Hierarchy/s.
- Design & construction standards.
- Asset condition rating & valuation methods.
- Cost – effective work practices for the whole life of an Asset.
- Transparent priority systems for works that guides decisions.
- Accurate records of works accomplished that allows Council to decipher unit rates, useful lives, levels of service...
- Risk management registers, procedures & systems.
- Budgets that enable defined Levels of Service to be met.
- Minimal backlogs of works.
- Minimal life – cycle costs.
- Asset Management Policy, Strategy and Operational Plans that meets legislative & Community needs.
- A functional & relevant Asset Management System.
- Core Asset Management Maturity

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**ITEM 6      STRATEGIC MANAGEMENT OF COUNCIL'S INFRASTRUCTURE**  
**CONTINUED**

Step 3.      How do we get there?

- Undertake a Maturity Audit of existing process.
- Review & update the asset inventory and register.
- Review & update Asset Hierarchy/s.
- Develop relevant design & construction standards.
- Develop & document asset condition rating & valuation methods that also identify defects proactively.
- Review, update & document work practices carried out for each stage of the life of an Asset.
- Develop transparent priority systems.
- Review & develop systems to record works accomplished that allows Council to carry out analysis on items such as unit rates, useful lives, levels of service...
- Review & develop risk management registers, procedures & systems.
- Review budgets in line with defined Levels of Service.
- Develop plan to minimise backlogs of works.
- Develop plan to minimise life – cycle costs.
- Review/adjust/develop Asset Management Policy, Strategy, & Operational Plans.
- Develop a functional & relevant Asset Management System.
- Undertake Maturity Audit.

**Assessment**

**a) Legal Implications**

Council needs to go through this process to meet Integrated Planning and Reporting requirements and its requirements under the Local Government Act. It should also place Council in a better position to meet its duty of care under the Civil Liability Act.

**b) Financial Implications**

The development of relevant asset hierarchy's, enables Council to vary its levels of service, maintenance and design and construction standards for higher and lower assets on the hierarchy scale. For example, a local unsealed road carrying 10 vehicles per day only needs a single lane seal and formation, whilst a road carrying more than 150 vehicles per day needs a 2 lane seal. Likewise, a relatively lowly trafficked unsealed road should not need grading as often as a more highly trafficked unsealed road. This principle opens the potential for significant cost savings to council.

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**ITEM 6      STRATEGIC MANAGEMENT OF COUNCIL'S INFRASTRUCTURE**  
**CONTINUED**

**c) Policy Implications**

This may result in amendments to existing policies, the most obvious being the current Asset Management Policy. This process may also bring into being new policies.

**Conclusion / Summary**

Warren Shire Council needs a suite of documents that will:

- Enable strategic management of its infrastructure,
- Help Council to meet legislative requirements,
- Inform all stakeholders of the day to day operational needs and practices,
- Enhance transparent understanding of Council's infrastructure and its sustainable provision, and
- Provide the mechanism for Council to meet core asset management maturity as outlined in the "International Infrastructure Management Manual.

The steps outlined in this report will provides the mechanism for this important aim to be achieved thereby providing a suite of documents that inform and guide the management of Council's infrastructure.

This process will also enable Council to meet Integrated Planning and Reporting requirements and its duty of care under the Local Government Act and Civil Liability Act.

This will also enhance Council's ability to make costs saving through applying different levels of service to different hierarchy classes and through the process of reviewing and analysing work practices.

**RECOMMENDATION**

That Council note and endorse the path to be undertaken by Engineering Services to develop and document the strategic management of Council's infrastructure and to achieve Core Asset Management Maturity as defined in the International Infrastructure Management Manual.



# Section

# 6

**Manager Health & Development Services**

**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
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**ITEM 1      DEVELOPMENT APPLICATION APPROVALS**

**(B4-9)**

The following Development Application was approved from 8<sup>th</sup> February 2016 to 4<sup>th</sup> March 2016.

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>
P16-16.01	Lot 19, DP753466, Lots 25 and 26, DP753466, Lots 6 and 16, DP753462, "Weigela" Kianga – Marebone Road, Warren	Subdivision of Land
P16-16.02	Lot 258, DP755314, "Skipton" Oxley Highway, Warren	Dwelling Entitlement
P16-16.03	Lot 1, DP1030765, Ellengerah Road, Warren	Erection of a Double Car Garage
P16-16.04	Lots 1 and 4, DP1061015, Bundemar Road, Warren	Subdivision of Land

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 2      DEPARTMENT OF PLANNING CIRCULARS      (P15-10)**

Nil Circulars this reporting period.

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**ITEM 3      SPORTING & CULTURAL CENTRE REPORT      (S21-2)**

Throughout the month of February, the Warren Sporting and Cultural Centre was in constant use by local sporting bodies including Touch Football, Junior Netball, Rugby League and Senior Netball. Highlights of the month included Warren Healthy Town Challenge Launch Night and Education Night.

Upcoming events at the Centre in the month of March include the Warren Bulldogs Vs. Baradine Trial Match and Far West Academy of Sport Rugby League Training Day.

**SPORTS/GYM**

**Gym/Fitness Classes**

Usage of the gym for the month of February was 805 sign-ins up from 580 in January. There are 177 current gym members as of the 8<sup>th</sup> March 2016, up from 159 gym members in February 2016.

**FWAS**

There was 1 Far West Academy of Sport event held in February and currently 1 to be held in March (Rugby League Training).

**COMMUNITY**

**Day groups**

Bogan Bush Mobile and Rugrats are continuing to hold playgroups at the Centre during school terms in 2016 on alternating weeks.

Home Care group are continuing to meet on the first three Mondays of every month.

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 4      INFORMATION CENTRE RECORD FOR THE      (T4-6.1)**  
**MONTH OF FEBRUARY 2016**

<b>Number of Visitors to the Information Centre:</b>		43	
<b>Number of Locals to the Information Centre:</b>		15	
<b>Number of Website hits on Warren Shire Council:</b>		3,219	
<b>Number of Website hits drilling down – “Visiting Warren”:</b>		59	
<b>Reason for Visiting Warren (Totals):</b>			
Friends/Family:	1	Business/Employment/Training:	2
Passing Through:	11	Special Events:	
Visitors in Buses:		Holiday:	14
Other/Unknown:		Camping/Fishing:	
<b>Age Groups of Visitors:</b>			
Under 25:	1	25-34:	7
34-44:	3	45-54:	13
55-64:	10	65+:	15
Unknown:	6		
<b>Sale Items &amp; Publications, (including both free and sold ones, if possible):</b>			
Macquarie Marshes Book (\$15):		Stickers: (Warren)	1
Bird Book (\$30)		Spoons:	
Red River Gum Walk:		Badges:	
Warren Profile:		Magnets:	
Across the Black Soil Plains:		Stubby Holders:	2
Midwives of the Black Soil Plains:		Pens:	
Bushmen of the Black Soil Plains:		Tea Towels:	
Keep the Billy Boiling:		Wool:	
Animals of Dubbo Region :		Place Mats:	
Macquarie Marshes Information :	4	Mugs:	1
Willie Retreat:		Key Rings:	
Our Abounding Wildlife:		Rulers:	
Tiger Bay Brochure:		Road to Nevertire 1 and 2:	
Shire Map and Town Maps:		Warren photos (Black & White):	
Cotton Brochure:		Sample of Wool/Wool Sheet:	
Postcards \$1.60:		Handkerchiefs:	
Postcards \$1.00:		Shirts: (tennis club):	
Postcards \$0.60:		150 yrs Caps: (tennis club):	
Coloured postcards		150 yrs Stubby Holders: (tennis club):	
Macquarie Marshes DVD/CD		Hot Flats CD:	
Ballad of a Bush Bride:		Cook Book:	
Warren Woolcot Cards:	3	Road Information:	7
Single Christmas Cards (10c):		Public Toilets:	5
Accommodation:	2	Maps:	8
Camping/Fishing Spots:	4	Bob Christenson Park:	
Places to Eat:	2	Kookaburra Cafe:	2

**RECOMMENDATION:**

That the information be received and noted.



# WARREN SHIRE COUNCIL

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ITEM 5

IMPOUNDING OFFICER'S REPORT

CONTINUED

ITEM 5 IMPOUNDING OFFICER'S REPORT		Warren Shire Council Report of the Manager Health and Development Services to the Ordinary Meeting of Council, held in the Council Chambers Warren, on Thursday, 24th March 2016														Continued									
Activity	Day	Week Ending: 4th March 2016							Week Ending:																
		Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri		Sat	Sun	Mon	Tue	Wed	Thur	Fri		
Patrol Hours				1.5	3	3.5	3.5	5																	
Feed/Water & Clean Pound																									
Office Hours		2	1	1	1	1	1	1																	
Impounding/Releasing/Euthanasia		0	0	4	3.5	3	2	0																	
Hours		0	0	2	1	1	0	0																	
Total daily hours		2	1	8.5	8.5	8.5	8.5	8.25																	
Number of Dogs Impounded		2	0	0	0	0	0	0																	
Number of Dogs released		0	0	0	0	0	0	0																	
Number of Dogs Euthanasia		0	0	0	0	0	0	0																	
Total Dogs In Pound		8	8	8	8	5	5	5																	
Number of Cats Surrendered		0	0	0	0	0	0	0																	
Number of Cats Relicensed																									
Number of Cats Euthanasia																									
Total Cats in Pound		0	0	0	0	0	0	0																	
Total weekly kilometers																									
odometer reading @ end of week																									
Other General Notes		0																							
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

Section 8

**RECOMMENDATION:**  
That the information be received and noted.

**Section**

**7**

**Librarian**



# WARREN SHIRE COUNCIL

## Report of the Librarian

To the Ordinary Meeting of Council to be held in the  
Warren Shire Council, Chambers On Thursday 24th March 2016

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### ITEM 1      **REPORT OF WARREN SHIRE LIBRARY SERVICES**      (L2-3)

#### **INTRODUCTION**

The library services at Warren had a successful start to 2016 with the news that the Library had received funding from the State Library Development Infrastructure Grants 2015/16 round of \$90,553.00.

The project titled **Warren Shire Library – reconnecting the community** will supply new mobile shelving and furnishings including a revamp of the circulation desk, new seating for events and storytelling, provision of new technology equipment such as PC's, Ipads, 3D printer, movie screen and projector and a makeover of the upstairs bathroom and storage area.

The library staff have already started work on the planning of this project with the Library Manager meeting with our Library consultant from Raeco during the past week.

Time management will play a vital part in the outcome of the project. Over the next two months the floor plan will be fine-tuned and orders will be placed for furnishings and equipment.

As this is a large project the library will need to close for a two week period while stock is packed old furniture is removed and new items are installed. We are predicting that the best timing for this will be the first two weeks in August 2016.

The librarian will work with Manager Finance and Administration to ensure appropriate advertising and information is relayed to council and community members via local media, websites and facebook pages.

#### **Children's Services**

Our children's services during January were extremely successful with the library holding a wide variety of events.

Future events for 2016 include visiting performer Stig Wemyss in April. Stig is sponsored by Bolinda digital and publishing and is promoting the use of our e-resources program Borrow Box and audio books we are hoping that both Warren schools along with the Marra School will be in attendance.

Our first Teddy Bear Sleepover is to be held in June with the focus on our younger pre-school aged children. These events are normally well attended by the community.

Both of these events will be held at the Warren Sporting & Cultural complex due to a lack of space for large events at the library.

# WARREN SHIRE COUNCIL

## Report of the Librarian

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### ITEM 1 REPORT OF WARREN SHIRE LIBRARY SERVICES CONTINUED

Events	Junior	Adults	Total Participants
Mosaic Pots	30	5	35
Puppet Show	60	30	90
Puppet Making Workshop	15	5	20
Lego free play	20	5	25
Vacation care visits	55	4	59
Mad Hatter's Tea Party	20	3	23

### STATISTICS FOR JANUARY 2016

Month	Issues	Clients	Wireless Internet	Visitor Internet	NW E-Books	NW E-Audio
January	2222	1986	148	30	356	200
February	1838	1421	158	12	258	145

### RECOMMENDATION

That the information be received and noted.