



WARREN SHIRE COUNCIL

"AUSTRALIA'S WOOL AND COTTON CAPITAL"

BUSINESS PAPER

ORDINARY MEETING

Thursday 28th April 2016

115 Dubbo Street
(PO Box 6)
WARREN NSW 2824

Telephone: (02) 6847 6600
Fax: (02) 6847 6633
Email: council@warren.nsw.gov.au

Warren Shire Council

AGENDA - ORDINARY COUNCIL MEETING

28th April 2016

APOLOGIES

CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 24th March 2016.

SECTION 1 (WHITE)

DELEGATES REPORTS

- Item 1 Outback Arts Board Meeting (C17-2)
- Item 2 Warren Interagency Support Services (C3-9)

COMMITTEE MINUTES

- Meeting of Manex held on Tuesday 15th March 2016 (C14-3.4)
- Meeting of the Warren Sporting Facilities Committee
held on Wednesday 13th April 2016 (C14-3.18)
- Meeting of the Showground/Racecourse Committee
held on Monday 18th April 2016 (C14-3.2)

SECTION 2 (LILAC)

POLICY

- Item 1 Asset Management Policy (A13-1) Page 1

SECTION 3 (BLUE)

REPORT OF THE GENERAL MANAGER

Item 1	Outstanding Reports Checklist (C14-7.4)	Page 1
Item 2	Committee/Delegates Meetings (C14-2)	Page 3
Item 3	Local Government Rating System Review (L5-2.2)	Page 5
Item 4	Local Government Election September 2016 (E2-2.14)	Page 7

SECTION 4 (GREEN)

REPORT OF THE MANAGER FINANCE AND ADMINISTRATION

Item 1	Reconciliation Certificate (B1-10.13)	Page 1
Item 2	Statement of All Outstanding Rates and Extra Charges as at 15 th April 2016 (R1-4)	Page 3
Item 3	March 2016 – Budget Review (A1-5.34)	Page 4

SECTION 5 (YELLOW)

REPORT OF THE MANAGER ENGINEERING SERVICES

Item 1	Works Progress Report - Roads Branch (C14-7.2)	Page 1
Item 2	Works Progress Report - Water & Sewerage (C14-7.2)	Page 3
Item 3	Works Progress Report – Town Services (C14-7.2)	Page 7
Item 4	Works Progress Report - Fleet Branch (C14-7.2)	Page 8

SECTION 6 (PINK)

REPORT OF THE MANAGER HEALTH & DEVELOPMENT

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 March 2016 (T4-6.1)	Page 4
Item 5	Impounding Officer's Report (P4-4)	Page 5

SECTION 7 (LILAC)

REPORT OF THE LIBRARIAN

Nil.

MAYORAL MINUTES

QUESTIONS WITHOUT NOTICE

SECTION 9 (GREY)

CONFIDENTIAL

Nil.

PRESENTATIONS

Nil.

Section

1

Delegates & Committees

WARREN SHIRE COUNCIL
Delegates Report by Councillor P Serdity
to the Ordinary Meeting of Council to be held in the Council Chambers,
115 Dubbo Street, Warren on Thursday 28th April 2016

ITEM 1 OUTBACK ARTS BOARD MEETING

(C17-2)

I attended the Outback Arts Board meeting and AGM on Wednesday 23rd March 2016.

- Our RANSW funding is good until 2018;
- Chairperson is Su Hely – re elected;
- Vice Chair and Treasurer - Pauline Serdity;
- Working on trying to make the RICDO funding tri-annual also;
- Jamie-Lea our RADO is due a baby in July and will be taking maternity leave for approximately 6 months. Measures are in place to have this position filled during her leave time; and
- Eliza Walters our new CAPO has settled in well and we currently have Pru Swansborough who is Administration Assistant and Michelle Williams who acts as a casual when needed.

Warren activities through Outback Arts include:

- Art in partnerships with Mental Health with workshops and Warren artists selling some paintings;
- Silversmith Workshops planned for 2016 with Warren being part of the event. Funding through House with No Steps;
- Drumming sessions have been held in Warren with 2 workshops again through funding provided by House with No Steps. A very good roll out and lots of positive feedback;
- Once again the Hats Off to Outback Women Millinery Workshops will be run in Warren and 10 other rural communities. Workshops are planned from 5th May through to 20th June 2016; and
- Youth Focus Desert Pea Media, Beats Make the Rivers Flow, funding through the Indigenous Languages and Arts Program Australian Government which will deliver youth based programs during July 2016 in Warren.

Our next meeting will be held in early May possible 10th but needs to be confirmed.

Pauline Serdity
Council Delegate

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
Delegates Report by Councillor P Serdity
to the Ordinary Meeting of Council to be held in the Council Chambers,
115 Dubbo Street, Warren on Thursday 28th April 2016

ITEM 2 WARREN INTERAGENCY SUPPORT SERVICES (C3-9)

Councillor Julian Campbell AM and I attended the Warren Interagency meeting on Thursday 25th February 2016.

A good roll out for this first meeting for the year. We still do not have the police attending very often and have asked this to be mentioned at the NSW Police Community Safety Precinct Meeting to be held after the Council Meeting in March 2016. Some new faces as per usual.

Mainly business as usual for most of those present and activities and events will start to ramp up once the schools are back and the holiday period is over.

Just a few points to note:

- Warren Central School breakfast is up and running with very good numbers presenting for breakfast;
- Warren Family Health Centre – Dympna McMullen gave an overview on what is happening and the ongoing plans for future medical professionals visits;
- Pat Irving advised that the Blood Bank bus continue to run but more volunteers are needed to donate blood; and
- Neither of the schools nor the police were present so no updates from those organisations.

Our next meeting is planned for 28th April after Council Meeting. A copy of the full minutes are available from Council if desired.

Councillor Pauline Serdity
Chairperson/Secretary
Warren Interagency Support Services/Youth Sub Committee.

RECOMMENDATION:

That the information be received and noted.

MANEX

Minutes

Attached are the Minutes of the Meeting of Manex held on Tuesday 15th March 2016.

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Tuesday 15th March 2016 be received and noted.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 15th March 2016 commencing at 2.30 pm

PRESENT:

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

1. **APOLOGIES**

Nil

2. **MINUTES**

MOVED Arthur/Morgan that the Minutes of the Manex Committee meeting held on 16th February 2016 be adopted as a true and correct record of that meeting.

Carried

3. **BUSINESS ARISING FROM MINUTES**

- It was requested if anything further had transpired about the roadway/laneway between Gunningbar and Belerenga Streets Nevertire. There had been no further contact.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 15th March 2016 commencing at 2.30 pm

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	Quotations received.
14.10.15	OM	Fencing Lion's Park	In progress

MOVED Wilson OAM/McCloskey that the information be received and noted and items marked with an asterisk (*) be deleted.

Carried

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.

6. SENIOR STAFF – WORK PROGRAM

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

7. ASSET MANAGEMENT

- The Manager Engineering Services would be presenting a report to Council on the proposed methodology and schedule to fully review and implement Council's asset management function.
- LMWUA Asset Management Working Group NAMF Audit would be undertaken in Warren on the 17th and 18th March.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 15th March 2016 commencing at 2.30 pm

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	Strategy to achieve core Asset Management maturity being formulated. Report to March Council Meeting.
Risk Management	15,000	Nil	ALL	Development with Asset Management Plans
Training	100,000	50,184	ALL	
Mobile phone upgrades	3,500	150	ALL	
Radio link to Depot	2,249	Nil	MES	No change
RFS Hazard Reduction	47,500	53,721	MFA/ MHD	July 15 / June 16
Desexing Program - Cat	2,500	1,586	MHD	Cat Program Complete
Desexing Program - Dog	2,500	0	MHD	
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	1,743	MES	July 15 / June 16
Gunningba Drainage	101,902	73,218	MES	Complete
Nature Links River Corridor	21,411	543	MHD	
Ewenmar Waste Depot Improvements				
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	Retaining wall complete. Council to backfill and repair pathway.
Library – New MFD	6,530	6,530	MFA	Installed
Library – Drainage & leak proofing	45,000	2,500	MHD	Waiting on quote

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 15th March 2016 commencing at 2.30 pm

8.1 SPECIFIC WORKS STATUS REPORTS

CONTINUED

Project	Budget	Expend	Resp	Comment
Aerodrome – New fence	4,000	2,982	MES	Complete
Aerodrome – Reinstate pavement markings	18,000	7,128	MES	Complete
Playground equipment	20,400	Nil	MES	Review after soft fall complete
Playground soft fall	77,000	46,578	MES	Macquarie & Lion's Park complete
Layback Path to Cenotaph	12,000	4,428	MES	Works commenced
Tourist Information Bay – Collie	2,500	Nil	GM	Review scope of works
Information Centre – Painting	4,438	Nil	MHD	Internal
Information Centre - Painting	5,562	5,562	MHD	External completed
Information Bay Nevertire	13,500	Nil	GM	Review scope of works
Medical Centre – Dubbo St, reconstruct walls	26,500	32,983	MHD	Complete
Medical Centre – Dubbo St, Interior painting	21,330	15,012	MHD	Complete
Depot Extension – Emulsion Tank	87,272	69,860	MES	Complete
Water Supplies				
Water valve and mains replacement	46,000	22,984	MES	5 valves installed
Warren – New 3A Bore	336,562	5,553	MES	May 2016
Warren – New 6A Bore	239,768	4,223	MES	May 2016
Nevertire – New Bore	211,768	5,116	MES	April 2016
Collie – New Bore	361,768	5,700	MES	First test hole failed. Review hydrology.
Warren – New Water Mains Wilson to Burton Streets	100,555	80,991	MES	Complete
Sewerage Services				
Pump Station – Replacement pumps	7,132	7,845	MES	Completed
Warren STP	500,000	8,040	MES	EOI successful. Need to submit Business Case.
Mains Upgrade	20,000	4,144	MES	Ongoing

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 15th March 2016 commencing at 2.30 pm

8.1 SPECIFIC WORKS STATUS REPORTS

CONTINUED

Project	Budget	Expend	Resp	Comment
ROADS BRANCH				
State Highway 11				
Ordered Works				
· Reseals	150,000	Nil	MES	29 th March 16
· Heavy patching	141,835	72,928	MES	Complete
Regional Roads				
Reseals	152,000	31,085	MES	29 th 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	3,829	MES	February / March 16
Reconstruction				
RR 424 - Marra Hall Road Stage 2	754,000	699,607	MES	Complete
Local Roads				
Urban Reseals	45,700	28,450	MES	Complete
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	75,413	MES	March 16
Local Rural Road Reconstruction				
Rural Reseals	245,700	96,230	MES	29 th March 16
Rural Resheeting	810,582	227,226	MES	Ongoing
Reconstruction - Buckiinguy	778,631	103,024	MES	March / June 16
Recycle – Bullagreen Stage 1	38,922	33,706	MES	Complete
Recycle – Bullagreen Stage 2	142,786	108,412	MES	Complete
Reconstruction – Lemongrove Rd	853,933	Nil	MES	March / June 16
Culvert replacement	7,200	2,535	MES	

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 15th March 2016 commencing at 2.30 pm

8.1 SPECIFIC WORKS STATUS REPORTS

CONTINUED

Project	Budget	Expend	Resp	Comment
Plant				
Heavy Plant Purchases - Nett	644,435	457,277	MES	Complete
Light Plant Purchases - Nett	42,345	Nil	MES	July 15 / June 16

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 15th March 2016 commencing at 2.30 pm

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 Beautification	Lighting	Consultation Meeting held with RMS. RMS to design and cost roundabout construction for Council's consideration. Council to contribute 50% to annulus construction.
	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	2015 project started. 2016 project 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	Council successful in Round 7. Second stage of application to be submitted.	
Country Passenger Transport Infrastructure Grant Scheme (CPTIGS)	Met with Regional Coordinator who will forward Scheme Guidelines when they are made available.	
Cenotaph Access	Driveway poured. Site to be tidied up after that.	
Soft Fall Lion's Park	Complete	
Lion's Park Playground Fencing	Fencing contractor to be advised.	
Soft Fall Macquarie Park	Complete	

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting Held in the Council Chambers, Administration Building, Warren, On Tuesday 15th March 2016 commencing at 2.30 pm

9. WORK HEALTH SAFETY

The General Manager circulated the updated Work Health and Safety Action Plan and Risk Management Plan and requested feedback from the Manex members.

The General Manager advised that he was currently looking at the option of Wes Hamilton undertaking the role of WHS/RO position for around 20 hours per week during the maternity leave period of Sarah Godwin.

10.1 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
02.03.16	16-03	2016 Minsters' Awards for Women in Local Government	Noted
09.03.16	16-04	Draft Code of Accounting Practice and Financial Reporting for 2015-16 (update 24)	Noted
11.03.16	16-05	Changes for properties sold or leased with swimming pools	Noted

Ministerial Circulars

Date	Circular No.	Description	Comment/Action
		Nil	

MOVED Wielinga/Morgan that the information be received and noted.

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 15th March 2016 commencing at 2.30 pm

10.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS (L5-3)

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

Strategic Tasks Guide

DATE	TASK	STATUS
MARCH		
	Nil	
APRIL		
30	Fourth quarterly rates instalment notice to be sent (s.562).	Noted
	Public bodies to provide Council with a list of parcels of land to which rate rebate applies (s.600).	Noted

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

Carried

11. OPERATIONAL PROCEDURES (I2-11.1)

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

- Q Hire of Facility Requests - Sporting and Cultural Centre;
- Q Updating Monthly Bookings Schedule for the Warren Shire Council Website - Warren Sporting and Cultural Centre;
- Q Use of Petty Cash - Sporting and Cultural Centre;
- Q Completing an Order Requisition - Sporting and Cultural Centre;
- Q Preparing Monthly Invoices - Sporting and Cultural Centre;
- Q Court Floorboard Maintenance at the Sports Centre;
- Q Preparing Weekly Income Returns - Sporting and Cultural Centre; and
- Q Hire of Equipment Requests - 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; Hire of Facility Requests - Sporting and Cultural Centre; Updating Monthly Bookings Schedule for the Warren Shire Council Website - Warren Sporting and Cultural Centre; Use of Petty Cash - Sporting and Cultural Centre; Completing an Order Requisition - Sporting and Cultural Centre; Preparing Monthly Invoices - Sporting and Cultural Centre; Court Floorboard Maintenance at the Sports Centre; Preparing Weekly Income Returns - Sporting and Cultural Centre; and Hire of Equipment Requests - Warren Sporting and Cultural Centre, be adopted.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 15th March 2016 commencing at 2.30 pm

Carried

12. COMPLAINTS / ACTION REQUESTS STATUS

The outstanding complaints/actions list was circulated, matters listed checked and updated where applicable. Due to the fact that this list was now operating and actions taken in a timely manner, it was **Moved** Wielinga/Stephens that this item be removed from the agenda.

13. LMWUA 2016/17 PROPOSED BUDGET

The Committee were circulated the LMWUA 2016/17 Proposed Budget.

14. FEBRUARY 2016 MINUTES AND MARCH 2016 BUSINESS PAPER

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

15. GENERAL BUSINESS WITHOUT NOTICE

- The Water & Sewer Manager advised that Council had received quotations for the fence between Tiger Bay east and the Warren Sewage Treatment Plant. Works to proceed as a matter of urgency.
- The Manager Health and Development Services advised that there had been an influx of anonymous complaints in Collie.
- The Manager Health and Development Services gave the meeting an update in relation to the septic tank problems at the Collie Hotel.
- The Manager Finance & Administration thanked Dan Noble for his time with Council and wished him the best for the future.
- The Mayor enquired if Council were having problems obtaining staff. The Operations Manager advised the staffing problems were due to sickness and leave provisions. There was a problem in getting suitably skilled staff.
- The Mayor enquired if the bus on the Oxley Highway was the RMS and Council undertaking inspections. The Manager Engineering Services advised that it was and they were scoping potential projects.
- The Mayor thanked Dan Noble for his services to Council.
- The General Manager advised that Council would be advertising two (2) positions within the Engineering Section in line with Council's structure.
- The General Manager requested if the old River Red Gum Walk signs in Macquarie Park could be removed and updated.
- The General Manager requested that the no littering signs be erected at the Top Weir - allocation 2138-000.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 15th March 2016 commencing at 2.30 pm

15. GENERAL BUSINESS WITHOUT NOTICE

CONTINUED

- The General Manager requested if a Traffic Control Plan and Traffic Control could be arranged for ANZAC Day.
- The General Manager checked on Council on-call arrangements over Easter.
- The General Manager advised with the grant for the PA System at the Showground/Racecourse, a Committee Meeting would be required.
- The General Manager advised that he had received a call from Richard Stendal and he would like to arrange another meeting in relation to the Booka Road.
- The General Manager thanked Dan Noble for being a member of Manex, and wished him well at Singleton Shire.

There being no further business the meeting closed 4.35 pm.

Sporting Facilities Committee

Attached are Minutes of the Meeting of the Warren Sporting Facilities Committee held on Wednesday, 13th April 2016.

Recommendation:

That the Minutes of the Warren Sporting Facilities Committee Meeting held on Wednesday, 13th April 2016 be received and noted, and the following recommendation be adopted:

ITEM 6.3 POTABLE WATER FOUNTAIN (\$21-2)

1. Council purchase a water fountain for the price of \$1,799.00 to be funded from infrastructure replacement funds;
2. fountain be installed at the southern end of complex near downstairs carpet area.

ITEM 6.4 OUTDOOR FITNESS CIRCUIT (\$21-2)

Council approve in principle the outdoor fitness circuit and when final costings are determined it be placed in the 2016/17 Estimates.

ITEM 6.5 FUTURE IMPROVEMENTS (\$21-2)

Council engage Barnson and Associates to undertake a structural inspection of the mezzanine area for the amount of \$2,255.00 and this be funded from this year's budget.

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the Warren Sporting and Cultural Centre, Warren on Wednesday 13th April 2016 commencing at 4.02 pm

Present: Councillor M Quigley (Chairman)
Wesley Hamilton (Centre Manager)
Ashley Wielinga (General Manager)
Les Morgan (Manager Engineering Services)
James Cleasby (Environmental Health Officer)

ITEM 1 APOLOGIES

Apologies were tendered on behalf of Councillor KW Taylor, Councillor BD Williamson and Maryanne Stephens and it was **MOVED** that the apologies be accepted and a leave of absence be granted for this meeting.

Carried

ITEM 2 MINUTES OF THE MEETING HELD ON 10TH FEBRUARY 2016

MOVED that the Minutes of the Meeting held on 10th February 2016 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING

§ The Chairman requested an update on usage of the Community Room by the Step Class and the potential effect on the upstairs flooring. The Centre Manager advised that Council's Building Foreman had inspected the flooring and had no immediate concerns. The meeting expressed concern that the continued jumping on the floor could have a long term effect and it is requested that a report be prepared for consideration by the Council as a whole.

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

ITEM 4 FINANCIAL STATEMENT

WARREN SPORTING & CULTURAL CENTRE				
OPERATING STATEMENT				
29/03/2016				
Percentage of the year Completed = 74.52%				
	Actual 30/06/15	Actual 29/03/16	Estimate 2015/16	% of Budget
<u>Income:</u>				
Complex Rents & Fees	10,091.41	6,419.45	19,017.00	33.76%
Gym Membership	13,052.26	17,501.64	5,778.00	302.90%
Council Hire - Donation of Fee	2,467.00	759.00	0.00	0.00%
Sundry Income	254.55	0.00	50.00	0.00%
Total Income =	25,865.22	24,680.09	24,845.00	99.34%
<u>Expenditure:</u>				
Centre Managers Wages	25,282.77	18,218.62	30,469.00	59.79%
Telephone Expenses	914.39	516.54	1,324.00	39.01%
Electricity Expenses	12,429.37	4,668.67	18,002.00	25.93%
Cleaning - Wages	21,795.43	14,556.36	20,767.00	70.09%
- Other	2,027.84	1,533.36	3,052.00	50.24%
General M & R - Wages	3,032.51	950.29	4,645.00	20.46%
- Other	11,941.70	6,551.15	13,600.00	48.17%
Consumables	526.62	1,349.08	1,431.00	94.28%
Purchase of Specific Equipment Items	2,002.60	1,446.68	400.00	361.67%
Floor M & R	0.00	14.45	1,357.00	1.06%
Security Charges	726.02	400.92	517.00	77.55%
Printing & Stationary etc.	55.73	0.00	359.00	0.00%
Purchase of FOBS	750.00	0.00	0.00	0.00%
Microphones	1,431.82	0.00	0.00	0.00%
Rates	4,448.70	5,586.16	5,586.00	100.00%
Total Expenses =	87,365.50	56,509.56	102,184.00	55.30%
<u>Specific Works Expenditure:</u>				
New Security Alarm System	14,537.13	0.00	0.00	0.00%
Purchase 250 Chairs	12,350.00	0.00	0.00	0.00%
Construct New Stages	4,200.00	0.00	0.00	0.00%
Gym Equipment	32,024.78	1,390.00	1,390.00	100.00%
Mezzaine Ramp		4,173.00	12,000.00	34.78%
Total Specific Works Expenses =	63,111.91	5,563.00	13,390.00	41.55%
Balance of Operating Funds Available =	(124,612.19)	(31,829.47)	(77,339.00)	41.16%

RECOMMENDATION:

That the information be received and noted.

MOVED that the information be received and noted.

Carried

WARREN SHIRE COUNCIL
Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

ITEM 5 ACTION CHECKLIST

<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>
18.11.15	Car parking area Southern end	MES	Works to be undertaken as a matter of urgency.
*10.2.16	Potable water fountain	CM	Investigate installation of potable water fountain to cater for both indoor and outdoor use at Victoria Park. Report presented to this meeting.
*10.2.16	Outdoor exercise circuit	CM	Undertake additional investigation regarding costs, funding, location, layout, circuit length etc and report as soon as practical. Report presented to this meeting.
*10.2.16	Purchase of additional gym equipment	CM	Complete.
10.2.16	Heating at the Warren Memorial Swimming Pool	MHD	Information be sort on the feasibility of providing heating for the Warren Memorial Swimming Pool
*10.2.16	Future Improvement	CM	Investigate the upgrade and report back to committee on the installation of the following:- <ul style="list-style-type: none"> · External storage; · Upstairs flooring – structural integrity and cost to upgrade; and · Rectification and upgrade of pavers at front of complex Report presented to this meeting.

RECOMMENDATION:

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

MOVED that the information be received and noted and items marked with (*) be deleted.

Carried

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

REPORT OF THE MANAGER HEALTH & DEVELOPMENT

ITEM 6.1 GYM MEMBERSHIP AND USAGE (S21-2)

As of the 21st March 2016 there are 182 current members at the Warren Sporting and Cultural Centre Gym.

- 158 Members – February 2016
- 143 Members – November 2015
- 143 Members – August 2015
- 79 Members – February 2015

Overall Usage of the gym has been consistently high with 805 sign-ins recorded for the month of February 2016.

- 580 Sign-ins – January 2016
- 560 Sign-ins – December 2015
- 566 Sign-ins – November 2015
- 550 Sign-ins – October 2015

RECOMMENDATION:

That the information be received and noted.

MOVED that the information be received and noted.

Carried

ITEM 6.2 CAR PARKING AREA AT SOUTHERN END OF BUILDING (S21-2)

The Centre Manager held a discussion with the Operations Manager of the Warren Shire Council on the 9th March 2016, in relation to sealing the southern car park area and road behind the complex to create a fully sealed loop around the Victoria Oval precinct. The Centre Manager is now waiting for estimates to be undertaken by the Operations Manager.

RECOMMENDATION:

That the information be received and noted.

MOVED that:

1. the information be received and noted;
2. Southern car park area works be undertaken as a matter of urgency; and
3. the seal of road behind the complex to be included with the outdoor fitness circuit.

Carried

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

REPORT OF THE MANAGER HEALTH & DEVELOPMENT CONTINUED

ITEM 6.3 POTABLE WATER FOUNTAIN (S21-2)

The Centre Manager held a discussion with the Water & Sewer Manager on the 25th February 2016, in relation to placing a water fountain outside the southern end of the building to provide access to drinking water for the general public.

The Water & Sewer Manager advised to make use of the outdoor power supply located at the proposed site to provide chilled water for drinking.

Centre Manager agreed with the proposal and on the 23rd March 2016 the Water & Sewer Manager provided a quote of \$1,799.00 for the most suitable unit.

RECOMMENDATION:

That the information be received and noted.

RECOMMENDATION TO COUNCIL:

Moved that:

1. the information be received and noted;
2. Council purchase a water fountain for the price of \$1,799.00 to be funded from infrastructure replacement funds;
3. fountain be installed at the southern end of complex near downstairs carpet area.

Carried

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

REPORT OF THE MANAGER HEALTH & DEVELOPMENT CONTINUED

ITEM 6.4 OUTDOOR FITNESS CIRCUIT (S21-2)

The Centre Manager has undertaken an extensive report regarding the location, costs, layout and circuit length of the proposed Victoria Oval Precinct Fitness Circuit as follows:

Proposed Location of the Outdoor Fitness Circuit

After completing an inspection of the Victoria Oval Precinct the Centre Manager concluded that the area at the North West corner of the Tennis Courts would be a suitable location to place an outdoor fitness station. The location of the Circuit and fitness station is shown in Figure 1 and Figure 2.



Figure 1. Proposed location of outdoor fitness station

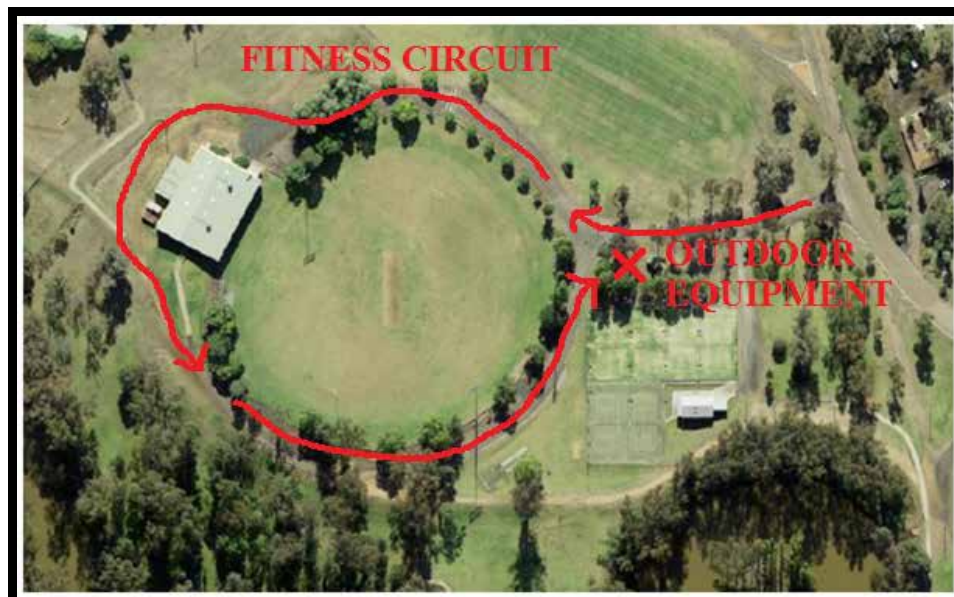


Figure 2. Aerial Photo of proposed outdoor fitness circuit

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

REPORT OF THE MANAGER HEALTH & DEVELOPMENT CONTINUED

ITEM 6.4 OUTDOOR FITNESS CIRCUIT CONTINUED

Underground Services Surrounding Proposed Location of the Outdoor Fitness Circuit

The Centre Manager has undertaken a discussion with the Projects and Assets Engineer of the Warren Shire Council who compiled the following report in relation to underground services within the proposed area of the Victoria Oval Precinct as shown in Email 1.

Email 1. *Dial before you dig: Victoria Oval*

G'day Wes,

Please see attached for your dial before you dig enquiry for Victoria Oval. In summary you should have no issues with Telstra or Essential Energy services around the perimeter of Victoria Oval.

The pdf labelled "Warren Underground Services" are our own bore and river water services, etc. It doesn't really show where the irrigation lines are for the complex and we know that some of this data is inaccurate. I would suggest based on this that you mark on the ground the exact location of the proposed outdoor gym equipment and then we can check it out with Steve Bolton to ensure that you will have no issues with these types of services.

There is a hard copy of all this information on file under T2-8.

Regards

*Dan Noble | Projects and Assets Engineer | Warren Shire Council
Office: (02) 6847 6634 Mob: 0428 249 645*

The Centre Manager has consulted with the Senior Water Attendant of the Warren Shire Council on the 15th March 2016, in regards to underground services located within the Victoria Oval precinct. He believes that the proposed location for the outdoor fitness circuit will not be effected by underground services, but said to contact the Parks and Gardens Foreman in relation to the location of irrigation pipes surrounding the proposed site.

The Centre Manager consulted with the Parks and Gardens Foreman of the Warren Shire Council on the 23 March 2016 in regards to the location of irrigation pipes surrounding the proposed site for the outdoor fitness circuit. He believes that the proposed location for the outdoor fitness circuit will not be effected by the underground irrigation pipes.

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

REPORT OF THE MANAGER HEALTH & DEVELOPMENT CONTINUED

ITEM 6.4 OUTDOOR FITNESS CIRCUIT CONTINUED

Proposed Layout of the Outdoor Fitness Circuit

The Centre Manager has received a design concept and 3D drawing of the proposed outdoor fitness circuit as shown in Figure 3 and 4 respectively from FORPARK AUSTRALIA.

FORPARK AUSTRALIA has also provided the Centre Manager with the proposed signage to be attached to each piece of equipment within the outdoor fitness circuit to provide education to the general public, relating to safe and effective usage as shown in Figure 5, 6 and 7 respectively.

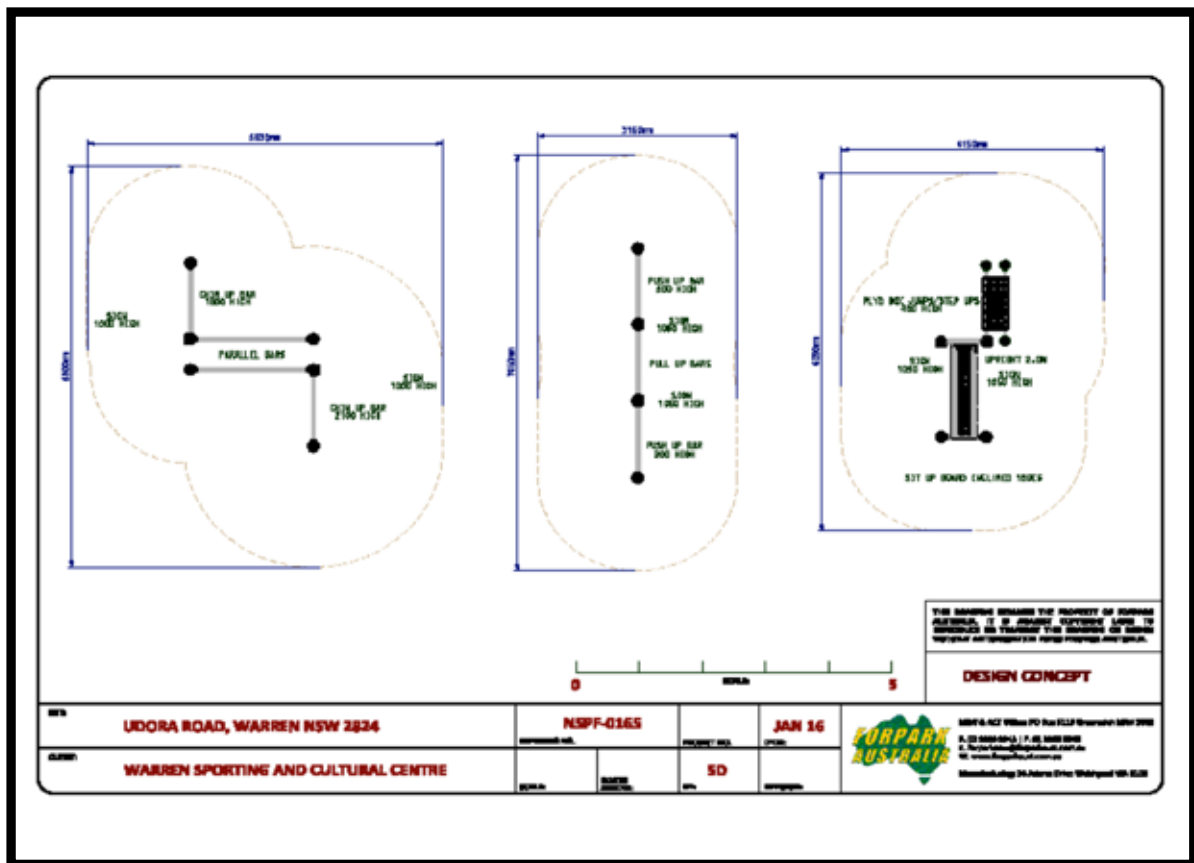


Figure 3. Proposed Design Concept of Outdoor Fitness Circuit

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

REPORT OF THE MANAGER HEALTH & DEVELOPMENT

CONTINUED

ITEM 6.4 OUTDOOR FITNESS CIRCUIT

CONTINUED

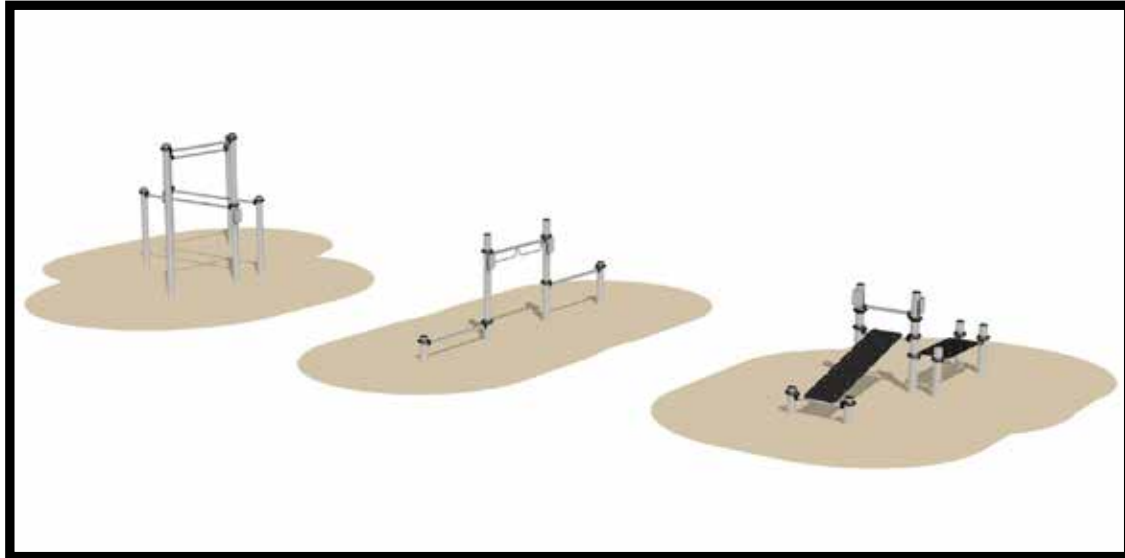


Figure 4. 3D Drawing of Proposed Outdoor Fitness Circuit

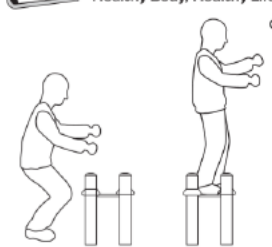
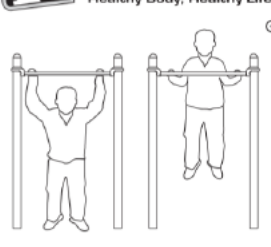
<p>Plyo Box Jump</p> <p>Technique Standing with feet shoulder width apart, perform a quarter squat before aggressively swinging the arms forward and jumping onto the box. Step down from the box and repeat.</p>  <p>Develops</p> <ul style="list-style-type: none"> • Hamstrings • Calves <p>Training Tip Once comfortable with this movement, to increase complexity try adding speed by dropping from the box to the ground and jump back in one movement.</p> <p>Warning</p> <ul style="list-style-type: none"> • If you suffer from any medical conditions that may be adversely affected by physical exertion do not use this equipment without first seeking medical advice. • Observers should stand well clear of equipment while in use. • Please take care when entering and exiting the item. <p>DATE OF MANUFACTURE: _____</p> <p>Head Office (08) 9472 1788 PO Box 484 Cloverdale WA 6985 Hansen Pty Ltd T/A Forpark Australia ABN 70 826 677 041</p> <p>FORPARK AUSTRALIA Proudly Made in Australia</p>	<p>Chin Ups</p> <p>Technique Grasping overhead rail with both hands, pull your body up towards the rail. Lower again to start position.</p>  <p>Develops</p> <ul style="list-style-type: none"> • Biceps • Triceps • Laterals • Abdominals <p>Training Tip Change the position of your grip to work different muscle groups.</p> <p>Warning</p> <ul style="list-style-type: none"> • If you suffer from any medical conditions that may be adversely affected by physical exertion do not use this equipment without first seeking medical advice. • Observers should stand well clear of equipment while in use. • Please take care when entering and exiting the item. <p>DATE OF MANUFACTURE: _____</p> <p>Head Office (08) 9472 1788 PO Box 484 Cloverdale WA 6985 Hansen Pty Ltd T/A Forpark Australia ABN 70 826 677 041</p> <p>FORPARK AUSTRALIA Proudly Made in Australia</p>
--	--

Figure 5. Outdoor Fitness Equipment Signage Example 1

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

REPORT OF THE MANAGER HEALTH & DEVELOPMENT

CONTINUED

ITEM 6.4 OUTDOOR FITNESS CIRCUIT

CONTINUED

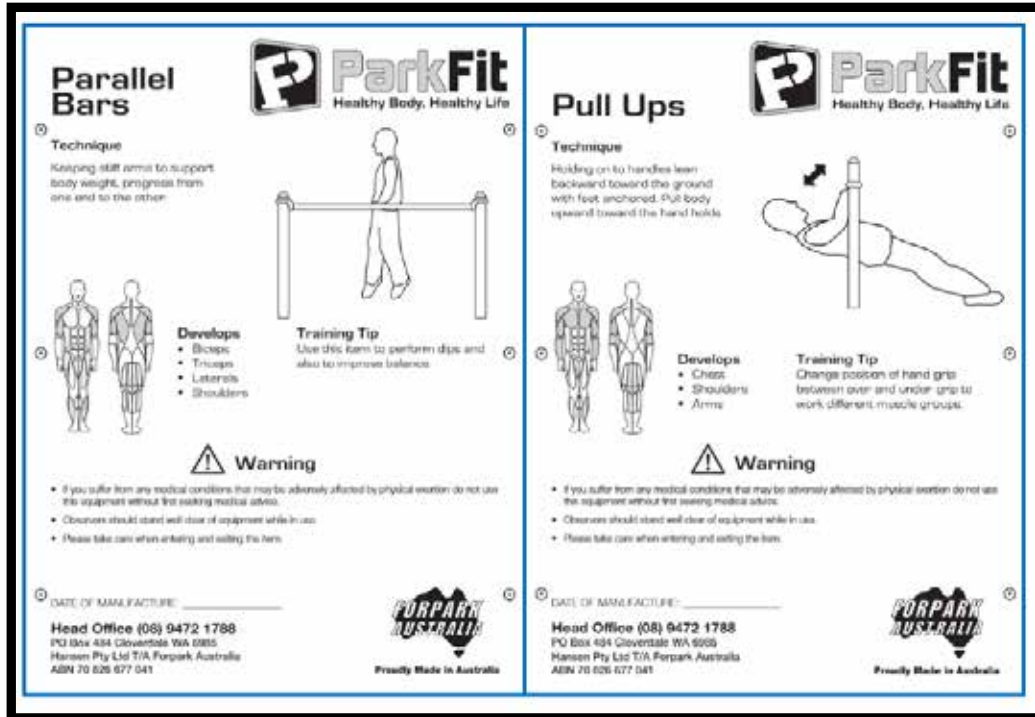


Figure 6. Outdoor Fitness Equipment Signage Example 2

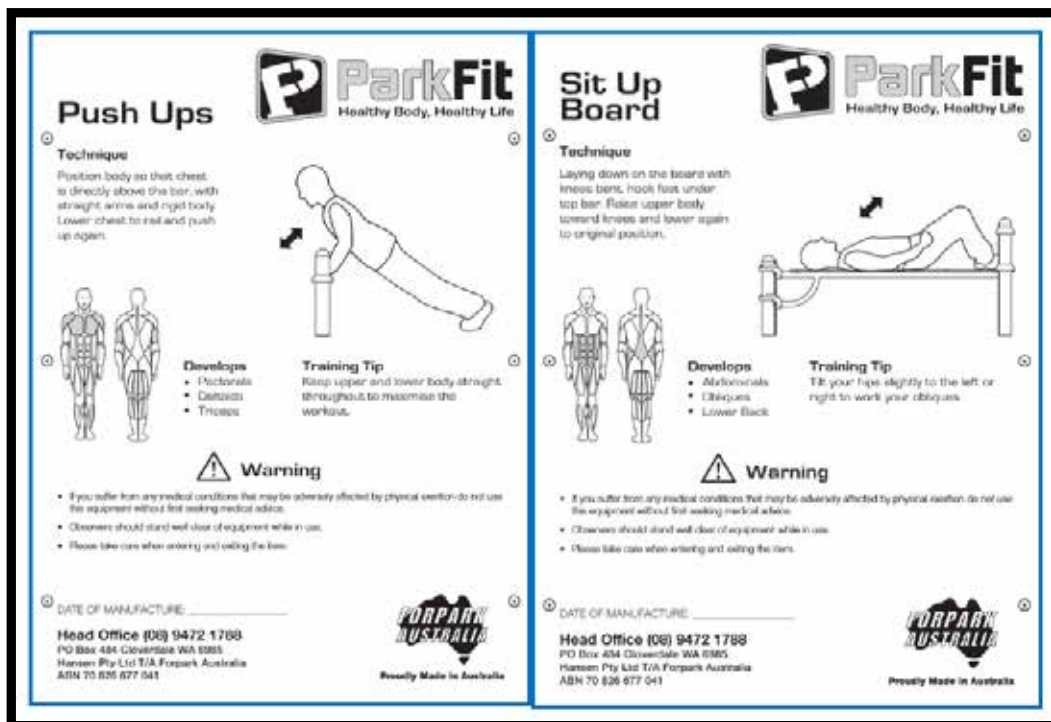


Figure 7. Outdoor Fitness Equipment Signage Example 3

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

REPORT OF THE MANAGER HEALTH & DEVELOPMENT CONTINUED

ITEM 6.4 OUTDOOR FITNESS CIRCUIT CONTINUED

Site Work for the Placement of an Outdoor Fitness Circuit

The Centre Manager undertook a discussion with the Operations Manager on the 9th March 2016, in relation to site work that must be completed prior to the placement of outdoor fitness equipment at the proposed site.

The Operations Manager suggested that a concrete slab be placed at the proposed site in favour of a hard stand area.

The Centre Manager agreed and the Operations Manager is seeking estimates to undertake the work to complete the concrete slab for the outdoor fitness equipment to be placed upon.

Cost to Purchase Outdoor Fitness Equipment

On the 21st January 2016, the Centre Manager received the following quote from FORPARK AUSTRALIA to supply and deliver the outdoor equipment as shown in Email 2.

The price does not include installation, which will be undertaken by the Warren Shire Council upon completion of the concrete slab area.

Email 2. *ParkFit Equipment Quote*

Hi Wesley,

Thank you for your enquiry about our outdoor fitness equipment. Please see the attached plan drawing and 3D drawing of the ParkFit equipment you are after. The cost of the equipment in the attachment for supply and delivery only is \$9,610.00 +GST

Please let me know what you think and if you would like me to make any changes to the design.

I look forward to hearing from you soon.

Kind Regards, Sarah

*Sarah De Masi | FORPARK AUSTRALIA
Sales & Design Consultant
141 Greenwich Road Greenwich | PO Box 5113
Greenwich NSW 2065
Tel. 02 9966 9945 | Fax. 02 9966 9946
sarah@forparkaust.com.au
www.forparkaust.com.au*



WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

REPORT OF THE MANAGER HEALTH & DEVELOPMENT CONTINUED

ITEM 6.4 OUTDOOR FITNESS CIRCUIT CONTINUED

In addition to the placement of an outdoor fitness circuit, the entire Victoria Oval Precinct will be designed around the idea of improving not only Muscular Strength, Power and Endurance but Cardiovascular Health with the addition of a sealed walking/cycling track.

Participants of the Victoria Oval Precinct Fitness Circuit will enter from the Udora Road entrance and park their vehicle in the area surrounding the main oval.

The Fitness Circuit begins from the proposed location of the outdoor fitness circuit where a sign will explain to each participant how to undertake the fitness circuit.

A proposed sign is shown in Figure 8.

Each participant will walk along the sealed road towards the northern end of the complex, then around the back of the complex, past the southern end of the complex and back past the outdoor fitness circuit as shown by an aerial photo of the Victoria Oval Precinct in Figure 2.

Each lap of the fitness circuit equals a total distance of 600 metres.

To reach the recommended cardiovascular training guidelines for adults by the Department of Health each participant should undertake an average of 5 laps of the walking circuit or as many laps as can be completed in a minimum time of 30 minutes, 5-7 days per week.

In addition to the walking circuit each participant should undertake 12-15 reps of each piece of outdoor fitness equipment 2-4 times on 2-3 days per week to reach the recommended resistance training guidelines for adults by the Department of Health.

WARREN SHIRE COUNCIL
Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

REPORT OF THE MANAGER HEALTH & DEVELOPMENT **CONTINUED**

ITEM 6.4 **OUTDOOR FITNESS CIRCUIT** **CONTINUED**

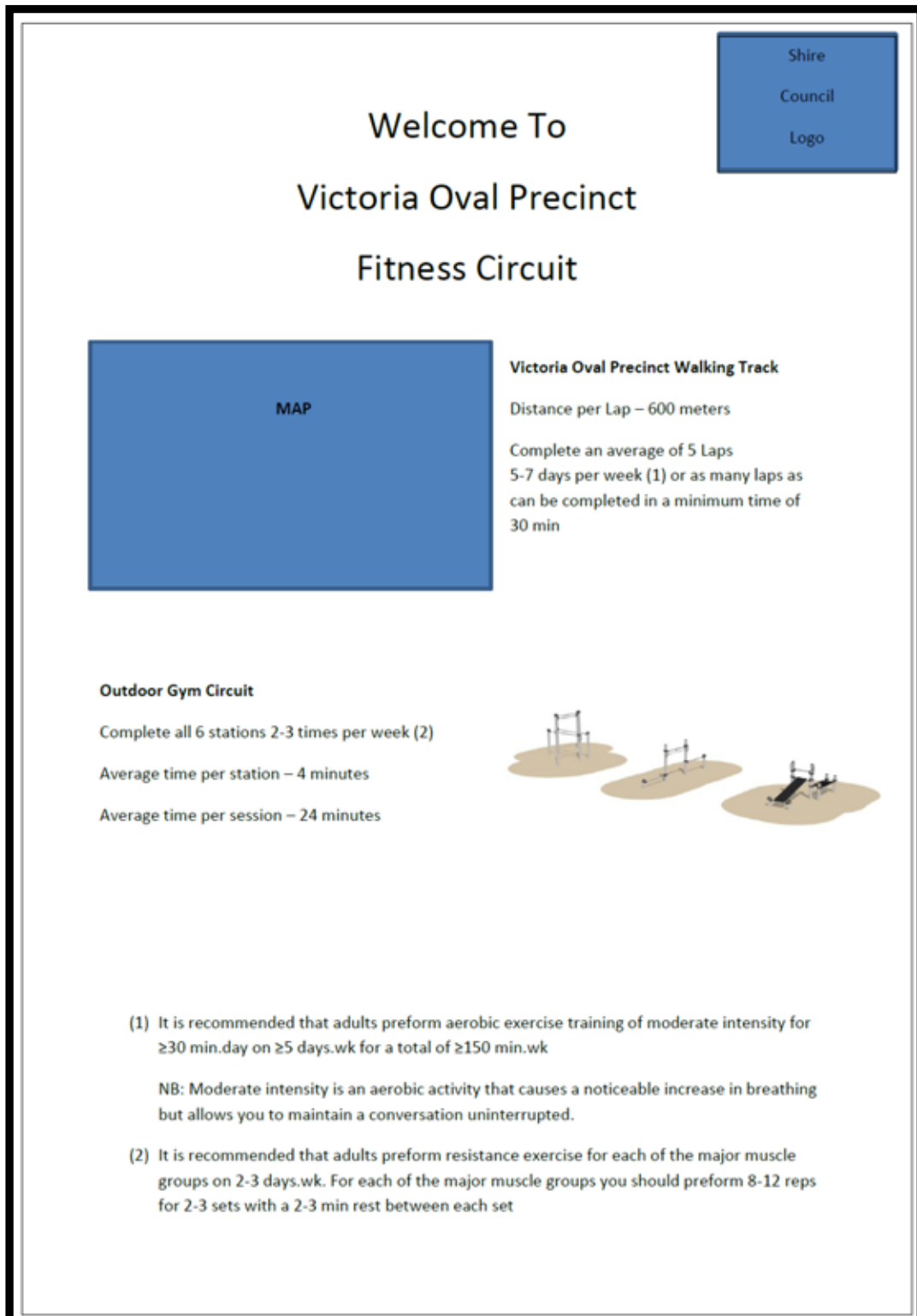


Figure 8. Proposed Sign for Victoria Oval Precinct Fitness Circuit

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

REPORT OF THE MANAGER HEALTH & DEVELOPMENT CONTINUED

ITEM 6.4 OUTDOOR FITNESS CIRCUIT CONTINUED

Indicative Costings of Victoria Oval Precinct Fitness Circuit

Indicative costings have been obtained where possible. Some costings will be required to be determined following concept approval. Those costings that are known are as follows:

Purchase of Outdoor Gym Circuit Equipment - \$9,610.00 ex. GST

Purchase of Victoria Oval Precinct Fitness Circuit Signage – \$500.00 ex. GST

The following items will require to be costed following determination of exact size and distances:

Cost of Concrete Slab at proposed site.

Cost to Seal Road around Complex.

Cost to install equipment.

RECOMMENDATION:

That the information be received and noted.

RECOMMENDATION TO COUNCIL

Moved that:

1. the information be received and noted.
2. a further report to be presented to the July Sporting Facilities Meeting with final costings;
3. seek Grant Funding for this project; and
4. Council approve in principle the outdoor fitness circuit and when final costings are determined it be placed in the 2016/17 Estimates.

Carried

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the Warren Sporting and Cultural Centre, Warren on Wednesday 13th April 2016 commencing at 4.02 pm

ITEM 6.5 FUTURE IMPROVEMENTS

(S21-2)

At the Sporting Facilities Meeting held on the 10th February 2016, the Centre Manager was requested to undertake initial investigations in relation to the following issues.

Mezzanine Area Floor Integrity

The Centre Manager held a discussion with the Manager of Engineering Services on the 11th March 2016 regarding the structural integrity of the mezzanine flooring located within the Warren Sporting and Cultural Centre. The Manager of Engineering Services suggested we seek the professional opinion from a certified structural engineer. Photos were taken beneath the gym floor of the structural beams and damage to floor tiles and it is proposed that these be forwarded to the certified structural engineer.

Council has received a quotation from Barnson of \$2,255 to undertake the structural inspection.

Front Entrance Pavers

The Centre Manager held a discussion with the Operations Manager on the 9th March 2016 regarding restoration of the pavers along the front entrance area of the Warren Sporting and Cultural Centre. The Centre Manager explained that the four rows of paver's closest to the main oval have shifted and pose a risk to users of the facility. The Operations Manager agreed and suggested that the four rows closest to the main oval be removed and relayed. The Operations Manager will now report back with an estimate to complete the restoration work.

External Storage

On examination of Council's records there are design drawings and costing in relation to external storage, as it has been subject to a number of grant funding applications in the past. To progress this project, it would only require an update on these costings.

RECOMMENDATION:

That the information be received and noted.

RECOMMENDATION TO COUNCIL:

Moved that:

1. the information be received and noted;
2. Council engage Barnson and Associates to undertake a structural inspection of the mezzanine area for the amount of \$2,255 and this be funded from this year's budget;
3. Costings be sorted to relay the pavers and this item be placed in the 2016/17 Estimates;
4. External storage be placed on future improvement works list.

Carried

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

REPORT OF THE MANAGER HEALTH & DEVELOPMENT CONTINUED

ITEM 6.6 MAINTENANCE AND REPAIRS (S21-2)

The current maintenance and repairs items for the Sporting and Cultural Centre are as follows:

General Maintenance and Repairs

Item	Comment
Cap off floor waste in Kitchen cool room. (Not permitted under food regulations).	Part ordered, plumber to install.
Main Air conditioners require servicing prior to start up every spring.	MHD to arrange, ongoing.
Roof storm water system requires a scheduled cleaning program to be developed to avoid water backing up and entering the building's wall cavity.	Complete, ongoing.

Asset Renewal

Item	Comment
*Construct underground storm water drainage system to storeroom and convey to open storm water drain.	Complete
*Inspection openings to western elevation require additional protection pending extension to storeroom.	Complete
Log retaining wall subsiding – reconstruct with appropriate depth vertical supports	In progress

Capital Improvement

Item	Comment
Remove storage containers - construct external storage (funding required)	When funds permit.

RECOMMENDATION:

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

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 13th April 2016 commencing at 4.02 pm

ITEM 7 GENERAL BUSINESS

- A letter was received from RiverSmart in regards to screening movies at the Warren Sporting and Cultural Centre. Following consideration RiverSmart be advised the cost for screening movies will be as per Council's Fees and Charges – Community Group \$194.00 per night. No deposit be required, subject to the facility being left in an appropriate state.

ITEM 8 NEXT MEETING DATE AND TIME

Wednesday, 13th July 2016

Wednesday, 12th October 2016

Wednesday, 8th February 2017

The Committee then undertook a full site inspection looking at pavers, ramp, southern car park and location of fitness circuit.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.40 PM.

Showground/Racecourse Committee

Attached are Minutes of the Meeting of the Warren Shire Showground/Racecourse Committee held on Monday 18th April 2016.

RECOMMENDATION:

That the Minutes of the Showground/Racecourse Committee Meeting held on Monday 18th April 2016 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Monday,
18th April 2016 commencing at 5.30 pm

ATTENDANCE:

Nick Brennan	(Councillor, Chair)
Tony Van Lubeck	(Councillor)
Ian McKay	(Warren Jockey Club)
Kevin Noonan	(Warren Jockey Club)
Mark Beach	(Warren Jockey Club)
Bec McKay	(Secretary - Warren Jockey Club)
David Cleasby	(Warren P & A Association)
Phil Waterford	(Warren Polocrosse Club)
David Dwyer	(Warren Polocrosse Club)
Chris Foy	(Warren Pony Club)
Vicki Parker	(Warren Rodeo/Campdraft Committee)
Doug McKay	(Other Users)
Ashley Wielinga	(General Manager)
Les Morgan	(Manager Engineering Services)

ITEM 1 APOLOGIES

Moved that the apologies tendered on behalf of Councillor Campbell AM, Maryanne Stephens (Manager Health and Development Services) and Lauren Hocking (Warren Pony Club) be accepted and a leave of absence be granted for this meeting.

Carried

**ITEM 2 CONFIRMATION OF MINUTES OF THE MEETING
HELD ON THURSDAY 14TH MAY 2015**

Moved that the Minutes of the Meeting held on Thursday 14th May 2015 as circulated be adopted as a true and correct record of that Meeting.

It should be noted there was some conjecture in relation to the interpretation and meaning of some of the minutes. Notwithstanding this, there was no benefit in taking any further action.

Carried

WARREN SHIRE COUNCIL
Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Monday,
18th April 2016 commencing at 5.30 pm

ITEM 3 SHOWGROUND/RACECOURSE COMMITTEE REVIEW (C14-3.2)

To enable Council to carry out its functions, Council has in place a number of Committees that have been setup under the provisions of Section 355 of Local Government Act. These Committees are made up of Councillors, staff and stakeholders and have the role of dealing with specific areas and can look at issues more in depth.

These Committees make recommendations that are then presented to Council for decision. They have proved to be an extremely effective tool for Council, but from time to time requires review. This report has been prepared to fully review Council's Showground Racecourse Committee Structure. The aim of this review is to ensure that Council delivers the most effective service as possible to the community.

However, the following should be noted that in line with Council's Code of Meeting Practice:-

- (1) A Councillor who is not a member of a committee of Council is entitled to attend, and to speak at, a meeting of the committee.
- (2) However, the Councillor is not entitled:
 - (a) to give notice of business for inclusion in the agenda for the meeting; or
 - (b) to move or second a motion at the meeting; or
 - (c) to vote at the meeting.

The Mayor is, by virtue of holding that office, a member of each committee of Council.

In relation to the appointments to the various committees and delegates it has been Council's practice in the past that such membership be for the life of the Council.

It should also be noted that Council can review/create committees and appoint delegates at any time during the term.

The Alternate Delegate's role will be further clarified at this meeting.

Committee Role:

- (1) To monitor the operations of Warren Showground/Racecourse to ensure it provides for the benefit of users of the facility in an efficient manner.
- (2) To review and recommend to Council a users' fee structure that is equitable and maximises income to Council. (A percentage of operational expenditure may be determined by Council).
- (3) Develop and recommend prioritised improvement program to Council along with potential funding sources.
- (4) To ensure compliance with any regulation/standard relating to the operation of Licenced Racing facility and to report non-compliance to Council.

WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Monday,
18th April 2016 commencing at 5.30 pm

ITEM 3 SHOWGROUND/RACECOURSE COMMITTEE REVIEW CONTINUED

Composition of Committee:

Membership	
3 Councillors	Councillor Brennan Councillor Campbell AM Councillor Van Lubeck
2 representatives of Warren & District Jockey Club	Kevin Noonan Ian McKay Alternate Mark Beach
1 representative of the Warren P & A Association	David Cleasby Alternate Ashley Bell
1 representative of the Polocrosse	Phil Waterford Alternates David Dwyer and Paul Quigley
1 representative of the Warren Pony Club	Lauren Hocking Alternate David Russ
1 representative of the Warren Rodeo Committee (Campdraft)	Vicki Parker Alternative David Wise
1 representative from other users	Doug McKay
3 Council Staff	2 Management 1 Operational

QUORUM:	5 Delegates
MEETING DATES:	As and when called by 2 delegates or Manager Engineering Services or nominee
REPORTING REQUIREMENTS:	Report to Council following each meeting
RESPONSIBLE OFFICER:	Manager Engineering Services

NOTE: All members listed (or their alternate) have a right to vote.

WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting held at the Showground/Racecourse, Warren,
on Monday, 18th April 2016 commencing at 5.30 pm

ITEM 3 SHOWGROUND/RACECOURSE COMMITTEE REVIEW

CONTINUED

Warren Shire Council Proposed Meeting Schedule – Frequency of Meetings

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Ordinary Council Meeting	X	X	X	X	X	X	X	X	X			X
Plant Committee				X			X			X		
Extended Hours Work Agreement / 15 Year Plant Replacement Program				o								
Decide Tender Method							o					
Assess Tenders Received										o		
General				o			o			o		
Showground / Racecourse Committee		X		X			X			X		
Events / Improvements		o					o					
Budget and Fees				o						o		
General		o		o			o			o		
Traffic Committee		X				X				X		
Water & Sewer Committee				X						X		
Performance / Budget				o								
General				o						o		
Town Improvement Committee		X		X			X			X		
Economic Development Committee		X		X			X			X		
Sporting Facilities Committee		X		X			X			X		
WSCC and Victoria Park		o		o			o			o		
Swimming Pool				o			o					
Carter Oval and Other Grounds		o								o		
General		o		o			o			o		
Manex Committee	X	X	X	X	X	X	X	X	X	X	X	X

Key X Council/Committee Meeting X Budget/Finance Compulsory Meeting o Reportable Items

WARREN SHIRE COUNCIL
Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Monday,
18th April 2016 commencing at 5.30 pm

ITEM 3 SHOWGROUND/RACECOURSE COMMITTEE REVIEW
CONTINUED

The General Manager gave the meeting a full overview of Council's Committee Structure and the role that they play in Council's ability to provide services to our community. The General Manager stressed that to be effective, it is extremely important that the Committees meet on a regular basis. By having a regular meeting, it will give the Delegates the opportunity to discuss the various issues with their individual Committees.

Membership of the Committee was discussed and each organisation is to have its Delegate/s to attend the meeting and if they are unable to, they are to arrange for the Alternate to attend in their place, not to have both Delegates and Alternates attending every meeting.

Moved that:

1. the information be received and noted; and
2. a report outlining the discussed amendments be prepared and presented to the next Committee meeting prior to recommendation to Council.

Carried

WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Monday,
18th April 2016 commencing at 5.30 pm

ITEM 4 FINANCIAL STATEMENT

SHOWGROUND/RACECOURSE FINANCIAL STATEMENT			
AS AT 29/03/2016			
Percentage of Year = 74.32%			
<u>Income</u>	Actual as at	29/03/2016	2015/16
	30/06/15		Estimate
Rents & Fees	38,365.51	23,424.20	34,816.00
Internal Income - Council Usage	1,400.00	-	0.00
Trainers Fees	-	-	0.00
Total Income =	39,765.51	23,424.20	34,816.00
Estimated Income =	31,760.00	34,816.00	
	8,005.51	(11,391.80)	
Percentage Income Received =	125.21%	67.28%	
<u>Expenditure</u>			
General - M & R	96,046.73	47,023.10	61,833.00
Camp Showers	2,447.11	355.73	7,180.00
Utility M&R	0.00	0.00	1,712.00
Electricity	18,300.77	6,049.26	19,000.00
Track - M & R	30,271.61	18,341.53	32,665.00
Lounge, Grandstand, Restaurant - M & R	3,973.02	3,287.44	6,259.00
Pavilion - M & R	147.42	0.00	828.00
Horse Stall - M & R	2,022.11	1,238.02	2,761.00
Sheep & Cattle Yards - M & R	1,637.33	759.15	1,362.00
Toilets - M & R	6,531.14	4,305.53	12,335.00
Lawns - M & R	20,413.67	12,617.37	22,406.00
Caravan Park Area - M & R	2,286.54	2,275.29	3,866.00
Rodeo Grounds - M & R	4,736.28	6,290.89	3,682.00
Bar, Coolroom Area - M & R	2,457.66	1,732.07	2,761.00
Insurance	536.00	893.33	585.00
Sundries & Phone	331.78	193.70	1,656.00
Cleaning Charges	5,044.90	2,993.20	7,364.00
Preparation for Events	1,537.09	391.54	9,757.00
Clean up after Events	3,213.76	2,075.51	5,891.00
PA System	0.00	585.92	0.00
Polo Grounds M&R	0.00	0.00	2,209.00
Small Plant M & R	25.90	99.24	674.00
Council Rates	3,455.00	3,558.80	3,559.00
Total General M & R Expenditure =	205,415.82	115,066.62	210,345.00
Estimated General M&R Expenditure =	223,445.00	210,345.00	
	18,029.18	95,278.38	
Percentage Expended =	91.93%	54.70%	
Operating Result Before Depreciation =	(165,650.31)	(91,642.42)	(175,529.00)
Depreciation to 05/02/2016 =	90,695.45	52,905.68	92,000.00
Operating Result After Depreciation =	(256,345.76)	(144,548.10)	

RECOMMENDATION:

That the information be received and noted.

Moved that the information be received and noted.

Carried

WARREN SHIRE COUNCIL
Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Monday,
18th April 2016 commencing at 5.30 pm

ITEM 5.1 SHOWGROUND/RACECOURSE PA SYSTEM (S7-8)

The Public Address System at the Warren Showground/Racecourse has been a problem and a concern over an extended period of time. This has been created by, but not limited to a number of factors including: old technology; new technology; incorrect fittings; inadequate knowledge of user; too much knowledge of user; and etc. Notwithstanding the above, the time has come to fully examine the replacement of part or all of this system.

Committee members should be aware that there are a diverse range of users and their requirements will differ. The aim of this exercise is to make a recommendation to Council of the most suitable option. It is of utmost importance that **WE GET THIS RIGHT.**

The process is outlined as follows:

1. Condition of Existing System;
2. Requirements of Users;
3. Funding
4. System Design and Specification;
5. Procurement, Installation, Service and Training;
6. Future Use/Control.

1. Condition of Existing System

Over the years, a number of additions and replacement parts have been added to this system. Numerous quotations have been received to improve the systems, but these have all been single user orientated.

Council secured the services from a provider outside of area to inspect the system and report back to Council. A copy of the report from Independent Communications is included:

WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Monday,
18th April 2016 commencing at 5.30 pm

ITEM 5.1 SHOWGROUND/RACECOURSE PA SYSTEM

CONTINUED

1. Condition of Existing System

Continued

Independent Communications

43 Gunnedah Road
TAMWORTH N 2340
PO Box 7135
NEMSC NSW 2348

ABN: 38258239816

Phone: 0267657555

Fax : 0267620333

Warren Shire Council

Report on PA System at Warren Race Course.

The PA system was inspected on 22 Dec 2015.

The system consists of a number of speakers, 4 PA amplifiers, a mixer, a non commercial switch panel, a wireless microphone receiver and a wired microphone in the tower.

Speakers are located in the Arena, near the toilet block, betting arena, lounge area, camping/stable area and trackside. The speakers in the lounge area were not inspected as keys were not available. It was advised that these speakers were not working.

The Arena speakers consist of 2 poles with 3 speakers each. These are not working. Toilet block speakers (2) are mounted on a single pole and not working. Betting arena has 1 speaker at each end and are working. Numerous speakers in the camping area are functional, however there is a broken pole, and for the most part, cabling is slung through trees.

The wireless microphones, a MiPro ACT311, were purchased 3 to 4 months ago. These were not able to be located on the day. A check of the ACMA database reveals these microphones are compliant with the recent frequency allocations.

The wired microphones in the tower failed at the last race meeting, and the wireless microphones were pressed into emergency service on the day.

The PA amplifiers consist of two TOA A-1121 and two TOA -1712 units. There is also a mixer and a switch panel. Equipment is mounted in a lockable mini rack mount enclosure. One amp and the wireless microphone are situated on top of the enclosure.

The wiring is distributed by a combination of underground and aerial cabling. It is assumed that some of this wiring is faulty, as evidenced by non functioning speakers. The system has been added on and repaired over the years, with little thought to identifying where and how cabling is run, making fault finding difficult. The cabling to the stable/camping area has cabling slung through trees.

Due to numerous faults in the system it is my opinion that the entire system is replaced, including cabling. The arena and track side speakers should be installed with underground wiring. This should be done with caution as locations of other underground

WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Monday,
18th April 2016 commencing at 5.30 pm

ITEM 5.1 SHOWGROUND/RACECOURSE PA SYSTEM

CONTINUED

1. Condition of Existing System

Continued

services are unknown. Particular care should be taken with the trackside speaker to ensure cabling is safe and inaccessible by the public. The remainder of cabling can be overhead. Stable wiring will require new support structures installed, or alternately underground.

As there are no speakers in the wool pavilion, consideration should be given to the installation of speakers in that location.

As condition of speakers are unconfirmed, it would be prudent to replace all speakers. The PA amplifiers are older models, and appear to be OK, for maximum performance and reliability it is recommended that the system is designed to make full use of function and performance. This may require more or less PA units, and or mixers, depending on equipment specifications. The wireless microphone should be retained.

It is important that cabling comply with Australian Standards, particularly in regard to co-location of mains power. Working at height qualifications may be required for some of the speaker poles. It would be up to contractors to comply with and undertake a JSA before work. Council should be on site to oversee underground trenching.

In summary, it is my recommendation that the entire system is replaced, to ensure long term reliability and function.

Ben Hobson
Workshop Supervisor
19-1-16

2. Requirements of Users

It is extremely important that prior to designing any system, all users needs are taken into consideration. It is also important that these needs are realistic and practical.

Included is a copy of the location of existing speakers and you are requested to consider and mark on the plan your requirements (additional A3 copy attached).

It is proposed to have a large plan at the meeting and combine all requirements onto that plan.

WARREN SHIRE COUNCIL

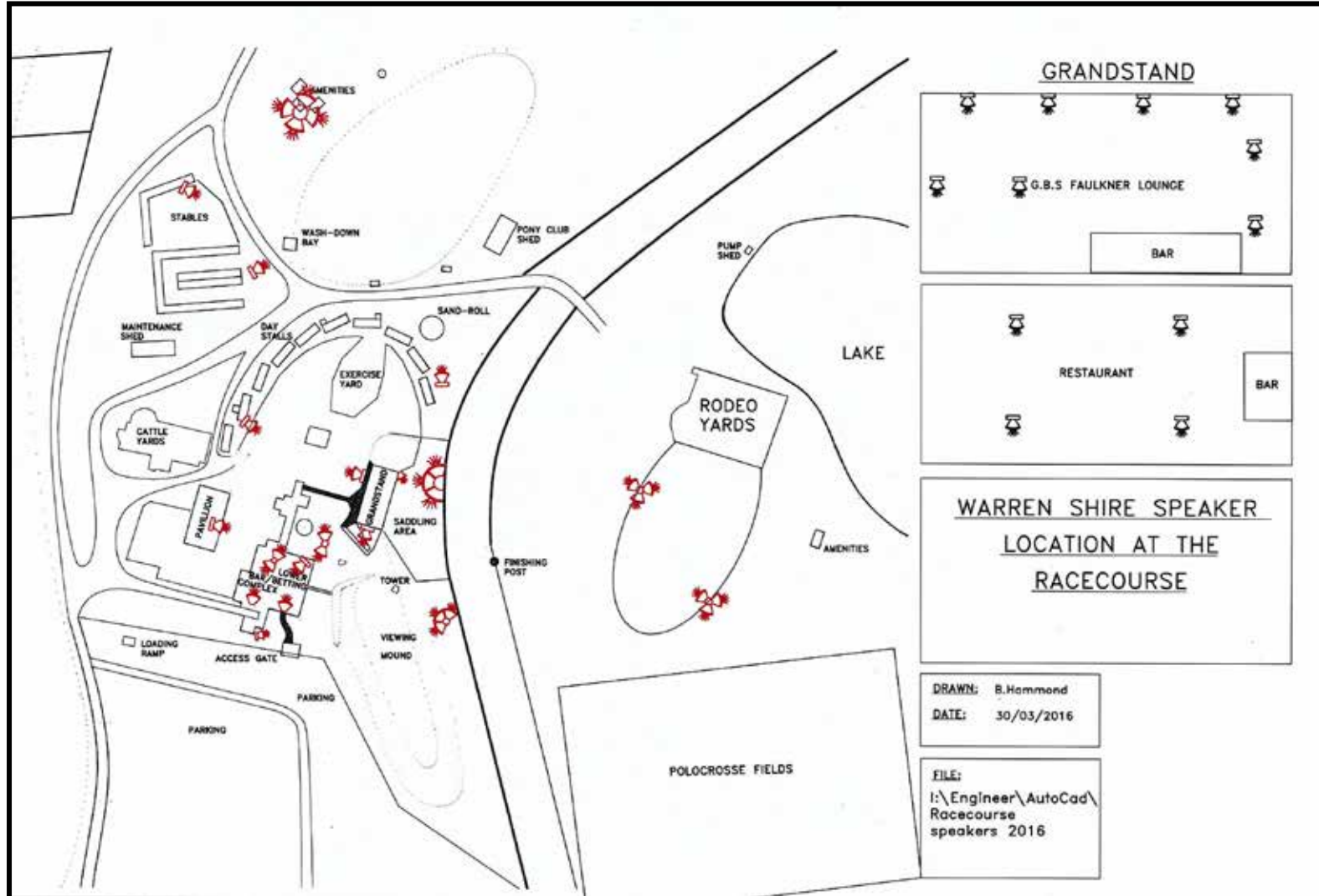
Minutes of the Showground/Racecourse Committee Meeting held at the Showground/Racecourse, Warren,
on Monday, 18th April 2016 commencing at 5.30 pm

ITEM 5.1 SHOWGROUND/RACECOURSE PA SYSTEM

CONTINUED

2. Requirements of Users

Continued



WARREN SHIRE COUNCIL
Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Monday,
18th April 2016 commencing at 5.30 pm

ITEM 5.1 SHOWGROUND/RACECOURSE PA SYSTEM CONTINUED

3. Funding

At this point in time, the actual amount of funding required cannot be reliably determined as a Design Plan and Specification is needed to be drawn up first. Once this has been completed an indicative cost can be developed.

In the interim period, every opportunity is being undertaken to take advantage of relevant grant funding when they become available. Warren Shire Council's Economic Development Team is constantly monitoring and actioning this when required.

Emma Welsh undertook a grant application under the RAS Community Futures Grants. This application involved three (3) parts, a written section, a video and an interview. The video included all users of the complex on whose behalf the application was made. Warren P & A Association Belinda Bell was approached to do the interview as she filled all the eligible criteria and as such was the grant application representative. Subsequently, the application was successful and a grant of \$25,000 was secured with these funds being released to the Warren P & A Association on behalf of all the users.

Warren Shire Council has committed \$20,000 to this project.

4. System Design and Specification

A system design and specification is essential to firstly ensure all that is required is included. Secondly, you can compare quotations/tenders on a level playing field. Thirdly, it should prevent additional costs at the time of installation.

Warren Shire Council does not have this skill set in our organisation, therefore it would be wise to secure the services of an appropriately qualified person to undertake this task.

5. Procurement, Installation, Service and Training

Once the System Design and Specification has been completed, it is intended to compile a tender brief/specification.

This brief/specification will include not only the supply of the system, but installation, training and service.

The indicative cost of the system will determine the method of procurement – i.e. quotation/tender.

WARREN SHIRE COUNCIL
Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Monday,
18th April 2016 commencing at 5.30 pm

ITEM 5.1 SHOWGROUND/RACECOURSE PA SYSTEM CONTINUED

6. Future Use/Control

It is felt that security of equipment, who can use (trained people) and control of system, needs to be also discussed at this early stage.

FOR THE COMMITTEE'S DISCUSSION.

A considerable discussion was undertaken in relation to potential systems, user requirements and future uses. These included the following: cable versus Bluetooth, PA speaker system in segments, portable speakers, inside speakers etc.

Moved that:

1. the information be received and noted;
2. a brief be developed to secure the services of suitably qualified person to develop a design and specification, taking into account areas as discussed at this meeting; and
3. this then be circulated to Committee members as soon as possible and prior to any engagement.

Carried

WARREN SHIRE COUNCIL
Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Monday,
18th April 2016 commencing at 5.30 pm

ITEM 5.1 RACE MEETINGS AND FUTURE FUNCTION DATES (S7-2)

Introduction

This report identifies the dates and functions to be held at the Showground/Racecourse Complex over the next six (6) months.

Report

The Warren and District Jockey Club have advised Council of the following race meeting dates:

9 April 2016	Western Sheep Breeders Racing Meeting
26 July 2016	Cattleman's Cup Race Meeting
6 November 2016	Cotton Cup Race Meeting
16 December 2016	Twilight Race Meeting

The following future functions have been booked as at **5th April 2016**:

6 - 7 April	Warren Shire Council – Training
11 - 15 April	Pony Club Camp
18 April	Showground/Racecourse Committee Meeting
23 April	Showgirl Dinner – Lounge & Kitchen
8 May	Adult Riding Club
14 May	Warren P & A Show
12 June	Adult Riding Club
10 July	Adult Riding Club
29 - 31 July	Polocrosse
14 August	Adult Riding Club
26 - 28 August	Campdraft (Tentative)
2 - 4 September	Campdraft (Tentative)
11 September	Adult Riding Club
17 September	Private Function – Garden Bar and Kitchen
24 September	Private Function – Lounge & Kitchen
1 - 2 October	Private Function – Restaurant (Tentative)
8 - 9 October	Private Function – Garden Bar (Tentative)
9 October	Adult Riding Club

RECOMMENDATION:

That the information be received and noted.

Moved that the information be received and noted.

Carried

WARREN SHIRE COUNCIL
Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Monday,
18th April 2016 commencing at 5.30 pm

ITEM 6 GENERAL BUSINESS

- David Dwyer requested clarification on a booking by the Warren Polocrosse Club for the 29-31 July 2016.

- The General Manager raised the issue in relation to cleaning after events as there appeared to be a concern in relation to this issue. The issue was that there was a cleaning cap of \$1,000 and the Warren Jockey Club had been charged more. The General Manager advised he would fully investigate this matter and report back.

The General Manager did express concern that if the facility was left in a condition that it cost Council more than the cap to clean up, this was not an equitable situation.

ITEM 7 NEXT MEETING

Next Meetings – Wednesday 6th July 2016
 Wednesday 5th October 2016
 Wednesday 1st February 2017

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

Section

X

O

I

I

2

O

U

WARREN SHIRE COUNCIL
Policy Report of the Manager of Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28th April 2016

ITEM 1 ASSETS MANAGEMENT POLICY

(A13-1)

Executive Summary

In line with the previous report regarding achieving the goal of Warren Shire Council reaching core asset management maturity, this report provides the first step on this path, which is to review and amend the existing Asset Management Policy (see attached).

The previous policy has been reviewed and the following amendments made:

- The values relating to Asset Management contained within Council's Community Strategic Plan have been added to the policy to provide linkage with Community aspirations.
- The objectives have been adjusted to be more concise, particularly in the areas of sustainability and meeting legislative requirements.
- A vision linked to the Community Strategic Plan values to govern Asset Management has been added.
- An Asset Management Framework that provides the link between this policy, The Asset Management Strategy and Asset Management Plans has been provided to guide future development and increased understanding of the process.
- Life cycle costing and financial sustainability principles have been added to ensure that they are taken into account in all aspects of Council's management of its infrastructure.
- Links with existing strategic plans have been outlined.
- Responsibility of this and ensuing documents have been defined.
- Guidelines for monitoring performance have been set down.
- Review guidelines, performance assessments and internal audits have been specified.

Background

Council's assets and infrastructure are the core ingredients that are used to deliver a variety of services to its community. Council has a duty of care to effectively account for and manage these assets having regard to the long term and cumulative effects of its decisions.

Hence, not only is it a legislative requirement, an Asset Management Policy is a vital reference tool to guide the management of Council infrastructure to meet the aspirations of the community and to ensure that Council and its community remains strong and sustainable.

The Integrated Planning and Reporting Framework (IP&R) also requires that Council prepare an Asset Management Policy that links Asset Management to the aspirations of its community (Community Strategic Plan).

a) Legal Implications

This policy is required to meet Integrated Planning and Reporting requirements and Council's 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.

WARREN SHIRE COUNCIL
Policy Report of the Manager of Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28th April 2016

ITEM 1 ASSETS MANAGEMENT POLICY

CONTINUED

b) Financial Implications

The development of a relevant and concise Asset Management Policy that guides the development of related Asset Management and Operational documents will provide Council with the tools it needs to assess how it's managing its infrastructure and to identify where costs can be saved and where cost effectiveness can be enhanced.

This policy also lays the foundation blocks to enhancing Council's sustainability for both current and future generations. The requirement for life cycle costing in the policy is particularly relevant here as it informs what the costs will be over the whole useful life of an asset. Hence, it should ensure that future generations will not have to pick up a sizeable bill for services enjoyed by the current generation.

c) Policy Implications

This report and attached document seeks to update the existing Asset Management Policy which was adopted on 28th June 2012.

Conclusion / Summary

The attached Asset Management Policy will guide Warren Shire Council in achieving its community's objective of *"...providing quality and well maintained infrastructure..."* and *"...quality and cost effective services..."* It will also aid Council to meet its objective and legislative requirement to meet core asset management maturity through better strategic management of its infrastructure.

Implementation of this policy will also enhance Council's ability to make costs savings and improve cost effectiveness.

It should also ensure that future generations enjoy the same services that are enjoyed by the current generation.

RECOMMENDATION

That Council adopt the attached amended "Asset Management Policy" as policy.

WARREN SHIRE COUNCIL
Policy Report of the Manager of Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28th April 2016

ITEM 1 **ASSETS MANAGEMENT POLICY**

CONTINUED

Warren Shire Council



ASSET MANAGEMENT POLICY

Amended: 20th April 2016

Policy adopted: 28th June 2012 (Minute No. 196.6.12)

File Ref: A13 – 1

WARREN SHIRE COUNCIL

Policy Report of the Manager of Engineering Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 28th April 2016

ITEM 1 ASSETS MANAGEMENT POLICY

CONTINUED

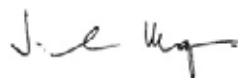
Document Control

Document Number:	Edition 1 / Revision 1
Title:	Asset Management Policy
Author:	Les Morgan – Manager Engineering Services

Issue	Date	Revision Description	Authorised by
1.0	28/6/12	First Edition	Ashley Wielinga
1.1	20/4/16	Revision 1	Ashley Wielinga

Endorsement

Date



20/04/2016

Les Morgan
Manager of Engineering Services

/ /

Ashley Wielinga
General Manager

WARREN SHIRE COUNCIL

Policy Report of the Manager of Engineering Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 28th April 2016

ITEM 1 ASSETS MANAGEMENT POLICY

CONTINUED

Table of Contents

1.	Background.....	4
2.	Objective	4
2.1	Vision	4
2.2	Asset Management Framework.....	4
3.	Application / Scope.....	6
4.	Definitions	6
5.	Principles	6
5.1	Life Cycle Costing.....	6
5.2	Financial Sustainability	7
6.	Relevant Legislation	7
7.	Related and Associated Council Policies and Procedures.....	8
7.1	Links with Existing Strategic Plans.....	8
8.	Responsible Officer / Policy Owner	8
9.	Monitoring	8
9.1	Performance Management.....	8
10.	Review Date.....	8
10.1	Initial Performance Assessment	8
10.2	Service Level Reviews	8
10.3	Asset Management Plans.....	8
10.4	Audits and Evaluations.....	9
10.5	Evaluation of Effectiveness of the System and Processes	9
10.6	Record Keeping, Confidentiality and Privacy	9

WARREN SHIRE COUNCIL
Policy Report of the Manager of Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28th April 2016

ITEM 1 ASSETS MANAGEMENT POLICY

CONTINUED

1. BACKGROUND

It is an obligation of Council to effectively account for and manage its assets having regard to the long term and cumulative effects of its decisions. Council owns a diverse portfolio of assets and uses them to deliver a variety of services to its community. To ensure that Council and its community remains strong and sustainable, a process needs to be established to ensure that Council's assets and the associated services are managed in the best way. Failure to do this presents a key risk that may prevent Council from achieving its goals. This principle is reflected in two values within Council's Community Strategic Plan:

"A shire that has quality and well maintained infrastructure."

"A Council that provides quality and cost effective services..."

2. OBJECTIVE

The objective of this policy is to provide a framework for how and why asset management will be undertaken across Council as a whole based on the principles of:

- Providing services and infrastructure in a sustainable manner.
- Providing a clear understanding across Council as a whole on financial sustainability and its importance to asset management.
- Safeguarding Council's physical assets and employees by implementing asset management strategies and adequate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.

2.1 VISION

Council's Asset Management vision is:

"That within its financial constraints, Warren Shire Council will responsibly plan, provide, maintain and manage its publicly owned infrastructure, facilities and services efficiently and effectively on a whole of life basis, with due regard given to the sustainability of its practices and the current and future needs of its community."

WARREN SHIRE COUNCIL
Policy Report of the Manager of Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28th April 2016

ITEM 1 ASSETS MANAGEMENT POLICY

CONTINUED

2.2 ASSET MANAGEMENT FRAMEWORK

Below is a graphical depiction of the framework for Council's Asset Management System. The framework outlines how this Policy, and the Asset Management Strategy and Asset Management Plans will fit together and complement each other and provides an outline of the purpose of each.



In addition to the above, internal Asset Condition Rating and Valuation Manuals will also be developed to provide transparent and consistent information required for the Asset Management Plans.

3. APPLICATION / SCOPE

This policy relates to all non-current items that have been recognised as Council assets and the services that are delivered using those assets.

4. DEFINITIONS

- Asset:** An item which has been recognised as an asset and is used by Council in the carrying out of its functions.
- Community:** People who live in the Warren Local Government Area and are affected by the decisions, procedures and/or practices of Warren Shire Council.
- Current asset:** An asset that has a life span of 1 financial year or less.
- Non-current asset:** An asset that has a life span of more than 1 financial year.
- Service:** A function which Warren Shire Council seeks to provide.
- Service Level:** The degree to which Warren Shire Council seeks to provide a service.

WARREN SHIRE COUNCIL

Policy Report of the Manager of Engineering Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 28th April 2016

ITEM 1 ASSETS MANAGEMENT POLICY

CONTINUED

5. PRINCIPLES

The following sets down some essential principles for asset management.

5.1 LIFE CYCLE COSTING

Non-current assets consume resources to acquire or create them and to keep them in an operational condition over the whole of their life. Most decisions about assets are enduring, and have long term implications. Because of the significant ramifications all assets must be assessed in terms of their life cycle. The general phases through which an asset passes during its life are depicted in the diagram below and are as defined as follows:

- (i) The needs assessment phase, where the need for a new asset is planned, options assessed and life cycle costs considered;
- (ii) The creation phase where an asset is donated, constructed, purchased or hired;
- (iii) The operation / service delivery phase where the asset is used for its intended purpose;
- (iv) The maintenance phase including any repair and risk management;
- (v) The valuation stage including performance, condition, usage and financial reporting;
- (vi) The review of the achievement of outcomes phase including identified improvements; and
- (vii) The disposal / renewal phase, when the life of the asset has expired, or when there is no longer a need for the service provided by the asset.



Decisions taken about an asset in one phase can affect its performance in others. As an example inadequate attention to maintenance can accelerate the need for major repairs or shorten the operational life of the asset and increase Council's exposure to risk or litigation. It can also affect the optimization of returns on disposal. Conversely, careful management of existing assets over their whole life can extend their effective life and avoid or defer the need for new acquisitions.

The concept of life cycle costing encourages an understanding of the above effects, and helps Managers and Councillors to reach decisions about assets in a whole of life context. This enables the effects of a decision on future generations to be taken into account. Limiting Council's responsibility to less than all the phases in an asset's life cycle will not lead to sound long term decisions. Those charged with the responsibility of managing an asset should be given the responsibility, ability and resources to manage the asset for the whole of its life.

WARREN SHIRE COUNCIL
Policy Report of the Manager of Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28th April 2016

ITEM 1 ASSETS MANAGEMENT POLICY

CONTINUED

5.2 FINANCIAL SUSTAINABILITY

A Council's long term financial performance and position is considered sustainable when planned long term services and infrastructure standards are met without unplanned increases in rates and charges, or disruptive cuts to services.

Accordingly, this section focuses on criteria to enable Council to assess its financial sustainability. The following is a set of characteristics to be used as triggers for further investigation into the sustainability of Council's practices:

- A long term inability to maintain and renew assets is evident together with constant operating deficits and significant debt.
- Significant and continuous annual increases in operating costs.
- Operating costs are well above the median of comparable councils.
- Operating deficits are consistently incurred without a plan to rectify the situation.
- Short term financial obligations aren't being met without any hope of improvement.
- Council has debt which:
 - Ø Limits its capacity to fund vital needs & affects its ability to provide services.
 - Ø Leaves future generations facing an unmanageable bill for current services.
 - Ø The level of net interest costs associated with the debt can't be met from operating revenue.
 - Ø Spending is considerably less on capital/renewal works compared to the depreciation expense, or there is an asset renewal gap that is not being addressed.

6. RELEVANT LEGISLATION

The relevant parts of Section 8 of the Local Government Act 1993, "The Council's Charter", read as follows:

1. A council has the following charter:
 - Ø to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
 - Ø to have regard to the long term and cumulative effects of its decisions
 - Ø to bear in mind that it is the custodian and trustee of public assets and to effectively account for and manage the assets for which it is responsible
 - Ø to facilitate the involvement of Councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government.

WARREN SHIRE COUNCIL
Policy Report of the Manager of Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28th April 2016

ITEM 1 ASSETS MANAGEMENT POLICY

CONTINUED

7. RELATED AND ASSOCIATED COUNCIL POLICIES AND PROCEDURES

7.1 LINKS WITH EXISTING STRATEGIC PLANS

This policy is linked with many outcomes in the “Community Strategic Plan – Warren Shire 2022”. Each element of the asset management framework feeds into the mentioned Community Strategic Plan, Delivery Program, Operational plan, financial plan and annual reports.

8. RESPONSIBLE OFFICER / POLICY OWNER

Council’s Engineering Services Section is the owner of this policy and the Manager Engineering Services is the Officer responsible for the development, review and monitoring of this policy.

9. MONITORING

9.1 PERFORMANCE MANAGEMENT

A Performance Management Plan should be incorporated into each Asset Management Plan to provide Council with the ability to:

- Identify opportunities to improve the services it delivers;
- Assess how well it is meeting the needs and expectations of the community;
- Inform the community on how their services compare with those of comparable Councils through comparative performance monitoring against set benchmarks;
- Meet its statutory and internal reporting obligations;
- Evaluate the effectiveness of the system and processes;
- Aim for continuous improvement; and
- Review and audit its overall Asset Management performance.

10. REVIEW DATE

To ensure that all of the previous mentioned plans and processes remain relevant it is important that maximum deadlines and timeframes be established. The main guiding principle behind these should be the 4-year term of a Council to enable each new Council to have input into the process for their term of office.

10.1 INITIAL PERFORMANCE ASSESSMENT

Initially, it is vital that a comprehensive assessment of performance and service delivery levels be carried out to establish a basis for service delivery and asset management standards, and a benchmark for continuous improvement. This should only be done once when each Asset Management Plan is completed.

WARREN SHIRE COUNCIL
Policy Report of the Manager of Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28th April 2016

ITEM 1 ASSETS MANAGEMENT POLICY

CONTINUED

10.2 SERVICE LEVEL REVIEWS

Reviews of the appropriateness of the level of service must be carried out every 4 years, within 12 months of each new Council being elected to enable them to have input into the levels of service that they wish to deliver the community for their term of office.

10.3 ASSET MANAGEMENT PLANS

As the desired or appropriate levels of service may change with each new Council, it is also essential to review Asset Management Plans every 4 years to ensure relevance is maintained.

10.4 AUDITS AND EVALUATIONS

Legislation requires that Council's financial position be audited annually and as financial performance is an integral part of asset management and the delivery of services, it is appropriate that the performance of Council's management of assets and delivery of services also be reviewed annually. This asset maturity audit should also address any opportunities for improvements.

10.5 EVALUATION OF EFFECTIVENESS OF THE SYSTEM AND PROCESSES

It is also important that the over-arching Asset Management Policy and Strategy together with the processes and systems be reviewed regularly to maintain their relevance. This should be done in the last 12 months of each Council's term of office in preparation of the review to be carried out on the Asset Management Plans in the first 12 months of each Council's term of office.

10.6 RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

This policy will be a public document and will be the responsibility of the Engineering Services Section. The application of this policy will also bring about the following documentation:

- Asset Management Strategy,
- Asset Management Plans, and
- Asset Condition Rating and Valuation Manual.

The Asset Management Strategy will also be a public document and will be the responsibility of the Engineering Services Section.

The Asset Management Plans will also be public documents and will be the responsibility of the Engineering Services Section.

The Asset Condition Rating and Valuation Manuals will be internal documents and will be the responsibility of the Engineering Services Section.

Copies of the Asset Management Policy, Asset Management Strategy, Asset Management Plans and Asset Condition Rating and Valuation Manuals will be placed on the following file:

The file that copies of each of these documents will be placed on is:

A13 – 1. Asset Management General.

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 28th April 2016

ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Own	Outstanding Matter	Officer Resp	Response/Action
General Manager				
25.7.13	210.7.13	Sale of Land to W Berry (Lot 2, DP1104089)	GM	GM to prepare further report to Council
23.7.15	161.7.15	Dubbo Street Medical Centre	GM	Negotiate use with WHFHS, MOW and Community Transport
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	15.1.16	Sale Lot 3 & 4 DP 861182, Nevertire	GM	Sale cancelled
25.2.16	OWN 2 Quigley	Council Chamber's improvement	GM	Call meeting
24.3.16	87.3.16	FWAS Funding	GM	Letter to Minister and Local Member
Manager Finance and Administration Services				
25.2.16	48.2.16	Transfer Lot 11 & 12 DP 758264 Collie to Council	MFA	Awaiting contact from transferee
*24.3.16	75.3.16	Mt Foster Quarry Business Activity	MFA	Business Activity declassified
Manager Engineering Services				
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
*22.10.15	263.10.15 (b)	PQ 15/16-02 Plant 12 Multi SP Roller	MES	Delivered
3.12.15	291.12.15	WSCC Ramp and Mound Works	MES	Works in progress
24.3.16	65.3.16	Installation of bin enclosures CBD	MES	Arrange installation
24.3.16	86.3.16	Macquarie Park Plane trees	MES	Full report to April Council Meeting

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 28th April 2016

ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health & Development				
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

RECOMMENDATION:

That the information be received and noted and that the items marked with an asterisk (*) being 28.1.16-15.1.16, 24.3.16-75.3.16 and 22.10.15-263.10.15 (b)

be deleted.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 28th April 2016

ITEM 2 COMMITTEE/DELEGATES MEETINGS (C14-2)

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

HELD

DATE	COMMITTEE / MEETING	LOCATION
24.3.16	NSW Police Community Safety Precinct	Warren
31.3.16 - 1.4.16	LEOCON & LEMO Workshop	Dubbo
1.4.16	Zone Library	Dubbo
4.4.16	CMCC	Warren
5.4.16	Kevin Humphries MP – Member for Barwon	Warren
5.4.16	Planning Processes in NSW Regional Inquiry (OROC)	Dubbo
6.4.16	Warren Central School ANZAC Ceremony	Warren
13.4.16	Sporting Facilities Committee Meeting	Warren
18.4.16	Showground/Racecourse Committee Meeting	Warren

FUTURE MEETINGS

DATE	COMMITTEE / MEETING	LOCATION
28.4.16	Interagency	Warren
10.5.16	Central West Orana Regional Managers & Leadership Network Meeting	Dubbo
1.6.16	Economic Development Committee Meeting	Warren

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 28th April 2016

ITEM 2 COMMITTEE/DELEGATES MEETINGS CONTINUED

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

- q Local Government Election Calendar
- q National General Assembly of Local Government (NGA)
- q Club Life – April 2016
- q National Local Government Custer Service Network Inc. – Service Matters Autumn 2016
- q Vet Affairs – Autumn 2016
- q NSW Government Planning & Environment – Draft Central West and Orana Regional Plan
- q IPWEA – Directorate February 2016
- q Government News – February to April 2016
- q Australian Local Government Association – Submission to the 2016-17 Federal Budget -Investment in an Innovative and Prosperous Future 28 January 2016
- q Water Directorate News – February 2016
- q Warren Multipurpose Service – Service Statement July 2014
- q Review of Local Government Rating System – Issues Paper April 2016

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 28th April 2016

ITEM 3 LOCAL GOVERNMENT RATING SYSTEM REVIEW (L5-2.2)

The Independent Pricing and Regulatory Tribunal (IPART) has been requested by the Premier of NSW to undertake a review of the Local Government rating system under the following Terms of Reference:

IPART is to undertake a review to identify and make recommendations for potential reforms to the rating system for Local Government in NSW. These recommendations will aim to:

- § enhance the ability of councils to implement sustainable and equitable fiscal policy; and
- § provide the legislative and regulatory approach to achieve the Government's policy of freezing existing rate paths for four (4) years for newly merged councils.

In investigating and making recommendations for this review, IPART is to consider:

- a) The performance of the current rating system and potential improvements, including consideration of:
 - the rating burden across and within communities, including consideration of apartments and other multi-unit dwellings;
 - the appropriateness and impact of current rating categories and exemptions, mandatory concessions and rebates;
 - the land valuation methodology used as the basis for determining rates in comparison to other jurisdictions;
 - the impact of the current rating system on residents and businesses of a merged council and capacity of the council to establish a new equitable system of rating and transition to it in a fair and timely manner; and
 - the objectives and design of the rating system according to recognised principles of taxation.
- b) Current examples of municipal best practice rating policies and schemes;
- c) The impact of the current and alternative frameworks for the rating system on communities and businesses and their capacity to pay; and
- d) Any other matter IPART considers relevant.

In undertaking its review under these Terms of Reference, IPART is to take account of:

- the importance of Integrated Planning and Reporting in determining the revenue required to deliver services and infrastructure;
- the current financial sustainability of Local Government in NSW, including the findings and deliberations of the NSW Treasury Corporation report Financial Sustainability of the NSW Local Government Sector, 2013;
- the findings and deliberations of the Independent Local Government Review Panel and subsequent Government response;
- the NSW Government's policy of encouraging urban renewal; and
- the NSW Government's commitment to protect NSW residents against excessive rate increases and to provide rate concessions to pensioners.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 28th April 2016

ITEM 3 LOCAL GOVERNMENT RATING SYSTEM REVIEW

CONTINUED

The Independent Pricing and Regulatory Tribunal (IPART) has begun consultation on this review of the NSW Local Government rating system. An Issues Paper has been released and seeks feedback from councils, the community, business, government and charitable institutions on the rating system, and a range of possible changes to the way rates are levied across and within different communities.

IPART Chairman Peter Boxall said the \$4 billion collected in rates by NSW councils is a major source of funding for the services provided by Local Government.

“With billions of dollars and the provision of important services involved, a rating system that is efficient, equitable and sustainable is critical to the good performance of Local Government for the benefit of the NSW community,”

“This is an opportunity to revisit all aspects of how rates are levied and to design a system that better supports the sustainable operation of local government in the future and is more equitable.” Dr Boxall said.

Comments are being sought on key issues including:

- § Whether rates should continue to be levied based on the unimproved value of land or whether councils should have the flexibility to levy rates based on capital improved value, including on apartments and other multi-unit dwellings.
- § Possible changes to current rating categories (residential, business, mining and farmland).
- § Potential changes to:
 - the land uses that are exempt from paying rates, and
 - the pensioner concession scheme.
- § How a merged council could transition to an equitable system of rating.

The paper also seeks feedback on a proposed approach to implement the Government’s rate path freeze policy for merging councils.

Submissions to this Issues Paper close on 13 May 2016.

IPART will issue an Interim Report with recommendations for achieving the rate path freeze for merging councils to the Minister for Local Government by 17 June 2016.

A Draft Report covering all issues relevant to the review will be released in August 2016, inviting further submissions. Public hearings on the Draft Report are scheduled for September.

The Final Report and Recommendations will be delivered to the Minister for Local Government in December 2016.

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 28th April 2016

ITEM 4 LOCAL GOVERNMENT ELECTION SEPTEMBER 2016

(E2-2.14)

At this point in time, all Councils that are not involved in merger proposals have been advised that Local Government Elections will be held in September 2016 and those Councils involved in merger proposals will be in March 2017.

Warren Shire Council is not involved in any merger proposal, therefore will have Elections on Saturday, 10th September 2016.

Council has appointed the NSW Electoral Commission (NSWEC) to conduct our elections and preparation and planning is already underway. Warren Shire is grouped with Narromine Shire and Bogan Shire and as such will share a Returning Officer. The Returning Officer will be located in Narromine. Polling places in Warren Shire will be located at:

1. Council's Office – Pre-Polling only – All Wards
2. Nevertire Hall – Polling Day – A Ward only
3. Warren Central School – Polling Day – All Wards

The Election timetable is as follows:

Monday 1 st August	- 6.00 pm Close of Rolls - Nominations Open
Wednesday 10th August	- 12 noon Close of Nominations - Registration of Electoral Materials Commences
Monday 29th August	- Pre-Poll Voting Opens
Friday 2nd September	- 5.00 pm Registration of Electoral Materials Closes
Monday 5th September	- Postal Vote Applications Closes - DI Voting Commences
Friday 9th September	- 6.00 pm Pre-Poll Voting Closes - DI Voting Closes
Saturday 10th September	- Election Day - Polling Places Open 8.00 am to 6.00 pm
Monday 12th September	- Return of Postal Votes Closes

Election results should be posted in the week following Election Day. Further information in relation to the Local Government Elections can be found at:

www.votensw.info

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 28th April 2016

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 31st March 2016.

INTERNAL LEDGER ACCOUNT RECONCILIATION

Reconciled Ledger Accounts as at 31st March 2016 are as follows:-

	Balance 29-Feb-16	Transactions	Balance 31-Mar-16
General	9,141,146.33	(652,146.08)	8,489,000.25
Water Fund	669,287.76	(28,435.17)	640,852.59
Sewerage Fund	2,482,893.99	27,301.69	2,510,195.68
Trust Fund	85,999.93	(15,057.67)	70,942.26
North Western Library	43,416.11	(6,605.14)	36,810.97
Investment Bank Account	(11,525,780.82)	(152,402.69)	(11,678,183.51)
	896,963.30	(827,345.06)	69,618.24
Balance of Ledger Accounts less Investments as at 29/02/16			896,963.30
Add: Receipts from			
(a) Rates	209,307.39		
(b) Other Cash	131,009.01		
(c) Investments Redeemed	2,347,597.31	2,687,913.71	
Less: Payments for the period			
(a) Creditors Paid in the Period	1,015,258.77		
(b) Investments Placed	2,500,000.00	3,515,258.77	
Nett Transactions for the Month			(827,345.06)
Balance of Ledger Accounts less Investments as at 29/02/16			69,618.24

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 28th April 2016

ITEM 1 RECONCILIATION CERTIFICATE

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	74,799.42
Add: Outstanding Deposits for the Month	818.26
Less: Outstanding Cheques	(5,999.45)
Less: Bank Error	0.01
Balance as per Ledger Accounts less Investments =	<u>69,618.24</u>

INVESTMENTS RECONCILIATION

Investments as at 31st March 2016

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	1,178,183.51	Variable	On Call A/c
13	National Australia Bank	1,000,000.00	180 Days @ 2.90%	11-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
21	National Australia Bank	1,000,000.00	90 Days @ 2.95%	17-Jun-16
22	National Australia Bank	1,000,000.00	90 Days @ 2.95%	20-Jun-16
TOTAL INVESTMENTS =		<u>11,678,183.51</u>		

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	3,835,482.72
Internally Restricted Funds Invested	6,309,736.00
2015/16 General Fund Operating Income & Grants	<u>1,602,583.03</u>
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u>11,747,801.75</u>

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

RECOMMENDATION:

That the Statements of Bank Balances and Investments as at 31st March 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
Council Chambers, Warren on Thursday 28th April 2016

ITEM 2

SHIRE OF WARREN STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES AT 15TH APRIL 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	3,491,462	76.77%	1,056,596	23.23%
Warren Water Fund	17,591	323,954	341,545	268,461	78.60%	73,084	21.40%
Warren Sewerage Fund	20,985	423,494	444,479	344,149	77.43%	100,330	22.57%
TOTAL OF ALL RATES	115,684	5,218,398	5,334,082	4,104,072	76.94%	1,230,010	23.06%
Extra Charges	8,597	9,776	18,373	6,327	34.44%	12,046	65.56%
TOTAL 2015/2016	124,281	5,228,174	5,352,455	4,110,399	76.79%	1,242,056	23.21%
TOTAL 2014/2015	120,785	5,088,582	5,209,367	3,999,006	76.77%	1,210,361	23.23%
TOTAL 2013/2014	84,911	4,971,095	5,056,006	3,872,205	76.59%	1,183,801	23.41%
TOTAL 2012/2013	74,737	4,810,989	4,885,726	3,720,805	76.16%	1,164,921	23.84%
		10-Apr-13	11-Apr-14	8-Apr-15		15-Apr-16	
COLLECTION FIGURES AS \$		3,720,805	3,872,205	3,999,006		4,110,399	
COLLECTION FIGURE AS %		76.16%	76.59%	76.77%		76.79%	

RECOMMENDATION:

That the information be received and noted.

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 28th April 2016

ITEM 3 MARCH 2016 - BUDGET REVIEW

(A1-5.34)

In accordance with Clause 203 of the Local Government (General) Regulation, 2005, I have included with the business paper Council's budget review document covering the period 1st July 2015 to 31st March 2016 (the budget review includes all committed costs not yet paid for).

As Council's responsible accounting officer and as required under Clause 203(2) of the Local Government (General) Regulation, 2005, I report that a balanced budget review (after deducting depreciation) has been prepared for Councils consideration and adoption.

Following is the new quarterly budget review statement as required by the Office of Local Government and a detailed listing of budget variations, including appropriate comments where applicable:

Warren Shire Council

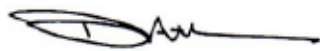
Quarterly Budget Review Statement
for the period 01/01/16 to 31/03/16

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Warren Shire Council for the quarter ended 31/03/16 indicates that Council's projected financial position at 30/6/16 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____



Date: 19th April 2016

Darren Arthur
Responsible Accounting Officer

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 28th April 2016

ITEM 3 MARCH 2016 - BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement
for the period 01/01/16 to 31/03/16

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2016

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2015/16	Carry Forwards	Sep QBRS	Dec QBRS	Revised Budget 2015/16	Variations for this Mar Qtr	Projected Year End Result	Actual YTD figures
Income								
Administration	7,414	-	31	5	7,450	37	7,487	6,967
Public Order & Safety	86	-	11	-	97	(4)	93	68
Health	3	-	-	-	3	-	3	1
Community Services & Education	67	-	-	-	67	-	67	47
Housing & Community Amenities	413	33	-	-	446	(10)	436	348
Water Supplies	634	-	-	17	651	22	673	512
Sewer Services	774	-	-	3	777	-	777	508
Recreation & Culture	218	-	13	-	231	15	246	158
Manufacturing & Construction	16	-	-	5	21	-	21	12
Transport & Communication	1,292	462	38	10	1,802	21	1,823	1,180
Economic Affairs	100	6	-	2	108	-	108	71
Total Income from Continuing Operations	11,017	501	93	42	11,653	81	11,734	9,872
Expenses								
Administration	3,597	-	73	3	3,673	27	3,700	2,184
Public Order & Safety	322	-	8	-	330	(5)	325	207
Health	327	-	-	-	327	-	327	257
Community Services & Education	70	-	-	-	70	-	70	58
Housing & Community Amenities	769	33	-	8	810	13	823	378
Water Supplies	779	-	6	(13)	772	22	794	412
Sewer Services	735	-	20	-	755	-	755	295
Recreation & Culture	1,316	-	32	-	1,348	-	1,348	808
Manufacturing & Construction	19	-	(3)	34	50	-	50	5
Transport & Communication	4,508	462	(501)	(4)	4,465	15	4,480	1,906
Economic Affairs	309	6	-	3	318	8	326	169
Total Expenses from Continuing Operations	12,751	501	(365)	31	12,918	80	12,998	6,679
Net Operating Result from Continuing Operations	(1,734)	-	458	11	(1,265)	1	(1,264)	3,193
Discontinued Operations - Surplus/(Deficit)	-	-	-	-	-	-	-	-
Net Operating Result from All Operations	(1,734)	-	458	11	(1,265)	1	(1,264)	3,193
Net Operating Result before Capital Items	-	-	-	-	-	-	-	-

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 28th April 2016

ITEM 3 MARCH 2016 - BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement

for the period 01/01/16 to 31/03/16

Capital Budget Review Statement

Budget review for the quarter ended 31 March 2016

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2015/16	Carry Forwards	Sep QBRS	Dec QBRS	Revised Budget 2015/16	Variations for this Mar Qtr	Projected Year End Result	Actual YTD figures
Capital Expenditure								
New Assets								
- Plant & Equipment	-	-	-	3	3	-	3	3
- Land & Buildings	-	-	-	-	-	-	-	-
- Other	1,466	12	5	3	1,486	7	1,493	181
Renewal Assets (Replacement)								
- Plant & Equipment	1,374	(23)	-	30	1,381	-	1,381	587
- Land & Buildings	96	15	7	38	156	1	157	64
- Roads, Bridges, Footpaths	3,483	838	484	5	4,810	6	4,816	2,245
- Other	656	-	-	-	656	-	656	459
Loan Repayments (Principal)	75	-	-	-	75	-	75	51
Transfer to Reserves	16	-	-	-	16	-	16	-
Total Capital Expenditure	7,166	842	496	79	8,583	14	8,597	3,590
Capital Funding								
Rates & Other Untied Funding	2,298	-	12	24	2,334	-	2,334	1,580
Capital Grants & Contributions	3,605	(66)	484	10	4,033	-	4,033	1,366
Reserves:								
- External Restrictions/Reserves	-	-	-	-	-	-	-	-
- Internal Restrictions/Reserves	1,038	908	-	45	1,991	14	2,005	618
New Loans	-	-	-	-	-	-	-	-
Receipts from Sale of Assets								
- Plant & Equipment	209	-	-	-	209	-	209	26
- Land & Buildings	16	-	-	-	16	-	16	-
Total Capital Funding	7,166	842	496	79	8,583	14	8,597	3,590
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-	-	-

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 28th April 2016

ITEM 3 MARCH 2016 - BUDGET REVIEW

CONTINUED

Page No.	Description	Increase/ (Decrease)
Budget Expenditure Variations		
Administration		
2	Advertising - adjusted to anticipated	3,000
2	Legal Expenses - adjusted to anticipated	12,000
2	Printing & Stationery - adjusted to anticipated	(4,000)
2	Celebrations - Australia Day - adjusted to actual	291
2	OROC Executive Officer - adjusted to actual	41
2	Councillors & Officers Liability - adjusted to actual	7,348
3	Depot Expenses - adjusted to anticipated	5,000
3	Depot Electricity - adjusted to anticipated	(5,000)
3	Training & Development - adjusted to anticipated	10,000
4	Medical Tests & Reports - adjusted to anticipated	800
4	On-costs on Works - adjusted to anticipated	(2,000)
Public Order & Safety		
5	Contribution to NSW Fire & Rescue - adjusted to actual	292
5	Hazard Reduction - adjusted to anticipated	8,500
5	Impounding Expenses - adjusted to anticipated	(500)
5	Ranger Development Program	500
Housing & Community Amenities		
9	Cemeteries M&R - adjusted to anticipated	13,000
Water Supplies		
10	Mains Operations - adjusted to anticipated	9,000
10	Water Treatment Operations - adjusted to anticipated	5,000
10	Water Treatment Chemical Costs - adjusted to anticipated	5,000
10	Other Maintenance Costs - adjusted to anticipated	3,000
10	Rates - adjusted to anticipated	75
Sewerage Services		
11	Treatment Works - Operations - adjusted to anticipated	(1,500)
11	Telemetry Expenses - adjusted to anticipated	1,500

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 28th April 2016

ITEM 3 MARCH 2016 - BUDGET REVIEW

CONTINUED

Recreation & Culture

12	Library Admin Expenses - adjusted to anticipated	(4,148)
12	Library Internet Access - adjusted to anticipated	2,500
12	State Library Reference Grant - adjusted to anticipated	648
12	Library Furniture & Fittings - adjusted to anticipated	1,000
13	Parks & Reserves M & R - adjusted to anticipated	(191)
13	Parks & Reserves Water, Sewer & Garbage - adjusted to anticipated	191

Transport & Communication

15	Urban Roads Sealed - adjusted to anticipated	5,000
15	Urban Roads Unsealed - adjusted to anticipated	(5,000)
15	Paved & unpaved footpaths - adjusted to anticipated	(5,000)
15	Street Trees Maintenance - adjusted to anticipated	5,000
15	Aerodrome Maintenance & working expenses - adjusted to anticipated	15,000

Economic Affairs

17	Tourism Advertising the Area - from Area promotion	1,500
17	Tourism Area Promotion - to Advertising the Area	(1,500)
17	Medical Centre M & R - adjusted to anticipated	2,000
17	Medical Centre Rates - adjusted to anticipated	1,000
17	Warren Family Health Centre M & R - adjusted to anticipated	5,000

Capital Expenditure

18	Computer Purchases - From Restricted Funds	
18	Ewenmar Waste Depot Improvements - adjusted to anticipated	6,908
18	Layback & Pathway to Cenotaph - adjusted to anticipated	5,532
19	Rural Roads Construction - Bullagreen Rd - adjusted to anticipated	82,620
19	Rural Roads Construction - Lemongrove Rd - adjusted to anticipated	(82,620)
19	Regional Roads Reseals - adjusted to anticipated	(48,000)
19	Regional Roads Construction - adjusted to anticipated	130,651
19	Regional Roads Pavement Recycling - adjusted to anticipated	(118,500)
19	Showground - Ramp walkway - adjusted to anticipated	
19	Black Spot Warren & Marthaguy Roads - adjusted to actual	35,849
19	Medical Centre - Internal Wall - adjusted to actual	7,731
19	Medical Centre - Internal Painting - adjusted to actual	(6,318)

Total 108,200

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 28th April 2016

ITEM 3 MARCH 2016 - BUDGET REVIEW

CONTINUED

Budget Income Variations

Administration

2	Pensioner Rates Abandoned - adjusted to actual	(187)
2	Rates - Extra Charges - adjusted to actual	262
2	Pensioner Rates Subsidy - adjusted to actual	72
2	Recovered Legal Costs - adjusted to actual	8,000
2	Interest on Investments - adjusted to anticipated	28,591

9 From Restricted Funds - Tiger Bay Works

Public Order & Safety

5	Hazard Reduction - adjusted to anticipated	8,500
5	Dog Registration - adjusted to anticipated	2,000

Housing & Community Amenities

8	Sundry Income - adjusted to actual	351
9	Cemetery Fees - adjusted to anticipated	(10,000)

Water Supplies

10	Pension Rebate - adjusted to actual	65
10	Interest on Investments - adjusted to anticipated	3,000
10	Pensioner Rebates DLG - adjusted to actual	(22)
10	Transfer from Restricted funds - adjusted to anticipated	19,032

Sewerage Services

11	Pension Rebate - adjusted to actual	350
11	From Restricted funds	(350)

Recreation & Culture

12	Swimming Pool - Entry Charges - adjusted to actual	2,637
12	Swimming Pool - Other Revenue - adjusted to actual	7,348
13	Sporting Complex Rents & Fees - adjusted to anticipated	5,000

Mining, Manufacturing & Construction

14	Building Control - Commission BSC - adjusted to actual	20
----	--	----

Transport & Communication

15	Aerodrome Rents & Fees - adjusted to actual	21,091
----	---	--------

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 28th April 2016

ITEM 3 MARCH 2016 - BUDGET REVIEW

CONTINUED

Capital Income		
18	From DWM Restricted Funds	6,908
19	From Infrastructure Reserve - Parks & Gardens	5,532
19	Regional Roads Block Grant - Resheeting - adjusted to actual	
	Total	108,200
	Difference Surplus/(Deficit) =	0

RECOMMENDATION:

That the information be received and noted and that amendments to votes in the March 2016 Quarterly Budget Review as outlined be authorised.

Section

5

Manager Engineering Services

WARREN SHIRE COUNCIL
Report of the Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28th April, 2016

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 1st March, 2016 to 3rd April, 2016 by the Engineering Services Department Roads Branch:

MAINTENANCE

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 3 (two man crew) Vincent Robinson	Gradgery Lane	Maintenance Grade	11.2 km
	Oxley Highway	Shoulder Grade	3.8 km
	Oakley Road	Resheet	2.2 km
Grader Crew 4 (two man crew) Wayne Wilson	Thornton Road	Resheet	3.7 km

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED m ²	UNIT RATE \$
Tar Patching	Carinda Road	Hand patching	40	46.78
	Town Streets	Hand patching	40	7.85
	Oakley	Hand patching	37	11.58
	Bullagreen	Hand patching	15	14.33
	Carinda Road	Edge patching	550	3.15
	Town Streets	Edge patching	493	3.06
	Marra Road	Edge Patching	850	0.88
	Bullagreen Lane	Edge Patching	28	3.14

WARREN SHIRE COUNCIL
Report of the Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday, 28th April, 2016

ITEM 1 WORKS PROGRESS REPORT - ROADS BRANCH CONTINUED

CONSTRUCTION/RECONSTRUCTION/RECYCLE

WORK CREW	LOCATION	ACTIVITY	ESTIMATED EXPENDITURE	EXPEND TO DATE	STATUS
Grader Crew 1 (three man crew)	Buckiinguy Road	Recycle	\$778,631	\$108,147	Mar/June 2016
	Marra Road RR 424	Recycle	\$104,000	\$23,959	June 2016
	Marra Road RR 424 (REPAIR)	Construction	\$754,000	\$790,650	Complete
Grader Crew 2 (three man crew)	Bullagreen Road ST 2	Recycle	\$142,786	\$230,621	Complete
	Bullagreen Road ST 1	Recycle	\$38,922	\$33,705	Complete
	Bundemar Street	Recycle	\$163,366	\$75,412	Complete
	Marthaguy Road RR 202 (Blackspot)	Construction	\$89,500	\$125,349	Complete
	Lemongrove Road	Recycle	\$853,933	\$152,447	March/June 2016

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday, 28th April, 2016

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

Author: Tim Wark - Water and Sewer Manager

2.1 WATER SUPPLY MAINTENANCE ACTIVITIES

ACTIVITY	LOCATION	WORKS CARRIED OUT IN THE MONTH
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.
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
Council Chambers, Warren on Thursday, 28th April, 2016

ITEM 2 WORKS PROGRESS REPORT – WATER & SEWERAGE
CONTINUED

2.2 SEWERAGE SYSTEM MAINTENANCE ACTIVITIES

ACTIVITY	LOCATION	WORKS CARRIED OUT IN THE MONTH
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

ACTIVITY	LOCATION	WORKS TO BE UNDERTAKEN
Water mains and services	Warren	Valve replacement program ongoing another night work session planned for May.
Bore installation works	Warren Nevertire Collie	Nevertire bore installation works commenced.

2.4 SEWERAGE SYSTEM PLANNED WORK

ACTIVITY	LOCATION	WORKS TO BE UNDERTAKEN
Sewer mains and services	Warren	Manhole cover heights being inspected and infiltration levels monitored, remedial works completed as required.
Sewage pump stations	Warren Nevertire	Upgrade works ongoing.

WARREN SHIRE COUNCIL

Report of the Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday, 28th April, 2016

ITEM 2 WORKS PROGRESS REPORT – WATER & SEWERAGE CONTINUED

2.5 WATER SUPPLY & SEWERAGE SYSTEM UNPLANNED MAINTENANCE - 1ST MARCH 2016 TO 3RD APRIL 2016

Main breaks repaired: 11

Sewer chokes cleared: 1

Year to date: 51

Year to date: 34

Meter replacements: 1 river water meters and 2 bore water meters.

Year to date: 11 river meters and 31 bore meters replaced.

Total meters: 802 river meters and 967 bore meters.

Annual replacement percentage: 1.37% year river meters and 3.20% year bore meters.

2.6 RECORD OF WATER USAGE

2.6.1 For the period 01/03/16 to 3/4/16 Council's meters indicated the following water usage:

WATER SCHEME	ANNUAL ALLOCATION (ML)	TOTAL USAGE FOR THE PERIOD (ML)	USAGE YEAR TO DATE (ML) From 1/7/15	DAILY AVERAGE FOR THE PERIOD (ML)	DAILY AVERAGE YEAR TO DATE (ML)
Warren bore	700	26.54	225.51	0.78	0.813
Warren river	750	55.74	335.84	1.64	1.207
Nevertire village	40	3.83	30.07	0.11	0.108
Collie village	25	1.11	9.11	0.03	0.034

Rainfall in Warren for period: Nil

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

WATER SCHEME	ANNUAL ALLOCATION (ML)	TOTAL USAGE FOR THE PERIOD (ML)	DAILY AVERAGE FOR THE PERIOD (ML)
Warren bore	700	28.73	0.93
Warren river	750	55.90	1.80
Nevertire village	40	3.05	0.10
Collie village	25	0.74	0.02

Rainfall in Warren for period: 14.5 mm

WARREN SHIRE COUNCIL
Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday, 28th April, 2016

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.

MONTH	PEAK DAILY FLOW (kL)	AVERAGE DAILY FLOW (kL)	MONTHLY FLOW (ML)	CUMULATIVE FLOW (ML)
June 2015	846	465.00	13.94	13.94
July 2015	800	453.90	13.55	27.49
August 2015	612	394.20	12.22	39.71
September 2015	456	351.57	10.55	50.26
October 2015	525	386.13	11.97	62.23
November 2015	588	449.43	13.48	75.71
December 2015	561	420.77	13.04	88.75
January 2016	1112	463.97	14.38	103.13
February 2016	678	446.00	12.93	116.06
March 2016	512	433.55	13.44	129.50

2.7.2 Record of Bio solids Removal from 2014

YEAR	DATE	REMOVED BY	ESTIMATED QUANTITY (M3)
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.

WARREN SHIRE COUNCIL
Report of the Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday, 28th April, 2016

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

Author: - Bryce Hammond - Trainee Assistant Engineer

3.1 TOWN CREW 1ST MARCH, 2016 TO 3RD APRIL, 2016

- Airport M & R
- Footpath M & R
- Rest Stop M & R

3.2 PARKS AND RESERVES 1ST MARCH, 2016 TO 3RD APRIL, 2016

- Town street approaches
- Macquarie Park
- Carter Oval - inner
- Cemetery M & R

Plant 70 Iseki Outfront Mower SF370	56.25 hours usage
Plant 79 Iseki Mower	20.75 hours usage
Plant 15 Daedong Tractor	9 hours usage
Plant 78 Superior Slasher – Finishing Mower	0 hours usage
Plant 14 Caterpillar 432F Backhoe Loader	40.75 hours usage
Plant 8 Caterpillar 432F Backhoe Loader	0 hours usage
Plant 89 Toro Mower	18 hours usage
Plant 21 John Deere 5083E	122.75 hours usage
Plant 82 Denvenson Jahn Roller (Cricket Pitch)	0 hours usage
Plant 168 Victory Mini Excavator	0 hours usage

**3.3 SHOWGROUND/RACECOURSE – GENERAL M & R
1ST MARCH, 2016 TO 3RD APRIL, 2016**

- General M & R
- Track M & R

Functions:

- 27th March – Private Function
- 2nd -3rd April - Adult Riding Club Dressage & Campdraft Arena

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
Report of the Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday, 28th April, 2016

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, 1st March, 2016 to 3rd April, 2016.

Plant Repairs

NO.	PLANT	REPAIRS	PLANT DOWN TIME	REPAIR TIME (MAN HOURS)
8	2015 – Backhoe - Caterpillar 432F	Service	1 Day	4
11	2010 - Loader - Lonking CDM856E Wheel Loader	Transmission and motor service and bleed brakes	2 days	8
14	2015 - Backhoe - Caterpillar 432F	Clean, grease and replace rear light	1 day	4
14	2015 - Backhoe - Caterpillar 432F	Setup Hammer	0	4
21	2013 – Tractor – John Deere 5083E	Service and clean	1 day	4
22	2012 - Grader - John Deere 770G	Hydraulic fan motor hose	4 hours	20 minutes
27	2013 - Truck - Western Star - Prime Mover	Replace brake booster	1 day	3
30	2007 - Truck - M.A.N. Prime Mover	Fit tie rod joints	1 day	6
30	2007 - Truck - M.A.N. Prime Mover	Right hand side door electronics	2 days	5
31	2010 - Truck - UD GW470	Replace broken wheel stud	4 days	6
38	2014 - Trailer - Lusty Tri-axle Low Loader	Weld ramps – free up pivot pin	2 days	4
47	2008 - Street Sweeper - Schwarze A4000	Service check brakes	2 days	6
72	2006 - Truck - Isuzu FVY 1400 - Paveliner	Air leak	1 day	4
75	2014 - Mower - John Deere D120 (Ride-on)	Remove spindle – send out for repair	3 weeks	5
79	2014 - Mower - Iseki SF3707A	Replace pivot pins	2 days	5
93	2013 - Roller - Caterpillar CW34	Replace air on run swivel	4 hours	4

WARREN SHIRE COUNCIL
Report of the Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday, 28th April, 2016

ITEM 4 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

NO.	PLANT	REPAIRS	PLANT DOWN TIME	REPAIR TIME (MAN HOURS)
121	1994 - Caravan - Jakab Single Axle Single Berth	Van repair	5 days	4
152	2013 - Trailer - Allroads - Side Tipper - Tri-axle	Repair tarp rail	2 days	6
168	2012 - Excavator - Victory (Mini) 1.8t	Track adjuster replaced	3 weeks	15

Plant Repairs – Outside Works

NO.	PLANT	REPAIRS	PLANT DOWN TIME (HRS)
Hartwigs			
33	2013 - Truck - Western Star Prime Mover	Engine Shut Down	4 days
Robey Hutchinson			
75	2014 - Mower - John Deere D120 - Ride-On	Turn up spindle hub	7 days
Higgins Plumbing			
121	1994 - Caravan - Jakab Single Axle Single Berth	Gas repair	2 days
WRL			
163	1999 - Trailer - Fuel -1000 Gallon	Remount tank to trailer frame	2 days
Macquarie Toyota			
226	2012 - Utility - Toyota Hilux 2wd Workmate	Wheel alignment	1 day

WARREN SHIRE COUNCIL
Report of the Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday, 28th April, 2016

ITEM 4 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

Miscellaneous Works

Minor Plant Repairs.....	159.5	hours
Plant Refurbishment.....	5	hours
Plant Servicing.....	38.5	hours
Electrical/Two Way Radio Works, Phones.....	5	hours
Welding/Fabrication Works on Plant, etc.....	11	hours
Depot Yard – Plant parking, clean, lock and unlock.....	10	hours
Parts ordering hours.....	10	hours
Job set up, e.g. Apprentice.....	3	hours
Fuel up trailers.....	8	hours
Phone calls in and out / book work.....	15	hours
Plant inspection for repair.....	3	hours
Tyre pick up including delivery to and from work site.....	1	hours
Plant cleaning.....	4	hours
Tar – check emulsion.....	4	hours
Operator queries, e.g. noise.....	0	hours
Quotations.....	8	hours
Steel pick up.....	3	hours
SES.....	0	hours
Rural Fire Service.....	4	hours
Work meetings.....	0	hours
Fill gas bottles.....	7	hours
Air conditioning.....	0	hours
Transport for RTA Inspection.....	6	hours
Registrations and defects.....	10	hours
Annual Leave.....	8	hours
Sick Leave.....	32	hours
Workers Compensation.....	9	hours
TAFE.....	0	hours
Public Holiday.....	48	hours
Training.....	32	hours
Private work.....	0	hours
Hep B and Tetanus shots.....	8	hours
Field Days.....	0	hours
Picnic.....	0	hours
Store.....	4	hours
Interviews.....	0	hours
Workshop set up (Site Meetings/Inspections).....	0	Hours

RECOMMENDATION:

That the information be received and noted.

Section

6

Manager Health & Development Services

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday, 28th April 2016

ITEM 1 DEVELOPMENT APPLICATION APPROVALS (B4-9)

The following Development Application was approved from 7th March to 8th April 2016.

FILE	LOCATION	WORKS
P16-16.05	Lot 1, DP919929, 2 Glen Street, Warren	Erect new residential dwelling and shed

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday, 28th April 2016

ITEM 2 DEPARTMENT OF PLANNING CIRCULARS (P15-10)

Nil Circulars this reporting period.

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday, 28th April 2016

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

Throughout the month of March, the Warren Sporting and Cultural Centre was in constant use by local sporting bodies including Senior Netball, Junior and Senior Rugby League and Rugby Union. Highlights of the month included the Warren Bulldogs Trial Match against Narromine and Junior League and Netball Registration nights.

Upcoming events at the Centre in the month of April include the Warren Shire Library Book Author, Primary School 7's Rugby and Vacation Care.

SPORTS/GYM

Gym/Fitness Classes

Usage of the gym for the month of March was 780 sign-ins, down from 805 in February. There are 184 current gym members as of the 14th April 2016, up from 177 gym members in March 2016.

FWAS

There was 1 Far West Academy of Sport event held in March and currently 0 to be held in April.

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.

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday, 28th April 2016

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

Number of Visitors to the Information Centre:		83	
Number of Locals to the Information Centre:		18	
Number of Website hits on Warren Shire Council:		2,957	
Number of Website hits drilling down – “Visiting Warren”:		70	
Reason for Visiting Warren (Totals):			
Friends/Family:	10	Business/Employment/Training:	5
Passing Through:	26	Special Events:	1
Visitors in Buses:		Holiday:	20
Other/Unknown:	1	Camping/Fishing:	
Age Groups of Visitors:			
Under 25:	13	25-34:	4
34-44:	7	45-54:	14
55-64:	14	65+:	38
Unknown:	11		
Sale Items & Publications, (including both free and sold ones, if possible):			
Macquarie Marshes Book (\$15):		Stickers: (Warren)	2
Bird Book (\$30)		Spoons:	
Red River Gum Walk:		Badges:	
Warren Profile:		Magnets:	2
Across the Black Soil Plains:		Stubby Holders:	4
Midwives of the Black Soil Plains:		Pens:	
Bushmen of the Black Soil Plains:		Tea Towels:	7
Keep the Billy Boiling:		Wool:	
Animals of Dubbo Region :		Place Mats:	
Macquarie Marshes Information :		Mugs:	
Willie Retreat:		Key Rings:	
Our Abounding Wildlife:		Rulers:	4
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:	4
Postcards \$1.00:	5	Shirts: (tennis club):	
Postcards \$0.60:	3	150 yrs Caps: (tennis club):	3
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:		Road Information:	15
Single Christmas Cards (10c):		Public Toilets:	17
Accommodation:	9	Maps:	12
Camping/Fishing Spots:	5	Bob Christenson Park:	5
Places to Eat:	3	Attractions:	5

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday, 28th April 2016

ITEM 5

IMPOUNDING OFFICER'S REPORT

(P4-4)

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, 28th April 2016														
		Week Ending: 11th March 2016							Week Ending: 18th March 2016							Week Ending: 25th March 2016							
Activity	Day	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	
Patrol Hours				3	4	3	4	4										3	4	3	4	3	3.5 PH
Feed/Water & Clean Pound Hours		1	1	2	1	1	1	1										1	2	1	1	1	1
Office Hours		0	0	3.5	2	4.5	2	0	0	0	4	3.5	0	1.5	3.25	0	0	3.5	2	4.5	2	0	0
Impounding/Releasing/Euthanasia Hours		0	0	0	1.5	0	1.5	0	0	0	2	1	0	0	0	0	0	0	1.5	0	2	1.5	0
Total Daily Hours		0	1	6.5	8.5	8.5	8.5	1	1	1	8.5	8.5	8.5	8.5	8.25	1	1	8.5	8.5	8.5	8.5	8.5	8.25
Number of Dogs impounded		1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Number of Dogs released		0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Dogs Euthanasia		0	0	0	0	1	0	0	0	0	0	0	0	2	1	0	0	0	0	0	0	0	0
Total Dogs in Pound		6	6	6	6	6	6	6	6	4	4	4	4	4	2	1	1	2	2	2	2	2	1
Number of Cats Surrendered		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Cats Rehoused		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Cats Euthanasia		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Cats in Pound		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kilometers per day																							
Total weekly kilometers								420															480
Speed odometer reading @ end of week								61673															63103
Other General Notes																							0
Total weekly hours								36															44.25

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 6

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday, 28th April 2016

ITEM 5

IMPOUNDING OFFICER'S REPORT

CONTINUED

ITEM 5 IMPOUNDING OFFICER'S REPORT		Warren Shire Council														Continued								
		Report of the Manager Health and Development Services to the Ordinary Meeting of Council, held in the Council Chambers Warren, on Thursday, 28th April 2016																						
		Week Ending: 1st April 2016							Week Ending: 8th April 2016															
Activity	Day	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri		
Patrol Hours			0.75	P-H		4.5	4	3.5	0		1.5	3	3.5	Flood 4	Flood 4									
Feed/Water & Clean Pound		1	1	1	1.5	1	1	1	1	1	1	1	1	1	3	0								
Office Hours		0	0	0	0	3	3.25	3	0	0	4	3.5	3	1.5	4.25									
Impounding/ Releasing/ Euthanasia																								
Hours		0	0	0	0	0	0	1			2	1	1	0	0									
Total daily hours		1	1.75	1	1.5	8.5	8.25	8.5	1	1	8.5	8.5	8.5	4.5	4.25									
Number of Dogs Impounded		0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Dogs Released		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Dogs Euthanasia		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Dogs In Pound		1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Number of Cats Surrendered		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Cats Rehoused																								
Number of Cats Euthanasia																								
Total Cats In Pound		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total weekly kilometers								510							480									
Speedometer reading @ end of week		0						63813							64093									
Other General Notes																								
Total weekly hours								30.5																

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

Section 6

RECOMMENDATION:
That the information be received and noted.