



WARREN SHIRE COUNCIL

"AUSTRALIA'S WOOL AND COTTON CAPITAL"

BUSINESS PAPER

EXTRA ORDINARY MEETING

AND

ORDINARY MEETING

Thursday 22nd September 2016

115 Dubbo Street
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WARREN NSW 2824

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Warren Shire Council

AGENDA - EXTRAORDINARY COUNCIL MEETING

22nd September 2016

APOLOGIES

ORDER OF BUSINESS

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WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 22nd September 2016

ITEM 1 OATH OR AFFIRMATION OF OFFICE

(C14-5.2)

As a result of the recent amendments to the *Local Government Act 1993*, Councillors (including Mayors) are now required to take an oath or affirmation of office. It is proposed that all Councillors will take their oath or affirmation prior to the commencement of this meeting. This has been scheduled for 8.30 am.

The purpose of this report is to not only outline the legislative requirement, but to also ensure a formal record of Councillors taking their oath or affirmation is kept.

What the Act requires

- § Oaths or affirmations of office must be taken by each Councillor at or before the first meeting of the Council after being elected.
- § Each Council will need to make arrangements for the oath or affirmation to be taken by each Councillor at the first meeting of a newly-elected Council or at a newly-elected Councillor's first meeting following a by-election.
- § Councillors should be made aware of this requirement prior to the first meeting of a newly-elected council or the newly-elected Councillor's first meeting following a by-election.
- § An oath or affirmation should be taken by each Councillor as the first item of business for the meeting.
- § The General Manager must ensure that a record is kept of the taking of the oath or affirmation. This can be done by way of a signed statement containing the oath or affirmation or by recording the taking of the oath or affirmation by each Councillor in the minutes of the Council meeting.
- § If the Councillor is unable to attend the first Council meeting, he or she may take the oath or affirmation of office at another location in front of the general manager.
- § The oath or affirmation of office may also be taken before an Australian legal practitioner or a Justice of the Peace.
- § The taking of the oath or affirmation outside a council meeting must be publicly recorded by the Council.
- § Where an oath or affirmation is taken outside a council meeting, a Council staff member should also be present to ensure that an accurate record can be kept by the Council.

RECOMMENDATION:

That:

1. The information be received and noted; and
2. The taking of the oath or affirmation of office by Councillors be formally recorded.

WARREN SHIRE COUNCIL

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ITEM 2 ELECTION OF MAYOR AND DEPUTY MAYOR (C14-13)

The returning officer will be the General Manager.

Provisions of the Local Government Act 1993 state:

Mayor

230 For what period is a mayor elected?

- (1) A Mayor elected by the Councillors holds the office of mayor for 2 years, subject to this Act.
- (2) A Mayor elected by the electors holds the office of Mayor for 4 years, subject to this Act.
- (3) The office of Mayor:
 - (a) commences on the day the person elected to the office is declared to be so elected, and
 - (b) becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.
- (4) A person elected to fill a casual vacancy in the office of mayor holds the office for the balance of the predecessor's term.

A copy of the nomination form for the position of Mayor is included in the business paper for Councillors attention. Such nomination form should be completed and returned to the returning officer either prior to the Council meeting day or as soon as possible before the commencement of the extraordinary meeting.

231 Deputy Mayor

- (1) The Councillors may elect a person from among their number to be the Deputy Mayor.
- (2) The person may be elected for the mayoral term or a shorter term.
- (3) The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.
- (4) The Councillors may elect a person from among their number to act as Deputy Mayor if the Deputy Mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no Deputy Mayor has been elected.

Council must first decide the term of Deputy Mayor that is; will it be for the Mayoral term or a shorter term. The setting of the term of Deputy Mayor is by resolution.

A copy of the nomination form for the position is included in the business paper for Councillors attention. Such nomination form should be completed and returned to the returning officer either prior to the Council meeting day or as soon as possible before the commencement of the extraordinary meeting.

WARREN SHIRE COUNCIL

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ITEM 2 ELECTION OF MAYOR AND DEPUTY MAYOR CONTINUED

In the event that there is a necessity for the election of Mayor, Deputy Mayor or any of the committee positions then there are three methods of election, they being preferential ballot, ordinary ballot or by open voting. Council in the past has adopted the system of ordinary ballot, and this is decided by resolution of Council.

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL

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ITEM 3 MEETING DATES, TIMES AND ORDER OF BUSINESS (C14-2)

(a) Meeting Dates and Times

It has been Council's practice that Council meetings be held on the fourth Thursday of each month commencing at 8.30 am with no meeting in November and the December meeting being held in the first week. The April meeting each year was held out of Warren at the Marra, Marthaguy, Collie and Nevertire on a rotational basis. This has not occurred since 2010, but Council may wish to re-introduce this initiative.

The proposed dates for Council meetings until the next Extra Ordinary meeting in September 2017 are as follows:

Thursday	27 th October 2016	Warren
Thursday	1 st December 2016	Warren
*Wednesday	25 th January 2017	Warren
Thursday	23 rd February 2017	Warren
Thursday	23 rd March 2017	Warren
Thursday	27 th April 2017	Warren
Thursday	25 th May 2017	Warren
**Thursday	29 th June 2017	Warren
Thursday	27 th July 2017	Warren
Thursday	24 th August 2017	Warren
Thursday	28 th September 2017	Warren

* Australia Day on 26th January 2017

** Meeting put one (1) week later to meet the requirements for the public consultation of Council's Delivery and Operation Plans.

However, such dates can be altered when:

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

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ITEM 3 MEETING DATES, TIMES AND ORDER OF BUSINESS
CONTINUED

(b) Order of Business

It would be appropriate to review the general order of business for the monthly Council business paper.

The current order of business is as follows:

1. Apologies
2. Confirmation of Minutes of Previous Meeting
3. Reports from Delegates (White)
4. Reports from Committees (White)
5. Policy Reports (Lilac)
6. General Manager's Reports (Blue)
7. Manager Finance and Administration's Reports (Green)
8. Manager Engineering Services' Reports (Yellow)
9. Manager Health and Development's Reports (Pink)
10. Librarian's Reports (Lilac)
11. Mayoral Minutes
12. Questions without Notice
13. Confidential Items (Grey)

RECOMMENDATION:

That:

1. Council adopt the meeting dates as listed; and
2. The Order of Business as listed.

WARREN SHIRE COUNCIL

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ITEM 4 ELECTION OF COMMITTEES AND DELEGATES (C14-2)

Council has in place a number of Committees that are made up of Councillors, staff and stakeholders. These committees 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. It is now opportune to fully review Council's Committee Structure to enable Council to deliver 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 (to be reviewed and re-adopted at October 2016 Council Meeting providing the new Local Government General Regulations have been amended).

42. (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.
44. (5) The Mayor is, by virtue of holding that office, a member of each committee of Council.

It is Council's practice that all delegations and authorities vested with the various committees are to be reviewed on an annual basis, with such being reviewed in conjunction with the Extra Ordinary meeting.

In relation to the appointments to the various committees and delegates it has been Council's practice in the past that such Councillor 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. Some committees are ongoing from Council term to Council term. Some Committees are deemed Sunset Committees and once the task that they have been created for is complete, they are dissolved.

WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 22nd September 2016

ITEM 4 ELECTION OF COMMITTEES AND DELEGATES CONTINUED

The following is a recommendation of a suitable committee structure for this term of Council:

OLD COMMITTEES		
NAME	STATUS	PROPOSAL
Plant	Active	Retain
Showground/Racecourse	Active	Retain
Traffic	Inactive	Retain - Activate when required
Water and Sewerage Steering	Inactive	Retain – Activate when required.
Warren Town Improvement	Active	Retain
Sporting Facilities	Active	Retain
Economic Development & Promotions	Active	Retain
Council Chambers Development Sunset Committee	Partly active	Review - Retain
Ewenmar Waste Depot Sunset Committee	Active	Review - Retain

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ITEM 4 ELECTION OF COMMITTEES AND DELEGATES CONTINUED

PLANT COMMITTEE

The Plant Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

Role:

- (1) To review the 15 Year Plant Replacement Program annually and make recommendations to Council on the Plant Purchase/Replacement.
- (2) To call quotations within budgetary constraints for plant with a value less than that set by the Local Government (General) Regulation, 2005. Plant items with a changeover greater than \$50,000 shall be reported to a committee meeting for consideration/assessment. For plant under \$50,000 changeover, Committee members are notified for comment.
- (3) To call tenders, and to submit recommendations to Council on the purchase of any items of plant with an anticipated value in excess of that set by the Local Government (General) Regulation, 2005.
- (4) To monitor the performance of Council's plant and to make recommendations to Council on the operations of such plant.
- (5) To monitor operations at the Mt Foster Quarry.
- (6) To review the performance of Council's extended flexible working hours agreement and to make recommendations to Council on the operation of such agreement.

Composition of Committee:

MEMBERSHIP:	4 Councillors	
	Relevant council staff	
QUORUM:	2 Councillors	
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 or nominee	

NOTE: Councillors only have a vote on all matters.

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ITEM 4 ELECTION OF COMMITTEES AND DELEGATES CONTINUED

SHOWGROUND/RACECOURSE MANAGEMENT

The Showground/Racecourse Management Committee is appointed under the Local Government Act, 1993 with the following role, responsibilities and delegations.

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.

Composition of Committee:

Membership	
	3 Councillors
	2 representatives of Warren & District Jockey Club
	1 representative of the Warren P & A Association
	1 representative of the Polocrosse
	1 representative of the Warren Pony Club
	1 representative of the Warren Rodeo Committee (Campdraft)
	1 representative from other users
	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.

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ITEM 4 ELECTION OF COMMITTEES AND DELEGATES CONTINUED

WARREN SHIRE TRAFFIC COMMITTEE

ROLE:

The Warren Shire Traffic Committee is appointed under the Local Government Act, 1993 with the following roles:

The role of the Traffic Committee under the State Environmental Planning Policy No. 11 (SEPP11), Environmental Planning and Assessment Act, 1979, Local Government Act, 1993 and Traffic Act is as follows:

- (1) Review traffic arrangements in the Warren Shire Council area and formulating/recommending proposals for the improvement of such arrangements.
- (2) Establishing general standards and principles in connection with the design and provision of traffic control facilities.
- (3) Establishing priorities for carrying out activities, works or services that are items of approved expenditure.
- (4) Promoting traffic safety.
- (5) Co-ordination of activities of public authorities which are directly involved in matters connected with Roads and Maritime Services (RMS) functions.
- (6) Provide advice on development impact on traffic generation and to provide guidelines on restrictive movements and parking requirements for such developments.
- (7) To notify the RMS of developments known to have significant traffic and safety effects to give the RMS an opportunity to make representations concerning these developments.
- (8) To allow the RMS to concur with Council's approval to operate public car parks and to take into account certain matters in determining whether to approve the operation of a public car park.

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ITEM 4 ELECTION OF COMMITTEES AND DELEGATES CONTINUED

WARREN SHIRE TRAFFIC COMMITTEE **CONTINUED**

Composition of Committee:

MEMBERSHIP:	1 Councillor	
	1 member of the local Police Service or nominee	
	1 representative of the RMS or nominee	
	1 member of the public representing the local Member	
	Manager Engineering Services or nominee	
QUORUM:	3 Delegates	
MEETING DATES:	As and when called by 2 delegates or Engineering Services	
REPORTING REQUIREMENTS:	Report to Council following each meeting	
RESPONSIBLE OFFICER:	Manager Engineering Services or nominee	

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

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ITEM 4 ELECTION OF COMMITTEES AND DELEGATES CONTINUED

WARREN WATER AND SEWERAGE COMMITTEE

The Warren Water and Sewerage Committee is appointed under the Local Government Act, 1993 with the following role, responsibility and delegations:

ROLE:

- (1) To investigate and report on the strategic planning and infrastructure improvement of the Water and Sewerage Supply including all related matters.

Composition of Committee:

MEMBERSHIP:	3 Councillors Manager Engineering Services or nominee Water & Sewer Manager or nominee General Manager or nominee Manager Finance and Administration or nominee
QUORUM:	4 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 or nominee

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

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ITEM 4 ELECTION OF COMMITTEES AND DELEGATES CONTINUED

WARREN TOWN IMPROVEMENT COMMITTEE

The Warren Town Improvement Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

ROLE:

- (1) To make recommendations to Council on various proposals in relation to town improvements;
- (2) To make recommendations to Council in relation to the plan of improvement to Warren CBD.

Composition of Committee:

MEMBERSHIP:	3 Councillors
	Community members (when required)
	General Manager or nominee
	Manager Engineering Services or nominee
	Manager Health & Development or nominee
QUORUM:	3 Members
MEETING DATES:	As and when called by 2 delegates or General Manager or nominee
REPORTING REQUIREMENTS:	Report to Council following each meeting.
RESPONSIBLE OFFICER:	General Manager - Planning Manager Engineering Services - Works

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

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ITEM 4 ELECTION OF COMMITTEES AND DELEGATES CONTINUED

WARREN SPORTING FACILITIES COMMITTEE

The Warren Sporting Facilities Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

ROLE:

- (1) To make recommendations to Council on the general operation of Warren Shire sporting facilities;
- (2) To monitor the operations of the Warren Sporting and Cultural Centre Complex in an efficient manner for the benefit of users of the facility;
- (3) To liaise with users of Council sporting facilities; and
- (4) To develop a long term improvement program for Warren Shire sporting facilities.

Composition of Committee:

MEMBERSHIP:	3 Councillors
	Community members (when required)
	Manager Engineering Services or nominee
	Manager Health & Development or nominee
QUORUM:	3 delegates
MEETING DATES:	As and when called by 2 delegates or Manager Engineering Services or Manager Health & Development
REPORTING REQUIREMENTS:	Report to Council following each meeting.
RESPONSIBLE OFFICER:	Sporting Grounds - Manager Engineering Services Complex - Manager Health and Development

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

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ITEM 4 ELECTION OF COMMITTEES AND DELEGATES CONTINUED

WARREN ECONOMIC DEVELOPMENT COMMITTEE

The Warren Economic Development Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

ROLE:

- (1) To make recommendations to Council on various proposals in relation to Economic Development in the Warren Shire, areas including:
 - Attract and retain working families and employed young adults
 - Planning for housing needs
 - Planning for future demand on services and facilities
 - Support education facilities to encourage high standards
 - Expand existing economic base through diversification into sustainable industries
 - Enhance the experience of visitors to Warren Shire
 - Actively pursue grant funding
 - Provide training programs that fulfils the needs of the business community
 - Attract and promote events
 - Promote Warren Shire
- (2) Develop and review the Economic Development Strategy

Composition of Committee:

MEMBERSHIP:	3 Councillors Community members (when required) General Manager or Nominee Manager Engineering Services or Nominee Manager Health & Development or Nominee
QUORUM:	3 Members
MEETING DATES:	As and when called by 2 delegates or General Manager or nominee
REPORTING REQUIREMENTS:	Report to Council following each meeting.
RESPONSIBLE OFFICER:	General Manager.

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

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ITEM 4 ELECTION OF COMMITTEES AND DELEGATES CONTINUED

COUNCIL CHAMBERS DEVELOPMENT SUNSET COMMITTEE

The Warren Council Chambers Development Sunset Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

ROLE:

- (1) To fully investigate future office accommodation.

NEW ROLE:

- (1) Develop concept including indicative costing for Council Chambers, including meeting venue and office accommodation.

Composition of Committee:

MEMBERSHIP:	3 Councillors
	General Manager or nominee
	Manager Health & Development or nominee
QUORUM:	3 delegates
MEETING DATES:	As and when called by 2 delegates or General Manager
REPORTING REQUIREMENTS:	Report to Council following each meeting.
RESPONSIBLE OFFICER:	General Manager

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

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ITEM 4 ELECTION OF COMMITTEES AND DELEGATES CONTINUED

EWENMAR WASTE DEPOT SUNSET COMMITTEE

The Warren Ewenmar Waste Depot Sunset Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

ROLE:

- (1) To progress the Waste Less Recycle More Initiative

NEW ROLE:

- (1) Review existing operations of Ewenmar Waste Depot (considering all options); and
- (2) Report back to Council on future operations of Ewenmar Waste Depot.

Composition of Committee:

MEMBERSHIP:	3 Councillors
	Manager Health and Development or nominee
	Environmental Health Officer
QUORUM:	2 delegates
MEETING DATES:	As and when called by 2 delegates or Manager Health and Development
REPORTING REQUIREMENTS:	Report to Council following each meeting.
RESPONSIBLE OFFICER:	Manager Health and Development

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

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ITEM 4 ELECTION OF COMMITTEES AND DELEGATES CONTINUED

DELEGATES

Council delegates are appointed to committees external to Council and some delegates are by appointment by bodies external to Council. Some Councillors hold positions on the Executive of these committees. Where this is the case the existing members are listed:

1. *Castlereagh Macquarie County Council* - 2 Councillors
2. *Orana Regional Organisation of Councils* - Mayor and the General Manager.
3. *North Western Library* - 2 Councillors
4. *Local Emergency Management Committee* - General Manager required to be Chair under SERM Act.
5. *Work Health Safety Committee* - 2 Councillors as “observers”.
6. *Outback Arts Regional Council* - Councillor P Serdity is elected representative from Outback Arts AGM.
7. *Australia Day Committee* - 1 Councillor and Manager Finance and Administration.
8. *Warren Interagency Group* – 2 Councillors.
9. *Murray Darling Association Region 10* - Mayor and 1 other councillor.
10. *Macquarie River Flood Mitigation Zone Reference Group* - Mayor and General Manager.
11. *NSW Police Community Safety Precinct meetings* - All Councillors.
12. *Warren Liquor Accord* – Councillor Taylor (Chair), General Manager (Secretary).

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ITEM 5 DELEGATION OF AUTHORITY TO THE MAYOR

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

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

WARREN SHIRE COUNCIL

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ITEM 6 DELEGATION OF AUTHORITY TO THE DEPUTY MAYOR

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

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

WARREN SHIRE COUNCIL

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ITEM 7 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER

In accordance with the provisions of Section 377 of the Local Government Act, 1993 Council hereby delegates to the General Manager, Ashley Peter Wielinga delegated authority to exercise or perform on behalf of Council the following powers, authorities, duties and functions:-

A. Council Meeting and Operations

1. To determine matters which are included in the Business Papers of Council and its Committees, subject to the inclusion of the following items when they arise, namely:
 - (i) reports on matters which cannot be determined under delegated authority;
 - (ii) reports required to be submitted under any Act or Regulation;
 - (iii) matters requiring a determination of Policy;
 - (iv) reports directed by the Council to be submitted;
 - (v) matters essential for the Council's information;
 - (vi) matters requested by the Mayor.
2. To invite a group or individual to address any Council Committee.
3. To lay information, to make application for search warrants, to make complaints, to initiate and carry on any proceedings and to represent Council in any Court on any matter.
4. To affix the Council's Common Seal to documents provided that an attestation is still provided with each affixation of the Seal by the signatures of at least one (1) member of the Council's staff and the Mayor or Deputy Mayor.
5. To respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of Council.

B. General Administration

1. To approve recommendations of the Joint Consultative Committee.
2. To disclose Council records in line with the Government Information (Public Access) Act 2009 (GIPA Act) Warren Shire Council Publication Guide in consultation with Council's Public Officer.
3. To enter into Pipeline Agreements with the State Rail Authority or its successor.

WARREN SHIRE COUNCIL

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ITEM 7 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER CONTINUED

4. To exercise the power of entry and to authorise other employees of Council to have that power of entry under:
- (a) The provisions of the Local Government Act, 1993 Section 191, 191A, 192 and 193.
 - (b) The provisions of Section 119E of the Environmental Planning and Assessment Act, 1979.
 - (c) The provisions of Section 28 of the Swimming Pools Act, 1992.
 - (d) The provisions of Section 66 of the Rural Fires Act, 1997 (in line with Service Level Agreement).
 - (e) The provisions of Section 37 of the Food Act, 2003.
 - (f) The provisions of Sections 47 and 72 of the Public Health Act, 1991.
 - (g) The provisions of Section 164 of the Roads Act, 1993.
 - (h) The provisions of Section 42 of the Impounding Act, 1993.
 - (i) The provisions of Sections 111 and 196 of the Protection of the Environment Operations Act, 1997
 - (j) The provisions of Sections 43, 44 and 50 of the Noxious Weeds Act, 1993.
 - (k) The provisions of the Companion Animals Act, 1998.
5. To exercise the powers of an authorised officer/person and appoint such persons under:
- (a) The Local Government Act, 1993;
 - (b) The Impounding Act, 1993;
 - (c) The Roads Act, 1993;
 - (d) The Food Act, 2003;
 - (e) The provisions of the Protection of the Environment Operations Act, 1997
 - (f) The Swimming Pools Act, 1992;
 - (g) The Public Health Act, 1991;
 - (h) The Rural Fires Act, 1997 (in line with Service Level Agreement);
 - (i) The Noxious Weeds Act, 1993;
 - (j) The Mines Inspection Act, 1901;
 - (k) The provisions of the Companion Animals Act, 1998;
 - (l) The Environmental Planning and Assessment Act 1979.
6. To give approval to "approved forms" as defined by the Local Government Act, 1993.

WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 22nd September 2016

ITEM 7 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER CONTINUED

7. To issue references under Council letterhead.
8. To authorise and undertake any necessary arrangements for the attendance of practical, technical and professional staff at any relevant course, seminar, congress meeting and conference but such approved attendance must be within budget limitations.
9. To approve annual, sick, long service, special leave and leave without pay for Council employees.

C. Finance

1. To designate an employee of Council as the responsible accounting officer in accordance with Part 9 of the Local Government (General) Regulation, 2005.
2. To declare each parcel of rateable land in the Warren Shire Council area to be within one or other of the following categories:-
 - § farm land
 - § residential
 - § mining
 - § business
3. To accept payment of rates and charges due and payable by a person in accordance with an agreement made with the person and to write off or reduce interest accrued on rates or charges if the person complies with the agreement.
4. To write off accrued interest on rates or charges payable by a person if the person is unable to pay the accrued interest for reasons beyond the person's control or where payment of the accrued interest would cause that person extreme hardship.
5. To invest money in accordance with Section 625 of the Local Government Act, 1993.
6. To approve reimbursement for shortages in the Cashier's tray up to \$500 in any one case.
7. To approve the submission of tenders, quotations and estimates for private works.
8. To authorise the refund of fees in total or in part in respect of applications either refused by Council or withdrawn by the applicant.
9. To authorise the release of any bond or bank guarantee where the required works or services have been completed in accordance with approvals granted by Council.

WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 22nd September 2016

ITEM 7 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER CONTINUED

10. To require the lodgement of a cleaning deposit for the hiring of Council's parks, ovals, sporting facilities or buildings.
11. To prepare and lodge applications for the payment of a Library Subsidy in accordance with Section 13 of the Library Act, 1939.
12. To authorise expenditure of Council for works and services required in accordance with the adopted annual budget of Council up to a maximum of \$150,000.
13. To initiate, negotiate and authorise royalty agreements on Council's behalf with local landholders for the acquisition of resources in the performance of Council's works programme.
14. To engage (or dismiss) contractors on an hourly, daily, weekly or monthly basis for works in accordance with Council's Work Programme.
15. To authorise the hire of Council's plant and resources for private works at comprehensive hire rates or at suitably negotiated rates.
16. To write off accrued interest on rates and charges payable by a ratepayer who is paying by instalments in accordance with the provisions relating to the annual rate levy, Council's policy.
17. To destroy Council records in accordance with the provisions of the State Records Act 1998 (NSW).
18. To expend Council's maintenance votes in accordance with, and subject to the limits as adopted by Council in the annual budget.

D. Roads

1. To close roads and bridges temporarily or impose load limits subject to the provisions of the Roads Act, 1993, for repair or construction when necessary.
2. To approve applications for permission to open streets, subject to the proviso that applications received from private individuals (other than from State and Commonwealth authorities) shall not be approved until the cost of reinstatement has been paid in full.
3. To deal with all matters relating to the alteration or deletion of easements or restrictions as to use pursuant to Section 88 (B) of the Conveyancing Act.
4. To issue approvals for structures on footways pursuant to Sections 125 and 126 of the Roads Act, 1993.

WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 22nd September 2016

ITEM 7 **DELEGATION OF AUTHORITY TO THE GENERAL MANAGER** **CONTINUED**

5. To give direction to remove obstructions or encroachments on public road pursuant to Section 107 of the Roads Act, 1993.
6. To approve ramp and gate installations in accordance with Council policy.
7. To approve the movement of stock, machinery or any other materials along or across any Council controlled road or through any built up area of the Shire, subject to any provisions of the Roads Act, 1993.

E. Town Planning/Building Control

1. To determine the amount of any bond required to be lodged by developers as security for completion of works.
2. To exercise Council's power under Section 54 of the Environmental Planning Assessment Act to commence the preparation of a draft Local Environmental Plan and a Draft Development Control Plan.
3. To issue or serve approvals and orders under the provisions of Chapter 7 of the Local Government Act, 1993 and regulations thereunder including the extension, renewal, modification and revocation of any approval granted.
4. To implement Regulation 157c of the Construction Safety Act relating to Amusement Devices.
5. To implement the provisions of the Environmental Restoration and Rehabilitation Trust Act, 1990 as an authorised delegate under such Act.
6. To consider and determine objections and seek the concurrence of the Director-General of the Division of Local Government in relation to such objections under Section 82 of the Local Government Act, 1993.
7. To approve the re-location and re-positioning of buildings.
8. To approve the classification or re-classification of buildings under the provisions of the Local Government (General) Regulations, 2005 and the issue of appropriate certificates and statements.
9. To approve or refuse the issue of Building Certificates pursuant to Section 149D of the Environmental Planning and Assessment Act, 1979 as amended.
10. To authorise the service of orders on owners, builders or other persons to correct any breach of any approval or defects in buildings and structures.

WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 22nd September 2016

ITEM 7 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER CONTINUED

11. To approve unconditionally or subject to conditions or refuse applications received in respect to the construction of fences, advertising signs and street banners.
12. To approve, subject to the payment of fees fixed by Council from time to time and pursuant to Section 68 of the Local Government Act, 1993 the erection of hoardings on footpaths.
13. To consider the applications and to issue unconditionally or subject to conditions or refuse applications for the occupation of caravans or other temporary accommodation on building sites.
14. To grant or refuse the extension/renewal of building approvals issued by Council.
15. To approve the variation of building lines where such variation is of a minor significance.
16. To accept or reject certifications submitted under Section 93 of the Local Government Act, 1993.
17. To approve Development Applications for Class 1a, 10a and 10b Buildings.
18. To authorise, where appropriate, the determination of Land and Environment Court matters by an Assessor of the Court.
19. To grant a departure from a development standard pursuant to the various Development Control Plans where that provision is available and where such departure is considered to be in accordance with the overall aims and objectives of the relevant plan.
20. To serve any notices or orders or intention of any notice or order under the provisions of the Local Government Act and Regulations, Environmental Offences and Penalties Act and Regulations, Public Health Act and Regulations, Food Act and Regulations, Protection of the Environment Act, 1997 and regulations.
21. Pursuant to any delegation from the Director-General of the Department of Health to issue clean up notices under Section 51 of the Food Act, 1989.
22. Pursuant to any delegation from the Director-General of the Department of Health to serve Orders for Closure under Section 52 of the Food Act, 1989.
23. To approve or refuse applications for the installation of waste treatment devices and human waste storage facilities under Section 68 of the Local Government Act, 1993.
24. To issue Undertaker and Mortuary approvals pursuant to Section 68 of the Local Government Act, 1993.

WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 22nd September 2016

ITEM 7 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER CONTINUED

25. To authorise the carrying out of work by Council pursuant to Section 678 of the Local Government Act, 1993.
26. To reject applications for approval pursuant to Section 85 of the Local Government Act, 1993.

F. Bushfire/Emergency Services

- 1 To authorise the release of Council plant and other resources to assist fire fighting and emergency work.
2. To authorise the use of Council resources to support the Warren Local Emergency Management Committee, Warren Local Emergency Operations Controller or Warren State Emergency Service Local Controller.
3. To authorise the use of Council's resources and exercise the powers conferred under Section 36 of the Environmentally Hazardous Chemicals Act, 1985.
4. To make Council appointments to the Warren Local Emergency Management Committee pursuant to the State Emergency Rescue and Management Act, 1989.

G. Impounding/Stock Control/Saleyards

1. To appoint Impounding Officers and authorised persons to impound and/or destroy certain animals and articles pursuant to the Impounding Act, 1993.
2. To implement the provisions of the Companion Animals Act 1999 and regulations and serve any notice for breaches of the subject Act and Regulations.
3. To issue any temporary grazing permits for public roads or for any Council controlled lands in accordance with Council's policy on this matter, or any other appropriate State or Federal legislation or any reasonable conditions of approval as determined by the General Manager.

WARREN SHIRE COUNCIL
Report of the General Manager to the Extra Ordinary Meeting
of Council to be held in the Council Chambers, Warren
on Thursday 22nd September 2016

ITEM 7 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER
CONTINUED

H. Miscellaneous Operational Matters

1. To determine applications for use of public roads for walkathons, charitable collections, motorcar trials, bicycle races and the like where the involvement of the Warren Local Traffic Committee is not specifically required.
2. To determine the conditions of use of Council's parks gardens and reserves and other places in accordance with section 632 of the Local Government Act, 1993.
3. To vary the dates of opening and closing of the Warren Pool Complex.
4. To impose and enforce any necessary restrictions to the water supplies of Warren, Nevertire and Collie.
5. To issue pavement concessions for aircraft wishing to use the Warren Aerodrome in accordance with the guidelines issued by the Department of Transport.
6. In consultation with the Mayor the authority to approve or refuse applications for mineral explorations throughout the Shire unconditionally or subject to any appropriate conditions.
7. To approve the free utilisation of Council plant and equipment to charitable, service, voluntary and community organisations within the Shire in accordance with Council's policy.
8. To issue NOTAMS advices to the CASA in accordance with appropriate legislative requirements.



WARREN SHIRE COUNCIL

BUSINESS PAPER

ORDINARY MEETING

Thursday 22nd September 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

22nd September 2016

APOLOGIES

CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 25th August 2016.

SECTION 1 (WHITE)

DELEGATES REPORTS

Nil.

COMMITTEE MINUTES

Meeting of Manex held on Tuesday 16th August 2016 (C14-3.4)

SECTION 2 (LILAC)

POLICY

Nil.

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 2
Item 3	Local Government Amendment (Governance and Planning) Bill 2016 (L5-10.2/1)	Page 4

SECTION 3 (BLUE)

REPORT OF THE GENERAL MANAGER

CONTINUED

Item 4	Union Picnic Day (S12-2.1)	Page 5
Item 5	Returns – Disclosing Interest (A7-9)	Page 6
Item 6	Local Government NSW Annual Conference (S6-4)	Page 7
Item 7	2016 Local Government Elections – Hit the Ground Running Councillor Workshops (C14-5.4)	Page 10

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 9th September 2016 (R1-4)	Page 3
Item 3	Internally Restricted Funds as at 30th June 2016 (A1-4.34)	Page 4
Item 4	Review of Council's 2015/2016 Operations (A1-4.34)	Page 10
Item 5	Financial Assistance Grant 2016/2017 (L5-5.2/37)	Page 29
Item 6	Reconciliation of Rates Levied 2015/2015 (R1-6.2)	Page 32
Item 7	Reconciliation of Rates Levied 2016/2017 (R1-6.2)	Page 35

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
Item 5	Traffic Information (T5-4)	Page 11
Item 6	Grain Harvest Management Scheme 2014-2016 (R4-4)	Page 12
Item 7	Drinking Water Management System – Implementation (W1-1) .	Page 21

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 August 2016 (T4-6.1)	Page 4
Item 5	Impounding Officer's Report (P4-4)	Page 5
Item 6	Development Application Subdivision of Land, Lot 49, DP752569, "Glenrowan", Drungalear Road, Warren (P16-16.10)	Page 7
Item 7	Development Application Temporary Use of Land Lot 12, DP598306 Carinda Road, Warren (P16-16.11)	Page 15

SECTION 7 (LILAC)

REPORT OF THE LIBRARIAN

Item 1	Report of Warren Shire Library Services (L2-2)	Page 1
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MAYORAL MINUTES

QUESTIONS WITHOUT NOTICE

SECTION 9 (GREY)

CONFIDENTIAL

Nil.

PRESENTATIONS

Nil.

Section

1

Delegates & Committees

MANEX

Minutes

Attached are the Minutes of the Meeting of Manex held on Tuesday 16th August 2016.

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Tuesday 16th August 2016 be received and noted.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 16th August 2016 commencing at 2.37 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

1. APOLOGIES

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

Carried

2. MINUTES

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

Carried

3. BUSINESS ARISING FROM MINUTES

- The Manager Health and Development Services gave an update on the status of 39 Garden Avenue. External quotations will be required.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 16th August 2016 commencing at 2.37 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
10.5.16	GM	WHS Meeting	Arrange meeting regarding duties
15.6.16	GM	Railway land fencing	Write to Mark Bermingham
19.7.16	MHD	39 Garden Avenue roof structure	Quotations to be sought

MOVED Wielinga/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 gave the meeting an update on the progression of Council's Asset Management Program.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 16th August 2016 commencing at 2.37 pm

8.1 SPECIFIC WORKS STATUS REPORT

Project	Budget	Expend	Resp	Comment
Admin Building Air conditioning	6,500	Nil	MFA	
Computer software & hardware	8,000	14,183	MFA	
Asset Management - IP & R	59,542	Nil	MES/ MFA	Ongoing
Risk Management	15,000	Nil	ALL	Development of Asbestos Register, contractor engaged
Training	115,000	3,400	ALL	
Mobile phone upgrades	3,600	Nil	ALL	
Depot Yard Extension	256,000	Nil	MES	When Project Engineer recruited
RFS Hazard Reduction	40,000	293	MFA/ MHD	July 16 / June 17
Desexing Program - Cat		Nil	MHD	
Desexing Program - Dog		Nil	MHD	
Dwelling Specific M & R	20,000			
2 Roland Street		Nil	MHD	Silky Oak Tree to be removed, vents and Insulation in Roof Cavity
39 Garden Avenue		Nil	MHD	Roof Structure repairs
56 Garden Avenue		Nil	MHD	Carpets and Blinds
Levee M & R	12,546	1,509	MES	Ongoing
Stormwater Drainage M & R	9,884	193	MES	Ongoing
Gunningba Drainage	98,284	Nil	MES	November 16
Nature Links River Corridor	19,331	Nil	MHD	
Victoria Park – Fitness Circuit	15,000	Nil	MES	On hold until Connections Study adopted
Showground PA System	45,000	Nil	MES	September 16
Playground equipment	41,208	Nil	MES	July 16/June 17 ??
Playground soft fall	25,272	Nil	MES	July 16/June 17 ??

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 16th August 2016 commencing at 2.37 pm

8.1 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
Library – Drainage & leak proofing	7,681	Nil	MHD	Complete
Library – Shelving	90,553	Nil	LIB	
Library - IT		Nil	LIB	Computer ordered
Library - Furnishings		Nil	LIB	
Tourist Information Bay – Collie	2,500	Nil	GM	Review scope of works
Information Centre – Internal Painting	15,000	Nil	MHD	Order issued, waiting confirmation of starting date
Information Bay – Nevertire	11,000	Nil	GM	Review scope of works
Outdoor Advertising	10,000	3,773	GM	
Water Supplies				
Water valve and mains replacement	22,000	874	MES	July 16/June 17 ??
Telemetry System Upgrade	25,000	Nil	MES	October 16
Nevertire Reservoir Refurb	175,000		MES	50% 2016/2017 50% 2017/2018 next budget
Warren – New Bore 8	190,849	828	MES	Fit out tender being advertised
Warren – New Bore 7	95,450	Nil	MES	Fit out tender being advertised
Nevertire – New Bore 2	92,881	727	MES	Fit out tender being advertised
Collie – New Bore 2	303,514	Nil	MES	Drilling to commence August 16. Fit out tender being advertised
Sewerage Services				
Warren STP	800,000	Nil	MES	Waiting funding response
Mains Upgrade	20,000		MES	July 16/June 17 ??
Mains Relining (600-700 m)	100,000	Nil	MES	Group contract in final negotiations
Telemetry System Upgrade	25,000	Nil	MES	October 16

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 16th August 2016 commencing at 2.37 pm

8.1 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
ROADS BRANCH				
State Highway 11				
Ordered Works				
· Reseals	150,000	Nil	MES	February 17
· Heavy patching	100,000	1,330	MES	August 16
· Golf Club Bridge	68,982	Nil	MES	August 16
· Golf Club Road Widening	113,130		MES	
· Wonbobbie Bend	279,275	Nil	MES	August / September 16
Regional Roads				
Reseals	200,000	Nil	MES	February 17
Recycling – RR 424	200,000	Nil	MES	October 16
Resheeting	86,000	19,590	MES	February 17
Blackspot Tenandra Bridge	149,400	Nil	MES	January 17
REPAIR Program – Warren Road	660,000	Nil	MES	February/April 17
Urban Local Roads				
Urban Reseals	40,000	Nil	MES	February 17
XC5 footpaths	25,000	6,846	MES	Ongoing
Kerb & Guttering	25,000	Nil	MES	Ongoing
New footpath		Nil	MES	
Urban Roads – Heavy Patching	50,000	Nil	MES	February/March 17
Urban Roads – Bundemar Street	111,335	Nil	MES	February/March 17

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 16th August 2016 commencing at 2.37 pm

8.1 SPECIFIC WORKS STATUS REPORT

CONTINUED

Rural Local Roads				
Rural Reseals	250,000	Nil	MES	February 17
Rural Resheeting	599,934	10,516	MES	Ongoing
Reconstruction - Buckiinguy	670,250	Nil	MES	August/September 16
Recycle – Bullagreen Road	364,468	Nil	MES	October 16
Recycle – Lemongrove Road	370,800	Nil	MES	September/October 16
Reconstruction - Ellengerah Road	1,057,356	Nil	MES	February/May 17
Reconstruction – Lemongrove Road	220,803	21,576	MES	September/October 16
Culvert replacement	60,000	Nil	MES	Ongoing
Plant				
Heavy Plant Purchases - Nett	524,336	Nil	MES	October/December 16
Light Plant Purchases - Nett	103,573	Nil	MES	Ongoing

MOVED Morgan/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 16th August 2016 commencing at 2.37 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 Roundabout	Lighting	The RMS has reviewed the design and found that it does not accommodate all necessary vehicles. An amended design has been received by Council and is currently being reviewed. Bollards and lighting to be done with roundabout works.
	Concrete Annulus	
	Bollards	
	"Town Centre" Signage	
Depot Yard Extensions		
Nevertire Information Bay	Review scope of works.	
Blackspot Tenandra Bridge	To commence December 2016.	
Active Transport	Warren Health, Sporting and Cultural Precinct – Connections Study 2016, on public comment.	
Country Passenger Transport Infrastructure Grant Scheme (CPTIGS)	Applications due September 2016. Information now available.	
Playground Equipment	Investigate softfall in all playgrounds and updating play equipment.	

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting Held in the Council Chambers, Administration Building, Warren, On Tuesday 16th August 2016 commencing at 2.37 pm

9. WORK HEALTH SAFETY

The General Manager expressed concern that we had not held the meeting between the Work Health Safety/Risk Officer and the General Manager and Departments.

No immediate issues.

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
15.7.16	16-23	Stand for your community guide and candidate diversity strategy publications.	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 16th August 2016 commencing at 2.37 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 August and September 2016.

Strategic Tasks Guide

DATE	TASK	STATUS
AUGUST		
1	Rates Levied by service of rates and charges notice (s.562).	Posted 29/7/16
	End of Term Report to be tabled at last meeting of outgoing Council.	To August Meeting
16	Expected first instalment of 2016-2017 Financial Assistance Grant.	Noted
31	First quarterly rates instalment due (s.562).	Noted
	Survey of seizures of cats and dogs due.	Complete
SEPTEMBER		
10	2016 Local Government Elections.	Noted
30	Roads and Bridges Data Return due (Grants Commission).	Noted
	General Manager to advise OLG and LGNSW of the Election of Mayor (Sch 7 CI 13 LGGR).	Noted
	Lodge completed Pecuniary Interest returns for Councillors and Designated Persons (s.449 (3)). General Manager to table returns at next Council Meeting (s.450A).	Noted

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

Carried

11. OPERATIONAL PROCEDURES

(I2-11.1)

Nil.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
Held in the Council Chambers, Administration Building, Warren,
On Tuesday 16th August 2016 commencing at 2.37 pm

12. JULY 2016 MINUTES AND AUGUST 2016 BUSINESS PAPER

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

16. GENERAL BUSINESS WITHOUT NOTICE

- The Manager Engineering Services advised there would be a report regarding the Plane Trees in Macquarie Park presented to the August Council meeting.

There being no further business the meeting closed 4.05 pm.

Section

3

General Manager

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 22nd September 2016

ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Own	Outstanding Matter	Officer Resp	Response/Action
General Manager				
24.9.15	238.9.15	Visitors Information Centre	GM	Liaise re: Volunteers.
3.12.15	299.12.15 (1)	Lot 183 DP 736208 Sale to Plunkett	GM	In progress.
3.12.15	299.12.15 (2)	Road Closure – Myra Lane	GM	In progress.
23.6.16	149.6.16	CCTV – CBD Area	GM	Investigate trial options.
Manager Finance and Administration Services				
25.2.16	48.2.16	Transfer Lot 11 & 12 DP 758264 Collie to Council	MFA	Contact now made. Documents to be forwarded.
Manager Engineering Services				
28.4.16	94.4.16 (b)	Structural inspection WSCC Mezzanine	MES	Structural analysis complete. Detail plans and report in progress.
23.6.16	Own-1 Taylor	Status of roundabout works	MES	RMS have amended design, further meeting required.
Manager Health & Development				

RECOMMENDATION:

That the information be received and noted and that the items marked with an asterisk (*) being 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 22nd September 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
2.9.16	OROC GMAC	Dubbo
5.9.16	NSW Emergency Services Property Levy	Webinar
6.9.16	Department of Industry – Lands	Warren
8.9.16	Rural Fire Service BFMC & SLA Meetings	Coonamble
12.9.16	Burrendong Dam FM2 Reference Group	Teleconference
20.9.16	RFS Local Government Forum	Dubbo
21.9.16	StateCover	Warren

FUTURE MEETINGS

DATE	COMMITTEE / MEETING	LOCATION
30.9.16	OROC Board Meeting	Dubbo
5.10.16	Showground/Racecourse Committee Meeting	Warren
12.10.16	Sporting Facilities Meeting	Warren
17.10.16	CMCC	Walgett
17-19.10.16	LGNSW Conference	Wollongong
20.10.16	Plant Committee Meeting	Warren
27.10.16	Interagency	Warren
11.11.16	Outback Arts	Coonamble

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 22nd September 2016

ITEM 3 LOCAL GOVERNMENT AMENDMENT (GOVERNANCE AND PLANNING) BILL 2016 (L5-10.2/1)

The NSW Parliament has passed amendments to the Local Government Act 1993 (the LGA) known as the Phase 1 reforms, focussing mainly on improving council governance and strategic business planning the objects of the amending Act are to:

- (a) substitute new Chapter 3 (Principles for local government), which sets out principles for councils, to provide guidance to enable councils to carry out their functions in a way that facilitates local communities that are strong, healthy and prosperous;
- (b) include expanded descriptions of the roles of councils, mayors and councillors, the functions of general managers and the powers of the relevant Minister;
- (c) enable councils to apply to reduce councillor numbers or mandated meetings or change wards, before the next council election after the proposed Act commences;
- (d) require councillors to take an oath or make an affirmation of office;
- (e) provide for a model code of conduct for meetings;
- (f) enable councils to delegate the function of accepting tenders (other than for services currently provided by council staff members) and granting financial assistance;
- (g) streamline provisions in the principal Act relating to the integrated planning and reporting framework and enable regulations to be made about consultation and other procedural matters;
- (h) provide for the council auditor functions to be exercised by the Auditor-General (or a person appointed by the Auditor-General) and to confer other auditing functions relating to local government on the Auditor-General;
- (i) require councils to establish Audit, Risk and Improvement Committees;
- (j) enable the appointment of a financial controller for a council if an improvement order is issued for the council;
- (k) extend regulation-making powers for various matters; and
- (l) make other and related amendments, including consequential amendments.

Some of these amendments are now in force and other amendments will be put in place over time.

A copy of the Local Government Amendment (Governance and Planning) Bill 2016 that has passed through both Houses of NSW Parliament and is included with this business paper. The General Manager will step council through the changes that are in place since the date of Assent of 30th August 2016 and those changes yet to be proclaimed.

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 4 UNION PICNIC DAY (S12-2.1)

Application has been received to hold the annual Union Picnic Day on Monday, 26th September 2016 and approval has been granted under the General Manager's delegated authority. The Warren Shire Picnic Committee are proposing to hold a lunchtime function at Warren Golf Club.

For the Union Picnic Day the provisions of the Local Government (State) Award applies which is as follows:

20.B. UNION PICNIC DAY

- (i) Union picnic Day shall for the purpose of this award be regarded as a holiday for employees who are financial members of the union(s). The Union Picnic Day shall be on such day as is agreed between the employer and the union(s).
- (ii) The union(s) shall advise the employer of financial members as at the time of the Union Picnic Day. Such advice must be given at least two weeks prior to the Union Picnic Day.
- (iii) Employees who are not financial members of the union(s) and who are required to work on Union Picnic Day, shall be paid ordinary pay for their normal working day.
- (iv) Employees who are not financial members of the union(s) and who are not required to work on Union Picnic Day, may apply to the employer to take annual leave, long service leave, time off in lieu of overtime, leave without pay, such other leave as may be approved by the employer, or may be required by the employer to make up time.

It is intended that the council office, motor registry facilities (Service NSW) and the library will remain open, with all outdoor staff off.

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 5 RETURNS – DISCLOSING INTEREST (A7-9)

The Provisions of the Local Government Act 1993 Section 450A provides that the General Manager must keep a register of returns required to be lodged with the General Manager under Section 449. The returns lodged with the General Manager under Section 449 for the 12 months ending 30th June, 2016 and must be tabled at a meeting of the Council.

As the returns required by Councillors and designated persons have been submitted, they are now tabled at this meeting as per the requirements of the Act.

RECOMMENDATION:

That Council note the tabling of the returns disclosing interests of Councillors and designated persons for 12 months ending 30th June, 2016.

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 6 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE (S6-4)

The Local Government NSW (LG NSW) Annual Conference will be held at Win Entertainment Centre, Wollongong from Sunday 16th October - Tuesday 18th October 2016. The Mayor and General Manager will be in attendance and the draft program is as follows:

Local Government NSW Annual Conference 2016
DRAFT PROGRAM 16th – 18th October, 2016 (as of 8th September 2016)

Sunday 16 October

- 2.00pm - 4.45pm Councillor training sessions
- Understanding changes to the Local Government Act
 - Know your planning
 - Principles of good governance
- 2.00pm - 4.45pm LGNSW briefing for General Managers and Interim General Managers on the progress of negotiation for a new 2017 Local Government (State) Award and workplace reform
- 5.00pm - 7.00pm President's Opening Reception
- Welcome to Country
 - Welcome from Cr Gordon Bradbery OAM,
 - Lord Mayor of Wollongong City Council
 - Opening from **Cr Keith Rhoades AFSM**, President, LGNSW
-

Monday 17 October

Business Session Day 1

- 9.00am - 9.30am Address from **The Hon Mike Baird MP**, Premier of New South Wales
- 9.30am - 10.00am Address from **Cr Keith Rhoades AFSM**, President, LGNSW
- 10.00am - 11.00am Opening of the State Conference, chaired by Cr Keith Rhoades AFSM including adoption of standing orders, business session and consideration of motions
- 11.00am - 11.30am *Morning tea*
- 11.30am - 1.00pm Consideration of Conference business continued, chaired by the President
- 1.00pm - 2.00pm *Lunch*
- 2.00pm - 3.30pm Consideration of Conference business continued, chaired by the President
- 3.30pm - 4.00pm *Afternoon tea*
- 4.00pm - 5.30pm Consideration of Conference business continued, chaired by the President
- 5.30pm - 6.30pm Delegate networking function in trade exhibition
-

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 6 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE
CONTINUED

Tuesday 18 October

Business Session Day 2

- 9.00am – 9.15am Introduction by Master of Ceremonies, **Tracey Spicer**
- 9.15am – 9.30am Address from **The Hon Paul Toole MP**, Minister for Local Government
- 9.30am – 9.45am Facilitated questions from the conference to the Minister
- 9.45am – 10.00am **Launch of NSW Workforce Development Strategy**
- 10.00am – 10.30am *Morning tea*
- 10.30am – 10.45am Address from **The Hon Peter Primrose MLC**, Shadow Minister for Local Government
- 10.45am – 11.00am Facilitated questions from the conference to the Shadow Minister
- 11.00am – 11.45am **Keynote:** Rethinking the role of local government, **Peter McKinlay**, Executive Director, McKinlay Douglas Ltd.
- 11.45am – 12.30pm **Tracey Spicer** facilitates a Local Government Reform Panel: Challenges and Achievements. Panellists:
- **Jane Mills**, Chief Operating Officer, City of Parramatta Council
 - **Luke Johnson**, General Manager, Wollondilly Shire Council
 - **Peter Tegart**, Interim General Manager, Queanbeyan-Palerang Regional Council
- 12.30pm – 12.45pm Address on Association business from **Cr Keith Rhoades AFSM, President, LGNSW**
- 12.45pm – 1.00pm Treasurer's Report
- 1.00pm – 1.45pm *Lunch*
- 1.45pm – 3.00pm **CONCURRENT SESSION 1 - Natural Resources and Environment Stream**
- 1.45pm – 1.50pm Facilitated by **Barry Buffier**, Chair and Chief Executive Officer, NSW Environment Protection Authority
- 1.50pm – 2.30pm Working together to keep our environment clean, with presentations on litter prevention by **Steve Beaman**, Executive Director Waste and Resource Recovery Developing sound planning decisions, and underground petroleum storage systems presented by **Justin Turk**, Operations Officer, Hazardous Incidents and Environmental Health
- 2.30pm – 2.50pm Crown Lands Review Update, **David Clarke**, Group Director Governance & Strategy, NSW Department of Primary Industries – Lands

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 6 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE
CONTINUED

- 1.45pm – 3.00pm CONCURRENT SESSION 2 - Infrastructure and Planning**
- 1.45pm – 1.50pm Facilitated by **Kylie Yates**, Director Advocacy, LGNSW
- 1.45pm – 2.10pm Fixing Country Roads, **Fredric Horst**, Principal Manager for Freight Strategy and Investment, Transport NSW
- 2.10pm – 2.30pm Engaging councils in the process of allowing access to local roads for heavy vehicles, **Sal Petrocetto**, Chief Executive Officer, National Heavy Vehicle Regulator
- 2.30pm – 2.50pm Councils investment in Human and Cultural Infrastructure /Sporting Facilities, **Paul Doorn**, Executive Director – Sport Infrastructure, NSW Office of Sport
- 1.45pm – 3.00pm CONCURRENT SESSION 3 - Capacity Building and Diversity, Victory Rooms 1 – 2**
- 1.45pm – 1.50pm Facilitated by **Sarah Artist**, Senior Manager, Innovation and Capacity, LGNSW
- 1.50pm – 2.05pm Designing a capability framework for NSW local government – towards an integrated package for job design, recruitment, performance management and capacity building, **Jo Grisard**, Principal, Grisard Consulting (invited)
- 2.05pm – 2.30pm Developing council’s workforce: Case studies from Wollongong and Port Stephens Councils presented by **David Farmer**, General Manager, Wollongong Council and **Wayne Wallis**, General Manager, Port Stephens Council
- 2.30pm – 2.50pm Change – Fit for Purpose presented by **Nigel Ward**, Chief Executive Officer and Director, Australian Business Lawyers & Advisors
- 3.00pm – 3.15pm RETURN TO PLENARY SESSION AND CLOSE OF CONFERENCE**
- 3.30pm – 4.00pm **Final Keynote:** Resilient leadership through cultural change within a challenging environment, **Kitty Chiller**, Chef de Mission, Australian Olympic Team, Rio 2016
- 4.00pm – 4.30pm *Afternoon tea*
- 7.30pm – 11.00pm CONFERENCE DINNER**

Warren Shire Council will be represented by the Mayor, as voting delegate and the General Manager assisting the Mayor.

RECOMMENDATION:

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 22nd September 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 August 2016.

INTERNAL LEDGER ACCOUNT RECONCILIATION

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

	Balance 31-Jul-16	Transactions	Balance 31-Aug-16
General	8,579,346.30	1,117,914.29	9,697,260.59
Water Fund	639,193.28	88,368.67	727,561.95
Sewerage Fund	2,373,455.38	113,231.45	2,486,686.83
Trust Fund	72,652.26	199.00	72,851.26
North Western Library	133,717.13	(31,700.77)	102,016.36
Investment Bank Account	(10,933,494.81)	(901,292.46)	(11,834,787.27)
	864,869.54	386,720.18	1,251,589.72
Balance of Ledger Accounts less Investments as at 31/7/16			864,869.54
Add: Receipts from			
(a) Rates	1,351,138.20		
(b) Other Cash	990,333.42		
(c) Investments Redeemed	4,000,000.00	6,341,471.62	
Less: Payments for the period			
(a) Creditors Paid in the Period	1,053,458.98		
(b) Investments Placed	4,901,292.46	5,954,751.44	
Nett Transactions for the Month			386,720.18
Balance of Ledger Accounts less Investments as at 31/08/16			1,251,589.72

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 22nd September 2016

ITEM 1 RECONCILIATION CERTIFICATE

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	1,192,414.91
Add: Outstanding Deposits for the Month	64,440.73
Less: Outstanding Cheques & Autopays	(5,266.22)
Add: Bank Error on Deposits	0.30
Balance as per Ledger Accounts less Investments =	<u>1,251,589.72</u>

INVESTMENTS RECONCILIATION

Investments as at 31st August 2016

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	433,494.81	Variable	On Call A/c
29	National Australia Bank	1,000,000.00	90 Days @ 2.94%	09-Sep-16
30	National Australia Bank	1,000,000.00	90 Days @ 2.97%	15-Sep-16
31	National Australia Bank	1,000,000.00	90 Days @ 2.91%	18-Sep-16
1	National Australia Bank	1,000,000.00	180 Days @ 2.94%	18-Jan-17
2	National Australia Bank	1,500,000.00	180 Days @ 2.90%	23-Jan-17
3	National Australia Bank	1,000,000.00	90 Days @ 2.85%	23-Oct-16
4	National Australia Bank	2,000,000.00	90 Days @ 2.74%	15-Nov-16
5	National Australia Bank	1,000,000.00	90 Days @ 2.65%	23-Nov-16
6	National Australia Bank	1,000,000.00	90 Days @ 2.63%	28-Nov-16
TOTAL INVESTMENTS =		<u>10,933,494.81</u>		

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	4,541,433.00
Internally Restricted Funds Invested	7,169,249.00
2016/17 General Fund Operating Income & Grants	474,402.53
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u>12,185,084.53</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 August 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 22nd September 2016

ITEM 2

SHIRE OF WARREN
STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES
AT 9TH SEPTEMBER 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 \$	OF TOTAL REC'ABLE
General Fund Rates	86,140	4,556,577	4,642,717	1,450,312	31.24%	3,192,405	68.76%
Warren Water Fund	17,360	341,662	359,022	124,772	34.75%	234,250	65.25%
Warren Sewerage Fund	21,384	445,284	466,668	149,565	32.05%	317,103	67.95%
TOTAL OF ALL RATES	124,884	5,343,523	5,468,407	1,724,649	31.54%	3,743,758	68.46%
Extra Charges	12,201	1,662	13,863	1,395	10.06%	12,468	89.94%
TOTAL 2016/2017	137,085	5,345,185	5,482,270	1,726,044	31.48%	3,756,226	68.52%
TOTAL 2015/2016	124,281	5,220,372	5,344,653	1,681,454	31.46%	3,663,199	68.54%
TOTAL 2014/2015	120,785	5,083,103	5,203,888	1,583,581	30.43%	3,620,307	69.57%
TOTAL 2013/2014	84,911	4,813,414	4,898,325	1,343,252	27.42%	3,555,073	72.58%
		13-Sep-13	11-Sep-14	11-Sep-15		9-Sep-16	
COLLECTION FIGURES AS \$		1,343,252	1,583,581	1,681,454		1,726,044	
COLLECTION FIGURE AS %		27.42%	30.43%	31.46%		31.48%	

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
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ITEM 3 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2016 (A1-4.34)

At the end of each accounting year funds voted for specific purposes or those to be carried forward are set aside or internally restricted. Council has full discretion on the allocation of any internal restrictions, I have listed below with a brief summary on each the internal restrictions as at 30th June 2016 which totals \$7,201,022 these monies are fully cash funded. If any Councillor requires further explanation on any item regarding the internal restrictions prior to the council meeting, please contact either the Manager of Finance & Administration or the Treasurer.

Employees Leave Entitlements - \$500,000 - These funds have been restricted to cover a proportion of Council's discounted leave liability, which equates to 27.38% coverage. This restriction was increased by \$100,000 to cover the potential retirement of a number of long serving employees, and the amendment of the Local Government State Award that now allows employees with accrued Long Service Leave in excess of the entitlement under the Long Service Leave Act to cash the difference into their superannuation.

Election Expenses - \$26,205 - These funds are restricted to assist payment of Council elections; this should be sufficient to cover the 2016 Local Government Elections held on 10th September 2016.

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

HR Policy & Procedures System - \$6,046 - These funds have been restricted for the annual subscription to the LG NSW – HR Advance software system.

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

Risk & WH&S Management - \$80,377 – These funds are rebates received from our insurers for meeting their set targets over the years, they have been restricted to undertake various compulsory audits, reviews and implementation of Council's Risk Management & WHS responsibilities.

Restricted Employees Overheads - \$175,700 - These funds were restricted when Council had a Defined Benefit Superannuation payment holiday and have been restricted to compensate for any unforeseen increases in the worker's compensation insurance and superannuation obligations.

Council Chambers – Specific M & R - \$15,914 - These funds have been restricted for specific works required on the council chambers building, such as replacement air-conditioners and painting.

Warren Library – Specific M&R - \$7,000 – These funds are carried forward for the completion of the water leaking and drainage problems at the library.

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 22nd September 2016

ITEM 3 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2016

CONTINUED

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

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

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

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

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

Rural Bridges – M&R - \$6,600 – Funds carried forward from previous years.

CBD – Supply of Paint - \$4,500 – Funds carried forward for the supply of paint to CBD businesses.

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

Aerodrome – Runway reseal - \$43,377– These funds are restricted each year to undertake a reseal of the aerodrome runway.

Advertising & Booklet Printing - \$28,430 – Funds carried forward for the continued promotion of the shire through advertising and printing of booklets etc.

Information Signs & Outdoor Advertising - \$23,500 – Funds carried forward for the installation of information signage and outdoor advertising in both Nevertire & Collie as adopted in the 2016/17 Operational Plan.

Information Centre Painting - \$4,438 – Funds carried forward from the exterior painting of the information centre for internal painting as adopted in the 2016/17 Operational Plan

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

Economic Development Projects - \$15,000 - These funds are set aside for projects that may become available during the year.

Computer Hardware/Software Upgrades - \$279,815 – Funds carried forward for the implementation of the Practical Plus Financial software and associated hardware scheduled for November 2016.

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 22nd September 2016

ITEM 3 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2016

CONTINUED

Council Chambers Improvements - \$350,000 - These funds were included in the 2013/14 estimates for improvement to the Council Chambers Building a Sunset Committee has been established to look at options then report back to Council.

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

Urban Drainage Construction - \$19,324 – Savings on Stage 2 carried over to Stage 3 for the completion of the installation of stormwater pipes in Gunningba Estate.

Parks Improvement Program - \$45,672 – These funds have been carried forward for improvements to the playground areas in Councils' parks.

Mt Foster Quarry House Demolition - \$30,000 – These funds were budgeted in 2015/16 for the removal of asbestos from both the Mt Foster Quarry House & Quarters that was not finalised until July 2016.

CBD Improvements - \$290,824 – These funds are set-aside for the future improvements to the CBD area in accordance with the Town Improvement/Promotions Committees recommendation to Council.

Urban Street Reseals - \$16,700 – Funds carried forward from 2015/16 for street resealing works.

Urban Street Heavy Patching - \$70,000 – Funds carried forward for heavy patching on town streets.

Urban Street Reconstruction - \$48,629 – Funds carried forward after the completion of the reconstruction of Bruce & Banks Streets.

Urban Street Reconstruction - \$49,836 – Funds carried forward from savings on Stage 1 of Bundemar Street reconstruction for Stage 2 reconstruction as adopted in the 2016/17 Operational Plan.

Rural Roads - Reseals - \$44,100 – Funds carried forward from 2015/16 for rural road resealing works.

Rural Roads – Lemongrove Road Recycling - \$220,803 – Funds carried forward from 2015/16 for the completion of the Lemongrove Road Recycling project.

Rural Roads – Buckiinguy Road Recycling - \$670,250 – Funds carried forward from 2015/16 for the completion of the Buckiinguy Road Recycling project.

Rural Roads - Gravel Resheeting - \$378,411 – Funds carried forward from 2015/16 to complete the resheeting program.

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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Council Chambers, Warren on Thursday 22nd September 2016

ITEM 3 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2016

CONTINUED

Footpaths – XC Rated - \$13,492 – Funds carried forward for the renewal of footpaths determined as XC rated as per Councils policy & procedures.

Kerb & Guttering – XC Rated - \$67,767 – Funds carried forward for the renewal of kerb & guttering in the town and villages.

Bridge Replacement - \$310,000 – Funds carried forward for bridge replacement on Council's local roads.

Operational Land Reserve - \$149,786 – Reserves set aside for the future development of Council operational land.

Infrastructure Improvement/Replacement - \$2,717,101 – These funds have been restricted for future improvements or replacement of Council's infrastructure assets, to be determined by Council.

Plant Replacement – Light Vehicles - \$27,293 – Funds carried forward for Council's light vehicle replacement program.

Plant Replacement – Heavy Plant - \$225,730 – Funds carried forward for Council's heavy plant replacement program.

RECOMMENDATION:

That the transfer to/from internal restricted funds as at 30th June 2016 be noted and approved.

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 22nd September 2016

ITEM 3 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2016

CONTINUED

DESCRIPTION	BALANC	TRANSFERS		BALANC
	E	TO	FROM	E
	30-Jun-15			30-Jun-16
Employee's Leave Entitlements	400,000	100,000		500,000
Election Expenses	26,205			26,205
IP&R - Asset Management Planning	61,205			61,205
HR Policy & Procedures System	7,728		1,682	6,046
P.L.& P.I. Claims Excess	25,000			25,000
Risk & WHS Management Costs	80,377			80,377
Restricted Employees Overheads	175,700			175,700
Council Chambers - Specific M & R	15,914			15,914
Library - Specific Works	7,122	44,278	44,400	7,000
Emergency Management Planning	17,563		3,200	14,363
Ewenmar Waste Depot - Management Plan	23,500			23,500
Urban Drainage/Stormwater	4,900		4,900	0
Levee M&R	6,000	7,000		13,000
Tigerbay Wetlands	7,826		7,826	0
Natural Resource Management Works	29,993	225		30,218
Rural Addressing	7,941			7,941
Shire Bridges M&R - Carry Over	6,600			6,600
CBD - Supply of Paint	2,000	2,500		4,500
Street Lighting	11,662			11,662
Aerodrome Runway Reseal Reserve	25,563	17,814		43,377
Aerodrome Runway Marking & Fencing	0	22,000	22,000	0
Advertising the Area & Booklet Printing	23,430	5,000		28,430
Information Signs & Outdoor Advertising	0	23,500		23,500
Information Centre - Painting	0	4,438		4,438
Economic Development Officer	68,400			68,400
Economic Development Projects	15,000			15,000
Computer Software/Hardware Upgrades	381,552		101,737	279,815
Depot to Office Radio Link	2,249		2,249	0
Council Chambers Improvements	350,000			350,000
Depot Emulsion Tank	24,164	63,272	87,436	0
Dwellings - Specific M & R	38,030		6,289	31,741
Urban Drainage - Gunningba Estate	33,664	38,238	52,578	19,324
Parks Improvement Program	77,000	20,400	51,728	45,672
New Pathway to Cenotaph	0	17,532	17,532	0
Sporting Complex - Mezzanine Ramp	0	12,000	12,000	0

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 22nd September 2016

ITEM 3 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2016

CONTINUED

Crusher House & Quarters Demolition	0	30,000	0	30,000
DESCRIPTION	30-Jun-15	TO	FROM	30-Jun-16
CBD Improvements	352,995		62,170	290,825
Urban Streets - Reseals	15,700	1,000	0	16,700
Urban Streets - Heavy Patching	20,000	50,000		70,000
Urban Street Reconstruction - Bruce & Banks Street	48,629	(48,629)		0
Urban Street Reconstruction - Bundemar Street	114,737	48,629	113,530	49,836
Rural Roads - Reseals	15,700	28,400		44,100
Rural Roads - Culvert Replacement	7,200		7,200	0
Rural Roads - Reconstruction/Recycling	78,631		78,631	0
Rural Roads - Lemongrove Road Recycling	0	220,803	0	220,803
Rural Roads - Buckiinguy Road Recycling	0	670,250	0	670,250
Rural Roads - Bullagreen Road Recycling	38,922		38,922	0
Rural Roads - Resheeting	206,535	171,876	0	378,411
Footpath Replacement - XC Rated	10,000	37,000	33,508	13,492
K&G Replacement - XC Rated	44,479	25,000	1,712	67,767
Council Bridge Replacement	310,000			310,000
Medical Centre - Specific M&R	15,000	32,830	47,830	0
Operational Land Reserve	149,786			149,786
Infrastructure Improvement/Replacement	2,871,519	190,000	344,418	2,717,101
Plant Replacement - Light Vehicles	93,907		66,614	27,293
Plant Replacement - Heavy Plant	186,972	38,758	0	225,730
TOTAL RESTRICTED FUNDS =	6,537,000	1,874,114	1,210,092	7,201,022

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS (A1-4.34)

Hill Rogers completed the audit of Council's financial accounts for the twelve (12) months ending 30th June 2016 on Wednesday 24th August 2016. Under S.418 of the Local Government Act, 1993 Council must present the Auditors Report along with the Financial Statements to a public meeting no later than 5 weeks after receiving the report.

Following is a copy of the Auditors Report along with a broad overview of the operations of Council for the year ending 30th June 2016 for Councillors information.

Cash Flow for 2015/2016

Council's cash flow statement indicates an increase in cash and investments of \$1,307,867.06 for the reporting period.

Council's Operating Result for 2015/16 was a surplus of \$2,965,275.27 compared to a surplus of \$303,298.66 in 2014/15.

Cash & investments available as at 30th June 2016 totalled \$11,455,527.05 of which the following have been restricted or set aside for specific purposes either internally by Council or externally by statutory requirements as listed below: -

EXTERNAL RESTRICTED FUNDS

Specific Purpose Grants

- Western CMA – Roadside Environmental Mapping 7,000.00

Advances for Works

- RMS – Block Grant 63,416.02

- RMS – Traffic Grant 26,131.17

- RMS – Active Transport Contribution 14,000.00

- Youth Services – Transitional Grant 10,000.00

- Tigerbay Bird Hide Grant 1,915.00

- State Library Development Grant 87,283.00

- Community Building Partnership Program Grant 25,000.00

- Roads to Recovery Grant 654,928.23

- Riversmart – Naturelinks Project 19,558.21

- Energise Enterprise Fund Grant 10,000.00

TOTAL EXTERNAL RESTRICTED FUNDS = 919,231.63

TOTAL INTERNAL RESTRICTED FUNDS = 7,201,022.00

(as reported in Item 3 of the Manager of Finance & Administration Report to this Council Meeting)

- Domestic Waste Management 226,367.49

- Water Supply Bank Account 241,054.06

- Sewerage Services Bank Account 2,368,643.54

TOTAL INTERNAL & EXTERNAL RESTRICTED FUNDS = 10,956,318.72

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 22nd September 2016

ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED

After all cash restrictions are deducted, Council is left with general fund operating cash of \$499,208.33. Below is a history of cash & investments from 2010 to date detailing all restrictions.

	2010 in '000's	2011 in '000's	2012 in '000's	2013 in '000's	2014 in '000's	2015 in '000's	2016 in '000's
Externally Restricted	1,015	424	709	418	39	137	919
Internally Restricted	7,228	7,964	9,751	8,153	6,407	6,537	7,201
Water Supply Bank A/c	395	551	501	403	461	524	241
Sewerage Bank A/c	2,065	2,280	2,365	2,403	2,234	2,240	2,369
Domestic Waste Management A/c	61	92	110	140	157	193	226
Operating Cash - General Fund	494	470	446	449	500	516	500
-----	-----	-----	-----	-----	-----	-----	-----
TOTAL CASH & INVESTMENTS	11,258	11,781	13,882	12,016	9,888	10,147	11,456

Following are copies of the Income Statement, Statement of Financial Position, Statement of Cash Flows, Statement of Changes in Equity, Income Statement & Statement of Financial Position by Fund, Performance Ratios, Infrastructure Ratios and the Auditors Report.

RECOMMENDATION:

That the information on Council's audited financial statements for the period ending 30th June 2016 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 22nd September 2016

ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED

Warren Shire Council

Income Statement

for the year ended 30 June 2016

Budget 2016	\$ '000	Notes	Actual 2016	Actual 2015
Income from continuing operations				
<i>Revenue:</i>				
5,351	Rates and annual charges	3a	5,336	5,192
1,124	User charges and fees	3b	1,630	1,555
236	Interest and investment revenue	3c	336	323
470	Other revenues	3d	450	480
5,503	Grants and contributions provided for operating purpose	3e,f	6,078	4,722
1,365	Grants and contributions provided for capital purposes	3e,f	548	102
<i>Other income:</i>				
–	Net gains from the disposal of assets	5	107	178
–	Net share of interests in joint ventures and associates using the equity method	19	–	–
14,049	Total income from continuing operations		14,485	12,552
Expenses from continuing operations				
4,800	Employee benefits and on-costs	4a	4,676	4,788
25	Borrowing costs	4b	41	46
2,573	Materials and contracts	4c	2,514	2,467
4,032	Depreciation and amortisation	4d	3,181	3,902
–	Impairment	4d	–	–
1,103	Other expenses	4e	1,103	1,033
–	Interest and investment losses	3c	–	–
–	Net losses from the disposal of assets	5	–	–
–	Net share of interests in joint ventures and associates using the equity method	19	4	13
12,533	Total expenses from continuing operations		11,519	12,249
1,516	Operating result from continuing operations		2,966	303
Discontinued operations				
–	Net profit/(loss) from discontinued operations	24	–	–
1,516	Net operating result for the year		2,966	303
1,516	Net operating result attributable to Council		2,966	303
–	Net operating result attributable to non-controlling interests		–	–
151	Net operating result for the year before grants and contributions provided for capital purposes		2,418	201

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
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Council Chambers, Warren on Thursday 22nd September 2016

ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED

Warren Shire Council
Statement of Financial Position
as at 30 June 2016

\$ '000	Notes	Actual 2016	Actual 2015
ASSETS			
Current assets			
Cash and cash equivalents	6a	11,456	10,147
Investments	6b	–	–
Receivables	7	798	506
Inventories	8	665	645
Other	8	13	2
Non-current assets classified as 'held for sale'	22	–	–
Total current assets		12,932	11,300
Non-current assets			
Investments	6b	–	–
Receivables	7	100	91
Inventories	8	–	–
Infrastructure, property, plant and equipment	9	166,688	164,990
Investments accounted for using the equity method	19	49	53
Investment property	14	–	–
Intangible assets	25	–	–
Non-current assets classified as 'held for sale'	22	–	–
Other	8	–	–
Total non-current assets		166,837	165,134
TOTAL ASSETS		179,769	176,434
LIABILITIES			
Current liabilities			
Payables	10	324	330
Borrowings	10	79	75
Provisions	10	1,790	1,670
Liabilities associated with assets classified as 'held for sale'	22	–	–
Total current liabilities		2,193	2,075
Non-current liabilities			
Payables	10	–	–
Borrowings	10	314	377
Provisions	10	36	43
Investments accounted for using the equity method	19	–	–
Liabilities associated with assets classified as 'held for sale'	22	–	–
Total non-current liabilities		350	420
TOTAL LIABILITIES		2,543	2,495
Net assets		177,226	173,939
EQUITY			
Retained earnings	20	92,927	89,961
Revaluation reserves	20	84,299	83,978
Council equity interest		177,226	173,939
Non-controlling equity interests		–	–
Total equity		177,226	173,939

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 22nd September 2016

ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED

Warren Shire Council

Statement of Cash Flows

for the year ended 30 June 2016

Budget 2016	\$ '000	Notes	Actual 2016	Actual 2015
Cash flows from operating activities				
Receipts:				
5,318	Rates and annual charges		5,327	5,186
1,550	User charges and fees		1,742	1,603
236	Investment and interest revenue received		315	345
6,865	Grants and contributions		6,351	4,950
950	Other		1,051	994
Payments:				
(4,799)	Employee benefits and on-costs		(4,588)	(4,667)
(2,573)	Materials and contracts		(3,156)	(2,972)
(25)	Borrowing costs		(26)	(29)
(1,550)	Other		(1,210)	(1,500)
5,972	Net cash provided (or used in) operating activities	11b	5,806	3,910
Cash flows from investing activities				
Receipts:				
20	Sale of real estate assets		18	–
209	Sale of infrastructure, property, plant and equipment		220	319
12	Deferred debtors receipts		24	22
Payments:				
(6,100)	Purchase of infrastructure, property, plant and equipment		(4,685)	(3,918)
(5,859)	Net cash provided (or used in) investing activities		(4,423)	(3,577)
Cash flows from financing activities				
Receipts:				
Nil				
Payments:				
(75)	Repayment of borrowings and advances		(74)	(74)
(75)	Net cash flow provided (used in) financing activities		(74)	(74)
38	Net increase/(decrease) in cash and cash equivalent		1,309	259
10,147	Plus: cash and cash equivalents – beginning of year	11a	10,147	9,888
10,185	Cash and cash equivalents – end of the year	11a	11,456	10,147
	Total cash, cash equivalents and investments		11,456	10,147

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED

Warren Shire Council

Notes to the Financial Statements
for the year ended 30 June 2016

Note 21. Financial result and financial position by fund

\$ '000

Income Statement by fund \$ '000	Actual 2016	Actual 2016	Actual 2016
	Water	Sewer	General ¹
Continuing operations			
Income from continuing operations			
Rates and annual charges	324	423	4,589
User charges and fees	338	61	1,231
Interest and investment revenue	45	69	222
Other revenues	–	–	450
Grants and contributions provided for operating purposes	9	9	6,060
Grants and contributions provided for capital purposes	548	–	–
Other income			
Net gains from disposal of assets	–	4	103
Total income from continuing operations	1,264	566	12,655
Expenses from continuing operations			
Employee benefits and on-costs	236	233	4,207
Borrowing costs	–	–	41
Materials and contracts	286	147	2,081
Depreciation and amortisation	199	257	2,725
Other expenses	29	–	1,074
Net losses from the disposal of assets	–	–	–
Share of interests in joint ventures and associates using the equity method			4
Total expenses from continuing operations	750	637	10,132
Operating result from continuing operations	514	(71)	2,523
Discontinued operations			
Net profit/(loss) from discontinued operations	–	–	–
Net operating result for the year	514	(71)	2,523
Net operating result attributable to each council fund	514	(71)	2,523
Net operating result attributable to non-controlling interests	–	–	–
Net operating result for the year before grants and contributions provided for capital purposes	–	(34)	2,523

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED

Warren Shire Council

Notes to the Financial Statements
as at 30 June 2016

Note 21. Financial result and financial position by fund (continued)

\$ '000

Statement of Financial Position by fund \$ '000	Actual 2016	Actual 2016	Actual 2016
	Water	Sewer	General ¹
ASSETS			
Current assets			
Cash and cash equivalents	241	2,369	8,846
Receivables	484	25	289
Inventories	–	–	665
Other	–	–	13
Total current assets	725	2,394	9,813
Non-current assets			
Receivables	10	11	79
Infrastructure, property, plant and equipment	7,293	4,592	154,803
Investments accounted for using the equity method	–	–	49
Total non-current assets	7,303	4,603	154,931
TOTAL ASSETS	8,028	6,997	164,744
LIABILITIES			
Current liabilities			
Payables	8	–	316
Borrowings	–	–	79
Provisions	9	24	1,757
Liabilities associated with assets classified as 'held for sale'	–	–	–
Total current liabilities	17	24	2,152
Non-current liabilities			
Borrowings	–	–	314
Provisions	8	2	26
Total non-current liabilities	8	2	340
TOTAL LIABILITIES	25	26	2,492
Net assets	8,003	6,971	162,252
EQUITY			
Retained earnings	4,893	4,232	83,802
Revaluation reserves	3,110	2,739	78,450
Council equity interest	8,003	6,971	162,252
Total equity	8,003	6,971	162,252

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 22nd September 2016

ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED

Warren Shire Council

Notes to the Financial Statements
for the year ended 30 June 2016

Note 13a. Statement of performance measurement – indicators (consolidated)

\$ '000	Amounts	Indicator	Prior periods	
	2016	2016	2015	2014
Local government industry indicators – consolidated				
1. Operating performance ratio				
Total continuing operating revenue ⁽¹⁾ excluding capital grants and contributions less operating expenses	<u>2,315</u>	16.74%	0.29%	-6.85%
Total continuing operating revenue ⁽¹⁾ excluding capital grants and contributions	<u>13,830</u>			
2a. Own source operating revenue ratio				
Total continuing operating revenue ⁽¹⁾ excluding all grants and contributions	<u>7,752</u>	53.92%	61.02%	65.29%
Total continuing operating revenue ⁽¹⁾	<u>14,378</u>			
2b. Own source operating revenue ratio - Rural Council Model				
Total continuing operating revenue ⁽¹⁾ excluding all grants and contributions except FAG	<u>10,217</u>	71.06%	80.69%	76.36%
Total continuing operating revenue ⁽¹⁾	<u>14,378</u>			
3. Unrestricted current ratio				
Current assets less all external restrictions ⁽²⁾	<u>8,226</u>	9.76x	8.64x	6.30x
Current liabilities less specific purpose liabilities ^(3, 4)	<u>843</u>			
4. Debt service cover ratio				
Operating result ⁽¹⁾ before capital excluding interest and depreciation/impairment/amortisation	<u>5,537</u>	48.15x	33.20x	23.88x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	<u>115</u>			
5. Rates, annual charges, interest and extra charges outstanding percentage				
Rates, annual and extra charges outstanding	<u>146</u>	2.66%	2.51%	2.46%
Rates, annual and extra charges collectible	<u>5,483</u>			
6. Cash expense cover ratio				
Current year's cash and cash equivalents plus all term deposits	<u>11,456</u>	15.18 mths	13.2 mths	13.0 mths
Payments from cash flow of operating and financing activities	<u>755</u>			

Notes

⁽¹⁾ Excludes fair value adjustments and reversal of revaluation decrements, net gain/(loss) on sale of assets and the net share of interests in joint ventures and associates.

⁽²⁾ Refer Notes 6-8 inclusive.

Also excludes any real estate and land for resale not expected to be sold in the next 12 months.

⁽³⁾ Refer to Note 10(a).

⁽⁴⁾ Refer to Note 10(a)(ii) – excludes all payables and provisions not expected to be paid in the next 12 months (incl. ELE).

WARREN SHIRE COUNCIL
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ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED

Warren Shire Council

Notes to the Financial Statements
for the year ended 30 June 2016

Note 13b. Statement of performance measurement – indicators (by fund)

\$ '000	Water 2016	Sewer 2016	General ⁵ 2016
Local government industry indicators – by fund			
1. Operating performance ratio			
Total continuing operating revenue ⁽¹⁾ excluding capital grants and contributions less operating expenses	-9.17%	-13.35%	19.50%
Total continuing operating revenue ⁽¹⁾ excluding capital grants and contributions	prior period: 2.46%	prior period: -16.37%	prior period: 1.01%
2. Own source operating revenue ratio			
Total continuing operating revenue ⁽¹⁾ excluding all grants and contributions	54.90%	98.40%	51.83%
Total continuing operating revenue ⁽¹⁾	prior period: 86.00%	prior period: 98.40%	prior period: 57.31%
3. Unrestricted current ratio			
Current assets less all external restrictions ⁽²⁾	42.65x	99.75x	9.76x
Current liabilities less specific purpose liabilities ^(3, 4)	prior period: 29.00x	prior period: 119.32x	prior period: 4.93x
4. Debt service cover ratio			
Operating result ⁽¹⁾ before capital excluding interest and depreciation/impairment/amortisation	0.00	0.00	45.38x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	prior period: 0.00x	prior period: 0.00x	prior period: 28.47x
5. Rates, annual charges, interest and extra charges outstanding percentage			
Rates, annual and extra charges outstanding	5.29%	4.98%	2.25%
Rates, annual and extra charges collectible	prior period: 5.15%	prior period: 4.90%	prior period: 2.10%
6. Cash expense cover ratio			
Current year's cash and cash equivalents plus all term deposits	5.25 mths	74.03 mths	13.07 mths
Payments from cash flow of operating and financing activities	prior period: 13.02 mths	prior period: 65.88 mths	prior period: 10.61 mths

Notes

(1) - (4) Refer to Notes at Note 13a(i) above.

(5) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED

Warren Shire Council

Special Schedule 7 – Report on Infrastructure Assets (continued)
for the year ended 30 June 2016

\$ '000	Amounts	Indicator	Prior periods	
	2016	2016	2015	2014
Infrastructure asset performance indicators * consolidated				
1. Infrastructure renewals ratio				
Asset renewals ⁽¹⁾	<u>3,441</u>	136.44%	93.02%	136.97%
Depreciation, amortisation and impairment	<u>2,522</u>			
2. Infrastructure backlog ratio				
Estimated cost to bring assets to a satisfactory standard	<u>1,200</u>	0.76%	0.90%	2.00%
Carrying value of infrastructure assets	<u>158,802</u>			
3. Asset maintenance ratio				
Actual asset maintenance	<u>2,339</u>	1.17	1.18	1.21
Required asset maintenance	<u>2,000</u>			
4. Capital expenditure ratio				
Annual capital expenditure	<u>4,927</u>	1.55	1.05	1.49
Annual depreciation	<u>3,181</u>			

Notes

* All asset performance indicators are calculated using the asset classes identified in the previous table.

⁽¹⁾ Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED

Warren Shire Council

Special Schedule 7 – Report on Infrastructure Assets (continued)
for the year ended 30 June 2016

\$ '000	Water 2016	Sewer 2016	General ⁽¹⁾ 2016
Infrastructure asset performance indicators by fund			
1. Infrastructure renewals ratio			
Asset renewals ⁽²⁾	68.75%	11.27%	154.52%
Depreciation, amortisation and impairment			
prior period:	61.27%	47.85%	98.33%
2. Infrastructure backlog ratio			
Estimated cost to bring assets to a satisfactory standard	1.79%	3.91%	0.62%
Carrying value of infrastructure assets			
prior period:	3.56%	3.78%	0.69%
3. Asset maintenance ratio			
Actual asset maintenance	1.66	1.19	1.14
Required asset maintenance			
prior period:	1.45	1.16	1.16
4. Capital expenditure ratio			
Annual capital expenditure	3.02	0.28	1.56
Annual depreciation			
prior period:	1.11	0.94	1.06

Notes

(1) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

(2) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

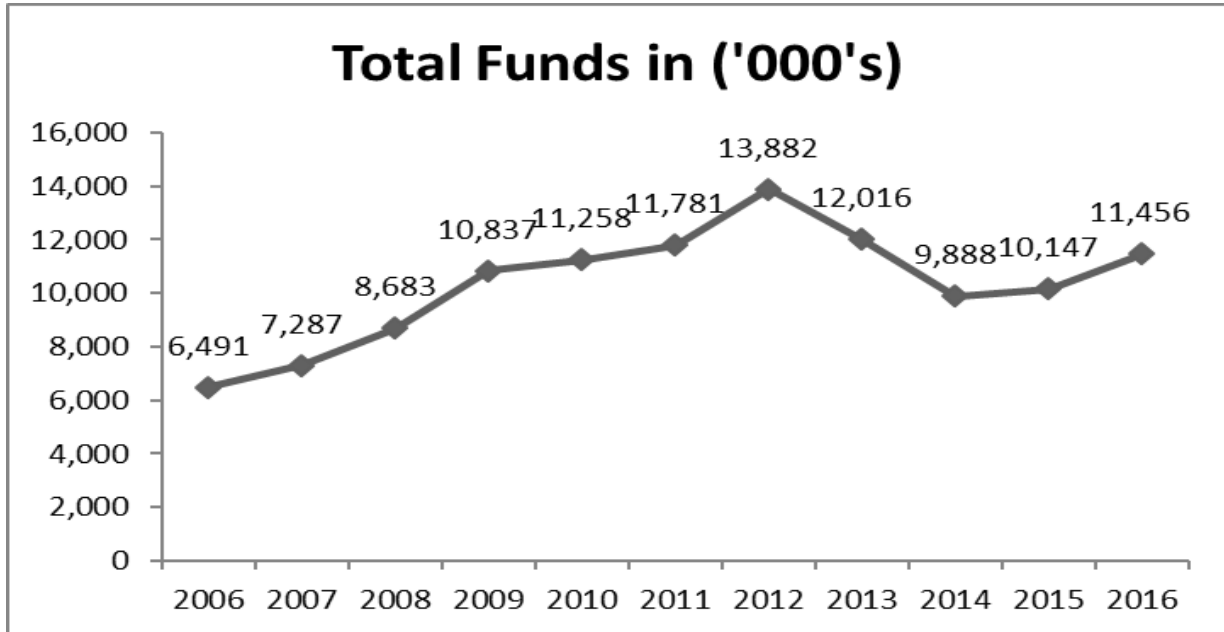
WARREN SHIRE COUNCIL

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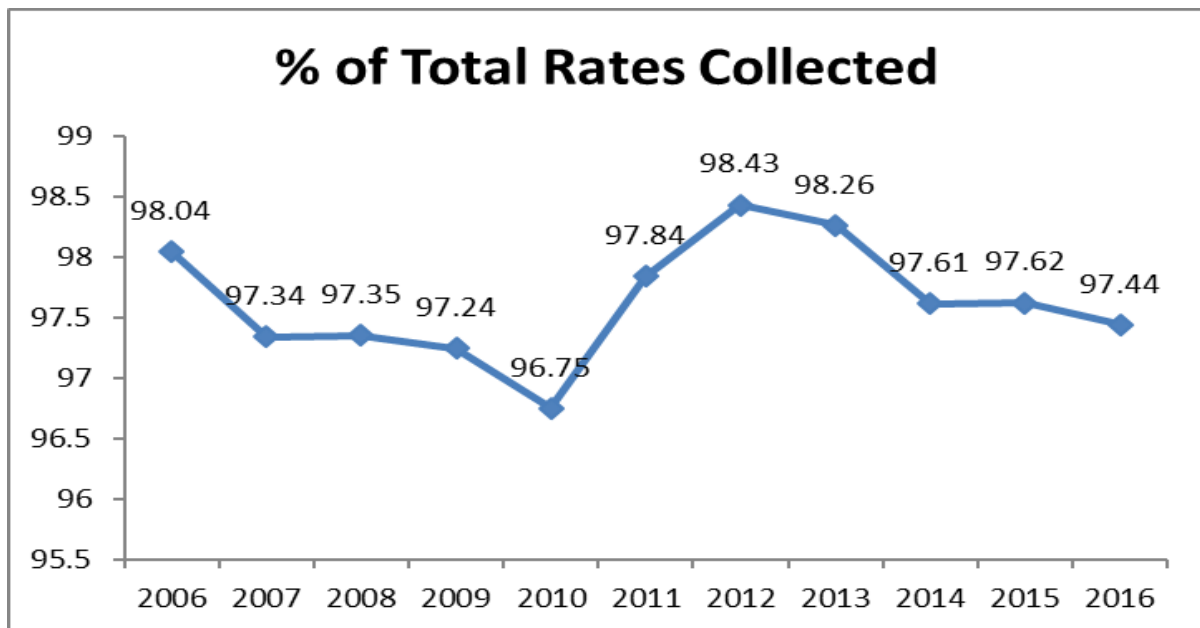
ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

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TOTAL CASH & INVESTMENTS 2005/06 TO 2015/16



TOTAL RATES, ANNUAL CHARGES & EXTRA CHARGES COLLECTED 2005/06 TO 2015/16



WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED

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29 August 2016

NRF (Rex) Wilson
Mayor
Warren Shire Council
PO Box 6
WARREN NSW 2824

Mayor,

Audit Report - Year Ended 30 June 2016

We are pleased to advise completion of the audit of Council's books and records for the year ended 30 June 2016 and that all information required by us was readily available. We have signed our reports as required under Section 417(1) of the Local Government Act, 1993 and the Local Government Code of Accounting Practice and Financial Reporting to the General and Special Purpose Financial Statements.

Our audit has been conducted in accordance with Australian Auditing Standards so as to express an opinion on both the General and Special Purpose Financial Statements of the Council. We have ensured that the financial statements have been prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations and the Local Government Code of Accounting Practice and Financial Reporting.

This report on the conduct of the audit is also issued under Section 417(1) and we now offer the following comments on the financial statements and the audit;

1. RESULTS FOR THE YEAR

1.1 Operating Result

The operating result for the year was a surplus of \$2.966 million as compared with \$303,000 in the previous year.

Assurance Partners

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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 22nd September 2016

ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

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The following table sets out the results for the year and the extent (%) that each category of revenue and expenses contributed to the total.

	2016	% of	2015	% of	Increase
	\$000	Total	\$000	Total	(Decrease)
					\$000
Revenues before capital items					
Rates & annual charges	5,336	38%	5,192	42%	144
User charges, fees & other revenues	2,187	16%	2,213	18%	(26)
Grants & contributions provided for operating purposes	6,078	44%	4,722	38%	1,356
Interest & investment revenue	336	2%	323	3%	13
	13,937	100%	12,450	100%	1,487
Expenses					
Employee benefits & costs	4,676	41%	4,788	39%	(112)
Materials, contracts & other expenses	3,621	31%	3,513	29%	108
Depreciation, amortisation & impairment	3,181	28%	3,902	32%	(721)
Borrowing costs	41	0%	46	0%	(5)
	11,519	100%	12,249	100%	(730)
Surplus (Deficit) before capital items	2,418		201		2,217
Grants & contributions provided for capital purposes	548		102		446
Net Surplus (Deficit) for the year	2,966		303		2,663
Performance Measures		2016		2015	
Operating Performance		16.74%		0.29%	
Own Source Operating Revenue		53.92%		61.02%	

The above table shows an overall increase of \$2.663 million and mainly attributable to an increase in revenue from grants and contributions of \$1.802 million; coupled with a decrease of \$721,000 in depreciation expenses.

Operating Performance measures the ability to contain operating expenditure within operating revenue excluding capital amounts. For 2016, this indicator was 16.74%; above the benchmark of 0%.

Own Source Operating Revenue measures the degree of reliance on external funding sources such as grants and contributions. For 2016, this indicator was 53.92%; below the benchmark of 60%. As identified in Note 13(a), this performance measure would increase to 71.06% with the inclusion of the Financial Assistance Grant (\$2.465 million).

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 22nd September 2016

ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED



1.2 Funding Result

As the operating result only accounts for operating income and expenditure, in reviewing the overall financial performance of Council, it is useful to consider the total source of revenues and how they were applied during the year which is illustrated in the table below.

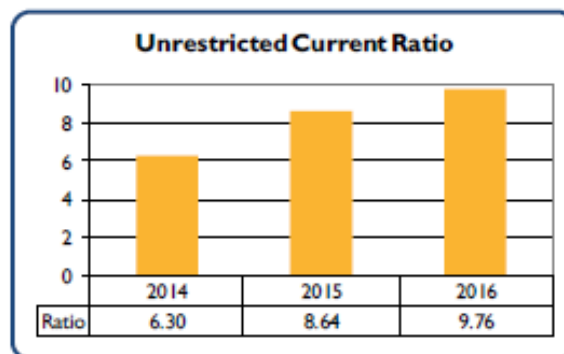
	2016	2015
	\$000	\$000
Funds were provided by:-		
Operating Result (as above)	2,966	303
Add back non funding items:-		
- Depreciation, amortisation & impairment	3,181	3,902
- Book value of non-current assets sold	127	141
- (Surplus)/Deficit in joint ventures	4	13
	<u>6,278</u>	<u>4,359</u>
Repayments from deferred debtors	24	22
Net Changes in current/non-current assets & liabilities	100	184
	<u>6,402</u>	<u>4,565</u>
Funds were applied to:-		
Purchase and construction of assets	(4,685)	(3,918)
Principal repaid on loans	(59)	(57)
Transfers to externally restricted assets (net)	(1,002)	(187)
Transfers to internal reserves (net)	(664)	(130)
	<u>(6,410)</u>	<u>(4,292)</u>
Increase/(Decrease) in Available Working Capital	(8)	273

2. FINANCIAL POSITION

2.1 Unrestricted Current Ratio

The Unrestricted Current Ratio is a financial indicator specific to local government and represents Council's ability to meet its debts and obligations as they fall due.

After eliminating externally restricted assets and current liabilities not expected to be paid within the next 12 months net current assets amounted to \$7.383 million representing a factor of 9.76 to 1.



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ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED



2.2 Available Working Capital – (Working Funds)

At the close of the year the Available Working Capital of Council stood at \$788,000 as detailed below;

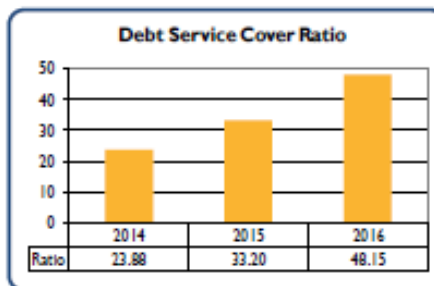
	2016 \$000	2015 \$000	Change \$000
Net Current Assets (Working Capital) as per Accounts	10,739	9,225	1,514
Add: Payables, provisions & inventories not expected to be realised in the next 12 months included above	875	718	157
Adjusted Net Current Assets	11,614	9,943	1,671
Add: Budgeted & expected to pay in the next 12 months			
- Borrowings	79	75	4
- Employees leave entitlements	488	523	(35)
- Deposits & retention moneys	41	23	18
- Deferred debtors	(2)	(2)	0
Less: Externally restricted assets	(4,231)	(3,229)	(1,002)
Less: Internally restricted assets	(7,201)	(6,537)	(664)
Available Working Capital as at 30 June	788	796	(8)

The balance of Available Working Capital should be at a level to manage Council's day to day operations including the financing of hard core debtors, stores and to provide a buffer against unforeseen and unbudgeted expenditures. Taking into consideration the nature and level of the internally restricted assets (Reserves) set aside to fund future works and services and liabilities, Council's Available Working Capital at year end was sound.

2.3 Debt

After repaying principal and interest of \$100,000, total debt as at 30 June 2016 stood at \$393,000 (2015 - \$452,000).

The debt service cover ratio measures the availability of operating cash to service debt repayments. For 2016, the ratio indicated that operating results before capital, interest and depreciation covered payments required to service debt by a factor of 48.15 to 1.



2.4 Summary

Council's overall financial position, when taking into account the above financial indicators was, in our opinion, sound.

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 Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED

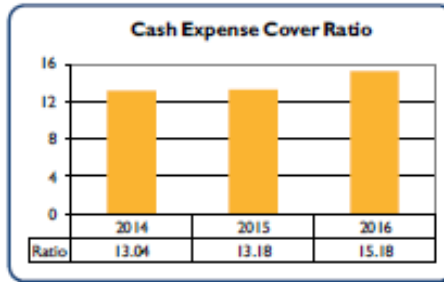


3. CASH ASSETS

3.1 Cash Expense Cover Ratio

This liquidity ratio indicates the number of months of expenditure requirements that can be met with available cash and term deposit balances without the need for additional cash inflow.

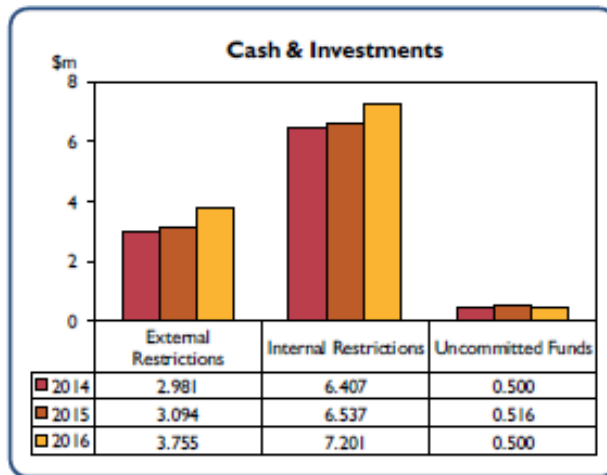
For 2016, this ratio stood at 15.18 months compared to the benchmark of 3.



3.2 Cash & Investment Securities

Cash and investments amounted \$11.456 million at 30 June 2016 as compared with \$10.147 million in 2015 and \$9.888 million in 2014.

The chart alongside summarises the purposes for which cash and investments securities were held.



Externally restricted cash and investments are restricted in their use by externally imposed requirements and consist of unexpended grants and contributions (\$919,000), domestic waste management charges (\$226,000) and water and sewerage funds (\$2.61 million).

Internally restricted cash and investments have been restricted in their use by resolution or policy of Council to reflect forward plans, identified programs of works, and are, in fact, Council's "Reserves". These Reserves totalled \$7.201 million and their purposes are more fully disclosed in Notes 6 of the financial statements.

Unrestricted cash and investments amounted to \$500,000, which is available to provide liquidity for day to day operations.

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ITEM 4 REVIEW OF COUNCIL'S 2015/2016 OPERATIONS

CONTINUED



3.3 Cash Flows

The Statement of Cash Flows illustrates the flow of cash moving in and out of Council during the year and reveals that Cash Assets increased by \$1.309 million to \$11.456 million at the close of the year.

In addition to operating activities which contributed net cash of \$5.806 million were the proceeds from the sale of assets (\$238,000) and receipts from deferred debtors (\$24,000). Cash outflows other than operating activities were used to repay borrowings (\$74,000) and to purchase and construct assets (\$4.685 million).

4. RECEIVABLES

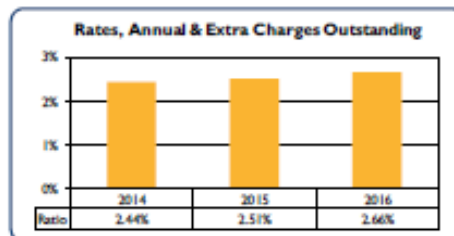
4.1 Rates & Annual Charges (excluding interest & extra charges)

Net rates and annual charges levied during the year totalled \$5.336 million and represented 37% of Council's total revenue.

Including arrears, the total rates and annual charges collectible was \$5.461 million of which \$5.327 million (98%) was collected.

4.2 Rates, Annual & Extra Charges

Arrears of rates, annual and extra charges stood at \$146,000 at the end of the year and represented 2.66% of those receivables.



4.3 Other Receivables

Receivables (other than Rates & Annual Charges) totalled \$752,000 and included amounts due from other levels of government of \$394,000 and user charges of \$312,000.

5. PAYABLES

Employees Leave Entitlements - Council's provision for its liability toward employees leave entitlements and associated on costs amounted to \$1.826 million.

A cash reserve of \$500,000 was held at year end representing 27% of this liability and was, in our opinion, sufficient to enable Council to meet unbudgeted and unanticipated retirements.

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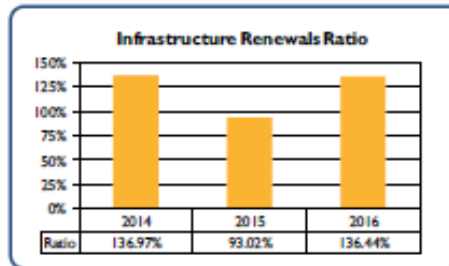
CONTINUED



6. INFRASTRUCTURE RENEWALS

The Infrastructure Renewals Ratio measures the rate at which these assets are renewed against the rate at which they are depreciating.

Special Schedule No. 7 discloses that asset renewals for 2016 represented 136% of the depreciation charges for these assets. An industry benchmark is considered to be 100%, measured annually over the long term.



7. REVALUATION OF ASSETS

Council's infrastructure, property, plant and equipment are required to be carried at fair value with revaluations of each asset class to be performed at least every five years.

During the year, water and sewerage asset values were indexed and community land was revalued. This resulted in a net increase of \$321,000 that was credited directly to Equity. Notes 1(j) and 9 of the financial statements provide further details.

8. MANAGEMENT LETTER

An audit management letter addressing the findings from our interim audit was issued on 14 March 2016. This included our recommendations on possible ways to strengthen and/or improve procedures.

9. CONCLUSION

We wish to record our appreciation to your General Manager and his staff for their ready co-operation and the courtesies extended to us during the conduct of the audit and once again commend management for the early completion and presentation of the financial statements.

Yours faithfully,
HILL ROGERS

BRETT HANGER
Partner



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 22nd September 2016

ITEM 5 FINANCIAL ASSISTANCE GRANT 2016/2017

(L5-5.2/37)

The Minister for Local Government has approved the Grants Commission's recommendations relating to Financial Assistance Grants (FAGS) for 2016/17.

Warren Shire Council will receive after CPI adjustments from the previous year a total of \$2,479,758.00, which represents an increase of \$14,865.00 or 0.60% from the actual 2015/16 grant received. The Financial Assistance Grant is made up of two components being:

General Purpose Component - \$1,510,185.00
Local Roads Component - \$969,573.00

The increase of \$14,865.00 from the original 2016/17 estimate will be reflected in the September 2016 Budget Review to be reported to the October Council Meeting.

Council will receive four equal instalments of \$619,939.50 around the following dates:

18th August 2016 – (Rec. No. 958)
17th November 2016
16th February 2017
17th May 2017

Following is a list of the actual payments received from the Financial Assistance Grant over the past 10 years, graphs, comparison of neighbouring council's entitlements before any CPI adjustments were made and a copy of the letter received from the Grants Commission.

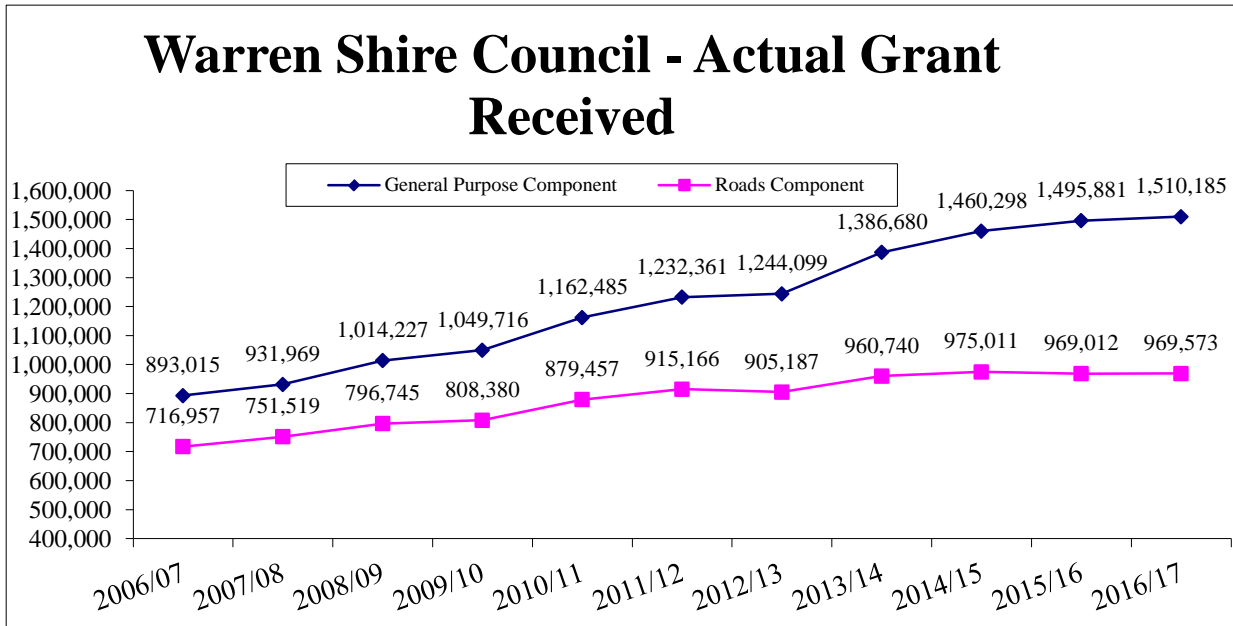
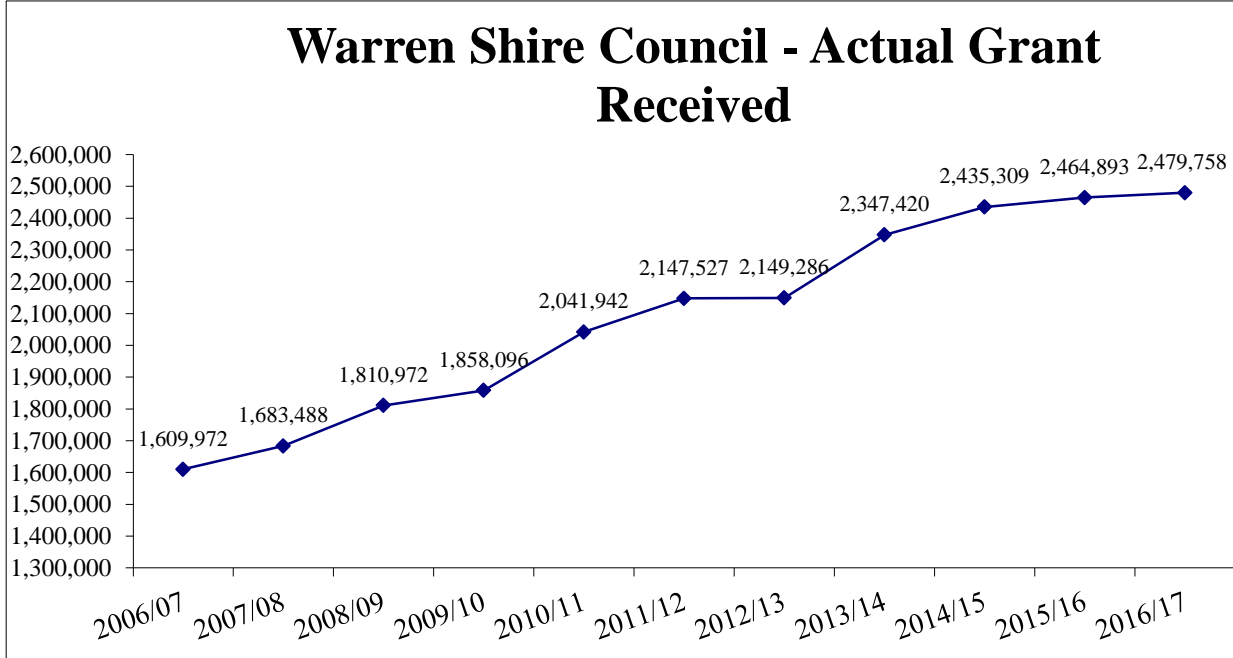
Warren Shire Council - Actual Grant Received AFTER CPI ADJUSTMENTS FROM THE PREVIOUS YEAR

Year	Road Component	\$ Diff.	Equalisation Component	\$ Diff.	Total Grant Received	\$ Diff.	% Diff.
2006/07	716,957	23,998	893,015	2,912	1,609,972	26,910	1.70
2007/08	751,519	34,562	931,969	38,954	1,683,488	73,516	4.57
2008/09	796,745	45,226	1,014,227	82,258	1,810,972	127,484	7.57
2009/10	808,380	11,635	1,049,716	35,489	1,858,096	47,124	2.60
2010/11	879,457	71,077	1,162,485	112,769	2,041,942	183,846	9.89
2011/12	915,166	35,709	1,232,361	69,876	2,147,527	105,585	5.17
2012/13	905,187	(9,979)	1,244,099	11,738	2,149,286	1,759	0.08
2013/14	960,740	55,553	1,386,680	142,581	2,347,420	198,134	9.22
2014/15	975,011	14,271	1,460,298	73,618	2,435,309	87,889	3.74
2015/16	969,012	(5,999)	1,495,881	35,583	2,464,893	29,584	1.21
2016/17	969,573	561	1,510,185	14,304	2,479,758	14,865	0.60

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ITEM 5 FINANCIAL ASSISTANCE GRANT 2016/2017

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WARREN SHIRE COUNCIL

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ITEM 5 FINANCIAL ASSISTANCE GRANT 2016/2017

CONTINUED

COMPARISON OF FINANCIAL ASSISTANCE GRANTS BEFORE ANY CPI ADJUSTMENTS						
SHIRE	2013/14	2014/15	2015/16	2016/17	DIFF	%
=====						
ROADS COMPONENT						
BOGAN	1,308,258	1,315,943	1,315,745	1,341,895	26,150	1.99
BREWARRINA	1,206,372	1,214,326	1,213,607	1,214,846	1,239	0.10
COONAMBLE	1,368,166	1,375,984	1,375,212	1,376,105	893	0.06
GILGANDRA	1,271,406	1,299,237	1,297,874	1,298,828	954	0.07
LACHLAN	3,237,240	3,147,504	3,146,429	3,150,298	3,869	0.12
NARROMINE	1,312,417	1,318,568	1,317,189	1,347,635	30,446	2.31
WALGETT	1,965,530	1,834,762	1,832,326	1,833,128	802	0.04
WARREN	964,176	969,599	969,027	969,573	546	0.06
EQUALISATION COMPONENT						
BOGAN	1,850,857	2,009,882	2,144,818	2,341,884	197,066	9.19
BREWARRINA	1,713,732	1,947,404	2,138,491	2,328,924	190,433	8.91
COONAMBLE	2,033,473	2,134,350	2,202,143	2,196,703	(5,440)	(0.25)
GILGANDRA	1,746,542	1,916,674	2,051,548	2,168,440	116,892	5.70
LACHLAN	4,233,377	4,622,104	4,925,674	5,208,879	283,205	5.75
NARROMINE	2,512,161	2,558,824	2,582,038	2,576,977	(5,061)	(0.20)
WALGETT	3,571,727	3,756,936	3,874,170	3,901,466	27,296	0.70
WARREN	1,387,701	1,452,422	1,493,999	1,509,912	15,913	1.07
TOTAL GRANT						
BOGAN	3,159,115	3,325,825	3,460,563	3,683,779	223,216	6.45
BREWARRINA	2,920,104	3,161,730	3,352,098	3,543,770	191,672	5.72
COONAMBLE	3,401,639	3,510,334	3,577,355	3,572,808	(4,547)	(0.13)
GILGANDRA	3,017,948	3,215,911	3,349,422	3,467,268	117,846	3.52
LACHLAN	7,470,617	7,769,608	8,072,103	8,359,177	287,074	3.56
NARROMINE	3,824,578	3,877,392	3,899,227	3,924,612	25,385	0.65
WALGETT	5,537,257	5,591,698	5,706,496	5,734,594	28,098	0.49
WARREN	2,351,877	2,422,021	2,463,026	2,479,485	16,459	0.67

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
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ITEM 6 RECONCILIATION OF RATES LEVIED 2015/2016 (R1-6.2)

Following is the reconciliation certificate of rates levied as at the 30th June 2016.

The General Manager shall certify on the completion of the entries that:

1. The rates levied have been brought to account,
2. The total amount of the levy,
3. The arrears in respect of each rate, and
4. The valuations on which the rates were levied.

The following reconciliation certificate also provides such certification.

WARREN SHIRE COUNCIL

RECONCILIATION OF RATES LEVIED ON 30/06/2016
VALUATIONS AS AT 30/06/2016

I hereby certify that the entries in the Rate Book for the year 2016/2017 have been duly completed, that the rates levied as shown hereunder have been brought to account, and that the valuation figures upon which the rates have been levied have been checked with the valuation as shown in the Valuation List.

Reconciliation of Land Values

Total as Per Valuer General's List 667,871,642

Less

Non Rateable Property - Nett	3,050,550
Section 14L 1(a)	110,000
Section 14L 1(b)	267,500
Section 14T	455,000

Valuations not applicable to next year	785,410
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TOTAL	<u>4,668,460</u>
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Land Value Levied for Rating in 2015/2016 663,203,182

WARREN SHIRE COUNCIL

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RECONCILIATION OF GENERAL RATES LEVIED

Land Value	General Rates	No. of Ass	Actual
663,203,182	Total Rateable L.V. start of year	1,904	\$4,506,169.77
	Farmland		
636,466,072	0.577929 cents in \$ on L.V.	639	\$3,678,322.06
902,750	Minimums @ \$254.00	47	\$11,938.00
	Residential - Warren		
6,645,700	4.315687 cents in \$ on L.V.	410	\$286,807.19
2,671,930	Minimums @ \$471.00	337	\$158,727.00
	Business - Warren		
1,812,440	10.5843 cents in \$ on L.V.	90	\$191,834.65
8,230	Minimums @ \$471.00	2	\$942.00
	Business - Other		
603,100	0.746415 cents in \$ on L.V.	9	\$4,501.63
276,350	Minimums @ \$254.00	23	\$5,842.00
	Residential - Rural		
12,610,300	1.018973 cents in \$ on L.V.	161	\$128,495.57
475,670	Minimums @ \$254.00	44	\$11,176.00
	Residential - Nevertire		
112,000	0.9239 cents in \$ on L.V.	4	\$1,034.75
429,650	Minimums @ \$195.00	70	\$13,650.00
	Residential - Collie		
37,000	1.9827 cents in \$ on L.V.	2	\$733.59
151,990	Minimums @ \$195.00	66	\$12,870.00
<u>663,203,182</u>		<u>1,904</u>	<u>\$4,506,874.44</u>

WARREN SHIRE COUNCIL

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Water Availability Charges

Residential - Warren	No. of Ass	
806 Availability Charges @ \$330.00	802	\$265,980.00
Business - Warren		
89 Availability Charges @ \$330.00	89	\$29,370.00
Nevertire - Water Charges		
59 Availability Charges @ \$450.00	56	\$26,550.00
21 Unconnected @ \$170.00	21	\$3,570.00
Collie - Water Charges		
24 Availability Charges @ \$335.00	24	\$8,040.00
43 Unconnected @ \$170.00	43	\$7,310.00
	<u>1,035</u>	<u>\$340,820.00</u>

Sewerage Charges

Warren - Residential	No. of Ass	
740 Properties @ \$500.00	739	\$370,000.00
Warren - Non-Residential		
100 Properties @ \$460.00	100	\$46,000.00
Nevertire - Sewerage Charges		
36 Connected @ \$525.00	35	\$18,900.00
18 Unconnected @ \$200.00	18	\$3,600.00
	<u>892</u>	<u>\$438,500.00</u>

Particulars of the total amount of rates, charges and arrears in respect of the following:

	Gross Arrears 30/06/2015	Gross Levy 2015/2016	Total
General Rates	\$77,108.49	\$4,506,874.44	\$4,583,982.93
Water Availability Charge	\$17,591.37	\$340,820.00	\$358,411.37
Sewerage Charge	\$20,985.31	\$438,500.00	\$459,485.31
TOTAL	<u>\$115,685.17</u>	<u>\$5,286,194.44</u>	<u>\$5,401,879.61</u>

RECOMMENDATION:

That the information be received and noted.

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ITEM 7 RECONCILIATION OF RATES LEVIED 2016/2017 (R1-6.2)

Following is the reconciliation certificate of rates levied as at the 15th July 2016.

The General Manager shall certify on the completion of the entries that:

1. The rates levied have been brought to account,
2. The total amount of the levy,
3. The arrears in respect of each rate, and
4. The valuations on which the rates were levied.

The following reconciliation certificate also provides such certification.

WARREN SHIRE COUNCIL

RECONCILIATION OF RATES LEVIED ON 15/07/2016
VALUATIONS AS AT 01/07/2016

I hereby certify that the entries in the Rate Book for the year 2016/2017 have been duly completed, that the rates levied as shown hereunder have been brought to account, and that the valuation figures upon which the rates have been levied have been checked with the valuation as shown in the Valuation List.

Reconciliation of Land Values

Total as Per Valuer General's List 668,507,830

Less

Non Rateable Property - Nett	3,474,610
Section 14L 1(a)	35,000
Section 14L 1(b)	265,500
Section 14T	560,000

Withheld Splits	1,120,000
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TOTAL	<u>5,455,110</u>
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Land Value Levied for Rating in 2016/2017 663,052,720

WARREN SHIRE COUNCIL

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ITEM 7 RECONCILIATION OF RATES LEVIED 2016/2017 CONTINUED

RECONCILIATION OF GENERAL RATES LEVIED

Land Value	General Rates	No. of Ass	Actual
663,203,182	Total Rateable L.V. start of year	1,904	\$4,506,169.77
Farmland			
628,459,100	0.595136 cents in \$ on L.V.	643	\$3,740,186.35
883,800	Minimums @ \$259.00	49	\$12,691.00
Residential - Warren			
7,593,000	3.965684 cents in \$ on L.V.	429	\$301,114.30
2,955,880	Minimums @ \$480.00	319	\$153,120.00
Business - Warren			
2,532,440	7.676701 cents in \$ on L.V.	89	\$194,407.86
20,750	Minimums @ \$480.00	4	\$1,920.00
Business - Other			
1,017,100	0.525907 cents in \$ on L.V.	12	\$5,348.99
411,880	Minimums @ \$259.00	21	\$5,439.00
Residential - Rural			
17,328,300	0.751695 cents in \$ on L.V.	158	\$130,255.92
962,150	Minimums @ \$259.00	60	\$15,540.00
Residential - Nevertire			
145,500	0.705017 cents in \$ on L.V.	4	\$1,025.80
505,900	Minimums @ \$199.00	68	\$13,532.00
Residential - Collie			
51,600	1.937225 cents in \$ on L.V.	3	\$999.61
185,320	Minimums @ \$199.00	66	\$13,134.00
<u>663,052,720</u>		<u>1,925</u>	<u>\$4,588,714.83</u>

WARREN SHIRE COUNCIL

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ITEM 7 RECONCILIATION OF RATES LEVIED 2016/2017 CONTINUED

Water Availability Charges

Residential - Warren	No. of Ass	
807 Availability Charges @ \$347.00	803	\$280,029.00
Business - Warren		
90 Availability Charges @ \$347.00	90	\$31,230.00
Nevertire - Water Charges		
59 Availability Charges @ \$473.00	56	\$27,907.00
21 Unconnected @ \$179.00	21	\$3,759.00
Collie - Water Charges		
24 Availability Charges @ \$352.00	24	\$8,448.00
44 Unconnected @ \$179.00	44	\$7,876.00
	<u>1,038</u>	<u>\$359,249.00</u>

Sewerage Charges

Warren - Residential	No. of Ass	
741 Properties @ \$525.00	740	\$389,025.00
Warren - Non-Residential		
101 Properties @ \$480.00	101	\$48,480.00
Nevertire - Sewerage Charges		
36 Connected @ \$551.00	35	\$19,836.00
18 Unconnected @ \$210.00	18	\$3,780.00
	<u>894</u>	<u>\$461,121.00</u>

Particulars of the total amount of rates, charges and arrears in respect of the following:

	Gross Arrears 30/06/2016	Gross Levy 2016/2017	Total
General Rates	\$86,139.95	\$4,588,714.83	\$4,674,854.78
Water Availability Charge	\$17,359.85	\$359,249.00	\$376,608.85
Sewerage Charge	\$21,384.46	\$461,121.00	\$482,505.46
TOTAL	<u>\$124,884.26</u>	<u>\$5,409,084.83</u>	<u>\$5,533,969.09</u>

RECOMMENDATION:

That the information be received and noted.

Section

5

Manager Engineering Services

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 22nd September, 2016

ITEM 1 WORKS PROGRESS REPORT - ROADS BRANCH (C14-7.2)

Author: Bryce Hammond – Trainee Assistant Engineer

The following works have been undertaken during the period of the 1st August 2016 to 28th August 2016, by the Engineering Services Department Roads Branch:

MAINTENANCE

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 3 (two-man crew) Vincent Robinson	Tabratong Lane	Maintenance Grade	5.5 km
	Old Warren Road	Maintenance Grade	1.5 km
Grader Crew 4 (two-man crew) Wayne Wilson	Drungalear Road	Maintenance Grade	12.3 km
	Cullemburrawang Road	Maintenance Grade	2.5 km
	Charliewille Road	Maintenance Grade	3.5 km
	Ringorah Road	Maintenance Grade	0.5 km
Grader Crew 2 (three-man crew) Terrence Hume	Gillendoon Road	Maintenance Grade	1.5 km

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED	UNIT RATE \$
Tar Patching	Wambianna Road	Pothole Patching	250 m ²	\$2.12/m ²
	Oakley Road	Pothole Patching	250 m ²	\$4.77/m ²
	Bundemar Road	Pothole Patching	200 m ²	\$3.45/m ²
	Carinda Road	Pothole Patching	700 m ²	\$5.27/m ²
	Rifle Range Road	Pothole Patching	710 m ²	\$1.75/m ²
	Industrial Access Road	Pothole Patching	50 m ²	\$3.50/m ²
	Marthaguy Road	Pothole Patching	200 m ²	\$4.82/m ²
	Collie-Trangie Road	Pothole Patching	150 m ²	\$8.31/m ²
	Warren Road	Edge Patching	450 m ²	\$4.34/m ²
	Carinda Road	Edge Patching	300 m ²	\$0.71/m ²

WARREN SHIRE COUNCIL
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ITEM 1 WORKS PROGRESS REPORT - ROADS BRANCH CONTINUED

CONSTRUCTION/RECONSTRUCTION/RECYCLE

Author: Dirk McCloskey – Operations Manager

WORK CREW	LOCATION	ACTIVITY	ESTIMATED EXPENDITURE	EXPEND TO DATE	STATUS
Grader Crew 1 (three-man crew)	Buckiinguy Rd	Recycle	\$670,250	\$170,546	August/Oct 2016
	Warren Rd RR 7515 (REPAIR)	Construction	\$660,000	Nil	Feb/April 2017
	Lemongrove Rd	Recycle	\$370,800	Nil	Nov/Dec 2016
Grader Crew 2 (three-man crew)	Ellengerah Rd	Construction	\$1057,356	Nil	Feb/May 2017
	Warren Rd RR 7515 (Blackspot)	Construction	\$149,400	Nil	Jan 2017
Grader Crew 3 (three-man crew)	Bullagreen Rd	Recycle	\$364,468	Nil	Oct/Nov 2016

RECOMMENDATION:

That the information be received and noted

WARREN SHIRE COUNCIL
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ITEM 2 WORKS PROGRESS REPORT – WATER AND 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.

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.

WARREN SHIRE COUNCIL
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ITEM 2 WORKS PROGRESS REPORT – WATER AND SEWERAGE
CONTINUED

2.3 WATER SUPPLY SYSTEM PLANNED WORK

ACTIVITY	LOCATION	WORKS TO BE UNDERTAKEN
Water mains and services	Warren	Valve replacement program ongoing. Bore reticulation sectored shut down now achievable. River Water approximately 6 replacements still required to alleviate town shut down events.
Bore installation works	Warren Nevertire Collie	Bore Flat and Ellengerah Production Bores completed. Production Bore complete. Drilling works commenced.
Reservoir cleaning	5 years	Stafford St - Scheduled Oct 2016 Oxley Park- Scheduled Sept 2017 Ellengerah River- Scheduled Sept 2017 Ellengerah Bore- Scheduled March 2018 Nevertire- Scheduled Jul 2017 Collie- Scheduled Oct 2016

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.

2.5 WATER SUPPLY & SEWERAGE SYSTEM UNPLANNED MAINTENANCE 1ST AUGUST 2016 TO 28TH AUGUST 2016

Main breaks repaired: 8
Year to date: 9

Sewer chokes cleared: 7
Year to date: 14

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ITEM 2 WORKS PROGRESS REPORT – WATER AND SEWERAGE

CONTINUED

2.6 RECORD OF WATER USAGE

2.6.1 For the period 01/08/16 to 31/08/16 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 1/7/16	DAILY AVERAGE FOR THE PERIOD (ML)	DAILY AVERAGE YEAR TO DATE (ML)
Warren bore	700	16.34	32.89	0.53	0.53
Warren river	750	3.84	8.63	0.12	0.14
Nevertire village	40	1.34	2.41	0.04	0.04
Collie village	25	0.65	1.37	0.02	0.02

Rainfall in Warren for period: 69.5 mm

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	18.35	0.59
Warren river	750	12.14	0.39
Nevertire village	40	2.65	0.09
Collie village	25	0.91	0.03

Rainfall in Warren for period: 25 mm

WARREN SHIRE COUNCIL
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ITEM 2 WORKS PROGRESS REPORT – WATER AND SEWERAGE
CONTINUED

2.7 WARREN STP - LICENCE COMPLIANCE

2.7.1 Record of Effluent Analysis from August 2015.

Next effluent analysis results will be presented to the October 2016 Council meeting.

2.7.2 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)
November 2015	588	449.43	13.48	13.48
December 2015	561	420.77	13.04	26.52
January 2016	1112	463.97	14.38	40.90
February 2016	678	446.00	12.93	53.83
March 2016	512	433.55	13.44	67.27
April 2016	419	366.66	11.00	78.27
May 2016	629	412.27	12.80	91.07
June 2016	799	594.80	17.84	108.91
July 2016	887	421.71	13.07	121.98
August 2016	647	421.22	13.06	135.04

2.7.3 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
2016	May	JR Richards & Sons	60

RECOMMENDATION:

That the information be received and noted.

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

Author: Bryce Hammond - Trainee Assistant Engineer

3.1 TOWN CREW, 1ST AUGUST 2016 TO 28TH AUGUST, 2016

- S Footpath M & R
- S Rest Stop M & R
- S 2 Burials - Warren Lawn Cemetery

3.2 PARKS AND RESERVES, 1ST AUGUST 2016 TO 28TH AUGUST, 2016

- S Macquarie Park
- S Lawn Cemetery Gardens
- S Nevertire Cemetery gardens
- S Victoria Oval - Outer

Plant 70 Iseki Outfront Mower SF370	25.5 hours usage
Plant 79 Iseki Mower	4 hours usage
Plant 15 Kiote Tractor	46 hours usage
Plant 76 Muthing Frail Slasher	76.5 hours usage
Plant 14 Caterpillar 432F Backhoe Loader	40 hours usage
Plant 8 Caterpillar 432F Backhoe Loader	40 hours usage
Plant 89 Toro Mower	18 hours usage
Plant 21 John Deere 5083E	76.5 hours usage
Plant 82 Denvenson Jahn Roller (Cricket Pitch)	Not in use
Plant 168 Victory Mini Excavator	66.25 hours usage
Plant 47 Schwarze Street Sweeper	16 hours usage

**3.3 SHOWGROUND/RACECOURSE – GENERAL M & R
1ST AUGUST 2016 TO 28TH AUGUST, 2016**

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

Functions:

26 – 28th August – Campdraft (postponed to October)

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
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ITEM 4 WORKS PROGRESS REPORT - FLEET BRANCH (C14-7.2)

Author: Steven Thornton - Plant Foreman

The following are works completed by Council's Fleet Branch Staff (Plant Foreman and two (2) Plant Mechanics) and Sub-Contractors engaged by the Branch for the period 1st August 2016 to 28th August, 2016

Plant Repairs				
<i>No.</i>	<i>Plant</i>	<i>Repairs</i>	<i>Plant Down Time</i>	<i>Repair Time (Man Hours)</i>
12	2000 Hitachi Loader	- Replaced all belts and - Fan tension block	2 days	6 hours
15	2013 Kiote Tractor	- Service	1 day	4 hours
21	1996 Tractapac	- Service	1 day	3 hours
24	2010 Komatsu Grader	- Fit blade slides	2 days	6 hours
28	2014 John Deere Grader	- Service	1 day	3.5 hours
31	2010 UD – GW 470 Truck	- Service	1 day	4 hours
41	2005 Hino Truck	- Replaced 24v to 12v power supply	1 day	5 hours
42	2007 Hino Truck	- RMS Rego	2 days	5 hours
47	2008 Isuzu Street Sweeper	- Fit fan bearing and whistle wheel	5 days	16 hours
49	2010 Mitsubishi Truck	- Replaced fan belt and - Fuel hand prime system	1 day	6 hours
50	2010 Isuzu Truck	- Tar tank clean - Rego defects	2 days	9 hours
61	2012 Hino Crew Cab Truck	- Replaced thrust bearing	2 days	6 hours
63	2010 Mitsubishi Fuso Truck	- Repaired breaks	3 weeks	20 hours
65	2013 Allroads Roadtrain Dolly	- Removed "A" frame	4 days	5 hours

WARREN SHIRE COUNCIL
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ITEM 4 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

Plant Repairs				
<i>No.</i>	<i>Plant</i>	<i>Repairs</i>	<i>Plant Down Time</i>	<i>Repair Time (Man Hours)</i>
72	2006 Isuzu Paveliner Truck	- Removed tipper - RMS rego defect	2 days	6 hours
76	2015 Muthing Frail Mower	- Safety cover	½ day	2 hours
79	2013 Iseki Mower	- Belt adjuster - Trans oil leak	4 days	6 hours
85	2003 Nayjon Mower	- Weld 3 point linkage frame	1 day	3 hours
93	2013 Caterpillar Roller	- Service	1 day	4 hours
168	2012 Victory Mini Excavator	- Oil leaks	1 day	3 hours
500	Spray Rig	- Repaired spray system	1 day	3 hours

Plant Repairs – Outside Work			
<i>No.</i>	<i>Plant</i>	<i>Repairs</i>	<i>Plant Down Time</i>
27	2013 Western Star Primemover	Hartwigs, Dubbo - Repair PTO hot shift	4 hours
30	2007 M.A.N Primemover	Dowleans Radiators, Warren - Clean radiator and intercooler	2 days
47	2008 Isuzu Street Sweeper	Tracserv, Dubbo - Motor repair	6 days
65	2013 Allroads Roadtrain Dolly	Jarrad Kennedy, Dubbo - Fit tow block to “A” frame	4 hours
152	2013 Allroads Side Tipper	Mayger Auto, Warren - Fit new tarp system	3 days (over weekend)

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ITEM 4 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

Miscellaneous Works

Minor Plant Repairs.....	358 hours
Plant Refurbishment	0 hours
Plant Servicing.....	47 hours
Electrical/Two Way Radio Works, Phones	15 hours
Welding/Fabrication Works on Plant, etc.....	13 hours
Depot Yard – Plant parking, clean, lock and unlock.....	6 hours
Parts ordering	6 hours
Job set up, e.g. Apprentice.....	24 hours
Fuel up trailers	0 hours
Phone calls in and out / book work	7 hours
Plant inspection for repair.....	6 hours
Tyre pick up including delivery to and from work site.....	2 hours
Plant cleaning	12 hours
Tar – check emulsion.....	2 hours
Operator queries, e.g. noise	0 hours
Quotations	2 hours
Steel pick up	8 hours
SES	0 hours
Rural Fire Service.....	1 hours
Work meetings.....	0 hours
Fill gas bottles.....	1 hours
Air conditioning.....	3 hours
Transport for RTA Inspection	2.5 hours
Registrations and defects	7 hours
Annual Leave.....	0 hours
Sick Leave	41.5 hours
Workers Compensation	0 hours
TAFE	0 hours
Public Holiday	0 hours
Training	22 hours
Private work.....	0 hours
Hep B and Tetanus shots	0 hours
Field Days.....	0 hours
Picnic	0 hours
Store.....	5 hours
Interviews	4 hours
Workshop set up (Site Meetings/Inspections).....	0 hours

RECOMMENDATION:

That the information be received and noted.

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ITEM 5 TRAFFIC INFORMATION

(T5-4)

Not available this month.

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ITEM 6 GRAIN HARVEST MANAGEMENT SCHEME 2014 - 2016 (R4-4)

Following on from the “NSW Grain Harvest Scheme – Warren Local Government Area October – December 2014 Harvest Period Report,” which was reported to Council on 24th September 2015, attached is the January – June 2015 Period Report.

The January – June 2015 Period Report provides an overview of the scheme operation during the first half of 2015. It focuses the predominant type of grain harvested in NSW during this period, which was the rice harvest.

The basic intent of the scheme is to:

- Promote the safe and efficient movement of grain.
- Facilitate the movement of grain off farms to grain receivers during the peak harvest season.
- Maximise the productivity of the existing fleet of vehicles to complement an increase in on-farm productivity.
- Minimise the number of vehicle trips between farm gate and receival point.
- Protect road and bridge infrastructure.
- Manage excess loads on-site, rather than return those to the network.
- Support the competitiveness of the NSW grain industry on national and international markets.
- Maintain existing statutory obligations, including Chain of Responsibility laws.

It should also be remembered that the initial scheme ended on 30th June 2016 and as reported to and endorsed by Council on 23rd June 2016, the scheme has been extended 5 years to the 30th June 2021.

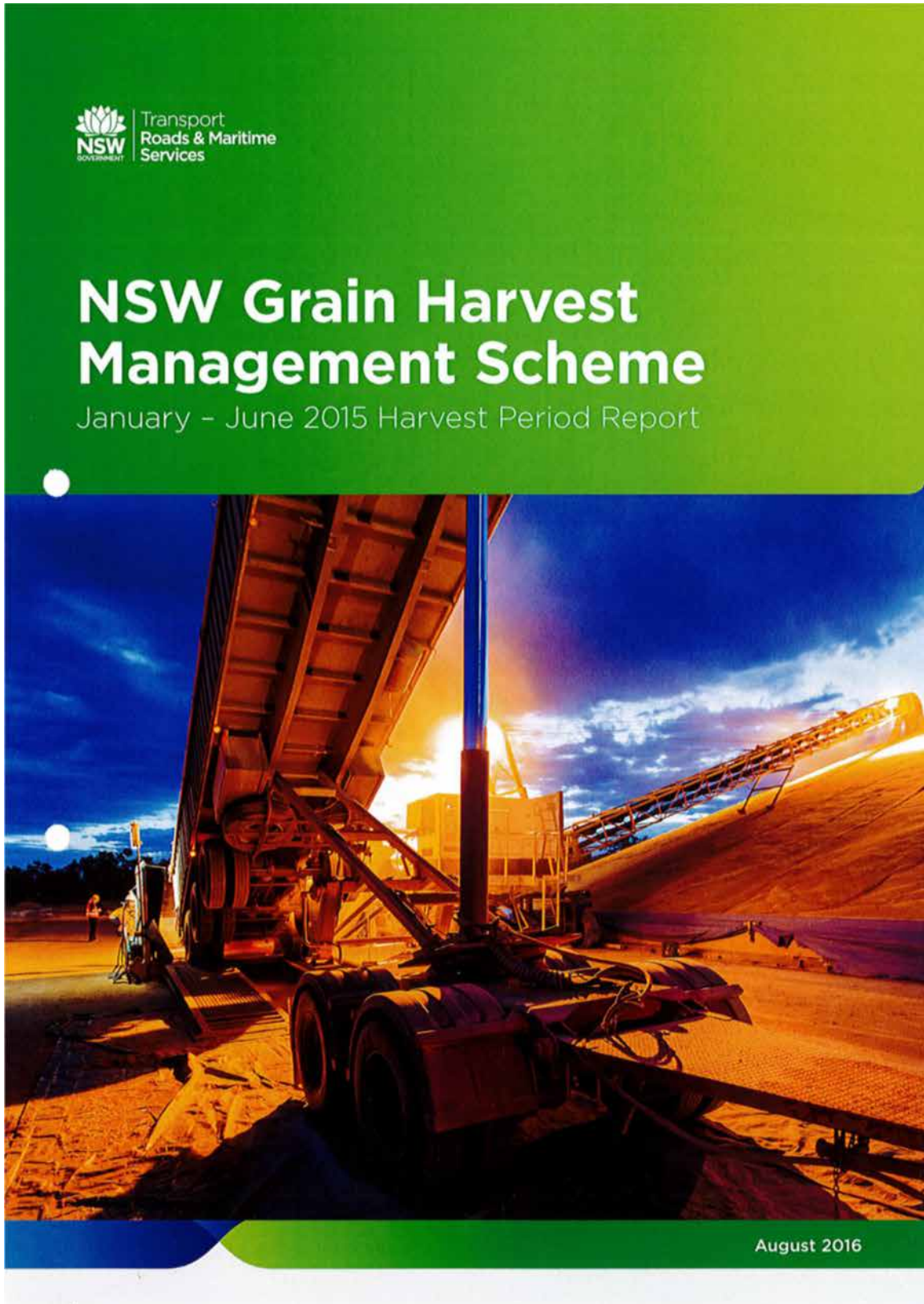
RECOMMENDATION:

That the information be received and noted.

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ITEM 6 **GRAIN HARVEST MANAGEMENT SCHEME 2014 - 2016**

CONTINUED



WARREN SHIRE COUNCIL
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ITEM 6 GRAIN HARVEST MANAGEMENT SCHEME 2014 - 2016

CONTINUED

1. Introduction

The NSW Grain Harvest Management Scheme (GHMS) promotes the safe and productive movement of grain. It provides a mass allowance to minimise the risk associated with the variable conditions of loading trucks at a farm. It is designed to decrease this risk, protect roads and to increase productivity and efficiency of the grain industry.

This report is a companion to the NSW Grain Harvest Management Scheme October - December 2014 Harvest Period Report, available at www.rms.nsw.gov.au/documents/business-industry/heavy-vehicles/grain-harvest-management-scheme-report-oct-dec-2014.pdf. It uses data reported to Roads and Maritime Services during the January 2015 - June 2015 harvest period, predominately a rice harvest in the southern part of the state.

Future GHMS reporting will be conducted on a financial year basis.

Participating Grain Receivers (PGRs) provided data to Roads and Maritime on all grain loads received during the harvest period. This self-reported data was not verified by Roads and Maritime. All the data provided to Roads and Maritime for this harvest was used in this report.

As demonstrated in the first Roads and Maritime report on the GHMS, the data collected by Roads and Maritime over this period shows a continuing trend of loading within the GHMS concession.

Disclaimer: Information contained in this Report is reliant on the accuracy of the data recorded by stakeholders. This Report does not represent a complete dataset and is an evaluation based on available information.

2. Highlights/key report results January - June 2015

The reporting period January - June 2015 coincides with the rice harvest grown primarily in southern NSW. In terms of tonnage delivered, this harvest is smaller than the winter crop harvest, however the data reported to Roads and Maritime shows that compliance has been similarly very high.

Data provided to Roads and Maritime indicated the size of the harvest (911,655 tonnes of grain), utilisation of the GHMS concession (786,377 tonnes delivered under the GHMS) and the total number of deliveries (approximately 32,000).

- 87 per cent (786,377 tonnes) of the grain deliveries reported to Roads and Maritime for this period were delivered using the GHMS concession
- 27,947 vehicle trips used the GHMS concession
- Approximately 1200 vehicle trips (one way) are estimated to have been saved
- The most common vehicle configuration was the six axle prime mover/semi trailer combination which moved almost 61 per cent of the grain transport task
- The majority of grain transported over this period was rice at 81.5 per cent of all deliveries

- 4 per cent of all reported deliveries were recorded as overmass
- 1.79 per cent of GHMS deliveries were above GHMS mass limits
- 19.49 per cent of non-GHMS deliveries fell outside their allowable mass limit (AWL), the majority of which were in the minor range (i.e. between 100-105 per cent above their AWL)
- Griffith was the Local Government Area (LGA) that received the majority of grain, followed by Murrumbidgee and Deniliquin.

In the October - December 2014 Harvest Period Report, Roads and Maritime reported that:

- A total of 56 local councils provided consent for grain transport at Scheme masses on their local roads
- A total of 13 Participating Grain Receivers participated, covering 175 grain receival sites across NSW.

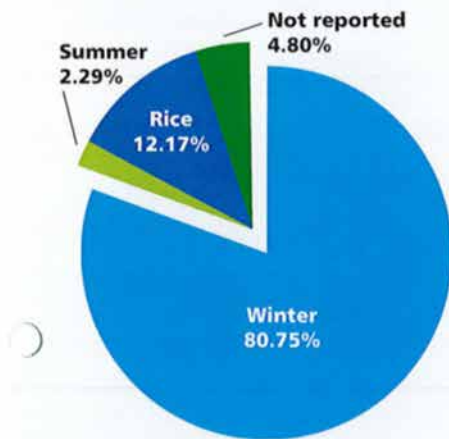
This level of participation was maintained throughout the January - June 2015 reporting period.

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ITEM 6 GRAIN HARVEST MANAGEMENT SCHEME 2014 - 2016

CONTINUED

Graph 6 Distribution by Winter & Summer Crops and Rice (October 2014 - June 2015)



Roads and Maritime will continue to administer the Scheme, progress previously identified opportunities for improvement, and work with the NHVR and TfNSW to implement any further identified changes.



6. Conclusion

The data and survey results continue to show strong support for the GHMS. Roads and Maritime will continue to administer the Scheme, progress previously identified opportunities for improvement, and work with the NHVR and TfNSW to implement any further changes.

This report will also be provided to the Grain Harvest Management Scheme Consultative Committee for consideration.

Roads and Maritime will also continue to monitor the data for compliance purposes to ensure the Scheme continues to provide productivity benefits to compliant operators, while ensuring road safety and road use is sustainably maintained.

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ITEM 6 GRAIN HARVEST MANAGEMENT SCHEME 2014 - 2016
CONTINUED

The GHMS data for this period shows that grain deliveries were distributed across 34 LGAs.

All 56 councils subsequently approved continued participation in the Scheme. An additional two councils also joined the scheme during this period, increasing the total number of participating councils to 58.

In advance of the commencement of the wheat harvest in October 2015 another six PGRs joined the Scheme, taking the total number of PGRs to 19 with 170 sites.



3. Primary objectives of the GHMS

The GHMS seeks to provide a productivity benefit for growers and a higher degree of visibility to road managers of the use of their road assets.

The primary objectives¹ of the GHMS are to:

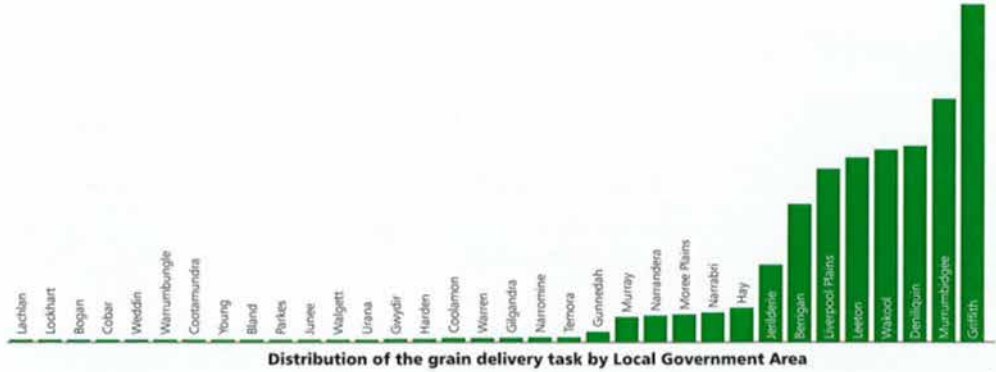
1. Promote the safe movement of grain.
2. Facilitate the movement of grain off farms to grain receivers during the peak harvest season.
3. Maximise the productivity of the existing fleet of vehicles to complement an increase in on-farm productivity.
4. Minimise the number of vehicle trips between farm gate and receival point.
5. Protect road and bridge infrastructure.
6. Manage excess loads on-site, rather than return those loads to the network.
7. Support the competitiveness of the NSW grain industry on national and international markets.
8. Maintain existing statutory obligations, including Chain of Responsibility laws.

¹ Review of the 2013/14 NSW Grain Harvest Management Scheme, published by TfNSW, September 2014

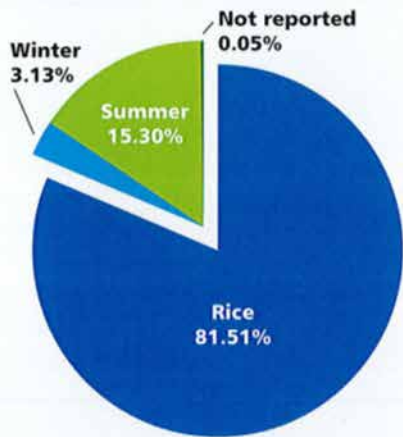
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ITEM 6 GRAIN HARVEST MANAGEMENT SCHEME 2014 - 2016
CONTINUED

Graph 1 Distribution of the grain delivery task by LGA



Graph 2 Distribution by Winter & Summer Crops and Rice (January 2015 - June 2015)



Winter Crop

- Wheat
- Barley
- Oats
- Triticale
- Canola
- Monola
- Safflower

- Chickpeas
- Faba Beans
- Lupins
- Lentils
- Vetch
- Field Peas

Summer Crop

- Sorghum
- Maize
- Millets
- Sunflowers
- Mungbeans
- Soybeans

The GHMS data for the period of January - June 2015 shows that grain deliveries were predominately rice at 81.5 per cent of the grain transport task, followed by sorghum, wheat and maize. This profile is consistent for the grain harvest across the Autumn/Winter period in NSW.



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ITEM 6 GRAIN HARVEST MANAGEMENT SCHEME 2014 - 2016
CONTINUED



High levels of compliance by industry

Overall, the data for the January - June 2015 period shows that the GHMS experienced a high level of compliance. Across all deliveries (GHMS and non GHMS), an average of 93 per cent of the total allowable mass limit for a delivery was utilised. Four per cent of reporting represented an overloaded vehicle.

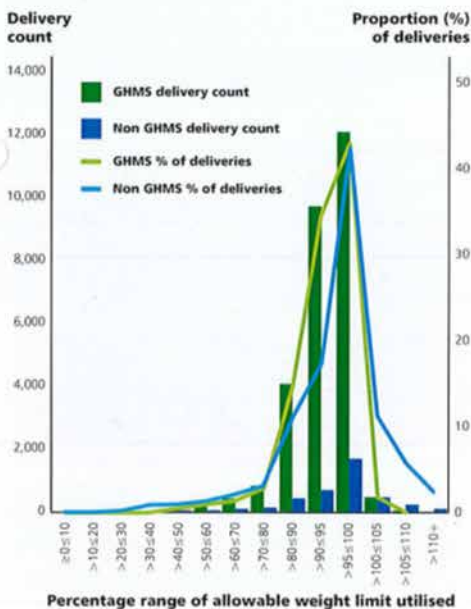
Only 1.74 per cent of GHMS deliveries fell between 100-105 per cent over GHMS limits.

Graph 3 shows a greater likelihood for non Scheme deliveries to exceed their allowable limit (>100%) with 19.49 per cent of deliveries above their allowable weight limit, compared to only 1.79 per cent for deliveries under the GHMS.

Again, the high level of continued industry compliance with GHMS limits is an important outcome of the Scheme. It demonstrates reasonably accurate loading combined with a good understanding of the purpose of the Scheme to provide a productivity benefit by decreasing the risk of overloading given the variable conditions of loading on the farm.

As noted in the October - December 2014 Harvest Period Report and as evidenced by the continued participation of all 56 councils from 2014, this level of compliance provides increased assurance to local councils and Roads and Maritime as road managers and continues to ensure the improved, safer movement of grain.

Graph 3 Allowable weight limit utilised by GHMS

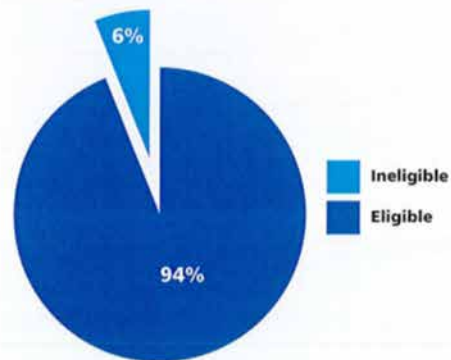


4. Eligible vehicle types

The 17 eligible vehicle types delivered 94 per cent of the harvest over the January - June 2015 reporting period, continuing to cover the vast majority of the grain transport task.

The six axle prime mover/semi trailer combination continued to deliver the majority of the task at 61 per cent of the grain transport task from farm to receiver.

Graph 4 Proportion of delivery task conducted by vehicle eligibility



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ITEM 6 GRAIN HARVEST MANAGEMENT SCHEME 2014 - 2016
CONTINUED



5. Highlights 1 October 2014 - 30 June 2015

A review of 99.6% of delivery data provided to Roads and Maritime from both reporting periods indicated that the size of the harvest across this total reporting period was 6,404,640 tonnes and that the use of the GHMS mass concession delivered 4,449,164 tonnes of grain. The total number of deliveries reported to Roads and Maritime was 214,362.

Key results:

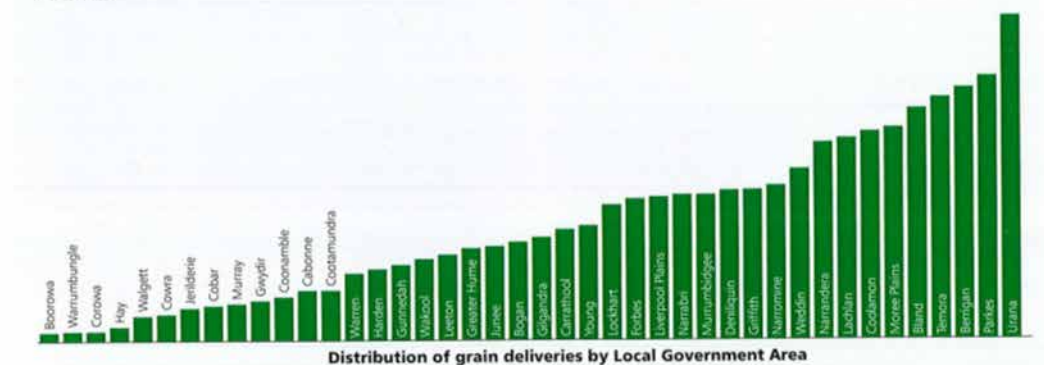
- 70 per cent of the grain deliveries (over 4,449,164 tonnes) reported to Roads and Maritime were delivered using the GHMS
- 149,732 vehicle trips used the GHMS concession
- Overall, 59 per cent of all grain deliveries were wheat
- Approximately 54 per cent of deliveries were made by the six axle semi trailer

- 5.28 per cent (11,308 deliveries) were overmass
- 1.65 per cent of GHMS deliveries were over GHMS mass limits. The majority of these deliveries fell in the minor range
- Urana LGA received the majority of the delivered grain
- Boorowa LGA received the smallest number of deliveries.

The GHMS data for the October 2014 - June 2015 total reporting period shows that grain deliveries were distributed across 42 LGAs. Graph 5 below shows the distribution of grain deliveries across these LGAs.

Graph 6 shows the distribution of grain receipts for the October 14 - June 15 harvest periods.

Graph 5

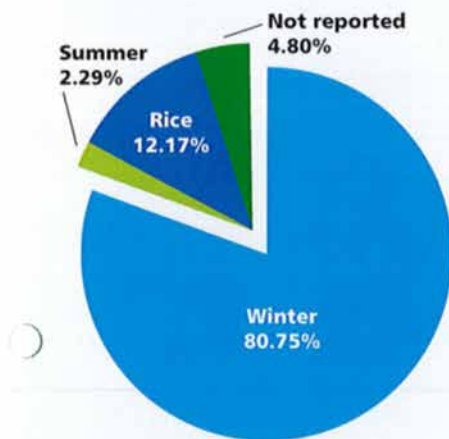


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ITEM 6 GRAIN HARVEST MANAGEMENT SCHEME 2014 - 2016

CONTINUED

Graph 6 Distribution by Winter & Summer Crops and Rice (October 2014 – June 2015)



Roads and Maritime will continue to administer the Scheme, progress previously identified opportunities for improvement, and work with the NHVR and TfNSW to implement any further identified changes.



6. Conclusion

The data and survey results continue to show strong support for the GHMS. Roads and Maritime will continue to administer the Scheme, progress previously identified opportunities for improvement, and work with the NHVR and TfNSW to implement any further changes.

This report will also be provided to the Grain Harvest Management Scheme Consultative Committee for consideration.

Roads and Maritime will also continue to monitor the data for compliance purposes to ensure the Scheme continues to provide productivity benefits to compliant operators, while ensuring road safety and road use is sustainably maintained.

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ITEM 7 DRINKING WATER MANAGEMENT SYSTEM - IMPLEMENTATION

(W1-1)

Author: Tim Wark – Water & Sewer Manager

Background

In August 2013 Warren Shire Council in consultation with NSW Public Works developed a suite of important documents which grouped together formed Councils Drinking Water Management System (DWMS).

The development of these documents was funded via NSW Health as LMWUA member Councils were selected as a part of a pilot program, LMWUA member Councils were actually at the fore front of all Local Water Utilities in NSW through the creation of these documents.

Plan Purpose

The document and the supporting systems demonstrate Warren Shire Council’s compliance with the requirement of the Public Health Act 2010 to develop a Quality Assurance Plan in line with the “Framework for Drinking Water Quality Management” in the Australian Drinking Water Guidelines. This document acts as a roadmap of the activities that Council undertakes to ensure the provision of safe drinking water to its customers.

The key operational change that the new system integrated was critical control point (CCP) operation. The new operative technique now sees the day to day quality of the supplied water is maintained by monitoring critical control points. The critical control points for the Warren & Nevertire water supply system are shown in the table below.

Control Point	Hazard	Control Parameter	Operational Target	Adjustment Limit	Critical Limit
Warren Water Supply - Chlorination	Chlorine sensitive pathogens	Free residual chlorine in potable water	2.0 mg/L	<1.5 mg/L & >2.0 mg/L	<0.5 mg/L & >3.0 mg/L
Nevertire Water Supply - Chlorination	Chlorine sensitive pathogens	Free residual chlorine in potable water	1.0 to 1.5 mg/L	<0.8 mg/L & >2.0 mg/L	<0.5 mg/L & > 3.0 mg/L

Improvement Plan (attached)

This is an essential and vital document within the DWMS, this document clearly outlines a number of actions that were identified throughout the risk assessment process. The actions have been assigned to staff members to follow-up and complete.

The improvement plan is to be reviewed regularly as actions are completed and as part of the annual planning cycle.

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**ITEM 7 DRINKING WATER MANAGEMENT SYSTEM -
IMPLEMENTATION**

CONTINUED

Improvement Plan

Task No	Element	To Do Actions	Time	Completed
1	3	Document the operational control limits.	1 - Immediate	Completed
2	3	Document the critical control points and limits.	1 - Immediate	Completed
3	2	Larger diameter reticulation pipework being investigated. Hand dosing of chlorine directly into reservoir will be required.	2 - Ongoing	Completed
4	1	Council to consider a policy statement in the SBP currently being drafted to provide the best quality water within the financial constraints of the community, and employ risk management processes to ensure safe delivery of water.	3 - Short term	Not started
5	1	Consider improved communication and training to inform staff of Council's commitment to drinking water quality	3 - Short term	Completed
6	1	Review legislation required for water operations and incorporate into legislative requirements in SBP.	3 - Short term	Completed
7	1	Consider developing a standard documented meeting agenda and minutes to be used for regular weekly meetings.	3 - Short term	Completed
8	1	Develop an up-to-date stakeholder list (either in the SBP or Emergency Response Plan)	3 - Short term	Completed
9	1	Consider formalising documentation for stakeholder involvement.	3 - Short term	Not started
10	1	Update list of relevant agencies as part of the SBP review.	3 - Short term	Completed
11	2	Confirm suitability of chlorine tablet dosing for reservoirs. Develop a procedure for chlorine tablet dosing in reservoirs and reservoir inspections.	3 - Short term	Not started
12	2	Additional internal pipework may need to be installed in reservoir.	3 - Short term	Completed
13	2	Consider telemetry monitored on-line monitoring for all chlorination systems.	3 - Short term	In progress
14	2	Investigate impact of adding additional sodium to water supply.	3 - Short term	In progress
15	4	Develop SWMS for key activities.	3 - Short term	In progress
16	4	Develop simple procedures for key water quality activities.	3 - Short term	In progress
17	4	Compile SWMS & procedures into an operations manual.	3 - Short term	In progress
18	4	Identify key monitoring protocols for operational performance.	3 - Short term	In progress

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**ITEM 7 DRINKING WATER MANAGEMENT SYSTEM -
IMPLEMENTATION**

CONTINUED

19	4	Develop the monitoring protocol, into a formal program.	3 - Short term	In progress
20	4	Document procedures for corrective actions for critical limits.	3 - Short term	In progress
21	4	Formalise the communication protocol for unexpected events in operation.	3 - Short term	Not started
22	4	Ensure trained water treatment plant operator, attend chemical deliveries	3 - Short term	Completed
23	5	Ensure the proposed daily monitoring program for chlorine residual is implemented.	3 - Short term	Completed
24	5	Develop an internal and external review mechanism for short-term evaluation of results.	3 - Short term	Completed
25	5	Formalise corrective actions procedures for deviations from water quality issues.	3 - Short term	Completed
26	5	Document emergency communication systems.	3 - Short term	Completed
27	6	Consider formally documenting the communication and media strategy.	3 - Short term	In progress
28	6	Formalise and document procedures for water related incidents and emergencies within the disaster management plan. Formalise how Incidents and emergencies are reviewed and protocols updated.	3 - Short term	In progress
29	10	Formalise water quality management procedures. Develop a document control system. Establish a records management system.	3 - Short term	In progress
30	10	Council should be aware of the likely legislative requirement to develop a water quality management plan.	3 - Short term	Completed
31	12	Council should review actions, prioritise and assign personnel to undertake the actions listed in this document.	3 - Short term	In progress
32	12	Include water quality as an area for communication a, part of the Community Social Plan consultation strategy.	4 - Medium term	Not started
33	4	Document procedures for corrective actions for operational parameters.	4 - Medium term	Completed
34	4	Through the development of the management plan or strategic business plan, ensure sufficient funds are available in the water fund to fund asset maintenance and replacement.	4 - Medium term	Completed
35	4	Develop a preventative maintenance plan from the asset management plan for compliance with this guideline.	4 - Medium term	Not started
36	4	Ensure certificates of analysis are obtained from chemical suppliers at the start of the supply contract.	4 - Medium term	Completed
37	7	Staff review procedures should be	4 - Medium	Not started

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**ITEM 7 DRINKING WATER MANAGEMENT SYSTEM -
IMPLEMENTATION**

CONTINUED

		documented in a framework roadmap for full compliance.	term	
38	8	Community consultation procedures should be documented in a framework roadmap for full compliance.	4 - Medium term	Not started
39	8	Review how Council can achieve value from the Save Water Alliance.	4 - Medium term	Completed
40	9	Establish validation processes and procedures to ensure they are effective at controlling hazards.	4 - Medium term	Not started
41	9	Develop a procedure to validate selection and design of new equipment and infrastructure.	4 - Medium term	Not started
42	5	Review free chlorine testing procedure.	4 - Medium term	Completed
43	11	Establish procedures for long-term performance evaluation.	4 - Medium term	In progress
44	11	Establish processes for internal and external audits and their documentation.	4 - Medium term	Not started
45	1	Ensure drinking water commitments are updated when SBP is updated.	5 - Long term	Not started
46	2	Review Risk Assessment every 5 years or sooner if risk profile change.	5 - Long term	Not started
47	12	Council should arrange for senior executives to review effectiveness of the management system, and it is recommended that Council hold annual review meetings with NSW Health PHU and NOW Regional Officer.	5 - Long term	Not started

In early August 2016 Councils Water and Sewer Manager held discussions with ATOM consulting in regards to engaging this firm to offer assistance with some key tasks contained within the Improvement Plan.

These initial steps were taken as it is imperative for Council to continue on the path of full implementation of the DWMS, firstly to demonstrate Councils commitment to continue to deliver safe clean drinking water to the community and secondly to demonstrate to higher levels of government that local government is committed as a whole to be efficient and effective local water utilities.

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**ITEM 7 DRINKING WATER MANAGEMENT SYSTEM -
IMPLEMENTATION**

CONTINUED

ATOM consulting's methodology and costings for strategically selected tasks have been listed below:

Task 1 - Suitability of chlorine tablet dosing for reservoirs (Action 11)

Review suitability of suitability of chlorine tablet dosing for reservoirs. If chlorine tablet dosing is suitable, develop a procedure for chlorine tablet dosing in reservoirs. Develop a procedure for reservoir inspections.

Outputs:

- Procedure for chlorine tablet dosing in reservoirs.
- Procedure for reservoir inspections.

\$1,175

Task 2 Communication protocols (Action 21)

Develop communication protocol for unexpected events in operation, based on the NSW Health response protocols for:

- Physical and Chemical Quality.
- Treatment Failure, Cryptosporidium and Giardia.
- Microbiological Quality Identify and document internal and external communication requirements.

Outputs:

- Communication protocol for physical and chemical water quality non-compliance.
- Communication protocol for water treatment failure, cryptosporidium and giardia.
- Communication protocol for microbiological water quality non-compliance.

\$1,175

Task 3 CCP and SOP validation (Action 40)

Atom Consulting will undertake a desktop validation of Warren Shire Council's CCPs and SOPs against available water quality information, to ensure they are effective at controlling hazards. Atom Consulting will validate the system-specific operational procedures, critical limits and target criteria.

Output:

- CCP and SOP validation report, including updated CCPs if required.

\$3,090

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**ITEM 7 DRINKING WATER MANAGEMENT SYSTEM -
IMPLEMENTATION**

CONTINUED

Task 4 Development of validation procedure (Action 41)

Atom Consulting will develop a procedure for Warren Shire Council to validate the selection and design of new equipment and infrastructure. The validation procedure will be in the form of a checklist to ensure that all necessary issues have been considered.

Output:

- Validation checklist for the selection and design of new equipment and infrastructure.

\$3,090

Task 5 Audit process (Action 44)

Atom Consulting will develop a:

- Schedule for internal and external audits of Warren Shire Council's DWMS.
- Process for internal audits of the DWMS.
- Process for external audits of the DWMS.

Output:

- DWMS audit schedule.
- DWMS internal audit process.
- DWMS external audit process.

\$2,470

Task 6 Preventative maintenance plan (Action 35)

Atom Consulting will develop a preventative maintenance plan in the form of a checklist. The preventative maintenance plan will be based on Warren Shire Council's asset management plan. This plan will be finalised with operational staff during the Task 3 site visit.

Output:

- Preventative maintenance checklist.

\$3,460

Task 7 Risk review workshop (Action 46)

Atom Consulting will review drinking water quality risks previously identified for Warren and Nevertire water supplies, identify any new risks, and ensure appropriate barriers are in place to prevent the risks impacting on drinking water quality.

Atom Consulting will:

- Prepare a risk review workshop briefing paper.

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**ITEM 7 DRINKING WATER MANAGEMENT SYSTEM -
IMPLEMENTATION**

CONTINUED

- Conduct a two-day site visit and risk review workshop.
- Update the system descriptions.
- Undertake a risk assessment, using either matrix of bowtie methodology.
- Revise CCPs and develop response procedures. The risk review workshop, to be held at Warren, will involve the operational staff.

Output:

- Workshop output paper, including revised risk assessment, revised CCPs and updated action plan.

\$6,920

Disbursement costs of **\$2,350** were placed on the completion of these tasks. This results in the total costs for all tasks to be completed being **\$23,730 (inc GST)**.

Meeting the Costs of the Works

Council received written notice from NSW Health on the 26th August 2016, that the Public Water Health Unit, a division of NSW Health, had some funding opportunities available to assist LWU's through the implementation of their respective DWMS.

In reply to this letter Councils Water and Sewer Manager applied for \$23,730 to complete the 7 selected tasks. It was beneficial that these tasks were shovel ready as it was vital that the completion of these tasks were accurately costed, output staged and ready to go.

Consequently on Tuesday 13th September 2016 Council was notified by NSW Health that the funding had been 100% approved with Council not required to input any funding towards the completion of these tasks.

RECOMMENDATION:

That the information be received and noted.

Section

6

Manager Health & Development Services

WARREN SHIRE COUNCIL
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ITEM 1 DEVELOPMENT APPLICATION APPROVALS (B4-9)

The following Development Applications were approved from 8th August 2016 to 2nd September 2016.

FILE	LOCATION	WORKS
P16-16.13	Lot 7032, DP1020887, Old Warren Road WARREN	Construction of Shed

RECOMMENDATION:

That the information be received and noted.

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ITEM 2 DEPARTMENT OF PLANNING CIRCULARS (P15-10)

The NSW Department of Planning has been conducting a program of review and amendments of the planning system. With these amendments certain practice issues have arisen and an increasing number of circulars are being released announcing further amendments or guidance in interpretation.

The purpose of the circulars and/or practice notes is to advise Local Councils, developers, industries and the community of any amendments/changes to existing legislation, SEPPs or REPs, of the gazettal of policies, to provide an overview of new guidelines/policies/legislation and to advise of the commencement dates of new legislation.

The following circulars have been received from the Department of Planning since the 8th August 2016. Council can view these on the Department's website at www.planning.nsw.gov.au.

CIRCULARS – PLANNING SYSTEM

Date	Circular No.	Title	Description
30-8-2016	PS16-004	Replaces Planning Circular PS 12-006 and provides updates and advice in relation to changes on allowing for independent reviews of some council and Departmental decisions in the plan making process	The purpose of this circular is to advise councils and the public about changes to the independent review processes related to plan-making decisions under Part 3 of the Environmental Planning and Assessment Act 1979.
30-8-2016	PS16-004	Replaces Planning Circular PS 12-006 and provides updates and advice in relation to delegations for the making of local environmental plans (LEPs).	The purpose of this circular is to update councils and the public about delegations of plan making functions under Part 3 of the Environmental Planning and Assessment Act 1979 to implement the Rezoning Review process.

CIRCULARS – BUILDING SYSTEM

Nil.

RECOMMENDATION:

That the information be received and noted.

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

Throughout the month of August, 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 NARRAF Touch Football / Netball Day and the Ridley / Trudgett Memorial Netball Day.

Upcoming events at the Centre in the month of September include Warren Bulldogs Presentation Night, Year 12 Farewell Night and FWAS Netball and Rugby League Training Day.

SPORTS/GYM

Gym/Fitness Classes

Usage of the gym for the month of August was 615, up from 605 sign-ins in July. There are 195 current gym members as of the 5th September 2016, down from 202 gym members in August 2016.

FWAS

There was 1 Far West Academy of Sport event held in August and currently 2 to be held in September (FWAS Soccer Camp, Rugby League / Netball Training Day).

COMMUNITY

Day groups

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

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

RECOMMENDATION:

That the information be received and noted.

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

Number of Visitors to the Information Centre:		123	
Number of Locals to the Information Centre:		25	
Number of Website hits on Warren Shire Council:		4,314	
Number of Website hits drilling down – “Visiting Warren”:		66	
Reason for Visiting Warren (Totals):			
Friends/Family:	12	Business/Employment/Training:	5
Passing Through:	36	Special Events:	1
Visitors in Buses:		Holiday:	29
Other/Unknown:	40	Camping/Fishing:	
Age Groups of Visitors:			
Under 25:	3	25-34:	3
34-44:	9	45-54:	12
55-64:	33	65+:	83
Sale Items & Publications, (including both free and sold ones, if possible):			
Macquarie Marshes Book (\$15):		Stickers: (Warren)	3
Bird Book (\$30)		Spoons:	
Red River Gum Walk:		Badges:	
Warren Profile:		Magnets:	3
Across the Black Soil Plains:		Stubby Holders:	1
Midwives of the Black Soil Plains:		Pens:	1
Bushmen of the Black Soil Plains:		Tea Towels:	4
Keep the Billy Boiling:		Wool:	
Animals of Dubbo Region :		Place Mats:	
Macquarie Marshes Information :	9	Mugs:	3
Willie Retreat:		Key Rings:	
Our Abounding Wildlife:		Rulers:	3
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:	1
Postcards \$1.60:	2	Handkerchiefs:	
Postcards \$1.20:	7	Shirts: (tennis club):	1
Postcards \$0.60:	1	150 yrs Caps: (tennis club):	1
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:	27
Surrounding Towns:	7	Public Toilets:	21
Accommodation:	10	Maps:	28
Public Dump Point/Potable Water:		Boat Ramp / Bob Christensen Reserve:	1
Places to Eat:	7	Camping or Fishing Spots:	6

RECOMMENDATION:

That the information be received and noted.

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ITEM 5 IMPOUNDING OFFICER'S REPORT

(P4-4)

Activity / Day	Week Ending: 12th August 2016							Week Ending: 19th August 2016							Week Ending: 26th August 2016						
	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
Patrol Hours	0		3	2	3	4 Flexi			0	3	3	3	5	3	0	0	2	2	4.5	4 Flexi	
Feed/Water & Clean Pound Hours	1	1	1	1	1	1	1	1	1	1	1	1	2	1	1	1	1.5	1.5	1	1	1
Office Hours	0	0	4.5	4	4.5	2	0	0	0	4.5	3.5	4.5	1.5	4.5	0	0	5	5	3	3.5	0
Impounding/ Releasing/ Euthanasia Hours	0	0	0	1.5	0	1.5	0	0	0	0	*1	0	0	0	2	0	0	0	0	0	0
Total Daily Hours	2	1	8.5	8.5	8.5	8.5	1	1	1	8.5	8.5	8.5	8.5	8.5	3	1	8.5	8.5	8.5	8.5	1
Number of Dogs Impounded	0	0	0	0	1	1	1	0	0	0	2	0	4	3	1	0	0	0	0	0	0
Number of Dogs released	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
Number of Dogs Euthanasia	0	0	3	0	4	0	# 0	0	0	0	0	2	4	0	0	0	0	0	0	0	0
Total Dogs in Pound	6	6	3	3	0	1	2	1	1	1	2	0	0	3	4	4	4	4	4	4	4
Number of Cats Surrendered	0	0	0	0	1	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
Number of Cats Euthanasia	0	0	0	0	1	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
Kilometers per day																					
Total weekly kilometers	410							320							480						
Speed odometer reading @ end of week	71210							71620							71530						
Other General Notes																					
Total weekly hours	38							44.5							39						

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

WARREN SHIRE COUNCIL

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ITEM 5 IMPOUNDING OFFICER'S REPORT

CONTINUED

Activity	Week Ending: 2nd September 2016								Week Ending:							Week Ending							
	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	0	C/L	C/L	2	4	S/L															
Feed/Water & Clean Pound Hours		1	1	0	0	1.5	1	0															
Office Hours		0	0	0	0	5	3.5	1															
Impounding/ Releasing/ Euthanasia Hours		0	0	0	0	0	0	0															
Total daily hours		1	1	8.5	8.5	8.5	8.5	1															
Number of Dogs impounded		0	0	1	0	1	0	0															
Number of Dogs released		0	0	0	0	4	0	0															
Number of Dogs Euthanasia		0	0	0	0	0	0	0															
Total Dogs in Pound		4	4	5	5	3	3	3															
Number of Cats Surrendered		0	0	0	0	0	0	0															
Number of Cats Rehoused		0	0	0	0	0	0	0															
Number of Cats Euthanasia		0	0	0	0	0	0	0															
Total Cats in Pound		0	0	0	0	0	0	0															
Total weekly kilometers		420																					
Speedometer reading @ end of week		0																72010					
Other General Notes																							
Total weekly hours		0																					

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

RECOMMENDATION:

That the information be received and noted.

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ITEM 6 DEVELOPMENT APPLICATION (P16-16.10)
SUBDIVISION OF LAND
LOT 49, DP752569, “GLENROWAN”
DRUNGALLEAR ROAD, WARREN

Applicant	Mr Peter Wise
Owner/s	Mr Peter Wise
Description of Development	Subdivision of Land
Subject Land	Lot 49, DP752569, “Glenrowan” Drungalear Road, Warren
Zoning	RU1 Primary Production
Date Received	29 th July 2016
Estimated Cost	N/A

Introduction

Council is in receipt of Development Application P16-16.10 the subdivision of Lot 49, DP752569, “Glenrowan”, Drungalear Road, Warren.

This report considers the proposal and makes recommendation for the determination of the application.

Description of Proposal

Lot 49, DP752569, “Glenrowan”, Drungalear Road, Warren is proposed to be subdivided into two (2) new allotments.

Lot 1 is proposed to be 0.0948 hectares (948.9m²) in area and Lot 2 is proposed to be 123.8 hectares.

The creation of allotment 1 is to allow an easement to be created over an existing irrigation channel on “Glenrowan” to allow access by the Nejuru channel scheme.

Allotment 2 will continue to be used for agricultural purposes.

No dwelling is located on either proposed allotment and neither allotment will have an dwelling entitlement.

Statutory Provisions

The *Environment Planning and Assessment Act 1979* and Warren Shire Council’s Local Environment 2012 apply to the assessment and determination of applications for development approval.

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ITEM 6 DEVELOPMENT APPLICATION CONTINUED
SUBDIVISION OF LAND
LOT 49, DP752569, "GLENROWAN"
DRUNGALLEAR ROAD, WARREN

Community Awareness

Notification of this application is not required under the "Community Awareness Development Policy" as the proposed use is not different from that of the adjoining land.

Development Assessment

Section 79(c) of the Environmental Planning and Assessment Act, 1979 sets out the matters that must be considered, if relevant, when assessing and determining a development application.

(a) *the provisions of any environmental planning instrument (EPI).*

The Subdivision of Rural Land is development that requires the consent from Council pursuant to Clause 4.2 of the Warren Shire Council's LEP 2012.

Clause 4.2 Rural Subdivision states;

4.2 Rural subdivision

- (1) *The objective of this clause is to provide flexibility in the application of standards for subdivision in rural zones to allow land owners a greater chance to achieve the objectives for development in the relevant zone.*
- (2) *This clause applies to the following rural zones:*
 - (a) *Zone RU1 Primary Production,*
 - (b) *Zone RU2 Rural Landscape,*
 - (c) *Zone RU4 Primary Production Small Lots,*
 - (d) *Zone RU6 Transition.*

Note. *When this Plan was made it did not include Zone RU2 Rural Landscape or Zone RU4 Primary Production Small Lots.*
- (3) *Land in a zone to which this clause applies may, with development consent, be subdivided for the purpose of primary production to create a lot of a size that is less than the minimum size shown on the Lot Size Map in relation to that land.*
- (4) *Development consent may be granted for the erection of a dwelling house on land to which this clause applies if there is a lawfully erected dwelling house on the land and the dwelling house to be erected is intended only to replace the existing dwelling house.*

WARREN SHIRE COUNCIL

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ITEM 6 DEVELOPMENT APPLICATION CONTINUED
SUBDIVISION OF LAND
LOT 49, DP752569, "GLENROWAN"
DRUNGALLEAR ROAD, WARREN

The objectives of the RU1 Primary Production zone are;

Zone RU1 Primary Production

1 Objectives of zone

- *To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*
- *To encourage diversity in primary industry enterprises and systems appropriate for the area.*
- *To minimise the fragmentation and alienation of resource lands.*
- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*
- *To protect, enhance and conserve agricultural land in a manner that ensures that the primary role of land is for efficient and effective agricultural pursuits, managed in accordance with sustainable natural resource management principles.*
- *To protect water resources in the public interest.*
- *To protect areas of local, state, national and international significance for nature conservation, including areas with rare plants, wetlands and significant habitat.*
- *To permit rural industries that do not have a significant adverse impact on existing or potential agricultural production on adjoining land.*
- *To conserve and protect the Macquarie Marshes by encouraging and managing appropriate land uses and agricultural activities.*

The proposed subdivision is consistent with the development standards and zone objectives.

No SEPP is relevant to the proposal.

No Regional Environmental Plan is applicable to the proposal.

(b) the provisions of any draft EPI that is or has been placed on public exhibition and details of which have been notified to the consent authority

There is currently no draft EPI that requires consideration.

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ITEM 6 DEVELOPMENT APPLICATION CONTINUED
SUBDIVISION OF LAND
LOT 49, DP752569, “GLENROWAN”
DRUNGALLEAR ROAD, WARREN

(c) the provisions of any development control plan (DCP).

Subdivision of land in Zone RUI Primary Production

9. *The consent authority must not consent to the subdivision of land in Zone RUI Primary Production unless the consent authority is satisfied that:*
 - a) *The subdivision will not significantly reduce the agricultural capability of the land from which the proposed allotment is to be excised, and*
 - b) *The use of the proposed allotment is not likely to cause a land use conflict in the area.*
10. *The consent authority must not consent to the subdivision of land in Zone RUI Primary Production if the subdivision will create an allotment on which a dwelling is situated that has an area of less than 1,000 hectares.*

The Development Application is consistent with the requirements of the Warren Shire Councils Development Control Plan 2012.

(d) the provisions of any planning agreement (PA).

The Shire is not aware of any PA that affects this development.

(e) the provisions of the regulations (to the extent that they prescribe matters for the purposes of this paragraph), that apply to the land to which the development application relates.

The land is not identified as bush fire prone on the “Warren LGA – Bush Fire Prone Map” dated 28th February 2011.

Clause 92 of the *Environmental Planning and Assessment Regulation 2000* specifies the additional matters that must be considered if relevant. These relate to the Government Coastal Policy and demolition works.

Warren is outside the area the Coastal policy applies to and no demolition works are proposed.

(f) the likely impacts of the development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality.

The development is unlikely to impact adversely on the current use of this land or adjoining land.

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ITEM 6 DEVELOPMENT APPLICATION CONTINUED
SUBDIVISION OF LAND
LOT 49, DP752569, "GLENROWAN"
DRUNGALLEAR ROAD, WARREN

(g) the suitability of the site for the development.

The land is subject to flooding but this does not restrain this site for this use.

There is no evidence to suggest it is affected by contaminated soils.

There exists no significant bush fire risk to the development.

(h) any submissions made in accordance with this Act or the regulations.

The application was not notified to the community in general or to adjoining owners.

(i) the public interest.

There are no other known matters of public interest that may affect this proposal. There are no known restrictive covenants, general State or Federal Government polices that may apply.

CONCLUSION

The merits assessment of the application has resulted in a conclusion that the development is acceptable and the application should be determined by issuing the consent.

RECOMMENDATION:

That;

- 1) the information be received and noted; and
- 2) Development Application P16-16.10 for the subdivision of Lot 49, DP752569, "Glenrowan", Drungaleear Road, Warren into Lot 1 of 948.9m² and Lot 2 of 123.8 hectares be approved with the following condition:-

Conditions imposed by Council

1. The applicant is to obtain a subdivision certificate pursuant to Section 109C of the Environmental Planning and Assessment Act 1979, as amended. The final survey plan and four (4) paper copies are to be submitted to Council along with the application for the subdivision certificate prior to its lodgement with the Department of Lands.

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ITEM 6 DEVELOPMENT APPLICATION CONTINUED
SUBDIVISION OF LAND
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DRUNGALLEAR ROAD, WARREN

NOTE: Council will only consider issuing a subdivision certificate in relation to this subdivision when it is satisfied that all conditions of development consent have been complied with and the appropriate fee paid.

Reason: Because it is in the public interest that the plan is certified in accordance with the provisions of the Environmental Planning and Assessment Act 1979, as amended. Section 79C(1)(e) of the Environmental Planning and Assessment Act 1979, as amended.

ADVISORY NOTE

Dial Before You Dig

Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.

Telecommunications Act 1997 (Commonwealth)

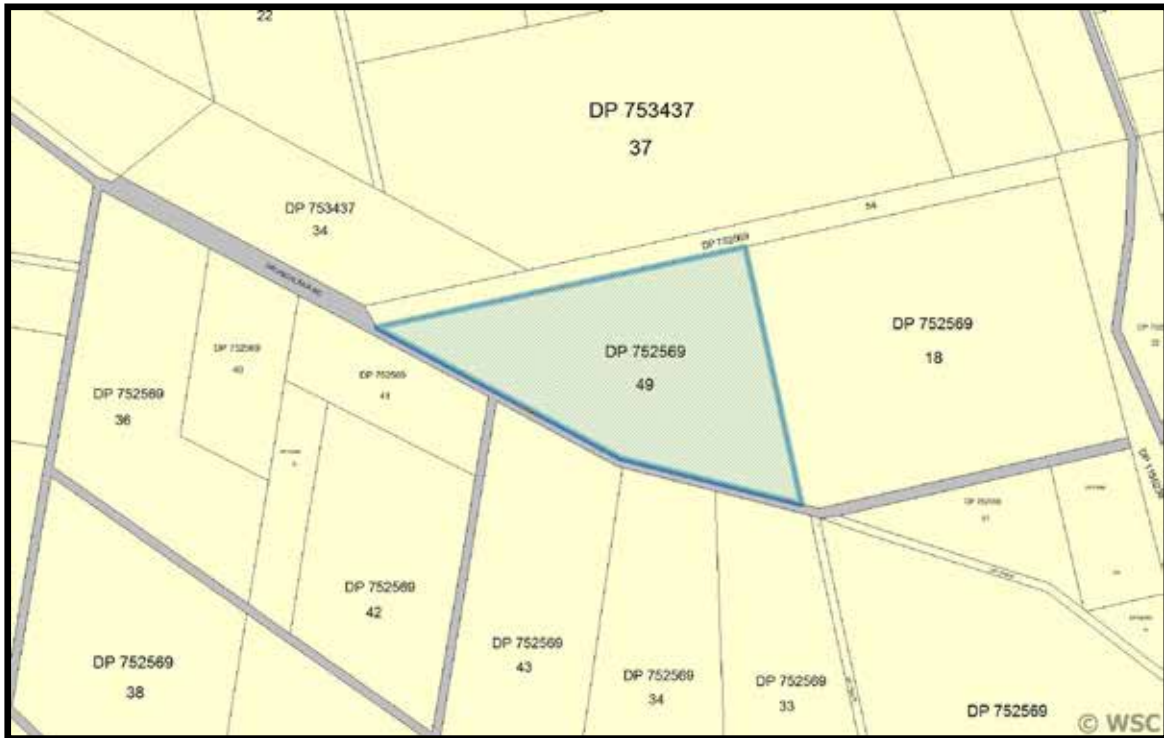
Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact Telstra's Network Integrity Team on Phone Number 1800810443.

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**ITEM 6 DEVELOPMENT APPLICATION
SUBDIVISION OF LAND
LOT 49, DP752569, "GLENROWAN"
DRUNGLEAR ROAD, WARREN**

CONTINUED



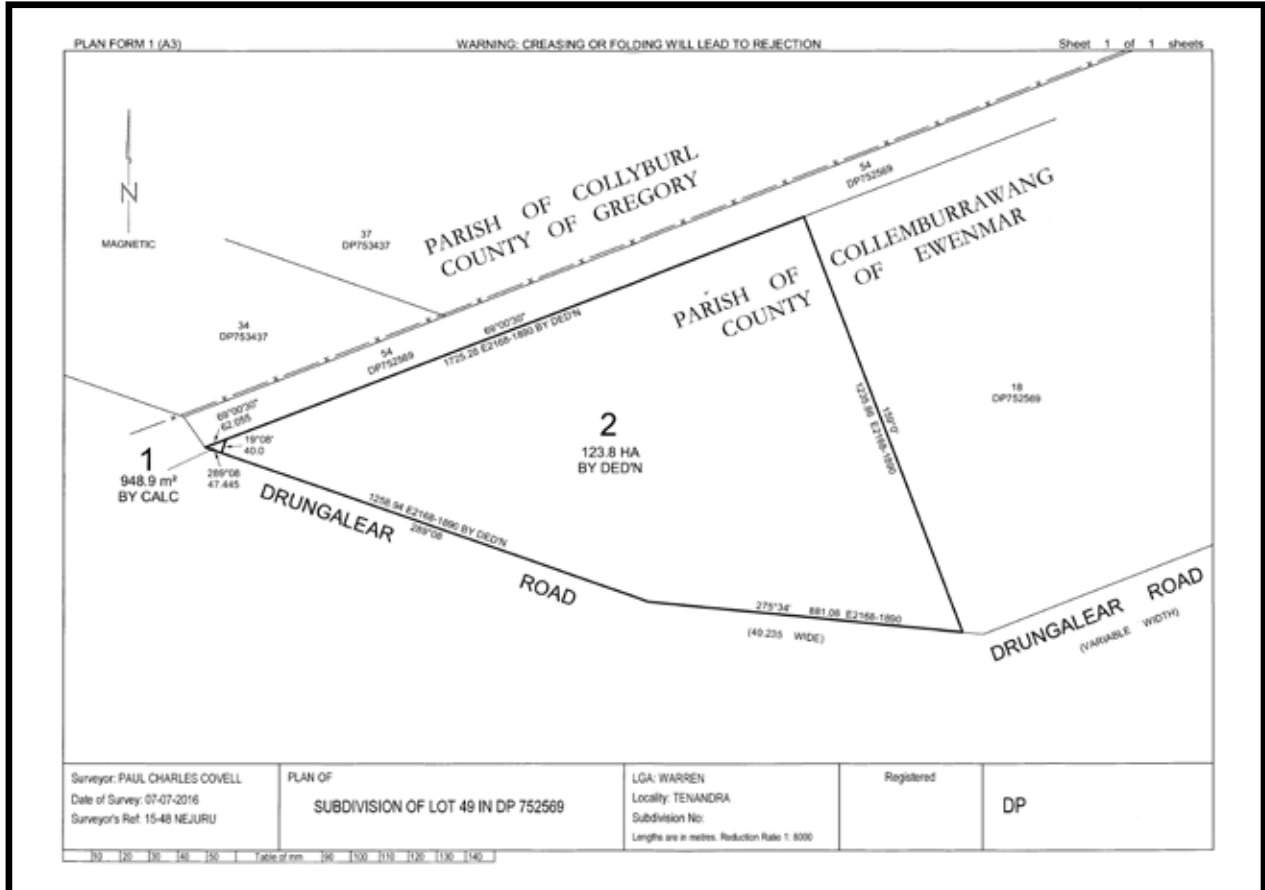
Existing Lot

WARREN SHIRE COUNCIL

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**ITEM 6 DEVELOPMENT APPLICATION
SUBDIVISION OF LAND
LOT 49, DP752569, "GLENROWAN"
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CONTINUED



Proposed Lots

WARREN SHIRE COUNCIL
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ITEM 7 DEVELOPMENT APPLICATION (P16-16.11)
TEMPORARY USE OF LAND
LOT 12, DP598306,
CARINDA ROAD WARREN

Applicant	Mr Norm Fardell
Owner/s	Mr Norm Fardell
Description of Development	Temporary Use of Land
Subject Land	Lot 12, DP598306 Carinda Road, Warren
Zoning	R5 Large Lot Residential
Date Received	5 th August 2016
Estimated Cost	N/A

Introduction

Council is in receipt of Development Application P16-16.11 for the temporary use of land on Lot 12, DP598306, Carinda Road, Warren.

This report considers the issues and makes recommendation for the determination of the application.

Description of Proposal

The proposal involves the temporary use of land on Lot 12, DP598306, Carinda Road, Warren, for the use of a caravan as a temporary place of residence.

This also involves the installation of a shower and toilet inside the existing shed and the installation of an onsite sewerage management system (septic) to dispose of liquid effluent as a result of the proposed temporary occupancy of the site.

Statutory Provisions

The *Environment Planning and Assessment Act 1979* and Warren Shire Council's Local Environmental Plan (LEP) 2012 apply to the assessment and determination of applications for development approval.

Development Assessment

Section 79C(1) of the Environmental Planning and Assessment Act, 1979 sets out the matters that must be considered, if relevant, when assessing and determining a development application.

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ITEM 7 DEVELOPMENT APPLICATION CONTINUED
TEMPORARY USE OF LAND
LOT 12, DP598306,
CARINDA ROAD WARREN

As the proposed development is to utilise the land for temporary residential occupancy, no adverse impacts can be foreseen with the proposed development.

Additionally, the proposed development is only temporary for a period of 12months.

The objectives of the R5 Large Lot Residential zone are;

- *To provide residential housing in a rural setting while preserving, and minimising impacts on, environmentally sensitive locations and scenic quality.*
- *To ensure that large residential lots do not hinder the proper and orderly development of urban areas in the future.*
- *To ensure that development in the area does not unreasonably increase the demand for public services or public facilities.*
- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*
- *To ensure that the density of development carried out is compatible with land capability (including soil resources and soil stability) and the natural constraints and hazards of the land.*
- *To promote compatibility of land uses by providing a transition between urban land uses and large scale agricultural pursuits.*

The installation of a caravan does not meet the exemptions under the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005, and therefore a development application has been submitted.

No other SEPP is relevant to the proposal.

No Regional Environmental Plan is applicable to the proposal.

(b) the provisions of any draft EPI that is or has been placed on public exhibition and details of which have been notified to the consent authority

No draft EPI's exist.

(c) the provisions of any development control plan (DCP).

The Warren Shire Council's DCP is applicable to this development.

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ITEM 7 DEVELOPMENT APPLICATION CONTINUED
TEMPORARY USE OF LAND
LOT 12, DP598306,
CARINDA ROAD WARREN

Clause 16 states;

“The consent authority must not consent to the erection of a dwelling house under clause 15 of this Plan unless:

- a) the consent authority is satisfied that the land has an adequate area suitable for the disposal of effluent on the site, and*
- b) in the case of an allotment that has an area less than 4 hectares – an aerated effluent disposal system will be used and,*
- c) the finished floor level of the proposed dwelling house is to be at a height equivalent to or above the flood planning level (1:200 ARI).”*

Although this application does not involve the erection of a dwelling, it's use as a residential occupancy is the same use, thus the same provisions need to be considered. Therefore an aerated effluent disposal system will be required to be installed, which has been addressed with a recommended condition. The land is located inside the town levee bank system and is not considered as flood prone land and/or bushfire prone land.

(d) the provisions of any planning agreement (PA).

The Shire is not aware of any PA that affects this development.

(e) the provisions of the regulations (to the extent that they prescribe matters for the purposes of this paragraph), that apply to the land to which the development application relates.

Clause 92 of the *Environmental Planning and Assessment Regulation 2000* specifies the additional matters that must be considered if relevant. These relate to the Government Coastal Policy and demolition works. Warren is outside the area the Coastal policy applies to and no demolition works are proposed.

(f) the likely impacts of the development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality.

The proposed development could possibly impact adversely on adjoining land in the event that adequate personal hygiene facilities were not made available. This has been addressed with recommended conditions.

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ITEM 7 DEVELOPMENT APPLICATION CONTINUED
TEMPORARY USE OF LAND
LOT 12, DP598306,
CARINDA ROAD WARREN

(g) the suitability of the site for the development.

The land has vehicular access from Carinda Road and rear access from Silo Row. The land is not subject to flooding nor is it bushfire prone land. There is an existing shed on the allotment and there is existing water storage onsite, however no electricity is connected, this has been address with a recommended condition. There is no evidence to suggest it is affected by contaminated soils.

(h) any submissions made in accordance with this Act or the regulations.

The application was not notified to the community in general or to adjoining owners.

(i) the public interest.

There appear to be no matters of public interest surrounding this development.

CONCLUSION

The proposal is consistent with the Warren Shire Council LEP 2012. Given the minimal impact that this development is likely to have on its surrounding built and natural environments, and it is permissible with consent from Council, this development should be determined by issuing the consent.

RECOMMENDATION:

That;

- 1) the information be received and noted; and
- 2) Development application for the temporary use of land on Lot 12, DP598306, Carinda Road, Warren is approved with the following conditions;

Conditions prescribed by the *Environmental Planning and Assessment Regulation 2000*

1. The work must be carried out in accordance with the requirements of the Building Code of Australia.

Reason: Statutory requirement.

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ITEM 7 DEVELOPMENT APPLICATION CONTINUED
TEMPORARY USE OF LAND
LOT 12, DP598306,
CARINDA ROAD WARREN

Conditions imposed by Council

2. The temporary use of the subject land is permitted for a maximum of 182 days in any period of twelve (12) months, commencing from the date of the FINAL occupation certificate.

The dates utilising this temporary approval are to be recorded and kept to demonstrate that the approval is being used within its restrictions and not exceeding the maximum number of days.

Reason: To ensure that the temporary approval is being complied with.

3. The development is to be undertaken in accordance with the plans submitted with the application and as modified by these conditions of consent.

Reason: To confirm and clarify the terms of this consent.

4. A separate metered electricity supply is to be connected to Lot 12 DP598306 Carinda Road Warren AND installed to the shower/toilet enclosure, to enable light and ventilation requirements under the National Construction Code, to be complied with. This is at full cost to the owner of the land.

Reason: To ensure that the development is provided with electricity and to ensure that the enclosure is fit for purpose, enables safe movement and maintains air quality.

5. Only one caravan is permitted to be kept onsite for the temporary occupancy use of the site.

Reason: To ensure the temporary use is undertaken in accordance with the approval.

6. The approval period is for a maximum of 12 months only, commencing from the date of the FINAL occupation certificate.

Reason: To ensure the temporary use is suitably time limited, in accordance with the Warren Shire Council Local Environmental Plan 2012.

7. An aerated effluent disposal system is to be installed on the site. This is at full cost to the owner of the land.

NOTE: This will require approval under Section 68 of the Local Government Act 1993, with Warren Shire Council.

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 22nd September 2016

ITEM 7 DEVELOPMENT APPLICATION CONTINUED
TEMPORARY USE OF LAND
LOT 12, DP598306,
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Reason: Due to the allotment size being less than 4 hectares in size, as per Clause 16 of the Warren Shire Council Development Control Plan and to ensure liquid effluent is disposed of in a manner that does not create a public health and/or environmental risk.

8. All plumbing and drainage work must be carried out by a licenced plumber and to the requirements of Australian Standard 3500 and the NSW Code of Practice, Plumbing and Drainage.

NOTE: This will require approval under Section 68 of the Local Government Act 1993, with Warren Shire Council.

Reason: To ensure that all plumbing and drainage work is carried out in accordance with the requirements of the Local Government (General) Regulation, 2005.

9. The installation of the wet area inside the existing shed must fully comply with the National Construction Code and must include the following;

A toilet AND shower located inside a fully enclosed room, constructed in accordance with Part 3.8, AND be waterproofed, as per Section 3.8.1.0 of the National Construction Code.

NOTE: A construction certificate will be required to be applied for, as part of this requirement.

Reason: To ensure that occupants are provided with adequate personal hygiene facilities, and to protect the building from damage caused by the accumulation of internal moisture arising from the use of wet areas in a building.

10. An all-weather access road is to be installed from Carinda Road to the site of the caravan.

Reason: To ensure emergency vehicles can access the site, in the event of an emergency.

11. A rural addressing (blue) post is to be installed at the Carinda Road access gate. The purchase of the post and the applicable address number is to be arranged with Warren Shire Council's Engineering Department. This is at full cost to the owner of the land.

Reason: To ensure emergency vehicles can locate the site, in the event of an emergency.

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ITEM 7 DEVELOPMENT APPLICATION CONTINUED
TEMPORARY USE OF LAND
LOT 12, DP598306,
CARINDA ROAD WARREN

12. Prior to the issue of an occupation certificate a “Works as Executed” drainage diagram must be submitted to Council showing the layout of the sewerage drainage and stormwater drainage works.

Reason: To ensure a record of the internal drainage layout is maintained by Council.

13. Prior to the issue of an occupation certificate, a final inspection is to be carried by Warren Shire Council Health & Development Staff, to ensure that the conditions that are required to be complied with, prior to the temporary land use taking place, have been met.

Reason: To ensure that the necessary infrastructure has been installed as required under the legislation and the conditions of approval, suitable for the temporary occupation land use.

14. The existing shed is not to be altered in any other way, shape or form to create a habitable building and remains a Class 10a building under the National Construction Code, as part of this temporary approval.

Reason: To ensure that the shed (Class 10a building) is used appropriately, as approved.

15. Upon this approval expiring, the caravan is to be removed from the site and the temporary use of the caravan as a place of occupancy is to cease.

Reason: To ensure that the temporary use is time limited, as approved.

ADVISORY NOTE

Dial Before You Dig

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WARREN SHIRE COUNCIL

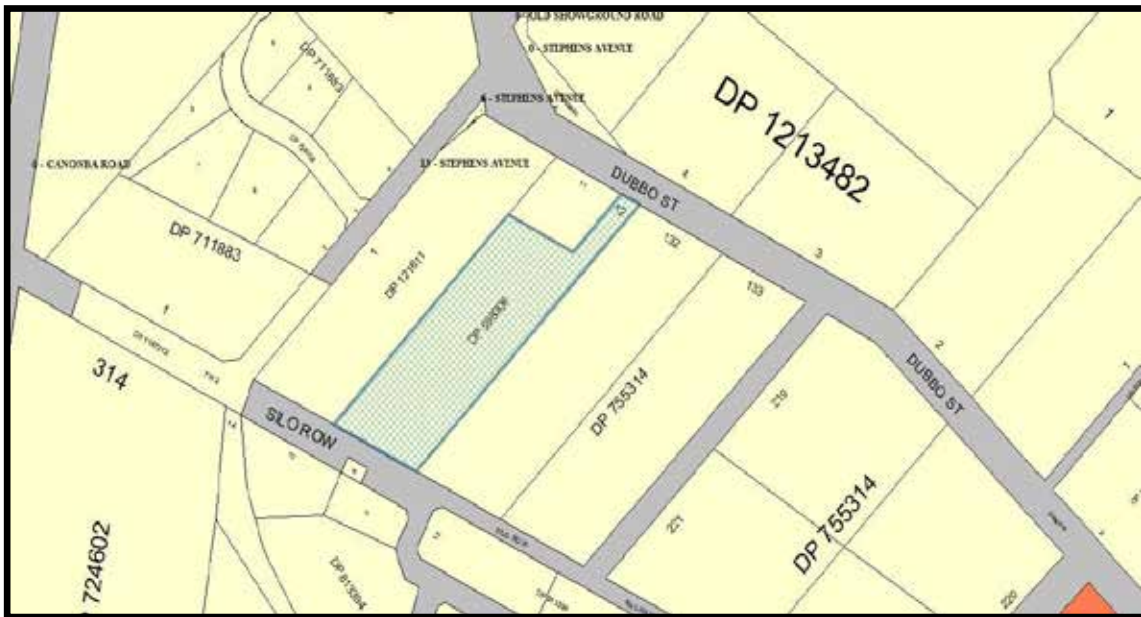
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**ITEM 7 DEVELOPMENT APPLICATION
TEMPORARY USE OF LAND
LOT 12, DP598306,
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Telecommunications Act 1997 (Commonwealth)

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Existing Lot

Section

7

Librarian

WARREN SHIRE COUNCIL

Report of the Librarian

To the Ordinary Meeting of Council to be held in the
Warren Shire Council, Chambers On Thursday 22nd September 2016

ITEM 1 REPORT OF WARREN SHIRE LIBRARY SERVICES (L2-2)

Introduction

The library services at Warren have been extremely busy during the last few months, with much organising being done in preparation for our refit which will take place during October. The library will close at the end of business on Friday, 14th October and re-open on Monday 31st October while this project is completed.

Other major events have included our very first Teddy Bear Sleepover which was a great success with many more bears sleeping over than we had anticipated, a huge day for our Lego Links, Mega craft day and getting involved in Adult Learners Week with an iPad Training Workshop.

Books on Prescription

The Central West Zone Libraries' project "Books on Prescription", is based on a national scheme originating in the United Kingdom. The scheme was developed following the recommendations in a government report, "Self-help Interventions for Mental Health Problems", with the aim of cutting waiting lists, reducing the amount of drugs prescribed, and offering an appropriate level of treatment for the majority of people who visit their GP with common mental health problems.

BoP, supported by Library Council of New South Wales grant funding, is a collection of books and a supporting website that addresses the most common mental health illnesses in the Central West Region.

Peak mental health organizations and publishers helped create a list of suggested titles. The University of Newcastle Centre for Rural and Remote Mental Health and volunteer clinicians, selected 17 titles to be the core of the collection. The online presence, www.booksonprescription.com.au ensures current and timely access to mental health information.

"BoP is a service that will help community members use reading to understand and manage their health and wellbeing. The scheme is endorsed by health professionals and the books have been tried and tested by people with experience of living with mental health conditions. The service is free and confidential and builds on the library's role as a safe, non-judgmental environment for sourcing information and support.

Books on Prescription (BoP) is being launched at Warren Library during October and November.

WARREN SHIRE COUNCIL

Report of the Librarian

To the Ordinary Meeting of Council to be held in the
Warren Shire Council, Chambers On Thursday 22nd September 2016

ITEM 1 REPORT OF WARREN SHIRE LIBRARY SERVICES

CONTINUED

Technology

We have recently revamped the North Western Library website to allow for additional features and allow for access for our 24/7 services. The Spydus library management system continues to perform well with more features being added to the web based thin client, which is much more user friendly for staff and enabling us to increase our services to the public. Our next upgrade release is due in October with the main feature being the addition of the Acquisitions module to the web client. The thick client is still in use for some modules but will be phased out over the next twelve months.

Notices are now being delivered by a combination of SMS, email and print which is a more efficient method of delivery while being more cost effective.

Grants

The grant titled **Warren Shire Library – reconnecting the community** is well into the planning stage with all orders now being placed. The refit will take place from 14th – 31st October. During this time all stock will be packed, current shelving will be dismantled and strapped for collection. The current shelving will be rehoused by the Warren Family and Historical Society.

Once the new shelving and furnishings have been installed by Raeco, library staff will shelve all items for the re-opening on Monday 31st October.

This project will provide the following:

- Replacement of all shelving and furnishing's within the adult area;
- Provision of four replacement public access computers;
- Provision of three new touch screen computers loaded with Desk Top Magic for junior use; and
- Provision of new movie screen and projector.

Community Builders Funding

The library was successful with additional Community Builders Funding for 2016/17:

- Cinema Magic;
- Making and Shaking Workshop; and
- Reading is the Key.

This funding will allow us to offer a much wider range of activities for all community members. We have been working closely with local artists and craft experts to allow us to offer a wide range of activities. These projects allow us to work as a community and offer a greater range of services to our clientele and in many cases attract new members to the library service.

WARREN SHIRE COUNCIL

Report of the Librarian

To the Ordinary Meeting of Council to be held in the
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ITEM 1 REPORT OF WARREN SHIRE LIBRARY SERVICES

CONTINU

Statistics for June, July and August 2016

Month	Issues	Clients	Internet	Wireless Internet	Visitor Internet	NW E-Books	NW E-Audio
June	1926	1421	142	143	21	313	174
July	2002	1650	144	138	22	339	189
August	1919	1492	167	105	15	346	228

Events

	Junior	Adults	Total Participants
St Mary's School	40	5	45
Teddy Bear Sleepover	150	10	160
Mega Craft	22	2	24
Lego Links	23	2	25
Adult Learners Ipad Training		15	15
Vacation Care Visits	80		80

Statistics for School Holidays

Issues

	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Week 1	42	141	72	112	111	85	563
Week 2	74	95	95	52	90	63	469

Clients

	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Week 1	87	125	98	56	116	42	524
Week 2	68	150	82	64	52	25	441

RECOMMENDATION

That the information be received and noted.