



WARREN SHIRE COUNCIL

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 24TH AUGUST 2017

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

24th August 2017

APOLOGIES

CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 27th July 2017

SECTION 1 (WHITE)

DELEGATES REPORTS

Item 1 Warren Interagency Support Services (C3-9)

COMMITTEE MINUTES

Meeting of Manex held on Wednesday 19th July 2017 (C14-3.4)

Meeting of Manex held on Tuesday 15th August 2017 (C14-3.4)

SECTION 2 (LILAC)

POLICY

Item 1 Health and Safety Policy (S12-14.4) Page 1

SECTION 3 (BLUE)

REPORT OF THE GENERAL MANAGER

Item 1	Outstanding Reports Checklist (C14-7.4)	Page 1
Item 2	Committee/Delegates Meetings (C14-2)	Page 4
Item 3	Local Government NSW Annual Conference (S6-4)	Page 7
Item 4	Union Picnic Day (S12-2.1)	Page 11
Item 5	Country Mayors Association (C14-5.4)	Page 12

SECTION 4 (GREEN)

REPORT OF THE MANAGER FINANCE AND ADMINISTRATION

Item 1	Réconciliation Certificate – July 2017 (B1-10.15)	Page 1
Item 2	Statement of All Outstanding Rates and Extra Charges as at 10th August 2017 (R1-4)	Page 3
Item 3	Public Interest Disclosure Report (A7-13)	Page 4

SECTION 5 (YELLOW)

REPORT OF THE MANAGER ENGINEERING SERVICES

Item 1	Works Progress Report - Roads Branch (C14-7.2)	Page 1
Item 2	Works Progress Report - Water & Sewerage (C14-7.2)	Page 3
Item 3	Works Progress Report – Town Services (C14-7.2)	Page 8
Item 4	Works Progress Report - Fleet Branch (C14-7.2)	Page 9

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 July 2017 (T4-6.1)	Page 4
Item 5	Impounding Officer's Report (P4-4)	Page 5

MAYORAL MINUTES

QUESTIONS WITHOUT NOTICE

PRESENTATIONS

9.30am Dr Bill Phillips, CEO RiverSmart Australia Ltd

Section

1

Delegates & Committees

WARREN SHIRE COUNCIL
Delegates Report by Councillor S Derrett
to the Ordinary Meeting of Council to be held in the Council Chambers,
115 Dubbo Street, Warren on Thursday 24th August 2017

ITEM 1 WARREN INTERAGENCY SUPPORT SERVICES (C3-9)

A meeting of the Warren Interagency Support Services was held on Wednesday 16th August in the meeting room of the Warren Sporting and Cultural Centre. Following the recent resignation of Councillor Pauline Serdity as Chairperson, Councillor Karlene Irving chaired the meeting with the role of Chairperson to be shared with Councillors Katrina Walker and Sarah Derrett moving forward.

As a Council representative to the interagency group for 17 years, the significant role of Councillor Serdity was duly acknowledged with thanks given for her time and dedication by Councillor Irving. Councillor Serdity also recognised the input of the late Julian Campbell AM, who also served as a Council representative to the interagency group for many years.

Though attendance was relatively low, (possibly due to the change from the original meeting date), a productive meeting was held whereby attendees were able to engage in proactive networking.

Updates were provided by the following agencies in relation to what is happening in the area:

Wendy Beetson – Ability Links

Chris Crisp – Warren Preschool Kindergarten Inc.

Eric Crisp – Warren Macquarie Local Aboriginal Lands Council and Outback Arts

Nicole Ahsee – TAFE NSW

Justin Hopkin – Relieving Sergeant, Warren Police

Pauline Serdity – Australian Unity Home Care Service (Nyngan and Warren branches) and Outback Arts

After consultation with meeting attendees, it was determined that Warren Interagency Support Services meetings will return to a 2.00 pm start time to better suit representatives from the schools. The next meeting is to be held at 2.00 pm on Thursday, 26th October 2017.

Councillor Sarah Derrett

Co-Chairperson

Warren Interagency Support Services

RECOMMENDATION:

That the information be received and noted.

MANEX

Minutes

Attached are the Minutes of the Meeting of Manex held on Wednesday 19th July 2017.

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Wednesday 19th July 2017 be received and noted.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Wednesday 19th July 2017 commencing at 10.00 am

PRESENT:

Darren Arthur	Manager Finance & Administration
Jillian Murray	Treasurer (Chair)
James Cleasby	Acting Manager Health and Development Services
Les Morgan	Manager Engineering Services
Rex Wilson OAM	Mayor

1. APOLOGIES

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

Carried

2. MINUTES

MOVED Wilson OAM/Arthur that the Minutes of the Manex Committee meeting held on the 20th June 2017 be adopted as a true and correct record of that meeting.

Carried

3. BUSINESS ARISING FROM MINUTES

- The Acting General Manager enquired if the river corridor claim had been submitted after the September 2016 floods. The Manager Engineering Services advised no, but look into it as soon as possible.
- The Manager Engineering Services advised that the PA System had been installed at the Showground/Racecourse at that representative from Palm AV would be attending the next race meeting to be held on Tuesday 25th July 2017.
- The Manager Engineering Services will be advertising the position of Building Maintenance Officer next week internally and in the local paper.
- The Manager Engineering Services advised that a quote had been obtained from Brearley and Hansen regarding NAMF Maturity Audit for Bogan, Gilgandra, Coonamble and Warren. The Manager Engineering Services will advise the Councils of the outcome.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Wednesday 19th July 2017 commencing at 10.00 am

4. ACTION CHECKLIST

Date	Action by	Subject	Comment
Ongoing	GM	Delegations to Staff	Re-issue all delegations. New GM to determine.
Ongoing	ALL	Employee Performance Reviews	Bring reviews up to date
13.9.16	MHD	39 Garden Ave – Roof	Trusses require further inspection to determine extent of works.
17.1.17	MES	Large recycling bins at Mabel Street	Site to be determined
16.5.17	MES	River Corridor flood damage	Claim to be submitted, MES to contact Chris Evans.
16.5.17	MES	Flood Emergency Works Non-road	Submitted
16.5.17	MES	River pumps Oxley Park	Scope of works to rectify problem required.
*20.6.17	MHD	Dog Inspection Report	Report to July Council Meeting.

MOVED Cleasby/Wilson OAM 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 and these are to be placed on the staff calendar.

7. ASSET MANAGEMENT

- Nil.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Wednesday 19th July 2017 commencing at 10.00 am

8.1 SPECIFIC WORKS STATUS REPORT

Project	Budget	Expend	Resp	Comment
Admin Building Air conditioning	6,500	Nil	MFA	
Computer software & hardware	8,000	Nil	MFA	
Practical Plus Software	73,000	61,654	MFA	Live 10th July
Computer Server Upgrade – internal wiring	10,458	10,458	MFA	Complete
Asset Management - IP & R	59,542	3,438	MES/ MFA	Draft Water & Sewerage Assets Revaluation complete. Review being undertaken
Risk Management – Asbestos Register	16,626	16,626	MHD	Asbestos Register developed
Risk Management Asbestos Remedial Works	10,000	19,989	MHD	Defects list works complete
Training	112,950	108,203	ALL	
Mobile phone upgrades	3,600	2,409	ALL	10 new phones ordered
Depot Yard Extension	256,000	14,215	MES	Clearing & levelling complete. Earthworks & pavement to commence
RFS Hazard Reduction	50,500	50,500	MFA/ MHD	Claimed RFS
Dwelling Specific M & R	31,741	Nil		
2 Roland Street		Nil	MHD	Vents and Insulation in Roof Cavity
39 Garden Avenue		Nil	MHD	Roof structure repairs. Report to be provided by structural Engineer
56 Garden Avenue		8,503	MHD	Carpets and blinds installed
56 Garden Avenue – Barge boards to be replaced and painted			MHD	Quote being obtained
Air conditioners – Endeavour Hall		5,970	MHD	
Information Centre – replace windows and frosting		600	MHD	Works arranged
Pool Residence		2,817	MHD	Plumbing works complete
11 Pittman Parade - Kitchen	17,433	16,929	MHD	Complete
Levee M & R	25,546	9,859	MES	Inspection of levee completed. Require program works from defects.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Wednesday 19th July 2017 commencing at 10.00 am

8.1 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
Stormwater Drainage M & R	24,384	25,241	MES	Major works undertaken at Nevertire
Gunningba Drainage	88,924	86,343	MES	Complete
Irrigation Pump – Pool and Carter Oval	8,094	8,094	MES	Installed
Nature Links River Corridor	19,558	1,262	MHD	Additional works commencing 21st June
Victoria Park – Fitness Circuit Council - \$25,625 Healthy Challenge - \$13,195 CBP Grant - \$25,000	70,820	73,757	MES	Complete
Sports Complex – Pulley System	3,335	3,335	MHD	Complete
Sports Complex Gym Equipment		4,136	MHD	
Showground PA System	52,775	1,111	MES	To be completed by 15/7/17
Library – Drainage & leak proofing	7,000	3,985	MHD	Complete
Library – Shelving / Furnishings, IT, Bathroom renovations	87,283	86,286	LIB	Complete
Playground equipment	41,208	Nil	MES	Plans adopted, works to commence in 2017/18
Playground soft fall	25,272	Nil	MES	Plans adopted, works to commence in 2017/18
Victoria Oval – Refurbishment	65,000	64,667	MES	Additional drainage pipe to be installed.
Tourist Information Bay – Collie	2,500	1,345	GM	Received. To be installed.
Information Centre – Fencing	2,939	2,939		Complete
Information Centre – Internal Painting	8,800	8,800	MHD	Complete
Information Centre – Air conditioners	5,980	5,980		Complete
Information Centre – Carpet	7,105	6,459		Complete
Information Bay – Nevertire	11,000	Nil	GM	Review scope of works
Advertising Brochures	10,000	8,773	GM	Complete
CBD Improvements	290,825	9,822	MES	Scope of works, priorities & budget approved. Quotes obtained for garden bed blocks. Quotes called for kerb & gutter construction

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Wednesday 19th July 2017 commencing at 10.00 am

8.1 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
Old Medical Centre Ceiling & Ducting	10,130	10,574	MHD	Ceiling installed and painting complete.
Trial CCTV Implementation	35,000	Nil	GM	Waiting Essential Energy for power connection
Water Supplies				
Water valve and mains replacement	20,473	25,285	MES	2016/2017 Program complete
Telemetry Scada System Upgrade	35,224	42,508	MES	Complete
Nevertire Reservoir Refurb	175,000	Nil	MES	Tender awarded, works to commence.
Warren – New Bore 8	190,849	84,950	MES	Fit out works completed by August 2017
Warren – New Bore 7	95,450	46,668	MES	Fit out works completed by August 2017
Nevertire – New Bore 2	92,881	63,755	MES	Fit out works completed by August 2017
Collie – New Bore 2	303,514	156,794	MES	Fit out works completed by September 2017
Sewerage Services				
Warren STP	6,000,000	50,410	MES	Project Management engaged. Progress reports to be forwarded monthly. Geotech investigation commenced. Purchase of land imminent.
Mains Upgrade	20,000	Nil	MES	
Mains Relining (600-700 m)	100,000	Nil	MES	Complete
Telemetry Scada System Upgrade	35,225	42,508	MES	Complete
ROADS BRANCH				
State Highway 11				
Ordered Works				
• Reseals Seg 205 & 270	121,408	94,224	MES	Complete
• Golf Club Heavy Patching	61,111	55,695	MES	Complete
• Golf Club Road Widening	95,394	96,504	MES	Complete
• Heavy patching – various	279,275	246,510	MES	Complete

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Wednesday 19th July 2017 commencing at 10.00 am

8.1 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
• Heavy Patching Seg 205	88,758	84,459	MES	Complete
• Truck Accident Repairs	15,353	1,768	MES	Complete
• Flood Damage Repairs	260,582	224,031	MES	Complete
Regional Roads				
Reseals	263,416	272,649	MES	Complete
Recycling – RR 424 – Marra Rd	200,000	183,117	MES	Complete
Resheeting	86,000	82,541	MES	Complete
Blackspot Tenandra Bridge	149,400	145,836	MES	Complete
REPAIR Program – Warren Rd	660,000	61,508	MES	In progress
Flood Damage Repairs	118,000	102,692	MES	Complete
Urban Local Roads				
Urban Reseals	56,700	47,644	MES	Complete
XC5 footpaths	38,492	40,506	MES	Complete
Kerb & Guttering	92,767	Nil	MES	To commence 2017/18 funds to be carried forward.
Urban Roads – Heavy Patching	120,000	18,636	MES	Complete
Urban Roads – Bundemar Street	161,171	3,729	MES	To commence 17/18 funds to be carried forward
Rural Local Roads				
Rural Reseals	279,600	227,610	MES	Complete
Rural Resheeting	978,345	536,890	MES	Complete
Reconstruction – Buckiinguy	670,250	569,245	MES	Complete
Recycle – Bullagreen Road	364,468	351,908	MES	Complete
Recycle – Lemongrove Road	361,130	336,360	MES	Complete
Reconstruction – Ellengerah Road	1,057,356	249,752	MES	In progress
Reconstruction – Lemongrove Road	230,473	226,473	MES	Complete
Culvert replacement	60,000	Nil	MES	Ongoing – Pipes ordered & delivered
Flood Damage Repairs	1,179,508	738,115	MES	In progress

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Wednesday 19th July 2017 commencing at 10.00 am

8.1 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
Plant				
Heavy Plant Purchases - Nett	689,336	-172,645	MES	Complete, funds to be finalised.
Light Plant Purchases - Nett	103,573	8,873	MES	Complete, funds to be finalised.

MOVED Arthur/Cleasby 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 Wednesday 19th July 2017 commencing at 10.00 am

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	Final budget approved. Quotes for blocks for garden beds have been obtained. Awaiting delivery of blocks. Quotes for kerb and gutter will be in by 21st July 2017.
	Concrete Annulus	
	Bollards	
	"Town Centre" Signage	
Depot Yard Extensions	Clearing and levelling works of extension subgrade complete. Design complete, earthworks to commence in immediate future.	
Nevertire Information Bay	Review scope of works.	
Blackspot Tenandra Bridge	Complete	
Playground Equipment	Complete	
Footpaths	Works have commenced on the 2017/18 Footpath Program.	

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

Carried

ITEM 9 WORK HEALTH SAFETY – ACTION PLANS

- Nil.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Wednesday 19th July 2017 commencing at 10.00 am

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
19.06.17	17-15	Release of Discussion Paper – Review of Companion Animals Regulation 2008	Noted
26.6.17	17-16	Transition from Administration to the Integrated Planning and Reporting framework for Merged Councils	N/A
27.6.17	17-17	Councillor Expenses and Facilities Policy – Better Practice Template	Noted
28.6.17	17-18	Increase to Companion Animal Registration Fees in Line with CPI	Noted
05.07.17	17-19	Stand for your Community – Candidate Guide and Candidate Diversity Resources	N/A

Ministerial Circulars

Date	Circular No.	Description	Comment/Action
Nil			

MOVED Wilson OAM/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 Wednesday 19th July 2017 commencing at 10.00 am

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 July and August 2017.

Strategic Tasks Guide

DATE	TASK	STATUS
JULY		
1	Financial Statements to be audited within four (4) months (s.416(1)).	Noted
	Reminder: lodgment of Pecuniary Interest returns due 30 September for Councillors and designated persons who held office at 30 June (s.449(3)).	Noted
8	Proposed loan borrowings return to be submitted to OLG.	Emailed 8/7/17
30	Public Interest Disclosure report due to NSW Ombudsman. (s.6CA of the Public Interest Disclosure Act 1994).	Noted
31	GST Certificate to be submitted to OLG.	Noted
	Last day for making rates (s.533)	Noted
AUGUST		
1	Rates Levied by service of rates and charges notice (s.562)	Noted
18	Expected first instalment of 2017-2018 Financial Assistance Grant	Paid June 2017
31	First quarterly rates instalment due (s.562)	Noted
	Survey of seizures of cats and dogs due	Noted

MOVED Arthur/Cleasby 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 Wednesday 19th July 2017 commencing at 10.00 am

12. MEETING SCHEDULES

(C14-2)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Ordinary Council Meeting	25th	23rd	23rd	27th	25th	29th	27th	24th	28th	26th		7th
Traffic Committee		2nd							7th			
Plant Committee	20th		16th		23rd		27th		14th			
Showground / Racecourse Committee		6th		6th			13th			5th		
Sporting Facilities Committee		8th		5th			5th			4th		
Water & Sewerage Committee			9th	4th	30th			10th				
Economic Development Committee		15th		12th		21st				11th		
Town Improvement Committee		16th		11th			19th			12th		
Council Chambers Development TBA												
Ewenmar Waste Depot Committee TBA			2nd		17th							
Castlereagh Macquarie County Council		20th		10th		19th		21st		16th		
Interagency Support Services		8th		12th		14th		9th		11th		13th
OROC Board Meeting			10th			2nd		4th			3rd	
GMAC		17th			12th		7th			6th		
Local Emergency Management		14th			9th			8th			14th	
NSW Police Community Safety Precinct			23rd					24th				
Manex Committee	17th	14th	14th	18th	16th	20th	19th	15th	19th	17th	28th	

MEETING HELD

MOVED Cleasby/Wilson OAM 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 Wednesday 19th July commencing at 10.00 am

13. FIXING COUNTRY ROADS ROUND 3

The Manager Engineering Services advised of the various projects that have been submitted for Round 3. The Acting General Manager enquired into the status of Stage 2 funding on Coonamble Road as the RMS require the Repair Program monies to be expended as soon as possible.

14. BARWON REGIONAL GROWTH FUND BRIEFING HELD IN BOURKE ON THE 12TH JULY 2017

Council was represented at the briefing by Council's Mayor, Councillor Rex Wilson OAM, General Manager, Ashley Wielinga and Economic Development Officer, Alison Ruskin Rowe. Alison Ruskin Rowe has tabled a report for Manex.

15. GRANTS AVAILABLE

The Committee noted the list of grants available.

16. JUNE 2017 MINUTES AND JULY 2017 BUSINESS PAPER

The Committee previewed the July 2017 Business Paper and the June 2017 Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

17. GENERAL BUSINESS WITHOUT NOTICE

- The Acting Manager Health and Development Services advised that Warren Amateur Swimming Club had written to Council seeking a \$5,000 contribution towards a new shelter at the Warren Memorial Swimming Pool. They are also willing to contribute \$5,000 towards this project.
- Treasurer if the Manager Engineering Services had approached the local organisations of Three Rivers, Auscott, Western Farm Machinery and Chesterfield to see if training could be organised for Angus Madden, Council's Apprentice Plant Mechanic, to enable him to complete modules in his apprenticeship training.
- The Mayor had received a letter from Essential Energy regarding \$200 grants to halls within Warren Shire. The Treasurer to inform local hall trustees.
- The Mayor enquired regarding the employment of Mrs Katy Rose Hunt whilst the Manager Health and Development Services is on maternity leave. The Acting Manager Health and Development Services advised that Mrs Hunt had verbally accepted the casual position of Environmental Health Officer based on working up to a 35 hour week and to commence 31st July 2017.
- The Mayor enquired when the interviews for the Water & Sewer Manager were planned. The Manager Engineering Services advised that interviews were to be conducted next week.

There being no further business the meeting closed 12.25 pm.

MANEX

Minutes

Attached are the Minutes of the Meeting of Manex held on Tuesday 15th August 2017.

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Tuesday 15th August 2017 be received and noted and the following recommendations be adopted:

- 13. ASSOCIATION OF MINING RELATED COUNCILS MEMBERSHIP (C14-6.3)**
That Council that a report be prepared not become a member of the Association of Mining Related Councils.
- 14. BOTANICAL GARDENS IN WARREN (P1-1)**
That Council write to Mr Burke and thank him for the proposal he has submitted and actions to be investigated when time and resources are available.
- 15. AIRPORT COMMITTEE (C12-3.12)**
That Council establish a S355 Committee to assist Council in the Management of the Warren Airport Precinct as per the committee constitution.
- 16. EMERGENCY AIR STRIP (R4-1.36, E6-1)**
That Council investigate with adjoining councils the provision of an emergency air strip in a suitable location.
- 18. COAL SEAM GAS ARTWORK COMPETITION (G3-2)**
That Council does not provide any monetary support to this request and that it does not endorse the proposal.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th August 2017 commencing at 2.32 pm

PRESENT:

Glenn Wilcox	General Manager
Darren Arthur	Manager Finance & Administration
Jillian Murray	Treasurer
James Cleasby	Acting Manager Health and Development Services
Les Morgan	Manager Engineering Services (Chair)
Darren Clark	Acting Water & Sewer Manager
Rex Wilson OAM	Mayor
Jody Burtenshaw	Executive Assistant

1. APOLOGIES

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

2. MINUTES

MOVED Wilson OAM/Murray that the Minutes of the Manex Committee meeting held on the 19th July 2017 be adopted as a true and correct record of that meeting.

Carried

3. BUSINESS ARISING FROM MINUTES

- The Mayor enquired into the progress of Council appointing a new Water & Sewer Manager. The Manager Engineering Services gave an update on the recruitment process and advised that Darren Clark had been appointed as Acting Water & Sewer Manager until the position could be readvertised.
- The Mayor enquired if Council had any response to the letters sent out to the local halls advising of the Essential Energy 2017 Support Program. The Treasurer advised that the groups would apply directly online.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th August 2017 commencing at 2.32 pm

4. ACTION CHECKLIST

Date	Action by	Subject	Comment
Ongoing	GM	Delegations to Staff	Review of Delegations to all staff has commenced, changes to delegations to look at position and its role
Ongoing	ALL	Employee Performance Reviews	Performance Reviews to be undertaken every November to coincide with budget reviews.
13.9.16	MHD	39 Garden Ave – Roof	Barnson's engaged to undertake trusses inspection, expected completion early Sept. 11 Pittman Pde to be included.
17.1.17	MES	Large recycling bins at Mabel Street	Scheduled to be removed by end of August.
16.5.17	MES	River Corridor flood damage	Claim submitted.
16.5.17	MES	Flood Emergency Works Non-road	Submitted.
16.5.17	MES	River pumps Oxley Park	Quotes to be received.

MOVED Clark/Wilcox 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 and these are to be placed on the staff calendar.

7. ASSET MANAGEMENT

- Manager Engineering Services gave an overview of the joint Innovation Fund grant for an Asset Management System. After meeting with Bogan, Gilgandra and Coonamble on a proposal, Coonamble and Warren are favouring to look at obtaining an inhouse excel/access system and Bogan and Gilgandra favouring a software program. Manager Engineering Services advised that 2/3 collating asset classes, depreciation and lifecycle are completed.
-

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th August 2017 commencing at 2.32 pm

8.1 2016/2017 SPECIFIC WORKS STATUS REPORT

Project	Budget	Expend	Resp	Comment
Admin Building Air conditioning	6,500	Nil	MFA	
Computer software & hardware	8,000	Nil	MFA	
Practical Plus Software	73,000	63,383	MFA	Live 10th July
Computer Server Upgrade – internal wiring	10,458	10,458	MFA	Complete
Asset Management - IP & R	59,542	3,438	MES/ MFA	Draft Water & Sewerage Assets Revaluation complete. Review being undertaken
Risk Management – Asbestos Register	16,626	16,626	MHD	Asbestos Register developed
Risk Management Asbestos Remedial Works	10,000	19,989	MHD	Defects list works complete
Training	112,950	111,385	ALL	
Mobile phone upgrades	3,600	2,409	ALL	10 new phones ordered
Depot Yard Extension	256,000	14,385	MES	Clearing & levelling complete. Earthworks & pavement to commence
RFS Hazard Reduction	50,500	50,500	MFA/ MHD	Claimed RFS
Dwelling Specific M & R	31,741	Nil		
2 Roland Street		Nil	MHD	Vents and Insulation in Roof Cavity
39 Garden Avenue		Nil	MHD	Roof structure repairs. Report to be provided by structural Engineer
56 Garden Avenue		8,503	MHD	Carpets and blinds installed
56 Garden Avenue – Barge boards to be replaced and painted		Nil	MHD	Quote being obtained
Air conditioners – Endeavour Hall		5,970	MHD	
Information Centre – replace windows and frosting		600	MHD	Works arranged
Pool Residence		2,808	MHD	Plumbing works complete
11 Pittman Parade - Kitchen	17,433	16,929	MHD	Complete
Levee M & R	25,546	9,859	MES	Inspection of levee completed. Require program works from defects.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th August 2017 commencing at 2.32 pm

8.1 2016/2017 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
Stormwater Drainage M & R	24,384	25,241	MES	Complete
Gunningba Drainage	88,924	86,343	MES	Complete
Irrigation Pump – Pool and Carter Oval	8,094	8,094	MES	Complete
Nature Links River Corridor	19,558	1,451	MHD	Additional works commencing 21st June
Victoria Park – Fitness Circuit Council - \$25,625 Healthy Challenge - \$13,195 CBP Grant - \$25,000	70,820	73,757	MES	Complete
Sports Complex – Pulley System	3,335	3,335	MHD	Complete
Sports Complex Gym Equipment		4,136	MHD	
Showground PA System	52,775	50,384	MES	Complete
Library – Drainage & leak proofing	7,000	3,985	MHD	Complete
Library – Shelving / Furnishings, IT, Bathroom renovations	87,283	86,286	LIB	Complete
Playground equipment	41,208	Nil	MES	Plans adopted, works to commence in 2017/18
Playground soft fall	25,272	Nil	MES	Plans adopted, works to commence in 2017/18
Victoria Oval – Refurbishment	65,000	64,667	MES	Additional drainage pipe to be installed and top dressing to commence in Sept 2017
Tourist Information Bay – Collie	2,500	1,345	GM	Received. To be installed.
Information Centre – Fencing	2,939	2,939		Complete
Information Centre – Internal Painting	8,800	8,800	MHD	Complete
Information Centre – Air conditioners	5,980	5,980		Complete
Information Centre – Carpet	7,105	6,459		Complete
Information Bay – Nevertire	11,000	3,000	GM	Review scope of works
Advertising Brochures	10,000	8,773	GM	Complete
CBD Improvements	290,825	9,865	MES	Scope of works, priorities & budget approved. Quotes obtained for garden bed blocks. Kerb & gutter replacement commenced.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th August 2017 commencing at 2.32 pm

8.1 2016/2017 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
Old Medical Centre Ceiling & Ducting	10,130	10,574	MHD	Ceiling installed and painting complete.
Trial CCTV Implementation	35,000	Nil	GM	Waiting Essential Energy for power connection
Water Supplies				
Water valve and mains replacement	20,473	25,285	MES	2016/2017 Program complete
Telemetry Scada System Upgrade	35,224	42,508	MES	Complete
Nevertire Reservoir Refurb	175,000	Nil	MES	Tender awarded, works to commence.
Warren – New Bore 8	190,849	185,665	MES	Fit out works completed by August 2017
Warren – New Bore 7	95,450	177,605	MES	Fit out works completed by August 2017
Nevertire – New Bore 2	92,881	145,939	MES	Fit out works completed by August 2017
Collie – New Bore 2	303,514	163,447	MES	Fit out works completed by September 2017
Sewerage Services				
Warren STP	6,000,000	86,610	MES	Project Management engaged. Progress reports to be forwarded monthly. Geotech investigation commenced. Land has been purchased.
Mains Upgrade	20,000	Nil	MES	
Mains Relining (600-700 m)	100,000	Nil	MES	Complete
Telemetry Scada System Upgrade	35,225	42,508	MES	Complete
ROADS BRANCH				
State Highway 11				
Ordered Works				
• Reseals Seg 205 & 270	121,408	94,224	MES	Complete
• Golf Club Heavy Patching	61,111	55,695	MES	Complete
• Golf Club Road Widening	95,394	96,504	MES	Complete
• Heavy patching – various	279,275	279,275	MES	Complete

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th August 2017 commencing at 2.32 pm

8.1 2016/2017 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
• Heavy Patching Seg 205	88,758	84,459	MES	Complete
• Truck Accident Repairs	15,353	1,768	MES	Complete
• Flood Damage Repairs	260,582	260,582	MES	Complete
Regional Roads				
Reseals	263,416	272,649	MES	Complete
Recycling – RR 424 – Marra Rd	200,000	183,117	MES	Complete
Resheeting	86,000	82,541	MES	Complete
Blackspot Tenandra Bridge	149,400	145,836	MES	Complete
REPAIR Program – Warren Rd	660,000	61,508	MES	In progress
Flood Damage Repairs	118,000	61,576	MES	Complete
Urban Local Roads				
Urban Reseals	56,700	47,644	MES	Complete
XC5 footpaths	38,492	40,592	MES	Complete
Kerb & Guttering	92,767	Nil	MES	To commence 2017/18 funds to be carried forward.
Urban Roads – Heavy Patching	120,000	18,636	MES	Complete
Urban Roads – Bundemar Street	161,171	3,729	MES	To commence 17/18 funds to be carried forward
Rural Local Roads				
Rural Reseals	279,600	228,614	MES	Complete
Rural Resheeting	978,345	557,979	MES	Complete
Reconstruction – Buckiinguy	670,250	594,320	MES	Complete
Recycle – Bullagreen Road	364,468	362,040	MES	Complete
Recycle – Lemongrove Road	361,130	346,095	MES	Complete
Reconstruction – Ellengerah Road	1,057,356	278,247	MES	In progress
Reconstruction – Lemongrove Road	230,473	235,247	MES	Complete
Culvert replacement	60,000	Nil	MES	Ongoing – Pipes ordered & delivered
Flood Damage Repairs	1,179,508	820,240	MES	In progress

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th August 2017 commencing at 2.32 pm

8.1 2016/2017 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
Plant				
Heavy Plant Purchases - Nett	689,336	-172,645	MES	Complete, funds to be finalised.
Light Plant Purchases - Nett	103,573	8,278	MES	Complete, funds to be finalised.

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

Carried

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	Kerb & Gutter Replacement	Commenced
	Asphalt Overlay	To commence after Kerb & gutter works
	Street Garden Beds	To commence after AC overlay
	Footpath Garden Bed	To commence after AC overlay
Depot Yard Extensions	Clearing and levelling works of extension subgrade complete. Design complete, earthworks to commence in immediate future. Earthworks started.	
Nevertire Information Bay	Review scope of works. Design to be completed.	
Upgrade works to playgrounds	To commence in September 2017.	
Footpaths	2017/18 Footpath Program completed.	

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

Carried

9.1 WORK HEALTH SAFETY

(S12-14.1)

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th August 2017 commencing at 2.32 pm

9.2 WORK HEALTH SAFETY ACTION PLAN PROGRESS (S12-14.1)

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

Carried

9.3 SAFework NSW ALLIANCE AGREEMENT (S12-14.1)

MOVED Morgan/Wilcox that:

1. That the information be received and noted; and
2. That the signed single page summary of the agreement is displayed in all permanent workplaces within Council.

Carried

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
18.07.17	17-20	2017 Local Government Elections – Hit the Ground Running Workshops	N/A
24.07.17	17-21	Reporting of Rates Permissible Income for 2017-18	Noted
25.07.17	17-22	Oath or Affirmation of Office by Councillors	N/A
26.07.17	17-23	Preparing for Implementation of Biodiversity Conservation Act 2016	Noted

Ministerial Circulars

Date	Circular No.	Description	Comment/Action
Nil			

MOVED Wilcox/Cleasby that the information be received and noted.

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th August 2017 commencing at 2.32 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 2017.

Strategic Tasks Guide

AUGUST		
1	Rates Levied by service of rates and charges notice (s.562)	Posted 3/7/17
18	Expected first instalment of 2017-2018 Financial Assistance Grant	Paid June 2017
31	First quarterly rates instalment due (s.562)	Noted
	Survey of seizures of cats and dogs due	Noted
SEPTEMBER		
9	2017 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 Cl 13 LGGR)	N/A 2 year term
	Lodge completed Pecuniary Interest returns for Councillors and Designated Persons (s.449 (3)). General Manager to table returns at next Council Meeting (s.450A)	Report presented to July Meeting

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

Carried

11. OPERATIONAL PROCEDURES

(I2-11.1)

The Engineering Department have created/reviewed the following procedure:-

- Incident Reporting and Investigation Guideline.

This procedure is required to be adopted by Manex and they have been e-mailed to the Manex team.

Moved Wilcox/Morgan that:

1. The information be received and noted; and
2. The procedure: Incident Reporting and Investigation Guideline be adopted.

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in the Council Chambers,
Administration Building, Warren, on Tuesday 15th August 2017 commencing at 2.32 pm

12. MEETING SCHEDULES

(C14-2)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Ordinary Council Meeting	25th	23rd	23rd	27th	25th	29th	27th	24th	28th	26th		7th
Traffic Committee		2nd							7th			
Plant Committee	20th		16th		23rd			3rd	14th			
Showground / Racecourse Committee		6th		6th			13th			5th		
Sporting Facilities Committee		8th		5th			5th			4th		
Water & Sewerage Committee			9th	4th	30th				21st			
Economic Development Committee		15th		12th		21st				11th		
Town Improvement Committee		16th		11th			19th			12th		
Council Chambers Development TBA												
Ewenmar Waste Depot Committee TBA			2nd		17th							
Castlereagh Macquarie County Council		20th		10th		19th		21st		16th		
Interagency Support Services		8th		12th		14th		16th		11th		13th
OROC Board Meeting			10th			2nd		4th			3rd	
GMAC		17th			12th		7th			6th		
Local Emergency Management		14th			9th			8th			14th	
NSW Police Community Safety Precinct			23rd							26th		
Manex Committee	17th	14th	14th	19th	16th	20th	19th	15th	19th	17th	28th	

MEETING HELD

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th August 2017 commencing at 2.32 pm

13. ASSOCIATION OF MINING RELATED COUNCILS MEMBERSHIP (C14-6.3)

MOVED Wilson OAM/Morgan that Council that a report be prepared not become a member of the Association of Mining Related Councils.

Carried

14. BOTANICAL GARDENS IN WARREN (P1-1)

MOVED Morgan/Cleasby that Council write to Mr Burke and thank him for the proposal he has submitted and actions to be investigated when time and resources are available.

Carried

15. AIRPORT COMMITTEE (C12-3.12)

MOVED Wilson/Clark that Council establish a S355 Committee to assist Council in the Management of the Warren Airport Precinct as per the committee constitution.

Carried

16. EMERGENCY AIR STRIP (R4-1.36, E6-1)

MOVED Wilson OAM/Morgan that Council investigate with adjoining councils the provision of an emergency air strip in a suitable location.

Carried

17. AUDIT OFFICE (A1-1)

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

Carried

18. COAL SEAM GAS ARTWORK COMPETITION (G3-2)

MOVED Cleasby/Morgan that Council does not provide any monetary support to this request and that it does not endorse the proposal.

Carried

19. STRONGER COMMUNITIES FUND (G1-4.1)

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 15th August 2017 commencing at 2.32 pm

20. E21 ELECTRICITY QUARTERLY REPORT

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

21. JULY 2017 MINUTES AND AUGUST 2017 BUSINESS PAPER

The Committee previewed the August 2017 Business Paper and the July 2017 Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report. Investigate why Walgett and Wee Waa properties are on the list.

22. GENERAL BUSINESS WITHOUT NOTICE

- The Manager Finance & Administration enquired if information on the kerb and guttering works currently being undertaken and CBD beautification works could be relayed to community members who are asking about the works. The Manager Engineering Services to forward information to the Mayor so it can be included in the Mayor's Desk. All Departments were encouraged to promote works/information on Council's Facebook and website.
- The Acting Manager Health and Development Services advised he had received a query from Councillor Derrett regarding the Nevertire Parking Area on the Mitchell Highway. He was advised that the Nevertire Parking Area was the responsibility of the RMS Road Services Section.
- A discussion was held regarding Council becoming a member of the Country Mayors Association. It was requested that a report be presented to Council on the advantages of Warren Shire Council joining this Association.

There being no further business the meeting closed 4.43 pm.

Section

X

O

I

I

2

O

U

WARREN SHIRE COUNCIL

Policy Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24rd August 2017

ITEM 1 HEALTH AND SAFETY POLICY

(S12-14.4)

This policy establishes Council's commitment to the continuous improvement and the development of a safe workplace and culture (Work Health and Safety Action Plan – WHSAP2).

Council's existing policy adopted on the 28th March 2013 has been reviewed to clearly meet this objective. Council's Health and Safety Policy has been reviewed and distributed to Council's employees for consultation on the 12th of April 2017. A positive response was received.

RECOMMENDATION

Council formally adopt the draft Health and Safety Policy

WARREN SHIRE COUNCIL

Policy Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24rd August 2017

ITEM 1 HEALTH AND SAFETY POLICY

CONTINUED

POLICY REGISTER

Warren Shire Council



Health and Safety Policy

Amended:

Policy adopted:

File Ref:

WARREN SHIRE COUNCIL

Policy Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24rd August 2017

ITEM 1 HEALTH AND SAFETY POLICY

CONTINUED

Warren Shire Council Policy – Health and Safety Policy

DOCUMENT CONTROL

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	WSC – 26/04/2012	First Edition	MANEX Minute No. 119.4.12 (26/04/2012)
1.1 WHSAP Version 4 Item 2	Sarah Godwin – Work Health Safety/Risk Officer 23/02/2017	Updated Policy to Comply with WHS Act 2011	

I:\Policies and Procedures - File P13\Policies\Draft\Health and Safety Policy.docx
Page 2 of 5

WARREN SHIRE COUNCIL
Policy Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24rd August 2017

ITEM 1 HEALTH AND SAFETY POLICY

CONTINUED

Warren Shire Council Policy – Health and Safety Policy

I PURPOSE

Warren Shire Council is committed to the provision of a safe and healthy work environment for all our employees, volunteers, contractors, visitors and persons that may be affected by works undertaken by Council, through the elimination or minimisation of risks.

II SCOPE

This policy applies to all Council workers at workplaces under the management and control of Warren Shire Council and includes employees, contractors and volunteers.

III OBJECTIVE

Council will demonstrate this commitment by;

- Establishing measurable objectives and targets to ensure continuous improvement;
- Allocating necessary resources to meet commitments;
- Promoting a culture where harm to our people through work is unacceptable;
- Developing and implementing health and safety standards that exceed the minimum legislative requirements;
- Adopting a risk management approach to achieve compliance with all NSW WHS related legislation to ensure the health and safety of employees, contractors, volunteers and visitors to its workplaces;
- Ensuring that plant, equipment and substances are safe and without risk to health, safety of personnel;
- Investigating all accidents, incidents, and occurrences with control measures implemented and reviewed to ensure elimination of initial breakdown;
- Communicating WHS through instruction, training and supervision to improve individuals' understanding of workplace hazards, including safe work practices and emergency procedures;
- Consulting between management, employees, volunteers, visitors and contractors on WHS issues;
- Ensuring that employees, volunteers, visitors and contractors comply with appropriate WHS standards, codes of conduct and workplace directions to ensure their own and others health and safety at work;
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes;
- Implementing, maintaining and reviewing the Health and Safety Management System.

WARREN SHIRE COUNCIL
Policy Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24rd August 2017

ITEM 1 HEALTH AND SAFETY POLICY

CONTINUED

Warren Shire Council Policy – Health and Safety Policy

IV RESPONSIBILITIES

While the obligation for each person is different, all persons must ensure that the way they carry out their work does not interfere with the health and safety of themselves and other persons at the place of work.

**A. PERSON CONDUCTION A BUSINESS OR UNDERTAKING
(COUNCIL)**

Council (PCBU) must ensure, so far as is reasonably practicable, the health and safety of:

- Workers engaged, or caused to be engaged by the person, and;
- Workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

B. OFFICERS (GENERAL MANAGER, DEPARTMENT MANAGERS AND MANAGERS)

Officers of Council have a duty to exercise ‘due diligence’ to ensure that Council complies with its duty to reasonably ensure health and safety.

Officers must:

- Acquire and keep up-to-date knowledge of work health and safety matters;
- Gain an understanding of the operations, hazards and risks of the business or undertaking;
- Ensure the Council uses appropriate resources and processes to eliminate or minimise risks;
- Ensure the Council receives, considers and responds to information regarding incidents, hazards and risks;
- Ensure the Council implements processes for complying with their duties – e.g. reporting notifiable incidents, consulting with workers, providing training and instruction to workers;
- Verify the provision and use of resources and procedures.

C. WORKERS

All workers are responsible for:

- Taking reasonable care for their own health and safety;
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Following all WHS legislation, Council safety requirements and relevant codes of practice;

WARREN SHIRE COUNCIL
Policy Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24rd August 2017

ITEM 1 HEALTH AND SAFETY POLICY

CONTINUED

Warren Shire Council Policy – Health and Safety Policy

- Co-operating with management in the support of promotion of Health and Safety in the workplace;
- Not undertaking any task without the relevant induction, training or competency;
- Promptly reporting all hazards, injuries and safety incidents;
- Presenting for work in a fit state that does not prevent them carrying out their duties in a safe and responsible manner.

V COMPLIANCE WITH HEALTH AND SAFETY REQUIREMENTS

Council employees must observe Council's health and safety policies, protocols, procedures and instructions. If a breach occurs, it may be necessary for disciplinary action in accordance with disciplinary procedures under the Local Government (State) Award

VI REVIEW

This Policy shall be reviewed:

- Within 12 months immediately following a Council Election; or
- Immediately if any provision is contrary to law.

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 24th August 2017

ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
*3.12.15	299.12.15 (1)	Lot 183 DP 736208 Sale to Plunkett	GM	In progress, with solicitor
*3.12.15	299.12.15 (2)	Road Closure – Myra Lane	GM	In progress, with solicitor
27.10.16	QWN – 1 Quigley	Water Sharing Plan – Use of FMZ	GM	Submission when Plan reviewed.
25.1.17	15.1.17	Sale of land, Silo Subdivision	GM	Negotiate price and conditions of sale and report back to Council. Discussed with potential purchaser and requested written offer to purchase and price.
25.1.17	16.1.17	Proposed new general industrial area	GM	Rezoning proposal lodged, costings to be produced for subdivision.
*23.2.17	QWN 2 - Brewer	Emergency air strip	GM	Investigate with adjoining councils on a possible suitable location.
*23.3.17	72.3.17	RiverSmart	GM	To address August Council Meeting.
*27.7.17	190.7.17	Western Slopes Gas Pipeline Community Consultative Committee	GM	Advised of Council's nominee and Alternate Delegate for Committee.
*27.7.17	192.7.17	Regional Growth Fund	GM	Flyer to be distributed and applications submitted.
*27.7.17	QWN 1 – Quigley	Essential Energy power interruption	GM	Letter sent to Essential Energy.
*27.7.17	QWN 2 – Irving	Proposed Western Slopes Gas Pipeline Project	GM	Letter sent to Minister and Dept of Environment & Planning outlining Council's position.
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 forwarded.
*27.7.17	196.7.17	Council Bank Account Signatories	MFA	New signatories arranged with National Australia Bank.

WARREN SHIRE COUNCIL
 Report of the General Manager
 to the Ordinary Meeting of Council to be held at
 Council Chambers, Warren, on Thursday 24th August 2017

ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Engineering Services			Continued	
28.4.16	94.4.16 (b)	Structural inspection WSCC Mezzanine	MES	Structural analysis complete. Detailed structural plans received. Costings to be obtained.
27.10.16	282.10.16	Victoria Park Oval rehabilitation	MES	Additional drainage works required.
*25.1.17 *25.5.17	5.1.17 145.5.17	Replace Plant 42 – Watercart	MES	Order issued
*25.1.17 *25.5.17	5.1.17 145.5.17	Replace Plant 41 – Watercart	MES	Order issued
*25.1.17 *25.5.17	5.1.17 143.5.17	Replace Plant 64 – Tender Truck	MES	Order issued
*25.1.17 *25.5.17	5.1.17 144.5.17	Replace Plant 47 – Street Sweeper	MES	Order issued
23.2.17	33.2.17	Chester St No Parking Central School	MES	On hold on School's request.
*23.3.17 *25.5.17	66.3.17 142.5.17	Replacement of Plant 23 – Motor Grader	MES	Order issued
23.3.17	71.3.17	CCTV Trial – Equipment Quotations Simtec	GM	Quotation accepted, electricity supply being arranged.
27.4.17	100.4.17	Town Beautification Project	MES	Arrange for works to be undertaken as soon as practicable.
27.4.17	QWN 1 – Serdity	Kerb and guttering Clyde St Nevertire	MES	Survey complete, works to be scoped.
27.7.17	202.7.17	Rural Local Sealed Roads Improvement Program	MES	Present further report to Council after Council's Audit is finalised.
Manager Health & Development				
27.4.17	99.4.17	Outdoor Fitness Equipment Shelter	MHD	2017/2018 Works Program.
27.4.17	99.4.17	Warren Swimming Pool Shade Cover	MHD	2017/2018 Works Program.
27.4.17	99.4.17	WSCC Pavers	MHD	Renovate pavers in house.
27.7.17	183.7.17	Warren War Memorial Swimming Pool assessment	MHD	Engage Hydrothermae Pty Ltd to undertake an assessment.
*27.7.17	209.7.17	Proposed Advertising Signage – Nevertire	MHD	Applicant advised of outcome.
*27.7.17	211.7.17	Additional Shade Structure at Warren War Memorial Swimming Pool	MHD	Applicant advised of outcome.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 24th August 2017

ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

RECOMMENDATION:

That the information be received and noted and that the items marked with an asterisk (*) being 3.12.15 - 299.12.15 (1), 3.12.15 - 299.12.15 (2), 23.2.17 - QWN2 Brewer, 23.3.17 - 72.3.17, 27.7.17 - 190.7.17, 27.7.17 - 192.7.17, 27.7.17 - QWN1 Quigley, 27.7.17 - QWN2 Irving, 27.7.17 - 196.7.17, 25.1.17-5.1.17, 25.5.17-145.17, 25.5.17 - 143.5.17, 25.5.17 - 144.5.17, 25.5.17 - 142.5.17, 27.7.17 - 209.7.17 and 27.7.17 - 211.7.17 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 24th August 2017

ITEM 2 COMMITTEE/DELEGATES MEETINGS (C14-2)

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

MEETINGS HELD

DATE	COMMITTEE / MEETING	LOCATION
04.08.17	OROC Board Meeting	Mudgee
08.08.17	LEMC Meeting	Warren
16.08.17	Interagency Meeting	Warren
17.08.17	Premier and Cabinet	Warren
18.08.17	Outback Arts	Coonamble
21.08.17	Castlereagh Macquarie County Council Meeting	Walgett

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION
6.10.17	OROC GMAC	Dubbo
19-20.10.17	Outback Arts Conference	Coonamble
1.12.17	OROC Board Meeting	Narromine

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 24th August 2017

ITEM 2 COMMITTEE/DELEGATES MEETINGS

CONTINUED

MEETING SCHEDULE 2017

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Ordinary Council Meeting	25th	23rd	23rd	27th	25th	29th	27th	24th	28th	26th		7th
Traffic Committee		2nd							7th			
Plant Committee	20th		16th		23rd			3rd	14th			
Showground / Racecourse Committee		6th		6th			13th			5th		
Sporting Facilities Committee		8th		5th			5th			4th		
Water & Sewerage Committee			9th	4th	30th				21st			
Economic Development Committee		15th		12th		21st				11th		
Town Improvement Committee		16th		11th			19th			12th		
Council Chambers Development TBA												
Ewenmar Waste Depot Committee TBA			2nd		17th							
Castlereagh Macquarie County Council		20th		10th		19th		21st		16th		
Interagency Support Services		8th		12th		14th		16th		11th		13th
OROC Board Meeting			10th			2nd		4th			3rd	
GMAC		17th			12th		7th			6th		
Local Emergency Management		14th			9th			8th			14th	
NSW Police Community Safety Precinct			23rd							26th		
Manex Committee	17th	14th	14th	19th	16th	20th	19th	15th	19th	17th	28th	

MEETING HELD

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 24th August 2017

ITEM 2 COMMITTEE/DELEGATES MEETINGS CONTINUED

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

- Cancer Council – Warren 2017 Relay for Life

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 24th August 2017

ITEM 3 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE (S6-4)

Attached is notification that the Local Government NSW Conference is to be held between Monday 3rd to Wednesday 6th December 2017 in Sydney.

To ensure that Council receives the early bird rates, Council is requested to nominate attendees for this conference. As part of the conference process, Council will be required to nominate a voting delegate(s) as Councils representative.

The conference allows Council to put forward Motions for discussion at the conference. To ensure that the Motions are discussed at Council prior to submission, it is requested that motions be forwarded to the Mayor for inclusion in the August 2017 Business Paper. Motions may also be forwarded through OROC where it is considered that a regional outcome is required rather than a local action.

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

RECOMMENDATION:

1. That the information be received and noted.
2. That Council nominate councillors to attend the Local Government NSW Annual Conference on Monday 4th to Wednesday 6th December 2017 and that the General Manager attend;
3. That Council identify the voting delegate(s) for registration; and
4. That any Motions to be submitted to the conference are provided to the Mayor for inclusion in the October business paper prior to submission to the conference organisers.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 24th August 2017

ITEM 3 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE
CONTINUED



Our ref: R15/0015 Out-26247

2 June 2017

Mr Ashley Wielinga
General Manager
Warren Shire Council
PO Box 6
WARREN NSW 2824

Dear Mr Wielinga

SAVE THE DATE: Local Government NSW Annual Conference 2017

I write to formally invite you to this year's Local Government NSW Annual Conference which will be held from **Monday 4 December to Wednesday 6 December at the Hyatt Regency, Sydney**. Please note this date is later than usual to accommodate local government elections in September.

As you are aware, the Conference is the main policy making event for the local government sector where issues are debated and motions put forward for the consideration of delegates. As 2017 is a Board election year, voting for the new LGNSW President and Director positions will also take place at the Conference.

This letter contains important information to help you participate fully in this year's Conference.

Registration – to attend the Conference

All Conference attendees will be invited to register online from August on the LGNSW website. Members will be able to take advantage of special 'early bird' rates.

Note: Voting delegates must be registered to attend the Conference and also be registered as a voting delegate.

Registration – as a voting delegate

Separate from Conference registration, members must register the names of their delegates for voting on motions during formal business sessions and to vote for the Board.

Each member (as financial on 9 October 2017) is entitled to a certain number of voting delegates. The formula for calculating members' voter entitlement is prescribed at Rule 23 of the LGNSW Rules. Members will be notified about voting delegate entitlements, for voting on motions and voting for the Board, by Friday 13 October.

The deadline to provide LGNSW with the names of delegates to vote on motions and for the Board is Monday 13 November. Nominations of voting delegates received after the closing date can not be accepted. However a member may substitute the name(s) of its voting delegates, at any time, in line with Rule 34 of the LGNSW Rules.

LOCAL GOVERNMENT NSW
GPO BOX 7003 SYDNEY NSW 2001
L8, 28 MARGARET ST SYDNEY NSW 2000
T 02 9242 4000 F 02 9242 4111
LGNSW.ORG.AU LGNSW@LGNSW.ORG.AU
ABN 49 853 913 882

ame

435
6 JUN 2017

56-4

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 24th August 2017

ITEM 3

LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

CONTINUED

Please note the 2017 deadlines for voting on motions and voting for the LGNSW Board.

Deadline	Action
Monday 9 October	Deadline for payment of membership fees (required for your council to be entitled to vote for motions and the LGNSW Board)
Friday 13 October	Members notified of number of delegates that can vote: <ul style="list-style-type: none">• on motions• for the LGNSW Board
Tuesday 7 November	Deadline to nominate as a candidate for a position on the LGNSW Board (Note this date is currently subject to confirmation by the Australian Electoral Commission. LGNSW will advise if it changes.)
Monday 13 November	Deadline for members to provide names to LGNSW of delegates who will vote for: <ul style="list-style-type: none">• motions• the LGNSW Board

For further information about voting on motions and for the Board please contact Ms Debra Law, Divisional Coordinator – Member Services on 02 9242 4142 or Debra.Law@lgnsw.org.au.

Motions

All members can put forward motions to be considered at the Conference. Members will be invited to submit motions online from mid-year using the "LGNSW Conference Business Sessions Submission Form" on the LGNSW website.

The LGNSW Board is working to help ensure the motions debate centres on advancing the sector wide policy agenda in new ways. Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions.

For further information on submitting motions please contact Ms Elizabeth Robertson, Policy Officer, on 02 9242 4028 or Elizabeth.Robertson@lgnsw.org.au.

Accommodation

December is a busy time in Sydney and LGNSW encourages delegates to book accommodation as early as possible to avoid disappointment.

For Conference delegates wishing to stay at the venue (Hyatt Regency) a reduced accommodation rate is available from Sunday 3 December until Thursday 7 December. For group bookings please contact Ashley Markovic, Group Reservations Coordinator, on 02 9290 4812 or Ashley.Markovic@hyatt.com.

A range of alternative hotels are within walking distance of the Conference venue. LGNSW has negotiated a 10% discount for members staying at all Accor Hotels in the immediate area. See the LGNSW Annual Conference webpage.

Outstanding Service Awards

The Outstanding Service Awards will be presented at the Gala Dinner during the Conference. For information about the Awards, including where to apply and eligibility, please check the LGNSW website.

Conference Gala Dinner

The dinner will be held on Wednesday 6 December and all those registered for the Conference may attend.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 24th August 2017

ITEM 3 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE
CONTINUED

Further details

Further details about the Conference will be published on the LGNSW website as they become available, including about the Gala Dinner, President's Opening Reception, Conference business sessions, programs and 'early bird' pricing.

I trust the information above is of assistance. We will provide further reminders and updates closer to the Conference.

I very much look forward to seeing you at the Conference in December.

Yours sincerely



Cr Keith Rhoades AFSM
President

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 24th August 2017

ITEM 4 UNION PICNIC DAY (S12-2.1)

Application has been received to hold the annual Union Picnic Day on Monday, 25th September 2017 and approval can be 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
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 24th August 2017

ITEM 5 COUNTRY MAYORS ASSOCIATION (C14-5.4)

Council has received invitations from the Country Mayors Association in the past to visit the group and consider an opportunity to join the Association.

The Country Mayors meetings are held in Sydney each quarter and provides an opportunity for the Mayor and General Manager to meet with Mayors and General Managers from across NSW, to meet with politicians at these meetings and to hear firsthand the changes that impact Local Government. The meetings also allow meetings to be held with the Local Member and Ministers about issues that impact at a council or regional community level outside the meeting process.

Country Mayors meetings provide a level of training for the Mayor and information gathering for Council.

Finance:

Attendance at Country Mayors meetings will incur a cost to travel to Sydney and accommodation, meal, etc. These costs can be absorbed into the annual budget and will be placed against Councillor training costs. Annual cost is approximately \$7,000 per year (including annual membership, travel and accommodation).

Risk:

A risk exists to Council if it does not participate at high level meetings such as Country Mayors and OROC to ensure that it is receiving advice and listening to debate around issues that impact councils across NSW. Country Mayors is very different to LGNSW as it provides an avenue for Mayors and General Managers to keep up to date and bring back advice to Council with the knowledge of how changes to legislation, process or political thinking across all the political parties may impact country councils.

IP&R Link:

Attendance at Country Mayors meetings links with Councils IP&R outcomes of;

- 5.2.2 Timely and accurate reporting for efficient management and accountability

RECOMMENDATION:

That the Mayor and General Manager attend the next Country Mayors Association meeting to assess the advantages to Warren Shire and joining this Association.

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 24th August 2017

ITEM 1 RECONCILIATION CERTIFICATE - JULY 2017 (B1-10.15)

I hereby certify that the Cash Books of the several funds of Council have been reconciled with the Bank Statements as at 31st July 2017.

INTERNAL LEDGER ACCOUNT RECONCILIATION

Reconciled Ledger Accounts as at 31st July 2017 are as follows:-

	Balance 30-Jun-17	Transactions	Balance 31-Jul-17
General	12,107,100.59	(959,720.63)	11,147,379.96
Water Fund	516,493.34	105,329.34	621,822.68
Sewerage Fund	2,592,717.59	96,818.25	2,689,535.84
Trust Fund	74,753.02	0.00	74,753.02
North Western Library	25,320.53	(17,262.11)	8,058.42
Investment Bank Account	(14,947,310.80)	1,699,241.10	(13,248,069.70)
	369,074.27	924,405.95	1,293,480.22
Balance of Ledger Accounts less Investments as at 30/06/17			369,074.27
Add: Receipts from			
(a) Rates			
(b) Other Cash	1,345,304.65		
(c) Investments Redeemed	1,000,000.00	2,345,304.65	
Less: Payments for the period			
(a) Creditors Paid in the Period	1,420,139.80		
(b) Investments Placed	758.90	1,420,898.70	
Nett Transactions for the Month			924,405.95
Balance of Ledger Accounts less Investments as at 31/07/17			1,293,480.22

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 24th August 2017

ITEM 1 RECONCILIATION CERTIFICATE - JULY 2017 CONT'D

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	1,334,763.52
Add: Outstanding Deposits for the Month	3,070.17
Less: Outstanding Cheques & Autopays	(43,594.57)

Balance as per Ledger Accounts less Investments = 1,294,239.12

INVESTMENTS RECONCILIATION

Investments as at 30th June 2017

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	248,069.70	Variable	On Call A/c
30	National Australia Bank	1,000,000.00	90 Days @ 2.51%	01-Aug-17
31	National Australia Bank	1,500,000.00	90 Days @ 2.50%	14-Aug-17
32	National Australia Bank	1,500,000.00	90 Days @ 2.48%	21-Aug-17
33	National Australia Bank	1,500,000.00	90 Days @ 2.47%	31-Aug-17
34	National Australia Bank	1,000,000.00	90 Days @ 2.47%	04-Sep-17
35	National Australia Bank	1,000,000.00	90 Days @ 2.48%	11-Sep-17
36	National Australia Bank	3,000,000.00	90 Days @ 2.49%	15-Sep-17
37	National Australia Bank	1,500,000.00	90 Days @ 2.46%	21-Sep-17
38	National Australia Bank	1,000,000.00	90 Days @ 2.46%	25-Sep-17

TOTAL INVESTMENTS = 13,248,069.70

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	4,915,108.26
Internally Restricted Funds Invested	8,576,000.00
2016/17 General Fund Operating Income & Grants	<u>1,051,200.56</u>
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u><u>14,542,308.82</u></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 July 2017 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 24th August 2017

ITEM 2

SHIRE OF WARREN
STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES
AT 10TH AUGUST 2017

(R1-4)

Name of Rate	COLLECTIONS FOR YEAR				NETT ARREARS		
	NETT	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT	ARREARS AMOUNT \$	ARREARS
	ARREARS				AS % AGE		AS % AGE
	1st JULY \$				OF TOTAL REC'ABLE		OF TOTAL REC'ABLE
General Fund Rates	68,914	4,622,147	4,691,061	207,376	4.42%	4,483,685	95.58%
Warren Water Fund	21,155	362,162	383,317	41,403	10.80%	341,914	89.20%
Warren Sewerage Fund	26,549	469,180	495,729	44,825	9.04%	450,904	90.96%
TOTAL OF ALL RATES	116,618	5,453,489	5,570,107	293,604	5.27%	5,276,503	94.73%
Extra Charges	11,283	157	11,440	1,299	11.35%	10,141	88.65%
TOTAL 2017/2018	127,901	5,453,646	5,581,547	294,903	5.28%	5,286,644	94.72%
TOTAL 2016/2017	137,085	5,346,993	5,484,078	419,301	7.65%	5,064,777	92.35%
TOTAL 2015/2016	124,281	5,219,628	5,343,909	406,132	7.60%	4,937,777	92.40%
TOTAL 2014/2015	120,785	5,083,081	5,203,866	506,615	9.74%	4,697,251	90.26%
		15-Aug-14	18-Aug-15	12-Aug-16		11-Aug-17	
COLLECTION FIGURES AS \$		506,615	406,132	419,301		294,903	
COLLECTION FIGURE AS %		9.74%	7.60%	7.65%		5.28%	

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24th August 2017

ITEM 3 PUBLIC INTEREST DISCLOSURE REPORT

(A7-13)

Requirements of Section 6CA of the Public Interest Disclosure Act 1994 are as follows:

- (1) *Each public authority must provide a report under this section to the Ombudsman for each 6 month period.*
- (2) *The report is to provide statistical information on the public authority's compliance with its obligations under this Act during the 6 month period to which the report relates.*
- (3) *The report is to be provided to the Ombudsman within 30 days after the end of the 6 month period to which the report relates, or by such later time as the Ombudsman may approve.*
- (4) (4) *The regulations may make provision for or with respect to:*
 - (a) *the statistical information that is to be provided in a report under this section, and*
 - (b) *the form in which such a report is to be provided.*
- (4A) *The regulations may exempt any specified public authority (or any specified class of public authorities) from the requirements of this section.*
- (5) *In this section, **6 month period** means the period of 6 months ending on 30 June and 31 December in any year.*

Council reported a nil return to the NSW Ombudsmen for the Reporting Period January to June 2017.

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 24th August 2017

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

Author: Bryce Hammond – Project and Asset Engineer

The following works have been undertaken during the period of the 3rd July to 30th July 2017, by the Engineering Services Department Roads Branch:

MAINTENANCE

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 2 (3-man crew) Terrence Hume	Cathundral – Bogan Road	Flood damage Restoration	7 km
Grader Crew 3 (3-man crew) Vincent Robinson	Marthaguy Road	Edge grading	2.5 km
Grader Crew 4 (3-man crew) Wayne Wilson	Carinda Road	Edge grading	15 km
	Canonba Road	Maintenance grade	10 km
	Oxley Road	Maintenance grade	8 km
Grader Crew 5 (2-man crew) Josh Stephens	Retreat Road	Maintenance grade	20 km

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Tar Patching	Buckiinguy Road	Pothole Patching	32 m ²
	Carinda Road	Pothole Patching	200 m ²
	Warren Road	Pothole Patching	200 m ²
	Cullemburrawang Road	Pothole Patching	100 m ²
	Tottenham Road	Edge Patching	71 m ²
	Marthaguy Road	Edge Patching	564 m ²
	Carinda Road	Edge Patching	5630 m ²

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 24th August 2017

ITEM 1 WORKS PROGRESS REPORT - ROADS BRANCH CONTINUED

CONSTRUCTION/RECONSTRUCTION/RECYCLE

WORK CREW	LOCATION	ACTIVITY	ESTIMATED EXPENDITURE	EXPEND TO DATE	STATUS
Grader Crew 1 (3-man crew)	Warren Rd RR 7515 (REPAIR)	Construction	\$660,000	\$61,508	July- August 2017
	Warren Rd RR 7515 (Blackspot)	Construction	\$149,400	\$145,836	Complete
Grader Crew 2 (3-man crew)	Ellengerah Rd	Construction	\$1,057,356	\$311,800	June- August 2017
Grader Crew 3 (3-man crew)	Bullagreen Rd	Recycle	\$364,468	\$351,908	Complete

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
 Report of the Manager Engineering Services
 to the Ordinary Meeting of Council to be held in the
 Council Chambers, Warren on Thursday 24th August 2017

ITEM 2 WORKS PROGRESS REPORT – WATER AND SEWERAGE

(C14-7.2)

Author: Darren Clark – Acting Water and Sewerage Manager

2.1 WATER SUPPLY MAINTENANCE ACTIVITIES

ACTIVITY	LOCATION	WORKS CARRIED OUT IN THE MONTH
Bore water main repairs	Warren	Zora Street 21/7/2017
River water main repairs	Warren	Orchard Street 16/7/2017 Zora Street 27/7/2017
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. Second quote underway.
Bore water flushing	Warren Nevertire Collie	Mains flushed as per flushing program.
Water meter reading	Warren Nevertire Collie	
Bore water main repairs	Nevertire	Clyde Street 25/7/2017 (House service)
Bore water main repairs	Collie	9/10/2017, 10/7/2017 and 29/7/2017
River water meter maintenance and repairs	Warren	Normal meter maintenance and/or replacement works completed as required.
River water service repairs	Warren	River water service repairs completed as required.
Bore water meter maintenance and repairs	Warren Nevertire Collie	Normal meter maintenance and/or replacement works completed as required.
Hydrant repairs	Collie	Hydrant repairs completed as required.
Bore service repairs	Warren Nevertire Collie	Bore service repairs completed as required.

WARREN SHIRE COUNCIL
 Report of the Manager Engineering Services
 to the Ordinary Meeting of Council to be held in the
 Council Chambers, Warren on Thursday 24th August 2017

ITEM 2 WORKS PROGRESS REPORT – WATER AND SEWERAGE
CONTINUED

2.2 SEWERAGE SYSTEM MAINTENANCE ACTIVITIES

ACTIVITY	LOCATION	WORKS CARRIED OUT IN THE MONTH
Sewerage mains	Warren	Dubbo Street 5/7/2017 Rebuild junction – New pump fitted at Depot Station 24/7/2017
Sewerage pumping stations	Warren Nevertire	Routine maintenance and repair works completed daily.
Sewerage treatment plant	Warren	Routine maintenance works completed daily.
Sewerage treatment plant	Nevertire	Routine maintenance works completed as required.

2.3 WATER SUPPLY SYSTEM PLANNED WORK

ACTIVITY	LOCATION	WORKS TO BE UNDERTAKEN
Water mains and services	Warren	New service lines to Main Street Beautification to be completed as needed
Bore installation works	Warren	Bore Flat and Ellengerah replacement bores mechanical and electrical fit out to be completed by end of September 2017.
	Nevertire	Nevertire replacement bore mechanical and electrical fit out to be completed by end of September 2017.
	Collie	Collie replacement bore mechanical and electrical fit out to be completed by end of October 2017.
Reservoir cleaning	5 years	Stafford St - Scheduled Oct 2021 Oxley Park- Scheduled Sept 2017 Ellengerah River- Scheduled Sept 2017 Ellengerah Bore- Scheduled March 2018 Nevertire- Scheduled Aug 2017 Collie- Scheduled Oct 2021

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 24th August 2017

ITEM 2 WORKS PROGRESS REPORT – WATER AND SEWERAGE
CONTINUED

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. Sewer relining works completed for 2017. 50 houses assessed for infiltration in Warren. Program continuing.
Sewage pump stations	Warren Nevertire	Upgrade works ongoing.

2.5 WATER SUPPLY & SEWERAGE SYSTEM UNPLANNED MAINTENANCE 3RD JULY TO 30TH JULY 2017

Main breaks repaired: 0 Sewer chokes cleared: 0
 Year to date: 0 Year to date: 0

Meter replacements: 0 river water meters and 0 bore water meters.

Year to date: 0 river meters and 0 bore meters replaced.

Total meters: 801 river meters and 966 bore meters.

Annual replacement percentage: 0% year river meters and 0% year bore meters.

2.6 RECORD OF WATER USAGE

2.6.1 For the period 01/07/17 to 31/07/17 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	9.9	237.37	0.32	0.32
Warren river	750	11.3	324.01	0.36	0.36
Nevertire village	40	2.44	36.35	0.08	0.08
Collie village	25	0.85	14.65	0.03	0.04

Rainfall in Warren for period: 5.5 mm

WARREN SHIRE COUNCIL

Report of the Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 24th August 2017

ITEM 2 WORKS PROGRESS REPORT – WATER AND SEWERAGE CONTINUED

For the similar period in 2016 Council's meters indicated the following water usage:

WATER SCHEME	ANNUAL ALLOCATION (ML)	TOTAL USAGE FOR THE PERIOD (ML)	DAILY AVERAGE YEAR TO DATE (ML)
Warren bore	700	16.44	0.55
Warren river	750	7.4	0.25
Nevertire village	40	2.59	0.09
Collie village	25	0.87	0.03

Rainfall in Warren for period: 31.5 mm

2.7 WARREN STP - LICENCE COMPLIANCE

2.7.1 Record of Daily Effluent Flow

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

Annual flow not to exceed 219ML.

MONTH	PEAK DAILY FLOW (KL)	AVERAGE DAILY FLOW (KL)	MONTHLY FLOW (ML)	CUMULATIVE FLOW (ML)
November 2016	585	396.23	11.89	42.53
December 2016	611	392.65	12.17	54.70
January 2017	577	448.06	13.89	68.59
February 2017	578	462.14	12.94	81.53
March 2017	773	552.26	17.12	98.65
April 2017	596	432.00	12.96	111.61
May 2017	616	439.03	13.61	125.22
June 2017	500	432.2	11.09	136.31
July 2017	791	417.29	12.93	149.24

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 24th August 2017

ITEM 2 WORKS PROGRESS REPORT – WATER AND SEWERAGE
CONTINUED

2.7.2 Record of Bio Solids Removal from 2014

YEAR	DATE	REMOVED BY	ESTIMATED QUANTITY (M3)
2015	August	Septic Sam	10
2015	December	JR Richards & Sons	10
2016	May	JR Richards & Sons	60
2017	February	JR Richards & Sons	40
2017	May	JR Richards & Sons	35
2017	June	JR Richards & Sons	10
2017	July	Septic Sam	20

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL

Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24th August 2017

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

Author: Bryce Hammond – Project and Asset Engineer

3.1 TOWN CREW – 3RD JULY TO 30TH JULY 2017

- ♦ Footpath programmed replacement
- ♦ 0 Burials
- ♦ Kerb Removal – Main Street Beautification

3.2 PARKS AND RESERVES – 3RD JULY TO 30TH JULY 2017

- ♦ Lawn Cemetery M & R
- ♦ Saunders Park
- ♦ Macquarie Park

Plant 70 Iseki Out-front Mower SF370	9 hours usage
Plant 79 Iseki Mower	11 hours usage
Plant 15 Kioti Tractor	10 hours usage
Plant 76 Muthing Frail Slasher	96.2 hours usage
Plant 14 Caterpillar 432F Backhoe Loader	61 hours usage
Plant 8 Caterpillar 432F Backhoe Loader	39.5 hours usage
Plant 89 Toro Mower	14 hours usage
Plant 21 John Deere 5083E	96.5 hours usage
Plant 82 Denvenson Jahn Roller (Cricket Pitch)	Not in use
Plant 168 Victory Mini Excavator	0 hours usage
Plant 47 Schwarze Street Sweeper	82 hours usage

3.3 SHOWGROUND/RACECOURSE – GENERAL M & R 3RD JULY TO 30TH JULY 2017

- ♦ General M & R
- ♦ Track M & R
- ♦ Lawns M & R

Functions:

8th July – Private Function	22nd July – Private Function
9th July – Adult Riding Club – Pony Club Area	25th July – Cattleman's Cup
18th July – LMWUA Asset Meeting	29-30th July - Polocrosse

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL

Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24th August 2017

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 3rd July to 30th July 2017

Plant Repairs				
No.	Plant	Repairs	Plant Down Time	Repair Time (Man Hours)
8	2015 Caterpillar Backhoe - Backhoe	- Road control valves	1 day	8.5 hours
11	2010 Lonking CDM856E - Loader	- Remove front hub	6 days	20 hours
14	2015 Caterpillar 432F Loader - Backhoe	- Service - 750hr - Load control	1 day	8.5 hours
18	2015 Holden Colorado - Utility	- Fit sump guards - Fuel probe	3 hours	3 hours
27	2013 Western Star Prime Mover - Truck	- Fit compressor governor valve	1 day	4 hours
30	2007 M.A.N Prime Mover - Truck	- Air leaks, tyres	1 day	8.5 hours
32	1988 Mack Valueliner Prime Mover - Truck	- Remount right hand side door	2 days	4 hours
47	2008 Schwarze A4000 - Street Sweeper	- Repair sweep head	2 days	6 hours
61	2012 Hino 917 Crew Cab - Truck	- Fit new thrust bearing - New front springs	3 days	12 hours
64	2009 Mitsubishi Fuso - Truck	- Replace air cleaner assy	1 day	4 hours
72	2006 Isuzu FVY 1400 - Truck	- Fan belts - Tar leaks	1 day	6 hours
152	2013 Allroads side tipper - Trailer	- Replace king pin	1 day	2 hours
226	2012 Toyota Hilux 2WD - Utility	- Fit tail gate loader	1 day	6 hours

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 24th August 2017

ITEM 4 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

Plant Repairs – Outside Work			
No.	Plant	Repairs	Plant Down Time
12	2000 Hitachi John Deere - Loader	Williams Mechanical and Hydraulics, Dubbo - Motor repair	10 days
12	2000 Hitachi John Deere - Loader	Bridge Stone - Dubbo - 3 new tyres	2 days
168	2012 Victory Mini - Excavator	Williams Mechanical and Hydraulics, Dubbo - Hydraulic track repair	10 days
168	2012 Victory Mini - Excavator	Markus Markgraaff, Warren - Burnt electrical	6 days

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 24th August 2017

ITEM 4 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

Miscellaneous Works

Minor Plant Repairs.....	201.5 hours
Plant Refurbishment.....	10 hours
Plant Servicing.....	69 hours
Electrical/Two Way Radio Works, Phones.....	11 hours
Welding/Fabrication Works on Plant, etc.....	24 hours
Depot Yard – Plant parking, clean, lock and unlock.....	26 hours
Parts ordering.....	8 hours
Job set up, e.g. Apprentice.....	9 hours
Fuel up trailers.....	0 hours
Phone calls in and out / book work.....	26 hours
Plant inspection for repair.....	13 hours
Tyre pick up including delivery to and from work site.....	7 hours
Plant cleaning.....	18 hours
Tar – check emulsion.....	0 hours
Operator queries, e.g. noise.....	2 hours
Quotations.....	5 hours
Steel pick up.....	10 hours
SES.....	4 hours
Rural Fire Service.....	15 hours
Work meetings.....	0 hours
Fill gas bottles.....	0 hours
Air conditioning.....	0 hours
Transport for RTA Inspection.....	16 hours
Registrations and defects.....	18 hours
Annual Leave.....	8.5 hours
Sick Leave.....	0 hours
Workers Compensation.....	178.5 hours
TAFE.....	0 hours
Public Holiday.....	0 hours
Training.....	0 hours
Private work.....	0 hours
Hep B and Tetanus shots.....	0 hours
Field Days.....	0 hours
Picnic.....	0 hours
Store.....	0 hours
Interviews.....	1 hours
Workshop set up (Site Meetings/Inspections).....	0 hours

RECOMMENDATION:

That the information be received and noted

Section

6

Manager Health & Development Services

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24th August 2017

ITEM 1 DEVELOPMENT APPLICATION APPROVALS (B4-9)

There were no Development Applications approved from 30th June 2017 to 31st July 2017.

RECOMMENDATION:

That the information be received and noted

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24th August 2017

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.

Council can view these on the Department's website at www.planning.nsw.gov.au.

CIRCULARS – PLANNING SYSTEM

Date	Circular No.	Title	Description
27 th July 2017	PS 17-002	Changes to section 94 local infrastructure contributions	This circular is to advise councils, industry and the community of changes to arrangements for section 94 local infrastructure contributions and the Local Infrastructure Growth Scheme.

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24th August 2017

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

Throughout the month of July, the Warren Sporting and Cultural Centre was in constant use by local sporting bodies including Women's Senior League, Yoga, Junior Netball, Junior League and Senior Rugby Union. Highlights of the month included Warren Pumas Vs Nyngan & Gulargambone and Warren Bulldogs League Tag Vs Gulgong & Gilgandra.

Upcoming events at the Centre in the month of August include Warren Rugby Union Vs Coonamble, Warren Junior Soccer Vs Trangie and Warren Bulldogs League Tag Vs Baradine, Warren Junior Bulldogs Home Game.

SPORTS/GYM

Gym/Fitness Classes

Usage of the gym for the month of July was 628 sign-ins, down from 676 in June. There are 203 current gym members as of the 4th August 2017, down from 209 gym members in June 2017.

FWAS

There was 0 Far West Academy of Sport event held in July. There is currently 0 to be held in August.

COMMUNITY

Day groups

Bogan Bush Mobile and Rugrats are continuing to hold playgroups at the Centre during school terms in 2017 on alternating weeks.

Free Community Exercise Classes

Community Exercise Class Sessions are continuing to be held each Tuesday at 11:00am in the Community room.

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 24th August 2017

ITEM 4 INFORMATION CENTRE RECORD FOR THE MONTH OF JULY 2017

(T4-6.1)

Number of Visitors to the Information Centre:		168	
Number of Locals to the Information Centre:		14	
Number of Website hits on Warren Shire Council:		3,639	
Number of Website hits drilling down – “Visiting Warren”:		103	
Reason for Visiting Warren (Totals):			
Friends/Family:	19	Business/Employment/Training:	
Passing Through:	49	Special Events:	2
Visitors in Buses:		Holiday:	26
Other/Unknown:	3	Camping/Fishing:	
Age Groups of Visitors:			
Under 25:	10	25-34:	2
34-44:	7	45-54:	16
55-64:	57	65+:	61
Sale Items & Publications, (including both free and sold ones, if possible):			
Macquarie Marshes Book (\$15):		Stickers: (Warren)	1
Bird Book (\$30)		Spoons:	
Red River Gum Walk:		Badges:	2
Warren Profile:		Magnets:	
Across the Black Soil Plains:		Stubby Holders:	2
Midwives of the Black Soil Plains:		Pens:	1
Bushmen of the Black Soil Plains:		Tea Towels:	2
Keep the Billy Boiling:		Wool:	
A Grave Look At Warren		Place Mats:	
Animals of Dubbo Region:		Mugs:	
Macquarie Marshes Information:		Key Rings:	
Willie Retreat:		Rulers:	
Our Abounding Wildlife:		Road to Nevertire 1 and 2:	
Tiger Bay Brochure:		Warren photos (Black & White):	
Shire Map and Town Maps:		Sample of Wool/Wool Sheet:	
Cotton Brochure:		Handkerchiefs:	2
Postcards:		Shirts: (tennis club):	
Coloured postcards		150 yrs Caps: (tennis club):	
Macquarie Marshes DVD/CD		150 yrs Stubby Holders: (tennis club):	
Ballad of a Bush Bride:		Hot Flats CD:	
Warren Woolcot Cards:		Cook Book:	
Surrounding Towns:		Road Information:	15
Accommodation:	1	Public Toilets:	
Public Dump Point/Potable Water:	11	Maps:	22
Places to Eat:	2	Boat Ramp / Bob Christensen Reserve:	20
Attractions around Warren:		Camping or Fishing Spots:	16

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24th August 2017

ITEM 5

IMPOUNDING OFFICER'S REPORT

(P4-4)

Hours	Day	Week Ending: 30th June 2017							Week Ending: 7th July 2017							Week Ending: 14th July 2017							
		Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	
Patrol				A/L	0	4	3	Flexi	1		3	0	4	3	4	1.5		3					Flexi
Feed/Water & Clean Pound Hours		0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Office/ training				0	7.5	3.5	4.5				4.5	7.5	3.5	4.5				4.5	6.5	7.5	6	0	
Impounding/ Releasing/ Euthanasia			0												3.5		0	1	0	1.5	0		
Total Daily		0	0	0	8.5	8.5	8.5	1	2	1	8.5	8.5	8.5	8.5	8.5	2.5	1	8.5	8.5	8.5	8.5	1	
Number of Dogs Impounded					1						1							1					
Number of Dogs released											1												
Number of Dogs Euthanasia							2																
Total Dogs in Pound		3	3	3	4	4	2	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3	
Number of Cats Surrendered					1																		
Number of Cats Rehoused																							
Number of Cats Euthanasia														1									
Total Cats in Pound		0	0	0	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	
Total weekly kilometers									387						615							420	
Speed odometer reading @ end of week									3879						4266							4881	
Other General Notes																							
Total weekly hours									26.5						45.5							38.5	

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

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 24th August 2017

ITEM 5

IMPOUNDING OFFICER'S REPORT

CONTINUED

Hours	Day	Week Ending: 21st July 2017							Week Ending: 28th July 2017							Week Ending: 4th August 2017						
		Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
Patrol				4	3	4	C/L	3							Flexi			3	4	4.5	3	3.25
Feed/Water & Clean Pound Hours		1	1	1	1	1	1	1.25	1	1					1	1	1	2.5	1	1	1	1
Office/ training				3.5	4.5	3.5		0			8.5	8.5	8.5	8.25			3	3.5	3	4.5	4	
Impounding/ Releasing/ Euthanasia			1.5					4														
Total Daily		1	2.5	8.5	8.5	8.5	1	8.25	1	1	8.5	8.5	8.5	8.25	1	1	1	8.5	8.5	8.5	8.5	8.25
Number of Dogs impounded		2															1				1	
Number of Dogs released																						
Number of Dogs Euthanasia			2	0		3																
Total Dogs in Pound		5	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	2	2
Number of Cats Surrendered																						
Number of Cats Rehoused																						
Number of Cats Euthanasia																						
Total Cats in Pound		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total weekly kilometers								534							220							320
Speed odometer reading @ end of week								5301							5835							6055
Other General Notes																						
Total weekly hours								38.25							36.75							44.25

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

RECOMMENDATION:

That the information be received and note