



**WARREN SHIRE COUNCIL**

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# **BUSINESS PAPER**

**ORDINARY MEETING**

**THURSDAY 23RD MARCH 2017**

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Warren Shire Council

**AGENDA - ORDINARY COUNCIL MEETING**

**23rd March 2017**

**APOLOGIES**

**CONFIRMATION OF MINUTES**

Ordinary Meeting held on Thursday 23rd February 2017

**SECTION 1 (WHITE)**

**DELEGATES REPORTS**

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Item 1 NSW Public Libraries Association – Central West Zone Meeting ..... (L2-7)

**COMMITTEE MINUTES**

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Meeting of Manex held on Tuesday 14th February 2017 ..... (C14-3.4)

Meeting of the Ewenmar Waste Depot Sunset Committee  
held on Thursday 2nd March 2017 ..... (C14-3.23)

Meeting of the Water Supply and Sewerage Steering Committee  
held on Thursday 9th March 2017 ..... (S5-10.1, W2-2.2)

Meeting of the Plant Committee  
held on Thursday 16th March 2017 ..... (C14-3.8)

**SECTION 2 (LILAC)**

**POLICY**

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Item 1 Related Party Disclosures Policy (A7-17) ..... Page 1

## SECTION 3 (BLUE)

### REPORT OF THE GENERAL MANAGER

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|        |   |         |
|--------|---|---------|
| Item 1 | Outstanding Reports Checklist (C14-7.4) .....                 | Page 1  |
| Item 2 | Committee/Delegates Meetings (C14-2) .....                    | Page 3  |
| Item 3 | Community Strategic Plan “Warren Shire 2027” (A7-4.1/1) ..... | Page 6  |
| Item 4 | Closed Circuit TV (CCTV) Trial (L7-1.5) .....                 | Page 12 |
| Item 5 | RiverSmart (C12-3.5) .....                                    | Page 29 |

## SECTION 4 (GREEN)

### REPORT OF THE MANAGER FINANCE AND ADMINISTRATION

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|        |   |        |
|--------|---|--------|
| Item 1 | Reconciliation Certificate – February 2017 (B1-10.15) .....                               | Page 1 |
| Item 2 | Statement of All Outstanding Rates and<br>Extra Charges as at 9th March 2017 (R1-4) ..... | Page 3 |
| Item 3 | Alcohol Free Zones (L7-1.2) .....   | Page 4 |
| Item 4 | Fire & Emergency Services Levy (FESL) (E6-14) .....                                       | Page 5 |
| Item 5 | New Land Values Base Date 1st July 2016 (V3-1) .....                                      | Page 7 |

## SECTION 5 (YELLOW)

### REPORT OF THE MANAGER ENGINEERING SERVICES

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|        |  |         |
|--------|--|---------|
| Item 1 | Works Progress Report - Roads Branch (C14-7.2) .....     | Page 1  |
| Item 2 | Works Progress Report - Water & Sewerage (C14-7.2) ..... | Page 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  |
| Item 5 | Traffic Information (T5-4) .....                         | Page 12 |
| Item 6 | Kerb and gutter Renewal Program (R4-1.70) .....          | Page 13 |
| Item 7 | Playground Equipment Replacement Program (P1-4) .....    | Page 19 |

## SECTION 6 (PINK)

### REPORT OF THE MANAGER HEALTH & DEVELOPMENT

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|        |  |        |
|--------|--|--------|
| Item 1 | Development Application Approvals (B4-9) .....   | Page 1 |
| Item 2 | Department of Planning Circulars (P15-10) .....  | Page 2 |
| Item 3 | Sporting and Cultural Centre Report (S21-2) .....  | Page 3 |
| Item 4 | Information Centre Record for February 2017 (T4-6.1) .....   | Page 4 |
| Item 5 | Impounding Officer's Report (P4-4) .....   | Page 5 |
| Item 6 | Development Application<br>Extension of Workshop<br>Lots 13, 14 & 18 DP746672<br>Arthur Butler Drive, Warren (P16-17.09) ..... | Page 7 |

## SECTION 7 (LILAC)

### REPORT OF THE LIBRARIAN

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Nil.

## MAYORAL MINUTES

## QUESTIONS WITHOUT NOTICE

## SECTION 9 (GREY)

### CONFIDENTIAL

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Nil.

## PRESENTATIONS

Nil.

**Section**

**1**

**Delegates & Committees**

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor P Serdity  
to the Ordinary Meeting of Council held in the Council Chambers,  
Warren on Thursday 23rd March 2017

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

Councillor Karlene Irving and Councillor Pauline Serdity attended the Library Zone Meeting held at the Parkes Public Library on 3rd March 2017.

There were four (4) presentations on the day these being:

**BOLINDA - Philip Walsh**

Phil outlined the changes that have been made to the technology and software in relation to the Borrowbox system and the changes that have been made to the backroom ordering system for librarians for easier use of the ordering system, fees structure and sharing between other libraries. Warren Shire Library already use this system and are happy with the service they currently provide.

**Book House - Anthony Watson**

Anthony advised of the link to their website where the library users can vote for future books. Also gave a sales pitch on their products and systems. Warren Shire Library currently do not use this business house as they prefer the systems offered by Bolinda.

**Wave Sound**

Advised that the Zinio (Magazine app) will now be a digital app. Comics Plus library edition will now be added to the app for younger users to actively participate in this program. He also advised that it will be a multi user setup with a one click digital system.

**Solus - Brenton Hall**

Brenton provided an overview on the software and hardware they can provide for libraries. One advantage is that it can be used to pay council charges and accounts. He also advised of the digital screens that are available which the public can touch to access library information. Our Warren librarian will be following up on aspects of this system for possible use in the library. However, these systems are not cheap.

Presentation were followed by the Zone Meeting.

Sydney Library conference will be held in Penrith from 21st to 24th November 2017. At this stage Council's Librarian, Pam Kelly and Councillor Serdity plan to attend this conference.

Discussions then took place on the day to day running of the various libraries and their plans for the future and the activities they have undertaken since our last meeting in October 2016.

The next Zone Library meeting will be held in Bathurst on 27th October 2017.

Clr Pauline Serdity and Clr Karlene Irving  
Warren Shire Council Library Delegates

**RECOMMENDATION:**

That the information be received and noted.

# MANEX

## Minutes

Attached are the Minutes of the Meeting of Manex held on Tuesday 14th February 2017.

### **RECOMMENDATION:**

That the Minutes of the Meeting of Manex held on Tuesday 14th February 2017 be received and noted.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in the Council Chambers, Administration Building, Warren,  
on Tuesday 14th February 2017 commencing at 2.37 pm

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## PRESENT:

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|                   |                                      |
|-------------------|--------------------------------------|
| Rex Wilson OAM    | Mayor                                |
| Ashley Wielinga   | General Manager                      |
| Darren Arthur     | Manager Finance & Administration     |
| Jillian Murray    | Treasurer                            |
| Maryanne Stephens | Manager Health & Development (Chair) |
| Les Morgan        | Manager Engineering Services         |
| Tim Wark          | Water & Sewer Manager                |

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## 1. APOLOGIES

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

**Carried**

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## 2. MINUTES

**MOVED** Wilson OAM/Morgan that the Minutes of the Manex Committee meeting held on the 17th January 2017 be adopted as a true and correct record of that meeting.

**Carried**

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## 3. BUSINESS ARISING FROM MINUTES

- Potable water testing is now being undertaken by Council's Health & Development Department.
- Engineering back door only requires the metal surround to be ground back.



# WARREN SHIRE COUNCIL

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## 4. ACTION CHECKLIST

| Date     | Action by | Subject                              | Comment   |
|----------|-----------|--------------------------------------|---|
| Ongoing  | GM        | Delegations to Staff                 | Re-issue all delegations                                    |
| Ongoing  | ALL       | Employee Performance Reviews         | Bring reviews up to date                                    |
| 13.9.16  | MHD       | 11 Pittman Pde – Kitchen             | Works to be scheduled                                       |
| 13.9.16  | MHD       | 39 Garden Ave – Kitchen              | Works to be scheduled                                       |
| 13.9.16  | MHD       | 56 Garden Ave – Kitchen              | Works to be scheduled                                       |
| 13.9.16  | MHD       | 39 Garden Ave – Roof                 | Works to be scheduled                                       |
| 22.11.16 | MES       | Engineering Section door             | Outer edge to be sheered off to enable unimpeded access     |
| 17.1.17  | MHD / WSM | Potable water testing                | Arrange for Health & Development to undertake water testing |
| *17.1.17 | GM        | Introduction of incoming calls       | Staff reminded  |
| *17.1.17 | MES       | Sandstone blocks                     | Completed   |
| 17.1.17  | MES       | Large recycling bins at Mabel Street | Site to be determined                                       |

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

**Carried**

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## 5. EXTERNAL PROMOTIONS

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

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## 6. SENIOR STAFF – WORK PROGRAM

Each Manex team member advised of any important meetings, days away, etc., over the next month and these are to be placed on the staff calendar.

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## 7. ASSET MANAGEMENT

- Councillor training to be undertaken Thursday 23<sup>rd</sup> February 2017.
- Manager Engineering Services to make a presentation to the Regional Asset Management Group at Coonabarabran on the 21<sup>st</sup> March 2017.

# WARREN SHIRE COUNCIL

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## 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         | Will not go live before May 2017                                 |
| Computer Server Upgrade – internal wiring | 10,458  | 10,458 | MFA         | Complete   |
| Asset Management - IP & R                 | 59,542  | Nil    | MES/<br>MFA | Ongoing  |
| Risk Management                           | 16,626  | 25,522 | ALL         | Asbestos Register developed, defects list works being undertaken |
| Training                                  | 115,000 | 75,912 | ALL         |  |
| Mobile phone upgrades                     | 3,600   | Nil    | ALL         |  |
| Depot Yard Extension                      | 256,000 | 3,490  | MES         | Project Engineer working on this                                 |
| RFS Hazard Reduction                      | 50,500  | 59,102 | MFA/<br>MHD | Claimed RFS  |
| <b>Dwelling Specific M &amp; R</b>        | 31,741  | 1,082  |             |  |
| 2 Roland Street                           |         | Nil    | MHD         | Vents and Insulation in Roof Cavity                              |
| 39 Garden Avenue                          |         | Nil    | MHD         | Roof Structure repairs   |
| 39 Garden Avenue                          |         | Nil    | MHD         | Kitchen upgrade  |
| 56 Garden Avenue                          |         | 7,477  | MHD         | Carpets and blinds installed                                     |
| 56 Garden Avenue                          |         | Nil    | MHD         | Kitchen upgrade  |
| Pool Residence                            |         | 2,817  | MHD         | Plumbing works complete  |
| 11 Pittman Parade                         |         | 17,487 | MHD         | Demolition 3rd March, installation of new kitchen 9th March      |

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## 8.1 SPECIFIC WORKS STATUS REPORT

CONTINUED

| Project   | Budget | Expend | Resp | Comment  |
|---|--------|--------|------|--|
| Levee M & R   | 25,546 | 2,441  | MES  | Inspection of levee completed. Require program works from defects. |
| Stormwater Drainage M & R   | 9,884  | 21,557 | MES  | Major works undertaken at Nevertire.                               |
| Gunningba Drainage  | 88,924 | 17,517 | MES  | February 2017  |
| Nature Links River Corridor   | 19,558 | Nil    | MHD  |  |
| Victoria Park – Fitness Circuit<br>Council - \$25,625<br>Healthy Challenge - \$13,195<br>CBP Grant - \$25,000 | 63,820 | 47,638 | MES  | Contractor engaged.<br>Works to commence 3 <sup>rd</sup> March.    |
| Sports Complex – Pulley System  | 3,335  | 3,335  | MHD  | Complete   |
| Showground PA System  | 45,000 | Nil    | MES  | Quotations received.<br>Report to February Council meeting.        |
| Library – Drainage & leak proofing  | 7,000  | 3,985  | MHD  | Complete   |
| Library – Shelving / Furnishings  | 87,283 | 55,878 | LIB  | In progress  |
| Library - IT  |        | 19,442 | LIB  | In progress  |
| Library – Bathroom renovations  |        | 12,500 | LIB  | In progress  |
| Playground equipment  | 41,208 | Nil    | MES  | To be reported to March Council Meeting.                           |
| Playground soft fall  | 25,272 | Nil    | MES  | Investigating priority needs                                       |
| Victoria Oval – Refurbishment   | 27,000 | 25,962 | MES  | Complete   |
| Tourist Information Bay – Collie  | 2,500  | 1,345  | GM   | Ordered  |
| 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  | 7,105  |      | Complete   |

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## 8.1 SPECIFIC WORKS STATUS REPORT

CONTINUED

| Project                              | Budget    | Expend | Resp | Comment  |
|--------------------------------------|-----------|--------|------|--|
| Information Bay – Nevertire          | 11,000    | Nil    | GM   | Review scope of works  |
| Advertising Brochures                | 10,000    | 8,773  | GM   | Complete   |
| CBD Improvements                     | 290,825   | 3,272  | MES  | Report being forwarded to the Town Improvement Committed on the 16 <sup>th</sup> February. |
| Old Medical Centre Ceiling & Ducting | 10,130    | 10,130 | MHD  | Ducting to be installed.   |
| <b>Water Supplies</b>                |           |        |      |  |
| Water valve and mains replacement    | 18,711    | 19,151 | MES  | 2016/2017 Program complete   |
| Telemetry Scada System Upgrade       | 35,224    | 4,175  | MES  | In progress  |
| Nevertire Reservoir Refurb           | 175,000   | Nil    | MES  | Tender specification documents to be prepared by April 2017.                               |
| Warren – New Bore 8                  | 190,849   | 4,672  | MES  | Fit out works completed by April 2017  |
| Warren – New Bore 7                  | 95,450    | 3,721  | MES  | Fit out works completed by April 2017  |
| Nevertire – New Bore 2               | 92,881    | 4,464  | MES  | Fit out works completed by April 2017  |
| Collie – New Bore 2                  | 303,514   | 8,481  | MES  | Fit out works completed by May 2017  |
| <b>Sewerage Services</b>             |           |        |      |  |
| Warren STP                           | 6,000,000 | Nil    | MES  | Preliminary design works completed, external stakeholder meeting held.                     |
| Mains Upgrade                        | 20,000    | Nil    | MES  | Works to be completed April 2017.  |
| Mains Relining (600-700 m)           | 100,000   | Nil    | MES  | Works to be completed by May 2017.   |
| Telemetry Scada System Upgrade       | 35,225    | 13,107 | MES  | In progress  |

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## 8.1 SPECIFIC WORKS STATUS REPORT

CONTINUED

| Project                       | Budget  | Expend  | Resp | Comment  |
|-------------------------------|---------|---------|------|--|
| <b>ROADS BRANCH</b>           |         |         |      |  |
| <b>State Highway 11</b>       |         |         |      |  |
| Ordered Works                 |         |         |      |  |
| • Reseals Seg 205 & 270       | 121,408 | 99,592  | MES  | Complete                                       |
| • Golf Club Heavy Patching    | 61,111  | 52,004  | MES  | Complete                                       |
| • Golf Club Road Widening     | 95,394  | 94,009  | MES  | Complete                                       |
| • Heavy patching - various    | 279,275 | 41,006  | MES  | February 2017                                  |
| • Heavy Patching Seg 205      | 88,758  | 63,299  |      |  |
| • Truck Accident Repairs      | 15,353  | 1,768   |      |  |
| • Flood Damage Repairs        | 260,582 | 173,832 |      |  |
| <b>Regional Roads</b>         |         |         |      |  |
| Reseals                       | 263,416 | 59,814  | MES  | February 2017                                  |
| Recycling – RR 424 – Marra Rd | 200,000 | Nil     | MES  | February 2017                                  |
| Resheeting                    | 86,000  | 38,225  | MES  | February 2017                                  |
| Blackspot Tenandra Bridge     | 149,400 | 8,835   | MES  | March 2017                                     |
| REPAIR Program – Warren Rd    | 660,000 | 76,102  | MES  | March/April 2017                               |
| <b>Urban Local Roads</b>      |         |         |      |  |
| Urban Reseals                 | 56,700  | 8,072   | MES  | Works complete, payment to be made             |
| XC5 footpaths                 | 38,492  | 30,353  | MES  | Ongoing  |
| Kerb & Guttering              | 92,767  | Nil     | MES  | Ongoing. Report to go to March Council Meeting |
| Urban Roads – Heavy Patching  | 120,000 | Nil     | MES  | March 2017                                     |
| Urban Roads – Bundemar Street | 161,171 | Nil     | MES  | March 2017                                     |
| <b>Rural Local Roads</b>      |         |         |      |  |
| Rural Reseals                 | 294,100 | 86,445  | MES  | February 2017                                  |
| Rural Resheeting              | 978,345 | 145,458 | MES  | Ongoing  |
| Reconstruction - Buckiinguy   | 670,250 | 562,999 | MES  | Completed 14 km                                |

# WARREN SHIRE COUNCIL

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## 8.1 SPECIFIC WORKS STATUS REPORT

**CONTINUED**

| <b>Project</b>                   | <b>Budget</b> | <b>Expend</b> | <b>Resp</b> | <b>Comment</b>                      |
|----------------------------------|---------------|---------------|-------------|-------------------------------------|
| Recycle - Bullagreen Road        | 364,468       | 6,604         | MES         | March / April 2017                  |
| Recycle - Lemongrove Road        | 370,800       | 68,744        | MES         | Complete                            |
| Reconstruction - Ellengerah Road | 1,057,356     | 28,181        | MES         | May / June 2017                     |
| Reconstruction - Lemongrove Road | 220,803       | 223,645       | MES         | Completed 12.5 km                   |
| Culvert replacement              | 60,000        | Nil           | MES         | Ongoing – Pipes ordered & delivered |
| <b>Plant</b>                     |               |               |             |                                     |
| Heavy Plant Purchases - Nett     | 689,336       | 4,555         | MES         | 2016/2017 Purchases reviewed        |
| Light Plant Purchases - Nett     | 103,573       | -22,000       | MES         | Ongoing                             |

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

**Carried**

# WARREN SHIRE COUNCIL

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## 8.2 PROJECTS AND ASSETS STATUS REPORT

### STATUS REPORT ON CURRENT PROJECTS

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

| PROJECT  | STATUS   |   |
|--|--|---|
| Town Centre Beautification Roundabout                              | Lighting   | Discussions have been held with the RMS and the roundabout has been resolved. The remainder of the project is being reviewed and will be presented to the meeting of the Town Improvement /Promotions Committee to be held on the 16 <sup>th</sup> February 2017. |
|  | Concrete Annulus   |   |
|  | Bollards   |   |
|  | "Town Centre" Signage  |   |
| Depot Yard Extensions  | Plans are being formulated for this project and will be forwarded to the March Council meeting.  |   |
| Nevertire Information Bay  | Review scope of works.   |   |
| Blackspot Tenandra Bridge  | To commence February/March 2017.   |   |
| Active Transport   | This has been reported to and adopted by Council. An Action Plan was also adopted as part of this report. An application for funding to undertake detailed design works is being put together. Upon completion of detailed design, an application for construction funding will be formulated and submitted. |   |
| * Country Passenger Transport Infrastructure Grant Scheme (CPTIGS) | Application to install a new shelter at the bus stop in Burton Street and install disabled access facilities completed, but as not fully funded grant application withdrawn.   |   |
| Playground Equipment   | A rolling program of works is being formulated for this and will be put to the March Council meeting.  |   |

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

**Carried**

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## ITEM 9 WORK HEALTH SAFETY – ACTION PLANS

No action.

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## 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 |
|---------|--------------|--|----------------|
| 7.02.17 | 17-02        | 2016-17 Draft Code of Accounting Practice and Financial Reporting (Update 25) and Supplement | Noted          |

### Ministerial Circulars

| Date | Circular No. | Description | Comment/Action |
|------|--------------|-------------|----------------|
| Nil. |              |             |                |

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

**Carried**

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## 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 February and March 2017.

### Strategic Tasks Guide

| DATE            | TASK   | STATUS                   |
|-----------------|--|--------------------------|
| <b>FEBRUARY</b> |  |                          |
| <b>16</b>       | Third instalment of 2016-2017 Financial Assistance Grants            | Noted                    |
|                 | Income adjustment for newly rateable Crown Land to be lodged to OLG. | Noted                    |
| <b>28</b>       | Last day for RAO to submit QBRS review to Council (LGGR c.203(3)).   | Complete<br>Res. 20.1.17 |
|                 | Third quarterly rates instalment due (s.562).                        | Noted                    |
| <b>MARCH</b>    |  |                          |
|                 | Nil.   |                          |

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

**Carried**

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## 11. OPERATIONAL PROCEDURES

(I2-11.1)

Nil.



# WARREN SHIRE COUNCIL

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## 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 |      | 2nd  |      |      | 29th |      |      | 14th |      |      |     |
| Showground / Racecourse Committee    |      | 6th  |      | 6th  |      |      | 6th  |      |      | 5th  |      |     |
| Sporting Facilities Committee        |      | 8th  |      | 5th  |      |      | 5th  |      |      | 4th  |      |     |
| Water & Sewerage Committee           |      |      | 9th  |      |      |      |      | 10th |      |      |      |     |
| Economic Development Committee       |      | 15th |      | 12th |      |      | 12th |      |      | 11th |      |     |
| Town Improvement Committee           |      | 16th |      | 13th |      |      | 13th |      |      | 12th |      |     |
| Council Chambers Development TBA     |      |      |      |      |      |      |      |      |      |      |      |     |
| Ewenmar Waste Depot Committee TBA    |      |      | 2nd  |      |      |      |      |      |      |      |      |     |
| Castlereagh Macquarie County Council |      | 20th |      | 17th |      | 19th |      | 21st |      | 16th |      |     |
| Interagency Support Services         |      | 8th  |      | 27th |      | 29th |      | 24th |      | 26th |      | 7th |
| OROC Board Meeting                   |      |      | 10th |      |      | 2nd  |      | 4th  |      |      | 3rd  |     |
| GMAC                                 |      | 17th |      |      | 5th  |      | 7th  |      |      | 6th  |      |     |
| Local Emergency Management           |      | 14th |      |      | 9th  |      |      | 8th  |      |      | 14th |     |
| NSW Police Community Safety Precinct |      |      | 23rd |      |      |      |      | 24th |      |      |      |     |
| Manex Committee                      | 17th | 14th | 14th | 18th | 16th | 20th | 18th | 15th | 19th | 17th | 28th |     |

### MEETING HELD

MOVED Wielinga/Wilson OAM that the information be received and noted.

Carried

# WARREN SHIRE COUNCIL

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## **13. E21 ELECTIRICTY QUATERLY REPORT**

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

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## **14. JANUARY 2017 MINUTES AND FEBRUARY 2017 BUSINESS PAPER**

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

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## **15. GENERAL BUSINESS WITHOUT NOTICE**

- The Water & Sewer Manager advised that the pump for the watering system at Carter Oval and the Swimming Pool, needs replacing.
- The Water & Sewer Manager advised that the dangerous gum tree at the Swimming Pool had been removed.
- The Treasurer requested if allocation numbers could be double checked as it would save a considerable amount of time in having to do journals for incorrect allocations.
- The General Manager advised the plaque for the Riley/Gall family had arrived and Council had made a commitment to install a stone at the Ewenmar Creek.

**There being no further business the meeting closed 4.30 pm.**

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# Ewenmar Waste Depot Sunset Committee

Attached are Minutes of the Meeting of the Ewenmar Waste Depot Sunset Committee held on Thursday, 2<sup>nd</sup> March 2017.

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## **Recommendation:**

That the Minutes of the Ewenmar Waste Depot Sunset Committee Meeting held on Thursday, 2<sup>nd</sup> March 2017 be received and noted.

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# WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee meeting  
held in the Council Chambers, Warren  
on Thursday 2<sup>nd</sup> March 2017 commencing at 2:00pm

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**Present:** Councillor Pauline Serdity (Chairperson)  
Councillor Heather Druce  
Councillor Katrina Walker  
Robert Bailey (Consultant)  
Maryanne Stephens (Manager Health and Development Services - MHD)  
James Cleasby (Environmental Health Officer – EHO)  
Angie Tegart (Secretary – Minute Taker)  
Ashley Wielinga (General Manager) – 2.50pm

## ITEM 1 RE-ELECTION OF CHAIRPERSON

Nominations were called for a new Chairperson for the Committee. Councillor Druce nominated Pauline Serdity and Pauline Serdity accepted, it was **MOVED** that Pauline Serdity be the new Chairperson for the remainder of the Ewenmar Waste Depot Sunset Committee.

**Carried**

## ITEM 2 APOLOGIES

Nil

**Carried**

## ITEM 3 MINUTES OF THE MEETING HELD 14<sup>TH</sup> MAY 2015

**MOVED** that the Minutes of the Meeting held 23<sup>rd</sup> July 2015 be accepted as a true and correct record of that meeting.

**Carried**

## ITEM 4 BUSINESS ARISING FROM MINUTES

Nil

# WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee meeting  
held in the Council Chambers, Warren  
on Thursday 2<sup>nd</sup> March 2017 commencing at 2:00pm

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## ITEM 5 ACTION CHECKLIST

| <i>Date</i> | <i>Outstanding Matter</i>              | <i>Officer Resp.</i> | <i>Response/Request/Comment</i>   |
|-------------|--|----------------------|-----------------------------------|
| *14.5.14    | Develop Community Consultation Surveys | MHD                  | To distribute surveys August 2015 |

### **RECOMMENDATION:**

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

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

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee meeting  
held in the Council Chambers, Warren  
on Thursday 2<sup>nd</sup> March 2017 commencing at 2:00pm

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## ITEM 6      REVIEW OF PROPOSED CHANGES TO WASTE OPERATIONS (C14-3.23)

As was reported to Council in January 2017 in principle support from Council has been received to man the Ewenmar Waste Depot, but this was not progressing in a suitable time frame and is not achievable without external support. Council has liaised with other council's in the region on a suitable consultant that has the relevant experience to undertake a full review of Ewenmar Waste Depot operations. A proposal was received to provide a Waste Facility Improvement Plan and Strategy from Robert Bailey Consulting and Council resolved to engage Mr Bailey to undertake the works as per the proposal.

The chair welcomed Mr Robert Bailey to the meeting to give an overview on the scope of works required. These discussions also included the previous garbage services survey and the site visits undertaken by this committee.

Mr Bailey's presentation included the following;

Recent amendments to the Waste Regulations (Protection of the Environment Operations Act 1997) by the NSW Government has far reaching implications for Council in managing risks associated with the operation of its Ewenmar waste facility. A revision of the operation of the waste facility will now be undertaken and will require engaging with community on the likely affects by any changes to existing waste practices. Such changes may include reduced opening times at the waste facility, introducing fees for the disposal of commercial/industrial/demolition wastes, expanding the domestic collection services into the Large Lot Residential areas.

### **Background**

The NSW Government recently made amendments to the Waste Regulations (Protection of the Environment Operations Act 1997) that placed increased obligations on Councils to elevate the standards in which waste facilities are operated by adopting practices that would mitigate risks of fire, dust, unlawful depositing of hazardous wastes, ground water/surface water contamination, odour and litter.

Council in commissioning the preparation of a "Waste Facility Operations Improvement Plan" and a revision of Councils overarching waste strategy. The Waste Facility Operations Improvement Plan will include a number of recommendations that outlines the most effective in the mitigation of risks was to control the site by reducing the days and times the facility could be used together with providing a Council presence on site to supervise operations during these opening times.

The implications in introducing these changes will be to undertake community engagement in order to reach a consensus on opening times and to identify where income streams can be increased to meet the cost of site supervision.

# WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee meeting  
held in the Council Chambers, Warren  
on Thursday 2<sup>nd</sup> March 2017 commencing at 2:00pm

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## ITEM 6      REVIEW OF PROPOSED CHANGES TO WASTE OPERATIONS (C14-3.23)

### Discussion

The appearance of the Ewenmar Waste Facility is reflective of a landfill which is not controlled or supervised, that is, there is unrestricted access to the site during daylight hours and there is no Council staff or contractor presence to provide direction and instruction to the facility users and control what materials are accepted at the facility.

Although the site is reasonably well maintained, with stockpiles of recovered material pushed up and contained in designated areas, exposed general waste is not overly excessive, litter is not abundant and the overall site reasonably well presented. However prohibited wastes are being deposited on site, stockpiles of recovered materials are being contaminated and the risks of fire, illegal dumping and surface/ground water pollution are not being mitigated. Securing the site and providing supervision will largely manage these risks.

Traffic counters have been placed at the Ewenmar Waste Facility and along with existing surveillance cameras will be able to provide usage patterns over a six-week period. A community engagement plan will be produced and it is intended to implement this plan and to invite all those who may be affected by changes to Council's waste services to provide input. The data gathered from the traffic counter and surveillance cameras will form part of the discussions on the potential changes to access to the waste facility and other matters such as the application of fees for commercial/industrial/demolition wastes, expansion of the domestic waste collection service into Large Lot Residential areas.

After further discussion with the sunset committee and community engagement, a report will be presented to Council recommending actions determined appropriate after considering community input.

# WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee meeting  
held in the Council Chambers, Warren  
on Thursday 2<sup>nd</sup> March 2017 commencing at 2:00pm

---

**ITEM 6      REVIEW OF PROPOSED CHANGES TO WASTE OPERATIONS  
(C14-3.23)**

**Financial Implications**

Financial modelling is being prepared that will consider the costs of providing supervision of the Ewenmar Waste Facility under differing scenarios and the cost of undertaking improvements to the operation of the facility. In order to fund these costs, the options of introducing a Section 501 charge (waste facility access) and applying fees for the disposal of commercial/industrial/demolition wastes will be factored into the models.

Should kerbside recycling receive broad community support, then the cost of providing this service will be included into the annual Domestic Waste Management Charge. The likely cost of this service will be provided during community engagement.

On receipt of the report from Mr Robert Bailey a sunset committee will be called as soon as possible to recommend a formal way forward.

**RECOMMENDATION;**

That the information be received and noted.

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

**Carried**



# WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee meeting  
held in the Council Chambers, Warren  
on Thursday 2<sup>nd</sup> March 2017 commencing at 2:00pm

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**ITEM 7      GENERAL BUSINESS      (C14-3.23)**  
Nil

**ITEM 8      DATE OF NEXT MEETING**

Next meeting – to be advised

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.50PM.**

# Water Supply and Sewerage Steering Committee

Attached are Minutes of the Meeting of the Warren Shire Water Supply and Sewerage Steering Committee held on Thursday 9th March 2017.

## **RECOMMENDATION:**

That the Minutes of the Water Supply and Sewerage Steering Committee held on Thursday 9th March 2017.

## **ITEM 2.2 MECHANICAL AND ELECTRICAL FIT OUT OF THE NEW COLLIE BORE PLUS INSTALLATION OF A NEW RISING MAIN FROM THE NEW BORE TO COLLIE (W4-7)**

1. The information be received and noted;
- 2 Under the provisions of the Local Government Act Sec 55 (3) (i) due to the extenuating circumstances Council proceed and seek a quotation from Thompsons Irrifab to undertake the rising main works from Collie bore site to Collie.

## **ITEM 3 GENERAL BUSINESS**

Councillor Williamson requested that future meetings be held on a Tuesday rather than a Thursday.

# WARREN SHIRE COUNCIL

Minutes of the Warren Shire Council Water Supply and Sewerage Steering Committee Meeting held in the Engineering Section, 115 Dubbo Street, Warren, commencing at 10.00 am on Thursday 9th March, 2017

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**PRESENT:**

|                  |                              |
|------------------|------------------------------|
| Brett Williamson | Councillor                   |
| Katrina Walker   | Councillor                   |
| Ron Higgins      | Councillor                   |
| Les Morgan       | Manager Engineering Services |
| Ashley Wielinga  | General Manager              |
| Tim Wark         | Water and Sewerage Manager   |
| Bryce Hammond    | Project and Assets Engineer  |
| Darren Clark     | Water and Sewer Supervisor   |

An overview was given at the commencement of the meeting from the General Manager explaining the roles, responsibilities and objectives of this committee.

Nominations were then called for the Chairperson for this committee.

Councillor Katrina Walker nominated Councillor Brett Williamson and Councillor Ron Higgins seconded the nomination, Councillor Brett Williamson accepted and assumed the Chair.

**APOLOGIES:**

NIL

# WARREN SHIRE COUNCIL

Minutes of the Warren Shire Council Water Supply and Sewerage Steering Committee Meeting No 16 held in the Engineering Section, 115 Dubbo Street, Warren, commencing at 10.00 am on Thursday 9th March, 2017

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## ITEM 2.1 SEWER MAINS RELINING

(S5-5)

To continue to deliver safe and reliable sewerage services, Council is continuing an ongoing sewer relining program to improve the condition of our sewer pipes that form a critical part of our sewer network (**1,565.3** metres previously completed in stages **one** and **two**, **897.6** metres to be completed within this stage number **three** and **2,436.4** metres to be completed in stages **four**, **five** and **six** these stages are set to be completed over the 2017/18, 2018/19 and 2019/20 financial years an allocated budget of \$100,000 per financial year will adequately cover the completion of these works).

| STAGE | Financial year | Relined      | To be relined |
|-------|----------------|--------------|---------------|
| 1     | 2013 - 2014    | 889.3 metres |               |
| 2     | 2014 - 2015    | 676.0 metres |               |
| 3     | 2016 - 2017    |              | 897.6 metres  |
| 4     | 2017 - 2018    |              | 841.3 metres  |
| 5     | 2018 - 2019    |              | 811.2 metres  |
| 6     | 2019 - 2020    |              | 783.9 metres  |

These planned renewals help maintain the integrity of the pipes. Damaged or degraded pipes allow groundwater to enter the sewer network, which causes capacity strain on the sewer system. By reducing groundwater infiltration Council can better manage sewage flows, especially during storm and heavy rain events, helping Council protect the health of the community and the environment.

The nature of this work requires specialised equipment, skills and experience. Council can be assured the ideal contract company has been engaged as the LMWUA Project Officer completed a rigorous process to ensure that Council engaged the most cost effective and best equipped contractor to complete these works on behalf of Council. The company was engaged through Local Government Procurement (LGP).

Council Officers have identified the sewer mains that are most damaged and degraded. The mains that have been identified are the sewer mains running along Burton Street from Cobb Lane to Pittman Parade (727.4 metres) and the sewer main that runs in between properties parallel to Frawley Street and Dubbo Street (170.2 metres) both of these pipes are 150 millimetres in diameter.

These pipes will be repaired using innovative relining techniques to correct faults, rather than being replaced. This is a no dig and cost effective way of renewing the pipe.

Circular pipe liners are formed on site by taking a continuous strip of plastic and spirally winding it inside the damaged host pipe, forming a water tight pipe within the pipe.

# WARREN SHIRE COUNCIL

Minutes of the Warren Shire Council Water Supply and Sewerage Steering Committee Meeting held in the Engineering Section, 115 Dubbo Street, Warren, commencing at 10.00 am on Thursday 9th March, 2017

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## ITEM 2.1 SEWER MAINS RELINING

CONTINUED

### **What are the impacts?**

By using relining technology Council will minimise service disruption to customers and limit soil disturbance.

### **Budget Implications**

Council has \$100,000 in this year's budget to complete these works and the contractor has been engaged for a cost less than the budgeted amount as a result of the competitive process completed through the LMWUA.

### **When will works be completed?**

Council has officially accepted quotation for works on the 24 February 2017.

The contractor is set to notify Council as soon as practical the dates when works will be completed but initial conversations have indicated works will be completed in late April 2017 to early May 2017.

### **RECOMMENDATION:**

That the information be received and noted.

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

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Warren Shire Council Water Supply and Sewerage Steering Committee Meeting No 16 held in the Engineering Section, 115 Dubbo Street, Warren, commencing at 10.00 am on Thursday 9<sup>th</sup> March, 2017

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## **ITEM 2.2 MECHANICAL AND ELECTRICAL FIT OUT OF THE NEW COLLIE BORE PLUS INSTALLATION OF A NEW RISING MAIN FROM THE NEW BORE TO COLLIE (W4-7)**

At the January 2017 Council Meeting, Council resolved to engage Thompsons Irrifab to mechanically and electrically fit out two (2) water supply bores in Warren and one (1) water supply bore in Nevertire. Further endorsement was given to accept the schedule of rates submitted by Thompsons Irrifab for the mechanical and electrical fitout of one (1) water supply bore at Collie.

Thompsons Irrifab have been notified and a site meeting at Collie is currently being arranged following this meeting the preparation of a costing schedule will be provided for the mechanical and electrical fit out of the one (1) water supply bore at Collie.

The variation in the scope of works at Collie opposed to the works at Warren and Nevertire, is the new rising main that needs to be installed from the new bore site to Collie (approximately 8kms). This new rising main is set to be a 90mm poly pipeline purchased in 500 metre lengths and butt welded. The main will be installed with some slack at a 600mm minimum depth on a sand bed, this will ensure a useful life of sixty (60) years plus.

It was the intent to Thompsons Irrifab to undertake the rising main. There is concern this may not have been clearly outlined in the report to Council in January 2017. The purpose of this report is to clarify this issue and recommend that Council proceed and seek a quotation from Thompsons Irrifab to undertake the rising main works.

Council Officers have full indicative costings of the works required as a guideline and Thompsons Irrifab have recently completed a similar project for Narromine Council at Trangie.

It should be noted that if Council were to seek additional quotations/tenders the project time would increase and the ability to deliver on time would not happen. A better result would also be highly unlikely.

It is recommended that under the provisions of the Local Government Act Sec 55 (3) (i) due to the extenuating circumstances, Council proceed and seek a quotation from Thompsons Irrifab to undertake the rising main works from Collie bore site to Collie.

### **RECOMMENDATION TO COMMITTEE:**

That:

1. The information be received and noted;
2. Under the provisions of the Local Government Act Sec 55 (3) (i) due to the extenuating circumstances Council proceed and seek a quotation from Thompsons Irrifab to undertake the rising main works from Collie bore site to Collie.

# WARREN SHIRE COUNCIL

Minutes of the Warren Shire Council Water Supply and Sewerage Steering Committee Meeting No 16 held in the Engineering Section, 115 Dubbo Street, Warren, commencing at 10.00 am on Thursday 9<sup>th</sup> March, 2017

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**ITEM 2.2 MECHANICAL AND ELECTRICAL FIT OUT OF THE NEW COLLIE BORE PLUS INSTALLATION OF A NEW RISING MAIN FROM THE NEW BORE TO COLLIE CONTINUED**

**RECOMMENDATION TO COUNCIL:**

**MOVED** that:

1. The information be received and noted;
2. Under the provisions of the Local Government Act Sec 55 (3) (i) due to the extenuating circumstances Council proceed and seek a quotation from Thompsons Irrifab to undertake the rising main works from Collie bore site to Collie.

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Warren Shire Council Water Supply and Sewerage Steering Committee Meeting No 16 held in the Engineering Section, 115 Dubbo Street, Warren, commencing at 10.00 am on Thursday 9<sup>th</sup> March, 2017

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## ITEM 2.3 WARREN SEWAGE TREATMENT PLANT RENEWAL (S5-10.2)

As you are aware in late 2016 Council was successful in securing funding for the much-needed Warren Sewage Treatment Plant renewal.

Oxidation Ponds have been selected to be constructed for the following reasons:

- Oxidation ponds will significantly reduce current operating costs, the maintenance of the pond system is relatively minimal with a reduced need for high level technical skills;
- Long term maintenance (life cycle costs) of the pond system will be much lower than the current plant;
- It is the lowest capital option that is acceptable to the regulators;
- Ponds have a very low risk profile;
- Ponds secure the town's ongoing future support of the agriculture in the region;
- Ponds will reduce the overall greenhouse footprint of the facility;
- The construction of the Ponds will not interfere with the current and ongoing operations of the existing STP.

A site visit has been organized for the 9 March 2017 to Narromine to view a similar treatment facility.

In late 2016 Council engaged Public Works to complete both a preliminary environmental and planning overview and to organize and facilitate an external stakeholder meeting at Warren both at the proposed site and the Council offices.

This meeting was held on the 9 February 2017 and was extremely productive and well attended by such agencies as DPI Water, EPA, Water NSW, Office of Environmental and Heritage etc.

It was unanimous at the meeting that the oxidation ponds were correct selection for waste water treatment at Warren and further the proposed site identified was most suitable.

On Monday 27 February 2017, Council Officers attended a meeting in Dubbo with Public Works to hold discussions into the correct way forward now with this project.

As a result of this meeting the Public Works has been requested to formalise a proposal for complete Project Management for the design phase. Upon adoption of the design Public Works will present a further proposal for the project management of the tendering and construction phases.

### **RECOMMENDATION:**

That the information be received and noted.

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

**Carried**



# WARREN SHIRE COUNCIL

Minutes of the Warren Shire Council Water Supply and Sewerage Steering Committee Meeting No 16 held in the Engineering Section, 115 Dubbo Street, Warren, commencing at 10.00 am on Thursday 9<sup>th</sup> March, 2017

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## ITEM 3      GENERAL BUSINESS

Councillor Williamson requested that future meetings be held on a Tuesday rather than a Thursday.

## ITEM 4      NEXT MEETING

8 August 2017 is the next scheduled meeting with a meeting to be arranged earlier if required.

## ITEM 5      SITE VISIT TO TRANGIE WATER TREATMENT WORKS AND NARROMINE SEWAGE TREATMENT WORKS

A site visit to both Trangie Water Treatment Works and Narromine Sewage Treatment Works was conducted, Doug Moorby from Narromine Shire Council facilitated these site visits, Mr Moorby was thanked by all committee members.

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 2.30PM.**

.....  
Chairman

# Plant Committee

Attached are Minutes of the Meeting of the Plant Committee held on Thursday 16th March 2017

## **RECOMMENDATION:**

That the Minutes of the Meeting of the Plant Committee held on Thursday 16th March 2017 be received and noted and the following recommendations be adopted:

### **ITEM 4.1 15 YEAR PLANT REPLACEMENT PROGRAM (P2-1, P2-5.33)**

Allowing for budget constraints that the proposed 15 Year Plant Replacement Program as listed in the above report, be adopted by Council.

### **ITEM 4.2 2017/18 PLANT REPLACEMENT PROGRAM (P2-1)**

That allowing for budgetary constraints the 2017/18 Plant Replacement Program as listed in the report be adopted

### **ITEM 4.3 PLANT REPLACEMENT - PLANT 23 (P2-1)**

That the replacement of Plant 23 be undertaken in the 2016/17 budgetary year and funds be brought forward from the 2017/18 Plant Replacement Program.

### **ITEM 4.4 PLANT REPLACEMENT PLANT 242 (P2-1)**

That the Committee consider other vehicle types i.e. SUV for the replacement of Plant 242

### **ITEM 4.5 PLANT REPLACEMENT - PLANT 233 (P2-1)**

That the Committee consider other vehicle types i.e. SUV for the replacement of Plant 233

**WARREN SHIRE COUNCIL**  
Minutes of the Plant Committee Meeting held in  
the Council Chambers, 115 Dubbo Street, Warren,  
on Thursday 16th March, 2017 commencing at 10.05 am

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**PRESENT:**

|                          |                                  |
|--------------------------|----------------------------------|
| Councillor Mark Beach    | Chairman                         |
| Councillor Andrew Brewer |                                  |
| Councillor Ron Higgins   |                                  |
| Mr Darren Arthur         | Manager Finance & Administration |
| Mrs Jillian Murray       | Treasurer                        |
| Mr Dirk McCloskey        | Operations Manager               |
| Mr Steve Thornton        | Plant Foreman                    |
| Mrs Nicole Livingstone   | Secretary (Observer)             |

**ITEM 1 APOLOGIES**

**Moved** that the apologies tendered on behalf of Mr Les Morgan and Mr Ashley Wielinga and Councillor Rex Wilson OAM, be accepted and a leave of absence be granted for this meeting.

**Carried**

**ITEM 2.1 CONFIRMATION OF MINUTES OF THE MEETING HELD ON  
20TH JANUARY 2017**

**Moved** that the Minutes of the Meeting held on 20th January 2017 be accepted as a true and correct record of that meeting.

**Carried**

**ITEM 2.2 BUSINESS ARISING FROM THE MINUTES OF THE MEETING  
HELD ON 20TH JANUARY 2017**

Nil

**WARREN SHIRE COUNCIL**  
**Minutes of the Plant Committee Meeting held in**  
**the Council Chambers, 115 Dubbo Street, Warren,**  
**on Thursday 16th March, 2017 commencing at 10.05 am**

**ITEM FINANCIAL STATEMENT**

| <b>PLANT STATEMENT AS AT 17/02/2017 - 64%</b> |                            |                           |                                   |                             |                             |                          |                           |                            |
|---|----------------------------|---------------------------|-----------------------------------|-----------------------------|-----------------------------|--------------------------|---------------------------|----------------------------|
| <b>OPERATIONS</b>                             | <b>Actual<br/>30/06/16</b> | <b>17/02/2017</b>         | <b>2016/17<br/>Estimate</b>       | <b>%</b>                    |                             |                          |                           |                            |
| <b>Income</b>                                 |                            |                           |                                   |                             |                             |                          |                           |                            |
| 1410-002 - Internal Income                    | (1,566,637.54)             | (1,102,457.54)            | (1,629,160.00)                    | 67.67%                      |                             |                          |                           |                            |
| 1410-003 - Private Income                     | (12,472.96)                | (5,693.64)                | (4,820.00)                        | 118.13%                     |                             |                          |                           |                            |
| 1410-004 - R.T.A. Income                      | (758,474.38)               | (331,807.53)              | (776,020.00)                      | 42.76%                      |                             |                          |                           |                            |
| 1410-006 - Diesel Fuel Rebate                 | (86,799.00)                | (51,778.00)               | (90,000.00)                       | 57.53%                      |                             |                          |                           |                            |
| 1410-007 - Motor Vehicle Insurance Rebate     | (6,805.98)                 | 0.00                      | (0.00)                            | 0.00%                       |                             |                          |                           |                            |
| 1410-008 - RMS - HVIS Rental                  | (14,355.70)                | (10,648.89)               | (16,311.00)                       | 65.29%                      |                             |                          |                           |                            |
| <b>Total Income =</b>                         | <b>(2,445,545.56)</b>      | <b>(1,502,385.60)</b>     | <b>(2,516,311.00)</b>             | <b>59.71%</b>               |                             |                          |                           |                            |
| <b>Expenditure</b>                            |                            |                           |                                   |                             |                             |                          |                           |                            |
| 2602-001 - Plant Running Expenses             | 1,528,949.07               | 922,001.59                | 1,720,000.00                      | 53.60%                      |                             |                          |                           |                            |
| 2603-001 - Workshop Expenses                  | 29,480.02                  | 20,582.38                 | 49,939.00                         | 41.22%                      |                             |                          |                           |                            |
| 2404-566 - Electrical Testing                 | 3,602.40                   | 4,716.47                  | 8,000.00                          | 58.96%                      |                             |                          |                           |                            |
| 2404-590 - Communications Expenses            | 39.10                      | 0.00                      | 2,000.00                          | 0.00%                       |                             |                          |                           |                            |
| <b>Total Expenses =</b>                       | <b>1,562,070.59</b>        | <b>947,300.44</b>         | <b>1,779,939.00</b>               | <b>53.22%</b>               |                             |                          |                           |                            |
| <b>Operating Result before Depreciation =</b> | <b>(883,474.97)</b>        | <b>(555,085.16)</b>       | <b>(736,372.00)</b>               | <b>75.38%</b>               |                             |                          |                           |                            |
| Depreciation                                  | 910,390.20                 | 0.00                      | 970,000.00                        | 0.00%                       |                             |                          |                           |                            |
| <b>Operating Result after Depreciation =</b>  | <b>26,915.23</b>           | <b>(555,085.16)</b>       | <b>233,628.00</b>                 |                             |                             |                          |                           |                            |
| <b>CAPITAL PURCHASES AS AT 17/02/2017</b>     |                            |                           |                                   |                             |                             |                          |                           |                            |
| <b>Actual Purchases</b>                       | <b>Sale Price</b>          | <b>Purchase<br/>Price</b> | <b>Net Cost<br/>(Profit)/Loss</b> | <b>2016/17<br/>Estimate</b> | <b>Carry Over<br/>Funds</b> | <b>Adjusted<br/>Est.</b> | <b>Total<br/>Estimate</b> | <b>Budget<br/>Variance</b> |
| <b>Light Vehicle Replacement</b>              |                            |                           |                                   |                             |                             |                          |                           |                            |
| P 56 - Building Foreman Utility               | 0.00                       | 0.00                      | 0.00                              | 0.00                        | 5,835.00                    | 0.00                     | 5,835.00                  | 5,835.00                   |
| P 202 - Treatment Plant Operator Utility      | 0.00                       | 0.00                      | 0.00                              | 9,480.00                    | 0.00                        | 0.00                     | 9,480.00                  | 9,480.00                   |
| P 225 - Racecourse Utility                    | 0.00                       | 0.00                      | 0.00                              | 0.00                        | 13,500.00                   | 0.00                     | 13,500.00                 | 13,500.00                  |
| P 226 - Storemans Vehicle Tabletop Utility    | 0.00                       | 0.00                      | 0.00                              | 14,220.00                   | 0.00                        | 0.00                     | 14,220.00                 | 14,220.00                  |
| P 233 - Manager of Finance & Admin            | 0.00                       | 0.00                      | 0.00                              | 0.00                        | 0.00                        | 0.00                     | 0.00                      | 0.00                       |
| P 234 - Operations Manager                    | 0.00                       | 0.00                      | 0.00                              | 20,623.00                   | 0.00                        | 0.00                     | 20,623.00                 | 20,623.00                  |
| P 237 - Services Overseer Utility             | 0.00                       | 0.00                      | 0.00                              | 11,850.00                   | 0.00                        | 0.00                     | 11,850.00                 | 11,850.00                  |
| P 239 - Roads Overseer Utility                | 0.00                       | 0.00                      | 0.00                              | 11,850.00                   | 0.00                        | 0.00                     | 11,850.00                 | 11,850.00                  |
| P 241 - Ranger Utility                        | 0.00                       | 0.00                      | 0.00                              | 11,850.00                   | 0.00                        | 0.00                     | 11,850.00                 | 11,850.00                  |
| P 242 - Manager Health & Development          | 22,000.00                  | 0.00                      | (22,000.00)                       | 23,700.00                   | 0.00                        | 0.00                     | 23,700.00                 | 45,700.00                  |
| Savings on Purchases & Restricted Funds       | 0.00                       | 0.00                      | 0.00                              | 0.00                        | 7,958.00                    | 0.00                     | 7,958.00                  | 7,958.00                   |
| <b>Sub Total Light Plant =</b>                | <b>22,000.00</b>           | <b>0.00</b>               | <b>(22,000.00)</b>                | <b>103,573.00</b>           | <b>27,293.00</b>            | <b>0.00</b>              | <b>130,866.00</b>         | <b>152,866.00</b>          |
| <b>Plant Fleet Replacement</b>                |                            |                           |                                   |                             |                             |                          |                           |                            |
| P - 2 X Lunchroom Vans                        | 0.00                       | 0.00                      | 0.00                              | 0.00                        | 60,000.00                   | 0.00                     | 60,000.00                 | 60,000.00                  |
| P 41 - Hino Water Truck (2005)                | 0.00                       | 0.00                      | 0.00                              | 211,000.00                  | 0.00                        | 0.00                     | 211,000.00                | 211,000.00                 |
| P 42 - Hino Ranger - Water Cart (2007)        | 0.00                       | 0.00                      | 0.00                              | 211,000.00                  | 0.00                        | 0.00                     | 211,000.00                | 211,000.00                 |
| P 64 - Mitsubishi Canter (2009)               | 0.00                       | 0.00                      | 0.00                              | 62,000.00                   | 0.00                        | 0.00                     | 62,000.00                 | 62,000.00                  |
| P 47 - Schwarze - Street Sweeper (2008)       | 0.00                       | 0.00                      | 0.00                              | 201,000.00                  | 0.00                        | 0.00                     | 201,000.00                | 201,000.00                 |
| <b>Miscellaneous Plant</b>                    |                            |                           |                                   |                             |                             |                          |                           |                            |
|   | 0.00                       | 4,554.55                  | 4,554.55                          | 4,336.00                    | 730.00                      | 0.00                     | 5,066.00                  | 511.45                     |
| <b>Sub Total Heavy Plant =</b>                | <b>0.00</b>                | <b>4,554.55</b>           | <b>4,554.55</b>                   | <b>689,336.00</b>           | <b>60,730.00</b>            | <b>0.00</b>              | <b>750,066.00</b>         | <b>745,511.45</b>          |
| <b>ACTUAL RECEIPTS &amp; PAYMENTS =</b>       | <b>22,000.00</b>           | <b>4,554.55</b>           | <b>(17,445.45)</b>                | <b>792,909.00</b>           | <b>88,023.00</b>            | <b>0.00</b>              | <b>880,932.00</b>         | <b>898,377.45</b>          |

**RECOMMENDATION:**

That the information be received and noted

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

**Carried**

**WARREN SHIRE COUNCIL**  
 Minutes of the Plant Committee Meeting held in  
 the Council Chambers, 115 Dubbo Street, Warren,  
 on Thursday 16th March, 2017 commencing at 10.05 am

**ITEM 4.1 15 YEAR PLANT REPLACEMENT PROGRAM**

**(P2-1, P2-5.33)**

Please find enclosed the proposed 15-year plant replacement program for the years 2017/18 through to years 2031/32

| PLANT NUMBER       | PLANT DESCRIPTION                              | YEAR OF MANUFACTURE | 3% 2017/18 | 3% 2018/19 | 3% 2019/20 | 3% 2020/21 | 3% 2021/22 | 3% 2022/23 | 3% 2023/24 | 3% 2024/25 | 3% 2025/26 | 3% 2026/27 | 3% 2027/28 | 3% 2028/29 | 3% 2029/30 | 3% 2030/31 | 3% 2031/32 |
|--------------------|--|---------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| <b>EARTHMOVING</b> |  |                     |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 22                 | John Deere 770G (Hocking)                      | 2012                | 0          | 0          | 306,072    | 0          | 0          | 0          | 0          | 0          | 0          | 365,040    | 0          | 0          | 0          | 0          | 0          |
| 28                 | John Deere 770G (Wilson)                       | 2015                | 0          | 0          | 0          | 314,496    | 0          | 0          | 0          | 0          | 0          | 0          | 373,464    | 0          | 0          | 0          | 0          |
| 24                 | Komatsu GD655-5 (Robinson)                     | 2010                | 289,224    | 0          | 0          | 0          | 0          | 0          | 0          | 348,192    | 0          | 0          | 0          | 0          | 0          | 0          | 407,160    |
| 25                 | John Deere 770G (Hume)                         | 2011                | 0          | 297,648    | 0          | 0          | 0          | 0          | 0          | 0          | 356,616    | 0          | 0          | 0          | 0          | 0          | 0          |
| 23                 | Komatsu(Spare)                                 | 2009                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 8                  | Caterpillar 432F                               | 2014                | 0          | 0          | 0          | 0          | 0          | 0          | 217,746    | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 14                 | Caterpillar 432F                               | 2014                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 229,838    | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 168                | Mini Excavator Victory                         | 2012                | 36,050     | 0          | 0          | 0          | 0          | 0          | 42,350     | 0          | 0          | 0          | 0          | 0          | 48,650     | 0          | 0          |
| 11                 | Lonking CDM856E                                | 2010                | 0          | 0          | 272,500    | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 347,500    | 0          | 0          |
| 12                 | Hitachi LX230-3                                | 2000                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 1                  | Samsung Excavator                              | 1993                | 0          | 0          | 0          | 0          | 115,000    | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| <b>TRUCKS</b>      |  |                     |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 30                 | M.A.N. Primemover (Stanley)                    | 2007                | 0          | 0          | 219,152    | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 279,469    | 0          | 0          |
| 34                 | M.A.N. Primemover (Fitzgerald)                 | 2008                | 0          | 0          | 0          | 223,836    | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 283,792    | 0          |
| 33                 | Western Star Primemover (Wenzel)               | 2013                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 42                 | Hino Pro Ranger (Scott)                        | 2007                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 274,300    | 0          | 0          | 0          | 0          | 0          |
| 31                 | UD GW470 (Hayden)                              | 2010                | 0          | 0          | 0          | 0          | 184,000    | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 27                 | Western Star Primemover (J George)             | 2013                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 107                | Isuzu FVZ1400 (Burtenshaw)                     | 2005                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 274,300    | 0          | 0          | 0          | 0          | 0          |
| 32                 | Mack Valueliner                                | 1988                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 47                 | Schwarze A4000 Street Sweeper                  | 2008                | 0          | 0          | 0          | 0          | 0          | 237,180    | 0          | 0          | 0          | 0          | 0          | 273,360    | 0          | 0          | 0          |
| 50                 | Isuzu FVZ193A (Dailey)                         | 2010                | 0          | 168,946    | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 189,108    | 0          | 0          | 0          |
| 43                 | Mitsubishi Fuso Fighter                        | 2007                | 0          | 0          | 171,675    | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 228,375    |
| 41                 | Hino Ranger Pro 14 (Water) - Spare             | 2005                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 90                 | Isuzu FRR600M (Workshop)                       | 2015                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 111,150    | 0          | 0          | 0          | 0          | 0          |
| 36                 | Isuzu FRR525M (Clarke)                         | 2005                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 111,150    | 0          | 0          | 0          | 0          | 0          |
| 91                 | Isuzu FH Medium (Workshop)                     | 2014                | 0          | 0          | 0          | 0          | 0          | 0          | 99,704     | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 40                 | Isuzu FR600 (Murray)                           | 2015                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 139,700    | 0          | 0          | 0          | 0          | 0          | 0          |
| 59                 | Isuzu NPR 92A (Parks and Gardens)              | 2014                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 51,884     | 0          | 0          | 0          |
| 46                 | Isuzu NPR 205A (Workshop)                      | 2014                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 70,605     | 0          | 0          |
| 49                 | Mitsubishi Fuso (Hocking)                      | 2010                | 65,576     | 0          | 0          | 0          | 0          | 75,126     | 0          | 0          | 0          | 0          | 84,676     | 0          | 0          | 0          | 0          |
| 57                 | Mitsubishi Canta (Hall)                        | 2015                | 0          | 0          | 0          | 0          | 58,414     | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 70,605     | 0          | 0          |
| 61                 | Hino 917 Crew Cab (Robinson)                   | 2012                | 0          | 55,544     | 0          | 0          | 0          | 0          | 63,404     | 0          | 0          | 0          | 0          | 71,264     | 0          | 0          | 0          |
| 63                 | Mitsubishi Fuso (Hume)                         | 2010                | 65,576     | 0          | 0          | 0          | 0          | 75,126     | 0          | 0          | 0          | 0          | 84,676     | 0          | 0          | 0          | 0          |
| 58                 | Hino 917 Crew Cab (Spare)                      | 2012                | 0          | 55,544     | 0          | 0          | 0          | 0          | 63,404     | 0          | 0          | 0          | 0          | 71,264     | 0          | 0          | 0          |
| 64                 | Mitsubishi Fuso (W Wilson)                     | 2009                | 0          | 0          | 0          | 0          | 71,300     | 0          | 0          | 0          | 0          | 80,600     | 0          | 0          | 0          | 0          | 89,900     |
| 18                 | Holden Colorado Utility (Clark)                | 2014                | 0          | 31,800     | 0          | 0          | 0          | 35,400     | 0          | 0          | 0          | 39,000     | 0          | 0          | 0          | 42,600     | 0          |
| 72                 | Isuzu FVY 1400 PaveLine (L Wilson)             | 2006                | 360,500    | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 465,500    | 0          | 0          | 0          | 0          |
| <b>TRAILERS</b>    |  |                     |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 153                | Fruehauf Aluminium 41,000 Litre                | (1985 b) (1999 p)   | 30,900     | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 42,600     | 0          |
| 154                | Haulmark Aluminium 41,000 Litre                | (1985 b) (1999 p)   | 0          | 31,800     | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 43,500     |
| 165                | Trailer Single axle                            | 0                   | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 157                | Allroads side tipper tri-axle trailer (Wenzel) | 2013                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 163,200    | 0          | 0          | 0          |
| 151                | Express Welding 12m (Hayden)                   | 2010                | 0          | 0          | 0          | 0          | 41,458     | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 50,110     | 0          | 0          |
| 152                | Allroads side tipper tri-axle trailer (Wenzel) | 2013                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 163,200    | 0          | 0          | 0          |
| 150                | 23 m3 Moore Side Tipping (George)              | 2003                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 131,154    | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 149                | Moore Tri-axle Side Tipping (George)           | 2008                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 131,154    | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 94                 | Trailer Box - Generator                        | 0                   | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 60                 | McGrath Road Train Dolly (George)              | 1974                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 26,231     | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 65                 | Allroads Dolly (Wenzel)                        | 2013                | 0          | 27,805     | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 38                 | Lusty Low Loader                               | 2013                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 186,200    | 0          | 0          | 0          | 0          |
| 167                | Spartan Water Jetter (Clarke)                  | 2013                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 80                 | Agora Lime Spreader                            | 1992                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 55                 | Bush Fire Trailer                              | 0                   | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 68                 | Fuel Trailer 8,300Litre                        | 1992                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 67                 | Fuel Trailer 2270 Litre White                  | 1992                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 71                 | Fuel Trailer 2270 Litre Yellow                 | 1990                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 86                 | Fuel Trailer 1135 Litre White                  | 1990                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 156                | Fuel Trailer 680 Litre                         | 1968                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 155                | Fuel Trailer 3632 Litre                        | 8\1995              | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 163                | Fuel Trailer 4,540 Litre                       | 1970                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| 170                | Trailer/John Deere Mower                       | 2015                | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |

**WARREN SHIRE COUNCIL**  
 Minutes of the Plant Committee Meeting held in  
 the Council Chambers, 115 Dubbo Street, Warren,  
 on Thursday 16th March, 2017 commencing at 10.05 am

**ITEM 4.1 15 YEAR PLANT REPLACEMENT PROGRAM**

**CONTINUED**

| PLANT NUMBER                 | PLANT DESCRIPTION                                  | YEAR OF MANUFACTURE | 3%      |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|------------------------------|--|---------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|                              |  |                     | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 |
| 48                           | McGrath Step Deck                                  | 10\1989             | 0       | 0       | 0       | 0       | 28,783  | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 158                          | Trailer/Mower                                      | 2002                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 164                          | Welding Enterprises Flat Top Trailer               | 8\2000              | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 169                          | Trailer/boggie                                     | 0                   | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 159                          | Box Trailer with 1988 Flextool 424 Brick Saw       | 1964                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 96                           | Box Trailer  | 1970                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 54                           | Dean Car Trailer                                   | 1989                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 2                            | Titan Tip Trailer                                  | 1957                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| <b>TRACTORS &amp; MOWERS</b> |  |                     |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| 13                           | Case IH CVX1170                                    | 2005                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 144,708 | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 21                           | John Deere 5083E                                   | 2013                | 0       | 0       | 0       | 69,216  | 0       | 0       | 0       | 0       | 0       | 80,340  | 0       | 0       | 0       | 0       | 0       |
| 15                           | Koite Tractor                                      | 2013                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 70                           | Iskei SF370 Mower                                  | 2010                | 0       | 0       | 0       | 0       | 38,525  | 0       | 0       | 0       | 0       | 0       | 44,555  | 0       | 0       | 0       | 0       |
| 79                           | Iseki SF370 Mower                                  | 2014                | 0       | 0       | 36,515  | 0       | 0       | 0       | 0       | 0       | 42,545  | 0       | 0       | 0       | 0       | 0       | 0       |
| 89                           | Toro 360 4WD Mower                                 | 2012                | 41,924  | 0       | 0       | 0       | 0       | 48,030  | 0       | 0       | 0       | 0       | 54,135  | 0       | 0       | 0       | 0       |
| 102                          | TCM FD25T3K  | 2014                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 41,700  | 0       | 0       |
| 104                          | Toyota   | 1970                | 0       | 0       | 0       | 33,600  | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| <b>ROLLERS</b>               |  |                     |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| 84                           | Copy Fowlerex Double Drawn Rubber Tyred Roller Red | 1978                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 26                           | Standen Compactor Roller                           | 1965                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 19                           | Standen Compactor Roller                           | 1965                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 29                           | Honwood Bagshaw Free Roll                          | 1996                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 105                          | Grid Roller 14 Tonne                               | 1987                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 6                            | Pannel Plant Smooth Drum/Padfoot 72T849 PTO Drive  | 6\1977              | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 82                           | Devenson Jahn Lockwood Cricket Pitch Roller        | 12\1989             | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 5                            | Bomag Self Propelled                               | 2008                | 0       | 0       | 0       | 0       | 209,588 | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 258,795 | 0       |
| 10                           | HAMM Pad Drum Roller                               | 2009                | 0       | 0       | 0       | 0       | 0       | 220,365 | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 270,788 |
| 95                           | Multipac YL25C Roller                              | 2010                | 0       | 0       | 0       | 0       | 0       | 212,400 | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 92                           | Multipac VP2400 Roller                             | 2005                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 266,000 | 0       | 0       | 0       | 0       | 0       |
| 93                           | Multi-tyred Roller Caterpillar                     | 2013                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 223,200 | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 103                          | Pulve Bomag MPH 100                                | 1994                | 0       | 0       | 0       | 840,000 | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| <b>MISCELLANEOUS</b>         |  |                     |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| 110                          | Water Tank 14500 Litres (on 42)                    | 1976                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 113                          | Water Tank 16800 Litres (on 107)                   | 1986                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 114                          | Water Tank 14500 Litres (on 41)                    | 1970                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 122                          | 4 X Portable Site Toilets 115, 116, 117 and 118    | 2009                | 0       | 0       | 0       | 0       | 0       | 0       | 14,520  | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 136                          | Viscount Bogie Axle Caravan                        | 1994                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 138                          | Viscount Bogie Axle Caravan                        | 1994                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 139                          | Viscount Bogie Axle Caravan                        | 1994                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 160                          | Lincoln Weldanpower 225 DR (on 90)                 | 1996                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 161                          | Lincoln Weldanpower 225 DR (on 46)                 | 1996                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 74                           | Lincoln Weldanpower 175 with B&S Vanguard Motor    | 1989                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 69                           | Mig O Mag 315                                      | 2\1993              | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 20                           | Tractapac 225 DC with trailer                      | 1996                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 54                           | Dean Car Trailer                                   | 0                   | 0       | 0       | 0       | 0       | 0       | 20,978  | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 16                           | Kubota ASK R180B & Trailer                         | 4\1994              | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 112                          | Kubota ASK R180B & Trailer                         | 4\1994              | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 9                            | Compressor/Atlas Copco                             | 0                   | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 101                          | HMF Handy Crane (on 90)                            | 2005                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 108                          | Consolidated Pneumatic air compressor              | 1986                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 88                           | Howard HDB 300                                     | 10\2000             | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 85                           | Nayjon BTW   | 2003                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 78                           | Superior PBL 230                                   | 1996                | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |

**WARREN SHIRE COUNCIL**  
 Minutes of the Plant Committee Meeting held in  
 the Council Chambers, 115 Dubbo Street, Warren,  
 on Thursday 16th March, 2017 commencing at 10.05 am

**ITEM 4.1 15 YEAR PLANT REPLACEMENT PROGRAM**

**CONTINUED**

| PLANT NUMBER                              | PLANT DESCRIPTION                             | YEAR OF MANUFACTURE | 3%   |                |                  |                  |                  |                  |                |                  |                |                  |                  |                  |                  |                |                  |
|---|---|---------------------|--|----------------|------------------|------------------|------------------|------------------|----------------|------------------|----------------|------------------|------------------|------------------|------------------|----------------|------------------|
|   |   |                     | 2017/18                                      | 2018/19        | 2019/20          | 2020/21          | 2021/22          | 2022/23          | 2023/24        | 2024/25          | 2025/26        | 2026/27          | 2027/28          | 2028/29          | 2029/30          | 2030/31        | 2031/32          |
| 76  | Muthing Frail MUL250                          | 2015                | 0  | 0              | 0                | 0                | 23,000           | 0                | 0              | 0                | 0              | 0                | 0                | 27,200           | 0                | 0              | 0                |
| 77  | Deveson Jahn Turf Cutter                      | 1980                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 87  | Conquip 3 Point Linkage road broom            | 1984                | 0  | 0              | 0                | 0                | 46,000           | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 97  | Howard Unimix Rotary Hoe                      | 8\1979              | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 116                                       | Dynapac Vibrating Plate NO52624725            | 1978                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 98  | Wacker EY26 Vibrating Foot                    | 1989                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 103                                       | Wacker EY26 Vibrating Foot                    | 1995                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 93  | Wacker Compactor DS72Y Vibrating Foot         | 1996                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 162                                       | Robin N4R1 Vibrating Plate                    | 1996                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 117                                       | Stihl 084AV Super                             | 7\1990              | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 118                                       | Stihl 034AV Super                             | 7\1990              | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 80  | Stihl 036                                     | 1995                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 115                                       | Stihl Cement Saw TS760                        | 1997                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 81  | Tanaka Extend-a-Saw AST5000                   | 1990                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 120                                       | Flextool Road Pavement Cutter                 | 1988                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| on 159                                    | Flextool Bricksaw 424                         | 1988                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| on 18                                     | Flexible Sewerage Eel MPD5                    | 1983                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| on 57                                     | Flexible Sewerage Eel MPD5                    | 1983                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 0   | Parks, Gardens & Streets Equipment            | 0                   | 13,277                                       | 13,663         | 14,050           | 14,437           | 14,824           | 15,210           | 15,597         | 15,984           | 16,370         | 16,757           | 17,144           | 17,530           | 17,917           | 18,304         | 18,691           |
| 65  | Honda 50mm Flex Tool Sludge Pump              | 1991                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 66  | Honda 50mm Flex Tool Sludge Pump              | 1991                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 0   | Honda 50mm Flex Tool Sludge Pump              | 1998                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 0   | Honda 50mm Flex Tool Sludge Pump              | 1998                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 0   | Honda 50mm Flex Tool Sludge Pump              | 2000                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 148                                       | Batescrew 3 point PTO Driven (Flood Use Only) | 1990                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 149                                       | Batescrew 3 point PTO Driven (Flood Use Only) | 1990                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 109                                       | Mark 1 Traffic line remover VMR865            | 5\1991              | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 142                                       | A1 Roadliner - Master                         | 1995                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 143                                       | A1 Roadliner - Slave                          | 1995                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 176                                       | Solar Traffic Lights with remote              | 2005                | 0  | 0              | 0                | 0                | 23,000           | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 177                                       | Solar Traffic Lights with remote              | 2005                | 0  | 0              | 0                | 0                | 23,000           | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 148                                       | Solar Traffic Lights with remote x 2          | 2015                | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 50,750           |
| <b>TOTAL HEAVY PLANT REPLACEMENT =</b>    |   |                     | <b>903,027</b>                               | <b>682,750</b> | <b>1,019,964</b> | <b>1,495,585</b> | <b>876,892</b>   | <b>939,815</b>   | <b>516,725</b> | <b>1,250,461</b> | <b>555,231</b> | <b>1,352,637</b> | <b>1,576,350</b> | <b>1,028,010</b> | <b>926,556</b>   | <b>646,091</b> | <b>1,109,164</b> |
| <b>SEDANS &amp; UTILITIES</b>             |   |                     | <b>CHANGEOVER</b>                            |                |                  |                  |                  |                  |                |                  |                |                  |                  |                  |                  |                |                  |
| 56  | Diesel 1T Utility - (Vacant)                  | 3 years             | 0  | 12,450         | 0                | 0                | 13,507           | 0                | 0              | 14,564           | 0              | 0                | 15,621           | 0                | 0                | 16,678         | 0                |
| 62  | Diesel 1T Utility - (S Bolton)                | 3 years             | 0  | 12,504         | 0                | 0                | 13,565           | 0                | 0              | 14,627           | 0              | 0                | 15,689           | 0                | 0                | 16,750         | 0                |
| 202                                       | Petrol 1T Utility - (M George)                | 3 years             | 0  | 9,960          | 0                | 0                | 10,805           | 0                | 0              | 11,651           | 0              | 0                | 12,497           | 0                | 0                | 13,342         | 0                |
| 236                                       | Diesel 1T Utility - (G Fowler)                | 4 years             | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 226                                       | Petrol 1T Utility - (D Leach)                 | 4 years             | 0  | 0              | 0                | 13,440           | 0                | 0                | 0              | 14,880           | 0              | 0                | 16,320           | 0                | 0                | 17,760         | 0                |
| 225                                       | Petrol Utility - (Racecourse)                 | 3 years             | 0  | 0              | 0                | 0                | 0                | 0                | 0              | 0                | 0              | 0                | 0                | 0                | 0                | 0              | 0                |
| 230                                       | Diesel 4x4 Utility - (B Hammond)              | 2 years             | 0  | 15,004         | 0                | 15,854           | 0                | 16,703           | 0              | 17,552           | 0              | 18,402           | 0                | 19,251           | 0                | 20,100         | 0                |
| 231                                       | 2x2 Wagon - (R Wilson)                        | 2 years             | 17,510                                       | 0              | 24,430           | 0                | 25,775           | 0                | 27,120         | 0                | 28,465         | 0                | 29,809           | 0                | 31,154           | 0              | 32,499           |
| 232                                       | 2x2 Wagon - (T Wark)                          | 2 years             | 17,510                                       | 0              | 18,530           | 0                | 19,550           | 0                | 20,570         | 0                | 21,590         | 0                | 22,610           | 0                | 23,630           | 0              | 24,650           |
| 233                                       | Sedan - (D Arthur)                            | 3 years             | 0  | 0              | 21,800           | 0                | 0                | 23,600           | 0              | 25,400           | 0              | 27,200           | 0                | 29,000           | 0                | 30,800         | 0                |
| 234                                       | 4x4 Wagon - (D McCloskey)                     | 1 year              | 17,510                                       | 21,761         | 22,377           | 22,992           | 23,608           | 24,224           | 24,840         | 25,456           | 26,072         | 26,688           | 27,304           | 27,919           | 28,535           | 29,151         | 29,767           |
| 235                                       | 2x2 Wagon - (L Morgan)                        | 3 years             | 0  | 21,200         | 0                | 0                | 23,000           | 0                | 0              | 24,800           | 0              | 26,600           | 0                | 28,400           | 0                | 30,200         | 0                |
| 237                                       | Diesel Utility - (Spare)                      | 3 years             | 0  | 0              | 10,900           | 0                | 0                | 11,800           | 0              | 12,700           | 0              | 13,600           | 0                | 14,500           | 0                | 15,400         | 0                |
| 238                                       | 2x2 Wagon - (A Wielinga)                      | 2 years             | 17,510                                       | 0              | 24,430           | 0                | 25,775           | 0                | 27,120         | 0                | 28,465         | 0                | 29,809           | 0                | 31,154           | 0              | 32,499           |
| 239                                       | Diesel 4x4 Utility - (D George)               | 1 year              | 12,150                                       | 12,504         | 12,858           | 13,212           | 13,565           | 13,919           | 14,273         | 14,627           | 14,981         | 15,335           | 15,689           | 16,043           | 16,396           | 16,750         | 17,104           |
| 240                                       | Sedan - (Spare/fleet)                         | 2 years             | 0  | 0              | 24,430           | 0                | 25,775           | 0                | 27,120         | 0                | 28,465         | 0                | 29,809           | 0                | 31,154           | 0              | 32,499           |
| 241                                       | Diesel 4x4 Utility - (J White)                | 3 years             | 0  | 0              | 10,900           | 0                | 0                | 11,800           | 0              | 12,700           | 0              | 13,600           | 0                | 14,500           | 0                | 15,400         | 0                |
| 242                                       | Sedan (M Stephens)                            | 3 years             | 0  | 0              | 21,800           | 0                | 0                | 23,600           | 0              | 25,400           | 0              | 27,200           | 0                | 29,000           | 0                | 30,800         | 0                |
| <b>TOTAL LIGHT VEHICLES REPLACEMENT =</b> |   |                     | <b>82,190</b>                                | <b>105,383</b> | <b>192,455</b>   | <b>65,498</b>    | <b>194,925</b>   | <b>125,646</b>   | <b>141,043</b> | <b>138,157</b>   | <b>224,238</b> | <b>60,425</b>    | <b>225,437</b>   | <b>147,533</b>   | <b>175,923</b>   | <b>124,421</b> | <b>256,018</b>   |
| <b>TOTAL PLANT REPLACEMENT PROGRAM =</b>  |   |                     | <b>985,217</b>                               | <b>788,133</b> | <b>1,212,419</b> | <b>1,561,083</b> | <b>1,071,817</b> | <b>1,065,461</b> | <b>657,768</b> | <b>1,388,618</b> | <b>779,469</b> | <b>1,413,062</b> | <b>1,801,787</b> | <b>1,175,543</b> | <b>1,102,479</b> | <b>770,512</b> | <b>1,365,182</b> |
|   |   |                     | Average annual replacement budget: 1,089,274 |                |                  |                  |                  |                  |                |                  |                |                  |                  |                  |                  |                |                  |

**RECOMMENDATION:**

- That the information be received and noted.
- Allowing for budget constraints that the proposed 15 Year Plant Replacement Program as listed in the above report, be adopted by Council.

**RECOMMENDATION TO COUNCIL:**

**Moved:**

- That the information be received and noted.
- Allowing for budget constraints that the proposed 15 Year Plant Replacement Program as listed in the above report, be adopted by Council.

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in  
the Council Chambers, 115 Dubbo Street, Warren,  
on Thursday 16th March, 2017 commencing at 10.05 am

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## ITEM 4.2 2017/18 PLANT REPLACEMENT PROGRAM

(P2-1)

As can be seen by the 2017/18 year program the following is a summary of major items of plant proposed to be replaced:

| Plant No.                | Description   | Estimated Changeover Cost |
|--------------------------|---|---------------------------|
| 24                       | Komatsu GD655-5 Grader (2010) – 7 years old and 7641 hours        | \$289,224                 |
| 49                       | Mitsubishi Fuso Tender Truck (2010) – 7 years old and 173,061 kms | \$65,576                  |
| 63                       | Mitsubishi Fuso Tender Truck (2010) – 7 years old and 165,309 kms | \$65,576                  |
| 72                       | Isuzu FVY 1400 PaveLine (2006) – 11 years old and 169,108 kms     | \$360,500                 |
| 168                      | Mini Excavator (2012) – 7 years old and 1,280 hours?              | \$36,050                  |
| 153                      | Fruehauf Aluminium 41,000 Litre Water Tanker (1985) 32 years old  | \$30,900                  |
|                          | Parks, Gardens and Street Equipment                               | \$13,277                  |
| 89                       | Toro 360 4WD Mower (2012) – 5 years old and 1,395 hours           | \$41,924                  |
| <b>Total for 2017/18</b> |   | <b>\$903,027</b>          |

### RECOMMENDATION:

1. That the information be received and noted
2. That allowing for budgetary constraints the 2017/18 Plant Replacement Program as listed in the report be adopted

### RECOMMENDATION TO COUNCIL:

#### MOVED:

1. That the information be received and noted
2. That allowing for budgetary constraints the 2017/18 Plant Replacement Program as listed in the report be adopted

**Carried**



**WARREN SHIRE COUNCIL**  
Minutes of the Plant Committee Meeting held in  
the Council Chambers, 115 Dubbo Street, Warren,  
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**ITEM 4.3 PLANT REPLACEMENT - PLANT 23 (P2-1)**

As the Committee, will be aware Council had the misfortune of having one of its Graders (Plant 23 Komatsu Grader) destroyed in a grass fire on the evening of Tuesday, February 7th 2017.

As a result of this Council has had a need to dry hire a grader and other associated plant (watercart, roller) to maintain its current road maintenance program.

Given that Plant 23 was proposed to be replaced in the 2017/18 Plant Replacement Program, it may be prudent to bring forward the replacement of said plant immediately, so as to negate the need to dry hire plant and continue the current and future road works.

If this was to be done, funds for the replacement would need to be brought forward from the proposed 2017/18 Plant Replacement Program.

**RECOMMENDATION:**

1. That the information be received and noted
2. That the replacement of Plant 23 be undertaken in the 2016/17 budgetary year and funds be brought forward from the 2017/18 Plant Replacement Program.

**RECOMMENDATION TO COUNCIL:**

**MOVED:**

1. That the information be received and noted
2. That the replacement of Plant 23 be undertaken in the 2016/17 budgetary year and funds be brought forward from the 2017/18 Plant Replacement Program.

**Carried**

**WARREN SHIRE COUNCIL**  
Minutes of the Plant Committee Meeting held in  
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on Thursday 16th March, 2017 commencing at 10.05 am

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**ITEM 4.4 PLANT REPLACEMENT - PLANT 242**

**(P2-1)**

Council's Manager of Health and Development vehicle (Toyota Aurion) was due to be replaced in the 2016/17 Sedan's and Utility's Replacement Program, but unfortunately was inundated with flood water in late 2016 and written off.

As a result of this, Council received an insurance payout of \$22,000, added to this, is the 2016/17 budget allocation for replacement of Plant 242 of \$23,700, giving now a budget for replacement of \$45,700.

Rather than only replace like for like i.e. sedan for sedan, it is proposed to test the market to see what potentially is best for Council now (price) and in the future (resale).

The types of vehicle to be considered would be in the SUV range similar in like to a Toyota Rav 4 or Toyota Kluger

**RECOMMENDATION:**

1. That the information be received and noted
2. That the Committee consider other vehicle types i.e. SUV for the replacement of Plant 242

**RECOMMENDATION TO COUNCIL**

**MOVED:**

1. That the information be received and noted
2. That the Committee consider other vehicle types i.e. SUV for the replacement of Plant 242

**WARREN SHIRE COUNCIL**  
Minutes of the Plant Committee Meeting held in  
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**ITEM 4.5 PLANT REPLACEMENT - PLANT 233 (P2-1)**

Council's Manger of Finance and Administration's vehicle – Plant 233, was due to be replaced in the 2015/16 budgetary period for Sedan's and Utility's.

Unfortunately, this replacement did not take place due to the upgrade of the Water and Sewer Manager's vehicle from a sedan to a SUV and the funds for this upgrade coming at a cost of Plant 233 not being replaced.

Plant 233 is now overdue for replacement, given that are no funds specifically in the 2016/17-year Sedan's and Utility's Replacement Program, funds can be sourced from vehicles not yet to be replaced i.e.

|   |                     |
|---|---------------------|
| 1. Treatment Plant Operator Plant 202 -   | \$ 9,480            |
| 2. Racecourse Utility Plant 225 -         | \$13,500            |
| 3. Services Overseers Utility Plant 237 - | \$11,850            |
| 4. Savings on pervious purchases          | \$ 7,958            |
| 5. Trade of Plant 233                     | \$10,000 - \$12,000 |

As is recommended of the replacement of Plant 242 in the previous report, it is proposed to follow the same mode of replacement of Plant 233

**RECOMMENDATION:**

1. That the information be received and noted
2. That the Committee consider other vehicle types i.e. SUV for the replacement of Plant 233

**RECOMMENDATION TO COUNCIL:**

**MOVED:**

1. That the information be received and noted
2. That the Committee consider other vehicle types i.e. SUV for the replacement of Plant 233

**Carried**

**WARREN SHIRE COUNCIL**  
Minutes of the Plant Committee Meeting held in  
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on Thursday 16th March, 2017 commencing at 10.05 am

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**ITEM 5      GENERAL BUSINESS**

Councillor Andrew Brewer requested that a report on the optimum changeover for Council graders be presented to the next Plant Committee Meeting

**ITEM 6      NEXT MEETING**

Proposed for Thursday 29th June 2017, or when called by 2 delegates or Manager Engineering Services or nominee

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 11.15AM**

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Chairman

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# WARREN SHIRE COUNCIL

Policy Report of the Manager of Finance & Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

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## ITEM 1 RELATED PARTY DISCLOSURES POLICY

(A7-14)

### SUMMARY

The Draft – Related Party Disclosures Policy that is attached to this report has been prepared to assist with the new requirements for the Annual Financial Statements in accordance with Accounting Standard AASB 124.

### BACKGROUND

From 1 July 2016, Council is required to disclose Related Party Relationships and Transactions; and Key Management Personnel (KMP) compensation in its Annual Financial Statements in accordance with the Accounting Standard AASB 124.

### PROPOSAL

The objective of this policy is to ensure that Warren Shire Council's financial statements contain the necessary related party disclosures, thereby ensuring transparency in dealings and their effect on Council's financial reports. These disclosures draw attention to the possibility that Council's financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

This Policy assists in:

- a) identifying related parties and relevant transactions; Related Party Transactions, and ordinary citizen transactions concerning Key Management Personnel, their close family members and entities controlled or jointly controlled by any of them.
- b) identifying outstanding balances, including commitments, between Council and its related parties.
- c) establishing systems to capture and record the Related Party Transactions and information about those transactions.
- d) identifying the circumstances in which disclosure of the items in (a) and (b) are required.
- e) determining the disclosures to be made about those items in the general purpose financial statements for the purpose of complying with the AASB 124.

Where transactions have occurred these will be reported in Council's Annual Financial Statements.

It is now recommended that Council adopt the Related Party Disclosures Policy to comply with the requirements of Accounting Standard AASB 124.

### RECOMMENDATION

That Council adopt the draft – Related Party Disclosure Policy to comply with the requirements of Accounting Standard AASB 124.

# WARREN SHIRE COUNCIL

Policy Report of the Manager of Finance & Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

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ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED



## POLICY REGISTER

WARREN SHIRE COUNCIL

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## RELATED PARTY DISCLOSURES POLICY

Adopted:

– Res No:

115 Dubbo Street, WARREN NSW 2824  
PO Box 6, WARREN NSW 2824  
Phone: 02 6847 6600 - Fax: 02 6847 6633  
Email: [Council@warren.nsw.gov.au](mailto:Council@warren.nsw.gov.au)  
Website: [www.warren.nsw.gov.au](http://www.warren.nsw.gov.au)

# WARREN SHIRE COUNCIL

Policy Report of the Manager of Finance & Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

---

## ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

Related Party Disclosures Policy

### Table of Contents

|  |    |
|--|----|
| Introduction.....  | 3  |
| Purpose.....   | 3  |
| Scope.....   | 3  |
| Definitions.....   | 3  |
| Policy Statement.....  | 4  |
| Related Parties.....   | 5  |
| Entities Related to Council.....   | 5  |
| Key Management Personnel (KMP).....  | 5  |
| Disclosure.....  | 7  |
| Council Disclosure.....  | 7  |
| Related Party and KMP Disclosure.....  | 7  |
| Related Party Transactions.....  | 9  |
| Procedures.....  | 9  |
| Privacy and Access to Government Information (Public Access) Act 2009 (GIPA Act).....  | 9  |
| Related Information/Glossary.....  | 9  |
| Review.....  | 10 |
| Contact.....   | 10 |
| Appendix A – Related Party Transactions Notification.....                              | 11 |
| Appendix B – Related Party Relationships Notification by Key Management Personnel..... | 14 |
| Appendix C – Examples of Related Parties and Transactions.....                         | 16 |
| Appendix D – Related Party Register.....   | 19 |



# WARREN SHIRE COUNCIL

## Policy Report of the Manager of Finance & Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

---

### ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

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Related Party Disclosures Policy

#### Introduction

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From 1 July 2016, Council is required to disclose Related Party Relationships and Transactions; as well as Key Management Personnel (KMP) compensation in its Annual Financial Statements in accordance with the Accounting Standard AASB 124.

The objective of this policy is to ensure that Warren Shire Council's financial statements contain the necessary related party disclosures, thereby ensuring transparency in dealings and their effect on Council's financial reports. These disclosures draw attention to the possibility that Council's financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

#### Purpose

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The purpose of this policy is to:

1. define the parameters for Related Party Relationships and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124
2. ensure that Council's Related Party Relationships are disclosed, irrespective of whether there have been transactions between them

#### Scope

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This Policy assists in:

- a. identifying related parties and relevant transactions; Related Party Transactions, and ordinary citizen transactions concerning Key Management Personnel, their close family members and entities controlled or jointly controlled by any of them
- b. identifying outstanding balances, including commitments, between Council and its related parties
- c. establishing systems to capture and record the Related Party Transactions and information about those transactions
- d. identifying the circumstances in which disclosure of the items in (a) and (b) are required
- e. determining the disclosures to be made about those items in the general purpose financial statements for the purpose of complying with the AASB 124

#### Definitions

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**AASB 10** – the Australian Accounting Standards Board - Consolidated Financial Statements – details the criteria for determining whether Council has significant influence over an entity

**AASB 11** – the Australian Accounting Standards Board - Joint Arrangements - details the criteria for determining whether Council has significant influence over an entity

**AASB 124** - the Australian Accounting Standards Board - Related Party Disclosures Standard under Section 334 of the *Corporations Act 2001*

**AASB 128** – the Australian Accounting Standards Board - Investments in Associates and Joint Ventures - details the criteria for determining whether Council has significant influence over an entity

# WARREN SHIRE COUNCIL

## Policy Report of the Manager of Finance & Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

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### ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

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#### Related Party Disclosures Policy

**The Act** - the Local Government Act 1993

**The Regulation** - the Local Government (General) Regulation 2005

**Key Management Personnel** - are those persons having the authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of the entity.

**Material (materiality)** - means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

**Ordinary Citizen Transaction** - means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

**Related Party** - any person or entity that is related to the entity that is preparing its financial statements (referred to in this standard as the 'reporting entity').

**Related Party Transaction** - is a transfer of resources, services or obligations between a Council and a related party, regardless of whether a price is charged.

**Significant (significance)** - means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/taxpayer relationship.

**Remuneration** - means remuneration package and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from a Related Party Transaction.

#### Policy Statement

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Council is committed to responsible corporate governance, including compliance with laws and regulations governing Related Party Transactions.

Related Party Relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A Related Party Relationship could influence the normal business operations of Council even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments of Council's operations.

AASB 124 provides that Council must disclose all material and significant Related Party Transactions and outstanding balances, including commitments, in its Annual Financial Statements. Generally, disclosure will only be made where a transaction has occurred between Council and a related party of Council. In addition, the transaction must be material in nature or size when considered individually or collectively.

When assessing whether such transactions are significant the following factors will be taken into consideration:

# WARREN SHIRE COUNCIL

## Policy Report of the Manager of Finance & Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

### ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

#### Related Party Disclosures Policy

- significance in terms of size,
- was it carried out on non-market terms,
- is it outside normal day-to-day Council operations,
- was it subject to Council approval,
- did it provide a financial benefit not available to the general public,
- was the transaction likely to influence decisions of users of the Annual Financial Statements

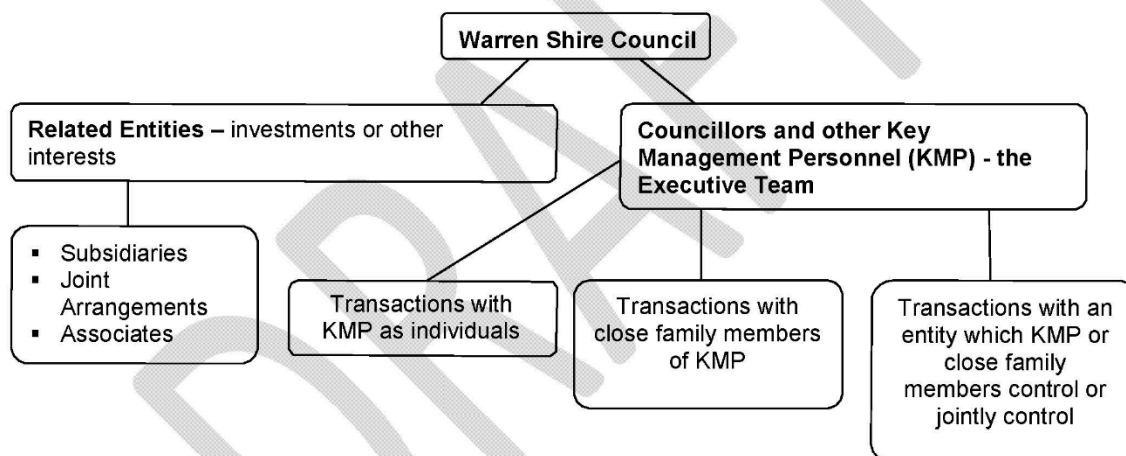
Regard must also be given to transactions that are collectively but not individually significant.

To enable Council to comply with AASB 124, Council's KMP are required to declare full details of any Related Parties and Related Party Transactions. Such information will be retained and reported, where necessary, in Council's Annual Financial Statements.

#### Related Parties

Related Parties of Council are as follows:

- Entities Related to Council
- Key Management Personnel (KMP) of Council
- Close Family Members of KMP
- entities that are controlled or jointly controlled by KMP, or their close family members



#### Entities Related to Council

Entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council. Council will need to identify transactions with these entities and may need to make extra disclosure about them in Council's financial statements. When assessing whether Council has control or joint control over an entity Council must consider AASB 10 and AASB 11. AASB 128 details the criteria for determining whether Council has significant influence over an entity.

Council's Contracts Register, Leases and License Register and the Schedule of Debts Written Off will be reviewed to identify Related Party Transactions/Parties. This information will be included in the Related Party Register which will include all joint arrangements and updated on a quarterly basis.

#### Key Management Personnel (KMP)

KMP are persons having the authority and responsibility for planning, directing and controlling the activities of the entity (voting powers), directly or indirectly, including any director (whether

# WARREN SHIRE COUNCIL

## Policy Report of the Manager of Finance & Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

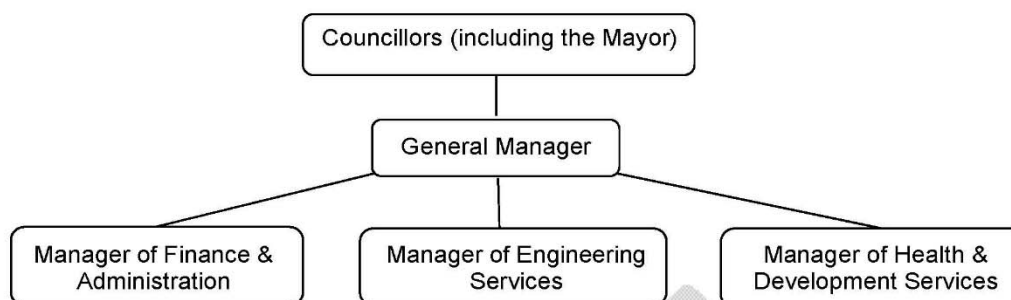
### ITEM 1 RELATED PARTY DISCLOSURES POLICY

### CONTINUED

#### Related Party Disclosures Policy

executive or otherwise) of the entity.<sup>1</sup>

The following chart identifies KMP of Warren Shire Council:



#### Close Family Members of KMP

Those close family members, or close members of the family, of a KMP are family members who may be expected to influence, or be influenced by, that person in their dealings with Council.

The definition of close members of the family of a person for the purpose of the AASB 124 is broader than the definition of "related" in relation to a person for the purpose of a register of interests under the *Local Government (General) Regulation 2005* (the Regulation). For the AASB 124, close family members could include extended members of a family such as, without limitation, a parent, grandparent, siblings, etc. (see table below).

#### Entities that are Controlled or Jointly Controlled by KMP or their Close Family Members

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

The following table will assist in identifying close family members:

| Definitely a close family member           | Maybe a close family member   |
|--|---|
| Your spouse/domestic partner               | Your brothers and sisters, if they could be expected to influence, or be influenced by, you in their dealings with Council      |
| Your children                              | Your aunts, uncles and cousins, if they could be expected to influence, or be influenced by, you in their dealings with Council |
| Your dependants                            | Your parents and grandparents, if they could be expected to influence, or be influenced by, you in their dealings with Council  |
| Children of your spouse/domestic partner   | Your nieces and nephews, if they could be expected to influence, or be influenced by, you in their dealings with Council        |
| Dependants of your spouse/domestic partner | Any other member of your family if they could be expected to influence, or be influenced, by you in their dealings with Council |

<sup>1</sup> AASB 124

# WARREN SHIRE COUNCIL

Policy Report of the Manager of Finance & Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

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## ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

Related Party Disclosures Policy

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### Disclosure

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#### Council Disclosure

AASB 124 provides that Council must disclose all material and significant Related Party Transactions in its Annual Financial Statements by aggregate or general description and include the following details:

- the nature of the Related Party Relationship
- relevant information about the transactions including:
  - the amount of the transaction
  - the amount of outstanding balances, including commitments
  - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement
  - details of any guarantee given or received
  - provision for doubtful debts related to the amount of outstanding balances
  - the expense recognised during the period in respect of bad or doubtful debts due from related parties

All transactions involving Related Parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions, and to determine the significance of each of the transactions.

Generally, transactions with amounts receivable from and payable to KMP or their related parties which:

- occur within normal employee, customer or supplier relationships and at arm's length
- are not material or significant

These shall be excluded from detailed disclosures; they will be disclosed in the financial statements by general description. Disclosures that Related Party Transactions were made on terms equivalent to an arms-length transaction can only be made if such terms can be substantiated.

#### Related Party and KMP Disclosure

The types of disclosure that are required are as follows:

1. Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them.
2. KMP compensation (remuneration) relate to all forms of consideration paid, payable, or provided in exchange for services provided in total and for each of the following categories:
  - **Short-term employee benefits**, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees
  - **Post-employment benefits**, such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care

# WARREN SHIRE COUNCIL

## Policy Report of the Manager of Finance & Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

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### ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

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#### Related Party Disclosures Policy

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- **Other long-term employee benefits**, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation
  - **Termination benefits**
3. Where Related Party Transactions have occurred:
- The nature of the Related Party Relationship
  - Information about the transactions, outstanding balances and commitments, including terms and conditions
4. Separate disclosure for each category of the Related Party.
5. For the types of transactions to be disclosed refer to Related Party Transactions Section.

KMP Declarations must be made annually by 30 June by using the Related Party Transaction Disclosure by KMP form (see Appendix A).

**Note:** these Related Party Transaction Notification requirements are in addition to the notifications KMP are required to make to comply with, such as:

- for Councillors and KMP, the pecuniary interests and conflicts of interest obligations in the *Local Government Act 1993* and Code of Conduct

A Related Party Transaction, as opposed to the Register of Pecuniary Interests, the related party and relationship must be disclosed for both the KMP and their close family member even if the same related party entity is held jointly or in common by them.

The New South Wales Auditor General Office may audit related party information as part of the annual external audit.

#### Notifications by Key Management Personnel

In order to comply with the AASB 124, Council has adopted a policy that requires all members of its KMP to periodically provide notifications to the Responsible Accounting Officer of any existing or potential Related Party Transactions between Council and any of their related parties during a financial year, and any changes to previously notified Related Party Relationships and transactions relevant to the subject financial year.

KMPs must complete the Related Party Relationships Notification by Key Management Personnel Form (see Appendix B), notifying any existing or potential Related Party Relationships between Council and any related parties of the KMP, to the Responsible Accounting Officer by no later than the following periods during a financial year:

- 30 days after the commencement of this policy
- 30 days after a KMP commences their term or employment with Council

During the financial year, a KMP must proactively notify of any new or potential Related Party Relationships that the person knows of, or any changes to previously notified Related Party Relationships to the Responsible Accounting Officer by no later than 30 days after the person knows of the transaction or change.

# WARREN SHIRE COUNCIL

Policy Report of the Manager of Finance & Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

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## ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

Related Party Disclosures Policy

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### Related Party Transactions

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Related Party Transactions are required to be disclosed, regardless of whether a price is charged. Such transactions may include:

- purchase or sale of goods (finished or unfinished)
- purchase or sale of property and other assets
- rendering or receiving services
- leases
- transfers of research and development
- transfers under licence agreements
- transfers under finance arrangements (including loans and equity contributions in cash or in kind)
- provision of guarantees or collateral
- commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised)
- quotations and/or tenders
- settlements of liabilities on behalf of Council or by Council on behalf of the related party
- Expense recognised during the period in respect of bad debts
- Provision for doubtful debts relating to outstanding balances

### Procedures

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The method for identifying the close members and associated entities of KMP will be by KMP self-assessment. KMP have an ongoing responsibility to advise Council immediately of any Related Party Transactions.

The preferred method of reporting is for KMPs to provide details of Related Parties and Related Party Transactions to the Responsible Accounting Officer.

Information provided will be reviewed in accordance with the Council's operational requirements and held on a centralised register (Appendix D) held within the Governance Area.

Should a KMP have any uncertainty as to whether a transaction may constitute a Related Party Transaction they should contact the Responsible Accounting Officer who will make a determination.

### Privacy and Access to Government Information (Public Access) Act 2009 (GIPA Act)

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Information provided by KMPs and other related parties shall be held for the purpose of compliance with Council's legal obligation and shall be disclosed where required for compliance or legal reasons only.

Disclosures, Notifications and the Register are not available for public access under the GIPA Act.

### Related Information/Glossary

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- AASB 124 – Related Party Disclosures (July 2015)
- Australian Accounting Standards
- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Government Information (Public Access) Act 2009*
- *Corporations Act 2001*
- Code of Conduct

# WARREN SHIRE COUNCIL

Policy Report of the Manager of Finance & Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

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## ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

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Related Party Disclosures Policy

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### Review

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A review of KMP's and their related parties will be completed on adoption of this policy and then at intervals not exceeding six months.

This policy will also be reviewed when any of the following occur:

- corporate restructure
- the related legislation/documents are amended or replaced
- as a result of changes to the Office of Local Government Local Government Code of Accounting Practice and Financial Reporting
- changes to AASB 124

### Contact

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Responsible Accounting Officer – 02 6847 6611

DRAFT



**WARREN SHIRE COUNCIL**  
 Policy Report of the Manager of Finance & Administration  
 to the Ordinary Meeting of Council to be held in the  
 Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

Related Party Disclosures Policy

Appendix A – Related Party Transactions Notification



Warren Shire Council

**RELATED PARTY TRANSACTION DISCLOSURE BY KEY MANAGEMENT PERSONNEL**

PRIVATE AND CONFIDENTIAL

Name of Key Management Person: .....

Position of Key Management Person: .....

Please read the Related Party Disclosures Policy provided with this notification, which explains what is a Related Party Transaction and the purposes for which Council is collecting, and will use and disclose, the related party information provided by you in this notification.

Please complete the table below for each Related Party Transaction with Council that you, or a close member of your family, or an entity related to you or a close member of your family:

1. has previously entered into and which will continue in the ..... financial year
2. has entered into, or is reasonably likely to enter into, in the ..... financial year

| Related Party's Name<br>(Individual's or<br>entity's name) | Relationship | Nature of Transaction<br>Existing or Potential | Dollar/Equivalent<br>Value | Description of Transaction Documents<br>or Changes to the Related Party<br>Relationship |
|--|--------------|--|----------------------------|---|
|  |              |  |                            |   |

# WARREN SHIRE COUNCIL

Policy Report of the Manager of Finance & Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

**ITEM 1 RELATED PARTY DISCLOSURES POLICY**

**CONTINUED**

Related Party Disclosures Policy

| Related Party's Name<br>(Individual's or<br>entity's name) | Relationship | Nature of Transaction<br>Existing or Potential | Dollar/Equivalent<br>Value | Description of Transaction Documents<br>or Changes to the Related Party<br>Relationship |
|--|--------------|--|----------------------------|---|
|  |              |  |                            |   |
|  |              |  |                            |   |
|  |              |  |                            |   |
|  |              |  |                            |   |
|  |              |  |                            |   |
|  |              |  |                            |   |

KMP Compensation (remuneration) in total and for each of the following categories:

| Type of Remuneration | Short-term Employee<br>Benefits | Post-Employment Benefits | Other long-term Benefits | Termination benefits |
|----------------------|---------------------------------|--------------------------|--------------------------|----------------------|
|                      |                                 |                          |                          |                      |
|                      |                                 |                          |                          |                      |
|                      |                                 |                          |                          |                      |
|                      |                                 |                          |                          |                      |
|                      |                                 |                          |                          |                      |

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager of Finance & Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

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**ITEM 1 RELATED PARTY DISCLOSURES POLICY**

**CONTINUED**

Related Party Disclosures Policy

**Disclosure**

I .....  
*(Full name)* ..... *(Position)*

notify that, to the best of my knowledge, information and belief,

as at the date of this disclosure, the above information includes all existing and potential Related Party Transactions with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the ..... financial year.

I make this disclosure after reading the Related Party Disclosures Policy provided by Warren Shire Council, which details the meaning of the words "related party", "Related Party Transaction", "close members of the family of a person" and, in relation to an entity, "control" or "joint control", and the purposes for which this information will be used and disclosed.

I permit the Responsible Accounting Officer and the other permitted recipients specified in Council's Related Party Disclosure Policy to access the register of interests in relation to me and persons related to me and to use the information for the purposes specified in that policy.

Signature of named Key Management Person: .....

Dated: .....

# WARREN SHIRE COUNCIL

Policy Report of the Manager of Finance & Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

Related Party Disclosures Policy

Appendix B – Related Party Relationships Notification by Key Management Personnel



## Warren Shire Council

### RELATED PARTY RELATIONSHIPS NOTIFICATION BY KEY MANAGEMENT PERSONNEL

PRIVATE AND CONFIDENTIAL

Name of Key Management Person: .....

Position of Key Management Person: .....

If a transaction has occurred since your last declaration, list details of known close family members, entities that are controlled/jointly controlled by KMP and entities that are controlled/joint controlled by close family members of KMP.

| Details of Person or Entity | Relationship |
|-----------------------------|--------------|
|                             |              |
|                             |              |
|                             |              |
|                             |              |
|                             |              |
|                             |              |
|                             |              |
|                             |              |
|                             |              |

# WARREN SHIRE COUNCIL

Policy Report of the Manager of Finance & Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

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## ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

Related Party Disclosures Policy

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### Disclosure

I ....., .....

(Full name)

(Position)

notify that, to the best of my knowledge, information and belief,

as at the date of this disclosure, the above information includes all existing and potential Related Party Transactions with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the ..... financial year.

I make this disclosure after reading the Related Party Disclosures Policy provided by Warren Shire Council, which details the meaning of the words "related party", "Related Party Transaction", "close members of the family of a person" and, in relation to an entity, "control" or "joint control", and the purposes for which this information will be used and disclosed.

I permit the Responsible Accounting Officer and the other permitted recipients specified in Council's Related Party Disclosure Policy to access the register of in relation to me and persons related to me and to use the information for the purposes specified in that policy.

Signature of named Key Management Person: .....

Dated: .....

# WARREN SHIRE COUNCIL

Policy Report of the Manager of Finance & Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

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## ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

Related Party Disclosures Policy

### Appendix C – Examples of Related Parties and Transactions



## Warren Shire Council

### EXAMPLES – RELATED PARTIES AND TRANSACTIONS

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Some specific examples<sup>2</sup> of related party transactions may include:

- paying rates and utility charges in accordance with Council's Schedule of Fees and Charges
- using council's public facilities after paying the corresponding fees:
  - using the Council's public swimming pool after paying the normal fee
  - parking fees at rates available to the general public
  - attending Council functions that are open to the public
  - fines on normal terms and conditions
- entering into leases with Council or Council owned properties
- entering into contracts to provide/receive goods/services to/from Council
- use of Council assets free of charge (e.g. office space (for personal reasons))
- writing off debts due to/by related parties

#### Company that is a Related Party of Council – Example 1

Warren Shire Council (WSC) owns 90% of the shares in Warren Industrial Development Pty Ltd (the Company).

WSC has assessed that it has control over the company. The company is therefore a Related Party of WSC because WSC controls it.

WSC produces consolidated financial statements which include both a parent entity column and consolidated entity column. In the statements all individually significant transactions between WSC and the company will need to be disclosed. For other transactions that are collectively, but not individually, significant WSC will need to disclose a qualitative and quantitative indication of their extent.

WSC must also disclose the nature of its relationship with the company.

#### Key Management Personnel – Close Family Members – Example 2

WSC has recently employed Fred's son (Richard) in the Council's Parks & Gardens area. Fred is Council's Manager of Finance & Administrations but was not involved in hiring Richard. This process was managed by the Manager of Engineering Services and included an independent assessment process. Fred did not have any influence in Richard securing the job.

Fred has been identified as a KMP of Council, which makes him a Related Party.

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<sup>2</sup> Provided by Hill Rogers

# WARREN SHIRE COUNCIL

## Policy Report of the Manager of Finance & Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

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### ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

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#### Related Party Disclosures Policy

Richard will also be a Related Party of Council because he is a close family member of Fred. The recruitment process that was undertaken for Richard's position is irrelevant when assessing whether Richard is a Related Party.

#### **Key Management Personnel – Close Family Members – Example 3**

The Mayor of Warren Shire Council (Walter) has lived in the Shire his whole life. In fact his family has been in the area for over five generations.

Walter's cousin Mary, owns and operates a local newsagent through a company Today's News Pty Ltd, of which she is 100% owner. Walter and Mary have always been close and regularly socialise.

Walter has been identified as a KMP of the Council. Mary is classified as a Close Family Member of Walter because she would be able to influence, or be influenced by, that person with her dealings with Council.

Both Mary and the Company she controls, Today's New Pty Ltd would both be Related Parties of the Council. Any transactions that the Council makes with the newsagent would need to be separately identified and need to be disclosed.

#### **Entities that are Controlled or Jointly Controlled by KMP or their Close Family Members – Example 4**

Councillor Winx of Warren Shire Council is the President of Warren Jockey Club, the local racing club. The club is overseen by a committee which comprises the President and five other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 350 members that each have a vote in electing the committee members at the club's annual general meeting.

Councillor Winx does not control or jointly control the racing club so it will not be a Related Party of Council just because the Councillor Winx is the President of the club.

However, an entity where Councillor Winx has a Close Family Member who has a voting right would be considered as a Related Party.

#### **Different Party Transactions that may occur between Related Parties - Example 5**

The Council's functions include raising revenue to fund its functions and activities, and planning for and providing services and facilities (including infrastructure) for the local community. In carrying out its functions, the Council undertakes a wide range of activities including the imposition of rates and charges upon constituents, and the provision without charge of services such as parks and roads.

Councillor Paul is a ratepayer residing within the Council area. As such, Councillor Paul takes advantage of the availability of free public access to local parks and libraries. Councillor Paul also used the swimming pool at the Council's Recreation Centre twice during the financial year, paying the casual entry fee applicable to the general public each time. The recreation centre has approximately 5,000 visitors each financial year.

All of the transactions described above between the Council and Councillor Paul are related party transactions of the Council considered for disclosure in the Council's general purpose financial statements. Based on the facts and circumstances described, the Council may determine that these transactions are unlikely to influence the decisions that users of the Council's financial statements make having regard to both the extent of the transactions, and that the transactions have occurred between the Council and Councillor Paul within a public service provider/taxpayer relationship.

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager of Finance & Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

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**ITEM 1 RELATED PARTY DISCLOSURES POLICY**

**CONTINUED**

Related Party Disclosures Policy

**Contentious Issues**

**Note:** where there are contentious issues in the determination of Related Party Disclosures Council should seek advice from the External Auditor.

When assessing whether a KMP or Close Family Member controls or jointly controls an entity, Council will need to refer to ASSB 10 and ASSB 11.



# WARREN SHIRE COUNCIL

Policy Report of the Manager of Finance & Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

ITEM 1 RELATED PARTY DISCLOSURES POLICY

CONTINUED

[Related Party Disclosures Policy](#)

Appendix D – Related Party Register



## Warren Shire Council

### RELATED PARTY REGISTER

| Name | Relationship | Nature of Transactions | Terms and Conditions | Reference - Supporting Evidence |
|------|--------------|------------------------|----------------------|---------------------------------|
|      |              |                        |                      |                                 |
|      |              |                        |                      |                                 |
|      |              |                        |                      |                                 |
|      |              |                        |                      |                                 |
|      |              |                        |                      |                                 |

**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 23rd March 2017**

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

| <b>Date</b>  | <b>Resolution or Qwn</b> | <b>Outstanding Matter</b>                        | <b>Officer Resp</b> | <b>Response/Action</b>   |
|--|--------------------------|--|---------------------|--|
| <b>General Manager</b>                             |                          |  |                     |  |
| 3.12.15  | 299.12.15 (1)            | Lot 183 DP 736208<br>Sale to Plunkett            | GM                  | In progress.   |
| 3.12.15  | 299.12.15 (2)            | Road Closure – Myra Lane                         | GM                  | In progress.   |
| *23.6.16   | 149.6.16                 | CCTV – CBD Area                                  | GM                  | Investigate trial options.   |
| 27.10.16   | QWN – 1<br>Quigley       | Water Sharing Plan –<br>Use of FMZ               | GM                  | Submission when Plan reviewed.   |
| *1.12.16   | 305.12.16                | Outdoor fitness equipment                        | GM                  | Installation complete.   |
| 1.12.16  | QWN 1 –<br>Quigley       | Guidelines for business house façade painting    | GM                  | Review and report to Council   |
| 25.1.17  | 15.1.17                  | Sale of land, Silo Subdivision                   | GM                  | Negotiate price and conditions of sale and report back to Council.                         |
| 25.1.17  | 16.1.17                  | Proposed new general industrial area             | GM                  | Produce costings.  |
| *25.1.17   | 17.1.17                  | MDBA – Northern Basin Review                     | GM                  | Submission required by 24th February 2017.   |
| 23.2.17  | QWN 2 -<br>Brewer        | Emergency air strip near Gibson’s Way            | GM                  | Investigate protocols of using roadways for emergency air strips.                          |
| <b>Manager Finance and Administration Services</b> |                          |  |                     |  |
| 25.2.16  | 48.2.16                  | Transfer Lot 11 & 12 DP 758264 Collie to Council | MFA                 | Contact now made. Documents to be forwarded.   |
| *23.2.17   | 46.2.17                  | Renew Alcohol Free Zones                         | MFA                 | Further report to March 2017 following advertising.  |
| *23.2.17   | 48.2.17                  | NW Library Agreement                             | MFA                 | Agreements signed by Member Councils.  |
| <b>Manager Engineering Services</b>                |                          |  |                     |  |
| 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 works required.   |
| 27.10.16   | 284.10.16                | Telemetry Upgrade                                | MES                 | In progress  |
| 25.1.17  | 5.1.17                   | Replace Plant 42 – Watercart                     | MES                 | Arrange replacement.   |

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Chambers, Warren, on Thursday 23rd March 2017**

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**ITEM 1            OUTSTANDING REPORTS CHECKLIST            CONTINUED**

| <b>Manager Engineering Services</b>     |                |   |     | <b>Continued</b>                                    |
|---|----------------|---|-----|---|
| 25.1.17                                 | 5.1.17         | Replace Plant 41 – Watercart                    | MES | Destroyed by fire. Under investigation.             |
| 25.1.17                                 | 5.1.17         | Replace Plant 64 – Tender Truck                 | MES | Arrange replacement.                                |
| 25.1.17                                 | 5.1.17         | Replace Plant 47 – Street Sweeper               | MES | Arrange replacement.                                |
| 23.2.17                                 | 33.2.17        | Stafford Street No Stopping Zone                | MES | Adjust signage                                      |
| 23.2.17                                 | 33.2.17        | Chester Street No Parking                       | MES | Adjust signage                                      |
| 23.2.17                                 | 34.2.17        | Showground/<br>Racecourse PA System             | MES | Order placed  |
| 23.2.17                                 | 37.2.17        | CBD Beautification – tree islands refurbishment | MES | Present further costings.                           |
| 23.2.17                                 | QWN 1 – Druce  | School Bus signage on Nevertire-Bogan Rd        | MES | Erect additional signage                            |
| 23.2.17                                 | QWN 1 – Brewer | Signage on Ringorah Road                        | MES | Erect signage at bend.                              |
| <b>Manager Health &amp; Development</b> |                |   |     |   |
| 27.10.16                                | QWN – 1 Walker | Ewenmar Waste Depot signage and roadways        | MHD | Signs complete.                                     |
| 25.1.17                                 | 23.1.17        | Planning Proposal                               | MHD | Submit Planning Proposal to Department of Planning. |
| 23.2.17                                 | 58.2.17        | Shade structures at Swimming Pool               | MHD | Seek further information and report to Council.     |
| *23.2.17                                | 59.2.17        | DA P16-16.19 Unmanned Refuelling Facility       | MHD | Consent issued for modification to approval.        |

**RECOMMENDATION:**

That the information be received and noted and that the items marked with an asterisk (\*) being 23.6.16 - 149.6.16, 1.12.16 - 305.12.16, 25.1.17 - 17.1.17, 23.2.17 - 46.2.17, 23.2.17 - 48.2.17 and 23.2.17 - 59.2.17 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 23rd March 2017

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

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

**MEETINGS HELD**

| <b>DATE</b> | <b>COMMITTEE / MEETING</b>  | <b>LOCATION</b> |
|-------------|---|-----------------|
| 23.2.17     | Councillor Training – Asset Management  | Warren          |
| 27.3.17     | NSW Public Works  | Dubbo           |
| 2.3.17      | Ewenmar Waste Depot Committee   | Warren          |
| 2.3.17      | RFS – SLA Meeting   | Coonamble       |
| 3.3.17      | Netwaste  | Dubbo           |
| 8.3.17      | Warren Macquarie Aboriginal Lands Council   | Warren          |
| 8.3.17      | Department of Agriculture and Water Resources - Northern Basin Programmes Taskforce | Warren          |
| 9.3.17      | Water & Sewerage Committee  | Warren          |
| 10.3.17     | OROC Board  | Dubbo           |
| 15.3.17     | RFS – Bushfire Management Committee   | Coonamble       |
| 16.3.17     | Plant Committee   | Warren          |
| 21.3.17     | Jardine Lloyd Thompson – Risk Management Workshop                                   | Warren          |

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

| <b>DATE</b> | <b>COMMITTEE / MEETING</b>        | <b>LOCATION</b> |
|-------------|-----------------------------------|-----------------|
| 23.3.17     | Community Safety Precinct Meeting | Warren          |
| 31.3.17     | Outback Arts                      | Coonamble       |

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 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 |      |      | 29th |      |      | 14th |      |      |      |
| Showground / Racecourse Committee    |      | 6th  |      | 6th  |      |      | 6th  |      |      | 5th  |      |      |
| Sporting Facilities Committee        |      | 8th  |      | 5th  |      |      | 5th  |      |      | 4th  |      |      |
| Water & Sewerage Committee           |      |      | 9th  |      |      |      |      | 10th |      |      |      |      |
| Economic Development Committee       |      | 15th |      | 12th |      |      | 12th |      |      | 11th |      |      |
| Town Improvement Committee           |      | 16th |      | 13th |      |      | 13th |      |      | 12th |      |      |
| Council Chambers Development TBA     |      |      |      |      |      |      |      |      |      |      |      |      |
| Ewenmar Waste Depot Committee TBA    |      |      | 2nd  |      |      |      |      |      |      |      |      |      |
| 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 |      |      | 5th  |      | 7th  |      |      | 6th  |      |      |
| Local Emergency Management           |      | 14th |      |      | 9th  |      |      | 8th  |      |      | 14th |      |
| NSW Police Community Safety Precinct |      |      | 23rd |      |      |      |      | 24th |      |      |      |      |
| Manex Committee                      | 17th | 14th | 14th | 18th | 16th | 20th | 18th | 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 23rd March 2017**

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**ITEM 2      COMMITTEE/DELEGATES MEETINGS      CONTINUED**

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

- Fire Australia – Issue 1, 2017
- Club Life – February 2017
- IPWEA (NSW) Roads & Transport Directorate – January 2017
- LG Focus – March 2017

**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 23rd March 2017

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**ITEM 3      COMMUNITY STRATEGIC PLAN “WARREN SHIRE 2027”**  
**(A7-4.1/1)**

The provisions of the Local Government Act 1993 Section 402 states:

*“(1) Each local government area must have a community strategic plan that has been developed and endorsed by the council. A community strategic plan is a plan that identifies the main priorities and aspirations for the future of the local government area covering a period of at least 10 years from when the plan is endorsed.*

*(2) A community strategic plan is to establish strategic objectives together with strategies for achieving those objectives.*

*(3) Following an ordinary election of councillors, the council must review the community strategic plan before 30 June following the election. The council may endorse the existing plan, or develop or endorse a new community strategic plan, as appropriate, to ensure that the area has a community strategic plan covering at least the next 10 years”.*

The review of the Community Strategic Plan “Warren Shire 2022” is in progress and the final draft Community Strategic Plan ‘Warren Shire 2027’ is included with this Business Paper. A Community Survey was undertaken during February 2017 using the following means:

- Creation of an online survey using Survey Monkey.
- Creation of a paper survey delivered via a letterbox drop in Warren, Nevertire and Collie
- mail out to roadside and PO Box addresses.
- Website content.
- Posts to the Warren Shire Council Facebook page.
- Poster for the Community Noticeboard.
- Advertisement for the Warren Weekly.

The survey could be completed online or on paper and submitted to Council.

**The question that community members were asked to consider was:**

*“What do you feel are the most important issues or challenges facing our community in the next ten years?”*

**Survey Results Summary**

- There were 70 survey responses in total.
- 50 of these responses were submitted online.
- 20 responses were written.



**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Chambers, Warren, on Thursday 23rd March 2017**

---

**ITEM 3      COMMUNITY STRATEGIC PLAN “WARREN SHIRE 2027”**  
**CONTINUED**

Due to the survey question requiring an open-ended response, some survey respondents covered multiple issues within their answer. The total number of issues covered, in fact, 132 separate items were raised by the 70 respondents.

Some of the responses were statements, others were ideas and the remainder were classified under the strategic areas of the Community Strategic Plan “Warren Shire 2027”: Social; Economic; Infrastructure; Environmental; Governance. The number of statements and ideas were as follows:

Statements – 34

Ideas – 12

Therefore, 34.8% of items raised were either a statement or an idea and these, where necessary have been put into council’s system (copy of summary included).

A breakdown of the remaining items is as follows:

| Category | Sub-Category                   | Data               | Commentary  | Update to CSP  |
|----------|--------------------------------|--------------------|---|--|
| Social   | Youth                          | 22/132 –<br>16.67% | Issues focused on activities and education available in Warren. In addition lack of employment opportunities for youth and need to retain youth and families in Warren were mentioned in responses. | 1.2.4<br>1.2.5   |
|          | Health                         | 6/132 –<br>4.55%   | Half of these responses were in relation to services for the ageing population.   | No update required.<br>Strategy in place.                |
|          | Law and Order                  | 19/132 –<br>14.39% | Of these 19 responses, there were 10 drug-related issues raised.  | 1.4.1<br>1.4.2   |
| Economic | Expand economic base           | 6/132 –<br>4.55%   |   | Economic Development Strategy will address these issues. |
|          | Enhance experience of visitors | 2/132 –<br>1.52%   |   | Economic Development Strategy will address these issues. |

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Chambers, Warren, on Thursday 23rd March 2017

**ITEM 3 COMMUNITY STRATEGIC PLAN “WARREN SHIRE 2027”**  
**CONTINUED**

| Category       | Sub-Category                     | Data              | Commentary                     | Update to CSP  |
|----------------|----------------------------------|-------------------|--------------------------------|--|
|                | Employment                       | 13/132 –<br>9.85% |                                |  |
|                | Housing                          | 3/132 –<br>2.27%  |                                | Economic Development Strategy will address these issues. |
| Infrastructure | Roads                            | 2/132 –<br>1.52%  |                                | No update required. Strategy in place.                   |
|                | Footpaths                        | 2/132 –<br>1.52%  | Upgrade of pathways and ramps. | 3.1.4  |
| Environmental  | Waste management                 | 2/132 –<br>1.52%  | Recycling.                     | No update required. Strategy in place.                   |
|                | Water                            | 2/132 –<br>1.52%  |                                | No update required. Strategy in place.                   |
| Governance     | Communication with the community | 1/132 –<br>0.76%  |                                | 5.1.3<br>5.1.4   |

The data collected has been analysed and used to inform any amendments to the existing Objectives and Strategies in the Community Strategic Plan.

**Recommended updates to Community Strategic Plan**

Apart from minor wording changes following is a summary of amendments made in getting to the final draft of Community Strategic Plan “Warren Shire 2027”.

Objectives

Only one amendment to 1.1 by removing and attract and retain working families and adding it as a Strategy at 1.1.7 more relevant as a strategy.

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Chambers, Warren, on Thursday 23rd March 2017

**ITEM 3 COMMUNITY STRATEGIC PLAN “WARREN SHIRE 2027”  
 CONTINUED**

Strategies

The recommended changes to the Strategies are set out in the following table:

|   | Remove   | Comment                                   |       | Add   | Comment                              |
|---|--|---|-------|---|--------------------------------------|
| <b>Objective 1.2: Support young people and encourage their development</b>                          |  |   |       |   |                                      |
|   |  |   | 1.1.7 | Investigate initiatives in attracting and retaining working families  | More relevant as a Strategy.         |
| 1.2.1   | Provide leadership and coordination of the ‘Interagency Warren Youth sub-committee’ – an organisation which coordinates action to assist all youth | Interagency Group not an Action Committee | 1.2.1 | Investigate options available looking to develop a solution that can provide leadership and coordination of actions to assist all youth | More realistic Strategy              |
| 1.2.2   | More accessible facilities for youth and a greater range of youth activities are organised and coordinated   |   | 1.2.2 | Promote to youth Warren facilities and activities available   |                                      |
|   |  |   | 1.2.4 | Investigate initiatives in creating employment for youth.   |                                      |
| <b>Objective 1.4: A safe and clean community</b>  |  |   |       |   |                                      |
| 1.4.1   | Provide animal control services to meet the demands of the community   | Now 1.4.7                                 | 1.4.1 | Continually liaise with NSW Police on law and order issues within community   | Reflects community needs             |
| 1.4.2   | More visible police presence   | Covered by 1.4.1                          | 1.4.2 | Continually monitor the use of illicit drugs within the community   |                                      |
|   |  |   | 1.4.7 | Provide animal control services to meet the demands of the community  | From 1.4.1                           |
| <b>Objective 2.1: Expand existing economic base and diversification into sustainable industries</b> |  |   |       |   |                                      |
| 2.1.1   | Co-ordinate Stage 2 of Socio-Economic Study of the LMV – implementing Economic adaptation activities   | No support from Government                | 2.1.1 | Continue implementation of existing Economic Development Strategy Goal 5 until 2016 Census Data released                                | Includes some actions from old 2.1.1 |
| 2.1.2   | Implement Economic Development Strategy  |   | 2.1.2 | Review and update Economic Development Strategy   |                                      |

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Chambers, Warren, on Thursday 23rd March 2017

**ITEM 3 COMMUNITY STRATEGIC PLAN “WARREN SHIRE 2027”  
 CONTINUED**

|  | Remove   | Comment                       |       | Add  | Comment                               |
|--|--|-------------------------------|-------|--|---------------------------------------|
| 2.1.3  | Undertake a skills audit of local economy  | Being undertaken by RDA Orana | 2.1.3 | Implement updated activities of the Strategy's Action Plan   |                                       |
| 2.1.4  | Assist and encourage the development of new business   | Now included in 2.1.2         |       |  |                                       |
| <b>Objective 2.2: Enhance the experience of visitors to Warren Shire</b> |  |                               |       |  |                                       |
| 2.2.1  | Implementation of Streetscape Masterplan and Town Improvement Committee activities – upgrade streetscape including landscaping, gardens and street furniture, empty shop fronts displays | Now 2.2.2                     | 2.2.1 | Continue implementation of existing Economic Development Strategy Goal 6 until 2016 Census Data released |                                       |
| 2.2.2  | Development of a Tourism strategy – including marketing of the region  | Now included in 2.2.3         | 2.2.2 | Implementation of Streetscape Masterplan and Town Improvement Committee activities.                      | Was 2.2.1                             |
|  |  |                               | 2.2.3 | Actively participate in the Great Western Plains Destination Management Group                            |                                       |
|  |  |                               | 2.2.4 | Liaise with RiverSmart in line with Council's Economic Development Strategy                              |                                       |
| <b>Objective 3.2: Quality community infrastructure and facilities</b>    |  |                               |       |  |                                       |
| 3.2.6  | Construction of Heavy Vehicle Inspection Station and upgrade existing Council Works Depot  | Complete                      | 3.2.6 | Upgrade and refurbishment of Warren Shire Council Chambers to comply with legislation                    | Was 3.2.7                             |
| 3.2.7  | Upgrade and refurbishment of Warren Shire Council Chambers to comply with legislation  | Now 3.2.6                     |       |  |                                       |
| <b>Objective 4.1: Management of the local environment</b>                |  |                               |       |  |                                       |
| 4.1.2  | Maintain high levels of maintenance and services in the area of public Cemeteries  | Operational                   | 4.1.2 | Actively participate in the Environment and Waterways Alliance   | Reflects Council's involvement in NRM |

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Chambers, Warren, on Thursday 23rd March 2017

**ITEM 3 COMMUNITY STRATEGIC PLAN “WARREN SHIRE 2027”  
 CONTINUED**

|   | Remove   | Comment   |       | Add  | Comment            |
|---|--|-----------|-------|--|--------------------|
| <b>Objective 4.2: Resource use, waste disposal and management</b>               |  |           |       |  |                    |
| 4.2.1   | Reduce rate of landfill through waste management, minimisation and collection methods  | Now 4.2.2 | 4.2.1 | Ewenmar Waste Depot – new management regime  |                    |
| 4.2.2   | Ensure the efficient and cost effective operation of Council’s road making materials (e.g. Mount Foster Quarry and gravel pits.) |           | 4.2.2 | Reduce rate of landfill through waste management, minimisation and collection methods  | Was 4.2.1          |
|   |  |           | 4.2.3 | Ensure the efficient and cost effective operation of Council’s road making materials (e.g. Mount Foster Quarry and gravel pits.) |                    |
| <b>Objective 5.1: A community that partners with Council in decision making</b> |  |           |       |  |                    |
| 5.1.2   | Youth Sub-Committee – ensure active involvement by the youth of Warren Shire   |           | 5.1.2 | Implement as required agreed community actions   | Actions from 1.2.1 |
|   |  |           | 5.1.3 | Promote timely and quality dissemination of information to the community.  |                    |
|   |  |           | 5.1.4 | Convey community issues to Government  |                    |

Council approval is now sought to place the final draft of the Community Strategic Plan “Warren Shire 2027” on public display for a period of 28 days seeking further comment prior to adoption at the April Meeting of Council.

**RECOMMENDATION:**

That:

1. The information be received and noted; and
2. The final draft of the ‘Warren Community Strategic Plan 2027’ be placed on public display for a period of 28 days seeking further comment.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

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**ITEM 4      CLOSED CIRCUIT TV (CCTV) TRIAL      (L7-1.5)**

Council at its meeting on Thursday 23<sup>rd</sup> June 2016, considered a report in relation to Closed Circuit TV (CCTV) in the CBD area of Warren (copy attached) and subsequently resolved that:

*“Council proceed and investigate the trial of two (2) cameras including the location, costings, documentation and report back to both the Working Group and Council.”*

Since then, considerable investigation, numerous discussions and consultation with adjoining Councils has been undertaken on CCTV in public places in the aim of looking at the best way forward to undertake a trial of CCTV in Warren.

Firstly, the most important issue to come out of these discussions is who has access to the CCTV data. The facts are, any data from CCTV is not available to Council or the general public other than through an application to the NSW Police, who require a genuine reason to make an application to use it.

Secondly, unless the images are of very high quality, they are usually of no use.

A further result of these discussions is that a company by the name of Simtec, who have extensive experience in the region on the installation and maintenance of surveillance systems, was highly recommended. A meeting was held between Simtec representative Mr Scott Simmonds, Councillor Taylor and the General Manager regarding a potential trial and the following information is presented in line with Council’s resolution.

**Location**

On undertaking a site inspection of the Warren CBD, Mr Simmonds was of no doubt that the best location to undertake this trial was to place four (4) cameras facing in each direction down Dubbo Street and Burton Street. These cameras would be placed on a six (6) metre pole about one (1) metre from the light pole at the centre of the roundabout. Images would be relayed via wireless back to a server in the Council office.

Two issues should be noted:

1. The roundabout is the best and least cost option for a trial only; and
2. Cabling is a better option than wireless, but far more expensive (possibility of laying conduit with street beautification will be examined).

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

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**ITEM 4      CLOSED CIRCUIT TV (CCTV) TRIAL**

**CONTINUED**

**CCTV Units, Network Equipment and Costing**

Following the site visit, Simtec were requested to provide Council with a quotation, which includes the complete package to install and be immediately operational with Council only to be responsible for the power supply, dig the hole and provide the foundation for the pole.

Two (2) quotations have been provided:

**Option 1**

Fit and supply 4 Avigilon 3 megapixel cameras, server and network equipment including software and 6 metre pole - \$29,625.00.

4 single cameras - a new model with inbuilt analytics, better low light performance and better picture quality over the old model. Has inbuilt IR.

**Option 2**

Fit and supply 1 Avigilon 3 megapixel 4 way multi-sensor camera, server and network equipment including software and 6 metre pole - \$24,920.00.

1 camera with 4 heads built into it, is more cost effective. Saves on mounting hardware and additional licences. Does not have inbuilt analytics or IR. Camera is the old model, but still has a very good picture quality.

Both these options are suitable with a preference for Option 1 as it has 4 individual cameras that can be used in other locations following the trial i.e. Council's Works Depot.

**Required Documentation**

The NSW Government encourages all agencies considering the development of CCTV schemes to use as a basis the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places as well as to seek independent legal advice where appropriate.

A detailed Code of Practice that covers all aspects of the management of the operations of a public area CCTV scheme should be developed. Such a code would include reference to all the following matters:

- scheme objectives and principles of operation;
- parameters of the scheme including geographical boundaries, number and location of cameras, system description, method of operation;
- scheme ownership, partners to the scheme including suppliers of equipment and Police and their respective responsibilities, management of the scheme, control and operation of cameras, accountability, monitoring and evaluation mechanisms, and avenues for complaints;
- signage, publicity and information about schemes;

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

---

**ITEM 4      CLOSED CIRCUIT TV (CCTV) TRIAL      CONTINUED**

- rules defining access to scheme control rooms and monitors so that only those with a lawful and legitimate reason may operate or view the equipment in a control room;
- adequate standards for the recruitment, integrity and training of control room staff;
- lawful, fair, safe and secure procedures defining recording and storage practices, image retention times, image re-use and image copying;
- information being recorded which is adequate, accurate, and relevant;
- rules on how recorded images are accessed for evidentiary purposes which satisfy continuity of evidence
- provision for the implementation of disciplinary and/or other procedures where protocols are breached.

The Code of Practice should underpin the management and operations of the scheme and be supplemented by Protocols or Procedures and appropriate Standard Operating Procedures for participating staff to guide the day-to-day operation of the scheme.

Section 12 of the Privacy and Personal Information Protection Act 1998 lays out a number of requirements relating to security of information collected and held. Standard Operating Procedures should comply with these requirements and these should be built into formal agreements, such as Memorandums of Understanding, between local councils and the NSW Police Force.

A Code of Practice has been developed using the above guidelines and Council approval is now sought to place the final draft of the Warren Shire Council Code of Practice Closed Circuit Television System on public display for a period of 28 days seeking community comment prior to adoption at the April Meeting of Council.

**RECOMMENDATION:**

That:

1. The information be received and noted; and
2. Council accept the quotation from Simtec for Option 1 - Fit and supply 4 Avigilon 3 megapixel cameras, server, network equipment including software and 6 metre pole in the amount of \$29,625.00 and this be funded from Council's Infrastructure Replacement Internal Restriction; and
3. The draft of the Warren Shire Council Code of Practice Closed Circuit Television System be placed on public display for a period of 28 days seeking community comment.



**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

---

**ITEM 4      CLOSED CIRCUIT TV (CCTV) TRIAL**

**CONTINUED**

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23<sup>rd</sup> June 2016

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**ITEM 7      CLOSED CIRCUIT TV**

**(L7-1.5)**

On Tuesday, 14th June 2016 a further meeting was held to recap and discuss options regarding potential Closed Circuit TV (CCTV) in the CBD area of Warren.

Present was:

Councillor Kevin Taylor  
Ashley Wielinga, General Manager  
Trevor Wilson, Chamber of Commerce  
Tony McAlary, Chamber of Commerce  
Keith Redman, Local Land Council  
Sgt Clint Williams, Warren Police

An overview on the current position was given, which included Council's previous resolution.

Council in conjunction with the Chamber of Commerce, proceed and establish a Community Safety Committee to step through the first five (5) steps of the NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places.

Issues to be considered before establishing a CCTV Scheme

1. Identifying the problem;
2. Establishing a Community Safety Committee;
3. Representation on the Community Safety/CCTV Committee;
4. Crime Assessment; and
5. Develop a Local Crime Prevention Plan.

Following a considerable discussion, it was the consensus of the group that the resources required in stepping fully through the five (5) steps was not warranted and that Council would be better served putting resources towards a trial of two (2) cameras.

The meeting also discussed the latest NSW Recorded Crime Statistics update as at March 2016, produced by the NSW Bureau of Crime Statistic and Research.

The following is the outcome of the meeting:-

- Although recorded statistics do not show a convincing argument for CCTV, there was no doubt that a trial would be beneficial and a sensible way to go about it.
- Potential sites would be viewing the roundabout area and the Visitors Information Centre.
- It would give an opportunity to develop necessary documentation as per Legislation.
  - CCTV Policy;
  - CCTV Code of Practice;

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

---

**ITEM 4      CLOSED CIRCUIT TV (CCTV) TRIAL**

**CONTINUED**

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23<sup>rd</sup> June 2016

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**ITEM 7      CLOSED CIRCUIT TV**

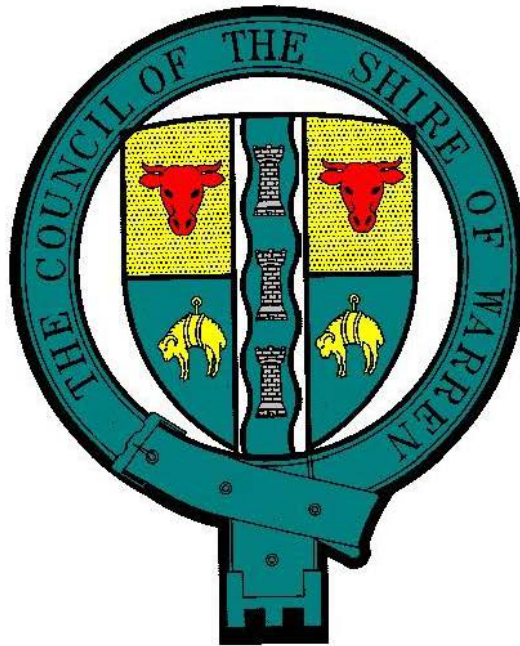
**CONTINUED**

- Signage; and
- Rights of Access to Information.
- The results of the trial would allow Council to be in a position to make grant applications for CCTV, knowing exactly what is required and the cost.
- The trial would determine the style and quality of cameras and storage devices required.

**RECOMMENDATION:**

That:

1. The information be received and noted; and
2. Council proceed and investigate the trial of two (2) cameras including the location, costings, documentation and report back to both the Working Group and Council.



**CODE OF PRACTICE**

**CLOSED CIRCUIT TELEVISION**

**SYSTEM**

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

---

**ITEM 4      CLOSED CIRCUIT TV (CCTV) TRIAL**

**CONTINUED**

**TABLE OF CONTENTS**

|   |           |
|---|-----------|
| <b>1. OVERVIEW .....</b>  | <b>2</b>  |
| 1.1. Key Principles .....   | 2         |
| <b>2. PRELIMINARY INFORMATION.....</b>                                | <b>3</b>  |
| 2.1. Introduction .....   | 3         |
| 2.2. Code of Practice.....  | 3         |
| 2.3. System description.....  | 4         |
| 2.4. Camera Design .....  | 4         |
| 2.5. Camera locations .....   | 4         |
| 2.6. Ownership of the CCTV System .....                               | 4         |
| 2.7. Partners in the CCTV System .....                                | 4         |
| <b>3. CHANGES TO THE CCTV SYSTEM AND/OR THE CODE OF PRACTICE ....</b> | <b>4</b>  |
| <b>4. PURPOSE.....</b>  | <b>5</b>  |
| <b>5. RESPONSIBILITIES OF THE OWNER OF THE PROGRAM.....</b>           | <b>5</b>  |
| <b>6. RESPONSIBILITIES OF PARTNER TO THE SYSTEM .....</b>             | <b>5</b>  |
| <b>7. ACCOUNTABILITY.....</b>   | <b>6</b>  |
| <b>8. PUBLIC INFORMATION.....</b>                                     | <b>6</b>  |
| <b>9. ASSESSMENT OF THE SYSTEM AND CODE OF PRACTICE.....</b>          | <b>7</b>  |
| <b>10. MANAGEMENT OF THE COMMUNICATIONS ROOM.....</b>                 | <b>7</b>  |
| <b>11. CONTROL AND OPERATION OF CAMERAS.....</b>                      | <b>8</b>  |
| <b>12. RECORDED MATERIAL.....</b>                                     | <b>8</b>  |
| <b>13. CONTACT WITH POLICE.....</b>                                   | <b>9</b>  |
| <b>14. BREACHES OF THE CODE .....</b>                                 | <b>10</b> |
| <b>15. RELEASE FORM.....</b>  | <b>11</b> |

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Chambers, Warren, on Thursday 23rd March 2017**

---

**ITEM 4**

**CLOSED CIRCUIT TV (CCTV) TRIAL**

**CONTINUED**

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Warren Shire Council

CCTV System

Code of Practice

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**1. OVERVIEW**

**1.1. Key Principles**

- 1.1.1. This Code of Practice contains the basic standards in accordance with which the Warren Shire Council's CCTV System will be operated.
- 1.1.2. The Code of Practice is based on 15 key principles. In each section the key principle is stated, followed by further explanatory information.
- 1.1.3. The key principles are as follows:

*Principle 1*

The CCTV System will be operated fairly, within applicable law and only for the purposes for which it is established, or which are subsequently agreed in accordance with this Code of Practice.

*Principle 2*

The CCTV System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

*Principle 3*

The public interest in the operation of the CCTV System will be recognised by ensuring the security and integrity of operational procedures.

*Principle 4*

The Warren Shire Council has primary responsibility for compliance with the purposes and objectives of the CCTV System, for the maintenance, management and security of the System, and the protection of the interests of the public in relation to the System.

*Principle 5*

As a partner to Warren Shire Council's CCTV System, the NSW Police Force will act in accordance with the Code of Practice.

*Principle 6*

The Warren Shire Council will be accountable to the public for the effective operation and management of the CCTV System.

*Principle 7*

The public will be provided with clear and easily accessible information in relation to the operation of Warren Shire Council's CCTV System.

*Principle 8*

Regular monitoring and evaluation of the CCTV System will be undertaken to identify whether the purposes of the Program are being complied with and objectives are being achieved.

*Principle 9*

Staff involved with the operation of the CCTV System, whether they be operators or managers, will meet the highest standards of probity.

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Chambers, Warren, on Thursday 23rd March 2017**

---

**ITEM 4**

**CLOSED CIRCUIT TV (CCTV) TRIAL**

**CONTINUED**

---

Warren Shire Council

CCTV System

Code of Practice

---

**Principle 10**

Access to the communications room will be restricted to qualified operating staff and their managers.

**Principle 11**

Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV System.

**Principle 12**

Information will be obtained fairly and in accordance with the privacy provisions of the Code of Practice.

**Principle 13**

The retention of and access to recorded material will be only for the purposes provided for by this Code of Practice. Recorded material will be retained for approximately 21 days unless they are required in relation to the investigation of crime or for court proceedings. They will then be erased, taped over, or destroyed.

**Principle 14**

Contact related to the CCTV System between Warren Shire Council staff and the Police, will be conducted strictly in accordance with the Code of Practice.

**Principle 15**

The CCTV System will address the interests of all who may be affected by it, and not be confined to the interests of the Warren Shire Council or the needs of the criminal justice system.

**2. PRELIMINARY INFORMATION**

**2.1. Introduction**

- 2.1.1. The CCTV system forms part of a package of measures to tackle crime and anti-social behaviour in Warren.

In terms of public safety, correctly designed CCTV systems can be of considerable importance to the effectiveness of police response to crime and antisocial behaviour.

It is essential to maintain public trust and confidence in the use of such CCTV systems. The key to maintaining this support is ensuring that CCTV is used responsibly with effective information and privacy safeguards.

- 2.1.2. The area in which the CCTV system operates can be described as Dubbo Street from Readford to Hale Streets, Burton Street from Cobb Lane to Thornton Avenue.
- 2.1.3. The CCTV System is only one of several initiatives designed to assist in preventing crimes against the person and malicious damage to property in CBD. It is recognised, however, that such crime will never totally be prevented.

**2.2. Code of Practice**

- 2.2.1. Involvement in any aspect of the System by relevant organisations or individuals will depend upon their willingness to comply with this Code of Practice.

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Chambers, Warren, on Thursday 23rd March 2017**

---

**ITEM 4**

**CLOSED CIRCUIT TV (CCTV) TRIAL**

**CONTINUED**

Warren Shire Council

CCTV System

Code of Practice

---

2.2.2. This Code of Practice is subject to state and federal law.

**2.3. System description**

2.3.1. The System involves a trial of 4 cameras transmitted live to observation screens in the Council administration building. There will be no regular monitoring undertaken by Police or Warren Shire Council staff. All images are recorded and retained for approximately 21 days unless they are required in relation to the investigation of crime or for court proceedings.

**2.4. Camera Design**

2.4.1. All cameras are of colour resolution, some cameras are capable of being panned, tilted and zoomed to enable effective monitoring, while others are fixed.

2.4.2. State of the art technology has been used to ensure maximum resolution and picture quality.

**2.5. Camera locations**

2.5.1. Cameras are installed in those areas of Warren subject to a high incidence of crimes against the person. These locations are determined on the basis of crime statistics provided by the NSW Police Service. Environmental considerations are also taken into account.

**2.6. Ownership of the CCTV System**

2.6.1. The Warren Shire Council is the owner of the CCTV System. The Warren Shire Council retains ownership of and has copyright on all Intellectual Property, equipment, recorded material and documentation pertaining to the Program. The responsibilities of the Warren Shire Council in relation to the system are outlined in section 5.

**2.7. Partners in the CCTV System**

2.7.1. The NSW Police Force is a partner in the Warren Shire Council's CCTV System. The responsibilities of the NSW Police Force in relation to the System are outlined in section 6.

**3. CHANGES TO THE CCTV SYSTEM AND/OR THE CODE OF PRACTICE**

3.1.1. A minor change to the CCTV System or Code of Practice may be made with the agreement of either the Mayor or the General Manager of the Warren Shire Council. A minor change is a change which may be required for the purposes of adjustment of the System or clarification of the Code of Practice. For example, the replacement of one brand of video recorder with another or a change to the wording of a particular section of the Code of Practice where its meaning might otherwise be ambiguous.

3.1.2. A major change to the CCTV System or to the Code of Practice will take place only after consultation with relevant interest groups and upon the agreement of the Council of the Warren Shire. A major change is such as will have a significant impact upon the operation of the system or the Code of Practice, for example, a change to the purposes of the system or a proposal to install further permanent cameras and the system being directly linked with Local Area Command to ensure instant communication and enable direct monitoring in certain circumstances.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

---

ITEM 4

CLOSED CIRCUIT TV (CCTV) TRIAL

CONTINUED

Warren Shire Council

CCTV System

Code of Practice

---

**4. PURPOSE**

4.1.1. The objectives of the CCTV System Program are:

- i) to reduce crime levels by deterring potential offenders;
- ii) to reduce fear of crime;
- iii) to assist in the detection and prosecution of offenders; and
- iv) to help secure a safer environment for those people who live in, work in and visit Warren.

**Principle 1**

*The CCTV System will be operated fairly, within applicable law, and only for the purposes for which it is established or which are subsequently agreed in accordance with this Code of Practice.*

**Principle 2**

*The CCTV System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.*

**Principle 3**

*The public interest in the operation of the CCTV System will be recognised by ensuring the security and integrity of operational procedures.*

**5. RESPONSIBILITIES OF THE OWNER OF THE PROGRAM**

- 5.1.1. The Warren Shire Council will be responsible for the introduction and implementation of the Code of Practice and for ensuring compliance with the principles contained within the Code.
- 5.1.2. The Warren Shire Council will comply with the requirements for accountability set out in this Code of Practice.
- 5.1.3. The Warren Shire Council will consult with and provide information to the public about the operation of the CCTV System.

**Principle 4**

*The Warren Shire Council has primary responsibility for compliance with the purposes and objectives of the CCTV System, for the maintenance, management and security of the Program and the protection of the interests of the public in relation to the System.*

**6. RESPONSIBILITIES OF PARTNER TO THE SYSTEM**

- 6.1.1. It is the responsibility of the NSW Police Force to respond to incidents identified on monitoring screens to the extent that its resources and priorities allow.



**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Chambers, Warren, on Thursday 23rd March 2017**

---

**ITEM 4      CLOSED CIRCUIT TV (CCTV) TRIAL**

**CONTINUED**

| Warren Shire Council | CCTV System | Code of Practice |
|----------------------|-------------|------------------|
|----------------------|-------------|------------------|

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- 6.1.2. The NSW Police Force will develop its own operational procedures in relation to the CCTV System to complement those developed by Warren Shire Council.
- 6.1.3. A Memorandum of Understanding in relation to the CCTV System will be entered into both by Warren Shire Council and the NSW Police Force outlining the respective roles of both parties. The Memorandum of Understanding and any variations to it, are to be approved by both the Mayor and General Manager, and are to be circulated to Councillors.

**Principle 5**

*As a partner to Warren Shire Council's CCTV System, the NSW Police Force agrees to act in accordance with the Code of Practice.*

**7. ACCOUNTABILITY**

- 7.1.1. Warren Shire Council will be responsible for periodic review of the CCTV System including the Code of Practice and Performance of Surveillance equipment:
  - i) to identify and report on any deviations from the Code of Practice or Standard Operating Procedures ("SOPs") that come to notice during audit; and
  - ii) to recommend action that will safeguard the System from abuse.
- 7.1.2. A report every 12 months on the operation and functioning of Warren Shire Council's CCTV System will be presented to the Police and Council.
- 7.1.3. Both the Mayor and the General Manager, independently, have an unfettered right of inspection of all facilities associated with external CCTV monitoring, including files and registers, but not including viewing of the video tapes unless both are present. All such access shall be recorded in the register, including the identity of accompanying persons.

**Principle 6**

*Warren Shire Council will be accountable to the public for the effective operation and management of the CCTV System.*

**8. PUBLIC INFORMATION**

- 8.1.1. Clearly visible signs that CCTV cameras are operating will be displayed at the perimeter of the area covered by the system and at other key points. These signs will:
  - i) inform the public that cameras are in operation;
  - ii) allow people entering the area to make a reasonable approximation of the area covered by the system; and
  - iii) identify Warren Shire Council as the owner of the system.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

---

ITEM 4

CLOSED CIRCUIT TV (CCTV) TRIAL

CONTINUED

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|                      |             |                  |
|----------------------|-------------|------------------|
| Warren Shire Council | CCTV System | Code of Practice |
|----------------------|-------------|------------------|

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8.1.2. Copies of the Code of Practice will be made available to the public. The availability of the Code of Practice will be publicised in connection with any publicity arranged for the CCTV System.

8.1.3. Inquiries in relation to the Warren Shire Council's CCTV System and its operation can be made in writing to:

The General Manager  
Warren Shire Council  
Post Office Box 249  
WARREN NSW 2829

**Principle 7**

*The public will be provided with clear and easily accessible information in relation to the operation of Warren Shire Council's CCTV System.*

**9. ASSESSMENT OF THE SYSTEM AND CODE OF PRACTICE**

9.1.1. In consultation with the NSW Police Force, Warren Shire Council will regularly monitor the operation of the CCTV System and implementation of the Code of Practice.

9.1.2. The Warren Shire Council is responsible for ensuring that the CCTV System is regularly subject to evaluation to identify whether its purposes are being complied with and whether objectives are being achieved. Resources committed to the system annually will include the cost of evaluation.

9.1.3. Evaluation will be carried out according to established criteria.

9.1.4. Evaluation of the CCTV System will include as a minimum:

- i) assessment of its impact upon crime;
- ii) assessment of its impact on neighbouring areas;
- iii) the views of the public on the operation of the System;
- iv) operation of the Code of Practice; and
- v) whether the purposes for which the System was established still exist.

9.1.5. The results of evaluation will be taken into account in the future functioning, management and operation of the System.

**Principle 8**

*Regular monitoring and evaluation of the CCTV System will be undertaken to identify whether the purposes of the Program are being complied with and objectives are being achieved.*

**10. MANAGEMENT OF THE COMMUNICATIONS ROOM**

10.1.1. Warren Shire Council staff employed to work on the CCTV System, whether they be operators or managers, when doing so will be subject to the Warren Shire Council Code of Conduct.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

---

ITEM 4

CLOSED CIRCUIT TV (CCTV) TRIAL

CONTINUED

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|                      |             |                  |
|----------------------|-------------|------------------|
| Warren Shire Council | CCTV System | Code of Practice |
|----------------------|-------------|------------------|

---

- 10.1.2. Procedures will be put in place to ensure that access to the communications room is restricted to operating staff and their managers.
- 10.1.3. Access to the operation of equipment will be limited to Warren Shire Council staff with that responsibility.

**Principle 9**

*Staff employed to work in the CCTV System communications room, whether they be operators or managers, will meet the highest standards of probity.*

**Principle 10**

*Access to the CCTV System will be restricted to qualified operating staff and their managers.*

**11. CONTROL AND OPERATION OF CAMERAS**

- 11.1.1. The locations of cameras will be apparent to the public.
- 11.1.2. All use of cameras will accord with the purposes of the CCTV System as outlined in the Code of Practice.
- 11.1.3. Cameras will not be used to look into adjacent or nearby premises or buildings, unless it is explicitly for the purpose of following (in real time) participants in a crime.
- 11.1.4. No sound will be recorded in public places.
- 11.1.5. 'Dummy' cameras will not be used.
- 11.1.6. Operators of camera equipment will act in accordance with the highest standards of probity.
- 11.1.7. Only staff with responsibility for using the equipment will have access to operating controls.

**Principle 11**

*Information recorded should be accurate, relevant and not exceed that necessary to fulfil the purposes of the Program.*

**Principle 12**

*Information should be obtained fairly and in accordance with the privacy provisions of the Code of Practice.*

**12. RECORDED MATERIAL**

- 12.1.1. Access to and use of recorded material and photographs will only take place:
  - i) in compliance with the needs of Council and police in connection with the investigation of crime; or
  - ii) if necessary for the purposes of legal proceedings;

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Chambers, Warren, on Thursday 23rd March 2017**

---

**ITEM 4**

**CLOSED CIRCUIT TV (CCTV) TRIAL**

**CONTINUED**

---

|                      |             |                  |
|----------------------|-------------|------------------|
| Warren Shire Council | CCTV System | Code of Practice |
|----------------------|-------------|------------------|

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- iii) in compliance with the Government Information (Public Access) Act 2009.
- 12.1.2. Recorded material will not be sold or used for commercial purposes or the provision of entertainment.
- 12.1.3. The showing of recorded material to the public will be allowed only in accordance with the needs of the Council and police in connection with the investigation of crime or in any other circumstances provided by law. Any such action must be formally approved by the Police.
- 12.1.4. Use of recorded material by the media should only occur to gain public information with respect to the identity of a person/s wanted in connection with a criminal investigation. Subject to the concurrence of the Police, the General Manager may approve such releases after consultation with the Mayor. In such cases the recognisable characteristics of other people in the footage shall be obscured.
- 12.1.5. Images from recorded material shall not, under any circumstances, be used to publicise the existence or success of Warren Shire Council's CCTV System.
- 12.1.6. Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.

**Principle 13**

*The retention of, and access to, recorded material will be only for the purposes provided for by the Code of Practice. Recorded material will be retained for 21 days unless they are required in relation to the investigation of crime or for court proceedings. They will then be erased, taped over, or destroyed.*

- 12.1.7. Recorded material will be treated according to defined procedures to ensure continuity of evidence.

**13. CONTACT WITH POLICE**

- 13.1.1. Police officers will not be permitted to remove any recorded material or operate video equipment or have contact with any videotape or photograph at any time unless under the terms of this Code of Practice or subject to the execution of a search warrant or other relevant legal process.
- 13.1.2. Any change in existing arrangements for police contact with and use of the system will amount to a major change to the Code of Practice and must be agreed to in accordance with the Code of Practice before being implemented.

**Principle 14**

*Contact related to the CCTV System between Warren Shire Council staff and the Police will be conducted strictly in accordance with the Code of Practice.*

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

---

**ITEM 4      CLOSED CIRCUIT TV (CCTV) TRIAL**

**CONTINUED**

Warren Shire Council

CCTV System

Code of Practice

---

**14. BREACHES OF THE CODE**

- 14.1.1. Prime responsibility for ensuring the Code of Practice is adhered to rests with the Warren Shire Council. This responsibility includes ensuring that breaches of the Code are investigated and remedied to the extent that breaches of the Code are within the ambit of Warren Shire Council's power to remedy.
- 14.1.2. Complaints in relation to any aspect of the management or operation of the system or the behaviour or conduct of Council staff may be made in writing to:
- The General Manager  
Warren Shire Council  
Post Office Box 6  
WARREN NSW 2824  
or by telephone on (02) 6847 6600

**Complaint Handling**

The procedure and steps for handling complaints shall be as follows:-

1. All complaints are to be in writing and to be addressed to the General Manager, Warren Shire Council.
2. A complaint regarding the conduct of a Police Officer/s in relation to the operation of the safety cameras shall be referred, in the first instance to the appropriate Section of the NSW Police Force or authority charged with the responsibility for investigating complaints against Police Officers, for investigation.

The Privacy and Personal Information Protection Act 1998 authorises Privacy NSW to receive and investigate complaints about alleged violations of privacy. Any member of the public is entitled to lodge a complaint with Privacy NSW. The contact details for Privacy NSW are as follows:

**Principle 15**

*The CCTV System must address the interests of all who may be affected by it, and not be confined to the interests of Warren Shire Council or the needs of the criminal justice system.*

Privacy NSW  
PO Box A2122  
SYDNEY SOUTH NSW 1235  
Tel: (02) 9268 5588  
Fax: (02) 9268 5501

- 14.1.3. Warren Shire Council will cooperate with the investigation of any complaint by Privacy NSW.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

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**ITEM 4**

**CLOSED CIRCUIT TV (CCTV) TRIAL**

**CONTINUED**

Warren Shire Council

CCTV System

Code of Practice

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**15. RELEASE FORM**

The General Manager  
Warren Shire Council  
115 Dubbo Street  
WARREN NSW 2824

Dear Sir

**Footage Requisition**

The following footage is requested to aid Police in their investigations.

Location of Camera(s) .....

Commencement Date/Time .....

Completion Date/Time .....

COPS Event Number .....

Requesting Officer (Print) ..... Signature\* .....

Rank and Registered Number.....

Station/Branch.....

***\*I acknowledge that I am responsible for ensuring the tape(s) is/are only used for official Police purposes.***

Supplied is a blank DVD-RW disc or USB to record the original tape. This copy will be used for investigation purposes only.

..... (Please Print)

..... (Signature) Date .....

- Local Area Commander
- Duty Officer

*Note: Blue coloured Exhibit Receipt Form is to be attached to this Requisition Form by Police Officer in charge of the matter.*

**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 23rd March 2017

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**ITEM 5      RIVERSMART**

**(C12-3.5)**

Council has received the following correspondence from RiverSmart:

1. Letter 6<sup>th</sup> February 2017 – Street Beautification and other signage  
(Copy attached to this report).
2. Letter 16<sup>th</sup> February 2017 – Liquor Licence  
(Copy attached to this report).
3. “Visit Warren Shire” Task Force Action Plan 2015-2017  
(Hard copy included with this Business Paper).
4. Destination Macquarie Marshes Action Plan – December 2016  
(Hard copy included with this Business Paper).

As can be seen there is a large amount of information to be considered. It was originally proposed to have the Town Improvement Committee and Economic Development Committee consider this information, but unfortunately circumstances prevented this.

It should also be noted that there are a number of synergies between RiverSmart’s documents and Council’s various planning documents and to date a correlation between these documents have not been undertaken.

It is felt the best way forward would be for Council to meet with Bill Phillips CEO of RiverSmart and step through the documents together. Council representatives should be the Mayor, Councillor Wilson OAM, Chair of the Town Improvement Committee, Councillor Taylor and Chair of the Economic Development Committee, Councillor Quigley along with Council’s General Manager and Economic Development Officers.

**For Council’s Discussion.**

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

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ITEM 5      RIVERSMART

CONTINUED



6 February 2017

Councillor Rex Wilson OAM  
Mayor, Warren Shire

Copied to:  
Ashley Wielinga, General Manager  
Councillor Kevin Taylor, Chair of Town Improvements Committee  
Councillor Sarah Derrett

Dear Rex,

**Street beautification and other signage**

I am writing to you and Warren Shire Council on behalf of the Visit Warren Shire Task. Membership of this Committee is provided as an attachment.

Our Task Force was delighted to hear the news that Warren Shire Council is to receive \$500,000 from the NSW Government for street beautification works as part of helping to promote economic development. From discussions with Councillor Sarah Derrett at the launch of the Destination Macquarie Marshes Action Plan last week I understand that these funds will most likely be used to implement elements of a plan developed 2-3 years ago and for relatively confined areas of Dubbo Street and the Oxley Highway near the roundabout.

If this is indeed the case then we have some suggestions to put forward, assuming Councillors will revisit the previously developed plan in light of more recent initiatives, such as the creation of the Window on the Wetlands Centre (facilitated by Warren Shire Council) and the impending moves to position Warren as a primary entry point or 'gateway' to the Macquarie Marshes. The Action Plans relating to the Visit Warren Shire Task Force and Destination Macquarie Marshes (attached) are both of direct relevance here, as I have outlined below.

**1. Town beautification funds**

***Expansion of the Street Gallery***

With our own resources late last year we installed locally appropriate artworks mounted on polycarbonate sheets to replace two vandalised windows of the Grindrods newsagency shopfront. This was intended to address the problems of both vandalism and the appearance of this very prominent location. Feedback from this 'trial' has been very positive and we are keen to complete the visual improvements to this shopfront and Stage 1 of the Street Gallery along this same wall. The bigger concept is to look for similarly unsightly shopfronts or bare walls (such as the one on the wall of the building occupied by Richardson and Sinclair that faces Cobb Street and the SPAR supermarkets' car park) to adorn with artworks or murals as part of street



**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Chambers, Warren, on Thursday 23rd March 2017**

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**ITEM 5      RIVERSMART**

**CONTINUED**

beautification and brand development for Warren (see further on this below). If there was interest in Council assisting with the Street Gallery, detailed costings could be provided. Suffice to say at this stage an amount of \$10,000 from the \$500,000 allocated for street beautification would see significant results achieved.

***Expanding and modernising Warren's 'brand'***

As part of the work done to develop both the Visit Warren Shire and Destination Macquarie Marshes Action Plans, advice has been taken on the current brand positioning of Warren, from the perspective of future economic development. That advice is now reflected on the two Grindrod's panels referred to above, with the words, 'Warren Shire – produce, nature, heritage.' Expert opinion is that by staying with a solely agriculture-based 'brand' Warren Shire is doing itself a disservice in terms of attempting to draw higher levels of visitation and overnight visitation especially. Our advice is for this new 'slogan' to be considered in future promotional projects and products Council might initiate, including the impending street beautification works (see below for more on this).

***Following the lead of others***

Many communities have successfully transitioned their 'brand' to attract more passing (and international) trade and we believe Warren Shire should look closely at how to do the same without necessarily making major financial outlays. For example, the recently installed rubbish bins around Warren's CBD are a 'blank canvas' that could be used to carry key messages about the town and Shire either with the recommended words above, or images, or both. As noted in the Signage Strategy of the Destination Macquarie Marshes Action Plan, if such images were to reflect elements of the Macquarie marshes it would greatly enhance Warren's positioning as a primary 'gateway' to this location. One outstanding international example of such an approach I've witnessed first hand was undertaken by the Japanese city of Kushiro, close to Kushiro marsh, a home of the renowned Red-browed crane. In order to boost visitor numbers they adopted this species in their branding and street beautification program with street banners, garbage bins and even man-hole covers along the street made with this image included. An equally charismatic species Warren could use in similar ways is the Brolga. Again, if there was interest in this idea we would be more than happy to work with Council to develop options for consideration as part of the impending street beautification works.

**2. Signage strategy for Destination Macquarie Marshes including the Window on the Wetlands Centre**

The recently launched Destination Macquarie Marshes Action Plan includes within it a strategy for achieving better recognition of the Marshes as a destination and Warren's WOW Centre as a cornerstone of that increase in visitation. Marketed well this initiative could provide a major boost to Warren's small businesses and hopefully stimulate the establishment of new business enterprises.

The Action Plan indicates that at present there are close to 6 million visitor-nights spent in the central NSW region (which includes the central west) and each of these represents local spending of between \$100-300 per night. The region is already attracting close to 500,000 visitors per annum who are seeking 'nature-based activities'. They are staying around 2.1 million nights and spending on average \$199/night. By helping to develop the Macquarie Marshes (and with it the WOW Centre) as a key regional destination Warren will reap significant benefits from these existing visitors and others it will attract.

While the Destination Macquarie Marshes Action Plan will now be the subject of detailed review with a view to a carefully staged implementation process there are some elements of it that are of direct relevance in the context of this letter as follows:

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

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**ITEM 5      RIVERSMART**

**CONTINUED**

**Recommendation 6 (page 48)**

Support from Warren Shire is sought with installing appropriate signage at both the Sandy Creek and Bob Christenson Reserve camping sites. This signage should be designed to encourage those staying at these 'free' camping sites to visit Tiger Bay wetlands and, from later this year to book day trips to the Macquarie Marshes through the WOW Centre.

**Recommendation 7 (page 49)**

Summarised, the short-medium term actions proposed are as follows:

- Work with Warren Shire Council to install white on blue services fingerpost signs directing travellers to the WOW Centre on appropriate existing signposts.
- Work with Warren Shire Council to install a travellers' drive-through Information Bay at Nevertire.
- Also in Warren, seek the approval of Warren Shire to install WOW Centre signage at the RV dump site in Oxley Park and on or near the toilet block in the same Park.
- Seek Council agreement to installing several promotional flagpoles beside the existing billboard facing the Oxley Highway at the WOW Centre.
- Explore sign writing a directional sign to the WOW Centre and adjoining Tiger Bay Wetlands on the large green water tower opposite Uncle Clarries Service Station in Warren (see example below). Local signwriter/artist Bruce Lynch has volunteered to do this for a greatly reduced fee and if the long-life paints are provided. RiverSmart is willing to cover the costs of both.



I hope that Council will consider the above suggestions, requests for assistance and offers of help from us as a further strengthening of our partnership which has seen so much achieved to date. In simple terms, without the support of Warren Shire Council the WOW Centre would simply not exist. Now we believe the time is right to move that working relationship to a new level and the above is part of us offering positive and constructive suggestions that will yield long term benefits for Warren Shire.

If it would help your deliberations, I am happy to be available to attend a future Council meeting, or others meeting as requested, to answer questions or clarify any aspect of this letter.

Yours sincerely,

Dr Bill Phillips,  
CEO, RiverSmar Australia Ltd  
Chairman, Visit Warren Shire Task Force.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

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**ITEM 5      RIVERSMART**

**CONTINUED**

**Visit Warren Shire Task Force**

**Membership:**

- Dr Bill Phillips (RiverSmart) - chairman
- Dr John Burke (Warren Historical Society)
- Kate Mildner (Macquarie 2100 Landcare Group)
- Tony McAlary (Warren Youth Foundation)
- Jude Fleming (Warren art community)
- Sue Egan, Sally Falkiner, Sue Brennan, Chris Foy and Carolyn Monkley, Michelle Hamblin (local landholders or small business operators), and
- Phil Leman, Sue and Frere Green (interested locals/volunteers)
- Keith Redman (Warren Macquarie Aboriginal Land Council)
- Doug McKay (RiverSmart Director)

WARREN SHIRE COUNCIL  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Chambers, Warren, on Thursday 23rd March 2017

ITEM 5 RIVERSMART

CONTINUED



16 February 2017

**Obtaining a Liquor Licence for the Kookaburra Kiosk  
at the Window on the Wetlands Centre**

Mr Ashley Wielinga  
General Manager, Warren Shire Council

Dear Ashley,

In order to be able to broaden the appeal of the Kookaburra Kiosk, with a view to possible extended opening hours in the future, we are keen to apply for a Liquor Licence so we can sell alcohol to our patrons. I understand that this is a matter requiring Council approval before we can proceed. Could I ask that this matter be considered at the next appropriate meeting of Council.

If you require more information in relation to this request, please don't hesitate to contact me.

Regards,

A handwritten signature in black ink, appearing to read 'Bill Phillips'.

Dr Bill Phillips, CEO

# 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 23<sup>rd</sup> March 2017

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## ITEM 1 RECONCILIATION CERTIFICATE - FEBRUARY 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 28th February 2017.

### INTERNAL LEDGER ACCOUNT RECONCILIATION

Reconciled Ledger Accounts as at 28th February 2017 are as follows:-

|   | <b>Balance<br/>31-Jan-17</b> | <b>Transactions</b> | <b>Balance<br/>28-Feb-17</b> |
|---|------------------------------|---------------------|------------------------------|
| General   | 9,673,887.66                 | 667,719.31          | 10,341,606.97                |
| Water Fund  | 775,587.64                   | (19,046.65)         | 756,540.99                   |
| Sewerage Fund   | 2,594,269.72                 | (2,497.98)          | 2,591,771.74                 |
| Trust Fund  | 72,154.47                    | 0.00                | 72,154.47                    |
| North Western Library   | 60,609.41                    | (16,832.99)         | 43,776.42                    |
| Investment Bank Account   | (12,742,391.19)              | (200,804.94)        | (12,943,196.13)              |
|   | <b>434,117.71</b>            | <b>428,536.75</b>   | <b>862,654.46</b>            |
| <b>Balance of Ledger Accounts less Investments as at 31/01/17</b> |                              |                     | <b>434,117.71</b>            |
| Add: Receipts from  |                              |                     |                              |
| (a) Rates   | 1,000,578.54                 |                     |                              |
| (b) Other Cash  | 960,750.58                   |                     |                              |
| (c) Investments Redeemed  | 5,200,000.00                 | 7,161,329.12        |                              |
| Less: Payments for the period                                     |                              |                     |                              |
| (a) Creditors Paid in the Period                                  | 1,331,987.43                 |                     |                              |
| (b) Investments Placed  | 5,400,804.94                 | 6,732,792.37        |                              |
| Nett Transactions for the Month                                   |                              |                     | 428,536.75                   |
| <b>Balance of Ledger Accounts less Investments as at 28/02/17</b> |                              |                     | <b>862,654.46</b>            |

# 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 23<sup>rd</sup> March 2017

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## ITEM 1 RECONCILIATION CERTIFICATE - FEBRUARY 2017 CONT'D

### BANK STATEMENT RECONCILIATION

|   |                   |
|---|-------------------|
| <b>Balance as per Bank Statement =</b>  | <b>784,652.42</b> |
| Add: Outstanding Deposits for the Month | 78,111.25         |
| Less: Outstanding Cheques & Autopays    | (109.21)          |

|  |                   |
|--|-------------------|
| <b>Balance as per Ledger Accounts less Investments =</b> | <b>862,654.46</b> |
|--|-------------------|

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### INVESTMENTS RECONCILIATION

#### Investments as at 28th February 2017

| No. | Institution             | Amount       | Term & Rate      | Maturity Date |
|-----|-------------------------|--------------|------------------|---------------|
|     | National Australia Bank | 943,196.13   | Variable         | On Call A/c   |
| 15  | National Australia Bank | 1,500,000.00 | 90 Days @ 2.70%  | 02-Mar-17     |
| 16  | National Australia Bank | 1,000,000.00 | 90 Days @ 2.67%  | 08-Mar-17     |
| 17  | National Australia Bank | 1,000,000.00 | 90 Days @ 2.67%  | 14-Mar-17     |
| 18  | National Australia Bank | 1,000,000.00 | 90 Days @ 2.66%  | 17-Mar-17     |
| 19  | National Australia Bank | 1,000,000.00 | 90 Days @ 2.59%  | 21-Apr-17     |
| 20  | National Australia Bank | 1,500,000.00 | 151 Days @ 2.61% | 23-Jun-17     |
| 21  | National Australia Bank | 1,000,000.00 | 90 Days @ 2.58%  | 03-May-17     |
| 22  | National Australia Bank | 2,000,000.00 | 90 Days @ 2.59%  | 14-May-17     |
| 23  | National Australia Bank | 1,000,000.00 | 90 Days @ 2.58%  | 22-May-17     |
| 24  | National Australia Bank | 1,000,000.00 | 120 Days @ 2.57% | 26-Jun-17     |

|                            |                      |
|----------------------------|----------------------|
| <b>TOTAL INVESTMENTS =</b> | <b>12,943,196.13</b> |
|----------------------------|----------------------|

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### BANK AND INVESTMENT ACCOUNTS BREAKDOWN

|  |                      |
|--|----------------------|
| Externally Restricted Funds Invested                   | 4,752,203.00         |
| Internally Restricted Funds Invested                   | 6,185,693.00         |
| 2016/17 General Fund Operating Income & Grants         | 2,867,954.59         |
| <b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b> | <b>13,805,850.59</b> |

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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 28th February 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 23<sup>rd</sup> March 2017

ITEM 2

**SHIRE OF WARREN**  
**STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES**  
**AT 9TH MARCH 2017**

(R1-4)

| Name of Rate                    | COLLECTIONS FOR YEAR              |                  |                           |                           | NETT ARREARS                                |                         |   |
|---------------------------------|-----------------------------------|------------------|---------------------------|---------------------------|---|-------------------------|---|
|                                 | NETT<br>ARREARS<br>1st JULY<br>\$ | NETT LEVY<br>\$  | TOTAL<br>RECEIVABLE<br>\$ | AMOUNT<br>COLLECTED<br>\$ | COLLECT<br>AS % AGE<br>OF TOTAL<br>REC'ABLE | ARREARS<br>AMOUNT<br>\$ | ARREARS<br>AS % AGE<br>OF TOTAL<br>REC'ABLE |
| General Fund Rates              | 86,140                            | 4,556,447        | 4,642,587                 | 3,518,280                 | 75.78%                                      | 1,124,307               | 24.22%                                      |
| Warren Water Fund               | 17,360                            | 341,555          | 358,915                   | 267,716                   | 74.59%                                      | 91,199                  | 25.41%                                      |
| Warren Sewerage Fund            | 21,384                            | 445,524          | 466,908                   | 344,362                   | 73.75%                                      | 122,546                 | 26.25%                                      |
| <b>TOTAL OF ALL RATES</b>       | <b>124,884</b>                    | <b>5,343,526</b> | <b>5,468,410</b>          | <b>4,130,358</b>          | <b>75.53%</b>                               | <b>1,338,052</b>        | <b>24.47%</b>                               |
| Extra Charges                   | 12,201                            | 6,853            | 19,054                    | 8,903                     | 46.73%                                      | 10,151                  | 53.27%                                      |
| <b>TOTAL 2016/2017</b>          | <b>137,085</b>                    | <b>5,350,379</b> | <b>5,487,464</b>          | <b>4,139,261</b>          | <b>75.43%</b>                               | <b>1,348,203</b>        | <b>24.57%</b>                               |
| <b>TOTAL 2015/2016</b>          | <b>124,281</b>                    | <b>5,225,809</b> | <b>5,350,090</b>          | <b>4,037,556</b>          | <b>75.47%</b>                               | <b>1,312,534</b>        | <b>24.53%</b>                               |
| <b>TOTAL 2014/2015</b>          | <b>120,785</b>                    | <b>5,088,196</b> | <b>5,208,981</b>          | <b>3,947,868</b>          | <b>75.79%</b>                               | <b>1,261,113</b>        | <b>24.21%</b>                               |
| <b>TOTAL 2013/2014</b>          | <b>84,911</b>                     | <b>4,969,484</b> | <b>5,054,395</b>          | <b>3,733,570</b>          | <b>73.87%</b>                               | <b>1,320,825</b>        | <b>26.13%</b>                               |
|                                 |                                   | 14-Mar-14        | 13-Mar-15                 | 11-Mar-16                 |   | 9-Mar-17                |   |
| <b>COLLECTION FIGURES AS \$</b> |                                   | <b>3,733,570</b> | <b>3,947,868</b>          | <b>4,037,556</b>          |   | <b>4,139,261</b>        |   |
| <b>COLLECTION FIGURE AS %</b>   |                                   | <b>73.87%</b>    | <b>75.79%</b>             | <b>75.47%</b>             |   | <b>75.43%</b>           |   |

**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 23<sup>rd</sup> March 2017

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### ITEM 3 ALCOHOL FREE ZONES

(L7-1.2)

As reported to Council at the February 2017 Meeting advertisements were placed in the Warren Weekly and letters written to the following organisations advising that Council was renewing the Alcohol Free Zone for a further four years:

Officer in Charge - Warren Police  
Warren Macquarie Aboriginal Lands Council  
Royal Hotel  
Club House Hotel  
Warren IGA Supermarket  
Warren and District United Services Club  
Warren Golf Club  
Warren Bottle Shop  
Warren Chamber of Commerce

Council resolved at the February 2017 Meeting:

- 1. That Council endorse the actions undertaken to renew the existing alcohol free zone within the Warren Town levee for a further four (4) years, and*
- 2. A further report be presented to the March 2017 Council Meeting detailing all representations, submissions or objections received regarding the renewal of the alcohol free zone, for Councils determination.*

Council received one positive response from NSW Police supporting Council in renewing the Alcohol Free Zone for a further 4 years.

### RECOMMENDATION:

1. That Council note one positive response was received from NSW Police supporting Council in renewing the Alcohol Free Zone within the Warren Town Levee, and
2. Council resolve to renew the Alcohol Free Zone within the Warren Town levee commencing 27<sup>th</sup> March 2017 for a four (4) year period and that the zone applies 24 hours per day.

**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 23<sup>rd</sup> March 2017

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**ITEM 4 FIRE & EMERGENCY SERVICES LEVY (FESL)**

**(E6-14)**

The NSW Treasurer, Hon Dominic Perrottet MP tabled legislation in the NSW Parliament on Tuesday 7<sup>th</sup> March 2017 to establish the Fire and Emergency Services Levy (FESL), to be collected alongside council rates from 1<sup>st</sup> July 2017.

The proposed levy name has been changed from Emergency Services Property Levy (ESPL) to Fire & Emergency Services Levy (FESL).

What this means is Warren Shire Council will be levying and collecting monies for the funding of the NSW Fire & Emergency Services on behalf of the NSW Government on the council rate notice each year. This new land based levy replaces the Emergency Services Levy (ESL) charges on individual insurance policies bringing NSW in line with other mainland states.

Council has undertaken significant work in classifying all land within the shire into the following FESL categories:

1. Farmland
2. Residential Land – Occupied
3. Residential Land – Vacant
4. Commercial Land – Occupied
5. Commercial Land – Vacant
6. Industry Land – Occupied
7. Industry Land – Vacant
8. Government Land
9. Public Benefit Land

All Warren Shire Council owned and controlled land (except commercial leased properties) are classified as Government Land and are exempt from the FESL Levy.

Under the legislation tabled 7<sup>th</sup> March 2017, the FESL will be calculated on the unimproved land value determined by the Valuer General the same as council rates, with different rates for residential, public benefit, commercial, industrial and farmland. The levy will comprise of a different base amount for each land category, plus a variable rate in the dollar amount based on the land value.

There will be a discount for pensioners, war veterans and concession card holders the same as currently being done for Council rates & charges, the actual amount is unknown at this stage.

The Bill also introduces hardship provisions that allow persons liable to pay the levy to apply to the Office of State Revenue (OSR) for a waiver or reduction of the levy payable. Councils will be required to give effect to an OSR decision by waiving or reducing the levy payable and writing off the amount waived or the amount of the reduction.

Council will be forwarding letters on behalf of NSW Treasury to all land owners/ratepayers advising them of the classification of their land as declared by Council at the end of April 2017, the land owners/ratepayers then have 30 days to request a review of the classification and state the reasons they believe the classification is incorrect.

**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 23<sup>rd</sup> March 2017

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**ITEM 4 FIRE & EMERGENCY SERVICES LEVY (FESL)**

**CONTINUED**

Council will be reimbursed costs on a formula basis for implementing the FESL in 3 instalments:

1. First instalment is an up-front payment to cover the cost of employee's time in the land classification process, \$6,901.00 received 20<sup>th</sup> October 2016,
2. Second instalment will cover the cost of printing and inserting the land classification notices with Council's 4<sup>th</sup> rate instalment notice, and postage for land owners/ratepayers who have already paid their rates in full, and
3. Third instalment will be paid after the required software modification are complete and the software is compliant with the FESL requirements. Civica P/L has undertaken 95% of the required changes and are basically awaiting the final determination from the legislation.

The majority of the implementation is complete, although the final legislation has not been passed so there may be further minor changes required prior to implementation.

As this is a new levy that will be included on the Council rate notice for the first time, Council staff are expecting to receive many phone calls and counter enquiries from land owners/ratepayers in July/August 2017 after the rate notices are posted, we have been advised to redirect land owners/ratepayers to the FESL hotline or website.

Once the final legislation is passed a link to the FESL website will be added to Council's website for land owners/ratepayers to access further information.

**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 23<sup>rd</sup> March 2017

### ITEM 5 NEW LAND VALUES BASE DATE 1<sup>ST</sup> JULY 2016

(V3-1)

With the introduction of the Fire & Emergency Services Levy (FESL) being implemented from 1<sup>st</sup> July 2017 all NSW Councils were revalued to have a common land value base date of 1<sup>st</sup> July 2016.

Council's previous land value was base dated 1<sup>st</sup> July 2015 which was used for rating in 2016/17.

The new land value for Warren Shire Council is assessed at \$836,511,270 compared to the current land value of \$667,323,830 an increase of \$169,187,440 or 25.35%.

The following table is comparison of land values based on the LEP Zoning as supplied by LPI:

| LEP Zoning               | 1st July 2015 |                    | 1st July 2016 |                    | Differences |                    |               |
|--------------------------|---------------|--------------------|---------------|--------------------|-------------|--------------------|---------------|
|                          | No. of Ass    | Land Value         | No. of Ass    | Land Value         | Diff Ass.   | Land Value Diff    | % Diff        |
| B2 Local Centre          | 61            | 1,012,250          | 62            | 987,250            | 1           | -25,000            | -2.47%        |
| B6 Enterprise Corridor   | 14            | 234,200            | 10            | 294,050            | -4          | 59,850             | 25.56%        |
| R1 General Residential   | 731           | 11,212,700         | 733           | 11,446,200         | 2           | 233,500            | 2.08%         |
| R5 Large Lot Residential | 190           | 18,855,700         | 198           | 20,433,000         | 8           | 1,577,300          | 8.37%         |
| SP2 Infrastructure       | 14            | 457,350            | 15            | 640,550            | 1           | 183,200            | 40.06%        |
| RE1 Public Recreation    | 18            | 496,390            | 18            | 497,390            | 0           | 1,000              | 0.20%         |
| RE2 Private Recreation   | 5             | 448,000            | 5             | 448,000            | 0           | 0                  | 0.00%         |
| RU1 Primary Production   | 726           | 629,610,580        | 727           | 796,773,570        | 1           | 167,162,990        | 26.55%        |
| RU5 Village              | 151           | 973,450            | 151           | 973,450            | 0           | 0                  | 0.00%         |
| IN1 General Industrial   | 108           | 4,023,210          | 107           | 4,017,810          | -1          | -5,400             | -0.13%        |
| <b>Total:</b>            | <b>2,018</b>  | <b>667,323,830</b> | <b>2,026</b>  | <b>836,511,270</b> | <b>8</b>    | <b>169,187,440</b> | <b>25.35%</b> |

Property NSW – Valuation Services are planning to hold a series of information sessions from late February until April 2017 on the updated valuations, this used to be undertaken on a one to one Council session but as all NSW Councils have received a revaluation they will be holding regional workshops throughout the state, the regional workshop for Warren Shire will be held in Cobar on Wednesday 22<sup>nd</sup> March 2017 commencing at 1.00pm.

The new valuations will be used for both council rates & the new FESL in 2017/18 commencing 1<sup>st</sup> July 2017.

Please note that individual rates levied are not proportionate to the same percentage increase/decrease as the change in valuation. Increases in rates are based on the total yield (rates levied) from the previous year.

### RECOMMENDATION:

That 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 23rd March, 2017

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

**Author:** Dirk McCloskey – Operations Manager

The following works have been undertaken during the period of the 30th January 2017 to 26th February 2017, by the Engineering Services Department Roads Branch:

### MAINTENANCE

| WORK CREW  | LOCATION               | ACTIVITY                                   | WORK COMPLETED     |
|--|------------------------|--|--------------------|
| <b>Grader Crew 2<br/>(3-man crew)<br/>Terence Hume</b>     | Tip Access Road        | Flood damage restoration                   | 300 m <sup>2</sup> |
|  | Udora Road             | Flood damage restoration                   | 400 m <sup>2</sup> |
|  | Industrial Access Road | Flood damage restoration                   | 540 m <sup>2</sup> |
| <b>Grader Crew 3<br/>(2-man crew)<br/>Vincent Robinson</b> | Billybingbone Road     | Resheet                                    | 500 m              |
|  | Booka Road             | Resheet                                    | 3.5 km             |
| <b>Grader Crew 4<br/>(3-man crew)<br/>Wayne Wilson</b>     | Yungundi Road          | Maintenance grade/Flood damage restoration | 10 km              |
|  | Dick's Camp Road       | Maintenance grade/Flood damage restoration | 7.5 km             |
|  | Thornton Road          | Maintenance grade/Flood damage restoration | 7.1 km             |
|  | Cathundral-Bogan Road  | Maintenance grade/Flood damage restoration | 8.1 km             |
| <b>Grader Crew 5<br/>(2-man crew)<br/>Josh Stephens</b>    | Buddabadah Road        | Maintenance grade/Flood damage restoration | 15.2 km            |
|  | Mullengudgery Road     | Maintenance grade/Flood damage restoration | 3.2 km             |
|  | Mullengudgery Road     | Resheet                                    | 1.3 km             |
| <b>Contract Grader<br/>(Jeff Anderson)</b>                 | Gibsons Way            | Maintenance Grade / Flood Restoration      | 14 km              |
|  | Gradgery Lane          | Maintenance Grade / Flood Restoration      | 5 km               |

# 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 23rd March, 2017

## ITEM 1      WORKS PROGRESS REPORT - ROADS BRANCH      CONTINUED

| WORK CREW           | LOCATION          | ACTIVITY         | WORK COMPLETED      |
|---------------------|-------------------|------------------|---------------------|
| <b>Tar Patching</b> | Nevertire Streets | Pothole Patching | 140 m <sup>2</sup>  |
|                     | Oxley Highway     | Pothole Patching | 200 m <sup>2</sup>  |
|                     | Warren Road       | Pothole Patching | 90 m <sup>2</sup>   |
|                     | Marthaguy Road    | Pothole Patching | 190 m <sup>2</sup>  |
|                     | Warren Streets    | Pothole Patching | 100 m <sup>2</sup>  |
|                     | Wambianna Road    | Pothole Patching | 500 m <sup>2</sup>  |
|                     | Bundemar Road     | Edge Patching    | 100 m <sup>2</sup>  |
|                     | Warren Road       | Edge Patching    | 2000 m <sup>2</sup> |
|                     | Wambainna Road    | Edge Patching    | 370 m <sup>2</sup>  |
|                     | Bourbah Road      | Edge Patching    | 700 m <sup>2</sup>  |
|                     | Carinda Road      | Edge Patching    | 50 m <sup>2</sup>   |

### CONSTRUCTION/RECONSTRUCTION/RECYCLE

| WORK CREW   | LOCATION                         | ACTIVITY     | ESTIMATED EXPENDITURE | EXPEND TO DATE | STATUS            |
|---|----------------------------------|--------------|-----------------------|----------------|-------------------|
| <b>Grader Crew 1<br/>(3-man crew)</b>               | Warren Rd RR 7515<br>(REPAIR)    | Construction | \$660,000             | \$47,143       | April/May<br>2017 |
|   | Warren Rd RR 7515<br>(Blackspot) | Construction | \$149,400             | \$9,547        | March<br>2017     |
| <b>Grader Crew 2<br/>(3-man crew)</b>               | Ellengerah Rd                    | Construction | \$1,057,356           | \$93,029       | May/June<br>2017  |
| <b>Grader Crew 3<br/>(3-man crew)</b>               | Bullagreen Rd                    | Recycle      | \$364,468             | \$35,985       | Mar/Apr<br>2017   |
| <b>Grader Crews<br/>1 &amp; 3<br/>(3-man crews)</b> | Buckiinguy Rd                    | Recycle      | \$670,250             | \$577,882      | Complete          |
|   | Lemongrove Rd                    | Recycle      | \$370,800             | \$308,519      | Complete          |
|   | Marra Rd 424                     | Recycle      | \$200,000             | \$173,667      | 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 23rd March, 2017

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

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

### 2.1 WATER SUPPLY MAINTENANCE ACTIVITIES

| ACTIVITY                                  | LOCATION                                   | WORKS CARRIED OUT IN THE MONTH   |
|---|--|--|
| Bore water main repairs                   | Warren                                     | Bore water main repairs completed as required.                           |
| River water main repairs                  | Warren                                     | River water main repairs completed as required.                          |
| Warren river pumps                        | Oxley Park and Ellengerah                  | Normal maintenance and repair works completed daily.                     |
| Plumbing maintenance                      | Racecourse and all other Council Buildings | Plumbing maintenance and repair works completed as required.             |
| Bore water flushing                       | Warren<br>Nevertire<br>Collie              | Mains flushed as per flushing program.                                   |
| Water meter reading                       | Warren<br>Nevertire<br>Collie              | Water meter reading works completed.                                     |
| Bore water main repairs                   | Nevertire                                  | Bore water main repairs completed as required.                           |
| Bore water main repairs                   | Collie                                     | Bore water main repairs completed as required.                           |
| River water meter maintenance and repairs | Warren                                     | Normal meter maintenance and/or replacement works completed as required. |
| River water service repairs               | Warren                                     | River water service repairs completed as required.                       |
| Bore water meter maintenance and repairs  | Warren<br>Nevertire<br>Collie              | Normal meter maintenance and/or replacement works completed as required. |
| Hydrant repairs                           | Collie                                     | Hydrant repairs completed as required.                                   |
| Bore service repairs                      | Warren<br>Nevertire<br>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 23rd March, 2017

## ITEM 2 WORKS PROGRESS REPORT – WATER AND SEWERAGE

CONTINUED

### 2.2 SEWERAGE SYSTEM MAINTENANCE ACTIVITIES

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

### 2.3 WATER SUPPLY SYSTEM PLANNED WORK

| ACTIVITY                 | LOCATION  | WORKS TO BE UNDERTAKEN   |
|--------------------------|-----------|--|
| Water mains and services | Warren    | Valve replacement program completed.   |
| Bore installation works  | Warren    | Bore Flat and Ellengerah replacement bores mechanical and electrical fit out to be completed by 24 April 2017.   |
|                          | Nevertire | Nevertire replacement bore mechanical and electrical fit out to be completed by 24 April 2017.   |
|                          | Collie    | Collie replacement bore mechanical and electrical fit out to be completed by 24 May 2017.  |
| Reservoir cleaning       | 5 years   | Stafford St - Scheduled Oct 2021<br>Oxley Park- Scheduled Sept 2017<br>Ellengerah River- Scheduled Sept 2017<br>Ellengerah Bore- Scheduled March 2018<br>Nevertire- Scheduled Jul 2017<br>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 23rd March, 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. |
| Sewage pump stations     | Warren<br>Nevertire | Upgrade works ongoing.   |

**2.5 WATER SUPPLY & SEWERAGE SYSTEM UNPLANNED  
 MAINTENANCE 29TH JANUARY TO 26TH FEBRUARY 2017**

Main breaks repaired: 23                      Sewer chokes cleared: 1  
 Year to date: 60                                  Year to date: 43

Meter replacements: 0 river water meters and 1 bore water meters.

Year to date: 2 river meters and 4 bore meters replaced.

Total meters: 801 river meters and 965 bore meters.

Annual replacement percentage: 0% year river meters and 0.3% year bore meters.

**2.6 RECORD OF WATER USAGE**

2.6.1 For the period 01/02/17 to 28/02/17 Council's meters indicated the following water usage:

| WATER SCHEME      | ANNUAL ALLOCATION (ML) | TOTAL USAGE FOR THE PERIOD (ML) | USAGE YEAR TO DATE (ML)<br>From 1/7/16 | DAILY AVERAGE FOR THE PERIOD (ML) | DAILY AVERAGE YEAR TO DATE (ML) |
|-------------------|------------------------|---------------------------------|--|-----------------------------------|---------------------------------|
| Warren bore       | 700                    | 25.97                           | 166.16                                 | 0.93                              | 0.69                            |
| Warren river      | 750                    | 57.67                           | 227.27                                 | 2.06                              | 0.95                            |
| Nevertire village | 40                     | 5.33                            | 24.44                                  | 0.19                              | 0.10                            |
| Collie village    | 25                     | 1.42                            | 9.47                                   | 0.05                              | 0.04                            |

Rainfall in Warren for period: 1 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 23rd March, 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                    | 27.47                           | 0.95                            |
| Warren river      | 750                    | 58.40                           | 2.01                            |
| Nevertire village | 40                     | 4.80                            | 0.17                            |
| Collie village    | 25                     | 0.81                            | 0.03                            |

Rainfall in Warren for period: 0 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) |
|----------------|----------------------|-------------------------|-------------------|----------------------|
| June 2016      | 799                  | 594.80                  | 17.84             | 17.84                |
| July 2016      | 887                  | 421.71                  | 13.07             | 30.91                |
| August 2016    | 647                  | 421.22                  | 13.06             | 43.97                |
| September 2016 | 891                  | 576.67                  | 17.30             | 61.27                |
| October 2016   | 638                  | 430.19                  | 13.34             | 74.61                |
| November 2016  | 585                  | 396.23                  | 11.89             | 86.50                |
| December 2016  | 611                  | 392.65                  | 12.17             | 98.67                |
| January 2017   | 577                  | 448.06                  | 13.89             | 112.56               |
| February 2017  | 578                  | 462.14                  | 12.94             | 125.50               |

**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 23rd March, 2017

---

**ITEM 2 WORKS PROGRESS REPORT – WATER AND SEWERAGE**  
**CONTINUED**

2.7.2 Record of Bio Solids Removal from 2014

| <b>YEAR</b> | <b>DATE</b> | <b>REMOVED BY</b>  | <b>ESTIMATED QUANTITY (M3)</b> |
|-------------|-------------|--------------------|--------------------------------|
| 2014        | February    | D Murray/S Smith   | 8                              |
| 2014        | September   | Interflow          | 50                             |
| 2015        | May         | Aqua Assets        | 20                             |
| 2015        | August      | Septic Sam         | 10                             |
| 2015        | December    | JR Richards & Sons | 10                             |
| 2016        | May         | JR Richards & Sons | 60                             |
| 2017        | February    | JR Richards & Sons | 40                             |

**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 23rd March, 2017

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

**Author:** Bryce Hammond – Project and Asset Engineer

### 3.1 TOWN CREW – 30TH JANUARY TO 26TH FEBRUARY 2017

- ♦ Footpath M & R
- ♦ 2 Burials - Warren Lawn Cemetery
- ♦ Levee rehabilitation - Hospital
- ♦ Town approaches
- ♦ Tree limb removal

### 3.2 PARKS AND RESERVES – 30TH JANUARY TO 26TH FEBRUARY 2017

- ♦ Macquarie Park M & R
- ♦ Oxley Park M & R
- ♦ Lawn Cemetery M & R
- ♦ Victoria Oval - Inner
- ♦ Victoria Oval – Outer

|  |                    |
|--|--------------------|
| Plant 70 Iseki Out-front Mower SF370           | 69.75 hours usage  |
| Plant 79 Iseki Mower                           | 34 hours usage     |
| Plant 15 Kioti Tractor                         | 0 hours usage      |
| Plant 76 Muthing Frail Slasher                 | 100 hours usage    |
| Plant 14 Caterpillar 432F Backhoe Loader       | 55 hours usage     |
| Plant 8 Caterpillar 432F Backhoe Loader        | 6 hours usage      |
| Plant 89 Toro Mower                            | 0 hours usage      |
| Plant 21 John Deere 5083E                      | 131.25 hours usage |
| Plant 82 Denvenson Jahn Roller (Cricket Pitch) | Not in use         |
| Plant 168 Victory Mini Excavator               | 60.25 hours usage  |
| Plant 47 Schwarze Street Sweeper               | 75.5 hours usage   |

### 3.3 SHOWGROUND/RACECOURSE – GENERAL M & R 30TH JANUARY TO 26TH FEBRUARY 2017

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

#### Functions:

12th February – Adult riding club

23-24th February – Adult riding club

#### 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 23rd March, 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 30th January to 26th February 2017

| <b>Plant Repairs</b> |  |   |                        |                                |
|----------------------|--|---|------------------------|--------------------------------|
| <b>No.</b>           | <b>Plant</b>                                     | <b>Repairs</b>  | <b>Plant Down Time</b> | <b>Repair Time (Man Hours)</b> |
| 21                   | 2013 John Deere 5083E – Tractor                  | - Remount new front beacon<br>- New batteries                   | 1 day                  | 8 hours                        |
| 24                   | 2010 Komatsu GD655-5 – Grader                    | - Grease and repair lights                                      | 1 day                  | 5 hours                        |
| 27                   | 2013 Western Star Prime Mover – Truck            | - Removed broken studs in PTO pump mount                        | 3 days                 | 8 hours                        |
| 32                   | 1988 Mack Valueliner 6x4 12T Prime Mover - Truck | - Adjust the rod and drag<br>- Fit jack shaft universal defects | 10 days                | 22 hours                       |
| 47                   | 2008 Schwarze A4000 – Street Sweeper             | - Remove broken bolts   | 0 days                 | 3 hours                        |
| 50                   | 2010 Isuzu FVZ193A – Truck                       | - Parts for cabin repair  | 0 days                 | 3 hours                        |
| 70                   | 2015 Iseki outfront - Mower                      | - Removed rear counter weight                                   | 0 days                 | 4 hours                        |
| 76                   | 2015 Muthing Frail MU-L250 – Mower               | - Adjust side shift ram   | 0 days                 | 3 hours                        |
| 88                   | 2000 Howard HD B 300 10' – Slasher               | - Fit new caster wheels   | 1 day                  | 5 hours                        |
| 95                   | 2010 Multipac YL25C multi-tyred – Roller         | - Replaced rear axle wheel bearings and tyres                   | 10 days                | 20 hours                       |
| 108                  | 1986 Pneumatic – Air Compressor                  | - Removed fuel pump (out for repair)                            | 1 day                  | 8 hours                        |
| 158                  | 2002 Mower - Trailer                             | - Weld on safety chain<br>- Repair lights                       | 0 days                 | 4 hours                        |
| 169                  | 12 x 6 Tandum - Trailer                          | - Fit new tow hitch   | 1 day                  | 4 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 23rd March, 2017

---

## ITEM 4      WORKS PROGRESS REPORT - FLEET BRANCH      CONTINUED

| <b>Plant Repairs – Outside Work</b> |  |  |                        |
|-------------------------------------|--|--|------------------------|
| <b>No.</b>                          | <b>Plant</b>                               | <b>Repairs</b>                                       | <b>Plant Down Time</b> |
| 10                                  | 2009 Hamm Pad Drum - Roller                | <b>R B W Mechanical - Dubbo</b><br>- Check on repair | Ongoing                |
| 11                                  | 2010 Lonking CDM856E<br>Wheel – Loader     | <b>Markus - Warren</b><br>- Lights                   | 0 days                 |
| 33                                  | 2013 Western Star Prime<br>Mover – Truck   | <b>Markus – Warren</b><br>- Check on repair          | 0 days                 |
| 36                                  | 2005 Isuzu FRR525 Medium<br>Tipper – Truck | <b>Tracserv – Dubbo</b><br>- Computer repairs        | 5 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 23rd March, 2017

---

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

**Miscellaneous Works**

|  |            |
|--|------------|
| Minor Plant Repairs.....                                   | 490 hours  |
| Plant Refurbishment.....                                   | 0 hours    |
| Plant Servicing.....                                       | 37 hours   |
| Electrical/Two Way Radio Works, Phones.....                | 7 hours    |
| Welding/Fabrication Works on Plant, etc. ....              | 36.5 hours |
| Depot Yard – Plant parking, clean, lock and unlock.....    | 15 hours   |
| Parts ordering.....  | 25 hours   |
| Job set up, e.g. Apprentice.....                           | 15 hours   |
| Fuel up trailers.....                                      | 1 hours    |
| Phone calls in and out / book work.....                    | 20 hours   |
| Plant inspection for repair.....                           | 15 hours   |
| Tyre pick up including delivery to and from work site..... | 7.5 hours  |
| Plant cleaning.....  | 15 hours   |
| Tar – check emulsion.....                                  | 3 hours    |
| Operator queries, e.g. noise.....                          | 3 hours    |
| Quotations.....  | 3 hours    |
| Steel pick up.....   | 7.5 hours  |
| SES.....   | 0 hours    |
| Rural Fire Service.....                                    | 6 hours    |
| Work meetings.....   | 0 hours    |
| Fill gas bottles.....                                      | 0 hours    |
| Air conditioning.....                                      | 9 hours    |
| Transport for RTA Inspection.....                          | 9 hours    |
| Registrations and defects.....                             | 4.5 hours  |
| Annual Leave.....  | 0 hours    |
| Sick Leave.....  | 25.5 hours |
| Workers Compensation.....                                  | 0 hours    |
| TAFE.....  | 47.5 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.....   | 8 hours    |
| Interviews.....  | 0 hours    |
| Workshop set up (Site Meetings/Inspections).....           | 0 hours    |

**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 23rd March, 2017

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**ITEM 5**

**TRAFFIC INFORMATION**

**(T5-4)**

**Not available this month**

**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 23rd March, 2017

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**ITEM 6 KERB AND GUTTER RENEWAL PROGRAM**

**(R4-1.70)**

**Executive Summary**

Kerb and Gutter is an important component of the urban road and drainage networks and serves many functions. Accordingly, it is important that it be renewed at the most cost effective and optimum time for Council and its constituents.

Kerb and gutter that has reached the end of its useful life may become cracked and allow water through, thereby accelerating the deterioration of the road pavement and/or tilted which stops water from leaving the road surface and entering the drainage system. Hence, this report seeks to establish a 10-year program for the renewal of kerb and gutter.

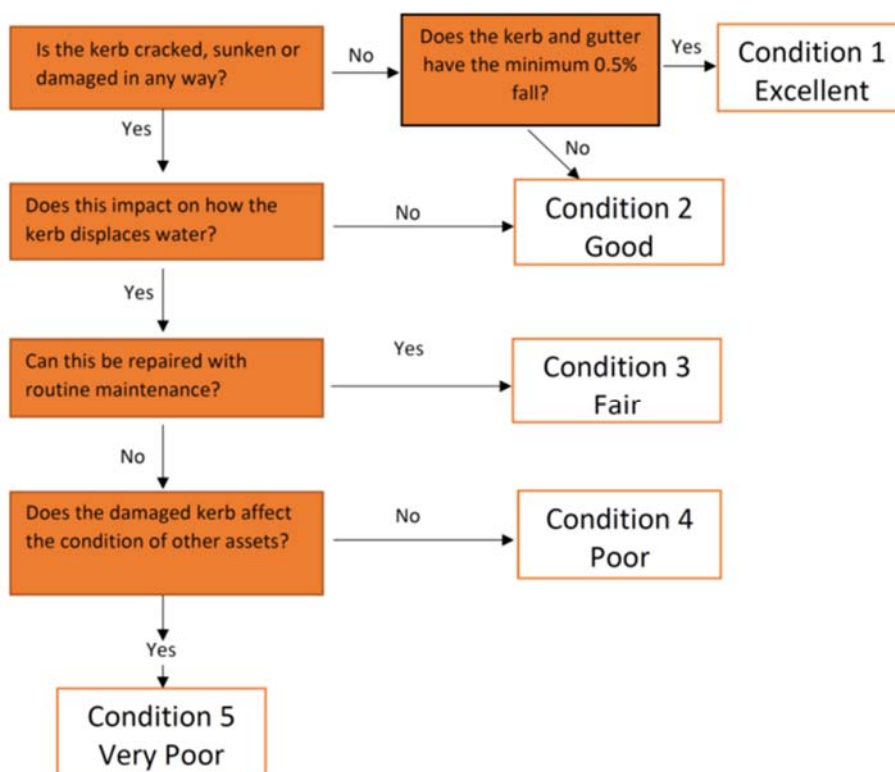
It is also important that an appropriate annual budget be established to ensure that all kerb and gutter can be renewed before it no longer provides the level of service that it was originally intended to give.

**Background**

Engineering Department has formulated an “Asset Condition Rating and Valuation Manual” for kerb and gutter and has used this to condition rate and value its kerb and gutter. Hence, this report draws on the information collated during the formulation of the above manual and the subsequent condition ratings.

**Condition Determination**

The flow chart below has been used to determine the condition of each section of kerb and gutter within Warren Shire Council.



**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 23rd March, 2017

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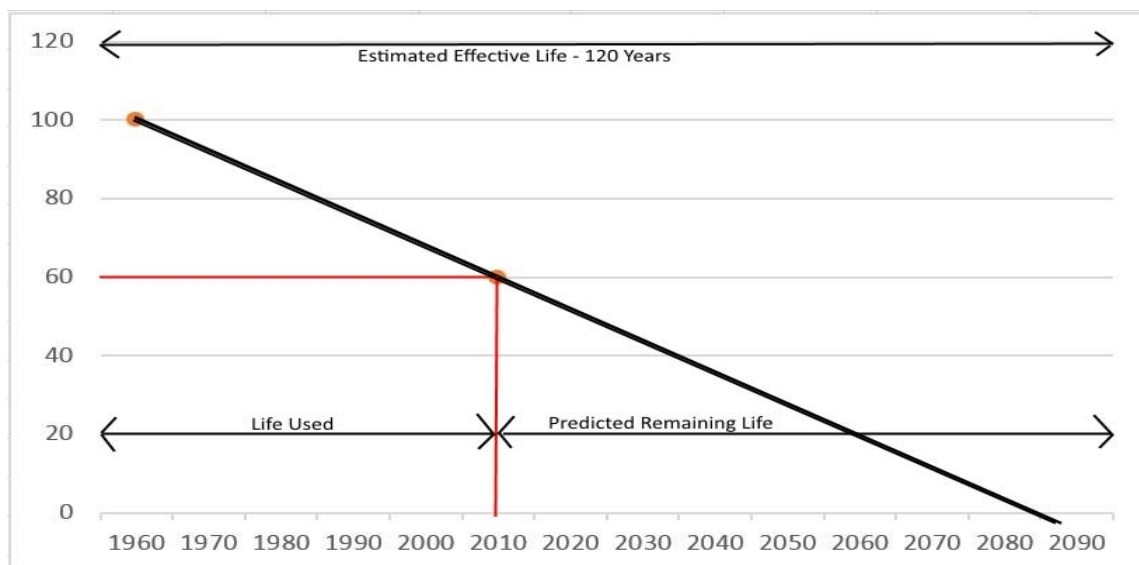
**ITEM 6 KERB AND GUTTER RENEWAL PROGRAM CONTINUED**

The chart has been devised in this manner to enable consistency and transparency and to provide the following:

- The condition of the asset for Asset Management and IP&R purposes,
- To enable the creation of long term renewal/financial plans for kerb and gutter (those in condition 4 and 5 as they cannot be repaired through routine or unplanned maintenance),
- To enable the sections of kerb and gutter that can be repaired through routine maintenance to be identified and repaired (those in condition 3), and
- A system that enables more accurate annual budget planning.

**Useful Life Determination**

Using a known and estimated construction period, combined with the condition rating enables prediction of the useful life of the town’s kerb and gutter network, as shown below.



|                                |       |                                  |            |
|--------------------------------|-------|----------------------------------|------------|
| % of Life Used                 | = 40% | Life Used (years)                | = 56 years |
| % of Life Remaining            | = 60% | Estimated Life Remaining (years) | = 64 years |
| Estimated Useful Life = 120yrs |       |                                  |            |

**Budget Allocation**

In general, one of the more important factors of meeting core, intermediate or advanced Asset Management practices and the requirements of Integrated Planning and Reporting legislation, is to formulate budgets that are driven by the actual requirements of the asset class on a whole of life basis. Warren Shire Council is now in a position where this can be achieved for the kerb and gutter network.

**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 23rd March, 2017**

**ITEM 6 KERB AND GUTTER RENEWAL PROGRAM**

**CONTINUED**

Analysis has shown that the total cost of replacing the 33.53km kerb and gutter network is \$7,224,785 and that the average useful life of the network is 120 years. This mean that the network is depreciating by about \$60,000 per year.

In order to ensure that Council is able to replace deteriorated kerb and gutter at the optimum time and ensure that the network continues to meet the need of the community, this depreciation cost needs to be met annually. This can be achieved either in terms of replacing an amount of kerb and gutter to an equal figure or by putting away \$60,000 per year into an internal restricted fund until it is needed, or a combination of both. Hence, a budget of \$60,000 per annum is recommended and will be used for the purposes of this report.

**Priority System**

The factors taken into consideration for prioritisation of these works is as follows:

| Factor                           | Explanation   |
|----------------------------------|---|
| <b>Localised Flooding Relief</b> | This aspect takes into account whether the kerb and gutter reduces exposure to localised flooding of residential properties and the road. |
| <b>Protection of the road</b>    | This issue considers the condition of the road and/or shoulder and the ability of the proposed work to reduce this deterioration.         |
| <b>Condition</b>                 | This factor takes into account the condition of the kerb and gutter. As this is the most critical factor it is given a weighting of 2.    |

Using these factors the matrix below is used to prioritise and develop the new program.

| <b>Kerb and Gutter Prioritisation Matrix</b> |  |       |           |                |
|--|--|-------|-----------|----------------|
| Factor                                       | Feature  | Score | Weighting | Priority Score |
| <b>Localised Flooding Relief</b>             | Reduces Flooding affecting residential properties and road | 3     | 1         | 3              |
|  | Reduces Flooding affecting residential properties or road  | 2     | 1         | 2              |
|  | Does not reduce flooding.                                  | 1     | 1         | 1              |
| <b>Protection of Road</b>                    | Protects road pavement                                     | 3     | 1         | 3              |
|  | Protects road shoulder                                     | 2     | 1         | 2              |
|  | Protects wearing surface                                   | 1     | 1         | 1              |
| <b>Condition</b>                             | Very poor  | 5     | 2         | 10             |
|  | Poor   | 4     | 2         | 8              |
|  | Fair   | 3     | 2         | 6              |
|  | Good   | 2     | 2         | 4              |
|  | Excellent  | 1     | 2         | 2              |
| <b>Total Score</b>                           |  |       |           |                |

# 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 23rd March, 2017

### ITEM 6 KERB AND GUTTER RENEWAL PROGRAM

**CONTINUED**

#### Priority Scores

Keeping in mind that the condition rating system was designed to also decipher those sections that could repaired through routine maintenance (condition 3) and those that need renewal (conditions 4 and 5). The following table lists the estimated renewal costs and priority of each section of kerb and gutter, that are condition rated as 4 or 5.

| Street                     | Town   | Side | Length of K&G (m) | Condition Score | Renewal Cost      | Priority Score |
|----------------------------|--------|------|-------------------|-----------------|-------------------|----------------|
| Pittman Parade             | Warren | E    | 440               | 5               | \$ 90,000         | 12             |
| Zora Street                | Warren | SW   | 550               | 4               | \$ 120,000        | 10             |
| Boss Avenue                | Warren | NE   | 250               | 4               | \$ 60,000         | 14             |
| Boss Avenue                | Warren | SW   | 250               | 4               | \$ 60,000         | 14             |
| Oxley Parade               | Warren | E    | 360               | 4               | \$ 60,000         | 13             |
| Oxley Parade               | Warren | W    | 360               | 4               | \$ 60,000         | 13             |
| Readford Street            | Warren | NW   | 580               | 5               | \$ 120,000        | 16             |
| Readford Street            | Warren | SE   | 580               | 5               | \$ 120,000        | 16             |
| Wilson Street              | Warren | NW   | 388               | 4               | \$ 90,000         | 10             |
| Wilson Street              | Warren | SE   | 388               | 4               | \$ 90,000         | 10             |
| Roland Street              | Warren | E    | 361               | 4               | \$ 60,000         | 10             |
| Roland Street              | Warren | W    | 261               | 4               | \$ 60,000         | 10             |
| <b>Total Cost of Works</b> |        |      |                   |                 | <b>\$ 990,000</b> |                |

#### Proposed Program

At a budget of \$60,000 per year, the above works will take 17 years to complete. Hence, not all sections are included in the recommended 10-year program. Please note that as some projects will cost more than \$60,000, there are years that no work is carried out and the funds will be put in a restricted account. Further to this Council already has \$90,000 set aside for kerb and gutter works that are proposed to be rolled over to the 2017/18 Financial year

| Street                        | Side | 17/18     | 18/19     | 19/20     | 20/21     | 21/22     | 22/23     | 23/24     | 24/25    | 25/26    | 26/27     |
|-------------------------------|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------|-----------|
| <b>Starting Budget</b>        |      | \$60,000  | \$60,000  | \$60,000  | \$60,000  | \$60,000  | \$60,000  | \$60,000  | \$60,000 | \$60,000 | \$ 60,000 |
| <b>Restricted funds</b>       |      | \$90,000  | \$150,000 | -\$30,000 | \$30,000  | -\$30,000 | \$30,000  | -\$30,000 | \$30,000 | \$0      | \$ 60,000 |
| <b>Total Budget</b>           |      | \$150,000 | \$210,000 | \$30,000  | \$90,000  | \$30,000  | \$90,000  | \$30,000  | \$90,000 | \$60,000 | \$120,000 |
| Pittman Pde                   | E    |           |           |           |           |           |           |           | \$90,000 |          |           |
| Boss Ave                      | NE   |           |           |           | \$60,000  |           |           |           |          |          |           |
| Boss Ave                      | SW   |           |           |           | \$60,000  |           |           |           |          |          |           |
| Oxley Pde                     | E    |           |           |           |           |           | \$60,000  |           |          |          |           |
| Oxley Pde                     | W    |           |           |           |           |           | \$60,000  |           |          |          |           |
| Readford St                   | NW   |           | \$120,000 |           |           |           |           |           |          |          |           |
| Readford St                   | SE   |           | \$120,000 |           |           |           |           |           |          |          |           |
| Roland St                     | E    |           |           |           |           |           |           |           |          |          | \$60,000  |
| Roland St                     | W    |           |           |           |           |           |           |           |          |          | \$60,000  |
| <b>Total Expenditure</b>      |      | \$0       | \$240,000 | \$0       | \$120,000 | \$0       | \$120,000 | \$0       | \$90,000 | \$0      | \$120,000 |
| <b>Put to Restricted Fund</b> |      | \$150,000 | -\$30,000 | \$30,000  | -\$30,000 | \$30,000  | -\$30,000 | \$30,000  | \$0      | \$60,000 | \$0       |

**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 23rd March, 2017

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**ITEM 6    KERB AND GUTTER RENEWAL PROGRAM**

**CONTINUED**

**Community Strategic Plan**

There are two values contained within Council's Community Strategic Plan that this report addresses, as follows:

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

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

**Asset Management**

As this program, has been developed on the basis of intervening before sections of kerb and gutter no longer meet their intended purpose, it enhances Council's Asset Management capabilities as defined in the International Infrastructure Management Manual. In short, these levels of asset management require budgets to be developed on a as needs basis (i.e. works required to keep assets functional) as opposed to works programs being developed in line with set budgets.

Furthermore, this report is in line with the vision of Council's Asset Management Policy, which is as follows:

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

**Sustainability Impacts**

Implementation of this program will mean that funding will always be there to renew Council's kerb and gutter network when it nears the end of its useful life, thereby enhancing Council's sustainability.

**Social Impacts**

Kerb and Gutter reduces residents' exposure to localised flooding and separates the road from the footpath which can aid in the control of parking and protection of pedestrians.

**Conclusion:**

The renewal of Kerb and Gutter as contained within this report is an efficient and effective method of ensuring that the community continues to enjoy a similar level of service, minimises life cycle costs for other road infrastructure and enhancing Council's sustainability.

# 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 23rd March, 2017

## ITEM 6 KERB AND GUTTER RENEWAL PROGRAM

CONTINUED

### RECOMMENDATION:

1. That a budget of \$60,000 be allocated to the “Kerb and Gutter Renewal Program”
2. That the proposed kerb and gutter renewal program as shown in the Table below be adopted.

| Street                        | Side | 17/18     | 18/19     | 19/20     | 20/21     | 21/22     | 22/23     | 23/24     | 24/25    | 25/26    | 26/27     |
|-------------------------------|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------|-----------|
| <b>Starting Budget</b>        |      | \$60,000  | \$60,000  | \$60,000  | \$60,000  | \$60,000  | \$60,000  | \$60,000  | \$60,000 | \$60,000 | \$ 60,000 |
| <b>Restricted funds</b>       |      | \$90,000  | \$150,000 | -\$30,000 | \$30,000  | -\$30,000 | \$30,000  | -\$30,000 | \$30,000 | \$0      | \$ 60,000 |
| <b>Total Budget</b>           |      | \$150,000 | \$210,000 | \$30,000  | \$90,000  | \$30,000  | \$90,000  | \$30,000  | \$90,000 | \$60,000 | \$120,000 |
| Pittman Pde                   | E    |           |           |           |           |           |           |           | \$90,000 |          |           |
| Boss Ave                      | NE   |           |           |           | \$60,000  |           |           |           |          |          |           |
| Boss Ave                      | SW   |           |           |           | \$60,000  |           |           |           |          |          |           |
| Oxley Pde                     | E    |           |           |           |           |           | \$60,000  |           |          |          |           |
| Oxley Pde                     | W    |           |           |           |           |           | \$60,000  |           |          |          |           |
| Readford St                   | NW   |           | \$120,000 |           |           |           |           |           |          |          |           |
| Readford St                   | SE   |           | \$120,000 |           |           |           |           |           |          |          |           |
| Roland St                     | E    |           |           |           |           |           |           |           |          |          | \$60,000  |
| Roland St                     | W    |           |           |           |           |           |           |           |          |          | \$60,000  |
| <b>Total Expenditure</b>      |      | \$0       | \$240,000 | \$0       | \$120,000 | \$0       | \$120,000 | \$0       | \$90,000 | \$0      | \$120,000 |
| <b>Put to Restricted Fund</b> |      | \$150,000 | -\$30,000 | \$30,000  | -\$30,000 | \$30,000  | -\$30,000 | \$30,000  | \$0      | \$60,000 | \$0       |

**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 23rd March, 2017

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**ITEM 7 PLAYGROUND EQUIPMENT REPLACEMENT PROGRAM (P1-4)**

**Author:** Bryce Hammond – Project and Assets Engineer.

**Executive Summary**

Playgrounds are mainly used by families and the associated playground equipment is mostly used by their children. Accordingly, playgrounds play an important role in the recreational, fitness and social needs of the community.

Hence, it is vital that Council puts in place a rolling program of works to ensure that the communities playgrounds remain safe, meets current standards and meet the needs of the community.

**Background**

As of 2016/17, there is no renewal/upgrade program for playground equipment, as equipment was replaced when needed in a reactive method. This report seeks to take a more proactive approach to renewal, upgrade and enhancement of the safety of playground users.

Therefore, a rolling program has been developed to ensure that playground equipment continues to be safe and that Council negates defects before they become hazards, including softfall.

**Budget**

Currently, there is \$66,000 in the 2016/17 Financial Year’s budget allocated for replacing parks equipment. This has built up from the \$20,000 allocated per year. As outlined later in this report Council needs approximately \$140,000 to undertake the works outlined in this report.

Accordingly, it is recommended that a 3-year program be developed with the following budget amounts, taking into account the \$66,000 that has already been allocated for the current financial year and the \$25,000 that is allocated to this program per annum.

| Item                                       | Financial Year |           |           |           |
|--|----------------|-----------|-----------|-----------|
|  | 16/17          | 17/18     | 18/19     | 19/20     |
| <b>Budget Allocation</b>                   | \$ 66,000      | \$ 25,000 | \$ 25,000 | \$ 25,000 |
| <b>Transfer from Restricted Fund</b>       | \$ 0           | \$ 66,000 | \$ 31,000 | \$ 1,000  |
| <b>Total Budget</b>                        | \$ 66,000      | \$ 91,000 | \$ 61,000 | \$ 26,000 |
| <b>Estimated Expenditure</b>               | \$ 0           | \$ 60,000 | \$ 60,000 | \$ 20,000 |
| <b>Balance</b>                             | \$ 66,000      | \$ 31,000 | \$ 1,000  | \$ 6,000  |
| <b>Transfer to Restricted Fund</b>         | \$ 66,000      | \$ 31,000 | \$ 1,000  | \$ 6,000  |
| <b>Restricted fund balance</b>             | \$ 66,000      | \$ 31,000 | \$ 1,000  | \$ 6,000  |
| <b>Total End of Year Financial Balance</b> | \$ 0           | \$ 0      | \$ 0      | \$ 0      |



# 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 23rd March, 2017

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## ITEM 7 PLAYGROUND EQUIPMENT REPLACEMENT PROGRAM CONTINUED

### Prioritisation of Works

Playgrounds situated on different roads (local, regional and state) attract different levels of use. Due to the higher amount of traffic on a state road and the associated users that may be generated from the passing traffic, it is likely that a road such as the Oxley Highway, will get more use. Accordingly, they should be prioritised higher than playgrounds on local roads.

Playgrounds on local roads, in areas of high population density are also assumed to have a higher use compared to parks in areas with a lower population density. Hence, the following table combines the road that a park is on together with the population density to give a score for these factors.

### Hierarchy of Parks

| Category             | Level of use | Score | Parks                       |
|----------------------|--------------|-------|-----------------------------|
| Regional/State Roads | High         | 5     | Macquarie Park              |
|                      | Low          | 3     | None                        |
| Local Road           | High         | 4     | Lions Park, Ravenswood Park |
|                      | Low          | 2     | Nevertire Park, Carter Oval |

To further refine the priority of identified renewal/upgrade projects, the following table is also used as it considers if there are shade facilities available and if softfall has been installed as these are considered essential facilities of a playground for safety and health reasons.

|     | Shade | Softfall |
|-----|-------|----------|
| Yes | 0     | 0        |
| No  | 5     | 5        |

# 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 23rd March, 2017

## ITEM 7      PLAYGROUND EQUIPMENT REPLACEMENT PROGRAM CONTINUED

### Priority Matrix

The priority matrix is then formed by using both of the above tables and the condition score.

| Category      | Level of use / Criteria | Score     |
|---------------|-------------------------|-----------|
| Regional Road | High                    | 5         |
|               | Low                     | 3         |
| Local Road    | High                    | 4         |
|               | Low                     | 2         |
| Condition     |                         | Scale 1-5 |
| Softfall      | No                      | 5         |
|               | Yes                     | 0         |
| Shade         | No                      | 5         |
|               | Yes                     | 0         |

As an example, the table below analyses Ravenswood Park. There is no Softfall below the play equipment, so 5 points are added. It has a shade structure, so it doesn't incur any points. As it is in a high density residential area, on a local road, it earns 4 points for its location. The condition of the playground equipment is rated at condition 4, this adds 4 points for a total of 13.

| Park            | Softfall | Shade | Location / Hierarchy | Condition (1-5) | Total Score |
|-----------------|----------|-------|----------------------|-----------------|-------------|
| Ravenswood Park | 5        | 0     | 4                    | 4               | 13          |

### Priority of Works

Each park has been ranked against the priority matrix above as show in the table below, in priority order.

|                 | Softfall | Shade | Location           | Condition      | Total Score |
|-----------------|----------|-------|--------------------|----------------|-------------|
|                 |          |       | Refer to Hierarchy | 1 being as new |             |
| Carter Oval     | 5        | 5     | 2                  | 5              | 22          |
| Ravenswood Park | 5        | 0     | 4                  | 4              | 13          |
| Nevertire Park  | 5        | 0     | 2                  | 3              | 10          |
| Macquarie Park  | 0        | 0     | 5                  | 2              | 7           |
| Lions Park      | 0        | 0     | 4                  | 2              | 6           |

**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 23rd March, 2017

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**ITEM 7 PLAYGROUND EQUIPMENT REPLACEMENT PROGRAM**  
**CONTINUED**

**Proposed Program**

Using the above priorities and assessments, a 3-year program has been developed as shown below. It should be noted that Macquarie Park has not been included as it has facilities that are considered to be acceptable, including shade and softfall.

| Park            | Facilities to be Renewed | 17/18           | 18/19            | 19/20           |
|-----------------|--------------------------|-----------------|------------------|-----------------|
| Carter Oval     | New equipment            | \$ 20,000       |                  |                 |
| Carter Oval     | Softfall                 | \$ 30,000       |                  |                 |
| Carter Oval     | Shade cover              | \$ 10,000       |                  |                 |
| Lions Park      | New equipment            |                 |                  | \$ 20,000       |
| Nevertire Park  | Softfall                 |                 | \$ 30,000        |                 |
| Ravenswood Park | Softfall                 |                 | \$ 30,000        |                 |
| <b>Totals</b>   |                          | <b>\$60,000</b> | <b>\$ 60,000</b> | <b>\$20,000</b> |

The estimate for the cost of the new equipment in Carter Oval is based on the designs below. These may be altered when the works are being carried out as they have only been use to give indicative costs.



**Community Strategic Plan**

There are two values contained within the Community Strategic Plan that this report addresses:

*“A shire that has quality and well maintained infrastructure.”*

*“A Council that provides quality and cost effectives 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 23rd March, 2017

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## ITEM 7 PLAYGROUND EQUIPMENT REPLACEMENT PROGRAM CONTINUED

### Asset Management

This report is in line with the vision of Council's Asset Management Policy, which is as follows:

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

This program further progresses Council's Asset Management capabilities as it enables Council to meet “Core” and “Intermediate” Asset Management levels for its playgrounds as outlined in the “International Infrastructure Management Manual.” In short, these levels of asset management require budgets to be developed on a need basis as opposed to works programs being developed in line with set budgets.

### RECOMMENDATION:

1. That Council continue to allocate \$25,000 per annum to the “Playground Equipment Replacement Program”
2. That the following program of works for renewal/upgrade of park facilities be endorsed:

| Park            | Facilities to be Renewed | 17/18           | 18/19            | 19/20           |
|-----------------|--------------------------|-----------------|------------------|-----------------|
| Carter Oval     | New equipment            | \$ 20,000       |                  |                 |
| Carter Oval     | Softfall                 | \$ 30,000       |                  |                 |
| Carter Oval     | Shade cover              | \$ 10,000       |                  |                 |
| Lions Park      | New equipment            |                 |                  | \$ 20,000       |
| Nevertire Park  | Softfall                 |                 | \$ 30,000        |                 |
| Ravenswood Park | Softfall                 |                 | \$ 30,000        |                 |
| <b>Totals</b>   |                          | <b>\$60,000</b> | <b>\$ 60,000</b> | <b>\$20,000</b> |

# 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 23<sup>rd</sup> March 2017

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## ITEM 1      DEVELOPMENT APPLICATION APPROVALS      (B4-9)

The following Development Applications were approved from 31<sup>st</sup> January 2017 to 28<sup>th</sup> February 2017.

| FILE      | LOCATION                                      | WORKS                              |
|-----------|---|------------------------------------|
| P16-17-03 | Lot 5, DP851072<br>Udora Road,<br>WARREN      | Construct new Residential Dwelling |
| P16-17.04 | Lot 6, DP851072<br>Udora Road,<br>WARREN      | Erection of Shed                   |
| P16-17.05 | Lot 1, DP759056<br>Zora Street,<br>WARREN     | Change of Building/Land Use        |
| P16-17.06 | Lot 75, DP752570<br>Yungundi Road,<br>COLLIE  | Install Inground Pool              |
| P16-17.07 | Lot B, DP398916<br>Boston Street,<br>WARREN   | Construct New Dwelling             |
| P16-17.08 | Lot 1, DP1114720<br>Wonbobbie Lane,<br>WARREN | Install Inground Pool              |

### 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 23<sup>rd</sup> March 2017

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

No Circulars this month

# 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 23<sup>rd</sup> March 2017

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

Throughout the month of February, the Warren Sporting and Cultural Centre was in constant use by local sporting bodies including Men's and Women's Senior League, Yoga, Step/Pump Classes, Junior Cricket and Rugby Union. Highlights of the month included FWAS Rugby League and Tennis training days.

Upcoming events at the Centre in the month of March include FWAS Netball training day and installation of Outdoor Fitness Equipment.

### **SPORTS/GYM**

#### **Gym/Fitness Classes**

Usage of the gym for the month of February was 652 sign-ins, down from 670 in January. There are 199 current gym members as of the 6<sup>th</sup> March 2017, up from 197 gym members in February 2017.

### **FWAS**

There were 2 Far West Academy of Sport events held in February. There is currently 1 to be held in March (Netball training day).

### **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 23<sup>rd</sup> March 2017

**ITEM 4      INFORMATION CENTRE RECORD FOR THE  
MONTH OF FEBRUARY 2017**

**(T4-6.1)**

|   |   |  |    |
|---|---|--|----|
| <b>Number of Visitors to the Information Centre:</b>                                    |   | 30                                     |    |
| <b>Number of Locals to the Information Centre:</b>                                      |   | 12                                     |    |
| <b>Number of Website hits on Warren Shire Council:</b>                                  |   | 2866                                   |    |
| <b>Number of Website hits drilling down – “Visiting Warren”:</b>                        |   | 3792                                   |    |
| <b>Reason for Visiting Warren (Totals):</b>   |   |  |    |
| Friends/Family:   | 2 | Business/Employment/Training:          | 3  |
| Passing Through:  |   | Special Events:                        | 1  |
| Visitors in Buses:  |   | Holiday:                               | 5  |
| Other/Unknown:  | 6 | Camping/Fishing:                       |    |
| <b>Age Groups of Visitors:</b>  |   |  |    |
| Under 25:   | 4 | 25-34:                                 | 8  |
| 34-44:  | 2 | 45-54:                                 |    |
| 55-64:  | 5 | 65+:                                   | 11 |
| <b>Sale Items &amp; Publications, (including both free and sold ones, if possible):</b> |   |  |    |
| Macquarie Marshes Book (\$15):  |   | Stickers: (Warren)                     |    |
| Bird Book (\$30)  |   | Spoons:                                |    |
| Red River Gum Walk:   |   | Badges:                                |    |
| Warren Profile:   |   | Magnets:                               | 4  |
| Across the Black Soil Plains:   |   | Stubby Holders:                        | 4  |
| Midwives of the Black Soil Plains:  |   | Pens:                                  | 6  |
| Bushmen of the Black Soil Plains:   |   | Tea Towels:                            |    |
| 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:                         |    |
| 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:                      | 3  |
| Accommodation:  | 1 | Public Toilets:                        | 3  |
| Public Dump Point/Potable Water:  |   | Maps:                                  | 2  |
| Places to Eat:  |   | Boat Ramp / Bob Christensen Reserve:   |    |
| Attractions around Warren:  | 1 | Camping or Fishing Spots:              | 1  |

**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 23<sup>rd</sup> March 2017

**ITEM 5**

**IMPOUNDING OFFICER'S REPORT**

(P4-4)

| Hours Day                            | Week Ending: 10th February 2017 |          |            |            |            |            |          | Week ending: 17th February 2017 |          |          |            |            |            |          | Week ending: 24th February 2017 |          |            |            |            |            |          |          |
|--------------------------------------|---------------------------------|----------|------------|------------|------------|------------|----------|---------------------------------|----------|----------|------------|------------|------------|----------|---------------------------------|----------|------------|------------|------------|------------|----------|----------|
|                                      | Sat                             | Sun      | Mon        | Tue        | Wed        | Thur       | Fri      | Sat                             | Sun      | Mon      | Tue        | Wed        | Thur       | Fri      | Sat                             | Sun      | Mon        | Tue        | Wed        | Thur       | Fri      |          |
| Patrol                               |                                 |          | 3          | 0          | 4          | 3          | Flexi    |                                 |          | A/L      | 4          | 4.5        | 3.5        | A/L      |                                 |          | 3          |            |            |            |          | Flexi    |
| Feed/Water & Clean Pound Hours       | 0                               | 0        | 1          | 1          | 1          | 1          |          |                                 |          | 1        | 1          | 1          | 1          | 1        | 1                               | 1        | 1          | 1          | 1          | 1          | 1        | 1        |
| Office/ training                     |                                 |          | 4.5        | 7.5        | 3.5        | 4.5        |          |                                 |          |          | 3.5        | 3          | 4          |          |                                 |          | 4.5        | 6.5        | 7.5        | 6          | 0        |          |
| Impounding/ Releasing/ Euthanasia    |                                 | 0        |            |            |            |            |          |                                 |          |          |            |            |            |          |                                 |          | 0          | 1          | 0          | 1.5        | 0        |          |
| <b>Total Daily</b>                   | <b>0</b>                        | <b>0</b> | <b>8.5</b> | <b>8.5</b> | <b>8.5</b> | <b>8.5</b> | <b>0</b> | <b>0</b>                        | <b>0</b> | <b>1</b> | <b>8.5</b> | <b>8.5</b> | <b>8.5</b> | <b>1</b> | <b>1</b>                        | <b>1</b> | <b>8.5</b> | <b>8.5</b> | <b>8.5</b> | <b>8.5</b> | <b>1</b> | <b>1</b> |
| Number of Dogs impounded             |                                 |          |            |            | 1          | 1          |          |                                 |          |          |            |            |            | 4        |                                 |          |            | 0          | 2          | 2          |          |          |
| Number of Dogs released              |                                 |          |            |            |            |            |          |                                 |          |          | 1          |            |            |          |                                 |          |            |            |            |            |          |          |
| Number of Dogs Euthanasia            |                                 |          |            |            | 2          | 1          |          |                                 |          |          |            |            |            |          |                                 |          | 1          |            |            |            |          |          |
| <b>Total Dogs in Pound</b>           | <b>4</b>                        | <b>4</b> | <b>4</b>   | <b>4</b>   | <b>3</b>   | <b>3</b>   | <b>3</b> | <b>3</b>                        | <b>3</b> | <b>3</b> | <b>2</b>   | <b>2</b>   | <b>2</b>   | <b>6</b> | <b>6</b>                        | <b>6</b> | <b>5</b>   | <b>5</b>   | <b>7</b>   | <b>9</b>   | <b>9</b> | <b>9</b> |
| Number of Cats Surrendered           |                                 |          |            |            |            |            |          |                                 |          |          | 10         |            |            |          |                                 |          |            |            |            |            |          |          |
| Number of Cats Rehoused              |                                 |          |            |            |            |            |          |                                 |          |          |            |            |            |          |                                 |          |            |            |            |            |          |          |
| Number of Cats Euthanasia            |                                 |          |            |            |            |            |          |                                 |          |          | 10         |            |            |          |                                 |          |            |            |            |            |          |          |
| <b>Total Cats in Pound</b>           | <b>0</b>                        | <b>0</b> | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b> | <b>0</b>                        | <b>0</b> | <b>0</b> | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b> | <b>0</b>                        | <b>0</b> | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b> | <b>0</b> |
| Total weekly kilometers              | 380                             |          |            |            |            |            |          | 240                             |          |          |            |            |            |          | 480                             |          |            |            |            |            |          |          |
| Speed odometer reading @ end of week | 81879                           |          |            |            |            |            |          | 82119                           |          |          |            |            |            |          | 82599                           |          |            |            |            |            |          |          |
| Other General Notes                  |                                 |          |            |            |            |            |          |                                 |          |          |            |            |            |          |                                 |          |            |            |            |            |          |          |
| <b>Total weekly hours</b>            | <b>34</b>                       |          |            |            |            |            |          | <b>27.5</b>                     |          |          |            |            |            |          | <b>37</b>                       |          |            |            |            |            |          |          |

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 23<sup>rd</sup> March 2017

**ITEM 5**

**IMPOUNDING OFFICER'S REPORT**

**CONTINUED**

| Week Ending: 3rd March 2017          |  |          |            |            |            |            |            |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
|--------------------------------------|--|----------|------------|------------|------------|------------|------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Hours Day                            | Sat  | Sun      | Mon        | Tue        | Wed        | Thur       | Fri        | Sat      | Sun      | Mon      | Tue      | Wed      | Thur     | Fri      | Sat      | Sun      | Mon      | Tue      | Wed      | Thur     | Fri      |
| Patrol                               |  |          | 3          | 0          | 4          | 3          | 4          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Feed/Water & Clean Pound Hours       | 1  | 1        | 1          | 1          | 1          | 1          | 1          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Office/ training                     |  |          | 0.5        | 7.5        | 3.5        | 4.5        | 3.5        |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Impounding/ Releasing/ Euthanasia    |  |          | 4          |            |            |            |            |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| <b>Total Daily</b>                   | <b>1</b>   | <b>1</b> | <b>8.5</b> | <b>8.5</b> | <b>8.5</b> | <b>8.5</b> | <b>8.5</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| Number of Dogs impounded             | 1  |          |            |            |            |            |            |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Number of Dogs released              |  | 1        |            |            |            |            |            |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Number of Dogs Euthanasia            |  |          | 7          |            |            |            |            |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| <b>Total Dogs in Pound</b>           | <b>9</b>   | <b>8</b> | <b>1</b>   | <b>1</b>   | <b>1</b>   | <b>1</b>   | <b>1</b>   | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| Number of Cats Surrendered           |  |          |            |            |            |            |            |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Number of Cats Rehoused              |  |          |            |            |            |            |            |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Number of Cats Euthanasia            |  |          |            |            |            |            |            |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| <b>Total Cats in Pound</b>           | <b>0</b>   | <b>0</b> | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| Total weekly kilometers              | 780  |          |            |            |            |            |            |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| Speed odometer reading @ end of week | 83379  |          |            |            |            |            |            | 83379    |          |          |          |          |          |          | 83379    |          |          |          |          |          |          |
| Other General Notes                  | 26th February one dog died at the pound. It was in very poor health when it was picked up. |          |            |            |            |            |            |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
| <b>Total weekly hours</b>            | <b>44.5</b>  |          |            |            |            |            |            |          |          |          |          |          |          |          | <b>0</b> |          |          |          |          |          |          |

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

**RECOMMENDATION:**

That the information be received and noted.

# 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 23<sup>rd</sup> March 2017

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**ITEM 6      DEVELOPMENT APPLICATION – EXTENSION OF WORKSHOP  
LOTS 13, 14 & 18 DP746672, ARTHUR BUTLER DRIVE, WARREN  
(P16-17.09)**

|                                   |  |
|-----------------------------------|--|
| <b>Applicant</b>                  | Mr. Warren Lefebvre-WRL Engineering                      |
| <b>Owner/s</b>                    | Lefson Investments & Warren Shire Council                |
| <b>Description of Development</b> | Extension of Workshop                                    |
| <b>Subject Land</b>               | Lots 13, 14 & 18 DP746672 Arthur Butler Drive,<br>Warren |
| <b>Zoning</b>                     | IN1 General Industrial                                   |
| <b>Date Received</b>              | 7 <sup>th</sup> March 2017                               |
| <b>Estimated Cost</b>             | \$170,000  |

## **Introduction**

Council is in receipt of Development Application P16-17.09 for the Extension of the Workshop on Lots 13, 14 & 18 DP746672 Arthur Butler Drive Warren. This report considers the issues and makes recommendation for the determination of the application.

## **Description of Proposal**

The proposal involves the extension of the existing WRL Engineering workshop located on Lots 13, 14 & 18 DP746672 Arthur Butler Drive, Warren. The extension to the existing workshop will involve the construction of an additional work area off the existing workshop with the dimensions of 28 metres long x 24 metres wide x 9 metres high.

The current building envelope and envelope of the proposed extension sits over the allotment boundary of Lots 13, 14 & 18 DP746672 Arthur Butler Drive, Warren. Prior to the occupation of the workshop extension, the allotments of 12, 13, 14 & Part Lot 18 DP746672 and Part Lot 1 DP1041763 on which the WRL Engineering premises resides will need to be consolidated into one allotment. This issue has been addressed in the conditions of consent.

The extension to the workshop is to allow the business to cope with the increasing demand for fabrication services offered by WRL engineering allowing staff to increase volume of output.

## **Statutory Provisions**

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

# 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 23<sup>rd</sup> March 2017

---

**ITEM 6      DEVELOPMENT APPLICATION – EXTENSION OF WORKSHOP  
LOTS 13, 14 & 18 DP746672, ARTHUR BUTLER DRIVE, WARREN  
CONTINUED**

**Development Assessment**

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

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

The extension of a workshop on land zoned IN1 General Industrial is development that requires the consent from Council pursuant to the land use table of the Warren Shire Council's LEP 2012. The proposal is permissible with consent.

The development is not listed in State Environmental Planning Policy (SEPP) (Infrastructure) 2007.

No SEPP is relevant to the proposal.

No Regional Environmental Plan is applicable to the proposal.

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

No draft EPI's exist.

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

The Warren Shire Council's DCP is applicable to this development. There are no land use planning concerns in relation to the proposed development under the DCP that affect this development.

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

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

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

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

# 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 23<sup>rd</sup> March 2017

---

**ITEM 6      DEVELOPMENT APPLICATION – EXTENSION OF WORKSHOP  
LOTS 13, 14 & 18 DP746672, ARTHUR BUTLER DRIVE, WARREN  
CONTINUED**

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

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

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

The proposed extension height of 9 metres is within the acceptable encroachment limits for building heights set out by the Obstacle Limitation Survey for the Warren airport. Therefore the extension should not cause interference with incoming and outgoing aircraft.

The land is subject to flooding but this does not restrain this site for this use. The land is not bushfire prone land as per Council's Bushfire Prone Land Maps dated February 2011.

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

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

The application was advertised to the community in general and the adjoining owners were notified in writing as per the requirements of Warren Shire Council's Community Awareness Development Policy. Submissions close 4pm Wednesday 29<sup>th</sup> March 2017.

(i) the public interest.

The matters of public interest surrounding this proposed development have been addressed by applying suitable conditions to ensure possible impacts are minimized. The proposed development achieves the objectives of the IN1 General Industrial zone and is permissible with consent.

## **Conclusion**

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

## **RECOMMENDATION:**

That:

- 1) The information be received and noted; and
- 2) Development Application P16-17.09 for the extension of the workshop located at Lot 13, 14 & 18 DP746672 Arthur Butler Drive, Warren is approved with the following conditions subject to nil submissions in the form of objections being received;

# 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 23<sup>rd</sup> March 2017

---

**ITEM 6      DEVELOPMENT APPLICATION – EXTENSION OF WORKSHOP  
LOTS 13, 14 & 18 DP746672, ARTHUR BUTLER DRIVE, WARREN  
CONTINUED**

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

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

**Reason:** Statutory requirement.

**Conditions imposed by Council**

2. A sign must be erected in a prominent position on the site:
  - showing the name, address and telephone number of the principal certifying authority for the work, and
  - showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
  - stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work is being carried out, but must be removed when the work has been completed.

**Reason:** Statutory requirement.

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

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

4. The development is to fully comply with the attached Fire Safety Schedule.

**Reason:** To meet the requirements of the NCC 2017.

5. An onsite static water supply for the purpose of firefighting is to be provided and is to have suitable capacity and connections in compliance with AS 2419. Vehicular access must also be provided to permit fire brigade personnel to draw water from that source.

**Reason:** To ensure the Fire brigade has sufficient water supply to combat fires on site.

6. **Prior to occupation** . Prior to the occupation of the workshop extension, the allotments of Lots 12, 13, 14 & part 18 DP746672 and part Lot 1 DP1041763 on which the WRL Engineering premises resides will need to be consolidated into one allotment.

# 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 23<sup>rd</sup> March 2017

---

**ITEM 6 DEVELOPMENT APPLICATION – EXTENSION OF WORKSHOP  
LOTS 13, 14 & 18 DP746672, ARTHUR BUTLER DRIVE, WARREN  
CONTINUED**

**Reason:** To ensure the WRL Engineering Premises is positioned solely on one allotment and is no longer positioned over the allotment boundary lines.

7. Construction, demolition and associated work shall be carried out only between the times

Stated as follows: -

|                           |                                     |
|---------------------------|-------------------------------------|
| Mondays to Fridays        | 7.00am to 6.00pm.                   |
| Saturdays                 | 8.00am to 5.00pm                    |
| Sundays & public holidays | no construction work to take place. |

**Reason:** To ensure the amenity of the area is not compromised.

8. The applicant shall ensure that all builders refuse and trade waste, whilst on site, is stored in a manner that does not cause any nuisance. All waste is to be removed from the site at the completion of the construction works.

**Reason:** To ensure the applicant removes all waste from the site, which could reduce the amenity of the area.

9. All building materials, plant and equipment are to be placed on the building site. Building materials, plant and equipment (including water closets), are not to be placed on footpaths, roadways, public reserves etc.

**Reason:** To ensure pedestrian and vehicular access is not restricted in public places.

10. Filling shall not be placed in such a manner that natural drainage from adjoining land will be obstructed.

**Reason:** To ensure that filling placed on land does not affect natural drainage.

11. Fill shall not be placed on land in such a manner that surface water will be diverted to adjoining land.

**Reason:** To ensure that the works do not result in water being diverted onto adjoining land.

12. Any excavation/fill is to be suitably retained.

**Reason:** To ensure the stability of the site and adjoining properties.

13. Suitable measures are to be in place at all times to ensure buildings on adjoining land are protected from damage as a result of the carrying out of the development.

**Reason:** To ensure adjoining property is adequately protected.



# 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 23<sup>rd</sup> March 2017

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## ITEM 6 DEVELOPMENT APPLICATION – EXTENSION OF WORKSHOP LOTS 13, 14 & 18 DP746672, ARTHUR BUTLER DRIVE, WARREN CONTINUED

14. Suitable measures are to be put into place on site to prevent the tracking of any mud, soil, gravel or other such materials onto the road by vehicles travelling onto and off the site.

**Reason:** To ensure traffic safety is not compromised.

15. Damage done to any footpath, kerb and gutter, driveway crossing, drain or the like caused by the applicant during the course of construction works shall be made good **prior to occupation or use of the development.**

**Reason:** To ensure public safety is not compromised.

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

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

### ADVISORY NOTE

#### ***Dial Before You Dig***

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

#### ***Telecommunications Act 1997 (Commonwealth)***

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

# 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 23<sup>rd</sup> March 2017

**ITEM 6 DEVELOPMENT APPLICATION – EXTENSION OF WORKSHOP  
LOTS 13, 14 & 18 DP746672, ARTHUR BUTLER DRIVE, WARREN  
CONTINUED**

## Fire Safety Schedule

Clause 168 of the Environmental Planning and Assessment Regulation 2000

|                                   |   |   |
|-----------------------------------|---|---|
| <b>Identification of Building</b> | <b>Property Address:</b>                | Lot 13, 14 & 18 DP746672, Arthur Butler Drive, Warren |
|                                   | <b>Owners Name and Address:</b>         | Lefson Investments<br>PO BOX 318<br>WARREN NSW 2824   |
|                                   | <b>Lot &amp; Deposited Plan Number:</b> | Lot 13, 14 & 18 DP746672                              |
|                                   | <b>Building Class:</b>                  | 8   |

| Essential Fire Safety Measure                  | Min Standard of Performance          |   |
|--|--------------------------------------|---|
|  | Design and Installation              | Maintenance   |
| Fire safety and emergency evacuation procedure | AS3745                               | To be practiced at periodic intervals in accordance with procedure  |
| Exit travel distances                          | D1.4c (NCC)                          | No point on a floor must be more than 20 m from an exit, or a point from which travel in different directions to 2 exits is available, in which case the maximum distance to one of those must not exceed 40m |
| Portable fire extinguishers                    | NCC E1.6<br>AS2444, AS1841           | AS1851<br>To be maintained in accordance with original installation standard  |
| Emergency lighting                             | NCC E4.2 and E4.4<br>AS/NZ2293.1     | AS2293.2  |
| Exit signs                                     | NCC E4.5 and E4.6 & E4.8<br>AS2293.1 | AS2293.2  |
| Swinging Doors                                 | NCC D2.20                            | A swinging door must swing in the direction of egress (outwards)  |

# 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 23<sup>rd</sup> March 2017

---

**ITEM 6      DEVELOPMENT APPLICATION – EXTENSION OF WORKSHOP  
LOTS 13, 14 & 18 DP746672, ARTHUR BUTLER DRIVE, WARREN  
CONTINUED**

|                           |           |  |
|---------------------------|-----------|--|
| <b>Operation of latch</b> | NCC D2.21 | A door must be readily openable without a key from the side that faces a person seeking egress, by a single hand downward action of pushing action on a single device which is located between 900mm and 1100mm from the floor |
| <b>Fire Hose Reel</b>     | NCC E1.4  | AS 2441  |

# 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 23<sup>rd</sup> March 2017

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**ITEM 6      DEVELOPMENT APPLICATION – EXTENSION OF WORKSHOP  
LOTS 13, 14 & 18 DP746672, ARTHUR BUTLER DRIVE, WARREN  
CONTINUED**

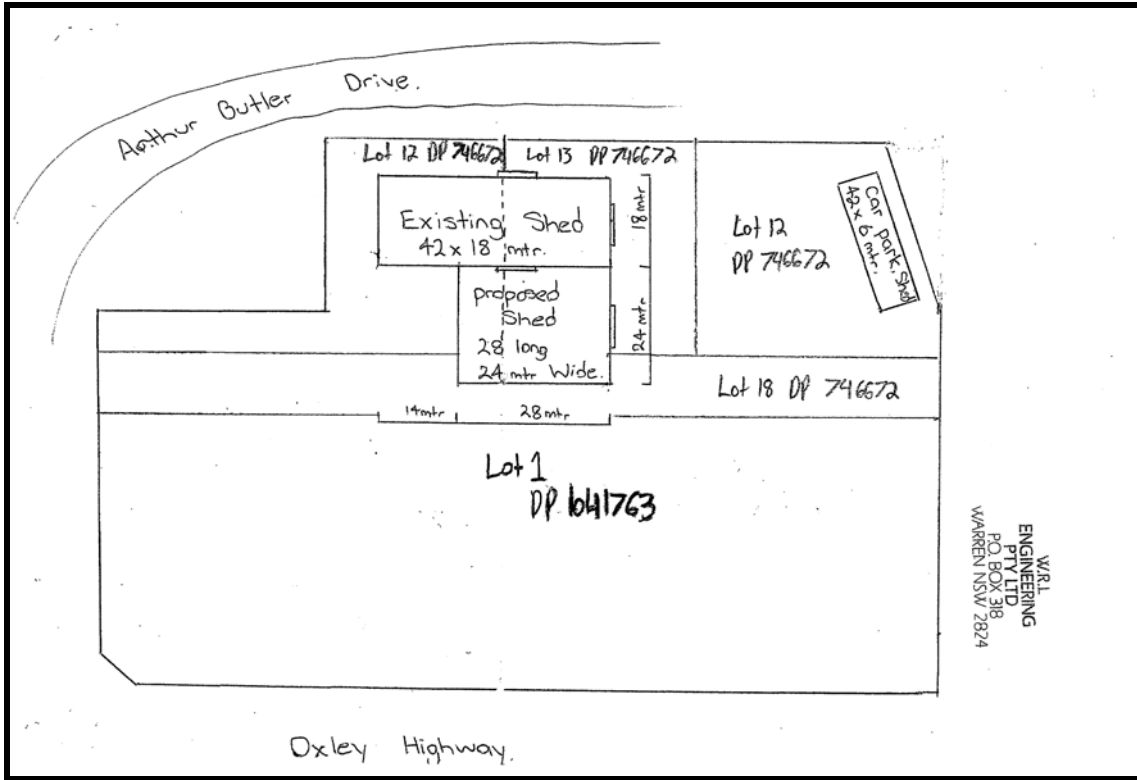


**EXISTING SITE PLAN**

# WARREN SHIRE COUNCIL

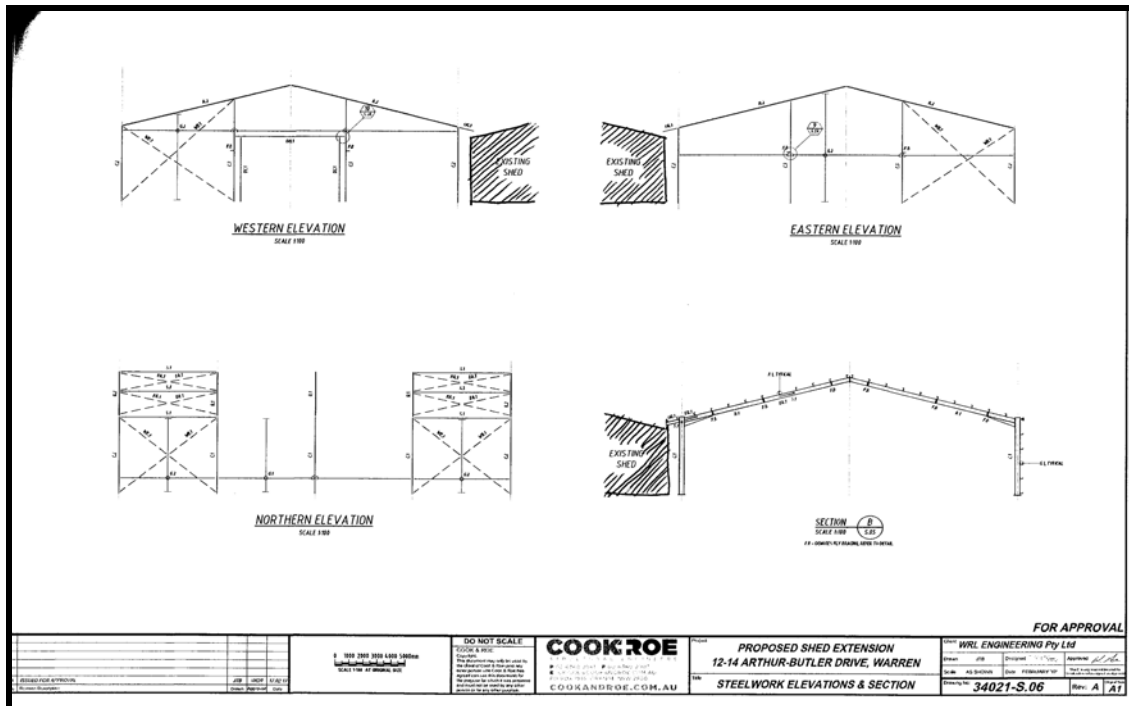
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> March 2017

**ITEM 6 DEVELOPMENT APPLICATION – EXTENSION OF WORKSHOP  
LOTS 13, 14 & 18 DP746672, ARTHUR BUTLER DRIVE, WARREN  
CONTINUED**



W.R.L.  
ENGINEERING  
PTY LTD  
P.O. BOX 318  
WARREN NSW 2824

**PROPOSED EXTENSION SITE PLAN**



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| <p>FOR APPROVAL</p> <p>W.R.L. ENGINEERING Pty Ltd</p> <p>Job: 34021-S.06</p> <p>Date: 17/03/17</p> <p>Scale: 1:50</p> <p>Drawn: [Signature]</p> <p>Checked: [Signature]</p> <p>Approved: [Signature]</p> |  | <p><b>COOK ROE</b></p> <p>PROPOSED SHED EXTENSION<br/>12-14 ARTHUR-BUTLER DRIVE, WARREN</p> <p>STEELWORK ELEVATIONS &amp; SECTION</p> <p>34021-S.06</p> <p>Rev: A   AT</p> |
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**PROPOSED EXTENSION ELEVATION**