



WARREN SHIRE COUNCIL

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 26TH OCTOBER 2017

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WARREN NSW 2824

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MEETING SCHEDULE 2017/2018

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Ordinary Council Meeting	26th		7th	25th	22nd	22nd	26th	24th	28th	26th	23rd	27th
Traffic Committee					1st							
Plant Committee		30th			8th			3rd			2nd	
Showground / Racecourse Committee	5th			18th			6th			6th		
Sporting Facilities Committee	4th				7th			2nd			1st	
Water & Sewerage Committee		23rd										
Economic Development Committee	11th				28th			30th			29th	
Town Improvement Committee		16th		16th			3rd			3rd		
Council Chambers Development		8th										
Ewenmar Waste Depot Committee TBA												
Work Health and Safety Committee			5th			6th			5th			4th
Castlereagh Macquarie County Council	16th											
Interagency Support Services	19th											
OROC Board Meeting		3rd										
GMAC	6th											
Local Emergency Management		14th										
NSW Police Community Safety Precinct	26th											
Manex Committee	17th	28th		16th	13th	13th	17th	15th	19th	17th	14th	18th
Country Mayors Association		3rd										
Association of Mining Related Councils		17th										

MEETING HELD

Warren Shire Council

AGENDA - ORDINARY COUNCIL MEETING

26th October 2017

APOLOGIES

CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 28th September 2017

SECTION 1 (WHITE)

DELEGATES REPORTS

Item 1 Warren Interagency Support Services (TO BE TABLED) (C3-9)

COMMITTEE MINUTES

Meeting of the Sporting Facilities Committee
held on Wednesday 4th October 2017 (C14-3.18)

Meeting of the Showground / Racecourse Committee
held on Thursday 5th October 2017 (C14-3.2)

Meeting of the Economic Development Committee
held on Wednesday 11th October 2017 (C14-3.22)

Meeting of Manex held on Tuesday 17th October 2017.....(C14-3.4)

SECTION 2 (LILAC)

POLICY

Item 1	Asset Management Policy – Revision 2 (A13-1)	Page 1
Item 2	Fraud and Corruption Control Policy and Plan (P13-1, A1-3)	Page 11
Item 3	Draft Procurement and Disposal Policy (P13-1, P12-1)	Page 13
Item 4	Draft Business Support Policy (P13-1, D3-1)	Page 15
Item 5	Alcohol and Other Drugs Policy (P13-1, S12-14.4)	Page 17

SECTION 3 (BLUE)

REPORT OF THE GENERAL MANAGER

Item 1	Outstanding Reports Checklist (C14-7.4)	Page 1
Item 2	Committee/Delegates Meetings (C14-2)	Page 4
Item 3	Draft Memorandum of Understanding – Windows on the Wetlands Committee (P1-7.17/1).....	Page 5

SECTION 4 (GREEN)

REPORT OF THE MANAGER FINANCE AND ADMINISTRATION

Item 1	Réconciliation Certificate – September 2017 (B1-10.15)	Page 1
Item 2	Statement of Rates and Annual Charges as at 13th October 2017 (R1-4)	Page 4
Item 3	Internal Restricted Funds as at 30th June 2017 (A1-4.35)	Page 6
Item 4	Review of Council’s 2016/2017 Operations (A1-4.35).....	Page 12
Item 5	September 2017 Budget Review (A1-5.36)).....	Page 30

SECTION 5 (YELLOW)

REPORT OF THE MANAGER ENGINEERING SERVICES

Item 1	Works Progress Report - Roads Branch (C14-7.2)	Page 1
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Item 3	Works Progress Report – Fleet Branch (C14-7.2)	Page 5
Item 4	Victoria Oval (P1-7.11)	Page 9
Item 5	Shut Down Non-Potable Water Supply (W1-1)	Page 11
Item 6	Asset Management Strategy – Revision 1 (A13-1)	Page 13

SECTION 6 (PINK)

REPORT OF THE MANAGER HEALTH & DEVELOPMENT

Item 1	Development Application Approvals (B4-9)	Page 1
Item 2	Sporting and Cultural Centre Report (S21-2)	Page 3
Item 3	Information Centre Record for September 2017 (T4-6.1)	Page 5
Item 4	Impounding Officer’s Report (P4-4)	Page 7
Item 5	Sporting and Cultural Centre Mezzanine Floor (S21-2)	Page 10

MAYORAL MINUTES

QUESTIONS WITHOUT NOTICE

PRESENTATIONS

Nil.

Section

1

Delegates & Committees

Sporting Facilities Committee

Attached are Minutes of the Meeting of the Warren Sporting Facilities Committee held on Wednesday, 4th October 2017.

Recommendation:

That the Minutes of the Warren Sporting Facilities Committee Meeting held on Wednesday, 4th October 2017 be received and noted and the following recommendation be adopted:

ITEM 6 REPORTS FROM ACTING MANAGER HEALTH & DEVELOPMENT (S21-2)

RECOMMENDATION:

1. That the information be received and noted;
 2. That grant applications be sought to undertake works as proposed under Item 6.8 of this report;
 3. That the Centre Manager undertakes community consultation with all local based sporting organisations that utilise Victoria Park and compile a joint grant application to be reported to the next sporting facilities committee as proposed under Item 6.9;
 4. That the WSCC Gym Asset Management Plan as per Item 6.12 be adopted into the 10yr LTFP; and
 5. Develop a Victoria Park Master Plan to locate future sport and cultural facilities.
-
-

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 4th October 2017 commencing at 4.00pm

Present: Councillor M Quigley (Chairman)
Councillor K Taylor
Wesley Hamilton (Centre Manager)
James Cleasby (Acting Manager Health & Development Services)
Les Morgan (Manager Engineering Services)
Glenn Wilcox (General Manager)

ITEM 1 APOLOGIES

Apologies were tendered on behalf of Councillor K Irving and Councillor B Williamson, it was **MOVED** that the apologies be accepted and a leave of absence be granted for this meeting.

Carried

ITEM 2 MINUTES OF THE MEETING HELD ON 5TH JULY 2017

MOVED that the Minutes of the Meeting held on 5th July 2017 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING

- Councillor Quigley requested the Manager of Engineering Services provide an update on the Mezzanine Structural Integrity Report. The General Manager requested that the acting Manager of Health and Development Services assume control of this item and provide a report to the October Council meeting.

Carried

ITEM 4 FINANCIAL STATEMENT

RECOMMENDATION TO COUNCIL:

MOVED that the information be received and noted.

Carried

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 4th October 2017 commencing at 4.00pm

ITEM 5 ACTION CHECKLIST

<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>	<i>Completion Date</i>
09.02.2017	Pavers at front of WSCC	CM	Arrange two quotes from local and district contractors to undertake the restoration of pavers within approved expenditure	February 2018
03.08.2016	Mezzanine Area Floor Integrity	MHD	Report to be given to October Council meeting	October 2017
09.02.2017	Northern end car park	MES	Area has been smoothed out, sealing of area to be arranged when funds permit.	Budget Item 2018/2019
12.10.2016	Matting at practice nets	MES	CM to engage contractor and provide quote. Report to MES who will report to October council meeting.	October 2017
12.10.2016	Long jump run up	MES	CM to engage contractor and provide quote. Report to MES who will report to October council meeting.	October 2017
08.02.2017	Investigate drainage at northern end of main oval	MES	Place an additional drain from northern end goal post to the tennis court side of embankment.	Commence 5 th October 2017
06.04.2017	Oval Restoration	MES	Analysis complete, report given to MES. Action checklist created. To be completed when funds permit	October 2017 – Quarterly Budget Review
05.07.2017	Mod-league oval upgrade to World Rugby standard dimensions	MES / TAE	Work has commenced, New fence has been installed, to be completed in conjunction with oval restoration project	October 2017 – Quarterly Budget Review
*06.04.2017	Warren Sporting and Cultural Centre Gym Asset Management Plan	CM	Update current asset management plan for the Warren Sporting and Cultural Centre Gym report back to October meeting.	Completed
*06.04.2017	Undertake general maintenance and repairs jobs at Warren War Memorial Swimming Pool	MHD	Arrange for priority jobs to be completed prior to start up in October 2017. On hold jobs to be completed pending GHD report outcome.	Completed
06.04.2017	Research replacement of pool facilities	MHD	First quote completed, receive second quote and compare. Report to December Council meeting. Investigate initial funding to be held in 2018-19 budget.	December 2017 2018 / 19 Budget Item
*05.07.2017	Warren War Memorial Swimming Pool Condition Assessment Report	MHD	Seek endorsement from GM to engage contractor to complete condition assessment report prior to season start-up.	Completed
*05.07.2017	Shade Structure for marshalling area Warren War Memorial Swimming Pool	EHO	Seek grant funding under Community Building Partnership Program, report back to next meeting.	Grant submitted, Council to provide 25% contribution Place into Capital Improvement Checklist
*05.07.2017	Shade Structure for Outdoor Fitness Equipment	CM	Seek grant funding under Community Building Partnership Program, report back to next meeting.	Grant submitted Place into Capital Improvement Checklist

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 4th October 2017 commencing at 4.00pm

ITEM 5 ACTION CHECKLIST

CONTINUED

Date	Outstanding Matter	Officer Resp.	Response/Request/Comment	Completion Date
05.07.2017	Service Air conditioner units and clear storm gutters	MHD	Arrange in-house to service air conditioner unit on roof and clear storm drain before season start-up in October 2017	October 2017

RECOMMENDATION TO COUNCIL:

MOVED:

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

Carried

ITEM 6 REPORTS FROM ACTING MANAGER HEALTH & DEVELOPMENT SERVICES (S21-2)

RECOMMENDATION TO COUNCIL:

MOVED that:

1. That the information be received and noted;
2. That grant applications be sought to undertake works as proposed under Item 6.8 of this report;
3. That the Centre Manager undertakes community consultation with all local based sporting organisations that utilise Victoria Park and compile a joint grant application to be reported to the next sporting facilities committee as proposed under Item 6.9;
4. That the WSCC Gym Asset Management Plan as per Item 6.12 be adopted into the 10yr LTFP; and
5. Develop a Victoria Park Master Plan to locate future sport and cultural facilities.

Carried

ITEM 7 GENERAL BUSINESS

- A letter was received by the Manager of Engineering Services as per an update of the main oval restoration at Victoria Park by the Local District Senior Cricket Club. The Manager of Engineering Services is to reply to the letter and provide an update of when cricket matches will be able to recommence on the main oval this season following restoration projects.
- A letter was received by the General Manager as per payment of 2017 fees by the Warren & District Rugby League Club. The Centre Manager is to respond to the letter and provide long-term payment solution to be resolved by the club in the near future.

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 4th October 2017 commencing at 4.00pm

ITEM 7 GENERAL BUSINESS

CONTINUED

- Councillor Quigley requested the Centre Manger temporarily book the entire Victoria Park Precinct from the 27th April till the 29th April 2018 for the Country Rugby Championships pending confirmation of Council facility hire form.
-

ITEM 8 NEXT MEETING DATE AND TIME

TBC for 2018

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5:26 PM.

Showground/Racecourse Committee

Attached are Minutes of the Meeting of the Warren Shire Showground/Racecourse Committee held on Thursday 5th October 2017.

RECOMMENDATION:

That the Minutes of the Showground/Racecourse Committee Meeting held on Thursday 5th October 2017 be received and noted.

ITEM 4.1 REGIONAL SPORTS INFRASTRUCTURE FUND (D3-1.4)

RECOMMENDATION:

1. That the information be received and noted
2. Meeting to be held within 2 weeks with one representative from each association, Economic Development, Manager Engineering Services, and Acting Health & Development.
3. Manager Engineering Services to arrange a meeting for 5:30pm Thursday 19 October 2017

ITEM 5 GENERAL BUSINESS

1. Polocrosse would like the pricing structure to include the pricing for local, zones, regional, state and national events.
2. Manager Engineering Services to provide a copy of the fees and charges to all Committee members and liaise with them.

WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Thursday,
5th October 2017 commencing at 5.30 pm

ATTENDANCE:

Heather Druce	Councillor, Chair
Ron Higgins	Councillor
Mark Beach	Councillor
Kevin Noonan	Warren Jockey Club
David Cleasby	Warren P&A Association
Bec McKay	Secretary - Warren Jockey Club
Phil Waterford	Polocrosse
David Dwyer	Polocrosse – Alternate
Paul Quigley	Polocrosse - Alternate
Chris Foy	Warren Pony Club
Lauren Hocking	Warren Pony Club – Alternate
Glenn Wilcox	General Manager
Les Morgan	Manager Engineering Services
James Cleasby	Acting Manager Health and Development
Graham Palm	PalmAV Dubbo

ITEM 1 APOLOGIES

An apology was received from Ian McKay, Warren and District Jockey.

MOVED that the apology tendered, be accepted and a leave of absence be granted for this meeting.

Carried

ITEM 2.1 CONFIRMATION OF MINUTES OF THE MEETING HELD ON THURSDAY 13TH JULY 2017

MOVED Druce/Higgins that the Minutes of the Meeting held on Thursday 13th July 2017 as circulated be adopted as a true and correct record of that Meeting.

Carried

ITEM 2.2 BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON THURSDAY 13TH JULY 2017

- Speakers are echoing in the polocrosse area.
- Graham from PalmAV advised that if you keep the speakers slightly down, it should resolve the echoing of the speakers.

WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Thursday,
5th October 2017 commencing at 5.30 pm

ITEM 3 FINANCIAL STATEMENT

RECOMMENDATION TO COUNCIL:

MOVED that the information be received and noted.

Carried

ITEM 4.1 REGIONAL SPORTS INFRASTRUCTURE FUND (D3-1.4)

RECOMMENDATION TO COUNCIL:

MOVED that:

1. A meeting to be held within 2 weeks with one representative from each association, Economic Development, Manager Engineering Services, and Acting Manager Health & Development.
2. Manager Engineering Services to arrange a meeting for 5:30pm Thursday 19th October 2017.

Carried

ITEM 4.2 RACE MEETINGS AND FUTURE FUNCTION DATES (S7-2)

RECOMMENDATION TO COUNCIL:

MOVED that the information be received and noted.

Carried

ITEM 5 GENERAL BUSINESS

1. Polocrosse would like the pricing structure to include the pricing for local, zones, regional, state and national events.
 2. Manager Engineering Services to get copy of the fees and chargers to all Committee members and liaise with them.
-

ITEM 6 NEXT MEETING

Next Meetings – TBA

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

Warren Shire Council

Economic Development Committee

Attached are the Minutes of the meeting of the Economic Development Committee held on Wednesday 11th October 2017.

Recommendation:

That the Minutes of the Economic Development Committee held on Wednesday 11th October 2017 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Economic Development Committee Meeting
held at the Warren Shire Council Chambers
on Wednesday 11th October 2017, commencing at 3.17 pm

PRESENT:

Milton Quigley	Councillor (Chairperson)
Rex Wilson OAM	Mayor
Sarah Derrett	Councillor
Katrina Walker	Councillor
Andrew Brewer	Councillor
Glenn Wilcox	General Manager
Emma Welsh	Economic Development Officer
Alison Ruskin Rowe	Economic Development Officer

ITEM 1 APOLOGIES

No apologies tendered.

ITEM 2 MINUTES

MOVED that the Minutes of the Economic Development Committee meeting held on Wednesday 21 June 2017 be adopted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING

- Directional signage to Bob Christensen Reserve – recommendations for signage to be put to Traffic Committee and decision to be made on number of signs.
-

ITEM 4 QUARTERLY ECONOMIC DEVELOPMENT (D3-1.4)

RECOMMENDATION TO COUNCIL:

MOVED that Council note the quarterly Economic Development report.

Carried

ITEM 5 GENERAL BUSINESS

- Planned that the NBN will be live in Warren on the 4th of December.
 - Next meeting dates –
 - Quarter 1 - 28 February
 - Quarter 2 - 30 May
 - Quarter 3 - 29 August
 - Quarter 4 - 28 November
-

WARREN SHIRE COUNCIL
Minutes of the Economic Development Committee Meeting
held at the Warren Shire Council Chambers
on Wednesday 11th October 2017, commencing at 3.17 pm

ITEM 6 NEXT MEETING

Next meeting date set down for Wednesday, 28th February 2017.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 4.34 PM.

MANEX

Minutes

Attached are the Minutes of the Meeting of Manex held on Tuesday 17th October 2017.

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Tuesday 17th October 2017 be received and noted and the following recommendations be adopted:

3. ACTION CHECKLIST

Flood Emergency Works Non-Road

Council advised not claimable. A letter to be sent to the Minister for Emergency Services, Local Members and a Motion submitted to the LGNSW Annual Conference.

6.1 WORK HEALTH SAFETY PERFORMANCE SUMMARY (S12-14.1)

That Work Health and Safety information be reviewed and monitored.

6.2 WORK HEALTH AND SAFETY ACTION PLAN (S12-14.1)

That Warren Shire Council Work Health and Safety Action Plan actions are reviewed and their status monitored and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance.

6.3 WORK HEALTH AND SAFETY COMMITTEE (S12-14.3)

1. That Council formally adopt the reviewed Work Health and Safety Committee Constitution; and
2. That the General Manager note recommendations for Items 8.1, 8.2 and 8.3.

6.4 STATECOVER WORK HEALTH AND SAFETY DEPOT INSPECTION (S12-14.9)

1. That the recommendations by StateCover for the control of identified risks identified at Council's Depot should continue to be implemented, with reports on progress supplied by the Manager of Engineering Services and WHS/Risk Officer to the General Manager and StateCover Mutual.
2. The workshop service pit to be inspected to prevent trucks driving into the inspection pit.

- 6.5 STATECOVER WORK HEALTH AND SAFETY ANNUAL SELF-AUDIT (I2-3.1)**
That Council update its existing Work Health and Safety Action Plan, utilising information received in StateCover self-audit report.
- 8. WORK FORCE VACANCIES (S12-1)**
That Manex note the report and commence recruitment of vacant positions.
- 9. STATEWIDE MUTUAL CONTINUOUS IMPROVEMENT PLAN (I2-4.1/1)**
That Manex note the report and commence the assessment process and provide the completed reports back to the insurer.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th October 2017 commencing at 2.33 pm

PRESENT:

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

1. APOLOGIES

Nil.

2. BUSINESS ARISING FROM MINUTES

Nil.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th October 2017 commencing at 2.33 pm

3. ACTION CHECKLIST

Date	Action by	Subject	Comment
Ongoing	GM	Delegations to Staff	Delegations will be issued soon to staff.
Ongoing	ALL	Employee Performance Reviews	Performance Reviews to be undertaken every February to coincide with budget reviews.
*17.1.17	MES	Large recycling bins at Mabel Street	Bins in place.
16.5.17	MES	River Corridor flood damage	Claim submitted. Waiting for a response.
16.5.17	MES	Flood Emergency Works Non-road	Council advised not claimable. A letter to be sent to the Minister for Emergency Services, Local Members and a Motion submitted to the LGNSW Annual Conference.
*16.5.17	MES	River pumps Oxley Park	Works undertaken.

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

Carried

4. ASSET MANAGEMENT

Refer to Policy report presented to October Council Meeting.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th October 2017 commencing at 2.33 pm

5.1 2017/2018 SPECIFIC WORKS STATUS REPORT

Project	Budget	Expend	Resp	Comment
Admin Building Air conditioning	6,500		MFA	
Computer software & hardware	8,000		MFA	Admin PC replacement quotations to be sent
Practical Plus Software	35,000	30,300	MFA	Finalised. Training cost to come.
Asset Management - IP & R	10,000		MES/ MFA	
Training	115,000	21,262	ALL	
Depot Yard Extension	256,000	36,314	MES	Placed on hold until Depot & Workshop clean up completed.
RFS Hazard Reduction	50,500		MFA/ MHD	
Dwelling Specific M & R				
2 Roland Street	9,980		MHD	Quotations received.
56 Garden Avenue – Barge boards to be replaced and painted	3,344	3,344	MHD	Complete
Nature Links River Corridor	18,107	6,832	MHD	Works ongoing
Victoria Park – Fitness Circuit Shade Cover	15,000		MES	On hold until Victoria Park works completed.
Sports Complex – Pavers	15,000			Quotation received.
Library – Air Conditioning	2,298		MHD	Order to be placed.
Carter Oval - Playground Equipment	20,000		MES	To commence November 17.
Carter Oval - Playground soft fall	30,000		MES	To commence November 17.
Carter Oval – Shade	10,000		MES	To commence November 17.
Information Bay – Nevertire	21,000		GM	
Other Outdoor Advertising	14,000	13,672	GM	Signs erected – minor change to 1 sign.
CBD Improvements	776,853	59,855	MES	25% of kerb & guttering completed.
Airport fencing	25,000		MES	Quotes received.
Trial CCTV Implementation	35,000		MES	Contact to be made with Essential Energy – power to centre of roundabout.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th October 2017 commencing at 2.33 pm

5.1 2017/2018 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
Water Supplies				
Water valve and mains replacement	18,000	14,097	MES	Dubbo St river water – in conjunction with CBD improvements.
Nevertire Reservoir Refurb	350,000		MES	On hold.
Warren – New Bore 8 – fit out	138,706	77,183	MES	Commenced
Warren – New Bore 7 – fit out	111,588	92,732	MES	Commenced
Nevertire – New Bore 2 – fit out	90,099	57,110	MES	Commenced
Collie – New Bore 2 - fitout	184,887	77,055	MES	Commenced
Collie – Rising Main	174,640	139,711	MES	
Sewerage Services				
Warren STP	1,000,000	299,967	MES	Land purchased, Geotech completed. Detailed design in progress.
Mains Relining (600-700 m)	100,000		MES	Commenced
ROADS BRANCH				
State Highway 11				
Ordered Works Submitted - 1,145,000				
▪ Reseals	230,000		MES	
▪ Heavy Patching	160,000		MES	
▪ Pavement Widening	75,000		MES	
▪ Rehabilitation at Rail Crossing	200,000		MES	
▪ Shoulder Stabilisation	120,000		MES	
▪ Shoulder SH 11	240,000		MES	
▪ Culvert Repairs	120,000		MES	
Regional Roads				
Reseals	200,000	21,320	MES	Order for aggregate issued
Recycling – RR 424 – Marra Rd	150,000		MES	
Resheeting	100,000	274,426	MES	50% complete

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th October 2017 commencing at 2.33 pm

5.1 2017/2018 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
REPAIR Program – Warren Rd	598,492	274,426	MES	50% complete
REPAIR Program – Warren Rd Stage 2	360,000		MES	Awaiting formal advice from RMS
Flood Damage Repairs	56,361	13,873	MES	Ongoing
Urban Local Roads				
Urban Reseals	66,700		MES	To be completed before end of 2017.
XC5 footpaths	25,000	7,516	MES	Completed
Kerb & Guttering	152,767		MES	Carry over to 17/18
Urban Roads – Heavy Patching	101,365		MES	Cobb Lane – works to be scheduled.
Urban Roads – Bundemar Street	158,000		MES	To commence January 18
Rural Local Roads				
Rural Reseals	422,247		MES	Orders for aggregate issued
Rural Resheeting	532,726		MES	To commence November 17
Reconstruction – Thornton	450,000		MES	April / May 18
Recycle – Bullagreen Road	160,569	87,303	MES	Completed
Recycle – Bourbah Road	259,500	71,281	MES	60% completed
Reconstruction – Ellengerah Road	788,657	338,492	MES	75% complete
Culvert replacement	60,000		MES	
Flood Damage Repairs	395,692		MES	Ongoing
Plant				
Heavy Plant Purchases - Nett	82,190	43,935	MES	Plt 233 & 242 purchased
Light Plant Purchases - Nett	903,027	511,717	MES	Plt 23, 744, 775 & 1064 purchased. Plt 1168 ordered.

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th October 2017 commencing at 2.33 pm

5.2 PROJECTS AND ASSETS STATUS REPORT

STATUS REPORT ON CURRENT PROJECTS

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

PROJECT	STATUS	
Town Centre Beautification Roundabout	Kerb & Gutter Replacement	25% completed
	Asphalt Overlay	To commence after Kerb & gutter works
	Street Garden Beds	To commence after AC overlay
	Footpath Garden Bed	To commence after AC overlay
Depot Yard Extensions	Clearing and levelling works of extension subgrade complete. Design complete. Earthworks started. Project currently on hold while a clean-up of the Depot is being undertaken.	
Nevertire Information Bay	Review scope of works. Design to be completed.	
Upgrade works to playgrounds	To commence in November 2017.	
Footpaths	2017/18 Footpath Program completed.	
Sewage Treatment Plant	The land has been purchased by Council. This item to be reported on at next Manex Meeting.	

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

Carried

6.1 WORK HEALTH AND SAFETY PERFORMANCE SUMMARY (S12-14.1)

MOVED Morgan/Cleasby that the Work Health and Safety Performance Summary information be reviewed and monitored.

Carried

6.2 WORK HEALTH AND SAFETY ACTION PLAN (S12-14.1)

MOVED Wilcox/Morgan that Warren Shire Council Work Health and Safety Action Plan actions are reviewed and their status monitored and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance.

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th October 2017 commencing at 2.33 pm

6.3 WORK HEALTH AND SAFETY COMMITTEE (S12-14.3)

MOVED Wilson/Murray that:

1. Council formally adopt the reviewed Work Health and Safety Committee Constitution; and
2. The General Manager note recommendations for Items 8.1, 8.2 and 8.3.

Carried

6.4 STATECOVER WORK HEALTH AND SAFETY DEPOT INSPECTION (S12-14.9)

MOVED Cleasby/Morgan that:

1. The recommendations by StateCover for the control of identified risks identified at Council's Depot should continue to be implemented, with reports on progress supplied by the Manager of Engineering Services and WHS/Risk Officer to the General Manager and StateCover Mutual.
2. The workshop service pit to be inspected to prevent trucks driving into the inspection pit.

Carried

6.5 STATECOVER WORK HEALTH AND SAFETY ANNUAL SELF-AUDIT (I2-3.1)

MOVED Morgan/Wilcox that Council update its existing Work Health and Safety Action Plan, utilising information received in StateCover self-audit report.

Carried

7.1 OFFICE 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
25.09.17	17-27	End of Financial Reporting 2016-17	Noted
09.10.17	17-28	2017-2018 Calendar of Compliance and Reporting Requirements	Noted
10.10.17	17-29	Investment Policy Guidelines – Interim TCorp Waiver	Noted

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th October 2017 commencing at 2.33 pm

7.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

CONTINUED

Ministerial Circulars

Date	Circular No.	Description	Comment/Action
Nil			

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

Carried

7.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

The following is the Office of Local Government's Strategic Tasks Guide for the months of October and November 2017.

Strategic Tasks Guide

DATE	TASK	STATUS
OCTOBER		
2	Closing date for Pensioner Concession subsidies claims.	Submitted
17	Request for extension to lodge financial statements to be submitted in writing to OLG.	N/A
30	Annual report of obligations under the Public Interest Disclosures Act 1994 to the Minister and the Ombudsman (s.31)	Completed
	Annual report of obligations under the Government Information (Public Access) Act 2009 to the Minister and the Information Commissioner (s.125).	Noted
31	Second quarter rates instalment notice to be sent (s.562)	Noted
	Lodgment of ALGA's National Local Roads Data System Return (Grants Commission)	Noted
	Audited Financial Statements and FDR to be lodged with OLG (s.417 (5)).	Noted

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th October 2017 commencing at 2.33 pm

7.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

NOVEMBER		
17	Second instalment of 2017 – 2018 Financial Assistance Grants.	Noted
	LIRS claim period open for all projects approved for funding.	N/A
28	Last day for notice for presentation of audited Financial Reports (s.418(2)).	To be presented to October Meeting
30	Second quarter rates instalment due (s.562).	Noted
	Electronic lodgement of Grants Commission General Data Return	Noted
	Last day for RAO to submit QBRS Review to Council (LGGR cl.203(1)).	To October Meeting
	Notify the Minister (via OLG) that Annual Report has been posted on Council's website (s.428) – Must include GIPA and PID annual reporting information.	Noted

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

Carried

8. WORK FORCE VACANCIES

(\$12-1)

The Manager Engineering Services and General Manager advised that an offer had been made to an applicant for the Water and Sewer Manager's position. The Services Overseer's position is to be readvertised and interviews are being scheduled for the Engineering Operations Assistant position.

MOVED Wilson/Wilcox that Manex note the report and commence recruitment of vacant positions.

Carried

9. STATEWIDE MUTUAL CONTINUOUS IMPROVEMENT PLAN

(12-4.1/1)

MOVED Morgan/Cleasby that Manex note the report and commence the assessment process and provide the completed reports back to the insurer.

Carried

10. SEPTEMBER 2017 MINUTES AND OCTOBER 2017 BUSINESS PAPER

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

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
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11. GENERAL BUSINESS WITHOUT NOTICE

- A report to be presented to the next Plant Committee regarding the repairs and maintenance history of Plant 11 Lonking Loader.
- The Plant Foreman's Miscellaneous Works report to be included in the Plant Committee reports.
- The Mayor enquired when the next Ewenmar Waste Depot Committee Meeting would be held. The Manager Acting Health and Development Services advised that a meeting will be scheduled within the next 2-3 weeks.
- The Mayor requested if the Ranger could investigate with Local Land Services on the number of stock allowable under permits.
- Long standing Compliant / Action Requests to be investigated. If complete, to be finalised on register.

There being no further business the meeting closed 4.56 pm.

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WARREN SHIRE COUNCIL

Policy Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th October 2017

ITEM 1 ASSET MANAGEMENT POLICY – REVISION 2

(A13-1)

RECOMMENDATION:

1. That Edition 1/Revision 2 of Warren Shire Council's Asset Management Policy be adopted.
2. That Revision 2 of Warren Shire Council's Asset Management Policy be placed on Council's website

PURPOSE

This report seeks Council's adoption of Revision 2 of its Asset Management Policy.

BACKGROUND

On the 28th June 2012, Council adopted its first Asset Management Policy. This was subsequently revised on 20th April 2016 (Edition 1/Revision 1).

To ensure that the policy remained relevant and to ensure that each new elected Council had input into the process for their term of office, Revision 1 contained provisions for the revision of the policy.

REPORT

Revision 1 of the Asset Management Policy required that the Asset Management Policy be reviewed in the last 12 months of each Council's term of office. However, it is considered prudent that this requirement be amended so that the Policy is required to be amended within the first 12 months of each new Council's term of office.

This is deemed important to enable each new Council to both acquaint themselves with the overarching principles of Asset Management at Warren Shire Council and to enable them to have input into this aspect of Council's operations for their term of office.

FINANCIAL AND RESOURCE IMPLICATIONS

This policy provides the framework and principles that should lead to:

- Better decision making through life-cycle costs being assessed and analysed,
- Improved Integrated Reporting and Planning ratios such as the sustainability ration, thereby placing Council in a better position to meet the needs of its community both now and in the future.
- An enhanced long-term ability to maintain and renew assets without operating deficits and significant debt.
- Operating costs that are compatible with the median of comparable councils.
- Enhanced capacity to:
 - Fund vital needs and provide services.
 - Ensure future generations don't face an unmanageable bill for current services.
 - Spending on capital/renewal works is in line with the depreciation expense, or the asset renewal gap is being addressed.

WARREN SHIRE COUNCIL

Policy Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th October 2017

ITEM 1 ASSET MANAGEMENT POLICY – REVISION 2 CONTINUED

LEGAL IMPLICATIONS

The relevant parts of Section 8 of the Local Government Act 1993, “The Council’s Charter”, read as follows:

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

RISK IMPLICATIONS

This policy provides a framework that should reduce Council’s financial risk, through improved knowledge and awareness of life-cycle costs and the establishment of asset hierarchy’s and associated levels of service.

STAKEHOLDER CONSULTATION

In the Asset Management journey, stakeholder consultation does not really come to the forefront until the development of Asset Management Plans for each asset category.

OPTIONS

The revised policy as presented meets all legislative requirement and is considered to provide the best format to meet the needs of Warren Shire Council and its community.

CONCLUSION

Revision 2 of the Asset Management should be adopted as policy to provide the guidelines that enables Warren Shire Council to meet its duty of care, legislative requirement and underpins Council service delivery and financial aspirations.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

The above principles are echoed in two values within Council’s Community Strategic Plan:
3.1.1 Ensure local roads and bridges are maintained/constructed to acceptable community standards in a cost effective, efficient and safe manner.

SUPPORTING INFORMATION / ATTACHMENTS

Asset Management Policy – Revision, attached.

WARREN SHIRE COUNCIL

Policy Report of the Manager Engineering Services
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ITEM 1 ASSET MANAGEMENT POLICY – REVISION 2 CONTINUED

Warren Shire Council



ASSET MANAGEMENT POLICY

Amended: 26th October 2017 Minute No.
 28th April 2016 Minute No. 96.4.16

Policy adopted: 28th June 2012 Minute No. 196.612

File Ref: A13 – 1

WARREN SHIRE COUNCIL

Policy Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th October 2017

ITEM 1 ASSET MANAGEMENT POLICY – REVISION 2 CONTINUED

Warren Shire Council – Asset Management Policy

Document Control

Document Number:	Edition 1 / Revision 2
Title:	Asset Management Policy
Author:	Les Morgan – Manager Engineering Services

Issue	Date	Revision Description	Amendments	Authorised by
1.0	28/6/12	First Edition		Ashley Wielinga
1.1	20/4/16	Revision 1		Ashley Wielinga
1.2	10/10/17	Revision 2	Section 10.0. Requirement for Council reports to include “Asset Management Implications” Section 11.5. Requirement for the Asset Management Policy be reviewed in the first 12 months of each new Council’s term of office.	Glenn Wilcox

WARREN SHIRE COUNCIL

Policy Report of the Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 26th October 2017

ITEM 1 ASSET MANAGEMENT POLICY – REVISION 2 CONTINUED

Warren Shire Council – Asset Management Policy

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WARREN SHIRE COUNCIL

Policy Report of the Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 26th October 2017

ITEM 1 ASSET MANAGEMENT POLICY – REVISION 2 CONTINUED

Warren Shire Council – Asset Management Policy

1. BACKGROUND

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

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

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

2. OBJECTIVES

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

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

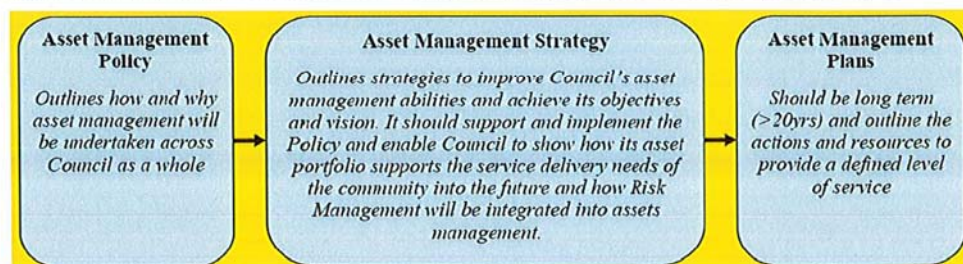
2.1 VISION

Council's Asset Management vision is:

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

2.2 ASSET MANAGEMENT FRAMEWORK

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



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

WARREN SHIRE COUNCIL

Policy Report of the Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 26th October 2017

ITEM 1 ASSET MANAGEMENT POLICY – REVISION 2 CONTINUED

Warren Shire Council – Asset Management Policy

3. APPLICATION / SCOPE

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

4. DEFINITIONS

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

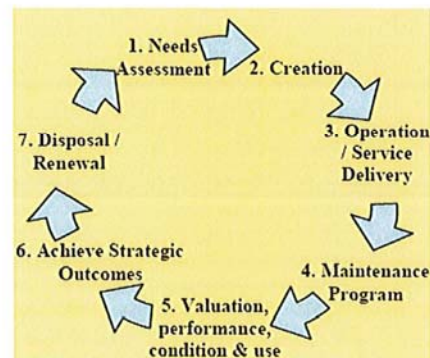
5. PRINCIPLES

The following sets down some essential principles for asset management.

5.1 LIFE CYCLE COSTING

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

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



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

The concept of life cycle costing encourages an understanding of the above effects, and helps Managers and Councillors to reach decisions about assets in a whole of life context. This enables the effects of a decision on future generations to be considered. Limiting Council's responsibility to less than all the

WARREN SHIRE COUNCIL

Policy Report of the Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 26th October 2017

ITEM 1 ASSET MANAGEMENT POLICY – REVISION 2 CONTINUED

Warren Shire Council – Asset Management Policy

phases in an asset's life cycle will not lead to sound long term decisions. Those charged with the responsibility of managing an asset should be given the responsibility, ability and resources to manage the asset for the whole of its life.

5.2 FINANCIAL SUSTAINABILITY

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

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

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

6. RELEVANT LEGISLATION

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

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

WARREN SHIRE COUNCIL
Policy Report of the Manager Engineering Services
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ITEM 1 ASSET MANAGEMENT POLICY – REVISION 2 CONTINUED

Warren Shire Council – Asset Management Policy

7. RELATED AND ASSOCIATED COUNCIL POLICIES AND PROCEDURES

7.1 LINKS WITH EXISTING STRATEGIC PLANS

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

8. RESPONSIBLE OFFICER / POLICY OWNER

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

9. MONITORING

9.1 PERFORMANCE MANAGEMENT

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

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

10. COUNCIL REPORTING

To ensure that Asset Management and all its phases contained therein are considered in all reports to Elected Councillors the standard reported template should be amended to include “Asset Management Implications”. This should be just before “Risk Implications” as Asset Management can impact on risk.

11. REVIEW DATE

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

11.1 INITIAL PERFORMANCE ASSESSMENT

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

11.2 SERVICE LEVEL REVIEWS

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

WARREN SHIRE COUNCIL
Policy Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th October 2017

ITEM 1 ASSET MANAGEMENT POLICY – REVISION 2 CONTINUED

Warren Shire Council – Asset Management Policy

11.3 ASSET MANAGEMENT PLANS

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

11.4 AUDITS AND EVALUATIONS

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

11.5 EVALUATION OF EFFECTIVENESS OF THE SYSTEM AND PROCESSES

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

11.6 RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

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

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

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

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

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

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

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

A13 – 1. Asset Management General.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th October 2017

ITEM 2 FRAUD AND CORRUPTION CONTROL POLICY AND PLAN
(P13-1, A1-3)

RECOMMENDATION that:

1. Council adopt the Draft Fraud and Corruption Policy and Plan;
2. The Policy is placed on public exhibition in accordance with the Local Government Act 1993; and
3. Subject to no substantial community objections being raised that the Policy and Plan are adopted after the closing date for public comment.

PURPOSE

This document sets out the Warren Shire Council's (the Council), Fraud and Corruption Control Plan (the Plan). It provides the basis for various control strategies to address risk exposures associated with Fraud and Corruption. It also forms an integral part of the Corporation's integrity framework which consists of the following:

- Fraud and Corruption Control Plan
- Code of Conduct
- Corruption Prevention and Fraud Control Policy
- Statement of Business Ethics

BACKGROUND

This policy and plan have been prepared to recognise that fraud or corrupt behaviour can exist within the Council organisation and by external persons and groups.

REPORT

This report has been prepared to assist the Council in the recognition of events and actions that could lead to fraud or corruption against and by the council. The plan is a strategic document that establishes actions and controls to be undertaken to ensure that Warren Shire Council is committed to building and sustaining an ethical, efficient and effective culture where opportunities for fraud and corruption are minimised.

This plan and policy proposes an approach to controlling fraud and corruption through a process of:

- Establishing the Council's fraud and corruption control objectives and values;
- Setting the Council's policies to guide staff and Councillors across areas that include Credit Card use, Procurement and interactions with developers;
- Developing, implementing, circulating and maintaining an integrity framework;
- Fraud and corruption control planning and training;
- Risk management including all aspects of identification, analysis, evaluation treatment, implementation, communication, monitoring and reporting;
- Implementation of treatment strategies for fraud and corruption risks with a focus on intolerable risk;
- Ongoing monitoring and improvement;
- Awareness training;

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 2 FRAUD AND CORRUPTION CONTROL POLICY AND PLAN
CONTINUED

- Establishing clear accountability structures in terms of response and escalation of the investigation;
- Establishing clear reporting policies and procedures;
- Setting guidelines for the recovery of the proceeds of fraud or corruption; and
- Implementing other relevant strategies.

FINANCIAL AND RESOURCE IMPLICATIONS

Council will be required to fund training, undertake employee screening prior to employment, run trial audit processes and to audit key areas of council that could be subject to corrupt or fraudulent practices, support the internal audit review committee, support reporting processes, and maintain acceptable levels of fidelity insurance.

LEGAL IMPLICATIONS

The plan and policy establishes actions and outcomes to recognise, control and report fraud and corruption. It also provides a means to review internally through an established committee structure a reporting avenue.

This plan and policy will assist Council and its insurers.

RISK IMPLICATIONS

This plan and policy establishes a strategic direction for Council and alerts staff and the public that council is serious as to the control of fraud and corrupt behaviours against and by council.

STAKEHOLDER CONSULTATION OPTIONS

This policy and plan is a public document and shall be placed on public display in accordance with Section 160 Local Government Act 1993 for public comment.

A copy of this plan and policy will be available on Councils website.

A copy of this plan will be made available to all employees of council.

CONCLUSION

The policy and plan establishes a strategic direction for council to develop processes and reporting over time to reduce the likely hood of fraud or corrupt behaviour.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Policy provided to Councillors previously.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th October 2017

ITEM 3 DRAFT PROCUREMENT AND DISPOSAL POLICY (P13-1, P12-1)

RECOMMENDATION that:

1. Council adopt the Draft Procurement and Disposal Policy;
2. The Policy is placed on public exhibition in accordance with the Local Government Act 1993; and
3. Subject to no substantial community objections being raised that the Policy is adopted after the closing date for public comment.

PURPOSE

Council officers have a responsibility to perform their duties and conduct themselves in a manner, which ensures that they maintain a reputation for fair dealing and that the integrity of the procurement function is beyond reproach. The following guidelines are given to assist in satisfying this responsibility.

BACKGROUND

Councils auditors have requested that Council provide an up to date policy document as to future procurement and disposal of asset. This policy will satisfy that request and comply with the Tendering Regulations under the Local Government Act 1993.

REPORT

This procurement policy will ensure value for money through a balanced whole-of-life evaluation to purchases that includes consideration of financial, social, ethical, local economic and environmental factors.

To deliver on our commitment to procurement that meets operational requirements and achieves the highest commercial and sustainability outcomes, it is Council's policy to:

- to ensure Council at all times complies with the NSW Local Government Act 1993 and the NSW Local Government (General) Regulations 2005 in relation to the procurement of goods and services;
- to clearly define a procurement framework, responsibilities and procedures for guidance of all Council officers;
- to assist Council in achieving the most advantageous price and purchasing conditions;
- to overcome duplication of effort and research throughout the organisation and at the same time ensure co-operation and understanding from contractors and suppliers by consistent and regular procurement practices;
- to strengthen procurement structures and reduce fragmentation of process;
- ensure that Council's procurement policies, practices and procedures are of best practice and such meet the highest level of public accountability; and
- to mitigate and manage exposure to corruption risk in purchasing.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 3 DRAFT PROCUREMENT AND DISPOSAL POLICY CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

This policy establishes the method of procurement of goods and services including a local preference policy.

The policy establishes the purchasing and disposal practices that staff will use into the future and provide guidance to companies and individuals as to councils purchasing methodology.

LEGAL IMPLICATIONS

This policy shall assist staff and the public to understand the purchasing and disposal methodology of Council in a transparent way.

This policy should be read in conjunction with the Fraud and Corruption Control Policy and Plan.

RISK IMPLICATIONS

Through following set procedures, staff and Council will provide a transparent approach to its future purchasing and disposal of assets.

This will reduce the risk associated with purchasing, ordering and favouritism of service provision. Council can never alleviate all aspects of fraud, corruption or misguided behaviour; however, these procedures will allow Councils internal review committee and the external auditors to review and identify changes to reduce risk.

STAKEHOLDER CONSULTATION OPTIONS

This policy is a public document and shall be placed on public display in accordance with Section 160 Local Government Act 1993 for public comment.

A copy of this plan and policy will be available on Councils website.

A copy of this plan will be made available to all employees of Council.

CONCLUSION

The policy establishes a strategic direction for Council to develop processes and reporting over time to reduce the likelihood of fraud or corrupt behaviour. The policy shall assist staff, Councillors, local business and others to understand Councils purchasing and disposal outcomes.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability

SUPPORTING INFORMATION /ATTACHMENTS

Policy provided to Councillors previously.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th October 2017

ITEM 4 DRAFT BUSINESS SUPPORT POLICY

(P13-1, D3-1)

RECOMMENDATION that:

1. Council adopt the Draft Business Support Policy; and
2. The Policy is placed on public exhibition in accordance with the Local Government Act 1993; and
3. Subject to no substantial community objections being raised that the Policy is adopted after the closing date for public comment.

PURPOSE

This policy establishes basic guidelines to allow Council and staff to talk with business proponents and people looking for Industrial land or Council support to develop a business in Warren Shire.

BACKGROUND

Councils are regularly asked if they will support the development of a business. Many Councils do not have written guidelines in how to support a new or existing business and under what conditions they differentiate between a for profit business and a not for profit business.

REPORT

This policy has been developed to assist the community and the Council to identify areas of support that can be undertaken to assist the development of small business and to attract larger scale businesses to the Warren Shire.

This policy addresses the use of Council (community) resources to assist both, for profit (limited or Pty Ltd) and not for profit (Associations, Charities, etc) businesses excluding service organisations (Rotary, Lions, CWA, etc), sporting clubs or the like.

This policy sets out areas that Council may consider implementing that supports existing businesses and to assist the development of new business across Warren Shire Council. The Council will consider each request separately and may not apply all or some of the indications contained within this policy.

This policy does not create any expectation or offer of support outside the advice as contained in the policy.

FINANCIAL AND RESOURCE IMPLICATIONS

This policy establishes the method of consultation with business.

The policy establishes the general areas for which staff will use into the future and provide guidance to companies and individuals as to council's business assistance methodology.

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ITEM 4 DRAFT BUSINESS SUPPORT POLICY

CONTINUED

LEGAL IMPLICATIONS

This policy shall assist staff and the public to understand the methodology of business support in a transparent way.

This policy should be read in conjunction with the Fraud and Corruption Control Policy and Plan and Councils Procurement Policy.

RISK IMPLICATIONS

Through following set procedures, staff and Council will provide a transparent approach to its future business assistance and disposal of assets.

This will reduce the risk associated with favouritism or inappropriate support provision.

The policy will allow Councils internal review committee and the external auditors to review and identify changes to reduce risk.

STAKEHOLDER CONSULTATION OPTIONS

This policy is a public document and shall be placed on public display in accordance with Section 160 Local Government Act 1993 for public comment.

A copy of this policy will be available on Councils website.

A copy of this policy will be made available to all employees of Council.

CONCLUSION

The policy establishes a strategic direction for Council to develop processes and reporting over time to reduce the likely hood of fraud or corrupt behaviour. The policy shall assist staff, Councillors, local business and others to understand Councils business support outcomes.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability

SUPPORTING INFORMATION /ATTACHMENTS

Policy provided to Councillors previously.

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ITEM 5 ALCOHOL AND OTHER DRUGS POLICY (P13-1, S12-14.4)

RECOMMENDATION

1. That in accordance with the Recommendation of the Warren Shire Work Health and Safety Committee that Council adopt the Policy - NSW Local Government Alcohol and Other Drugs Policy;
2. That Council write to the Union Bodies to advise of the introduction of Council's Alcohol and Other Drugs Policy in accordance with the established model Local Government Alcohol and Other Drugs Policy; and
3. That Council implement the policy and procedure across the entire workforce and at all work places.

PURPOSE

To implement an alcohol and other drugs policy and procedure, whereby workers (council staff, contractors and other persons entering a work place) are screened for drug and alcohol impairment whilst undertaking work for Council.

BACKGROUND

The NSW Local Government Alcohol and Other Drugs Policy and Procedure have been drafted and consented to by the LGSA, USU, LGEA and DEPA. These model documents were release in 2012 to provide an agreed industry resource for New South Wales councils to assist in the development and implementation of alcohol and other drugs procedures in the workplace, in a consistent manner.

REPORT

Adoption of the Model Policy and Procedure can assist Council to ensure that no worker commences or continues duty if the worker appears to be affected by alcohol, illegal or legal drugs, or other substances which may reasonably be considered to lead to a safety risk or an inability to fulfil the requirements of the position or are not fit to work.

FINANCIAL AND RESOURCE IMPLICATIONS

Council will be responsible for absorbing the costs of providing alcohol and other drug testing from an external provider, and any training and subsequent rehabilitation costs associated with the program.

Council will fund testing from its training and construction budgets.

LEGAL IMPLICATIONS

Section 19 of the WHS Act 2011 states Council holds Primary duty of care to ensure so far as is reasonably practicable, the health and safety of workers and others is not put at risk from work carried out as part of the conduct of the business or undertaking.

Council has the responsibility to eliminate risks to health and safety, so far as is reasonably practicable and, if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

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ITEM 4 ALCOHOL AND OTHER DRUGS POLICY

CONTINUED

RISK IMPLICATIONS

Workers who present to work or continue duties while under the impairment of Alcohol and/or Other Drugs pose a risk to the health, safety and wellbeing of themselves and others and a risk to Council assets.

Council's Work Health and Safety Committee has recommended that this policy and procedure be adopted.

STAKEHOLDER CONSULTATION

Consultation required to be conducted with Workers, Unions, testing providers and training providers as required.

OPTIONS

1. That Council write to the Union Bodies to seek support of the introduction of Councils Alcohol and Other Drugs Policy in accordance with the established model Local Government Alcohol and Other Drugs Policy
2. That Council not implement the Alcohol and Other Drugs Policy.

CONCLUSION

Workers who present to work or continue duties while under the impairment of Alcohol and/or Other Drugs pose a risk to the health, safety and wellbeing of themselves and others and a risk to Council asset. Adoption of the Model Alcohol and Other Drugs Policy and Procedure can assist Council to control such risks.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

Warren Shire Council Health and Safety Policy

Warren Shire Council Delivery Program 2017/18 to 2020/21 – 5.2.2

SUPPORTING INFORMATION / ATTACHMENTS

Draft Alcohol and Other Drugs Policy.

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Policy Report of the General Manager
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ITEM 4 ALCOHOL AND OTHER DRUGS POLICY

CONTINUED

POLICY REGISTER

Warren Shire Council



**ALCOHOL AND OTHER
DRUGS POLICY**

Amended:

Policy adopted:

File Ref: P13-1, S12-14.4

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ITEM 4 ALCOHOL AND OTHER DRUGS POLICY

CONTINUED

Warren Shire Council – Alcohol and Other Drugs Policy

DOCUMENT CONTROL

Revision No.	Prepared/Revised by and Date	Action/Amendment Description	Approved by and Date
1.0	Sarah Godwin	First Edition	

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ITEM 4 ALCOHOL AND OTHER DRUGS POLICY

CONTINUED

Warren Shire Council – Alcohol and Other Drugs Policy

I INTRODUCTION

Warren Shire Council is committed to the provision of a safe and healthy work environment for all our employees, volunteers, contractors, visitors and other persons through the elimination or minimisation of risks associated with the inappropriate use of alcohol and/or other drugs.

II AIM

The aim of the drug & alcohol policy and subsequent procedure is to assist the Council in addressing risks to health and safety in the workplace associated with the inappropriate use of alcohol and/or other drugs. This will also assist the Council in having a process to manage the misuse of alcohol and other drugs in the workplace through training, education and where required rehabilitation.

The integration of the drug & alcohol policy and subsequent procedure into Council's Safety Management System will assist with the continual improvement of workplace safety. It will assist with the management and promotion of fitness for work of staff (including contractors and volunteers) to be part of the Council's standard processes.

III SCOPE

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

IV DEFINITIONS

Confirmatory test - means a second analytical test performed to identify the presence of specific alcohol and/or other drugs. The confirmatory test is a retest of a second sample from an original collection if the initial test result is disputed.

Negative result - a result other than a positive.

Unconfirmed results - is where a potential result for drugs has been obtained on the initial oral swab and the collection is sent to a certified laboratory for further confirmation

Over the counter medication - this non-prescription type medication that if consumed before a test is undertaken may influence the result shown.

Non Negative - an initial positive test as yet unconfirmed by confirmatory testing by an accredited tester.

Positive - where the initial test result has been confirmed by further testing that the person is under the influence of alcohol and/or drugs above a prescribed limit as per current legislation and/or Australian standards

Prescription medication - medication that is prescribed by a doctor

Random testing list - persons will be added to this list who have either failed (tested nonnegative) a test or refused unreasonably a request for a drug and/or an alcohol test.

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ITEM 4 ALCOHOL AND OTHER DRUGS POLICY

CONTINUED

Warren Shire Council – Alcohol and Other Drugs Policy

Individuals placed onto the limited random list can be targeted tested at any time, in addition to the standard random testing undertaken by the council.

Responsible person - A responsible person is a person who is appointed and trained in the identification of signs of impairment. The responsible person is able to make an assessment of reasonable suspicion impairment utilising the objective indicators

✓ RESPONSIBILITIES

A. GENERAL MANAGER

The General Manager accepts overall responsibility for the effective management of workplace health, safety and welfare by endorsing and fully supporting the alcohol and other drugs policy and its associated procedures for all Councillors, workers, contractors, volunteers and visitors.

B. SENIOR MANAGERS

Officers have a duty, within the scope of their authority, for ensuring that:

- the objectives of this policy and its associated procedures are incorporated into work practices;
- the tasks required for the successful implementation of the alcohol and other drugs procedures are undertaken;
- adequate training, information, instruction and supervision are provided so that staff are aware of the requirements of being 'fit for work';
- contractors, volunteers and visitors are made aware of the requirements for being 'fit for work';
- immediate and appropriate steps are taken to investigate and take procedural action when a 'fitness for work' issue is identified; and
- all accidents/incidents and near misses are properly reported and recorded and an investigation is carried out.

C. ON SITE SUPERVISORS

It is the duty of all Supervisors to ensure that no worker commences or continues duty if the worker appears to be affected by alcohol, illegal or legal drugs, or other substances which may reasonably be considered to lead to a safety risk or an inability to fulfil the requirements of the position or are not fit to work.

D. WORKERS

All workers are responsible for presenting themselves for work in a fit state so that when carrying out their work activities they do not expose themselves, their co-workers or other people in the workplace to unnecessary risks to health and safety.

A worker may be in breach of their general conduct obligations under this policy if they:

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ITEM 4 ALCOHOL AND OTHER DRUGS POLICY

CONTINUED

Warren Shire Council – Alcohol and Other Drugs Policy

- Present or carry out for work whilst under the influence of alcohol and/or other drugs; or
- conduct themselves in an inappropriate and/or unprofessional manner whilst at work or at a work related function (which may be due to the effects of inappropriate alcohol and/or other drugs use).

VI LEGISLATIVE REQUIREMENTS

General employer/worker obligations in relation to workplace health and safety laws exist under:

- The Work Health and Safety Act 2011 (NSW), and
- The Work Health and Safety Regulations 2011 (NSW)

Workers who drive motor vehicles for work (including when travelling to or from work) must obey applicable road safety laws, including those relating to prescribed concentration levels for alcohol and other drugs. For further information in relation to prescribed concentration levels refer to:

- The Road Transport (Safety and Traffic Management) Act 1999 (NSW); and
- The Road Transport (Safety and Traffic Management Regulation 1999 (NSW)

Depending on the work environment, employers may have a positive legal obligation to conduct alcohol and other drugs testing in the workplace. Workplace procedures for managing risks in relation to alcohol and other drugs use must reflect these obligations if they apply. Examples include:

- The Rail Safety Act 2008 (NSW); and
- The Rail Safety (Drug and Alcohol Testing) Regulation 2008 (NSW);
- Civil Aviation Act 1988 (Cth); and
- Civil Aviation Safety Regulations 1998 (Cth)

VII TYPES OF TESTING

There are five types of testing that may be undertaken, these are:

- **Voluntary Testing** – Workers can elect to submit to voluntary testing and seek assistance from Council to rehabilitate if they believe they have a substance abuse problem.
- **Random** – Workers will be selected using a random number generation system.
- **Post Reportable Incident** – certain criteria of incidents have been selected where testing will be completed, for example certain treatments by a doctor, where a vehicle has sustained damage, skylarking etc.
- **Reasonable Suspicion** – this is where a report has been received that a worker is exhibiting strange or unusual behaviour and there is suspicion that they may be under the influence of alcohol and/or drugs. Two Responsible persons will be involved in the determination on whether a test for alcohol and/or drugs is required.

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ITEM 4 ALCOHOL AND OTHER DRUGS POLICY

CONTINUED

Warren Shire Council – Alcohol and Other Drugs Policy

- **Targeted Random** – for workers who have given a confirmed positive result for alcohol and other drugs.

Testing will be undertaken by external providers who meet the current requirements contained within AS4760 and AS3547.

VIII TESTING IN USE

The Council in cooperation with the United Services Union and the Local Government and Shires Associations have adopted the use of oral swab testing (to be completed as per the requirements of AS4760) for drug testing as it will generally detect the presence of a substance that was consumed within a matter of hours as opposed to testing such as urine where a substance was consumed days or weeks ago.

A positive result in this case may not have a bearing on whether the person is unfit for work.

Drugs to be tested via the oral swab testing will be:

- Cocaine
- Opiates
- Methamphetamine
- Tetrahydrocannabinol (THC- Cannabis)

For alcohol testing a standard breathalyser meeting the requirements of AS3547 will be used. The following cut off points for blood alcohol content (BAC) will apply:

- 0.02 or greater for heavy plant operators (>13.9 tonne) or truck drivers (>4.5 tonne) or mobile plant operators. This will apply only for personnel who are undertaking these specific duties at the time of any testing.
- 0.05 or greater for all other staff to be in accordance with relevant state legislation.
- Where the person has a provisional licence (P plates) then the current BAC limits for P plates must be followed if they drive vehicles and/or trucks.

IX MEDICATION

All workers who are taking a prescribed or over the counter pharmaceutical medications that may impact their performance, should review the potential for the medicine to have an impact on their ability to perform their job safely. If in doubt, they should consult with their personal doctor.

If after advice from their doctor, they believe the medication may impact their own and others' safety at work, they should seek an alternative medicine from their doctor. If no alternative medication is available, they should ask for a doctor's certificate and should discuss the circumstances with their manager.

Together, the worker and their manager will make an assessment of likely impact on the employee's ability to perform their work safely based on the doctor's advice and the particular circumstances of the individual worker.

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ITEM 4 ALCOHOL AND OTHER DRUGS POLICY

CONTINUED

Warren Shire Council – Alcohol and Other Drugs Policy

During this discussion the worker is not required to disclose the nature of the medication or the reasons for its use and the workers privacy will be maintained. Based on the circumstances and discussions with the worker concerned, a decision will be made by the manager on whether the worker is able to perform their work safely.

Two options will be explored:

- Alternative duties to reduce the safety risk identified;
- Standing the employee down for that shift. Should this be required assistance will be given to the employee to ensure they arrive home safely;
- Access to sick leave as per the Local Government (State) Award 2014.

X REFUSAL TO UNDERGO A TEST

Any person who refuses to undergo testing will be given the opportunity to explain their reasons, these will be discussed with the relevant manager, Human Resources and the external provider.

Where a worker refuses to undergo a reasonable request test three (3) times in succession, this will be recorded as a Refused Test and the worker will be treated as if they have provided a test result of an unconfirmed result (non-negative).

XI TAMPERING

Any person found to be tampering or to have tampered with a test will constitute a serious breach of disciplinary standards and will be dealt with as per Section 36. Disciplinary Procedures- Local Government (State) Award 2014.

XII EMPLOYEE ASSISTANCE PROGRAM (EAP)

EAP will be available under current guidelines for employees to seek support and assistance in regards to alcohol and/or drug use.

XIII DISCIPLINARY MEASURES

While Council is prepared to support workers/officers in rehabilitation programmes in order to return work performance as well as workers health to satisfactory standards, it has a responsibility, as does the employee, under the WHS Act to maintain a safe working environment.

As such, a number of actions will constitute such a serious breach of disciplinary and WHS standards and will require immediate action:

- Any worker/officer undertaking the operation of a Council vehicle or plant found to have in excess of the prescribed concentration of alcohol in their bloodstream or to have operated a vehicle under the influence of an illegal drug shall be subject to Disciplinary Procedures under section 36. Disciplinary Procedures- Local Government (State) Award 2014.

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ITEM 4 ALCOHOL AND OTHER DRUGS POLICY

CONTINUED

Warren Shire Council – Alcohol and Other Drugs Policy

- Any worker/officer found to be consuming alcohol in a Council workplace during normal working hours except at a recognised social event shall be subject to Disciplinary Procedures under section 36. Disciplinary Procedures- Local Government (State) Award 2014.
- Any worker/officer found to be using or under the influence of an illegal drug in a Council workplace during working hours shall be subject to Disciplinary Procedures under section 36. Disciplinary Procedures- Local Government (State) Award 2014.
- In addition, any worker/officer found to be in possession of illegal drugs or alcohol in a Council workplace during working hours shall be disciplined under section 36. Disciplinary Procedures- Local Government (State) Award 2014.

XIV REHABILITATION

Workers who have declared that they have a problem with the use of drugs (illegal and legal) and/or alcohol will be provided assistance by the Council as per the current EAP arrangements or as determined appropriate by their manager. This will involve the development of a confidential.

Drug & Alcohol Rehabilitation plan that will outline general treatment steps, assistance to be sourced, personnel to be involved etc. The plan will be used to assist the person to be able to present themselves at work in a state there is no impairment to them working safely.

Persons who have been found to have a positive result from a drug and/or alcohol test and who have not declared that they may have consumed a drug and/or alcohol or who have presented themselves to work in a state that is not safe to do so, will also have a confidential Drug & Alcohol Rehabilitation plan implemented.

XV REFERRAL PROGRAM

Workers who suspect that they or their work mates may have an early alcohol or drug abuse problem are encouraged to seek diagnosis and treatment. Workers will receive the same consideration and opportunity to undertake treatment as is presently extended to workers suffering from other illnesses.

Contact should be made initially with your Department Manager in matters of this nature. Confidentiality will be maintained.

Referral for treatment and requests for treatment will not jeopardise the workers the job security.

The decision to request diagnosis and accept treatment for an alcohol or other drug problem is a personal choice and responsibility of the individual.

Neither supervisors nor union representatives have the qualifications to diagnose an alcohol or drug problem. Council intervention for referral for diagnosis and treatment for an alcohol or drug problem will be based on job performance only. Once work performance and the workers' health have been restored and maintained the matter will cease as far as Council is concerned.

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ITEM 4 ALCOHOL AND OTHER DRUGS POLICY

CONTINUED

Warren Shire Council – Alcohol and Other Drugs Policy

Refusal to accept diagnosis or to follow through in treatment, accompanied by further deteriorating job performance, will be dealt with in under section 36. Disciplinary Procedures- Local Government (State) Award 2014.

Persons participating in the programme will be expected, within a reasonable period, to re-attain satisfactory job performance levels and adhere to established work rules.

Nothing within this policy is to be taken as constituting a waiver of Management's duty to maintain discipline or the right to take disciplinary measures.

XVI CONFIDENTIALITY

The Council will endeavour to ensure that the highest levels of confidentiality are maintained in the application of this policy. The following minimum conditions shall apply:

- All testing will be conducted in a private location that maintains the privacy and dignity of the individual.
- All testing will be conducted by trained staff and/or accredited providers in accordance with Australian Standards.
- Workers who record a non-negative result will be treated at all times in a respectful and non-judgemental manner by all involved in the management of the matter.
- Council records pertaining to test results shall be regarded as confidential information and use/access/dissemination of the results shall be restricted to those who have a genuine requirement to access the confidential results of the drug and/or alcohol test. No information related to drug and/or alcohol testing shall be disclosed to any person or persons other than those properly authorised officers of the Council and authorised worker representative/s.
- The General Manager is authorised under this policy to access, delegate and assign authority for access and use of the information obtained under this policy, including but not limited to authorised government agencies, insurers (for claims submissions, where applicable).
- Where the General Manager has authorised the release of confidential test results to external parties who are legally able to access this information, the worker/s that are involved are to be notified in writing detailing:
 - Who the information will be released to;
 - When and for what purposes the information will be released;
- A copy of all information released is to be provided to the worker/s involved with this notification. The notification must be given to the workers prior to information being released to the external parties.

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ITEM 4 ALCOHOL AND OTHER DRUGS POLICY

CONTINUED

Warren Shire Council – Alcohol and Other Drugs Policy

XVII REVIEW

This policy shall be reviewed:

- Within 12 months immediately following a Council Election;
- Immediately if there is a significant change in the level or availability of technology associated with the testing for inappropriate alcohol and/or other drugs use; or
- Immediately if any provision is contrary to law.

Section

3

General Manager

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
27.10.16	QWN - 1 Quigley	Water Sharing Plan – Use of FMZ	GM	Submission when Plan reviewed.
25.1.17	15.1.17	Sale of land, Silo Subdivision	GM	Negotiate price and conditions of sale and report back to Council. Discussed with potential purchaser and requested written offer to purchase and price.
25.1.17	16.1.17	Proposed new general industrial area	GM	Rezoning proposal lodged, costings to be produced for subdivision.
*24.8.17	222.8.17	Country Mayors Association	GM	Mayor & GM to attend next meeting- 3 November.
*28.9.17	242.9.17	Association of Mining Related Councils	GM	A Councillor & GM to attend next meeting – 17 November
Manager Finance and Administration Services				
25.2.16	48.2.16	Transfer Lot 11 & 12 DP 758264 Collie to Council	MFA	Contact now made. Documents forwarded.
Manager Engineering Services				
27.10.16	282.10.16	Victoria Park Oval rehabilitation	MES	Additional drainage works required.
*23.2.17	33.2.17	Chester St No Parking Central School	MES	Complete
23.3.17	71.3.17	CCTV Trial – Equipment Quotations Simtec	MES	Quotation accepted, electricity supply being arranged.
27.4.17	QWN 1 – Serdity	Kerb and guttering Clyde St Nevertire	MES	Survey complete, works to be scoped.
*27.7.17	202.7.17	Rural Local Sealed Roads Improvement Program	MES	As per October Quarterly Budget Review
24.8.17	216.8.17	Victoria Oval surface	MES	Prepare and present a report to September Council Meeting on way forward.
24.8.17	229.8.17	Plant 11 Lonking Loader	MES	Costings and repair history report to next Plant Committee Meeting.
*24.8.17	QWN 1 – Walker	Oxley Hwy & Marthaguy Rd roadside rubbish	MES	Complete

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ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Engineering Services				Continued
24.8.17	QWN 2 – Druce	Mitchell Hwy heavy vehicle parking area	MES	Send letter to RMS requesting if area could be cleaned up.
24.8.17	QWN 1 – Williamson	Nevertire signage	MES	Rectify spacing on sign.
28.9.17	236.9.17	Directional signage and other signage – Macquarie Marshes	MES	Advise WOW that they need to submit application for signage to TASAC.
28.9.17	237.9.17(a)	Replacement of Council's loaders	MES	Provide a report to the next Plant Committee.
28.9.17	237.9.17(b)	Replace Plant 168	MES	Arrange replacement.
28.9.17	252.9.17	Proposal for Botanical Gardens in Warren	MES	Send letter to Mr Burke advising of outcome.
28.9.17	253.9.17	Airport Committee	MES	Arrange meeting.
28.9.17	254.9.17	Emergency Airstrip	MES	Investigate and write to adjoining Councils.
*28.9.17	QWN 1 – Beach	School Bus Signs on Marthaguy Road	MES	Signs replaced.
28.9.17	QWN 1 – Derrett	Warren Cemetery	MES	Report to Council on dirt issues.
28.9.17	QWN 2 – Serdity	Nevertire play equipment	MES	Replenish sand.
*28.9.17	QWN 3 – Serdity	Nevertire Cemetery	MES	Works complete.
Manager Health & Development				
*28.4.16	94.4.16 (b)	Structural inspection WSCC Mezzanine	MHD	Report to October Council Meeting.
27.4.17	99.4.17	Outdoor Fitness Equipment Shelter	MHD	2017/2018 Works Program.
27.4.17	99.4.17	Warren Swimming Pool Shade Cover	MHD	2017/2018 Works Program.
*27.4.17	99.4.17	WSCC Pavers	MHD	Quotes to be sourced.
27.7.17	183.7.17	Warren War Memorial Swimming Pool assessment	MHD	First quote received, seeking a second quote.
*24.8.17	QWN 3 - Druce	Overgrown properties	MHD	Works programmed.

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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Manager Health & Development				Continued
24.8.17	QWN 4 - Druce	Dust suppression, Nevertire Industrial area	MHD	IOR internal road sealed.
24.8.17	QWN 2 - Brewer	Ewenmar Waste Depot Committee	MHD	Organise meeting.
*28.9.17	260.9.17	Draft LEP No. 1	MHD	Submitted to Department of Planning.
*28.9.17	262.9.17	Biodiversity Conservation Act 2017	MHD	Referred to OROC, Minister and Department.
*28.9.17	QWN 4 – Serdity	Interagency Records	MHD	Storage area sourced, files to be brought in.

RECOMMENDATION:

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

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ITEM 2 COMMITTEE/DELEGATES MEETINGS (C14-2)

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

MEETINGS HELD

DATE	COMMITTEE / MEETING	LOCATION
4.10.17	Sporting Facilities Committee Meeting	Warren
6.10.17	GMAC	Dubbo
5.10.17	Showground / Racecourse Committee Meeting	Warren
9.10.17	Consultative Committee	Warren
11.10.17	Economic Development Committee Meeting	Warren
11.10.17	Meeting with potential new Doctor	Warren
13.10.17	Meeting with RiverSmart	Warren
16.10.17	Castlereagh Macquarie Country Council	
17.10.17	Warren Macquarie Local Aboriginal Land Council	Warren
19.10.17	Interagency Meeting	Warren
25.10.17	Rural Fire Service Meeting	Coonamble

FUTURE MEETINGS NOT ON MEETING SCHEDULE

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

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 26th October 2017

ITEM 3 DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS ON THE WETLANDS COMMITTEE (P1-7.17/1)

RECOMMENDATION that:

1. Council agree to enter into a Memorandum of Understanding (MOU) with the new Task Force Committee managing the Windows on the Wetlands Centre and that a further discussion be undertaken as to formulating the work plan identified in the MOU; and
2. The final draft Work Plan is presented to Council for consideration and agreement, prior to signing the MOU.

PURPOSE

The Memorandum of Understanding (MOU) is to describe the partnership arrangements between Council and the new Task Force Committee for the management of the Windows on Wetlands Centre (WOW) and to work cooperatively in delivery of education and tourism outcomes.

BACKGROUND

For many years Council has been working with the WOW Centre and its volunteers to develop a tourism hub that enhances the visitation to Warren Shire Council and to look at the extension of tourism facilities linked to the Macquarie Marsh area.

REPORT

The Development of the draft MOU has been initiated from discussions between the General Manager and Dr Bill Phillips and recently a group meeting of WOW Centre members and Councillors.

The two groups recognise that change is required in the development of the WOW Centre and the delivery of tourism outcomes overall and each group has agreed that the development of a formal MOU will allow each group to have a greater understanding of each other's roles, responsibilities and how they can work together.

The present RiverSmart volunteers are undertaking to establish a new not for profit organisation and references to RiverSmart shall be amended in the MOU to reflect the registered name of the association.

The MOU will establish a work plan identifying the responsible partner, any funding required or where joint grant funding can be sought. It shall also establish areas of day to day maintenance and outcomes that continue to enhance the centres overall appearance.

This report is recommended to establish a formal MOU process that once the work plan is finalised and reviewed by Council can lead to the signing of the MOU.

WARREN SHIRE COUNCIL
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**ITEM 3 DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS
 ON THE WETLANDS COMMITTEE CONTINUED**

FINANCIAL AND RESOURCE IMPLICATIONS

Council will be required to fund actions in the work plan across future budgets.

Council is in control of the land and as the landlord will need to ensure that buildings, roads and other onsite facilities remain safe, functional and insured. The future work plan will require maintenance to be undertaken subject to agreement.

LEGAL IMPLICATIONS

The Memorandum of Understanding (MOU) is a legal document that establishes actions to be undertaken and places responsibility onto the Council and the Committee. As identified in the MOU, this MOU is not a Partnership arrangement for legal or business purposes.

RISK IMPLICATIONS

The MOU will allow both organisations clarity as to the outcomes to be achieved into the future. The present arrangement has an ad hoc basis of consultation and agreement that if it continued would result in dissatisfaction between the parties.

By formalising the work plan, the MOU will allow each party to continue to provide positive outcomes for the community and understand clearly the role each plays.

STAKEHOLDER CONSULTATION

The MOU is a public document and the community can view this document on request. Reference to this MOU should be included in Council's audit statements and advice to the government on term agreements as applicable.

In accordance with Councils IP&R Documents (Operational Plan) Council has established that;

2.2.4 Liaise with RiverSmart in line with Council's Economic Development Strategy and that to achieve this it shall hold regular meetings, review synergies between various plans and it will progress synergies.

OPTIONS

Council has the option to enter into an MOU agreement or to Not enter into an MOU agreement.

CONCLUSION

Council and the WOW Centre (River Smart) committee members meet on Friday, 13th October to discuss the establishment of a direction to provide a positive way forward in the development of the WOW Centre, the delivery of tourism outcomes and to address general areas around cooperative delivery of outcomes.

It was agreed that both parties to this meeting would consider a report and look to resolve to support the draft MOU in principle.

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 3 DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS ON THE WETLANDS COMMITTEE CONTINUED

**MODEL MEMORANDUM OF AGREEMENT
BETWEEN
WARREN SHIRE COUNCIL
AND
RIVERSMART**

I. INTRODUCTION

THIS MEMORANDUM OF AGREEMENT (“Memorandum”), dated ** November, 2017 between WARREN SHIRE COUNCIL (“COUNCIL”) an organization established under the New South Wales Local Government Act 1993 with its offices at 115 Dubbo Street, Warren, NSW represented by the General Manager and “RIVERSMART” a not-for-profit corporation with its principal place of business in Warren, New South Wales, represented by [REPRESENTATIVE], [TITLE]; collectively referred to as “the Partners”.

II. PREAMBLES

Warren Shire Council is a *not-for-profit* organisation established with a legislative framework that includes consideration of the principles of ecologically sustainable development and the development of tourism for economic growth in the Warren Shire Council area.

WHEREAS, RIVERSMART is a non-profit organisation, qualified under Section ### of the **** Act **** and organized for the purposes of preserving plants, animals, and natural communities that represent the diversity of life, by protecting the lands and waters they need to survive; and duly registered in New South Wales on [DATE], as appears on [DESCRIBE REGISTRATION.]

WHEREAS, this Agreement has as its objective the collaboration and participation of both organisations for the conservation of biodiversity and tourism in the Warren Shire Council area and for this reason this Agreement facilitates the establishment of channels of communication that permit the creation and interchange of information, as well as scientific, technical, financial and institutional collaboration in the areas of biodiversity conservation and tourism.

WHEREAS, the missions of the Partners are complementary;

THEREFORE, the Partners wish to continue working together and in compliance with the following clauses:

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 3 DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS ON THE WETLANDS COMMITTEE CONTINUED

Postal Address: PO Box 6 Warren NSW 2824
Telephone: 02 6847 6600

PARTNER: River Smart
[NAME OF PRINCIPAL CONTACT]
[TITLE]
[ADDRESS]
[TELEPHONE]

Such Principal Contacts may be changed in writing from time to time by their respective Partners.

IX. USE OF INTELLECTUAL PROPERTY

The parties agree that any intellectual property, which is jointly developed through activities covered under this MOU, can be used by either party for non-profit, non-commercial purposes without obtaining consent from the other and without any need to account to the other.

All other intellectual property used in the implementation of the MOU will remain the property of the party that provided it. This property can be used by either party for purposes covered by the MOU but consent will be obtained from the owner of the property before using it for purposes not covered by the MOU.

X. EFFECTIVE DATES AND AMENDMENTS.

This MOU shall take effect upon signing by both Parties and shall remain in effect for a period of two (2) years from that date unless earlier terminated. Neither party may assign or transfer all or any portion of this MOU without the prior written consent of the other party.

The MOU may be renewed at the end of this period by mutual written agreement by both Parties.

The provisions of this MOU may only be amended or waived by mutual written agreement by both Parties.

Any Party may terminate this MOU and any related agreement, workplan and budget at any time and for any reason by giving thirty (30) days prior written notice to the other Party; provided, however, that in the event River Smart fails to perform any of its obligations under this MOU Council shall have the right to terminate this MOU and any related agreement, workplan and budget immediately upon written notice.

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 3 DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS ON THE WETLANDS COMMITTEE CONTINUED

ENTIRETY

This Agreement, including all Annexes, embodies the entire and complete understanding and agreement between the Partners and no amendment will be effective unless signed by both Partners.

Such signature by both Partners.

FOR: WARREN SHIRE COUNCIL

FOR: [FULL NAME OF PARTNER] RIVER SMART

[NAME]

[TITLE]

Date: _____

To Expire: _____

[NAME]

[TITLE]

Attorney

Date

OR

Approved by _____

Attorney

on _____

Date

by _____

e.g. fax/phone/email

Witness

Date

Witness

Date

Witness

Date

Witness

Date

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 3 DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS ON THE WETLANDS COMMITTEE CONTINUED

SCHEDULE A: TO THE MEMORANDUM OF UNDERSTANDING DATED ###/##/2017

Work Plan as Reference by Clause(s) V and VII of the Memorandum of Understanding

The following Work Plan has been agreed by the Partners to the MOU and is dated ###/##/2017.

This Work Plan shall cover the period ###/##/2017 to ###/##/2019 as per Clause X of the MOU and shall not be amended, altered or undertaken as an agreement to perform work or provide funding or services other than those stated in the work plan, with the exception, that the work plan may be amended or waived by mutual written agreement by both Parties under Clause X.

This Work Plan has been divided into two sections being, General Commitment and Financial Commitment.

Section 1: General Commitment

Agreed Action	River Smart Responsibility	Warren Shire Council Responsibility
1. (example) Provide letters of support for grant applications that develop regional tourism.	✓	✓
2.		

WARREN SHIRE COUNCIL
 Report of the General Manager
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ITEM 3 DRAFT MEMORANDUM OF UNDERSTANDING – WINDOWS ON THE WETLANDS COMMITTEE CONTINUED

Section 2: Financial Commitment

Action	River Smart Responsibility and year	Budget \$	Warren Shire Council Responsibility and year	Budget \$
1. (example) Upgrade the entrance driveway to the WOW Centre land			2018	\$\$*,****
2.				

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 26th October 2017

ITEM 1 RECONCILIATION CERTIFICATE - SEPTEMBER 2017

(B1-10.15)

RECOMMENDATION

That the Statements of Bank and Investments Balances as at 30th September 2017 be received and noted.

PURPOSE

To certify that the internal and external cash and investments position of Council is reconciled each month.

BACKGROUND

Clause 212 of the Local Government (General) Regulation 2005 requires the Responsible Accounting Officer to provide a written report setting out details of all money that the council has invested under Section 625 of the Local Government Act.

REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 30th September 2017.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance		Balance
	31-Aug-17	Transactions	30-Sep-17
General	11,621,251.16	(780,070.42)	10,841,180.74
Water Fund	612,836.39	(366,559.73)	246,276.66
Sewerage Fund	2,714,444.10	281,083.39	2,995,527.49
Trust Fund	74,753.02	39,160.96	113,913.98
North Western Library	(13,046.68)	87,799.70	74,753.02
Investment Bank Account	(13,248,385.73)	(296.02)	(13,248,681.75)
	1,761,852.26	(738,882.12)	1,022,970.14

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 26th October 2017

ITEM 1 RECONCILIATION CERTIFICATE - SEPTEMBER 2017 CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	1,026,939.09
Add: Outstanding Deposits for the Month	4,346.33
Less: Outstanding Cheques & Autopays	(8,315.28)
Balance as per Ledger Accounts less Investments =	1,022,970.14

INVESTMENTS RECONCILIATION

Investments as at 30th September 2017

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	248,681.75	Variable	On Call A/c
1	National Australia Bank	1,000,000.00	274 Days @ 2.47%	30-Apr-18
2	National Australia Bank	1,500,000.00	210 Days @ 2.49%	12-Mar-18
3	National Australia Bank	1,500,000.00	210 Days @ 2.50%	19-Mar-18
4	National Australia Bank	1,500,000.00	90 Days @ 2.48%	29-Nov-17
5	National Australia Bank	1,000,000.00	90 Days @ 2.49%	04-Dec-17
6	National Australia Bank	1,000,000.00	90 Days @ 2.51%	11-Dec-17
7	National Australia Bank	3,000,000.00	122 Days @ 2.52%	15-Jan-18
8	National Australia Bank	1,500,000.00	90 Days @ 2.51%	20-Dec-17
9	National Australia Bank	1,000,000.00	120 Days @ 2.53%	23-Jan-18
TOTAL INVESTMENTS =		13,248,681.75		

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	5,012,545.00
Internally Restricted Funds Invested	7,681,796.00
2017/18 General Fund Operating Income & Grants	1,577,310.89
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	14,271,651.89

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.

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 1 RECONCILIATION CERTIFICATE - SEPTEMBER 2017 CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

This report is provided to advise Council of its financial position.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

N/A

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
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ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

RECOMMENDATION

That the information be received and noted.

PURPOSE

To advise council of the rates and annual charges levied, collected and currently outstanding as at the report date.

BACKGROUND

A major source of revenue council receives each year is through the levying of rates and annual charges on property owners in the Warren Shire Council local government area to provide and maintain services to the Warren Shire community.

REPORT

Attached to this report is the statement of rates and annual charges as at 13th October 2017 including comparisons over the last three years.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

This report is provided to advise Council of its financial position.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 13th October 2017

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 26th October 2017

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

AS AT 13TH OCTOBER 2017

Name of Rate	COLLECTIONS FOR YEAR					NETT ARREARS	
	NETT ARREARS	NETT LEVY	TOTAL RECEIVABLE	AMOUNT COLLECTED	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT	ARREARS AS % AGE OF TOTAL REC'ABLE
	1st JULY \$	\$	\$	\$		\$	
General Fund Rates	68,914	4,622,795	4,691,709	1,570,087	33.47%	3,121,622	66.53%
Warren Water Fund	21,155	362,162	383,317	159,196	41.53%	224,121	58.47%
Warren Sewerage Fund	26,549	469,093	495,642	217,246	43.83%	278,396	56.17%
TOTAL 2017/2018	116,618	5,454,050	5,570,668	1,946,529	34.94%	3,624,139	65.06%
TOTAL 2016/2017	124,884	5,343,863	5,468,747	1,840,279	33.65%	3,628,468	66.35%
TOTAL 2015/2016	115,684	5,218,845	5,334,529	1,766,831	33.12%	3,567,698	66.88%
TOTAL 2014/2015	112,502	5,081,431	5,193,933	1,712,951	32.98%	3,480,982	67.02%
		09-Oct-14	09-Oct-15	11-Oct-16		13-Oct-17	
COLLECTION FIGURES AS \$		1,712,951	1,766,831	1,840,279		1,946,529	
COLLECTION FIGURE AS %		32.98%	33.12%	33.65%		34.94%	

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30TH JUNE 2017 (A1-4.35)

RECOMMENDATION

That the transfer to/from internal restricted funds as at 30th June 2017 be noted and approved.

PURPOSE

To inform Council of the list of internal restricted funds available as at 30th June 2017.

BACKGROUND

At the end of each accounting year funds voted for specific purposes or those to be carried forward are set aside or internally restricted. Council has full discretion on the allocation of any internal restrictions that are fully cash funded.

REPORT

I have listed below a summary on each the internal restrictions as at 30th June 2017 which totals \$9,190,00 these monies are fully cash funded. If any Councillor requires further explanation on any item regarding the internal restrictions prior to the council meeting, please contact either the Manager of Finance & Administration or the Treasurer.

Financial Assistance Grant - \$1,278,211 – Council received an advance payment of the 2017/18 grant from the NSW Grants Commission 9th June 2017.

Employees Leave Entitlements - \$700,000 - These funds have been restricted to cover a proportion of Council's discounted leave liability, which equates to 37.75% coverage. This restriction was increased by \$200,000 to cover the retirement of a number of long serving employees, and the amendment of the Local Government State Award that now allows employees with accrued Long Service Leave in excess of the entitlement under the Long Service Leave Act to cash the difference into their superannuation.

Election Expenses - \$11,478 - This is the balance of funds after payment of \$14,727 for the 2016 Local Government Elections held on 10th September 2016.

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

HR Policy & Procedures System - \$4,273 - These funds have been restricted for the annual subscription to the LG NSW – HR Advance software system.

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

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30TH JUNE 2017 CONTINUED

Risk & WH&S Management - \$53,751 – These funds are rebates received from our insurers for meeting their set targets over the years, they have been restricted to undertake various compulsory audits, reviews and implementation of Council's Risk Management & WHS responsibilities.

Employees Overheads & Backpays - \$225,700 - These funds were restricted when Council had a Defined Benefit Superannuation payment holiday and have been restricted to compensate for any unforeseen increases in the worker's compensation insurance, superannuation obligations and payment of backpay for employees that have not had a performance review for a number of years.

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

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

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

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

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

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

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

CBD – Supply of Paint - \$3,237 – Funds carried forward for the supply of paint to CBD businesses.

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

Aerodrome – Runway reseal - \$83,377– These funds are restricted each year to undertake a reseal of the aerodrome runway.

Advertising & Booklet Printing - \$22,430 – Funds carried forward for the continued promotion of the shire through advertising and printing of booklets etc.

Information Signs & Outdoor Advertising - \$20,500 – Funds carried forward for the installation of information signage and outdoor advertising as adopted in the 2017/18 Operational Plan.

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30TH JUNE 2017 CONTINUED

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

Computer Hardware/Software Upgrades - \$210,300 – Funds carried forward for the implementation of the Practical Plus Financial software and hardware renewals.

Council Chambers Improvements - \$500,000 - These funds have been restricted for improvements to the Council Chambers Building a Sunset Committee has been established to look at options then report back to Council.

Depot Yard Improvements - \$256,000 - These funds have been restricted to undertake the improvements to the Council Depot as adopted in the 2017/18 Operation Plan.

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

Parks Improvement Program - \$66,480 – These funds have been carried forward for improvements to the playground areas in Councils' parks as per the report to the March 2017 Council Meeting.

CBD Improvements - \$290,825 – These funds are set-aside for the CBD improvements in accordance with the Town Improvement/Promotions Committees recommendation to Council.

CBD CCTV Trial - \$35,000 – These are carried forward for the implementation of the CCTV trial in the CBD.

Urban Street Reseals - \$16,700 – Funds carried forward from 2016/17 for street resealing works.

Urban Street Heavy Patching - \$101,365 – Funds carried forward for heavy patching on town streets.

Urban Street Reconstruction - \$158,000 – Funds carried forward for the reconstruction of Bundemar Street from Readford St to Burton St as adopted in the 2017/18 Operational Plan.

Rural Roads - Reseals - \$77,247 – Funds carried forward from 2016/17 for rural road resealing works.

Rural Roads – Ellengerah Road Reconstruction - \$275,381 – Funds carried forward from 2016/17 for the completion of the Ellengerah Road Reconstruction project.

Rural Road – Culvert Replacement - \$60,000 – Funds carried forward for the replacement of culverts on rural roads as adopted in the 2017/18 Operational Plan.

Rural Roads - Gravel Resheeting - \$446,351 – Funds carried forward from 2015/16 to complete the resheeting program.

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ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30TH JUNE 2017 CONTINUED

Kerb & Guttering – XC Rated - \$92,767 – Funds carried forward for the renewal of kerb & guttering in the town and villages.

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

Operational Land Reserve - \$176,900 – Reserves set aside for the future development of Council operational land.

Infrastructure Improvement/Replacement - \$2,058,884 – These funds have been restricted for future improvements or replacement of Council's infrastructure assets, to be determined by Council.

Dwellings Replacement Reserve - \$200,000 – These funds have been included for the future replacement of Council's older dwellings, subject to a full report to Council.

Grant Application Co-contribution - \$100,000 – These funds have been included to offset any co-contributions required in grant applications submitted by Council, this will alleviate the need to juggle operational budgets to fund any successful application.

Plant Replacement – Light Vehicles - \$122,588 – Funds carried forward for Council's light vehicle replacement program.

Plant Replacement – Heavy Plant - \$922,711 – Funds carried forward for Council's heavy plant replacement program.

FINANCIAL AND RESOURCE IMPLICATIONS

As these internal restricted funds are fully cash backed and are at the discretion of Council there are no financial implications, there may be resource implications if new projects are added to the annual operational plan requiring external parties to undertake projects.

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

N/A

CONCLUSION

This report is to provide Council with an update of its financial position.

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30TH JUNE 2017 CONTINUED

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Following is a full breakdown of transfers to and from the Internal Restricted Funds as at 30th June 2017

INTERNAL RESTRICTED FUNDS AS AT 30TH JUNE 2017				
	BALANCE	TRANSFERS		BALANCE
DESCRIPTION	30-Jun-16	TO	FROM	30-Jun-17
FAG Advance Payment	0	1,278,211		1,278,211
Employee's Leave Entitlements	500,000	200,000		700,000
Election Expenses	26,205		14,727	11,478
IP&R - Asset Management Planning	61,205			61,205
HR Policy & Procedures System	6,046		1,773	4,273
P.L. & P.I. Claims Excess	25,000			25,000
Risk & WHS Management Costs	80,377		26,626	53,751
Employees Overheads & Backpays	175,700	50,000	0	225,700
Council Chambers - Specific M & R	15,914			15,914
Library - Specific Works	7,000		7,000	0
Emergency Management Planning	14,363			14,363
Ewenmar Waste Depot - Management Plan	23,500			23,500
Levee M&R	13,000		0	13,000
Natural Resource Management Works	30,218			30,218
Rural Addressing	7,941			7,941
Shire Bridges M&R - Carry Over	6,600			6,600
CBD - Supply of Paint	4,500		1,263	3,237
Street Lighting	11,662			11,662
Aerodrome Runway Reseal Reserve	43,377	40,000		83,377
Advertising the Area & Booklet Printing	28,430		6,000	22,430
Information Signs & Outdoor Advertising	23,500		3,000	20,500
Information Centre - Painting & Carpet	4,438	7,105	11,543	0
Economic Development Officer	68,400			68,400
Economic Development Projects	15,000		15,000	0
Computer Software/Hardware Upgrades	279,815		69,515	210,300
Council Chambers Improvements	350,000	150,000		500,000
Depot Yard Improvements	0	256,000		256,000
Dwellings - Specific M & R	31,741		0	31,741
Urban Drainage - Gunningba Estate	19,324		19,324	0

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30TH JUNE 2017 CONTINUED

DESCRIPTION	BALANCE	TRANSFERS		BALANCE
	30-Jun-16	TO	FROM	30-Jun-17
Parks Improvement Program	45,672	20,808		66,480
Macquarie Park - Plane Trees	0	22,000	22,000	0
Victoria Park Works	0	49,294	49,294	0
Showground PA System	0	20,000	20,000	0
Crusher House & Quarters Demolition	30,000		30,000	0
CBD Improvements	290,825			290,825
CBD CCTV	0	35,000		35,000
Urban Streets – Reseals	16,700			16,700
Urban Streets - Heavy Patching	70,000	31,365		101,365
Urban Street Reconstruction - Bundemar Street	49,836	108,164		158,000
Rural Roads – Reseals	44,100	33,147		77,247
Rural Roads - Ellengerah Road Reconstruction	0	275,381		275,381
Rural Roads - Lemongrove Road Recycling	220,803	280,000	500,803	0
Rural Roads - Buckiinguy Road Recycling	670,250		670,250	0
Rural Roads - Culvert Replacement	0	60,000	0	60,000
Rural Roads - Resheeting	378,411	67,940		446,351
Footpath Replacement - XC Rated	13,492		13,492	0
K&G Replacement - XC Rated	67,767	25,000		92,767
Council Bridge Replacement	310,000			310,000
Operational Land Reserve	149,786	27,114		176,900
Infrastructure Improvement/Replacement	2,717,101	11,182	669,399	2,058,884
Dwelling Replacement Reserve	0	200,000	0	200,000
Grant Fund Application Co-contributions	0	100,000	0	100,000
Plant Replacement - Light Vehicles	27,293	95,295		122,588
Plant Replacement - Heavy Plant	225,730	696,981		922,711
TOTAL RESTRICTED FUNDS =	7,201,022	4,139,987	2,151,009	9,190,000

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 26th October 2017

ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

(A1-4.35)

RECOMMENDATION:

That the information on Council's audited financial statements for the period ended 30th June 2017 be received and noted.

PURPOSE

To present audited 2016/17 Financial Statements and Auditors Report to Council with a high end overview of the results.

BACKGROUND

As part of the NSW Government's reform into Local Government "Fit for the Future" all NSW Councils are to be audited by the NSW Auditor General from 2016/17 onwards.

REPORT

Council's sub contracted auditors Hill Rogers Assurance Partners were in Warren from Monday 21st to Wednesday 23rd August 2017 to undertake an audit of Council's Financial Statements for 2016/17, subsequently additional information was required from the Auditor General that was not indicated to Council during our audit, Council had to undertake a revaluation of its operational land, justify why NSW RFS mobile assets were not accounted for in the financial statements, provide further documentary evidence on expenditure items and many questions regarding the revaluation of the water & sewerage assets that was undertaken externally by Australis P/L.

Council was issued with an unqualified Audit Report from the NSW Auditor General on 17th October 2017.

Under S.418 of the Local Government Act, 1993 Council must present the Auditors Report along with the Financial Statements to a public meeting no later than 5 weeks after receiving the report.

Attached to this report is a copy of the Auditors Report along with a broad overview of the operations of Council for the year ending 30th June 2017 for Councillors information.

Cash Flow for 2016/2017

Council's cash flow statement indicates an increase in cash and investments of \$3,777,784.71 for the reporting period.

Council's Operating Result for 2016/17 was a surplus of \$3,792,634.06 compared to a surplus of \$2,965,275.27 in 2015/16.

Cash & investments available as at 30th June 2017 totalled \$15,233,311.76 of which the following have been restricted or set aside for specific purposes either internally by Council or externally by statutory requirements as listed below: -

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 Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS **CONTINUED**

TOTAL CASH & INVESTMENTS **15,233,311.76**

EXTERNAL RESTRICTED INCLUDED IN LIABILITIES

- CWCMA - Roadside Environmental Mapping 7,000.00

EXTERNAL RESTRICTED INCLUDED IN REVENUE

- RMS Contributions 994,293.30
 - Specific Purpose Unexpended Grants 1,508,200.21
 - Water Supply Bank Account 342,872.68
 - Sewerage Services Bank Account 2,429,858.85
 - Domestic Waste Management Funds 260,954.17

TOTAL EXTERNAL RESTRICTED FUNDS = **5,543,179.21**

TOTAL INTERNAL RESTRICTED FUNDS = **9,190,000.00**

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

TOTAL INTERNAL & EXTERNAL RESTRICTED FUNDS = **14,733,179.21**

TOTAL UNRESTRICTED FUNDS **500,132.55**

Below is a history of cash & investments from 2011 to date detailing all restrictions.

	2011	2012	2013	2014	2015	2016	2017
	in	in	in	in	in	in	in
	'000's	'000's	'000's	'000's	'000's	'000's	'000's
Externally Restricted	424	709	418	39	137	919	2,509
Internally Restricted	7,964	9,751	8,153	6,407	6,537	7,201	9,190
Water Supply Bank A/c	551	501	403	461	524	241	343
Sewerage Bank A/c	2,280	2,365	2,403	2,234	2,240	2,369	2,430
Domestic Waste Management A/c	92	110	140	157	193	226	261
Operating Cash - General Fund	470	446	449	500	516	500	500
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TOTAL CASH & INVESTMENTS	11,781	13,882	12,016	9,888	10,147	11,456	15,233

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Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

Advertised this council meeting would include the presentation of the Audited 2016/17 Financial Statements & Auditors Report.

OPTIONS

N/A

CONCLUSION

This report is to provide Council with a broad overview of the operations of Council for 2016/17 and present the Auditor's Report.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

1. Income Statement,
2. Statement of Financial Position,
3. Statement of Cash Flows,
4. Statement of Changes in Equity,
5. Income Statement by Fund,
6. Statement of Financial Position by Fund,
7. Performance Ratios,
8. Infrastructure Ratios, and
9. Auditors Report.

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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED

Warren Shire Council

Income Statement

for the year ended 30 June 2017

Budget ¹ 2017	\$ '000	Notes	Actual 2017	Actual 2016
Income from continuing operations				
<i>Revenue:</i>				
5,455	Rates and annual charges	3a	5,464	5,338
1,171	User charges and fees	3b	1,774	1,630
260	Interest and investment revenue	3c	342	336
450	Other revenues	3d	575	450
6,044	Grants and contributions provided for operating purposes	3e,f	8,575	6,078
400	Grants and contributions provided for capital purposes	3e,f	405	548
<i>Other income:</i>				
-	Net gains from the disposal of assets	5	-	107
-	Net share of interests in joint ventures and associates using the equity method	19	4	-
13,780	Total income from continuing operations		17,139	14,485
Expenses from continuing operations				
4,873	Employee benefits and on-costs	4a	4,885	4,676
22	Borrowing costs	4b	35	41
3,130	Materials and contracts	4c	3,562	2,514
3,300	Depreciation and amortisation	4d	3,243	3,181
-	Impairment	4d	-	-
1,154	Other expenses	4e	1,151	1,103
-	Interest and investment losses	3c	-	-
-	Net losses from the disposal of assets	5	470	-
-	Net share of interests in joint ventures and associates using the equity method	19	-	4
12,479	Total expenses from continuing operations		13,348	11,519
1,301	Operating result from continuing operations		3,793	2,966
Discontinued operations				
-	Net profit/(loss) from discontinued operations	24	-	-
1,301	Net operating result for the year		3,793	2,966
1,301	Net operating result attributable to Council		3,793	2,966
-	Net operating result attributable to non-controlling interests		-	-
901	Net operating result for the year before grants and contributions provided for capital purposes		3,388	2,418

¹ Original budget as approved by Council – refer Note 16

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 Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED

Warren Shire Council

Statement of Financial Position

as at 30 June 2017

\$ '000	Notes	Actual 2017	Actual 2016
ASSETS			
Current assets			
Cash and cash equivalents	6a	15,233	11,456
Investments	6b	-	-
Receivables	7	724	798
Inventories	8	654	665
Other	8	17	13
Non-current assets classified as 'held for sale'	22	-	-
Total current assets		16,628	12,932
Non-current assets			
Investments	6b	-	-
Receivables	7	57	100
Inventories	8	-	-
Infrastructure, property, plant and equipment	9	171,506	166,688
Investments accounted for using the equity method	19	53	49
Investment property	14	-	-
Intangible assets	25	-	-
Non-current assets classified as 'held for sale'	22	-	-
Other	8	-	-
Total non-current assets		171,616	166,837
TOTAL ASSETS		188,244	179,769
LIABILITIES			
Current liabilities			
Payables	10	382	227
Income received in advance	10	103	97
Borrowings	10	83	79
Provisions	10	1,815	1,790
Liabilities associated with assets classified as 'held for sale'	22	-	-
Total current liabilities		2,383	2,193
Non-current liabilities			
Payables	10	-	-
Income received in advance	10	-	-
Borrowings	10	245	314
Provisions	10	39	36
Investments accounted for using the equity method	19	-	-
Liabilities associated with assets classified as 'held for sale'	22	-	-
Total non-current liabilities		284	350
TOTAL LIABILITIES		2,667	2,543
Net assets		185,577	177,226
EQUITY			
Retained earnings	20	96,720	92,927
Revaluation reserves	20	88,857	84,299
Other reserves	20	-	-
Council equity interest		185,577	177,226
Non-controlling equity interests		-	-
Total equity		185,577	177,226

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED

Warren Shire Council

Statement of Cash Flows

for the year ended 30 June 2017

Budget 2017	\$ '000	Notes	Actual 2017	Actual 2016
Cash flows from operating activities				
Receipts:				
3,475	Rates and annual charges		5,469	5,327
1,650	User charges and fees		1,998	1,742
296	Investment and interest revenue received		347	315
7,200	Grants and contributions		8,999	6,351
980	Other		1,250	1,051
Payments:				
(4,973)	Employee benefits and on-costs		(4,867)	(4,588)
(2,576)	Materials and contracts		(3,754)	(3,156)
(22)	Borrowing costs		(21)	(26)
(1,154)	Other		(1,605)	(1,210)
4,876	Net cash provided (or used in) operating activities	11b	7,816	5,806
Cash flows from investing activities				
Receipts:				
–	Sale of real estate assets		3	18
260	Sale of infrastructure, property, plant and equipment		293	220
2	Deferred debtors receipts		10	24
Payments:				
(4,400)	Purchase of infrastructure, property, plant and equipment		(4,266)	(4,685)
(4,138)	Net cash provided (or used in) investing activities		(3,960)	(4,423)
Cash flows from financing activities				
Receipts:				
Nil				
Payments:				
(78)	Repayment of borrowings and advances		(79)	(74)
(78)	Net cash flow provided (used in) financing activities		(79)	(74)
660	Net increase/(decrease) in cash and cash equivalents		3,777	1,309
11,200	Plus: cash and cash equivalents – beginning of year	11a	11,456	10,147
11,860	Cash and cash equivalents – end of the year	11a	15,233	11,456
Additional Information:				
	plus: Investments on hand – end of year	6b	–	–
	Total cash, cash equivalents and investments		15,233	11,456

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED

Warren Shire Council

Statement of Changes in Equity for the year ended 30 June 2017

2017	Notes	Asset					Total equity	2016	Asset					Total equity
		Retained earnings	revaluation reserve (Refer 20b)	Other reserves (Refer 20b)	Council Interest	Non-controlling Interest			Retained earnings	revaluation reserve (Refer 20b)	Other reserves (Refer 20b)	Council Interest	Non-controlling Interest	
\$ '000														
Opening balance (as per last year's audited accounts)		92,927	84,299	-	177,226	-	177,226	89,961	83,978	-	173,939	-	173,939	
a. Correction of prior period errors	20 (c)	-	-	-	-	-	-	-	-	-	-	-	-	
b. Changes in accounting policies (prior year effects)	20 (d)	-	-	-	-	-	-	-	-	-	-	-	-	
Revised opening balance		92,927	84,299	-	177,226	-	177,226	89,961	83,978	-	173,939	-	173,939	
c. Net operating result for the year		3,793	-	-	3,793	-	3,793	2,966	-	-	2,966	-	2,966	
d. Other comprehensive income														
- Revaluations: IPP&E asset revaluation rsv	20b (ii)	-	4,558	-	4,558	-	4,558	-	321	-	321	-	321	
Other comprehensive income		-	4,558	-	4,558	-	4,558	-	321	-	321	-	321	
Total comprehensive income (c&d)		3,793	4,558	-	8,351	-	8,351	2,966	321	-	3,287	-	3,287	
e. Distributions to/(contributions from) non-controlling interests		-	-	-	-	-	-	-	-	-	-	-	-	
f. Transfers between equity		-	-	-	-	-	-	-	-	-	-	-	-	
Equity – balance at end of the reporting period		96,720	88,857	-	185,577	-	185,577	92,927	84,299	-	177,226	-	177,226	

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED

Warren Shire Council

Notes to the Financial Statements

for the year ended 30 June 2017

Note 21. Financial result and financial position by fund

Income Statement by fund \$ '000	Actual 2017	Actual 2017	Actual 2017
	Water	Sewer	General¹
Continuing operations			
Income from continuing operations			
Rates and annual charges	342	445	4,804
User charges and fees	328	81	1,389
Interest and investment revenue	18	65	259
Other revenues	10	4	594
Grants and contributions provided for operating purposes	13	9	8,553
Grants and contributions provided for capital purposes	352	53	-
Other income			
Share of interests in joint ventures and associates using the equity method	-	-	4
Total income from continuing operations	1,061	637	15,603
Expenses from continuing operations			
Employee benefits and on-costs	272	234	4,379
Borrowing costs	-	-	35
Materials and contracts	300	175	3,249
Depreciation and amortisation	204	260	2,779
Other expenses	27	-	1,124
Net losses from the disposal of assets	-	-	470
Total expenses from continuing operations	803	669	12,036
Operating result from continuing operations	258	(32)	3,567
Net operating result for the year	258	(32)	3,567
Net operating result attributable to each council fund	258	(32)	3,567
Net operating result for the year before grants and contributions provided for capital purposes	(94)	(85)	3,567

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

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Warren Shire Council

Notes to the Financial Statements

as at 30 June 2017

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

Statement of Financial Position by fund \$ '000	Actual 2017	Actual 2017	Actual 2017	Actual 2017
		Water	Sewer	General¹
ASSETS				
Current assets				
Cash and cash equivalents		343	2,430	12,480
Receivables		415	72	237
Inventories		-	-	654
Other		-	-	17
Total current assets		758	2,502	13,388
Non-current assets				
Receivables		22	8	27
Infrastructure, property, plant and equipment		8,147	8,123	155,236
Investments accounted for using the equity method		-	-	53
Total non-current assets		8,169	8,131	155,316
TOTAL ASSETS		8,927	10,633	168,684
LIABILITIES				
Current liabilities				
Payables		8	-	374
Income received in advance		-	-	103
Borrowings		-	-	83
Provisions		17	28	1,770
Total current liabilities		25	28	2,330
Non-current liabilities				
Borrowings		-	-	245
Provisions		4	4	31
Total non-current liabilities		4	4	276
TOTAL LIABILITIES		29	32	2,606
Net assets		8,898	10,601	166,078
EQUITY				
Retained earnings		5,151	4,200	87,369
Revaluation reserves		3,747	6,401	78,709
Total equity		8,898	10,601	166,078

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED

Warren Shire Council

Notes to the Financial Statements for the year ended 30 June 2017

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

\$ '000	Amounts 2017	Indicator 2017	Prior periods 2016	2015	Benchmark
Local government industry indicators – consolidated					
1. Operating performance ratio					
Total continuing operating revenue ⁽¹⁾ excluding capital grants and contributions less operating expenses	3,854	23.04%	16.74%	0.29%	>0.00%
Total continuing operating revenue ⁽¹⁾ excluding capital grants and contributions	16,730				
2. Own source operating revenue ratio					
Total continuing operating revenue ⁽¹⁾ excluding all grants and contributions	8,155	47.59%	53.92%	61.02%	>60.00%
Total continuing operating revenue ⁽¹⁾	17,135				
2b. Own source operating revenue ratio - Rural Council Model					
Total continuing operating revenue ⁽¹⁾ excluding all grants and contributions except FAG	11,913	69.52%	71.06%	80.69%	>60.00%
Total continuing operating revenue ⁽¹⁾	17,135				
3. Unrestricted current ratio					
Current assets less all external restrictions ⁽²⁾	10,190	7.45x	9.76x	8.64x	>1.5x
Current liabilities less specific purpose liabilities ^(3,4)	1,367				
4. Debt service cover ratio					
Operating result ⁽¹⁾ before capital excluding interest and depreciation/impairment/amortisation	7,132	62.56x	48.15x	33.20x	>2x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	114				
5. Rates, annual charges, interest and extra charges outstanding percentage					
Rates, annual and extra charges outstanding	140	2.49%	2.66%	2.51%	< 5% Metro <10% Rural
Rates, annual and extra charges collectible	5,621				
6. Cash expense cover ratio					
Current year's cash and cash equivalents plus all term deposits	15,233	17.70 mths	15.2 mths	13.2 mths	> 3 mths
Payments from cash flow of operating and financing activities	861				

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED

Warren Shire Council

Special Schedule 7 – Report on Infrastructure Assets (continued) for the year ended 30 June 2017

\$ '000	Amounts 2017	Indicator 2017	Prior periods	
			2016	2015
Infrastructure asset performance indicators * consolidated				
1. Infrastructure renewals ratio				
Asset renewals ⁽¹⁾	3,719			
Depreciation, amortisation and impairment	2,591	143.54%	136.44%	93.02%
2. Infrastructure backlog ratio				
Estimated cost to bring assets to a satisfactory standard	1,280			
Net carrying amount of infrastructure assets	164,861	0.78%	0.76%	0.90%
3. Asset maintenance ratio				
Actual asset maintenance	3,140			
Required asset maintenance	1,984	1.58	1.17	1.18

Notes

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

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

WARREN SHIRE COUNCIL

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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED



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

Contact: David Nolan
Phone no: 02 9275 7377
Our ref: D1726947/1802

17 October 2017

Dear Mayor

**Report on the Conduct of the Audit
for the year ended 30 June 2017
Warren Shire Council**

I have audited the general purpose financial statements of Warren Shire Council (the Council) for the year ended 30 June 2017 as required by s415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's general purpose financial statements.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2017 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the general purpose financial statements issued under section 417(2) of the Act.

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED

Our insights inform and challenge government to improve outcomes for citizens



INCOME STATEMENT

Operating result

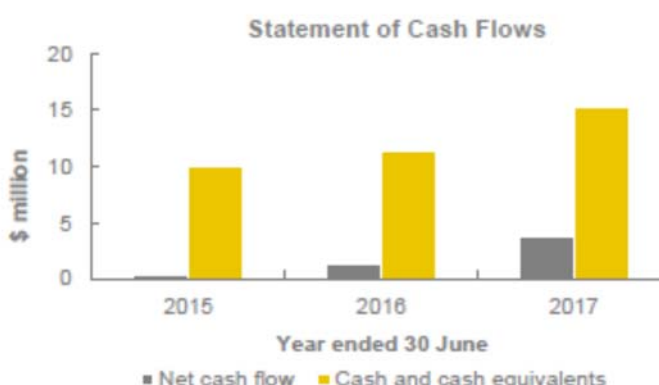
	2017 \$m	2016 \$m	Variance %
Rates and annual charges revenue	5.46	5.34	2.2 ↑
Grants and contributions revenue	8.98	6.63	35.4 ↑
Operating result for the year	3.79	2.97	27.6 ↑
Net operating result before capital amounts	3.39	2.42	40.1 ↑

The operating result for the year was a surplus of \$3.8 million (2016: \$3 million) and included a depreciation expense of \$3.2 million (2016: \$3.2 million). The higher operating result for this year is mainly due to increased grants and contributions, including a prepayment of the Financial Assistance Grant relating to 2017/18.

Rates and annual charges represent 32 per cent of Council's total revenues.

STATEMENT OF CASH FLOWS

The Statement of Cash Flows illustrates the flow of cash and cash equivalents moving in and out of Council during the year and reveals that cash increased by \$3.8 million to \$15.3 million at the close of the year. The increase can be attributed to more funds being held in short term investments to fund upcoming capital works.



In addition to operating activities which contributed net cash of \$7.8 million were the proceeds from the sale of assets (\$296,000) and receipts from deferred debtors (\$10,000). Cash outflows other than operating activities were used to repay borrowings (\$79,000) and to purchase and construct assets (\$4.3 million).

WARREN SHIRE COUNCIL

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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED

Our Insights Inform and challenge government to improve outcomes for citizens



FINANCIAL POSITION

Cash and Investments

Restricted Cash and Investments	2017	2016	Commentary
	\$m	\$m	
External restrictions	5.5	3.8	Cash and investments amounted \$15.2 million at 30 June 2017 (2016: \$11.4 million). The increase is mainly due to the Council's surplus for the year.
Internal restrictions	9.2	7.2	
Unrestricted	0.5	0.5	
Cash and investments	15.2	11.5	

Externally restricted cash and investments are restricted in their use by externally imposed requirements. These include unspent specific purpose grants, contributions and domestic waste charges, and water and sewerage funds.

Internally restricted cash and investments have been restricted in their use by resolution or policy of Council to reflect forward plans and identified programs of works. These totalled \$9.2 million and their purpose is fully disclosed in Note 6 of the financial statements.

The Council's unrestricted cash and investments amounted to \$500,000, which is available to provide liquidity for day to day operations.

Debt

After repaying principal and interest of \$100,000 during the financial year, total debt as at 30 June 2017 was \$328,000 (2016: \$393,000).

PERFORMANCE RATIOS

The definition of each ratio analysed below (except for the 'building and infrastructure renewals ratio') is included in Note 13 of the Council's audited general purpose financial statements. The 'building and infrastructure renewals ratio' is defined in Council's Special Schedule 7.

Operating performance ratio

The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by the Office of Local Government (OLG) is greater than zero per cent.



Council's operating performance indicator of 23 per cent (16.7 per cent in 2016) exceeded the benchmark due to the improved operating result before capital grants and contributions; which was driven by the increase in operating grants received.

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 26th October 2017

ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED

Our insights inform and challenge government to improve outcomes for citizens



Own source operating revenue ratio

The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.



Council's own source operating revenue ratio was 48 per cent for 2016-17 (54 per cent in 2016), below the benchmark of 60 per cent. As identified in Note 13(a), this performance measure would increase to 70% with the inclusion of the Financial Assistance Grant (\$3.8 million).

Unrestricted current ratio

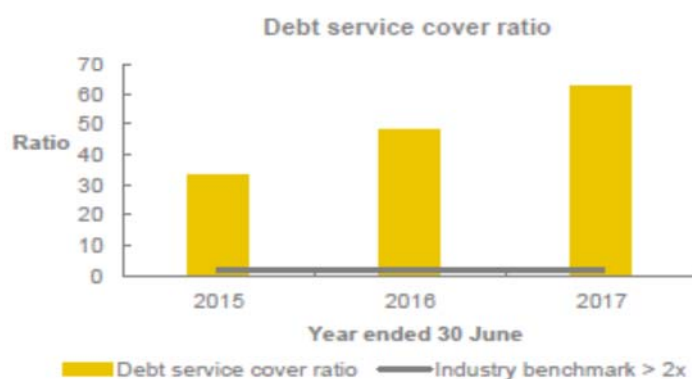
The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.



Council's unrestricted current ratio decreased to 7.5 as at 30 June 2017 (9.8 in 2016) and exceeded the benchmark of 1.5 times. The decrease in the ratio is mainly due to the increase in externally restricted funds.

Debt service cover ratio

The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.



WARREN SHIRE COUNCIL

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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED

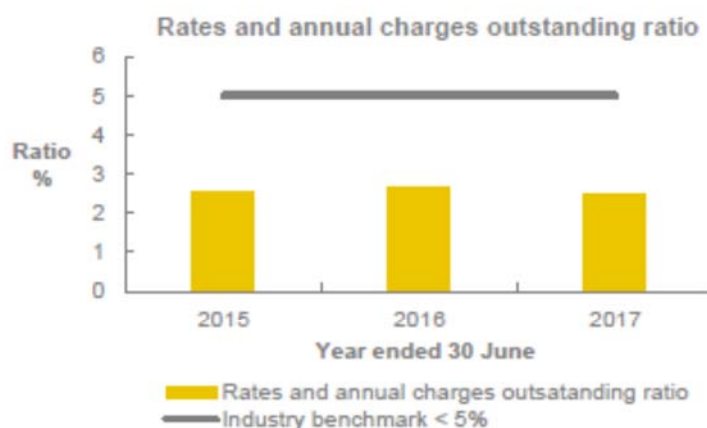
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The debt service cover ratio for the Council as at 30 June 2017 was 62.6 (48.2 in 2016). This improvement is mainly due to Council's improved operating result before capital grants and contributions.

Rates and annual charges outstanding ratio

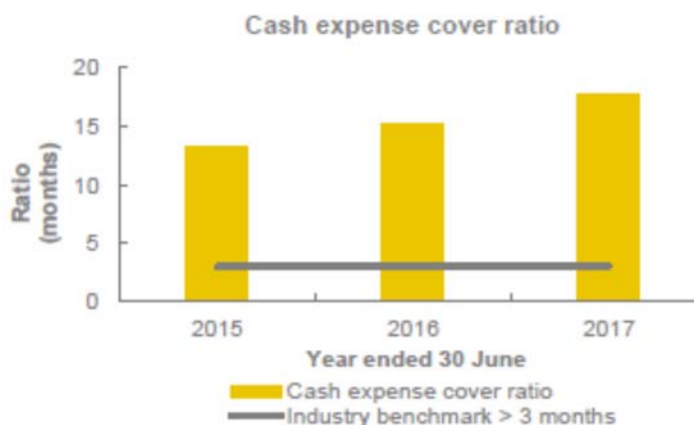
The 'rates and annual charges outstanding ratio' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is below 5 per cent for rural councils.



The rates and annual charges outstanding ratio stood at 2.5 per cent as at 30 June 2017 (2.7 per cent in 2016) and is better than industry benchmark of being below 10 per cent for a rural council.

Cash expense cover ratio

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.



Council's cash expense cover ratio was over seventeen months and continues to easily exceed the benchmark of three months.

WARREN SHIRE COUNCIL

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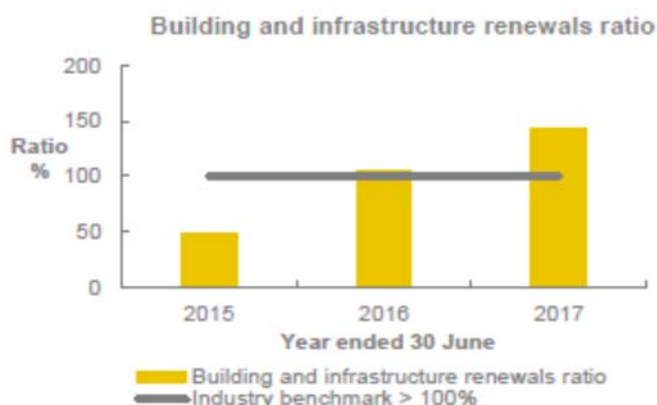
CONTINUED

Our insights inform and challenge government to improve outcomes for citizens



Building and infrastructure renewals ratio

The 'building and infrastructure renewals ratio' assesses the rate at which these assets are being renewed against the rate at which they are depreciating. The benchmark set by OLG is greater than 100 per cent. This ratio is sourced from information contained in council's Special Schedule 7 which has not been audited.



Special Schedule No. 7 disclosed infrastructure renewals for 2017 represented 144 per cent (136 per cent in 2016) of the depreciation charges for those assets; exceeding the benchmark of 100 per cent.

OTHER MATTERS

New accounting standards implemented

AASB 124 'Related Party Disclosures'

Effective for annual reporting periods beginning on or 1 July 2016

AASB 2015-6 extended the scope of AASB 124 to include not-for-profit public sector entities. As a result, Council's financial statements disclosed the:

- compensation paid to their key management personnel
- nature of their related party relationships
- amount and nature of their related party transactions, outstanding balances and commitments and outstanding balances (including commitments).

Asset Revaluations

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

During the year, water and sewerage infrastructure and operational land was revalued. This resulted in a net increase of \$4.6 million recognised directly in Asset Revaluation Reserves.

Legislative compliance

My audit procedures did not identify any instances of non-compliance with legislative requirements or a material deficiency in the Council's accounting records or financial reports. The Council's:

- accounting records were maintained in a manner and form to allow the general purpose financial statements to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.

WARREN SHIRE COUNCIL

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ITEM 4 REVIEW OF COUNCIL'S 2016/2017 OPERATIONS

CONTINUED

Our Insights Inform and challenge government to improve outcomes for citizens



Management acknowledgement

The audit team appreciated the co-operation and help received from the Council's staff, in particular, the finance team for their invaluable assistance throughout the audit.

A handwritten signature in black ink that reads "David Nolan".

David Nolan
Director, Financial Audit Services

17 October 2017
SYDNEY

cc: Glenn Wilcox, General Manager
Tim Hurst, Acting Chief Executive of the Office of Local Government

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 26th October 2017

ITEM 5 SEPTEMBER 2017 BUDGET REVIEW

(A1-5.36)

RECOMMENDATION

That the information be received and noted and that amendments to votes in the September 2017 Budget Review as outlined be authorised.

PURPOSE

To advise Council and make any necessary amendments to the adopted 2017/18 Operation Plan that may be required throughout the financial year.

BACKGROUND

Clause 203 “*Budget review statements and revision of estimates*” of the Local Government (General) Regulation, 2005 requires Council to:

- (1) *Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council’s revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.*
- (2) *A budget review statement must include or be accompanied by:*
 - (a) *a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*
 - (b) *if that position is unsatisfactory, recommendations for remedial action.*
- (3) *A budget review statement must also include any information required by the Code to be included in such a statement.*

REPORT

As Council’s responsible accounting officer, I have included in the attachments a balanced (after deducting depreciation) September 2017 Budget Review summary covering the period 1st July to 30th September 2017 with a full list of proposed budget adjustments required.

The major budget variations that are not attributable to carry over works are as follows:

1. General rates income reduced by \$30,920.00 due to successful valuation objections from ratepayers received,
2. Financial Assistance Grant increased by \$53,993.00 as reported to the September 2017 Council Meeting,
3. Procurement Rebate on Purchases income \$6,666.00 not in the adopted estimates,
4. Interest on investments income increased by \$10,000.00 balancing adjustment,
5. Savings on various insurance premiums \$22,777.00,
6. Creation of management plans for Warren, Nevertire & Collie \$15,000.00 funded from savings and increased income in this budget review,

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 26th October 2017

ITEM 5 SEPTEMBER 2017 BUDGET REVIEW

CONTINUED

7. Inclusion of Riversmart MOU possible costs to upgrade access road and other general maintenance \$50,000, refer to Item 3 of General Manager's report, funded from savings and increase income in this budget review,
8. Finalisation of Victoria Oval Refurbishment \$30,000.00, funded from the infrastructure reserve, and
9. Mod Oval modifications \$26,075.00, funded from the infrastructure reserve as reported to Council at the July meeting,

The extension of Ellengerah Road Reconstruction - \$459,887.00 as reported in the July 2017 Council Meeting has not been included in the September 2017 budget review document. The email advice received from the Department of Infrastructure & Regional Development advising of 2017/18 Roads to Recovery allocations was based on anticipated allocations not actual allocations, Council's original 2017/18 budget is the correct figure. 2018/19 is last year of the current Roads to Recovery Program, Council's remaining program balance of \$469,716.00 will be included in next year's operational plan.

If any Councillor requires an explanation on any items listed in this report prior to the council meeting please contact either the Manager of Finance & Administration or the Treasurer.

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

The September 2017 Budget Review is to provide Council and the Community with an update on the progress of the adopted 2017/18 Operational Plan incorporating any variances to the original document as required.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Budget Review Summary and full list of variations required.

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 26th October 2017

ITEM 5 SEPTEMBER 2017 BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement
for the period 01/07/17 to 30/09/17

Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Warren Shire Council for the quarter ended 30/09/17 indicates that Council's projected financial position at 30/6/18 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____



Date: 18th October 2017

Darren Arthur
Responsible Accounting Officer

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th October 2017

ITEM 5 SEPTEMBER 2017 BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement
for the period 01/07/17 to 30/09/17

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2017

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2017/18	Carry Forwards	Revised Budget 2017/18	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures
Income						
Administration	7,732	-	7,732	40	7,772	6,352
Public Order & Safety	76	-	76	-	76	3
Health	3	-	3	-	3	-
Community Services & Education	73	-	73	-	73	19
Housing & Community Amenities	410	18	428	-	428	311
Water Supplies	682	-	682	-	682	375
Sewer Services	1,083	-	1,083	-	1,083	509
Recreation & Culture	248	-	248	10	258	37
Manufacturing & Construction	16	-	16	1	17	1
Transport & Communication	1,328	621	1,949	4	1,953	357
Economic Affairs	145	-	145	30	175	25
Total Income from Continuing Operations	11,796	639	12,435	85	12,520	7,989
Expenses						
Administration	3,004	-	3,004	(23)	2,981	626
Public Order & Safety	351	-	351	-	351	36
Health	355	-	355	-	355	169
Community Services & Education	76	-	76	-	76	3
Housing & Community Amenities	800	18	818	15	833	161
Water Supplies	869	-	869	-	869	129
Sewer Services	743	-	743	-	743	77
Recreation & Culture	1,461	-	1,461	10	1,471	278
Manufacturing & Construction	15	-	15	-	15	-
Transport & Communication	4,255	621	4,876	-	4,876	560
Economic Affairs	356	-	356	80	436	94
Total Expenses from Continuing Operations	12,285	639	12,924	82	13,006	2,133
Net Operating Result from Continuing Operations	(489)	-	(489)	3	(486)	5,856

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 26th October 2017

ITEM 5 SEPTEMBER 2017 BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement
for the period 01/07/17 to 30/09/17

Capital Budget Review Statement

Budget review for the quarter ended 30 September 2017

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2017/18	Carry Forwards	Revised Budget 2017/18	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures
Capital Expenditure						
New Assets						
- Plant & Equipment	-	-	-	-	-	-
- Land & Buildings	-	-	-	-	-	-
- Other	-	700	700	15	715	494
Renewal Assets (Replacement)						
- Plant & Equipment	1,253	123	1,376	-	1,376	565
- Land & Buildings	57	256	313	56	369	20
- Roads, Bridges, Footpaths	4,640	1,234	5,874	-	5,874	806
- Other	1,618	-	1,618	-	1,618	320
Loan Repayments (Principal)	83	-	83	-	83	28
Transfer to Reserves	16	-	16	-	16	-
Total Capital Expenditure	7,667	2,313	9,980	71	10,051	2,233
Capital Funding						
Rates & Other Untied Funding	3,181	-	3,181	-	3,181	992
Grants & Contributions	2,799	967	3,766	-	3,766	1,056
Reserves:						
- Internal Restrictions/Reserves	1,061	1,346	2,407	71	2,478	130
New Loans	350	-	350	-	350	-
Receipts from Sale of Assets						
- Plant & Equipment	260	-	260	-	260	55
- Land & Buildings	16	-	16	-	16	-
Total Capital Funding	7,667	2,313	9,980	71	10,051	2,233
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-

WARREN SHIRE COUNCIL
 Report of the Manager of Finance and Administration
 to the Ordinary Meeting of Council to be held in the
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ITEM 5 SEPTEMBER 2017 BUDGET REVIEW

CONTINUED

Page No.	Description	Increase/ (Decrease)
Budget Expenditure Variations		
Administration		
2	Fidelity Guarantee Insurance - adjusted to actual expense	(150)
2	PL & PI Insurance - adjusted to actual expense	(2,142)
2	Industrial Special Risk - adjusted to actual expense	(19,500)
2	Sick Leave Insurance - adjusted to actual expense	(607)
2	Councillors Liability - adjusted to actual expense	(378)
4	HR Advance Subscription - adjusted to actual expense	(37)
4	On-costs Recovery	37
Public Order & Safety		
5	Emergency Centre - Rates - adjusted to actual	9
Housing & Community Amenities		
9	Naturelinks River Reserves - contra grant income	18,107
9	Village Plans x 3 - anticipated cost	15,000
Water Supplies		
10	Transfer to Restricted Funds	(23,702)
Recreation & Culture		
12	Community Builders Programs - Contra Income	10,000
Transport & Communication		
15	Rural Roads Flood Damage - balance of grant	367,211
15	Aerodrome - Rates - adjusted to actual	634
16	Regional Roads M & R - from capital expenditure	150,000
16	Regional Roads M & R - carry over from 2016/17	23,419
16	Flood Damage - Repair Works - balance of grant	56,361
16	Regional Roads Traffic Signs - carry over from 2016/17	23,616
16	State Highways - Work Orders	(23,170)
16	State Highway 11 - Culverts Seg No. 215	23,170

WARREN SHIRE COUNCIL

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ITEM 5 SEPTEMBER 2017 BUDGET REVIEW

CONTINUED

Page No.	Description	Increase/ (Decrease)
Economic Affairs		
17	Website - Planning, design, development - adjusted to anticipated	30,000
17	Riversmart Building - Access Rd Upgrade - anticipated costs	50,000
Capital Expenditure		
18	Practical Plus Software Upgrade - adjusted to anticipated	35,000
18	Depot Yard Extension - adjusted to anticipated	256,000
18	Ewenmar Waste Depot - Pit fencing - adjusted to actual	14,578
18	Bore Flat Pump Shed & Fitout - carry over from 2016/17	138,706
18	Ellengerah Rd Pump Shed & Fitout - carry over from 2016/17	111,588
18	Neventire Pump Shed & Fitout - carry over from 2016/17	90,099
18	Collie Pump Shed & Fitout - carry over from 2016/17	184,887
18	Collie - New Rising Main - carry over from 2016/17	174,640
18	Victoria Oval - Rehabilitation Works - adjusted to anticipated	30,000
18	Mod Oval Modification Works - adjusted to anticipated	26,075
18	Showground - PA System - carry over from 2016/17	52,775
19	Urban Road Reseals - carry over from 2016/17	16,700
19	Rural Road Reseals - carry over from 2016/17	77,247
19	Heavy Patching - Cobb Lane - carry over from 2016/17	101,365
19	K & G Replacement XC Rated - carry over from 2016/17	92,767
19	CCTV Trial -	35,000
19	Ellengerah Road Reconstruction - carry over from 2016/17	842,248
19	Rural Roads Resheeting - carry over from 2016/17	46,351
19	Regional Roads Construction - Fixing Country Roads	(540,000)
19	Warren Road - Repair Program - carry over from 2016/17	598,492
	Total	3,082,396

Budget Income Variations

Administration		
2	General Rates Levied - adjusted to actual	(30,918)
2	Financial Assistance Grant - adjusted to actual grant	53,993
2	Procurement Purchase Rebate - adjusted to anticipated	6,666
2	Interest on Investments - adjusted to anticipated	10,000

WARREN SHIRE COUNCIL

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ITEM 5 SEPTEMBER 2017 BUDGET REVIEW

CONTINUED

Page No.	Description	Increase/ (Decrease)
Housing & Community Amenities		
9	From Restricted Funds - Naturelinks Grant	18,107
Water Supplies		
10	Transfer from Restricted Funds	326,298
Recreation & Culture		
12	Community Builders Grants - Contra Expenses	10,000
Mining, Manufacturing & Construction		
14	Sundry Building Income - adjusted to anticipated	500
Transport & Communication		
15	RMS Contribution	367,211
15	Aerodrome Rents & Fees - adjusted to anticipated	4,452
16	Regional Roads Block Grant - from Capital Works	150,000
16	Regional Roads Block Grant - carry over from 2016/17	23,419
16	Regional Roads Flood Damage - carry over from 2016/17	56,361
16	Regional Road Traffic Grant - carry over from 2016/17	23,616
16	State Highways - Work Orders	(23,710)
16	WO 165.17.23W - Culverts seg No 215	23,710
Economic Affairs		
17	From Computer Restricted Funds - Website Design	30,000
Capital Income		
18	From Restricted Funds - Practical Plus Software Upgrade	35,000
18	From Restricted Funds - Depot Yard Extension	256,000
18	From DWM Restricted Funds	14,578
18	Restart NSW Grant - Bore Flat - balance of grant	105,899
18	Restart NSW Grant - Ellengerah Rd - balance of grant	68,174
18	Restart NSW Grant - Nevertire - balance of grant	29,127
18	Restart NSW Grant - Collie - balance of grant	146,720
18	From Infrastructure Reserve - Sporting Oval Improvements	30,000
19	From Infrastructure Reserve - Sporting Oval Improvements	26,075
19	From Restricted Funds - Showground PA System	27,775
19	From Restricted Funds - P&A Society Contribution	25,000

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 5 SEPTEMBER 2017 BUDGET REVIEW

CONTINUED

Page No.	Description	Increase/ (Decrease)
19	From Restricted Funds - Urban Roads Reseals	16,700
19	From Restricted Funds - Rural Roads Reseals	77,247
19	From Restricted Funds - Urban Roads Reconstruction	558
19	From Restricted Funds - Heavy Patching Cobb Lane	101,365
19	From Restricted Funds - K & G Replacement	92,767
19	From Restricted Funds - CCTV Trial	35,000
19	Roads to Recovery - Carry over 2016/17	564,482
19	From Restricted Funds - Ellengerah Road	275,381
19	From Restricted Funds - Rural Roads Resheeting	46,351
19	Repair Program Grant - adjusted to actual	180,000
19	Fixing Country Roads Grant - removed from budget	(570,000)
19	Regional Roads Block Grant - to Regional Roads M&R	(150,000)
19	Repair & Block Grant Program - carry over from 2016/17	598,492
	Total	3,082,396
	September 2017 Budget Review Surplus/(Deficit)	0

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 26th October 2017

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

RECOMMENDATION:

That the information be received and noted.

PURPOSE

The purpose of this report is to provide Councillors with a summary of road works undertaken by Engineering Services in the month of September 2017. It is also intended that this report highlight any variances in the completion and execution of works based on resource availability, weather conditions, work priorities and unforeseen circumstances.

BACKGROUND

Council has the responsibility to manage road infrastructure across its LGA as outlined in Roads Act 1993. Council is therefore responsible for

Accordingly, Council's road infrastructure contributes to just over 60% of the total value of all Council's Infrastructure Assets.

REPORT

Road Construction Works

The list of road construction works has been summarised in the table below as:

1. Maintenance

1. Maintenance

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 3 (3-man crew) Vincent Robinson	Old Warren Road	Resheet/Shoulder grading	400 m
Grader Crew 4 (3-man crew) Wayne Wilson	Old Warren Road	Maintenance grading	11 km
	Old Warren Road	Shoulder grading	6 km
Grader Crew 5 (2-man crew) Josh Stephens	Old Warren Road	Shoulder grading	7 km

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

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Tar Patching	Buckiinguy Road	Edge Patching	127 m ²
	Industrial Access Road	Edge Patching	17 m ²
	Coonamble Road	Edge Patching	23 m ²
	Oxley Highway	Edge Patching	470 m ²
	Marthaguy Road	Edge Patching	77 m ²

FINANCIAL AND RESOURCE IMPLICATIONS

Road works are funded annually in Councils financial plan.

RISK IMPLICATIONS

Council undertakes road works in accordance with its asset management plans and financial reports to satisfy community expectations.

Risks always exist but by Council undertaking works as planned, this reduces risks of road accidents.

OPTIONS

Council has the option not to undertake road works however this elevates the risks associated with accidents and legal action.

CONCLUSION

Report as above.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.1.1 Ensure local roads and bridges are maintained / constructed to an acceptable standard in a cost effective, efficient and safe manner.

3.1.2 Ensure regional main roads and highways are maintained to acceptable community standards

SUPPORTING INFORMATION / ATTACHMENTS

N/A

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 26th October 2017

ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES

(C14-7.2)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

The purpose of this report is to provide Councillors with a summary of works undertaken by Town Services in the month of September 2017.

BACKGROUND

Council has the responsibility to manage infrastructure across its LGA.

REPORT

Works Progress Report – Town Services 4th September 2017 – 1st October 2017

The list of water and sewerage works has been summarised in the table below as:

1. Town crew – 4th September 2017 – 1st October 2017
2. Parks and Reserves – 4th September 2017 – 1st October 2017
3. Showground/Racecourse – General M & R
4. Functions

1. Town Crew

- ♦ Town Streets – Street cleaning
- ♦ 6 Burials
- ♦ Town approaches - Slashing

2. Parks and Reserve

- ♦ Victoria Oval – Mowing and subsoil drainage
- ♦ Carter Oval
- ♦ Macquarie Park - mowing

Plant 70 Iseki Out-front Mower SF370	14.5 hours usage
Plant 79 Iseki Mower	30.5 hours usage
Plant 15 Kioti Tractor	13 hours usage
Plant 76 Muthing Frail Slasher	45.25 hours usage
Plant 14 Caterpillar 432F Backhoe Loader	27 hours usage
Plant 8 Caterpillar 432F Backhoe Loader	20 hours usage
Plant 89 Toro Mower	9 hours usage
Plant 21 John Deere 5083E	64.75 hours usage
Plant 82 Denvenson Jahn Roller (Cricket Pitch)	Not in use
Plant 168 Victory Mini Excavator	28.5 hours usage
Plant 47 Schwarze Street Sweeper	30 hours usage

WARREN SHIRE COUNCIL
Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
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ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

3. Showground/Racecourse – General M & R

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

4. Functions:

- ♦ 16th September – Private Function
- ♦ 23rd September– Private Function

FINANCIAL AND RESOURCE IMPLICATIONS

Works are funded annually in Councils financial plan.

RISK IMPLICATIONS

Council undertakes works in accordance with its asset management plans and financial reports to satisfy community expectations.

Risks always exist but by Council undertaking works as planned, this reduces risks and accidents.

OPTIONS

Council has the option not to undertake works however this elevates the risks associated with accidents and legal action.

CONCLUSION

Report as above.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.1.4 Maintain and enhance local pathway networks to meet needs of all sections of the community

3.2.1 Maintain park, gardens and reserves in a safe and attractive condition

3.2.4 Maintain community facilities to an appropriate standard

SUPPORTING INFORMATION / ATTACHMENTS

N/A

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 26th October 2017

ITEM 3 WORKS PROGRESS REPORT - FLEET BRANCH (C14-7.2)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

The following are works completed by Council's Fleet Branch Staff (Plant Foreman and two (2) Plant Mechanics and one (1) Apprentice) and Sub-Contractors engaged by the Branch for the period 4th September to 1st October 2017

BACKGROUND

Staff report monthly on activities in Councils fleet area to advise Council and the community of plant repairs and undertakings.

REPORT

Works Progress Report – Fleet Branch 4th September to 1st October 2017

1. Plant repairs
2. Plant repairs – Outside work

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 26th October 2017

ITEM 3 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

1. Plant Repairs

Plant Repairs				
No.	Plant	Repairs	Plant Down Time	Repair Time (Man Hours)
11	2010 Lonking - Loader	- Removed radiator	25 days	6 hours
21	2013 John Deere – Tractor	- Service	0 days	3 hours
28	2014 John Deere - Grader	- Replace common rail load switch	7 hours	7 hours
34	2008 M.A.N - Primemover	- Rego defects	1 day	4 hours
93	2013 Caterpillar - Roller	- Removed window pack away	3 days	2 hours
107	2005 Isuzu FVZ 1400 - Truck	- Service	6 hours	6 hours
164	2000 Single axle - Trailer	- Rego	1 day	1 hour

WARREN SHIRE COUNCIL

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ITEM 3 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

2. Plant Repairs- Outside Work

Plant Repairs – Outside Work			
No.	Plant	Repairs	Plant Down Time
22	2012 John Deere - Grader	Markus Markgraaff, Warren - Check a/c - lights	6 hours
24	2010 Komatsu - Grader	Markus Markgraaff, Warren - Check a/c	1 day
25	2011 John Deere - Grader	Excavation & Earth Moving Equipment, Dubbo - Trans clutch slipping, no drive	1 day
28	2014 John Deere - Grader	Excavation & Earth Moving Equipment, Dubbo - Adjust circle - Check transmission	5 hours
30	2007 M.A.N - Truck	Sieders Truck Repairs, Windsor - Full repair and test download	1 day
34	2008 M.A.N - Truck	Sieders Truck Repairs, Windsor - Full repair and test download - Rego defects	7 days
47	2008 Street Sweeper	Tracserv, Dubbo - No electrical gear - Change, no brakes	O/G 7 days
93	2013 Caterpillar - Roller	Dubbo Auto Glass, Dubbo - Cut window	3 days
100	Crane – mounted on Plant 43	Gaamben, Orange - Test (10 years)	5 days

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ITEM 3 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

Works are funded annually in Councils financial plan.

RISK IMPLICATIONS

Council undertakes works in accordance with its asset management plans and financial reports to ensure fleet items are available to meet construction needs.

OPTIONS

Council has the option not to undertake works inhouse however this action would result in more plant being unavailable.

CONCLUSION

Report as above.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.1.1 Ensure local roads and bridges are maintained / constructed to an acceptable standard in a cost effective, efficient and safe manner.

3.1.2 Ensure regional main roads and highways are maintained to acceptable community standards

SUPPORTING INFORMATION / ATTACHMENTS

N/A

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ITEM 4 VICTORIA OVAL

(P1-7.11)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To report to Council the upgrade of Victoria Oval

BACKGROUND

Council's focus is to maintain and improve where possible, the sporting facilities of the community. Victoria Oval is currently the focus for improving the playing surface.

REPORT

Council has commenced work on initial improvements to the surface of Victoria Oval. Work is well advanced with the installation of subsoil drainage on the eastern end of the oval. Work to complete this part of the project was postponed until after the Spring Fair.

Investigation into the inadequate operation of the water system has commenced and work to core the playing surface is to be undertaken on the 25th October 2017. Once the coring is complete and the irrigation system is rectified, the playing surface will be top-dressed with a focus on removing the humps and hollows. This will be followed with the application of a fertilizer over two applications.

It is anticipated that these works will improve the surface with some use prior but with its surface being in top shape by March 2018. If further re-shaping is considered and warranted, this can be considered as part of the 2018/19 Management Plan.

FINANCIAL AND RESOURCE IMPLICATIONS

Works are funded annually in Councils financial plan.

RISK IMPLICATIONS

Council undertakes works in accordance with its asset management plans and financial reports to satisfy community expectations.

Risks always exist but by Council undertaking works as planned, this reduces risks and accidents and improve this amenity.

OPTIONS

Council has the option not to undertake works however improvement to this sporting asset will encourage activities on it.

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ITEM 4 VICTORIA OVAL

CONTINUED

CONCLUSION

Report as above.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.2.1 Maintain park, gardens and reserves in a safe and attractive condition

3.2.4 Maintain community facilities to an appropriate standard

SUPPORTING INFORMATION / ATTACHMENTS

N/A

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ITEM 5 SHUT DOWN NON-POTABLE WATER SUPPLY (W1-1)

RECOMMENDATION

That Council adopt the notification procedures for non-potable water supply shut down and implement these immediately.

PURPOSE

To provide a clear procedure for staff to follow when the non-potable water supply is to be shut-down.

BACKGROUND

During the normal day to day operation of the village water supplies, Council's staff are required to turn off the water supply. Shutting off the water supply to undertake repairs or essential maintenance does impact the community.

REPORT

Warren has the luxury of a dual water supply; potable and non-potable. When it is necessary to undertake work on this reticulation system, it is often easier and less risk of additional problems being created, to turn off the entire network. This process is undertaken now and will have to continue until a maintenance program can be completed to service/replace the valves that are faulty in the system.

When work is required on the non-potable reticulation, the issues of notification are problematic, time consuming and potentially expensive when the entire town needs to be notified. There are impacts on the community, as the community will be without non-potable water. Given that this water is only used predominantly for watering, it is proposed that for outages for the non-portable supply of less than 24 hours, Council staff will notify the general community through its Facebook page and website only. There are affected people (FRNSW for example), who will continue to be notified specifically of any outage and steps taken to provide an alternate supply where necessary.

Clearly for the potable network and for longer outages of the non-potable supply, a more complete notification process will be undertaken.

FINANCIAL AND RESOURCE IMPLICATIONS

Because notification of the entire town is required when the non-potable water supply is to be shut-down, and will take a considerable time, there are significant resourcing and cost implications which this procedure will minimise. The community will be unable to water lawns and gardens only for this shut down period. Potable water is dealt with separately.

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ITEM 5 SHUT DOWN NON-POTABLE WATER SUPPLY CONTINUED

RISK IMPLICATION

Turning off this reticulation system has risks and these are dealt with directly. For example, tankers are available during these times for immediate firefighting requirements and generally, planned works can be interrupted and pipelines reconnected to re-establish flows when/if required. There are no known risks in association with the suggested notification policy contained in this Report.

STAKEHOLDER CONSULTATION

Council will use social media to spread the message on shutting down the non-potable water supply. Council will advise the fire brigades and have suitable back up supplies.

CONCLUSION

The suggested procedure for shutting off the non-potable water supply will allow Council's staff to focus on the job-at-hand. The community shall be able to use their water supply when the water is again available, and in less than 24 hours.

LINK TO POLICY/COMMUNITY STRATEGY PLAN

5.1.3 Promote timely and quality dissemination of information to the community

SUPPORTING INFORMATION/ATTACHMENTS

N/A

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ITEM 6 ASSET MANAGEMENT STRATEGY – REVISION 1 (A13-1)

RECOMMENDATION

1. That Edition 1/Revision 1 of Warren Shire Council’s Asset Management Strategy be adopted.
2. That Edition 1/Revision 1 of Warren Shire Council’s Asset Management Strategy be placed on Council’s website

PURPOSE

This report seeks Council’s endorsement of the attached Revision 1 of Warren Shire Council’s “Asset Management Strategy” and a commitment from Council as a whole to continuation along the path to achieve the goal of developing and documenting Warren Shire Council’s Strategic Management of its infrastructure and to enhance Council’s asset management maturity.

BACKGROUND

On the 23rd June 2016, Council resolved (minute 162.6.16) “...that Council note and endorse the attached Asset Management Strategy.”

In line with Edition 1/Revision 2 of the “Asset Management Policy” it is now due that this strategy be reviewed and updated where necessary to ensure that the strategy remains relevant and to also ensure that each new elected Council had input into the process for their term of office.

REPORT

The Asset Management Strategy guides the overall asset management activities within Council. Being a strategy, it contains the "vision and objectives" as outlined in the Asset Management Policy and describes how these objectives can be achieved.

This strategy covers items from a general perspective and leaves the detailed items to the more specific Asset Management Plans. These detailed plans describe the outcomes and timing that result in meeting objectives.

Generally, an Asset Management Strategy is a tool to:

- **Implement and document** asset management practices, plans and procedures.
- Guide the improvement of Council’s asset management capability.
- Aid in Council meeting its asset management objectives and vision.
- Support and implements the Asset Management Policy.
- Enable Council to show how its asset portfolio supports the service delivery needs of the community both now and into the future.
- Outlines how risk management will be integrated into asset management.

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ITEM 6 ASSET MANAGEMENT STRATEGY – REVISION 1 CONTINUED

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

However, this document, if developed to only meet the requirements of IP&R, does not present the full picture of how the infrastructure, within Warren Local Government Area (LGA) is managed by Council on behalf of its stakeholders.

The Strategy is more dynamic than the Policy and includes the following key ingredients:

- Guidance of ongoing development and improvement.
- The importance of strategic asset management where fiscal constraints and service level needs form a feedback loop as each is dependent upon the other as opposed to budget driven asset management without service levels being considered. This allows the optimal service level to be adopted for the available budget with an understanding of predicted outcomes.
- Council's commitment to improving Asset Management key performance indicators, strategy and planning, levels of service, data and systems, skills and processes and internal and/or external evaluation.
- The initial Asset Management Maturity Level and a plan of how to improve the level of maturity.
- A framework for long-term financial projections.
- Key performance indicators.
- An overall improvement plan.

Revision 1 of the Asset Management Policy requires that the Asset Management Strategy be reviewed in the last 12 months of each Council's term of office. However, Revision 2 of the Policy has amended this requirement so that the Policy and Strategy are both now required to be amended within the first 12 months of each new Council's term of office.

This is deemed important to enable each new Council to both acquaint themselves with the overarching principles of Asset Management at Warren Shire Council and to enable them to have input into this aspect of Council's operations for their term of office.

FINANCIAL AND RESOURCE IMPLICATIONS

This strategy will aid guide the development of relevant asset hierarchy's, which will enable Council to vary its levels of service, maintenance and design and construction standards for higher and lower assets on the hierarchy scale. This principle opens the potential for significant cost savings to council.

LEGAL IMPLICATIONS

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

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ITEM 6 ASSET MANAGEMENT STRATEGY – REVISION 1 CONTINUED

RISK IMPLICATIONS

This strategy provides guidance that should reduce Council's financial risk, through improved knowledge and awareness of life-cycle costs and the establishment of asset hierarchy's and associated levels of service.

STAKEHOLDER CONSULTATION

In the Asset Management journey, stakeholder consultation does not come to the forefront until the development of Asset Management Plans for each asset category.

OPTIONS

The revised strategy as presented meets all legislative requirement and is considered to provide the best format to meet the needs of Warren Shire Council and its community.

CONCLUSION

Warren Shire Council needs this strategy to:

- Enable strategic management of its infrastructure.
- Meet legislative requirements.
- Enhance transparent understanding of Council's infrastructure and its sustainable provision.
- Aid in Council improving its asset management maturity as outlined in the "International Infrastructure Management Manual."

This document is also an important step that:

- Outlines how Council's asset management objectives and vision can be achieved.
- Will assist Council meet Integrated Planning and Reporting requirements and its duty of care under the Local Government Act and Civil Liability Act.
- Will enhance Council's ability to make costs saving through applying different levels of service to different hierarchy classes and through the process of reviewing and analysing work practices.

It is also important to note that Council has achieved the core objective of the first edition of the Asset Management Strategy which was to reach 80% Asset Management Maturity.

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ITEM 6 ASSET MANAGEMENT STRATEGY – REVISION 1 CONTINUED

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

The above principles are echoed in two values within Council's Community Strategic Plan:

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

“A Council that provides quality and cost effective services...”

RELATED PLANS, POLICIES AND DOCUMENTS

The Asset Management Strategy is linked to and depends on a number of plans to deliver its objectives and meet its expected outcomes. These plans include:

- **The Asset Management Policy.**
- Asset Condition Rating and Valuation Manuals.
- The Asset Management Plans.
- Long Term Financial Plan.
- Community Strategic Plan.
- The Delivery Plan.
- The Operational Plan.

SUPPORTING INFORMATION / ATTACHMENTS

Asset Management Policy – Revision, attached.

Section

6

Manager Health & Development Services

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
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ITEM 1 DEVELOPMENT APPLICATION APPROVALS

(B4-9)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To inform of approved Development Application by Council for the previous month.

BACKGROUND

Council receive Development Applications from residents in the Warren Shire Area to seek approval.

REPORT

The following Development Applications were approved from 31st July 2017 to 31st August 2017.

FILE	LOCATION	WORKS
P16-17-18	Lot 65, DP755314 Warren	Erection of Transportable Dwelling
P16-17-19	Lot 1, DP132349 & Lot 1, DP132348 Warren	Subdivision of Land

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Council is required under the EPA Act to assess and determine applications within established timeframes.

RISK IMPLICATIONS

The EPA Act provides appeal mechanisms for applicants who believe that there application requires review.

STAKEHOLDER CONSULTATION OPTIONS

Council issues a S101 EPA Act list of approvals monthly for the community to review.

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ITEM 1 DEVELOPMENT APPLICATION APPROVALS CONTINUED

CONCLUSION

This report is provided to allow Council and the community to see the applications determined each month.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

5.2.1 Quality customer service focus by Council staff.

1.4.4 Help ensure safe and sustainable development.

SUPPORTING INFORMATION/ ATTACHMENTS

Nil.

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

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To identify and report on the operation of the Warren Sporting and Cultural Centre and the local sporting and cultural organisations that utilise the centre and the surrounding Victoria Park facilities

BACKGROUND

The Warren Sporting and Cultural Centre and Victoria Park precinct cater for indoor and outdoor sporting and cultural events. This includes but is not limited to Rugby Union, Rugby League, Netball, Basketball, Cricket and Vacation Care. The Centre has a fully operational gym located on the mezzanine floor of the building, a private function room and is available for hire for all various sporting and cultural events.

REPORT

Gym Report

- As of the 6th October 2017 there are 138 gym members, down from 156 in September at the Warren Sporting and Cultural Centre Gym. For the month of September there were 598 sign-ins, down from 603 sign-ins in August.

FWAS

- There were 0 Far West Academy of Sport events held in September. There is currently 1 to be held in October (League Tag & League Trials)

Local Sporting Organisations

- Throughout the month of September the following local sporting groups were active within Victoria Park
 - Warren Rugby League Tag
 - Warren Junior Rugby League
 - Warren Rugby Union
 - Little Athletics
 - Wanna Yoga

Community Based Organisations

- Throughout the months of September the following community / cultural based groups were active within the Warren Sporting and Cultural Centre
 - Rugrats Play Group
 - Bogan Bush Mobile
 - Barnados Play Group
 - Free Community Exercise Class Group

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ITEM 2 SPORTING & CULTURAL CENTRE REPORT CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

All users of the Warren Sporting and Cultural Centre and Victoria Park Precinct are charged for usage as per the Warren Shire Council 2017/2018 Fees and Charges.

Council provides annual funding in its budget to meet improvements and assistance for sporting and cultural activities.

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

No risks are identified by this report. Council and the community will need to continue to work together to develop the sporting and cultural outcomes.

STAKEHOLDER CONSULTATION

Regular stake holder consultation takes place to arrange sporting events, calendars and centre usage.

OPTIONS

N/A

CONCLUSION

Booking remain steady with community groups continuing to utilise the centre on a regular basis.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.1.2 Maintain high levels of community cohesion and community sport.
- 1.1.6 Co-ordinate and support community groups to promote events and activities within the local community.
- 1.2.2 Promote to youth Warren facilities and activities available.
- 3.2.1 Maintain parks, gardens and reserves in a safe and attractive condition.
- 3.2.4 Maintain community facilities to an appropriate standard (e.g. Sporting Complex)

SUPPORTING INFORMATION / ATTACHMENTS

Nil

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**ITEM 3 INFORMATION CENTRE RECORD FOR THE
MONTH OF SEPTEMBER 2017**

(T4-6.1)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To gauge the amount of tourists visiting the area within the Warren Shire that are seeking information and merchandise.

BACKGROUND

The Warren Visitor Information Centre is available to the public from Monday to Saturday and run by the Warren Shire Council along with the many volunteers who donate their time to run the information centre so that tourists visiting the area have somewhere to access information on road, attraction and other events in the region.

FINANCIAL AND RESOURCE IMPLICATIONS

Any income received from the sales at the Visitor Information Centre are invested back into buying more merchandise in the future for the centre.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION OPTIONS

The Information Centre is open to the community and its activities are publicised.

CONCLUSION

This report provides information on tourist visitation and the Information Centre activities.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

2.2.1 Continue implementation of existing Economic Development Strategy Goal 6 until 2016 Census data released.

SUPPORTING INFORMATION/ ATTACHMENTS

Inspection centre records for the month of September 2017.

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ITEM 3 INFORMATION CENTRE RECORD FOR THE MONTH OF SEPTEMBER 2017

CONTINUED

REPORT

Number of Visitors to the Information Centre:		134	
Number of Locals to the Information Centre:		12	
Number of Website hits on Warren Shire Council:		1255	
Number of Website hits drilling down – “Visiting Warren”:		72	
Reason for Visiting Warren (Totals):			
Friends/Family:	6	Business/Employment/Training:	3
Passing Through:	31	Special Events:	4
Visitors in Buses:		Holiday:	40
Other/Unknown:		Camping/Fishing:	
Age Groups of Visitors:			
Under 25:	12	25-34:	1
34-44:	3	45-54:	14
55-64:	18	65+:	64
Sale Items & Publications, (including both free and sold ones, if possible):			
Macquarie Marshes Book (\$15):		Stickers: (Warren)	
Bird Book (\$30)		Spoons:	
Red River Gum Walk:		Badges:	
Warren Profile:		Magnets:	2
Across the Black Soil Plains:		Stubby Holders:	
Midwives of the Black Soil Plains:		Pens:	2
Bushmen of the Black Soil Plains:		Tea Towels:	2
Keep the Billy Boiling:		Wool:	
A Grave Look At Warren		Place Mats:	
Animals of Dubbo Region:		Mugs:	1
Macquarie Marshes Information:		Key Rings:	
Willie Retreat:		Rulers:	1
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	7	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:	4	Cook Book:	
Requests for information:			
Surrounding Towns:		Road Information:	15
Accommodation:	8	Public Toilets:	27
Public Dump Point/Potable Water:	3	Maps:	11
Places to Eat:	4	Boat Ramp / Bob Christensen Reserve:	1
Attractions around Warren:	14	Camping or Fishing Spots:	10

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ITEM 4

IMPOUNDING OFFICER'S REPORT

(P4-4)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To record the duties and hours the Ranger has undertaken in the previous Month.

BACKGROUND

The Ranger has various duties including animal control, wondering stock and patrolling overgrown allotments along with many other duties preformed throughout the month. These are recorded in the report as attached.

FINANCIAL AND RESOURCE IMPLICATIONS

The number of surrendered dogs at the pound affects the number of dogs being euthanised in any given week. This comes at a cost to council from the Warren Veterinary Services.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION OPTIONS

Nil.

CONCLUSION

The report provides information to Council and community on animal and other controls.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

1.4.7 Provide animal control services to meet the demands of the community.

SUPPORTING INFORMATION/ ATTACHMENTS

Impounding officers report September 2017.

WARREN SHIRE COUNCIL

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ITEM 4

IMPOUNDING OFFICER'S REPORT

CONTINUED

REPORT

Hours Day	Week Ending: 15th September 2017							Week Ending: 22nd September 2017							Week Ending: 29th September 2017						
	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
Patrol			S/L	4.5	4	3	4.5			2	4	4.5		Flexi			U/P	A/L	A/L	A/L	A/L
Feed/Water & Clean Pound Hours	1	1	1	1	1	1	1	1	1	1.5	1	1	1	1	1	1					
Office/ training				3	3.5	4.5	3			5	3.5	3	3.25	0							
Impounding/ Releasing/ Euthanasia							0			0		0	0.75								
Total Daily	1	1	1	8.5	8.5	8.5	8.5	1	1	8.5	8.5	8.5	5	1	1	1	0	0	0	0	0
Number of Dogs impounded				1	1																
Number of Dogs released				0		2															
Number of Dogs Euthanasia				0								3									
Total Dogs in Pound	3	3	3	4	5	3	3	3	3	3	3	3	0	0	0	0	0	0	0	0	0
Number of Cats Surrendered																					
Number of Cats Rehoused																					
Number of Cats Euthanasia																					
Total Cats in Pound	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total weekly kilometers								230							259						
Speed odometer reading @ end of week								8550							8780						
Other General Notes																					
Total weekly hours								37							33.5						

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

WARREN SHIRE COUNCIL

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ITEM 4

IMPOUNDING OFFICER'S REPORT

CONTINUED

Hours Day	Week Ending: 6th October 2017							Week Ending:							Week Ending:							
	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	
Patrol			P/H	4	4.5	3.25	Flexi															
Feed/Water & Clean Pound Hours			1	1	1	1	1															
Office/ training			0	3.5	3	4	0															
Impounding/ Releasing/ Euthanasia			1.45																			
Total Daily	0	0	2.45	8.5	8.5	8.25	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Dogs impounded			3	4	4																	
Number of Dogs released			1																			
Number of Dogs Euthanasia					3																	
Total Dogs in Pound	0	0	2	6	7	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Cats Surrendered																						
Number of Cats Rehoused																						
Number of Cats Euthanasia																						
Total Cats in Pound	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total weekly kilometers								180														
Speed odometer reading @ end of week								9039														
Other General Notes																						
Total weekly hours	28.7							0							0							

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

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ITEM 5 **SPORTING AND CULTURAL CENTRE** **(S21-2)**
MEZZANINE FLOOR

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To inform Council of the current state of the mezzanine gym floor at the Warren Sporting and Cultural Centre.

BACKGROUND

Due to concerns relating to the structural integrity of the gym's mezzanine flooring at the Warren Sporting and Cultural Centre, Council engaged Barnson Engineering consultants to inspect and make recommendations in regard to the gym flooring.

REPORT

Council engaged Barnson Engineering Consultants to inspect the mezzanine floor and provide engineered drawings to strengthen the floor which had begun to show signs of stress and damage especially underneath the free weight section of the gym.

Barnson's inspection outlined the mezzanine had a load rating of 1.5 kPa which was well below the required 5kPa load rating required by Australian Standard AS1170.1-2002 Structural design actions Permanent, imposed and other actions.

Barnson's have recommended the installation of 12 new beams to re-enforce the mezzanine floor as well as the replacement of the particle board flooring to a floor board at least 25mm in thickness with rubber gym matting to be installed on top.

Council is currently in the process of obtaining quotations for the required works to be undertaken.

The Sporting and Cultural Centre Manager has also begun obtaining quotations to upgrade the existing rubber gym matting as it has become worn and damaged.

Funds for the rubber gym matting will be sourced from the Gym asset management plan.

Early indications have suggested a timeframe of 4-5 weeks for completion of works. This would mean the current weights area of the gym would not be accessible to gym users over this period.

Discussions with the Sporting and Cultural Centre Manager have indicated the preferred time frame to begin the works would occur after Christmas in the usually quite season for the centre when user group activity is low.

Gym users will be contacted via letters to inform them of the works program and disruption to gym access during this period.

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th October 2017

ITEM 5 SPORTING AND CULTURAL CENTRE MEZZANINE FLOOR

CONTINUED

Part of the weights section of the gym will be relocated downstairs to the carpeted area during the works period with restricted hours being in place. The temporary access to the gym will only be from the front entrance of the building as FOB keys will not be able to be used. Doors will need to be locked manually during the works period.

FINANCIAL AND RESOURCE IMPLICATIONS

Council is currently seeking two quotations for the works to be undertaken.

LEGAL IMPLICATIONS

Without continued maintenance of the Warren Sporting and Cultural Centre, Council would be unable to provide a safe facility for the public use.

RISK IMPLICATIONS

If the works are not undertaken the risks to the public may include injuries caused by the failure of the mezzanine floor.

STAKEHOLDER CONSULTATION

Gym users will be contacted via letters to inform them of the works program and disruption to gym access during this period.

OPTIONS

Council's options are limited due to a need to strengthen the gym floor. The building design does not allow the permanent relocation of the gym.

CONCLUSION

Council is currently obtaining quotations for the required mezzanine floor works with a further report to be tabled to Council's December meeting with final costings for approval.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.2.4 Maintain Community facilities to an appropriate standard.

5.2.2 Timely and accurate reporting for efficient management and accountability

SUPPORTING INFORMATION/ATTACHMENTS

Engineered drawings from Barnson Engineering Consultants.

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ITEM 5 SPORTING AND CULTURAL CENTRE MEZZANINE FLOOR

CONTINUED

STRUCTURAL MEZZANINE FLOOR PLAN
SCALE 1:100

STRUCTURAL STEELWORK NOTES

- ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH AS4100-1998
- BOLTS NOT DESIGNATED SHALL BE GRADE 8.8/8.8S BOLTS TO AS1554-1996, TIGHTENED TO A SNUG TIGHT FIT. BOLTS DESIGNATED 8.8/1F AND 8.8/1B SHALL BE HIGH STRENGTH STEEL BOLTS TO AS1554-1996, FULLY TENSIONED IN ACCORDANCE WITH AS4100-1998
- WELDING SHALL BE PERFORMED BY AN EXPERIENCED OPERATOR IN ACCORDANCE WITH AS1554-2011
- ALL WELDS SHALL BE GP (GENERAL PURPOSE) IN ACCORDANCE WITH AS1554-2011, USING CLASS E48 ELECTRODES UNLESS NOTED OTHERWISE
- STEELWORK CONNECTIONS SHALL BE IN ACCORDANCE WITH THE FOLLOWING MINIMUM REQUIREMENTS UNLESS NOTED OTHERWISE:
 - A) ALL WELDS SHALL BE 6mm CONTINUOUS FILLET WELD ALL AROUND.
 - B) ALL BOLTS SHALL BE M16-8.8S BOLTS, WITH A MINIMUM OF 2 BOLTS PER CONNECTION.
 - C) ALL GUSSET AND LEAF PLATES SHALL BE 10mm THICK
- THE ENDS OF ALL TUBULAR MEMBERS ARE TO BE SEALED WITH MINIMAL THICKNESS PLATES AND CONTINUOUS FILLET WELDED UNLESS OTHERWISE SHOWN. SUBSTITUTIONS FOR STEEL SECTIONS SHOWN ON DRAWINGS SHALL NOT BE MADE WITHOUT APPROVAL OF THE ENGINEER.
- AFTER PLUMBING AND LEVELING OF COLUMNS AND MULLIONS, INSTALL A PAD OF NON SHRINK GROUT BETWEEN THE TOP OF THE FOOTING AND THE UNDERSIDE OF THE PLATE AND STRIKE OFF THE GROUT AT 45°
- CAMBER TO BE AS NOTED ON THE DRAWINGS
- UNLESS OTHERWISE SPECIFIED ALL STEELWORK SHALL BE PROVIDED WITH CORROSION PROTECTION TO SUIT THE ENVIRONMENT AS PER AS2312-2002, OR HOT DIPPED GALVANISED TO AS4680-2006
- MEMBERS ENCASED IN CONCRETE, FIRE SPRAYED OR HSF BOLTED CONNECTIONS MUST NOT BE PAINTED
- CONCRETE ENCASED STEELWORK SHALL BE WRAPPED WITH SL22 MESH UNLESS NOTED OTHERWISE
- THE CONTRACTOR SHALL PROVIDE AND LEAVE IN PLACE UNTIL PERMANENT BRACING ELEMENTS ARE CONSTRUCTED SUCH TEMPORARY BRACING AS IS NECESSARY TO STABILISE THE STRUCTURE DURING ERECTION
- BEFORE FABRICATION IS COMMENCED THE CONTRACTOR SHALL SUBMIT COPIES OF THE SHOP DRAWINGS TO THE ENGINEER AND CLIENT FOR REVIEW. REVIEW DOES NOT INCLUDE CHECKING OF DIMENSIONS.

STRUCTURAL STEELWORK DURABILITY NOTES

- ATMOSPHERIC CORROSION (CATEGORY C2) TO AS4312-2008:
 - A) COVERED STEELWORK (CLASS 2.5 BLAST PLUS 75 MICRON ZINC SULFATE COATING TO AS2312-2002 OR LG 100 TO AS4792-2006)
 - B) EXPOSED STEELWORK HDG230 TO AS4680-2006
 - C) COLD FORMED STEELWORK: AZ50 OR AM550 TO AS1987-2011

SUPER STRUCTURE LOADING NOTES

- ALL LOADS ARE ACCORDING TO AS1170
- DEAD LOADS:
 - A) SELF WEIGHT OF STEELWORK STRUCTURE
 - B) FLOORING & CEILING = 0.4 kPa
- LIVE LOADS:
 - A) 5.0 kPa GYMNASIA FLOOR LOADING TO AS1170-2002
 - B) 3.6 kN CONCENTRATED LOAD TO AS1170-2002
- WIND LOADS:
 - A) REGION A, TERRAIN CATEGORY 3 TO AS1170-2002
 - B) M₀-M₁₀-10, STRUCTURAL IMPORTANCE LEVEL 2 TO AS1170-2002

DETAIL 1
SCALE 1:10

DETAIL 2
SCALE 1:10

EXISTING STEELWORK MEMBER SCHEDULE

MARK	MEMBER SIZE	REMARKS
EB1	200x100x4.0 RHS	EXISTING BEAM @ 1800 CTRS
EB2	250x80x3.3	EXISTING BEAM
EB3	UNKNOWN	EXISTING BEAM (TBC ON SITE)
EC1	360x84x7	EXISTING COLUMN
EC2	250x80x3.4	EXISTING COLUMN
EC3	125x5.0 SHS	EXISTING COLUMN
EJ1	C200 IS	EXISTING JOIST'S AT 450 CTRS (SPACING TO BE CONFIRMED ON SITE)

IMPORTANT NOTE
EJ1-C200 IS SPACING ASSUMED TO BE 450mm CENTRES. TO BE CONFIRMED ON SITE PRIOR TO CONSTRUCTION TO CONFIRM STABILITY OF FLOOR SHEETING FOR PROPOSED LOADS. REFER TO NOTES

NEW STEELWORK MEMBER SCHEDULE

MARK	MEMBER SIZE	REMARKS
B1	250x80x3.3	GRADE 300 BEAM

SECTION A
SCALE 1:50

FLOORING NOTE
EXISTING FLOOR BOARD THICKNESS TO BE CONFIRMED ON SITE
REQUIRED MINIMUM THICKNESS OF FLOOR BOARD IS 25mm
PARTICLE BOARD. ALLOWANCE SHALL BE MADE TO RENEW THE FLOORING WITH 25mm BLUE TONGUE PARTICLE BOARD AND RUBBER GYM MATT INSTALLED TO M/F SPECIFICATION.

Drawing Status:
ISSUED FOR CONSTRUCTION

barnson
DESIGN • PLAN • MAKE

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Client: WARREN SHIRE COUNCIL

Project: SPORTING & CULTURAL CENTRE
VICTORIA PARK
WARREN NSW 2824

Drawing Title:
MEZZANINE FLOOR STRENGTHENING
PLAN, SECTION & DETAILS

Design: JJ
Drawn: MW
Check: GA
CA: RN

Drawing Sheet:
K: Designer
S: Issued for Construction

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