

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**WEDNESDAY 17TH APRIL 2019**

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## Warren Shire Council

### AGENDA - ORDINARY COUNCIL MEETING

17th April 2019

#### APOLOGIES

#### NOTICE OF MOTIONS

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Nil.

#### CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 28th March 2019.

### SECTION 1 (WHITE)

#### DELEGATES REPORTS

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Nil.

#### COMMITTEE MINUTES

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Meeting of the Plant Committee  
held on Friday, 22nd March 2019 ..... (C14-3.8)

Meeting of the Ewenmar Waste Depot Sunset Committee  
held on Monday, 1st April 2019 ..... (C14-3.23)

Meeting of the Internal Audit Committee  
held on Wednesday, 3rd April 2019 ..... (A1-3)

## **MAYORAL MINUTES**

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Nil.

## **SECTION 2 (LILAC)**

### **POLICY**

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Nil.

## **SECTION 3 (BLUE)**

### **REPORT OF THE GENERAL MANAGER**

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Item 2	Committee/Delegates Meetings (C14-2) .....	Page 4
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## **SECTION 4 (GREEN)**

### **REPORT OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION**

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Item 1	Réconciliation Certificate – March 2019 (B1-10.16) .....	Page 1
Item 2	Statement of Rates and Annual Charges as at 3rd April 2019 (R1-4) .....	Page 4
Item 3	Request to Support CWA of NSW Far Western Group Public Speaking Committee (D8-1) .....	Page 6

**SECTION 5 (YELLOW)**

**REPORT OF THE DIVISIONAL MANAGER ENGINEERING SERVICES**

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Nil Report.

**SECTION 6 (PINK)**

**REPORT OF THE MANAGER HEALTH & DEVELOPMENT**

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Item 1      Development Application Approvals ..... Page 1

**QUESTIONS WITHOUT NOTICE**

**SECTION 9 (GREY)**

**CONFIDENTIAL**

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Nil.

**PRESENTATIONS**

Nil.

**Section**

**1**

**Delegates & Committees**

## **PLANT COMMITTEE MEETING**

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Attached are the Minutes of the meeting of the Plant Committee Meeting held on Friday 22<sup>nd</sup> March 2019.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Plant Committee Meeting held on Friday, 22nd March 2019 be received and noted and the following recommendations be adopted:

**ITEM 6 SHORT & LONG-TERM PLANT REPLACEMENT PROGRAMS**

**(C14-3.18)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Higgins/Brewer that, the following recommendations and actions are implemented as contained in the table of the Short and Long term Replacement Program.

- **Recommendation 1,2 & 3** remain the same as previously discussed at the July Committee meeting and;
- **Recommendation 4** be adopted and;
- **Recommendations 5 & 6** be received and noted but no decision be made at this time until the grant for said Transfer Station is received and;
- **Recommendations 7 to 12** be adopted but that us be noted in the Recommendations that went to the Committee that in Recommendations 11 the priority numbers be amended to 32 & 33 and in Recommendation 12 the Priority numbers be amended to 34, 35 & 36 in accordance with Attachment 01.

**WARREN SHIRE COUNCIL**  
**Minutes of the Plant Committee meeting**  
**held in the Council Chambers, Warren**  
**on Friday 22<sup>nd</sup> March 2019 commencing at 3.30 pm**

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**Present:** Councillor Mark Beach (Chairperson)  
Councillor Ron Higgins  
Councillor Andrew Brewer  
Mr Glenn Wilcox (General Manager)  
Mr Rolly Lawford (Divisional Manager of Engineering Services)  
Mrs Jillian Murray (Treasurer)  
Mrs Angie Tegart (Minute Taker)

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**ITEM 1 APOLOGIES**

**MOVED** Higgins/ Brewer Apologies were accepted on behalf of Mr Darren Arthur Divisional Manager of Finance and Administration.

**Carried**

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**ITEM 2 MINUTES OF THE MEETING HELD 11<sup>TH</sup> JULY 2018**

**MOVED** Brewer/Higgins that the Minutes of the Meeting held on 11th July 2018 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING FROM MINUTES**

- Councillor Brewer enquired as to how the new Plant numbering system was working out. Mr Rolly Lawford advised that it was working well but there was a lot of work to be done.
- Councillor Brewer asked for an update to Item 7 the Plant Replacement of the Tractors and Slashers and if anything, further had been completed at which it was stated that there had been no movement with disposing of or replacing these items as of yet but that it would be touched on today.

**Carried**

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**ITEM 4 FINANCIAL STATEMENT**

**MOVED:** Higgins/Brewer that the information be received and noted.

**Carried**

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**WARREN SHIRE COUNCIL**  
 Minutes of the Plant Committee meeting  
 held in the Council Chambers, Warren  
 on Friday 22<sup>nd</sup> March 2019 commencing at 3.30 pm

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**ITEM 5      2018/19 PLANT PURCHASES TO DATE**

See Financial Statement in Item 4

**Carried**

**ITEM 6      SHORT & LONG-TERM PLANT REPLACEMENT PROGRAMS**

**(C14-2.14)**

**RECOMMENDATIONS TO COMMITTEE:**

Item Numbers	Priority Numbers	RECOMMENDATIONS
<p>The cost of all recommended plant transaction listed below are based on the research undertaken while composing this report but, must be recognised as estimates only and are expected to vary from the prices formally submitted when advertised for exchange. The prices are illustrated on <b>Attachment 01</b> which must be assessed as a formal part of this report.</p>		
1.	Not Applicable	<p><b>Recommendation:</b>            That it be recognised that the ability to comply with the priority listings detailed on <b>Attachment 01</b> will vary in accordance with existing funds from within the 2018/19 budget and future budgets.</p>
2.	1 to 6	<p><b>Recommendation:</b>            That it be acknowledged that the Priorities Numbers 1 to 6 listed in <b>Attachment 01</b> be noted from as being already purchased or having orders placed for the purchase and or sale of these items of plant.</p>
3.	7 to 15	<p><b>Recommendation:</b>            That it be acknowledged that the Priorities Numbers 7 to 15 listed in <b>Attachment 01</b> be noted as already been discussed by Council in the past and having received acknowledgement for their acquisition and thus the previous recommendations be proceeded with.</p>
4.	16	<p><b>Recommendation:</b>            Priority Number 16 is the Multi Tyre Roller it is recommended it be disposed of by auction and replaced with a long term hired machine.</p>
5.	17	<p><b>Recommendation:</b>            That depending on the 2019/20 Budget allocation to establish a transfer station at Council's Waste Depot, provision is to be made for the acquisition of a suitable second-hand truck be acquired for the purpose of collection and transfer of ordinary domestic waste.</p>
6.	18 Three Choices	<p><b>Recommendation:</b>            That provision be made for the acquisition of a suitable plant item (<i>Bulldozer, Traxcavator and Compactor</i>) to be acquired for operational purposes at Council's Waste Depot.</p>



**WARREN SHIRE COUNCIL**  
 Minutes of the Plant Committee meeting  
 held in the Council Chambers, Warren  
 on Friday 22<sup>nd</sup> March 2019 commencing at 3.30 pm

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**ITEM 6      SHORT & LONG-TERM PLANT REPLACEMENT PROGRAMS**  
**CONTINUED**

7.	19 & 20	<b>Recommendation:</b> That provision be made for the exchange of a mower suitable for a wide span of mowing such as the Racecourse, Sports ovals etc.
8.	21	<b>Recommendation:</b> That a skid steer fitted with a number of changeable heads be acquired for a multitude of small works.
9.	22 & 23	<b>Recommendation:</b> That a new fertiliser be acquired for usage on all of Council's "green" areas.
10.	24 to 30 Inclusive	<b>Recommendation:</b> That the two Road Trains made up of two Prime Movers, four side tipping trailers and two road train dollies be sold by means of auction.
11.	31 & 32	<b>Recommendation:</b> That the existing John Deere 770G Grader, Plant No.25, be replaced with a new grader and after the delivery of the new item Plant No.25 be offered for sale by auction.
12.	33, 34 & 35	<b>Recommendation:</b> That the two aged road brooms Plant No. 87 and 178, be replaced with a new hydraulic drawn road broom and the two aged brooms be sold by auction.

**NOTE**

As can be noted from *Attachment 01* the assessed level of available funds has been diminished beyond this point. It is the assessment that the available funds are for the period ending 30<sup>th</sup> June, 2021.

As can be identified from the Priority List the items not included within the recommendations above will be considered at a later point when funds may become available.

**RECOMMENDATION TO COUNCIL:**

**MOVED** Higgins/Brewer that, the following recommendations and actions are implemented as contained in the table of the Short and Long term Replacement Program.

**WARREN SHIRE COUNCIL**  
Minutes of the Plant Committee meeting  
held in the Council Chambers, Warren  
on Friday 22<sup>nd</sup> March 2019 commencing at 3.30 pm

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**ITEM 6      SHORT & LONG-TERM PLANT REPLACEMENT PROGRAMS  
CONTINUED**

- **Recommendation 1,2 & 3** remain the same as previously discussed at the July Committee meeting and;
- **Recommendation 4** be adopted and;
- **Recommendations 5 & 6** be received and noted but no decision be made at this time until the grant for said Transfer Station is received and;
- **Recommendations 7 to 12** be adopted but that us be noted in the Recommendations that went to the Committee that in Recommendations 11 the priority numbers be amended to 32 & 33 and in Recommendation 12 the Priority numbers be amended to 34, 35 & 36 in accordance with Attachment 01.

**Carried**

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**ITEM 7      GENERAL BUSINESS**

Discussions were held on the following: -

- Councillor Beach enquired as to the proceedings at Mt Foster Quarry and where Council was at with the rehabilitation of the site. The Divisional Manager Engineering Services and the General Manager both explained that the Quarry needed extensive clean up before the currently drafted tender could be advertised.
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**ITEM 8      DATE OF NEXT MEETING**

TBA

**There being no further business the meeting closed at 4.54pm.**

## **EWENMAR WASTE DEPOT SUNSET COMMITTEE MEETING**

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Attached are the Minutes of the meeting of the Ewenmar Waste Depot Sunset Committee Meeting held on Monday, 1st April 2019.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Ewenmar Waste Depot Sunset Committee Meeting held on Monday, 1st April 2019, be received and noted and the following recommendations be adopted:

**ITEM 5.1 STRATEGIC REVIEW – MANNING THE EWENMAR WASTE FACILITY (C14-3.23)**

That Council implement the following advertising prior to the phasing in of the new restricted opening hours;

1. Signs to be erected
  - a) Road side edges
  - b) Electronic Notice board
2. Letter drop;
3. Councils website and social media
4. Article to be placed in local newspaper
5. That Council phase in restricted opening hours as follows;
  - 1st May 2019 – Closed Mondays
  - 20th May 2019 – Closed Wednesdays
  - 1st June 2019 – Closed Fridays
  - 1st July – Full restricted opening hours
    - Sunday; 9am – 5pm
    - Monday; Closed
    - Tuesday; 1pm – 5pm
    - Wednesday; Closed
    - Thursday 1pm – 5pm
    - Friday; Closed
    - Saturday; 9am – 5pm

# WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee Meeting  
held in the Council Chambers  
on Monday 1st April 2019 commencing at 3.40 pm

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**Present:** Councillor Pauline Serdity (Chairperson)  
Councillor Heather Druce  
Councillor Katrina Walker  
Glenn Wilcox (General Manager)  
Maryanne Stephens (Manager Health and Development Services MHD)  
Rolly Lawford (Divisional Manager of Engineering Services)  
Jaymie-Leigh Shortland (Minute Taker)

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## ITEM 1 APOLOGIES

Nil

**Carried**

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## ITEM 2 MINUTES OF THE MEETING HELD 14<sup>TH</sup> JANUARY 2019

**MOVED** Druce/Walker that the Minutes of the Meeting held on 14th January 2019 be accepted as a true and correct record of that meeting.

**Carried**

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## ITEM 3 BUSINESS ARISING FROM MINUTES

Nil

**Carried**

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## ITEM 4 ACTION CHECKLIST

**MOVED:** Walker/ Druce that the information be received and noted, and items marked with an asterisk (\*) be deleted.

**Carried**

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## ITEM 5.1 STRATEGIC REVIEW - MANNING THE EWENMAR WASTE FACILITY (C14-3.23)

### RECOMMENDATION TO COMMITTEE:

That Council phase in restricted opening hours as follows;

1st May 2019 – Closed Mondays

20th May 2019 – Closed Wednesdays

1st June 2019 – Closed Fridays

1st July – Full restricted opening hours

Sunday; 9am – 5pm

Monday; Closed

Tuesday; 1pm – 5pm

Wednesday; Closed

Thursday 1pm – 5pm

# WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee Meeting  
held in the Council Chambers  
on Monday 1st April 2019 commencing at 3.40 pm

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## ITEM 5.1 STRATEGIC REVIEW - MANNING THE EWENMAR WASTE FACILITY CONTINUED

Friday;	Closed
Saturday;	9am – 5pm

### RECOMMENDATION TO COUNCIL:

**MOVED** Druce/ Walker that Council implement the following advertising prior to the phasing in of the new restricted opening hours;

1. Signs to be erected
  - a) Road side edges
  - b) Electronic Notice board
2. Letter drop;
3. Councils website and social media
4. Article to be placed in local newspaper
5. That Council phase in restricted opening hours as follows;
  - 1st May 2019 – Closed Mondays
  - 20th May 2019 – Closed Wednesdays
  - 1st June 2019 – Closed Fridays
  - 1st July – Full restricted opening hours

Sunday;	9am – 5pm
Monday;	Closed
Tuesday;	1pm – 5pm
Wednesday;	Closed
Thursday	1pm – 5pm
Friday;	Closed
Saturday;	9am – 5pm

**Carried**

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## ITEM 5.2 WASTE LESS RECYCLE MORE GRANT (C14-3.23)

### RECOMMENDATION TO COUNCIL:

**MOVED** Walker/Druce that the information be received and noted.

**Carried**

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## ITEM 6 GENERAL BUSINESS

Nil

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## ITEM 8 DATE OF NEXT MEETING

Proposed, Friday 3 May 2019

**There being no further business the meeting closed at 4:30 pm.**

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## INTERNAL AUDIT COMMITTEE MEETING

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Attached are the Minutes of the meeting of the Internal Audit Committee Meeting held on Wednesday, 3rd April 2019.

### **RECOMMENDATION:**

That the Minutes of the Meeting of the Internal Audit Committee held on Wednesday, 3rd April 2019 be received and noted and the following recommendations be adopted:

### **ITEM 2.1 INVENTORY MANAGEMENT DATED MARCH 2019**

That Council adopt the recommendations contained within the Inventory Management Review document dated March 2019.

1. Warren Shire Council should also consider the utility of nominating officers to receive goods during Depot opening hours when the Storekeeper is not on site. Delivery people should be advised of this new requirement if implemented.
2. A number of sign posts have been placed in a pile in the yard (near the side fence) for a work crew to utilise. I am advised that these have never been signed out. The sign posts should be accounted for by way of assignment by job number to the relevant work crew or placed back in the Store.
3. It is my view that the security appears to be quite inadequate for the Store, Workshop and Depot. Management should review the security issues as a matter of some urgency and Warren Shire Council should ensure resources are made available to improve its security arrangements.
4. Formal processes/controls for the Store relating to inventory management should be designed and implemented by Warren Shire Council as soon as is practicable.

5. Warren Shire Council should consider the utility and practicality of having another officer enter the details on the Register independent of the officer ordering the purchase and physically receiving the goods. As an alternative, I recommend regular random spot checks (of goods ordered by the Store) are undertaken by Warren Shire Council management. These checks should include a review of the reasonableness of the purchases/goods types in question.
6. Warren Shire Council should ensure that a suitable manager or supervisor receives proper delegated authority to approve such disposals and the method to be utilised. This process should also be formalised by amending the Policy and adding this to the proposed formalised procedures.
7. I would suggest that when formal processes are designed and implemented that training in the processes is undertaken by the Storekeeper and any other staff that may relieve that position from time to time.
8. Warren Shire Council should conduct a detailed stocktake of its Depot, the Warren Shire Council Workshop area and the roadside gravel piles (see above). As part of this stocktake process, a determination needs to be made as to whether some items will ever be used for future works, and if not, a decision needs to be made to appropriately dispose of the items in question.

## **ITEM 2.2 IT MANAGEMENT REVIEW DATED MARCH 2019**

That Council adopt the recommendations contained within the IT Management Review document dated March 2019

1. I would suggest that access is tested to confirm the security.
2. I would suggest that a suitably qualified IT contractor is engaged to tests the security levels and capabilities of the current IT system.
3. I suggest that the General Manager reviews the current regime and looks to appoint an IT officer or modifies the Position Description of a current officer to encompass IT management within Warren Shire Council.
4. Further, not only has security processes never been independently tested, the actual functionality and efficiency of the current system has not been tested by an independent. I suggest this is undertaken at the same time as the security testing.

# WARREN SHIRE COUNCIL

Minutes of the Internal Audit Committee Meeting held in  
the Council Chambers, 115 Dubbo Street, Warren,  
on Wednesday 3rd April 2019 commencing at 3.00 pm

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**PRESENT:**

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Milton Quigley	Mayor (Chair)
Brett Williamson	Deputy Mayor
Glenn Wilcox	General Manager

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**ITEM 1 APOLOGIES**

Nil.

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**ITEM 2 THE COMMITTEE CONSIDERED THE REPORTS FROM MR KEITH COATES  
INTERNAL AUDITOR**

**ITEM 2.1 INVENTORY MANAGEMENT DATED MARCH 2019**

**MOVED** Williamson/Quigley that Council adopt the recommendations contained within the Inventory Management Review document dated March 2019.

1. Warren Shire Council should also consider the utility of nominating officers to receive goods during Depot opening hours when the Storekeeper is not on site. Delivery people should be advised of this new requirement if implemented.
2. A number of sign posts have been placed in a pile in the yard (near the side fence) for a work crew to utilise. I am advised that these have never been signed out. The sign posts should be accounted for by way of assignment by job number to the relevant work crew or placed back in the Store.
3. It is my view that the security appears to be quite inadequate for the Store, Workshop and Depot. Management should review the security issues as a matter of some urgency and Warren Shire Council should ensure resources are made available to improve its security arrangements.
4. Formal processes/controls for the Store relating to inventory management should be designed and implemented by Warren Shire Council as soon as is practicable.
5. Warren Shire Council should consider the utility and practicality of having another officer enter the details on the Register independent of the officer ordering the purchase and physically receiving the goods. As an alternative, I recommend regular random spot checks (of goods ordered by the Store) are undertaken by Warren Shire Council management. These checks should include a review of the reasonableness of the purchases/goods types in question.
6. Warren Shire Council should ensure that a suitable manager or supervisor receives proper delegated authority to approve such disposals and the method to be utilised. This process should also be formalised by amending the Policy and adding this to the proposed formalised procedures.



# WARREN SHIRE COUNCIL

Minutes of the Internal Audit Committee Meeting held in  
the Council Chambers, 115 Dubbo Street, Warren,  
on Wednesday 3rd April 2019 commencing at 3.00 pm

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## ITEM 2.1 INVENTORY MANAGEMENT DATED MARCH 2019

**CONTINUED**

7. I would suggest that when formal processes are designed and implemented that training in the processes is undertaken by the Storekeeper and any other staff that may relieve that position from time to time.
8. Warren Shire Council should conduct a detailed stocktake of its Depot, the Warren Shire Council Workshop area and the roadside gravel piles (see above). As part of this stocktake process, a determination needs to be made as to whether some items will ever be used for future works, and if not, a decision needs to be made to appropriately dispose of the items in question.

**Carried**

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## ITEM 2.2 IT MANAGEMENT REVIEW DATED MARCH 2019

**MOVED** Quigley/Williamson that Council adopt the recommendations contained within the IT Management Review document dated March 2019

1. I would suggest that access is tested to confirm the security.
2. I would suggest that a suitably qualified IT contractor is engaged to tests the security levels and capabilities of the current IT system.
3. I suggest that the General Manager reviews the current regime and looks to appoint an IT officer or modifies the Position Description of a current officer to encompass IT management within Warren Shire Council.
4. Further, not only has security processes never been independently tested, the actual functionality and efficiency of the current system has not been tested by an independent. I suggest this is undertaken at the same time as the security testing.

**Carried**

**There being no further business the meeting closed 4.00 pm.**

**Section**

**3**

**General Manager**

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Chambers, Warren, on Wednesday 17th April 2019**

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

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>General Manager</b>				
*28.3.19	66.3.19	April Council Meeting Change of Date	GM	Change of date advertised.
*28.3.19	69.3.19	Amendment to Work Force Plan	GM	Letter sent to Union Groups advising of amendments to the Work Force Plan.
<b>Divisional Manager Finance and Administration Services</b>				
*24.1.19	18.1.19	Purchase of Industrial Land Silo Road	DMFA	Contracts prepared and issued to Real Estate Agents
*28.3.19	72.3.19	2019/2020 Draft Operational Plan & Estimates	DMFA	Draft 2019/2020 Operational Plan & Estimates advertised for submissions and comments.
28.3.19	73.3.19	Tiger Bay Wetlands Walking Track	DMFA	Arrange lease agreement with MR and Mrs Stephens
<b>Divisional Manager Engineering Services</b>				
25.1.17	16.1.17	Proposed new general industrial area	DMES	Rezoning proposal lodged, costings to be produced for subdivision.
22.2.18	34.2.18	Review type of plant with GM	DMES	Reviewed at Council Workshop 11 July 2018. A report will be forthcoming.
23.8.18 (1)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	Arrange application for lot to be available for public usage.
23.8.18 (2)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	Arrange for the section currently serving as a portion of Gunningbar Street west of Clyde Street be established as a road reserve becoming part of Gunningbar Street.
23.8.18 (3)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	This work is progressing with the preparation of a formal subdivision plan which will allow the Council to formally acquire the road portion of the crown land and then re- classify it as public road. The NSW Crown Lands have endorsed this approach. It is expected that this process will take some time, months, to finalise.

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Chambers, Warren, on Wednesday 17th April 2019**

**ITEM 1            OUTSTANDING REPORTS CHECKLIST            CONTINUED**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>Divisional Manager Engineering Services Continued</b>				
6.12.18	284.12.18	Lot 79 & 80 DP 724585 Wambianna Street, Collie.	DMES	Survey has been drafted, a report is to be presented to Council.
6.12.18	285.12.18	Tender – Raw Water Pump Station Upgrade Macquarie River, Oxley Park, Warren	DMES	It has been decided that the tender received from the outside consultants will not be accepted. Instead, a meeting will be arranged with local contractors so as to have the work completed by the local contractors and managed by Council.
28.2.19	47.2.19			Provide advice to the community that the proposed river pump station will not utilise the existing wharf in the design and that the wharf will remain available to the public.
6.12.18	287.12.18	Mount Foster Quarry Usage Proposal	DMES	A draft Catchment Management Plan has been prepared and if satisfies EPA will be established.
28.2.19	44.2.19	Wonbobbie Bridge	DMES	The advertisement and specification for this project is currently being prepared.
28.2.19	50.2.19	Level 3 Water Restrictions	DMES	Letters to be distributed throughout the community have been prepared. They include the conditions of the modified Level 3 water restrictions to be implemented in Warren, Nevertire and Collie on the 19 March 2019.
28.3.19	74.3.19	2019 IPWEA Local Roads Congress	DMES	Register attendees
*28.3.19	75.3.19	Tender No. REGPRO191819 for the S & D of Water Meters	DMES	Tender accepted in line with recommendations.

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Chambers, Warren, on Wednesday 17th April 2019

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**ITEM 1      OUTSTANDING REPORTS CHECKLIST      CONTINUED**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>Divisional Manager Engineering Services Continued</b>				
*28.3.19	75.3.19	Tender No. T181819OROC for the S & D of Traffic and Safety Signage	DMES	Tender accepted in line with recommendations.
*28.3.19	75.3.19	Tender No. REGPRO281516 S & D of Stationery	DMES	Tender accepted in line with recommendations.
<b>Manager Health &amp; Development</b>				
24.1.19	QWN 1 Irving	Swimming Pool Upgrade Project	MHD	Included in the tender document an option for ramp access into the swimming pool for Council to consider.

**RECOMMENDATION:**

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

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren, on Wednesday 17th April 2019

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

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

**MEETINGS HELD**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
4/3/19	JO Board Meeting	Coonabarabran
12/3/19	Water Conservation Committee	Warren
19/3/19	Manex Meeting	Warren
20/3/19	Warren Sporting Facilities Committee	Warren
22/3/19	Plant Committee	Warren
27/3/19	Water Conservation Committee	Warren
1/4/19	Ewenmar Waste Depot Sunset Committee	Warren
3/4/19	Internal Audit Committee	Warren
9/4/19	JO Infrastructure Sub Committee Meeting	Narromine
9/4/19	Showground/Racecourse Committee	Warren

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>

**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 in the  
Council Chambers, Warren, on Wednesday 17th April 2019

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**ITEM 3      COUNCILLOR RESIGNATION**

**(C14-2)**

**RECOMMENDATION**

1. That Councillor Rex Wilson OAM be formally congratulated for his time in office at Warren Shire Council and that Council request Mr Wilson and his family to attend a future Council meeting to allow Councillors to express their gratitude and well wishes;
2. That Council make application to the Minister for Local Government under Section 294 (2) (a) Local Government Act 1993, requesting that **an order be made to not fill** the vacancy created by the resignation of Councillor Wilson OAM, and
3. That council provide advice to the Minister stating that;
  - Council will retain eleven (11) Councillors,
  - That a quorum of Council and its committees can be maintained based on the remaining Councillors,
  - That due to the next general election being less than 18 months from the date of the resignation, that the cost of hosting a by election will place an increased burden on the rate payers and Council resources, and
  - That the Council has been operational over the past four-month period when Councillor Wilson OAM has been on granted leave and other councillors have been on occasional leave.

**PURPOSE**

This report has been prepared due to the General Manager receiving a letter from Councillor Rex Wilson OAM advising of his resignation from Council.

**BACKGROUND**

In accordance with S 234 Local Government Act Councillor Rex Wilson OAM has submitted his written resignation to the General Manager.

**REPORT**

The General Manager has received a letter from Councillor Wilson OAM as tabled, advising that he wishes to resign from Council.

Under Section 234 Local Government Act the General Manager accepts this advice.

In accordance with S294 (2)(a) Local Government Act as attached, the General Manager has prepared this report and a recommendation requesting that the Council seek an order from the Minister for Local Government requesting that a by election is **Not** held and that the vacant position is **Not** filled.

**FINANCIAL AND RESOURCE IMPLICATIONS**

In consideration of this report and Section 294(2)(a) the following advice is offered to Council;

That council may provide advice to the Minister stating that;

- it will retain eleven (11) Councillors,

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**ITEM 3 COUNCILLOR RESIGNATION**

**CONTINUED**

- that a quorum of Council and its committees can be maintained based on the remaining councillors,
- that due to the next general election being less than 18 months from the date of the resignation that the cost of hosting a by election will place an increased burden on the rate payers and council resources, and
- that the council has been operational over the past four-month period when Councillor Wilson OAM has been on granted leave and other councillors have been on occasional leave.

In discussion with Councillor Wilson OAM, he was adamant that his resignation would not trigger a by election as he is aware of the council and community feelings towards the cost of a by election. Cr Wilson's decision is admirable, and this should be expressed to the Minister as part of a decision to not hold an election to fill this vacancy.

**LEGAL IMPLICATIONS**

The legal requirements under the Local Government Act 1993 have been considered and the relevant clauses attached to this report.

**RISK IMPLICATIONS**

No risk implications are foreseen as this is a legal process and the decision to hold or not hold a by election rests with the Minister.

**STAKEHOLDER CONSULTATION**

No stake holder consultation is required at this time.

**OPTIONS**

Council has an option to not accept the General Manager's recommendation and to hold a by election to fill the vacancy in office.

**CONCLUSION**

This report has been prepared due to the General Manager receiving written advice from Councillor Wilson OAM that he has resigned from civic office.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

1. Copy of letter submitted to the General Manager from Councillor Rex Wilson OAM
2. Relevant clauses from the Local Government Act 1993.

**234 When does a vacancy occur in a civic office?**

(1) A civic office becomes vacant if the holder:

(a) dies, or



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**ITEM 3      COUNCILLOR RESIGNATION**

**CONTINUED**

- (b) resigns the office by writing addressed to the general manager, or*
- (c) is disqualified from holding civic office, or*
- (d) is absent from 3 consecutive ordinary meetings of the council (unless the holder is absent because he or she has been suspended from office under this Act or because the council has been suspended under this Act or as a consequence of a compliance order under section 438HA) without:*
  - (i) prior leave of the council, or*
  - (ii) leave granted by the council at any of the meetings concerned, or*
- (e) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit, or*
- (f) becomes a mentally incapacitated person, or*
- (g) is dismissed from civic office, or*
- (g1) in the case of the office of a councillor, is elected as mayor by the electors, or*
- (h) ceases to hold the office for any other reason.*

*Note.*

*See section 275 for the circumstances in which a person is disqualified from holding civic office.*

*(2) For the purposes of subsection (1) (d), a councillor applying for a leave of absence from a meeting of a council does not need to make the application in person and the council may grant such leave in the absence of that councillor.*

*(3) If the holder of a civic office attends a council meeting (whether or not an ordinary meeting) despite having been granted leave of absence, the leave of absence is taken to have been rescinded as regards any future council meeting.*

*(4) Subsection (3) does not prevent the council from granting further leave of absence in respect of any future council meeting.*

*(5) The office of a mayor elected by councillors becomes vacant if the mayor ceases to hold office as a councillor.*

**294 Dispensing with by-elections**

*(1) This section applies if a casual vacancy occurs in the office of a councillor, including a mayor elected by the electors of an area, within 18 months before the date specified for the next ordinary election of the councillors for the area.*

*(2) If such a casual vacancy occurs in the office of a councillor (but not the office of a mayor elected by the electors), the Minister may, on the application of the council:*

*(a) order that the vacancy not be filled, or*

*(b) order the holding on a stated day of a by-election to fill the vacancy and revoke any earlier order made under paragraph (a).*

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**ITEM 3      COUNCILLOR RESIGNATION**

**CONTINUED**

*(3) If such a casual vacancy occurs in the office of a mayor elected by the electors, the casual vacancy is to be filled by the Governor appointing to the vacant office a councillor nominated by the council.*

*(4) If the council does not nominate a councillor for the purposes of subsection (3), the Governor may appoint one of the councillors to the vacant office.*

# Section

# 4

# Manager Finance & Administration

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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## ITEM 1 RECONCILIATION CERTIFICATE – MARCH 2019

(B1-10.16)

### RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31<sup>st</sup> March 2019 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 31<sup>st</sup> March 2019.

### INTERNAL LEDGER ACCOUNT RECONCILIATION

	<b>Balance 28-Feb-19</b>	<b>Transactions</b>	<b>Balance 31-Mar-19</b>
General	8,762,707.35	547,220.38	9,309,927.73
Water Fund	240,223.13	346,952.87	587,176.00
Sewerage Fund	2,481,439.18	38,346.54	2,519,785.72
North Western Library	48,629.24	(7,354.39)	41,274.85
Trust Fund	132,044.06	(1,000.00)	131,044.06
Investment Bank Account	(10,411,075.52)	(489.91)	(10,411,565.43)
	<b>1,253,967.44</b>	<b>923,675.49</b>	<b>2,177,642.93</b>

# WARREN SHIRE COUNCIL

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## ITEM 1 RECONCILIATION CERTIFICATE – MARCH 2019

CONTINUED

### BANK STATEMENT RECONCILIATION

<b>Balance as per Bank Statement =</b>	<b>2,168,492.55</b>
Add: Outstanding Deposits for the Month	3,650.38
Less: Outstanding Cheques & Autopays	5,500.00
<b>Balance as per Ledger Accounts less Investments =</b>	<b>2,177,642.93</b>

### INVESTMENTS RECONCILIATION

#### Investments as at 31st March 2019

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	411,565.43	Variable	On Call A/c
16	National Australia Bank	1,500,000.00	121 days @ 2.70%	16-Apr-19
17	National Australia Bank	1,000,000.00	90 Days @ 2.70%	15-Apr-19
18	National Australia Bank	1,000,000.00	91 Days @ 2.70%	23-Apr-19
19	National Australia Bank	1,500,000.00	90 Days @ 2.60%	20-May-19
20	National Australia Bank	1,500,000.00	91 Days @ 2.58%	27-May-19
21	National Australia Bank	1,500,000.00	91 days @ 2.57%	3-Jun-19
22	National Australia Bank	2,000,000.00	90 days @ 2.55%	11-Jun-19

**TOTAL INVESTMENTS = 10,411,565.43**

### BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	5,834,510.00
Internally Restricted Funds Invested	5,356,420.00
2018/19 General Fund Operating Income & Grants	1,398,278.36
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b>12,589,208.36</b>

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.

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## ITEM 1 RECONCILIATION CERTIFICATE – MARCH 2019

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

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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 3<sup>rd</sup> April, 2019 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 14<sup>th</sup> March 2019.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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## ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

3rd April, 2019

Name of Rate	COLLECTIONS FOR YEAR					NETT ARREARS	
	NETT ARREARS	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS	ARREARS
	1st JULY \$					AMOUNT \$	OF TOTAL REC'ABLE
General Fund Rates	76,753	4,683,388	4,760,141	3,659,614	76.88%	1,100,527	23.12%
Warren Water Fund	23,240	395,349	418,590	322,979	77.16%	95,611	22.84%
Warren Sewerage Fund	28,301	463,982	492,283	377,229	76.63%	115,054	23.37%
<b>TOTAL 2018/2019</b>	<b>128,294</b>	<b>5,542,720</b>	<b>5,671,014</b>	<b>4,359,822</b>	<b>76.88%</b>	<b>1,311,192</b>	<b>23.12%</b>
<b>TOTAL 2017/2018</b>	<b>126,411</b>	<b>5,434,688</b>	<b>5,561,099</b>	<b>4,225,908</b>	<b>75.99%</b>	<b>1,335,191</b>	<b>24.01%</b>
<b>TOTAL 2016/2017</b>	<b>137,085</b>	<b>5,350,379</b>	<b>5,487,464</b>	<b>4,139,261</b>	<b>75.43%</b>	<b>1,348,203</b>	<b>24.57%</b>
<b>TOTAL 2015/2016</b>	<b>124,281</b>	<b>5,225,809</b>	<b>5,350,090</b>	<b>4,037,556</b>	<b>75.47%</b>	<b>1,312,534</b>	<b>24.53%</b>
		11-Mar-16	9-Mar-17	6-Mar-18		3-Apr-19	
COLLECTION FIGURES AS \$		4,037,556	4,139,261	4,225,908		4,359,822	
COLLECTION FIGURE AS %		75.47%	75.43%	75.99%		76.88%	



# WARREN SHIRE COUNCIL

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## ITEM 3 REQUEST TO SUPPORT CWA OF NSW FAR WESTERN GROUP PUBLIC SPEAKING COMMITTEE (D8-1)

### RECOMMENDATION

1. That Council make a donation of \$100.00 to Country Women's Association of NSW for the Public Speaking Competition subject to this donation being advertised in the local newspaper for a period of 28 days, and
2. Subject to no substantial disagreement being received from the public.

### PURPOSE

This report has been generated due to a request to make a donation as attached.

### BACKGROUND

Council made a donation of \$100 to this group in the 2017/2018 financial year. Annually, Council receives requests to make donations to charities, sporting or community organisations.

Council records regular donations within its Operational Plan and Revenue documents for consideration by the community and adoption by Council. Other requests received by staff are referred to Council for consideration.

### REPORT

Council has received a request for a donation from Country Women's Association of NSW for the Annual Public Speaking Event.

In accordance with Section 356 Local Government Act 1993, Council may determine to approve the donation and seek public comment before approval of the donation.

Council does not have any policy on the type and value of donations and this approval cannot be delegated (section 377 Local Government Act 1993).

The recommendation supports the donation as the request has come from a local organisation that is supportive of locally based outcomes for the Shire community.

### FINANCIAL AND RESOURCE IMPLICATIONS

All donations have an impact on the Council's finances and a resolution of Council must be made followed by a period of public comment.

The donation being applied for may be funded from Council's section 356 expenses vote of the budget.

# WARREN SHIRE COUNCIL

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## ITEM 3 REQUEST TO SUPPORT CWA OF NSW FAR WESTERN GROUP PUBLIC SPEAKING COMMITTEE CONTINUED

### LEGAL IMPLICATIONS

The Local Government Act 1993 section 356 states:

*356 Can a council financially assist others?*

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*
- (3) However, public notice is not required if:*
  - (a) the financial assistance is part of a specific program, and*
  - (b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
  - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
  - (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.*
- (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*

Council is required to comply with the Act prior to donating.

### RISK IMPLICATIONS

Risks are reduced if Council follows the Act and reports donations to the community.

### STAKEHOLDER CONSULTATION

As stated above, Council is required to advertise all donations to the community for comment.

### OPTIONS

Council may approve the donation or alternatively Council may refuse this donation.

### CONCLUSION

Donations are regularly requested of Council by various organisations. It is considered that this request supports the Warren Shire Community and the donation will provide a benefit to education and social wellbeing locally.

### LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and Accurate reporting for efficient management and accountability.

### SUPPORTING INFORMATION /ATTACHMENTS

Request letter attached.

# WARREN SHIRE COUNCIL

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## ITEM 3 REQUEST TO SUPPORT CWA OF NSW FAR WESTERN GROUP PUBLIC SPEAKING COMMITTEE CONTINUED



Country Women's Association of NSW

ABN 82 318 909 926

Incorporated in 1931 by an Act of NSW Parliament

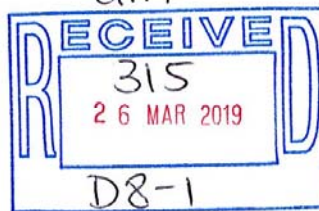
All Communication to be addressed to the Secretary of <sup>FAR</sup>WESTERN <sup>P.O. Box 398</sup>Branch/Group

PUBLIC SPEAKING COMMITTEE

Narromine 2821

19<sup>th</sup> March 2019

The General Manager  
Warren Shire Council  
P.O. Box 6  
Warren 2824



To whom it may concern:

CWA Far Western Group will be conducting their Annual Public Speaking Event for Students attending 14 Schools at southern end of Far Western Group (Division 1) at the United Services Memorial Club, Dandaloo Street, Narromine on Tuesday 28<sup>th</sup> May 2019, hosted by CWA Narromine Branch.

That same day, CWA Bourke Evening Branch will host the Event for 11 schools in Bourke, located at the northern end of Far Western Group (Division 2) Winners from each division then have the opportunity to compete against winners from CWA Central Western and Oxley Groups. This year's Inter Group Competition will be hosted by Far Western Group on Tuesday 25<sup>th</sup> June here in Narromine.

Relevant information has already been forwarded and your students have performed well in the past. We believe Public Speaking to be an important and rewarding initiative for both students and schools and worthy of our support.

An estimated budget is attached and your consideration to offer any assistance again would be very much appreciated.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. A. Finlayson'.

Mrs Peg Finlayson

on behalf of CWA of NSW Far Western Group Public Speaking Committee

phone 0458894902

email [pegdavid@bigpond.net.au](mailto:pegdavid@bigpond.net.au)

[www.cwaofnsw.org.au](http://www.cwaofnsw.org.au)

# WARREN SHIRE COUNCIL

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## ITEM 3 REQUEST TO SUPPORT CWA OF NSW FAR WESTERN GROUP PUBLIC SPEAKING COMMITTEE CONTINUED

### CWA FAR WESTERN GROUP PUBLIC SPEAKING ESTIMATED BUDGET 2019

<u>EVENT</u>	<u>GROUP</u>	<u>INTER GROUP</u>	
<u>DATE:</u>	<u>28/05/19</u>	<u>25/06/19</u>	
<u>VENUE:</u>	USMC N	USMC N	CWA
	CWA B		CWA
<u>PRIZE MONEY:</u>	\$540.00	\$240	\$780.00
<u>BOOKS FOR SCHOOL LIBRARIES:</u>	\$320.00	\$140.00	\$460.00
<u>CERTIFICATES:</u>	\$ 50.00	\$ 70.00	\$120.00
<u>JUDGES EXPENSES:</u>	\$120.00	\$ 70.00	\$190.00
<u>INTER GROUP CONTRIBUTION:</u>		\$200.00	CWA
<u>OFFICE EXPENSES – printing, postage</u>	\$ 60.00	\$ 50.00	CWA
<u>PROMOTION EXPENSES:</u>			CWA
<u>CATERING EXPENSES:</u>	\$110.00	\$ 90.00	CWA
<u>TOTAL ESTIMATED OUTSIDE EXPENSES:</u>			<u>\$1550.00</u>

# Section

# 6

# Manager Health & Development Services

# WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Wednesday 17<sup>th</sup> March 2019

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## ITEM 1 DEVELOPMENT APPLICATION APPROVALS

(B4-9)

### RECOMMENDATION:

That the information be received and noted.

### PURPOSE

To advise Council of the Development Applications that have been approved under delegated authority.

### BACKGROUND

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

### REPORT

The following Development Applications were approved for March 2019

FILE	LOCATION	WORKS
P16-19.02	Lot 2 DP 1097015 116-118 Dubbo Street, Warren	Erection of metal roof carport

### LEGAL IMPLICATIONS

Council is required under the Environmental Planning and Assessment Act to assess and determine applications within established timeframes.

### RISK IMPLICATIONS

The Environmental Planning and Assessment Act provides appeal mechanisms for applicants who believe that their application requires review.

### STAKEHOLDER CONSULTATION OPTIONS

Council issues a Section 4.59 Environmental Planning and Assessment Act list of approvals monthly for the community to review.

### 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

- 1.4.4 Help ensure safe and sustainable development.
- 5.2.1 Quality customer service focus by Council staff.
- 5.2.2 Timely and accurate reporting for efficient management and accountability.

### SUPPORTING INFORMATION/ ATTACHMENTS

Nil.