

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 25TH JUNE 2020

WARREN SHIRE COUNCIL

AGENDA - ORDINARY COUNCIL MEETING

25th June 2020

1. **OPEN MEETING**
2. **APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**
3. **CONFIRMATION OF MINUTES**
Ordinary Meeting held on Thursday, 28th May 2020.
4. **DISCLOSURES OF INTERESTS**
5. **MAYORAL MINUTE(S)**
6. **REPORTS OF COMMITTEES**

Meeting of Manex held on Tuesday, 16th June 2020 (C14-3.4)

Meeting of the Roads Committee
held on Wednesday, 17th June 2020 (C14-3.28)
7. **REPORTS TO COUNCIL**

REPORTS OF DELEGATES

Nil.

POLICY

Nil.

REPORTS OF THE GENERAL MANAGER

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REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

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Item 5	Request for Assistance – Warren Museum & Gallery Association Inc. (G4-1.24)	Page 16

8. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

9. MATTERS OF URGENCY

Nil.

10. CONFIDENTIAL MATTERS

Nil.

11. CONCLUSION OF MEETING
PRESENTATIONS

Nil.

MANEX MINUTES

Attached are the Minutes of the meeting of Manex held on Tuesday, 16th June 2020.

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Tuesday, 16th June 2020 be received and noted.

ITEM 5.1 WORK HEALTH AND SAFETY PERFORMANCE SUMMARY (S12-14.1)

That the Work Health and Safety Performance Summary information be reviewed and monitored.

ITEM 5.2 WORK HEALTH AND SAFETY CORRECTIVE ACTION REPORTS (S12-14.1)

That the status of Work Health and Safety Corrective Action Reports be reviewed and monitored.

ITEM 5.3 WORK HEALTH AND SAFETY ACTION PLAN (S12-14.1)

That the Warren Shire Council Work Health and Safety Action Plan actions are reviewed, and their status monitored.

ITEM 9 BACKFLOW PREVENTION POLICY (P13-1, W1-1)

1. The information be received and noted; and
2. The Policy be submitted to Council for approval with noted changes.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held at the Warren Shire Library, Warren,
on Tuesday 16th June 2020 commencing at 2.30 pm

PRESENT:

Glenn Wilcox	General Manager
Darren Arthur	Divisional Manager Finance & Administration
Rolly Lawford	Divisional Manager Engineering Services
Maryanne Stephens	Manager Health & Development Services
Jillian Murray	Treasurer
Rowan Hutchinson	Roads Infrastructure Manager
Kerry Jones	Infrastructure Projects Manager (Chair)
Ray Burns	Town Services Manager
Jody Burtenshaw	Executive Assistant

ITEM 1 APOLOGIES

Nil apologies.

ITEM 2 BUSINESS ARISING FROM MINUTES

Nil.

ITEM 3 ACTION CHECKLIST

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

Carried

ITEM 4.1 2019/2020 SPECIFIC WORKS STATUS REPORT - OUTSTANDING

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

Carried

ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT

ITEM 4.3 EWENMAR WASTE DEPOT STATUS REPORT

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held at the Warren Shire Library, Warren,
on Tuesday 16th June 2020 commencing at 2.30 pm

ITEM 5.1 WORK HEALTH AND SAFETY PERFORMANCE SUMMARY (S12-14.1)

MOVED Wilcox/Lawford that the Work Health and Safety Performance Summary information be reviewed and monitored.

Carried

ITEM 5.2 WORK HEALTH AND SAFETY CORRECTIVE ACTION REPORTS (S12-14.1)

MOVED Wilcox/Lawford that the status of Work Health and Safety Corrective Action Reports be reviewed and monitored.

Carried

ITEM 5.3 WORK HEALTH AND SAFETY ACTION PLAN (S12-14.1)

MOVED Lawford/Wilcox that the Warren Shire Council Work Health and Safety Action Plan actions are reviewed, and their status monitored.

Carried

ITEM 5.4 LEGISLATIVE UPDATE (S12-14.1)

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

Carried

ITEM 6.1 NSW GOVERNMENT CIRCULARS (L5-3)

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

Carried

ITEM 6.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS (L5-3)

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

Carried

ITEM 7 GOVERNANCE REVIEW SHEET

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

Carried

ITEM 8 IMPOUNDING OFFICER'S REPORT (P4-4)

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

Carried

ROADS COMMITTEE

Attached are the Minutes of the meeting of the roads Committee held on Wednesday, 17th June 2020.

RECOMMENDATION:

That the Minutes of the Meeting of the Roads Committee held on Wednesday, 17th June 2020 be received and noted and the following recommendations be adopted:

ITEM 1.1 INAUGURAL COMMITTEE MEETING (C14-3.28)

1. The information be received and noted; and
2. Council adopt the Roads Committee structure.

Carried

ITEM 1.2 ROAD MAINTENANCE COUNCIL CONTRACT (W6-11)

That the Committee recommend to Council that:

1. Council write to the Minister for Transport for NSW and advise the Minister that the Council is not able to act as the principal contractor due to the contract requirements, the level of guarantee required as to works undertaken both by Council and contractors and the resource requirements that need to be provided by a small remote council;
2. Council write to Transport for NSW and advise that it cannot sign the submitted contract as a principal contractor due to the resource needs to meet Transport for NSW requirements, guarantees and service level expectations;
3. Council advise Transport for NSW that it is able to act as a sub-contractor for Transport for NSW or other contractors within the Warren Local Government Area on the basis that Transport for NSW undertake all designs, provide material quantities and its source, that Transport for NSW acts as the principal contractor, undertakes its own contract supervision and meets all work guarantees, traffic control plans and supervision and ensures compliance with Work Safety requirements both under legislation and Transport for NSW Codes and adopted policies.

WARREN SHIRE COUNCIL

Minutes of the Roads Committee

Meeting held in the Council Chambers, Administration Building, Warren
on Wednesday, 17th June 2020 commencing at 4.25 pm

PRESENT:

Councillor Milton Quigley (Chair)
Councillor Heather Druce
Councillor Mark Beach
Councillor Andrew Brewer
Councillor Ron Higgins
Glenn Wilcox (General Manager)
Rolly Lawford (Divisional Manager Engineering Services)

ITEM 1.1 INAUGURAL COMMITTEE MEETING (C14-3.28)

RECOMMENDATION TO COUNCIL:

MOVED Druce/Brewer that:

1. The information be received and noted; and
2. Council adopt the Roads Committee structure.

Carried

ITEM 1.2 ROAD MAINTENANCE COUNCIL CONTRACT (W6-11)

RECOMMENDATION TO COUNCIL:

MOVED Higgins/Druce That the Committee recommend to Council that:

1. Council write to the Minister for Transport for NSW and advise the Minister that the Council is not able to act as the principal contractor due to the contract requirements, the level of guarantee required as to works undertaken both by Council and contractors and the resource requirements that need to be provided by a small remote council;
2. Council write to Transport for NSW and advise that it cannot sign the submitted contract as a principal contractor due to the resource needs to meet Transport for NSW requirements, guarantees and service level expectations;
3. Council advise Transport for NSW that it is able to act as a sub-contractor for Transport for NSW or other contractors within the Warren Local Government Area on the basis that Transport for NSW undertake all designs, provide material quantities and its source, that Transport for NSW acts as the principal contractor, undertakes its own contract supervision and meets all work guarantees, traffic control plans and supervision and ensures compliance with Work Safety requirements both under legislation and Transport for NSW Codes and adopted policies.

Carried

WARREN SHIRE COUNCIL

Minutes of the Roads Committee

Meeting held in the Council Chambers, Administration Building, Warren
on Wednesday, 17th June 2020 commencing at 4.25 pm

GENERAL BUSINESS

▪ **Inland Flat Route Update**

- 1) A review of two (2) bridges at Marthaguy and Tenandra are being reviewed and developed up to shovel ready. Grants have been applied for and will look at future grants.
- 2) Looking at a joint work plan (Economic analysis) with Coonamble Shire as to future road works and bridges.
- 3) Rail crossing at Nevertire is being reviewed for Federal funding.
- 4) A general maintenance review of the 128 km of road is being reviewed as to major work areas, intersections and road edges.
- 5) Review of Tottenham to Nevertire reclassification to Regional Road.

▪ **Request for Traffic Counts and Condition Reports on Roads for Inspection**

That information be provided to Councillors to allow road assessments when a road inspection is undertaken. The Divisional Manager Engineering Services shall prepare a road inspection map, dates of inspections and information for Councillors. Inspections will include quarries or location of gravel materials.

▪ **Traffic Counters**

Council has 15 traffic counters that are moved across the Shire.

▪ **Nevertire Roads to Fuel Depot**

Heavy wear is occurring and road base will be stabilised and a seal applied.

▪ **Reports for Committee**

- 1) Additional R2R Funding - a report be prepared for the committee on roads and other works from the additional funding.
 - 2) That a program of road upgrades, sealing and capital works is provided to the committee for the 2020/21 year.
-

NEXT MEETING

Wednesday, 19th August 2020.

There being no further business the meeting closed at 4:45 pm.

WARREN SHIRE COUNCIL
 Report of the General Manager
 to the Ordinary Meeting of Council to be held in the
 Council Chambers, Warren, on Thursday 25th June 2020

ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
28.5.20	92.5.20	Purchase of Public Land for Toilet	GM	Enter into a contract for the purchase of land.
*28.5.20	93.5.20	Orana Regional Joint Organisation	GM	Orana Joint Organisation advised of Council's preference.
Divisional Manager Finance and Administration Services				
*28.5.20	99.5.20	Rental Reduction Request – Totally Smiles Pty Ltd	DMFA	Advised Totally Smiles P/L of Council's decision.
*28.5.20	102.5.20	Rental Reduction Request – Rural & Remote Medical Services Ltd	DMFA	Advised Rural & Remote Medical Services Ltd of Council's decision.
*28.5.20	105.5.20	Draft 2020/2021 Operational Plan & Estimates Submissions	DMFA	Adjusted Plan as directed and advised of Council's provision for financial hardship.
Divisional Manager Engineering Services				
6.12.18	284.12.18	Lot 79 & 80 DP 724585 Wambianna Street, Collie.	DMES	Survey completed, a report is to be presented to Council. On hold.
6.12.18	287.12.18	Mount Foster Quarry Usage Proposal	DMES	The EPA require additions to the surface stormwater plan and have specified that the additional works are to be completed. So as to enable additional production authority must be sought to "drill and blast" and consequently a DA must be lodged seeking approval to drill and blast. The DA will be subject to a new scope of operations. Once these have been agreed to the EPA will amend the quarry licence certifying full operations. The approval to "drill and blast" is being pursued. The matter will be issued to the Plant Committee once resolved.

WARREN SHIRE COUNCIL
 Report of the General Manager
 to the Ordinary Meeting of Council to be held in the
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services			Continued	
23.5.19	105.5.19	2019-2024 Roads to Recovery Allocation	DMES	<ol style="list-style-type: none"> 1. Send letters to listed Ministers, 2. Investigate and submit applications under Black Spot Program, the Heavy Vehicle Safety and Productivity Program, Bridges Renewal Program and the Additional Funding under the Heavy Vehicle Safety Initiative Program 3. Prepare/update strategic plan for roads.
27.6.19	129.6.19	Warren Levee Bank Rehabilitation	DMES	<ol style="list-style-type: none"> 1. Seek funding as soon as practical; 2. Arrange a relevant component project team; 3. Arrange an appropriate budget in the annual estimates; 4. Implementation of the recommendations contained within the NSW Public Works Report Number DO/13/02 Visual Audit of the Warren Levees (North and South) dated 6 November 2013 is in progress; 5. Utilise the specific issues detailed within the 6 November 2013 Visual Audit Report be used to form the basis of the next inspection of the Warren Town Levee as required in the Warren Levee Operations and Maintenance Manual.

WARREN SHIRE COUNCIL
 Report of the General Manager
 to the Ordinary Meeting of Council to be held in the
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ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				Continued
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	1. Provide a detailed budget for works. 2. Submit plans and documents to Council for consideration and approval.
5.12.19	270.12.19	Mt Foster Quarry Usage Proposal	DMES	Tender closed, reported to March 2020 Plant Committee Meeting.
Manager Health & Development				
27.6.19	136.6.19	Warren War Memorial Swimming Pool Refurbishment Grant	MHD	Work has been completed on separating the wading pool filtration and chlorination from the main pool. Work commenced to install main pool filtration units, new pipes, new electricals. New concrete concourse, shade sails and general repairs to fibreglass lining and painting.
5.12.19	272.12.19	Shade structures at Warren War Memorial Swimming Pool	MHD	Drought funding allocated and order written to install.
27.2.20	36.2.20	Draft Plans of Management	MHD	1. Council assign categories of Community Land as detailed in report. 2. Notify Minister 3. Seek Ministerial consent to classify Crown Reserves as identified as operational land
26.3.20	58.3.20	Targeted Earlier Intervention	MHD	1. Awaiting on Service Agreement and Schedule for contract. 2. Initiate trial MOU with the Warren Youth Group.
28.5.20	86.5.20	Placement of St Mary's School building rubbish being placed in the general section of the waste depot	MHD	Unsorted waste to be charged a fee.

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health & Development				Continued
28.5.20	106.5.20	Land Acquisition for Rural Fire Service Bullagreen Lane	MHD	RFS notified. Contract of sale being drafted.

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
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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
29.05.2020	Orana Joint Organisation Board	Electronic
02.06.2020	COVID-19 Management Committee	Warren
09.06.2020	COVID-19 Management Committee	Warren
10.06.2020	Council Workshop	Warren
16.06.2020	Manex Meeting	Warren
17.06.2020	Roads Committee Meeting	Warren

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION
15-17.07.2020	LGNSW Water Management Conference	Narrabri
22-24.11.2020	LGNSW Annual Conference 2020	Lovedale
16-18.11.2020	National Local Roads and Transport Congress 2020	Wrest Point, Tasmania

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
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ITEM 3 WARREN PUBLIC ARTS COMMITTEE

(C14-3.29)

RECOMMENDATION

That Council form a S355 Committee under the Local Government Act 1993 to develop Public Arts and that two (2) Councillors and five (5) community representatives are appointed.

PURPOSE

Council is required to establish committees under the Local Government Act 1993.

BACKGROUND

As part of Council's development of strategic direction, it has investigated a need for public art including murals and other structures.

REPORT

This report is to ask Council to formalise the development and appointment of a community-based committee to develop public arts and provide a strategic direction to Council and the community.

A general meeting of interested persons was held on Tuesday, 16th June 2020 to discuss the formation of the committee, the number of committee members, and representation. The committee discussed the process of formation under the Local Government Act 1993.

The persons present agreed that two (2) Councillors and five (5) community members should form the committee.

A general Community Terms of Reference is attached based on discussions held.

FINANCIAL AND RESOURCE IMPLICATIONS

Council has finance available to undertake a project. It was discussed and agreed that the Water Tower in Saunders Park should be the first large scale mural undertaken and that other structures across the Shire could be included at other times.

LEGAL IMPLICATIONS

Council establishes community committees under S355 LGA1993 as below;

355 How a council may exercise functions

A function of a council may, subject to this Chapter, be exercised—

- (a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
- (b) by a committee of the council, or
- (c) partly or jointly by the council and another person or persons, or
- (d) jointly by the council and another council or councils (including by means of a joint organisation or a Voluntary Regional Organisation of Councils of which the councils concerned are members), or
- (e) by a delegate of the council (which may, for example, be a joint organisation or a Voluntary Regional Organisation of Councils of which the council is a member).

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 3

WARREN PUBLIC ARTS COMMITTEE

CONTINUED

RISK IMPLICATIONS

Council is required to make the final decision on all recommendations from the Committees. This reduces the risks in the strategic and community consultation process.

STAKEHOLDER CONSULTATION

Designs developed through this Committee should be publicised in local media so that the community is aware of artwork to be developed.

OPTIONS

Council may or may not form a Committee.

CONCLUSION

This report is to request Council to establish a Committee under S355 LGA1993 to strategically plan for public artwork including murals and develop tourism.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

1.1.2 Maintain high levels of community cohesion and community spirit – support activities that increase community participation and connection.

SUPPORTING INFORMATION /ATTACHMENTS

Terms of Reference.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 3 WARREN PUBLIC ARTS COMMITTEE

CONTINUED

Attachment A:

TERMS OF REFERENCE: WARREN PUBLIC ARTS COMMITTEE

1 ESTABLISHMENT AND PURPOSE

The Council established this Committee in 2020 to provide reports and/or recommendations to the Council as required.

This Committee has been formed under the Community Strategic Plan to ensure an inclusive development of Council's services and outcomes for the Warren Shire Council area are considered and to ensure that efficiencies and service delivery is the best we can undertake.

This Committee is to lead the development and delivery of a strategic focus, identification of opportunities for art works across the Council area and to develop tourism. Artworks includes murals, sculptures, banners, billboards and structures designed for public display or enhancement that supports local interest and tourism attraction.

2 FUNCTIONS AND RESPONSIBILITIES

This Committee has management oversight of the delivery planning and strategy, financial, business, and infrastructure operations for future arts projects.

This Committee's functions are to advise and make recommendations to the Council on the following matters:

Governance

- Timely and accurate reporting for efficient management and accountability.
- Review the strategic planning processes within the Council, including recommending matters to take forward to the Council in relation to the Council's strategic direction
- Identify master plans for the physical development of art across the shire and within precincts and assist in their preparation.
- Report against Council's Improvement Plan to inform the government, and against identified project plan outcomes.
- Monitor and act on risks.

Economic

- Prepare and review master plan areas and identify unique ways to achieve the outcomes, develop new themes and opportunities for consideration.
- Recommend information and communication technology to advise the community on art developments.
- Discuss methods to improve business process, efficiency and communication to the community.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 3

WARREN PUBLIC ARTS COMMITTEE

CONTINUED

Infrastructure

- Develop business cases for the individual major capital expenditure projects (project development).
- Identify grant and other applications for financial support for the development and delivery of new programs.
- Review post-project reports for performance reporting and business improvement purposes.
- Prepare and review major projects, plans and milestones.

3 REFERRALS OF MATTERS

This Committee may refer any strategic item to the Council for consideration and/or action.

4 COMMITTEES

This Committee may establish such committees of a standing or ad hoc nature as it deems appropriate. The Terms of Reference of each sub-committee shall be approved by this Committee and shall be constructed to ensure consistency and coordination between the functions of all standing committees.

This Committee shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

The chair of a subcommittee shall be a member of the Committee.

5 MEMBERSHIP AND TERMS OF OFFICE

This Committee shall comprise:

- Two (2) Councillors of Warren Shire Council
- Five (5) community members that have a strong interest in achieving art, mural and tourism outcomes across the broader community.

Total membership – seven (7) plus the staff nominated secretary.

Persons acting in these roles will have membership of the Committee for the duration of the acting period. The acting period of this committee will cease as at the next election of the full Council unless re-established by Council following such election.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 3

WARREN PUBLIC ARTS COMMITTEE

CONTINUED

6 RIGHTS OF AUDIENCE AND DEBATE

This Committee may extend rights of audience and debate on either a standing or ad hoc basis. The persons holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at committee meetings but no voting rights:

- Any Councillor or senior staff member of Council

7 CHAIR

The Chair will be an elected Councillor.

The chair will ensure the minutes are available and action list updated and reported at the next meeting.

In the absence of the Chair, the Chair will nominate a member of the Committee to act as Chair of that meeting.

8 SECRETARY

The Committee Secretariat shall be an officer of Council appointed by the General Manager.

9 QUORUM

A quorum for the Committee meeting is defined as 50% of the membership, plus one. Where attention is drawn to a loss of quorum, the meeting *may* be adjourned until such time as the Chair may determine.

10 CONFLICTS OF INTEREST

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the Committee's agenda.

If a Committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

11 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. Committee meetings will be held once every four (4) months (3 times per year) and relevant reports prepared. Meetings can be held at a higher frequency as requested by the members.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 3

WARREN PUBLIC ARTS COMMITTEE

CONTINUED

Committee members are required to be fully prepared for each meeting, having read the documentation in advance, and to make every reasonable effort to attend each meeting.

Decisions of the Committee may be made at a duly called and constituted meeting; or, by a resolution in writing to all members of the Committee and physically or electronically signed by at least a quorum of the members of the Committee who are entitled to vote on the resolution other than those on an approved leave of absence.

12 OBSERVERS AND VISITORS

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera.

13 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed three (3) working days prior to the meeting, via email.

Except with the express permission of the Chair, late papers will not be accepted, nor will the tabling of papers. All papers must be submitted to the Secretary no later than five (5) working days prior to the forthcoming meeting.

Committee records are subject to the Records Act and therefore must be retained in accordance with the Council's records management policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the General Manager. All committee documentation shall be retained in the Council's primary electronic records management system.

Minutes are to be prepared for each meeting. The draft minutes and action sheet of each meeting are to be reviewed by the Chair and circulated to all members by the Secretary as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included in the agenda papers for the next meeting.

14 REPORTING

This Committee reports to the General Manager or delegate.

All Minutes from a committee meeting shall be placed before a meeting of the Council. Council will consider all recommendations made by the Committee; however, it may accept or reject any recommendation.

No rights of appeal shall be provided for or to the Committee as to a decision made by the Council.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 3

WARREN PUBLIC ARTS COMMITTEE

CONTINUED

15 FINANCES

This Committee does not have any finances. No member of the Committee can commit to any financial expenditure.

All decisions to expend monies of Council shall be presented to Council as a recommendation.

Council has the discretion to accept or reject any recommendation of the Committee and to determine the timing of all expenditure as part of its annual budget, its 4 years and 10-year Long Term Financial Plan.

16 EVALUATIONS AND REVIEW

To ensure this Committee is fulfilling its duties, and IP&R reporting requirements, it will:

- undertake an annual self-assessment of its performance against its Terms of Reference and provide that information to the Council and
- provide any information the Council may request to facilitate its review of the Committee's performance and its members.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

ITEM 1 RECONCILIATION CERTIFICATE – MAY 2020

(B1-10.16)

RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31st May 2020 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 31st May 2020.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 30-Apr-20	Transactions	Balance 31-May-20
General	10,381,913.79	1,350,741.32	11,732,655.11
Water Fund	440,437.98	88,889.72	529,327.70
Sewerage Fund	2,585,411.49	26,910.71	2,612,322.20
North Western Library	32,915.28	(4,877.28)	28,038.00
Trust Fund	134,643.14	0.00	134,643.14
Investment Bank Account	(12,415,662.82)	(82.56)	(12,415,745.38)
	1,159,658.86	1,461,581.91	2,621,240.77

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 1

RECONCILIATION CERTIFICATE – MAY 2020

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	2,598,789.06
Add: Outstanding Deposits for the Month	24,602.71
Less: Outstanding Cheques & Autopays	(2,151.00)

Balance as per Ledger Accounts less Investments =	<u>2,621,240.77</u>
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INVESTMENTS RECONCILIATION

Investments as at 31st May 2020

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	415,662.82	Variable	On Call A/c
19	Macquarie Credit Union	1,500,000.00	91 days @ 1.50%	2-Jun-20
20	National Australia Bank	3,500,000.00	91 days @ 1.41%	9-Jun-20
21	National Australia Bank	1,500,000.00	90 days @ 1.32%	15-Jun-20
22	Macquarie Credit Union	1,000,000.00	91 Days @ 1.40%	30-Jul-20
23	National Australia Bank	1,500,000.00	90 days @ 0.95%	17-Aug-20
24	National Australia Bank	1,500,000.00	90 Days @ 0.93%	18-Aug-20
25	National Australia Bank	1,500,000.00	90 Days @ 0.93%	24-Aug-20

TOTAL INVESTMENTS =	<u>12,415,662.82</u>
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BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	9,956,128.00
Internally Restricted Funds Invested	4,518,794.00
2019/20 General Fund Operating Income & Grants	<u>561,981.59</u>
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u>15,036,903.59</u>

As Councils Responsible Accounting Officer I certify that the above listed investments are in accordance with Council Policy and the Local Government Act and Regulations.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

ITEM 1 RECONCILIATION CERTIFICATE – MAY 2020

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 Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

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 11th June 2020 including comparisons over the last four 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 11th June 2020.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

11TH JUNE 2020

Name of Rate	NETT			COLLECTIONS FOR YEAR		NETT ARREARS	
	ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	110,346	4,871,702	4,982,048	4,686,423	94.07%	295,625	5.93%
Warren Water Fund	30,278	424,456	454,734	402,610	88.54%	52,124	11.46%
Warren Sewerage Fund	38,108	497,338	535,446	470,626	87.89%	64,820	12.11%
TOTAL 2019/2020	178,732	5,793,496	5,972,228	5,559,659	93.09%	412,569	6.91%
TOTAL 2018/2019	128,294	5,616,733	5,745,027	5,501,297	95.76%	243,730	4.24%
TOTAL 2017/2018	125,675	5,437,301	5,562,976	5,381,449	96.74%	181,527	3.26%
TOTAL 2016/2017	137,085	5,352,594	5,489,679	5,317,463	96.86%	172,216	3.14%
TOTAL 2015/2016	124,281	5,228,798	5,353,079	5,156,878	96.33%	196,201	3.67%
		10-Jun-16	16-Jun-17	12-Jun-18	14-Jun-19	11-Jun-20	
COLLECTION FIGURES AS \$		5,156,878	5,317,463	5,381,449	5,501,297	5,559,659	
COLLECTION FIGURE AS %		96.33%	96.86%	96.74%	95.76%	93.09%	

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren, on Thursday 25th June 2020

ITEM 3 ADOPTION OF THE 2020/2021 OPERATIONAL PLAN & ESTIMATES SUBMISSIONS (E4.40)

RECOMMENDATION

Council adopt the 2020/2021 Operational Plan & Estimates.

PURPOSE

To adopt the 2020/2021 Operational Plan & Estimates after giving due consideration to submissions received through the advertising period.

BACKGROUND

It is a requirement under Section 405 of the Local Government Act, 1993 for Council to adopt an Operational Plan and Estimates for the ensuing year after giving due consideration to all submissions lodged.

REPORT

The Draft 2020/2021 Operational Plan & Estimates were advertised in the Warren Weekly and on Council's website from Wednesday 1st April 2020 until closing at 3.00pm on Wednesday 13th May 2020.

Council received 2 submissions on the Draft 2020/2021 Operational Plan & Estimates these were presented and dealt with at the May 2020 Council Meeting.

There have been some minor alterations to the Draft 2020/2021 Operational Plan as follows:

1. Changes in land values through either new valuations, amalgamation, objections or rateability have necessitated changes to the rate in the dollar and rate yield amounts of some categories to remain under the maximum notional yield on Page No. 33:

Residential - Rural - rate in the dollar changes from	0.667453	to	0.669380
Business- Warren - rate in the dollar changes from	8.222323	to	8.183489
Business- Airport - rate in the dollar changes from	0.625260	to	0.614170

2. Page No. 40 – Council Donations
Removed the Warren CWA
Added Warren Youth Foundation – Memorandum of Agreement
Added Warren Museum & Gallery Assoc. – Memorandum of Agreement

No changes have been made to the 2020/2021 Estimates document that was presented to Council in March 2020.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

N/A

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

ITEM 3 ADOPTION OF THE 2020/2021 OPERATIONAL PLAN & ESTIMATES SUBMISSIONS (E4.40)

STAKEHOLDER CONSULTATION

Nil

OPTIONS

N/A

CONCLUSION

It is recommended that the 2020/2021 Operational Plan & Estimates be adopted.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Nil

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

ITEM 4 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2020/2021 (R1-6.1)

RECOMMENDATIONS:

1. It is hereby resolved to make a Farmland ad valorem rate of 0.328677 cents in the dollar, subject to a minimum of \$283.00 per assessment on the land value of all land within the Shire other than land within the Warren, Nevertire and Collie centres of population and fringe area, in accordance with the Local Government Act, 1993, as amended, for the 2020/2021 financial year.
2. It is hereby resolved to make a Warren Residential ad valorem rate of 4.266 cents in the dollar, subject to a minimum of \$525.00 per assessment on the land value of all land within the Warren Centre of Population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2020/2021 financial year.
3. It is hereby resolved to make a Nevertire Residential ad valorem rate of 0.678947 cents in the dollar subject to a minimum of \$217.00 per assessment on the land value of all land within the Nevertire Centre of population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2020/2021 financial year.
4. It is hereby resolved to make a Collie Residential ad valorem rate of 1.85214 cents in the dollar subject to a minimum of \$217.00 per assessment on the land value of all land within the Collie Centre of population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2020/2021 financial year.
5. It is hereby resolved to make a Rural Residential ad valorem rate of 0.66938 cents in the dollar subject to a minimum of \$283.00 per assessment on the land value of all land satisfying the Rural Residential criteria generally being land between 2 and 40 ha in area and not in an urban centre population and used for residential purposes only subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2020/2021 financial year.
6. It is hereby resolved to make a Business ad valorem rate of 8.183489 cents in the dollar subject to a minimum rate of \$525.00 per assessment on the land value of all land within the Warren Centre of Population area subject to such rate and satisfying business criteria, in accordance with the Local Government Act, 1993, as amended, for the 2020/2021 financial year.
7. It is hereby resolved to make a Business – Other Warren ad valorem rate of 0.59411 cents in the dollar subject to a minimum rate of \$283.00 per assessment on the land value of all land meeting the business criteria which are situated on the fringes of the Warren Centre of Population, in accordance with the Local Government Act, 1993, as amended, for the 2020/2021 financial year.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

ITEM 4 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2020/2021 CONTINUED

8. It is hereby resolved to make a Business – Nevertire ad valorem rate of 1.47757 cents in the dollar subject to a minimum rate of \$283.00 per assessment on the land value of all land meeting the business criteria which is identified in the LEP 2012 - Industrial Zoning area of Nevertire, in accordance with the Local Government Act, 1993, as amended, for the 2020/2021 financial year.
9. It is hereby resolved to make a Business - Airport Area ad valorem rate of 0.61417 cents in the dollar subject to a minimum rate of \$283.00 per assessment on the land value of all land meeting the business criteria which is identified in the LEP 2012 - Industrial Zoning area of the Warren Airport area, in accordance with the Local Government Act, 1993, as amended, for the 2020/2021 financial year.
10. Council determine the interest rate from 1st July 2020 to 31st December 2020 at 0% then from 1st January 2021 to 30th June 2021 at 7% as the rate at which overdue rates are to be charged in accordance with the provisions of Section 566(3) of the Local Government Act, 1993.
11. Approval be given for the rates made under the preceding clauses of this resolution to be levied as Combined Rates for the Warren Water Availability Charge, Warren Residential Sewerage Charge, Non-residential Sewerage Charge, Warren Domestic Waste Charge, Warren Waste Management Charge, Nevertire Water Availability Charge, Nevertire Sewerage Charge, Nevertire Domestic Waste Charge, Collie Water Availability Charge, Collie Domestic Waste Charge, Warren Airport Water Supply, Domestic Waste Vacant Charge and Waste Depot Access Charge to be levied in advance on Council's Rate Notice.
12. Council make an availability charge for all assessments for the Warren Water Supply of \$453.00 per annum and usage charges as follows:

Potable (Bore) water usage charge of \$1.26 per kilolitre up to 450 kls, then \$1.91 per kilolitre for usage over 450 kls.

Non-potable (River) water usage charge of 46 cents per kilolitre up to 450 kls, then 81 cents per kilolitre for usage over 450 kls.
13. Council make an availability charge for all assessments for a Warren Residential Sewerage Charge allowing for a standard 2 pedestals per assessment at a rate of \$567.00 per annum.
14. Council make an availability charge for all assessments for a Non-residential Sewerage Access Charge of \$520.00 per annum and a usage charge of \$1.91 per kl multiplied by the relevant Sewerage Discharge Factor for the type of business being conducted.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

ITEM 4 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2020/2021 CONTINUED

15. Council make an availability charge for all assessments for Warren Domestic Waste Charge within the Warren Scavenging District of \$292.00 with an additional charge of \$5.61 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste Charge within the Warren scavenging district of \$49.00 per annum for all vacant rateable land.
16. Council make an availability charge for all assessments for Warren Waste Management Charge within the Warren Scavenging District of \$292.00 with an additional charge of \$5.61 for each service exceeding the minimum number of one service weekly. Council make a Vacant Waste Charge within the Warren scavenging district of \$49.00 per annum for all vacant rateable land.
17. Council make an availability charge for all assessments for the Nevertire Water Supply of \$600.00 per annum and usage charges as follows:

Potable (Bore) water usage charge of 72 cents per kilolitre up to 450 kls, then \$1.06 per kilolitre for usage over 450 kls.

Further that all assessments being eligible for connection to the supply but not connected be charged at \$240.00 per annum.
18. Council make an availability charge for all assessments for Nevertire Sewerage Charge allowing for a standard 2 pedestals per assessment at a rate of \$593.00 per annum.

Further that all assessments being eligible for connection to the service but not connected be charged at \$226.00 per annum.
19. Council make an availability charge for all assessments for Domestic Waste Charge within the Nevertire Garbage Scavenging District of \$292.00 with an additional charge of \$5.61 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste charge within the Nevertire Scavenging District of \$49.00 per annum for all vacant rateable land.
20. Council make an availability charge on all assessments connected to the Collie Water Supply at a rate of \$459.00 per annum and usage charges as follows:

Potable (Bore) water usage charge of \$1.55 per kilolitre up to 450 kls, then \$2.36 per kilolitre for usage over 450 kls.

Further that all assessments being eligible for connection to the supply but not connected be charged at \$240.00 per annum.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren, on Thursday 25th June 2020

ITEM 4 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2020/2021 CONTINUED

21. Council make an availability charge for all assessments for Domestic Waste Charge within the Collie Garbage Scavenging District of \$292.00 with an additional charge of \$5.61 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste charge within the Collie Scavenging District of \$49.00 per annum for all vacant rateable land.
22. Council make an availability charge for all assessments for Warren Aerodrome Water within the Warren Aerodrome Precinct of \$150.00 per annum

Potable (Bore) water usage charge of \$1.26 per kilolitre up to 450 kls, then \$1.91 per kilolitre for usage over 450 kls.
23. In the case of residential flats and multi-unit dwellings that are adapted or are capable of being adapted for separate occupancy be subject to an additional charge of \$284.00 for each pedestal being ½ of the Warren Sewerage charge for each occupancy.
24. In the case of residential flats and multi-unit dwellings that are adapted or are capable of being adapted for separate occupancy be subject to an additional charge of \$297.00 for each pedestal being ½ of the Nevertire Sewerage charge for each occupancy.
25. Council make a Waste Depot Access Charge for the provision of Waste Management Services on each occupied assessment categorised as Residential - Rural, Business – Other and Business - Airport that are outside the waste collection area of the shire of \$75.00.
26. Council make a Vacant Domestic Waste Charge for the provision of Waste Management Services on each vacant assessment categorised as Residential - Rural, Business – Other Warren and Business – Airport Area that are outside the waste collection area of the shire of \$49.00.

PURPOSE

To resolve to make the 2020/2021 rates and charges as advertised in the 2020/2021 Operational Plan and Estimates that were adopted at the 25th June 2020 Council Meeting.

BACKGROUND

Section 494, 496, 501, 504 and 535 of the Local Government Act 1993 requires Council's to formally resolve to make (set) rates or charges prior to levying each year.

REPORT

It is a requirement under Section 494, 496, 501, 504 and 535 of the Local Government Act 1993 that Council resolve to make the rates and charges for 2020/2021 after adoption of the 2020/2021 Operational Plan and Estimates. Following is a summary of the recommendations for adoption by Council for 2020/2021.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

ITEM 4 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2020/2021 CONTINUED

Ordinary Rates:

Farmland Rate

0.328677 cents in the dollar on the land value with a minimum rate of \$283.00 per assessment.

Residential Warren - Warren Centre of Population area

4.266000 cents in the dollar on the land value with a minimum rate of \$525.00 per assessment.

Residential Nevertire - Nevertire Centre of Population area

0.678947 cents in the dollar on land value with a minimum rate of \$217.00 per assessment.

Residential Collie - Collie Centre of Population area

1.852140 cents in the dollar on land value with a minimum rate of \$217.00 per assessment.

Rural Residential - Fringes of Warren, Nevertire & Collie

0.66938 cents in the dollar on land value with a minimum rate of \$283.00 per assessment.

Business Rate - Warren Centre of Population area

8.183489 cents in the dollar on the land value with a minimum rate of \$525.00 per assessment.

Business Rate – Other Warren - Fringes of Warren

0.594110 cents in the dollar on land value with a minimum rate of \$283.00 per assessment.

Business Rate – Nevertire

1.477570 cents in the dollar on land value with a minimum rate of \$283.00 per assessment.

Business Rate – Airport Area

0.61417 cents in the dollar on land value with a minimum rate of \$283.00 per assessment.

Interest Rate on Overdue Rates & Charges

To fix the maximum simple daily interest rate of 0% from 1st July 2020 to 31st December 2020, then 7% from 1st January 2021 to 30th June 2021 as the rate at which overdue rates are to be charged in accordance with the provisions of Section 566(3) of the Local Government Act, 1993.

Warren Water Availability Charge

Availability charge of \$453.00 for all residential assessments.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

ITEM 4 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2020/2021 CONTINUED

Warren Water Usage Charges

Potable (Bore) water usage charge of \$1.26 per kilolitre up to 450 kls, then \$1.91 per kilolitre for usage over 450 kls.

Non-potable (River) water usage charge of 46 cents per kilolitre up to 450 kls, then 81 cents per kilolitre for usage over 450 kls.

Warren Residential Sewerage Charge

Annual charge of \$567.00 for all residential assessments.

Warren Domestic Waste Charge

Minimum annual charge of \$292.00, one service per week for assessments and non-rateable properties utilising the modular type 240 litre and 120 litre capacity unit. Extra services at the rate of \$5.61 each for single weekly service units. A charge of \$49.00 per annum for all vacant rateable land.

Waste Management Charge

Minimum annual charge of \$292.00, one service per week for assessments and non-rateable properties utilising the modular type 240 litre and 120 litre capacity unit. Extra services at the rate of \$5.61 each for single weekly service units. A charge of \$49.00 per annum for all vacant rateable land.

Nevertire Water Availability Charge

An availability charge of \$600.00 for assessments and non-rateable properties connected to the water supply and an annual charge of \$240.00 will apply to assessments that are not connected.

Nevertire Water Usage Charges

Potable (Bore) water usage charge of 72 cents per kilolitre up to 450 kls, then \$1.06 per kilolitre for usage over 450 kls.

Nevertire Residential Sewerage Charge

An annual charge of \$593.00 for assessments and non-rateable properties connected to the scheme and an annual charge of \$226.00 will apply to assessments that are not connected.

Nevertire Domestic Waste Charge

Minimum annual charge of \$292.00, one service per week for assessments and non-rateable properties utilising the modular type 240 litre and 120 litre capacity unit. Extra services at the rate of \$5.61 each for single weekly service units. A charge of \$49.00 per annum for all vacant rateable land.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

ITEM 4 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2020/2021 CONTINUED

Collie Water Availability Charge

An availability charge of \$459.00 for assessments and non-rateable properties that are connected to the water supply and an annual charge of \$240.00 will apply to assessments that are not connected.

Collie Water Usage Charges

Potable (Bore) water usage charge of \$1.55 per kilolitre up to 450 kls, then \$2.36 per kilolitre for usage over 450 kls.

Collie Domestic Waste Charge

Minimum annual charge of \$292.00, one service per week for assessments and non-rateable properties utilising the modular type 240 litre and 120 litre capacity unit. Extra services at the rate of \$5.61 each for single weekly service units. A charge of \$49.00 per annum for all vacant rateable land.

Non-residential Sewerage Access Charge

Annual charge of \$520.00 on all non-residential assessments.

Non-residential Sewerage Usage Charge

Usage charge of \$1.91 per kilolitre multiplied by the relevant Sewerage Discharge Factor.

Aerodrome Water Availability Charges

An availability charge of \$150.00 for all assessments.

Airport Water Usage Charges

Potable (Bore) water usage charge of \$1.26 per kilolitre up to 450 kls, then \$1.91 per kilolitre for usage over 450 kls.

Warren Residential Flats & Multi-unit dwellings – additional sewerage charge

A sewerage availability charge of \$284.00 for greater than 2 occupancies/pedestals.

Nevertire Residential Flats & Multi-unit dwellings – additional sewerage charge

A sewerage availability charge of \$297.00 for greater than 2 occupancies/pedestals.

Waste Depot Access Charge

An annual charge of \$75.00 for the provision of Waste Management Services on each occupied assessment categorised as Residential - Rural, Business – Other and Business - Airport that are outside the waste collection area of the shire.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

ITEM 4 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2020/2021 CONTINUED

Vacant Domestic Waste Charge

An annual charge of \$49.00 for the provision of Waste Management Services on each vacant assessment categorised as Residential - Rural, Business – Other and Business - Airport that are outside the waste collection area of the shire.

FINANCIAL AND RESOURCE IMPLICATIONS

Failure to make and levy the 2020/2021 rates and charges prior to 1st August 2019 will result in Council having extend the due date for payment from 31st August until 30th November 2019, this will have a significant impact on Council's cashflow and interest revenue.

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

STAKEHOLDER CONSULTATION

Nil

OPTIONS

Nil

CONCLUSION

To maximise Council's cashflow it would be prudent to adopt the making of the 2020/2021 rates and charges now to allow levying in July 2020.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and Accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Nil

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren, on Thursday 25th June 2020

ITEM 5 REQUEST FOR ASSISTANCE - WARREN MUSEUM & GALLERY ASSOCIATION INC. (G4-1.24)

RECOMMENDATION

1. that Council advise the Warren Museum and Gallery Association Inc. it will assist with the governance and financial management of the grant the same as currently being undertaken with the RNSW2215 – Destination Macquarie Marshes Project with RiverSmart,
2. that Council make a donation to the Warren Museum and Gallery Association Inc. for the cost of the 2020/21 rates and charges following the finalisation of the building purchase, and
3. that Council advise the Warren Museum and Gallery Association Inc. that further discussion regarding the possible ongoing support through a Memorandum of Agreement be undertaken to ascertain accurate costing and obligations on both parties be held and reported back to Council.

PURPOSE

To seek Council endorsement to assist the Warren Museum and Gallery Association Inc. with the oversight and financial management of their successful Federal Government BBRF Round 4 grant application in the amount of \$3,541,665.00 to establish a Museum and Art Gallery in Warren.

BACKGROUND

The Warren Museum and Gallery Association Inc. a not for profit organisation successfully applied for grant funding to establish a museum and art gallery in Warren in December 2019 through the Federal Government BBRF Infrastructure Projects Stream Round 4.

REPORT

Council has received 2 emails Dr John Buke, Chairman of the Warren Museum and Gallery Association Inc. (copies attached to this report) requesting Council assistance as follows:

1. To assist with the governance and financial management of the grant (similar to what Council is currently undertaking with the RNSW2215 – Destination Macquarie Marshes Project with RiverSmart), this maybe a mandatory requirement from the Federal Government to allow this project to proceed,
2. Assist with the sourcing of materials, contractors etc.
3. Waiving the rates and charges on the land,
4. Assist with insurances – building and contents and public liability, and
5. Enter into a Memorandum of Agreement with Council for the ongoing maintenance of the building etc.

Council currently administers the grant funding received for the RNSW2215 – Destination Macquarie Marshes Project with RiverSmart, it does not seek quotations or source materials for this project just receive the monies and pay the accounts that are authorised by the Destination Macquarie Marshes Project team. Although this sounds simple it does require many staff hours each month to create orders, reconcile invoices, pay the accounts and reconcile the grant.

From the emails received it appears that the Warren Museum and Gallery Association Inc. are asking for additional assistance from Council by assisting in the sourcing of materials and contractors which would require many more staff hours and expertise to undertake.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren, on Thursday 25th June 2020

ITEM 5 REQUEST FOR ASSISTANCE - WARREN MUSEUM & GALLERY ASSOCIATION INC. CONT

Council is unable under the Local Government Act 1993 to waive rates and charges although it can make a donation to the Warren Museum and Gallery Inc. as it currently does for various other not for profit organisations in the shire. The 2020/21 rates and charges on this property will be \$2,263.39.

The cost of insurances is an unknown at this stage, who is going to negotiate the policies? If it is Council, then contact will need to be made with its Insurance Brokers on how this could happen. Another implication to this is who will value the art works each year? I do not believe that Council has any member of staff that could reliably undertake this, also if the art works are undervalued who is liable for any shortfall?

Council could enter into a Memorandum of Agreement with the Warren Museum and Gallery Association Inc. similar to the current RiverSmart agreement and incorporate all, some or none of the above but further discussion needs to be undertaken on what is actually being requested to ascertain accurate costing and obligations on both parties this should be undertaken and reported back to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

There will be significant financial and staff resource implications if Council resolves to undertake all the Warren Museum and Gallery Association Inc. requests, an exact figure is unknown at this stage as the requests are not detailed enough to provide accurate costings.

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Should the Warren Museum and Gallery Association Inc. fold or dissolve in the future for whatever reason it is very likely the building would be inherited by Council.

STAKEHOLDER CONSULTATION

Nil

OPTIONS

N/A

CONCLUSION

It is recommended that Council advise the Warren Museum and Gallery Association Inc. it will assist with the governance and financial management of the grant the same as currently being undertaken with the RNSW2215 – Destination Macquarie Marshes Project with RiverSmart, and Council make a donation to the Warren Museum and Gallery Association Inc. for the cost of the 2020/21 rates and charges following the finalisation of the building purchase.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

2 emails received from the Warren Museum and Gallery Association Inc.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

ITEM 5 REQUEST FOR ASSISTANCE - WARREN MUSEUM & GALLERY ASSOCIATION INC. CONT

From: john burke
Sent: Thursday, 11 June 2020 1:58 PM
To: Glenn Wilcox
Subject: Museum Project

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Mr Glenn Wilcox
General Manager
Warren Shire Council
Warren NSW 2824

11/06/2020

Dear Glenn,

I am writing on behalf of the Warren Museum and Gallery Association Inc.
As you are aware the association has recently been offered funding through the Federal Governments BBRF Round 4 grant opportunity.
This funding was for \$3,541,665.00.
Owing to the large sum involved and the complexities of the project and it's management I am writing requesting the Shire's assistance with the governance and financial oversight necessary for the project and with the sourcing of materials, contractors etc.
It may well be that the government will request this of our association.
We would be very grateful of your assistance with this project.

Yours Sincerely,
John Burke
Chairman
Warren Museum and Gallery Association Inc.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 25th June 2020

ITEM 5 REQUEST FOR ASSISTANCE - WARREN MUSEUM & GALLERY ASSOCIATION INC. CONT

From: john burke
Sent: Thursday, 11 June 2020 2:26 PM
To: Glenn Wilcox
Subject: Museum Project

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Mr Glenn Wilcox
General Manager
Warren Shire Council
Warren NSW 2824

11/06/2020

Dear Glenn,

I am writing on behalf of the Warren Museum and Gallery Association Inc. a not for profit organisation with, for the moment , very little income.

As you are aware the association has recently received \$3,541,665.00 from the grant opportunity offered via the Federal Government's BBRF Round 4 drought assistance package.

Our association is in the process of purchasing the building at 142 Dubbo Street, Warren which we hope to transform into a very valuable community asset viz. a first class museum, art gallery and multipurpose space which will be used by, eg., Artists -in-Residence for teaching and also other purposes. In a sense it will be a gift to the community which we anticipate will help broaden the economic base of our district and contribute toward the improvement in the streetscape in the CBD.

When the purchase is complete we the then owners request that the Council consider:

- 1] Waiving the rates payable at that site
- 2] Offering assistance with the insurance necessary for the replacement of the building and contents as well as Public Liability insurance.
- 3] Possibly entering into and MOU/A with our association embracing the above and ongoing maintenance of the building, etc.

Our association would be very grateful for Council's assistance with these matters.

Yours Sincerely,
John Burke
Chairman
Warren Museum and Gallery Association Inc.