



# Warren Shire Council



# Annual Report 2013 / 2014



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## **PROFILE OF WARREN**

Warren Shire, situated in the Orana Region of Central Western New South Wales, has an area of 10,860 square kilometres, equivalent to approximately 1.3% of the State's land surface. The Shire has an estimated population of 2,800 people. The main township and the administrative centre of the Shire is Warren, with smaller villages at Collie and Nevertire.

Warren Shire is a rural area with land used primarily for agriculture, particularly sheep and cattle grazing, wheat, oat and cotton growing. The Macquarie Marshes, undoubtedly the most significant wetland complex in Australia, are located 110 km north of Warren, and are listed on the Ramsar Convention as a wetland area of international importance.

Two motels, four hotels, one caravan park and a designated free parking area for self-contained vehicles at Bob Christensen Reserve provides a choice of accommodation options. Good education facilities are available with a TAFE campus, central school, two primary schools and a pre-school. Warren's medical needs are also well catered for by the Warren Multi-purpose Health Service which incorporates a nursing home complex and a network of health professionals including two doctors.

A variety of active community organisations, sporting groups and leisure activities provide for entertainment and relaxation. The recreational and sporting facilities in Warren Shire are outstanding and include facilities for basketball, volleyball, cricket, netball, bowls, dancing, yoga, rugby union, rugby league, touch football, fishing, boating, canoeing, soccer, little athletics, polocrosse and pony club. Other sporting facilities include an excellent 18 hole golf course, tennis courts, squash courts, an Olympic-size swimming pool, gun club, pistol club and a magnificent racecourse complex.

Warren Shire boasts great lifestyle opportunities as well as affordable land and housing. Here you will find warm hospitality and a community that welcomes new residents and visitors with open arms. Whether you are looking for exciting things to see and do or a place for you and your family to live the lifestyle you've been dreaming of, we hope that you will accept our invitation to discover exactly how much the Warren Shire has to offer.

## **MAYOR'S MESSAGE**

Delivering the range of services expected of Local Government is becoming ever more challenging, with Councils having limited resources and limited opportunities of new revenue streams. There is a growing list of community demands, and the challenge is to how best prioritise these to ensure the community receives the most relevant services delivered efficiently as possible.

The increasing regulatory responsibilities which include Integrated Planning and Reporting, Asset Management Planning, Resource Planning and Statutory Reporting unless carefully managed can mean even less resources being available to provide the delivery of services.

The challenging task of providing effective, efficient Local Government has been made possible by working closely with neighbouring councils on many fronts. OROC (the Orana Regional Organisation of Councils) and the LMWUA (Lower Macquarie Water Utilities Alliance) are the 2 most prominent areas of collaboration. However, the North Western Library, Castlereagh Macquarie County Council, Rural Fire Service, Outback Arts, Central West Catchment Management, NetWaste and Regional Procurement all play an important role of maximising our ability to provide the range of services expected by our community.

I commend this Annual Report and refer to the General Manager's Executive Overview for a summary of what has been a solid year of progress for council.

NRF (Rex) Wilson OAM  
**Mayor**

## **EXECUTIVE OVERVIEW**

The 2013/14 year once again has reflected how a council must be flexible to adapt the variance in seasonal conditions. Council can adapt and work with the season which I feel it has done so in 2013/14. The single biggest threat is Government policy and the Independent Local Government Review Panel's final report has put uncertainty into the industry and this has had a major effect on our ability to deliver services. This uncertainty affects all areas of council operations from strategic planning, staff morale, management and operations. It should be noted that it also has had a marked effect on our community with Council still receiving many inquiries on what is happening.

On a positive note Council's philosophy has not changed which sees Warren Local Government Area as an agricultural based economy with the town of Warren being the main service centre and it is important that it remains an attractive functional rural centre. During the 2013/14 year a number of worthwhile programs and enhancements have been undertaken to improve the quality of life for our community and improve operational efficiency.

These include:

- ⇒ Completion of Financial Reports 30.6.2013
- ⇒ Review of council Committee structure
- ⇒ Review of council staff structure
- ⇒ New Community Notice Board
- ⇒ New Shire boundary signs
- ⇒ New Information Bay signs
- ⇒ Participation in NSW Grain Harvest Management Scheme 2013-2014
- ⇒ Companion Animals De-sexing Program
- ⇒ Re-appoint of Council's external auditors
- ⇒ New potable water main river crossing
- ⇒ Relining of Thornton Avenue sewer mains
- ⇒ Engineering Department temporary office
- ⇒ Urban reseals
- ⇒ Rural reseals
- ⇒ Bundemar Road recycling
- ⇒ Bogan Road recycling
- ⇒ Old Warren Road recycling
- ⇒ Carinda Road recycling
- ⇒ Marra Hall Road construction
- ⇒ Lemongrove Road recycling
- ⇒ Independent Local Government Review Panel's final report workshopped
- ⇒ Independent Local Government Review - submission x 2

## **EXECUTIVE OVERVIEW**

## **CONTINUED**

- ⇒ Clean Up Australia Day participation
- ⇒ ANZAC Day co-ordination
- ⇒ Fish restocking (10,000 Murray Cod)
- ⇒ Carter Oval amenities upgraded
- ⇒ Best Practice pricing sewerage
- ⇒ Cobb Lane recycling
- ⇒ RFS hazard reduction
- ⇒ Implementing risk management
- ⇒ Library painting
- ⇒ Upgrade swimming pool amenities
- ⇒ Shade structure - Lions Park
- ⇒ Shade structure - Macquarie Park
- ⇒ Finalisation of workshop & fitout
- ⇒ Urban road heavy patching
- ⇒ Footpath replacement
- ⇒ Kerb and guttering -replacement

In the attempt to maximise the benefit of scarce resources, keep abreast with the latest information and benefits from economies of scale Council has continued to participate in a number of regional initiatives and groups. This participation is undertaken without impacting on Council's autonomy. This participation involves: -

**EXECUTIVE OVERVIEW****CONTINUED**

|   |   |              |
|---|---|--------------|
| Orana Regional Organisation of Councils     | Procurement, lobbying, resource/knowledge sharing - | 12 councils  |
| Castlereagh Macquarie County Council        | Noxious weed control                                | 5 councils   |
| North Western Library Co-operative          | Library services                                    | 4 councils   |
| Lower Macquarie Water Utilities Alliance    | Water & Sewerage                                    | 12 councils  |
| Central West Catchment Management           | Environment   | 16 councils  |
| Roads Maintenance Council contracts cluster | State Highway works                                 | 2 councils   |
| Rural Fire Service Zoning                   | Rural Fire Protection                               | 3 councils   |
| NetWaste                                    | Waste Management initiatives                        | 26 councils  |
| Local Government Procurement                | Procurement   | Statewide    |
| Regional Procurement                        | Individual procurement contracts                    | 11 councils  |
| Outback Arts                                | Arts & Cultural                                     | 6 councils   |
| Northwest Regional Food Surveillance group  | Food inspections                                    | 12 councils  |
| Warren Interagency                          | Service agencies                                    | All agencies |
| Audit & Risk Management Committee           | Internal auditing                                   | 6 councils   |

**ROADS**

A reliable road network is essential for our food and fibre producers to get produce to market and Council places a high priority on ensuring adequate resources are directed to its road network. The 2013/14 year has seen the unsealed network being maintained to a higher engineering standard (reformed and crowned) with the aim of extending maintenance intervals. The lesser travelled sealed roads have been treated as what Warren Shire terms “Recycling” (road ripped, pulvi mixer, reshaped and a 5 metre seal). This process vs. reconstruction can be undertaken at 25% of the cost of reconstruction thus enabling 4 times the length of the road to be achieved. In addition to the general maintenance the following works were undertaken on Council’s road network: -

**STATE HIGHWAY**

- ▶ Heavy Patching
- ▶ Reseals
- ▶ Shoulder grading works

**REGIONAL ROADS**

- ▶ Shoulder grading
- ▶ Reseals
- ▶ Carinda Road recycling finalised
- ▶ Marra Hall Road - Stage 1 construction

**LOCAL ROADS**

- ▶ Reseals – rural
- ▶ Reseals – town streets
- ▶ Shoulder grading
- ▶ Urban heavy patching
- ▶ Cobb Lane recycling
- ▶ Bundemar Road recycling finalised
- ▶ Bogan Road recycling finalised
- ▶ Old Warren Road recycling finalised
- ▶ Rifle Range Road construction - finalised.

**ROAD PLANT**

- ▶ Tri-axle low loader
- ▶ Road train dolly
- ▶ SP Roller
- ▶ 2 x tri-axle side tipper trailers

**WATER AND SEWER FUNDS**

The 2013/14 year has seen the rebuilding of Council's Water & Sewerage team settling down with pleasing results. The opportunity has arisen and been tailored to fully review Council's operation of these areas and as a result a review in the organisational structure. This review will see 2 teams (a reactive & proactive). One team will undertake repairs and the other enhancements and preventative maintenance.

Warren Shire Council is an active member of the Lower Macquarie Water Utilities Alliance. This group sees those councils on the regulated Macquarie working together to ensure each member council complies with “Best Practice Guidelines” and meets the statutory reporting requirements. It is also using peer exchange network with the long term goal of each council retaining its autonomy and as a group, reviewing Strategic Business Plans and synchronising capital improvements to take advantage of economies of scale.

The Alliance has demonstrated both innovation and best practice principles and has:

- Achievement of 100% overall compliance with Best Practice requirements
- Completion of the following Regional Strategic Plans:
  - IWCM (Evaluation Study)
  - Demand Management Plan for each Council and a Regional Demand Management Plan
  - Drought Management Plan for each Council and a Regional Drought Management Plan.
  - Drinking Water Quality Management Plan for each Council
  - Storm Water Harvesting Strategy
  - Regional IWCM
- Collaborative completion of annual Performance Reports
- Review of water licences
- Alliance long term plan

#### **FINANCIAL POSITION INFORMATION**

Council's overall financial position in the opinion of Council's Auditor is sound.

The operating statement discloses a decrease in net assets as a result of operations for the year of \$670,000 (2013 - \$201,000 increase).

***Operating Performance*** measures the ability to contain operating expenditure within operating revenue excluding capital amounts. For 2014, this indicator was -6.85%; below the bench of 0%.

***Own Source Operating Revenue*** measures the degree of reliance on external funding sources such as grants and contributions. For 2014, this indicator was 65.29% and exceeded the benchmark of 60%.

***Externally restricted cash and investments*** are restricted in their use by externally imposed requirements and consist of unexpended grants and contributions (\$39,000), domestic waste management charges (\$157,000) and sewerage and water funds (\$2.785 million).

***Internally restricted cash and investments*** have been restricted in their use by resolution or policies of Council to reflect forward plans, and identified programs of works and are in fact, Council's "**Reserves**". These reserves total \$6.407 million. Their purposes are more fully disclosed in Note 6 of the financial statements.

***Unrestricted cash and investments*** stood at \$500,000 (2013 - \$499,000).

***Unrestricted Current Ratio*** is a financial indicator specific to Local Government and represents Council's ability to meet debts and obligations as they fall due.

After eliminating externally restricted assets and current liabilities not expected to be paid within the next 12 months, net current assets amounted to \$6.269 million representing a factor of 6.3 to 1 (2013 – 7.18 to 1).

***Debt Service Cover Ratio*** – this ratio measures the availability of operating cash to service debt repayments. The ratio indicated that operating results before capital, interest and depreciation covered payments required to service debt by a factor of 23.88 to 1. Actual principal owing to institutions on loans was \$509,000.

Net rates and annual charges levied during the year were \$5.068 million.

Total rates and annual charges receivable (including arrears) was \$5.153 million of which \$5.034 million or 97.54% (98.29% in 2013) was collected, leaving \$127,000 owing or 2.46% of the collectable amount, and the maintenance of arrears at these levels is most commendable.

***Building and infrastructure renewals ratio*** - The building and infrastructure renewals ratio measures the rate at which these assets are renewed against the rate at which they are depreciating.

The ratio indicates that assets renewals for 2014 represented 143% of depreciation charges for these assets. An industry benchmark is considered to be 100% measured annually over the long term.

In conclusion I wish to thank all Councillors and Council staff who have worked as a team to maintain a level of service this community has come to expect.

Ashley Wielinga  
**General Manager**

## HOW COUNCIL WORKS

The Warren Shire Council was established by the amalgamation of the Marthaguy Shire Council and the Warren Municipal Council in 1957. Warren Shire Council operates within a legislative framework established by the New South Wales Parliament. "The Local Government Act 1993" sets out the major power, functions and responsibilities of Council. As well as the Act, there are a number of other laws that Council is responsible for enforcing.

### THE COUNCIL

The elected representatives (Councillors) comprise the governing body of the Council. The role of the governing body is to direct and control the affairs of the Council in accordance with the Local Government Act 1993. **The role of the Council is to provide the strategic management for the corporation.**

### COUNCILLORS

Warren Shire Council consists of 12 Councillors elected by eligible residents and ratepayers within the community and hold office for four years, one of whom is elected each year during September by the councillors to serve as Mayor. The Councillors' role is to direct and control the council's affairs in line with the requirements of the Local Government Act.

### ELECTED MEMBERS OF COUNCIL 2012-2016

#### A WARD

Noel Kinsey  
Pauline Serdity (Deputy Mayor)  
Julian Campbell AM

#### B WARD

Rex Wilson OAM (Mayor)  
Mark Beach  
Nick Brennan

#### C WARD

Tony Van Lubeck  
Kevin Taylor  
Richard Azar

#### D WARD

Jim McCalman AM  
Brett Williamson  
Milton Quigley

### THE MAYOR

The Mayor of the Council is not simply a Chairman or a figurehead. His legal position is categorically different from that of the other council members and he has very substantial legal powers.

Section 226 of the Local Government Act 1993 states that the role of the Mayor is:

- To exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the council.
- To exercise such other functions of the Council as the council determines
- To preside at meetings of the council
- To carry out the civic and ceremonial functions of the mayoral office.

Apart from the Mayor's control over the running of council meetings, the Mayor has power to bring matters before the council meeting without notice in the form of a Mayoral Minute.

#### **THE GENERAL MANAGER**

The General Manager is responsible for:

- Efficient, effective operation of the council organisation and day-to-day management
- Ensuring council decisions and policies are implemented, and overseeing this process
- Appointing, directing and dismissing staff
- Implementing the council's equal employment opportunity management plan.

The General Manager must be appointed on a performance-based contract, for a maximum of five years. The General Manager is the only member of staff selected and appointed by Councillors. All other members of staff are appointed by the General Manager, although Councillors must be consulted in regard to the appointment and dismissal of senior officers. Councillors have no direct responsibility for the direction of staff or for the day-to-day administration of the council.

As the most senior employee appointed by the council, the General Manager has the following additional responsibilities:

- Acting as the link between councillors and staff
- Reporting to council
- Overseeing financial management of the council
- Consulting the council on the appointment of senior staff
- Managing the activities of council employees
- Communicating and promoting council's policies to the community
- Exercising other functions as delegated by the council.

At times the division of roles between the General Manager and councillors can be hazy, in such cases what matters most is that both parties work to promote an effective and positive working partnership.

The General Manager does not have day-to-day responsibility for management of a Department. Reporting to the General Manager are three Department Managers.

#### **MANAGER FINANCE AND ADMINISTRATION**

The Manager Finance and Administration is responsible for civic facilities, administration, financial planning, human resources, library services, risk management, information technology and corporate/staff training.

**MANAGER ENGINEERING SERVICES**

The Manager Engineering Services is responsible for roads, bridges, drainage, water supply, sewerage, airport, parks and gardens, technical services, urban /landscape strategy and quarry.

**MANAGER HEALTH AND DEVELOPMENT**

The Manager Health and Development is responsible for building/health services, community care, waste management, caravan park, swimming pool, urban/environmental planning, social/cultural services, economic development and tourism.

**MANAGEMENT TEAM**

|                                  |  |
|----------------------------------|--|
| General Manager                  | Ashley Wielinga                                  |
| Manager Finance & Administration | Darren Arthur                                    |
| Manager Engineering Services     | Mike Burger                                      |
| Manager Health & Development     | Maryanne Stephens (Maternity Leave)<br>John Kite |

**COUNCIL FUNCTIONS**

The council holds Ordinary meetings on the fourth Thursday of each month unless there is a change required. Such changes are advertised in the local newspapers. The meetings commence at 8.30 am and adjourn for lunch at 1.00 pm. Members of the public are welcome to attend these meetings. Council welcomes meetings with individuals and groups from the community.

All senior officers are available for interview, however it is suggested that an appointment be made to ensure that time is made available and any information required may be obtained. The Mayor is available for interviews at the Shire Chambers by appointment, which can be made by contacting the General Manager's Secretary.

**ORGANISATIONAL STRUCTURE**

## **“WARREN SHIRE 2022”**

*To pursue excellence, to be responsive and pro-active in the promotion and improvement of our community through responsible and innovative leadership.*

### **VALUES -**

- Provide a safe and attractive working and living environment that will attract skilled people and help boost the population.
- Continue to support and develop agriculture and other existing industries, but reduce reliance on the agriculture industry via development of alternative income sources.
- A Shire that has quality and well-maintained infrastructure.
- A place that encourages vitality and leadership in the community.
- A Council that provides quality and cost-effective services, and that partners with the community in decision-making.
- A community that is inclusive and encourages the development of its young people.

## **REPORT ON IMPLEMENTATION OF DELIVERY PROGRAM**

*Section 428 of the Local Government Act 1993 requires that Council's prepare an annual report for that year reporting as to its achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.*

Council's performance during the 2013/2014 year with respect to the Delivery Program Actions are detailed below and have been addressed under the following categories:-

- 1. Social** (coloured Yellow)
- 2. Economic** (coloured Grey)
- 3. Infrastructure** (coloured Red)
- 4. Environmental** (coloured Green)
- 5. Governance** (coloured Blue)

Each of these categories outlines a summary of the community views as outlined in the Community Strategic Plan "Warren Shire 2022". These views have led to the development of objectives for each category.

The objectives have set strategies and a Council Delivery Program Action has been put in place outlining what Council aims to do, who is responsible, the measure of success against the actions and timeframe.

### **RESPONSIBLE OFFICER/DEPARTMENT**

- GM** - General Manager  
**MFA** - Manager Finance & Administration  
**MES** - Manager Engineering Services  
**MHD** - Manager Health & Development Services

## **1. SOCIAL**

Significant community challenges and issues that have influenced the composition of the community's social strategies include:

- Lack of employment opportunities, decline in quality of essential services/infrastructure such as health, education and housing. These factors mean that it is difficult to attract and retain working families and employed young adults.
- Decline in population levels and the relative ageing of the community, involving increases in older community members and the exit of school-aged and post-secondary youth.
- Challenge of maintaining essential local services and ensuring these services continue to be provided locally rather than as out-reach services.
- The need to support young people and encourage their development.

| <b>Objective 1.1: Improve social well-being to offer a competitive lifestyle and attract and retain working families</b> |  |  |  |                              |  |
|--|--|--|--|------------------------------|--|
| <b>Strategies</b>  |  | <b>Council Delivery Program Actions</b>                                      | <b>Responsible Officer/<br/>Department</b> | <b>Measures</b>              | <b>Actions taken</b>   |
| 1.1.1  | Local access to essential services and less out-reach services, particularly for essential services. | Lobby Government for provision of essential services to be provided locally. | GM   | Services provided locally    | Meetings held with both State and Federal Members and 6 Interagency meetings                                     |
| 1.1.2  | Maintain high levels of community cohesion and community spirit                                      | Support activities that increase community participation and connection.     | GM / MHD                                   | Number of activities         | EIPP & CBP Programs EDO's continuing to communicate with community organisations. Community Notice Board erected |
|  |  | Production of an information package for new residents                       | GM   | Completion/review of package | Ongoing when required  |

| Objective 1.1: Improve social well-being to offer a competitive lifestyle and attract and retain working families |  |  |                                |   | Continued  |
|---|--|--|--------------------------------|---|--|
| Strategies  |  | Council Delivery Program Actions   | Responsible Officer/Department | Measures  | Actions taken  |
| 1.1.3   | Provide leadership and co-ordination of the Warren Shire Interagency group | Provide Chair & Secretariat<br><br>Provision of information on grants etc. and assistance in assessing grants to community groups  | MHD<br><br>MHD                 | Production of business paper<br>Number of meetings held<br><br>Circulation of information | 6 Interagency meetings<br><br>Information circulated approximately 20 E-mails per week   |
| 1.1.4   | Ensure a high standard of education for Shire residents                    | Work with organisations to increase the quality and diversity of educational opportunities available locally.<br><br>Regular meetings with educational providers: -<br>- Schools<br>- TAFE | GM<br><br>GM                   | Increase in students enrolled at local schools and TAFE<br><br>Number of meetings held    | Meetings with TAFE and schools on courses available<br><br>Meet with TAFE, Warren Central School and St. Mary's School. Principals addressed Council Meetings. Council monthly meeting held at WCS |
| 1.1.5   | Retain and develop housing for skilled people                              | Ensure adequate supply of residential land available<br><br>Number of private houses available for sale/rent   | GM<br><br>GM                   | Number of lots available<br><br>Liaise with Real Estate agencies                          | 15 lots available<br><br>EDO's monitoring Reporting quarterly  |

## OUR COMMUNITY'S 2022 SOCIAL STRATEGIES

| Objective 1.1: Improve social well-being to offer a competitive lifestyle and attract and retain working families |   |  |                                |  | Continued  |
|---|---|--|--------------------------------|--|--|
| Strategies  |   | Council Delivery Program Actions   | Responsible Officer/Department | Measures   | Actions taken  |
| 1.1.6   | Co-ordinate and support community groups to promote events and activities within the local community such as: Australia Day | Assess requests for support for community events<br><br>Co-ordinate Australia Day and ANZAC Day<br><br>Support community events through administration and secretarial support | GM<br><br>GM<br><br>GM         | Donation/support provided with council approval<br><br>Community feedback.<br><br>Number of committees formed for special events | Venue provided free for numerous community events<br><br>Ongoing<br><br>Australia Day, ANZAC Day, Rememberance Day Macquarie Fishing Challenge |

| Objective 1.2: Support young people and encourage their development |  |   |                                |  |  |
|---|--|---|--------------------------------|--|--|
| Strategies  |  | Council Delivery Program Actions  | Responsible Officer/Department | Measures   | Actions taken  |
| 1.2.1   | Provide leadership and coordination of the 'Warren Youth sub-committee' – an organisation which coordinates action to assist all youth | Chair & Secretariat of sub committee<br><br>EIPP program<br><br>Community Builder program | MHD<br><br>MHD<br><br>MHD      | Number of meetings<br><br>Number/success of projects undertaken<br><br>Number/success of projects undertaken | In conjunction with Interagency<br><br>5 (1 still in progress)<br><br>15 (7 rolled over from 2012/2013). All finalised |

| <b>Objective 1.2: Support young people and encourage their development</b> |  |  |                                       |                                     |                                |
|--|--|--|---------------------------------------|-------------------------------------|--------------------------------|
| <b>Strategies</b>  |  | <b>Council Delivery Program Actions</b>          | <b>Responsible Officer/Department</b> | <b>Measures</b>                     | <b>Actions taken</b>           |
| 1.2.2  | More accessible facilities for youth and a greater range of youth activities are organised and coordinated | Introduction of EIPP & CBP projects              | MHD                                   | Sub-committee feedback              | Ongoing                        |
|  |  | Review/determine Youth Zone building usage       | MHD                                   | Report to Council                   | RiverSmart to utilise building |
| 1.2.3  | Development of traineeship programs to retain youth and provide with new skills                            | Review council trainee places in structure       | GM                                    | Adopt structure                     | Structure reviewed             |
|  |  | Indigenous traineeships                          | GM                                    | Success of program                  | Program to be reviewed         |
|  |  | Liaise with businesses to encourage traineeships | GM                                    | Presentation to Chamber of Commerce | On hold                        |

| <b>Objective 1.3: Improved health outcomes for the community</b> |  |  |                                       |  |  |
|--|--|--|---------------------------------------|--|--|
| <b>Strategies</b>  |  | <b>Council Delivery Program Actions</b>                    | <b>Responsible Officer/Department</b> | <b>Measures</b>                                    | <b>Actions taken</b>   |
| 1.3.1  | Provide appropriate levels of health care and aged care within the Shire       | Lobby State Government to provide continued services       | GM                                    | Services provision                                 | Liaised with RDN and Medicare Local. Council Health Services Committee formed.   |
|  |  | Liaise with Warren MPHS                                    | GM                                    | Number of meetings                                 | 2 meetings held  |
| 1.3.2  | Advocate for Dentist and Doctors available in Warren to meet community's needs | Introduce management regime at Warren Family Health Centre | GM                                    | Number of doctors and allied health using facility | Warren GP succession Planning Group formed which includes GP's, Health Council, Warren MPHS, Warren Shire, LHD, Medicare Local and RDN |

## OUR COMMUNITY'S 2022 SOCIAL STRATEGIES

| Objective 1.4: A safe and clean community |   |  |                                |   |  |
|---|---|--|--------------------------------|---|--|
| Strategies                                |   | Council Delivery Program Actions   | Responsible Officer/Department | Measures  | Actions taken  |
| 1.4.1                                     | Provide animal control services to meet the demands of the community  | Undertake obligations under the Companion Animals Act  | MHD                            | Regular reporting to Office of Local Government | All Reports undertaken by due date                     |
|   |   | Maintain regular ranger patrolling   | MHD                            | Number of complaints                            | Complaints register monitored                          |
|   |   | Continuation of de-sexing program  | MHD                            | Number of animals de-sexed                      | No program undertaken                                  |
| 1.4.2                                     | More visible police presence  | Regular meetings with local Police   | GM                             | Number of meetings                              | Regular meetings with Officer in Charge, Warren sector |
|   |   | Active participation in Community Safety Precinct meetings   | GM                             | Attendance at meetings                          | Attended all meetings                                  |
| 1.4.3                                     | Provide adequate protection from fires, other natural disasters and other risks to public health and safety | To provide an adequate Local Emergency Operations Centre with all the necessary administrative, management and technical support | GM                             | Building inspection of EOC                      | Regular inspection of building                         |
|   |   | Review/update of Warren DISPLAN  | GM                             | DISPLAN update sign off                         | All hazards reviewed waiting EM Template release       |
|   |   | Co-ordinate LEMC meetings  | GM                             | Hold regular meetings                           | 4 regular meetings held                                |
|   |   | Make available council resources for emergencies   | ALL                            | Provision of resources                          | Resources provided to numerous fires                   |

| Objective 1.4: A safe and clean community |  |  |                                |   |   |
|---|--|--|--------------------------------|---|---|
| Strategies                                |  | Council Delivery Program Actions   | Responsible Officer/Department | Measures  | Actions taken                                     |
| 1.4.4                                     | Help ensure safe and sustainable development                           | Utilise Sub Regional Land Use Strategy   | MHD                            | Reference to Strategy                               | Land use practices monitored.                     |
|   |  | Monitor development  | MHD                            | Ensure Develop in line with legislation/sustainable | Registers maintained                              |
| 1.4.5                                     | Maintain high standards of street cleanliness, vacant block management | Monitor daily and weekly schedules to ensure coverage and quality of service provided. | MES                            | Community feedback                                  | Cleaning regime monitored                         |
|   |  | Maintain existing street cleaning regime   | MES                            | Tidiness of streets                                 | CBD twice weekly. Street sweeper 3 days per week  |
|   |  | Regular inspection of vacant blocks  | MHD                            | Complaints of untidy lots                           | Regular inspections undertaken                    |
| 1.4.6                                     | Maintain town streets and footpaths                                    | Maintain regular footpath inspection   | MES                            | Update of Footpath Defect Register                  | Register updated, works on XC5 defects undertaken |
|   |  | Regular patching and reseal of streets   | MES                            | Effectiveness of programs                           | Regular patching and reseals undertaken           |

## **2. ECONOMIC**

The 2011 study entitled Socio Economic Study of Lower Macquarie Valley: Climate, Policy and Water – Narromine and Warren Shires states:

“The Warren community is economically dependent on agriculture. Aside from those directly employed by the agriculture industry, there are also significant flow-on economic benefits from this industry to other related enterprises. Climate change will impact on all agricultural industries, while water policy will directly affect irrigated industries. Under policy changes the cotton industry is the most severely affected due to its dependence on irrigation water for production and dry land grain production is also vulnerable to adverse effects under a drying climate.”

Significant economic challenges and issues that have influenced the composition of the community’s Economic strategies include:

- The need to strengthen Shire’s key industry agriculture.
- Investigation of and encouragement of other potentially viable industries such as tourism.
- Decline in population and corresponding reduction in the amount of skilled labour and businesses in the Shire – need to boost population levels and employment.
- Impact of climate change.
- Impact of water policy – including the Murray Darling Basin Plan.

## OUR COMMUNITY'S 2022 ECONOMIC STRATEGIES

| Objective 2.1: Strengthening agriculture and existing local industries and exploring other options |  |   |                                    |  |   |
|--|--|---|------------------------------------|--|---|
| Strategies   |  |   | Responsible Officer/<br>Department | Measures   | Actions taken   |
| 2.1.1  | Co-ordinate Stage 2 of Socio-Economic Study of the LMV – implementing Economic adaptation activities | Lobby government for funding for socio-economic program planner | GM                                 | Recruitment of Social Planner                    | Action on hold pending grant funding                          |
|  |  | Development of timetable for Stage 2                            |                                    | Adoption of timeline                             | On hold   |
| 2.1.2  | Implement Economic Development Strategy  | Implementation of Strategies Schedule                           | GM                                 | Adoption of Schedules                            | EDO's reporting on progress to Economic Development Committee |
| 2.1.3  | Undertake a Skills Audit of local economy  | Undertake Skills Audit  | GM                                 | Presentation of Report                           | EDO's on going  |
| 2.1.4  | Assist and encourage the development of new business   | Development Information Package for business                    | GM                                 | Regional Development Australia, local businesses | Information on Council website                                |
|  |  | Liaise with Chamber of Commerce                                 |                                    | Number of meeting with Chamber of Commerce       | 3 formal meetings, regular communication                      |
|  |  | Keep abreast with NRM legislation                               |                                    | Submissions on NRM Act amendments                | Legislative changes monitoring                                |

| Objective 2.2: Enhance the experience of visitors to Warren Shire |  |   |          |                                       |  |
|---|--|---|----------|---------------------------------------|--|
| Strategies  |  | Responsible Officer/<br>Department                  | Measures |                                       | Actions taken                                    |
| 2.2.1   | Implementation of Streetscape Masterplan and Town Improvement Committee activities – upgrade streetscape including landscaping, gardens and street furniture, empty shop fronts displays | Finalisation of Streetscape Masterplan              | GM       | Adoption of Streetscape Masterplan    | Concept adopted                                  |
|   |  | Program/costing of works for Streetscape Masterplan | MES      | Adoption of Streetscape Masterplan    | Plan adopted                                     |
|   |  | Implementation of Streetscape works                 | MES      | Works undertaken                      | Planning in place, quotations being sought       |
| 2.2.2   | Development of a Tourism strategy – including marketing of the region  | Membership of Inland NSW Tourism                    | GM       | Continued membership                  | Ongoing  |
|   |  | Development of Tourism Strategy                     | GM       | Adoption of Strategy                  | In progress                                      |
|   |  | Promotion of Warren Shire                           | MHD      | Participation in advertising campaign | No action  |
|   |  | Review/introduction of signage                      | MES      | Upgrade/new information signage       | New information and shire boundary signs erected |

### **3. INFRASTRUCTURE**

Significant challenges and issues that have influenced the composition of the community's Infrastructure strategies include:

- Need for good transport networks including Shire roads – the maintenance of this important asset is a key challenge.
- The need for the introduction of long-term planning into asset management procedures to ensure that future needs can be planned for and current infrastructure is supported.

#### **OUR COMMUNITY'S 2022 INFRASTRUCTURE STRATEGIES:**

| Objective 3.1: Good quality transport infrastructure |  |  |                                |   |   |
|--|--|--|--------------------------------|---|---|
| Strategies   |  | Council Delivery Program Actions   | Responsible Officer/Department | Measures  | Actions taken   |
| 3.1.1  | Ensure local roads and bridges are maintained/constructed to acceptable community standards in a cost effective, efficient and safe manner | <p>Renew Extended Work Hours Agreement</p> <p>Undertake road standard audits to ensure compliance with standards</p> <p>Ensure maintenance is programmed as a preventative measure as far as practicable</p> <p>Continued maintenance management system</p> <p>Roads Inspection Procedures manual in place</p> | MES                            | <p>Sign off agreement</p> <p>Compliance with standards</p> <p>Quality/Quantity of work</p> <p>Review Works programs</p> <p>Inspection schedules</p> | <p>Agreement renewed</p> <p>Inspections undertaken</p> <p>Continued monitoring</p> <p>Programs reviewed</p> <p>Inspections undertaken</p> |

| Objective 3.1: Good quality transport infrastructure |  |  |                                |  |  |
|--|--|--|--------------------------------|--|--|
| Strategies   |  | Council Delivery Program Actions   | Responsible Officer/Department | Measures   | Actions taken  |
| 3.1.2  | Ensure regional main roads and highways are maintained to acceptable community standards | Continued maintenance management system  | MES                            | Review Works Programs                                      | Regular PEG meetings   |
|  |  | Roads Inspection Procedures manual   | MES                            | Inspection schedules                                       | Regular inspections.   |
|  |  | Ensure RMCC requirements are met   | MES                            | RMCC qualified   | RMCC requirements met  |
| 3.1.3  | Maintain and enhance the local aerodrome and promote its use                             | To maintain aerodrome infrastructure to existing standard and monitor and review operational plans and emergency procedures. | MES                            | Audit for compliance with standards and licence conditions | Regular inspections.<br>Height survey undertaken December 2013 |

## OUR COMMUNITY'S 2022 INFRASTRUCTURE STRATEGIES

| Objective 3.2: Good quality community infrastructure and facilities |   |  |                                |  |   |
|---|---|--|--------------------------------|--|---|
| Strategies  |   | Council Delivery Program Actions   | Responsible Officer/Department | Measures                                 | Actions taken   |
| 3.2.1   | Maintain parks, gardens and reserves in a safe and attractive condition                   | Maintain and monitor a planned system of Parks and Gardens and Reserves maintenance. | MES                            | Monitor community feedback               | Ongoing   |
|   |   | Review Management Plan   | MES                            | Adoption of Plan                         | No action   |
| 3.2.2   | Monitor pool management and implement maintenance and upgrades                            | To maintain effective pool operation and management                                  | MHD                            | Report to Council.                       | Ongoing   |
|   |   | Review rolling works and upgrade program   | MHD                            | Asset Management Plan                    | In progress   |
| 3.2.3   | Provide a high quality library service that meets the needs of the community              | Review all library services and customer needs.                                      | MFA                            | Analyse user numbers.                    | Quarterly report to Council. On-line e-books from December 2013 |
|   |   | Continued membership North Western Library   | MFA                            | Participation                            | Active participation continued                                  |
| 3.2.4   | Maintain community facilities to an appropriate standard (e.g. Sporting Complex)          | Review/monitor maintenance regimes   | MHD<br>MES                     | Report to Council/<br>Community Feedback | Monthly report to Council                                       |
| 3.2.5   | Maintain and service the villages of Collie and Nevertire                                 | Regular inspection of villages   | MES/MHD                        | Work schedule                            | Inspections undertaken  |
|   |   | Annual meetings  | GM/MES                         | Community feedback                       | No meetings required  |
| 3.2.6   | Construction of Heavy Vehicle Inspection Station and upgrade existing Council Works Depot | Construction and fitout  | MES                            | Finished Workshop                        | Complete  |
|   |   | Site plan of depot   | MES                            | Tidiness of Depot                        | Site plan developed.<br>Acquiring additional land               |

| Objective 3.2: Good quality community infrastructure and facilities |   |   |                                |   |                        |
|---|---|---|--------------------------------|---|------------------------|
| Strategies  |   | Council Delivery Program Actions  | Responsible Officer/Department | Measures                                | Actions taken          |
| 3.2.7   | Upgrade and refurbishment of Warren Shire Council Chambers to comply with legislation | Development of concept<br><br>Quantity surveyed and Construction Certificate approved | GM / MHD<br><br>GM / MHD       | Concept adopted<br><br>Project approved | On hold<br><br>On hold |

## 4. ENVIRONMENTAL

Significant challenges and issues that have influenced the composition of the community's Environmental strategies include:

- The potential impacts of climate change and water policy.
- Management of waste in the Shire with no recycling program currently in place.
- Need for ongoing management of water supply, drainage and sewerage in Warren, Nevertire and Collie.

### OUR COMMUNITY'S 2022 ENVIRONMENTAL STRATEGIES:

| Objective 4.1: Management of the local environment |   |   |                                |  |  |
|--|---|---|--------------------------------|--|--|
| Strategies   |   | Council Delivery Program Actions  | Responsible Officer/Department | Measures                                       | Actions taken  |
| 4.1.1  | Monitor Warren Shire Council LEP  | Document problem issue arising from implementation of LEP.  | MHD                            | Number of reforms to LEP                       | Ongoing  |
| 4.1.2  | Maintain high levels of maintenance and services in the area of public Cemeteries | Ensure grave preparation meets the requirements of the community at all times.<br><br>Ensure cemetery is maintained to acceptable standards | MHD                            | Number of complaints<br><br>Community feedback | Complaints register monitored<br><br>Complaints register monitored |
| 4.1.3  | Management of noxious plants  | Delegated to CMCC (Council x 2 delegates)   | MFA                            | Report to Council                              | Regular updates to Council by Councillor Kinsey                    |

| Objective 4.1: Management of the local environment |  |  |                                |  |                                |
|--|--|--|--------------------------------|--|--------------------------------|
| Strategies   |  | Council Delivery Program Actions                       | Responsible Officer/Department | Measures                               | Actions taken                  |
| 4.1.4  | Maintain involvement and support of Catchment Management Authority (now part of Local Land Services) | Active membership of Water Quality & Salinity Alliance | GM / MHD                       | Attendance at meetings                 | Regular attendance at meetings |
|  |  | Implementation of projects                             | GM                             | Number of projects Council involved in | Local Green Team NRM training  |
|  |  | Develop Tiger Bay Management Plan                      | GM / MHD                       | Adoption of Management Plan            | On hold                        |

#### OUR COMMUNITY'S 2022 ENVIRONMENTAL STRATEGIES

| Objective 4.2: Resource use, waste disposal and management |  |   |                                |  |   |
|--|--|---|--------------------------------|--|---|
| Strategies   |  | Council Delivery Program Actions  | Responsible Officer/Department | Measures   | Actions taken   |
| 4.2.1  | Reduce rate of landfill through waste management, minimisation and collection methods  | Participate in regional initiatives relating to waste disposal and reduction.   | MHD                            | Reduce rate of landfill  | Ongoing investigation                                       |
|  |  | Investigate all avenues for recommencement of kerbside recycling  |                                | Re-introduction of recycling                                   | Ongoing investigation                                       |
| 4.2.2  | Ensure the efficient and cost effective operation of Council's road making materials (e.g. Mount Foster Quarry and gravel pits.) | To regularly monitor the safety and operations of gravel pits under Council's control to review and act under the safety and Environment standards. | MES                            | Compliance with all safety, mining and environmental standards | No production at Mount Foster Quarry<br>Gravel Pits ongoing |

## OUR COMMUNITY'S 2022 ENVIRONMENTAL STRATEGIES

| Objective 4.3: Management of water/wastewater |  |  |                                |  |  |
|---|--|--|--------------------------------|--|--|
| Strategies                                    |  | Council Delivery Program Actions   | Responsible Officer/Department | Measures   | Actions taken  |
| 4.3.1   | Manage environmentally responsible drainage works in accordance with Council program   | Complete proposed works within each program year.  | MES                            | Design and construction on time and within budget.                         | No works undertaken  |
| 4.3.2   | Provide Warren and villages of Collie and Nevertire with an adequate and safe water supply that is appropriately priced for all consumers              | Operation in line with Warren Shire Council's Business Plan for Water Supply & Sewerage Services<br><br>Compliance with best practice<br><br>Continued active membership of Lower Macquarie Water Utilities Alliance | MES<br><br>MES<br><br>MES      | Adherence to Plan<br><br>Annual report<br><br>Council involvement in LMWUA | Ongoing<br><br>100% compliance<br><br>Actively involved in LMWUA Board and Technical Committee |
| 4.3.3   | Provide Warren and village of Nevertire with an adequate and environmentally acceptable sewerage scheme that is appropriately priced for all consumers | Operation in line with Warren Shire Council's Business Plan for Water Supply & Sewerage Services<br><br>Compliance with best practice<br><br>Continued active membership LMWUA                                       | MES<br><br>MES<br><br>MES      | Adherence to Plan<br><br>Annual report<br><br>Council involvement in LMWUA | Ongoing<br><br>100% compliance<br><br>Actively involved in LMWUA Board and Technical Committee |

## 5. GOVERNANCE

Significant challenges and issues that have influenced the composition of the community's Governance strategies include:

- The hollowing out of the population (trend toward increases in older, less skilled, more welfare dependent population) resulting in an increased burden on existing community leaders and stock of volunteers.
- Ensuring the Council continues to remain strong and financially sound and is pro-active in the promotion and improvement of the community through sound and responsible leadership working as partners with the community in decision-making.
- Long term governance and community leadership is vital for the future of Warren Shire. Leadership skills need to be fostered to encourage the development of future community leaders and volunteers within the community.

### OUR COMMUNITY'S 2022 GOVERNANCE STRATEGIES:

| Objective 5.1: A community that partners with Council in decision making |  |  |                                |  |   |
|--|--|--|--------------------------------|--|---|
| Strategies   |  | Council Delivery Program Actions   | Responsible Officer/Department | Measures   | Actions taken   |
| 5.1.1 Implementation of Council's Community Engagement Strategy          |  | Use of Engagement Strategy to consult with community                                       | GM                             | Reference to Strategy                                      | Strategy used when consultation with community required |
| 5.1.2  | Youth Sub-Committee – ensure active involvement by the youth of Warren Shire | Co-ordinate communication with youth<br><br>Invite youth as members of Youth Sub Committee | MHD<br><br>MHD                 | Liaise with schools<br><br>Attendance of youth at meetings | Ongoing<br><br>In conjunction with Interagency          |

## OUR COMMUNITY'S 2022 GOVERNANCE STRATEGIES

| Objective 5.2: A Council that provides quality service to ratepayers and residents and delivers cost-effective services to these customers |  |  |                                    |  |   |
|--|--|--|------------------------------------|--|---|
| Strategies   |  | Council Delivery Program Actions   | Responsible Officer/<br>Department | Measures   | Actions taken   |
| 5.2.1 Quality customer service focus by Council staff  |  | To promote quality customer services with all Council employees.   | ALL                                | Customer satisfaction  | Community feedback monitored  |
| 5.2.2 Timely and accurate reporting for efficient management and accountability  |  | Review Council Committees and Administrative support on an annual basis  | GM                                 | Report to Council  | Reviewed September 2013   |
|  |  | To promote timely and quality dissemination of information to the community, as well as internally throughout the Council organisation | ALL                                | Review annually  | E-mail system<br>Weekly column in paper<br>Rate notices<br>Community Notice Board |
|  |  | To review business papers to improve information provided to elected members and the public.   | GM                                 | Council determination  | Reviewed September 2013   |
|  |  | To ensure compliance with statutory and regulatory requirements for financial reporting and public accountability by the due dates.    | MFA                                | Reporting on time to auditors, Ministers and the general public. | All statutory reporting undertaken by due dates                                   |

| Objective 5.2: A Council that provides quality service to ratepayers and residents and delivers cost-effective services to these customers |   |  |                                |   |                              |
|--|---|--|--------------------------------|---|------------------------------|
| Strategies   |   | Council Delivery Program Actions   | Responsible Officer/Department | Measures  | Actions taken                |
|  |   | To provide for revenue and expenses in a fair and competent manner with due regard for Council's financial position and public accountability. | MFA                            | Council's financial reporting analysis  | Regular reporting to Council |
| 5.2.3  | Effective staff training and development processes in place | Review staff training and development<br><br>To implement systems for performance management and staff review.                                 | ALL                            | Adoption of Training Plan for individuals following performance appraisals.<br><br>Review Salary System | Ongoing<br><br>In progress   |

## **FINANCIAL REPORTS**

*Section 428 of the Local Government Act 1993 requires that the annual report must contain a copy of the council's audited financial reports prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting.*

Councils Financial Reports detailing Council's financial performance and position for the year ended 30 June 2014 are available on Council's website.

See [www.warren.nsw.gov.au\council\council-documents\30-financial-reports](http://www.warren.nsw.gov.au/council/council-documents/30-financial-reports)

## **STATE OF THE ENVIRONMENT REPORT**

*Section 428A of the Local Government Act 1993 requires that the Annual Report contain a report (a State of the Environment Report) as to the state of the environment in the Local Government Area.*

Council participated in a Regional State of the Environment Report 2013 - 2014 with 16 other councils. This report shows trends, where possible, in relation to reports produced for the region in 2009/10, 2010/11, 2011/12 and 2012/13.

Copies are available from Council or on Council's website.

See [www.warren.nsw.gov.au\environment\state-of-the-environment](http://www.warren.nsw.gov.au/environment/state-of-the-environment)

## **ADDITIONAL STATUTORY REQUIREMENTS**

### **OVERSEAS VISITS**

*Local Government (General) Regulation 2005 – Clause 217 (1)(a)*

During the 2013/2014 Financial Year no overseas visits were undertaken during the year by Councillors, Council Staff or other persons while representing Council.

### **COUNCILLORS EXPENSES & PROVISION OF FACILITIES**

*Local Government (General) Regulation 2005 – Clause 217 (1)(a1)*

| <b>STATEMENT OF EXPENSES</b> |                      | <b>2013/14</b> |
|------------------------------|----------------------|----------------|
|                              | <b>Section</b>       | <b>\$</b>      |
| Mayoral Fees                 |                      | 20,000.00      |
| Councillor Fees              |                      | 100,834.00     |
| Provision of Facilities      | cl. 217(1)(a1)       | 6,882.62       |
| Provision of Equipment       | cl. 217(1)(a1)(i)    | Nil            |
| Provision of Telephone       | cl. 217(1)(a1)(ii)   | 718.26         |
| Conferences & Seminars       | cl. 217(1)(a1)(iii)  | 4,765.47       |
| Training                     | cl. 217(1)(a1)(iv)   | Nil            |
| Interstate Visits            | cl. 217(1)(a1)(v)    | Nil            |
| Overseas Visits              | cl. (217(1)(a1)(vi)  | Nil            |
| Spouse/family Expenses       | cl. 217(1)(a1)(vii)  | Nil            |
| Care of Child/Family         | cl. 217(1)(a1)(viii) | Nil            |
| Mayoral Vehicle              |                      | 8,769.00       |
| Councillor Insurance         |                      | 2,881.00       |

Warren Shire Council has adopted a Policy for Payments of Expenses and Provision of Facilities to Mayor and Councillors and this policy is reviewed each September and readopted by resolution of Council.

This document is available for inspection at Councils offices, 115 Dubbo Street, Warren.

## CONTRACTS

*Local Government (General) Regulation 2005 – Clause 217 (1)(a2)*

During 2013/2014 Council awarded and continued the following contracts:

| <b>Contract Number<br/>Name of Contractor</b> | <b>Nature of goods and services</b>                     | <b>Est amount</b> | <b>Amount expended</b> |
|---|---|-------------------|------------------------|
| 2012/02<br>Ando's Grader Hire                 | Collection/disposal of waste & Garbage 1.9.12 - 30.6.17 | \$1,118,894.86    | \$309,015.71           |
| T8101/OROC<br>Fulton Hogan                    | Bitumen Spray Sealing 1.7.11 - 30.6.14                  | \$1,561,197.66    | \$1,561,197.66         |
| T212/13 OROC<br>Fulton Hogan                  | Supply Bulk Emulsion 1.1.13 - 31.12.15                  | \$154,298.00      | \$154,298.00           |
| C14-6.2/30<br>NM Owen P/L                     | Supply and Delivery of Bulk Fuel and Lubricants         | \$610,648.92      | \$610,648.92           |
| Plant 13/14-1<br>Allroads Motor Body Building | Supply of two (2) tri-axle side tipper trailers         | \$177,000.00      | \$177,000.00           |
| Plant 13/14-11<br>WestTrac Cat Ltd Dubbo      | Supply of Multi-tyred SP Roller                         | \$148,000.00      | \$148,000.00           |

## **LEGAL EXPENSES**

*Local Government (General) Regulation 2005 - Clause 217(1)(a3)*

In 2013/2014 Council incurred legal expenses totalling \$512.00. These expenses were incurred in the following areas:

| Description   | Amount    |
|---------------|-----------|
| Rate Recovery | \$ 512.00 |

## **SUBSIDISED WORKS**

*Local Government (General) Regulation 2005 – Clause 217 (1)(a4)*

Council did not pass any resolutions under 67 of the Local Government Act 1993 concerning work carried out on private land which was fully or partly subsidized by Council during this financial year.

## **COUNCIL CONTRIBUTIONS**

*Local Government (General) Regulation 2005 – Clause 217 (1)(a5)*

The total amount contributed or otherwise granted by Council under Section 356 of the Local Government Act 1993 was \$8,906.00.

## **EXTERNAL BODIES**

*Local Government (General) Regulation 2005 – Clause 217 (1)(a6)*

Council is a constituent member of the Castlereagh Macquarie County Council and has formally delegated authority for the control of noxious plants to that body.

## **CONTROLLING INTERESTS**

*Local Government (General) Regulation 2005 – Clause 217 (1)(a7)*

Council did not hold a controlling interest in any corporations, partnerships, trusts, joint ventures, syndicates or other bodies (whether or not incorporated during the year).

## **JOINT VENTURES/PARTNERSHIPS**

*Local Government (General) Regulation 2005 – Clause 217 (1)(a8)*

Council participated in the following throughout 2013/2014:

- North Western Library Co-operative
- Orana Regional Organisation of Councils
- Castlereagh Macquarie County Council (Noxious weeds)
- Lower Macquarie Water Utilities Alliance
- Rural Fire Service - North West Zone
- Central West Catchment Management - Water Quality and Salinity Alliance
- NetWaste
- Local Government Procurement
- Regional Procurement
- Outback Arts
- Northwest Regional Food Surveillance Group
- Warren Interagency
- RMCC Cluster
- Outback Arts
- Audit and Risk Management Committee

## **EQUAL EMPLOYMENT**

*Local Government (General) Regulation 2005 – Clause 217 (1)(a9)*

No action was taken in relation to Equal Employment Opportunities.

## **REMUNERATION PACKAGES**

*Local Government (General) Regulation 2005 – Clause 217 (1)(b) & Clause 217 (1)(c)*

The total value of the General Manager's Remuneration Package was \$186,156 which included the employer's superannuation contribution, the amount payable by Council by way of fringe benefits tax, there were no bonus payments for performance or any other payments made to the General Manager that did not form part of the salary component. There were no non cash benefits paid under the package.

As there were no other designated Senior Staff Managers employed by Council throughout 2013/2014 and therefore no other amounts are required to be reported.

## **STORMWATER CHARGES**

*Local Government (General) Regulation 2005 – Clause 217 (1)(e)*

Council did not levy an annual charge for stormwater management services during the year.

## **COASTAL PROTECTION CHARGES**

*Local Government (General) Regulation 2005 – Clause 217 (1)(e1)*

Council did not levy any charge for coastal protection services during the year.

## **COMPANION ANIMALS ACT AND REGULATIONS**

*Local Government (General) Regulation 2005 – Clause 217 (1)(f)*

In 2013/2014 Warren Shire Council seized a total of 46 dogs and a further 47 more where surrendered, of this 93 dogs council returned 16 dogs, 13 re-homed, 2 were stolen and 62 were euthanasia by Western Rivers Veterinary Group. The dogs euthanised were unable/unsuitable to be re-housed. This information has been provided to the Division of Local Government on Councils return of Seizures of Cats and Dogs for the 2013/2014 year.

Council is continually providing information on the Companions Animals Legislation and the responsibilities of owners for the control and care of their animals. This is undertaken via the local paper, community notice board, letter box drops, Councils website as well as a various brochures and pamphlets available at Council's office.

Council works with the Australian Institute of Local Government Rangers Western Division in re-homing unwanted dogs and other joint activities.

During the 2013/2014 financial year administration of the Companion Animals Act had a nett cost to council of \$68,133.00

All reporting requirements to the Division of Local Government were met.

## RATES AND CHARGES ABANDONED

*Local Government (General) Regulation 2005 - Clause 132*

The amount of rates and charges that were written off during the period 1<sup>st</sup> July, 2013 to 30<sup>th</sup> June, 2014.

| Description  | Amount<br>\$ |
|--|--------------|
| <b>Rates - Pension Rebates</b><br><i>(Section 583(1) Local Government Act, 1993)</i>               | 82,520.00    |
| <b>Rates - Postponed Rates</b><br><i>(Section 595(1) Local Government Act, 1993)</i>               | Nil          |
| <b>Rates - Levy Adjustments</b><br><i>(Section 598(2) Local Government Act, 1993)</i>              | Nil          |
| <b>Charges - Interest on Postponed Rates</b><br><i>(Section 595(1) Local Government Act, 1993)</i> | Nil          |
| <b>Rates - Sale for Outstanding</b><br><i>(Section 607 Local Government Act, 1993)</i>             | Nil          |
| <b>Charges - Interest sale for outstanding</b><br><i>(Section 607 Local Government Act, 1993)</i>  | Nil          |

## **GOVERNMENT INFORMATION (PUBLIC ACCESS)**

### *Government Information (Public Access) Regulation 2009 - Clause 7a and Schedule 2*

Council in the last reporting period has received nil applications under the Government Information Public Access Act.

#### **Obligations under the GIPA Act**

##### **1. Review of proactive release program - Clause 7(a)**

Under section 7 of the GIPA Act, Council must review its program for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

Council's program for the proactive release of information involves assessment on a case by case basis. Council has very little information that is discretionally unavailable.

During the reporting period, Council had no new proactive releases of information.

##### **2. Number of access applications received - Clause 7(b)**

During the reporting period, Council did not receive any formal access applications.

##### **3. Number of refused applications for Schedule 1 information - Clause 7(c)**

During the reporting period, Council did not refuse any formal access applications.

#### 4. Statistical information about access applications - Clause 7(d) and Schedule 2

**Table A: Number of applications by type of applicant and outcome\***

|   | Access granted in full | Access granted in part | Access refused in full | Information not held | Information already available | Refuse to deal with application | Refuse to confirm/deny whether information is held | Application withdrawn |
|---|------------------------|------------------------|------------------------|----------------------|-------------------------------|---------------------------------|--|-----------------------|
| Media   | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Members of Parliament                                       | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Private sector business                                     | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Not for profit organisations or community groups            | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Members of the public (application by legal representative) | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Members of the public (other)                               | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |

\*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

**Table B: Number of applications by type of application and outcome**

|  | Access granted in full | Access granted in part | Access refused in full | Information not held | Information already available | Refuse to deal with application | Refuse to confirm/deny whether information is held | Application withdrawn |
|--|------------------------|------------------------|------------------------|----------------------|-------------------------------|---------------------------------|--|-----------------------|
| Personal information applications*   | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Access applications (other than personal information applications)                     | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |
| Access applications that are partly personal information applications and partly other | 0                      | 0                      | 0                      | 0                    | 0                             | 0                               | 0  | 0                     |

\*A **personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual). The total number of decisions in Table B should be the same as Table A.

**Table C: Invalid applications**

| <b>Reason for invalidity</b>  | <b>Number of applications</b> |
|---|-------------------------------|
| Application does not comply with formal requirements (section 41 of the Act)  | 0                             |
| Application is for excluded information of the agency (section 43 of the Act) | 0                             |
| Application contravenes restraint order (section 110 of the Act)              | 0                             |
| Total number of invalid applications received                                 | 0                             |
| Invalid applications that subsequently became valid applications              | 0                             |

**Table D: Conclusive presumption of overriding public interest against disclosure:  
matters listed in Schedule 1 of the Act**

|   | <b>Number of times consideration used*</b> |
|---|--|
| Overriding secrecy laws                               | 0  |
| Cabinet information                                   | 0  |
| Executive Council information                         | 0  |
| Contempt  | 0  |
| Legal professional privilege                          | 0  |
| Excluded information                                  | 0  |
| Documents affecting law enforcement and public safety | 0  |
| Transport safety                                      | 0  |
| Adoption  | 0  |
| Care and protection of children                       | 0  |
| Ministerial code of conduct                           | 0  |
| Aboriginal and environmental heritage                 | 0  |

\*More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

**Table E: Other public interest considerations against disclosure:  
matters listed in table to section 14 of the Act**

|  | <b>Number of occasions when application not successful</b> |
|--|--|
| Responsible and effective government                                 | 0  |
| Law enforcement and security   | 0  |
| Individual rights, judicial processes and natural justice            | 0  |
| Business interests of agencies and other persons                     | 0  |
| Environment, culture, economy and general matters                    | 0  |
| Secrecy provisions   | 0  |
| Exempt documents under interstate Freedom of Information legislation | 0  |

**Table F: Timeliness**

|   | <b>Number of applications</b> |
|---|-------------------------------|
| <b>Decided within the statutory timeframe (20 days plus any extensions)</b> | 0                             |
| <b>Decided after 35 days (by agreement with applicant)</b>                  | 0                             |
| <b>Not decided within time (deemed refusal)</b>                             | 0                             |
| <b>Total</b>  | <b>0</b>                      |

**Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)**

|   | Decision varied | Decision upheld | Total |
|---|-----------------|-----------------|-------|
| <b>Internal review</b>  | 0               | 0               | 0     |
| <b>Review by Information Commissioner*</b>                              | 0               | 0               | 0     |
| <b>Internal review following recommendation under section 93 of Act</b> | 0               | 0               | 0     |
| <b>Review by ADT</b>  | 0               | 0               | 0     |
| <b>Total</b>  | 0               | 0               | 0     |

\*The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

**Table H: Applications for review under Part 5 of the Act (by type of applicant)**

|  | <b>Number of applications for review</b> |
|--|--|
| <b>Applications by access applicants</b>   | 0  |
| <b>Applications by persons to whom information the subject of access application relates</b> | 0  |