



Warren Shire Council



Annual Report 2014 / 2015

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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 Warren Family Health Centre that supports 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.

Given the overwhelming support for Council from the community organised petition in June 2013 to remain a standalone body, Council prepared its "Fit for the Future" proposal based on the Rural Council Template as a standalone Council. IPART assessed Warren as a "Fit for the Future" as a Rural Council, therefore hopefully removing uncertainty about our ability to continue as a service provider to the 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 2014/15 year has by no means been an easy year for Council to manage the provision of services to our community. The ever increasing demand outside of Council's core activities for our scarce resources, coupled with the uncertainty of Council's future, does not sit well with trying to develop future Works Programs and Management Plans.

The recognition of Warren Shire Council in the Local Government Independent Review Panel's Final Report, as a Group C Rural Council where there would be no benefit in a merger with an adjoining Council has to a degree eased some pressure. Not with standing this, there has been an enormous amount of time consumed in preparing Council's "Fit for the Future" proposal that will be used in the future to improve Council's performance.

The decision of the Rural and Remote Medical Services (RaRMS) to Practice Manage the Warren Family Health Centre, sees the future of the delivery of health services in our community very positive.

Council's decision to upgrade the gym equipment at the Warren Sporting and Cultural Centre and the increased patronage will reflect a healthier community in the long term.

Council has continued on with the high value it places on its employees with training playing a lead role in the workforce and this informs Council's Salary System. The actions enable us to provide a better skilled employee to provide a better service to our community.

Council is also continually reviewing and upgrading its plant and work practices.

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 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 30.6.2014
- ⇒ Fit for the Future Workshops attended
- ⇒ Fit for the Future Workshop Improvement Proposal
- ⇒ New pool cleaner
- ⇒ Swimming pool amenities improvements
- ⇒ Participation in NSW Grain Harvest Management Scheme 2014-2016
- ⇒ Stafford Street Reservoir inspection
- ⇒ Lifeguard shields
- ⇒ XC5 Footpath replacement – 510 metres
- ⇒ Kerb and gutter replacement – 260 metres
- ⇒ Gunningba stormwater drains – installed 200 metres of 600mm pipe
- ⇒ Clean Up Australia Day participation
- ⇒ ANZAC Day co-ordination
- ⇒ Fish restocking (15,000 Golden Perch)

- ⇒ RFS hazard reduction
- ⇒ Implementing risk management
- ⇒ Nevertire bus shelter
- ⇒ Spar carpark garden re-development
- ⇒ Private Pool Inspection Program
- ⇒ Extension Tiger Bay walkway approval
- ⇒ Participation in the Small Business Friendly Council Program
- ⇒ Road Stabilising Contract acceptance
- ⇒ 4 x 2 cab chassis truck – Workshop
- ⇒ 4 x 2 cab chassis truck – Sewer Crew
- ⇒ Warren Sporting & Cultural Centre – two (2) new stages
- ⇒ Warren Sporting & Cultural Centre – 250 new chairs
- ⇒ Warren Sporting & Cultural Centre – upgrade security
- ⇒ Warren Sporting & Cultural Centre – new microphones
- ⇒ Showground/Racecourse retaining wall and stairs
- ⇒ Pedestrian Access Management Plan
- ⇒ Pedestrian access ramps – Dubbo Street
- ⇒ Depot land additional 1.4 Ha secured
- ⇒ Records compactus
- ⇒ RaRMS Agreement to Practice Manage Warren Family Health Centre
- ⇒ Spray Sealing Contract re-negotiated
- ⇒ Waste Less Recycle More Initiative Grant
- ⇒ Consumer Behaviour and Economic Leakage Project
- ⇒ Reviewed 15 Year Plant Replacement Program
- ⇒ Finalise Lawn Cemetery extension including ashes columbarium

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: -

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
Local Government Rangers Association – Western Region	Animal control and regulatory services	26 councils
OROC – Finance Group	Local Government Finance	12 councils
OROC – Human Resource Group	Industrial Relations	12 councils
OROC – Economic Development Officer Group	Economic Development & Promotions	12 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 2014/15 year has seen the continuation of the unsealed network being maintained to a higher engineering standard (reformed and crowned) with the aim of extending maintenance intervals.

Seasonal conditions, namely the lack of water in some areas, has meant the rescheduling of some works to areas where water can be sourced. Lack of funding has not permitted the fifth (5th) crew to be engaged during the year and a review of these arrangements will be required in the future.

The renewal of the lesser travelled rural sealed roads have been treated as what Warren Shire terms "Recycling" (road ripped, pulvi mixer, reshaped and a 5 metre seal). This process versus reconstruction can be undertaken at 25% of the cost of reconstruction, thus enabling four (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

- ▶ Shoulder widening – 6.2 kms
- ▶ Heavy patching
- ▶ Reseals
- ▶ Shoulder grading works

REGIONAL ROADS

- ▶ Shoulder grading
- ▶ Reseals
- ▶ Carinda Road recycling – 3.5 kms

LOCAL ROADS

- ▶ Reseals – rural
- ▶ Reseals – town streets
- ▶ Shoulder grading
- ▶ Urban heavy patching
- ▶ Cook/Banks Streets reconstruction
- ▶ Bullagreen Road recycling – 3.5 kms
- ▶ Old Warren Road recycling – 0.9 km
- ▶ Ellengerah Road reconstruction – 4.5 kms

ROAD PLANT

- ▶ John Deere 770G
- ▶ Caterpillar Backhoe 432F

WATER AND SEWER FUNDS

The 2014/15 year has seen the continuation rebuilding of Council's Water & Sewer team. 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 two (2) teams (a reactive & proactive). One (1) team will undertake repairs and the other enhancements and preventative maintenance. This system will require further review, especially in light of the changing of Water & Sewer Managers.

Although the Water & Sewer Crew are stepping through a learning phase, they have still been able to undertake some worthwhile projects: -

- Sewer main relining – 676 metres
- Sewer main jump-up replacements – 35
- Water supply valve replacement – 18 bore, 4 river

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
- Review of water licences
- Telemetry System review

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
- 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 an increase in net assets as a result of operations for the year of \$303,000 (2014 - \$670,000 decrease).

Operating Performance measures the ability to contain operating expenditure within operating revenue excluding capital amounts. For 2015, this indicator was .29%; above the bench of 0%.

Own Source Operating Revenue measures the degree of reliance on external funding sources such as grants and contributions. For 2015, this indicator was 61.02% 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 (\$137,000), domestic waste management charges (\$193,000) and sewerage and water funds (\$2.764 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 \$6.537 million. Their purposes are more fully disclosed in Note 6 of the financial statements.

Unrestricted cash and investments stood at \$516,000 (2014 - \$500,000).

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 \$6.714 million representing a factor of 8.64 to 1 (2014 – 6.3 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 33.20 to 1. Actual principal owing to institutions on loans was \$452,000.

Net rates and annual charges levied during the year were \$5.192 million.

Total rates and annual charges receivable (including arrears) was \$5.311 million of which \$5.186 million or 97.51% (97.54 % in 2014) was collected, leaving \$134,000 owing or 2.51% 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 2015 represented 93% 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

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 2014/2015 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.

Objective 1.1: Improve social well-being to offer a competitive lifestyle and attract and retain working families					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Actions taken
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 ongoing. EDO's continuing to communicate with community organisations. Community Notice Board updated weekly

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	MHD	Production of business paper Number of meetings held	6 Interagency meetings Business paper circulated.
		Provision of information on grants etc. and assistance in assessing grants to community groups	MHD	Circulation of information	Information circulated E-mail distribution list is over a 100 and approx 3 emails sent out 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.	GM	Increase in students enrolled at local schools and TAFE	Meetings with TAFE and schools on courses available
		Regular meetings with educational providers: - - Schools - TAFE	GM	Number of meetings held	Met with TAFE, Warren Central School and St. Mary's School. Regularly attended functions at schools. Invited schools to community events.
1.1.5	Retain and develop housing for skilled people	Ensure adequate supply of residential land available	GM	Number of lots available	15 lots available
		Review Council Housing Stock	MHD	Develop Upgrade Plan	On Hold
		Number of private houses available for sale/rent	GM	Liaise with Real Estate agencies	EDO's monitoring Reporting quarterly

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	GM	Donation/support provided with council approval	Venues provided free for numerous community events
		Co-ordinate Australia Day and ANZAC Day	GM	Community feedback.	Ongoing
		Support community events through administration and secretarial support	GM	Number of committees formed for special events	Australia Day, ANZAC Day, Remembrance 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	MHD	Number of meetings	In conjunction with Interagency
		EIPP program	MHD	Number/success of projects undertaken	5
		Community Builder program	MHD	Number/success of projects undertaken	15

OUR COMMUNITY'S 2022 SOCIAL STRATEGIES

Objective 1.2: Support young people and encourage their development					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Actions taken
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 Refer 1.2.1
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	Need to investigate a more suitable model.

Objective 1.3: Improved health outcomes for the community					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Actions taken
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	Warren GP Succession planning group created. 2 meeting held with all stakeholders.
		Liaise with Warren MPHS	GM	Number of meetings	Continual communication with MPHS.
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	RaRMS to Practice Manage Warren Family Health Centre

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	No Meeting held.
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	DISPLAN now EMPLAN in progress. All hazards analysis complete. Regular meetings held
		Co-ordinate LEMC meetings	GM	Hold regular meetings	
		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 and notices issued.
1.4.6	Maintain town streets and footpaths	Maintain regular footpath inspection	MES	Update of Footpath Defect Register	CBD area undertaken with PAMP October 2014. 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.

Objective 2.1: Strengthening agriculture and existing local industries and exploring other options					
Strategies			Responsible Officer/ 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. No longer realistic goal.
		Development of timetable for Stage 2	GM	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 quarterly
2.1.3	Undertake a Skills Audit of local economy	Undertake Skills Audit	GM	Presentation of Report	Taken on by RDA Orana.
2.1.4	Assist and encourage the development of new business	Liaise with Chamber of Commerce	GM	Number of meeting with Chamber of Commerce	Regular reporting to Chamber of Commerce.
		Retail leakage study.	GM	Finalisation	Study complete and presented to Chamber of Commerce.
		Keep abreast with NRM legislation	GM	Submissions on NRM Act amendments	Legislative changes monitoring. Submission on LLS Funding submitted.

Objective 2.2: Enhance the experience of visitors to Warren Shire					
Strategies			Responsible Officer/ 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	Program/costing of works for Streetscape Masterplan	MES	Adoption of Streetscape Masterplan	Waiting on the outcome of Murray Darling Basin Authority Diversification Grant Program.
		Implementation of Streetscape works	MES	Works undertaken	
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	Signage erected as required.

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	Renew Extended Work Hours Agreement	MES	Sign off agreement	Agreement renewed
		Undertake road standard audits to ensure compliance with standards	MES	Compliance with standards	Inspections undertaken
		Ensure maintenance is programmed as a preventative measure as far as practicable	MES	Quality/Quantity of work	Continued monitoring
		Continued maintenance management system	MES	Review Works programs	Works schedule updated
		Roads Inspection Procedures manual in place	MES	Inspection schedules	Inspections ongoing

OUR COMMUNITY'S 2022 INFRASTRUCTURE STRATEGIES

Objective 3.1: Good quality transport infrastructure					
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Actions taken
3.1.2	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. Height survey undertaken November 2014

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
3.2.2	Monitor pool management and implement maintenance and upgrades	To maintain effective pool operation and management Review rolling works and upgrade program	MHD MHD	To be	2 reports to council To be reviewed after leak in pool fixed.
3.2.3	Provide a high quality library service that meets the needs of the community	Review all library services and customer needs. Continued membership North Western Library	MFA MFA	Analyse user numbers. Participation	Quarterly report to Council. Active participation continued
3.2.4	Maintain community facilities to an appropriate standard (e.g. Sporting Complex)	Review/monitor maintenance regimes	MHD MES	Report to Council/ Community Feedback	Monthly report to Council
3.2.5	Maintain and service the villages of Collie and Nevertire	Regular inspection of villages Annual meetings	MES/MHD GM/MES	Work schedule Community feedback	Regular inspections undertaken No meetings required
3.2.6					
3.2.7	Upgrade and refurbishment of Warren Shire Council Chambers to comply with legislation	Development of concept Quantity surveyed and Construction Certificate approved	GM / MHD GM / MHD	Concept adopted Project approved	1 draft concept completed not suitable. Full review to be undertaken 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 monitoring
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. Ensure cemetery is maintained to acceptable standards	MHD MHD/MES	Number of complaints Community feedback	Complaints register monitored Weekly maintenance regime in place
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 following CMCC meetings
4.1.4	Maintain involvement and support of Catchment Management Authority (now part of Local Land Services)	Active membership of Water Quality & Salinity Alliance Implementation of projects	GM / MHD GM	Attendance at meetings Number of projects Council involved in	Regular attendance at meetings Naturelinks program.

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. Investigate all avenues for recommencement of kerbside recycling	MHD	Reduce rate of landfill Re-introduction of recycling	Investigating options Included in options.
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 Gravel Pits ongoing

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.	Works undertaken 200m of 400mm Stormwater pipes installed.
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	MES	Adherence to Plan	Ongoing
		Compliance with best practice	MES	Annual report	100% compliance
		Continued active membership of Lower Macquarie Water Utilities Alliance	MES	Council involvement in LMWUA	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	MES	Adherence to Plan	Ongoing
		Compliance with best practice	MES	Annual report	100% compliance
		Continued active membership LMWUA	MES	Council involvement in LMWUA	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	MHD	Liaise with schools	Ongoing
		Invite youth as members of Youth Sub Committee	MHD	Attendance of youth at meetings	In conjunction with Interagency

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
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 2014
		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 Weekly column in paper Rate notices Community Notice Board
		To review business papers to improve information provided to elected members and the public.	GM	Council determination	Reviewed September 2014
		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	ALL	Adoption of Training Plan for individuals following performance appraisals.	Ongoing
		To implement systems for performance management and staff review.	ALL	Review Salary System	Ongoing

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 2015 are available on Council's website.

See <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 2014 - 2015 with 16 other councils. This report shows trends in land management, biodiversity, water and waterways, sustainability people and communities from reports produced on the region from 2009-2015.

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

See <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 2014/2015 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)

STATEMENT OF EXPENSES		
		2014/15
	Section	\$
Mayoral Fees		23,441.00
Councillor Fees		103,153.00
Provision of Facilities	cl. 217(1)(a1)	5,144.02
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)	5,689.03
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		10,382.16
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 2014/2015 Council awarded and continued the following contracts:

Contract Number Name of Contractor	Nature of goods and services	Amount expended Ex GST
2012/02 Ando's Grader Hire	Provision of a Service for the Collection and Disposal of Putrescible Rubbish and Garbage and Management of Ewenmar Waste Facility 1.9.12 - 30.6.17	\$237,266.71
T81011OROC Fulton Hogan	Bitumen Spray Sealing 1.7.11 - 30.6.14	\$1,028,880.98
T11213OROC Fulton Hogan	Supply Bulk Emulsion 1.1.13 - 31.12.15	\$129,605.00
T251213OROC C14-6.2/30 NM Owen P/L	Supply and Delivery of Bulk Fuel and Lubricants 1.7.13 – 30.6.16	\$415,383.71
Plant 14/15-07 Hitachi Construction Machinery	Supply of one (1) John Deere Grader	\$359,500.00
Plant 14/15-08 WestTrac Equipment Pty Ltd	Supply of one (1) Caterpillar Backhoe/Loader	\$149,000.00

LEGAL EXPENSES

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

In 2014/2015 Council incurred legal expenses totalling \$10,083.42. These expenses were incurred in the following areas:

Description	Amount
Rate Recovery	\$ 156.00
Court Proceedings	\$9,927.42

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 \$9,166.00.

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 2014/2015:

- 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 \$190,810.00 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 2014/2015 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 2014/2015 Warren Shire Council seized a total of 34 dogs and a further 54 more were surrendered, of these 88 dogs council returned 19 dogs, 5 were re-homed and 63 were euthanised by Western Rivers Veterinary Group. The dogs euthanised were unable/unsuitable to be re-housed. This information has been provided to the Office of Local Government on Councils return of Seizures of Cats and Dogs for the 2014/2015 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 2014/2015 financial year administration of the Companion Animals Act had a nett cost to council of \$67,052.96

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 1st July, 2014 to 30th June, 2015.

Description	Amount \$
Rates - Pension Rebates <i>(Section 583(1) Local Government Act, 1993)</i>	83,007
Rates - Postponed Rates <i>(Section 595(1) Local Government Act, 1993)</i>	Nil
Rates - Levy Adjustments <i>(Section 598(2) Local Government Act, 1993)</i>	Nil
Charges - Interest on Postponed Rates <i>(Section 595(1) Local Government Act, 1993)</i>	Nil
Rates - Sale for Outstanding <i>(Section 607 Local Government Act, 1993)</i>	Nil
Charges - Interest sale for outstanding <i>(Section 607 Local Government Act, 1993)</i>	Nil

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT

No applications have been made for information or reports received under this Act for the period 1st July 2014 to 30th June 2015.

GOVERNMENT INFORMATION (PUBLIC ACCESS)

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

Council received nil applications in the reporting period 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)	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	
Reason for invalidity	Number of applications
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	
	Number of times consideration used*
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	
	Number of occasions when application not successful
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

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

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

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93	0	0	0
Review by ADT	0	0	0
Total	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)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates. (see section 54 of the Act)	0