



**WARREN SHIRE COUNCIL**

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# BUSINESS PAPER

ORDINARY MEETING

Thursday 23rd June 2016

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Warren Shire Council

**AGENDA - ORDINARY COUNCIL MEETING**

**23rd June 2016**

**APOLOGIES**

**CONFIRMATION OF MINUTES**

Ordinary Meeting held on Thursday 19th May 2016.

**SECTION 1 (WHITE)**

**DELEGATES REPORTS**

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Nil.

**COMMITTEE MINUTES**

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Meeting of Manex held on Tuesday 10th May 2016 ..... (C14-3.4)

Meeting of the Economic Development Committee  
held on Wednesday 15th June 2016 ..... (C14-3.22)

**SECTION 2 (LILAC)**

**POLICY**

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Item 1      Keeping of Horses Policy    (L3-7, P13-1) ..... Page 1

Item 2      Keeping of Stock in Residential Areas    (L3-7.1, P13-1) ..... Page 6

## SECTION 3 (BLUE)

### REPORT OF THE GENERAL MANAGER

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Item 1	Outstanding Reports Checklist (C14-7.4) .....	Page 1
Item 2	Committee/Delegates Meetings (C14-2) .....	Page 3
Item 3	Local Government – Joint Organisations (L5-16.3) .....	Page 5
Item 4	Local Government Remuneration Tribunal 2016 (C14-5.1) .....	Page 8
Item 5	NSW Grain Harvest Management Scheme (R4-4) .....	Page 9
Item 6	Long Service Awards – Councillors and Staff (C14-5.2, S12-17)	Page 10
Item 7	CCTV – CBD Area (L7-1.5) <b>(To be Tabled at the Meeting)</b>	

## SECTION 4 (GREEN)

### REPORT OF THE MANAGER FINANCE AND ADMINISTRATION

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Item 1	Reconciliation Certificate (B1-10.13) .....	Page 1
Item 2	Statement of All Outstanding Rates and Extra Charges as at 10th June 2016 (R1-4) .....	Page 3
Item 3	Long Term Financial Plan – 2016/17 to 2025/16 (A7-4.1/2) .....	Page 4
Item 4	2016/17 Operational Plan & Estimates (E4-36) .....	Page 6
Item 5	Making and Levying of Rates and Fixing of Charges – 2016/2017 (R1-6.1) .....	Page 7

## SECTION 5 (YELLOW)

### REPORT OF THE MANAGER ENGINEERING SERVICES

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Item 1	Works Progress Report - Roads Branch (C14-7.2) .....	Page 1
Item 2	Works Progress Report - Water & Sewerage (C14-7.2) .....	Page 3
Item 3	Works Progress Report – Town Services (C14-7.2) .....	Page 8
Item 4	Works Progress Report - Fleet Branch (C14-7.2) .....	Page 9
Item 5	Traffic Information (T5-4) .....	Page 12
Item 6	OROC Tender T051617OROC – Supply & Delivery of Bulk Fuel (C14-6.2/39) .....	Page 13

## SECTION 5 (YELLOW)

### REPORT OF THE MANAGER ENGINEERING SERVICES

CONTINUED

Item 7	Pipe Crossing – Aquawest Pty Ltd, RR 333 Carinda Road (R4-11, R4-2.5) .....	Page 17
Item 8	Macquarie Park Plane Trees (P1-7.6, T6-1) .....	Page 20
Item 9	Strategic Management of Council’s Infrastructure (A13-2) .....	Page 23

## SECTION 6 (PINK)

### REPORT OF THE MANAGER HEALTH & DEVELOPMENT

Item 1	Development Application Approvals (B4-9) .....	Page 1
Item 2	Department of Planning Circulars (P15-10) .....	Page 2
Item 3	Sporting and Cultural Centre Report (S21-2) .....	Page 3
Item 4	Information Centre Record for May 2016 (T4-6.1) .....	Page 4
Item 5	Impounding Officer’s Report (P4-4) .....	Page 5
Item 6	Ewenmar Waste Depot Sunset Committee (C14-3.23) .....	Page 7
Item 7	Development Application (P16-16.08) Animal Boarding Establishment, Lot 1, DP1015812 Arthur Butler Drive, Warren .....	Page 9

## SECTION 7 (LILAC)

### REPORT OF THE LIBRARIAN

Nil.

## MAYORAL MINUTES

## QUESTIONS WITHOUT NOTICE

## SECTION 9 (GREY)

**CONFIDENTIAL**

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Nil.

### PRESENTATIONS

9.30 am            Green Distillation Technology – Trevor Bayley

10.30 am        Warren Health, Sporting & Cultural Precinct – Connections Study 2016 - GHD

**Section**

**1**

**Delegates & Committees**

# MANEX

## Minutes

Attached are the Minutes of the Meeting of Manex held on Tuesday 10<sup>th</sup> May 2016.

### **RECOMMENDATION:**

That the Minutes of the Meeting of Manex held on Tuesday 10<sup>th</sup> May 2016 be received and noted.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
Held in the Council Chambers, Administration Building, Warren,  
On Tuesday 10th May 2016 commencing at 9.00 am

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PRESENT:

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Rex Wilson OAM	Mayor
Ashley Wielinga	General Manager (Chair)
Darren Arthur	Manager Finance & Administration
Maryanne Stephens	Manager Health & Development
Les Morgan	Manager Engineering Services
Tim Wark	Water and Sewer Manager

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1. **APOLOGIES**

Apologies were received from Dirk McCloskey and Jillian Murray who were absent due to external commitments and it was **MOVED** Arthur/Wark that a leave of absence be granted for this meeting.

**Carried**

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2. **MINUTES**

**MOVED** Morgan/Wark that the Minutes of the Manex Committee meeting held on 19th April 2016 be adopted as a true and correct record of that meeting.

**Carried**

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3. **BUSINESS ARISING FROM MINUTES**

- The Mayor enquired on what the concern was regarding cattle at the Racecourse. The General Manager advised that the issue regarding Cattle at Showground /Racecourse Complex was not an issue, the drover had everything in control.
- The General Manager enquired on the progression of the meeting regarding Booka Road.



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## 4. ACTION CHECKLIST

Date	Action by	Subject	Comment
Ongoing	GM	Delegations to Staff	Re-issue all delegations
Ongoing	ALL	Employee Performance Reviews	Bring reviews up to date
*14.10.14	MHD	Rural Addressing	Review when an opportunity permits
*16.2.15	MES/GM	Roads to Recovery	Now part of Asset Management Plans
*17.3.15	MHD	Asbestos Register	Geoscience appointed
14.10.15	OM	Fencing Lion's Park	In progress
*19.4.16	MES	Emulsion Tank Procedures	Presented to Manex
19.4.16	MES	Works corner Industrial Access/Carinda Roads	Reinstate works
19.4.16	MES	Booka Road	Arrange meeting with landholders

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

**Carried**

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## 5. EXTERNAL PROMOTIONS

The Manex team determined if there were any items of business that could be passed on to the Mayor for external promotions.

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## 6. SENIOR STAFF – WORK PROGRAM

Each Manex team member advised of any important meetings, days away, etc., over the next month.

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## 7. ASSET MANAGEMENT

- Strategy to achieve core asset management maturity to March Council Meeting.
- Asset Management Policy adopted by Council in April 2016.
- Asset Management Strategy to be presented to May Council Meeting for adoption in June 2016.
- An update was given on the LMWU Alliance NAMF Audit Meeting.

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## 8.1 SPECIFIC WORKS STATUS REPORTS

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Admin Building Air conditioning	6,500	Nil	MFA	
Computer software & hardware	159,552	145,761	MFA	Changeover September 16
2 x MFD Printer replacement	27,998	27,998	MFA	Installed
Asset Management - IP & R	61,205	Nil	MES/ MFA	In progress
Risk Management	15,000	Nil	ALL	Development with Asset Management Plans
Training	110,000	103,689	ALL	
Mobile phone upgrades	3,500	2,813	ALL	
RFS Hazard Reduction	47,500	49,076	MFA/ MHD	July 15 / June 16
Desexing Program - Cat	2,500	1,586	MHD	Cat Program Complete
Desexing Program - Dog	2,500	2,054	MHD	
Dwelling Specific M&R	34,870	6,309	MHD	
Levee M & R	18,300	4,204	MES	July 15 / June 16
Stormwater Drainage M & R	19,490	2,985	MES	July 15 / June 16
Gunningba Drainage	101,902	73,218	MES	Complete
Nature Links River Corridor	21,411	2,135	MHD	
<b>Ewenmar Waste Depot Improvements</b>				
Site building	57,865	49,808	MHD	Report in progress
Fencing	20,000	12,440	MHD	
Roads	15,000	13,505	MHD	
Sporting & Cultural Centre Mezzanine Ramp	12,000	4,682	MES	Complete
Library – New MFD	6,530	6,530	MFA	Installed
Library – Drainage & leak proofing	45,000	31,303	MHD	Scheduled to commence 9 <sup>th</sup> May 2016

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## 8.1 SPECIFIC WORKS STATUS REPORTS

CONTINUED

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Aerodrome – New fence	4,000	2,982	MES	Complete
Aerodrome – Reinstate pavement markings	18,000	7,128	MES	Complete
Playground equipment	20,400	Nil	MES	Review after soft fall complete
Playground soft fall	77,000	46,578	MES	Macquarie & Lion's Park complete
Layback Path to Cenotaph	17,532	17,633	MES	Complete
Tourist Information Bay – Collie	2,500	Nil	GM	Review scope of works
Information Centre – Painting	4,438	Nil	MHD	Internal
Information Centre - Painting	5,562	5,562	MHD	External completed
Information Bay Nevertire	13,500	Nil	GM	Review scope of works
Medical Centre – Dubbo St, reconstruct walls	34,231	34,332	MHD	Complete
Medical Centre – Dubbo St, Interior painting	15,012	15,012	MHD	Complete
Depot Extension – Emulsion Tank	87,272	71,926	MES	Complete
<b>Water Supplies</b>				
Water valve and mains replacement	46,000	22,984	MES	5 valves installed
Warren – New 3A Bore	336,562	7,072	MES	May 2016
Warren – New 6A Bore	239,768	5,422	MES	Pilot bore complete.
Nevertire – New Bore	211,768	6,922	MES	Production bore complete.
Collie – New Bore	361,768	49,522	MES	First test bore failed. Review hydrology.
Warren – New Water Mains Wilson to Burton Streets	100,555	80,991	MES	Complete
<b>Sewerage Services</b>				
Pump Station – Replacement pumps	7,132	7,845	MES	Complete
Warren STP	500,000	8,040	MES	EOI successful. Business Case submitted.
Mains Upgrade	20,000	4,144	MES	Ongoing

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## 8.1 SPECIFIC WORKS STATUS REPORTS

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>ROADS BRANCH</b>				
<b>State Highway 11</b>				
Ordered Works				
· Reseals	176,229	125,593	MES	Complete, waiting for invoices
· Heavy patching	141,835	99,725	MES	Complete
<b>Regional Roads</b>				
Reseals	152,000	31,085	MES	Commenced, complete by June 16
Recycling – RR 424	31,500	23,954	MES	June 16
Resheeting	60,000	Nil	MES	June 16
Regional Roads Black Spot	125,349	133,762	MES	Complete
<b>Reconstruction</b>				
RR 424 - Marra Hall Road Stage 2	790,651	790,651	MES	Complete
<b>Local Roads</b>				
Urban Reseals	45,700	33,914	MES	Complete
XC5 footpaths	35,000	13,990	MES	Ongoing
Kerb & Guttering	69,479	1,632	MES	Ongoing
New footpath Hale Street	7,132	7,132	MES	Complete
Urban Roads – Heavy Patching	70,000	Nil	MES	April 16
Urban Roads – Bundemar Street	163,366	85,345	MES	Complete
<b>Local Rural Road Reconstruction</b>				
Rural Reseals	245,700	225,770	MES	May 16
Rural Resheeting	810,582	316,004	MES	Ongoing
Reconstruction - Buckiinguy	778,631	108,147	MES	Materials purchased, finish June 16
Recycle – Bullagreen Stage 1	38,922	33,706	MES	Complete
Recycle – Bullagreen Stage 2	225,406	246,493	MES	Complete

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## 8.1 SPECIFIC WORKS STATUS REPORTS

CONTINUED

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Reconstruction – Lemongrove	771,313	178,008	MES	Commenced, finish May 16 5.5 kms complete
Culvert replacement	7,200	7,588	MES	Complete
<b>Plant</b>				
Heavy Plant Purchases - Nett	716,407	490,677	MES	Complete
Light Plant Purchases - Nett	145,252	117,804	MES	Complete

**MOVED** Wark/Morgan that the information be received and noted.

**Carried**

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## 8.2 PROJECTS AND ASSETS STATUS REPORT

### STATUS REPORT ON CURRENT PROJECTS

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

PROJECT	STATUS	
Town Centre Beautification	Lighting	Waiting for RMS to design and cost roundabout construction for Council's consideration. Council to contribute 50% to annulus construction.
	Concrete Annulus	
	Bins	
	Bollards	Fabrication of bins to be complete by May 2016. Concrete slabs for bins to be complete by May 2016. Bollards and lighting to be done with roundabout works.
	"Town Centre" Signage	
	Footpath Tree Surrounds	Complete
Depot Extensions	Project to be prepared for construction start in 16/17 Financial Year.	
Nevertire Information Bay	Review scope of works.	
Blackspot Submission	Application for Tenandra Bridge approaches successful - \$149,000	
Active Transport	Grant successful for Pedestrian Study. Consultant to be engaged for study.	
Emulsion Tank	Complete	
Fixing Country Roads	EOI successful. Submitting Business Case.	
Country Passenger Transport Infrastructure Grant Scheme (CPTIGS)	Applications due September 2016.	
Cenotaph Access	Complete	
Soft Fall Lion's Park	Complete	
Lion's Park Playground Fencing	Softfall complete. Fencing to be completed in May.	
Soft Fall Macquarie Park	Complete	

**MOVED** Arthur/Morgan that the information be received and noted.

**Carried**

# WARREN SHIRE COUNCIL

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### 9. WORK HEALTH SAFETY

The General Manager advised that Wes Hamilton was relieving in the role as Work Health Safety/Risk Officer for approximately 15 hours per week. Meetings are still required regarding various duties of this position.

### 10.1 DIVISION OF LOCAL GOVERNMENT CIRCULARS (L5-3)

The following circulars have been received from the Division of Local Government since last Manex.

#### Circulars

Date	Circular No.	Description	Comment/Action
15.04.16	16-10	Model Asbestos Policy Update for NSW Councils	Noted June Meeting
22.04.16	16-11	Information about Rating 2016/17	Noted
29.04.16	16-12	Arrangements for the sale and lease of swimming pools from 29 April 2016	Noted

#### Ministerial Circulars

Date	Circular No.	Description	Comment/Action
		Nil	

**MOVED** Arthur/Morgan that the information be received and noted.

**Carried**

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## 10.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

The following is the Office of Local Government's Strategic Tasks Guide for the months of May and June 2016.

### Strategic Tasks Guide

DATE	TASK	STATUS
<b>MAY</b>		
03	Federal Budget	Noted
16	LIRS Claim Period for all projects approved for funding.	N/A
17	Fourth instalment of 2015/2016 FAG's	Noted
31	Last day RAO to submit QBRS Review to Council (LGGR cl 203 (1))	Complete Res. 103.4.16
	Request to Valuer General for estimates of changes in value of land for Supplementary Valuations (s.513)	Noted
<b>JUNE</b>		
	Objections to the inclusion of land to be vested in public bodies lodged (s.600(6)).	Noted
	Valuer General to provide increase / decrease in values of rateable land (s.513(2)).	Noted
30	Delivery Program Progress reports provided to Council at least every 6 months (s.404(5)).	Noted
	Operational Plan (2016-17) adopted and Long Term Financial Plan updated.	Noted
	General Manager to report to Council on contractual conditions of senior staff (s.339).	Noted

**MOVED** Wielinga/Wilson that the information be received and noted.

**Carried**

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## 11. OPERATIONAL PROCEDURES

(I2-11.1)

The Engineering Department have created/reviewed the following procedures:-

Q Emulsion Tank Operating Procedures

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The Health and Development Department have created/reviewed the following procedures:-

Q Refunding FOB Deposit Fee for Gym Members; and

Q Gym Membership Process – Sporting and Cultural Centre

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## 11. OPERATIONAL PROCEDURES

CONTINUED

These procedures are required to be adopted by Manex and they have been e-mailed to the Manex team.

**Moved** Wark/Stephens that:-

1. The information be received and noted; and
  2. The procedures: Emulsion Tank Operating Procedures, Refunding FOB Deposit Fee for Gym Members; and Gym Membership Process – Sporting and Cultural Centre be adopted.
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## 12. E21 ELECTRICITY QUARTERLY REPORT

The January-March Quarterly Report from E21 Electricity Billing was checked and adjustments made where necessary.

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## 13. APRIL 2016 MINUTES AND MAY 2016 BUSINESS PAPER

The Committee previewed the May 2016 Business Paper and the April 2016 Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

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## 14. GENERAL BUSINESS WITHOUT NOTICE

- The Manager Finance & Administration advised that Aspect would be undertaking Council's rental valuations within the next two (2) weeks.
  - The Manager Health & Development Services enquired on the vacant units. The General Manager advised that these were being held pending advertising of the engineering positions.
  - The Manager Health & Development Services requested a new phone for the Ranger that would allow access to internet and email.
  - The Mayor advised he had received a call from a Collie resident regarding cattle in the village. The Manager Health & Development Services advised the cattle were there with approval from Council to control the overgrown grass around the village and reduce the fire hazard.
  - The Mayor expressed concern at the cattle on Castlebar Lane during the wet weather. The General Manager to raise the issue with LLS Ranger, Mick Ryan.
  - The General Manager advised Council has received a request to have a petition for Cancer Centre for Dubbo placed around Warren. Council would have the petition at its office.
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## 14. GENERAL BUSINESS WITHOUT NOTICE

CONTINUED

- The General Manager enquired if the issue regarding fire safety for the development at GrainCorp has been sorted out. The Manager Health & Development Services advised the meeting with GrainCorp went well and all was sorted.
  - The General Manager advised the maintenance of Council's Facebook page and website requires documenting on who is responsible for what.
- 

## 15. 2016/2017 ESTIMATES OF EXPENDITURE

The MANEX team fully reviewed the initial financial information - Estimates document and analysed all items of income and expenditure prior to presentation to Council.

**There being no further business the meeting closed 4.38 pm.**



**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development Committee Meeting**  
**held at the Warren Shire Council Chambers**  
**on Wednesday 15th June 2016, commencing at 3.30 pm**

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**PRESENT**

Milton Quigley	Chairman, Councillor
Mark Beach	Councillor
Tony Van Lubeck	Councillor
Rex Wilson OAM	Mayor
Ashley Wielinga	General Manager
Emma Welsh	Economic Development Officer

**ITEM 1      APOLOGIES**

Nil.

**Presentation Mr Phil Townsend.**

The Chairman welcomed Mr Phil Townsend (Senior Economic Adviser from the Murray-Darling Basin Authority) to the meeting and invited him to make his presentation. Mr Townsend gave an update on the progression of socio-economic information that is currently being undertaken. This process involves a study of twenty-one communities within the Northern Basin (with varying dependence on irrigation) looking at baseline data from 2000/01 to 2013/14.

Following general discussion on a number of issues the Chairman thanked Mr Townsend for his attendance and invited him to make contact when back in Warren in mid July.

**ITEM 2      MINUTES**

**MOVED** that the Minutes of the Economic Development Committee meeting held on Wednesday 2<sup>nd</sup> March 2016 be adopted as a true and correct record of that meeting.

**Carried**

**ITEM 3      BUSINESS ARISING**

Councillor Quigley advised that he had trouble undertaking a search to check if NBN SkyMuster was available at his address. The Economic Development Officer will follow this up and advise accordingly.

**ITEM 4      UPDATE ON ACTIVITY PLAN (C14-3.22)**

The following items provide an update on the Activity Plan for the Economic Development Strategy 2013-2016.

**WARREN SHIRE COUNCIL**  
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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

**1.0      Attract and Retain Working Families and Employed Young Adults**

<b>1.0      General Activities</b>
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Current initiatives are as follows:

**Display in 119 Dubbo Street**

The Economic Development Team continues to work with local community groups and organisations to help coordinate window displays in the empty shop front next to One One Seven Bakery on Dubbo Street. From March to June, the following displays have been in place:

- April Falls Day display by the Warren Multi-Purpose Health Service
- Warren Showgirl Competition display by the Warren Pastoral and Agricultural Society
- Warren Show Colouring Competition by the Warren Pastoral and Agricultural Society
- Jeffrey and Jason Hall Memorial Shield Day

Images of recent displays are as follows:



*April Falls Day display*



*Showgirl Competition display*



*Show Colouring Competition display*



*Jeffrey and Jason Hall Memorial Shield Day*

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

**1.2      Improve the physical appearance of Warren through implementing initiatives as part of the town improvement program.**

Part of the streetscape masterplan was the installation of new garbage bins on Dubbo Street, below is a picture of one of the new bins.



**1.3      Create an information pack (paper and email version) targeting working families and employed young adults to the shire.**

The Welcome to the Warren Region Guide is available on the Warren Shire Council website. Website user traffic to this page over the last three months has been as follows:

Month	Page Views	Unique Page Views
February	17	16
March	21	18
April	23	21
May	19	14

*Source: Google Analytics.*

**1.4      Create a promotional campaign to attract working families and employed young adults to the shire.**

The 'Love the Life We Live' website - [www.lovethefifelive.com.au](http://www.lovethefifelive.com.au) - is continuing to be enhanced. Bush Media is finalising the development of a Social Media Strategy in conjunction with the nine participating Councils across the Orana region and RDA Orana.

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

**3.0 Planning for Future Demands on Services and Facilities**

**3.3      Investigate the opportunities for technology in the shire for example National Broadband Network. If the research proves to be viable implement these initiatives.**

As of July 1 2016 Satellite NBN is now available for many residents who live out of town in the Warren region.

For a resident to check if the service is available to them:

1. Visit [www.nbnco.com.au](http://www.nbnco.com.au) enter the address and they will be advised if it is available to access satellite broadband via the nbn Sky Muster satellite service at their address.
2. If it is available at the address they will need to choose an internet service provider and order a plan that suits their individual needs. The following are the service providers:

Activ8me	132288
Ant Communications	1300238266
BorderNET	1300730302
Clear Networks	1300855215
Harbour ISP	1300366169
IPSTAR	1300477827
Reachnet	1300798007
SkyMesh	1300879626

**4.0      Support Education Facilities to Encourage High Standards**

**4.1      Communicate relevant grant opportunities to education providers including St Mary's School, Warren Central School, and TAFE NSW - Western Institute (Warren College).**

Information regarding the following grant opportunities has been communicated to local education providers;

- Links to Learning Community Grants Program.
- Heywire Youth Innovation Grants Program – Foundation for Rural & Regional Renewal.
- Before & After School Care Fund – NSW Dept Education.

**5.0 Expand Existing Economic Base through Diversification into Sustainable Industries**

**General**

Warren Shire Council submitted a grant with a number of councils for \$20,000 towards regional agri-tourism project. This project aims to educate and engage regional producers into being able to diversify and collaborate in the development of an Agricultural Trail Guide. The guide is one component of a broader program. The project involves product and trail development, content creative and related marketing. The councils involved include Warren Shire Council together with Cobar, Coonamble, Bogan, Warumbungle, Narromine, Gilgandra, Wellington, Mid Western and Dubbo.

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

**5.2      Encourage the development of the Warren Chamber of Commerce. Remain informed of the members business needs, attend meetings as required and advise the Chamber of new business developments in Warren.**

The Economic Development Team liaises with the Warren Chamber of Commerce at least once a month.

**6.0      Enhance the Experience of Visitors to Warren Shire**

**6.0      General Activities**

Customer Counter

Most Visitor Information Centres today have a people counting device. Customer counters provide accurate visitor numbers so you do not have to rely on staff estimates on how many people enter the centre. It would be useful for grant writing purposes. The counter costs \$215.

**RECOMMENDATION TO COMMITTEE:**

1. That the information be received and noted; and
2. A people counting device be purchased for the Warren Visitor Information Centre.

**MOVED** that a people counting device be purchased for the Warren Visitor Information Centre.

**Carried**

Painting

The inside of the Visitor Information Centre is in need of painting. There are areas of the ceiling that the painting is peeling off. There is \$4,438 in funding allocated. However, the quotes are around \$15 000 to paint the inside of the premises. There is a shortfall of around \$10,500.

**RECOMMENDATION TO COMMITTEE:**

1. That the information be received and noted; and
2. The Warren Visitor Information Centre be painted using allocated funding and the shortfall be covered under the infrastructure, replacement programs funds.

**RECOMMENDATION TO COUNCIL:**

**MOVED** that:

1. The information be received and noted; and
2. The inside of the Warren Visitor Information Centre be painted utilising existing funding of \$4,433 and the shortfall of \$10,500 be covered from the infrastructure replacement internal restriction.

**Carried**



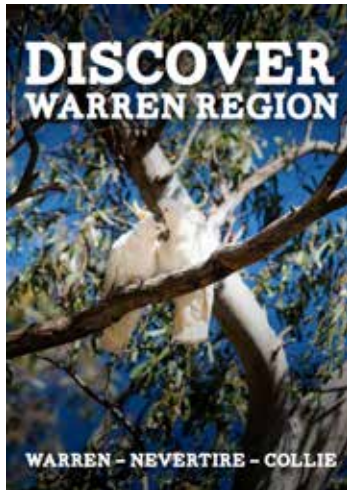
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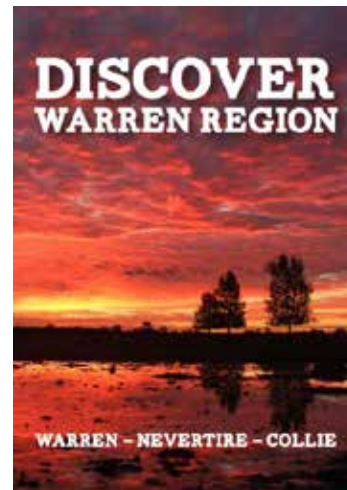
**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

Discover Warren Region Guide



2016 Discover Warren Region Guide



Previous Discover Warren Region Guide

A new Discover Warren Region guide has been created. There is a range of new images included courtesy of local resident Jo Lincoln. New and closed businesses have been amended. The guide also includes a range of maps of the area. They are currently been printed and will be distributed in July.

Coach Tours to Warren

Coordination with a local coach company has been taking place to have coach tour series to Warren. The coach company has been introduced to a range of local businesses so that as many businesses as possible can benefit from the series. Flyers are being created and the coach company will gauge bookings to see if it goes ahead. The proposed itinerary is as follows

- |          |   |
|----------|---|
| 8:00am   | Depart Dubbo to travel to Warren via the Gin Gin Weir             |
| 10:00am  | Morning Tea and shopping in Warren                                |
| 11:00 am | Guided walk around the Tiger Bay Wetlands                         |
| 12:30 pm | Wine Tasting with Tilley's Wine and Lunch at the Kookaburra Kiosk |
| 1:30 pm  | Leave Warren to travel home                                       |

Bob Christensen Reserve

The following feedback was sent from a couple who had stayed at Bob Christensen Reserve in mid-April:

*"We just wanted to stop in to thank Council for providing such a great free camping area for travelers like us. We're experienced nomaders so we've seen a lot of camping areas and yours is a really fantastic one.*

*We're leaving today after having spent three nights here and have loved our stay. We've probably spent about \$150 here in town and have found everyone to be really friendly. We'll definitely be recommending Warren to our friends" said Greg and Rita from Boonooroo.*

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**UPDATE ON ACTIVITY PLAN**

**CONTINUED**

**Central Inland Destination Management Group**

The Economic Development Team continues to represent Warren as part of the Central Inland Destination Management Group. A meeting was attended by the Economic Development Team in Narromine on 27 April.

The group has been creating a new Great Western Plains brochure which has a page on each of our towns. Three local businesses took up the opportunity to be involved in the package deals including: Nevertire Pub, Macquarie Valley Motor Inn and Kookaburra Kiosk.



Warren section in the Great Western Plains Guide



Warren Package Deals

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

Inland NSW

The third creditors meeting has been held for Inland NSW. It appears that Inland NSW will be deregistered rather than liquidated.

Please see the following statement below from Inland NSW on 1 April making the announcement.

**INLAND NSW INFORMATION STATEMENT**

Inland NSW, like many other Regional Tourism Organisations, is very reliant on funds derived from grants. This accounts for 82% of Inland's budgeted income. The remainder comprises membership fees and marketing program partner contributions.

Inland NSW has with some success been working tirelessly for the past 18 months to attract new commercial partners and sources of funding.

Unfortunately Inland has not been able to secure grants in time to meet its budgeted cash-flow needs. As a result, the Board of Directors of Inland NSW have appointed Voluntary Administrators Jirsch Sutherland while the organisation is still solvent.

Gary Philips from the independently appointed accounting firm Charlton's said: "In my estimation, at the time of my report, the company is solvent and the directors have in every way acted responsibly, appropriately and timely in the best interest of the organisation's stakeholders."

The Inland Directors aim to work with the Voluntary Administrator to trade through this period, to enable them to continue to provide tourism leadership for the region.

Since inception in 2011 Inland NSW, has managed over \$13M in product development and marketing grants and, more than any other similar organisation. Inland has an outstanding business record of contributing positively to the region, having achieved an aggregate growth in overnight visitor expenditure of 21.4%. Inland has been independently benchmarked as one of the top performing Regional Tourism organisations nationally.

**6.1      Create a training program for the volunteers at Warren Visitor Information Centre. The program will include activities such as: product training session; familiarisations to attractions and accommodation to allow volunteers to gain first hand experience of the subject they are promoting to visitors.**

As there has been many product training session and familiarisations for the Warren Visitor Information Centre volunteers it was thought that it might be beneficial to offer them to other visitor centres in the region. We are currently working with the manager of the Dubbo Visitor Information Centre to organise a familiarization trip to Warren for the staff and volunteers at the centre. They are finalising a suitable date in the coming weeks. The aim is for the staff members to learn about what is on offer in Warren and to become familiar with our offerings in the hope of getting them to talk to promote to visitors the many great things on offer in Warren.

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

**6.3      Initiate ongoing data collection points in the shire at the Warren Visitor Centre and at appropriate tourism operators. Analyse data biannually and address the results.**

Data collected on the Daily Record Sheets used by volunteers at the Visitor Information Centre is reported to Council on a monthly basis. Further to this, data from 2015 has been collated for analysis as follows;

<b>Total number of visitors</b>	<b>1,350</b>
---------------------------------	--------------

<b>Age Group</b>	
65+	<b>458</b>
55-64	<b>309</b>
45-54	<b>151</b>
Under 25	<b>98</b>
34-44	<b>94</b>
25-34	<b>60</b>

<b>Visitor home towns</b>	
Unknown	<b>804</b>
Regional NSW*	<b>146</b>
QLD	<b>90</b>
Country & Outback NSW	<b>82</b>
VIC	<b>60</b>
Sydney	<b>45</b>
SA	<b>42</b>
Overseas	<b>31</b>
WA	<b>21</b>
ACT	<b>13</b>
TAS	<b>12</b>
NT	<b>4</b>

<b>Last town visitor stayed overnight before arriving in Warren</b>	
Unknown	<b>909</b>
Country & Outback NSW	<b>351</b>
Regional NSW*	<b>73</b>
Interstate	<b>12</b>
Sydney	<b>5</b>
North Coast	<b>0</b>
Hunter	<b>0</b>
South Coast	<b>0</b>

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

<b>Next planned overnight stay after leaving Warren</b>	
Unknown	<b>797</b>
Country & Outback NSW	<b>411</b>
Interstate	<b>71</b>
Other Areas Regional NSW*	<b>60</b>
Sydney	<b>9</b>
North Coast	<b>1</b>
South Coast	<b>1</b>
Hunter Valley	<b>0</b>

<b>Purpose of trip</b>	
Passing through	<b>349</b>
Holiday	<b>249</b>
Visiting friends and/or relatives	<b>80</b>
A special event (races, wedding)	<b>39</b>
Business/employments/training	<b>30</b>
Other (Car repairs, cemetery visit, sports academy, Centrelink office, looking for seasonal work, working in Warren for 10 days)	<b>14</b>
Conference	<b>1</b>

<b>Information Requested</b>	
Maps	<b>178</b>
Public Toilets	<b>171</b>
Road Information	<b>157</b>
Camping/Fishing Spots	<b>80</b>
Macquarie Marshes	<b>61</b>
Accommodation	<b>52</b>
Surrounding Towns and Areas	<b>44</b>
Places to Eat	<b>38</b>
Attractions Around Warren	<b>17</b>
RV dump point/potable water	<b>15</b>
Boat Ramps	<b>4</b>
Current Happenings	<b>2</b>
Other (Seeking directions to cactus farm, car wash)	<b>1</b>
Access to the River	<b>0</b>
<b>Total</b>	<b>820</b>

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

<b>Sale Items and Publications</b>	
Tea Towels	<b>77</b>
Stubby Holders	<b>38</b>
Magnets	<b>33</b>
Warren Woolcot Cards	<b>28</b>
Pens	<b>27</b>
Stickers	<b>23</b>
Postcards \$0.60	<b>21</b>
Rulers	<b>21</b>
Postcards- \$1	<b>19</b>
Handkerchiefs	<b>18</b>
Badges	<b>16</b>
Place Mats	<b>10</b>
I love Warren T-Shirts and 150 year caps	<b>8</b>
Mugs	<b>6</b>
Macquarie Marshes Information	<b>3</b>
Mary Helen Brown's Cook Book	<b>2</b>
Midwives of the Black Soil Plains	<b>2</b>
Warren Shire Property Map	<b>1</b>
Road to Nevertire 1	<b>1</b>
Macquarie Marshes Book	<b>0</b>
Across the Black Soil Plains	<b>0</b>
Keep the Billy Boiling	<b>0</b>
Reedbed Country	<b>0</b>
Ballad of the Bush Bride	<b>0</b>
Warren Christmas Cards (set of 8)	<b>0</b>
Single Christmas cards	<b>0</b>
Spoons	<b>0</b>
Caps	<b>0</b>
Tee Shirts	<b>0</b>
Road to Nevertire 2	<b>0</b>
Sample of wool	<b>0</b>
Keyrings	<b>0</b>
Songs of the Black Soil Plains	<b>0</b>
Animals of Dubbo Region	<b>0</b>
<b>Total Items Sold</b>	<b>354</b>

\* NB: The category of 'Regional NSW' has included cities of and areas surrounding Albury, Armidale, Dubbo, Gosford, Lismore, Newcastle, Nowra, Orange, Port Macquarie, Tamworth, Wagga Wagga and Wollongong.

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

Whilst it is known that information on every visitor to the Information Centre may not be captured, this data allows for some general observations to be made as follows:

- In terms of the total number of visitors, the busiest months of the year were May, September and June, (busiest months were July, May and August in 2014).
- Many before/after nights seem to be spent in Nyngan, Lightning Ridge or Cobar with Coonabarabran, Gilgandra and the Rabbit Trap Hotel in Albert also frequently noted.
- Reasons for visiting Warren compared to information collected for 2014 are as follows:

<b>Reasons for Visiting Warren</b>	<b>2014</b>	<b>2015</b>
Visiting Friends and/or Relatives	9.75%	10.5%
A special event	1.77%	5.12%
Holiday	29.49%	32.67%
Business/Employment Training and Conferences	3.54%	4.07%
Passing Through	46.08%	45.8%
Other	9.37%	1.84%

**6.6      Work closely with RiverSmart regarding the Macquarie Marshes Wetlands Education and Cultural Centre.**

The Economic Development Team has continued to work with Dr Bill Phillips weekly to assist in areas such as providing letters of support, information on various grant opportunities and promoting various RiverSmart activities online (Facebook and the Warren Shire Council website).

A meeting between the Economic Development Team and the Visit Warren Shire Taskforce was held on Wednesday 13<sup>th</sup> April 2016.

**7.0      Actively Pursue Grant Funding**

**7.4      Distribute information on grant opportunities to relevant stakeholders.**

Information regarding the following grant opportunities has been communicated to relevant businesses, community and sporting groups;

- Stronger Communities Programme – Australian Government Department of Infrastructure and Regional Development.
- Community Grant Program – Commonwealth Bank of Australia.
- Public Reserves Management Fund - NSW Department of Primary Industries, Lands.
- Multicultural Arts and Festivals – Australian Government Department of Social Services.
- St George Foundation Grants Program.
- RDA Orana Marriott Internships in Korea

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

<b>7.5      Assist stakeholders with the grant application process.</b>
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Information and support to apply for grants has been provided to the following group:

- Marra Creek Branch of the Country Women's Association of NSW – Public Reserves Management Fund.

<b>7.6      Follow up on grant applications.</b>
--

The following grant applications have been successful:

- Warren P&A Society – Royal Agricultural Society Foundation Community Futures Grant Program, (application successful for \$25 000 ).
- Warren Shire Council – Energise Enterprise Fund, (applications successful for \$23,041).
- Warren Shire Council – Energise Enterprise Fund, (application successful for \$20 000).
- Warren Historical and Family History Society Inc – Volunteer Grants 2015 (application successful for \$4,714).
- Warren Branch of the Country Women's Association of NSW – Volunteer Grants 2015 (application successful for \$1,128).
- Warren Youth Support Group Incorporated – Volunteer Grants 2015 (application successful for \$3,020).

**7.0    Provide Training Programs that Fulfills the Needs of the Business Community**

Based on the training needs of the business community a grant was submitted under the Energise Enterprise Fund and was successful for \$23,041 towards skills capability building project. Up to thirty businesses will be offered one on once consultation focused upon digital technology, business consulting or Visual Merchandising. The training will take place from July to September this year. Warren Shire Council has engaged 3 consultants who specializes in each field. The expected outcome of the project is that local businesses will benefit from spending time with a specialist consultant who will support them to achieve their goals and to enhance their economic position into the future.

**The training will take place as follows:**

**Digital Technology – 5-6 July and early August**

The program involves:

- Ten businesses will receive a 1.5 hour coaching session to look at one or two digital platforms in their business. Feedback, suggestions as well as handouts will be provided.
- Prior to the session businesses will be provided with online survey about the digital marketing currently undertaken to determine what skills and knowledge are required to establish, refine or review their digital marketing strategy.
- Some support may be provided between coaching sessions.



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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

**Business Consulting – 15 – 20 August**

The program involves:

- Ten local businesses will be offered a 3 hour one on one session to work on intensive business advisory and skills development sessions.
- Prior to the session businesses will be asked to completed a health check and business diagnostic to maximize the results from the session.

**Visual Merchandising – 12-16 September**

The program involves:

- Ten businesses will receive a four hour one on one mentoring session (4 hours each). During the mentoring session the business operator will receive hands on guidance, coaching advice, as well as tips and tricks on how to better manage the problem areas within their business plus any other relevant advice.
- Prior to the mentoring session the businesses will provide a completed questionnaire and photos to the consultant so that they can determine the best possible visual merchandising solution. This prework will largely determine the direction in the mentoring session.
- Businesses will be contacted approximately 2 weeks after the program to evaluate and discuss outcomes and any outstanding issues.

<b>8.3      Promote the training seminars to relevant businesses in the Warren Shire.</b>
---

Information regarding the following training opportunities and seminars various businesses and farming contacts in the Warren Shire;

- Lighting Efficiency Workshop for businesses – NSW Office of Environment and Heritage.
- Heating, Ventilation and Air Conditioning Efficiency Workshop for business - NSW Office of Environment and Heritage.
- Pest Control Course - Central West Local Land Services.
- Bull Health and Selection Information Session - Central West Local Land Services.
- Warren Cotton Weed Management Workshop - Independent Consultants Australia Network.
- Communication for Succession Planning – Catholic Healthcare as part of the Australian Government’s Drought Assistance Package.
- Risk Management free webinar for business – CGU Insurance.
- Website Building Workshop – Orana Small Business Advisory Service

**10.0 Attract and Promote Events**

<b>10.0      General Activities</b>
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Event details were shared for numerous events via the Warren Shire Council website, Facebook page and community notice board.

Warren Jockey Club

Various promotional tools were used to assist in promoting the Western Sheep Breeders Race Meeting held on 9 April 2016.

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

Discussions in May were held with the secretary of the Warren Jockey Club about suggesting to the committee to make the Golden Fleece Race Day an annual “Back To Warren Races Weekend”. The races is Warrens only Saturday race meeting and could be with the assistance of the Economic Development Team the centre piece of a weekend of activities linking to local businesses.

**10.13 Digitally update the Warren Shire Calender of Events on Warren Shire Council Website.**

Ongoing.

**10.14 Digitally update the Warren Shire Calender of Events on Facebook page.**

Ongoing.

**10.15 Each month provide monthly edition of Warren Shire Calender of Events to local newspaper, Council, Warren Visitor Centre, Nevertire Pub and Collie Pub.**

Ongoing.

**11.0 Promote Warren Shire**

**11.9 Search Engine Optimisation: Improve the visibility of the Warren Shire Council website on search engines including Google and Yahoo. On a monthly basis ensure that Warren Shire Council website and Facebook page is ranked first and second place for any words searches relating to Warren.**

The Warren Shire Council website and Warren Shire Council Facebook page currently have the following search engine rankings for key words on the Google and Yahoo search engines:

<b>Search term</b>	<b>Google ranking</b>	<b>Yahoo ranking</b>	<b>Site listed</b>
Warren Shire Council	1	1	<a href="http://www.warren.nsw.gov.au">www.warren.nsw.gov.au</a>
Warren NSW	1	1	<a href="http://www.warren.nsw.gov.au">www.warren.nsw.gov.au</a>
Warren	1	1	<a href="http://www.warren.nsw.gov.au">www.warren.nsw.gov.au</a>
Warren Shire Council Facebook	1	1	<a href="http://www.facebook.com/WarrenShireCouncil">www.facebook.com/WarrenShire Council</a>

Warren Shire Council is ranked first for all relevant search terms therefore no website/Facebook changes are required for search engine optimisation purposes at this time.

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**ITEM 4      UPDATE ON ACTIVITY PLAN**

**CONTINUED**

<p><b>11.10 Facebook: Create and maintain a Facebook page for Warren Shire Council to extend the Council's ability to communicate quickly with residents about news, events as well as other council initiatives and activities.</b></p>
--

The Warren Shire Council Facebook page currently has 497 'likes' (up from 470 in March 2016).

**ITEM 5      GENERAL BUSINESS**

- § The General Manager gave the meeting a full update on the recruitment of an Economic Development Officer and advised that a letter of offer had been forwarded to Ms Jenny Hayley.
- § It was requested that a letter of appreciation be forwarded on behalf of the Economic Development Committee to Mrs Sarah Derrett for her services as Economic Development Officer.

**ITEM 6      NEXT MEETING**

Next meeting date set down for August 2016.

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.15 PM.**

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# WARREN SHIRE COUNCIL

## Policy Report of the Manager of Health and Development to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 23 June 2016

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### ITEM 1 KEEPING OF HORSES

(L3-7, P13-1)

The Keeping of Horses Policy is required to be amended.

This Council Policy has been updated due to the adoption of the Warren Local Environmental Plan 2012 and ensures the Policy reflects the zoning requirements outlined in the LEP 2012.

#### **RECOMMENDATION:**

That Council adopt the amended “Keeping of Horses Policy” as presented.

# WARREN SHIRE COUNCIL

Policy Report of the Manager of Health and Development  
to the Ordinary Meeting of Council to be held in the Council Chambers,  
Warren on Thursday 23 June 2016

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ITEM 1      KEEPING OF HORSES

CONTINUED

## POLICY REGISTER

*Warren Shire Council*

## KEEPING OF HORSES

Reviewed:	23 <sup>rd</sup> June 2016 (Minute No ) 28 <sup>th</sup> February 2013 (Minute No 41.2.13) 21 <sup>st</sup> May 2009 (Minute No 152.5.09)
Policy adopted:	9 <sup>th</sup> December 1999 (Minute No 363.12.99)
File Ref:	L3-7, P13-1

# WARREN SHIRE COUNCIL

## Policy Report of the Manager of Health and Development to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 23 June 2016

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### ITEM 1 KEEPING OF HORSES

CONTINUED

Warren Shire Council Policy – Keeping of Horses

#### ***POLICY AIMS***

- A. To recognise the potential public health, safety and convenience issues caused by the keeping of horses in residential areas.
- B. To provide guidelines for the public and Council employees or agents where the keeping of horses is concerned.

#### ***I DEFINITION***

##### **Residential Area Definition -**

- Warren** - R1 General Residential zone coloured pink within Warren Shire LEP Map.
- Nevertire** - RU5 Village zone coloured dark pink within Warren Shire LEP Map.
- Collie** - RU5 Village zone coloured dark pink within Warren Shire LEP Map.

#### ***II POLICY STATEMENT***

That horses shall be prohibited from being kept within the residential areas of the Warren Shire Council.

#### ***III BUSH FIRE HAZARD REDUCTION***

A person may apply to the Local Land Services (LLS) to obtain a temporary grazing permit subject to Council's written approval. This is to permit a horse/s to de-vegetate a nominated area within the residential area, to reduce the bush fire hazard loading upon that land.

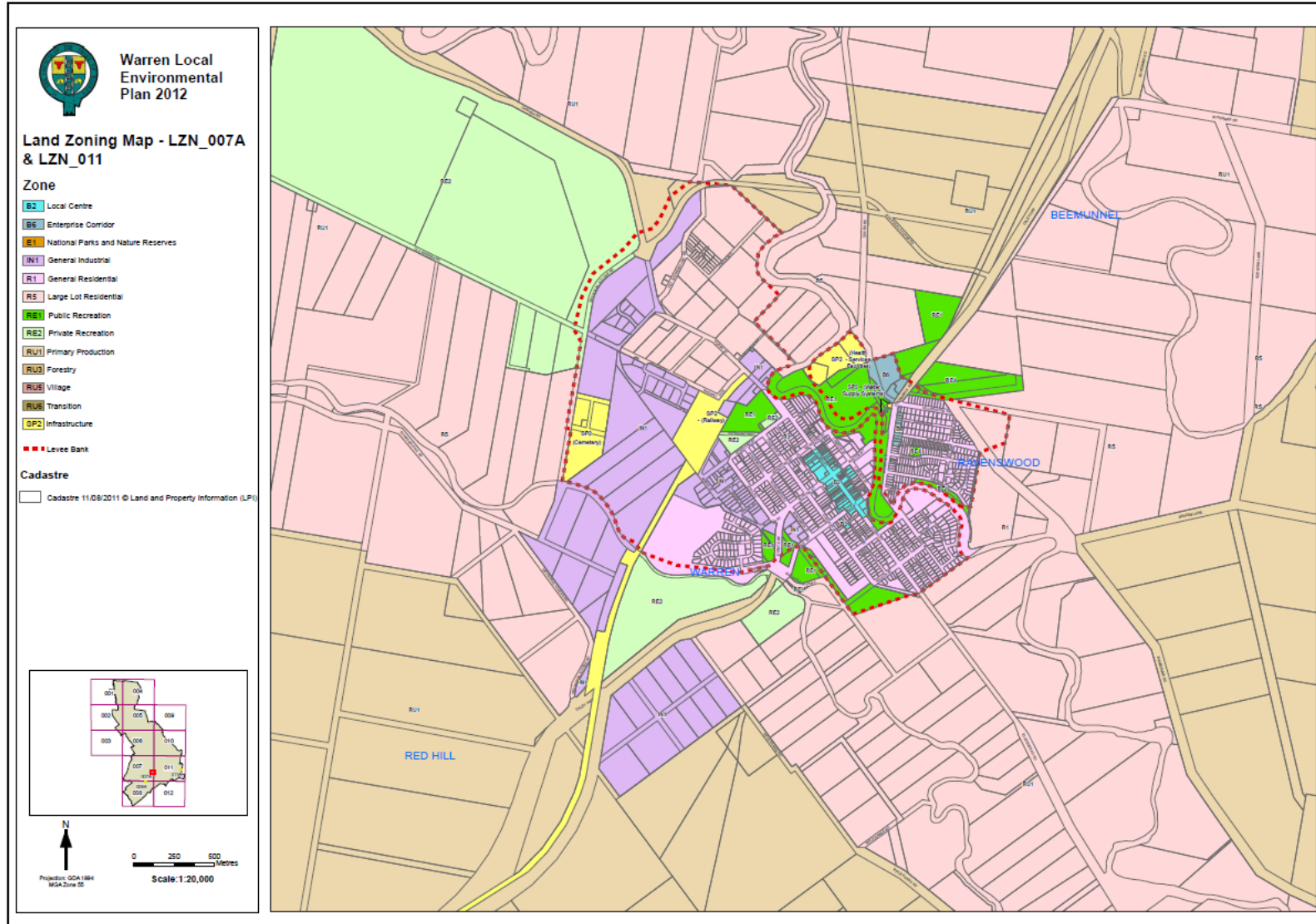
# WARREN SHIRE COUNCIL

Policy Report of the Manager of Health and Development to the Ordinary Meeting of Council  
to be held in the Council Chambers, Warren on Thursday 23 June 2016

ITEM 1

KEEPING OF HORSES

CONTINUED



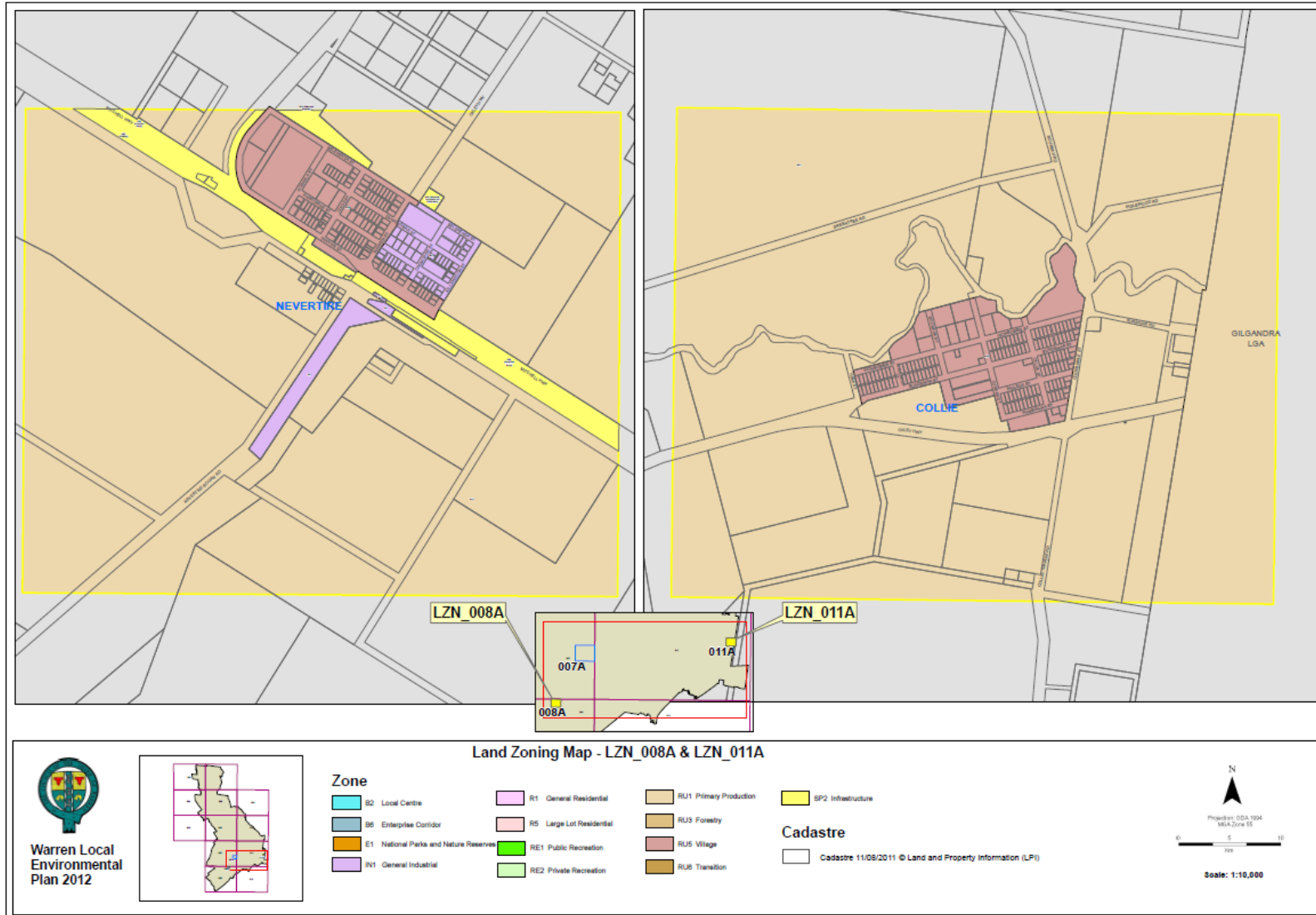


# WARREN SHIRE COUNCIL

Policy Report of the Manager of Health and Development to the Ordinary Meeting of Council  
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## ITEM 1 KEEPING OF HORSES

CONTINUED



# WARREN SHIRE COUNCIL

## Policy Report of the Manager of Health and Development to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 23 June 2016

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### **ITEM 2      KEEPING OF STOCK IN RESIDENTIAL AREAS      (L3-7.1, P13-1)**

The Keeping of Stock in Residential Areas Policy is required to be amended.

This Council Policy has been updated due to the adoption of the Warren Local Environmental Plan 2012 and ensures the Policy reflects the zoning requirements outlined in the LEP 2012.

#### **RECOMMENDATION:**

That Council adopt the amended “Keeping of Stock in Residential Areas Policy” as presented.

# WARREN SHIRE COUNCIL

Policy Report of the Manager of Health and Development  
to the Ordinary Meeting of Council to be held in the Council Chambers,  
Warren on Thursday 23 June 2016

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## ITEM 2 KEEPING OF STOCK IN RESIDENTIAL AREAS CONTINUED

### POLICY REGISTER

*Warren Shire Council*

## KEEPING OF STOCK IN RESIDENTIAL AREAS

Reviewed: 23<sup>rd</sup> June 2016 (Minute No )  
28<sup>th</sup> February 2013 (Minute No 41.2.13)  
21<sup>st</sup> May 2009 (Minute No 152.5.09)

Policy adopted: 9<sup>th</sup> December 1999 (Minute No 363.12.99)

File Ref: L3-7.1, P13-1

# WARREN SHIRE COUNCIL

## Policy Report of the Manager of Health and Development to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 23 June 2016

### ITEM 2 KEEPING OF STOCK IN RESIDENTIAL AREAS CONTINUED

Warren Shire Council Policy – Keeping of Stock in Residential Areas

#### ***POLICY AIMS***

- A. To recognise the potential public health, safety and convenience issues caused by the keeping of stock in residential areas.
- B. To provide guidelines for the public and Council employees or agents where the keeping of stock in residential areas is concerned.

#### ***I DEFINITION***

##### **Residential Area Definition -**

- Warren** - R1 General Residential zone coloured pink within Warren Shire LEP Map.
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#### ***II POLICY STATEMENT***

That stock shall be prohibited from being kept within the residential areas of the Warren Shire Council.

#### ***III BUSH FIRE HAZARD REDUCTION***

A person may apply to the Local Land Services (LLS) to obtain a temporary grazing permit subject to Council's written approval. This is to permit stock to de-vegetate a nominated area within the residential area, to reduce the bush fire hazard loading upon that land.

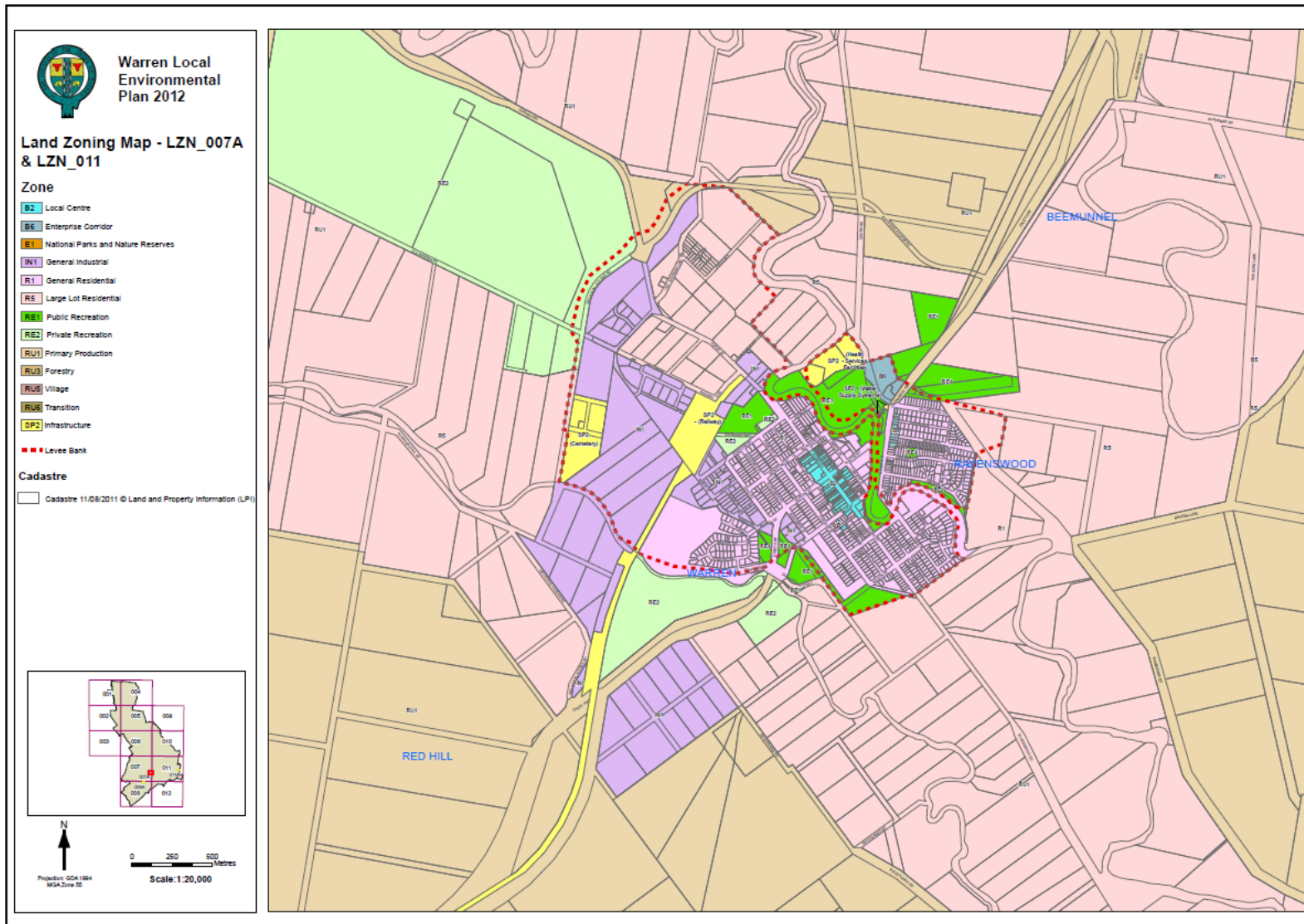
# WARREN SHIRE COUNCIL

Policy Report of the Manager of Health and Development to the Ordinary Meeting of Council  
to be held in the Council Chambers, Warren on Thursday 23 June 2016

ITEM 2

KEEPING OF STOCK IN RESIDENTIAL AREAS

CONTINUED

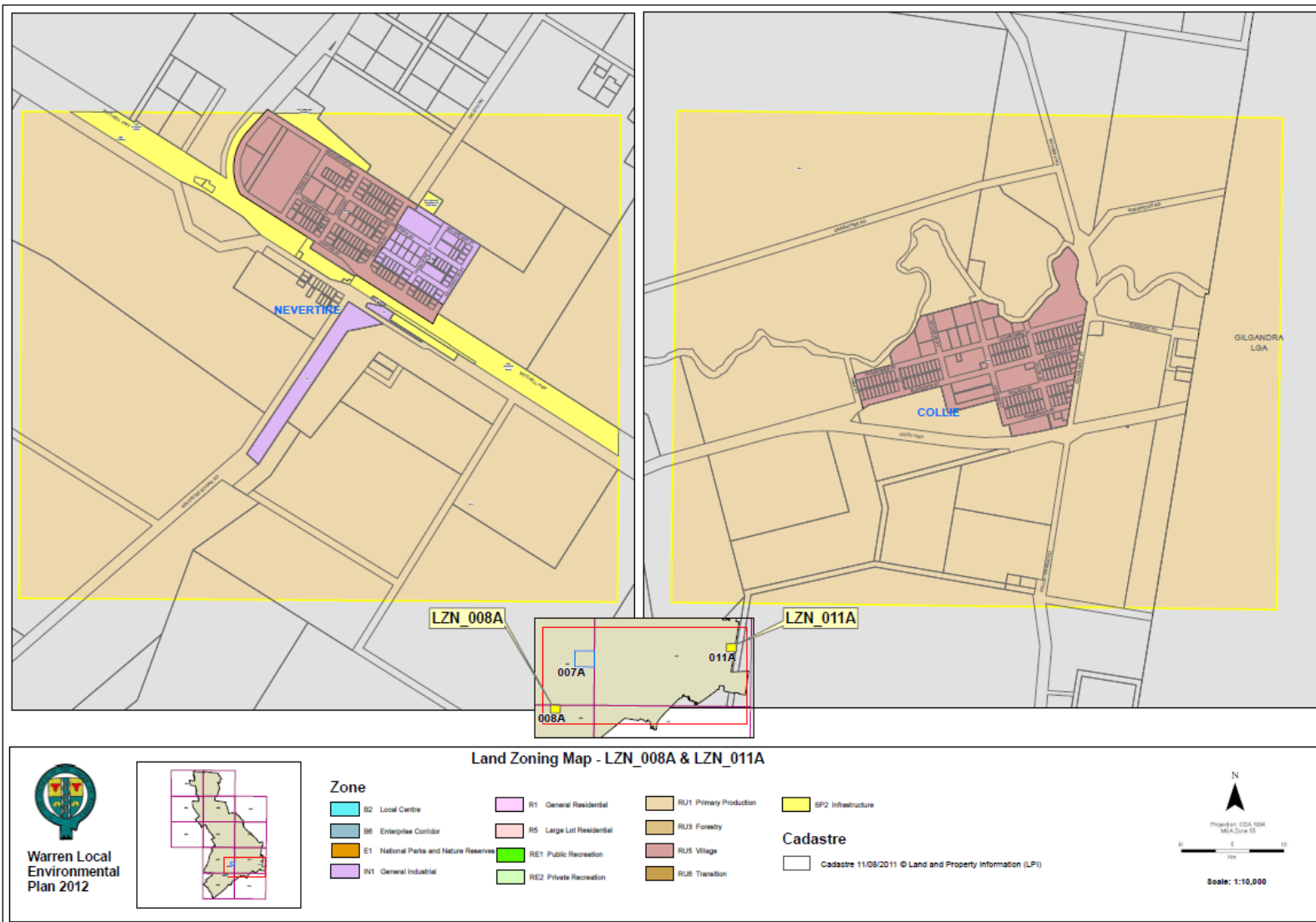


# WARREN SHIRE COUNCIL

Policy Report of the Manager of Health and Development to the Ordinary Meeting of Council  
to be held in the Council Chambers, Warren on Thursday 23 June 2016

## ITEM 2 KEEPING OF STOCK IN RESIDENTIAL AREAS

CONTINUED



**Section**

**3**

**General Manager**

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Chambers, Warren, on Thursday 23<sup>rd</sup> June 2016**

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

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
25.7.13	210.7.13	Sale of Land to W Berry (Lot 2, DP1104089)	GM	GM to prepare further report to Council
*23.7.15	161.7.15	Dubbo Street Medical Centre	GM	Works complete, finalising tenancy
24.9.15	238.9.15	Visitors Information Centre	GM	Liaising with Mrs Irving
3.12.15	299.12.15 (1)	Lot 183 DP 736208 Sale to Plunkett	GM	In progress
3.12.15	299.12.15 (2)	Road Closure – Myra Lane	GM	In progress
*25.2.16	QWN 2 Quigley	Council Chamber's improvement	GM	Meeting held 25/5/16
*24.3.16	87.3.16	FWAS Funding	GM	Funding secured
*19.5.16	QWN 2 Taylor	CCTV Status	GM	Meeting held 14/6/16
<b>Manager Finance and Administration Services</b>				
25.2.16	48.2.16	Transfer Lot 11 & 12 DP 758264 Collie to Council	MFA	Awaiting contact from transferee
*19.5.16	122.5.16	Draft 2016-17 Operational Plan	MFA	Advertised – to June Meeting for adoption
<b>Manager Engineering Services</b>				
23.10.14	298.10.14	Pipe Crossing – L Steele SR 9 Booka Road	MES	Agreement sent, awaiting its return from applicant for Council endorsement
*24.3.16	65.3.16	Installation of bin enclosures CBD	MES	Complete
*24.3.16	86.3.16	Macquarie Park Plane trees	MES	Full report to June Council Meeting
*28.4.16	89.4.16	Damaged sign and fence Noel Waters Oval	MES	Arrange repairs
*28.4.16	94.4.16 (a)	Potable water fountain WSCC	MES	Drinking fountain installed
28.4.16	94.4.16 (b)	Structural inspection WSCC Mezzanine	MES	Engage Barnson and Associates



**WARREN SHIRE COUNCIL**  
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**ITEM 1      OUTSTANDING REPORTS CHECKLIST      CONTINUED**

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health &amp; Development</b>				
*3.12.15	318.12.15	Mount Foster Quarry Residence and Quarters	MHD	Demolition in progress
*25.2.16	39.2.16	Purchase of gym equipment	MHD	Complete

**RECOMMENDATION:**

That the information be received and noted and that the items marked with an asterisk (\*) being 23.7.15 – 161.7.15, 25.2.16 - QWN 2 Quigley, 24.3.16 - 87.3.16, 19.5.16 - QWN 2 Taylor, 19.5.16 - 122.5.16, 24.3.16 - 65.3.16, 24.3.16 - 86.3.16, 28.4.16 - 89.4.16, 28.4.16 - 94.4.16 (a), 3.12.15 - 318.12.15 and 25.2.16 - 39.2.16 be deleted.

**WARREN SHIRE COUNCIL**  
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**to the Ordinary Meeting of Council to be held at**  
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**ITEM 2      COMMITTEE/DELEGATES MEETINGS      (C14-2)**

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

**HELD**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
24.5.16	Central West Orana Regional Managers & Leadership Network Meeting	Dubbo
25.5.16	Council Building Meeting	Warren
26.5.16	Waste Management Meeting	Warren
2.6.16	Regional Emergency Management Meeting	Dubbo
14.6.16	CCTV Meeting	Warren
15.6.16	Meeting with Kevin Humphries MP	Warren
15.6.16	Economic Development Committee Meeting	Warren
20.6.16	CMCC	Gilgandra

**FUTURE MEETINGS**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
23.6.16	Interagency	Warren
24.6.16	OROC GMAC	Dubbo
28.6.16	Warren Shire Traffic Committee	Warren
6.7.16	Outback Arts	Coonamble
6.7.16	Showground / Racecourse Committee	Warren
8.7.16	OROC Board Meeting	Gilgandra
13.7.16	Sporting Facilities Committee	Warren
21.7.16	Plant Committee	Warren
28.7.16	2016 Long Service Awards	Warren

**WARREN SHIRE COUNCIL**  
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**ITEM 2      COMMITTEE/DELEGATES MEETINGS      CONTINUED**

The following information | publications have been received and are available for Councillors' perusal.

- q TAFE Western - Stretch Reconciliation Action Plan 2016-2018
- q Club Life - May 2016 and June 2016
- q Water Directorate News - April 2016 and May 2016
- q Local Government Remuneration Tribunal - Annual Report and Determination - 29 March 2016
- q IPART - Prices for the Water Administration Ministerial Corporation from 1 July 2016
- q NSW Government - Local Government (Council Amalgamations) Proclamation 2016 under the Local Government Act 1993 - 12th May 2016
- q NSW Bureau of Crime Statistics and Research - March 2016
- q Outback Arts - Annual Report 2015
- q Regional Arts NSW - Year in Review 2015

**RECOMMENDATION:**

That the information be received and noted.

**WARREN SHIRE COUNCIL**  
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**ITEM 3      LOCAL GOVERNMENT - JOINT ORGANISATIONS      (L5-16.3)**

The NSW Government is building new Joint Organisations (JOs) of regionally connected councils, to strengthen local government and revitalise regional NSW.

Joint Organisations (JOs) are a key part of the local government reform program to enable regional collaboration, planning and advocacy in rural and regional NSW. The NSW Government intends to roll out JOs to all non-metropolitan councils during 2017.

Five pilot council groups trialled JOs during 2015. These pilots are now complete and have been evaluated. Feedback from the pilots has strongly influenced the proposed JO model. Submissions received on the Joint Organisations Emerging Directions Paper, released in September 2015, have also been incorporated into the current model.

The Government has released four relevant papers:

- Joint Organisations: Towards a new model for regional collaboration;
- Joint Organisations Background Paper;
- JO Pilot Evaluation Report; and
- JO Pilot Evaluation Summary Report.

The background paper outlines the proposed JO model in terms of purpose, principles, core functions, optional functions and implementation and poses key questions. These documents have been forwarded to Councillors via email and will be available at the meeting.

**Summary of Proposed Joint Organisation (JO) Model**

**Principles**

JOs should:

- have legal status;
- be enabled through the Local Government Act and recognised in other relevant laws;
- be owned by, and accountable to, member councils rather than be a 'fourth tier' of government;
- not impose significant red tape, cost or risks and ensure benefits outweigh costs and risks;
- embed collaborative relationships between local government and the State Government, as well as a wide range of other stakeholders and partners;
- have a consistent core model with flexible elements;
- protect entitlements for council staff through the Local Government (State) Award;
- enable significant projects and initiatives, and associated funding and assets, to be managed regionally;
- ensure good governance; and
- serve the best interests of the region and its communities.

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**ITEM 3 LOCAL GOVERNMENT - JOINT ORGANISATIONS**

**CONTINUED**

**Core Functions**

- Regional strategic planning and priority setting;
- Intergovernmental collaboration; and
- Regional leadership and advocacy.

**Optional Functions**

Optional functions will be enabled, but not defined, by the legislation. These may include regional service delivery or capacity building activities. JOs should determine the best vehicle to undertake optional functions.

**A New Entity**

JOs will be bodies corporate established by proclamation under the Local Government Act. The proclamations will designate JO regions. All general purpose councils within each designated region must be a member of the JO.

The State Government will be an associate member of each JO Board. The legislation will also provide the option for other associate, non-voting members to be on the JO Board such as councils from other JO areas, cross border partners or county councils, where appropriate.

The JO Board must appoint an Executive Officer with appropriate skills based on a flexible standard contract. The JO may also employ additional staff under the Local Government (State) Award.

**Representation and Operation of the Board**

There will be core requirements for a number of key governance aspects to ensure robust, transparent and effective decision making and operation of the Board.

The requirements for membership and operation of the JO Board will be that:

- the Mayor will be the legislated member council representative on the JO, with the JO enabled to appoint additional elected representatives as long as representation remains equal. General Managers will participate in JO Board meetings in an advisory capacity;
- an alternate representative, preferably the Deputy Mayor where there is one, may be appointed in certain circumstances where the Mayor cannot be represented, for example, due to illness or leave;
- remote or proxy voting may occur in circumstances where it is impractical for the representative to attend in person;
- the relevant Department of Premier and Cabinet (DPC) Regional Coordinator will represent the State Government on the Board in an associate, non-voting capacity;
- the Board members will be appointed for a two year term, with the Chair chosen by voting representatives of the Board;

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**ITEM 3 LOCAL GOVERNMENT - JOINT ORGANISATIONS**

**CONTINUED**

- the role of Board members and Chair will be modelled on relevant roles of a councillor and mayor in the Local Government Act, plus the need to act in the best interests of the region as a whole;
- all member councils will have equal voting rights;
- a simple majority at a meeting at which a quorum is present will be required for a decision to be made. The Chair of the JO will not have a casting vote; and
- Board members will not be paid sitting fees. However, a one-off increase to the Mayoral fee will be considered as part of the councillor remuneration review to commence in the coming months.

**Planning and Reporting**

JOs will be required to prepare succinct strategic priorities and work plans and produce succinct annual performance reports.

**Financial Resourcing**

The State Government will provide seed funding of \$300,000 per JO. Member councils will fund the ongoing functions of the JO. These contributions will be worked out by each JO using a regionally negotiated formula.

JOs will have a range of other funding opportunities, including the ability to apply for grants and generate income from activities they undertake.

**JO Formed Corporations and Other Entities**

JOs will be enabled to undertake optional functions directly, through member councils and through corporations and/or other entities.

An emerging direction to inform an appropriate model for JOs to form corporations and other entities has been developed and is included for feedback.

Submissions on the proposed JO model may be made via the online feedback form on the JO webpage by **5pm on 15 July 2016**.

**RECOMMENDATION:**

That the information be received and noted.

**WARREN SHIRE COUNCIL**  
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**ITEM 4 LOCAL GOVERNMENT REMUNERATION TRIBUNAL 2016**  
**(C14-5.1)**

The 2016 Determinations of the Local Government Remuneration Tribunal has been received. The Tribunal has determined that an increase of 2.5% in fees for councillors and mayors as appropriate (copy of report available at meeting). It should be noted this report precedes Council mergers.

The groupings of Councils remain unchanged and the Tribunal has applied descriptive titles for each of the categories, which are as follows: -

Category	Number of Councils	
Rural	77	
Regional Rural	32	
Metropolitan	21	
Metropolitan Centres	16	
Metropolitan Major	2	
Major City	3	
Principal City	1	<b>152</b>
County Councils	9	
County Council - Water	5	<b>14</b>

Warren is classified as Rural and pursuant to Section 241 of the Act the Tribunal has determined the maximum and minimum amount of fees for this category as follows: -

	Minimum	Maximum
- Councillor / member annual fee	\$ 8,540.00	\$ 11,290.00
- Mayor	\$ 9,080.00	\$ 24,630.00
Council has adopted \$24,030.00 for the Mayoral allowance and \$8,811.00 for the Councillor annual fee for 2015/2016		

Sections 248 and 249 of the Act requires councils to fix and pay an annual fee based on the Tribunal's determination.

Any changes from the existing fees require a formal resolution of Council and take effect from 1st July 2016.

The matter is now listed for Council's consideration to: -

- Adopt the remuneration applicable for councillors and mayor, with any changes effective from 1st July 2016.

**FOR COUNCIL'S DETERMINATION.**

**WARREN SHIRE COUNCIL**  
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**to the Ordinary Meeting of Council to be held at**  
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**ITEM 5      NSW GRAIN HARVEST MANAGEMENT SCHEME      (R4-4)**

The current New South Wales Class 3 Grain Harvest Management Scheme Exemption Notice 2014 will expire on the 30<sup>th</sup> June 2016. The Scheme will be continued through the New South Wales Class 3 Grain Harvest Management Scheme Exemption Notice 2016, which comes into effect on the 1<sup>st</sup> July 2016.

Roads and Maritime has worked with Transport for NSW, the Grain Harvest Management Scheme Consultative Committee and the National Heavy Vehicle Regulator to amend and extend this Notice. The New South Wales Class 3 Grain Harvest Management Scheme Exemption Notice 2016 (the new Notice) will contain the following changes:

- § The expiry of the Notice will be extended for five (5) years with an expiry date of the 30<sup>th</sup> June 2021.
- § Schedule 1 has been removed and replaced with a link to the legally enforceable Scheme network published on the Roads and Maritime website.
- § Two (2) additional vehicle codes (reflecting two (2) configurations) have been included in the eligible vehicle list:
  - Code 4 - 5 axle Semitrailer
  - Code 49 - 3 axle truck with 5 axle dog trailer and 4 axle dog trailer

The addition of the above two (2) vehicle codes was based on stakeholder interest, concessional mass limits eligibility and calculated pavement wear at the additional Scheme masses which was found to be under the green line.

This Scheme has been very successful and for Council to see this Scheme continue in the Warren Local Government Area, written consent to allow Grain Harvest Management Scheme to operate is required to be forwarded to Transport for NSW.

**RECOMMENDATION:**

That Council provide Transport for NSW with written consent that it wishes to participate in the NSW Class 3 Grain Harvest Management Scheme 2016-2021.



**WARREN SHIRE COUNCIL**  
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**ITEM 6      LONG SERVICE AWARDS – COUNCILLORS AND STAFF**  
**(C14-5.2, S12-17)**

Warren Shire Council has never held a Service Award Presentation for Councillors and employees. Presentations have only been made on retirement.

It is now proposed to hold service presentations for both long serving Councillors and employees each four (4) years. Arrangements are now in place for this to happen on Thursday 28<sup>th</sup> July at 1.00 pm, with a luncheon in the GBS Falkiner Lounge at the Warren Showground/Racecourse Complex.

All Councillors, employees and partners will be invited with Council operations closing for the afternoon of the 28<sup>th</sup> July from 12 noon.

Council has also invited Mr Kevin Humphries MP, Member for Barwon, Mr Keith Rhoades, President LGNSW, Ms Donna Rygate, Chief Executive LGNSW, Mr Graeme Kelly, General Secretary USU, Mr Stephen Hughes, Area Manager USU, Mr Jamie McKinnon, Regional Organiser USU, Mr Bill McAnally, Chair OROC and Ms Belinda Barlow, Executive Officer OROC.

This will certainly be a special occasion for Warren Shire Council, as it gives the opportunity to recognise 672 years of service by 34 employees and 234 years of service by 10 Councillors.

Jody Burtenshaw, EA to the Mayor and General Manager is co-ordinating this event.

**RECOMMENDATION:**

That the information be received and noted.

# Section

# 4

# Manager Finance & Administration

# WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> June 2016

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## ITEM 1 RECONCILIATION CERTIFICATE

**B1-10.13**

I hereby certify that the Cash Books of the several funds of Council have been reconciled with the Bank Statements as at 31st May 2016.

### INTERNAL LEDGER ACCOUNT RECONCILIATION

Reconciled Ledger Accounts as at 31st May 2016 are as follows:-

	<b>Balance 30-Apr-16</b>	<b>Transactions</b>	<b>Balance 31-May-16</b>
General	8,280,996.42	714,719.60	8,995,716.02
Water Fund	632,764.36	140,269.31	773,033.67
Sewerage Fund	2,512,605.90	15,419.50	2,528,025.40
Trust Fund	71,743.58	(517.27)	71,226.31
North Western Library	30,707.75	(3,491.35)	27,216.40
Investment Bank Account	(10,929,261.17)	(901,306.17)	(11,830,567.34)
	<b>599,556.84</b>	<b>(34,906.38)</b>	<b>564,650.46</b>
<b>Balance of Ledger Accounts less Investments as at 30/04/16</b>			<b>599,556.84</b>
Add: Receipts from			
(a) Rates	927,789.36		
(b) Other Cash	1,430,720.82		
(c) Investments Redeemed	4,000,000.00	6,358,510.18	
Less: Payments for the period			
(a) Creditors Paid in the Period	1,492,110.39		
(b) Investments Placed	4,901,306.17	6,393,416.56	
Nett Transactions for the Month			(34,906.38)
<b>Balance of Ledger Accounts less Investments as at 31/05/16</b>			<b>564,650.46</b>

# WARREN SHIRE COUNCIL

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## ITEM 1 RECONCILIATION CERTIFICATE

CONTINUED

### BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	677,318.27
Add: Outstanding Deposits for the Month	71,912.38
Less: Outstanding Cheques & Autopays	(184,580.19)

Balance as per Ledger Accounts less Investments =	<u>564,650.46</u>
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### INVESTMENTS RECONCILIATION

#### Investments as at 31st May 2016

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	1,330,567.34	Variable	On Call A/c
13	National Australia Bank	1,000,000.00	180 Days @ 2.90%	11-Jun-16
21	National Australia Bank	1,000,000.00	90 Days @ 2.95%	17-Jun-16
22	National Australia Bank	1,000,000.00	90 Days @ 2.95%	20-Jun-16
23	National Australia Bank	1,000,000.00	90 Days @ 2.95%	01-Jul-16
24	National Australia Bank	1,500,000.00	90 Days @ 2.95%	23-Jul-16
25	National Australia Bank	1,000,000.00	90 Days @ 2.95%	25-Jul-16
26	TCorp - (NAB)	2,000,000.00	90 Days @ 2.90%	17-Aug-16
27	TCorp - (NAB)	1,000,000.00	90 Days @ 2.88%	25-Aug-16
28	National Australia Bank	1,000,000.00	90 Days @ 2.93%	30-Aug-16
<b>TOTAL INVESTMENTS =</b>		<b><u>11,830,567.34</u></b>		

### BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	3,881,894.00
Internally Restricted Funds Invested	5,673,708.00
2015/16 General Fund Operating Income & Grants	<u>2,839,615.80</u>
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b><u>12,395,217.80</u></b>

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

#### RECOMMENDATION:

That the Statements of Bank Balances and Investments as at 31st May 2016 be received and adopted.

# WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration  
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ITEM 2

**SHIRE OF WARREN**  
**STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES**  
**AT 10TH JUNE 2016**

(R1-4)

Name of Rate	COLLECTIONS FOR YEAR				NETT ARREARS		
	NETT ARREARS	NETT LEVY	TOTAL RECEIVABLE	AMOUNT COLLECTED	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT	ARREARS AS % AGE OF TOTAL REC'ABLE
	1st JULY \$	\$	\$	\$		\$	
General Fund Rates	77,108	4,470,418	4,547,526	4,421,350	97.23%	126,176	2.77%
Warren Water Fund	17,591	323,670	341,261	315,861	92.56%	25,400	7.44%
Warren Sewerage Fund	20,985	423,209	444,194	411,498	92.64%	32,696	7.36%
<b>TOTAL OF ALL RATES</b>	<b>115,684</b>	<b>5,217,297</b>	<b>5,332,981</b>	<b>5,148,709</b>	<b>96.54%</b>	<b>184,272</b>	<b>3.46%</b>
Extra Charges	8,597	11,501	20,098	8,169	40.65%	11,929	59.35%
<b>TOTAL 2015/2016</b>	<b>124,281</b>	<b>5,228,798</b>	<b>5,353,079</b>	<b>5,156,878</b>	<b>96.33%</b>	<b>196,201</b>	<b>3.67%</b>
<b>TOTAL 2014/2015</b>	<b>120,785</b>	<b>5,090,788</b>	<b>5,211,573</b>	<b>5,020,388</b>	<b>96.33%</b>	<b>191,185</b>	<b>3.67%</b>
<b>TOTAL 2013/2014</b>	<b>84,911</b>	<b>4,974,472</b>	<b>5,059,383</b>	<b>4,872,433</b>	<b>96.30%</b>	<b>186,950</b>	<b>3.70%</b>
<b>TOTAL 2012/2013</b>	<b>74,737</b>	<b>4,811,586</b>	<b>4,886,323</b>	<b>4,743,164</b>	<b>97.07%</b>	<b>143,159</b>	<b>2.93%</b>
		<b>13-Jun-13</b>	<b>12-Jun-14</b>	<b>11-Jun-15</b>		<b>10-Jun-16</b>	
<b>COLLECTION FIGURES AS \$</b>		<b>4,743,164</b>	<b>4,872,433</b>	<b>5,020,388</b>		<b>5,156,878</b>	
<b>COLLECTION FIGURE AS %</b>		<b>97.07%</b>	<b>96.30%</b>	<b>96.33%</b>		<b>96.33%</b>	

**RECOMMENDATION:**

That the information be received and noted.

# WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration  
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## ITEM 3 LONG TERM FINANCIAL PLAN - 2016/17 TO 2025/26 (A7-4.1/2)

The Integrated Planning and Reporting Framework for NSW Local Government was introduced in 2009, a requirement of the framework is for Warren Shire Council to develop a Long Term Financial Plan that covers a minimum ten year period. Furthermore, it is a requirement to consider different scenarios in the plan and what impact they have on the Council's ability to maintain the current levels of service and asset maintenance & renewal levels.

It is extremely important to acknowledge that whilst the planning framework is intended to encourage Council to draw its various plans together so as to ensure that its service levels and asset maintenance levels are sufficient and sustainable there will be varying factors outside Council's control that are not included in any of the scenarios of this plan, examples of these factors are flood damage works, unplanned major maintenance works, prolonged wet weather.

Although Council is currently in a sound financial position the projected outlook based on the current levels of service, planned asset renewal expenditure and limited revenue raising capacity will see deterioration in the levels of cash & investments on hand, this trend is indicated in the Balance Sheet in the Long Term Financial Plan.

The Long Term Financial Plan has been developed using three different scenarios as follows:

**Scenario 1 - (Planned Forecast)** – this scenario is based upon a 1.8% increase in general rate revenue, 5% increase in water & sewerage charges in 2016/17 then a 3% increase rates, domestic waste and water charges and 5% increase in sewerage charges each year after, interest on investments at 2.25% in 2016/17, 2.5% in 2017/18, then 3% for the life of the plan and inflation at 2% in 2016/17, 2.5% in 2017/18, then 3% for the life of the plan.

**Scenario 2 – (Optimistic Forecast)** – this scenario is based upon a 1.8% increase in general rate revenue, 5% increase in water & sewerage charges in 2016/17 then an 8% increase in all rates and annual charges each year after, interest on investments at 2.25% for 2016/17 then 8% and inflation at 2% for the life of the plan.

**Scenario 3 – (Conservative Forecast)** – this scenario is based upon a 1.8% increase in general rate revenue, 5% increase in water & sewerage charges in 2016/17 then a 1% increase in all rates and annual charges each year after, interest on investments at 2.25% in 2016/17 then 1% and inflation at 2% in 2016/17 then 5% for the life of the plan.

The above three scenarios do not allow for any significant increases in income other than stipulated in the above scenarios.

The Long Term Financial Plan is monitored and amended each year in line with Council's actual situation, the economic climate and forecast, and future changes in Council's priorities.

# WARREN SHIRE COUNCIL

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## **ITEM 3 LONG TERM FINANCIAL PLAN - 2016/17 TO 2025/26 CONTINUED**

The capital renewal/new assets expenditure figures in the Statement of Cash Flows are in line with each of the Asset Management Plans (Buildings, Stormwater, Recreation, Transport & Water & Sewerage), they are expressed in 2016/17 dollar terms and indexed by the inflation figures in the above three scenarios.

It is recommended that the Long Term Financial Plan 2016/17 to 2025/26 as presented be adopted by Council.

### **RECOMMENDATION:**

1. That the information be received and noted, and
2. That the Long Term Financial Plan 2016/17 to 2025/26 as presented be adopted.

# WARREN SHIRE COUNCIL

## Report of the Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 23<sup>rd</sup> June 2016

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### ITEM 4 2016/17 OPERATIONAL PLAN & ESTIMATES

(E4-36)

In accordance with Section 405 of the Local Government Act, 1993 Council must adopt an Operational Plan and Estimates for the ensuing year after giving due consideration to all submissions lodged prior to the closing date being 3.00 pm, 22<sup>nd</sup> June 2016.

At the time of writing this report, no submissions had been received regarding the content of the 2016/17 Operational Plan and Estimates, any submissions received will be tabled at the Council Meeting.

### RECOMMENDATION

1. That Council adopt the 2016/17 Operational Plan & Estimates as presented.
2. That Council adopt a 1.8% increase in the total levy for General Fund rates.
3. That the Domestic Waste Management & Waste Management charges for 2016/17 be set as follows:
  - (a) vacant land be set at \$38.00 per annum;
  - (b) all others be set at \$240.00 per annum.
4. That the Warren water availability charge for 2016/17 be set at \$347.00.
5. That the Nevertire water availability charge for 2016/17 be set at \$473.00.
6. That the Collie water availability charge for 2016/17 be set at \$352.00.
7. That the Warren residential sewerage charge for 2016/17 be set at \$525.00.
8. That the Nevertire residential sewerage charge for 2016/17 be set at \$551.00.
9. That the Non-residential sewerage charge for 2016/17 be set at \$480.00.
10. That the Warren Bore Water Usage Charge - Up to 450kl be set at \$1.08/kl  
- Over 450kl be set at \$1.63/kl
11. That the Warren River Water Usage Charge - Up to 450kl be set at \$0.40/kl  
- Over 450kl be set at \$0.69/kl
12. That the Nevertire Bore Water Usage Charge - Up to 450kl be set at \$0.62/kl  
- Over 450kl be set at \$0.90/kl
13. That the Collie Bore Water Usage Charge - Up to 400kl be set at \$1.34/kl  
- Over 400kl be set at \$2.03/kl
14. That the Non-residential sewerage usage charge for 2016/17 be set at \$1.85/kl
15. That the interest rate on overdue rates and charges for 2016/17 be set at 8% per annum. (the Office of Local Government's maximum determination).
16. That the fees and charges as listed in the 2016/2017 Operational Plan be adopted, but where such fees and charges are of a commercial nature or impacted by changes or reviews in GST legislation, Council reserves the right to vary such fees and charges throughout the year as circumstances require.



# WARREN SHIRE COUNCIL

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## ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2016/2017 (R1-6.1)

It is necessary for Council under Section 494, 496, 501 and 504 of the Local Government Act 1993 to pass a formal resolution to make the rates and charges for 2016/2017 resulting from the adoption of the Estimates of Income and Expenditure for the General, Domestic Waste Management, Water and Sewerage funds. The following rates and charges are recommended for adoption by Council for 2016/2017.

### **Ordinary Rates:**

#### ***Farmland Rate -***

0.595136 cents in the dollar on the land value with a minimum rate of \$259.00 per assessment.

#### ***Residential Warren - Warren Centre of Population area -***

3.965684 cents in the dollar on the land value with a minimum rate of \$480.00 per assessment.

#### ***Business Rate - Warren Centre of Population area -***

7.676701 cents in the dollar on the land value with a minimum rate of \$480.00 per assessment.

#### ***Business Rate - Other***

0.525907 cents in the dollar on land value with a minimum rate of \$259.00 per assessment.

#### ***Residential Nevertire - Nevertire Centre of Population area -***

0.705017 cents in the dollar on land value with a minimum rate of \$199.00 per assessment.

#### ***Residential Collie - Collie Centre of Population area -***

1.937225 cents in the dollar on land value with a minimum rate of \$199.00 per assessment.

#### ***Rural Residential - Fringes of Warren, Nevertire & Collie -***

0.751695 cents in the dollar on land value with a minimum rate of \$259.00 per assessment.

**WARREN SHIRE COUNCIL**  
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**ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES**  
**- 2016/2017** **CONTINUED**

It is further recommended that Council incorporate in the formal resolutions approval for the individual rates as set out previously to be levied as combined ordinary rates, to fix the maximum simple daily interest rate of 8% as the rate at which overdue rates are to be charged in accordance with the provisions of Section 566(3) of the Local Government Act, 1993.

It is also recommended that the Council make the following charges for 2016/2017: -

**Warren Water Availability Charge**

Availability charge of \$347.00 for all residential assessments.

**Warren Water Usage Charges**

Potable (Bore) water usage charge of \$1.08 per kilolitre up to 450 kls, then \$1.63 per kilolitre for usage over 450 kls.

Non-potable (River) water usage charge of 40 cents per kilolitre up to 450 kls, then 69 cents per kilolitre for usage over 450 kls.

**Warren Residential Sewerage Charge**

Annual charge of \$525.00 for all residential assessments.

**Warren Domestic Waste Charge**

Minimum annual charge of \$240.00, one service per week for assessments and non-rateable properties utilising the modular type 240 litre and 120 litre capacity unit. Extra services at the rate of \$4.61 each for single weekly service units. A charge of \$38.00 per annum for all vacant rateable land.

**Waste Management Charge**

Minimum annual charge of \$240.00, one service per week for assessments and non-rateable properties utilising the modular type 240 litre and 120 litre capacity unit. Extra services at the rate of \$4.61 each for single weekly service units. A charge of \$38.00 per annum for all vacant rateable land.

**Nevertire Water Availability Charge**

An availability charge of \$473.00 for assessments and non-rateable properties connected to the water supply and an annual charge of \$179.00 will apply to assessments that are not connected.

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**ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES**  
**- 2016/2017** **CONTINUED**

## **Nevertire Water Usage Charges**

Potable (Bore) water usage charge of 62 cents per kilolitre up to 450 kls, then 90 cents per kilolitre for usage over 450 kls.

## **Nevertire Residential Sewerage Charge**

An annual charge of \$551.00 for assessments and non-rateable properties connected to the scheme and an annual charge of \$210.00 will apply to assessments that are not connected.

## **Nevertire Domestic Waste Charge**

Minimum annual charge of \$240.00, one service per week for assessments and non-rateable properties utilising the modular type 240 litre and 120 litre capacity unit. Extra services at the rate of \$4.61 each for single weekly service units. A charge of \$38.00 per annum for all vacant rateable land.

## **Collie Water Availability Charge**

An availability charge of \$352.00 for assessments and non-rateable properties that are connected to the water supply and an annual charge of \$179.00 will apply to assessments that are not connected.

## **Collie Water Usage Charges**

Potable (Bore) water usage charge of \$1.34 per kilolitre up to 400 kls, then \$2.03 per kilolitre for usage over 400 kls.

## **Collie Domestic Waste Charge**

Minimum annual charge of \$240.00, one service per week for assessments and non-rateable properties utilising the modular type 240 litre and 120 litre capacity unit. Extra services at the rate of \$4.61 each for single weekly service units.

## **Non-residential Sewerage Access Charge**

Annual charge of \$480.00 on all non-residential assessments.

## **Non-residential Sewerage Usage Charge**

Usage charge of \$1.85 per kilolitre multiplied by the relevant Sewerage Discharge Factor.

## **Aerodrome Water Charges**

An availability charge of \$95.00 for all assessments and usage charge of \$1.08 per kilolitre.

# WARREN SHIRE COUNCIL

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**ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES**  
**- 2016/2017** **CONTINUED**

**RECOMMENDATIONS:**

1. Whereas the Estimates of Income and Expenditure of the General Fund of the Warren Shire Council for the year 2016/2017 be adopted by Council on Thursday 23<sup>rd</sup> June 2016 and whereas, such Estimates were incorporated in the Draft 2016/2017 Operational Plan that was on public exhibition from Wednesday 25<sup>th</sup> May 2016 at the Council Chambers, Warren Shire Library and on Councils website [www.warren.nsw.gov.au](http://www.warren.nsw.gov.au). An advertisement advising members of the public was placed in the Warren Weekly newspaper dated Wednesday 25<sup>th</sup> May 2016.

It is hereby resolved to make a Farmland ad valorem rate of 0.595136 cents in the dollar, subject to a minimum of \$259.00 per assessment on the land value of all land within the Shire other than land within the Warren, Nevertire and Collie centres of population and fringe area, in accordance with the Local Government Act, 1993, as amended, for the 2016/2017 financial year.

2. Whereas the Estimates of Income and Expenditure of the General Fund of the Warren Shire Council for the year 2016/2017 be adopted by Council on Thursday 23<sup>rd</sup> June 2016 and whereas, such Estimates were incorporated in the Draft 2016/2017 Operational Plan that was on public exhibition from Wednesday 25<sup>th</sup> May 2016 at the Council Chambers, Warren Shire Library and on Councils website [www.warren.nsw.gov.au](http://www.warren.nsw.gov.au). An advertisement advising members of the public was placed in the Warren Weekly newspaper dated Wednesday 25<sup>th</sup> May 2016.

It is hereby resolved to make a Warren Residential ad valorem rate of 3.965684 cents in the dollar, subject to a minimum of \$480.00 per assessment on the land value of all land within the Warren Centre of Population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2016/2017 financial year.

It is hereby resolved to make a Nevertire Residential ad valorem rate of 0.705017 cents in the dollar subject to a minimum of \$199.00 per assessment on the land value of all land within the Nevertire Centre of population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2016/2017 financial year.

It is hereby resolved to make a Collie Residential ad valorem rate of 1.937225 cents in the dollar subject to a minimum of \$199.00 per assessment on the land value of all land within the Collie Centre of population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2016/2017 financial year.

It is hereby resolved to make a Rural Residential ad valorem rate of 0.751695 cents in the dollar subject to a minimum of \$259.00 per assessment on the land value of all land satisfying the Rural Residential criteria generally being land between 2 and 40 ha in area and not in an urban centre population and used for residential purposes only subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2016/2017 financial year.

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## ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2016/2017

CONTINUED

3. Whereas the Estimates of Income and Expenditure of the General Fund of the Warren Shire Council for the year 2016/2017 be adopted by Council on Thursday 23rd June 2016 and whereas, such Estimates were incorporated in the Draft 2016/2017 Operational Plan that was on public exhibition from Wednesday 25th May 2016 at the Council Chambers, Warren Shire Library and on Councils website [www.warren.nsw.gov.au](http://www.warren.nsw.gov.au). An advertisement advising members of the public was placed in the Warren Weekly newspaper dated Wednesday 25th May 2016.

It is hereby resolved to make a Business ad valorem rate of 7.676701 cents in the dollar subject to a minimum rate of \$480.00 per assessment on the land value of all land within the Warren Centre of Population area subject to such rate and satisfying business criteria, in accordance with the Local Government Act, 1993, as amended, for the 2016/2017 financial year.

It is hereby resolved to make a Business - Other ad valorem rate of 0.525907 cents in the dollar subject to a minimum rate of \$259.00 per assessment on the land value of all land meeting the business criteria which are situated on the fringes of the Warren Centre of Population and at the Warren Aerodrome, in accordance with the Local Government Act, 1993, as amended, for the 2016/2017 financial year.

4. Council determine eight percent per annum (8% p.a.) as the rate at which overdue rates are to be charged in accordance with the provisions of Section 566(3) of the Local Government Act, 1993.
5. Approval be given for the rates made under the preceding clauses of this resolution to be levied as Combined Rates for the Warren Water Availability Charge, Warren Residential Sewerage Charge, Non-residential Sewerage Charge, Warren Domestic Waste Charge, Warren Waste Management Charge, Nevertire Water Availability Charge, Nevertire Sewerage Charge, Nevertire Domestic Waste Charge, Collie Water Availability Charge, Collie Domestic Waste Charge and Warren Airport Water Supply to be levied in advance on Council's Rate Notice.
6. Council make an availability charge for all assessments for the Warren Water Supply of \$347.00 per annum and usage charges as follows:
- Potable (Bore) water usage charge of \$1.08 per kilolitre up to 450 kls, then \$1.63 per kilolitre for usage over 450 kls.
- Non-potable (River) water usage charge of 40 cents per kilolitre up to 450 kls, then 69 cents per kilolitre for usage over 450 kls.
7. Council make a charge on allotments for a Warren Residential Sewerage Charge allowing for a standard 2 pedestals per assessment at a rate of \$525.00 per annum.

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**ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES**  
**- 2016/2017** **CONTINUED**

8. Council make a charge on allotments for a Non-residential Sewerage Access Charge of \$480.00 per annum and a usage charge of \$1.85 per kl multiplied by the relevant Sewerage Discharge Factor for the type of business being conducted.
9. Council make a Warren Domestic Waste Charge within the Warren Scavenging District of \$240.00 with an additional charge of \$4.61 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste Charge within the Warren scavenging district of \$38.00 per annum for all vacant rateable land.
10. Council make a Warren Waste Management Charge within the Warren Scavenging District of \$240.00 with an additional charge of \$4.61 for each service exceeding the minimum number of one service weekly. Council make a Vacant Waste Charge within the Warren scavenging district of \$38.00 per annum for all vacant rateable land.
11. Council make an availability charge for all assessments for the Nevertire Water Supply of \$473.00 per annum and usage charges as follows:  
  
Potable (Bore) water usage charge of 62 cents per kilolitre up to 450 kls, then 90 cents per kilolitre for usage over 450 kls.  
  
Further that all assessments being eligible for connection to the supply but not connected be charged at \$179.00 per annum.
12. Council make a charge on allotments for a Nevertire Sewerage Charge allowing for a standard 2 pedestals per assessment at a rate of \$551.00 per annum.  
  
Further that all assessments being eligible for connection to the service but not connected be charged at \$210.00 per annum.
13. Council make a Domestic Waste Charge within the Nevertire Garbage Scavenging District of \$240.00 with an additional charge of \$4.61 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste charge within the Nevertire Scavenging District of \$38.00 per annum for all vacant rateable land.
14. Council make an availability charge on all assessments connected to the Collie Water Supply at a rate of \$352.00 per annum and usage charges as follows:  
  
Potable (Bore) water usage charge of \$1.34 per kilolitre up to 400 kls, then \$2.03 per kilolitre for usage over 400 kls.  
  
Further that all assessments being eligible for connection to the supply but not connected be charged at \$179.00 per annum.
15. Council make a Domestic Waste Charge within the Collie Garbage Scavenging District of \$240.00 with an additional charge of \$4.61 for each service exceeding the minimum number of one service weekly.

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**ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES**  
**- 2016/2017** **CONTINUED**

16. Council make a water availability charge for all assessments at the Warren Aerodrome Water Supply of \$95.00 per annum and usage charge of \$1.08 per kilolitre.
17. In the case of residential flats and multi-unit dwellings that are adapted or are capable of being adapted for separate occupancy be subject to an additional charge of \$262.50 for each pedestal being ½ of the Warren Sewerage charge for each occupancy.

# Section

# 5

# Manager Engineering Services



# WARREN SHIRE COUNCIL

Report of the Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> June, 2016

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

**Author:** Bryce Hammond – Trainee Assistant Engineer

The following works have been undertaken during the period of the 25<sup>th</sup> April, 2016 to 29<sup>th</sup> May, 2016, by the Engineering Services Department Roads Branch:

### MAINTENANCE

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
<b>Grader Crew 3 (two-man crew) Vincent Robinson</b>	Old Warren Road	Maintenance	2100m
	Pleasant View Lane	Resheet	2600m
<b>Grader Crew 4 (two-man crew) Wayne Wilson</b>	Rothsay Road	Resheet	1000m
	Ellengerah Road	Maintenance	1000m
	Carinda Road	Shoulder Grade	8000m

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED m <sup>2</sup>	UNIT RATE \$
<b>Tar Patching</b>	Marthaguy Road	Hand Patch	124	28.85
	Wambianna Road	Hand Patch	75	20.00
	Buckiinguy Road	Hand Patch	889	2.21
	Lemongrove Road	Hand Patch	24	12.08
	Marra Road	Hand Patch	13	242.44
	Bullagreen Lane	Hand Patch	7	25.43
	Bundemar Road	Hand Patch	11	23.18
	Warren Road	Hand Patch	20	131.50
	Tottenham Road	Hand Patch	18	30.88
	Carinda Road	Hand Patch	279	11.11
	Marthaguy Road	Edge Patch	65	16.69

**WARREN SHIRE COUNCIL**  
 Report of the Engineering Services  
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**ITEM 1      WORKS PROGRESS REPORT - ROADS BRANCH      CONTINUED**

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED m <sup>2</sup>	UNIT RATE \$
<b>Tar Patching Continued</b>	Buckiiguy Road	Edge Patch	1950	1.23
	Old Warren Road	Edge Patch	100	25.53
	Udora Road	Edge Patch	200	1.45
	Carinda Road	Edge Patch	800	5.32
	Tottenham Road	Edge Patch	129	19.70

**CONSTRUCTION/RECONSTRUCTION/RECYCLE**

WORK CREW	LOCATION	ACTIVITY	ESTIMATED EXPENDITURE	EXPEND TO DATE	STATUS
<b>Grader Crew 1 (three-man crew)</b>	Buckiinguy Road	Recycle	\$778,631	\$108,147	March/June 2016
	Marra Road RR 424	Recycle	\$31,500	\$23,959	June 2016
	Marra Road RR 424 (REPAIR)	Construction	\$790,650	\$790,650	Complete
<b>Grader Crew 2 (three-man crew)</b>	Bullagreen Road ST 2	Recycle	\$225,406	\$230,621	Complete
	Bullagreen Road ST 1	Recycle	\$38,922	\$33,705	Complete
	Bundemar Street	Recycle	\$163,366	\$115,530	Complete
	Marthaguy Road RR 202 (Blackspot)	Construction	\$125,349	\$125,349	Complete
	Lemongrove Road	Recycle	\$771,313	\$477,988	March/June 2016

**RECOMMENDATION:**

That the information be received and noted.

# WARREN SHIRE COUNCIL

Report of the Manager Engineering Services  
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## ITEM 2 WORKS PROGRESS REPORT – WATER & SEWERAGE (C14-7.2)

**Author:** Tim Wark - Water and Sewer Manager

### 2.1 WATER SUPPLY MAINTENANCE ACTIVITIES

ACTIVITY	LOCATION	WORKS CARRIED OUT IN THE MONTH
Bore water main repairs	Warren	Bore water main repairs completed as required.
River water main repairs	Warren	River water main repairs completed as required.
Warren river pumps	Oxley Park and Ellengerah	Normal maintenance and repair works completed daily.
Plumbing maintenance	Racecourse and all other Council Buildings	Plumbing maintenance and repair works completed as required.
Bore water flushing	Warren Nevertire Collie	Mains flushed in conjunction with NSW Health microbiological testing program.
Water meter reading	Warren Nevertire Collie	Water meter reading works completed.
Bore water main repairs	Nevertire	Bore water main repairs completed as required.
Bore water main repairs	Collie	Bore water main repairs completed as required.
River water meter maintenance and repairs	Warren	Normal meter maintenance and/or replacement works completed as required.
River water service repairs	Warren	River water service repairs completed as required.
Bore water meter maintenance and repairs	Warren Nevertire Collie	Normal meter maintenance and/or replacement works completed as required.
Hydrant repairs	Collie	Hydrant repairs completed as required.
Bore service repairs	Warren Nevertire Collie	Bore service repairs completed as required.

# WARREN SHIRE COUNCIL

Report of the Manager Engineering Services  
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## ITEM 2 WORKS PROGRESS REPORT – WATER & SEWERAGE

CONTINUED

### 2.2 SEWERAGE SYSTEM MAINTENANCE ACTIVITIES

ACTIVITY	LOCATION	WORKS CARRIED OUT IN THE MONTH
Sewage mains	Warren	Sewer main chokes cleared as required.
Sewage pumping stations	Warren Nevertire	Routine maintenance and repair works completed daily.
Sewage treatment plant	Warren	Routine maintenance works completed daily.
Sewage treatment plant	Nevertire	Routine maintenance works completed as required.

### 2.3 WATER SUPPLY SYSTEM PLANNED WORK

ACTIVITY	LOCATION	WORKS TO BE UNDERTAKEN
Water mains and services	Warren	Valve replacement program ongoing. Bore reticulation sectored shut down now achievable. River Water approximately 6 replacements still required to alleviate town shut down events.
Bore installation works	Warren Nevertire Collie	Bore Flat and Ellengerah Production Bores completed. Production Bore complete. New Site selected licensing approvals in train, recommence works in 6-8 weeks.
Reservoir cleaning	5 years	Stafford St - Scheduled Oct 2016 Oxley Park- Scheduled Sept 2017 Ellengerah River- Scheduled Sept 2017 Ellengerah Bore- Scheduled March 2018 Nevertire- Scheduled Jul 2017 Collie- Scheduled Oct 2016

# WARREN SHIRE COUNCIL

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## ITEM 2 WORKS PROGRESS REPORT – WATER & SEWERAGE CONTINUED

### 2.4 SEWERAGE SYSTEM PLANNED WORK

ACTIVITY	LOCATION	WORKS TO BE UNDERTAKEN
Sewer mains and services	Warren	Manhole cover heights being inspected and infiltration levels monitored, remedial works completed as required.
Sewage pump stations	Warren Nevertire	Upgrade works ongoing.

### 2.5 WATER SUPPLY & SEWERAGE SYSTEM UNPLANNED MAINTENANCE - 25<sup>TH</sup> APRIL, 2016 TO 29<sup>TH</sup> MAY, 2016

Main breaks repaired: 15  
Year to date: 66

Sewer chokes cleared: 9  
Year to date: 43

Meter replacements: 4 river water meters and 6 bore water meters.

Year to date: 15 river meters and 38 bore meters replaced.

Total meters: 802 river meters and 968 bore meters.

Annual replacement percentage: 1.87% year river meters and 3.92% year bore meters.

### 2.6 RECORD OF WATER USAGE

2.6.1 For the period 01/05/16 to 31/05/16 Council's meters indicated the following water usage:

WATER SCHEME	ANNUAL ALLOCATION (ML)	TOTAL USAGE FOR THE PERIOD (ML)	USAGE YEAR TO DATE (ML) From 1/7/15	DAILY AVERAGE FOR THE PERIOD (ML)	DAILY AVERAGE YEAR TO DATE (ML)
Warren bore	700	17.85	262.16	0.58	0.775
Warren river	750	20.80	407.21	0.67	1.201
Nevertire village	40	1.15	34.42	0.04	0.101
Collie village	25	0.75	10.86	0.02	0.033

Rainfall in Warren for period: 73.5 mm

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## ITEM 2 WORKS PROGRESS REPORT – WATER & SEWERAGE CONTINUED

For the similar period in 2015 Council's meters indicated the following water usage:

WATER SCHEME	ANNUAL ALLOCATION (ML)	TOTAL USAGE FOR THE PERIOD (ML)	DAILY AVERAGE FOR THE PERIOD (ML)
Warren bore	700	18.42	0.59
Warren river	750	14.17	0.46
Nevertire village	40	2.40	0.08
Collie village	25	0.55	0.02

Rainfall in Warren for period: 61.5 mm

### 2.7 WARREN STP - LICENCE COMPLIANCE

#### 2.7.1 Record of Effluent Analysis from May 2015.

POLLUTANT	UNIT OF MEASURE	LICENCE 100 PERCENTILE CONCENTRATION LIMIT	May-15	Aug-15	Nov-15	Apr-16	May-16
Oil & Grease	mg/L	10	5	6	<2	3	2
pH		6.5-8.5	7.9	8.1	8	7.9	7.9
Nitrogen (total)	mg/L	40	29.2	33.7	17.6	23.6	34.1
Phosphorus (total)	mg/L	10	5.9	4.8	5	5.1	6.3
Total suspended solids	mg/L	65	86	54	70	36	58
Biochemical oxygen demand	mg/L	55	16	44	49	33	27

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## ITEM 2 WORKS PROGRESS REPORT – WATER & SEWERAGE CONTINUED

### 2.7.2 Record of Daily Effluent Flow

Licence conditions: Peak daily flow not to exceed 1500KL.

Annual flow not to exceed 219ML.

MONTH	PEAK DAILY FLOW (kL)	AVERAGE DAILY FLOW (kL)	MONTHLY FLOW (ML)	CUMULATIVE FLOW (ML)
August 2015	612	394.20	12.22	12.22
September 2015	456	351.57	10.55	22.77
October 2015	525	386.13	11.97	34.74
November 2015	588	449.43	13.48	48.22
December 2015	561	420.77	13.04	61.26
January 2016	1112	463.97	14.38	75.64
February 2016	678	446.00	12.93	88.57
March 2016	512	433.55	13.44	102.01
April 2016	419	366.66	11.00	113.01
May 2016	629	412.27	12.80	125.81

### 2.7.2 Record of Bio Solids Removal from 2014

YEAR	DATE	REMOVED BY	ESTIMATED QUANTITY (M3)
2014	January	Septic Sam	12
2014	February	D Murray/S Smith	8
2014	September	Interflow	50
2015	May	Aqua Assets	20
2015	August	Septic Sam	10
2015	December	JR Richards & Sons	10
2016	May	JR Richards & Sons	60

### RECOMMENDATION:

That the information contained within this report be received and noted.

# WARREN SHIRE COUNCIL

Report of the Manager Engineering Services  
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## ITEM 3 WORKS PROGRESS REPORT – TOWN SERVICES (C14-7.2)

**Author:** Bryce Hammond - Trainee Assistant Engineer

### 3.1 TOWN CREW 25<sup>TH</sup> APRIL, 2016 TO 29<sup>TH</sup> MAY, 2016

- Stormwater M & R
- Footpath M & R

### 3.2 PARKS AND RESERVES 25<sup>TH</sup> APRIL, 2016 TO 29<sup>TH</sup> MAY, 2016

- Depot gardens
- Victoria Oval - Inner
- Town approaches
- Victoria Oval - Outer

Plant 70 Iseki Outfront Mower SF370	56.5 hours usage
Plant 79 Iseki Mower	50.0 hours usage
Plant 15 Daedong Tractor	26.25 hours usage
Plant 78 Superior Slasher – Finishing Mower	0 hours usage
Plant 14 Caterpillar 432F Backhoe Loader	41.0 hours usage
Plant 8 Caterpillar 432F Backhoe Loader	24.5 hours usage
Plant 89 Toro Mower	32.0 hours usage
Plant 21 John Deere 5083E	7.75 hours usage
Plant 82 Denvenson Jahn Roller (Cricket Pitch)	Not in use
Plant 168 Victory Mini Excavator	56.0 hours usage

### 3.3 SHOWGROUND/RACECOURSE – GENERAL M & R 25<sup>TH</sup> APRIL, 2016 TO 29<sup>TH</sup> MAY, 2016

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

**Functions:**

- 30<sup>th</sup> April - Social Club
- 14<sup>th</sup> May, 2016 - Warren Show
- 8<sup>th</sup> May, 2016 - Adult Riding Club
- 28 & 29<sup>th</sup> May, 2016 - Adult Riding Club

**RECOMMENDATION:**

That the information be received and noted.



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**ITEM 4      WORKS PROGRESS REPORT - FLEET BRANCH      (C14-7.2)**

**Author:** Steven Thornton - Plant Foreman

The following are works completed by Council's Fleet Branch Staff (Plant Foreman and two (2) Plant Mechanics) and Sub-Contractors engaged by the Branch for the period, 4th April, 2016 to 24th April, 2016.

**Plant Repairs**

<b>NO.</b>	<b>PLANT</b>	<b>REPAIRS</b>	<b>PLANT DOWN TIME</b>	<b>REPAIR TIME (MAN HOURS)</b>
<b>11</b>	2010 Loader – Lonking CDM856E Wheel Loader	Hydraulics	5 days	15
<b>22</b>	2012 Grader – John Deere 770G	300 hour service	1 day	6
<b>24</b>	2010 Grader – Komatsu GD655-5	Exhaust Studs	5 days	4
<b>27</b>	2013 Truck – Western Star Prime mover	Hydraulics & Lights	1 day	5
<b>33</b>	2013 Truck – Western Star Prime mover	Hydraulics tank mounts & Exhaust mounts	1 day	5
<b>34</b>	2008 Truck – MAN Prime mover	New battery	1 day	4
<b>49</b>	2010 Truck – Mitsubishi FUSO	Service	1 day	4
<b>65</b>	2013 Roadtrain dolly – Allroads Tandem	Replace service tank	2 days	8
<b>72</b>	2006 Truck – Isuzu FVY 1400 Paveline	Service	1 day	4

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## ITEM 4 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

### Plant Repairs – Outside Works

NO.	PLANT	REPAIRS	PLANT DOWN TIME (days)
<b>Hydraulics Diagnostics</b>			
11	2010 Loader – Lonking CDM856E Wheel Loader	Replace ripper valve	5
<b>RDP Mechanical</b>			
24	2010 Grader – Komatsu GD655-5	Broken Head studs; reseal orbital motor	2
27	2013 Truck – Western Star Prime mover	Replace air hydraulic switch control	2
30	2007 Truck – MAN Prime mover	Replace air hydraulic switch control	2
31	2010 Truck – UD GW470	Replace air hydraulic switch control	2
32	1988 Truck – MACK Valueliner 6x4 12t Prime mover	Replace air hydraulic switch control	2
33	2013 Truck – Western Star Prime mover	Replace air hydraulic switch control	2
<b>Seiders Truck Repairs</b>			
34	2008 Truck – MAN Prime mover	Clutch thrust	2
<b>Tracserv</b>			
107	Truck – Isuzu FVZ1400 Auto	Remove transmission	8
<b>Dal-trans Transmissions</b>			
107	Truck – Isuzu FVZ1400 Auto	Rebuild transmission	8

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**ITEM 4      WORKS PROGRESS REPORT - FLEET BRANCH      CONTINUED**

**Miscellaneous Works**

Minor Plant Repairs .....	231.5	hours
Plant Refurbishment .....	5.5	hours
Plant Servicing.....	28	hours
Electrical/Two Way Radio Works, Phones .....	8	hours
Welding/Fabrication Works on Plant, etc.....	8	hours
Depot Yard – Plant parking, clean, lock and unlock.....	14	hours
Parts ordering hours.....	12	hours
Job set up, e.g. Apprentice.....	10	hours
Fuel up trailers .....	0	hours
Phone calls in and out / book work .....	20	hours
Plant inspection for repair.....	5	hours
Tyre pick up including delivery to and from work site .....	7	hours
Plant cleaning .....	17	hours
Tar – check emulsion.....	0	hours
Operator queries, e.g. noise .....	3.5	hours
Quotations .....	0	hours
Steel pick up .....	4	hours
SES .....	0	hours
Rural Fire Service.....	1	hours
Work meetings.....	6	hours
Fill gas bottles.....	0	hours
Air conditioning.....	0	hours
Transport for RTA Inspection .....	0	hours
Registrations and defects .....	8	hours
Annual Leave.....	0	hours
Sick Leave .....	0	hours
Workers Compensation .....	123	hours
TAFE .....	42.5	hours
Public Holiday .....	32	hours
Training .....	8	hours
Private work.....	0	hours
Hep B and Tetanus shots .....	0	hours
Field Days.....	0	hours
Picnic .....	0	hours
Store.....	5	hours
Interviews .....	2	hours
Workshop set up (Site Meetings/Inspections).....	7	Hours

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 5 TRAFFIC INFORMATION**

**(T5-4)**

NO INFORMATION THIS MONTH

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**ITEM 6 OROC TENDER T051617OROC – SUPPLY & DELIVERY OF BULK FUEL(C14-6.2/39**

**Executive Summary**

Council’s current Bulk Fuel Contract ends on 30th June 2016, Regional Procurement Initiative called tenders for a “single source” supplier for participating Councils in OROC for the next two (2) years with a provision allowed for a 12-month extension subject to satisfactory performance from the supplier.

**Background**

This tender was advertised in the following media:

22 March 2016 Tender ad placed in the Sydney Morning Herald and uploaded to Tenderlink

22 March 2016 Tender ad placed in the Western Daily News and the Northern leader.

Tenders closed at 10.00am on 19<sup>th</sup> April 2016 (Electronic Tender Box).

Participating councils in this tender were:

- |                              |                            |
|------------------------------|----------------------------|
| ➤ Bourke Shire Council       | ➤ Dubbo City Council       |
| ➤ Bogan Shire Council        | ➤ Gilgandra Shire Council  |
| ➤ Brewarrina Shire Council   | ➤ Narromine Shire Council  |
| ➤ Coonamble Shire Council    | ➤ Walgett Shire Council    |
| ➤ Gunnedah Shire Council     | ➤ Warren Shire Council     |
| ➤ Warrumbungle Shire Council | ➤ Wellington Shire Council |

**Submissions**

Nine (9) tenders in total were received from:

- Caltex Australia Petroleum
- KD & MI Prugger Pty Ltd Trading as Coona Fuel & Gas
- Dowell’s Fuel Pty Ltd
- Lidocole Pty Ltd Trading as Hopes Fuel Supplies
- GIEO Pty Ltd Trading as Macquarie Valley Fuels
- Liberty Oil Australia Pty Ltd Trading as Liberty Oil Rural
- Ocwen Energy Pty Ltd Trading as Lowes Petroleum Services
- Park Pty Ltd
- Inland

Petroleum

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**ITEM 6 OROC TENDER T051617OROC – SUPPLY & DELIVERY OF BULK FUEL** **CONTINUED**

**Probity**

The Tender was conducted in accordance with Clause 166 (a) of the Local Government (General) Regulation 2005.

Conflict of Interest Declarations were signed by all participating evaluation panel members and the facilitator.

The evaluation was conducted in accordance with the Local Government Tendering Guidelines and Regional Procurement Tendering Code of Conduct.

**Tender Evaluation**

The tender evaluation was conducted as indicated below:

- 9<sup>th</sup> May 2016                      1:30pm Wellington Shire Council
- 10<sup>th</sup> May 2016                     8:30am Dubbo City Council
- 10<sup>th</sup> May 2016                     2:00pm Warren Shire Council including Gilgandra/  
Narromine/Bogan
- 11<sup>th</sup> May 2016                     9:30am Bourke Shire Council
- 11<sup>th</sup> May 2016                     11:30am Brewarrina Shire Council
- 11<sup>th</sup> May 2016                     1:30pm Walgett Shire Council
- 12<sup>th</sup> May 2016                     8:30am Warrumbungle Shire Council
- 12<sup>th</sup> May 2016                     2:00pm Gunnedah Shire Council
- Facilitator                         Mr Craig Wade Regional Procurement

**Tender Evaluation Methodology**

The % weightings and criteria were agreed upon prior to the tender closing.

The evaluation result was determined by:

- Adding the total value of all items together to determine the lowest overall price.
- The lowest overall amount was awarded the full Criteria % for each Category, as shown in the Evaluation Results Table on the following page.
- Each subsequent total \$ value was then divided into the lowest total amount to obtain a score.
- Other Evaluation Criteria was evaluated based on the following factors:
  - If the tenderer provided the required evidence to meet the benchmark, eg: ISO 9001:2008 certificate and QMS document contents page, the Evaluation Panel awarded full marks (5) for that category.
  - If the tenderer provided partial evidence to meet the benchmark, e.g. provided a QMS document contents page but they are not ISO certified, the Panel determined a lower score between 2-4, subject to the evidence in front of them.

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**ITEM 6 OROC TENDER T051617OROC – SUPPLY & DELIVERY OF BULK FUEL** **CONTINUED**

- If the tenderer failed to meet the benchmark completely, e.g. they demonstrated no ability to meet the criteria and did not provide any evidence, the Panel awarded 0 points to the tenderer for that evaluation criteria.
- Each Tenderer’s Referees Score was calculated by adding the total scores obtained from the Tenderer’s three nominated referees (each totalling up to 25 points) and dividing this total by the maximum possible score of 75, then multiplying this number by the allocated matrix Weighting value (e.g. 5%).

**Essential Results:**

<b>Evaluation Matrix for T051617OROC</b>						
<b>Criteria</b>	<b>%</b>	<b>Caltex Australia Petroleum Pty Ltd</b>	<b>Liberty Oil Australia Pty Ltd</b>	<b>Ocwen Energy Pty Ltd</b>	<b>Park Pty Ltd</b>	<b>Inland Petroleum</b>
Customer Service	15	15.00	7.00	15.00	15.00	15.00
WH&S	10	8.00	7.00	7.00	7.00	7.00
Referees	10	6.13	5.87	8.73	8.93	10.00
Guaranteed Delivery Time	10	8.00	10.00	10.00	10.00	10.00
<b>Sub Total</b>	<b>45</b>	<b>37.13</b>	<b>29.87</b>	<b>40.73</b>	<b>40.93</b>	<b>42.00</b>
Distillate Low Sulphur 10ppm	55					
20,000 litres	Warren	52.88	54.25	51.84	54.36	55.00
<b>Final Score</b>	<b>100</b>	<b>90.01</b>	<b>84.11</b>	<b>92.57</b>	<b>95.29</b>	<b>97.00</b>

**Note:**

- No late tenders were received.
- All tenderers had been noted as active on the ASIC website.
- No tenders were deemed non-compliant.
- All Minor non – conformances were listed
- Bourke Council offers, Caltex and Inland Petroleum have service centres in Bourke.
- Two referees have responded but Caltex third has not responded therefore a reduction in total.
- To achieve the best supplier for council operation. The price component which is 55 percent will indicate the best margin and freight differential as these are fixed and not market driven.

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## ITEM 6 OROC TENDER T051617OROC – SUPPLY & DELIVERY OF BULK FUEL CONTINUED

### Price Schedule

TenderT051617OROC - Supply and Delivery of Bulk Fuel

Price Schedule - CATEGORY 1  
Warren Council

Daily Price shall be nominated as at 7th April 2016 four decimal places cpl

DESCRIPTION	UNIT	Caltex Australia Petroleum Pty Ltd		Liberty Oil Australia Pty Ltd Trading as Liberty Oil Rural		Ocwen Energy Pty Ltd trading as Lowes Petroleum Service		Park Pty Ltd		Inland Petroleum	
		Depot Address Dubbo St Warren	Mobile Tanker Fill	Depot Address Dubbo St Warren	Mobile Tanker Fill	Depot Address Dubbo St Warren	Mobile Tanker Fill	Depot Address Dubbo St Warren	Mobile Tanker Fill	Depot Address Dubbo St Warren	Mobile Tanker Fill
		Cent/LITRE excluding GST (Aust. Currency)	Cent/LITRE excluding GST (Aust. Currency)	Cent/LITRE excluding GST (Aust. Currency)	Cent/LITRE excluding GST (Aust. Currency)	Cent/LITRE excluding GST (Aust. Currency)	Cent/LITRE excluding GST (Aust. Currency)	Cent/LITRE excluding GST (Aust. Currency)	Cent/LITRE excluding GST (Aust. Currency)	Cent/LITRE excluding GST (Aust. Currency)	Cent/LITRE excluding GST (Aust. Currency)
<b>DISTILLATE LOW SULPHUR 10PPM</b>		CALTEX DAILY CRP				Sydney TGP	Sydney TGP				
Daily Price including applicable Excises & Taxes (excluding GST)	LITRE	\$0.8158		\$0.8448	\$0.8448	\$0.8416	\$0.8416	\$0.8738	\$0.8738	\$0.8200	\$0.8200
Margin (excluding GST)	LITRE	\$0.0280		\$0.0000	\$0.0000	\$0.0350	\$0.0350	-\$0.0563	-\$0.0563	\$0.0150	\$0.0300
Freight Differential 10,001 - 20,000ltrs	LITRE	\$0.1074		\$0.0550	\$0.0550	\$0.0750	\$0.0950	\$0.1005	\$0.1555	\$0.0725	\$0.1125
Freight Differential 20,000ltrs+	LITRE	\$0.0793		\$0.0550	\$0.0550	\$0.0650	\$0.0750	\$0.0805	\$0.1355	\$0.0525	\$0.0925
<b>20,000ltrs+ TOTAL PRICE DISTILLATE</b>	LITRE	\$0.9231		\$0.8998	\$0.8998	\$0.9416	\$0.9516	\$0.8980	\$0.9530	\$0.8875	\$0.9425

### Evaluation Panel Recommendation:

1. That Council select the best fit for purpose supplier for its needs as a single source tender for the period 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2018, and
2. That a provision be allowed for a 12-month extension based on satisfactory supplier performance, which may take this contract through to 30 June 2019.

### Summary

Council's current bulk fuel contract is held by NM Owen. NM Owen is now known as Liberty Oil Australia Pty Ltd Trading as Liberty Oil Rural.

As they are local, have a competitive price for both the supply of fuel to Council's depot and a significantly lower price for Mobile Tanker Fills and have proven to provide good service over the past 3 years, it is recommended that Council again accept their tender.

### RECOMMENDATION:

1. That the information be received and noted;
2. That Council accepts the tender of Liberty Oil Australia Pty Ltd Trading as Liberty Oil Rural as the single source supplier for Warren Shire Council for the period 1st July 2016 to 30th June 2018; and
3. That provision be allowed for a 12-month extension based on satisfactory supplier performance which may take this tender through to 30th June 2019.
4. That Authority be given to affix Council's seal to associated documents.



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**ITEM 7 PIPE CROSSING – AQUAWEST PTY LTD, RR 333 CARINDA ROAD  
(R4-11, R4-2.5)**

An application has been received from Mr Jeff Vandermaal, “Aquawest” Dubbo, on behalf of the landowner to run a 75/63 mm poly pipe with a 110mm conduit under Carinda Road (RR 333) at 2 locations. The first crossing is to be laid under the road in the road reserve adjacent to Lot 46 DP 755281, Carinda Road and the second is to be laid under the road reserve adjacent to Lot 8 DP 753432, Carinda Road.

There is no objection to the proposal as Carinda Road is sealed, and the crossing will be underbored, thereby not impacting on Council infrastructure. Due to the non-invasive method used approval was granted by the Manager Engineering Services with conditions (below).

**RECOMMENDATION:**

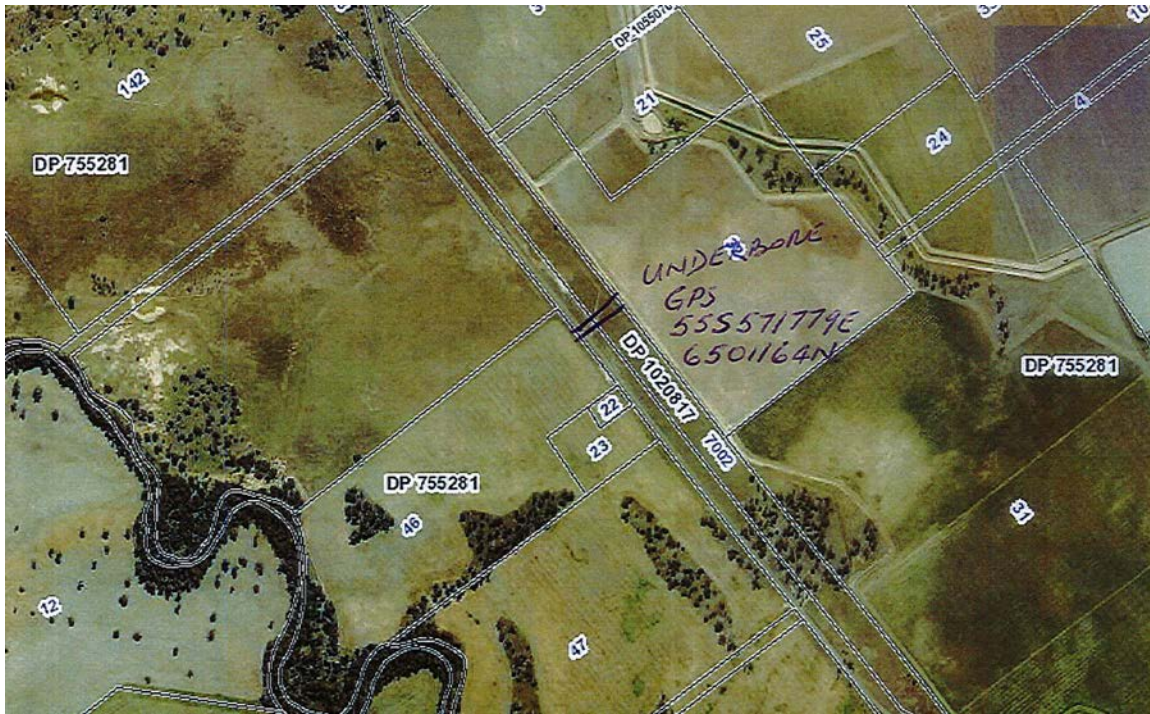
1. That Council endorse the Manager Engineering Services approval of the application by Mr Jeff Vandermaal for the installation of a 75/63 mm poly pipe with a 110mm conduit under Carinda Road (RR 333) adjacent to Lot 46 DP 755281, Carinda Road and Lot 8 DP 753432, Carinda Road, which included the following conditions:
  - I. That the conduits be a minimum of 1200mm deep (measured from the top of the installed pipe to the invert of the table drain) and 1500mm deep (measured from the top of the installed pipe to the top of the bitumen seal) and be laid in a suitable bedding material (similar to metal dust) and the crossing under bored;
  - II. The road crossings shall be housed in a minimum 110mm diameter sleeve of either sewer grade UPVC pipe to allow replacement of the poly pipe without disturbance of the road;
  - III. Traffic control in accordance with the Road’s and Traffic Authority’s Traffic Control at Worksites (version 4) shall be installed prior to commencing work on pipe laying;
  - IV. Works will commence from outside of the Road property boundary and end outside of the Road property boundary on the other side of the Road;
  - V. No pipe joints under area of roadway;
  - VI. That the Conduits location have permanent markers on both fence lines to allow adequate area for maintenance of the table drains;
  - VII. Reinstatement of road pavement will be undertaken with good quality gravel and be no less of a standard than prior to work commencing;
  - VIII. The contractor shall have Public Liability Cover of \$20 million and give Council a copy of Certificate of Currency before commencing work
  - IX. That all restoration on the road reserve will be to Council’s specification; and
  - X. Full costs involved to be met by the applicants.

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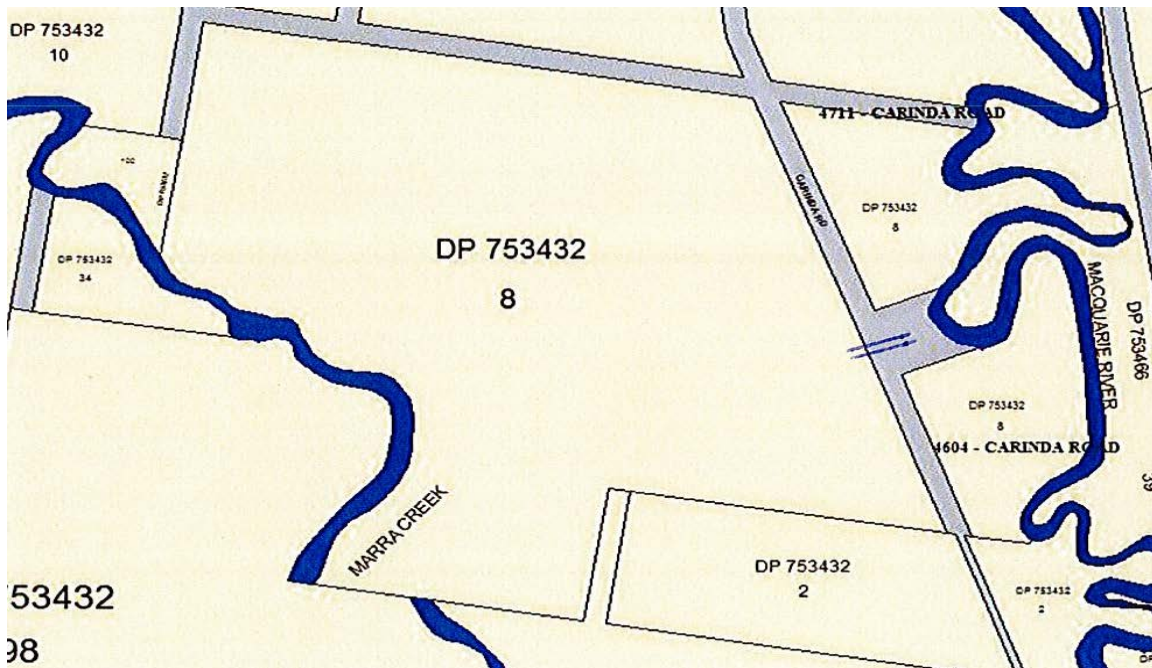
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**ITEM 7 PIPE CROSSING – AQUAWEST PTY LTD, RR 333 CARINDA ROAD  
CONTINUED**

**Location Plan - Lot 46 DP 755281, Carinda Road.**



**Location Plan - Lot 8 DP 753432, Carinda Road.**

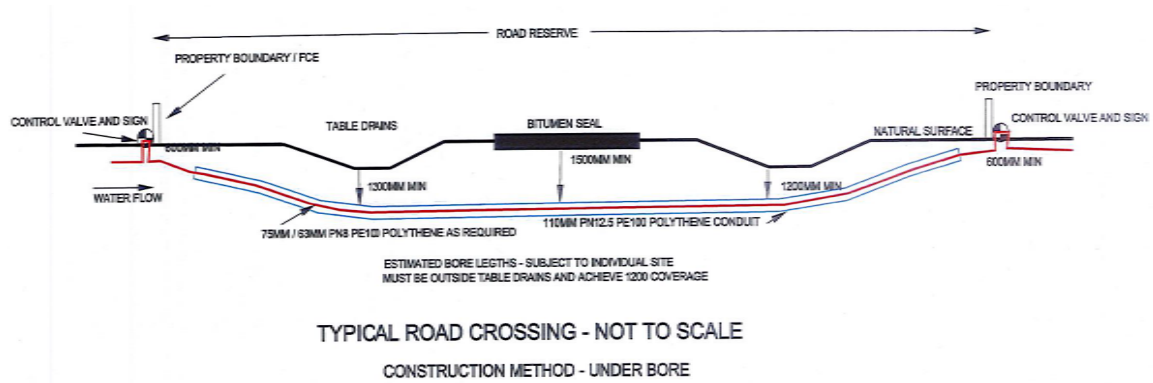


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**ITEM 7 PIPE CROSSING – AQUAWEST PTY LTD, RR 333 CARINDA ROAD  
CONTINUED**

**Plan of Works and Construction Method.**





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**ITEM 8 MACQUARIE PARK – PLANE TREES**

**Executive Summary**

At the Council meeting held on 24<sup>th</sup> March 2016, a report from Outback Tree Services, outlining the health and condition of the 12 Plane trees and two (2) Oak trees in Macquarie Park was tabled and Council resolved that the information in the report be received and noted, the recommendations be adopted; and a further report be presented to Council.

In their report as previously presented, Outback Tree Services recommended that:

- The 12 Plane trees be removed as soon as possible,
- The 2 Oak trees affected by borer infestation be chemically treated and monitored,
- All other trees surrounding the subject 12 Plane trees be monitored for borer infestation,

This report seeks Council's endorsement of remedial actions to address these adopted recommendations to stop the spread of borer infestation.

**Background**

On the 16<sup>th</sup> March 2016, 4 Plane trees were removed from Macquarie Park due to extreme borer damage. This damage resulted in large hollows forming in the base and limbs of these trees. Photographs of the damage in the 4 removed trees is shown below:





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**ITEM 8    MACQUARIE PARK – PLANE TREES**



**Condition of Remaining Trees**

The 12 remaining trees also have signs of severe borer damage in the form of cavities in major limbs and evidence of current borer activity in the form of holes and a saw dust like substance that is pushed out as the borer enters the tree. See photographs below:





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**ITEM 8     MACQUARIE PARK – PLANE TREES**

**CONTINUED**

Borer activity was also found in 2 Oak trees as shown below:



**Proposed Remedial Actions**

As trees are most vulnerable to borer infestation when they are in distress from drought or poor soils it is recommended that the 12 trees recommended for removal should be removed at the same time as this will enable soil amelioration to be undertaken and the establishment of an evenly aged avenue that will deliver long term benefits.

It is also recommended that Council negotiate with a suitable nursery to secure mature Plane trees of a similar age and size or if need be grow out trees for eventual replacement of the 12 distressed trees.

**RECOMMENDATION**

That:

1. The 2 Oak trees affected by borer infestation be chemically treated.
2. The 12 Plane trees be removed at the same time.
3. That soil amelioration be undertaken.
4. That a program be developed and put in place for regular monitoring of all trees in Macquarie Park.
5. That Council negotiate with a suitable nursery to secure mature Plane trees all of a similar age and size or grow out trees for eventual replacement of the 12 distressed trees.

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**ITEM 9 STRATEGIC MANAGEMENT OF COUNCIL'S INFRASTRUCTURE**  
**(A13-2)**

**EXECUTIVE SUMMARY**

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

As noted in my first report on the "Strategic Management of Council's Infrastructure" there are critical points in the development process that need to be reported to Council. The Asset Management Strategy is the second critical point in this path of development.

**INTRODUCTION**

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

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

Generally, the proposed Asset Management Strategy:

- Is a tool to implement and document Council's asset management practices, plans, processes & procedures.
- Outlines strategies to improve Council's asset management abilities.
- Aids in Council meeting its asset management objectives and vision.
- Supports and implements the Asset Management Policy.
- Enables Council to show how its asset portfolio supports the service delivery needs of the community both now and into the future.
- Outlines how risk management will be integrated into asset management.
- Documents the current status of asset management practices (asset maturity) within Council and what actions Council must take to implement the Asset Management Policy, including resource requirements, timeframes and accountabilities.

**BACKGROUND**

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

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

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**ITEM 9 STRATEGIC MANAGEMENT OF COUNCIL'S INFRASTRUCTURE**  
**CONTINUED**

What is needed is more dynamic document that includes and/or provides the following key ingredients:

- Community consultation approaches and strategies to address community expectations.
- The purpose of the strategy to guide ongoing development and improvement.
- The benefits of implementing the strategy, to educate the reasons why it is important and needs to be continually reviewed and updated.
- Council's Asset Management values and vision.
- The importance of strategic asset management where fiscal constraints and service level needs form a feedback loop as each is dependent upon the other as opposed to only budget driven asset management without service levels being considered. This allows the optimal service level to be adopted for the available budget with an understanding of predicted outcomes.
- Council's commitment to developing and improving Asset Management key performance indicators, strategy and planning, levels of service, data and systems, skills and processes and internal and/or external evaluation.
- An overview of Council's asset stock and its condition and general condition rating matrixes to guide the development of more specific matrixes to be included in the plans.
- The initial Asset Management Maturity Level and a plan of how to improve the level of maturity.
- A framework for long-term financial projections.
- An overall improvement plan.
- Key performance indicators.

**RELATED PLANS, POLICIES AND DOCUMENTS**

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

- The Asset Management Policy.
- The Asset Management / Operational Plans.
- Long Term Financial Plan.
- Community Strategic Plan.
- The Delivery Plan.
- The Operational Plan.

a) **Legal Implications**

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



**WARREN SHIRE COUNCIL**  
Report of the Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday, 23<sup>rd</sup> June, 2016

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**ITEM 9 STRATEGIC MANAGEMENT OF COUNCIL'S INFRASTRUCTURE**  
**CONTINUED**

**b) Financial Implications**

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

**c) Policy Implications**

This strategy may result in amendments to existing policies and incur the development of new policies.

**CONCLUSION / SUMMARY**

Warren Shire Council needs this strategy to:

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

This document is an important step that:

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

**RECOMMENDATION**

That Council note and endorse the attached Asset Management Strategy.



# ASSET MANAGEMENT STRATEGY



**Engineering Services**

**May 2016**

<b>Document Control</b>				
<b>Document ID : Asset Management Strategy – First Edition.</b>				
<b>Rev No</b>	<b>Date</b>	<b>Revision Details</b>	<b>Author</b>	<b>Approver</b>
1.0	5/5/16	First Edition	Les Morgan	Ashley Wielinga

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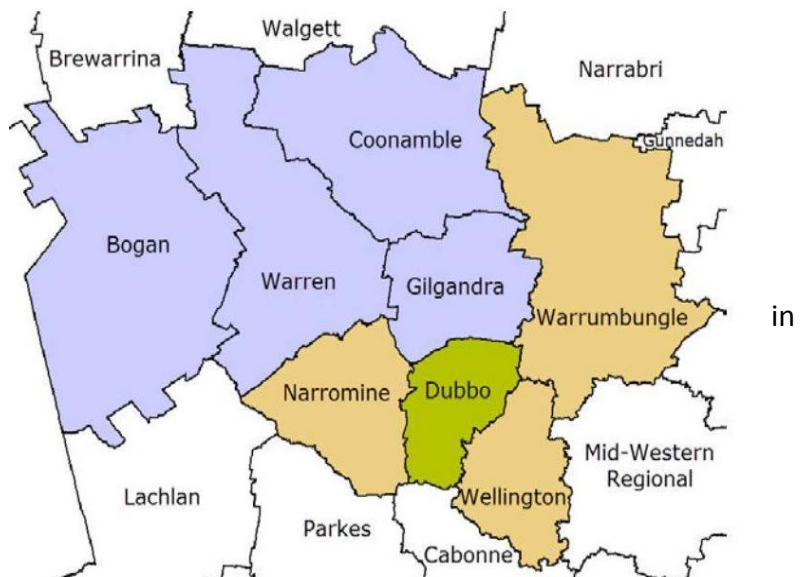
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## 1. OVERVIEW OF WARREN LOCAL GOVERNMENT AREA

Warren Local Government Area is located in Central Western NSW and covers an area of 10,860 square kilometres. The total estimated population for the Shire as at 2015 is 2,901 (ABS) and the population in Warren is approximately 1,645 (ABS).

Warren Shire is composed of the town of Warren and the villages of Nevertire and Collie. The main centre of Warren is situated on the banks of the Macquarie River and is located 120km from the regional centre of Dubbo and 540km from Sydney. As shown on the map below Warren Shire is part of the Orana Region of Council's

The Shire is economically dependent on agriculture, particularly sheep and cattle grazing, as well as wheat, oat and cotton growing. Aside from those directly employed by the agriculture industry, there are also significant flow-on economic benefits from this industry to other related enterprises. The first European settlers moved into the area the early 1830s taking up land, or "squatting" in the surrounding district, and Warren was gazetted as a town in June 1861. Prior to this settlement the sole owners and occupants had been the traditional custodians of the country, the Wayilwan / Weilwan tribe.



The area covered by the Warren Shire sits at the convergence of the territories of two Aboriginal language groups, the Wiradjuri to the southeast and the Wayilwan/Weilwan to the north and northwest. Prominent features within the landscape usually defined tribal boundaries and an area from within the Barwon River to the north, the Bogan River to the west and the Castlereagh River to the east is regarded as the Wayilwan territory. Smaller local groups of the Wayilwan lived within the region, including the Waiabara, who lived near the Barwon River and the Kamwabari/ Kawambarai who lived in the area south of Quambone extending towards the Castlereagh River. In the 2011 Census 13.31% of people in the Warren Shire were identified as being indigenous. This is an increase in the percentage of indigenous people from the last Census in 2006 (12.4%).

## 2. INTRODUCTION

To enable its community to access and enjoy the services and facilities that Warren Shire Council has to offer, Council owns and maintains of a large portfolio of infrastructure assets, with a current replacement cost of over \$330 million. The efficient management of these assets is vital to maintain safe, reliable and efficient services that help achieve the strategic priorities and goals of Council. Failure to plan for the replacement / renewal of assets and the creation of new assets will result in the needs of the community not being met, both now and into the future.

This Strategy is required by Council's Asset Management Policy and is an integral part of Council's goal to reach Asset Management Maturity and contemporary best practice Asset Management.

This Strategy gives a clear course of action for managing Council's infrastructure and supports Warren Shire Council's Community Strategic Plan. This Strategy is also the basis for outlining and monitoring Key Performance Indicators (KPI's) with respect to Asset Management. The KPI's in this strategy are intended to provide Council with the ability to monitor, measure and report on asset management maturity, as well as to act as a tool to implement action plans to improve maturity. This Strategy outlines the following:

- Council's position with Asset Management practice now.
- Council's future Asset Management needs.
- Council's current asset management maturity level.
- An Improvement Plan on how Council will achieve future needs.
- A Performance Monitoring Process.

## **2.1 Purpose of the Strategy**

The objective of this Strategy is to develop actions aimed at enabling Council to improve its asset management capability and practices to support Council's Asset Management Policy and guide the development of Asset Management Plans. This Strategy and the Asset Management Plans also provide Council with detailed information to assist with its service delivery planning, and optimised informed decision making.

## **2.2 Key Benefits of the Strategy Implementation**

Warren Shire Council is committed to asset management. This is reflected in two values within Council's Community Strategic Plan:

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

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

The following vision for asset management is included in the Asset Management Policy and has been derived from the above vision and compliments its intent:

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

It is important that Council's infrastructure is provided and maintained at a reasonable level<sup>1</sup>, commensurate with resident expectations and affordability to support Council's vision. As infrastructure is subject to deterioration, it's necessary that we have a long term strategy in place to enable determination of options for planning, acquiring, refurbishing, upgrading maintaining, operating and disposing of assets. By implementing this Asset Management Strategy, Council's asset management practices will improve to provide a more sustainable service delivery. The key benefits are:

- Ability to provide better outputs with fewer resources by aligning resources and needs.
- Ability to understand what condition our assets are in and to monitor the effect actions are having on them.
- Having actions that allow management of assets into the future at lowest life – cycle cost.
- Be able to assign levels of funding in line with the respective service level targets.
- Being able to clearly define what service levels we can deliver.

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<sup>1</sup> Levels of service as documented in the Asset Management Plans.

### 3. BACKGROUND

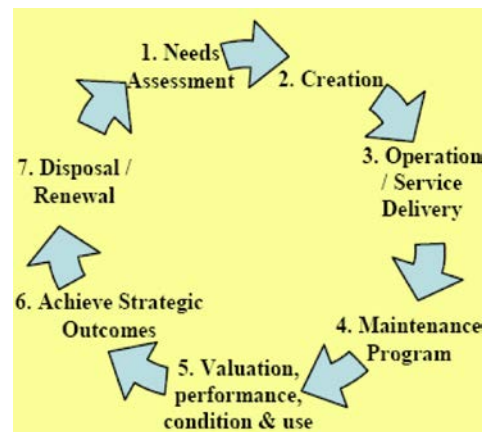
#### 3.1 What is Asset Management?

Asset management is about the way in which Council looks after its assets, both on a daily basis and in the medium to long term. Its objective is to maximise service delivery, manage risks and costs over the asset's life.

Diagram 1 to the right shows the typical life – cycle of an asset and asset management functions from the creation of an asset through to its disposal including audit and performance review.

Infrastructure assets consume resources to acquire or create them and to keep them in operational condition over their whole of life. Because of the significant ramifications all assets must be assessed and reported in terms of their life – cycle. The general phases that an asset passes through during its life are as follows:

- The needs assessment phase, where the need for a new asset is planned, options assessed and life – cycle costs considered
- The creation phase where an asset is donated, constructed, purchased or hired
- The operation / service delivery phase where the asset is used for its intended purpose
- The maintenance phase including any repair and risk management
- The valuation stage including performance, condition, usage and financial reporting
- The review of the achievement of outcomes phase including audits and identified improvement
- The disposal / renewal phase, when the life of the asset has expired, or when there is no longer a need for the service provided by the asset.

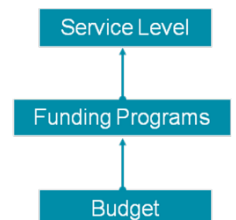


**Diagram 1 - Asset Life – cycle**

Decisions taken about an asset in one phase can affect its performance in others. For example, poor maintenance can increase costs by accelerating the need for repairs or shorten the life of the asset and can also increase Council's exposure to risk or litigation. Conversely, good management of assets over their whole life can reduce costs through extending their life and avoiding the need for new acquisitions.

Life – cycle costing aids understanding of the above, and helps staff and Councillors to reach decisions about assets in a context that presents all costs related to the asset and associated service delivery. This enables the effects of a decision on future generations to be taken into account. Limiting the information to anything less than all the phases in an asset's life – cycle will not lead to sound long term decisions.

In General, the traditional approach to asset management has been “last year's budget plus CPI” meaning asset management decisions are budget driven. This is illustrated by Diagram 2 to the right which shows that the resultant service level delivered by the asset is an outcome of the budget allocation. This approach leads to a lack of coordination between desired service delivery and financial planning.

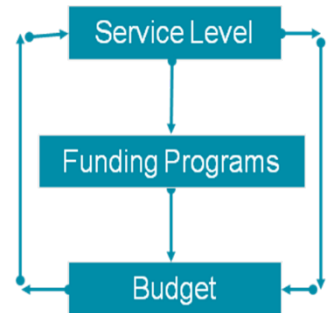


**Diagram 2 - Budget Driven Framework**

Warren Shire Council, in adopting this strategy has a clear focus on Strategic Asset Management ensuring that the assets are capable of providing services, of a set quality, in a sustainable manner, for present and future generations. This is not merely a matter of spending more money but instead spending money more wisely in a targeted manner. Council’s Asset Management System delivers long term prediction of service levels to enable the results of a service-centric system to be developed and delivered.

Diagram 3, to the right shows the framework for Strategic Asset Management using Council’s Strategic Asset Management system. The three noteworthy differences are:

1. Budget and Service Level form a feedback loop as each is dependent on the other.
2. Strategic Asset Management allows the optimal Service Level to be adopted for the available Budget with an understanding of the predicted outcomes.
3. The adopted Service Level drives the required Funding Programs and thus remains connected to the Budget.



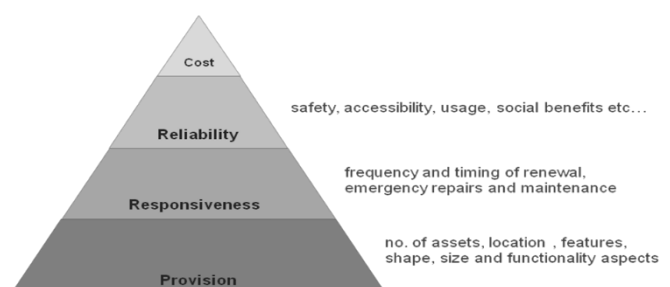
**Diagram 3 - Service Driven Framework**

In line with the recent Local Government National Asset Management Framework and State-wide Guidelines, Council is committed to the seven key elements:

1. Development of an asset management policy
2. Strategy and Planning
3. Governance and Management Arrangements
4. Defining Levels of Service
5. Data and Systems
6. Skills and Processes
7. Evaluation

The Strategic Actions outlined in this document demonstrate Council's direction in achieving the above outcomes. The KPI's described in Section 8 demonstrate how Warren Shire Council intends to measure the success of these actions.

In line with the National Framework, this Strategy is a commitment to adopting a service centric approach based on Strategic Asset Management. The key to Strategic Asset Management is layers of knowledge and decisions making. This is illustrated by the Strategic Asset Management Pyramid shown in Diagram 4 to the right:



**Diagram 4 - Strategic Asset Management Pyramid**

**Layer 1 – Asset Provision.**

Asset Management means understanding the asset’s attributes, condition and function. Council’s Asset Management System has data that forms the base of the asset stock used in service delivery.

**Layer 2 – Service Responsiveness:** Council’s decision matrix is the determinant of the responsiveness layer. This matrix consists of planned actions to retain the assets at the desired level of usability over their life. The key focus is on the type of intervention (minor repair, renewal etc) and the trigger for action (condition, functionality, etc). This information is available within Council’s Asset Management Plans.



**Layer 3 – Service Reliability:** The decision matrix in the responsiveness layer will determine asset performance outcomes which are characterised by the reliability layer. This is the asset performance as seen and experienced by those using the assets. Reliability will be measured in terms of performance standards (safety, condition, functionality etc). This information is also available in Council’s Asset Management Plans.

**Layer 4 – Cost of Delivery:** The top of the pyramid is Cost and this is determined by decisions in the layers below. Application of the service driven framework results in an active pyramid where the provision, responsiveness and reliability are tuned to give optimal outcomes for an affordable cost, which drives financial plans.

### 3.2 Legislative Control of Asset Management

In addition to using asset management as a tool to manage the community’s assets and provide services to the community, there are also legislative requirements that Council must comply with in relation to the management of its assets and these are as follows:

#### 3.2.1 NSW Office of Local Government Integrated Planning Framework

On the 4 August 2006, the Local Government and Planning Ministers’ Council (LGPMC) agreed to a nationally consistent approach to asset management, financial planning, reporting and assessing financial sustainability. On 20 October 2006 the LGPMC endorsed the draft National Framework for Financial Sustainability as a basis for consultation. Then on the 21 March 2007 the LGPMC endorsed the Frameworks for implementation. The National Frameworks consists of three (3) main parts:

- Framework 1 - Criteria for Assessing Financial Sustainability
- Framework 2 - Asset Planning and Management
- Framework 3 - Financial Planning and Reporting

These reforms replace the Management Plan and Social Plan with an integrated framework. The components of the framework and how they fit together are shown in Diagram 5 below.



Diagram 5 – Warren Shire Council Planning Process

### **3.2.2 Local Government (General) Regulations 2005**

The Local Government Regulations require a statement containing a detailed estimate of the council's income and expenditure to be included in the operational plan.

### **3.2.3 Australian Accounting Standards**

The following Australian Accounting Standards apply to Local Government assets:

- AASB 116 Property, Plant & Equipment
- AASB 136 Impairment of Assets
- AASB 138 Intangible Assets
- AASB 1051 Land Under Roads
- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors
- Local Government Code of Accounting Practice and Financial Reporting (Guidelines)
- Integrated Planning and Reporting Guidelines

There are other legislative requirements, which are considered in each Asset Management Plan.

### **3.3 Community Consultation**

Warren Shire Council's Community Engagement Strategy – 2011, encourages the community to be informed and to participate in decision making processes that guide the development of service provision across the LGA.

In line with the Engagement Strategy, eight forums and consultation meetings were held across the LGA, involving 113. These included:

- Warren Interagency meeting
- Council Staff workshop
- Macquarie Local Aboriginal Land Council meeting
- Warren Chamber of Commerce
- Collie community
- Marra community
- Nevertire Community
- Warren Community

Additionally, a hard copy, online survey was conducted and regular information updates were provided via a variety of mediums such as the local newspaper, Council Website, Warren Shire Council Facebook page. In total 320 responses were received.

#### **3.3.1 Community Expectations**

The key values and issues derived from the above consultation that are relevant to this strategy are as follows:

- A shire that has quality and well maintained infrastructure.
- A Council that provides quality and cost effective services, and that partners with the community in decision making.
- Infrastructure and services across the shire need to be of an adequate standard to support local business and the community – e.g. local and rural roads, water supply, waste management and drainage.

The need for good transport networks including Shire roads and the maintenance of this important asset is a key challenge. This invokes the need for the introduction of long term planning into asset management procedures to ensure that future and current needs can be planned for in a sustainable cost effective manner.

### 3.3.2 Strategy to Address Community Expectations

Warren Shire Council is committed to meeting this challenge as shown the development of an Infrastructure strategy detailed in the Community Strategic Plan and provided:

<b>Community Strategic Plan – Objective 3.1: Good Quality Transport Infrastructure</b>			
<b>Strategy</b>	<b>Responsibility</b>	<b>Support</b>	<b>Timing</b>
Ensure local roads and bridges are maintained / constructed to acceptable community standards in a cost effective, efficient and safe manner.	Council, Government	Government, Community	Ongoing
Ensure Regional Roads and Highways are maintained to acceptable community standards	Council, RMS	Government	Ongoing
Maintain and enhance the local aerodrome and promote its use	Council	Government	Ongoing

<b>Community Strategic Plan – Objective 3.2: Good Quality Community Infrastructure and Facilities</b>			
<b>Strategy</b>	<b>Responsibility</b>	<b>Support</b>	<b>Timing</b>
Maintain parks, gardens and reserves in a safe and attractive condition	Council	Government	Ongoing
Monitor Pool management and implement maintenance and upgrades	Council	Government, Community	Ongoing
Provide a high quality library service that meet the needs of the community	Council	Community	Ongoing
Maintain community facilities to an appropriate standard	Council	Community	Ongoing
Maintain and service the villages of Collie and Nevertire	Council	Community	Ongoing
Construction of a heavy vehicle inspection station & upgrade existing Council works depot	Council		2012-2017
Upgrade and refurbishment of Warren Shire Council Chambers to comply with legislation	Council		2012-2018

<b>Community Strategic Plan – Objective 4.1: Management of Local Environment</b>			
<b>Strategy</b>	<b>Responsibility</b>	<b>Support</b>	<b>Timing</b>
Maintain high levels of maintenance and services in the area of public cemeteries	Council		Ongoing
Management of noxious plants	County Council's Council	Government, Landowners	Ongoing

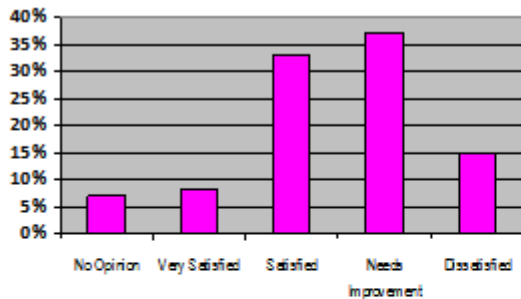
<b>Community Strategic Plan – Objective 4.1: Management of Local Environment</b>			
<b>Strategy</b>	<b>Responsibility</b>	<b>Support</b>	<b>Timing</b>
Maintain rate of landfill through waste management minimisation and collection methods	Council	Community	Ongoing
Ensure the efficient and cost effective operation of Council's road making material (e.g. Mount Foster Quarry and gravel pits)	Council		Ongoing

<b>Community Strategic Plan – Objective 4.2: Management of Water / Wastewater</b>			
<b>Strategy</b>	<b>Responsibility</b>	<b>Support</b>	<b>Timing</b>
Manage environmentally responsible drainage works in accordance with Council's program	Council	Government	Ongoing
Provide Warren, Collie and Nevertire with an adequate and safe water supply that is appropriately priced for all consumers	Council	Government	Ongoing
Provide Warren and Nevertire with an adequate and environmentally acceptable sewerage scheme that is appropriately priced for all consumers	Council	Government	Ongoing

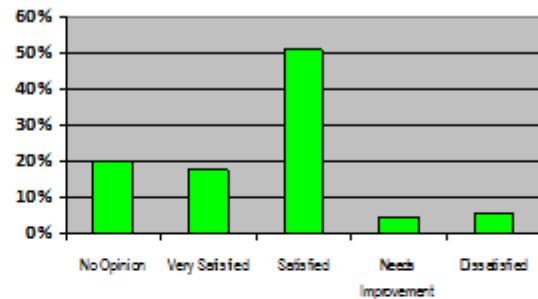
Each of the above strategies are addressed in greater detail in their respective Asset Condition Rating and Valuation Manuals and Asset Management Plans.

### 3.3.3 Community Satisfaction with Existing Services

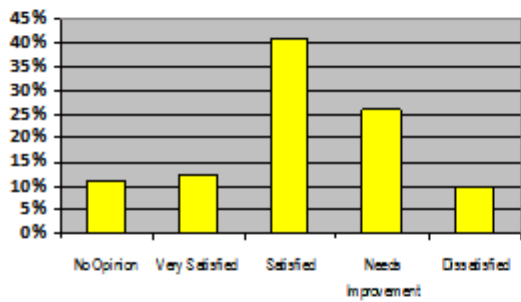
The following charts depict the level of satisfaction that the community has with various Council service provision.



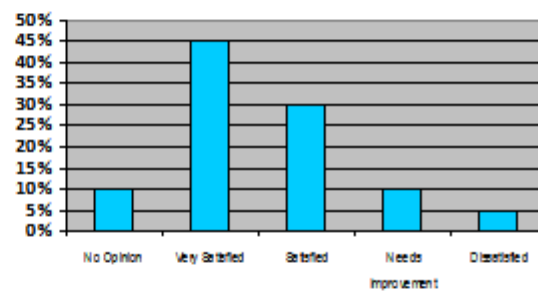
Rural Roads



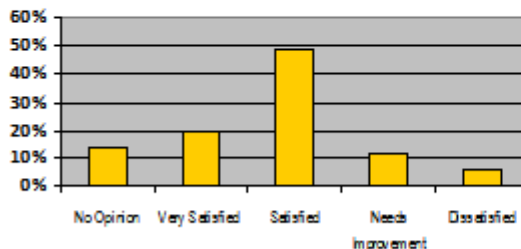
Sewerage Services



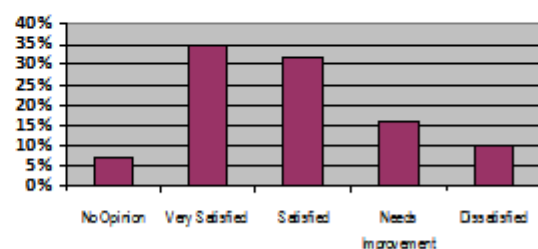
Drainage and Stormwater



Sportsgrounds and Facilities



Water Supply



Parks and Playground Facilities

## 4. STRATEGIC ASSET MANAGEMENT SYSTEM

Warren Shire Council has implemented a spreadsheet based Asset Management System. The objectives of the systems are to:

- Provide accurate inventory and condition information
- Facilitate efficient day-to-day management
- Enable long-term planning based on a sound knowledge of the current state of the asset
- Allow the adoption of Consumption Based Depreciation.

The Asset Management system has been developed to specifically meet the needs of Council for the following classes:

- Road Network (Roads, K&G, Airport pavement, Traffic Devices and Roadside Furniture)
- Pathways
- Bridges and Major Waterway Structures (>6m measured along the centerline)
- Parks and Recreational Facilities
- Buildings – Non Specialised and Specialised
- Other Structures
- Stormwater Drainage
- Water Supply Network
- Sewerage Network

All other non-infrastructure assets i.e. IT Equipment, Office Furniture, Plant & Fleet, are recorded and reported in Council’s Corporate Financial Management System.

Warren Shire Council has collected some inventory and condition assessment data. The data collection task is ongoing and will be continually updated annually. Condition assessment of Council’s Infrastructure assets is an ongoing process and as new data becomes available, it will be quality-checked and imported into the asset management system.

## 5. CURRENT POSITION AND STATUS OF OUR ASSET PLANNING

### 5.1 Council’s Asset stock

This strategy takes into account all of Council assets. Assets are described as the physical objects owned, controlled or maintained by Council to support the community’s social and economic activities. Assets provide the basis on which the community carries out its everyday activities and contribute to their quality of life.

Warren Shire Council manages a broad range of assets that have been grouped into seven (7) key asset categories as set out in the following table, which will have Asset Management Plans formulated for each. The challenge for asset management is to understand the manner in which Council’s assets perform over time and whether they can be maintained in a “fit for purpose” condition, given that many cannot be seen and/or were built many years ago.

**Table 1 – Asset Categories**

Asset Category	Includes assets such as
Road Network	Sealed Roads, Unsealed Roads, Kerb & Gutter, Airport pavement, Carparks, Traffic Management Devices and Roadside Furniture
Pathways	Footpaths and Cycleways in roadways and open spaces such as parks and reserves
Bridges	Vehicular Bridges, Major Culverts, and Footbridges
Parks and Recreational facilities	Parks, Playgrounds, Cemeteries, Irrigation, Park Furniture, Shelters, Fencing assets, Swimming Pools
Buildings	Community and Recreation Buildings, and Facilities. Specialised and Non-Specialised
Other Structures	Racecourse facilities, toilets, grandstands
Stormwater Drainage	Pits, Pipes, Headwalls and Minor Culverts
Water Supply Network	Bore water assets, river water assets
Sewerage Network	Sewerage treatment plants

## 5.2 Asset Replacement Costs

The value, condition and expenditure on assets are reported each year in Council's Annual Report. The values are documented in Note 9 of the Financial Statements, and the condition and expenditures are documented in Special Schedule 7.

Warren Shire Council

Notes to the Financial Statements  
for the financial year ended 30 June 2015

### Note 9a. Infrastructure, Property, Plant & Equipment

\$ '000	as at 30/6/2014				Asset Movements during the Reporting Period						as at 30/6/2015			
	At	At	Accumulate	Carrying	Asset	WDV	Depreciation	WIP	Revaluation	Revaluation	At	At	Accumulate	Carrying
	Cost	Fair Value	Dep'n	Value	Additions	of Asset	Expense	Transfers	Decrements	Increases	Cost	Fair Value	Dep'n	Value
Capital Work in Progress	925	-	-	925	146	-	-	(908)	-	-	163	-	-	163
Plant & Equipment	-	9,706	5,635	4,071	1,115	(141)	(1,013)	-	-	-	-	9,971	5,939	4,032
Office Equipment	-	220	184	36	9	-	(24)	-	-	-	-	229	208	21
Furniture & Fittings	-	142	68	74	21	-	(6)	-	-	-	-	164	75	89
<b>Land:</b>														
- Operational Land	-	1,140	-	1,140	23	-	-	4	-	-	-	1,167	-	1,167
- Community Land	-	1,003	-	1,003	-	-	-	-	-	-	-	1,003	-	1,003
Buildings - Non Specialised	-	8,530	4,696	3,834	18	-	(97)	-	-	-	-	8,548	4,793	3,755
Buildings - Specialised	-	11,344	5,561	5,783	86	-	(174)	-	-	-	-	11,430	5,735	5,695
Other Structures	-	11,494	5,393	6,101	127	-	(131)	71	-	-	-	11,692	5,524	6,168
<b>Infrastructure:</b>														
- Roads	-	137,228	45,271	91,957	2,278	-	(2,153)	768	-	21,525	-	128,065	13,690	114,375
- Bridges	-	16,479	5,277	11,202	-	-	(157)	-	-	1,352	-	18,496	6,099	12,397
- Footpaths	-	2,112	1,065	1,047	75	-	(30)	-	-	1,336	-	4,156	1,728	2,428
- Stormwater Drainage	-	3,745	1,646	2,099	83	-	(38)	15	(14)	-	-	3,824	1,679	2,145
- Water Supply Network	-	13,559	7,131	6,428	66	-	(173)	-	-	94	-	13,828	7,413	6,415
- Sewerage Network	-	13,319	8,935	4,384	106	-	(209)	-	-	64	-	13,626	9,281	4,345
- Swimming Pools	-	1,481	1,446	35	100	-	(7)	50	-	-	-	1,631	1,453	178
- Other Open Space/Recreational Assets	-	1,788	1,149	639	-	-	(25)	-	-	-	-	1,788	1,174	614
<b>TOTAL INFRASTRUCTURE, PROPERTY, PLANT &amp; EQUIP.</b>	<b>925</b>	<b>233,290</b>	<b>93,457</b>	<b>140,758</b>	<b>4,253</b>	<b>(141)</b>	<b>(4,237)</b>	<b>-</b>	<b>(14)</b>	<b>24,371</b>	<b>163</b>	<b>229,618</b>	<b>64,791</b>	<b>164,990</b>

Additions to Buildings, Infrastructure & Other Structure Assets are made up of Asset Renewals (\$2,071K) and New Assets (\$99K). Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

Refer to Note 27 - Fair Value Measurement for information regarding the fair value of other Infrastructure, Property, Plant & Equipment.

Warren Shire Council

Special Schedule No. 7 - Report on Infrastructure Assets  
as at 30 June 2015

\$'000

Asset Class	Asset Category	Estimated cost to bring up to a satisfactory standard refer (1)	Required Annual Maintenance refer (2)	Actual Maintenance 2014/15 refer (3)	Written Down Value (WDV) refer (4)	Assets in Condition as a % of WDV				
						1	2	3	4	5
						refer (4) & (5)				
Buildings	Council Offices / Administration Centres	-	10	12	318	0%	90%	10%	0%	0%
	Council Works Depot	-	5	35	1,775	100%	0%	0%	0%	0%
	Council Public Halls	30	10	4	22	0%	0%	100%	0%	0%
	Libraries	-	5	6	455	0%	95%	5%	0%	0%
	Sporting & Cultural Complex	-	15	15	1,766	0%	100%	0%	0%	0%
	Other Buildings	15	40	31	1,655	0%	65%	35%	0%	0%
	Specialised Buildings	20	50	18	2,154	0%	70%	25%	5%	0%
	Warren Family Health Centre	-	5	5	1,305	100%	0%	0%	0%	0%
	<b>sub total</b>	<b>65</b>	<b>140</b>	<b>126</b>	<b>9,450</b>	<b>32.6%</b>	<b>53.6%</b>	<b>12.6%</b>	<b>1.1%</b>	<b>0.0%</b>
Other Structures	Other Structures	25	15	-	6,168	5%	85%	7%	3%	0%
	<b>sub total</b>	<b>25</b>	<b>15</b>	<b>-</b>	<b>6,168</b>	<b>5.0%</b>	<b>85.0%</b>	<b>7.0%</b>	<b>3.0%</b>	<b>0.0%</b>
Roads	Sealed Roads Surface	400	920	1,037	91,675	50%	40%	10%	0%	0%
	Unsealed Roads	300	630	859	22,700	40%	50%	10%	0%	0%
	Bridges	100	15	13	12,396	80%	20%	0%	0%	0%
	Footpaths	75	15	7	2,429	65%	20%	15%	0%	0%
	<b>sub total</b>	<b>875</b>	<b>1,580</b>	<b>1,916</b>	<b>129,200</b>	<b>51.4%</b>	<b>39.5%</b>	<b>9.1%</b>	<b>0.0%</b>	<b>0.0%</b>

Asset Class	Asset Category	Estimated cost to bring up to a satisfactory standard refer (1)	Required Annual Maintenance refer (2)	Actual Maintenance 2014/15 refer (3)	Written Down Value (WDV) refer (4)	Assets in Condition as a % of WDV				
						1	2	3	4	5
						refer (4) & (5)				
Stormwater Drainage	Stormwater	60	10	10	2,145	80%	15%	5%	0%	0%
	<b>sub total</b>	<b>60</b>	<b>10</b>	<b>10</b>	<b>2,145</b>	<b>80.0%</b>	<b>15.0%</b>	<b>5.0%</b>	<b>0.0%</b>	<b>0.0%</b>
Open Space/ Recreational Assets	Swimming Pools	-	15	8	179	0%	15%	60%	25%	0%
	Other Recreational	-	25	19	613	15%	65%	15%	5%	0%
	<b>sub total</b>	<b>-</b>	<b>40</b>	<b>27</b>	<b>792</b>	<b>11.6%</b>	<b>53.7%</b>	<b>25.2%</b>	<b>9.5%</b>	<b>0.0%</b>
	<b>TOTAL - ALL ASSETS</b>	<b>1,420</b>	<b>2,005</b>	<b>2,364</b>	<b>158,515</b>	<b>49.1%</b>	<b>40.5%</b>	<b>10.0%</b>	<b>0.5%</b>	<b>0.0%</b>

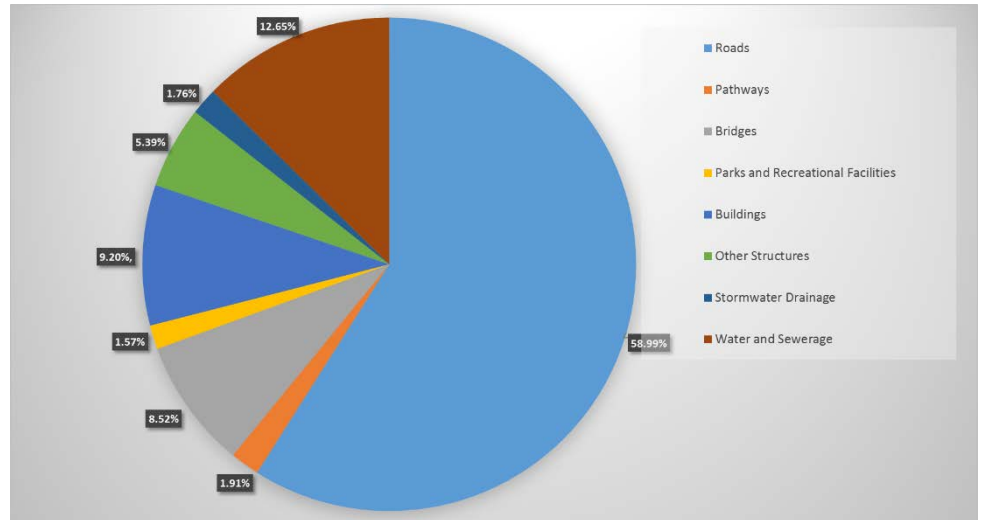
Notes:

- (1). Satisfactory is defined as "satisfying expectations or needs, leaving no room for complaint, causing satisfaction, adequate".  
The estimated cost to bring assets to a satisfactory standard is the amount of money that is required to be spent on an asset to ensure that it is in a satisfactory standard.  
This estimated cost should not include any planned enhancements (ie.to heighten, intensify or improve the facilities).
- (2). Required Annual Maintenance is "what should be spent to maintain assets in a satisfactory standard.
- (3). Actual Maintenance is what has been spent in the current year to maintain the assets.  
Actual Maintenance may be higher or lower than the required annual maintenance due to the timing of when the maintenance actually occurs.
- (4). Written Down Value is in accordance with Note 9 of Council's General Purpose Financial Statements
- (5). **Infrastructure Asset Condition Assessment "Key"**

1	Excellent	No work required (normal maintenance)
2	Good	Only minor maintenance work required
3	Average	Maintenance work required
4	Poor	Renewal required
5	Very Poor	Urgent renewal/upgrading required



Note 9 in Council’s Financial Statements sets out the current values and categories of infrastructure assets that the Council is responsible for. Diagram 6, to the right, shows the breakdown, by percentage, of Council’s \$330 million worth of assets based on replacement cost.



**Diagram 6 – Distribution of Asset Replacement Values based on Asset Categories**

### 5.3 Levels of Service

Warren Shire Council has set strategic Levels of Service to guide the management of its assets. For each asset category, the Levels of Service define a number of Service Level Performance Outcomes and Measures, KPI’s and Targets for achievement. Council’s Current Levels of Service are detailed in the respective Asset Management Plans. Future revisions of these plans will include and account for Council’s desirable levels of service.

### 5.4 Asset Condition

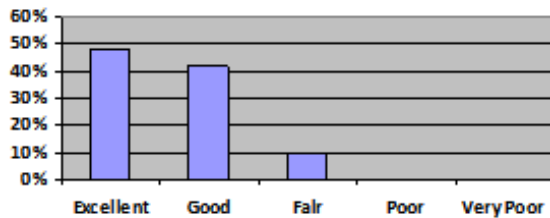
By knowing the condition of assets and the distresses that affect them, Council can maintain the desired level of service (within the constraints in the Resource Strategy), provide intergenerational benefits and minimise risk of asset failure. The consequences of asset failures will result in loss of service delivery and possibly legal liability. Table 2 below provides a general description of the condition ratings, and asset characteristics across the range of Council assets. These condition indexes will be more specific for each asset class in the Asset Management Plans.

**Table 2 – General Asset Condition Rating Matrix for all Assets**

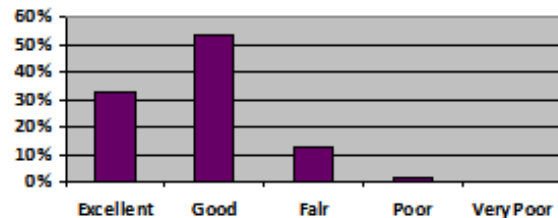
Condition Index	Visual Condition	Condition Description	Works that May Be Needed
1	Excellent	No visible signs of deterioration or an asset that has been recently been renewed back to an “as new” condition (useful life restored to original)	None
2	Good	Some early stages of deterioration evident. Functionality, performance and serviceability are minimally impaired, if at all.	Routine Maintenance
3	Fair	Obvious condition deterioration. Functionality, performance, and serviceability would be affected and maintenance costs rising.	Routine Maintenance/ Renewal
4	Poor	Severe deterioration that would limit serviceability. Maintenance costs and risk associated with deterioration would be increasing significantly.	Renew / Replace
5	Very Poor	Asset condition with severe serviceability problems and requiring remediation immediately or no longer serviceable and provides extreme risk.	Reconstruct / Renew/ Replace

Council’s confidence in the accuracy and completeness of asset condition data at a component level varies between each asset category. The level of confidence is detailed in each Asset Management Plan and where this confidence is considered low, there is a corresponding improvement plan action to elevate this confidence.

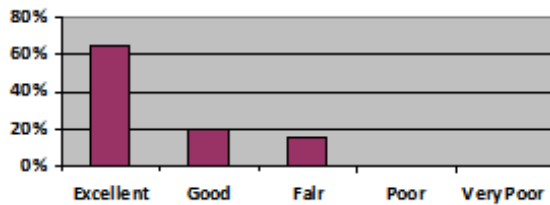
The condition of assets in each asset category is detailed in each of the Asset Management Plans. An overview of the condition of our assets as of June 2015 is given below:



**Condition of Road Network**



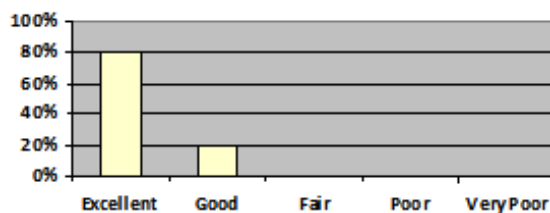
**Condition of Buildings**



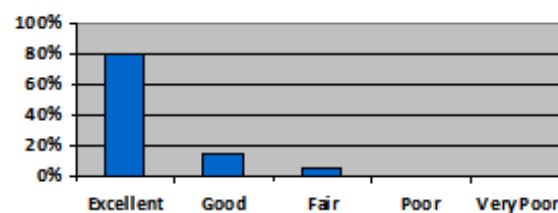
**Condition of Footpath / Cycleway Network**



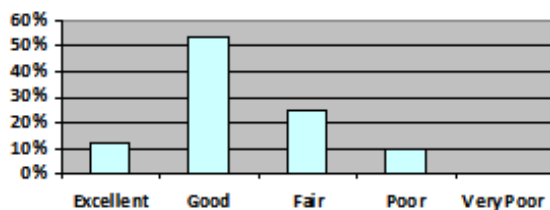
**Condition of Other Structures**



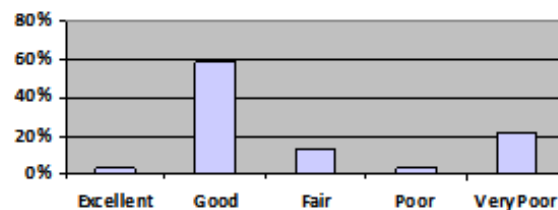
**Condition of Bridges and Major Culverts**



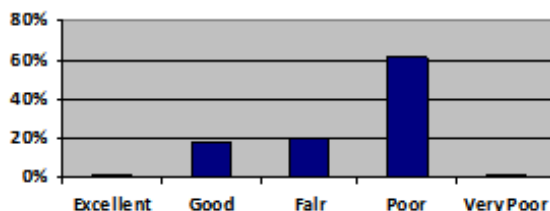
**Condition of Stormwater Drainage**



**Condition of Parks and Recreation Assets**



**Condition of Water Infrastructure**



**Condition of Sewerage Infrastructure**

There are many reasons why Council assets fail or deteriorate and do not meet performance standards, such as:

- Inadequate maintenance funding and practices.
- Undertaking maintenance reactively, instead of proactively. Proactive maintenance often results in defects being repaired before they can impact on other assets. For example, resealing roads before the seal deteriorates to the point that it allows water into the pavement resulting in the need for renewal works at significantly higher cost than the cost of the original reseal if it had been done at the optimum time. This also increases maintenance costs.
- Council should maintain its assets at the optimum time and not when the issue has deteriorated to the point that the public deems it necessary to bring it to Council’s attention. By this time costs may have increased vastly, Council’s image may have deteriorated and safety issues may have arisen that expose Council to litigation.
- Suitability of the asset to meet changing demographics.

The table below shows when each of Council’s asset classes will be revalued and accordingly when new condition assessments will be carried out on them.

**Asset Condition and Revaluation Year**

Asset Category	Condition and Revaluation Year										
	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
Roads				✓					✓		
Pathways				✓					✓		
Kerb and Gutter				✓					✓		
Roadside Furniture				✓					✓		
Airport Runway				✓					✓		
Carparks				✓					✓		
Traffic Devices				✓					✓		
Bridges & Major Waterway Structures				✓					✓		
Stormwater Drainage				✓					✓		
Non Specialised Buildings		✓					✓				
Specialised Buildings		✓					✓				
Other Structures					✓					✓	
Parks and Recreational Facilities					✓					✓	
Water Assets	✓					✓					✓
Sewer Assets	✓					✓					✓

**5.5 Asset Management Maturity**

Diagram 7 below shows the levels in Asset Management maturity as defined by the IIMM (International Infrastructure Management Manual 2015).



**Diagram 7 – Asset Management Maturity Scale**

In March 2016, an independent assessment was undertaken of Warren Shire Council’s Asset Management Maturity. Asset Management Maturity refers to the level of capability of Council to management its assets. The results of this audit are show on the next page:

ID	Details	Maturity	Maximum	Result
1	Strategic Long Term Planning	15	20	75%
2	Annual Budget	15	16	94%
3	Annual Report	18	20	90%
4	Asset Management Policy	11	20	55%
5	Asset Improvement Strategy	4	12	33%
6	Asset Plans	45	88	51%
7	Governance and Management	17	28	61%
8	Levels of Service	6	16	38%
9	Data & Systems	16	32	50%
10	Skills & Processes	23	40	58%
11	Evaluation	4	12	33%
	<b>Overall</b>	<b>174</b>	<b>304</b>	<b>57%</b>

“Core” maturity enables basic technical outputs such as current levels of service, forward programs and cash flow projections and may include:

- Identification of assets critical to risk management.
- Asset registers with a low level of component breakdown.
- Good asset condition and performance data for critical assets, but for non – critical assets a desk top assessment by staff with a good knowledge of the assets.
- Simple cost/benefit analysis for capital decisions.
- Levels of service based on historical performance.

“Advanced” maturity displays the following features:

- Asset Management Policy, Strategy and Plans derived from the Community Strategic Plan.
- Optimisation of whole of life costs, risk and performance.
- Objectives and performance measures are aligned.
- Systems are integrated, used and understood.
- Competencies / training aligned with roles, responsibilities and collaborative requirements.
- We know what we have care and control of.
- Assets are in a register to an identifiable level and valuations reported at component level.
- We monitor condition, functionality, performance and costs and use this data to give cost and performance outputs.
- We have recorded current levels of service in terms of reliability, repeatability and quality of service as well as responsiveness to asset failures.
- We realise future levels of service based on population growth, demographic changes and community expectations.
- We understand the life – cycle funding needs to meet customer expectations for capital and maintenance expense.
- We monitor and report on the condition, performance and functionality of assets against service levels and regulations.
- We have uniform organisational processes for the analysis of capital works, maintenance and operations investments.

- We develop needs based budgets using a consistent method.
- We regularly report and compare actual performance against planned – costs, responsiveness and service levels.
- Budget process has moved from historically based, to predictive analysis based budgeting.

This assessment also recommended an improvement plan as follows:

No.	Recommendation	Comments
1	Council's suite of <b>Asset Management strategic documents</b> are not aligned with current practice and latest guidelines. It is suggested that Council commence with a review of the Asset Management Strategy and Policy, to bring them in line with current AM practice. These documents can set out a framework for Asset Management improvement.	Council's AM Policy has been reviewed and updated. It sets the framework for AM Improvement, aligns with current practice and latest guidelines. This document covers this recommendation. <b><i>This does not need to be included in the Improvement Plan</i></b>
2	Council's <b>AM Strategy</b> should document the current status of AM practices (processes, asset data & information systems) within Council and what actions Council will take to implement improvements, including accountabilities, resource requirements, and timeframes.	This document covers the current status of asset management practices within Council and includes and improvement plan, accountabilities, resource requirements and timeframes. <b><i>This does not need to be included in the Improvement Plan</i></b>
3	Council's current <b>AM Policy</b> does not require the adoption of AM Plans informed by community consultation & local government financial reporting frameworks. The AM Policy has no reference to AM Plans. This omission in the <b>AM Policy</b> should be addressed through a revision of the policy.	Council's Asset Management Policy has been revised since this audit and specifically refers to Asset Management Plans and requires their adoption. <b><i>This does not need to be included in the Improvement Plan</i></b>
4	Council's <b>AM Plans</b> don't cover all asset classes. They are dated & due for review. Council should systematically update all AM Plans.	Council's Asset Management Plans will be review and updated in the coming month. <b><i>This does need to be included in the Improvement Plan</i></b>
5	Updated <b>AM Plans must inform LTFP</b> . No linkages exist between the LTFP and AM Plans. It is recommended that links between each AM Plan and the LTFP be strengthened.	Linkages to the LTFP will be included in the revised Asset Management Plans. <b><i>This does need to be included in the Improvement Plan</i></b>
6	<b>AM System:</b> Council should continue with neighbouring councils, to investigate options for a consolidated and integrated asset register with the required functionality to ensure security and data integrity. This may mean a move away from spreadsheets to a software system.	Off the shelf AM Systems are expensive, have high annual fees, take 2–3 years to set up, are labour intensive to keep up to date and don't provide all the answers. An Access / Excel Spreadsheet system with secure administrative controls provides Council with all its AM needs at a much lower cost. <b><i>The establishment of a secure Access/Excel System will be included in the improvement.</i></b>

### 5.6 Asset Management Issues Facing Warren Shire Council

The Federal Government is driving asset management with State Governments showing compliance through legislation (IP&R, Fair Value etc). Accordingly, soon Council's will have to show Asset Management performance to receive grant funding. This is reflected in the Prime Ministers address to the "Australian Centre of Excellence for Local Government (ACELG)."

- *"Councils that plan & manage their assets effectively are councils that can deliver value for \$ to communities "*
- *"We need to know what we've got, what condition it is in, whether it needs to be repaired and how much it costs to maintain. This is the most basic level of information".*
- *"The Commonwealth will also consider making its future infrastructure investments linked to the implementation of nationally consistent asset management systems"*

The following is an assessment of the issues Council will need to address:

- Adoption of sustainable asset practices so that future generations don't pay for services used by the current generation.
- Moving to consumption based predictive funding and optimised budgeting methods
- Being able to predict asset condition in 10 years' time at the current rate of expenditure
- Ensuring sound risk management and mitigation associated with Council's assets
- Community education/involvement and understanding of levels of service and the relationship between funding and service delivery
- Life – cycle costing to justify new assets; and
- Future maintenance needs for new infrastructure and managing sustainability.

## **6. LONG-TERM FINANCIAL PROJECTIONS**

Council uses assets to provide services to the community. However, assets may not reach their useful life due to unforeseen factors such as changing demographics. Council is committed to responsible financial management, in a changing environment. To enable Council to make sound financial decisions it's vital to understand and plan for the future so that there is funding available to properly manage assets in accordance with Council's Strategies.

Council is committed to using asset performance and life – cycle models, which simulate the behaviour of the asset in real life. The life – cycle models will be capable of infrastructure modelling to take account of:

- Different service level objectives for the assets
- Different asset management practices; and
- Different financial strategies for funding maintenance, renewal and upgrade.

By adjusting expenditure, together with actions identified in this Strategy, such as levels of service that will be provided to the community, Council will be in a better position to maximise the use of its assets and allow Council to better manage its assets and meet its goals for the community.

## **7. Improvement Plan**

Warren Shire Council is committed to implementing and advancing sustainable asset management to the overall advantage of the organisation, the community and other relevant stakeholders and will undertake the action plan outlined in this document which includes the following:

- Implement an Asset Management Steering Committee
- Undertake Annual Asset Management Maturity Audits
- Developing Asset Management Plans that:
  - Address the action plan in this strategy
  - Cover at least 10 years
  - Are linked to The Asset Management Policy and Strategy, Community Strategic Plan, Long Term Financial Plan, Resourcing Strategy, Operational Plan, Delivery Plan and Any other relevant Council Policy objectives
  - Include asset inventory data
  - Document the asset hierarchy within each asset class

- Document the current condition, useful lives, valuation procedures and the methodology used to calculate each
- Include risk assessments of criticality assets and services
- Include costs to provide a defined level of service
- Include a demand forecast
- Address life – cycle costs, including cash flow forecasts for all facets the asset’s life.
- Address asset performance and utilisation measures and associated targets linked to levels of service
- Include an asset rationalisation / disposal program
- Include an asset management improvement plan
- Consider non asset service delivery solutions
- Are informed by the local government financial reporting frameworks
- Recognise changes in service potential of assets through projections of asset replacement costs, depreciated replacement cost and depreciation expense
- Optimise resource use and maximise service delivery to ensure that Council’s assets are responsibly managed in a financially sound manner, to enable provision of appropriate levels of service delivery to the community, within the constraints of available resources
- A process to monitor, audit and review the asset portfolio to ensure it’s responsive to service delivery needs and meets the goals/targets set by Council
- Minimise Council’s exposure to risk due to asset failures by implementing a risk management process that identifies, manages, and controls risk.
- Ensure future full life – cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets

The action plan on the next page will bring Council closer to the Local Government Asset Management Framework.

### Improvement Plan, 2016 to 2017

Step	Key Milestone	Responsibility / Resources	Target Date
1	Develop Asset Condition Rating & Valuation Manuals	Manager Engineering Services	Jun 2016
2	Develop an Access/Excel based Asset Management System	Manager Engineering Services	Aug 2016
3	Model and Analyse Service Level Options	Manager Engineering Services	Sept 2016
4	Identify operational and financial KPI's for inclusion in Asset Management Plans	Manager Engineering Services / Manager Finance & Administration	Sept 2016
5	Develop target Financial KPI's, (sustainability, renewal ratio, asset consumption rate, funding gaps) to include in AMP's	Manager Engineering Services / Manager Finance & Administration	Sept 2016
6	Do 10-Year Financial Model for each asset class to identify impact of budget on condition. Define budget needed to maintain current condition for inclusion in AMP's	Manager Engineering Services	Oct 2016
7	Link Asset Management Plans & LTFFP	Manager Engineering Services	Oct 2016
8	Develop Asset Management Plans	Manager Engineering Services	Dec 2016
9	Brief Council on Asset Management, Policy, Strategy, Plans	Manager Engineering Services	Jan 2017
10	Renewal Funding Index (Ratio of Net Worth of planned capital spend divided by the desired capital spend) and determine future target	Manager Engineering Services / Manager Finance & Administration	Feb 2017
11	Asset Condition Index (Ratio of average condition loss over 2 condition audits) determine future target.	Manager Engineering Services	Feb 2017
12	Asset Consumption Index (written down book value divided by the current gross value) determine future target.	Manager Engineering Services	Feb 2017
13	Sustainability Index (Capital Expenditure on replacement/renewal divided by Depreciation) determine future target.	Manager Engineering Services / Manager Finance & Administration	Mar 2017
14	Asset Health Index (Ratio of Remaining Life divided by the Expected Useful Life) determine the future target.	Manager Engineering Services	Mar 2017
15	Life Cycle Funding Gap (funding needed to maintain an asset per yr / actual expenditure per yr) determine future target.	Manager Engineering Services / Manager Finance & Administration	Mar 2017
16	Asset Management Maturity Audit	Manager Engineering Services	Dec 2017
17	Review Asset Management Plans	Manager Engineering Services	Dec 2017
18	Update Improvement Plan for AM Strategy & Plans	Manager Engineering Services	Dec 2017
<b>ONGOING AND CONTINUOUS IMPROVEMENT</b>			

## 8. KEY PERFORMANCE INDICATORS

In simple terms, Council's Asset Management Strategy outlines how Council will manage its asset management functions and responsibilities. The measure of this is Council's Asset Management Maturity.

KPI	Measurement Method	Current Maturity	Target
Asset Management Maturity	Maturity Audit	57%	80% by Jun 2016

### Key Performance Indicator of Asset Management Practice

KPI's for specific assets, in terms of community expectations, operational service levels and financial indices will be detailed within each Asset Management Plan.



## **9. STRATEGY REVIEW**

Any Strategy must be a dynamic document, reflecting and responding to changes over time. This Asset Strategy will be reviewed every 4 years and will be amended to recognise any changes to Council's Community Strategic Plan Council's progress and set out proposals for the next five years.

## **10. REFERENCES**

- Warren Shire Council Financial Statements – 2014/15
- Warren Shire Council Asset Management Policy – 2016
- Warren Shire Council Annual Report – 2014/15
- Warren Shire Council Community Strategic Plan – 2012
- Warren Shire Council Community Engagement Strategy – 2011

# Section

# 6

# Manager Health & Development Services

**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Chambers, Warren on Thursday 23<sup>rd</sup> June 2016**

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**ITEM 1      DEVELOPMENT APPLICATION APPROVALS      (B4-9)**

The following Development Applications were approved from 2<sup>nd</sup> May 2016 to 3<sup>rd</sup> June 2016.

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>
P16-16.06	Lot 51, DP661616, "Glenrowan" Warren	Erect Rural Fire Shed

**RECOMMENDATION:**

That the information be received and noted.

**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Chambers, Warren on Thursday 23<sup>rd</sup> June 2016**

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**ITEM 2      DEPARTMENT OF PLANNING CIRCULARS      (P15-10)**

Nil Circulars this reporting period.

**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Chambers, Warren on Thursday 23<sup>rd</sup> June 2016**

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**ITEM 3      SPORTING & CULTURAL CENTRE REPORT      (S21-2)**

Throughout the month of May, the Warren Sporting and Cultural Centre was in constant use by local sporting bodies including Senior Netball, Junior and Senior Rugby League and Rugby Union. Highlights of the month included the Warren Senior Rugby Union matches against Gulargambone, Bourke and Cobar, Warren Senior League Vs. Baradine and Warren Central School Athletics Carnival.

Upcoming events at the Centre in the month of June include Geoffrey and Jason Hall Memorial Day, Saint Mary's Athletics Carnival and NARRAF touch football / netball day.

**SPORTS/GYM**

**Gym/Fitness Classes**

Usage of the gym for the month of May was 730 sign-ins, down from 840 in April.

There are 191 current gym members as of the 8<sup>th</sup> June 2016, up from 190 gym members in May 2016.

**FWAS**

There was 2 Far West Academy of Sport event held in May and currently 1 to be held in June (Soccer Camp).

**COMMUNITY**

**Day groups**

Bogan Bush Mobile and Rugrats are continuing to hold playgroups at the Centre during school terms in 2016 on alternating weeks.

Home Care group are continuing to meet on the first three Mondays of every month.

**RECOMMENDATION:**

That the information be received and noted.

**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Chambers, Warren on Thursday 23<sup>rd</sup> June 2016**

**ITEM 4      INFORMATION CENTRE RECORD FOR THE      (T4-6.1)**  
**MONTH OF MAY 2016**

<b>Number of Visitors to the Information Centre:</b>		169	
<b>Number of Locals to the Information Centre:</b>		15	
<b>Number of Website hits on Warren Shire Council:</b>		3,794	
<b>Number of Website hits drilling down – “Visiting Warren”:</b>		71	
<b>Reason for Visiting Warren (Totals):</b>			
Friends/Family:	11	Business/Employment/Training:	1
Passing Through:	50	Special Events:	
Visitors in Buses:		Holiday:	45
Other/Unknown:	62	Camping/Fishing:	
<b>Age Groups of Visitors:</b>			
Under 25:	7	25-34:	8
34-44:	4	45-54:	11
55-64:	36	65+:	53
<b>Sale Items &amp; Publications, (including both free and sold ones, if possible):</b>			
Macquarie Marshes Book (\$15):	1	Stickers: (Warren)	
Bird Book (\$30)		Spoons:	
Red River Gum Walk:		Badges:	1
Warren Profile:		Magnets:	2
Across the Black Soil Plains:		Stubby Holders:	2
Midwives of the Black Soil Plains:		Pens:	
Bushmen of the Black Soil Plains:		Tea Towels:	12
Keep the Billy Boiling:		Wool:	
Animals of Dubbo Region :		Place Mats:	
Macquarie Marshes Information :	16	Mugs:	
Willie Retreat:		Key Rings:	
Our Abounding Wildlife:		Rulers:	1
Tiger Bay Brochure:		Road to Nevertire 1 and 2:	
Shire Map and Town Maps:		Warren photos (Black & White):	
Cotton Brochure:		Sample of Wool/Wool Sheet:	
Postcards \$1.60:		Handkerchiefs:	
Postcards \$1.00:		Shirts: (tennis club):	
Postcards \$0.60:		150 yrs Caps: (tennis club):	
Coloured postcards		150 yrs Stubby Holders: (tennis club):	
Macquarie Marshes DVD/CD		Hot Flats CD:	
Ballad of a Bush Bride:		Cook Book:	
Warren Woolcot Cards:		Road Information:	24
Single Christmas Cards (10c):		Public Toilets:	31
Accommodation:	6	Maps:	12
Public Dump Point/Potable Water:	2	Boat Ramp / Bob Christensen Reserve:	4
Places to Eat:	5	Camping or Fishing Spots:	4

**RECOMMENDATION:**

That the information be received and noted.

# WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> June 2016

## ITEM 5 IMPOUNDING OFFICER'S REPORT

(P4-4)

Activity	Week Ending: 6th May 2016							Week Ending: 13th May 2016							Week Ending: 20th May 2016								
	Day	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	
Patrol Hours				3	2	3	4	Flexi			A/L	3	3	5	4			S/L	S/L	S/L	3.5	Flexi	
Feed/Water & Clean Pound Hours	1	1	2	1	1	1	1	1	1	1	1	1	1	2	1	1	1	2	1	1	1	1	1
Office Hours	0	0	3.5	4	4.5	2	0	0	0	0	0	3.5	4.5	1.5	3.25	0	0	3.5	2	4.5	2	0	
Impounding/ Releasing/ Euthanasia Hours	0	0	0	1.5	0	1.5	0	0	0	0	0	1	0	0	0	0	0	0	1.5	0	2	0	
Total Daily Hours	0	1	8.5	8.5	8.5	8.5	1	1	1	1	1	8.5	8.5	8.5	8.25	1	1	8.5	8.5	8.5	8.5	1	
Number of Dogs impounded	0	0	3	0	0	2	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0	
Number of Dogs released	0	0	0	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	
Number of Dogs Euthanasia	0	0	0	0	0	0	0	0	0	0	3	0	0	2	0	0	0	0	0	0	2	0	
Total Dogs in Pound	2	2	5	4	4	6	6	6	6	6	3	3	2	0	0	0	0	1	1	1	0	0	
Number of Cats Surrendered	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	
Number of Cats Rehoused	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Number of Cats Euthanasia	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	4	0	0	0	
Total Cats in Pound	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	
Kilometers per day																							
Total weekly kilometers	230							210							60								
Speed odometer reading @ end of week	65200							65430							65640								
Other General Notes																							
Total weekly hours	36							36.75							37								

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

# WARREN SHIRE COUNCIL

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## ITEM 5 IMPOUNDING OFFICER'S REPORT

CONTINUED

		Week Ending: 27th May 2016							Week Ending: 3rd June 2016							Week Ending						
Activity	Day	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
Patrol Hours			0	2	2	4.5	4	3.25	0		1.5	3	3.5	4	Flexi							
Feed/Water & Clean Pound Hours		1	1	1.5	1.5	1	1	1	1	1	1	1	1	3	0							
Office Hours		0	0	5	5	3	3.5	3	0	0	4	3.5	3	1.25	0							
Impounding/ Releasing/ Euthanasia Hours		0	0	0	0	0	0	1			2	1	1	0	0							
Total daily hours		1	1	8.5	8.5	8.5	8.5	8.25	1	1	8.5	8.5	8.5	8.25	0							
Number of Dogs impounded		0	0	0	1	0	0	0	0	0	0	0	0	0	0							
Number of Dogs released		0	0	0	0	0	0	0	0	0	0	0	0	0	0							
Number of Dogs Euthanasia		0	0	0	1	1	1	1	1	1	1	1	1	1	1							
Total Dogs in Pound		0	0	0	0	0	0	0	0	0	0	0	0	0	0							
Number of Cats Surrendered		0	0	0	0	0	0	0	0	0	0	0	0	0	0							
Number of Cats Rehoused																						
Number of Cats Euthanasia					0	0																
Total Cats in Pound		0	0	0	0	0	0	0														
Total weekly kilometers		300							210													
Speed odometer reading @ end of week		0	65700							66000												
Other General Notes																						
Total weekly hours		44.25							-													

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

### RECOMMENDATION:

That the information be received and noted.



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**ITEM 6      EWENMAR WASTE DEPOT SUNSET COMMITTEE      (C14-3.23)**

On Thursday, 26<sup>th</sup> May 2016 the Ewenmar Waste Depot Sunset Committee members held a planning session to discuss and review the future management and operations of the Ewenmar Waste Depot.

The session can be summarised into the following categories and the associated issues.

**History**

- The current and previous site locations of waste disposal in the Warren area;
- Land zoning capabilities of the present Ewenmar Waste Facility and future expansions; and
- Flooding and fire impacts of the present Ewenmar Waste Facility.

**Management & Operations**

Discussion held to investigate options of:-

- Contractor vs day labour or a mixture of both;
- Opening hours to be reviewed;
- Plant and equipment required;
- Expanding the pick up service area of household waste;
- Segregation of rubbish to manage contamination of stockpiles;
- Existing infrastructure capabilities;
- Scavenging rights;
- Wet weather access; and
- Surveillance

**Recycling options and models**

A full review will be carried out detailing the available options for Council and the costings of recycling.

**Environment Protection Authority (EPA) and legislative requirements**

Protection of the Environment Operations Act 1997 and Waste Regulations are the regulatory legislations that Council must comply with. The proposed improvements of the Ewenmar Waste Facility will result in greater compliance.

**Asbestos wastes, chemicals, tyres, oil**

All of these wastes are of concern as they have potential to pollute the environment, more so than putrescible waste, and must be disposed of in an environmentally satisfactory manner.

**Green Distillation Technologies (GDT)**

Once GDT are operational there may be opportunities to utilise their services for selected waste management.

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**ITEM 6      EWENMAR WASTE DEPOT SUNSET COMMITTEE**

**CONTINUED**

**Illegal dumping**

With the progression forward of manning the Ewenmar Waste Facility, it is anticipated that there will be an increase in illegal dumping of rubbish.

The existence of travelling stock routes spanning from the Warren township to the Ewenmar Waste Facility increases the temptation for residents to illegally dump rubbish at these locations.

**Rating Revenue and Fees & Charges**

An investigation on the expansion of the pick up service area of household waste is to be carried out. The criteria for fees and charges will take into consideration the results from the community survey responses and will need to support the communities needs.

A further report will be provided in detail, on the above categories.

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 7      DEVELOPMENT APPLICATION      (P16-16.08)**  
**ANIMAL BOARDING ESTABLISHMENT**  
**LOT 1, DP1015812**  
**ARTHUR BUTLER DRIVE, WARREN**

<b>Applicant</b>	Mr and Mrs David Cleasby
<b>Owner/s</b>	EMC Developments
<b>Description of Development</b>	Animal Boarding Establishment
<b>Subject Land</b>	Lot 1, DP1015812 Arthur Butler Drive, Warren
<b>Zoning</b>	IN1 General Industrial
<b>Date Received</b>	6 <sup>th</sup> June 2016
<b>Estimated Cost</b>	N/A

**Introduction**

Council is in receipt of a Development Application P16-16.08 for the operation of an Animal Boarding Establishment on Lot 1, DP1015812, Arthur Butler Drive, Warren.

This report considers the issues and makes recommendation for the determination of the application.

**Description of Proposal**

The proposal involves the applicant keeping poultry inside a shed located at Lot 1, DP1015812, Arthur Butler Drive, Warren.

Approximately 50 bantams will be housed inside a shed.

**Statutory Provisions**

The *Environment Planning and Assessment Act 1979* and Warren Shire Council's Local Environmental Plan (LEP) 2012 apply to the assessment and determination of applications for development approval.

**Development Assessment**

Section 79C(1) of the Environmental Planning and Assessment Act, 1979 sets out the matters that must be considered, if relevant, when assessing and determining a development application.

(a) the provisions of any environmental planning instrument (EPI).

The use of land as an *Animal Boarding Establishment* on land zoned IN1 General Industrial is development that requires the consent from Council pursuant to Clause 2.8 of the Warren Shire Council's LEP 2012.

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**ITEM 7      DEVELOPMENT APPLICATION      CONTINUED**  
**ANIMAL BOARDING ESTABLISHMENT**  
**LOT 1, DP1015812**  
**ARTHUR BUTLER DRIVE, WARREN**

The development is not listed in State Environmental Planning Policy (SEPP) (Infrastructure) 2007.

SEPP No.55 – “Remediation of Land” requires that Council must not consent to a development of land unless it has considered whether the land is contaminated. There is no evidence to suggest this land is contaminated.

No other SEPP is relevant to the proposal.

No Regional Environmental Plan is applicable to the proposal.

*(b) the provisions of any draft EPI that is or has been placed on public exhibition and details of which have been notified to the consent authority*

No draft EPI's exist.

*(c) the provisions of any development control plan (DCP).*

The Warren Shire Council's DCP is applicable to this development. There are no land use planning concerns in relation to the proposed development under the DCP that affect this development.

*(d) the provisions of any planning agreement (PA).*

The Shire is not aware of any PA that affects this development.

*(e) the provisions of the regulations (to the extent that they prescribe matters for the purposes of this paragraph), that apply to the land to which the development application relates.*

Clause 92 of the *Environmental Planning and Assessment Regulation 2000* specifies the additional matters that must be considered if relevant. These relate to the Government Coastal Policy and demolition works. Warren is outside the area the Coastal policy applies to and no demolition works are proposed.

*(f) the likely impacts of the development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality.*

The land use as an Animal Boarding Establishment will result in the emission of noise in the form of crowing etc and the production of manure and contaminated bedding litter (eg straw).

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**ITEM 7      DEVELOPMENT APPLICATION      CONTINUED**  
**ANIMAL BOARDING ESTABLISHMENT**  
**LOT 1, DP1015812**  
**ARTHUR BUTLER DRIVE, WARREN**

The emission of noise is consistent within the Industrial zone and it is likely that the noise emitted will be intermitted at times with an increase at dawn and dusk.

The disposal of any waste has been addressed with applicable conditions of consent.

*(g) the suitability of the site for the development.*

The land is a higher portion of land in relation to flooding. The land is not bushfire prone land as per Council's Bushfire Prone Land Maps 2006.

The lot can be serviced by electricity and water, however neither are required with this land use application.

There is no evidence to suggest it is affected by contaminated soils.

*(h) any submissions made in accordance with this Act or the regulations.*

The application was not notified to the community in general or to adjoining owners.

*(i) the public interest.*

There appear to be no matters of public interest surrounding this development.

**CONCLUSION**

The proposal is consistent with the Warren Shire Council LEP 2012 and the Warren Shire Council DCP. Given the minimal impact that this development is likely to have on its surrounding built and natural environments, this development should be determined by issuing the consent.

**RECOMMENDATION:**

**That;**

- 1) the information be received and noted; and
- 2) Development Application P16-16.08 for the land use as an Animal Boarding Establishment located on Lot 1, DP1015812, Arthur Butler Drive, Warren, is approved with the following conditions;

**Conditions prescribed by the *Environmental Planning and Assessment Regulation 2000***

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**ITEM 7      DEVELOPMENT APPLICATION      CONTINUED**  
**ANIMAL BOARDING ESTABLISHMENT**  
**LOT 1, DP1015812**  
**ARTHUR BUTLER DRIVE, WARREN**

1. The work must be carried out in accordance with the requirements of the Building Code of Australia.

**Reason: Statutory requirement.**

2. An additional construction certificate application is to be submitted, prior to any construction works commencing.

**Reason: Statutory requirement.**

3. A sign must be erected in a prominent position on the site:
- showing the name, address and telephone number of the principal certifying authority for the work;
  - showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours; and
  - stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work is being carried out, but must be removed when the work has been completed.

**Reason: Statutory requirement.**

**Conditions imposed by Council**

4. The development is to be undertaken in accordance with the plans submitted with the application and as modified by these conditions of consent.

**Reason: To confirm and clarify the terms of this consent.**

5. A sign is to be displayed in a prominent location with contact details of the Manager.

**Reason: To ensure that the Manager of the Animal Boarding Establishment can be contacted during times of an emergency.**

6. All wastes including but not limited to; manure, contaminated bedding material and deceased animals are to be removed offsite and disposed of, in compliance with the Protection of the Environment Operations Act 1997.

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**ITEM 7      DEVELOPMENT APPLICATION      CONTINUED**  
**ANIMAL BOARDING ESTABLISHMENT**  
**LOT 1, DP1015812**  
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**Reason:** To ensure that wastes from the operation of the Animal Boarding Establishment does not cause a public health risk and/or pollute the environment.

7. All feed products are to be stored in air tight containers.

**Reason:** To ensure that the feed does not create a food source for vermin and/or pests.

8. The Model Code of Practice for the Welfare of Animals; Domestic Poultry; is to be adhered to.

**Reason:** to ensure the animals welfare is addressed.

9. All poultry are to be vaccinated against Newcastle disease and leg bands used for identification purposes. Records are to be maintained as proof of vaccination.

**Reason:** Compulsory vaccine in NSW.

10. Any baiting program is to be carried out in a manner that prevents ANY off target species fatalities.

**Reason:** to ensure native fauna are suitably protected.

11. The selling of eggs and/or poultry for meat harvesting is not permitted.

**Reason:** To ensure that the land use operates within its approval.

12. The keeping/training/boarding of any other type of animal/s will require a further development approval to be applied for, from Council.

**Reason:** To ensure that the development operates

13. Construction, demolition and associated work shall be carried out only between the times stated as follows:-

Mondays to Fridays	7.00am to 6.00pm.
Saturdays	8.00am to 5.00pm
Sundays & public holidays	no construction work to take place.

**Reason:** To ensure the amenity of the area is not compromised.

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**ITEM 7      DEVELOPMENT APPLICATION      CONTINUED**  
**ANIMAL BOARDING ESTABLISHMENT**  
**LOT 1, DP1015812**  
**ARTHUR BUTLER DRIVE, WARREN**

14. The applicant shall ensure that all builders refuse and trade waste, whilst on site, is stored in a manner that does not cause any nuisance. All waste is to be removed from the site at the completion of the construction works.

**Reason:** To ensure the applicant removes all waste from the site, which could reduce the amenity of the area.

15. All building materials, plant and equipment are to be placed on the building site. Building materials, plant and equipment (including water closets), are not to be placed on footpaths, roadways, public reserves etc.

**Reason:** To ensure pedestrian and vehicular access is not restricted in public places.

16. Filling shall not be placed in such a manner that natural drainage from adjoining land will be obstructed.

**Reason:** To ensure that filling placed on land does not affect natural drainage.

17. Fill shall not be placed on land in such a manner that surface water will be diverted to adjoining land.

**Reason:** To ensure that the works do not result in water being diverted onto adjoining land.

18. Any excavation/fill is to be suitably retained.

**Reason:** To ensure the stability of the site and adjoining properties.

19. Suitable measures are to be in place at all times to ensure buildings on adjoining land are protected from damage as a result of the carrying out of the development.

**Reason:** To ensure adjoining property is adequately protected.

20. Prior to installing any vehicular access and driveway crossover, details of the proposed works are to be submitted to Council for approval. The vehicular access must comply with the requirements Warren Shire Council's Urban Vehicular Access Policy and Warren Shire Council standard drawings (Plan No.s 812 & 869) entitled "Warren Shire Council –Urban Vehicular Access".

**Reason:** Implementation of Council Policy.



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**ITEM 7      DEVELOPMENT APPLICATION      CONTINUED**  
**ANIMAL BOARDING ESTABLISHMENT**  
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21. Where roofwater/stormwater is to be drained to the street gutter, a minimum 90mm diameter pipe is to be used. The stormwater pipe is to be terminated at the street kerb using a reducer, a kerb adapter and a kerb stormwater outlet and is to be installed in accordance with Warren Shire Council standard drawing (Plan No. 1130) entitled "Warren Shire Council – Upright/Roll Kerb and Gutter Roof Water Connection". Prior to installing the kerb stormwater outlet the kerb is to be cut using a concrete saw and after installation the kerb is to be made good to match existing.

**Reason:** To protect the integrity of the kerb and gutter.

22. Suitable measures are to be put into place on site to prevent the tracking of any mud, soil, gravel or other such materials onto the road by vehicles travelling onto and off the site.

**Reason:** To ensure traffic safety is not compromised.

23. Damage done to any footpath, kerb and gutter, driveway crossing, drain or the like caused by the applicant during the course of construction works shall be made good **prior to occupation or use of the development.**

**Reason:** To ensure public safety is not compromised.

24. A temporary toilet shall be provided on site from the commencement of building work.

The temporary toilet shall be:-

- A water closet connected to the sewerage system or approved septic tank;
- A chemical closet supplied by a licensed contractor approved by Council

**Reason:** To ensure that adequate sanitary provisions are provided and maintained on the building site for use by persons engaged in building activity.

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**ITEM 7      DEVELOPMENT APPLICATION      CONTINUED**  
**ANIMAL BOARDING ESTABLISHMENT**  
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Advisory Note:

***Dial Before You Dig***

*Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at [www.1100.com.au](http://www.1100.com.au) or telephone on 1100 before excavating or erecting structures (This is the law in NSW).*

*If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets.*

*It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.*

***Telecommunications Act 1997 (Commonwealth)***

*Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets.*

*Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution.*

*Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs.*

*If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact Telstra's Network Integrity Team on Phone Number 1800810443.*

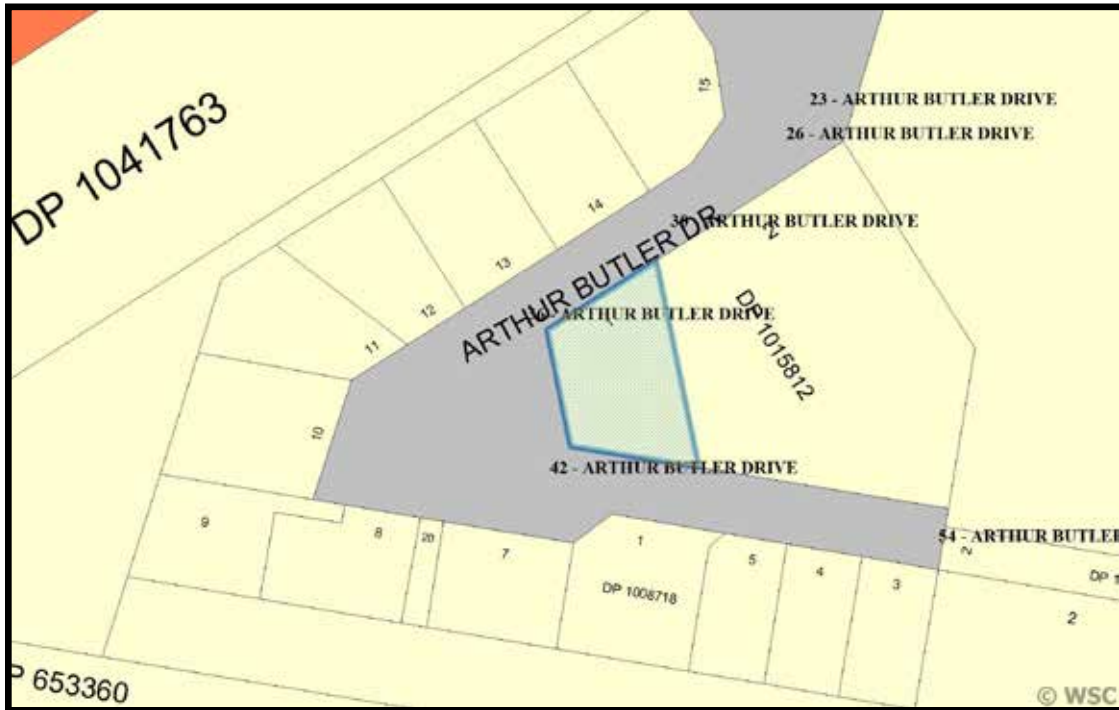
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ITEM 7      DEVELOPMENT APPLICATION  
ANIMAL BOARDING ESTABLISHMENT  
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CONTINUED



**RECOMMENDATION:**

That the information be received and noted.