



WARREN SHIRE COUNCIL

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 7TH DECEMBER 2017

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Warren Shire Council

AGENDA - ORDINARY COUNCIL MEETING

7th December 2017

APOLOGIES

CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 26th October 2017

NOTICE OF MOTION

- Item 1 Sealing of Nevertire Industrial Area Streets (R4-1.55)
- Item 2 Sealing of Nevertire Streets (R4-1.55)
- Item 3 Warren Airport Water Supply (A2-16)

SECTION 1 (WHITE)

DELEGATES REPORTS

- Item 1 Country Mayors Association of NSW Inc. (C14-5.4)

COMMITTEE MINUTES

- Meeting of the Ewenmar Waste Depot Sunset Committee held on Wednesday 15th November 2017 (C14-3.23)
- Meeting of Manex held on Tuesday 28th November 2017 (C14-3.4)
- Meeting of the Plant Committee held on Thursday 30th November 2017 (C14-3.8)

SECTION 2 (LILAC)

POLICY

Nil.

SECTION 3 (BLUE)

REPORT OF THE GENERAL MANAGER

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Item 5	Warren Shire Council Annual Report (A1-14)	page 36
Item 6	Purchase of Industrial Land Silo Road (S1-1.30/5, S1-1.30/6, S1-1.30/7, S1-1.30/8, S1-1.30/9, S1-1.30/10, S1-1.30/11, S1-1.30/13)	Page 38
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MAYORAL MINUTES

QUESTIONS WITHOUT NOTICE

PRESENTATIONS

Nil.

LETTERS AND ADDITIONAL INFORMATION – FOR INFORMATION ONLY

WARREN SHIRE COUNCIL
Notice of Motion
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 7th December 2017

NOTICE OF MOTION

ITEM 1 SEALING OF NEVERTIRE INDUSTRIAL AREA STREETS (R4-1.55)

Motion

That Council provide money to construct and seal Gunningbar, Cremorne and Narromine Streets in the Industrial Area, Nevertire in the 2018/19 annual budget.

Moved: Councillor Druce
Second: Councillor Serdity

FOR COUNCIL'S DECISION

ITEM 2 SEALING OF NEVERTIRE STREETS (R4-1.55)

Motion

That Council provide money to construct and seal the remaining section of Clyde Street, the residential section of Gunningbar Street between Clyde Street and Oxley Highway and the laneway on the Warren side of Gunningbar Street between Clyde Street and the Oxley Highway, Nevertire in the 2018/19 annual budget.

Moved: Councillor Serdity
Second: Councillor Druce

FOR COUNCIL'S DECISION

ITEM 3 WARREN AIRPORT AND BUSINESS'S (A2-16)

Motion

Would like to revisit the water supply at the Warren Airport, which supplies the business area of the airport.

Moved: Councillor Williamson
Second: Councillor Taylor

FOR COUNCIL'S DECISION

Section

1

Delegates & Committees

WARREN SHIRE COUNCIL

Delegates Report by the Mayor
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 7th December 2017

ITEM 1 COUNTRY MAYORS ASSOCIATION OF NSW INC. (C14-5.4)

RECOMMENDATION

That Warren Shire Council apply for membership of the Country Mayors Association of NSW Inc. as it provides a forum to meet with government representatives and member councils to listen to and discuss issues that are topical and relevant to local government at a rural and regional level.

This delegates report relates to attendance at the Annual General Meeting and the General Meeting of the Country Mayors Association of NSW Inc. held on 3 November 2017, Jubilee Room, Parliament House, Macquarie Street, Sydney.

The Country Mayors meeting has approximately 40 members with new membership of Narrandera Shire Council admitted as a member of the Association being adopted.

The election of president at the Annual General Meeting saw Councillor Katrina Humphries of Moree continue and Councillor Michael Pierce from Uralla Shire as Deputy. Six (6) other Councillors' from across NSW were elected to the board.

The meeting had a number of guest speakers including:

1. Hon John Barilaro MP, Deputy Premier, Minister for Regional NSW, Minister for Skills and Minister for Small Business (summary attached).
2. Hon Melinda Pavey MP, Minister for Roads and Maritime and Freight (summary attached)
3. Margaret Crawford, Auditor-General of NSW, Rod Longford, Principal Analyst Performance Audit, Caroline Karakatsanis - Director, Financial Audit. (summary attached)
4. Commissioner Mark Smethurst, NSW State Emergency Service. (summary attached).

General Business addressed the following areas:

- (a) Purchase of Good Grazing Land by NPWS at a Premium Price (Moree Plains Shire Council)
- (b) Truck Washes (Goulburn Mulwaree Council)
- (c) That NSW Country Mayors Association lobby the State and Federal Governments to make the legislative and regulatory amendments as are necessary to enable the re-establishment of a sustainable red gum forestry industry in the recently proclaimed National Park forests especially in the Murray River Council and adjacent Council areas. (Murray River Council). This was extended to cover other forest industries but subject to member councils reviewing the letter.
- (d) And other general items raised from the floor.

The date of the next meeting is scheduled for Friday, 2nd March 2018.

WARREN SHIRE COUNCIL

Delegates Report by the Mayor
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 7th December 2017

ITEM 1 COUNTRY MAYORS ASSOCIATION OF NSW INC. CONTINUED

Hon John Barilaro MP, Deputy Premier, Minister for Regional New South Wales, Minister for Skills, and Minister for Small Business

- Advised that the Government would like to settle down Local Government and work with Local Government to move forward. He advised that Local Government has had to look at itself from a strategic view and this has been good for Local Government and communities to look at their long-term future.
- He addressed the scale and capacity and that Councils need a new funding formulae to make sure Local Government can deliver.
- He raised issues that the State has been investing in areas such as health in regional NSW. Areas such as Tweed Shire, Cooma and Inverell Shire. Funding for areas such as Griffith are to come. Other areas will require strategic long term clinical plans so that infrastructure meets community needs.
- He discussed that the NSW economy is strong and that the Government's budget is strong.
- The Government is working with Councils to improve water supplies and infrastructure to maintain water quality.
- The Government recognises that sport and culture is important and the Stronger Communities Fund of \$200 million has been provided to Councils. Announcements of the first round will occur in December.
- Councils can apply for regional sporting funds and the Growing Local Economies Fund. The Government has developed a formula to share the funds across the new economic zones for shovel ready projects.
- Mobile phone black spots have \$50 million state funding in this budget. Council can identify areas to fund.
- The Government is looking at strategic projects such as inland rail, rural highway networks and other inland economic projects. The Office of Regional Development is to work with councils to advise on project opportunity and assist to look at funding options.
- Joint organisations are being pursued but by voluntary membership. This will be how State and Local Governments will discuss areas of assistance and co-operation. If you are not a member of the Joint Organisation then you cannot access the TCorp loans. Other rules will apply to non-council members around financial viability.
- Government is reviewing skills delivery through VET schemes and how this can be delivered better to smaller communities.

WARREN SHIRE COUNCIL

Delegates Report by the Mayor
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 7th December 2017

ITEM 1 COUNTRY MAYORS ASSOCIATION OF NSW INC. CONTINUED

Questions:

Question that livestock be treated differently to other freight around volumetric loading.

The rollout of black spot mobile phone towers is very slow and the providers are slow therefore impacting on rural users. The Minister advised that the State has \$50 million this budget and the same next budget.

Funding for the regions; councils need funding to do the studies required to meet the criteria set. Can this be reviewed as to the scale of the funding being applied for.

Joint Organisation announcement, can a ROC continue without being a Joint Organisation. The Minister for Local Government will make an announcement as to Joint Organisations and ROCs very soon. Additional funding will be provided to Joint Organisations to help them establish and to deliver.

Skills development is required in regional NSW and the Department needs to assist Councils to develop skills and initiatives to grown skills. Minister wants to know what skills businesses are requiring and will package training to suit business needs.

Question can funding be provided to councils for unrateable land. Minister Local Government reviewing.

Policing in small country towns and can we have more police. Minister advised that policing is changing as per recent announcements and he wants to see more police on the ground.

Melinda Pavy, Minister for Roads, Maritime and Freight

- Applications for Fixing Country Roads and Rail will be announced by end November and any leftover funding will be allocated across the state.
- The strategic transport plans do mention the Bells Line road over the mountains and the Sydney plans identify the transport corridors. Issue raised by CENTROC as to no recognition of route.
- The Government is looking to lock in future transport planning for the city and for regional NSW. They are looking at improvements to east west routes. They are developing a freight plan for the State.
- Minister discussed issues around road safety and the misperception that city people die on country roads, where as reality indicates that country people are not recognising that country people are a high group dying on country roads. A new road safety plan is to be rolled out and an announcement will be provided soon.

WARREN SHIRE COUNCIL

Delegates Report by the Mayor
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 7th December 2017

ITEM 1 COUNTRY MAYORS ASSOCIATION OF NSW INC. CONTINUED

Margaret Crawford, Auditor-General of NSW, Rod Longford - Principal Analyst Performance Audit, Caroline Karakatsanis - Director, Financial Audit

- Performance audits first one on fraud, shared services and overall service delivery performance.
- Councils will be asked to undertake more internal audit testing especially around fraud and purchasing controls, governance e.g. policies and procedures, cash handling, delegations and training of staff in all the above.
- IT will be audited as to process, record keeping, staff usage, business continuity.
- Reports to parliament include:
 - Internal controls and governance;
 - Service delivery;
 - Financial reporting;
 - Asset management; and
 - Financial reporting and sustainability.
- The Audit Office will cost recover all fees to undertake the audit process.
- Special Schedule 7 will be audited but the OLG will need to come up with a base line to audit against. The audit will look at the strategies behind the modelling of outcomes for areas such as asset management and other reportable areas. The audit will look at the consistency of information on areas such as valuations, depreciation (straight line basis or other types of assumptions) the difference between VG valuations or using other external values method of valuation. Need regional or sub regional asset depreciation and valuation consistency that is similar by nature (ROC process).
- Valuation of RFS equipment is being considered as to who values and depreciates the asset.

Commissioner Mark Smethurst - NSW State Emergency Service

- A change to the mission statement and vision has occurred to improve the volunteer's thoughts about the organisation.
- New methods of support around a hub and spoke grouping rather than regional headquarters to provide support from bigger SES units to smaller units.
- Training and education changes are to be made to ensure that new and existing volunteers can get through the training as quickly as possible. Training will relate to the community needs e.g. storms, flooding, road crash etc, but not train all volunteers in all areas if the community emergency is not required.
- Looking at corporate volunteering with universities, schools, and general companies.
- Looking at having spontaneous volunteers to help the SES at times of emergency rather than rejecting assistance because they are not a trained full-time member.
- Looking for more local volunteers and will be looking at rationalisation of regional headquarters.

Ewenmar Waste Depot Sunset Committee

Attached are Minutes of the Meeting of the Ewenmar Waste Depot Sunset Committee held on Wednesday, 15th November 2017.

Recommendation:

That the Minutes of the Ewenmar Waste Depot Sunset Committee Meeting held on Wednesday, 15th November 2017 be received and noted and the following recommendation be adopted:

6.1 & 6.2 EWENMAR WASTE DEPOT OPERATION IMPROVEMENTS & LANDFILL CONSOLIDATION AND ENVIRONMENTAL IMPROVEMENT GRANT (C14-3.23)

1. Information to be received and noted;
2. Council to seek quotations from earthmoving contractors for the works to create earth mounds and levelling of the site;
3. Council to seek quotation from JLW Services in relation to the shredding of the Timber and green waste stockpiles;
4. Council to seek quotations for the erection of additional paper fences at the Ewenmar Waste Depot;
5. Council to arrange with contractor for the covering of carcass pit more frequent;
6. Council apply for grant funding to offset the improvement costs;
7. The option of an unmanned waste facility be considered and provide appropriate signage; and
8. Council undertake a review of Gilgandra Councils operational cost to run the waste facility (cost of setup and cost to operate).

6.3 RETURN AND EARN SCHEME (C14-3.23)

1. Information be received and noted;
2. Council to create an education program to inform the community on the Return and Earn Scheme; and
3. Council to approach Community Groups, Sports Clubs and Schools on establishing donation points within the community.

6.4 CARDBOARD RECYCLING (C14-3.23)

1. The information be received and noted; and
 2. Council to seek quotations from other recycling contractors to assess costs for cardboard recycling at Ewenmar Waste Depot.
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ITEM 7 GENERAL BUSINESS

Discussions were held on the following: -

- That a report be prepared on the tendering of waste/recycling collection services in Warren Shire by February 2018 for budget consideration.
 - That a report be prepared for tendering of waste depot operations.
 - Scrap steel waste will be collected by a Netwaste contractor as a service they provide to rural Councils.
 - Netwaste is looking at mattress recycling & fee/charges will be subsidised.
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WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee meeting
held in the Council Chambers, Warren
on Wednesday 15th November 2017 commencing at 2.00pm

Present: Councillor Pauline Serdity (Chairperson)
Rex Wilson (Mayor)
Councillor Heather Druce
Councillor Katrina Walker
Glenn Wilcox (General Manager)
James Cleasby (Acting Manager Health and Development Services MHD)
Katy-Rose Hunt (Environmental Health Officer – EHO)
Angie Tegart (Secretary – Minute Taker)

ITEM 1 APOLOGIES

Nil

Carried

ITEM 2 MINUTES OF THE MEETING HELD 17TH MAY 2017

MOVED Druce/Walker that the Minutes of the Meeting held on 17th May 2017 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM MINUTES

Nil

Carried

WARREN SHIRE COUNCIL
Minutes of the Ewenmar Waste Depot Sunset Committee meeting
held in the Council Chambers, Warren
on Wednesday 15th November 2017 commencing at 2.00pm

ITEM 4 ACTION CHECKLIST

<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>
*27.03.2017	Set up traffic counters at Ewenmar Waste Depot	MHD	Installed 16/03/17 findings to be presented at the April meeting.
*27.03.2017	Adjust existing surveillance cameras to record incoming vehicles types and loads	MHD	Install 27/03/17
27.03.2017	Commence the implementation of recommended actions from the Waste Facility Operations Improvement Plan	MHD	In progress
*27.03.2017	Undertake community engagement	MHD	Post data collection.
*27.03.2017	Extend waste facility management contract	MHD	Report to April Business Paper.
*27.03.2017	Extend domestic waste collection contract	MHD	Report to April Business Paper.
27.03.2017	Prepare position description for waste facility attendant	MHD	Draft developed in progress
27.03.2017	Advertise position of waste facility attendant as a casual position	MHD	
27.03.2017	Establish site shed and materials stockpile areas as proposed in the Concept Master Plan	MHD	Discussed with contractor initial quotes obtained.
27.03.2017	Prepare specification for domestic waste collection contract	EHO	
27.03.2017	Prepare specification for Ewenmar Waste Facility management contract	EHO	
27.03.2017	Advertise tenders for the domestic waste collection contract	EHO	March 2018
27.03.2017	Call tenders for the Ewenmar Waste Facility management contract	EHO	March 2018

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee meeting
held in the Council Chambers, Warren
on Wednesday 15th November 2017 commencing at 2.00pm

ITEM 5 REPORTS

MOVED Serdity/Druce that Item 6.1 and Item 6.2 be dealt with together.

Carried

ITEM 6.1 EWENMAR WASTE DEPOT OPERATION IMPROVEMENTS &

ITEM 6.2 LANDFILL CONSOLIDATION AND ENVIRONMENTAL IMPROVEMENT GRANT (C14-3.23)

RECOMMENDATION TO COUNCIL:

MOVED Druce/ Walker that:

1. Information to be received and noted;
2. Council to seek quotations from earthmoving contractors for the works to create earth mounds and levelling of the site;
3. Council to seek quotation from JLW Services in relation to the shredding of the Timber and green waste stockpiles;
4. Council to seek quotations for the erection of additional paper fences at the Ewenmar Waste Depot;
5. Council to arrange with contractor for the covering of carcase pit more frequent;
6. Council apply for grant funding to offset the improvement costs;
7. The option of an unmanned waste facility be considered and provide appropriate signage; and
8. Council undertake a review of Gilgandra Councils operational cost to run the waste facility (cost of setup and cost to operate).

Carried

ITEM 6.3 RETURN AND EARN SCHEME (C14-3.23)

RECOMMENDATION TO COUNCIL:

MOVED Walker/Druce that:

1. Information be received and noted;
2. Council to create an education program to inform the community on the Return and Earn Scheme; and
3. Council to approach Community Groups, Sports Clubs and Schools on establishing donation points within the community.

Carried

WARREN SHIRE COUNCIL

Minutes of the Ewenmar Waste Depot Sunset Committee meeting
held in the Council Chambers, Warren
on Wednesday 15th November 2017 commencing at 2.00pm

ITEM 6.4 CARDBOARD RECYCLING (C14-3.23)

RECOMMENDATION TO COUNCIL:

MOVED Druce/Walker that:

1. The information be received and noted; and
2. Council to seek quotations from other recycling contractors to assess costs for cardboard recycling at Ewenmar Waste Depot.

Carried

ITEM 7 GENERAL BUSINESS

Discussions were held on the following: -

- That a report be prepared on the tendering of waste/recycling collection services in Warren Shire by February 2018 for budget consideration.
 - That a report be prepared for tendering of waste depot operations.
 - Scrap steel waste will be collected by a Netwaste contractor as a service they provide to rural Councils.
 - Netwaste is looking at mattress recycling & fee/charges will be subsidised.
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ITEM 8 DATE OF NEXT MEETING

Next meeting – February 2018

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3:45 PM.

MANEX

Minutes

Attached are the Minutes of the Meeting of Manex held on Tuesday 28th November 2017.

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Tuesday 28th November 2017 be received and noted and the following recommendations be adopted:

3. ACTION CHECKLIST

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

5.1 WORK HEALTH SAFETY PERFORMANCE SUMMARY (S12-14.1)

That Work Health and Safety information be reviewed and monitored.

5.2 WORK HEALTH AND SAFETY ACTION PLAN (S12-14.1)

1. That the updated Health and Safety Plan be adopted by Council; and
2. That the Warren Shire Council Work Health and Safety Action Plan actions are reviewed and their status monitored and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance.

5.3 WORK HEALTH AND SAFETY RISKS AND PRIORITY ISSUES (S12-14.1)

That Work Health and Safety Risks and Priority Issues be reviewed and monitored

7. WORK FORCE VACANCIES (S12-1)

That Manex note the report and commence recruitment of vacant positions.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 28th November 2017 commencing at 2.30 pm

PRESENT:

Rex Wilson OAM	Mayor
Glenn Wilcox	General Manager
Darren Arthur	Manager Finance & Administration (Chair)
Jillian Murray	Treasurer
James Cleasby	Acting Manager Health and Development Services
Kerry Jones	Town Services Manager
Jody Burtenshaw	Executive Assistant

1. APOLOGIES

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

Carried

The Chairman welcomed Council's newly appointed Town Services Manager, Mr Kerry Jones to the meeting and wished him well with his time with Warren Shire Council.

The Mayor endorsed these wishes and also hopes Kerry finds working with Warren Shire Council satisfying.

2. BUSINESS ARISING FROM MINUTES

Nil.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 28th November 2017 commencing at 2.30 pm

3. ACTION CHECKLIST

Date	Action by	Subject	Comment
*Ongoing	GM	Delegations to Staff	Delegations issued.
*Ongoing	ALL	Employee Performance Reviews	Performance Reviews to be undertaken every February to coincide with budget reviews.
16.5.17	MES	River Corridor flood damage	Claim submitted.
*16.5.17	MES	Flood Emergency Works Non-road	Motion submitted to the LGNSW Annual Conference.
17.10.17	MES	Workshop service pit	Undertake an inspection.
*17.10.17	WHS/RO	Statewide Mutual Continuous Improvement Plan	Refer to report to November Manex.
*17.10.17	MES	Plant 11 - Lonking Loader	MFA to produce a costing summary report to the 30 November 2017 Plant Committee Meeting.
*17.10.17	MHD	Local Land Services	Letter sent to LLS re: stock numbers allowable under permits.

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 28th November 2017 commencing at 2.30 pm

4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

Project	Budget	Expend	Resp	Comment
Admin Building Air conditioning	6,500	Nil	MFA	
Computer software & hardware	8,000	Nil	MFA	Admin PC replacement quotations to be sent.
Practical Plus Software	35,000	30,300	MFA	Finalised. Training cost to come.
Asset Management - IP & R	10,000	Nil	MES/ MFA	
Training	115,000	26,523	ALL	
Depot Yard Extension	256,000	36,314	MES	Placed on hold until Depot & Workshop clean up completed.
RFS Hazard Reduction	50,500	Nil	MFA/ MHD	
Dwelling Specific M & R				
2 Roland Street	9,980	Nil	MHD	Quotations received.
56 Garden Avenue – Barge boards to be replaced and painted	3,344	3,344	MHD	Complete.
Nature Links River Corridor	18,107	6,832	MHD	Works ongoing.
Victoria Park – Fitness Circuit Shade Cover	15,000	Nil	MES	On hold until Victoria Park works completed.
Sports Complex – Pavers	15,000	Nil		Quotation received.
Library – Air Conditioning	2,298	Nil	MHD	Order to be placed.
Carter Oval - Playground Equipment	20,000	Nil	MES	On hold.
Carter Oval - Playground soft fall	30,000	Nil	MES	On hold.
Carter Oval – Shade	10,000	Nil	MES	On hold.
Information Bay – Nevertire	21,000	Nil	GM	
Other Outdoor Advertising	14,000	13,672	GM	Signs erected – minor change to 1 sign.
CBD Improvements	776,853	185,743	MES	25% of kerb & guttering completed.
Airport fencing	25,000	Nil	MES	Quotes received.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 28th November 2017 commencing at 2.30 pm

4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
Trial CCTV Implementation	35,000	Nil	MES	Ordered solar cameras and pole to overcome electrical connection difficulty.
Fencing – Ewenmar Waste Depot	14,578	14,578	MHD	Complete
Victoria Oval Rehab	30,000	4,119	MES	
Oval 2 Victoria Park	26,075	16,496	MES	
Water Supplies				
Water valve and mains replacement	18,000	36,658	MES	Dubbo St river water – in conjunction with CBD improvements.
Nevertire Reservoir Refurb	350,000	Nil	MES	On hold.
Warren – New Bore 8 – fit out	138,706	87,066	MES	Commenced
Warren – New Bore 7 – fit out	111,588	100,955	MES	Commenced
Nevertire – New Bore 2 – fit out	90,099	64,890	MES	Commenced
Collie – New Bore 2 - fitout	184,887	100,007	MES	Commenced
Collie – Rising Main	174,640	174,639	MES	
Sewerage Services				
Warren STP	1,000,000	299,967	MES	Land purchased, Geotech completed. Detailed design in progress.
Mains Relining (600-700 m)	100,000	101,064	MES	2016/2017 Program complete.
Mains Relining	100,000	Nil	MES	2017/2018 Program
ROADS BRANCH				
State Highway 11				
Ordered Works Submitted - 1,145,000				
▪ Reseals	230,000	Nil	MES	
▪ Heavy Patching	160,000	Nil	MES	
▪ Pavement Widening	75,000	Nil	MES	
▪ Rehabilitation at Rail Crossing	200,000	Nil	MES	
▪ Shoulder Stabilisation	120,000	Nil	MES	

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
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4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
▪ Shoulder SH 11	240,000	Nil	MES	
▪ Culvert Repairs	120,000	Nil	MES	
Regional Roads				
Reseals	200,000	43,483	MES	Order for aggregate issued
Recycling – RR 424 – Marra Rd	150,000	Nil	MES	
Resheeting	100,000	Nil	MES	
REPAIR Program – Warren Rd	598,492	380,473	MES	100% complete
REPAIR Program – Warren Rd Stage 2	360,000	Nil	MES	Awaiting formal advice from RMS
Flood Damage Repairs	56,361	45,619	MES	Ongoing
Urban Local Roads				
Urban Reseals	66,700	Nil	MES	To be completed before end of 2017.
XC5 footpaths	27,500	7,516	MES	On-going.
Kerb & Guttering	167,767	Nil	MES	Carry over to 17/18
Urban Roads – Heavy Patching	111,565	Nil	MES	Cobb Lane – works to be scheduled.
Urban Roads – Bundemar Street	181,000	Nil	MES	To commence January 18
Rural Local Roads				
Rural Reseals	422,247	106,958	MES	Orders for aggregate issued
Rural Resheeting	659,077	42,809	MES	To commence November 17
Reconstruction – Thornton	517,000	Nil	MES	April / May 18
Recycle – Bullagreen Road	184,569	87,303	MES	
Recycle – Bourbah Road	298,500	140,363	MES	60% completed
Reconstruction – Ellengerah Road	963,353	457,637	MES	60% complete
Culvert replacement	60,000	47,542	MES	
Flood Damage Repairs	395,692	122,975	MES	Ongoing

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 28th November 2017 commencing at 2.30 pm

4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
Plant				
Heavy Plant Purchases - Nett	1,825,739	870,182	MES	Plt 1023, 1041, 1042 & 1168 purchased. Waiting on Plt 1047.
Light Plant Purchases - Nett	204,778	94,163	MES	Plt 233, 242 & 1234 purchased.

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
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4.2 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	Kerb & Gutter Replacement	Continuing
	Asphalt Overlay	To commence after Kerb & gutter works
	Street Garden Beds	To commence after AC overlay
	Footpath Garden Bed	To commence after AC overlay
	Roundabout	Discussions have recommenced with the RMS. Design works to be finalised with kerb & gutter replacement.
Depot Yard Extensions	Clearing and levelling works of extension subgrade complete. Design complete. Earthworks started.	
Nevertire Information Bay	Review scope of works. Design to be completed.	
Upgrade works to playgrounds	To commence in November 2017.	
Footpaths	2017/18 Footpath Program completed.	
Heavy Patching Oxley Highway	Works started on 27 November 2017 by Gilgandra Shire Council.	

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

Carried

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

MOVED Jones/Wilson that the Work Health and Safety Performance Summary information be reviewed and monitored.

Carried

5.2 WORK HEALTH AND SAFETY ACTION PLAN (S12-14.1)

MOVED Wilcox/Arthur that:

1. The updated Health and Safety Plan be adopted by Council; and
2. The Warren Shire Council Work Health and Safety Action Plan actions are reviewed and their status monitored and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance.

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
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5.3 WORK HEALTH AND SAFETY RISK AND PRIORITY ISSUES (S12-14.1)

MOVED Wilcox/Wilson that Work Health and Safety Risks and Priority Issues be reviewed and monitored.

Carried

5.4 WORK HEALTH AND SAFETY LEGAL UPDATE (S12-14.1)

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

Carried

6.1 OFFICE 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
23.10.17	17-30	Consultation on drafts of the new Model Code of Conduct for Local Councils in NSW and associated Procedures	Noted
24.10.17	17-31	Updated Practice note 15 – Water Safety	Report to December Council Meeting.
30.10.17	17-32	2017 edition of the Councillor Handbook	Noted
30.10.17	17-33	GIPA Annual Reporting Obligations	Submitted
31.10.17	17-34	GIPA Contracts Register	Noted
9.11.17	17-35	Special Variation and Minimum Rate Variation Guidelines and Process for 2018/19	Noted
9.11.17	17-36	Annual Code of Conduct Complaints Reporting	Submitted

Ministerial Circulars

Date	Circular No.	Description	Comment/Action
Nil			

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
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6.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

The following is the Office of Local Government's Strategic Tasks Guide for the months of November and December 2017 and January 2018.

Strategic Tasks Guide

DATE	TASK	STATUS
NOVEMBER		
17	Second instalment of 2017 – 2018 Financial Assistance Grants.	Received
	LIRS claim period open for all projects approved for funding.	N/A
28	Last day for notice for presentation of audited Financial Reports (s.418(2)).	Oct Council Meeting.
30	Second quarter rates instalment due (s.562).	Noted
	Electronic lodgement of Grants Commission General Data Return	Submitted
	Last day for RAO to submit QBRS Review to Council (LGGR cl.203(1)).	Oct Council Meeting
	Notify the Minister (via OLG) that Annual Report has been posted on Council's website (s.428) – Must include GIPA and PID annual reporting information.	Noted
DECEMBER		
1	Newly elected Councillors to lodge Pecuniary Interest Returns within 3 months of their election (s.449(1)).	N/A
5	Last day for audited financial statements to be presented to the public.	Oct Council Meeting
31	Report to Council (12.1) and the OLG (12.2) on complaint statistics (Model Code Procedures).	Report to Dec Council Meeting
	Delivery Program Progress reports provided to Council at least every 6 months (s.404(5)).	Report to Dec Council Meeting
JANUARY		
31	Last day for third quarter rates instalment notice to be sent (s.562).	Noted
	Ledger balances to be prepared for 6 monthly inspections by Auditor (LGGR cl.228).	Noted
	Public interest disclosure report due to the NSW Ombudsman (s.6CA of the Public Interest Disclosure Act 1994).	Noted
	Six monthly New Council Implementation Fund and Stronger Communities Fund reports due.	N/A

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
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7. WORK FORCE VACANCIES (S12-1)

MOVED Arthur/Wilson that Manex note the report and commence recruitment of vacant positions.

Carried

8. WEBSITE COMMITTEE UPDATE (T2-6.1)

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

Carried

9. HOUSING PROJECT (S12-1)

The Acting Manager Health and Development Services outlined his Item 6 report being presented to the December Council Meeting.

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

Carried

10. OCTOBER 2017 MINUTES AND DECEMBER 2017 BUSINESS PAPER

The Committee previewed the December 2017 Business Paper and the October 2017 Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

11. GENERAL BUSINESS WITHOUT NOTICE

- The Treasurer enquired into the progression of works on the Dubbo Street kerb and guttering project and asked why was work commencing on one section without the previous section being finalised. The General Manager advised that it was due to the insufficient number of paver layers.
- The Treasurer asked if inspections of Council houses could be undertaken every 6 months to ensure that the condition of the houses and repairs and maintenance could be monitored and works programmed when needed. The General Manager advised that he was working on establishing a lease agreement with a bond requirement for Council houses, including the already in place arrangements.
- The Treasurer enquired into the replacement of the old gal meters and what had happened to them. The Town Services Manager is to investigate where they have been stored and Council to investigate the option of selling them.

There being no further business the meeting closed 5.06 pm.

Plant Committee

Attached are Minutes of the Meeting of the Plant Committee held on Thursday 30th November 2017

RECOMMENDATION:

That the Minutes of the Meeting of the Plant Committee held on Thursday 30th November 2017 be received and noted and the following recommendations be adopted:

4.1 PLANT 49: SUPPLY AND DELIVERY OF ONE 2017 4X2 TRUCK DUAL CAB CHASSIS MINIMUM 7.5 TONNE GVM (P2-5.36/03)

1. That the information be received and noted;
2. That the tender from Isuzu Australia Limited for the supply and delivery of one (1) 2017 Isuzu NPR75/190 Crew at \$66,674.55 (ex. GST) be recommended to Council for approval.
3. That the quotation from Dave Tucker Welding (trading as Trezini Pty Ltd) for the supply of One (1) tray as specified for \$11,700 (ex. GST) be recommended to Council for approval.
4. That the trade-in option from Isuzu Australia Limited for the purchase of Plant 49 – 2010 Mitsubishi Fuso Truck for \$15,454.55 (ex. GST) be recommended to Council for approval;
5. That Council note the total changeover cost of \$62,920 (ex. GST); and
6. That Council write to all other tenderers and thank them for their tender submission.

4.2 PLANT 43: SUPPLY AND DELIVERY OF ONE 2017 4X2 TRUCK DUAL CAB CHASSIS MINIMUM 7.5 TONNE GVM (P2-5.36/03)

1. That the information be received and noted;
2. That the tender from Isuzu Australia Limited for the supply and delivery of one (1) 2017 Isuzu NPR75/190 Crew at \$66,674.55 (ex. GST) be recommended to Council for approval.
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5. That Council note the total changeover cost of \$62,920 (ex. GST); and
6. That Council write to all other tenderers and thank them for their tender submission

4.3 PLANT 89: SUPPLY AND DELIVERY OF ONE 2017 AWD ZERO TURN OR REAR WHEEL ASSIST RIDE-ON MOWER (P2-5.36/05)

1. That the information be received and noted;
2. That the tender from Toro Australia Group Sales Pty Ltd for the supply and delivery of one (1) 2017 Groundmaster 360 Quad 4WD Mower at \$38,991.62 (ex. GST) be recommended to Council for approval.
3. That the trade-in option from Toro Australia Group Sales Pty Ltd for the purchase of Plant 89 – 2012 Toro 360 4WD Turn Mower for \$10,000 (ex. GST) be recommended to Council for approval;
4. That Council note the total changeover cost of \$28,991.62 (ex. GST); and
5. That Council write to all other tenderers and thank them for their tender submission.

4.4 PLANT 72: SUPPLY AND DELIVERY OF ONE 2017 ROAD MAINTENANCE UNIT (PAVELINE) EMULSION VESSEL (P2-5.36/06)

1. That the information be received and noted;
2. That the tender from Paveline International Pty Ltd for the supply and delivery of one (1) 2017 Road Maintenance Unit (Paveline) Emulsion Vessel at \$378,270.91 (ex. GST) be recommended to Council for approval.
3. That the trade-in option from Paveline International Pty Ltd for the purchase of Plant 72 – 2006 Isuzu FVY 1400 Paveline for \$27,272.73 (ex. GST) be recommended to Council for approval; and
4. That Council note the total changeover cost of \$350,998.18 (ex. GST).

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Council Chambers, 115 Dubbo Street, Warren,
on Thursday 30th November 2017 commencing at 2.00 pm

PRESENT:

Councillor Andrew Brewer	Chairman
Councillor Ron Higgins	
Mr Glenn Wilcox	General Manager
Mr Darren Arthur	Manager Finance & Administration
Mrs Jillian Murray	Treasurer
Mr Steve Thornton	Plant Foreman
Mrs Nicole Livingstone	Secretary (Observer)

1. APOLOGIES

Moved Brewer/Higgins that the apologies tendered on behalf of Councillor Mark Beach and Councillor Rex Wilson, be accepted and a leave of absence be granted for this meeting.

Carried

2.1 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 14TH SEPTEMBER 2017

Moved Brewer/Higgins that the Minutes of the Meeting held on 14th September 2017 be accepted as a true and correct record of that meeting.

Carried

2.2 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON 14TH SEPTEMBER 2017

- Councillor Brewer noted that the report to be prepared for graders and review of change over hours for all machinery was not included in this business paper as requested in the March meeting
- General Manager stated this is to be considered at that January meeting with review of the replacement plant items

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
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WARREN SHIRE COUNCIL

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3. That the trade-in option from Paveline International Pty Ltd for the purchase of Plant 72 – 2006 Isuzu FVY 1400 Paveline for \$27,272.73 (ex. GST) be recommended to Council for approval; and
4. That Council note the total changeover cost of \$350,998.18 (ex. GST).

Carried

5. GENERAL BUSINESS

- Plant Foreman to research and a full report to be prepared for the January meeting regarding costings to purchase either a new or second-hand water tanker for replacement of Plants 153 & 154
 - Manager of Finance and Administration presented a brief over look of the costings to date for the Lonking Loader
 - A full report is to be prepared for the January 2018 meeting regarding full life costings of plant and purchasing considerations
-

6. NEXT MEETING DATES

23rd January 2018

3rd May 2018

2nd August 2018

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 7th December 2017

ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
*27.10.16	QWN - 1 Quigley	Water Sharing Plan – Use of FMZ	GM	Report to December 2017 Council Meeting.
*25.1.17	15.1.17	Sale of land, Silo Subdivision	GM	Report to December 2017 Council Meeting.
25.1.17	16.1.17	Proposed new general industrial area	GM	Rezoning proposal lodged, costings to be produced for subdivision.
*26.10.17	269.10.17 (a)	Flood Emergency Works Non-road	GM	Motion submitted to LGNSW Annual Conference
*26.10.17	271.10.17	Asset Management Policy	GM	Placed on Council's website.
*26.10.17	272.10.17	Draft Fraud and Corruption Control Policy and Plan	GM	Placed on public exhibition
*26.10.17	273.10.17	Draft Procurement and Disposal Policy	GM	Placed on public exhibition
*26.10.17	274.10.17	Draft Business Support Policy	GM	Placed on public exhibition
*26.10.17	275.10.17	Alcohol and Other Drugs Policy	GM	Advised Union Bodies of Council's introduction of the Policy.
26.10.17	278.10.17	Draft MOA – WoW Committee	GM	Being negotiated.
Manager Finance and Administration Services				
25.2.16	48.2.16	Transfer Lot 11 & 12 DP 758264 Collie to Council	MFA	Contact now made. Documents forwarded.
Manager Engineering Services				
27.10.16	282.10.16	Victoria Park Oval rehabilitation	MES	Upgrades to comply with field sizes and fencing water reticulation and pumping.
23.3.17	71.3.17	CCTV Trial – Equipment Quotations Simtec	MES	Ordered solar cameras and pole to overcome electrical connection difficulty.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 7th December 2017

ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Engineering Services				Continued
27.4.17	QWN 1 – Serdity	Kerb and guttering Clyde St Nevertire	MES	Survey complete, works to be scoped.
*24.8.17	216.8.17	Victoria Oval surface	MES	Prepare and present a report to September Council Meeting on way forward.
24.8.17	229.8.17	Plant 11 Lonking Loader	MES	Costings and repair history report to next Plant Committee Meeting.
24.8.17	QWN 2 – Druce	Mitchell Hwy heavy vehicle parking area	MES	Send letter to RMS requesting if area could be cleaned up.
24.8.17	QWN 1 – Williamson	Nevertire signage	MES	Sign ordered.
*28.9.17	236.9.17	Directional signage and other signage – Macquarie Marshes	MES	WOW advised that they need to submit application for signage to TASAC.
28.9.17	237.9.17(a)	Replacement of Council’s loaders	MES	Provide a report to the next Plant Committee.
*28.9.17	237.9.17(b)	Replace Plant 168	MES	Mini Excavator delivered.
*28.9.17	252.9.17	Proposal for Botanical Gardens in Warren	MES	Mr Burke advised of outcome.
28.9.17	253.9.17	Airport Committee	MES	Need a Committee, call for nominations.
28.9.17	254.9.17	Emergency Airstrip	MES	Investigate and write to adjoining Councils.
28.9.17	QWN 1 – Derrett	Warren Cemetery	MES	Report to Council on dirt issues.
28.9.17	QWN 2 – Serdity	Nevertire play equipment	MES	Replenish sand.
*26.10.17	267.10.17 (a)	Regional Sports Infrastructure Fund	MES	Grant being prepared.
26.10.17	267.10.17 (b)	Council Fees and Charges Document	MES	Liaise and distribute a copy to the Showground/ Racecourse Committee members.
26.10.17	269.10.17 (b)	Workshop Service Pit	MES	Undertake an inspection.
*26.10.17	289.10.17	Asset Management Strategy – Revision 1	MES	Placed on Council’s website.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 7th December 2017

ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health & Development				
27.4.17	99.4.17	Outdoor Fitness Equipment Shelter	MHD	2017/2018 Works Program.
27.4.17	99.4.17	Warren Swimming Pool Shade Cover	MHD	2017/2018 Works Program.
27.7.17	183.7.17	Warren War Memorial Swimming Pool assessment	MHD	First quote received, seeking a second quote.
24.8.17	QWN 4 – Druce	Dust suppression, Nevertire Industrial area	MHD	Councillor Motion to December Council Meeting.
*24.8.17	QWN 2 – Brewer	Ewenmar Waste Depot Committee	MHD	Meeting held.
26.10.17	266.10.17 (a)	Sporting & Cultural Centre Mezzanine Floor	MHD	Seek grant funding for reinforcement works.
26.10.17	294.10.17 (a)	Sporting & Cultural Centre Mezzanine Floor	MHD	Close of damaged area to public.
26.10.17	294.10.17 (b)	Sporting & Cultural Centre Mezzanine Floor	MHD	Investigate and present a report to the next Sporting Facilities Meeting on rectifying whole mezzanine flooring excluding Community Room.
26.10.17	266.10.17 (b)	Compile a joint grant application under Regional Sports Infrastructure fund	MHD	Victoria Park users to be consulted and report back to Sporting Facilities Committee.
26.10.17	266.10.17 (c)	Victoria Park Master Plan	MHD	Develop plan.
*26.10.17	270.10.17	Stock on roads and allowable numbers etc	MHD	LLS written to seeking clarification.

RECOMMENDATION:

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

WARREN SHIRE COUNCIL
 Report of the General Manager
 to the Ordinary Meeting of Council to be held 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.

MEETINGS HELD

DATE	COMMITTEE / MEETING	LOCATION
03.11.17	Country Mayors Association Meeting	Sydney
03.11.17	Meeting with Darcy Moar, Hollie Baillieu from Minister Blair's Office	Sydney
03.11.17	Meeting with Dan Newlan from the Deputy Premier's Office	Sydney
03.11.17	Meeting with Don Murray	Sydney
06.11.17	Labour Party Representatives	Warren
07.11.17	Staff Meetings held at Depot and Office	Warren
14.11.17	Local Emergency Management Meeting	Warren
14.11.17	Asset Management Meeting – Coonamble, Gilgandra, Bogan & Warren Councils	Warren
15.11.17	Ewenmar Waste Depot Sunset Committee	Warren
17.11.17	Meeting with Andrew Napier	Orange
30.11.17	Plant Committee	Warren
01.12.17	OROC Board Meeting	Trangie
04-06.11.17	LGNSW Conference	Sydney
06.12.17	North Western Library AGM	Nyngan

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION
23..01.17	Local Government RFS Forum	Bourke

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
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ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))

(E4-37)

RECOMMENDATION

That Council note the Delivery Program Progress Report under s404(5) Local Government Act 1993 and the ongoing actions.

PURPOSE

This report has been prepared in accordance with Section 404(5) of the Local Government Act 1993 and is required at least every six months to inform Councillors of the progress being undertaken towards meeting the community's goals.

BACKGROUND

Council is required under section 404 of the Local Government Act 1993 to work with its community to develop and adopt a four-year delivery plan. Council Adopted its plan for 2017/18 to 2020/2021.

REPORT

Attached to this report is a summary document of the Delivery Plan. The summary has been developed to allow council and the community to easily view the plan and to see how council is working to achieve the outcomes.

The plan contains traffic lights to indicate:

- Green on target;
- Yellow progressing; and
- Red not commenced.

FINANCIAL AND RESOURCE IMPLICATIONS

The Delivery Plan is funded as per Councils Four Year Long Term Budget.

LEGAL IMPLICATIONS

Section 404 states:

“404 Delivery program

- (1) A council must have a program (its delivery program) detailing the principal activities to be undertaken by the council to implement the strategies established by the community strategic plan within the resources available under the resourcing strategy.*
- (2) The delivery program must include a method of assessment to determine the effectiveness of each principal activity detailed in the delivery program in implementing the strategies and achieving the strategic objectives at which the principal activity is directed.*
- (3) The council must establish a new delivery program after each ordinary election of councillors to cover the principal activities of the council for the 4-year period commencing on 1 July following the election.*

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
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ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))
CONTINUED

- (4) *A draft delivery program must be placed on public exhibition for a period of at least 28 days and submissions received by the council must be considered by the council before the delivery program is adopted by the council.*
- (5) *The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months.”*

RISK IMPLICATIONS

No risks identified as plan is reported within legal time frames.

STAKEHOLDER CONSULTATION

The Delivery Plan is available via council for review.

OPTIONS

No options on report exist. The Delivery Plan must be reported to Council.

CONCLUSION

The Delivery Plan is a lead Council document to establish goals and objectives for Council and the community. The attached report provides advice on the council's progress for the year and on an ongoing basis.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

The Delivery Plan 2017/18 to 2020/2021

SUPPORTING INFORMATION /ATTACHMENTS





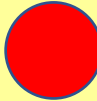


Six monthly report attached.

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at Council Chambers, Warren, on Thursday 7th December 2017

ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))






CONTINUED

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.1.1	Local access to essential services and less out-reach of these essential services	Lobby Government for provision of essential services to be provided locally.	GM	Services provided locally	Regular communication with Interagency and service providers		Council attending Interagency meetings as reported. Meet WMPHS/ Medical Centre.
					Meet twice per year with State and Federal members		Regular meetings with local members.
1.1.2	Maintain high levels of community cohesion and community spirit	Support activities that increase community participation and connection.	GM / MHD	Number of activities	EDO's to communicate with community organisations and produce "What's on"		Email updates provided and reports to Economic Development Committee.
		Provision of an information package for new residents	GM	Completion/ review of package	Supply of packages readily available		Packages available.
		Liaise with Local Aboriginal Communities	GM	Number of activities	Promote combined activities		No activities held.
				Number of meetings	Arrange meetings bi-monthly		Meeting held as introduction October 2017.
1.1.3	Provide leadership and co-ordination of the Warren Interagency group	Provide Chair & Secretariat	MHD	Production of business paper Number of meetings held	Business papers prepared for meeting every 2 months		Meetings held every 2 months.

WARREN SHIRE COUNCIL
 Report of the General Manager to the Ordinary Meeting of Council
 to be held at Council Chambers, Warren, on Thursday 7th December 2017

ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))

CONTINUED


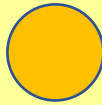


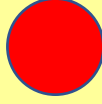

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
		Provision of information on grants etc. and assistance in assessing grants to community groups	MHD	Circulation of information	Information circulated as received		Information circulated as received.
1.1.4	Ensure a high standard of education for Shire residents	Work with organisations to increase the quality and diversity of educational opportunities available locally.	GM	Increase in students enrolled at local schools and TAFE	Meeting with TAFE and schools on courses available		
		Regular meetings with educational providers: - - Schools - TAFE	GM	Number of meetings held	Meet with TAFE and Warren schools at least twice per year. Invite to address Council once per year		
1.1.5	Retain and develop housing for skilled people	Ensure adequate supply of residential land available	GM	Number of lots available	Ensure adequate residential land available		
		Number of private houses available for sale/rent	GM	Liaise with Real Estate agencies	EDO's monitoring		

WARREN SHIRE COUNCIL

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ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))

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






Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment	
1.1.6	Co-ordinate and support community groups to promote events and activities within the local community	Assess requests for support for community events	GM	Donation/support provided with council approval	Develop guideline on usage charges of council facilities when used by community groups		Economic Development Officer's providing support. Staff assist Spring Festival, Rugby and other events.
		Co-ordinate Australia Day and ANZAC Day	GM	Community feedback and number in attendance	Act as secretariat		
		Support community events through administration and secretarial support	GM	Number of committees formed for special events	Involve Council in community events		
1.1.7	Investigate initiatives in attracting and retaining working families	Implementation of actions from Goal 1 Economic Development Strategy	GM	Report on actions taken	Report to each Economic Development Committee meeting on actions		Reported to Economic Development Committee.
1.2.1	Investigate options available looking to develop a solution that can provide leadership and coordination of actions to assist all youth.	Create Community Liaison Committee to develop strategies	MHD	Creation of Committee and number of meetings	Ensure Committee has Youth Membership. Regular reporting to Council.		Not undertaken.
		EIPP program	MHD	Number/success of projects undertaken	Administer and report on Programs		Funding is utilised within the community.

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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
		Community Builders program	MHD	Number/success of projects undertaken	Administer and report on Programs		Funding is utilised within the community.
1.2.2	Promote to youth Warren facilities and activities available	Address schools on facilities available	MHD	Number of addresses to schools	Arrange address to school assemblies		Not undertaken.
		Regular media/information releases	MHD	Media feedback and website hits	Monitor and report feedback		Information circulated when received.
1.2.3	Development of traineeship programs to retain youth	Review trainee places in Council structure	GM	Review structure	Monitor Council structure suitability		Workforce Plan prepared to Council.
		Develop Indigenous traineeships	GM	Review of previous programs and no. of traineeships	Investigate a more suitable model		
		Liaise with businesses to encourage traineeships	GM	Presentation to Chambers of Commerce	Undertake regular presentations to Chamber of Commerce. Monitor and record no. of recruitments.		
1.2.4	Investigate initiatives in creating employment for youth	Liaise with businesses to encourage youth employment	GM	Presentation to Chambers of Commerce	Monitor and record no. of recruitments.		
					Undertake regular presentations to Chamber of Commerce		

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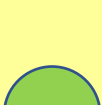

Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.3.1	Provide appropriate levels of health care and aged care within the Shire	Lobby State Government to provide continued services	GM	Services provision	Continue Monitoring		Meetings held with Doctors and Western Health
		Liaise with Warren MPHS	GM	Number of meetings	Minimum 2 meetings per year		.
1.3.2	Advocate for Dentist and Doctors available in Warren to meet community's needs	Continue existing management regime at Warren Family Health Centre	GM	Number of doctors and allied health using facility	Monitor the number/type of health service providers		Regular meetings held and Council working to attract health professionals.
1.4.1	Continually liaise with NSW Police on law and order issues within the community	Regular meetings with local Police	GM	Number of meetings	Meet with the Officer in Charge, Warren sector once a month		Meetings being held through LEMC and Area Command.
		Active participation in Community Safety Precinct meetings	GM	Attendance at meetings	Councillors and GM to attend all meetings. Invite relevant community members.		Meetings being held.
1.4.2	Continually monitor the use of illicit drugs within the community	Regular meetings with local Police	GM	Number of meetings	Meet with the Officer in Charge		Issues raised at Precinct Meetings.
		Pass information to Police	GM	Information passed on	Record information from community and pass on to Police		Issues being forwarded.

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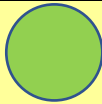

Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment	
1.4.3	Provide adequate protection from fires, other natural disasters and other risks to public health and safety	To provide an adequate Local Emergency Operations Centre with all the necessary administrative, management and technical support	GM	Condition of EOC	Regular inspections of EOC		
		Keep Warren EMPLAN up to date	GM	Review of EMPLAN	Provide administrative, management and technical staff		
		Co-ordinate LEMC meetings	GM	Hold regular meetings	Continually review EMPLAN and CMG's		
		Make available council resources for emergencies	ALL	Provision of resources	Minimum 4 per year		
1.4.4	Help ensure safe and sustainable development	Utilise Sub Regional Land Use Strategy	MHD	Reference to Strategy	Monitor land use practices.		Ongoing.
		Review LEP	MHD	Update LEP	5 year review of LEP		Currently being undertaken under planning proposal.
		Review Development Control Plan	MHD	Update Development Control Plan	5 year review		
		Monitor development	MHD	Ensure Develop in line with legislation/ sustainable	Maintain Registers		Ongoing.

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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
1.4.5	Maintain high standards of street cleanliness, vacant block management	Monitor daily and weekly schedules to ensure coverage and quality of service provided.	MES	Community feedback	Adjust cleaning regime when required		Inspections carried out weekly by RO including review of the quality of the work undertaken, programming and scheduling of works to be done.
		Maintain existing street cleaning regime	MES	Tidiness of streets	CBD twice weekly. Street sweeper 3 days per week		
		Regular inspection of vacant blocks	MHD	Complaints of untidy lots	Inspect vacant lots twice per year		Inspected on a monthly basis.
1.4.6	Maintain town streets and footpaths	Maintain regular footpath inspection	MES	Update of Footpath Defect Register	Inspect footpaths minimum yearly		Footpath inspections undertaken annually by PAE and Defect Register updated. Program of works reported to Council annually for approval and budgeting.
		Regular patching and reseal of streets	MES	Effectiveness of programs	Patching of streets three times per year, reseals as per plan.		




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ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))

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Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
						reported to Council for approval and budgeting purposes.
1.4.7	Provide animal control services to meet the demands of the community	Undertake obligations under the Companion Animals Act	MHD	Regular reporting to Office of Local Government	All reports undertaken by due date	 Ongoing.
		Maintain regular ranger patrolling	MHD	Number of complaints	Complaints register monitored	 Ongoing.
		Continuation of de-sexing program	MHD	Number of animals de-sexed	Continue annual program	 Awaiting next round of funding.







Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
2.1.2	Review and update Economic Development Strategy	Reviewed Economic Development Strategy to Council	GM	Adopt reviewed strategy	To Council for adoption	  
		Implementation of Strategies Schedule	GM	Review and adopt schedules	Monitor actions from Schedule	
				Report to Economic Development Committee		

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ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))

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Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment	
2.1.3	Implement updated activities of the Strategy's Action Plan	Implementation of strategies schedules	GM	Report on actions taken	Report to each Economic Development Committee meeting on actions		
2.2.1	Continue implementation of existing Economic Development Strategy Goal 6 until 2016 Census data released	Implementation of actions from Goal 6 Economic Development Strategy	GM	Report on actions taken	Report to each Economic Development Committee meeting on actions		
2.2.2	Implementation of Streetscape Masterplan and Town Improvement Committee activities	Program/costings of works for Streetscape Masterplan	MES	Adoption of program of work for Streetscape Masterplan	Report to each Town Improvement Committee		Program for Streetscape Masterplan commenced.
		Implementation of Streetscape works	MES	Works undertaken	Commence works as/when adopted		Construction works of Streetscape Masterplan underway.
2.2.3	Actively participate in the Great Western Plains Destination Management Group	Membership of Destination Management Group	GM	Continued membership	Attend regional meetings		Town Improvement Committee updated on a 3 monthly basis.
		Promotion of Warren Shire	GM	Participation in advertising campaign	Investigate advertising possibilities		




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ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))

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Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
2.2.4 Liaise with RiverSmart in line with Council's Economic Development Strategy	Regular meetings to be held	GM	Number of meetings	Minimum bi-monthly meetings to be held		
	Review synergies between various Plans	GM	List of synergies	Develop list with RiverSmart		
	Progress synergies	GM	Report on actions	Report to Economic Development Committee on actions		





Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
3.1.1 Ensure local roads and bridges are maintained /constructed to acceptable community standards in a cost effective, efficient and safe manner	Renew Extended Work Hours Agreement	MES	Sign off agreement	Review Agreement annually		Extended Work Hours Agreement reviewed annually by MES and OM.
	Undertake road standard audits to ensure compliance with standards	MES	Compliance with standards	Undertake inspections – 4 Sector Hierarchy		Road standard audits undertaken at least annually by RO, OM and MES.
	Ensure maintenance is programmed as a preventative measure as far as practicable	MES	Quality/Quantity of work	Monitor works		Routine maintenance works carried out proactively after weekly inspections by RO. Resealing works funded

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ITEM 3 DELIVERY PROGRAM PROGRESS REPORT (S404(5))

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Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment	
	Continued maintenance management system	MES	Review Works programs	Develop Yearly Works Schedule and Condition Assessments		and undertaken on a 10 year cycle as a proactive preventive measure to prevent early breakdown of the wearing surface and pavement, reducing routine maintenance costs.	
	Roads Inspection Procedures manual in place	MES	Inspection schedules	Regular Inspections		Condition assessment carried out annually in line with ACRVM. Annual works program developed by MES and reported to Council for approval and budgeting purposes.	
3.1.2	Ensure regional main roads and highways are maintained to acceptable community standards	Continued maintenance management system	MES	Review Works Programs	Regular PEG meetings		PEG meetings attended by PAE and works program reviewed by PAE.
	Roads Inspection Procedures manual	MES	Inspection schedules	Regular inspections		Inspections carried out regularly by RO and OM and annual inspections undertaken by MES.	

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
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Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment	
	Ensure RMCC requirements are met	MES	RMCC qualified	RMCC requirements met		All RMCC requirements are met and maintained by PAE.	
3.1.3	Maintain and enhance the local aerodrome and promote its use	To maintain aerodrome infrastructure to existing standard and monitor and review operational plans and emergency procedures.	MES	Audit for compliance with standards and licence conditions	Regular inspections in line with requirements		Regular inspections in line with requirements undertaken by RO and OM.
3.1.4	Maintain and enhance local pathways network to meet the needs of all sections of the community	Maintain existing pathways	MES	Monitor works programs	Regular inspections		All footpaths inspected weekly by RO. Condition assessments carried out by PAE annually and work program formulated by PAE and reported to Council for approval and budgeting purposes.
		Investigate grant opportunities for new pathways as per Plan	MES	Number of grants submitted	Monitor and apply for all available grants		Grants sought and applications made where possible by PAE.
3.2.1	Maintain parks, gardens and reserves in a safe and attractive condition	Maintain and monitor a planned system of Parks and Gardens and Reserves maintenance.	MES	Monitor community feedback	Continually review and monitor maintenance program		Maintenance program developed and reviewed weekly by RO.

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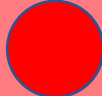
Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
3.2.2	Monitor pool management and implement maintenance and upgrades	To maintain effective pool operation and management	MHD	Report to Council annually	Report to Council annually		Pre-season and post season inspections.
		Review rolling works and upgrade program	MHD	Asset Management Plan	Adopt plan of works		Currently being developed.
3.2.3	Provide a high quality library service that meets the needs of the community	Review all library services and customer needs.	MFA	Analyse user numbers.	Report quarterly to Council		Successful grant 2016 upgrading shelves. Submitted new grant application 9 November 2017 technology upgrade.
		Continued membership North Western Library	MFA	Participation	Active participation continued		AGM scheduled for 6 th December 2017 at Bogan.
3.2.4	Maintain community facilities to an appropriate standard (e.g. Sporting Complex)	Review/monitor maintenance regimes	MHD MES	Report to Council/ Community Feedback	Report to Council monthly		Building & Maintenance Officer & MHD have been creating a works program.
3.2.5	Maintain and service the villages of Collie and Nevertire	Regular inspection of villages	MES/MHD	Work schedule	Inspections undertaken twice per year		Inspected weekly by RO.
3.2.7	Upgrade and refurbishment of Warren Shire Council Chambers to comply with legislation	Review requirements	GM / MHD	Review requirements	Review Project		New Plan required.
		Redevelop a Concept Plan	GM / MHD	Development of new Concept Plan	Quantity Survey new project		







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Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
	Undertake developed and adopted Plan	GM / MHD	Project finalisation	Works required		







Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment	
4.1.1	Monitor Warren Shire Council LEP	Utilise Sub Regional Landuse Strategy in reviewing LEP	MHD	Review 2012 LEP	5 year review		Review linked with current planning proposal.
	Document problem issues arising from implementation of LEP.	MHD	Number of reforms to LEP	Monitor LEP operation		File maintained detailing arising matters.	
4.1.2	Actively participate in the Environment and Waterways Alliance	Active membership of Water Quality & Salinity Alliance	MHD	Attendance at meetings	Regular attendance at meetings		Actively attend meetings.
	Implementation of projects	MHD	Number of projects Council involved in	Involvement when Project is applicable to Warren		Actively engage with sole/group projects.	
4.1.3	Management of noxious plants	Delegated to CMCC (Council x 2 delegates)	Delegates	Report to Council	Report to Council quarterly		Verbal reports given at Council Meetings.
4.1.4	Maintain involvement and support of Local Land Services (LLS)	Liaise continually with LLS on natural resource management issues	GM / MHD	Number of meetings	Meet with LLS when required		1 meeting held.

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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
4.2.1	Ewenmar Waste Depot – New Management Regime	Development of new management regime and strategy	MHD	Adoption of Plan and Strategies	Finalise Plan and Strategy to Council		Currently investigating.
		Implementation of Management Plan and Strategies	MHD	Report on actions taken	Report to each Ewenmar Waste Depot Committee meeting on actions		Currently investigating.
4.2.2	Reduce rate of landfill through waste management, minimisation and collection methods	Participate in regional initiatives relating to waste disposal and reduction.	MHD	Reduction in landfill	Investigate options		Participating in various Netwaste projects.
		Investigate all avenues for recommencement of kerbside recycling	MHD	Re-introduction of recycling	Investigate options		Currently investigating.
4.2.3	Ensure the efficient and cost effective operation of Council's road making materials (eg. gravel pits.)	To regularly monitor the safety and operations of gravel pits under Council's control to review and act under the safety and Environment standards.	MES	Compliance with all safety, mining and environmental standards	Minimum operations at Mt Foster Quarry All gravel pits inspected prior and after usage		All gravel pits inspected by RO and OM as required.
4.3.1	Manage environmentally responsible drainage works in accordance with Council program	Complete proposed works within each program year.	MES	Design and construction on time and within budget.	Works schedule monitored		No relevant drainage works have been carried out within 2016/17.

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Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
4.3.2 Provide Warren and villages of Collie and Nevertire with an adequate and safe water supply that is appropriately priced for all consumers	Operation in line with Warren Shire Council's Business Plan for Water Supply & Sewerage Services	MES	Adherence to Plan	Completion of Restart NSW 357 Projects		Restart NSW Water Security Project 90% complete. Connection for the new Collie bore nearing completions.
	Compliance with best practice	MES	Annual report	100% compliance		Compliant.
	Continued active membership of Lower Macquarie Water Utilities Alliance	MES	Council involvement in LMWUA	Actively involved in LMWUA Board and Technical Committee		Actively involved with LMWUA Technical Committee.
4.3.3 Provide Warren and village of Nevertire with an adequate and environmentally acceptable sewerage scheme that is appropriately priced for all consumers	Operation in line with Warren Shire Council's Business Plan for Water Supply & Sewerage Services	MES	Adherence to Plan	Ongoing		
	Compliance with best practice	MES	Annual report	100% compliance		
	Continued active membership Lower Macquarie Water Utilities Alliance	MES	Council involvement in LMWUA	Actively involved in LMWUA Board and Technical Committee		Yes actively involved.

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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
5.1.1	Implementation of Council's Community Engagement Strategy	Use of Engagement Strategy to consult with community	GM	Reference to Strategy	Strategy to be used when consultation with community required		Review Strategy.
5.1.2	Implementation of required agreed community actions	Co-ordinate communication with Community Liaison Committee	GM	Report on actions taken	Report to Council and Interagency on actions		
5.1.3	Promote timely and quality dissemination of information to the community	Regular community updated by various media	GM	Report on actions taken	Monitor and report to Council		As required.
5.1.4	Convey community issues to the Government	Lobby of behalf of the community	GM	Number of communiques	Record and report communiques		As required.
5.2.1	Quality customer service focus by Council staff	To promote quality customer services with all Council employees.	ALL	Customer satisfaction	Community feedback monitored		KPI's developed for staff.
5.2.2	Timely and accurate reporting for efficient management and accountability	Review Council Committees and Administrative support on an annual basis	GM	Report to Council	Review September 2017		Review commenced and committees identified.

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Strategies	Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
	To promote timely and quality dissemination of information to the community, as well as internally throughout the Council organisation	ALL	Review annually	Website E-mail system Weekly column in paper Rate notices		Monthly Councillor/staff newsletter. Website updated and Mayoral Column.
	To review business papers to improve information provided to elected members and the public.	GM	Council determination	Review September 2017		Progressive review.
	To ensure compliance with statutory and regulatory requirements for financial reporting and public accountability by the due dates.	MFA	Reporting on time to auditors, Ministers and the general public.	All statutory reporting undertaken by due dates		All statutory and financial reports submitted before due dates
	To provide for revenue and expenses in a fair and competent manner with due regard for Council's financial position and public accountability.	MFA	Council's financial reporting analysis	Regular reporting to Council		September Budget Review submitted to October Council Meeting.

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Strategies		Council Delivery Program Actions	Responsible Officer/ Department	Measures	Detailed Actions	Target	Comment
5.2.3	Effective staff training and development processes in place	Review staff training and development	ALL	Adoption of Training Plan for individuals following performance appraisals.	Develop standard performance appraisal timeline		Performance Appraisals undertaken and annually to occur in February.
		To implement systems for performance management and staff review.	ALL	Review Salary System	Report to Consultative Committee		Consultative Committee established September 2017 and reviews commenced.

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ITEM 4 PROPOSED BASIN PLAN AMENDMENTS FOR THE NORTHERN BASIN CONTINUED

Basin Plan amendments
 Northern Basin Review

Proposed changes to the Basin Plan

The MDBA proposes changing the total water recovery in the northern basin from 390 GL to 320 GL on the basis governments commit to implementing certain measures aimed at improving water management. This means more water will be available for industries and communities.

It is also proposed to change the way water is recovered by reducing the shared reduction amount and increasing local reduction targets in some areas. For some catchments this will see water recovery targets increase, while others will remain the same.

Proposed change to northern basin water recovery target



What this means for your catchment area

The breakdown of what changes are proposed for each catchment area is listed in the following table:

State	Catchment area	Current local recovery targets (GL/y)	Current assumed shared recovery (GL/y)	Proposed local recovery targets (GL/y)	Assumed shared recovery* (GL/y)
QLD	Paroo	0	0	0	0
	Warrego	8	0	8	0
	Nebine	1	0	1	0
	Moonie	0	2	0	2
	Condamine-Balonne	100	42	100	0
	Queensland Border Rivers	8	15	14	15
	Queensland total recovery	117	59	123	17
NSW	Intersecting Streams	0	8	0	8
	Gwydir	42	14	42	0
	NSW Border Rivers	7	9	7	0
	Namoi	10	14	20	0
	Macquarie-Castlereagh	65	18	55	16
	Barwon-Darling Watercourse	6	22	32	0
	NSW total recovery	130	85	156	24
Local and shared subtotals		247	+ 143	279	+ 41
Northern basin total water recovery		= 390		= 320	

*The New South Wales and Queensland governments may determine the distribution of the shared reduction amount, otherwise a default arrangement will apply.

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ITEM 5 WARREN SHIRE COUNCIL ANNUAL REPORT 2016/2017 **(A1-14)**

RECOMMENDATION

That Council note the Annual report as posted to Council's Web Site 30th November 2017.

PURPOSE

This report has been prepared in accordance with Section 428 of the Local Government Act 1993 and is required to be posted to its website by 30th November annually.

BACKGROUND

Council is required under section 428 of the Local Government Act 1993 to prepare an Annual Report and post this to its web site as well as advise the Office of Local Government.

REPORT

Attached to this report is Council's Annual Report.

The annual report identifies the reportable areas that are required for the community to assess how Council is working towards meeting community expectations and outcomes. The report is also required to include information on Councils audited financial statements and requests for information.

The report has been prepared in accordance with section 406 of the Act.

FINANCIAL AND RESOURCE IMPLICATIONS

No financial impacts are identified.

LEGAL IMPLICATIONS

Section 428 states:

"428 Annual reports

- (1) Within 5 months after the end of each year, a council must prepare a report (its annual report) for that year reporting as to its achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.*
- (2) The annual report in the year in which an ordinary election of councillors is to be held must also report as to the council's achievements in implementing the community strategic plan over the previous 4 years.*
- (3) An annual report must be prepared in accordance with the guidelines under section 406.*

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ITEM 5 WARREN SHIRE COUNCIL ANNUAL REPORT 2016/2017
CONTINUED

- (4) *An annual report must contain the following:*
- (a) *a copy of the council's audited financial reports prepared in accordance with the Local Government Code of Accounting Practice and Financial Reporting published by the Department, as in force from time to time,*
 - (b) *such other information or material as the regulations or the guidelines under section 406 may require.*
- (5) *A copy of the council's annual report must be posted on the council's website and provided to the Minister and such other persons and bodies as the regulations may require. A copy of a council's annual report may be provided to the Minister by notifying the Minister of the appropriate URL link to access the report on the council's website."*

RISK IMPLICATIONS

No risks identified as plan is reported within legal time frames.

STAKEHOLDER CONSULTATION

The Annual Report is available on Councils web site for review.

OPTIONS

No options on reporting exist. The Annual Plan must be reported to Council.

CONCLUSION

The Annual Report is a key Council document to report its progress against goals and objectives for Council and the community. The attached report provides advice on the council's progress for the 2016/17 financial year.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

The Delivery Plan 2017/18 to 2020/2021 and Local Government Act 1993.

SUPPORTING INFORMATION /ATTACHMENTS

Report attached.

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ITEM 6 PURCHASE OF INDUSTRIAL LAND SILO ROAD
(S1-1.30/5, S1-1.30/6, S1-1.30/7, S1-1.30/8, S1-1.30/9, S1-1.30/10, S1-1.30/11, S1-1.30/13)

RECOMMENDATION that:

1. Council not accept Mr Bermingham's offer;
2. Council undertake a clean-up of the lots; and
3. Council advertise the lots for sale.

PURPOSE

This report has been prepared to allow council to determine the sale of land in Silo Road Warren.

BACKGROUND

Over a period of time, Council has been negotiating with the applicant for the purchase of land at Silo Road Warren. Council has received a formal offer to purchase the land as attached and subject to conditions.

REPORT

Attached to this report is a formal offer to purchase land at Silo Road. The purchase price offered is \$30,000 for all available lots based on an assessment of works required to clean up and remove items from the land.

Councils previous General Manager commenced negotiations for the sale and purchase of land in this industrial area with the applicant and to this point a formal offer has not been available.

After discussions held with the applicant a formal offer has been made which includes a number of offers subject to the land condition and removal of material.

Council at its October meeting approved for public display a business support policy that addresses land sales. This policy indicates;

“Land Sales

- *Council may determine to sell or lease land to a for profit or not for profit business and set a sales rate that is below the normal valuation rate for land to attract or allow the expansion of a business.*
- *Council will base its decision on the market forces that apply at that time, the availability of similar land held in private ownership and the opportunity to attract a business that can generate employment locally.*
- *A guide to Council will be that the normal market land price maybe reduced as follows:*
 - *Land purchase for a future development – price based on the annual Valuer General determination for the land parcel, or*
 - *A business that employs between 1 and 5 people – 30% discount, or*
 - *A business that employs between 6 and 15 people – 50% discount, or*
 - *A business that employs between 15 or more people – 75% discount.*
 - *The business shall be responsible to meet all legal costs of the land transfer.*

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ITEM 6 PURCHASE OF INDUSTRIAL LAND SILO ROAD

CONTINUED

(Evidence of the business staff numbers or growth to meet future staff numbers must be supplied in a business case plan that is supported by advice from a business consultancy service eg accountant or government or private business advisor)."

An inspection of the land indicates that over many years Council has been stock piling materials on the site including concrete, soil and other road base products. Council has recently undertaken a clean-up of old water pipes and other materials on site.

An estimate to remove the remaining concrete and soils across the site is estimated at \$80,000. Council should remove the materials that it has placed at this location to an approved facility to ensure that no contamination of the site exists on the sale of the land. A land clearance certificate should be obtained and provided with the land sales contract.

FINANCIAL AND RESOURCE IMPLICATIONS

This land has been used by Council for many years to dump materials on site rather than taking them to the waste depot. The estimated clean-up cost of \$80,000 shall be funded from water and sewerage funds and from general fund.

Materials that can be crushed should be separated at the land fill and crushed at a later time for reuse. Council has not included this amount in its annual budget.

If the land is clean of material, then the Valuer Generals value should be the land sales price. The present Valuer Generals Land price is:

- The Valuer generals value for lots 5,6,7,8 is \$79,200
- The Valuer Generals value for lots 9,10 and 11 is \$ \$65,000 and
- The Valuer generals value for lot 13 is \$26,200

LEGAL IMPLICATIONS

Council should undertake the land clean up to remove any like hood of land contamination and provide a contamination clearance certificate with any sales advice.

If this clean-up is not undertaken and a disclosure of contamination is not made, then the Council may become liable at some future time for the costs associated with the clean-up and compensation.

RISK IMPLICATIONS

To reduce the risks associated with this land area, Council should removal all materials placed on this land and obtain a land clearance certificate to be included in any sales document.

STAKEHOLDER CONSULTATION

Sales of land are to be open to the public.

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ITEM 6 PURCHASE OF INDUSTRIAL LAND SILO ROAD

CONTINUED

OPTIONS

Council has the option to sell or not sell the land in entirety as proposed or by the individual allotments.

CONCLUSION

This land area has been designed to develop industrial or commercial type developments. An offer to purchase all lots has been made subject to various sales options.

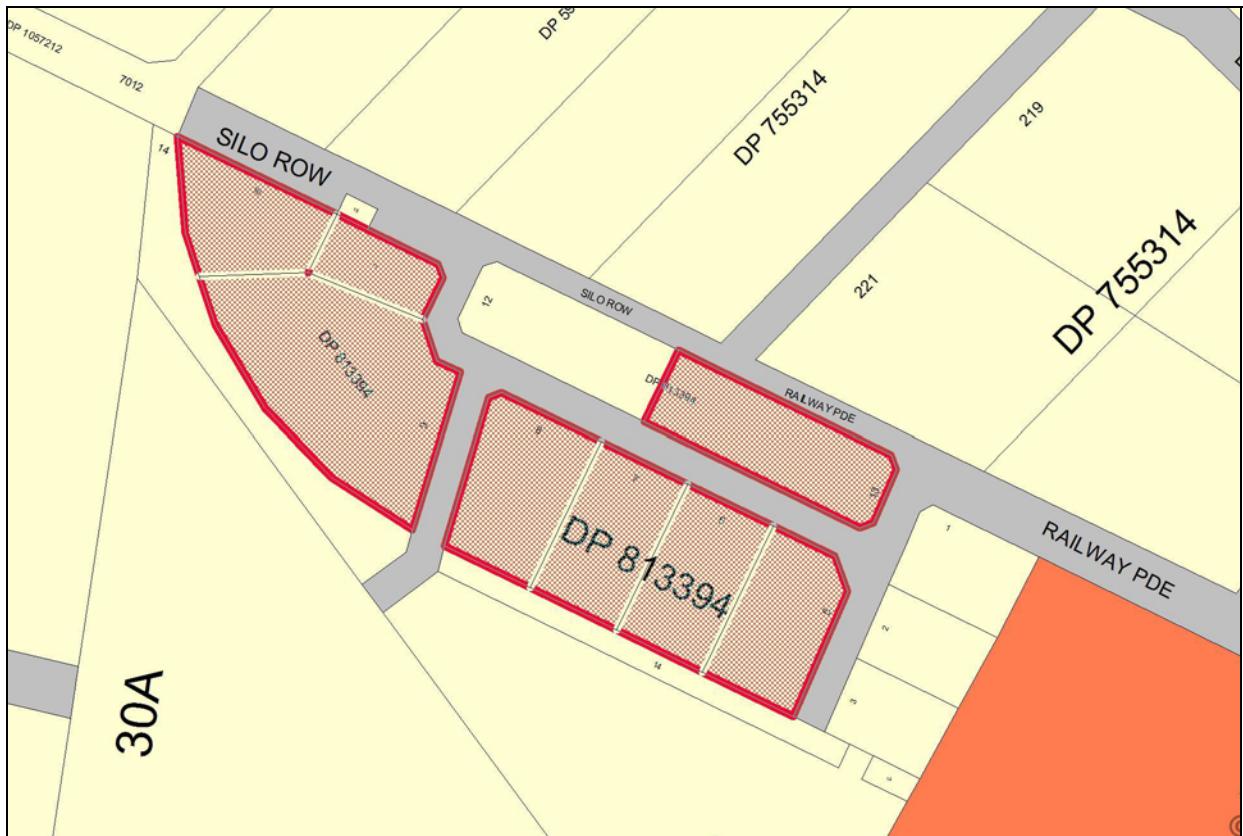
An inspection of the land indicates that Council has been using this area to deposit soils and other materials on the site and that to ensure that the site does not contain contamination, that Council should clean up the land prior to any future sale. Once the land is cleaned of materials that a clearance certificate is obtained for inclusion with any sales documents.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Letter from applicant to purchase land.



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ITEM 6 PURCHASE OF INDUSTRIAL LAND SILO ROAD

CONTINUED



PO Box 299
WARREN 2824
Builders Licence
No: 37361C

Phone: 02 6847 3741
Fax: 02 6847 3003
Mobile: 0419 414 905
Email: mlbcon@bigpond.com

26 October 2017

Glen Wilcox
Warren Shire Council
115 Dubbo Street
Warren
NSW 2824

Glen



Thanks for taking the time to speak with me about the purchase of Shire land in the DP 813394. As discussed in that meeting I currently own Lots 1, 2 and 3 Silo Row from where I conduct a Ready Mix concrete and excavation business. As we are out growing the current facilities we have and are looking to expand into other areas that will complement our existing business such as sand, soil, landscaping supplies and prefabricated concrete structures, we will need more land.

I have previously spoken with Ashley Wielinga and Milton Quigley about the sale of lots 5, 6, 7 and 8 Silo Row, both Ashley and Milton have indicated that council are willing to sell the 4 lots to me and that a price needs to be established to progress the sale.

I believe I will need to also purchase Lots 9, 10 and 11 as well because there is a water reservoir that consumes the three blocks acting as a drainage point for Lots 1, 2, 3, 5, 6, 7 and 8. Lots 5, 6, 7 and 8 currently have a large open drain running through them to Lots 9, 10, and 11 for storm water drainage for lots 1, 2, and 3.

Lot 5, 6, 7 and 8 currently have a large amount of concrete rubble and building waste stored on them as well as large trees that will all need to be removed, the existing drain will need to be filled in and the 4 lots will all need to be laser levelled with a fall to the north western side and then drained to the current storm water reservoir on lots 9, 10, and 11. Two road crossings will also need to be completed for the land to be usable.

Purchas proposals are as follow

Proposal 1

Purchas lot 5, 6, 7, 8, from council fully functional with existing concrete waste and trees removed, existing drain filled and compacted. Laser levelled and road crossings completed. New road formed and top dressed for all weather use between lots 5, 6, 7, 8 and 12, 13 as marked on DP 813394.

Proposal 2

Purchas lots 5, 6, 7, 8, 9, 10, 11 as is and remove all concrete rubble, building waste and trees. Backfill drain compact, laser level to drain to stormwater catchment and complete both road crossing myself. Council to form and top dress new road as shown on plan.

Proposal 3

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ITEM 6 PURCHASE OF INDUSTRIAL LAND SILO ROAD

CONTINUED

Purchas lots 5, 6, 7, 8, 9, 10,11 and 13 as is and complete all works as mentioned in prop no 2 myself, close proposed new road to the end of lot 8, this will allow the use of the existing roadway between lots 8 and 9.

The most current valour general valuations for lot 5, 6, 7, 8 is \$79,200 and \$65,600 for lots 9, 10, 11 \$26,200 for lot 13.
Total cost of \$171,000 for all 8 block that would need to be suitable for occupation.

My preferred option

My preferred option is proposal 3 as I have the machinery, equipment and knowhow to complete the project to my personal preference and in a timely mana

As lots 9,10 and 11 are unable to be used for anything other than a stormwater catchment and all of the other lots require a considerable amount of work and recourses for the land to be of any use. I would estimate the cost of all lots mentioned in proposal 3 would be around \$30,000.

Regards

Mark Bermingham

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ITEM 7 DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY (S12-1.1)

RECOMMENDATION

1. That Council note the Draft Work Force Plan and Strategy;
2. That Council displays the Draft Work Force Plan and Strategy for a period of 28 Days to allow the public to make comment; and
3. That Council write to the Union Groups and seek comment as to the Draft Workforce Plan and Strategy as required by the Local Government Award.

PURPOSE

This report and draft Work Force Plan has been prepared in accordance with the Local Government Act 1993.

BACKGROUND

The Workforce Plan and Workforce Management Strategy (WMS) makes up one of three (3) components of Council's Resourcing Strategy as required under the NSW Local Government Integrated Planning and Reporting framework.

This WMS is designed to outline the strategies and plans which determine how Warren Shire Council will ensure appropriate human resources are available and are fully skilled to meet the Delivery Program. By identifying present workforce skills, considering what will be needed into the future and planning analytically, Council can limit the risks associated with unanticipated events and ensure we are appropriately resourced to handle the changes and challenges that will need to be faced in the coming years.

REPORT

The NSW Government's framework for Integrated Planning and Reporting (IP&R) provides a clear mechanism to allow Council to partner with the community in the development of a long-term Community Strategic Plan (CSP). The intent is for Council and the community to have important discussions about funding priorities, service levels, preserving local identity and to plan, in partnership, for a more sustainable future.

IP&R supports the objectives and outcomes of Warren Shire Council (WSC) to meet the needs and expectations of our community. Council takes its role and commitment to the community seriously and will try and ensure that it:

- Proactively communicates service standards and actively manages expectations;
- Is responsive to changing demands and priorities;
- Increases efficiency and productivity while remaining cost competitive; and
- Creates a positive corporate culture that fosters teamwork, excellence and innovation.

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ITEM 7 DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY CONTINUED

The successful implementation of the Workforce Plan and Strategy recognises that our employees are our greatest asset and we will continue to build upon the workforce planning foundation that we are developing. A committed and engaged workforce results in improved organisational outcomes, and ultimately improved service delivery and facilities for our community.

The Plan identifies the staff positions and numbers required to meet legislative outcomes, to plan for a transition to retirement of older staff and for the on-ground service expectations of our community through the four-year delivery program.

FINANCIAL AND RESOURCE IMPLICATIONS

Council provides funding through its annual, four years and ten year works programs. This plan and strategy shall require funding in future budgets.

New positions identified in this plan shall not be implemented until the 2018/19 budget to ensure that funding is provided and that work plans reflect the staff resources available.

LEGAL IMPLICATIONS

This draft plan has been prepared in accordance with the IP&R process and following a review of Councils approved IP&R documents.

RISK IMPLICATIONS

A risk has been identified in that for Council to meet legislative and community expectations, Council must have a skilled work force to perform the duties required.

This plan and strategy has identified that Council needs to invest in its work force, to plan for future retirements and that training is provided to ensure the skill and worker safety levels are maintained.

STAKEHOLDER CONSULTATION

This draft plan shall be advertised to the public and to the Unions that represent staff. Councils staff consultative committee has viewed the plan.

OPTIONS

Council may decide not to adopt this plan after community consultation or it may wish to amend the plan.

CONCLUSION

The Draft Workforce Plan and Strategy has been developed based on the IP&R documents that council has approved. The plan identifies resources required, training needs and safety requirements for staff.

The plan has been discussed with council's staff consultative committee.

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ITEM 7 **DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY** **CONTINUED**

WARREN 

Shire Council

Come on Down

**WORK FORCE PLAN
AND STRATEGY**

Review Date
AUGUST 2021

0

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ITEM 7 DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY CONTINUED

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ITEM 7 DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY CONTINUED

WORKFORCE VISION

Warren Shire Council is committed to becoming an established Employer of Choice that provides an excellent quality of work life and opportunities for its people.

WHY DO WORKFORCE PLANNING

Workforce planning is about forecasting and predicting trends. It is not an exact science but a continual process designed to analyse the current workforce and future needs, identify gaps between present and future requirements and develop solutions to ensure Council can achieve its mission and objectives.

Workforce planning aims to have the right people in the right places with the right skills and motivation doing the right jobs at the right time.

Workforce planning will help Council to:

- Make staffing decisions to provide services based on strategic priorities;
- Identify potential resource or skill shortfalls and take steps to address these;
- Identify and plan for new and emerging roles;
- Recruit appropriate numbers of staff to meet future needs;
- Develop workforce skills that take time to grow;
- Provide improved career development opportunities;
- Reduce staffing costs through appropriate staffing levels;
- Increase employee motivation and contribution through better job design and responsibility;
- Contain human resources costs including the cost of turnover, absenteeism and injury.

This Workforce Plan and Strategy is an extension of Council's existing employee programs, policies and initiatives and is designed to complement and enhance these.

BACKGROUND

The Workforce Management Strategy (WMS) makes up one of three components of Councils *Resourcing Strategy* as required under the NSW Local Government *Integrated Planning and Reporting framework*.

This WMS is designed to outline the strategies and plans which determine how Warren Shire Council will ensure appropriate human resources are available and are fully skilled to meet the Delivery Program. By identifying present workforce skills, considering what will be needed into the future and planning analytically, Council can limit the risks associated with unanticipated events and ensure we are appropriately resourced to handle the changes and challenges that will need to be faced in the coming years.

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SENIOR STAFF ORGANISATION STRUCTURE



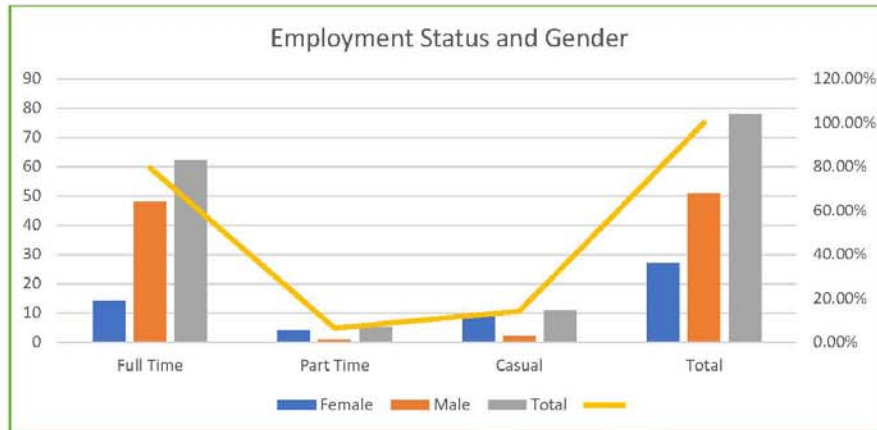
Employment Type

Warren Shire Council (WSC) workforce is made up of full-time, part-time and casual employment. Council has a Full Time equivalent workforce of 80 persons (including 4 new positions and permanent casual positions, additional casuals are used due to annual leave, etc as and when required). The present Workforce Plan 2012/13 to 2016/16 identifies 73 FTE's but over time additional positions have been included.

While the variety in employment types offers appropriate flexibility to Council in resourcing its activities, the length of service and regularity of hours, Council will need to look at future work commitments and the hiring of casual or part time employees to meet these short-term work needs. Council will establish clear objectives and strategies from some departments and what workforce mix will achieve these short-term outcomes.

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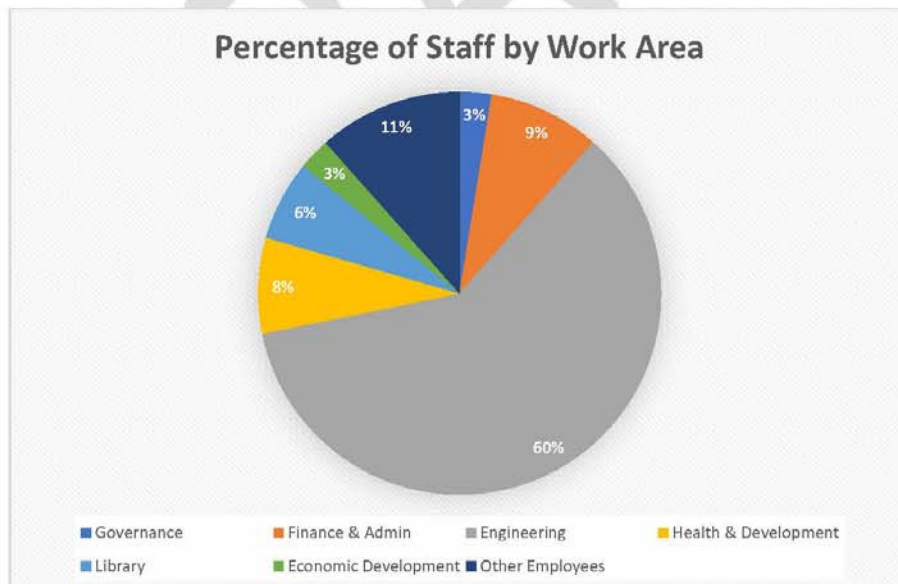
ITEM 7 DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY CONTINUED



Occupation Profile

Over half of our staff (60%) are employed within the Engineering Services division of Council. This group are responsible for service delivery across a variety of areas including Roads, Parks, Water Supply, Sewerage, Waste, and the airport.

Other staff are shown in the graph below and make up all service areas across Councils regulation, administration and community service areas.



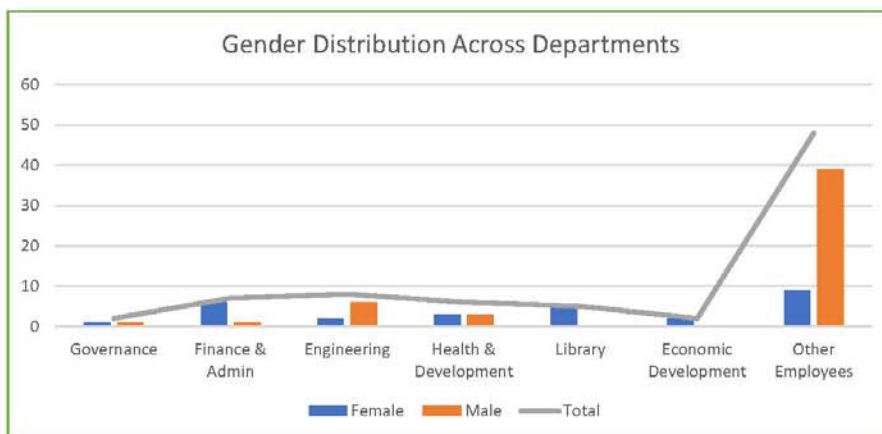
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Gender Profile

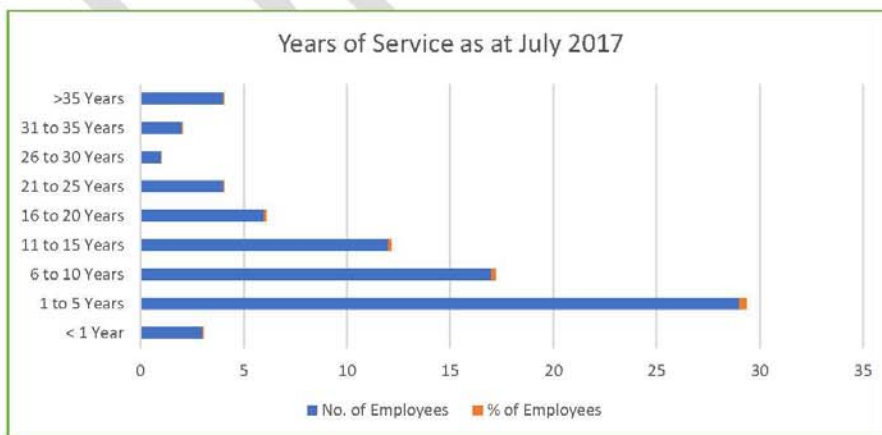
In 2017, Warren Shire Council has an approximate gender split of 38% female and 62% males across the organisation. This balance is largely due to Council's large male workforce in the Engineering section of Council.

The Executive Team gender profile does not reflect this balance, where we have 1 out of 4 members of the Executive team being female or 25% of our Leadership group being female.



Length of Service

The length of service at Warren Council is highlighted in the graph below. This is a good balance of service by staff and reflects a gradual aging of the workforce. Council needs to ensure that new staff are trained to develop their skills to allow a transition from older employees to pass on the knowledge and skills they have to upcoming staff members.



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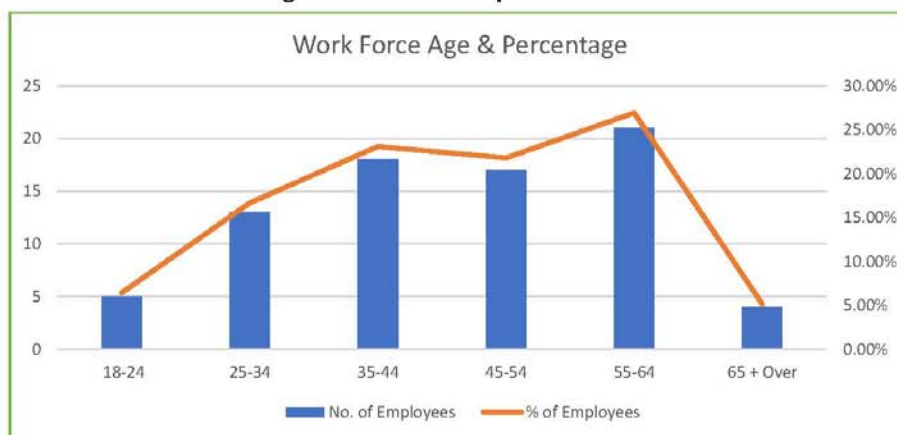
ITEM 7 DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY CONTINUED

Age Distribution

Local Government has a high number of mature aged workers compared to the national average for industries. Within NSW local councils, 52% of the workforce is aged between 35 and 54 years and 20% aged 55 years and over. (2010 Census of Local Government: Report on Findings – August 2011).

WSC is comparable in this profile with 45% of staff between the age of 35 and 54 and 30% of staff over the age of 55. Those over the age of 55 were split across Office staff and the Engineering Services group and primarily involved in manual handling tasks.

Age Distribution Comparison



CURRENT WORKFORCE CHALLENGES

The following issues are identified as being of importance and/or key challenges in the management and development of WSC human resources and the delivery of Council’s strategic objectives:

- Attracting skilled and qualified staff;
- Retaining and optimising our existing staff, particularly those with longer employment service and operation critical skills;
- Successful adoption of new systems and procedures to improve efficiencies and provide better service delivery;
- Identifying ways to recognise effort and encourage high performance culture;
- Being able to offer career development;
- Capturing and transferring corporate knowledge and know-how;
- Providing valuable learning and development opportunities;
- Skills shortages and challenges in recruiting some service critical positions;
- Provision of career progression opportunities and succession planning for staff.

These challenges are not unique to Warren Shire Council, local government or the region. To attract, develop and retain a workforce that is capable of meeting the aspirations of our community, keeping

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pace with the changing environment we must continue to focus on the human resources of council to implement change.

WORKFORCE MANAGEMENT STRATEGIES

Having the right people in the right place at the right time is the main deliverable of the plan. Our people are the ongoing key to the success of Warren Shire Council as an organisation. To deliver this outcome we will work across the following key areas:

1.0 Safety and wellbeing of our staff

We are committed to creating a culture where the health and safety of our employees is paramount. We will not only promote workplace safety, but also recognise the importance of a holistic approach to employee health and wellbeing. Council will provide an organisation wide approach to the effective management of workplace health and wellbeing by promoting initiatives and education that assist employees to sustain a healthy, safe and supportive lifestyle.

Action 1

- 1.1 Provide and maintain a safe and healthy working environment
- 1.2 Provide training and support to reduce worksite injuries
- 1.3 Pro-actively manage Return to Work and Workers Compensation
- 1.4 Develop Staff well-being programs
- 1.5 Provide Employee Assistance Program for staff and immediate family members

2.0 Building career paths

The development of our staff is critical to meeting the changing environment and challenges faced by Council. We will create an environment where innovation and accountability exists at all levels of the organisation. Council programs will shape Councils' culture and assist to grow our current and future leaders. We will foster a culture of lifelong learning by providing staff with learning and development opportunities that meet their personal and career goals and align with Councils' objectives.

Action 2

- 2.1 Establish learning and development systems that equip staff for their respective roles
- 2.2 Develop a succession planning program and plan
- 2.3 Provide opportunities for resource sharing across departments and career pathways for staff.

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3.0 Reward and Recognition

We are aware of what motivates our people and have a range of formal and informal systems to ensure our people are remunerated, recognised and valued for their work and commitment to Council and the community. We will ensure that our remuneration system is reflective of our position in the employment market.

Action 3

3.1 Review and implement effective and transparent reward and recognition systems, that are competitive against our adjoining council areas (OROC).

3.2 Undertake annual performance reviews for all staff.

3.3 Implement and maintain a performance management framework to enable clear reporting on progress against milestones and key indicators in Councils strategic planning documents.

3.4 Provide staff with delegations and support to undertake their position.

3.5 Develop inhouse, a human resources section to deliver on award and performance areas and to improve work health and safety outcomes.

4.0 Attraction and retention processes

It is vital that we have the right people, with the right capabilities, skills and attitudes in the right jobs. The experience and knowledge that our staff possess is one of our biggest assets. We will attract and retain the best people to enhance the work environment for our employees. We will develop, implement and continually improve our recruitment and selection techniques to ensure they reflect the immediate and longer-term needs of the organisation.

Our recruitment activities will be complemented by our internal professional development strategies and plans to ensure that we grow and develop our existing workforce to meet Council's emerging needs and provide rewarding careers to our staff.

Action 4

4.1 Focus on our recruitment and retention activities on ensuring we have the right people, with the right skills at the right time to achieve our objectives.

4.2 Establish Warren Council as an employer of choice that trains, recruits and retains talented staff and facilitates a diverse workforce

4.3 Resource the organisation of Council adequately to provide the services and support functions required to deliver goals and strategies detailed in this plan.

4.4 Implement strategies and structures to support flexible work arrangements

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ITEM 7 DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY CONTINUED

5.0 Leadership capability

Our Council and staff will be supported by well trained and supportive leadership group. The effective leadership of an organisation is paramount to maximising efficiency and to achieve organizational goals. Council's leaders are invaluable when it comes to formulating and communicating new strategic directions, as well as communicating with and motivating employees to increase dedication to organizational goals. We will continue to invest in our existing and emerging leaders to ensure the ongoing success of Warren Shire Council.

Action 5

- 5.1 Improve the leadership capability of the current and future leaders of Council
- 5.2 Establish a succession management program for key positions within Council.
- 5.3 Develop a clear communication strategy for leaders and the organisation.

6.0 Maintaining a diverse workforce

The Local Government Act 1993 requires local government authorities to plan for a diverse workforce. Warren Shire Council sees this much more than a statutory requirement and recognises the value of diversity and equal employment opportunity both within its workforce and its community.

Action 6

- 6.1 Commitment to promoting a supportive and diverse workforce

FORECASTING WORKFORCE REQUIREMENTS

Current Delivery Program Needs

The primary purpose of the Workforce Management Strategy is to meet the staff requirements of the current Delivery Program actions. The Council's Delivery Program determines current and future human resources needs and provides details of goals, strategies and actions the Council is seeking to achieve for both the community and the workplace.

The Long Term Financial Plan (LTFP) has forecast FTE numbers to remain relatively stable, with only a small increase or decrease over the next four years. At the same time, wage costs are expected to remain steady, increasing at a consistent rate in line with Award salary increase and scheduled performance reviews.

The current position of our workers compensation premium will continue to be a significant focus for the organisation, with a continued strong focus on workplace health and safety systems, operations and pro-active management of return to work programs.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 7th December 2017

ITEM 7 DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY CONTINUED

EXECUTIVE OFFICE (5 FTEs plus 3 x Managers)



Human resources are becoming a time-consuming requirement for senior managers and is drawing them away from strategic work areas. The proposed new position is to assist all staff in the award, performance and negotiation areas.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 7th December 2017

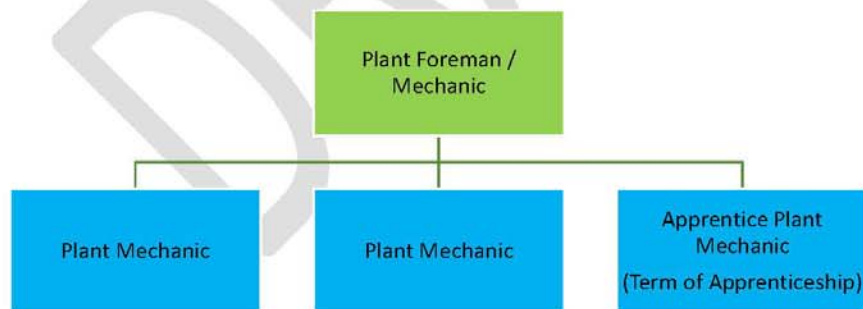
ITEM 7 DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY CONTINUED

ENGINEERING SERVICES (49 - 50 Total Sectional Staff FTEs)



Note: The Engineer Projects and Assets position will not be filled if and when it becomes vacant. A new position as Asset Accountant shall replace this position in the Finance section.

FLEET BRANCH (4 Persons FTEs)

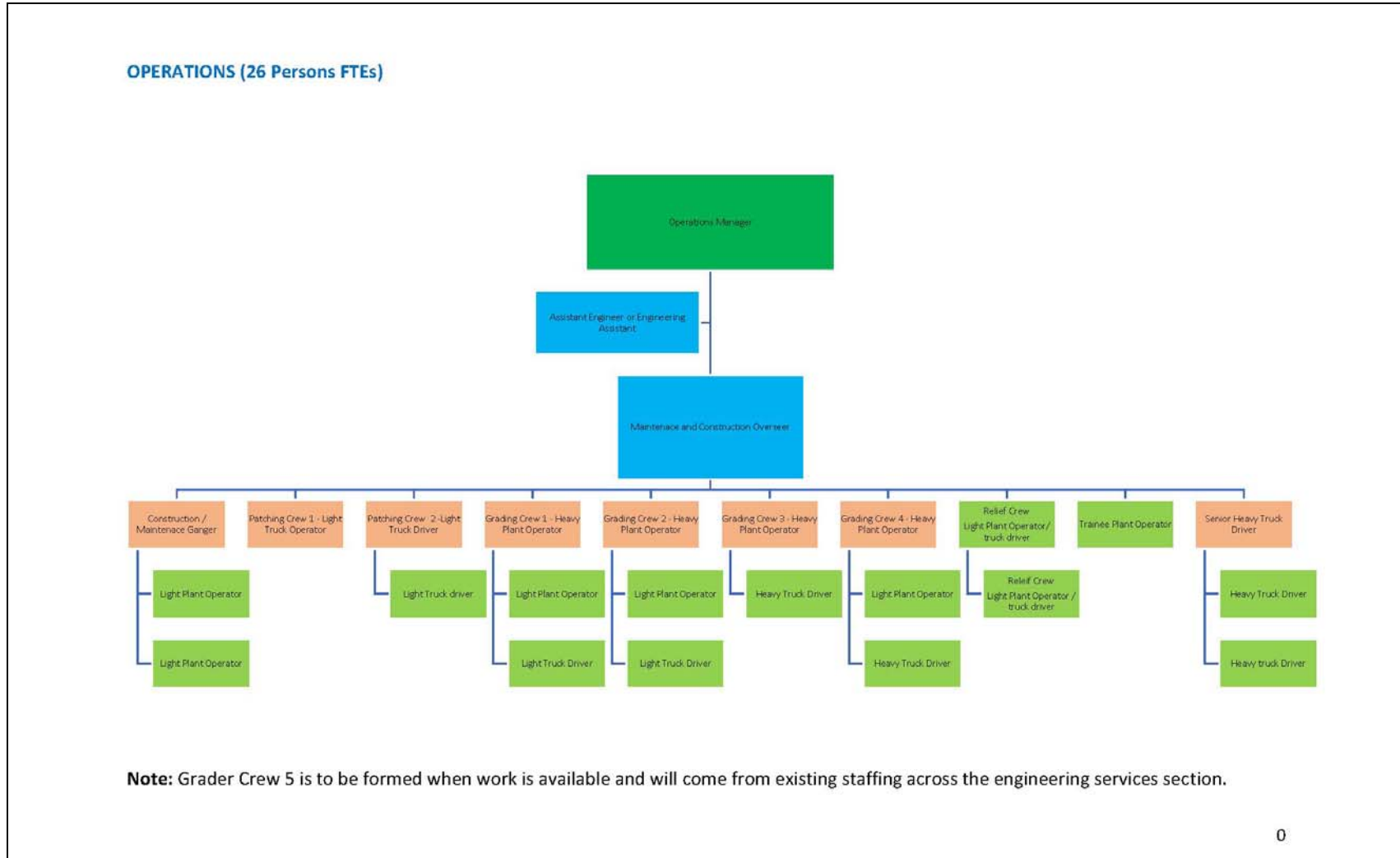


WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 7th December 2017

ITEM 7 DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY

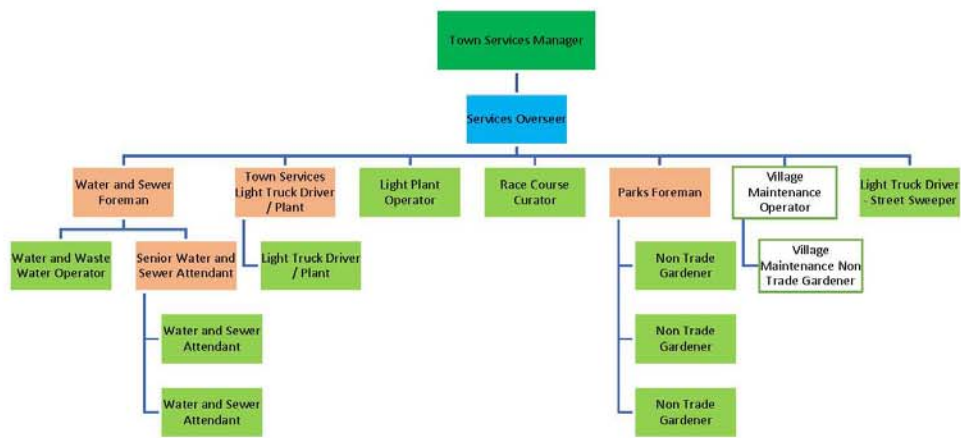
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WARREN SHIRE COUNCIL
 Report of the General Manager
 to the Ordinary Meeting of Council to be held at
 Council Chambers, Warren, on Thursday 7th December 2017

ITEM 7 DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY CONTINUED

TOWN SERVICES GROUP (16 -18 Persons FTEs)

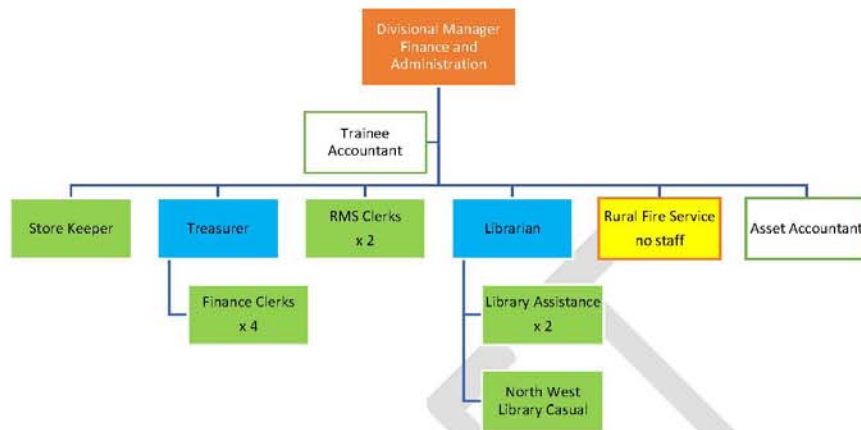


Note: Village Maintenance Operator and Village Maintenance Non-Trade Gardener are two new positions that can be used to back fill other positions in the Engineering Services area due to annual leave or casual vacancies. The roles are to improve the overall appearance of Collie and Nevertire Village areas.

WARREN SHIRE COUNCIL
 Report of the General Manager
 to the Ordinary Meeting of Council to be held at
 Council Chambers, Warren, on Thursday 7th December 2017

ITEM 7 DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY CONTINUED

FINANCE (14 - 15 Persons FTEs)



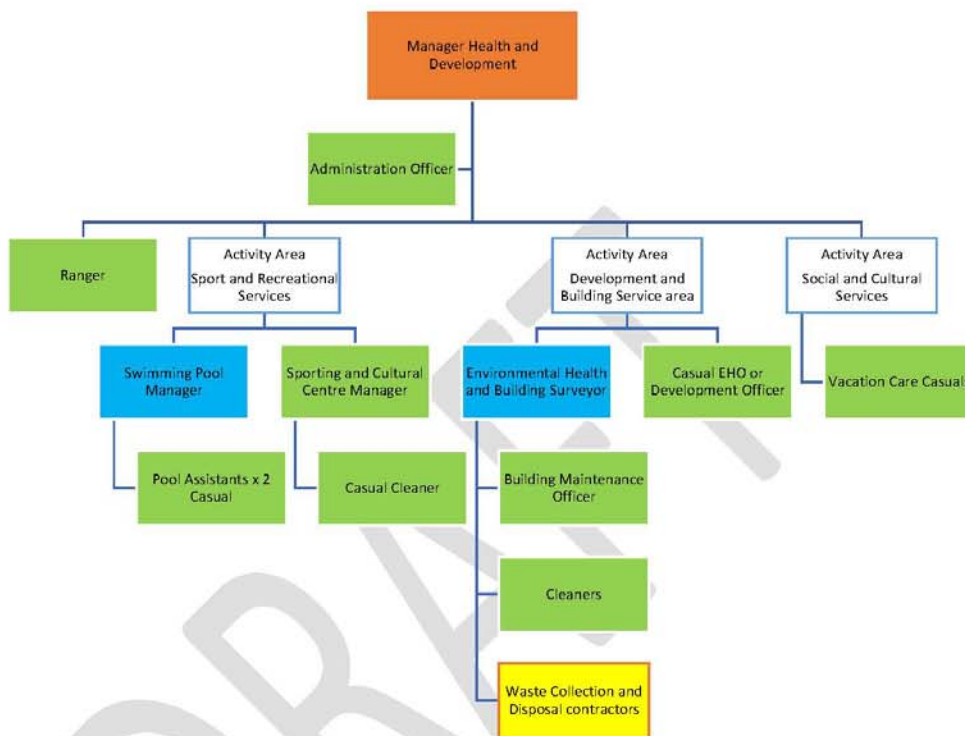
Note: The trainee accountant is a new position to allow for future retirements in this section of Council. The rural fire service is a function of this section of council and provides no staff resources. The Asset Accountant position will occur if and when the Asset and Project engineering position become vacant.

WARREN SHIRE COUNCIL
 Report of the General Manager
 to the Ordinary Meeting of Council to be held at
 Council Chambers, Warren, on Thursday 7th December 2017

ITEM 7 DRAFT WARREN SHIRE COUNCIL WORK FORCE PLAN AND STRATEGY CONTINUED

HEALTH AND DEVELOPMENT

(11 Persons FTEs)



Note: Activity area headings are for simplicity of roles and do not add any additional staff resources. Contractors shown are for position responsibility recognition and do not add any additional staff resources.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 7th December 2017

ITEM 8 CHRISTMAS FUNCTION

(C4-11)

RECOMMENDATION

That Council hold its Christmas function at the Twilight Race meeting on Friday 15th December 2017.

PURPOSE

To hold the annual Christmas function for Councillors and staff.

BACKGROUND

The Warren Jockey Club, for the past 15 years (no event in 2010 due to floods), have run a very successful Twilight Race Meeting. Invitations are extended to all business houses of Warren to hold their Christmas functions in conjunction with this race meeting. Council has attended in the past.

REPORT

This year's Twilight meeting is scheduled for Friday 15th December 2017 and an invitation has been received from the Warren Jockey Club for Council to have a marquee. It is felt this is an ideal opportunity for Council to support the Warren Jockey Club and hold a combined Christmas function consisting of Councillors, staff and partners to meet informally with business houses.

FINANCIAL AND RESOURCE IMPLICATIONS

It is proposed that Council provide a light meal, gate entry and limited amount of refreshments and that this is funded from Council's budget.

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

No risks are identified.

STAKEHOLDER CONSULTATION

N/A

OPTIONS

Council may elect to hold this annual event or not hold the event.

CONCLUSION

This is a good opportunity for Councillors and Staff to interact.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

N/A

SUPPORTING INFORMATION /ATTACHMENTS

Nil.

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 7th December 2017

ITEM 1 RECONCILIATION CERTIFICATE - OCTOBER 2017

(B1-10.15)

RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31st October 2017 be received and noted.

PURPOSE

To certify that the internal and external cash and investments position of Council is reconciled each month.

BACKGROUND

Clause 212 of the Local Government (General) Regulation 2005 requires the Responsible Accounting Officer to provide a written report setting out details of all money that the council has invested under Section 625 of the Local Government Act.

REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 31st October 2017.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance		Balance
	30-Sep-17	Transactions	31-Oct-17
General	10,841,180.74	(711,169.14)	10,130,011.60
Water Fund	246,276.66	132,935.17	379,211.83
Sewerage Fund	2,995,527.49	18,442.79	3,013,970.28
Trust Fund	74,753.02	342.00	75,095.02
North Western Library	113,913.98	(22,593.74)	91,320.24
Investment Bank Account	(13,248,681.75)	(327.03)	(13,249,008.78)
	1,022,970.14	(582,369.95)	440,600.19

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 7th December 2017

ITEM 1 RECONCILIATION CERTIFICATE – OCTOBER 2017

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	443,224.69
Add: Outstanding Deposits for the Month	1,774.60
Less: Outstanding Cheques & Autopays	(4,399.10)
Balance as per Ledger Accounts less Investments =	440,600.19

INVESTMENTS RECONCILIATION

Investments as at 31st October 2017

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	249,008.78	Variable	On Call A/c
1	National Australia Bank	1,000,000.00	274 Days @ 2.47%	30-Apr-18
2	National Australia Bank	1,500,000.00	210 Days @ 2.49%	12-Mar-18
3	National Australia Bank	1,500,000.00	210 Days @ 2.50%	19-Mar-18
4	National Australia Bank	1,500,000.00	90 Days @ 2.48%	29-Nov-17
5	National Australia Bank	1,000,000.00	90 Days @ 2.49%	04-Dec-17
6	National Australia Bank	1,000,000.00	90 Days @ 2.51%	11-Dec-17
7	National Australia Bank	3,000,000.00	122 Days @ 2.52%	15-Jan-18
8	National Australia Bank	1,500,000.00	90 Days @ 2.51%	20-Dec-17
9	National Australia Bank	1,000,000.00	120 Days @ 2.53%	23-Jan-18
TOTAL INVESTMENTS =		13,249,008.78		

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	5,125,635.00
Internally Restricted Funds Invested	7,456,986.00
2017/18 General Fund Operating Income & Grants	1,106,987.97
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	13,689,608.97

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

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 7th December 2017

ITEM 1 RECONCILIATION CERTIFICATE - OCTOBER 2017 CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

This report is provided to advise Council of its financial position.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

N/A

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 7th December 2017

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

RECOMMENDATION

That the information be received and noted.

PURPOSE

To advise council of the rates and annual charges levied, collected and currently outstanding as at the report date.

BACKGROUND

A major source of revenue council receives each year is through the levying of rates and annual charges on property owners in the Warren Shire Council local government area to provide and maintain services to the Warren Shire community.

REPORT

Attached to this report is the statement of rates and annual charges as at 20th November 2017 including comparisons over the last three years.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

This report is provided to advise Council of its financial position.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 20th November 2017

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 7th December 2017

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

AS AT 20th NOVEMBER 2017

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	68,914	4,622,834	4,691,748	1,750,231	37.30%	2,941,517	62.70%
Warren Water Fund	21,155	362,158	383,313	184,572	48.15%	198,741	51.85%
Warren Sewerage Fund	26,549	469,089	495,638	221,184	44.63%	274,454	55.37%
TOTAL 2017/2018	116,618	5,454,081	5,570,699	2,155,987	38.70%	3,414,712	61.30%
TOTAL 2016/2017	124,884	5,343,863	5,468,747	2,013,592	36.82%	3,455,155	63.18%
TOTAL 2015/2016	115,684	5,218,674	5,334,358	1,956,469	36.68%	3,377,889	63.32%
TOTAL 2014/2015	112,502	5,081,252	5,193,754	1,877,997	36.16%	3,315,757	63.84%
		21-Nov-14	19-Nov-15	18-Nov-16		20-Nov-17	
COLLECTION FIGURES AS \$		1,877,997	1,956,469	2,013,592		2,155,987	
COLLECTION FIGURE AS %		36.16%	36.68%	36.82%		38.70%	

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 7th December 2017

ITEM 3 MODEL CODE OF CONDUCT STATISTICS 2016/2017

(A7-6)

RECOMMENDATION

That the information be received and noted.

PURPOSE

To advise Council of the completion of the Model Code of Conduct Statistics for the period 1st September 2016 to 31st August 2017 to the Office of Local Government.

BACKGROUND

The Office of Local Government requires all Local Government Councils to report annually on the number of complaints received about Councillors and the General Manager under the Model Code of Conduct.

REPORT

Council received no complaints during the reporting period and emailed the report to the Office of Local Government on Tuesday 21st November 2017 (due 31st December 2017).

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

The report was completed and submitted on time to the Office of Local Government.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Copy of the emailed report to the Office of Local Government.

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 7th December 2017

ITEM 3 MODEL CODE OF CONDUCT STATISTICS 2016/2017

CONTINUED

Model Code of Conduct Complaints Statistics Warren Shire Council		
Number of Complaints		
1 a	The total number of complaints received in the period about councillors and the General Manager (GM) under the code of conduct	0
b	The total number of complaints finalised in the period about councillors and the GM under the code of conduct	0
Overview of Complaints and Cost		
2 a	The number of complaints finalised at the outset by alternative means by the GM or Mayor	0
b	The number of complaints referred to the Office of Local Government under a special complaints management arrangement	0
c	The number of code of conduct complaints referred to a conduct reviewer	0
d	The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	0
e	The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	0
f	The number of finalised code of conduct complaints investigated by a conduct reviewer	0
g	The number of finalised code of conduct complaints investigated by a conduct review committee	0
h	The number of finalised complaints investigated where there was found to be no breach	0
i	The number of finalised complaints investigated where there was found to be a breach	0
j	The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	0
k	The number of complaints being investigated that are not yet finalised	0
l	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	0
Preliminary Assessment Statistics		
3	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a	To take no action	0
b	To resolve the complaint by alternative and appropriate strategies	0
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies	0
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	0
e	To investigate the matter	0
f	To recommend that the complaints coordinator convene a conduct review committee to investigate the matter	0

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 7th December 2017

ITEM 3 MODEL CODE OF CONDUCT STATISTICS 2016/2017

CONTINUED

Investigation Statistics	
4	The number of investigated complaints resulting in a determination that there was no breach , in which the following recommendations were made:
a	That the council revise its policies or procedures 0
b	That a person or persons undertake training or other education 0
5	The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made:
a	That the council revise any of its policies or procedures 0
b	That the subject person undertake any training or other education relevant to the conduct giving rise to the breach 0
c	That the subject person be counselled for their conduct 0
d	That the subject person apologise to any person or organisation affected by the breach 0
e	That findings of inappropriate conduct be made public 0
f	In the case of a breach by the GM, that action be taken under the GM's contract for the breach 0
g	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 0
h	In the case of a breach by a councillor, that the matter be referred to the Office for further action 0
6	Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures 0
Categories of misconduct	
7	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:
a	General conduct (Part 3) 0
b	Conflict of interest (Part 4) 0
c	Personal benefit (Part 5) 0
d	Relationship between council officials (Part 6) 0
e	Access to information and resources (Part 7) 0
Outcome of determinations	
8	The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation 0
9	The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office 0

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 7th December 2017

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

RECOMMENDATION:

That the information be received and noted.

PURPOSE

The purpose of this report is to provide Councillors with a summary of road works undertaken by Engineering Services in the month of October 2017. It is also intended that this report highlight any variances in the completion and execution of works based on resource availability, weather conditions, work priorities and unforeseen circumstances.

BACKGROUND

Council has the responsibility to manage road infrastructure across its LGA as outlined in Roads Act 1993. Council is therefore responsible for

Accordingly, Council's road infrastructure contributes to just over 60% of the total value of all Council's Infrastructure Assets.

REPORT

Road Construction Works

The list of road construction works has been summarised in the table below as:

1. Maintenance
2. Construction/Reconstruction/Recycle

1. Maintenance

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 3 (3-man crew) Vincent Robinson	Emby West Road	Flood damage Restoration	3.5 km
	Wyndabyne Bridge Road	Flood damage Restoration	.6 km
	Carinda Road	Flood damage Restoration	400 m ²
Grader Crew 4 (3-man crew) Wayne Wilson/ Scott Fitzgerald	Carinda Road	Shoulder grading	19 km
Grader Crew 5 (2-man crew) Marc Bond	Booka Road	Maintenance Grade	21 km
	Ben Avon Road	Maintenance Grade	2 km

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 7th December 2017

ITEM 1 WORKS PROGRESS REPORT - ROADS BRANCH CONTINUED

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Tar Patching	Collie-Trangie Road	Edge Patching	32 m ²
	Wambianna Road	Edge Patching	950 m ²
	Carinda Road	Edge Patching	2100 m ²
	Tottenham Road	Edge Patching	81 m ²
	Marthaguy Road	Edge Patching	800 m ²
	Collie-Trangie Road	Hole Patching	38 m ²
	Carinda Road	Hole Patching	78 m ²
	Tottenham Road	Hole Patching	32 m ²

2. Construction/Reconstruction/Recycle

WORK CREW	LOCATION	ACTIVITY	ESTIMATED EXPENDITURE	EXPEND TO DATE	STATUS
Grader Crew 1 (3-man crew)	Warren Rd RR 7515 (REPAIR)	Construction	\$598,492	\$558,003	Complete
	Thornton Road	Construction	\$519,069	Nil	May/June 2018
Grader Crew 2 (3-man crew)	Ellengerah Rd	Construction	\$963,353	\$585,072	August – Dec 2018
Grader Crew 3 (3-man crew)	Bullagreen Rd	Recycle	\$276,000	\$166,323	Complete
	Collie/Bourbah Rd	Recycle	\$207,000	\$143,630	Complete

FINANCIAL AND RESOURCE IMPLICATIONS

Road works are funded annually in Councils financial plan.

RISK IMPLICATIONS

Council undertakes road works in accordance with its asset management plans and financial reports to satisfy community expectations.

Risks always exist but by Council undertaking works as planned, this reduces risks of road accidents.

OPTIONS

Council has the option not to undertake road works however this elevates the risks associated with accidents and legal action.

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 7th December 2017

ITEM 1 WORKS PROGRESS REPORT - ROADS BRANCH CONTINUED

CONCLUSION

Report as above.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.1.1 Ensure local roads and bridges are maintained / constructed to an acceptable standard in a cost effective, efficient and safe manner.

3.1.2 Ensure regional main roads and highways are maintained to acceptable community standards

SUPPORTING INFORMATION / ATTACHMENTS

N/A

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 7th December 2017

ITEM 2 WORKS PROGRESS REPORT - FLEET BRANCH (C14-7.2)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

The following are works completed by Council's Fleet Branch Staff (Plant Foreman and two (2) Plant Mechanics and one (1) Apprentice) and Sub-Contractors engaged by the Branch for the period 2nd October to 5th November 2017

BACKGROUND

Staff report monthly on activities in Councils fleet area to advise Council and the community of plant repairs and undertakings.

REPORT

Works Progress Report – Fleet Branch 2nd October to 5th November 2017

1. Plant repairs
2. Plant repairs – Outside work

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 7th December 2017

ITEM 2 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

1. Plant Repairs

Plant Repairs				
No.	Plant	Repairs	Plant Down Time	Repair Time (Man Hours)
1	1992 Samsung – Excavator	- Jump start - Check batteries	Nil	2.5 hours
11	2010 Lonking - Loader	- Bushes, pins, grease system, wheel studs	On going	17 hours
11	2010 Lonking - Loader	- Grease system, pull down old hub drive for rim repairs	1.5 days	13.5 hours
27	2013 Western Star - Truck	- Rebuild brakes - Repair diff centre	4 days	36 hours
28	2014 John Deere - Grader	- Adjust circle and new heater taps	1 day	5 hours
33	2013 Western Star - Truck	- Repair electrical	Nil	4 hours
34	2008 M.A.N - Truck	- Replace intercooler, airbrakes, speedo and bulbar	8 days	34 hours
43	2007 Mitsubishi Fuso Fighter - Truck	- Fix boxes, grease and check over ray	Nil	27 hours
49	2010 Mitsubishi Fuso - Truck	- RH rear brake and wheel bearing	6 days	21 hours
49	2010 Mitsubishi Fuso - Truck	- Rear seals and brakes	3 days	17 hours
50	2010 Isuzu - Truck	- Clean tar tank	4 days	14 hours
57	2015 Mitsubishi – Truck	- Service	1 day	6 hours
72	2006 Isuzu – Truck	- Hydraulic hose	Nil	1 hour
76	2015 Muthing - Mower	- Replace belts cutters - Replace wear strips	3 days	9 hours
79	2013 Iseki – Mower	- Wheel pins	Nil	1 hour

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 7th December 2017

ITEM 2 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

Plant Repairs - Continued				
No.	Plant	Repairs	Plant Down Time	Repair Time (Man Hours)
82	1989 Lockwood - Roller	- Remove steering valve	On going	On going
88	2000 Howard HD - Slasher	- Roller bearings - Weld wing of slashing	6 days	On going
93	2013 Caterpillar - Roller	- Tyres travel fit	6 days	6 hours
100	HIAB 100AW Crane on Plant 43	- Repair isolator and batteries - Service	3 days	On going
104	1979 Toyota – Fork Lift	- Rebuild diff, brakes - Hydraulic lines	On going	84.5 hours
1041 & 1042	2017 Isuzu – Water cart	- Check over and training	1 day	Nil

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 7th December 2017

ITEM 2 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

2. Plant Repairs- Outside Work

Plant Repairs – Outside Work			
No.	Plant	Repairs	Plant Down Time
1	1992 Samsung – Excavator	Williams Mechanical and Hydraulics, Dubbo - Remove cabin weld broken chain mounts	On going
11	2010 Lonking - Loader	Almighty Industries, Orange - Change grease valves	6 days
28	2014 John Deere - Grader	Markus Markgraaff, Warren - Replace A/L hose	8 hours
33	2013 Western Star - Truck	Hitorque, Dubbo - Turn table repair	3 days
47	2008 Isuzu – Street Sweeper	Tracserv, Dubbo - Replace brakes and gears	7 days
100	HIAB 100AW Crane on Plant 43	Gaamben Crane and Earthmoving Repairs, Orange - 10-year Certification	6 days
149	2008 Moore Tri-axle side tipper - Trailer	Williams Mechanical and Hydraulics, Dubbo - Reset tipper pin	3 hours
168	2012 Victory (mini) - Excavator	Markus Markgraaff, Warren - Rewire quick hitch	1 day
237	2011 Toyota Hilux – Utility	Markus Markgraaff, Warren - Repair alternator	4 hours

FINANCIAL AND RESOURCE IMPLICATIONS

Works are funded annually in Councils financial plan.

RISK IMPLICATIONS

Council undertakes works in accordance with its asset management plans and financial reports to ensure fleet items are available to meet construction needs.

OPTIONS

Council has the option not to undertake works inhouse however this action would result in more plant being unavailable.

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 7th December 2017

ITEM 2 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

CONCLUSION

Report as above.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 3.1.1 Ensure local roads and bridges are maintained / constructed to an acceptable standard in a cost effective, efficient and safe manner.
- 3.1.2 Ensure regional main roads and highways are maintained to acceptable community standards

SUPPORTING INFORMATION / ATTACHMENTS

N/A

Section

6

Manager Health & Development Services

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 7th December 2017

ITEM 1 DEVELOPMENT APPLICATION APPROVALS

(B4-9)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To inform of approved Development Application by Council for the previous month.

BACKGROUND

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

REPORT

The following Development Applications were approved for October 2017

FILE	LOCATION	WORKS
P16-17.20	Lot 22 DP879698, Lot 12 DP534630, Lot 5 DP759056 & Lot 6 DP759056 Cook Street, Warren	Subdivision of Land (Consolidation of lots)

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Council is required under the EPA Act to assess and determine applications within established timeframes.

RISK IMPLICATIONS

The EPA Act provides appeal mechanisms for applicants who believe that there application requires review.

STAKEHOLDER CONSULTATION OPTIONS

Council issues a S101 EPA Act list of approvals monthly for the community to review.

CONCLUSION

This report is provided to allow Council and the community to see the applications determined each month.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

5.2.1 Quality customer service focus by Council staff.

1.4.4 Help ensure safe and sustainable development.

SUPPORTING INFORMATION/ ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 7th December 2017

ITEM 2 SPORTING & CULTURAL CENTRE REPORT

(S21-2)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To identify and report on the operation of the Warren Sporting and Cultural Centre and the local sporting and cultural organisations that utilise the centre and the surrounding Victoria Park facilities

BACKGROUND

The Warren Sporting and Cultural Centre and Victoria Park precinct cater for indoor and outdoor sporting and cultural events. This includes but is not limited to Rugby Union, Rugby League, Netball, Basketball, Cricket and Vacation Care. The Centre has a fully operational gym located on the mezzanine floor of the building, a private function room and is available for hire for all various sporting and cultural events.

REPORT

Gym Report

- As of the 11th November 2017 there are 112 gym members, down from 138 in October at the Warren Sporting and Cultural Centre Gym. For the month of October there were 450 sign-ins, down from 598 sign-ins in September.

FWAS

- There was 1 Far West Academy of Sport events held in October. There is currently 2 to be held in November (Orientation Camp & League Tag / League Camp).

Local Sporting Organisations

- Throughout the month of October the following local sporting groups were active within Victoria Park
 - Wanna Yoga
 - Junior Cricket

Community Based Organisations

- Throughout the month of October the following community / cultural based groups were active within the Warren Sporting and Cultural Centre
 - Rugrats Play Group
 - Bogan Bush Mobile
 - Free Community Exercise Class Group
 - National Disability Insurance Scheme
 - Warren Rotary Spring Fair

WARREN SHIRE COUNCIL

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ITEM 2 SPORTING & CULTURAL CENTRE REPORT CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

All users of the Warren Sporting and Cultural Centre and Victoria Park Precinct are charged for usage as per the Warren Shire Council 2017/2018 Fees and Charges.

Council provides annual funding in its budget to meet improvements and assistance for sporting and cultural activities.

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

On the 29th October 2017, the Centre Manager in response to the October 2017 Council Meeting barricaded off part of the weight training area in the upstairs gym due to extensive damage to the floor. This barrier will remain in effect until March 2018 once the structural integrity of the gym floor is improved. Works are scheduled to begin 5th February 2018.

STAKEHOLDER CONSULTATION

Regular stake holder consultation takes place to arrange sporting events, calendars and centre usage.

OPTIONS

N/A

CONCLUSION

Bookings remain steady with community groups continuing to utilise the centre on a regular basis.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.1.2 Maintain high levels of community cohesion and community sport.
- 1.1.6 Co-ordinate and support community groups to promote events and activities within the local community.
- 1.2.2 Promote to youth Warren facilities and activities available.
- 3.2.1 Maintain parks, gardens and reserves in a safe and attractive condition.
- 3.2.4 Maintain community facilities to an appropriate standard (e.g. Sporting Complex).

SUPPORTING INFORMATION / ATTACHMENTS

Nil

WARREN SHIRE COUNCIL

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**ITEM 3 INFORMATION CENTRE RECORD FOR THE
MONTH OF OCTOBER 2017**

(T4-6.1)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To gauge the amount of tourists visiting the area within the Warren Shire that are seeking information and merchandise.

BACKGROUND

The Warren Visitor Information Centre is available to the public from Monday to Saturday and run by the Warren Shire Council along with the many volunteers who donate their time to run the information centre so that tourists visiting the area have somewhere to access information on road, attraction and other events in the region.

FINANCIAL AND RESOURCE IMPLICATIONS

Any income received from the sales at the Visitor Information Centre are invested back into buying more merchandise in the future for the centre.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION OPTIONS

The Information Centre is open to the community and its activities are publicised.

CONCLUSION

This report provides information on tourist visitation and the Information Centre activities.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

2.2.1 Continue implementation of existing Economic Development Strategy Goal 6 until 2016 Census data released.

SUPPORTING INFORMATION/ ATTACHMENTS

Inspection centre records for the month of October 2017.

WARREN SHIRE COUNCIL

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ITEM 3 INFORMATION CENTRE RECORD FOR THE MONTH OF OCTOBER 2017

CONTINUED

REPORT

Number of Visitors to the Information Centre:		129	
Number of Locals to the Information Centre:		25	
Number of Website hits on Warren Shire Council:		1517	
Number of Website hits drilling down – “Visiting Warren”:		N/A	
Reason for Visiting Warren (Totals):			
Friends/Family:	10	Business/Employment/Training:	5
Passing Through:	32	Special Events:	5
Visitors in Buses:		Holiday:	18
Other/Unknown:		Camping/Fishing:	4
Age Groups of Visitors:			
Under 25:	8	25-34:	4
34-44:	5	45-54:	10
55-64:	29	65+:	66
Sale Items & Publications, (including both free and sold ones, if possible):			
Macquarie Marshes Book (\$15):		Stickers: (Warren)	2
Bird Book (\$30)		Spoons:	
Red River Gum Walk:		Badges:	7
Warren Profile:		Magnets:	6
Across the Black Soil Plains:		Stubby Holders:	5
Midwives of the Black Soil Plains:		Pens:	2
Bushmen of the Black Soil Plains:		Tea Towels:	4
Keep the Billy Boiling:		Wool:	
A Grave Look At Warren		Place Mats:	
Animals of Dubbo Region:		Mugs:	2
Macquarie Marshes Information:		Key Rings:	
Willie Retreat:		Rulers:	2
Our Abounding Wildlife:		Road to Nevertire 1 and 2:	
Tiger Bay Brochure:		Warren photos (Black & White):	
Shire Map and Town Maps:		Sample of Wool/Wool Sheet:	
Cotton Brochure:		Handkerchiefs:	
Postcards:		Shirts: (tennis club):	
Coloured postcards	9	150 yrs Caps: (tennis club):	4
Macquarie Marshes DVD/CD		150 yrs Stubby Holders: (tennis club):	
Ballad of a Bush Bride:		Hot Flats CD:	
Warren Woolcot Cards:	14	Cook Book:	
Requests for information:			
Surrounding Towns:		Road Information:	
Accommodation:		Public Toilets:	
Public Dump Point/Potable Water:		Maps:	
Places to Eat:		Boat Ramp / Bob Christensen Reserve:	
Attractions around Warren:		Camping or Fishing Spots:	

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
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ITEM 4 IMPOUNDING OFFICER'S REPORT

(P4-4)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To record the duties and hours the Ranger has undertaken in the previous Month.

BACKGROUND

The Ranger has various duties including animal control, wondering stock and patrolling overgrown allotments along with many other duties preformed throughout the month. These are recorded in the report as attached.

FINANCIAL AND RESOURCE IMPLICATIONS

The number of surrendered dogs at the pound affects the number of dogs being euthanised in any given week. This comes at a cost to council from the Warren Veterinary Services.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION OPTIONS

Nil.

CONCLUSION

The report provides information to Council and community on animal and other controls.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

1.4.7 Provide animal control services to meet the demands of the community.

SUPPORTING INFORMATION/ ATTACHMENTS

Impounding officers report October 2017.

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 7th December 2017

ITEM 4 IMPOUNDING OFFICER'S REPORT

CONTINUED

REPORT

	Week Ending: 13th October 2017							Week Ending: 20th October 2017							Week Ending: 27th October 2017						
Hours Day	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
Patrol		1.5	3	0	4	0	4	1	1.5	3	0	0	3	Flexi			3	4	4.5	3	3.25
Feed/Water & Clean Pound Hours	1	1	1	1	1	0	1	1	1	1	1	0	1	1	1	1	2.5	1	1	1	1
Office/training			0.5	8.75	3.5	8.5	3.25			4.5	7.5	8.5	4.25				3	3.5	3	4.5	4
Impounding/Releasing/Euthanasia			4											0							
Total Daily	1	2.5	8.5	9.75	8.5	8.5	8.25	2	2.5	8.5	8.5	8.5	8.25	1	1	1	8.5	8.5	8.5	8.5	8.25
Number of Dogs impounded					1					1									1	1	
Number of Dogs released																					
Number of Dogs Euthanasia				4	1																4
Total Dogs In Pound	7	7	7	3	3	3	3	3	3	4	4	4	4	4	4	4	4	4	5	6	2
Number of Cats Surrendered																					
Number of Cats Rehoused																					
Number of Cats Euthanasia																					
Total Cats in Pound	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total weekly kilometers	880							670							390						
Speedometer reading @ end of week	9219							10099							10769						
Other General Notes	SDRO Training 12th October in Parkes							Western Rangers Conferences 18th October in Cobar													
Total weekly hours	47							39.25							44.25						

L - OUT KA - 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 4 IMPOUNDING OFFICER'S REPORT

CONTINUED

Hours Day	Week Ending: 3rd November 2017							Week Ending: 10th November 2017							Week Ending:							
	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	
Patrol			A/L	4	4.5	3.25	flexi			3	4	4.5	3.5	4.25								
Feed/Water & Clean Pound Hours			1	1	1	1	1	1	1	1	1	1	1	1								
Office/training			2	3.5	3	4				4	3.5	3	4	3								
Impounding/Releasing/Euthanasia							0		1.25													
Total Daily	0	0	8.5	8.5	8.5	8.25	1	1	2.25	8.5	8.5	8.5	8.5	8.25	0	0	0	0	0	0	0	0
Number of Dogs impounded				1										4								
Number of Dogs released																						
Number of Dogs Euthanasia				2									0									
Total Dogs in Pound	2	2	2	1	1	1	1	1	1	1	1	1	1	5	0	0	0	0	0	0	0	0
Number of Cats Surrendered					2																	
Number of Cats Rehoused																						
Number of Cats Euthanasia													2									
Total Cats in Pound	0	0	0	0	2	2	2	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0
Total weekly kilometers	230							320														
Speed odometer reading @ end of week	11159							11389														
Other General Notes																						
Total weekly hours	34.75							45.5							0							

LL OUT KA - 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

Report of the Acting Manager Health & Development Services
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ITEM 5 WATER SAFETY

(S19-2, I2-4.1/1)

RECOMMENDATION:

1. The information be received and noted; and
2. Council to implement risk management plan for aquatic locations within the local government area.

PURPOSE

To bring Council's attention to the policy changes from the NSW Governments Practice Note for water safety.

BACKGROUND

This updated Practice Note for water safety updated in October 2017 addresses policy changes about water safety and some minor terminology and naming issues.

REPORT

The NSW Government Practice Note for Water Safety was updated in October of this year (2017). This update addresses policy changes about water safety and some minor terminology and naming issues.

Using general powers under the Local Government Act 1993 Councils make decisions to carry out various water safety functions within their Local Government Area. Under the Act Councils have two broad water safety functions:

- The performance of regulatory activities; and
- The provision of services.

Councils are unable to delegate the power to perform regulatory activities under the Act, other than to authorised persons, as there is an element of risk involved to anyone carrying out law enforcement functions. It is important for Councils to ensure that authorised people have the necessary skills and training to carry out regulatory activities. Regulatory activities that Council may undertake to promote Water Safety under the Local Government Act 1993 are:

- Erecting notices or signs controlling activities; and
- Taking legal proceedings with regard to offences under the Act.

Unlike regulatory activities, service activities under Section 24 of the Act can be delegated. These activities are providing a service to the community and most commonly include:

- Providing aquatic recreation facilities;
- Providing lifesaving services;
- Water safety signage;
- Aquatic event safety; and
- Water safety education.

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ITEM 5 WATER SAFETY

CONTINUED

Warren Shire Council has three aquatic locations within the Shire. Those being the Warren War Memorial Pool, the Boat Ramp at the Bob Christensen (Macquarie River) and the Jetty at the pump site (Macquarie River). The Practice Note specifies that Councils should “adopt a risk management approach when making decisions about service provisions and undertaking activities at aquatic locations under their care and control to ensure water safety”.

To undertake appropriate risk management of aquatic locations it is important to first categorise the locations as outlined in the Practice Note. As per the categories, Councils War Memorial Pool would be classified as a Category 3 and both locations on the Macquarie River would be Category 1. A risk management plan of all three locations would outline but not be limited to:

- Training required by staff;
- Any signage that should be displayed; and
- Any first aid and/or safety equipment required at the locations.

Council currently has in place signage at the Bob Christensen Reserve and at the War Memorial Pool and management and staff at the pool are up to date with training requirements. First aid and other safety equipment are also present at the pool. A risk management plan would assess all of these current regulatory and service activities and recommend further measures in line with the Practice Note.

FINANCIAL AND RESOURCE IMPLICATIONS

Financial implications will come for the need to erect more signage at the three aquatic locations particularly the jetty on the Macquarie River adjacent the pump site.

Resource implications will come from hours spent by council staff developing a risk management plan for the three locations previously mentioned.

LEGAL IMPLICATIONS

Failure to improve upon Water Safety practices will result in non-compliance in under NSW Governments Practice Note for water safety.

RISK IMPLICATIONS

Failure to improve upon Water Safety practices may result in injury or illness to members of the general public or others and possible claims against Council.

CONCLUSION

Due to the updated Practice Note for water safety Council should take this opportunity to implement a risk management plan for its aquatic locations limiting the risk to the general public utilising the sites.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.2.4 Maintain community facilities to an appropriate standard.

5.2.2 Timely and accurate reporting for efficient management and accountability.

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ITEM 5 WATER SAFETY

CONTINUED

SUPPORTING INFORMATION/ ATTACHMENTS



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ITEM 5 WATER SAFETY

CONTINUED



WARREN SHIRE COUNCIL

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ITEM 6 HOUSING PROJECT

(S12-1)

RECOMMENDATION:

That Council call for tenders for the construction of two (2) dwellings in Gunningba Estate, Warren.

PURPOSE

This report is to bring to Council's attention the need to renew the current housing of Warren Shire Council.

BACKGROUND

With the maintenance costs of the current ageing dwellings increasing steadily, consideration must be given to the sale of existing assets and the replacement of these with newly constructed dwellings.

REPORT

Introduction:

The following report is a project proposal to construct two new dwellings on allotments (yet to be determined) within the Gunningba housing estate.

Project outcome:

For the completion of two (2) new brick dwellings located on allotments in the Gunningba housing estate Warren. The two dwellings design would comprise of;

- Single storey executives style and quality finish.
- Minimum of four bedrooms, two bathrooms which may include the ensuite.
- A double garage of sufficient size to park two large vehicles in both open door width and length. Driveway and footpath.
- Two living areas (formal lounge and family room or similar)
- A dining area (may be incorporated with other space)
- An external entertainment or alfresco area (external entertainment area to be paved)
- A colour bonded roof, gutters and fascia
- A whole of house ducted air conditioning system
- Be insulated to exceed Basix requirements
- Fully fenced landscaped yard

Why is this project required?

This project has been identified due to the existing ageing dwellings currently owned by Warren Shire Council. With the maintenance cost on these properties beginning to increase steadily consideration must be given to the sale of existing assets and the replacement of these with newly constructed dwellings.

Modern housing can be used as an added incentive when recruitment of new staff is required for vacant positions within the organisation and to attract other professional staff.

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ITEM 6 HOUSING PROJECT

CONTINUED

Project Brief:

The locality for the proposed dwelling would be on two of the R1 General Residential zoned allotments owned by Council within the Gunningba housing estate.

These allotments are ideal due to Council already owning the land and because services are already established such as electricity, sewerage, kerb and guttering and roads.

To achieve the completion of this project the following steps must be actioned;

- The Design and Construction specifications of the dwellings to be finalised addressing all aspect of design and construct (draft copy attached)
- Project costings for the dwellings to be developed for future budget delivery.
- Once finalised Design and Construction specifications to be sent to various building and design companies within the region for the opportunity to provide quotation through a select tendering process.
- Once tender has been appointed, monthly progress reports will be provided to Council to keep progress of developments regularly updated.

How will the project be delivered?

The project will be delivered by external contractors, while utilising internal staff resources were required.

What will the projects key outcome be?

The project will take between 6-7 months for completion from the tender being awarded until the keys are handed over to Council after the issue of the final occupation certificate.

Council will need to allocate funds within its long term financial planning for this project to commence along with funds allocated for the ongoing maintenance of the dwellings which will include general repairs from wear to pest control.

To ensure that the project progresses in a deliverable direction the following steps will be followed:

Deliverable Outcomes	Time Frames	Notes
Identify ideal allotments for construction of dwellings in Gunningba estate	December 2017	Allotments to be north facing to utilise natural light and warmth
Design and Construction specifications to be finalised	December 2017	Draft D & C Specifications (attached to report)
Selective tender process to commence	February 2018	Process to take between 4-6 weeks
Successful applicant to be notified of successful tender	Late March 2018	

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ITEM 6 HOUSING PROJECT

CONTINUED

Development Application and other required approvals to be lodged and assessed	April 2018	Assessed internally by Health and Development department
Commencement of works	May 2018	Works to be undertaken after issue of Construction Certificates
Create an executive briefing and report monthly on progress	Update councillors on monthly basis	
Review project outcomes		After completion of project

Implementing future changes

Council as part of its business practices will continue to monitor the conditions of its housing and make assessments on the need for future housing renewal projects. Council will also ensure that future budgets address the need for housing renewal projects and their ongoing maintenance costs.

Attachment- Draft Design and Construction specifications

ADVERTISEMENT

Tender - Design and Construct Two Dwellings

Warren Shire Council (WSC) invites qualified builders to tender for the Design and Construction of a Four (4) bedroom dwelling at the following locations:

- New Four Bedroom Dwelling at ** Street Warren
- New Four Bedroom Dwelling at ** Street Warren

Each project is on vacant land and contains all services with the exception of natural gas. Council may award the Dwelling contracts separately or as a package.

Timeframe for Delivery:

Contract execution –****

Practical completion - ****

Tenders must be submitted via the Tender website; no other method of submission will be accepted. Conditions of tendering and contract documents are available via the [Tender link Online Website](#).

For further information please contact ***** on (02) 6847 6600.

Tenders close at ** *****

Glenn Wilcox

General Manager

PO Box 6

Warren, NSW 2824

WARREN SHIRE COUNCIL

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ITEM 6 HOUSING PROJECT

CONTINUED

General Advice:

As per the general specification Council is looking to build a new dwelling that is within the ranges specified in Table 1. All tenders must meet the general specification and comply with the size and price range provided.

Table 1:

Overall dwelling floor area	220 to 240 metres squared	Includes garage and alfresco area if applicable.
Lump Sum Contract Price exclusive of GST component	Maximum \$330,000	This is the total price walk in as per the specification

The Builder may specify additional items above the Contract Price for consideration. A detailed price break down will be provided to allow item selection.

General Specification:

The design and construct tender shall require the provision of a suitable building to be located on the subject land and to meet the following general requirements;

1. The dwelling will be single storey of an executive type as to style and quality of finish.
2. It shall have a minimum of four bedrooms, two bathrooms which may include the ensuite.
3. A double garage of sufficient size to park two large vehicles in both open door width and length. Driveway and footpath.
4. Two living areas (formal lounge and family room or similar).
5. A dining area (may be incorporated with other space).
6. An external entertainment or alfresco area (external entertainment area to be paved).
7. A colour bonded roof, gutters and fascia.
8. A whole of house ducted air conditioning system.
9. Be insulated to exceed Basix requirements.
10. Provide a fully fenced landscaped yard.

The dwelling is to be completed in all aspects to allow an owner or tenant to walk in without any additional or other works to be undertaken.

The following areas shall be included in the design and construction of the dwelling

INCLUDED IN THE PRICE: COUNCIL/AUTHORITY FEES AND APPLICATION REQUIREMENTS

- Council development application fee.
- Home owners warranty insurance (NSW).
- Construction certificate fee.
- Occupation certificate fee.
- Standard water authority fee and sewer inspections fee.
- Long service levy fee.
- Certifier inspection fee.
- Architectural plans.
- Geotechnical reports

WARREN SHIRE COUNCIL

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ITEM 6 HOUSING PROJECT

CONTINUED

- Shadow diagrams (if applicable).
- Statement of environmental effects.
- BASIX certificate.

Builders Site Requirements

- Builders site office, toilet and waste collection bins and all associated storage, and fencing.
- All work health and safety requirements, SWIM's and work cover requirements for the site.

BASED ON A STANDARD RESIDENTIAL BLOCK

- Site costs including any fall.
- All piling, including any fall, 'HD' class site.
- Service connection – power, phone, water, sewer and stormwater.
- Rainwater tank, 10,000 litres, above ground detached water tank, connected all toilets, cold washing machine tap and one garden tap.

CONCRETE SLAB

Engineer designed concrete Piers, footings, and / or slabs to suit 'HD' classification soil.

TERMITE TREATMENT

- Provide termite protection to slab, pipe penetrations and perimeter cavity.
- Specified warranty and insurance cover that covers the council area.

EXTERNAL WALLS

- All external walls are to be brickwork only.
- Sample style and colours will be nominated.

FRAME and TRUSS

- Steel frames and trusses, Cyprus pine or T2 Blue Termite resistant framing.
- Minimum of 450mm eaves to roof line.
- Minimum of 90mm external and internal stud frames to all walls.
- Nominal 2750mm high ceilings.

ROOFING

All roofing, flashings, fascias, gutters and fixings shall be colour bonded material. A range of standard colours will be provided that blend and accent the buildings appearance.

INTERNAL WALLS

- All internal walls to living, bedroom and dry room areas shall be set plasterboard.
- All internal walls to bathrooms, laundry and other wet rooms shall be set Villaboard or similar.
- All internal wet areas shall be water proofed in accordance with BCA requirements and certified as to material used and installation warranty.

WARREN SHIRE COUNCIL

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ITEM 6 HOUSING PROJECT

CONTINUED

INSULATION

R1.5 batts to external walls (including any wall between garage and house)

R3.5 batts to ceilings with roof over (including ceilings over garage, porch, alfresco areas, & balcony)

R1.5 foil backed insulation under colour bonded roofing.

WINDOWS

- Aluminium windows and sliding doors in manufacturer's standard colour range including security keyed windows similar to the "STEGBAR" range.
- Obscure glass to bathrooms, ensuite and other privacy rooms.
- Glazing to meet Basix requirements.

EXTERNAL DOORS

- All external doors shall be solid core.
- External door style and type shall be nominated for selection.

ELECTRICAL

- Three phase underground mains provision with single phase switchboard.
- Earth leakage circuit breaker for lights and power.
- One Fan light to each bedroom.
- A minimum of one light point in all other rooms
- Two (double GPO) to master bedroom spaced to allow a queen size bed and tables to be placed centrally between the power points, plus one additional (Double GPO) on the opposite wall.
- Two Power points (double GPO) to remaining bedrooms placed on opposite walls.
- Two power points (double GPO) to opposing walls in the garage area and (single GPO) for garage door.
- Power provision (single GPO) for fridge provision on dedicated circuit breaker.
- Power provision (single GPO) for dishwasher.
- Power provision (Double GPO) for microwave.
- Power provision (single GPO) for range hood.
- Exhaust fan including additional powerpoint in the bathroom.
- One telephone point with a single (GPO) power point adjacent for future NBN connection. Telephone connection will be to meet future NBN connection requirements from the property boundary to the phone connection point and may require the provision of both copper wire and CAT6 data cable within conduit. The phone system is to be NBN ready.
- One television point in each living area and one television point to each bedroom adjacent to the Power point.
- Minimum of Two External light points to eaves at external doors.
- Two External (double GPO) Power points. One located within any court yard or entertainment space and one located adjacent to the garage external wall.
- Direct wired smoke detectors with battery backup.
- Provision shall be made for separate circuit breakers to install and power air conditioning and hot water systems.

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 7th December 2017

ITEM 6 HOUSING PROJECT

CONTINUED

- Provision shall be made to the meter board to allow off peak meter installation and additional circuit breakers (3 additional circuit breakers).
- Provide and install a 5KW/H solar electrical generation system to the roof area including all required equipment and the approved connection to the supply system. (The supply contract is to be made in the name of the owner).

KITCHEN

- Provide all kitchen Base cupboards and overhead cupboards including pantry units and provide laminate doors.
- Bulkhead to be provided to overhead cupboards.
- Kitchen kickboards to match doors.
- Cutlery tray to kitchen drawer.
- Bench tops to be laminated post formed/round edge. Colour choice to match kitchen cupboards.
- Tiled splashback to kitchen.
- 1180mm double bowl end stainless steel sink.
- mixer to kitchen sink.

APPLIANCE PLANNING

- Make provision and supply a stainless steel fronted dishwasher including water point and single power point.
- Supply and install a ceramic 4 burner electric cooktop.
- Supply and install a 90cm electric stainless steel oven.
- Supply and install a retractable externally ducted range hood in stainless steel or glass finish.
- Provision for microwave including power point as specified.

BATHROOMS

- Vanity units - Laminated square edge tops to floating vanities with Laminated doors. Provide porcelain inset or semi recessed basins with standard plug and waste.
- vanity mirrors frameless polished edge bathroom mirrors.
- towel rails and toilet roll holder to bathroom, and ensuite.
- chrome basin mixers to all basins.
- wall mounted chrome mixer to bath tub.
- hand-held showerheads and rails, for all showers.
- shower screens with pivot doors, chrome trims and clear laminated glass.
- close coupled toilet suite.
- a 1675mm white rectangular bath.
- Wall and floor tiles to wet areas. Tiling heights: bathroom and ensuite - 2100mm high to shower recess, 500mm over bath, skirting tile to remainder.

LAUNDRY

- 45 litre stainless steel tub with white metal cabinet with Flick mixer
- 300mm high tiling over laundry tub and skirting tiles to remainder
- Washing machine set installed to tub

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
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ITEM 6 HOUSING PROJECT

CONTINUED

AIR CONDITIONING

- Whole of house fully ducted reverse cycle air conditioning with zone controls. The air conditioning system shall be sized to meet summer temperatures above 40 degrees Celsius and winter temperatures below negative 5 degrees Celsius.
- The air conditioning system will have an Auto Mode and sufficient room sensors to efficiently control room temperature.
- Provide, install and adjust electrical wiring requirements to suit.

HOT WATER SYSTEM

Electric energy efficient hot water system of minimum capacity 300l (options may include a solar frost free system or a heat pump type system).

INTERNAL DOORS

Corinthian flush pre-hung internal doors in pre-primed paint finish - 2040mm high to ground floor and first floor.

ARCHITRAVES, SKIRTINGS AND CORNICES

- 67 x 12mm bevelled edge profile architrave with paint finish.
- 67 x 12mm bevelled edge profile skirting with paint finish.
- 90mm cove cornice at the junction of wall and ceiling.

DOORS AND DOOR FURNITURE

- All internal doors shall be similar to Corinthian flush pre-hung internal doors and 2040 x 910mm.
- Hung wardrobe doors shall match bedroom doors as required. Sliding wardrobe doors shall be specified as to style and type.
- Internal doors shall have lever handles with privacy sets to all bathrooms and WC's.
- External doors shall have Lever entrance set in satin or polished chrome for the front door, laundry and door between house and garage.
- Wall/door stops to bedrooms, wet areas and living areas (excluding robes and linen).

ROBES

- Every Bedroom shall have robe space provided that includes hanging and folded clothes storage.
- The main bedroom shall have adequate space for the storage and hanging of clothes for two adults and additional shelving storage for folded clothes. The robes shall have a mirror built into the doors.

LINEN CUPBOARD

A linen cupboard or cupboards shall be provided, and each cupboard will have four (4) shelves. (storage is an essential item and additional storage will be received openly)

GARAGE DOORS

Provide a roller door or panel lift door with automatic opener in colour bonded material to match building colour scheme.

WARREN SHIRE COUNCIL

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ITEM 6 HOUSING PROJECT

CONTINUED

ALFRESCO

Where an Alfresco area is included in the design the surface finish shall include a broom finished to a plain concrete slab, brick piers and roof over.

PAINTING

Painting throughout including;

- 2 external paint colours.
- 1 ceiling colour with 2 coats to ceilings plus a primer coat.
- 1 internal wall colour with 2 coats to walls plus a primer coat.
- 2 coats of Gloss paint to doors and internal woodwork.

FLOOR FINISHES (dry areas)

- Provide either tiles or Laminate flooring to entry.
- Tiles to kitchen (select range to be approved).
- Family room if provided to have tiles, laminate flooring or carpet (design to show extent of floor covering to be installed).
- Carpet to remainder of dwelling (provide a selection range of high durability carpet).
- Garage floor to be float finished suitable to use.

FLOOR FINISHES (wet areas)

All wet areas shall be provided with tiles (range of tiles to be approved).

DRIVEWAY AND FOOTPATH

- A plain concrete driveway and path is included from the road kerb and gutter to the garage and front door. These may be combined as one element.
- A footpath shall be installed from the laundry door to the clothes line being a minimum width of 900mm (site plan to show clothes line location in an unshaded area of the yard).

FENCING

The boundary of the property shall be provided with a two sided colour bonded fence including steel posts and rails from a point adjacent to the front setback of the dwelling.

LANDSCAPING

The yard shall be provided with;

- A letter box that suits the building style
- An automatic lawn water system
- All yard areas are to be turfed with a suitable turf species for the climatic conditions
- An allowance is provided of \$1000 for the purchase and installation of advanced shade trees to be placed as approved by the owner.
- Two yard taps are to be installed and connected to town water supplies (note one yard tap is also required from the water tank).
- A rotary clothes line shall be installed in the rear yard area.

FURNISHINGS AND FITTINGS

Provide curtains or blinds to all glass sliding doors and windows excluding opaque glass.

WARREN SHIRE COUNCIL

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to the Ordinary Meeting of Council to be held in the
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ITEM 6 HOUSING PROJECT

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

The funding of the two new dwellings would come from the sale of two existing dwellings as well as \$200,000 currently allocated in the budget for the project.

Resource implications would come from staff time allocated to aspects of the build such as administrative duties, town planning, building certification and general manual labour.

CONCLUSION

With the costs attributed to maintenance of aging housing infrastructure steadily increasing, Council should begin renewing its housing by constructing two new dwellings in Gunningba Estate while also selling two existing dwellings to help fund the project costs.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.1.5 Retain and develop housing for skilled people
- 5.2.2 Timely and accurate reporting for efficient management and accountability

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 7th December 2017

**ITEM 7 SEALING OF GUNNINGBAR AND NARROMINE STREETS,
NEVERTIRE (R4-1.55)**

RECOMMENDATION that:

1. The information be received and noted;
2. That Council consider in the 2018/19 Estimates the bitumen seal of Gunningbar and Narromine Streets, Nevertire to address the issue of dust being generated from vehicles accessing and exiting the IOR unmanned refuelling depot to protect the amenity of the Nevertire residents.

PURPOSE

This report has been prepared based on Council's previous requests to the Manager Engineering Services to the issues raised by the residents of Nevertire regarding the impact on their amenity due to dust being generated from incoming and out going traffic from the IOR unmanned Fuel depot in Nevertire.

BACKGROUND

Council over the past months has received letters from residents of Nevertire outlining their concerns regarding the dust being generated from heavy vehicles accessing the IOR Fuel Depot via Gunningbar street and exiting on Narromine Street, Nevertire.

REPORT

The IOR Fuel depot located on Lots 5 and 19 DP861182 Corner of Gunningbar, Cremorne and Narromine Street, Nevertire was first approved at the Council meeting held on 19th December 2012. At this time a Statement of Environmental Effects (SEE) was prepared by Geolyse Pty Ltd. The SEE outlined the proposal which was defined as an unmanned fuel depot which would only be servicing commercial truck companies that had pre-arrange contracts with Outback Truckstops Pty Ltd therefore the site was not open to the public at this point in time.

It was estimated that on average 5-7 vehicles would access the site daily in accordance with traffic experienced on other unmanned fuel sites in regional NSW excluding busier periods during grain harvest. Due to these low projected figures, it was deemed that the sealing of Gunningbar and Narromine Street, Nevertire was unnecessary due to the low volume of traffic entering the site.

The Development Application P16-12.38 Unmanned Diesel Storage and Commercial Vehicle Refuelling Facility was granted consent with Conditions of consent shown in **Attachment 1**.

At the Council meeting held 1st December 2016 Warren Shire Council approved the Development Application P16-16.18 Extensions of Unmanned IOR fuel Depot located on Lots 5 and 19 DP861182 Corner of Gunningbar, Cremorne and Narromine Street, Nevertire.

The extension would include the addition to the site of a 13,000 Litre double wall bunded diesel tank with dispenser and credit card payment terminal and 30,000 litre double wall bunded petrol tank as well as additional bunding, oily water treatment separator and signage.

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 7th December 2017

ITEM 7 **SEALING OF GUNNINGBAR AND NARROMINE STREETS, NEVERTIRE** **CONTINUED**

The SEE prepared for the development application for the extension to the unmanned fuel depot which was created by TFA Project Group. Outlined in the proposed extension was the capacity for the public to now utilise the site and purchase fuel via credit card transactions.

The SEE identified due to the public now able to purchase fuel from the site daily traffic would now increase from the original estimated 5-7 vehicles per day to 8-10 vehicles per day with an increase on averages during grain harvest season.

The SEE also contained a turning path diagram illustrating how the largest anticipated vehicle a B-Triple could safely access and manoeuvre across the site. The turning path diagram also showed that the facility can accommodate up to two B-Triples refuelling at a time with sufficient space for a queue of two further B-Triples waiting to access the site without impeding the local road network. The likelihood of four B-Triples wishing to access the site at once is very unlikely however the applicant designed for a worst case scenario.

After Council staff from both Health and Development Services and Engineering Services had examined the SEE regarding the proposed extension to the IOR unmanned refuelling Depot conditions of consent shown in **Attachment 2** were created.

The Council report from 1st December 2016 stated regarding dust:

“The trucks entering and leaving the site will be slow moving and creation of dust is unlikely, however a condition requiring the site to be sealed has been applied to the conditions of consent to ensure that the site does not pose any safety concerns in wet weather”.

Council started receiving complaints regarding the Unmanned fuel depot in relation to dust once the public were able to begin purchasing fuel from the site and the number of vehicles a day began to increase.

The fuel depot’s internal travel path had been sealed, however due to vehicles accessing the site via Gunningbar and Narromine Street and both roads being unsealed the residents of Nevertire were not satisfied with the dust levels being generated throughout the village.

The letters from Nevertire residents raising the dust issue created by the two roads are shown in Attachment 3.

Due to factors such as drier weather, increased volumes of traffic to the site and other dust suppression methods such as watering the road being time consuming and labour intensive, it is recommended that Gunningbar Street and Narromine Street the entry and exit roads of the IOR unmanned fuel depot be bitumen sealed to eliminate the issue of dust from incoming and outgoing vehicles to the facility.

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
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Council Chambers, Warren on Thursday 7th December 2017

ITEM 7 SEALING OF GUNNINGBAR AND NARROMINE STREETS, NEVERTIRE CONTINUED

ATTACHMENTS

Development Consent Conditions							
Conditions prescribed by the <i>Environmental Planning and Assessment Regulation 2000</i>							
1.	The work must be carried out in accordance with the requirements of the Building Code of Australia. Reason: Statutory requirement.						
2.	A sign must be erected in a prominent position on the site: <ul style="list-style-type: none">• showing the name, address and telephone number of the principal certifying authority for the work, and• 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. <p>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.</p> Reason: Statutory requirement.						
Conditions imposed by Council							
3.	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.						
4.	Construction, demolition and associated work shall be carried out only between the times stated as follows:- <table border="0" style="margin-left: 40px;"><tr><td style="padding-right: 20px;">Mondays to Fridays</td><td>7.00am to 6.00pm.</td></tr><tr><td>Saturdays</td><td>8.00am to 5.00pm</td></tr><tr><td>Sundays & public holidays</td><td>no construction work to take place.</td></tr></table> Reason: To ensure the amenity of the area is not compromised.	Mondays to Fridays	7.00am to 6.00pm.	Saturdays	8.00am to 5.00pm	Sundays & public holidays	no construction work to take place.
Mondays to Fridays	7.00am to 6.00pm.						
Saturdays	8.00am to 5.00pm						
Sundays & public holidays	no construction work to take place.						
5.	All lighting on the premise is to be time controlled manual push buttons, with a maximum time limit of 15 minutes. Reason: To ensure that all lighting on the development site is sufficiently controlled to minimise the impacts on the surrounding area.						
6.	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.						

ATTACHMENT 1

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 7th December 2017

ITEM 7 SEALING OF GUNNINGBAR AND NARROMINE STREETS, NEVERTIRE CONTINUED

Development Consent Conditions

7. 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.
8. 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.
9. 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.
10. Any excavation/fill is to be suitably retained.
Reason: To ensure the stability of the site and adjoining properties.
11. 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.
12. 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.
13. The developer must seal (2 coats) the road pavement within the swept path plus 1m for both the entry/exit to the site.
Reason: To ensure vehicles can safely enter/exit the site during wet weather.
14. The developer must construct a 300mm concrete pipe culvert plus headwalls, the length is to suit the swept path for the largest vehicle using the site for both street frontages.
Reason: To ensure vehicles can safely enter/exit the site during wet weather.
15. The developer must seal (2 coats) the vehicle paths through the site.
Reason: To ensure vehicles can safely move through the site during wet weather.
16. The developer must provide a geotech report to determine the pavement depth required for both Narromine Street and Gunningbar Street, together with the vehicle paths through the site.
Reason: To ensure the pavement constructed can withstand the expected loadings.

ATTACHMENT 1

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 7th December 2017

ITEM 7 SEALING OF GUNNINGBAR AND NARROMINE STREETS, NEVERTIRE CONTINUED

Development Consent Conditions

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

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

Reason: Statutory requirement.

Conditions imposed by Council

2. 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, and
 - 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

Reason: Statutory requirement.

3. **Prior to the extension of the existing unmanned refuelling facility** the developer must seal (2 coats) the road pavement within the swept path plus 1m from both the entry/exit to the site. The work is to be inspected and to be to the satisfaction of Warren Shire Council's Operations Manager.

Reason: To ensure vehicles can safely enter/exit the site during wet weather.

4. **Prior to the extension of the existing unmanned refuelling facility** the developer must seal (2 coats) the vehicle paths through the site. The work is to be inspected and to be to the satisfaction of Warren Shire Council's Operations Manager

Reason: To ensure vehicles can safely move through the site during wet weather.

5. Guide posts are to be installed at all pipe culvert headwalls on site.

Reason: To ensure culvert headwalls are visible to reduce damage caused by vehicles accessing the site.

6. 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.

7. 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.

ATTACHMENT 2

WARREN SHIRE COUNCIL

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Council Chambers, Warren on Thursday 7th December 2017

ITEM 7 SEALING OF GUNNINGBAR AND NARROMINE STREETS, NEVERTIRE CONTINUED

Development Consent Conditions

8. All lighting on the premise is to be time controlled manual push buttons, with a maximum time limit of 15 minutes.
Reason: To ensure that all lighting on the development site is sufficiently controlled to minimise the impacts on the surrounding area.
9. 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.
10. 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.
11. 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.
12. 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.
13. Any excavation/fill is to be suitably retained.
Reason: To ensure the stability of the site and adjoining properties.
14. 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.
15. 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.

ATTACHMENT 2

WARREN SHIRE COUNCIL

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ITEM 7

SEALING OF GUNNINGBAR AND NARROMINE STREETS,
NEVERTIRE

CONTINUED

18 Narronmie Street .
Nevertire 2826
H.S.W.
30.9.17.

MES

Mr Les Morgan.
Shire Council.
Warren .
Dear Sir.

RECEIVED
945
- 5 OCT 2017
R4 - 1.55

I am a long time resident of Nevertire, living
in the same house in Narronmie St for 55 years.
I would like to bring to your attention my
concerns about the roads leading in & out to the
fuel depot.

The clouds of dust generated by these very
busy large trucks blows straight up Narronmie St
as they exit this business. It will become
worse as the weather hot up & it keeps dry.
I thought when I first saw the application for
this business in the local paper, all roads
were to be sealed.

Perhaps as a alternative, white road base I
have seen on other roads may help to alleviate
this problem.

Please look at my concerns favourably as I'm
now 82 years old & don't wish to have my
house closed up to avoid the dust.

Thanking you
Janet Hazell

ATTACHMENT 3

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
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Council Chambers, Warren on Thursday 7th December 2017

ITEM 7 **SEALING OF GUNNINGBAR AND NARROMINE STREETS,
NEVERTIRE** **CONTINUED**

MES
RECEIVED
863
1 2 SEP 2017
R4-1.55

Narromine St
Nevertire 2826

My name is Elen Hewett I live on cnr of Narromine St
& Oxley H/way in Nevertire.
I am putting a complaint in about the new
fuel depot I.O.R down the back of Delta Air business
shed. There as been a lot of upgrading being
done down there in the last few months, but
nothing done to upgrade the dirt road to
and from there.
A lot of traffic is using this new depot I.O.R
and coming up the other side to meet
the Oxley H/way, very large trucks all types
and cars, they are creating lots of dust
dust which is drifting across everytime
a vehicle turns, it is suffocating can't open
windows and also I use medication to help with
breathing at times.
I am a rate payer and would like to see
road to and from upgraded sealed with
tar to stop the dust.
Thanking You Ellen Hewett

ATTACHMENT 3