

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 26TH APRIL 2018

Warren Shire Council

AGENDA - ORDINARY COUNCIL MEETING

26th April 2018

APOLOGIES

CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 22nd March 2018

SECTION 1 (WHITE)

DELEGATES REPORTS

- | | | |
|--------|---|---------|
| Item 1 | North West Zone Library Annual General Meeting
and General Meeting | (L2-7) |
| Item 2 | Outback Arts Annual General Meeting
and General Board Meeting | (C17-2) |

COMMITTEE MINUTES

- | | |
|---|------------|
| Meeting of the Sporting Facilities Committee
held on Wednesday 4th April 2018 | (C14-3.18) |
| Meeting of Manex held on Tuesday, 17th April 2018 | (C14-3.4) |
| Meeting of the Showground/Racecourse Committee
held on Thursday 19th April 2018 (TO BE TABLED) | (C14-3.2) |

SECTION 2 (LILAC)

POLICY

Nil.

SECTION 3 (BLUE)

REPORT OF THE GENERAL MANAGER

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MAYORAL MINUTES

QUESTIONS WITHOUT NOTICE

SECTION 9 (GREY)

CONFIDENTIAL

Nil.

PRESENTATIONS

Nil.

Section

1

Delegates & Committees

WARREN SHIRE COUNCIL

Delegates Report by Councillor P Serdity
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 26th April 2018

ITEM 1 **NORTH WEST ZONE LIBRARY ANNUAL GENERAL MEETING AND GENERAL MEETING** **(L2-7)**

I attended the North West Zone Library Annual General Meeting and General Meeting held at Oberon on 12th and 13th April 2018. Councillor Irving was an apology for these meetings.

Thursday afternoon we had a presentation by two (2) providers advising on:

- Free Computer Coding project offered by Save the Children and some of our libraries have actually undertaken this project. It is aimed mainly at teens.
- Information on online books.

Then networking over dinner in the evening.

Due to some issues with the Annual General Meeting papers not being received in time by the members and queries in relation to the Constitution, this meeting was deferred until late May with a date yet to be confirmed. In relation to the Constitution, the issue was raised as to whether or not we actually need one or if Local Rules would suffice. This will be followed up by our Secretary as to what the other zones are working from.

It was with sadness that our long-standing Secretary John Bayliss (Dubbo Regional Library) announced his retirement and his replacement would be acting in this role with assistance from the Minute Secretary, Shelly Buckle (Parkes Library) until the AGM. John had been in the library family for over 35 years with 15 of those at Dubbo Regional Library.

Our General Meeting followed the postponed Annual General Meeting with reports from all the other Libraries in attendance. The option of holding Councillor meetings on the same day as the Librarians meetings was well received, as this will give Councillors the opportunity to network amongst ourselves.

Our State Library representatives were unable, at this time, to advise on the outcomes of the various grant applications, but indicated that they would be out shortly. I am happy to report that notification arrived yesterday that our North Western Library group have been successful in their grant applications.

Bogan Shire	\$90,105 to update technology and air conditioning
Coonamble Shire	\$25,915 for a tactile children's learning and play area
Gilgandra Shire	\$199,495 to extend the library and provide a multipurpose meeting room and courtyard seating.
Warren Shire	\$55,400 for updated technology including Wi-Fi printing, new PCs, touch screens and ipads, adaptive technology, scanners and printers.

Congratulations to all those on the success of their respective grants.

Our next Zone Meeting is planned for early October 2018 with a venue to be confirmed.

Councillor Pauline Serdity
Council Delegate and Chair North West Library Co-Op

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
Delegates Report by Councillor P Serdity
to the Ordinary Meeting of Council to be held in the Council Chambers,
115 Dubbo Street, Warren on Thursday 26th April 2018

ITEM 2 OUTBACK ARTS ANNUAL GENERAL MEETING AND GENERAL BOARD MEETING **(C17-2)**

I attended the Outback Arts Inc. (OBA) Annual General Meeting and General Board Meeting at our new offices in Coonamble on Wednesday, 4th April 2018.

All executive positions were open for nominations and all current standing officers were re-elected. An updated list of contacts will be forwarded from OBA shortly.

No issues were identified from our annual audit except for some confusion by the Auditor in relation to artworks covered when out of the office and this has been addressed.

I am happy to report that we have been contacted by Brewarrina Shire Council requesting they re-join our organisation, paperwork and an invoice has been forwarded to them and we are just awaiting the deposit to our account. It would appear that this has come about from community feedback and some internal reorganisation within the Council structure. This just now leaves Bogan Shire Council who at this time are still not part of the OBA organisation.

Projects continue to be delivered within our region and more information can be found on our Website in relation to these.

We are nearing the end of the current renovations to the newly purchased building through the Clubs NSW grant funding. Approximately another \$40,000 will allow us to complete the plans for the back area of the building and the courtyard and we are actively seeking external funding for this, but the future renovations will in no way hold up the use by the public of the current building.

Our Executive Officer is due her second baby within a few weeks and her role will be part filled by our CAPO Eliza Walters as Jamie-Lea EO is taking limited maternity leave and will be working 1 day per week from home to cover things until her return to work.

It was rewarding to see the renovations already completed and how inviting and open the whole office and galleries are to the public. It has been well worth the time and effort taken by our staff to source this funding.

Clr Pauline Serdity
Council Delegate
and Treasurer Outback Arts Inc.

RECOMMENDATION:
That the information be received and noted.

Sporting Facilities Committee

Attached are Minutes of the Meeting of the Warren Sporting Facilities Committee held on Wednesday, 4th April 2018.

Recommendation:

That the Minutes of the Warren Sporting Facilities Committee Meeting held on Wednesday, 4th April 2018 be received and noted, and the following recommendation be adopted:

ITEM 6 REPORTS FROM CENTRE MANAGER (S21-2)

RECOMMENDATION TO COUNCIL:

1. That the information be received and noted, and;
 2. The Centre Manager implement the updated code of conduct following April 2018 Sports Committee Meeting as per item 5.3;
 3. The information be received and noted as per item 5.4;
 4. Warren Shire Council complete all pending tasks in relation to the Country Rugby Championships as per item 5.5; and
 5. The Centre Manager liaise with DMES as per the renewal of main oval lighting as per item 5.6.
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WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 4th April 2018 commencing at 4:10pm

Present:

Councillor KW Taylor (Acting Chairman)
Glenn Wilcox (General Manager)
Wesley Hamilton (Centre Manager)
James Cleasby (Acting Manager Health & Development Services)
Rolly Lawford (Divisional Manager Engineering Services)
Kerry Jones (Town Services Manager)

ITEM 1 APOLOGIES

An apology was tendered on behalf of Councillor M Quigley, Councillor K Irving and Councillor M Williamson and it was **MOVED** that the apology be accepted, and a leave of absence be granted for this meeting.

Carried

ITEM 2 MINUTES OF THE MEETING HELD ON 21ST FEBRUARY 2018

MOVED that the Minutes of the Meeting held on 21st February 2018 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING

Nil

Carried

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 4th April 2018 commencing at 4:10pm

ITEM 4 ACTION CHECKLIST

<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>	<i>Completion Date</i>
12.10.16	Matting at practice nets	MES	To be included in Carter Oval Master Plan	Pending
12.10.16	Long jump run up	CM	Construction of dual triple jump / long jump works to be sought via grant application by local sporting club.	Pending Suitable Grant
9.02.2017	Northern end car park	MES	Area has been smoothed out, sealing of area to be arranged when funds permit.	Budget Item 2018/2019
21.02.2018	Research replacement of pool facilities	MHD	Survey and report complete. Awaiting completion of suitable grant application.	August 2020
21.02.2018	Victoria Park Master Plan	CM	Draft Version 1 complete, continue development of plan	May 2018
*21.02.2018	Outdoor Fitness Equipment Shelter	CM	Complete.	May 2018
*21.02.2018	Regional Cultural Fund	CM	Complete.	May 2018
21.02.2018	Pathways and Cycle ways	CM	Liaise with engineering department as to the construction of pathways and cycle ways within Victoria Park	May 2018
*21.02.2018	Gym Code of Conduct	CM	Complete.	May 2018
21.02.2018	Installation of Bottle Refill Point	CM	Installation of bottle refill point to be arranged.	May 2018
*21.02.2018	Arrangement of extra committee meeting	CM	Complete.	Feb 2018
*21.02.2018	Installation of Hinged posts at mod-league oval	TSM	Complete.	April 2018
*21.02.2018	Transfer all local sporting groups from Victoria Park ovals to Carter Oval	CM	Complete.	February 2018
*21.02.2018	Donation of fees evidence	CM	Complete.	February 2018
*21.02.2018	Installation of panic button in gym	CM	Not recommended.	May 2018

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 4th April 2018 commencing at 4:10pm

ITEM 4 ACTION CHECKLIST

CONTINUED

RECOMMENDATION TO COUNCIL:

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

Carried

ITEM 5 REPORTS FROM CENTRE MANAGER

(S21-2)

RECOMMENDATION TO COUNCIL:

MOVED that:

1. That the information be received and noted, and;
2. The Centre Manager implement the updated code of conduct following April 2018 Sports Committee Meeting as per item 5.3.
3. The information be received and noted as per item 5.4
4. Warren Shire Council complete all pending tasks in relation to the Country Rugby Championships as per item 5.5
5. The Centre Manager liaise with DMES as per the renewal of main oval lighting as per item 5.6.

Carried

ITEM 6 GENERAL BUSINESS

- Councillor Taylor requested Centre Manager liaise with Country Rugby Championships Committee and provide contact details for local cleaners to undertake work inside Warren Sporting and Cultural Centre during event.

Carried

ITEM 7 NEXT MEETING DATE AND TIME

1st August 2018

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4:55PM.

MANEX

Minutes

Attached are the Minutes of the Meeting of Manex held on Tuesday 17th April 2018.

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Tuesday 17th April 2018 be received and noted and the following recommendations be adopted:

- 5.1 WORK HEALTH SAFETY PERFORMANCE SUMMARY (S12-14.1)**
That the Work Health and Safety Performance Summary information be reviewed and monitored.
- 5.2 WORK HEALTH AND SAFETY RISKS AND PRIORITY ISSUES (S12-14.1)**
That Work Health and Safety Risks and Priority Issues be reviewed and monitored
- 5.3 WORK HEALTH AND SAFETY ACTION PLAN (S12-14.1)**
That the Warren Shire Council Work Health and Safety Action Plan actions are reviewed and their status monitored and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance.
- 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 17th April 2018 commencing at 2.40 pm

PRESENT:

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

1. APOLOGIES

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

Carried

2. BUSINESS ARISING FROM MINUTES

Nil.

3. ACTION CHECKLIST

Date	Action by	Subject	Comment
*Ongoing	ALL	Employee Performance Reviews	Complete
16.5.17	DMES	River Corridor flood damage	Claim submitted. Waiting for a response. May need to investigate options for grant funding.
*16.1.18	AMHD	Ewenmar Waste Depot Green Waste area	Green waste shredded and new area designated.

MOVED Wilson/Wilcox 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,
on Tuesday 17th April 2018 commencing at 2.40 pm

4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

Project	Budget	Expend	Resp	Comment
Admin Building Fencing	6,500	5,766	AMHD	Complete.
Computer software & hardware	8,000	2,171	DMFA	Admin PC replacement quotations to be sent.
Practical Plus Software	35,000	32,388	DMFA	Finalised. Training cost to come.
Asset Management - IP & R	10,000	754	DMES/ DMFA	
Training	115,000	86,531	ALL	
Depot Yard Extension	256,000	37,385	DMES	Placed on hold until Depot & Workshop clean up completed and a overall draft concept plan to be developed.
RFS Hazard Reduction	32,820	11,520	DMFA /MHD	
Dwelling Specific M & R				
11 Pittman Parade	11,656	13,224		
2 Roland Street	9,980	8,414	MHD	Kitchen installed.
56 Garden Avenue – Barge boards to be replaced and painted	3,344	3,344	MHD	Complete.
Victoria Park – Fitness Circuit Shade Cover	20,000	20,934	DMES	Complete.
Sports Complex – Pavers	15,000	14,577	MHD	Complete.
Sports Complex – Mezzanine floor	61,600	62,476	MHD	Complete.
Sports Complex – Floor Matting	5,000	4,873	MHD	Complete.
Library – Air Conditioning	2,298	2,298	MHD	Installed.
Demolition – 113 Dubbo St & Design	100,000	93,244	MHD	In progress.
Carter Oval - Playground Equipment	20,000	Nil	DMES	On hold, re: grant application.
Carter Oval - Playground soft fall	30,000	Nil	DMES	On hold, re: grant application.
Carter Oval – Shade	10,000	Nil	DMES	On hold, re: grant application.
Information Bay – Nevertire	21,000	Nil	GM	RMS reviewing Village Plans
Other Outdoor Advertising	16,181	16,181	GM	Signs erected – minor change to 1 sign.
CBD Improvements	806,853	513,774	DMES	See attached report.
Airport fencing	25,000	Nil	DMES	Quotes received.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th April 2018 commencing at 2.40 pm

4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
Trial CCTV Implementation	36,500	36,977	DMFA	Complete.
Fencing – Ewenmar Waste Depot	14,578	14,578	MHD	Complete.
Victoria Oval Rehab	72,000	48,823	DMES	Complete 10/4/18.
Oval 2 Victoria Park	26,075	18,459	DMES	Complete.
Water Supplies				
Water valve and mains replacement	63,000	52,053	DMES	Dubbo St river water – in conjunction with CBD improvements. 90%
Nevertire Reservoir Refurb	350,000	Nil	DMES	On hold, re: 2018/19 Budget, survey works planned.
Warren – New Bore 8 – fit out	116,706	116,528	DMES	Complete.
Warren – New Bore 7 – fit out	145,588	148,206	DMES	Complete.
Nevertire – New Bore 2 – fit out	127,099	130,188	DMES	Complete.
Collie – New Bore 2 - fitout	169,267	177,237	DMES	Complete.
Collie – Rising Main	174,640	174,639	DMES	Complete.
Collie – Reservoir Intake Upgrade	26,620	26,620	DMES	Complete.
Sewerage Services				
Warren STP	1,000,000	342,325	DMES	Land purchased, Geotech completed. Detailed design in progress. Test bores complete. Fence constructed. Road constructed to be progressed,
Mains Relining (600-700 m)	125,197	125,197	DMES	2016/2017 Program complete. 100%
Mains Relining	100,000	29,092	DMES	2017/2018 Program
ROADS BRANCH				
State Highway 11				
Ordered Works Submitted				
▪ Reseals	171,541	121,690	DMES	Complete.
▪ Heavy Patching Seg 225	160,000	160,000	DMES	Complete.
▪ Pavement Widening	75,000	Nil	DMES	Scheduled to commence 2/4/2018

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th April 2018 commencing at 2.40 pm

4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
▪ Rehabilitation at Rail Crossing	147,000	62,794	DMES	Scheduled to commence 19/3/2018 (Committed costings)
▪ Shoulder Stabilisation	120,000	Nil	DMES	Incomplete.
▪ Shoulder SH 11	240,000	Nil	DMES	Withdrawn.
▪ Culvert Repairs	23,170	18,161	DMES	Planned for May 2018.
Regional Roads				
Reseals	250,000	283,772	DMES	Complete with the exception of the linemarking.
Recycling – RR 424 – Marra Rd	150,000	234,062	DMES	
Resheeting	100,000	Nil	DMES	
REPAIR Program – Warren Rd	598,492	665,895	DMES	100% complete
REPAIR Program – Warren Rd Stage 2	360,000	Nil	DMES	Formal advice from RMS. Formal claim to be submitted.
Flood Damage Repairs	56,361	53,815	DMES	Complete.
Urban Local Roads				
Urban Reseals	66,700	39,193	DMES	Complete.
XC5 footpaths	27,500	7,516	DMES	On-going.
Kerb & Guttering	167,767	131	DMES	Forward to 2018/19 Program
Urban Roads – Heavy Patching	111,565	Nil	DMES	Cobb Lane – works to be scheduled.
Urban Roads – Bundemar Street	181,000	131	DMES	DMES to complete an analysis of project.
Rural Local Roads				
Rural Reseals	422,247	186,422	DMES	Complete.
Rural Resheeting	659,077	447,316	DMES	Old Warren Road scheduled for May 2018.
Reconstruction – Thornton	517,069	15,983	DMES	Scheduled to commence April 2018. See report to April Council Meeting.
Recycle – Bullagreen Road	184,500	183,812	DMES	Complete.
Recycle – Bourbah Road	298,500	148,092	DMES	Complete.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th April 2018 commencing at 2.40 pm

4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
Culvert replacement	60,000	42,600	DMES	In progress.
Flood Damage Repairs	366,644	394,968	DMES	Complete.
Plant				
Heavy Plant Purchases - Nett	1,825,739	1,058,750	DMES	Complete.
Light Plant Purchases - Nett	204,778	125,217	DMES	Plt 233, 242 & 1234 purchased.
Reconstruction – Ellengerah Road	963,353	1,022,895	DMES	Complete.

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

Carried

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	2 traffic blisters to be installed.
	Asphalt Overlay	To be completed by end of 2018 financial year.
	Street Garden Beds	To be completed by end of 2018 financial year.
	Footpath Garden Bed	Removed from program.
	Roundabout	Discussions have recommenced with the RMS. Design works to be finalized RMS approval.
	A detailed report will be submitted to the Town Improvement Committee.	
Depot Yard Extensions	Currently on hold.	
Upgrade works to playgrounds	Quotations reviewed, orders for equipment will be submitted by the end of the month.	
Footpaths	Ongoing.	
Marthaguy Creek Bridge Wonbobbie Road	Preliminary Works Commenced. Site survey works have commenced and the geotechnical investigation are scheduled to be completed the week of 16th April.	

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th April 2018 commencing at 2.40 pm

4.2 PROJECTS AND ASSETS STATUS REPORT

CONTINUED

PROJECT	STATUS
Asset Management Project	Council is required to complete annual asset condition reports including buildings, roads, water, sewer, stormwater, open spaces and other structures. The collection of road asset data has commenced. Subject to the arrival of the selected coloured posts and labelling plates, segment markers on sealed and unsealed rural roads will commence the week beginning the 16th April.

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

Carried

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

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

Carried

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

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

Carried

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

MOVED Jones/Murray 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.

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
20.03.18	18-08	Information about Rating 2018-19	Noted
28.03.18	18-09	Support for Councils in relation to kerbside recycling and the impact of the Container Deposit Scheme (CDS)	Noted

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th April 2018 commencing at 2.40 pm

6.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

CONTINUED

Ministerial Circulars

Date	Circular No.	Description	Comment/Action
Nil			

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

Carried

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 April and May 2018.

Strategic Tasks Guide

DATE	TASK	STATUS
APRIL		
30	Fourth quarter rates instalment notice to be sent (s.562).	Noted
	Public bodies to provide Council with a list of parcels of land to which rate rebate applies (s.600).	N/A
MAY		
9	Federal Budget	No Action Required
16	LIRS claim period for all projects approved for funding.	No Action Required
	Fourth instalment of 2017-2018 Financial Assistance Grants.	Noted
31	Last day for RAO to submit QBRS review to Council (LGGR cl.203(1)).	Noted
	Fourth quarterly rates instalment due (s.562).	Noted
	Requests to Valuer General for estimates of changes in value of land for supplementary valuations (s.513).	Noted

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

Carried

7. WORK FORCE VACANCIES

(S12-1)

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th April 2018 commencing at 2.40 pm

**8. WARREN SHIRE COUNCIL INITIAL PROCESS AND CONTROL AUDIT
JANUARY 2018 (A1-3)**

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

Carried

9. MARCH 2018 MINUTES AND APRIL 2018 BUSINESS PAPER

The Committee previewed the April 2018 Business Paper and the March Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

10. COMPLAINTS/ACTION REQUESTS STATUS

The outstanding complaints/actions list was circulated and it was requested that the responsible officers update the list and return to the Engineering Administration Officer.

10. GENERAL BUSINESS WITHOUT NOTICE

- The General Manager advised that he along with the Divisional Manager Finance and Administration would be reviewing the process behind rates recovery.
- The General Manager to review Council's governance area and establish a priority list.
- The Acting Manager Health and Development Services advised that the tender had closed for the proposed two (2) new Council dwellings and that a report will be presented to Council's April Meeting.

There being no further business the meeting closed 4.35 pm.

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 26th April 2018

ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
22.2.18	40.2.18	Draft Enhancement Plans for Warren, Nevertire and Collie	GM	Placed on public exhibition and provide a further report to Council.
*22.3.18	63.3.18	Regional Joint Organisation	GM	Advised Minister for Local Government of Council's decision.
*22.3.18	65.3.18	Draft Memorandum of Understanding – WoW Committee	GM	Amended Memorandum of Agreement signed.
Divisional Manager Finance and Administration Services				
*7.12.17	311.12.17 (c)	Industrial Land Silo Road	DMFA	Advertise land for sale once Contamination Free Certificate issued.
*22.3.18	68.3.18	2018/2019 Draft Operational Plan & Estimates	DMFA	Documents advertised for Public Exhibition.
Divisional Manager Engineering Services				
25.1.17	16.1.17	Proposed new general industrial area	DMES	Rezoning proposal lodged, costings to be produced for subdivision.
24.8.17	QWN 2 – Druce	Mitchell Hwy heavy vehicle parking area	DMES	No action.
22.2.18	34.2.18	Review type of plant with GM	DMES	Provide a report back to the Plant Committee.
*22.2.18	48.2.18	Oxley Park Wharf	DMES	Further report provided to March Council Meeting.
22.3.18	73.3.18	Oxley Park Wharf	DMES	Program works.
Manager Health & Development				
27.4.17	99.4.17	Warren Swimming Pool Shade Cover	MHD	2017/2018 Works Program.
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.
07.12.17	302.12.17 (a)	Ewenmar Waste Depot earthmoving works	MHD	Awaiting results of funding.
*07.12.17	302.12.17 (b)	Ewenmar Waste Depot shredding timber and green waste	MHD	Complete.

WARREN SHIRE COUNCIL
 Report of the General Manager
 to the Ordinary Meeting of Council to be held at
 Council Chambers, Warren, on Thursday 26th April 2018

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Manager Health & Development				Continued
Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
07.12.17	302.12.17 (c)	Ewenmar Waste Depot additional fencing	MHD	Awaiting results of funding.
07.12.17	302.12.17 (j)	Waste / Recycling Collection Services within Warren Shire	MHD	Prepare report.
07.12.17	302.12.17 (k)	Waste Depot Operations Tendering	MHD	Prepare report.
07.12.17	326.12.17	Housing project	MHD	Report back to Council.
22.3.18	80.3.18	Environmental Planning and Assessment Act	MHD	Arrange further presentation to Council and invite DEH to address a public meeting.

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
Council Chambers, Warren, on Thursday 26th April 2018

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
4.4.18	Sporting Facilities	Warren
4.4.18	Outback Arts AGM	Coonamble
12.4.18	Interagency Meeting	Warren
17.4.18	Manex	Warren
19.4.18	Showground/Racecourse	Warren

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION

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
Council Chambers, Warren, on Thursday 26th April 2018

ITEM 3 DENTAL PRACTICE – LEASE AGREEMENT (S1-1.18)

RECOMMENDATION

That Council note the action taken by the General Manager to sign the lease agreement with Totally Smiles Pty Ltd.

PURPOSE

This report is to provide advice to Council that a five (5) year lease agreement with two (2) five (5) year options was signed by the General Manager.

BACKGROUND

Council received an urgent request to transfer the lease with Dr Milton Quigley to Totally Smiles Pty Ltd. Due to the timing of the request a decision was made to review the lease documents, adjust and sign the finalised copy.

REPORT

Council received a written request to undertake a transfer of the lease at 178 Dubbo Street Warren (Old Medical centre) from Dr Quigley to Totally Smiles Pty Ltd.

This request was made as an urgent action.

A review of the commercial lease was undertaken and adjustments were made to provide a bond against damage. The lease is structured to allow a five (5) year initial period plus two (2) five (5) year options. The lease fee is at a commercial lease amount determined independently by Council's Valuer following the first year. The first-year lease is at the present rate.

FINANCIAL AND RESOURCE IMPLICATIONS

The current lease arrangements allow the transfer of the lease and the request by the current leasee to transfer have been undertaken.

The current lease fee applies, and future years are adjusted in accordance with market rent provisions and valuations.

LEGAL IMPLICATIONS

The lease complies with the Local Government Act 1993 as to a term of five (5) years. The lease provides protection to both Council and the tenant.

RISK IMPLICATIONS

The reassignment of this lease has no greater risk.

STAKEHOLDER CONSULTATION

N/a

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 26th April 2018

ITEM 3 DENTAL PRACTICE – LEASE AGREEMENT CONTINUED

OPTIONS

The General Manager could have delayed the signing of this lease, however to ensure that the lease reassignment was not unduly delayed, the lease was signed following written approval by Dr Quigley.

CONCLUSION

This report is to advise Council of the action taken by the General Manager to reassign an existing lease.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

1.3.2 Advocate for Dentist and Doctor availability in Warren to meet community's needs.

SUPPORTING INFORMATION /ATTACHMENTS

Councillors may view the lease on request.

Section

4

Manager Finance & Administration

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 26th April 2018

ITEM 1 RECONCILIATION CERTIFICATE – MARCH 2018

(B1-10.15)

RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31st March 2018 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 March 2018.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance		Balance
	28-Feb-18	Transactions	31-Mar-18
General	8,547,001.20	233,154.16	8,780,155.36
Water Fund	115,505.27	(383,070.27)	(267,565.00)
Sewerage Fund	3,017,007.31	(714,196.38)	2,302,810.93
North Western Library	160,312.64	(113,351.92)	46,960.72
Trust Fund	74,797.80	483.00	75,280.80
Investment Bank Account	(10,500,047.24)	(202,590.32)	(10,702,637.56)
	1,414,576.98	(1,179,571.73)	235,005.25

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 26th April 2018

ITEM 1 RECONCILIATION CERTIFICATE – MARCH 2018

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	234,441.48
Add: Outstanding Deposits for the Month	2,285.77
Less: Outstanding Cheques & Autopays	(1,722.00)

Balance as per Ledger Accounts less Investments =	235,005.25
--	-------------------

INVESTMENTS RECONCILIATION

Investments as at 31st March 2018

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	702,637.56	Variable	On Call A/c
1	National Australia Bank	1,000,000.00	274 Days @ 2.47%	30-Apr-18
13	National Australia Bank	2,000,000.00	92 Days @ 2.46%	16-Apr-18
14	National Australia Bank	1,500,000.00	90 Days @ 2.45%	28-May-18
15	National Australia Bank	1,000,000.00	90 days @ 2.52%	5-Jun-18
16	National Australia Bank	1,500,000.00	90 days @ 2.54%	11-Jun-18
17	National Australia Bank	1,500,000.00	90 days @ 2.55%	19-Jun-18
18	National Australia Bank	1,500,000.00	90 days @ 2.55%	20-Jun-18

TOTAL INVESTMENTS =	10,702,637.56
----------------------------	----------------------

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	4,367,621.00
Internally Restricted Funds Invested	7,015,248.00
2017/18 General Fund Operating Income & Grants	(445,226.19)
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	10,937,642.81

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

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 26th April 2018

ITEM 1 RECONCILIATION CERTIFICATE – MARCH 2018

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

N/A

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 26th April 2018

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 10th April 2018 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 10th April 2018.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 26th April 2018

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

10TH APRIL 2018

Name of Rate	COLLECTIONS FOR YEAR					NETT ARREARS	
	NETT ARREARS	NETT LEVY	TOTAL	AMOUNT	COLLECT	ARREARS	ARREARS
	1st JULY		RECEIVABLE	COLLECTED	AS % AGE OF TOTAL REC'ABLE	AMOUNT	AS % AGE OF TOTAL REC'ABLE
	\$	\$	\$	\$		\$	
General Fund Rates	74,768	4,626,941	4,701,709	3,652,603	77.69%	1,049,106	22.31%
Warren Water Fund	22,931	363,277	386,208	302,384	78.30%	83,824	21.70%
Warren Sewerage Fund	27,976	470,650	498,626	394,847	79.19%	103,779	20.81%
TOTAL 2017/2018	125,675	5,460,868	5,586,543	4,349,834	77.86%	1,236,709	22.14%
TOTAL 2016/2017	137,085	5,350,379	5,487,464	4,139,261	75.43%	1,348,203	24.57%
TOTAL 2015/2016	124,281	5,225,809	5,350,090	4,037,556	75.47%	1,312,534	24.53%
TOTAL 2014/2015	120,785	5,088,196	5,208,981	3,947,868	75.79%	1,261,113	24.21%
		8-Apr-15	15-Apr-16	21-Mar-17		10-Apr-18	
COLLECTION FIGURES AS \$		3,947,868	4,037,556	4,139,261		4,349,834	
COLLECTION FIGURE AS %		75.79%	75.47%	75.43%		77.86%	

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 26th April 2018

ITEM 3 REQUEST TO SUPPORT WARREN COUNTRY CHAMPIONSHIPS ORGANISING COMMITTEE (D8-1)

RECOMMENDATION

That as Council has already undertaken substantial works to upgrade the Victoria Park facilities for the NSW Country Rugby Championships, that Council decline this request for support.

PURPOSE

This report has been generated due to a request to make a donation as attached.

BACKGROUND

Annually, Council receives requests to make donations to charities, sporting or community organisations.

Council records regular donations within its Operational Plan and Revenue documents for consideration by the community and adoption by Council. Other requests received by staff are referred to Council for consideration.

REPORT

Council has received a request for a donation from Warren Country Championships Organising Committee for a donation for hiring Victoria Oval Precinct for the NSW Country Rugby Championships.

In accordance with Section 356 Local Government Act 1993, Council may determine to approve the donation and seek public comment before approval of the donation.

Council does not have any policy on the type and value of donations and this approval cannot be delegated (section 377 Local Government Act 1993).

The recommendation does not support the donation.

FINANCIAL AND RESOURCE IMPLICATIONS

All donations have an impact on the Council's finances and a resolution of Council must be made followed by a period of public comment.

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 26th April 2018

ITEM 3 REQUEST TO SUPPORT WARREN COUNTRY CHAMPIONSHIPS ORGANISING COMMITTEE CONTINUED

LEGAL IMPLICATIONS

The Local Government Act 1993 section 356 states:

356 Can a council financially assist others?

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*
- (3) However, public notice is not required if:*
 - (a) the financial assistance is part of a specific program, and*
 - (b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
 - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
 - (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.*
- (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*

Council is required to comply with the Act prior to donating.

RISK IMPLICATIONS

Risks are reduced if Council follows the Act and reports donations to the community.

STAKEHOLDER CONSULTATION

As stated above, Council is required to advertise all donations to the community for comment.

OPTIONS

Council may approve the donation or alternatively Council may refuse this donation.

CONCLUSION

Donations are regularly requested of Council by various organisations. It is considered that this request be declined as Council has already undertaken substantial works to upgrade the Victoria Park facilities for this carnival.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and Accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Request letter attached.

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 26th April 2018

ITEM 3 REQUEST TO SUPPORT WARREN COUNTRY CHAMPIONSHIPS ORGANISING COMMITTEE CONTINUED

Warren Shire Council
Attn: Glenn Wilcox
PO Box 6
WARREN NSW 2824



2 February 2018

Dear Glenn

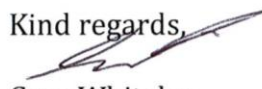
As you are aware, the NSW Country Rugby Championships will be held in Warren on Saturday 28th and Sunday 29th April 2018.

The Championships are the premier rugby union event in NSW each year; bringing together nine zones from across country NSW and presenting a significant attraction for our region. Although the Western Plains zone has participated annually in the Championships for many years, it is the first time that Western Plains Rugby Union has been given the opportunity to host the event and we are delighted that Warren has been selected.

It is expected that the event will attract approximately 800 people and that there will be significant economic benefits flowing on to businesses and community groups within the Warren Shire. That being the case, the event itself will generate funds to cover the costs to run with any profit at the end to be contributed to Western Plains Junior Rugby Union. As such, we are particularly conscious of the cost to hire the Victoria Park precinct and would like to ask whether Warren Shire Council may consider making a donation in support of this event.

We would greatly appreciate your consideration of this request. Should you require any further information, please contact myself on 0427 474 516.

Kind regards,


Greg Whiteley

On behalf of the Warren Country Championships Organising Committee

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 26th April 2018

ITEM 4 REQUEST TO SUPPORT CWA OF NSW FAR WESTERN GROUP PUBLIC SPEAKING COMMITTEE (D8-1)

RECOMMENDATION

1. That Council make a donation of \$100.00 to Country Women's Association of NSW for the Public Speaking Competition subject to this donation being advertised in the local newspaper for a period of 28 days, and
2. Subject to no substantial disagreement being received from the public.

PURPOSE

This report has been generated due to a request to make a donation as attached.

BACKGROUND

Council made a donation of \$100 to this group in the 2016/2017 financial year. Annually, Council receives requests to make donations to charities, sporting or community organisations.

Council records regular donations within its Operational Plan and Revenue documents for consideration by the community and adoption by Council. Other requests received by staff are referred to Council for consideration.

REPORT

Council has received a request for a donation from Country Women's Association of NSW for the Annual Public Speaking Event.

In accordance with Section 356 Local Government Act 1993, Council may determine to approve the donation and seek public comment before approval of the donation.

Council does not have any policy on the type and value of donations and this approval cannot be delegated (section 377 Local Government Act 1993).

The recommendation supports the donation as the request has come from a local organisation that is supportive of locally based outcomes for the Shire community.

FINANCIAL AND RESOURCE IMPLICATIONS

All donations have an impact on the Council's finances and a resolution of Council must be made followed by a period of public comment.

The donation being applied for may be funded from Council's section 356 expenses vote of the budget.

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 26th April 2018

ITEM 4 REQUEST TO SUPPORT CWA OF NSW FAR WESTERN GROUP PUBLIC SPEAKING COMMITTEE **CONTINUED**

LEGAL IMPLICATIONS

The Local Government Act 1993 section 356 states:

356 Can a council financially assist others?

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*
- (3) However, public notice is not required if:*
 - (a) the financial assistance is part of a specific program, and*
 - (b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
 - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
 - (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.*
- (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*

Council is required to comply with the Act prior to donating.

RISK IMPLICATIONS

Risks are reduced if Council follows the Act and reports donations to the community.

STAKEHOLDER CONSULTATION

As stated above, Council is required to advertise all donations to the community for comment.

OPTIONS

Council may approve the donation or alternatively Council may refuse this donation.

CONCLUSION

Donations are regularly requested of Council by various organisations. It is considered that this request supports the Warren Shire Community and the donation will provide a benefit to education and social wellbeing locally.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and Accurate reporting for efficient management and accountability.


SUPPORTING INFORMATION /ATTACHMENTS

Request letter attached.

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 26th April 2018

ITEM 4 REQUEST TO SUPPORT CWA OF NSW FAR WESTERN GROUP PUBLIC SPEAKING COMMITTEE CONTINUED




Country Women's Association of NSW
ABN 82 318 909 926
Incorporated in 1931 by an Act of NSW Parliament

All Communication to be addressed to the Secretary of NARROMINE Branch/Group

P.O. Box 398
Narromine 2821
20th March 2018

GM



DB-1

The General Manager
Warren Shire Council
P.O. Box 6
Warren 2824


To whom it may concern:

CWA Far Western Group will be conducting their Annual Public Speaking Event for Students attending 14 Schools at southern end of Far Western Group (Division 1) at the United Services Memorial Club, Dandaloo Street, Narromine on Tuesday 22nd May 2018, hosted by CWA Narromine Branch.

That same day, CWA Bourke Evening Branch will host the Event for 11 schools in Bourke located at the northern end of Far Western Group (Division 2), as will students participating in CWA Central Western and Oxley Groups. Winners from each division then have the opportunity to compete at Inter Group Level on 19th June 2018 at Molong, hosted by Central Western Group. We think it may be our turn in 2019!

Relevant information has already been forwarded and your students have performed well in the past. We believe Public Speaking to be an important and rewarding initiative for both students and schools and worthy of our support.

An estimated budget is attached and your consideration to offer any assistance again would be very much appreciated.

Yours sincerely

Mrs Peg Finlayson
on behalf of CWA of NSW Far Western Group Public Speaking Committee
phone 0458894902 email pegdavid@bigpond.net.au
www.cwaofnsw.org.au

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 26th April 2018

**ITEM 4 REQUEST TO SUPPORT CWA OF NSW FAR WESTERN GROUP PUBLIC
SPEAKING COMMITTEE CONTINUED**

CWA Far Western Group Public Speaking A/c Estimated Budget 2018

Venue Hire	CWA
Prize Money	\$500.00
Books for Participating Schools	\$350.00
Certificates	\$50.00
Judges Expenses	\$150.00
Inter Group Contribution	\$200.00
Office Expenses – copying, postage	\$100.00
Promotion Expenses	CWA
Host Branches – catering expenses	CWA
<u>Total Estimated Outside Expenses:</u>	<u>\$1350.00</u>

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 26th April 2018

ITEM 5 LIBRARIAN'S REPORT ON WARREN LIBRARY SERVICES (L2-2)

RECOMMENDATION

That the information be received and noted.

PURPOSE

To inform Council of the services the Warren Shire Library has been undertaking.

BACKGROUND

The Warren Library continues to supply a customer focused service, which constantly meets the needs of the Warren community and strives to implement new workshops and events which incorporate educational benefits, skills and techniques in a wide variety of client based activities.

REPORT

Services

Movies for Seniors & Others recommenced in March on a weekly basis and is once again proving to be popular. The library provides light refreshments prior to the screening of the movie.

Creative Construction Club commenced as a school holiday program and is now to be held on a weekly basis during school term with supporting workshops during holiday periods. Sessions are held for juniors over 7 years with set building challenges using Lego and other building materials.

In July we will be commencing Duplo and Junior Lego workshops for 3-7 year olds, if successful this group will be added to the Creative construction club with the only difference being a parent/guardian will be required to be in attendance.

Storytime continues to provide a valuable service for our community and is well attended by the Warren Pre School, Little Possums, Day-care and the mums, dad's and carer's of Warren.

Technology

The borrow box consortia has now been fully implemented and supplies the following libraries with a wide range of e-resources. Central West, North Western, Bathurst, Big Sky, Lachlan, Grenfell, Oberon, Broken Hill, Cobar, Mid-Western and Bourke.

New purchases for the consortia are currently being managed by the North Western Regional Library Manager in conjunction with Bolinda Publishing.

The library public access computers, tablets and wireless internet services continue to be well utilised by the community of Warren with our junior clientele utilising our Desk Top Magic touchscreen units on a daily basis.

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 26th April 2018

ITEM 5 LIBRARIAN'S REPORT ON WARREN LIBRARY SERVICES

CONTINUED

Annual Reading Day

The library will hold our 2018 Annual Reading Day/Teddy Bear event titled Teddies Alive on Wednesday 20th June. The library was successful in obtaining \$5,000.00 in funding via Community Builders funding for this event.

This event will be held at the Warren Sporting & Cultural Centre and will include literacy activities entertainment and a BBQ lunch for all attending.

This event is part of the library's commitment to hold an annual event to support literacy for the children of Warren. Our Teddy Bear event is held bi-annually in conjunction with the Paint the Town REaD program. Paint the Town REaD is an early literacy community scheme that encourages the whole community to read, talk, sing and rhyme with children from birth, so that they will be ready for reading and writing at school.

New Services

Collections

During the latter half of 2018 the library will be introducing a new collection to assist teachers and teaching assistants within our schools, pre-schools and day-care facilities. We hope to instigate a vital new collection that will supplement the available resources to teaching staff within our region. The Library Manager is currently consulting with teaching staff in Warren to enable us to receive valuable input on the development of this collection.

Holiday Program

After receiving feedback from clientele the library is commencing a series of school holiday activities for younger children aged 3-7 years, all children attending are required to be accompanied by a parent/guardian for the duration of the event. We are commencing with "Stories & Playdough" in April followed by "Creative Construction using Junior Lego and Duplo" in July.

Statistics for October 2017 - February 2018

Month	Issues	Clients	Internet	Wireless Internet	NW E-Books	NW E-Audio
October	1438	1286	116	113	325	347
November	1368	1133	92	90	366	370
December	1131	1084	80	72	360	327
January	1852	1897	74	195	436	394
February	1415	1155	100	123	348	368

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 26th April 2018

ITEM 5 LIBRARIAN'S REPORT ON WARREN LIBRARY SERVICES CONTINUED

Events

Event	Junior	Adults	Total Participants
Candle Making Workshop	19	0	19
Creative Construction Technic Workshop	11	0	11
Creative Construction Weekly Sessions to date	20	0	20
Junior Movies	30	3	33
Terrarium Workshop	19	2	21
Senior movies	0	20	20
Story Time	151	23	174
Summer Reading Club	22		22

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

This report is to provide Council with an update of Council Library Services.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.2.3 Provide a high-quality library service that meets the needs of the community.

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 26th April 2018

ITEM 6 COUNCIL BANK ACCOUNT SIGNATORIES

(B1-5)

RECOMMENDATION

That the following people be authorised signatories for Council's General Fund Account at the National Australia Bank:

Glenn Wilcox – General Manager

Darren Arthur – Divisional Manager of Finance & Administration

Jillian Murray – Treasurer

Rolly Lawford – Divisional Manager Engineering Services

Rex Wilson – Mayor

Brett Williamson – Councillor

Milton Quigley – Councillor

PURPOSE

To have a suitable number of Council officers authorised as signatories for Council's General Fund account to allow for staff leave provisions.

BACKGROUND

With the recent resignation of Council's Finance Clerk – Payroll, a review of the authorised signatories of Council's General Fund account at the National Australia Bank needs to be undertaken.

REPORT

It is a requirement from Council's bankers the National Australia Bank that a formal Council resolution is made before they will alter their signatory register.

Currently, the signatories are:

Glenn Wilcox – General Manager

Darren Arthur – Divisional Manager of Finance & Administration

Jillian Murray – Treasurer

Cassy Mitchell – Finance Clerk

Rex Wilson – Mayor

Brett Williamson - Councillor

Milton Quigley – Councillor

The proposed new signatories are:

Glenn Wilcox – General Manager

Darren Arthur – Divisional Manager of Finance & Administration

Jillian Murray – Treasurer

Rolly Lawford – Divisional Manager Engineering Services

Rex Wilson – Mayor

Brett Williamson – Councillor

Milton Quigley – Councillor

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 6 COUNCIL BANK ACCOUNT SIGNATORIES

CONTINUED

It should be noted that at least one (1) staff member must be a signatory on all cheques, the National Australia Bank will not accept two (2) Councillor signatures.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

This report is provided to Council for endorsement so that timely payments can be made to creditors.

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 26th April 2018

ITEM 7 MARCH 2018 BUDGET REVIEW

(A1-5.36)

RECOMMENDATION

That the information be received and noted and that amendments to votes in the March 2018 Budget Review as outlined be authorised.

PURPOSE

To advise Council and make any necessary amendments to the adopted 2017/18 Operation Plan that may be required throughout the financial year.

BACKGROUND

Clause 203 “*Budget review statements and revision of estimates*” of the Local Government (General) Regulation, 2005 requires Council to:

- (1) *Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council’s revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.*
- (2) *A budget review statement must include or be accompanied by:*
 - (a) *a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*
 - (b) *if that position is unsatisfactory, recommendations for remedial action.*
- (3) *A budget review statement must also include any information required by the Code to be included in such a statement.*

REPORT

As Council’s responsible accounting officer, I have included in the attachments a balanced (after deducting depreciation) March 2018 Budget Review summary covering the period 1st July to 31st March 2018 with a full list of proposed budget adjustments required.

The major budget variations in the March 2018 Budget Review are as follows:

1. An additional \$25,000 for Workers Compensation Insurance has been allocated from restricted funds.
2. A reduction in Health Salaries and oncost \$44,436 due staff on extended maternity leave.
3. An additional \$6,500 for cemetery expenses (Warren Lawn and Others) is required, cemetery income was increased by \$11,000 due to sale of plots.
4. An additional \$45,521 from restricted funds to offset shortfall in Water Operations.
5. Swimming Pool income decreased by \$10,836 due to low entrance numbers and Swimming Pool M & R increased by \$21,164.
6. An additional \$50,000 to Sporting Ovals M & R.
7. Silo Row area clean-up has been allocated \$80,000 funded from Operational Land Reserve.
8. Regional Roads Resheeting decreased by \$100,000 to offset over expenditure in Regional Roads Reseals and Regional Road Pavement Recycling with the balance reallocated to Regional Roads Maintenance.
9. A reduction of \$40,000 from Rural Roads Resheeting reallocated to other works.

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
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ITEM 7 MARCH 2018 BUDGET REVIEW

CONTINUED

10. A reduction of \$32,166 on the Collie Bourbah Road Recycling to balance the budget.

If any Councillor requires further explanation on any items listed in this report prior to the council meeting, please contact either the Divisional Manager of Finance & Administration or the Treasurer.

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

The March 2018 Budget Review is to provide Council and the Community with an update on the progress of the adopted 2017/18 Operational Plan incorporating any variances to the original document as required.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Budget Review Summary and full list of variations required.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 26th April 2018

ITEM 7 MARCH 2018 BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement
for the period 01/01/18 to 31/03/18

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Warren Shire Council for the quarter ended 31/03/18 indicates that Council's projected financial position at 30/6/18 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____



Date: 20th April 2018

Darren Arthur
Responsible Accounting Officer

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers Warren on Thursday 26th April 2018

ITEM 7 MARCH 2018 BUDGET REVIEW

CONTINUED

Budget review for the quarter ended 31 March 2018

Income & Expenses - Council Consolidated

(\$000's)	Original	Carry	Sep	Dec	Revised	Variations		Projected	Actual
	Budget				Budget	for this	Year End		
	2017/18	Forwards	QBR5	QBR5	2017/18	Mar	Qtr	Result	figures
Income									
General Purpose Income	7395	0	33	-	7,428	-	-	7,428	7,068
Administration	336	-	7	2	345	26	-	371	151
Public Order & Safety	76	-	-	(18)	58	-	-	58	12
Health	3	-	-	-	3	-	-	3	0
Environment	280	18	-	5	303	-	-	303	293
Community Services & Education	85	-	-	-	85	-	-	85	78
Housing & Community Amenities	165	-	-	-	165	11	-	176	97
Water Supplies	682	-	326	105	1,113	48	-	1,161	519
Sewer Services	1,083	-	-	125	1,208	-	-	1,208	564
Recreation & Culture	237	-	10	1	248	(10)	-	238	142
Manufacturing & Construction	16	-	1	-	17	-	-	17	3
Transport & Communication	1,293	517	8	4	1,822	45	-	1,867	1,241
Economic Affairs	145	-	30	-	175	93	-	268	130
Total Income from Continuing Operations	11,796	535	415	224	12,970	213	-	13,183	10,298
Expenses									
Governance	512	-	-	-	512	-	-	512	378
Administration	2,489	-	(23)	(72)	2,394	40	-	2,434	2,172
Public Order & Safety	351	-	-	(18)	333	-	-	333	176
Health	252	-	-	-	252	(44)	-	208	160
Environment	774	18	-	-	792	-	-	792	433
Community Services & Education	99	-	-	-	99	-	-	99	46
Housing & Community Amenities	226	-	15	9	250	9	-	259	194
Water Supplies	869	-	(23)	-	846	48	-	894	486
Sewer Services	743	-	-	-	743	-	-	743	272
Recreation & Culture	1,439	-	10	-	1,449	74	-	1,523	1,062
Manufacturing & Construction	15	-	-	-	15	-	-	15	4
Transport & Communication	4,158	517	3	75	4,753	55	-	4,808	2,456
Economic Affairs	356	-	80	-	436	93	-	529	228
Total Expenses from Continuing Operations	12,283	535	62	(6)	12,874	275	-	13,149	8,067
Net Operating Result from Continuing Operations	(487)	-	353	230	96	(62)	-	34	2,231

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers Warren on Thursday 26th April 2018

ITEM 7 MARCH 2018 BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement

for the period 01/01/18 to 31/03/18

Capital Budget Review Statement

Budget review for the quarter ended 31 March 2018

Capital Budget - Council Consolidated

(\$000's)	Original				Revised Budget 2017/18	Variations		Projected Year End Result	Actual YTD figures
	Budget 2017/18	Carry Forwards	Sep QBRS	Dec QBRS		for this Mar	Qtr		
Capital Expenditure									
New Assets									
- Plant & Equipment	-	-	-	-	-	-	-	-	-
- Land & Buildings	-	-	-	-	-	-	-	-	-
- Other	-	700	15	60	775	-	-	775	544
Renewal Assets (Replacement)									
- Plant & Equipment	1,256	123	-	2	1,381	-	-	1,381	1,248
- Land & Buildings	57	256	56	177	546	-	-	546	90
- Roads, Bridges, Footpaths	4,640	1,335	-	-	5,975	(94)	-	5,881	4,276
- Other	1,618	-	-	220	1,838	-	-	1,838	632
Loan Repayments (Principal)	83	-	-	-	83	-	-	83	62
Transfer to Reserves	16	-	-	-	16	-	-	16	-
Total Capital Expenditure	7,670	2,414	71	459	10,614	(94)	-	10,520	6,852
Capital Funding									
Rates & Other Untied Funding	3,184	-	-	-	3,184	(62)	-	3,122	2,465
Grants & Contributions	2,799	1,068	-	10	3,877	(32)	-	3,845	3,224
Reserves:									
- Internal Restrictions/Reserves	1,061	1,346	71	449	2,927	-	-	2,927	995
New Loans	350	-	-	-	350	-	-	350	-
Receipts from Sale of Assets									
- Plant & Equipment	260	-	-	-	260	-	-	260	168
- Land & Buildings	16	-	-	-	16	-	-	16	-
Total Capital Funding	7,670	2,414	71	459	10,614	(94)	-	10,520	6,852
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-	-	-	-

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 7 MARCH 2018 BUDGET REVIEW

CONTINUED

Page No.	Description	Increase/ (Decrease)
Budget Expenditure Variations		
Administration		
2	Wages of Cleaner - adjusted to anticipated	2,000
2	Building M & R General - transfer to wages	(2,000)
2	Furniture & Fittings M & R - adjusted to anticipated	(3,000)
2	Sundry Expenses - adjusted to anticipated	1,000
2	Office Equipment M & R - transfer to sundry expenses	(1,000)
2	Computer Expenses - adjusted to anticipated	(4,000)
3	Audit Fees External - adjusted to anticipated	8,065
3	Audit Fees Internal - adjusted to anticipated	4,280
3	Advertising - adjusted to anticipated	(2,000)
3	Legal Expenses - adjusted to anticipated	(2,000)
3	Printing & Stationery - adjusted to anticipated	(1,436)
3	OROC Executive Officer - adjusted to actual	114
3	Engineering office expenses - adjusted to actual	383
3	Mobile Phone Replacements - adjusted to actual	252
3	Rates - adjusted to actual	88
4	ELE Sick Leave - adjusted to anticipated	3,000
4	Other Leave and backpay Pre years - adjusted to anticipated	8,932
4	Workers Comp Insurance - adjusted to anticipated	25,000
4	Medical Reports & Tests all staff	2,300
4	HR Advance Subscription	345
Health		
6	Salaries & Oncosts - adjusted to anticipated	(45,000)
Environment		
7	Garbage - depot expenses Warren -adjusted to anticipated	6,000
7	Garbage depot rates - adjusted to actual	56
7	Garbage depot - Steel, Pallet & Rubble Heap - to depot expenses	(6,056)
Housing & Community Amenities		
10	Sundry Town Planning Expenses - adjusted to anticipated	(982)
10	Cemetery - Warren Lawn - adjusted to anticipated	5,000
10	Cemetery - others - adjusted to anticipated	1,500
10	Dwellings - General M & R - adjusted to anticipated	5,482

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 7 MARCH 2018 BUDGET REVIEW**CONTINUED****Water Supplies**

11	Pump Station Maintenance - adjusted to anticipated	21,120
11	Water Treatment Operations - adjusted to anticipated	8,683
11	Water Treatment Chemical Costs - adjusted to anticipated	11,256
11	Other Maintenance Costs - adjusted to anticipated	5,670
11	Telemetry Costs - adjusted to anticipated	1,041

Recreation & Culture

13	Library Admin Expenses - transfer to freight & cartage	(500)
13	Freight & Cartage - from admin expenses	500
13	Swimming Pools M & R - adjusted to actual	21,164
14	Sporting Complex operations - from complex electricity	4,000
14	Sporting Complex Electricity - to complex operations	(4,000)
14	Sporting Ovals M & R - adjusted to anticipated	50,000
13	Parks & Reserves Water, Sewer & Garbage - adjusted to anticipated	2,764

Transport & Communication

16	Rural Roads Sealed - adjusted to anticipated	4,975
16	Regional Roads Program - adjusted to anticipated	40,166
16	Regional Roads Traffic Signs - from Block Grant	1,000
17	Street Trees Maintenance - adjusted to anticipated	1,500
17	Aerodrome - Maintenance & Working Exp - adjusted to anticipated	6,500
17	Aerodrome - Rates - adjusted to actual	189

Economic Affairs

18	Caravan Park M&R - adjusted to anticipated	448
18	Economic Development office expenses - from salaries	476
19	Private Works - adjusted to anticipated	13,000
19	113 Dubbo St electricity - adjusted to anticipated	(1,000)
19	Endeavour Hall - M & R - adjusted to anticipated	(1,541)
19	Silo Row Area Clean up - from operational Land Reserve	80,000
19	Rates Council Property - adjusted to anticipated	1,617

Capital Expenditure

20	Tools in use - adjusted to anticipated	1,000
20	Dwellings Specific Works - adjusted to actual	1,244
20	Mezzanine Floor Upgrade - adjusted to actual	876
20	Sports Complex Coolroom Compressor - adjusted to actual	5,861
20	Outdoor Fitness Shade - adjusted to actual	934

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 26th April 2018

ITEM 7 MARCH 2018 BUDGET REVIEW**CONTINUED****Capital Expenditure**

21	Collie Bourbah Road Recycle - estimate balancer	(32,166)
21	Rural Roads Resheeting - reallocated funding	(40,000)
21	Regional Roads Reseals - from Resheeting	33,772
21	Regional Roads Pavement Recycling - from Resheeting	34,062
21	Regional Roads Resheeting - to Reseals, Recycling & Maintenance	(100,000)
	Total	180,934

Budget Income Variations**Administration**

2	Sundry Sales & Services adjusted to actual	340
2	Gen Admin Sundry Income - adjusted to actual	150
2	Workers Comp Insurance - from Restricted funds	25,000

Environment

7	Garbage sundry income - adjusted to actual	273
7	Septic Tank Applications	130

Housing & Community Amenities

10	Cemetery Fees - adjusted to anticipated	11,000
----	---	--------

Water Supplies

11	Non-rateable Water Charges - adjusted to actual	1,107
11	Tapping Fees - adjusted to anticipated	1,142
11	Transfer from Restricted funds - adjusted to anticipated	45,521

Sewerage Services

12	Pension Rebate - adjusted to actual	(383)
12	Sewer Plan Fees	195
12	Pension Rebate DLD - adjusted to actual	188

Recreation & Culture

13	Library Photocopying charges - adjusted to anticipated	650
13	Library charges & Fees - adjusted to anticipated	50
13	Swimming Pool - Entry Charges - adjusted to actual	(4,608)
13	Swimming Pool - Other Revenue - adjusted to actual	(6,228)

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 7 MARCH 2018 BUDGET REVIEW

CONTINUED

Mining, Manufacturing & Construction

15 Sundry Building Income - adjusted to anticipated 135

Transport & Communication

16 Regional Road Block Grant - adjusted to cont. 8,000

16 Regional Roads Traffic Signs - adjusted to cont. 1,000

16 Aerodrome Fees - adjusted to anticipated 4,272

Economic Affairs

19 Private Works adjusted to cont. 13,000

19 Silo Row Area Clean Up - from Operational Land Reserve 80,000

Capital Income

Total 180,934

Difference Surplus/(Deficit) = 0

Section

5

Manager Engineering Services

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th April 2018

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 road maintenance and projects undertaken by Engineering Services in the month of March 2018. 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
3. Scheduled Works

1. Maintenance

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1	Oxley Highway	Shoulder Grading	5 kms
Grader Crew 3	Elsinore Road	Maintenance Grading	2.1 kms
	Elsinore Road	Resheeting	1.5 kms
	Merrigal Road	Maintenance Grading	6.1 kms
	Merrigal Road	Resheeting	4.8 kms
	Pineclump Soldiers Rd	Maintenance Grading	9.6 kms
Grader Crew 4	Gibson Way	Resheeting	5 kms
	Gibson Way	Maintenance Grading	6.5 kms

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th April 2018

ITEM 1 WORKS PROGRESS REPORT - ROADS BRANCH CONTINUED

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Tar Patching	Oxley Highway	Edge Patching	100 m ²
	Carinda Road	Edge Patching	462 m ²
	Collie - Trangie Road	Edge Patching	27 m ²
	Warren Road	Edge Patching	1,900 m ²
	Oxley Highway	Pothole Patching	40 m ²
	Warren Streets	Pothole Patching	40 m ²
	Bourbah Road	Pothole Patching	8 m ²
	Warren Road	Pothole Patching	400 m ²
	Wambianna Road	Pothole Patching	180 m ²
	Ellengerah Road	Pothole Patching	360 m ²
	Marthaguy Road	Pothole Patching	500 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	\$649,589	Complete
	Thornton Road	Construction	\$517,069	Nil	May/June 2018
Grader Crew 2 (3-man crew)	Ellengerah Rd	Construction	\$963,353	\$989,046	Complete
Grader Crew 3 (3-man crew)	Bullagreen Rd	Recycle	\$184,500	\$183,812	Complete
	Collie/Bourbah Rd	Recycle	\$298,500	\$145,655	Complete

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th April 2018

ITEM 1 WORKS PROGRESS REPORT - ROADS BRANCH CONTINUED

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.

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 Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
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ITEM 2 REQUEST TO CLOSE PART OF CURBAN STREET, COLLIE (R4-3, R4-1.39)

RECOMMENDATION

That Council advise Mr Sheargold that the section of Curban Street Collie will be advertised for closure and that Council will review the public response prior to making a final determination.

PURPOSE

Council has received a request to close a Council Road (Curban Street) at Collie.

BACKGROUND

Council has received the attached letter from Mr Sheargold to close a small section of the unformed road at Collie.

REPORT

Subject to the attached request, a review of the section of Curban Street has been undertaken to determine the Council and community long term needs for access along this unformed section of road.

The road is under Council's control and in accordance with the Roads Act, Council is required to seek community advice and advertise the possible closure.

Council is currently reviewing its water reticulation needs in Collie to prevent dead ends on the water mains and prior to advertising this road for closure that Council continue this review process.

The Collie community has advised Council at a public information session and at the Council meeting of February 2018 that the sealing of roads is a priority. This section of road has not been included in the sealing opportunities.

FINANCIAL AND RESOURCE IMPLICATIONS

The closure of this small section of road does not pose a financial risk or cost to Council. The formal closure will allow Council to hand back this section of road to the Crown if warranted and it may be sold.

LEGAL IMPLICATIONS

Council is required to comply with the Roads Act and Local Government Act as to public notification and closure approvals.

RISK IMPLICATIONS

There is little risk from the closure of this unformed road, as adjoining properties have legal access to the land holdings from existing formed and unformed roads. No Through signage will be required if Council formally closes this section of road.

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th April 2018

ITEM 2 REQUEST TO CLOSE PART OF CURBAN STREET, COLLIE
CONTINUED

STAKEHOLDER CONSULTATION

Council is required to advertise the road closure and it would be prudent to write to all land holders that adjoin this section of road to seek comment. A public notice will be required in the local newspaper and Council's website.

OPTIONS

Council may decide not to close this section of road.

CONCLUSION

Council has received a request to close a section of Curban Street Collie.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.1 Quality customer service focus by Council staff.

SUPPORTING INFORMATION /ATTACHMENTS

Letter from Mr Sheargold.

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th April 2018

ITEM 2 REQUEST TO CLOSE PART OF CURBAN STREET, COLLIE
CONTINUED

Robert Sheargold
20 Ingelar ST
Collie 2827
NSW.

I Robert Sheargold request
the closure of Curban St
between Ingelar St and
Wambianna St inbetween
20 Ingelar St and DPI
land.

With thanks,
RT Sheargold

am



WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th April 2018

ITEM 3 THORNTON ROAD UPGRADE PROJECT

(R4-1.53)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

The purpose of this report is to update the Council on the progress of the upgrade of Thornton Road.

BACKGROUND

Include in the 2017/18 Budget is the allocation of \$515,678 being noted for the upgrade of the Thornton Road to a bitumen surface. The draft 2018/19 Budget has listed for consideration an additional \$513,000. This total sum, \$1,048,069 will be utilised to seal the total length, 7km, of Thornton Road.

REPORT

In accordance with the 2017/18 engineering works schedule, the reconstruction of Thornton Road has commenced. Five (5) of the six (6) existing culverts required for replacement have been completed. The sixth culvert will be completed as soon as the materials are received.

The earth works will be commenced in early May 2018. It is proposed that the works will continue beyond the end of the current budget year linking the allocation from both financial years.

FINANCIAL AND RESOURCE IMPLICATIONS

The current (11/04/2018) total expenditure is \$68,204 which has primarily provided for the acquisition of all materials and installation of the five culverts

LEGAL IMPLICATIONS

There are no legal implications.

RISK IMPLICATIONS

At this point in time there are no risk concerns.

STAKEHOLDER CONSULTATION

Landowners along Thornton Road will be advised of road works and timing.

OPTIONS

N/A

CONCLUSION

This report is to provide an update to Council and the community on the progress of this project.

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th April 2018

ITEM 3 THORNTON ROAD UPGRADE PROJECT CONTINUED

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION/ATTACHMENTS

Nil.

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 26th April 2018

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 received one (1) Development Application from a resident in the Warren Shire Area to seek approval.

REPORT

The following Development Applications were approved for March 2018

FILE	LOCATION	WORKS
P16-18.05	Lot 12 DP851072 Udora Road, Warren	Erection of Glass Patio

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 their 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 26th April 2018

ITEM 2

DEPARTMENT OF PLANNING CIRCULARS

(P15-10)

RECOMMENDATION

That the Information be received and noted.

PURPOSE

To inform Council of amendments/changes to existing legislation, SEPPs or REPs, of the gazettal of policies, to provide an overview of new guidelines/policies/legislation and to advise of the commencement dates of new legislation.

BACKGROUND

The NSW Department of Planning has been conducting a program of review and amendments of the planning system. With these amendments certain practice issues have arisen and an increasing number of circulars are being released announcing further amendments or guidance in interpretation.

REPORT

CIRCULARS – PLANNING SYSTEM

Date	Circular No.	Title	Description
5 th April 2018	PS 18-004	Loose-fill asbestos insulation notations on section 149 planning certificates	The purpose of this circular is to provide councils with guidance on section 149 planning certificate notations relating to loose-fill asbestos ceiling insulation in residential dwellings.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Failure to incorporate legislative changes into work practices will result in non-compliance under legislative frameworks

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
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ITEM 2 DEPARTMENT OF PLANNING CIRCULARS CONTINUED

RISK IMPLICATIONS

Failure to comply with legislative changes may lead to legal action being taken against Council.

STAKEHOLDER CONSULTATION

Nil

CONCLUSION

Council can view these on the Department's website at www.planning.nsw.gov.au.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
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ITEM 3 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, wandering stock and patrolling overgrown allotments along with many other duties performed 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 March 2018.

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 26th April 2018

ITEM 3

IMPOUNDING OFFICER'S REPORT

CONTINUED

Activity Day	Week Ending: 9th March 2018							Week Ending: 16th March 2018							Week Ending: 23rd March 2018													
	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri							
Patrol Hours			3	4	4.5	3 Flexi				4	3	4	5.15	3			3	0	4	3 Flexi								
Feed/Water & Clean Pound Hours	1	1	2.5	1	1	1	1	0	1	1	1	1	1	1.25	1	1	1	1	1	1	1							
Office Hours			3	3.5	3	4.25	0			3.5	4.5	3.5	3.5	0			4.5	7.5	3.5	4.5								
Impounding/ Releasing/ Euthanasia Hours														4							3.5							
Total daily hours	1	1	8.5	8.5	8.5	8.25	1	0	1	8.5	8.5	8.5	9.65	8.25	1	1	8.5	8.5	8.5	8.5	4.5							
Number of Dogs impounded			1	1						2	1					1		2	3	7								
Number of Dogs released																	1			1								
Number of Dogs Euthanasia			4														4		1	3								
Total Dogs in Pound	6	6	3	4	4	4	4	4	4	6	7	7	7	7	7	8	4	6	8	11	11							
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							
Total weekly kilometers	280							310							440													
Speed odometer reading @ end of week	0							15197							15477							15787						
Other General Notes																												
Total weekly hours																												

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

WARREN SHIRE COUNCIL

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ITEM 3

IMPOUNDING OFFICER'S REPORT

CONTINUED

Activity Day	Week Ending: 30th March 2018							Week Ending: 6th April 2018							Week Ending:						
	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
Patrol Hours			3	4	Sick 6	Sick 7	P/H			P/H	2	3	4.25	Flexi							
Feed/Water & Clean Pound Hours			1	1	1	1.5	1	1	1	1	1	1	1	1							
Office Hours			4	3.5	1.5	0					1	4.5	3	0							
Impounding/ Releasing/ Euthanasia Hours							0			0	4.5	0	0	0							
Total daily hours	0	0	8.5	8.5	2.5	1.5	1	1	1	1	8.5	8.5	8.25	1	0	0	0	0	0	0	0
Number of Dogs impounded																					
Number of Dogs released																					
Number of Dogs Euthanasia											10										
Total Dogs in Pound	11	11	11	11	11	11	11	11	11	11	1	1	1	1							
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
Total weekly kilometers	237							150													
Speed odometer reading @ end of week	0							16227							16464						
Other General Notes																					
Total weekly hours																					

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

WARREN SHIRE COUNCIL
Report of the Acting Manager Health & Development Services
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ITEM 4 APPLICATION TO VARY A DEVELOPMENT STANDARD (P16-18.02)

RECOMMENDATION:

That the requested Development Standard Variance is granted to RiverSmart Australia Ltd for the Kookaburra Kiosk within the Window on the Wetlands Centre located at Lot 7021 DP1021013 and Lot 160 DP41119, 2 Coonamble Road, Warren.

PURPOSE

Planning Circular PS 18-003 issued on the 21st February 2018 advises changes to Council's delegations for when the Secretary's (NSW Planning) concurrence to vary development standards may be assumed.

BACKGROUND

Warren Shire Council has received Development Application (P16-18.02) for the extension of the existing Window on the Wetlands Centre which will include the extension of their existing kiosk. For Development Application (P16-18.02) to be approved a development standard variance must be granted by Council in accordance with Planning Circular PS 18-003.

REPORT

Development Application (P16-18.02) includes the proposed extension of the existing kiosk in the Window on the Wetlands Centre to be increased in size from the Development Standard of 20sqm for a kiosk under Warren Shire Council's Local Environmental Plan 2012 to 35sqm, an increase in size above the Development Standard of 75%. Due to the increase in size being greater than 10%, Planning Circular PS 18-003 requires the variance to be consented to by the Council rather than an authorised officer of the Council.

Kiosk is defined under Warren Shire Council's Local Environmental Plan 2012 as a premise that is used for the purpose of selling food, light refreshments and other small convenience items such as newspapers, film and the like.

Clause 5.4 (6) of Warren Shire Council Local Environmental Plan 2012 limits the size of kiosks to a gross floor area of 20sqm.

However, LEP Clause 4.6 (3) allows for an applicant to submit a written request to Council to vary the development standard on the grounds of:

- Following the development standard is deemed unreasonable or unnecessary in the circumstances of the case;
- That there is sufficient environmental planning grounds to justify the contravening the development

Council in accordance with LEP Clause 4.6 (4) must only consent to the varying of development standards if the development is in the public interest and if it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be undertaken.

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ITEM 4 APPLICATION TO VARY A DEVELOPMENT STANDARD

CONTINUED

The Window on the Wetlands Centre is located on Lot 7021 DP1021013 and Lot 160 DP41119, 2 Coonamble Road Warren, which is zoned under Warren Shire Council's Local Environmental Plan 2012 as RE1 Public Recreation

The objectives of RE1 Public Recreation are:

- To enable land to be used for public open space or recreational purposes.
- To provide a range of recreational settings and activities and compatible land uses.
- To protect and enhance the natural environment for recreational purposes.
- To facilitate the improvement of the land for active or passive recreational purposes (or both), according to its neighborhood, district or regional recreational use.
- To recognise the dual use of public utility corridors as links between active recreation areas.
- To protect and enhance areas of native vegetation.

The proposed variance in the Development Standard is justified as the development remains consistent with the zone objectives and the current development standard restricts trade of the kiosk on this particular site by not allowing the business to operate at a sustainable level. Restricting the menu and service choices the kiosk can provide.

The kiosk operates in a key tourist location for the local government area and the business helps draw visitors into the Window on the Wetlands Centre which encourages expenditure by tourists and locals within the local economy.

Due to this development being in the public interest by offering economic drivers created by tourists and locals as well as the development being consistent with the objectives of the zoning, Council should consent to the Variance of the Development Standards for the kiosk.

LEGAL IMPLICATIONS

Failure to incorporate legislative changes into work practices will result in non-compliance under legislative frameworks.

RISK IMPLICATIONS

Failure to comply with legislative changes may lead to legal action being taken against Council.

STAKEHOLDER CONSULTATION

The Development Application (P16-18.02) was advertised under the provisions of the Community Awareness Policy from 15th February 2018 to the 28th February 2018 with Zero submissions received.

CONCLUSION

That the requested Development Standard Variance of 75% for the extension of the Kookaburra Kiosk is granted by Council.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

WARREN SHIRE COUNCIL
Report of the Acting Manager Health & Development Services
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ITEM 5 TENDERS FOR HOUSING PROJECT

S12-1

RECOMMENDATION:

1. That a Selection Committee comprising of Senior Management select two (2) dwelling designs for allotments 52 and 58 in Gunningba Estate that are within Council's budget and meet the design specifications of the project.
2. A further report shall be submitted to Council's May 2018 meeting to confirm and accept the successful tender.

PURPOSE

The Tendering for the Design and Construction of two (2) dwellings on allotments 52 and 58 in Gunningba Estate have closed with two (2) Dubbo based companies Hotondo Homes and Wright Way Building and Construction providing costings and construction design drawings.

BACKGROUND

In the December 2017 business paper, a report outlining growing maintenance costs of the current ageing staff dwellings was tabled and a resolution was given that Council call for tenders for the construction of two (2) dwellings in Gunningba Estate.

REPORT

The Tender for the Design and Construction of two (2) dwellings on allotments 52 and 58 in the Gunningba Estate was advertised in both local and regional advertisements from the 2nd March 2018 until the 13th April 2018.

With two (2) Dubbo based companies Hotondo Homes and Wright Way Building and Construction providing costings and design documentation.

Hotondo homes have provided Council with five (5) dwelling designs while Wright Way Building and Construction have provided Council with two (2) dwelling designs.

Both companies have outlined Council may choose the same design for both allotments or may choose two separate designs for both dwellings.

The selection committee will meet next to assess all costings and designs in accordance with the tender specifications.

FINANCIAL AND RESOURCE IMPLICATIONS

The funding of the two (2) new dwellings would come from the sale of two (2) 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.

LEGAL IMPLICATIONS

Nil

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ITEM 5 TENDERS FOR HOUSING PROJECT

CONTINUED

RISK IMPLICATIONS

Nil

CONCLUSION

A Selection Committee comprising of Senior Management will select two (2) dwelling designs for allotments 52 and 58 in the Gunningba Estate that are within Council's budget and that meet the design specifications of the project.

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.