

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 26TH JULY 2018

Warren Shire Council

AGENDA - ORDINARY COUNCIL MEETING

26th July 2018

APOLOGIES

CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 28th June 2018

NOTICE OF MOTION

Nil.

SECTION 1 (WHITE)

DELEGATES REPORTS

Nil.

COMMITTEE MINUTES

Meeting of the Plant Committee held on Wednesday, 11th July 2018 (C14-3.8)

Meeting of Manex held on Tuesday, 17th July 2018 (C14-3.4)

SECTION 2 (LILAC)

POLICY

Nil.

SECTION 3 (BLUE)

REPORT OF THE GENERAL MANAGER

Item 1	Outstanding Reports Checklist (C14-7.4)	Page 1
Item 2	Committee/Delegates Meetings (C14-2)	Page 3
Item 3	Local Government NSW Annual Conference Motion (S6-4)	Page 4
Item 4	Orana Joint Organisation (L5-16.3)	Page 9

SECTION 4 (GREEN)

REPORT OF THE MANAGER FINANCE AND ADMINISTRATION

Item 1	Réconciliation Certificate – June 2018 (B1-10.15)	Page 1
Item 2	Statement of Rates and Annual Charges as at 30th June 2018 (R1-4)	Page 4

SECTION 5 (YELLOW)

REPORT OF THE MANAGER ENGINEERING SERVICES

Item 1	Request to Close Park of Curban Street, Collie (R4-3, R4-1.39)	Page 1
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SECTION 6 (PINK)

REPORT OF THE MANAGER HEALTH & DEVELOPMENT

Item 1	Development Application Approvals (B4-9)	Page 1
Item 2	Impounding Officer's Report (P4-4)	Page 2

MAYORAL MINUTES

QUESTIONS WITHOUT NOTICE

SECTION 9 (GREY)

CONFIDENTIAL

Item 1	General Manager's Annual Performance Assessment (TO BE TABLED)	Page 1
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PRESENTATIONS

Nil.

Section

1

Delegates & Committees

Plant Committee

Attached are Minutes of the Meeting of the Plant Committee held on Wednesday, 11th July 2018.

RECOMMENDATION:

That the Minutes of the Meeting of the Plant Committee held on Wednesday, 11th July 2018 be received and noted and the following recommendations be adopted:

ITEM 4 SALE OF SURPLUS PLANT (P2-6)

That the items of plant identified below be noted as surplus and that they be disposed of at a public auction.

- Plant 121 – Caravan
- Plant 108 – Trailer G71229
- Plant 138 - Tandem Axle Caravan
- Plant 136 - Tandem Axle Caravan
- Plant 164 – Trailer
- Plant 110 - Yellow Water Tank
- Plant 105 - Tow behind Grid Roller
- Plant 87 - Road Sweeper
- Plant 172 - Tow Behind Fertilizer Spreader

ITEM 5 2017-18 PLANT WORKINGS ANALYSIS (P2-5.36)

That the report and attached analysis of each and every item of plant during the 2017-18 budget year be adopted.

ITEM 6 PLANT NUMBERING (P2-1)

That it be recognised that a process of renumbering all plant assets in a logical organised manner is to be implemented during the 2018-19 budget year.

ITEM 7 2018-19 PLANT REPLACEMENT PROGRAM (P2-5.37)

1. The 2018/19 Plant Replacement Program be limited with the acquisition of two (2) tractors, two (2) slashers and a number of utilities and sedans until the overall listing condition of Council's plant fleet be determined; and
2. In regard to the acquisition of a new wide mower, that further consultation be undertaken with the Warren Jockey Club Committee and other horse racing institutes similar in size to Warren.

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Council Chambers, 115 Dubbo Street, Warren,
on Wednesday, 11th July 2018 commencing at 3.05 pm

PRESENT:

Councillor Mark Beach	Chairman
Councillor Ron Higgins	
Councillor Andrew Brewer	
Mr Rolly Lawford	Divisional Manager of Engineering Services
Mr Darren Arthur	Divisional Manager Finance & Administration
Mrs Jillian Murray	Treasurer
Ms Debra Ferguson	Administration Officer – Engineering (Minute Taker)
Ms Jody Burtenshaw	Executive Assistant

ITEM 1 APOLOGIES

Nil.

ITEM 2.1 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 30TH NOVEMBER 2017

MOVED Brewer/Higgins that the Minutes of the Meeting held on 15th February 2018 be accepted as a true and correct record of that meeting.

Carried

ITEM 2.2 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON 30TH NOVEMBER 2017

- Councillor Brewer commented on whether Council has a need to include a dozer in its fleet. The Divisional Manager Engineering Services advised that it may be prudent to contract this work out to dozer contractors. The committee concurred.
- A discussion on the method of purchase and disposal of small plant took place.

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
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ITEM 3 FINANCIAL REPORT

PLANT STATEMENT AS AT 30/06/2018

OPERATIONS	Actual 30/06/16	30-06-2018	2017/18 Estimate	%
Income				
1410-001 - Plant Income	-\$1,932,497.16	-\$2,832,479.53	-\$2,410,000.00	118%
1410-006 - Diesel Fuel Rebate	-\$82,744.00	-\$77,468.00	-\$90,000.00	86%
1410-007 - Motor Vehicle Insurance Rebate	-\$7,136.30	\$0.00	\$0.00	0%
1410-008 - RMS - HVIS Rental	-\$17,478.44	-\$16,636.80	-\$16,450.00	101%
Total Income =	-\$2,039,855.90	-\$2,926,584.33	-\$2,516,450.00	116%
Expenditure				
2602-001 - Plant Running Expenses	\$1,695,473.57	\$1,955,330.00	\$1,720,000.00	114%
2603-001 - Workshop Expenses	\$41,245.22	\$54,534.34	\$50,988.00	107%
2404-566 - Electrical Testing	\$7,112.27	\$500.00	\$8,000.00	6%
2404-590 - Communications Expenses	\$40.00	\$0.00	\$2,000.00	0%
Total Expenses =	\$1,743,871.06	\$2,010,364.34	\$1,780,988.00	113%
Operating Result before Depreciation =	-\$295,984.84	-\$916,219.99	-\$735,462.00	125%
Depreciation	\$846,232.13	\$970,000.00	\$970,000.00	100%
Operating Result after Depreciation =	\$550,247.29	\$53,780.01	\$234,538.00	

CAPITAL PURCHASES AS AT 30/06/2018

Actual Purchases	Sale Price	Purchase Price	Net Cost (Profit)/Loss	2017/18 Estimate	Carry Over Funds	Adjusted Est.	Total Estimate	Budget Variance
Light Vehicle Replacement								
P 202 - Treatment Plant Operator Utility	\$0.00	\$0.00	\$0.00	\$0.00	\$9,480.00	\$0.00	\$9,480.00	\$9,480.00
P 231 - Mayors Sedan	\$0.00	\$0.00	\$0.00	\$17,510.00	\$0.00	\$0.00	\$17,510.00	\$17,510.00
P 232 - Water & Sewer Manager	\$28,636.36	\$41,257.68	\$12,621.32	\$17,510.00	\$0.00	-\$4,888.68	\$12,621.32	\$0.00
P 233 - Manager of Finance & Admin	\$12,272.71	\$37,649.98	\$25,377.27	\$0.00	\$25,377.00	\$0.27	\$25,377.27	\$0.00
P 234 - Operations Manager	\$31,136.36	\$44,177.27	\$13,040.91	\$17,510.00	\$10,938.00	-\$15,407.09	\$13,040.91	\$0.00
P 237 - Services Overseer Utility	\$0.00	\$0.00	\$0.00	\$0.00	\$11,850.00	\$0.00	\$11,850.00	\$11,850.00
P 238 - General Manager	\$21,818.17	\$50,218.17	\$28,400.00	\$17,510.00	\$0.00	\$10,890.00	\$28,400.00	\$0.00
P 239 - Roads Overseer Utility	\$0.00	\$0.00	\$0.00	\$12,150.00	\$0.00	\$0.00	\$12,150.00	\$12,150.00
P 242 - Manager Health & Development	\$0.00	\$37,650.00	\$37,650.00	\$0.00	\$37,650.00	\$0.00	\$37,650.00	\$0.00
Savings on Purchases & Restricted Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$27,293.00	\$9,405.50	\$36,698.50	\$36,698.50
Sub Total Light Plant =	\$93,863.60	\$210,953.10	\$117,089.50	\$82,190.00	\$122,588.00	\$0.00	\$204,778.00	\$87,688.50
Plant Fleet Replacement								
P - 2 X Lunchroom Vans	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$60,000.00	\$60,000.00
P 23 - Grader Komatsu - (2008)	\$0.00	\$383,900.00	\$383,900.00	\$289,224.00	\$130,000.00	-\$35,324.00	\$383,900.00	\$0.00
P 41 - Hino Water Truck (2005)	\$0.00	\$231,233.64	\$231,233.64	\$0.00	\$261,000.00	-\$29,766.36	\$231,233.64	\$0.00
P 42 - Hino Ranger - Water Cart (2007)	\$50,000.00	\$231,233.64	\$181,233.64	\$0.00	\$211,000.00	-\$29,766.36	\$181,233.64	\$0.00
P 49 - Mitsubishi Canter (2009)	\$15,454.55	\$78,374.55	\$62,920.00	\$65,576.00	\$0.00	-\$2,656.00	\$62,920.00	\$0.00
P 63 - Mitsubishi Canter (2009)	\$15,454.55	\$78,374.55	\$62,920.00	\$65,576.00	\$0.00	-\$2,656.00	\$62,920.00	\$0.00
P 64 - Mitsubishi Canter (2009)	\$11,818.18	\$77,505.45	\$65,687.27	\$0.00	\$62,000.00	\$3,687.27	\$65,687.27	\$0.00
P 47 - Schwarze - Street Sweeper (2008)	\$10,000.00	\$242,865.00	\$232,865.00	\$0.00	\$201,000.00	\$31,865.00	\$232,865.00	\$0.00
P 72 - Isuzu PaveLine (2006)	\$27,272.73	\$378,270.91	\$350,998.18	\$360,500.00	\$0.00	-\$9,501.82	\$350,998.18	\$0.00
P 89 - Toro Mower	\$10,000.00	\$38,991.64	\$28,991.64	\$41,924.00	\$0.00	-\$12,932.36	\$28,991.64	\$0.00
P 153 - Allroads - Side Tipper - (2013)	\$0.00	\$0.00	\$0.00	\$30,900.00	\$0.00	\$0.00	\$30,900.00	\$30,900.00
P 168 - Mini Excavator	\$0.00	\$39,868.18	\$39,868.18	\$36,050.00	\$0.00	\$3,818.18	\$39,868.18	\$0.00
Pickles Auction - Sale of Old Plant Items	\$31,050.90	\$0.00	-\$31,050.90	\$0.00	\$0.00	-\$31,050.90	-\$31,050.90	\$0.00
Miscellaneous Plant	\$0.00	\$22,587.39	\$22,587.39	\$13,277.00	-\$2,288.00	\$11,598.39	\$22,587.39	\$0.00
Savings on Purchases & Restricted Funds					\$0.00	\$102,684.96	\$102,684.96	\$102,684.96
Sub Total Heavy Plant =	\$171,050.91	\$1,803,204.95	\$1,632,154.04	\$903,027.00	\$922,712.00	\$0.00	\$1,825,739.00	\$193,584.96
Water Fund Plant Purchases								
P 168 - Mini Excavator	\$3,090.91	\$0.00	-\$3,090.91	\$0.00	\$0.00	\$0.00	\$0.00	\$3,090.91
P 775 - Line Locator	\$0.00	\$3,650.00	\$3,650.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,650.00
Sub Total Water Fund Plant =	\$3,090.91	\$3,650.00	\$559.09	\$0.00	\$0.00	\$0.00	\$0.00	-\$559.09
ACTUAL RECEIPTS & PAYMENTS =	\$268,005.42	\$2,017,808.05	\$1,749,802.63	\$985,217.00	\$1,045,300.00	\$0.00	\$2,030,517.00	\$280,714.37

RECOMMENDATION:

That the information be received and noted

MOVED Brewer/Higgins that the information be received and noted

Carried

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Council Chambers, 115 Dubbo Street, Warren,
on Wednesday, 11th July 2018 commencing at 3.05 pm

ITEM 4 SALE OF SURPLUS PLANT (P2-6)

MOVED Brewer/Higgins that the items of plant identified below be noted as surplus and that they be disposed of at a public auction.

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- Plant 136 - Tandem Axle Caravan
- Plant 164 – Trailer
- Plant 110 - Yellow Water Tank
- Plant 105 - Tow behind Grid Roller
- Plant 87 - Road Sweeper
- Plant 172 - Tow Behind Fertilizer Spreader

Carried

ITEM 5 2017-18 PLANT WORKINGS ANALYSIS (P2-5.36)

MOVED Higgins/Brewer that the report and attached analysis of each and every item of plant during the 2017-18 budget year be adopted.

Carried

ITEM 6 PLANT NUMBERING (P2-1)

MOVED Higgins/Brewer that it be recognised that a process of renumbering all plant assets in a logical organised manner is to be implemented during the 2018-19 budget year.

Carried

ITEM 7 2018-19 PLANT REPLACEMENT PROGRAM (P2-5.37)

MOVED Brewer/Higgins that:

1. The 2018/19 Plant Replacement Program be limited with the acquisition of two (2) tractors, two (2) slashers and a number of utilities and sedans until the overall listing condition of Council's plant fleet be determined; and
2. In regard to the acquisition of a new wide mower, that further consultation be undertaken with the Warren Jockey Club Committee and other horse racing institutes similar in size to Warren.

Carried

WARREN SHIRE COUNCIL

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ITEM 8 GENERAL BUSINESS

Nil.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 3.10 PM.

MANEX

Minutes

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

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Tuesday 17th July 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.
- 9. GOVERNANCE REVIEW (P13-1)**
1. Senior staff develop the policies and procedures as listed; and
 2. Internal and external projects are listed separately within the Governance Review Sheet.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th July 2018 commencing at 2.30 pm

PRESENT:

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

1. APOLOGIES

Nil.

Carried

2. BUSINESS ARISING FROM MINUTES

The General Manager advised that no new reports of people scavenging at the Warren Waste Depot have been reported to Council. An advertisement has been placed in the Warren Weekly and no fines have been issued to date over this issue.

3. ACTION CHECKLIST

Date	Action by	Subject	Comment
*16.5.17	DMES	River Corridor flood damage	Claim submitted. Waiting for a response.

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 17th July 2018 commencing at 2.30 pm

4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

Project	Budget	Expend	Resp	Comment
Admin Building Fencing (Rear)	6,500	5,766	AMHD	Complete.
Computer software & hardware	8,000	15,627	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	48,194	DMES/ DMFA	
Training	115,000	136,240	ALL	
Depot Yard Extension	256,000	75,141	DMES	Placed on hold until Depot & Workshop clean up completed and a overall draft concept plan to be developed.
RFS Hazard Reduction	32,820	17,759	DMFA/ MHD	
Dwelling Specific M & R				
1 Pittman Parade		13,429	MHD	Complete
11 Pittman Parade	12,900	24,089	MHD	Complete
2 Roland Street	9,980	9,192	MHD	Kitchen installed.
Strata Unit 1		4,550	MHD	
56 Garden Avenue – Barge boards to be replaced and painted	3,344	3,344	MHD	Complete.
Victoria Park – Fitness Circuit Shade Cover	20,934	21,670	DMES	Complete.
Sports Complex – Pavers	15,000	14,577	MHD	Complete.
Sports Complex – Mezzanine floor	62,476	67,576	MHD	Complete.
Sports Complex – Floor Matting	5,000	4,873	MHD	Complete.
Sports Complex – Coolroom compressor	5,861	Nil	MHD	
Library – Air Conditioning	2,298	2,298	MHD	Installed.
Demolition – 113 Dubbo St & Design	100,000	131,861	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.

WARREN SHIRE COUNCIL

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

CONTINUED

Project	Budget	Expend	Resp	Comment
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	682,460	DMES	Ongoing.
Airport fencing	25,000	Nil	DMES	Quotes received.
Trial CCTV Implementation	36,500	36,977	DMFA	Complete.
Fencing – Ewenmar Waste Depot	14,578	14,578	MHD	Complete.
Victoria Oval Rehab	72,000	97,388	DMES	Complete 10/4/18.
Oval 2 Victoria Park	26,075	23,083	DMES	Complete.
Water Supplies				
Water valve and mains replacement	63,000	59,800	DMES	Water to be capped at roundabout. 96%
Nevertire Reservoir Refurb	350,000	11,625	DMES	On hold, re: 2018/19 Budget, survey works planned.
Warren – New Bore 8 – fit out	116,706	164,652	DMES	Complete.
Warren – New Bore 7 – fit out	145,588	161,558	DMES	Complete.
Nevertire – New Bore 2 – fit out	127,099	168,991	DMES	Complete.
Collie – New Bore 2 - fitout	169,267	229,263	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	568,579	DMES	Rear fence to be constructed. 72 hour influent composites sampling completed.
Mains Relining (600-700 m)	125,197	125,197	DMES	2016/2017 Program complete. 100%
Mains Relining	100,000	91,597	DMES	2017/2018 Program
ROADS BRANCH				
State Highway 11				
Ordered Works Submitted				
▪ Reseals	174,321	138,216	DMES	Complete.
▪ Heavy Patching Seg 225	160,000	160,000	DMES	Complete.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
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4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
▪ Wonbobbie Seg 260	360,000	229,909	DMES	Scheduled for completion March 2019.
▪ Rehabilitation S Bends	591,695	302,739	DMES	
▪ Rehabilitation at Rail Crossing	147,000	110,344	DMES	Complete.
▪ Shoulder Stabilisation	120,000	Nil	DMES	Withdrawn.
▪ Shoulder SH 11	240,000	Nil	DMES	Withdrawn.
▪ Culvert Repairs	23,170	18,161	DMES	Planned for May 2018.
▪ Table Drain Seg 250 "Milawa"	87,500	108,441	DMES	Works complete.
▪ Culvert Renewals	157,995	Nil	DMES	In program.
Regional Roads				
Reseals	283,772	283,772	DMES	Complete with the exception of the linemarking.
Recycling – RR 424 – Marra Rd	234,062	234,062	DMES	Complete
Resheeting	Nil	Nil	DMES	Withdrawn
REPAIR Program – Warren Rd	598,492	727,948	DMES	100% complete
REPAIR Program – Warren Rd Stage 2	360,000	Nil	DMES	Partial claim 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 rescheduled.
Urban Roads – Bundemar Street	181,000	Nil	DMES	Withdrawn.
Rural Local Roads				
Rural Reseals	422,247	186,422	DMES	Complete.
Rural Resheeting	619,077	620,231	DMES	Old Warren Road in progress.
Reconstruction – Ellengerah Road	963,353	1,281,168	DMES	Complete.

WARREN SHIRE COUNCIL

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4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

CONTINUED

Project	Budget	Expend	Resp	Comment
Reconstruction – Thornton	517,069	200,426	DMES	Will be continued to 18/19
Recycle – Bullagreen Road	184,500	183,812	DMES	Complete.
Recycle – Bourbah Road	266,334	145,655	DMES	Complete.
Culvert replacement	60,000	68,988	DMES	Complete.
Flood Damage Repairs	366,644	353,259	DMES	Complete.
Wonbobbie Bridge	895,000	53,838	DMES	
Plant				
Heavy Plant Purchases - Nett	1,825,739	1,316,271	DMES	Complete.
Light Plant Purchases - Nett	204,778	125,217	DMES	Plt 233, 242 & 1234 purchased. Carry over difference.

MOVED Jones/Cleasby 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	Pavers currently being laid into the 2 traffic blisters.
	Asphalt Overlay	To be completed by end of 2018 financial year. Yet to be scheduled.
	Hale/Dubbo Streets kerbs	Complete.
	Footpath Garden Bed	Removed from 2017/18 program.
	Roundabout	Discussions are continuing with the RMS.
	Street Tree surrounds	Subject to a Town Improvement Committee Meeting. DMES arranging new contractor.
	A detailed report will be submitted to the next Town Improvement Committee.	

WARREN SHIRE COUNCIL
 Minutes of the Manex Committee Meeting
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4.2 PROJECTS AND ASSETS STATUS REPORT

CONTINUED

PROJECT	STATUS
Depot Yard Extensions	Survey currently being undertaken.
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	Site survey works complete, Geotechnical investigations partially complete, REF progressing, preliminary design in progress.
Asset Management Project	Collection of Road Asset Data is progressing.

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

Carried

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

MOVED Wilcox/Lawford 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/Lawford 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 Wilcox/Arthur 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

WARREN SHIRE COUNCIL

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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
21.06.18	GC 147	2018-19 Financial Assistance Grants (FAGs) – Advance payment and transition to implement improvements to the existing allocation model	Received by Council
27.06.18	18-19	Changes relating to the publication of notices	Noted

Ministerial Circulars

Date	Circular No.	Description	Comment/Action
Nil			

Department of Planning Circulars

Date	Circular No.	Description	Comment/Action
11.07.18	PS 18-007	Low Rise Medium Density Design Guide for Development Applications	Noted

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

Carried

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6.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

The following is the Office of Local Government's Strategic Tasks Guide for the months of July and August 2018.

Strategic Tasks Guide

DATE	TASK	STATUS
JULY		
1	Financial Statements to be audited within four (4) months (s.416(1)).	Noted, Auditors at Council on the 21 Aug 2018
	Reminder: lodgment of Pecuniary Interest returns due 30 September for Councillors and designated persons who held office at 30 June (s.449(3)).	Noted
7	Proposed loan borrowings return to be submitted to TCORP.	Submitted 2/7/18
30	Public Interest Disclosure report due to NSW Ombudsman. (s.6CA of the Public Interest Disclosure Act 1994).	Completed 17/7/18
31	GST Certificate to be submitted to OLG.	Noted
	Last day for making rates (s.533)	Noted
	Six monthly new Council Implementation Fund and Stronger Communities Fund reports due.	N/A
AUGUST		
1	Rates Levied by service of rates and charges notice (s.562)	Noted
16	Expected first instalment of 2018-2019 Financial Assistance Grant	Paid June 2017
31	First quarterly rates instalment due (s.562)	Noted
	Survey of seizures of cats and dogs due	Noted

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

Carried

7. WORK FORCE VACANCIES

(S12-1)

MOVED Lawford/Arthur 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 July 2018 commencing at 2.30 pm

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

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

Carried

9. GOVERNANCE REVIEW (P13-1)

MOVED Wilcox/Lawford that:

1. Senior staff develop the policies and procedures as listed; and
2. Internal and external projects are listed separately within the Governance Review Sheet.

Carried

10. JUNE 2018 MINUTES AND JULY 2018 BUSINESS PAPER

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

12. 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.

13. GENERAL BUSINESS WITHOUT NOTICE

Nil.

There being no further business the meeting closed 3.30 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 July 2018

ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
*28.6.18	138.6.18	Western Slopes Pipeline	GM	Letter written to the Premier, Ministers requesting Independent inquiry into the construction and maintenance of pipeline
*28.6.18	144.6.18	Policies and Governance	GM	Draft policies on public exhibition until 4/9/18.
28.6.18	148.6.18	Village Enhancement Plans	GM	Develop a program of works and a community newsletter to advise of projects and works.
*28.6.18	159.6.18	Council Chambers Development Project	GM	Design works commenced.
Divisional Manager Finance and Administration Services				
24.5.18	127.5.18	Sale of Industrial Land Nevertire Lots 3,4 and 9 DP 861185	DMFA	Contracts being prepared by Lovett & Green who is acting for both parties.
28.6.18	155.6.18	2 Roland Street, Warren	DMFA	Arrange for Council to list property for sale.
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.
22.2.18	34.2.18	Review type of plant with GM	DMES	Reviewed at Council Workshop 11 July 2018. A report will be forthcoming.
22.3.18	73.3.18	Oxley Park Wharf	DMES	Council met with the consultant on 7 May 2018 to discuss proposals and a report will be submitted once design components completed. Being pursued.
26.4.18	103.4.18	Curban Street, Collie	DMES	Report to be presented to July 2018 Council Meeting.
28.6.18	157.6.18	The Ride Against Cancer – Council Donation	DMES	Advised Mudgee Lions Club of outcome and advertise donation.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
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ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health & Development				
27.4.17	99.4.17	Warren Swimming Pool Shade Cover	MHD	Warren Swimming Club have engaged a contractor. Cover to be erected by end of August.
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.
*7.12.17	302.12.17 (a)	Ewenmar Waste Depot earthmoving works	MHD	Contractors to supply revised quotes.
*7.12.17	302.12.17 (c)	Ewenmar Waste Depot additional fencing	MHD	Contractors to supply revised quotes.
7.12.17	302.12.17 (j)	Waste / Recycling Collection Services within Warren Shire	MHD	Prepare report.
7.12.17	302.12.17 (k)	Waste Depot Operations Tendering	MHD	Prepare report.
*26.4.18	109.4.18	Housing Project	MHD	Geotechnical sampling undertaken. Hotondo Homes waiting for Geotechnical sampling report to draw up contracts.

RECOMMENDATION:

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

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
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ITEM 2 COMMITTEE/DELEGATES MEETINGS

(C14-2)

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

MEETINGS HELD

DATE	COMMITTEE / MEETING	LOCATION
04.07.18	LGNSW Visit	Warren
06.07.18	GMAC Teleconference	Warren
11.07.18	Plant Committee Meeting	Warren
11.07.18	Council Workshop	Warren
12.07.18	Consultative Committee Meeting	Warren
13.07.18	Mark Coulton MP Visit	Warren
16.07.18	Labour Party Delegation Visit	Warren
17.07.18	Manex Meeting	Warren
20.07.18	Outback Arts	

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
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**ITEM 3 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE MOTION
(S6-4)**

RECOMMENDATION

That Motions for the NSW Local Government Association Conference be forwarded to the General Manager for inclusion in the August Council business paper.

PURPOSE

LGNSW holds an annual conference to consider motions from the member councils to take to Government and other organisations.

This report calls for motions to be submitted by the Councillors for consideration at the August meeting.

BACKGROUND

Annually LGNSW holds a conference to consider motions forwarded by Councils. Warren Shire Council has raised motions in the past.

REPORT

As per the attached advice, LGNSW is calling for motions.

At the time of writing this report and following a visit from the LGNSW President Ms Linda Scott, no motions had been forwarded by Councillors.

This report is asking Councillors to forward motions to the General Manager for inclusion in the August meeting agenda.

FINANCIAL AND RESOURCE IMPLICATIONS

Council is a financial member of LGNSW and sends representatives to the annual conference.

LEGAL IMPLICATIONS

Motions from Councils are generally grouped to similar motions for consideration by the conference delegates. The motion if adopted becomes the responsibility of LGNSW to determine.

RISK IMPLICATIONS

There are no risks associated with the submission of a motion to the LGNSW Board for consideration.

STAKEHOLDER CONSULTATION

LGNSW is an association that represents Councillors.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
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**ITEM 3 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE MOTION
CONTINUED**

OPTIONS

Council has an option to submit or not submit a motion based on issues arising locally, regionally or across NSW. Any Motion submitted must show benefit to other councils generally.

CONCLUSION

This report asks Councillors to consider and discuss motions for submission to Council's August 2018 meeting for possible resolution to submit to LGNSW.

The deadline for the submission of Motions is 26th August 2018.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Letter 426 from LGNSW

WARREN SHIRE COUNCIL
Report of the General Manager
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**ITEM 3 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE MOTION
CONTINUED**



Our ref: R15/0018 Out-27475

27 April 2018

Mr Glenn Wilcox
General Manager
Warren Shire Council
PO Box 6
WARREN NSW 2824



Dear Mr Wilcox

Official Notice: Local Government NSW Annual Conference 2018

I write to formally invite you to this year's Local Government NSW (LGNSW) Annual Conference which will be held from **Sunday 21 October to Tuesday 23 October 2018 at the Entertainment Centre, Albury.**

As you are aware, the Conference is the main policy making event for the local government sector where issues are debated and motions put forward for consideration by delegates.

This letter contains important information to help you participate fully in this year's Conference.

Registration – to attend the Conference

Conference attendees should be invited to register online from mid-July on the LGNSW website. Members will be able to take advantage of special 'early bird' rates.

Note: Voting delegates must be registered to attend the Conference and be registered as a voting delegate.

Registration – as a voting delegate

Separate from Conference registration, members must register the names of their delegates for voting on motions during formal business sessions.

To be eligible to vote at the Conference, members must be financial on both the calculation date (1 March 2018) and the date that the roll of voters closes (12 midnight, 26 August 2018 AEST). The formula for calculating members' voting entitlements is prescribed at Rule 23 of the LGNSW rules.

The number of voting delegates that each member is entitled to send to this year's Conference is set out in the table at **Annexure A**.

The deadline to provide LGNSW with the name(s) of nominated voting delegates is 5pm (AEST) on Tuesday 2 October 2018. Nominations of voting delegates received after the closing date/time cannot be accepted.

Voting delegates must be either an elected member of a council, county council, the Lord Howe Island Board, Norfolk Island Regional Council or Related Local Government Body or an Administrator appointed in accordance with the *Local Government Act 1993*.

A form for advising LGNSW of the name(s) of members' nominated voting delegates is available on the Annual Conference page of the LGNSW website.

LOCAL GOVERNMENT NSW
GPO BOX 7003 SYDNEY NSW 2001
L8, 28 MARGARET ST SYDNEY NSW 2000
T 02 9242 4000 F 02 9242 4111
LGNSW.ORG.AU LGNSW@LGNSW.ORG.AU
ABN 49 853 913 882

WARREN SHIRE COUNCIL
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**ITEM 3 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE MOTION
CONTINUED**

Substitution of nominated voting delegates

Subject to the LGNSW rules, a member may notify LGNSW of a change to the name of an already nominated voting delegate (a substitute delegate) by giving notice in writing signed by either the Mayor or the General Manager of the member to Michele O'Neill, Senior Industrial Officer, at Michele.Oneill@lgnsw.org.au, using the "Substitute Delegate – Motions" form available on the Annual Conference page of the LGNSW website.

For further information about substituting nominated voting delegates please contact Michele O'Neill on 02 9242 4144.

Motions

All members can put forward motions to be considered at the Conference. Members will be invited to submit motions online from mid-year using the "LGNSW Conference Business Sessions Submissions Form" on the Annual Conference page of the LGNSW website.

Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions. Members are encouraged to review the Action Reports from previous conferences before submitting motions for the 2018 Conference. Action Reports from previous conferences are available on the Annual Conference page of the LGNSW website.

Deadline for submitting motions

To allow printing and distribution of the Business Paper before the Conference, members are asked to submit their motions by 12 midnight, 26 August 2018 AEST. In line with the LGNSW rules, the latest date motions will be accepted for inclusion in the Conference Business Paper is 12 midnight, Sunday 23 September 2018 AEST.

For further information on submitting motions please contact Elizabeth Robertson, Policy Officer, on 02 9242 4028 or Elizabeth.Robertson@lgnsw.org.au.

Business Papers

The full Conference Business Paper is expected to be available on the LGNSW website and forwarded to members approximately one week prior to the Conference.

LGNSW's financial reports will be available to members on our website at least 21 days before the Conference.

Accommodation

The 2018 Conference will be based at the Entertainment Centre (Swift Street, Albury).

In line with our sustainability principles, and due to the fact that Albury has a great deal of accommodation within walking distance of the main venue, daily transfers will not be provided. LGNSW encourages delegates to take advantage of the CBD venue choices. To book accommodation, please visit www.visitalburywodonga.com/business-major-events/upcoming-events/local-government-nsw-conference.

Free all-day parking is available at the Wilson Street car park across from the Conference venue.

WARREN SHIRE COUNCIL
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**ITEM 3 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE MOTION
CONTINUED**

Outstanding Service Awards

Outstanding Service Awards will be presented at the Gala Dinner during the Conference. For information about the Awards, including where to apply and eligibility, please visit www.lgnsw.org.au/member-services/service-awards.

Conference Gala Dinner

The dinner will be held on Monday 22 October and will be optionally priced for the 2018 Conference.

Privacy Statement

LGNSW, which is regulated by the *Privacy Act 1988* (Cth), collects private information about registered attendees to the Conference such as names, addresses, telephone numbers, credit card information and email addresses. We use the private information you give us to process your registration and to send you information in relation to the Conference.

If you choose not to provide some or all of the private information that we have sought, LGNSW may be unable to process your registration or it may result in you being unable to vote at the Conference. Further information about how LGNSW collects, holds and uses private information is contained in LGNSW's Privacy Policy which is available on the website at the following web address: <http://www.lgnsw.org.au/privacy>


Further details

Further details about the Conference will be published on the LGNSW website as they become available, including about the Gala Dinner, President's Opening Reception, Conference business sessions, programs and 'early bird' pricing.

I trust the information above is of assistance. We will provide further reminders and updates closer to the Conference.

I look forward to seeing you at the Conference in October.

Yours sincerely



Cr Linda Scott
President

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 4 ORANA JOINT ORGANISATION

(L5-16.3)

RECOMMENDATION that:

1. The report be noted, and
2. The Draft Charter and Payment of Expenses and Provisions of Facilities to the Board Members Policy be accepted

PURPOSE

To report on the first meeting of the Orana Joint Organisation.

BACKGROUND

Joint organisations have been proclaimed under the Local Government Act 1993. Warren Shire has applied to be a member of the Orana Joint Organisation.

REPORT

The minutes of the inaugural meeting of the Orana Joint Organisation held on 13 June 2018 are attached for Council's information (See Attachment No 1).

Also attached are the draft Charter, and Payment of Expenses and Provisions of Facilities to the Board Members Policy which have been referred to members Councils for comment prior to final adoption by the Orana Joint Organisation (see Attachment No 2 and 3).

Matters to be noted include:-

- Chair - Mr Doug Batten, Mayor of Gilgandra Shire Council, has been elected Chair of the Joint Organisation for a 2 year term.
- Interim Executive Officer - Ms Belinda Barlow has been appointed as the Interim Executive Officer to the Orana Joint Organisation for a 12 month period.
- Proposed New Member Councils - The Joint Organisation supports the inclusion of Bogan Shire Council and Warren Shire Council as members of the Organisation. It will be necessary for the Minister of Local Government to approve and proclaim their membership.

FINANCIAL AND RESOURCE IMPLICATIONS

Council has identified a contribution to be made in the 2018/19 budget year towards operational costs.

LEGAL IMPLICATIONS

Warren Shire Council can not be a member until it is proclaimed by the Governor.

RISK IMPLICATIONS

At this stage the constitution and policy being proposed is in line with the Office of Local Government recommendations for the start-up of new JO's.

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 4 ORANA JOINT ORGANISATION

CONTINUED

STAKEHOLDER CONSULTATION

N/A

OPTIONS

Council has requested the Minister for Local Government to include it within the Orana Joint Organisation.

CONCLUSION

This report is to bring council up to date with the first meeting of the Orana Joint Organisation and the policies that it is considering.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

1. Minutes of the Inaugural Board meeting
2. Draft Charter; and
3. Payment of Expenses and Provisions of Facilities to the Board Members Policy

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
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ITEM 4 ORANA JOINT ORGANISATION

CONTINUED

Attachment 1

minutes



Orana
Joint
Organisation

MEETING OF: **Orana Joint Organisation**
DATE: **13 June 2018**
TIME: **10.00 am**
VENUE: **Gilgandra Shire Council**

ATTENDEES:

Members

Cr D Batten	Gilgandra Shire Council
Cr P Shinton	Warrumbungle Shire Council
Cr C Davies	Narromine Shire Council
Cr D Kennedy	Mid-Western Regional Council

Attending

Mr D Neeves	Gilgandra Shire Council
Mr R Bailey	Warrumbungle Shire Council
Mrs J Redden	Narromine Shire Council
Mr B Cam	Mid-Western Regional Council
Mr A Albury	NSW Premier and Cabinet
Mr D Arthur	Warren Shire Council
Mr D McCarthy	Office of Local Government
Ms J White	Office of the Regional Infrastructure Coordinator
Mr D Murray	Review of Regional Infrastructure
Mrs B Barlow	OROC Executive Officer
Mrs C Marchant	Narromine Shire Council (minute taker)

APOLOGIES: Nil

WELCOME: Jane Redden Returning Officer and General Manager Narromine Shire Council welcomed those present and declared the meeting open at 10.03am.

1. **Proclamation and Regulation effecting the Orana Joint Organisation**

2018/001 RESOLVED: Doug Batten/Peter Shinton that:

1. the Board note the Proclamation and Regulation effecting the Orana Joint Organisation
2. the board of the Orana Joint Organisation resolves to:
 1. Welcome and support the inclusion of Bogan Shire Council and Warren Shire Council as a member council of the Joint Organisation.
 2. Write to the Minister for Local Government in order to provide a copy of this resolution of the board of the joint organisation.

CARRIED

WARREN SHIRE COUNCIL
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ITEM 4 ORANA JOINT ORGANISATION

CONTINUED

minutes



2. Office of Local Government

2018/002 RESOLVED: Craig Davies/Des Kennedy that the Board:

1. note the advice from the Office of Local Government providing guidance on the implementation on Joint Organisations "Joint Organisation Implementation Guidance; and
2. note that Mr Tim Hurst has delegated the calling of the meeting the development of the Agenda and the role of Returning Officer to Mrs Jane Redden, General Manager of Narromine Shire Council.

CARRIED

3. Election of Chairperson

2018/003 RESOLVED: Peter Shinton/Des Kennedy that the Board use open method of voting for the position of Chairperson.

CARRIED

There being one nomination received, Doug Batten was voted the Chairperson and assumed the chair.

4. Disclosure of delegates - Designated persons (s:449 L.G. Act)

2018/004 RESOLVED: Peter Shinton/Craig Davies that the Board:

1. note that all board members and the Interim Executive Officer are automatically designated persons for the purposes of s:449 of the Local Government Act;
2. note that as alternatives deputy mayors should also be treated as designated persons; and
3. note the responsibility of designated persons in returning disclosures of interest forms.

CARRIED

5. Orana Joint Organisation Draft Charter

2018/005 RESOLVED: Craig Davies/Des Kennedy that the

1. Draft Charter for the Orana Joint Organisation be referred to members for a period of 42 days seeking feedback
2. A further report come back to the Orana JO detailing members feedback for consideration by the Board.

CARRIED

6. Appointment of interim Executive Officer

At the request of Doug Batten, Belinda Barlow gave a brief presentation of her employment history and experience that would make her suitable for the role of Interim Executive Officer.

2018/006 RESOLVED: Craig Davies/Peter Shinton that Ms Belinda Barlow be appointed the interim Executive Officer of the Orana Joint Organisation of Councils for the period of 12 months.

CARRIED

7. Delegations to the Interim Executive Officer

2018/007 RESOLVED: Peter Shinton/Des Kennedy that Orana Organisation adopt the draft delegations register for the Interim Executive Officer as tabled.

CARRIED

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 4 ORANA JOINT ORGANISATION

CONTINUED

minutes



8. Code of Conduct and Panel of Conduct Reviewers

- 2018/008 RESOLVED:** Craig Davies/Des Kennedy that Orana Joint Organisation adopt:
- (a) the Model Code of Conduct for Local Councils in NSW (the Model Code);
 - (b) the Procedures for the Administration of the Model Code of Conduct for local Councils in NSW (the Procedures);
 - (c) the panel of Conduct Reviewers as established by OROC in 2017.
 - (d) The PUBLIC INTEREST DISCLOSURES (PROTECTED DISCLOSURES)

CARRIED

9. Payment of Expenses and the Provision of Facilities to Board Members Policy

- 2018/009 RESOLVED:** Peter Shinton/Des Kennedy that:
1. the draft policy for the payment of expenses and the provision of facilities to Board members and the Chairperson be referred to member Councils for their comment for a period of 42 days.
 2. the draft policy and comments from member councils be referred to a future meeting of the Board for consideration and adoption of the policy as amended (if required).

CARRIED

10. Code of Meeting Practice

- 2018/010 RESOLVED:** Des Kennedy/Craig Davies that:
1. the draft Code of Meeting Practice for local councils in NSW be endorsed for consultation with member councils. (see below).
 2. a report be submitted to the Board Meeting to be held on the next meeting date to consider the adoption of the Code of Meeting Practice for the Orana Joint Organisation.

CARRIED

11. Seal

- 2018/011 RESOLVED:** Peter Shinton/Craig Davies that the Orana Joint Organisation (JO):
- (a) Adopt a Seal of the JO which contains the wording, "Orana Joint Organisation"
 - (b) The seal be kept by the Interim Executive Officer.

CARRIED

12. Timeline, opening a bank account, recruitment and strategy

- 2018/012 RESOLVED:** Des Kennedy/Peter Shinton that the Board note the timeline for the implementation of the JO and
1. with regard to opening of a bank account confirm the Interim Executive Officer, Belinda Barlow, has delegation to:
 - a. open a bank account in the name of the Orana Joint Organisation
 - b. obtain an ABN; and
 - c. nominate signatories
 - d. obtain appropriate Workers Compensation cover

CARRIED

There being no further business the meeting closed at 10.55am.

The Minutes (pages 1 to 3) were confirmed at a meeting held on the day of _____ 2018, and are a full and accurate record of proceedings of the meeting held on 13 June 2018.

Chair


WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 4 ORANA JOINT ORGANISATION

CONTINUED

Attachment 2

Attachment 2




Charter

ORANA JOINT ORGANISATION CHARTER

13 June 2018

Contact Details

Belinda Barlow
Email: mail@oranajointorganisation.nsw.gov.au



WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 4 ORANA JOINT ORGANISATION

CONTINUED

Attachment 2

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ITEM 4 ORANA JOINT ORGANISATION

CONTINUED

Attachment 2

INTRODUCTION

1.1 Preamble

The operation of and governance principles for the Orana Joint Organisation is guided by this Charter, which has been adopted by resolution of the board.

1.2 Name and legal status

The name of the joint organisation is the Orana Joint Organisation.

Orana Joint Organisation is a body corporate proclaimed under the *Local Government Act 1993* (the Act) with the legal capacity and powers of an individual. See the proclamation forming this joint organisation at <http://www.legislation.nsw.gov.au/regulations/2018-192.pdf> for further information about the membership and functions of Orana Joint Organisation and other key matters.

While the principal functions of the joint organisation are provided for in the Act and through this Charter, powers are also conferred on the joint organisation as a statutory corporation under section 50 of the *Interpretation Act 1987*. Other functions may be conferred on a joint organisation by legislation and may be delegated to a joint organisation by one or more member councils.

1.3 Interpretation

This Charter is to be interpreted in accordance with the *Local Government Act 1993* and *Local Government (General) Regulation 2005* and the *Interpretation Act 1987*.

1.4 Definitions

In this Charter, the following terms are used as below. **Act** means the *Local Government Act 1993*.

Board means the joint organisation board, consisting of the mayors of each member council, any additional voting representatives of these member councils appointed under section 400T of the Act and any other non-voting representatives who may attend, but are not entitled to vote at, a meeting.

Charter means this document, outlining the operational and governance principles for the joint organisation and any other agreed matters, consistent with the Act and other laws.

Chairperson means the person, who is a mayor, elected to the office of chairperson by the voting representatives on the board from among the voting representatives who are mayor.

Councillor means a person elected or appointed to civic office and includes a mayor.

Executive officer means the person employed by the joint organisation to conduct the day-to-day management of the joint organisation in accordance with strategic regional priorities and other plans, programs, strategies and policies of the joint organisation and to implement without delay the lawful decisions of the joint organisation.

General Manager means the person employed by a council to conduct the day-to-day management of the council in accordance with strategic plans, programs, strategies and policies of the council and to implement without delay the lawful decisions of the council.

Joint organisation means an organisation established under Part 7 Chapter 12 of the *Local Government Act 1993*

Member council means those councils proclaimed under the Act to be part of the Orana Joint Organisation.

Mayor means a person elected or appointed to civic office, who is the leader of the council.

Non-voting member means those councils and other organisations or individuals that are members of the joint organisation but do not have the right to vote.

Non-voting representative means the chosen representative of a non-voting member of the board (sometimes called an 'associate member'). This includes:

- an employee of the public service nominated by the Secretary, Department of Premier and Cabinet
- any other individual or representative of a council or other organisation invited by the board to represent a non-voting member of the board
- any other person or a member of a class of persons prescribed by the Regulation.

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ITEM 4 ORANA JOINT ORGANISATION

CONTINUED

Attachment 2

Regulation means the *Local Government (General) Regulation 2005*.

Voting representative means a representative of a member council on the board.

1.5 Adopting the Charter

This Charter was formally adopted by the Orana Joint Organisation on 13 June 2018

This Charter will be made publicly available via the following website administered by the joint organisation within 30 days of adoption www.oranajointorganisation.nsw.gov.au.

1.6 Amending the Charter

This Charter will be reviewed every two (2) years at the time of the election of Chair. Other amendments may be made from time to time by resolution of the board.

WARREN SHIRE COUNCIL
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ITEM 4 ORANA JOINT ORGANISATION

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Attachment 2

ESTABLISHMENT

2.1 Vision and principles

The vision of Orana Joint Organisation for the Orana is:

To be a leading Joint Organisation known for a high level of achievement, collaborative excellence and strong commitment to the region's communities.

The Orana Joint Organisation will act in accordance with the following principles:

2.2 Principal functions

The principal functions of the Orana Joint Organisation will be to:

- establish strategic regional priorities for the joint organisation area and develop strategies and plans for delivering these priorities
- provide regional leadership for the joint organisation area and to be an advocate for strategic regional priorities
- identify and take up opportunities for intergovernmental cooperation on matters relating to the joint organisation area.

2.3 Other functions

The other services, functions or types of functions the Orana Joint Organisation will undertake are:

- to provide support for the operations of its Member Councils aimed at strengthening local government in its joint organisation area;

The board may, from time to time, determine whether and how to undertake any other functions.

WARREN SHIRE COUNCIL
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ITEM 4 ORANA JOINT ORGANISATION

CONTINUED

Attachment 2

MEMBERSHIP

3.1 Voting Members

The following are 'member councils' of the Orana Joint Organisation:

- Cobar
- Gilgandra
- Mid-Western Regional
- Narromine
- Warrumbungle

3.2 Non-voting members

The following organisations are non-voting members of the joint organisation:

- the NSW Government, as represented by a nominee of the Secretary of the Department of Premier and Cabinet, currently the Department of Premier and
- Cabinet, Director Western Region

3.3 Changes in membership

A proclamation is required for a joint organisation to change voting members.

Any voting member proposing to withdraw from the joint organisation must give 1 month written notice.

This Charter may be amended to change non-voting members of the board. In deciding whether to propose or support a change in membership, the [insert name] joint organisation will:

- at the request of a member, consider a draft resolution seeking membership change, and
- following a resolution in support, amend this Charter as set out section 1.6 to change membership as set out at section 3.2.

3.4 Financial contributions

Each member council is to contribute a monetary payment or equivalent contribution based on the following methodology:

- The annual financial contribution required to be made by each Member Council is to consist of:
 - a base fee of the same amount for each Member Council; and
 - a capitation fee (based on the most recent population data issued by Australian Bureau of Statistics Census data)
- The annual financial contribution required to be made by each Associate Member is to be based on a methodology adopted by the Board.
- The amount of the base fee, capitation fee and financial contribution by Associate Members for a financial year is to be determined prior to the start of that year by Resolution of the Board.

Member councils will be consulted about proposed contributions by correspondence.

3.5 Decision resolution

In the event of an equality of votes in relation to a critical matter to be determined by the board the resolution is lost. The mechanism for the board to move critical decisions forward is as follows:

Step 1a – internal resolution using one or more of the following:

- Take into account board member views and rework the proposal.
- Establish a specific sub-committee to review and rework the proposal.

Set aside time for the board to discuss the proposal prior

- to the next board meeting.
- Obtain and present to the board advice from an expert or an independent report.

Alternative Step 1b – refer decision to member councils to resolve in the following circumstances:

- Decisions in relation to member council financial contributions over \$1.00.

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ITEM 4 ORANA JOINT ORGANISATION

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Step 2 – independent mediation (may include using any of the processes outlined in Step 1):

- Board resolves to work with an independent mediator to support board to resolve the decision.
- Where a mediator cannot be agreed, the board could ask Office of Local Government to appoint a mediator (as for a general manager contract).

Step 3 – appoint an independent arbitrator

- Board resolves to appoint an independent arbitrator to support board to resolve the decision.
- Where the arbitrator cannot be agreed, the board could ask Office of Local Government to appoint an arbitrator.

Critical matters to be determined by the board include:

- adoption of a Statement of Strategic Regional Priorities
- adoption of the Annual Performance Statement and Financial Statements
- decisions to commit financial contributions from member councils over \$1.00.

3.6 Dispute resolution

In the event of a dispute between board members that arises from or relates to the Orana Joint Organisation, the following steps will be taken to resolve that dispute:

- relevant members will advise the joint organisation prior to taking legal action
- relevant members will give notice to board members specifying the nature of the dispute
- on receipt of notice, member councils must endeavour in good faith to resolve the dispute promptly using informal dispute resolution techniques such as mediation, expert evaluation or determination or similar techniques, as agreed by those members
- members that are parties to the dispute will pay the mediator's costs.

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ITEM 4 ORANA JOINT ORGANISATION

CONTINUED

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THE BOARD

4.1 Governing board and role

The board of Orana Joint Organisation consists of:

- the mayors of each member council
- a representative of the NSW Government, nominated by the Secretary of the Department of Premier and Cabinet, who is Ashley Albury, Director Western, NSW Regional Co-ordination, Regional NSW Department Premier and Cabinet.
- the following other non-voting representatives General Manager Cobar, General Manager Gilgandra, General Manager Mid Wester Regional, General Manager Narromine, General Manager Warrumbungle.

The role of the board is to direct and control the affairs of the joint organisation. The board is to consult with the executive officer in directing and controlling the affairs of the joint organisation.

The joint organisation executive officer and general manager of each member council may also attend meetings of the board in an advisory capacity.

4.2 Chairperson and role

The chairperson is to be elected by the voting representatives of the board from one of the mayoral representatives. In the absence of the chairperson, a person elected by the voting representatives at the meeting of the board is to preside at the meeting. The chairperson does not have a casting vote.

The chairperson is the joint organisation's spokesperson on strategic matters and will represent the joint organisation at regional forums where possible.

They are responsible for the conduct of meetings.

The term of the chair person is for 2 years and shall align with the Mayoral elections.

4.3 Alternates

Member councils that choose to appoint an alternate representative (other than the Mayor) must notify the joint organisation of that person's name and position.

4.4 Advisory committees and working groups

The Orana Joint Organisation establishes the following committees and advisory groups, which are to report to the board as set out in their Terms of Reference: These may include but are not limited to:

- General Managers Advisory Committee
- Lower Macquarie Water Utilities Alliance
- Human Resources and Learning Development
- Economic Development
- Orana Risk and Safety Management Group
- Asset Management Group
- Finance and IT Group

Other committees and advisory groups may also be established from time to time by board resolution.

WARREN SHIRE COUNCIL
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ITEM 4 ORANA JOINT ORGANISATION

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MEETINGS

5.1 Meeting frequency

The board will meet every at least once in each quarter on such date and at such place and time as the Board decides; and Meetings will be conducted in accordance with the Code of Meeting Practice adopted by the board from time to time.

Where necessary, the chair may call further meetings.

5.2 Participation and quorum

The quorum for a meeting of the board is a majority of voting representatives entitled to vote under this Charter being at the meeting. No business is to be transacted at a general meeting without a quorum.

5.3 Voting and decision making

Decisions about principal functions:

A decision of the board supported by a majority at which a quorum is present is a decision of Orana Joint Organisation.

Each voting member of the board has one vote each in relation decisions taken about principal functions.

A motion at a meeting of the board is taken to be defeated in the event of an equality of votes. The chairperson, or person presiding at a meeting of the board, does not have a casting vote.

5.4 Annual general meetings

The Orana Joint Organisation will hold an annual general meeting in December to present the annual report, Audited Financial Statements and review charter (if required).

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ITEM 4 ORANA JOINT ORGANISATION

CONTINUED

Attachment 2

PLANNING AND REPORTING

6.1 Consultation and publication

The Orana Joint Organisation will consult with all members in preparing the following documents required under the Act and will publish the adopted versions on the joint organisation website www.oranajointorganisation.nsw.gov.au

- statement of Strategic Regional Priorities
- annual revenue statement
- audited financial reports.

The Orana Joint Organisation will also publish an annual performance statement on its website.

www.oranajointorganisation.nsw.gov.au.

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CONTINUED

Attachment 2

OTHER MATTERS

7.1 Records

The joint organisation will keep records and provide access to relevant information in accordance with the following legislation: <https://www.legislation.nsw.gov.au/#/view/act/1998/17>

The public officer of Orana Joint Organisation is the **Executive Officer** who may be contacted at mail@oranajointorganisation.nsw.gov.au.

7.2 Insurance

The Orana Joint Organisation has made the following insurance arrangements:

Advice received from Jardine Lloyd Thompson P/L states that cover is confirmed for the Orana Joint Organisation once it is established. The existing cover of the members will be extended to include the activities of the Orana Joint Organisation.

There will be no additional or separate charges applied for this policy extension to the Orana Joint Organisation.

Non-Members of State-wide are to advise their insurers of their participation in the Orana Joint Organisation and seek to have their interests noted.

7.3 Indemnity

Representatives of members of the board and staff of the Orana Joint Organisation are protected from liability for functions and duties carried out or omitted honestly, in good faith and with due care and diligence.

7.4 Policies

The Orana Joint Organisation has adopted the following policies:

- **Orana** expenses and facilities policy
- **Orana** Code of Meeting Practice,
- **Orana** Code of Conduct, and

Further policies may be adopted by the board from time to time and will be published on the Orana Joint Organisation's website at www.oranajointorganisation.nsw.gov.au.

7.5 Transitional Arrangements

There are no recorded transitional arrangements for the Orana Joint Organisation to date.

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ITEM 4 ORANA JOINT ORGANISATION

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ORANA JOINT ORGANISATION

ORANA JOINT ORGANISATION Payment of Expenses and Provision of Facilities Policy

Preamble

The JO Expenses and Facilities policy is designed to cover any needs associated with the exercise by Board Members and the Chairperson of their joint organisation functions that are not otherwise covered under member Council's Expenses and Facilities policies.

Board Members and the Chairperson are not entitled to make a claim under a Joint Organisation's expenses and facilities policy where a claim has been covered under a member Council's policy and vice versa.

1. EXPENSES

(a) Conferences, Seminars and Inspections – Reimbursement of Costs

Subject to JO approval or approval by the Chairperson if insufficient time for JO approval.

(i) Registration: including official luncheons, dinners and tours relevant to the conference.

(ii) Accommodation:

Meal allowances (dinner and lunch) - \$150 (per day)

Accommodation (capital city) - \$400 (per day)

Accommodation (country areas) - \$ 200 (per day)

and reasonable telephone costs.

(iii) Accommodation for the night before or after the conference where necessary.

(iv) Delegates accompanied by spouse/partner.

Equivalent of single accommodation cost to be met by the JO with additional accommodation cost to be met by delegate/spouse. All additional costs to be met by spouse/partner unless such is related to the official capacity of the delegates partner (eg conference dinner).

(b) Travel Expenses

(i) Members cover their own costs for accommodation and travel to and from meetings of the Board and its Committees.

Expenses for use of a private motor vehicle to be based on the relevant kilometre rate in the staff award.

(ii) Attendance at meetings representing the JO in capacity of Chairperson of a JO Committee.

WARREN SHIRE COUNCIL
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ITEM 4 ORANA JOINT ORGANISATION

CONTINUED

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ORANA JOINT ORGANISATION

Expenses for use of a private motor vehicle to be based on the relevant kilometre rate in the staff award.

Expenses for representing the region will be considered by the Board if sufficient time allows or by the Chair where the request is made before the expense is incurred.

(iii) Conferences and Seminars.

Members using private vehicles to be reimbursed according to the relevant kilometre rate in the Local Government Award as was previously the case, where not already covered by the Member Council.

Subject to the total cost not exceeding the economy class airfare as applicable and appropriate.

Travel by air (when required) to be by economy class.

2. FACILITIES

(a) Members

The Members are to receive the benefit of the following JO facilities:

(i) Meeting Meals and Refreshments – provision of meals and refreshments associated with JO, Committee and Working Parties/Special Committee meetings.

(ii) Travel – provision of JO motor vehicle (when available) for travel to Conferences, Seminars, etc when on official JO business, where not already covered by a member Council.

(iii) Meeting Rooms – Provision of meeting facilities for the purpose of JO, Committee and Working Parties/Special Committee meetings (and for meeting with constituents), where available.

(iv) Photocopiers – provision of photocopying facilities at the JO's Office for official purposes.

(b) Chairperson

In addition to those facilities provided to the Members, the Chairperson is to receive the benefit of:

(i) Secretarial Services – word processing and administrative support provided by the Executive Officer;

(ii) Administrative Support – assistance with functions, organisation, meetings and the like for official purposes.

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 4 ORANA JOINT ORGANISATION

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ORANA JOINT ORGANISATION

(c) Deputy Chairperson (if appointed)

In addition to those facilities provided to the Members, the Deputy Chairperson is to receive the benefits of the Chairperson when acting in the office of JO Chairperson.

(d) Arbitration of Claims

The Chairperson, (the Deputy Chairperson when the claim is made by the Chairperson) and the Executive Officer will be responsible for determining whether all claims are reasonable and within the guidelines as set by the policy adopted by Council. Any Council dissatisfied with the determination can request the matter be submitted to Council for consideration.

WARREN SHIRE COUNCIL
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ITEM 4 ORANA JOINT ORGANISATION

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Attachment 3

ORANA JOINT ORGANISATION
Payment of Expenses and Provision of Facilities Policy

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WARREN SHIRE COUNCIL
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ITEM 4 ORANA JOINT ORGANISATION

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ITEM 4 ORANA JOINT ORGANISATION

CONTINUED

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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
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ITEM 1 RECONCILIATION CERTIFICATE – JUNE 2018

(B1-10.15)

RECOMMENDATION

That the Statements of Bank and Investments Balances as at 30th June 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 30th June 2018.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance		Balance
	31-May-18	Transactions	30-Jun-18
General	9,783,940.21	491,648.82	10,275,589.03
Water Fund	(278,639.33)	426,717.50	148,078.17
Sewerage Fund	2,268,108.67	(9,093.57)	2,259,015.10
North Western Library	48,023.81	(2,630.42)	45,393.39
Trust Fund	74,950.80	0.00	74,950.80
Investment Bank Account	(10,704,642.48)	(1,601,234.30)	(12,305,876.78)
	1,191,741.68	(694,591.97)	497,149.71

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 1 RECONCILIATION CERTIFICATE – JUNE 2018

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	693,002.64
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	(195,852.93)

Balance as per Ledger Accounts less Investments = 497,149.71

INVESTMENTS RECONCILIATION

Investments as at 30th June 2018

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	1,805,876.78	Variable	On Call A/c
19	National Australia Bank	1,000,000.00	91 Days @ 2.58%	16-Jul-18
20	National Australia Bank	1,000,000.00	91 Days @ 2.60%	30-Jul-18
21	National Australia Bank	1,000,000.00	92 Days @ 2.60%	24-Aug-18
22	National Australia Bank	1,500,000.00	92 Days @ 2.57%	27-Aug-18
23	National Australia Bank	1,500,000.00	90 days @ 2.65%	03-Sep-18
24	National Australia Bank	1,500,000.00	90 days @ 2.72%	10-Sep-18
25	National Australia Bank	1,500,000.00	90 days @ 2.73%	17-Sep-18
26	National Australia Bank	1,500,000.00	90 days @ 2.73%	18-Sep-18

TOTAL INVESTMENTS = 12,305,876.78

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	4,864,564.00
Internally Restricted Funds Invested	6,575,150.00
2017/18 General Fund Operating Income & Grants	1,363,312.49
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u><u>12,803,026.49</u></u>

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
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ITEM 1 RECONCILIATION CERTIFICATE – JUNE 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
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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 30th June 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 30th June 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 July 2018

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

30TH JUNE 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	4,603,374	4,678,142	4,601,389	98.36%	76,753	1.64%
Warren Water Fund	22,931	363,652	386,583	363,343	93.99%	23,240	6.01%
Warren Sewerage Fund	27,976	470,909	498,885	470,584	94.33%	28,301	5.67%
TOTAL 2017/2018	125,675	5,437,935	5,563,610	5,435,316	97.69%	128,294	2.31%
TOTAL 2016/2017	137,085	5,353,509	5,490,594	5,362,693	97.67%	127,901	2.33%
TOTAL 2015/2016	124,281	5,229,977	5,354,258	5,217,173	97.44%	137,085	2.56%
TOTAL 2014/2015	120,785	5,091,857	5,212,642	5,088,361	97.62%	124,281	2.38%
		30-Jun-15	30-Jun-16	30-Jun-17		30-Jun-18	
COLLECTION FIGURES AS \$		5,088,361	5,217,173	5,362,693		5,435,316	
COLLECTION FIGURE AS %		97.62%	97.44%	97.67%		97.69%	

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 28th June 2018

ITEM 1 REQUEST TO CLOSE PART OF CURBAN STREET, COLLIE
(R4-3, R4-1.39)

RECOMMENDATION

That Council advise Mr Sheargold that because of the objections raised by other residents of Collie the requested section of Curban Street Collie will not be closed.

PURPOSE

To make a determination regarding the application to close part of Curban Street at Collie.

BACKGROUND

As previously advised in the Council Meeting Report dated 26th April 2018, Council has received a letter from Mr Sheargold of Collie requesting Council to close the unformed section of Curban Street between Wambianna and Inglega Streets Collie. At the meeting conducted on the 26th April, 2018 the Council resolved 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”

REPORT

Prior to the placement of any advertisement in the local newspaper, a letter of objection inclusive of a number of signatures was received in response to the report in Council’s Meeting Business Paper on Council’s website.

The letter of objection did reference the Council Business Paper, the Section Number, the Item Number and the File Reference of the article included as part of the April Business Paper. All names identified as signing the letter of objection were residents of the Collie Village. The majority were owners of town land parcels.

The letter of objection detailed five (5) reasons why the subject section of the Collie village should not be closed;

- “Fire brigade access around the blocks and the lane this would make it difficult to fight the fire,”
- “Crown land used for stock would then become too close to dwelling,”
- “Conflict with trucks, trailers and caravans/campers due to not being able to turn around at Wambianna Street’
- The allowance of one (1) road to close would leave it open for others to do the same,
- The persons signing the letter would like to see the village expand in the future and feel that the allowance of this road closure in Collie would be detrimental to Collie’s future.

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 28th June 2018

ITEM 1 REQUEST TO CLOSE PART OF CURBAN STREET, COLLIE
CONTINUED

As per the attached photo/plan and an on-site inspection it is confirmed that the unsealed road/track serving the subject section of Curban Street is extensively used. It does serve as a primary link from the rear of the Collie Hotel with a large portion of the village.

Consultation with the New South Wales Department of Primary Industries – Crown Lands, prior to the 30th June, 2018, regarding the matter; the Department Representative indicated that if a letter of objection, detailing numerous persons objections and the reasoning, which is not based on self-interest or personal gain was received prior or post any formal advertising, that the applicant may be advised that the likelihood of any road closure would be very doubtful.

As the reasons in the letter of objection are seen to be community based and not based on any pecuniary self-interest benefit or gain, it is considered that a decision to not give approval for the road closure is justified.

It was also conveyed during the consultation with the Department of Primary Industries – Crown Lands that the request would need to be resolved by the Council after the 30th June, 2018.

FINANCIAL AND RESOURCE IMPLICATIONS

As stated in the previous report the closure of this small section of road does not pose a financial risk or cost to Council. However, if the road remains as a public road than the Council may be obligated to include it in the Collie Village Enhancement Program of works.

LEGAL IMPLICATIONS

There are no known legal implications from this recommendation.

RISK IMPLICATIONS

It is considered that if the road remains open there will be no risk implications. Council will include the road as part of its normal asset maintenance program.

STAKEHOLDER CONSULTATION

The proposed road closure was advertised for public comment.

OPTIONS

There are two options; to close or not to close the section of Curban Street between Wambianna and Inglega Streets Collie.

CONCLUSION

It is recommended that Council not close Curban Street between Wambianna and Inglega Streets Collie.

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 28th June 2018

ITEM 1 REQUEST TO CLOSE PART OF CURBAN STREET, COLLIE
CONTINUED

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.1 Quality customer service focus by Council staff.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment A A copy of the plan taken from the proposed Page 6 of the Collie Village Upgrade Concept Plan.

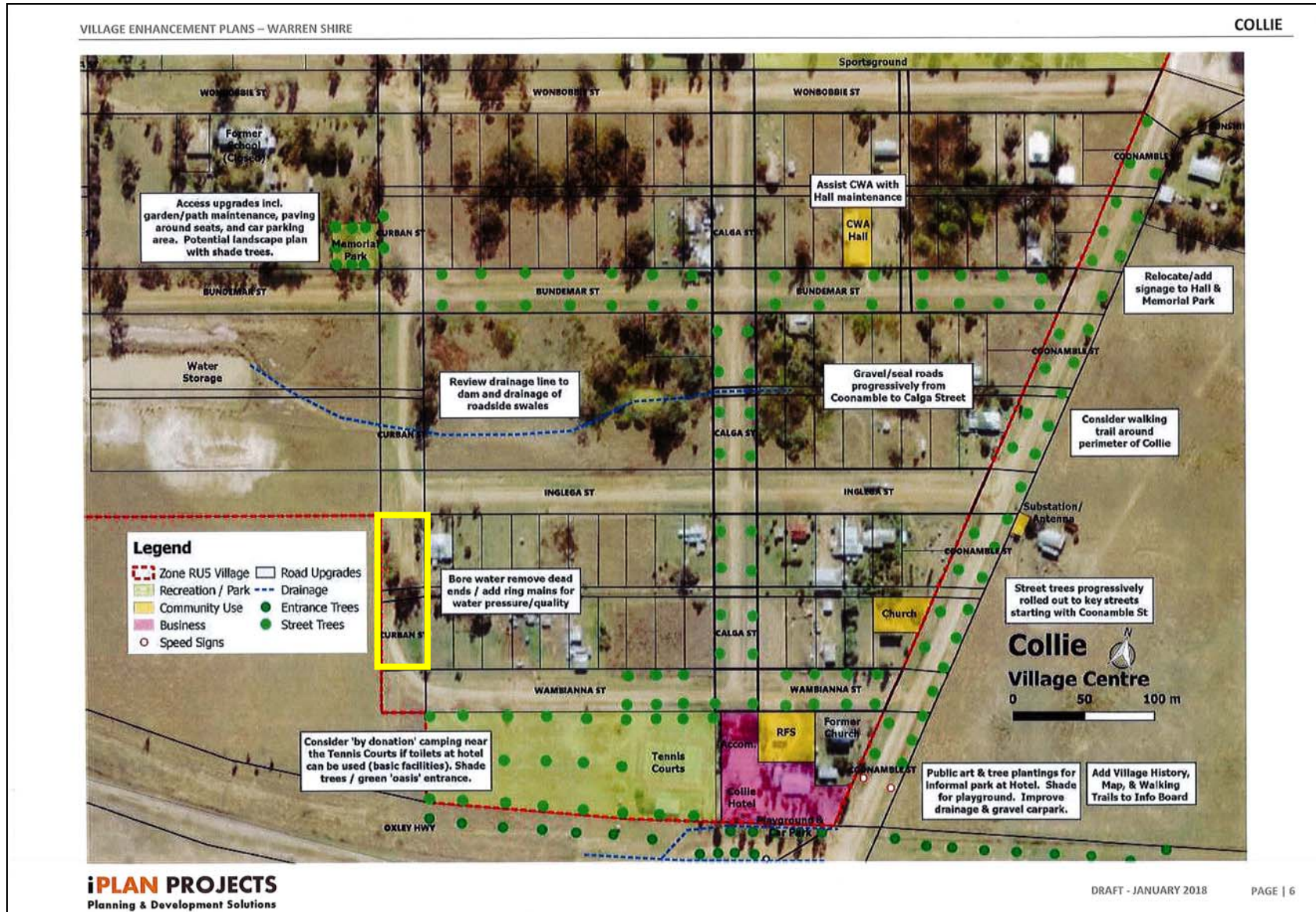
WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 28th June 2018

ITEM 2 REQUEST TO CLOSE PART OF CURBAN STREET, COLLIE

CONTINUED

Attachment A



Section

6

Manager Health & Development Services

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 26th July 2018

ITEM 1 DEVELOPMENT APPLICATION APPROVALS

(B4-9)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

The following Development Applications were approved for June 2018

FILE	LOCATION	WORKS
P16-18.03	Lot 249 DP755314 Carinda Road Warren NSW 2824	Subdivision
P16-18.11	Lot 1 DP209585 Bundemar Street Warren NSW 2824	Home based hair salon
P16-18.12	Lot 3 DP1030765 Dubbo Street Warren NSW 2824	Construction of a shed

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 July 2018

ITEM 2 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 May/June 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 July 2018

ITEM 2 IMPOUNDING OFFICER'S REPORT

CONTINUED

Hours Day	Week Ending: 11th May 2018							Week Ending: 18th May 2018							Week Ending: 25th May 2018						
	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
Patrol			5	2	AVL	4	2.25		1.5	3	4	4.5	3	Flexi	1.5	2	3	3	3	5	2
Feed/Water & Clean Pound																					
Hours Office/training			2	2		1	2	1	1	2.5	1	1	1	1	1	1	1	1	1	2	5
Impounding/Releasing/Euthanasia			1.5	4		3.5	4			3	3.5	3	4.25	0			4.5	3.5	4.5	1.5	1.25
Total Daily			8.5	8.5	8.5	8.5	8.25	1	2.5	8.5	8.5	8.5	8.25	1	2.5	3	8.5	8.5	8.5	8.5	8.25
Number of Dogs impounded									7												
Number of Dogs released						0															
Number of Dogs Euthanasia							2								3			0			
Total Dogs in Pound	2	2	2	2	2	2	0	0	7	7	7	7	7	7	4	4	4	4	4	4	4
Number of Cats Surrendered																					
Number of Cats Rehoused																					
Number of Cats Euthanasia																					
Total Cats in Pound																					
Kilometers per day																					
Total weekly kilometers	430							670							560						
Speed odometer reading @ end of week	18424							18854							19524						
Other General Notes																					
Total weekly hours																					

⚠️ ALL 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 to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 26th July 2018

ITEM 2 IMPOUNDING OFFICER'S REPORT

CONTINUED

Hours	Week Ending: 1st June 2018							Week Ending: 8th June 2018							Week Ending: 15th June 2018						
	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
Patrol			3	4	4.5	3	Flexi		1	3	3	3	5	A/L							
Feed/Water & Clean Pound																					
Office/ training			2.5	1	1	1	1	1	1	1	1	1	2								
Impounding/ Releasing / Euthanasia			3	3.5	3	4.25	0			4.5	3.5	4.5	1.5								
Total Daily			8.5	8.5	8.5	8.25	1	1	2	8.5	8.5	8.5	8.5	8.5			0	0	0	0	0
Number of Dogs impounded													1								
Number of Dogs released																					
Number of Dogs Euthanasia					4								1								
Total Dogs in Pound	4	4	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Cats Surrendered																					
Number of Cats Rehoused																					
Number of Cats Euthanasia																					
Total Cats in Pound																					
Kilometers per day																					
Total weekly kilometers	465							480							0						
Speedometer reading @ end of week	20084							20549							21029						
Other General Notes																					
Total weekly hours																					

ALL OUT K 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 to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 26th July 2018

ITEM 2 IMPOUNDING OFFICER'S REPORT

CONTINUED

Hours	Week Ending: 22nd June 2018							Week Ending: 29th June 2018														
	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	
Patrol			A/L	A/L		4	3	3				3	4	4.5	3	Flexi						
Feed/Water & Clean Pound																						
Office/training			1	1	1	1	1.25	1	1	2.5	1	1	1	1								
Impounding/Releasing/Euthanasia			0	0	3.5	4.5	0			3	3.5	3	4.25	0								
Total Daily			8.5	8.5	8.5	8.5	8.25	1	1	8.5	8.5	8.5	8.25	1								
Number of Dogs impounded			1				1					3		1								
Number of Dogs released																						
Number of Dogs Euthanasia																						
Total Dogs in Pound			1	1	1	2	2	2	2	2	5	5	6	6								
Number of Cats Surrendered																						
Number of Cats Rehoused																						
Number of Cats Euthanasia																						
Total Cats in Pound																						
Kilometers per day																						
Total weekly kilometers	260							310														
Speed odometer reading @ end of week	21029							21289														
Other General Notes																						
Total weekly hours																						

⚠️ ALL 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