



WARREN SHIRE COUNCIL

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 28TH SEPTEMBER 2017

115 Dubbo Street
(PO Box 6)
WARREN NSW 2824

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Warren Shire Council

AGENDA - ORDINARY COUNCIL MEETING

28th September 2017

APOLOGIES

CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 24th August 2017

SECTION 1 (WHITE)

DELEGATES REPORTS

Nil

COMMITTEE MINUTES

Meeting of Traffic Committee held on Thursday 7th September 2017 (T5-2)

Meeting of Plant Committee held on Thursday 14th September 2017 (C14-3.8)

Meeting of Water and Sewerage Committee
held on Thursday 21st September 2017 (C14-3.8)

Meeting of Manex held on Tuesday 19th September 2017 (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 4 |
| Item 3 | Association of Mining Related Councils Membership (S6-4) | Page 6 |
| Item 4 | Meeting Dates, Times and Order of Business (C14-2) | Page 13 |

SECTION 4 (GREEN)

REPORT OF THE MANAGER FINANCE AND ADMINISTRATION

| | | |
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| Item 1 | Réconciliation Certificate – August 2017 (B1-10.15) | Page 1 |
| Item 2 | Statement of Rates and Annual Charges as at 10th August 2017 (R1-4) | Page 4 |
| Item 3 | Audit Office (A1-1) | Page 6 |
| Item 4 | Financial Assistance Grant 2017/18 (L5-5.2/38) | Page 8 |
| Item 5 | Librarian’s Report on Warren Library Services (L2-2) | Page 12 |

SECTION 5 (YELLOW)

REPORT OF THE MANAGER ENGINEERING SERVICES

| | | |
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| Item 1 | Works Progress Report - Roads Branch (C14-7.2) | Page 1 |
| Item 2 | Works Progress Report – Town Services (C14-7.2) | Page 3 |
| Item 3 | Works Progress Report – Fleet Branch (C14-7.2) | Page 5 |
| Item 4 | Botanical Gardens in Warren (P1-1) | Page 10 |
| Item 5 | Airport Committee (C12-3.12) | Page 13 |
| Item 6 | Emergency Air Strip Gibson’s Way (R4-1.36, E6-1) | Page 21 |

SECTION 6 (PINK)**REPORT OF THE MANAGER HEALTH & DEVELOPMENT**

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| Item 1 | Development Application Approvals (B4-9) | Page 1 |
| Item 2 | Sporting and Cultural Centre Report (S21-2) | Page 3 |
| Item 3 | Information Centre Record for August 2017 (T4-6.1) | Page 5 |
| Item 4 | Impounding Officer's Report (P4-4) | Page 7 |
| Item 5 | Warren War Memorial Swimming Pool Repair Works (S19-2)..... | Page 10 |
| Item 6 | Planning Proposal Update (P15-31.6)..... | Page 12 |
| Item 7 | Biodiversity Conservation Act 2016 (E7-17.1)..... | Page 18 |

MAYORAL MINUTES**QUESTIONS WITHOUT NOTICE****PRESENTATIONS**

Nil

Warren Shire Traffic Committee

Attached are Minutes of the Meeting of the Warren Shire Traffic Committee held on Thursday 7 September 2017.

RECOMMENDATION:

That the Minutes of the 48th Meeting of the Warren Shire Traffic Committee held Thursday 7 September 2017 be received and the following recommendations be adopted:

ITEM 4.1 STATUS REPORT

(T5-11, T5-9, R4-2.2, R4-1.70, R4-2.5, R4-1.91, R4-1.65)

MOVED That the status of all items be noted and that items 4.2 and 4.3 be removed from the status report.

ITEM 4.2 DIRECTIONAL SIGNS – MACQUARIE MARSHES (D3-1.4)

MOVED That Warren Traffic Committee are to advise Window on the Wetlands Centre (WOW) that they need to consult with National Parks for them to submit application for signage with TASAC

ITEM 4.3 RIVERSMART SIGNAGE STRATEGY – WARREN SHIRE COUNCIL TRAFFIC COMMITTEE REVIEW (D3-1.4)

MOVED That the information be received and noted

ITEM 5 GENERAL BUSINESS

MOVED That Council amend its Committee Constitution to comply with the RMS guidelines that only allow RMS, Council, Police and the Local Member (or representative) to vote at the Local Traffic Committee Meetings.

WARREN SHIRE COUNCIL

Minutes of the 48th Meeting of the Warren Shire Traffic Committee
held in Council Chambers, 115 Dubbo Street, Warren
on Thursday, 7th September, 2017 commencing at 2.00 pm

ATTENDANCE

Councillor Kevin Taylor (Chair)
Mr Les Morgan, Manager Engineering Services
Ms Prue Britt

ITEM 1 APOLOGIES

MOVED that the apologies be accepted and leave of absence be granted to Mr Kevin Humphries, Acting Sergeant Damien Davies, Sergeant Allan Bridge, Councillor Rex Wilson OAM, Mr Glenn Wilcox who were absent due to external commitments.

Carried

ITEM 2 CONFIRMATION OF MINUTES

MOVED that the Minutes of the 47th Meeting held on 2nd February 2017 as circulated be adopted as a true and correct record of that Meeting.

Carried

MATTERS ARISING FROM MINUTES OF THE 2ND FEBRUARY 2017

Nil

ITEM 3 INSPECTIONS

Nil

WARREN SHIRE COUNCIL

Minutes of the 48th Meeting of the Warren Shire Traffic Committee
held in Council Chambers, 115 Dubbo Street, Warren
on Thursday, 7th September, 2017 commencing at 2.00 pm

ITEM 4.1 STATUS REPORT

(T5-11, T5-9, R4-2.2, R4-1.70, R4-2.5, R4-1.91, R4-1.65)

At the meeting of the Warren Shire Traffic Committee held on 2nd February 2017, the status of the of the outstanding items were as follows:

| Meeting Date | Item No. | Description | Status |
|--------------|----------|---|---|
| 2/2/17 | 4.2 | No Stopping Zone on the North / West side of Stafford Street, be reduced to 10m and that the removed section of the No Stopping Zone be replaced with a Loading Zone. | Completed |
| 2/2/17 | 4.3 | Replace the No Parking Zone in Chester Street adjacent to the Warren Public School with a 15-minute parking zone, 8 – 9:30am and 2:30 – 4pm school days. | Completed |
| 2/2/17 | 4.4 | Senior Constable Wilson to put forward a proposal to his superiors that an “unofficial warning” letter be given to those parking outside the 60-degree angle parking lines in Dubbo Street, Warren in the first instance. | Police representative to report to this meeting of the status of this item. |
| 2/2/17 | 5.1 | Pedestrian Refuges to be considered in Lawson Street and Hospital Road when detailed design of the facilities in the “Connections Study” are undertaken. | Detailed design has not commenced as yet. |

RECOMMENDATION TO THE COMMITTEE

That the status of all items be noted and that items 4.2 and 4.3 be removed from the status report.

MOVED That the status of all items be noted and that items 4.2 and 4.3 be removed from the status report.

Carried

WARREN SHIRE COUNCIL

Minutes of the 48th Meeting of the Warren Shire Traffic Committee
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ITEM 4.2 DIRECTIONAL SIGNS – MACQUARIE MARSHES (D3-1.4)

At present, there is no signage in Warren that directs visitors to the Macquarie Marshes.

Therefore, it is proposed that two 'Class C' directional signs to the Macquarie Marshes be attached to existing sign posts at the Dubbo/Burton Street intersection (refer to photos of relevant signage locations below.) These will be easily visible from each direction and should not impede motorist vision of pedestrians or other signage.

It is important to note that the Australian Standards require a minimum of 2m clearance under a sign to enable most pedestrians to walk under the sign safely. Accordingly, longer stems will need to be installed to ensure this clearance is maintained.



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ITEM 4.2 DIRECTIONAL SIGNS – MACQUARIE MARSHES CONTINUED

RECOMMENDATION TO COMMITTEE:

That:

1. A 'Class C' directional sign to the Macquarie Marshes be installed at the Corner of Burton and Dubbo Street Warren above the existing 'Oxley Highway - Gilgandra' and 'Hospital' signs.
2. A 'Class C' directional sign to the Macquarie Marshes be installed at the Corner of Burton and Dubbo Street Warren above the existing 'Oxley Highway – Nevertire' sign.
3. That these signs be installed in such a manner as to ensure that the required 2m clearance for pedestrians is maintained.

MOVED That:

Warren Traffic Committee are to advise Window on the Wetlands Centre (WOW) that they need to consult with National Parks for them to submit application for signage with TASAC

Carried

WARREN SHIRE COUNCIL

Minutes of the 48th Meeting of the Warren Shire Traffic Committee
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ITEM 4.3 RIVERSMART SIGNAGE STRATEGY – WARREN SHIRE COUNCIL TRAFFIC COMMITTEE REVIEW (D3-1.4)

The Signage Strategy from the ‘Destination Macquarie Marshes Work Plan’ (the Destination Macquarie Marshes Work Group is a Riversmart led group which includes representatives from Councils adjacent to the Macquarie Marshes, National Parks and Wildlife Services, Department of Environment) is included in full below.

Sections relevant to Warren Shire Council have been highlighted in yellow. The recommendations made within the Signage Strategy for positioning of directional and informational signage need to be reviewed and feedback provided. (Please note: Items highlighted in green are identified as infrastructure items by Riversmart.)

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ITEM 4.3 RIVERSMART SIGNAGE STRATEGY – WARREN SHIRE COUNCIL TRAFFIC COMMITTEE REVIEW

CONTINUED

5. Signage Strategy

| Context | Recommendations | Implementation | Lead role(s) Priority/Timeframe | Estimated cost | Possible co-contributions |
|--|---|---|--|--------------------------------|---------------------------|
| <p>TASAC/RMS Approved Highway signage The NSW Tourist Signposting Manual states that “all National Parks, State Forests and Reserves are eligible for brown and white tourism signage, and any service facilities within such areas may also be eligible for blue and white service signage”.</p> | <p>1: Work with the NSW NPWS to apply for and install (a) white on brown tourism signage for the Macquarie Marshes, and (b) white on blue fingerpost signs to direct visitors to the Bird Viewing Platform on Gibson's Way.</p> | <p>(65)1. Hold discussions with NSW NPWS to advance an application and installation of white on brown “Macquarie Marshes” directional signs to be installed at key intersections including (but not limited to): (a) Mitchell and Oxley Highway intersection at Nevertire; (b) Warren-Carinda Road and Oxley Highway intersection, Warren; (c) Oxley Highway intersection, Gilgandra; (d) Castlereagh Highway and Quambone Road intersection, Coonamble; (e) Carinda-Walgett Road and Castlereagh Highway, Walgett.</p> | <p>NSW NPWS 3/by the end of 2017?</p> | <p>Estimates needed please</p> | <p>NSW NPWS, OEH?</p> |

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ITEM 4.3 RIVERSMART SIGNAGE STRATEGY – WARREN SHIRE COUNCIL TRAFFIC COMMITTEE REVIEW

CONTINUED

| | | | | | |
|--|--|--|--|------------------------------------|---|
| | | <p>(66)2. Hold discussions with NSW NPWS to advance an application and installation of white on blue services signage directing visitors to the Bird Viewing Platform on Gibson's Way to be installed on the existing sign post currently featuring "Willie Retreat" on the corner of Gibson's Way and the Warren-Carinda Road. The Viewing Platform is on a road reserve and overlooks private property but is maintained by NPWS. Any application for signage will need to be supported by Warren Shire Council.</p> | <p>NSW NPWS, Warren Shire Council</p> <p>3/by the end of 2017?</p> | <p>Estimates needed please</p> | <p>NSW NPWS, OEH, Warren Shire Council?</p> |
| | | <p>(67)3. Hold discussions with the relevant Councils regarding installation of white on blue services signage directing visitors to the Gibson's Way Bird Viewing Platform to be installed in (a) Quambone at the Warren-Carinda Road and (b) Sandy Camp Road intersection. This would also link with the town entry signage.</p> | <p>Coonamble Shire Council?</p> <p>3/by the end of 2017?</p> | <p>Estimates needed please</p> | <p>Coonamble Shire Council?</p> <p>NSW NPWS, OEH?</p> |

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ITEM 4.3 RIVERSMART SIGNAGE STRATEGY – WARREN SHIRE COUNCIL TRAFFIC COMMITTEE REVIEW
CONTINUED

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|---|---|--|---|--------------------------------|--|
| <p>Macquarie Marshes directional signage and information for, and along, driving routes and points of interest. For visitors to the Marshes presently there is no signage to help direct them to points of interest or alert them of potentially difficult road conditions. The Macquarie Marshes Bird Watching Trail map (see Section 2) is the best available to support this at present but it is limited only to points of interest for bird watching and is in print and downloadable pdf form only.</p> | <p>(68) 2: Increase visitor awareness of the Macquarie Marshes via key gateway towns by developing a Macquarie Marshes Driving Route icon or logo (in consultation with the NSW NPWS, NSW DoE&H, local Councils and RiverSmart) to signpost key locations.</p> | <p>One option to consider is the existing logo/design on display in Quambone (see photo above) which would avoid the need for replacing these existing signs and reduce costs with logo development etc.</p> | <p>Coonamble Shire to advise regarding use or re-use of their Quambone logo?</p> <p>DMMTF</p> <p>1/ASAP. This is a vital first up decision.</p> | <p>Estimates needed please</p> | <p>Coonamble Shire Council, all other DMMTF members.</p> |
| | <p>(69) 3: Work with Bogan Shire Council to design and install high quality map-based visitor information on the existing signage infrastructure (currently vacant) on the Mitchell Highway, Nyngan (opposite Rotary Park) showcasing the Macquarie Marshes with key marketing message being visitation to the Nyngan VIC, the WOW Centre in Warren, and downloading the Macquarie Valley Trails app.</p> | | <p>Bogan Shire Council</p> | <p>Estimates needed please</p> | <p>Bogan Shire Council, Nyngan's Riverside Caravan Park?</p> |

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ITEM 4.3 RIVERSMART SIGNAGE STRATEGY – WARREN SHIRE COUNCIL TRAFFIC COMMITTEE REVIEW
CONTINUED

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| | (70) 4: Destination Macquarie Marshes Task Force members should work with Councils in the 'gateway' towns to ensure Macquarie Marshes information is included on the town's tourist and other information boards. | | DMMTF 2/by August 2017 | Time only? | Councils and VIC's |
| | (71) 5: Work with the relevant management authorities to ensure the VICs in Coonamble, Walgett, Warren, and Nyngan have up-to-date touring information for the Macquarie Marshes. | In addition, the Window on the Wetlands Centre in Warren also houses extensive information on the Macquarie Marshes, as well as other local attractions, events, accommodation and more. As such a white on blue "i" could be placed on a 'sandwich board' style sign for those travellers on the Oxley Highway, particularly on weekends when the Warren VIC is closed. | DMMTF. Issue re WOW Centre to be discussed with Warren Shire Council 2/by August 2017 | Minor costs re proposed sign for WOW Centre | Councils and VIC's |

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ITEM 4.3 RIVERSMART SIGNAGE STRATEGY – WARREN SHIRE COUNCIL TRAFFIC COMMITTEE REVIEW

CONTINUED

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| <p>Macquarie Valley Trails (and similar) signage. Macquarie Valley Trails (MVT) signage has been created to support this touring initiative in the region creating excellent trail/brand consistency. It communicates and showcases the Nature, Bird watching, River, Heritage, Produce, Cycling, Fishing, Art, Education, River bedz and Tucker 'trails' on offer for visitors, as well as the associated website, app and Glove-Box Guide.</p> | <p>(72) 6: Update, make and install the MVT signage at the following key gateway locations and visitor stops along the touring route to further encourage visitation to the Macquarie Marshes and surrounding towns, thus increasing length of stay for visitors: Gilgandra – Cooee Centre; Walgett – (location to be decided with Walgett Shire Council tourism staff); Brewarrina – near the “Indigenous fish traps” visitor location; Warren – two at free camping locations (Sandy Creek and Bob Christenson Reserve); Trangie Caravan Park; Dubbo - Council owned Caravan Park (near the Cattlemen's Motor Inn); Byrock – Mulga Creek Hotel, Caravan and Camp Grounds between Bourke and Nyngan, at the junction of Mitchell Highway, Gongolgon Road, and Cobar Street; Parkes Visitor Information Centre and telescope; Warrumbungles National Park or Coonabarabran VIC; NSW NPWS Pilliga Discovery Centre, Barradine; Gulargambone (2828 café); Dunedoo (town centre)</p> | <p>These signs should be organised through a consultation process between RiverSmart (as the operator of the Macquarie Valley Trails initiative), the relevant Council and/or land owners and will require grant or other funding assistance to proceed.</p> | <p>RiverSmart in consultation with relevant DMMTF members and others as required.</p> <p>2/by August 2017</p> | <p>Assuming all sites mentioned are approved/willing, the estimated costs are:</p> <p>Graphic design to amend existing signs (\$1,500). Production of 13 signs, 13 x \$400 = \$5,200. Poles and rails, concrete, 13 x \$400 = \$5,200. Labour and travel, \$5,000. Total = \$16,900.</p> | <p>TBA</p> |
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| | Mendooran (Caravan Park) | | | | |
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ITEM 4.3 RIVERSMART SIGNAGE STRATEGY – WARREN SHIRE COUNCIL TRAFFIC COMMITTEE REVIEW

CONTINUED

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| <p>Window on the Wetlands Centre signage.</p> <p>The Window on the Wetlands Centre in Warren is a key anchor point/product for visitation to the Macquarie Marshes and the designated HQ of Macquarie Valley Trails. With a growing visitor base, and full access to information 365 days per year the WOW Centre needs to be signposted as a key visitor information and education attraction.</p> <p>Presently there are seven signs promoting the existence of the WOW Centre on the three main approach roads into Warren. Each one was funded by a local business advertiser/sponsor. At the front of the Centre there is</p> | <p>(73) 7: Install additional Information and Directional Signs for the WOW Centre to increase visitation; increase visitor satisfaction (avoiding dissatisfaction from those who travel long distances to the Marshes only to find they are not accessible); add value to the visitor experience, and increase length of stay in Warren and the region.</p> | <p>Sites proposed:</p> <p>(1) Work with Warren Shire Council to install white on blue services fingerpost signs on appropriate existing signposts.</p> <p>(2) Work with Warren Shire Council to install a travellers' drive-through Information Bay at Nevertire.</p> <p>(3) In Warren – in addition to two Macquarie Valley Trails signs at the free camping locations (Sandy Creek and Bob Christenson Reserve) – see under previous recommendation – modify these signs to encourage visitation to the WOW Centre.</p> <p>(4) Also in Warren, seek the approval of Warren Shire to install WOW Centre signage at the RV dump site in Oxley Park and near the toilet block in the same Park.</p> <p>(5) Seek Council agreement to installing several promotional flagpoles beside the existing billboard facing the Oxley Highway.</p> <p>(6) Explore sign writing a directional sign to the WOW Centre and adjoining Tiger Bay Wetlands on the large green water tower opposite Uncle Clarries Service Station in Warren (see example below).</p> <p>(7) As part of street beautification activities in Warren's CBD promote the towns key role as a 'gateway' to the Macquarie Marshes and home of the WOW Centre (see examples of other cities and towns – in</p> | <p>RiverSmart in consultation with Warren Shire Council</p> <p>2/by August 2017</p> | <p>Costs still to be determined, if all sites and options approved.</p> | <p>Warren Shire Council</p> |
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WARREN SHIRE COUNCIL

Minutes of the 48th Meeting of the Warren Shire Traffic Committee held in Council Chambers, 115 Dubbo Street, Warren on Thursday, 7th September, 2017 commencing at 2.00 pm

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| also a very large billboard. | | Australia and overseas) that have been highly innovative in 'branding' themselves for nearby natural attractions). | | | |
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ITEM 4.3 RIVERSMART SIGNAGE STRATEGY – WARREN SHIRE COUNCIL TRAFFIC COMMITTEE REVIEW CONTINUED

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| <p>Interpretive signage. The Window on the Wetlands Centre inn Warren has a large outdoor interpretive experience for visitors, offering (when finished in 2017) 56 information panels on local and regional natural 'assets' including the Macquarie Marshes and River, early European explorers and heritage plus the Wayilwan Indigenous people.</p> | <p>(74) 8: Work with the Office of Environment & Heritage and NSW NPWS to have interpretive signs designed (based on those already developed for the WOW Centre) and installed at key locations which are consistent with this overall Strategy and the overarching Action Plan (see the following Recommendation also).</p> | <p>Obvious locations for the installation of such panels in the Marshes would be at either end of Gibson's Way, in Carinda, Quambone and at the Bird viewing platform and entrances to the two Nature Reserves.</p> | <p>NSW NPWS, OEH and RiverSmart</p> <p>3/by the end of 2017</p> | <p>Cost estimates needed ASAP</p> | <p>NSW NPWS, OEH</p> |
| | <p>(75) 9: In addition to what is available at the WoW Centre in Warren it is desirable to have more interpretive signage positioned in key locations in the 'gateway' towns and key points of interest along the driving routes. Rather than 'reinventing the wheel' the (proposed) Destination Macquarie Marshes Task Force should identify opportunities (and then seek the funds) to re-use, or slightly modify to suit, the existing graphics on display at the WoW Centre at their own key locations,</p> | <p>Obvious locations for the installation of additional panels are in the 'gateway' towns and drive-through information bays or RV camping areas.</p> | <p>Local Councils with RiverSmart</p> <p>3/by the end of 2017</p> | <p>Cost estimates needed ASAP</p> | <p>Local Councils</p> |

WARREN SHIRE COUNCIL

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| | especially those panels relating directly to the Marshes. | | | | |
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WARREN SHIRE COUNCIL
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ITEM 4.3 RIVERSMART SIGNAGE STRATEGY – WARREN SHIRE COUNCIL TRAFFIC COMMITTEE REVIEW
CONTINUED

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|---|--|--|--|---|------------------------------------|
| <p>Signposting and interpretive signage at private landholder sites.</p> <p>Apart from the caravan parks and free camping areas surrounding the Macquarie Marshes there are also several private properties offering accommodation and in some cases interpretive signage.</p> | <p>(76) 10: The Destination Macquarie Marshes Task Force should discuss with the existing private landholders whether they would be willing to have information and educational signage installed at their respective properties.</p> <p>A pre-condition of any such promotion or assistance with signposting etc on private properties has to be that the interpretive signage on display is apolitical in nature and helps visitors understand and appreciate the Macquarie Marshes and wetland ecosystems better.</p> | <p>'Willie Retreat' already has a Macquarie Valley Trails sign but the Bird Watching Trail sign and those developed for the WoW Centre about the Macquarie Marshes would be beneficial at this site. The same applies for the Haddon Rig, Billabulla and Kiameron properties.</p> <p><i>Enquiries should also be made with the Macquarie Marshes Environmental Trust regarding their plans for having "Burrima" open to the public, and if so is there scope for signposting, additional interpretive signage etc.</i></p> | <p>DMMTF members. Leader to be discussed.</p> <p>4/by mid-2018. These sites will need to be discussed further with the respective landholders.</p> | <p>There will be costs but at this time they are unknown.</p> | <p>DMMTF, private landholders.</p> |
|---|--|--|--|---|------------------------------------|

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

MOVED That the information be received and noted

Carried

WARREN SHIRE COUNCIL

Minutes of the 48th Meeting of the Warren Shire Traffic Committee
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ITEM 5 GENERAL BUSINESS

RECOMMENDATION:

That Council amend its Committee Constitution to comply with the RMS guidelines that only allow RMS, Council, Police and the Local Member (or representative) to vote at the Local Traffic Committee Meetings.

ITEM 6 NEXT MEETING

Proposed for Thursday 1st February 2018

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED 2:33 PM.

.....
Chairman

Plant Committee

Attached are Minutes of the Meeting of the Plant Committee held on Thursday 14th September 2017

RECOMMENDATION:

That the Minutes of the Meeting of the Plant Committee held on Thursday 14th September 2017 be received and noted and the following recommendations be adopted:

ITEM 3 FINANCIAL STATEMENT

MOVED Brewer/Beach That the information be received and noted

ITEM 4.1 2017/2018 PLANT REPLACEMENT PROGRAM (P2-1)

MOVED Brewer/Beach That:

1. The information be received and noted
2. Provide a report to Committee on the replacement of the Lonking and Hitachi loaders and look at plant fund balances and review machine hours and;
3. That approval be issued to advertise through Local Government Procurement for the Paveliner

ITEM 4.2 PLANT QUOTATION 17/18 – 02 SUPPLY AND DELIVERY OF ONE (1) MINI COMPACT HYDRAULIC EXCAVATOR – PLANT 168 (P2-5.36/02)

MOVED Brewer /Beach That:

1. The information be received and noted;
2. Council accept the supply and delivery offer from the Wideland Group, for one (1) JCB 8018 CTS – X Mini Compact Excavator for the price of \$39,868.00 (ex. GST);
3. Council accept the trade price of \$3,091.00 (ex. GST) offered by the Wideland Group for Council's existing excavator;
4. The total changeover cost of \$36,777.00 (ex. GST) be noted;
5. The deficit of \$727.00 in changing over this plant be noted.

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Council Chambers, 115 Dubbo Street, Warren,
on Thursday 14th September 2017 commencing at 2.00 pm

PRESENT:

| | |
|--------------------------|----------------------------------|
| Councillor Mark Beach | Chairman |
| Councillor Andrew Brewer | |
| Councillor Rex Wilson | |
| Mr Glenn Wilcox | General Manager |
| Mr Darren Arthur | Manager Finance & Administration |
| Mr Steve Thornton | Plant Foreman |
| Mrs Nicole Livingstone | Secretary (Observer) |

ITEM 1 APOLOGIES

Moved Brewer/Wilson that the apologies tendered on behalf of Mr Les Morgan and Councillor Ron Higgins, be accepted and a leave of absence be granted for this meeting.

Carried

ITEM 2.1 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 16TH MARCH 2017

Moved that the Minutes of the Meeting held on 16th March 2017 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 16TH MARCH 2017

- Item 5 – Report to be prepared for graders and review of change over hours for all machinery. Report to include all machinery change over hours and full life costs

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Council Chambers, 115 Dubbo Street, Warren,
on Thursday 14th September 2017 commencing at 2.00 pm

ITEM 3 FINANCIAL STATEMENT

PLANT STATEMENT AS AT 31/08/2017/2017 - 16.66%

| OPERATIONS | Actual 30/06/16 | 31/08/2017 | 2017/18 Estimate | % |
|---|-----------------------|---------------------|-----------------------|---------------|
| Income | | | | |
| 1410-002 - Internal Income | (1,932,497.16) | (282,933.11) | (2,410,000.00) | 11.74% |
| 1410-006 - Diesel Fuel Rebate | (82,744.00) | 0.00 | (90,000.00) | 0.00% |
| 1410-007 - Motor Vehicle Insurance Rebate | (7,136.30) | 0.00 | 0.00 | 0.00% |
| 1410-008 - RMS - HVIS Rental | (17,478.44) | (1,365.91) | (16,450.00) | 8.30% |
| Total Income = | (2,039,855.90) | (284,299.02) | (2,516,450.00) | 11.30% |
| Expenditure | | | | |
| 2602-001 - Plant Running Expenses | 1,695,473.57 | 258,253.75 | 1,720,000.00 | 15.01% |
| 2603-001 - Workshop Expenses | 41,245.22 | 669.70 | 50,988.00 | 1.31% |
| 2404-566 - Electrical Testing | 7,112.27 | 0.00 | 8,000.00 | 0.00% |
| 2404-590 - Communications Expenses | 40.00 | 0.00 | 2,000.00 | 0.00% |
| Total Expenses = | 1,743,871.06 | 258,923.45 | 1,780,988.00 | 14.54% |
| Operating Result before Depreciation = | (295,984.84) | (25,375.57) | (735,462.00) | 3.45% |
| Depreciation | 846,232.13 | 161,666.67 | 970,000.00 | 16.67% |
| Operating Result after Depreciation = | 550,247.29 | 136,291.10 | 234,538.00 | |

CAPITAL PURCHASES AS AT 31/08/2017

| 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 | 0.00 | 0.00 | 0.00 | 17,510.00 | 0.00 | 0.00 | 17,510.00 | 17,510.00 |
| P 233 - Manager of Finance & Admin | 12,272.73 | 37,649.98 | 25,377.25 | 0.00 | 25,377.00 | 0.00 | 25,377.00 | (0.25) |
| P 234 - Operations Manager | 31,136.36 | 44,177.28 | 13,040.92 | 17,510.00 | 10,938.00 | 0.00 | 28,448.00 | 15,407.08 |
| 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 | 0.00 | 0.00 | 0.00 | 17,510.00 | 0.00 | 0.00 | 17,510.00 | 17,510.00 |
| 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 | 0.00 | 27,293.00 | 27,293.00 |
| Sub Total Light Plant = | 43,409.09 | 119,477.26 | 76,068.17 | 82,190.00 | 122,588.00 | 0.00 | 204,778.00 | 128,709.83 |
| 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 | 0.00 | 0.00 | 0.00 | 261,000.00 | 0.00 | 261,000.00 | 261,000.00 |
| P 42 - Hino Ranger - Water Cart (2007) | 0.00 | 0.00 | 0.00 | 0.00 | 211,000.00 | 0.00 | 211,000.00 | 211,000.00 |
| P 49 - Mitsubishi Canter (2009) | 0.00 | 0.00 | 0.00 | 65,576.00 | 0.00 | 0.00 | 65,576.00 | 65,576.00 |
| P 63 - Mitsubishi Canter (2009) | 0.00 | 0.00 | 0.00 | 65,576.00 | 0.00 | 0.00 | 65,576.00 | 65,576.00 |
| P 64 - Mitsubishi Canter (2009) | 0.00 | 0.00 | 0.00 | 0.00 | 62,000.00 | 0.00 | 62,000.00 | 62,000.00 |
| P 47 - Schwarze - Street Sweeper (2008) | 0.00 | 0.00 | 0.00 | 0.00 | 201,000.00 | 31,865.00 | 232,865.00 | 232,865.00 |
| P 72 - Isuzu PaveLine (2006) | 0.00 | 0.00 | 0.00 | 360,500.00 | 0.00 | 0.00 | 360,500.00 | 360,500.00 |
| P 89 - Toro Mower | 0.00 | 0.00 | 0.00 | 41,924.00 | 0.00 | 0.00 | 41,924.00 | 41,924.00 |
| 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 | 0.00 | 0.00 | 36,050.00 | 0.00 | 0.00 | 36,050.00 | 36,050.00 |
| Miscellaneous Plant | | | | | | | | |
| | 0.00 | 8,128.27 | 8,128.27 | 13,277.00 | (2,288.00) | 0.00 | 10,989.00 | 2,860.73 |
| Savings on Purchases & Restricted Funds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,459.00 | 3,459.00 | 3,459.00 |
| Sub Total Heavy Plant = | 0.00 | 392,028.27 | 392,028.27 | 903,027.00 | 922,712.00 | 0.00 | 1,825,739.00 | 1,433,710.73 |
| ACTUAL RECEIPTS & PAYMENTS = | 43,409.09 | 511,505.53 | 468,096.44 | 985,217.00 | 1,045,300.00 | 0.00 | 2,030,517.00 | 1,562,420.56 |

RECOMMENDATION TO COMMITTEE:

That the information be received and noted

Moved Brewer/Beach 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 Thursday 14th September 2017 commencing at 2.00 pm

ITEM 4.1 2017/2018 PLANT REPLACEMENT PROGRAM

(P2-1)

At the previous meeting of this committee it was recommended to Council that the following be adopted as the 2017/2018 Plant Replacement Program.

| Plant No. | Description | Estimated Changeover Cost |
|--------------------------|--|---------------------------|
| 24 | Komatsu GD655-5 Grader (2010) – 7 years old and 7641 hours | \$289,224 |
| 49 | Mitsubishi Fuso Tender Truck (2010) – 7 years old and 173,061 km | \$ 65,576 |
| 63 | Mitsubishi Fuso Tender Truck (2010) – 7 years old and 165,309 km | \$ 65,576 |
| 72 | Isuzu FVY 1400 Paveline (2006) – 11 years old and 169,108 km | \$360,500 |
| 168 | Mini Excavator (2012) – 7 years old and 1,280 hours | \$ 36,050 |
| 153 | Fruehauf Aluminium 41,000 L Water Tanker (1985) – 32 years old | \$ 30,900 |
| 89 | Toro 360 4WD Mower (2012) – 5 years old and 1,395 hours | \$ 41,924 |
| Total for 2017/18 | | \$889,750 |

As Plant 23 (Komatsu Grader) was lost in a grass fire and Council received \$130,000.00 insurance money for it, Council resolved at its meeting on 27th March 2017 (minute 66.3.17) to bring the \$289,224.00 allocated for the changeover of Plant 24 (Komatsu Grader) in 2017/18 forward to 2016/17 to replace the burnt-out Grader.

The Tender process for this item has been completed and Council has received the new grader. Hence, Plant 24 is now the spare grader and will not be replaced in 2017/18. Accordingly, the 2017/2018 Plant Replacement Program is as follows:

| Plant No. | Description | Estimated Changeover Cost |
|--------------------------|--|---------------------------|
| 49 | Mitsubishi Fuso Tender Truck (2010) – 7 years old and 173,061 km | \$ 65,576 |
| 63 | Mitsubishi Fuso Tender Truck (2010) – 7 years old and 165,309 km | \$ 65,576 |
| 72 | Isuzu FVY 1400 Paveline (2006) – 11 years old and 169,108 km | \$360,500 |
| 168 | Mini Excavator (2012) – 7 years old and 1,280 hours? | \$ 36,050 |
| 153 | Fruehauf Aluminium 41,000 L Water Tanker (1985) – 32 years old | \$ 30,900 |
| 89 | Toro 360 4WD Mower (2012) – 5 years old and 1,395 hours | \$ 41,924 |
| Total for 2017/18 | | \$600,526 |

Tender Documents have been prepared and are currently being reviewed for Plant items 49 (Tender Truck), 63 (Tender Truck) and Plant 89 (Mower). Tender Documents are currently being prepared for Plant 72 (Paveline). The progress of these tenders will be related to the committee at the meeting. Quotations will be sought for the replacement of Plant 153 (Water Tanker) as soon as practicable.

The tender process for Plant 168 (Mini Excavator) is complete and will be the subject of a report to follow in this business paper.

RECOMMENDATION TO COMMITTEE:

That the information be received and noted

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Council Chambers, 115 Dubbo Street, Warren,
on Thursday 14th September 2017 commencing at 2.00 pm

ITEM 4.2 PLANT QUOTATION 17/18 – 02 SUPPLY AND DELIVERY OF ONE (1) MINI COMPACT HYDRAULIC EXCAVATOR – PLANT 168 (P2-5.36/02)

This involves the replacement of Council’s Mini Excavator which is 7 years old and has about 1,300 hours on it. \$36,050 has been allocated for the changeover of this plant item (ex. GST). A Tender was advertised in accordance with the Local Government (General) Regulation (2005). The Tender was through Local Government Procurement. The Tender closed on 24th August 2017, and Council received nine (9) Tenders as follows.

It was a requirement of this tender that the proposed excavator include a “Quick Hitch” due to WHS and Risk Management issues and productivity advantages. Only 5 submissions complied with this requirement. Hence, the others were deemed non-conforming. The conforming submissions are as follows:

| Tenderer | Semco Equipment Sales | Semco Equipment Sales | Westrac Ltd | Tutt Bryant Equipment | Wideland Group |
|------------------------------|--|--|--|--|---|
| Location | St Marys | St Marys | Dubbo | Sth Granville | Narromine |
| Make | Takeuchi | Takeuchi | Caterpillar | Yanmar | JCB |
| Model | TB215R | TB216 | 301.7D CR | Vio17 | 8018 CTS - X |
| Cost (ex GST) | \$41,182 | \$44,818 | \$46,000 | \$37,200 | \$39,868 |
| Trade in Offered (ex GST) | \$4,545 | \$4,545 | \$0 | \$0 | \$3,091 |
| Changeover Cost (ex GST) | \$36,637 | \$40,273 | \$46,000 | \$37,200 | \$36,777 |
| KW | 11kw | 11.1kw | 17.9kw | 10.1kw | 19.7kw |
| Engine Model/Displacement | Yanmar 10.9kw diesel | Yanmar 11.1kw diesel | Yanmar 3TNV76 / 1116cm ³ | Yanmar 3TNV70 – XBV | 403D – 11 |
| Date of Manufacture | 2017 | 2017 | 2017 | 2017 | 2017 |
| Operating Weight with Canopy | 1500kg | 1695kg | 1690kg | 1740kg | 1822kg |
| Buckets | 200, 300, 450mm (dig), 1000mm (mud) Single tyne ripper | 200, 300, 450mm (dig), 1000mm (mud) Single tyne ripper | 300, 460mm (dig), 1000mm (mud) | 300, 460mm (dig), 1200mm (sifting bucket and ripper) | 300, 450mm (dig), 1000mm (mud) Single tyne ripper |
| Maximum Dig Depth | 2190mm | 2390mm | 2481mm | 2200mm | 2736mm |
| Fuel Tank | 22 litres | 22 litres | 19 litres | 20 litres | 23.5 litres |
| Warranty | 2 years | 2 years | 4 yrs / 3000 hrs Powertrain and Hydraulics | 3 years / 3000 hrs (whichever comes first) | 3 yrs / 3000 hrs Full machine warranty |
| Delivery | TBA | TBA | TBA | 4 weeks | TBA |
| After Sales Service | Provided | Provided | Provided | Provided | Provided |

The Wideland Group of Narromine JCB submission stands out in 3 critical area as follows:

- Power. The JCB Mini Excavator has significantly more power (19.7kw) than the other submissions. Thereby, not only giving it higher and faster digging capability but also under equivalent conditions also means that less strain will be placed on the motor which should lead to a lower risk of major engine problems.
- Dig Depth. The JCB Mini Excavator can dig 255mm deeper than any of the other machines thereby giving it a broader scope of the work that it can undertake.
- Warranty. The Wideland Group of Narromine JCB submission was the only tender to offer full machine warranty.

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Council Chambers, 115 Dubbo Street, Warren,
on Thursday 14th September 2017 commencing at 2.00 pm

**ITEM 4.2 PLANT QUOTATION 17/18-02 SUPPLY AND DELIVERY OF ONE
(1) MINI COMPACT HYDRAULIC EXCAVATOR – PLANT 168
CONTINUED**

Accordingly, following full assessment of the information supplied, it is recommended that Council purchase the JCB Mini Excavator from the Wideland Group of Narromine for the changeover price of \$36,777.00 (ex. GST).

This will mean a deficit of \$727 which can be funded from the internal restricted fund.

RECOMMENDATION TO COMMITTEE:

That:

1. The information be received and noted;
2. Council accept the supply and delivery offer from the Wideland Group, for one (1) JCB 8018 CTS – X Mini Compact Excavator for the price of \$39,868.00 (ex. GST);
3. Council accept the trade price of \$3,091.00 (ex. GST) offered by the Wideland Group for Council's existing excavator;
4. The total changeover cost of \$36,777.00 (ex. GST) be noted;
5. The deficit of \$727.00 in changing over this plant be noted.

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Council Chambers, 115 Dubbo Street, Warren,
on Thursday 14th September 2017 commencing at 2.00 pm

ITEM 5 GENERAL BUSINESS

Nil

ITEM 6 NEXT MEETING

Proposed for Thursday 16th November 2017, or when called by 2 delegates or Manager Engineering Services or nominee

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 2.55PM

.....
Chairman

Water Supply and Sewerage Steering Committee

Attached are Minutes of the Meeting of the Warren Shire Water Supply and Sewerage Steering Committee held on Thursday 21st September 2017.

RECOMMENDATION:

That the Minutes of the Water Supply and Sewerage Steering Committee held on Thursday 21st September 2017 be received and noted and the following recommendation be adopted:

ITEM 4.1 DROUGHT PROOFING WARREN SHIRE'S WATER SUPPLIES PROJECT SUMMARY – SEPTEMBER 2017 (W2-15, W2-14, W3-6 AND W4-7)

MOVED Higgins/Williamson That the information be received and noted.

ITEM 5 GENERAL BUSINESS

- Councillor Ron Higgins and Councillor Brett Williamson enquired whether the adjoining landholders have been taken to visit the Narromine Sewerage Treatment Plant as proposed at the last meeting.
- Les Morgan Manager Engineering Services advised this has not taken place at this stage as there has been delays in the purchase of land and the design stage.
- Glenn Wilcox General Manager advised that University of NSW will commence piezometer installation in October
- Councillor Katrina Walker suggested that monthly reports are written and presented to Council on progress of works.

WARREN SHIRE COUNCIL

Minutes of the Warren Shire Council Water Supply and Sewerage Steering Committee Meeting held in the Engineering Section, 115 Dubbo Street, Warren, commencing at 3.00 pm on Thursday 21st September 2017

PRESENT:

| | |
|--------------------|--|
| Brett Williamson | Councillor |
| Katrina Walker | Councillor |
| Ron Higgins | Councillor |
| Les Morgan | Manager Engineering Services |
| Glenn Wilcox | General Manager |
| Darren Arthur | Manager Finance and Administration |
| David Swan | Contract Project Manager |
| Nicole Livingstone | Manager Engineering Services Secretary |

ITEM 1 APOLOGIES

An apology was tendered on behalf of Darren Clark Acting Water and Sewer Manager and it was **MOVED** Higgins/Williamson that the apology be accepted and a leave of absence be granted for this meeting.

Carried

ITEM 2 MINUTES

MOVED Higgins/Williamson that the Minutes of the Water Supply and Sewerage Steering Committee Meeting held on Tuesday 4th April 2017 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM MINUTES

Nil.

WARREN SHIRE COUNCIL

Minutes of the Warren Shire Council Water Supply and Sewerage Steering Committee Meeting held in the Engineering Section, 115 Dubbo Street, Warren, commencing at 3.00 pm on Thursday 21st September 2017

ITEM 4.1 DROUGHT PROOFING WARREN SHIRE'S WATER SUPPLIES PROJECT SUMMARY – SEPTEMBER 2017

(W2-15, W2-14, W3-6 AND W4-7)

The following Report summarises the status of the Project

Nevertire

The bore fit out component of this component is almost complete. The bore pumps have been installed and the pipework linking the new pump to the reservoir is almost complete. The electrical building has been delivered, and there are no electrical upgrades required at this site.

Bore Park

Work at this site is well advanced with the new bore pump installed, the pipework commenced and the power supply design work undertaken. The process of gaining new power supply metering has been complicated between both Essential Energy and Origin Energy but these are being pursued following the submission of the appropriate application forms.

Ellengerah Rd

Work at this site is well advanced with the new bore pump installed, the pipework commenced and the power supply design work undertaken. A contractor for the power supply upgrade has been chosen and they indicate 6 weeks for supply of the new transformer. The new concrete electrical shed is on site.

Collie

The contract for the construction of the new rising main and the bore fit-out has been awarded. The ordering of pipes, pumps and other materials has commenced and work is expected on site within 2 weeks. The new concrete electrical shed is on site. A contract for the upgrade of the power supply has been let and this work should commence in the next 2 weeks.

RECOMMENDATION:

That the information be received and noted

MOVED Higgins/Williamson That the information be received and noted

Carried

WARREN SHIRE COUNCIL

Minutes of the Warren Shire Council Water Supply and Sewerage Steering Committee Meeting held in the Engineering Section, 115 Dubbo Street, Warren, commencing at 3.00 pm on Thursday 21st September 2017

ITEM 5 GENERAL BUSINESS

- Councillor Ron Higgins and Councillor Brett Williamson enquired whether the adjoining landholders have been taken to visit the Narromine Sewerage Treatment Plant as proposed at the last meeting.
- Les Morgan Manager Engineering Services advised this has not taken place at this stage as there has been delays in the purchase of land and the design stage.
- Glenn Wilcox General Manager advised that University of NSW will commence piezometer installation in October.
- Councillor Katrina Walker suggested that monthly reports are written and presented to Council on progress of works.

ITEM 6 NEXT MEETING

Next meeting to be held within 2 months of this meeting.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 3.25PM.

.....
Chairman

MANEX

Minutes

Attached are the Minutes of the Meeting of Manex held on Tuesday 19th September 2017.

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Tuesday 19th September 2017 be received and noted and the following recommendations be adopted:

- 8.1 WORK HEALTH SAFETY PERFORMANCE SUMMARY (S12-14.1)**
That Work Health and Safety information be reviewed and monitored.
- 8.2 WORK HEALTH SAFETY RISK AND PRIORITY ISSUES (S12-14.1)**
That Work Health and Safety Risks and Priority Issues be reviewed and monitored.
- 8.3 WORK HEALTH AND SAFETY LEGAL ISSUES (S12-14.1)**
1. Council undertake and review its obligatory responsibilities of the NSW Pesticides Regulation 2017.
 2. Council staff receive training to comply with the NSW Pesticides Regulation 2017.
- 8.4 WORK HEALTH AND SAFETY ACTION PLAN (S12-14.1)**
That 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.
- 12. FRAUD AND CORRUPTION CONTROL POLICY AND PLAN (P13-1, A1-3)**
1. Manex submit a report to Council's October 2017 meeting to request that the Policy and Plan are placed on public exhibition; and
 2. Councillors are provided with a copy of the Policy and Plan in September to allow time to review prior to reporting in October 2017.
- 13. DRAFT PROCUREMENT AND DISPOSAL POLICY (P13-1, P12-1)**
1. Manex submit a report to Councils October 2017 meeting to request that the Policy and Plan are placed on public exhibition; and

2. Councillors are provided with copy of Policy in September to allow time to review reporting in October 2017.

14. DRAFT BUSINESS SUPPORT POLICY (P13-1, D3-1)

1. That Manex submit a report to Councils October 2017 meeting to request that the Policy is placed on public exhibition; and

2. That Councillors are provided with a copy of the Policy in September to allow time to review prior to reporting in October 2017.

15. WORK FORCE VACANCIES (S12-25.6/16, S12-25.6/1, S12-25.6/3)

That Manex note the report and commence recruitment of vacant positions

16. STATEWIDE MUTUAL CONTINUOUS IMPROVEMENT PLAN (I2-4.1/1)

That Manex note the report and commence the assessment process and provide the completed reports back to the insurer.

18. GENERAL BUSINESS

That Manex suggest that the Biodiversity Conservation Act 2016 be brought up at the next OROC meeting for further discussion.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in the Council Chambers,
Administration Building, Warren, on Tuesday 19th September 2017 commencing at
2.34pm

PRESENT:

| | |
|----------------|---|
| Glenn Wilcox | General Manager |
| Darren Arthur | Manager Finance & Administration |
| James Cleasby | Acting Manager Health and Development Services |
| Les Morgan | Manager Engineering Services (Chair) |
| Rex Wilson OAM | Mayor |
| Angie Tegart | Secretary Health and Development Services |

1. APOLOGIES

Nil.

2. BUSINESS ARISING FROM MINUTES

MOVED Cleasby/Morgan that the Minutes of the Manex Committee meeting held on the 15th August 2017 be adopted as a true and correct record of that meeting.

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in the Council Chambers,
Administration Building, Warren, on Tuesday 19th September 2017 commencing at
2.34pm

3. ACTION CHECKLIST

| Date | Action by | Subject | Comment |
|----------|-----------|--------------------------------------|---|
| Ongoing | GM | Delegations to Staff | Review of Delegations to all staff has commenced, changes to delegations to look at position and its role |
| Ongoing | ALL | Employee Performance Reviews | Performance Reviews to be undertaken every November to coincide with budget reviews. |
| *13.9.16 | MHD | 39 Garden Ave – Roof | Trusses require further inspection to determine extent of works. |
| 17.1.17 | MES | Large recycling bins at Mabel Street | Site to be determined |
| 16.5.17 | MES | River Corridor flood damage | Claim to be submitted, MES to contact Chris Evans. |
| 16.5.17 | MES | Flood Emergency Works Non-road | Submitted |
| 16.5.17 | MES | River pumps Oxley Park | Scope of works to rectify problem required. |

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

Carried

4. EXTERNAL PROMOTIONS

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

5. SENIOR STAFF – WORK PROGRAM

Each Manex team member advised of any important meetings, days away, etc., over the next month and these are to be placed on the staff calendar.

6. ASSET MANAGEMENT

- The Manager of Engineering Services discussed plans for the Asset Management Plans to go to Council's October meeting.
-

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in the Council Chambers,
Administration Building, Warren, on Tuesday 19th September 2017 commencing at
2.34pm

7.1 2016/2017 SPECIFIC WORKS STATUS REPORT

| Project | Budget | Expend | Resp | Comment |
|--|---------|--------|-------------|---|
| Admin Building Air conditioning | 6,500 | | MFA | |
| Computer software & hardware | 8,000 | | MFA | |
| Practical Plus Software | 31,500 | 4,900 | MFA | Go live 10/7/17. Awaiting final payment and training costs. |
| Asset Management - IP & R | 10,000 | | MES/ MFA | |
| Training | 115,000 | 15,453 | ALL | |
| Depot Yard Extension | 256,000 | 18,712 | MES | |
| RFS Hazard Reduction | 50,500 | | MFA/ MHD | |
| Dwelling Specific M & R | | | | |
| 2 Roland Street | 9,980 | | MHD | |
| 56 Garden Avenue – Barge boards to be replaced and painted | | | MHD | |
| Nature Links River Corridor | 18,107 | 4,672 | MHD | |
| Victoria Park – Fitness Circuit Shade Cover | 15,000 | | MES | |
| Sports Complex – Pavers | 15,000 | | | |
| Library – Air Conditioning | 2,298 | | MHD | |
| Carter Oval - Playground Equipment | 20,000 | | MES | |
| Carter Oval - Playground soft fall | 30,000 | | MES | |
| Carter Oval – Shade | 10,000 | | MES | |
| Information Bay – Nevertire | 21,000 | | GM | |
| Other Outdoor Advertising | 14,000 | | GM | |
| CBD Improvements | 776,853 | 55,427 | MES | |
| Airport fencing | 25,000 | | MES | |
| Trial CCTV Implementation | 35,000 | | GM | |

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in the Council Chambers,
Administration Building, Warren, on Tuesday 19th September 2017 commencing at
2.34pm

7.1 2016/2017 SPECIFIC WORKS STATUS REPORT

CONTINUED

| Project | Budget | Expend | Resp | Comment |
|-----------------------------------|-----------|---------|------|---------|
| Water Supplies | | | | |
| Water valve and mains replacement | 18,000 | | MES | |
| Nevertire Reservoir Refurb | 350,000 | | MES | |
| Warren – New Bore 8 – fit out | 105,899 | 16,516 | MES | |
| Warren – New Bore 7 – fit out | 48,782 | 48,191 | MES | |
| Nevertire – New Bore 2 – fit out | 29,127 | 16,762 | MES | |
| Collie – New Bore 2 - fitout | 146,720 | 2,954 | MES | |
| Sewerage Services | | | | |
| Warren STP | 1,000,000 | 242,539 | MES | |
| Mains Relining (600-700 m) | 100,000 | | MES | |
| ROADS BRANCH | | | | |
| State Highway 11 | | | | |
| Ordered Works | 300,000 | | | |
| • | | | MES | |
| • | | | MES | |
| • | | | MES | |
| • | | | MES | |
| Regional Roads | | | | |
| Reseals | 200,000 | | MES | |
| Recycling – RR 424 – Marra Rd | 150,000 | | MES | |
| Resheeting | 100,000 | | MES | |
| REPAIR Program – Warren Rd | 598,492 | 123,915 | MES | |
| Flood Damage Repairs | 56,361 | 8,800 | MES | |

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in the Council Chambers,
Administration Building, Warren, on Tuesday 19th September 2017 commencing at
2.34pm

7.1 2016/2017 SPECIFIC WORKS STATUS REPORT

CONTINUED

| Project | Budget | Expend | Resp | Comment |
|----------------------------------|---------|---------|------|-----------------------------|
| Urban Local Roads | | | | |
| Urban Reseals | 50,000 | | MES | |
| XC5 footpaths | 25,000 | 7,516 | MES | |
| Kerb & Guttering | 60,000 | | MES | |
| Urban Roads – Heavy Patching | 101,365 | | MES | |
| Urban Roads – Bundemar Street | 157,442 | | MES | |
| Rural Local Roads | | | | |
| Rural Reseals | 345,000 | | MES | |
| Rural Resheeting | 532,726 | | MES | |
| Reconstruction – Thornton | 450,000 | | MES | |
| Recycle – Bullagreen Road | 160,569 | 82,646 | MES | |
| Recycle – Bourbah Road | 259,500 | 56,722 | MES | |
| Reconstruction – Ellengerah Road | 788,657 | 229,740 | MES | |
| Culvert replacement | 60,000 | | MES | |
| Flood Damage Repairs | 395,692 | 45,260 | MES | |
| Plant | | | | |
| Heavy Plant Purchases - Nett | 82,190 | 43,935 | MES | Plt 233 & 242 purchased |
| Light Plant Purchases - Nett | 903,027 | 395,678 | MES | Plt 23, 744 & 775 purchased |

MOVED Wilson OAM/ Morgan that the information be received and noted.

Carried

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7.2 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 Roundabout | Kerb & Gutter Replacement | Commenced |
| | Asphalt Overlay | To commence after Kerb & gutter works |
| | Street Garden Beds | To commence after AC overlay |
| | Footpath Garden Bed | To commence after AC overlay |
| Depot Yard Extensions | Clearing and levelling works of extension subgrade complete. Design complete. Earthworks started. | |
| Nevertire Information Bay | Review scope of works. Design to be completed. | |
| Upgrade works to playgrounds | To commence in October 2017. | |
| Footpaths | 2017/18 Footpath Program completed. | |

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

Carried

8.1 WORK HEALTH SAFETY PERFORMANCE SUMMARY

(S12-14.1)

MOVED Morgan/ Arthur that Work Health and Safety information be reviewed and monitored.

Carried

8.2 WORK HEALTH SAFETY RISK AND PRIORITY ISSUES

(S12-14.1)

MOVED Cleasby/ Morgan that Work Health and Safety Risks and Priority Issues be reviewed and monitored.

Carried

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8.3 WORK HEALTH AND SAFETY LEGAL ISSUES (S12-14.1)

MOVED Wilson OAM/ Arthur that:

3. Council undertake and review its obligatory responsibilities of the NSW Pesticides Regulation 2017.
4. Council staff receive training to comply with the NSW Pesticides Regulation 2017.

Carried

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

MOVED Wilson OAM/ Cleasby that 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.

9.1 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 |
|----------|--------------|--|----------------|
| 30.08.17 | 17-24 | Guidelines for Council when notification of an Intention to Use Fireworks is received. | |
| 07.09.17 | 17-25 | Container Deposit Scheme and Waste Management Contracts | |
| | | | |
| | | | |

Ministerial Circulars

| Date | Circular No. | Description | Comment/Action |
|------|--------------|-------------|----------------|
| Nil | | | |

MOVED Wilson OAM/ Cleasby that the information be received and noted.

Carried

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9.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

The following is the Office of Local Government's Strategic Tasks Guide for the months of August and September 2017.

Strategic Tasks Guide

| DATE | TASK | STATUS |
|------------------|--|----------------------------------|
| SEPTEMBER | | |
| 9 | 2017 Local Government Elections | |
| 30 | Roads and Bridges Data Return due (Grants Commission) | |
| | General Manager to advise OLG and LGNSW of the Election of Mayor (Sch 7 Cl 13 LGGR) | N/A 2 year term |
| | Lodge completed Pecuniary Interest returns for Councillors and Designated Persons (s.449 (3)). General Manager to table returns at next Council Meeting (s.450A) | Report presented to July Meeting |
| OCTOBER | | |
| 2 | Closing date for Pensioner Concession subsidies claims. | |
| 17 | Request for extension to lodge financial statements to be submitted in writing to OLG. | |
| 30 | Annual report of obligations under the Public Interest Disclosures Act 1994 to the Minister and the Ombudsman (s.31) | |
| | Annual report of obligations under the Government Information (Public Access) Act 2009 to the Minister and the Information Commissioner (s.125). | |
| 31 | Second quarter rates instalment notice to be sent (s.562) | |
| | Lodgment of ALGA's National Local Roads Data System Return (Grants Commission) | |
| | Audited Financial Statements and FDR to be lodged with OLG (s.417 (5)). | |

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

Carried

10. OPERATIONAL PROCEDURES

(I2-11.1)

Nil.

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11. MEETING SCHEDULES

(C14-2)

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC |
|--|------|------|------|------|------|------|------|------|-----------|------|------|------|
| Ordinary Council Meeting | 25th | 23rd | 23rd | 27th | 25th | 29th | 27th | 24th | 28th | 26th | | 7th |
| Traffic Committee | | 2nd | | | | | | | 7th | | | |
| Plant Committee | 20th | | 16th | | 23rd | | | 3rd | 14th | | | |
| Showground / Racecourse Committee | | 6th | | 6th | | | 13th | | | 5th | | |
| Sporting Facilities Committee | | 8th | | 5th | | | 5th | | | 4th | | |
| Water & Sewerage Committee | | | 9th | 4th | 30th | | | | 21st | | | |
| Economic Development Committee | | 15th | | 12th | | 21st | | | | 11th | | |
| Town Improvement Committee | | 16th | | 11th | | | 19th | | | 12th | | |
| Council Chambers Development TBA | | | | | | | | | | | | |
| Ewenmar Waste Depot Committee TBA | | | 2nd | | 17th | | | | | | | |
| Castlereagh Macquarie County Council | | 20th | | 10th | | 19th | | 21st | | 16th | | |
| Interagency Support Services | | 8th | | 12th | | 14th | | 16th | | 11th | | 13th |
| OROC Board Meeting | | | 10th | | | 2nd | | 4th | | | | 1st |
| GMAC | | 17th | | | 12th | | 7th | | | 6th | | |
| Local Emergency Management | | 14th | | | 9th | | | 8th | | | 14th | |
| NSW Police Community Safety Precinct | | | 23rd | | | | | | | 26th | | |
| Manex Committee | 17th | 14th | 14th | 19th | 16th | 20th | 19th | 15th | 19th | 17th | 28th | |
| OROC Review of Regional Infrastructure | | | | | | | | | 25th/26th | | | |

MEETING HELD

MOVED Cleasby/Wilson OAM that the information be received and noted.

Carried

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12. FRAUD AND CORRUPTION CONTROL POLICY AND PLAN

(P13-1, A1-3)

MOVED Cleasby/ Morgan That:

3. Manex submit a report to Council's October 2017 meeting to request that the Policy and Plan are placed on public exhibition; and
4. Councillors are provided with a copy of the Policy and Plan in September to allow time to review prior to reporting in October 2017.

Carried

13. DRAFT PROCUREMENT AND DISPOSAL POLICY

(P13-1, P12-1)

MOVED Wilson OAM/ Morgan That;

2. Manex submit a report to Councils October 2017 meeting to request that the Policy and Plan are placed on public exhibition; and
2. Councillors are provided with copy of Policy in September to allow time to review reporting in October 2017.

Carried

14. DRAFT BUSINESS SUPPORT POLICY

(P13-1, D3-1)

MOVED Wilson OAM/ Morgan That;

1. That Manex submit a report to Councils October 2017 meeting to request that the Policy is placed on public exhibition; and
2. That Councillors are provided with a copy of the Policy in September to allow time to review prior to reporting in October 2017.

Carried

15. WORK FORCE VACANCIES

(S12-25.6/16, S12-25.6/1, S12-25.6/3)

MOVED Morgan/Wilson OAM That Manex note the report and commence recruitment of vacant positions

Carried

16. STATEWIDE MUTUAL CONTINUOUS IMPROVEMENT PLAN

(I2-4.1/1)

MOVED Cleasby/Arthur that Manex note the report and commence the assessment process and provide the completed reports back to the insurer.

Carried

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17. AUGUST 2017 MINUTES AND SEPTMEBER 2017 BUSINESS PAPER

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

18. GENERAL BUSINESS WITHOUT NOTICE

- Mayor Wilson OAM discussed the impact the Biodiversity Conversation Act 2016 would have on Local Council and suggested it be brought up at OROC for further discussion.
- Mayor Wilson OAM referred to the upcoming dinner for Councillors to be held after the upcoming Council meeting.

There being no further business the meeting closed 4.10 pm.

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Report of the General Manager
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ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

| Date | Resolution or Qwn | Outstanding Matter | Officer Resp | Response/Action |
|--|--------------------------|---|---------------------|--|
| General Manager | | | | |
| 27.10.16 | QWN - 1 Quigley | Water Sharing Plan – Use of FMZ | GM | Submission when Plan reviewed. |
| 25.1.17 | 15.1.17 | Sale of land, Silo Subdivision | GM | Negotiate price and conditions of sale and report back to Council. Discussed with potential purchaser and requested written offer to purchase and price. |
| 25.1.17 | 16.1.17 | Proposed new general industrial area | GM | Rezoning proposal lodged, costings to be produced for subdivision. |
| *23.2.17 | QWN 2 - Brewer | Emergency air strip | GM | Report to September Council Meeting. |
| *24.8.17 | 216.8.17 | Items 13-18 to be reported to subsequent Council Meeting. | GM | Reports to September Council Meeting. |
| *24.8.17 | 217.8.17 | Health & Safety Policy | EA | Policy Register updated |
| *24.8.17 | 220.8.17 | LG NSW Annual Conference | GM | Arrange for Mayor & GM to be registered for Conference |
| 24.8.17 | 222.8.17 | Country Mayors Association | GM | Mayor & GM to attend next meeting |
| *24.8.17 | QWN 2 - Derrett | Local Government promotion in Warren Shire. | GM | Stall arranged at Warren Spring Festival. |
| Manager Finance and Administration Services | | | | |
| 25.2.16 | 48.2.16 | Transfer Lot 11 & 12 DP 758264 Collie to Council | MFA | Contact now made. Documents forwarded. |
| Manager Engineering Services | | | | |
| 28.4.16 | 94.4.16 (b) | Structural inspection WSCC Mezzanine | MES | Structural analysis complete. Detailed structural plans received. Costings to be obtained. |
| 27.10.16 | 282.10.16 | Victoria Park Oval rehabilitation | MES | Additional drainage works required. |
| 23.2.17 | 33.2.17 | Chester St No Parking Central School | MES | Replaced ¼ hour parking zone. |
| 23.3.17 | 71.3.17 | CCTV Trial – Equipment Quotations Simtec | MES | Quotation accepted, electricity supply being arranged. |

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ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

| Date | Resolution or Qwn | Outstanding Matter | Officer Resp | Response/Action |
|---|--------------------------|--|---------------------|---|
| Manager Engineering Services | | | | Continued |
| *27.4.17 | 100.4.17 | Town Beautification Project | MES | Arrange for works to be undertaken as soon as practicable. |
| 27.4.17 | QWN 1 - Serdity | Kerb and guttering Clyde St Nevertire | MES | Survey complete, works to be scoped. |
| 27.7.17 | 202.7.17 | Rural Local Sealed Roads Improvement Program | MES | Present further report to Council after Council's Audit is finalised. |
| 24.8.17 | 216.8.17 | Victoria Oval surface | MES | Prepare and present a report to September Council Meeting on way forward. |
| 24.8.17 | 229.8.17 | Plant 11 Lonking Loader | MES | Costings and repair history report to next Plant Committee Meeting. |
| 24.8.17 | QWN 1 - Walker | Oxley Hwy & Marthaguy Rd roadside rubbish | MES | Undertake inspection. |
| 24.8.17 | QWN 2 - Druce | Mitchell Hwy heavy vehicle parking area | MES | Send letter to RMS requesting if area could be cleaned up. |
| 24.8.17 | QWN 1 - Williamson | Nevertire signage | MES | Rectify spacing on sign. |
| Manager Health & Development | | | | |
| 27.4.17 | 99.4.17 | Outdoor Fitness Equipment Shelter | MHD | 2017/2018 Works Program. |
| 27.4.17 | 99.4.17 | Warren Swimming Pool Shade Cover | MHD | 2017/2018 Works Program. |
| 27.4.17 | 99.4.17 | WSCC Pavers | MHD | Renovate pavers in house. |
| 27.7.17 | 183.7.17 | Warren War Memorial Swimming Pool assessment | MHD | Engage Hydrothermae Pty Ltd to undertake an assessment. |
| 24.8.17 | QWN 3 - Druce | Overgrown properties | MHD | Ranger to undertake inspections and Council to contact property owners. |
| 24.8.17 | QWN 4 - Druce | Dust suppression, Nevertire Industrial area | MHD | MHD to follow up with business. |
| 24.8.17 | QWN 2 - Brewer | Ewenmar Waste Depot Committee | MHD | Organise meeting. |

WARREN SHIRE COUNCIL
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ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

RECOMMENDATION:

That the information be received and noted and that the items marked with an asterisk (*) being 23.2.17, 24.8.17, 27.4.17 be deleted.

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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 |
|-------------|------------------------------------|-----------------|
| 28.08.17 | Premier & Cabinet Meeting (Grants) | Dubbo |
| 30.08.17 | Local Land Services (Introduction) | Warren |
| 07.09.17 | Traffic Committee | Warren |
| 14.09.17 | Plant Committee | Warren |
| 21.9.17 | Water & Sewerage Committee | Warren |

FUTURE MEETINGS NOT ON MEETING SCHEDULE

| DATE | COMMITTEE / MEETING | LOCATION |
|-------------|----------------------------|-----------------|
| 6.10.17 | OROC GMAC | Dubbo |
| 19-20.10.17 | Outback Arts Conference | Coonamble |
| 1.12.17 | OROC Board Meeting | Narromine |

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**ITEM 3 ASSOCIATION OF MINING RELATED COUNCILS MEMBERSHIP
(C14-6.3)**

RECOMMENDATION

That a Councillor and the General Manager attend a meeting of the Association of Mining Related Councils and provide a report back to Council as to future membership.

PURPOSE

Request to join the Association of Mining Related Councils.

BACKGROUND

The Executive Officer of the Association of Mining Related Councils has contacted Council to request Council to become a member of the Association.

REPORT

Council has received the attached letter from the Association of Mining Related Councils requesting that Council consider membership of this organisation due to recent activities associated with a pipe line development and mining exploration within the council area.

A quick assessment of mining activity and exploration activities did not reveal any major extent of works being undertaken and Council has addressed such exploration on its road corridors adequately. The issues around community concern for the APA Pipeline are currently relevant and a matter for the State Government to determine. Council has determined its position in relation to the pipeline project.

Council may wish to trial the Association by having a Councillor and the General Manager attend the next meeting of this group to determine if it would like to join and assess the costs against the benefits. A report would then be prepared for Council to consider.

The General Manager wishes to declare that he is a life member of the Association of Mining Related Councils and periodically provides advice and assistance to this Association on mining and petroleum activities across NSW.

FINANCIAL AND RESOURCE IMPLICATIONS

The Associations annual membership fee is \$7,630 and four meetings are held each year. Two meetings are held in Sydney and two in regional NSW. Attendance at meetings is estimated at \$6250 annually, depending on location and travel. A budget allocation of \$15,000 would need to be made.

The extent of mining activity, exploration and pipeline development is minor at this time and membership of the committee plus travelling and accommodation would be hard to justify.

LEGAL IMPLICATIONS

There are no known legal implications from joining this local government based association.

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**ITEM 3 ASSOCIATION OF MINING RELATED COUNCILS MEMBERSHIP
CONTINUED**

RISK IMPLICATIONS

The Association of Mining Related Councils is an industry based group that provides advice through its membership to the State Government and shares information across its membership to assist member Councils to address issues around mining, petroleum and other state significant developments.

Information gathering and education assists Councillors in determining a position for major state significant developments.

STAKEHOLDER CONSULTATION

N/A

OPTIONS

1. To Join the Association of Mining Related Councils; or
2. Determine not to join at this time and review membership at some future time.

CONCLUSION

The Association of Mining Related Councils is a local government based Association that provides support and advice to its member councils. The costs associated with the membership and meeting attendance may not be justified now due to the low level of state significant developments in this council area.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.1.4 Convey community issues to Government.

SUPPORTING INFORMATION

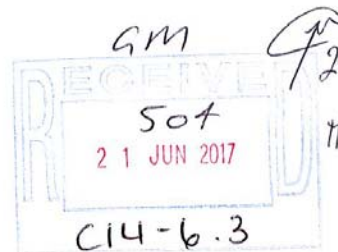
N/A

ATTACHMENTS

Letter from the Association of Mining Related Councils.

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**ITEM 3 ASSOCIATION OF MINING RELATED COUNCILS MEMBERSHIP
CONTINUED**



The General Manager
Warren Shire Council
PO Box 6
WARREN NSW 2824

13th June 2017
PO Box 871
TAMWORTH,
NSW 2340

Dear Ashley,

Re: Proposal for Membership of the Association of Mining Related Councils

In view of the renewable energy developments in your Council area, I would appreciate it if you would take the time to read this proposal, discuss it with your Mayor (Rex Wilson) and present it to your Council to consider joining the Association of Mining Related Councils (AMRC).

Introduction

Firstly, I will outline the long history and growth of the Association in dealing with the State Government and development proponents, on behalf of our communities on issues relating to mining and energy through extensive consultation and research processes. I will then outline the changes underway in strategic direction, the benefits of being a member and provide an analysis of the costs/benefits to assist your Council in its deliberations.

Background

The Association of Mining Related Councils of NSW was formed in 1982 as an alliance of Councils in NSW focussing on presenting a comprehensive, co-ordinated and co-operative approach to State and Federal Government on issues associated with coal production.

In 1993, the Association was approached to represent a metalliferous Council and it became apparent that the AMRC could equally represent both interests and subsequently became the Association of Mining Related Councils NSW. In 1999, the Association expanded its base once again to represent Local Government in all aspects of mining, including extractive industries, gas exploration, quarries and minerals.

By 2013, a new Strategic Framework was developed to guide the growth and direction of the Association. During 2014, in response to State Government policy related to Coal Seam Gas, the Association developed a comprehensive position paper which outlined the merits and concerns around this industry for members to consider and use to suit their own positions.

In 2017, the Association adopted a new direction embracing the necessity and opportunities surrounding the growing renewable energy sector in the form of its Strategic Plan for 2017 – 2020, with a new Vision and Strategic Direction and proposed name change to embrace the diversification – Association of Mining and Energy Related Councils.

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**ITEM 3 ASSOCIATION OF MINING RELATED COUNCILS MEMBERSHIP
CONTINUED**



The new three year Strategic Plan 2017 – 2020 has the following features, which can easily dovetail into your new 2017 - 2021 Community Strategic Plan, Delivery Program and Resourcing Strategies:-

- Vision – To be the peak body in NSW empowering and resourcing local Councils and their communities, to address the challenges and opportunities created by mining, energy production and related infrastructure;
- Strategic Direction 1 - “Advocacy so that member Councils are heard” the purpose is to generate a dynamic and respected voice, representing member Councils and their communities affected by Mining and Energy production;
- Strategic Direction 2 - “Resourcing to support member Councils” the purpose is to strengthen the local capacity of member Councils through the sharing of expert knowledge and skills to protect the interests of their communities;
- Strategic Direction 3 - “Policy to empower member Councils” the purpose is to empower member Councils with the tools to design, plan and negotiate for the benefit of their communities;
- Key Performance Indicators and Performance Measures. Each Strategic Direction is split into three components (People, Processes, Products/ Practices) with Key Performance Indicators and Performance Measures to be aligned to the Executive Officer role and direction for the Executive Committee to take to ensure the Association achieves what it says it will.

Consultation

The AMRC through its strong network of member Councils, has developed a broad socio – political base, where it is “apolitical” and works closely with the State and Federal Governments of the day. Member Councils in the Association represent the large regional Councils through to small Country Shires, all with the same interest of addressing the challenges and opportunities mining and energy developments bring to their local communities.

The AMRC consults widely through a variety of channels within and across local government such as - Local Government NSW, Local Members of Parliament (State and Federal), Regional Organisations of Council/Joint Organisations, General Manager and Council senior staff professional associations.

The AMRC has, over time also developed productive relationships with the peak mining group (NSW Minerals Council) and NSW Government departments (Planning, Energy, Resources, Environment, Regional Development, Local Government, etc).

The AMRC has also canvassed the opinion and support of Ministers and Shadow Ministers, Environment groups, Unions, University and Research entities and at its quarterly meetings arranges

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**ITEM 3 ASSOCIATION OF MINING RELATED COUNCILS MEMBERSHIP
CONTINUED**



speakers on relevant topics and matters of interest to ensure delegates are well informed and able to relay information to their member Councils.

Some delegates to the Association represent local government and have been appointed by their peers on government advisory boards and committees such as the Mines Subsidence Board (Subsidence Advisory NSW), Western Mining Taskforce, Resources for Regions and the Resources Advisory Forum, to name a few. Our experienced delegates are often called upon to assist the State Government with input on its policy and direction on mining related matters and no doubt in time this will embrace emerging renewable energy issues.

Benefits

The Association believes that member Councils benefit enormously from being part of the Association in many ways as they endeavour to do what is best for their communities and to encourage economic development. Below are some of them:-

- Long History: With over 35 years as an Association and with a dearth of experienced Councillors and senior staff involved, the Association is used as an advocate and is an entity with a “seat at the table” with Ministers and Shadow Ministers, Departmental staff and the NSW Minerals Council. This long history is invaluable in providing peer support;
- A Strong Apolitical Voice: A united “apolitical voice” consisting of large regional Councils and small Shire Councils at Regional, State and Federal level, on important mining and energy related issues which is listened to by politicians and developers;
- Meet the Decision Makers: Raise specific issues with the higher level decision makers, whereby two meetings a year are held regionally and two in Sydney to enable Members of Parliament and relevant Department Staff and other key note speakers to address delegates;
- Networking Opportunities: Collaborate with experienced Councillors and staff, to discuss matters of specific interest holistically and investigate and solve mining and energy related issues with other delegates, who as peers have mining and energy as part of their portfolios, areas of expertise and interest;
- Delegates on Government Working Parties: Delegates in working parties set up by the AMRC on specific matters to assist members, for instance from the Voluntary Planning Agreement Working Party (VPAWP) with the NSW Minerals Council (it has the financial support from the Department of Planning), plus from delegates on Resources for Regions Panel, Resources Advisory Forum, Mines Subsidence/Rehabilitation and Western Mining issues;
- Experienced Leadership: The structure of the AMRC Executive is lean, flexible and diverse. It consists of a Chair (currently Mayor Warrumbungle Shire, Clr Peter Shinton) and two Deputy Chairs (currently Mayor Cobar Shire Council, Clr Lilliane Brady and Deputy Mayor Wollongong City Council, Clr Chris Connor), plus three other delegates (currently Clr Owen Hasler – Gunnedah Shire Council, Clr Jim Nolan – Broken Hill City Council and Clr Hollee

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CONTINUED**



Jenkins - Singleton Shire Council and an Executive Officer (currently Greg Lamont) as a contractor. There are no employees or no remuneration is paid to the delegates;

- Diverse Membership: Our nineteen Council members are very diverse, which is a positive feature, coming from large regional cities of Newcastle and Wollongong on the east coast, the Hunter Valley, the Central West, the North West, Far West and down to Wentworth Shire Council on the Murray River;
- Members Kept Informed: The Association is very consultative and keeps its members informed through a monthly Newsletter, its web site and regular media releases when warranted. Refer details on our website www.miningrelatedcouncils.asn.au;
- Financially Sound: AMRC has ample funds invested to cover contingencies and to engage consultants and research agencies to undertake studies or prepare submissions on behalf of delegates, if they are pertinent to mining and energy related matters that affect our member Councils. For example preparing submissions for EPA Act review, the Social Impact Assessment Guidelines put on exhibition by the Department Planning, now preparing a “cost per tonne of production” model for Social and Economic Impact of mining in Council areas as part of the VPAWP to ensure a better deal for the community from the proponent and to better serve the community;
- Use of Panel of Experts: The Association has developed a panel of environmental, planning, mining, social and economic development impact consultants for access by member Councils (at their cost). The panel has been assessed by the AMRC as having relevant qualifications and experience to refer to when a development is presented to Council and the Council doesn't know where to start or doesn't have the resources to help with the stringent assessment process and negotiations with the developers.;
- Flexible and Change Oriented: The local Council is the voice of the people and to be effective, it has to sensibly deal with change such as “Fit for the Future” assessments, changes in planning legislation, a changing political landscape, the debate on climate change and the provision of reliable energy options, which are even further complicated when dealing with the impacts of mining and energy related developments. The results of such vary with how they affect our communities, so your Council needs a support and a capable Association membership to provide assistance.

Testimonial

Delegate to the Association and Executive Committee member, Councillor Jim Nolan, Broken Hill City Council had this to say recently in May 2017, about his Councils membership of the Association:

“Broken Hill City Council recently signed its first Voluntary Planning Agreement (VPA), after 130 years of mining activity without one. The work undertaken by the Voluntary Planning Agreement Working Party and the peer and professional assistance received from the Association, all

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**ITEM 3 ASSOCIATION OF MINING RELATED COUNCILS MEMBERSHIP
CONTINUED**



contributed toward our Council being more informed on our options, which resulted in obtaining an excellent VPA contribution arrangement for our community from the proposed mine expansion.

Also, Council received peer support and ideas from members and their professional staff for our Resources for Regions application and subsequent allocation in excess of \$5m. The \$5,843,000 received from both sources will more than cover our membership fees for the next 800 years!''

Cost

Cost of membership of the Association is currently \$7630 pa inclusive of GST, set at each Annual General Meeting held in November, applicable from 1st July to 30th June each year.

Cost Benefit Analysis

To undertake a "cost benefit analysis on whether membership is worthwhile or not" is a very difficult task to do, due to the intangible benefits to be received, which are often unable to be put into pure income terms, unless a grant is received for Resources for Regions and/or a VPA contribution for mining or energy development is received, that adequately compensates the Council for the impact of the development on infrastructure and the community. For example the earlier Broken Hill City Council case history.

However, the critical point of difference in the assessment of a Cost Benefit Analysis, is to focus on what the real purpose of a Council is – to represent the best interests of the wider community, not to sponsor any individual opinions or be influenced by developers or minority groups. The constituents rely on the local Council to ensure they have a voice, cost effective services and a good quality of life that is not unduly affected by any new development. How does one measure this intangible responsibility placed on the local Council?

When a Council is making the difficult decision to join or leave an entity it is a member of, it needs to take the core role of the Council into account. For example joining or leaving a resource sharing entity such as an Audit and Risk Committee or a Weeds County Council or the Flood Plain Management Association or the Murray Darling Association or NetWaste or a Weight of Loads Group or a Regional Joint Organisation of Councils or a state focussed entity like Local Government NSW. It is always hard to get a Cost Benefit Analysis that is measured in real tangible figures.

If a member Council of the Association or a Council contemplating joining the Association has or is about to finalise a Voluntary Planning Agreement, it can be set it up so that the developer pays the Association membership and delegate costs as a contribution. This is a major point of difference.

In this way, the decision to join is a "cost positive" one and a most beneficial decision for your community using the new money from the developers, who are the ones who benefit the most financially and pay a contribution to the Council to assist the residents and ratepayers who are affected by the impacts of the development.

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**ITEM 3 ASSOCIATION OF MINING RELATED COUNCILS MEMBERSHIP
CONTINUED**



Conclusion

In view of the benefits outlined, to ensure all avenues for assistance are provided to the community and from a pure risk assessment point of view, if a Council has a mining and/or energy related development emerging, in action, concluded or in the rehabilitation stage, the Council can't afford not to be part of an entity like the Association. After all, it is the Council's responsibility to protect the community from the impacts of the development over and above what the government and Council planning processes have in place, hence the need for the Voluntary Planning Agreement.

Councils are always keen to work with developers to ensure jobs and economic benefits are maximised, however it is a very restricted, difficult and costly process to endeavour to do it alone. There are many experienced peer support Councillors and staff that can help when part of an entity like the Association of Mining and Energy Related Councils and the peers within.

In addition, the membership of the Association will help your Council and other Councils that have specific interests in mining and energy developments in their Local Government Areas by liaising with other members and the government through the Association. Other entities deal with matters on a broader platform, whereas the AMRC hones in on specific areas of interest in relation to mining and energy on behalf of its member Councils. This is what makes the Association unique and worthy of joining.

The Association would welcome your Council as a member, to increase our voice and to achieve the Vision and Strategic Directions proposed to make mining and energy related local government areas better places to live and grow in.

The Chair of the Association and the Executive Officer would welcome the opportunity to meet with Council or your representatives, to clarify any issues that may need consideration, prior to making a decision to join the Association. We look forward to your favourable decision to resolve to join the Association in due course.

If you have any enquiries please submit them to the undersigned.

Yours sincerely,


Greg Lamont

Executive Officer
Association of Mining Related Councils
0407937636 or email info@miningrelatedCouncils.asn.au

WARREN SHIRE COUNCIL
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ITEM 4 MEETING DATES, TIMES AND ORDER OF BUSINESS (C14-2)

RECOMMENDATION

That Council adopt the meeting dates as listed.

PURPOSE

To set the Council meeting dates.

BACKGROUND

It has been Council's practice that Council meetings be held on the fourth Thursday of each month commencing at 8.30 am with no meeting in November and the December meeting being held in the first week.

REPORT

The proposed dates for Council meetings until the next Extra Ordinary meeting in September 2018 are as follows:

| | | |
|----------|---------------------|--------|
| Thursday | 26th October 2017 | Warren |
| Thursday | 7th December 2017 | Warren |
| Thursday | 25th January 2018 | Warren |
| Thursday | 22nd February 2018 | Warren |
| Thursday | 22nd March 2018 | Warren |
| Thursday | 26th April 2018 | Warren |
| Thursday | 24th May 2018 | Warren |
| Thursday | 28th June 2018 | Warren |
| Thursday | 26th July 2018 | Warren |
| Thursday | 23rd August 2018 | Warren |
| Thursday | 27th September 2018 | Warren |

However, such dates can be altered when:

- Any ordinary meeting for good and sufficient reason may be altered by resolution by Council at any preceding ordinary meeting.
- The provisions of the Local Government Act 1993 require.

FINANCIAL AND RESOURCE IMPLICATIONS

No impact to Council's finances or resources.

LEGAL IMPLICATIONS

The Local Government Act 1993 requires Council to meet a minimum of 10 times per year. This recommendation complies with the Act.

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ITEM 4 MEETING DATES, TIMES AND ORDER OF BUSINESS
CONTINUED

RISK IMPLICATIONS

No risks are identified. The set dates do not clash with known events or activities.

STAKEHOLDER CONSULTATION

Meeting dates will be advertised in the local newspaper and on Council's website.

OPTIONS

CONCLUSION

This report establishes the meeting dates for the next 12 month period,

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.1.3 Promote timely and quality dissemination of information to the community.
- 5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION
ATTACHMENTS

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 1 RECONCILIATION CERTIFICATE - AUGUST 2017

(B1-10.15)

RECOMMENDATION

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

PURPOSE

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

BACKGROUND

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

REPORT

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

INTERNAL LEDGER ACCOUNT RECONCILIATION

| | Balance | | Balance |
|-------------------------|---------------------|---------------------|---------------------|
| | 31-Jul-17 | Transactions | 31-Aug-17 |
| General | 11,148,138.86 | 473,112.30 | 11,621,251.16 |
| Water Fund | 621,822.68 | (8,986.29) | 612,836.39 |
| Sewerage Fund | 2,689,535.84 | 24,908.26 | 2,714,444.10 |
| Trust Fund | 74,753.02 | 0.00 | 74,753.02 |
| North Western Library | 8,058.42 | (21,105.10) | (13,046.68) |
| Investment Bank Account | (13,248,069.70) | (316.03) | (13,248,385.73) |
| | 1,294,239.12 | 467,613.14 | 1,761,852.26 |

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 1 RECONCILIATION CERTIFICATE - AUGUST 2017

CONTINUED

BANK STATEMENT RECONCILIATION

| | |
|--|----------------------------|
| Balance as per Bank Statement = | 2,034,395.83 |
| Add: Outstanding Deposits for the Month | 84,145.54 |
| Less: Outstanding Cheques & Autopays | (356,689.11) |
| Balance as per Ledger Accounts less Investments = | <u>1,761,852.26</u> |

INVESTMENTS RECONCILIATION

Investments as at 31st August 2017

| No. | Institution | Amount | Term & Rate | Maturity Date |
|----------------------------|-------------------------|-----------------------------|------------------|---------------|
| | National Australia Bank | 248,385.73 | Variable | On Call A/c |
| 34 | National Australia Bank | 1,000,000.00 | 90 Days @ 2.47% | 04-Sep-17 |
| 35 | National Australia Bank | 1,000,000.00 | 90 Days @ 2.48% | 11-Sep-17 |
| 36 | National Australia Bank | 3,000,000.00 | 90 Days @ 2.49% | 15-Sep-17 |
| 37 | National Australia Bank | 1,500,000.00 | 90 Days @ 2.46% | 21-Sep-17 |
| 38 | National Australia Bank | 1,000,000.00 | 90 Days @ 2.46% | 25-Sep-17 |
| 1 | National Australia Bank | 1,000,000.00 | 274 Days @ 2.47% | 30-Apr-18 |
| 2 | National Australia Bank | 1,500,000.00 | 210 Days @ 2.49% | 12-Mar-18 |
| 3 | National Australia Bank | 1,500,000.00 | 210 Days @ 2.50% | 19-Mar-18 |
| 4 | National Australia Bank | 1,500,000.00 | 90 Days @ 2.48% | 29-Nov-17 |
| TOTAL INVESTMENTS = | | <u>13,248,385.73</u> | | |

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

| | |
|--|-----------------------------|
| Externally Restricted Funds Invested | 5,012,545.00 |
| Internally Restricted Funds Invested | 9,334,545.00 |
| 2017/18 General Fund Operating Income & Grants | 663,147.99 |
| TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE = | <u>15,010,237.99</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 Manager of Finance and Administration
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ITEM 1 RECONCILIATION CERTIFICATE - AUGUST 2017

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

N/A

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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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 15th August 2017 including comparisons over the last three years.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 15th August 2017

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 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

AS AT 15TH SEPTEMBER 2017

| Name of Rate | COLLECTIONS FOR YEAR | | | | | NETT ARREARS | |
|--------------------------|----------------------|------------------|---------------------|---------------------|---|-------------------|---|
| | NETT ARREARS | NETT LEVY | TOTAL RECEIVABLE | AMOUNT COLLECTED | COLLECT AS % AGE OF TOTAL REC'ABLE | ARREARS AMOUNT | ARREARS AS % AGE OF TOTAL REC'ABLE |
| | 1st JULY \$ | \$ | \$ | \$ | | \$ | |
| General Fund Rates | 68,914 | 4,622,795 | 4,691,709 | 1,459,681 | 31.11% | 3,232,028 | 68.89% |
| Warren Water Fund | 21,155 | 362,162 | 383,317 | 143,311 | 37.39% | 240,006 | 62.61% |
| Warren Sewerage Fund | 26,549 | 469,093 | 495,642 | 170,052 | 34.31% | 325,590 | 65.69% |
| TOTAL 2017/2018 | 116,618 | 5,454,050 | 5,570,668 | 1,773,044 | 31.83% | 3,797,624 | 68.17% |
| TOTAL 2016/2017 | 124,884 | 5,343,523 | 5,468,407 | 1,724,649 | 31.54% | 3,743,758 | 68.46% |
| TOTAL 2015/2016 | 115,684 | 5,218,845 | 5,334,529 | 1,680,179 | 31.50% | 3,654,350 | 68.50% |
| TOTAL 2014/2015 | 112,502 | 5,081,520 | 5,194,022 | 1,582,155 | 30.46% | 3,611,867 | 69.54% |
| | | 11-Sep-14 | 11-Sep-15 | 09-Sep-16 | | 14-Sep-17 | |
| COLLECTION FIGURES AS \$ | | 1,582,155 | 1,680,179 | 1,724,649 | | 1,773,044 | |
| COLLECTION FIGURE AS % | | 30.46% | 31.50% | 31.54% | | 31.83% | |

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ITEM 3 AUDIT OFFICE

(A1-1)

RECOMMENDATION

That the information be received and noted.

PURPOSE

To inform Council of the changes being made to the Auditing of Councils into the future

BACKGROUND

Council is required under the Act to be audited by external auditors annually. Council has just completed a visit by its auditors Hill Rogers and been subject to the new audit office rules.

REPORT

The NSW Auditor visited OROC on Friday, 3rd August 2017 and gave an overview of the role the Audit office shall play in future assessments across Local Government.

The main points from Auditors Office include:

- David Nolan is Warren Shires Audit Office advisor
- The Audit office will be looking at the following:
 - Governance – policies and procedures and compliance with OLG;
 - Procurement practices and controls around this;
 - Fraud protection;
 - Overall financial and project performance;
 - IT systems and the controls included to prevent the above. Also, IT reporting ability (offer to assist);
 - Asset and valuation processes and consistency in valuation;
 - Performance audits – how efficient and effective is council overall (need to review better practice documents). Reporting on services that council delivers (publicity);
 - Fraud controls to identify risks, review and protect against risks. (a survey is being sent to all councils very soon to gather base information);
 - Shared service arrangements – how are we working with other councils eg back of house to reduce long term costs of service; and
 - Quarterly reporting to community on financial expenditure, projects undertaken and how is council travelling overall. The reporting format is to be in easily understood terms and will require graphs and charts to show very easily to council position.
- The big items revolve around public accountability and the early recognition of issues around corruption and fraud.
- Reporting to the public is also a key group and it is about simplicity in reports rather than AAS27 criteria.

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ITEM 3 AUDIT OFFICE

CONTINUED

This year's audit is based around financial indicators. Council will be asked to provide more information over time to justify its role and outcomes.

Council may require external resources to upgrade policies and procedures to comply with the NSW Office of Local Governments Better Practice requirements and assistance to upgrade its IT systems to meet reporting required by the Audit Office. Council will also need to look at its reporting to the community and the best method to undertake this.

FINANCIAL AND RESOURCE IMPLICATIONS

Additional staff resources may be required in time to meet the reporting required by the NSW Government through the Audit Office.

LEGAL IMPLICATIONS

Council is required to have its finances and other areas of governance audited annually.

RISK IMPLICATIONS

Council will need to continually review its governance areas to ensure that it is up to date with the required audit process.

Draft plans around workforce, risk and corruption and procurement have been prepared for Councils review, public display and adoption.

Internal training and process management through the new IT system will be required.

STAKEHOLDER CONSULTATION

Draft policies and plans shall be advertised to the community for comment.

OPTIONS

N/A

CONCLUSION

This report is to provide Council with an update of changes required to its audit functions.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

5.2.3 Effective staff training and development processes in place.

SUPPORTING INFORMATION / ATTACHMENTS

N/A

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ITEM 4 FINANCIAL ASSISTANCE GRANT 2017/18

(L5-5.2/38)

RECOMMENDATION

That the information be received and noted.

PURPOSE

To inform Council of the Financial Assistance Grant allocation for 2017/18.

BACKGROUND

All State Governments receive an annual grant from the Commonwealth Government for financial assistance to Local Government Authorities, the NSW Local Government Grants Commission then distributes these funds to Local Government on a formula based model that takes into consideration population, road length and disability factors.

REPORT

Council has been advised that the total 2017/18 allocation after CPI adjustments from the previous year will be \$2,583,751.00, this represents a \$103,993.00 or 4.19% increase on the 2016/17 allocation. The Financial Assistance Grant is made up of the following components:

- | | |
|-----------------|----------------|
| 1. Local Roads | \$1,004,034.00 |
| 2. Equalisation | \$1,579,717.00 |

Council received an advanced payment of \$1,278,211.00 on 9th June 2017 that has been internally restricted in the General Purpose Financial Statements as at 30th June 2017 (Note 6c of the accounts).

Council will receive the remaining \$1,305,540.00 in 4 equal instalments of \$326,385.00 each in

August 2017 (received 22/11/2017 – Rec No. 1256),
November 2017,
February 2018, and
May 2018

Attached to this report is a list of the actual payments received from the Financial Assistance Grant over the past 10 years, 2 graphs and a comparison of neighbouring council's entitlements before any CPI adjustments were made.

FINANCIAL AND RESOURCE IMPLICATIONS

Council budgeted a \$50,000.00 or 2% increase in the 2017/18 Operational Plan this means an additional \$53,993.00 will be included in the September 2017 Budget Review document to be presented to Council at the October 2017 Council meeting.

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ITEM 4 FINANCIAL ASSISTANCE GRANT 2017/18

CONTINUED

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 grant allocation.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

1. Council's actual Grant Allocation over the last 10 years,
2. 2 graphs showing allocations over the last 10 years, and
3. Comparison table of neighbouring Council's

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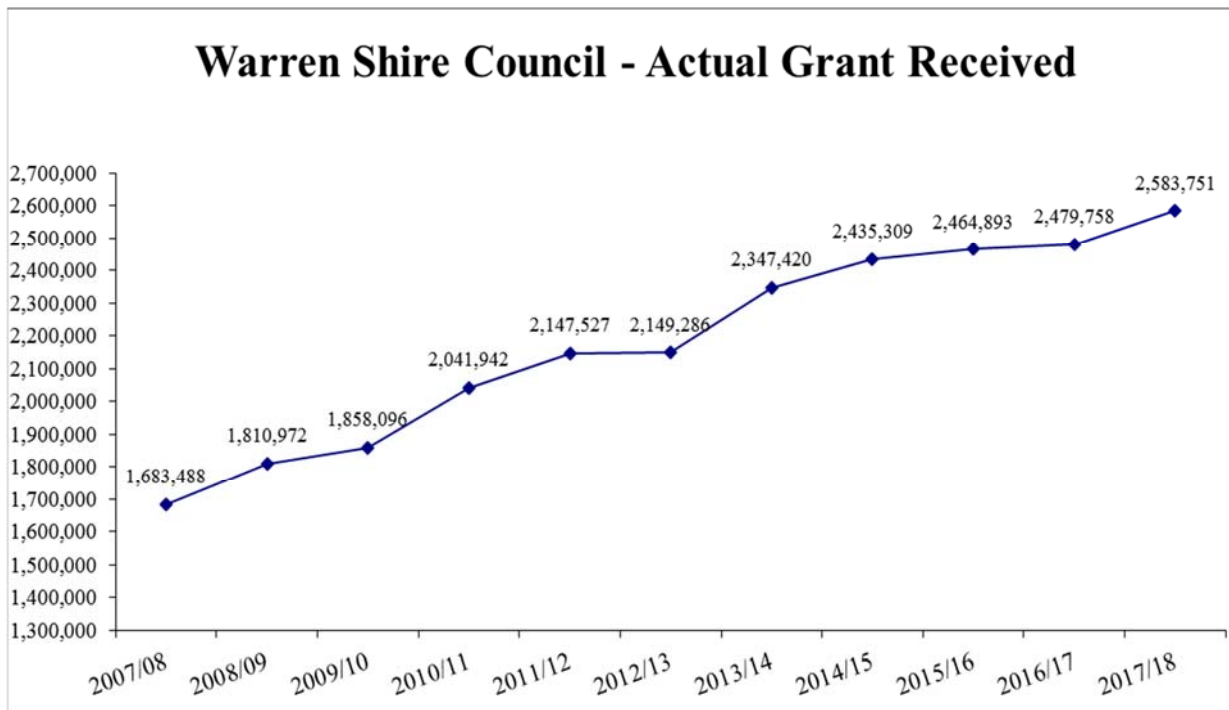
ITEM 4 FINANCIAL ASSISTANCE GRANT 2017/18

CONTINUED

Warren Shire Council - Actual Grant Received

AFTER CPI ADJUSTMENTS FROM THE PREVIOUS YEAR

| Year | Road Component | \$ Diff. | Equalisation Component | \$ Diff. | Total Grant Received | \$ Diff. | % Diff. |
|---------|----------------|----------|------------------------|----------|----------------------|----------|---------|
| 2007/08 | 751,519 | 34,562 | 931,969 | 38,954 | 1,683,488 | 73,516 | 4.57 |
| 2008/09 | 796,745 | 45,226 | 1,014,227 | 82,258 | 1,810,972 | 127,484 | 7.57 |
| 2009/10 | 808,380 | 11,635 | 1,049,716 | 35,489 | 1,858,096 | 47,124 | 2.60 |
| 2010/11 | 879,457 | 71,077 | 1,162,485 | 112,769 | 2,041,942 | 183,846 | 9.89 |
| 2011/12 | 915,166 | 35,709 | 1,232,361 | 69,876 | 2,147,527 | 105,585 | 5.17 |
| 2012/13 | 905,187 | (9,979) | 1,244,099 | 11,738 | 2,149,286 | 1,759 | 0.08 |
| 2013/14 | 960,740 | 55,553 | 1,386,680 | 142,581 | 2,347,420 | 198,134 | 9.22 |
| 2014/15 | 975,011 | 14,271 | 1,460,298 | 73,618 | 2,435,309 | 87,889 | 3.74 |
| 2015/16 | 969,012 | (5,999) | 1,495,881 | 35,583 | 2,464,893 | 29,584 | 1.21 |
| 2016/17 | 969,573 | 561 | 1,510,185 | 14,304 | 2,479,758 | 14,865 | 0.60 |
| 2017/18 | 1,004,034 | 34,461 | 1,579,717 | 69,532 | 2,583,751 | 103,993 | 4.19 |

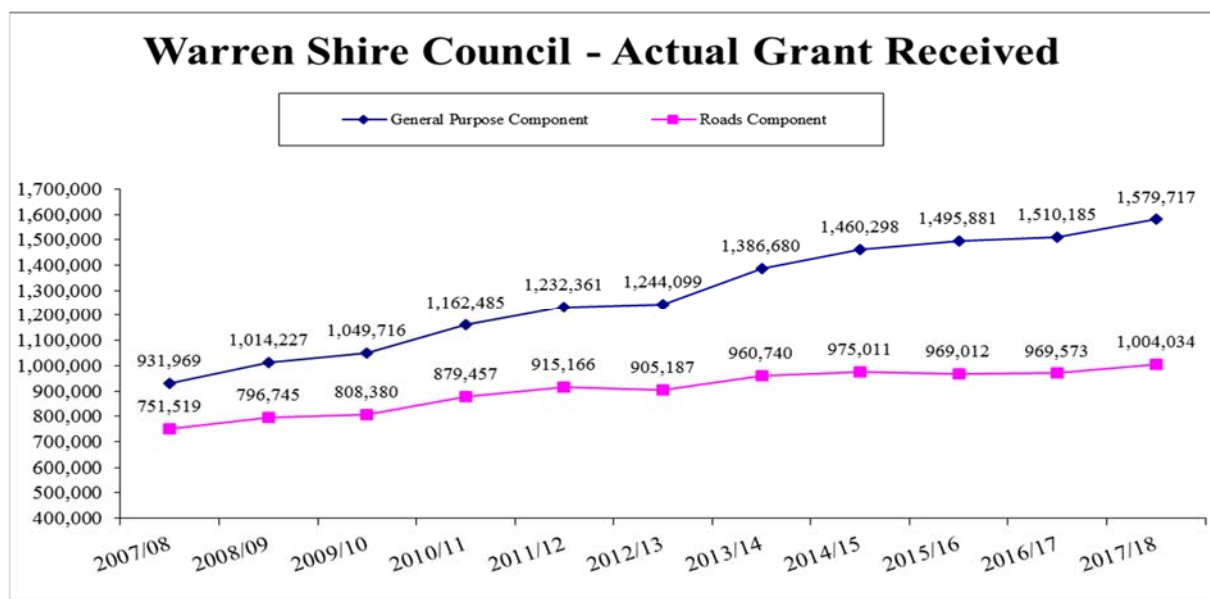


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ITEM 4 FINANCIAL ASSISTANCE GRANT 2017/18

CONTINUED



COMPARISON OF FINANCIAL ASSISTANCE GRANTS BEFORE ANY CPI ADJUSTMENTS

| SHIRE | 2014/15 | 2015/16 | 2016/17 | 2017/18 | DIFF | % |
|-------------------------------|------------------|------------------|------------------|------------------|----------------|-------------|
| ROADS COMPONENT | | | | | | |
| BOGAN | 1,315,943 | 1,315,745 | 1,341,895 | 1,398,687 | 56,792 | 4.32 |
| BREWARRINA | 1,214,326 | 1,213,607 | 1,214,846 | 1,257,224 | 42,378 | 3.49 |
| COONAMBLE | 1,375,984 | 1,375,212 | 1,376,105 | 1,423,390 | 47,285 | 3.44 |
| GILGANDRA | 1,299,237 | 1,297,874 | 1,298,828 | 1,344,262 | 45,434 | 3.50 |
| LACHLAN | 3,147,504 | 3,146,429 | 3,150,298 | 3,261,385 | 111,087 | 3.53 |
| NARROMINE | 1,318,568 | 1,317,189 | 1,347,635 | 1,394,309 | 46,674 | 3.54 |
| WALGETT | 1,834,762 | 1,832,326 | 1,833,128 | 1,896,829 | 63,701 | 3.48 |
| WARREN | 969,599 | 969,027 | 969,573 | 1,003,696 | 34,123 | 3.52 |
| EQUALISATION COMPONENT | | | | | | |
| BOGAN | 2,009,882 | 2,144,818 | 2,341,884 | 2,454,955 | 113,071 | 5.27 |
| BREWARRINA | 1,947,404 | 2,138,491 | 2,328,924 | 2,441,370 | 112,446 | 5.26 |
| COONAMBLE | 2,134,350 | 2,202,143 | 2,196,703 | 2,302,765 | 106,062 | 4.82 |
| GILGANDRA | 1,916,674 | 2,051,548 | 2,168,440 | 2,265,776 | 97,336 | 4.74 |
| LACHLAN | 4,622,104 | 4,925,674 | 5,208,879 | 5,460,375 | 251,496 | 5.11 |
| NARROMINE | 2,558,824 | 2,582,038 | 2,576,977 | 2,688,671 | 111,694 | 4.33 |
| WALGETT | 3,756,936 | 3,874,170 | 3,901,466 | 4,089,837 | 188,371 | 4.86 |
| WARREN | 1,452,422 | 1,493,999 | 1,509,912 | 1,582,814 | 72,902 | 4.88 |
| TOTAL GRANT | | | | | | |
| BOGAN | 3,325,825 | 3,460,563 | 3,683,779 | 3,853,642 | 169,863 | 4.91 |
| BREWARRINA | 3,161,730 | 3,352,098 | 3,543,770 | 3,698,594 | 154,824 | 4.62 |
| COONAMBLE | 3,510,334 | 3,577,355 | 3,572,808 | 3,726,155 | 153,347 | 4.29 |
| GILGANDRA | 3,215,911 | 3,349,422 | 3,467,268 | 3,610,038 | 142,770 | 4.26 |
| LACHLAN | 7,769,608 | 8,072,103 | 8,359,177 | 8,721,760 | 362,583 | 4.49 |
| NARROMINE | 3,877,392 | 3,899,227 | 3,924,612 | 4,082,980 | 158,368 | 4.06 |
| WALGETT | 5,591,698 | 5,706,496 | 5,734,594 | 5,986,666 | 252,072 | 4.42 |
| WARREN | 2,422,021 | 2,463,026 | 2,479,485 | 2,586,510 | 107,025 | 4.35 |

WARREN SHIRE COUNCIL

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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

New Services

Tech Savvy Seniors Workshops - North Western Library was successful in obtaining funding of \$3,000.00 from Telstra in conjunction with the State Library of NSW to enable the four libraries in our co-operative region to provide Tech Savvy for senior's workshops for our clientele.

The Tech Savvy sessions in Warren were received well by our clientele and covered subjects such as the use of Ipads, Cyber safety and Banking online.

Movies for Day-care Seniors – to be held on a fortnightly basis during school term.

The library has held several sessions which are proving to be popular.

Creative Construction Club – commenced as a school holiday program and is now to be held on a weekly basis during school term.

Sessions for juniors over 7 years with set building challenges using Lego and other building materials.

Technology

The borrow box consortia is currently being implemented and will include the following libraries from the Central West Zone:

Central West, North Western, Bathurst, Big Sky, Lachlan, Grenfell, Oberon, Broken Hill, Cobar, Mid-Western and Bourke.

All existing Borrow box e-resources both e-audio and e-books will be transferred to the new database with new purchases for the consortia being managed by the North Western Regional Library Manager.

The North-Western Library Management System was upgraded to Spydus 10.1.5 during August which included the moving of the Acquisitions module from a thick client to the web client.

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
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ITEM 5 LIBRARIAN'S REPORT ON WARREN LIBRARY SERVICES

CONTINUED

The library co-operative has also purchased two modules from the Spydus Manager suite which will enable more efficient statistical reporting and management of collections. These will come on board in late September.

As part of the North-Western Co-operative the library completed a full bi-annual stock take during June with the following results.

| North Western Library Stocktake 2017 | | |
|---|-------------------------|-----------------|
| Branch Library | Number of missing items | Cost |
| Bogan | 76 | 1,211.01 |
| Coonamble | 21 | 305.48 |
| Gilgandra | 46 | 1,104.28 |
| Warren | 18 | 210.89 |
| Total | 161 | 2,831.66 |

Annual Reading Day

The library held our annual reading day titled Reading is the Key on Wednesday 24th May. This day included National Simultaneous Storytime with guest storytellers from the Warren Community followed by a BBQ lunch for all attending.

Reading is the Key is part of the library's 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.

Grants

The grant titled **Warren Shire Library – reconnecting the community** was officially launched on Friday 26th May by the Hon Kevin Humphries MP, Member for Barwon

This project has provided the following:

- Replacement of all shelving and furnishing's within the adult area
- Provision of four replacement public access computers
- Provision of three new touch screen computers loaded with Desk Top Magic for junior use
- Provision of new movie screen
- Upgrade of upstairs bathroom

The library was successful in obtaining \$5,000.00 in funding via Community Builders for an event titled Design for juniors this event will include a variety of design techniques for our junior clients

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ITEM 5 LIBRARIAN'S REPORT ON WARREN LIBRARY SERVICES

CONTINUED

State Library

Mylee Joseph State Library Consultant visited the library on the 25th July as part of the State Library assessment and compliance visit, issues and concerns were discussed and the library supplied a wide range of statistics.

Dr John Vallance has been announced as the new NSW State Librarian & Chief Executive and will commence his tenure from Monday 28 August 2017.

Statistics for May 2017 - August 2017

| Month | Issues | Clients | Internet | Wireless Internet | NW E-Books | NW E-Audio |
|--------|--------|---------|----------|-------------------|------------|------------|
| May | 1,977 | 1,775 | 153 | 151 | 459 | 301 |
| June | 1,500 | 941 | 111 | 137 | 354 | 271 |
| July | 1,853 | 1,821 | 132 | 180 | 394 | 268 |
| August | 1,778 | 1,321 | 135 | 140 | 337 | 214 |

Events

| Event | Junior | Adults | Total Participants |
|---|--------|--------|--------------------|
| Porcelain Painting Workshop | 49 | 0 | 49 |
| Creative Construction Workshop | 19 | 0 | 19 |
| Creative Construction Weekly Sessions to date | 17 | 0 | 17 |
| Junior Movies | 27 | 0 | 27 |
| Vacation Care Visits | 31 | 3 | 34 |
| Senior movies | 0 | 33 | 33 |
| Story Time | 73 | 4 | 77 |
| Paint the Town READ | 129 | 19 | 148 |

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ITEM 5 LIBRARIAN'S REPORT ON WARREN LIBRARY SERVICES

CONTINUED

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

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

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:

- Maintenance

Maintenance

| WORK CREW | LOCATION | ACTIVITY | WORK COMPLETED |
|--|-----------------|-------------------|----------------|
| Grader Crew 3 (3-man crew) Vincent Robinson | Ellerslie Road | Maintenance grade | 2.2 km |
| | Greentree Road | Maintenance grade | 4.4 km |
| | Merrigal Road | Resheet | 1 km |
| Grader Crew 4 (3-man crew) Wayne Wilson | Old Warren Road | Maintenance grade | 24 km |

WARREN SHIRE COUNCIL

Report of the Manager Engineering Services
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ITEM 1 WORKS PROGRESS REPORT - ROADS BRANCH CONTINUED

| WORK CREW | LOCATION | ACTIVITY | WORK COMPLETED |
|---------------------|---------------------|------------------|---------------------|
| Tar Patching | Oxley Highway | Pothole Patching | 200 m ² |
| | Collie-Trangie Road | Pothole Patching | 250 m ² |
| | Wambianna Road | Pothole Patching | 19 m ² |
| | Town Streets | Pothole Patching | 62 m ² |
| | Marra Road | Edge Patching | 4060 m ² |
| | Marthaguy Road | Edge Patching | 167 m ² |
| | Carinda Road | Edge Patching | 4200 m ² |
| | Town Streets | Edge Patching | 2100 m ² |
| | Wambianna Road | Edge Patching | 350 m ² |

FINANCIAL AND RESPURCE 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 Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 28th September 2017

ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES (C14-7.2)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

The purpose of this report is to provide Councillors with a summary of works undertaken by Town Services in the month of August 2017.

BACKGROUND

Council has the responsibility to manage infrastructure across its LGA.

REPORT

Works Progress Report – Town Services 31st July to 3rd September 2017

The list of water and sewerage works has been summarised in the table below as:

1. Town crew – 31st July to 3rd September 2017
2. Parks and Reserves – 31st July to 3rd September 2017
3. Showground/racecourse – General M & R
4. Functions

1. Town Crew

- ♦ Town approaches
- ♦ Kerb Removal – Main Street Beautification
- ♦ 3 Burials

2. Parks and Reserve

- ♦ Lawn Cemetery M & R
- ♦ Macquarie Park
- ♦ Saunders Park
- ♦ Victoria Oval

| | |
|--|-------------------|
| Plant 70 Iseki Out-front Mower SF370 | 2.5 hours usage |
| Plant 79 Iseki Mower | 16 hours usage |
| Plant 15 Kioti Tractor | 22.5 hours usage |
| Plant 76 Muthing Frail Slasher | 39.25 hours usage |
| Plant 14 Caterpillar 432F Backhoe Loader | 37 hours usage |
| Plant 8 Caterpillar 432F Backhoe Loader | 52.5 hours usage |
| Plant 89 Toro Mower | 16 hours usage |
| Plant 21 John Deere 5083E | 39.25 hours usage |
| Plant 82 Denvenson Jahn Roller (Cricket Pitch) | Not in use |
| Plant 168 Victory Mini Excavator | 0 hours usage |
| Plant 47 Schwarze Street Sweeper | 75.5 hours usage |

WARREN SHIRE COUNCIL
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ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

3. Showground/Racecourse – General M & R

- | | |
|--------------------|--------------------|
| ♦ General M & R | ♦ Lawns M & R |
| ♦ Track M & R | ♦ Carpark M & R |

4. Functions:

5-6th August – Polocosse

25-27th August – Campdraft

1-3rd September – Campdraft

FINANCIAL AND RESOURCE IMPLICATIONS

Works are funded annually in Councils financial plan.

RISK IMPLICATIONS

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

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

OPTIONS

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

CONCLUSION

Report as above.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.1.4 Maintain and enhance local pathway networks to meet needs of all sections of the community

3.2.1 Maintain park, gardens and reserves in a safe and attractive condition

3.2.4 Maintain community facilities to an appropriate standard

SUPPORTING INFORMATION / ATTACHMENTS

N/A

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ITEM 3 WORKS PROGRESS REPORT - FLEET BRANCH (C14-7.2)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

The following are works completed by Council's Fleet Branch Staff (Plant Foreman, two (2) Plant Mechanics and Apprentice) and Sub-Contractors engaged by the Branch for the period 31st July to 3rd September 2017

BACKGROUND

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

REPORT

Works Progress Report – Fleet Branch 31st July to 3rd September 2017

1. Plant repairs
2. Plant repairs – Outside work
3. Miscellaneous Works

WARREN SHIRE COUNCIL

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ITEM 3 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

1. Plant Repairs

| Plant Repairs | | | | |
|---------------|------------------------------------|---|-----------------|-------------------------|
| No. | Plant | Repairs | Plant Down Time | Repair Time (Man Hours) |
| 11 | 2010 Lonking - Loader | - Removed radiator | 5 days | 6 hours |
| 22 | 2012 John Deere - Grader | - Fit new articalian gauge | 4 hours | 4 hours |
| 28 | 2014 John Deere - Grader | - Fit step and service | 1 day | 8.5 hours |
| 33 | 2013 Western Star – Prime Mover | - Crank timing switch | 4 hours | 4 hours |
| 47 | 2008 Schwarze – Street Sweeper | - Replace hydraulic hose - Fix rear lights | 1 day | 6 hours |
| 49 | 2010 Mitsubishi FUSO – Truck | - Service | 3 hours | 3 hours |
| 71 | 1990 Fuel – Trailer | - Fit tank to frame | | |
| 93 | 2013 Caterpillar - Roller | - Parts – front window | 0 days | 3 hours |
| 95 | 2010 Multipac Multi-tyred - Roller | - Service | 1 day | 1 day |
| 102 | 2013 TCM – Forklift | - Fit draft arm bearings | 20 days | 30 hours |
| 107 | 2005 Isuzu - Truck | - Fit cabin lifter - a/c short | 2 days | 6 hours |
| 150 | 2003 Moore triaxle - Trailer | - Replace air bags - Adjust brakes | 1 day | 6 hours |

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ITEM 3 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

2. Plant Repairs- Outside Work

| Plant Repairs – Outside Work | | | |
|-------------------------------------|-------------------------------|--|------------------------|
| No. | Plant | Repairs | Plant Down Time |
| 24 | 2010 Komatsu - Grader | Markus Markgraaff, Warren - Check a/c - Fit clutch | 6 hours |
| 71 | 1990 Fuel – Trailer | WRL, Warren - Weld Tank | 2 days |
| 103 | 1984 Bomag - Roller | Robey and Hutchinson Engineering, Warren - Set pre-load on rotor shaft | 10 hours |
| 110 | 1976 Water tank – On plant 42 | WRL, Warren - Weld inside tank | 3 days |

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ITEM 3 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

3. Miscellaneous Works

| | |
|--|------------|
| Minor Plant Repairs..... | 404 hours |
| Plant Refurbishment..... | 0 hours |
| Plant Servicing..... | 63 hours |
| Electrical/Two Way Radio Works, Phones..... | 11 hours |
| Welding/Fabrication Works on Plant, etc..... | 26.5 hours |
| Depot Yard – Plant parking, clean, lock and unlock..... | 10 hours |
| Parts ordering..... | 14 hours |
| Job set up, e.g. Apprentice..... | 7 hours |
| Fuel up trailers..... | 1 hours |
| Phone calls in and out / book work..... | 29 hours |
| Plant inspection for repair..... | 21 hours |
| Tyre pick up including delivery to and from work site..... | 9 hours |
| Plant cleaning..... | 15 hours |
| Tar – check emulsion..... | 0 hours |
| Operator queries, e.g. noise..... | 5 hours |
| Quotations..... | 15 hours |
| Steel pick up..... | 9.5 hours |
| SES..... | 28 hours |
| Rural Fire Service..... | 0 hours |
| Work meetings..... | 0 hours |
| Fill gas bottles..... | 0 hours |
| Air conditioning..... | 1.5 hours |
| Transport for RTA Inspection..... | 4 hours |
| Registrations and defects..... | 16 hours |
| Annual Leave..... | 0 hours |
| Sick Leave..... | 0 hours |
| Workers Compensation..... | 17 hours |
| TAFE..... | 0 hours |
| Public Holiday..... | 0 hours |
| Training..... | 0 hours |
| Private work..... | 0 hours |
| Hep B and Tetanus shots..... | 0 hours |
| Field Days..... | 0 hours |
| Picnic..... | 0 hours |
| Store..... | 2 hours |
| Interviews..... | 6 hours |
| Workshop set up (Site Meetings/Inspections)..... | 3 hours |

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ITEM 3 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

FINANCIAL AND RESPURCE IMPLICATIONS

Works are funded annually in Councils financial plan.

RISK IMPLICATIONS

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

OPTIONS

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

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

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ITEM 4 BOTANICAL GARDENS IN WARREN

(P1-1)

RECOMMENDATION

1. That a report be prepared by Engineering Services as to the feasibility, community support available and long-term costs to develop a botanical garden as proposed;
2. That alternative locations be identified that may be utilised for the gardens concept; and
3. That Council write to Mr Burke and thank him for the proposal he has submitted and actions to be investigated.

PURPOSE

Council has received a request to develop a Botanical Gardens in Warren.

BACKGROUND

Mr Burke indicates that he has written to Council previously about this matter.

REPORT

Attached is a letter from Mr John Burke requesting Council consider the development of botanical gardens in Warren.

At a strategic level, the concept being proposed by Mr Burke is sound and long-term development and support is required for a project of this magnitude to occur. Without strategic long-term ideas as proposed, a council area would lack many of the valuable assets it now holds up as examples of community enhancement.

It is considered that a project of this size will need careful planning and support from the community to develop the gardens and work with council. This may be a project that could seek community grant funding and support a training project for unemployed persons or through working with the community. Support for the project may require assistance from the Royal Botanical Gardens to assist in identification of plant species and habitat requirements.

A detailed report should be prepared as to the location proposed and if alternate locations are available. Costing for this project and its ongoing support needs to be estimated for future budget delivery.

FINANCIAL AND RESOURCE IMPLICATIONS

Long term financial costs need to be determined based on area of the gardens, the full-time employees required to maintain the gardens and costs and benefits associated with tourism potential.

A detailed investigation and costing plan over ten years should be provided to Council after investigation of other local government areas that have developed and maintain botanical garden areas.

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ITEM 4 BOTANICAL GARDENS IN WARREN

CONTINUED

LEGAL IMPLICATIONS

There are no known legal implications.

RISK IMPLICATIONS

Risk must be assessed based on the long term financial contribution of the community towards this project. The development of gardens and trees carries a risk of failure to grow, poor maintenance and community criticism.

Adequate planning and costing for long term development and maintenance will reduce risks and negative public comment.

STAKEHOLDER CONSULTATION

The community of Warren Shire should be consulted on this long-term project once further information becomes available. Community and Council will have to work together to ensure that this project is developed as a long-term asset.

OPTIONS

- To investigate and prepare a report as to the recommend actions; or
- To not proceed any further and thank Mr Burke for his advice.

CONCLUSION

Communities develop from good ideas. Without strategic thinking, Warren Shire would not benefit from the well-maintained parks and sporting facilities. The consideration of this project is intergenerational and public consultation should be undertaken before the long-term development and expenditure required to make this project occur.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.1.2 Maintain high levels of community cohesion and community spirit
- 1.2.1 Investigate options available looking to develop a solution that can be provide leadership and coordination of actions to assist all youth
- 1.2.4 Investigate initiatives in creating employment for youth
- 1.4.4 Help ensure safe and sustainable development
- 5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Letter from Mr Burke.

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ITEM 4 BOTANICAL GARDENS IN WARREN

CONTINUED

J.M.Burke
3346 Ellengerah Rd.,
Warren NSW 2824

7th July 2017

Mr. A. Wielinga
General Manager
Warren Shire Council
Warren NSW 2824

Dear Ashley,

Some years ago, when Gary Woodman was the Shire Engineer and also the Secretary of the Rotary Club of Warren, the Rotary Club wrote to the Shire Council with a proposal regarding the possibility of a botanic garden being established in Warren. This was to be a club project. We had no formal response. I wish to revisit this proposal.

My proposal is that the Warren Council adopt an, in principal, decision to create a botanic garden in Warren.

Possibly as follows:

1. The garden could be sited on the Northern side of the river between the oval and the river and be extended to the area presently overgrown behind the cyclone fencing. It could, over time, be further extended into the area behind the Sports complex and then, provided there is no objection from NSW Health , across the MPHS ground, near the Udora Rd., to join up with the Wetlands via a pedestrian way on the levee.
2. The probability of flooding would mean that any plantings outside the levee would have to be water/flood tolerant.
3. The garden would put to use a very attractive part of our town that is currently not used, but is maintained by mowing.
4. A botanic garden could be planted with trees and shrubs etc., which might demonstrate those plants that could be successfully planted in our climate and soils for the benefit of people trying to establish a domestic garden.
5. Small towns throughout the world are struggling to maintain their economic viability and I believe such a garden would bring extra dollars into the community and contribute to our long term survival [which, according to university studies, is threatened] by attracting more visitors.
6. If ever a pedestrian suspension bridge is placed across the river then it would/could link into a pleasant recreation area.
- 7 Importantly the I think that the start up cost to our community would be small.

I believe that such a garden could evolve overtime into an important attraction and would appreciate your putting the proposal to the Council.

Yours Sincerely,


John Burke

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ITEM 5 AIRPORT COMMITTEE

(C12-3.12)

RECOMMENDATION

That Council establish a S355 Committee to assist Council in the Management of the Warren Airport as per the committee constitution.

PURPOSE

This report has been prepared based on a question without notice at Councils July 2017 Council meeting

BACKGROUND

Council has had a s355 committee that reported on the airport and surrounding industrial area.

REPORT

Council at its meeting of 27th July 2017 considered in general business to look at establishing an airport management committee. The basis of the committee is to assist Council to develop the airport and the surrounding industrial areas, review airport usage and to attract airport related business and to establish fees and charges that assist to recover and reserve funding for future airport upgrades e.g. lighting, resealing and pavement repairs, gravel re-sheeting, fencing, etc.

Attached is a committee constitution, an initial committee membership, meeting structure and outcomes to be achieved.

The airport is a vital part of the community and provides a service to business, the public for medical transport and to the general aviation community. The airport and the industrial area has an ability to grow as a business centre and to make greater use of the land and services that exist.

FINANCIAL AND RESOURCE IMPLICATIONS

No financial implications exist at this time. The Committee constitution does not allow the committee to commit funds of Council but only to develop strategic direction for the airport precinct, advise council on future fees and to report and monitor works at the airport precinct.

LEGAL IMPLICATIONS

Council can legally establish a S355 Committee under the Local government act 1993 and determine the requirements by which such a committee operates.

RISK IMPLICATIONS

There are no identified risks through the establishment of this committee.

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ITEM 5 AIRPORT COMMITTEE

CONTINUED

STAKEHOLDER CONSULTATION

The committee constitution has identified initial members to the committee that Council should review. Advertising of this committee's membership, role and function should be made to encourage interested persons to nominate.

OPTIONS

Council may establish a S355 Committee under the Local Government Act 1993 and visa versa.

CONCLUSION

Council can establish a S355 committee under the Local Government Act 1993. A draft constitution has been prepared to assist Council in determining the role and function of the committee. This committee is not proposed to have any delegation of Council to expend monies or commit council funding or roles.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.1.3 Maintain and enhance the local aerodrome and promote its use

SUPPORTING INFORMATION / ATTACHMENTS

S355 Committee Constitution

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ITEM 5 AIRPORT COMMITTEE

CONTINUED

DRAFT

CONSTITUTION

WARREN AIRPORT PRECINCT COMMITTEE

ADOPTED:

AMENDED:



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ITEM 5 AIRPORT COMMITTEE

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Warren Airport Precinct Committee Constitution - August 2017

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ITEM 5 AIRPORT COMMITTEE

CONTINUED

Attachment A:

TERMS OF REFERENCE: WARREN AIRPORT PRECINCT COMMITTEE

1. ESTABLISHMENT and PURPOSE

The Council established this Committee in 2017 to provide reports and/or recommendations to the Council as required.

This committee has been formed under the Community Strategic Plan banner of "Our Community's 2017 Governance Strategies" to ensure an inclusive development of council's services and outcomes for the Warren Airport Precinct are considered and to ensure that efficiencies and service delivery is the best we can undertake.

This committee is to lead the development and delivery of a strategic focus, identification of opportunities for the airport, improvements to performance and financial outcomes and identifying and development of strong community relationships across Warren Shire Council.

2. FUNCTIONS AND RESPONSIBILITIES

This Committee has management oversight of the delivery planning and strategy, financial, business, and infrastructure operations for the Warren airport precinct.

This Committee's functions are to advise and make recommendations to the Council on the following matters:

Governance

- Timely and accurate reporting for efficient management and accountability.
- Review the strategic planning processes within the Council, including recommending matters to take forward to the Council in relation to the Council's strategic direction
- Identify master plans for the physical development of the airport precinct and assist in their preparation.
- Report against Councils Improvement Plan to inform the government, and against identified project plan outcomes.
- Monitor and act on risks

Economic

- Prepare and review Master plan areas and identify unique ways to achieve the outcomes, develop new themes and opportunities for consideration
- Review and identify statutory and user pay fees for LTFP preparation
- Recommend Information and Communication Technology to advise the community on airport developments
- Discuss methods to improve business process, efficiency and communication to the community.

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ITEM 5 AIRPORT COMMITTEE

CONTINUED

Infrastructure

- Develop business cases for the individual major capital expenditure projects (project development)
- Identify Grant and other applications for financial support for the development and delivery of new programs
- Review post-project reports for performance reporting and business improvement purposes
- Prepare and review major projects, plans and milestones

3. REFERRALS OF MATTERS

This Committee may refer any strategic item to the Council for consideration and/or action.

4. COMMITTEES

This Committee may establish such committees of a standing or ad hoc nature as it deems appropriate. The Terms of Reference of each sub-committee shall be approved by this Committee, and shall be constructed to ensure consistency and coordination between the functions of all standing committees.

This Committee shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

The chair of a subcommittee shall be a member of the Committee.

5. MEMBERSHIP AND TERMS OF OFFICE

This Committee shall comprise:

- The President of the Warren Aero Club (representing airport users)
- Two (2) Councillors of Warren Shire Council
- The President of the Warren Chamber of Commerce or equivalent
- 2 Community members that have an aviation interest
- 2 Community members that have a business or commercial interest

Total membership – 8 plus the staff nominated secretary.

Persons acting in these roles will have membership of the Committee for the duration of the acting period. The acting period of this committee will cease as at the next election of the full Council unless re-established by Council following such election.

6. RIGHTS OF AUDIENCE AND DEBATE

This Committee may extend rights of audience and debate on either a standing or ad hoc basis. The persons holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at committee meetings but no voting rights:

- Any Councillor or senior staff member of Council

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ITEM 5 AIRPORT COMMITTEE

CONTINUED

7. CHAIR

The Chair will be elected from the membership.

The chair will ensure the minutes are available and action list updated and reported at the next meeting.

In the absence of the Chair, the Chair will nominate a member of the Committee to act as Chair of that meeting.

8. SECRETARY

The Committee Secretariat shall be an officer of Council appointed by the General Manager.

9. QUORUM

A quorum for the committee meeting is defined as 50% of the membership, plus one. Where attention is drawn to a loss of quorum, the meeting *may* be adjourned until such time as the Chair may determine.

10. CONFLICTS OF INTEREST

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the committee's agenda.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

11. MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. Committee meetings will be held once every 4 months (3 times per year) and relevant reports prepared.

Committee members are required to be fully prepared for each meeting, having read the documentation in advance, and to make every reasonable effort to attend each meeting.

Decisions of the Committee may be made at a duly called and constituted meeting; or, by a resolution in writing to all members of the Committee and physically or electronically signed by at least a quorum of the members of the Committee who are entitled to vote on the resolution other than those on an approved leave of absence.

12. OBSERVERS AND VISITORS

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera.

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ITEM 5 AIRPORT COMMITTEE

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13. AGENDAS AND MINUTES

Agendas and associated documentation will be distributed three working days prior to the meeting, via email.

Except with the express permission of the Chair, late papers will not be accepted, nor will the tabling of papers. All papers must be submitted to the Secretary no later than five working days prior to the forthcoming meeting.

Committee records are subject to the Records Act and therefore must be retained in accordance with the Council's records management policy. Responsibility for ensuring appropriate records management for the committee rests with the Secretary under the direction of the General Manager. All committee documentation shall be retained in the Council's primary electronic records management system.

Minutes are to be prepared for each meeting. The draft minutes and action sheet of each meeting are to be reviewed by the Chair and circulated to all members by the Secretary as soon as practicable. A copy of the minutes, once they have been reviewed by the Chair, will be included in the agenda papers for the next meeting.

14. REPORTING

This Committee reports to the General Manager or delegate.

All Minutes from a committee meeting shall be placed before a meeting of the Council. Council will consider all recommendations made by the committee, however it may accept or reject any recommendation. No rights of appeal shall be provided for or to the committee as to a decision made by the Council.

15. FINANCES

This committee does not have any finances. No member of the committee can commit to any financial expenditure.

All decisions to expend monies of Council shall be presented to Council as a recommendation.

Council has the discretion to accept or reject any recommendation of the committee and to determine the timing of all expenditure as part of its annual budget, its 4 years and 10-year Long Term Financial Plan.

16. EVALUATIONS AND REVIEW

To ensure this Committee is fulfilling its duties, and IP&R reporting requirements, it will:

- undertake an annual self-assessment of its performance against its Terms of Reference and provide that information to the Council and
- provide any information the Council may request to facilitate its review of the committee's performance and its members.

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ITEM 6 EMERGENCY AIR STRIP – GIBSON’S WAY (R4-1.36, E6-1)

RECOMMENDATION

That Council investigate with adjoining Councils the provision of an emergency air strip in a suitable location.

PURPOSE

To investigate the establishment of an emergency airstrip.

BACKGROUND

Councillor Brewer requested at Councils July 2017 meeting, to receive advice if an emergency landing area could be established.

REPORT

An investigation of the Civil Aviation regulations has identified that provisions for the design of an unregistered Aeroplane Landing Area (ALA) is available as attached. Generally, an ALA is restricted to private aircraft, some training aircraft and charter operators. The landing of emergency aircraft such as the Royal Flying Doctor and the Air Ambulance are not listed as generally permitted.

Before Council commences detailed design works for the ALA, Council needs to be sure that the ALA will be used by the Royal Flying Doctor Service.

A review of the Roads Act does not have any restrictions that would prevent an emergency landing area to occur on the road. The ability to utilise a sealed surface for aircraft landing and general road use will reduce long term maintenance costs over building a purpose-built ALA of the same standard.

It must be noted that a road is for road traffic (motor vehicles or other approved transport) it is not for the use of aircraft. A concern is raised that aerial operators will use the ALA at times of wet weather for commercial operations. Council can issue notices under the Roads Act and infringements when such is reported, to prevent future use. Further the sealed road surface must be maintained to the standards specified in the CASA document to ensure that aircraft damage does not occur. This will require Councils current airport reporting officer (ARO) to undertake periodic inspections to ensure that the surface remains suitable and is repaired accordingly.

In the design phase of the ALA, Council will need to ensure that the clear area along the ALA complies with the guidelines for night operations. This may require Council negotiating to purchase or acquire land, fence areas to prevent stock entry and remove or relocate structures and vegetation. Detailed survey and design plans are required to be prepared and costing of this project is to be included in a future report and budget of Council.

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ITEM 6 EMERGENCY AIR STRIP – GIBSON’S WAY CONTINUED

As the ALA will remain as a public road, Council and the Local Emergency Management Committee need to develop a procedure for the closure and control of traffic during an emergency.

FINANCIAL AND RESOURCE IMPLICATIONS

An assessment of true financial costs can only occur once a site is located, survey and design works are completed and suitable construction materials are identified. To prevent collision with animals, suitable fencing should be installed around the proposed runway area. Night operation will require portable lighting to be provided.

A report detailing all costs should be presented to council in the future.
To undertake the assessment of this project Council should provide funding in the 2018/19 budget.

LEGAL IMPLICATIONS

The ALA shall need to operate in accordance with relevant legislation. Regular inspections of the ALA will be required to be undertaken by an authorised Airport Reporting Officer to ensure that the runway surface, fencing, markings and control procedures are satisfied.

Training will be required for local emergency service staff and council staff as to road closure, traffic control and risks associated with aircraft.

Animal control will be required prior to aircraft use.

RISK IMPLICATIONS

Unauthorised use of the ALA by aerial operators and private aircraft is the greatest risk. If a Council is aware of the use then immediate action to stop access should be undertaken.

Unauthorised use increases the risk of accident potential if the ALA is established on a public road.

STAKEHOLDER CONSULTATION

- Consultation should be undertaken in the first instance with the Royal Flying Doctor Service to establish a need and future use of the ALA.
- Consultation needs to be undertaken the local and regional emergency management committees to determine if they are prepared to use this facility.
- Consultation should be undertaken with adjoining councils and the federal aviation groups to determine funding and grants.

OPTIONS

Options include:

- To provide budget funding to investigate location, design and future costs in 2018/19 budget year and commence consultation with local councils and aviation authorities; or
- Not proceed at this stage

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ITEM 6 EMERGENCY AIR STRIP – GIBSON’S WAY CONTINUED

CONCLUSION

The propose emergency airstrip may be used in the future to reduce the transportation of injured persons to hospital by road and as such should be located centrally between existing airfields.

Before council should approve this development, a great detail of investigation is required to locate a suitable area, to seek support from the adjoining councils, the RFDS and from the federal aviation bodies.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.1.1 Local access to essential services and less out reach of these essential services.
- 1.4.3 Provide adequate protection from fires, other natural disasters and other risks to public health and safety.

SUPPORTING INFORMATION / ATTACHMENTS

As attached

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ITEM 6 EMERGENCY AIR STRIP – GIBSON'S WAY

CONTINUED

CIVIL AVIATION AUTHORITY

**CIVIL AVIATION
ADVISORY PUBLICATION**

Date: July 1992 No: 92-1(1)

SUBJECT: GUIDELINES FOR AEROPLANE LANDING AREAS

IMPORTANT

The information in this publication is advisory only. There is no legal requirement to observe the details set out in this publication. The Civil Aviation Regulations set out the legal requirements that must be complied with in relation to the subject matter of this publication. There may be a number of ways of ensuring that the requirements of the Civil Aviation Regulations are met. This publication sets out methods that may be used and which experience has shown should, in the majority of cases, ensure compliance with the Regulations. However, before using the information in this publication the user should always read the Civil Aviation Regulations listed in the reference section below to ensure that he or she complies with the legal obligations of the Regulations.

PURPOSE

Civil Aviation Regulation 92 (1) states that: "An aircraft shall not land at, or take-off from, any place unless: ... (d) the place... is suitable for use as an aerodrome for the purposes of the landing and taking-off of aircraft; and, having regard to all the circumstances of the proposed landing or take-off (including the prevailing weather conditions), the aircraft can land at, or take-off from, the place in safety."

Regulation 92 (1) does not specify the method of determining which "circumstances", other than the prevailing weather conditions, should be considered in any particular case. These matters are the responsibility of the pilot

in command and, in some circumstances, are shared with the aircraft operator.

These guidelines set out factors that may be used to determine the suitability of a place for the landing and taking-off of aeroplanes. Experience has shown that, in most cases, application of these guidelines will enable a take-off or landing to be completed safely, provided that the pilot in command:

- (a) has sound piloting skills; and
- (b) displays sound airmanship.

CANCELLATION

This is the second issue of CAAP 92-1, and supersedes CAAP 92-1(0).

REFERENCES

This publication should be read in conjunction with: Civil Aviation Regulations 92 (1), 93, 233 and 235; Civil Aviation Orders; and the Aeronautical Information Publication.

HOW TO OBTAIN COPIES OF THIS PUBLICATION

Copies of this publication may be obtained from:

Civil Aviation Authority Publications
Centre
607 Swanston Street
Carlton
Victoria 3053

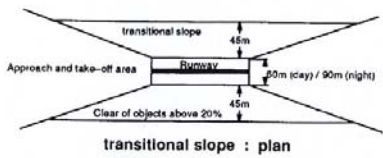
Telephone (008) 331676
 (008) 334191
 (03) 342 2000

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ITEM 6 EMERGENCY AIR STRIP – GIBSON’S WAY CONTINUED

| <p>CAAP 92-1(1)</p> <p>2 Conversion table p 2</p> <p>3 Which aircraft may use a landing area? p 2</p> <p>4 Which types of operations may be conducted from a landing area? p 2</p> <p>5 Recommended minimum physical characteristics of landing areas and water alighting areas p 3</p> <p>6 Marking of landing areas p 4</p> <p>7 Lighting for night operations p 4</p> <p>8 Other factors that should be considered prior to using a landing area p 4</p> <p>9 Surface testing of a landing area p 5</p> <p>1 - DEFINITIONS</p> <p>1. In these guidelines, unless the contrary is stated:</p> <p>“clearway” means an area in which there are no obstacles penetrating a slope of 2.5% rising from the end of the runway over a width of 45m;</p> <p>“float plane” means any aeroplane designed for landing or taking-off from water;</p> <p>“fly-over area” means a portion of ground adjacent to the runway strip which is free of tree stumps, large rocks or stones, fencing, wire and any other obstacles above ground but may include ditches or drains below ground level;</p> <p>“landing area” (LA) means an area of ground suitable for the conduct of take-off and landing and associated aeroplane operations under specific conditions;</p> <p>“lateral transitional slope” means a desirable area around all LA's which provides greater lateral clearance in the take-off and landing area and may reduce wind-shear when the runway is situated near tall objects such as trees and buildings. The dimensions of a suitable lateral transitional slope are shown in the following diagram;</p> | <p style="text-align: center;">Guidelines for aeroplane landing areas</p>  <p style="text-align: center;">transitional slope : plan</p> <p style="text-align: center;"><i>Figure 1 - Transitional Slope</i></p> <p>“obstacle free area” means there should be no wires or any other form of obstacles above the approach and take-off areas, runways, runway strips, fly-over areas or water channels;</p> <p>“runway” means that portion of the landing area which is intended to be used for the landing or take-off of aeroplanes;</p> <p>“runway strip” means a portion of ground between the runway and fly-over area which is in a condition that ensures minimal damage to an aeroplane which may run off a runway during take-off or landing;</p> <p>“water alighting area” means a suitable stretch of water for the landing or taking-off of a float plane under specific conditions.</p> <p>2 - CONVERSION TABLE</p> <p>2. Landing area gradients and splays expressed as a percentage, in accordance with ICAO practice, may be converted into ratios or angles using the following table:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Percentage</th> <th>Ratios</th> <th>Degrees & Minutes</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1:100</td> <td>0 34'</td> </tr> <tr> <td>2</td> <td>1:50</td> <td>1 09'</td> </tr> <tr> <td>2.5</td> <td>1:40</td> <td>1 26'</td> </tr> <tr> <td>2.86</td> <td>1:35</td> <td>1 38'</td> </tr> <tr> <td>3</td> <td>1:33.3</td> <td>1 43'</td> </tr> <tr> <td>3.33</td> <td>1:30</td> <td>1 55'</td> </tr> <tr> <td>5</td> <td>1:20</td> <td>2 52'</td> </tr> <tr> <td>12.5</td> <td>1:8</td> <td>7 08'</td> </tr> <tr> <td>20</td> <td>1:5</td> <td>11 18'</td> </tr> </tbody> </table> | Percentage | Ratios | Degrees & Minutes | 1 | 1:100 | 0 34' | 2 | 1:50 | 1 09' | 2.5 | 1:40 | 1 26' | 2.86 | 1:35 | 1 38' | 3 | 1:33.3 | 1 43' | 3.33 | 1:30 | 1 55' | 5 | 1:20 | 2 52' | 12.5 | 1:8 | 7 08' | 20 | 1:5 | 11 18' |
|--|--|-------------------|--------|-------------------|---|-------|-------|---|------|-------|-----|------|-------|------|------|-------|---|--------|-------|------|------|-------|---|------|-------|------|-----|-------|----|-----|--------|
| Percentage | Ratios | Degrees & Minutes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 1:100 | 0 34' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 1:50 | 1 09' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.5 | 1:40 | 1 26' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.86 | 1:35 | 1 38' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 5 | 1:20 | 2 52' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12.5 | 1:8 | 7 08' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 1:5 | 11 18' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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ITEM 6 EMERGENCY AIR STRIP – GIBSON’S WAY CONTINUED

Guidelines for aeroplane landing areas

CAAP 92-1(1)

3 - WHICH AIRCRAFT MAY USE A LANDING AREA?

3. Use of landing areas other than aerodromes is not recommended for aircraft with a MTOW greater than 5700 kg.

4 - WHICH TYPES OF OPERATIONS MAY BE CONDUCTED FROM A LANDING AREA?

4. Aeroplanes engaged in the following operations may use a landing area:

- (a) private;
- (b) aerial work—excluding student solo flying and student dual flying prior to successful completion of the General Flying Progress Test; and
- (c) charter.

5 - RECOMMENDED MINIMUM PHYSICAL CHARACTERISTICS OF LANDING AREAS AND WATER ALIGHTING AREAS

5.1 Runway Width. For other than agricultural operations, a minimum width of 15 metres is recommended although aeroplanes with a MTOW below 2000kg can be operated safely on runways as narrow as 10 metres provided there is no or only light cross-wind. For agricultural operations, a 10 metre wide runway is the recommended minimum.

5.2 Runway Length. For other than agricultural operations by day, a runway length equal to or greater than that specified in the aeroplane's flight manual or approved performance charts or certificate of airworthiness, for the prevailing conditions is required (increasing the length by an additional 15% is recommended when unfactored data is used). For agricultural day operations, the minimum runway length is the greater of 75% of the take-off distance specified in the aeroplane's flight manual or approved performance chart for the prevailing conditions with the balance as clearway or the landing distance so specified.

5.3 Longitudinal Slope. The longitudinal slope between the runway

ends should not exceed 2%, except that 2.86% is acceptable on part of the runway so long as the change of slope is gradual. For agricultural operations, the slope should not exceed 12.5% for day and 2% for night operations: where the overall slope exceeds 2% the runway should only be used for one-way operations — downhill for take-off and uphill for landing.

5.4 Transverse Slope. The transverse slope between the extreme edges of the runway strip should not exceed 2.5% or 12.5% upward slope over the fly-over area. For agricultural day operations, the transverse slope should not be more than 3% over the runway and 5% over the runway strip.

5.5 Other Physical Characteristics. Both ends of a runway, not intended solely for agricultural operations, should have approach and take-off areas clear of objects above a 5% slope for day and a 3.3% slope for night operations. Other recommended landing area physical characteristics are shown on the following diagrams:

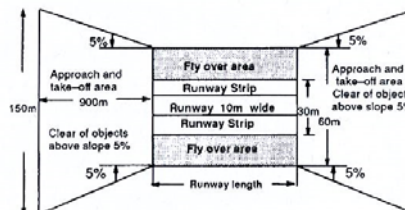


Figure 2A - Single engined and Centre-Line Thrust Aeroplanes not exceeding 2000 kg MTOW (day operations)

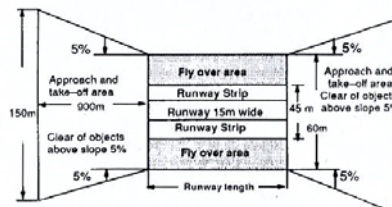


Figure 2B - Other Aeroplanes (day operations)

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ITEM 6 EMERGENCY AIR STRIP – GIBSON’S WAY CONTINUED

CAAP 92-1(1)

Figure 3 - Dimensions (night operations)

Figure 4 - Dimensions - agricultural day operations

Figure 5 - Dimensions - agriculture night operations

Guidelines for aeroplane landing areas

Single Engine and Centre-Line Thrust Aeroplanes not Exceeding 2000 kg MTOW
Dimensions (day operations)

Single Engine and Centre-Line Thrust Aeroplanes not Exceeding 2000 kg MTOW
Dimensions (night operations)

6 - MARKING OF LANDING AREAS

6.1 Where extended operations are expected to be conducted at a landing area, the owner/operator is encouraged to provide markings similar to those found at government and licensed aerodromes. If markings are provided, they should follow the colours and specifications set out in AIP AGA. A suitable layout is shown at Figure 7.

6.2 Where runway markers are provided which are not flush with the surface, they should be constructed of a material that is not likely to damage an aircraft.

7 - LIGHTING FOR NIGHT OPERATIONS

7.1 The recommended minimum lighting and layout is as follows:

-4-

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ITEM 6 EMERGENCY AIR STRIP – GIBSON’S WAY

CONTINUED

Guidelines for aeroplane landing areas CAAP 92-1(1)

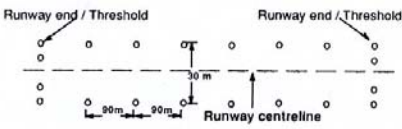


Figure 8 - Lighting for Night Operations

7.2 The lights should, under the weather conditions prevailing at the time of the flight, be visible from a distance of no less than 3000 metres.

7.3 Substitution of runway lights with reflectorised markers is permitted but not recommended by the Authority.

7.4 The different types of reflectorised markers vary in efficiency. Their luminosity can be affected by a number of factors, including equipment cleanliness/layout, the position/strength of the aircraft landing light(s) and meteorological conditions — especially cross winds on final.

7.5 The following lights should not be substituted by reflectorised markers:

- (a) runway end/threshold corner lights;
- (b) lights 90m from each runway end/threshold; and
- (c) lights nearest to the illuminated runway mid-length point.

8 - OTHER FACTORS THAT SHOULD BE CONSIDERED PRIOR TO USING A LANDING AREA

8.1 A pilot should not use a landing area or have an aeroplane engine running unless the aeroplane is clear of all persons, animals, vehicles or other obstructions.

8.2 A pilot should not use a landing area without taking all reasonable steps to ensure the physical characteristics and dimensions are satisfactory. For aerial work and charter operations the operator should provide evidence to the pilot on the suitability of a landing area prior to its use.

8.3 Runway lengths calculated for take-offs and landings should be increased by 50% for agricultural operations on one-way runways at night.

8.4 Geographic Location. A landing area should not be located:

- (a) within the area or in such close proximity as to create a hazard to aircraft conducting a published instrument approach, excluding the holding pattern; or
- (b) within any area where the density of aircraft movements makes it undesirable; or
- (c) where take-off or landing involving flight over a populated area creates an unnecessary hazard.

8.5 Except in an emergency, the consent of the owner/occupier is required before a landing area may be used.

8.6 If the proposed landing area is located near a city, town or populous area or any other area where noise or other environmental considerations make aeroplane operations undesirable, the use of such a landing area may be affected by the provisions of the *Commonwealth Environment Protection (Impact of Proposals) Act 1974* and parallel State legislation as well as other legislation. It is the responsibility of the pilot and/or operator to conform with these requirements.

8.7 A method of determining the surface wind at a landing area is desirable. A wind sock is the preferred method.

8.8 The surface of a landing area should be assessed to determine its effect on aeroplane control and performance. For example, soft surfaces or the presence of long grass (over 150mm) will increase take-off distances while moisture, loose gravel or any material that reduces braking effectiveness will increase landing distance.

9 - SURFACE TESTING OF A LANDING AREA

9.1 **Rough Surfaces.** The presence of holes, cracks and ruts will degrade aeroplane performance and handling and increase the possibility of structural damage. The smoothness of a runway

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ITEM 6 EMERGENCY AIR STRIP – GIBSON’S WAY CONTINUED

CAAP 92-1(1)

Guidelines for aeroplane landing areas

can be tested by driving a stiffly sprung vehicle along the runway at a speed of at least 75 kph. If this is accomplished without discomfort to the occupants, the surface can be considered satisfactory.

9.2 Soft, Wet Surfaces. A test vehicle as indicated in the table below should be driven in a zig-zag pattern at a speed not exceeding 15 kph along the full length and width of the runway. Particular attention should be paid to suspect areas with possibly three passes over these areas. If tyre imprints exceed a depth of 25mm the surface is not suitable for aircraft operations represented by the test vehicle. Experience may prove that for a certain type of aircraft (eg, an aircraft with small

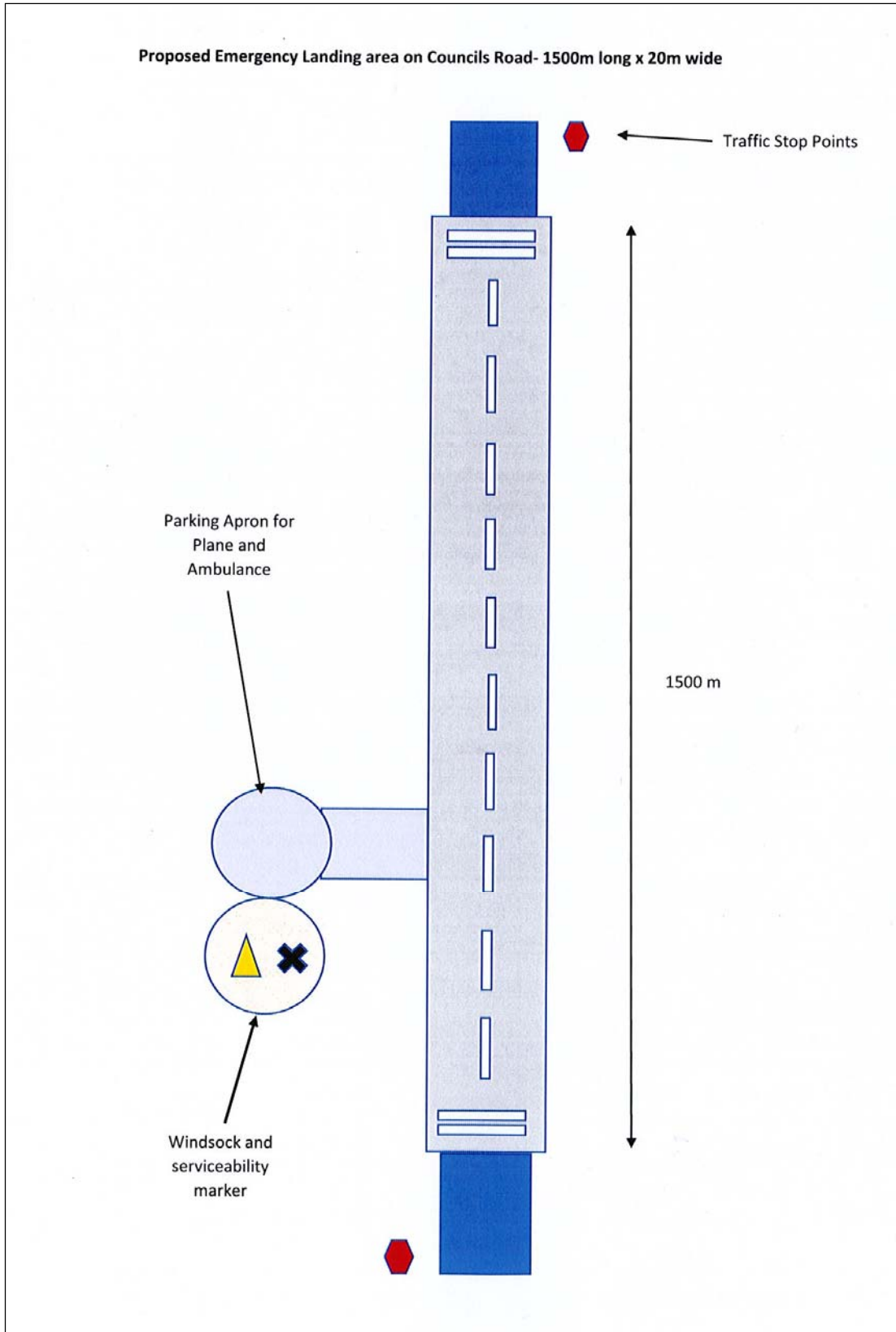
wheels or high tyre pressure) operations are unsafe with a lesser imprint. Testing with a crowbar should also be done in several places along the runway to ensure that a dry surface crust does not conceal a wet base.

| USER AIRCRAFT WEIGHT | SUGGESTED VEHICLE TO BE USED FOR TEST |
|--|---|
| 1. MTOW not exceeding 2000kg | Fully laden utility, Landrover, station sedan. |
| 2. MTOW 2001 kg to 3400kg | Fully laden 1.5 tonne truck or lightly laden 3 tonne truck. |
| 3. MTOW 3401 kg to 5700kg | Fully laden 3 tonne truck |
| Attention should also be given to the remainder of the strip as this area is provided for run-off in the event of an abnormal take-off or landing. | |

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ITEM 6 EMERGENCY AIR STRIP – GIBSON’S WAY

CONTINUED



WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
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ITEM I DEVELOPMENT APPLICATION APPROVALS

(B4-9)

| |
|--|
| RECOMMENDATION: That the information be received and noted. |
|--|

PURPOSE

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

BACKGROUND

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

REPORT

The following Development Applications were approved from 31st July 2017 to 31st August 2017.

| FILE | LOCATION | WORKS |
|-----------|---|---------------------------------------|
| P16-17.15 | Lot 18, DP758766 Clyde St, Nevertire | Erection of shed |
| P16-17.16 | Lot 3 DP855867 1 Mable Street, Nevertire | Erection of Mechanical Workshop |
| P16-17.17 | Lot 2, DP1030765 Ellengerah Rd, Warren | Erection of Transportable dwelling |

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

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

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION OPTIONS

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

CONCLUSION

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

LINK TO POLICY AND /OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

5.2.1 Quality customer service focus by Council staff.

1.4.4 Help ensure safe and sustainable development.

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
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Council Chambers, Warren on Thursday 28th September 2017

ITEM I DEVELOPMENT APPLICATION APPROVALS (B4-9)

SUPPORTING INFORMATION/ ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28th September 2017

ITEM2 SPORTING & CULTURAL CENTRE REPORT (821-2)

RECOMMENDATION:

That the information be received and noted

PURPOSE

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

BACKGROUND

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

REPORT

Gym Report

- As of the 12th September 2017 there are 156 gym members, down from 204 in August at the Warren Sporting and Cultural Centre Gym. For the month of August there were 603 sign-ins, down from 628 sign-ins in July.

FWAS

- There were 0 Far West Academy of Sport events held in August. There is currently 0 to be held in September

Local Sporting Organisations

- Throughout the month of August the following local sporting groups were active within Victoria Park
 - o Warren Rugby League Tag
 - o Warren Junior Rugby League
 - o Warren Rugby Union
 - o Warren Junior Netball
 - o Little Athletics
 - o Wanna Yoga

Community Based Organisations

- Throughout the months of August the following community / cultural based groups were active within the Warren Sporting and Cultural Centre
 - o Rugarats Play Group
 - o Bogan Bush Mobile
 - o Bamados Play Group
 - o Free Community Exercise Class Group

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28th September 2017

ITEM2 SPORTING & CULTURAL CENTRE REPORT (S21-2)

FINANCIAL AND RESOURCE IMPLICATIONS

All users of the Warren Sporting and Cultural Centre and Victoria Park Precinct are charged for usage as per the Warren Shire Council 2017/2018 Fees and Charges. Council provides funding in its annual operating budget to support recreational and cultural activities.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

Council regularly advertises and issues media statements around recreational and cultural centre activities.

OPTIONS

Nil.

CONCLUSION

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

LINK TO POLICY AND /OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION/ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28lll September 2017

ITEM3 INFORMATION CENTRE RECORD FOR THE
MONTH OF AUGUST 2017

CONTINUED

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION OPTIONS

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

CONCLUSION

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

LINK TO POLICY AND /OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION/ ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL
 Report of the Manager Health & Development Services
 to the Ordinary Meeting of Council to be held in the
 Council Chambers, Warren on Thursday 28th September 2017

**ITEM3 INFORMATION CENTRE RECORD FOR THE
 MONTH OF AUGUST 2017**

CONTINUED

REPORT

| | |
|--|--|
| Number of Visitors to the Information Centre: | 148 |
| Number of Locals to the Information Centre: | 15 |
| Number of Website hits on Warren Shire Council: | 1303 |
| Number of Website hits drilling down- "Visiting Warren": | 85 |
| Reason for Visiting Warren (Totals): | |
| Friends/Family: | Business/Employment/Training: |
| Passing Through: | Special Events: |
| Visitors in Buses: | Holiday: |
| Other/Unknown: | Camping/Fishing: |
| Age Groups of Visitors: | |
| Under25: 3 | 25-34: 5 |
| 34-44: 2 | 45-54: 9 |
| 55-64: 46 | 65+: 8 |
| Sale Items & Publications, (including both free and sold ones, if possible): | |
| Macquarie Marshes Book (\$15): | Stickers: (Warren) |
| Bird Book (\$30) | Spoons: |
| Red River Gum Walk: | Badges: 2 |
| Warren Profile: | Magnets: |
| Across the Black Soil Plains: | Stubby Holders: 2 |
| Midwives of the Black Soil Plains: | Pens: |
| Bushmen of the Black Soil Plains: | Tea Towels: 5 |
| Keep the Billy Boiling: | Wool: |
| A Grave Look At Warren | Place Mats: |
| Animals of Dubbo Region: | Mugs: |
| Macquarie Marshes Information: | KeyRings: |
| Willie Retreat: | Rulers: |
| Our Abounding Wildlife: | Warren photos (Black & White): |
| Tiger Bay Brochure: | Sample of Wool! Wool Sheet: |
| Shire Map and Town Maps: | Handkerchiefs: |
| Cotton Brochure: | Shirts: (tennis club): 4 |
| Postcards: | 150 yrs Caps: (tennis club): 2 |
| Coloured postcards | 150 yrs Stubby Holders: (tennis club): |
| Macquarie Marshes DVD/CD | Hot Flats CD: |
| Ballad of a Bush Bride: | CookBook: |
| Warren Woolcot Cards: | |
| Requests for information: | |
| Surrounding Towns: | Road Information: |
| Accommodation: | Public Toilets: |
| Public Dump Point/Potable Water: | Maps: |
| Places to Eat: | Boat Ramp / Bob Christensen Reserve: |
| Attractions around Warren: | Camping or Fishing Spots: |

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting
of Council to be held in the
Council Chambers, Warren on Thursday 28th September 2017

ITEM4

IMPOUNDING OFFICER'S REPORT

(P4-4)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

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

Nil.

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 28th September 2017

ITEM4

IMPOUNDING OFFICER'S REPORT

CONTINUED

REPORT

| | Week Ending: 11th August 2017 | | | | | | | Week Ending: 18th August 2017 | | | | | | | Week Ending: 25th August 2017 | | | | | | |
|-----------------------------------|-------------------------------|----------|------------|------------|------------|-------------|----------|-------------------------------|----------|------------|------------|------------|------------|------------|-------------------------------|-------------|------------|------------|------------|-------------|------------|
| HOU18 | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | wed | Thur | Fri | sat | Sun | Mon | Tue | Wed | Thur | Fr |
| Patrol | | | 3 | 4 | 4.5 | 3.25 | flexi | | | 3 | 0 | | | 4 | | | 3 | 3 | 3 | 5 | 3 |
| Feed/W-r& Clean Pound Hou111 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 |
| Office/ training | | | 4 | 3.5 | 3 | 4 | | | | 0.5 | 7.5 | 3.5 | 4.5 | 3.5 | | | 4.5 | 3.5 | 4.5 | 1.5 | 0.5 |
| Impounding/ Releasing/ Euthanasia | | | | | | | 0 | | | 4 | | | | | | 1.15 | 0 | 1 | 0 | 0 | 4 |
| TotalDally | 1 | 2 | 8.5 | 8.5 | 8.5 | 8.25 | 1 | 1 | 1 | 8.5 | 8.5 | 8.5 | 8.5 | 8.5 | 1 | 2.15 | 8.5 | 8.5 | 8.5 | 8.25 | 8.5 |
| Numberaf Dogs Impounded | | | | | 1 | | 1 | | 2 | 1 | | | | | | 1 | | | | | |
| Number or Dogsreleased | | | | | | | | | | | | | 1 | | | | | | | 1 | |
| Number of Dogs Euthanasia | | | | | 1 | | 1 | | | | | | | | | | 2 | | | | |
| TotalDogs In Pound | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 3 | 3 | 3 | 3 | 2 | 2 | 3 | 1 | 1 | 1 | 0 | 0 |
| Numberaf cats Surrendered | | | | | | | | | | | | | | | | | | | | | |
| Numberaf Cats Rehoused | | | | | | | | | | | | | | | | | | | | | |
| Number of Cats Euthanasia | | | | | | | | | | | | | | | | | | | | | |
| TotalCats In Pound | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Totalweekly Idl..... | 480 | | | | | | | 510 | | | | | | | 430 | | | | | | |
| Speed Dillmois pla ngGend of | | | | | | | | 6375 | | | | | | | 6866 | | | | | | |
| Dther General NotAR | | | | | | | | | | | | | | | 736& | | | | | | |
| Total weekly | 37.75 | | | | | | | 44.5 | | | | | | | 45.4 | | | | | | |

ALL OUT Key A-roaming dog, B-baricng dog, C- attacking dog, D-dog In trap, E-cat In tJap, F-roaming cat, G-stock out, H-stock being attack, 1- snake

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28th September 2017

ITEM4

IMPOUNDING OFFICER'S REPORT

CONTINUED

REPORT

| | Week Ending: 1st September 2017 | | | | | | | Week Ending: 8th September 2017 | | | | | | | Week Ending: | | | | | | | |
|------------------------------------|---------------------------------|-----|-------|-----|-----|------|-----|---------------------------------|-----|-----|-----|-----|------|-------|--------------|-----|-----|-----|-----|------|-----|---|
| Hours Day | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | |
| Patrol | | | Flexi | 0 | 4 | GIL | 4 | | | 2 | 4 | CJL | | Flexi | | | 0 | 0 | 0 | 0 | 0 | 0 |
| Feai/Water & Clean PoundHows | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1.5 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Office/training | | | 0 | 7.5 | 3.5 | 0 | 3.5 | | | 5 | 3.5 | 0 | 3.25 | 0 | | | | | | | | |
| Impounding/Release/Euthanasia | | | 0 | | | | | | 3 | 0 | | 0 | 0.75 | | | | | | | | | |
| Total Daily | 0 | 0 | 1 | 8.5 | 8.5 | 1 | 8.5 | 1 | 4 | 8.5 | 8.5 | 1 | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Number of Dogs impounded | | | 1 | 0 | 2 | 1 | | | | 3 | | | | | | | | | | | | |
| Number of Dogs released | | | | | | 1 | | | | | | | 1 | | | | | | | | | |
| Number of Dogs Euthanasia | | | | | | 3 | | | | | | | | | | | | | | | | |
| Total Dogs in Pound | 0 | 0 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Number of Cats Stranded | | | | 3 | | | | | | | | | | | | | | | | | | |
| Number of Cats Rehoused | | | | | | | | | | | | | | | | | | | | | | |
| Number of Cats Euthanasia | | | | 3 | | | | | | | | | | | | | | | | | | |
| Total Cats in Pound | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total weekly kilometers | | | | | | | 39 | | | | | | | 38 | | | | | | | | |
| Speedometer Reading at end of week | | | | | | | 779 | | | | | | | 819 | | | | | | | | |
| Other General Notes | | | | | | | | | | | | | | | | | | | | | | |
| Total weekly hours | | | | | | | 27 | | | | | | | 29 | | | | | | | | |

CALL OUT Key: A-roaming cat, B-barkino dog, C-a hack in 11 dog, D-dog in trap, E-calm trap, F-roaming cat, G-stock lot, H-t lock being attacked, I-snake

WARREN SHIRE COUNCIL

Report of the Manager Health & Development services to the Ordinary Meeting of
Council to be held in the
Council Chambers, Warren on Thursday 28th September 2017

ITEMS WARREN WAR MEMORIAL SWIMMING POOL REPAIR WORKS (S19-2)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To report on the recent repair works undertaken at the Warren War Memorial Swimming pool, to ensure the facility is ready for the upcoming season.

BACKGROUND

At the beginning of the off-season Pool Manager Wendy Haywood brought to the attention of Council issues regarding the fiberglass interior of the town pool. Large areas of fiberglass had become brittle and fallen away causing cut risks to the pool users also the issue of the flow channel posing risks to pool users. These issues were needed to be corrected prior to the beginning of the new season.

REPORT

Between Thursday 7th and Friday 8th September 2017, Perfect Seal Australia Pty Ltd conducted repair works to the Warren War Memorial Swimming Pool's fibreglass interior.

The last major fibre glass to be carried the Warren War Memorial Pool was conducted in the year 2000 with the contractor outlining a projected 15-year lifespan for the works.

Since this time the fibreglass has been kept in outstanding condition with only minor works needed to address issues such as flaking and cracking.

Due to pump issues relating to the sub drainage well at the start of the current off season the pool was left emptied for an extended period, which exposed the aging fibreglass to the elements such as heat and wind which caused some areas of the pool's interior to become brittle and fall away.

Perfect Seal Australia Pty Ltd carried out the following works:

- Re-fibreglass sections of damaged interior walls of War Memorial Swimming Pool majority of works carried out in deep section of the pool.
- Grinding away of loose material on heavy foot traffic areas of pool floor mainly located in shallow and middle sections of the pool;
- Sealing of flow channel top plate joints that runs from end to end of the pool to reduce risk of trapped fingers and toes of pool users.

The Swimming Pool Manager will begin the process of refilling the War Memorial Swimming Pool on Monday 18th September 2017.

An advertisement will be placed in the Warren Weekly, Council website and Council Social Media pages to inform the community of an opening date once chemicals have been brought to a suitable level.

The Pool Manager has indicated the opening date to be Saturday 7th October 2017.

FINANCIAL AND RESOURCE IMPLICATIONS

The funds used to engage Perfect Seal Australia PTY LTD were sourced from the War Memorial Swimming pools off season maintenance fund.

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of
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Council Chambers, Warren on Thursday 28th September 2017

ITEMS WARREN WAR MEMORIAL SWIMMING POOL REPAIR WORKS CONTINUED

LEGAL IMPLICATIONS

Without continued maintenance of the Warren War Memorial Swimming Pool, Council would be unable to provide a safe facility for the public's use.

RISK IMPLICATIONS

If the works provided by Perfect Seal Australia PTY LTD were not undertaken the risks to the public may have included cuts from loose fiberglass as well as injuries caused by the unsealed joints of the flow channel.

STAKEHOLDER CONSULTATION OPTIONS

Nil.

CONCLUSION

Perfect Seal Australia PTY LTD concluded the works on Friday 8th September 2017 allowing for pool staff to begin preparation for season opening.

LINK TO POLICY AND /OR COMMUNITY STRATEGIC PLAN

3.2.2 Monitor pool management and implement maintenance and upgrades.

SUPPORTING INFORMATION/ ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of
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Council Chambers, Warren on Thursday 28th September 2017

ITEM6

PLANNING PROPOSAL UPDATE

(PIS-31.6)

RECOMMENDATION:

That Council submit the Draft Local Environmental Plan No 1 to Parliamentary Counsel.

PURPOSE

To provide an update on the current status of Warren Shire Council's planning proposal for the amendments to the Warren Local Environmental Plan 2012.

BACKGROUND

Council's Local Environmental Plan 2012 identifies the current land use zoning for the Warren Sewage Treatment Plant site as R5 Large Lot Residential. This zoning was done in line with the recommendation from the Department of Planning when the LEP was developed. It has now been brought to our attention that if additional land is required for a Sewerage Treatment works and Sewage Treatment Plant the current zoning does not permit therefore council is required to have the land rezoned to SP2 Infrastructure. Council also took this opportunity for the extension of the industrial precinct on Mable Street as well as the rezoning of three (3) allotments on Bundemar Road to bring them in line with the existing land use from RU1 Primary Production to R5 Large Lot Residential.

REPORT

Council has recently completed stage three of the Planning Proposal for the amendments to the Warren Shire Council Local Environmental Plan 2012. These amendments included:

- Rezoning the current Sewage Treatment Plant site as well as the adjoining lot from R5 Large Lot Residential to SP2 Infrastructure; and
- Rezoning land adjacent to the railway line to extend Stafford Street from R1 General Residential to IN1 Industrial this is to ensure adequate industrial land is available in the future to meet the potential growth of Warren's industrial precinct; and
- Rezoning three (3) lots at Bundemar Road from RU1 Primary Production to R5 Large Lot Residential, to ensure that the land zone is consistent with the land use.

Stage three of the planning proposal involved community consultation running from the 7th June 2017 until 28th June 2017 allowing the community to make submissions on the planned rezoning or outlining their objections and reasoning behind their objection.

Three community meetings were held to allow the community members to speak to Council staff regarding the rezoning and to answer technical questions or submit submissions.

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of
Council to be held in the
Council Chambers, Warren on Thursday 28th September 2017

ITEM6

PLANNING PROPOSAL UPDATE

CONTINUED

The dates for the community meetings were as followed;

- Collie, Collie CWA Hall, Friday 1st September 2017 from 6.30pm to 7.30pm, 0 attendees
- Warren, Warren CWA Hall, Wednesday 6th September 2017 from 6.30pm to 7.30pm, 0 attendees
- Nevertire. Nevertire Hall, Friday 9th September 2017 from 6.30pm to 7.30pm, 3 attendees

No submissions were received during the community consultation period or during the community meetings and Council has proceeded to stage four of the planning proposal process.

Stage four involves the submission of the planning proposal to the Parliamentary Counsel who prepares a draft local environmental plan.

Once the draft environmental plan is prepared the fifth and final stage of the planning proposal is for the Minister's or delegate's approval which makes the planning proposal changes law. The new document is then uploaded on the NSW Legislation website.

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LEGAL IMPLICATIONS

Community Consultation is a legal requirement for the planning proposal process and Warren Shire Council has complied with this requirement.

RISK IMPLICATIONS

Failure to comply with the community consultation requirements would result in the process and outcome being delayed or rejected by the Parliamentary Counsel.

STAKEHOLDER CONSULTATION OPTIONS

Zero submissions were received regarding the planning proposal.

CONCLUSION

Warren Shire Council has proceeded to stage four (4) with the submission of the planning proposal to the Parliamentary Counsel.

LINK TO POLICY AND /OR COMMUNITY STRATEGIC PLAN

4.1.1 Monitor Warren Shire LEP.

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of
Council to be held in the
Council Chambers, Warren on Thursday 28th September 2017

ITEM6

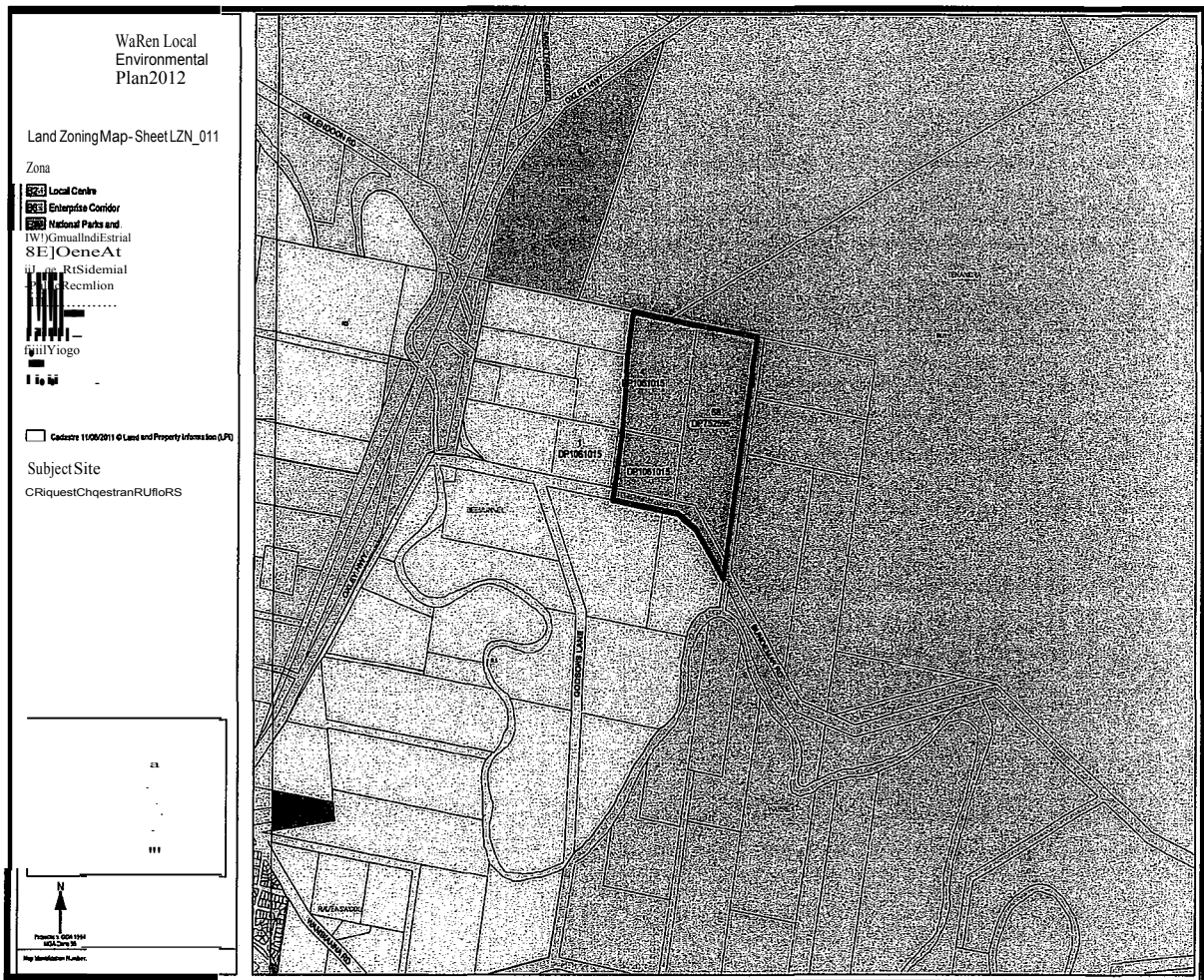
PLANNING PROPOSAL UPDATE

CONTINUED

SUPPORTING INFORMATION

Two (2) advertisements were placed in the Warren Weekly as well as Council's Website regarding Community Consultation and dates for community meetings regarding the Planning Proposal. Please find attached.

ATTACHMENTS



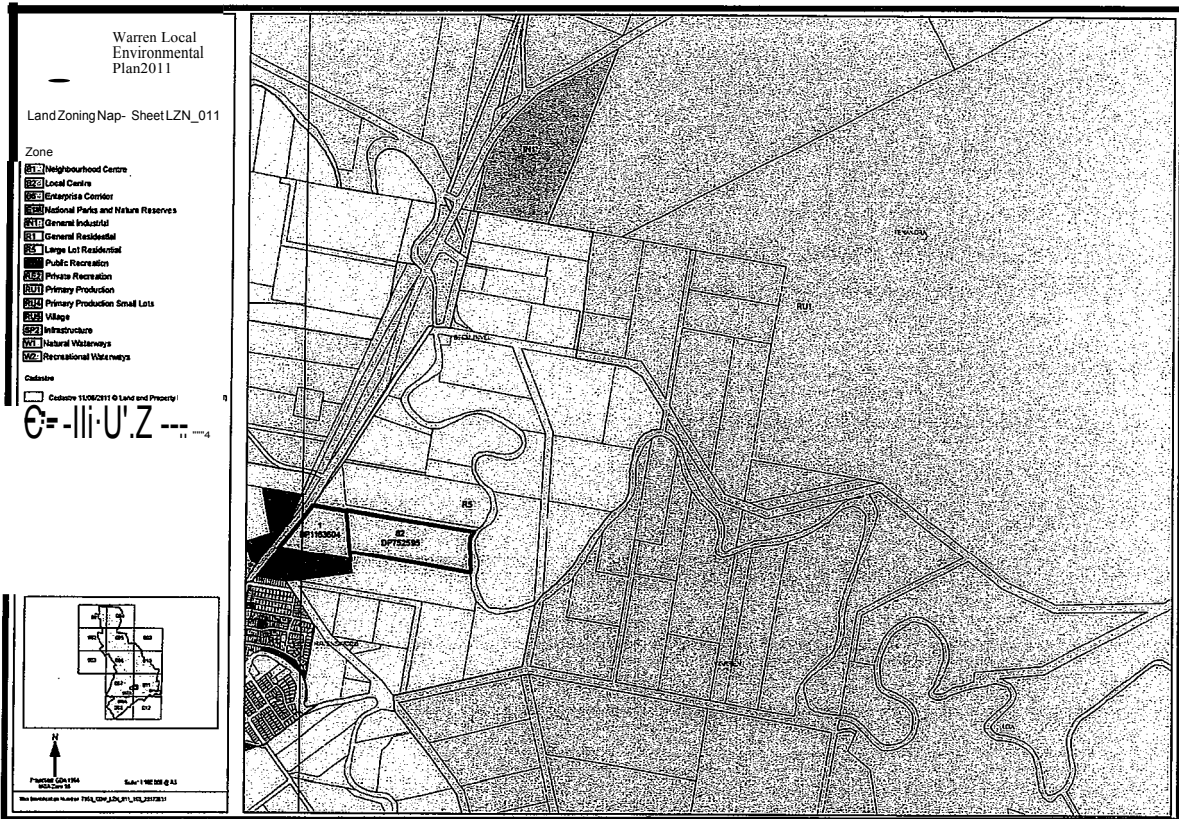
WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of
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ITEM6

PLANNING PROPOSAL UPDATE

CONTINUED



Oxley Highway



Stafford/Mabel Street Warren

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services to the Ordinary Meeting of
Council to be held in the
Council Chambers, Warren on Thursday 28th September 2017

ITEM6

PLANNING PROPOSAL UPDATE

CONTINUED

Public Notice
Warren Local Environmental Plan 2012 Review

Warren Shire Council has received a Gateway Determination endorsement from the Director General to place the Warren Local Environmental Plan 2012 amendments on public exhibition:

Property: The proposed amendments are as follows;

Rezoning of Part Lot 4 DP1061015, Lot 2 DP1061015, Lot 68 DP752595, Bundemar Road Warren

Rezoning of Lot 1 DP1163604 and Lot 82 DP752595 Oxley Highway Warren

Rezoning of Part Lot 3 DP1104089 Stafford/Mabel Street Warren

Exhibition: A copy of the Local Environmental Plan 2012 Amendments and other relevant information is on exhibition from Wednesday 7th June 2017 to Tuesday 25th July 2017 at the Council Chambers 115 Dubbo Street, Warren 830am to 4.30pm weekdays.

Additional copies of the Local Environmental Plan 2012 amendments will be available at the Warren Shire Library, Collie Hotel and Nevertire Hotel.

A copy of the Local Environmental Plan 2012 and associated information are available on Council's website: www.warren.nsw.gov.au

Anyone wishing to make comments with respect to the Local Environmental Plan 2012 amendments must do so in writing and ensure they are received by Council before 4.30pm on Tuesday 25th July 2017.

For further information please contact Council's Environmental Health Officer, James Cleasby on 6847 6600 during normal office hours.

Administration Centre,
115 Dubbo Street,
(P.O. Box 6),
WARREN, NSW, 2824

Ashley Wielinga,
General Manager

Advertising:
Warren Weekly- 7th June 2017, 14th June 2017, 21st June 2017, and 28th June 2017.

:/IHealth/Administration/AdsNotices/Public Notice LEP 2012 Review 2017.doc

Public Notice Ad

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of
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Council Chambers, Warren on Thursday 28th September 2017

ITEM6

PLANNING PROPOSAL UPDATE

CONTINUED

Public Notice

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= The proposed amendments are as follows;

Rezoning of Part Lot 4 DP1061015, Lot 2 DP1061015, Lot 68 DP752595, Bundemar Road Warren

Rezoning of Lot 1 DP1163604 and Lot 82 DP752595 Oxley Highway Warren

Rezoning of Part Lot 3 DP1104089 Stafford/Mabel Street Warren

Community Meeting Dates:

- Collie CWA Hall, 1st September 2017 at 6:30pm
- Warren CWA Hall, 6th September 2017 at 6:30pm
- Nevertire Hall, 8th September 2017 at 6:30pm

Any residents wishing to make comment on the Local Environmental Plan amendments are encouraged to attend the meeting and make submissions.

For further information please contact Council's Acting Health and Development Manager, James Cleasby on 6847 6600 during normal office hours.

Administration Centre,
115 Dubbo Street,
(P.O. Box 6),
WARREN, NSW, 2824

James Cleasby
Acting Health and Development Manager

Advertising:

Warren Weekly - 16th, 23rd, 30 August 2017

Community Consultation Ad

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of
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Council Chambers, Warren on Thur day 28th September 2017

ITEM7

BIODIVERSITY CONSERVATION ACT 2016

(E7-17.1)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To inform Council of its obligations under the *Biodiversity Conservation Act 2016* in relation biodiversity impacts associated with developments that require consent under the *Environmental Planning and Assessment Act 1979*.

BACKGROUND

The *Biodiversity Conservation Act 2016*, together with the *Biodiversity Conservation Regulation 2017*, outlines the framework for assessment and approval of biodiversity impacts associated with developments that require consent under the *Environmental Planning and Assessment Act 1979*.

REPORT

The *Biodiversity Conservation Act 2016*, together with the Biodiversity Conservation Regulation 2017, outlines the framework for assessment and approval of biodiversity impacts associated with developments that require consent under the *Environmental Planning and Assessment Act 1979*.

The Act introduces a Biodiversity Offsets Scheme. A development to which the Biodiversity Offset Scheme applies will be required to prepare a Biodiversity Development Assessment Report to accompany a development application.

How does the Biodiversity Offsets Scheme work?

The Biodiversity Offsets Scheme is a framework to avoid, minimise and offset impacts on biodiversity from development and clearing, and to ensure land that is used to offset impacts is secured in-perpetuity.

There are two key elements to the Biodiversity Offsets Scheme:

- A. Developers and landholders who undertake development or clearing, generating a credit obligation which must be retired to offset their activity
- B. Landholders who establish a biodiversity stewardship site on their land, generating credits to sell to developers or landholders who require those credits, to securely offset activities at other sites.

Part A: Undertaking development or clearing and retiring credits

There are five key steps to participating in the Scheme for developers or landholders ('proponents') who want to undertake development or clearing.

Step One, the proponent needs to determine whether the Scheme applies to their proposed activity in the early stages of the project.

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 28th September 2017

ITEM7 BIODIVERSITY CONSERVATION ACT 2016 CONTINUED

The Scheme applies to:

- Local development (assessed under Part 4 of the *Environmental Planning and Assessment Act 1979*) that is likely to significantly affect threatened species or triggers the Biodiversity Offsets Scheme threshold.
- State significant development and state significant infrastructure projects, unless the Secretary of the Department of Planning and Environment and the Chief Executive of OEH determine that the project is not likely to have a significant impact.
- Biodiversity certification proposals.
- Clearing of native vegetation in urban areas and areas zoned for environmental conservation that exceeds the Biodiversity Offsets Scheme threshold and does not require development consent.
- Clearing of native vegetation that requires approval by the Native Vegetation Panel under the Local Land Services Act.
- Activities assessed and determined under Part 5 of the *Environmental Planning and Assessment Act 1979* (generally, proposals by government entities), if proponents choose to 'opt in' to the Scheme.

A navigator will be developed by OEH to support proponents to work through which assessment and approval pathway is likely to be relevant for their activity. This will be available soon.

Step Two, an accredited assessor applies the Biodiversity Assessment Method (BAM) and offsetting rules to the activity.

If the Scheme does apply to a development or activity, the proponent must retain an accredited assessor to apply the Biodiversity Assessment Method (BAM) to the proposal.

After applying the BAM, the accredited person will prepare a Biodiversity Assessment Report (BAR) that sets out how the proponent has applied steps to avoid and minimise impacts on biodiversity, and setting out the number and type of ecosystem and species credits required to offset residual impacts of the activity on biodiversity ('credit obligation').

In the application for the development or clearing, the proponent can propose to meet the credit obligation using the variation rules rather than the like-for-like rules. The proponent must demonstrate that they have been unable to find like-for-like after completing required reasonable steps. The proponent may also seek to use 'biodiversity conservation actions' as an alternative to retiring credits.

Once completed, the proponent must submit the BAR to the relevant consent authority as part of their application.

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Step Three, The Consent Authority assesses the application and determines whether to approve or refuse the application.

Once the application has been received by the consent authority, the consent authority must consider whether the proposal may have a 'serious and irreversible impact'. For some approval pathways, if the consent authorities determine that the development will likely result in a serious and irreversible impact, this will mean that the development or activity cannot proceed.

Proponents are encouraged to discuss any potential serious and irreversible impacts with the consent authority prior to making their formal application.

The consent authority then assesses the application against the requirements of the legislation that the application is being assessed under. The consent authority will determine whether to approve or refuse the application, including by considering the impacts on biodiversity, which is likely to be only one of multiple issues the consent authority considers.

For the impacts on biodiversity, the consent authority will assess the BAR against the legal and technical requirements of the *Biodiversity Conservation Act 2016*, Biodiversity Conservation Regulation 2017 and the BAM

Step 4, The Consent Authority determines the application and sets the offset obligation.

If the consent authority approves the application, the credit obligation (and any other actions required) will be included as conditions of the relevant approval or consent. The consent authority has the discretion to increase or decrease the credit obligation generated by the BAR. If the obligation is decreased, this will require OEH concurrence.

The consent authority can approve use of the variation rules, if the proponent demonstrates they have been unable to find like-for-like credits after completing reasonable steps, or funding of biodiversity conservation actions to meet the credit obligation. These should be set out in the conditions of consent.

Other conditions may also be imposed to secure commitments in the BAR that the proponent has made to avoid or minimise impacts on biodiversity.

Step 5, The proponent satisfies its credit obligation and can begin the approved activity.

Once the consent authority has issued the approval or consent that includes the final credit obligation, proponents have two primary ways that they can satisfy this obligation:

1. They can identify and purchase the required 'like for like' credits in the market and then retire those credits via OEH BOAMS. For example, credits could be located by using the OEH registers or by retaining a broker to locate credits for them.
2. They can use the Offsets Payment Calculator to determine the cost of its credit obligation, and transfer this amount to the Biodiversity Conservation Fund via OEH BOAMS. The Biodiversity Conservation Trust is then responsible for identifying and securing the credit obligation.

Proponents may also be able to use biodiversity conservation actions or mine site rehabilitation.

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When the proponent has completed these steps for all credits that the proponent is required to retire, they can proceed with their activity in accordance with their approval. The consent authority is responsible for ensuring compliance with credit obligations, and any other conditions of the consent or approval.

Part B: establishing a biodiversity stewardship site and selling credits

There are four key steps for landholders to participate in the Biodiversity Offsets Scheme by establishing a biodiversity stewardship site and selling the credits generated.

Step One, Land owner determines whether they meet relevant eligibility criteria.

First, the landholder needs to establish that:

- Their land meets the eligibility criteria as defined under clause 5.1 of the Biodiversity Conservation Regulation 2017.
- They can meet the 'fit and proper person test' as defined under clause 5.3 of the Biodiversity Conservation Regulation 2017.

It is recommended that a landholder seeks early advice from an accredited assessor to identify the likely types of credits that will be generated on their site, in this early planning phase. Brokers and/or the BCT may also provide assistance. It is also recommended that a landholder consults with any property interest holders at this stage. Property interest holders may include a bank, or mining lease holders.

At this early stage, landholders may also wish to advertise their site on OEH's 'expression of interest register' to identify potential purchasers of credits, before they proceed with making a formal application.

Step Two, an accredited assessor applies Biodiversity Assessment Method to generate credits.

The landholder must retain an accredited assessor to apply the BAM to their site. The assessor will produce a Biodiversity Stewardship Site Assessment Report (BSSAR) that will set out:

- The type and number of credits generated by placing a Biodiversity Stewardship Agreement (BSA) on the site, and
- A proposed management plan for the site, which will be included in the biodiversity stewardship agreement.

The Biodiversity Conservation Trust is responsible for entering into BSAs with landholders. Once the BSSAR has been prepared, the landholder will submit their application including the BSSAR to the Biodiversity Conservation Trust via the BOAMS, together with applicable fees.

Step Three, The landholder enters into a biodiversity stewardship agreement with the Biodiversity Conservation Trust and sell credits

The Biodiversity Conservation Trust will assess the landholder's application against relevant legal and technical requirements and agree on the terms of the BSA. The BSA will include a management plan that sets out proposed annual management actions and the cost of those

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actions over a 20 year period, and the ongoing maintenance costs. The total costs are called the Total Fund Deposit. A broker may be able to assist with this process.

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Once the BSA is agreed and entered into by the Biodiversity Conservation Trust and the landholder, the agreement and credits will be registered on OEH's registers. The agreement will also be registered with Land and Property Information.

The landholder may then include their credits on the OEH expression of interest register, if no prior arrangements for selling the credits have been made, or alternatively find a purchaser for the credits directly (potentially with the assistance of a broker).

The landholder will then:

- Sell the credits (to either the Biodiversity Conservation Trust or a private purchaser such as a developer), which will be recorded in OEH's register
- Transfer the Total Fund Deposit to the Biodiversity Conservation Trust's Stewardship Payments Fund via BOAMS
- Transfer ownership of the credits to the buyer via the BOAMS

The landholder is likely to only sell the credits at a price that enables them to recoup the full Total Fund Deposit amount.

Step 4, Receive annual payments and manage biodiversity stewardship site

When a landholder has sold sufficient credits to generate 80% of the Total Fund Deposit, active management of the biodiversity stewardship site will commence. This means:

- The landholder becomes responsible for carrying out the management actions specified in the management plan that is attached to the BSA, and
- The Biodiversity Conservation Trust will commence making its annual payments to the landholder, as per the terms of the BSA.

The landholder is obliged to transfer 100% of the Total Fund Deposit. Any additional money that is made from the sale of credits beyond this amount can be retained as a profit by the landholder.

The Trust will make these annual payments to the landholder over the 20-year period, and the landholder is required to report annually to the Trust. After the 20-year period, the landholder may re-apply parts of the BAM to renew the active management plan or continue to receive payments to maintain the BSA site.

The Trust is responsible for ensuring landholders comply with their obligations, and landholders may be subject to auditing and other compliance activities by the Trust or OEH.

Under the Act the Trust will support and encourage landholders to enter into agreements to protect biodiversity on private land.

The NSW Biodiversity Conservation Trust will invest \$240 million to support working with landholders, farmers and other organisations that wish to participate in private land conservation.

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The NSW Biodiversity Conservation Trust is a new organisation currently in its establishment phase over the next six months. The Trust will initially continue the private land conservation functions of the Office of Environment and Heritage and the Nature Conservation Trust. Over the next six months the Trust will become established and its Board will set out its approach and strategy for the Trust.

The BCT also has a role to seek strategic biodiversity offsets where developers pay the Trust to meet their biodiversity offset obligations.

Information will be updated as the Board of the Trust develops its approach, strategy and Business Plan (due in February 2018), which will be based on the requirements of the legislation and guided by the Biodiversity Conservation Investment Strategy.

If you have an existing agreement, including conservation agreements under the *National Parks and Wildlife Act 1974*, trust agreements under the *Nature Conservation Trust Act 2001* and BioBanking agreements under the *Threatened Species Conservation Act 1995*, these agreements will be carried over and remain in place and will be managed by the NSW Biodiversity Conservation Trust. This means that properties protected under a permanent conservation agreement will continue to be protected in perpetuity

Vegetation Management

The State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017 ('Vegetation SEPP') regulates the clearing of vegetation in urban LGAs, as well as urban and environmental zones across the State, where clearing does not otherwise require development consent under the EP&A Act.

The *Local Land Services Act 2013* (LLS Act) regulates the management of vegetation on rural land. Read more about when the LLS Act applies at [Native Vegetation Regulatory Maps](#).

The Biodiversity Offset Scheme will also apply to certain vegetation clearing activities regulated by the Vegetation SEPP and the LLS Act. Read more about when the Biodiversity Offsets Scheme applies.

Implementation Support

Regional support network

OEH is partnering with the local government sector to employ 8 regionally based officers to provide help desk support to groups of Councils.

Negotiations are in progress for hosting of regional support officer positions. Announcements on host organisations and locations will be coming soon.

Training/Approvers training

In conjunction with training provider Muddy Boots, OEH has developed a training package tailored to the needs of those with an approval role under the *Biodiversity Conservation Act 2016*.

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Training for local government staff will be available in two formats.

A Standard Approvers course is available over one day. This course focuses on introducing approvers to new concepts, tools and roles introduced by the land management and biodiversity conservation reforms. This course contains content to provide participants with a general understanding of their role within the offsets scheme.

An Extended Approvers course will include the Standard Approvers course (Day 1) and a more in-depth training on biodiversity assessment processes and the operation of the Biodiversity Offset Scheme (Day 2). Participants in the Extended Approvers course will need to have completed the Standard Approvers course as a pre-requisite. The two days do not necessarily need to be completed at the same time, but Day 1 must be completed first. Completion of the Extended Approvers course is recommended for local government staff with decision making roles in biodiversity impact assessment.

Further information on the Biodiversity Conservation Act 2016 and Biodiversity Conservation Regulations 2017 can be found on the Office of Environment and Heritage website:

<http://www.environment.nsw.gov.au/>

FINANCIAL AND RESOURCE IMPLICATIONS

The introduction of this legislation will require the training of Council employees to meet the requirements and responsibilities placed on local Councils as the designated consent authority.

LEGAL IMPLICATIONS

Council is required to undertake biodiversity impacts in relation to development under Clause 79C of the *Environmental Planning and Assessment Act 1979*.

RISK IMPLICATIONS

Continued staff development and training in regard to the *Biodiversity Conservation Act 2016* is required to help the relevant staff cope with the increased work load and requirements of the legislation. Failure to do so will result in increased levels of stress and lead to increases in job dissatisfaction.

STAKEHOLDER CONSULTATION OPTIONS

Nil.

CONCLUSION

Due to the requirements of the Biodiversity Conservation Act 2016 in relation to biodiversity impacts associated with developments that require consent under the *Environmental Planning and Assessment Act 1979*. It is essential Council staff be trained and made aware of the new requirements of the legislation.

Council may also have to investigate the opportunity to resource share with adjoining Councils not only information wise, but also investigate the option of employing a suitably qualified person specialised in this field to operate in a regional capacity working across a range of western councils.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

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SUPPORTING INFORMATION/ ATTACHMENTS
Nil.