

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 23RD AUGUST 2018

Warren Shire Council

AGENDA - ORDINARY COUNCIL MEETING

23rd August 2018

APOLOGIES

CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 26th July 2018

NOTICE OF MOTION

Nil.

SECTION 1 (WHITE)

DELEGATES REPORTS

- Item 1 Country Mayors Association of NSW Inc (C14-5.5)
- Item 2 Association Mining and Energy Related Councils (NSW) Inc . (C14-6.3)
- Item 3 Warren Interagency Support Services (C3-9)

COMMITTEE MINUTES

Meeting of the Town Improvement Committee
held on Wednesday, 8th August 2018 (C14-3.8)

Meeting of the Local Traffic Committee
held on Wednesday, 8th August 2018 (T5-2)

Meeting of Manex held on Tuesday, 14th August 2018 (C14-3.4)

COMMITTEE MINUTES CONTINUED

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| Meeting of the Sporting Facilities Committee held on Wednesday, 15th August 2018 | (C14-3.18) |
| Meeting of the Showground/Racecourse Committee held on Thursday, 16th August 2018 (No minutes, a discussion on grant application) | (C14-3.2) |
| Meeting of the Warren Airport Operations Committee held on Wednesday, 22nd August 2018 (TO BE TABLED) | (C14-3.12) |

SECTION 2 (LILAC)

POLICY

Nil.

SECTION 3 (BLUE)

REPORT OF THE GENERAL MANAGER

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| Item 2 | Committee/Delegates Meetings (C14-2) | Page 3 |

SECTION 4 (GREEN)

REPORT OF THE MANAGER FINANCE AND ADMINISTRATION

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| Item 3 | Financial Reports for the Year Ended 30th June 2018 (A1-5.36) | Page 6 |

SECTION 5 (YELLOW)

REPORT OF THE MANAGER ENGINEERING SERVICES

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SECTION 6 (PINK)

REPORT OF THE MANAGER HEALTH & DEVELOPMENT

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MAYORAL MINUTES

QUESTIONS WITHOUT NOTICE

SECTION 9 (GREY)

CONFIDENTIAL

Nil.

PRESENTATIONS

Nil.

Section

1

Delegates & Committees

WARREN SHIRE COUNCIL

Delegates Report by the Deputy Mayor
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 23rd August 2018

ITEM 1 COUNTRY MAYORS ASSOCIATION OF NSW INC. (C14-5.5)

RECOMMENDATION

That the information be received and noted.

Delegates Report – Country Mayors Association, Parliament House Sydney on Friday, 3rd August 2018.

The following notes relate to the Meeting of Country Mayors in Sydney. These notes should be read with the official minutes distributed from this meeting and as attached.

Speaker 1: John Barilaro, Deputy Premier of New South Wales, the Minister for Regional Development, Minister for Small Business, and Minister for Skills since October 2014, and the New South Wales Leader of The Nationals since November 2016.

The main points include:

- The Snowy Mountains fund of \$4.2 billion is to be spent in regional NSW and the Government will work with councils to develop long term projects.
- The Government wants to partner with Local Government to develop partnerships and deliver services and this is being worked through current grant funds, to delivery what communities want at a local level.
- Partnerships will be made through Joint Organisation's (JO's). The vision for JO's is to become the vehicle to deliver regional actions, decisions and funding. The JO's will be developed to work directly with Government.
- Government has launched a 20 year Regional NSW Vision Statement (Monday 30th July), that has looked at areas for investment, growth, transport infrastructure, jobs growth and strong local economies. This will be supported by Snowy funding and current funding available to regional services.
- The Regional Strategy is looking at visions that can develop growth, jobs and industry outcomes e.g. Parkes Freight Hub. Each region will need to develop strategies to develop their area or sub areas.
- The program is to look at how to support youth, create jobs, address youth issues through youth forums and look at long term funding and partnerships through communities. This will develop to a one stop shop for youth services that can address substance abuse, youth unemployment, etc.
- Snowy funding announcements will be made in weeks to come and will revolve around connectivity (roads, airports, etc) and water security.

Questions:

1. Funding cuts to NSW Libraries?
 - A. Regional Growth Funds can be used to fund capital projects. The Deputy Premier asked each council to write directly to the Minister for Libraries and advise of how cuts may impact on your council.

WARREN SHIRE COUNCIL

Delegates Report by the Deputy Mayor
to the Ordinary Meeting of Council held in the Council Chambers,
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ITEM 1 COUNTRY MAYORS ASSOCIATION OF NSW INC. CONTINUED

2. Has Government made any moves to recognise the remuneration of Mayors and Councillors to match that in other States?
 - A. Part of the Government reform failed to recognise the roles of Mayors and Councillors as being full time roles. No changes are going to happen even though it is recognised that Councillors do much more work. There needs to be a change to rates revenue and other funding along with Councillor payments.
3. Drought Funding - What level of collaboration will be made with Local Government?
 - A. The funding package is about on farm support, but if the drought goes on it will need to be reviewed to look at communities, mental health and support generally. Government will collaborate.
4. The costs of applying for loans and grants is impacting on councils, can the State Government agencies believe in Local Government and that Local Government does know what the communities want. Can the Government trust councils?
 - A. The level of trust has changed and that some grants no longer have BCR's and that some costs can be included in grants. Government is changing and can continue to develop trust with councils.
5. IPART Rate Review, when will feedback and recommendations come out to councils on rating structure?
 - A. The report and submissions have not been seen by the Deputy Premier, but will follow up with the Minister. He supports councils working with their communities to set their own rate structures.
6. Water allocation to farmers in a drought?
 - A. Advised that he needed to talk to Minister Niall Blair, but suggested we need to support the building of more dams.
7. Fuel security in Australia?
 - A. It is a Federal Government issue and should be raised with the Federal Ministers or local members.
8. Matching funding is preventing grant applications by small councils?
 - A. Government is looking at flexibility for small councils as it is recognised that councils cannot match funding for grants.

WARREN SHIRE COUNCIL

Delegates Report by the Deputy Mayor
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 23rd August 2018

ITEM 1 COUNTRY MAYORS ASSOCIATION OF NSW INC. CONTINUED

9. What is the opportunity for waste to energy?
- A. It is an opportunity for the development of new industry to develop regional industry. New industries are developing that can process waste into new products.
10. Can the Government Drought Funding look at supporting farmers with breeding stock for a period of three (3) years, to allow people to be supported until they can grow their stock and generate an income?
- A. Government packages will need to be maintained until farmers can get back on their feet and income support needs to be looked at and acknowledges a need to maintain breeding stock. Happy to hear from councils on how to support communities and farmers.

Speaker 2: Mr Terry Dodds, Chief Executive, Tenterfield Shire Council regarding “Waste to Energy”

The key points are: -

- Councils are battling to address waste management and communities do not understand that the cost of waste management is rising above the charges being applied.
- The sustainability of putting waste into a big hole will not be sustainable into the future and new ways of waste management need to be identified. Recycling is better than years ago, but we are not keeping up with the waste generated.
- Can waste be converted to energy rather than recycling the waste product more cheaply once you take in all the carbon offsets of transport to collection centres, overseas and back again.
- In Japan they use waste to energy, the technology has been developed. 1162 waste to energy plants and each plant processes 1100 tonnes per day.
- Can waste be used to support energy supplies? 35 other countries use waste to energy plants.
- Can waste to energy plants reduce the costs of energy to the household.
- We need to look at new technology to use waste rather than put waste on trucks and ships to take and bury in a hole or reprocess.
- Comment was made as to the current waste levy not being returned to new waste technology (18% return to local councils through grants). The Government is proposing to raise the waste levy to develop new technology. Warren Shire Council does not pay a waste levy at this time.
- Can regional councils develop a pilot generation system to input energy into the grid. This can be developed through a JO project to convert waste to energy.
- If do not cart waste to distant waste facilities, but convert waste to energy locally, will reduce transport costs but will boost electricity losses through transmission line over long distances.

WARREN SHIRE COUNCIL

Delegates Report by the Deputy Mayor
to the Ordinary Meeting of Council held in the Council Chambers,
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ITEM 1 COUNTRY MAYORS ASSOCIATION OF NSW INC. CONTINUED

- Tenterfield Shire and other councils are proposing to build a pilot plant of around 1 megawatt. The plant will be linked to other generators so that a collective waste capacity is developed across councils.
- It was indicated that the approval process in NSW for waste recovery is horrendous e.g. GDT at Warren.
- Country Mayors supported the development of a waste to energy project.

Speaker 3: Gladys Berejiklian is the 45th and current Premier of New South Wales and the Leader of the New South Wales Liberal Party.

The Premier Ms Gladys Berejiklian made a presentation to Country Mayors. The following points came from the presentation;

- The Government is allocating \$1 in \$3 dollars from the budget to rural and regional NSW and the snowy money is allocated to regional and rural NSW.
- General advice on drought funding announcement and the total package at this time to be over \$1 billion.
- Regional Growth Strategy is based around connectivity e.g. roads, transport and digital connectivity.
- Water security is extremely important and is being developed.

Questions:

1. Where is the package for relocation of industry to rural areas going?
 - A. The Government has \$0.5 billion to relocate jobs to NSW and happy to look at other incentives to support business relocation.
2. Can we cut red tape to allow business development e.g. waste to energy by cutting legislation stops?
 - A. Government is reviewing issues around red tape and trying to reduce this. The Government is supporting the Federal Government national energy initiative. The Government will look at waste management technologies and asked Mayors to write to the Premier to free up red tape on unique developments e.g. GDT tyre recycling.
3. What is the States position on water security?
 - A. The Government is open minded to water proposals. Government is investing in the Broken Hill pipeline. Communities need to be self-sufficient and Government is addressing this with communities. Government is seeking input into water security.
4. What is Governments position on energy from waste?

WARREN SHIRE COUNCIL

Delegates Report by the Deputy Mayor
to the Ordinary Meeting of Council held in the Council Chambers,
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ITEM 1 COUNTRY MAYORS ASSOCIATION OF NSW INC. CONTINUED

- A. The Government is encouraging universities to work with councils to look at developing projects and what is the best way for JO's to concept the ideas around waste management. Regional and rural NSW can support waste management initiatives.
5. Can the Government create a standalone Local Government Minister and a Department?
- A. The Government manta is that every Minister is to work for all people in NSW and that every Minister is to work with Local Government.
6. Is the Government to look at low emission coal power stations?
- A. Government understands that energy is an issue and that the National Agreement on energy needs to be signed so that energy supply is guaranteed whilst reducing energy costs. Government believes that current supplies are about right, and future investment will support energy growth.
7. Library Funding has reduced what is Government position?
- A. Premier is looking at funding for libraries and understands the value of libraries for communities.

Speaker 4: Ken Gillespie AC DSC CSM (Former Australian Army Chief Lieutenant General) has been appointed the NSW Government's first Regional Infrastructure Coordinator, charged with accelerating the roll-out of infrastructure across the State.

Ken Gillespie addressed the Country Mayors meeting and the following points where made:

- Mr Michael Kneipp will be heading up the Central West Transport Taskforce that will commence in early August at Narromine.
- Bruce Whitehill is looking after water infrastructure and Warren Shire Council has been discussing water treatment at our new bores at Warren and Collie.
- The Infrastructure group is looking at transport issues. (Note: Warren Shire Council have been discussing the burnt rail bridge replacement and the development of the inland transport route from Narrabri to Hay and West Wyalong via Coonamble, Warren and Condobolin).
- Councils need to develop a top five (5) priorities for the council area and at a regional level through the JO's.
- The Government is looking at how to partner with JO's to fund projects.

WARREN SHIRE COUNCIL

Delegates Report by the Deputy Mayor
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 23rd August 2018

ITEM 1 COUNTRY MAYORS ASSOCIATION OF NSW INC. CONTINUED

Questions:

1. Is there going to be a Round 3 for Stronger Communities?
 - A. It is being looked at by Government now.
2. If a grant is ineligible for funding can the Government departments tell the councils straight away? Better interaction with council as to how to get it over the line?
 - A. Will raise with Premiers Department. to seek advice back to Councils so that a project can be reviewed and possibly resubmitted.
3. How do councils strategically plan with Government?
 - A. Strategic planning is taking a longer-term view of what you want to happen. The strategies need to take a big picture view (transformational activity view). Need to build in changes in technology and society that could occur over a minimum of ten years.

WARREN SHIRE COUNCIL

Delegates Report by Councillor H Druce
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 23rd August 2018

ITEM 2 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. (C14-6.3)

RECOMMENDATION

That the information be received and noted.

The Mining and Energy Related Council (MERC) meeting was held in Parliament House in Sydney on Friday 10th August 2018.

The meeting was attended by Cr Heather Druce and General Manager Glenn Wilcox.

The following notes form the delegates report.

- Normal business as to adoption of minutes was undertaken and adoption of the Executive Committee minutes.

Executive Officers Report

The following points were raised:

- The finance section is showing a positive position due to increased membership;
- A discussion is continuing around funding under the Resources for Regions Program and how councils can access these funds;
- Guest speakers have been arranged to look at government and other political party thoughts on Resources for Regions;
- A review of the Association constitution as to Life Membership of retiring delegates. A special meeting shall be held as to amending the constitution; and
- A new website is being developed for the Association.

Speakers:

Michael Johnston Member for Upper Hunter Representing the Deputy Premier John Barilaro and Mr Chris Hanger Departmental Representative

- Mining is a very valuable enterprise to the State economy and produces a large value to state economic activity.
- Mining is included in the 20-year State Economic Vision for NSW
- Resources for Regions grant funds are not linked to mining royalties and any funding does not come from company royalty payments. This program comes from general government income from all sources. Mining royalties are not applied to this program.
- Resource for Regions - the current funding round is \$50 million and applies to selected council areas.
- The Government is transferring money from city areas to regional areas through the Resource for Regions Program.

WARREN SHIRE COUNCIL

Delegates Report by Councillor H Druce
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 23rd August 2018

ITEM 2 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

Questions:

1. The money being generated in mining areas is not being supported by Government.
 - A. The Government is spending money on schools, hospitals, police and roads, but this may not be focused on all mining areas.
2. Why isn't funding being applied to all mining areas
 - A. Resources for Regions is not funded from mining royalties and is allocated to projects generally across the State.
3. Where does the royalties being paid go?
 - A. The royalties go to treasury and is shared across all sectors such as teachers, police, roads and other Government programs from consolidated revenue.
4. Why is funding being allocated to Blayney and Dubbo and not to Orange, who is not a Nationals area?
 - A. The commitments being made by the government prior to the bi-election (Orange) will be provided as with all promises to all regional NSW.
5. Why can't councils with mining areas automatically be included in the Resource for Regions Program?
 - A. A council must be mining related and outside the Sydney metro area. There is a mining impact that must be above 1 e.g. the mine workers must be living in the council area and not from another area. As the royalties do not come from mining, then the impacts must be shown as relevant in a similar way as sport applications must relate to sport etc. The impacts of mining must be proved to Government.
6. Can the Government stop the push by the Minerals Council from claiming, that the mining royalties paid should be used to support councils rather than establish VPA's with councils to offset costs?
 - A. Taken on notice.
7. If a council cannot achieve a CBR of 1, then a council cannot achieve the benefit cost ratio of 1?
 - A. Unless councils can achieve a CBR of 1 as per Government Legislation, than they will not be funded.

WARREN SHIRE COUNCIL

Delegates Report by Councillor H Druce
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 23rd August 2018

ITEM 2 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

8. Communities with mining expect some of the royalties of mining to come back to the community, why won't the Government guarantee a proportion back to councils?
- A. The Government policy is not connected to royalties as they have in Western Australia. However, the royalties that come to government are returned through the regional communities from consolidated funds in all areas of Government expenditure. The Government does not want to give buckets of money names such as "Royalties for Regions", which restricts expenditure across programs.
9. Will future rounds of royalties be changed to reduce the co-contributions by councils, as it is not equitable for small councils. Currently 50/50?
- A. The next round being Round 6, it is funded from Restart NSW and must have a CBR of 1 or better. The co-contribute is 50%, but a council can make a statement that due to hardship it cannot make the contribution. The government may take that into consideration. Government will look at changes to applications as to how smaller communities can apply and meet the criteria.

Note: A Meeting between the General Manager and Chris Hanger discussed Hardship provisions for rural communities e.g. Warren, and that the current Government policy restricts determination of grant programs where they fall below a CBR of 1. He suggested talking to John Barilaro and Rick Colless (MP Western NSW) to discuss changes for small council's hardship provisions. Make a submission to all parties.

Second Speaker

Robert Brown Shooters Fishers and Farmers Party

The following points were presented:

- Mr Brown gave a general overview of the party thoughts on areas such as RFS Management, expenditure of money on projects such as moving museums and stadiums.
- Indicated that the party will work with rural communities as they are elected, but at this stage does not have access to treasury funding to make promises.
- The 20-year Regional Strategy does not provide support to all areas in NSW.

Questions:

1. Under the 20-year Regional Economic Program there is no recognition as to costs and disabilities of small or remote rural areas. Can you represent these areas?

A. The Shooters and Fishers is not aligned to government and can provide support to all communities and will look at issues that in power parties are restricted due to internal process.
2. Will you donate your pay rise to drought relief?

A. Yes

WARREN SHIRE COUNCIL

Delegates Report by Councillor H Druce
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 23rd August 2018

ITEM 2 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

Third Speaker

Mr Michael Veitch (MV) NSW Labour Party

Raise the following points:

- All applications for funding are required by all governments to go through the independent Budgetary Office (PBO), which would include changes to the current resources for regions process.
- A review of the CBR process is to be undertaken. That the submissions from councils for grants is recognised as not being able to reach a CBR.
- The Government needs to explore where and how money is being spent in communities and the recognition of expenditure from various funds.
- Councils that are impacted by mining even if indirect due to staff living in other areas or FIFO workers require a review to ensure that communities are not covering the costs that major development should cover.
- Request that councils raise issues with the Labour Party to ensure that communities' benefit.

Questions:

1. Is the Labor Party prepared to advocate for a royalty for regions dedicated program and direct nexus?
 - A. In 2011 the Labor party did not have a Royalty for Regions Program which is believed to be a downfall. The current program is around funding from asset sales. MV will advocate for an independent Royalty for Regions Program.
2. How is water infrastructure going to be provided and maintained by the people who receive the service and will Government assist to fund the long-term costs?
 - A. Governments need to look at the costs to communities and this is generally through IPART, but the costs may be very high for the consumer and the willingness to pay for the water. The price of water for domestic and irrigation use needs to be reviewed as to can a consumer afford the water. The water enquiry report of government has identified that inequity along river systems for water exists. Consideration should be given as to the ability to pay for water and water (domestic) should be capped across NSW so everyone pays the same amount and that the State subsidises communities to provide and improve infrastructure (postage stamp priced - everyone pays the same). (Labor and Shooter party reply)
3. Will Labor look at disconnecting other Government agencies funding from the Royalty for Regions Program e.g. health, roads, etc.
 - A. There is currently a disconnect in funding, but problems exist in the current program. Personally, MV wants a royalty style program. Changes will be driven by treasury, but the party needs to get it through parliament.

WARREN SHIRE COUNCIL

Delegates Report by Councillor H Druce
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 23rd August 2018

ITEM 2 ASSOCIATION MINING AND ENERGY RELATED COUNCILS (NSW) INC. CONTINUED

4. Will Governments review the building of residential areas over potential mine areas and review the underground mining below water resources?
 - A. It is recognised that residential development on the fringes of Sydney are impacting on long term resource areas. Further the rezoning of land is taking over viable rural land resources, not only in Sydney but across regional towns in NSW. The identification of aquifers needs to be undertaken as limited knowledge is known about water sources across NSW. (Shooters and Fishers comment) - a tension exists in the growth of Sydney, but residential areas can be developed in mine areas, but it is recognised that more investigation is required.

5. What is the Labor policy on electricity costs?
 - A. The State must work with the Federal Government to push electricity pricing down, but the lease of poles and wires for 100 years restricts what the State can do. Future policies will be announced prior to the election.

Fourth Speaker

Mathew Newton- Compliance Director - Operations of the NSW Government Resources Regulator

- The Section looks after all mine sites and petroleum sites as well as mine safety
- Have a focus on mine rehabilitation to improve outcomes
- Government is currently reviewing mining rehabilitation conditions and public input is sought.
- Community can go to the "SEED Portal. <https://www.seed.nsw.gov.au/>" to review all NSW rehabilitation sites and check on the progress over time. The site also provides advice on mine sites, gas bore holes, etc.

The Minutes of the Mining and Energy related Council Meeting will be distributed once received.

WARREN SHIRE COUNCIL

Delegates Report by Councillor S Derrett
to the Ordinary Meeting of Council to be held in the Council Chambers,
115 Dubbo Street, Warren on Thursday 23rd August 2018

ITEM 3 WARREN INTERAGENCY SUPPORT SERVICES

(C3-9)

RECOMMENDATION:

That the information be received and noted.

Meetings of the Warren Youth Interagency Sub Committee and the Warren Interagency Support Services Group were held on Thursday, 9th August in the meeting room of the Warren Sporting and Cultural Centre.

At the Sub Committee Meeting, updates on activities were provided by the following agencies:

- Kelly Sinclair and Tony McAlary – Warren Youth Foundation
- Fleur Stubbs – Barnardos and Outback Arts
- Carrin Parkins – Department of Prime Minister and Cabinet
- David Marr and Damien Davids – Warren Police
- Jodie Redman – Warren Local Aboriginal Land Council
- Peter Barry – St Vincent De Paul
- Hannah Commins – Young Life

General topics for discussion included revisiting the skate park project and access to the swimming pool. Specifically, it was requested that Council be informed of comments made about the pool being inaccessible during squad training on weekday afternoons and that some other Councils offer free access to their pools either in general or on days when the temperature is extremely high.

Moving forward, the Sub Committee has resolved to meet on a monthly basis and will endeavour to hold future meetings at the Warren Central School to better facilitate the direct involvement of students.

The next Sub Committee meeting will be held on Thursday, 13th September 2018.

At the Interagency meeting, updates or reports were provided by the following agencies:

- Justin Toomey-White – Project Officer, Department of Aboriginal Affairs
- Judie Sturtevant - St Vincent DePaul
- Craig Walker – Rural Fire Service and State Emergency Service (local representative)
- Pauline Serdity – Australian Unity Home Care Service (Nyngan and Warren Branches) and Outback Arts
- Kelly Sinclair – Warren Youth Foundation
- Riki Price – Department of Family and Community Services
- Cheryl Burns – LiveBetter Community Services, Sector Support & Development Officer (Orana Far West)
- Hannah Commins – Young Life

WARREN SHIRE COUNCIL
Delegates Report by Councillor S Derrett
to the Ordinary Meeting of Council to be held in the Council Chambers,
115 Dubbo Street, Warren on Thursday 23rd August 2018

ITEM 3 WARREN INTERAGENCY SUPPORT SERVICES CONTINUED

The next Interagency meeting will be held at 2.00 pm on Thursday, 11th October 2018.

Councillor Sarah Derrett
Co-Chairperson
Warren Interagency Support Services

TOWN IMPROVEMENT COMMITTEE

Attached are the Minutes of the meeting of the Town Improvement Committee held on Wednesday, 8th August 2018.

RECOMMENDATION:

That the Minutes of the Meeting of the Town Improvement Committee held on Wednesday, 8th August 2018 be received and noted and the following recommendations be adopted

ITEM 4.1 WARREN STREET MASTERPLAN (C14-3.17)

That the long-term vision of the *Warren Street Masterplan* adopted September 2011 be noted, the *Warren Street Masterplan Action Plan* established in November 2015 be reviewed and a program of works inclusive of up to date costs be prepared and listed for consideration in future budgets.

ITEM 4.2 WARREN TOWN CENTRE UPGRADE (C14-3.17)

That Council investigate with Essential Energy on the option and costs involved in purchasing the power pole in the middle of the roundabout and replace with a pole with solar lighting in line with Council's Masterplan.

WARREN SHIRE COUNCIL

Minutes of the Town Improvement Committee Meeting to be held in the Council Chambers, 115 Dubbo Street Warren on, Wednesday 8th August 2018 commencing at 11.03 am

PRESENT

| | |
|--------------------|---|
| Kevin Taylor | Councillor (Chair) |
| Brett Williamson | Councillor |
| Heather Druce | Councillor |
| Rolly Lawford | Divisional Manager Engineering Services |
| James Cleasby | Environmental Health Officer |
| Alison Ruskin Rowe | Economic Development Officer |
| Emma Welsh | Economic Development Officer |
| Jody Burtenshaw | Executive Assistant |

ITEM 1 APOLOGIES

Apologies were tendered on behalf Councillor Derrett, Councillor Irving, Glenn Wilcox and Maryanne Stephens and it was **MOVED** Druce/Williamson that the apologies be accepted, and a leave of absence be granted for this meeting.

Carried

ITEM 2 MINUTES

MOVED Taylor/Druce that the Minutes of the Town Improvement Committee meeting held on Wednesday, 31st January 2018 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM MINUTES

- Councillor Taylor enquired on the items mentioned in Item 3.1 have been addressed in the reports presented today.

The Divisional Manager Engineering Services gave a brief overview and advised that most of the concerns are being addressed.

The Divisional Manager Engineering Services further advised that work on the tree surrounds would be starting today and that he will send an email out to Councillors to make an observation once the first coloured tree surround is poured later this week or early next week.

Councillor Taylor provided a brief summary on the sandstone blocks and the reuse of them from the tree surrounds to garden beds. They were being reused as the type purchased were found to be unsuitable because they were hollow and too high for car doors to open on.

WARREN SHIRE COUNCIL

Minutes of the Town Improvement Committee Meeting to be held in the Council Chambers, 115 Dubbo Street Warren on, Wednesday 8th August 2018 commencing at 11.03 am

ITEM 4.1 WARREN STREET MASTERPLAN (C14-3.17)

MOVED Williamson/Druce that the long-term vision of the *Warren Street Masterplan* adopted September 2011 be noted, the *Warren Street Masterplan Action Plan* established in November 2015 be reviewed and a program of works inclusive of up to date costs be prepared and listed for consideration in future budgets.

Carried

ITEM 4.2 WARREN TOWN CENTRE UPGRADE (C14-3.17)

MOVED Williamson/Druce that:

1. This report be noted; and
2. Council investigate with Essential Energy on the option and costs involved in purchasing the power pole in the middle of the roundabout and replace with a pole with solar lighting in line with Council's Masterplan.

Carried

ITEM 5 GENERAL BUSINESS

- Council's Economic Development Officer, Emma Welsh enquired on the condition of the plants in the Spar Carpark, they aren't looking the best. The Divisional Manager Engineering Services to investigate
 - Councillor Taylor enquired on the asphalt and loose gravel in the main street. The Divisional Manager Engineering Services advised that a bitumen prime seal will be applied to the naked sections of main street. This is to remain in place until the hot mix surface is ready to be applied.
 - The Divisional Manager Engineering Services advised that the contractor has the frames made up for the tree surrounds and we should see some progression with them. Councillor Williamson asked if an article could go in the paper to show first tree surrounds in place.
 - Council's Economic Development Officer, Alison Ruskin Rowe provided information on the proposed CCTV Grant for \$250,000 under the Community Safety Fund for CCTV to be located at various locations within the community. This application is due to be submitted on Friday.
-

ITEM 6 NEXT MEETINGS

Proposed for October 2018.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 11.54 PM

Warren Shire Local Traffic Committee

Attached are Minutes of the Meeting of the Warren Shire Traffic Committee held on Wednesday 8th August 2018.

RECOMMENDATION:

That the Minutes of the 48th Meeting of the Warren Shire Local Traffic Committee held Wednesday 8th August 2018 be received and the following recommendations be adopted:

**ITEM 4.1 ESTABLISH NO STANDING ZONE - 15 DUBBO STREET
WARREN COUNCIL'S WORKS DEPOT (R4-1.70, T5-3)**

RECOMMENDATION:

To improve the safety of Traffic ingress and egressing at the Council Works Depot located at 15 Dubbo Street, Warren a *No Parking* area for the full length of the Depot frontage be established.

**ITEM 4.2 CHANGE OF ROUTE PRIORITY - INDUSTRIAL ACCESS
ROAD (R4-1.91, R4-2.5)**

RECOMMENDATION:

1. That the Intersection be subject to an external Safety Road Audit by formally writing to the Roads and Maritime Services for consideration.
2. That Engineering staff get up to date traffic counts at the intersection.

**ITEM 4.3 DISCONTINUE USE OF VILLAGE LEVEE BANK AS A PUBLIC
VEHICULAR ACCESS ROUTE (R4-21)**

RECOMMENDATION:

1. That vehicle access along the Village Levee Bank between Hale Street and the Oxley Highway be discontinued by the Council; and
2. The New South Wales Roads and Maritime Services indicate its support for the discontinued access on to the Oxley Highway near the eastern approach to the Bridge over the Gunningba Creek.

ITEM 4.4 THE RIDE AGAINST CANCER

(R4-1)

RECOMMENDATION:

1. That Council advise the Roads and Maritime Services of Council's approval for the use of local and regional roads within the Warren Local Government area for the Mudgee Lion's Club Ride Against Cancer fundraising event.
2. That a current Certificate of Liability Insurance is obtained prior to the event taking place.

ITEM 5 GENERAL BUSINESS

- It was noted that while a recommendation on speed cannot be made by a council and that a letter should be sent to RMS in order to have speed zones reviewed.
- Richard Drooger from RMS asked for the on progress on the large GIVEWAY signs for the Oxley Highway outside of Auscott. Rolly Lawford informed him of the problem with Optical Fibres in the area which is being addresses.
- Sharon Grierson mentioned the all Local events need to be approved by RMS and to help Local Councils with this process there will be seminars ran at night for anyone interested in learning more about this process.

WARREN SHIRE COUNCIL

Minutes of the 49th Meeting of the Warren Shire Traffic Committee
held in Council Chambers, 115 Dubbo Street, Warren
on Wednesday, 8th August 2018 commencing at 2.04 pm

ATTENDANCE

Councillor Kevin Taylor (Chair)
Mr Rolly Lawford, Manager Engineering Services
Ms Sharon Grierson
Mr Richard Drooger
Mrs Angela Tegart (Minute Taker)

ITEM 1 APOLOGIES

MOVED that the apologies be accepted and leave of absence be granted to Mr Kevin Humphries, 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 48th Meeting held on 7th September 2017 as circulated be adopted as a true and correct record of that Meeting.

Carried

MATTERS ARISING FROM MINUTES OF THE 7TH SEPTEMBER 2017

- Windows on the wetlands were told if they wanted signage for Macquarie Marshes that they would need to contact TAEC.

ITEM 3 INSPECTIONS

Nil

ITEM 4.1 ESTABLISH NO STANDING ZONE - 15 DUBBO STREET WARREN COUNCIL'S WORKS DEPOT (R4-1.70, T5-3)

RECOMMENDATION TO COMMITTEE:

To improve the safety of traffic ingress and egressing at the Council Works Depot located at 15 Dubbo Street, Warren a *No Standing* area for the full length of the Depot frontage be established.

RECOMMENDATION TO COUNCIL:

To improve the safety of Traffic ingress and egressing at the Council Works Depot located at 15 Dubbo Street, Warren a *No Parking* area for the full length of the Depot frontage be established.

Carried

WARREN SHIRE COUNCIL

Minutes of the 48th Meeting of the Warren Shire Traffic Committee
held in Council Chambers, 115 Dubbo Street, Warren
on Wednesday, 8th August 2018 commencing at 2.04 pm

ITEM 4.2 CHANGE OF ROUTE PRIORITY - INDUSTRIAL ACCESS ROAD (R4-1.91, R4-2.5)

RECOMMENDATION TO COMMITTEE:

1. Implement traffic route changes at the intersection of the Industrial Access Road and the Carinda Road (Regional Road No.333) intersection by reversing the existing Give Way priorities allowing the Industrial Access Road, the town heavy vehicle bypass the “Right of Way”;
2. Implement extensive advertisement prior to, during the implementation and immediately after changes have been made; and
3. So as to assist and better advertise the need to comply with the speed limits establish a number of oversized advisory signs indicating “Changed Traffic Conditions Ahead” “80km/hr Ahead”, “60km/hr Ahead” and “Give Way Ahead” signs on the Carinda Road approach to both sides of the Industrial Access Road intersection.

RECOMMENDATION TO COUNCIL:

1. That the Intersection be subject to an external Safety Road Audit by formally writing to the Roads and Maritime Services for consideration.
2. That Engineering staff get up to date traffic counts at the intersection.

Carried

ITEM 4.3 DISCONTINUE USE OF VILLAGE LEVEE BANK AS A PUBLIC VEHICULAR ACCESS ROUTE (R4-21)

RECOMMENDATION TO COMMITTEE:

1. That vehicle access along the Village Levee Bank between Hale Street and the Oxley Highway be discontinued by the Council; and
2. The New South Wales Roads and Maritime Services indicate its support for the discontinued access on to the Oxley Highway near the eastern approach to the Bridge over the Gunningba Creek.

RECOMMENDATION TO COUNCIL.

1. That vehicle access along the Village Levee Bank between Hale Street and the Oxley Highway be discontinued by the Council; and
2. The New South Wales Roads and Maritime Services indicate its support for the discontinued access on to the Oxley Highway near the eastern approach to the Bridge over the Gunningba Creek.

Carried

WARREN SHIRE COUNCIL

Minutes of the 48th Meeting of the Warren Shire Traffic Committee
held in Council Chambers, 115 Dubbo Street, Warren
on Wednesday, 8th August 2018 commencing at 2.04 pm

ITEM 4.4 THE RIDE AGAINST CANCER (R4-1)

RECOMMENDATION TO COMMITTEE:

That Council advise the Roads and Maritime Services of Council's approval for the use of local and regional roads within the Warren Local Government area for the Mudgee Lion's Club Ride Against Cancer fundraising event.

RECOMMENDATION TO COUNCIL:

1. That Council advise the Roads and Maritime Services of Council's approval for the use of local and regional roads within the Warren Local Government area for the Mudgee Lion's Club Ride Against Cancer fundraising event.
2. That a current Certificate of Liability Insurance is obtained prior to the event taking place.

Carried

ITEM 5 GENERAL BUSINESS

- It was noted that while a recommendation on speed cannot be made by a council and that a letter should be sent to RMS in order to have speed zones reviewed.
- Richard Drooger from RMS asked for the on progress on the large GIVEWAY signs for the Oxley Highway outside of Auscott. Rolly Lawford informed him of the problem with Optical Fibres in the area which is being addresses.
- Sharon Grierson mentioned the all Local events need to be approved by RMS and to help Local Councils with this process there will be seminars ran at night for anyone interested in learning more about this process.

ITEM 6 NEXT MEETING

TBA

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED 3:00 PM.

.....
Chairman

MANEX

Minutes

Attached are the Minutes of the Meeting of Manex held on Tuesday 14th August 2018.

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Tuesday 14th August 2018 be received and noted and the following recommendations be adopted:

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

That the Work Health and Safety Risks and Priority Issues be reviewed and monitored, noting the completion of:

- Chemical Audit completed for Warren Sporting and Cultural centre – July 2018; and
- WHS Inspection completed on chemical Storage at Warren Pool by StateCover Mutual – August 2018.

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

That the Warren Shire Council Work Health and Safety Action Plan actions are reviewed and their status monitored and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance, noting the completion of the following items:

- StateCover Mutual Annual Work Health and Safety Audit - Completed August 2018;
- WHS Policy adopted by Council August 2017;
- Draft Guideline Complete May 2017- Incident Reporting and Investigation Guideline. Guideline adopted by MANEX in August 2017 Meeting;
- WHS Committee formed in September 2017, with constitution adopted;
- Draft Guideline Complete June 2017 - Managing Work Health & Safety Risk Guideline. Guideline adopted by Council in March 2018 Council Meeting;
- Contractor Management Policy in Draft and available for presentation at Council Policy Workshop. Contractor Management Policy put for Public Exhibition;
- Draft Guideline complete June 2017 -Development of Safe Work Procedures Guideline. Guideline adopted by Council in March 2018 Council Meeting;
- Plant start up books ordered and received and to be distributed to all outdoor staff – May 2018;
- Staff induction presentation developed – July 2018;

- Volunteer Management Policy in Draft and available for presentation at Council Policy Workshop;
- Alcohol and other Drug Policy adopted by Council in October 2017;
- Asbestos Register and Management Plans developed in November 2016;
- Staff provided with Remove non-friable asbestos and supervise removal of non-friable asbestos in December 2017;
- Asbestos Management Plan in draft form and available for presentation at Council Policy Workshop. Asbestos Management Plan put for Public Exhibition;
- Chemical Audit completed at Warren Sporting and Cultural Centre – July 2018;
- WHS Inspection undertaken by StateCover Mutual of Chemical Storage facility at Warren Swimming Pool – August 2018; and
- Safe Work Method Statement Developed for safe work at heights – July 2018.

7. WORK FORCE VACANCIES (S12-1)

That Manex note the report and commence recruitment of vacant positions being:

- Patching Crew No. 2 – Light Truck Driver;
- Water and Sewer Foreman;
- Manager Roads Infrastructure;
- Senior Heavy Truck Driver;
- Heavy Truck Driver;
- Workshop Co-ordinator; and
- Asset / Technical Officer.

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

That the information be received and noted that the Workshop RTA Inspection process remains outstanding.

9. GOVERNANCE REVIEW (P13-1)

That the Draft ICT Policy has been prepared for review by staff and to satisfy the requirements of the Auditor General.

10.1 COUNCIL CHAMBERS DEVELOPMENT PROJECT (C14-3.25)

1. The information be received and noted; and
2. A project report, architect and consultant costs and a time line was provided for Manex review.

10.2 WASTE DISPOSAL TRANSFER STATIONS (G2-5.4)

1. That Manex approve the project for further development; and
2. Following project submission to the Ewenmar Waste Depot Committee, that the project is included within the 2018/19 budget considerations and review September quarter.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 14th August 2018 commencing at 2.37 pm

PRESENT:

| | |
|-------------------|---|
| Rex Wilson OAM | Mayor |
| Glenn Wilcox | General Manager |
| Jillian Murray | Treasurer (Chair) |
| Maryanne Stephens | Manager Health & Development |
| Rolly Lawford | Divisional Manager Engineering Services |
| Kerry Jones | Town Services Manager |
| Jody Burtenshaw | Executive Assistant |

1. APOLOGIES

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

Carried

2. BUSINESS ARISING FROM MINUTES

Nil.

3. ACTION CHECKLIST

Nil items.

4.1 2018/2019 SPECIFIC WORKS STATUS REPORT

The following projects are listed in the 2018/19 Budget and actions taken to completed as at 31st July 2018.

| Project | Budget | Expend | Resp | Comment |
|--------------------------------|---------|--------|---------------|---------|
| Computer software & hardware | 8,000 | Nil | DMFA | |
| Councillor iPads/tablets | 12,000 | Nil | DMFA | Ordered |
| Engineering MFD Printer/Copier | 4,000 | Nil | DMFA | |
| Asset Management - IP & R | 10,000 | Nil | DMES/ DMFA | |
| Training | 100,000 | 21,018 | ALL | |

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 14th August 2018 commencing at 2.37 pm

4.1 2018/2019 SPECIFIC WORKS STATUS REPORT

CONTINUED

| Project | Budget | Expend | Resp | Comment |
|--|-----------|---------|--------------|---|
| Council Chambers | 1,400,000 | Nil | MHD | Report to August Manex. |
| Depot Yard Extension | 256,000 | 84,403 | DMES | The site survey has recently been partially completed and drawings of the Depot and Carter Oval have been drafted allowing for the preparation of a concept plan. |
| RFS Hazard Reduction | 35,000 | Nil | DMFA/ MHD | |
| New Dwellings – 58 & 52 Deacon Drive | 760,000 | Nil | MHD | Contractor appointed. |
| Swimming Pool refurbishment | 1,493,491 | Nil | MHD | Awaiting grant outcome. |
| Library – Fencing and undercover area | 40,000 | Nil | MHD | Awaiting grant outcome. |
| Macquarie Park Redevelopment | 238,242 | Nil | DMES | The Project Plan has been completed and the acquisition of the equipment is in progress. Landscape Architect appointed. |
| CBD Improvements | 806,853 | 682,648 | DMES | Subject to the Town Improvements & Promotions Committee Meeting scheduled for Wednesday 8th August 2018. |
| Airport fencing – Egelabra side | 38,750 | Nil | DMES | Currently sourcing quotations. |
| Banner runners near WoW Centre | 15,000 | Nil | GM | |
| Water Supplies | | | | |
| Water valve and mains renewals | 130,000 | Nil | DMES | This project has not yet commenced. It will be completed interminably during the budget year. |
| Nevertire Reservoir Refurb | 700,000 | 11,625 | DMES | On hold re: 2018/19 Budget, survey works planned. |
| Chlorination equipment | 50,000 | Nil | DMES | Planning of project is in progress. Awaiting Chlorination Audit Report. |
| Electrical control and pipework and relocation | 80,000 | Nil | DMES | Not yet commenced |
| Air conditioning bore sheds x 4 | 30,000 | Nil | DMES | Being requested. |

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 14th August 2018 commencing at 2.37 pm

4.1 2018/2019 SPECIFIC WORKS STATUS REPORT

CONTINUED

| Project | Budget | Expend | Resp | Comment |
|---|-----------|---------|------|---|
| Sewerage Services | | | | |
| Restart NSW Warren STP Upgrade | 4,000,000 | 568,579 | DMES | Concept design completed, awaiting report from Public Works Advisory. |
| Mains Relining | 100,000 | Nil | DMES | Scheduled for third quarter |
| Mains Renewal | 30,000 | Nil | DMES | Will be completed in line with the above relining works |
| ROADS BRANCH | | | | |
| State Highway 11 | | | | |
| Routine Maintenance Works | | | | |
| Routine Maintenance Works – Oxley Highway Collie to Nevertire | 168,000 | 14,153 | DMES | There has been a substantial reduction in funding for routine maintenance for the 2018/19 budget year. |
| Ordered Works Submitted | | | | |
| Reseals | TBA | Nil | DMES | There has been a substantial reduction in funding for the 2018/19 bitumen reseal budget year. The program is yet to be finalised. The work, at this point in time, is scheduled for Feb 2019. |
| Heavy Patching | TBA | Nil | DMES | Again, there been a substantial reduction in funding for the 2018/19 heavy patching program. A number of patches have been selected but the program has yet to be submitted for approval. |
| Regional Roads | | | | |
| Sealed Roads Recycle | 400,000 | Nil | DMES | The program is yet to be finalised. It is subject to asset program and assessment once all of the Segments have been established. |
| Unsealed Resheeting | 100,000 | Nil | DMES | The program is yet to be finalised. It is subject to asset program and assessment once all of the Segments have been established. |

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 14th August 2018 commencing at 2.37 pm

4.1 2018/2019 SPECIFIC WORKS STATUS REPORT

CONTINUED

| Project | Budget | Expend | Resp | Comment |
|---|---------|--------|------|--|
| REPAIR Program | 330,000 | Nil | DMES | The program is yet to be finalised. It is subject to asset program and assessment once all of the Segments have been established. |
| Urban Local Roads | | | | |
| Item C - Village Enhancements per Village Plans - Collie | 371,745 | Nil | DMES | The survey of the Collie Village Streets is 85% complete. Once the draft design plans have been draft a schedule of works will be prepared. |
| Item N - Village Enhancements per Village Plans - Nevertire | 371,745 | Nil | DMES | The survey of the Nevertire Streets has commenced. |
| Gillendoon Pump Station Access Road Seal | 50,000 | Nil | DMES | These works have been commenced |
| Urban Sealed Roads Reseals | 50,000 | Nil | DMES | Scheduled for February, 2019 |
| Gunningba Street, Nevertire Seal | 32,700 | Nil | DMES | As per Item N above . |
| Cremorne Street, Nevertire Seal | 14,400 | Nil | DMES | As per Item N above. |
| Narromine Street, Nevertire Seal | 43,300 | Nil | DMES | As per Item N above. |
| Clyde Street, Nevertire Seal | 47,400 | Nil | DMES | As per Item N above. |
| Wonbobbie Street, Collie Seal | 55,200 | Nil | DMES | As per Item C above. |
| Calga Street, Collie Seal | 29,400 | Nil | DMES | As per Item C above. |
| Wambianna Street, Collie Seal | 26,500 | Nil | DMES | As per Item C above. |
| Curban Street, Collie Seal | 18,800 | Nil | DMES | As per Item C above. |
| Ingelga Street, Collie Seal | 38,550 | Nil | DMES | As per Item C above. |
| Share Pathway Upgrade Warren | 568,870 | Nil | DMES | The plans are yet to be prepared |
| Urban Roads – Heavy Patching | 111,565 | Nil | DMES | Cobb Lane – works to be rescheduled. |
| Rural Local Roads | | | | |
| Rural Sealed Roads Resealed | 338,037 | Nil | DMES | The program is yet to be finalised. It is subject to asset program and assessment once all of the Segments have been established. But the works are scheduled for completion February, 2019. |

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 14th August 2018 commencing at 2.37 pm

4.1 2018/2019 SPECIFIC WORKS STATUS REPORT

CONTINUED

| Project | Budget | Expend | Resp | Comment |
|---------------------------------|---------|---------|------|---|
| Rural Unsealed Roads Resheeting | 520,000 | 74,855 | DMES | The program is yet to be finalised. It is subject to asset program and assessment once all of the Segments have been established. |
| Recycle Collie - Bourbah Road | 202,500 | Nil | DMES | |
| Reconstruction – Thornton Road | 531,000 | 207,867 | DMES | The 7km of works are in progress and are scheduled for the application of a prime seal October/November 2018. The final seal is scheduled February, 2018. |
| Recycle – Bullagreen Road | 185,00 | Nil | DMES | Yet to be scheduled |
| Wonbobbie Road Seal | 44,600 | 23,783 | DMES | Scheduled for the later part of the second quarter of the 2018/19 budget year. |
| Wonbobbie Bridge Replacement | 898,500 | Nil | DMES | Scheduled for the later part of the second quarter of the 2018/19 budget year. |
| Plant | | | | |
| Heavy Plant Purchases - Nett | 682,750 | Nil | DMES | One Front End Loader and two tractors scheduled for acquisition prior to the end of the 2018 calendar year. All other heavy plant purchases are on hold. |
| Light Plant Purchases - Nett | 105,383 | Nil | DMES | 2 slashers, 4 utilities, 1 Light Truck and 1 SUV sedan are scheduled for acquisition prior to the end of the 2018 calendar year. |

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 14th August 2018 commencing at 2.37 pm

4.2 PROJECTS AND ASSETS STATUS REPORT

STATUS REPORT ON CURRENT PROJECTS

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

| PROJECT | PROJECT STATUS | |
|---|---|---|
| | ITEM | COMMENT |
| Warren Town Centre Upgrade | Repair Roads Defects | Waiting on completion of tree surrounds |
| | Kerb and Garden replacement | Complete |
| | Water to Garden Beds and Tree Plantings | Water main serving trees has been completed and the irrigation lines within each tree surround is currently being installed. |
| Warren Town Centre Upgrade Continued | Construct Garden Beds | 16 garden beds are scheduled for establishment within the next 3 months. |
| | Street Furniture | |
| | Shade Canopies | |
| | Install Bollards | Bollards ordered – Will be installed immediately after delivery. |
| | Variable Message Boards | |
| | CCTV Roundabout | Complete |
| | Blank Wall Beautification | |
| | Garbage Bins | Complete |
| | Reinstate Pavers | 85% complete |
| | Roundabout | Subject to the ongoing communications with the RMS |
| | New Blisters | Complete |
| | Tree Surrounds | Scheduled to commence week beginning Monday, 6th August 2018. |
| Thornton Road Construction 00 kms to 7.00 km | Design / Supervision | Very little design work implemented |
| | Traffic Control / Detour | An ongoing item |
| | Culvert Replacement | Complete |
| | Earthworks | Nearing completion |
| | Pavement Supply | The required material is being “won” at Fishpool’s Quarry located approximately 6 km south of the Bogan river crossing on the Tottenham Road. |

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 14th August 2018 commencing at 2.37 pm

4.2 PROJECTS AND ASSETS STATUS REPORT

CONTINUED

| PROJECT | PROJECT STATUS | |
|---|--------------------|---|
| | ITEM | COMMENT |
| Thornton Road Construction 00 kms to 7.00 km Continued | Spread and Compact | Will follow the delivery of the pavement material. |
| | Stabilise | Will follow the spread and shaping of the pavement material. |
| | Wearing Surface | The application of the prime coat will follow the above steps – perhaps in stages. The final seal is scheduled for February 2019. |
| | Signs and Markings | Will be implemented in stages. |

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

Carried

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

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

Carried

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

MOVED Jones/Lawford that the Work Health and Safety Risks and Priority Issues be reviewed and monitored, noting the completion of:

- Chemical Audit completed for Warren Sporting and Cultural centre – July 2018
- WHS Inspection completed on chemical Storage at Warren Pool by StateCover Mutual – August 2018

Carried

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

MOVED Lawford/Jones that the Warren Shire Council Work Health and Safety Action Plan actions are reviewed and their status monitored and a report be prepared for the Work Health and Safety Committee each quarter to review the status and compliance, noting the completion of the following items:

- StateCover Mutual Annual Work Health and Safety Audit - Completed August 2018
- WHS Policy adopted by Council August 2017
- Draft Guideline Complete May 2017- Incident Reporting and Investigation Guideline. Guideline adopted by MANEX in August 2017 Meeting
- WHS Committee formed in September 2017, with constitution adopted.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 14th August 2018 commencing at 2.37 pm

5.3 WORK HEALTH AND SAFETY ACTION PLAN

CONTINUED

- Draft Guideline Complete June 2017 - Managing Work Health & Safety Risk Guideline. Guideline adopted by Council in March 2018 Council Meeting
- Contractor Management Policy in Draft and available for presentation at Council Policy Workshop. Contractor Management Policy put for Public Exhibition
- Draft Guideline complete June 2017 -Development of Safe Work Procedures Guideline. Guideline adopted by Council in March 2018 Council Meeting
- Plant start up books ordered and received and to be distributed to all outdoor staff – May 2018
- Staff induction presentation developed – July 2018
- Volunteer Management Policy in Draft and available for presentation at Council Policy Workshop
- Alcohol and other Drug Policy adopted by Council in October 2017.
- Asbestos Register and Management Plans developed in November 2016.
- Staff provided with Remove non-friable asbestos and supervise removal of non-friable asbestos in December 2017
- Asbestos Management Plan in draft form and available for presentation at Council Policy Workshop. Asbestos Management Plan put for Public Exhibition
- Chemical Audit completed at Warren Sporting and Cultural Centre – July 2018
- WHS Inspection undertaken by StateCover Mutual of Chemical Storage facility at Warren Swimming Pool – August 2018
- Safe Work Method Statement Developed for safe work at heights – July 2018

Carried

6.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

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

Circulars

| Date | Circular No. | Description | Comment/Action |
|----------|--------------|--|----------------|
| 02.08.18 | 18-20 | Guidance to Councils on Transitioning to the New Australian Accounting Standards | Noted |

Ministerial Circulars

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

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 14th August 2018 commencing at 2.37 pm

6.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

CONTINUED

Department of Planning Circulars

| Date | Circular No. | Description | Comment/Action |
|----------|--------------|---|----------------|
| 27.07.18 | PS 18-008 | Amendments to Retail Land Use Definitions | Noted |

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

Carried

6.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

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

Strategic Tasks Guide

| DATE | TASK | STATUS |
|------------------|--|-------------------|
| AUGUST | | |
| 1 | Rates Levied by service of rates and charges notice (s.562) | Noted |
| 16 | Expected first instalment of 2018-2019 Financial Assistance Grant | Paid 22 June 2018 |
| 31 | First quarterly rates instalment due (s.562) | Noted |
| | Survey of seizures of cats and dogs due | Noted |
| SEPTEMBER | | |
| 30 | Roads and Bridges Data Return due (Grants Commission) | Noted |
| | General Manager to advise OLG and LGNSW of the Election of Mayor (Sch 7 Cl 13 LGGR) | Noted |
| | Lodge completed Pecuniary Interest returns for Councillors and Designated Persons (s.449 (3)). General Manager to table returns at next Council Meeting (s.450A) | Noted |

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 14th August 2018 commencing at 2.37 pm

7. WORK FORCE VACANCIES (S12-1)

MOVED Lawford/Murray that Manex note the report and commence recruitment of vacant positions being:

- Patching Crew No. 2 – Light Truck Driver;
- Water and Sewer Foreman;
- Manager Roads Infrastructure;
- Senior Heavy Truck Driver;
- Heavy Truck Driver;
- Workshop Co-ordinator
- Asset / Technical Officer

Carried

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

MOVED Wilcox/Murray that the information be received and noted that the Workshop RTA Inspection process remains outstanding.

Carried

9. GOVERNANCE REVIEW (P13-1)

MOVED Wilcox/Murray that the Draft ICT Policy has been prepared for review by staff and to satisfy the requirements of the Auditor General.

Carried

10.1 COUNCIL CHAMBERS DEVELOPMENT PROJECT (C14-3.25)

MOVED Stephens/Lawford that:

1. The information be received and noted; and
2. A project report, architect and consultant costs and a time line was provided for Manex review.

Carried

10.2 WASTE DISPOSAL TRANSFER STATIONS (G2-5.4)

A project concept was provided to Manex to review the redevelopment of the waste facility and discuss across department assistance and grant funding required.

MOVED Stephens/Lawford that:

1. That Manex approve the project for further development; and
2. Following project submission to the Ewenmar Waste Depot Committee, that the project is included within the 2018/19 budget considerations and review September quarter.

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
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10.3 MACQUARIE PARK REVITALISATION PROJECT (P1-7.6)

This item was deferred by Manex, awaiting a project brief.

11. JULY 2018 MINUTES AND AUGUST 2018 BUSINESS PAPER

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

12. COMPLAINTS/ACTION REQUESTS STATUS

The outstanding complaints/actions list was circulated and it was requested that the responsible officers update the list and return to the Engineering Administration Officer noting that a number of issues remain outstanding as at 31st July 2018.

13. GENERAL BUSINESS WITHOUT NOTICE

- The Divisional Manager Engineering Services enquired on the blue rural addressing posts and he asked which Council Department they came under to replace and install new markers etc. He has been asked about a post that was reported to Council 6 months ago and wanted to provide an update to the person.

The Divisional Manager Engineering Services is to investigate if a compliant request had been submitted to Council and follow up this matter up.

- The Mayor enquired on the outcome of lighting of fires at Collie.

The Divisional Manager Engineering Services advised he had been advised by the RFS that there is a hold on fires at Collie and that Council would request if the RFS could do a controlled burn once the debris is relocated to the Warren side of Collie.

There being no further business the meeting closed 4.25 pm.

Sporting Facilities Committee

Attached are Minutes of the Meeting of the Warren Sporting Facilities Committee held on Wednesday, 15th August 2018.

Recommendation:

That the Minutes of the Warren Sporting Facilities Committee Meeting held on Wednesday, 15th August 2018 be received and noted, and the following recommendation be adopted:

ITEM 6 REPORTS FROM CENTRE MANAGER

(S21-2)

RECOMMENDATION TO COUNCIL:

MOVED that:

1. An annual service of gym equipment be undertaken as per the Gym Maintenance Report;
 2. The Centre Manager liaise with the Work Health and Safety Officer as to the creation of a maintenance procedure for each defibrillator as per the Local Sports Defibrillator Program.
 3. That the progress of the Grant under the Regional Cultural Fund – Develop Warren’s Art and Cultural Facility be noted.
-
-

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 15th August 2018 commencing at 4:04pm

Present:

Councillor MJ Quigley (Chairman)
Councillor BD Williamson
Glenn Wilcox (General Manager)
Wesley Hamilton (Centre Manager)
Maryanne Stephens (Manager Health & Development Services)
Kerry Jones (Town Services Manager) - 4:29pm

ITEM 1 APOLOGIES

Apologies were tendered on behalf of Councillor KW Taylor, Councillor KR Irving and Rolly Lawford (Divisional Manager Engineering Services) who were absent due to external commitments and it was **MOVED** that a leave of absence be granted for this meeting.

Carried

ITEM 2 MINUTES OF THE MEETING HELD ON 4TH APRIL 2018

MOVED that the Minutes of the Meeting held on the 4th April 2018 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING

- The General Manager stated that the finalisation of the Victoria Park Master Plan will be delayed pending the production of a Crown Land Management Plan for Victoria Park.

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 15th August 2018 commencing at 4:04pm

ITEM 4 FINANCIAL STATEMENT

WARREN SPORTING & CULTURAL CENTRE

OPERATING STATEMENT

30/06/2018

Percentage of the year Completed = 100.00%

| | Actual 30/06/17 | Actual 30/06/18 | Estimate 2017/18 | % of Budget |
|---|--------------------|---------------------|---------------------|----------------|
| <u>Income:</u> | | | | |
| Complex Rents & Fees | 13,869.76 | 16,129.35 | 10,689.00 | 150.90% |
| Gym Membership | 20,646.01 | 15,995.94 | 20,000.00 | 79.98% |
| Council Hire - Donation of Fee | 1,478.00 | 395.00 | 0.00 | 0.00% |
| FRRR Grant - Keeping Seniors Working | 0.00 | 2,241.00 | 2,241.00 | 100.00% |
| Dep't of Sport - Defibrulator | 0.00 | 1,300.00 | 1,300.00 | 100.00% |
| Sundry Income | 0.00 | 0.00 | 50.00 | 0.00% |
| Total Income = | 35,993.77 | 36,061.29 | 34,280.00 | 105.20% |
| <u>Expenditure:</u> | | | | |
| Centre Managers Wages | 25,284.46 | 41,241.24 | 42,700.00 | 96.58% |
| Telephone Expenses | 919.30 | 882.08 | 950.00 | 92.85% |
| Electricity Expenses | 15,356.30 | 17,642.08 | 18,380.00 | 95.99% |
| Cleaning - Wages | 24,615.33 | 28,402.18 | 26,343.00 | 107.82% |
| - Other | 2,532.70 | 1,551.17 | 1,500.00 | 103.41% |
| General M & R - Wages | 1,362.68 | 2,555.09 | 3,209.00 | 79.62% |
| - Other | 15,351.21 | 20,828.52 | 13,600.00 | 153.15% |
| Consumables | 1,111.37 | 3,205.23 | 3,898.00 | 82.23% |
| Equipment Maintenance | 76.29 | 944.19 | 0.00 | 0.00% |
| Building M & R | 0.00 | 2,160.57 | 0.00 | 0.00% |
| Floor M & R | 0.00 | 684.75 | 1,357.00 | 50.46% |
| Security Charges | 862.56 | 1,037.59 | 517.00 | 200.69% |
| Storage Cabinets | 0.00 | 176.33 | 0.00 | 0.00% |
| Printing & Stationary etc. | 287.25 | 146.76 | 200.00 | 73.38% |
| PA System | 0.00 | 465.27 | 0.00 | 0.00% |
| FRRR Grant - Keeping Seniors Working | 0.00 | 2,064.36 | 2,241.00 | 92.12% |
| Purchase of FOBS | 325.00 | 0.00 | 0.00 | 0.00% |
| Microphones | 32.12 | 0.00 | 0.00 | 0.00% |
| Casual Hirers Insurance | 893.35 | 1,161.33 | 1,161.00 | 100.03% |
| Rates | 5,823.66 | 6,002.48 | 6,003.00 | 99.99% |
| Total Expenses = | 94,833.58 | 131,151.22 | 122,059.00 | 107.45% |
| <u>Specific Works Expenditure:</u> | | | | |
| Gym Equipment | 4,136.37 | 0.00 | 0.00 | 0.00% |
| Relay Front Pavers | 0.00 | 14,577.27 | 15,000.00 | 97.18% |
| Mezzanine Floor Upgrade | 0.00 | 67,576.15 | 66,600.00 | 101.47% |
| New Coolroom Compressor | 0.00 | 5,860.50 | 0.00 | 0.00% |
| Defibrulaor | 0.00 | 2,500.00 | 1,300.00 | 192.31% |
| Total Specific Works Expenses = | 4,136.37 | 90,513.92 | 82,900.00 | 109.18% |
| Balance of Operating Funds Available = | (62,976.18) | (185,603.85) | (170,679.00) | 108.74% |

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 15th August 2018 commencing at 4:04pm

ITEM 4 FINANCIAL STATEMENT

CONTINUED

WARREN SPORTING & CULTURAL CENTRE

OPERATING STATEMENT

31/07/2018

Percentage of the year Completed = 8.49%

| | Actual 31/07/18 | Actual 31/07/18 | Estimate 2018/19 | % of Budget |
|---|---------------------|--------------------|---------------------|----------------|
| <u>Income:</u> | | | | |
| Complex Rents & Fees | 16,129.35 | 1,173.65 | 20,000.00 | 5.87% |
| Gym Membership | 15,995.94 | 906.38 | 12,000.00 | 7.55% |
| Council Hire - Donation of Fee | 395.00 | 0.00 | 0.00 | 0.00% |
| Art & Cultural Grant | 0.00 | 81,556.20 | 90,618.00 | 90.00% |
| Sundry Income | 0.00 | 0.00 | 0.00 | 0.00% |
| Total Income = | 32,520.29 | 83,636.23 | 122,618.00 | 68.21% |
| <u>Expenditure:</u> | | | | |
| Centre Managers Wages | 41,241.24 | 2,967.41 | 43,000.00 | 6.90% |
| Telephone Expenses | 882.08 | 0.00 | 1,200.00 | 0.00% |
| Electricity Expenses | 17,642.08 | 0.00 | 23,894.00 | 0.00% |
| Cleaning - Wages | 28,402.18 | 1,362.62 | 26,535.00 | 5.14% |
| - Other | 1,551.17 | 0.00 | 1,500.00 | 0.00% |
| General M & R - Wages | 2,555.09 | 67.47 | 3,209.00 | 2.10% |
| - Other | 20,828.52 | 361.03 | 13,600.00 | 2.65% |
| Consumables | 3,205.23 | 31.90 | 3,898.00 | 0.82% |
| Equipment Maintenance | 944.19 | 0.00 | 0.00 | 0.00% |
| Building M & R | 2,160.57 | 240.89 | 1,208.00 | 19.94% |
| Floor M & R | 684.75 | 0.00 | 1,357.00 | 0.00% |
| Security Charges | 1,037.59 | 0.00 | 517.00 | 0.00% |
| Storage Cabinets | 176.33 | 0.00 | 0.00 | 0.00% |
| Printing & Stationary etc. | 146.76 | 0.00 | 200.00 | 0.00% |
| PA System | 465.27 | 0.00 | 0.00 | 0.00% |
| Purchase of FOBS | 0.00 | 0.00 | 0.00 | 0.00% |
| Microphones | 0.00 | 0.00 | 0.00 | 0.00% |
| Casual Hirers Insurance | 1,161.33 | 1,190.36 | 1,190.00 | 100.03% |
| Rates | 6,002.48 | 0.00 | 6,227.00 | 0.00% |
| Total Expenses = | 129,086.86 | 6,221.68 | 127,535.00 | 4.88% |
| <u>Specific Works Expenditure:</u> | | | | |
| Relay Front Pavers | 14,577.27 | 0.00 | 0.00 | 0.00% |
| Mezzanine Floor Upgrade | 67,576.15 | 0.00 | 0.00 | 0.00% |
| New Coolroom Compressor | 5,860.50 | 0.00 | 0.00 | 0.00% |
| Defibrilaor | 2,500.00 | 0.00 | 0.00 | 0.00% |
| Defibrilaor | 0.00 | 0.00 | 100,618.00 | 0.00% |
| Total Specific Works Expenses = | 90,513.92 | 0.00 | 100,618.00 | 0.00% |
| Balance of Operating Funds Available = | (187,080.49) | 77,414.55 | (105,535.00) | -73.35% |

RECOMMENDATION TO COUNCIL:

MOVED that the 2017/18 Budget Review be received and noted.

Carried

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 15th August 2018 commencing at 4:04pm

ITEM 5 ACTION CHECKLIST

| <i>Date</i> | <i>Outstanding Matter</i> | <i>Officer Resp.</i> | <i>Response/Request/Comment</i> | <i>Completion Date</i> |
|-------------|--|----------------------|--|------------------------|
| 12.10.16 | Matting at practice nets | MES | To be included in Carter Oval Master Plan | Pending |
| 12.10.16 | Long jump run up | CM | Construction of dual triple jump / long jump works to be sought via grant application by local sporting club. | Pending Suitable Grant |
| 9.02.2017 | Northern end car park | MES | Area has been smoothed out, sealing of area to be arranged when funds permit. | Budget Item 2018/2019 |
| 21.02.2018 | Research replacement of pool facilities | MHD | Survey and report complete. Awaiting completion of suitable grant application. | August 2020 |
| 21.02.2018 | Victoria Park Master Plan | CM | Draft Version 1 complete, continue development of plan | May 2019 |
| 21.02.2018 | Pathways and Cycle ways | CM | Liaise with engineering department as to the construction of pathways and cycle ways within Victoria Park | July 2019 |
| *21.02.2018 | Installation of Bottle Refill Point | CM | Installation of bottle refill point to be arranged. | Complete |
| 04.04.2018 | Installation of Sealed Netball / Basketball Courts | CM | Liaise with engineering staff as to the construction of sealed netball / basketball courts within Victoria Park and provide progress report to grants team | June 2019 |
| 04.04.2018 | Installation of Emergency generator | CM | Liaise with MHD as to the installation of emergency generator at WSCC and provide progress report to the grants team | 2018 |
| *04.04.2018 | Country Rugby Championships | CM | Complete all pending tasks in relation to Country Rugby Championships as per item 6.7 April 2018 meeting | Complete |
| 04.04.2018 | Renewal of main oval lighting | CM | Liaise with MES as per renewal of main oval lighting | August 2018 |

RECOMMENDATION TO COUNCIL:

MOVED that:

1. The Action Checklist progress be received and noted; and
2. Items marked with an asterisk (*) be deleted.

Carried

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 15th August 2018 commencing at 4:04pm

ITEM 6 REPORTS FROM CENTRE MANAGER (S21-2)

RECOMMENDATION TO COUNCIL:

MOVED that:

1. An annual service of gym equipment be undertaken as per the Gym Maintenance Report;
2. The Centre Manager liaise with the Work Health and Safety Officer as to the creation of a maintenance procedure for each defibrillator as per the Local Sports Defibrillator Program.
3. That the progress of the Grant under the Regional Cultural Fund – Develop Warren’s Art and Cultural Facility be noted.

Carried

ITEM 7 GENERAL BUSINESS

1. Centre Manager received a letter from Bonnie Storer as to the process of organising a mixed netball competition in Warren beginning in early September. She is asking Council to negotiate a fair hire price for each night of competition to ensure the viability of the program over its 12-week duration. General Manager requested council undertake a review of all current fees and charges applicable to the Victoria Park Precinct and the mixed netball competition be charged a fee of \$63 per night in line with current fees and charges for use of the indoor court area and community strategic plan policy 1.1.6 (Co-ordinate and support community groups to promote events and activities within the local community).
2. Centre Manager received a letter from Lianne Clark on behalf of the Warren Youth Foundation and various staff from the Warren MPHS, under their current ACT Belong Commit Program. They wish to host a Halloween movie night on the 31st October 2018. This event will be a major meeting point for all community members performing trick and treat activities in the late afternoon/evening, providing a social gathering for the community particularly the youth of Warren. In light of the non-for-profit nature of the event, they are asking if Council will pay for the cost of utilising the facility during the event or provide the Centre at a reduced rate. Committee agreed and it was resolved that a recommendation be made to council to pay for the usage of the facility in accordance with the Councils community strategic plan policy 1.1.6 (Co-ordinate and support community groups to promote events and activities within the local community).
3. Councillor MJ Quigley received a letter from the Warren Arts Council whom have recently reformed. The Warren Arts Council wish to bring sculptures along the Macquarie River into the Victoria Oval Precinct, showing local artist talent. In addition, they wish to seek grant funding to provide outdoor table tennis within Victoria Park Precinct. Centre Manager agreed with request and will liaise with Warren Arts Council and provide suitable locations for sculptures and outdoor table tennis equipment following creation of works program for pathways and cycle ways within Victoria Park Precinct.

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 15th August 2018 commencing at 4:04pm

ITEM 7 GENERAL BUSINESS

CONTINUED

4. Centre Manager requested an update from the Town Service Manager as to condition of the current pitch roller for the upcoming cricket season. Town Service Manager stated the current pitch roller located at Victoria Park has been condemned and investigations have begun as to the purchase/hire of a second hand pitch roller for the upcoming cricket season.
5. Councillor MJ Quigley requested an update as to the service and maintenance of the irrigation system located at Victoria Park. Town Service Manager stated that new contractors have been sourced and awaiting completion of service within the next fortnight to alleviate issues arising with the current irrigation system.
6. Councillor MJ Quigley requested an update of a maintenance schedule for all grass areas within Victoria Park Precinct for the upcoming season. Town Service Manager stated that a current maintenance plan is in place and will be delivered during the upcoming season.
7. Centre Manager noted the following maintenance tasks need to be completed to ensure the continued delivery of high quality facilities in line with Councils strategic community plan policy 3.2.4 Maintain community facilities to an appropriate standard (e.g. Sporting Complex).
 - Replace all four basins and tapware within the Women's downstairs toilets
 - Re-paint / service the portable grandstand
 - Re-paint / service the front gates to Victoria Park Precinct
 - Purchase of a new pie warmer for the Sporting and Cultural Centre kitchen
 - Trade in of two current vacuum cleaners and the purchase of a new vacuum cleaner for the Sporting and Cultural Centre

General Manager and Manager of Health and Development agreed and stated to undertake repairs within general maintenance and repairs budget.

8. Town Service Manager requested the Centre Manager to move the location of three-phase outlet socket from the northern end of the indoor court area to the external northern wall of the building. Centre Manager agreed and is to arrange electrical contractor to complete job.

RECOMMENDATION TO COUNCIL:

MOVED that:

1. Council undertake a review of all current fees and charges applicable to the Victoria Park Precinct.
2. Council charge a fee of \$63 per session to mixed netball competition whilst the review of current fees and charges is in place.
3. Council pay for the usage of the Warren Sporting and Cultural Centre during Halloween movie night in line with Council community strategic plan policy 1.1.6 (Co-ordinate and support community groups to promote events and activities within the local community).

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee meeting held at the
Warren Sporting and Cultural Centre, Warren on
Wednesday 15th August 2018 commencing at 4:04pm

ITEM 7 GENERAL BUSINESS

CONTINUED

4. Council liaise with Warren Arts Council as to the appropriate location of sculptures and outdoor table tennis areas in line following the creation of works program for Pathways and Cycle Ways within Victoria Park Precinct.
5. Town Service Manager investigation the purchase/hirer of a pitch roller for the upcoming cricket season
6. Centre Manager undertake all maintenance tasks highlighted in points 7 and 8 of general business in line with Councils community strategic plan policy 3.2.4 Maintain community facilities to an appropriate standard (e.g. Sporting Complex) and Council's adopted budget.

Carried

ITEM 8 NEXT MEETING DATE AND TIME

To be confirmed.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6:00PM.

Section

3

General Manager

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 23rd August 2018

ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

| Date | Resolution or Qwn | Outstanding Matter | Officer Resp | Response/Action |
|---|--------------------------|--|---------------------|--|
| General Manager | | | | |
| 28.6.18 | 148.6.18 | Village Enhancement Plans | GM | Develop a program of works and a community newsletter to advise of projects and works. |
| 26.7.18 | General Business | Committee Meetings schedule | GM | Schedule update in progress |
| Divisional Manager Finance and Administration Services | | | | |
| 24.5.18 | 127.5.18 | Sale of Industrial Land Nevertire Lots 3,4 and 9 DP 861185 | DMFA | Contracts being prepared by Lovett & Green who is acting for both parties. |
| Divisional Manager Engineering Services | | | | |
| 25.1.17 | 16.1.17 | Proposed new general industrial area | DMES | Rezoning proposal lodged, costings to be produced for subdivision. |
| 22.2.18 | 34.2.18 | Review type of plant with GM | DMES | Reviewed at Council Workshop 11 July 2018. A report will be forthcoming. |
| 22.3.18 | 73.3.18 | Oxley Park Wharf | DMES | Council met with the consultant on 7 May 2018 to discuss proposals and a report will be submitted once design components completed. Being pursued. |
| *26.4.18 | 103.4.18 | Curban Street, Collie | DMES | Applicant advised of outcome. |
| *28.6.18 | 157.6.18 | The Ride Against Cancer – Council Donation | DMES | Mudgee Lions Club advised of outcome. |
| 26.7.18 | 161.7.18 | Sale of surplus plant | DMES | Arrange for items of plant to be placed for sale |
| *26.7.18 | 169.7.18 | Curban Street, Collie | DMES | Applicant advised of outcome. |

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 23rd August 2018

ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

| Date | Resolution or Qwn | Outstanding Matter | Officer Resp | Response/Action |
|---|--------------------------|---|---------------------|---|
| Manager Health & Development | | | | |
| 27.4.17 | 99.4.17 | Warren Swimming Pool Shade Cover | MHD | Warren Swimming Club have engaged a contractor. Cover to be erected by end of August. |
| 26.10.17 | 266.10.17 (b) | Compile a joint grant application under Regional Sports Infrastructure fund | MHD | Victoria Park users to be consulted and report back to Sporting Facilities Committee. |
| 7.12.17 | 302.12.17 (j) | Waste / Recycling Collection Services within Warren Shire | MHD | Prepare report. |
| 7.12.17 | 302.12.17 (k) | Waste Depot Operations Tendering | MHD | Prepare report. |
| 28.6.18 | 155.6.18 | 2 Roland Street, Warren | MHD | Contract for sale being drawn up. |
| *26.7.18 | 171.7.18 | Ranger's utility use | MHD | Advice provided to Cr Irving. |
| 26.7.18 | General Business | Interagency service providers | MHD | Arrange for link on Council's website detailing interagency services and providers. |

RECOMMENDATION:

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

WARREN SHIRE COUNCIL
 Report of the General Manager
 to the Ordinary Meeting of Council to be held at
 Council Chambers, Warren, on Thursday 23rd August 2018

ITEM 2 COMMITTEE/DELEGATES MEETINGS (C14-2)

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

MEETINGS HELD

| DATE | COMMITTEE / MEETING | LOCATION |
|-------------|--|-----------------|
| 22.07.18 | Regional Rail Fleet Project | Dubbo |
| 30.07.18 | Premier & Cabinet and Ministers | Bathurst |
| 03.08.18 | Country Mayors | Sydney |
| 07.08.18 | Local Emergency Management Committee Meeting | Warren |
| 08.08.18 | Orana Joint Organisation Meeting | Narromine |
| 08.08.18 | Town Improvement Committee Meeting | Warren |
| 08.08.18 | Traffic Committee Meeting | Warren |
| 08.08.18 | Council Workshop | Warren |
| 10.08.18 | Mining & Energy Related Councils Meeting | Sydney |
| 14.08.18 | Manex Committee Meeting | Warren |
| 15.08.18 | Work Health & Safety Committee Meeting | Warren |
| 15.08.18 | Sporting Facilities Committee Meeting | Warren |
| 16.08.18 | Showground/Racecourse Committee Meeting | Warren |
| 22.08.18 | Airport Committee Meeting | Warren |

FUTURE MEETINGS NOT ON MEETING SCHEDULE

| DATE | COMMITTEE / MEETING | LOCATION |
|-------------|--|-----------------|
| 07.09.18 | NSW Public Libraries Association Central West Zone Meeting | Mudgee |
| 07.09.18 | OROC Board Meeting | Coonamble |
| 09.11.18 | Mining and Energy Related Councils Meeting | Upper Lachlan |
| 16.11.18 | Outback Arts Board Meeting | Coonamble |

RECOMMENDATION:

That the information be received and noted.

Section

4

Manager Finance & Administration

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 23rd August 2018

ITEM 1 RECONCILIATION CERTIFICATE – JULY 2018

(B1-10.16)

RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31st July 2018 be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 31st July 2018.

INTERNAL LEDGER ACCOUNT RECONCILIATION

| | Balance | | Balance |
|-------------------------|-------------------|---------------------|-------------------|
| | 30-Jun-18 | Transactions | 31-Jul-18 |
| General | 10,275,272.50 | (7,606.39) | 10,267,666.11 |
| Water Fund | 148,078.17 | 47,679.34 | 195,757.51 |
| Sewerage Fund | 2,259,015.10 | 60,746.01 | 2,319,761.11 |
| North Western Library | 45,393.39 | (5,219.52) | 40,173.87 |
| Trust Fund | 75,267.33 | 0.00 | 75,267.33 |
| Investment Bank Account | (12,305,876.78) | 398,364.88 | (11,907,511.90) |
| | 497,149.71 | 493,964.32 | 991,114.03 |

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 23rd August 2018

ITEM 1 RECONCILIATION CERTIFICATE – JULY 2018

CONTINUED

BANK STATEMENT RECONCILIATION

| | |
|--|-------------------|
| Balance as per Bank Statement = | 991,602.32 |
| Add: Outstanding Deposits for the Month | 368.00 |
| Less: Outstanding Cheques & Autopays | (856.29) |
| Balance as per Ledger Accounts less Investments = | 991,114.03 |

INVESTMENTS RECONCILIATION

Investments as at 31st July 2018

| No. | Institution | Amount | Term & Rate | Maturity Date |
|-----|-------------------------|--------------|-----------------|---------------|
| | National Australia Bank | 407,511.90 | Variable | On Call A/c |
| 21 | National Australia Bank | 1,000,000.00 | 92 Days @ 2.60% | 24-Aug-18 |
| 22 | National Australia Bank | 1,500,000.00 | 92 Days @ 2.57% | 27-Aug-18 |
| 23 | National Australia Bank | 1,500,000.00 | 90 days @ 2.65% | 03-Sep-18 |
| 24 | National Australia Bank | 1,500,000.00 | 90 days @ 2.72% | 10-Sep-18 |
| 25 | National Australia Bank | 1,500,000.00 | 90 days @ 2.73% | 17-Sep-18 |
| 26 | National Australia Bank | 1,500,000.00 | 90 days @ 2.73% | 18-Sep-18 |
| 1 | National Australia Bank | 1,000,000.00 | 91 Days @ 2.68% | 16-Oct-18 |
| 2 | National Australia Bank | 1,000,000.00 | 91 Days @ 2.66% | 23-Oct-18 |
| 3 | National Australia Bank | 1,000,000.00 | 91 Days @ 2.63% | 30-Oct-18 |

TOTAL INVESTMENTS = 11,907,511.90

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

| | |
|--|-----------------------------|
| Externally Restricted Funds Invested | 5,964,564.00 |
| Internally Restricted Funds Invested | 6,415,150.00 |
| 2018/19 General Fund Operating Income & Grants | 518,911.93 |
| TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE = | <u>12,898,625.93</u> |

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

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 23rd August 2018

ITEM 1 RECONCILIATION CERTIFICATE – JULY 2018

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

N/A

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 23rd August 2018

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

RECOMMENDATION

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Attached to this report is the statement of rates and annual charges as at 9th August 2018 including comparisons over the last three years.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 9th August 2018.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 23rd August 2018

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

9TH AUGUST 2018

| Name of Rate | COLLECTIONS FOR YEAR | | | | | NETT ARREARS | |
|---------------------------------|----------------------|------------------|------------------|------------------|----------------------------------|------------------|----------------------------------|
| | NETT ARREARS | NETT LEVY | TOTAL | AMOUNT | COLLECT | ARREARS | ARREARS |
| | 1st JULY | | RECEIVABLE | COLLECTED | AS % AGE OF TOTAL REC'ABLE | AMOUNT | AS % AGE OF TOTAL REC'ABLE |
| | \$ | \$ | \$ | \$ | | \$ | |
| General Fund Rates | 76,753 | 4,732,315 | 4,809,068 | 172,113 | 3.58% | 4,636,955 | 96.42% |
| Warren Water Fund | 23,240 | 399,798 | 423,038 | 42,602 | 10.07% | 380,436 | 89.93% |
| Warren Sewerage Fund | 28,301 | 469,563 | 497,864 | 48,826 | 9.81% | 449,038 | 90.19% |
| TOTAL 2018/2019 | 128,294 | 5,601,676 | 5,729,970 | 263,541 | 4.60% | 5,466,429 | 95.40% |
| TOTAL 2017/2018 | 125,675 | 5,453,646 | 5,579,321 | 292,677 | 5.25% | 5,286,644 | 94.75% |
| TOTAL 2016/2017 | 137,085 | 5,346,993 | 5,484,078 | 419,301 | 7.65% | 5,064,777 | 92.35% |
| TOTAL 2015/2016 | 124,281 | 5,219,628 | 5,343,909 | 406,132 | 7.60% | 4,937,777 | 92.40% |
| | | 18-Aug-15 | 12-Aug-16 | 11-Aug-17 | | 09-Aug-18 | |
| COLLECTION FIGURES AS \$ | | 406,132 | 419,301 | 292,677 | | 263,541 | |
| COLLECTION FIGURE AS % | | 7.60% | 7.65% | 5.25% | | 4.60% | |

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 23rd August 2018

ITEM 3 FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2018

(A1-5.36)

RECOMMENDATIONS:

1. That the necessary elected members and staff be authorised to sign the Statement by Councillors and Managements on the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ending 30th June 2018, and
2. Council delegate to the General Manager the authority to "authorise the Year End Accounts for issue" subject to there being no material audit changes or audit issues, in accordance with AASB 110, and
3. Council delegate to the General Manager the authority to "finalise the date" at which the auditor's report and financial statements are to be presented to the public as required under Section 418 (1) of the Local Government Act, 1993.

PURPOSE

To endorse Warren Shire Council's 2017/2018 General Purpose Financial Statements and 2017/18 Special Purpose Financial Statements by signing the Statement by Councillors and Management.

BACKGROUND

Section 413 – "*Preparation of financial reports*" – of the Local Government Act, 1993 requires Council to prepare financial reports for each year, and must refer them for audit as soon as practicable (having regard to the requirements of section 416 (1)) after the end of that year. Section 413 (2c) requires Council to include a statement in the approved form by the Council as to its opinion on the General Purpose Financial Report and the Special Purpose Financial Report.

REPORT

Attached are the approved statements that are required to be signed by the Mayor, one Councillor, General Manager and Responsible Accounting Officer before the Auditors can issue their Auditors Report of Councils accounts.

For Councillors information, Councils sub contracted auditors Hill Rogers conducted the audit of Councils accounts in the week commencing 20th August 2018.

Section 418 – "*Public notice to be given of presentation of financial reports*"- of the Local Government Act, 1993 states:

(1) *As soon as practicable after a council receives a copy of the auditor's reports:*

- (a) *it must fix a date for the meeting at which it proposes to present its audited financial reports, together with the auditor's reports, to the public, and*
- (b) *it must give public notice of the date so fixed.*

(2) *The date fixed for the meeting must be at least 7 days after the date on which the notice is given, but not more than 5 weeks after the auditor's reports are given to the council.*

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 23rd August 2018

ITEM 3 FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2018

CONTINUED

With the strict timeframe from the date of receipt of the Auditors Report to when the public meeting must be held it is recommended that Council delegate to the General Manager the authority to "authorise the Year End Accounts for issue" subject to there being no material audit changes or audit issues, in accordance with AASB 110.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

STAKEHOLDER CONSULTATION

Nil

OPTIONS

Nil

CONCLUSION

In order for Council to receive the Auditors Reports on the 2017/18 Financial Statements the Statement by Councillors and Management must be signed by resolution of Council.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and Accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Copies of the Statements by Councillors and Management.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 23rd August 2018

ITEM 3 FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2018

CONTINUED

Warren Shire Council

General Purpose Financial Statements

for the year ended 30 June 2018

Statement by Councillors and Management

made pursuant to Section 413(2)(c) of the *Local Government Act 1993 (NSW)* (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- the *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these financial statements:

- present fairly the Council's operating result and financial position for the year,
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 23 August 2018.

Clr NRF (Rex) Wilson

Mayor

23 August 2018

Clr MJ Quigley

Councillor

23 August 2018

Mr GA Wilcox

General Manager

23 August 2018

Mr DJ Arthur

Responsible Accounting Officer

23 August 2018

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers Warren on Thursday 23rd August 2018

ITEM 3 FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2018

CONTINUED

Warren Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2018

Statement by Councillors and Management

made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement 'Application of National Competition Policy to Local Government',
- the Division of Local Government Guidelines 'Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality',
- the Local Government Code of Accounting Practice and Financial Reporting,
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

To the best of our knowledge and belief, these financial statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 23 August 2018.

Clr NRF (Rex) Wilson
Mayor

Clr MJ Quigley
Councillor

Mr GA Wilcox
General Manager

Mr DJ Arthur
Responsible Accounting Officer

Section

5

Manager Engineering Services

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd August 2018

**ITEM 2 GUNNINGBAR STREET NEVERTIRE – A CROWN RESERVE
(R4-1.55)**

RECOMMENDATION:

1. That the process of having section of Crown Reserve being Lot 36 DP 755292 which is bounded by the rear of the old Nevertire School, Gobabla Street and Belerenga Street available for public usage (road reserve and residential development) be commenced,
2. Once the section of the Crown Reserve being Lot 36 DP 755292 is made available for public usage the section currently serving as a portion of Gunningbar Street west of Clyde Street be established as road reserve becoming part of Gunningbar Street,
3. Once the section of the Crown Reserve being Lot 36 DP 755292 is made available for public usage the declaration and usage/s of the remaining portion of the land be then resolved by the Council, and
4. The Owner of 9-13 Clyde Street Nevertire be advised of Council's intent.

PURPOSE

The purpose of this report is to be able to provide a positive move forward for several parcels of land within the Nevertire village that are currently landlocked.

BACKGROUND

Several parcels of land in Nevertire are deemed to be landlocked due to the frontage being Crown Land. As Crown Land now falls under Council control the owner of this land has approached Council to format a solution for this problem.

REPORT

During past years on several occasions the owner and resident of the area previously referred to as the Nevertire Public School, has liaised with Council regarding the difficulty he has with his five (5) Lots 13-17, DP758766 and seeking legal access as the blocks are currently defined as landlocked.

The practical usage and saleability of these five blocks has been impossible for the land owner as no financial institute will look at lending money for the acquisition of any landlocked parcel of land. The reason for the landlocked status of the five parcel is that they are surrounded by a parcel deemed as being Crown Land.

The following attachment illustrates the area of Crown Land (Lot 36 DP755292) and the subject five landlocked parcels.

It is considered that the movement of having Crown Lands re-allocated to be under the care and control of Local Government (1st July 2018) will aid the release of these isolated parcels.

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd August 2018

ITEM 2 GUNNINGBAR STREET NEVERTIRE – A CROWN RESERVE
CONTINUED

It is the view that the process for this Crown Land be commenced to allow the total area to be made available for public usage. If this was resolved the section currently serving as Gunningbar Street could be established as a Crown Reserve and justifiably see the extension of Gunningbar Street for the full length between Clyde Street and Gobabla Street. This would allow the land owner access to the (5) five allotments without any landlock issues.

The remaining portion of land, the section which would have frontage on to Gobabla Street and Belerenga Street would be available for a multitude of purposes. The Council of the time may resolve and could define what that land could be used for in the future.

It is understood that this process could take some time as there is a matter of legal advertisement and a formal recognition of Council to allow this land to change Deed Title.

FINANCIAL AND RESOURCE IMPLICATIONS

At this point of time it is expected that there will be minor costs created by the need to advertise as well as survey and legal costs having the whole area reclassified as public land and the section of Gunningbar Street classified as road reserve.

LEGAL IMPLICATIONS

The only legal application should be those relevant to the land reclassifications mentioned under the above sub-heading.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

All stakeholders, neighbours as well as the general public will be consulted with by the application of the required public advertisement

OPTIONS

Nil.

CONCLUSION

Pursue the declaration of the Crown Land as public land and road reserve.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

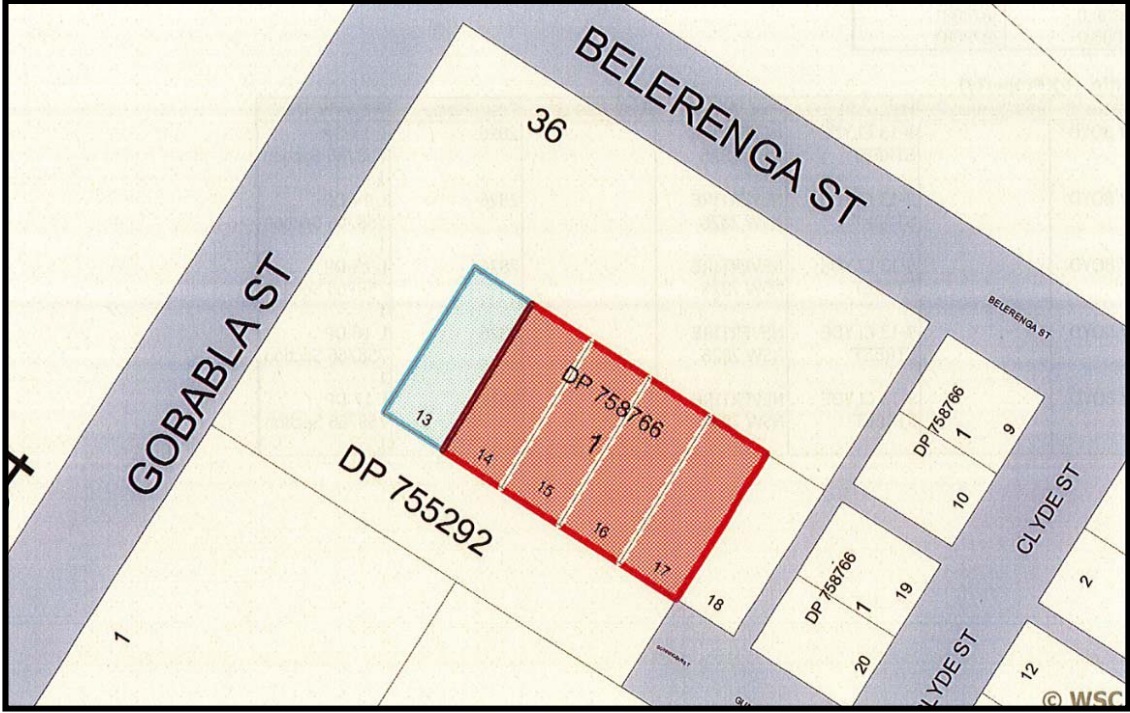
5.2.2 Timely and accurate reporting for efficient management and accountability

SUPPORTING INFORMATION

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd August 2018

ITEM 2 GUNNINGBAR STREET NEVERTIRE – A CROWN RESERVE
CONTINUED

ATTACHMENT



Nevertire allotments

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd August 2018

**ITEM 3 ESSENTIAL ENERGY APPLICATION TO ESTABLISH AN
ANTENNA ON TOP OF THE OXLEY PARK RESERVOIR
(E3-3, W2-1)**

RECOMMENDATION:

1. That there be an agreement to the payment of an annual lease fee of \$12,000;
2. That approval for Essential Energy to establish a radio antenna on the top of the water reservoir located adjacent to the Macquarie River within the Oxley Park in Warren be granted subject to;
3. The lodgement of a formal lease agreement of five (5) years with the extension of a further five (5) to be signed by both parties and registered as a Council Legal document; and
4. The requirement of Essential Energy and/or a contracting firm to submit to the Council all construction documentation including:
 - the frequency and bandwidth of apparatus;
 - the side lobe frequency and bandwidth;
 - the RF power output of apparatus;
 - the proposed location of any equipment including antenna and mountings;
 - location away from other apparatus;
 - Safe Work Method Statements;
 - Risk Assessments;
 - Operator Licences; and
 - as well as all necessary insurances for the construction period and the ongoing operation life of the antenna and the associated apparatus.

PURPOSE

The purpose of this report is to formalise the format of content of agreement with Essential Energy and allow the establishment of an antenna on the water reservoir located in Oxley Park.

BACKGROUND

Nil

REPORT

Essential Energy have sought approval to establish an antenna on top of the water reservoir located in Oxley Park and have a linkage to the control room to establish their circuit board. Negotiations have occurred ensuring that the antenna is located outside the perimeter of the roof area (catchment area) to prevent any contaminant to be lodged on the reservoir roof.

It is the view that Essential Energy have willingly obliged to comply with all requirements to date. The attachment illustrates Essential Energy's proposal for the placement of the antenna.

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd August 2018

**ITEM 3 ESSENTIAL ENERGY APPLICATION TO ESTABLISH AN
ANTENNA ON TOP OF THE OXLEY PARK RESERVOIR
CONTINUED**

FINANCIAL AND RESOURCE IMPLICATIONS

The annual lease fee of \$12,000 is fair and reasonable. The fee has been based on the likelihood of risk of the Council's technical apparatus located on the upper portions of the reservoir.

LEGAL IMPLICATIONS

Any legal risks will be provided for within the formal agreement listed as Item 4 of the recommendation.

RISK IMPLICATIONS

As above.

STAKEHOLDER CONSULTATION

All stakeholder will be advised by letter.

OPTIONS

Nil

CONCLUSION

That approval for Essential Energy to establish a radio antenna on the top of the water reservoir located adjacent to the Macquarie River within the Oxley Park in Warren be granted

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

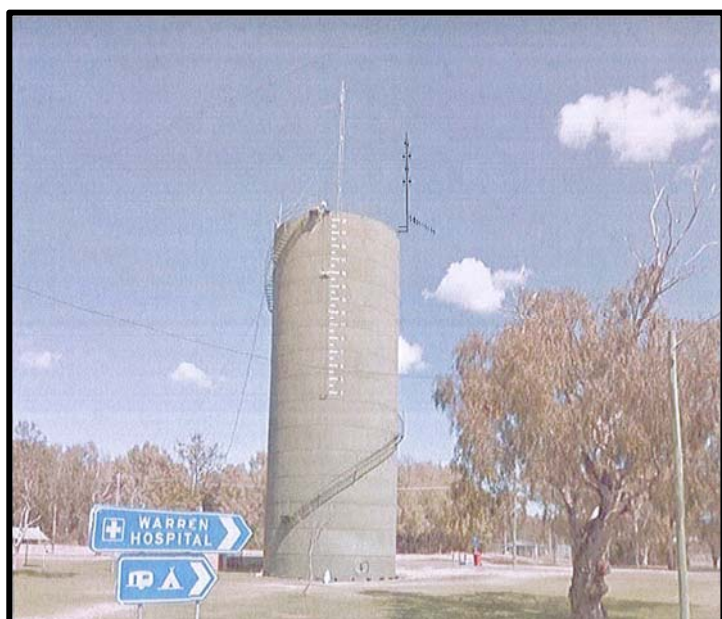
3.2.4. Maintain community facilities to an appropriate standard

SUPPORTING INFORMATION

Nil

ATTACHMENTS

**Proposed antenna
located at Oxley Park**



Section

6

Manager Health & Development Services

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd August 2018

ITEM 1 DEVELOPMENT APPLICATION APPROVALS

(B4-9)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

The following Development Applications were approved for July 2018

| FILE | LOCATION | WORKS |
|-----------|---|------------------|
| P16-18.13 | Lot 2 DP1030765 Ellengerah Road WARREN NSW 2824 | Erection of shed |

LEGAL IMPLICATIONS

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

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION OPTIONS

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

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

5.2.1 Quality customer service focus by Council staff.

1.4.4 Help ensure safe and sustainable development.

SUPPORTING INFORMATION/ ATTACHMENTS

Nil

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd August 2018

ITEM 2 IMPOUNDING OFFICER'S REPORT

(P4-4)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION OPTIONS

Nil.

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION/ ATTACHMENTS

Impounding officers report July 2018

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 23rd August 2018

ITEM 2 IMPOUNDING OFFICER'S REPORT

CONTINUED

| Hours Day | Week Ending: 6th July 2018 | | | | | | | Week Ending: 13th July 2018 | | | | | | | Week Ending: 20th July 2018 | | | | | | |
|--------------------------------------|----------------------------|-----|-----|-----|-----|------|-------|-----------------------------|-----|-----|-----|-----|------|-------|-----------------------------|-----|-----|-----|-----|------|-------|
| | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri |
| Patrol | | | 3 | 4 | 4.5 | 3 | 3.25 | | | 3 | 4 | 4.5 | 3 | Flexi | | | 3 | 4 | 3 | 4 | 4 |
| Feed/Water & Clean Pound Hours | 1 | 1 | 2.5 | 1 | 1 | 1 | 1 | 1 | 1 | 2.5 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2.5 | 1 | 1 |
| Office/ training | | | 3 | 3.5 | 3 | 4.5 | 4 | | | 3 | 3.5 | 3 | 4.25 | 0 | | | 4.5 | 3.5 | 3 | 3.5 | 3.25 |
| Impounding/ Releasing/ Euthanasia | | | | | | | | | | | | | | | | | | | | | |
| Total Daily | | | 8.5 | 8.5 | 8.5 | 8.5 | 8.25 | | | 8.5 | 8.5 | 8.5 | 8.25 | 1 | | | 8.5 | 8.5 | 8.5 | 8.5 | 8.25 |
| Number of Dogs impounded | | | | 1 | | | | | | 7 | 1 | | | | | | 1 | | 2 | 1 | |
| Number of Dogs released | | | | | | | 1 | | | | | | | | | | | | | 2 | |
| Number of Dogs Euthanasia | | | | | | | | | | 7 | | 2 | | | | | | | | 1 | |
| Total Dogs in Pound | 4 | 4 | 4 | 5 | 5 | 5 | 4 | 4 | 4 | 4 | 5 | 3 | 3 | 3 | 3 | 3 | 4 | 4 | 6 | 4 | 4 |
| Number of Cats Surrendered | | | | | | | | | | | | | | | | | | | | | |
| Number of Cats Rehoused | | | | | | | | | | | | | | | | | | | | | |
| Number of Cats Euthanasia | | | | | | | | | | | | | | | | | | | | | |
| Total Cats in Pound | | | | | | | | | | | | | | | | | | | | | |
| Kilometers per day | | | | | | | | | | | | | | | | | | | | | |
| Total weekly kilometers | | | | | | | 420 | | | | | | | 190 | | | | | | | 320 |
| Speed odometer reading @ end of week | | | | | | | 21715 | | | | | | | 22135 | | | | | | | 22325 |
| Other General Notes | | | | | | | | | | | | | | | | | | | | | |
| Total weekly hours | | | | | | | | | | | | | | | | | | | | | |

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

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd August 2018

ITEM 2 IMPOUNDING OFFICER'S REPORT

CONTINUED

| Hours Day | Week Ending: 27th July 2018 | | | | | | | Week Ending: 3rd August 2018 | | | | | | | | | | | | | |
|--------------------------------------|-----------------------------|----------|------------|----------|----------|----------|----------|------------------------------|----------|------------|------------|------------|------------|----------|-----|-----|-----|-----|-----|------|-----|
| | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri |
| Patrol | 1.5 | | 8.5 | | | | Flexi | | | 3 | 3 | 4 | 8.5 | 3 | | | | | | | |
| Feed/Water & Clean Pound | | | | | | | | | | | | | | | | | | | | | |
| Hours | 1 | 1 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1.25 | | | | | | | |
| Office/ training | | | | 8.5 | 8.5 | 8.5 | | | | 1.5 | 3 | 3.5 | 0 | 0 | | | | | | | |
| Impounding/ Releasing/ Euthanasia | | | | | | | | | | | 1.5 | | 0 | 4.45 | | | | | | | |
| Total Daily | 2.5 | 1 | 8.5 | | | | 1 | 1 | 1 | 8.5 | 8.5 | 8.5 | 9.5 | 9 | | | | | | | |
| Number of Dogs impounded | | | | | | | | | | | 1 | 2 | | 4 | | | | | | | |
| Number of Dogs released | | | | | | | | | | | | 2 | 2 | | | | | | | | |
| Number of Dogs Euthanasia | | | | | | | | | | | 2 | | | | | | | | | | |
| Total Dogs in Pound | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 1 | 5 | | | | | | | |
| Number of Cats Surrendered | | | 2 | | | | | | | | | | | | | | | | | | |
| Number of Cats Rehoused | | | | | | | | | | | | | | | | | | | | | |
| Number of Cats Euthanasia | | | | | | | | | | | 2 | | | | | | | | | | |
| Total Cats in Pound | | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | | | |
| Kilometers per day | | | | | | | | | | | | | | | | | | | | | |
| Total weekly kilometers | 110 | | | | | | | 256 | | | | | | | | | | | | | |
| Speed odometer reading @ end of week | 22645 | | | | | | | 22755 | | | | | | | | | | | | | |
| Other General Notes | | | | | | | | | | | | | | | | | | | | | |
| Total weekly hours | | | | | | | | | | | | | | | | | | | | | |

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

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd August 2018

ITEM 3 SHOWGROUND/RACECOURSE HIRE

(S7-2)

PURPOSE

To ensure when hiring out the facility that it is understood the state of condition it is expected to be left in after any event.

BACKGROUND

Council has had an ongoing issue with hirers of the facility leaving the grounds in a poor condition resulting in Council resources being used to clean up after events.

REPORT

In the past Council has provided a community service where Council have cleaned up after events at none or minimal cost to the hirer. This has resulted in an increased expenditure to Council that could be avoided.

Moving forward Council has developed a procedure with a list of conditions and an assessment form so hirers are aware of their obligations and the condition it is to be left in. As part of this process, an assessment form has been created for quality control, prior to and after the event including cleaning instructions.

FINANCIAL AND RESOURCE IMPLICATIONS

This will result in a saving to Council as it is the responsibility of the hirer to leave the venue in a clean and tidy condition.

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

To reduce risk implications a bond will be collected from the hirer prior to the event.

STAKEHOLDER CONSULTATION

OPTIONS

Nil

CONCLUSION

The development of this practice will result in a financial saving to Council and a greater awareness of hirer responsibility in relation to leaving the venue in a clean and tidy condition.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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 23rd August 2018

ITEM 3 SHOWGROUND/RACECOURSE HIRE

CONTINUED


| ITEM | CONDITIONS OF HIRE | CLEANING INSTRUCTION |
|--|--|--|
| All building and facilities that are hired, must be left in a reasonable condition. Any additional cleaning will be at the hirer's cost and will be deducted from any security deposit. | | |
| <u>Restaurant and Falkiner Lounge</u> | | |
| Floor | | To be swept and mopped with mild detergent (NOT BLEACH) and left free of rubbish |
| Walls | | Remove dirty marks if any |
| Windows | Broken windows will be deducted from the security bond | |
| Floor Coverings | Damaged coverings will be replaced at hirer's cost | To be vacuumed and returned in same condition as hired |
| Close-up | | All lights, PA System and Air Conditioning to be switched off after function. Facility to be locked on departure |
| Bottles | Bottles will be permitted in the centre subject to strict control by the hirer | Broken glass is to be picked up and disposed of immediately |
| Wine | Spillage of Red Wine requiring shampoo will be deducted from the security bond | Saturate spillage with soda water and blot dry |
| <u>Kitchen</u> | | |
| Bench Areas | | Wiped clean and left free of containers or rubbish |
| Cupboards | | Wiped clean and left free of containers or rubbish if used |
| Stove | | All surfaces to be wiped clean and free of food stuff |
| Grill | | Grill bars to be scrubbed clean |
| Deep Fry | | Cooking oil to be emptied from fryer and all surfaces wiped clean |
| Oven | | All surfaces to be wiped clean |
| Fridges | | To be turned off, wiped clean and left open for drying |
| Cool Room | | As above unless otherwise directed. Emptied, washed and wiped clean |
| Warming Tray (Bain Marie) | | Emptied and cleaned |
| <u>Furnishings</u> | | |
| Tables and Chairs | Lost or stolen chairs will be deducted from security bond | All tops to be wiped clean and located as at commencement of hire |
| <u>Toilets</u> | | |
| Bins | | All bins to be emptied |
| Water Closets | | To be cleaned and flushed |
| Floor | | To be mopped and left free of rubbish |

Conditions of Hire

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 23rd August 2018

ITEM 3 SHOWGROUND/RACECOURSE HIRE

CONTINUED



WARREN
shire council

Hire of Facility Showground/Racecourse

Showground/Racecourse Complex

| Office Use Only | | | |
|-----------------|----|-------------|----|
| Deposit Paid | \$ | Date Paid | \$ |
| Date Paid | | Date Paid | |
| Receipt No. | | Receipt No. | |
| Officer | | Officer | |

This application must be accompanied by the scheduled fee. All sections must be filled out.

1. Hirer Details (The hirer is the person(s) who will be held responsible for ensuring conditions of hire are complied with)

Hirer Name(s):
(Full Name of Person(s) Hiring Facility)

Address:
(Street Address)

.....
(Town) (State) (Post Code)

Telephone: Organisation:
(Daytime Number) (Organisation or Group Hire Responsibility)

2. Hire Details

Hire Date(s): Hire Time(s):

Facility:

Buildings

Entire Complex Coolroom Only

Kitchen McCalman Pavilion

Restaurant Scheduled Event (Show, Races etc)

Restaurant/Kitchen Combined Other - Please state:

GBS Falkiner Lounge

Lower Bar/Coolroom

Event Description

Event:
(Name or Description of Event)

Special Requests or Instructions:

.....

Council Comments:

3. Agreement

I have read and understood the conditions of hire (detailed overleaf) and agree to abide by those conditions

Hirer Signature(s) (1):(2):

.....(3):Date:

REFER TO CONDITIONS OVERLEAF

Hire of Facility Form

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ITEM 3 SHOWGROUND/RACECOURSE HIRE

CONTINUED

Conditions of Hire

- 1 Booking of all facilities are to be undertaken through Warren Shire Council (Phone: 6847 6600).
- 2 The hire of the facility is subject to the payment of the deposit & hire fee as listed in Council's schedule of fees.
- 3 Bookings will not be confirmed until the deposit has been paid. Deposit must be paid within 3 days of initial booking.
- 4 A cancellation fee as listed in Council's schedule of fees will apply if booking cancelled within two (2) weeks of date of function.
- 5 Booking dates and times are to be strictly adhered to. If any variation is required, contact should be made.
- 6 Bookings should also include sufficient time for the set up and dismantling of the function or event.
- 7 All exits are to be kept clear and unlocked at all times during use.
- 8 Alcoholic beverages are not to be sold unless prior consent from the NSW Police is obtained. A copy of the required liquor licence is to be provided before the function or event.
- 9 Any damage caused to floors, buildings, furniture, fittings, surrounds, equipment etc., except for normal wear and tear, must be reported at the earliest opportunity following the hire. Where the damage is considered by Council to be as a result of negligence of any user or as a result of not complying with the conditions of hire this will result in the immediate forfeiture of the security deposit PLUS costs for any restoration.
- 10 All users of the facility are to be supervised by the hirer, who will be responsible for the good conduct and preservation of order.
- 11 The behaviour of all persons using or visiting facility during the period of hire/use is the responsibility of the hirer/user.
- 12 The person or organisation hiring/using the facility is responsible for the security of the facility from the time that it is opened, to the time that it is closed.
- 13 All buildings and facilities are to be made secure once the function or event has concluded. All taps, lights, air conditioning, and other electrical and gas facilities/equipment are to be turned off.
- 14 No materials, tables, chairs or other equipment is to be used by any users of the facility during the hire unless there has been prior arrangement and agreement with Council.
- 15 Any materials, tables, chairs or other equipment used by any of the users during the hire are to be returned and left in a clean and tidy manner from where they were taken from.
- 16 Following the completion of a function or event, facilities are to be left in a clean condition.
- 17 All buildings and facilities are to be left in a reasonable condition. More extensive cleaning will be at the hirer's cost and will be deducted from any security deposit.
- 18 It is the hirer's responsibility to clean and service all toilet and shower facilities used during the hire period of the facilities. Council will provide, free of charge, all toilet consumables.
- 19 The hirer must provide sufficient labour during and after the hire period to remove and pick up containers and any rubbish resulting from the hire.
- 20 All keys are to be returned to the Council Offices on the next working day following the event unless prior arrangement has been made.
- 21 Council will not be responsible or be liable in the case of loss or damage to private property of person using the facility.
- 22 Council officers reserve the right to entry to a function or event at any time to ensure compliance with the regulations.
- 23 The hirer agrees to comply with all directions made by any authorised Council Officer in the operations and use of the facilities.

Conditions of Hire