



WARREN SHIRE COUNCIL

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 25TH JANUARY 2018

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Warren Shire Council

AGENDA - ORDINARY COUNCIL MEETING

25th January 2018

APOLOGIES

CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 7th December 2017

SECTION 1 (WHITE)

DELEGATES REPORTS

- Item 1 NSW Public Libraries Association – 2017 Switch Conference (L2-7)
- Item 2 Warren Interagency Support Services (C3-9)

COMMITTEE MINUTES

- Meeting of Manex held on Tuesday 16th January 2018(C14-3.4)
- Meeting of the Council Chambers Development Committee
held on Friday 19th January 2018 (C14-3.25)

SECTION 2 (LILAC)

POLICY

- Item 1 Risk Policy and Warren Shire Council
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CONFIDENTIAL

Mayoral Minute Report

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PRESENTATIONS

Nil.

Section

1

Delegates & Committees

WARREN SHIRE COUNCIL

Delegates Report by Councillor P Serdity
to the Ordinary Meeting of Council held in the Council Chambers,
Warren on Thursday 25th January 2018

ITEM 1 NSW PUBLIC LIBRARIES ASSOCIATION – 2017 SWITCH CONFERENCE (L2-7)

Councillor Pauline Serdity along with Council's Librarian, Mrs Pam Kelly attended the NSW Public Libraries Association 2017 Switch Conference, held the 21st-24th November 2017 at the Events Centre at Panthers, Penrith.

Conference Wrap Up

Day One

Dr Vallance chose us over his other invitations, for we are the heart of local communities, and he had much to say to encourage us, and make us thankful for his appointment as State Librarian, outsider though he may be. We are very thankful for the reinstatement of the multicultural loan service, and for Dr Vallance's acknowledgement that are so much more than information; we are about personal enrichment for our readers and visitors. I am looking forward to seeing the State Library turned inside out, disagreeable objects and all that has been hidden, opened up for more than just the people in the know. We are in the midst of a digital revolution, and we, a federation, a commonwealth of libraries, are here to show our communities a constellation of possibilities, not tell them what to think. Revolutions can be nasty for those who live through them, but we can help steer people through so everyone can win.

There are probably a lot of people in this room who are rather more Todd Sampson, than **Russel Howcroft** people, and perhaps that is part of our problem with not "selling" ourselves enough. Russel talked about the power of ideas to increase usage and connection, and libraries are idea places. We were talking yesterday, at REACH OUT 2017, about creating a culture of creativity and discovery – supporting and growing this within our communities, and, thereby, growing ourselves. We need to steal from the best, have the guts to stand out, be open to ideas, and invest in them, use art, fantastic architecture, if we have the opportunity (no new toilet blocks), and focus on communicating and building trust. We need to foster creative, persuasive writers, and creatively, and consistently, get our message out there. We also need four to five million dollars!

Dr Nathaniel Bavinton also affirmed the importance of ideas, in his talk on libraries powering smart cities. The library is a sacred space, one that brings everyone in and presents them with new ideas. We know that we contribute to liveability, sustainability and equity within our communities, and we have a significant part to play in terms of digital inclusion, but we can't do it alone. We need to be creative, supportive and exploratory spaces in our community; to provide strategic programs that are linked to other programs – to work in partnership – we don't need to do it all.

Sue McKerracher took this thinking beyond ourselves even further, with the UN's Sustainable Development Goals. This is a long term, global project, and now is a great time for us to become leaders in this space, as we include the goals in our strategic plans, share that with our councils, and encourage them to make a broader statement about their support of the Sustainable Development Goals. We can start talking about how we can help deliver the targets, as so many are about what we exist to do, a natural fit, to help report against the goals with our existing data, and to engage the public. We have wonderful stories about individual successes in terms of literacy, digital inclusion, culture and heritage. Please share those with Sue, along with any you have about embedding the sustainable development goals within your strategic plans.

WARREN SHIRE COUNCIL

Delegates Report by Councillor P Serdity
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ITEM 1 NSW PUBLIC LIBRARIES ASSOCIATION – 2017 SWITCH CONFERENCE CONTINUED

Ben Conyers from the State Library of Victoria, inspired us with their little redesign project. He encouraged us to step back, and try to see our buildings for the first time, as our visitors see them. To consider how our signage, security and spaces, help or hinder visitors in accessing our libraries, and let visitors lead service design. We need to make the most of what we have, putting people at the heart, removing barriers, so that we are open and inviting, now and into the future.

Maggie Patton, from the State Library of New South Wales, then showed us beautiful images from digitised State Library collections, and the content that has been created from them, since they have been available online. Historical walks, pieces of theatre, art (controversial and otherwise), poetry, textiles and the blending of past and present. We may not all have collections with the scope of the State Library's, but we all have items that are special to our communities. Let's get them out into our communities, and see what weird and wonderful things can happen to them.

Thanks to **William McInnes** for bringing us back to what wonderful, quirky, treasure chests libraries are in communities. Places where people have a home, a haven, and opportunity; a universe of goodness. He was the fireworks at the end of our night, in bamboo undies and short pants.

Day Two

We experienced a taste of **Matina Jewell's** extraordinary life. A moving journey, made so much more powerful because of what she learned, and has been able to share. Firstly, I learned that there is a reason why I am a librarian and not in the army, but there certainly are parallels. Our environments are always changing – council mergers are not the first or last great challenges we will face – and it's natural to feel fear in times of change. What matters, is our perspective, the ability to see challenges as the opportunities for learning, that they are, and the ability to adapt, to be flexible in leadership style, thinking outside the box to create a culture of decision making. I came to see the importance of processes and procedures, of planning and practice before the crisis situation, and the importance of communication during difficult times. By focusing on our purpose, we can build resilience in our change-weary teams, and bring about a culture change, with persistence. We are who we are because of what has happened to us, and we can choose a positive perspective to achieve the extraordinary in our communities.

We may have had a change of pace when **Kevin Hennah** took the microphone, but the message remained consistent. Change is inevitable, maintaining relevance is our choice. We need to drive informed change, so that ill-informed change is not forced upon us. Kevin did his best to offend all the Judy's in the room, and all of us who are investing in maker spaces, but we need his humor-softened blows, because he is right; there is no single-lane road to relevance. We didn't find it with computer labs, and we won't find it with maker spaces or whatever the next big trend will be. Technology in libraries is important, fostering a culture of creativity and discovery through making is also important, but we must nurture our core business, our point of difference, our print collection. The quality of presentation, not the quantity of stock, should be our focus. Declining loans are *not* inevitable, so Kevin

WARREN SHIRE COUNCIL

Delegates Report by Councillor P Serdity
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ITEM 1 NSW PUBLIC LIBRARIES ASSOCIATION – 2017 SWITCH CONFERENCE CONTINUED

recommends we seriously weed, face covers out, put non-fiction and fiction in genre-based sections, and create exciting spaces with a sense of theatre, such as we see in retail. We need spaces for collaboration, presentation, for visitors to feel they can own, and to promote what visitors want. “People may resist change, that’s what people do. Libraries need to expose people to change, that’s what libraries do.”

Jukka Relander, from Finland, took us on a Eurovision style tour of Europe’s libraries, and how they are responding to increasing numbers of refugees. Europe’s libraries are making clear statements that confirm what we instinctively know about ourselves; that we are places of welcome for everyone, that we are the only non-commercial, public spaces that ask what people want, and how we can serve them, and that exist to support literacy in all its forms. We may not be able to provide resources in every language that our refugees speak, but we do work to support their needs, which, in essence, are the same as those of all our visitors – jobs, lifelong learning opportunities, and literacy. Perhaps, given that marriage legislation is about to be changed anyway, we ought to propose that it is made so that only people who can read, can get married, as once was the case in Finland!

Next, **Timothy Ungaro** told us about the study tour he took as a result of winning the Colin Mills Scholarship in 2015. He investigated Storycorps, an organisation that records, preserves and shares the stories of Americans from all backgrounds and beliefs. As a result of what he learnt, and with a Liveable Communities grant, he was able to run a pilot program, Blacktown Memories. It was great to hear about the value of oral history projects, not only for libraries, but also for the participants, their families, and communities. Sharing stories is a powerful thing. Storycorps has been consistent over a number of years, and has assembled an extraordinary collection of stories in human voices, as a result. Given that decent recording equipment is in every pocket these days, what sort of collection could we achieve across our network?

Monica Galassi and **Marika Duczynski** from the State Library’s Indigenous Services team, gave us an update on the Indigenous Spaces in Library Places strategy, and what they have been doing over the past year. Indigenous people have not always felt welcome in libraries, so we have a vital job in transforming our libraries into welcoming spaces for Indigenous people. It has been an exciting year for the Indigenous Services team; they lead a group of public library staff in a cultural competence course (as an aside, I was one of those people doing the course, and I found it fascinating, horrifying, transformative and enlightening, so I recommend it), they held an Unconference, ‘Connecting Culture: Tracing Ancestors’ family history workshops for staff and community members, a ‘Transcribathon’ during NAIDOC Week, focussing on Indigenous language material, consultations with public libraries, and today, in our very presence, launched the Indigenous Spaces in Library Places online toolkit. This toolkit has a wealth of information about the strategy, as well as downloadable resources, such as spine labels, a Tindale Map poster, welcome sign, and key dates to help you plan. These resources make it easy for us to take basic steps that will help us to make our libraries more welcoming. If you have any feedback, please pass it on to the Indigenous Services team.

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 25th January 2018

ITEM 2 WARREN INTERAGENCY SUPPORT SERVICES (C3-9)

A meeting of the Warren Interagency Support Services was held on Thursday 14th December 2017 in the meeting room of the Warren Sporting and Cultural Centre.

Attendance was low with only four (4) participants in total, but a productive meeting was held nonetheless. It was felt that end of year school activities may have made it difficult for many agencies to attend.

Updates or reports were provided by the following agencies:

Barbara McKay (apology) – Red Cross and Breakfast Club
Judie Sturtevant – St Vincent de Paul
Wendy Beetson – Ability Links

The next meeting will be held at 2.00 pm on Thursday 8th February 2018.

Councillor Sarah Derrett
Co-Chairperson
Warren Interagency Support Services

RECOMMENDATION:

That the information be received and noted.

MANEX

Minutes

Attached are the Minutes of the Meeting of Manex held on Tuesday 16th January 2018.

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Tuesday 16th January 2018 be received and noted and the following recommendations be adopted:

3. ACTION CHECKLIST

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

5.1 WORK HEALTH SAFETY PERFORMANCE SUMMARY (S12-14.1)

That the Work Health and Safety Performance Summary information be reviewed and monitored.

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

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

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

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

5.5 STATEWIDE MUTUAL RISK MANAGEMENT ACTION PLAN (I2-4.1)

That the StateWide Mutual Risk Management Action Plan objectives are reviewed and their status monitored.

7. WORK FORCE VACANCIES (S12-1)

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

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Tuesday 16th January 2018 commencing at 2.30 pm

PRESENT:

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

1. APOLOGIES

Nil.

Carried

2. BUSINESS ARISING FROM MINUTES

- The Treasurer enquired on the status of issuing leases to the occupants of Council houses.

The General Manager advised that he had the latest issue of a Residential Lease and would forward the document to the Finance Department for initiating.

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3. ACTION CHECKLIST

Date	Action by	Subject	Comment
Ongoing	ALL	Employee Performance Reviews	Performance Reviews to be undertaken every February to coincide with budget reviews.
16.5.17	MES	River Corridor flood damage	Claim submitted. Waiting for a response. DMFA to contact Chris Evans.
*17.10.17	MES	Workshop service pit	Inspection undertaken 9/1/18. Built to RMS requirements.
*17.10.17	MES	Plant 11 - Lonking Loader	Report to Plant Committee on repairs and maintenance history of the plant.
*28.11.17	TSM	Old gal meters	Old meters disposed of in scrap metal. This process will change with the new Water Meter Policy which is currently being written.

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

Carried

WARREN SHIRE COUNCIL

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4.1 2017/2018 SPECIFIC WORKS STATUS REPORT

Project	Budget	Expend	Resp	Comment
Admin Building Air conditioning	6,500	Nil	MFA	
Computer software & hardware	8,000	2,171	MFA	Admin PC replacement quotations to be sent.
Practical Plus Software	35,000	32,388	MFA	Finalised. Training cost to come.
Asset Management - IP & R	10,000	74	MES/ MFA	
Training	115,000	55,882	ALL	
Depot Yard Extension	256,000	31,519	MES	Placed on hold until Depot & Workshop clean up completed.
RFS Hazard Reduction	50,500	2,832	MFA/ MHD	
Dwelling Specific M & R				
11 Pittman Parade		3,190		
2 Roland Street	9,980	751	MHD	Kitchen to be installed by March 2018
56 Garden Avenue – Barge boards to be replaced and painted	3,344	3,344	MHD	Complete.
Victoria Park – Fitness Circuit Shade Cover	15,000	Nil	MES	On hold until Victoria Park works completed.
Sports Complex – Pavers	15,000	Nil		Quotation received.
Library – Air Conditioning	2,298	Nil	MHD	Order to be placed.
Carter Oval - Playground Equipment	20,000	Nil	MES	On hold.
Carter Oval - Playground soft fall	30,000	Nil	MES	On hold.
Carter Oval – Shade	10,000	Nil	MES	On hold.
Information Bay – Nevertire	21,000	Nil	GM	
Other Outdoor Advertising	14,000	16,181	GM	Signs erected – minor change to 1 sign.
CBD Improvements	776,853	207,796	MES	25% of kerb & guttering completed.
Airport fencing	25,000	Nil	MES	Quotes received.
Trial CCTV Implementation	35,000	Nil	MES	Ordered solar cameras and pole to overcome electrical connection difficulty.
Fencing – Ewenmar Waste Depot	14,578	14,578	MHD	Complete

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

CONTINUED

Project	Budget	Expend	Resp	Comment
Victoria Oval Rehab	30,000	43,233	MES	Turf laid, goal posts ordered. Irrigation modified. Overall 90% complete.
Oval 2 Victoria Park	26,075	16,496	MES	
Water Supplies				
Water valve and mains replacement	18,000	45,914	MES	Dubbo St river water – in conjunction with CBD improvements. 85%
Nevertire Reservoir Refurb	350,000	Nil	MES	On hold.
Warren – New Bore 8 – fit out	138,706	99,587	MES	Commenced 80%
Warren – New Bore 7 – fit out	111,588	113,134	MES	Commenced 80%
Nevertire – New Bore 2 – fit out	90,099	139,840	MES	Commenced 80%
Collie – New Bore 2 - fitout	184,887	159,211	MES	Commenced 90%
Collie – Rising Main	174,640	174,639	MES	Complete.
Sewerage Services				
Warren STP	1,000,000	304,967	MES	Land purchased, Geotech completed. Detailed design in progress. Test bores to be started 18/1/18.
Mains Relining (600-700 m)	100,000	125,197	MES	2016/2017 Program complete. 100%
Mains Relining	100,000	Nil	MES	2017/2018 Program
ROADS BRANCH				
State Highway 11				
Ordered Works Submitted - 1,145,000				
▪ Reseals	230,000	Nil	MES	
▪ Heavy Patching	160,000	Nil	MES	
▪ Pavement Widening	75,000	Nil	MES	
▪ Rehabilitation at Rail Crossing	200,000	Nil	MES	
▪ Shoulder Stabilisation	120,000	Nil	MES	
▪ Shoulder SH 11	240,000	Nil	MES	
▪ Culvert Repairs	120,000	Nil	MES	

WARREN SHIRE COUNCIL

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

CONTINUED

Project	Budget	Expend	Resp	Comment
Regional Roads				
Reseals	200,000	233,200	MES	Order for aggregate issued
Recycling – RR 424 – Marra Rd	150,000	Nil	MES	
Resheeting	100,000	Nil	MES	
REPAIR Program – Warren Rd	598,492	647,873	MES	100% complete
REPAIR Program – Warren Rd Stage 2	360,000	Nil	MES	Awaiting formal advice from RMS
Flood Damage Repairs	56,361	52,074	MES	Ongoing
Urban Local Roads				
Urban Reseals	66,700	2,948	MES	To be completed before end of 2017.
XC5 footpaths	27,500	7,516	MES	On-going.
Kerb & Guttering	167,767	Nil	MES	Carry over to 17/18
Urban Roads – Heavy Patching	111,565	Nil	MES	Cobb Lane – works to be scheduled.
Urban Roads – Bundemar Street	181,000	131	MES	To commence January 18
Rural Local Roads				
Rural Reseals	422,247	112,099	MES	Orders for aggregate issued
Rural Resheeting	659,077	166,858	MES	To commence November 17
Reconstruction – Thornton	517,069	Nil	MES	April / May 18
Recycle – Bullagreen Road	184,500	183,124	MES	Complete
Recycle – Bourbah Road	298,500	145,401	MES	60% completed
Reconstruction – Ellengerah Road	963,353	860,458	MES	98% complete
Culvert replacement	60,000	18,161	MES	
Flood Damage Repairs	366,644	114,324	MES	Ongoing
Plant				
Heavy Plant Purchases - Nett	1,825,739	870,182	MES	Plt 1023, 1041, 1042 & 1168 purchased. Waiting on Plt 1047.
Light Plant Purchases - Nett	204,778	76,068	MES	Plt 233, 242 & 1234 purchased.

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

Carried

WARREN SHIRE COUNCIL

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

STATUS REPORT ON CURRENT PROJECTS

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

PROJECT	STATUS	
Town Centre Beautification	Kerb & Gutter Replacement	40% complete, work to recommence 18th January 2018.
	Asphalt Overlay	To commence after Kerb & gutter works
	Street Garden Beds	To commence after AC overlay
	Footpath Garden Bed	Work to commence 22nd January 2018.
	Roundabout	Discussions have recommenced with the RMS. Design works to be finalized with kerb & gutter replacement.
Depot Yard Extensions	Clearing and levelling works of extension subgrade complete. Design complete. Earthworks started.	
Nevertire Information Bay	Review scope of works. Design to be completed.	
Upgrade works to playgrounds	Currently in the selection phase for playground equipment.	
Footpaths	2017/18 Footpath Program completed.	

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

Carried

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

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

Carried

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

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

Carried

WARREN SHIRE COUNCIL

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

MOVED Cleasby/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.

Carried

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

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

Carried

5.5 STATEWIDE MUTUAL RISK MANAGEMENT ACTION PLAN (I2-4.1/1)

MOVED Murray/Wilcox that the StateWide Mutual Risk Management Action Plan objectives are reviewed and their status monitored.

Carried

6.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS (L5-3)

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

Circulars

Date	Circular No.	Description	Comment/Action
20.11.17	17-37	Local Sport Defibrillator Grant Program	Grants submitted x 3 Complex, Showground/ Racecourse and Pool.
24.11.17	17-38	Update on Implementation of the Biodiversity Conservation Act 2016	AMHD to attend training
06.12.17	17-39	Consultation on the Proposed Councillor Induction and Professional Development Guidelines	Noted
06.12.17	17-40	Consultation on the Draft Model Code of Meeting Practice for Local Councils in NSW	Noted
14.12.17	17-41	2017-18 Draft Code of Accounting Practice and Financial Reporting (Update No. 26)	Noted
14.12.17	17-42	Changes to Crown Reserve Management under the Crown Land Management Act 2016	Noted
21.12.17	17-43	Boat Trailer Impounding Guidelines for Councils	Noted

WARREN SHIRE COUNCIL

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6.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

CONTINUED

Ministerial Circulars

Date	Circular No.	Description	Comment/Action
Nil			

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

Carried

6.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

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

Strategic Tasks Guide

DATE	TASK	STATUS
JANUARY		
31	Last day for third quarter rates instalment notice to be sent (s.562).	Noted
	Ledger balances to be prepared for 6 monthly inspections by Auditor (LGGR cl.228).	Noted
	Public interest disclosure report due to the NSW Ombudsman (s.6CA of the Public Interest Disclosure Act 1994).	Noted
	Six monthly New Council Implementation Fund and Stronger Communities Fund reports due.	N/A
FEBRUARY		
16	Third instalment of 2017-2018 Financial Assistance Grants	Noted
	Income adjustment for newly rateable Crown Land to be lodged to OLG.	Noted
28	Last day for RAO to submit QBRS review to Council (LGGR c.203(3)).	To January Meeting
	Third quarterly rates instalment due (s.562).	Noted

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
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7. WORK FORCE VACANCIES (S12-1)

MOVED Wilcox/Cleasby that Manex note the report and commence recruitment of vacant positions.

Carried

9. DECEMBER 2017 MINUTES AND JANUARY 2018 BUSINESS PAPER

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

10. COMPLAINTS/ACTION REQUESTS STATUS

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

11. GENERAL BUSINESS WITHOUT NOTICE

- The Mayor requested an update on Australia Day. The Divisional Manager Finance & Administration gave an overview of number of nominations, the program for the day and ambassador information.
- The Acting Manager Health and Development Services requested if a stormwater pit opposite to 6 and 10 Glen Street could be attended to. The Town Services Manager to investigate.
- The Treasurer enquired into the grass at Lion's Park. It appeared as if some of the sprinklers may not be working as there are some very dry areas. The Town Services Manager to investigate.
- The Treasurer requested if the access road to the green waste area at the Ewenmar Waste Depot could be improved. The Acting Manager Health and Development Services to investigate.
- The Treasurer enquired into Engineering staff leave in February/March and if there were any succession plans for while staff were away. The Divisional Manager Finance & Administration also enquired about on-call provisions.
- The Town Services Manager advised he had made enquiries into when Council could expect to take delivery of the new Road Sweeper and was notified it should be arriving within the next three (3) weeks. He also proposed that the trade-in be retained by Council for vacuuming pits etc. The Town Services Manager to investigate this option.

There being no further business the meeting closed 4.55 pm.

Warren Shire Council

Council Chambers Development Sunset Committee

Attached are the Minutes of the meeting of the Council Chambers Development
Sunset Committee held on Friday 19th January 2018.

ITEM 2.1 COUNCIL CHAMBERS DEVELOPMENT PROJECT

(C14-3.25)

Recommendation to Council:

That the information be received and noted.

ITEM 2.2 ASBESTOS REMOVAL AND DEMOLITION OF 113 DUBBO ST, WARREN

(C14-3.25)

Recommendation to Council:

1. That the information be received and noted; and
 2. Council proceed with the demolition of 113 Dubbo St, Warren including all concrete slab and footings.
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WARREN SHIRE COUNCIL

Minutes of the Council Chamber Development Sunset Committee
Meeting held in the Council Chambers, 115 Dubbo Street, Warren
on Friday 19th January 2018 commencing at 7:50am

Present: James Cleasby (Chairperson, Acting Manager Health and Development Services)
Councillor Pauline Serdity
Councillor Milton Quigley
Glenn Wilcox (General Manager)

ITEM 1 APOLOGIES

An apology was tendered on behalf of Councillor Katrina Walker and it was **MOVED** that the apology be accepted and a leave of absence be granted for this meeting.

Carried

ITEM 2 REPORTS

Item 2.1 Council Chambers Development Project (C14-3.25)

RECOMMENDATION TO COUNCIL:

MOVED that the information be received and noted.

Carried

Item 2.2 Asbestos Removal and Demolition of 113 Dubbo St, Warren (C14-3.25)

RECOMMENDATION TO COUNCIL:

MOVED that:

1. The information be received and noted; and
2. Council proceed with the demolition of 113 Dubbo St, Warren including all concrete slab and footings.

Carried

ITEM 6 GENERAL BUSINESS

- Councillor Quigley asked if steel sheeting could be sold onto public. General Manager advised any interested parties would need to discuss with demolition contractor.
- Councillor Quigley asked if Council had costings on the construction of the Council Chamber redevelopment. General Manager advised 113 Dubbo St, Warren would need to be demolished so Geotechnical Sampling and engineering designs could be created to assist in the costing process.

ITEM 7 DATE OF NEXT MEETING

Next meeting – TBA.

There being no further business the meeting closed at 8.35 am.

Section

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WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 25th January 2018

ITEM 1 RISK POLICY AND WARREN SHIRE COUNCIL
ORGANISATIONAL RISK REGISTER (P13-1, I2-4.1/1)

RECOMMENDATION that:

1. Council review and adopt the Risk Policy and Warren Shire Council Organisational Risk Register 2018;
2. A biannual report is provided with the IP&R reporting as to Risk consideration, actions and outcomes; and
3. The Internal Audit Committee review the Risk Register to determine future changes or inclusion of risk actions to be addressed.

PURPOSE

Risk assessment is a key to all business activities and a required part of Local Government in New South Wales audit and reporting functions.

BACKGROUND

Over the past few months Council has been asked to review many plans that have been identified as essential to the organisations future delivery and transparency of services to the community. The referenced Risk Register is a Strategic Planning document to focus on identified risks and considerations and reporting to address these risks. This is a public document.

REPORT

Council has recently been reviewing policies and procedures that are essential to all business from a strategic view. Although many businesses do not recognise the importance of a strategic focus on its activities, it is extremely important at a Local Government level to understand that the level of service provided to a community can be impacted by many aspects outside the control of our day to day functions.

Like any business we need to look at our risks. Many people will identify our risk as a few missing dollars at the cashier’s counter, but like all businesses we are subject to a range of risks outside and inside the organisation. These may be risks from computer hackers, WH&S risks, financial risks, reduced expenditure on known risks and lack of appropriate training of staff or Councillors. The risk register has developed some of the readily identifiable risks across the organisation but it has not capture all risks. The risk register should therefore be a dynamic document that reviews the risks regularly and reports the reviews to Council.

The International Standard on Risk Management (ISO 31000) generally requires a business to look at it self and to identify the following;

- a) Risk to reputation and a need to protect the business and its values;
- b) Risk is an integral part of all organisational processes – how do we address risks at all levels;
- c) Risk is part of decision making;

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 1 RISK POLICY AND WARREN SHIRE COUNCIL ORGANISATIONAL RISK REGISTER CONTINUED

Warren Shire Council Risk Policy

5.5 Internal Audit

In accordance with this policy Council will form and maintain an inhouse, Internal Review Committee with an appropriate charter to assist in Council's management of risks and strengthen its framework.

Council will engage appropriate resources, regarding capability, cost and the overall context of risk management to carry out an internal audit function as and when required in accordance with the recommendations of the Internal Review Committee or management, based on the risk management framework.

5.6 Risk Management Application

In the application of this policy and the Risk Management Framework, Council and its staff will be mindful that effective risk management requires:

- a) A strategic focus;
- b) A system for the setting of priorities where there are competing demands on limited resources;
- c) Forward thinking, planning and proactive approaches to management;
- d) A balance between the cost of managing risk and the anticipated benefits; and
- e) Contingency and continuity of business planning in the event that critical threats are realised.

6. Accountability, Roles & Responsibility

The Risk Management Policy and Framework set standards and provide guidance to support consistent and concerted risk management activities; however, the successful delivery of risk management is reliant on the effective identification, evaluation and decision making around risks by Councillors, management and staff.

The organisation will implement an internal Risk Improvement Review process that will assist in providing direction, support and guidance to staff in undertaking risk management activities as well as reviewing and evaluating Council's risk register and action plan.

The Manex Team shall review all recommendations and request any changes, budgeting or actions required.

7. Attachments

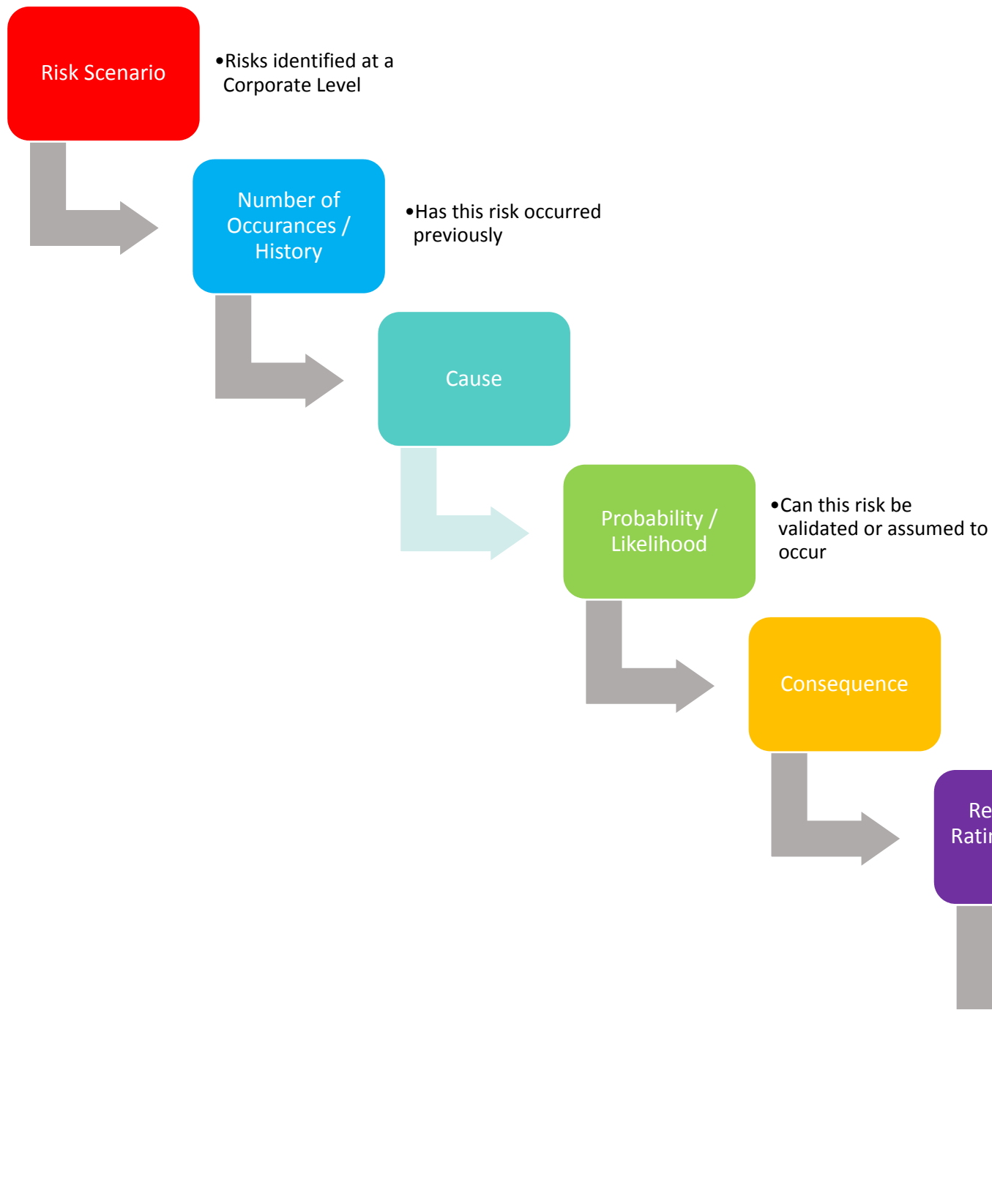
Attachment A – Warren Shire Council Risk Management and Assessment Diagram.

ITEM 1 RISK POLICY AND WARREN SHIRE COUNCIL ORGANISATIONAL RISK REGISTER

CONTINUED

Appendix A: Warren Shire Council Risk Management and Assessment Diagram

1. Risk Identification and Assessment Process



2. Risk Assessment Table

<i>EXAMPLE RISK</i>		Probability				
		Very High	High	Medium	Low	Very Low
Conse- quence	Very High	Very High	Very High	Very High	High	High
	High	Very High	High	High	Medium	Medium
	Medium	High	High	Medium	Medium	Low
	Low	High	Medium	Medium	Low	Very Low
	Very Low	Medium	Low	Low	Very Low	Very Low

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at Council Chambers, Warren, on Thursday 25th January 2018

ITEM 1 RISK POLICY AND WARREN SHIRE COUNCIL ORGANISATIONAL RISK REGISTER

CONTINUED

3. Corporate Risk Register Sample

No.	Risk	Cause	Consequence	P/L	C	Residual Risk Rating	Existing Risk Treatments	Risk Reduction/ Effectiveness	Accountable Officer	Responsible Officer
COR 001	Loss due to fraud / theft	<ul style="list-style-type: none"> Inadequate internal controls People acting inappropriately 	<ul style="list-style-type: none"> Minor equipment loss Financial loss ICAC intervention Reputation impact 	L	M	M	<ul style="list-style-type: none"> Address systemic issues to improve governance Improve processes to achieve more efficient teams and enhance internal controls for transparency and efficiency Complete high priority actions for General Complaints Management System Staff discipline and performance management processes Compulsory code of conduct training is provided to staff Internal audit reviews undertaken in areas of procurement, delegations, cash handling and RMS contract areas 	VL	DMFS	DMFS
COR 002	Revenue levels fall significantly	<ul style="list-style-type: none"> Regional economic downfall results in reduced ability for residents to pay for services Inaccurate data and inadequate acquittal information provided to grant makers Loss of investment revenue due to mistakes in fees and charges Failure to secure grants 	<ul style="list-style-type: none"> Inability to provide services to community Lack of confidence or perceived lack of importance by grant makers and investors Slashing service levels to maintain sustainability Intervention by State Government 	L	M	M	<ul style="list-style-type: none"> Controls in place to review of costs/income to ensure correct fees and charges Develop plans and work with RMS to improve road and traffic outcomes regionally High priority major projects are identified and planning pre-work is completed in preparation for grant applications (village plans, water and sewer, road and bridge upgrades) Explore grant opportunities and ensure that information is of a high quality Attract other investment Explore alternative revenue streams 	L	GM	Senior Executives and EDO's

No.	Risk	Cause	Consequence	P/L	C	Residual Risk Rating	Existing Risk Treatments	Risk Reduction/ Effectiveness	Accountable Officer	Responsible Officer
COR 003	Poor financial management	<ul style="list-style-type: none"> Budget overruns and or failure to achieve budget Poor/inadequate budget in the first place Unexpected costs not incorporated Lack of or incorrect information leading to poor financial decisions Failure to account for "whole of life" project costs 	<ul style="list-style-type: none"> Intervention by State Government Reduced projects/works and service Unhappy community and Councillors Insufficient funds available for long term financial commitments affecting sustainability Council classified as poor performing Questionable Sustainability 	L	M	M	<ul style="list-style-type: none"> Implement recommendations of External and Internal Audit Reviews. Report to Council on actions to be taken and time frames Define a standard water charging methodology for all WSC water schemes High priority major projects that have been endorsed by Council have pre-work completed in preparation for Grant Applications (project planning and approval process) Complete a review annually of the long term financial plan to provide an indication of the long term financial position of WSC Maximise plant and machinery utilisation 	L	GM DMFS	Management Team
COR 004	Inappropriate or ineffective decision making by staff or Councillors	<ul style="list-style-type: none"> Elected and staff members inadequately trained/informed Poor communications Human error Wrong or inadequate information "Reactive decisions due to community pressure" Lack of accountability Poor planning 	<ul style="list-style-type: none"> Poor project delivery Legal implications Reputation impact Financial Creating bad precedents Fines Complaints Inefficiencies and confusion ICAC / Ombudsman / State Government intervention 	L	M	M	<ul style="list-style-type: none"> Develop corporate and operational planning frameworks to facilitate effective internal planning, management and reporting on Council operations Implement a performance management system linked to Corporate and Operational Planning framework (P&R) Improve processes to achieve more efficient teams and enhance internal controls, transparency and efficiencies Provide end to end business solutions and standard reporting tools for the organisation Commence working towards a electronic basis of records management 	VL	GM Councillors	Management Team Councillors

WARREN SHIRE COUNCIL

Policy Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 25th January 2018

ITEM 1 RISK POLICY AND WARREN SHIRE COUNCIL ORGANISATIONAL RISK REGISTER

CONTINUED



CORPORATE RISK REGISTER – EDITION 1, JANUARY 2018

No.	Risk	Cause	Consequence	P/L	C	Residual Risk Rating	Existing Risk Treatments	Risk Reduced/ Effectiveness	Accountable Officer	Responsible Officer
COR 001	Loss due to fraud / theft	<ul style="list-style-type: none"> Inadequate internal controls People acting inappropriately 	<ul style="list-style-type: none"> Minor equipment loss Financial loss ICAC intervention Reputation impact 	L	M	M	<ul style="list-style-type: none"> Address systemic issues to improve governance Improve processes to achieve more efficient teams and enhance internal controls for transparency and efficiency Complete high priority actions for General Complaints Management System Staff discipline and performance management processes Compulsory code of conduct training is provided to staff Internal audit reviews undertaken in areas of procurement, delegations, cash handling and RMS contract areas. 	VL	DMFS	DMFS
COR 002	Revenue levels fall significantly	<ul style="list-style-type: none"> Regional economic downfall results in reduced ability for residents to pay for services Inaccurate data and inadequate acquittal information provided to grant makers Loss of investment revenue due to mistakes in fees and charges Failure to secure grants 	<ul style="list-style-type: none"> Inability to provide services to community Lack of confidence or perceived lack of importance by grant makers and investors Slashing service levels to maintain sustainability Intervention by State Government 	L	M	M	<ul style="list-style-type: none"> Controls in place to review of costs/income to ensure correct fees and charges Develop plans and work with RMS to improve road and traffic outcomes regionally. High priority major projects are identified and planning pre-work is completed in preparation for grant applications (village plans, water and sewer, road and bridge upgrades). Explore grant opportunities and ensure that information is of a high quality Attract other investment Explore alternative revenue streams 	L	GM	Senior Executives and EDO's
COR 003	Poor financial management	<ul style="list-style-type: none"> Budget overruns and or failure to achieve budget Poor/inadequate budget in the first place Unexpected costs not incorporated Lack of or incorrect information leading to poor financial decisions Failure to account for "whole of life" project costs 	<ul style="list-style-type: none"> Intervention by State Government Reduced projects/works and service Unhappy community and Councillors Insufficient funds available for long term financial commitments affecting sustainability Council classified as poor performing Questionable Sustainability 	L	M	M	<ul style="list-style-type: none"> Implement recommendations of External and Internal Audit Reviews. Report to Council on actions to be taken and time frames. Define a standard water charging methodology for all WSC water schemes High priority major projects that have been endorsed by Council have pre-work completed in preparation for Grant Applications (project planning and approval process) Complete a review annually of the long term financial plan to provide an indication of the long term financial position of WSC Maximise plant and machinery utilisation. 	L	GM DMFS	Management Team
COR 004	Inappropriate or ineffective decision making by staff or Councillors	<ul style="list-style-type: none"> Elected and staff members inadequately trained/informed Poor communications Human error Wrong or inadequate information Reactive decisions due to community pressure Lack of accountability Poor planning 	<ul style="list-style-type: none"> Poor project delivery Legal implications Reputation impact Financial Creating bad precedents Fines Complaints Inefficiencies and confusion ICAC / Ombudsman / State Government intervention 	L	M	M	<ul style="list-style-type: none"> Develop corporate and operational planning frameworks to facilitate effective internal planning, management and reporting on Council operations Implement a performance management system linked to Corporate and Operational Planning framework (IP&R) Improve processes to achieve more efficient teams and enhance internal controls, transparency and efficiencies. Provide end to end business solutions and standard reporting tools for the organisation Commence working towards a electronic basis of records management 	VL	GM Councillors	Management Team Councillors

WARREN SHIRE COUNCIL

Policy Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 25th January 2018

ITEM 1 RISK POLICY AND WARREN SHIRE COUNCIL ORGANISATIONAL RISK REGISTER

CONTINUED



CORPORATE RISK REGISTER – EDITION 1, JANUARY 2018

No.	Risk	Cause	Consequence	L	C	Residual Risk Rating	Existing Risk Treatments	Effectiveness	Accountable Officer	Responsible Officer
COR 005	Failure to adequately resource the organisation	<ul style="list-style-type: none"> ▪ Inadequate systems ▪ Failure to keep records ▪ Staff turnover ▪ Loss of premises or assets 	<ul style="list-style-type: none"> ▪ Service decline or disruption ▪ Loss of corporate knowledge ▪ Non-compliance with legislative requirements ▪ Loss of premises (natural disaster) 	L	M	M	<ul style="list-style-type: none"> ▪ Review waste services to identify: <ul style="list-style-type: none"> - Current services provided, and resources required - Future service delivery obligations - Costs per Unit Output - Alternative service delivery models - Recommendations ▪ Guide the operations over next 4 years to ensure alignment with Councillor objectives by linking with the new Delivery Plan and Operational Plan ▪ Review Core Services and Service Levels in consultation with Councillors, according to financial constraints. ▪ Review overheads models to ensure a simplistic system which is understood throughout the organisation which achieves the allocation of full costs to activities throughout WSC where appropriate. More informed reporting and financial decision making. ▪ Develop long term cultural changes to improve workforce productivity and performance (Workforce Plan). ▪ Timely delivery of high quality design and survey services ▪ Completion of asset management plans. ▪ Business continuity plan is developed for the organisation and organisational risk management framework ▪ Review full cost pricing models to ensure equitable allocation of costs across business activities and that pricing reflects levels that ensure long term financial sustainability, (More informed reporting and financial decision making). 	L	GM	Senior Executives
COR 006	Loss of reputation - reputation risk	<ul style="list-style-type: none"> ▪ Community not provided with correct or adequate information ▪ Community expectations not adequately identified or not realistic ▪ Repeated or serious mistakes ▪ Significant breach of code of conduct ▪ Failure to maintain assets ▪ Poor or negative publicity ▪ Failure to deliver on perceived promises *Staff or Councillors acting outside level of authority 	<ul style="list-style-type: none"> ▪ Service is reactive rather than strategic ▪ Loss of confidence in organisation by community or elected members ▪ Legal action ▪ Council not funded due to lack of confidence ▪ Bad publicity ▪ Spending additional resources to recover reputation 	L	M	M	<ul style="list-style-type: none"> ▪ Expand communication to the public in addition to standard media releases to include a quarterly report card on Council activities in newspapers and on web site. Provide a regular Mayoral column in the local media and on the website. ▪ Provide Councillors and staff with a monthly newsletter on projects, decisions of council and matters of importance across the organisation. ▪ Complete high priority actions for General Complaints Management System ▪ Review Policies for relevance and consistency ▪ Address systemic issues to improve governance ▪ Business continuity plan is developed for the organisation and Organisational Risk Management Framework ▪ Drive a proactive customer service culture within Council and seek to comply with Council's Customer Service Charter, delivering improved service levels. ▪ On a regular basis, review the performance of each group including, but not limited to: <ul style="list-style-type: none"> - Operating Budget Management - Capital Works Program - Strategic Initiatives - Workplace Health and Safety ▪ Facilitate timely response to customer service requests (CRM's) and report quarterly to Council the number and actions. 	VL	GM Councillors	Managers (reporting) All staff
COR 007	Risk of injury / death from major community incident (death or disablement of an external party)	<ul style="list-style-type: none"> ▪ Inadequate response to incident ▪ Human error ▪ Policies and procedures not followed or in place ▪ Community members hurt ▪ Failure to identify and address high risks 	<ul style="list-style-type: none"> ▪ Financial Impact ▪ Reputation impact ▪ Community morale ▪ High insurance premiums ▪ Litigation 	L	M	H	<ul style="list-style-type: none"> ▪ Continue the development of the Local Disaster Management Plan and Sub Plans as required by the Act. ▪ Develop a safety culture to ensure safe workplaces and practices. ▪ Provision of quality road and drainage maintenance services to the region ▪ Facilitate timely responses to customer service requests for maintenance services ▪ Conduct community resilience education sessions for emergency response personnel and community members on natural disaster management and provide opportunity to learn from best practice that is emerging across the region 	L	Managers	WH&S Officer All Staff

WARREN SHIRE COUNCIL

Policy Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 25th January 2018

ITEM 1 RISK POLICY AND WARREN SHIRE COUNCIL ORGANISATIONAL RISK REGISTER

CONTINUED



CORPORATE RISK REGISTER – EDITION 1, JANUARY 2018

No.	Risk	Cause	Consequence	L	C	Residual Risk Rating	Existing Risk Treatments	Effectiveness	Accountable Officer	Responsible Officer
COR 008	Risk of injury/death from major workplace incident (death or disablement of an internal party)	<ul style="list-style-type: none"> ▪ Human error / accident ▪ Policies and procedures not in place or failure to follow ▪ Inappropriate vehicles and assets ▪ Lack of communication ▪ Complacency ▪ Employees not trained properly ▪ Failure to maintain assets ▪ Inadequate WH&S 	<ul style="list-style-type: none"> ▪ Reputation damage ▪ Legal implications ▪ Involvement by regulator ▪ WorkCover ▪ Absent from work ▪ Increased premiums ▪ Staff morale decreased ▪ Work hours lost 	L	M	M	<ul style="list-style-type: none"> ▪ Develop a safety culture to ensure safe workplaces and practices. ▪ Focus on a safe workplace and contribute to departmental safety initiatives ▪ Drug and alcohol management policy 	L	GM	WH&S Officer All staff
COR 009	Non compliance with legislation	<ul style="list-style-type: none"> ▪ State Government requirements change ▪ New Legislation introduced or changed ▪ Lack of knowledge of legislation and or regulations 	<ul style="list-style-type: none"> ▪ Resources not available to keep up with changes ▪ Increased work loads to adapt to changed legislation ▪ Fines ▪ Litigation ▪ Loss of reputation 	L	L	L	<ul style="list-style-type: none"> ▪ Ensure compliance with conditions of approval and investigate complaints regarding unlawful development activity ▪ Ensure compliance with regulatory requirements for Evacuation Plans, Risk Management, Asbestos Management and WH&S responsibilities ▪ Update desktop review for compliance with the National Regulatory Authority ▪ Have in place appropriate Crown, private and Indigenous Land Use Agreements ▪ Implement OLG Legislation Compliance Checklist 	VL	Managers	All staff administering legislation
COR 010	Failure to provide adequate essential services now and in the future	<ul style="list-style-type: none"> ▪ Projects not fit for purpose ▪ Inability to sustain critical processes ▪ Decrease service delivery levels and loss of confidence ▪ Increase risk to community safety and infrastructure ▪ Failure to adequately respond to major changes ▪ Political decisions that disadvantage the region ▪ Poor maintenance of essential emergency protection or service areas. 	<ul style="list-style-type: none"> ▪ Reputation loss ▪ Loss of investment confidence ▪ Negative impacts on environmental and community health ▪ Debt ▪ Lost opportunities ▪ Loss of community and business 	L	L	L	<ul style="list-style-type: none"> ▪ Understand the implications of implementing water usage based charging regime on current ratepayer classification types ▪ By participating in OROC (JO), Council's economic development initiatives have a regional focus, opportunity to capitalise on regional investment and development initiatives. ▪ Work in partnership with, chambers, business and community groups to develop a regional understanding of what advantages the NBN can provide and develop real examples of how WSC will utilise NBN when it arrives. Use this information to lobby the Federal and State Gov'ts. ▪ Develop strategic partnerships with clearly defined roles and responsibilities and funding mechanisms for the ongoing development of the region or sub regional councils. ▪ Identify strategic opportunities for large scale investment within the region and secure sustainable expansion of existing industries or the introduction of new industries. ▪ Provide opportunity to learn from best practice across the region. ▪ Provide and develop community opportunities for the arts and foster new initiatives ▪ Commence work on plans for infrastructure, transport, stormwater and open space ▪ Understand the land Council owns, maintains and the demand to retain (Crown Lands) ▪ Strategic land is acquired for future town development ▪ Ensure applications assessed in a timely manner and the impacts of development are managed ▪ Develop a strategic policy for the Warren Aerodrome on utilisation, future expansion and maintenance ▪ Modernise website with online forms etc and make more user friendly and consistent with other local governments. ▪ Establish NDRRA framework for future disaster events (flooding and bush fire) ▪ Conduct community resilience education sessions for emergency response personnel and community members on natural disaster management (fire, flooding). 	L	Councillors	Senior Executives, LEMO and EDO's

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 2 EMPLOYEE ASSISTANCE PROGRAM POLICY (P13.1, S12-1)

RECOMMENDATION

That in accordance with the Recommendation of the Warren Shire Work Health and Safety Committee, Council formally adopt the Employee Assistance Program Policy.

PURPOSE

To assess benefits of an Employee Assistance Program to Council workers and their immediate family.

BACKGROUND

A report was provided to the Work Health and Safety Committee with the recommendation to call for the appointment of an Employee Assistance Program unanimously moved.

REPORT

A draft Employee Assistance Program Policy was developed in October 2017 to support the introduction of the program.

The draft policy was provided to the Work Health and Safety Committee for consultation on the 28th November 2017. The recommendation that the policy be formally adopted by Council was moved.

FINANCIAL AND RESOURCE IMPLICATIONS

Council will be responsible for absorbing the costs of providing an Employee Assistance Program for its employees.

LEGAL IMPLICATIONS

There are no known legal implications for the call for the appointment for an Employee Assistance Program Provider.

RISK IMPLICATIONS

A risk presents to Council employees job performance, health, mental and emotional well-being, if Council fails to provide assistance and support to its workers with personal problems and/or work-related problems.

STAKEHOLDER CONSULTATION

Consultation with three providers has been conducted by the Work Health Safety/Risk Officer and proposals for services received in July and August 2017.

Quotes for services and provider information were provided to the General Manager and Manager of Finance and Administration via internal memo on the 22nd November 2017, and provided to the Work Health and Safety Committee on the 28th November 2017.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
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Council Chambers, Warren on Thursday 25th January 2018

ITEM 2 EMPLOYEE ASSISTANCE PROGRAM POLICY CONTINUED

CONCLUSION

In accordance with the recommendation made by the Work Health and Safety Committee, the formal adoption of the draft Employee Assistance Program Policy should be made to progress towards the implementation of the program for Council Employees.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

Warren Shire Council Delivery Program 2017/18 to 2020/21 – 5.2.2

SUPPORTING INFORMATION

N/A

ATTACHMENTS

Draft Employee Assistance Program Policy.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 2 EMPLOYEE ASSISTANCE PROGRAM POLICY CONTINUED

POLICY REGISTER

Warren Shire Council

**EMPLOYEE ASSISTANCE
PROGRAM**

Amended:

Policy adopted:

File Ref:

DRAFT

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 2 EMPLOYEE ASSISTANCE PROGRAM POLICY CONTINUED

Warren Shire Council Policy – Employee Assistance Program

DOCUMENT CONTROL

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date

DRAFT

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 2 EMPLOYEE ASSISTANCE PROGRAM POLICY CONTINUED

Warren Shire Council Policy – Employee Assistance Program

I INTRODUCTION

Warren Shire Council (Council) recognises that an employee's work performance can be affected by many business related and personal issues and has responsibilities under the Work Health and Safety Act 2011. This policy offers support in overcoming the above issues before impeding work performance.

II OBJECTIVE

The essential objective of the program is to provide access to professionally qualified and experienced psychologists in a highly confidential setting with a view to:

- decrease accidents, long-term disability costs, lost time injuries, reduce compensation claims
- increase employee attendance and productivity
- improve staff relations, motivation and morale
- minimise unplanned overtime due to absenteeism, sickness and turnover

This support takes the form of the Employee Assistance Program (EAP) which is a confidential service to all permanent employees of Council who have been employed in excess of three (3) months. This support is also extended to temporary/contract staff but excludes agency workers.

III POLICY

The EAP is available to the following employees who might require assistance in resolving work and/or personal issues:

- permanent employees (part-time or full-time)
- temporary employees (part-time or full-time) where the current contract of employment exceeds three (3) months.
- Councillors

The EAP can provide help through face to face or telephone counselling on a range of issues including the following:

Personal/Family Issues –

- work/life balance
- concerns about children
- relationship issues
- financial or legal problems
- stress management
- substance abuse (including tobacco)
- grief or loss
- midlife issues
- marriage guidance
- domestic violence
- emotional or physical abuse
- low self-esteem
- gambling addiction

WARREN SHIRE COUNCIL
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ITEM 2 EMPLOYEE ASSISTANCE PROGRAM POLICY CONTINUED

Warren Shire Council Policy – Employee Assistance Program

Clinical Issues –

- anxiety
- depression
- alcohol, drugs or other dependencies

Work Issues –

- problems with work performance
- relationships between co-workers
- managing conflict
- manager coaching
- adjusting to change
- handling work stress
- making career choices
- dealing with traumatic events (see ‘Council Directed Counselling’)

EAP counselling services are available 24 hours a day, 365 days a year. The service operates in complete confidence between the provider and employee. The location of face to face counselling can be arranged directly between the provider and employee.

Employees may voluntarily and confidentially seek assistance by contacting the provider direct. Employees are to attend in their own time regarding the above program. The employee may utilise accrued flexi time or annual leave to access this program.

In each case, the employee’s immediate supervisor is to:

- respect the confidential nature of the issue (without having the need to know the detail of the issue)
- facilitate the employee’s access to the employee assistance provider as quickly as possible
- provide support to the employee throughout the employee assistance process.

Where the wellbeing of an employee from a work health and safety perspective is a matter of concern, the employee may be encouraged to attend by a colleague, supervisor or any manager.

Council Directed Counselling/Debriefing will be strongly encouraged with relevant employees in the following circumstances (NB the 3 month qualifying period does not apply):

- death of an employee of Council
- severe workplace accident causing injury or threat of death to an employee of Council
- death of a member of the public where a situation involves a Council employee, either through witnessing or actual involvement in the event
- severe personality conflict in the workplace

WARREN SHIRE COUNCIL
Policy Report of the General Manager
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ITEM 2 EMPLOYEE ASSISTANCE PROGRAM POLICY CONTINUED

Warren Shire Council Policy – Employee Assistance Program

- armed hold up (perceived or actual) at the workplace
- a violent assault within or near the workplace and
- a natural or man-made disaster.

In the above circumstances, management will make arrangements for attendance during work hours without the need for the employee to access leave provisions.

Employees may access the EAP for up to four visits relating to any one issue per calendar year. However, an employee or the provider may seek approval to increase the number of visits through their direct manager on a strictly confidential basis.

The employee must provide proof of employment to the provider (e.g. a current payslip).

The content/subject matter of the counselling sessions will be a matter of confidence between the employee and counsellor. No information can be released by the counsellor to any other party unless the employee has given express permission for the release of the information in question.

This program is offered on the basis that Council will meet the cost of counselling up to the maximum limits outlined above. For non-Council Directed/Debriefing travel is at the employee's own expense. If an employee seeks further counselling or is referred to another organisation for additional assistance, the costs of these additional services must be borne by the employee.

Any employee experiencing difficulties in accessing the EAP should contact their Direct Manager immediately.

Contact details or further information on Council's EAP Provider will be promoted throughout Council Workplaces and can also be obtained from members of management or the WHS/Risk Officer.

IV RELATED DOCUMENTS

Work Health and Safety Act 2011

V REVIEW

This Policy shall be reviewed:

- Within 12 months immediately following a Council Election; or
- Immediately if any provision is contrary to law.

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 25th January 2018

ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
26.10.17	278.10.17	Draft MOA – WoW Committee	GM	Being negotiated. Meeting scheduled for 31st January.
*7.12.17	300.12.17	Country Mayors Association of NSW Inc	GM	Council's application for membership to be presented to their 3rd March meeting.
*7.12.17	301.12.17	Container Legislation	GM	Representation sought through OROC.
*7.12.17	308.12.17 (a)	Northern Basin Plan proposed amendments	GM	Letter sent to the MRFF.
*7.12.17	308.12.17 (b)	Northern Basin Plan proposed amendments	GM	Letter sent to Minister for Agriculture and Water Resources.
*7.12.17	308.12.17 (c)	Northern Basin Plan proposed amendments	GM	Letter sent to the MDBA.
*7.12.17	311.12.17 (a)	Purchase of Industrial Land Silo Road	GM	Mr Bermingham advised of Council's decision.
*7.12.17	313.12.17 (a)	Work Force Plan and Strategy	GM	Displayed for public comment. Copy given to all staff.
*7.12.17	313.12.17 (b)	Work Force Plan and Strategy	GM	Letter sent to Union groups seeking comment.
*7.12.17	General Business	Narrabri Gas Project	GM	Letter sent to Santos requesting site visit and more information.
*7.12.17	330.12.17	February Council Meeting	GM	Arrangements are in place.
*7.12.17	General Business	Notification of successful funding – Stronger Country Communities Fund and Fixing Country Roads	GM	Letter of appreciation sent to Kevin Humphries MP.
Divisional Manager Finance and Administration Services				
25.2.16	48.2.16	Transfer Lot 11 & 12 DP 758264 Collie to Council	DMFA	Contact now made. Documents forwarded.
7.12.17	311.12.17 (c)	Industrial Land Silo Road	DMFA	Advertise land for sale once Contamination Free Certificate issued.
Divisional Manager Engineering Services				
*27.10.16	282.10.16	Victoria Park Oval rehabilitation	DMES	Upgraded to comply with field sizes and fencing water reticulation and pumping.

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ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Engineering Services				Continued
25.1.17	16.1.17	Proposed new general industrial area	DMES	Rezoning proposal lodged, costings to be produced for subdivision.
*23.3.17	71.3.17	CCTV Trial – Equipment Quotations Simtec	DMES	Ordered solar cameras and pole to overcome electrical connection difficulty.
*27.4.17	99.4.17	Outdoor Fitness Equipment Shelter	DMES	2017/2018 Works Program. Grant – 2 quotes received. Works to progress ASAP.
24.8.17	QWN 2 – Druce	Mitchell Hwy heavy vehicle parking area	DMES	No action.
*24.8.17	QWN 1 – Williamson	Nevertire signage	DMES	Sign erected.
28.9.17	237.9.17(a)	Replacement of Council's loaders	DMES	Provide a report to the next Plant Committee.
28.9.17 7.12.17	253.9.17 329.12.17	Warren Airport Committee	DMES	Call for nominations when local paper is in circulation after Christmas break.
28.9.17	254.9.17	Emergency Airstrip	DMES	Investigate and write to adjoining Councils.
28.9.17	QWN 1 – Derrett	Warren Cemetery	DMES	Report to Council on dirt issues.
*28.9.17	QWN 2 – Serdity	Nevertire play equipment	DMES	Sand to be replenished by week ending 29/1/18.
*26.10.17	267.10.17 (b)	Council Fees and Charges Document	DMES	Copy sent to the Showground/ Racecourse Committee members.
*26.10.17	269.10.17 (b)	Workshop Service Pit	DMES	Pit complies with RMS regulations.
*7.12.17	304.12.17 (a)	Replace Plant 49 – Dual Cab Truck	DMES	Orders placed.
*7.12.17	304.12.17 (b)	Replace Plant 43 – Dual Cab Truck	DMES	Orders placed.
*7.12.17	304.12.17 l	Replace Plant 89 – Mower	DMES	Orders placed.
*7.12.17	304.12.17 (d)	Plant 72 – Paveliner	DMES	Orders placed.
*7.12.17	311.12.17 (b)	Industrial Land Silo Road	DMES	Clean-up of lots complete.

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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health & Development				
27.4.17	99.4.17	Warren Swimming Pool Shade Cover	MHD	2017/2018 Works Program.
27.7.17	183.7.17	Warren War Memorial Swimming Pool assessment	MHD	GHD to conduct inspection Jan/Feb.
*24.8.17	QWN 4 – Druce	Dust suppression, Nevertire Industrial area	MHD	Councillor Motion to December Council Meeting.
*26.10.17	266.10.17 (a)	Sporting & Cultural Centre Mezzanine Floor	MHD	Unsuccessful in obtaining grant funding for reinforcement works.
*26.10.17	294.10.17 (a)	Sporting & Cultural Centre Mezzanine Floor	MHD	Damaged area closed off to public. Gym closed for floor repairs from the 5/2/18 to 1/4/18.
26.10.17	294.10.17 (b)	Sporting & Cultural Centre Mezzanine Floor	MHD	Report to next Sporting Facilities Meeting. Barnson's to re-design mezzanine floor cadio area, excl. community room.
26.10.17	266.10.17 (b)	Compile a joint grant application under Regional Sports Infrastructure fund	MHD	Victoria Park users to be consulted and report back to Sporting Facilities Committee.
26.10.17	266.10.17 (c)	Victoria Park Master Plan	MHD	Plan to be developed.
07.12.17	302.12.17 (a)	Ewenmar Waste Depot earthmoving works	MHD	Seek quotations.
07.12.17	302.12.17 (b)	Ewenmar Waste Depot shredding timber and green waste	MHD	Shredding to be completed early February 2018.
07.12.17	302.12.17 l	Ewenmar Waste Depot additional fencing	MHD	Seek quotations.
07.12.17	302.12.17 (d)	Ewenmar Waste Depot carcase pit	MHD	See contractor to regularly cover carcase pit.
07.12.17	302.12.17 l	Ewenmar Waste Depot Improvements	MHD	Apply for grant funding.
07.12.17	302.12.17 (f)	Review Gilgandra Council's waste facility	MHD	Contact Gilgandra Shire Council.
07.12.17	302.12.17 (g)	Return and Earn education program	MHD	Facilitate program.
07.12.17	302.12.17 (h)	Return and Earn donation points	MHD	Approach community groups.

WARREN SHIRE COUNCIL
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ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
07.12.17	302.12.17 (i)	Ewenmar Waste Depot cardboard recycling	MHD	Seek quotations from recycling contractors.
07.12.17	302.12.17 (j)	Waste / Recycling Collection Services within Warren Shire	MHD	Prepare report.
07.12.17	302.12.17 (k)	Waste Depot Operations Tendering	MHD	Prepare report.
7.12.17	311.12.17 (c)	Industrial Land Silo Road	DMFA	Organise a Contamination Free Certificate.
07.12.17	324.12.17	Risk Management Plan for Aquatic locations within LGA	MHD	Implement plan.
07.12.17	326.12.17	Housing project	MHD	Call for tenders.
*07.12.17	328.12.17	Sealing of Nevertire Streets	MHD	Nevertire residents have been advised by letter.
*07.12.17	OWN-3 Serdity	Overgrown property Nevertire	MHD	Inspections undertaken.

RECOMMENDATION:

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

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ITEM 2 COMMITTEE/DELEGATES MEETINGS (C14-2)

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

MEETINGS HELD

DATE	COMMITTEE / MEETING	LOCATION
13.12.17	Meeting with NSW Public Works	Warren
9.1.18	Website Committee Meeting	Warren
16.1.18	LEMC Meeting	Warren
23.1.18	Local Government RFS Forum	Bourke

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION

RECOMMENDATION:

That the information be received and noted.

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ITEM 3 COUNCIL TYPOGRAPHICAL LOGO

(A7-4.1)

RECOMMENDATION

1. That Council note the report.
2. Council proceed with updating the website, stationary and other promotional material with the concept from Thrive Media.

PURPOSE

The website redesign project has resulted in the need to develop a typographical logo (a word rather than a picture, e.g. Coca-Cola, Google) that can be used on the new Council website as well as other promotional material.

In June 2017 the Economic Development Committee approved to engage a designer to come up with a design for the website and other promotional material.

Please note: The existing Council shield will continue to be used as the Council seal.

The purpose of this report is to provide an update to Council on the design of the new concept for Warren Shire Council and to recommend that Council adopts its use on the Council website and other material.

BACKGROUND

Refer to Economic Development Committee Reports in relation to the Warren Shire Council brand:

- June 2017; and
- October 2017.

REPORT

Council as part of its web site process has looked at the general need to develop a promotional package that can be used by Council for all aspects of its business including letter heads, business cards, tourism promotion, street banners and on its web site.

An assessment was made of many other council logos from across NSW and in Australia to identify a simple easily replicated style that can be printed inhouse as and when required. A request was made of companies that develop logos to submit proposals initially.

The following company proposals were considered:

- Crackler:
- Thrive Media; and
- High End Design.

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ITEM 3 COUNCIL TYPOGRAPHICAL LOGO CONTINUED

Thrive Media was chosen due to:

- Previous experience creating Council brand style guides for websites;
- Local supplier – supporting local business; and
- Value for money – Thrive Media’s proposal was priced competitively when compared to the other two providers considered.

Team that will be working with Warren Shire Council – presentation was very professional and the proposal clear and succinct.

Thrive Media created three concepts and Council staff almost overwhelmingly selected Concept 2 (shown below). The Concept is very similar to the selected community concept created for the 150 year celebration of Warren town with the focus on the Macquarie River.



An explanation of the design of the concept is provided in the supporting information/attachments.

FINANCIAL AND RESOURCE IMPLICATIONS

Council budgeted \$3,500 for the concept design work (refer to Recommendation from June 21, 2017 Economic Development Report).

LEGAL IMPLICATIONS

No known legal implications.

The purchase of the logo provides Council with full rights to use and no further payment for use is required.

RISK IMPLICATIONS

No known risks have been identified.

Council will retain the official logo as it remains the business seal and it may be used as and when required on council documents and publications.

The new logo is subject to council approval and must be issued and reproduced in accordance with the style guide that accompanies this report.

STAKEHOLDER CONSULTATION

Although some Councils seek advice from the community on changes to logos, it is considered that this is a business symbol and as such it is created for a period.

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ITEM 3 COUNCIL TYPOGRAPHICAL LOGO CONTINUED

Community opinion will vary widely on the design as it has on tourism signage in the past and it will on future areas that council develops.

Staff consultation was undertaken, and staff are a wide representative group of the community.

OPTIONS

Council has the option not to change its branding.

It is considered that the Council branding should be positive to advance tourism, economic development and councils positive image moving forward.

CONCLUSION

The branding of council and the Warren community through its day to day media, letters and publications is an important step and the change in image will show a positive position of council to move forward.

Thrive Media has been selected to develop a simple brand that council can replicate inhouse and is readily replicated for promotion banners, tourism information and on council stationary.

The January Business paper and attachments have included the new logo to indicate the simple design and the link to the community.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.1.3 Promote timely and quality dissemination of information to the community.

SUPPORTING INFORMATION / ATTACHMENTS

PDF Presentation – Brand Style Guide

Video Presentation - Link: <https://youtube/JVO6-7HO18Q>

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ITEM 4 REGIONAL JOINT ORGANISATIONS

(L5-16.3)

RECOMMENDATION

That Council consider the formation of a Joint Regional Organisation as follows;

In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the Warren Shire Council (Council) resolves:

1. That the Council inform the Minister for Local Government (Minister) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (Joint Organisation) in accordance with this resolution.
2. To approve the inclusion of the Council's area in the Joint Organisation's area.
3. That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:
 - a) Bogan Shire Council;
 - b) Bourke Shire Council;
 - c) Brewarrina Shire Council;
 - d) Cobar Shire Council;
 - e) Coonamble Shire Council;
 - f) Dubbo Regional Council;
 - g) Gilgandra Shire Council;
 - h) Mid-Western Regional Council;
 - i) Narromine Shire Council;
 - j) Walgett Shire Council;
 - k) Warren Shire Council; and
 - l) Warrumbungle Council.
4. That, on the expiry of a period of 28 days from the making of this resolution, the General Manager provide the Minister:
 - a) With a copy of this resolution including the date on which Council made this resolution, and
 - b) Inform the Minister that this resolution has not been rescinded, for the purpose of the Minister issuing a certificate under section 400P of the Act.

PURPOSE

On the 1st December 2017, the Office of Local Government wrote to the General Manager to ask that Council consider the establishment of a Joint Organisation (JO) with other Councils.

This report is a summary of the legislation and includes attachments as to frequently asked questions. The report also reviews the current shared services undertaken with our councils and the present role of OROC.

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ITEM 4 REGIONAL JOINT ORGANISATIONS

CONTINUED

To ensure consistency in information across the OROC region, this report includes information taken from the OROC Board Papers presented in December 2017.

BACKGROUND

The NSW Government amended the Local Government Act 1993 through the Local Government Amendment (Regional Joint Organisations) Act 2017. This amendment as attached establishes the ability of NSW Councils to form a Joint Organisation under the Act and operate it subject to the amended requirements.

At this time, the Regulations to the Act, have not been amended and the operational or authority requirements of the Regulations cannot be considered.

The NSW Office of Local Government has requested through the General Manager to bring the formation of JO's to Council and request that Council form a JO with other Councils. This decision is required to be made prior to the 28th February 2018 and Council by resolution is required to advise the Minister of its decision by this date.

This is a voluntary process, but it is recommended by the Office of Local Government that Council takes part. See attached advice.

REPORT

At the OROC Board meeting of 1st December 2017, the Councils listened to the Local Member, the Hon Kevin Humphries MP and representatives of the Office of Local Government and the Premiers Department on the ability to form a Joint Organisation and reasons in support of this formation. A copy of the *OROC Board Report* follows to ensure consistency in reporting;

The NSW Government has continued to promote Joint Organisations (JOs) as an important part of the local government reform program. JOs are a vital part of the NSW Government's plan to strengthen councils and communities in regional NSW.

JOs will focus on issues that matter most to regional communities such as building strong businesses, creating jobs, securing water supplies, improving regional transport and developing community infrastructure, services and facilities.

JO key criteria include:

- Align with, or nest within one of the State's planning regions.
- Demonstrate a clear community of interest between member councils and regions.
- Not adversely impact on other councils or JOs (e.g. leaving too few councils to form a JO)
- Be based around strong regional centre or centres.
- Be of appropriate size and capacity to partner with NSW Government and Commonwealth Government agencies and other organisations.

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ITEM 4 REGIONAL JOINT ORGANISATIONS

CONTINUED

- They are designed to help connect local priorities from local councils' Community Strategic Plans with regional planning for growth, infrastructure and economic develop and provide a means of delivery projects across council boundaries.

JOs will undertake three (3) core functions Regional Strategic Planning and Priority Setting, Intergovernmental Collaboration, Regional Leadership and Advocacy.

The JO Model was developed in partnership with local councils through a pilot program in five (5) regions during 2015.

The proposed model and tools to support implementation were consulted on in June and July 2016 through consultation and regional visits by Office of Local Government.

A Joint Organisation Evaluation report and JO Pilot Evaluation summary has been released by Office of Local Government.

OROC has responded to three (3) consultation papers for Joint Organisations released by NSW Government.

- i) Emerging Directions (October 2015);
- ii) Towards a new model for regional collaboration (July 2016) and
- iii) Joint Organisations: Getting the boundaries right (September 2016).

Joint Organisations were planned to be rolled out by NSW Government during 2017 following the chosen five (5) Pilot Regions program during 2015/2016.

A timeline provided by NSW Government in 2016 for Joint Organisations is as follows:
2016

- Consult and decide on final JO model.
- Refine options for non-core activities
- Test the model in two (2) early starter regions – Pilot regions can continue □
Finalise merger proposal process and boundaries □ Amend legislation 2017
- Establish JOs in remaining regions
- Work with the new governance and planning framework
- Monitor roll out and results □ Embed JOs with the State's regional governance, planning and delivery framework.

On Friday 3rd November 2017, Deputy Premier and Minister for Regional NSW, John Barilaro and Minister for Local Government, Gabrielle Upton announced the NSW Government will introduce new laws to allow councils in regional NSW to voluntarily create new Joint Organisations in 2018.

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ITEM 4 REGIONAL JOINT ORGANISATIONS CONTINUED

The Local Government Amendment (Regional Joint Organisations) Bill 2017 was introduced into NSW Parliament on Tuesday 14th November 2017 and will allow councils to form new partnerships and work on projects that cross geographical borders.

The core function of Joint Organisations will be strategic planning, priority setting, intergovernmental collaboration and regional leadership and advocacy.

During November 2017 Office of Local Government has released a FAQs sheet for JOs (see separate attachment) and a brochure titled How JOs work and next steps for councils.

The following issues have been raised for consideration and relate to the information currently available from Office of Local Government and the Local Government Amendment (Regional Joint Organisations) Bill 2017.

Issues raised

- Boundaries a) JOs will only be established where the relevant councils agree to join. At this point, the option to participate in a joint organisation will be available in regional planning areas only and does not include the Far West and the Central Coast. Councils that are members of a JO will get a seat at the table in Planning and Infrastructure and Investment for the region and access to better ways for getting things done in partnership with State agencies and other key stakeholders.

Comment: OROC Member Councils comprise 12 members and this includes the Far West Councils of Bourke, Brewarrina, Cobar and Walgett. The area is based on its natural fit of well-established communities of mutual interest linked to and supported by the regional centre of Dubbo. Dubbo Regional Council is the largest council within the region – it is significantly large and has greater capacity than any council within the Far West Planning Region.

The current OROC region has well established links, networks and relationships that are meaningfully connected. At the OROC Board Meeting held 30th September 2016 the OROC Board supported that the membership of the Far West (Bourke, Brewarrina, Cobar and Walgett) continue as members.

The existing Lower Macquarie Water Utilities Alliance is highlighted throughout the State as an example of how an alliance has returned maximum benefit to the community and to the members. It includes membership of Central Darling Council (which is outside the current OROC and LMWUA boundary).

In all submissions to the State Government, OROC has maintained the JO region should be based on the current OROC boundary to allow it to work effectively with no adverse impacts on adjoining councils or Far West Councils.

- Membership b) Those Councils that do not participate in a Joint Organisation (as it is voluntary by nature) what restrictions if any will Councils incur?

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ITEM 4 REGIONAL JOINT ORGANISATIONS CONTINUED

Comment: Will there be exclusions from funding programs offered by State and Federal Government?

Will there be exclusions from councils being able to access TCorp loan facilities?

- c) OLG has advised that proposals for a Joint Organisation must be received by 28th February 2018.

Comment This is a challenging timeframe given that each Council must seek approval of inclusion to a joint organisation area prior to 28th February 2018.

- d) Joint Organisations will be able to invite neighbouring councils, county councils and other organisations to participate as non-voting members of the JO.

Comment: Will this membership include/exclude the Far West, LMWUA and OROC?

- Governance e) Councils will be represented by the Mayor only – there is scope to have additional elected representatives if councils agree. Each JO Board will vote for the Chair and each Member Council will have equal voting rights.

Comment: In OROC's submission to the discussion paper 'Joint Organisations – Emerging Directions' OROC discusses the composition of the Board and governance (voting and decision-making arrangements) to remain as reflected in the current OROC model -Mayor and General Mangers one vote each.

This model is considered by OROC as the most effective and eliminates any possible influence of politics and parochialism which may undermine the outcomes of a JO. This proposed model is supported by an advisory committee of General Managers that provide technical and professional expertise to support operations and strategic direction of a JO.

- f) JOs will be statutory corporations that do not represent the Crown.

Definition: LOCAL GOVERNMENT ACT 1993 - SECT 220 220 LEGAL STATUS OF A COUNCIL (1) A council is a body politic of the State with perpetual succession and the legal capacity and powers of an individual, both in and outside the State. (2) A council is not a body corporate (including a corporation). (3) A council does not have the status, privileges and immunities of the Crown (including the State and the Government of the State). (4) A law of the State applies to and in respect of a council in the same way as it applies to and in respect of a body corporate (including a corporation).

Comment: OROC has addressed in all three written submissions to the State Government that a JO must not become a fourth tier of government and that functions should be not be prescribed by legislation, is not burdened by red tape, is affordable to manage, is protected by changes to the NSW Local Government Act and has less onerous reporting responsibilities.

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ITEM 4 REGIONAL JOINT ORGANISATIONS

CONTINUED

Does a statutory corporation allow a fourth tier of government to develop?

- Funding g) \$3.3 million seed funding to support those Councils that wish to establish and participate in a Joint Organisation. The 5 Pilot Regions that received \$300,000 each in 2015/16 to participate will also be given the opportunity to be re-funded.

Comment: Long term recurrent funding from the State may be critical for the long-term viability of Joint Organisations, considering the range of activities and expectations to be placed on JO's.

- Strategic Direction h) Section 400R provides that JOs strategic regional priorities need to be set by reference to the relevant strategic plans of member councils and the State Government. The bill does not require consistency between the three areas of strategic planning, but it ensures that they will not exist in isolation from each other.
- Service Delivery i) Section 400S extends the potential role of each JO. It confers on JOs the ability, with the agreement of member councils, to engage in service delivery to or on behalf of councils, including capacity building for councils themselves. This gives JOs the option of providing councils with services e.g.: shared services where councils choose to assign those services to the joint organisation. For example, services may include IT, HR Management, Waste Services Management, Library services and community strategic planning.

Comment: OROC's submissions have discussed the service delivery functions provided by county councils can be linked to JOs in a similar way that they link to individual councils; OROC has not showed any genuine interest for JOs delivering service functions to the region.

- Intergovernmental Collaboration j) Section 400R (1) (c) a joint organisation must also focus on opportunities available to it for collaborating with other agencies and taking up those opportunities. There are several State agencies which are ready to work with joint organisations and this will be facilitated through a State agency working group and regional leadership groups across New South Wales. These forums will help new joint organisations connect and collaborate with State agencies, bringing projects and funding operations directly to local government.

This proposed joint organisation model is to make it easier to deliver important projects across council boundaries including jobs, education, transport, secure water supplies, roads, bridges, other vital services and infrastructure.

Comment: The position put forward by OROC in its three submissions is that service delivery and delegation of functions (see item k below) creates genuine concern across this region. JOs can become a dumping grounds for compliance based or other activities of local government or unwanted activities of State Government, and will lead the JO to become a fourth tier of government.

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ITEM 4 REGIONAL JOINT ORGANISATIONS

CONTINUED

- k) Items [4] to [7] of schedule 1 to the bill will allow member and neighbouring councils to delegate functions to a joint organisation if agreed to by the joint organisation.

FINANCIAL AND RESOURCE IMPLICATIONS

As reported to OROC the formation of a JO can be provided with up to \$300,000. This funding is dependant on all Councils in the Planning area participating as disclosed by the Minister for Local government at the LGNSW Conference in her address.

Funding of the Joint Organisation outside this funding will be a requirement of the member councils in the same way that County Councils are funded. As the JO initially will not have a funding source e.g. weeds grant as available to Macquarie County Council, the JO will rely on contributions from member councils.

It is very hard to estimate what these contributions will be at an individual council level until the Regulations are made that may state a funding model or through the formation of a JO Constitution that establishes the funding model that can be afforded by the individual councils based on population, rates income or another methodology.

As the Joint Organisation has the legal status of a Body Corporate and maintains a legal capacity as an individual, the JO may set a contribution plan that the member councils will be required to pay towards.

Ultimately a JO should establish its self as a self-financing organisation and reduce its reliance on funding from its member councils. This has occurred at Hunter Councils, but it has not been successful at other ROC's to date. The Amending Act establishes the ability for Regulations to be made to address Financing of the JO (cl400ZF), require the provision of member council staff to assist the JO and allow the setting of charges, fees etc for the operation or service provision of the JO.

The JO model will allow the member councils to buy services from the JO and unlike a County Council that has a Proclaimed function e.g. weeds authority or water authority, the JO appears to be able to provide competitive services back to its member councils and other organisations (Clause(s) 400R and 400S). By undertaking functions in service areas such as payroll, or library services or regional water supplies etc. the JO could raise substantial capital to fund the operation of the organisation and the staff appointed to provide the service functions.

The Board of a JO cannot resolve to require a council to delegate any of its functions to the JO (cl400Z). The member councils may elect to delegate some functions to a JO as described above, the JO Board cannot take over the functions of the Council at this time.

No claimable but related service functions will include consultation with government agencies and the acting as an agent for regional planning matters and coordination, negotiation of contracts with organisations such as RMS for which a fee can be charged against the contracts and for other work with governments at a regional or state level.

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ITEM 4 REGIONAL JOINT ORGANISATIONS

CONTINUED

The funding model will require extensive consideration by the Board to lessen the burden on its member councils. The funding model will need to address the payment of the Board representatives (Mayors and other members) as this Board is independent of the member Council. Provision in accordance with the Local Government Act 1993 as amended will also need to be made for the Executive Officer (cl400Y).

Can a Council withdraw from the Joint Organisation if it cannot afford the funding contribution? The answer is yes (s400ZC) but it would be extremely unlikely that the government would pass a proclamation to reverse the formation of a JO.

LEGAL IMPLICATIONS

The Amendment Act 2017 establishes that the formation of a Joint Organisation is Voluntary as detailed below. Even though this is a voluntary process, it would appear that Councils that are not members of a JO will not be able to access State Government benefits as taken from the question and answers attached:

Q: Can councils choose not to participate?

A: Councils can choose not to become a member of a Joint Organisation. The Government strongly encourages all councils in regional NSW to consider the benefits and opportunities offered by Joint Organisations.

Councils that are members of Joint Organisations will be able to take advantage of investment opportunities that are delivered through the Joint Organisation.

The Amendment Act 2017 identifies a Joint Organisation to be the same as and applies all requirements of the Local Government Act 1993 as amended as if the JO is a Council (s400ZH).

There are several exclusions from the Local Government Act 1993 as amended and the main exclusions include the expression of community opinion (Pt3 Chapter 4) therefore excluding community input into role and function; Service and regulatory functions (Chapter 6 and 7); the ability to rate land and make charges (Chapter 15).

The agreement of a Council to enter into a Joint Organisation requires the Council (cl400 P) to Resolve that it wants to form a JO. The Minister after 28 days without any application to withdraw the resolution can request the Governor to proclaim the new Joint Organisation (cl400 O). Once a Joint Organisation is proclaimed then it has an independence from its member councils under the Act (cl400Q) and is required to undertake the functions conferred by the Act (cl 400 R) and may carry out other functions (cl400S) established by the member councils or provided by delegation under the Local Government Act 1993 as amended or any other Act or Regulation.

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In a similar way to a County Council, the Board of the JO will be formed from the Mayor of the Council (not by an elected official) and each Mayor will have one (1) vote only (cl400T). Other persons can attend the Board meeting including government representatives, outside community members and the general managers. The voting members can be expanded should the Board determine but they must be a councillor only.

The role of the Board is identified under cl400 U and will be identified in the organisational Charter. A chairperson is to be elected from the voting members (cl400V) and will hold that position for a two-year period or remaining period of the term of office of the councillor.

As with a County Council a decision made by a representative Councillor (in this case a Mayor) at a Board meeting remains independent from the members council (cl 400ZA). The JO Board is not accountable back to the member Council for decisions undertaken as it remains a body corporate (statutory corporation).

Apart from a requirement to have the position of Executive Officer, the JO may also employ staff (400ZG) to undertake the roles and functions established by the Board.

RISK IMPLICATIONS

The risk of not being part of a regional group promulgates the theory that an organisation retains a reluctant to transition to a more modern system of undertaking its principle business.

Warren Shire Council is a member of several regional and state based organisations e.g. OROC, LGNSW, Country Mayors and future membership of Mining Related Councils. By being part of these organisations the council gains benefits through knowledge sharing, shared service outcomes, grant applications and political leverage.

The transition phase to a JO is not greatly different to that of the present OROC Board, that allows a maximum of two votes per council (Mayor and General Manager) whereas the JO will initially allow one vote per Mayor. OROC presently employs an Executive Officer and no other staff. The JO will require an Executive Officer. Staff resources are at the determination of the Board. OROC has alliances with the Water Alliance (Lower Macquarie) and this can remain under the Amendment Act 2017 (cl400T). This section also allows other groups to participate such as Netwaste as observers who cross over the OROC and Centroc areas. The ability for observers is relevant as it allows a council outside the OROC area e.g. Lachlan Shire to come to the JO meetings and discuss issues that affect their northern areas that adjoins Narromine, Warren and Bogan Shires and work with the OROC councils in areas such as water security, tourism and road route upgrades.

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The risk of not being in a JO from a legislative position is that an individual council may not be part of regional discussions, they may not be part of regional grant funding opportunities, they may not be permitted at discussions with Government Ministers or agencies for regional based actions and outcomes. Further that as financing of councils become much tighter, a single council may not have access to funding streams such as TCorp loans and may in fact be deemed not fit for the future.

There is no legislation presently that prevents the OROC Councils from continuing to operate OROC in its current form. From this if the councils continue to actively share services as presently occurs and make collective decisions that provide benefits to all the members then a risk of falling behind regionally will be prevented. The current costs of OROC appear to be within the budget constraints of the member councils and to date government agencies and Parliamentary representatives make themselves available to meet with the OROC Board.

A risk of continuation of OROC in its present form is that OROC operates through the generosity of Narromine Council as a sponsor to OROC. This has limitations as to service provision and outcomes that a JO does not have, a JO will be a stand-alone organisation with the same powers of a council or county council.

An assessment of the legislation indicates that the Minister may ask the Governor to proclaim a joint organisation. The legislation does not restrict this time frame to the period of the 28th February 2018, and therefore a JO can be proclaimed at any stage that a group of more than two councils wish this to occur.

A risk exists in the Government's push to form JO's across NSW by the 1st July 2018 and Councils being pushed towards a decision by the 28th February 2018; as the Government has not provided the Regulations to the Amending Act 2017, that will allow Councils to understand the complete package. It is envisaged that based on the Amending Act 2017 that the Regulations will be consistent with those that exist in the Local Government Regulations for councils and county councils.

STAKEHOLDER CONSULTATION

Extensive State Government consultation has resulted over many years, but little public consultation has been undertaken since the passing of the Amendment Act 2017. Information is available on the Office of Local Governments website.

Consultation has been undertaken with the OROC Board and General Managers.

Attendees at the LGNSW Conference had the opportunity to listen to the Minister for Local Government, but did not have any opportunity to raise questions. The Office of Local Government did have a stand at the LGNSW Conference and general questions could be asked although the staff did not have any insight into the Regulations or process to follow the proclamation of the new JO.

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During the development of this report the Office of Local Government has sent advice to the General Manager with wording for a council resolution if the formation of a JO is favourable. The wording has been included in the Recommendation for consideration. A copy of the advice is attached.

OPTIONS

It appears there are four options:

1. That Council resolves to become a member of a Joint Organisation and identifies the group of councils it would like to partner with. This may not be the whole of the OROC Councils as the legislation only requires more than 2 councils to form a JO. It must be stated that it is unlikely that a new JO would be formed without the inclusion of Dubbo Regional Council and the majority of OROC Councils in the current planning area.
2. That Council resolves not to join a Joint Organisation with the knowledge that it may not be included in regional discussions and may be penalised (not yet expressed by the Government) for not being part of the JO network;
3. That Council resolve not to form a joint organisation and work with other councils who resolve the same to form a ROC type organisation within the remaining OROC region; and
4. That Council may wait until the Regulations are available to the NSW Public and consider its options as to the formation of a JO or at that time seeking to join an existing JO that may have been formed. This consideration would be at the willingness of the JO Board and the Minister to allow inclusion of additional organisations to a proclaimed JO. There is no guarantee that the Board or the Minister would proceed to proclamation.

CONCLUSION

The formation of Joint Regional Organisations has been in discussion for several years. The JO concept has come about due to a small number of ROC's exceeding the ability to work with legislation based around s355 of the Local Government Act 1993 or under Associated Organisation legislation.

The JO concept in its simplest form is a revised County Council as the JO will have similar powers to operate autonomously of the member councils and they will be able to provide a range of services and support back to member councils that is not available through the county council legislation.

A council that nominates to form a JO will have the JO proclaimed by the Parliament. Once proclaimed then it is not possible to remove the council from the JO unless the Minister agrees, or other actions are taken against the council under the Local Government Act 1993 as amended.

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The concept of a joint organisation and the regulated areas of performance appear to be very similar to the roles and functions that OROC perform for this region but under a formal (legislative) outcome. The JO planning area does not include all the OROC member councils and based on the benefits that are provided to all the smaller councils it is relevant to insist on the inclusion of the western councils who are the present members of OROC.

Although the legislation has not been fully disclosed by the Government, it is assumed only that the regulations as to the JO operational outcomes will be like those of a council or county council. This assumption may be wrong but at this time that is the best assumption.

Risks of rushing into a joint organisation exist, however the risk of the long term unknown and the potential penalisation of communities by non-participation similarly exist.

It is recommended that Council looks at forming a Joint Organisation with its regional councils as this opportunity to establish a Charter and direction that is suitable to smaller regional councils may be lost if future membership is sought after the formation of a regional group.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

There are no links to Councils strategic plans for this item as it is a legislative based decision.

SUPPORTING INFORMATION /ATTACHMENTS

As attached.

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Strengthening local government



Office of
Local Government

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference: A573390
Your Reference:
Contact: Chris Presland
Phone: 02 8289 6800

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

1 December 2017

gaw.warren@nsw.gov.au

Dear Mr Wilcox

I am pleased to be writing to you following the recent passage by the NSW Parliament of the *Local Government Amendment (Regional Joint Organisations) Bill 2017*. This legislation allows for councils to voluntarily join new Joint Organisations (JOs) to strengthen regional coordination and improve the delivery of important infrastructure and services for communities through strategic planning, collaboration and shared leadership and advocacy.

Council has recently been invited to nominate to form a JO and I encourage you to commence negotiations with the councils in your planning region on how a JO may be established to best support your community.

To assist Council in considering to form a JO, enclosed is an information pack that includes the following resources:

- Guidance information on how to submit a nomination to form a JO
- Frequently Asked Questions
- Office of Local Government contacts for support.

The Office of Local Government welcomes this opportunity to work with you in establishing a JO and is available to discuss what assistance can be offered to your council and region as you consider the benefits of joining a JO.

Please contact Mr Chris Presland, Director Reform Implementation on (02) 4428 4100 or olg@olg.nsw.gov.au if you have any further enquiries.

Yours sincerely

Tim Hurst
Acting Chief Executive
Office of Local Government

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JOINT ORGANISATIONS

'Working together for regional communities'


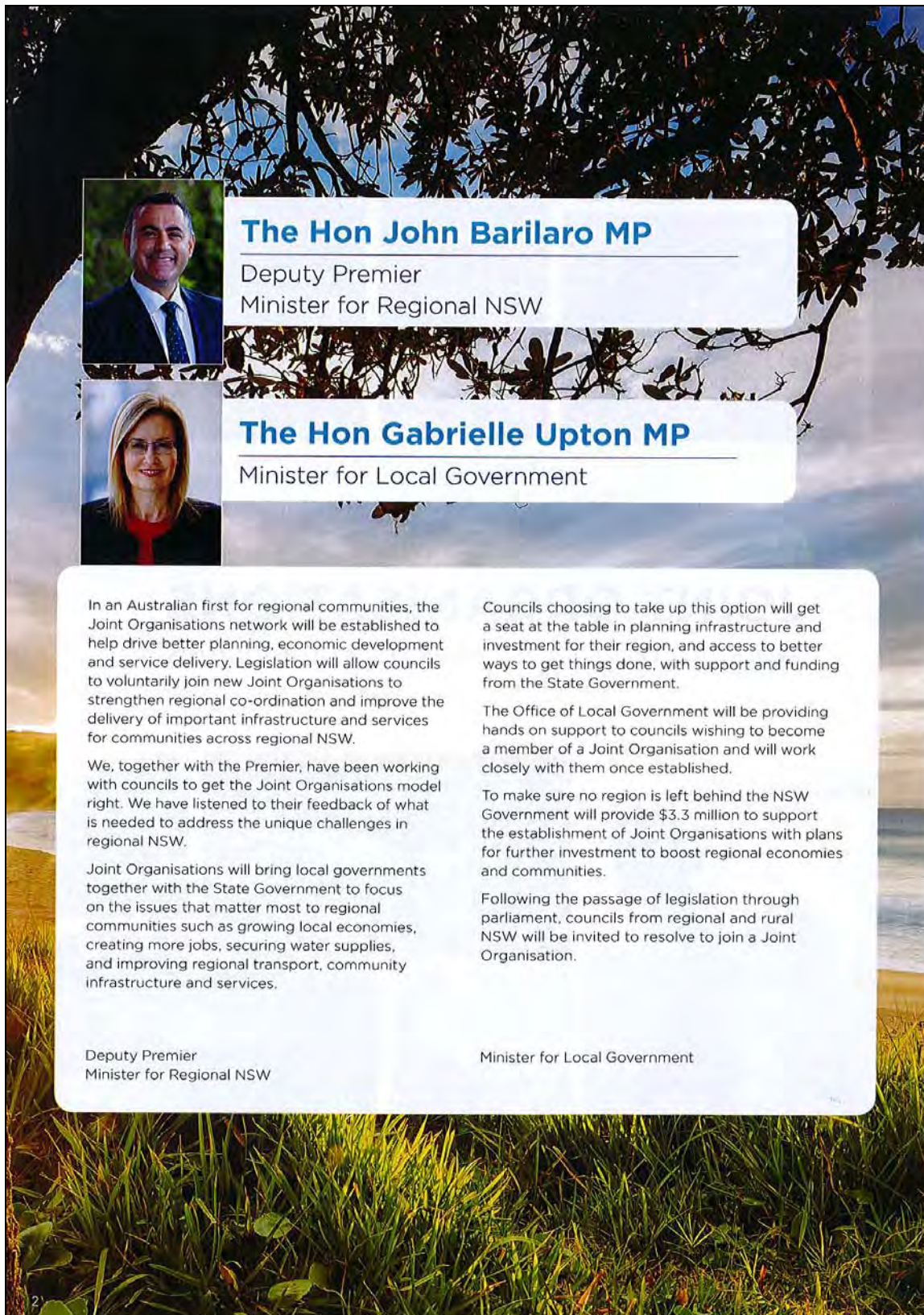


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The Hon John Barilaro MP
Deputy Premier
Minister for Regional NSW



The Hon Gabrielle Upton MP
Minister for Local Government

In an Australian first for regional communities, the Joint Organisations network will be established to help drive better planning, economic development and service delivery. Legislation will allow councils to voluntarily join new Joint Organisations to strengthen regional co-ordination and improve the delivery of important infrastructure and services for communities across regional NSW.

We, together with the Premier, have been working with councils to get the Joint Organisations model right. We have listened to their feedback of what is needed to address the unique challenges in regional NSW.

Joint Organisations will bring local governments together with the State Government to focus on the issues that matter most to regional communities such as growing local economies, creating more jobs, securing water supplies, and improving regional transport, community infrastructure and services.

Councils choosing to take up this option will get a seat at the table in planning infrastructure and investment for their region, and access to better ways to get things done, with support and funding from the State Government.

The Office of Local Government will be providing hands on support to councils wishing to become a member of a Joint Organisation and will work closely with them once established.

To make sure no region is left behind the NSW Government will provide \$3.3 million to support the establishment of Joint Organisations with plans for further investment to boost regional economies and communities.

Following the passage of legislation through parliament, councils from regional and rural NSW will be invited to resolve to join a Joint Organisation.

Deputy Premier
Minister for Regional NSW

Minister for Local Government

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Joint Organisations Pilot

The NSW Government piloted different Joint Organisation models during 2015 in five regions – Central NSW, Hunter, Illawarra, Namoi and Riverina – to test and reflect the different working relationships and priorities of each area.

An independent evaluation of the JO pilot process encompassing 66 key stakeholders found the JO pilot was a success and that JOs deliver real benefits for regional councils and communities.

Key findings from the evaluation include:



84%

Agreed the JO pilot improved shared regional planning and priority setting



82%

Agreed the JO pilot improved intergovernmental collaboration



76%

Agreed the JO pilot had improved council's ability to undertake effective regional leadership and advocacy

Joint Organisation success



Joint Organisations are:

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How Joint Organisations will work

Joint Organisations will transform the way that the NSW Government and local councils collaborate, plan, set priorities and deliver important projects on a regional scale. These new partnerships will benefit local communities across regional NSW by working across council boundaries.



Legislation

The core requirements for JOs will be included in the Local Government Act and supporting regulations.

Having a legislative foundation will ensure that JOs are able to work effectively to advance regional priorities, while remaining accountable to their communities through their member councils.

As well as providing a robust foundation for JOs to build on, the legislative framework will also allow flexibility to take on additional agreed functions.



Charter

The legislative model provides that each JO is to adopt a Charter that may be tailored by them to suit the needs of each regional group.

Charters will set out the way that a JO intends to operate and govern itself.



Leadership

Each council will be represented by its Mayor and there is scope to add an additional elected representative, if member councils agree.

The JO Board will choose its own Chair but each member council will have equal voting rights to reflect that they are equal partners in strengthening their region.



Membership

The NSW Government will be represented on each JO Board as an Associate (non-voting) Member.

JOs will be able to invite neighbouring councils, county councils and other organisations to participate as non-voting members of the JO.



Day-to-day management

Each JO may appoint a suitably skilled and capable Executive Officer to oversee day-to-day operations.



Principal functions

The principal functions of each JO will be:

- Strategic planning and priority setting
- Intergovernmental collaboration
- Shared leadership and advocacy.

One of the first activities for each new JO will be to establish a Statement of Regional Priorities.

This work will elevate shared priorities in councils' Community Strategic Plans, as well as draw on other regional plans.

The statements will form the basis for discussions with the State Government about key projects and programs in each region and how shared priorities may best be delivered.



Optional functions

JOs will be able to perform additional optional functions including delivering shared services or overseeing shared arrangements, such as procurement.

Although the focus for the first year will be on the core functions, JOs will have the tools they need to start working on their optional functions from commencement.



Resourcing

The NSW Government is providing \$3.3 million in seed funding to support the establishment of JOs. They will also be able to directly apply for grants and generate income to help fund their ongoing operations. It is up to each JO to decide how councils will contribute to the organisation.

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Supporting Joint Organisations

The NSW Government is committed to supporting the successful establishment of JOs and their ability to deliver early benefits to member councils and communities. The Office of Local Government (OLG) will provide a range of support that will be

tailored to meet the needs of each region. OLG will work closely with the Department of Premier and Cabinet and other Government agencies to ensure that opportunities for collaboration with the NSW Government are identified and acted on early.

Early Success for Joint Organisations

- PEOPLE**: OLG will support the establishment and operation of each JO, providing support and advice tailored to the needs of each region.
- FUNDING**: The Government will provide funding for each JO to help get them established.
- EVALUATION**: OLG will monitor and evaluate success, providing valuable information to improve collaboration.
- FORUMS**: JOs will be encouraged to work together, learning from each other and collaborating to address common issues.
- TOOLS**: JOs will be provided with practical tools, guidelines and templates to support establishment, prioritisation and collaboration.
- COLLABORATION**: OLG and the Department of Premier and Cabinet will foster collaboration with State agencies.

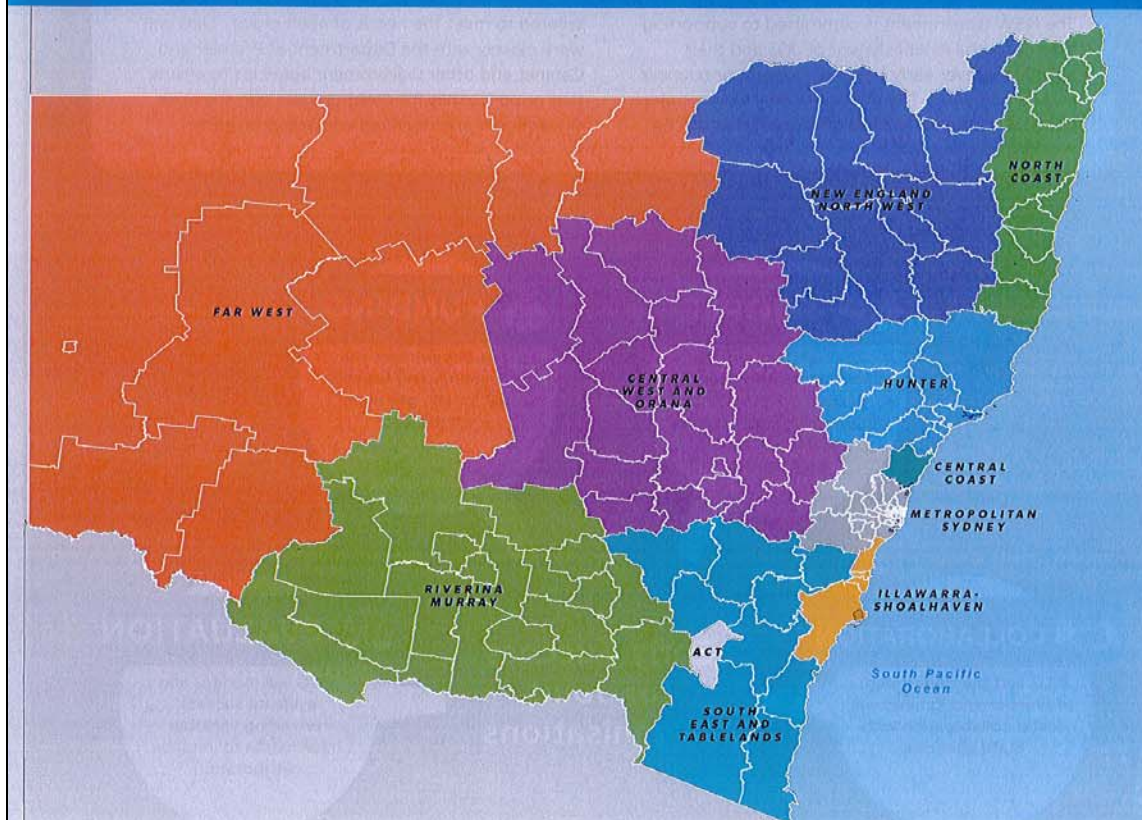
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**Forming your Joint Organisation within State
Government planning boundaries**



Key Design Criteria

The NSW Government has consulted extensively with councils in regional NSW on the best design and governance model for Joint Organisations. An effective JO should:

- align with, or 'nest' within one of the State's planning regions (map above)
- demonstrate a clear community of interest between member councils and regions
- not adversely impact on other councils or JOs, e.g. leaving too few councils to form a JO
- be based around a strong regional centre or centres
- be of appropriate size and capacity to partner with NSW Government and Commonwealth Government agencies and other organisations.

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Joint Organisations – Next steps for councils

Following the passage of legislation through parliament, councils will need to take the following steps:

Plan

- Identify your council's planning region (map on previous page)
- Consider the guidance material to be provided by the Office of Local Government (OLG)
- Review existing arrangements for regional collaboration in your area
- Consider the Key Design Criteria for JOs (see previous page)
- Consider the criteria for seed funding

Consult

- Consult with councils within your preferred regional grouping to reach agreement on JO membership
- Each JO must have a minimum of 3 member councils
- OLG is available to facilitate and support consultations in your region

Endorse

- Once the proposed JO membership is agreed, ensure each member endorses the proposal by a resolution of council

Nominate

- Submit your request to establish a JO to OLG by 28 February 2018
- More information on this process will be provided shortly

Establish

- The final JO network will be finalised in March 2018
- Funding allocations will also be announced in March 2018
- JOs will be proclaimed in April 2018
- OLG will support the establishment of JOs and work closely with them once operational to ensure they are successful
- JOs will be ready to start in July 2018

Commence

- Hold your first JO meeting and elect a chairperson
 - Recruit the Executive Officer
 - Work with member councils, DPC Regional Director and OLG support team to fully establish the JO
 - Work with member councils to draft the first JO Charter and Statement of Strategic Regional Priorities.
-

Who to contact for further information?

Please contact the Office of Local Government on 02 4428 4100 or olg@olg.nsw.gov.au. Staff will be available to support councils in understanding the opportunities and processes to join a Joint Organisation.

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**Office of
Local Government**

Joint Organisations - Frequently Asked Questions

Q: What is a Joint Organisation?

A: A Joint Organisation is a new entity under the Local Government Act comprising member councils in regional NSW to provide a stronger voice for the communities they represent.

A Joint Organisation will provide a more structured, permanent way for local councils, State agencies and other interested groups to collaborate. Each region will decide its own priorities, working on short and long term projects such as attracting a new industry to the region or improving the health of a river system. By putting their resources together and focusing on the unique challenges and strengths of their whole region, Joint Organisation members can drive better outcomes for local residents.

Each Joint Organisation will comprise at least three member councils and align with one of the State's strategic growth planning regions. One of the member council's mayors will be elected chairperson and an Executive Officer may be appointed.

Q: How will Joint Organisations benefit councils and communities in regional NSW?

A: Joint Organisations will transform the way that the NSW Government and local councils collaborate, plan, set priorities and deliver important projects on a regional scale. These new partnerships will benefit local communities across regional NSW by working across traditional council boundaries.

Q: How do we know Joint Organisations will work?

A: The Joint Organisation model has been developed in close consultation with councils and the NSW Government has listened to regional councils to get the model right. This included a pilot program for five groups of councils to test a range of options, which involved the participation of 43 councils and delivered a range of initiatives and projects to those regions.

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**Office of
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An independent evaluation of the pilot program found Joint Organisations bring benefits to regional communities in delivering on-the-ground projects and attracting more investment to regional communities.

Q: How are Joint Organisations different to Regional Organisations of Councils?

A: The Joint Organisation model provides for greater certainty and continuity as well as recognising the unique differences in the many regions of NSW. While some ROCs have been effective, they have varied functions, membership, and governance structures which often makes collaboration more difficult.

Q: Why has the Government decided to make joining Joint Organisations voluntary?

A: The majority of regional councils support Joint Organisations but some asked for more time and flexibility to determine their own membership of a new regional body. The Government has listened to this feedback.

Q: Why should councils choose to form a Joint Organisation?

A: Joint Organisations will provide a forum for councils, agencies and others to come together and focus on their regional priorities – the things that matter for that region. Joint Organisations will help drive the delivery of important regional projects – the infrastructure and services that local communities need and deserve.

Joint Organisations will also provide councils with a more efficient way to deliver shared services for members and the region. Where member councils agree, they can choose to share a common approach to services such as information technology, water management services and community strategic planning. The NSW Government will provide \$3.3 million to support councils to establish Joint Organisations.

Q: Can councils determine their own regional boundaries?

A: While the choice to join, and composition of a Joint Organisation is voluntary, the NSW Government will only support the creation of Joint Organisations within existing State planning regions and in regional NSW. Councils have told us that effective

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collaboration will only be realised when State and local government boundaries are aligned.

To aid this process the NSW Government has consulted the sector on boundary criteria which they can take into account when determining the membership of their Joint Organisation.

Joint Organisation boundaries should:

- align with, or 'nest' within one of the State's planning regions
- demonstrate a clear community of interest between member councils and regions
- not adversely impact on other councils or JOs, for example, leaving too few councils to form a JO
- be based around a strong regional centre or centres
- be of an appropriate size to partner with State, Commonwealth and other partners.

Consistent with previous Government decisions, Joint Organisations will not be considered for metropolitan Sydney and the Central Coast at this time.

Q: What funding is available to Joint Organisations?

A: The Government will provide up to \$3.3 million in seed funding to Joint Organisations to support their establishment. The Government will identify opportunities for additional investment through Joint Organisations in regional economies.

Funding for each Joint Organisation will be based on the number of councils that choose to form a Joint Organisations, with maximum funding provided to regions where all councils in a region choose to be members of the new regional body.

All Joint Organisations, whether they were pilot regions or not, will be provided with seed funding.

Further details on funding arrangements will be provided to councils.

Q: Will this funding be enough to help councils establish a JO?

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A: The NSW Government is providing significant funding and support to help those councils that choose to establish a Joint Organisation. The pilot program demonstrated that groups of councils can achieve substantial benefits for their communities and significant cost savings by working together through a Joint Organisation.

Q: What are the next steps for interested councils?

A: Following the passage of legislation through Parliament, councils will be invited to nominate to form a Joint Organisation in their region. Councils are encouraged to open discussions with their neighbours as soon as possible.

The Office of Local Government is available to facilitate these discussions and provide support to councils through the nomination process. Specific requirements to form a Joint Organisation will be provided to councils shortly.

Each Joint Organisation will be created by a proclamation and the NSW Government will then ask the Commonwealth to endorse each Joint Organisation as a non-national system employer to ensure that any staff of a Joint Organisation, with the exception of the Executive Officer, are employed under the State local government award.

Q: What support will be provided to councils and Joint Organisations once established?

A: The Office of Local Government will work with Joint Organisations to support their establishment and ensure they have the necessary systems and governance in place for the Joint Organisations to deliver results for regional communities.

The Office of Local Government and the Department of Premier and Cabinet will foster collaboration between Joint Organisations and State agencies to identify and act on opportunities to benefit regional communities.

Q: Can councils choose not to participate?

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A: Councils can choose not to become a member of a Joint Organisation. The Government strongly encourages all councils in regional NSW to consider the benefits and opportunities offered by Joint Organisations.

Councils that are members of Joint Organisations will be able to take advantage of investment opportunities that are delivered through the Joint Organisation.

Q: Is there a role for Parliamentary Secretaries in Joint Organisations?

A: Parliamentary Secretaries will play a key role in championing a new, shared regional collaboration which will bring together Regional Leadership Groups of State agencies and Joint Organisations.

Q: How has the Government's approach changed?

A: The Joint Organisation model that will be enabled through the proposed legislation is consistent with the consultation and engagement with the sector. The Government has been listening to councils and has decided to implement Joint Organisations in a more flexible way.

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Strengthening local government



**Office of
Local Government**

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference: **A576353**
Your Reference:
Contact: **Chris Presland**
Phone: **02 4428 4100**

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

Email: gaw@warren.nsw.gov.au

20 December 2017

Dear Mr Wilcox

Following on from recent correspondence regarding the establishment of a Joint Organisation (JO), I am writing to acknowledge the time and effort that councils and regional organisations of councils have taken over the past month to discuss the opportunities available.

I understand that there have been many conversations and regional meetings between councils and the Office of Local Government (OLG) to discuss the best way forward for councils in your region. This is a critical time when each council must consider the decision to join a JO.

I would like to reiterate that JOs are a key part of the Government's commitment to build stronger councils and improve service delivery and infrastructure across rural and regional NSW. The State Government will work closely with JOs to strengthen communities across the State.

I would like to advise that the *Local Government Amendment (Regional Joint Organisation) Act 2017* commenced on 15 December 2017. To ensure that your council is a part of the JO network, a council resolution is a critical part of the process of getting JO areas recommended to the Governor to enable proclamation.

It is important that these resolutions align for groups of councils that wish to form a JO and that councils provide the Minister for Local Government with a copy of this resolution by **28 February 2018**, a copy of which is again provided for ease of reference. This allows time to undertake the required processes in order to have JOs in operation by July 2018. This includes allocation of seed funding to help establish each JO under the NSW Government's \$3.3 million commitment.

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WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 25th January 2018

ITEM 4

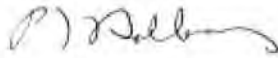
REGIONAL JOINT ORGANISATIONS

CONTINUED

2

Should you have any further enquiries, please contact Chris Presland, Director Reform Implementation or Melissa Gibbs, Director Policy and Sector Development on 02 4428 4100 or onestopshop@olg.nsw.gov.au. Once again, I would like to thank you for your time and engagement during this process to date. The NSW Government looks forward to working with your council to find the best solutions for meeting the needs of your council and region into the future.

Yours sincerely



Penny Holloway
Acting Chief Executive
Office of Local Government

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 25th January 2018

ITEM 4 REGIONAL JOINT ORGANISATIONS

CONTINUED

Proposed JO resolution for councils



The council resolutions are a critical input in the process of getting Joint Organisation areas recommended to the Governor by the Minister. It is important these resolutions align for groups of councils that wish to form a Joint Organisation.

Once the resolutions have been made by councils the Minister must wait at least 28 days before recommending the Joint Organisation to the Governor.

The resolutions must be worded in a way that will allow for any changes in proposed membership that could potentially occur within the 28 days (e.g. a council rescinds the decision to join the Joint Organisation) without compromising the ability of the remaining councils to still form the Joint Organisation.

Below is a suggested Joint Organisation Resolution for councils. It is advisable any resolution is made following commencement of the legislation.

In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the [NAME OF COUNCIL] (Council) resolves:

- 1.** *That the council inform the Minister for Local Government (**Minister**) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (**Joint Organisation**) in accordance with this resolution.*

- 2.** *To approve the inclusion of the Council's area in the Joint Organisation's area.*

- 3.** *That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:*
 - a) [INSERT A LIST OF ALL RELEVANT COUNCIL AREAS WITHIN THE RELEVANT STATE PLANNING REGIONS]*

- 4.** *That, on the expiry of a period of 28 days from the making of this resolution, the General Manager provide the Minister:*
 - a) with a copy of this resolution including the date on which Council made this resolution, and*
 - b) inform the Minister that this resolution has not been rescinded,**for the purpose of the Minister issuing a certificate under section 400P of the Act.*

Section

4

Manager Finance & Administration

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 1 RECONCILIATION CERTIFICATE - DECEMBER 2017

(B1-10.15)

RECOMMENDATION

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

PURPOSE

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

BACKGROUND

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

REPORT

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

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance		Balance
	31-Oct-17	Transactions	31-Dec-17
General	10,130,011.60	(527,529.47)	9,602,482.13
Water Fund	379,211.83	(254,456.09)	124,755.74
Sewerage Fund	3,013,970.28	(2,044.84)	3,011,925.44
North Western Library	91,320.24	157,786.11	249,106.35
Trust Fund	75,095.02	(2,394.60)	72,700.42
Investment Bank Account	(13,249,008.78)	1,248,961.60	(12,000,047.18)
	440,600.19	620,322.71	1,060,922.90

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 1 RECONCILIATION CERTIFICATE – DECEMBER 2017 CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	1,047,957.50
Add: Outstanding Deposits for the Month	23,708.83
Less: Outstanding Cheques & Autopays	(10,743.43)
Balance as per Ledger Accounts less Investments =	<u>1,060,922.90</u>

INVESTMENTS RECONCILIATION

Investments as at 31st December 2017

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	47.18	Variable	On Call A/c
1	National Australia Bank	1,000,000.00	274 Days @ 2.47%	30-Apr-18
2	National Australia Bank	1,500,000.00	210 Days @ 2.49%	12-Mar-18
3	National Australia Bank	1,500,000.00	210 Days @ 2.50%	19-Mar-18
7	National Australia Bank	3,000,000.00	122 Days @ 2.52%	15-Jan-18
9	National Australia Bank	1,000,000.00	120 Days @ 2.53%	23-Jan-18
10	National Australia Bank	1,500,000.00	90 Days @ 2.46%	27-Feb-18
11	National Australia Bank	1,000,000.00	90 Days @ 2.45%	05-Mar-18
12	National Australia Bank	1,500,000.00	90 Days @ 2.45%	20-Mar-18

TOTAL INVESTMENTS = 12,000,047.18

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	5,265,480.00
Internally Restricted Funds Invested	7,148,520.00
2017/18 General Fund Operating Income & Grants	<u>646,970.08</u>
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u>13,060,970.08</u>

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

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 1 RECONCILIATION CERTIFICATE - DECEMBER 2017 CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

N/A

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

RECOMMENDATION

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Attached to this report is the statement of rates and annual charges as at 10th January 2018 including comparisons over the last three years.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 10th January 2018

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

10th JANUARY 2018

Name of Rate	COLLECTIONS FOR YEAR					NETT ARREARS	
	NETT ARREARS	NETT LEVY	TOTAL RECEIVABLE	AMOUNT COLLECTED	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT	ARREARS AS % AGE OF TOTAL REC'ABLE
	1st JULY \$	\$	\$	\$		\$	
General Fund Rates	68,914	4,598,993	4,667,907	2,616,982	56.06%	2,050,925	43.94%
Warren Water Fund	21,155	362,155	383,310	234,905	61.28%	148,405	38.72%
Warren Sewerage Fund	26,549	469,085	495,634	292,751	59.07%	202,883	40.93%
TOTAL 2017/2018	116,618	5,430,233	5,546,851	3,144,638	56.69%	2,402,213	43.31%
TOTAL 2016/2017	124,884	5,343,311	5,468,195	3,058,076	55.92%	2,410,119	44.08%
TOTAL 2015/2016	115,684	5,218,504	5,334,188	2,962,263	55.53%	2,371,925	44.47%
TOTAL 2014/2015	112,502	5,080,804	5,193,306	2,854,157	54.96%	2,339,149	45.04%
		09-Jan-15	15-Jan-16	13-Jan-17		10-Jan-18	
COLLECTION FIGURES AS \$		2,854,157	2,962,263	3,058,076		3,144,638	
COLLECTION FIGURE AS %		54.96%	55.53%	55.92%		56.69%	

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 3 DECEMBER 2017 BUDGET REVIEW

(A1-5.36)

RECOMMENDATION

That the information be received and noted and that amendments to votes in the December 2017 Budget Review as outlined be authorised.

PURPOSE

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

BACKGROUND

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

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

REPORT

As Council’s responsible accounting officer, I have included in the attachments a balanced (after deducting depreciation) December 2017 Budget Review summary covering the period 1st July to 31st December 2017 with a full list of proposed budget adjustments required.

The major budget variations in the December 2017 Budget Review are as follows:

1. A reduction in Engineering Salaries & On-Costs of \$108,657.00 this due to employee resignations, extended sick and long service leave by employees, these funds were directed to employee sick leave an increase of \$25,000.00 and rural unsealed road maintenance of \$75,000.00, the remaining \$8,657.00 was to balance the budget,
2. \$100,000.00 has allocated from the Council Building Reserve Fund for the demolition of 113 Dubbo Street and production of design drawings,
3. Council dwellings renewals has increased by \$15,000.00 for the painting & new carpet at 11 Pittman Parade this is funded from the Dwellings Reserve Funds,
4. Water main replacement was increased by \$45,000.00 to complete the new river water main as part of the CBD upgrade,
5. An additional \$60,000.00 has been allocated from water supply fund for the completion of the Restart NSW Water Security Project,

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 3 DECEMBER 2017 BUDGET REVIEW

CONTINUED

6. Sewerage main relining increased by \$125,197.00 this is due to the 2016/17 sewerage main relining program commencing in June 2017 and being finalised in October 2017 these funds were budgeted in 2016/17 brought forward to 2017/18,
7. \$61,600 has been allocated from the Infrastructure Improvement/Replacement Reserve to undertake the required structural works on the mezzanine floor at the Warren Sporting & Cultural Complex, and
8. A further \$42,000.00 has been allocated to the Victoria Park Rehabilitation Project from the Infrastructure Improvement/Replacement Reserve Fund for the purchase of a new pump - \$28,000.00 and sprinkler system \$18,000.00 that was not included in the original scope of required works.

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

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Budget Review Summary and full list of variations required.

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 3 DECEMBER 2017 BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement
for the period 01/10/17 to 31/12/17

Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Warren Shire Council for the quarter ended 31/12/17 indicates that Council's projected financial position at 30/6/18 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____



Date: 16th January 2018

Darren Arthur
Responsible Accounting Officer

WARREN SHIRE COUNCIL
 Report of the Manager of Finance and Administration
 to the Ordinary Meeting of Council to be held in the
 Council Chambers, Warren on Thursday 25th January 2018

ITEM 3 DECEMBER 2017 BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement
 for the period 01/10/17 to 31/12/17

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2017

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2017/18	Carry Forwards	Sep QBRS	Revised Budget 2017/18	Variations for this Dec Qtr	Projected Year End Result	Actual YTD figures	Variance Surplus (Deficit)
Income								
General Purpose Income	7395	0	33	7,428	-	7,428	6,682	(746)
Administration	336	-	7	343	2	345	109	(234)
Public Order & Safety	76	-	-	76	(18)	58	0	(76)
Health	3	-	-	3	-	3	0	(3)
Environment	280	18	-	298	5	303	292	(6)
Community Services & Education	85	-	-	85	-	85	58	(27)
Housing & Community Amenities	165	-	-	165	-	165	57	(108)
Water Supplies	682	-	-	682	-	682	489	(193)
Sewer Services	1,083	-	-	1,083	-	1,083	537	(546)
Recreation & Culture	237	-	10	247	1	248	97	(150)
Manufacturing & Construction	16	-	1	17	-	17	2	(15)
Transport & Communication	1,293	517	4	1,814	4	1,818	724	(1,090)
Economic Affairs	145	-	30	175	-	175	62	(113)
Total Income from Continuing Operations	11,796	535	85	12,416	(6)	12,410	9,109	(3,307)
Expenses								
Governance	512	-	-	512	-	512	258	254
Administration	2,489	-	(23)	2,466	(72)	2,394	1,298	1,168
Public Order & Safety	351	-	-	351	(18)	333	80	271
Health	252	-	-	252	-	252	107	145
Environment	774	18	-	792	-	792	321	471
Community Services & Education	76	-	-	76	-	76	25	51
Housing & Community Amenities	226	-	15	241	9	250	137	104
Water Supplies	869	-	-	869	-	869	287	582
Sewer Services	743	-	-	743	-	743	178	565
Recreation & Culture	1,461	-	10	1,471	-	1,471	657	814
Manufacturing & Construction	15	-	-	15	-	15	3	12
Transport & Communication	4,158	517	-	4,675	75	4,750	1,530	3,145
Economic Affairs	356	-	80	436	-	436	149	287
Total Expenses from Continuing Operations	12,282	535	82	12,899	(6)	12,893	5,030	7,869
Net Operating Result from Continuing Operations	(486)	-	3	(483)	-	(483)	4,079	4,562

WARREN SHIRE COUNCIL
 Report of the Manager of Finance and Administration
 to the Ordinary Meeting of Council to be held in the
 Council Chambers, Warren on Thursday 25th January 2018

ITEM 3 DECEMBER 2017 BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement
 for the period 01/10/17 to 31/12/17

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2017

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2017/18	Carry Forwards	Mar QBRs	Revised Budget 2017/18	Variations for this Dec Qtr	Projected Year End Result	Actual YTD figures
Capital Expenditure							
New Assets							
- Plant & Equipment	-	-	-	-	-	-	-
- Land & Buildings	-	-	-	-	-	-	-
- Other	-	700	15	715	60	775	750
Renewal Assets (Replacement)							
- Plant & Equipment	1,256	123	-	1,379	2	1,381	1,135
- Land & Buildings	57	256	56	369	177	546	20
- Roads, Bridges, Footpaths	4,640	1,335	-	5,975	-	5,975	2,654
- Other	1,618	-	-	1,618	220	1,838	320
Loan Repayments (Principal)	83	-	-	83	-	83	55
Transfer to Reserves	16	-	-	16	-	16	-
Total Capital Expenditure	7,670	2,414	71	10,155	459	10,614	4,934
Capital Funding							
Rates & Other Untied Funding	3,184	-	-	3,184	-	3,184	2,149
Grants & Contributions	2,799	1,068	-	3,867	10	3,877	2,094
Reserves:							
- Internal Restrictions/Reserves	1,061	1,346	71	2,478	449	2,927	583
New Loans	350	-	-	350	-	350	-
Receipts from Sale of Assets							
- Plant & Equipment	260	-	-	260	-	260	108
- Land & Buildings	16	-	-	16	-	16	-
Total Capital Funding	7,670	2,414	71	10,155	459	10,614	4,934
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-	-

WARREN SHIRE COUNCIL
 Report of the Manager of Finance and Administration
 to the Ordinary Meeting of Council to be held in the
 Council Chambers, Warren on Thursday 25th January 2018

ITEM 3 DECEMBER 2017 BUDGET REVIEW

CONTINUED

Page No.	Description	Increase/ (Decrease)
Budget Expenditure Variations		
Governance		
2	Members Accident Insurance - adjusted to actual	395
Administration		
3	Bank Charges - adjusted to anticipated due to intro of BPay	3,000
3	Subscriptions - adjusted to anticipated due to intro of EFTSure	3,450
3	Sundry Administration Expenses - adjusted to anticipated	1,500
3	Engineering Salary & On-Costs - balancing adjustment	(108,657)
3	Engineering Office Expenses - adjusted to anticipated	3,500
4	Sick Leave - All - adjusted to anticipated	25,000
Public Order & Safety		
5	Hazard Reduction - adjusted to actual contribution	(17,680)
Community Services & Education		
9	Warren Scholarship - actual expense from Trust Fund	500
Housing & Community Amenities		
10	Cemeteries - Other - adjusted to anticipated	5,000
10	Dwellings M&R - adjusted to anticipated	4,000
Water Supplies		
11	Water Mains M&R - transferred to Pump Stations M&R	(25,000)
11	Pump Stations M&R - adjusted to anticipated - Hire Oxley Park Pump	25,000
Transport & Communication		
16	Rural Unsealed Roads M&R - adjusted to anticipated	75,000
17	SH 11 - General Work Orders - transferred to WO165.18.07W	(159,956)
17	SH 11 - WO165.18.07W - Heavy Patching Seg No. 225	159,956
Economic Affairs		
19	Rates Other Council Properties - adjusted to actual	235
19	Gunningba Estate Rates - adjusted to actual	(300)

Capital Expenditure

WARREN SHIRE COUNCIL
 Report of the Manager of Finance and Administration
 to the Ordinary Meeting of Council to be held in the
 Council Chambers, Warren on Thursday 25th January 2018

ITEM 3 DECEMBER 2017 BUDGET REVIEW **CONTINUED**

20	Demolish 113 Dubbo Street & Design Drawings of Council Chambers	100,000
20	Tools in Use Purchases - adjusted to anticipated	1,000
20	Dwellings Renewals - adjusted to anticipated - From Restricted Funds	15,000
20	Water Main Replacement - Dubbo Street - adjusted to actual	45,000
20	Water New Bores Fit-out - adjusted to anticipated	60,000
20	Sewer Main Relining 2016/17 - adjusted to actual previous years' work	125,197
20	Sports Complex - Mezzanine Floor - adjusted to quotation	61,600
20	Sports Complex - Gym Matting - from Shade Structure savings	5,000
20	Shade Cover Outdoor Fitness Area - adjusted to anticipated	5,000
20	Victoria Oval - Rehabilitation Works - adjusted to anticipated	42,000
20	Showground - New PA System - adjusted to actual	(3,974)
21	CCTV - adjusted to anticipated - purchased bigger server	1,500
21	Outdoor Advertising - Mitchell Hwy Signs - adjusted to actual	2,181
	Total	454,447

Budget Income Variations

Administration

2	General Sundry Administration - adjusted to anticipated	400
3	ESPL Contribution from OLG - adjusted to actual	1,590
3	Property Scheme Rebate - adjusted to actual	318
4	Diesel Fuel Rebate - adjusted to anticipated	0

Public Order & Safety

5	Hazard Reduction - adjusted to actual contribution	(17,680)
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Environment

8	Sundry Garbage Income - adjusted to anticipated	4,500
8	Septic Tank Applications - adjusted to anticipated	200

Community Services & Education

7	Warren Scholarship Trust Fund - adjusted to actual	500
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Water Supplies

11	Transfer from Restricted Funds - adjusted to anticipated	105,000
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Sewerage Services

12	Transfer from Restricted Funds - adjusted to anticipated	125,197
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WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 3 DECEMBER 2017 BUDGET REVIEW

CONTINUED

Recreation & Culture

13	Library Photocopying - adjusted to anticipated	600
13	Library Charges & Fees - adjusted to anticipated	400

Mining, Manufacturing & Construction

14	Section 317AE Certificates - adjusted to anticipated	200
14	Sundry Building Income - adjusted to anticipated	200

Transport & Communication

16	SH 11 - General Work Orders - transferred to WO165.18.07W	(159,956)
17	SH 11 - WO165.18.07W - Heavy Patching Seg No. 225	159,956
18	Aerodrome Landing Fees - adjusted to actual	4,422

Capital Income

20	From Council Building Reserve - Demolish & Design	100,000
20	From Dwelling Reserve - Painting & Carpet 1 Pittman Parade	15,000
21	From Infrastructure Reserve - Mezzanine Floor Upgrade	61,600
21	Community Builders Grant - Shade Cover Outdoor Fitness Area	10,000
21	From Infrastructure Reserve - Victoria Oval - Rehab Work	42,000

Total 454,447

Difference Surplus/(Deficit) = 0

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 4 2018/2019 RATE PEGGING LIMIT – 2.3%

(R1-1-38)

RECOMMENDATION

1. That the information be received and noted, and
2. Council adopt a 2.3% increase in general rates when preparing the 2018/2019 Operational Plan & Estimates.

PURPOSE

To advise council of IPART's determination on the maximum rate increase on general rates to apply in the 2018/2019.

BACKGROUND

The NSW Government commissioned the Independent Pricing and Regulatory Tribunal (IPART) to set the rate pegging limit on general rate income in 2010.

REPORT

On Tuesday 28th November 2017 IPART issued a Media Release advising Council's that the maximum rate peg increase on general rates for 2018/2019 was 2.3%, a copy of The Media Release and Fact Sheet is attached to this report.

It is proposed that the 2018/2019 Operational Plan and Estimates be prepared incorporating the rate pegging limit of 2.3%.

Council's gross general rate income for 2017/2018 was \$4,635,582.00 the 2.3% increase will generate an additional \$106,618.00 income.

Council estimated salaries and wages (not including overtime) for 2017/2018 is \$4,400,000.00 with an award increase due in July 2018 of 2.5% costing an additional \$110,000.00

FINANCIAL AND RESOURCE IMPLICATIONS

If Council does not incorporate the full 2.3% increase in general rates it may need to look at reducing services in some areas to balance the budget.

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Not being able to provide the current level of services to the ratepayers and residents of Warren Shire Council.

STAKEHOLDER CONSULTATION

28 days public consultation after the Draft 2018/2019 Operational Plan and Estimates are adopted by Council.

OPTIONS

N/A

WARREN SHIRE COUNCIL

Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 4 2018/2019 RATE PEGGING LIMIT – 2.3%

(R1-1-38)

CONCLUSION

This report is provided to seek Council endorsement to increase the 2018/2019 general rates by the rate pegging limit of 2.3%.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

IPART Media Release and Fact Sheet

WARREN SHIRE COUNCIL
Report of the Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 4 2018/2019 RATE PEGGING LIMIT – 2.3%

CONTINUED



Media release

Tuesday, 28 November 2017

2018-19 RATE PEG FOR NSW LOCAL COUNCILS

Councils will be able to increase the revenue they collect from rates by up to 2.3% in 2018-19 under the rate peg announced today by the Independent Pricing and Regulatory Tribunal (IPART).

The rate peg is determined by IPART each year and it sets the maximum general income NSW councils can collect. The main component of general income is rates revenue. Councils can apply to IPART for a special variation if they wish to increase their general income by more than the rate peg.

IPART determines the rate peg by measuring changes in the Local Government Cost Index (LGCI), which includes changes in the average costs faced by councils, and consideration of a factor to reflect improvements in productivity.

IPART Chair, Dr Peter Boxall, said next year's rate peg is higher than the previous two years (1.8% in 2016-17 and 1.5% in 2017-18), primarily due to increases in labour costs, electricity and street lighting charges, and higher construction costs for roads, drains, footpaths, kerbing and bridges. No further adjustment for productivity improvements was made this year.

"The Local Government Cost Index increased by 2.3% in the year to September 2017," Dr Boxall said.

"Since the rate peg applies to general income in total, and not to individual rate assessments, it is up to each council to determine whether to apply the allowed increase in full and how to allocate the increase between households, businesses and other ratepayer categories."

"Similarly, if councils want to increase their revenue by more than the rate peg they will need to consult with their communities before applying to IPART for a special variation."

Councils wishing to apply for a special rate variation must notify IPART by 15 December 2017.

A fact sheet on the rate peg is available on IPART's website: www.ipart.nsw.gov.au.

IPART is required to set the rate peg each year under delegation from the NSW Minister for Local Government.

Media Contact: Julie Sheather ☎ 02 9290 8403 ☎ 0409 514 643

More information is available at ipart.nsw.gov.au

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ITEM 4 2018/2019 RATE PEGGING LIMIT – 2.3%

CONTINUED

Rate peg for NSW councils for 2018-19



28 November 2017



WHAT

IPART has set the 2018-19 rate peg for NSW councils at 2.3%.

The rate peg is based on the change in the Local Government Cost Index (LGCI) and consideration of a productivity factor.



HOW

We calculated the rate peg for 2018-19 by:

- ▼ taking the increase in the LGCI for the year to September 2017 of 2.3%, and
- ▼ setting the productivity factor to 0.0%.



WHO

The rate peg sets the maximum increase in each council's general income for the 2018-19 financial year. For most councils, general income consists entirely of rates revenue.

Councils have discretion to determine how to allocate this increase between different ratepayer categories. Individual rates are also affected by other factors, such as land valuations.

Councils may apply to IPART for a special variation (SV) to increase general income above the rate peg.



WHAT'S NEW

We've changed the way we estimate the productivity factor.

We are setting the productivity factor at zero this year, because improvements in

productivity are reflected in the components of the LGCI.

In future years, we intend to set the productivity factor at zero as a default, but retain discretion to deduct a productivity factor, if there is evidence of productivity improvements in the local government sector that have not been fully incorporated in the LGCI.

If we intended to deduct a productivity factor in a particular year, we would give councils advance notice, at least four weeks before we announce the rate peg in that year.

We would like to consult with councils and other stakeholders on a proposal to release the rate peg around the beginning of September in future years.

We think this change would provide councils with more time to prepare annual budgets, and better engage with their communities on SV applications.



WHAT NEXT

Councils must not increase general income by more than the rate peg, unless IPART grants approval for an SV.

Councils applying for an SV must satisfy the criteria listed in the Office of Local Government's Guidelines.

IPART's website includes [information on the SV requirements](#) and recent applications from councils.

We welcome stakeholder feedback on the proposal to release the rate peg in early September in future years. Feedback is due by 12 February 2018.

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ITEM 4 2018/2019 RATE PEGGING LIMIT – 2.3%

CONTINUED

Rate peg for NSW councils for 2018-19

1 What is the rate peg?

The rate peg is the maximum percentage amount by which a council may increase its general income for the year. For most councils, general income consists entirely of rates income. For a small number of councils, general income also includes some annual charges such as drainage levies. The rate peg does not apply to stormwater, waste collection, water and sewerage charges. The rate peg applies to general income in total, and not to individual ratepayers' rates.

2 What is the Local Government Cost Index (LGCI)?

The LGCI is a price index for councils in NSW. It measures price changes over the past year for goods, materials and labour used by an average council. It is similar to the Local Government Price Index used in South Australia and similar in principle to the Consumer Price Index (CPI), which is used to measure changes in prices for a typical household.

The LGCI is designed to measure the average change in prices of a fixed 'basket' of goods and services that are purchased by councils, relative to the prices of the same basket in a base period.

- ▼ The index has 26 cost components, such as employee benefits and on-costs, and building materials for roads, bridges and footpaths. The cost components represent the purchases made by an average council to undertake its typical activities.
- ▼ Each year, the ABS adjusts the change in the price of each cost component for improvements in both labour and capital productivity, by adjusting the price downwards for any improvement in the quality of that component. In other words, an improvement in productivity is reflected in each component of the LGCI.
- ▼ Hence, we have decided to set the productivity factor to zero as a default, and to apply this default value for the 2018-19 rate peg. In future years, we would retain discretion to deduct a productivity factor if there is evidence that productivity improvements in the local government sector are not fully incorporated in the LGCI. If we intend to deduct a productivity factor, we would give councils advance notice, of at least four weeks, before we release the rate peg in that year.

To calculate the LGCI in 2018-19, we combined the 26 cost components using expenditure weightings in a 2015 cost survey (based on NSW councils' expenditure in 2013-14 and 2014-15). We aim to update the expenditure weightings every four years to ensure the impact of each cost item on the LGCI remains accurate.

For more detail on the Local Government Cost Index see our Fact Sheet, *Local Government Cost Index Survey 2015* published in October 2015. This is available on our [website](#).

What price changes influenced the LGCI?

We used the change in the LGCI in the year to September 2017 when setting the rate peg for 2018-19. The change in the LGCI in the year to September 2017 was 2.3%.

The main contributors to the change in the LGCI over the year ending September 2017 were:

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ITEM 4 2018/2019 RATE PEGGING LIMIT – 2.3%

CONTINUED

Rate peg for NSW councils for 2018-19

1 What is the rate peg?

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- ▼ Each year, the ABS adjusts the change in the price of each cost component for improvements in both labour and capital productivity, by adjusting the price downwards for any improvement in the quality of that component. In other words, an improvement in productivity is reflected in each component of the LGCI.
- ▼ Hence, we have decided to set the productivity factor to zero as a default, and to apply this default value for the 2018-19 rate peg. In future years, we would retain discretion to deduct a productivity factor if there is evidence that productivity improvements in the local government sector are not fully incorporated in the LGCI. If we intend to deduct a productivity factor, we would give councils advance notice, of at least four weeks, before we release the rate peg in that year.

To calculate the LGCI in 2018-19, we combined the 26 cost components using expenditure weightings in a 2015 cost survey (based on NSW councils' expenditure in 2013-14 and 2014-15). We aim to update the expenditure weightings every four years to ensure the impact of each cost item on the LGCI remains accurate.

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ITEM 4 2018/2019 RATE PEGGING LIMIT – 2.3%

CONTINUED

Rate peg for NSW councils for 2018-19

- ▼ an increase of 2.5% in employee benefits and on-costs, measured by the ABS wage price index for the NSW public sector
- ▼ an increase of 11.7% in electricity and street lighting charges, measured by the ABS consumer price index for electricity costs – Sydney, and
- ▼ an increase of 1.2% in construction works – roads, drains, footpaths, kerbing and bridges costs, measured by the ABS producer price index for roads and bridge construction – NSW.

Most components of the LGCI experienced moderate price inflation over the year to September 2017 (see Section 4 below for a table showing the price changes in cost items for all components of the LGCI).

3 Setting the rate peg in September in the future

We are considering whether to set the rate peg in early September each year, rather than around the beginning of December. This proposed change would apply for the following year's rate peg (2019-20) and thereafter.

This change could make the SV process easier for councils. Councils would also have more time to prepare an SV knowing the rate peg for the following year.

This earlier notification could help councils who apply for an SV to improve consultation with their communities. In practice, many councils that apply for an SV begin their community consultation and updating Integrated Planning & Reporting (IP&R) documentation before December. Currently, these councils may need to amend their documentation and consult further after we announce the rate peg.

Setting the rate peg in September would reduce this problem by allowing councils to include the actual rate peg in their consultation before December.

In consultation, and in previous submissions, councils have indicated to IPART they would prefer the rate peg to be released earlier, to allow more time to prepare annual budgets, even if they do not apply for an SV.¹

How would we transition to a September release?

We currently calculate the rate peg based on data up to September of the previous year. If we adopt the proposed approach, we would set the rate peg based on data up to June of the previous year.

If we bring forward when we set the 2019-20 rate peg by three months to September, the rate peg would be based on price changes for three quarters in 2019-20 only (December 2017, and March and June 2018). Therefore to set the rate peg for 2019-20, we would need to convert these price changes into an annualised percentage change.² In future years, the LGCI would be based on four quarters of price changes (September, December, March and June each year). The underlying data series used to calculate the LGCI are available quarterly, and we do not propose to change the underlying methodology.

¹ IPART, *Revenue Framework for Local Government Final Report*, December 2009, p 182.

² For example, a cumulative 3% price change over three quarters would convert to an annualised percentage change of about 4%.

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ITEM 4 2018/2019 RATE PEGGING LIMIT – 2.3%

CONTINUED

Rate peg for NSW councils for 2018-19

Have your say

We invite stakeholder feedback by 12 February 2018 on the proposal to release the rate peg around the beginning of September in future years. We will make a decision on when to set the rate peg after considering stakeholder feedback. If we decide to set the rate peg in September 2018, we would announce this decision when we announce our 2018-19 SV decisions in May 2018.

Submissions can be emailed to localgovernment@ipart.nsw.gov.au or posted to:
Local Government Team
Independent Pricing and Regulatory Tribunal of NSW
PO Box K35
Haymarket Post Shop NSW 1240

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ITEM 5 2018/2019 OPERATIONAL PLAN & ESTIMATES TIMETABLE (A1-5.37)

RECOMMENDATION

1. That the information be received and noted,
2. Council endorse the 2018/2019 Operational Plan & Estimates timeline,
3. That a Councillor workshop be held on Thursday 15th March 2018 at 5.00pm. to go through the Draft 2018/2019 Operational Plan & Estimates prior to adoption at the March 2018 Council Meeting

PURPOSE

To inform Council of the proposed timeline for preparation, advertising and adoption of the 2018/2019 Operational Plan & Estimates.

BACKGROUND

Section 405 of the Local Government Act 1993 requires Council to prepare, advertise and adopt an Operational Plan & Estimates each year.

REPORT

The proposed timetable for the preparation and adoption of the 2018/2019 Operational Plan & Estimates is as follows:

- 1) Wednesday 28th February 2018 - last day for Estimates to be returned to the Treasurer.
- 2) Tuesday 13th March 2018 - Manex to finalise the Draft 2018/2019 Operational Plan & Estimates.
- 3) Thursday 15th March 2018 at 5.00pm – hold a Councillor workshop to go through the Draft 2018/2019 Operational Plan & Estimates before the March 2018 Council meeting.
- 4) Thursday 22nd March 2018 - present the Draft 2018/2019 Operational Plan & Estimates to Council for adoption.
- 5) Friday 23rd March 2018 - advertise the Draft 2018/2019 Operational Plan & Estimates for public comment.
- 6) Monday 7th May 2018 - final day for public comment on the Draft 2018/2019 Operational Plan & Estimates.
- 7) Thursday 24th May 2018 - adoption of the 2018/2019 Operational Plan & Estimates by Council.
- 8) Thursday 31st May 2018 – cease ordering of goods and services except for essential items.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

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ITEM 5 2018/2019 OPERATIONAL PLAN & ESTIMATES TIMETABLE

CONTINUED

STAKEHOLDER CONSULTATION

28 days public consultation after the Draft 2018/2019 Operational Plan and Estimates are adopted by Council.

OPTIONS

N/A

CONCLUSION

This report is provided to advise Council on the proposed timeline for the preparation and adoption of the 2018/2019 Operational Plan and Estimates

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Nil

Section

5

Manager Engineering Services

WARREN SHIRE COUNCIL

Report of the Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

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

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

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

REPORT

Road Construction Works

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

1. Maintenance
2. Construction/Reconstruction/Recycle
3. Scheduled Works

1. Maintenance

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1	Wonbobbie Lane	Maintenance Grade	6 km
	Bundemar Road	Resheet	0.2 km
	Gillendoon Road	Resheet	3.8 km
Grader Crew 2	Ellengerah Road	Shoulder grading	4 km
Grader Crew 3	Drungalear Road	Resheet	3.5 km
	Drungalear Road	Maintenance Grade	10 km
	Yarrandale Road	Resheet	0.85 km
Grader Crew 4	Carinda Road	Shoulder Grade	28 km
Grader Crew 5	Yarrandale Road	Resheet	2.4 km

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ITEM 1 WORKS PROGRESS REPORT - ROADS BRANCH CONTINUED

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Tar Patching	Tottenham Road	Pothole Patching	15 m ²
	Warren Streets	Pothole Patching	60 m ²
	Carinda Road	Pothole Patching	1550 m ²
	Oxley Hwy	Pothole Patching	550 m ²
	Tottenham Road	Edge Patching	146 m ²
	Warren Streets	Edge Patching	67 m ²
	Ellengerah Road	Edge Patching	196 m ²
	Carinda Road	Edge Patching	3319 m ²
	Oxley Hwy	Edge Patching	400 m ²
	Warren Road	Edge Patching	867 m ²
	Marthaguy Road	Edge Patching	98 m ²

2. Construction/Reconstruction/Recycle

WORK CREW	LOCATION	ACTIVITY	ESTIMATED EXPENDITURE	EXPEND TO DATE	STATUS
Grader Crew 1 (3-man crew)	Warren Rd RR 7515 (REPAIR)	Construction	\$598,492	\$647,873	Complete
	Thornton Road	Construction	\$517,069	Nil	May/June 2018
Grader Crew 2 (3-man crew)	Ellengerah Rd	Construction	\$963,353	\$860,458	August – Dec 2018
Grader Crew 3 (3-man crew)	Bullagreen Rd	Recycle	\$184,500	\$183,124	Complete
	Collie/Bourbah Rd	Recycle	\$298,500	\$145,401	Complete

FINANCIAL AND RESOURCE IMPLICATIONS

Road works are funded annually in Councils financial plan.

RISK IMPLICATIONS

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

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

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ITEM 1 WORKS PROGRESS REPORT - ROADS BRANCH CONTINUED

OPTIONS

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

CONCLUSION

Report as above.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

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

SUPPORTING INFORMATION / ATTACHMENTS

N/A

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

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

Staff report monthly on activities in Councils Town Services area to advise Council and the community of activities undertaken. Council has the responsibility to manage infrastructure across its LGA.

REPORT

The list of Town Services has been summarised in the table below as:

1. Parks and Gardens
2. Water and Sewer
3. Town Services

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ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

1. Parks and Gardens

LOCATION	ACTIVITY	WORK COMPLETED
Bore Flat & Carter Oval	Mowing Town Parks	Weekly
Ravenswood, Medians, Oxley Park	Mowing Town Parks	Weekly
Macquarie Park, Levee	Mowing Town Parks	Weekly
Family Health Centre	Mow & Snip	Weekly
Highway	Mow	Weekly
Extra Watering Parks	Fix Pump	Weekly
	Sprinkler Maintenance & Extra Water	Weekly
Community House	Mow, Snip & Clean	Weekly
Warren	Mow Roundabout Spar Car Park Prune Hedges & Pears	Weekly
Swimming Pool	Snip, Mow & Blow Down	Every 2nd Wednesday
	Mow & Snip Clean up Empty Garbage Bin	Weekly
Cemetery	Mow & Snip	Weekly
	Mow Ovals Check & Adjust Sprinklers	Weekly
	Rake & Clean Sandpits	Weekly
Warren Cemetery	Clean up & Tidy for Funeral	Monday 27/11/2017 & Tuesday 28/11/2017
Carter Oval	Prepare Cricket Pitch	Friday 27/11/2017
Vic Oval	Repair Sprinklers	Tuesday 28/11/2017
Vic Oval	Mark Running Track	Monday 11/12/2017
Warren RTA	Trim Hedges & Clean up weeds	Tuesday 12/12/2017
Nevertire Cemetery	Snip & Mow	Tuesday 12/12/2017
Nevertire Medium Strips	Snip & Mow	Tuesday 12/12/2017
John's Avenue – Sundry Debtor	Mow lawns	Wednesday 13/12/2017
Macquarie Park	Snip, Mow, Weed Gardens and Clean for Carols by Candle light	Thursday 14/12/2017
All Parks	Clean up Rubbish for Xmas	Friday 22/12/2017

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ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

2. Water and Sewer

LOCATION	ACTIVITY	WORK COMPLETED
Warren, Nevertire & Collie	Chlorine Testing	Warren & Nevertire - Daily Collie - Weekly
Warren & Nevertire	Daily pump logs - River & Bore	Daily
Warren	Warren STP - Daily operation	Daily
Nevertire	Sewer Pump Station	Daily
	Daily Logs - Cleaning Sewer Pump Stations	Daily
	Reactive Work	Daily
Depot	Sheds & Vehicle Maintenance	Fridays
Mable Street	Connect New Sewer Service	Monday 27/11/2017
	Sewer Re-align	Monday 27/11/2017 – 2 Weeks
Vic Oval	Outer Main Repair	Tuesday 28/11/2017
Vic Oval	Inner	Wednesday 30/11/2017
Ravenswood	Hydrant Maintenance Flushing	Tuesday 5/12/2017 Friday 29/12/2017

2.1 WATER SUPPLY & SEWERAGE SYSTEM UNPLANNED MAINTENANCE NOVEMBER & DECEMBER 2017

Main breaks repaired: 10

Sewer chokes cleared: 7

Year to date: 26

Year to date: 43

Meter replacements: 2 river water meters and 1 bore water meters.

Year to date: 27 river meters and 43 bore meters replaced.

Total meters: 828 river meters and 1009 bore meters.

Annual replacement percentage: 3.3% year river meters and 4.3% year bore meters.

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ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

2.2 RECORD OF WATER USAGE

2.2.1 For the period 1/11/2017 to 30/11/2017 Council's meters indicated the following water usage:

WATER SCHEME	ANNUAL ALLOCATION (ML)	TOTAL USAGE FOR THE PERIOD (ML)	USAGE YEAR TO DATE (ML) From 1/7/17	DAILY AVERAGE FOR THE PERIOD (ML)	DAILY AVERAGE YEAR TO DATE (ML)
Warren bore	700	18.19		0.73	
Warren river	750	32.72		1.31	
Nevertire village	40	3.05		0.10	
Collie village	25				

Rainfall in Warren for period: 27 mm

For the similar period in 2016 Council's meters indicated the following water usage:

WATER SCHEME	ANNUAL ALLOCATION (ML)	TOTAL USAGE FOR THE PERIOD (ML)	USAGE YEAR TO DATE (ML) From 1/7/16	DAILY AVERAGE FOR THE PERIOD (ML)	DAILY AVERAGE YEAR TO DATE (ML)
Warren bore	700	25.37	90.07	0.85	0.59
Warren river	750	44.66	69.97	1.49	0.46
Nevertire village	40	3.92	10.49	0.13	0.07
Collie village	25	1.45	4.87	0.05	0.03

Rainfall in Warren for period: 6 mm

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ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

For the period 1/12/2017 to 31/12/2017 Council's meters indicated the following water usage:

WATER SCHEME	ANNUAL ALLOCATION (ML)	TOTAL USAGE FOR THE PERIOD (ML)	USAGE YEAR TO DATE (ML) From 1/7/17	DAILY AVERAGE FOR THE PERIOD (ML)	DAILY AVERAGE YEAR TO DATE (ML)
Warren bore	700				
Warren river	750	37.36		1.29	
Nevertire village	40	3.27		0.11	
Collie village	25				

Rainfall in Warren for period: 65 mm

For the similar period in 2016 Council's meters indicated the following water usage:

WATER SCHEME	ANNUAL ALLOCATION (ML)	TOTAL USAGE FOR THE PERIOD (ML)	USAGE YEAR TO DATE (ML) From 1/7/16	DAILY AVERAGE FOR THE PERIOD (ML)	DAILY AVERAGE YEAR TO DATE (ML)
Warren bore	700	22.43	112.50	0.72	0.61
Warren river	750	44.81	114.78	1.45	0.63
Nevertire village	40	3.45	13.94	0.11	0.08
Collie village	25	1.60	6.47	0.05	0.03

Rainfall in Warren for period: 67 mm

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ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

2.3 WARREN STP – LICENCE COMPLIANCE

2.3.1 Record of Daily Effluent Flow

Licence conditions: Peak Daily flow not to exceed 1500KL.

Annual flow not to exceed 219ML

MONTH	PEAK DAILY FLOW (kL)	AVERAGE DAILY FLOW (kL)	MONTHLY FLOW (ML)	CUMULATIVE FLOW (ML)
April 2017	596	432.00	12.96	111.61
May 2017	616	439.03	13.61	125.22
June 2017	500	432.20	11.09	136.31
July 2017	791	417.29	12.93	149.24

2.3.2 Record of Bio Solids Removal from 2014

YEAR	DATE	REMOVED BY	ESTIMATED QUANTITY (M3)
2014	January	Septic Sam	12
2014	February	D Murray/S Smith	8
2014	September	Interflow	50
2015	May	Aqua Assets	20
2015	August	Septic Sam	10
2015	December	JR Richards & Sons	10
2016	May	JR Richards & Sons	60
2017	February	JR Richards & Sons	40
2017	May	JR Richards & Sons	35
2017	June	JR Richards & Sons	10
2017	July	Septic Sam	20

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ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

3. Town Services

LOCATION	ACTIVITY	WORK COMPLETED
Dubbo Street & Highway	Street Cleaning	Monday & Thursday - Weekly
Warren	Street Cleaning	Weekly
Nevertire	Street Cleaning	Weekly
Aerodrome	Ground Maintenance	Weekly
Library	Rubbish Removal	Weekly
Warren Old Cemetery		Monthly
Nevertire	Hazard Reduction	Monthly
Pioneer Avenue	Mowing	Monthly
Gillendoon Park	Mowing	Monthly
Bore Flat	Mowing	Monthly
Noel Waters Oval	Mowing	Monthly
Bob Christenson Reserve	Mowing	Monthly
Warren	Hazard Reduction	Monthly
State Highway 11	Litter Removal	Monthly
	Tree Maintenance	Daily – as needed
Racecourse/ Showground	Event Prep	Week of 11/12/2017
Nevertire Tennis Courts	Remove weeds	Week of 18/12/2017
Noel Waters Oval	Building Maintenance & Mow	Week of 18/12/2017
Racecourse/ Showground	Event Clean up	Week of 18/12/2017

Works Progress Report – Town Services 6th November 2017 to 2nd January 2018

The list of Town Services works (excluding Water & Sewer) have been summarised in the table below as:

1. Town crew – 6th November 2017 to 2nd January 2018
2. Parks and Reserves – 6th November 2017 to 2nd January 2018
3. Showground/Racecourse – General M & R
4. Functions

WARREN SHIRE COUNCIL

Report of the Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 25th January 2018

ITEM 2 WORKS PROGRESS REPORT – TOWN SERVICES CONTINUED

1. Town Crew

- ♦ Town Streets – Street cleaning
- ♦ 5 Burials
- ♦ Town approaches - Slashing
- ♦ Cemeteries – Mowing & ground maintenance

2. Parks and Reserve

- ♦ Victoria Oval – Irrigation system upgrade, new sections turfed, subsoil drainage completed, ongoing maintenance mowing
- ♦ Carter Oval – Ground maintenance & Pitch rolling
- ♦ Macquarie Park – Garden maintenance & mowing

Plant 8 Caterpillar 432f Backhoe Loader	318 hours usage
Plant 14 Caterpillar 432F Backhoe Loader	273.5 hours usage
Plant 15 Kioti Tractor	72.50 hours usage
Plant 21 John Deere 5083E	450.50 hours usage
Plant 47 Street Sweeper – Isuzu	387 hours usage
Plant 70 Iseki Out-front Mower SF370	298 hours usage
Plant 76 Muthing Frail Slasher	413 hours usage
Plant 79 Iseki Mower	335 hours usage
Plant 89 Toro Mower	26 hours usage
Plant 1168 Excavator	75.75 hours usage

3. Showground/Racecourse – General M & R

- ♦ Track M & R
- ♦ Lawns M & R
- ♦ General M & R – including preparations for Twilight races, clean-up camping area after Twilight races

4. Functions:

- ♦ 4th & 5th November – Adult Riding Club
- ♦ 7th December – Ag & Vet Hire
- ♦ 15th December – MVAS Twilight Races
- ♦ 12th November – Qube Logistics Cotton Cup
- ♦ 9th & 10th December – Adult Riding Club

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

FINANCIAL AND RESOURCE IMPLICATIONS

Works are funded annually in Council's financial plan.

RISK IMPLICATIONS

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

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

OPTIONS

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

CONCLUSION

Report as above.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

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

3.2.4 Maintain community facilities to an appropriate standard.

4.3.1 Manage environmentally responsible drainage works in accordance with Council program.

4.3.2 Provide Warren and villages of Collie and Nevertire with an adequate and safe water supply that is appropriately priced for all consumers.

4.3.3 Provide Warren and village of Nevertire with an adequate and environmentally acceptable sewerage scheme that is appropriately priced for all consumers.

SUPPORTING INFORMATION / ATTACHMENTS

N/A

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

RECOMMENDATION:

That the information be received and noted.

PURPOSE

The following are works completed by Council's Fleet Branch Staff (Plant Foreman and two (2) Plant Mechanics and one (1) Apprentice) and Sub-Contractors engaged by the Branch for the period 6th November 2017 to 2nd January 2018

BACKGROUND

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

REPORT

Works Progress Report – Fleet Branch 6th November 2017 to 2nd January 2018

1. Plant repairs
2. Plant repairs – Outside work

WARREN SHIRE COUNCIL

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ITEM 3 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

1. Plant Repairs

Plant Repairs				
No.	Plant	Repairs	Plant Down Time	Repair Time (Man Hours)
1	1992 Samsung Excavator	- Radiator Hose, Cabin Control, Oil Leaks & New A/C unit	3 Weeks	25
10	2008 Hamm Pad Drum Roller	- 250hr Service	5	2
15	2013 Daedong Tractor	- Transmission Shift - Bucket Control	On-Going	
22	2012 John Deere 770G Grader	- Service	4	4
24	2010 Komatsu GD655-5 Grader	- Fan Hose	24	8
25	John Deere Grader	- 250hr Service	4	4
33	2013 Western Star Truck	- Service - Bonnet Hinges - A/C Short - Motor Leaks	8	8
50	2010 Isuzu FVZ193A Truck Tar	- Service & Test	3	3
58	2012 Hino 917 Crew Cab Truck	- Service	2	2
63	2010 Mitsubishi Fuso Truck	- New Radiator	2 Weeks	48
65	2013 All Roads Tandem Road Train Dolly	-		
80	1992 Lime Spreader-Second	- Rotor Shaft - Replace Bearing	3 Days	5
95	2010 Multipac Y125C Roller	- Controller - Speed Control		2
149	2008 Moore Tri-Axle Side Tipper Trailer	- Replace Tarp - New Drive Chain	3 Days	48
154	1985 Fruehauf Tri-Axle Semi Trailer (Water)	- RMS inspection and Repair	2	1.5
11	Lonking CDM856E Wheel Loader	- Gearbox issues	Continuous	
RFS		- RFS Fittings Fire Truck		

WARREN SHIRE COUNCIL

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ITEM 3 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

2. Plant Repairs- Outside Work

Plant Repairs – Outside Work			
No.	Plant	Repairs	Plant Down Time
18	2015 Holden Colorado Utility	Golden West Holden, Dubbo -Front Diff	
25	2011 John Deere Grader	Bridgestone Tyres - Drive Tyres	2
33	2013 Western Star Truck	Hartwigs, Dubbo - Ongoing oil leaks - Download – Test Drove under full load	16
100-43	2007 Mitsubishi Fuso Fighter Truck with Crane Hiab 100aw Mounted	Gammeden, Warren Depot -	8
57	2015 Mitsubishi Fuso Fighter Truck 1024	Markus Markgraaff, Warren -	3
61	2012 Hino 917 Crew Cab Truck	Sayers Smash Repairs, Warren - Quote on repair	
64	2009 Mitsubishi Fuso Truck	Tracserv, Dubbo - 5000km Service	4
91	2014 Isuzu B14	Gammeden, Warren Depot - Crane Tests	8
103	1984 Bomag Roller – Stabiliser	Parkes Hydraulics, Parkes - On going	
151	2010 12m Express Welding Trailer - 3 Axle Dog	Parkes Hydraulics, Parkes - Replace 2 axles - All Brake bearings - Wheel Alignment	48 hours
167	2013 Spartan Sewer Jetting Trailer	Bridgestone Tyres, Depot -	84 hours
237	2011 Toyota Hilux 2wd	Sayers Smash Repairs, Warren - Quote on Repair	

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ITEM 3 WORKS PROGRESS REPORT - FLEET BRANCH CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

Works are funded annually in Councils financial plan.

RISK IMPLICATIONS

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

OPTIONS

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

CONCLUSION

Report as above.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

N/A

Section

6

Manager Health & Development Services

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 25th January 2018

ITEM 1 SPORTING & CULTURAL CENTRE REPORT

(S21-2)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Gym Report

- As of the 9th January 2018 there are 112 gym members, down from 138 in October 2017 at the Warren Sporting and Cultural Centre Gym. For the month of December there were 421 sign-ins, down from 450 sign-ins in October.

FWAS

- There was 2 Far West Academy of Sport events held in November and 0 held in December 2017. There is currently 0 to be held in January 2018.

Local Sporting Organisations

- Throughout the month of December the following local sporting groups were active within Victoria Park
 - Wanna Yoga
 - Junior Cricket
 - Touch Football
 - Senior Cricket

Community Based Organisations

- Throughout the months of December the following community / cultural based groups were active within the Warren Sporting and Cultural Centre
 - Rugrats Play Group
 - Bogan Bush Mobile
 - Free Community Exercise Class Group
 - National Disability Insurance Scheme
 - Warren Saint Mary's Parish School
 - Warren Preschool

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
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ITEM 1 SPORTING & CULTURAL CENTRE REPORT CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

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

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

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

On the 29th October 2017, the Centre Manager in response to the October 2017 Council Meeting barricaded off part of the weight training area in the upstairs gym due to extensive damage to the floor. This barrier will remain in effect until 1st April 2018 once the structural integrity of the gym floor is improved. Works are scheduled to begin 5th February 2018.

STAKEHOLDER CONSULTATION

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

OPTIONS

N/A

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

N/A

WARREN SHIRE COUNCIL

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

(P15-10)

RECOMMENDATION

That the Information be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

CIRCULARS – PLANNING SYSTEM

Date	Circular No.	Title	Description
15 December 2017	PS 17-006	Variations to development standards	This circular is to advise councils of arrangements for when councils may assume the Secretary's concurrence to vary development standards, and clarify requirements around reporting and record keeping where that concurrence has been assumed.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

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

RISK IMPLICATIONS

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

WARREN SHIRE COUNCIL

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

STAKEHOLDER CONSULTATION

Nil

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

WARREN SHIRE COUNCIL

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**ITEM 3 INFORMATION CENTRE RECORD FOR THE
MONTH OF NOVEMBER / DECEMBER 2017**

(T4-6.1)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION OPTIONS

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

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION/ ATTACHMENTS

Inspection centre records for the month of November/ December 2017.

WARREN SHIRE COUNCIL

Report of the Acting Manager Health & Development Services
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**ITEM 3 INFORMATION CENTRE RECORD FOR THE
MONTH OF NOVEMBER/DECEMBER 2017**

CONTINUED

REPORT

November

Number of Visitors to the Information Centre:		98
Number of Locals to the Information Centre:		12
Number of Website hits on Warren Shire Council:		1241
Reason for Visiting Warren (Totals):		
Friends/Family:	10	Business/Employment/Training: 3
Passing Through:	15	Special Events: 1
Visitors in Buses:		Holiday: 30
Other/Unknown:	6	Camping/Fishing:
Age Groups of Visitors:		
Under 25:	2	25-34: 6
34-44:	9	45-54: 6
55-64:	15	65+: 53
Sale Items & Publications, (including both free and sold ones, if possible):		
Macquarie Marshes Book (\$15):		Stickers: (Warren)
Bird Book (\$30)		Spoons:
Red River Gum Walk:		Badges:
Warren Profile:		Magnets: 1
Across the Black Soil Plains:		Stubby Holders: 3
Midwives of the Black Soil Plains:		Pens: 2
Bushmen of the Black Soil Plains:		Tea Towels: 3
Keep the Billy Boiling:		Wool: 1
A Grave Look At Warren		Place Mats:
Animals of Dubbo Region:		Mugs:
Macquarie Marshes Information:		Key Rings:
Willie Retreat:		Rulers:
Our Abounding Wildlife:		Road to Nevertire 1 and 2:
Tiger Bay Brochure:		Warren photos (Black & White):
Shire Map and Town Maps:		Sample of Wool/Wool Sheet:
Cotton Brochure:		Handkerchiefs: 7
Postcards:	1	Shirts: (tennis club):
Coloured postcards		150 yrs Caps: (tennis club):
Macquarie Marshes DVD/CD		150 yrs Stubby Holders: (tennis club):
Ballad of a Bush Bride:		Hot Flats CD:
Warren Woolcot Cards:		Cook Book:
Requests for information:		
Surrounding Towns:		Road Information: 12
Accommodation:	2	Public Toilets: 11
Public Dump Point/Potable Water:	2	Maps: 16
Places to Eat:	5	Boat Ramp / Bob Christensen Reserve: 2
Attractions around Warren:	2	Camping or Fishing Spots: 9

WARREN SHIRE COUNCIL

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**ITEM 3 INFORMATION CENTRE RECORD FOR THE
MONTH OF NOVEMBER / DECEMBER 2017**

CONTINUED

December

Number of Visitors to the Information Centre:		75
Number of Locals to the Information Centre:		15
Number of Website hits on Warren Shire Council:		1119
Reason for Visiting Warren (Totals):		
Friends/Family:	1	Business/Employment/Training: 1
Passing Through:	11	Special Events: 1
Visitors in Buses:		Holiday: 6
Other/Unknown:	4	Camping/Fishing:
Age Groups of Visitors:		
Under 25:	18	25-34: 11
34-44:	9	45-54: 7
55-64:	4	65+: 26
Sale Items & Publications, (including both free and sold ones, if possible):		
Macquarie Marshes Book (\$15):		Stickers: (Warren) 10
Bird Book (\$30)		Spoons:
Red River Gum Walk:		Badges:
Warren Profile:		Magnets: 8
Across the Black Soil Plains:		Stubby Holders: 4
Midwives of the Black Soil Plains:		Pens:
Bushmen of the Black Soil Plains:		Tea Towels:
Keep the Billy Boiling:		Wool:
A Grave Look At Warren		Place Mats:
Animals of Dubbo Region:		Mugs:
Macquarie Marshes Information:		Key Rings:
Willie Retreat:		Rulers:
Our Abounding Wildlife:		Road to Nevertire 1 and 2:
Tiger Bay Brochure:		Warren photos (Black & White):
Shire Map and Town Maps:		Sample of Wool/Wool Sheet:
Cotton Brochure:		Handkerchiefs: 1
Postcards:	3	Shirts: (tennis club): 1
Coloured postcards	6	150 yrs Caps: (tennis club):
Macquarie Marshes DVD/CD		150 yrs Stubby Holders: (tennis club):
Ballad of a Bush Bride:		Hot Flats CD:
Warren Woolcot Cards:		Cook Book:
Requests for information:		
Surrounding Towns:	1	Road Information: 5
Accommodation:		Public Toilets: 10
Public Dump Point/Potable Water:		Maps: 8
Places to Eat:		Boat Ramp / Bob Christensen Reserve: 1
Attractions around Warren:		Camping or Fishing Spots: 3