

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 26TH SEPTEMBER 2019

WARREN SHIRE COUNCIL

AGENDA - ORDINARY COUNCIL MEETING

26th September 2019

1. OPEN MEETING

2. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

3. CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday 22nd August 2019.

4. DISCLOSURES OF INTERESTS

5. MAYORAL MINUTE(S)

6. REPORTS OF COMMITTEES

Meeting of the Showground/Racecourse Committee
held on Tuesday, 27th August 2019 (C14-3.2)

Meeting of the Town Improvement Committee
held on Tuesday, 3rd September 2019 (C14-3.17)

Meeting of the Ewenmar Waste Depot Sunset Committee
held on Monday, 16th September 2019 (TO BE TABLED) (C14-3.23)

Meeting of Manex held on Wednesday, 18th September 2019 (C14-3.4)

7. REPORTS TO COUNCIL

REPORTS OF DELEGATES

Nil.

POLICY

Nil.

REPORTS OF THE GENERAL MANAGER

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9. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE**10. CONFIDENTIAL MATTERS**

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11. CONCLUSION OF MEETING

SHOWGROUND/RACECOURSE COMMITTEE

Attached are Minutes of the Meeting of the Warren Shire Showground/Racecourse Committee held on Tuesday, 27th August 2019.

RECOMMENDATION:

That the Minutes of the Meeting of the Showground/Racecourse Committee held on Tuesday, 27th August 2019 be received and noted.

Current Expenditure for Equestrian Grant;

Moved Justin Sanderson / Kevin Noonan that a copy of the grants budget be circulated to each Committee member.

A) PROPOSED HORSE ARENA

MOVED Ben Egan/Heather Druce that the current orientation of the proposed horse arena be changed to rotate the arena to be constructed parallel to the racetrack.

WARREN SHIRE COUNCIL
Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Thursday
27th August 2019 commencing at 5.35 pm

Attendance:

Present:

Mark Beach	Chair, WSC Councillor,
Ron Higgins	WSC Councillor
Heather Druce	WSC Councillor
Vicky Parker	Warren Rodeo/ Campdraft Committee
Paul Quigley	Polocrosse Club
Ben Egan	Adult Riding Club
Phil Waterford	Other User
Kevin Noonan	Warren Jockey Club
Justin Sanderson	P & A Society
David Dwyer	Polocrosse
Rhianna Gibson	Warren Pony Club
Maryanne Stephens	WSC Manager Health and Development Services
Rolly Lawford	Divisional Manager Engineering Services (DMES)

ITEM 1 APOLOGIES

Apologies were accepted on behalf of Ian McKay (Jockey Club) .

ITEM 2 MINUTES OF THE MEETING HELD ON 9th April 2019

MOVED Kevin Noonan/Ben Egan that the Minutes of the Meeting held on Tuesday 4th July 2019 be accepted as a true and correct record of that meeting.

Carried

BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON 4th JULY 2019

Discussion held regarding the 50% user fee reduction excluding the Jockey Club fees resolved at the July Council meeting. It was confirmed that fees will be revisited at the end of the current Council term.

Carried

Current Expenditure for Equestrian Grant;

Moved Justin Sanderson / Phil Waterford that a copy of the grants budget be circulated to each Committee member.

Carried

A) PROPOSED HORSE ARENA

Discussions were had regarding the proposed horse arena;

WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting
held at the Showground/Racecourse, Warren, on Thursday
27th August 2019 commencing at 5.35 pm

A) PROPOSED HORSE ARENA

CONTINUED

Phil Waterford (Other User) requested that his objection with the current location of the proposed horse arena be formally recorded.

MOVED Ben Egan/Heather Druce that the current orientation of the proposed horse arena be changed to rotate the arena to be constructed parallel to the racetrack.

Carried

B) WARREN PONY CLUB – CROSS COUNTRY

Discussions were had regarding the Warren Pony Clubs letter clarifying that the funding allocated to the cross-country course remain as is.

Two letters were tabled demonstrating that Warren Pony Club has approval from LLS to upgrade/ repair existing jumps and construct new portable jumps. Plan's from Warren Pony Club to be provided.

Carried

ITEM 3 BUSINESS WITHOUT NOTICE

Other items discussed;

- **Ben Egan-** Discussions were had relating to the surface material to be used in the arenas. Surface material will need to be investigated to accommodate for future usage needs.
 - Request to have the final position of proposed horse arena pegged on site.
-

ITEM 6 NEXT MEETING DATE AND TIME

Sub Committee - 10th September 2019 5:30pm

There being no further business the meeting closed at 7.00pm.

TOWN IMPROVEMENT COMMITTEE

Attached are the Minutes of the meeting of the Town Improvement Committee held on Tuesday, 3rd September 2019.

RECOMMENDATION:

That the Minutes of the Meeting of the Town Improvement Committee held on Tuesday, 3rd September 2019 be received and noted, and the following recommendation be adopted:

ITEM 3 LETTER FROM LIONS CLUB (P1-7.5, C14-3.17)

That Council write a letter to Warren Lions Club and ask them to consider a long term plan for Lions Park including Toilets, BBQ's, footpaths, gardens, etc.

ITEM 4 TOWN CENTRE MASTER PLAN STAGE 2 (C14-3.17)

That Council receive the information and review the future budget to reserve funding to match grant funds.

ITEM 5 DUBBO STREET TRAFFIC PLAN – SAFETY EVALUATION (C14-3.17)

That the report is noted and that the committee review the advice from the traffic committee.

ITEM 6 BUSINESS WITHOUT NOTICE

1. Public Toilets at Cemetery

That Council consider a long term plan for the cemetery and that Council write to Mr McLeod and advise that a public toilet may be included in a future cemetery plan.

2. Footpath outside Warren Central School

That Council write to the Warren Central School P&C and advise that Council is auditing its footpaths and will review the request from the P&C in future budgets based on the footpath inspections.

3. Murals

That:

1. Council write to Mrs Leach advising that this Council has previously considered the painting of the tower and has resolved that it will not paint a mural on the Oxley Park water tower as it would like to maintain the green appearance in this area;
2. Council advise that it is prepared to provide murals in areas such as the Carter Oval precincts and supports murals on other buildings around Warren and its villages subject to community discussion; and
3. Council would like to assist in the formation of a mural design committee to look at mural designs, locations and future grant funding.

DRAFT

WARREN SHIRE COUNCIL

Minutes of the Town Improvement Committee Meeting to be held in the Council Chambers, 115 Dubbo Street Warren on, Tuesday 3rd September 2019 commencing at 3.05 pm

PRESENT

Brett Williamson	Councillor (Chair)
Karlene Irving	Councillor
Heather Druce	Councillor
Sarah Derrett	Councillor
Archie Owens	Warren Lions Club
Glenn Wilcox	General Manager
Rolly Lawford	Divisional Manager Engineering Services
Maryanne Stephens	Manager Health and Development Services

ITEM 1 APOLOGIES

An apology was tendered on behalf of Councillor Kevin Taylor and it was **MOVED** Druce/Derrett that the apology be accepted, and a leave of absence be granted for this meeting.

Carried

ITEM 2 MINUTES

MOVED Druce/Williamson that the Minutes of the Town Improvement Committee meeting held on Thursday 13th June 2019 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 LETTER FROM LIONS CLUB

(P1-7.5, C14-3.17)

- Mr Archie Owens attended on behalf of the Warren Lions Club and advised that he has a petition with 400 signatures. Mr Owens provided Council with a copy of the petition for Council's records.
- Mr Owens advised that Council has received a large donation and can use other grant funds to match.
- Councillor Williamson asked the question on the toilet design that is expected? Mr Owens indicated that the toilet design needs to be determined and Council will need to design, cost the toilet and add long term maintenance and running costs.
- Mr Owens indicated that the number 1 priority is a toilet in the park. He further indicated that the park is used by a disability group and a single disabled toilet maybe suitable. Council can look at grant funds to add to the donation.
- Councillor Williamson asked if the Lions Club could advise on the toilet design or size, and also that the Lions Club look at the overall use of Lions Park as to the facilities, play equipment, gardens and entrance gateway. Also the Lions Club time frame in which the money is to be spent.

RECOMMENDATION TO COUNCIL

MOVED Derrett/Irving that Council write a letter to Warren Lions Club and ask them to consider a long term plan for Lions Park including Toilets, BBQ's, footpaths, gardens, etc.

Carried

Mr Owens left the meeting at this point.

WARREN SHIRE COUNCIL

Minutes of the Town Improvement Committee Meeting to be held in the Council Chambers, 115 Dubbo Street Warren on, Tuesday 3rd September 2019 commencing at 3.05 pm

ITEM 4 TOWN CENTRE MASTER PLAN STAGE 2 (C14-3.17)

A discussion was held on the next stage of the Master Plan when funding becomes available. It was noted that no funding is available at present.

Items discussed included the roundabout, car parking, landscaping, street furniture, street trees, paving of footpaths, road surface finish, and Dubbo Street toilet block. Council will look for additional funding to achieve a long term plan.

Council to look at placing funding in the infrastructure fund to develop the long term outcomes in the Main Street.

RECOMMENDATION TO COUNCIL

MOVED Irving/Druce that Council receive the information and review the future budget to reserve funding to match grant funds.

Carried

ITEM 5 DUBBO STREET TRAFFIC PLAN – SAFETY EVALUATION (C14-3.17)

RECOMMENDATION TO COUNCIL

MOVED Derrett/Irving that the report is noted and that the committee review the advice from the traffic committee.

Carried

ITEM 6 BUSINESS WITHOUT NOTICE

1. Public Toilets at Cemetery

RECOMMENDATION TO COUNCIL

MOVED Druce/Derrett that Council consider a long term plan for the cemetery and that Council write to Mr McLeod and advise that a public toilet may be included in a future cemetery plan.

Carried

2. Footpath outside Warren Central School

RECOMMENDATION TO COUNCIL

MOVED Irving/Derrett that Council write to the Warren Central School P&C and advise that Council is auditing its footpaths and will review the request from the P&C in future budgets based on the footpath inspections.

Carried

3. Murals

RECOMMENDATION TO COUNCIL

MOVED Druce/Derrett that:

1. Council write to Mrs Leach advising that this Council has previously considered the painting of the tower and has resolved that it will not paint a mural on the Oxley Park water tower as it would like to maintain the green appearance in this area;

WARREN SHIRE COUNCIL

Minutes of the Town Improvement Committee Meeting to be held in the Council Chambers, 115 Dubbo Street Warren on, Tuesday 3rd September 2019 commencing at 3.05 pm

ITEM 6 BUSINESS WITHOUT NOTICE

CONTINUED

3. Murals

Continued

2. Council advise that it is prepared to provide murals in areas such as the Carter Oval precincts and supports murals on other buildings around Warren and its villages subject to community discussion; and
3. Council would like to assist in the formation of a mural design committee to look at mural designs, locations and future grant funding.

Carried

ITEM 7 NEXT MEETING

12th November 2019 at 3.00 pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 4.50PM

MANEX MINUTES

Attached are the Minutes of the meeting of Manex held on Wednesday, 18th September 2019.

RECOMMENDATION:

That the Minutes of the Meeting of Manex held on Wednesday, 18th September 2019 be received and noted.

ITEM 3 ACTION CHECKLIST

A Water Conservation Committee meeting to be scheduled.

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

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

ITEM 5.2 WORK HEALTH AND SAFETY CORRECTIVE ACTION REPORTS (S12-14.1)

That the status of Work Health and Safety Corrective Action Reports be reviewed and monitored.

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

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.
2. That the MANEX team note the completion of items contained within with the Warren Shire Council Work Health and Safety Action Plan Objective Update Table.

ITEM 5.4 SAFEWORk NSW NOTIFIABLE INCIDENT (S12-14.15)

That the actions developed in response to the notifiable incident should be reviewed and monitored to ensure completion/implementation of identified corrective actions.

ITEM 5.5 SAFEWORk NSW REQUEST FOR SERVICE (S12-14.15)

That the actions developed in response to the request for service should be reviewed and monitored to ensure completion/implementation of identified corrective actions.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Wednesday 18th September 2019 commencing at 10.32 am

PRESENT:

Glenn Wilcox	General Manager
Darren Arthur	Divisional Manager Finance & Administration
Rolly Lawford	Divisional Manager Engineering Services
Maryanne Stephens	Manager Health & Development Services (Chair)
Rowan Hutchinson	Roads Infrastructure Manager
Kerry Jones	Infrastructure Projects Manager
Jody Burtenshaw	Executive Assistant

ITEM 1 APOLOGIES

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

Carried

ITEM 2 BUSINESS ARISING FROM MINUTES

Nil.

ITEM 3 ACTION CHECKLIST

MOVED Wilcox/Stephens that:

1. The information be received and noted.
2. A Water Conservation Committee meeting to be scheduled.

Carried

ITEM 4.1 2019/2020 SPECIFIC WORKS STATUS REPORT

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

Carried

ITEM 4.2 PROJECTS AND ASSETS STATUS REPORT

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Wednesday 18th September 2019 commencing at 10.32 am

ITEM 4.3 EWENMAR WASTE DEPOT STATUS REPORT

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

Carried

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

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

Carried

ITEM 5.2 WORK HEALTH AND SAFETY CORRECTIVE ACTION REPORTS (S12-14.1)

MOVED Wilcox/Jones that the status of Work Health and Safety Corrective Action Reports be reviewed and monitored.

Carried

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

MOVED Wilcox/Jones that:

1. 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.
2. The Manex team note the completion of items contained within with the Warren Shire Council Work Health and Safety Action Plan Objective Update Table.

Carried

ITEM 5.4 SAFEWORK NSW NOTIFIABLE INCIDENT (S12-14.15)

MOVED Stephens/Wilcox that the actions developed in response to the notifiable incident should be reviewed and monitored to ensure completion/implementation of identified corrective actions.

Carried

ITEM 5.5 SAFEWORK NSW REQUEST FOR SERVICE (S12-14.15)

MOVED Stephens/Wilcox that the actions developed in response to the request for service should be reviewed and monitored to ensure completion/implementation of identified corrective actions.

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting
held in the Council Chambers, Administration Building, Warren,
on Wednesday 18th September 2019 commencing at 10.32 am

ITEM 6.1 NSW GOVERNMENT CIRCULARS (L5-3)

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

Carried

ITEM 6.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS (L5-3)

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

Carried

ITEM 7 GOVERNANCE REVIEW

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

Carried

ITEM 8 IMPOUNDING OFFICER'S REPORT (P4-4)

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

Carried

ITEM 9 AUGUST 2019 DRAFT MINUTES AND SEPTEMBER 2019 BUSINESS PAPER

The Committee previewed the September 2019 Business Paper and the August 2019 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

ITEM 10 CORRESPONDENCE AND COMPLAINTS/ACTION REQUESTS STATUS

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

ITEM 11 GENERAL BUSINESS WITHOUT NOTICE

- Council to investigate on-call centre options for after hour calls.
- The Divisional Manager Engineering Services enquired if the pump being located near the old saleyards area will be security fenced. The Infrastructure Projects Manager advised that security fencing has been included within the project costings.
- Council to contact the Department of Fisheries on Warren levee maintenance and repairs.

There being no further business the meeting closed 12.35 pm.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 26th September 2019

ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
*25.7.19	149.7.19	Bush Summit	GM	Letter sent to the Daily Telegraph congratulating them on organising the Bush Summit.
*25.7.19	150.7.19	Rating Review	GM	Council made a submission to Minister of Local government advising of its comment on Rating Review and congratulate the Minister for showing faith in local Councils.
Divisional Manager Finance and Administration Services				
Divisional Manager Engineering Services				
*25.1.17	16.1.17	Proposed new general industrial area	DMES	Withdrawal of this project should be considered.
*23.8.18 (1)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	Application made.
*23.8.18 (2)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	As above.
*23.8.18 (3)	193.8.18	Lot 36 DP755292 Gunningbar Street Nevertire	DMES	As above.
6.12.18	284.12.18	Lot 79 & 80 DP 724585 Wambianna Street, Collie.	DMES	Survey has been drafted, a report is to be presented to Council. On hold.
6.12.18 and 28.2.19	285.12.18 and 47.2.19	Tender – Raw Water Pump Station Upgrade Macquarie River, Oxley Park, Warren	DMES	Except for a few minor tasks, this project has been completed. The pumps have been installed and are operating.
6.12.18	287.12.18	Mount Foster Quarry Usage Proposal	DMES	The EPA require additions to the initial surface stormwater plan and have specified that the additional works are to be completed by 1 st November 2019.

WARREN SHIRE COUNCIL
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ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services Continued				
28.2.19	44.2.19	Wonbobbie Bridge	DMES	The advertisement and specification for this project is currently being prepared.
*23.5.19	104.5.19	Gunningbar Street Nevertire	DMES	Application made.
23.5.19	105.5.19	2019-2024 Roads to Recovery Allocation	DMES	<ol style="list-style-type: none"> 1 Send letters to listed Ministers, 2. Investigate and submit applications under Black Spot Program, the Heavy Vehicle Safety and Productivity Program, Bridges Renewal Program and the Additional Funding under the Heavy Vehicle Safety Initiative Program 3. Prepare/update strategic plan for roads.
27.6.19	129.6.19	Warren Levee Bank Rehabilitation	DMES	<ol style="list-style-type: none"> 1. Engage a qualified Geotechnical Consulting Engineering Firm; 2. Allocate an appropriate budget to allow completion of the required work as a matter of priority; 3. Seek funding immediately; 4. Arrange a relevant component project team; 5. Arrange an appropriate budget in the annual estimates; 6. Implementation of the recommendations contained within the NSW Public Works Report Number DO/13/02 Visual Audit of the Warren Levees (North and South) dated 6 November 2013 is in progress;

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
				7. Utilise the specific issues detailed within the 6 November 2013 Visual Audit Report be used to form the basis of the next inspection of the Warren Town Levee as required in the Warren Levee Operations and Maintenance Manual.
Manager Health & Development				
27.6.19	136.6.19	Warren War Memorial Swimming Pool Refurbishment Grant	MHD	Works have commenced to separate kid's pool and new filtration systems.
*25.7.19	156.7.19	Environment and Waterways Alliance Agreement	MHD	5-year agreement signed with the Central West Councils Environment and Waterways Alliance. Nominates 2 Council representatives.

RECOMMENDATION:

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

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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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
27/8/19	Showground/Racecourse Committee	Warren
29-30/8/19	StateWide Mutual Conference	Sydney
3/9/19	Town Improvement Committee	Warren
4/9/19	Rural Fire Service Meeting	Coonamble
4/9/19	Ewenmar Waste Depot Session	Warren
10/9/19	Outback Arts	Coonamble
10/9/19	Showground/Racecourse Regional Sports Infrastructure Project Working Sub Committee	Warren
11/9/19	Work Health Safety Committee	Warren
11/9/19	Councillor Workshop	Warren
13/9/19	Joint Organisation Leadership Team	Teleconference
16/9/19	Northern Inland Critical Water Advisory Panel	Video Conference
17/9/19	Macquarie ROSCCo Meeting – Water Meeting	Narromine
17/9/19	Premier and Cabinet Meeting – Water Meeting	Nyngan
18/9/19	Manex Meeting	Warren
19/9/19	Water NSW	Warren

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION
27/9/2018	CW Zone Library Meeting	Grenfell
30/9/2019	JO Board meeting	

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
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ITEM 3

MEETING SCHEDULE 2019/20

(C14-2)

RECOMMENDATION

That Council adopt the meeting dates as listed.

PURPOSE

To set the Council meeting dates.

BACKGROUND

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

REPORT

The proposed dates for Council meetings up to September 2020 are as follows:

Thursday	24th October 2019	Warren
Thursday	5th December 2019	Warren
Thursday	23rd January 2020	Warren
Thursday	27th February 2020	Warren
Thursday	26th March 2020	Warren
*Thursday	23rd April 2020	Warren
Thursday	28th May 2020	Collie
Thursday	25th June 2020	Warren
Thursday	23rd July 2020	Warren
Thursday	27th August 2020	Warren
Thursday	24th September 2020	Warren

* May be adjusted depending on Easter and ANZAC Day.

However, such dates can be altered when:

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

The 24th September 2020 meeting will follow the election of Council and will allow the appointment of a Mayor and Deputy Mayor.

That Council adopt the Committee and Workshop Dates as listed to ensure improved co-ordination of meetings;

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the
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ITEM 3 MEETING SCHEDULE 2019/20

CONTINUED

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Ordinary Council Meeting	24th		5th	23rd	27th	26th	23rd	28th	25th	23rd	27th	24th
Manex Committee	15th	26th		14th	18th	17th	14th	19th	16th	14th	18th	15th
Traffic Committee						5th					6th	
Plant Committee		14th			13th			14th			13th	
Showground / Racecourse Committee		12th			11th			12th			11th	
Showground / Racecourse Sub Committee					4th		28th			28th		
Sporting Facilities Committee	14th				12th			13th			12th	
Warren Skate Park / Carter Oval Dev Sub Committee												
Water & Sewerage Committee												
Water Conservation Committee		20th				11th				8th		
Economic Development Committee		6th			5th			6th			5th	
Town Improvement Committee		12th				10th			9th			15th
Council Chambers Development		18th				3rd			2nd			8th
Ewenmar Waste Depot Committee					4th			3rd			4th	
Airport Operations Committee		19th			18th			5th			4th	
Work Health and Safety Committee			11th			18th			17th			16th
Consultative Committee												
Castlereagh Macquarie County Council												
Interagency Support Services												
Outback Arts												
NW Library Meeting or Central West Zone												
JO Board Meeting												
JO Leadership Team												
JO Strategic Workshop												
Local Emergency Management					11th			12th			11th	
Country Mayors Association												
Association of Mining Related Councils		7-8th										
OWUA Technical Committees												
Council Workshops	9th	20th		8th	12th	11th	8th	13th	10th	8th	12th	9th

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ITEM 3 MEETING SCHEDULE 2019/20

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

No impact to Council's finances or resources.

LEGAL IMPLICATIONS

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

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION

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

OPTIONS

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

Nil.

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ITEM 4 DROUGHT UPDATE

(F2-2)

RECOMMENDATION that:

1. Council note the information on Water Management on the Macquarie River; and
2. Council hold a further Water Conservation Committee meeting to discuss Warren's long term water management and water restriction process.

PURPOSE

To provide Council with an update as to water availability, drought actions and to discuss Council's water management for Warren.

BACKGROUND

Due to continuing drought conditions, NSW Water is providing regular water management updates for Councils along the Macquarie River system.

REPORT

Attached to this report is a slide presentation from NSW Water which is available on the Water NSW Website.

The overall advice from four (4) meetings held during the week of 17-19th September 2019 indicates;

- That work has been completed to the top weir at Warren and that the fish way has been closed off to water releases below this weir;
- That water is being redirected down Gunningbar Creek to push water along the Albert Priest Channel for Nyngan and Cobar water use. This flow will continue until mid-December 2019;
- That based on restrictions at the top weir, the river between the weirs will gradually reduce in water from December 2019. Small volumes of water maybe available to top up this section up to December. Changes to Council's firefighting water management will need to be completed by April 2020, but should be ready as soon as December 2019 if possible;
- Transfers from Windamere Dam will occur and held at Burrendong Dam; and
- The outlook for rain is very low with a hot dry summer.

As part of Council's planning for drought, water restrictions at a modified level 3 are in place, noting that not all councils along the river have adopted the same levels.

Council staff have been in discussion and made application for emergency funding under the State's Expression of Interest criteria (Safe and Secure Water Program) and have had regular meetings with the Water Commissioner Mr James McTavish. The last meeting was on Tuesday, 17th September 2019 and discussions occurred as to works on the weir and work to connect our town water bores and river water reservoirs to allow for firefighting once the river dries up.

Council will continue to negotiate emergency funding for the works required, that will include a new water main pump line from Bore Flat to Ellengerah bore field and the connection of the two (2) reservoirs via a non-return pipe system. To minimise disturbance to residents it is being considered that under boring of roads maybe used for the installation of a 200mm pipeline.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 26th September 2019

ITEM 4

DROUGHT UPDATE

CONTINUED

Council along with NSW Water are planning for a worst-case scenario in that the river water reservoirs will be filled with bore water. Bore water is not recommended for irrigation of gardens or grass areas due to the salt in the water, which could damage or kill plants. Council will need to ensure all residents are aware of this change to water sources. Residents who have evaporative coolers connected to river water will have access to water however, additional maintenance of these systems may be required to reduce salt build up. Council will work with other organisations and business to support firefighting or water availability.

Council's staff are reviewing its watering of parks, gardens and open space areas to look at cutting back on watering and to determine areas that will not be watered. Staff will review the racetrack watering and management of the turf areas as these are critical to allow the December Race Meeting.

FINANCIAL AND RESOURCE IMPLICATIONS

Council is seeking emergency funding through the NSW Government to progress these works.

Staff costs will be absorbed from normal budgeting.

Council will face financial costs into the future to repair parks and gardens that are lost due to drought conditions.

LEGAL IMPLICATIONS

No known legal implications are known at this time.

RISK IMPLICATIONS

Council will need to be prepared for the worst-case scenario as to drought and make provision for firefighting once the Macquarie River has dropped below its river water extraction pumps.

STAKEHOLDER CONSULTATION

Council is meeting regularly with all agencies considering the drought and water availability. This includes Water NSW, Fisheries, Department Planning and Environment, water user groups and private organisations.

Council's Water Conservation Committee should meet to discuss the ongoing drought conditions, to look at future water restrictions and to develop information around changes to the river water system.

OPTIONS

Council staff are reviewing all available options with the NSW Government agencies. Unless conditions change in the river flows, Council should prepare for a worst-case scenario of no water in the Macquarie River at Warren.

CONCLUSION

This report is to assist Council and the community to consider the ongoing drought conditions and preparation for changes in water management.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 4

DROUGHT UPDATE

CONTINUED

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Further community information can be obtained at the Water NSW website;

<https://www.waternsw.com.au/supply/drought-information/regional-nsw/macquarie-valley>

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 26th September 2019

ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 2019

(B1-10.16)

RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31st August 2019 be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 31st August 2019.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 31-Jul-19	Transactions	Balance 31-Aug-19
General	9,324,898.13	184,941.25	9,509,839.38
Water Fund	592,117.78	115,148.72	707,266.50
Sewerage Fund	2,487,461.47	151,698.00	2,639,159.47
North Western Library	(19,652.92)	155,948.51	136,295.59
Trust Fund	132,731.26	(500.00)	132,231.26
Investment Bank Account	(10,413,429.04)	(1,000,339.80)	(11,413,768.84)
	2,104,126.68	(393,103.32)	1,711,023.36

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 2019

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	1,637,861.07
Add: Outstanding Deposits for the Month	73,162.29
Less: Outstanding Cheques & Autopays	0.00
Balance as per Ledger Accounts less Investments =	1,711,023.36

INVESTMENTS RECONCILIATION

Investments as at 31st August 2019

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	413,768.84	Variable	On Call A/c
27	National Australia Bank	1,500,000.00	91 days @ 2.22%	2-Sep-19
28	National Australia Bank	2,000,000.00	90 days @ 2.12%	9-Sep-19
29	National Australia Bank	2,000,000.00	90 days @ 2.03%	18-Sep-19
1	National Australia Bank	1,000,000.00	90 Days @ 1.83%	31-Oct-19
2	National Australia Bank	1,500,000.00	120 days @ 1.93%	12-Nov-19
3	National Australia Bank	1,500,000.00	90 Days @ 1.70%	20-Nov-19
4	National Australia Bank	1,500,000.00	90 Days @ 1.68%	25-Nov-19
TOTAL INVESTMENTS =		11,413,768.84		

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	6,654,500.00
Internally Restricted Funds Invested	4,856,320.21
2018/19 General Fund Operating Income & Grants	1,613,971.99
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	13,124,792.20

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

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 26th September 2019

ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 2019

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

N/A

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 26th September 2019

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 12th September 2019 including comparisons over the last four 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 12th September 2019.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council
to be held in the Council Chambers, Warren, on Thursday 26th September 2019

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

12TH SEPTEMBER 2019

Name of Rate				COLLECTIONS FOR YEAR		NETT ARREARS	
	NETT ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	110,346	4,854,508	4,964,854	1,544,160	31.10%	3,420,694	68.90%
Warren Water Fund	30,278	422,224	452,502	178,302	39.40%	274,200	60.60%
Warren Sewerage Fund	38,108	495,261	533,369	202,951	38.05%	330,418	61.95%
TOTAL 2019/2020	178,732	5,771,993	5,950,725	1,925,413	32.36%	4,025,312	67.64%
TOTAL 2018/2019	128,294	5,609,436	5,737,730	1,911,910	33.32%	3,825,820	66.68%
TOTAL 2017/2018	125,675	5,444,993	5,570,668	1,773,044	31.83%	3,797,624	68.17%
TOTAL 2016/2017	137,085	5,331,322	5,468,407	1,724,649	31.54%	3,743,758	68.46%
TOTAL 2015/2016	124,281	5,210,248	5,334,529	1,680,179	31.50%	3,654,350	68.50%
		11-Sep-15	9-Sep-16	14-Sep-17	12-Sep-18	12-Sep-19	
COLLECTION FIGURES AS \$		1,680,179	1,724,649	1,773,044	1,911,910	1,925,413	
COLLECTION FIGURE AS %		31.50%	31.54%	31.83%	33.32%	32.36%	

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 26th September 2019

ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30TH JUNE 2019

(A1-5.37)

RECOMMENDATIONS:

That the transfer to/from internal restricted funds as at 30th June 2019 be noted and approved.

PURPOSE

To inform Council of the list of internal restricted funds as at 30th June 2019.

BACKGROUND

At the end of each accounting year funds voted for specific purposes or those to be carried forward are set aside or internally restricted. Council has full discretion on the allocation of any internal restrictions that must be fully cash funded.

REPORT

I have listed below a summary on each the internal restrictions as at 30th June 2019 which totals \$7,030,318 these monies are fully cash funded. If any Councillor requires further explanation on any item regarding the internal restrictions prior to the council meeting, please contact either the Manager of Finance & Administration or the Treasurer.

Financial Assistance Grant - \$1,522,268 – Council received an advance payment of the 2019/20 grant from the NSW Grants Commission 19th June 2019.

Employees Leave Entitlements - \$400,000 - These funds have been restricted to cover a proportion of Council's discounted leave liability, which equates to 29.29% coverage.

Election Expenses - \$11,478 - This is the balance of funds after payment of \$14,727 for the 2016 Local Government Elections held on 10th September 2016.

Integrated Planning & Reporting – Asset Management Planning - \$61,205 - These funds have been restricted for costs associated in the development of plans required under the Integrated Planning & Reporting framework.

HR Policy & Procedures System - \$2,500 - These funds have been restricted for the annual subscription to the LG NSW – HR Advance software system.

Public Liability & Professional Indemnity Insurance Claims Excess - \$25,000 - These funds have been restricted in the event of any major claims being lodged against Council, each insurance claim carries an excess of \$12,500.

Risk & WHS Management - \$38,751 – These funds are rebates received from our insurers for meeting their set targets over the years, they have been restricted to undertake various compulsory audits, reviews and implementation of Council's Risk Management & WHS responsibilities.

Employees Overheads - \$72,700 - These funds were restricted when Council had a Defined Benefit Superannuation payment holiday, these funds have been included in the 2019/20 Estimates.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30TH JUNE 2019

CONTINUED

Council Chambers – Specific M & R - \$10,214 - These funds have been restricted for specific works required on the council chambers building, such as replacement air-conditioners.

Emergency Management Planning - \$14,363 - These funds have been carried forward for the preparation/revision of the Warren Shire Emergency Plans.

Ewenmar Waste Depot – Management Costs- \$23,500 - These funds have been carried forward for the initial set up of the possible manning of the Ewenmar Waste Depot.

Levee M&R – \$13,000 – Carryover funds for levee maintenance works.

Natural Resource Management (NRM) - \$30,218 – Funds restricted for ongoing works on NRM projects.

Rural Addressing - \$7,941 – Funds carried forward to review rural addressing system.

CBD – Supply of Paint - \$3,237 – Funds carried forward for the supply of paint to CBD businesses.

Street Lighting – \$11,662 – Funds carried forward for a full review of street lighting with the possibility to converting to LED's.

Advertising & Booklet Printing - \$22,430 – Funds carried forward for the continued promotion of the shire through advertising and printing of booklets etc.

Economic Development Officer & Programs - \$20,000 – Funds carried forward for the Economic Development Officers & Programs.

Computer Hardware/Software Upgrades - \$61,840 – Funds carried forward for the replacement of computer and printer and hardware.

Council Chambers Improvements - \$1,281,250 – Balance of funds for the Council Chambers construction and offices renovation as adopted in the 2018/19 Operational Plan.

Depot Yard Improvements - \$43,300 – Balance of funds to undertake the improvements to the Council Depot as adopted in the 2017/18 Operation Plan.

Dwellings – Specific M & R - \$31,741 - These funds have been restricted to undertake renewal works required on Councils dwellings.

Sporting & Cultural Complex – External Storage - \$35,750 - These funds have been restricted to finalise the construction of the external storage at Victoria Park.

Victoria Park – Netball Courts Construction - \$60,377 - These funds have been restricted to undertake works required on finalisation of netball courts.

Parks Improvement Program - \$66,480 – These funds have been carried forward for improvements to the playground areas in Councils' parks as per the report to the March 2017 Council Meeting.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30TH JUNE 2019

CONTINUED

CBD Improvements - \$100,000 – Funds carried forward for the CBD improvements in accordance with the Town Improvement/Promotions Committees recommendation to Council.

Urban Street Heavy Patching - \$196,000 – Funds carried forward for heavy patching of Cobb Lane as adopted in the 2018/19 Operational Plan.

Kerb & Guttering – XC Rated - \$92,767 – Funds carried forward for the renewal of kerb & guttering in the town and villages.

Bridge Replacement - \$310,000 – Funds set aside for bridge replacement on Council’s local roads, these funds have been included in the 2019/20 Estimates for the Wonbobbie Bridge Replacement.

Operational Land Reserve - \$96,900 – Reserves set aside for the future development of Council operational land.

Infrastructure Improvement/Replacement - \$767,623 – These funds have been restricted for future improvements or replacement of Council’s infrastructure assets, to be determined by Council.

Dwellings Replacement Reserve - \$478,163 – Balance of funds for the completion of construction of 2 new dwellings as adopted in the 2018/19 Operational Plan.

Grant Application Co-contribution - \$14,250 – These funds have been included to offset any co-contributions required in grant applications submitted by Council, this will alleviate the need to juggle operational budgets to fund any successful application.

Plant Replacement – Light Vehicles - \$35,210 – Funds carried forward for Council’s light vehicle replacement program.

Plant Replacement – Heavy Plant - \$1,068,200 – Funds carried forward for Council’s heavy plant replacement program.

FINANCIAL AND RESOURCE IMPLICATIONS

As these internally restricted funds are fully cash backed and are at the discretion of Council there are no financial implications, there may be resource implications if new projects are added to the annual operational plan requiring external parties to undertake projects.

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

N/A

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 3 INTERNAL RESTRICTED FUNDS AS AT 30TH JUNE 2019

CONTINUED

CONCLUSION

This report is to provide a comprehensive listing of Council's internally restricted funds as at 30th June 2019.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Following is a full breakdown of transfers to and from the Internal Restricted Funds as at 30th June 2019.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 4 FINANCIAL ASSISTANCE GRANT 2019/20

(L5-5.2/39)

RECOMMENDATION

That the information be received and noted.

PURPOSE

To inform Council of the Financial Assistance Grant allocation for 2019/20.

BACKGROUND

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

REPORT

Council has been advised by the Local Government Grants Commission that the total 2019/20 allocation after CPI adjustments from the previous year will be \$2,961,639, this represents a \$152,985.00 or 5.4% increase on the 2018/19 allocation. The Financial Assistance Grant is made up of the following components:

- | | |
|-----------------|----------------|
| 1. Local Roads | \$1,070,616.00 |
| 2. Equalisation | \$1,911,821.00 |

Council received an advanced payment of \$1,522,268.00 on 19th June 2019 that has been internally restricted in the General Purpose Financial Statements as at 30th June 2019 (Note 6c of the accounts).

Council will receive the remaining \$1,439,371.00 in four instalments of \$359,842.75 as follows:

August 2019 (received 19/08/2018 – Rec No. 23767),
November 2019,
February 2020, and
May 2020

Attached to this report is a list of the actual payments received from the Financial Assistance Grant over the past 10 years, 2 line graphs, a comparison of neighbouring councils before any CPI adjustments and the NSW Grants Commission letter with Appendix A.

FINANCIAL AND RESOURCE IMPLICATIONS

Council budgeted a \$42,130.00 or 1.5% increase in the 2019/2020 Operational Plan and Estimates, the additional \$110,855.00 will be included in the September 2019 Budget Review document to be presented to the October 2019 Council meeting.

WARREN SHIRE COUNCIL

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ITEM 4 FINANCIAL ASSISTANCE GRANT 2019/20

CONTINUED

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

This report is to provide Council with an update of Council grant allocation.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

1. Council's actual Grant Allocation over the last 10 years,
2. 2 graphs showing allocations over the last 10 years, and
3. Comparison table of neighbouring Council's
4. Financial Assistance Grant 2019-20 – Fact Sheet

Warren Shire Council - Actual Grant Received

AFTER CPI ADJUSTMENTS FROM THE PREVIOUS YEAR

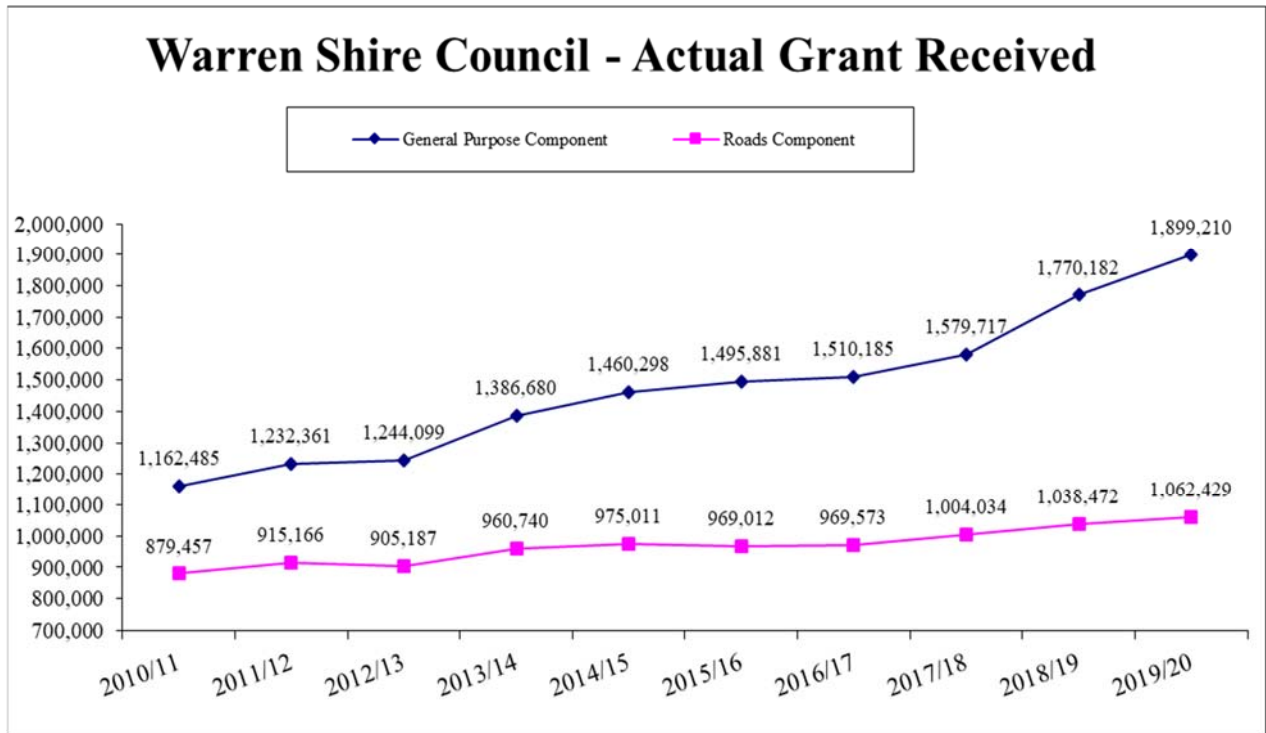
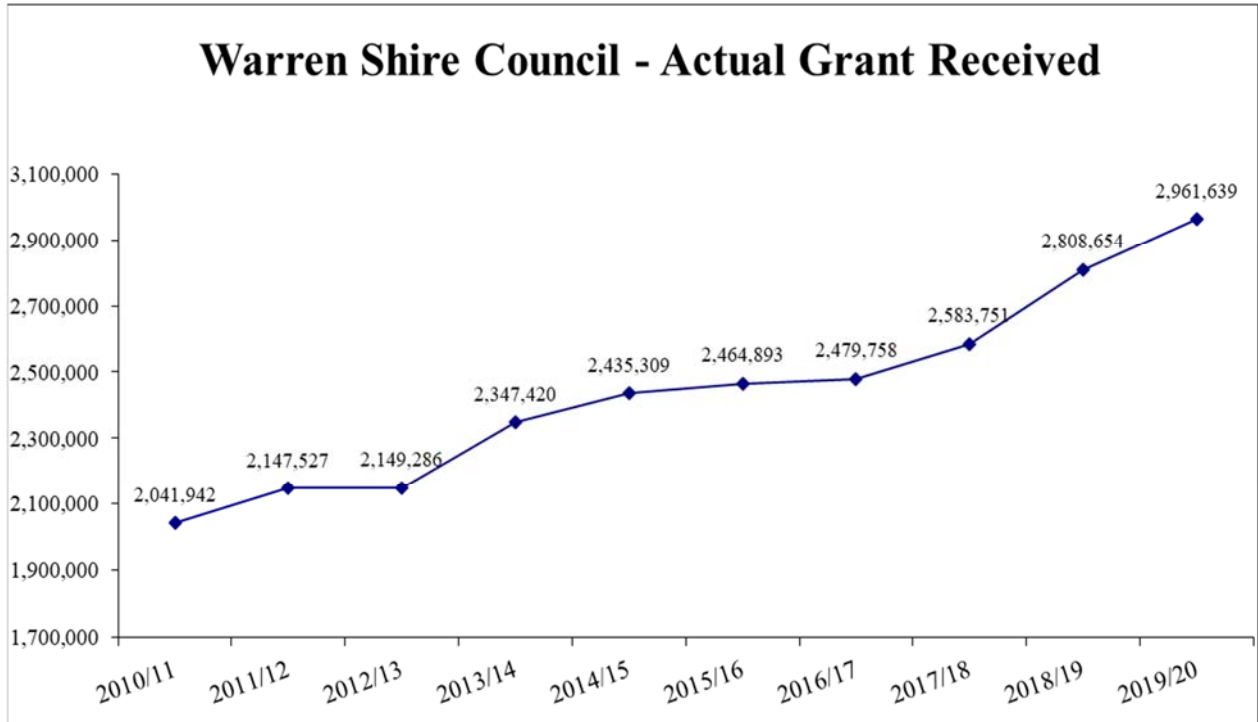
Year	Road		Equalisation		Total Grant		
	Component	\$ Diff.	Component	\$ Diff.	Received	\$ Diff.	% Diff.
2010/11	879,457	71,077	1,162,485	112,769	2,041,942	183,846	9.89
2011/12	915,166	35,709	1,232,361	69,876	2,147,527	105,585	5.17
2012/13	905,187	(9,979)	1,244,099	11,738	2,149,286	1,759	0.08
2013/14	960,740	55,553	1,386,680	142,581	2,347,420	198,134	9.22
2014/15	975,011	14,271	1,460,298	73,618	2,435,309	87,889	3.74
2015/16	969,012	(5,999)	1,495,881	35,583	2,464,893	29,584	1.21
2016/17	969,573	561	1,510,185	14,304	2,479,758	14,865	0.60
2017/18	1,004,034	34,461	1,579,717	69,532	2,583,751	103,993	4.19
2018/19	1,038,472	34,438	1,770,182	190,465	2,808,654	224,903	8.70
2019/20	1,062,429	23,957	1,899,210	129,028	2,961,639	152,985	5.45

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 4 FINANCIAL ASSISTANCE GRANT 2019/20

CONTINUED



WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 26th September 2019

ITEM 4 FINANCIAL ASSISTANCE GRANT 2019/20

CONTINUED

COMPARISON OF FINANCIAL ASSISTANCE GRANTS BEFORE ANY CPI ADJUSTMENTS

SHIRE	2017/18	2018/19	2019/20	DIFF	%
=====	=====	=====	=====	=====	=====
ROADS COMPONENT					
BOGAN	1,398,687	1,444,792	1,489,287	44,495	3.08
BREWARRINA	1,257,224	1,300,607	1,340,756	40,149	3.09
COONAMBLE	1,423,390	1,473,788	1,518,952	45,164	3.06
GILGANDRA	1,344,262	1,392,358	1,382,591	(9,767)	(0.70)
LACHLAN	3,261,385	3,373,747	3,478,114	104,367	3.09
NARROMINE	1,394,309	1,441,884	1,486,392	44,508	3.09
WALGETT	1,896,829	1,958,484	2,016,451	57,967	2.96
WARREN	1,003,696	1,038,603	1,070,616	32,013	3.08
EQUALISATION COMPONENT					
BOGAN	2,454,955	2,615,411	2,807,240	191,829	7.33
BREWARRINA	2,441,370	2,606,401	2,920,286	313,885	12.04
COONAMBLE	2,302,765	2,525,622	2,721,240	195,618	7.75
GILGANDRA	2,265,776	2,451,130	2,627,015	175,885	7.18
LACHLAN	5,460,375	5,679,797	5,965,676	285,879	5.03
NARROMINE	2,688,671	2,884,187	3,039,368	155,181	5.38
WALGETT	4,089,837	4,351,161	4,599,728	248,567	5.71
WARREN	1,582,814	1,769,705	1,911,821	142,116	8.03
TOTAL GRANT					
BOGAN	3,853,642	4,060,203	4,296,527	236,324	5.82
BREWARRINA	3,698,594	3,907,008	4,261,042	354,034	9.06
COONAMBLE	3,726,155	3,999,410	4,240,192	240,782	6.02
GILGANDRA	3,610,038	3,843,488	4,009,606	166,118	4.32
LACHLAN	8,721,760	9,053,544	9,443,790	390,246	4.31
NARROMINE	4,082,980	4,326,071	4,525,760	199,689	4.62
WALGETT	5,986,666	6,309,645	6,616,179	306,534	4.86
WARREN	2,586,510	2,808,308	2,982,437	174,129	6.20

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 5 INCREASED CREDIT CARD FACILITY LIMIT

(B1-5)

RECOMMENDATION

That authority be given to affix Council's Seal on all documents associated with the increase in Council's Business Card Facility Limit from \$10,000 to \$25,000.

PURPOSE

To seek endorsement to increase Council's Business Card Facility Limit from \$10,000 to \$25,000.

BACKGROUND

Council applied for 2 credit cards with a \$5,000 limit on each for the Mayor and General Manager in 2004 and set up a Business Card Facility Limit of \$10,000. Since then 3 more card with a \$5,000 limit on each have been issued to Divisional Manager of Finance & Administration, Divisional Manager of Engineering Services and the Librarian with the Business Card Facility Limit remaining at \$10,000.

REPORT

In the last two months the Business Card Facility Limit of \$10,000 has been exceeded prior to the automatic sweeping of the account each month which renders the cards inoperable until the due date being the 14th of each month. This has caused major inconveniences for the card holders who are away on council business. It was assumed that the Business Card Facility Limit would have increased in line with the added cards. The National Australia Bank requires a resolution of Council under seal to increase the Business Card Facility Limit from \$10,000 to \$25,000 being the total limit for all 5 cards.

FINANCIAL AND RESOURCE IMPLICATIONS

The financial implication on not increasing the Business Card Facility Limit could mean not getting early bird discounts on conference registrations and the pre-booking of airfares etc. if the limit has already been exceeded.

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

This report seeks endorsement to increase Council's Business Card Facility Limit from \$10,000 to \$25,000.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.1.4 Convey community issues to the government.

SUPPORTING INFORMATION / ATTACHMENTS

Nil

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren, on Thursday 26th September 2019

ITEM 6 LETTER FROM RATEPAYERS

(R1-1.39)

RECOMMENDATION

1. That a further report be submitted to Council on the impact of rate increases,
2. Council note that a Revised Edition of the Ratepayers Information 2019 booklet has been added to the website and
3. Council note that a response letter has been mailed to all signatories of the letter.

PURPOSE

To advise Council of a letter received signed by various ratepayers seeking clarification and amendments to the Ratepayers Information 2019 booklet and other issues of concern.

BACKGROUND

Council has developed a Ratepayers Information Booklet each year from 2003/04 that is included with the initial rates notice when mailed, the booklet is to provide information to the ratepayers and residents on various matters relating to Council.

REPORT

Council received a letter signed by various ratepayers seeking clarification on several issues (copy attached to this report), one of the main issues raised in this letter was incorrect information in one paragraph of the document relating to the % rate increase. Normal practice has been to copy the document from the previous year into the current year to preserve formatting and then make alterations to the documents as required, all figures in the revenue policy were updated and correct but unfortunately in one paragraph staff when proof reading the document missed the percentage increase in rates it should have read 2.7% not 2.3% which was the increase in 2018/19.

The 28th March 2019 council report and the Draft 2019/2020 Operational Plan and Estimates document that was on public display from Wednesday 3rd April 2019 until Wednesday 8th May 2019 seeking public comment and/or submissions was correct with no comments or submissions on the rates increase being received.

Another query in the booklet was in relation to the grants summary which was new this year, the wording appeared to be confusing readers, this has now been amended to hopefully explain the table more clearly.

A further report will be presented to Council with regards to all the rating issues and impacts that were raised in the letter.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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Council Chambers, Warren, on Thursday 26th September 2019

ITEM 6 LETTER FROM RATEPAYERS

CONTINUED

OPTIONS

N/A

CONCLUSION

This report is to provide Council with an update on the actions taken in relation to the letter received.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Letter received from ratepayers.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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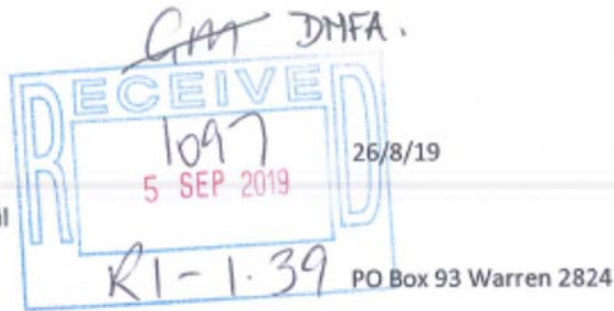
ITEM 6 LETTER FROM RATEPAYERS

CONTINUED

Mr Glenn Wilcox

General Manager, Warren Shire Council

PO Box 6, Warren 2824 NSW



Dear Sir,

It is commendable that you were successful in gaining grants totalling \$9,201,226 for our community, as well as dropping the Waste Depot Access Fee. It concerns us greatly, however, that you seem to think it acceptable to have the errors on the recent Ratepayers Information document swept under the carpet.

Misleading the ratepayer that they are paying a 2.3% increase, when it is not, is breaching our trust. It is actually a little over 2.7% on our rate notices, which in current circumstances is significant. The astounding thing being, it was missed when proof read.

Council's contributions to the 12 grants outlined in the table, needs clarifying in several respects such as: were the grants conditional on council raising general rates for 2019/20, and where no amount is signified what does that mean?

Also, in the table, the very significant \$3,641,132 from Council, when the amount requested was \$1,142,296 for the village enhancements grant of \$742,966, clearly needs explaining.

Given that genuine farmland ratepayers contribute \$4,017,496, which is over 80% of the general rate yield of \$4,901,489, the 2.7% rate increase (not 2.3% as in the document) means an extra \$129,110, of which \$105,000 will come from rural ratepayers at a time of unprecedented drought.

Instead of raising rates Council should have led other rural councils and not applied the 2.7% IPART recommendation (it is an option), joining both State and Federal Governments in supporting rural communities in this difficult time. Council should be lobbying State and Federal Governments for rate relief not increasing rates. We don't believe Councillors and Senior Management realise the gravity of the situation.

We note the HE Kater letter (Warren Weekly, August 21 2019) and support the sentiments of "trying to retain our employees in order that the local community can maintain a level of operating capacity". We would encourage Council in this line of thinking. Some of us heard Narromine Council asking for water on the radio to keep road crews working. In the past Warren has approached land holders directly for water for this very reason.

We also read with interest your token offer of hardship provisions. As you know it is very doubtful that anyone will utilise this offer as it is just another stressful process to complete, adding to the pressure.

To regain the trust and goodwill of our community, Council needs to assure ratepayers that there will be a NIL general rate increase next year regardless of IPART recommendations.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 6 LETTER FROM RATEPAYERS

CONTINUED

A courtesy copy of this letter has been sent to Roy Butler, our Local State Member for Barwon, and Shelley Hancock, Minister for Local Government and State Member for South Coast, as well as The Warren Weekly.

We await your response which addresses the aforementioned mistakes and concerns to all rate payers, in the form of a mail out, as well as a letter in the Warren Weekly.

Yours sincerely,

Harry Barclay, Phil Cosgrove, Peter Freeth, Gary Herbig, Warwick Irving, Colin Irving, Annette Irving, Malcolm Kater, Hugh Kater, Roger and Ruth Maxey, Sarah McRae, Vicki Parker, David Russ, Doug and Helen Storer, Ben and Tanya Storer, Greg and Pam Storer, Faye and Lindsay Storer and Phil Waterford.

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held at
Council Chambers, Warren, on Thursday 26th September, 2019

ITEM1

BUNDEMAR STREET WARREN CENTRE MEDIUM ALTERATION

(T5-9)

RECOMMENDATION:

1. That a section of the centre medium in Bundemar Street be removed from the existing intersection with the Oxley Highway, Burton Street, to a point level with or just east of the access serving the business premises of TYRERIGHT Pty Ltd thus allowing for improved and safer ingress/egress to TYRERIGHT Pty Ltd, and
2. The cost of completing the associated works be absorbed from within the routine maintenance allocation for Streets in the 2019/20 budget.

PURPOSE

The purpose of this report is to give explanation for the proposal to reduce the length of the centre medium on the western end of Bundemar Street between Hale and Burton Streets allowing ease of access into the local business referred to as TYRERIGHT by all vehicles and in particular large trucks and plant items.

BACKGROUND

It is understood that there has been, in past years, access by TYRERIGHT Pty Ltd on to the adjacent Oxley Highway as well as Bundemar Street Warren. However, it is understood that the Roads and Maritime Services (RMS) have discontinued authority to use the highway access point thus limiting the ingress/egress access to the business.

REPORT

The proprietor of TYRERIGHT Pty Ltd has approached the Council seeking assistance to the creation of ingress/egress path allowing for large trucks particularly multi carriage articulated vehicles and large items of farm machinery to ingress and egress the business. It is recognised that the RMS will not permit access from the Highway.

The site would be best accessed and egressed from Bundemar Street. In an effort to avoid the vehicles accessing the site from Hale Street passing the school it is considered that alteration to the Centre medium in Bundemar Street from the existing intersection with the Oxley Highway to a point level with or just beyond the access into TYRERIGHT would allow for both ingress and egress vehicles to safely access the local business premises.

FINANCIAL AND RESOURCE IMPLICATIONS

Currently there is no implications in the resourcing plant, labour and materials.

However, there will be some implication on finances. It is expected that the cost of completing the works will be within the vicinity of \$10,000. There is no specific allocation in the 2019/20 budget. Therefore, if the works are to proceed then the costs would be best absorbed from within the routine maintenance allocation for Streets in the 2019/20 budget.

The works will not include the removal of any trees or shrubs.

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held at
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ITEM 1

BUNDEMAR STREET WARREN CENTRE MEDIUM ALTERATION

CONTINUED

LEGAL IMPLICATIONS

There are no legal implications however this report will go to the Local Traffic Committee to allow for consultation for turning provisions for the proposal. It is considered that the Local Traffic Committee will not disallow the ease of access but instead enhance the safety requirements by stipulating and possibly providing for the required signage so that the access can be made totally safe.

RISK IMPLICATIONS

The only risk implication is dealing with the traffic flow in Bundemar Street, which is minimal, the peak periods would be during school hours. However, it is considered that this traffic flow will not create a level of risk that will jeopardise the proposal.

STAKEHOLDER CONSULTATION

The adjacent business houses and neighbours on the opposite side of Bundemar Street will be notified of Councils decision to proceed with the work. The immediate stakeholder, the proprietor of TYRERIGHT Pty Ltd, will welcome the situation.

OPTIONS

There are little or no options as the RMS will definitely not provide access to and from the Oxley Highway particularly on this curved alignment segment of the Highway coming off the bridge on this side of the business' property.

The option exists to leave the median strip as is and consider this work in a future budget.

CONCLUSION

That the implementation of this improve turning provisions for this local business premises will assist the business and will provide safer access for traffic in Bundemar Street.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION

Nil

WARREN SHIRE COUNCIL
Report of the Infrastructure Projects Manager
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren, on Thursday 26th September 2019

ITEM 1 WARREN EQUESTRIAN CENTRE REQUEST FOR TENDER, (RFT)T04/2019
(G4-1.7)

RECOMMENDATION

In accordance with Part 7, Division 4, Part 178 of the Local Government (General) Regulation,

1. Council decline all RFT (Tender) responses; and
2. Council request quotes for a 80m x 60m arena and 80m x 8m annex from suitable regional suppliers.

PURPOSE

To update Council on the results of the RFT (Tender) for the Design and Construction of the Warren Equestrian Centre building at the Warren Showgrounds/ Racecourse Precinct.

BACKGROUND

Warren Shire Council received funding under the Regional Sports Infrastructure Fund for the construction of an Equestrian Centre at the Warren Showground/ Racecourse area in October 2018. The Tender was advertised with two options, Option 1 being a 100m x 70m building and Option 2 being a 80m x 60m building. In accordance with the requirements of the Local Government Act and also Council's Procurement Policy, a Design and Construct RFT was advertised on Tenderlink for a period of 28 days from Friday the 2nd of August 2019. The tender closed at 4pm on the 30th of August 2019 and the electronic Tender Vault was unlocked and the documents downloaded on the 3rd of September 2019.

REPORT

During the tendering period the RFT was viewed 218 times and downloaded by 38 different companies. There were only four (4) forum enquiries received by Council asking for further information, each of which were answered on the Tenderlink forum. It should be noted that enquiries are private (between the company enquiring and Council) until Council posts an answer on the forum, when all information is available to anyone registering with Tenderlink to view the RFT.

When the Tenderlink vault was opened on the 3rd of September 2019, there were eight (8) tender responses, of which seven (7) were for the Design and Construction and one (1) was only for the supply and installation of Kick Rails and LED Lighting.

A Tender Evaluation Panel was formed to review all documents received on Wednesday the 18th of September. This Evaluation Panel was made up of the General Manager, the Infrastructure Projects Manager and Councillor Beach and witnessed by Council's Independent Internal Auditor Mr Keith Coates.

Each tender response was studied and scored against the selection criteria. This selection criteria is at Attachment 1. All tender prices were well above the available budget, for both Option 1 and Option2 structures. As pricing was 60% of the selection criteria the other selection criteria were closely looked at, further perusal of the received documents found that three (3) of the seven (7) tender responses were non-compliant, either because of the provision of Financial Capacity to undertake these works or lack of experience of completion of similar size constructions over the past three (3) years.

WARREN SHIRE COUNCIL
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ITEM 1 WARREN EQUESTRIAN CENTRE REQUEST FOR TENDER, (RFT)T04/2019
CONTINUED

FINANCIAL and RESOURCE IMPLICATIONS

As this project was only possible by Council receiving funding from the Regional Sports Infrastructure Fund and this funding has already been received by Council, the money is only available for the intended purpose written in the Funding Deed. This funding must be spent on a covered structure to be used as an Equestrian Sports arena.

LEGAL IMPLICATIONS

The NSW Local Government Act and (General) Regulation contains all requirements of Tendering and the tendering process. Specifically, Part 7, Division 4, Clause 178 paragraphs 3 and 4 of the Local Government (General) Regulation. Council has the following options available to them;

Paragraph 3. A Council that decides not to accept any of the tenders for a proposed contract or receives no tenders for the proposed contract must, by resolution, do one of the following:

Postpone or cancel the proposal for the contract:

invite, in accordance with Clause 167, 168 or 169, fresh tenders based on the same or different details:

invite, in accordance with Clause 168, fresh applications from persons interested in tendering for the proposed contract.

Invite, in accordance with Clause 169, fresh applications from persons interested in tendering for contracts of the same kind as the proposed contract, enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender, and carry out the requirements of the proposed contract itself;

Paragraph 4. If a Council resolves to enter into negotiations as referred to in sub clause (3) (e), the resolution must state the following:

the Council's reasons for declining to invite fresh tenders or applications with the person or persons referred to in sub clause (3) (b) – (d) and

the Council's reasoning for determining to enter into negotiations with the person or persons referred to in sub clause (3) (e).

The tender Evaluation Panel recommends that Council considers inviting quotations from parties that did not apply on Tenderlink or any other suitable contractor(s). Conduct negotiations with RFT responders for other options and pricing.

RISKS

The major risk is that Council may not be able to achieve the construction of the structure with the funds available and that these funds will have to be returned to State Government.

STAKEHOLDER CONSULTATION

The Warren Showground Infrastructure Sub-Committee meets as required and is regularly consulted and discussions held on the process and planning of this project.

WARREN SHIRE COUNCIL
Report of the Infrastructure Projects Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 1 WARREN EQUESTRIAN CENTRE REQUEST FOR TENDER, (RFT)T04/2019
CONTINUED

OPTIONS

As all tender responses were well above the available funds and Council have received quotes from other Suppliers and Constructors, who did not enter a RFT response on Tenderlink, it was decided by the Tender Panel to make recommendation to Council, of the options permissible in the Local Government Act and Regulation. The following options are permitted within the Local Government Act and Local Government Regulation;

- All tenderers will be notified by Council letter that they were not successful,
- Council staff be authorised to start negotiation with all tenderers and/ or other parties.

CONCLUSION

This project has been given a high level of publicity and all user groups at the Warren Showground/ Racecourse area are expecting works to progress. It is considered imperative that these works as approved are to be concluded with a suitable outcome to the user groups and the overall Warren community. This can only occur with further negotiation with relevant experienced suppliers/ contractors within the broader Central West area.

LINK TO POLICY AND/ OR COMMUNITY STRATEGIC PLAN

- 3.2. Quality Community Infrastructure and Facilities
- 3.2.4 Maintain community facilities to an appropriate standard,

SUPPORTING INFORMATION

Nil.

ATTACHMENT

Request for Tender Selection Criteria.

WARREN SHIRE COUNCIL
Report of the Infrastructure Projects Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 1 WARREN EQUESTRIAN CENTRE REQUEST FOR TENDER, (RFT)T04/2019
CONTINUED

Attachment 1

TENDER SELECTION CRITERIA

Mandatory	Criteria
M1	Financial capacity to perform the Contract.
M2	Past experience of the Applicant (at least 2 contracts of same nature and value completed in the last 3 years).

The Weighted Criteria are;

Weighted	Criteria	Weighted %
W1	Price of Tender	60%
W2	Assessed capability and capacity of the Applicant	40% made up of;
W2.1	Past performance and experience of the Applicant Approach and understanding of the work generally	15%
W2.2	Experience, skills and qualifications of nominated key personnel Proposed project resourcing and use of subcontractors	15%
W2.3	Project delivery timeframe/ milestones/ plan Availability to commission as soon as practical	10%
Total		100%