

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 26TH AUGUST 2021

WARREN SHIRE COUNCIL

AGENDA - ORDINARY COUNCIL MEETING

26th August 2021

1. OPEN MEETING

2. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

3. CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday, 22nd July 2021.

4. DISCLOSURES OF INTERESTS

5. MAYORAL MINUTE(S)

Nil.

6. REPORTS OF COMMITTEES

Meeting of the Sporting Facilities Committee
held on Wednesday, 4th August 2021 (S21-2.1)

Meeting of the Warren Public Arts Committee
held on Monday, 9th August 2021 (C14-3.29)

Meeting of the Plant Committee
held on Tuesday, 10th August 2021..... (C14-3.8)

Meeting of the Roads Committee
held on Wednesday, 11th August 2021 (C14-3.28)

Meeting of Manex held on Tuesday, 17th August 2021 (C14-3.4)

Meeting of the Warren Local Emergency Management Committee
held on Tuesday, 10th August 2021 (E6-1)

7. REPORTS TO COUNCIL

REPORTS OF DELEGATES

- Item 1 Meeting of the Mining & Energy Related Councils (NSW) Inc.
held on Friday, 30th April 2021 (C14-6.3)

POLICY

Nil.

REPORTS OF THE GENERAL MANAGER

- Item 1 Outstanding Reports Checklist (C14-7.4) Page 1
- Item 2 Committee/Delegates Meetings (C14-2) Page 7
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Infrastructure Projects (C14-71, G4-1) Page 9
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REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

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as at 11th August 2021 (R1-4) Page 4
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Finance & Administration Projects (S1-1.15, C9-1) Page 6
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REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

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REPORTS OF THE MANAGER HEALTH & DEVELOPMENT

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Item 2	Works Progress Reports – Health and Development Services (C14-7.3).....	Page 2
Item 3	Partnership Agreement Service NSW for Business (R6-6)	Page 5
Item 4	Environment and Waterways Alliance Agreement (C12-3.2)	Page 27

7. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

8. MATTERS OF URGENCY

Nil.

9. CONFIDENTIAL MATTERS

Item 1	Netwaste Tender for Collection and Recycling Scrap Metal F2959 (G2-4.3)	Page 1
Item 2	Construction of Council Houses Lot 58 DP872884 and Lot 52 DP872884 21 Deacon Drive, Warren (P16-18.26, P16-18.25)	Page 8

10. CONCLUSION OF MEETING
PRESENTATIONS

Nil.

WARREN SHIRE COUNCIL
Minutes of the Sporting Facilities Committee Meeting
held in Council's Conference Room, 115 Dubbo Street, Warren
on Wednesday, 4th August 2021 commencing at 2:38 pm

Present:

Councillor MJ Quigley (Chairman)
Councillor KR Irving
Councillor BD Williamson
Gary Woodman (General Manager)
Raymond Burns (Town Services Manager)
Rolly Lawford (Divisional Manager Engineering Services)
Kerry Jones (Infrastructure and Projects Manager)
Maryanne Stephens (Manager of Health and Development)
Wesley Hamilton (Centre Manager)

ITEM 1 APOLOGIES

An apology was tendered on behalf of Councillor KW Taylor and it was **MOVED** that a leave of absence be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF MINUTES OF THE SPORTING FACILITIES COMMITTEE MEETING 5TH MAY 2021

MOVED that the Minutes of the Meeting held on the 5th May 2021 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM MINUTES

1. A discussion was held as to an update on water ingress into the Warren Sporting and Cultural Centre. The Centre Manager advised that remedial work is to be completed to provide a short term solution for water ingress until full remedial works can be completed as per action checklist

2. A discussion was held as to the progression of letters to be sent to all sporting user groups in relation to capital improvement works grants. MHD advised that all letters have been sent.

Carried

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting
held in Council's Conference Room, 115 Dubbo Street, Warren
on Wednesday, 4th August 2021 commencing at 2:38 pm

ITEM 4 ACTION CHECKLIST

<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>	<i>Completion Date</i>
12.10.2016	Matting at practice nets	CM	To be included in Carter Oval redevelopment plan. Investigate suitable grant for local sporting club to apply for.	Pending
21.02.2018	Research replacement of pool facilities	MHD	All current works item have been commissioned. Hand-over of these items are pending completion.	2021
21.02.2018	Victoria Park Master Plan	MHD	Crown Land Management Plan reported to August 2021 meeting. Final schematic of Victoria Park including transfer of sporting assets to Carter Oval be completed. Plan to be advertised and community consultation undertaken.	2021
*04.04.2018	Installation of Sealed Netball / Basketball Courts	IPM/DMES	Turf and Irrigation Installed. Complete.	2021
*31.07.2019	Carter Oval Upgrade	IPM	Reported to August 2021 meeting.	2021
*12.02.2020	Quote to install reverse cycle air-conditioning WSCC	CM	Reverse Cycle Air-Con installed. Complete.	2021
12.08.2020	Electronic Score board	CM	Community Building Partnership grant applied for, pending outcome.	June 2021
05.05.2021	Internal pool works program	MHD	Remedial works to internal pool surface has been approved under warranty. To be completed during pool offseason.	July 2021
*05.05.2021	Letter to sporting facilities user groups	MHD	Letter sent to all user groups of sporting facilities to advise that all capital improvement works grants applied for by user groups be bought back to Council before submitting grant application. Complete.	June 2021

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting
held in Council's Conference Room, 115 Dubbo Street, Warren
on Wednesday, 4th August 2021 commencing at 2:38 pm

ITEM 4 ACTION CHECKLIST

<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>	<i>Completion Date</i>
05.05.2021	Council consider allocating \$25,000 in the draft 2022/2023 financial year budget to enable Council to apply for grant funding,	Council	The expectation of Councils Co-contribution for roof downpipes and guttering improvement at the Warren Sporting and Cultural Centre.	July 2022
05.05.2021	Maintenance and repair budgets to remedy water ingress through the mezzanine floor windows at the Warren Sporting and Cultural Centre	CM	Advice received, project not able to be completed in stages. Seek grant funding opportunities. Short term remedial works to be completed within the 2021/22 budget to prevent water ingress.	July 2022
*05.05.2021	Discussion held in relation to Senior Netball Clubs current financial position as per the previous report to the February 2021 Sporting Facilities	CM	A meeting was held with senior netball representatives on the 24 th June 2021. Advice provided to senior netball representatives as to options available in relation to hire change. Complete.	July 2021
05.05.2021	Discussion held in relation to a variety of grant applications being currently open for submission	CM	It was agreed that a list of all projects in relation to sporting facilities be collated and prioritised to assist with the continual delivery of projects within the Warren Shire.	Ongoing.

MOVED that:

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

Carried

Councillor Irving left the meeting at 3.11pm

WARREN SHIRE COUNCIL
Minutes of the Sporting Facilities Committee Meeting
held in Council's Conference Room, 115 Dubbo Street, Warren
on Wednesday, 4th August 2021 commencing at 2:38 pm

ITEM 5 FINANCIAL REPORT

MOVED that the information be received and noted.

Carried

Councillor Irving re-entered the meeting at 3.20pm

ITEM 6 REPORTS FROM THE CENTRE MANAGER

(S21-2)

RECOMMENDATION TO COUNCIL

MOVED that:

1. Heating and Cooling of the indoor court and gym area at the Warren Sporting and Cultural Centre be included as a Future Grant Project;
2. The construction of an additional change room / toilet amenities block at Victoria Park be included as a Future Grants Project

Carried

ITEM 7 CARTER OVAL SPORTING PRECINCT INCLUDING WARREN WAR MEMORIAL SWIMMING POOL UPGRADING PROJECT – UPDATE PLANS, PROJECTS GRANT SUCCESS AND PROGRAMS

(P1-7.3, S19-2)

RECOMMENDATION TO COUNCIL

MOVED that: the amended version 4 Map be circulated to Sporting Facilities Committee Members for a final critique, and the proposed plan be distributed to the public for final consultation

Carried

ITEM 8 VICTORIA OVAL AND OXLEY PARK – PLAN OF MANAGEMENT (P1-7.9, P1-7.11)

RECOMMENDATION TO COUNCIL

MOVED that:

1. Feedback and/or comments from reviewing the Victoria Oval and Oxley Park Plan of Management be provided to enable the document to be finalised for adoption.
2. Final schematic of Victoria Park including transfer of sporting assets to Carter Oval be completed with the plan to be advertised and community consultation undertaken.

Carried

ITEM 9 GENERAL BUSINESS WITHOUT NOTICE

(S21-2)

1. A discussion was held in relation to the safety use of the portable grandstand at Victoria Park by all patrons, and in particular the lack of hand rails whilst accessing all levels above ground level. TSM to investigate and report back to the Committee.
-

WARREN SHIRE COUNCIL
Minutes of the Sporting Facilities Committee Meeting
held in Council's Conference Room, 115 Dubbo Street, Warren
on Wednesday, 4th August 2021 commencing at 2:38 pm

2. A discussion was held in relation to moving the next Sporting Facilities Committee Meeting forwards to October. Meeting to be held on the 13th October 2021.

ITEM 10 DATE OF NEXT MEETING

13th October 2021 – 2:30pm Warren Shire Council Conference Room

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.04 PM.

WARREN PUBLIC ARTS COMMITTEE MINUTES

Attached are the Minutes of the meeting of the Warren Public Arts Committee held on Monday, 9th August 2021.

RECOMMENDATION:

That the Minutes of the Meeting of the Warren Public Arts Committee held on Monday, 9th August 2021 be received and noted and the following recommendations be adopted:

ITEM 5.1 WARREN STAFFORD STREET WATER RESERVIOR MURAL FINALISATION

(C14-3.29)

That Council approve the final Sam Brooks 3D Sporting Concept Murals for the Stafford Street Water Tower Warren, with the persons shown in the mural to be not identifiable but used as the basis for the mural, generic faces and that the Mural Project be progressed.

ITEM 5.4 REGIONAL ARTS FUND

(C14-3.29)

That the Committee provide details of any suitable projects for the Regional Arts Fund to allow staff to arrange appropriate grant applications with the suggestion that the photography display on shop fronts be used as a grant application.

ITEM 5.5 WARREN SHIRE COUNCIL PUBLIC ART MASTERPLAN

(C14-3.29)

That Council adopt the Warren Shire Council Public Art Masterplan with the final version of the Warren Shire Public Arts Masterplan to include appropriate Beemunnel Heritage Trail photos and the Table Tennis sculpture photo in the Public Art Trails.

WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting
held in the Conference Room, 115 Dubbo Street Warren
on Monday 9th August 2021 commencing at 3:37 pm

PRESENT:

Councillor Pauline Serdity	Chair
Councillor Brett Williamson	
Councillor Karlene Irving	
Gary Woodman	General Manager
Jenny Quigley	Community Member
Judy Ridley	Community Member
Raymond Burns	Town Services Manager
Kerry Jones	Infrastructure Projects Manager
Jody Burtenshaw	Executive Assistant
Rebecca Christian	Projects Administration Officer

ITEM 1 APOLOGIES

Nil.

Carried

ITEM 2 CONFIRMATION OF MINUTES

(C14-3.29)

MOVED Quigley/Ridley that the Minutes of the Meeting held on Monday, 5th July 2021 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF MONDAY, 5TH JULY 2021

Nil.

ITEM 4 ACTION CHECKLIST

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting
held in the Conference Room, 115 Dubbo Street Warren
on Monday 9th August 2021 commencing at 3:37 pm

ITEM 5.1 WARREN STAFFORD STREET WATER RESERVOIR MURAL FINALISATION

(C14-3.29)

RECOMMENDATION TO COUNCIL:

MOVED Quigley/Ridley that Council approve the final Sam Brooks 3D Sporting Concept Murals for the Stafford Street Water Tower Warren, with the persons shown in the mural to be not identifiable but used as the basis for the mural, generic faces and that the Mural Project be progressed.

Carried

ITEM 5.2 NEVERTIRE WATER RESERVIOR MURAL FINALISATION

(C14-3.29)

The Nevertire Water Reservoir refurbishment contractor has advised that the water towers final paint coat will be white to allow a mural.

Community consultation has commenced with good suggestions starting to be mentioned in the Village. Ideas to date:

- Rodeo scene;
- Big Yabby;
- Dray pulling wool bales; and
- Cobb & Co stop over.

May 2022 is when funding runs out.

Working on the following works program:

- Water tower refurbishment due for completion November 2021;
- New Artist arranged/selected in November/December 2021;
- Finalisation of proposed concept from the community consultation January 2022;
- Concept design considered by Council/Community February 2022;
- Final clean-up/ preparation of reservoir March 2022;
- Painting of mural March/April 2022 (estimated 4 weeks);
- Final funding reports June 2022.

Community Organisations to be used for consultation:

- Nevertire Social Club
- Nevertire Rodeo Committee
- Hall Committee
- Nevertire Hotel

Meetings if possible and advertise Shire wide.

MOVED Serdity/ Quigley that the information be received and noted.

Carried

Councillor Williamson left at 4:37pm

ITEM 5.3 MOREE PLAINS SHIRE COUNCIL LOCAL DEVELOPMENT CONSENT CONDITIONS FOR PUBLIC MURALS

(C14-3.29)

MOVED Irving/Ridley that the information be received and noted.

Carried

WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting
held in the Conference Room, 115 Dubbo Street Warren
on Monday 9th August 2021 commencing at 3:37 pm

ITEM 5.4 REGIONAL ARTS FUND (C14-3.29)

RAF Grant closes 23rd August 2021. Application for a single grant up to \$20,000 for Public Art to be used on shop fronts. Warren Industries, Warren Sports People, Sporting & Culture, Structures on the walkway, Warren, Nevertire, Collie, Aboriginal Art, and local artists/photographers like:

- Late Brian Anderson
- Minnie Riley
- Peter Mackay

Website www.print2metal.com provides information on how it could be done.

Project Administration Officer if possible, to arrange an appropriate grant application.

RECOMMENDATION TO COUNCIL:

MOVED Irving/Quigley that the Committee provide details of any suitable projects for the Regional Arts Fund to allow staff to arrange appropriate grant applications with the suggestion that a photography display on shop fronts be used as a grant application.

Carried

ITEM 5.5 WARREN SHIRE PUBLIC ARTS MASTERPLAN (C14-3.29)

RECOMMENDATION TO COUNCIL:

MOVED Serdity/Ridley that Council adopt the Warren Shire Council Public Art Masterplan with the final version of the Warren Shire Public Arts Masterplan to include appropriate Beemunnel Heritage Trail photos and the Table Tennis Sculpture Photo in the Public Art Trails.

Carried

ITEM 6 GENERAL BUSINESS WITHOUT NOTICE

Nil.

ITEM 7 DATE OF NEXT MEETING:

To be arranged for the 11th October 2021 at 3:30pm.

There being no further business the meeting closed 5.00 pm.

(2)

Plant 3503 – Toyota Kulger Wagon (estimated change-over cost – \$20,000) replace now.

That the following heavy plant be considered for replacement in 2021/2022 subject to availability of funds:

- Plant 15 - Kioti Daedong Tractor (estimated change-over cost - \$30,000);
- Plant 21 - Tractor John Deere (estimated change-over cost - \$35,000);
- Plant 1168 - Excavator JCB 8018 (estimated change-over cost - \$15,000);
- Plant 107 – ISUZU FVZ193A (DUMP TRUCK) (estimated change-over cost - \$225,000) (subject to a further report);
- New Tipping Trailer (estimated cost - \$90,000) (subject to a further report);
- Plant 751 – Pressure cleaner Monsoon 100TR (estimated change-over cost - \$1,000);
- Plant 774 – Fountain Proline V4 Liquid Marker (estimated change-over cost - \$500); and
- Plant 112 – Trailer with Kubota ASKA 180B generator (estimated change-over cost - \$5,000).

That a further report be provided to the Committee to finalise the 2021/2022 Heavy Plant Replacement Program to allow the determination of other heavy plant items to be replaced in 2021/2022.

That a future report be provided to the Committee to do further analysis on the purchase of two (2) tipping truck and quad super tipping trailer combinations verse a road train truck, two (2) tri-axle side tipper and road train dolly combination.

ITEM 6.4 PROPOSED AMENDMENTS TO MOTOR VEHICLE POLICY (P13-1) (S12-2)

That the current Motor Vehicle Policy (Car Group Standards) be amended as following to reflect the change in motor vehicle costs and the required employee contributions:

LEVEL	CAR GROUP STANDARD	Employee Contributions
Group 1 General Manager (Full Private Use)	Vehicle to the value of \$75,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex gst	\$208 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.
Group 2 Divisional Managers (Full Private Use)	Vehicle to the value of \$70,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex gst	\$208 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.
Group 3 Managers (Full Private Use)	Vehicle to the value of \$60,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex gst	\$156 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.
Group 4 Other Employees where circumstances dictate the need for the provision of a Council motor vehicle (as per paragraph 7.2 of this policy). (Private use determined by the General Manager on a case by case basis)	Type of vehicle determined by the Executive where primary consideration is work/duty suitability – such as a utility.	Where the General Manager approves private use – \$156 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Conference Room, 115 Dubbo Street, Warren
on Tuesday 10th August 2021 commencing at 2:02 pm

Present: Councillor Andrew Brewer (Chairperson)
Councillor Mark Beach
Gary Woodman (General Manager)
Mr Darren Arthur (Divisional Manager Finance & Administration)
Mr Rolly Lawford (Divisional Manager of Engineering Services)
Mr Jason Boyd (Workshop Co-Ordinator)
Mrs Angela Tegart (Minute Taker)

ITEM 1 APOLOGIES

An apology was received from Councillor Ron Higgins and Treasurer Jillian Murray who were absent due to external commitments and it was **MOVED** Beach/Brewer that a leave of absence be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF MINUTES

MOVED Brewer/Beach that the Minutes of the Meeting held on Tuesday 9th September 2020 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING

- Councillor Brewer queried why the Grader 770G Plant 25 had not been replaced yet as it was discussed and recommended for replacement at the last Plant Committee Meeting. Rolly Lawford, Divisional Manager Engineering Services advised it was in progress ready to be put to tender. The turn around time from order to delivery would only be a few short months.
-

ITEM 4 ACTION CHECKLIST

MOVED Beach/Brewer that the information be received and noted those marked with an astrix be removed.

Carried

ITEM 5 FINANCIAL REPORT AND STATEMENT

MOVED Brewer/Beach that the information be received and noted.

Carried

ITEM 6.1 2020/2021 PLANT REPLACEMENT PROGRAM STATUS (P2-5.39)

The Divisional Manager and General Manager in conjunction with the Divisional Finance and Administration highlighted the status of the 2020/2021 Plant Replacement Program including which light vehicles and plant items had been ordered, which plant items are about to be put to tender (Plant 25 - Motor Grader) and which plant items are yet to be considered to be tendered/quoted for (Plant 31 - truck and Plant 165 – trailer).

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Conference Room, 115 Dubbo Street, Warren
on Tuesday 10th August 2021 commencing at 2:02 pm

ITEM 6.1 2020/2021 PLANT REPLACEMENT PROGRAM STATUS CONTINUED

MOVED Brewer/Beach that the information be received and noted.

Carried

ITEM 6.2 15 YEAR PLANT REPLACEMENT PROGRAM (P2-5.39)

MOVED Beach/ Brewer that the information be received and noted.

Carried

ITEM 6.3 2021/2022 PLANT REPLACEMENT PROGRAM (P2-5.39)

The Committee discussed the status of both light vehicles and heavy plant that should be included in the 2021/2022 Plant Replacement Program.

MOVED Brewer/Beach that the following light vehicles be considered for replacement in 2021/2022 in the priority detailed and subject to availability of funds:

Plant 56 – Toyota Hilux Single Cab 2x4 (estimated change-over cost – \$18,000) Replace now;

Plant 62 - Toyota Hilux Single Cab 2x4 Tipper (estimated change-over cost – \$18,000) April 2022 for 2022/2023;

Plant 236 – Toyota Hilux Extra Cab 2x4 (estimated change-over cost – \$18,000) April 2022 for 2022/2023;

Plant 240 – Toyota Aurion (estimated change-over cost – \$22,000) Probably 2022/2023;

Plant 241 - Toyota Hilux Single Cab 2x4 (estimated change-over cost – \$13,000) Probably 2022/2023;

Plant 242 – Toyota Kulger Wagon (estimated change-over cost – \$10,000) Probably 2022/2023;

Plant 3503 – Toyota Kulger Wagon (estimated change-over cost – \$20,000) Replace now.

MOVED Brewer/Beach that the following heavy plant be considered for replacement in 2021/2022 subject to availability of funds:

Plant 15 - Kioti Daedong Tractor (estimated change-over cost - \$30,000);

Plant 21 - Tractor John Deere (estimated change-over cost - \$35,000);

Plant 1168 - Excavator JCB 8018 (estimated change-over cost - \$15,000);

Plant 107 – ISUZU FVZ193A (DUMP TRUCK) (estimated change-over cost - \$225,000) (subject to a further report);

New Tipping Trailer (estimated cost - \$90,000) (subject to a further report);

Plant 751 – Pressure cleaner Monsoon 100TR (estimated change-over cost - \$1,000);

Plant 774 – Fountain Proline V4 Liquid Marker (estimated change-over cost - \$500);

Plant 112 – Trailer with Kubota ASKA 180B generator (estimated change-over cost - \$5,000).

MOVED Brewer/Beach that a further report be provided to the Committee to finalise the 2021/2022 Heavy Plant Replacement Program to allow the determination of other heavy plant items to be replaced in 2021/2022.

WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting held in
the Conference Room, 115 Dubbo Street, Warren
on Tuesday 10th August 2021 commencing at 2:02 pm

ITEM 6.3 2021/2022 PLANT REPLACEMENT PROGRAM CONTINUED

MOVED Brewer/Beach that a future report be provided to the Committee to do further analysis on the purchase of two (2) tipping truck and quad super tipping trailer combinations verse a road train truck, two (2) tri-axle side tipper and road train dolly combination.

Carried

ITEM 6.4 PROPOSED AMENDMENTS TO MOTOR VEHICLE POLICY (P13-1) (S12-2)

MOVED Beach/Brewer that the current Motor Vehicle Policy (Car Group Standards) be amended as following to reflect the change in motor vehicle costs and the required employee contributions:

LEVEL	CAR GROUP STANDARD	Employee Contributions
Group 1 General Manager (Full Private Use)	Vehicle to the value of \$75,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex gst	\$208 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.
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Group 3 Managers (Full Private Use)	Vehicle to the value of \$60,000 inclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex gst	\$156 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.
Group 4 Other Employees where circumstances dictate the need for the provision of a Council motor vehicle (as per paragraph 7.2 of this policy). (Private use determined by the General Manager on a case by case basis)	Type of vehicle determined by the Executive where primary consideration is work/duty suitability – such as a utility.	Where the General Manager approves private use – \$156 per week adjusted as at 1 st April Annually to CPI, for a fully maintained vehicle.

Carried

ITEM 7 GENERAL BUSINESS

Nil.

ITEM 8 DATE OF NEXT MEETING

5th October 2021

There being no further business the meeting closed at 4.43pm.

ROADS COMMITTEE

Attached are the Minutes of the meeting of the Roads Committee held on Wednesday, 11th August 2021.

RECOMMENDATION:

That the Minutes of the Meeting of the Roads Committee held on Wednesday, 11th August 2021 be received and noted and the following recommendation be adopted:

ITEM 5.1 WARREN ROAD REHABILITATION SEGMENT 28, 30 & 32 (R4-10, R4-1.40)

That the changes to the scope of this joint Roads of Strategic Importance (ROSI) and Fixing Country Roads grant project supposedly providing for the rehabilitation of Segments 28, 30 and 32 of the Warren Road be accepted and Council make representations to Local Member Mark Coulton and the Transport for NSW Western Manager to ensure that the project is properly funded to allow the rehabilitation of Warren Road, Regional Road 7515 Segments 28,30 and 32 project to be completed to the appropriate standard.

WARREN SHIRE COUNCIL

Minutes of the Roads Committee

Meeting held in the Conference Room, 115 Dubbo Street, Warren
on Wednesday, 11th August 2021 commencing at 3.09 pm

PRESENT:

Mayor Milton Quigley (Chair)
Councillor Mark Beach
Gary Woodman (General Manager)
Rolly Lawford (Divisional Manager Engineering Services)
Rowan Hutchinson (Roads Infrastructure Manager)
Angela Tegart (Administration Officer Engineering Services)

ITEM 1 APOLOGIES

Apologies were received from Councillor Heather Druce, Councillor Ron Higgins and Councillor Andrew Brewer who were absent due to external commitments and it was **MOVED** Beach/Quigley that a leave of absence be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF MINUTES

MOVED Quigley/Beach that the Minutes of the Meeting held on, Wednesday, 30th June 2021 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING

Nil

ITEM 4 ACTION CHECKLIST

MOVED Beach/Quigley that the information be received and noted, and items marked with an asterix be deleted.

Carried

ITEM 5 REPORTS

ITEM 5.1 WARREN ROAD REHABILITATION SEGMENT 28, 30 & 32 (R4-10, R4-1.40)

RECOMMENDATION TO COUNCIL:

MOVED Beach/ Quigley that the changes to the scope of this joint Roads of Strategic Importance (ROSI) and Fixing Country Roads grant project supposedly providing for the rehabilitation of Segments 28, 30 and 32 of the Warren Road be accepted and Council make representations to Local Member Mark Coulton and the Transport for NSW Western Manager to ensure that the project is properly funded to allow the rehabilitation of Warren Road, Regional Road 7515 Segments 28,30 and 32 project to be completed to the appropriate standard.

Carried

WARREN SHIRE COUNCIL

Minutes of the Roads Committee

Meeting held in the Conference Room, 115 Dubbo Street, Warren
on Wednesday, 11th August 2021 commencing at 3.09 pm

ITEM 5.2 TRAFFIC COUNTER DATA

(R4-1)

RECOMMENDATION:

MOVED Beach/ Quigley that the information be received and noted.

Carried

ITEM 6 GENERAL BUSINESS

ITEM 6.1 DRAFT 2021/2022 ROADS CONSTRUCTION WORKS PROGRAM

(R4-10)

The Divisional Manager Engineering Services detailed the Draft 2021/2022 Roads Construction Program that included all works currently funded or where grant applications have been submitted.

MOVED Beach/ Quigley that the information be received and noted.

Carried

ITEM 6.2 GRAVEL RESHEETING PROGRAM UNDER THE FIXING LOCAL ROADS ROUND 3 GRANT APPLICATIONS (R4-10)

The gravel resheeting projects listed in the Fixing Local Roads Round 3 Grant application:

Old Warren Road	Segment 26, Length 2km Segment 30, Length 2km Segment 32, Length 2km
Canonba Road	Segment 8, Length 2km Segment 10, Length 2km
Gradergy Lane	Part Segment 00, Part Segment 02

Total grant funding application including Council contribution is \$1,333,000.

MOVED Quigley/Beach that the information be received and noted.

Carried

ITEM 6.3 VISUAL INSPECTION SYSTEM TO BE INCORPORATED INTO THE ASSET MANAGEMENT SYSTEM (A13-1)

The General Manager advised that the asset management system is designed to take, and upload, photos for a range of purpose. These purposes include:

- Undertaking asset surveys (ie taking photos of our existing assets as part of the record of our assets);
 - Undertaking condition surveys (ie reviewing the condition of our assets at pre-defined intervals, eg, when undertaking valuations or more regularly than this if required (say, annually);
 - Raising defects, or superseding an existing defect (if the defects have deteriorated prior to their rectification);
 - Prior to commencing a job (to rectify a defect); and
 - On the completion of a job (to rectify a defect).
-

WARREN SHIRE COUNCIL

Minutes of the Roads Committee

Meeting held in the Conference Room, 115 Dubbo Street, Warren
on Wednesday, 11th August 2021 commencing at 3.09 pm

ITEM 6.3 VISUAL INSPECTION SYSTEM TO BE INCORPORATED INTO THE ASSET MANAGEMENT SYSTEM CONTINUED

All of these capabilities will be available for all of our assets, including our road assets. Council has purchased a go-pro for this use as well as the Confirm tablets.

MOVED Quigley/Beach that the information be received and noted.

Carried

NEXT MEETING

6th October 2021

There being no further business the meeting closed at 4:26pm.

MANEX MINUTES

Attached are the Minutes of the meeting of Manex Meeting held on Tuesday, 17th August 2021.

RECOMMENDATION:

That the Minutes of the Meeting of Manex Meeting held on Tuesday, 17th August 2021 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held Electronically via the Teams Meeting app
on Tuesday 17th August 2021 commencing at 2.58 pm

PRESENT:

Gary Woodman	General Manager
Darren Arthur	Divisional Manager Finance & Administration
Jillian Murray	Treasurer (Chair)
Paul San Miguel	Assets Manager
Raymond Burns	Town Services Manager
Rowan Hutchinson	Roads Infrastructure Manager
Maryanne Stephens	Manager Health and Development Services
Kerry Jones	Infrastructure Projects Manager
Jody Burtenshaw	Executive Assistant

1 APOLOGIES

Nil.

2 BUSINESS ARISING FROM MINUTES

Nil.

3 ACTION CHECKLIST

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

Carried

4.1 EXECUTIVE OFFICE MATTERS

4.1.1 WOW Agency – Communications and Content (GM)

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

Carried

4.1.2 Preparation of the August 2021 Council Newsletter (GM)

Matters to be included if possible in the August 2021 Council Newsletter and the responsible officer:

- Warren Showground/Racecourse Improvement Project(s). (IPM)
 - Carter Oval Sporting Precinct including Warren Memorial Swimming Pool Draft Masterplan Community Consultation. (IPM)
-

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held Electronically via the Teams Meeting app
on Tuesday 17th August 2021 commencing at 2.58 pm

4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

4.1.2 Preparation of the August 2021 Council Newsletter (GM) Continued

- Ewenmar Waste Depot Improvement Project Update. (MHD)
- September/October 2021 Road Maintenance and Construction Program. (RIM)
- Stafford Street Water Tower Mural Project. (TSM)
- Nevertire Water Reservoir Refurbishment Project. (TSM)
- Nevertire Water Reservoir Mural Project Community Consultation. (TSM)
- Election 2021 – 4 December 2021 and Call for Councillor Nominations, Processes and Timing. (GM)
- Emergency Trailer Set up. (RIM)
- Burrima Regional Tourism Activation Grant Application. (GM)
- Window on the Wetlands Regional Tourism Activation Grant Application. (GM)
- General Manager Covid Vaccination. (GM)

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

Carried

4.1.3 Suggestions in the Council Suggestion Box (GM)

1. Office clothes to include indigenous design / added scarf or badge for example; and
2. A look into our computer network, computer also slow or lagging.

MOVED Woodman/Lawford that:

1. A further report be presented to Manex on Council indoor uniforms; and
2. Council's ICT officer to investigate Council's computer network for those whose computer is slow or lagging on start up.

Carried

4.1.4 Sustainable Choice Membership – Warren Shire Council (GM)

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

Carried

4.1.5 It's On! In Warren – Email Signature Blocks (GM)

MOVED Woodman/Arthur that:

1. Staff to be advised to include the Facebook and LinkedIn links to their signature block;
2. Signature blocks to become standard; and
3. No action for future events at this stage.

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held Electronically via the Teams Meeting app
on Tuesday 17th August 2021 commencing at 2.58 pm

4.1 EXECUTIVE OFFICE MATTERS **CONTINUED**

4.1.6 Works as Executed Plans are to be registered into Council's Plan Cabinet Database (GM)

MOVED Woodman/Stephens that Works as Executed Plans to be printed out and also sent electronically to AOE.

Carried

4.1.7 Council Committees and Delegates (GM)

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

Carried

4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

4.2.1 Recording of Council Meetings – Lifesize Pricing Schedule (DMFA)

MOVED Arthur/San Miguel that:

1. The information be received and noted; and
2. Manex note that the Lifesize subscription has been renewed as of 1st August 2021 not including live streaming.

Carried

4.2.2 Warren Shire Council – Interim Management Letter for Financial Statement Audit Year Ended 30 June 2021 (DMFA)

MOVED Stephens/San Miguel that:

1. The information be received and noted; and
2. The Finance Clerk - Creditors undertake a media campaign for local businesses to register for the VendorPanel Market Place.

Carried

4.2.3 Water and Sewer Valuation – due 31 October 2021 (AM)

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

Carried

4.3 ENGINEERING DEPARTMENT MATTERS

4.3.1 2021-2022 Engineering Services Department Works Program – Road Maintenance and Construction Works (RIM)

MOVED Woodman/Lawford that this information be reported to the Senior Managers Meeting to be held on the 31st August, 2021.

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held Electronically via the Teams Meeting app
on Tuesday 17th August 2021 commencing at 2.58 pm

4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

4.3.2 Local Roads and Community Infrastructure Grants Phase 3 (Commonwealth) – Community Projects (GM)

- Phase 3 (Commonwealth) – Community Projects;
- \$1,000,000 for roads, used first up as contribution to the Fixing Local Roads Round 3 (State) projects;
- \$310,516 for community infrastructure;
- Need to now start determining the priorities for community infrastructure;
- Need to wait on the finalisation of all the grant applications that are in for both roads and communities facilities;
- Hopefully grant results known by December 2021;
- Finalisation of project lists by Senior Management Team and Mayor and Deputy Mayor Meetings; and
- Report to February 2022 Council Meeting for the final split up and project determination subject to roads grant application success or not.

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

Carried

4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS

Nil.

4.5 WORK HEALTH & SAFETY AND RISK MATTERS

Nil.

4.6 HUMAN RESOURCES

4.6.1 Determination of Vacant Positions in accordance with the Workforce Plan (GM)

Position	Responsible Officer	Status
Accountant	DMFA	No action to be taken at present due to budget.
Waste Attendant (12 hours/week)	MHD	Waste Depot Operator arrangement to be finalised. Position Description and Skills and Competencies required. Still in progress.
Heavy Diesel Mechanic (B2 L2)	DMES	Applicant selected, waiting for Covid Restrictions to lift to allow Pre-Employment Medical.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held Electronically via the Teams Meeting app
on Tuesday 17th August 2021 commencing at 2.58 pm

4.6 HUMAN RESOURCES

CONTINUED

4.6.1 Determination of Vacant Positions in accordance with the Workforce Plan (GM)

Continued

Position	Responsible Officer	Status
Casual Cleaner	MHD	Applicant selected, waiting for Covid Restrictions to lift to allow Pre-Employment Medical.
Finance Clerk – Payroll/HR Officer	DMFA	Applicant commenced duties 3rd August 2021.
Apprentice Plant Mechanic	DMES	Negotiations currently underway.

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

Carried

4.6.2 Warren Shire Local Government Union Picnic Day – 27 September 2021 (GM)
(S12-2.1, S12-8)

The Manex Team could not foresee any staffing issues with this date. The General Manager advised that he would be presenting a report to the 26th August Council Meeting.

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

Carried

4.6.3 Warren Shire Council Workforce Development Initiatives Ideas and Considerations (GM)

MOVED Lawford/Burns that:

1. The information be received and noted: and
2. Ideas are to be emailed to the General Manager on workforce development, initiatives, ideas and considerations.

Carried

5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

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

Carried

5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held Electronically via the Teams Meeting app
on Tuesday 17th August 2021 commencing at 2.58 pm

6 OPERATIONAL PROCEDURES (I2-11.1)

- 6.1 Arming/Disarming Emergency Exits – Sporting and Cultural Centre
- 6.2 Use of Audio System at the Warren Sporting and Cultural Centre

MOVED Arthur/Stephens that the information be received and noted and the operational procedures; Arming / Disarming Emergency Exits at the Sporting and cultural Centre and Use of Audio System at the Warren Sporting and Cultural Centre be adopted.

Carried

7 JULY 2021 DRAFT MINUTES AND AUGUST 2021 BUSINESS PAPER

The Committee previewed the August 2021 Business Paper and the July 2021 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager’s Report.

8 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.

9 GENERAL BUSINESS WITHOUT NOTICE

- The Manager Health and Development Services enquired on the letter that is required to be sent out to Council’s Contractors who complete work for Warren Shire Council. The information contained within these letters should be similar to what Council issued to its employees advising that they are an essential worker. The Manager Health and Development Services was asked to confer with the Town Services Manager and the Infrastructure Projects Manager so that all letters to contractors have the same information.
- The Infrastructure Projects Manager confirmed that both the Town Services Manager and himself have advised their contractors the same information conveyed to Council employees i.e. wearing of masks outdoors etc.
- The Town Services Manager reported of a vandalism attack of trees at Ravenswood Park. The Town Services Manager advised that this incident will be reported to the Police and an arborist will be contacted as these were mature trees.
- The Treasurer asked the Manex Team to wear face masks correctly inside buildings and when travelling in vehicles. It is important that we set a good example.
- The Asset Manager enquired on accruing flexi time whilst working from home. The Divisional Manager Finance & Administration and General Manager explained the Covid leave arrangements as per Council’s Covid-19 Policy.

There being no further business the meeting closed 5.25 pm.

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes

Attached are the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday 10th August 2021.

RECOMMENDATION:

That the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday 10th August 2021 be received and noted.

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the Community Room 115 Dubbo Street, Warren on Tuesday 10th August 2021 commencing at 9:33am

PRESENT:

Rolly Lawford	Warren Shire Council (Chair)
Kel Wise	REMO
Gary Woodman	Warren Shire Council
Maryanne Stephens	Warren Shire Council
Raymond Burns	Warren Shire Council
Stephen Knight	FRNSW (Video)
Angela Muir	FRNSW
Ben Anderson	TFNSW
James Hammond	NSW Ambulance
Mark Mulheron	NWRFS
William Russell	NSW Police (D/LEOCON)
Rebecca Byles	NSW Police (LEOCON)
Deborah Bate	LLS
Les Fowler	RFS
Brigid Rice	NSW State Emergency Service (Video)

ITEM 1 APOLOGIES

Apologies were received on behalf of:

Paul Metcalf – Rural Fire Service

Angie Kelly – Local Land Services

David Dicky – Transport for NSW

MOVED that the apologies be accepted, and a leave of absence be granted for this meeting.

Carried

ITEM 2 MINUTES

MOVED Stephens/Wise that the Minutes of the meeting held on Monday, 30 November 2020 as circulated, be adopted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING

Nil

ITEM 4 REMO REPORT

- Currently running under the COVID compliant state.
 - All Emergency Management has been postponed for the time being.
 - Next REMC meeting to be held for the Central West Region is in Orange on the 2nd September 2021.
 - New REOCON appointed is Mr. Brett Greentree.
 - Schedule for COVID vaccine clinics coming.
-

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the Community Room 115 Dubbo Street, Warren on Tuesday 10th August 2021 commencing at 9:33am

ITEM 5 AGENCY REPORTS.

FRNSW Report

- 8 active members, can have a team of 12 if needed.
- Increase in PPE being delivered to the area at the end of month concentrated on COVID needs and the evolving COVID Situation.
- Training to continue specifically Hazmat Training. Some training put on hold due to COVID.
- There was a truck rollover at Bourke recently and first responders did not contact Fire and Rescue. First responders should always contact NSW Fire and Rescue as it is important from a Hazmat point of view. NSW Fire and Rescue can then attend and assess if they are needed or not, but they should always be called to respond.
- There have been issues with services being offline, all departments should notify of their channels.

NSWRFS Report

- Currently on level 2 restrictions as a result a crew have been downsized to four to attend an incident.
- Should it be needed RFS can split their teams and work from various locations/towns in the event of a lockdown in the region.
- RFS held their AGM last Friday 6th August 2021.
- RFS have started grass curing for the impending bushfire season which will officially start 1st October 2021.

NSW Ambulance Report

- 7 new Staff
- Emergency training day being coordinated.
- Currently Ambulance vehicles are being used to travel between Lithgow and Nepean Hospital. Vehicles have a down time of an hour for cleaning on return. Concerns that this could risk exposure due to interaction with hotspots.

NSW Police Report

- Inspector William Russell started in November.
- Sgt Rebecca Byles of Warren was introduced to the LEMC. Sgt Byles currently attended an induction course for LEOCON Training with more training to come.
- Warren Police at full capacity with 6 Officers currently.
- Stealing prevalent within the community. Police are trying to encourage residents to report the crimes to Police so they can be investigated. A large number of cases are being "reported" on social media sites but not to local Police.

Local Land Services Report

- Local Land Services have undertaken various training with DPI and NSW Health in relation to animals and native plant matters.

Emergency Services Report

- 8 active members.
- Expressions of Interest have been sent out for the vacant Commander position with a lot of interest. Hoping to have the position filled by the next LEMC meeting in November.
- Training has been halted to only essential training due to COVID restrictions.

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the Community Room 115 Dubbo Street, Warren on Tuesday 10th August 2021 commencing at 9:33am

- The next 6 months have been reported to be above average rainfall so all SES located on the Macquarie River have been notified to be on alert if needed.
 - SES can help should Warren Shire go into a COVID Lockdown.
-

ITEM 6 COVID 19 REGIONAL RESPONSE

Should the need for a Clinic Site be established in Warren for COVID 19 testing Warren Shire Council should have a plan for implementing the site establishment. Things to consider.

- Shelter is needed for the people conducting the tests.
- Toilet and hand washing facilities.
- Room for cars to que without disturbing traffic on main roads and streets.
- Ingress and egress for cars to access the testing site so people do not need to get out of their vehicles.
- In the event of rain hard surface i.e., concrete/tar road. As to not hold up testing or cause an accident.
- Visual Messaging boards needed to notify public of testing and lockdown restrictions.
- Messaging to the public that just being tested once does not mean next month when you are sick that you should not be tested again. Language in messaging needs to be considered to not cause panic.

LEMO to contact Blayney Shire Council to discuss their strategy in the event of a lockdown due to COVID 19. Blayney is a similar sized town, and their procedure would be of great information and benefit to Warren and its planning. In the event of a lockdown and the establishment of a COVID testing clinic Kathy Whitemen from NSW Health would be point of contact for the Local Council to have the testing clinic established. Should a Clinic be necessary a plan for the establishment will be of great benefit and an address to give to start setting up the clinic will be first and foremost.

Possible investigations into sites could be Victoria Oval. Cars can be off the streets and queued around the oval. A long gazebo would be erected on the widest part of the road around the oval and cars would drive in be tested then drive out following the path of the oval. It was discussed that should Warren have an overwhelming response to testing at the Clinic that traffic would block the roadway to the hospital thus impeding the ambulances' ability to access to hospital should it be needed. Also, Victoria Oval is used when a helicopter is needed to transport a patient again access from ambulance and helicopter could be challenging in the event of an emergency.

Arthur Butler Drive near the airport was also considered due to it being out of town and off a main road. It has a turning circle and tar road and investigations into a vacant shed will be undertaken.

The LEMO Rolly Lawford asked that any local members please meet back in the Community meeting room at 10am Friday 13th August 2021 to write a plan in the event of a testing site needing to be established. Site visits may also be needed at this meeting.

ITEM 7 CONTACT LIST UPDATE

Updated as per meeting.

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the Community Room 115 Dubbo Street, Warren on Tuesday 10th August 2021 commencing at 9:33am

ITEM 8 MAJOR EVENTS

Nil

ITEM 9 GENERAL BUSINESS

- REMO asked status of the Transport Action Consequence Management Guide. Once confirmed do we want to hold a desktop exercise in the future? Will take approximately four (4) hours and would be handy to have a representative that is available from a farming/stock background.
- REMO reminder that the EMPLAN is up for review. Hazard checklist needs to be reviewed specifically.
- Fire and Rescue representative Angela Muir queried as to who was the enforcing party when a cotton truck was parked in a fuel storage facility located on the Industrial Access Road as the risk of fire hazard was high.

ITEM 10 NEXT MEETING

Will be held on the 9th November 2021

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 10 :40AM.

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) ORDINARY MEETING HELD ON 30th JULY 2021 AT CIVIC CENTRE, CONADILLY ST, GUNNEDAH, NSW BY TELECONFERENCE.

Present

Cr Peter Shinton
Cr Owen Hasler
Cr Michael Banasik
Cr Phyllis Miller OAM
Steve Loane
Cr Scott Ferguson
Rebecca Ryan
Cr Mark Hall
Cr Dom Figliomeni
Ron Zwicker
Cr Marion Browne
Cr Rob Hooke
Cr Alan Ward
Cr Liz McGlynn
Cr Kaylene Irving
David Henry
Cr Ian Davison
Heather Nicholls
Adrian Panuccio

Warrumbungle Shire Council (Chair)
Gunnedah Shire Council (Deputy Chair)
Wollondilly Shire Council (Deputy Chair)
Forbes Shire Council (Ex Comm)
Forbes Shire Council
Blayney Shire Council
Blayney Shire Council
Lachlan Shire Council
Wollongong City Council
Wollongong City Council
Broken Hill City Council
Gunnedah Shire Council
Parkes Shire Council
Bland Shire Council
Warren Shire Council
Wollondilly Shire Council
Cabonne Shire Council
Cabonne Shire Council
Mid Coast Council

In attendance

Greg Lamont, Executive Officer. (Minute Taker)

Speakers

1. Meeting Opened by the Chair at 9.10am

2. Acknowledgment of Country by Chair

“I acknowledge the traditional custodians of the land that we meet on today and pay our respects to the Elders past, present & emerging”.

3. Apologies

OM 22/2021 Resolved (Cr Figliomeni/Hall) that the apologies of the following delegates be received and noted:-Greg Tory, Lachlan Shire Council; Andrew Johns, Gunnedah Shire Council; Cr's Joanne McRae, Reg Kidd & Kevin Duffy, Orange City Council; Gary Woodman, Warren Shire Council; Cr Ian Woodcock OAM & Michael Urquhart, Walgett Shire Council; Jarrod Marsden & Peter Vlatko, Cobar Shire Council; Cr Des Kennedy & Brad Cam, Mid-Western Regional Council; Cr Cath Blakey, Wollongong City Council; Cr's Noel Lowry & Robert Khan, Wollondilly Shire Council; Cr John Stafford & Colleen Worthy, Upper Lachlan Shire Council and Cr Katheryn Smith, Mid Coast Council.

4. Disclosures of Interest.

Ron Zwicker declared an interest in AGL Shares as a minor shareholder

OM 23/2021 Resolved (Cr McGlynn/Cr Banasik) that the declaration of interest be received and noted.

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) ORDINARY MEETING HELD ON 30th JULY 2021 AT CIVIC CENTRE, CONADILLY ST, GUNNEDAH, NSW BY TELECONFERENCE.

5. Adoption of Minutes of Ordinary Meeting – 21st May 2021

OM 24/2021 Resolved (Cr Hall/Cr Ward) that the minutes of the Ordinary meeting held on 21st May 2021 be received and noted.

6. Business Arising – Nil

7. Adoption of the Minutes of the Executive Committee Meeting – 27th July 2021

SUSPENSION OF STANDING ORDERS

OM 25/2021 Resolved (Cr Hasler/Cr Miller) that consideration of the minutes of the Executive Committee meeting held on 27th July 2021 be deferred until after the Executive Officer provides a background verbal report on the items and recommendations.

The Executive Officer went through the items in his report plus the decisions and recommendations from the Executive Committee meeting.

RESUMPTION OF STANDING ORDERS

OM 26/2021 Resolved (Cr McGlynn/Cr Hall) that standing orders be resumed at 10.03am to continue the meeting.

OM 27/2021 Resolved (Cr Hasler/Cr Figliomeni) that the minutes of the Executive Committee meeting held on 27th July 2021 be received and noted.

8. Business Arising – Discussion held over until after the speakers

9. Delegates Reports – Nil.

SUSPENSION OF STANDING ORDERS

OM 28/2021 Resolved (Cr McGlynn/Cr Hall) meeting be suspended to receive the presentations from the three speakers.

10. Speakers

(a) **Felicity Greenway, DPIE Executive Director, State Policies & Strategic Advice (with Ben Lusher, Director), on the DPIE Rapid Assessment Framework (RAF);**

(b) **Ian Greenham, Director Technical Services, Orange City Council on how they are addressing the water demands of Mining, Industry, Residential and Rural sectors in a growth corridor. Very interesting points were made on:-**

- **Stormwater harvesting;**
- **Bore management and water licences;**

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) ORDINARY MEETING HELD ON 30th JULY 2021 AT CIVIC CENTRE, CONADILLY ST, GUNNEDAH, NSW BY TELECONFERENCE.

- **Water & heavy user management in drought when on Level 5 restrictions;**
- **Regional pipelines & infrastructure;**
- **Involvement in Australian Water Services Assoc & Recycled Purified Water Forum;**
- **Supplying water to neighbouring Councils**

(c) Karin Stark, Community Engagement Manager, Re-Alliance, on their new structure and discussion with delegates securing funds from VPA'S and rates in the REZ for investment into the community and the work they are doing in the renewable energy sphere since they expanded from wind to solar, battery, green hydrogen, etc as Re-Alliance.

(Slides used by speakers (a) & (c) will be forwarded to delegates on receipt)

Cr Miller left the meeting at 11am

Cr Scott Ferguson & Rebecca Ryan left the meeting at 11.25am

RESUMPTION OF STANDING ORDERS

OM 29/2021 Resolved (Cr Hall/Cr Figliomeni) that standing orders be resumed at 12.00pm to continue the meeting.

11. General Business

(a) Next Meeting Date Change.

OM 30/2021 Resolved (Cr Banasik/Cr Hasler) that the next meeting of MERC be now held on 15th October 2021 in Orange.

(b) Executive Committee Member Appointment (was not determined at the meeting)

OM 31/2021 Resolved (Cr Banasik/Cr Hasler) that the Executive Officer seek an Expression of Interest from delegates to fill the current vacancy for the balance of the term of the Executive Committee for consideration (in accordance with Clause 7.3 of the MERC constitution)

Close – the meeting closed at 12.23pm

The minutes (pages 1-4) were confirmed at a meeting of the Ordinary General Meeting held on the 15th October 2021 and are a concise and accurate record of proceedings of the Ordinary General meeting held on 30th July 2021.

..... **Cr Peter Shinton, Chairperson**

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held
Electronically via the Lifesize App on Thursday, 26th August 2021

ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Lobby the Federal and the NSW Governments to include the Nevertire region in the "Black Spot" funding program as a top priority. Briefing Note provided to the Local Member the Hon. Mark Coulton MP at the meeting held by the Mayor and General Manager in Broken Hill 20 April 2021. Now attempting to work with Telstra to improve mobile and internet service at Nevertire.
25.3.21	44.3.21	Development of a new Draft Master Plan of the Carter Oval Sporting & Recreational Precinct including the Warren War Memorial Swimming Pool and the General Manager consult with the Community & User Groups of the Carter Oval Sporting & Recreation Precinct including the Warren War Memorial Swimming Pool to develop the Draft Master Plan.	GM	Draft Master Plan of the Carter Oval Sporting & Recreational Precinct including the Warren War Memorial Swimming Pool reported to the August 2021 Sporting Facilities Committee. Finalised Draft Master Plan to be advertised for public comment and community consultation.
25.3.21	61.3.21	Workshop to Develop a Framework for a Suitable Community Engagement and Participation Policy	GM	Investigations underway, expect Draft Policy to be reported to the September 2021 Council Meeting.
*24.6.21	131.6.21	Murray-Darling Basin Economic Development Program Round 3 projects	GM	Execute and affix the Seal of Council to any associated documents if required - not required.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held
Electronically via the Lifesize App on Thursday, 26th August 2021

ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				Continued
*22.7.21	150.7.21	Warren Shire Council Public Art Masterplan	GM	Draft Masterplan amended with the requested changes and Workshop to consider new Draft Masterplan arranged at the August 2021 Warren Public Arts Committee Meeting - complete.
22.7.21	150.7.21	Murray-Darling Basin Economic Development Program Round 3 – Water Reservoirs and Grain Silos Murals	GM	Arrange for appropriate community consultation to be undertaken for the Nevertire Water Reservoir and public art on private property murals – in progress.
22.7.21	150.7.21	Warren Stafford Street Water Reservoir Mural	GM	Painting of mural utilising budget funds – in progress.
22.7.21	150.7.21	Warren Public Arts Committee Membership	GM	Arrange appropriate advertising for EOI of new community members to fill the three vacant positions – advertising arranged.
22.7.21	153.7.21	Customer Service Policy	GM	Over the next 12 months detail a Warren Shire Council Service Ethos or similar to ensure there is an appropriate customer service culture throughout the organisation.
Divisional Manager Finance and Administration Services				
24.9.20	213.9.20	Sale of Land Nevertire Part Lot 165 DP704130	DMFA	Meeting with Field Solutions Group and surveyor proposed for 17 August 2021.
Divisional Manager Engineering Services				
6.12.18	284.12.18	Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units	DMES	Survey completed and a report is to be presented to Council. This project is currently on hold. Waiting on land boundary adjustments between RFS and Local Hotel.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held
Electronically via the Lifesize App on Thursday, 26th August 2021

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				Continued
27.6.19 3.12.20	129.6.19 256.12.20	Warren Levee Bank Rehabilitation	DMES	Matter is in the hands of Minister Elliot's and Minister Littleproud's offices. It should be recognised that the first submission may not be successful. There may be a second round or pursue through other flood asset grants if needed.
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	<ol style="list-style-type: none"> 1. Provide a detailed budget for works. 2. Submit plans and documents to Council for consideration and approval. This project currently on hold until detailed plans and costs for works can be supplied – further investigations being undertaken.
24.9.20	214.9.20	REF – New Sewage Treatment Works	IPM	Tender accepted. \$2.5M loan drawn on 28 June 2021 through TCorp. Request sent to Infrastructure NSW for contribution towards increased costs due to unsuitable material. Works in progress.
27.5.21	95.5.21	Upgrade of Chlorination system improvements	DMES/ TSM	<ol style="list-style-type: none"> 1. Council apply for grant funding for Nevertire and Collie chlorination system improvement to best practices level and to include appropriate building facilities at Collie; and 2. If the use of the Warren Groundwater Augmentation Grant for the provision of Warren chlorination system improvement to best

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OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services			Continued	
				practice level is not possible then a further grant application be made to the relevant authorities for provision of this important infrastructure in Warren.
27.5.21	95.5.21	River Water Pumps at Ellengerah and Oxley Park Reservoirs	DMES/ TSM	Ellengerah pumps delivered. Oxley Park pumps ordered. Project awarded to Ryan Mason Engineering. Works to be completed August / September 2021.
27.5.21	95.5.21	Spare pumps – water and sewage	DMES/ TSM	Gunningba and Nevertire to be upgraded. Spare pump for Wilson St and Garden Ave to be purchased. Investigating water pumps.
27.5.21	95.5.21	Water and Sewerage Telemetry System	DMES/ TSM	Sewer telemetry to be improved as part of the Sewer Pump Station Upgrade.
*24.6.21	122.6.21	Local Road Funding Projects	DMES	Applications submitted as resolved under the Fixing Local Roads Program Round 3 – complete.
24.6.21	143.6.21	Ewenmar Waste Management Facility	DMES	Amend Budget by a further \$100,000 using the Domestic Waste Restricted funds, carry out civil works utilising Council day labour and engage local contractors to carry out the other components of the project as required. In progress.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Include the list of works as noted in the Warren Town Improvement Committee Meeting 29th June 2021, Item 3 point 1 a-q to the current CBD Upgrade Project in principle – in progress.

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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
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Develop a Community Consultation Program and commence obtaining feedback from business houses and the community – in progress.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Determine an estimated cost for the complete project in conjunction with feedback and negotiated positions for land purchases and report back to a Closed Council Meeting – in progress.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – in progress.
22.7.21	153.7.21	2021-2022 Engineering Services Department Works Program – Town Services Works	TSM/ DMES	Prepare a report for the Water and Sewerage Committee.
Manager Health & Development				
27.2.20	36.2.20	Draft Plans of Management	MHD	<ol style="list-style-type: none"> 1. Categories assigned as detailed in report. 2. Crown Reserves classified as identified as operational land. 3. Draft Plans of Management nearing completion.
*3.12.20	262.12.20	Council houses – 8 and 21 Deacon Drive	MHD	Written advice received from Council’s Solicitor following consideration by the Department of Fair Trading that the matter for 8 Deacon Drive may need to go to the Court. Advice being obtained from a Solicitor experienced with matters of this nature. A new complaint has been lodged with Department of Fair Trading for 21 Deacon Drive as it is a separate item.

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OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health & Development				Continued
				Correspondence received 6 July 2021 from Department of Fair Trading. Further report provided to the August 2021 Council Meeting – complete.
*22.4.21	71.4.21	Vacation Care Policies – Audit Review	MHD	Draft Policies were placed on public exhibition until 9 July 2021. No submissions received. Policies adopted.
27.5.21	92.5.21	Water ingress through mezzanine floor windows at Warren Sporting & Cultural Centre	MHD/ CM	Minor works not possible following advice from contractor. Investigations continuing.
22.7.21	156.7.21	Vacation Care Policies – Audit Review	MHD	Place policies on public exhibition for a minimum of 28 days. Subject to nil submissions, arrange for policies to be adopted.

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
22.07.21	Warren Sewerage Treatment Works Site Inspection	Warren
28.07.21	North West Team Bushfire Management Committee Meeting	Online
28.07.21	Window on the Wetlands Committee representatives	Warren
29.07.21	Western NSW Local Health District - COVID-19 update for Mayors and/or GMs	Online
29.07.21	GM OLG Webinar - Postponement of Local Government Elections	Online
29.07.21	Access agreement (Deed) for Riversmart/Macquarie Marshes Project	Online
03.08.21	Burrima Lease Agreement Discussions	Warren
04.08.21	Sporting Facilities Committee Meeting	Warren
05.08.21	WHAC Meeting with The Hon. Roy Butler MP	Warren
05.08.21	The Hon. Roy Butler MP Meeting	Warren
06.08.21	Local Government Week Display and Sausage Sizzle	Warren
09.08.21	USU Representative Jamie McKinnon Meeting	Warren
09.08.21	Warren Public Arts Committee Meeting	Warren
10.08.21	Local Emergency Management Committee (LEMC) Meeting	Warren
10.08.21	Plant Committee Meeting	Warren
11.08.21	Roads Committee Meeting	Warren
12.08.21	WOW Agency	Online
17.08.21	Manex Meeting	Warren
20.08.21	IPWEA NSW/ACT Board Meeting	Online

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ITEM 2 **COMMITTEE/DELEGATES MEETINGS**

CONTINUED

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION
28.10.21	Proposed Council Meeting	Warren
28.10.21	Proposed Opening of New Council Community Room and Administration Centre	Warren
29.11.21	2021 LGNSW Annual Conference	Online
02.12.21	Proposed Council Meeting	Warren
02.12.21	Proposed Unveiling of the Stafford Water Tower Mural	Warren
02.12.21	Proposed End of Term Council Function	Warren
05.01.22	New Councillor Induction Day	Warren
11.01.22	Proposed Council Meeting	Warren
28.02.22 – 02.03.22	LGNSW Special Conference	Sydney

RECOMMENDATION:

That the information be received and noted.

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS (C14-7.1, G4-1)

RECOMMENDATION:

That the information be received and noted.

The following are details of Infrastructure Projects and Grant Applications that are being managed by the Executive Office including the Infrastructure Projects Manager:

Project	Budget	Expend	Resp	Comment
General				
Swimming Pool Refurbishment – Carry Over	764,415	867,412	MHD/ IPM	New filtration and disinfection system completed 10th February 2021. Full project inspection undertaken 29th March 2021 to determine Action Plan to finalise project and to formalise a handover and induction to the Pool Manager.
Warren Airport Upgrade	125,741	Nil	IPM	Works for the upgrade of Runway 03/ 21 (Clay, unsurfaced runway), all Aprons and Taxiways, including the sealing of the Taxiway between the sealed runway 09/ 27 and the unsealed runway 03/ 21, drainage works on Taxiways, Aprons and Runway 03/ 21 and line marking as required by the Civil Aviation Safety Authority, (CASA). Works commenced in November 2020. 90% complete, drainage works are incomplete and have been severely affected by the March 2021 rain. Contractor to complete works August/September, weather dependant. Aircraft refuelling system complete. Terminal building frame designed and purchased, old Terminal building demolished and removed. Quotations received for the construction of the new Terminal building. Final costings being prepared for work to be completed.

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget Requested	Expend	Resp	Comment
Village Enhancements for Warren, Nevertire and Collie (currently does not include \$395,800 budget provision for Warren Roundabout Reconstruction) (MDB Economic Development Program - Improvement of Regional Structures Grant)	1,254,451	3,289	GM IPM DMES TSM	Rescoping has commenced in relation to planting of the final street and park trees in Nevertire and Collie. Works in Warren subject to funding by others of the Warren roundabout reconstruction. Works Program for Project to be rescope and programmed by DMES.
Carter Oval and the Development of the Surrounds Carry Over (MDB Economic Development Program - Improvement of Regional Structures Grant)	752,274	178,469	IPM IPM	Concept Plan - Draft Concept Plan complete – Grant has been approved. Public Liaison – ongoing with user groups. Design Plan – complete. Ready for 28-day Public exhibition. Skate Park – complete. Splash Park complete. Has been commissioned by contractor but not yet handed over to Pool Manager. Irrigation installed on Carter Oval. Pathways constructed between sports areas. Little A's, Cricket and Soccer storage facilities have been ordered and will be constructed by August 2021. Development of soccer fields started.
Carter Oval Lighting Project (Drought Communities Extension Program)	274,166	Nil	IPM	Work to be programmed in conjunction with MDBCEDP Round 3 funding.
Carter Oval Cricket Pitch	6,000	Nil	IPM	Construction of cricket field / turf wicket commenced.
Cricket Practice Nets (Cricket Legacy Fund)	15,000	Nil	IPM	Works to be programmed.

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget Requested	Expend	Resp	Comment
Pathway Sculptures/Art (Drought Communities Extension Program)	24,042	Nil	GM IPM	First structure completed and located in Victoria Park (Table Tennis Sculpture.)
Warren Showground/Racecourse Upgrade Project (Regional Sports Infrastructure Fund and \$10,182 from sale of old McCalman Pavilion) including: <ul style="list-style-type: none"> • Polocrosse Fields Upgrade, • Camp draft Facilities, • Pony Club Cross Country Facilities, • P & A Shed, • Equestrian Arena, • Racecourse Bar and Viewing Area, • Replacement of the Showground Ladies Toilets, 	713,877	120,630	IPM	Polocrosse Ground Arena Upgrade - Polocrosse office/canteen building complete. Camp draft office/canteen building completed. Equestrian Arena - the covered arena construction is complete. Lighting installed. Watering system being quoted. Quotations obtained for supply and installation of kick rails. The sand floor complete in February 2021. Working with the Adult Riding Club representatives to ensure project is to the appropriate standard for handover. Racecourse Bar and Viewing Area works scoping and program commenced. Quotations currently being sourced.
<ul style="list-style-type: none"> • Upgrade of the Electrical Facilities including Showies Camping Area, (NSW Showgrounds Stimulus Program Phase 2) 	65,726	Nil	IPM	Stage 1 Showies and other switchboards are 50% complete.
<ul style="list-style-type: none"> • Upgrade Electrical Facilities Cattleman's Camping Area (NSW Showgrounds Stimulus Program Phase 2B) 	50,000	41,917	IPM	Quotes received; order raised. Work commenced July 2021.
<ul style="list-style-type: none"> • Relocation of Cattle Yards. (NSW Showgrounds Stimulus Program Phase 2B) 	60,000	Nil	IPM	Warren P&A contacted and asked to expedite the design & relocation area and to be discussed with the Showground/ Racecourse Committee.
Warren Showground/ Racecourse Upgrade Project (Showground Stimulus Funding Program Phase 2C)				Works program to be determined following consultation with User Groups.

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget Requested	Expend	Resp	Comment
including:				
• Update/Renovate Male & Female Amenities in Cattleman’s & Horse Sports Camping Area	220,000	Nil	IPM	Quotations obtained for plumbing, fixtures and painting.
• Renovate Male Toilet @ Main Pavilion	100,000	Nil	IPM	Quotations obtained for plumbing, fixtures and painting.
• Install New Septic Receival Tank for Main Pavilion Toilets	45,000	Nil	IPM	Quotations requested from local and regional businesses.
• Update/Renovate Toilet Block in Centre Arena	160,000	12,301	IPM	Works commenced Tuesday 3rd August 2021.
• Install New Septic Receival Tank @ Centre Arena Toilets with Grease trap for Canteen Waste Disposal	45,000	Nil	IPM	Major works expected to be completed by 26th August 2021.
• Renew all Concrete & AC Floors in all Pavilions	90,000	34,727	IPM	Works to commence after 29th August 2021. Quotes received and order issued 6th August 2021.
• Refence Showground Perimeter with Exclusion Fencing	105,000	Nil	IPM	Quotes requested from local suppliers.
Upgrade judging and camera towers at the Warren Showground and Racecourse (Crown Reserves Improvement Fund Program)	40,370	11,000	IPM WJC	Works to be determined by Warren Jockey Club (WJC). Warren Jockey Club applied for this grant with Council holding funds.
Murray-Darling Basin Economic Development Program – Round 3 – Warren Showground/Racecourse Complex Improvement Program	250,000	Nil	IPM	Applications submitted 12 April 2021. Project Plan and Budget submitted 5 May 2021. Project involves: Showground/Racecourse facilities. i.e. 1. Disabled toilets GBS Faulkiner Lounge; 2. Replace windows and doors GBS Faulkiner Lounge; 3. Paint and refurbish grandstand; Rescoping and program for revised budget being developed.

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WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget Requested	Expend	Resp	Comment
Murray-Darling Basin Economic Development Program – Round 3 – Warren Shire Tourism, Business Development and Macquarie Marshes Signage and Shire Mural Program Stafford Street Water Tower Mural (\$100,000) Nevertire Water Tower Mural (\$130,000) Warren Town Murals (\$20,000)	250,000 For Mural Program Only	Nil	GM IPM TSM	Rescoping for revised budget arranged. See Warren Public Arts Committee Minutes being reported to July 2021 Council Meeting Community consultation for Nevertire Water Reservoir Mural Commenced. Stafford Street Water Tower Mural Design Concept reported to August 2021 Warren Public Arts Committee.
Murray-Darling Basin Economic Development Program – Round 3 – Carter Oval Lighting Project	500,000	Nil	IPM	Project involves Stage 2 of the lighting at Carter Oval including the installation of 4 lighting towers and lights. Tenders being arranged, works will commence following Tender process.
Murray-Darling Basin Economic Development Program – Round 3 – Monkeygar Creek Macquarie Marshes Bird Viewing Platform and Parking Project	500,000	Nil	IPM DMES	Project involves the construction of the Bird Viewing Platform and sealed construction of the parking area suitable for buses and recreational vehicles (RV's). Works scoping and programming commenced.
Water Supplies				
Groundwater Augmentation (Critical Drought Initiative)	277,545	128,628	IPM	All 3 cross connections are complete. Tanks have been constructed. Tank connections installed. Installed power

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget Requested	Expend	Resp	Comment
Administered by – DPIE Safe and Secure Program)				supply to pumps. Pumps tested ok. Approximately 2,400m, of pipe has been laid. Manifolds for Bore Flat & Ellengerah have been installed. Flow meters and level sensors installed. Waiting approval from DPIE to purchase and install chlorination equipment at Bore Flat & Ellengerah.
Drought Relief Events (Drought Communities Extension Program)	8,980	Nil	GM	Events as required and to be determined.
Warren Tennis Court Upgrade (Drought Communities Extension Program)	29,036	Nil	GM IPM	Classic Sports Facilities have upgraded the two concrete courts to artificial turf cost \$48,254. Tennis Club costing new lights for these courts.
Stafford Street Water Tower Mural funded by: Country Arts Support Program (CASP) – \$2,466, Drought Communities Extension Program – \$22,292, Drought Communities Extension Program – Adverse Events Plan - \$5,000, Drought Communities Extension Program – Walkway Sculptures - \$7,500	37,258	36,228	GM IPM TSM	Artist Sam Brooks has been engaged to undertake concept planning work. The mural work put on hold for a while until the project could be completely re-scoped and properly costed, particularly as the Stafford Street Water Tower surface needs to be cleaned and it needed to be ascertained if the Saunders Park surface was suitable for Cherry Picker work or another process if required. Refer further funding applications from Murray-Darling Basin Economic Development Program – Round 3. Refer to Warren Public Arts Committee Meeting Minutes reported to July 2021 Council Meeting for proposed extra funding – in progress.
Sewerage Services				
Restart NSW Warren STP Upgrade	1,165,282	317,779	IPM	The successful tenderer was approved at the Council Meeting on 24/9/2020. The successful tenderer is Gongues Constructions Pty Ltd of Newcastle. Site cleared and first ponds constructed. Started on inlet works and rising main from new SPS 2. Easement required over some private property to avoid Tiger Bay (PWA Design). Easement granted

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget Requested	Expend	Resp	Comment
				agreement between Council and property owner with Lovett and Green Solicitors. Certified and Registered. Contractor started work early November 2020. Ponds constructed, rising main 80% installed. Inlet works constructed. Gravity main 50% complete. March 2021 wet weather has delayed the project for between 2-3 weeks. Overall project at 85% completion.
Warren Central Business District Toilet Installation (Drought Communities Extension Program)	129,789	Nil	IPM TSM	The land has been subdivided and purchased. Necessary services have been connected including the required grease trap facilities. To go to Vendor Panel August 2021.

Project	Budget Requested	Expend	Resp	Comment
Grant Applications				
Stronger Country Communities Round 4 Change rooms and amenities block at Carter Oval	671,000	N/A	IPM	Application submitted 25 June 2021. Change rooms, toilets (male & Female), canteen and viewing area (Amenities Building) for Carter Oval Sports Precinct with a focus on women. Waiting Successful Notification.
Stronger Country Communities Round 4 Equestrian Arena	95,944	N/A	IPM	Application submitted 25 June 2021 Warren Showground/Racecourse Complex Equestrian Arena with a focus on women. Waiting Successful Notification.
Crown Reserves Improvement Fund Program Disabled (all access) toilet block Warren Pony Club	100,000	N/A	IPM	Application submitted 25 June 2021 Construction of a toilet facility in the Warren Pony Club Facility. Waiting Successful Notification.

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget Requested	Expend	Resp	Comment
Crown Reserves Improvement Fund Program Racecourse Bar and Viewing Improvement/Refurbishment Stage 2	250,000	N/A	IPM	Application submitted 25 June 2021 Refurbishment of toilets, windows, doors, lounge grandstand and jockey rooms. Waiting Successful Notification.
Crown Reserves Improvement Fund Program Replacement of Showground Ladies Toilet Part 2	60,000	N/A	IPM	Application submitted 25 June 2021 Final stage of the ladies toilet replacement to an appropriate standard. Waiting Successful Notification.
Regional Tourism Activation Fund Window on the Wetlands Centre Improvements	500,000	N/A	GM TSM RIM DMES	Application closed 11 August 2021. Partnering with RiverSmart for grant to improve the Window on the Wetlands – entrance, access road, ingress, egress, garden, carpark areas, drainage, signage, walkway sealing, kerb and gutter and disabled ramp to Tiger Bay. Waiting Successful Notification.
Regional Tourism Activation Fund Burrima Walkway Access Road and Carpark Construction, Information Signage and creation of an Interactive Augmented Reality Education Program	500,000	N/A	GM RIM DMES	Application closed 11 August 2021. Partnering with Macquarie Wetlands Association to improve the Burrima Walkway with a sealed constructed access road and carpark, information signage on the walkway and the creation of an interactive augmented reality education program onsite and offsite. Waiting Successful Notification.
NSW Responsible Gambling – Infrastructure	200,000	N/A	IPM	Application closed 26 July 2021. Construct new accessible toilet facility in CBD. Waiting Successful Notification.
NSW Regional Arts Fund Project Grant	20,000	N/A	IPM	Application closes 23 August 2021. Public Art on Warren Shire Shop fronts.

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ITEM 3

WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget Requested	Expend	Resp	Comment
Murray-Darling Basin Economic Development Program – Round 3 – Bob Christensen Reserve Walkway and Improvement Project	850,000	N/A	IPM	<p>Applications submitted 12 April 2021. Project Plan and Budget submitted 5 May 2021.</p> <p>The project involves: Construction of a walkway from Bob Christensen Reserve to Dubbo Street and general improvements of the Bob Christensen Reserve.</p> <p>Not approved at this stage maybe considered later in August 2021.</p>

ACRONYMS

- GM - General Manager
- DMFA - Divisional Manager Finance & Administration
- DMES - Divisional Manager Engineering Services
- MHD - Manager Health and Development Services
- TSM - Town Services Manager
- RIM - Roads Infrastructure Manager
- IPM - Infrastructure Projects Manager
- PAO - Projects Administration Officer

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ITEM 4 LOCAL GOVERNMENT UNION PICNIC DAY

(S12-2.1)

RECOMMENDATION

That Council approve the Local Government Union Picnic Day in accordance with the Local Government (State) Award 2020 being Monday, 27th September 2021.

PURPOSE

Under the Local Government (State) Award 2020, members of the various unions can hold a picnic day and request leave.

BACKGROUND

Annually Council has permitted an annual Union Picnic Day to be undertaken following a request from the Union groups.

REPORT

Council has received a written request from the United Services Union Delegate to hold an annual Union Picnic Day on Monday, 27th September 2021. Council should approve a combined Union picnic day for staff that are within the three (3) Union groups on a single day as requested.

Council staff are represented by three (3) Union groups; Union Services Union (USU), Development and Environmental Professionals' Association (DEPA) and Local Government Engineers Association (LGEA).

Staff members who are not union members shall be required to attend work on the 27th September 2021 and undertake duties as required. Council's workforce will be depleted at the depot, but there will be sufficient staff to open the Office.

FINANCIAL AND RESOURCE IMPLICATIONS

Council plans to allow staff members who are financial members of unions to have an annual picnic day.

LEGAL IMPLICATIONS

The Local Government (State) Award 2020 allows staff who are financial members of unions to have a picnic day.

RISK IMPLICATIONS

No known risks. Council will have non-union staff available to work and undertake emergency services.

STAKEHOLDER CONSULTATION

N/A

OPTIONS

Council can request the unions to select an alternative day, however the selected day will not impact on Council.

CONCLUSION

Council has received a request to allow the union picnic day to be the 27th September 2021.

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ITEM 5 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

(S6-4)

RECOMMENDATION that:

1. The information be received and noted;
2. Councillors to advise if they require registration for the online Local Government NSW (LGNSW) Annual Conference on Monday, 29th November 2021;
3. Council approve the attendance of the Mayor, Deputy Mayor, General Manager and up to one (1) interested Councillor to the LGNSW Special Conference on Sunday, 28th February 2022 to Wednesday, 2nd March 2022;
4. Council nominate the Mayor as the voting delegate for the Online LGNSW Annual Conference and LGNSW Board Election; and
5. Council nominate the Mayor as the voting delegate for the LGNSW Special Conference.

Purpose

To seek Council approval for the Mayor, Deputy Mayor, an interested Councillor and the General Manager to attend the LGNSW Special Conference on Sunday, 28th February 2022 to Wednesday, 2nd March 2022, to determine registrations for the online LGNSW Annual Conference on Monday, 29th November 2021 and to arrange the Warren Shire Council voting delegate for both Conferences.

Background

Council has sent the Mayor, Deputy Mayor and General Manager to the Annual LGNSW Conference in past years. Council may wish to consider also sending an interested Councillor to also attend this Conference as this will assist in Councillor training.

Report

LGNSW is committed to making the LGNSW Conference a safe event for all attendees. In light of the current Stay at Home Orders, this years Conference is a little bit more complicated with the change of the 2021 Local Government Elections to now being held on Saturday, 4th December 2021. LGNSW have postponed the 2021 LGNSW Conference that was due to be held on Sunday, 28th November 2021 – Tuesday, 30th November 2021 (in person) and Monday, 20th December 2021 (online).

Council has been advised by LGNSW of a change to how the Annual Conference is being held this year. A one (1) hour online event will be held from 9.30 am on Monday, 29th November 2021 limited to the adoption of standing orders, along with reports from the President and Treasurer. Registrations are free for this Annual Conference online event but, requires attendees to register online.

A Special Conference will also be held from Sunday, 28th February 2022 to Wednesday, 2 March 2022 and will incorporate the debate and resolution of motions and a range of keynote speakers.

Separate from Conference registration, members must advise LGNSW on the name of Council's nominated voting delegate for both the Annual Conference and LGNSW Board Election by 5.00 pm on Tuesday, 5th October 2021.

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ITEM 5

LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

CONTINUED

Council is requested to nominate attendees for this Special Conference. As part of the Special Conference process, Council will be required to nominate a voting delegate as Council's representative. Further details will be provided by LGNSW at a later date of how Council can advise of the voting delegate for the Special Conference.

The Special Conference allows Councils to put forward Motions for discussion at the Special Conference and this will be subject to a separate report. Members must advise LGNSW of Council's nominated Voting Delegate for the Special Conference by 5.00 pm Thursday, 17th February 2022.

Accordingly, any recommendation will relate to any future amended Conference dates.

Other matters raised in the Conference notification, including outstanding service awards and nominations for Board positions. Nomination for Board positions should be with the support and resolution of Council to recognise the time and commitment that a Councillor will make to Local Government overall.

FINANCIAL AND RESOURCE IMPLICATIONS

Council provides annual funding for Councillors to attend this Conference and to undertake training, however the attendance will need to be limited.

LEGAL IMPLICATIONS

There is no legal requirement for Council to attend this Conference. LGNSW is the Council industry group and is supported by its membership.

RISK IMPLICATIONS

There are no known risks.

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

Council can choose to attend or not attend.

CONCLUSION

This report has been prepared to advise Councillors of the upcoming Conference(s) and that to obtain the best Conference rates that a decision to attend should be made.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.1.4 Convey community information to government.
- 5.2.2 Timely and accurate reporting for efficient management and accountability

SUPPORTING INFORMATION /ATTACHMENTS

1. Notice of Changes to the 2021 LGNSW Annual Conference;
2. Official Notice; and
3. LGNSW Special Conference Motions Submission Guide.

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LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

CONTINUED

Gary Woodman

From: LGNSW President Cr Linda Scott <events@lgnsw.org.au>
Sent: Tuesday, 10 August 2021 4:35 PM
To: Gary Woodman
Subject: Notice of changes to the 2021 LGNSW Annual Conference

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.



Dear Mr Woodman,

Reverberations from the NSW Government's decision to further delay local government elections are still being felt across the state, and not least within Local Government NSW (LGNSW).

The new 4 December polling date has made it virtually impossible for us to proceed with LGNSW's Annual Conference, scheduled to take place at the Hyatt Regency Sydney just one week earlier.

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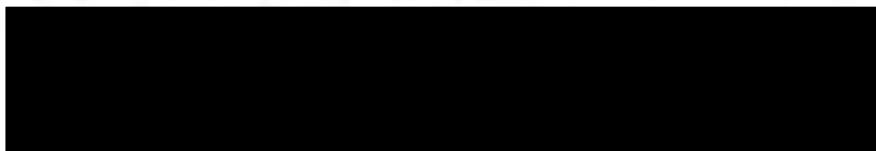
LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

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As a result, we've had to take the difficult decision to split our premier annual event into two components:

- **A one-hour Annual Conference** to present our annual report and financial reports, which will be conducted online from 9.30am on Monday 29 November 2021; and
- **A Special Conference** – including the debate and resolution of motions setting our advocacy agenda for 2022 - to be held in-person at the Hyatt Regency Sydney from Monday 28 February to Wednesday 2 March 2022.

The 29 November Annual Conference is required to meet the Association's Rules and provides an opportunity to report back to you, our members, on LGNSW's financial results and achievements for the 2020-21 financial year.



REGISTER NOW

However, we know great things happen when we come together in person, and we do not want to lose the opportunity to do so for the second year running. As a result, we will proceed with an in-person **Special Conference at the Hyatt Regency Sydney from 28 February – 2 March**.

We are currently working with our partners to finalise the details and will share more information (including registration details) in the coming weeks. In the interim, members who have pre-booked accommodation can find more information on our [FAQs info page](#).

The delay to local government elections also has a flow-on impact on our LGNSW Board Elections. To avoid any election irregularities, we have asked the Australian Electoral Commission to conduct and finalise this election so that it does not clash with the local government election.

We are awaiting further advice from the AEC and will provide updated information on this issue as soon as possible.

Kind Regards
Cr Linda Scott
President LGNSW

REGISTRATION INFORMATION FOR EA/PAs

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If you would like to register on behalf of a Mayor, Councillor or General Manager, please log in as yourself to act on their behalf. Follow the instructions on the registration page to 'Register Someone Else'.

By using the 'Register Someone Else' function, the email confirmation will be sent to you, please do not overwrite their email address with your own.

Note: All Mayors, Councillors and General Managers have an account, please do not create a new account (this will create a duplicate account).



CONFERENCE FAQS

Visit our Conference FAQs page to help answer any questions you may have about the changes to the Annual Conference.

[View FAQs >](#)



MOTIONS

Motions are open for submissions for the Special Conference via the [online portal](#). The deadline is now extended to **Sunday 30 January 2022**.

[View motion guidelines >](#)

Event Details



Online

via Zoom



Date

29 November 2021



Price

Free for members


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Annual Conference

CONTACT

LGNSW Events

Phone: 02 9242 4000
events@lgnsw.org.au

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Why is the Annual Conference being split into two parts?

As a registered organisation, LGNSW is bound by a number of legal obligations, including the need to report back to members on financial performance within six months of the end of the 2020-21 financial year. For this reason, an Annual Conference must be held within the relevant time period.

LGNSW's Annual Conference has also traditionally provided the opportunity for member councils to bring forward policy motions for debate and resolution, thus helping to set the Association's advocacy agenda for the year to come. Member feedback following 2020's online conference experience indicated a strong preference for an in-person event at which more motions could be debated and resolved.

It would be unreasonable to ask councillors to interrupt their election campaigns for the length of time required for an in-person event in late November. A one-hour online Annual Conference in November, followed by a full Special Conference scheduled for 28 February to 2 March 2022, has been identified as the best and fairest way to fulfil LGNSW's legal obligations as well as its accountability commitment to members.

Why not bring the Annual Conference forward?

The rules governing LGNSW require us to provide a minimum four months' notice for the holding of an Annual Conference. It was not possible to hold a meeting before this date.

Why not just postpone the entire Annual Conference?

As a Registered Organisation, LGNSW is legally required to report back to the membership on its financial results within six months of the end of the financial year. The Annual Conference online event on 29 November is designed to meet this obligation while maintaining LGNSW's commitment to full and transparent accountability.

How can you guarantee that the in-person Special Conference will go-ahead in February?

The COVID-19 pandemic has demonstrated over and over again that there are no guarantees. However, as vaccination programs continue to rollout across NSW, every tier of government is working to help ensure we can return to a more normal way of life for both organisations and individuals.

Will I need to register separately for the Annual Conference online event and the Special Conference?

Yes: separate registrations are required to allow for potential attendance changes brought about by the local government election.

Registrations for the **Annual Conference online event on 29 November** are now open, with all mayors, councillors and general managers notified by direct email. Attendance will be free.

[REGISTER FOR ONLINE CONFERENCE](#)

Registrations for the three-day **Special Conference from 28 February to 2 March 2022** will carry a standard registration charge. Members will be advised of registration opening for this event via direct email.

Will there also be an Annual Conference in 2022?

Yes – LGNSW's Annual Conference 2022 is scheduled to take place in the Hunter Valley in October 2022.

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Motions and Voting

What impact does this have on the submission of Conference motions?

Motions will now be debated and resolved at LGNSW's Special Conference (Monday 28 February – Wednesday 2 March 2022).

The deadline for accepting motions for inclusion in the Special Conference business paper has been extended to **midnight on Sunday 30 January 2022**.

This has the additional benefit of providing sufficient time for newly elected councils to finalise their submitted motions, should they so choose.

[Download the Motions Submissions Guide](#)

What is happening with the LGNSW Board election?

To avoid any election irregularities, LGNSW has asked the Australian Electoral Commission (AEC) to conduct and finalise this election so it does not clash with the local government election.

We are awaiting further advice from the AEC and will provide updated information on this issue as soon as possible.

How can the AEC conduct a COVID-safe election for the LGNSW Board?

Discussions with the AEC are continuing, but it is expected COVID-related restrictions will require the election for the LGNSW Board to be undertaken via postal ballot.

How does the new two-part structure impact on the nomination of voting delegates?

Members are now required to advise LGNSW of the names of their nominated voting delegates by the following dates:

- Annual Conference online event (29 Nov) – **by 5pm (AEDT) on Tuesday 5 October 2021**
- Special Conference (28 Feb – 2 March) – **by 5pm (AEDT) on Thursday 17 February 2022**

MORE INFORMATION

Forms for advising LGNSW of the names of nominated voting delegates for the 2021 Annual Conference and LGNSW Board election are available via these links:

ANNUAL CONFERENCE NOMINATED VOTING DELEGATES

LGNSW BOARD ELECTION NOMINATED VOTING DELEGATES

Further information on determining and registering nominated voting delegates for the Special Conference (28 Feb – 2 Mar 2022) will be provided to all members at a later date.

Travel and Accommodation Arrangements

What happens to Conference accommodation pre-booked at the Hyatt Regency Sydney?

Conference delegates who have booked accommodation directly through the previously provided Conference booking link will have their rooms automatically cancelled without penalty.

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Accommodation at the Hyatt Regency Sydney for the new conference dates (28 February to 2 March) will need to be re-booked via [this special link](#).

Delegates who have reserved accommodation with the Hyatt Regency Sydney or other hotels through other means will need to cancel these reservations via their original booking platform.

What about pre-booked travel arrangements?

Delegates who have pre-booked travel arrangements will need to amend these bookings via their original booking platform.

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CONTINUED



Our ref: Rxx/xxxx Out-
10 August 2021

GMs and Mayors

Dear Member,

OFFICIAL NOTICE

Local Government NSW Annual Conference: 29 Nov (online)

Event: LGNSW Annual Conference 2021

Time & Date: 0930, 29 November, 2021

Venue: Online

As a result of COVID constraints and the further postponement of local government elections, Local Government NSW (LGNSW) will this year truncate the Annual Conference to a one-hour, online event from 0930 on 29 November 2021, followed by a Special Conference from 28 February 2022.

While the Special Conference will incorporate the debate and resolution of motions and a range of keynote speakers, the Annual Conference online event will be limited to the adoption of standing orders, along with reports from the President and Treasurer.

The following letter contains important information to help you to plan ahead and participate fully in the Annual Conference online event.

Registration to attend the Conference

Registrations to the online Annual Conference is free, with attendees asked to register online on [the LGNSW website](#).

Voting Delegates: 2021 Annual Conference and Board election

Separate from Conference registration, members must advise LGNSW of the name(s) of their nominated voting delegates for both or the Annual Conference and LGNSW Board election by 5pm (AEDT) on Tuesday 5 October 2021.

Details on how to advise LGNSW of the names of their voting delegates for the Special Conference will be emailed directly to members at a later date.

Voting entitlements

The formula for calculating members' voting entitlements is prescribed at rule 23 of the LGNSW rules. A copy of the LGNSW (Federal) rules may be found [here](#).

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ABN 62 011 214 392

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The number of voting delegates that each member is entitled to send to the Annual Conference and for voting in the Board election is listed in **Appendix A**. Column A indicates the number of voters for voting at the Annual Conference and, where applicable, Column B indicates the number of voters for voting in the Board election.

In accordance with the LGNSW rules, only members that were financial on 1 March 2021 (the 'calculation date') have been allocated voting entitlements. To exercise voting rights, members also need to be financial on the date the 'roll of voters' closes (31 August 2021).

Nomination as a voting delegate

Ordinary members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting on Standing Orders and the Treasurer's Report, as well as voting in the Board election.

Associate members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting at the Annual Conference only.

Nominations received after **5pm (AEDT) on Tuesday 5 October 2021** cannot be accepted. However, a member may, subject to the LGNSW rules, notify LGNSW of a change to the name of an already nominated voting delegate for voting on motions (a substitute delegate - see below).

For further information on voting entitlements and processes, [email Adam Dansie](mailto:adam.dansie@lgnsw.org.au) or call (02) 9242 4140.

Substitution of nominated voting delegates for voting on motions

Subject to the LGNSW rules, Ordinary members and Associate members may notify a change to the name of a nominated voting delegate for voting at the Annual Conference under rule 34(b) of the LGNSW rules (a substitute delegate). This is achieved by giving notice in writing signed by either the Mayor/Chairperson (or Deputy Mayor/Deputy Chairperson with the Mayor/Chairperson's written delegated authority), or General Manager/Chief Executive Officer (or Acting General Manager/Acting Chief Executive Officer with the General Manager/Chief Executive Officer's written delegated authority).

Written notice should be sent to Andrew Olivares (LGNSW) at andrew.olivares@lgnsw.org.au.

Further instructions on how to substitute voting delegates, and a link to a 'Substitute Delegate Form' will be provided in future Conference communications.

Business Papers

The Annual Conference Business Paper is expected to be available on the LGNSW website and forwarded to members (in electronic format) approximately two weeks prior to the Conference.

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Previously Booked Accommodation

Conference delegates who have booked accommodation directly through the previously-provided Conference booking link will have their rooms all automatically cancelled without penalty. Accommodation at the Hyatt Regency Sydney for the Special Conference (28 February to 2 March 2022) will need to be re-booked via this special link:

[Rebook Hyatt Regency Sydney for Special Conference](#)

Delegates who had already reserved accommodation for November 28 (with the Hyatt Regency Sydney or other hotels) through other means will need to cancel their original reservations via their original booking platform.

Privacy Statement

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

If you choose not to provide some or all of the private information that we have sought, LGNSW may be unable to process your registration, or it may result in you being unable to vote at the Conference. Further information about how LGNSW collects, holds and uses private information is contained in LGNSW's Privacy Policy which is available on the [LGNSW website](#).

Further details

Further details about the Conference can be found on the [LGNSW website](#).

I look forward to seeing you online at the Conference in November.

Yours sincerely

Cr Linda Scott
President

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Appendix A

Members' voting entitlements: 2021 Annual Conference and Board election

Member	Column A – Number of voters for voting on motions	Column B – Number of voters for voting in Board election
Albury (R/R)	4	4
Armidale Regional (R/R)	3	3
Ballina (R/R)	3	3
Bairnald (R/R)	1	1
Bathurst Regional (R/R)	3	3
Bayside (M/U)	9	9
Bega Valley (R/R)	3	3
Bellingen (R/R)	2	2
Berrigan (R/R)	1	1
Blacktown (M/U)	11	11
Bland (R/R)	1	1
Blayney (R/R)	1	1
Blue Mountains (R/R)	4	4
Bogan (R/R)	1	1
Bourke (R/R)	1	1
Brewarrina (R/R)	1	1

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Broken Hill (R/R)	2	2
Burwood (M/U)	3	3
Byron (R/R)	3	3
Cabonne (R/R)	2	2
Camden (M/U)	6	6
Campbelltown (M/U)	9	9
Canada Bay (M/U)	5	5
Canterbury-Bankstown (M/U)	11	11
Carrathool (R/R)	1	1
Castlereagh-Macquarie County (R/R)	1	0
Central Coast (R/R)	7	7
Central Darling (R/R)	1	1
Central Tablelands Water County (R/R)	1	0
Cessnock (R/R)	4	4
Clarence Valley (R/R)	4	4
Cobar (R/R)	1	1
Coffs Harbour (R/R)	4	4
Coolamon (R/R)	1	1
Coonamble (R/R)	1	1
Cootamundra-Gundagai Regional (R/R)	2	2
Cowra (R/R)	2	2
Cumberland (M/U)	9	9
Dubbo Regional (R/R)	4	4
Dungog (R/R)	1	1

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Edward River (R/R)	1	1
Fairfield (M/U)	9	9
Far West Joint Organisation	1	0
Federation (R/R)	2	2
Forbes (R/R)	1	1
Georges River (M/U)	9	9
Gilgandra (R/R)	1	1
Glen Innes Severn (R/R)	1	1
Goldenfields Water County (R/R)	1	0
Greater Hume (R/R)	2	2
Griffith (R/R)	3	3
Gunnedah (R/R)	2	2
Gwydir (R/R)	1	1
Hawkesbury City (M/U)	5	5
Hawkesbury River County (M/U)	2	0
Hay (R/R)	1	1
Hilltops (R/R)	2	2
Hornsby (M/U)	9	8
Hunters Hill (M/U)	2	2
Inner West (M/U)	9	9
Inverell (R/R)	2	2
Junee (R/R)	1	1
Kempsey (R/R)	3	3
Kiama (R/R)	3	3

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Kimbriki Environmental Enterprises Pty Ltd (M/U)	1	0
Ku-ring-gai (M/U)	6	6
Kyogle (R/R)	1	1
Lachlan (R/R)	1	1
Lake Macquarie (R/R)	7	7
Lane Cove (M/U)	3	3
Leeton (R/R)	2	2
Lismore (R/R)	3	3
Lithgow (R/R)	3	3
Liverpool (M/U)	9	9
Liverpool Plains (R/R)	1	1
Lockhart (R/R)	1	1
Maitland (R/R)	4	4
Mid-Coast (R/R)	4	4
Moree Plains (R/R)	2	2
Mosman (M/U)	3	3
Murray River (R/R)	2	2
Murrumbidgee (R/R)	1	1
Muswellbrook (R/R)	2	2
Nambucca (R/R)	2	2
Narrabri (R/R)	2	2
Narrandera (R/R)	1	1
Narromine (R/R)	1	1
Newcastle (R/R)	7	7

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New England County (R/R)	1	0
Norfolk Island Regional Council (R/R)	1	0
North Sydney (M/U)	5	5
Northern Beaches (M/U)	10	10
Northern Sydney Regional Organisation of Councils (M/U)	1	0
Oberon (R/R)	1	1
Orange (R/R)	3	3
Parkes (R/R)	2	2
Paramatta, City of (M/U)	10	9
Penrith (M/U)	9	9
Port Macquarie-Hastings (R/R)	4	4
Port Stephens (R/R)	4	4
Queanbeyan-Palerang Regional (R/R)	4	4
Randwick (M/U)	9	9
Richmond Valley (R/R)	3	3
Riverina Water County (R/R)	1	0
Rous County (R/R)	1	0
Ryde (M/U)	6	6
Shellharbour (R/R)	4	4
Shoalhaven (R/R)	5	5
Singleton (R/R)	3	3
Snowy Monaro Regional (R/R)	3	3
Snowy Valleys (R/R)	2	2
Southern Sydney Regional Organisation of Councils	1	0

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(M/U)		
Strathfield (M/U)	3	3
Sutherland Shire (M/U)	9	9
Sydney, City of (M/U)	10	9
Tamworth Regional (R/R)	4	4
Temora (R/R)	1	1
Tenterfield (R/R)	1	1
The Hills Shire (M/U)	9	9
Tweed (R/R)	4	4
Upper Hunter (R/R)	2	2
Upper Lachlan (R/R)	1	1
Upper Macquarie County (R/R)	1	0
Uralla (R/R)	1	1
Wagga Wagga (R/R)	4	4
Walcha (R/R)	1	1
Walgett (R/R)	1	1
Warren (R/R)	1	1
Warrumbungle (R/R)	1	1
Waverley (M/U)	5	5
Weddin (R/R)	1	1
Wentworth (R/R)	1	1
Western Sydney Regional Organisation of Councils (M/U)	1	0
Willoughby (M/U)	5	5
Wingecarribee (R/R)	4	4

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Wollondilly (R/R)	4	4
Wollongong (R/R)	7	7
Woollahra (M/U)	5	5
Yass Valley (R/R)	2	2
LGNSW Board (M/U)	10	10
LGNSW Board (R/R)	8	8
TOTAL:	476	458

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LGNSW Special Conference Motions Submission Guide

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Motions Submission Guide

1. Introduction

Each year, member councils across NSW submit a range of motions to an Annual Conference conducted by Local Government NSW (LGNSW). These motions relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues and actions. They are debated and resolved by Conference delegates, with successful resolutions guiding LGNSW's advocacy priorities for the year ahead.

However, stay-at-home orders and the postponement of local government elections have forced a truncated Annual Conference in 2021, with insufficient time for proper motion debate. To ensure motions are properly debated and resolved by members, LGNSW will hold an additional Special Conference from 28 February to 2 March 2022.

All LGNSW member councils are invited to submit motions to this Special Conference, with the following Guide outlining the Motion development and submission process.

2. Deadlines

Members are encouraged to submit motions [online](#) as early as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 30 January 2022** (28 days prior to Conference).

3. Criteria for motion submission

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they:

1. are consistent with the objects of LGNSW (see Rule 4 of the Association's [rules](#)),
2. relate to local government in NSW and/or across Australia,
3. concern or are likely to concern local government as a sector,
4. seek to advance the local government policy agenda of LGNSW and/or improve governance of the Association,
5. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws),
6. are clearly worded and unambiguous in nature, and
7. do not express preference for one or several members over one or several other members.

Council members are encouraged to review [Action Reports](#) (on the member only pages of the LGNSW website) from previous Conferences and the [LGNSW Policy Platform](#) before submitting motions for this year's Special Conference to ensure the proposed motion wording reflects any recent developments and does not duplicate existing positions..

4. How to write a motion

Motions adopted at Conferences inform LGNSW's advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference, so it is important that the wording of motions clearly outlines your council's policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

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Examples of clearly-worded Annual Conference motions:

Minister for Rural and Regional NSW

That LGNSW lobbies the NSW State Government to appoint a Minister for Rural and Regional NSW with suitable resources to undertake meaningful representative activities.

Natural Disaster Funding, Day Labour

That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

Companion Animal Act matters

That LGNSW advocates that the NSW Government takes the following steps to improve the management of companion animals:

- establish an integrated on-line statewide registration process as an improved service to companion animal owners;
- resolve difficulties with the *Companion Animals Act 1998* definition of an "Authorised Officer", by using the definition contained in the *Impounding Act 1993* as the definition in both Acts, allowing councils choice in the business model for its area; and
- review the dismissal of charges under section 10 of the *Crimes (Sentencing Procedure) Act 1999* in relation to offences under the *Companion Animals Act 1998*.

For more examples see Business Papers from [past Conferences](#) on the LGNSW website.

5. Demonstrating evidence of council support for motion

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence may include an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

6. How to submit a motion

LGNSW members are invited to submit motions through an [online portal](#) from 12 July 2021.

Each motion submission should include responses to the following fields:

1. **Council name**
2. **Contact details** of relevant officer
3. **Motion category** (e.g. *planning, economic, environment etc. This assists with assigning motions to the relevant policy staff and grouping related motions in the Conference Business Paper.*)
4. **Motion title** (a few words)
5. **Motion** (a sentence or two which includes the call to action)
6. **Background note** (a paragraph or two to explain the context and importance of the issue to the local government sector)
7. **Evidence of council support** for the motion (e.g. *extract of council meeting minutes*)

Once a motion has been submitted it cannot be edited without contacting LGNSW, so please review the content carefully before submission.

7. How LGNSW manages incoming motions

The LGNSW Board has established a committee and delegated the function of managing incoming motions for the Conference to this committee. The Chief Executive will refer motions to the committee and the committee will assess whether the motion meets or doesn't meet the criteria, or if

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it is unclear whether it meets the criteria. This assessment forms the final decision on which motions are included in the Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held Fundamental [Principles](#), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with existing LGNSW positions or current LGNSW actions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Conference.

8. What happens to motions at the LGNSW Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at the 2019 Conference can be found in **Attachment A**.

During debate on motions at Conference, the standing orders generally permit councillor delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and becomes a resolution of the Conference, or it is defeated.

9. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's [Policy Platform](#) consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- **Fundamental Principles** are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at Annual Conferences (or this year, at the Special Conference).
- **Position Statements** contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

Changing Fundamental Principles

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

Changing Position Statements

Following each Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement, to be endorsed by the LGNSW Board as part of the LGNSW Policy Platform.

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LGNSW members will be informed of updates to the LGNSW Policy Platform.

10. Post-conference: Determining LGNSW Advocacy Priorities

Following the LGNSW Special Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy for the coming year. These areas of focus are also informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

LGNSW's Advocacy Priorities for the following year are then submitted for endorsement by the LGNSW Board, and communication to members via email.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be published in LGNSW's Action Report. ([Past Action reports](#) are available on the member only pages of the LGNSW website).

11. Further information

For further information on the motion submission process, please contact Beau Reid, Policy Officer at beau.reid@lgnsw.org.au.

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Frequently Asked Questions

- **How do I know if my proposed motion is consistent with existing LGNSW policy positions?**

The subject matter expert within council is best placed to identify this (for example, if the motion relates to a planning matter, this question should be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's [Policy Platform](#) to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

- **What is the deadline for submitting motions?**

Members are encouraged to submit motions [online](#) as soon as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight AEST on Sunday 30 January 2022** (28 days prior to Conference).

LGNSW can receive more than 300 motions for an Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions received within a short period of time and allows LGNSW to seek clarification on any motions if required.

- **I'm unsure which motion category or sub-category I should select in the online portal**

If you are unsure, just select the category you think best fits. LGNSW can reallocate the motion if necessary.

- **Who should be the council contact for motions?**

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between the subject matter expert, your council and LGNSW. Some councils have identified the General Manager and others have identified the Governance Officer – it is a decision for each council.

- **Will the COVID-19 pandemic affect the motions process?**

The LGNSW Conference motions process is an important policy setting process for the local government sector. The Conference will follow government guidelines on safe events and social distancing. In 2020, the LGNSW conference was held online due to COVID-19 health and safety orders and delegates had the opportunity to debate motions during the conference. However member feedback indicated an in-person conference is preferable, and LGNSW is seeking to do this with the Special Conference from 28 February to 2 March, 2022.

- **How can I amend my council's motion that I've already submitted?**

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact Beau Reid, Policy Officer at beau.reid@lgnsw.org.au. You may need to provide evidence of support for the change (see section 5).

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Attachment A – Excerpt of LGNSW 2019 Annual Conference Standing Orders

The 2020 Annual Conference was held wholly online and as such the standing orders differed substantially from past years. The 2019 standing orders are included below as a guide.

Manner of dealing with Conference Business

11. Conference Business will be dealt with in any order at the discretion of the Chairperson.
12. Nothing in these Standing Orders shall prevent the Chairperson from dealing with motions concurrently.

In the case of motions

13. The Chairperson, upon coming to a motion set out in the Business Paper, must ask whether there is any dissent to the proposed resolution the subject of the item and, if no dissent be signified, may at any time, declare the motion carried.
14. Where dissent is signified, the Chairperson shall require the motion to be moved and seconded.
15. If the motion is moved and seconded, the Chairperson may, at any time during debate, make such inquiries as to the nature of the dissent so as to confine any debate to the issues genuinely in dispute or to explore amendments to the proposed resolution which satisfactorily accommodate the moving and dissenting Delegates and Delegates generally.
16. Movers of motions shall be permitted two (2) minutes to introduce their proposed resolution into debate and one and a half (1.5) minutes in reply. All other speakers shall each be permitted to speak once for one and a half (1.5) minutes. The Conference may, on application by a speaker, permit that speaker to have one, but only one, further period of one and a half (1.5) minutes in which to speak.
17. A Delegate seconding a motion shall not be permitted to speak until at least one Delegate has spoken in dissent.
18. The Chairperson may, during the course of debate direct a speaker to confine his or her speech so as to:
 - a. limit repetition of matters addressed by other speakers;
 - b. limit debate about matters or issues not genuinely disputed.
19. Except as otherwise provided herein, it shall not be in order to move that any resolution be immediately put until at least two Delegates, in addition to the mover and the seconder, shall have had an opportunity to speak on the resolution then before the Conference.
20. A Delegate can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend the business before the Conference until a decision is made on the motion of dissent:
 - a. If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course; and
 - b. Despite any clause to the contrary, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.
21. A Delegate may not substitute from the floor of the Conference a new motion for one listed in the Business Paper unless the new motion is substantially the same, and dealing with the same subject matter, as the original motion, and the new motion is accompanied by written evidence that it has the support of the member concerned.
22. When an amendment is before the Conference, no further amendment shall be discussed until that amendment has been dealt with.

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23. *No more than one amendment upon any motion shall be considered unless notice of such further amendment is given before the amendment then under discussion has been dealt with.*

24. *The mover of an amendment which has been adopted as the motion shall (as in the case of the mover of an original motion) have the right of reply to any further amendments submitted.*

New motions from the floor of Conference

25. *At least 24 hours' notice shall be given before dealing with any new motions introduced during the Conference (Rule 28(d)).*

26. *Where a Member seeks to introduce a new motion during the Conference, they shall submit the motion and evidence that the motion has the support of the member concerned, to the Association's Chief Executive (or the Chief Executive's nominee), in writing.*

27. *The Chief Executive (or the Chief Executive's nominee), upon receiving a new motion submitted during the Conference, shall immediately record the time that they receive the motion and make arrangements for copies of the motion to be provided to Delegates.*

Motions that reflect existing LGNSW policy

28. *Motions submitted for inclusion in the Business Paper to the Conference which reflect existing LGNSW policy (Category 2 motions) shall remain existing LGNSW policy unless superseded or replaced by a subsequent Conference resolution.*

In the case of all other Conference Business

29. *All other Conference Business will be dealt with at the discretion of the Chairperson.*

Manner of voting

30. *Only Members' nominated voting Delegates and members of the Board may debate and vote on motions.*

31. *Except as hereinafter provided voting on any matter shall be on the show of cards.*

32. *The Chairperson may direct that voting on any matter be taken by show of voting cards or by use of electronic voting.*

33. *After a show of voting cards or on conclusion of an electronic vote the Chairperson may either:*

- a. declare the question resolved in the affirmative or negative; or*
- b. if voting cards have been used, call for a new vote using electronic voting.*

34. *A Division may be called following a vote on the show of cards by no less than 10 Delegates.*

35. *A Division will be taken by use of electronic voting.*

Suspending Standing Orders

36. *Standing Orders may be suspended by a majority of those present, provided the meeting is in quorum. A motion to this effect shall be open to debate.*

Outstanding business

37. *In the event that the Conference, having commenced in quorate, subsequently loses a quorum and is unable to consider any item(s) of business properly put before the Conference, they shall be referred to the Association's Board for consideration.*

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ITEM 6

LOCAL GOVERNMENT NSW SPECIAL CONFERENCE MOTIONS

(S6-4)

RECOMMENDATION that:

1. The information be received and noted;
2. The following subjects be used for Motions to the LGNSW Special Conference:
 - Drought funding in a similar fashion to Covid relief payments (has been considered but needs to be progressed further);
 - Burrendong Dam storage capacity increase (has been considered but needs to be progressed further);
 - Betterment for flood restoration;
 - Emergency planning for natural disasters like mice;
 - Improved telecommunications facilities; and
 - The improved rural and remote area health services and general practitioner recruitment.
3. Councillors to advise at the Council Meeting of other subjects to be used for Motions to the LGNSW Special Conference.
4. The Mayor and General Manager be responsible for formulating the actual Motions to the LGNSW Special Conference, following determination by Council of the subject matter.

PURPOSE

The 2021 LGNSW Conference is due to be held on Monday, 29th November 2021 (online) with a Special Conference being held at the Hyatt Regency Sydney on Monday, 28th February 2022 – Wednesday, 2nd March 2022 (in person).

LGNSW holds its Annual Conference (now Special Conference) to consider motions from the member Councils to take to Government and other organisations.

This report calls for ideas for motions to be submitted to the General Manager for finalisation. Currently the deadline for submitting motions is midnight on Sunday, 30th January 2022.

BACKGROUND

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

REPORT

Attached to the previous report are details concerning the Motions Submission Guide. This report calls for ideas for motions to be submitted to the General Manager for finalisation.

Previously, motions have been forwarded by Council on the following subject matters:

- Drought funding in a similar fashion to relief payments (has been considered but needs to be progressed further);
- Burrendong Dam storage capacity increase (has been considered but needs to be progressed further);
- Betterment for flood restoration;
- Emergency planning for natural disasters like mice; and
- Improved telecommunications facilities.

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ITEM 6 LOCAL GOVERNMENT NSW SPECIAL CONFERENCE MOTIONS CONTINUED

Another area of concern for Warren Shire Council would be the improved rural and remote area health services and general practitioner recruitment. There may be others that Councillors should consider and advise at this Council Meeting.

Following the consideration of matters, both the Mayor and General Manager would formulate the motions on behalf of Council before the deadline.

FINANCIAL AND RESOURCE IMPLICATIONS

Council is a financial member of LGNSW and sends representatives to the Annual Conference. Those Delegates would talk to any of Warren Shire Council's motions at the Conference if required.

LEGAL IMPLICATIONS

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

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION

LGNSW is an Association that represents Councils.

OPTIONS

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

CONCLUSION

This report asks Councillors to consider and discuss motion subjects that will be submitted to the LGNSW Conference. The actual wording of the motions will be formulated by the project team of the Mayor and the General Manager.

The deadline for the submission of Motions is the midnight on Sunday, 30th January 2022.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 1 RECONCILIATION CERTIFICATE – JULY 2021

(B1-10.16)

RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31st July 2021 be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 31st July 2021.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 30-Jun-21	Transactions	Balance 31-Jul-21
General	8,282,636.56	(932,033.40)	7,350,603.16
Water Fund	1,080,786.86	84,814.49	1,165,601.35
Sewerage Fund	1,453,161.27	336,108.27	1,789,269.54
North Western Library	17,331.87	(37,261.46)	(19,929.59)
Trust Fund	133,336.26	0.00	133,336.26
Investment Bank Account	(1,726,343.70)	(17.78)	(1,726,361.48)
	9,240,909.12	(548,389.88)	8,692,519.24

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ITEM 1

RECONCILIATION CERTIFICATE – JULY 2021

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	8,692,448.47
Add: Outstanding Deposits for the Month	140.77
Less: Outstanding Cheques & Autopays	(70.00)
	<hr/>
Balance as per Ledger Accounts less Investments =	<u><u>8,692,519.24</u></u>

INVESTMENTS RECONCILIATION

Investments as at 31st July 2021

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	216,361.48	Variable	On Call A/c
13	National Australia Bank	1,500,000.00	90 days @ 0.30%	24-Aug-21
40	National Australia Bank	10,000.00	180 days @ 0.31%	24-Aug-21
		<hr/>		
TOTAL INVESTMENTS =		<u><u>1,726,361.48</u></u>		

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	5,858,222.00
Internally Restricted Funds Invested	3,633,758.00
2021/22 General Fund Operating Income & Grants	926,900.72
	<hr/>
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u><u>10,418,880.72</u></u>

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

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ITEM 1 RECONCILIATION CERTIFICATE – JULY 2021

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

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ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

RECOMMENDATION

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Attached to this report is the statement of rates and annual charges as at 11th August 2021 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 the balance of rates and annual charges for the current financial year.

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 11th August 2021.

WARREN SHIRE COUNCIL

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ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

11TH AUGUST 2021

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	173,627	5,091,186	5,264,813	347,645	6.60%	4,917,168	93.40%
Warren Water Fund	59,928	489,983	549,911	75,738	13.77%	474,173	86.23%
Warren Sewerage Fund	70,316	517,622	587,938	74,721	12.71%	513,217	87.29%
TOTAL 2021/2022	303,871	6,098,791	6,402,662	498,104	7.78%	5,904,558	92.22%
TOTAL 2020/2021	318,952	5,939,109	6,258,061	436,245	6.97%	5,821,816	93.03%
TOTAL 2019/2020	178,732	5,771,913	5,950,645	239,154	4.02%	5,711,491	95.98%
TOTAL 2018/2019	128,294	5,601,676	5,729,970	263,541	4.60%	5,466,429	95.40%
TOTAL 2017/2018	125,675	5,453,646	5,579,321	292,677	5.25%	5,286,644	94.75%
		11-Aug-17	9-Aug-18	9-Aug-19	13-Aug-20	11-Aug-21	
COLLECTION FIGURES AS \$		292,677	263,541	239,154	436,245	498,104	
COLLECTION FIGURE AS %		5.25%	4.60%	4.02%	6.97%	7.78%	

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ITEM 3 WORKS PROGRESS REPORTS – FINANCE & ADMINISTRATION PROJECTS (S1-1.15, C9-1)

RECOMMENDATION:

That the information be received and noted.

The following are details of the projects undertaken by the Finance and Administration Department:

Project	Budget	Expend	Resp	Comment
Council Chambers – Administration Building Improvements Carry Over	84,270	77,617	GM MHDS DMFA	Items outstanding: <ol style="list-style-type: none">1. Installation of extra cupboards & shelving in the front service area,2. Installation of the interview room walls and doors,3. Laying of carpet tiles in interview room and existing offices, and4. Fitout of interview room.
Eplanning Grant	37,465	19,500		The following works will be undertaken subject to available funds: <ol style="list-style-type: none">5. Installation of the disabled toilet and relocation of the tea room6. Furniture purchases - subject to available funds.
Project	Budget	Expend	Resp	Comment
ICT Purchases	8,000	Nil	DMFA/ICT	Not commenced.

ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

ICT – Finance Clerk – Rates & Water / Information Communication Technology

MHDS – Manager Health & Development Services

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ITEM 4 FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2021

(A1-5.39)

RECOMMENDATIONS:

1. That the necessary elected members and staff be authorised to sign the Statement by Councillors and Managements on the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ending 30th June 2021, and
2. Council delegate to the General Manager the authority to "authorise the Year End Accounts for issue" subject to there being no material audit changes or audit issues, in accordance with AASB 110, and
3. Council delegate to the General Manager the authority to "finalise the date" at which the auditor's report and financial statements are to be presented to the public as required under Section 418 (1) of the Local Government Act, 1993.

PURPOSE

To endorse Warren Shire Council's 2020/2021 General Purpose Financial Statements and 2020/2021 Special Purpose Financial Statements by signing the Statement by Councillors and Management.

BACKGROUND

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

REPORT

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

For Councillors information, Councils sub contracted auditors Nexia Australia commenced the audit of Councils accounts in the week commencing 23rd August 2021, the audit this year is again being undertaken remotely due to the COVID-19 pandemic restrictions.

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

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

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

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

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held
Electronically via the Lifesize App on Thursday, 26th August 2021

ITEM 4 FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2021

CONTINUED

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

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

STAKEHOLDER CONSULTATION

Nil

OPTIONS

Nil

CONCLUSION

For Council to receive the Auditors Reports on the 2020/2021 Financial Statements the Statement by Councillors and Management must be signed by resolution of Council.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and Accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

- 1 General Purpose Financial Statements 2020/2021 - Statement by Councillors and Management, and
- 2 Special Purpose Financial Statements 2020/2021 - Statement by Councillors and Management.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held
Electronically via the Lifesize App on Thursday, 26th August 2021

ITEM 4 FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2021

CONTINUED

Warren Shire Council

General Purpose Financial Statements for the year ended 30 June 2021

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to Section 413(2)(c) of the *Local Government Act 1993 (NSW)*

The attached general purpose financial statements have been prepared in accordance with:

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

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

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

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

Signed in accordance with a resolution of Council made on 26 August 2021.

Dr Milton Quigley
Mayor
26 August 2021

Mr Brett Williamson
Councillor
26 August 2021

Mr Gary Woodman
General Manager
26 August 2021

Mr Darren Arthur
Responsible Accounting Officer
26 August 2021

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held
Electronically via the Lifesize App on Thursday, 26th August 2021

ITEM 4 FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2021

CONTINUED

Warren Shire Council

Special Purpose Financial Statements for the year ended 30 June 2021

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

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

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

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

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

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

Signed in accordance with a resolution of Council made on 26 August 2021.

Dr Milton Quigley
Mayor
28 August 2021

Mr Brett Williamson
Councillor
28 August 2021

Mr Gary Woodman
General Manager
28 August 2021

Mr Darren Arthur
Responsible Accounting Officer
28 August 2021

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held
Electronically via the Lifesize App on Thursday, 26th August 2021

ITEM 1 WORKS PROGRESS REPORTS – ROADS

(C14-7.2)

RECOMMENDATION

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Divisional Manager Engineering Services and the Roads Infrastructure Manager.

ACRONYMS

- DMES Divisional Manager Engineering Services
- RIM Roads Infrastructure Manager
- RO Roads Overseer
- GR Gravel Resheet
- BRL Bitumen Reseal Local Road
- BRR Bitumen Reseal Regional Road

ROADS MAINTENANCE AND REPAIR BUDGET AS AT 13th August 2021

ACCOUNT	BUDGET	EXPENDITURE
Urban Sealed Roads	55,872	6,416
Urban Unsealed Roads	26,726	355
Rural Sealed Roads	370,872	73,367
Rural Unsealed Roads	1,030,200	107,920
Regional Sealed Roads	673,699	118,230
Regional Unsealed Roads	103,292	11,484

MAINTENANCE

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	Buddabadah Road	Maintenance Grading (Flood Damage)	16.5km
Grader Crew 2 (Three-man crew)	Collie- Trangie Road	Rehabilitation	
Grader Crew 3 (Three-man crew)	Carinda Road	Patching	

WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 4 (Three-man crew)	Castlebar Lane	Maintenance Grading (Flood Damage)	9.6km
Grader Crew 4 (Three-man crew)	Bundemar Road	Maintenance Grading (Flood Damage)	11km
Grader Crew 1 (Three-man crew)	Carinda Road	Shouldering (Flood Damage)	12km
Roadside Maintenance Team	Carinda Road	Mowing	Full length
Roadside Maintenance Team	Marthaguy Road	Mowing	Full Length
Roadside Maintenance Team	Bullagreen Road	Mowing	Full Length
Roadside Maintenance Team	Warren Road	Mowing	Full Length

WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Paveline	Carinda Road	Patching		
	Marthaguy Road	Patching		
	Warren Road	Patching		
	Collie-Trangie Road	Patching		

WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
 to the Ordinary Meeting of Council to be held
 Electronically via the Lifesize App on Thursday, 26th August 2021

ITEM 1 **WORKS PROGRESS REPORTS – ROADS**

CONTINUED

UPCOMING WORKS

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (three-man crew)	Carinda Road (August)	Shoulders (Flood Damage)
Grader Crew 1 (three-man crew)	Ellerslie Road (August)	Maintenance Grade
Grader Crew 1 (three-man crew)	Nevertire Bogan Road (August)	Shoulders
Grader Crew 1 (three-man crew)	Heatherbrae Road (September)	Maintenance Grade
Grader Crew 1 (three-man crew)	Cremorne Road (September)	Maintenance Grade
Grader Crew 2 (three-man crew)	Nevertire – Bogan Road (August)	Shoulders (Flood Damage)
Grader Crew 2 (three-man crew)	Ellengerah Road (August/September)	Rehabilitation
Grader Crew 3 (three-man crew)	Carinda Road (August)	Shoulders (Flood Damage)
Grader Crew 3 (three-man crew)	Mannix Road (August)	Maintenance Grade
Grader Crew 3 (three-man crew)	Carinda Road (September)	Shoulders (Flood Damage)

WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

WORK CREW	LOCATION	ACTIVITY
Grader Crew 3 (three -man crew)	Catons Road (September)	Maintenance Grade
Grader Crew 4 (three -man crew)	Cullemburrawang Road (August)	Maintenance Grade (Flood Damage)
Grader Crew 4 (three -man crew)	Pigeonbah Road (September)	Maintenance Grade (Flood Damage)
Grader Crew 4 (three -man crew)	Hatton Road (September)	Maintenance Grade (Flood Damage)

Project	Budget	Expend	Resp	Comment
Capital Works Gravel Resheets				
Nil				
Capital Works Bitumen Reseals (Rural Sealed Roads) Budget \$600,258 (Subject to Fixing Local Roads Round 3 Grant Submissions)				
Ellengerah Road Segment 02	72,000	0	RIM	10mm bitumen reseal.
Ellengerah Road Segment 06	72,000	0	RIM	10mm bitumen reseal
Thornton Road Segment 00	140,518	0	RIM	20/10mm bitumen reseal
Nevertire-Bogan Road Segment 34	70,000	0	RIM	10mm bitumen reseal
Buckiinguy Road Segment 00 and Segment 02	108,840		RIM	10mm bitumen reseal
Rifle Range Road Segment 00	66,900	0	RIM	10mm bitumen reseal
Old Warren Road Segment 18	70,000	0	RIM	10mm bitumen reseal

WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
Capital Works Bitumen Reseals (Regional Roads) Budget \$254,114				
Carinda Road Part Segment 2	53,928		RIM	1.07km 14/7mm Seal
Carinda Road Segment 4	100,800		RIM	2km 14/7mm Seal
Carinda Road Segment 58	99,386		RIM	20km 10mm Seal
Capital Works Bitumen Reseals (Town Streets) Budget \$55,000(Subject to Fixing Local Roads Round 3 Grant Submission				
Hilton Lane	10,700		RIM	535m to apply a 10mm Seal
Hale Street	6,800		RIM	170m to apply a 10mm Seal
Orchard Street	21,500		RIM	336m to apply a 10mm Seal
Bundemar Street	16,000		RIM	200m to apply a 10mm Seal
Capital Works In Progress				
Unspent 2020/21 Repair Grant Rehabilitation Collie-Trangie Road Regional Road No.347. Segment 14 Existing Asset Upgrade.	239,066	239,066	DMES/ RIM	This project is in progress. The preliminary analysis works, survey, geotechnical, hydraulic analysis, REF and preliminary design, have all been partially completed. The three culverts within Segment 14 have all been replaced. Approximately 1km or half of the Segment has had enough of the shoulder, earth and pavement works completed to enable the application of a bitumen prime. The working conditions because of the continual wet weather were atrocious. Because of the wet conditions immediately after the application of the bitumen prime on the first kilometre the team discontinued working at the site. Work at this site will recommence as soon as the site conditions and weather pattern permits.
2021/2022 REPAIR Program – Regional Road 347 (Collie – Trangie Road) – Segment 16 – clearing	800,000	Nil	DMES/ RIM	Project Total: \$800,000 made up of as follows: REPAIR Program Transport for NSW Contribution \$400,000 and 2021/2022 Regional Roads Block Grant \$400,000.

WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
of roadside vegetation, replacement of existing culvert, widening of road formation, upgrade of existing pavement material and application of a heavy bitumen prime surface 8m wide.				Project funding now available and works to be programmed.

Planned Future Capital Works				
Rehabilitation Warren Road Regional Road No.7515 Segment 7515.06 Inclusive of the Tenandra Bridge over the Marthaguy Creek – Fixing Country Road Grant Application. Existing Asset Upgrade.	Funded from Regional Roads Block Grant (No current budget)	Nil	DMES	All preliminary works have been completed. Therefore, this project is on hold until the required funding can be sourced. The project has been developed sufficiently to be classified as being “shovel ready” .
Rehabilitation Warren Road Regional Road Segment 08 Inclusive of the Newe Park Bridge over the Merrigal Creek. Existing Asset Upgrade.	Funded from Regional Roads Block Grant (No current budget)	Nil	DMES	All preliminary works have been completed. Therefore, this project is on hold until the required funding can be sourced. The project has been developed sufficiently to be classified as being “shovel ready” .
Rehabilitation Warren Road Regional Road This Project is Relevant to the 2016/17 Fixing Country Roads Grant Application and the 2020/21 ROSI Grant.	1,679,000	Nil	DMES	Several meetings have been held with Engineering Department representatives of the Coonamble Shire Council (CSC). Negotiations with the various Federal and State Departments is required to ensure that the proposed new scopes of works are agreed.

WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
				Consultation has been ongoing with the Federal Government, Infrastructure NSW, NSW Transport and Coonamble Shire Council Representatives in an endeavour to have the deeds released. At this point in time, it is considered that a resolution has not been determined. Project has been included in the 2021/2022 Estimates.
Grant Applications				
Federal Road Safety (NSW) Program- School Zone Infrastructure Sub-Program Round 2 (Tranche 2 and Tranche 3)	9,193	N/A	RIM	Remarking of school zone 40km/h patches, Dragons Teeth, etc
Fixing Local Roads Program (FLRP) Round 3 – Ellengerah Road Construction	846,349	N/A	DMES	Project Total \$846,349 made up of as follows: FLRP Round 3 \$634,762 and Local Roads and Community Infrastructure Program \$211,587.
Fixing Local Roads Program (FLRP) Round 3 – Bitumen Reseal Program on Priority Local Roads	1,333,000	N/A	RIM	Project Total: \$1,333,000 made up of as follows: FLRP Round 3 \$1,000,000 and Roads to Recovery Bitumen Reseal Program \$333,000.
Fixing Local Roads Program (FLRP) Round 3 – Nevertire – Bogan Road Segment 4 and Segment 6 Rehabilitation	1,727,243	N/A	DMES	Project Total: \$1,727,243 made up of as follows: FLRP Round 3 \$1,295,432 and Local Roads and Community Infrastructure Program \$431,811.

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
Fixing Local Roads Program (FLRP) Round 3 – Gravel Resheeting Program on Priority Local Roads	1,333,000	N/A	RIM	Project Total: \$1,333,000 made up of as follows: FLRP Round 3 \$1,000,000 and Roads to Recovery Bitumen Reseal Program \$322,258 and Other Unallocated \$10,742.
Fixing Local Roads Program (FLRP) Round 3 – Tyrie Road Construction	621,234	N/A	DMES	Project Total: \$621,234 made up of as follows: FLRP Round 3 \$465,926 and Local Roads and Community Infrastructure Program \$115,308 and Council Allocation \$40,000.
Fixing Local Roads Program (FLRP) Round 3 – Old Warren Road Segments 26 & 28 Construction	1,679,946	N/A	DMES	Project Total: \$1,679,946 made up of as follows: FLRP Round 3 \$1,259,960 and Local Roads and Community Infrastructure Program \$419,987.
Fixing Local Roads Program (FLRP) Round 3 – Upgrading Gradgery Lane Bridges	2,177,001	N/A	DMES	Project Total: \$2,177,001 made up of as follows: FLRP Round 3 \$1,632,751 and Local Roads and Community Infrastructure Program \$544,250.
Fixing Local Roads Program (FLRP) Round 3 – Gibson Way Road Construction	1,691,389	N/A	DMES	Project Total: \$1,691,389 made up of as follows: FLRP Round 3 \$1,268,542 and Local Roads and Community Infrastructure Program \$422,847.

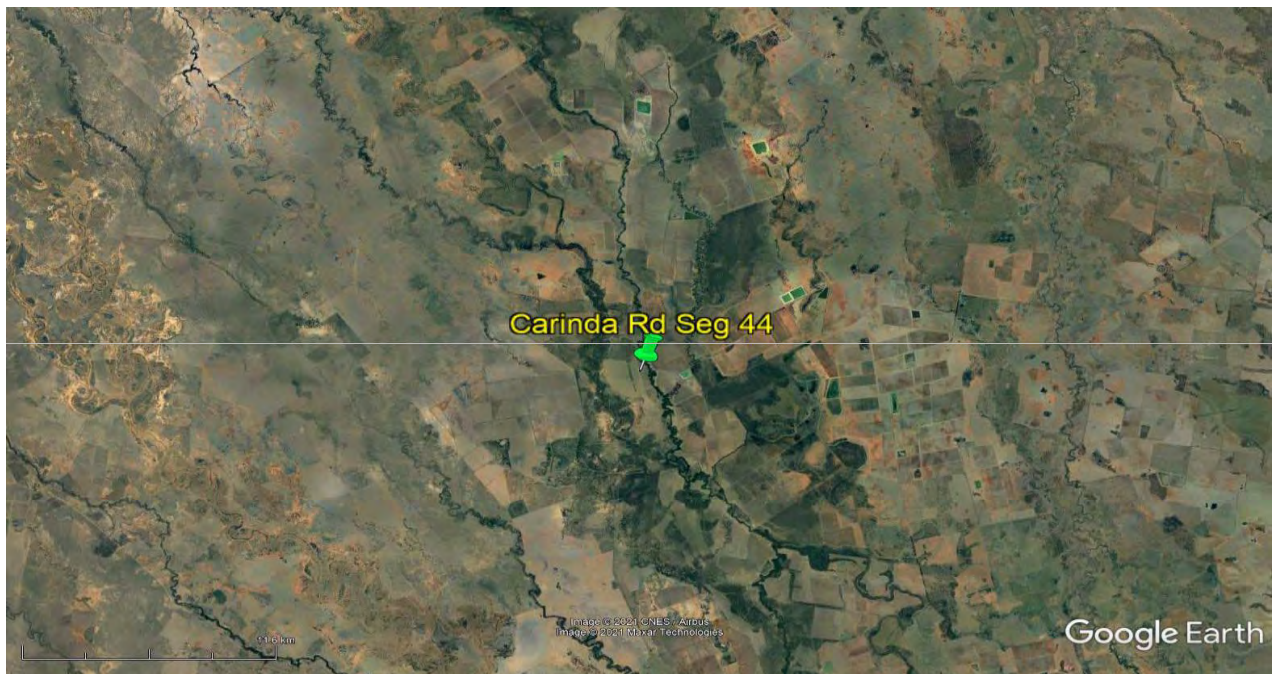
WARREN SHIRE COUNCIL
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT				Carinda Road No. 333	
Location		Segment 44			
Period of Operation (Days)		26	7/07/2021 to 2/08/2021		
Total count both directions				3057	
AADT (vehicles per day)				118	
Percent of commercial vehicles				20.22%	
Vehicle	Clas	Number	%	Max.speed (kph) 85%	
Light	1-2	980	32.1	157.90	126.54
Non	3-5	1459	47.7	158.50	125.46
Articulated	6-10	449	14.7	149.40	112.32
Articulated	11-12	169	5.5	110.40	104.04
Total	1	3057	1	158.50	
Average percentile across classes					



WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT				Collie-Trangie No. 347	
Location				Segment 04	
Period of Operation (Days)		25	9/07/2021 to 3/08/2021		
Total count both directions				1419	
AADT (vehicles per day)				57	
Percent of commercial vehicles				25.02%	
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	623	43.9	146.70	115.38
Non Articulated	3-5	441	31.1	156.70	118.03
Articulated	6-10	217	15.3	125.50	104.22
B-Double/Road Train	11-12	138	9.7	109.60	101.16
Total	1	1419	1	156.70	
Average percentile across classes				109.70	Km/H



WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		Collie - Trangie Rd No. 347			
Location		Segment 20			
Period of Operation (Days)	25	9/07/2021 to 3/08/2021			
Total count both directions		2908			
AADT (vehicles per day)		116			
Percent of commercial vehicles		15.23%			
Vehicle type	Class	Number	%	Max.speed (kph)	
Light	1-2	1817	62.5	146.10	88.02
Non Articulated	3-5	648	22.3	129.00	89.76
Articulated	6-10	337	11.6	102.90	71.15
B-Double/Road Train	11-12	106	3.6	74.50	60.84
Total	1--12	2908	100	146.10	
Average percentile across classes		77.44	Km/H		



WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		Industrial Access Road No. 91			
Location		Segment 02 Closest to Bridge			
Period of Operation (Days)	27	7/07/2021 to		3/08/2021	
Total count both directions	7707				
AADT (vehicles per day)	285				
Percent of commercial vehicles	10.68%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	4199	54.5	127.80	79.92
Non Articulated	3-5	2685	34.8	134.70	90.02
Articulated	6-10	580	7.5	105.00	84.03
B-Double/Road Trai	11-12	243	3.2	103.00	79.56
Total	1-13	7707	100	134.70	
Average percentile across classes			83.38	Km/H	



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

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT				Carinda Road No. 333	
Location			Segment 142		
Period of Operation (Days)		26	7/07/2021 to 2/08/2021		
Total count both directions			1356		
AADT (vehicles per day)			52		
Percent of commercial vehicles			15.56%		
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	960	70.	151.30	117.51
Non Articulated	3-5	185	8	154.40	115.83
Articulated	6-10	126	13.	127.80	100.61
B-Double/Road Train	11-12	85	6	104.20	98.15
Total	1-12	1356	10	154.40	
Average percentile across classes			108.03	Km/H	



WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT				Collie - Trangie No. 347	
Location ■■■		Segment 12			
Period of Operation (Days) 25		9/07/2021 to 3/08/2021			
Total count both directions		3367			
AADT (vehicles per day)		135			
Percent of commercial vehicles		14.79%			
Vehicle type	Class	Number	%	Max.speed (kph)	
Light	1-2	1118	33.2	153.20	92.52
Non Articulated	3-5	1751	52.0	137.60	92.70
Articulated	6-10	390	11.6	122.20	92.52
B-Double/Road Train	11-12	108	3.2	108.40	96.82
Total	1-12	3367	100	153.20	
Average percentile across classes		93.64	Km/H		



WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
 to the Ordinary Meeting of Council to be held
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ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES (C14-7.2)

RECOMMENDATION
 That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Town Services Manager.

ACRONYMS

- DMES Divisional Manager Engineering Services
- TSM Town Services Manager
- MHD Manager Health & Development
- IPM Infrastructure Project Manager
- TSO Town Services Overseer

TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET AS AT 13th AUGUST, 2021

Project	Budget	Expend	Resp	Comment
General				
Warren Lawn Cemetery Stage 3. 3330-4120-0100 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;"> C/Over \$76,894 2021/2022 \$60,000 </div>	136,894	67,073	MHD / TSM	Upgrade drainage along western side and installation of drainage along eastern side. Extension of river water main for future lawn cemetery expansion. Project awarded. Work will be finalised later this year. Developing Cemetery Master Plan for future lawn cemetery expansion.

WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
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ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
Warren Lawn Cemetery Installation of Toilet 3360-4050-0035 (Drought Communities Extension Program)	67,639	39,486	MHD / TSM	Supply of "Access toilet" was listed on VendorPanel 8/1/2021 and closed 18/1/2021. Awarded to Modus Australia. Toilet has been installed. Waiting on internal accessories to allow toilet to be used. Pathways and gardens complete. Installation of on-site sewer management system complete. New locks to be installed Tuesday 17/08/2021.
Water Supplies				
Nevertire Reservoir Refurbishment 4580-4320-0005	657,158	547,420	TSM	Tender closed 16/04/2021. Evaluation complete. Tender awarded to RMP Abrasive Blasting. Temporary storage container, tanks, pumps and generator have been installed. Contractor has completed external washdown and spot priming and the installation of new handrails around the top.
Oxley Park River Water Pumping Station 4580-4320-0015	138,720	38,463	TSM	Carry out modification of the pipe work and pumps at the Oxley Park River Pump Station to allow the use of the same type of pumps used at the Ellengerah Road River Pump Station to allow efficient withdraw, rotation and replacement of the pumps together with an appropriate screening structure.

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ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
				<p>Ryan Mason Engineering to carry out the fabrication and installation works.</p> <p>New pump casing materials have arrived.</p> <p>New Pumps have been ordered and are expected to be delivered in August.</p> <p>Subject to weather and the river height, the works should be complete August-September.</p>
<p>Temporary works to stop water leak at the Roundabout</p> <p>4201-2200-0000</p>	<p>From Operations</p>	<p>Nil</p>	<p>TSM</p>	<p>Planning works for the temporary repairs to stop the water leak under the roundabout. New hydrants and stop valves to be installed near IGA and the Newsagency in Dubbo Street and in front of Spar in Burton Street.</p> <p>Night work is programmed for August 22, 23 & 24.</p> <p>Final repairs will be carried out during the Upgrade of the Roundabout.</p>
Sewerage Services				
<p>CCTV and Smoke Testing of Sewer at Warren and Nevertire</p> <p>5580-4320-0002</p>	<p>200,000</p>	<p>Nil</p>	<p>TSM</p>	<p>Tender documents under development.</p>
Grant Applications				
<p>Warren Levee Bank Rehabilitation</p>	<p>6,000,000</p>	<p>Nil</p>	<p>DMES / TSM</p>	<ol style="list-style-type: none"> 1. Funding currently being pursued for repairs to the reported section of the Warren levee bank. 2. Consulted with State Government. representatives

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Project	Budget	Expend	Resp	Comment
				<p>seeking financial assistance to rectify deteriorated section.</p> <p>3. Works to be undertaken in-house using Council staff and local contractors.</p> <p>4. Local contractors have been liaised with regarding the methods of repair.</p> <p>Fresh applications have been submitted to the Federal Government Department of Home Affairs, waiting on confirmation of success or not.</p>

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Activity	Required Interval	Details	
Water System Planned Maintenance			
River mains flushing	As required	Sections are done where and when found necessary.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary.	
Hydrant covers checked, painted, flushed and replaced where necessary, Blue reflective indicators, HP and HR signs installed		Done as required.	
Bore Inspections		Conducted by Natural Resource Access Regulator (NRAR).	
Warren, Nevertire and Collie water chlorine and pH testing	Weekly at specific locations.	Testing carried out daily.	
Warren river pumps		Oxley Park Ellengerah Rd Racecourse	Breakdown maintenance only.
Reservoir cleaning	5 years	Ellengerah Bore Nevertire Bore	Next Diver inspection and clean 2024
		Oxley Park River Ellengerah River	Investigate using Remotely Operated Vehicle (ROV) to inspect 2022/2023

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Activity	Required Interval	Details
Sewerage System Planned Maintenance		
Warren Sewerage Treatment Works	Quarterly	Samples of treated effluent collected monthly for laboratory analysis against EPA licence requirements for PH, Total Suspended Solids (TSS), Total Nitrogen (N), Total Phosphorus (P), Oil & Grease (O&G) and Biochemical Oxygen Demand (BOD). Results are published on Council website quarterly
Sewer gravity main CCTV Inspection and Smoke Testing program		<p>Develop a program to carry out CCTV inspections and smoke testing of all gravity sewer mains in Warren and Nevertire.</p> <p>Develop a sewer main replacement/relining program.</p> <p>Identify stormwater infiltration locations.</p> <p>Develop a program to educate property owners and residents about stormwater infiltration prevention.</p> <p>Develop a stormwater infiltration rectification program for council assets and private property.</p>
Water and Sewerage Works Subject to Funding		
Location	Work Under Development	
Collie Water Supply (Reliability)	Commission the two, 125,000 litre Pioneer water tanks located west of the tennis court. Install pressure pumps into shed at the base of the elevated tanks located behind the hotel. Decommission and remove the elevated tanks.	
Collie chlorine dosing	Install new gaseous chlorination system at the new Collie Bore, (approximately 7km west of Collie).	
Nevertire chlorine dosing	Install new gaseous chlorination system in the new building at Nevertire. Install new dosing point to ensure chlorination is possible from either bore.	
Warren chlorine dosing	Install new gaseous chlorination system in the new buildings at Bore Flat and Ellengerah.	
Replacement of Telemetry System	Replacement of the water and sewerage telemetry system and Firmware upgrade of the Clearwater SCADA.	

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Account	Budget	Expenditure
Water Fund Maintenance and Repair	689,345	57,688
4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	461,378	24,640
5200-0003, 5250-0003, 5280-0003 & 5300-0003.		

Water and Sewer Works

Water meter readings.

Preparation works and night shutdown for Nevertire Reservoir temporary by-pass set up.

Repaired 3 water services and 4 water main breaks.

Daily water quality testing.

Sewerage Treatment Plant Daily Operations.

Preparation works for roundabout works

Water leak at Stafford Street

Water leak at Dubbo Street

Warren cemetery Install a tap for irrigation

Mains flushing (Warren)

Hydrant flushing in Warren

Replace pressure pump at gardeners shed

Install valves into front garden beds of shire chambers

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Warren Sewerage Treatment Works in Flow Sewerage Year – 1st June to 31st May				
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
March 2021	1,924	648	19.85	127.62
April 2021	872	430	12.43	140.05
May 2021	921	430	13.32	153.37
June 2021	911	661	14.25	14.25
July 2021	1254	441	13.67	13.67

Rainfall in Warren for the month of July 2021: 56.8mm

Rainfall in Warren for year 2021-22: 56.8mm

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Bulk Water Reading per Quarter

WATER SOURCE	FIRST QUARTER READING 1/07/20 - 31/09/20	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/20 - 31/12/20	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/21 - 31/03/21	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/21 - 30/06/21	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	Max. Allocation (ML)
Warren Bores										
Bore 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Bore 6	25.88	25.88	0.00	25.88	0.00	25.88	0.00	25.88		
	25.88	25.88	0.00	25.88	0.00	25.88	0.00	25.88	3.70%	700
Warren River										
Oxley Park	2.67	2.67	0.00	2.67	0.00	2.67	0.00	2.67		
Ellengerah Rd	0.17	0.17	0.00	0.17	0.00	0.17	0.00	0.17		
	2.84	2.84	0.00	2.84	0.00	2.84	0.00	2.84	0.38%	750
Showground (Racetrack)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	124.5
Nevertire Bore	1.07	1.07	0.00	1.07	0.00	1.07	0.00	1.07	2.68%	40
Collie Bore	0.18	0.18	0.00	0.18	0.00	0.18	0.00	0.18	0.70%	25
Macquarie Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	14.2

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Parks and Gardens – Routine Works

Due to the upgraded Covid-19 restrictions and heightened concerns, disinfection of playground equipment commenced again and will continue until the restrictions have been lifted.

Account	Budget	Expenditure
Parks & Gardens, Cemeteries & Racecourse	762,488	81,247
0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		

The maintenance mowing and weeding of the Parks and Gardens is carried out on a 2-week rotating cycle with the following areas generally grouped together.

Site or location	Works carried out
Week One and Three	
Macquarie Park	Mown, whipper snipped and weeding
Victoria Park	Mown, whipper snipped and weeding
Ravenswood Park	Mown, whipper snipped and weeding
Oxley Park	Mown, whipper snipped and weeding
Ebert Park	Mown, whipper snipped and weeding
Gillendoon St	Mown, whipper snipped and weeding
Orchard Street levee	Mown, whipper snipped and weeding
Bob Christian Reserve	Mown, whipper snipped and weeding
Lawson St Levee	Mown, whipper snipped and weeding
Family Health Centre	Mown, whipper snipped and weeding
Collie Village	Mown, whipper snipped and weeding
Week Two and Four	
Saunders Park	Mown, whipper snipped and weeding
Skate Park	Mown, whipper snipped and weeding
Splash Park	Mown, whipper snipped and weeding
Lions Park	Mown, whipper snipped and weeding
Rotary Park	Mown, whipper snipped and weeding
Warren Lawn Cemetery	Mown, whipper snipped and weeding
Medium Strips	Mown, whipper snipped and weeding
Library	Mown, whipper snipped and weeding
Len Woolnough Levee	Mown, whipper snipped and weeding
Mary Stubbs Levee	Mown, whipper snipped and weeding
Boston St Levee	Mown, whipper snipped and weeding
Macquarie Drive Levee	Mown, whipper snipped and weeding
Nevertire Village	Mown, whipper snipped and weeding

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The Play Equipment at Macquarie and Ravenswood Parks are inspected, and sand pit areas are raked daily.

BBQ's at Macquarie Park, Oxley Park, Skate Park and Splash Park are cleaned twice a week.

The following Locations are mown, whipper snipped and weeded as needed.

Bore Flat	Sewer Pumping Stations
Bore Flat Levee	Shire Housing
Carter Oval	Town Medians and approaches
Other Reserves	Water Pumping Stations and Reservoirs
Readford St Levee	Weed Spraying
WOW Centre	Tiger Bay Walking Track

Event Preparations - July

Prepare Victoria Park for Vacation Care

Pony Club.

Cattleman's Cup Race Meeting

Warren Camp Draft.

Warren Polocrosse Carnival

Netball Courts.

Mark out Ovals for Rugby Union, Rugby League, Soccer and Little Athletics.

Collie tree planting with assistance from residents.

Event Preparations – August

Mark out Ovals for Rugby Union, Rugby League, Soccer and Little Athletics.

Collie tree planting with assistance from residents.

Pony Club.

Pop-up Race Meeting 28 August. Gulargambone's cancelled meeting.

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ITEM 3 WORKS PROGRESS REPORTS – FLEET – WORKSHOP

(C14-7.2)

RECOMMENDATION

That the information be received and noted.

The following are details of Projects and Programs that are being managed by the Workshop Coordinator.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Plant Repairs				
P3609	2020 Hilux SR twin cab	60,000kms Service done	2.5 hours	2 hours approx.
P1047	2017 Street Sweeper	Front tyre flat remove and change with spare tyre, flat tyre repaired	1 hour	1.5 hours approx.
P57	Plumbers Hino truck	Topped up clutch fluid and test operation all seems ok	2 hours	4 hours approx.
P2401	Emergency trailer	Finalise manufacture of toolboxes for trailer and mount signs and equipment.	0	2 hours approx.
P3610	2020 Hilux SR twin cab	30,000klm Service done	2.5 hours	4 hours approx.
P2140	2020 LCT 72 slasher	Re weld skid back onto right hand side of unit.	3 hours	
P3611	2020 Hilux SR twin cab	50,000km service done	2.5 hours	
P21	5083e John Deere Tractor	7000hr service done	5 hours	
P21	5083e John Deere Tractor	a/c fan diagnosis rh side fan will only work on high speed. (Suspect earth issue.	0	
P73	John Berends Slasher	Replaced clutch plates still needs to be tested and adjusted	0	
P226	2wd Hilux (store)	50,000km service done	2.5 hours	

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Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P22	770g Grader	Code check and diagnosis for stalling problem.	0	2 hours
P2841	STHIL Brushcutter	Won't turn off, check electrical function, primary circuit on coil had failed new coil required.	1 week	2 hours
P2840	STHIL Brushcutter	Revvling to high. Check carberator settings and adjust idle speed all ok now.	2 hours	2 hours
P2140&p2141	Superior 6-foot slashers	Ordered parts for slashers blades and bars.	1 hour	1 hour
P2121	6140m Tractor	Order and fit new fuel cap.	.5 hour	.5 hour
P79	Iseki Mower	Removed and straightened front deck wheel carrier.	1 hour	1 hour
P79	Iseki Mower	Repair/replace rotating beacon.	1 hour	1 hour
P1232	Toyota Fortuner	Remove accessories from ute to be fit to new ute.	1 hour	1 hour
P15	Kioti Tractor	Repair oil leak in front loader arm.	0	2 hours
P14	Cat Backhoe	Repair fork Tyne stays on front bucket.	4 hours	4 hours
P2800	Toro Ride On Mower	Prepare for use check oils, blades pump tyres up.	0	1 hour
P2380	Paveline Tar Truck	Replace hydraulic line to rear paver function.	2 hours	2 hours
P3605	Toyota Hilux	Remove and replace rear lefthand side tyre. Removed tyre to be repaired still.	.5hour	1 hour
Sewer pump station	Thornton Avenue Pump station	Repair cast bracket for pump slides	1hour	1hour
P31	UD Truck	Diagnose noise in gearbox topped up oil and checked function.	0	4hours

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Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Skate Park	Skate Park basketball ring	Welded new bracket and drill holes for fitment.	2weeks	2 hours
P14	Cat Backhoe	Turned cutting edge on front bucket over.	0	1 hour
P3605	Toyota Hilux	Changed over oxy and acetylene bottles.	.5hour	1 hour
P1023	John Deere 770g Grader	Organised service parts and valve clearances to be done by RDO Australia.	0	6 hours
P3605	Toyota Hilux	Manufacture toolbox for storage of tools.	0	8 hours
P25	John Deere Grader	11750hr service completed	0	4.5 hours
P2180	Traffic light set	Assessed battery going flat. Concern for amount of sunlight in the last week.	0	.5hour
P36	Isuzu Med Tipper Truck	Removed and fit spare tyre to front lefthand side.	.5hour	.5hour
P2140	Superior 6-foot slasher	Removed old worn skid and welded new skid in its place.	1 hour	1 hour
P2140	Superior 6-fot slasher	Removed and replaced blades x2.	.5hour	.5hour
P91	Isuzu Truck medium	Removed damaged tyre and fit spare wheel to front righthand side.	1 hour	1 hour
P2380	Paveline Patching Truck Isuzu	Diagnosed and isolated leak in rear spray nozzles actuator needs cleaning or replacing.	1 hour	1 hour
P2121	6140m John Deere Tractor	Fit x2 new rear tyres to tractor.	0	4 hours
P70	Iseki Mower 370	Diagnosing 4wd problem.	0	1 hour ongoing
P10	Hamm Padfoot Roller	Service done. Pad scrapers adjusted.	0	5 hours
P5	Bomag Smooth Drum Roller	Diagnosing fuel issue machine randomly stops.	0	2.5 hours
P25	770g John Deere Grader	Replace hydraulic filter.	0	1 hour

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Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P2180	A1 traffic lights	Batteries failing to stay charged battery maintenance done and charged for 2 hours.	0	5 hours
P2181	A1 Traffic lights	Batteries failing to stay charged, battery maintenance done and charged for 2 hours.	0	5 hours
P2121	6140m John Deere tractor	Ready for work and dropped back to sight with slasher p2141 hooked up to it.	2 weeks waiting for tyres	6 hours
P1232	Toyota Fortuner	Cleaned up ready for sale at pickles auctions dubbo	0	6 hours
P2141	Superior 6 foot slasher	Hook back up to p2121, replaced blades and blade bars, modifications made to make bars fit, pto shaft greased and refit.	0	3 hours
P762	STHIL chainsaw	Sharpened and serviced ready for use	0	1 hour
P764	STIL chainsaw	Sharpened and serviced ready for use new chain purchased also	0	1 hour
P2381	Sterling Truck It9500	Jumpstart and battery check, isolation switch shorted remove isolation switch all ok for now.	2 hours	2 hours
P2401	Emergency Trailer	Lights and charging circuits.	0	1 hour ongoing
P1047	Isuzu Street Sweeper	DPD issue diagnosis in progress suspect faulty MAP sensor, diagnosis and repairs done in between working hours.	0	6 hours
P1232	Toyota Fortuner	Deliver to pickles dubbo	0	2hours
P3605		Toolbox manufacture	0	4hours
	Spare	Toolbox manufacture form left over steel	0	4hours

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Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Outside Work				
Nil				

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Plant Repairs – Work to be Completed				
31	2009 Truck UD GW470	Replaced add blue level sensor	TBD	2 hours approx.
32	1988 Mack Value Liner	Turntable locking pins to be replaced	TBD	6 hours approx.
32	1988 Mack Value Liner	Brakes to be adjusted	TBD	2 hours approx.
153	1985 Fruehauf Water Trailer	Brakes to be adjusted	TBD	2 hours approx.
301	2002 Sykes VPW3P 150 Pump	Seals to be replaced and put back together.	TBD	5 hours approx.
1042	2017 FXZ1500 Isuzu	Water bar changeover to be done	TBD	24 hours approx.
1064	2017 NPR75 Truck	Service due	TBD	3 hours
2300	2018 NNR Isuzu Tipper	Tailgate latch to be replaced	TBD	2 hours approx.
50	Isuzu Tar Truck	Fans to be replaced on red dot a/c UNIT	TBD	2 hours Approx.
14	Caterpillar Backhoe	Parts to be ordered for repairs leaking rams and power loss	TBD	2 Days
Plant Repairs – Work to be Completed - Continued				
3611	Hilux ute 2020	lights on bulbar to be repaired under warranty	TBD	4 hours approx.
1023	John Deere Grader 770GP(2016)	Service Due	TBD	4 hours approx.
58	Hino Tender Truck	Clutch to be replaced	TBD	6 hours approx.

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Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
1064	Isuzu Tender Truck	Fans to be replaced on red dot unit	TBD	2hours approx.
25	John Deere Grader 770G (2011)	Hydraulic filter clogging code to be checked	TBD	2 hours approx.
21	John Deere 5083e Tractor	Air conditioner fan to be replaced	TBD	4 hours approx.

ACRONYMS

WC Workshop Coordinator

TBD To be determined

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
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ITEM 1 DEVELOPMENT APPLICATION APPROVALS

(B4-9)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

Council received Development Applications from residents in the Warren Shire area to seek approval.

REPORT

Nil Development Applications have been received for approval for July 2021.

FILE	LOCATION	WORKS	RECEIVED	APPROVED
-	-	-	-	-

LEGAL IMPLICATIONS

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

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION OPTIONS

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

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Timely and accurate reporting for efficient management and accountability.
- 5.2.1 Quality customer service focus by Council staff.
- 1.4.4 Help ensure safe and sustainable development.

SUPPORTING INFORMATION/ ATTACHMENT

Nil.

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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES (C14-7.3)

RECOMMENDATION:

That the information be received and noted.

The following are details of the projects and grant applications that are being managed by the Manager Health and Development Services.

2020 Project	Budget	Expend	Resp	Comment
Construction of two (2) x Council dwellings 21 Deacon Drive and 8 Deacon Drive	88,000	23,854 Committed	MHD	Completed July 2020. New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021. Formal complaint lodged with Department of Fair-Trading 4th March 2021. Additional information provided 11th March 2021. A further report provided to Council in August 2021.
Warren Support Services (Previously Community Builders Grant (CB) and Early Intervention Placement Prevention (EIPP) Service Programs				
Outback Arts, Aboriginal Cultural Art, Ceramics and Mentoring March 2021	4,000	Nil	MHD	Event not complete. It was postponed due to unforeseen circumstances, will be completed by week 8 of the school term.
EIPP	10,000	10,000	MHD	MOU with Warren Youth Support Group – in progress.

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2020 Project	Budget	Expend	Resp	Comment
Construction of the Waste Transfer Station at Ewenmar Waste Depot.	304,242	12,890 Committed	MHD/TSM	Final design underway. Works program to be determined.
Wireless Scoreboard	8,000	Nil	MHD	Also a grant application has been submitted to Building Stronger Communities Partnership.
Completion of Tiger Bay Wetlands Walkway (Central West Councils Environment and Waterways Alliance 2021 Small Grants).	5,000	Nil	MHD/DMES	Works program to be determined.
Community Building Partnership Program Grant - Waterproof lockers and changeroom double sided seating	16,031	Nil	MHD	Works program to be determined if grant successful.
Community Building Partnership Program Grant – Electronic Scoreboard	10,847	Nil	MHD	Works program to be determined if grant successful.
Targeted Early Intervention (TEI)	30,000	Nil	MHD	Warren Youth Support Group successful with their ongoing programs.

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2021 Project	Budget	Expend	Resp	Comment
Music Wellbeing Program (Warren Central School)	5,000	Nil	MHD	Approved 21 st July 2021.
Purchase of new gym Equipment	9,720	2068	MHD	Ordered.
Anchor Points	25,000	Nil	MHD	Works program to be determined.
Electricity to Animal shelter	6,000	Nil	MHD	Easement to be created.
3 x Defibrillators	10,000	Nil	MHD	Ordered.
Swimming Pool CCTV	16,000	Nil	MHD	Discussion held with supplier on specification requirements.
Swimming Pool Double access gates	3,000	Nil	MHD	Works program to be determined.
Swimming Pool – shelving and concreting	5,000	Nil	MHD	Works program to be determined to allow completion before pool season opening.

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ITEM 3

PARTNERSHIP AGREEMENT SERVICE NSW FOR BUSINESS

(R6-6)

RECOMMENDATION: That

1. Council delegates authority to the General Manager to enter into an agreement with Service NSW; and
2. Any necessary documents be authorised for execution under the Common Seal of Council.

PURPOSE

The purpose of this report is to provide background information and seek support to re-enter into an agreement with Service NSW and to consider future business improvement initiatives.

BACKGROUND

Council currently has an agreement in place with Service NSW to promote and provide access to NSW Government information and services to better assist business owners and to support the local economy.

The support provided by Council to individuals and businesses to access these services has been invaluable, particularly during these challenging times.

REPORT

Service NSW for Business provides free, personalised support to small business owners, to help them understand industry regulations, to guide them through transactions, and to access support.

The services provided to business owners include:

- Business Concierges offering over-the-phone, email and face-to-face support and case management.
- An online Business Profile to make it faster and easier for business owners to transact with the NSW Government.
- Guidance and support for small business owners impacted by natural disasters or emerging issues to access a range of Government stimulus, support and information.
- Online business information hubs including how-to guides to help business owners understand key tasks and the support available when starting and running a business in NSW.

A new Partnership Agreement has been developed to provide consistency across all councils, reflect the broader focus of Service NSW for Business and provide the opportunity for Warren Shire Council to engage with all services across Service NSW now and into the future.

The new Partnership Agreement includes further detail and clarity about the roles and responsibilities of all agencies in relation to the collection, storage and security of personal information.

The intention of the Partnership Agreement is to build awareness of specialist advice services available, ensure Council staff can direct enquiries to these services and provide applicants with the skills to be better informed and researched prior to lodging any applications.

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RISK IMPLICATIONS

By Warren Shire Council supporting this initiative, the local business community and potential business investors can have some confidence that Warren Shire Council is supportive of small business and is actively trying to reduce the costs associated with small business startup.

CONCLUSION

A partnership with Service NSW is important and will support the creation of new businesses within the shire.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

5.2.1 Quality customer service focus by Council staff.

SUPPORTING INFORMATION/ ATTACHMENT

Partnership agreement

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PARTNERSHIP AGREEMENT

Between **Service NSW** (ABN 37 552 837 401) and the **LOCAL GOVERNMENT** (the 'Council')
(the 'Parties')

Last Updated: 9 July 2021

1. Purpose

1.1. The purpose of this Agreement is to:

- A. Provide the services of Service NSW for Business, which is a division of Service NSW with a mandate of being the one front door for businesses in NSW to access government information and services.
- B. Provide the framework within which Services will be delivered
- C. Document the responsibilities of Service NSW and the Council on the provision of Services
- D. Provide mechanisms to manage the relationship between the Parties
- E. Promote a collaborative approach to working together in a timely and effective manner and to act in good faith

This Agreement is not legally binding.

2. Background

- 1) Service NSW is a Division of the Government Service established under the Service Act. The functions of Service NSW include the exercise of customer service functions, within the meaning of the Service Act; other functions conferred by statute; and other functions relating to the delivery of Government services, as directed by the Minister responsible for Service NSW.
- 2) Section 7 of the Service Act makes provision for customer service functions to be delegated by other NSW Government agencies to the Chief Executive Officer ('CEO').
- 3) The functions of the CEO are exercised by the staff of Service NSW.
- 4) Section 8 of the Service Act enables the CEO to enter into Agreements with local government agencies for the exercise of a non-statutory customer service function of the agency; or with respect to the exercise of a customer service function delegated to the CEO.
- 5) Subsection 8(4) of the Service Act provides that an Agreement with a council, a county council or a joint organisation within the meaning of the *Local Government Act 1993* must be approved by a resolution of the council, county council or joint organisation, must be approved before it is entered into.
- 6) SNSW partners with the Council to promote and deliver the services of SNSW for Business to businesses across NSW.

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7) the purpose of this collaboration is to ensure awareness and access to Government services to all businesses in NSW.

8) the services of SNSW for Business are free for the Council and for customers.

9) The PPIP Act and the HRIP Act set out information handling principles that apply to public sector agencies (as defined in section 3 of the PPIP Act). As public sector agencies, the parties must not do anything, or engage in any practice, that contravenes a privacy principle that applies to them.

10) Section 14 of the Service Act makes provision for the disclosure and use of information, including personal information, for the purposes of the exercise of customer service functions by the CEO. Section 14 has effect despite the provisions of any other Act, including the PPIP Act and the HRIP Act.

11) Section 15 of the Service Act makes provision for the collection of personal information for the purposes of the PPIP Act and the HRIP Act, by Service NSW.

12) Section 16 of the Service Act enables an Agreement made under the Service Act, or a delegation of a customer service function by an agency to the CEO, to provide for the exercise by Service NSW of functions relating to access to information under the Government Information (Public Access) Act 2009 and functions relating to the State Records Act 1998, in connection with the functions of the council concerned. The responsibilities of Agencies under the *State Records Act 1998* include making and keeping full and accurate records of their office.

13) The Parties have agreed to enter into an Agreement under section 8 of the Service Act, incorporating these Standard Terms of Engagement.

3. Guiding Principles

3.1. The Parties will:

- A. Work collaboratively and in good faith in a timely and effective manner, with open communication to achieve shared objectives
- B. Facilitate a partnership relationship that promotes and achieves continuous improvement and accountability
- C. Ensure that each of its Personnel complies with this AGREEMENT and all applicable laws and policies relating to the Services, including the *Work Health and Safety Act 2011*
- D. Comply with the agreed timelines for meeting obligations to ensure efficient and effective delivery of Services
- E. Work together to identify and manage shared risks
- F. Work together to prioritise initiatives and enhancements, particularly where there are limitations on time and resources; and
- G. Work together to respond to the media, advise Ministers, and consult each other when developing communications that impact on Services.

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4. Roles and Responsibilities

4.1. Service NSW will:

- A. Provide the Services in accordance with this Agreement Standard Terms, subject to any Change Request
- B. Exercise the required standard of skill, care and diligence in its performance of the Services and ensure that its Personnel have appropriate qualifications and skills to provide the Services
- C. Take responsibility for the management of records it creates or holds as a result of the exercise of a customer service function, where required; and
- D. Take responsibility for performing necessary maintenance of its systems and data managing the impact on customers from Service NSW system outages and working in conjunction with the Council.

4.2. The Council will:

- A. Provide Service NSW with all information, inputs, resources and subject matter expertise in a timely manner as required to enable Service NSW to provide the Services as set out in the Agreement
- B. Take responsibility for the management of records it receives or holds following the exercise of a customer service function by Service NSW.

4.3. The Parties undertake to maintain open channels of communication by:

- A. Making available Personnel, data, reports and computer systems for the purposes of resolving customer issues
- B. Appointing a Relationship Manager with responsibility for managing the contractual and operational aspects of the Services. The Relationship Manager may be varied.

5. Services

A. Service NSW will:

- (i) provide the relevant information and contacts to Council to ensure its local businesses are aware and can access the SNSW for Business services
- (ii) provide a single point of contact for Council to ensure it can access SNSW for Business services.

B. the Council will:

- (i) refer eligible customers to the Program
- (ii) provide guidance to Service NSW staff to assist in responding to inquiries
- (iii) inform customers and Service NSW of the outcome of relevant applications in line with privacy requirements
- (iv) provide updates on changes to local government policies, guidelines or other matters which may affect the Program
- (v) identify local opportunities to inform customers of the program
- (vi) provide Service NSW with feedback on the effectiveness and performance of the Program.

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6. Liability

- 6.1. To the full extent permitted by law, neither Council or Service NSW will be liable to the customer for the customer's actions or responsible for any liability, loss or cost suffered directly or indirectly by the business in connection with the Service NSW for Business service.

7. Data and Data Security

- 7.1. Each party retains ownership of its Data.

- 7.2. Except as required by law, neither party must ensure that its Personnel will not:

- A. use the Data belonging to the other party for any purpose other than the performance of its obligations under this Agreement
- B. sell, commercially exploit, let for hire, assign rights in or otherwise dispose of any Data; or

Each party must establish and maintain safeguards against the destruction, loss or alteration of either party's Data in the possession or control of that party which are consistent with and no less rigorous than those maintained by either party to secure its own data; and comply with all applicable laws and policies.

In particular, the Parties will ensure the secure transmission and storage of data, at standards no less than those recommended by Cyber Security NSW.

8. Confidential Information

- 8.1. The Parties must, in respect of any Confidential Information:

- A. Keep the Confidential Information confidential and not disclose that information to any person without the prior written consent of the disclosing party, other than to its Personnel, professional advisors or contractors requiring access to the Confidential Information in connection with providing the Services
- B. Use the Confidential Information solely for the purpose of carrying out its obligations
- C. Not permit the Confidential Information to be reproduced except to the extent reasonably required to carry out its obligations
- D. Not do anything that would cause the disclosing party or its Personnel to breach their obligations under Privacy Law; and
- E. Notify the other party as soon as possible upon becoming aware of any breach of this clause.

9. Privacy

- 9.1 Each party and its Personnel must:

- A. Comply with Privacy Laws; and
- B. Do all that is reasonably necessary to enable the other party to comply with Privacy Laws, including the development of documentation to demonstrate compliance with Privacy Laws, as agreed between the parties

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- 9.2. In particular, Service NSW acknowledges that:
- A. The collection of personal or health information will take place in compliance with the Privacy Laws, as modified by section 15 of the Service Act; and
 - B. the use, disclosure, storage and retention of such information will be in accordance with the Privacy Laws, and in accordance with applicable policies.
- Schedule 3 documents the respective responsibilities of Service NSW and the Council in relation to the collection, storage, use, retention and disclosure of personal information.
- 9.4 Personal and health Information collected, used, disclosed or retained between the parties will be managed and retained by the parties in accordance with the *State Records Act 1998* (NSW) and all other applicable laws, including Privacy Laws.
- 9.5 Once either of the Parties has reasonable grounds to believe there has been unauthorised access to, unauthorised disclosure of, or a loss of Personal or Health Information, dealt with in connection with this Agreement ('Data Incident'):
- A. The party must immediately (but in any event, no later than 72 hours of becoming aware of the Data Incident) notify the other party of that contravention together with all relevant information relating to the contravention
 - B. Consult with the other party as to which party should have primary responsibility for investigating and dealing with the breach or possible breach
 - C. Consider, having regard to the scope of the Data Incident and the nature of the personal or health information involved, together with any other relevant factors, whether the Data Incident is serious.
 - D. The party with primary responsibility for the breach must notify the Privacy Commissioner as soon as practicable that a serious Data Incident has occurred; and
 - E. The parties must co-operate and collaborate in relation to assessment and investigation of the Data Incident, and action required to prevent future Data Incidents.
- 9.6 If either of the Parties receives a complaint or request for an internal review of conduct in relation to a breach or alleged breach of a Privacy Law, including under section 53 of the PPIP Act, (a 'Complaint'), the following will apply:
- A. It is the responsibility of the party that receives the Complaint to perform a preliminary investigation to determine the party responsible for the conduct
 - B. If responsibility lies wholly with the party that received the Complaint, then that party is responsible for responding to the complaint or conducting the internal review of conduct
 - C. If, after performing the investigation, the relevant party reasonably considers that the Complaint should be transferred to the other party, it will (after obtaining the consent of the customer) promptly transfer the Complaint and any further information obtained by the party from its preliminary investigation to the other party, no later than 20 days after receipt of the original Complaint
 - D. If the Complaint relates jointly to the conduct of both parties, then the party that received the Complaint will (after obtaining the consent of the Customer) notify the other party no later than 20 days after its receipt of the original Complaint and provide any further information obtained by that party from its preliminary investigation. The parties will then work together to coordinate a joint response from the parties within 60 days of receipt of the Complaint. This response may include an internal review of conduct.

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10. Intellectual Property

- 10.1 Each party will retain the Intellectual Property Rights in its Existing Material.
- 10.2 Each party agrees to grant to the other party a non-exclusive and royalty free licence to use, sublicense, adapt, or reproduce:
 - A. Their Existing Material; and
 - B. All methodologies, processes, techniques, ideas, concepts and know-how embodied in their Existing Material,
 - C. To the extent their Existing Material is required for use by the other party, solely in connection with provision of the Services.
- 10.3 Each party represents and warrants to the other party that it has all required rights and consents for its Existing Material to be used for the Services.
- 10.4 Intellectual Property Rights in all New Contract Material will vest in the Council.
- 10.5 The Council grants a perpetual, worldwide, irrevocable and royalty free licence to the Intellectual Property Rights in all New Contract Material to Service NSW for the purpose of performing the Services.
- 10.6 Subject to clauses 10.1 and 10.4, Service NSW will own all Intellectual Property Rights in the provision of the Services, including any solution and service design.

11. Performance Management and Continuous Improvement

- 11.1 Service NSW for Business does not require any provisions in relation to performance management
- 11.2 Service NSW for Business will work collaboratively with Council to ensure continuous improvement of its services to Council
- 11.3 Any future extension of this Agreement by Service NSW with Council will specify the relevant performance management and continuous improvement provisions required.

12. Reporting

- 12.1 Service NSW for Business does not require any reporting arrangements
- 12.2 Any future arrangements that require reporting will be outlined in a Schedule to this Agreement.

13. Change Management

- 13.1 Each party will comply with the Change Management Process set out in Schedule 4.
- 13.2 The parties agree to complete a Change Request in the form set out in Schedule 4 to add to or vary the Services.

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14. Governance

14.1 The parties agree to comply with the Governance Framework.

15. Business Continuity and Disaster Recovery

15.1 Each party will maintain Business Continuity and Disaster Recovery Plan arrangements to ensure that each party is able to continue to perform its obligations under this Agreement, or where performance is not possible, resume performance as soon as reasonably practicable in the event of a Disaster.

16. Dispute Resolution

- **16.1** In the event of a dispute between the parties, a party will:
- Raise the dispute with the other party's Relationship Manager and use best efforts to resolve the dispute
- If the dispute is not resolved within a reasonable period, the Chief Executive of the Council or their delegate will meet with the Chief Executive Officer of Service NSW (or their delegate) with a view to resolving the dispute.
- If the dispute is not resolved under clauses 16.1(b) within a reasonable period, attempt to resolve any dispute in accordance with the Premier's Memorandum M1997-26.
- **16.2** Despite the existence of a dispute, each party must continue to perform its obligations.

17. Termination

- 17.1 Either party may terminate this Agreement in whole or in part by giving the other party 90 days written notice or as otherwise agreed.
- 17.2 On notice of termination or where Service NSW is otherwise required to cease to perform some or all of the Program, the parties will work together in good faith to finalise and agree a transition out plan to facilitate smooth and orderly transition of the relevant Program to the Council or the Council's nominated third party. Where the parties cannot agree, the dispute resolution provisions in clause 16 will apply.
- 17.3 Upon termination, each party agrees to return all Data and property belonging to the other party within 30 days of the termination date and comply with the transition out plan agreed under clause 17.2.

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18. Miscellaneous

18.1 Entire Agreement

This Agreement supersedes all previous Agreements, understandings, negotiations, representations and warranties and embodies the entire Agreement between the Parties about its subject matter.

18.2 Survival

The following clauses survive termination or expiry of the Agreement: Clauses 4, 6, 7, 8, 9, 14, 15, 16, 17, 18, 19 and any other clause which by its nature is intended to survive termination or expiry of the Agreement.

18.3 Notices

A notice under this Agreement Standard Terms must be in writing and delivered to the address or email address of the recipient party.

18.4 Variation

All variations to this Agreement and all consents, approvals and waivers made under this Agreement must be evidenced in writing and variations signed by both parties.

18.5 Waiver

If a party does not exercise (or delays in exercising) any of its rights, that failure or delay does not operate as a waiver of those rights.

10.6. Applicable law

The Agreement is governed by, and is to be construed in accordance with, the laws in force in NSW.

18.7 Counterparts

The Agreement may consist of a number of counterparts and if so, the counterparts taken together constitute one and the same instrument.

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19. Execution

Warren Shire Council has reviewed and accepts this Agreement

Signed for and on behalf of Warren Shire Council by its authorised signatory	Signed for and on behalf of Service NSW by its authorised signatory
Name:	Name:
Title:	Title:
Date:	Date:
Signature:	Signature:
Witness:	Witness:
Signature:	Signature:

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Schedules

Schedule 1 - Definitions

In these Standard Terms, except where a contrary intention appears:

Business Continuity and Disaster Recovery Plan means a business continuity and disaster recovery plan which documents the back-up and response actions each of the parties will take to continue its obligations if a Disaster occurs

Change Request means the request for a change to the scope of Services in the form set out in Schedule 2

Commencement Date means the date of start of this Agreement.

Confidential Information of a party means any written or oral information of a technical, business or financial nature disclosed to the other party, including its employees or agents, by the disclosing Party (whether orally or in writing) whether before or after the Commencement Date, that:

- A. is by its nature confidential; or
- B. is designated as confidential; or
- C. the other party knows or ought to know is confidential,
- D. but does not include information which:
 - a. is or becomes public knowledge other than by breach of these Standard Terms; or
 - b. is in the lawful possession of the Party without restriction in relation to disclosure before the date of receipt of the information; or
 - c. is required to be disclosed by Law, government policy or legal process.

Contact Centre has the meaning set out in Schedule 1

Continuous Improvement Principles have the meaning set out in Schedule 1

Continuous Improvement Process has the meaning set out in Schedule 1

Data means the data of each party and all data and information relating to their operations, Personnel, assets, customers and systems in whatever form that may exist, including Confidential Information

Disaster means an event that causes, or is likely to cause, a material adverse effect on the provision of the Services that cannot be managed within the context of normal operating procedures including interruption, destruction or other loss of operational capacity

Existing Material means any material that is developed prior to entering into a Project Agreement or Service Agreement, or developed independently of a Project Agreement or Service Agreement, and includes any enhancements and modifications to its Existing Material created as part of a Project Agreement or Service Agreement

Governance Framework means the governance arrangements set out in the Service Agreement

HRIP Act means the *Health Records and Information Privacy Act 2002* (NSW);

Instrument of Delegation means the instruments of delegation (including its terms and conditions) made by the Council in relation to the Delegated Functions.

Intellectual Property Rights includes patent, knowhow, copyright, moral right, design, semi-conductor, or circuit layout rights, trademark, trade, business or company names or other proprietary rights and any rights to registration of such rights, whether created before or after the Commencement Date, in Australia or elsewhere

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Middle Office has the meaning set out in Schedule 1

Moral Rights means the right of integrity of authorship and the right not to have authorship falsely attributed, as confined by the *Copyright Act 1968* (Cth) and the rights of similar nature anywhere in the world, whether in existence before or after the Commencement Date

New Contract Material means new data created, other than the solution or service design

Personal Information has the meaning given to it in the Privacy Laws, as amended from time to time

Personnel means the person or persons employed or otherwise contracted by either party under these Standard Terms, as the context requires

PPIP Act means the *Privacy and Personal Information Protection Act 1998* (NSW)

Privacy Law means any law that applies to either or both of the parties which affect privacy or any personal information or any health information (including its collection, storage, use or processing) including:

- A. the PPIP Act; and
- B. the HRIP Act.

Program means the Easy to do Business program

Quarterly Forecast has the meaning set out in Schedule 1

Relationship Manager means the nominated relationship managers of either party, as set out in the Service Agreement, or as otherwise nominated by a party from time to time

- A. **Service Act** means the *Service NSW (One-stop Access to Government Services) Act 2013* (NSW);

Service Centre has the meaning set out in Schedule 1

Service NSW Standard Operating Conditions means the standard operating conditions met by Service NSW in the usual course of its performance of the Services set out in Schedule 1

Service Levels means the service levels, operating conditions and service levels relating to the Services as set out in the Service Agreement

Standard Terms of Engagement or **Standard Terms** means these terms and conditions and includes Schedules 1 and 2

Subcontractor means a third party to which Service NSW has subcontracted the performance or supply of any Services

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Schedule 2

1. Service NSW Standard Operating Conditions

In addition to the Project Agreement, Service Agreement or Research Agreement, this section covers the standard omnichannel service inclusions.

1.1. Service Centre

Similar services as those available at Service Centres may be offered through Mobile Service Centres. The Mobile Service Centre timetable is published regularly on the Service NSW website.

Inclusion	Description
Concierge and digital assisted services	A Service NSW Concierge will greet and direct customers to the appropriate channel and dispense a ticket where applicable. If the transaction can be completed online, a Digital Service Representative will assist the customer to complete the transaction
Customer sentiment surveys	Before leaving the centre, customers will be offered the option of leaving feedback via a digital terminal

1.2. Contact Centre

Similar services (to that of phone-based) may be offered through a web chat feature accessible via the Service NSW website.

Inclusion	Description
Virtual hold call back system	During high volume periods, customers will be offered the option of leaving their details with an Interactive Voice Response (IVR) auto attendant. Customers can hang up while holding their place in the queue. Their call will be returned by the next available operator
Inbound number	Service NSW will answer all inbound enquiries on 13 77 88 as 'Service NSW'
Call coding	A Customer Service Representative will record the customer's reason for calls and the outcome
Customer sentiment surveys	Once the call is complete, customers will be offered the option of leaving feedback via an automated IVR system

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1.3. Middle Office

Inclusion	Description
Enquiry triage	Service NSW will triage enquiries received to info@service.nsw.gov.au or via Service NSW website 'Contact Us' page and <ul style="list-style-type: none"> - Resolve these enquiries or - Refer it to the appropriate business area at the Agency
Enquiry coding	A Customer Service Representative will record the customer's reason for enquiring and the outcome

1.4. Service NSW Website and Mobile App

Inclusion	Description
Scheduled maintenance and planned outages	Service NSW will conduct regularly scheduled maintenance of the website and mobile app. 10 business days of notice will be provided regarding outages from planned and scheduled maintenance Maintenance activities with negligible impact or outage, such as enhancements to optimise for cybersecurity or performance, may occur without notification to the Agency

1.5. Service NSW for Business

Service NSW for Business provides a multi-channel service including digital, phone and face-to-face services for metro and regional businesses in NSW and develops relationships with councils and business associations to promote the offering to local businesses.

Inclusion	Description
Relationship management	Business Customer Service staff initiate and maintain relationships with councils and business associations to promote awareness and use of the service offering by such stakeholders and their local business community. It may include, but is not limited to, information sharing, regular liaison at events and stakeholder premises and issue of surveys.
Scheduled Maintenance and Planned Outages	Digital products controlled by Service NSW for Business will be regularly updated, upgraded and maintained without any outages.

1.6. Training

Service NSW will provide appropriately trained Personnel to deliver the Services.

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1.7. Language

Service NSW will provide services in English and may arrange translation and interpreter services for customers from non-English speaking backgrounds if required.

1.8. Branding

Unless otherwise set out in the Project Agreement, Service Agreement or Research Agreement, Service NSW channels are singularly branded. Marketing communication is limited to Service NSW led or co-led campaigns and programs.

1.9. Contractors and Agents

Service NSW may use contractors and agents in connection with the delivery of Services. Such agents and contractors are approved persons under Part 2 Section 12 of the Service Act.

1.10. Out of Scope Services

Any item, service or deliverable that is not specified in a Project Agreement, Service Agreement or Research Agreement is deemed to be out of scope for Service NSW.

2. Operational Framework

Service NSW operational framework outlines how operations are managed on a day-to-day basis.

Operational Support	Description
Knowledge Management	Service NSW creates and maintains support material (knowledge articles) for serving customers. These will be sent to the Agency for endorsement of content accuracy bi-annually
Complaints Management	Service NSW will record complaints and its supporting information unless resolved at the outset. Service NSW will contact the Agency where assistance is required
Issues Management	Issues relating to existing products and services should be raised via partnerships@service.nsw.gov.au or directly with the Relationship Manager The Relationship Manager will assess the issue and facilitate a resolution within Service NSW, providing regular updates

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Quality control framework/ compliance	<p>Service NSW has a quality control framework that governs transactional activities in line with risk assessment at the time of onboarding</p> <p>The framework includes:</p> <ul style="list-style-type: none"> - Regular review of contact centre calls, including being assessed against procedure and process used by the agent during the call - Daily quality checks of transactions undertaken by the service centre - Quarterly compliance reviews and certifications provided by all service delivery channels
---------------------------------------	---

2.1. IT Operations & Support

Service NSW runs a 24/7, 365 days a year service desk. Unplanned interruptions or degradations in quality of service should be raised to the Service NSW Service Desk on 1300 697 679 (option 2) or servicedesk@service.nsw.gov.au

Incident response times in our production environment are prioritised based upon urgency and impact, with associated response and resolution times.

Priority Code	Service Level Target Response/Resolution Time
P1 - Critical	Response: Immediate response, action/update within 15 minutes Resolution: 2 hours
P2 - High	Response: Immediate response, action/update within 30 minutes Resolution: 4 hours
P3 - Medium	Response: 8 hours Target Resolution: 10 working days
P4 - Low	Response: Email notification of call being logged within 2 days. Response by email or phone within 2 working days Target Resolution: 20 working days

Where vendors or other government platforms are involved, Service NSW utilises a best practice vendor governance framework for service level Agreements and for priority 1 and 2 incidents.

2.2. System and Security Maintenance

Service NSW complies with the NSW Government Cyber Security Policy and operates an information security management system that is certified against ISO 27001. These engagement Terms do not extend the certification scope to the Agency's specific activities.

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3. Customer Payments

Service NSW will collect payments from customers for transactions set out in the Service Agreement. Cash, cheque, money order, credit or debit card may be accepted and merchant fees plus GST will be recovered.

Service NSW will provide remittances and reconciliation files to the Agency which include:

- A. Credit T+2 value for cash, cheques* and bank card payments
- B. Credit T+2 value for AMEX payments
- C. Debit any cheques dishonoured
- D. Debit any card payment chargebacks
- E. Debit any refunds processed on behalf of the Agency

Cheque payments received over \$50,000 will be remitted back to the Agency once the funds clear the Service NSW remitting bank account.

4. Business Continuity and Disaster Recovery

Service NSW will maintain an Enterprise Risk Management Framework focused on managing risks to Service NSW, including mitigation of the likelihood and impact of an adverse event occurring. As a function of risk management, business continuity management will enable Service NSW to minimise disruptive risks and restore and recover its business-critical services within acceptable predefined timeframes should an adverse event or other major business disruption occur.

Recovery and timeframes may be impacted when events or disruptions are related to dependencies on partner Agencies. The Parties will agree on Recovery Point Objectives and Recovery Time Objectives and associated charges prior to designing the system and will periodically review these objectives.

All systems and technology provided by Service NSW internally and through third-party vendors, operate through multiple data centres to achieve high availability. Service NSW systems are architected, where practicable and possible, to ensure continuity of service in the event of a data centre disruption or outage.

Definitions

Recovery Point Objectives means the age of files that must be recovered from backup storage for normal operations to resume if a computer, system, or network goes down because of a hardware, program, or communications failure.

Recovery Time Objectives means the targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) to avoid unacceptable consequences associated with a break in business continuity.

5. Continuous Improvement

Service NSW regularly reviews improvement ideas from employees and customers. We will provide you with any ideas relevant to your agency for consideration.

'Continuous Improvement' refers to identifying a process, system or policy opportunities that will deliver a benefit for our people, our customers or the NSW government. These improvements may be delivered in house where possible or by engaging our partnering agencies where further input or decisions are required under policy or legislation. A Continuous Improvement:

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PARTNERSHIP AGREEMENT SERVICE NSW FOR BUSINESS

CONTINUED

- A. Puts the customer first
- B. Makes the customer service job easier
- C. Improves a step in a process
- D. Changes the way a task is completed so that it doesn't take as long
- E. Reduces handling time and is cost effective
- F. Allows others to benefit from best practices
- G. Allows us to do things better locally, regionally or organisation-wide
- H. Is a low-investment process change and not a policy change
- I. Improves accountability within the various stages of the process
- J. Removes steps that don't add any value to a process

Service NSW will consider several factors such as cost to implement, cost savings, customer experience, team member experience and operational efficiency in prioritising continuous improvements.

5.1. Continuous Improvement Process

The parties will identify new continuous improvement initiatives on an annual basis, with a 6-monthly check-in on ongoing continuous improvement initiatives.

When establishing a new continuous improvement initiative, the parties will classify the initiative based on whether it can be implemented as:

- A. part of the ongoing 'business as usual' services (cost and resourcing to be absorbed by Service NSW; or
- B. a new project initiative (cost and resourcing to be agreed by the parties).

A prioritisation process will be agreed upon between the parties to prioritise initiatives (for Service NSW, this will be performed by the Partnerships team).

The Agency may be required to effect policy, system or regulatory changes to assist in delivering the service process improvement, as agreed with Service NSW. Where a review of Agency policy, system or regulatory changes is requested by Service NSW from the Agency, these should be conducted within timeframes agreed between the respective Relationship Managers.

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PARTNERSHIP AGREEMENT SERVICE NSW FOR BUSINESS

CONTINUED

Schedule 3 – Privacy and Data Security

(a) General

(i) Service NSW may collect, use, disclose, store and retain personal information when exercising functions for the Council:

(iv) Where Service NSW exercises functions for the Council, Service NSW can share information it obtains with the Council without separately requesting the customer's consent. Service NSW can also share the information it obtains with any person that the Council is authorised or required to disclose the information to in accordance with the Service Act.

(c) Collection of information

(i) Service NSW will collect the following information when exercising functions for the Council:

(ii) Service NSW will take reasonable steps to ensure that the personal or health information it collects on behalf of the Council is accurate, up-to-date and complete.

(iii) Service NSW will provide a privacy collection notice to customers whenever it collects their information.

(iv) If Service NSW collects personal information for its own internal purposes, when exercising functions for the Council, it will ensure that the privacy collection notice meets the requirements of section 10 of the *PIIP Act* in light of section 15(3) of the *Service Act*.

(v) The notice will address each of the matters that a privacy collection notice is, by law, required to address. Service NSW will develop the content of the notice in consultation with Warren Shire Council.

(d) Internal records maintained by Service NSW

(i) Under the *Service Act*, Service NSW is permitted to collect, maintain and use the following records for its internal administrative purposes, including for the purposes of its interactions with customers for whom functions are exercised:

- Details of transactions between customers and Service NSW
- The preferences of customers for transacting matters with Service NSW and Warren Shire Council, and
- Other information about customers.

(ii) Service NSW collects, maintains and uses the following information for its internal administrative purposes:

- Details of transactions between customers and Service NSW
- The preferences of customers for transacting matters with Service NSW and Warren Shire Council, and
- Other information about customers.

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PARTNERSHIP AGREEMENT SERVICE NSW FOR BUSINESS

CONTINUED

(e) Use of information

- (i) Service NSW can use information in accordance with the *Service Act*, PPIP Act and HRIP Act.

(f) Disclosure

- (i) Service NSW can disclose information in accordance with the *Service Act*, PPIP Act and HRIP Act.

(ii) Where Service NSW performs a transaction for a customer, when exercising functions for the Council, it will ask the customer for consent before sharing that information with a different agency, unless there is another legal basis for Service NSW sharing the information.

(g) Privacy Management plans

The parties agree to update and periodically review their privacy management plans or other relevant policy documents so that any person can ascertain whether Service NSW or the Council holds personal information relating to that person and if so, the nature of the information, the main purposes for which it is used and the person's entitlement to access the information, in relation to the services covered by this Agreement.

(h) Access to and amendment of

- (i) Service NSW agrees that it will provide any individual who requests it with access to their own personal information without excessive delay and without any expense, in relation to information it holds as a result of exercising functions for the Council.

(i) Privacy Officer

The parties have nominated a Privacy Officer who is the point of contact for dealing with complaints, applications for internal reviews, data breaches, employee education and other privacy matters.

Privacy Officers can be contacted as follows:

Service NSW:
Privacy Officer
Service NSW
2-24 Rawson Place, Sydney NSW 2000
Phone: 13 77 88
Email: privacy@service.nsw.gov.au

Warren Shire Council:

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ITEM 4 ENVIRONMENT AND WATERWAYS ALLIANCE AGREEMENT (C12-3.2)

RECOMMENDATION

That the information be received and noted.

PURPOSE

To provide Council with an update on the agreement and current projects with the Central West Council's Environment and Waterways Alliance.

BACKGROUND

The Central West Councils Environment & Waterways Alliance (Alliance) is an organisation representing the Councils of Central West NSW in order to share resources, attract grant funding, and build capacity in regards to managing the environment within our region. The Alliance has a proud history dating back to 2000 when a group of Councils came together to combat the emerging threat of salinity across the region, with the current format having been in place since 2015.

From their inception in 2014, both Central Tablelands and Central West Local Land Services provided financial and logistical support for the Alliance. This arrangement ceased at the conclusion of the 2017-18 financial year. However, the Alliance continues to improve local environmental outcomes and are currently in the process of restructuring the organisation in order to provide more of an emphasis on core Council requirements in regards to environmental management.

REPORT

Council received a letter dated 2nd July 2021 from David Waddell (Chair) of Central West Councils Environment and Waterways Alliance. This letter outlining the benefits of the alliance and the current projects that Warren Shire Council is a participant of – Creating Homes for Threatened Species. Additionally, Warren Shire Council was a successful recipient of the 2021 Small Grants funding for the Completion of the Tiger Bay Wetlands Walkway. Networking within the region to produce the State of the Environment Report on a regional basis benefits Warren Shire Council as it produces a comprehensive document that would otherwise not be developed.

FINANCIAL AND RESOURCE IMPLICATIONS

Council is required to pay an annual fee of \$2,000.00 for a period of 5 years, bringing the total contribution over the 5 years to \$10,000.00. The cost towards the comprehensive State of the Environment Report is \$3,250.

LEGAL IMPLICATIONS

Nil.

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ITEM 4 ENVIRONMENT AND WATERWAYS ALLIANCE AGREEMENT CONTINUED

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

Nil.

OPTIONS

Council should continue to be an active member of the Alliance to utilise the opportunities made available to them.

CONCLUSION

The information provided is to update the Council on the status of the agreement and projects with Central West Councils Environment & Waterways Alliance.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

4.1.2 Actively participate in the Environment and Waterways Alliance

SUPPORTING INFORMATION/ATTACHMENTS

Letter from the Alliance.

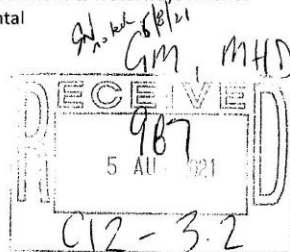
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ITEM 4 ENVIRONMENT AND WATERWAYS ALLIANCE AGREEMENT CONTINUED

2 July 2021

Central West Councils Environment & Waterways Alliance
C/- Neophema Environmental
2/86 Russell Street
BATHURST NSW 2795

Mr Gary Woodman
General Manager
Warren Shire Council
PO Box 62
WARREN NSW 2824



Dear Mr Woodman

Confirmation of CWCEWA membership extension 2021-22

This letter confirms Warren Shire Council's membership with the Central West Councils Environment and Waterways Alliance (Alliance) for the period 1 July 2021 – 30 June 2022 as per the Alliance Terms of Reference and Membership Agreement signed in 2019. Due to the continued disruption caused by the current COVID-19 pandemic, the Alliance has decided to extend the current terms while freezing the membership contributions for the 2021-22 financial year. Alliance member Councils benefit from shared resources, increased ability to attract grant funding due to our partnership structure, and capacity building in environmental management.

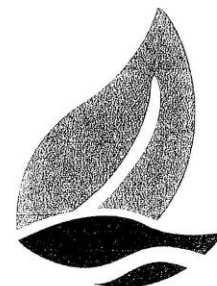
The Alliance has directly contributed over \$300,000 to projects delivered by our member Councils in the last 3 years. Our initiatives work to improve the capacity of our region's staff, as well as delivering on-ground environmental outcomes. As a result, we are currently delivering on the \$100,000 NSW Environmental Trust grant funded project that is directly benefiting all member Councils through the Creating Homes for Threatened Species project. We look forward to working with you and your staff to continue to build upon this work.

Additionally, in 2021 we will once again be hosting the Conservation in Action conference that will build upon the success of the inaugural conference that we hosted in 2018. This year the conference is being held in Orange from November 10 – 12 and will bring together a host of leaders in the conservation industry. We would encourage you to send delegates to this event as it is a great opportunity for staff to hear about the latest research, policy and on-ground actions that are directly relevant to their work. As a member of the Alliance, your staff will receive discounted registration for the conference with details of the event available at: <http://www.cwcewa.com.au/conservation-in-action>.

You will soon receive an invoice directly from Gilgandra Shire Council for Warren Shire Council's 2021-22 Alliance membership contribution of \$2,000 + GST. As Council is also committed to the State of the Environment Reporting, this invoice will cover both Alliance membership and a State of the Environment Reporting fee of \$3,250 for the comprehensive State of the Environment Report.

The Regional State of the Environment Report is considered to be an important management tool that aims to provide the community and Councils with information on the condition of the environment in the local area to assist in decision making. As such, this report is publically available online, along with all of the previous Regional State of the Environment Reports, at the Central West Councils Environment and Waterways Alliance website: cwcewa.com.au/state-of-the-environment.

2/86 Russell Street, Bathurst NSW 2795 | 0438 580 342 | www.cwcewa.com.au



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ITEM 4 ENVIRONMENT AND WATERWAYS ALLIANCE AGREEMENT CONTINUED



Thank you for your commitment to the Alliance and I look forward to working with you over the next year.

Yours sincerely



David Waddell
Chair
Central West Councils Environment & Waterways Alliance

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