

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 1ST DECEMBER 2022**

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# WARREN SHIRE COUNCIL

## AGENDA - ORDINARY COUNCIL MEETING

**1st December 2022 commencing at 8.30 am**

**1. OPEN MEETING**

**2. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**

**3. CONFIRMATION OF MINUTES**

Ordinary Meeting held on Thursday, 27th October 2022.

**4. DISCLOSURES OF INTERESTS**

**5. MAYORAL MINUTE(S)**

Nil.

**6. REPORTS OF COMMITTEES**

Meeting of Manex held on Tuesday, 22nd November 2022 ..... (C14-3.4)

Meeting of the Economic Development and Promotions Committee held on  
Wednesday, 9th November 2022 ..... (C14-3.22)

Meeting of the Warren Public Arts Committee held on  
Monday, 14th November 2022 ..... (C14-3.29)

Meeting of the Roads Committee held on  
Wednesday 16th November 2022 ..... (C14-3.28)

Meeting of the Showground/Racecourse Committee held on  
Tuesday, 15th November 2022 ..... (C14-3.2)

Meeting of the Warren Airport Operations Committee held on  
Wednesday 23rd November, 2022 ..... (C14 - 3.12)

Meeting of the Plant Committee held on  
Wednesday, 23rd November 2022 ..... (C14-3.8)

Meeting of the Sporting Facilities Committee held on  
Wednesday 23rd November 2022 ..... (S21-2)

**REPORTS TO COUNCIL****REPORTS OF DELEGATES**

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- Item 1 Meeting of the Castlereagh Macquarie County Council held on Monday, 7th November 2022 ..... (C15-1)
- Item 2 Ordinary Meeting and Annual General Meeting of the Country Mayors Association of New South Wales held on Friday, 18th November 2022 ..... (C14-5.5)

**POLICY**

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- Item 1 Code of Meeting Practice Policy..... (C14-2)

**REPORTS OF THE GENERAL MANAGER**

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- Item 1 Outstanding Reports Checklist (C14-7.4) ..... Page 1
- Item 2 Committee/Delegates Meetings (C14-2) ..... Page 21
- Item 3 Works Progress Reports – Infrastructure Projects (C14-71, G4-1) .. Page 23
- Item 4 Relax Alcohol Free Zone in Dubbo Street for the Warren Street Christmas Party (L7-1.2) ..... Page 39
- Item 5 Delivery Program Progress Report (E4-40) ..... Page 42
- Item 6 Annual Report 2021/2022 (A1-14) ..... Page 76
- Item 7 2023 Western Division of Councils Conference (C14-5.4) ..... Page 78
- Item 8 Request for Donation – St Mary’s Parish School, Hire of Victoria Park and Warren Sporting and Cultural Centre Facilities for Flood Disaster Concert (D8-1) ..... Page 80

**REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION**

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- Item 1 Réconciliation Certificate – October 2022 (B1-10.16) ..... Page 1
- Item 2 Statement of Rates and Annual Charges as at 17th November 2022 (R1-4) ..... Page 4
- Item 3 Works Progress Reports – 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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Item 1	Works Progress Reports – Roads (C14-7.2) .....	Page 1
Item 2	Works Progress Reports – Town Services (C14-7.2) .....	Page 16
Item 3	Works Progress Reports – Fleet/Workshop (C14-7.2) .....	Page 29
Item 4	Disaster Risk Reduction Fund Grant – Dragon Cowal Causeway, Merrigal Road (R4-1.40, F8-9.5, G4-1.75) .....	Page 32

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**REPORTS OF THE MANAGER HEALTH AND DEVELOPMENT SERVICES**


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Item 1	Development Application Approvals (B4-9) .....	Page 1
Item 2	Works Progress Reports – Health and Development Services (C14-7.3) .....	Page 2
Item 3	Vacation Care Service (V1-2) .....	Page 6

**7. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE**

Nil.

**8. MATTERS OF URGENCY**

Nil.

**9. CONFIDENTIAL MATTERS**

Nil.

**10. CONCLUSION OF MEETING**
**PRESENTATIONS**

Nil.

## MANEX MINUTES

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Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 22nd November 2022.

**RECOMMENDATION:**

That the Minutes of the Meeting of Manex Committee held on Tuesday, 22nd November 2022 be received and noted.

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 22nd November 2022 commencing at 1.32 pm

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**PRESENT:**

Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Jillian Murray	Acting Divisional Manager Finance & Administration
Pamela Kelly	Librarian
Maryanne Stephens	Manager Health and Development Services (Chair)
Joe Joseph	Infrastructure Projects Manager
Paul San Miguel	Asset Manager
Raymond Burns	Town Services Manager
Jody Burtenshaw	EA to the Mayor and General Manager

**1 APOLOGIES**

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

**Carried**

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**2 BUSINESS ARISING FROM MINUTES**

- The Manager Health and Development Services advised that the defibrillator designated for the Library is on backorder.
  - The Manager Health and Development Services advised that a dedicated staff notice board for Council's Administration Building is being arranged.
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**3 ACTION CHECKLIST**

Further Action Checklist items were updated at the meeting.

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

**Carried**

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**4.1 EXECUTIVE OFFICE MATTERS**

4.1.1 WOW Agency – Communications and Content (GM)

**MOVED** Woodman/Murray that the information be received and noted.

**Carried**

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**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
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**4.1 EXECUTIVE OFFICE MATTERS**

4.1.2 Preparation of the November 2022 Council Newsletter (GM)

Item	Responsible Officer
Road Maintenance Construction Program for December 2022	RIM
Registration of Local Contractors on VendorPanel	DMFA, CC
Women of Warren Shire	GM
Staff Profile	GM
Warren CBD Toilet Amenities Macquarie River Photography Donation Requests	TSM/IPM
Warren Facility Health Centre Status on Directions	GM
Floods and Storms Status and Disaster Declarations	GM
Permanent and Temporary Resources for Council Works Program – road Flood Damage Restoration Works and Projects	DMES
Ellengerah Road – Damage and Drone Footage	DMES
VIC Volunteer Advertising	GM
Warren Street Christmas Party 2022	GM
Australia Day Nominations	GM
Flood Relief Concert (to be further considered)	GM

**MOVED** Woodman/Burns that the information be received and noted.

**Carried**

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4.1.3 Suggestions in the Council Suggestion Box (GM)

Nil.

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 22nd November 2022 commencing at 1.32 pm

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**4.1 EXECUTIVE OFFICE MATTERS**

4.1.4 Local Roads and Community Infrastructure Program Phase 3 Extension Projects to Consider (\$655,258) (GM)

Waiting on determination of road grant applications to allow Council to allocate any necessary contributions.

**MOVED** Woodman/Murray that the information be received and noted.

**Carried**

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4.1.5 Directions Discussion Warren Family Health Centre (GM)

The General Manager gave an update to the Committee.

**MOVED** Burns/Kelly that the information be received and noted.

**Carried**

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4.1.6 Responsibilities under the Integrated Planning & Reporting Documents (GM)

**MOVED** Woodman/Burns that the information be received and noted.

**Carried**

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4.1.7 Customer Service Charter (GM)

The General Manager presented the Uralla Customer Service Charter as an example of one that Council could adapt for use. A Customer Service Charter is to be discussed with all staff. Questions to be asked include: What does customer service mean to you? What do you expect from customers?

Include requirements of our Complaints Policy. Determine any necessary training. May be considered at a Consultative Committee Meeting before an eventual report to Council.

**MOVED** Otieno/Woodman that the information be received and noted.

**Carried**

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4.1.8 VendorPanel Access and Functionality Discussion (GM)

The Town Services Manager is now a Super Administrator, with the following staff able to access the VendorPanel portal as Administrators: Finance Clerk – Rates/ICT, Manager Health and Development Services, Divisional Manager Engineering Services, Infrastructure Projects Manager and Roads Infrastructure Manager.

**MOVED** Burns/Woodman that the information be received and noted.

**Carried**

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**WARREN SHIRE COUNCIL**  
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**4.1 EXECUTIVE OFFICE MATTERS**

4.1.9 Circular to Council 22-09 – Councils' Obligations under the Modern Slavery Act 2018 (GM)

**MOVED** Burns/Otieno that a Clause be inserted for all Council tenders and quotations to ensure that goods and services procured by Council are not the product of modern slavery within the meaning of the Modern Slavery Act 2018 (NSW).

**Carried**

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**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS**

4.2.1 Confirm Asset Management System Implementation Timetable and Status (AM)

The Asset Manager gave the Committee an update on arrangements for implementation of the Confirm system. Robyn Dilnot a trainer from Brightly is coming out to Warren for three (3) non-consecutive days Thursday 24th November 2022, Tuesday 29th November 2022 and Wednesday 7th December 2022. The training and onsite visits will allow for the complete set-up of Confirm to Council's requirements, including the set-up of tablets, address any issues and help road staff members operate and implement the system. The system should be operational by the end of December 2022. On Thursday, 24th November 2022 a determination will be made on how and if Council proceeds.

The Asset Manager, Asset Technical Officer - Roads, Roads Overseer will be needed for all three (3) training days and the Heavy Truck Driver – Paveliner will be required for the last two (2) days. Training will be given thereafter with help from the trainer to any other identified staff, such as Team Leaders etc.

The required staff members and their immediate supervisors are to be advised of the upcoming training and to make themselves available for these days.

**MOVED** Burns/Kelly that the information be received and noted.

**Carried**

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**4.3 ENGINEERING DEPARTMENT MATTERS**

4.3.1 Warren Shire Council March 2021 Flood and Storm Damage Claim (AGRN 960) (GM)

- Approximately \$462,000 including Council contribution for Emergency Works undertaken and paid for;
- Package 1 for Essential Public Asset Reconstruction Works amounting to approximately \$1.871 million approved;
- Package 2 for Essential Public Asset Reconstruction Works amounting to approximately \$350,000 approved (Dragon Cowal – Merrigal Road culverts);
- Other restoration works transferred to November/ December 2021 Flood and Storm Damage Claim (AGRN 987) which will allow further time for the eventual undertaking of restoration work.
- The Divisional Manager Engineering Services advised that a Works Program has been formulated.

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 22nd November 2022 commencing at 1.32 pm

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**4.3 ENGINEERING DEPARTMENT MATTERS**

4.3.2 Warren Shire Council November 2021 Flood and Storm Damage Claim (AGRN 987) (GM)

- Approximately \$750,000 including Council contribution for Emergency Works undertaken and paid for;
- Built Environment Collective (BEC) still undertaking an assessment which has been severely affected by further flood and storm events expected to be somewhere between \$1.2 million and \$1.4 million;
- Some restoration works maybe transferred to the June/July 2022 Flood and Storm Damage Claim (AGRN 1025) which will allow further time for the eventual undertaking of restoration work.
- The Town Services Manager to follow-up on Council's Claim for Emergency Levee Operations (\$174,000).

4.3.3 Warren Shire Council June/July 2022 Flood and Storm Damage Claim (AGRN 1025) (GM)

- Built Environment Collective (BEC) still undertaking an assessment which has been severely affected by further flood and storm events expected to be somewhere between \$600,000 and \$800,000;
- Immediate reconstruction works approved in the amount of approximately \$323,610 (Ellengerah Road);
- To date approximately \$137,770 spent for Emergency Works which are yet to be finalised and claimed for (June, July, August, September, October, November 2022).

4.3.4 Warren Shire Council August 2022 Flood and Storm Damage Claim (AGRN 1030) (GM)

- An application for a Natural Disaster Declaration has been made to Resilience NSW with an estimate of \$600,000 flood and storm damage provided.
- Emergency Works are in conjunction with the AGRN 1025 Event as there seemed to never be a gap.

4.3.5 Warren Shire Council September 2022 Flood and Storm Damage Claim (ARGN 1034) (GM)

- Advised that Built Environment Collective (BEC) at present are not able to come to Warren.
- The Divisional Manager Engineering Services advised that he has been in contact with BEC to arrange for the recommencement of inspections.

4.3.6 Warren Shire Council October 2022 Flood and Storm Damage Claim (GM)

- The Divisional Manager Engineering Services advised that he has arranged a Natural Disaster Application for the October 2022 flood event.
- The Town Services Manager to put Resilience NSW on notice that we will have a future combined claim June, July, August, September, October and November 2022 for emergency levee operations with costs to date of \$731,345.

**MOVED** Woodman/Otieno that the information be received and noted for Items 4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5 and 4.3.6.

**Carried**

**WARREN SHIRE COUNCIL**  
**Minutes of the Manex Committee Meeting**  
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**4.3 ENGINEERING DEPARTMENT MATTERS**

4.3.7 2022 Calendar of Events at the Showground/Racecourse (TSM/IPM)

The Town Services Manager advised that the Warren Jockey Club were happy with the last Race Meeting. Racing NSW were also extremely happy with last race meeting, especially with the flood events. The Town Services Manager and the Manager Health and Development Services are to inspect the restaurant area to ensure all is ready for the upcoming events.

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

**Carried**

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4.3.8 Road Maintenance and Construction Program and Fleet Labour Requirements Discussion (DMES)

- Works Program undertaken for all approved works that allow use of all current resources, but it does not include Flood Restoration Program for November/December 2021 (AGRN 987), June/July (AGRN 1025) and August (AGRN 1030 yet to be approved);
- Other normal grant works are also included.
- Evidence that extra day labour resources and contract gravel haulage trucks will be required;
- The new road train combination has been ordered and it is hoped to be delivered by the end of 2022;
- The Engineering Services Department are now making arrangements for the appointment of permanent and temporary day labour resources.
- The Construction Program has been prepared. Advertising of labour requirements has been undertaken and have now closed. Applications are currently being reviewed. Suitable unsuccessful applicants to the permanent positions may be asked if they are interested in the temporary positions.

Council is looking at head hunting a Projects Manager for the same works. Discussions with the General Manager on the requirements of this position will continue.

**MOVED** Burns/Otieno that the information be received and noted.

**Carried**

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**4.3 ENGINEERING DEPARTMENT MATTERS**

**CONTINUED**

4.3.9 Warren Flood Works Location Map Information Presentation (DMES)

The Divisional Manager Engineering Services presented to the Committee a prepared map detailing in blue the licenced flood levees contained within the Warren Local Government Area under the Water Act 1912.

**MOVED** Burns/Otieno that the information be received and noted.

**Carried**

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**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
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**4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS**

Nil.

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**4.5 WORK HEALTH SAFETY MATTER**

4.5.1 WHS Committee Minutes, 3rd November 2022

**MOVED** Woodman/Burns that:

1. The information be received and noted and recommendations be adopted except for recommendations in Item 5 that are to be actioned as follows:
  - A further report be submitted to the Senior Management Team on the options for the use of ride-on lawn mowers on or near shoulders of roads;
  - Risk assessments to be undertaken for mowing areas that have rough contours, steep slopes and stones and other debris;
  - Suitable racks for vehicles carrying signs to be investigated and reported to the Senior Management Team; and
  - Training of employees that may encounter vicious dogs to be further investigated and reported to the Senior Management Team.
2. That an investigation be undertaken to ensure that appropriate snake bite kits are purchased and reported to the Senior Management Team;
3. The practicality of being able to service a notice board at the "Fairham" Camp Huts be investigated and in particular that all staff are normally based out of the Work Depot that has its own noticeboard. This item to be further reported to the Senior Management Team; and
4. The practicality of other methods of providing ice at the "Fairham" Camp Huts be further investigated and reported to the Senior Management Team.

**Carried**

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4.5.2 Warren Shire Council Action Plan

**MOVED** Otieno/Woodman that the information be received and noted.

**Carried**

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4.5.3 Site Specific Risk Assessment Record;

Safe Operating Procedure; and

Competency Verification Assessment.

**MOVED** Stephens/Otieno that the information be received and noted.

**Carried**

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# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday 22nd November 2022 commencing at 1.32 pm

### 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
Water & Sewer Team Leader/Plumber	DMES	Looking at options.
Vacation Care Co-Ordinator and Assistant	MHD	No Co-Ordinator applicants. Report being considered by Council in relation to the direction of program.
Library Officer	DMFA	Successful candidate starts 28 <sup>th</sup> November.
Economic Development & Visitation Manager	GM	Advertising, closes 8th December.
Casual Cleaner	MHD	Advertising.
Divisional Manager Finance & Administration	GM	Closed 10th November. GM assessing applicants.
Road Maintenance Team (Permanent): <ul style="list-style-type: none"><li>▪ Light Plant Operator – Relief</li><li>▪ Pavement Maintenance Team Leader</li><li>▪ 2 x Pavement Maintenance Team Operators</li><li>▪ Roadside Maintenance Team Operator</li></ul>	DMES	Advertising, closed 17th November.
Outdoor Engineering Staff (Temporary Positions): <ul style="list-style-type: none"><li>▪ 2 x Light Plant Operators – Roller</li><li>▪ Light Truck Driver - Water</li></ul>	DMES	Advertising. Closed 17 <sup>th</sup> November
Admin Officer Engineering Services (12 month contract)	DMES	Advertising. Closes 1 <sup>st</sup> December.

**MOVED** Woodman/Murray that the information be received and noted;

**Carried**

#### 4.6.2 2022/2023 Christmas/New Year Staff Availability (GM)

The Manager Health and Development Services is going to be available during the Christmas/New Year period. The General Manager reminded Managers to ensure that they start to manage any requests for annual leave, flexi time, RDO's especially now that Friday, 23rd December 2022 has been requested as a Union Picnic Day.

**MOVED** Murray/Burns that the information be received and noted.

**Carried**

**WARREN SHIRE COUNCIL**  
**Minutes of the Manex Committee Meeting**  
**held in Council's Community Room on**  
**Tuesday 22nd November 2022 commencing at 1.32 pm**

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**4.6 HUMAN RESOURCES**

**CONTINUED**

4.6.3 Union Picnic Day 23rd December 2022 (GM)

- Friday, 23rd December 2022 has been approved, on the basis that a Family Day is organised and participated in on Friday, 23rd December 2022.
- Warren Golf Club has been booked by Council's USU Delegate for a Family Fun Day.
- If the Warren Golf Club premises is not available for this family function, an alternate location needs to be found.
- If an alternate location in these circumstances is not found, the Union Picnic Day should be transferred to a suitable day in early 2023 during the school holidays.
- Need to manage skeleton staff of non-Union Members for the Administration Centre, Library, Swimming Pool and Ewenmar Waste Depot etc for Friday, 23rd December 2022.
- Monitoring required.

**MOVED** Burns/Kelly that the information be received and noted.

**Carried**

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**5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS**

**(L5-3)**

Date	Circular No.	Description	Comment/Action
21.10.22	22-30	Guidelines on the Recruitment of Senior Council Executives	Noted
28.10.22	22-31	Commencement of the Public Spaces (Unattended Property) Act 2021	Noted
1.11.22	22-32	Update to your Council Website to Include Housing, Employment and Population Projection Data	Noted
2.11.22	22-33	Misuse of Council Resources – March 2023 State Election	Noted
10.11.22	22-34	Consultation on Review of the Local Government Boundaries Commission	Noted
11.11.22	22-35	Councils' Decisions on the Administration of their September 2024 Ordinary Elections	Completed, Electoral Commission advised.

**MOVED** Woodman/Murray that the information be received and noted.

**Carried**

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**5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS**

**(L5-3)**

**MOVED** Woodman/Burns that the information be received and noted.

**Carried**

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**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
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**6 OPERATIONAL PROCEDURES (I2-11.1)**

Nil.

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**7 OCTOBER 2022 DRAFT MINUTES AND DECEMBER 2022 BUSINESS PAPER**

The Committee previewed the December 2022 Business Paper and the October 2022 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

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**8 CORRESPONDENCE AND COMPLAINTS/ACTION REQUESTS STATUS**

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

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**9 GENERAL BUSINESS WITHOUT NOTICE**

Nil.

**There being no further business the meeting closed at 4.51 pm.**

## **ECONOMIC DEVELOPMENT & PROMOTIONS COMMITTEE MINUTES**

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Attached are the Minutes of the meeting of the Economic Development & Promotions Committee held on Wednesday, 9th November 2022.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Economic Development & Promotions Committee held on Wednesday, 9th November 2022 be received and noted, and the following recommendations be adopted:

**ITEM 5.2 ECONOMIC DEVELOPMENT ACTION PLAN AND STRATEGY (D3-1)**

1. That the document be progressed as the Warren Shire Economic Development Strategy and Action Plan;
2. Key stakeholders be engaged to ascertain their commitment to support responsibilities in the Draft Plan; and
3. The next draft document be completed following a workshop with the Economic Development & Promotions Committee that determines actions, timing, goals/measures, lead matters, who supports on matters, status and supporting documentation, taking on board previous documents.

**ITEM 5.3 WARREN AND THE VISITOR ECONOMY COMMUNITY CONSULTATION REPORT  
AUGUST 2022-EXECUTIVE SUMMARY (T4-1, T4-1.1)**

That the Chair of the Committee, Mayor and General Manager meet with RiverSmart Australia Limited, Macquarie Wetlands Association and the Warren Chamber of Commerce to ascertain their thoughts on how to progress the establishment of the Destination Macquarie Marshes Stakeholder Group.



**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development & Promotions Committee**  
**Meeting held in the Council Community Room**  
**on Wednesday 9th November 2022, commencing at 3:41 pm**

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**PRESENT:**

Sarah Derrett	Councillor (Chair)
Roslyn Jackson	Councillor
Milton Quigley	Mayor
Andrew Brewer	Councillor
Heather Druce	Councillor
Gary Woodman	General Manager
Jillian Murray	Acting Divisional Manager Finance & Administration
Sylvester Otieno	Divisional Manager Engineering Services
Maryanne Stephens	Manager Health & Development Services
Kerry Palmer	Regional Development - Department of Regional NSW - Business Development Facilitator
Rebecca Christian	Project Administration Officer

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**ITEM 1            APOLOGIES**

Nil.

**Carried**

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**ITEM 2            MINUTES**

**MOVED** Jackson/Druce that the Minutes of the Economic Development & Promotions Committee meeting held on Wednesday, 10th August 2022 be adopted as a true and correct record of that meeting.

**Carried**

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**ITEM 3            BUSINESS ARISING FROM THE MINUTES OF THE MEETING, 10TH AUGUST 2022**

Nil.

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**ITEM 4            ACTION CHECKLIST**

**MOVED** Jackson/Druce that the information be received and noted and the items marked with an asterisk (\*) be deleted.

**Carried**

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**ITEM 5.1          WARREN CHRISTMAS STREET PARTY 2022**

**(F5-1,D3-10)**

**MOVED** Druce/Brewer that the report be received and noted.

**Carried**

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**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development & Promotions Committee**  
**Meeting held in the Council Community Room**  
**on Wednesday 9th November 2022, commencing at 3:41 pm**

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**ITEM 5.2      ECONOMIC DEVELOPMENT ACTION PLAN AND STRATEGY      (D3-1)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Brewer/Jackson

1. That the document be progressed as the Warren Shire Economic Development Strategy and Action Plan;
2. Key stakeholders be engaged to ascertain their commitment to support responsibilities in the Draft Plan; and
3. The next draft document be completed following a workshop with the Economic Development & Promotions Committee that determines actions, timing, goals/measures, lead matters, who supports on matters, status and supporting documentation, taking on board previous documents.

**Carried**

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**ITEM 5.3      WARREN AND THE VISITOR ECONOMY COMMUNITY CONSULTATION REPORT  
AUGUST 2022-EXECUTIVE SUMMARY      (T4-1, T4-1.1)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Jackson/Druce that the Chair of the Committee, Mayor and General Manager meet with RiverSmart Australia Limited, Macquarie Wetlands Association and the Warren Chamber of Commerce to ascertain their thoughts on how to progress the establishment of the Destination Macquarie Marshes Stakeholder Group.

**Carried**

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**ITEM 5.4      REGIONAL TOURISM ACTIVATION FUND ROUND 2 GRANT APPLICATION      (G4-1.50)**

**MOVED** Woodman/Jackson that the information be received and noted.

**Carried**

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**ITEM 5.5      ECONOMIC DEVELOPMENT AND VISITATION MANAGERS OFFICE AND WARREN  
SHIRE VISITOR INFORMATION SETUP STATUS      (T4-1,T4-6.1)**

**MOVED** Woodman/Brewer that the information be received and noted.

**Carried**

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**ITEM 5.6      ADVERTISING FOR WARREN SHIRE VISITOR INFORMATION CENTRE  
VOLUNTEERS STATUS      (T4-1, T4-6.1)**

**MOVED** Woodman/Brewer that the information be received and noted.

**Carried**

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## **WARREN PUBLIC ARTS COMMITTEE MINUTES**

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Attached are the Minutes of the Meeting of the Warren Public Arts Committee held on Monday, 14th November 2022.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Warren Public Arts Committee held on Monday, 14th November 2022 be received noted and the following recommendations be adopted:

**ITEM 5.1 PUBLIC ART ON PRIVATE PROPERTY MURALS (C14-3.29)**

That the Committee receive a further report on a possible mural project for the left over funds from the Murray Darling Basin Economic Development Round Three (3) Grants Program.

**ITEM 5.2 WARREN CBD TOILET/AMENITIES (G4-1.20)**

That Council note that the Committee subject to the quality of the photographs and their suitability to be used in the wrap collage by a graphic designer determined the most suitable historical photographs to be used for Warren CBD Toilet/Amenities front wall wrap collage.

**ITEM 5.3 LIONS PARK TOILET/AMENITIES (P1-7.5)**

That Council note that the Committee subject to the quality of the photographs and their suitability to be used in the wrap collage by a graphic designer determined the most suitable Macquarie River photographs to be used for Lions Park Toilet/Amenities wall wrap collage.

# WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
on Monday 14th November 2022 commencing at 3:05 pm

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**PRESENT:**

Ros Jackson	Councillor (Chair)
Jenny Quigley	Community Member (From 4:05pm)
Penny Heuston	Community Member
Judy Ridley	Community Member
Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Joe Joseph	Infrastructure Projects Manager
Raymond Burns	Town Services Manager
Rebecca Christian	Minute Taker
Bruce Lynch	Observer

**ITEM 1.1 ELECTION OF CHAIRPERSON (C14-3.29)**

Clr Katrina Walker has stepped down as Chairperson of the Warren Public Arts Committee due to personal reasons beyond her control.

**NOMINATIONS:** Clr Ros Jackson by J Ridley, seconded P Heuston.

Councillor Ros Jackson was elected Chairperson of the Warren Public Arts Committee.

Clr Jackson would like to thank Clr Walker for her time, commitment and leadership as Chair.

**ITEM 1.2 APOLOGIES**

Apologies were tendered on behalf of Clr Walker, Clr Van Eldonk, Jodie Redman and Peter Mackay who were absent due to external commitments, and it was **MOVED** Woodman/Burns that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried**

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**ITEM 2 CONFIRMATION OF MINUTES (C14-3.29)**

**MOVED** Burns/Ridley that the Minutes of the Meeting held on Tuesday, 9th August 2022 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING, 9TH AUGUST 2022**

Nil.

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**ITEM 4 ACTION CHECKLIST**

**MOVED** Burns/Heuston that the information be received and noted and items marked with an asterisk (\*) be deleted.

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
on Monday 14th November 2022 commencing at 3:05 pm

---

**ITEM 5.1 PUBLIC ART ON PRIVATE PROPERTY MURALS (C14-3.29)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Burns/Quigley that the Committee receive a further report on a possible mural project for the left over funds from the Murray Darling Basin Economic Development Round Three (3) Grants Program.

**Carried**

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**ITEM 5.2 WARREN CBD TOILET/AMENITIES (G4-1.20)**

- Judy Ridley will provide the Committee further historical photographs to be considered by the Committee through the General Manager; and
- A further session of the Committee will be undertaken.

**RECOMMENDATION TO COUNCIL:**

**MOVED** Woodman/Burns that Council note that the Committee subject to the quality of the photographs and their suitability to be used in the wrap collage by a graphic designer determined the most suitable historical photographs to be used for Warren CBD Toilet/Amenities front wall wrap collage.

**Carried**

---

**ITEM 5.3 LIONS PARK TOILET/AMENITIES (P1-7.5)**

- Judy Ridley will provide the Committee further Macquarie River photographs to be considered by the Committee through the General Manager;
- A further request be put out to the Warren Community for Macquarie River photography;
- Recent flood photography are also to be considered;
- A further session of the Committee will be undertaken; and
- Committee Members will also have to contact any community members who may have appropriate photographs.

**RECOMMENDATION TO COUNCIL:**

**MOVED** Woodman/Burns that Council note that the Committee subject to the quality of the photographs and their suitability to be used in the wrap collage by a graphic designer determined the most suitable Macquarie River photographs to be used for Lions Park Toilet/Amenities wall wrap collage.

**Carried**

---

**ITEM 6 GENERAL BUSINESS**

**ITEM 6.1 FUTURE MURAL OF RODEO/CAMPDRAFT (C14-3.29, S7-1)**

- Susie Parker has made approaches for construction of a future mural of rodeo horse/camp draft scene using funds that their Committee has available to use (approximately \$15,000). They may also obtain funding from other interested Clubs;
- A location needs to be determined;

# WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
on Monday 14th November 2022 commencing at 3:05 pm

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- Considerations could be given to the toilet facilities at the Showground Racecourse, perhaps the expected new facilities that may be constructed;
  - Probably by panel version - panels could be painted in advance;
  - The Showground Racecourse Committee will need to be consulted; and
  - Susie Parker will be further consulted.
- 

## **ITEM 7            DATE OF NEXT MEETING**

To be arranged for the 6th December 2022 at 3:30pm.

**There being no further business the meeting closed 4.46pm.**

## **ROADS COMMITTEE**

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Attached are the Minutes of the meeting of the Roads Committee held on Wednesday, 16<sup>th</sup> November 2022.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Roads Committee held on Wednesday, 16<sup>th</sup> November 2022 be received and noted and the following recommendations be adopted:

**ITEMS 5.2, 5.3, 5.4 COMBINED ROAD NETWORK SELF-HELP SCHEME**

**(R4-1.81, R4-1.34, R4-1.51, R4-1.68, R4-1.33)**

That:

1. Due to the crisis of the seriously damaged road network of Warren Shire a self-help Scheme of allowing farmers to undertake urgent repairs without payment on the road network for the good of their business in accordance with the requirements of Council in regards to works standards, Public Liability Insurance, traffic control and proper notification and approval be instigated and managed by the Engineering Services Department;
2. The Engineering Services Department develop the appropriate guidelines for the self-help scheme.; and
3. No action be taken in regard to cost reimbursement for works undertaken by landowners on the Kiameron Road.

**ITEM 5.5 TOTTENHAM BOGAN GATE RAIL BRIDGE REQUEST (VERBAL)**

**(R3-1)**

That an appropriate letter of support be provided for the Tottenham Branch NSW Farmers for the transport of grain on the rail network.

---



# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Councils Community Room at 115 Dubbo Street  
Warren on Wednesday, 16<sup>th</sup> November 2022 commencing at 2.03pm

---

### PRESENT:

Councillor Greg Whiteley (Chair)

Councillor Noel Kinsey

Councillor Milton Quigley

Gary Woodman (General Manager)

Sylvester Otieno (Divisional Manager Engineering Services)

Angela Tegart (Minute Taker)

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### ITEM 1 APOLOGIES

Apologies were received from Councillor Dirk McCloskey, Councillor Ron Higgins, Councillor Andrew Brewer and Rowan Hutchinson who were absent due to external commitments, and it was **MOVED** Kinsey/Quigley that the apologies be accepted, and a leave of absence be granted for this meeting.

**Carried**

---

### ITEM 2 CONFIRMATION OF MINUTES

**MOVED** Quigley/ Kinsey that the Minutes of the Meeting held on, Thursday, 18<sup>th</sup> August 2022 be accepted as a true and correct record of that meeting.

**Carried**

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### ITEM 3 BUSINESS ARISING

Nil

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### ITEM 4 ACTION CHECKLIST

**MOVED** Kinsey/Quigley that the information be received and noted, and items marked with an (\*) asterisk be deleted.

**Carried**

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### ITEM 5 REPORTS

#### ITEM 5.1 TRAFFIC COUNTER SUMMARY AND TRENDS REPORT

**(R4-1)**

**MOVED** Kinsey/Quigley that the information be received and noted.

**Carried**

---

# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Councils Community Room at 115 Dubbo Street  
Warren on Wednesday, 16<sup>th</sup> November 2022 commencing at 2.03pm

---

### ITEMS 5.2, 5.3, 5.4 COMBINED ROAD NETWORK SELF-HELP SCHEME

(R4-1.81, R4-1.34, R4-1.51, R4-1.68, R4-1.33)

#### RECOMMENDATION TO COUNCIL:

**MOVED** Quigley/ Kinsey

That:

1. Due to the crisis of the seriously damaged road network of Warren Shire a self-help Scheme of allowing farmers to undertake urgent repairs without payment on the road network for the good of their business in accordance with the requirements of Council in regards to works standards, Public Liability Insurance, traffic control and proper notification and approval be instigated and managed by the Engineering Services Department;
2. The Engineering Services Department develop the appropriate guidelines for the self-help scheme.; and
3. No action be taken in regard to cost reimbursement for works undertaken by landowners on the Kiameron Road.

**Carried**

---

### ITEM 5.5 TOTTENHAM BOGAN GATE RAIL BRIDGE REQUEST (VERBAL)

(R3-1)

#### RECOMMENDATION TO COUNCIL:

**MOVED** Kinsey/Quigley that an appropriate letter of support be provided for the Tottenham Branch NSW Farmers for the transport of grain on the rail network.

**Carried**

---

### ITEM 6 GENERAL BUSINESS

#### Assessment of Flood Gauging of Road Causeway Floodways

(R4-1)

- An inspection and improvement program be investigated as soon as possible for the causeway flood gauges on our road network.

#### Crown Roads – Flood and Storm Damage Claims

(F8-9.10)

- Nevertire Pistol Club Road;
- Old Railway Employees Road;

Investigation to be undertaken.

#### Infrastructure Betterment Fund Grant

(F8-9.5)

- Eligible Program AGRN960.
- RR333 Carinda Road – shoulder widening and pavement rehabilitation 64-76km.
- RR347 Collie – Trangie causeway Chainage 19km.
- Reconstruction on and sealing of Gibson Way to Monkeygar Creek, Approximately 6km.
- Gravel Resheeting Program – Billybingbone Road and Booka Road.

#### Stock on Roads

(R4-18)

- An investigation be undertaken in conjunction with the LLS to determine how the minimisation of damage by stock can be arranged by different controls particularly during wet weather and the matter be conveyed to the NSW Minister of Agriculture.
  - Examples currently RR333 Carinda Road – LLS leased area, RR7515 Warren Road.
-

# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Councils Community Room at 115 Dubbo Street  
Warren on Wednesday, 16<sup>th</sup> November 2022 commencing at 2.03pm

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### Stormwater Drainage Nevertire

(R4-1.55)

- Water is not getting away through the Russ Property, Investigation is required.
- 

### NEXT MEETING

February 2023

**There being no further business the meeting closed at 3.15pm.**

## SHOWGROUND/RACECOURSE COMMITTEE

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Attached are Minutes of the Meeting of the Warren Showground/Racecourse Committee held on Tuesday, 15<sup>th</sup> November 2022.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Showground/Racecourse Committee held on Tuesday, 15<sup>th</sup> November 2022 be received and noted and the following recommendations be adopted.

**ITEM 5.3 TOILET AMENITY PROGRESS REPORT (VERBAL) (S7-1)**

That the proposal to demolish both the ladies and male toilets and construct a joint toilet/shower facility at the location of the ladies' toilet be progressed by Council.

**ITEM 6.1 TRACK CROSSING – PONY CLUB SHED AREA (S7-7)**

That a subcommittee of users and Council be formed to investigate a solution to allow the continued use of the Pony Club shed area track crossing that would be acceptable to Racing NSW and in between time the crossing is not to be used till after the Twilight Races with the other crossing being used at all times.

# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting held In Council's  
Community Room at 115 Dubbo Street, Warren  
on Tuesday, 15<sup>th</sup> November 2022 commencing at 5.44pm

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## ATTENDANCE:

Councillor Heather Druce	Warren Shire Council (Chair)
Gary Woodman	General Manager
Matt Colwell	Warren & District Jockey Club
Rhianna Gibson	Warren Pony Club
Justin Sanderson	Warren P & A Association
Paul Quigley	Campdraft
David Dwyer	Polocrosse
Raymond Burns	Town Services Manager
Sylvester Otieno	Divisional Manager Engineering Services
Joe Joseph	Infrastructure Projects Manager

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## ITEM 1 APOLOGIES

Apologies were tendered on behalf of Councillor Dirk McCloskey, Councillor Greg Whiteley, Councillor Ron Higgins, Darren Walton, Ben Egan, Maryanne Stephens and Kevin Noonan it was **MOVED** Burns/Colwell that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried**

---

## ITEM 2 MINUTES OF THE MEETING HELD ON 10TH MAY 2022

**MOVED** Gibson/Colwell that the Minutes of the Meeting held on Tuesday 15<sup>th</sup> November 2022 be accepted as a true and correct record of that meeting.

**Carried**

---

## ITEM 3 BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON 10TH MAY 2022

Nil.

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## ITEM 4 ACTION CHECKLIST

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

**Carried**

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## ITEM 5 REPORTS

### ITEM 5.1 2022 CALENDER OF EVENTS SCHEDULE – SHOWGROUND/RACECOURSE (S7-2)

**MOVED** Woodman/Burns that the information be received and noted.

**Carried**

---

# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting held In Council's  
Community Room at 115 Dubbo Street, Warren  
on Tuesday, 15<sup>th</sup> November 2022 commencing at 5.44pm

---

## ITEM 5.2      INFRASTRUCTURE PROJECTS REPORTING (VERBAL)      (S7-1)

### EQUESTRIAN ARENA

- Additional underground drainage installed in the base to fix up the seepage under the base with a pump pit and set-up;
- Extended existing stormwater line trackside, 2 extra pits and line;
- Concrete pathway has been completed;
- Skillion area road base complete;
- Skillion area sealing to be undertaken in the near future;
- Kickrail contractor has undertaken a final scoping visit and is expected to undertake the work in December 2022;
- Misting pump has been tested, some droplet lines are to be repaired/modified by the installer;
- Misting pump shed still to be installed;
- Sand ordered, yet to be delivered;
- 50mm road base/ crusher dust with segment to be installed and compacted;
- Slight drainage tidy up and profiling;
- 50 mm sand to be installed (500 tonne);
- 300 tonne (30mm) will be stockpiled near the tanks.

### EXCLUSION FENCING

- 1.8m fence similar to airport chainmesh \$130,000;
- 2.1m fence chainmesh \$150,000;
- 2.1m fence chainwire (Racing NSW specifications) \$425,000;
- The quotation/estimates have been provided to Racing NSW to consider providing a contribution to the project as only \$58,000 is available to spend on the project;
- Race 1 and Race 2 were delayed at the last race meeting to have kangaroo moved;
- The project involves the complete current fence line;
- Council will provide a plan detailing the fence line/location to the Warren Jockey Club.

### CATTLE YARDS

- Budget is \$60,000;
- Materials have been estimated to cost \$90,000;
- Installation has been estimated to cost \$45,000 - \$55,000;
- Total \$135,000 at least, perhaps \$145,000;

# WARREN SHIRE COUNCIL

## Minutes of the Showground/Racecourse Committee Meeting held In Council's Community Room at 115 Dubbo Street, Warren on Tuesday, 15<sup>th</sup> November 2022 commencing at 5.44pm

- Design provided by Stockpro, minimum size for horses (3.7m x 3.7m stalls), cattle can be 3.1m, the original design was 4.0m x 4.0m stalls, need to obtain more grant funding particularly if a cattle crush, loading race are also required, at least \$75,000 is required;
- Council to arrange an extension of the grant completion time if possible explaining the design and budget concerns;
- Warren P&A Association to be responsible for future grant applications in conjunction with Council.

### GBS FALKINER LOUNGE

- Window replacement contractor starting 28<sup>th</sup> November 2022;
- Work includes the entry doors probably by Christmas;
- Disabled access concreting in January 2023;
- Twilight Races – barriers need to be made better.

### PONY CLUB TOILET

- Toilet is currently being constructed off-site;
- Pump station, pipework, slab, and fitting will happen quickly;
- Needs to be complete by late March 2023 for the season to start;

**MOVED** Woodman/Burns that the information be received and noted.

Carried

### ITEM 5.3 TOILET AMENITY PROGRESS REPORT (VERBAL)

(S7-1)

#### Proposal for toilet and shower amenities at the undercover area, showground/racecourse.

15/11/2022

- Demolish the existing ladies toilet building. Electrical switch room to remain;
- Remove slab and existing subsoil pipework and fittings;
- Construct concrete slab, including new subsoil pipework for new combined toilet building;
- Construct new Colourbond steel building, including water pumping area (currently in the entry to the ladies toilet);
- 2 Unisex Accessible Toilet/Showers
- Fit out the female area;
  - Female Ambulant Toilet;
  - Female Shower;
  - 10 Female Toilets;
  - 6 – 8 Handbasins;
- Fit out the male area;
  - Male Ambulant Toilet;
  - Male Shower;
  - 4 Male Toilets;
  - 3 – 4 Urinals or 4 additional Toilets
  - 2 - 4 Handbasins;
- Installation of new On-Site Treatment System;
  - Removal of old pumping station.
- Demolish the existing male toilet building;
- Replace roof on electrical switch room;
- Clad existing electrical switch room in same material as the new building; and
- Landscape tidy up.

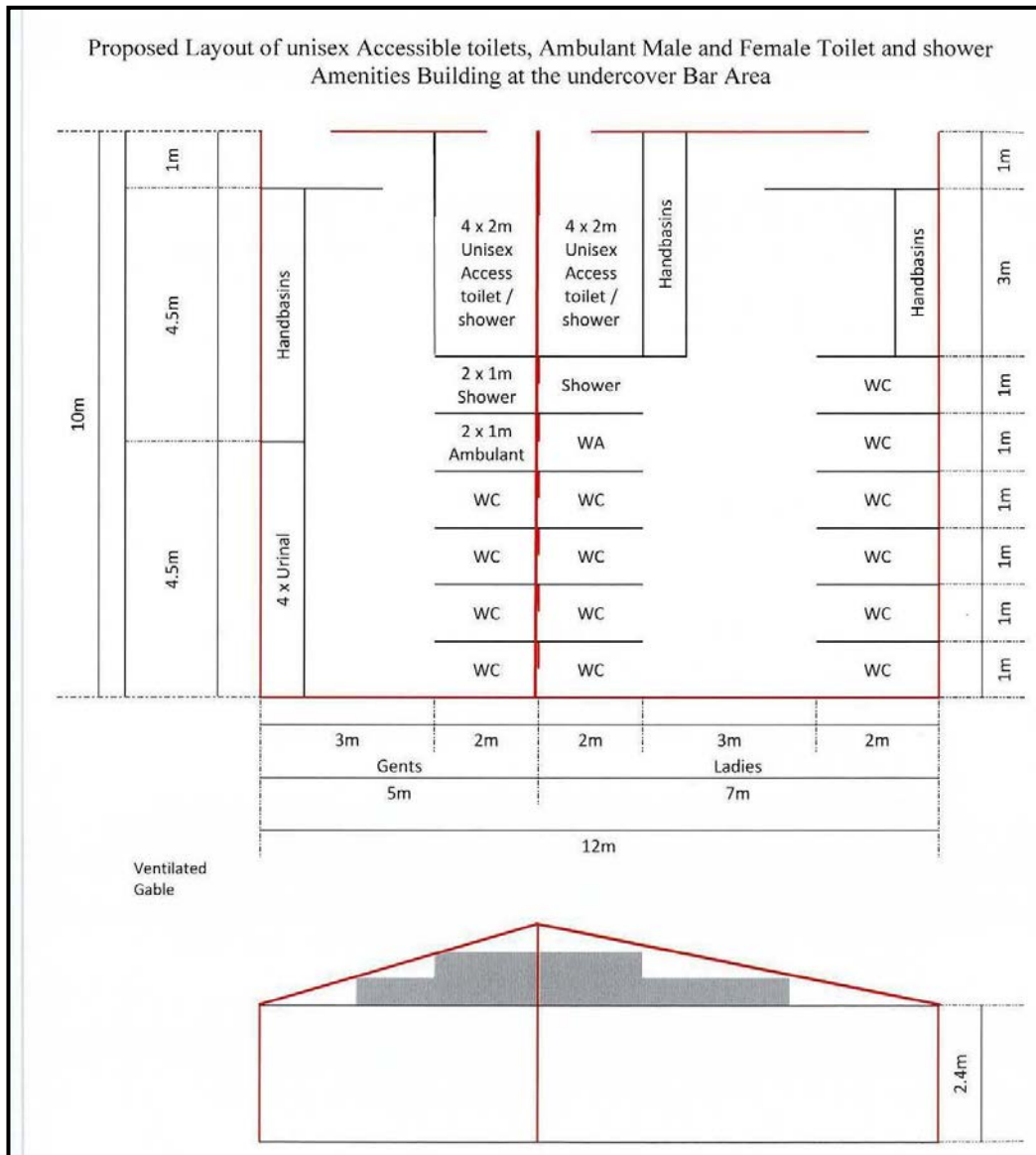
The existing plumbing is completely unserviceable in both buildings and to the pumping station, and the concrete floors are below current ground level. The amount of work that was needed to remove the floor at the Cattleman's Campgrounds toilets, shows that it will be expensive to replace the plumbing and floor. In conversations with Council staff and several local contractors, we believe a better and cheaper outcome can be achieved by demolishing and starting again.

By constructing a combined facility on the old female toilet location, the showers are close enough for the jockeys to utilise on race days as well.

Available Budget:		\$388,000.00
Estimated Cost to construct at the existing women's amenity :		\$410,000.00
Additional cost to construct at the existing men's amenity:	Electrical;	\$ 15,000.00
	Plumbing;	\$ 10,000.00

# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting held In Council's  
Community Room at 115 Dubbo Street, Warren  
on Tuesday, 15<sup>th</sup> November 2022 commencing at 5.44pm



- Old men's toilet also has serious costly issues and would be demolished, and site rehabilitated;
- The new facility could also be used by jockeys;
- The old tote facility would also be removed;
- Electrical switch building has to stay at the same location;
- Currently the available budget is just shy of the estimate;
- Needs to complete by June 2023 with probably a 20-week construction period.

## RECOMMENDATION TO COUNCIL:

**MOVED** Quigley/Druce that the proposal to demolish both the ladies and male toilets and construct a joint toilet/shower facility at the location of the ladies' toilet be progressed by Council.

**Carried**



# WARREN SHIRE COUNCIL


Minutes of the Showground/Racecourse Committee Meeting held In Council's  
Community Room at 115 Dubbo Street, Warren  
on Tuesday, 15<sup>th</sup> November 2022 commencing at 5.44pm

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**ITEM 6 GENERAL BUSINESS**

**ITEM 6.1 TRACK CROSSING – PONY CLUB SHED AREA (S7-7)**

Racing NSW has advised as follows;



**Racing NSW**

**10 November 2022**

**Racing NSW Office  
Dubbo**

---

Dear Mr Colwell,

With regards to the crossing at Warren Racecourse Racing NSW requires that crossings be placed to avoid risk to both horse and rider. Crossings are not to be located prior to or in the proximity of the winning post. Recently it was observed that a considerable volume of traffic has been crossing the course proper at Warren Racecourse shortly after the winning post.

I would ask that Warren Jockey Club address the issue with other user groups of the Warren Showground. Further I would ask that Warren Jockey Club asks other user groups not to tamper with or remove running rail or other infrastructure which may be damaged pose a further risk to the safety and welfare of both equine and human participants.

I would suggest the club seek the permission of the crown land manager of Warren Showground to instal a lockable gate at the point that is currently being used as a crossing in contravention of the Racing NSW minimum standards. Should this point continue to be used as a crossing there is a possibility the racecourse will be deemed unsuitable for racing given the risks a crossing located in close proximity to the winning post pose to the safety integrity and welfare of the industry.

Yours Sincerely,

**D.J. Bucknell**

Chief steward WRA

**RECOMMENDATION TO COUNCIL;**

**MOVED** Woodman/ Colwell that a subcommittee of users and Council be formed to investigate a solution to allow the continued use of the Pony Club shed area track crossing that would be acceptable to Racing NSW and in between time the crossing is not to be used till after the Twilight Races with the other crossing being used at all times.

**ITEM 6.2 RACING CHECKLIST (S7-2.1)**

- Racing Meeting Checklist have been distributed to the Warren Jockey Club for their comment. Drafts are currently being used.

# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting held In Council's  
Community Room at 115 Dubbo Street, Warren  
on Tuesday, 15<sup>th</sup> November 2022 commencing at 5.44pm

---

## ITEM 6.3 NEW CAMPDRAFT SHOWERS (Centre Area)

(S7-6)

- Pool of water (Men's Toilet);
- May be leaking out of the concrete;
- No fittings leaking;
- Further investigations will be undertaken by Council.

## ITEM 6.4 GBS FALKINER LOUNGE – TOILET

(S7-6)

- Particularly men's toilet – smell
  - Check for exhaust fan requirements to remove the smell in all toilets.
- 

## ITEM 7 NEXT MEETING DATE AND TIME

February 2023

**There being no further business the meeting closed at 7.28pm**

## **AIRPORT OPERATIONS COMMITTEE**

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Attached are the Minutes of the meeting of the Airport Operations Committee held on Wednesday, 23rd November 2022.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Airport Operations Committee held on Wednesday, 23rd November 2022 be received and noted.

# WARREN SHIRE COUNCIL

Minutes of the Airport Operations Committee  
Meeting held in the Community Room, Warren  
on Wednesday, 23rd November 2022 commencing at 11.04 am

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## PRESENT:

Dirk McCloskey	Councillor (Acting Chair)
Brett Williamson	Warren Chamber of Commerce Representative
George Falkiner	Community Member
Pat Hulme	Community Member
Gary Woodman	General Manager
Joe Joseph	Infrastructure Projects Manager
Sylvester Otieno	Divisional Manager Engineering Services
Rebecca Christian	Minute Taker

**MOVED** Woodman/Williamson that due to the absence of the Committee Chair, Councillor McCloskey to Chair the meeting.

**Carried**

---

## ITEM 1 APOLOGIES

Apologies were received from Cllr Kevin Taylor, Ralph Smith, Nigel Martin and Raymond Burns who were absent due to external commitments and it was **MOVED** Woodman/Williamson that a leave of absence be granted for this meeting.

**Carried**

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## ITEM 2 CONFIRMATION OF MINUTES (C14-3.12)

**MOVED** Falkiner/Williamson that the Minutes of the Meeting held on Tuesday, 13th September 2022 be accepted as a true and correct record of that meeting.

**Carried**

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## ITEM 3 BUSINESS ARISING FROM MINUTES

Nil.

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## ITEM 4 ACTION CHECKLIST

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

**Carried**

---

## ITEM 5.1 AIRPORT TERMINAL PROGRESS (G4-1.16)

**MOVED** Woodman/Williamson that the information be received and noted.

**Carried**

---

# WARREN SHIRE COUNCIL

Minutes of the Airport Operations Committee  
Meeting held in the Community Room, Warren  
on Wednesday, 23rd November 2022 commencing at 11.04 am

---

**ITEM 5.2 AIRPORT UPGRADE PROGRESS – RUNWAY 03/21 DRAINAGE (G4-1.16)**

- Council needs to check the ability to drain to the sand hill area in Egelabra (Kater's property).

**MOVED** Williamson/Hulme that the information be received and noted.

**Carried**

---

**ITEM 5.3 FUEL POD UPDATE (G4-1.16)**

- Council to investigate the costs of fuel provisions by IOR, check the contract arrangements between IOR and Warren Shire Council to ensure that the wholesale fuel price is appropriate; and
- Council needs to check the availability and suitability of other Avgas fuel supplies.

**MOVED** Williamson/Falkiner that the information be received and noted.

**Carried**

---

**ITEM 6 GENERAL BUSINESS**

**ITEM 6.1 AIRPORT IMPROVEMENTS GRANTS AND CONTRIBUTIONS FOR IMPROVEMENTS (A2-6)**

- Some grants require 50% funding from Council; and
  - Investigations be undertaken to see whether income received at the Airport (land sales, etc.) can be put into a reserve for the purpose of improvements and contributions to grants for the same.
- 

**ITEM 6.2 AIRPORT MAINTENANCE PARTICULARLY SLASHING (A2-6)**

- Investigate if slashing requirements can be arranged using the tractors available or the bare minimum slashing undertaken in the interim.
- 

**ITEM 7 NEXT MEETING**

Next meeting to be 8 March 2023.

**There being no further business the meeting closed at 12:08 pm.**

## **PLANT COMMITTEE MEETING**

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Attached are the Minutes of the meeting of the Plant Committee held on Wednesday 23rd November 2022.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Plant Committee held on Wednesday 23rd November 2022 be received and noted and the following recommendations be adopted:

**ITEM 6.1      3.6 METRE (12FOOT) SLASHER      (P2-1)**

That Council allocate \$35,000 for the supply and delivery of an appropriate 3.6m slasher using available funds in the 2022/2023 Plant Replacement Budget.

**ITEM 6.3      15 YEAR PLANT REPLACEMENT PROGRAM      (P2-10)**

That the information be received and noted and that a report be provide in early 2023 to finalise the 2022/2023 Plant Replacement Program.

**WARREN SHIRE COUNCIL**  
**Minutes of the Plant Committee Meeting**  
**held in the Community Room, 115 Dubbo Street Warren**  
**on Wednesday 23<sup>rd</sup> November 2022 commencing at 1pm**

---

**Present:** Councillor Greg Whiteley (Acting Chair)  
Councillor Dirk McCloskey  
Councillor Ron Higgins  
Councillor Noel Kinsey (Arrived at 1.35pm)  
Mr Gary Woodman (General Manager)  
Mr Sylvester Otieno (Divisional Manager Engineering Services)  
Mrs Jill Murray (Acting Divisional Manager Finance and Administration)  
Mr Jason Boyd (Workshop Co-Ordinator)

---

With the Chair being an apology Councillor Greg Whitley was requested to Chair the meeting which he accepted.

**ITEM 1 APOLOGIES**

Apologies were received from Councillor Andrew Brewer who was absent due to external commitments, and it was **MOVED** McCloskey/Higgins that the apology be accepted, and a leave of absence be granted for this meeting.

**Carried**

---

**ITEM 2 CONFIRMATION OF MINUTES**

**MOVED** Higgins/McCloskey that the Minutes of the Meeting held on Wednesday 19th October 2022 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING**

Nil.

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**ITEM 4 ACTION CHECKLIST**

**MOVED** McCloskey/Higgins that the information be received and noted and those marked with an asterisk (\*) be removed.

**Carried**

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**ITEM 5 FINANCIAL STATEMENT**

**MOVED** Higgins/McCloskey that the information be received and noted.

**Carried**

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**WARREN SHIRE COUNCIL**  
Minutes of the Plant Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
on Wednesday 23<sup>rd</sup> November 2022 commencing at 1pm

---

**ITEM 6      REPORTS**

**ITEM 6.1      3.6 METRE (12FOOT) SLASHER      (P2-1)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Kinsey/Higgins that Council allocate \$35,000 for the supply and delivery of an appropriate 3.6m slasher using available funds in the 2022/2023 Plant Replacement Budget.

Carried

---

**ITEM 6.2      MT FOSTER QUARRY UPDATE      (Q1-1.1)**

- Originally we were applying for a variation of the licence to operate Mt Foster Quarry for an increased use (30,000 – 50,000 to 50,000- 100,000 tonnes per annum) and blasting as an activity;
- However EPA have confirmed that blasting is allowed under our licence;
- EPA however requires Council to arrange a development application and an environmental assessment for the increased use;
- Council has put the application on hold (withdrawn);
- However as blasting is already included in the licence it may be better for someone else to make the application to increase usage of the quarry;
- Council officers are meeting with the EPA Thursday 24<sup>th</sup> November 2022 to determine a more positive way forward or outcome for Council;
- An expression of interest probably needs to be arranged for a third party to operate the quarry including arranging the necessary development application and environmental assessment for an increase in usage;
- To date there has been at least three (3) separate contacts of persons interested in operating Mount Foster Quarry.

**MOVED** Kinsey/McCloskey that the information be received and noted.

Carried

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**ITEM 6.3      15 YEAR PLANT REPLACEMENT PROGRAM      (P2-10)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Kinsey/McCloskey that the information be received and noted and that a report be provide in early 2023 to finalise the 2022/2023 Plant Replacement Program.

Carried

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**ITEM 7      GENERAL BUSINESS**

Nil.

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**WARREN SHIRE COUNCIL**  
Minutes of the Plant Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
on Wednesday 23<sup>rd</sup> November 2022 commencing at 1pm

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**ITEM 8      DATE OF NEXT MEETING**

Early February 2023

**There being no further business the meeting closed at 2.29pm.**

## **SPORTING FACILITIES COMMITTEE MEETING**

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Attached are the Minutes of the meeting of the Sporting Facilities Committee held on Wednesday 23<sup>rd</sup> November 2022.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Sports Facilities Committee held on the 23<sup>rd</sup> November 2022 be received and noted and the following recommendations be adopted:

**ITEM 6.2      MAIN OVAL FACING SCOREBOARD      (S1-1.45)**

That:

1. The information be received and noted;
2. The scoreboard facing the main oval be hard wired for power; and
3. Investigation to be undertaken regarding operating distance of the various scoreboard controllers and the durability of those controllers when exposed to adverse weather conditions.

**ITEM 6.3      PORTABLE SCOREBOARD – VICTORIA OVAL      (S1-1.45)**

That:

1. The information be received and noted; and
2. Investigations continue to be undertaken to determine the most suitable portable scoreboard and trailer option.

# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren  
on Wednesday, 23<sup>rd</sup> November 2022 commencing at 2:35pm

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**Present:**

Councillor MJ Quigley (Chairman)  
Councillor DJ McCloskey  
Councillor GJ Whiteley  
Gary Woodman (General Manager)  
Sylvester Otieno (Divisional Manager Engineering Services)  
Maryanne Stephens (Manager Health and Development Services)  
Joe Joseph (Infrastructure Projects Manager)  
Wesley Hamilton (Centre Manager – Warren Sporting and Cultural Centre)

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**ITEM 1 APOLOGIES**

Apologies were tendered on behalf of Councillor KW Taylor and Raymond Burns (Town Services Manager), who were absent due to external commitments, and it was **MOVED** Woodman/McCloskey that apologies be accepted and a leave of absence for the members concerned be granted for this meeting.

**Carried**

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**ITEM 2 CONFIRMATION OF MINUTES OF THE SPORTING FACILITIES COMMITTEE MEETING HELD ON WEDNESDAY, 7<sup>th</sup> SEPTEMBER 2022**

**MOVED** Woodman/McCloskey that the Minutes of the Meeting held on the 7<sup>th</sup> September 2022 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON WEDNESDAY, 7<sup>th</sup> SEPTEMBER 2022**

Nil.

# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren  
on Wednesday, 23<sup>rd</sup> November 2022 commencing at 2:35pm

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## 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	Internal pool works program	MHD	<p>Remedial works to internal pool surface has been sort to be undertaken under warranty. To be completed during pool off season.</p> <p>The emptying of the pool commenced in June 2022; Senior Management Team meeting held onsite 21<sup>st</sup> June 2022 to determine directions and action.</p> <p>No remedial action has been possible, however pool will be right for the 2022/2023 season.</p> <p>September 2022 – Obtaining legal advice on the matter.</p> <p>Work will be programmed for the conclusion of 2022/23 season during shutdown period subject to legal advice and action.</p>	Oct 2023
20.10.2021	Carter Oval Lighting	IPM	<p>Final testing and analysis to be completed.</p> <p>One set of lights have a fault to be corrected by contractor during December 2022.</p> <p>Lighting option for discus and shotput area to be investigated and installed.</p>	2022
17.11.2021	Victoria Oval and Oxley Park Plan of Management	GM	<p>Council seek Ministerial consent to adopt the Victoria Oval and Oxley Park Plan of Management.</p> <p>Further enquiries from Ministers office to be actioned.</p>	2023
17.11.2021	Purchase of lockers and change room seating – Warren War Memorial Swimming Pool	MHD	<p>Lockers and Change Room Seating Installed.</p> <p>Acquittal to be undertaken.</p>	2022

# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren  
on Wednesday, 23<sup>rd</sup> November 2022 commencing at 2:35pm

<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>	<i>Completion Date</i>
17.11.2021	Planting of trees at Carter Oval Precinct	IPM	Planting of trees surrounding Carter Oval Sporting precinct fields be made a priority project within Carter Oval Redevelopment Program.  Landscaping plan to be finalised after final comments from Committee members received by the 30 <sup>th</sup> January 2023. Final meeting with consultant to be undertaken post feedback.	2023
15.06.2022	Recycling Program at Sports Complex	MHD/CM	Investigate potential User Groups to undertake a recycling program at Sports Complex to reduce bottle wastage into general waste bins.	2023
15.06.2022	Pole placement, light spillage standards, ground levelling and drainage of Carter Oval Youth Sporting Precinct	TSM	Correct levelling to be achieved on both soccer and cricket fields as part of development works.  Achieve drainage of soccer fields towards Stafford St as part of development works.	2022 / Early 2023
15.06.2022	Kerb and gutter works for vehicle access to Warren War Memorial Swimming Pool from Stafford St	MHD	Expedite kerb and guttering works for vehicle gate entrance into Warren War Memorial Swimming Pool before the end of 2022.	Late 2022
15.06.2022	Relocation of User Groups to Carter Oval Youth Sports Precinct	IPM/TSM/ MHD/DMES	Relocate relevant user groups from Victoria Park to Carter Oval Youth Sports Precinct once all current works projects are complete.	September 2023
07.09.2022	Main Oval Facing Scoreboard	CM	Estimated cost to complete project is \$40,000.00 for a powered site.  Funding Partners confirmed, amount per group to be concluded.  Grant Funding to be sourced.	2023

# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren  
on Wednesday, 23<sup>rd</sup> November 2022 commencing at 2:35pm

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<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>	<i>Completion Date</i>
07.09.2022	Portable Scoreboards – Victoria Park	CM	Estimated cost to complete project is \$45,000.00. Funding Partners confirmed, amount per group to be concluded. Grant Funding to be sourced.	2023
07.09.2022	Shade Sails – Warren War Memorial Swimming Pool	MHD	Source grant funding to purchase and install shade sails on the western side of the wading pool.	2023

**MOVED** McCloskey/Whiteley that the Action Checklist progress be received and noted.

**Carried**

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## **ITEM 5 FINANCIAL STATEMENT**

**MOVED** Whiteley/McCloskey that the information be received and noted.

**Carried**

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## **ITEM 6.1 REPORT FROM THE CENTRE MANAGER**

**(S1-1.45)**

**MOVED** McCloskey/Whiteley that the information be received and noted.

**Carried**

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## **ITEM 6.2 MAIN OVAL FACING SCOREBOARD**

**(S1-1.45)**

### **RECOMMENDATION TO COUNCIL:**

**MOVED** McCloskey/Whiteley that:

1. The information be received and noted;
2. The scoreboard facing the main oval be hard wired for power; and
3. Investigations to be undertaken regarding the operating distance of the various scoreboard controllers and the durability of those controllers when exposed to adverse weather conditions.

**Carried**

## **ITEM 6.3 PORTABLE SCOREBOARD – VICTORIA OVAL**

**(S1-1.45)**

### **RECOMMENDATION TO COUNCIL:**

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**WARREN SHIRE COUNCIL**  
**Minutes of the Sporting Facilities Committee Meeting**  
**held in Council's Community Room, 115 Dubbo Street, Warren**  
**on Wednesday, 23<sup>rd</sup> November 2022 commencing at 2:35pm**

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**MOVED** McCloskey/Whiteley that:

1. The information be received and noted; and
2. Investigations continue to be undertaken to determine the most suitable portable scoreboard and trailer option.

**Carried**

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**ITEM 6.4          ADDITIONAL CHANGEROOM / AMENITIES BLOCK - VICTORIA OVAL          (S1-1.45)**

**MOVED** McCloskey/Whiteley that the information be received and noted.

**Carried**

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**ITEM 6.5          CARTER OVAL YOUTH SPORTING PRECINCT DEVELOPMENT PROJECT UPDATE  
(VERBAL) (IPM)          (P1-7.3)**

1. Warren Splash Park Shade Structure
  - a. Final design plans were provided to the Committee.
  - b. Post installation is expected to be completed by Friday 25<sup>th</sup> November 2022 with shade sails installed approximately 3 weeks later.
2. Carter Oval Youth Sporting Precinct Car Park
  - a. Draft design plans were provided to the Committee.
  - b. 50 normal carpark spaces, 2 disabled car park spaces, 3 electric charging station carpark spaces and ambulance access.
  - c. Currently seeking to complete a two coat bitumen seal with ac if affordable.
3. Carter Oval Youth Sporting Precinct Amenities / Kiosk Building
  - a. Geotechnical investigation report details that the site classification is E-D. The foundation will most probably require screw pier with a suspended slab over the piers.

**MOVED** Whiteley/McCloskey that the following information be received and noted

**Carried**

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**ITEM 7          GENERAL BUSINESS**

Nil.

**Carried**

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**ITEM 8          DATE OF NEXT MEETING**

Early February 2023 – Warren Sporting and Cultural Centre – Community Room.

**Carried**

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4:35 PM**

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## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

### MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD VIA ONLINE TEAMS MEETING ON MONDAY 7<sup>th</sup> NOVEMBER 2022 AT 10:35AM.

**PRESENT:** Clrs D. Batten, B. Fisher, Z Holcombe, Clr D Todd, Clr G Peart, Clr I Woodcock and Clr G Whiteley

**ABSENT:** Clrs M Cooke, N Kinsey, P Cullen

**STAFF MEMBERS:** M. Urquhart (General Manager), A. Fletcher (Senior Biosecurity Officer), and B Petersens (Teams Coordinator) and R Wilson (Minute Secretary).

**WELCOME:** Meeting was opened at 10:35am and Chairman Clr D Batten welcomed all councillors and staff to the meeting.

#### 11/22/01 Leave of Absence

**Resolved:**

That the leave of absence received from Councillors M. Cooke, N. Kinsey, P Cullen is accepted and a leave of absence granted.

**Moved:** Clr Holcombe

**Seconded:** Clr Woodcock

**Carried**

#### DECLARATIONS OF INTEREST- Nil

#### 11/22/02 Minutes of Ordinary Council Meeting – 29<sup>th</sup> August 2022

**Resolved:**

That the minutes of the ordinary Council meeting held 29<sup>th</sup> August 2022, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Peart

**Seconded:** Clr Holcombe

**Carried**



**11/22/03 Council's Decision Action Report – September 2022****Resolved:**

That the Resolution Register for September 2022 be received and noted

**Moved:** Clr Woodcock  
**Seconded:** Clr Holcombe

**Carried****11/22/04 Circulars Received From the NSW Office of Local Government****Resolved:**

That the information contained in the following Departmental circulars 22-23 to 22-29 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Clr Peart  
**Seconded:** Clr Fisher

**Carried****11/22/05 Cash and Investment Report - 31<sup>st</sup> August 2022 & 30<sup>th</sup> September 2022****Resolved:**

That the investment report for 31<sup>st</sup> August 2022 and 30<sup>th</sup> September 2022 be received and noted.

**Moved:** Clr Fisher  
**Seconded:** Clr Whiteley

**Carried****11/22/06 Closedown of Council Administration Offices over the 2022/2023 Festive Season****Resolved:**

1. Council operations close from Friday 23rd December 2022 to Friday 6th January 2023, inclusive, and the General Manager make satisfactory arrangements for the maintenance of essential services and provision of emergency call out services.
2. The closedown be effectively notified to residents along with details of essential service and emergency call out arrangements.
3. Note a separate shutdown period will be put in place for all outdoor staff to coincide with the commencement of the skeleton crews in accordance with the Award.

**Moved:** Clr Peart  
**Seconded:** Clr Fisher

**Carried**

**11/22/07 First Quarter Operational Plan 2022/2023****Resolved:**

That: Council accept the progress made on the 2022/2023 Operational Plan as at 30<sup>th</sup> September 2023, with a policy in regards to prosecutions against non-compliant landholders being considered.

**Moved:** Clr Holcombe

**Seconded:** Clr Peart

**Carried**

**11/22/08 Quarterly Budget Review Statement – September 2022****Resolved:**

That: Council accept the progress made on the 2022/2023 Operational Plan as at 30<sup>th</sup> September 2023, with an investigation into the spraying at the Lightning Ridge Cemetery and Grawin Reserve.

**Moved:** Clr Woodcock

**Seconded:** Clr Holcombe

**Carried**

*10:50am Councillor D Todd and Senior Bio Security Officer Andrea Fletcher- Dawson joined the meeting.*

**11/22/09 Important Dates for Councillors – Upcoming Meetings & Events****Resolved:**

That Council receive and note the list of upcoming meetings and events, in particular the Hudson Pear Taskforce Meeting on 13<sup>th</sup> December and CMCC Council Meeting on 19<sup>th</sup> December 2022.

**Moved:** Clr Todd

**Seconded:** Clr Holcombe

**Carried**

**11/22/10 Senior Biosecurity Officer's Report**

**Resolved:**

That the report be received and noted with the presentation following the Australasian Weeds Conference and an update on the African Boxthorn Bio Control release program to be held over until the December Council meeting.

**Moved:** Clr Woodcock

**Seconded:** Clr Peart

**Carried**

Date of the next CMCC Council Meeting to be Monday 19<sup>th</sup> November 2022 at Coonamble.

**Close of Meeting**

The meeting closed at 11:05am

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
General Manager



# Country Mayors Association Inc of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM  
PO Box 337 Parkes NSW 2870  
02 6861 2333  
ABN 92 803 490 533

## MINUTES

### GENERAL MEETING

FRIDAY, 18 NOVEMBER 2022 THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 8.32 a.m.

#### 1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor  
Ballina Shire Council, Cr Sharon Cadwallader, Mayor  
Bathurst Regional Council, Cr Robert Taylor, Mayor  
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor  
Bellingen Shire Council, Cr Steve Allan, Mayor  
Berrigan Shire Council, Cr Matthew Hannan, Mayor  
Bland Shire Council, Cr Brian Monaghan, Mayor  
Bland Shire Council, Mr Grant Baker General Manager  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Blayney Shire Council, Mr Mark Dicker, General Manager  
Byron Shire Council, Cr Michael Lyon, Mayor  
Byron Shire Council, Mr Mark Arnold, General Manager  
Coolamon Shire Council, Cr David McCann, Mayor  
Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Coonamble Shire Council, Cr Tim Horan, Mayor  
Coonamble Shire Council, Mr Ross Earl, Acting General Manager  
Dubbo Regional Council, Cr Mathew Dickerson, Mayor  
Dungog Shire Council, Cr John Connors, Mayor  
Gilgandra Shire Council, Cr Doug Batten, Mayor  
Gilgandra Shire Council, Mr David Neeves, General Manager  
Glen Innes Shire Council, Cr Rod Banham, Mayor  
Glen Innes Shire Council, Cr Troy Arandale, Deputy Mayor  
Goulburn Mulwaree Council, Cr Bob Peter Walker, Mayor  
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gunnedah Shire Council, Mr Eric Growth, General Manager  
Gwydir Shire Council, Cr John Coulton, Mayor  
Hilltops Council, Cr Margaret Roles, Mayor  
Inverell Shire Council, Cr Paul Harmon, Mayor

Kempsey Shire Council, Cr Leo Hauville, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager  
Kiama Municipal Council, Cr Neil Reilly, Mayor  
Kiama Municipal Council, Ms Jane Stroud, General Manager  
Kyogle Council, Cr Kylie Thomas, Mayor  
Lachlan Shire Council, Cr John Medcalf, Mayor  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager  
Lockhart Shire Council, Cr Greg Verdon, Mayor  
Lockhart Shire Council, Mr Peter Veneris, General Manager  
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor  
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager  
Murray River Council, Cr Christopher Bilkey, Mayor  
Murray River Council, Mr Terry Dodds, General Manager  
Narrabri Shire Council, Cr Ron Campbell, Mayor  
Narrandera Shire Council, Mr George Cowan, General Manager  
Narromine Shire Council, Cr Craig Davies, Mayor  
Parkes Shire Council, Cr Ken Keith, Mayor  
Port Stephens Council, Cr Ryan Palmer, Mayor  
Port Stephens Council, Mr Tim Crosdale, General Manager  
Shoalhaven City Council, Cr Paul Ell, Deputy Mayor  
Singleton Council, Cr Sue Moore, Mayor  
Snowy Valleys Council, Cr Ian Chaffey, Mayor  
Tamworth Regional Council, Cr Russell Webb, Mayor  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Mr Gary Lavelle, General Manager  
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor  
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor  
Uralla Shire Council, Cr Bob Crouch, Deputy Mayor  
Uralla Shire Council, Ms Christine Valencius,, Director Corporate and Community  
Wagga Wagga City Council, Cr Dallas Tout, Mayor  
Walcha Council, Cr Eric Noakes, Mayor  
Walcha Council, Mr Barry Omundson, General Manager  
Warren Shire Council, Cr Milton Quigley, Mayor  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
Warrumbungle Shire Council, Mr Roger Bailey, General Manager  
Weddin Shire Council, Cr Craig Bembrick, Mayor  
Weddin Shire Council, Ms Noreen Vu, General Manager  
Wingecarribee Shire Council, Mr Viv May, Interim Administrator  
Wingecarribee Shire Council, Ms Lisa Miscamble, General Manager  
LGNSW, Cr Darriea Turley, President  
ALGA, Cr Linda Scott, President  
Office of Local Government, Ms Ally Dench, Executive Director  
Office of Local Government, Ms Karen Purser, Manager Engagement

**APOLOGIES:**

As submitted

**SPECIAL GUESTS**

(a) Cr Linda Scott, President, ALGA

- (b) Clr Darriea Turley Am, President, LGNSW
- (c) Mr Craig Carmody, CEO, Port of Newcastle
- (d) Hon Wendy Tuckerman MP, Minister for Local Government
- (e) Ms Carmel Donnelly PSM, Chair, Independent Pricing and Regulatory Tribunal (IPART) NSW

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the General Meeting held on 5 August 2022 be accepted as a true and accurate record (Lachlan Shire Council / Kiama Municipal Council).

**3. Matters Arising from the Minutes**

NIL

**4. Mr Craig Carmody, CEO, Port of Newcastle**

Mr Carmody thanked councils for their support which made a historic difference in seeking the removal of the financial penalty to build the container terminal. Newcastle is the largest port on the east side of Australia and the only port to access inland rail. The port currently is only being 50% utilized. Coal is 70% of the ports income and by 2030 50% of income will come from non coal. Special mention was given to the support from the member of Northern Tablelands, Lake Macquarie, Upper Hunter and the Treasurer Matt Kean. The Bill has passed parliament and is awaiting the Governors assent. The container terminal will cost \$2.4billion to build and will be fully automated on 90 hectares and will take 5 years to get to operational status. The northwest and central west are the ports catchment areas and intermodals are planned for Moree, Narrabri, Gunnedah and Tamworth which will result in lower freight costs, use direct rail to the port, an opportunity to establish storage and packing facilities and be a rail heavy port.

**5. Clr Linda Scott, President, ALGA, Update**

Clr Scott reported on wins from the Federal Budget, the replacement of the building Better Regions Fund with Growing Regions Program and the Precincts Partnership Program, the new Housing Accord, the Independent Inquiry into Australia's Response to COVID 19, Regional Banking Closures and new Childcare Legislation, the National State of the Assets Report and the Final Report-SGS-Local Government -Productivity-Research Report

**6. Clr Darriea Turley Am, President, LGNSW, Update**

Clr Turley AM provided a report on the work of LGNSW since the last meeting including the Annual Conference 2022, and Severe Flooding in NSW and gave an advocacy update on Statewide Roads Emergency, the Federal Budget, IPART Rate

Peg 2023/24 and review of Methodology, RFS Assets, and Agritourism Reforms  
The Association had advocacy wins with Pothole Funding, IPART Review of Domestic Waste Management Charges, Standard Conditions of Consent Implementation, New Cemetery Licensing Scheme and Unlocking Homes Program

#### **4. Membership**

RESOLVED that Byron Shire Council and Lismore City Council be admitted as members of the Association (Gunnedah Shire Council / Singleton Council)

#### **5. Immediate Past President**

RESOLVED that notice of 2 months be given to members to change the Associations Constitution to provide for the position of Immediate Past President to be a member of the Executive (Gunnedah Shire Council / Goulburn Mulwaree Council)

#### **6. CORRESPONDENCE**

Outward

- (a) Mr Tom O'Dea, Head of NBN Local NSW, thanking him for his presentation at our meeting held on the 5 August 2022
- (b) Cr Jacob Cass, Centre Manager, Parkes Country Universities Centre, thanking him for his presentation at our Skills Forum on the 4 August 2022
- (c) Cr Rick Firman thanking him for his participation in the Skills Forum held on the 4 August 2022
- (d) The Hon Fiona Hash, National Commissioner for Rural Education, thanking her for her presentation at our Skills Forum held on the 4 August 2022
- (e) The Hon Alister Henskens MP, Minister for Skills and Training, Minister for Science, Innovation and Technology, thanking him for his presentation to our Skills Forum held on the 4 August 2022
- (f) Mr Edward Cavanough, Executive Director and Director Policy, McKell Institute, thanking him for his presentation at our Skills Forum held on the 4 August 2022
- (g) Mr Tim Crakanthorp MP, Shadow Minister for Skills and TAFE and Shadow Minister for Tertiary Education, thanking him for his presentation at our Skills Forum held on the 4 August 2022
- (h) The Hon Anthony Roberts MP, Minister for Planning and Minister for Homes, thanking him for his presentation at our meeting held on the 5 August 2022
- (i) Ms Amy Dumbrell, Acting Director, Biodiversity Offsets Scheme and Dr Louisa Mamouny, Acting Executive Director, Biodiversity Credit Supply Fund and Taskforce, thanking them for their presentation at our meeting held on the 5 August 2022
- (j) Mr Justin Clancy MP, Parliamentary Secretary for Health, thanking him for his presentation at our meeting held on the 5 August 2022
- (k) The Hon Paul Toole MP, Deputy Premier, Minister for Regional NSW and Minister for Police, requesting a meeting to discuss regional and rural policing
- (l) The Hon Dominic Perrottet MP, Premier, extending an invitation to attend and present at our meeting to be held on the 18 November 2022
- (m) Mr Chris Minns MP, Leader of the Opposition, extending an invitation to attend and present at our meeting to be held on the 18 November 2022

- (n) The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories, extending an invitation to attend and present at our meeting to be held on the 18 November 2022
- (o) The Hon Anthony Roberts MP, Minister for Planning and Minister for Homes, requesting a review of the Biodiversity Offset Scheme to overcome current difficulties being experienced in regional and rural NSW
- (p) The Hon James Griffin MP, Minister for Environment and Heritage, requesting a review of the Biodiversity Offset Scheme to overcome current difficulties being experienced in regional and rural NSW
- (q) Mr Vik Naidoo, Chief Strategy and Commercial Officer, TAFE NSW, outlining the Skills Forum suggestions for positive change and as the officer responsible for emerging market opportunities seeking ways to work together to improve skills acquisition in regional and rural NSW
- (r) The Chief Executive Officer, Australian Local Government Association, seeking a meeting to discuss the overturning by the Board of the adopted resolution to conduct a review of the Financial Assistance Grant Act 1995
- (s) The Hon Alister Henskens MP, Minister for Skills and Training, Minister for Science, Innovation and Technology, seeking a meeting with him to discuss skills issues that affect regional and rural NSW
- (t) The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories requesting a review of the FAD's ACT
- (u) The Hon Andrew Gee MP, Shadow Minister for Regional Development, local Government and Territories requesting support for a review of the FAG's Act
- (v) The Hon Wendy Tuckerman MP, Minister for Local Government advising that the Association does not believe that councils are owners of RFS assets and that councils should maintain their position not to include them in their accounts if they wish to do so
- (w) Clr Linda Scott, President, ALGA forwarding copy of the letter to Minister McBain regarding a review of the FAG's Act

#### Inward

- (a) The Hon Mark Butler MP, Minister for Health and Aged Care regarding the Distribution Priority Area (DPA) changes
- (b) The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health, and Minister for Mental Health regarding regional and rural health initiatives
- (c) Cr Darriea Turley AM, President LGNSW, regarding The Building Better Regions Fund
- (d) Craig Carmody, CEO, Port of Newcastle, regarding the development of Newcastle Deepwater Container Terminal
- (e) Julie Briggs, CEO, Riverina JO, forwarding copy of correspondence sent to the Premier regarding construction times for major infrastructure works
- (f) Julie Briggs, CEO, Riverina JO, forwarding correspondence to Minister Roberts regarding introduction of Local Activation Precincts
- (g) Gwydir Shire Council thanking Country Mayors for our continuing efforts in respect of RFS Asset ownership
- (h) Cr Darriea Turley AM, President LGNSW to Clr Ken Keith OAM, on behalf of the LGNSW Board, Executive, our staff and members, thank you for your dedicated and highly respected service leading the CMA, and we look forward to continuing our strong alliance with the association.



NOTED

**7. FINANCIAL REPORT**

RESOLVED That the financial reports for the last quarter were tabled and accepted (Inverell Shire Council / Kiama Municipal Council)

**8. Hon Wendy Tuckerman MP, Minister for Local Government**

The Minister thanked the Association for the opportunity to speak to members and advised that major efforts were going into advocacy for the rural roads emergency but current funding is not touching the surface. Approaches are being made to the Commonwealth Government for assistance. Legislation has passed for a Reconstruction Authority and there has been a focus on sustainability and input into the IPART rate increase. Legislation is to be enacted on misconduct after a consultancy period. The Emergency Services Levy will need to be increased

The General Meeting adjourned at 10.45am for the Annual General Meeting and resumed at 11.07am

**9. Ms Carmel Donnelly PSM, Chair, Independent Pricing and Regulatory Tribunal (IPART) NSW**

IPART have been asked to investigate and make recommendations on:

1. options to set the rate peg methodology to ensure it is reflective of inflation and costs of providing local government goods and services
2. options to stabilise volatility in the rate peg and options for capturing more timely changes in council costs and inflation
3. alternate data sources to measure changes in councils' costs
4. options for capturing changes in councils' costs caused by external factors outside councils' control
5. the effectiveness of current Local Govt Cost index approach
6. the effectiveness of the population growth factor in achieving its intended purpose.

The current rate components are Rate Peg, Change in LGCI, Population Factor, Productivity Factor and Other Adjustments

Key issues so far are reflecting changes in inflation and costs, accuracy and predictability, accounting for new services and responsibilities, is the population factor working as intended, is climate change driving up costs and reducing complexity. The final report is expected to be available in May 2023. Workshops will be held at Wagga Wagga, Sydney, and Tamworth as well as online specifically for regional and rural and metropolitan

The General Meeting was adjourned at 11.52am for Annual General Meeting election results and resumed at 11.54

**10. Presentation**

Clr Jamie Chaffey Chairman, thanked outgoing Chairman Clr Ken Keith for his contribution to the Association and to the Executive Committee and for his

leadership over the past two years and Clr Rick Firman Vice Chairman, presented a gift to Clr Keith on behalf of the members of the Association

#### **11. CMA State Election Priority – March 2023**

The Executive have endorsed a discussion paper on the March 2023 State Election Priorities and Clr Chaffey Chairman outlined the “Asks” that the Association proposes to put to political leaders in the leadup to the State election in respect to

Skills and Education

Health Services

Roads and Transport

Water Security

Housing

Crime, Law and Order

Telecommunications Blackspot Coverage

Disaster Preparedness and Funding

A number of suggestions were received by members such as comparing Bocsar crime statistics with other states with more police, reviewing why police are not coming to Regional and Rural NSW and to add the Red Fleet

It is important that Country Mayors get the Governments and Oppositions responses to the “Asks”

RESOLVED that the Country Mayors Association adopt the discussion paper in principle and members be asked for feedback to be received by the Secretariat by the 2 December 2022 (Gunnedah Shire Council / Gilgandra Shire Council)

#### **12. Hon Adam Marshall MP**

Mr Marshall thanked members for their efforts in supporting the Port of Newcastle container terminal. The change was made in a bipartisan way. He stressed that Country Mayors will have a lot of influence in getting changes for the benefit of Regional and Rural NSW. There are a lot of opportunities to get commitment from political parties. Speak to parliamentarians and get change

#### **13. Bland Shire Council RFS Assets**

A motion was moved by Bland Shire Council / Inverell Shire Council that Country Mayors forward a letter to all NSW MP's asking for their position on the RFS assets and how the depreciation should be handled

An amendment was moved by Gunnedah Shire Council / Lachlan Shire Council that a letter be written to all political parties asking their position on the RFS assets and how the depreciation should be handled

The amendment was put and was lost. The motion was put and was carried

RESOLVED that a media release be prepared on the RFS assets (Goulburn Mulwaree Council / Bland Shire Council)

**14. Scholarships Sub Committee Report**

RESOLVED that the Scholarships Sub Committee Report on providing a scholarship to an existing CMA member staff be adopted (Temora Shire Council / Gunnedah Shire Council)

**15. Use of Building Better Regions Fund Round 6**

RESOLVED that Due to the removal of the Federal Building Better Regions Fund and the criteria for the new Growing Region Program (yet to be released) members of the Country Mayors Association call on the Federal Government to establish a supplementary round of the Local Roads and Community Infrastructure Fund. This supplementary funding will assist Local Councils to fund the renewal and replacement of roads and community infrastructure damaged by weather events over the past two years.(Goulburn Mulwaree Council / Bland Shire Council)

There being no further business the meeting closed at 1.05pm.

Cr Ken Keith OAM  
Chairman Country Mayor's Association of NSW



# Country Mayors Association of NEW SOUTH WALES Inc

Chairperson: Cr Ken Keith  
PO Box 337 Parkes NSW 2870  
02 6861 2333  
ABN 92 803 490 533

## AGM MINUTES

### ANNUAL GENERAL MEETING

FRIDAY, 18 NOVEMBER 2022, THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 10.45 a.m.

#### 1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor  
Ballina Shire Council, Cr Sharon Cadwallader, Mayor  
Bathurst Regional Council, Cr Robert Taylor, Mayor  
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor  
Bellingen Shire Council, Cr Steve Allan, Mayor  
Berrigan Shire Council, Cr Matthew Hannan, Mayor  
Bland Shire Council, Cr Brian Monaghan, Mayor  
Bland Shire Council, Mr Grant Baker General Manager  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Blayney Shire Council, Mr Mark Dicker, General Manager  
Byron Shire Council, Cr Michael Lyon, Mayor  
Byron Shire Council, Mr Mark Arnold, General Manager  
Coolamon Shire Council, Cr David McCann, Mayor  
Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Coonamble Shire Council, Cr Tim Horan, Mayor  
Coonamble Shire Council, Mr Ross Earl, Acting General Manager  
Dubbo Regional Council, Cr Mathew Dickerson, Mayor  
Dungog Shire Council, Cr John Connors, Mayor  
Gilgandra Shire Council, Cr Doug Batten, Mayor  
Gilgandra Shire Council, Mr David Neeves, General Manager  
Glen Innes Shire Council, Cr Rod Banham, Mayor  
Glen Innes Shire Council, Cr Troy Arandale, Deputy Mayor  
Goulburn Mulwaree Council, Cr Bob Peter Walker, Mayor  
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gunnedah Shire Council, Mr Eric Growth, General Manager  
Gwydir Shire Council, Cr John Coulton, Mayor  
Hilltops Council, Cr Margaret Roles, Mayor  
Inverell Shire Council, Cr Paul Harmon, Mayor  
Kempsey Shire Council, Cr Leo Hauville, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager  
Kiama Municipal Council, Cr Neil Reilly, Mayor

Kiama Municipal Council, Ms Jane Stroud, General Manager  
Kyogle Council, Cr Kylie Thomas, Mayor  
Lachlan Shire Council, Cr John Medcalf, Mayor  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager  
Lockhart Shire Council, Cr Greg Verdon, Mayor  
Lockhart Shire Council, Mr Peter Veneris, General Manager  
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor  
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager  
Murray River Council, Cr Christopher Bilkey, Mayor  
Murray River Council, Mr Terry Dodds, General Manager  
Narrabri Shire Council, Cr Ron Campbell, Mayor  
Narrandera Shire Council, Mr George Cowan, General Manager  
Narromine Shire Council, Cr Craig Davies, Mayor  
Parkes Shire Council, Cr Ken Keith, Mayor  
Port Stephens Council, Cr Ryan Palmer, Mayor  
Port Stephens Council, Mr Tim Crosdale, General Manager  
Shoalhaven City Council, Cr Paul Ell, Deputy Mayor  
Singleton Council, Cr Sue Moore, Mayor  
Snowy Valleys Council, Cr Ian Chaffey, Mayor  
Tamworth Regional Council, Cr Russell Webb, Mayor  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Mr Gary Lavelle, General Manager  
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor  
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor  
Uralla Shire Council, Cr Bob Crouch, Deputy Mayor  
Uralla Shire Council, Ms Christine Valencius,, Director Corporate and Community  
Wagga Wagga City Council, Cr Dallas Tout, Mayor  
Walcha Council, Cr Eric Noakes, Mayor  
Walcha Council, Mr Barry Omundson, General Manager  
Warren Shire Council, Cr Milton Quigley, Mayor  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
Warrumbungle Shire Council, Mr Roger Bailey, General Manager  
Weddin Shire Council, Cr Craig Bembrick, Mayor  
Weddin Shire Council, Ms Noreen Vu, General Manager  
Wingecarribee Shire Council, Mr Viv May, Interim Administrator  
Wingecarribee Shire Council, Ms Lisa Miscamble, General Manager  
ALGA, Cr Linda Scott, President  
Office of Local Government, Ms Ally Dench, Executive Director  
Office of Local Government, Ms Karen Purser, Manager Engagement

## **APOLOGIES**

AS READ

## **2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the Adjourned Annual General Meeting held on 11 March 202 be accepted as a true and accurate record (Temora Shire Council / Bathurst Regional Shire Council).

**3. Chairman's Report**

Chairman Cr Ken Keith outlined the years highlights and thanked everybody for their support during his terms

RESOLVED That the Chairman's report be received and noted (Parkes Shire Council /Bathurst Regional Council)

**4. Secretaries Report – Financial Report**

RESOLVED That the financial reports for the 2021/22 year as tabled be accepted (Narromine Shire Council Council/ Bland Shire Council)

**5. Position of Immediate Past President**

RESOLVED that notice of 2 months be given to members to change the Associations Constitution to provide for the position of Immediate Past President to be a member of the Executive (Singleton Council / Goulburn Mulwaree Council)

**6. Returning Officer**

RESOLVED That the Returning Officer for the conduct of the elections be Mr Allan Burgess (Inverell Shire Council / Bland Shire Council)

**7. Election of Office Bearers**

**7.1 Chairperson**

The Returning Officer advised that nominations closed on the 15 November 2022 and that he had received one nomination in writing for Cr Jamie Chaffey, Gunnedah Shire Council, who was nominated by Temora Shire Council and Narromine Shire Council. As there was only one nomination the Returning Officer declared Cr Jamie Chaffey elected Chairman for the 2022/23 and 2023/24 years

**7.2 Vice Chairperson**

The Returning Officer advised that nominations closed on the 15 November 2022 and that he had received one nomination in writing. for Cr Rick Firman, Mayor, Temora Shire Council who was nominated by Gunnedah Shire Council and Narromine Shire Council As there was only one nomination the Returning Officer declared Cr Rick Firman elected as Vice Chairperson for the 2022/23 years

**7.3 Secretary/Public Officer**

RESOLVED That Mr Eric Growth General Manager Gunnedah Shire Council, be appointed Secretary/Public Officer (Parkes Shire Council / Uralla Shire Council)

**7.4 Executive**

Twelve nominations were received for the eight ordinary members of the Executive Committee. Nominations were received for Clr Sam Coupland Armidale Regional Council, Clr Craig Davies, Narromine Shire Council, Clr Russell Fitzpatrick, Bega Valley Shire Council, Clr Matthew Hannan, Berrigan Shire Council, Clr Paul Harmon, Inverell Shire Council, Clr Pam Kensit, Upper Lachlan Shire Council, Cr Ken Keith, Parkes Shire Council, Clr John Medcalf, Lachlan Shire Council, Clr

Phyllis Miller, Forbes Shire Council, Clr Sue Moore, Singleton Council, Clr Kylie Thomas, Kyogle Council and Clr Russell Webb, Tamworth Regional Council As it was resolved earlier in the meeting that the Immediate Past President shall be a committee member when the constitution is changed Cr Ken Keith withdrew his nomination from the ballot leaving eleven nominations for eight positions. Ballot papers were distributed and a count of the ballot papers was conducted by Clr Linda Scott and Ms Ally Dench. The meeting continued

#### **8. Signatories to CMA Bank Accounts**

RESOLVED that the signatories to the CMA Bank Accounts No 260210575727 and No 250210246625 be the General Manager, CFO (Accountant), and Director Corporate Services of Gunnedah Shire Council (Gwydir Shire Council / Upper Lachlan Shire Council)

#### **9. SETTING OF ANNUAL MEMBERSHIP FEES**

RESOLVED That the fees for the 2022/23 year remain at \$750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% \$562.50 (Lockhart Shire Council / Inverell Shire Council)

#### **8. Secretariat**

RESOLVED That Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Gwydir Shire Council / Dubbo Lachlan Council)

#### **9. Meeting dates for 2021**

RESOLVED that the meeting dates for 2023 be 10 March, 26 May, 4 August and 3 November (Coonamble Shire Council / Inverell Shire Council)

#### **10. Executive**

To allow the counting of votes to continue the AGM was adjourned at 11.07am and resumed at 11.52am

Following the count of the votes the Returning Officer declared the following delegates elected to the Executive for the 2022/23 and 2023/24 years

- Clr Russell Webb Tamworth Regional Council
- Clr Sam Coupland Armidale Regional Council
- Clr Craig Davies Narromine Shire Council
- Clr Russell Fitzpatrick Bega Valley Shire Council
- Cr Kylie Thomas Kyogle Council
- Clr Sue Moore Singleton Council
- Clr John Medcalf Lachlan Shire Council

- Clr Phyllis Miller Forbes Shire Council

There being no further business the meeting closed at 11.54 am.

Cr Ken Keith  
Chairman Country Mayor's Association of NSW



**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 1st December 2022

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**ITEM 1                      CODE OF MEETING PRACTICE POLICY**

**(C14-2)**

**RECOMMENDATION**

That Council adopt the Draft Code of Meeting Practice 2022.

**PURPOSE**

For Council to consider the adoption of the new Draft Code of Meeting Practice 2022.

**BACKGROUND**

All Local Councils are required to have an approved Code of Meeting Practice that must be adopted within twelve (12) months of an election.

The NSW Government through the Office of Local Government has undertaken amendments to the Model Code of Meeting Practice which was prescribed under the Local Government (General) Regulation 2021 in late November 2021.

Councillors workshopped proposed changes to the Warren Shire Council Code of Meeting Practice on the Wednesday 14th September 2022 with a new draft being provided just before the September 2022 Council Meeting.

Consequently Council resolved as follows at the September 2022 Council Meeting:

1. *“The information be received and noted;*
2. *That where possible or required the following matters that were generally agreed to at the Councillor Workshop on the 14<sup>th</sup> September 2022 be incorporated in the Draft Code of Meeting Practice:*
  - *The Order of Business include “Matters of Urgency”;*
  - *Reasons for Councillors /Committee Members to be able to attend Council/Committee Meetings by Audio- Visual link be as follows:*
    - *Health matters like pandemic;*
    - *Natural disaster and can not attend physically; and*
    - *Any other proper reason that the Mayor/General Manager believes appropriate.*
  - *Approval for Councillors/Committee Members to be able to attend Council/Committee Meetings by Audio- Visual link be by the Mayor (for Council Meetings) and General Manager (for Committee Meetings);*
  - *Council’s Order of Business to include a separate Acknowledgement of Country and be at Council Meetings only;*
  - *The Acknowledgement of Country be read out by the Chairperson of the Council Meeting;*
  - *The Acknowledgement of Country wording be as follows “Warren Shire Council acknowledges the traditional owners of the lands within Warren Shire and acknowledges the Aboriginal and Torres Strait Islander people who reside within this Shire”;*
  - *A Welcome to Country be held at the first Council Meeting of each new Council Term and be provided by an invited Aboriginal Elder if possible.*

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
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**ITEM 1**

**CODE OF MEETING PRACTICE POLICY**

**CONTINUED**

3. *The Draft Code of Meeting Practice be placed on public exhibition for a minimum of twenty-eight (28) days and invite submissions for a period of at least forty- two (42) days; and*
4. *Public submissions received be considered at the 1st December 2022 Council Meeting when considering the Draft Code of Meeting Practice for adoption by Council."*

An appropriate advertising campaign and exhibition of the Draft Code of Meeting Practice 2022 was undertaken via Council's Community Newsletter, website, Facebook page and displayed at Council's Administration Centre and Library.

**REPORT**

The Office of Local Government has issued the Model Code of Meeting Practice to Councils 2021 to be considered by Council in amending its current Code of Meeting Practice. The Model Code contains mandatory and non-mandatory provisions. To allow Council time to understand the new Model Code of Meeting Practice a workshop was held to discuss the changes to non-mandatory requirements.

Matters that were considered at the Councillor Workshop are as follows:

1. Finalise the Order of Business;
2. Determine whether Councillors/Committee Members should be able to attend Council/Committee Meetings by audio visual link due to not being able to attend physically and if so for what reasons:
  - Health matters like pandemic;
  - Natural disaster and can not attend physically;
  - Any other reason;
  - Perhaps not because of being on leave;
  - Who should allow approval, General Manager or Mayor following the request?
3. Whether there should be at the beginning of each Meeting an Acknowledgement of Country i.e. contained within the Order of Business and should it be only for Council Meetings i.e. Ordinary, Extra -Ordinary, Special, Closed Council or all Meetings including Committee Meetings (as per Council Resolution 7.2.22 at the 24th February 2022 Council Meeting);
4. Details if any of an Acknowledgement of Country and how it should be determined; and
5. Any other proposed changes to the Code of Meeting Practice.

Councillors who attended the workshop in September 2022 generally agreed to the following changes to the Code of Meeting Practice:

- The Order of Business include "Matters of Urgency";
- Reasons for Councillors /Committee Members to be able to attend Council/Committee Meetings by Audio- Visual link be as follows:
  - Health matters like pandemic;
  - Natural disaster and can not attend physically; and
  - Any other proper reason that the Mayor/General Manager believes appropriate.

**WARREN SHIRE COUNCIL**  
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**ITEM 1                      CODE OF MEETING PRACTICE POLICY                      CONTINUED**

- Approval for Councillors/Committee Members to be able to attend Council/Committee Meetings by Audio- Visual link be by the Mayor (for Council Meetings) and General Manager (for Committee Meetings);
- Council's Order of Business to include a separate Acknowledgement of Country and be at Council Meetings only;
- The Acknowledgement of Country be read out by the Chair of the Council Meeting;
- The Acknowledgement of Country wording to be determined by consultation with the Community and be fixed by resolution of the Council (this was changed by the eventual resolution of Council);
- A Welcome to Country be held at the first Council Meeting each year by an invited Aboriginal Elder if possible.

The timetable for the adoption of a new Code of Meeting Practice was as follows:

- Councillor Workshop Wednesday 14th September 2022;
- Resolution to exhibit 22nd September 2022 Council Meeting (has to be the September 2022 Council Meeting due to the need to advertise for a minimum of twenty-eight (28) days and invite submissions for a period of at least forty-two (42) days);
- Exhibition in October and November 2022; and
- Consideration of public submissions and adoption of the final Code of Meeting Practice at the 1st December 2022 Council Meeting.

There have been no public submissions received on the final Draft Code of Meeting Practice 2022.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council will incur costs to broadcast Council Meetings and other Meetings as required. These costs are allowed for in the budget.

**LEGAL IMPLICATIONS**

The new Model Code of Meeting Practice is mandatory and must be implemented by Council prior to 11th January 2023.

**RISK IMPLICATIONS**

Council must adopt the Code of Meeting Practice. If adopted, then risks are considered to be low.

**STAKEHOLDER CONSULTATION**

Council exhibited the Draft Code of Meeting Practice 2022 by appropriate advertising for a minimum of twenty-eight (28) days and inviting submissions for a period of at least forty-two (42) days.

Any public submissions received would be considered at this Council Meeting.

**OPTIONS**

Council does not necessarily need to adopt the new Draft Code of Meeting Practice 2022. Council can continue using the existing Code of Meeting Practice, subject to the compulsory changes required by the Office of Local Government new Model Code.

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
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Council Community Room on Thursday, 1st December 2022

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**ITEM 1**

**CODE OF MEETING PRACTICE POLICY**

**CONTINUED**

**CONCLUSION**

The Office of Local Government has issued the Model Code of Meeting Practice for Councils 2021 for Council to review, exhibit and adopt in the form of the Warren Shire Council Code of Meeting Practice.

A Councillor Workshop considered proposed non-mandatory amendments and the Draft Code of Meeting Practice 2022 was provided to Council just before the September 2022 Council Meeting. Appropriate advertising was undertaken for a minimum of twenty-eight (28) days together with inviting submissions for a period of at least forty-two (42) days.

No submissions have been received and it is recommended that the new Draft Code of Meeting Practice 2022 be adopted.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

5.2.2 Proactively manage known compliance risks.

**SUPPORTING INFORMATION /ATTACHMENTS**

Draft Warren Shire Council Model Code of Meeting Practice 2022 that has been received by all Councillors previously.

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 1st December 2022

**ITEM 1                      OUTSTANDING REPORTS CHECKLIST                      (C14-7.4)**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>General Manager</b>				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Monthly reminders being provided to Telstra. Tower installation (Optus) through Field Solutions at Nevertire near complete.
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, expect reporting in early 2023.
28.10.21	233.10.21	Sports lighting of the Carter Oval Soccer Fields	GM/IPM	All poles and lights installed. Testing of lights completed. Further quotation being obtained for lighting of Little Athletics Area.
28.10.21	240.10.21	Proposed Sale of Lot 2 DP1104089 and Licence of Lot 7007 DP1120699 (Crown Reserve)	GM	Arrange sale and licence in accordance with Council's resolution – Sale matter in progress through purchaser's Solicitor. Crown Reserve matter delayed due to an Aboriginal Lands Claim on the Reserve. Purchasing arrangements nearing completion.
28.10.21	241.10.21	Completion of Infrastructure Projects – Warren Airport, Warren CBD Toilet Facility and Lions Park Toilet Facility	DMFA/ GM/IPM	<b>Warren Airport</b> Warren Aerodrome Terminal Building. Consultant preparing slab design and technical specification for the construction of the Terminal Building. Airport Operations Committee are in agreement with proposed single storey building that addresses the access compliance issues. Original building structure supplier is working on

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 1st December 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>modifying the plan to meet the requirements.</p> <p><b><u>Warren CBD Toilet Facility</u></b> Council has accepted a quotation from Exeloo P/L. Project timeline is 22 weeks, approximate January 2023 completion.</p> <p><b><u>Lions Park Toilet Facility</u></b> Council has accepted a quotation from Exeloo P/L. Project timeline is 22 weeks, approximate January 2023 completion.</p>
2.12.21	269.12.21	Proposed Sale of Warren Airport Land to MVAS	GM	<p>1. Arrange sale of land as detailed within the report – in progress through purchasers' solicitor.</p> <p>2. Arrange for the signing of any associated documents under the Seal of Council if required.</p> <p>Matter in the hands of purchasers Solicitor that is to contract stage following completion of subdivision.</p>
24.2.22	54.2.22	Local Roads and Community Infrastructure Program - Phase 3 Grants - Community Infrastructure Projects	GM  IPM	<p>That Council allocate funding under the Local Roads and Community Infrastructure Program – Phase 3 Grant to the following community infrastructure projects at Equestrian Arena.</p> <p>Quotations accepted for the following works:-</p> <ul style="list-style-type: none"> <li>*Concrete path works awarded to MLB Concrete &amp; Construction – complete.</li> </ul>

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 1st December 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<ul style="list-style-type: none"> <li>• *Extension of stormwater line – by Splat Plumbing - complete;</li> <li>• *Seepage within Arena – by Council - complete; and</li> <li>• Sand medium supply – Narromine Quarry (Macquarie Valley Rock and Sand).</li> </ul>
*24.3.22	79.3.22	Warren Shire Council Economic Development Strategy	GM/BDF	Further refinement to be undertaken by the new Business Development Facilitator. Report provided to November 2022 Committee Meeting.
*24.3.22	79.3.22	Warren Shire Council Economic Development Plan	GM/BDF	Further refinement to be undertaken by the new Business Development Facilitator. Report provided to November 2022 Committee Meeting.
28.4.22	101.4.22	Public Art on Private Property Murals	GM	Arrange for a Macquarie River theme collage to be incorporated on the Lions Park Toilet/Amenities outside wall – in progress, further advertising for quality photographs to be arranged. Expected to be completed December 2022 or January 2023.
28.4.22	101.4.22	Public Art on Private Property Murals	GM	Arrange for historical photographs of a Warren themed collage to be incorporated on the Warren CBD Toilet/Amenities Dubbo Street Wall – in progress, advertising for quality photographs completed. Final photographs to be considered and determined. Expected to be completed

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 1st December 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				December 2022 or January 2023.
23.6.22	158.6.22	Tender C13-73 – Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for Carter Oval Youth Sports Precinct	GM/IPM	Awarded to Landmark Products Pty Ltd. Design and construction works have commenced; Building plan signed and finalised on 6th September 2022. Landmark completed Geotech testing to complete foundation design. 22 weeks completion period from drawing sign off. Landmark submitted an extension of time for practical completion to 31st March 2023.
25.8.22	213.8.22	Lions Park Toilet /Amenities	GM	Arrange appropriate advertising by social media, newsletter, flyer etc for the donation of quality Macquarie River theme images for the collage wrap on the Lions Park Toilet/Amenities – in progress, with further photos required.
*25.8.22	213.8.22	Warren CBD Toilet /Amenities	GM	Arrange appropriate advertising by social media, newsletter, flyer etc for the donation of quality historical photographs of Warren Shire for use on the Warren CBD Toilet/Amenities wall wrap – complete.
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM	Expressions of interests to be arranged for Volunteers for the Visitor Information Centre as soon as practical – in progress.
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/EDV M	The reactivation of Visitor Services Volunteers During Peak Periods for the Visitor Information Centre be undertaken by the soon to



# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 1st December 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				be appointed Economic Development and Visitation Manager to ensure lists, position requirements, expectations, rosters and actions are appropriately managed.
*21.9.22	246.9.22	Code of Meeting Practice Policy	GM	<ol style="list-style-type: none"> <li>Generally agreed matters from 14th September 2022 Councillor Workshop have been incorporated into the Draft Code of Meeting Practice – arranged.</li> <li>Place the Draft Code of Meeting Practice on public exhibition for a minimum of twenty-eight (28) days and invite submissions for a period of at least forty-two (42) days – complete.</li> <li>Public submissions received be considered at the 1st December 2022 Council Meeting when considering the draft Code of Meeting Practice for adoption by Council – report provided to December 2022 Council Meeting – complete.</li> </ol>
21.9.22	251.9.22	Christmas Closure	GM	<ol style="list-style-type: none"> <li>Make arrangements for Council to close the Office, Service NSW Agency, Library and Works Depot at the close of business on Friday 23rd December 2022 and reopen on Tuesday 3rd January 2023 – in progress.</li> </ol>
21.9.22	264.9.22	Warren Family Health Centre	Mayor, GM DMFA	<ol style="list-style-type: none"> <li>Finalise negotiations and agree to arrangements including financial in relation to Warren Family</li> </ol>

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 1st December 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				Medical Centre and associated buildings/ facilities – in progress; and 2.If required, to sign all documents in relation to the leases, agreements etc of the Warren Family Medical Centre and associated buildings/ facilities under the Seal of Council – noted.
*27.10.22	276.10.22	2024 Warren Local Government Election	GM	Enter into by contract for the Electoral Commissioner to administer all elections of the Council by an election arrangement, a council poll arrangement and a constitutional referendum arrangement – advice provided.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Finance and Administration</b>				
*27.10.22	282.10.22	Council Bank Account Signatories	DMFA	Arrange authorised signatories as resolved – completed.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
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. Re-investigation commenced by new DMES. Hotel owner has

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 1st December 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				been contacted via phone. He will meet DMES for further discussion.
27.6.19	129.6.19	Warren Levee Rehabilitation	DMES	Application under the National Flood Mitigation Infrastructure 2021-2022 arranged and has been successful (\$5.325M). Further application under the 2022-2023 NSW Government's Floodplain Management Program arranged. State Program – further information provided 18th August 2022. Resilience NSW has committed \$887,500 which is half of the required \$1.775M co-contribution. Investigations are continuing on how Council will fund the remaining \$887,500. See report to October 2022 Council Meeting – in progress.
3.12.20	256.12.20			
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	<ol style="list-style-type: none"> <li>1. Provide a detailed budget for works. Submit plans and documents to Council for consideration and approval.</li> <li>2. Further investigations are to be undertaken. Ongoing.</li> </ol>
24.9.20	214.9.20	New Sewage Treatment Works	TSM	Commissioning of new plant and EPA final sign off expected December 2022. EPA have issued an interim licence for commissioning. All sewage flow is going to the new plant as at 5pm Friday 11th November 2022. Formal NSW EPA

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<b>Divisional Manager Engineering Services</b>				
				commissioning to be carried out when flooding subsides.
27.5.21	95.5.21	Upgrade of Chlorination system improvements	DMES/ TSM	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  Awaiting approval from DPE of scope change for Bore Flat and Ellengerah Chlorination Works.
27.5.21	95.5.21	River Water Pumps at Ellengerah and Oxley Park Reservoirs	DMES/ TSM	River level too high to proceed at present (Oxley Park). Ellengerah pumps installed.
27.5.21	95.5.21	Spare pumps – water and sewage	DMES/ TSM	Gunningba and Nevertire to be upgraded. Spare pump for Wilson Street. Xylem Water started on site mid-November. Wilson Street switchboard being designed and materials being ordered. Works subject to weather.
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. Awaiting funding from Briefing Notes and Applications.
24.6.21	143.6.21	Ewenmar Waste Management Facility	DMES/ MHD/ TSM	Budget amended by a further \$100,000 using the Domestic Waste Restricted funds. Civil works utilising Council day labour and engage local contractors to carry out the other components of the project as required. Stormwater pipes/pits installed. Concreting works listed on VendorPanel closed 3rd

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<b>Divisional Manager Engineering Services</b>				
				March 2022. Initial Civil works and concreting works to commence mid-June. MLB Concrete and Construction are the successful contractor. Weather and contractor staffing issues have delayed the works. MLB repriced project. MLB to commence once site is not flooded and accessible.
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 29 <sup>th</sup> June 2021, Item 3 point 1 a-q to the current CBD Upgrade Project in principle – in progress. Further report provided to the November 2021 Town Improvement Committee. Amendments to be provided to Consultant. Drawings have been received from the Consultant and have been distributed to the Town Improvement Committee Members and Councillors.
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. Discussions with WOW Agency to be commenced in regard to Community Consultation Program.
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

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<b>Divisional Manager Engineering Services</b>				
				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 – ongoing. Application for Industrial Access Road and intersection has been submitted under the HVSP.
2.12.21	257.12.21	Town Centre Upgrade	DMES	Arrange for the amended proposal to go to Community Consultation when completed.
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	<p>Arrange for the replacement of light vehicles as per recommendation -</p> <p><b>Plant 56</b> – Toyota Hilux Single Cab 2x4 (estimated change-over cost – \$18,000) replacement has been ordered and should be delivered this month;</p> <p><b>Plant 62</b> – Toyota Hilux Single Cab 2x4 Tipper (estimated change-over cost – \$18,000) April 2022 for 2022/2023 – replacement has been ordered with a 6 month delivery time;</p> <p><b>*Plant 236</b> – Toyota Hilux Extra Cab 2x4 (estimated change-over cost – \$18,000) April 2022 for 2022/2023 – replacement has arrived;</p> <p><b>Plant 240</b> – Toyota Aurion (estimated change-over cost – \$22,000) Has been taken off the list. Needs further discussion re: Hybrid Camry;</p> <p><b>Plant 241</b> – Toyota Hilux Single Cab 4x4 (estimated change-over cost – \$13,000) Probably 2022/2023 – replacement has been</p>

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<b>Divisional Manager Engineering Services</b>				
				ordered with a 8-12 month delivery time; <b>Plant 242</b> – Toyota Kluger Wagon (estimated change-over cost – \$10,000) Probably 2022/2023 – replacement has been ordered with a 8-12 month delivery time; and <b>Plant 3503</b> – Toyota Kluger Wagon (estimated change-over cost – \$20,000) replacement has been ordered and should arrive this month.
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	Arrange for the replacement of heavy plant as per recommendation – <b>*Plant 107</b> – Isuzu FVZ193A (Dump Truck) (estimated change-over cost - \$225,000) (subject to a further report, see October 2021 Plant Committee Meeting) – Selling only, further resolutions awaiting replacement. – New truck Specification writing complete and tender advertised. No tender accepted. To be retained till completion of flood damage programs. <b>*New Tipping Trailer</b> (estimated cost - \$90,000) (subject to a further report, see October 2021 Plant Committee Meeting) – not applicable, further resolution awaiting replacement – Specification complete for trailers and dolly. Tenders advertised on Tenderlink. No tender accepted. New side-

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<b>Divisional Manager Engineering Services</b>				
				tipping trailers purchased outside of tender. <b>Plant 774</b> – Fountain Proline V4 Liquid Marker (estimated change-over cost - \$500). Needs further discussion re: laser guided version; and <b>Plant 112</b> – Trailer with Kubota ASKA 180B generator (estimated change-over cost - \$5,000), replacement to be considered for 2022/23.
28.10.21	226.10.21	Fixing Local Roads Program Round 3 Successful Project and Funding Requirements	DMES/ RIM	Council allocates \$876,160 remaining of the nominally allocated Local Roads and Community Infrastructure Phase 3 funds (Commonwealth) to the Nevertire – Bogan Road Segments 04, 06 (08 and 10 perhaps) Rehabilitation Project with the works to be undertaken in late 2021/2022 or 2022/2023 and waiting in abeyance for other funding opportunities if they arise in 2021/2022 and 2022/2023. Grant application has been submitted for Nevertire - Bogan Road under Fixing Local Roads Round 4.
28.10.21	229.10.21	Comparison Plant Replacement for Council Gravel Haulage Fleet	DMES/ WC	Council following delivery of the road train side tipping combination sell Plant 107 (now to be retained till completion of flood damage program), Plant 31 and Plant 165 for the expected amount of \$85,000 ex GST to be sold following delivery of new road train side-tipping combination.



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<b>Divisional Manager Engineering Services</b>				
28.10.21	229.10.21	Finalisation of 2021/2022 Heavy Plant Replacement Program	DMES/ WC	The following heavy plant replacement/purchases be included in the 2021/2022 Heavy Plant Replacement Program: <ul style="list-style-type: none"> <li>• \$30,000 new front mounted mower – Specification written and being quoted. Still up for discussion with Parks.</li> </ul>
28.10.21	229.10.21	Finalisation of 2021/2022 Heavy Plant Replacement Program	DMES/ WC	An investigation be undertaken on the capability and practicality of the purchase in the future of a minimum 3.6m slasher for roadside, airport and outside areas of the racecourse use – investigation commenced and to be reported to the Plant Committee Meeting scheduled for the 23rd November 2022.
28.10.21	231.10.21	Village Enhancement Plans Works – Extra Projects for Collie, Nevertire, Warren Finalisation (Murray-Darling Basin Economic Development – Improvement of Regional Structures Grant)	DMES/ GM/IPM/ TSM/ RIM	That the \$424,288 budget available for further project works be allocated to the list of works presented to the Town Improvement Committee on the 14th October 2021 – works in progress, ongoing.
26.5.22	128.5.22	Review of Traffic Accident at the Intersection of Chester Street and Hale Street, Warren	DMES	<ol style="list-style-type: none"> <li>2. Investigate the warrant for either a Hale Street School crossing or Zebra crossing for a report to a future Committee meeting (in progress) and;</li> <li>3. Investigation be taken in review of the no-stopping length approach to the existing zebra</li> </ol>

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<b>Divisional Manager Engineering Services</b>				
				crossing in Chester Street – in progress. A report will be presented to the next Traffic Committee meeting.
23.6.22	156.6.22	Road Safety Plan	DMES/ RIM	Progress the development and adoption of a Warren Shire Council Road Safety Plan in 2022/2023 – ongoing.
*21.1.22	239.9.22	Stafford Street Bus Parking	DMES	Subject to Police concurrence that:  1. A 100m section of the northern side of Stafford Street, adjacent to the Carter Oval Precinct be designated a bus zone; and  2. Five (5) R5-20 sign be installed to demarcate the bus zone. Signs have been installed – complete.
*27.10.22	269.10.22	Supply and Delivery of Two Side-Tipping Trailers and One Tri-Axle Dolly	DMES	1. Reject the tender from Maxitrans Operations Pty Ltd for the supply and delivery of Two Side-tipping Trailers and One Tri-axle Dolly in accordance with Tender No. RFT C13-75;  2. Council does not enter into a contract through a tendering process to obtain second-hand trailers (2 Side tipping trailers and tri-axle road train dolly);  3. Council authorises the General Manager, Divisional Manager Engineering Services and Workshop Coordinator to investigate availability of and purchase of two used side-tipping trailers and

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<b>Divisional Manager Engineering Services</b>				
				<p>one tri-axle dolly, within the available budget; and</p> <p>4. Present a report to the Plant Committee, outlining the result of the investigation and purchase prior to purchase.</p> <p>Unsuccessful letters have been sent to Maxitrans Operations Pty Ltd.</p> <p>A suitable dolly and tipping trailers have been identified and purchased with approval of the Plant Committee. The Committee met after the October Council Meeting.</p> <p>Delivery of the dolly and side tipping trailers is expected late December 2022.</p>
*27.10.22	269.10.22	Tender – Supply and Delivery of Prime Mover	DMES	<p>1. Council rejects the tender from Maxitrans Operations Pty Ltd for the supply and delivery of a Prime Mover in accordance with Tender No. RFT C13-74;</p> <p>2. Council does not enter into a contract through a tendering process to obtain a second-hand Prime Mover Truck;</p> <p>3. Council authorises the General Manager, Divisional Manager Engineering Services and Workshop Coordinator to investigate availability of and purchase of a used prime mover, within the available budget; and</p> <p>4. Present a report to the Plant Committee, outlining the result of the</p>

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<b>Divisional Manager Engineering Services</b>				
				<p>investigation and purchase prior to purchase.</p> <p>Unsuccessful letters have been sent to Maxitrans Operations Pty Ltd.</p> <p>A suitable prime mover has been identified and purchased with approval of the Plant Committee. The Committee met after the October Council Meeting.</p> <p>Delivery of the prime mover is expected late December 2022.</p>
27.10.22	272.10.22	Sewerage Junctions. Connection, Maintenance and Responsibilities Policy	DMES	<p>Arrange for the placement of the Sewerage Junctions - Connection, Maintenance and Responsibilities Policy on public exhibition for a minimum of 28 days.</p> <p>Subject to no adverse submissions being received, Council adopt the Sewerage Junctions. Connection, Maintenance and Responsibilities Policy.</p> <p>Policy has been placed on exhibition till 1st December 2022.</p>

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
27.2.20	36.2.20	Draft Plans of Management	MHD	<ol style="list-style-type: none"> <li>Categories assigned as detailed in report.</li> <li>Crown Reserves classified identified as operational land.</li> </ol>

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<b>Manager Health and Development Services</b>				
				3. Draft Plans of Management nearing completion.
26.8.21	172.8.21	Future Grant Projects at the Warren Sporting & Cultural Centre	CM	Pursue funding for: 1. Heating & cooling of the indoor court and gym area; and 2. Construction of additional change room / toilet amenities block at Victoria Park.
*28.10.21	252.10.21	Proposed Acquisition Notice – Gunningbar Street, Nevertire	MHD	PAN lodged with OLG 6 <sup>th</sup> April 2022 for Minister’s recommendation to the Governor and the Valuer General to prepare report for compensation. Scheduled for publishing in Government Gazette Friday 18th November 2022.
2.12.21	258.12.21	Victoria Oval and Oxley Park Plan of Management	MHD	Seek Ministers consent to adopt the Victoria Oval and Oxley Park Plan of Management.  Plan of Management sent to Minister 10th November 2021. Response received. Proposed changes to be reviewed and re-submitted.

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<b>Manager Health and Development Services</b>				
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	<ol style="list-style-type: none"> <li>1. Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court (in progress) NCAT hearing set for Thursday 8th September 2022; Solicitor coming to Warren 26/10/22 Meeting scheduled with the Mayor, General Manager and Manager Health and Development Services. Matter to progress in District Court; and</li> <li>2. Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required.</li> </ol>
26.5.22	132.5.22	Flood Impact on the Ewenmar Waste Depot	MHD	<p>Develop a contingency plan for flood events at the Ewenmar Waste Depot.</p> <p>Alternative arrangements have been made with Bogan and Narromine Shire for a temporary disposal solution, Contact has been made with the EPA.</p>
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD	Investigate better CCTV options and locations.
24.2.22	54.2.22	Local Roads and Community Infrastructure Program - Phase 3 Grants - Community Infrastructure Projects	MHD	Warren Sporting and Cultural Centre Upstairs Disabled Toilet (\$40,000), Contractor appointed, order issued, Works commenced October 2022.

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<b>Manager Health and Development Services</b>				
			MHD	Warren Sporting and Cultural Centre Retaining Wall and Second/Third Tier Replacement and concrete path work (\$40,000), Contractor appointed, order issued. To be completed by January 2023.
			MHD	Warren Sporting and Cultural Centre Sound Mixer System and External Speakers (\$9,572), Contractor appointed, order issued. To be completed by January 2023.
21.9.22	240.9.22	Shade Sails – Warren War Memorial Swimming Pool	MHD	Reported to the Sporting Facilities Committee Meeting held September 7/09/2022 Grant funding be sourced for the purchase and installation of shade sails on the western side of the wading pool to improve shading of the supervision area for parents/guardians.
21.9.22	265.9.22	Coatings Condition Assessment Report – Warren War Memorial Swimming Pool	MHD	<ol style="list-style-type: none"> <li>1. Council engage Blackwell Short to commence legal proceedings against Beau Corp Aquatics and Construction; letter sent from Blackwell Short to Beau Corp Aquatics and Construction on the 4/10/2022;</li> <li>2. Solicitor inspecting the pool on the 26/10/2022; and</li> <li>3. Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to</li> </ol>

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				formulate settlement terms if required.
27.10.22	292.10.22	Request for Quotation - Supply and Install Solar Panels and Systems on Council Facilities	MHD	<p>1. Council accept the quotation from Macquarie Energy Pty Ltd for the supply and installation of a ground mounted Solar PV and 4 x Roof mounted PV System in accordance with the Request for Quotation No. VP321231 for \$140,251.00 excluding GST; and</p> <p>2. Additional funds of \$15,251.00 be sourced from the Local Roads and Community Infrastructure Program – Phase 3 Extension Grant funds, or from Council's Infrastructure Improvement/ Replacement Reserve.</p> <p>Site inspections completed Friday 4th November 2022.</p>

**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**

<b>Date</b>	<b>Committee / Meeting</b>	<b>Location</b>
28.10.22 to present	Various Warren LEMC Meetings	Warren and Online
27.10.22	Warren & the Economy Development Community Consultation Report Executive Summary Discussion	Warren and Online
27.10.22	Warren Chamber of Commerce Meeting	Warren
31.10.22	Minister for Agriculture and Western NSW, Dugald Saunders MP	Warren
2.11.22	Community Nature-Based Solutions for Flood Resilience - Project Partners Meeting	Online
3.11.22	St Mary's Parish School Opening and Blessing	Warren
3.11.22	Transport for NSW Tom Carruthers	Warren
3.11.22	Warren Christmas Street Party 2022 Sub-Committee Meeting of the Economic Development and Promotions Committee	Warren
4.11.22	VendorPanel Luke Cable	Online
4.11.22	Work Health & Safety Committee	Warren
7.11.22	Liquor Accord Forum	Online
8.11.22	Focus Session Draft Macquarie Castlereagh Water Strategy	Dubbo
9.11.22	Economic Development & Promotions Committee	Warren
9.11.22	Connect for Success Warren Chamber of Commerce	Warren
10.11.22	Regional Procurement Mark Kentish	Warren
10.11.22	2022 Water Directorate AGM	Online
10.11.22	WOW Agency	Online
10.11.22	Regional Recovery Committee	Online
11.11.22	Remembrance Day	Warren
14.11.22	Warren Public Arts Committee	Warren
14.11.22	Regional Recovery Committee	Online
14.11.22	Warren Christmas Street Party 2022 Sub-Committee Meeting	Warren

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**ITEM 2**

**COMMITTEE/DELEGATES MEETINGS**

**CONTINUED**

Date	Committee / Meeting	Location
15.11.22	Regional Recovery Committee - Business Industry & Tourism Sub-Committee	Online
15.11.22	Showground/Racecourse Committee	Warren
16.11.22	Regional Housing Delivery Plans Tranche 2 – Council Briefing Session	Online
16.11.22	Roads Committee	Warren
17.11.22	Regional Recovery Committee	Online
18.11.22	Country Mayors Association	Sydney
21.11.22	Regional Recovery Committee	Online
22.11.22	Manex Meeting	Warren
22.11.22	Regional Recovery Committee - Business Industry & Tourism Sub-Committee	Online
23.11.22	Airport Committee	Warren
23.11.22	Plant Committee	Warren
23.11.22	Warren Sporting Facilities Committee	Warren
24.11.22	Warren Interagency Support Services Group	Warren
24.11.22	Regional Recovery Committee	Online
25.11.22	GMAC Meeting	Narromine
28.11.22	Warren Christmas Street Party 2022 Sub-Committee Meeting	Warren
28.11.22	Regional Recovery Committee	Online
29.11.22	Regional Recovery Committee - Business Industry & Tourism Sub-Committee	Online

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

DATE	COMMITTEE / MEETING	LOCATION
2.12.22	Street Christmas Party	Warren
TBA	Grow Services Expo Day	Warren

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS**

**CONTINUED**

**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 for the period 6th October 2022 to 15th November 2022:

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Warren Airport Upgrade (Drought Stimulus Package Funding – RNIG2-004-NSW DPIE)  Includes \$60,000 allocated from restricted funds for infrastructure improvement/ replacement.	185,240	13,400	IPM	<p>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 are now completed.</p> <p>Further drainage work proposed in Whiteley’s property area may improve drainage on the site. Scope revisiting is required and works to be scheduled for later 2022 or early 2023. Airport Operations Committee(AOC) in its meeting on 13/09/22 identified the need of extra drainage works on 03/21 runway, for consideration in the future funding.</p> <p>Aircraft refuelling system is complete since June 2021. Recent operational training conducted by IOR identified a number of non-compliant matters for Council’s attention. Matters being prioritized for addressing.</p> <p>Terminal building frame delivered to site, old Terminal building demolished and removed. Foundation to use screw piers or bored piers; Engineer recommends using bored piers- Original building frame supplier being contacted to provide possible</p>

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**ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS**

**CONTINUED**

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
				modifications – that it is a single story building with all access compliance.
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)	535,725	157,650	GM/ IPM/ DMES/ TSM/ RIM	<p>Rescoping has commenced in relation to planting of the final street and park trees in Nevertire and Collie.</p> <p>Works in Warren subject to funding by others of the Warren roundabout reconstruction.</p> <p>Works Program for Project rescoped and programmed by GM, DMES, IPM, TSM and RIM.</p> <p>Reports provided to the Town Improvement Committee 14th October 2021 to finalise Works Program.</p> <p>Kerb, gutter and footpath works in Nevertire 98% complete.</p> <p>New Toilet Block for Noel Waters Oval construction is complete.</p> <p>New seating and bin enclosures have been delivered.</p> <p>New electric BBQ for Nevertire Community Park delivered.</p> <p>Survey completed for new access ramp at Lawson/Readford Streets. Construction of ramp awarded to Keith Andrews, still works in progress.</p> <p>Concrete pathways and BBQ slab works at Nevertire are complete.</p> <p>New fencing at Nevertire Community Park completed.</p>
Carter Oval and the Development of the Surrounds Carry Over  (MDB Economic Development Program - Improvement of Regional Structures Grant)	492,253	446,677	IPM	<p>Concept Plan - Draft Concept Plan complete – Grant has been approved.</p> <p>Public Liaison – complete with user groups and the Sporting Facilities Committee.</p> <p>Design Plan – complete, 28-day public exhibition.</p>

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**ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS**

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<p>Skate Park – complete. Sports Committee on their recent site visit (on 20.7.22 with landscape architect) suggested inclusion of additional seating on the western side of the skate park, close to existing Ironbark tree. Installation is complete.</p> <p>Irrigation installed on Carter Oval. Pathways constructed between sports areas.</p> <p>Development of soccer fields started. Irrigation system being installed.</p> <p>More pathways will be constructed as works continue on the construction of the soccer fields and junior cricket field. Car parking area to be constructed following completion of cut and fill earthworks. All of these tasks are weather dependent.</p>
Stronger Country Communities Round 3 Splash Park	5,763	1,045	IPM	Splash Park complete. Has been commissioned by contractor, Pool Manager has been given an operations handover. A pedestrian Access (PA) gate on Stafford has been installed to gain access to Splash Park.
Swim & Shade Sails (Splash Park) (Drought Communities Extension Program)	87,831	84,240	IPM	Order issued to Ellis and Son’s, project plan and schedule to be confirmed. Project expected to be completed by end of December 2022.
Carter Oval Lighting Project (Drought Communities Extension Program)	127,151	49,369	IPM	<p>Carter Oval Sporting Lighting (Cricket and Soccer Fields) complete subject to acceptance of final quality assurance and testing report.</p> <p>Quotations being obtain for general lighting at the Little Athletic and mustering area.</p>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Change Rooms and Amenities Block at Carter Oval  (Stronger Country Communities Round 4)	669,497	648,181	IPM	Little A's, Cricket and Soccer storage facilities have been included as part of new Amenities block originally scheduled for completion in January 2023. Change rooms, toilets (male & female), canteen are included in the amenities building for Carter Oval Sports Precinct with a focus on female competitors. Tender called in May 2022; Report provided to June 2022 Council Meeting through the Sporting Facilities Committee. A contract awarded in June 2022 for design, deliver and construction of building. Preliminary drawings submitted for review and comments. Final design was approved on 6/9/22, 22 weeks for procurement and construction of project. Works now scheduled to be completed in March 2023.
Carter Oval Cricket Pitch	5,845	217	IPM	Construction of cricket field / turf wicket commenced; Cricket Pitch reassessed on 6 July for further development. Cricket pitch turf did not grow as envisaged. Round of negotiations with Contractor Green Horticultural Group (GHG) occurred to understand the reasons and possible reinstatement of the wicket turf. A quote for reinstatement of a turf pitch and outfield redevelopment accepted from GHG. Work on ground likely to commence in November 2022, subject to favourable weather conditions and level of ground saturation and suitability for machinery to work on.
Cricket Practice Nets (Cricket Legacy Fund)	15,000	Nil	IPM	Works to be programmed. Quotes received and assessed; All quotes are more than budget. To be reviewed regarding availability of funds elsewhere in the project.
Pathway Sculptures/Art	5,750	Nil	GM/ IPM	Sculptures have been constructed but are yet to be erected. First structure

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Project	Budget	Expend	Resp	Comment
(Drought Communities Extension Program)				completed and located in Victoria Park (Table Tennis Sculpture.). Four (4) sculptures in total to install along Victoria Park River walk. Base of the structure to be designed for the installation.
Warren Showground/ Racecourse Upgrade Project  (Regional Sports Infrastructure Fund and \$10,182 from sale of old McCalman Pavilion)  <ul style="list-style-type: none"> <li>• Equestrian Arena,</li> </ul>	560,307	391,855	IPM	<p>Equestrian Arena - the covered arena construction is complete. Lighting installed. Quotations obtained from Do Well Equine (DWE) for supply and installation of kick rails has been accepted.</p> <p>Installation of kick rail likely to happen in late November 2022 following concrete pavement works.</p> <p>Concrete path surrounds work awarded. Work on site commenced and completed in October 2022.</p> <p>Working with the Adult Riding Club representatives to ensure project is to the appropriate standard for handover. Adult Riding Club requested a Pedestrian access on the annex side for referees and officials to gain quick access to the arena. Pedestrian access included in the final kick rail design.</p> <p>Sand floor to be re-laid with suitable sand from Narromine Quarry selected by the Adult Riding Club. Construction started on the misting system is nearing completion should be completed in November 2022. Contractor (AquaWest) conducted pumps and system commissioning in October 2022.</p>
<ul style="list-style-type: none"> <li>• Pony Club Cross Country Facilities,</li> </ul>			IPM	<p>Contractor engaged to complete improvement works for the Pony Club Cross Country facilities which have been delayed due to Covid and illness of the Contractor. Works practically completed March 2022, but are subject to a quality check and required improvements.</p>

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Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> <li>GBS Falkiner Lounge and Viewing Area,</li> </ul>			IPM	<p>Disabled toilet has been constructed and male &amp; female toilets upgrade including ambulant toilet painting, new carpet &amp; tiles and are now complete. Air conditioning installed and commissioned.</p> <p>Seating in viewing area completed, painting of the grandstand flooring has been completed, re walling and painting is complete.</p> <p>Access stairs to grandstand reoriented with new hardwood planks. Works outstanding are:</p> <ul style="list-style-type: none"> <li>-Concourse to GBS Falkiner Lounge with disabled access and larger sliding door.</li> <li>- replacing windows etc.</li> <li>- disability complying ramp from ground level to lounge level.</li> </ul> <p>A quotation accepted from Western Plains Glass and Windows for door/sliding door, windows replacement – installation likely to be complete by December 2022.</p>
<ul style="list-style-type: none"> <li>Replacement of the Showground Ladies Toilets,</li> </ul>			IPM	<p>Rescoping of Concept Design being completed. Alternative design tabled at the Showground/Racecourse Committee on 2.8.22 with proposed jointed male &amp; female toilet as one block attached to switch room.</p>
<ul style="list-style-type: none"> <li>Relocation of Cattle Yards. (NSW Showgrounds Stimulus Program Phase 2B)</li> </ul>	60,000	Nil	IPM	<p>Advice from P &amp;A (Justin Sanderson). Showground Racecourse Committee Members would like to see the yards refurbished and made suitable for both cattle and horses by making the relocated pens approximately 4mx4m in size. Need to investigate further and obtain advice. Stockpro to do a design – organised by P&amp;A.</p>
<ul style="list-style-type: none"> <li>Upgrade electrical Cattleman’s Camping Area</li> </ul>	8,082	Nil		<p>Works complete, balance of unspent funds to be used elsewhere in project.</p>



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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Warren Showground/ Racecourse Upgrade Project (Showground Stimulus Funding Program Phase 2C) including:				Works program finalised following consultation with User Groups at the Showground/Racecourse Committee Meeting held on the 2nd August 2022. All works completed.
<ul style="list-style-type: none"> <li>Update/Renovate Male &amp; Female Amenities in Cattleman's &amp; Horse Sports Camping Area</li> </ul>	87,735	5,755	IPM	<p>Contractor was asked to do necessary repair to the floor in the male toilet area, repairs complete. Balance of unspent funds to be used elsewhere in project - other sewer/toilet works.</p> <p>To be inspected by Council Engineer. Contractor has rectified the defects in the floor to Council's satisfaction.</p>
<ul style="list-style-type: none"> <li>Renovate Male Toilet @ Main Pavilion</li> </ul>	100,000	Nil	IPM	<p>Concept Design changed due to condition of infrastructure. Scope of Works to be completed. Alternative design being considered with male and female toilet in one area.</p>
<ul style="list-style-type: none"> <li>Install New Septic Receiving Tank for Main Pavilion Toilets</li> </ul>	45,000	Nil	IPM	<p>Scope of works being reassessed to complete the works within the budget.</p>
<ul style="list-style-type: none"> <li>Renovate Centre Arena Toilets</li> </ul>	102,888	Nil	IPM	<p>Works Complete, balance of unspent funds which will be allocated to other sewer/sewerage works.</p>
<ul style="list-style-type: none"> <li>Refence Showground Perimeter with Exclusion Fencing</li> </ul>	105,000	Nil	IPM	<p>Scope/area determined by Showground/ Racecourse Committee on 7th October 2021 being revised. (Quotes to be requested from local suppliers and rural fencing contractors). Length 4,100m and 3 double gates &amp; 2 single gates. RFQ document being prepared to call for quotations.</p> <p>Exclusion fence like airport exclusion fence being considered. Other grant funds may be required.</p>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
<ul style="list-style-type: none"> <li>• New Septic Centre Arena</li> </ul>	3,150	Nil	IPM	Works Complete, balance of unspent funds which will be allocated to other sewer/sewerage works.
<ul style="list-style-type: none"> <li>• Re-level Pavilion Floors</li> </ul>	8,907	Nil	IPM	Works Complete, balance of unspent funds which will be allocated to other works.
Local Roads & Community Infrastructure Program Phase 3 – Equestrian Arena	94,545	70,920	IPM	<p>Warren Showground/Racecourse Complex Equestrian Arena with a focus on female participants. (Annex pavement, sealing and concrete path construction). Concrete path surrounds work awarded. Work on site will be happening in October 2022 subject to favourable weather conditions.</p> <p>- Draft concrete pavement/ kick rail base plan tabled to the Warren Showground/Racecourse Committee meeting on 2/8/22.</p> <p>Works commenced in October 2022, expect completion late December 2022 subject to weather.</p>
Crown Reserves Improvement Fund Program Disabled (all access) toilet block Warren Pony Club	79,705	46,465	IPM	<p>Construction of a toilet facility in the Warren Pony Club Facility. Scope of works and design complete. Single ambivalent toilet being considered.</p> <p>Location has been finalised with Warren Pony Club, on the western side of Pony Club shed.</p> <p>Contractor (SPLAT) has been engaged in September 2022 to do the works.</p>
Regional Racecourse Stimulus Funding Program 2022 – ‘Irrigation System’ Drought Proofing project and Public Area Fencing	272,727	N/A	IPM	<p>Funding has been granted by the NSW Government towards drought proofing project and public area fencing.</p> <p>Rescoping in progress for an appropriate irrigation system and project may need further grants for the full scope of works.</p>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Crown Reserves Improvement Fund Program Replacement of Showground Ladies Toilet Part 2	54,545	Nil	IPM	Option for the replacement /refurbishments of the female toilets to an appropriate standard is in its final stage.  Alternative design being considered with male and female toilet in one area. Draft layout plan tabled at Sports Committee meeting on 2/8/22  Works to be commenced in late 2022.
Murray-Darling Basin Economic Development Program – Round 3 – Warren Showground/Racecourse Complex Improvement Program	130,591	77,223	IPM	Project involves: Showground/Racecourse facilities. i.e. <ol style="list-style-type: none"> <li>1. Disabled toilets GBS Falkiner Memorial Lounge; completed December 2021.</li> <li>2. Replace windows and doors GBS Falkiner Memorial Lounge; Quote accepted for windows and doors replacements. Works scheduled to be complete by December 2022;</li> <li>3. Paint on the GBS Falkiner Lounge and grandstand are now complete.</li> </ol>
Murray-Darling Basin Economic Development Program – Round 3 – Warren Shire Tourism, Business Development and Macquarie Marshes Signage and Shire Mural Program	<b>For Mural Program Only</b>			Rescoping for revised budget arranged. See Warren Public Arts Committee Minutes reported to July 2021 Council Meeting.
Stafford Street Water Tower Mural	125,914	110,595	GM/ IPM/ TSM	Stafford Street Water Tower Mural Design Concept reported to August 2021 Warren Public Arts Committee. Advertised to the Community on Council media resources and the Warren Weekly in September 2021. Mural complete and unveiling undertaken on 2nd December 2021.
Nevertire Water Tower Mural			GM/ IPM/ TSM	Community Engagement Plan finalised. Community consultation completed and reported to the November 2021 Warren Public Arts Committee Meeting. Theme finalised,

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Project	Budget	Expend	Resp	Comment
Warren Town Murals on Private Property			GM/ IPM/ TSM	<p>artist quotations finalised and works completed in July 2022.</p> <p>Community Engagement Plan finalised. Community consultation completed and report provided to November 2021 Warren Public Arts Committee Meeting. Themes, locations finalised; artist quotations finalised. Work commenced in July and was completed in August 2022. Further works being considered for funds available.</p>
Murray-Darling Basin Economic Development Program – Round 3 – Carter Oval Lighting Project	53,773	56,610	IPM	<p>Project involves Stage 2 of the Sports Lighting at Carter Oval including the installation of 4 lighting towers and LED lights.</p> <p>Onsite installation commenced 4th April 2022. All 4 main light towers have been installed, including 4 secondary towers on soccer field. Electrical switchboard and lighting testing and commissioning commenced on 1<sup>st</sup> week of August 2022.</p> <p>CT (Current transformer) metering installation at the switchboard and final commissioning completed in August 2022.</p> <p>WAE information/test reports, O &amp; M manual and remote access for operation training is expected in November 2022.</p>
Murray-Darling Basin Economic Development Program – Round 3 – Monkeygar Creek Macquarie Marshes Bird Viewing Platform and Parking Project	499,608	116,082	IPM/ DMES	<p>Project involves the construction of the Bird Viewing Platform and construction of the parking area suitable for buses and recreational vehicles (RV's).</p> <p>DMES is scoping and programming works. Concept Design for Bird Viewing Platform submitted to structural engineer for construction design. Roadworks and earthworks being scoped by DMES. Statement of</p>

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Project	Budget	Expend	Resp	Comment
				Environmental Effects (SEE) to be undertaken in October 2022, then DA to be lodged. Toilet RFQ has been evaluated and ordered. Cost estimate for all works to be finalised once indicative cost of construction of the platform is obtained. Additional grant funding may be required.  Wet weather has prevented any access to site since November 2021.
Drought Relief Events (Drought Communities Extension Program)	3,480	Nil	GM	Will be used for the Warren Street Christmas Party 2022.
Warren Tennis Court Upgrade (Drought Communities Extension Program)	29,036	15,970	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 to complete the project. Order issued for supply of lights. Lights have arrived. Advised installation with local contractor being organised. Installation expected to happen in December 2022.
Reconnecting Regional NSW – Community Events Program	119,826	N/A	GM/PAO	Application submitted 30 June 2022.  5 Events hosted by Community Organisations; these are as follows: <ul style="list-style-type: none"> <li>- Burrima Walkway Grand Opening - Macquarie Wetlands Association</li> <li>- Far West Schools Ramsay Championship – NSW Rugby Union- Event complete.</li> <li>- Celebration of Warren Youth Festival – Warren Youth Support Group Incorporated</li> <li>- Sing Warren – Warren Chamber Music Festival – (variation submitted for event &amp; date change 30 September 2022).</li> <li>- Golden Oldies Game Day – Gilgandra Cricket Association</li> </ul>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
				- Christmas Street Party Celebrations 2022 – Warren Shire Council.
<b>Water Supplies</b>				
Groundwater Augmentation (Critical Drought Initiative Administered by – DPIE Safe and Secure Program)	245,616	128,628	IPM/TSM	All 3 cross connections are complete. Tanks have been constructed. Tank connections installed. Installed power 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. System has been tested with gravity flow to Bore Flat from Ellengerah complete and System pumping from Bore Flat to Ellengerah testing complete. Waiting approval from DPIE to purchase and install chlorination equipment at Bore Flat and Ellengerah.
<b>Sewerage Services</b>				
Restart NSW Warren (STP) Upgrade	61,878	829	IPM	Contractor (Gongues Construction) started working on the project in early November 2020, following the award of a tender.  Ponds: (Oxidation, maturation and evaporation) were built in early 2021. Construction in STP inlet works commenced in October 2021, with the operation of inlet screens ready for use. SPS and overflow storage facility was complete and commissioned.  Intermittent and sporadic wet weather events during 2021 have delayed the progress of work considerably.  Electrical Supply to STP installed with the installation of poles and a 63KVA Transformer and commissioned.  EPA issued an advice/ provisional licence on 21 July 2022 on the condition that the EPA require a

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Project	Budget	Expend	Resp	Comment
				commissioning certificate from the contractor prior to issuing the final licence for the new Warren STP. Commissioning of the plant automation (SCADA & Telemetry) completed in September 2022. Ongoing wet weather and major flooding around the town is still causing issues with accessing STP. Sewage diversion from old SPS to new SPS storage and then to STP arranged 11th November 2022. Start-up of the new STP, now commenced with final commissioning in December 2022.
Warren Central Business District Toilet Installation (Drought Communities Extension Program)  Includes \$140,000 allocated from restricted funds for infrastructure improvement/replacement.	269,789	168,182	IPM/ TSM	The land has been subdivided and purchased. Necessary services have been connected including the required grease trap facilities. Although Council has funding to install a basic toilet block, the Scope was changed to a 'self-cleansing' or better-quality facility toilet costing more than the budget available. Report provided to the October 2021 Council Meeting for consideration for Council funding to the project if grant funds are not forthcoming. Work in progress based on Council funding the project. RFQ advertised on VenderPanel closed 14 July 2022. Contract awarded to Exeloo Pty Ltd, expect 22 weeks construction period (late December 2022/early January 2023 completion).
Lions Park Toilet Installation	144,730	118,182	IPM/TSM	Project is using the following funding: <ul style="list-style-type: none"> <li>• Includes \$52,000 allocated from restricted funds for infrastructure improvement/replacement;</li> <li>• Aubrey Dinsdale's bequeath to Council (\$52,813.78);</li> <li>• Murray Darling Basin Economic Development – Improvement of Regional Structures Grant (\$24,500); and</li> </ul>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
				<ul style="list-style-type: none"><li>• Contribution from the Warren Lions Club \$16,000.</li></ul> Final scoping of works complete, however was reassessed by the Infrastructure Projects Control Group.  RFQ advertised on VenderPanel closed 14 July 2022. Contract awarded to Exeloo Pty Ltd, expect 22 weeks construction period (late December 2022/early January 2023 completion).



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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
<b>Grant Applications</b>				
2022-23 Crown Reserves Improvement Fund - Upgrade Racecourse Track Irrigation System - (Stage 2)	272,727	N/A	IPM/TSM	Application submitted 2 June 2022. The upgrading of the Racecourse track irrigation system will enhance operational sustainability by delivering water efficiency to optimise value to user groups and the community. <b>Waiting Notification.</b>
Stronger Country Communities Fund Round 5 (SCCFR5) – Upgrading of Amenities, Change rooms, Canteen and Club House Facilities at the Warren Memorial Pool.	856,903	N/A	IPM	Application submitted 21 September 2022. This project will replace the existing Male & Female with "All Access" modern facilities. Include Disabled and Ambulant toilets in the amenities. Replace the existing entry, office and kiosk adding in a club house room with a modern compliant, fit for purpose fit out. <b>Waiting Notification.</b>
Regional Activation Tourism Fund Round 2 – Destination Macquarie Marshes Phase 2- Joint application with Council, Macquarie Wetland Association Inc. & RiverSmart Australia Limited.	2,892,868	N/A	GM DMES IPM DMFA	Application submitted 27 September 2022. This is a joint application with Council, Macquarie Wetland Association Inc. and RiverSmart Australia Limited. Destination Macquarie Marshes – Phase 2 (DMM2) is a tourism infrastructure project designed to enhance the existing visitor experience and provide new immersive and educational experiences. DMM2 will deliver four key high-impact visitor experiences, improve accessibility and drive visitation: 1. Windows on the Wetlands (WoW) Precinct Development including rainwater garden and ramp access to Tiger Bay Wetlands; 2. WoW Environment, Education and Cultural Centre;

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Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
				3. Monkeygar Creek Bird Viewing Platform and visitor restroom facilities; and 4. Burrima Boardwalk Augmented-Reality Experience. <b>Waiting Notification.</b>
NSW Severe Weather & Flood Grant (\$1,000,000)			GM IPM DMES TSM	This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions. <b>Waiting Notification.</b>
Warren Town Levee Remediation	887,500	N/A		
Macquarie Park Restoration	112,500	N/A		

**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 RELAX ALCOHOL FREE ZONE IN DUBBO STREET FOR THE WARREN STREET CHRISTMAS PARTY CONTINUED**

It should be noted that tables and chairs will be set up within the cordoned off area and the majority of food stalls/providers will be located in the vicinity of the cordoned off area.

The Warren Rugby Union Club after being informed of the budget constraints for the event, has committed \$1,000 of bar profits to go towards the fireworks display.

This request to relax the Alcohol-Free area is only for Friday 2nd December 2022 between the hours of 3.00 pm and 10.00 pm for the cordoned off area allocated to the Warren Rugby Union Club bar area in front of the Club House Hotel, with bring your own (BYO) alcohol not being permitted in the rest of the closed off street.

The Committee responsible for arranging the Warren Street Christmas Party at the time of writing of this report, are still finalising a site map however this should be available to be provided to Councillors at the December 2022 Council Meeting.

**FINANCIAL AND RESOURCE IMPLICATIONS**

None identified.

**LEGAL IMPLICATIONS**

Council must approve any change to the alcohol-free area under the Local Government Act 1993 and must provide advice to the local Police who are members of the Committee responsible for arranging the Warren Street Christmas Party.

**RISK IMPLICATIONS**

A risk exists in that the service of alcohol may encourage anti-social behaviour. Risk reduction has been arranged by the purchasing and serving of alcohol in a cordoned off area of Dubbo Street that will be adjacent to the majority of the food stall holders/providers.

**STAKEHOLDER CONSULTATION**

Advertising has been arranged in Council's Community Newsletter, Facebook page, Community Room display screen and Website advising of the Christmas Party and have also encouraged the dissemination of information through other stakeholders.

Advice has been provided to the local Police advising that Council may relax the alcohol-free area requirements as stated in this report.

**OPTIONS**

Council is not obligated to relax these provisions.

**CONCLUSION**

Council is hosting a Christmas Party in Dubbo Street on Friday 2nd December 2022 as part of bringing the community together under the Drought Relief Events (Drought communities Extension Program) and Reconnecting Regional NSW – Community Events Program and is encouraging expenditure in local businesses. This report requests a relaxation of the alcohol-free zones for a specified period in a cordoned off area to support this event.



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ITEM 5                      DELIVERY PROGRAM PROGRESS REPORT

(E4-40)

**RECOMMENDATION**

That Council note the Delivery Program Progress Report under s404(5) Local Government Act 1993 and the ongoing actions.

**PURPOSE**

This report has been prepared in accordance with Section 404(5) of the Local Government Act 1993 and is required to inform Councillors and the community of the final progress being undertaken towards meeting the community's goals.

**BACKGROUND**

Council is required under section 404 of the Local Government Act 1993 to work with its community to develop and adopt a four-year delivery program. Council adopted its current Delivery Program for 2022/23 to 2025/2026 on the 23rd June 2022.

**REPORT**

Attached to this report is a summary document of the Delivery Program. The summary has been developed to allow council and the community to easily view the plan and to see how Council is working to achieve the outcomes.

The plan contains target colours to indicate:

- Green on target;
- Yellow progressing or a minor concern; and
- Red not commenced or a concern.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The Delivery Plan is funded as per Council's Four (4) Year Long Term Budget.

**LEGAL IMPLICATIONS**

Section 404 states:

***"404 Delivery program***

- (1) A council must have a program (its delivery program) detailing the principal activities to be undertaken by the council to implement the strategies established by the community strategic plan within the resources available under the resourcing strategy.*
- (2) The delivery program must include a method of assessment to determine the effectiveness of each principal activity detailed in the delivery program in implementing the strategies and achieving the strategic objectives at which the principal activity is directed.*
- (3) The council must establish a new delivery program after each ordinary election of councillors to cover the principal activities of the council for the 4-year period commencing on 1 July following the election*

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

- (4) A draft delivery program must be placed on public exhibition for a period of at least 28 days and submissions received by the council must be considered by the council before the delivery program is adopted by the council.*
- (5) The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months."*

**RISK IMPLICATIONS**

No risks identified as plan is reported within legal time frames.

**STAKEHOLDER CONSULTATION**

The Delivery Program is available via Council for review.

**OPTIONS**

No options on report exist. The Delivery Program must be reported to Council.

**CONCLUSION**

The Delivery Program is a lead Council document to establish goals and objectives for Council and the community. The attached report provides advice on the Council's progress for the year to date and on an ongoing basis.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

The Delivery Program 2022/23 to 2025/2026.

**SUPPORTING INFORMATION /ATTACHMENTS**

Six monthly report attached.

**ACRONYMS**

GM - General Manager  
DMFA - Divisional Manager Finance & Administration  
DMES - Divisional Manager Engineering Services  
MHD - Manager Health and Development Services  
EDVM - Economic Development and Visitation Manager  
LIB - Librarian  
TSM - Town Services Manager  
RIM - Roads Infrastructure Manager  
IPM - Infrastructure Projects Manager  
WHS/RC – Work Health Safety/Risk Co-ordinator  
SMT – Senior Management Team  
Manex – Management Executive

**Bold = First responsible officer.**

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at  
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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
1.1.1	Improve ageing, youth and disability services within the community	Review and define existing directory of service providers with a focus on aged care, youth and disability services	GM, <b>MHD</b> , DMFA, Interagency Delegates	Updated Directory	X				In progress.	
		Obtain expressions of interest for at least one care provider to establish satellite office/shop front in Warren	GM, <b>MHD</b>	Satellite office established	X	X	X		No action to date.	
		Provide leadership and work with the Warren Interagency Support Services Group to consider how best to support the Shire's local community services	<b>MHD</b> , Interagency Delegates	Regular meetings organised	X	X	X	X	In progress.	
		Host an expo on health services in Warren, including ageing, youth and disability services	<b>MHD</b> , Interagency Delegates	Expo conducted		X			Not applicable.	
		Display list of service providers and their services on media channels (billboard, social media and Council's website)	<b>MHD</b> , Interagency Delegates	Information disseminated	X	X	X	X	In progress.	
1.1.2	Improve health services within the community	Advocate for improved medical services including General practitioners and Allied Health Providers	Mayor, <b>GM</b>	Advocacy strategy developed and implemented	X	X	X	X	In progress. Expect an announcement of a new General Practice Service provider late 2022.	



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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Liase with the Warren Multi-Purpose Health Service and other health providers to seek to provide improved health services	Mayor, <b>GM</b>	Meetings conducted	X	X	X	X	In progress. Meetings held with RaRMS Health, Warren MPHS, WHAC, CEO Western Local Area Health District.	
1.1.3	Improve educational services within the community	Explore enhancements to our library services for our entire community	GM, DMFA, <b>LIB</b>	New services implemented	X	X	X	X	In progress.	
		Advocate for new and additional educational services	Mayor, <b>GM</b>	Advocacy strategy developed and implemented	X	X	X	X	In progress.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at  
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## ITEM 5 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
1.1.4	Ensure current and future housing needs for the community are met	Research the status of the local housing market including vacancy rates and current demand	MHD	Research completed	X				In progress.	
		Research industry and economic forecasts for Warren to gauge projected employment demand and related demand for housing	MHD	Research completed	X				In progress.	
		Summarise specific housing needs by category: ✓ short- to medium-term housing opportunities for seasonal workers, visitors and residents ✓ permanent housing opportunities for new residents	MHD	Report prepared	X				In progress.	
		Review the land release timetable for Warren	GM, MHD	Audit of suitable land completed	X				In progress.	
	Amend our Local Environmental Plan (LEP) to enable new housing options to be created (including community housing)	GM, SMT, MHD	LEP amended	X				In progress.		

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Promote new housing opportunities to property developers and facilitate future investments	Mayor, <b>GM</b> , SMT	Promotions undertaken	X	X	X	X	In progress, organisations contacted in relation to providing affordable housing.	
1.1.5	Work with local Police and the community to ensure that our community is safe	Advocate for an appropriate level of policing services	Mayor, <b>GM</b>	Advocacy strategy rolled out with key meetings conducted	X	X	X	X	In progress, meeting to be arranged with local Sergeant and Inspector.	
		Continually monitor and take legal action on the use of illicit drugs within the community	Mayor, <b>GM</b>	Meetings conducted to facilitate actions leading to a reduction in crime and the use of illicit drugs	X	X	X	X	In progress.	
		Provide animal control services to meet the demands of the community	<b>MHD</b>	Reduction in complaints	X	X	X	X	In progress.	
1.1.6	Recognise and support our wide range of local community groups	Develop strategies across social, economic and environmental issues	GM, MHD, <b>SMT</b> , MANEX	Strategies developed and implemented	X				In progress.	
		Council to meet with local peak indigenous organisations	<b>GM</b> , Mayor, SMT	Regular meetings organised	X	X	X	X	In progress.	

# WARREN SHIRE COUNCIL

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Council to meet with community peak bodies and stakeholders to build collaborative relationships	<b>GM</b> , Mayor, SMT, <b>MANEX</b>	Regular meetings organised	X	X	X	X	In progress.	
1.1.7	Improve transport services within the community	Facilitate the improvement of transport services both within the Shire and those to and from the Shire	GM, DMES, <b>MHD</b> , Interagency Delegates	Increased level of connectivity for residents	X	X	X	X	In progress.	

Objective 1.2: Engage with the community										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
1.2.1	Maintain ongoing community engagement to instil a strong collaborative environment with the community	Implement Council's Community Engagement Strategy	GM, EDVM, <b>MANEX</b>	Increased engagement with the community	X	X	X	X	In progress, Community Engagement Plans enacted for all major projects and programs.	
1.2.2	Support and promote community-based	Work with community to support community-based events	GM, EDVM, <b>MANEX</b>	Activities and events supported by Council held	X	X	X	X	In progress, major events program enacted.	

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.2: Engage with the community										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	lifestyle and social events	Train and assist community organisations in obtaining grants	<b>EDVM</b> , IPM, MANEX	Grants received by Council and the community organisations	X	X	X	X	Infrastructure Projects Management Office undertaking assistance within resources constraints.	
1.2.3	Encourage volunteerism within the community	Build a collaborative relationship with community organisations to offer assistance to volunteer organisations	GM, <b>MANEX</b> , Interagency Delegates	Positive feedback from volunteer organisations	X	X	X	X	No action to date.	
		Work with the Warren Interagency Support Services Group to encourage volunteerism	<b>MHD</b> , Interagency Delegates	Regular meetings organised	X	X	X	X	In progress.	
1.2.4	Ensure that our emergency services organisations are ready to support our community during natural disasters and other emergencies	Assist with the coordination of emergency services, through the Local Emergency Management Committee	GM, Mayor, <b>DMES (LEMO)</b> , MHD, TSM	Efficient coordination of emergency services management	X	X	X	X	LEMC Meeting regularly and providing support to combat agencies.	
1.2.5	Support Aboriginal people and organisations to	Build and maintain collaborative relationships with the Warren Local Aboriginal Land Council	<b>GM</b> , Mayor, MANEX	Regular meetings held	X	X	X	X	In progress.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday, 1st December 2022

### ITEM 5 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 1.2: Engage with the community									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
increase the broader community's awareness and recognition of local Aboriginal cultural identity in Warren Shire			Support provided to increase cultural awareness and inclusion	X	X	X	X	In progress, new draft Code of Meeting Practice has an appropriate Acknowledgement of Country included.	
Objective 1.3: Support young people and encourage their development									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.3.1 Support programs and services that support and assist young people in our community	Support the Warren Youth Foundation to develop strategies to assist the youth of Warren Shire	MHD, Interagency Delegates	Number of successful projects undertaken	X	X	X	X	In progress.	
1.3.2 Promote, to our youth, the facilities and activities that are available to them within the Shire	Address schools on the facilities that are available	MHD	School presentations conducted	X	X	X	X	No action to date.	
	Promote the facilities and activities available through Council's website, social media and Council newsletters	MHD	Increased usage of facilities and participation in activities	X	X	X	X	In progress.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at  
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## ITEM 5 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 1.3: Support young people and encourage their development										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
1.3.3	Develop traineeship programs to retain youth	Review opportunities to develop traineeships within Council's structure	GM, SMT	Council's structure reviewed	X	X	X	X	Investigations commenced. School Vocational Visits currently being considered.	
		Liaise with businesses and the Warren Chamber of Commerce to encourage traineeships	GM, SMT	Presentations conducted	X	X	X	X	In progress.	
		Develop indigenous traineeships within the Shire	GM, SMT	Indigenous traineeships developed	X	X	X	X	No action to date.	

Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
2.1.1	Improve skilled and unskilled employment opportunities to attract and retain	Survey the community to ascertain reasons for leaving or staying	GM, SMT, EDVM	Surveys completed	X				No action to date.	
		Survey business owners to ascertain what keeps their young people and what could bring them back	GM, SMT, EDVM	Surveys completed	X				No action to date.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday, 1st December 2022

**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	young people and working families	Interview business owners who have successfully employed skilled, unskilled and young people	GM, SMT, <b>EDVM</b>	Interviews conducted	X			No action to date.		
		Survey business owners to understand what may have stopped them in attracting and keeping skilled and unskilled people	GM, SMT, <b>EDVM</b>	Surveys completed	X			No action to date.		
		Survey business owners to understand what skills they are missing	GM, SMT, <b>EDVM</b>	Surveys completed	X			No action to date.		
		Collate findings and prepare action plan	GM, SMT, <b>EDVM</b>	Report prepared	X	X		No action to date.		
2.1.2	Proactively identify and create new business opportunities and associated investment within the Shire	Facilitate business-led community forums to identify business and investment opportunities	Mayor, GM, SMT, <b>EDVM</b>	Forums held	X	X	X	Initial liaison undertaken with Warren Chamber of Commerce.		
		Engage with industry bodies and investors to share business and investment ideas	Mayor, GM, SMT, <b>EDVM</b>	Meetings conducted	X	X	X	No action to date.		
		Meet with potential businesses and investors to explore opportunities	Mayor, GM, SMT, <b>EDVM</b>	Meetings conducted	X	X	X	No action to date.		
		Seek to close out investment opportunities	Mayor, GM, SMT, <b>EDVM</b>	Opportunities completed	X	X	X	No action to date.		



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ITEM 5 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 2.2: Proactively support the development of tourism as a key industry for the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
2.2.1	Prepare and implement a tourism strategy for the Shire	Prepare a tourism strategy for the Shire with input from the community	GM, SMT, EDVM	Strategy completed	X			Warren Visitor Economy Consultation undertaken.		
		Implement the tourism strategy with support from tourism businesses, the community and Government	GM, SMT, EDVM	Strategy implemented	X	X	X	No action to date.		
		Prepare a visitor destination management plan for the Shire with input from the community	GM, SMT, MANEX, EDVM	Plan completed	X			In progress with Warren Visitor Economy Consultation undertaken.		
		Implement the visitor destination management plan for the Shire with support from tourism businesses, the community and Government	GM, SMT, MANEX, EDVM	Plan implemented	X	X	X	No action to date.		
2.2.2	Provide and promote sustainable recreation and tourism access to our rivers and marshes	Confirm preferred locations to provide access to rivers for fishing and other recreational activities	GM, SMT, MANEX, EDVM	Locations identified	X	X		No action to date.		
		Develop selected river locations	GM, SMT, MANEX, EDVM	Development complete	X	X	X	No action to date.		

# WARREN SHIRE COUNCIL

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.2: Proactively support the development of tourism as a key industry for the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Actively assist with the maintenance, improvement and expansion of recreational infrastructure at the Macquarie Marshes	GM, SMT, MANEX, EDVM	Support provided	X	X	X	X	No action to date.	
2.2.3	Develop and deliver a customer service framework for all businesses in our Shire	Research best practice customer service approaches	GM, SMT, MANEX, EDVM	Research completed	X	X			No action to date.	
		Host a customer service workshop with local businesses to consider best practice customer service approaches	GM, SMT, MANEX, EDVM	Workshop conducted		X			Not applicable.	
		Facilitate agreement on a customer service framework for all businesses in the Shire	GM, SMT, MANEX, EDVM	Framework agreed		X			Not applicable.	

Objective 2.3: Support the growth and revitalisation of existing and new local businesses										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
2.3.1	Facilitate the growth of local businesses	Research industry and economic forecasts for Warren	GM, SMT, MANEX, EDVM	Research completed	X				No action to date.	

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Research growth strategies adopted by Shires like ours	GM, SMT, MANEX, <b>EDVM</b>	Research completed	X			No action to date.	
		Facilitate a business growth working group comprised of business-focussed community groups and individual businesses to: ✓ identify barriers to growth ✓ consider growth opportunities for existing businesses	GM, SMT, MANEX, <b>EDVM</b>	Working group established and operating	X	X		No action to date.	
		Facilitate the development and implementation of a business growth strategy	GM, SMT, MANEX, <b>EDVM</b>	Strategy developed and implemented	X	X	X	No action to date.	
2.3.2	Facilitate improvements in business efficiency for local businesses	Research best practice business efficiency approaches	GM, SMT, MANEX, <b>EDVM</b>	Research completed	X	X		No action to date.	
		Host a business efficiency workshop with local businesses to consider best practice business efficiency approaches	GM, SMT, MANEX, <b>EDVM</b>	Workshop conducted		X		Not applicable.	
		Facilitate the implementation of new business efficiency approaches	GM, SMT, MANEX, <b>EDVM</b>	Efficiency approaches implemented		X	X	Not applicable.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday, 1st December 2022

### ITEM 5 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 2.3: Support the growth and revitalisation of existing and new local businesses										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
2.3.3	Diversify land use options in the Warren CBD to support new business opportunities for the community	Conduct community consultation regarding possible new land uses for the Warren CBD and collate outcomes	GM, SMT, MANEX, <b>EDVM</b>	Community consultation completed	X				Draft CBD Plan to be finished before consultation.	
		Amend our Local Environmental Plan (LEP) where required	GM, <b>MHD</b> , SMT	LEP amended	X				In progress.	
		Promote zoning changes to the community	GM, <b>MHD</b> , SMT, MANEX	Promotion undertaken	X	X	X	X	No action to date.	

Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.1.1	Ensure that the road network is maintained to acceptable community standards	Ensure that our roads are maintained to acceptable community standards in a cost effective, efficient and safe manner – as outlined in the asset management plans	<b>DMES</b> , RIM	Maintenance activities conducted in accordance with good engineering practice	X	X	X	X	In progress however, recent floods and storms have severely affected the road network.	
		Actively seek grants from Federal and State Governments	<b>DMES</b> , RIM	Increased level of grant funds obtained	X	X	X	X	In progress – see grant applications reported to Council.	

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.1.2	Advocate for reliable telecommunications services throughout the Shire	Collate local data to demonstrate the importance of having reliable telecommunications networks throughout the Shire including: ✓ Mobile phone networks ✓ Data networks	GM, SMT	Report prepared	X				Constant contact with Telstra.	
		Lobby relevant Government Ministers and Departments to advocate for improved telecommunications infrastructure	Mayor, GM	Meetings conducted for advocacy and lobbying	X	X	X	X	In progress however, submissions seem to be not working.	
3.1.3	Ensure that the Shire is well positioned to rapidly adopt new, modern energy technologies as they emerge	Monitor trends in the energy supply sector, particularly with respect to renewable energy	GM, SMT	Research conducted	X	X	X	X	Program of solar panel installation on/in Council facilities commenced, further works subject to grant funds.	
		Lobby the Government, energy authorities and energy providers to ensure that Warren Shire is included in the Central-West Orana Renewable Energy Zone with improved high-voltage connectivity	Mayor, GM	Meetings conducted and submissions made	X	X	X	X	Now not possible.	

# WARREN SHIRE COUNCIL

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### ITEM 5 DELIVERY PROGRAM PROGRESS REPORT

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Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.1.4	Advocate for improved rail access to Warren	Lobby relevant Government Ministers and Departments to advocate for improved rail access to Warren	Mayor, <b>GM</b>	Meetings conducted for advocacy and lobbying	X	X	X	X	In progress, advice provided to Local State Member.	

Objective 3.2: Provide sustainable infrastructure for the community										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.2.1	Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater, water and sewer infrastructure) to acceptable community standards	Conduct community consultation regarding community assets	GM, SMT, <b>MANEX</b> , MHD, IPM, TSM	Community consultation completed	X	X	X	X	In progress, constant monitoring of complaints and actions required.	
		Ensure that community assets are maintained to acceptable community standards in a cost effective, efficient and safe manner – as outlined in our asset management plans	<b>DMES, MHD</b> , TSM	Maintenance activities conducted	X	X	X	X	In progress, following processes in place.	
		Actively seek grants from Federal and State Governments	GM, SMT, <b>MANEX</b> , TSM, IPM, LM	Increased level of grant funds obtained	X	X	X	X	In progress – see grant applications reported to Council.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday, 1st December 2022

### ITEM 5 DELIVERY PROGRAM PROGRESS REPORT

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Objective 3.2: Provide sustainable infrastructure for the community										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.2.2	Ensure that the Warren levee continuously remains fit for purpose	Undertake a regular renewal and repair program for the Warren levee	DMES, TSM	Renewals and repairs completed	X	X	X	X	In progress.	
		Actively seek grants from Federal and State Governments	DMES, TSM	Grant funds obtained	X	X	X	X	In progress. Project Team finalising funding from both the State and Commonwealth Governments.	

Objective 3.3: Proactively manage our infrastructure assets										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.3.1	Adopt comprehensive and practical asset management plans that support, and are supported by, our	Prepare asset management plans for each class of asset	DMFA, DMES, MHD, TSM, RIM, AM	Plans adopted by Council	X	X	X	X	In progress for Roads, Water and Sewer.	
		Ensure that plans are integrated with our long-term financial plans	DMFA, AM	Plans completed	X	X	X	X	In progress.	

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 3.3: Proactively manage our infrastructure assets										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	long-term financial plans	Ensure that operations, maintenance, capital renewal and capital expansion activities are undertaken in accordance with the asset management plans	<b>DMES, MHD, TSM, RIM, IPM</b>	Programs in place	X	X	X	X	In progress.	
		Capture accurate and complete asset condition data regularly	<b>DMES, MHD, TSM, RIM, AM</b>	Condition assessments undertaken	X	X	X	X	In progress, Confirm Asset Management System yet to be fully implemented.	
		Actively seek grants from Federal and State Governments	<b>DMES, MHD, TSM, RIM, IPM</b>	Increased level of grant funds obtained	X	X	X	X	In progress – see grant applications reported to Council.	
3.3.2	Maintain a well-resourced team of infrastructure staff to ensure that our infrastructure needs are met	Ensure infrastructure staff are appropriately experienced and qualified to adequately maintain and improve infrastructure	<b>GM, SMT, RIM, TSM, IPM</b>	Experienced and qualified staff	X	X	X	X	In progress.	



# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday, 1st December 2022

### ITEM 5 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 3.4: Revitalise the Warren, Nevertire and Collie streetscapes											
Infrastructure Strategy		Council delivery program actions		Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
3.4.1	Continually upgrade streetscapes in Warren, Nevertire and Collie to create attractive places to live and to visit	Finalise investigation, design and implementation of the upgrading of the Warren CBD streetscape		GM, DMES	Design and implementation completed	X	X	X	X	In progress, final draft plan to be finalised.	
		Continue consultation with the Warren, Nevertire and Collie communities on possible future streetscape improvements		DMES	Consultation program instigated	X	X	X	X	In progress.	

Objective 4.1: Manage the impact of climate change on our local community											
Environmental Strategy		Council delivery program actions		Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.1.1	Work with appropriate agencies to proactively address the local impacts of climate change	Actively participate in Macquarie Floodplain Management Committee		Mayor, GM	Meetings attended	X	X	X	X	Acting involvement by both the Mayor and General Manager.	
		Actively participate in the Central West Councils Environment and Waterways Alliance		MHD	Meetings attended	X	X	X	X	Active involvement.	
		Respond to climate-driven regulatory changes that impact our community		GM, MHD, DMES, RIM, TSM	New initiatives implemented	X	X	X	X	In progress.	

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.1: Manage the impact of climate change on our local community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Lobby Government to pipe the Albert Priest channel	Mayor, <b>GM</b>	Pipe installed	X	X			In progress, submissions continued to be provided.	
		Amend our Local Environmental Plan (LEP) to enable Council to better manage the impact of solar farms on our agricultural land and our community	<b>GM, SMT, MHD</b>	LEP amended	X				In progress.	
		Review our Consequence Management Guides under our Local Emergency Management Plan	<b>GM, DMES (LEMO), MHD, TSM</b>	Review completed	X	X	X	X	In progress however, CMG's are the responsibility of the relevant combat agencies.	
		Update our Local Emergency Management Plan to take into account the impact of climate change	<b>GM, DMES (LEMO), MHD, TSM</b>	Plan updated		X			In progress early due to timing.	
4.1.2	Encourage the local community to embrace sustainable living and business practices	Provide the community with access to education, information and activities that promote sustainable living and business practices	<b>MHD</b>	Information delivered	X	X	X	X	In progress. Solar energy information will be provided through the Warren Chamber of Commerce using a consultant.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at  
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## ITEM 5 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.2.1	Sustainably manage the Shire's limited water resources	Assist with the education of landowners on the role and activities of the Natural Resources Access Regulator	<b>MHD</b>	Educations programs completed	X	X	X	X	No action to date.	
		Lobby the Government to increase the capacity of the Burrendong dam	<b>Mayor, GM</b>	Submissions made	X	X	X	X	In progress, submissions including for the Macquarie Castlereagh Regional Water Strategy.	
4.2.2	Ensure that our town water usage complies with our licenced allocations	Monitor water usage to ensure that extraction limits are not exceeded	<b>DMES, TSM</b>	Water usage remains within our limits	X	X	X	X	In progress, constant reporting.	
		Investigate the installation of smart meters	<b>DMES, TSM</b>	Investigation undertaken		X			Not applicable.	
		Educate the community on sustainable water usage	<b>DMES, TSM</b>	Education program delivered	X	X	X	X	No action to date, plenty of water about.	
4.2.3	Provide Warren and the villages of Nevertire and Collie with an adequate and	Maintain and renew our water supply network in accordance with our water supply network asset management plan	<b>DMES, TSM</b>	Adherence to asset management plans	X	X	X	X	In progress.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday, 1st December 2022

**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	safe water supply that is appropriately priced for all consumers	Comply with current best practices for water supply networks	DMES, TSM	Affirmative annual compliance report	X	X	X	X	In progress.	
		Upgrade the chlorination systems at Warren, Nevertire and Collie to best practice levels	DMES, TSM, IPM	Chlorination systems installed	X				In progress, waiting on final grant approval from NSW Government.	
		Remain actively involved in the Orana Water Utilities Alliance	DMES, TSM	Meetings attended	X	X	X	X	In progress, active involvement.	
4.2.4	Provide Warren and the village of Nevertire with an adequate and environmentally acceptable sewerage scheme that is appropriately priced for all consumers	Maintain and renew our sewerage network services in accordance with our sewerage network asset management plan	DMES, TSM	Sewerage network renewed and maintained	X	X	X	X	In progress, new Sewerage Treatment Works and Pump Station operational November 2022.	
		Comply with current best practices for sewerage systems	DMES, TSM	Affirmative annual compliance report	X	X	X	X	In progress.	
		Remain actively involved in the Orana Water Utilities Alliance	DMES, TSM	Meetings attended	X	X	X	X	In progress, active involvement.	

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.2.5	Ensure that our stormwater drainage system remains effective	Maintain our stormwater drainage assets in accordance with our stormwater drainage asset management plan	DMES, TSM	Adherence to asset management plan	X	X	X	X	In progress.	
		Install stormwater quality improvement devices (SQIDs)	DMES, TSM	Funding approved and devices installed		X	X	X	Not applicable and subject to grant funding.	

Objective 4.3: Provide a sustainable waste management service for the community										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.3.1	Reduce the rate of landfill through appropriate waste minimisation and waste collection processes	Participate in regional initiatives relating to the reduction of waste deposited in our landfill facilities	MHD	Reduction in waste deposited in our landfill facilities	X	X	X	X	In progress.	
		Investigate and implement improved waste collection and waste processing processes	MHD	New improved processes implemented	X	X	X	X	No action to date.	

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.3: Provide a sustainable waste management service for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Implement the Ewenmar Waste Depot Management Regime, Strategies and Plan	MHD	New Management Plan implemented	X				In progress, excavator and equipment purchased, other works delayed.	
4.3.2	Introduce new sustainable waste management practices for both green waste and recyclable materials	Investigate and implement improvements in green waste processing	MHD	New green waste processing implemented	X	X	X	X	No action to date.	
		Investigate and implement new uses for processed green waste	MHD	New uses for processed green waste identified and utilised	X	X	X	X	No action to date.	
		Investigate and implement state of the art recycling initiatives	MHD	New recycling initiatives introduced	X	X	X	X	No action to date.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday, 1st December 2022

### ITEM 5 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 4.4: Support environmentally sustainable land management practices										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.4.1	Actively manage noxious weeds	Apply the weed management guidelines of the Castlereagh Macquarie County Council (CMCC) to land that Council manages	<b>DMES, MHD, TSM, RIM</b>	Guidelines adhered to	X	X	X	X	In progress, particularly following reports.	
		Assist in promoting and endorsing the CMCC guidelines to landowners	<b>MHD</b>	Guidelines promoted and endorsed	X	X	X	X	In progress.	
4.4.2	Actively manage pests	Continually liaise with Local Land Services (LLS) to ensure that current pest management initiatives are undertaken on land that Council manages	<b>DMES, MHD, TSM, RIM</b>	Initiatives undertaken when requested by LLS	X	X	X	X	In progress.	
4.4.3	Ensure that crown land is managed using environmentally sustainable principles and practices	Continually liaise with Government to ensure that Council maintains the crown land under its management in an environmentally sustainable way	<b>DMES, MHD, TSM</b>	Environmentally sustainable management achieved	X	X	X	X	In progress with Plan of Management in train.	
4.4.4	Preserve and protect endangered ecological communities (EEC) of native plants, animals and other organisms living in unique	Liaise with Government and other agencies to remain apprised of the latest legislation and initiatives concerning the preservation and protection of endangered ecological communities	<b>DMES, MHD, TSM, RIM</b>	Current EEC legislation and initiatives understood	X	X	X	X	In progress.	

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## ITEM 5 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 4.4: Support environmentally sustainable land management practices										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	habitats within the Shire	Implement preservation and protection initiatives as required	DMES, MHD, TSM, RIM	Processes implemented	X	X	X	X	In progress.	
4.4.5	Sustainably manage Council's road-making materials and storage sites (gravel, sand, loam pits and roadside stockpile sites)	Regularly monitor the safety and operations of gravel, sand and loam pits and roadside stockpile sites to ensure high environmental standards are adhered to	DMES, RIM, WHS/RC	Monitoring in progress and actions undertaken	X	X	X	X	In progress, gravel pit investigation to be undertaken.	
		Redevelop and implement the Quarry Safety Management Plan	DMES, RIM, WHS/RC	Plan in place	X				In progress.	

Objective 5.1: Ensure strong engagement and collaboration with the community										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.1.1	Undertake regular community engagement activities as per the Community Engagement Strategy	Complete all community engagement activities outlined in the Community Engagement Strategy	Mayor, GM, SMT, MANEX	Strong community engagement	X	X	X	X	In progress, Community Engagement Plans enacted for all major projects/programs. Much harder without a local paper.	



# WARREN SHIRE COUNCIL

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.1: Ensure strong engagement and collaboration with the community										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.1.2	Provide training to the community on making grant applications	Disseminate grant opportunities to the community	GM, SMT, MANEX, IPM, EDVM	Grant opportunities promoted	X	X	X	X	In progress by the Infrastructure Projects Management Office.	
		Train community members and community groups on best practice grant preparation	EDVM	Number of successful grants	X	X	X	X	Minimum level of progress by Infrastructure Projects Management Office.	
5.1.3	Promote Warren Shire Council to wide audiences both within the Shire and externally	Prepare and implement community engagement plans	Mayor, GM, SMT, MANEX, EDVM	Plans completed and implemented	X	X	X	X	In progress, Community Engagement Plans enacted by all major projects/programs.	
		Promote Council through websites, social media and other relevant promotional channels (print and online)	Mayor, GM, SMT, MANEX, EDVM	Increased positive image of Council	X	X	X	X	In progress through newsletters, Facebook posts, website etc.	

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Report of the General Manager to the Ordinary Meeting of Council to be held at  
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## ITEM 5 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.2.1	Ensure that this strategic planning framework becomes an integral part of our operating culture	Adopt all delivery programs from this strategic planning framework	GM, SMT, <b>MANEX</b>	Strategic planning framework imbedded within Council operations	X	X	X	X	In progress. Responsibilities being communicated.	
5.2.2	Proactively manage known compliance risks	Review our compliance risk register	<b>GM, SMT, MANEX, WHS/RC</b>	Number of non-compliance notices	X	X	X	X	In progress.	
		Implement actions to mitigate against known compliance risks	GM, SMT, <b>MANEX, WHS/RC</b>	Number of non-compliance notices	X	X	X	X	Assessment in progress.	
5.2.3	Seek new sources of income for Council	Implement the Road Maintenance Council Contract (RMCC) from the State Government for the maintenance of Government-owned roads	GM, <b>DMES, RIM</b>	Successful delivery of contract maintenance and improvement works	X	X	X	X	In progress, billing and accomplishment details being finalised.	
		Apply for private works contracts with local businesses, landowners and the community	<b>DMES, RIM, TSM</b>	Contracts in place	X	X	X	X	In progress.	

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Reassess Council's schedules of rates, fees and charges	GM, SMT, <b>DMFA</b> , DMES, MHD, MANEX	New schedules confirmed	X	X	X	X	In progress.		
	Review Council's investment management strategies	<b>DMFA</b>	New strategies developed and implemented	X	X	X	X	In progress.		
	Continually review and seek grant opportunities	GM, SMT, <b>MANEX</b> , MHD, RIM, TSM, IPM	Grants won	X	X	X	X	In progress – see successful grant applications reported to Council.		
5.2.4	Explore partnerships with others to share costs	Create partnerships with Government, businesses and NGOs to create shared services agreements	Mayor, GM, SMT, <b>MANEX</b>	Shared services agreements in place	X	X	X	X	In progress.	
5.2.5	Improve procurement practices to maximise cost efficiency whilst supporting local	Utilise and maintain the VendorPanel procurement and contract management system	GM, SMT, MANEX	VendorPanel actively used	X	X	X	X	In progress.	
		Train staff in procurement and contract management practices	GM, SMT, MANEX	Staff trained	X	X	X	X	In progress.	

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## ITEM 5 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	businesses where possible	Promote opportunities for local businesses to provide services to Council	GM, SMT, MANEX	Community and businesses informed	X	X	X	X	In progress, VendoPanel constantly advertised.	
5.2.6	Embrace a team centred culture of continual improvement to improve operational efficiency	Consult with the community to agree on the levels of service it requires from Council	GM, SMT, MANEX	Levels of service agreed	X	X	X	X	No action to date.	
		Equip, empower and support staff to achieve their goals	GM, SMT, MANEX	Positive staff surveys	X	X	X	X	In progress.	
		Embrace the use of new technology to support our processes	GM, SMT, MANEX	Processes improved	X	X	X	X	In progress.	

Objective 5.3: Support our people to provide high-quality services to the community										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.3.1	Provide effective training and development of our staff	Review our staff evaluation and goal-setting processes to incentivise staff	GM, SMT, MANEX	Updated staff evaluation process	X				In progress.	
		Equip, empower and support staff to achieve their goals	GM, SMT, MANEX	Updated Workforce Plan and Strategy	X	X	X	X	In progress.	

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.3: Support our people to provide high-quality services to the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Provide career path opportunities to incentivise staff and to improve business continuity	<b>GM, SMT, MANEX</b>	Updated Workforce Plan and Strategy	X	X	X	X	In progress.	
		Implement a tailored training and development program for each member of staff	<b>GM, SMT, MANEX</b>	Staff reviews completed	X	X	X	X	In progress.	
		Implement formal flexibility working arrangements for staff	<b>GM, SMT, MANEX</b>	Updated Workforce Plan and Strategy	X	X	X	X	In progress.	
		Review our salary system against current best practice	<b>GM, SMT, MANEX</b>	Updated salary system	X	X	X	X	No action to date.	
5.3.2	Create a productive and cooperative working environment for Councillors to support their governance responsibilities	Train Councillors on their roles and responsibilities	<b>GM, SMT</b>	Programs delivered	X	X	X	X	In progress.	
		Provide Councillors with community leadership opportunities	<b>GM, SMT</b>	Opportunities provided	X	X	X	X	In progress.	
		Provide timely, accurate and relevant reporting and information to Councillors to enable informed decision making	<b>GM, SMT, MANEX</b>	Reports and information delivered	X	X	X	X	In progress.	

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 5.3: Support our people to provide high-quality services to the community											
Governance Strategy		Council delivery program actions		Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.3.3	Ensure a quality customer service focus by customer staff	Promote quality customer service approaches to all Council employees		GM, SMT, <b>MANEX</b>	Customer service training implemented	X	X	X	X	Investigation commenced.	
		Obtain community feedback on Council's customer service		GM, SMT, <b>MANEX</b>	Increased customer satisfaction	X	X	X	X	No action to date.	

Objective 5.4: Collaborate with external parties to capture new opportunities for the community											
Governance Strategy		Council delivery program actions		Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.4.1	Obtain new development funds from developers to support the provision of improved infrastructure services	Arrange through negotiations Planning Agreements with developers		GM, SMT, <b>MHD</b>	Planning Agreements implemented	X	X	X	X	No action to date, currently not applicable.	
		Negotiate with major developers to obtain new development funds		GM, SMT, <b>MHD</b>	Negotiations completed	X	X	X	X	No action to date, currently not applicable.	
		Allocate additional funds to the provision of new infrastructure and services for the community		GM, SMT, <b>MHD, MANEX</b>	Fund allocated	X	X	X	X	No action to date, currently not applicable.	

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**ITEM 5 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 5.4: Collaborate with external parties to capture new opportunities for the community										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.4.2	Lobby the State Government to reduce the amount of cost shifting, from Government to Council, for the provision of community services	Develop and implement a lobbying plan for cost shifting reduction measures	Mayor, <b>GM</b>	Lobby plan developed and implemented	X	X	X	X	In progress.	
		Obtain the support of other local Councils and the Alliance of Western Councils	Mayor, <b>GM</b>	Support obtained	X	X	X	X	In progress.	
		Meet with relevant State Government Ministers and Departments	Mayor, <b>GM</b>	Meetings conducted	X	X	X	X	In progress.	
5.4.3	Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community	Meet with community groups to consider the support that they might require to develop new community services and amenities	GM, SMT, <b>MANEX</b>	Meetings conducted	X	X	X	X	In progress.	
		Facilitate the development of a plan to target and engage with potential support providers	<b>GM</b> , SMT, <b>MANEX</b>	Plan developed and implemented	X	X	X	X	No action to date.	
		Facilitate meetings between the potential support providers and our community groups	<b>GM</b> , SMT, <b>MANEX</b>	Meetings conducted	X	X	X	X	No action to date.	

**WARREN SHIRE COUNCIL**  
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**ITEM 6 ANNUAL REPORT 2021/2022**

**(A1-14)**

**RECOMMENDATION**

That Council note the Annual Report 2021/2022.

**PURPOSE**

This report has been prepared to provide the finalised copy of the 2021/2022 Annual Report to Council.

**BACKGROUND**

Council is required under section 406 of the Local Government Act 1993 to prepare an Annual Report within five (5) months after the end of the Financial Year. Councils must upload a copy of the Annual Report to their Website and provide a copy to the Minister of Local Government and such other persons and bodies as regulations require. This has been arranged.

Councils need to ensure that they report performance against targets, outcomes, efficiency and cost effectiveness over time.

**REPORT**

The finalised Annual Report 2021/2022 has been provided to Councillors under separate cover and is on Council's Website.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The requirements of the Integrated Planning and Reporting Framework is funded as per Council's Four (4) Year Long Term Budget (with the extension of the Council term this is now a five (5) Year Long Term Budget). This Annual Report includes some of the previous Council Term.

**LEGAL IMPLICATIONS**

The Annual Report 2021/2022 is required to meet the Integrated Planning and Reporting Framework requirements of the Local Government Act 1993 and must be completed within five (5) months after the end of the Financial Year.

**RISK IMPLICATIONS**

No risks identified as the Annual Report 2021/2022 has been arranged within legal timeframes.

**STAKEHOLDER CONSULTATION**

N/A.

**OPTIONS**

No options on the report exist. The Annual Report 2021/2022 must be arranged.

**CONCLUSION**

This Annual Report 2021/2022 is one of the significant points of communication between Council and the Community and provides details of our performance for the period of 1st July 2021 to 30th June 2022.



**WARREN SHIRE COUNCIL**  
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**ITEM 6            ANNUAL REPORT 2022/2023**

**(A1-14)**

The Annual Report 2021/2022 provides a comprehensive statement on Warren Shire Council's performance over the past twelve-month period and to identify our achievements in meeting the direction set under the Community Strategic Plan and our four-year Delivery Program.

The report demonstrates the breath of Council's operations and services provided to the Community throughout the year. It also describes how the organisation is governed and managed, including reporting on Council's financial performance.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

The Delivery Program 2017/18 to 2020/2021, extended to approximately 5 years.

The Annual Operational Plan 2021/2022.

Old Community Strategic Plan:

- 5.2     A Council that provides quality service to ratepayers and residents and delivers cost-effective services to these customers.
- 5.2.2   Timely and accurate reporting for efficient management and accountability.

New Community Strategic Plan:

- 5.2.1   Ensure that this Strategic Planning Framework becomes an integral part of our operating culture.
- 5.3.2   Create a productive and co-operative working environment for Councillors to support their governance responsibilities.

**SUPPORTING INFORMATION /ATTACHMENTS**

The Annual Report 2021/2022 has been provided under separate cover.

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**ITEM 7**

**2023 WESTERN DIVISION OF COUNCILS CONFERENCE**

**(C14-5.4)**

**RECOMMENDATION**

That Council formally resolve to accept the invitation if provided to the 2023 Western Division of Councils Conference and advise the relevant hosting Council that the Conference will be attended by the Mayor, Deputy Mayor and the General Manager.

**PURPOSE**

To arrange for the appropriate timing of attendance of the Mayor, Deputy Mayor and General Manager to attend the 2023 Western Division of Councils Conference if Council is invited to attend.

**BACKGROUND**

The Western Division of Councils current membership consists of Balranald, Broken Hill, Bourke, Central Darling, Cobar, Walgett and Wentworth. The Annual Conference is usually held at a different location each year.

In 2022 the Conference was held at Cobar who extended an invitation to Warren Shire Council to attend. It would be expected that the host to the 2023 Conference will also provide a similar invitation, as at the Cobar Conference it was agreed that it was most advantageous to have Councils similar to Warren Shire Council attend.

**REPORT**

It is expected that the Chair of the Western Division Councils of NSW through the General Manager of the host Council of the 2023 Conference will extend an invitation to Warren Shire Council to attend the Conference. Attendance at the Conference does not require membership of Western Division, the focus of the Conference will centre around the problems and challenges being faced by Regional and Rural Local Government Councils, particularly in Western NSW and could be timed well leading up to the NSW State Government Election in March 2023.

At the time of writing this report a registration form and agenda was yet to be provided.

This report is presented to the December 2022 Council Meeting because timing may not allow a Council decision on attendance in an appropriate time in 2023.

Last year, the Conference was attended by the Mayor, Deputy Mayor and the General Manager in Cobar and was found to be most worthwhile due to the ability to schedule meetings with Ministers and Local Members and NSW Opposition Spokespersons. The Conference also had numerous interesting and worthwhile presentations that were applicable to Warren Shire Council. Timing just before the 2023 State Government Election could make this Conference even more valuable.

It is expected that the 2023 Conference will be worth attending.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The cost of attendance at the Conference can be funded from Council's Delegates expenses budget.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 1st December 2022

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**ITEM 7                    2023 WESTERN DIVISION OF COUNCILS CONFERENCE**

**CONTINUED**

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

Nil.

**OPTIONS**

Council has the option to not attend the Conference if it does not wish to.

**CONCLUSION**

The Western Division of Councils Conference is considered a worthwhile event to attend and if Warren Shire Council is invited it is appropriate that the Mayor, Deputy Mayor and the General Manager attend on behalf of Warren Shire Council.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

- 5.1.3 Promote Warren Shire Council to wide audiences both within the Shire and externally.
- 5.4.2 Lobby the State Government to reduce the amount of cost shifting, from Government to Council, for the provision of community services.
- 5.4.3 Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community.

**SUPPORTING INFORMATION /ATTACHMENTS**

Nil.





# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 1<sup>st</sup> December 2022

ITEM 1

RECONCILIATION CERTIFICATE – OCTOBER 2022

(B1-10.16)

## RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31<sup>st</sup> October 2022 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 31<sup>st</sup> October 2022.

## INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 30-Sep-22	Transactions	Balance 31-Oct-22
General	11,537,372.35	(1,228,992.30)	10,308,380.05
Water Fund	987,684.84	(21,951.76)	965,733.08
Sewerage Fund	2,102,827.54	(846.60)	2,101,980.94
North Western Library	16,445.13	(28,960.43)	(12,515.30)
Trust Fund	137,795.38	216.33	138,011.71
Investment Bank Account	(9,727,671.33)	(473.21)	(9,728,144.54)
	<b>5,054,453.91</b>	<b>(1,281,007.97)</b>	<b>3,773,445.94</b>

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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ITEM 1

RECONCILIATION CERTIFICATE – OCTOBER 2022

CONTINUED

## BANK STATEMENT RECONCILIATION

<b>Balance as per Bank Statement =</b>	<b>3,774,992.34</b>
Add: Outstanding Deposits for the Month	2,020.60
Less: Outstanding Cheques & Autopays	(3,567.00)
<b>Balance as per Ledger Accounts less Investments =</b>	<b>3,773,445.94</b>

## INVESTMENTS RECONCILIATION

Investments as at 31st October 2022

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	218,144.54	Variable	On Call A/c
1	National Australia Bank	2,000,000.00	90 days @ 2.80%	8-Nov-22
2	National Australia Bank	3,000,000.00	91 days @ 2.95%	28-Nov-22
3	National Australia Bank	1,500,000.00	91 days @ 3.05%	5-Dec-22
4	National Australia Bank	3,000,000.00	90 days @ 3.45%	20-Dec-22
40	National Australia Bank	10,000.00	180 days @ 0.55%	21-Feb-23
<b>TOTAL INVESTMENTS =</b>		<b>9,728,144.54</b>		

## BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	7,456,540.00
Internally Restricted Funds Invested	5,303,635.00
2022/23 General Fund Operating Income & Grants	741,415.48
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b>13,501,590.48</b>

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

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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ITEM 1

RECONCILIATION CERTIFICATE – OCTOBER 2022

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**

5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities. (Provide timely, accurate and relevant reporting and information to Councillors to enable informed decision making.)

**SUPPORTING INFORMATION / ATTACHMENTS**

N/A



# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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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 17<sup>th</sup> November 2022 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

5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities. (Provide timely, accurate and relevant reporting and information to Councillors to enable informed decision making.)

## SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 17<sup>th</sup> November 2022.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

17TH NOVEMBER 2022

Name of Rate	NETT		COLLECTIONS FOR YEAR			NETT ARREARS	
	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	176,334	5,236,942	5,413,276	2,175,937	40.20%	3,237,339	59.80%
Warren Water Fund	68,441	517,425	585,866	273,841	46.74%	312,025	53.26%
Warren Sewerage Fund	76,531	545,247	621,778	278,637	44.81%	343,141	55.19%
<b>TOTAL 2022/2023</b>	<b>321,306</b>	<b>6,299,614</b>	<b>6,620,920</b>	<b>2,728,415</b>	<b>41.21%</b>	<b>3,892,505</b>	<b>58.79%</b>
<b>TOTAL 2021/2022</b>	<b>303,871</b>	<b>6,112,774</b>	<b>6,416,645</b>	<b>2,393,234</b>	<b>37.30%</b>	<b>4,023,411</b>	<b>62.70%</b>
<b>TOTAL 2020/2021</b>	<b>318,952</b>	<b>5,955,526</b>	<b>6,274,478</b>	<b>2,098,269</b>	<b>33.44%</b>	<b>4,176,209</b>	<b>66.56%</b>
<b>TOTAL 2019/2020</b>	<b>178,732</b>	<b>5,782,994</b>	<b>5,961,726</b>	<b>2,029,203</b>	<b>34.04%</b>	<b>3,932,523</b>	<b>65.96%</b>
<b>TOTAL 2018/2019</b>	<b>128,294</b>	<b>5,609,300</b>	<b>5,737,594</b>	<b>2,108,388</b>	<b>36.75%</b>	<b>3,629,206</b>	<b>63.25%</b>
		12-Oct-18	11-Oct-19	08-Oct-20	14-Oct-21	17-Nov-22	
COLLECTION FIGURES AS \$		2,108,388	2,029,203	2,098,269	2,393,234	2,728,415	
COLLECTION FIGURE AS %		36.75%	34.04%	33.44%	37.30%	41.21%	

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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## ITEM 3 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 from 1<sup>st</sup> October 2022 to the 31<sup>st</sup> October 2022.

Project	Budget	Expend	Resp	Comment
Solar Panel - Supply & Installation – As Per Option 1 of the Energy Action Plan adopted by Council the May 2022 meeting.	\$125,000	\$140,251	DMFA MHDS	Assessments of all quotations received undertaken.  A confidential report presented to the October 2022 Council meeting.
LRCI Grant Phase 3 extension or Infrastructure Improvement/Replacement Restricted Funds	\$15,251			Orders placed.
Public Library Infrastructure Grants – “Doorways to Open-Air Library”.	\$315,723 \$6,800	Nil	DMFA LIB IPM	Grant funds received 6/5/2022, the additional \$6,800 are Council funds carried over from 2021/2022 for the finalisation of concept plans and engineering specifications prior to work commencing.  B Creative and Barnsons have been engaged to undertake these works.
Office Equipment Purchases – PC Purchases	\$15,000	Nil	DMFA	Request For Quotation specification to be finalised and listed on VendorPanel.

### ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

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

MHDS – Manager Health & Development Services

LIB – Librarian

IPM – Infrastructure Projects Manager

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday, 1st December 2022**

**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 M&R (Maintenance and Repair) Budget and Works from 10<sup>th</sup> October 2022 to 15<sup>th</sup> November 2022.**

ACCOUNT	BUDGET	EXPENDITURE
Urban Sealed Roads	\$57,548	\$8,525
Parking Areas	\$5,306	Nil
Kerb and Guttering	\$27,191	Nil
Footpaths	\$37,139	\$1,067
Urban Unsealed Roads	\$27,528	\$1,188
Rural Sealed Roads	\$381,998	\$86,335*
Rural Unsealed Roads	\$1,061,106	\$178,179*
Rural Bridges	\$15,917	\$2,228
Regional Sealed Roads	\$703,640	\$212,739*
Regional Unsealed Roads	\$108,415	\$1,338*
Regional Bridges	\$17,233	\$881
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$285,088	\$54,527
March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction	\$1,252,622.95	\$3,405

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

**WORKS PROGRESS REPORTS – ROADS**

**(C14-7.2)**

ACCOUNT	BUDGET	EXPENDITURE
Works - Shire Roads - Package 1		
March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Regional Roads – Package 1	\$619,162.88	Nil
March 2021 AGRN960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Package 2 Merrigal Road (Dragon Cowal)	\$349,685.88	Nil
Disaster Risk Reduction Fund – Dragon Cowal Creek Culverts Merrigal Road.	\$300,000	Nil
June/July 2022 AGRN 1025 Flood and Storm Damage – Immediate Reconstruction Works – Ellengerah Road	\$323,610	Nil

<p>* Includes approximately \$137,769.84 of emergency works for the June, July, August, September, October and November Flood and Storm Emergency Works on Roads.</p>
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**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

**MAINTENANCE**

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	SH11 Oxley Highway	Traffic Control	Yes
Grader Crew 1 (Three-man crew)	Town	Flood work	Yes
Grader Crew 2 (Three-man crew)	SH11 Oxley Highway	Traffic Control	Yes
Grader Crew 3 (Three-man crew)	Town	Flood Work	Yes
Grader Crew 3 (Three-man crew)	SH11 Oxley Highway	Traffic Control	Yes
Grader Crew 4 (Three-man crew)	Town	Flood work (Levee)	Yes
Grader Crew 4 (Three-man crew)	SH 11 Oxley Highway	Escort Vehicle	Yes

WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Paveline (Tar Patching)	Carinda Road	Patching	900lts	9tonne
	Marthaguy Road	Patching	800lts	8tonne
	SH11 Oxley Highway	Patching	2,300lts	22tonne

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

WORKS PROGRESS REPORTS – ROADS

CONTINUED

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>WORK UNDERTAKEN</b>
Roadside Maintenance Team	Town	Signs	Yes
	SH11 Oxley Highway	Traffic Control	Yes

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
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ITEM 1                      **WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

**UPCOMING WORKS (NOVEMBER, DECEMBER 2022)**

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	Heatherbrae Road	Maintenance Grade
	Cremorne Road	Maintenance Grade
	Dandaloo Road	Maintenance Grade
Grader Crew 2 (Three-man crew)	Old Warren Road	Construction
Grader Crew 3 (Three-man crew)	Sullivans Road	Maintenance Grade
	Colane Lane	Maintenance Grade
	Marra Road	Maintenance Grade
Grader Crew 4 (Three-man crew)	Bundemar Road	Maintenance Grade
	Boss Lane	Maintenance Grade
	Wonbobbie Lane	Maintenance Grade
	Cullemburrawang Road	Maintenance Grade
	Gillendoon Road	Maintenance Grade

\* Flood Damage Works Program being developed.

\* Please note these have not changed from last month due to weather constraints.



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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Capital Works Bitumen Reseals (Regional Roads)</b>				
Regional Roads Rehabilitation/Final Seal	\$230,000	Nil	RIM	Either RR333 Rehabilitation Seg 62 pt. 64 or contribution to RR347 Final seal (3km).
<b>Capital Works In Progress</b>				
Old Warren Road Segments 30 Construction	\$500,000	\$41,625	DMES/ RIM	Variations of Fixing Local Roads Round 3 funding after cost savings.
CBD Improvements	\$52,732	\$3,650	DMES	Investigation and design work for CBD Improvement Program.
Warren Road Reconstruction	\$3,684,320	\$152,881	RIM	New culverts, widening of road, and pavement rehabilitation. Culverts ordered – expected delivery January 2023.
REPAIR Program 2022/2023 RR347 Collie – Trangie Road	\$800,000	Nil	RIM	Rehabilitation of Segment 18 on RR347 Collie – Trangie Road
<b>Gravel Resheeting</b> <i>Priority Roads</i> 1. Old Warren Road 2. Colane Road 3. Buddabadah Road 4. Gradgery Lane	\$400,000	Nil	RIM	Gravel resheeting of Old Warren Road (Subject to use for Fixing Local Roads Grant Application Contributions)
<b>Reseals</b> <i>Local Roads/ Town streets</i>	\$655,258	Nil	RIM	Reseals to commence in 2023. (Subject to use for Fixing Local Roads Grant Applications Contributions)
<b>Planned Future Capital Works</b>				
Rehabilitation Warren Road Regional Road Segment 08 Inclusive of the Newe Park Bridge over the Marthaguy 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 <b>“shovel ready”</b> .

**WARREN SHIRE COUNCIL**  
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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
				Will be subject to a Commonwealth Government Bridges Renewal Program Grant.
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) Nevertire – Bogan Road Segment 4 and Segment 6 Rehabilitation	\$876,160	Nil	DMES	Project programmed for 2022/2023 and waiting in abeyance for other funding opportunities if they arise in 2022/2023. Awaiting funding – from Fixing Local Roads Round 4 application as below.
<b>Grant Applications</b>				
Fixing Local Roads Round 4 Nevertire-Bogan Road	\$3,496,725 <b>Made up of \$2,797,380 Grant &amp; \$699,345 Council</b>	Nil	DMES	Rehabilitation of Segments 4-10 Awaiting approval
Fixing Local Roads Round 4 Bitumen Reseal	\$1,300,000 <b>Made up of \$1,000,000 Grant &amp; \$300,000 Council</b>	Nil	DMES	Ellengerah Road (seg 10,12,16) Bullagreen (Segments 24-30) Old Warren Road (Segments 10-16) Tottenham Road (Segments 12,28) Nevertire Bogan Road (Segments 24.36) Udora Road (Segment 2) Rifle Range Road (Segments 2,4) Awaiting Approval
Fixing Local Roads Round 4 Gravel Resheeting	\$1,354,000 <b>Made up of \$1,000,000 Grant &amp; \$354,000 Council</b>	Nil	DMES	Old Warren Road, Colane Road, Buddahbadah Road and Gradgery Lane nominated using a priority matrix. Awaiting approval.

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
Fixing Local Roads Round 4 Tyrie Road	\$581,071 <b>Made up of \$464,857 Grant &amp; \$116,214 Council</b>	Nil	DMES	Reconstruction of Segment 0 and Part Segment 2. Awaiting approval.
Fixing Local Roads Round 4 Buckiinguy Road	\$2,701,382 <b>Made up of \$2,161,107 Grant &amp; \$540,275 Council</b>	Nil	DMES	Rehabilitation of segments 16-20 and Part Segment 22. Awaiting Approval.
Fixing Local Roads Round 4 Old Warren Road	\$2,615,673 <b>Made up of \$2,092,539 Grant &amp; \$523,134 Council</b>	Nil	DMES	Reconstruction of Segments 32-36. Awaiting approval.
Fixing Local Roads Round 4 Gibson Way	\$567,857 <b>Made up of \$454,286 Grant &amp; \$113,571 Council</b>	Nil	DMES	Gravel resheeting Segments 0,2,4. Awaiting approval.
Fixing Local Roads Round 4 Gradery Lane bridges	\$3,750,000 <b>Made up of \$3,000,000 Grant &amp; \$750,000 Council</b>	Nil	DMES	Replacement of 3 narrow bridges. Awaiting approval.

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

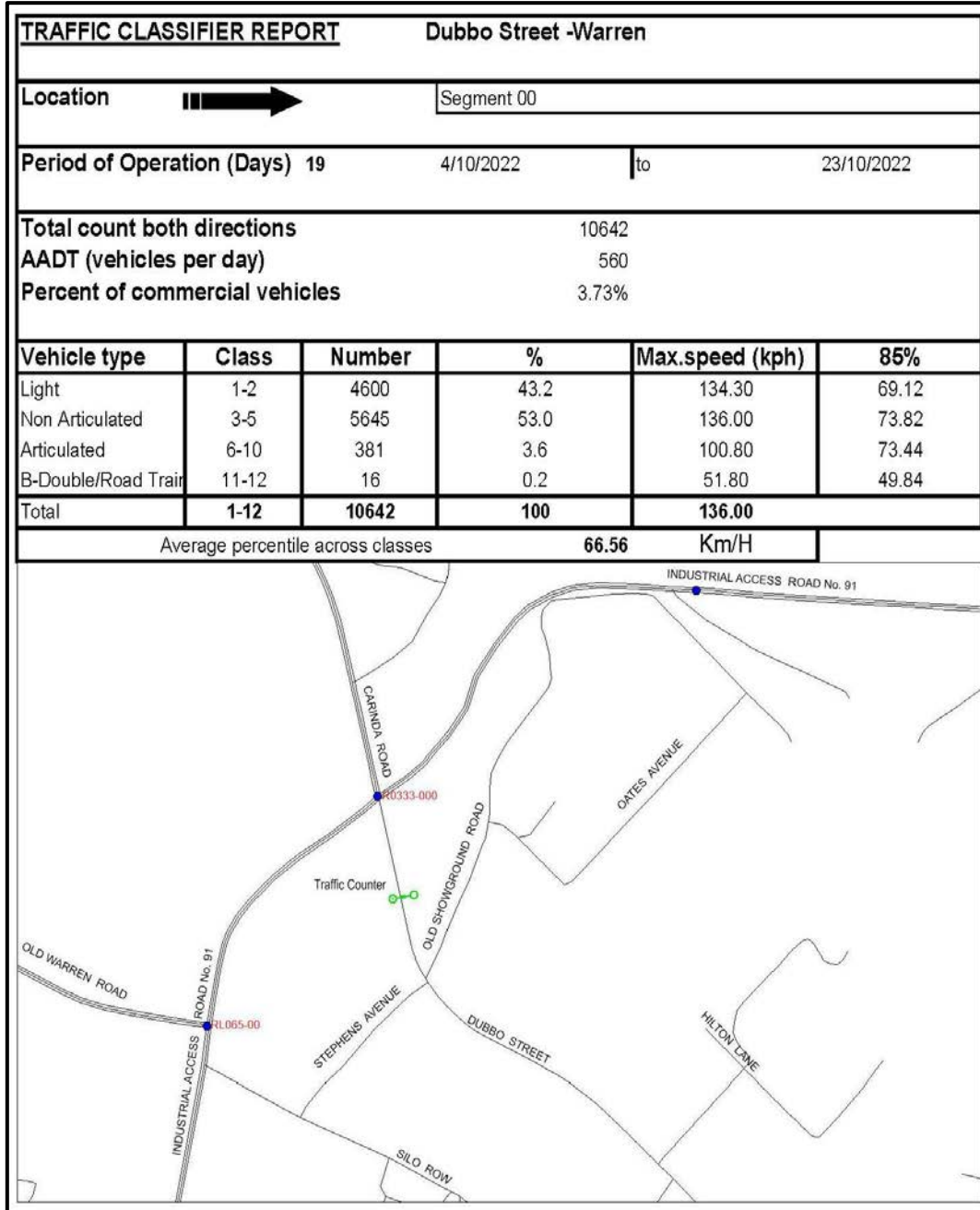
Project	Budget	Expend	Resp	Comment
<b>Grant Applications (Continued)</b>				
Heavy Vehicle Safety and Productivity Program	\$4,983,084 <b>Made up of \$3,986,467 Federal &amp; \$996,467 Council</b>	Nil	DMES	Industrial Access Road upgrading including safety improvement at Carinda Road intersection, and drainage improvements at Old Warren Road intersection. Awaiting Approval.
Bridges Renewal Program	\$4,854,000 <b>Made up of \$3,883,200 Federal &amp; \$970,800 State (Block Grant)</b>	Nil	DMES	Replacement of Newe Park Bridge and Marthaguy Creek Bridge. Awaiting Approval.
Fixing Country Roads Round 6- 2022	\$1,372,889	Nil	DMES	Industrial Access Road Upgrade. Awaiting Approval.
Fixing Country Roads Round 6- 2022	\$1,126,800	Nil	DMES	Replacement of Newe Park Bridge and Marthaguy Creek Bridge. Awaiting Approval.
Fixing Country Roads Round 6- 2022	\$5,688,306 <b>Made up of \$4,550,645 Fixing Country Roads &amp; \$1,137,661 Council</b>	Nil	DMES	Rehabilitation of Marthaguy Road Segments 0-6, and Replacement of 5 Mile Cowal Bridge. Awaiting approval.

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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED



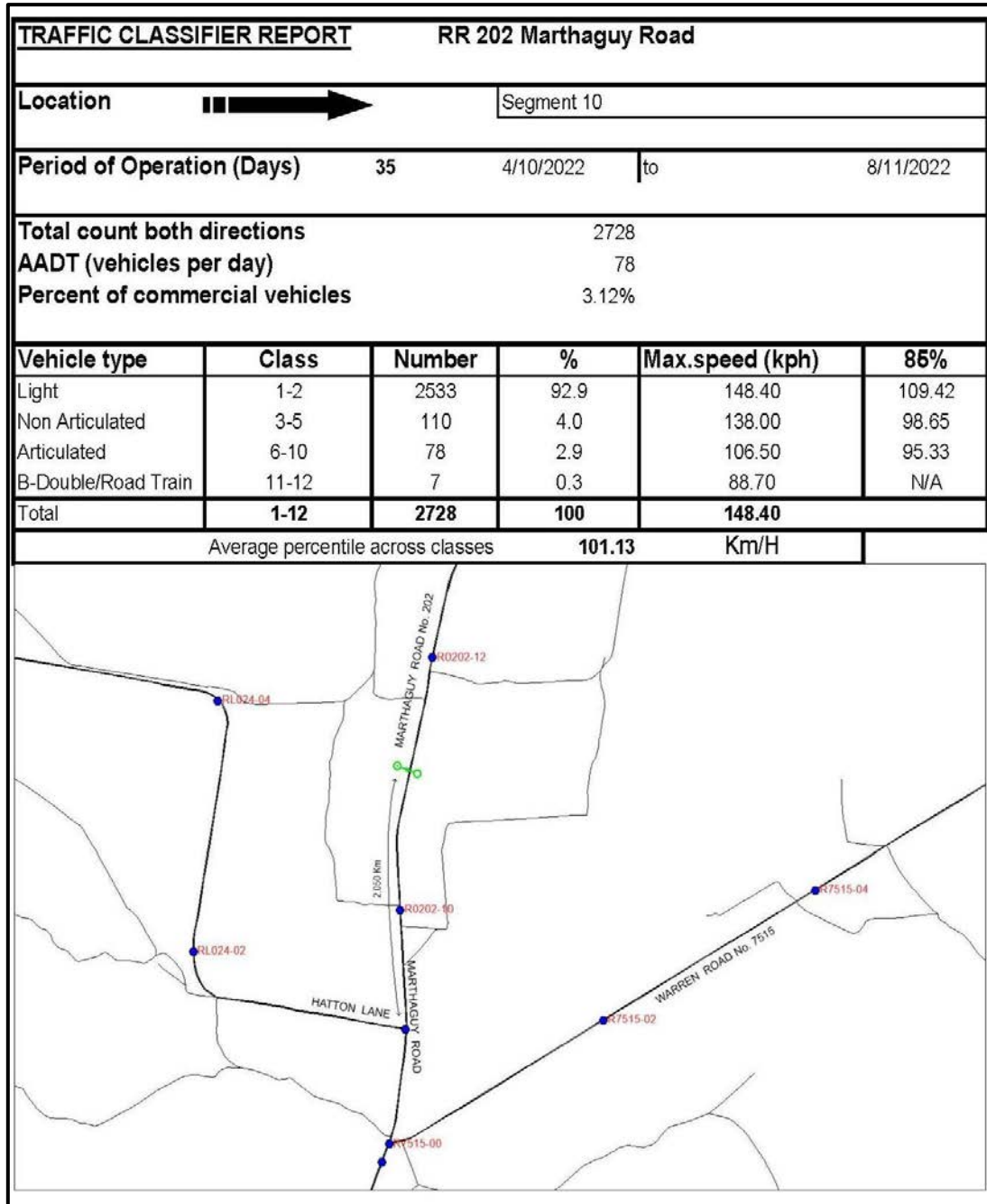
# WARREN SHIRE COUNCIL

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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED



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

WORKS PROGRESS REPORTS – ROADS

CONTINUED

<b>TRAFFIC CLASSIFIER REPORT</b>		<b>RR 7515 Warren Road</b>			
<b>Location</b>		Segment 04			
<b>Period of Operation (Days)</b>	35	4/10/2022	to	8/11/2022	
<b>Total count both directions</b>	2074				
<b>AADT (vehicles per day)</b>	59				
<b>Percent of commercial vehicles</b>	8.44%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	1545	74.5	150.60	108.00
Non Articulated	3-5	354	17.1	155.30	110.79
Articulated	6-10	125	6.0	119.90	101.59
B-Double/Road Train	11-12	50	2.4	105.30	96.74
<b>Total</b>	<b>1-12</b>	<b>2074</b>	<b>100</b>	<b>155.30</b>	
Average percentile across classes			<b>104.28</b>	Km/H	

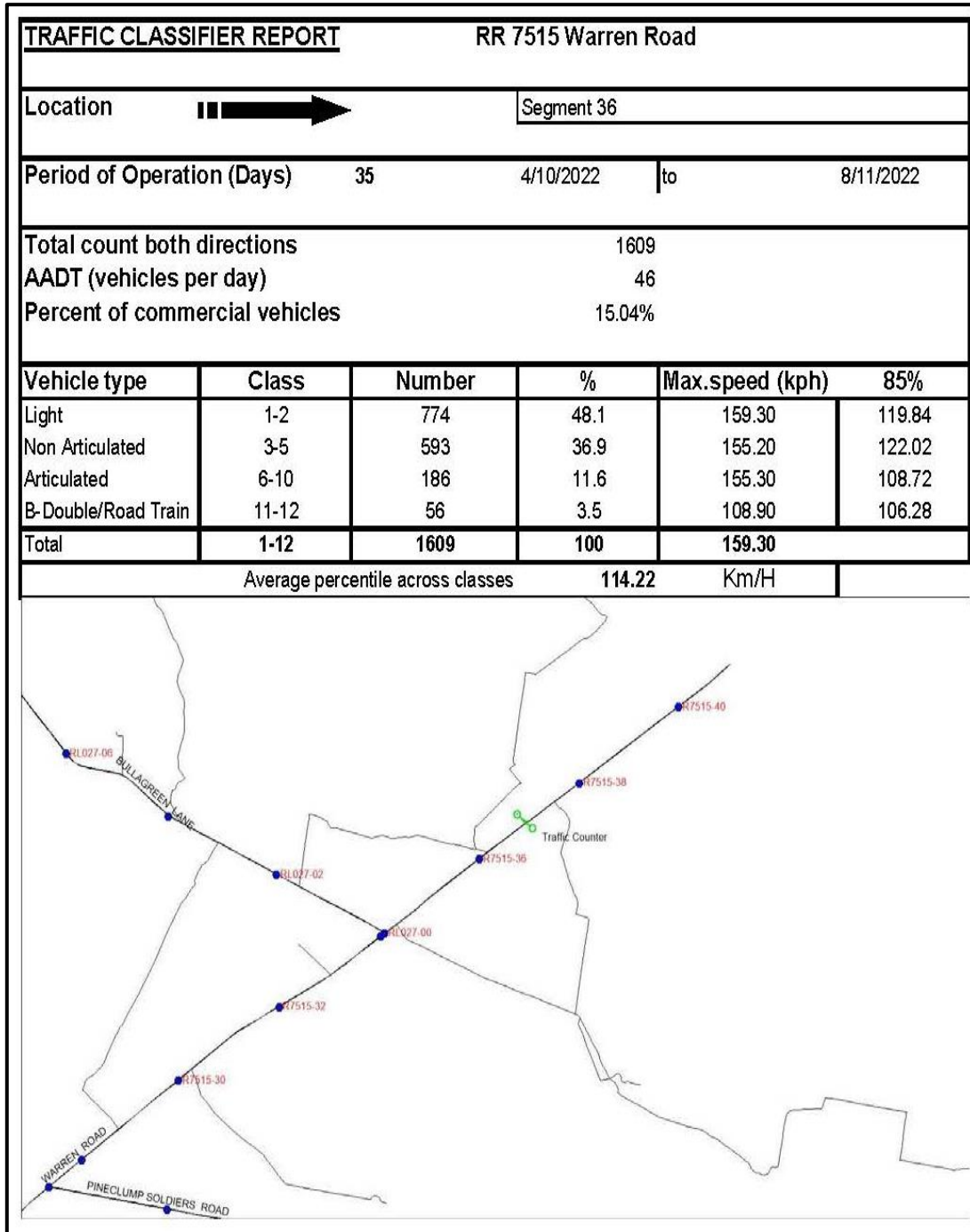
# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED





# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		SR27 Bullagreen Lane			
Location <span style="float: right;">▶</span>		Segment 30			
Period of Operation (Days)		35	4/10/2022	to	8/11/2022
Total count both directions		594			
AADT (vehicles per day)		17			
Percent of commercial vehicles		7.74%			
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	45	7.6	139.00	113.04
Non Articulated	3-5	503	84.7	159.70	139.75
Articulated	6-10	43	7.2	129.00	118.55
B-Double/Road Train	11-12	3	0.5	87.20	N/A
<b>Total</b>	<b>1-12</b>	<b>594</b>	<b>100</b>	<b>159.70</b>	
Average percentile across classes			<b>123.78</b>	Km/H	

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		SR 53 Thornton Road			
Location		Segment 00			
Period of Operation (Days)	30	4/10/2022	to	3/11/2022	
Total count both directions			869		
AADT (vehicles per day)			29		
Percent of commercial vehicles			2.76%		
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	679	78.1	130.40	96.48
Non Articulated	3-5	166	19.1	117.80	93.12
Articulated	6-10	24	2.8	104.20	81.95
B-Double/Road Train	11-12	0	0.0	-	N/A
<b>Total</b>	<b>1-12</b>	<b>869</b>	<b>100</b>	<b>130.40</b>	
Average percentile across classes			<b>90.52</b>	Km/H	

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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 for the budget and works period from 10<sup>th</sup> October 2022 to 17<sup>th</sup> November 2022.

**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 FROM 10<sup>th</sup> October 2022 to 15<sup>th</sup> November 2022.**

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Warren Lawn Cemetery Stage 3. 3330-4120-0100 JC: 3330-4120-0010  C/Over \$76,894 2021/2022 \$60,000	\$109,904	\$19,055	MHD / TSM	15/11/22 Expansion works and main extension works to commence as staff and contractors are available. Upgrade drainage along western side and installation of drainage along the eastern side. Extension of river water main for future lawn cemetery expansion.

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Water Supplies</b>				
Oxley Park River Water Pumping Station 4580-4320-0015	\$80,215	Nil	TSM	15/11/22 River level remains too high to allow the works to be carried out. 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.
Water Extraction Meter Compliance 4580-4320-0003	\$3,217	\$1,941	TSM	15/11/22 On-Going. Installation of telemetry to all water extraction points meters to comply with Water NSW requirements.
Bore Flat Groundwater Augmentation. 0191-0039-0000  <b>(Also contained within the Infrastructure Projects Managers Report)</b>	\$245,616	Nil	TSM	15/11/22 Awaiting Response from DPIE regarding the Scope Change Request that was submitted early July to install "Best Practice Chlorination Systems for the Trunk Main".

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Sewerage Services</b>				
Works to Gunningbar Estate, and Nevertire Sewerage Pumping Stations.  5580-4320-4010 5580-4320-4100	\$98,182	\$98,182	TSM	15/11/22 Xylem commenced site works at Nevertire, week ending 11/11/2022. New cabinet installed. By-pass set-up & wet well to be cleaned Monday 21/11/22. Replacement of pumps, starters and miscellaneous items to improve reliability.  Xylem Water technologies will upgrade the pumps, pipework, guide rails, electrical switchboards, pump controllers and the telemetry at Gunningba Estate and Nevertire Sewerage Pumping Stations. Xylem have been instructed to work on Nevertire and Wilson Street as access to Gunningbar is difficult due to the wet weather.
Works Wilson Street Sewerage Pumping Stations.  0227-0020-0000	\$133,908	\$121,734	TSM	15/11/22 Xylem commenced site works week ending 11/11/2022. New cabinet to be installed.  By-pass set-up & wet well to be cleaned Monday 21/11/22. Xylem Water have the cabinets being designed and materials on order.  Replacement of pumps, starters and miscellaneous items to improve reliability.  Xylem Water technologies will upgrade the pumps, pipework,

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
				guide rails, electrical switchboards, pump controllers and the telemetry. Equipment for Gunningba will be utilised at Wilson Street due to access issues at Gunningba.
CCTV and Smoke Testing of Sewer at Warren and Nevertire 5580-4320-0002	\$200,000	Nil	TSM	Quotation documents under development. 2022/2023

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CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
Warren Levee Rehabilitation	\$7,100,000 (\$1,775,000 Council Funding)	Nil	DMES / TSM	<ol style="list-style-type: none"> <li>1. Funding currently being pursued for repairs to the reported section of the Warren levee.</li> <li>2. Consulted with State Government Representatives seeking financial assistance to rectify deteriorated section.</li> <li>3. Works to be undertaken in-house using Council staff and local contractors.</li> <li>4. Local contractors have been liaised with regarding the methods of repair. Fresh applications have been submitted to the Federal Government Department of Home Affairs, waiting on confirmation of success or not. The matter is also with Resilience NSW who are also considering the application. Further application being arranged. Meeting &amp; site inspections 15/12/21, between GM, ADMES and Tammy Greer from The National Recovery and Resilience regarding levee repairs and improved disaster preparation through the NSW Minister for Emergency Services. New application under the Commonwealth Government National Flood Mitigation Infrastructure Program (NFMIP) with a required 25% contribution from Council arranged. \$5.325 million Commonwealth Funding</li> </ol>

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CONTINUED

Project	Budget	Expend	Resp	Comment
				<p>announced on the 4<sup>th</sup> May 2022. Staff attempting to secure \$1.775 million co-contribution from State. Meeting held with Resilience NSW directors where they asked for Original application and correspondence with respect to the application. This has been sent. Awaiting response. State Program information request provided 19<sup>th</sup> August 2022. Resilience NSW met GM and DMES on 9<sup>th</sup> September 2022 and 16<sup>th</sup> September 2022. See report to October 2022 Council meeting concerning the Council contribution Funding, currently the NSW Government has only been able to fund \$887,500 of the required Council contribution of \$1,775,000.</p>



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CONTINUED

Activity	Required Interval	Details	
<b>Water System Planned Maintenance</b>			
River mains flushing	As required	River water mains are flushed when problems such as poor pressure/flow are identified.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary	
Fire hydrants. Covers checked, painted, flushed and replaced where necessary, Blue reflective indicators, HP and HR signs installed	Quarterly	Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.	
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	3 to 5 years	Ellengerah Bore	Next Diver inspection October/November 2022.
		Nevertire Bore	
		Oxley Park River	Investigate using Remotely Operated Vehicle (ROV) to inspect 2022/2023
		Ellengerah River	

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CONTINUED

Activity	Required Interval	Details
<b>Sewerage System Planned Maintenance</b>		
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>
<b>Water and Sewerage Works Subject to Funding</b>		
Location	Work Under Development	
Collie Water Supply (Reliability)	Commission the two, 125,000 litre Pioneer water tanks located west of the tennis court. Construct a 10m high tank stand to support two, 25,000 litre water tanks at the Pioneer tank location. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove the elevated tanks.	
Collie Water Supply (Quality)	Installation of small package. Water Treatment Plant to return water supply to potable system.	
Collie chlorine dosing	Install new gaseous chlorination system at the Pioneer water tank location.	
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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**CONTINUED**

Account	Budget	Expenditure
Water Fund Maintenance and Repair	586,269	128,605
4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	278,821	61,376
5200-0003, 5250-0003, 5280-0003 & 5300-0003.		

**Water and Sewer Works**

Gillendoon Street service repair Thornton Avenue service repair Main break Myra Street Re-reads for meters Clean wash bay Clean up plumbers' shed Hydrant maintenance Bundemar Street Hydrant maintenance Zora Street Training (animal attacks) Valve maintenance Gillendoon Street	Main/service repairs at 5 Thornton Avenue (bore) Flood pump operations Chester Street service repair (river) Service repair (river) Coonamble Road Service repair 5 Bundemar Street (river) Assist with burial in Lawn Cemetery
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Warren Sewerage Treatment Works inflow		Sewerage Year – 1st June 2022 to 31st May 2023		
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
June 2022	1,037	520	15.60	15.60
July 2022	628	441	13.67	29.27
August 2022	1,329	555	17.22	46.49
September 2022	1440	654	19.61	66.10
October 2022	1503	869	26.95	93.04

**Rainfall in Warren for the month of October 110.7 mm**

**Rainfall in Warren for the year July 2022 to date: 284.2 mm**

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

### Bulk Water Reading per Quarter

WATER SOURCE	FIRST	BULK	SECOND	BULK	THIRD	BULK	FOURTH	BULK	% OF	Max.
	QUARTER	USAGE	QUARTER	USAGE	QUARTER	USAGE	QUARTER	USAGE		
	READING	TO	READING	TO	READING	TO	READING	TO	ANNUAL	Allocation
	1/07/22-	DATE	1/10/22 -	TO DATE	1/01/23-	TO DATE	1/04/23 -	DATE	ALLOCATION	(ML)
	31/09/22	(ML)	31/12/22	(ML)	31/03/23	(ML)	30/06/23	(ML)		
<b>Warren Bores</b>										
Bore 1 (Bore Flat) Lic. 80AL703155	0.01	0.01	0.00	0.01	0.00	0.01	0.00	0.01		
Bore 2 (Ellengerah) Unlicensed	57.46	57.46	20.21	77.67	0.00	77.67	0.00	77.67		
	<b>57.47</b>	<b>57.47</b>	<b>20.21</b>	<b>77.68</b>	<b>0.00</b>	<b>77.68</b>	<b>0.00</b>	<b>77.68</b>	<b>11.10%</b>	700
<b>Warren River</b>										
Oxley Park Lic. 80AL700017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Ellengerah Rd Lic. 80AL700017	18.78	18.78	4.69	23.47	0.00	23.47	0.00	23.47		
	<b>18.78</b>	<b>18.78</b>	<b>4.69</b>	<b>23.47</b>	<b>0.00</b>	<b>23.47</b>	<b>0.00</b>	<b>23.47</b>	<b>3.13%</b>	750
<b>Showground (Racetrack)</b>										
Lic. 80AL700645	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	188
<b>Nevertire Bore Lic. 80AL703158</b>	<b>3.57</b>	<b>3.57</b>	<b>0.77</b>	<b>4.34</b>	<b>0.00</b>	<b>4.34</b>	<b>0.00</b>	<b>4.34</b>	<b>10.85%</b>	40
<b>Collie Bore Lic. 80CA724011</b>	<b>0.75</b>	<b>0.75</b>	<b>0.00</b>	<b>0.75</b>	<b>0.00</b>	<b>0.75</b>	<b>0.00</b>	<b>0.75</b>	<b>2.99%</b>	25
<b>Macquarie Park 80AL700996</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	14.2

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**ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Parks and Gardens – Routine Works**

Account	Budget	Expenditure
Parks & Gardens, Cemeteries & Racecourse	832,386	1,010, 551*
0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		
*Includes \$731,344.64 of Emergency Works from July, August, September, October and November 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.		

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

Site or location	Works carried out
<b>Week One and Three</b>	
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 Street	Mown, whipper snipped and weeding
Orchard Street levee	Mown, whipper snipped and weeding
Bob Christian Reserve	Mown, whipper snipped and weeding
Lawson Street Levee	Mown, whipper snipped and weeding
Family Health Centre	Mown, whipper snipped and weeding
Collie Village	Mown, whipper snipped and weeding
<b>Week Two and Four</b>	
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
Median 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 Street 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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**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

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

BBQs 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 Street Levee	Weed Spraying
WOW Centre	Tiger Bay Walking Track

**Parks and Gardens Works**

Lawn Cemetery mow/snip	Medical Health Centre mow/snip
Median strips Warren	Flood pump operations
Oxley Park mow/snip	Skate/Splash Parks mow/snip
Lions Park mow/snip	Victoria Oval mow/snip/tidy up
Ravenswood Park mow/snip	Cricket pitch preparations
Town approaches mowing	WOW Centre mow/snip
Macquarie Park mow/snip	Lawn Cemetery mow/snip
Shire Depot spraying/snip	Macquarie Park mow/snip/weeding
Victoria Oval mow/snip/line marking	Oxley Park mow/snip
Far West Academy mow/snip	Carter Oval mow/snip
11 Pittman Parade mow/snip	Boston Street levee mow/snip
Deacon Drive mow/snip	Lions Park mow/snip
CBD area cleanup/ weeding /mow/snip	Ravenswood Park mow/snip

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**CONTINUED**

**Town Crew Works**

Spraying around Warren Skate Park seat concrete slab Grave duties Flood pump operations Cleaning stormwater grates in Warren Removal of tree limbs in Warren Pick up rubbish around Warren Repair gate at Nevertire reservoir Deliver chairs to shire depot	Repair concrete driveway in Chester Street Replacing wooden logs at Nevertire carpark Grave duties Assist in water service in Thornton Avenue Retrieving the fire trailer from Collie  Too wet for operations in both Collie/Nevertire Villages
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**Non-Roads November/ December 2021 Flood and Storm Damage Works**

Description	Expenditure
Non-Roads November/ December 2021 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.  <b>(Application for reimbursement submitted 8/03/2022)</b>	\$173,456.91  Note: \$36,330 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.
0700-0050-0500, 0700-0050-0510, 0700-0050-0520, 0700-0050-0530, 0700-0050-0540	

**Non-Roads July, August, September, October 2022 Flood Damage Works**

Description	Expenditure
Non-Roads July, August, September, October, November 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.	\$310,292  Note: \$36,330 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.
0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540	

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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 for the budget and works period from 10<sup>th</sup> October 2022 to 15<sup>th</sup> November 2022.

<b>Plant Number</b>	<b>Description</b>	<b>Repairs</b>	<b>Plant Down Time</b>	<b>Repair Time (Man Hours)</b>
<b>Plant Repairs</b>				
P31	UD Truck	Add blue system repairs, unblock dosing system and nozzle tip.	5 hours	5 hours
P1041	Isuzu Water Truck	HVIS inspection.	1 hour	1 hour
P1042	Isuzu Water Truck	HVIS inspection.	1 hour	1 hour
P2341	Isuzu Tender Truck RSM	Fit spray tank and boomless spray to vehicle test all seems ok still needs to be bolted down and finalised.	7 hours	7 hours
P32	Mack Value Liner Truck	Organise parts and repair as required new water pump and fan required.	7 hours	7 hours
P70	Iseki Mower	Deck height adjustments repairs are required.	2 hours	2 hours
P14	Caterpillar Backhoe 432F	Service done.	5 hours	5 hours
P70	Iseki Mowers	Fit new anti-scalping wheel hanger and wheel.	1 hour	1 hour
P2341	Isuzu Tender Truck	Blowout on 2 rear tyres removed and taken to Tyreright for replacement.	1.5 hours	1.5 hours
P90	Isuzu Truck	Fit new idler bearing discovered hole in radiator and 4 fins broken off the fan, remove replace fan and radiator.	6 hours	6 hours
P2341	Isuzu Tender Truck	5,000km service done.	2 hours	2 hours



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WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P1064	Isuzu Tender Truck	Been swamped with water, tests could be possible engine, damage is evident and sent to Tracserv for diagnosis.	14 hours	14 hours
P3601	Toyota Hilux (plumbers)	Check noise in idler pulley replace pulley as required.	1 hour	1 hour
P3612	Toyota Hilux (roads)	Replaced relay for headlights and test operation.	1 hour	1 hour
P3610	Toyota Hilux	Starter motor check and replacement. Old starter clean and lubed to be used as a spare.	4 hours	4 hours
P79	Iseki Mower	Deck arm repairs to be made.	4 hours	4 hours

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ITEM 3

WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
<b>Other works completed</b>				
	Albury trip to check out trailers.	Inspection of trailers for purchase.	35 hours	
Asset forms	P739, P2845, P2841	Asset forms done for changeover and establishment of equipment.	4 hours	4 hours
OHS	Safety meeting		2.5 hours	2.5 hours

**ACRONYMS**

WC      Workshop Coordinator  
 TBD     To be determined  
 DTC     Diagnostic trouble code  
 DPD     Diesel particulate diffuser

**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
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**ITEM 4 DISASTER RISK REDUCTION FUND GRANT – DRAGON COWAL CAUSEWAY,  
MERRIGAL ROAD (R4-1.40, F8-9.5,G4-1.75)**

**RECOMMENDATION That:**

1. Council accepts grant funding of \$300,000 from the Resilience NSW under the Disaster Risk Reduction Fund (DRRF), for construction of a ventilated causeway at the Dragon Cowal, Merrigal Road.
2. Authority be given to the Mayor and General Manager to sign the funding deed under seal.

**PURPOSE**

To obtain a resolution for authority to be granted to the Mayor and General Manager to sign the DRRF funding deed on behalf of Council under seal.

**BACKGROUND**

Council has been successful in obtaining a grant of \$300,000 from Resilience NSW under the Disaster Risk Reduction Fund. The funding is earmarked for the construction of a ventilated causeway at the Dragon Cowal on Merrigal Road.

The grant is co-contribution for the approved Package 2 funding of \$349,685 from the Disaster Recovery Funding Arrangements (DRFA) funding from Transport NSW for public asset restoration (AGRN 960 Storms and Floods).

**REPORT**

Resilience NSW requires the funding deed to be signed, sealed and delivered by Warren Shire Council in accordance with its constitution and if applicable any requirements for execution contained in the statute that establishes it.

Some highlights of the deed are as follows.

1. Project commences at deed signing and ends in June 2024;
2. Payment will be based on completed milestones; and
3. Scope of the project includes monitoring and evaluation.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Local Government Act 1993

Roads Act 1993

**RISK IMPLICATIONS**

It is considered that there are no risk implications about the signing of the deed.

**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 1<sup>st</sup> December 2022

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**ITEM 4 DISASTER RISK REDUCTION FUND GRANT – DRAGON COWAL CAUSEWAY,  
MERRIGAL ROAD** **CONTINUED**

**STAKEHOLDER CONSULTATION**

Nil.

**OPTIONS**

Nil.

**CONCLUSION**

The grant would enable a safer and more resilient access across the Dragon Cowal on the SR40 Merrigal Road.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

- 3.1.1 Ensure the road network is maintained to acceptable community standards.
- 5.4.3 Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community.

**SUPPORTING INFORMATION / ATTACHMENTS**

Draft Deed available for perusal at the Council Meeting.

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 1st December 2022

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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**

Development Applications that have been received for approval for October/November 2022.

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>	<b>RECEIVED</b>	<b>APPROVED</b>
P16-22.08	Dr Kater Drive WARREN NSW 2824 Lot 18 DP832400	Section 68 Manufactured Building	31/10/2022	7/11/2022
P16-22.04	5 Beleringa Street NEVERTIRE NSW 2826 Lot 3 DP758766	Telecommunications and Communication Facilities	4/8/2022	4/10/2022

**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**

- 1.1.4 Ensure current and future housing needs for the community are met.
- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.2.6 Embrace a team centred culture of continual improvement to improve operational efficiency.

**SUPPORTING INFORMATION/ ATTACHMENT**

Nil.

**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
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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.

**Budget and Works from 13th October 2022 17th November 2022**

2020 Projects	Budget	Expend	Resp	Comment
<p>Construction of two (2) x Council dwellings.</p> <p>21 Deacon Drive and 8 Deacon Drive.</p>	88,000	23,854 Committed	MHD	<p>Completed July 2020.</p> <p>New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021.</p> <p>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.</p> <p>Rectification order issued. Expired 26/10/2021 Builder expected at the end of November to complete requested maintenance and repair works which has not progressed.</p> <p>Report provided to February 2022 Committee of the Whole Closed Council Meeting concerning directions on this project.</p> <p>Council resolved that: Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court.</p> <p>Proceedings have commenced on 28th July 2022, in NCAT in respect of both properties.</p> <p>Case will be lodged with District Court.</p>

**WARREN SHIRE COUNCIL**  
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**ITEM 2                   WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**  
**CONTINUED**

2021 Projects	Budget	Expend	Resp	Comment
Construction of the Waste Transfer Station at Ewenmar Waste Depot.	271,116	106,982 Committed	MHD/TSM	Final design complete. Contractor engaged to install drainage pipework at the end of November. Concreting works listed on vendor panel closed 3rd February 2022 contractor appointed.  Due to time lapse, new quotations obtained and reassessed.  MLB to commence once Equestrian Centre path is complete.  No progress during September, October and November due to site being flooded and wet weather.
Completion of Tiger Bay Wetlands Walkway (Central West Councils Environment and Waterways Alliance 2021 Small Grants).	4,545	Nil	MHD/DMES	Works program to be determined.
Community Building Partnership Program Grant - Waterproof lockers and changeroom double sided seating for Warren War Memorial Swimming Pool.	4,424	906	MHD	\$9,702 Grant successful that will be for lockers.  Funding deed required dollar for dollar cash matching. Funds to be sourced from other areas of savings. Lockers delivered 6 <sup>th</sup> May 2022. Changeroom seating received, to be installed.  Acquittal to be completed.

**WARREN SHIRE COUNCIL**  
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**ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**

**CONTINUED**

<b>2021 Projects</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Swimming Pool Double access gates.	11,555	Nil	MHD	Concreting works to be completed.
Swimming Pool – shelving and concreting.	1,445	1,276	MHD	All shelving installed. Concreting to be completed.
<b>2022 Projects</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
<b>Warren Support Services (Targeted Early Intervention)</b>				
2.12 Warren Chamber Music Festival.	5,000	Nil	MHD	Complete, waiting on acquittal.
2.14 Warren Youth Group Grow Services Day.	5,000	Nil	MHD	Postponed due to wet weather, date to be advised.
2.18 St Mary's Naidoc Week.	3,000	Nil	MHD	Complete, waiting on acquittal.
2.21 Warren Performing Arts Connection through Music.	5,000	Nil	MHD	To be held July through to December.
<b>Local Roads and Community Infrastructure Program - Phase 3 Grants - Community Infrastructure Projects</b>				
Warren Sporting and Cultural Centre Upstairs Disabled Toilet.	40,000	44,977 Committed	MHD	Contractor appointed. Works commenced October 2022.



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**ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**

**CONTINUED**

<b>Local Roads and Community Infrastructure Program - Phase 3 Grants - Community Infrastructure Projects</b>				
Warren Sporting and Cultural Centre Retaining Wall and Second/Third Tier Replacement and concrete path work.	40,000	37,288 Committed	MHD	Contractor appointed. Concrete has been poured. To be completed by January 2023.
Warren Sporting and Cultural Centre Sound Mixer System and External Speakers.	9,572	9,690 Committed	MHD	Contractor appointed. To be completed by January 2023.
Solar Panel - Supply & Installation – As Per Option 1 of the Energy Action Plan adopted by Council the May 2022 meeting.  LRCI grant phase 3 extension or if required Infrastructure Reserves.	125,000  15,251	140,251 Committed	DMFA /MHD	Site inspections completed with Contractor on Friday 4 <sup>th</sup> November 2022.
<b>Capital Expenses</b>				
Dwelling Renewals – 1 Pittman Parade. Replacement of kitchen.	60,000	Nil	MHD	Quotations received being assessed.
Council Housing M & R.	11,741	Nil	MHD	56 Garden Avenue, Heavy Maintenance to be completed. Waiting on quotations for kitchen, flooring and painting.
<b>Capital Expenses</b>				
Animal Shelter Replacement	60,000	Nil	MHD/IPM	Project in planning stage.
Library Defibrillator	3,000	Nil	MHD	On back order.
<b>Town Planning</b>				
LEP Review	20,000	Nil	MHD	Consultant engaged. Draft report provided, to be reviewed. Feedback to be provided.

**RECOMMENDATION:**

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

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
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**ITEM 3**

**VACATION CARE SERVICE**

**(V1-2)**

**RECOMMENDATION** that:

1. The information be received and noted; and
2. Council cease operating Warren Shire Council Vacation Care Service.

**PURPOSE**

The purpose of this report is to provide Council with information on the current issues with providing the Vacation Care Service to the community of Warren Shire.

**BACKGROUND**

Warren Shire Council has offered an early childcare service in the form of Vacation Care during school holidays. Changes in legislation has resulted in the service being more heavily regulated, and subsequently greater requirements in reporting and Policy compliance.

A report summarising an audit completed in July 2020 was presented to the December 2020 Council meeting. (Attachment 1). This report details the requirements that Council had to comply with and continue to comply with.

**REPORT**

From the audit report, Council implemented improvements to ensure greater compliance with the legislation was achieved.

Since the resignation of the last Co-Ordinator, Council has been unsuccessful in sourcing suitable staff to operate the Vacation Care Service. Due to the level of regulation of early childcare services, which Vacation Care is, suitably qualified staff are vital to ensure that the service operates in compliance with the regulations.

When Vacation Care was originally offered as a service to the community, it was not a regulated childcare service. As part of the service, the provider must demonstrate how the objectives of each quality area are met.

Additionally, as the service is only operated during the school holidays, it is not a fulltime position. Those persons that are suitably qualified already have full time employment and are not willing to forgo their holidays for secondary employment.

The other main provider for similar services is the Warren Youth Support Group and the Warren Shire Library also run holidays programs/events.

**LEGAL IMPLICATIONS**

As Vacation Care is not a core service of Council, the provision of Vacation Care was a service provided to assist working families during school holidays that had limited options for childcare e.g. grandparents.

Since the audit in July 2020, nothing has been reviewed (including all of the relevant policies) to further develop the level of compliance and to ensure compliance is still being achieved, as per the regulations.

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
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**ITEM 3 VACATION CARE SERVICE**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

Warren Shire Council does receive limited funding for the provision of the Vacation Care Service, which would have to be returned to the funding body.

**STATEMENT OF INCOME AND EXPENDITURE**

Year	2016-2017	2017-2018	2019-2020	2020-2021
<b>Income received Grant Funds</b>	6,194.22	6,274.73	6,813.62	6,194.00
<b>Income received User Fees</b>	3,744.80	3,682.69	2,329.15	6,260.47
<b>Total Expenditure</b>	15,055.33	16,607.76	14,276.10	36,813.87
<b>Net Expenditure subsidized by Council</b>	5,116.31	6,650.34	5,133.33	24,359.40

**RISK IMPLICATIONS**

Skilled staff shortages is an issue across all of Western NSW. Council has advertised the positions with only applicants for the Assistant Position being received, however due to the level of regulation, the Co-Ordinator's position needs to be suitably qualified, (Certificate III minimum) and experienced, which those applicants were not.

**STAKEHOLDER CONSULTATION OPTIONS**

Leading on from the audit review in July 2020, the Co-Ordinator at the time recommended that to ensure that Vacation Care operated as it should, a lot of dedication and time was required outside of the holiday period.

As can be seen from the income and expenditure table, the additional expenditure for the administrative component of providing the service is cost prohibitive.

**CONCLUSION**

Due to the increased compliance requirements of the legislation around early childcare and the inability to source suitably qualified and experienced staff, Council should consider ceasing operating Vacation Care.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

- 1.1.3 Improve educational services within the community.
- 2.1.1 Improve skilled and unskilled employment opportunities to attract and retain young people and working families.
- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.2.6 Embrace a team centred culture of continual improvement to improve operational efficiency.
- 5.2.2 Proactively manage known compliance risks.

**SUPPORTING INFORMATION/ ATTACHMENT**

Attachment 1 – Audit Report to the July 2020 Council Meeting.



**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
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ITEM 3

VACATION CARE SERVICE

CONTINUED

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services to the Ordinary Meeting  
of Council to be held at the  
the Council Chambers, Warren on Thursday 3rd December 2020

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ITEM 1

VACATION CARE – AUDIT REPORT AND REVIEW

CONTINUED

**STAKEHOLDER CONSULTATION**

The Supervisor worked closely with the NSW Department of Education – Early Childhood Education Directorate, prior to the assessment taking place and meetings were held with Health and Development Staff to develop the necessary changes.

**OPTIONS**

The decision was made to make a considerable effort towards achieving compliance, to ensure the service continued to operate. The service of Vacation Care has been at full capacity with interested families being denied attendance due to supervision ratio requirements having to be achieved. The ceasing of Vacation Care would have been detrimental to families of Warren as it is very popular and offers safe supervision of children and planned activities during school holidays.

**CONCLUSION**

Considerable effort has been made to achieving compliance with the audit, to ensure that Vacation Care can continue to operate.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

- 1.1.1 Local access to essential services and less outreach of these essential services
- 1.1.2 Maintain high levels of community cohesion and community spirit
- 5.2.1 Quality customer service focus by Council staff
- 5.2.3 Effective staff training and development processes in place

**ATTACHMENT**

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# WARREN SHIRE COUNCIL

## Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 1st December 2022

ITEM 3

VACATION CARE SERVICE

CONTINUED

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held at the  
the Council Chambers, Warren on Thursday 3rd December 2020

CONTINUED

ITEM 1 VACATION CARE – AUDIT REPORT AND REVIEW

Name of Education and Care Service: Warren Shire Council Vacation Care

TABLE OF NON-COMPLIANCE IDENTIFIED ON: 8 July 2020

Please return completed table and attachments to [ECEC.Western.region@det.nsw.edu.au](mailto:ECEC.Western.region@det.nsw.edu.au) by 13/10/2020

Reference to the National Law and for Regulations (Short title only)	Breach/s identified	Action taken by service	Evidence provided Yes/No
Regulation – 78(1) Food and beverages	(1) The approved provider of an education and care service must ensure that children being educated and cared for by the service— (a) have access to safe drinking water at all times; and (b) are offered food and beverages appropriate to the needs of each child on a regular basis throughout the day. Children are able to purchase soft drinks at lunch time but not throughout the day. On 08/07/2020 four children purchased soft drinks from the vending machine in the front foyer.	The Vacation has now become a member of the ChildCare Centre Desktop, adopting some of their policies to ensure all Regulations and Laws are maintained at all time. Vacation Care nutrition policy has now been reviewed and adopted. Vacation Care has also informed families and children that the vending machine is not apart of our Vacation Care Service, via an email and flyer, therefore children will not be able to access this machine whilst attending Vacation Care. The vending machine is in the foyer of the Sporting Complex, however many other sporting activities use this complex, therefore the reason the vending machine in there. However this is the Sporting Complex managers responsibility and has nothing to do with VC. If at anytime the children may ask to gain access to the vending machine on a very occasion due to end of VC parties or VC functions then families will be notified by an email and/ or newsletter stating the reason and day the children may access the vending machine if would like to, with prior permission from the Sporting Complex Manager. More effort has now also gone into informing children and families regarding healthy eating and drinking options by newsletters, flyer and group discussions throughout our day.	Yes  Nutrition Policy and Nutrition flyer for families

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# WARREN SHIRE COUNCIL

## Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 1st December 2022

ITEM 3

VACATION CARE SERVICE

CONTINUED

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held at the  
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CONTINUED

VACATION CARE – AUDIT REPORT AND REVIEW

ITEM 1

Reference to the National Law and /or Regulations (Short title only)	Breach/s identified	Action taken by service	Evidence provided Yes/No
Regulation – 90(1) Medical conditions policy	(1) The medical conditions policy of the education and care service must set out practices in relation to the following— (a) the management of medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis; (b) voluntary service of practices in relation to managing those medical conditions; (c) the requirements arising if a child enrolled at the education and care service has a specific health care need, allergy or relevant medical condition, including— (i) requiring a parent of the child to provide a medical management plan for the child; and (ii) requiring the medical management plan to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition; and (iii) requiring the development of a risk-minimisation plan in consultation with the parents of a child— (A) to ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised; and (B) if relevant, to ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented; and (C) if relevant, to ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented; and (D) to ensure that practices and procedures ensuring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented; and (E) if relevant, to ensure that practices and procedures ensuring that the child does not attend the service with medical conditions prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented; and (F) requiring the development of a communications plan to ensure that— (A) relevant staff members and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child; and (B) a child's parent can communicate any changes to the medical management plan and risk minimisation plan for the child, setting out how that communication can occur. The nominated supervisor was not aware that the service required risk minimisation and communication plans for children with medical conditions and none were available at the service for a child with a medical condition that may attend the service in the future.	The Nominated Supervisor has introduced a staff folder that all staff are to access and become familiar with before they commence employment. All required documentation, including the Risk Minimisation form and communication form can be located in this folder when required. All staff have revised the regulations and are now fully aware of the regulations as to what and why our service must have a Risk Minimisation and communication form. A Risk Minimisation and communication form has been downloaded and adjusted by joining the Childcare Desktop and is now available for our service to use when needed. Evidence attached.	Yes New Medical Risk Minimisation Plan and Communication plan

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# WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services  
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ITEM 3

VACATION CARE SERVICE

CONTINUED

<p><b>WARREN SHIRE COUNCIL</b></p> <p>Report of the Manager Health &amp; Development Services to the Ordinary Meeting of Council to be held at the Council Chambers, Warren on Thursday 3rd December 2020</p>	<p>ITEM 1</p>	<p>VACATION CARE – AUDIT REPORT AND REVIEW</p>	<p>CONTINUED</p>		
<p><b>Reference to the National Law and /or Regulations (Short title only)</b></p>	<p><b>Breach/s identified</b></p>	<p><b>Action taken by service</b></p>	<p><b>Evidence provided Yes/No</b></p>		
<p>Regulation – 97(3) Emergency and evacuation procedures</p>	<p>(3) The approved provider of an education and care service must ensure that— (a) in the case of a centre-based service, the emergency and evacuation procedures are rehearsed every 3 months by the staff members, volunteers and children present at the service on the day of the rehearsal and the responsible person in relation to the service who is present at the time of the rehearsal; and (b) the rehearsals of the emergency and evacuation procedures are documented. An emergency rehearsal for a fire dated 7/7/2020 was sighted. The nominated supervisor said a lockdown rehearsal would be practiced later in the week. When asked where the record for the previous vacation care period in January 2020 was, she could not locate it.</p>	<p>The new Nominated Supervisor has now ensured that evacuation are done every 3 months. An evacuation and lockdown rehearsal has been done in July and in October 2020 since the assessment rating. The procedures will now be rehearsed every holiday session in January, April and October. Evidence attached.</p>	<p>Yes</p> <p>October lockdown and emergency evacuation rehearsals</p>		



# WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services  
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ITEM 3

VACATION CARE SERVICE

CONTINUED

<p><b>WARREN SHIRE COUNCIL</b></p> <p>Report of the Manager Health &amp; Development Services to the Ordinary Meeting of Council to be held at the the Council Chambers, Warren on Thursday 3rd December 2020</p>			
ITEM 1	VACATION CARE – AUDIT REPORT AND REVIEW	CONTINUED	
<p><b>Reference to the National Law and for Regulations (Short title only)</b></p>	<p><b>Breach/s identified</b></p>	<p><b>Action taken by service</b></p>	<p><b>Evidence provided Yes/No</b></p>
<p>Regulation – 97(4) Emergency and evacuation procedures</p>	<p>(4) The approved provider of an education and care service must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the education and care service premises, including a family day care residence and approved family day care venue. The service's policies state, 'Emergency evacuation procedures will be clearly displayed near the main entrance and exit of each room used by the centre'. No procedures are displayed with the emergency evacuation diagram at the front door or at any exit.</p>	<p>The Nominated Supervisor has reviewed and made changes where needed and all evacuation procedures are now at every exit. Evidence attached.</p>	<p>Yes  Photo of new evacuation procedure at exit</p>

# WARREN SHIRE COUNCIL

## Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 1st December 2022

ITEM 3

VACATION CARE SERVICE

CONTINUED

<p><b>WARREN SHIRE COUNCIL</b></p> <p>Report of the Manager Health &amp; Development Services to the Ordinary Meeting of Council to be held at the Council Chambers, Warren on Thursday 3rd December 2020</p>	<p>CONTINUED</p>					
<p>ITEM 1</p>	<p>VACATION CARE – AUDIT REPORT AND REVIEW</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;"> <p>Regulation – 101 Conduct of risk assessment for excursion</p> </td> <td style="width: 40%; padding: 5px;"> <p>(1) A risk assessment for an excursion must— (a) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and (b) specify how the identified risks will be managed and minimised. (2) Without limiting subregulation (1), a risk assessment must consider— (a) the proposed route and destination for the excursion; and (b) any water hazards; and (c) any risks associated with water-based activities; and (d) the transport to and from the proposed destination for the excursion; and (e) the number of adults and children involved in the excursion; and (f) given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and (g) the proposed activities; and (h) the proposed duration of the excursion; and (i) the items that should be taken on the excursion. A risk assessment dated 11/01/2020 for the Warren Swimming Pool lists the activity - to swim, hazard identified - water, risk matrix - high/possible and elimination/control measures - lifeguard, 2 educators with first aid and children aware of rules. The only hazard identified is water.</p> </td> <td style="width: 30%; padding: 5px;"> <p>The Nominated Supervisor has introduced a system that more paid time is given to the Nominated Supervisor and the assistant when an excursion is coming up to ensure staff have more time to prepare and work together to review all risk and ensure that all excursions have the all identified risks and that all risks are assessed accordingly. Evidence attached.</p> </td> <td style="width: 10%; padding: 5px;"> <p>Yes Photo of the new QIP displayed at the service</p> </td> </tr> </table>	<p>Regulation – 101 Conduct of risk assessment for excursion</p>	<p>(1) A risk assessment for an excursion must— (a) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and (b) specify how the identified risks will be managed and minimised. (2) Without limiting subregulation (1), a risk assessment must consider— (a) the proposed route and destination for the excursion; and (b) any water hazards; and (c) any risks associated with water-based activities; and (d) the transport to and from the proposed destination for the excursion; and (e) the number of adults and children involved in the excursion; and (f) given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and (g) the proposed activities; and (h) the proposed duration of the excursion; and (i) the items that should be taken on the excursion. A risk assessment dated 11/01/2020 for the Warren Swimming Pool lists the activity - to swim, hazard identified - water, risk matrix - high/possible and elimination/control measures - lifeguard, 2 educators with first aid and children aware of rules. The only hazard identified is water.</p>	<p>The Nominated Supervisor has introduced a system that more paid time is given to the Nominated Supervisor and the assistant when an excursion is coming up to ensure staff have more time to prepare and work together to review all risk and ensure that all excursions have the all identified risks and that all risks are assessed accordingly. Evidence attached.</p>	<p>Yes Photo of the new QIP displayed at the service</p>
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# WARREN SHIRE COUNCIL

## Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 1st December 2022

ITEM 3

VACATION CARE SERVICE

CONTINUED

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held at the  
the Council Chambers, Warren on Thursday 3rd December 2020

CONTINUED

ITEM 1 VACATION CARE – AUDIT REPORT AND REVIEW

<p>Regulation – 102(4) Authorisation for excursions</p>	<p>(4) The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state— (a) the child's name; and (b) the reason the child is to be taken outside the premises; and (c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and (d) a description of the proposed destination for the excursion; and (e) the method of transport to be used for the excursion; and (f) the proposed activities to be undertaken by the child during the excursion; and (g) the period the child will be away from the premises; and (h) the anticipated number of children likely to be attending the excursion; and (i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and (j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and (k) that a risk assessment has been prepared and is available at the service. The excursion permission form is missing the following sections: (b) the reason the child is to be taken outside the premises; and (d) a description of the proposed destination for the excursion; and (f) the proposed activities to be undertaken by the child during the excursion; and (g) the period the child will be away from</p>	<p>Yes The current excursion permission letter</p>
	<p>The Nominated Supervisor has adopted a new excursion form from the Childcare Centre Desktop which is currently being used at the service. The new form has all the Regulation requirements. Evidence attached.</p>	

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<p><b>WARREN SHIRE COUNCIL</b>          Report of the Manager Health &amp; Development Services to the Ordinary Meeting of Council to be held at the          the Council Chambers, Warren on Thursday 3rd December 2020</p>	<p><b>CONTINUED</b></p>
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# WARREN SHIRE COUNCIL

## Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 1st December 2022

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VACATION CARE SERVICE

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**WARREN SHIRE COUNCIL**  
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the Council Chambers, Warren on Thursday 3rd December 2020

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VACATION CARE – AUDIT REPORT AND REVIEW

ITEM 1

Reference to the National Law and /or Regulations (Short title only)	Breach/s identified	Action taken by service	Evidence provided Yes/No
Law – 172 Offence to fail to display prescribed information.	An approved provider of an education and care service must ensure that the prescribed information about the following is positioned so that it is clearly visible to anyone from the main entrance to the education and care service premises- (a) the provider approval; (b) the service approval; (c) each nominated supervisor of the service; (d) the rating of the service; (e) any service waivers or temporary waivers held by the service; (f) any other prescribed matters. The service has not displayed the regulatory authority's details The service's current rating certificate is not displayed The registered name and service and provider approval numbers are not displayed	The new Nominated Supervisor has been employed on a casual basis to run Vacation Care through the school term( not just the OOSH). This is to ensure all compliance documentation, policies, regulations and laws are kept updated at all times The Nominated Supervisor has moved furniture within the foyer of the service to access more room to ensure all prescribed information is clearly visible to everyone from the main entrance. The Nominated Supervisor has currently updated all prescribed information which is now clearly displayed at the service through the holiday period when Vacation Care is running. Evidence attached.	Yes <small>Photos of current displayed documentation</small>

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## Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 1st December 2022

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VACATION CARE SERVICE

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<p>ITEM 1</p>	<p>VACATION CARE – AUDIT REPORT AND REVIEW</p>	<p>CONTINUED</p>	
<p><b>Reference to the National Law and for Regulations (Short title only)</b></p>	<p><b>Breach/s identified</b></p>	<p><b>Action taken by service</b></p>	<p><b>Evidence provided Yes/No</b></p>
<p>Regulation – 180(1) Evidence of prescribed insurance</p>	<p>(1) The approved provider of an education and care service must keep evidence of the current prescribed insurance at the education and care service premises, or in the case of a family day care service, at the principal office of the service, and must make the evidence available for inspection by the Regulatory Authority or an authorised officer under the Law. A copy of the service's public liability insurance was not located at the service but the certificate was emailed to the officer during the visit. It is kept at the approved provider's premises located away from the service premises.</p>	<p>The Approved Provider representative has now given the Nominated Supervisor a copy of the service's public liability insurance which can now be located in the compliance folder at the service at all times. All Vacation Care information, including insurance renewals will now be forwarded to the Nominated Supervisor to insure the Approved Provider representative and the Nominated Supervisor has copies of all documents at all times.</p>	<p>Yes Photo of compliance folder and liability insurance</p>

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Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
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VACATION CARE SERVICE

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Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held at the  
the Council Chambers, Warren on Thursday 3rd December 2020

CONTINUED

VACATION CARE – AUDIT REPORT AND REVIEW

ITEM 1

Reference to the National Law and/or Regulations: (Short title only)	Breach/s identified	Action taken by service	Evidence provided Yes/No
Regulation – 168(2) Education and care service must have policies and procedures	(2) Policies and procedures are required in relation to the following— (i) staffing, including— (i) a code of conduct for staff members; and (ii) determining the responsible person present at the service; and (iii) the participation of volunteers and students on practicum placements; (a)(v) sleep and rest for children (n) payment of fees and provision of a statement of fees charged by the education and care service The approved provider's representative emailed the service's policies to the authorised officer on 30 June 2020. The following policies were not included. Staffing, including— a code of conduct for staff members; determining the responsible person present at the service; the participation of volunteers and students on practicum placements; Sleep and rest for children and Payment of fees and provision of a statement of fees charged by the education and care service.	Vacation Care has now become a member of the Child-care Centre Desktop to assist in ensuring all policies are kept updated at all times with any changes in Regulations and Laws. All missing policies have now been included and adopted. All other policies are still being reviewed and updated. Evidence attached.	Yes

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# WARREN SHIRE COUNCIL

## Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 1st December 2022

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VACATION CARE SERVICE

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**WARREN SHIRE COUNCIL**  
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VACATION CARE – AUDIT REPORT AND REVIEW

ITEM 1

Reference to the National Law and for Regulations (Short title only)	Breach/s identified	Action taken by service	Evidence provided Yes/No
Regulation – 185 Law and regulations to be available	The approved provider of an education and care service must ensure that a copy of the Law and these Regulations is accessible at the education and care service premises at all times for use by nominated supervisors, staff members, volunteers, parents of children enrolled at the service and any person seeking to make use of the service. The authorised officer asked the nominated supervisor for a copy of the Children's Services Regulations and Law. These were not available at the service.	The new Nominated Supervisor has now accessed a copy of all Regulations and Laws and are now available in the folders at the service. Evidence attached.	
Regulation – 56(1) Review and revision of quality improvement plans	(1) The approved provider of an education and care service must review and revise the quality improvement plan for the service having regard to the National Quality Standard— (a) at least annually; and (b) at any time when directed by the Regulatory Authority. The current quality improvement plan was developed in 2014/2015 and has not been regularly updated. The most recent progress note is recorded as: 29/6/15 – 3.1.1 Checklist created	The new Nominated Supervisor has now updated the QIP. The QIP has been reviewed and revised while giving families, educators and children a chance to add to also. The QIP is now displayed in the foyer of the service with each quality area available for feedback to families, educators and children. Evidence attached.	

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