

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 23RD JUNE 2022

WARREN SHIRE COUNCIL

AGENDA - ORDINARY COUNCIL MEETING

23rd June 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, 26th May 2022.

4. DISCLOSURES OF INTERESTS

5. MAYORAL MINUTE(S)

Nil.

6. REPORTS OF COMMITTEES

Meeting of the Roads Committee held on
Wednesday, 1st June 2022 (C14-3.28)

Meeting of Manex held on Tuesday, 14th June 2022 (C14-3.4)

Meeting of the Sporting Facilities Committee held on
Wednesday, 15th June 2022 (S21-2.1)

Meeting of the Plant Committee held on
Wednesday, 15th June 2022 (C14-3.8)

7. REPORTS TO COUNCIL

REPORTS OF DELEGATES

Item 1	Meeting of the Castlereagh Macquarie County Council held on Tuesday, 3rd May 2022	(C15-1)
Item 2	Country Mayors Association of New South Wales Rural Health Forum held on Thursday, 26th May 2022	(C14-5.5)
Item 3	Ordinary Meeting of the Country Mayors Association of New South Wales held on Friday, 27th May 2022	(C14-5.5)
Item 4	Meeting of the Warren Interagency Support Services held on Thursday, 2nd June 2022.....	(C3-9)
Item 5	Ordinary Meeting of the Mining and Energy Related Councils (NSW) Inc. Council held on Friday, 3rd June 2022	(C14-6.3)

POLICY

Item 1	Councillor and Staff Interaction Policy (C14-1, P13-1)	Page 1
Item 2	Complaints Management Policy (S12-10, P13-1)	Page 18

REPORTS OF THE GENERAL MANAGER

Item 1	Outstanding Reports Checklist (C14-7.4)	Page 1
Item 2	Committee/Delegates Meetings (C14-2)	Page 26
Item 3	Works Progress Reports – Infrastructure Projects (C14-71, G4-1)	Page 27
Item 4	Determination of the Local Government Remuneration Tribunal 2022/2023 (C14-5.1)	Page 39
Item 5	Draft Warren Shire 2035 Community Strategic Plan, 2022/2023 – 2025/2026 Delivery Program and 2022/2023 Operational Plan Exhibition (A7-4.1/1)	Page 41
Item 6	Draft Memorandum of Agreement – Riversmart Australia Ltd (C12-3.5, P1-17/1).....	Page 54
Item 7	Disclosure of Interest – Councillors and Designated Persons (A7-9)	Page 69
Item 8	2022 Local Roads Congress – IPWEA (NSW) (C14-5.4, R4-13.2) ..	Page 71
Item 9	Warren Shire Council Delegate to the Castlereagh Macquarie County Council (C14-2, C15-1)	Page 75

REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

Item 1	Réconciliation Certificate – May 2022 (B1-10.16)	Page 1
Item 2	Statement of Rates and Annual Charges as at 12th May 2022 (R1-4)	Page 4
Item 3	Works Progress Reports – Finance & Administration Projects (S1-1.15, C9-1)	Page 6
Item 4	Adoption of the 2022/2023 Estimates & 2022/2023 Fees & Charges (R6-6)	Page 7
Item 5	Making and Levying of Rates and Fixing of Charges - 2022/2023 (R1-6.1)	Page 9

REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

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

REPORTS OF THE MANAGER HEALTH AND DEVELOPMENT

Item 1	Development Application Approvals (B4-9)	Page 1
Item 2	Works Progress Reports – Health and Development Services (C14-7.3)	Page 2

8. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

9. CONFIDENTIAL MATTERS

Nil.

10. CONCLUSION OF MEETING
PRESENTATIONS

Nil.

ROADS COMMITTEE

Attached are the Minutes of the meeting of the Roads Committee held on Wednesday, 1st June 2022.

RECOMMENDATION:

That the Minutes of the Meeting of the Roads Committee held on Wednesday, 1st June 2022 be received and noted and the following recommendation be adopted:

ITEM 5.5 ROAD SAFETY PLAN (C14-3.28)

That Council progress the development and adoption of a Warren Shire Council Road Safety Plan in 2022/2023.

WARREN SHIRE COUNCIL
Minutes of the Roads Committee
Meeting held on the Bus Tour on
Wednesday, 1st June 2022 commencing at 9.35am

PRESENT:

Councillor Greg Whiteley (Chair)
Councillor Dirk McCloskey
Councillor Noel Kinsey
Councillor Heather Druce
Councillor Sarah Derrett
Councillor Andrew Brewer
Gary Woodman (General Manager)
Rowan Hutchinson (Roads Infrastructure Manager)
Stephen Smith (Roads Overseer)
Sylvester Otieno (Divisional Manager Engineering Services)

ITEM 1 APOLOGIES

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

Carried

ITEM 2 CONFIRMATION OF MINUTES

MOVED Brewer/Kinsey that the Minutes of the Meeting held on, Wednesday, 9th February 2022 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING

Nil

ITEM 4 ACTION CHECKLIST

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

Carried

ITEM 5 REPORTS

ITEM 5.1 TRAFFIC COUNTER REPORT

(R4-1)

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Roads Committee
Meeting held on the Bus Tour on
Wednesday, 1st June 2022 commencing at 9.35am

ITEM 5.2 ROAD CONSTRUCTION PROGRAM SEAL/ FORMATION STANDARD WIDTHS

(W6-3.1)

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

Carried

ITEM 5.3 2022/2023 REPAIR PROGRAM STATUS REPORT

(W6-16.26)

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

Carried

ITEM 5.4 VEHICLE ACTIVATED SPEED LIMIT SIGN

(T5-3)

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

Carried

ITEM 5.5 ROAD SAFETY PLAN

(C14-3.28)

RECOMMENDATION TO COUNCIL:

MOVED Brewer/ Kinsley that Council progress the development and adoption of a Warren Shire Council Road Safety Plan in 2022/2023.

Carried

ITEM 7 GENERAL BUSINESS

- Western side of SH11/SR91 intersection (Nevertire side) requires tree clearing for sight distance.
 - Roads Tour
 - RR333 Carinda Road;
 - SR12 Lemongrove Road;
 - SR5 Buckiinguy Road;
 - SR36 Gibson Way;
 - RR424 Marra Road;
 - Inspection of huts;
 - General discussion on the funding of Local and Regional Roads; and
 - SR59 Tottenham Road – where the road narrows signs may be required to warn traffic of the narrowing road.
 - Auscott Railway crossing on SH11 (Oxley Highway) has light blown that needs to be replaced.
-

NEXT MEETING

10th August 2022

There being no further business the meeting closed at 2.45pm.

MANEX MINUTES

Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 14th June 2022.

RECOMMENDATION:

That the Minutes of the Meeting of Manex Committee held on Tuesday, 14th June 2022 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday 14th June 2022 commencing at 2.35 pm

PRESENT:

Gary Woodman	General Manager
Darren Arthur	Divisional Manager Finance & Administration
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager (Chair)
Maryanne Stephens	Manager Health and Development Services
Pamela Kelly	Librarian
Paul San Miguel	Asset Manager
Jody Burtenshaw	Executive Assistant

1 APOLOGIES

Apologies were received from Jillian Murray and Rowan Hutchinson who were absent due to external commitments and it was **MOVED** Stephens/Otieno that a leave of absence be granted for this meeting.

Carried

2 BUSINESS ARISING FROM MINUTES

Nil.

3 ACTION CHECKLIST

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

Carried

4.1 EXECUTIVE OFFICE MATTERS

4.1.1 WOW Agency – Communications and Content (GM)

MOVED Woodman/Otieno 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 14th June 2022 commencing at 2.35 pm

4.1 EXECUTIVE OFFICE MATTERS

4.1.2 Preparation of the June 2022 Council Newsletter (GM)

Item	Responsible Officer
Road Maintenance Construction Program for June/July 2022	RIM
Registration of Local Contractors on VendorPanel	DMFA, CC
Women of Warren Shire	GM
Warren Kerb and Gutter Improvement Program	RIM
Warren Footpath Improvement Program	RIM
Warren Shire 2035 Community Strategic Plan and other IP & R Framework Documents	GM
March 2021 Flood and Storm Damage Restoration Program Application	RIM/GM
November 2021 Flood and Storm Damage Restoration Program Application	RIM/GM

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

Carried

4.1.3 Suggestions in the Council Suggestion Box (GM)

No suggestions received this month.

4.1.4 Integrated Planning and Reporting (IP & R) Framework Documentation Renewal (GM)

MOVED Woodman/San Miguel that the information be received and noted.

Carried

4.1.5 Local Roads and Community Infrastructure Program Phase 3 Work Schedule – Project Nomination (GM)

The General Manager advised that the Phase 3 Work Schedule has been approved and a 50% payment should be received shortly.

MOVED Woodman/Otieno 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 14th June 2022 commencing at 2.35 pm

4.1 EXECUTIVE OFFICE MATTERS

4.1.6 Local Roads and Community Infrastructure Program Phase 3 Extension (GM)

Manex members are to commence collating proposed suitable projects for this new program.

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

Carried

4.1.7 What are the Warren Shire Events (Signature Events, Community Events, Facility Events) (GM)

Manex members are to provide details to the General Manager of proposed suitable events for inclusion.

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

Carried

4.1.8 2021/2022 Annual Report Development Program and Responsibilities (GM)

Manex members are to analyse the previous Annual Report in preparation of matters that are their responsibility in the next Annual Report.

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

Carried

4.1.9 Advocacy Matters for Warren Shire Council Leading up to the 25th March 2023 NSW State Election (GM)

Manex members are to commence considering suitable advocacy matters leading up to the March 2023 State Election.

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

Carried

4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

4.2.1 Setting up a Meeting in Outlook from your Own Calendar (AM)

MOVED Woodman/San Miguel that the information be received and noted.

Carried

4.2.2 Asset Revaluation Program for 2022/2023 (GM)

MOVED Woodman/San Miguel that a report be presented to the July 2022 Manex Meeting on which class of Assets are due to be revalued in 2022/2023.

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday 14th June 2022 commencing at 2.35 pm

4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS CONTINUED

4.2.3 Asset Management Planning for 2022/2023 (GM)

MOVED Woodman/Arthur that:

1. The Asset Manager to liaise with the Asset Management Team to enable the renewal of Council's Roads, Water and Sewer Asset Management Plans by the 30th March 2023; and
2. The relevant Asset Management Plan is to be reported through the relevant Council Committee Meeting.

Carried

4.2.4 Confirm Asset Management System – Implementation Timetable for Roads Assets including SH11, Water Assets, Sewerage Assets, Building Assets, Open Space Assets, Drainage Assets, Other Assets (AM)

MOVED Woodman/Kelly that a report be presented to the August 2022 Manex Meeting on the Confirm Asset Management System implementation timetable for Roads Assets including SH11, Water Assets, Sewerage Assets, Building Assets, Open Space Assets, Drainage Assets, Other Assets.

Carried

4.2.5 Grants Commission – Annual Grants Commission Return and Annual Return of Information for Local Roads, & Bridges on Local Roads (GM)

This now seems to be a joint Return, responsibility of the Treasurer and Divisional Manager Finance & Administration.

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

Carried

4.3 ENGINEERING DEPARTMENT MATTERS

4.3.1 Warren Shire Council March 2021 Flood and Storm Damage Claim (RIM)

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

Carried

4.3.2 Warren Shire Council November 2021 Flood and Storm Damage Claim (RIM)

MOVED Woodman/Otieno 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 14th June 2022 commencing at 2.35 pm

4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

4.3.3 2022 Calendar of Events at the Showground/Racecourse (TSM/IPM)

MOVED Burns/Woodman that:

1. The 2022 Calendar of Events at the Showground Racecourse be received and noted;
2. The Infrastructure Projects Control Group to work out projects around known events; and
3. A report to be presented to the Showground/Racecourse Committee regarding the use of the mounting yard area.

Carried

4.3.4 Development of Special Schedule "Report of Infrastructure Assets as at 30th June 2022" (GM/DMES)

MOVED Woodman/Otieno that:

1. The Divisional Manager Finance & Administration to finalise this year's report on Infrastructure Assets as at 30 June 2022; and
2. The Asset Management Team to ascertain the report in successive years.

Carried

4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS

Nil.

4.5 WORK HEALTH & SAFETY AND RISK MATTERS

4.5.1 Staff Training Report

After a Performance Review is undertaken, the employee's Training Plan is to be provided to the WHS- Risk Co-Ordinator and the Human Resources Officer.

MOVED Woodman/Stephens that the information for training requirements and the update on training completed in 2021/2022 be received and noted.

Carried

4.5.2 Continuous Improvement Pathway (CIP) Launch – Risk Management Update (GM), Roads (RIM, DMES), Signs as Remote Supervision (TSM, DMES, MHD) and Fire Risk – Waste Facilities (MHD).

MOVED Woodman/Stephens that the WHS – Risk Co-Ordinator completes the Continuous Improvement Pathway Self Assessment in conjunction with the relevant Manager.

Carried

4.5.3 May Safety Report (GM)

MOVED Stephens/Otieno 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 14th June 2022 commencing at 2.35 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.
Waste Attendant (12 hours/week)	MHD	Commenced 27th May 2022
Asset Technical Officer – Roads	DMES	Interview held 10th June 2022, position will be offered to candidate.
Water & Sewer Team Leader/Plumber	DMES	Advertising.
Infrastructure Projects Manager	GM	Letter of Offer has been sent. Proposed start date is 18th July 2022.
Service NSW/Records Clerk	DMFA	Advertising - closes 16th June 2022
Vacation Care Co-Ordinator and Assistant	MHD	Advertising

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

Carried

4.6.2 Proof of having Covid-19

MOVED Woodman/Otieno that the Human Resource Officer to arrange for a Memo to be sent to all staff regarding testing positive to Covid-19. After registering their Covid-19 case with the Department of Health, the employee is to be requested to provide their evidence of release from self-isolation. This is recorded on their medical clearance notice issued by the Department of Health.

Carried

5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

Date	Circular No.	Description	Comment/Action
16.05.22	22-12	Proposed Amendments to the Standard Contract of Employment for General Managers	Noted
19.05.22	22-13	Councillor and General Manager Financial Management Responsibilities – Information Sessions	Noted
22.05.22	22-14	2022/23 Determination of the Local Government Remuneration Tribunal	Reported to June 2022 Council Meeting
23.05.22	22-15	Guidance for Councils on the Publication of Disclosure of Interest Returns	Noted

WARREN SHIRE COUNCIL
 Minutes of the Manex Committee Meeting
 held in Council's Community Room on
 Tuesday 14th June 2022 commencing at 2.35 pm

5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

CONTINUED

Date	Circular No.	Description	Comment/Action
02.06.22	22-16	Increases to Companion Animal Fees for 2022/23	Noted
10.06.22	22-17	Increase in Tendering Threshold for Natural Disaster Response and Recovery Related Contracts	Noted

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

Carried

5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

DATE	TASK	STATUS
JUNE		
1	Objections to the inclusion of land to be vested in public bodies must be served within two (2) months after the list is furnished (LGA s 600(6)).	Noted
30	Valuer General to provide estimates of changes in the value of land for which supplementary valuations are required within one (1) month of date of request (LGA s 513(2)).	Noted
	Delivery Program Progress reports provided to Council at least every six (6) months (LGA s 404(5)).	December 2022, first 6 month Report
DATE TASK STATUS		
30	Last day for adopting Operational Plan (2022-23) and updating Long Term Financial Plan (LGA s 405(1)).	23 June 2022 Council Meeting
JULY		
1	Financial Statements to be audited within four (4) months (LGA s.416(1); LGReg cl 413G).	Noted
	Reminder: written returns of interest due 30 September for Councillors and designated persons who held office at 30 June (MCC cl 4.21(b)).	Noted
	Low Cost Loan Initiative Reimbursement Claim period opens (initial Report or Progress Report due).	N/A
8	Proposed Loan Borrowings Return to be submitted to TCorp.	Noted
30	Public Interest Disclosure report due to NSW Ombudsman. (PIDA s.6CA).	Noted

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday 14th June 2022 commencing at 2.35 pm

5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

DATE	Task	Status
JULY		
31	GST Certificate to be submitted to OLG (Commonwealth Constitution s114).	Noted
	Last day for making rates (LGA s 633); LGReg of 4131(2))	Noted
	Rehoming Organisations Annual Reports due	Noted

MOVED San Miguel/Arthur that the information be received and noted.

Carried

6 OPERATIONAL PROCEDURES

(I2-11.1)

Nil.

7 MAY 2022 DRAFT MINUTES AND JUNE 2022 BUSINESS PAPER

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

8 CORRESPONDENCE AND COMPLAINTS/ACTION REQUESTS STATUS

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

9 GENERAL BUSINESS WITHOUT NOTICE

- The Librarian sought some direction from Manex for the Library grant. The grant incorporates the lobby and some building works.

The General Manager advised that the concept should be finalised and reported to the Town Improvement Committee. Include within the report a description of the works to be undertaken, type of pavers and colour scheme.

There being no further business the meeting closed 5.10 pm.

SPORTING FACILITIES COMMITTEE MEETING

Attached are the Minutes of the meeting of the Sporting Facilities Committee held on Wednesday 15th June 2022.

RECOMMENDATION:

That the Minutes of the Meeting of the Sports Facilities Committee held on the 15th June 2022 be received and noted and the following recommendation be adopted:

**ITEM 5.3 REQUEST FOR TENDER C13-73 – DESIGN, DELIVER AND CONSTRUCT A
PREFABRICATED OR MODULAR SPORTS AMENITIES BUILDING FOR CARTER
OVAL YOUTH SPORTS PRECINCT (C13-73, G4-1.417, P1-7.3)**

That:

1. Subject to a positive financial check Council accepts the tender received from Landmark Products Pty Ltd of Caboolture Qld for the RFT C13-73 "Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for Carter Oval Youth Sports Precinct" and;
2. Authority be given to affix the Seal of Council to the RFT C13-73 "Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for Carter Oval Youth Sports Precinct".

WARREN SHIRE COUNCIL
Minutes of the Sporting Facilities Committee Meeting
held in Council's Community Room, 115 Dubbo Street, Warren
on Wednesday, 15th June 2022 commencing at 3.15pm

Present:

Councillor MJ Quigley (Chairman)
Councillor GJ Whiteley
Councillor KW Taylor
Councillor DJ McCloskey
Gary Woodman (General Manager)
Raymond Burns (Town Services Manager)
Sylvester Otieno (Divisional Manager Engineering Services)
Maryanne Stephens (Manager Health and Development Services)
Cassy Mitchell (Administration Officer Health and Development Services)
Wesley Hamilton (Centre Manager – Warren Sporting and Cultural Centre)

ITEM 1 APOLOGIES

Nil.

Carried

ITEM 2 CONFIRMATION OF MINUTES OF THE SPORTING FACILITIES COMMITTEE MEETING HELD ON WEDNESDAY, 18th MAY 2022

MOVED Whiteley/Burns that the Minutes of the Meeting held on the 18th May 2022 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON WEDNESDAY, 18th MAY 2022

- Liaise with the new garbage contractor as to the pickup of Council bins at Victoria Park to be completed on Fridays in preparation for Major events on the weekend.
- Investigation be undertaken into the placement of a large skip bin at the Warren Sporting and Cultural Centre for cardboard waste and/or additional bins to be used during increased demand and stored when not in use.
- Investigate potential for user groups to undertake a recycling program at Sports Complex to reduce bottle wastage into general waste bins.

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting
held in Council's Community Room, 115 Dubbo Street, Warren
on Wednesday, 15th June 2022 commencing at 3.15pm

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	Remedial works to internal pool surface has been approved under warranty. To be completed during pool offseason. Meeting held onsite 3 rd June 2022; the emptying of the pool commenced on the 7 th June 2022.	July 2022
20.10.2021	Carter Oval Lighting.	IPM	Contractor Engaged, Installation of LED sports lighting at Carter Oval to be completed July 2022 if weather permits.	2022
20.10.2021	Roof and Gutter improvements at the WSCC.	CM	Contractor engaged, proposed commencement, 20 th June 2022.	June 2022
12.08.2020	Electronic Score board.	CM	Installation Complete. Final report to be submitted.	June 2022
17.11.2021	Victoria Oval and Oxley Park Plan of Management.	GM	Council seek minister consent to adopt the Victoria Oval and Oxley Park Plan of Management.	2022
17.11.2021	Purchase of lockers and change room seating – Warren War Memorial Swimming Pool.	MHD	Successful grant allocation will allow for the purchase of lockers only. Lockers delivered, installation to be completed. Change room seating ordered.	2022
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.	2022
*16.02.2022	Solar Options Carter Oval Precinct / Works Depot Precinct.	MHD	Report to be submitted to May 2022 Council meeting.	2022
*16.02.2022	Swapping of shallow and deep end shade sails at the Warren War Memorial Swimming Pool.	MHD	Investigate with manufacturer heat retention difference between shallow and deep end shade sails and swap during the off season if warranted Report to 15 th June 2022 Sporting Facilities Committee Meeting.	2022

WARREN SHIRE COUNCIL
Minutes of the Sporting Facilities Committee Meeting
held in Council's Community Room, 115 Dubbo Street, Warren
on Wednesday, 15th June 2022 commencing at 3.15pm

ITEM 4 ACTION CHECKLIST CONTINUED

- Investigate the discrepancies in the placement of soccer field lighting poles along Stafford Street.
- Investigate the light spill standards are being achieved in relation to proximity of residential housing along Stafford Street.
- Investigate the levelling of both the Soccer Fields and Cricket Oval have been achieved to allow sufficient drainage.
- Investigate the drainage of the Soccer Fields particularly on the Stafford Street side of field.
- Investigate additional shading at the Warren War Memorial Swimming Pool, particularly on the Western Side of the wading pool to allow improved shaded supervision of children.
- Kerb and gutter works for the upcoming Stafford Street vehicle access point into the Warren War Memorial Swimming Pool be expedited before the gates are installed.

MOVED McCloskey/Taylor that the Action Checklist progress be received and noted, and Items marked with an asterisk (*) be deleted.

Carried

ITEM 5.1 REPORT FROM THE CENTRE MANAGER (S21-2)

Investigate the requirements of local user groups, cost and location of a proposed Scoreboard for usage on the main oval of Victoria Park.

MOVED Whiteley/Taylor that the information be received and noted.

Carried

ITEM 5.2 SHADE SAILS – HEAT RETENTION (S19-2)

MOVED Whiteley/Taylor that the information be received and noted.

Carried

ITEM 5.3 REQUEST FOR TENDER C13-73 – DESIGN, DELIVER AND CONSTRUCT A PREFABRICATED OR MODULAR SPORTS AMENITIES BUILDING FOR CARTER OVAL YOUTH SPORTS PRECINCT (C13-73, G4-1.417, P1-7.3)

MOVED Taylor/McCloskey that:

1. Subject to a positive financial check Council accepts the tender received from Landmark Products Pty Ltd of Caboolture Qld for the RFT C13-73 “Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for Carter Oval Youth Sports Precinct” and;
2. Authority be given to affix the Seal of Council to the RFT C13-73 “Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for Carter Oval Youth Sports Precinct”.

Carried

WARREN SHIRE COUNCIL
Minutes of the Sporting Facilities Committee Meeting
held in Council's Community Room, 115 Dubbo Street, Warren
on Wednesday, 15th June 2022 commencing at 3.15pm

ITEM 6 GENERAL BUSINESS WITHOUT NOTICE (S21-2)

- Investigate the funding of the old scoreboard, which has been removed from the indoor basketball court area of the Warren Sporting and Cultural Centre. Further investigations to occur as to whether the scoreboard can be modified for external use on the outdoor court areas or potentially be donated to another Council which requires its use.
 - A discussion was held regarding the recent installation of two (2) additional seats at the Warren Skate Park.
 - A discussion was held regarding the current works program at the Carter Oval Youth Sports Precinct and the movement of user groups across from Victoria Oval. It was agreed that user groups will be relocated once all current work projects are complete.
-

ITEM 7 DATE OF NEXT MEETING

The next Meeting to be held on Wednesday, 10th August 2022 at 3.00 pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4:26 PM

PLANT COMMITTEE MEETING

Attached are the Minutes of the meeting of the Plant Committee held on Wednesday 15th June 2022.

RECOMMENDATION:

That the Minutes of the Meeting of the Plant Committee held on Wednesday 15th June 2022 be received and noted and the following recommendation be adopted:

ITEM 6.1 REPLACEMENT OF RACECOURSE AND WARREN ROADSIDE TRACTOR

(P2-5.39/01)

That Council proceeds with the purchase of one (1) John Deere 5093E Tractor with frontend loader and attachments for the Warren Roadside Tractor for \$88,910.00 ex GST and one (1) John Deere 5093E Tractor with frontend loader and attachments and turf tyres for the Showground Racecourse Tractor for \$96,637.28 ex GST from Hutcheon and Pearce, 11 Zora Street, Warren using available funds for tractor replacement in 2021/2022 and the Plant Replacement Budget in 2022/2023.

WARREN SHIRE COUNCIL
Minutes of the Plant Committee Meeting
held in the Community Room, 115 Dubbo Street Warren
on Wednesday 15th June 2022 commencing at 4.30pm

Present: Councillor Andrew Brewer (Chair)
Councillor Dirk McCloskey
Councillor Greg Whiteley
Councillor Ron Higgins
Councillor Noel Kinsey
Mr Gary Woodman (General Manager)
Mr Darren Arthur (Divisional Manager Finance & Administration)
Mr Sylvester Otieno (Divisional Manager Engineering Services)
Mr Raymond Burns (Town Services Manager)
Mr Jason Boyd (Workshop Co-Ordinator)

ITEM 1 APOLOGIES

Apologies were received from Jillian Murray and Rowan Hutcheon who were absent due to external commitments, and it was **MOVED** Kinsey/Whiteley that the apologies be accepted, and a leave of absence be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF MINUTES

MOVED Brewer/Whiteley that the Minutes of the Meeting held on Tuesday 9th February 2022 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING

Nil.

ITEM 4 ACTION CHECKLIST

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

Carried

ITEM 5 FINANCIAL STATEMENT

MOVED Whiteley/Higgins that the information be received and noted.

Carried

WARREN SHIRE COUNCIL
Minutes of the Plant Committee Meeting
held in the Community Room, 115 Dubbo Street Warren
on Wednesday 15th June 2022 commencing at 4.30pm

ITEM 6 REPORTS

ITEM 6.1 REPLACEMENT OF RACECOURSE AND WARREN ROADSIDE TRACTOR

(P2-5.39/01)

RECOMMENDATION TO COUNCIL:

MOVED Brewer/McCloskey that Council proceeds with the purchase of one (1) John Deere 5093E Tractor with frontend loader and attachments for the Warren Roadside Tractor for \$88,910.00 ex GST and one (1) John Deere 5093E Tractor with frontend loader and attachments and turf tyres for the Showground Racecourse Tractor for \$96,637.28 ex GST from Hutcheon and Pearce, 11 Zora Street, Warren using available funds for tractor replacement in 2021/2022 and the Plant Replacement Budget in 2022/2023.

Carried

ITEM 6.2 MOUNT FOSTER QUARRY

(Q1-1.1)

The General Manager advised that officers are progressing changes to the Mount Foster Quarry Environmental Protection Licence to be appropriate for blasting and higher levels of use for the near future.

ITEM 6.3 EXTENDED FLEXIBLE WORKING HOURS AGREEMENT REVIEW

(S12-2.1/1)

The General Manager advised that the appropriate review of the Extendable Flexible Working Hours Agreement has been undertaken with the Roads Crews. Initial discussions have also been held on use of Saturdays under the Agreement.

ITEM 7 GENERAL BUSINESS

Nil

ITEM 8 DATE OF NEXT MEETING

Early August 2022

There being no further business the meeting closed at 6.15 pm.

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS ON TUESDAY 3rd MAY 2022 AT 2:00PM.

PRESENT: Clrs D. Batten, B. Fisher, M Cooke, I. Woodcock, D.Todd, N. Kinsey, P. Cullen and G. Peart

ABSENT: Clr A Brewer and Clr Z Holcombe

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

WELCOME: Meeting was opened at 2:40pm and Chairman Clr D Batten welcomed all councillors and staff to the meeting.

05/22/1 Leave of Absence

Resolved:

That the leave of absence received from Councillors Andrew Brewer and Zoe Holcombe are accepted and a leave of absence granted.

Moved: Clr Kinsey
Seconded: Clr Cullen

Carried

Declaration of oath/Affirmation of Office

Pursuant to Section 233A of the Local Government Act 1993, the following Councillors took an Oath of Office;

- Clr Greg Peart

DECLARATIONS OF INTEREST - Nil

05/22/2 Minutes of Ordinary Council Meeting – 28th February 2022

Resolved:

That the minutes of the ordinary Council meeting held 28th February 2022, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Clr Kinsey
Seconded: Clr Todd

Carried

05/22/3 Response African Boxthorn Bio Control**Resolved:**

1. That Council receive and note the correspondence received from Ben Gooden CSIRO in relation to Bio Control for African Boxthorn.
2. That the Senior Bio Security Officer register interest in Bio Control Program.

Moved: Clr Fisher**Seconded:** Clr Cooke**Carried****05/22/4 Quarterly Budget Review Statement – March 2022****Resolved:**

That Council adopt the attached Quarterly Budget Review Statement for 31st March 2022 as tabled.

Moved: Clr Peart**Seconded:** Clr Kinsey**Carried****05/22/5 Third Quarter Operational Plan for 2021/2022****Resolved:**

That Council accept the progress made on the 2021/2022 Operational Plan as at 31st March 2022.

Moved: Clr Woodcock**Seconded:** Clr Cooke**Carried****05/22/6 Circulars Received From the NSW Office of Local Government****Resolved:**

That the information contained in the following Departmental circulars 22-02 to 22-11 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved: Clr Peart**Seconded:** Clr Kinsey**Carried**

05/22/7 Cash and Investment Report- 28th February 2022 and 31st March 2022**Resolved:**

That the investment report for 28th February 2022 and 31st March 2022 be received and noted.

Moved: Clr Woodcock

Seconded: Clr Cooke

Carried

05/22/8 Business Activity Strategic Plan 2022/23 – 2031/32, Delivery Program 2022/23 – 2024/25, Operational Plan 2022/23, Long Term Financial Plan 2022/23 – 2031/32, Asset Management Plan 2022/23 – 2031/32 and Workforce Strategy 2022/24**Resolved:**

1. That the Draft Business Activity Strategic Plan 2022/23 – 2031/32, Delivery Program 2022/23 – 2024/25, Operational Plan 2022/23, Long Term Financial Plan 2022/23 – 2031/32, Asset Management Plan 2022/23 – 2031/32 and Workforce Strategy 2022/24 be placed on public exhibition for a period of 28days from the 10th May 2022 until 4:30pm on the 6th June 2022, inviting submissions form the public during this time.

Moved: Clr Fisher

Seconded: Clr Cullen

Carried

05/22/09 Important Dates for Councillors – Upcoming Meetings and Events**Resolved:**

1. That Council receive and note the list of coming meetings and events.
2. That the Council note that the General Manager is meeting with the Minister for Agriculture on Friday 6th May 2022

Moved: Clr Kinsey

Seconded: Clr Cullen

Carried

05/22/10 Senior Biosecurity Officer's Report

Resolved:

That the report be received and noted.

Moved: Clr Peart

Seconded: Clr Fisher

Carried

Late Correspondence

06/22/11 Letter from Lightning Ridge Area Opal Reserve seeking support in attempts to obtain additional resources for Hudson Pear Control in Walgett Shire

Resolved:

1. That Council supports Lightning Ridge Area Opal Reserve in attempts to obtain additional resources to deal with Hudson Pear in Walgett Shire and express interests in managing the program (should funding be successful) for a period of five (5) years.

2. That Council acknowledge the correspondence from the Lightning Ridge Area Opal Reserve on 27 April 2022 and provide written support for attempts to obtain additional funding.

Moved: Clr Cullen

Seconded: Clr Cooke

Carried

Date of the next CMCC Council Meeting to be Monday 27th June 2022 in Coonamble Shire Council Chambers, commencing at 10:30am

Close of Meeting

The meeting closed at 3:30pm

Chairman

General Manager



Country Mayors Association of NEW SOUTH WALES

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

MINUTES

RURAL HEALTH FORUM

FRIDAY, 26 MAY 2022 AUDITORIUM, CLUB YORK, SYDNEY

The meeting opened at 1.06 p.m.

1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor
Armidale Regional Council, Mr James Roncon, General Manager
Bathurst Regional Council, Cr Robert Taylor, Mayor
Bathurst Regional Council, Mr David Sherley, General Manager
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bega Valley Shire Council, Mr Anthony McMahon, Acting CEO
Berrigan Shire Council, Cr Matthew Hannan, Mayor
Bland Shire Council, Mr Ray Smith, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Coolamon Shire Council, Cr David McCann, Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Cootamundra-Gundagai Regional Council, Cr Charlie Sheahan, Mayor
Cootamundra-Gundagai Regional Council, Mr Glen McAtear, Acting Deputy General Manager
Cowra Shire Council, Cr Bill West, Mayor
Cowra Shire Council, Cr Ruth Fagan
Cowra Shire Council, Mr Paul Devery, General Manager
Edward River Council, Cr Peta Betts, Mayor
Edward River Council, Mr Phil Stone, General Manager
Federation Council, Cr Patrick Bourke, Mayor
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Goulburn Mulwaree Council, Cr Bob Peter Walker, Mayor
Goulburn Mulwaree Council, Mr Matt O'Rourke, Acting General Manager
Griffith City Council, Cr John Doug Curran, Mayor
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager

Gwydir Shire Council, Cr Catherine Egan, Deputy Mayor
Gwydir Shire Council, Cr Tiffany Galvin
Gwydir Shire Council, Mrs Leeah Daley
Gwydir Shire Council, Mrs Carmen Southwell
Hay Shire Council, Cr Carol Oataway, Mayor
Hay Shire Council, Mr David Webb, General Manager
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
Leeton Shire Council, Cr Tony Reneker, Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager
Mid Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Moree Plains Shire Council, Mr Nick Tobin, Acting General Manager
Narrandera Shire Council, Cr Neville Kschenka, Mayor
Narrandera Shire Council, Mr George Cowan, General Manager
Oberon Council, Cr Mark Kellam, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Orange City Council, Cr Jason Hamling, Mayor
Orange City Council, Mr Dave Wadell, General Manager
Parkes Shire Council, Cr Ken Keith, Mayor
Tamworth Regional Council, Cr Judy Coates
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 Kate Jessop, General Manager
Warren Shire Council, Mr Gary Woodman, General Manager
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
LGNSW, Mr Scott Phillips, CEO
ALGA, Cr Linda Scott, President

APOLOGIES:

As submitted

To consider the recommendations of the Legislative Council report into “Health outcomes and access to health and hospital services in rural, regional and remote New South Wales”

Welcome and Introduction of Proceedings, Cr Ken Keith OAM, Chairman, Country Mayors Association of NSW

The Chairman welcomed members of CMA which advocates, for health services in rural NSW. It was Country Mayors that lobbied the State Government to establish a Ministry of Regional Health. The purpose of the forum is to guide a discussion and solutions for rural health in NSW. We need to get both Commonwealth and State Governments to pursue a new policy direction.

Cr Jamie Chaffey, Deputy Chairman, Country Mayors Association of NSW, Rural Health a Local Government Perspective

The Country Mayors Association is demanding change and acknowledges the Inquiry and all those that participated in it. Politics has to be removed from the equation. There should be no divide between metropolitan and rural NSW. The Ministry of Regional Health has been established because of Country Mayors. The Inquiry is the first to identify the shortcomings of rural health in NSW. There is an election due in NSW in the next 10 months and swift action is required. There were 720 submissions to the Inquiry which identified poorer health outcomes in rural NSW compared to metropolitan areas. There are significant poorer outcomes and poorer substandard and levels of care. It is a complicated issue but action will save lives. Country Mayors calls on the implementation of all recommendations. Cr Chaffey outlined the issues affecting the Gunnedah community.

The Hon Bronnie Taylor MLC, Minister for women, Minister for Regional Health, Minister for Mental Health

The Minister is a registered nurse who practiced in rural NSW. The Minister thanked those that had the courage to come forward. 95% of patients admitted to rural hospitals had a good experience. That is not to say there aren't problems. We need to concentrate on those concerns. The best outcomes for mental health is to keep the patients in their communities. We haven't included Local Government in our conversations. Aged care support is a commitment of the new Federal Government. Driving hundreds of kilometers to see their loved ones is unacceptable. The State Government has established a Division of Regional Health and a Coordinator. There will be designated staff to consider problems as they arise. In respect of Telehealth and visual care the Minister does not believe virtual care should replace face to face consultation. There are benefits of Telehealth such as of lesser driving to appointments. The Government will not impose models of care that the communities do not want. Different levels of salaries to staff doing the same job causes discontent. 5,000 nurses per year are coming through the system. The doctors issue is a big issue. We are losing a lot of doctors as they are not supported as much as they should. A new medical school has been established at CSU. The Government has to address the recommendations of the Inquiry and the Government will respond before the six months timeline. We face enormous challenges and we will not walk away from them

Mr Ryan Park MP, Shadow Minister for Health and Mental Health

The Shadow Minister plans to approach the new National Cabinet with the outcomes of the Inquiry. He became Shadow minister for Health 3 years ago and after meeting practitioners from Far Western NSW he has tried to initiate change. The Inquiry had 720 submissions had 22 findings and 44 recommendations. There are a lot of good things that have happened but the Government needs to acknowledge a lot more needs to be done. The recommendations have not missed the mark and having a Minister for Regional Health is a good thing. There has not been a focus in the past at a bureaucratic level. We have agreed to implement the recommendations and there needs to be a report to each session of parliament on the implementation of the recommendations. Some people who made submissions took a risk to come forward. There needs to be more State responsibility for rural health and there needs to be regular input from the National Council. NSW needs to get better as there is a bureaucratic culture of secrecy. Boards are distant from their communities. There needs to be an opportunity for health workers to come forward with their concerns.

Mr Richard Colbran, Chief Executive Officer, Rural Doctors Network NSW

The Network was established in 1988 and accesses communities, workforce organisations and the sector. Focuses and challenges are access service models, chronic disease

prevention, available hospitals preservations, workforce retention, recruitment, future workforce pathways and immersion, regions of choice campaigns, practice and NGO viability, remuneration advocacy, education, and engagement in workforce planning. What's working is well planned and tracked long term localized health models, workforce acknowledgement, rural health advocacy, practice and service system standards, future workforce programs, coordination of natural disaster responses and multi agency recruitment. What we can do together is joint rural health advocacy, LGA or town based health system and workforce plans, rural workforce campaigns, immersion programs and recruitment

Adjunct Professor, Ruth Stewart, National Rural Health Commissioner for Australia

Ruth Stewart has spent 30 years as a rural GP. At the time of the Medicare freeze GP's were the predominant provider for primary health care but now it is specialist providers. Rural communities need rural generalists. There are far fewer doctors per head of population in remote and rural communities. GP's in these communities are not doing General Practice work. Patient experience is that there are improved numbers in specialists but declining numbers in GP's. The economic drivers of medical care are financial incentives, Medicare indexation freeze, and ineffective retention grants. To rural proof the workforce metropolitan students with metropolitan internship only 12% become rural doctors. Non metro students with non metropolitan internship significant numbers stay in a non metropolitan practice.

Where to from here for Regional and Rural Health – Suggestions for positive change

Issues that need to be considered by Country Mayors are

- (1) Local Health Districts need to introduce measures to hold on to internees
- (2) Develop a system to get overseas doctors into are communities (Leeton)
- (3) Support UNE, CSU, and SCU to establish new medical schools (Uralla)
- (4) Investigate administration and boundaries of Health Districts (Tenterfield)
- (5) Have Primary Care nurses connected to hospitals (Tamworth)
- (6) Indigenous Training of indigenous people for their communities (Parkes)
- (7) Advocacy approach and strategy to be developed by Country Mayors (Richard Colbran)
- (8) Ensure the State Government reports on the progress of the Inquiry (Richard Colbran)
- (9) The Commonwealth Government to explain what they are doing in respect of the Inquiry (Richard Colbran)
- (10) Thank those that have worked hard under a difficult situation (Richard Colbran)
- (11) Councils build health plans (Richard Colbran)
- (12) The issue is workforce. Where is the workforce and where do you get it (Richard Colbran)
- (13) Travel allowances to be simplified (Richard Colbran)
- (14) Need bipartisan support of the 44 recommendations and continuation of Minister for Regional Health
- (15) Reestablish Hospital Boards (Hay)

There being no further business the Forum closed at 5.17pm.

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



Country Mayors Association 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, 27 MAY 2022 AUDITORIUM, CLUB YORK, SYDNEY

The meeting opened at 8.35 a.m.

1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor
Armidale Regional Council, Mr James Roncon, General Manager
Ballina Shire Council, Cr Sharon Cadwallader, Mayor
Bathurst Regional Council, Cr Robert Taylor, Mayor
Bathurst Regional Council, Mr David Sherley, General Manager
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bega Valley Shire Council, Mr Anthony McMahan, CEO
Berrigan Shire Council, Cr Matthew Hannan, Mayor
Berrigan Shire Council, Mr Matt Hansen, Deputy CEO
Bland Shire Council, Mr Ray Smith, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Coolamon Shire Council, Cr David McCann, Mayor
Coolamon Shire Council, Mr Tony Donoghue, General Manager
Cootamundra-Gundagai Regional Council, Cr Charlie Sheahan, Mayor
Cootamundra-Gundagai Regional Council, Mr Glen Atear, Acting Deputy General Manager
Cowra Shire Council, Cr Bill West, Mayor
Cowra Shire Council, Mr Paul Devery, General Manager
Dubbo Regional Council, Cr Mathew Dickerson, Mayor
Dubbo Regional Council, Mr Murray Wood, General Manager
Edward River Council, Cr Peta Betts, Mayor
Edward River Council, Mr Phil Stone, General Manager
Federation Council, Cr Patrick Bourke, Mayor
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Glen Innes Shire Council, Cr Rod Banham, Mayor
Glen Innes Shire Council, Mr Craig Bennett, General Manager
Goulburn Mulwaree Council, Cr Bob Peter Walker, Mayor

Goulburn Mulwaree Council, Mr Matt O'Rourke, Acting General Manager
Griffith City Council, Cr John Doug Curran, Mayor
Griffith City Council, Mr Brett Stonestreet, General Manager
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager
Gwydir Shire Council, Cr Catherine Egan, Deputy Mayor
Hay Shire Council, Cr Carol Oataway, Mayor
Hay Shire Council, Mr David Webb, General Manager
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, CEO
Leeton Shire Council, Cr Tony Reneker, Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Liverpool Plains Shire Council, Ms Joanna Sangster, General Manager
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Moree Plains Shire Council, Cr Mark Johnson, Mayor
Moree Plains Shire Council, Mr Nick Tobin, Acting General Manager
Murray River Council, Mr Terry Dodds, General Manager
Narrabri Shire Council, Cr Ron Campbell, Mayor
Narrandera Shire Council, Cr Neville Schenka, Mayor
Narrandera Shire Council, Mr George Cowan, General Manager
Oberon Council, Cr Mark Kellam, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Orange City Council, Cr Jason Hamling, Mayor
Orange City Council, Mr Dave Waddell, General Manager
Parkes Shire Council, Cr Ken Keith, Mayor
Singleton Council, Cr Sue Moore, Mayor
Singleton Council, Jason Linnane, General Manager
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, Bob Crouch, Deputy Mayor
Uralla Shire Council, Ms Kate Jessep, General Manager
Warren Shire Council, Cr Milton Quigley, Mayor
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
LGNSW, Mr Scott Phillips, CEO
ALGA Cr Linda Scott, President
Office of Local Government, Melissa Gibbs, Director Policy and Sector Development

APOLOGIES:

As submitted

SPECIAL GUESTS:

Cr Linda Scott, President, ALGA

The Hon Wendy Tuckerman MP, Minister for Local Government

The Hon Paul Toole MP, Deputy Premier, Minister for Regional New South Wales,
Minister for Police

The Hon Kevin Anderson MP, Minister for Lands and Water, Minister for Hospitality
and Racing

Mr Scott Phillips, CEO, LGNSW

Ms Anna Bowen, Head of Social Impact, Royal Far West

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 11 March 2022 be accepted as a true and accurate record (Inverell Shire Council / Warrumbungle Shire Council).

3. Matters Arising from the Minutes

Nil

4. Cr Linda Scott, President, ALGA

Cr Scott thanked councils for campaigning Local Government issues in the recent Federal election. The change in government is working to ensure commitments are met and that Labor Party policy is implemented. ALGA has secured commitments for fair funding of Federal Assistance Grants, the Commonwealth Government will match the \$500 million coalition extension to the \$2.5billion Local Roads and Community Infrastructure program and invest a further \$250million, it will provide \$200million for disaster mitigation funding which will be based on application, will provide \$400million for mobile phone coverage in rural and regional areas and to return Local Government to the National Cabinet. ALGA's advocacy priorities are a climate change partnership, affordable housing partnership and circular economy waste innovation and reduction.

5. Health Forum

RESOLVED

1. That following the Country Mayors Health Forum, Country Mayors write to the Premier and Opposition leader thanking them for their representation at the forum through the Minister for Regional Health the Hon Bronnie Taylor MLC and the Shadow Minister for Health Ryan Park and recognise their bipartisan commitment to agreeing to address the rural and regional health issue across regional NSW

2. That Country Mayors seek commitment from the Premier and the leader of the Opposition to implement the recommendations of the Legislative Council Inquiry into the Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote New South Wales

3. That the Country Mayors Executive Committee develop a further set of targeted health related priorities to advocate to both State and Federal Governments to address (Bega Valley Shire Council / Gunnedah Shire Council)

6. The Hon Wendy Tuckerman MP, Minister for Local Government

The Minister is pleased to have been appointed and wants to be a strong advocate for Local Government. She has discussed the 2022/23 rate variation with IPART and was able to get the variation resolved. There are challenges with the Environmental Services Levy but additional resources have been provided and additional funding has been pushed through for increased costs incurred by councils. The government has supported flood affected communities in northern NSW and has introduced a support program for skills for councils most in need. The OLG priorities are Sustainability and an IPART review. Some councils are not sustainable and there is a need to get those councils to be able to provide services to their communities. The Minister does not want the Office of Local Government reduced down to small numbers. A conduct review is to take place as there are a number of issues around the State. Joint Organisations are calling for more resourcing and a consultation process is to commence shortly.

7. The Hon Paul Toole MP, Deputy Premier, Minister for Regional New South Wales, Minister for Police

If regional NSW is going well then NSW is going well. The Minister wants to knock on the doors of the new Commonwealth Ministers to make sure regional and rural NSW is not forgotten. He will stand up for rural NSW. The Minister wants communities first and wants a government that responds to emergencies. Regional NSW has become a great place to live and government investment has transformed communities. Lots of projects are being undertaken not only large but also small such as overtaking lanes and the replacement of timber bridges. Regional Growth is funding 2700 projects across the State. Improved facilities support other services such as tourism and recreation opportunities. The Regional Job Creation Fund is creating 7,000 jobs in regional NSW, and Resources for Regions is supporting communities affected by mining, while connectivity for phone coverage although not a State responsibility is being supported by the government. Policing was a role he took on because additional police are required in rural NSW and he wants to ensure that it gets its fair share of police resources. The State government wants to work with Local Government and wants to do projects in partnership with Local Government

8. The Hon Kevin Anderson MP, Minister for Lands and Water, Minister for Hospitality and Racing

The Minister can understand the frustration with dealing with government departments and invites us to contact his office if there is frustration in cutting through the red tape. There are 233 Safe and Secure water projects that are being undertaken. The State has gone from running out of water to a plentiful supply causing different challenging issues. The Water Efficiency Program fixes leaks. The Crown Reserve Improvement Fund has an additional \$7million. There is \$29million available for improvements to racetracks and \$72million for showground maintenance upgrades. Crown land needs to be unlocked for social and affordable housing. The Department can work with land claims at a local level and it is open to working with them.

9. Mr Scott Phillips, CEO, LGNSW

Mr Phillips provided a report on the work of LGNSW since the last meeting on advocacy priorities and updates including Domestic Waste Management Charges Review, Emergency Services Levy and Rural fire Service Assets, ePlanning and NSW Planning Survey, and Housing and outlined advocacy wins such as the 2022-2023 rate peg determination, extra finance to cover the ESL increase for 2022-23, the new report on rural, regional and remote health crisis, the parliamentary inquiry into the conduct of elections held under COVID-19 conditions, flood relief for councils and funding for modular housing package for flood affected communities

10. CORRESPONDENCE

Outward

- (a) The Hon Sam Farraway MP, Minister for Regional Transport and Roads thanking him for his presentation to the 11 March 2022 meeting
- (b) Mr Simon Hunter, Executive Director Strategy and innovation, NSW Department of Planning and Environment, thanking him for his presentation to the 11 March meeting 2022
- (c) The Hon Dominic Perrottet MP, Premier, inviting him to present at the 27 May 2022 meeting
- (d) The Hon Wendy Tuckerman MP, Minister for Local Government, regarding the inclusion of RFS Assets in a council balance sheet
- (e) The Hon Kevin Anderson MP, Minister for Lands and Water, and Minister for Hospitality and Racing inviting him to present at the 27 May 2022 meeting
- (f) The Hon Anthony Roberts MP, Minister for Planning and Minister for Homes, following up the Associations letter to Minister Stokes regarding employment zones
- (g) The Hon Paul Toole MP, Deputy Premier, Minister for Regional NSW and Minister for Police, inviting him to present at the 27 May 2022 meeting
- (h) The Hon James Griffin MP, Minister for Environment and Heritage regarding impacts on rural NSW by the Bio Diversity Offset Scheme
- (i) The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health and Minister for Mental Health, regarding the holding of a Rural Health Forum

Inward

- (a) Ms Ally Dench, Executive Director, Local Government, Office of Local Government NSW, regarding Joint Organisations and the Rural Council Model
- (b) Cr Rick Firman OAM, Chairman, Riverina JO, regarding the IPART Peg Methodology
- (c) El Smith, Director of Administration and Finance, Temora Shire Council, regarding the IPART Peg Methodology

NOTED

11. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Gunnedah Shire Council / Leeton Shire Council)

12. Ms Anna Bowen, Head of Social Impact, Royal Far West

Royal Far West has a long history with rural NSW and although based in Sydney many staff are from country areas. Rural communities are doing it tough and rural children are worse off developmentally than their city counterparts due to environmental and social reasons. Royal Far West provides 750 children with pediatric services, it has a bushfire program and a flood intervention program. They are getting smarter and more effective in recognizing what works. The royal far west is affected by the workforce shortage so are backing that up with telehealth.

13 Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

RESOLVED that Country Mayors seek to meet with the NSW Minister for Local Government and the Minister for Planning to seek an urgent amendment to the Environmental Planning and Assess (Development Certification and Fire Safety) Regulation 2021 (Murray River Council / Tenterfield Shire Council)

14. New Commonwealth Government Programs

RESOLVED That Country Mayors requests that the new Commonwealth Government commit to or enhance the Local Governments programs of the previous government (Armidale Regional Council /Bega Valley Shire Council)

There being no further business the meeting closed at 12.05pm.

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

WARREN SHIRE COUNCIL
Delegates Report by Councillor S Derrett
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 23rd June 2022

ITEM 4 WARREN INTERAGENCY SUPPORT SERVICES

(C3-9)

RECOMMENDATION:

That the information be received and noted.

MINUTES OF THE INTERAGENCY MEETING HELD IN THE COUNCIL COMMUNITY ROOM ON THE 2ND JUNE 2022.

OPENED: 1.05pm

1. **PRESENT:** Clr Sarah Derrett, Maryanne Stephens (Manager Health and Development Services), Via Lifesize - Kerry Palmer, Cath McLaughlin, Emily Bowden, Mandi Smart, Sarah Ellison, Belinda Bell, Janine Tulenew.
2. **APOLOGIES:** Lynette Harris (Health Service Manager, Warren MPHS), Ursula Ryan, (RFDS MH/AOD), Clr Katrina Walker, Clr Joanne Van Eldonk.
3. **CONFIRMATION OF MINUTES:**
Moved: Clr Derrett Seconded: Belinda Bell

Carried
4. **BUSINESS ARISING:** Nil
5. **CORRESPONDENCE:** Out – Nil In – Nil
6. **ACTION CHECK LIST** (see attachment)
7. **REPORTS FROM AGENCIES:**

Verbal Reports: -

Cath McLaughlin – Mission Australia, based in Nyngan.

- Specialist Homelessness Services (SHS), Domestic Violence Support.
- Office proposed for Warren on Wednesdays.

Kerry Palmer – Business Development Facilitator, Regional Development - Department of Regional NSW.

- Discussed building resilience, strengthening primary industries and regional resources, opportunities for funding e.g. tourism grants for Indigenous business.

Emily Bowden – Mission Australia, based in Bourke.

- Youth homelessness (12-15 years), discussed referral forms and process.

Mandi Smart – Stand by Support for Suicide.

- Practical and holistic care, referrals accepted, free phone consultations 24 hours a day after a face-to-face consultation, on a needs basis. National service (flyer provided).

WARREN SHIRE COUNCIL
Delegates Report by Councillor S Derrett
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 23rd June 2022

ITEM 4 WARREN INTERAGENCY SUPPORT SERVICES CONTINUED

7. REPORTS FROM AGENCIES: CONTINUED

- Free training and workshops available (Dubbo).

Janine Tulenew – Mission Australia, (works in collaboration with Catholic Care, Barnardos, Warren Youth Support group).

- Establishing safe houses in the Western Region with a holistic approach and ability to offer support with food or other practical needs.

Belinda Bell – care worker Warren and Nyngan Catholic Care.

- Free support services.
- Weekly playgroups, wellbeing workshops, information sessions and one on one support.

Sarah Ellison – Peer Navigator, Dubbo Mental Health, Drug and Alcohol

- New role created from Mental Health Commission and funded until December.
- Social and emotional support, early intervention services.
- Four days, based at Multi-Purpose Health Service.
- For 15 years and over or with consent for those younger.
- Contactable on 0409 770 454 Monday to Thursday, 8.30am to 5pm.

8. GENERAL BUSINESS:

- Clr Derrett requested an update regarding the postponed Grow Expo. A new date is yet to be set but aiming for October 2022.
- Belinda Bell advised that the last Oz Harvest market day will be 6th July 2022.

9. Date of Next Meeting:

Thursday 4th August 2022.

There being no further business the meeting closed at 1:50pm.

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT CLUB YORK, 2nd Floor YORK 2 ROOM, 99 YORK ST, SYDNEY 3rd JUNE 2022

Present in person

Cr Michael Banasik
Cr Kevin Duffy
Cr Scott Ferguson
Cr Mathew Deeth
Steve Loane OAM
Cr Peter Batten
Murray Wood
Cath Blakey
Cr Elaine Bendall
Greg Tory
Veronica Windus

Wollondilly Shire Council (Chair)
Orange City Council (Dep Chair)
Blayney Shire Council (Ex Comm)
Wollondilly Shire Council
Forbes Shire Council
Cabonne Shire Council
Dubbo Regional Council
Wollongong City Council
Lachlan Shire Council
Lachlan Shire Council
Cabonne Shire Council

By Zoom

Cr Dennis Brady
Cr Denis Todd
Cr Liz McGlynn
Cr Jim Hickey
Brendan Hayes
Mike Urquhart
Cr Katrina Walker

Lachlan Shire Council (Ex Comm)
Warrumbungle Shire Council (Ex Comm)
Bland Shire Council
Broken Hill City Council
Parkes Shire Council
Walgett Shire Council
Warren Shire Council

Apologies

Cr Phyllis Miller OAM
Cr Dom Figliomeni
Cr Jason Hamling
Kent Boyd
Heather Nicholls
Brad Cam
Cr Mathew Dickerson
Ross Earl
Peter Vlatko
Cr Peter Abbott
Cr Jarrod Marsden
Cr Des Kennedy
Brad Cam
Cr Andrew Dawson
Ron Zwicker
Cr Jane Keir
Gary Woodman
Cr Ros Jackson
Cr John Stafford
Colleen Worthy
Cr Aneillo Iannuzzi
Hon Anthony Roberts
Hon Matt Kean
Andrew Lewis

Forbes Shire Council (Dep Chair)
Wollongong City Council
Orange City Council
Parkes Shire Council
Cabonne Shire Council
Mid Western Regional Council
Dubbo Regional Council
Blayney Shire Council
Cobar Shire Council
Cobar Shire Council
Cobar Shire Council
Mid Western Regional Council
Mid Western Regional Council
Cabonne Shire Council
Wollongong City Council
Walgett Shire Council
Warren Shire Council
Warren Shire Council
Upper Lachlan Shire Council
Upper Lachlan Shire Council
Warrumbungle Shire Council
Minister for Planning & Public Places
Minister for Energy & Treasurer
Ex Dir Energy, Dept Energy & Climate

In attendance

Greg Lamont, Executive Officer (Minute Taker); Liza Schiff (Melting Pot Planning); Mike Young, Executive Director- Department Energy & Climate Change (Energy Corporation); Matthew Spratt, Director – Energy Co, DECC; Tim McMinn (DPE- Hydrogen Hub) and by zoom Daryl Quinlivan, Commissioner for Agriculture.

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT CLUB YORK, 2nd Floor YORK 2 ROOM, 99 YORK ST, SYDNEY 3rd JUNE 2022

1. Welcome by Chair.

The Chair, Councillor Michael Banasik, welcomed members to the meeting and declared the meeting open at 9.10am.

2. Acknowledgement of Country by Chair

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

3. Apologies.

OM 9/2022 Resolved (Cr Ferguson/Loane) that the apologies as per the above list be received and noted

4. Disclosures of Interest.

Cr Dom Figliomeni declared an interest as a shareholder in New Hope and Whitehaven mining companies.

5. Adoption of the Minutes of the Ordinary Meeting held on 18th March 2022

OM 10/2022 Resolved (Cr Duffy/Loane) that the minutes of the Ordinary meeting held on 18th March 2022 be received and noted.

6. Business Arising from Minutes of the Ordinary meeting held on 18th March 2022 - Nil

7. Receipt of the Notes on the Executive Committee Meeting held on 31st May 2022

OM 11/2022 Resolved (Cr Duffy/Cr Brady) that consideration of the notes of the Executive Committee meeting held on 31st May 2022 be deferred until after the Executive Officer provides a background report on the items & recommendations.

Executive Officer's Report

The Executive Officer went through the items in his report that related to matters on the Agenda for this meeting prior to consideration of the notes to Item (j).

SUSPENSION OF STANDING ORDERS AT 10AM TO RECEIVE PRESENTATIONS FROM THE FOLLOWING SPEAKERS AND MORNING TEA

OM 12/2022 Resolved (Cr Ferguson/Cr Duffy) that the meeting be suspended at 10.00am to receive the presentations from the three speakers and morning tea.

- (a) Tim McMinn – Director, Hydrogen Hub, Depart Energy & Climate Change:
- Nation Leading Policy Framework established with 60 actions, \$3billion incentives and 2030 target stretch :-
 - 110,000 tonnes pa green hydrogen produced;
 - 10,000 hydrogen vehicles;
 - 10% gas network blending;
 - 100 refuelling stations;
 - 20% NSW government heavy vehicle fleet as users;
 - Renewable energy and electrolyser capacity.

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT CLUB YORK, 2nd Floor YORK 2 ROOM, 99 YORK ST, SYDNEY 3rd JUNE 2022

- Establishment of Hydrogen Hubs – there has been 10 applicants shortlisted with up to \$150m grant funding available to have them start by end 2024. Program is to complement the Federal Governments \$464m Hubs Program;
- The 10 shortlisted areas are Moree, Newcastle x 3, Berrima, Muswellbrook, Wagga Wagga and Port Kembla x 3;
- Setting up the East Coast Hydrogen Network along Hume Hwy, then Pacific and New Highways to connect Melbourne, Sydney and Brisbane.
- Targeting 2026 for deployment of infrastructure along the 3 hways;
- Setting up 4 hydrogen refuelling stations and aiming to have 20-25 hydrogen powered linehaul trucks.
(Slides to be distributed)

(b) Mike Young – Executive Director- Planning & Communities, Energy Co, Dept Energy & Climate Change:

- Energy Corporation of NSW is a statutory authority re-established in line with legislative functions under the Energy and Utilities Administration Act 1987 and Electricity Infrastructure Investment Act 2020 has been set up to “join the dots” with the design, delivery and coordination of Renewable Energy Zones (REZ’s) and other electricity infrastructure in a way that benefits consumers, investors and regional communities;
- Transmission development is becoming increasingly controversial in local communities, with communities already raising concerns with compensation, consultation, land use conflict and cost recovery.
- The loss of social licence has the potential to delay the rollout of transmission infrastructure which would jeopardise energy security, slow NSW’s transition to net zero emissions and increase electricity costs for consumers. To avoid this the government will need to actively build community support for the transition rollout.
- Consequently, Mike is keen to work with MERC to establish a dedicated forum, with strategic planning & coordination, developing a governance model for community benefit funding for community projects.
- Given MERC’s involvement with VPA’s and Resources for Regions criteria working parties involving Department of Planning and stakeholder bodies like the NSW Minerals Council in the past he has suggested to delegates that MERC could work with Energy Co with some of the foregoing. If it comes off there may be funds available for this that MERC could be eligible for its involvement.
(Slides to be distributed)

(c) Daryl Quinlivan – Commissioner for Agriculture, Dept Primary Industries via zoom had a general discussion with delegates on the recent Issues Paper - Renewable Energy and Agriculture in NSW he has released seeking feedback on them. He indicated that he had received a lot of submissions from individual landholders, councils, government agencies and developer entities and was sifting through them at the moment. He said there were some common themes among them and hopes to have a draft report ready to discuss with the Minister for Energy and senior staff by September 2022. The “right to farm” was also discussed with delegates. (No slides provided – discussion only)

RESUMPTION OF STANDING ORDERS AT 12.00PM

OM 13/2022 Resolved (Cr Batten/Cr Blakey) that the meeting be resumed at 12.00pm to continue with the meeting items.

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT CLUB YORK, 2nd Floor YORK 2 ROOM, 99 YORK ST, SYDNEY 3rd JUNE 2022

Executive Officer's Report (continued)

The Executive Officer continued through the items in his report that related to matters on the Agenda for this meeting from Item (j).

Items (a) to (i) Information Noted

OM 14/2022 Resolved (Loane/Wood) that the notes of the Executive Committee meeting held on 31st May 2022 items (a) –(i) be received and noted.

Item (j) Review - Delegates to Association

OM 15/2022 Resolved (Cr Ferguson/Cr Deeth) that:

- i. it be noted that Clause 7 of the constitution already indicates that non-elected delegates (if they are the endorsed delegates from their respective councils) are currently able to be elected to the Executive Committee (EC) and there is no need for a change to the constitution to be considered for the EC;
- ii. members be encouraged to appoint the General Manager or appropriate Director or senior officer to accompany elected delegates or have them appointed as delegates in addition to elected delegates to ensure the senior management of the member councils become more informed of MERC activities and involved in them;
- iii. members to be informed of the items in i and ii.

8. Business Arising from the Notes of Executive Committee Meeting held on 31st May 2022 - Nil

9. Delegates Reports – Nil.

10. Executive Officer's Report – Dealt with in Item 7

11. General Business

(a) Life Memberships

OM 16/2022 Resolved (Loane/Cr Duffy) that consideration of the nominations for life memberships for Owen Hasler and Peter Shinton be referred to the next Executive Committee meeting to consider when a quorum is present as per protocol.

(b) Two Year Terms

OM 17/2022 Resolved (Loane/Cr Duffy) that consideration of the two-year terms be referred to the Executive Committee for consideration.

(c) Next Meetings

OM 18/2022 Resolved (Loane/Cr Duffy) that:

- (i) the next Ordinary meeting of MERC to be in Sydney 2nd September 2022; and
- (ii) the date of the next Executive Committee to be determined by Chair in consultation with Executive Committee and Executive Officer.

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT CLUB YORK, 2nd Floor YORK 2 ROOM, 99 YORK ST, SYDNEY 3rd JUNE 2022

(d) Membership of MERC

OM 19/2022 Resolved (Cr Ferguson/Cr Banasik) that the Executive Officer make appropriate arrangements to meet with Mayor of the Council involved to discuss their membership options.

(e) REZ Working Party

OM 20/2022 Resolved (Cr Ferguson/Cr Duffy) that MERC write to the Minister for Energy & Treasurer requesting that our Association be part of the REZ Working Party being proposed by Mike Young, Executive Director-Planning & Communities, Energy Co, Department of Energy & Climate Change on the following basis:

- (i) there are many broader issues involved with councils in and out of the REZ's with renewable energy;
- (ii) MERC is the most appropriate entity to assist the government with the smooth roll out of their programs, given our involvement with Ministers and senior bureaucrats on working parties in the past.

(f) Illawarra Freight Movements

Cr Deeth outlined the issues that are being experienced with coal freight movements in the Illawarra and involvement of MERC in discussions with the Illawarra Chamber of Commerce on how MERC can assist. He will contact the CEO of Illawarra Chamber of Commerce to discuss with MERC EO.

(g) Renewable Energy Sector

Cr Ferguson suggested that the Executive Officer scan the renewable energy sector for appropriate entities that may benefit our exposure and membership if MERC became a member eg Clean Energy Council, Re-Alliance, Renew, APPEA etc.

(h) Dendrobium Coal Mine Extension Determination

Cr Blakey informed delegates that the IPC rejected the approval of the State Significant Infrastructure Development for Dendrobium Mine and now it goes to the Minister to determine.

Close – the meeting closed at 1.10pm

The minutes (pages 1-4) were confirmed at a meeting of the Ordinary Meeting held on the 2nd September 2022 and are a concise and accurate record of proceedings of the Ordinary General meeting held on 3rd June 2022.

.....
Cr Michael Banasik
Chairperson

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, 23rd June 2022

ITEM 1 COUNCILLOR AND STAFF INTERACTION POLICY

(C14-1, P13-1)

RECOMMENDATION that:

1. The information be received and noted;
2. The reviewed Councillor and Staff Interaction Policy be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse submissions being received, the reviewed Councillor and Staff Interaction Policy as amended be adopted.

PURPOSE

To advise Council that a review of the current Councillor and Staff Interaction Policy has been undertaken. The Policy has been totally rewritten and is now based on the Office of Local Government's "Model Councillor and Staff Interaction Policy" modified to suit Council's objectives.

BACKGROUND

Council at its Meeting on the 27th September 2018 adopted the Interaction Between Councillor and Staff Policy.

REPORT

The Office of Local Government through Circular 22-08 advised Councils it had finalised the "*Model Councillor and Staff Interaction Policy*".

The model Policy has been developed following two rounds of consultation with the local government sector and represents a 'best practice' approach.

The model Policy is also informed by advice provided by key NSW Government agencies, including:

- Independent Commission Against Corruption;
- the Information and Privacy Commission;
- the State Archives and Records Authority; and
- Resilience NSW.

Although the model Policy is not mandatory, Councils are free to choose whether to use them or to adapt them for their own purposes. If adopted, the policies will operate to supplement the provisions of Councils' adopted Codes of Conduct.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993; and
Warren Shire Council Code of Conduct.

RISK IMPLICATIONS

Nil.

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, 23rd June 2022

ITEM 1 COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

Nil.

CONCLUSION

The renewed Councillor and Staff Interaction Policy has been developed using the model Policy formulated by industry partners using best practice and extensive consultation with various stakeholders.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Amended Councillors and Staff Interaction Policy.

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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED



POLICY REGISTER

COUNCILLOR AND STAFF INTERACTION POLICY

Policy adopted: Minute No.

Reviewed:

File Ref: P13-1, C14-1

Councillor and Staff Interaction Policy

1

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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

DOCUMENT CONTROL



Issue	Prepared/Revised <u>By</u> and Date	Action/Amendment Description	Approved By and Date
1.0	Glenn Wilcox General Manager	First Edition	Council Minute No. 214.9.18 (27th September 2018)
2.0	Gary Woodman General Manager	Minor typographical grammar amendments	Council Minute No. [REDACTED] ([REDACTED])



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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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

Contents

Preface	4
Councillor and Staff Interaction Policy	6
Part 1 - Introduction	6
Part 3 - Policy objectives	7
Part 4 - Principles, roles and responsibilities	7
Part 5 - The Councillor requests system	9
Part 6 - Access to Council staff	11
Part 7 - Councillor access to Council buildings	12
Part 8 - Appropriate and inappropriate interactions	12
Part 9 - Complaints	14
Schedule 1 - Authorised staff contacts for Councillors	15

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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

Preface

Positive working relationships between Councillors and staff: a Council's key asset

Positive, professional working relationships between Councillors and staff are a key element of any Council's success. If relationships between Councillors and staff are functioning effectively, the Council is more likely to perform effectively. If these relationships break down, it can lead to dysfunction, create a potential corruption risk¹, and ultimately the Council's performance will suffer.

A good relationship between Councillors and staff is based, in large part, on both having a mutual understanding and respect for each other's roles and responsibilities. These are defined in the *Local Government Act 1993* (the LGA) and the *Warren Shire Code of Conduct for Local Councils*.

In broad terms, a Councillor's role is a strategic one. As members of the governing body, Councillors are responsible not only for representing the community, but also for setting the strategic direction of the Council and keeping its performance under review. A comprehensive outline of the role of a Councillor is provided in Part 4 of this Policy.

The role of Council staff, under the leadership of the General Manager, is to carry out the day-to-day operations of the Council and to implement the decisions, plans, programs and policies adopted by the governing body.

Access to information: the key to the relationship

Councillors need access to information about the Council's strategic position and performance to perform their civic functions effectively. The General Manager and staff are responsible for providing Councillors with this information to facilitate the decision-making process.

¹ As highlighted by the NSW Independent Commission Against Corruption's Operation Dasha
<https://www.icac.nsw.gov.au>

Given Councillors' role in setting the Council's strategic direction and keeping its performance under review, Councillors are entitled to request information about a range of issues.

However, in requesting information, Councillors should not be seeking to interrogate the minutiae of the Council's operations or to direct or influence staff in the performance of their duties. Councillors should also recognise that a Council's resources are finite, and they need to be mindful of the impact of their requests.

Above all, interactions between Councillors and staff should be positive, respectful and professional.

Official capacity versus private capacity

It is also inevitable that Councillors and Council staff will engage with their Council in their private capacity. This can be for something as simple as borrowing a book from a Council library, to more complex matters, such as submitting a development application.

In these circumstances, it is vital that Councillors and Council staff do not seek to use, or appear to use, their position within Council to obtain a private benefit. To do so could be seen as an attempt to exert pressure on Councillors and/or Council staff with a view to obtaining preferential treatment. Such conduct has the potential to undermine both the integrity of a Council's decision-making processes, as well as the community's confidence in Council, and so must be avoided.

The development and intent of this Policy

This Councillor and Staff Interaction Policy has been written using a Model Policy developed by the Office of Local Government (OLG) in consultation with Councils. It is applicable to Councils, County Councils and Joint Organisations.

It provides an exemplar approach,

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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

incorporating examples of best practice from a diverse range of NSW Councils. At its core, the Policy has three main goals:

- to establish a framework by which Councillors can access the information they need to perform their civic functions;
- to promote positive and respectful interactions between Councillors and staff; and
- to advise where concerns can be directed if there is a breakdown in the relationship between Councillors and staff.

The Councillor and Staff Interaction Policy is structured as follows:

Part 1	Introduction
Part 2	Sets out the scope of the Policy
Part 3	Describes the Policy's objectives
Part 4	Sets out the respective roles and responsibilities of Councillors and staff and the principles that should guide their interactions
Part 5	Sets out the administrative framework for a Councillor requests system
Part 6	Identifies which staff Councillors can contact directly
Part 7	Addresses Councillors' entitlement to access Council buildings
Part 8	Describes appropriate and inappropriate interactions between Councillors and staff
Part 9	Provides advice about who complaints can be made to
Schedule 1	Contains a template for a list of staff Councillors can contact directly under Part 6 of the Policy

Adoption

The Model Councillor and Staff Interaction Policy reflects best practice and all Councils, County Councils and Joint Organisations have been encouraged to adopt it. In doing so, they are free to adapt the Policy to suit their local circumstances and operating environments or to supplement it with their own provisions.

Councillor and Staff Interaction Policy

Warren Shire Council has used the Model Councillor and Staff Interaction Policy as the base for this renewed Policy.

Enforcement

Clause 3.1(b) of the Code of Conduct provides that Council officials must not conduct themselves in a manner that is contrary to a Council's policies. If adopted by a Council, a breach of the Policy may also constitute a breach of Council's Code of Conduct.

Concerns or complaints about the administration of a Council's Councillor request system should be raised with the General Manager (or the Mayor in the case of a complaint about the General Manager). If the matter cannot be resolved locally, Councillors may raise their concerns with OLG.

Acknowledgements

OLG wishes to thank Local Government NSW, the NSW Independent Commission Against Corruption, Local Government Professionals, United Services Union, and the Councils involved for their invaluable assistance in developing the Model Councillor and Staff Interaction Policy, which has been used to form the base for this renewed Policy.

5

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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

Councillor and Staff Interaction Policy

Part 1 – Introduction

- 1.1 *The Councillor and Staff Interaction Policy* (the Policy) provides a framework for Councillors when exercising their civic functions by specifically addressing their ability to interact with, and receive advice from, authorised staff.
- 1.2 The Policy complements and should be read in conjunction with Warren Shire Council's *Code of Conduct* (the Code of Conduct).
- 1.3 The aim of the Policy is to facilitate a positive working relationship between Councillors, as the community's elected representatives, and staff, who are employed to administer the operations of the Council. The Policy provides direction on interactions between Councillors and staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.
- 1.4 It is important to have an effective working relationship that recognises the important but differing contribution both parties bring to their complementary roles.

Part 2 – Application

- 2.1 This Policy applies to all Councillors and Council staff.
- 2.2 This Policy applies to all interactions between Councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing.
- 2.3 This Policy applies whenever interactions between Councillors and staff occur, including inside or outside of work hours, and at both Council and Non-Council venues and events.
- 2.4 This Policy does not confer any delegated authority upon any person. All delegations to staff are made by the General Manager.
- 2.5 The Code of Conduct provides that Council officials must not conduct themselves in a manner that is contrary to the Council's policies. A breach of this Policy will be a breach of the Code of Conduct.

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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

Part 3 – Policy objectives

3.1 The objectives of the Policy are to:

- a) establish positive, effective and professional working relationships between Councillors and staff defined by mutual respect and courtesy
- b) enable Councillors and staff to work together appropriately and effectively to support each other in their respective roles
- c) ensure that Councillors receive advice in an orderly, courteous and appropriate manner to assist them in the performance of their civic duties
- d) ensure Councillors have adequate access to information to exercise their statutory roles
- e) provide direction on, and guide Councillor interactions with, staff for both obtaining information and in general situations
- f) maintain transparent decision making and good governance arrangements
- g) ensure the reputation of Council is enhanced by Councillors and staff interacting consistently, professionally and positively in their day-to-day duties
- h) provide a clear and consistent framework through which breaches of the Policy will be managed in accordance with the Code of Conduct.

Part 4 – Principles, roles and responsibilities

- 4.1 Several factors contribute to a good relationship between Councillors and staff. These include goodwill, understanding of roles, communication, protocols, and a good understanding of legislative requirements.
- 4.2 The Council's governing body and its administration (being staff within the organisation) must have a clear and sophisticated understanding of their different roles, and the fact that these operate within a hierarchy. The administration is accountable to the General Manager, who in turn, is accountable to the Council's governing body.
- 4.3 Section 232 of the *Local Government Act 1993* (the LGA) states that the role of a Councillor is as follows:
 - a) to be an active and contributing member of the governing body
 - b) to make considered and well-informed decisions as a member of the governing body
 - c) to participate in the development of the integrated planning and reporting framework
 - d) to represent the collective interests of residents, ratepayers and the local community
 - e) to facilitate communication between the local community and the governing body
 - f) to uphold and represent accurately the policies and decisions of the governing body
 - g) to make all reasonable efforts to acquire and maintain the skills

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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

<p style="text-align: center;">necessary to perform the role of a Councillor.</p> <p>4.4 The administration's role is to advise the governing body, implement Council's decisions and to oversee service delivery.</p> <p>4.5 It is beneficial if the administration recognises the complex political environments in which elected members operate and acknowledge that they work within a system that is based on democratic governance. Councillors similarly need to understand that it is a highly complex task to prepare information and provide quality advice on the very wide range of issues that Council operations cover.</p> <p>4.6 Council commits to the following principles to guide interactions between Councillors and staff:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Principle</th> <th style="text-align: left; border-bottom: 1px solid black;">Achieved by</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid black; padding: 5px;">Equitable and consistent</td> <td style="padding: 5px;">Ensuring appropriate, consistent and equitable access to information for all Councillors within established service levels</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Considerate and respectful</td> <td style="padding: 5px;">Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Ethical, open and transparent</td> <td style="padding: 5px;">Ensuring that interactions between Councillors and staff are ethical, open, transparent, honest and display the highest standards of professional conduct</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Fit for purpose</td> <td style="padding: 5px;">Ensuring that the provision of equipment and information to Councillors</td> </tr> </tbody> </table>	Principle	Achieved by	Equitable and consistent	Ensuring appropriate, consistent and equitable access to information for all Councillors within established service levels	Considerate and respectful	Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions	Ethical, open and transparent	Ensuring that interactions between Councillors and staff are ethical, open, transparent, honest and display the highest standards of professional conduct	Fit for purpose	Ensuring that the provision of equipment and information to Councillors	<p style="text-align: center;">is done in a way that is suitable, practical and of an appropriate size, scale and cost for a client group of 12 people.</p> <div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px; margin: 10px 0;"> <p>Accountable and measurable Providing support to Councillors in the performance of their role in a way that can be measured, reviewed and improved based on qualitative and quantitative data</p> </div> <p>4.7 Councillors are members of the Council's governing body, which is responsible for directing and controlling the affairs of the Council in accordance with the LGA. Councillors need to accept that:</p> <ol style="list-style-type: none"> a) responses to requests for information from Councillors may take time and consultation to prepare and be approved prior to responding b) staff are not accountable to them individually c) they must not direct staff except by giving appropriate direction to the General Manager by way of a Council or committee resolution, or by the mayor exercising their functions under section 226 of the LGA d) they must not, in any public or private forum, direct or influence, or attempt to direct or influence, a member of staff in the exercise of their functions e) they must not contact a member of staff on Council-related business unless in accordance with this Policy f) they must not use their position to attempt to receive favourable treatment for themselves or others.
Principle	Achieved by										
Equitable and consistent	Ensuring appropriate, consistent and equitable access to information for all Councillors within established service levels										
Considerate and respectful	Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions										
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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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

4.8 The General Manager is responsible for the efficient and effective day-to-day operation of the Council and for ensuring that the lawful decisions of the Council are implemented without undue delay.

Council staff need to understand:

- a) they are not accountable to individual Councillors and do not take direction from them. They are accountable to the General Manager, who is in turn accountable to the Council's governing body
- b) they should not provide advice to Councillors unless it has been approved by the General Manager or a staff member with a delegation to approve advice to Councillors
- c) they must carry out reasonable and lawful directions given by any person having the authority to give such directions in an efficient and effective manner
- d) they must ensure that participation in political activities outside the service of the Council does not interfere with the performance of their official duties
- e) they must provide full and timely information to Councillors sufficient to enable them to exercise their civic functions in accordance with this Policy.

Part 5 – The Councillor requests system

5.1 Councillors have a right to request information provided it is relevant to Councillor's exercise of their civic functions. This right does not extend to matters about which a Councillor is merely curious.

5.2 Councillors do not have a right to request information about matters that they are prevented from participating in decision-making on because of a conflict of interest, unless the information is otherwise publicly available.

5.3 The General Manager may identify Council support staff (the Councillor Support Officer) under this Policy for the management of requests from Councillors.

5.4 Councillors can use the Councillor requests system to:

- a) request information or ask questions that relate to the strategic position, performance or operation of the Council
- b) bring concerns that have been raised by members of the public to the attention of staff
- c) request ICT or other support from the Council administration
- d) request that a staff member be present at a meeting (other than a meeting of the Council) for the purpose of providing advice to the meeting.

5.5 Councillors must, to the best of their knowledge, be specific about what information they are requesting, and make their requests respectfully. Where a Councillor's request lacks specificity, the General Manager or staff member

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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

authorised to manage the matter is entitled to ask the Councillor to clarify their request and the reason(s) why they are seeking the information.

5.6 Staff must make every reasonable effort to assist Councillors with their requests and do so in a respectful manner.

5.7 The General Manager or the staff member authorised to manage a Councillor request will provide a response within a two (2) week period. Where a response cannot be provided within that timeframe, the Councillor will be advised, and the information will be provided as soon as practicable.

5.8 Requests under clause 5.4 (d) must be made three (3) working days before the meeting. The General Manager, or members of staff that are listed at Schedule 1 of this Policy, are responsible for determining:

- a) whether a staff member can attend the meeting; and
- b) which staff member will attend the meeting.

Staff members who attend such meetings must be appropriately senior and be subject matter experts on the issues to be discussed at the meeting.

5.9 Councillors are required to treat all information provided by staff appropriately and to observe any confidentiality requirements.

5.10 Staff will inform Councillors of any confidentiality requirements for information they provide so Councillors can handle the information appropriately.

5.11 Where a Councillor is unsure of confidentiality requirements, they should contact the General Manager, or the staff member authorised to manage their request.

5.12 The General Manager may refuse access to information requested by a Councillor if:

- a) the information is not necessary for the performance of the Councillor's civic functions, or
- b) if responding to the request would, in the General Manager's opinion, result in an unreasonable diversion of staff time and resources, or
- c) the Councillor has previously declared a conflict of interest in the matter and removed themselves from decision-making on it, or
- d) the General Manager is prevented by law from disclosing the information.

5.13 Where the General Manager refuses to provide information requested by a Councillor, they must act reasonably. The General Manager must advise a Councillor in writing of their reasons for refusing access to the information requested.

5.14 Where a Councillor's request for information is refused by the General Manager on the grounds referred to under clause 5.12 (a) or (b), the Councillor may instead request the information through a resolution of the Council by way of a notice of motion. This clause does not apply where the General Manager refuses a Councillor's request for information under clause 5.12 (c) or (d).

5.15 Nothing in clauses 5.12, 5.13, and 5.14 prevents a Councillor from requesting the information in accordance with the *Government Information (Public Access) Act 2009*.

5.16 Where a Councillor persistently makes requests for information which, in the General Manager's opinion, result in a significant and unreasonable diversion of staff time and resources the Council may,

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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

on the advice of the General Manager, resolve to limit the number of requests the Councillor may make.

5.17 Councillor requests are state records and must be managed in accordance with the *State Records Act 1998*.

5.18 A report will be provided to Council annually regarding the performance and efficiency of the Councillor requests system against established key performance indicators.

Part 6 – Access to Council staff

6.1 Councillors may directly contact members of staff that are listed in Schedule 1 of this Policy. The General Manager may amend this list at any time and will advise Councillors promptly of any changes.

6.2 Councillors can contact staff listed in Schedule 1 about matters that relate to the staff member's area of responsibility.

6.3 Councillors should as far as practicable, only contact staff during normal business hours.

6.4 If Councillors would like to contact a member of staff not listed in Schedule 1, they must receive permission from the General Manager.

6.5 If a Councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager who will provide advice about which authorised staff member to contact.

6.6 The General Manager or a member of the Council's Senior Management Team (SMT) may direct any staff member to contact Councillors to provide specific information or clarification relating to a specific matter.

6.7 A Councillor or member of staff must not take advantage of their official position to improperly influence other Councillors or members of staff in the performance of their civic or professional duties for the purposes of securing a private benefit for themselves or for another person. Such conduct should be immediately reported to the General Manager or Mayor in the first instance, or alternatively to the Office of Local Government, NSW Ombudsman, or the NSW Independent Commission Against Corruption.

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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

Part 7 – Councillor access to Council buildings

- 7.1 Councillors are entitled to have access to the Council Community Room (Chamber), Conference Room (Committee Room), Mayor's office (subject to availability) and public areas of Council's buildings during normal business hours for meetings. Councillors needing access to these facilities at other times must obtain approval from the General Manager.
- 7.2 Councillors must not enter staff-only areas of Council buildings without the approval of the General Manager.

Part 8 – Appropriate and inappropriate interactions

- 8.1 Examples of appropriate interactions between Councillors and staff include, but are not limited to, the following:
- a) Councillors and Council staff are courteous and display a positive and professional attitude towards one another
 - b) Council staff ensure that information necessary for Councillors to exercise their civic functions is made equally available to all Councillors, in accordance with this Policy and any other relevant Council policies
 - c) Council staff record the advice they give to Councillors in the same way they would if it was provided to members of the public
 - d) Council staff, including Council's Management Executive Team members, document Councillor requests via the Councillor requests system
 - e) Council meetings and Councillor briefings are used to establish positive working relationships and help Councillors to gain an understanding of the complex issues related to their civic duties
 - f) Councillors and Council staff feel supported when seeking and providing clarification about Council related business
 - g) Councillors forward requests through the Councillor requests system and staff respond in accordance with the timeframes stipulated in this Policy
- 8.2 Examples of inappropriate interactions between Councillors and staff include, but are not limited to, the following:

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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

- a) Councillors and Council staff conducting themselves in a manner which:
 - i) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
 - ii) constitutes harassment and/or bullying within the meaning of the Code of Conduct, or is unlawfully discriminatory
 - b) Councillors approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader Workforce Policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
 - c) staff approaching Councillors to discuss individual or operational staff matters (other than matters relating to broader Workforce Policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
 - d) subject to clause 5.12, staff refusing to give information that is available to other Councillors to a particular Councillor
 - e) Councillors who have lodged an application with the Council, discussing the matter with staff in staff-only areas of the Council
 - f) Councillors being overbearing or threatening to staff
 - g) staff being overbearing or threatening to Councillors
 - h) Councillors making personal attacks on staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media
 - i) Councillors directing or pressuring staff in the performance of their work, or recommendations they should make
 - j) staff providing ad hoc advice to Councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community
- 8.3 Where a Councillor engages in conduct that, in the opinion of the General Manager, puts the health, safety or welfare of staff at risk, the General Manager may restrict the Councillor's access to staff.
- 8.4 Any concerns relating to the conduct of staff under this Policy should be raised with the General Manager.

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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

Part 9 – Complaints

9.1 Complaints about a breach of this policy should be made to the General Manager (if the complaint is about a Councillor or member of Council staff), or the Mayor (if the complaint is about the General Manager).

9.2 Clause 9.1 does not operate to prevent matters being reported to OLG, the NSW Ombudsman, the NSW Independent Commission Against Corruption or any other external agency.

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, 23rd June 2022

ITEM 1

COUNCILLOR AND STAFF INTERACTION POLICY

CONTINUED

Schedule 1 – Authorised staff contacts for Councillors

1. Clause 6.1 of this Policy provides that Councillors may directly contact members of staff that are listed below. The General Manager may amend this list at any time.
2. Councillors can contact staff listed below about matters that relate to the staff member's area of responsibility.
3. Councillors should as far as practicable, only contact staff during normal business hours.
4. If Councillors would like to contact a member of staff not listed below, they must receive permission from the General Manager or their delegate (other Senior Management Team (SMT) Member).
5. If a Councillor is unsure which authorised staff member can help with their enquiry, they can contact the General Manager who will provide advice about which authorised staff member to contact.
6. In some instances, the General Manager or a member of the Council's Senior Management Team may direct a Council staff member to contact Councillors to provide specific information or clarification relating to a specific matter.

Authorised staff members name	Position
Gary Woodman	General Manager (SMT)
Darren Arthur	Divisional Manager Engineering Services (SMT)
Sylvester Otieno	Divisional Manager Engineering Services (SMT)
Maryanne Stephens	Manager Health and Development Services (SMT)
Rowan Hutchinson	Roads Infrastructure Manager
Raymond Burns	Town Services Manager
Vacant (to be advised)	Infrastructure Projects Manager
Jillian Murray	Treasurer
Pamela Kelly	Librarian
Paul San Miguel	Asset Manager
Jody Burtenshaw	Executive Assistant to the Mayor & General Manager (Councillor Support Officer)

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, 23rd June 2022

ITEM 2 COMPLAINTS MANAGEMENT POLICY

(S12-10, P13-1)

RECOMMENDATION that:

1. The information be received and noted;
2. The reviewed Complaints Management Policy be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse submissions being received, the reviewed Complaints Management Policy as amended be adopted.

PURPOSE

For Council to review its adopted Complaints Management Policy.

Manex recommended that this Policy be reported to Council for eventual re-adoption with only minor amendments.

BACKGROUND

It is intended that this Policy be reviewed periodically, at a minimum once every term of an elected Council, taking into account any further information of developments that may be to hand at that time.

REPORT

Attached is a copy of the slightly amended Policy. Amendments have only been minor typographical amendments from the Policy adopted by Council on the 27th September 2018.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993; and
Warren Shire Council Code of Conduct.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

There is a need for Council to review its existing Complaints Management Policy is in accordance with the review period of the Policy.

Consultation will involve at minimum 28 days public notice for the making of public submissions and adopting the renewed Policy following consideration of any submissions and the making of any appropriate changes to the Draft Policy.

OPTIONS

Council needs to have a Complaints Management Policy as it is a legal requirement under the Local Government Act 1993.

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, 23rd June 2022

ITEM 2 COMPLAINTS MANAGEMENT POLICY

(S12-10, P13-1)

The only option is to further amend the reviewed Policy.

CONCLUSION

The Complaints Management Policy ensures Council provides a consistent and fair process for the management of complaints in accordance with Council's Code of Conduct.

The current Policy with only minor amendments as detailed within the report is considered appropriate and is recommended for public exhibition and re-adoption if no adverse submissions are received.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Amended Complaints Management Policy.

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, 23rd June 2022

ITEM 2

COMPLAINTS MANAGEMENT POLICY

CONTINUED



POLICY REGISTER

COMPLAINTS MANAGEMENT POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed:

File Ref: P13-1, S12-10

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, 23rd June 2022

ITEM 2

COMPLAINTS MANAGEMENT POLICY

CONTINUED

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Glenn Wilcox General Manager	First Edition	Council Minute No. 214.9.18 (27th September 2018)
2.0	Gary Woodman General Manager	Minor typographical grammar amendments	Council Minute No. ()

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, 23rd June 2022

ITEM 2

COMPLAINTS MANAGEMENT POLICY

CONTINUED

TABLE OF CONTENTS

1. PURPOSE AND SCOPE	1
2. REFERENCE.....	1
3. DEFINITIONS.....	1
4. TYPES OF COMPLAINTS.....	2
4.1 General Complaints.....	2
4.2 Complaints against staff.....	2
4.3 Complaints with statutory reporting requirements	2
4.3.1 Complaints concerning the Code of Conduct	2
4.3.2 Public Interest Disclosures.....	2
4.3.3 Allegations Under Child Protection Legislation	2
4.3.4 Competitive Neutrality Complaints	2
4.3.5 Privacy Complaints.....	3
4.4 Anonymous Complaints.....	3
5. PROCESSES AND TIMEFRAMES FOR COMPLAINTS RECEIVED	3
6. UNREASONABLE COMPLAINANT CONDUCT	3
7. ABUSIVE OR THREATENING COMPLAINANTS.....	5
8. COMPLAINANT RIGHTS OF REVIEW.....	5
9. POLICY IMPLEMENTATION.....	6
10. REPORTING & IMPROVEMENT	6
11. POLICY REVIEW	6

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, 23rd June 2022

ITEM 2

COMPLAINTS MANAGEMENT POLICY

CONTINUED

Warren Shire Council – Complaints Management Policy

1. PURPOSE AND SCOPE

To provide guidance on the management of complaints that facilitates a consistent, fair and equitable process for resolution.

1.1 Applies to:

This Policy applies to complaints covered by the following definition;

A complaint is generally any formal expression of dissatisfaction with Council's policies and procedures, quality of service or follow up communication. It includes dissatisfaction with the outcome of a decision, level or quality of service, the failure to adhere to a Policy or a procedure or the behaviour of an employee or agent that can be acted upon.

The following are regarded by Council as requests rather than complaints and as such are not covered by this Policy:

- Requests for service e.g. collection of waste, repairing of pothole or clearing of drains;
- Reports of hazards e.g. fallen trees;
- Requests for information or explanation of policies, procedures or decisions of Council;
- Concerns about neighbours or neighbouring properties e.g. barking dogs, unauthorised works;
- An objection to a Council decision;
- Submissions relating to an item on public exhibition or a notification; and
- An internal grievance (Governed by Council's internal Policy framework).

2. REFERENCE

Legislation / Recognized Standards	Ombudsman NSW complaint handler's toolkit Practice Note 9 – Complaints Management in Councils
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3. DEFINITIONS

3.1 Complaint

An expression of dissatisfaction with the Council's policies, procedures, charges, agents, or quality of service presenting the opportunity to improve in these areas.

3.2 Complainant

Person or organisation making a complaint.

3.3 Grievance

An expression of dissatisfaction by an employee of Council about the way in which they have been treated by another member of staff (including a supervisor).

3.4 Public Interest Disclosure

An allegation of corrupt conduct, maladministration, and serious and substantial waste that may be subject to the Public Interest Disclosures Act 1994.

I:\Policies and Procedures - File P13\Policies\Draft\June 2022\DRAFT Complaints Management Policy June 2022.docx Page 1

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, 23rd June 2022

ITEM 2

COMPLAINTS MANAGEMENT POLICY

CONTINUED

Warren Shire Council – Complaints Management Policy

4. TYPES OF COMPLAINTS

Listed below are the different types of complaints that may be received by Council. Complaints classified as ‘General complaints’ will be dealt with under this Policy.

The other types of complaints listed below are covered under separate policies because they may have external reporting requirements, or they may be required to be dealt with by an external agency therefore are not dealt with under this policy.

4.1 General Complaints

General complaints are an expression of dissatisfaction with Council’s policies, procedures or quality of service. They will be dealt with and resolved by the organisation and have no specific statutory reporting obligations.

4.2 Complaints against staff

Complaints made against a member of staff are to be directed to the Public Officer in writing.

The complaint will then be referred to the Executive Managers and managed in accordance with the Local Government State Award and the appropriate Policy or protocol (see above for related policies/protocols/procedures).

All complaints made against staff will be documented on the employee’s personnel file. A response regarding the complaint will be provided to the customer in writing.

If a complaint against a staff member is in breach of the Code of Conduct the complaint will be managed under section 4.3 of this Policy.

4.3 Complaints with statutory reporting requirements

4.3.1 Complaints concerning the Code of Conduct

Complaints concerning corrupt conduct, maladministration, serious or substantial waste or misuse by Councillors or Staff are covered under the Code of Conduct and will be dealt with in accordance with these requirements. The complaint handling procedure for Code of Conduct complaints is specified in Council’s Code of Conduct.

4.3.2 Public Interest Disclosures

Public Interest Disclosures are covered by Council’s Public Interest Disclosures – Internal Reporting Policy and will be handled in accordance with that Policy.

4.3.3 Allegations Under Child Protection Legislation

Complaints relating to child protection are dealt with in accordance with Council’s Child Protection Policy.

4.3.4 Competitive Neutrality Complaints

An actual or potential competitor of a Council business may make a complaint if it believes that it is being adversely affected through a failure to adopt competitive neutrality – that is, Council is operating with an unfair competitive advantage.

Competitive Neutrality complaints must be in writing and will be referred to Council’s Public Officer who will acknowledge and investigate the complaint and will provide a response within twenty-one (21) days.

I:\Policies and Procedures - File P13\Policies\Draft\June 2022\DRAFT Complaints Management Policy June 2022.docx Page 2

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, 23rd June 2022

ITEM 2

COMPLAINTS MANAGEMENT POLICY

CONTINUED

Warren Shire Council – Complaints Management Policy

4.3.5 Privacy Complaints

Complaints relating to privacy and breaches of the Privacy & Personal Information Protection Act 1998 are to be referred to the Public Officer. Complaints regarding privacy are dealt with in accordance with Council's Privacy Management Plan.

4.4 Anonymous Complaints

While anonymous complaints will be recorded, Council will generally only act on them where the matter is of a safety or serious nature and there is sufficient information in the complaint to enable an investigation to be undertaken. The decision on whether to investigate will be made at the discretion of the Public Officer.

5. PROCESSES AND TIMEFRAMES FOR COMPLAINTS RECEIVED

Timeframe	Action
Immediate	Complaints lodged by phone and 'in person' will be acknowledged at time of receipt.
Within 1 day	All complaints will be recorded in Council's file records and/or electronic document management system. All complainants who provide contact details will be provided with written
Within 10 days	Written or electronic complaints - the staff member dealing with the complaint will provide acknowledgement and aim to give a timeframe for resolution of the matter where it is complex or requires investigation.
Within 28 days	Council will aim to address the full complaint or keep the complainant informed of progress. For long and complicated issues updates will be provided at periodic intervals with the interval determined by the nature of the issue.
Within 28 days	Internal reviews should be completed within 28 days of the lodgment for a request for an internal review. For long and complicated reviews, an estimate of the time required and periodic updates should be provided by the Public Officer.

Please note: Where a complaint relates to matters of a criminal nature, the investigation of such complaints is at the behest of an agency external to Council and the above timeframes should only be used as a guide.

6. UNREASONABLE COMPLAINANT CONDUCT

Unreasonable complainant conduct is any behaviour by a complainant which, because of its nature or frequency raises substantial health, safety or resource issues for the organisation or staff.

Such conduct can be categorised as unreasonable persistence, unreasonable demands, unreasonable lack of co-operation, unreasonable arguments or unreasonable behaviour. Council's strategy will depend on the circumstances of the unreasonable conduct in question.

I:\Policies and Procedures - File P13\Policies\Draft\June 2022\DRAFT Complaints Management Policy June 2022.docx Page 3

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, 23rd June 2022

ITEM 2

COMPLAINTS MANAGEMENT POLICY

CONTINUED

Warren Shire Council – Complaints Management Policy

The following strategies/processes may assist staff in dealing with the different types of unreasonable conduct that may be displayed;

Unreasonable Persistence/Vexatious Complaints

- Telling the complainant firmly that something “is not going to happen”.
- Requiring the complainant who wants an internal review to provide sound reasons for one (i.e. explain how the complaint handler erred or the provision of new information if not the file remains closed).
- Making it very clear that following an internal review that, for better or worse, Council has made its decision and if the complainant remains dissatisfied, they should seek an external review with the appropriate external agency.
- Adopting a firm “no further correspondence/contact stance”.
- Not allowing the complainant to reframe the complaint to re-enter the process unless they raise new and important issues.
- Ending phone calls that are unproductive.
- Adopting a firm and authoritative communication style both in writing and verbally.

Unreasonable Demands

- Letting complainants know in advance how Council intends to deal with the complaint.
- Letting the complainant know that it is Council who decides how a complaint will be handled.
- Avoid being drawn into hypothesis, hysteria, conspiracy theories, unproductive arguments and personal attacks.
- Restricting contact to defined times and prescribed staff members.
- Responding only to emails and mail addressed to the Council directly.
- Ending unproductive phone calls.
- Limit contact to written only.
- Not doing for unreasonably demanding complainants something the Council would not normally do for any other complainant, just to appease them.
- Setting defined limits for any further contact.

Unreasonable Lack of Co-operation/Willfully Misleading

- Requiring complainant to summarise the information they have provided before you look at the complaint.
- Telling complainants that you will not look at their complaint until all the information has been presented.
- Ending the complaint management process where it is discovered that the complainant has been willfully misleading or untruthful in a significant way and inviting them to raise their concerns with the appropriate external agency if unhappy with Council’s response.

Unreasonable Arguments/Complaints Made Not In Good Faith

- Decline from the outset or discontinued as soon as it becomes clear that the arguments are unreasonable or groundless.
- Alternatively, if unreasonable arguments are mixed with reasonable ones, the strategy should be to refuse to deal with the unreasonable portion.
- Again, if the complainant is unhappy with Council’s response, the complainant

I:\Policies and Procedures - File P13\Policies\Draft\June 2022\DRAFT Complaints Management Policy June 2022.docx Page 4

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, 23rd June 2022

ITEM 2

COMPLAINTS MANAGEMENT POLICY

CONTINUED

Warren Shire Council – Complaints Management Policy

should be invited to raise their concerns with the appropriate external agency.

- Unreasonable behaviour (rude and intemperate language).
- Return letters framed in rude and intemperate language.
- Politely end telephone calls and interviews.

7. ABUSIVE OR THREATENING COMPLAINANTS

Abusive and threatening behaviour by complainants **will not** be tolerated. Where personal abuse or vulgar language is being used the communication may be terminated at the **discretion of the subject** employee and may involve the employee walking away from the complainant, termination of a telephone call, blocking future emails from the sender or returning offending letters to the sender unanswered.

Such behavior should be reported to the officer's Manager and documentation/file notes kept in relation to the behavior of the complainant and any action undertaken by the staff member or other officer. A register of people whose access has been restricted should be kept by the Public Officer and staff should have access to the register and be familiar with its contents.

A complainant who has exhibited such behavior should be advised by formal letter from the General Manager that such conduct will not be tolerated and that the continuation of such behaviour will result in withdrawing or restricting access to Council and its staff.

Threats of harm to an employee or any other Council Official should be taken seriously and referred to the NSW Police Force immediately. A pragmatic approach to the staff member's safety and security should also be considered (depending on the nature of the threat) such as having the staff member arrive at or leave work whilst other staff are on duty, having the staff member escorted to their vehicle and vetting work calls if required.

8. COMPLAINANT RIGHTS OF REVIEW

Internal Review - Should the complainant be **dissatisfied** with the handling or determination of a complaint, the Public Officer will oversee the internal review process.

The Public Officer should advise the complainant that they may request in writing this type of internal review. If requested, a more senior officer or a specialist officer (if technical issues are raised) will review the matter and respond to the complainant accordingly.

The Public Officer will advise the complainant in writing of the expected turnaround times (after consultation with the officer conducting the review process) and keep the complainant updated if an extension or more information is required.

External Review – should the complainant be dissatisfied with the internal review they will be provided with the relevant information regarding rights of appeal and may seek a review by the:

- NSW Ombudsman on 1800 451 524 or at www.ombo.nsw.gov.au - for complaints about the conduct of staff, enforcement matters and the administrative conduct of Council itself;
- Independent Commission Against Corruption (ICAC) on 1800 463 909 or at www.icac.nsw.gov.au - for complaints that a Council official has acted corruptly.

I:\Policies and Procedures - File P13\Policies\Draft\June 2022\DRAFT Complaints Management Policy June 2022.docx Page 5

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, 23rd June 2022

ITEM 2

COMPLAINTS MANAGEMENT POLICY

CONTINUED

Warren Shire Council – Complaints Management Policy

- Office of Local Government (OLG) on 02 4428 4100 or at www.olg.nsw.gov.au - for complaints about the overall functioning of Council, pecuniary interest issues, tendering or Councillor misconduct

Council should be mindful that under Section 11 of the *Independent Commission Against Corruption Act 1988*, the General Manager has a duty to report any matter that he or she suspects on reasonable grounds concerns or may concern corrupt conduct.

Further, if the matter complained about concerns an alleged breach of the pecuniary interest provisions of the *Local Government Act*; the OLG *Pecuniary Interest Guidelines 2006* make it clear that such matters must be reported by the General Manager after reviewing all information and determining that there is evidence consistent with a breach of the Act.

9. POLICY IMPLEMENTATION

This Policy will be implemented with reference to Council policies including, but not limited to:

- Code of Conduct; and
- Privacy Management Policy.

10. REPORTING & IMPROVEMENT

Monthly the Divisional Managers will provide succinct reports to the Senior Management Team on complaints received and subsequent follow-up and departmental action.

Reports will provide the following information on each complaint:

- the issue at the center of the complaint;
- dates and history of complaint;
- action taken to address complainant's issues;
- feedback from the complainant, where available, as to satisfactory resolution of the complaint or otherwise;
- information on internal reviews; and
- on an annual basis, the Divisional Managers must collate the complaints data for inclusion in Council's Annual Report.

Complaints data should be captured, classified and analysed on a quarterly basis to assist in rectifying systemic and recurring problems. The Senior Management Team should review the data to identify areas that may need corrective action and process improvement within Council's operations.

11. POLICY REVIEW

It is intended that this Policy will be reviewed periodically, at a minimum once every term of an elected Council, taking into account any further information or developments that may be to hand at that time.

I:\Policies and Procedures - File P13\Policies\Draft\June 2022\DRAFT Complaints Management Policy June 2022.docx Page 6

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

(C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Lobby the Federal and the NSW Governments to include the Nevertire region in the "Black Spot" funding program as a top priority. Briefing Note provided to the Local Member the Hon. Mark Coultan MP at the meeting held by the Mayor and General Manager in Broken Hill 20 April 2021. Now attempting to work with Telstra to improve mobile and internet service at Nevertire. Council has submitted a submission on the Regional Telecommunications Review 2021 that is now available on the relevant Commonwealth Government Department website. Monthly reminders being provided to Telstra.
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 September 2022.
28.10.21	233.10.21	Sports lighting of the Carter Oval Soccer Fields	GM/IPM	Works delayed due to the wet weather and condition of Carter Oval. Tender process completed. Contract awarded to REES Electrical P/L. Design complete, including soccer field lighting. Site works commenced April 2022, three light poles of eight installed.
28.10.21	240.10.21	Proposed Sale of Lot 2 DP1104089 and Licence	GM	Arrange sale and licence in accordance with Council's resolution – matter in

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
		of Lot 7007 DP1120699 (Crown Reserve)		progress through purchaser's Solicitor. Matter delayed due to an Aboriginal Lands Claim on the Reserve. Purchasing arrangements have commenced.
28.10.21	241.10.21	Completion of Infrastructure Projects – Warren Airport, Warren CBD Toilet Facility and Lions Park Toilet Facility	DMFA/ GM/IPM	<p>Allocation of \$60,000 from the restricted funds for infrastructure improvement/replacement to the Warren Airport Upgrading Project to allow completion of all necessary works – work in progress, but being delayed due to lack of suitable available builders.</p> <p>Allocation of \$140,000 from the restricted funds for infrastructure improvement/replacement for the Warren CBD Toilet Facility Project on the basis that the funds will be returned to restricted funds if Council is successful in receiving the NSW Responsible Gambling – Infrastructure Program Grant.</p> <p>NSW Responsible Gambling – Infrastructure Program Grant unsuccessful.</p> <p>Draft specification for CBD Toilet completed. Indicative costing completed for toilet type extras such as; electrical supply & metering – works in progress.</p> <p>Council has adopted the Warren Public Arts Committee recommendation to have historical</p>

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				<p>photographs of Warren themed collage on the Dubbo Street wall of the facility.</p> <p>That Council note and approve the following funding to go towards the Lions Park Toilet Facility Project:</p> <ul style="list-style-type: none">• Aubrey Dinsdale's bequeath to Council \$52,230.45;• Murray Darling Basin Economic Development Improvement of Regional Structures Grant \$24,500; and• Contribution from the Warren Lions Club – noted \$16,000. <p>Subject to the Warren Lions Club committing at least \$16,000 to the Lions Park Toilet Facility Council allocate \$52,000 from the restricted funds for infrastructure improvement/ replacement for the Lions Park Toilet Facility Project on the basis that the funds will be returned to restricted funds if Council is successful in receiving the NSW Responsible Gambling – Infrastructure Program Grant. Budget needs to be allocated – confirmation request provided to the Warren Lions Club who have verbally advised of agreement to provide \$16,000 contribution. Council has adopted the Warren Public Arts Committee</p>

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				recommendations to have a Macquarie River theme collage on the outside walls. Survey completed for Lions Park. Draft Concept Plan received. Infrastructure Projects Control Group investigating project scope, information, documentation and specifications to progress project.
2.12.21	269.12.21	Proposed Sale of Warren Airport Land to MVAS	GM	<ol style="list-style-type: none"> 1. Arrange sale of land as detailed within the report – in progress through purchasers solicitor. 2. Arrange for the signing of any associated documents under the Seal of Council if required. <p>Matter in the hands of purchasers Solicitor.</p>
24.2.22	54.2.22	Local Roads and Community Infrastructure Program - Phase 3 Grants - Community Infrastructure Projects	<p>GM</p> <p>IPM</p> <p>*DMFA/MHD</p> <p>*DMFA/MHD</p>	<p>That Council allocate funding under the Local Roads and Community Infrastructure Program – Phase 3 Grant to the following community infrastructure projects:</p> <ul style="list-style-type: none"> ▪ Equestrian Arena (\$95,944), project scoping commenced; ▪ Solar panels on Council's facilities – Works Depot (\$72,000) – will involve a number of facilities, draft specification arranged. Report provided to May Council Meeting, quotation to be arranged; ▪ Solar panels on Council's facilities – Administration Centre (\$53,000) - will involve a number of

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
			MHD	facilities, draft specification arranged. Report provided to May Council Meeting, quotation to be arranged;;
			MHD	<ul style="list-style-type: none"> ▪ Warren Sporting and Cultural Centre Upstairs Disabled Toilet (\$40,000), quotations obtained being assessed against available funding;
			MHD	<ul style="list-style-type: none"> ▪ Warren Sporting and Cultural Centre Retaining Wall and Second/Third Tier Replacement and concrete path work (\$40,000), quotations being assessed against available funding; and
			MHD	<ul style="list-style-type: none"> ▪ Warren Sporting and Cultural Centre Sound Mixer System and External Speakers (\$9,572), quotation obtained and being assessed against available funding.
*24.2.22	55.2.22	Integrated Planning and Reporting (IP & R) Framework Documentation Action Plan and Community Engagement Plan	GM	<ol style="list-style-type: none"> 1. Commence the IP & R Framework Documentation Action Plan in line with the Community Engagement Plan as reported – Drafts completed and advertised, final report provided to June 2022 Council Meeting. 2. The cost of preparing Council's IP&R Framework Documentation Action Plan be funded from Council's Internally Restricted Reserves for Integrated Planning and Reporting/Asset

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				Management Planning up to a maximum amount of \$69,532 – noted.
24.2.22	71.2.22	Inclusion of an Acknowledgement of Country Within the Order of Business of Council's Ordinary, Extra-Ordinary, Special and Committee Meetings Under the Warren Shire Council Code of Meeting Practice	GM	That the inclusion of an Acknowledgement of Country within the Order of Business of Council's Ordinary, Extra-Ordinary, Special and Committee Meetings under the Warren Shire Council Code of Meeting Practice and any other proposed changes to the Code of Meeting Practice be considered at a Council Workshop before being progressed – expected September 2022 Workshop and reporting.
24.3.22	79.3.22	Warren Shire Council Economic Development Strategy	GM	Further refinement to be undertaken by the new Business Development Facilitator.
24.3.22	79.3.22	Warren Shire Council Economic Development Plan	GM	Further refinement to be undertaken by the new Business Development Facilitator.
*24.3.22	79.3.22	RiverSmart Memorandum of Agreement (MOA)	GM	Start negotiations for MOA – report expected to be provided to June 2022 Council Meeting.
28.4.22	101.4.22	Public Art on Private Property Murals	GM	Arrange for a Macquarie River theme collage be incorporated on the Lions Park Toilet/Amenities outside wall – in progress.
28.4.22	101.4.22	Public Art on Private Property Murals	GM	Arrange for historical photographs of a Warren themed collage be incorporated on the Warren CBD Toilet/Amenities Dubbo Street Wall – in progress.
26.5.22	131.5.22	Warren Shire Signature Events	GM	That a further report be provided to the Economic

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				Development & Promotions Committee on future events to be broken into at least the following three (3) categories: <ol style="list-style-type: none"> 1. Warren Shire Signature Events; 2. Warren Shire Community Events; and 3. Warren Shire Facility Events.
*26.5.22	131.5.22	Reconnecting NSW - Community Events Program	GM	That the \$119,826 funding allocation for Reconnecting NSW – Community Events Program be prioritised to the following events: <ul style="list-style-type: none"> – Christmas 2022 Celebration (\$45,726); – Opening of Carter Oval Youth Precinct (Cricket match) (\$10,000); – U16 Rugby Union Championships or Rugby League or similar (\$10,000); – Burrima Boardwalk Opening (\$14,100); – Celebration of Warren Youth Festival (\$20,000); and – Warren Chamber of Music Festival (Under the Western Stars) (\$20,000). Advice provided to recipients and application provided to Department of Regional NSW.
*26.5.22	140.5.22	Easement for Overhead Powerlines – Sewerage	GM	Arrange for the signing of the easement documents under the Seal of Council –

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
		Treatment Plant, 8447 Oxley Hwy, Warren		documents signed under the Seal and provided to Council's Solicitor for action.
*26.5.22	141.5.22	Road Maintenance Council Contract	DMES	Arrange for the signing of all documents in relation to the Road Maintenance Council Contract (RMCC) with Transport for NSW (TfNSW) under the seal of Council if required – documents signed under seal and provided to Transport for NSW.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
26.5.22	135.5.22	Social Media Policy	DMFA	Policy amended as resolved and has been placed on public exhibition for a minimum of 28 days. If no adverse comments are received, arrange for the adoption of the Policy.
*26.5.22	146.5.22	General Rates - Additional Special Variation (ASV) for 2022-2023	DMFA	That Council under Section 508(2) of the Local Government Act 1993 make an application to IPART for a permanent single year Additional Special Variation (ASV) of 1.2% for 2022/2023 in accordance with the Guidelines as detailed in the Office of Local Government Circulars 22-03 and 22-07. Council report and Resolution sent to IPART 26 May 2022.

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
*26.5.22	147.5.22	Sale Prices of Council Owned Vacant Land – Deacon Drive Warren	DMFA	Council set the sale prices of the remaining nine (9) vacant allotments of land in Deacon Drive, Warren as resolved. New prices set in spreadsheet.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
6.12.18	284.12.18	Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units	DMES	Survey completed and a report is to be presented to Council. This project is currently on hold. Waiting on land boundary adjustments between RFS and Local Hotel. Re-investigation commenced by new DMES.
27.6.19 3.12.20	129.6.19 256.12.20	Warren Levee Rehabilitation	DMES	Matter is in the hands of Minister Elliot's and Minister Littleproud's offices. It should be recognised that the first submission may not be successful. Second submission provided. There may be a second round or pursue through other flood asset grants if needed. Emergency Plan funded and enacted (\$80,000) for November/December floods. Matter now also with Resilience NSW. Consultant engaged to arrange a further Grant Application through the State Government to the Commonwealth Government. Further application under the National Flood Mitigation Infrastructure 2021-2022

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				arranged and has been successful (\$5.325M). Further application under the 2022-2023 NSW Government's Floodplain Management Program arranged. Briefing of NSW Government Minister to obtain State Government funding amounting to \$1.775M continues. Minister Steph Cooke and Minister Kevin Anderson appraised of the situation by Briefing Notes and Meetings.
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	<ol style="list-style-type: none"> 1. Provide a detailed budget for works. Submit plans and documents to Council for consideration and approval. 2. Further investigations are to be undertaken.
24.9.20	214.9.20	New Sewage Treatment Works	IPM	<p>Works in progress. Practical completion 21st November 2021. Waiting for EPA Licence for new STW. Site inspection with Contractor carried out 12th May 2022. A Practical Completion Certificate issued 25th May 2022.</p> <p>Draft EPL received 7th February 2022. Waiting on Commissioning Licence, then the Contractor will "cut over" to new SPS2 and STP for commissioning. Commissioning Licence expected by the end of June 2022 to allow full testing and commissioning to take place.</p>
27.5.21	95.5.21	Upgrade of Chlorination system improvements	DMES/ TSM	Council apply for grant funding for Nevertire and

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				Collie chlorination system improvement to best practices level and to include appropriate building facilities at Collie; and If the use of the Warren Groundwater Augmentation Grant for the provision of Warren chlorination system improvement to best practice level is not possible then a further grant application be made to the relevant authorities for provision of this important infrastructure in Warren. Briefing Note provided to Roy Butler MP mid-January 2022 and Minister for Land and Water The Hon. Kevin Anderson MP February 2022. Local Member Roy Butler MP again appraised of proposed project in late May 2022.
27.5.21	95.5.21	River Water Pumps at Ellengerah and Oxley Park Reservoirs	DMES/ TSM	Ellengerah pumps delivered. Oxley Park pumps ordered. Project awarded to Ryan Mason Engineering. Works to be completed early 2022. New casings have been fabricated. New pumps have arrived. Materials delayed. Fittings being manufactured, waiting on river level.
27.5.21	95.5.21	Spare pumps – water and sewage	DMES/ TSM	Gunningba and Nevertire to be upgraded. Spare pump for Wilson Street and Garden Avenue to be purchased. Investigating water pumps. Ongoing. New electrical cabinets delivered late November 2021. Nevertire and Gunningba Stations 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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				be bypassed to allow the internal refit in 2022. Concrete works completed.
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. Other areas subject to obtaining grants. Briefing Note provided to Roy Butler mid-January 2022 and to the Minister for Land and Water The Hon. Kevin Anderson MP February 2022. Local Member Roy Butler MP again appraised of proposed project in late May 2022.
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 3 rd March 2022. Initial Civil works and concreting works to commence mid-June. MLB Concrete and Construction are the successful contractor.
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 th 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.

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				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.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Determine an estimated cost for the complete project in conjunction with feedback and negotiated positions for land purchases and report back to a Closed Council Meeting – in progress.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – in progress.
2.12.21	257.12.21	Town Centre Upgrade	DMES	Committee members to analyse proposals and forward them to the DMES.
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	Arrange for the replacement of light vehicles as per recommendation - Plant 56 – Toyota Hilux Single Cab 2x4 (estimated change-over cost – \$18,000) replacement has been ordered with a 6-8 month delivery time; Plant 62 – Toyota Hilux Single Cab 2x4 Tipper

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				<p>(estimated change-over cost – \$18,000) April 2022 for 2022/2023 – replacement has been ordered with a 6-8 month delivery time;</p> <p>Plant 236 – Toyota Hilux Extra Cab 2x4 (estimated change-over cost – \$18,000) April 2022 for 2022/2023 – replacement has been ordered with a 6-8 month delivery time;</p> <p>Plant 240 – Toyota Aurion (estimated change-over cost – \$22,000) Probably 2022/2023;</p> <p>Plant 241 – Toyota Hilux Single Cab 4x4 (estimated change-over cost – \$13,000) Probably 2022/2023 – replacement has been ordered with a 6-8 month delivery time;</p> <p>Plant 242 – Toyota Kluger Wagon (estimated change-over cost – \$10,000) Probably 2022/2023 – replacement has been ordered with a 6-8 month delivery time; and</p> <p>Plant 3503 – Toyota Kluger Wagon (estimated change-over cost – \$20,000) replacement has been ordered with a 6-8 month delivery time. Ongoing.</p>
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	<p>Arrange for the replacement of heavy plant as per recommendation –</p> <p>Plant 15 – Kioti Daedong Tractor (estimated change-over cost - \$30,000) – Listed on VendorPanel 4th March</p>

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				<p>2022. Closed 28th March 2022, quotations being considered;</p> <p>Plant 21 – Tractor John Deere (estimated change-over cost - \$35,000) – Listed on VendorPanel 4th March 2022. Closed 28th March 2022, quotations being considered;</p> <p>Plant 1168 – Excavator JCB 8018 (estimated change-over cost - \$15,000) – Draft Specification written, replacement to be considered for 2022/2023;</p> <p>Plant 107 – 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.</p> <p>New Tipping Trailer (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 in draft.</p> <p>Plant 751 – Pressure cleaner Monsoon 100TR (estimated change-over cost - \$1,000);</p> <p>Plant 774 – Fountain Proline V4 Liquid Marker (estimated change-over cost - \$500); and</p>

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				Plant 112 – Trailer with Kubota ASKA 180B generator (estimated change-over cost - \$5,000), replacement to be considered for 2022/23.
*26.8.21	175.8.21	Warren Road Rehabilitation Segment 28, 30 & 32	DMES	<p>Details of Council's two options being:</p> <ol style="list-style-type: none"> 1. The rehabilitation of the 6.20 km section of RR 7515 fully at a cost of \$3.684M; and 2. Providing for the expenditure of the initial allocation of \$1.679M have been issued to the Coonamble Shire Council. It has been agreed that a meeting will be held between Coonamble Shire Council representatives and perhaps the State and/or Federal Infrastructure Section to resolve the matter – estimate and project(s) details provided to Coonamble Shire Council who have provided a submission. <p>Infrastructure NSW has confirmed that Council has been successful with a grant for a further \$2,000,320 that fully funds the \$3.684 million project.</p>
28.10.21	226.10.21	Kerb and Gutter Works	DMES/ RIM	<p>Program the following required kerb and gutter replacement works in the amount of \$92,767 to be funded from the kerb and gutter replacement restricted funds:</p> <p>Priority one (1):</p>

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				Orchard Street, Warren 20.2 metres. Priority two (2): Readford and Zora Street, Warren 62.4 metres; Readford and Chester Street, Warren 92.8 metres; and Readford and Bundemar Street, Warren 73 metres – Works progressing March/April/May 2022. Kerb and gutter lengths will need to be reduced due to increased costs.
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 and waiting in abeyance for other funding opportunities if they arise in 2021/2022 and 2022/2023.
28.10.21	229.10.21	Comparison Plant Replacement for Council Gravel Haulage Fleet	DMES/ WC	Arrange the advertising for the supply and delivery of one (1) Bogie Drive Road Train Specification Prime Mover, a triaxle road train dolly and two (2) heavy duty bisalloy triaxle side tipping trailers. Specification complete for trailers and dolly in draft.
28.10.21	229.10.21	Comparison Plant Replacement for	DMES/ WC	Council following delivery of the road train side tipping combination sell Plant 107,

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
		Council Gravel Haulage Fleet		Plant 31 and Plant 165 for the expected amount of \$85,000 ex GST maybe delayed subject to the success of the flood damage programs.
28.10.21	229.10.21	Finalisation of 2021/2022 Heavy Plant Replacement Program	DMES/ WC	<p>The following heavy plant replacement/purchases be included in the 2021/2022 Heavy Plant Replacement Program:</p> <ul style="list-style-type: none"> • \$30,000 new front mounted mower – Specification written and being quoted; • \$7,000 for new smaller mowing deck for Plant 70 Iseki Mower and the Village Crew Trailer be upgraded in weight capacity – no action to be taken on trailer; and • \$190,000 for a new rubber tyred roller gross weight 22.5 tonne – Listed on VendorPanel 4th March 2022. Closed 28th March 2022 – report provided to April 2022 Council Meeting and roller ordered.
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 expected to be reported to the next Plant Committee Meeting.

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
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 14 th October 2021 – works in progress.
*24.2.22	37.2.22	Regional and Shire Road Reconstruction/Construction Pavement and Seal Width Standards	RIM	Provide a report to the next Roads Committee Meeting detailing the typical widths for prime seals, final seals and pavement that should be undertaken on Regional and Shire Road Reconstruction/Construction projects – report provided to the June 2022 Roads Committee Meeting.
24.2.22	43.2.22	Solar options for Carter Oval Sports Precinct/Workshop Depot Precinct	DMES	Investigate solar options for areas as specified – in progress, draft specifications arranged.
24.2.22	46.2.22	Warren Lawn Cemetery Expansion	DMES/ TSM	Commence Community Consultation and subject to Community Feedback be adopted by Council for inclusion into future workplans – in progress.
28.4.22	124.4.22	Supply and Delivery of one (1) Rubber Tyred Roller	DMES	Accept the quotation from WesTrac Pty Ltd of 8 Purvis Lane, Dubbo for the supply and delivery of a Caterpillar CW34 Rubber Tyred Roller in accordance with the Request for Quotation No. VP294685 Rubber Tyred Roller for \$217,000 plus GST. Roller ordered.
26.5.22	128.5.22	Request for Installation of a Bus Stop Sign	DMES	A further onsite assessment be undertaken and that if the school bus signage is not

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				in place, they will be erected on Ellengerah Road.
26.5.22	128.5.22	Wambianna Road Double Line Request	DMES	Submit a report on the vegetation and site distance problems in this location for the next Traffic Committee meeting.
*26.5.22	128.5.22	Request for parallel parking sign in the cul-de-sac	DMES	Advise the complainant that the default parking in NSW is parallel parking, and the matter has been referred to the police – advice provided.
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"> 2. Investigate the warrant for either a Hale Street School crossing or Zebra crossing for a report to a future Committee meeting and; 3. Investigation be taken in review of the no-stopping length approach to the existing zebra crossing in Chester Street.
26.5.22	132.5.22	Purchase of a second-hand excavator	DMES	Arrange for the purchase of a second-hand excavator as soon as possible with the appropriate attachments, using funds from the Domestic Waste Reserve and partly from the General (Plant) Replacement Reserve with the estimated cost amount as reported to the Ewenmar Waste Depot Committee on the 16th May 2022 – investigation and purchase arrangements in train.
26.5.22	134.5.22	Carter Oval Youth Sports Precinct Masterplan	DMES	<ol style="list-style-type: none"> 1. That the location of the long jump facility be investigated to determine suitability of

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				<p>the relocation to vacant area at the end of the main soccer oval beside the 3.6m high fence separating the soccer field area and the carparking area / Reinhard Way; and</p> <p>2. At the appropriate time, negotiations be arranged with the successful contractor for the Kiosk and Amenities Building to where possible incorporate the proposed 3 bay storage shed (6m x 12m) in the Kiosk and Amenities Building or beside the building at the location and built with similar cladding.</p>

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
27.2.20	36.2.20	Draft Plans of Management	MHD	<ol style="list-style-type: none"> Categories assigned as detailed in report. Crown Reserves classified identified as operational land. Draft Plans of Management nearing completion.
26.8.21	172.8.21	Future Grant Projects at the Warren Sporting & Cultural Centre	CM	<p>Pursue funding for:</p> <ol style="list-style-type: none"> Heating & cooling of the indoor court and gym area; and Construction of additional change room / toilet amenities block at Victoria Park.

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
28.10.21	233.10.21	Warren Sporting and Cultural Centre Roof and Guttering	MHD/ CM	That Council allocate \$40,000 from the restricted funds for infrastructure improvement/replacement for the improvement of roof and guttering at the Warren Sporting and Cultural Centre, to prevent the ingress of water into the building. Works listed on VendorPanel, contractor appointed. VendorPanel request complete successful contractor selected and engaged. Works to be completed in June 2022.
28.10.21	252.10.21	Proposed Acquisition Notice – Gunningbar Street Nevertire	MHD	<ol style="list-style-type: none"> 1. Council proceeds with the compulsory acquisition of the land described as Lot 362 DP1273205 which is bounded by the rear of the old Nevertire School, Gobabla Street and Beleringa Street – work in progress, 2. Lot 362 DP1273205 for the purpose of dedication of public road “Gunningbar Street” Nevertire in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991, and – noted. 3. Council makes an application to the Minister and the Governor for approval to acquire Lot 362 DP1273205 by compulsory process under section 77(2)(b) of the Roads Act 1993.

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
				<p>Proposed Acquisition Notice (PAN) submitted to Crown Lands 24th November 2021. Acknowledgment received. Email sent 16th December 2021 requesting status update. Advised that Crown Lands are completing checks. Invoice received and paid. No objection letter received 16th February 2022. Concurrence for reducing notification period received. PAN lodged with OLG 6th April 2022 for Minister's recommendation to the Governor and the Valuer General to prepare report for compensation.</p>
2.12.21	258.12.21	Victoria Oval and Oxley Park Plan of Management	MHD	<p>Seek Ministers consent to adopt the Victoria Oval and Oxley Park Plan of Management.</p> <p>Plan of Management sent to Minister 10th November 2021. Awaiting response.</p>
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	<ol style="list-style-type: none"> 1. Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court (in progress); and 2. Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required.

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
26.5.22	132.5.22	Flood Impact on the Ewenmar Waste Depot	MHD	Develop a contingency plan for flood events at the Ewenmar Waste Depot.
26.5.22	132.5.22	Collection and Disposal of Putrescible Rubbish and Garbage	MHD	<p>1. That subject to a positive financial check Council accepts the tender received from JR Richards & Sons of 92 Manning Street, Tuncurry NSW 2428 for the RFT C13-71 <i>“Collection and Disposal of Putrescible Rubbish and Garbage”</i> for five (5) years with the option of a two (2) year extension, being the Alternate Tender “A” pricing proposal submitted by JR Richards & Sons, being a per service collection charge, with a quarterly rise and fall adjustment, and with the rise and fall calculations to be used are the Sydney Terminal Gate price for fuel and the Sydney All Groups CPI not Melbourne as indicated in the tender;</p> <p>2. That authority be given to affix the Seal of Council to the RFT C13-71 <i>“Collection and Disposal of Putrescible Rubbish and Garbage”</i> agreement.</p> <p>Positive financial check received. Contract arrangements in train for a start of 1st July 2022 including the implementation of a Community Engagement</p>

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, 23rd June 2022

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
				Plan by both the contractor and Council.
26.5.22	153.5.22	Energy Action Plan	MHD	1. Endorse the Energy Action Plan; 2. Approves the recommended tariff changes; 3. Selects Option 2 of the Energy Action Plan for the installation of Solar PV (Photovoltaic) System at the five (5) sites being the Administration building, Council Works Depot, Ellengerah Water towers, Library and Victoria Oval and Sporting Complex; and 4. Obtain advice on reputable suppliers and installers of quality equipment, post the close of Vendor Panel submissions.

RECOMMENDATION:

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

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 23rd June 2022

ITEM 2 COMMITTEE/DELEGATES MEETINGS

(C14-2)

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

MEETINGS HELD

Date	Committee / Meeting	Location
27.05.22	LGEA COM and Strategy Meeting	Sydney
31.05.22	Roy Butler MP, Member for Barwon	Warren
01.06.22	Roads Committee Meeting and Roads Inspection Tour	Warren Shire LGA
03.06.22	Roads Transport Directorate Working Group Meeting	Online
06.06.22	IPWEA Roads and Transport Directorate Local Roads Congress	Sydney
09.06.22	NSW EPA – Narelle Sargent and Damien Rindfleish	Warren
09.06.22	RiverSmart Australia Ltd	Warren
10.06.22	IPWEA NSW and ACT Board Meeting	Online
14.06.22	Macquarie Flood Mitigation Reference Panel Meeting	Online
15.06.22	Sporting Facilities Committee Meeting	Warren
15.06.22	Plant Committee Meeting	Warren
16.06.22	Resilience NSW Workshop – State Resilience Strategy	Online
17.06.22	Alliance Western Councils GMAC	Dubbo
17.06.22	Netwaste Meeting	Dubbo
21.06.22	IPWEA Road Safety Panel Meeting	Online

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION
27.06.22	2022 REDS Update Project – Western Plains FER Workshop	Online
01.07.22	Alliance Western Councils Board Meeting	Nyngan
23-25.10.22	2022 Local Government Annual Conference	Hunter Valley

RECOMMENDATION:

That the information be received and noted.

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, 23rd June 2022

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS (C14-71, G4-1)

RECOMMENDATION:
 That the information be received and noted.

The following are details of Infrastructure Projects and Grant Applications that are being managed by the Executive Office including the Infrastructure Projects Manager for the period 16th April 2022 to 8th May 2022:

Project	Budget	Expend	Resp	Comment
General				
ANZAC Community Grant	1,000	Nil	IPM/TSM	Construct new rose garden at the Warren War Memorial. Roses have been ordered.
Warren Airport Upgrade (Drought Stimulus Package Funding – RNIG2-004-NSW DPIE) Includes \$60,000 allocated from restricted funds for infrastructure improvement/replacement.	185,741	501	IPM	Works for the upgrade of Runway 03/ 21 (Clay, unsurfaced runway), all Aprons and Taxiways, including the sealing of the Taxiway between the sealed runway 09/ 27 and the unsealed runway 03/ 21, drainage works on Taxiways, Aprons and Runway 03/ 21 and line marking as required by the Civil Aviation Safety Authority, (CASA). Works commenced in November 2020. Runway 03/21 Drainage works are 90% complete and unseasonal rain in March and weekly rain since had delayed access for heavy machinery to complete these works. Contractor has now completed works. Further drainage work in Whiteley’s will finalise drainage improvements in early 2022. Aircraft refuelling system complete. Terminal building frame delivered to site, old Terminal building demolished and removed. Quotations received for the construction of the new Terminal building, all above the budget available. Redesign of the concrete slab completed and re-

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, 23rd June 2022

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget	Expend	Resp	Comment
				quoting of construction is being sourced. Final costings being prepared for work to be completed, see report to the October 2021 Council Meeting for further funding. Still having difficulty finding an available builder for construction and fit out. Infrastructure Projects Control Group rescoping project and information.
Village Enhancements for Warren, Nevertire and Collie (currently does not include \$395,800 budget provision for Warren Roundabout Reconstruction) (MDB Economic Development Program - Improvement of Regional Structures Grant)	1,229,951	619,489	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 nearing completion.</p> <p>New Toilet Block for Noel Waters Oval has commenced construction.</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.</p> <p>Concrete pathways and BBQ slab works at Nevertire Park have commenced and subject to weather will be completed before 30 June 2022. New fencing at Nevertire Park completed.</p>

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, 23rd June 2022

ITEM 3

WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
<p>Carter Oval and the Development of the Surrounds Carry Over</p> <p>(MDB Economic Development Program - Improvement of Regional Structures Grant)</p>	761,562	312,642	<p>IPM</p> <p>IPM</p>	<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> <p>Skate Park – complete.</p> <p>Splash Park complete. Has been commissioned by contractor, Pool Manager has been given an operations handover.</p> <p>Irrigation installed on Carter Oval. Pathways constructed between sports areas. 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> <p>Little A’s, Cricket and Soccer storage facilities have been re-quoted. Development of soccer fields started.</p>
<p>Carter Oval Lighting Project (Drought Communities Extension Program)</p>	274,166	159,688	IPM	<p>Contract signed by both parties. Design work commenced December 2021. Appropriate variation quotation obtained and accepted from contractor in the amount of \$42,739.40 inc. GST to prepare electrical system and switchboard for additional soccer field lighting and appropriate variation quotation obtained and accepted for Australian made poles and 200 LUX LED lighting of the soccer fields in the amount of \$170,528.30 inc. GST – works in progress. Contractor onsite from 4 April 2022 to completion of project.</p>

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, 23rd June 2022

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget	Expend	Resp	Comment
				3 out of 4 main Light Towers have been installed, electrical switchboard is installed and awaiting commissioning.
Stronger Country Communities Round 4 Change rooms and amenities block at Carter Oval	671,000	2220	IPM	Change rooms, toilets (male & female), canteen and viewing area (amenities building) for Carter Oval Sports Precinct with a focus on female competitors. Out to Tender May 2022, report provided to June 2022 Council Meeting through the Sporting Facilities Committee.
Carter Oval Cricket Pitch	5,845	Nil	IPM	Construction of cricket field / turf wicket commenced, to be completed in June 2022, weather dependant.
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 discussed in regard to availability of funds elsewhere in the project.
Pathway Sculptures/Art (Drought Communities Extension Program)	24,042	18,292	GM/ IPM	Sculptures have been constructed but are yet to be erected. First structure completed and located in Victoria Park (Table Tennis Sculpture.)
Warren Showground/ Racecourse Upgrade Project (Regional Sports Infrastructure Fund and \$10,182 from sale of old McCalman Pavilion) • Equestrian Arena	713,020	287,226	IPM	Equestrian Arena - the covered arena construction is complete. Lighting installed. Watering system being quoted and order raised. Quotations obtained for supply and installation of kick rails. Working with the Adult Riding Club representatives to ensure project is to the appropriate standard for handover. Order placed with Aqua West to supply and install a dust suppression watering system. Sand floor to be re-laid with suitable sand from Narromine selected by the Adult Riding Club. Construction started on the misting system, works programmed to start after the Show.

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, 23rd June 2022

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> • Pony Club Cross Country Facilities, • GBS Falkiner Lounge and Viewing Area, • Replacement of the Showground Ladies Toilets, • Relocation of Cattle Yards. (NSW Showgrounds Stimulus Program Phase 2B) 	60,000	Nil	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. Initial work complete late December 2021. Final works practically completed March 2022. To be inspected by Council Engineer & Pony Club contractor's advisor to be determine finalisation works</p> <p>GBS Falkiner Lounge and Viewing Area works scoping and program commenced. Disabled toilet has been constructed and male & female toilets upgrade complete includes ambulant toilet painting, new carpet & tiles complete. Air conditioning installed and commissioned. Seating in viewing area in nearing completion, painting of the grandstand flooring has been completed with further works to commence after the Warren Show.</p> <p>Work to be rescoped and commenced After the Warren Show.</p> <p>Warren P&A contacted and requested to expedite the design and relocation area and to be discussed with the Showground/ Racecourse Committee.</p> <p>No movement to date.</p>
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 held on the 7th October 2021.

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, 23rd June 2022

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> • Update/Renovate Male & Female Amenities in Cattleman’s & Horse Sports Camping Area 	220,000	131,279	IPM	All works completed.
<ul style="list-style-type: none"> • Renovate Male Toilet @ Main Pavilion 	100,000	Nil	IPM	Scope of Works complete. Quotations obtained for plumbing, fixtures and painting. Works to commence after the Warren Show.
<ul style="list-style-type: none"> • Install New Septic Receival Tank for Main Pavilion Toilets 	45,000	Nil	IPM	Scope of Works complete. Quotations requested from local and regional businesses. Works will commence after the Warren Show.
<ul style="list-style-type: none"> • Refence Showground Perimeter with Exclusion Fencing 	105,000	Nil	IPM	Quotes requested from local suppliers and rural fencing contractors; scope/ area determined by Showground/ Racecourse Committee on 7th October 2021. Length 4,100m and 4 gates. To be readvertised.
Local Roads & Community Infrastructure Program Phase 3	94,545	Nil	IPM	Warren Showground/Racecourse Complex Equestrian Arena with a focus on female participants. (Annex pavement, sealing and concrete path construction)
Crown Reserves Improvement Fund Program Disabled (all access) toilet block Warren Pony Club	79,705	Nil	IPM	Construction of a toilet facility in the Warren Pony Club Facility. Scope of works and design complete, however is being reassessed. Location determination to be finalised with Warren Pony Club.
Crown Reserves Improvement Fund Program Replacement of Showground Ladies Toilet Part 2	54,545	Nil	IPM	Final stage of the female toilet replacement/refurbishment to an appropriate standard. Works to commence after Warren Show.

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, 23rd June 2022

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget	Expend	Resp	Comment
Murray-Darling Basin Economic Development Program – Round 3 – Warren Showground/Racecourse Complex Improvement Program	250,000	110,190	IPM	Project involves: Showground/Racecourse facilities. i.e. 1. Disabled toilets GBS Falkiner Memorial Lounge; completed December 2021. 2. Replace windows and doors GBS Falkiner Memorial Lounge; Waiting on quotes, now from interstate suppliers. 3. Paint and refurbish grandstand; 60% complete, works in progress.
Murray-Darling Basin Economic Development Program – Round 3 – Warren Shire Tourism, Business Development and Macquarie Marshes Signage and Shire Mural Program	For Mural Program Only			Rescoping for revised budget arranged. See Warren Public Arts Committee Minutes reported to July 2021 Council Meeting.
Stafford Street Water Tower Mural	100,000	83,665	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 September 2021. Mural complete and unveiling undertaken on 2nd December 2021.
Nevertire Water Tower Mural	130,000	86,355	GM/ IPM/ TSM	Community Engagement Plan finalised. Community consultation completed and reported to the November 2021 Warren Public Arts Committee Meeting. Theme finalised and artist quotations finalised. Expect work to be complete mid July 2022.
Warren Town Murals on Private Property	20,000	60,885	GM/ IPM/ TSM	Community Engagement Plan finalised. Community consultation completed and report provided to November 2021 Warren Public Arts Committee Meeting. Themes and locations finalised; artist quotations

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, 23rd June 2022

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget	Expend	Resp	Comment
				finalised, expect work to be complete mid July 2022.
Murray-Darling Basin Economic Development Program – Round 3 – Carter Oval Lighting Project	500,000	501,593	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>Tender process completed. Contractor engaged and variation made to include Soccer Field lighting with other funding.</p> <p>Design completed.</p> <p>Electrical switchboard to be commissioned.</p> <p>Contractor onsite and commenced work 4 April 2022. 3 out of 4 Light Towers have been installed. Weather has delayed installation for June, July 2022.</p>
Murray-Darling Basin Economic Development Program – Round 3 – Monkeygar Creek Macquarie Marshes Bird Viewing Platform and Parking Project	500,000	392	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 scoping and programming works. Concept Design for Bird Viewing Platform submitted to structural engineer for construction design. Roadworks and earthworks being scoped by DMES. Need for EIS / REF determined and being scoped.</p> <p>Wet weather has prevented any access to site since November 2021.</p>
Water Supplies				
Groundwater Augmentation (Critical Drought Initiative Administered by – DPIE Safe and Secure Program)	277,545	160,557	IPM	<p>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.</p>

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, 23rd June 2022

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget	Expend	Resp	Comment
				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.
Drought Relief Events (Drought Communities Extension Program)	8,980	5,500	GM	Events as required and to be determined. Contribution for the Warren Community Christmas Tree arranged from this allocation.
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. Quotes received for supply of lights. Quotes for installation received and an order to be raised.
Sewerage Services				
Restart NSW Warren (STP) Upgrade	1,165,282	1,108,634	IPM	<p>Contractor started work early November 2020. Ponds constructed, rising main 100% installed. Inlet works 100% constructed. Gravity main 80% complete. March 2021 wet weather has delayed the project for between 2-3 weeks. Overall project at 88% completion. Electrical supply to STP connected.</p> <p>Electrical Supply to STP installed with the installation of poles and a 63KVA Transformer. Commissioning of STP and Inlet works commenced 15th October 2021 using Diesel Generators at each site and is ongoing. Waiting on EPA licence to be issued. Project at practical completion but final inspection by Council to be completed before issuing a Practical Completion Certificate. Draft Environmental Protection Licence received and reviewed. Back to EPA for Approval/Issue. Then fully</p>

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, 23rd June 2022

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget	Expend	Resp	Comment
				commissioning and testing will commence. Contractor to return to site for Final Inspection and Commissioning. Defects have been identified and Practical Certificate to be issued May 2022. Expected late June 2022, early 2022.
Warren Central Business District Toilet Installation (Drought Communities Extension Program) Includes \$140,000 allocated from restricted funds for infrastructure improvement/ replacement, waiting on receiving the NSW Responsible Gambling – Infrastructure Program Grant if application successful.	269,789	Nil	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. Funding has been applied for this new toilet and Council is waiting on the funding outcome. See NSW Responsible Gambling Infrastructure Fund Application below. Report provided to the October 2021 Council Meeting for consideration of further Council funding to the project if grant funds are not forthcoming, work in progress.
Lions Park Toilet Installation	120,230	Nil	IPM	Project using the following funding: <ul style="list-style-type: none"> • Includes \$52,000 allocated from restricted funds for infrastructure improvement/ replacement, waiting on receiving the NSW Responsible Gambling – Infrastructure Program Grant if application successful; • Aubrey Dinsdale's bequeath to Council (\$53,230.45); • Murray Darling Basin Economic Development – Improvement of Regional Structures Grant (\$24,500); and • Contribution from the Warren Lions Club \$16,000. Waiting on confirmation of contribution from Warren Lions Club, provided verbally.

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, 23rd June 2022

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget	Expend	Resp	Comment
				Final scoping of works complete, however being reassessed by the Infrastructure Projects Control Group.

Project	Budget Requested	Expend	Resp	Comment
Grant Applications				
Crown Reserves Improvement Fund Program Racecourse Bar and Viewing Improvement/ Refurbishment Stage 2	250,000	N/A	IPM	Application submitted 25 June 2021 Refurbishment of toilets, windows, doors, lounge grandstand and jockey rooms. Scope of works and design complete. Unsuccessful.
NSW Responsible Gambling – Infrastructure	200,000	N/A	IPM	Original application submitted 6 July 2021. New application submitted 22 November 2021. Construct new accessible toilet facility in CBD. Unsuccessful however new application for next round arranged.
Murray Darling Healthy Rivers Program: Large Grants (Priority 2 of 3) (Other priorities are detailed in the Works Progress Reports – Town Services)	1,800,000	N/A	IPM	Application submitted 6th October 2021. The project involves the full investigation and design of the upgrading/renewal of the Bryan Egan Weir (Lower Warren Weir) to include appropriate fish passage to be “shovel ready” status. Waiting Notification.

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, 23rd June 2022

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget Requested	Expend	Resp	Comment
Preparing Australian Communities – Local Stream (Commonwealth Government – Resilience)	352,274 of 622,202	N/A	GM	Application submitted 6th January 2022. The project involves a partnership with ANU to determine lessons from the November 2021 Floods in the Warren Shire – Flood Mitigation Study. Waiting Notification.
Department of Primary Industry & Environment Open Spaces – Places to Play	300,000	N/A	IPM	Application 2nd March 2022. This project involves an adventure playground including children’s bike training track as an addition to the Carter Oval Youth Sports Precinct Development. Unsuccessful.
NSW Department of Communities and Justice - Expression of Interest Local Government Social Cohesion	50,000 – 100,000	N/A	GM/MHD	Application 10th March 2022. Successful EOI application for Building Resilience and Opportunities in Warren. By upskilling people within the Warren community. A collaboration with RiverSmart Australia Limited. Invitation to submit full grant application 31 March 2022, currently liaising with RiverSmart Australia to complete application by 2 May 2022 deadline. Successful EOI. Unsuccessful Grant Application.

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

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, 23rd June 2022

ITEM 5 DRAFT WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN, 2022/2023 – 2025/2026 DELIVERY PROGRAM AND 2022/2023 OPERATIONAL PLAN EXHIBITION CONTINUED

A web-based community survey and feedback system was developed to help review the current Warren Shire 2027 Community Strategic Plan to make it the Warren Shire 2035 Community Strategic Plan. A copy of the survey questionnaire is attached.

A facilitated Councillor and Senior Staff Summit was held on the 19th – 20th March 2022 to develop the relevant documents using the initial feedback obtained from the first three (3) weeks of the survey questionnaire process.

Council at its meeting on the 28th April, 2022 resolved as follows:

“That:

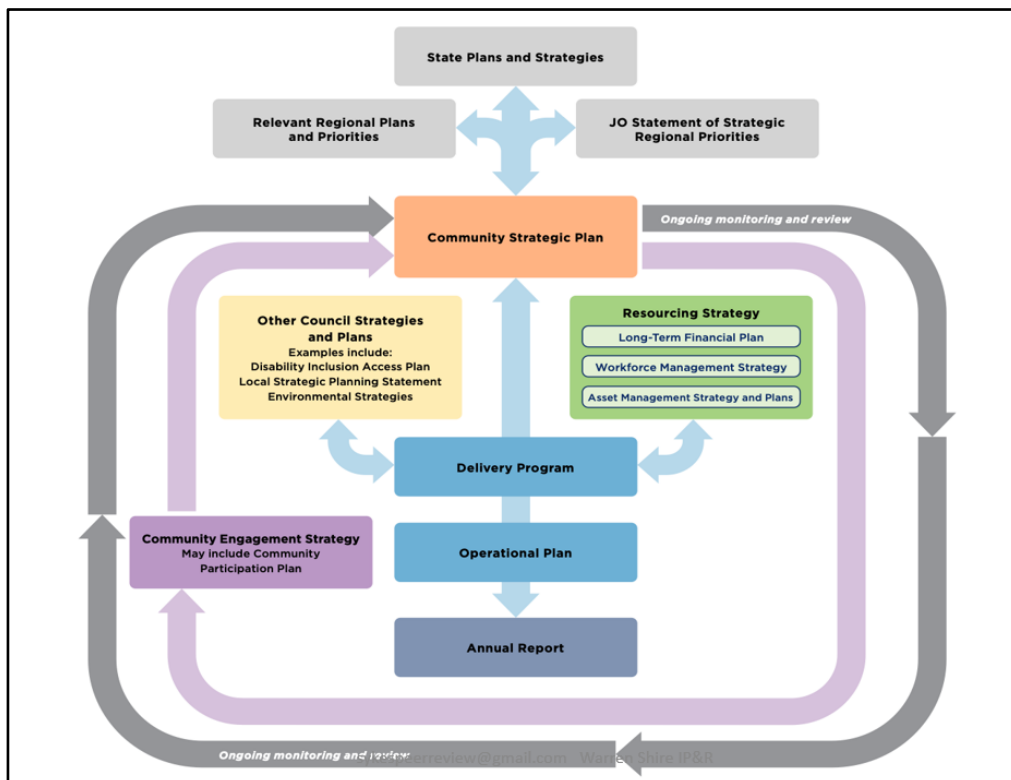
- 1. The information be received and noted; and*
- 2. The final draft of the Warren Shire 2035 Community Strategic Plan, 2022/2023 – 2025/2026 Delivery Program and 2022/2023 Operational Plan be placed on public display for a period of 28 days seeking further comment.”*

Appropriate public exhibition advertising was arranged closing on the 4.00 pm Thursday, 2nd June 2022.

Two (2) submissions have been received.

REPORT

The IP & R Process can be summarised by the following diagram:



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, 23rd June 2022

**ITEM 5 DRAFT WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN, 2022/2023 –
2025/2026 DELIVERY PROGRAM AND 2022/2023 OPERATIONAL PLAN
EXHIBITION CONTINUED**

- Levee condition
- Grant management, community facilitation and support
- Asset Management and Planning
- Warren CBD improvements/revitalisation/investments:
 - Main street revitalisation
 - Main street LEP review
 - Main street funding

Environmental

- Climate change / diverse climates adaptation for future community benefit:
 - Better understand local climate impacts on environment
- Manage environmental plans that affect the community:
 - Water Policy changes
 - Water assets
 - River assets
- Green assets (river/marshes)
 - Sustain product for community and visitor access

Governance

- Community engagement and collaborative partnership – improving commitment, trust and goodwill:
 - Consultation
 - Embracing community leaders as advocates - addressing Negative perceptions
 - Grant facilitation/education
 - Ongoing engagement with stakeholders – see communications plan
 - Publicity/promotions/marketing/community involvement
- Advocacy on service delivery cost impact:
 - Planning agreements for large regional developments– impact Warren
 - Cost shifting
 - Actively pursuit of active resources to deliver services and amenity to the community
 - Services labour productivity improvement

Vision - where to you want to be in 10 years. The Summit determined that the current Vision which is as follows, is appropriate:

“To pursue excellence, to be responsive and pro-active in the promotion and improvement of our community through responsible and innovative leadership.”

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, 23rd June 2022

ITEM 5 DRAFT WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN, 2022/2023 – 2025/2026 DELIVERY PROGRAM AND 2022/2023 OPERATIONAL PLAN EXHIBITION**CONTINUED**

The current Values position – Warren Shire, what is worth striving for as follows was also determined appropriate:

- A safe and attractive working and living environment that will attract skilled people;
- A Shire that has a diverse and stable economy;
- A Shire that has quality and well-maintained infrastructure;
- A place that encourages vitality and leadership in the community;
- A Council that provides quality and cost-effective services, and that partners with the community in decision-making; and
- A community that is inclusive and encourages the development of its young people.

The Divisional Manager Finance & Administration will be providing a separate report for the adoption of the 2022/2023 Estimates that will eventually be incorporated into the finalised 2022/2023 Operational Plan.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993, Section 402.

Integrated Planning and Reporting Guidelines for Local Government in NSW - September 2021, Office of Local Government.

RISK IMPLICATIONS

Nil unless the IP & R Documentation is not complete by 1st July 2022.

STAKEHOLDER CONSULTATION

Attached are copies of the two (2) submissions received that home come from the following persons/organisations:

1. Cancer Council NSW; and
2. Kate Mildner.

It is considered that the requests from the Cancer Council NSW for additional information within the Warren Shire 2035 Community Strategic Plan will be considered as part of any community consultation and project management for facility improvement in the lower level plans and projects.

In regard to Mrs Mildner's comments, I advise as follows:

- The actions linked to the strategies are reasonably specific within reason;
- Improvement of housing in particular visitor accommodation will be considered within tourism and visitation plans and within the Economic Section of all the Integration Planning and Reporting Documents;

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, 23rd June 2022

ITEM 5 DRAFT WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN, 2022/2023 – 2025/2026 DELIVERY PROGRAM AND 2022/2023 OPERATIONAL PLAN EXHIBITION CONTINUED

- Development of any tourism and/or visitation strategy will include all the community in the consultation process;
- Any new streetscape plans will take into consideration the impacts of climate change;
- Council's Energy Action Plan does take into account the future use of solar energy;
- Council will continue to lobby the State Government on the increase provision of water storage in Burrendong Dam; and
- Council will continue to attempt to obtain grant funding for Stormwater Quality Improvement Devices on both our and others stormwater drainage systems.

OPTIONS

It is most important that the Integrated Planning and Reporting Documents are finalised and adopted by Council before the 1st July 2022 to ensure that the rate notice process is timed appropriately.

CONCLUSION

The Warren Shire community has spoken. Through a most worthwhile facilitated Community Workshop and the draft documents have been produced using outcomes expressed by the community and a most worthwhile Councillors and Senior Staff Summit. It is believed that the Documentation is becoming SMART and will help progress the Warren Shire for at least the next 10 years.

Only minor typographical and grammar amendments have been made to the draft documents during the exhibition period.

It is pleasing that Council has received some submissions from the public. Fortunately, the submissions have not needed any changes to the draft documents.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

1. Draft Warren Shire 2035 Community Strategic Plan (under separate cover to the April 2022 Council Meeting);
2. Draft 2022/2023 – 2025/2026 Delivery Program (under separate cover to the April 2022 Council Meeting); and
3. Draft 2022/2023 Operational Plan (under separate cover to the April 2022 Council Meeting).

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, 23rd June 2022

ITEM 5 DRAFT WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN, 2022/2023 – 2025/2026 DELIVERY PROGRAM AND 2022/2023 OPERATIONAL PLAN EXHIBITION CONTINUED

Attachment 1

Cassy Mitchell

From: Council Calendar
Sent: Wednesday, June 1, 2022 3:53 PM
To: Cassy Mitchell
Subject: FW: Warren Shire Council Draft CSP submission from Cancer Council NSW
Attachments: Warren Shire Council Draft CSP submission from Cancer Council NSW.docx

From: Claire Osborne <claire.osborne@nswcc.org.au>
Sent: Wednesday, 1 June 2022 3:43 PM
To: Council Calendar <council@warren.nsw.gov.au>
Subject: Warren Shire Council Draft CSP submission from Cancer Council NSW

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

To whom it may concern,

Thank you for the opportunity to comment on Warren Shire Council's draft 2022-2032 Community Strategic Plan. Please find attached a submission from Cancer Council NSW

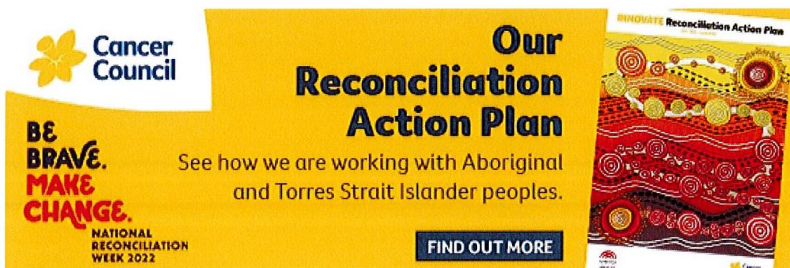
Kind regards,

Claire

Claire Osborne | Skin Cancer Prevention Programs Administrator
T: +61293080251 | cancercouncil.com.au

153 Dowling St, Woolloomooloo, NSW 2011
PO Box 572 Kings Cross NSW 1340

We're here for you. For cancer information and support call 13 11 20



Cancer Council acknowledges Traditional Custodians of Country throughout NSW and recognises the continuing connection to lands, waters and communities.

We pay our respect to Aboriginal and Torres Strait Islander cultures and to Elders past, present and emerging.

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, 23rd June 2022

ITEM 5 **DRAFT WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN, 2022/2023 –
2025/2026 DELIVERY PROGRAM AND 2022/2023 OPERATIONAL PLAN
EXHIBITION** **CONTINUED**



01 June 2022

General Manager
Warren Shire Council
PO Box 6
Warren NSW 2824

Warren Shire Council,

Re: Response to the draft 2022-2032 Community Strategic Plan (CSP)

Thank you for the opportunity to provide feedback on the draft CSP.

Cancer Council NSW is committed to reducing the impact of cancer on individuals and the community. We are community funded and community focused. We believe health is central to urban planning that can create environments that promote cancer-smart behaviours and reduce exposure to known cancer risks such as solar ultraviolet (UV) radiation.

This submission outlines the importance of the role of built and natural shade in helping to protect the community from over-exposure to UV radiation, and makes specific suggestions for inclusion of shade and UV radiation issues in Council's draft CSP.

Cancer Council NSW works closely with key stakeholders to reduce the incidence of skin cancer by improving access to adequate shade in NSW. Cancer Council NSW is a key partner in the implementation of the [NSW Skin Cancer Prevention Strategy](#) (2017) which defines a comprehensive approach to reducing overexposure to UV radiation and ultimately the incidence of skin cancer in NSW. The Strategy is a multidisciplinary initiative lead by the Cancer Institute NSW which is an agency of NSW Health.

Skin cancer in Australia and in your local government area

Australia has the highest levels of UV radiation and the highest incidence rates of skin cancer worldwide, where two out of every three people are likely to be diagnosed with skin cancer by the age of 70. UV radiation from the sun causes 95% of melanomas and 99% of non-melanoma skin cancers in Australia. This means skin cancer is highly preventable. In the Warren LGA, the age-standardised incidence rate of melanoma between 2013 and 2017 was 68.9 per 100,000 population, which is higher than the NSW average rate.¹

The importance of shade in reducing the risk of skin cancer

Quality shade, which is defined as a well-designed and correctly positioned combination of natural and built shade, can reduce solar UV radiation exposure by up to 75%. This makes shade a critical component to reducing overall skin cancer risk. Shade availability and accessibility are key to shade use; it needs to be readily

¹ Cancer Institute NSW Statistics Portal <https://www.cancer.nsw.gov.au/research-and-data/cancer-data-and-statistics/cancer-statistics-nsw#/analysis/incidence/>

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, 23rd June 2022

ITEM 5 **DRAFT WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN, 2022/2023 –**
2025/2026 DELIVERY PROGRAM AND 2022/2023 OPERATIONAL PLAN
EXHIBITION **CONTINUED**



available across a range of outdoor spaces where children and adults live, work and play.

Councils have a responsibility for a range of health promoting activities intended to benefit their communities. Facilitating sun protection through thoughtful planning and designing of effective shade forms part of these responsibilities.

Prioritising natural shade for UV protection will also assist Council in achieving NSW Government urban heat management and healthy built environment priorities including:

- Achieving proposed tree canopy targets outlined in the draft NSW Urban Design Guide

Further information on shade is available via Cancer Council NSW's website such as:

- [The co-benefits of shade](#)
- [Cancer Council NSW Guidelines to Shade](#)
- [Cancer Institute NSW case studies of well-designed shade.](#)

Response to your Community Strategic Plan (CSP)

Council's CSP also plays a key role in ensuring the practical planning and delivery of shade.

Cancer Council NSW urges Council to add the following to your CSP:

- Ensure the value of shade for UV radiation protection and other co-benefits are fully recognised and acknowledge that there is currently a lack of quality shade in public spaces. This may have already been raised in the community engagement you undertook to develop the plan.
- Recognise that quality shade is an asset that is critical to ensuring the health, comfort and well-being of your community.
- The commitment to plan and budget properly in advance for built and natural shade in public spaces including playgrounds, parks, recreation and sporting facilities, active travel networks and town centres.

Thank you again for the opportunity to provide comment on your draft CSP. If you would like any further support or information, please feel free to contact me via Elizabeth.king@nswcc.org.au or ph: (02) 9334 1760.

Yours sincerely,

Elizabeth King
Chair, NSW Skin Cancer Prevention Strategy Shade Working Group
Skin Cancer Prevention Manager
Cancer Council NSW

Cancer Council NSW
ABN 51 116 463 846

153 Dowling Street
Woolloomooloo NSW 2011
PO Box 572 Kings Cross NSW 1340

T: 02 9334 1900
F: 02 8302 3570
E: feedback@nswcc.org.au

Cancer Council
Information and Support
13 11 20 • cancerCouncil.com.au

Byron Bay • Charlestown • Coffs Harbour • Erina Fair • Orange • Parramatta • Singleton • Tamworth • Wagga Wagga • Wollongong • Woolloomooloo

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, 23rd June 2022

ITEM 5 **DRAFT WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN, 2022/2023 –
2025/2026 DELIVERY PROGRAM AND 2022/2023 OPERATIONAL PLAN
EXHIBITION** **CONTINUED**

Attachment 2

Gary Woodman

From: Council Calendar
Sent: Tuesday, 31 May 2022 4:55 PM
To: Gary Woodman
Subject: FW: Feedback on strategic plan
Attachments: Shire community strategic plan feedback 2022.docx

From: G & KJ Mildner <rodkatemildner@gmail.com>
Sent: Tuesday, 31 May 2022 4:54 PM
To: Council Calendar <council@warren.nsw.gov.au>
Subject: Feedback on strategic plan

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

Please see attached feedback on strategic plan.

Congratulations on the community workshops in formulating the plan – while increasing attendance is difficult it is still important to undertake community consultation.
May I suggest actually conducting some sessions with community group activities – eg do workshop at the Mens shed, at the CWA meeting, the youth centre, the lands council... – go to the community rather than ask the community to come to council space in councils time frame.

Kate Mildner

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, 23rd June 2022

ITEM 5 **DRAFT WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN, 2022/2023 – 2025/2026 DELIVERY PROGRAM AND 2022/2023 OPERATIONAL PLAN EXHIBITION** **CONTINUED**

Feedback on Community Strategic Plan

General – a lot of the actions linked to the strategies are not specific enough – eg what is the appropriate level of policing, what is adequate dog control – you cant measure effectiveness if the action is not specific. Eg reduce dog complaints from x to y in ... years. Or deliver x number of community workshops on grant applications.

Housing strategy – at present severe lack of visitor accommodation with pubs, caravan parks taken up by seasonal workers. need to include the promotion within community of the visitor economy so private landholders consider Air B n B etc. consider incentives & or easing local government regulations to overcome the costs of building, upgrading or converting existing infrastructure to overcome short term housing shortage.

Tourism – in development of strategy- include all community in developing a **collective vision** which will create engagement in the possibilities as well as ownership.

Streetscape plan – the design & use of plantings/watering etc should consider the future impacts of climate change especially in relation to the increasing ambient temperature in the street. Plants selection needs to be appropriate to highly variable rainfall & higher temperatures etc & yet increasing shade needs. Any hard surface selection should also consider impacts on temperature as well as costs. Good street design has impacts on health that need to be understood.

Community Infrastructure – reduce councils long term cost of energy by pursuing grant monies to have all council owned buildings covered in solar panels – showground pavilions, sport & cultural centre etc.

Water Usage – liase and lobby Department of Water on the management of Burrendong Dam to ensure sufficient water storage is kept aside for stock & domestic & town water needs in drought periods that are worse than that recently experienced in 2017-2019. Modelling needs to not just use previous rainfall & runoff data but consider climate change reductions.

Make certain any introduced water restrictions are consistent across all urban townships/cities downstream from the dam so that all communities contribute to water saving equally.

Water & the environment – actively lobby upstream townships/cities to increase litter traps on drainage systems to reduce pollution into the river (especially plastics) – remembering the issue of raft development in the river. Work with other relevant agencies (LLS?) on same issue & increase education.

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, 23rd June 2022

ITEM 6 DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD
(C12-3.5, P1-7.17/1)

RECOMMENDATION:

That Council endorse the Memorandum of Agreement between Warren Shire Council and RiverSmart Australia Limited dated 1st July 2022.

PURPOSE

For Council to consider and endorse the draft Memorandum of Agreement (MOA) between Warren Shire Council and RiverSmart Australia Limited that has been negotiated between both parties.

BACKGROUND

Council at its meeting on the 24th March 2022 in part resolved the following:

“The Chair of the Economic Development and Promotions Committee, Mayor and General Manager be delegated the authority to negotiate the renewal of an appropriate Memorandum of Agreement (MOA) between Warren Shire Council and RiverSmart Australia Limited for the management, operations and maintenance of the facilities at the Window on the Wetlands Centre Precinct and that the outcome of negotiations be reported back to Council. “

Appropriate drafting of a new MOA was undertaken and following meetings, negotiations have been completed.

REPORT

Attached is a copy of the finalised negotiated MOA for Council’s consideration.

The draft MOA contains much of the previous document and expands on what is expected by both parties.

During the negotiation most sections of the MOA were clarified between all parties for understanding of what was meant practically and both parties obligations.

The MOA is for a period of two (2) years commencing 1st July 2022.

FINANCIAL AND RESOURCE IMPLICATIONS

Council’s commitments in the MOA are contained within reason, in the Estimates detailed within the 2022/2023 Budget.

It would be considered similar for the future 2023/2024 Budget.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

The only risk is RiverSmart Australia Limited not be able to fulfil its obligations within the MOA.

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, 23rd June 2022

ITEM 6 DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD
CONTINUED

STAKEHOLDER CONSULTATION

Appropriate negotiations meetings were held with RiverSmart Australia Limited representatives.

OPTIONS

Council does not necessarily need to agree with and endorse the MOA.

CONCLUSION

A final draft MOA is presented to Council for its endorsement.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 2.1 Expand existing economic base and diversification into sustainable industries;
- 2.2 Enhance the experience of visitors to Warren Shire;
- 2.2.4 Liaise with RiverSmart Australia Limited in line with Council's Economic Development Strategy.
- 5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Draft Memorandum of Agreement (MOA) between Warren Shire Council and RiverSmart Australia Limited, dated 1st July 2022.

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, 23rd June 2022

ITEM 6

DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD

CONTINUED

**MEMORANDUM OF AGREEMENT
BETWEEN
WARREN SHIRE COUNCIL
AND
RIVERSMART AUSTRALIA LTD**

1. INTRODUCTION

THIS MEMORANDUM OF AGREEMENT (“MOA”), dated 1st July, 2022 between WARREN SHIRE COUNCIL (“COUNCIL”) an organisation established under the New South Wales Local Government Act 1993 with its offices at 115 Dubbo Street, Warren, NSW represented by the General Manager and “RiverSmart Australia Ltd” (“RiverSmart”) a not-for-profit company with its principal place of business at the Windows on the Wetlands (WOW) Centre Precinct in Warren, New South Wales, represented by The Directors; collectively referred to as “the Partners”.

2. PREAMBLES

Warren Shire Council is a *not-for-profit* organisation established with a legislative framework that includes consideration of the principles of ecologically sustainable development and the development of tourism for economic growth in the Warren Shire Council area. Council is responsible for the marketing, promotion, tourism and economic development of Warren Shire and the training of the community to obtain grants to further improve the assets and services within the Shire.

WHEREAS, RiverSmart Australia Ltd is a not for profit organisation, qualified under the Corporations Act 2001, registered on 9 December 2008 and with the vision of managing rivers for people, wildlife and sustainability.

WHEREAS, this Agreement has as its objective the collaboration and participation of both organisations for the sustainability of the Macquarie River and Marshes and the development of tourism in the Warren Shire Council area and for this reason this Agreement facilitates the establishment of channels of communication that permit the creation and interchange of information, as well as scientific, technical, financial and institutional collaboration.

WHEREAS, the missions of the Partners are complementary;

THEREFORE, the Partners wish to continue working together and in compliance with the following clauses:

3. GOAL

This AGREEMENT is to describe the partnership arrangements and to support and work collectively for the operation of the WOW Centre Precinct and develop education, recreation, heritage and tourism for the Warren Shire area.

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, 23rd June 2022

ITEM 6

DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD

CONTINUED

Memorandum of Agreement Between Warren Shire Council and RiverSmart Australia Ltd

4. AREAS OF COLLABORATION

DESCRIBE AREAS OF COLLABORATION BETWEEN COUNCIL AND RIVERSMART

1. **LEARNING AND BUILDING CAPACITY.**
This includes the sharing of knowledge and lessons learned, organisational development and sustainability and conservation initiatives.
2. **CONSERVATION, COMMUNICATIONS AND BUILDING A CONSERVATION ETHIC.**
This includes the joint promotion of sustainability strategies as well as communications that will build public conservation awareness and support for conservation.
3. **TOURISM AWARENESS.**
This includes co-operation to deliver tourism outcomes that promote the regions natural and cultural assets.
4. **GRANT FUNDING.**
To work collaboratively to apply for grant funds identified in Council and RiverSmart strategic planning documents that benefit the environment and tourism development.

5. RESPONSIBILITIES OF COUNCIL

DESCRIBE THE RESPONSIBILITIES OF WARREN SHIRE COUNCIL UNDER THIS AGREEMENT

- Council will work with RiverSmart to create, implement, monitor and evaluate annual Work Plans that identify specific objectives and activities of interest to both Partners particularly in the region of the Macquarie River and Marshes and the WOW Centre Precinct.
(Note: the “Work Plans”, which are incorporated in this Agreement by reference);
- Within the context of specific projects, Council will work with RiverSmart to establish mutually amenable methods of coordination, including support for joint grant applications which will be included as part of the Work Plans mentioned above;
- Council will provide financial support to cover Lease, Rates and Water and Sewerage Service costs of the WOW Centre Precinct annually, except for the Old Church Building (Old Kookaburra Kiosk);
- Council will undertake maintenance of buildings and other structures at the WOW Centre Precinct, except for the Old Church Building (Old Kookaburra Kiosk). Maintenance shall be incorporated in the annual Work Plans;
- Council will not reject any proposal included in the agreed Work Plans if it is legally allowable;
- Council will allow the sub-leasing of the Old Church Building (Old Kookaburra Kiosk) for legal activities subject to RiverSmart providing Council with a copy of lease documents and insurances;
- Council will insure all buildings and other structures at the WOW Centre Precinct;
- Council will undertake the operation of an unaccredited Warren Shire and Macquarie Marshes Visitor Information Centre out of the Old Scout Hall Facility using its resources (Staff and Council controlled volunteers) from Monday to Friday and where possible it be open on Saturday and Sunday staffed by Council controlled volunteers, commencing October 2022;
- Council will undertake marketing, promotions, tourism, economic development and community grants training within Warren Shire in accordance with the Warren Shire 2035

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, 23rd June 2022

ITEM 6

DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD

CONTINUED

Memorandum of Agreement Between Warren Shire Council and RiverSmart Australia Ltd

Community Strategic Plan, Delivery Program and Annual Operational Plan commencing October 2022;

- Council will continue to monitor and analyse for inclusion in future budgets any increased levels of Council staff resources that may allow the future increased level of accreditation of the Warren Shire and Macquarie Marshes Visitor Information Centre at the WOW Centre Precinct which is at an initially low-level accreditation;
- Council will be responsible for the cleaning, maintenance and operation of toilet facilities at the WOW Centre Precinct from Monday, 28th March 2022 with the standard of cleanliness achieved by approximately two (2) hours per week of toilet facility cleaning to cater for the normal public use of the facilities;
- Council will continue to provide assistance and be involved in future grant applications for the continued improvement of the WOW Centre Precinct particularly related to the improvements listed in the 2021 Regional Tourism Activation Grant – access, carpark, through road, kerb and gutter, drainage design and sealed construction, disabled access ramp to Tiger Bay Wetlands construction, signage construction etc; and
- Council will provide a workspace area suitable for a desk for one (1) person in the Warren Shire and Macquarie Marshes Visitor Information Centre (Old Scout Hall Building) for the WOW Centre Manager from RiverSmart to enable the administration and management work of RiverSmart activities to be undertaken.

6. RESPONSIBILITIES OF RIVERSMART AUSTRALIA LTD

DESCRIBE THE RESPONSIBILITIES OF RIVERSMART AUSTRALIA LTD UNDER THIS AGREEMENT

- RiverSmart will work with Council to create, implement, monitor and evaluate annual Work Plans that identify specific objectives and activities of interest to both Partners particularly in relation to the Macquarie River and Marshes and the WOW Centre Precinct;
- Assign volunteers from RiverSmart to work with Council, and with other partners of Council, or with other regional or local organisations, to conduct activities agreed upon by both parties, to assure that work is completed in accordance with the approved Work Plan;
- Provide an up to date education, recreation and cultural heritage venue that promotes Warren Shire Council area and highlights the Macquarie Marshes as a traveller destination;
- Provide tourism advice on tourism trails both within Warren Shire Council and adjoining areas that promote return visitation;
- Help promote all businesses within Warren Shire that provide education of aquatic and floodplain biodiversity, provide accommodation, food or general leisure activities;
- Maintain the buildings and other structures at the WOW Centre Precinct in accordance with annual Work Plans;
- RiverSmart shall provide an annual statement of accounts indicating the expenditure of funds in accordance with the agreed annual Work Plans;
- RiverSmart shall provide to Council a copy of its insurances for public liability and volunteers annually;
- RiverSmart shall be responsible for the operation and maintenance of the toilet facilities at the WOW Centre Precinct required due to events and functions undertaken by RiverSmart that are over the normal public use of the facilities;

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, 23rd June 2022

ITEM 6

DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD

CONTINUED

Memorandum of Agreement Between Warren Shire Council and RiverSmart Australia Ltd

- RiverSmart shall develop and provide to Council a Business Plan that will enable RiverSmart to return to its core priorities of rivers for people, wildlife and sustainability and review its focus on educational and tourism delivery using the WOW Centre Precinct gardens, Tiger Bay Wetlands, Macquarie River and Marshes and information displays and events utilising the Old Church Building (Old Kookaburra Kiosk) and Stage and where possible information displays in the Council run and operated Warren Shire and Macquarie Marshes Visitors Information Centre;
- Notwithstanding Clause 9 of this Agreement, RiverSmart will continue to provide Council access to and continued use of RiverSmart intellectual property and associated equipment that is currently available and in the Old Scout Hall Building and WOW Centre Precinct;
- RiverSmart will base its normal future activities out of the Old Church Building (Old Kookaburra Kiosk) with joint use of the other facilities and grounds in accordance with this Agreement;
- RiverSmart will provide volunteers where possible who will become part of Council's pool of Council organised volunteers who will be able to assist Council's employee(s) operate and staff the Warren Shire and Macquarie Marshes Visitor Information Centre during the normal working week, on the weekend and days/times of unavailability of Council's employee(s);
- RiverSmart understands and ensures that persons providing volunteer assistance through RiverSmart in the Warren Shire and Macquarie Marshes Visitor Information Centre are under the control of Council and must adhere to all of Council's Policies, Procedures and professional behaviour and are not representatives of RiverSmart;
- RiverSmart understands and ensures that persons providing RiverSmart administration and management work of RiverSmart activities out of the Warren Shire and Macquarie Marshes Visitor Information Centre (Windows on the Wetlands (WOW) Centre Manager and RiverSmart Members) do not interfere in the management and operation of the Council run and staffed Warren Shire and Macquarie Marshes Visitor Information Centre;
- RiverSmart seeks grant funding as soon as practical for the construction of separate facilities within the WOW Centre Precinct to house the RiverSmart administration and management activities (Windows on the Wetlands Manager and RiverSmart Members) to ensure that there is clear demarcation of the Council run and operated Warren Shire and Macquarie Marshes Visitor Information Centre and RiverSmart activities; and
- RiverSmart undertakes garden, lawn and landscaping maintenance and development of the WOW Centre Precinct including the provision of tools, equipment, plants and volunteer labour, to be acknowledged as a donation to the community.
- RiverSmart will be responsible for the marketing and promotion of RiverSmart activities.
- RiverSmart will provide to Council appropriately branded merchandise that will be available for sale from the Warren Shire and Macquarie Marshes Visitors Information Centre.
- RiverSmart will continue to develop, organise and promote tours on its behalf that will benefit the Warren Shire Region.

7. DUE DILIGENCE

The Council may request copies of documents to ensure that RiverSmart meets appropriate standards of capacity, competence, and financial accountability.

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, 23rd June 2022

ITEM 6

DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD

CONTINUED

Memorandum of Agreement Between Warren Shire Council and RiverSmart Australia Ltd

These documents include but are not limited to the following: a list of the names of all of its Board members, copies of RiverSmart's Constitution, Vision and Mission Statements and Business Plan.

RiverSmart agrees to notify the responsible authority under Australian and State Government law and its PARTNER immediately of any change in RiverSmart's status or operations, or if any official judicial, legislative, or administrative proceeding is instituted against RiverSmart.

8. PRINCIPAL CONTACTS

The Principal Contacts for each one of the organisations is:

PARTNER: Warren Shire Council
The General Manager
115 Dubbo Street Warren
Postal Address: PO Box 6 Warren NSW 2824
Telephone: (02) 6847 6600

PARTNER: RiverSmart Australia Ltd
Mrs Kate Mildner
Chair
PO Box 322 WARREN 2824
Telephone: (02) 6847 4614

Such Principal Contacts may be changed in writing from time to time by their respective Partners.

Contact between Council and RiverSmart will be between the Principal Contacts.

9. USE OF INTELLECTUAL PROPERTY

The parties agree that any intellectual property, which is jointly developed through activities covered under this MOA, can be used by either party for non-profit, non-commercial purposes without obtaining consent from the other and without any need to account to the other.

All other intellectual property used in the implementation of the MOA will remain the property of the party that provided it. This property can be used by either party for purposes covered by the MOA, but consent will be obtained from the owner of the property before using it.

10. EFFECTIVE DATES AND AMENDMENTS.

This MOA shall take effect upon signing by both Parties and shall remain in effect for a period of two (2) financial years from that date unless earlier terminated. Neither party may assign or transfer all or any portion of this MOA without the prior written consent of the other party.

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, 23rd June 2022

ITEM 6

DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD

CONTINUED

Memorandum of Agreement Between Warren Shire Council and RiverSmart Australia Ltd

The MOA may be renewed at the end of this period by mutual written agreement by both Parties.
The provisions of this MOA may only be amended or waived by mutual written agreement by both Parties.

Any Party may terminate this MOA and any related Agreement, Work Plan and budget at any time and for any reason by giving thirty (30) days prior written notice to the other Party; provided, however, that in the event RiverSmart fails to perform any of its obligations under this MOA Council shall have the right to terminate this MOA and any related Agreement, Work Plan and budget immediately upon written notice.

The individuals signing this MOA on behalf of their respective entities represent and warrant (without personal liability therefore) that upon the signature of each, this MOA shall have been duly executed by the entity each represents.

11. MEETINGS

The Partners may undertake to meet six-monthly. The meetings of the Partners are to discuss the Work Plan, the terms of this MOA and to share advice on the development of tourism and educational outcomes.

A strategic planning meeting shall be held in the ultimate six-month period of the Work Plan to develop a new Work Plan for consideration and agreement by the Partners under Clauses 5 and 6 of this MOA.

12. TRANSFER OF FUNDS

The parties acknowledge and agree that this MOA does not create any financial or funding obligation on either party, and that such obligations shall arise only upon joint execution of a subsequent Agreement or Work Plan (which shall include a budget) that specifically delineates the terms and nature of such obligations and that references this MOA. Such subsequent agreements or Work Plans, and budgets, will be subject to funding being specifically available for the purposes outlined therein. All PARTNER funds are further subject to the respective PARTNER's obligation to expend PARTNER funds solely in accordance with the agreed upon budget and the line items contained therein.

13. NO JOINT VENTURE

Notwithstanding the terms "Partners" and "Partnership", the Partners agree that they are not entering into a Legal Partnership, joint venture or other such business arrangement, nor is the purpose of the Partners to enter into a commercial undertaking for monetary gain. Neither Partner will refer to or treat the arrangements under this Agreement as a Legal Partnership or take any action inconsistent with such intention.

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, 23rd June 2022

ITEM 6

DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD

CONTINUED

Memorandum of Agreement Between Warren Shire Council and RiverSmart Australia Ltd

14. DISPUTE RESOLUTION

The Partners hereby agree that, in the event of any dispute between the Partners relating to this Agreement, the Partners shall first seek to resolve the dispute through informal discussions. In the event any dispute cannot be resolved informally within sixty (60) calendar and consecutive days, the Partners agree that the dispute will be negotiated between the Partners through mediation, if Partners can agree on a mediator. The costs of mediation shall be shared equally by the Partners. Neither Partner waives its legal rights to adjudicate this Agreement in a legal forum.

ENTIRETY

This Agreement, including all Annexes, embodies the entire and complete understanding and agreement between the Partners and no amendment will be effective unless signed by both Partners.

FOR: WARREN SHIRE COUNCIL

FOR: RIVERSMART AUSTRALIA LTD

[NAME]

[TITLE]

Date: _____

[NAME]

[TITLE]

Date: _____

To Expire: 30th June 2024

Witness Date

Witness Date

Witness Date

Witness Date

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, 23rd June 2022

ITEM 6

DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD

CONTINUED

Memorandum of Agreement Between Warren Shire Council and RiverSmart Australia Ltd

SCHEDULE A: TO THE MEMORANDUM OF AGREEMENT DATED 1st July 2022

Work Plan as Reference by Clause(s) 5 and 6 of the Memorandum of Agreement (MOA)

The following Work Plan has been agreed by the Partners to the MOA and is dated 1st July 2022.

This Work Plan shall cover the periods 2022/2023 to 2023/2024 as per Clauses 5 and 6 of the MOA and shall not be amended, altered or undertaken as an agreement to perform work or provide funding or services other than those stated in the Work Plan, with the exception, that the Work Plan may be amended or waived by mutual written agreement by both Parties under Clauses 5 and 6.

This Work Plan has been divided into two sections being, General Commitment and Financial Commitment.

Section 1: General Commitment

Agreed Action	RiverSmart Responsibility	Warren Shire Council Responsibility
1. Provide letters of support for grant applications that develop regional tourism.	✓	✓
2. Provide support for grant applications and assist each other to prepare the grants as and when required.	✓	✓
3. Apply for grants for interpretive signage for Tiger Bay.	✓	
4. Construction of the Monkeygar Creek Bird Viewing Platform and Parking Area on Gibson Way.		✓
5. Pursue options for improving access to Warren's top weir (both sides of the river) to encourage visitors to stay longer and paddle on the river, and to provide a stopover for travellers.	✓	✓
6. Oversight and management of proposed future developments of the Window on the Wetlands (WOW) Centre Precinct (and Old Church Building (Old Kookaburra Kiosk)) as a primary meeting place, tourism, educational and cultural heritage asset for Warren Shire.	✓	✓
7. Continue to participate on the Destination Macquarie Marshes Task Force.	✓	✓
8. Assist with seeking and developing grants for implementing the relevant parts of this Work Plan.	✓	✓
9. Provide assistance with developing a plan of management for Tiger Bay Wetlands.	✓	
10. Provide advice with weed control and other measures to improve the ecology and amenity values of the Macquarie River from weir to weir.	✓	

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, 23rd June 2022

ITEM 6

DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD

CONTINUED

Memorandum of Agreement Between Warren Shire Council and RiverSmart Australia Ltd

Agreed Action	RiverSmart Responsibility	Warren Shire Council Responsibility
11. When Warren Shire Council constructs its new Sewage Treatment Plant, support Council's efforts to see the existing ponds incorporated into the Tiger Bay Wetlands and walking trails.	✓	
12. Fit out of the Schoolhouse building to function as the Warren Shire and Macquarie Marshes Visitor Information Centre with the support of RiverSmart.		✓
13. Investigate Regional Funding options for improving access through the Monkeygar Creek Crossing potentially leading to future works, depending on recommended options, costs etc.		✓
14. Explore opportunities and funding sources for creating a network of trails to link the existing cycleways, using levee banks and other roadways, to support healthy lifestyles for active locals and for travellers to explore the town and its points of interest.	✓	✓

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, 23rd June 2022

ITEM 6

DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD

CONTINUED

Memorandum of Agreement Between Warren Shire Council and RiverSmart Australia Ltd

Section 2: Financial Commitment

Action	RiverSmart Responsibility and year	Budget \$	Warren Shire Council Responsibility and year	Annual Budget \$
1. Upgrade the entrance driveway to the Windows on the Wetlands (WOW) Centre Precinct land and seal entry (Subject to Action Item 20).	-	-	See Item 20 below	Grant funded
2. Undertake lawn mowing of the larger lawn areas.	-	-	Ongoing	\$5,000
3. Support the development of tourism for the Macquarie Marsh area and provide tourism advertising.	-	-	Within Council's existing Tourism budget (2022/2023 & 2023/2024)	\$5,000
4. Council to pay for general rates and non-commercial water usage.	-	-	Ongoing	\$3,000
5. RiverSmart to pay commercial water usage, internet, maintenance, sewerage charges and for electricity used in the Old Church Building (Old Kookaburra Kiosk) (note - this is on a separate meter).	Ongoing	\$3,000	-	-
6. Council will undertake the maintenance and operation of buildings and other structures at the Windows on the Wetlands (WOW) Centre Precinct except for the Old Church Building (Old Kookaburra Kiosk).	-	-	Ongoing	\$6,000
7. Regular grading of carpark and pothole repairs to the entrance road.	-	-	Ongoing	\$1,000
8. Tree-logging to remove potentially dangerous dead tree limbs in the Windows on the Wetlands (WOW) Centre Precinct and Tiger Bay Wetlands.	-	-	Ongoing	\$500

Version 3 - June 2022

Page 10

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, 23rd June 2022

ITEM 6

DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD

CONTINUED

Memorandum of Agreement Between Warren Shire Council and RiverSmart Australia Ltd

Action	RiverSmart Responsibility and year	Budget \$	Warren Shire Council Responsibility and year	Annual Budget \$
9. Addressing site drainage issues including on the right hand-side of the entrance road.	-	-	See Item 20 below	Grant Funding
10. Provision of road base/blue metal and crusher dust and seal to weather proof car parking areas and garden paths, respectively.	-	-	See Item 20 below	Grant Funding
11. Widening of car entrance road, to allow easier access by caravans.	-	-	See Item 20 below	Grant Funding
12. Assistance with providing plants, mulch and drainage works to complete landscaping.	-	-	Ongoing	\$500
13. Related to the above, Council staff to regularly water the levee as they do the Oxley Park parklands.	Seek grant funds for automatic sprinkler system	\$10,000	Ongoing (2022/2023 & 2023/2024)	\$1,000
14. Regular weed spraying and pothole repairs to the walking trails around Tiger Bay Wetlands.	-	-	Ongoing	\$500
15. Installation of traffic warning signs where pedestrians cross the Oxley Highway when on the Tiger Bay Wetlands walk.	-	-	Seek Transport for NSW Approval through Traffic Committee. Signage installation (2022/2023)	\$1,000
16. Measures to prevent car movements along the levee beside the Old Church Building (Old Kookaburra Kiosk), which is also now a walking trail of the Tiger Bay Wetlands.	-	-	Install barriers as required each end of levee wall section (2022/2023).	\$2,000
17. Water for the Tiger Bay Wetlands as required and indicated by the Plan of Management.	Support the development of a Management Plan and seasonal irrigation to replicate breeding or migration needs (2022/2023)	-	Development of a Management Plan and seasonal irrigation to replicate breeding or migration needs (2022/2023)	-

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, 23rd June 2022

ITEM 6

DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD

CONTINUED

Memorandum of Agreement Between Warren Shire Council and RiverSmart Australia Ltd

Action	RiverSmart Responsibility and year	Budget \$	Warren Shire Council Responsibility and year	Annual Budget \$
18. Undertake the maintenance and improvement of the Old Church Building (Old Kookaburra Kiosk).	Ongoing	\$3,000	-	-
19. Undertake the maintenance and development of garden, lawn and landscaping of the Windows on the Wetlands (WOW) Centre Precinct including provision of tools, equipment, plants and volunteer labour.	Ongoing	\$3,000	-	-
20. That grant funding is sought to improve the Windows on the Wetlands (WOW) Centre Precinct – access carpark, through road, kerb and gutter, drainage design and sealed construction, disabled access ramp to Tiger Bay Wetlands construction, signage construction etc (\$500,000 Project).	Seek and support grant funding (2022/2023 & 2023/2024)	-	Seek and support grant funding (2022/2023 & 2023/2024)	-
21. That grant funding is sought to provide an appropriate separate work space facility away from the Warren Shire and Macquarie Marshes Visitor Information Centre within the Windows on the Wetlands (WOW) Centre Precinct to house the RiverSmart administration and management activities (\$200,000 project).	Seek grant funding (2022/2023 & 2023/2024)	-	-	-

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, 23rd June 2022

ITEM 6

DRAFT MEMORANDUM OF AGREEMENT – RIVERSMART AUSTRALIA LTD

CONTINUED

Memorandum of Agreement Between Warren Shire Council and RiverSmart Australia Ltd

Note:

1. Council costs are subject to Council's approval within the budget 2022/2023 and 2023/2024 years.
2. Grant funded projects shall be included in Council's budget if contributory funding is required. Grants requiring Council contributions can not be made unless Council has matching funding.

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, 23rd June 2022

ITEM 7 DISCLOSURE OF INTEREST – COUNCILLORS AND DESIGNATED PERSONS

(A7-9)

RECOMMENDATION:

That the tabled Disclosure of Interest Returns for Councillors and Designated Persons be received and noted.

PURPOSE

Under the Warren Shire Council's Code of Conduct (Code of Conduct) all Councillors and Designated Persons, must lodge a written return of interest with the General Manager within three (3) months of their election or appointment unless they have submitted a return within the previous three (3) months.

BACKGROUND

Returns of interests are an important accountability mechanism for promoting community confidence in decision making by Councillors and Designated Persons and for ensuring that they disclose and appropriately manage conflicts of interest they may have in matters dealt with by the Council.

It is important that Councillors and Designated Persons complete their returns of interests correctly and disclose all relevant interests.

REPORT

This report is presented to Council in accordance with Council's Code of Conduct requirements.

Mrs Pamela Kelly, Council's Librarian has recently been appointed to the Manex Team and as such is now classified as a designated person. Mrs Kelly has completed and lodged her return with the General Manager as required.

Council's newly appointed Divisional Manager Engineering Services, Mr Sylvester Otieno is classified as a designated person and has completed and lodged his return with the General Manager as required.

The General Manager is required to keep a register of returns, and these need to be tabled at the first meeting of the Council after the last day for lodgement.

These returns have been tabled for Council's information and have been uploaded to Council's website with relevant information redacted as determined by the General Manager.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Code of Conduct Section 4.21.

RISK IMPLICATIONS

Nil – returns have been completed and lodged with the General Manager and these are tabled at the meeting in accordance with legislative requirements.

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 23rd June 2022

ITEM 7 DISCLOSURE OF INTEREST – COUNCILLORS AND DESIGNATED PERSONS
CONTINUED

STAKEHOLDER CONSULTATION

Consultation with Councillors and Designated Persons.

OPTIONS

This is a requirement of Councillors and Designated Persons.

CONCLUSION

In accordance with Council's Code of Conduct, all Councillors and Designated Persons have completed and lodged their returns with the General Manager as required within the appropriate timeframe.

All returns have been uploaded to Council's website with appropriate redaction.

Accordingly, the returns are tabled for Council's information.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Tabled Disclosure of Interest Returns for Councillors and Designated Persons.

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 23rd June 2022

ITEM 8

2022 LOCAL ROADS CONGRESS – IPWEA (NSW)

(C14-5.4, R4-13.2)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To provide Council with a summary of the attendance of the 2022 NSW Local Roads Congress.

BACKGROUND

Council at its meeting on the 28th April 2022 resolved to approve the attendance of Councillor Whiteley and Councillor McCloskey with the General Manager and Divisional Manager Engineering Services or nominee to the 2022 Local Roads Congress - IPWEA (NSW) on Monday, 6th June 2022.

For Council's information, the General Manager, Gary Woodman is on the Board of the Institute Public Works Engineering Australasia - NSW and ACT Division and a Portfolio Director responsible for both Emergency Management and the NSW Roads and Transport Directorate of the IPWEA. The Directorate is responsible for the conduct of the Congress.

Councillor Whiteley and Councillor McCloskey and the Divisional Manager Engineering Services will also talk to this report as required at the Council Meeting.

REPORT

Attached is a copy of the 2022 NSW Local Roads Congress Program. The Congress was held at the NSW Parliament House and was delivered as a hybrid event where the wider public works community was able to attend online with some limited active interaction.

The Congress theme was Putting Policies into Practice.

The Congress was attended physically by approximately 100 Delegates who consisted of Mayors, Councillors, General Managers, Directors of Engineering Services and others responsible for road networks.

All were welcomed by Tim James MP, Member for Willoughby.

Key Note Addresses were conducted by IPWEA NSW & ACT President Grant Baker, Councillor Darriea Turley AM President of the Local Government NSW, the Hon. Sam Farraway MLC Minister for Regional Transport and Roads and the Hon. John Graham MLC, Shadow Minister for Roads.

Minister Farraway MLC spoke mostly in relation to the support the NSW State Government was providing to flood and storm affected Local Government Areas. Unfortunately, it was not announced in regard to Round 4 of the Fixing Local Roads Program. However, this is expected to be announced after the Budget.

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, 23rd June 2022

ITEM 8 2022 LOCAL ROADS CONGRESS – IPWEA (NSW)

CONTINUED

Presentations were then provided as follows:

- Reflecting back on Local Roads Congress 2021 by Will Barton, Board Member IPWEA NSW;
- Road Classification Review – From the Independent Panel, Wendy Machin, Chair Regional Road Transfer and NSW Road Classification Review;
- Road Classification Review – A Council’s Perspective, Cr Alan Tickle, Deputy Mayor MidCoast Council;
- Cost implications for transporting of goods on sub-standard local roads, Sal Petrocetto, CEO National Heavy Vehicle Regulator;
- Fixing Country Bridges – Are we there yet?, Tony Lickiss, Director Assets and Infrastructure Services Kyogle Council; and
- The local government capability dilemma and a way forward, Joshua Devitt, Manager Roads and Transport Directorate.

The audience quizzed Wendy Machin a great deal in relation to timing and the process of the Regional Road Transfer and NSW Road Classification Review. There was also much concern expressed about any proposals to have the maintenance and operation of handed over Regional Roads undertaken under something similar to the RMCC.

The presentations by Councillors and Council staff were most interesting, particularly with what Kyogle Council has had to put up with in regard to the administration and management of over 100 replacement bridges within Kyogle Local Government Area under the Fixing Country Bridges Program.

The Congress also conducted a panel discussion which again centred a lot on the Regional Road Transfer and NSW Road Classification Review.

A majority of the presentations are expected to be available over the next couple of weeks and will be emailed to Councillors when provided.

Local Roads Congress Communique

The communique from the Congress is still being developed and will be provided separately to Councillors when available.

Overall, the Congress met expectations and also allowed Council’s Delegates to have conversations with other fellow Councillors and Roads Engineers.

FINANCIAL AND RESOURCE IMPLICATIONS

Funds were available from Council’s Delegates expenses to attend and expenditure is appropriately justified.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

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, 23rd June 2022

ITEM 8 2022 LOCAL ROADS CONGRESS – IPWEA (NSW) CONTINUED

STAKEHOLDER CONSULTATION

Nil.

OPTIONS

N/A

CONCLUSION

A most interesting Congress and it is believed that Warren Shire Council's attendance is most applicable.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION /ATTACHMENTS

2022 NSW Local Roads Congress Program.

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, 23rd June 2022

ITEM 8

2022 LOCAL ROADS CONGRESS – IPWEA (NSW)

CONTINUED



Local Roads Congress 2022
Putting Policies into Practice
 NSW Parliament House, Macquarie Street, Sydney

Monday 6 June 2022	
8:30am – 9:00am	Registration
9:00am – 9:05am	Congress Welcome/Welcome to Country
9:05am – 9:20am	Welcome Address The Hon. Wendy Tuckerman, MP, Minister for Local Government
9:20am – 9:35am	President's Welcome Grant Baker, President IPWEA NSW and ACT
9:35am – 9:55am	Keynote Address The Hon. Sam Farraway, MLC, Minister for Regional Transport and Roads
9:55am – 10:30am	Reflecting back on Local Roads Congress 2021 Will Barton, Board Member IPWEA NSW and ACT
10:30am – 11:00am	MORNING TEA
11:00am – 11:30am	Keynote Address Cr Darriea Turley AM, President, Local Government NSW
11:30am – 12:00pm	Road Classification Review – From the Independent Panel Wendy Machin, Chair Regional Road Transfer and NSW Road Classification Review
12:00pm – 12:30pm	Road Classification Review – A Council's Perspective Cr Alan Tickle, Deputy Mayor MidCoast Council
12:30pm – 1:30pm	LUNCH
1:30pm – 1:50pm	Keynote Address The Hon. John Graham, MLC, Shadow Minister for Roads
1:50pm – 2:20pm	Cost implications for transporting goods on sub-standard local roads Sal Petrocetto, CEO National Heavy Vehicle Regulator
2:20pm – 3:00pm	Fixing Country Bridges – Are we there yet? Tony Lickiss, Director Assets and Infrastructure Services Kyogle Council
3:00pm – 3:30pm	AFTERNOON TEA
3:30pm – 4:00pm	The local government capability dilemma and a way forward Joshua Devitt, Manager Roads and Transport Directorate
4:00pm – 4:45pm	Panel Discussion Wendy Machin, Chair Regional Road Transfer and NSW Road Classification Review Sal Petrocetto, CEO National Heavy Vehicle Regulator Cr Alan Tickle, Deputy Mayor MidCoast Council
4:45pm – 5:00pm	Congress communique Will Barton, Board Member IPWEA NSW and ACT
5:00pm – 7:00pm	DRINKS AND CANAPES

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 23rd June 2022

ITEM 1 RECONCILIATION CERTIFICATE – MAY 2022

(B1-10.16)

RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31st May 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 31st May 2022.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 30-Apr-22	Transactions	Balance 31-May-22
General	10,779,799.50	504,036.18	11,283,835.68
Water Fund	449,616.62	20,679.75	470,296.37
Sewerage Fund	1,534,403.04	26,877.99	1,561,281.03
North Western Library	66,592.46	(2,295.73)	64,296.73
Trust Fund	138,683.22	63.10	138,746.32
Investment Bank Account	(9,226,523.32)	(500,000.00)	(9,726,523.32)
	3,742,571.52	49,361.29	3,791,932.81

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 23rd June 2022

ITEM 1

RECONCILIATION CERTIFICATE – MAY 2022

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	3,785,353.52
Add: Outstanding Deposits for the Month	11,563.29
Less: Outstanding Cheques & Autopays	(4,984.00)
Balance as per Ledger Accounts less Investments =	3,791,932.81

INVESTMENTS RECONCILIATION

Investments as at 31st May 2022

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	216,523.32	Variable	On Call A/c
10	National Australia Bank	1,500,000.00	90 days @ 0.45%	6-Jun-22
11	National Australia Bank	2,000,000.00	90 days @ 0.50%	20-Jun-22
12	National Australia Bank	2,000,000.00	91 days @ 1.07%	29-Jul-22
13	National Australia Bank	2,000,000.00	90 days @ 1.30%	10-Aug-22
14	National Australia Bank	2,000,000.00	90 days @ 1.60%	29-Aug-22
40	National Australia Bank	10,000.00	180 days @ 0.10%	23-Aug-22
TOTAL INVESTMENTS =		9,726,523.32		

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	5,789,352.00
Internally Restricted Funds Invested	7,191,123.00
2021/22 General Fund Operating Income & Grants	537,981.13
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	13,518,456.13

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

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday 23rd June 2022

ITEM 1

RECONCILIATION CERTIFICATE – MAY 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

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

N/A

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday 23rd June 2022

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

RECOMMENDATION

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Attached to this report is the statement of rates and annual charges as at 9th June 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

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 9th June 2022.

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 23rd June 2022

ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

9TH JUNE 2022

Name of Rate				COLLECTIONS FOR YEAR		NETT ARREARS	
	NETT ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	173,627	5,111,328	5,284,955	5,042,279	95.41%	242,676	4.59%
Warren Water Fund	59,928	492,484	552,412	476,837	86.32%	75,575	13.68%
Warren Sewerage Fund	70,316	520,132	590,448	506,525	85.79%	83,923	14.21%
TOTAL 2021/2022	303,871	6,123,944	6,427,815	6,025,641	93.74%	402,174	6.26%
TOTAL 2020/2021	318,952	5,939,686	6,258,638	5,885,792	94.04%	372,846	5.96%
TOTAL 2019/2020	178,732	5,793,496	5,972,228	5,559,659	93.09%	412,569	6.91%
TOTAL 2018/2019	128,294	5,616,733	5,745,027	5,501,297	95.76%	243,730	4.24%
TOTAL 2017/2018	125,675	5,437,301	5,562,976	5,381,449	96.74%	181,527	3.26%
		11-May-18	10-May-19	08-May-20	14-May-21	12-May-22	
COLLECTION FIGURES AS \$		5,381,449	5,501,297	5,559,659	5,885,792	6,025,641	
COLLECTION FIGURE AS %		96.74%	95.76%	93.09%	94.04%	93.74%	

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd June 2022

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 8th May 2022 to the 8th June 2022.

Project	Budget	Expend	Resp	Comment
Council Chambers – Administration Building Improvements Carry Over	84,270	81,409	GM MHDS DMFA	Installation of extra cupboards & shelving in the front service area undertaken on 3 rd May 2022.
Eplanning Grant	37,465	21,088		Items outstanding: 1. Laying of carpet tiles in interview room and existing offices, and 2. Fit out of interview room.
ICT Purchases	8,000	3,497	DMFA/ICT	Toshiba e-Studio 2010AC MFD installed in the upstairs offices. Balance of funds to be carried over into 2022/2023 for replacement PC's.
Solar Panel - Supply & Installation – As Per Option 1 of the Energy Action Plan adopted by Council the May 2022 meeting	125,000	Nil	DMFA MHDS	Request For Quotation specification to be finalised and put on VendorPanel.
Grants				
Public Library Infrastructure Grants – “Doorways to Open-Air Library”.	315,723	Nil	DMFA LIB	Grant funds received 6/5/2022, working group to be formed for finalisation of design & implementation.

ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

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

MHDS – Manager Health & Development Services

LIB - Librarian

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd June 2022

ITEM 4 ADOPTION OF THE 2022/2023 ESTIMATES & 2022/2023 FEES & CHARGES

(E4.42)

RECOMMENDATION that:

1. Council note, there were no submissions or comments received on the Draft 2022/2023 Estimates and 2022/2023 Fees & Charges during the advertising period which closed on Thursday 2nd June 2022, and
2. Council adopt the 2022/2023 Estimates and 2022/2023 Fees & Charges.

PURPOSE

To adopt the 2022/2023 Estimates and 2022/2023 Fees & Charges after giving due consideration to submissions received through the advertising period.

BACKGROUND

It is a requirement under Section 405 of the Local Government Act, 1993 for Council to adopt an Operational Plan and Estimates for the ensuing year after giving due consideration to all submissions lodged.

REPORT

The Draft 2022/2023 Estimates and 2022/2023 Fees & Charges were advertised in the Warren Weekly and on Council's website and Facebook from Wednesday 4th May 2022 until closing at 4.00pm on Thursday 2nd June 2022.

Council received no submissions or comments on the Draft 2022/2023 Estimates and 2022/2023 Fees & Charges during this period.

There were Statutory Fee alterations to the Draft 2022/2023 Fees & Charges as follows:

On Page 80 – Dog Registration/Impounding – Updated the Companion Animal Fees for 2022/2023 as advised in the Office of Local Government Circular No. 22-16 on 2nd June 2022.

No changes have been made to the 2022/2023 Estimates that were presented to Council in April 2022.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

The Draft 2022/2023 Estimates and 2022/2023 Fees & Charges were advertised in the Warren Weekly and on Council's website and Facebook from Wednesday 4th May 2022 until closing on Thursday 2nd June 2022 at 4.00pm seeking written submissions and comment.

OPTIONS

N/A

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 23rd June 2022

ITEM 4 ADOPTION OF THE 2022/2023 ESTIMATES & 2022/2023 FEES & CHARGES CONTINUED

CONCLUSION

It is recommended that the 2022/2023 Estimates & 2022/2023 Fees & Charges be adopted.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION / ATTACHMENTS

Extract of the Office of Local Government Circular No. 22-16 with the new Statutory Fees

Increases to companion animal fees for 2022/23

What's new or changing

- All registration and annual permit fees have been adjusted for 2022/23.
- The 2022-23 registration and permit fees effective from 1 July 2022 are prescribed below:

Registration Category	New fee amount
Dog – Desexed (by relevant age)	\$69
Dog – Desexed (by relevant age eligible pensioner)	\$29
Dog – Desexed (sold by pound/shelter)	\$0
Dog – Not Desexed or Desexed (after relevant age)	\$234
Dog – Not Desexed (not recommended)	\$69
Dog – Not Desexed (recognised breeder)	\$69
Dog – Working	\$0
Dog – Service of the State	\$0
Assistance Animal	\$0
Cat – Desexed or Not Desexed	\$59
Cat – Eligible Pensioner	\$29
Cat – Desexed (sold by pound/shelter)	\$0
Cat – Not Desexed (not recommended)	\$59
Cat – Not Desexed (recognised breeder)	\$59
Registration late fee	\$19
Annual permit category	New fee amount
Cat not desexed by four months of age	\$85
Dangerous dog	\$206
Restricted dog	\$206
Permit late fee	\$19

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, Warren on Thursday 23rd June 2022

ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2022/2023

(R1-6.1)

RECOMMENDATIONS:

1. It is hereby resolved to make a Farmland ad valorem rate of 0.345631 cents in the dollar, subject to a minimum of \$296.00 per assessment on the land value of all land within the Shire other than land within the Warren, Nevertire and Collie centres of population and fringe area, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
2. It is hereby resolved to make a Warren Residential ad valorem rate of 4.459641 cents in the dollar, subject to a minimum of \$549.00 per assessment on the land value of all land within the Warren Centre of Population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
3. It is hereby resolved to make a Nevertire Residential ad valorem rate of 0.683763 cents in the dollar subject to a minimum of \$227.00 per assessment on the land value of all land within the Nevertire Centre of population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
4. It is hereby resolved to make a Collie Residential ad valorem rate of 1.926814 cents in the dollar subject to a minimum of \$227.00 per assessment on the land value of all land within the Collie Centre of population area subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
5. It is hereby resolved to make a Rural Residential ad valorem rate of 0.6998 cents in the dollar subject to a minimum of \$296.00 per assessment on the land value of all land satisfying the Rural Residential criteria generally being land between 2 and 40 ha in area and not in an urban centre population and used for residential purposes only subject to such rate, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
6. It is hereby resolved to make a Business ad valorem rate of 8.556735 cents in the dollar subject to a minimum rate of \$549.00 per assessment on the land value of all land within the Warren Centre of Population area subject to such rate and satisfying business criteria, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
7. It is hereby resolved to make a Business – Other Warren ad valorem rate of 0.620983 cents in the dollar subject to a minimum rate of \$296.00 per assessment on the land value of all land meeting the business criteria which are situated on the fringes of the Warren Centre of Population, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
8. It is hereby resolved to make a Business – Nevertire ad valorem rate of 1.544687 cents in the dollar subject to a minimum rate of \$296.00 per assessment on the land value of all land meeting the business criteria which is identified in the LEP 2012 - Industrial Zoning area of Nevertire, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.

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, Warren on Thursday 23rd June 2022

ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2022/2023 CONTINUED

9. It is hereby resolved to make a Business - Airport Area ad valorem rate of 0.641891 cents in the dollar subject to a minimum rate of \$296.00 per assessment on the land value of all land meeting the business criteria which is identified in the LEP 2012 - Industrial Zoning area of the Warren Airport area, in accordance with the Local Government Act, 1993, as amended, for the 2022/2023 financial year.
10. Council determine the interest rate to be charged on overdue rates and annual charges from 1st July 2022 to 30th June 2023 be set at 6% as advised by the Office of Local Government and in accordance with the provisions of Section 566(3) of the Local Government Act, 1993.
11. Approval be given for the rates made under the preceding clauses of this resolution to be levied as Combined Rates for the Warren Water Availability Charge, Warren Residential Sewerage Charge, Non-residential Sewerage Charge, Warren Domestic Waste Charge, Warren Waste Management Charge, Nevertire Water Availability Charge, Nevertire Sewerage Charge, Nevertire Domestic Waste Charge, Collie Water Availability Charge, Collie Domestic Waste Charge, Warren Airport Water Supply, Domestic Waste Vacant Charge and Waste Depot Access Charge to be levied in advance on Council's Rate Notice.
12. Council make an availability charge for all assessments for the Warren Water Supply of \$500.00 per annum and usage charges as follows:

Potable (Bore) water usage charge of \$1.39 per kilolitre up to 450 kls, then \$2.11 per kilolitre for usage over 450 kls.

Non-potable (River) water usage charge of 50 cents per kilolitre up to 450 kls, then 89 cents per kilolitre for usage over 450 kls.
13. Council make an availability charge for all assessments for a Warren Residential Sewerage Charge allowing for a standard 2 pedestals per assessment at a rate of \$625.00 per annum.
14. Council make an availability charge for all assessments for a Non-residential Sewerage Access Charge of \$573.00 per annum and a usage charge of \$2.11 per kl multiplied by the relevant Sewerage Discharge Factor for the type of business being conducted.
15. Council make an availability charge for all assessments for Warren Domestic Waste Charge within the Warren Scavenging District of \$322.00 with an additional charge of \$6.19 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste Charge within the Warren scavenging district of \$54.00 per annum for all vacant rateable land.
16. Council make an availability charge for all assessments for Warren Waste Management Charge within the Warren Scavenging District of \$322.00 with an additional charge of \$6.19 for each service exceeding the minimum number of one service weekly. Council make a Vacant Waste Charge within the Warren scavenging district of \$54.00 per annum for all vacant rateable land.

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, Warren on Thursday 23rd June 2022

ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2022/2023 CONTINUED

17. Council make an availability charge for all assessments for the Nevertire Water Supply of \$662.00 per annum and usage charges as follows:

Potable (Bore) water usage charge of 80 cents per kilolitre up to 450 kls, then \$1.17 per kilolitre for usage over 450 kls.

Further that all assessments being eligible for connection to the supply but not connected be charged at \$264.00 per annum.
18. Council make an availability charge for all assessments for Nevertire Sewerage Charge allowing for a standard 2 pedestals per assessment at a rate of \$654.00 per annum.

Further that all assessments being eligible for connection to the service but not connected be charged at \$250.00 per annum.
19. Council make an availability charge for all assessments for Domestic Waste Charge within the Nevertire Garbage Scavenging District of \$322.00 with an additional charge of \$6.19 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste charge within the Nevertire Scavenging District of \$54.00 per annum for all vacant rateable land.
20. Council make an availability charge on all assessments connected to the Collie Water Supply at a rate of \$506.00 per annum and usage charges as follows:

Potable (Bore) water usage charge of \$1.65 per kilolitre up to 450 kls, then \$2.53 per kilolitre for usage over 450 kls.

Further that all assessments being eligible for connection to the supply but not connected be charged at \$264.00 per annum.
21. Council make an availability charge for all assessments for Domestic Waste Charge within the Collie Garbage Scavenging District of \$322.00 with an additional charge of \$6.19 for each service exceeding the minimum number of one service weekly. Council make a Vacant Domestic Waste charge within the Collie Scavenging District of \$54.00 per annum for all vacant rateable land.
22. Council make an availability charge for all assessments for Warren Aerodrome Water within the Warren Aerodrome Precinct of \$166.00 per annum

Potable (Bore) water usage charge of \$1.39 per kilolitre up to 450 kls, then \$2.11 per kilolitre for usage over 450 kls.
23. In the case of residential flats and multi-unit dwellings that are adapted or are capable of being adapted for separate occupancy be subject to an additional charge of \$313.00 for each pedestal being ½ of the Warren Sewerage charge for each occupancy.

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, Warren on Thursday 23rd June 2022

ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2022/2023 CONTINUED

24. In the case of residential flats and multi-unit dwellings that are adapted or are capable of being adapted for separate occupancy be subject to an additional charge of \$327.00 for each pedestal being ½ of the Nevertire Sewerage charge for each occupancy.
25. Council make a Waste Depot Access Charge for the provision of Waste Management Services on each occupied assessment categorised as Residential - Rural, Business – Other and Business - Airport that are outside the waste collection area of the shire of \$105.00.
26. Council make a Vacant Domestic Waste Charge for the provision of Waste Management Services on each vacant assessment categorised as Residential - Rural, Business – Other Warren and Business – Airport Area that are outside the waste collection area of the shire of \$54.00.

PURPOSE

To resolve to make the 2022/2023 rates and charges as advertised in the 2022/2023 Operational Plan and Estimates to enable the levying of the 2022/2023 rates in July 2022.

BACKGROUND

Section 494, 496, 501, 504 and 535 of the Local Government Act 1993 requires Council's to formally resolve to make (set) rates or charges prior to levying each year.

REPORT

It is a requirement under Section 494, 496, 501, 504 and 535 of the Local Government Act 1993 that Council resolve to make the rates and charges for 2022/2023 after adoption of the 2022/2023 Operational Plan and Estimates. Following is a summary of the recommendations for adoption by Council for 2022/2023.

Ordinary Rates:

Farmland Rate

0.345631 cents in the dollar on the land value with a minimum rate of \$296.00 per assessment.

Residential Warren - Warren Centre of Population area

4.459641 cents in the dollar on the land value with a minimum rate of \$549.00 per assessment.

Residential Nevertire - Nevertire Centre of Population area

0.683763 cents in the dollar on land value with a minimum rate of \$227.00 per assessment.

Residential Collie - Collie Centre of Population area

1.926814 cents in the dollar on land value with a minimum rate of \$227.00 per assessment.

Rural Residential - Fringes of Warren, Nevertire & Collie

0.6998 cents in the dollar on land value with a minimum rate of \$296.00 per assessment.

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, Warren on Thursday 23rd June 2022

ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2022/2023 CONTINUED

Business Rate - Warren Centre of Population area

8.556735 cents in the dollar on the land value with a minimum rate of \$549.00 per assessment.

Business Rate – Other Warren - Fringes of Warren

0.620983 cents in the dollar on land value with a minimum rate of \$296.00 per assessment.

Business Rate – Nevertire

1.544687 cents in the dollar on land value with a minimum rate of \$296.00 per assessment.

Business Rate – Airport Area

0.641891 cents in the dollar on land value with a minimum rate of \$296.00 per assessment.

Interest Rate on Overdue Rates & Charges

To fix the maximum simple daily interest rate of 6% from 1st July 2022 to 30th June 2023 as the rate at which overdue rates are to be charged in accordance with the provisions of Section 566(3) of the Local Government Act, 1993.

Warren Water Availability Charge

Availability charge of \$500.00 for all residential assessments.

Warren Water Usage Charges

Potable (Bore) water usage charge of \$1.39 per kilolitre up to 450 kls, then \$2.11 per kilolitre for usage over 450 kls.

Non-potable (River) water usage charge of 50 cents per kilolitre up to 450 kls, then 89 cents per kilolitre for usage over 450 kls.

Warren Residential Sewerage Charge

Annual charge of \$625.00 for all residential assessments.

Warren Domestic Waste Charge

Minimum annual charge of \$322.00, one service per week for assessments and non-rateable properties utilising the modular type 240 litre and 120 litre capacity unit. Extra services at the rate of \$6.19 each for single weekly service units. A charge of \$54.00 per annum for all vacant rateable land.

Waste Management Charge

Minimum annual charge of \$322.00, one service per week for assessments and non-rateable properties utilising the modular type 240 litre and 120 litre capacity unit. Extra services at the rate of \$6.19 each for single weekly service units. A charge of \$54.00 per annum for all vacant rateable land.

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, Warren on Thursday 23rd June 2022

ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2022/2023 CONTINUED

Nevertire Water Availability Charge

An availability charge of \$662.00 for assessments and non-rateable properties connected to the water supply and an annual charge of \$264.00 will apply to assessments that are not connected.

Nevertire Water Usage Charges

Potable (Bore) water usage charge of 80 cents per kilolitre up to 450 kls, then \$1.17 per kilolitre for usage over 450 kls.

Nevertire Residential Sewerage Charge

An annual charge of \$654.00 for assessments and non-rateable properties connected to the scheme and an annual charge of \$250.00 will apply to assessments that are not connected.

Nevertire Domestic Waste Charge

Minimum annual charge of \$322.00, one service per week for assessments and non-rateable properties utilising the modular type 240 litre and 120 litre capacity unit. Extra services at the rate of \$6.19 each for single weekly service units. A charge of \$54.00 per annum for all vacant rateable land.

Collie Water Availability Charge

An availability charge of \$506.00 for assessments and non-rateable properties that are connected to the water supply and an annual charge of \$264.00 will apply to assessments that are not connected.

Collie Water Usage Charges

Potable (Bore) water usage charge of \$1.65 per kilolitre up to 450 kls, then \$2.53 per kilolitre for usage over 450 kls.

Collie Domestic Waste Charge

Minimum annual charge of \$322.00, one service per week for assessments and non-rateable properties utilising the modular type 240 litre and 120 litre capacity unit. Extra services at the rate of \$6.19 each for single weekly service units. A charge of \$54.00 per annum for all vacant rateable land.

Non-residential Sewerage Access Charge – Warren & Nevertire

Annual charge of \$573.00 on all non-residential assessments.

Non-residential Sewerage Usage Charge – Warren & Nevertire

Usage charge of \$2.11 per kilolitre multiplied by the relevant Sewerage Discharge Factor.

Aerodrome Water Availability Charges

An availability charge of \$166.00 for all assessments.

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, Warren on Thursday 23rd June 2022

ITEM 5 MAKING AND LEVYING OF RATES AND FIXING OF CHARGES - 2022/2023 CONTINUED

Airport Water Usage Charges

Potable (Bore) water usage charge of \$1.39 per kilolitre up to 450 kls, then \$2.11 per kilolitre for usage over 450 kls.

Warren Residential Flats & Multi-unit dwellings – additional sewerage charge

A sewerage availability charge of \$313.00 for greater than 2 occupancies/pedestals.

Nevertire Residential Flats & Multi-unit dwellings – additional sewerage charge

A sewerage availability charge of \$327.00 for greater than 2 occupancies/pedestals.

Waste Depot Access Charge

An annual charge of \$105.00 for the provision of Waste Management Services on each occupied assessment categorised as Residential - Rural, Business – Other and Business - Airport that are outside the waste collection area of the shire.

Vacant Domestic Waste Charge

An annual charge of \$54.00 for the provision of Waste Management Services on each vacant assessment categorised as Residential - Rural, Business – Other and Business - Airport that are outside the waste collection area of the shire.

FINANCIAL AND RESOURCE IMPLICATIONS

Failure to make and levy the 2022/2023 rates and charges prior to 1st August 2022 will result in Council having extend the due date for payment from 31st August until 30th November 2022, this will have a significant impact on Council's cashflow revenue.

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

STAKEHOLDER CONSULTATION

Nil

OPTIONS

Nil

CONCLUSION

To maximise Council's cashflow it would be prudent to adopt the making of the 2022/2023 rates and charges now to allow levying in July 2022.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and Accurate reporting for efficient management and accountability.

SUPPORTING INFORMATION /ATTACHMENTS

Nil

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 23rd June 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 10th May 2022 to 6th June 2022.

ACCOUNT	BUDGET	EXPENDITURE
Urban Sealed Roads	55,872	53,986
Parking Areas	5,151	2,210
Kerb and Guttering	26,399	10,424
Footpaths	30,906	11,523
Urban Unsealed Roads	26,726	13,258
Rural Sealed Roads	397,500*	759,816^
Rural Unsealed Roads	1,183,117*	1,223,614^
Rural Bridges	15,453	735
Regional Sealed Roads	1,037,950*	744,969^
Regional Unsealed Roads	103,292	53,990^
Regional Bridges	16,895	3,676
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	274,950	313,365

*Estimate increased due to notification from Transport for NSW (TfNSW) of successful Natural Disaster Funding – Emergency Works in the amount of \$425,348 for the March 2021 Flood and Storm Damage event, Council’s co-contribution is \$35,370.

^ Includes approximately \$651,322 of emergency flood damage works for the November 2021 Flood and Storm Damage event that is currently being undertaken and assessed.

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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

MAINTENANCE

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	Tabratong Lane	Grading	12km
Grader Crew 1 (Three-man crew)	Carinda Road	Bridge Approaches	Yes
Grader Crew 2 (Three-man crew)	Kianga-Marebone Road	Grading	10km
Grader Crew 2 (Three-man crew)	Marthaguy Road	Erecting Signs	Yes
Grader Crew 2 (Three-man crew)	Collie Road	Rough surface signs	Yes
Grader Crew 2 (Three-man crew)	Collie- Trangie Road	Rough surface signs	Yes
Grader Crew 2 (Three-man crew)	Wambianna Road	Guideposts	Yes
Grader Crew 3 (Three-man crew)	Pigeonbah Road	Grading	6.5km
Grader Crew 3 (Three-man crew)	Marthaguy Road	Guideposts	Yes
Grader Crew 3 (Three-man crew)	Marthaguy Road	Patching	Yes
Grader Crew 4 (Three-man crew)	Ringorah Road	Grading	8km
Grader Crew 4 (Three-man crew)	Marthaguy Road	Bridge Approaches	Yes
Grader Crew 4 (Three-man crew)	Marthaguy Road	Bridge Approaches	Yes

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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Paveline (Tar Patching)	Collie-Trangie Road	Patching	700L	7.5T
	Carinda Road	Patching	600L	6T
	Tottenham Road	Patching	300L	3T
	Old Warren Road	Patching	350L	3.5T
Emulsion Truck	Marthaguy Road	Patching	1,600L	7.5T
	Industrial Access Road	Patching	400L	4.5T

WORK CREW	LOCATION	ACTIVITY	WORK UNDERTAKEN
Roadside Maintenance Team	Marthaguy Road	Slashing	87km
	Warren Road	Slashing	36km
	Bullagreen Road	Slashing	32km
	Warren Kerb and Gutter	Pumping out water	Yes

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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

UPCOMING WORKS (JUNE, JULY 2022)

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (three-man crew)	Buddabahda Road	Maintenance Grade
	Tyrie Road	Maintenance Grade
	Dandaloo Road	Maintenance Grade
	Marthaguy Road	Shoulders
Grader Crew 2 (three-man crew)	Deacon Drive	Rehabilitation
	Old Warren Road	Maintenance Grade
Grader Crew 3 (three-man crew)	Pigeonbah Road	Maintenance Grade
	Castlebar Road	Maintenance Grade
	Bundemar Road	Maintenance Grade
Grader Crew 4 (three-man crew)	Drungalear Road	Maintenance Grade
	Hatton Lane	Maintenance Grade
	Stephens Road	Maintenance Grade

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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
Capital Works Bitumen Reseals (Regional Roads)				
Regional Roads Rehabilitation/Final Seal	120,000	Nil	RIM	Either part RR333 Rehabilitation (850m) or contribution to RR347 Final seal (3km).
Capital Works In Progress				
Ellengerah Road Construction Project Segments 22, Segment 24 and Segment 26	1,719,813	1,382,455	DMES/ RIM	Fixing Local Roads Round 2 (\$698,771), Council Contribution (\$174,693) Sub Total: \$873,464 Local Roads and Community Infrastructure Program Phase 2 (\$211,587), Fixing Local Roads Round 3 (\$634,762). In Progress. Segment 22 primer seal. Segment 24 & Segment 26 primer seal awaiting final seal.
Old Warren Road Segments 26 & 28 Construction	1,679,947	1,177,034	DMES/ RIM	Fixing Local Roads Program Round 3 (\$1,259,960), Local Roads and Community Infrastructure Program Phase 2 (\$296,147), Local Roads and Community Infrastructure Program Phase 3 (\$123,840). Practically complete with final seal and further works subject to variation claim.
2021/22 REPAIR Grant Rehabilitation Collie- Trangie Road Regional Road No.347. Segments 14 and 16 Existing Asset Upgrade.	800,000	802,627	DMES/ RIM	Project is complete except for a final seal on the last 3 km. Complete for Repair Program Funding.
Federal Road Safety (NSW) Program- School Zone Infrastructure Sub- Program Round 2 (Tranche 2 and Tranche 3)	9,193	11,275	RIM	Remarking of school zone 40km/h patches, Dragons Teeth, etc Project is practically complete. Awaiting Final costs.
Kerb and Gutter Replacement	92,767	46,720	RIM	Priority one (1): Orchard Street, Warren 20.2 metres. Priority two (2): Readford and Zora Street, Warren 62.4 metres;

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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
				Readford and Chester Street, Warren 92.8 metres; and Readford and Bundemar Street, Warren 73 metres. Deferred Works commenced expected to be complete June 2022. Lengths have changed due to costs.
CBD Improvements	74,320	25,238	DMES	Investigation and design work for CBD Improvement Program.
Planned Future Capital Works				
Rehabilitation Warren Road Regional Road No.7515 Segment 7515.06 Inclusive of the Tenandra Bridge over the Marthaguy Creek – Fixing Country Road Grant Application. Existing Asset Upgrade.	Funded from Regional Roads Block Grant (No current budget)	Nil	DMES	All preliminary works have been completed. Therefore, this project is on hold until the required funding can be sourced. The project has been developed sufficiently to be classified as being “shovel ready” . Will be subject to a Commonwealth Government Bridges Renewal Program Grant.
Rehabilitation Warren Road Regional Road Segment 08 Inclusive of the Newe Park Bridge over the Merrigal Creek. Existing Asset Upgrade.	Funded from Regional Roads Block Grant (No current budget)	Nil	DMES	All preliminary works have been completed. Therefore, this project is on hold until the required funding can be sourced. The project has been developed sufficiently to be classified as being “shovel ready” . Will be subject to a Commonwealth Government Bridges Renewal Program Grant.

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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) Nevetire – Bogan Road Segment 4 and Segment 6 Rehabilitation	876,160	Nil	DMES	Project programmed for late 2021/2022 and waiting in abeyance for other funding opportunities if they arise in 2021/2022.

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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
Grant Applications				
<p>Rehabilitation Warren Road Regional Road.</p> <p>This Project is Relevant to the 2016/17 Fixing Country Roads Grant Application and the 2020/21 ROSI Grant.</p> <p>Existing Asset Upgrade.</p>	<p>3,684,320</p>	<p>Nil</p>	<p>DMES</p>	<p>Several meetings have been held with Engineering Department representatives of the Coonamble Shire Council (CSC). Negotiations with the various Federal and State Departments is required to ensure that the proposed new scopes of works are agreed.</p> <p>TfNSW have advised that the Expenditure Review Committee (ERC) will not meet to consider the additional funding until May this year.</p> <p>Consultation has been ongoing with the Federal Government, Infrastructure NSW, NSW Transport and Coonamble Shire Council Representatives in an endeavour to have the deeds released. At this point in time, it is considered that a resolution has not been determined.</p> <p>Project has been included in the 2021/2022 Estimates with a budget of \$1,679,000.</p> <p>Council has resolved to make representations to the Local Member Mark Coulton and Transport for NSW Western Manager on this matter. This is a further application for the appropriate level of funding for what works are actually required which is the rehabilitation of the 6km immediately south of the Bullagreen Lane including replacement of 12 culverts.</p> <p>Application for additional funds</p>

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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
				<p>have been made through Coonamble Shire Council to Infrastructure NSW and Transport for NSW. Confirmation that grant application has been successful providing an extra \$2,000,320 from Transport for NSW. (TfNSW) fully funding this project.</p> <p>A meeting was held on 3rd June 2022 with Restart NSW and Coonamble Shire Council to agree on funding deed details and reporting responsibilities.</p>
Federal Road Safety Tranche 4 and 5 RR333 Carinda Road	1,255,400	Nil	RIM	Shoulder widening and Linemarking RR333 Carinda Road 6km- 10km from Industrial Access Road. Awaiting Approval.
REPAIR Program 2022/2023 RR347 Collie – Trangie Road	800,000	Nil	RIM	Rehabilitation of Segment 18 on RR347 Collie – Trangie Road Interim advice - successful.
REPAIR Program 2022/2023 RR333 Carinda Road	800,000	Nil	RIM	Rehabilitation of Segment 14 on RR333 Carinda Road. Not successful.
Remote Roads Pilot Program Grant SR36 Gibson Way	15,940,800 (\$797,040 Council Funding)	Nil	RIM	Initial sealing of SR 36 Gibson Way, from the boundary with Coonamble Shire to RR333 (Warren to Carinda) with replacement of 2 bridges and construction of a new bridge. Not successful.
Remote Roads Pilot Program Grant RR424 Marra Road	5,146,000 (\$514,600 NSW State Funding)	Nil	RIM	Initial sealing of MR 424 (Marra Road) from the boundary with Bogan Shire to the existing sealed section. 11.1km. Not successful.

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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

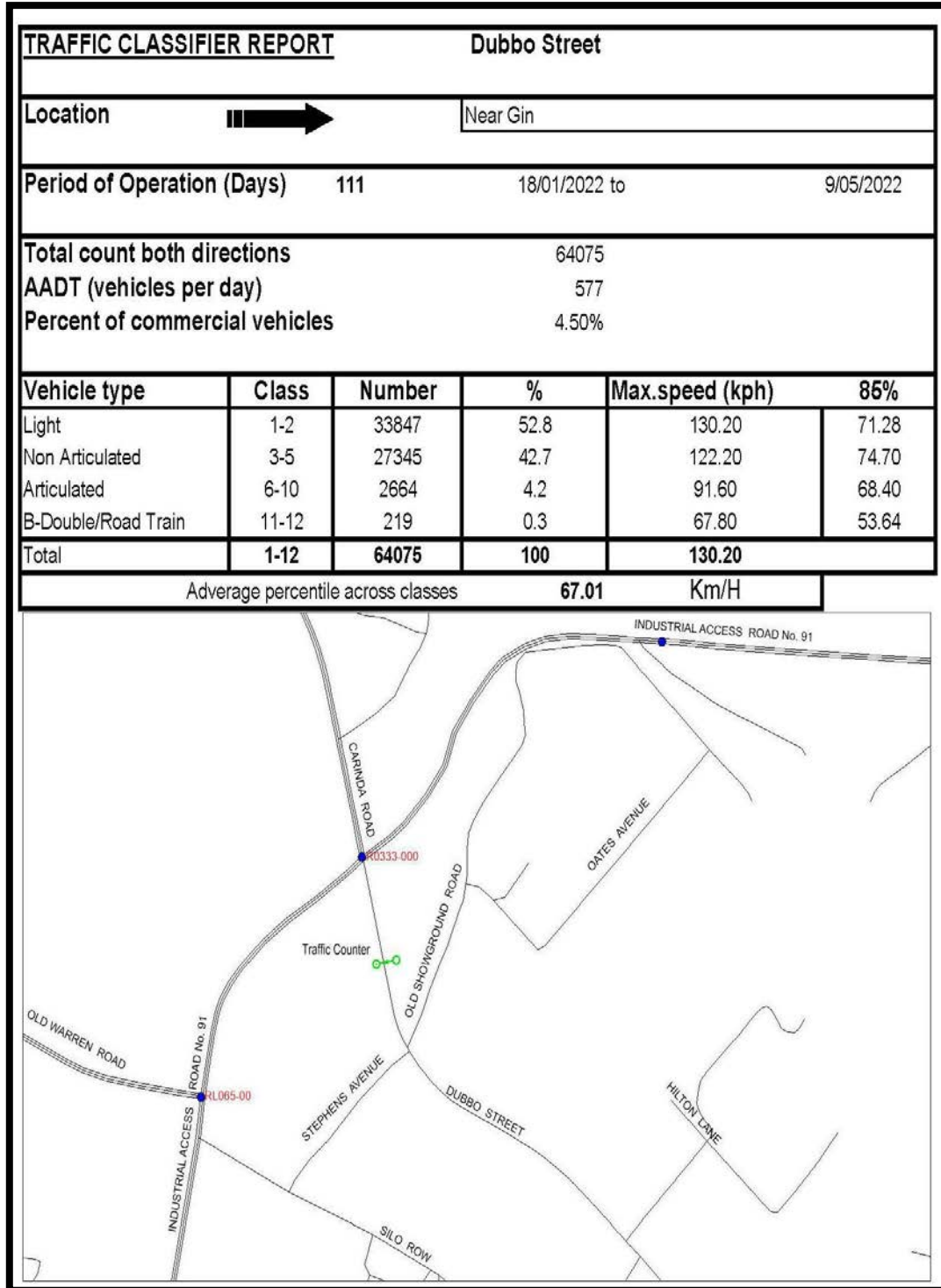
TRAFFIC CLASSIFIER REPORT		Carinda Road No. 333			
Location		Segment 00			
Period of Operation (Days)	101	18/01/2022 to		29/04/2022	
Total count both directions	31827				
AADT (vehicles per day)	315				
Percent of commercial vehicles	7.04%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	18238	57.3	142.00	72.00
Non Articulated	3-5	11349	35.7	158.80	74.70
Articulated	6-10	1767	5.6	128.00	63.72
B-Double/Road Train	11-12	473	1.5	70.40	50.04
Total	1-12	31827	100	158.80	
Average percentile across classes			65.12	Km/H	

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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED



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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

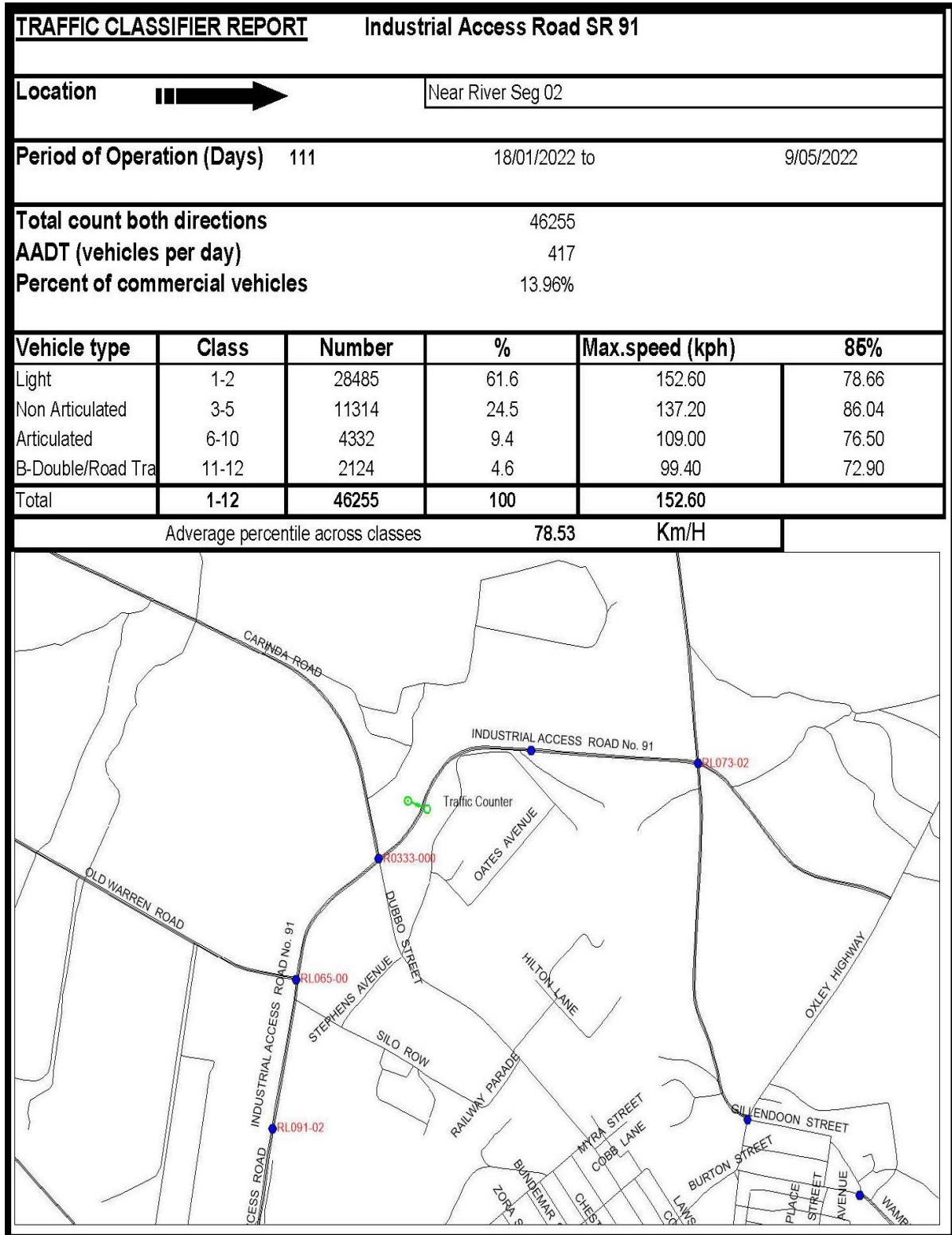
TRAFFIC CLASSIFIER REPORT		Industrial Access Road SR 91			
Location		Near the Cotton Gin Seg 02			
Period of Operation (Days)	111	18/01/2022 to	9/05/2022		
Total count both directions	66259				
AADT (vehicles per day)	597				
Percent of commercial vehicles	7.74%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	53517	80.8	128.60	74.34
Non Articulated	3-5	7612	11.5	130.00	78.12
Articulated	6-10	3059	4.6	101.20	69.66
B-Double/Road Train	11-12	2071	3.1	85.90	66.24
Total	1-12	66259	100	130.00	
Average percentile across classes			72.09	Km/H	

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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED



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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		Thornton Road No. 53			
Location		Segment 00			
Period of Operation (Days)	111	18/01/2022 to		9/05/2022	
Total count both directions	3055				
AADT (vehicles per day)	28				
Percent of commercial vehicles	3.40%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	2518	82.4	146.60	97.74
Non Articulated	3-5	433	14.2	122.40	92.14
Articulated	6-10	96	3.1	100.40	79.72
B-Double/Road Train	11-12	8	0.3	84.20	--
Total	1-12	3055	100	146.60	
Average percentile across classes				89.87	Km/H

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, 23rd June 2022

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		Warren Road 7515			
Location		Segment 36			
Period of Operation (Days)	111	19/01/2022 to		10/05/2022	
Total count both directions	13854				
AADT (vehicles per day)	125				
Percent of commercial vehicles	24.31%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	6638	47.9	159.40	123.84
Non Articulated	3-5	3848	27.8	158.70	127.26
Articulated	6-10	2175	15.7	140.60	111.24
B-Double/Road T	11-12	1193	8.6	129.80	106.92
Total	1-12	13854	100	159.40	
Average percentile across classes			117.32	Km/H	

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, 23rd June 2022

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 budget and works period from 10th May 2022 to 6th June 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 10th May 2022 to 6th June 2022

Project	Budget	Expend	Resp	Comment
General				
Warren Lawn Cemetery Stage 3. 3330-4120-0100 <div style="border: 1px solid black; padding: 5px; width: fit-content;"> C/Over \$76,894 2021/2022 \$60,000 </div>	136,894	57,651	MHD / TSM	<p>Installation of the water main and drainage improvements was delayed due to wet weather. Works are now expected to commence early July subject to weather.</p> <p>A coloured concept plan for the cemetery expansion has been prepared.</p> <p>The contractor that was awarded the water main and drainage upgrades has withdrawn from the project. The project has been rescope. River water main extension will be completed.</p> <p>Upgrade drainage along western side and installation of drainage along the eastern side.</p> <p>Extension of river water main for future lawn cemetery expansion. Project awarded. Work will be finalised later this year.</p>

WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
 to the Ordinary Meeting of Council to be held in the
 Council Community Room, Warren, on Thursday 23rd June 2022

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
				Cemetery Master Plan for future lawn cemetery expansion developed and will be put out for Community Consultation shortly.
Works Depot CCTV Installation 3210-4000-0200	21,190	19,083	DMES	System to be supplied and installed by Alpha Global. \$19,082.32 + GST.

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, 23rd June 2022

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
Water Supplies				
Oxley Park River Water Pumping Station 4580-4320-0015	138,720	58,595	TSM	<p>River level remains too high to allow the works to be carried out.</p> <p>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.</p> <p>Ryan Mason Engineering to carry out the fabrication and installation works.</p> <p>New pump casing has been fabricated and will be picked up from Newcastle in the week of 15/11/2012.</p> <p>New Pumps have arrived.</p> <p>Subject to weather and the river height, the works should be complete early 2022.</p>
Water Extraction Meter Compliance 4580-4320-0003	17,000	12,778	TSM	Installation of telemetry to all water extraction points meters to comply with Water NSW requirements.
Water Assets Revaluation 4300-2210-0000	15,000	11,969	TSM	APV through the Orana Water Utilities Alliance have been engaged to undertake Council's Water Assets Revaluation. Final report expected from the contractor May/June 2022. Draft report received and being reviewed.

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, 23rd June 2022

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
Sewerage Services				
Works to Gunningbar Estate, and Nevertire Sewerage Pumping Stations. 5580-4320-4010 5580-4320-4100	218,182	218,182	TSM	New concrete plinths have been constructed for the switchboards to be installed onto. Stations to be by-passed to allow the internal refit. 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 as well as minor electrical and telemetry works at Thornton Ave, Wilson St and Garden Ave pumping stations. New control cabinets delivered 17/11/2021. Nevertire and Gunningbah stations to have new cabinet plinths constructed.
CCTV and Smoke Testing of Sewer at Warren and Nevertire 5580-4320-0002	200,000	Nil	TSM	Quotation documents under development. Quarter 4, 2021/2022.
Sewer Assets Revaluation 5300-2210-0000	15,000	2,690	TSM	APV through the Orana Water Utilities Alliance has been engaged to undertake Council's Water Assets Revaluation.

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, 23rd June 2022

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
				Final report expected from the contractor May/June 2022. Draft report received and being reviewed.
Grant Applications				
Warren Levee Bank Rehabilitation	7,100,000 (\$1,775,000 Council Funding)	Nil	DMES / TSM	<ol style="list-style-type: none"> 1. Funding currently being pursued for repairs to the reported section of the Warren levee. 2. Consulted with State Government Representatives seeking financial assistance to rectify deteriorated section. 3. Works to be undertaken in-house using Council staff and local contractors if possible. 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 & 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

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, 23rd June 2022

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
				Government National Flood Mitigation Infrastructure Program (NFMIP) with a required 25% contribution from Council arranged. \$5.325 million Commonwealth Funding announced on the 4 th May 2022.
Tiger Bay Wetlands Effluent Reuse Scheme for Drought Protection. (Priority 1 of 3)	504,000	Nil	TSM	Installation of Ultraviolet (UV) Disinfection System and pipeline between New Sewerage Treatment Plant and construction of a Reed Bed at Tiger Bay Wetlands to ensure water supply to wetlands under the Murray-Darling Healthy Rivers Program – Large Grants. Awaiting Outcome.
Stormwater Quality Improvement for Warren (Priority 3 of 3)	1,720,000	Nil	TSM	Installation of 25 Stormwater Quality Improvement Device's (SQIDS) at stormwater locations that discharge directly into the Macquarie River and Gunningbar Creek under the Murray- Darling Healthy Rivers Program – Large Grants. Awaiting Outcome.

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, 23rd June 2022

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

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

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, 23rd June 2022

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Activity	Required Interval	Details
Sewerage System Planned Maintenance		
Warren Sewerage Treatment Works	Quarterly	Samples of treated effluent collected monthly for laboratory analysis against EPA licence requirements for PH, Total Suspended Solids (TSS), Total Nitrogen (N), Total Phosphorus (P), Oil & Grease (O&G) and Biochemical Oxygen Demand (BOD). Results are published on Council website quarterly.
Sewer gravity main CCTV Inspection and Smoke Testing program		<p>Develop a program to carry out CCTV inspections and smoke testing of all gravity sewer mains in Warren and Nevertire.</p> <p>Develop a sewer main replacement/relining program.</p> <p>Identify stormwater infiltration locations.</p> <p>Develop a program to educate property owners and residents about stormwater infiltration prevention.</p> <p>Develop a stormwater infiltration rectification program for Council assets and private property.</p>
Water and Sewerage Works Subject to Funding		
Location	Work Under Development	
Collie Water Supply (Reliability)	Commission the two, 125,000 litre Pioneer water tanks located west of the tennis court. 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 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.	

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, 23rd June 2022

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Account	Budget	Expenditure
Water Fund Maintenance and Repair	642,539	474,136
4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	362,206	128,634
5200-0003, 5250-0003, 5280-0003 & 5300-0003.		

Water and Sewer Works

Nevertire sewer pump station bypass connection (ongoing)	Cobb Lane river water main AC 100mm repair (twice damaged by building contractor)
Stop valve maintenance (warren)	Nevertire Gunningba Street service repair
Pittman Parade valve maintenance	1 Pittman Parade river service repair
Pittman Parade hydrant repair	Coonamble Road bore main repair (32mm poly pipe)
Nevertire (Clyde Street) new sewer connection (2 days)	Coonamble Road service repair
Thornton Avenue valve repair	Dubbo Street river water main break
Storage shed clean up	Clyde Street (old store) sewer connection (ongoing)
Fit new toolbox to Plant 3605	Dubbo Street stop valve repair
Nevertire Sewer Pump Station (bypass cut in)	Warren sewer pump stations clean up

Warren Sewerage Treatment Works in Flow		Sewerage Year – 1st June to 31st May		
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
November 2021	1261	494	14.82	83.16
December 2021	893	517	15.52	98.68
January 2022	880	471	14.60	113.27
February 2022	842	508	14.22	127.49
March 2022	1088	565	15.83	143.32
April 2022	1254	673	17.50	162.27
May 2022	1350	579	16.80	183.05

Rainfall in Warren for the month of May 84.2mm

Rainfall in Warren for the year July 2021 to date: 802.9mm

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, 23rd June 2022

ITEM 2

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
	1/07/21-	DATE	1/10/21 -	TO DATE	1/01/22 -	TO DATE	1/04/22 -	TO DATE	ALLOCATION	(ML)
	31/09/21	(ML)	31/12/21	(ML)	31/03/22	(ML)	30/06/22	(ML)		
Warren Bores										
Bore 1 (Bore Flat) Lic. 80AL703155	0.45	0.45	0.00	0.45	0.00	0.45	0.00	0.45		
Bore 2 (Ellengerah) Unlicensed	62.90	62.90	57.01	119.91	64.20	184.11	41.75	225.87		
	63.35	63.35	57.01	120.36	64.20	184.56	41.75	226.31	32.33%	700
Warren River										
Oxley Park Lic. 80AL700017	7.99	7.99	10.80	18.79	29.00	47.79	4.19	51.98		
Ellengerah Rd Lic. 80AL700017	11.68	11.68	26.19	37.87	53.33	91.20	11.08	102.28		
	19.67	19.67	36.99	56.66	82.33	138.99	15.27	154.26	20.57%	750
Showground (Racetrack)										
Lic. 80AL700645	0.00	0.00	10.30	10.30	0.00	10.30	0.00	10.30	5.48%	188
Nevertire Bore Lic. 80AL703158										
	11.04	11.04	6.56	17.60	11.18	28.78	3.62	32.40	81.00%	40
Collie Bore Lic. 80CA724011										
	0.78	0.78	1.08	1.86	1.82	3.68	0.58	4.26	17.04%	25
Macquarie Park 80AL700996										
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	14.2

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, 23rd June 2022

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Parks and Gardens – Routine Works

Account	Budget	Expenditure
Parks & Gardens, Cemeteries & Racecourse	933,393	1,063,641*
0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		
*Includes \$173,457 of Emergency Works from November 2021 Flood and Storm Damage.		

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
Week One and Three	
Macquarie Park	Mown, whipper snipped and weeding
Victoria Park	Mown, whipper snipped and weeding
Ravenswood Park	Mown, whipper snipped and weeding
Oxley Park	Mown, whipper snipped and weeding
Ebert Park	Mown, whipper snipped and weeding
Gillendoon 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
Week Two and Four	
Saunders Park	Mown, whipper snipped and weeding
Skate Park	Mown, whipper snipped and weeding
Splash Park	Mown, whipper snipped and weeding
Lions Park	Mown, whipper snipped and weeding
Rotary Park	Mown, whipper snipped and weeding
Warren Lawn Cemetery	Mown, whipper snipped and weeding
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

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, 23rd June 2022

ITEM 2

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

Macquarie Park mow/snip	Macquarie park mow/snip/weeding
Skate/Splash Parks mow/snip	Oxley Park mow/snip
Lawn Cemetery mow/snip	Shire Depot clean up
Victoria Oval mow/snip/line marking/tidy up	Far West Academy mow/snip
CBD weeding/pruning	Collie/Nevertire mowing
Family Health Centre mow/snip	Lions Park mow/snip
Racecourse event preparation mow/snip/cleaning	Macquarie Drive mow/snip
Library mow/snip	Bore Flat Levee mow/snip
Town approaches mowing	Saunders Park mow/snip
Ravenswood Park mow/snip	Woolnough Levee mow/snip
Ebert Park mow/snip	Median strips (Warren) mowing
Victoria Oval mow/snip/line marking	Lions Park mow/snip
Macquarie Park mow/snip/weeding	Rotary Park mow/snip
Skate/Splash Park mow/snip	Boston Street levee mow/snip
Lawn Cemetery mowing/weeding/top dressing	Oxley Park mow/snip
Ravenswood Park mow/snip	Collie/Nevertire mow/snip
Nevertire Cemetery weeding/mowing	Library mow/snip
Town approaches slashing	Shire Chambers mow/snip/tidy up
Manning of the Waste Depot	Shire Depot tidy up

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, 23rd June 2022

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Town Crew Works

<p>Grave duties (1). Installation of park benches at the Skate Park (2 days). Cleaning of stormwater pits around Warren. Installation of park benches and bins along the walkway in Oxley Park (2 days). Tree limb removal around Warren. Installation of rubbish bin at Collie Camp Area. Assist in the (2) main repairs in Cobb lane. Installed concrete for chairs/bins along walkway in Oxley Park/Skate Park (3 days) Install a red bin at Collie hotel. Repair laneways at Bob Christensen Reserve.</p>	<p>Depot rubbish removal. Install new bollards to Readford/Dubbo Street tee intersection. Backfill gutter renewal areas (2 days) Deliver chairs/marquees for Patty Plunket's Biggest Morning Tea. Deliver soil to Nevertire's new sewer job. Fill potholes at Community Homes. Paving repairs in Dubbo Street. Repair laneway behind St Mary's School (fill in major potholes). Remove tree fallen limbs around Warren. Assist plumbers in excavation work at Nevertire.</p>
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Non-Roads November/ December Flood and Storm Damage Works

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

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, 23rd June 2022

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 10th May 2022 to 6th June 2022.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Plant Repairs				
P62	Toyota Hilux single cab 2WD tipper body	X4 new tyres ordered and fit Tyreright Warren.	1.5 hours	1.5 hours
P62	Toyota Hilux Single Cab 2WD Tipper Body	Wheel alignment done on the vehicle after fitment of new tyres Fuller Bros, Warren.	2 hours	2 hours
P3601	Toyota Hilux 4WD Twin Cab	X4 new tyres ordered and fit Tyreright Warren.	1.5 hours	1.5 hours
P3601	Toyota Hilux 4WD Twin Cab	Wheel alignment is done on the vehicle after the fitment of new tyres Fuller Bros.	2 hours	2 hours
P1168	JCB Mini Excavator	A new 300mm bucket was ordered to replace the missing one. (lost)	0	1 hour
P1064	Isuzu Tender Truck	Replace brake disc LH side rear, replace brake pads both sides.	4 hours	4 hours
P1064	Isuzu Tender Truck	Rear-wheel bearing check and grease repack.	4 hours	4 hours
P31	UD Rigid Truck	Rego defect repairs, fix air leak, and adjust brakes LH side axle 3.	5 hours	5 hours
P8	432F Caterpillar Backhoe	Check starting problem, the operator had put the transmission into forward that's why it wouldn't start.	.5 hour	.5 hour
P8	432F Caterpillar Backhoe	Check seat malfunction, won't pump up or stay up.	.5 hour	.5 hour

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, 23rd June 2022

ITEM 3

WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P14	432F Caterpillar Backhoe	Replace flat tyre LH side front. Send for repairs.	4 hours	4 hours
P3603	Toyota Hilux	Tyre repair to Tyreright Warren.		.5 hour
P1064	Isuzu Tender Truck	Tyre repair to Tyreright Warren.		.5 hour
P154	Water Tanker	Tyre repair to Tyreright Warren.		.5 hour
P38	Lusty Float Trailer	Tyre repair to Tyreright Warren.		.5 hour
P14	432F Caterpillar Backhoe	Tyre repair to Tyreright Warren.		.5 hour
P2381	Sterling Prime Mover	HVIS Rego inspection book in 18-5-22 at Coonamble.		.5 hour
P43	Isuzu Heavy Rigid Truck (Bridge Truck)	HVIS Rego inspection book in at Nyngan 8-6-22 looking for an earlier booking however none available.		.5 hour
P61	Hino Tender Truck	Front wheel bearing failure RH side. Order new bearings to be fit when they arrive.	5 hours	5 hours
P3609	Twin Cab Hilux (to be sold)	Removed all fitted electrics from vehicle to be fit into replacement vehicle. Two-way, phone kit, trip meter, lights, etc.	6 hours	6 hours
P3612	Twin Cab Hilux new to replace P3609	Fitted remove electrics from P3609 into new vehicle test operation all ok some radio static when spotlights on.	8 hours	8 hours

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, 23rd June 2022

ITEM 3

WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P1023	John Deere Grader	Fit new blade shims and adjust the turning circle.	6 hours	6 hours
P500	Portable Ute back-mounted Spray Unit	Wire new start-stop switch for boom control, replace x3 droppers and nozzles test function.	3 hours	3 hours
P10	Hamm Roller	Replace broken fan components, full service done, repairs to electric bonnet lift motor.	0	10 hours
P61	Hino Tender Truck	Replace brakes as required, use scan tool to diagnose and repair fault codes.	8 hours	8 hours
P2380	Isuzu Paveline Truck	Diagnosis and parts order for rear gravel supply variable function.	3 hours	3 hours
P93	CW34 Caterpillar Pneumatic Roller	Diagnose and repair fuel leak to primary filter.	2 hours	2 hours
P2180	A1 Traffic Lights	Diagnose and repair power supply problem.	1 hour	5 hours
P3503	Toyota Kluger Wagon	Cleaned up and dropped to Pickles Dubbo for sale on the 08.06.2022.	0	6 hours
P3609	2020 Twin Cab Hilux	Clean-up and taken to Pickles Dubbo for sale on 08.06.2022.	0	4 hours
P31	UD Truck	Replace trailer air supply connector LH side rear.	1 hour	1 hour
P151	Dog Trailer for P31	Adjust brakes to prevent lockup test-drive all ok now.	2 hours	2 hours
P151	Dog Trailer for P31	Replace hydraulic supply line for trailer hoist.	1 hour	1 hour

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, 23rd June 2022

ITEM 3

WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P2121	6140m Tractor	Replace the front windscreen.	8 hours	8 hours
P500	Portable Ute mounted Spray Tank	Fit new rotating beacon to sign and linked in with existing carrier vehicle beacon.	0	1.5 hours
P62	2WD Hilux Single Cab Tipper Tray	Fit new beacon to existing holder original beacon failed from the weather. (corroded) clean up wiring and test function.	1.5 hours	1.5 hours
P3611	Twin Cab Hilux	Diagnose and repair rotating beacons on tray headboard.	2 hours	2 hours
P3611	Twin Cab Hilux	Fit new windscreen wipers to vehicle.	.5 hour	.5 hour
Jobs to be Done				
Flood Pumps	Pump at the rear of Central School	Find or purchase a new reduction drive and drive shaft.		
P50	Isuzu Tipper Tar Truck	Fan on condenser for a/c need replacing.	1 hour	1 hour
P301	Sykes River Pump	Put back together new parts to be sourced and fit.	0	6 hours
P31	Nissan UD truck	Add a blue level sensor to be replaced or repaired.		3 hours
P14	432F Caterpillar Backhoe	Leaking rams to be repaired. Power issue to be diagnosed.		
P1047	ISUZU Schwarze Street Sweeper	Seals to be replaced inside brush motors.		
P43	Float Trailer	Brake pads need replacing.		8 hours
Other works completed				
	Average fuel usage information	Gather figures.	6 hours	6 hours
	Excavator lookup	Looking for excavator options for the Waste Depot.	6 hours	6 hours

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, 23rd June 2022

ITEM 3

WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
	3.6 metre Slasher information	Looking for options for the purchase of a 3.6 metre slasher.	3 hours	3 hours
	Truck and Trailer Specification	Continue writing information for Truck and Trailer/Dolly Specifications.	2 hours	2 hours

ACRONYMS

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

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, 23rd June 2022

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 May 2022.

FILE	LOCATION	WORKS	RECEIVED	APPROVED
P16-22.05	109 Dubbo Street Lot A DP384096	Change of use – coffee Shop	21/4/2022	16/5/2022
P16-22.06	54 Arthur Butler Drive Lot 2 DP100202	Subdivision and consolidation of land	27/4/2022	16/5/2022

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

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

SUPPORTING INFORMATION/ ATTACHMENT

Nil.

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, 23rd June 2022

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 10th May 2022 to 7th June 2022.

2020 Projects	Budget	Expend	Resp	Comment
Construction of two (2) x Council dwellings. 21 Deacon Drive and 8 Deacon Drive.	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>Department of Fair Trading advised of no progress 15th December 2021.</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>

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, 23rd June 2022

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.	303,747	23,672	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.
Completion of Tiger Bay Wetlands Walkway (Central West Councils Environment and Waterways Alliance 2021 Small Grants).	5,000	Nil	MHD/DMES	Works program to be determined.
Community Building Partnership Program Grant - Waterproof lockers and changeroom double sided seating for Warren War Memorial Swimming Pool.	16,031	Nil	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 th May 2022. Changeroom seating ordered.
Community Building Partnership Program Grant – Electronic Scoreboard.	10,847	3,357.75	MHD	\$5,000 grant has been successful. Council and other contributions to be determined. Scoreboard received. Installed, final report to be submitted.

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, 23rd June 2022

ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES
CONTINUED

2021 Projects	Budget	Expend	Resp	Comment
Electricity to Animal shelter.	6,000	Nil	MHD	Awaiting quotation.
*Swimming Pool CCTV.	1,000	680	MHD	Complete. Surplus funds reallocated to fencing.
Swimming Pool Double access gates.	15,000	Nil	MHD	Projected rescoped, part completed in house, part to be completed by Contractor. Gates have been ordered.
Swimming Pool – shelving and concreting.	5,000	3,947.90	MHD	All shelving installed. Concreting to be completed.
Improvement of roof and guttering at the Warren Sporting and Cultural Centre.	40,000	Nil	MHD/CM	Quotes being obtained. Council resolved at October Council Meeting to allocate \$40,000 from the restricted funds for infrastructure improvement/replacement. Listed on vendor panel marketplace Closed 4.00pm Thursday 18 th November 2021. Contractor appointed. Works scheduled, subject to availability of scaffolding. Proposed commencement 20 th June 2022.

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, 23rd June 2022

ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

2022 Projects	Budget	Expend	Resp	Comment
Warren Support Services (Targeted Early Intervention)				
2.11 Performing Arts and Language Place Incorporated Music Wellbeing Program.	5,000	Nil	MHD	Event will be held over 18 weeks from March through to July.
2.12 Warren Chamber Music Festival.	5,000	Nil	MHD	Complete waiting on acquittal.
2.13 Warren Perfuming Arts and Language Place Incorporated.	1,000	Nil	MHD	To be held May.
2.14 Warren Youth Group Grow Services Day.	5,000	Nil	MHD	Postponed due to wet weather date to be advised.
2.15 CWA Warren Public Speaking.	2,000	Nil	MHD	Complete waiting on acquittal.
2.16 Zheng Fu Tai Chi and Wellness.	1,995	Nil	MHD	To be held May/June.
Local Roads and Community Infrastructure Program - Phase 3 Grants - Community Infrastructure Projects				
Warren Sporting and Cultural Centre Upstairs Disabled Toilet.	40,000	Nil	MHD	Listed on vendor panel, closed 5 th April. Quotations received exceeded allocated budget, other quotations being sourced.
Warren Sporting and Cultural Centre Retaining Wall and Second/Third Tier Replacement and concrete path work.	40,000	Nil	MHD	Listed on vendor panel, closed 5 th April. Quotations received exceeded allocated budget, other quotations being sourced.
Warren Sporting and Cultural Centre Sound Mixer System and External Speakers.	9,572	Nil	MHD	Revised quotation being obtained to include additional speaker.