

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 22ND AUGUST 2024

WARREN SHIRE COUNCIL

AGENDA - ORDINARY COUNCIL MEETING

22nd August 2024 commencing at 8.30 am

1. OPENING OF MEETING

2. ACKNOWLEDGEMENT OF COUNTRY

Warren Shire Council acknowledges the traditional owners of the lands within Warren Shire and acknowledges the Aboriginal and Torres Strait Islander people who reside within this Shire.

3. APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

4. CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday, 25th July 2024.

5. DISCLOSURES OF INTERESTS

6. MAYORAL MINUTE(S)

Item 1 End of Term Report (Verbal Report) (A1-14, E4-43)

7. REPORTS OF COMMITTEES

Meeting of the Sporting Facilities Committee held on
Wednesday 7th August 2024 (S21-2)

Meeting of the Traffic Committee held on
Thursday, 8th August 2024 (T5-2)

Meeting of the Warren Local Emergency Management Committee
held on Tuesday, 13th August 2024 (E6-1)

Meeting of Manex held on Tuesday, 13th August 2024 (C14-3.4)

Meeting of the Economic Development and Promotions Committee
held on Wednesday 14th August 2024 (C14-3.22)

8. REPORTS OF DELEGATES

Item 1	Meeting of the Alliance Western Councils Board held on Friday, 12th July 2024.....	(C14-6.5)
Item 2	Ordinary Meeting of the Country Mayors Association of New South Wales held on Friday, 9th August 2024	(C14-5.5)

9. REPORTS TO COUNCIL**POLICY**

Item 1	Staff Education and Training Policy (P13-1, S12-1)	Page 1
Item 2	Employee Assistance Program Policy (P13-1, S12-1)	Page 17
Item 3	Staff Relocation Assistance Policy (P13-1, S12-1)	Page 47

REPORTS OF THE GENERAL MANAGER

Item 1	Outstanding Reports Checklist (C14-7.4)	Page 1
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Item 4	State of the Shire Report 2021-2024 (A1-14, E4-43)	Page 28
Item 5	Delegation of Authority of the Mayor and Deputy Mayor – Local Government Elections 224 – Period Where All Councillors Cease to Hold Civic Office (C14-2)	Page 100
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REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

Item 1	Réconciliation Certificate – July 2024 (B1-10.16)	Page 1
Item 2	Statement of Rates and Annual Charges (R1-4)	Page 4
Item 3	Works Progress Reports – Finance & Administration Projects (C14-7.1, C9-1)	Page 6
Item 4	Warren Shire Librarian’s Operations Report (L2-2)	Page 7
Item 5	Summary of Financial Assistance Grant 2024-2025 (G4-1)	Page 11
Item 6	Financial Reports for the Year Ended 30th June 2024 (A1-5.42) .	Page 13
Item 7	Internally Restricted Funds as at 30 th June 2024 (A1-5.41)	Page 17

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 12
Item 3	Works Progress Reports – Plant (P2-3)	Page 29

REPORTS OF THE MANAGER HEALTH AND DEVELOPMENT SERVICES

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

10. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

11. MATTERS OF URGENCY

Nil.

12. CONFIDENTIAL MATTERS**Mayoral Minute**

Item 1	Warren Shire Council General Manager 2023-2024 Mid-Term and Annual Performance Review ('P')	Page 1
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13. CONCLUSION OF MEETING**14. PRESENTATIONS**

Nil.

SPORTING FACILITIES COMMITTEE MEETING

Attached are the Minutes of the meeting of the Sporting Facilities Committee held on Wednesday 7th August 2024.

RECOMMENDATION:

That the Minutes of the Meeting of the Sports Facilities Committee held on the 7th of August 2024 be received and noted and the following recommendation be adopted:

ITEM 6.2 RESPONSE TO GYM USER EMAIL – PURCHASE TREADMILLS FOR GYM (S21-2)

That:

2. Council do not proceed with the purchase of treadmills, due to the increased risk of harm of a treadmill.

WARREN SHIRE COUNCIL
Minutes of the Sporting Facilities Committee Meeting
held in Council's Community Room, 115 Dubbo Street, Warren
on Wednesday, 7th August 2024 commencing at 4:00pm

Present:

Councillor MJ Quigley (Chairman)
Councillor KW Taylor
Gary Woodman (General Manager)
Sylvester Otieno (Divisional Manager Engineering Services)
Maryanne Stephens (Manager Health and Development Services)
Joe Joseph (Infrastructure Projects Manager)
Raymond Burns (Town Services Manager)
Wesley Hamilton (Warren Sporting and Cultural Centre)

ITEM 1 APOLOGIES

Apologies were tendered on behalf of Councillor Dirk McCloskey and Councillor GJ Whiteley who were absent due to external commitments, and it was **MOVED** Woodman/Hamilton that those apologies be accepted and a leave of absence for the members concerned be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF MINUTES OF THE SPORTING FACILITIES COMMITTEE MEETING HELD ON WEDNESDAY, 1ST MAY 2024

MOVED Taylor/Stephens that the Minutes of the Meeting held on the 1st May 2024 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, 1ST MAY 2024

Nil.

ITEM 4 ACTION CHECKLIST

MOVED Burns/Taylor that the that the information be received and noted and that the items marked with an asterisk (*) be removed.

Carried

ITEM 5 FINANCIAL STATEMENT

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Sporting Facilities Committee Meeting
held in Council's Community Room, 115 Dubbo Street, Warren
on Wednesday, 7th August 2024 commencing at 4:00pm

ITEM 6.1 REPORT FROM THE CENTRE MANAGER (S21-2)

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

Carried

ITEM 6.2 RESPONSE TO GYM USER EMAIL – PURCHASE TREADMILLS FOR GYM (S21-2)

MOVED Hamilton/Taylor that:

1. The information be received and noted.
2. Council do not proceed with the purchase of treadmills, due to the increased risk of harm of a treadmill.

Carried

ITEM 6.3 SOLAR PRESENTATION – SOLAR ANALYTICS (C13-76) (S21-2)

- Bore Flat most probably the next suitable location for a solar panel system. (MHD/TSM)
- Investigate if the monitoring system for the Swimming Pool solar panel system can be put into the same monitoring system as the other five (5) locations. (MHD)
- Battery storage will be considered for future grants. (MHD)
- Panel cleaning regimes need to be arranged. (MHD/TSM)
- Faults are reported to the email of the Manager Health and Development Services.
- Need to determine how to ensure that all solar panels at a location are operating correctly and at what cost if currently not being undertaken. (MHD)

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

Carried

ITEM 7 GENERAL BUSINESS

7.1 OFF LEASH AREAS FOR DOGS (D5-1)

Currently the off-leash areas for dogs are:

- Ebert Park
- Orchard Street Park

Victoria Park is being used consistently by people as an off-leash dog area as it seems the shape and area of Ebert Park and Orchard Street Park are not as suitable as the larger parks.

It is expected that Carter Oval Youth Sports Precinct will be the next location to be used by people for an off-leash area for dogs. Fencing of Ebert Park and Orchard Street Park is not practical.

Environmental Park could be considered. An investigation needs to be undertaken to determine potential suitable areas. (MHD/DMES/TSM)

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting
held in Council's Community Room, 115 Dubbo Street, Warren
on Wednesday, 7th August 2024 commencing at 4:00pm

7.2 PLAYGROUND EQUIPMENT FOR OLDER CHILDREN (P1-4)

- Consideration needs to be given to have the next park / playground equipment upgrade be for the older children (12-17 years) such as an obstacle style course. Saunders Park near the road entrance to Bore Flat is one potential site to be considered. (DMES/TSM)
 - Currently the unfunded project at the Carter Oval Youth Sports Precinct is the bike road rules learning track. (IPM/TSM)
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ITEM 8 DATE OF NEXT MEETING

November 2024 TBC

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5:29 PM

TRAFFIC COMMITTEE MINUTES

Attached are the Minutes of the meeting of the Traffic Committee held in the Council Community Room, Thursday 8th August 2024.

RECOMMENDATION:

That the Minutes of the Meeting of the Traffic Committee held on Thursday, 8th August 2024 be received and noted and that the following recommendations be adopted:

ITEM 5.1 PROPOSED CHANGE OF DROP-OFF ZONE – ST. MARY’S SCHOOL (T5-3)

That:

2. The St. Mary’s Parish School Bus Zone not be moved, as the signage has been repositioned to the correct location, and the design completed that will be implemented in accordance with the details within the report and that the Committee will review the traffic signage once the design has been undertaken by Transport for NSW; and
3. The school be requested to undertake an education campaign on the proper use of the Lawson Street School Bus Zone.

ITEM 5.2 PROPOSED HALE ST. CROSSING & CHESTER ST. CROSSING (T5-2)

That:

2. Council notes that an additional school crossing on Hale Street is not warranted and would severely impact the school bus zone at the location;
3. The following actions be undertaken:
 - Council to extend the ¼ hour Parking sign on the western side of Chester Street 30m north from the current location
 - Council to bring the school crossing on Chester Street up to standard;
 - Council to install extra school crossing posts with flag holders on either side of the median at the school crossing to increase extra warning of the school crossing for motorists;
 - Council to shorten the western end of the bus zone on the southern side of Hale Street by 58m and to make the western side of the new location a 45-degree angle parking for the 58m that the bus zone had been shortened (The current length of the bus zone is 130m long by doing this it will still be 72m in length);

ITEM 5.2 PROPOSED HALE ST. CROSSING & CHESTER ST. CROSSING CONTINUED

- Warren Central School to inform students internally that the new 45-degree angle parking on the southern side of Hale Street is to be utilised by students who drive to school;
- Council to install line marking on Hale Street which will ensure that the street looks narrower than what it is;
- TfNSW to provide a design for the Local Area Traffic Committee's (Traffic Committee) approval; and
- The Committee to review the design when implemented.

ITEM 5.3 WARREN CHRISTMAS ST. PARTY (R4-9)

That Council along with Transport for NSW (TfNSW), subject to an Event Application, Risk Assessment, Public Liability Insurance and Road Occupancy License, close Oxley Highway at Dubbo Street between Burton and Hale Streets from 3:00 pm to 10:00 pm on Friday, 6th December 2024.

WARREN SHIRE COUNCIL

Minutes of Traffic Committee

held in Council Community Room, 115 Dubbo Street, Warren on
Thursday 8th August 2024 commencing at 2.00pm

RESPONDERS

Councillor Kevin Taylor (Chairperson)
Mr Gary Woodman (General Manager)
Mr Sylvester Otieno (Divisional Manager Engineering Services)
Mr Mahmud Kaiser (Roads Infrastructure Manager)
Mr Jason Nicholson (TfNSW)
Mr David Duncan (Local Member Representative)
Const. Nicholas Trigazis (NSW Police)
Mr Rino Miranda (Minute Taker)

ITEM 1 APOLOGIES

Apologies were received from Acting Sgt. Rianna Malvern and Roy Butler, MP who were absent due to external commitments, and it was **MOVED** Nicholson/Duncan that the apologies be accepted, and a leave of absence be granted for this meeting.

ITEM 2 CONFIRMATION OF MINUTES OF THE MEETING HELD ON WEDNESDAY, 12TH JUNE 2024

MOVED Taylor/Duncan that the Minutes of the Meeting held on, Wednesday, 12th June 2024 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, 12TH JUNE 2024

Nil.

ITEM 4 ACTION CHECKLIST

RECOMMENDATION TO COUNCIL:

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

Carried

ITEM 5 REPORTS

ITEM 5.1 PROPOSED CHANGE OF DROP-OFF ZONE – ST. MARY’S SCHOOL (T5-3)

RECOMMENDATION TO COUNCIL:

MOVED Nicholson/Taylor that:

1. The information be received and noted;
 2. The St. Mary’s Parish School Bus Zone not be moved, as the signage has been repositioned to the correct location, and the design completed that will be implemented in accordance with the details within the report and that the Committee will review the traffic signage once the design has been undertaken by Transport for NSW; and
-

WARREN SHIRE COUNCIL

Minutes of Traffic Committee

held in Council Community Room, 115 Dubbo Street, Warren on
Thursday 8th August 2024 commencing at 2.00pm

ITEM 5.1 PROPOSED CHANGE OF DROP-OFF ZONE – ST. MARY’S SCHOOL CONTINUED

3. The school be requested to undertake an education campaign on the proper use of the Lawson Street School Bus Zone.

Carried

ITEM 5.2 PROPOSED HALE STREET CROSSING & CHESTER STREET CROSSING (T5-2)

RECOMMENDATION TO COUNCIL:

MOVED Nicholson/Duncan that:

1. The information be receive and noted;
2. Council notes that an additional school crossing on Hale Street is not warranted and would severely impact the school bus zone at the location;
3. The following actions be undertaken:
 - Council to extend the ¼ hour Parking sign on the western side of Chester Street 30m north from the current location;
 - Council to bring the school crossing on Chester Street up to standard;
 - Council to install extra school crossing posts with flag holders on either side of the median at the school crossing to increase extra warning of the school crossing for motorists;
 - Council to shorten the western end of the bus zone on the southern side of Hale Street by 58m and to make the western side of the new location a 45-degree angle parking for the 58m that the bus zone had been shortened (The current length of the bus zone is 130m long by doing this it will still be 72m in length);
 - Warren Central School to inform students internally that the new 45-degree angle parking on the southern side of Hale Street is to be utilised by students who drive to school;
 - Council to install line marking on Hale Street which will ensure that the street looks narrower than what it is;
 - TfNSW to provide a design for the Local Area Traffic Committee’s (Traffic Committee) approval; and
 - The Committee to review the design when implemented.

Carried

ITEM 5.3 WARREN CHRISTMAS STREET PARTY ROAD CLOSURE (R4-9)

RECOMMENDATION TO COUNCIL:

MOVED Duncan/Taylor that Council along with Transport for NSW (TfNSW), subject to an Event Application, Risk Assessment, Public Liability Insurance and Road Occupancy License, close Oxley Highway at Dubbo Street between Burton and Hale Streets from 3:00 pm to 10:00 pm on Friday, 6th December 2024.

Carried

WARREN SHIRE COUNCIL

Minutes of Traffic Committee

held in Council Community Room, 115 Dubbo Street, Warren on
Thursday 8th August 2024 commencing at 2.00pm

ITEM 6 GENERAL BUSINESS

Nil.

ITEM 7 NEXT MEETING

TBA - Perhaps November 2024 if required.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 2:34 PM.

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes

Attached are the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday 13th August 2024.

RECOMMENDATION:

That the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday 13th August 2024 be received and noted and the following recommendation be adopted:

ITEM 6 WARREN CMG TRANSPORT ACCIDENTS INVOLVING ANIMALS

That:

1. The Warren Local Emergency Management Committee, subject to any changes endorses the Consequence Management Guide for Transport Accidents Involving Animals; and
2. The Committee authorises the LEOCON and the LEMO to sign the endorsed Consequence Management Guide for Transport Accident Involving Animals.

WARREN LOCAL EMERGENCY MANAGEMENT
COMMITTEE

**Minutes of Warren Local Emergency Management Committee Meeting held in the
Community Room 115 Dubbo Street, Warren on Tuesday 13th August 2024
commencing at 9.30am**

PRESENT:

Sylvester Otieno	Warren Shire Council (LEMO and Chair)
Gary Woodman	Warren Shire Council (GM)
Raymond Burns	Warren Shire Council (TSM)
Maryanne Stephens	Warren Shire Council (MHD)
Annabelle Watson	NSW SES
Campbell Blair	NSW SES
Thomas Hadland	NSW Ambulance
Christopher Cusack	FRNSW (Online)
Christopher Waters	NSW Police (REMO)
Robert Bevern	NSW Police Force
Sarah Masonwells	NSW Reconstruction Authority
Mel Manning	NSW Department of Education (Online)
Rianna Malvern	NSW Police Force
David Minehar	DCJ – Disaster Welfare
Anthony Riley	TRRA Community
Luke Robinson	NSW RFS
Angie Tegart	Warren Shire Council (Minutes Taker)

ITEM 1 APOLOGIES

Apologies were received on behalf of John Moors (WMPHS); Emma Hamblin (WMPHS) and David Dickey (TfNSW).

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

Carried

ITEM 2 MINUTES OF THE MEETING HELD ON TUESDAY, 14TH MAY 2024

MOVED Masonwells/Waters that the Minutes of the meeting held on Tuesday, 14th May 2024 as circulated, be adopted as a true and correct record of that meeting.

Carried

**ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON TUESDAY,
14TH May 2024**

Nil.

WARREN LOCAL EMERGENCY MANAGEMENT
COMMITTEE

**Minutes of Warren Local Emergency Management Committee Meeting held in the
Community Room 115 Dubbo Street, Warren on Tuesday 13th August 2024
commencing at 9.30am**

ITEM 4 REMO REPORT

MOVED Waters/Blair that the information be received and noted.

Carried

ITEM 5 REMC CORRESPONDENCE

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

Carried

ITEM 6 WARREN CMG TRANSPORT ACCIDENTS INVOLVING ANIMALS

RECOMMENDATION TO COUNCIL

MOVED: Waters/Burns that:

1. The Warren Local Emergency Management Committee, subject to any changes endorses the Consequence Management Guide for Transport Accidents Involving Animals; and
2. The Committee authorises the LEOCON and the LEMO to sign the endorsed Consequence Management Guide for Transport Accident Involving Animals.

Carried

ITEM 7 AGENCY REPORTS

a) NSW Reconstruction Authority

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

Carried

b) NSW SES

- State Flood Plan will be used in the event of a flood as the local plan is yet to be renewed.

MOVED Campbell/Watson that the information be received and noted.

Carried

c) Transport for NSW

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

Carried

d) Disaster Welfare

MOVED Waters/Bevern that the information be received and noted.

Carried

e) Warren Shire Council

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

Carried

WARREN LOCAL EMERGENCY MANAGEMENT
COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the
Community Room 115 Dubbo Street, Warren on Tuesday 13th August 2024
commencing at 9.30am

ITEM 11

NEXT MEETING

12th November 2024

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 10.05am.

MANEX MINUTES

Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 13th August 2024.

RECOMMENDATION:

That the Minutes of the Meeting of the Manex Committee held on Tuesday, 13th August 2024 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday, 13th August 2024 commencing at 2.30 pm

PRESENT:

Gary Woodman	General Manager
Joe Joseph	Infrastructure Projects Manager (Chair)
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager
Mahmud Kaiser	Roads Infrastructure Manager
Ray Egan	Flood Restoration and Special Projects Manager
Bradley Pascoe	Divisional Manager Finance & Administration
Jillian Murray	Treasurer
Maryanne Stephens	Manager Health and Development Services
Jody Burtenshaw	EA to the Mayor and General Manager
Susan Balogh	Economic Development and Visitation Manager
Erica Kearnes	Librarian
Scott Hosking	WHS/Risk Co-Ordinator (Observer)

1 APOLOGIES

Nil.

2 BUSINESS ARISING FROM MINUTES

Nil.

3 ACTION CHECKLIST

MOVED Woodman/Murray 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 Introduction and Presentation by Writers Who Editor Lyndsey Douglas (GM)

The Chair introduced and welcomed the Editor and Founder of Writers Who, Lyndsey Douglas to the Manex Meeting and asked that each Manex Member introduce themselves.

Council has engaged Writers Who as their new media and communications group and Lyndsey gave the Manex Team some background information of herself and her staff and Council looks forward to working with them.

MOVED Woodman/Murray 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, 13th August 2024 commencing at 2.30 pm

4.1 EXECUTIVE OFFICE MATTERS **CONTINUED**

4.1.2 Marketing and Communications Update June and July 2024 (GM)
MOVED Woodman/Egan that the information be received and noted. **Carried**

4.1.3 The Western Plains App Monthly Report (GM)

- The Economic Development and Visitation Manager has organised two (2) of the four (4) banners.
- The Warren Street Christmas Street Party 2024 banner to be organised.
- The Warren Christmas Street Party 2024 to be added to event listing of WPA as soon as practical to get 5 months of advertising (PAO/EDVM).

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

4.1.4 Preparation of the September 2024 Council Newsletter (GM)

Item	Responsible Officer
HEADER OR FOOTER ITEMS	
Registration of Local Contractors on VendorPanel	DMFA, CC
Subscription to Newsletter	GM
VIC Volunteer Advertising	EDVM
PRIORITY MATTERS	
Saunders Park Picnic Shelter, Table, Seats	TSM
Warren Showground Racecourse Complex Playground Equipment	TSM
Vacant Positions	Finance Officer – Payroll/HR Officer
Showground/Racecourse Complex Improvement Works Opening	TSM
Warren Airport Terminal & Associated Improvement Works Opening	IPM
Warren Groundwater Augmentation Works Opening	TSM
Ewenmar Waste Depot Transfer Station Opening	MHD
Ewenmar Waste Depot Further Operational Changes	MHD
Mt Foster Quarry Operations Commencement	DMES
Road Maintenance Construction Program for August/September 2024	FRSPM/RIM/DMES

WARREN SHIRE COUNCIL
 Minutes of the Manex Committee Meeting
 held in Council's Community Room on
 Tuesday, 13th August 2024 commencing at 2.30 pm

4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

4.1.4 Preparation of the September 2024 Council Newsletter (GM)

Continued

Item	Responsible Officer
Macquarie Park Playground Equipment Softfall Area	TSM
Carter Oval Youth Sports Precinct Work Update	IPM
Spring School Holidays Library Program	LIB
LOWER PRIORITY MATTERS	
Welcome to Warren Function	GM
Staff Profile	GM
Women of Warren Shire	GM
Responsible Pet Ownership	MHD
CMCC Weed Awareness Section (if available)	CMCC
SR58 Nevertire-Bogan Road Reconstruction	FRSPM/RIM/ DMES
SR83 Rifle Range Road / SR 64 Ellengerah Intersection Construction and Heavy Patching	FRSPM/RIM/ DMES
SR 91 Industrial Access Road Rehabilitation	FRSPM/RIM/DMES
From the Mayors Desk	EA/GM/Mayor

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

Carried

4.1.5 Suggestions in the Council Suggestion Boxes (GM)

Nil.

4.1.6 Councillor Tour and Opening of Projects – 22nd August 2024 (GM)

The General Manager gave an outline of the Councillor tour and Opening of Projects on Thursday, 22nd August 2024. A timetable for the day has been emailed to Manex and Councillors.

MOVED Woodman/Burtenshaw 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, 13th August 2024 commencing at 2.30 pm

4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

4.2.1 Warren Shire Council Contract Register (DMFA)

The Divisional Manager Finance & Administration to be updated to date and then distribute to Manex and replaced on Council's website.

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

Carried

4.2.2 Warren Shire Council Grants Register (DMFA)

Payment for the expenditure to date for the Local Roads and Community Infrastructure Phase 4A and 4B to be followed up (IPM).

MOVED Burns/Egan that the information be received and noted.

Carried

PRESENTATION

A presentation by Mr Paul Hennock, Regional Risk Manager from Statewide Mutual.

Mr Hennock's presentation include information on:

- Enterprise Risk Management and Council's Risk Committee requirements; and
 - Continuous Improvement Program.
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4.2.3 Manex Member Advice on Large Payments for Investment Strategy Information (DMFA)

Future Income – Major Items

Expected	Description	Amount \$
August 2024	LRCI Phase 2 Works	253,867
August 2024	Ewenmar Waste Depot AGRN 1034 Floods	121,373
August 2024	Female Friendly Community Facility	250,000
September 2024	Flood Restoration Works Reimbursement	3,350,000
September 2024	Commonwealth Bridge Renewal Plan	104,000
September 2024	IWCM Project	150,000
September 2024	Water Security Project	300,000
October 2024	Roads to Recovery Program	1,100,000

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday, 13th August 2024 commencing at 2.30 pm

4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

CONTINUED

4.2.3 Manex Member Advice on Large Payments for Investment Strategy Information (DMFA)

Future Expenditure – Major Items

Expected	Description	Amount \$
September 2024	SR58 Nevertire-Bogan Road Construction Seal	200,000
October 2024	Roads to Recovery Program Reseals (Shire Roads and Urban)	1,100,000
October 2024	SR58 Nevertire-Bogan Road Construction Seal	200,000
October 2024	Miscellaneous seals	200,000
October 2024	Mount Foster Quarry Rock Cartage for Levee	700,000
November 2024	SR58 Nevertire-Bogan Road Construction Seal	200,000
December 2024	SR58 Nevertire-Bogan Road Construction Seal	200,000

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
Tuesday, 13th August 2024 commencing at 2.30 pm

4.3 ENGINEERING DEPARTMENT MATTERS

4.3.1 Flood Recovery Works (DMES/FRSPM/RIM)

Event Name	Event Description	Work Completion Deadline	Budget	Expenditures	Available Budget	Claim Received	Claim Submission Status
*AGRN 987 EW				\$475,945.00		\$439,615.22	Works completed, claimed and paid.
*AGRN 987 IRW				\$241,591.00		\$241,591.41	Works completed, claimed and paid.
AGRN 960 EPA	NSW Storms and Floods from 10 March 2021 onwards	30.06.2024	\$2,200,555.28	\$2,144,194.59	\$0.00 (Project Deadline was 30th June 2024)	\$0.00	Works completed. Payment claim is ongoing.
AGRN 1025 EW	NSW Severe Weather and Flooding: 27 June 2022 onwards	30.06.2023		\$29,171.00		\$0.00	Works completed. Payment claim is ongoing.
AGRN 1025 IRW	NSW Severe Weather and Flooding: 27 June 2022 onwards	30.06.2025		\$334,729.00		\$0.00	Works completed. Payment claim is ongoing.
AGRN 1034 EW	NSW Flooding from 14 September 2022 onwards	30.06.2023		\$991,672.00		\$0.00	Works completed. Payment claim is ongoing.
AGRN 1034 IRW & EPA	NSW Flooding from 14 September 2022 onwards	30.06.2023		\$874,774.07		\$0.00	Works completed. Payment claim is ongoing.
AGRN 1034 EPA RW	Regional Roads	30.06.2024	\$5,349,244 (tentative)	Nil			Works will be starting soon.
	Local Roads	30.06.2024	\$1,301,568 (tentative)	Nil			
				Total	\$5,092,076.66	\$681,206.63	
				Unclaimed Amount	#\$4,410,870.03		

\$1 Million funds have been provided by a special restoration grant, so the amount currently unclaimed is \$3,410,870.03.

Dragon Cowal causeway is completed and approaches been progressed, minor works to be undertaken.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
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4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

4.3.1 Flood Recovery Works (DMES/FRSPM/RIM)

Continued

- Follow-up on Council's Claim for Emergency Levee Operations (\$174,000), now with the NSW Government politicians.
- Email with original claim documents emailed to NSW SES on the 28th February 2023. Currently only \$73,012.03 of \$174,000 approved for payment.
- The Town Services Manager has provided the State Emergency Service (SES) a further copy of Council's Claim for Emergency Levee Operations (\$757,745.33) requesting payment. Advice has also been provided to the Member for Barwon requesting help for full reimbursement of Council's costs. \$169,827.86 has been approved for payment.

4.3.2 Road Maintenance Council Contract (RMCC) (DMES/FRSPM/RIM)

Project	Estimate / Budget	Comments
*Heavy Patching - 2023/24	\$1,466,247	Works completed and Council has received the Payment.
Heavy Patching 2024-25		Work Proposal for Heavy Patching will be submitted in next week. Total No. of Patches – 60 and Total Area – 18,264 m2.
Milawa Pavement Rehabilitation – 3.25km	\$2,105,025	2km out of 3.25km of Road Construction has been completed. Council has received the Payment Claim for the 2nd km (\$610,046.81). The construction works for the remaining 1.25km will be started at the end of August / early September.
*RMAP Activities – 2023/24	\$244,106	Quarter 1: \$50,551 ex GST (Received) Quarter 2: \$67,437 ex GST (Received) (Claimed) Quarter 3: \$91,458.81 ex GST (Received) Quarter 4: \$39,702 ex GST (Received)
RMAP Activities – 2024/25	RMAP Budget, \$850,945 including Scheduled Maintenance has been approved.	Under Scheduled Maintenance: 25 Culverts will be cleaned (Estimated Budget, \$66,000). 3 Culverts will be Repaired (Estimated Budget is \$375,000).
*Reseal Works – 2023/24	\$1,176,778	Works completed and Council has received the Payment.

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4.3.3 Capital Works Program – 2024/25 (DMES/FRSPM/RIM) as detailed within the report.

MOVED Egan/Kaiser that the information be received and noted.

Carried

4.3.4 2024 Calendar of Events at Showground/Racecourse (TSM/IPM)

- Council to check with the Warren Jockey Club on what security will be organised for the large numbers of attendees who may stay overnight camping for the Cotton Cup and Twilight Races. Some concerns were expressed by the NSW Police Force at the LEMC Meeting held earlier today.
- Council has been advised that the date for the Nevertire Rodeo is the 28th September 2024.

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

Carried

4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS

4.4.1 Warren Shire Council September to December 2022 Flood and Storm Damage Claim for Waste Facility/Garbage Matters (AGRN 1034) (MHD)

Event	Subcategory	Estimate	Status
AGRN 1034	EW	\$82,389.10	Claim for temporary tip and waste disposal. Works completed. Claim re-submitted 4 th April 2024. Claim authorised for an amount of \$63,476.90 as submitted August 2023. 12 th June 2024, awaiting processing. New claim for remainder has been submitted 9 th August 2024.
AGRN 1034	EPA RW	\$220,500	Claim for re-construct internal access road. Submitted 4 th April 2024.
AGRN 1034	EPA RW	\$38,983.86	Claim for other works associated with flooding of tip. Re-submitted 4 th April 2024.

Table Legend

AGRN – Australian Government's Registration Number
 EW – Emergency Works

IRW – Immediate Reconstruction Works
 EPA RW – Essential Public Asset Reconstruction Works

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

Carried

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4.5 WORK HEALTH & SAFETY RISK MATTERS

4.5.1 Risk Management Update – 2024 Continuous Improvement Pathway (CIP) Launch (WHS-RC)

- The WHS-RC arranged for Paul Hennock to provide a presentation to the August 2024 Manex Meeting.

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

Carried

The Divisional Manager Finance & Administration left the meeting at 4.00 pm and took no further part in the meeting,

4.5.2 Final Draft Agenda for Proposed Well-Being Day Discussion (21st October 2024) (WHS-RC)

- The WHS – Risk Co-Ordinator to provide to Manex when available.

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

Carried

4.5.3 LGNSW Media Release – Funding Investment for Council Apprentices and Trainees a Win for Local Government Sector (GM, WHS-RC)

- Council is considering employing an Apprentice Plant Mechanic, an Apprentice Plumber, two (2) Plant Operators and a Cadet Engineer.

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

Carried

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.
Finance Clerk – Rates/ICT Officer	DMFA	Advertising being finalised.
Team Leader Utilities Maintenance	DMES	Advertising with an open closing date.
Utilities Maintenance Team Member	DMES	Candidate has progressed to pre-employment medical.

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4.6 HUMAN RESOURCES

CONTINUED

Position	Responsible Officer	Status
*Non-Trade Gardener	DMES	Candidate commenced 29th July 2024.
Light Plant Operator - Relief	DMES	Advertising with an open closing date.
Light Truck Driver (Water) – Contract (at least 2 years)	DMES	Advertising with an open closing date.
Pavement Maintenance Team Leader	DMES	Advertising with an open closing date.
Light Plant Operator – Roller (*1 Permanent, 2 Contract)	DMES	Advertising with an open closing date. Permanent position filled internally.
Heavy Diesel Mechanic	DMES	Advertising with an open closing date.
Roads Overseer	DMES	Advertising to be determined. Position currently being covered by the Flood Restoration and Special Projects Manager.
Asset Technical Officer – Roads	DMES	Candidate has progressed to pre-employment medical.
Roadside Maintenance Team Operator	DMES	Advertising to be finalised, currently with DMES.
Cleaner Part-time	MHD	Advertising with an open closing date.
Swimming Pool Attendants (Casual)	MHD	Advertising, closing date 5th September 2024
Tourism Information Officer	EDVM	Position Description being reviewed for appropriate advertising.

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

Carried

5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

Date	Circular No.	Description	Comment/Action
23.07.24	24-13	Annual Reporting of Labour Statistics	HR Officer to arrange for reporting in Council's Annual Report
07.08.24	24-14	Local Government Elections Communication Toolkit	Noted

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
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5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

CONTINUED

MINISTERIAL CIRCULARS

Date	Circular No.	Description	Comment/Action
Nil			

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
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5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

Councils are required to submit several reports and returns/surveys annually, as required by the [Local Government Act 1993](#) and by OLG policy. The [Integrated Planning and Reporting Framework](#) details the reporting requirements that are mandated in the Local Government Act.

The Calendar of Compliance includes key deadlines for strategic management tasks for all Councils and Joint Organisations in NSW. Statutory and other reporting deadlines are not limited to those included in the Calendar of Compliance.

The OLG Calendar of Compliance & Reporting Requirements 2024-25 is available to view [here](#). A hard copy has been provided to Manex Members via an email sent on Monday, 8th July 2024.

		August 2024	Status	September 2024	Status	
Finance	1	Last day for rates to be levied by service of rates notice [LGA s562(4)].	DMFA for action.			
	31	First quarter rates or single instalment due [LGA s562].	Noted.			
Governance	16	Caretaker period commences (LG Reg Clause 393b(3)).	Noted.	30	Written returns of interest due for councillors and designated persons who held office at 30 June [MCC cl4.21(b)] to be lodged. GM to table returns at next Council meeting [MCC cl 4.25] First Council meeting after election, councils to decide if any casual vacancies occurring in the first 18 months of the term are to be filled by a countback of the votes cast at the ordinary election (LGA s291A)	To be reported to the August 2024 Council Meeting (EA)
				30	ARIC to have met this quarter [LG Reg s216J]	Scheduled to meet on the 3rd September 2024 (DMFA/GM)

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
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5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

		August 2024	Status	September 2024	Status
Grants		New Council Implementation Fund (NCIF) progress report due.	N/A.		
		Stronger Communities Fund (SCF) Progress Report due.	IPM for action.		
Companion Animals	31	Annual seizures – Pound Data Report due.	MHD for action.		
Other		Compulsorily Land Acquisition return due.	Complete.	14 Local Government Elections	Noted
		Expected first instalment of 2024-25 Financial Assistance Grants.		REMINDER: A councillor must take an oath of office or make an affirmation of office at or before the first meeting of the council after the councillor is elected (LGA s233A (1)).	Report to October 2024 Extra Ordinary Council Meeting (GM)
	30	Grants Commission Roads, Bridges & General Return due. Return available here .	DMFA/DMES/PO for action.		
Education				19 Cyber Security Councils Forum. Registration via community@cyber.nsw.gov.au	Noted
				LG Professionals – Integrated Planners Conference	Noted

MOVED Woodman/Murray 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, 13th August 2024 commencing at 2.30 pm

6 OPERATIONAL PROCEDURES (I2-11.1)

6.1 Emergency Preparedness and Management Procedure

Manex approved subject to final version that is to be emailed to Manex.

MOVED Woodman/Burns that the Emergency Preparedness Procedure and Management Procedure as amended be adopted.

Carried

7 JULY 2024 DRAFT MINUTES AND AUGUST 2024 DRAFT BUSINESS PAPER

The Committee previewed the August 2024 Business Paper and the July 2024 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

8 CORRESPONDENCE AND CUSTOMER REQUESTS STATUS

The correspondence list and the outstanding request/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 advised that Children's Book Week commences from the 17th to 23rd August 2024.

The Librarian outlined the costume for loan concept and advised that advertising will commence on Wednesday, 14 August 2024.

- The Librarian advised that the Library Spring Holiday Activities will start to be advertised soon.
- The Librarian gave a brief overview of the upcoming Stella Day Out. The Armatree CWA are hosting the very first Stella Day Out outside of a major city, to be held at the Curban Community Hall in early September 2024.

The Librarian advised that she has been most fortunate to have pencilled in for Monday, 9th September 2024 for both authors Maggie McKellar and Jessie Tu to give a talk here at Warren. Further information to come.

There being no further business the meeting closed at 4.55 pm.

ECONOMIC DEVELOPMENT & PROMOTIONS COMMITTEE MINUTES

Attached are the Minutes of the meeting of the Economic Development & Promotions Committee held on Wednesday, 14th August 2024.

RECOMMENDATION:

That the Minutes of the Meeting of the Economic Development & Promotions Committee held on Wednesday, 14th August 2024 be received and noted, and the following recommendation be adopted:

ITEM 5.7 DESTINATION MACQUARIE MARSHES TASKFORCE (T4-1.2)

That it be noted that the Economic Development and Visitation Manager will continue undertaking the drafting of the 2024 Destination Macquarie Marshes Strategy and Action Plan.

WARREN SHIRE COUNCIL
Minutes of the Economic Development & Promotions Committee
Meeting held in the Council Community Room
on Wednesday 14th August 2024, commencing at 3:35pm

PRESENT:

Sarah Derrett	Councillor (Chair)
Andrew Brewer	Councillor
Milton Quigley	Mayor
Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Maryanne Stephens	Manager Health and Development Services
Susan Balogh	Economic Development and Visitation Manager
Rebecca Christian	Minute Taker
Greg Whiteley	Councillor - Observer

This Committee Meeting will mark the final session for the current Councillors as the Councillor appointments will soon be under review. Councillor Derrett graciously thanked and acknowledged the Councillor's invaluable contributions to the Committee.

ITEM 1 APOLOGIES

Apologies were received from Councillor Heather Druce, Councillor Roslyn Jackson and Divisional Manager Finance and Administration Bradley Pascoe who were absent due to external commitments and it was **MOVED** Brewer/Quigley that a leave of absence be granted for this meeting.

Carried

ITEM 2 MINUTES

MOVED Derrett/Quigley that the Minutes of the Economic Development and Promotions Committee Meeting held on Wednesday, 8th May 2024 be adopted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING, 8TH MAY 2024

Nil.

ITEM 4 ACTION CHECKLIST

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

Carried

REPORTS

ITEM 5.1 2024 REGIONAL TELECOMMUNICATIONS INDEPENDENT REVIEW (T2-1)

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

Carried



Draft Minutes Board Meeting

Date: 12 July 2024
Time: 9.00am
Venue: Narromine Shire Council via Teams Meeting

ATTENDEES:

Clr Barry Holman	Mayor Bourke Shire Council
Leonie Brown	General Manager Bourke Shire Council
Murray Wood	CEO Dubbo Regional Council
Clr Mathew Dickerson	Mayor Dubbo Regional Council
David Neeves	General Manager Gilgandra Shire Council
Clr Doug Batten	Mayor Gilgandra Shire Council
Brad Cam	General Manager Mid-Western Regional Council
Clr Des Kennedy	Mayor Mid-Western Regional Council
Jane Redden	General Manager Narromine Shire Council
Clr Craig Davies (Chair)	Mayor Narromine Shire Council
Geraldine Prince	Secretariat Narromine Shire Council
Clr Jane Keir	Mayor Walgett Shire Council
Gary Woodman	General Manager Warren Shire Council
Clr Milton Quigley	Mayor Warren Shire Council
Roger Bailey	General Manager Warrumbungle Shire Council
Clr Victoria Boag	Deputy Mayor Bogan Shire Council
Steph Waterhouse	Acting General Manager Bogan Shire Council
Peter Vlatko	General Manager Cobar Shire Council
Greg Hill	General Manager Central Darling Shire Council

1 WELCOME

The Chair declared the meeting open at 9.00am.

2 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by the Chair.

3 APOLOGIES

Clr Vivian Slack-Smith	Mayor Brewarrina Shire Council
Derek Francis	General Manager Bogan Shire Council
Clr Glen Neill	Mayor Bogan Shire Council
David Kirby	General Manager Brewarrina Shire Council
Bob Stewart	Administrator Central Darling Shire Council
Clr Ambrose Doolan	Mayor Warrumbungle Shire Council
Tim Horan	Coonamble Shire Council

RESOLVED Clr Barry Holman/Clr Mathew Dickerson, that the apologies received be accepted.

2024/05

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 CONFIRMATION OF MINUTES OF AWC BOARD MEETING HELD 15 MARCH 2024

RESOLVED David Neeves/Clr Milton Quigley that the minutes of the AWC Board Meeting held on 15 March 2024 be adopted.

2024/06

6 CONFIRMATION OF MINUTES OF GMAC MEETING HELD 24 MAY 2024

RESOLVED Jane Redden/Murray Wood that the minutes of the GMAC Meeting held on 24 May 2024 be adopted.

2024/07

7 CONSIDERATION OF EXPRESSIONS OF INTEREST – EXECUTIVE OFFICER

RESOLVED Murray Wood/David Neeves that Melting Pot Planning be appointed for a period of 6 months, to undertake the role of Executive Officer, and the development of a strategic plan for the AWC.

2024/08

8 LEGAL ADVICE – TRANSFER OF FUNDS TO ALLIANCE OF WESTERN COUNCILS

RESOLVED Clr Doug Batton/Clr Milton Quigley that AWC request a financial assistance grant to Orana JO for ongoing expenses of Executive Officer to the value of remaining funds in the Orana JO account.

2024/09

RESOLVED Clr Des Kennedy/Clr Milton Quigley that Orana JO accept the request for funding assistance from AWC.

2024/10

RESOLVED Clr Des Kennedy/Clr Doug Batten that the Chair, Alliance of Western Councils, write to Minister for Local Government, and the Audit Office of NSW advising that the Orana JO is now insolvent (as nil funds) and therefore will not be preparing 30 June 2024 Financial statements.

2024/11

9 GENERAL BUSINESS

Jane Redden would like to propose a Dinner to be held Thursday 15 August 2024 and Strategic Planning meeting to be held on Friday 16 August 2024. Venue and time TBA.

TfNSW to give a presentation.



8 CLOSE OF MEETING

There being no further business the meeting closed at 9.40am.

The Minutes (pages 1-3) were confirmed at a meeting held on the _____ day of _____ 2024, and are a full and accurate record of proceedings of the meeting held on 12 July 2024.

CHAIR



Country Mayors Association of NEW SOUTH WALES Inc

Acting Chairman: Cr Rick Firman OAM

PO Box 262 Temora NSW 2666

(02) 6980 1100

e-mail admin@nswcountrymayors.com.au

ABN 92 803 490 533

MINUTES

GENERAL MEETING – THEME “HEALTH”

FRIDAY, 9 AUGUST 2024 THEATRETTE, NSW PARLIAMENT, SYDNEY

The meeting opened at 8:20 a.m.

ATTENDANCE:

Cr. Gil Kelly	Mayor	Cootamundra-Gundagai Regional Council
Gareth Curtis	GM	Dungog Shire Council
Cr. David McCann	Mayor	Coolamon Shire Council
Tony Donoghue	GM	Coolamon Shire Council
Rob Williams	GM	Narrabri Shire Council
Cr. Mark Johnson	Mayor	Moree Plains Shire Council
Cr. Paul Harmon	Mayor	Inverell Shire Council
Brett McInnes	GM	Inverell Shire Council
Cr. Jarrod Marsden	Mayor	Cobar Shire Council
Peter Vlatko	GM	Cobar Shire Council
Cr. Pam Kensit	Mayor	Upper Lachlan Shire Council
Alex Waldron	CEO	Upper Lachlan Shire Council
Cr. Barry Hollman	Mayor	Bourke Shire Council
Cr. Leonie Brown	GM	Bourke Shire Council
Cr. Neville Kschenka	Mayor	Narrandera Shire Council
Cr. Carol Oataway	Mayor	Hay Shire Council
David Webb	GM	Hay Shire Council
Cr. Rick Firman OAM	Mayor	Temora Shire Council
Melissa Boxall	GM	Temora Shire Council
Cr. Milton Quigley	Mayor	Warren Shire Council
Gary Woodman	GM	Warren Shire Council
Cr. Jamie Chaffey	Mayor	Gunnedah Shire Council
Gary Fry	Secretariat	Country Mayors Association
Viv May PSM	Administrator	Wingecarribee Shire
Cr. Ambrose Doolan	Mayor	Warrumbungle Shire Council

Roger Bailey	GM	Warrumbungle Shire Council
Cr. Bob Callow	Mayor	Junee Shire Council
Cr. Margaret Roles	Mayor	Hilltops Council
Anthony O'Reilly	GM	Hilltops Council
Cr. Amanda Findley	Mayor	Shoalhaven
Cr. Jason Hamling	Mayor	Orange City Council
Cr. Ruth McRae	Mayor	Murrumbidgee Council
John Scarce	GM	Murrumbidgee Council
Cr. Greg Verdon	Mayor	Lockhart Shire Council
Cr. Peter Sharp	Deputy Mayor	Lockhart Shire Council
Eric Groth	GM	Gunnedah Shire Council
Cr. Rob Banham	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Cr. Eric Noakes	Mayor	Walcha Council
Phillip Hood	GM	Walcha Council
Cr. Scott Ferguson	Mayor	Blayney Shire Council
Mark Dicker	GM	Blayney Shire Council
Cr. Doug Hawkins	Mayor	Liverpool Plains Shire Council
Gary Murphy	GM	Liverpool Plains Shire Council
Cr. Kevin Beatty	Mayor	Cabonne Council
Brad Byrnes	GM	Cabonne Council
Heather Nicholls	Deputy GM	Cabonne Council
Cr. Steve Allan	Mayor	Bellingen Shire Council
Mark Griffioen	GM	Bellingen Shire Council
Cr. Sharon Cadwallader	Mayor	Ballina Shire Council
Cr. Frank Crawley	Mayor	Murray River Council
Terry Dodds	GM	Murray River Council
Cr. Bronwyn Petrie	Mayor	Tenterfield Shire Council
Aaron Johansson	CEO	Goulburn Mulwaree Council
Cr. Jim Hickey	Deputy Mayor	Broken Hill City Council
Jay Nankivell	GM	Broken Hill City Council
Cr. Daniel Linklater	Mayor	Wentworth Shire Council
Ken Ross	GM	Wentworth Shire Council
Cr. John Coulton	Mayor	Gwydir Shire Council
Max Eastcott	GM	Gwydir Shire Council
Cr. Neil Westcott	Mayor	Parkes Shire Council
Cr. Ken Keith OAM	Councillor	Parkes Shire Council
Cr. Ruth Fagan	Mayor	Cowra Council
Adrian Butler	GM	Federation Council
Cr. Tony Reneker	Mayor	Leeton Shire Council
Jackie Kruger	GM	Leeton Shire Council
Cr. Tony Quinn	Mayor	Greater Hume Council
Evelyn Arnold	GM	Greater Hume Council
Cr. Brian Monaghan	Mayor	Bland Shire Council
Grant Baker	GM	Bland Shire Council
Jane Stroud	CEO	Kiama Shire Council
Cr. Neil Reilly	Mayor	Kiama Shire Council

Cr. Russell Fitzpatrick	Mayor	Bega Valley Shire Council
Anthony McMahon	CEO	Bega Valley Shire Council
Cr. Sam Coupland	Mayor	Armidale Regional Council
James Roncon	GM	Armidale Regional Council
Cr. Kylie King	Mayor	Albury City Council
Sharne Colefax	Manager, Council Engagement A/Council Engagement Manager – Riverina, Murray and Far South- West	OLG
Cameron Templeton		OLG
Cr. Mark Kellam	Mayor	Oberon Council
Gary Wallace	GM	Oberon Council
Cr. Ian Chaffey	Mayor	Snowy Valleys Council
Mark Arnold	GM	Byron Shire Council
Cr. Paul Phillips	Mayor	Lachlan Shire Council
Greg Tory	GM	Lachlan Shire Council
Cr. John Medcalf OAM	Deputy Mayor	Lachlan Shire Council
Paul Bennett	GM	Tamworth Regional Council
Cr. Russell Webb	Mayor	Tamworth Regional Council
Bob Stewart	Administrator	Central Darling Shire Council
Greg Hill	GM	Central Darling Shire Council
Robyn Stevens	CEO	Shoalhaven City Council
Cr. Craig Davies	Mayor	Narromine Shire Council
Cr. Mathew Dickerson	Mayor	Dubbo Regional Council
Cr. Claire Pontin	Mayor	Midcoast Council
Sharon Houlihan		Canberra Region Joint Organisation
Hayley Chapman		Canberra Region Joint Organisation
Jonathan Malota	Policy Advisor – Transport & Data	NRMA
Cr. Glen Neill	Mayor	Bogan Shire Council
Cr. Phyllis Miller OAM	Mayor	Forbes Shire Council

Parliamentarians in attendance (in addition to speakers):

- The Hon. Dougal Saunders, NSW Nationals Leader
- The Hon. Gurmeh Singh, Incoming Shadow Minister for Regional Health
- Brendan Moylan, Member for Northern Tablelands
- Michael Kemp, Member for Oxley
- The Hon. Steph Cooke, Member for Cootamundra, NSW Shadow Minister for Water and NSW Shadow Minister for Crown Lands
- The Hon. Tanya Thompson, Shadow Assistant Minister for Regional Health. Member for Myall Lakes
- The Hon. Aileen MacDonald, Shadow Minister for Youth Justice and Member of the Legislative Council
- The Hon. Bronnie Taylor, Retiring Shadow Minister of Regional Health
- The Hon. Wendy Tuckerman, Member for Goulburn and Shadow Minister for Local Government
- The Hon. Richie Williamson, Member for Clarence
The Nationals Whip, and Shadow Assistant Minister for Regional NSW
- The Hon. Justin Clancy, Member for Albury
Shadow Minister for Skills, TAFE and Tertiary Education

APOLOGIES:

Cr. Doug Curran	Mayor	Griffith City Council
Brett Stonestreet	GM	Griffith City Council
Cr. Nuatali Nelmes	Lord Mayor	Newcastle City Council
Cr. Sue Moore	Mayor	Singleton Council
Cr. Darrell Tiemens	Mayor	Narrabri Shire Council
Cr. Jay Suvaal	Mayor	Cessnock City Council
Cr. Kenrick Winchester	Mayor	Queanbeyan-Palerang Regional Council
Rebecca Ryan	GM	Queanbeyan-Palerang Regional Council
Cr. Ryan Palmer	Mayor	Port Stephens Council
George Cowan	GM	Narrandera Shire Council
Cr. Dallas Tout	Mayor	City of Wagga Wagga
Cr. Mathew Hatcher	Mayor	Eurobodalla Shire Council
Cr. Chris Homer	Mayor	Shellharbour City Council
Cr. Vivian Slack-Smith	Mayor	Brewarrina Shire Council
Cr. David Kirby	GM	Brewarrina Shire Council
Cr. Gordon Bradbery AM	Lord Mayor	Wollongong City Council
Cr. Maree Statham	Mayor	Lithgow City Council
Ross Gurney	GM	Lithgow City Council
Murray Wood	CEO	Dubbo Regional Council
Cr. Peter Walker	Mayor	Goulburn Mulwaree Council
	Deputy Secretary, Local	
Brett Whitworth	Government	OLG
Greg McDonald	GM	Upper Hunter Shire Council
Cr. Maurice Collison	Mayor	Upper Hunter Shire Council
Cr. Peta Betts	Mayor	Edward River Council
Gary Arnold	Interim CEO	Edward River Council
Cr. Craig Bembrick	Mayor	Weddin Shire Council
Noreen Vu	GM	Weddin Shire Council
Cr. Patrick Bourke	Mayor	Federation Council
Cr. Doug Batten	Mayor	Gilgandra Shire Council
Neil Alchin	GM	Gilgandra Shire Council
Paul Devery	GM	Cowra Council
Cr. Steve Krieg	Mayor	Lismore City Council
Jon Gibbons	GM	Lismore City Council
Gary Murphy	GM	Liverpool Plains Shire Council
Cr. Doug Hawkins OAM	Mayor	Liverpool Plains Shire Council
Cr. Michael Lyon	Mayor	Byron Shire Council
Cr. Kylie Webster	Mayor	Kyogle Council

CMA Chairman Cr Jamie Chaffey Welcomes attendees, opened the meeting and conducted the Acknowledgement to Country

...We acknowledge the Traditional Custodians of the land and waters, and we show our respect for Elders past and present and emerging. We are committed to providing communities in which Aboriginal and Torres Strait Islander people are included socially, culturally and economically.

Adoption of Minutes of Previous Meeting:

RESOLVED that the minutes of the Annual General Meeting held on 22 March 2024 be accepted as a true and accurate record (unanimous).

Matters Arising from the Minutes – Nil

PRESENTATIONS

Deputy Commissioner Paul Pisanos, NSW Police Force

I wanted to come back and raise six issues. We spoke about youth crime (serious and violent). Operation Mongoose has not stopped and the Bail Act has been enacted. We are aware of the impact on communities. Western, Northern and Southern regions have seen hundreds of arrests and 50% were on bail. 22C has been used for those over the age of 14. This is reducing recidivism (repeat offending).

Community work is important to us but other agencies need to come together for optimal outcomes.

Tobacco and vape products are being seized in significant quantities coming across our State borders.

Domestic violence is an ongoing focus. Identifying the serious offenders is a challenge we are working on.

Impaired driving operations are a focus across the State, with 80% of fatalities occurring on regional roads.

Driving behaviour like speeding require constant media and awareness efforts.

Cop in Your Town is our recruitment campaign that has been rolled out across NSW regions, with 12 launches that attracted good media. It is designed to capture the attention of locals, tradies, farmers, whoever might be looking for a change. Retention is also a focus, with better pay possibly on the horizon and real support mechanisms.

Jamie: How are you going with numbers?

Deputy Police Commissioner Pisanos: 1,500 is the shortfall. Paying people to go to the academy is a great step forward and we looking at increasing graduate numbers.

Dougal Saunders: The Regional Crime Inquiry is a real positive and congratulations to the CMA for that. Tobacco issues, can you tell us more about that?

Deputy Police Commissioner Pisanos: It is a complex space and our approaches are evolving.

Organised crime is playing a big part, so NSW Police are focusing on the behaviours of the people involved. The organised crime involvement adds to the potential concerns with tobacco and vape product smuggling.

Parkes Mayor Cr. Neil Westcott: Trundle's Police residence has been condemned....

Deputy Police Commissioner Pisanos: The Officer in Charge never really reported the condition because she stayed at her mother's place. It is going to be fixed up. Most of it (Police properties, including residences) is run through Properties NSW but it is a big challenge. There will be no closing Police Stations and residences.

Kempsey Shire Council Mayor Cr Leo Hauville: What proportion of the 80% of fatalities is speed related?

Deputy Police Commissioner Pisanos: More than half but you cannot always tell for certain. Speed is a contributing factor to most fatalities even if a distraction or impairment occurs.

Deputy Police Commissioner Pisanos: We are the only State that does not use point to point speed monitoring cameras for cars, will there be Government support to change that?

Deputy Police Commissioner Pisanos could not answer the political question but there was consensus in the chuckles that indicated it would be unlikely from either side of politics.

Deputy Police Commissioner Pisanos: Final comment, we are working on Crime Prevention Agreements and Moree is coming along. If your community does not have a Crime Prevention Agreement, I suggest you work with us to establish one.

President of ALGA, Cr. Linda Scott

If Councils are owed money by Rex Airlines, please get that information to ALGA. Normally we would not encourage the use of one service over another but we want to see the airline continue – for the sake of regional Australia and competition, so support it where practical.

Thank you for coming to our ALGA conference and my farewell.

The headline issue right now is housing. So, we are staging a summit to highlight the innovation in Local Government on the issue.

We are working on an MoU with the Federal Government and we are getting involved with more and more advisory bodies in Federal Parliament.

Linda acknowledged the contributions of retiring mayors.

We are so proud of you Jamie Chaffey and we look forward to seeing you take your Local Government experience to Federal Parliament.

Shadow Minister for Regional Health, Trade and Seniors, the Hon. Bronnie Taylor MLC

In her final appearance before retiring, the passionate Shadow Minister reflected on her time in the role and politics, generally.

Great politicians come out of Local Government.

It concerns me that we talk about the issues affecting young people but nowhere are we hearing the voices of young people. We need to engage youth and give them a voice. We need advice from the youth about youth issues. We need the Regional Youth Taskforce reinstated and I ask you as an Association to push for that.

She endorsed the new Shadow Minister for Regional Health, the Hon. Gurmeh Singh.

It is important that you try to meet the Regional Health Minister with your Local Members. It is not OK that you travelled all this way and the Regional Health Minister did not turn up.

The Minutes of Previous Meeting 10 May 2024 were adopted unanimously, with nil matters arising.

Motions:

A) General Manager of Murrumbidgee Council John Scarce:

That the Country Mayors Association calls upon the State Government of NSW to reverse its decision not to provide a budget for interagency emergency management training and exercises.

Further, without this interagency training and exercises, Country Mayors of NSW advocate that they are fearful that our Emergency Operations Centers and response to emergencies will be compromised with a potential for lives to be lost.

B) That the Membership support the Deputy Chairman Rick Firman OAM acting as interim Chairman, with the current Chairman Jamie Chaffey stepping down in the September 2024 Local Government elections.

C) That the Membership endorse the Executive Committee nomination of current Executive Member Russell Webb for the role of Deputy Chairman, in an interim capacity until the AGM.

All were unanimously supported.

Membership

The NRMA approached the CMA executive to establish a formal relationship.

It was recommended that the NRMA be accepted as an Associate Member of the CMA.

Parkes Shire Councillor Cr Ken Keith OAM moved the motion and Forbes Shire Mayor Cr Phyllis

Miller OAM seconded. The Membership endorsed this recommendation unanimously. The NRMA is the first private sector Associate Member of the Country Mayors Association of NSW.

Leeton Shire Mayor Cr Tony Reneker spoke about the no-cost Mayoral Alliance for the Pacific. He encouraged mayors who support the PALM scheme and the much-needed workers it brings to join the Alliance. **[invitation letter attached]**

Panel session with the Rural Doctors Network's CEO Dr. Richard Colbran, Manager Service Delivery Operations Kath Hetherington, Recruitment Portfolio Lead Jessica Yuen and Program Manager Outreach Services Amanda Massett

[presentation attached]

Dr. Richard Colbran: We are a charity that has been around for 35 years. Continuity is important for our organisation and health. We are in all LGAs outside of Sydney. We are the bridge between rural communities and the city (Government). Most Councils would be aware of our bush bursaries and their support of doctors from our regions.

Doctors for communities has been the focus for years but we are now looking at health access. You may not need a doctor and you certainly need the right doctor.

Kath Hetherington: We understand that open communication is critical. We understand that you are engaged and we want to work with you and your communities. Our Collaborative Care Project includes a focus on retention and broad health care access.

Dr. Richard Colbran: We do not have a solution, we have a method, in our \$3mil. Funded Collaborative Care Project.

Jessica Yuen: Free recruitment is provided to all medical practices, with free CV assessment. We help practices and Doctors to ask the right questions to ensure they are the right fit for the location.

152 new GPs were recruited in the past financial year, 79 positions directly by RDN.

Dr. Richard Colbran: We support locums as a respite service but it has become a business. The trend is not ideal for regional communities and it is very costly.

RDN takes no administration fee. We are allowed to allocate 15% to outreach and we give 50% of that to communities.

We are compiling a report for Councils with data trends for doctor numbers.

Cr. Jamie Chaffey: We care about retaining people in our communities. You are now required to support metropolitan areas now. Is your funding contingent on that?

Dr. Colbran: Money is tight in Governments. We do work in the city, in all the AMS's. The 10,000 GPs in Sydney are our target audience, so we have to work with them. The Government wants the whole system working together.

Tenterfield Mayor Cr Bronwyn Petie: What satisfaction levels do you get from doctors and practices.

Dr. Colbran: We have a 95% satisfaction rate from doctors we support. Practices are small businesses and we need to remember that. Some of them need to be better, to adapt to contemporary work expectations and to make the GP role more appealing.

Cr. Steve Allen, Mayor of Bellingen Shire (and a pharmacist): It is difficult to attract people to GP roles instead of specialising. Are you looking at better utilising the allied professionalism including pharmacies?

Dr. Colbran: Scope of practice is something we are focusing on. Colleges are actually removing rural placements and we need to watch that. Optimising scope of practice to support health outcomes would include pharmacists.

Mayor of Bland Shire Cr. Brian Monaghan: Overseas Doctors can now go to the cities....?

Dr. Colbran: 1500 of our doctors are overseas trained. Those incentives to send people to rural locations have been taken away. Continuity is important to regional communities and we have seen doctors relocate to the city as soon as possible.

Mayor Monaghan: I an increased rural Medicare rebate possible?

Dr. Colbran: The Doctors Associations do this lobbying. One of the problems is we just move people from practices to hospitals. The health care providers have not increased.

**Parliamentary Secretary for Health and Parliamentary Secretary for Regional Health,
Dr. Michael Holland**

[full speech attached]

Dr. Holland talked about how safe working staffing levels are being rolled out. Ratios in nursing have long been a contention in nursing, as they have attracted nurses to other states. For what the NSW Government considers safe working levels in our hospitals, us this link:

<https://www.health.nsw.gov.au/workforce/Pages/safe-staffing-levels.aspx>

Dr. Holland said Ambulance services are important and we have seen increased funding. \$274mil to upgrade staffing at selected locations.

HECS fee incentives do exist, with \$20,000 for the 1st year and following years, \$10,000.

New hospital in Eurobodalla and accommodation is a concern. \$200mil. is being invested across NSW for essential worker accommodation.

Workforce recruitment of up to 80 generalists has been successful.

Cowra Council Mayor Cr. Ruth Fagan: I'm concerned about health councils not being supported or retained. Community committees are important.

Dr. Holland: I was not aware that this was a problem and I will report it to the Minister.

Mayor Fagan: Cowra is getting a new hospital. Is there any possibility we could employ a resident doctor with the hospital?

Dr. Holland: The small business model needs to change, as Dr. McGirr said. We do need new approaches.

Q: What about the international doctors who are driving Ubers?

A: We value our international doctors and need to work with our Federal Government to improve the pathways and remove the barriers.

LGNSW Update

Forbes Shire Mayor Cr. Phyllis Miller OAM is on the CMA Executive and is a Director of LGNSW (Regional/Rural). She provided a brief update on behalf of LGNSW and the organisation's President Cr. Darriea Turley AM (a Councillor in Broken Hill).

Mayor Miller emphasized that 20 Oct. is the deadline for LGNSW conference motions. She also reiterated that Cr. Jamie Chaffey and Cr. Scott Ferguson will be missed and applauded their contributions.

Michelle Maxwell, Director, Strategy, Governance and Delivery, Regional Health Division – NSW Health

Michelle provided an update of the implementation of recommendations from the Regional Health Inquiry, stating that as at 30 June, 2024 a total of 25 of 34 recommendations had been implemented / followed up on.

Michael also detailed the current Regional Health MPS strategy framework process. She reiterated that consultation is ongoing and they are keen to receive further input from Councils.

[Presentation attached]

Coolamon Shire Council Mayor Cr. David McCann voiced his community's appreciation that their MPS is to be upgraded but asked for an update on the work.

Michelle: We will look into that for you.

Founder of 'Heart of the Nation' Greg Page (also founding member of The Wiggles)

Greg Page is best known as the original lead singer and a founding member of the children's band The Wiggles from 1991 to 2006 and then again in 2012. He has also recorded a number of solo albums and published his autobiography.

Since suffering a sudden cardiac arrest in 2020 during a Wiggles reunion concert, Greg has become an advocate for community capacity building for immediate response to a sudden cardiac arrest. He founded the charity "Heart of the Nation", which promotes more widespread access to automated external defibrillators (AEDs) and aims to increase public awareness of defibrillator locations across Australia, as well as encouraging businesses to keep a defibrillator on-site.

Greg gave the examples of Orange and Parkes, where publicly accessible AEDs have been rolled out. He said that the solution to improving the survival rate of sudden cardiac arrest (a shocking 5%) lies with community capacity to respond.

Forbes Shire Mayor Cr. Phyllis Miller OAM: We've got them but need more.

Tenterfield Shire Mayor Cr. Bronwyn Petrie: I'm concerned they could be abused or stolen. Do they have GPS trackers?

Greg: Yes, ours also have a sim card.

Upper Lachlan Shire Mayor Cr. Pam Kensit: Do those sim cards tell you when they need maintenance?

Greg: If a Council purchases them, it is really their responsibility to maintain them.

Greg explained that Heart of the Nation is a charity with a singular cause and he makes no money from it.

Greg's presentation is attached. Here is the link to the Heart of the Nation website:

<https://www.heartofthenation.com.au/>

Acting CMA Chairman and Mayor of Temora Shire Cr. Rick Firman OAM took to the lectern to acknowledge the service of retiring mayors present at the meeting, paying special tribute to outgoing Chairman Cr. Jamie Chaffey of Gunnedah Shire and presenting him with a framed caricature of himself.

Mayor Chaffey has really lifted the professionalism of the Country Mayors Association of NSW. He has been passionate and dedicated in his role. He admitted to feeling emotional as he addressed the meeting for the final time and held the portrait that will ensure he does not take himself too seriously, as he vowed to hang it in his office when he takes the seat of Parkes.

There being no further business, the meeting was formally closed at 1:10 pm.

Postscript Note:

The Royal Flying Doctor Service of Australia CEO Greg Sam sent a letter to the CMA expressing his regret for not being able to make it to the meeting.

“We would appreciate an opportunity to address a future CMA meeting about the recent and ongoing evolution of the services we provide to rural Australians, and we are always receptive to input and perspectives that may help to shape our service delivery models going forward.”

Mr. Sam invited the CMA Acting Chairman to tour the RFDS base at Broken Hill.

Cr Rick Firman OAM
Acting Chairman of the Country Mayor's Association of NSW

The next meeting (AGM) is scheduled for 15 November 2024 in the Theatrette, NSW Parliament, Sydney. It will have a Skills and Education theme. Please RSVP by 6 November to assist with morning tea catering.

DRAFT

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, 22nd August 2024

ITEM 1 STAFF EDUCATION AND TRAINING POLICY

(P13-1, S12-1)

RECOMMENDATION:

1. The information be received and noted; and
2. The revised Staff Education and Training Policy be adopted.

PURPOSE

For Council to adopt the revised Staff Education and Training Policy.

BACKGROUND

At the Internal Audit and Risk Management Committee Meeting held on Wednesday, 13th March 2024 it was agreed that the Staff Education and Training Policy was to be reviewed and presented to Council for adoption.

REPORT

The current Policy was adopted in September, 2018 and reviewed on the 5th April, 2019 (**Attachment 1**).

The object of the Policy is for Council to recognise that staff development is an important part of the working life of each staff member and staff member's development (individual and work teams) helps achieve Council's overall strategy and that the calibre and competence of its employees ensures that Council remains a successful organisation.

The Policy sets out what may be offered in terms of support from the Council and what is expected from employees.

Changes have included the following:

- Document Control changes;
- Changes in Scope;
- Changes to Policy Statement;
- Changes in Role and Responsibility; and
- Review changes.

Overall the changes have been minor.

The reviewed Policy is **Attachment 2**.

FINANCIAL AND RESOURCE IMPLICATIONS

The changes to the Policy would see no real increase in financial costs and resources required.

Training and staff development will always be important, but will be limited by reasonable budgets.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
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ITEM 1 STAFF EDUCATION AND TRAINING POLICY

CONTINUED

LEGAL IMPLICATIONS

Work Health and Safety Act 2011

Work Health and Safety Regulation 2017

Work Health and Safety Amendment (Penalty Notices) Regulation 2022

Work Health and Safety Amendment Act 2023

Work Health and Safety Consultation, Co-ordination and Co-operation Code of Practice 2022

Managing the Work Environment and Facilities Code of Practice 2019

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

As only minor amendments have been made, it is not deemed necessary to place the revised Staff Education and Training Policy on public exhibition.

Council's Contract Internal Auditor has also been consulted.

OPTIONS

No other option is applicable since leaving the current Policy in force means that the identified ambiguities would remain.

CONCLUSION

The Staff Education and Training Policy has been reviewed and amended accordingly and should be adopted.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Proactively manage known compliance risks.

5.3.1 Provide effective training and development of our staff.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment 1 – Current Staff Education and Training Policy; and

Attachment 2 – Amended Staff Education and Training Policy.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
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ITEM 1 STAFF EDUCATION AND TRAINING POLICY

CONTINUED

ATTACHMENT 1 - CURRENT STAFF EDUCATION AND TRAINING POLICY



POLICY REGISTER

STAFF EDUCATION AND TRAINING POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 5th April 2019

File Ref: P13-1

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ITEM 1

STAFF EDUCATION AND TRAINING POLICY

CONTINUED

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27th September 2018)
1.1	Sarah Godwin, WHS/RO 5th April 2019	Amended to include staff induction	General Manager, Glenn Wilcox

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ITEM 1

STAFF EDUCATION AND TRAINING POLICY

CONTINUED

Warren Shire Council – Staff Education and Training Policy

PURPOSE

Warren Council recognises that staff development is an important part of the working life of each staff member. It is associated with the development needs of the individual and of teams and the achievement of Council's overall strategy.

Council recognises that the calibre and competence of its employees are vital factors in ensuring that it remains a successful organisation. To this end, Council strives to promote employee development through high quality training and learning opportunities both on and off the job.

This Policy sets out what may be offered in terms of support from the Council and what is expected from employees.

SCOPE

This Policy does not apply to senior staff employees of Council as defined in the Local Government Act 1993. This Policy does not form part of any employee's contract of employment.

DEFINITIONS

Compulsory Training - compulsory training is training that Council designates to be necessary requirement of employment. Employees who participate in compulsory training shall not lose ordinary pay. Compulsory training may have to satisfy statutory or Council determined requirements.

POLICY STATEMENT

Council recognises that increasing the organisation's efficiency and productivity requires an ongoing commitment to education, training and skill maintenance, development and enhancement. Therefore, Council is committed to:

- Developing a more highly skilled and flexible workforce.
- Providing employees with opportunities through appropriate education and training to acquire additional skills.
- Removing barriers to the utilisation of skills in accordance with Council's training plans.

NOTE: this policy must be read in conjunction with Council's Annual Training Plan.

Development of the Annual Training Plan

Council shall design an annual training plan in accordance with the Local Government (State) Award requirements. The training plan is to be based on:

- The current and future skill requirements of the Council.
- The size, structure and nature of the operations of the Council.
- The need to develop vocational skills relevant to Council and the local government industry in general through the utilisation of available internal and external resources.

The training plan shall, where appropriate, provide for training that is consistent with industry specific competency standards. The training plan shall be consistent in identifying the needs of the organisation, having regard to Council's Workforce Plan.

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ITEM 1

STAFF EDUCATION AND TRAINING POLICY

CONTINUED

Warren Shire Council – Staff Education and Training Policy

Selection of Staff to Undertake Training

Selection of participants to receive Council training in accordance with Council's training plan is to be based on the needs of Council and the employee as identified in the employee's annual performance review or as an outcome of workplace assessment of competency.

Employees may make application for consideration to attend training courses on the Training Application Form, available from the Corporate / Finance Section or Council's intranet.

The selection process will also take into consideration the capacity of the workplace to schedule and arrange the release of selected employees.

Priority of Training

Acknowledging that not all identified training needs will be able to be met within the duration of one financial year or the life of one annual training plan, wherever possible, available financial and related training resources will be allocated in the following priority:

- Training necessary for Council to comply with current and future legislative requirements.
- Training necessary to assist the employee in doing their current job to the standards required.
- Training necessary to assist the employee's career path development.
- Notwithstanding the above, resources may be re-allocated to meet WHS and other statutory training which may result from legislative or technological change.

Training Undertaken as a Requirement of Council (Compulsory Training)

If an employee is required by Council to participate in a structured training program and such program is consistent with Council's training plan:

- The Council shall grant the employee paid leave to attend course requirements where the training is undertaken during ordinary working hours.
- Council shall pay course fees at the commencement of each stage.
- Council shall, at the discretion of the General Manager, either provide transport or pay reasonable travelling expenses to enable employees to attend course requirements.

Non-Compulsory Training but Consistent with Council Needs & Staff Career Development

At the discretion of the General Manager, an employee undertaking a course consistent with Council's needs and requirements may be granted financial assistance towards the course fees in question and appropriate leave to attend course requirements.

The relevant staff member must make an application for assistance in writing to the General Manager and state the benefits for Council in the qualifications being gained. Further, the General Manager's decision is final.

Induction Training

Council safety inductions and site inductions are required for all new staff. In addition, staff who have relocated to new positions or roles must also receive appropriate inductions.

Council safety inductions

Supervisors must ensure that employees receive a documented safety induction within 14 days of commencing employment with Council. This induction should include the following information:

- Council's WHS Policy
- WHS responsibilities
- How to access safety information

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ITEM 1

STAFF EDUCATION AND TRAINING POLICY

CONTINUED

Warren Shire Council – Staff Education and Training Policy

- Incident/injury reporting
- Hazard reporting
- Consultation arrangements
- Code of Conduct, particularly bullying and harassment
- Health Management including Drug and Alcohol Policy/Procedures & Non-Smoking Policy
- Employee Assistance Program
- Relevant WHS information including manual handling, electrical safety and chemical safety awareness

Site-specific safety inductions

Employees must receive a site-specific safety induction before starting work at a Council workplace. This includes new employees, employees acting in higher or relief duties, contractors, volunteers and unaccompanied visitors.

The induction should be delivered by someone familiar with the location and include information about:

- Incident response procedures
- Evacuation procedures and assembly points
- First aid personnel
- Security arrangements
- Amenities
- Site-specific risks and risk controls (including those identified in the Workplace Risk Register.)

If the worksite is a construction site, all persons entering the site to work must have completed the General Construction Induction Training (White Card) in accordance with WHS legislation.

Roles and Responsibilities

The development of employees is a responsibility shared between individual employees, Managers and Human Resources. A shared commitment to learning and development is critical to ensure we meet our strategic objectives and foster a culture of career development for our employees.

Human Resources are responsible for:

- Providing employees with appropriate learning and development solutions that are relevant to their positions.
- Promptly considering all learning and development requests.
- Ensuring equitable access for all employees.
- Measuring the effectiveness of programs to promote continuous improvement in our employees, providers and processes.
- Providing advice on learning and development opportunities.

Directors/Managers are responsible for:

- Developing individual learning and development plans for employees on an annual basis.
- Demonstrating an ongoing commitment to supporting employees' learning and development.
- Providing resource solutions to allow employees to attend programs.
- Frequently reviewing and discussing employees' learning and development progress.
- Ensuring employees meet statutory and certification requirements.

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ITEM 1

STAFF EDUCATION AND TRAINING POLICY

CONTINUED

Warren Shire Council – Staff Education and Training Policy

- Reviewing competencies on a continual basis.
- Timely completion of application forms.

Employees are responsible for:

- Assisting Managers in identifying their learning and development needs
- Contributing to the development of their individual learning and development plan on an annual basis
- Attending and participating in allocated learning and development programs
- Providing a minimum 5 working days' notice to relevant Managers and the HR Officer for changes to attendance for scheduled programs
- Completing evaluating and/or feedback forms as required.

REVIEW

This policy should be reviewed every 2 years. The policy may be reviewed and amended at any time at Council's discretion (or if legislative or State Government Policy changes occur).

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ITEM 1 STAFF EDUCATION AND TRAINING POLICY

CONTINUED

ATTACHMENT 2 - AMENDED STAFF EDUCATION AND TRAINING POLICY



POLICY REGISTER

STAFF EDUCATION AND TRAINING POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 22nd August 2024 Minute No.

File Ref: P13-1, S12-1

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ITEM 1

STAFF EDUCATION AND TRAINING POLICY

CONTINUED

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27th September 2018)
1.1	Sarah Godwin, WHS/RO 5th April 2019	Amended to include staff induction	General Manager, Glenn Wilcox
1.2	Scott Hosking, WHS/RC 6th August 2024	Amended Document Control, Changes in Scope, Changes in Definitions, Changes to Policy Statement, Changes in Role and Responsibilities, and Changes in Review.	Council Minute No. xxx.8.24 (22nd August 2024)

DRAFT

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ITEM 1

STAFF EDUCATION AND TRAINING POLICY

CONTINUED

Warren Shire Council – Staff Education and Training Policy – Version 1.2

PURPOSE

Warren Shire Council recognises that staff development is an important part of the working life of each staff member. It is associated with the development needs of the individual and work teams and the achievement of Council's overall strategy.

Council recognises that the caliber and competence of its employees are vital factors ensuring that Council remains a successful organisation. To this end, Council strives to promote employee development through high quality training and learning opportunities both on and off the job.

This Policy sets out what may be offered in terms of support from the Council and what is expected from employees.

SCOPE

This Policy applies to all permanent, full-time or part-time employees of Council. Employees within their probationary period, casual or on temporary/short-term contracts might attend training at their Manager's discretion.

This Policy does not apply to senior staff employees of Council as defined in the Local Government Act 1993. This Policy does not form part of any employee's contract of employment.

DEFINITIONS

Term	Definition
Worker	Person carrying work in any capacity for Council. This includes, employees, apprentice or trainee, student on work experience, volunteers, contractors and their workers, labour hire company worker and others including Councillors.
Workplace	A place where work is carried out for Council and includes Council buildings, vehicles, plant and land Council owns or manages.
Council	Refers to Warren Shire Council and affiliates.
Compulsory Training	Compulsory training is training that Council designates to be necessary requirement of employment. Employees who participate in compulsory training shall not lose ordinary pay. Compulsory training may have to satisfy statutory or Council determined requirements.

WARREN SHIRE COUNCIL
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ITEM 1

STAFF EDUCATION AND TRAINING POLICY

CONTINUED

Warren Shire Council – Staff Education and Training Policy - Version 1.2

POLICY STATEMENT

This Policy applies to all training and competency-based assessment activities across all operational areas of Council.

Council recognises that increasing the organisation's efficiency and productivity requires an ongoing commitment to education, training and skill maintenance, development and enhancement. Therefore, Council is committed to:

- Developing a more highly skilled and flexible workforce.
- Providing employees with opportunities through appropriate education and training to acquire additional skills.
- Removing barriers to the utilisation of skills in accordance with Council's training plans.

NOTE: This Policy must be read in conjunction with Council's Annual Training Plan.

TRAINING

Training will include:

- all policies and procedures relevant to staff positions.
- licences and competencies to perform the job.
- specific hazards and risk controls.
- consultation and communication arrangements.
- incident reporting and corrective actions.
- emergency response.
- first aid.

Development of the Annual Training Plan

Council shall design an Annual Training Plan in accordance with the Local Government (State) Award requirements. The training plan is to be based on:

- The current and future skill requirements of the Council.
- The size, structure and nature of the operations of the Council.
- The need to develop vocational skills relevant to Council and the local government industry in general through the utilisation of available internal and external resources.

The training plan shall, where appropriate, provide for training that is consistent with industry specific competency standards. The training plan shall be consistent in identifying the needs of the organisation, having regard to Council's Work Force Plan and Strategy.

Selection of Staff to Undertake Training

Selection of participants to receive Council training in accordance with Council's training plan is to be based on the needs of Council and the employee as identified in the employee's annual performance review or as an outcome of workplace assessment of competency.

Employees may make application for consideration to attend training courses on the Training Application Form, available from the Executive Services Office.

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ITEM 1

STAFF EDUCATION AND TRAINING POLICY

CONTINUED

Warren Shire Council – Staff Education and Training Policy - Version 1.2

The selection process will also take into consideration the capacity of the workplace to schedule and arrange the release of selected employees.

Priority of Training

Acknowledging that not all identified training needs will be able to be met within the duration of one financial year or the life of one Annual Training Plan, wherever possible, available financial and related training resources will be allocated in the following priority:

- training necessary for Council to comply with current and future legislative requirements.
- training necessary to assist employee's completing their current job to the standards required.
- training necessary to assist employees career path development.
- Notwithstanding the above, resources may be re-allocated to meet Work Health and Safety (WHS) and other statutory training which may result from legislative or technological change.

Training Undertaken as a Requirement of Council (Compulsory Training)

If an employee is required by Council to participate in a structured training program and such program is consistent with Council's training plan:

- Council shall grant the employee paid leave to attend course requirements where the training is undertaken during ordinary working hours.
- Council shall pay course fees at the commencement of each stage.
- Council shall, at the discretion of the General Manager, either provide transport or pay reasonable travelling expenses to enable employees to attend course requirements.

Non-Compulsory Training but Consistent with Council Needs & Staff Career Development

At the discretion of the General Manager, an employee undertaking a course consistent with Council's needs and requirement may be granted financial assistance towards the course fees in question and appropriate leave to attend course requirements.

The relevant staff member must make an application for assistance in writing to the General Manager and state the benefits for Council in the qualifications being gained. Further, the General Manager's decision is final.

Council Safety Inductions

Council safety inductions and site inductions are required for all new staff. In addition, staff who have relocated to new positions or roles must also receive appropriate inductions.

Supervisors must ensure that employees receive a documented safety induction within 14 days of commencing employment with Council. This induction should include the following information:

- Council's WHS Policy.
- WHS responsibilities.
- How to access safety information.
- Incident/injury reporting.

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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, 22nd August 2024

ITEM 1

STAFF EDUCATION AND TRAINING POLICY

CONTINUED

Warren Shire Council – Staff Education and Training Policy - Version 1.2

- Hazard reporting.
- Consultation arrangements.
- Code of Conduct, particularly bullying and harassment.
- Health Management including Drug and Alcohol Policy/Procedures & Non-Smoking Policy
- Employee Assistance Program.
- Relevant WHS information including manual handling, electrical safety and chemical safety awareness.

Site-Specific Safety Inductions

Employees must receive a site-specific safety induction before starting work at a Council workplace. This includes new employees, employees acting in higher or relief duties, contractors, volunteers and unaccompanied visitors.

The induction should be delivered by someone familiar with the location and include information about:

- Incident response procedures.
- Evacuation procedures and assembly points.
- First aid personnel.
- Security arrangements.
- Amenities.
- Site-specific risks and risk controls (including those identified in the Workplace Risk Register).

If the worksite is a construction site, all persons entering the site to work must have completed the General Construction Induction Training (White Card) in accordance with WHS legislation.

ROLES AND RESPONSIBILITIES

The development of employees is a responsibility shared between individual employees, Managers, WHS and Risk Co-Ordinator and the Human Resources Officer. A shared commitment to learning and development is critical to ensure we meet our strategic objectives and foster a culture of career development for our employees.

General Manager

The General Manager is responsible for ensuring:

- provision of budget, resources and time allocation to enable workers to undergo training and competency assessment to meet the requirements of the job.
- provision of an effective worker training and competency assessment procedure system in place.

The Human Resources Officer are responsible for:

- providing employees with appropriate learning and development solutions that are relevant to their 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
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ITEM 1

STAFF EDUCATION AND TRAINING POLICY

CONTINUED

Warren Shire Council – Staff Education and Training Policy - Version 1.2

- review of the Training Procedure as required.
- promptly considering all learning and development requests.
- ensuring equitable access for all employees.
- measuring the effectiveness of programs to promote continuous improvement in our employees, providers and processes.
- providing advice on learning and development opportunities.
- reviewing competencies on a continual basis.
- providing training for languages other than English and other relevant learning barriers.

Divisional Managers/Managers/Supervisors are responsible for:

The Management Team accepts accountability for ensuring adequate training, education, skills and experience for all workers. This includes:

- conducting training needs analysis for staff.
- providing formal induction programs for new and transferred workers and contractors.
- developing individual learning and training plans for employees on an annual basis.
- demonstrating an ongoing commitment to supporting employees' learning and development.
- providing resource solutions to allow employees to attend programs.
- frequently reviewing and discussing employees' learning and development progress.
- ensuring employees meet statutory and certification requirements.

The Work Health & Safety/Risk Coordinator is responsible for:

- workers are adequately trained to a level of competency sufficient to carry out their emergency management duties.
- training will detail the expected responsibilities and roles of all workers, reporting details and emergency response procedures.
- emergency evacuation training will be conducted at least annually.
- visitors receive instruction and/or information on emergency management procedures as applicable.
- ensure training is competency-based.
- use Registered Training Organisations (where applicable) and appropriately accredited and/or approved courses/trainers.
- maintain training records.
- review the effectiveness of training.

Employees are responsible for:

- assisting Managers in identifying their learning and development needs.
- contributing to the development of their individual learning and development plan on an annual basis.

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WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 1

STAFF EDUCATION AND TRAINING POLICY

CONTINUED

Warren Shire Council – Staff Education and Training Policy - Version 1.2

- for actively participating in and completing training and competency assessments (on-the-job, internal/external courses, formal qualifications, licenses) relevant to the performance of their position.
- providing a minimum 5 working days' notice to relevant Managers, WHS Risk Co-Ordinator and/or the HR Officer for changes to attendance for scheduled programs.
- completing evaluating and/or feedback forms as required.
- timely completion of application forms.

REVIEW

This Policy should be reviewed every 4 years or within 12 months of a Council election. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

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, 22nd August 2024

ITEM 2 EMPLOYEE ASSISTANCE PROGRAM POLICY

(P13-1, S12-1)

RECOMMENDATION:

1. The information be received and noted; and
2. The revised Employee Assistance Program Policy be adopted.

PURPOSE

For Council to adopt the revised Employee Assistance Program (EAP) Policy.

BACKGROUND

At the Internal Audit and Risk Management Committee Meeting held on Wednesday, 13th March 2024 it was agreed that the Employee Assistance Program Policy was to be reviewed and presented to Council for adoption.

The current Policy was originally adopted on the 25th January, 2018 and re-adopted following review on the 27th September, 2018.

REPORT

The object of the Policy is for Council to provide employees and Councillors reasonable access to professionally qualified and experienced psychologists in a highly confidential setting with a view to:

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

Council's current EAP provider is Converge International.

The main change has been to include casual employees and not just all permanent employees.

Attachment 1 is the amended Policy with changes in red.

FINANCIAL AND RESOURCE IMPLICATIONS

Changes would be expected to have minimal financial and resource implications.

LEGAL IMPLICATIONS

Work Health and Safety Act 2011.

Work Health and Safety Regulation 2017.

RISK IMPLICATIONS

Nil.

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

(P13-1, S12-1)

STAKEHOLDER CONSULTATION

As only minor amendments have been made, it is not deemed necessary to place the revised Employee Assistance Program Policy on public exhibition.

OPTIONS

Council does not necessarily need to approve the amended Policy.

CONCLUSION

The Employee Assistance Program Policy has been reviewed and amended accordingly and it is considered appropriate that the revised Policy be adopted.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Proactively manage known compliance risks;
- 5.3.1 Provide effective training and development of our staff; and
- 5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment 1 – Amended Employee Assistance Program Policy.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 2 EMPLOYEE ASSISTANCE PROGRAM POLICY

(P13-1, S12-1)

Attachment 1 – Amended Employee Assistance Program Policy.



POLICY REGISTER

EMPLOYEE ASSISTANCE PROGRAM

Policy adopted: 25th January 2018 Minute No. 8.1.18

Reviewed: 27th September 2018 Minute No. 214.9.18

File Ref: P13-1, S12-1

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, 22nd August 2024

ITEM 2

EMPLOYEE ASSISTANCE PROGRAM POLICY

(P13-1, S12-1)

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	General Manager	First Edition	Council Minute No. 8.1.18 (25th January 2018)
1.1	General Manager	Amended	Council Minute No. 214.9.18 (27th September 2018)
1.2	General Manager	Amended	Council Minute No. xxx.8.24 (22nd August 2024)

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 2

EMPLOYEE ASSISTANCE PROGRAM POLICY

(P13-1, S12-1)

Warren Shire Council Policy – Employee Assistance Program

I INTRODUCTION

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

II OBJECTIVE

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

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

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

III POLICY

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

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

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

Personal/Family Issues –

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

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WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 2

EMPLOYEE ASSISTANCE PROGRAM POLICY

(P13-1, S12-1)

Warren Shire Council Policy – Employee Assistance Program

Clinical Issues –

- anxiety
- depression
- alcohol, drugs or other dependencies

Work Issues –

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

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

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

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

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

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

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

- death of an employee of Council
- severe workplace accident causing injury or threat of death to an employee of Council
- death of a member of the public where a situation involves a Council employee, either through witnessing or actual involvement in the event
- severe personality conflict in the workplace
- armed hold up (perceived or actual) at the workplace
- a violent assault within or near the workplace and
- a natural or man-made disaster.

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

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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, 22nd August 2024

ITEM 2

EMPLOYEE ASSISTANCE PROGRAM POLICY

(P13-1, S12-1)

Warren Shire Council Policy – Employee Assistance Program

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

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

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

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

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

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

IV RELATED DOCUMENTS

Work Health and Safety Act 2011

V REVIEW

This Policy should be reviewed every 4 years or within 12 months of a Council election. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

WARREN SHIRE COUNCIL
Policy Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 22nd August 2024

ITEM 3 STAFF RELOCATION ASSISTANCE POLICY

(P13-1, S12-1)

RECOMMENDATION that:

1. The information be received and noted; and
2. The Staff Relocation Assistance Policy be adopted.

PURPOSE

For Council to adopt the revised Staff Relocation Assistance Policy.

BACKGROUND

At the Internal Audit and Risk Management Committee meeting held on Wednesday 13th March 2024, it was agreed that the Staff Relocation Assistance Policy was to be reviewed and presented to Council for adoption.

REPORT

The current policy was adopted in August 2020. Council has now reviewed the Policy and only minor adjustments were made. The objective of the policy is to establish guidelines for granting financial support to workers who are employed from outside of the Warren Shire Area.

Only minor changes have been made to the current policy.

Under **Definitions**, changes have been made as follows:

“Worker” in the context of this policy has the same meaning as that in the Work Health and Safety Act ~~2020~~2011.

“Relocation” refers to the relocation of household items such as furniture and white goods etc. personal expenses such as air fare, taxi fees etc are not included.

Under the heading **Policy**, Item 2(d) has been revised as follows:

- d. That the worker agrees that if they leave Council ~~within 12 to 18~~after 6 months but within 18 months of the relocation that they will pay 50% of the costs paid by Council for the relocation: and

This removes the ambiguity resulting from the gap between the 6th and 12th months.

FINANCIAL AND RESOURCE IMPLICATIONS

Review of the policy has been undertaken using normal staff time.

LEGAL IMPLICATIONS

Nil

RISK IMPLICATIONS

The Policy has been reviewed to remove ambiguities in definitions rules of reimbursements in case an interested staff member leaves Council.

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 22nd August 2024

ITEM 3 STAFF RELOCATION ASSISTANCE POLICY

CONTINUED

STAKEHOLDER CONSULTATION

As only minor amendments have been made, it is not deemed necessary to place the Staff Relocation Assistance Policy on public exhibition.

Council's Contract Internal Auditor has also been consulted.

OPTIONS

No other option is applicable since leaving the current policy in force means that the identified ambiguities would remain.

CONCLUSION

The Staff Relocation Assistance Policy has been reviewed and amended accordingly and should be adopted.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Proactively manage known compliance risks.

5.3.1 Provide effective training and development of our staff.

SUPPORTING INFORMATION /ATTACHMENTS

ATTACHMENT 1 - The Staff Relocation Assistance Policy.

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 22nd August 2024

ITEM 3 STAFF RELOCATION ASSISTANCE POLICY

CONTINUED

ATTACHMENT 1 - The Staff Relocation Assistance Policy.



POLICY REGISTER

STAFF RELOCATION ASSISTANCE POLICY

Policy adopted: 27th August 2020 Minute No. 163.8.20

Reviewed:

File Ref: P13-1, S12-1

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 22nd August 2024

ITEM 3

STAFF RELOCATION ASSISTANCE POLICY

CONTINUED

Warren Shire Council – Staff Relocation Assistance Policy

DOCUMENT CONTROL

Issue	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	Glenn Wilcox 10th August 2020	First Edition	Council Minute No. 163.8.20 (27th August 2020)
2.0	Sylvester Otieno 15 May 2024	Second Edition	

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WARREN SHIRE COUNCIL
Policy Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
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ITEM 3

STAFF RELOCATION ASSISTANCE POLICY

CONTINUED

Warren Shire Council – Staff Relocation Assistance Policy

BACKGROUND

Warren Shire Council acknowledges that to attract key staff, assistance in relocation is required.

To assist staff appointments and the relocation from areas outside of Warren Shire to within Warren Shire Council area only.

OBJECTIVE

The objective of this policy is to establish guidelines for granting financial support to workers who are employed from outside of the Warren Shire Area.

DEFINITION

“Worker” in the context of this policy has the same meaning as that in the Work Health and Safety Act 2011.

“Relocation” refers to the relocation of household items such as furniture and white goods etc. personal expenses such as air fare, taxi fees etc are not included.

SCOPE

This policy only applies to positions agreed to by the General Manager at the time of appointment where the employee is in a manager or Senior Manager role, or that to attract an employee due to the scarcity of a trade.

The policy does not apply to workers who are existing residents or own a residence in Warren Shire Council area or where no authorisation from the General Manager at the time of appointment has been received.

POLICY

This policy only applies to new appointments of workers in the category of Manager, Senior Manager, General Manager or an employee who holds a trade qualification that has been advertised by Council to seek a worker who is in a critical position in Council.

The General Manager will authorise in writing only the workers to whom this policy applies and will base this decision on the scarcity of applications for a position, the need to attract a high-quality applicant or worker, the distance that a worker shall relocate from and the overall organisational need for the employee.

1. The General Manager may authorise up to a maximum of 75% or \$5,000 including GST of the quoted removal cost in accordance with 2(a), to allow a worker who has agreed to be appointed, assistance to relocate.
2. Warren Shire Council will only make this payment on the following basis:
 - a. That Council issues an order for an approved removal company to move the worker.
 - b. That the worker agrees to pay to Council any costs above the agreed amount payable by Council. This repayment will be paid weekly over an agreed period but no longer period than 18 months.
 - c. That the worker enters into an agreement that if the worker leaves Council employ within 6 months of the relocation that they will repay the full amount paid by Council for the relocation.

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WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 22nd August 2024

ITEM 3

STAFF RELOCATION ASSISTANCE POLICY

CONTINUED

Warren Shire Council – Staff Relocation Assistance Policy

- d. That the worker agrees that if they leave Council after 6 months but within 18 months of the relocation that they will pay 50% of the costs paid by Council for the relocation; and
 - e. That after a period of 18 months employment Council will not require any repayment by the worker.
3. That Council will not make any payment towards relocation other than through an order to a moving company and when evidence is presented by that approved company that furniture or other items have been moved to an address within Warren Shire Council.
 4. That no payments will be made for a worker to move to an address outside of Warren Shire Council area at any time prior to employment or during appointment as a worker.
 5. Council will not agree to any cash payment made to an employee who moves themselves.

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, 22nd August 2024

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	Bi-monthly advice requests to Telstra being undertaken. The 2024 Regional Telecommunications Review soon to be commenced.
27.7.23	202.7.23	Warren Airport Projects	DMFA/ GM/IPM	<p>*A contract awarded on 31 July 2023. Site clearance, subgrade earthworks and gravel base completed and tested. Construction drawings issued to BRD. Foundation work by Contractor commenced in October 2023. Contractor resumed foundation works on 5th February 2024.</p> <p>*Programmed for completion June 2024. Representatives from RNSW (Funding Body) visited the site on 6 June 2024 to witness Milestone #6 completion.</p> <p>*Contractor is currently working on outstanding items, such as blinds, access security etc. Inspection for issuing completion certificate completed, pending CC.</p> <p>Occupation Certificate received on 16 July 2024. Landscaping, fencing, irrigation works commenced, but wet weather is delaying the progress.</p> <p>Works in progress and miscellaneous works outside terminal building scheduled to be completed by 16 August 2024, ready for formal opening on 22 August 2024.</p>

WARREN SHIRE COUNCIL

Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
23.6.22	158.6.22	Tender C13-73 – Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for Carter Oval Youth Sports Precinct	GM/IPM	<p>Landmark commenced construction in February 2023.</p> <p>*Post cleaning conducted in March 2024 and tiling of the floor to follow before the wall paneling is to resume. Sample tiles presented for selection. Tiling works scheduled to happen in May 2024.</p> <p>Non-conforming with water proofing process and screeding for tiling being raised with Landmark. Landmark Senior Management visited site on 4 June 2024. Screeding works nearing completion. Tiling to start soon (mid July 2024).</p> <p>Concreting works completed. Tiling works progressing, likely to be completed by 20 August 2024.</p> <p>Superstructure wall frame modifications works are progressing.</p> <p>Plumbing and electrical main hook in being planned.</p> <p>Wall lining and sanitary fixtures installation to commence the week of 18 August 2024.</p> <p>New project completion forecasted at end of September 2024.</p>
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/EDVM	Registration of Interest recruitment remains ongoing

WARREN SHIRE COUNCIL

Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				<p>with a new recruitment drive being underway.</p> <p>Recruitment for new suitably matched volunteers is continuing.</p> <p>The VIC is progressing quickly towards Accreditation and it is important that all staff, including volunteers meet the requirements to maintain standards. Ongoing.</p>
25.1.23	12.1.23	Affordable Housing Opportunity – Housing Plus	GM/ DMES	<p>Negotiations commenced to finalise the required agreement with Housing Plus for the eventual sale of all or most of the nine (9) vacant land lots in Gunningba Estate for a maximum five (5) year period. Waiting on a 'Remote' Round of funding from Housing Australia before considering going forward. Council blocks will be put on the market in the near future.</p> <p>Final design drawings for roads, stormwater, sewer and water infrastructure are being prepared. A funding application under the Australian Government's Housing Support Program has been completed.</p>
25.1.23	13.1.23	Warren and the Visitor Economy Community Consultation Report August 2022 - Executive Summary	GM/ EDVM	<p>Council communicate to the community about the importance of visitors to the region – Action Plan being formulated.</p> <p>Council ensures that the reformed Destination</p>

WARREN SHIRE COUNCIL

Report of the General Manager
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				<p>Macquarie Marshes Taskforce has representation from every local government area that sees the Macquarie Marshes as an asset to their visitation, form a MOU with each Council to support the Economic Development of the region with this Taskforce having the potential to drive the regional destination promotion with consistent messaging, a reflection of values and increased engagement with the communities – in progress.</p> <p>Council collaborate on increasing the access to the Macquarie Marshes by commercial providers and free-independent travellers (FITs) whilst working towards providing a diverse offering to the access and experience that the Macquarie Marshes can offer a variety of markets – Action Plan being formulated. Ongoing.</p>
25.5.23	118.5.23	Destination Macquarie Marshes Taskforce	GM/ EDVM	That within 12 months and, after the Taskforce’s short and long term goals and Destination Macquarie Marshes Action Plan, Macquarie Marshes Promotions Strategy and Stakeholder Engagement Strategy are formulated, other organisations/ community representatives be invited to be members of the Taskforce.

WARREN SHIRE COUNCIL

Report of the General Manager
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				<p>Workshops facilitated by the Economic Development and Visitation Manager.</p> <p>The Economic Development and Visitation Manager will be progressing the Strategy and Action Plan further and future workshops will be scheduled to refine the actions within the document.</p> <p>Continuing to progress Strategy and Action Plan.</p>
7.12.23	293.12.23	Destination Macquarie Marshes Taskforce Meeting 7th June 2023	GM/EDVM	<ol style="list-style-type: none"> 1. That grant funding opportunities to improve signage in the Macquarie Marshes be investigated - ongoing. 2. That neighbouring Councils to the Macquarie Marshes be requested to consider funding grant applications for appropriate signage to the Macquarie Marshes. <p>Ongoing.</p>
7.12.23	294.12.23	Destination Macquarie Marshes Taskforce Meeting 2023 – 13 September 2023	GM/EDVM	<p>That workshops be scheduled with current members of the Destination Macquarie Marshes Taskforce to progress the development of the Draft Destination Macquarie Marshes Taskforce Action Plan 2023 together with determination of the high priority actions and short-term goals.</p> <p>Goal is to have an updated Action Plan available for review and adoption prior to inviting new membership of the taskforce by the agreed</p>

WARREN SHIRE COUNCIL

Report of the General Manager
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				12 month period, i.e. May 2024. The first workshop has been held with taskforce delegates meeting on 27th March, 2024. Future workshops are to be scheduled. Ongoing.
7.12.23	301.12.23	Internal Auditor – Human Resources Review – June 2021	GM	The priorities as listed in the recommendation be actioned and progressed.
7.12.23	301.12.23	Internal Auditor – Contract Management Processes Review – October, November, December 2021 And February 2022	GM/IPM	The following priority and action be progressed: - Detailed Contracts Guideline which includes performance management processes. Contract Management Road Map being considered. Is in the desktop planning stage. Draft Contract Management flow chart being developed. Target date for issuing a draft procedure is October 2024.
7.12.23	316.12.23	Regional Drought Resilience Plan Program	GM/EDVM	Further consultation sessions are upcoming and an online community survey, run over 3 days, closed on 11th April, 2024. Results tabulated and distributed by the engaged Consultant and final briefing meeting held. Draft Document with CSIRO.
24.4.24	87.4.24	Warren Shire Council Customer Service Ethos Policy	GM	The Draft Customer Service Ethos Policy be redeveloped to solely consider Ethos and a separate Policy be developed to cover Customer Service.

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
23.5.24	114.5.24	Regional Industry Educational Partnership (RIEP)	GM / EDVM	<p>Arrange for Council to continue to participate in the Regional Industry Educational Partnership (RIEP) Pilot Program – continuing to progress.</p> <p>Meeting to be held at start of the upcoming School Term following the holiday break. Next activity will be a “Council Specific Jobs Fair”, where Council Staff will be able to present regarding their particular areas of responsibility.</p>
27.6.24	147.6.24	Draft Warren Shire Council Aric Annual Work Plan 2024-2025 and Internal Auditor Strategic Audit Plan 2024-2025 (A1-3)	GM	The Warren Shire Council ARIC Work Plan 2024/2025 and the Internal Auditor Strategic Audit Plan 2024/2025 – 2027/2028 has been adopted – in progress subject to appointment of a new Contract Internal Auditor.
27.6.24	147.6.24	Legislative Compliance Policy and Procedure and Legislative Compliance Register	GM	2.Actions to be taken on how non-compliance is managed to ensure that matters are not repeated and that appropriate high level risk assessments are undertaken and documented and that implementation of actions to reduce risk are arranged – in progress.
27.6.24	173.6.24	Warren Shire Council General Manager – Renewal of Appointment	Mayor	Arrange for the renewal of appointment of the General Manager as resolved – in progress.

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
25.7.24	182.7.24	Review of Council's Social Media Policy	GM	<p>2. The amended Social Media Policy be placed on public exhibition for a minimum of 28 days – in progress; and</p> <p>3. Subject to no adverse comments being received, the renewed Social Media Policy be adopted.</p>
25.7.24	187.7.24	Local Government NSW Annual Conference	GM	<p>2. Council approve the attendance of the Mayor, Deputy Mayor, one (1) Councillor to be determined after expressions of interest and the General Manager to attend the 2024 Local Government NSW (LGNSW) Annual Conference to be held on Sunday 17th November, 2024 to Tuesday 19th November, 2024 in Tamworth in progress;</p> <p>3. *Council approve the attendance of the Mayor, Deputy Mayor one (1) interested Councillor to be determined after expressions of interest and the General Manager to future LGNSW Annual Conferences without further reporting to Council - noted;</p> <p>4. Any required motions concerning Warren Shire Council and the community of Warren Shire be formulated by the Mayor and General Manager for forwarding to the 2024 LGNSW</p>

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General Manager				
				Conference and future LGNSW Conferences – in progress; and 5. Council nominate the Mayor and in the absence of the Mayor, the Deputy Mayor as the Voting Delegate for the 2024 LGNSW Conference and future LGNSW Conferences – in progress.
*25.7.24	199.7.24	Upgrading of the Swimming Pool Amenities and Facilities	IPM	That Council approves the allocation of an amount of \$81,000.00 from available internal restricted funds for <i>Infrastructure Improvement and Replacement Fund</i> to cover the funding gap to undertake all necessary variations works at the Warren War Memorial Olympic Swimming Pool Complex to complete the amended project scope – noted.
25.7.24	200.7.24	Victoria Park Female Friendly Amenities Block	IPM	2. In accordance with the provisions of Clause 178 (1) (a) of Local Government (General) Regulation 2021 under the Local Government Act 1993, the amended tender submitted by Precinct Commercial Pty Ltd, in the Recommended Tender Amount for the rescope works of \$593,334.88 (excluding GST), be accepted for <u>Contract No. C13-85</u> for the <i>Construction of the Victoria Park Female</i>

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General Manager				
				<p><i>Friendly Amenities Block, Warren NSW.</i></p> <p>3. *Council authorises to affix the Seal of Council to Contract No. (C13-85) for the <i>Construction of the Victoria Park Female Friendly Amenities Block, Warren NSW</i> – Contractor Engaged - noted; and</p> <p>4. Council provides an amount of \$202,549.88 from available internal restricted funds for <i>Infrastructure Improvement and Replacement</i> to cover the funding gap to undertake all necessary work at the Victoria Park Sporting Complex for the construction of Female Friendly Amenities Block - noted.</p> <p>Contractor away on 1 August 2024 following Council resolution of 25 July 2024. Onsite works scheduled to start in October 2024 with expected completion of March 2025.</p>

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
7.12.23	301.12.23	Internal Auditor – Media Communications Review – June 2023	DMFA	<p>The following priority and action be progressed:</p> <ul style="list-style-type: none"> - A new electronic document management

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Divisional Manager Finance and Administration				
				system to be purchased and implemented. Licence Agreement has been signed and project will commence soon.
7.12.23	301.12.23	Internal Auditor – Fraud Control Review – June, July 2023	DMFA	The following priorities and actions be progressed: - Online Fraud training to relevant staff – pending.
27.6.24	147.6.24	Annual Engagement Plan (AEP) for the Audit of Warren Shire Council’s Financial Statements for the Year Ending 30th June 2024	DMFA	The Revaluation of Assets Timetable be provided to the Committee – in progress. An overview of the Key Accounting Estimates/Disclosures/Principles be provided to the Committee and to be included in the ARIC Work Plan – in progress. The General Manager and Divisional Manager Finance and Administration liaise with the Auditor to ensure that the draft Audited Statements are provided to ARIC in the appropriate timetable – in progress.
27.6.24	147.6.24	Notice of Public Exhibition – Fraud and Corruption Policy and Framework	DMFA	An Implementation Action Plan to be developed when the final Policies are adopted with the Committee Work Plan to include a review of the progress of the actions to implement the Policy and Framework.

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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. This project is currently on hold until further discussions are held with the Hotel owners.
27.6.19 3.12.20	129.6.19 256.12.20	Warren Levee Rehabilitation (total project - \$7.1M)	DMES	Floodgate replacement work in progress. Final review of levee rehabilitation drawings is ongoing and will be followed by tender advertisement. Pumps and generators have been ordered.
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	Investigations are being undertaken to allow the submittal of plans, documents and detailed budget to Council for consideration and approval - ongoing.
24.9.20	214.9.20	New Sewage Treatment Works	TSM	Groundwater monitoring wells and flowmeter to be installed. Decommissioning Plan for STP & SPS being developed however, recommencement of works during the later part of 2024 for evaporation lagoon construction will delay the decommissioning. Final documents reviewed. Will go to Tender July – September 2024 with a report to the October 2024 Council Meeting.
*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.

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Divisional Manager Engineering Services				
				Earthworks complete, gravel resheeting, final concreting and fencing complete.. Opening 22 August 2024.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – ongoing. Commonwealth Government Grant Program Application submitted, more information to be provided to ensure project is eligible.
*23.2.23	37.3.23	Upgrade/Replacement of Play Equipment	DMES/ TSM	Arrange a new Ext 1002 piper playground equipment setup and install the equipment in house. Delivery of new equipment undertaken in September 2023. Installation complete late August 2024.
26.10.23	270.10.23	Warren CBD Upgrade – Land Acquisition	DMES/ GM	Further investigations be undertaken and reported on in regard the estimated cost of any proposed private land purchases, what could be developed and the estimated costs of the proposed use.
*26.10.23	272.10.23	Replacement of P226 – Toyota Hilux Single Cab 2wd	DMES	Arrange for the replacement of P226 – Toyota Hilux Single Cab 2WD using \$20,000 of available unrestricted cash and funds received from the expected insurance payout – replacement vehicle arrangements in train. Delivered.
7.12.23	298.12.23	Local Roads & Community Infrastructure Phase 3	DMES/ RIM	That Council subject to approval of the Commonwealth Government (Department of

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Divisional Manager Engineering Services				
				Infrastructure, Transport, Regional Development, Communication and the Arts) reallocate \$176,815 from the SR58 Nevertire – Bogan Road Project to SR83 Rifle Range Road Intersections with the Ellengerah Road and Oxley Highway. Consultation with TfNSW is ongoing regarding the Rifle Range Road/Oxley Highway intersection.
7.12.23	302.12.23	Additional Evaporation Lagoon – Warren STP	DMES/ TSM	Arrange for the construction of a third evaporation lagoon at the new STP as reported. Public Works Authority (PWA) finalising RFT. Final design and tender documents from PWA near complete. Tender analysis report to be presented to October 2024 Council Meeting.
7.12.23	304.12.23	Proposed National Polocrosse Titles Warren 2028 – Presentation by Phil Waterford And Simon Turnbull	DMES/ TSM/GM/ EDVM	2. Council form a Sub-Committee consisting of the relevant Councillors from the Showground/ Racecourse Committee, Council Staff, General Manager, Town Services Manager, Divisional Manager Engineering Services, Economic Development and Visitation Manager, all Showground/ Racecourse User Groups, Regional Polocrosse Representatives (future), Phil Waterford, Simon Turnbull to determine

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Divisional Manager Engineering Services				
				<p>whether the proposal could and should be progressed; and</p> <p>3. A Planning Group consisting of Phil Waterford, Simon Turnbull, Warren Polocrosse Club, Holly Turnbull and Katlyn Turnbull be formed for presentation to the Sub-Committee on the framework of the proposal and the required business case to undertake the proposed event.</p> <p>The EDVM has spoken briefly with Phil Waterford to introduce herself and to gain a little background information. A meeting to be held with Phil Waterford in the next couple of months to progress early arrangements.</p>
28.3.24	60.3.24	Warren Shire Council IWCM Strategy Document	DMES	<p>2. Subject to funding approval by DCCEEW, Council proceed with the development of the Integrated Water Cycle Management (IWCM) Strategic planning document as per the NSW Public Works proposal.</p> <p>Funding Deed signed.</p>
23.5.24	142.5.24	Supply and Delivery to Warren NSW, Eight Electric Submersible Pumps	DMES / TSM	<p>Council, subject to final endorsement from the Department of Climate Change, Energy, the Environment and Water (DCCEEW), in accordance with the <i>Local Government (General) Regulation 2021</i>,</p>

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Divisional Manager Engineering Services				
				formally agree to, and accept the analysis of the tender evaluation, for the Contract C13-93, Supply and Delivery to Warren NSW, Eight Electric Submersible Pumps and award the tender to Q-Max Pumps for the tendered price of \$132,550.00 including GST – ordered – in progress.
23.5.24	143.5.24	Upgrade of Thornton Avenue Sewerage Pumping Station – Warren NSW	DMES / TSM	2. In accordance with the provisions of Clause 178 (3) (d) and (e) of Local Government (General) Regulation 2021 under the Local Government Act 1993, Council authorises the General Manager to negotiate, in accordance with Clause 169, with representatives from Western Mill Engineering, Dubbo to establish if they are interested in tendering for a contract of the same kind as the proposed contract and finalise and accept an approved scope of work within the budget of the project as Western Mill Engineering, Dubbo have been deemed a suitable and experienced contractor to undertake the proposed contract work – negotiations in progress.
27.6.24	146.6.24	Airport Operational Manual Update	DMES/ TSM	Arrange for the Draft Airport Operations Manual as amended to be submitted to CASA for approval in progress.

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
*27.6.24	149.6.24	Gunningba Estate Stage 3 – Road Layout	DMES	That Council endorses the proposed roads layout for the development of Gunningba Estate Stage 3 subject to: <ol style="list-style-type: none"> 1. The cut and fill requirements matching the topography of the land - ongoing; 2. The cut and fill for the entirety of Stage 3 being checked against the design – complete.
25.7.24	177.7.24	The Victoria Park Precinct New Amenities for Female Participants Project Building's Façade	DMES/ TSM/IPM	<ol style="list-style-type: none"> 1. The Council call for expressions of interest for the concept design – in progress; 2. Once a concept and an artist is selected by the Committee and Council, that the design is advertised in the local media so that the public is aware of the design; and 3. That the Committee members provide expertise in the assessment of the artwork, the paint type and quality and other relevant assessments.
25.7.24	183.7.24	Closed Circuit Television (CCTV) And Workplace Surveillance	DMES/ TSM	<ol style="list-style-type: none"> 2. The Workplace Surveillance Policy, Warren Code of Practice Closed Circuit Television (CCTV) System and the Closed Circuit Television (CCTV) System Policy be placed on public exhibition for a minimum of 28 days – in progress: and 3. Subject to no adverse submissions being

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				received, the Policies and Code of Practice as amended be adopted.
*25.7.24	194.7.24	Procurement – Request for “Preferred Supplier” Status – Relevant Local Trades and Commercial Services for Contract C13-94	DMES	2. The Mayor and General Manager be delegated the authority to consider, formally appoint and formally remove if no longer a viable entity, vendors from the attached list as Preferred Suppliers and add to the list in accordance with Council’s Procurement and Disposal Policy for Local Trades and Commercial Services for the Warren Shire Council for the period ending 30th June 2026 under Contract C13-94 – complete.

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	1. Categories assigned as detailed in report. 2. Crown Reserves classified identified as operational land. 3. Draft Plans of Management nearing completion. The Victoria Oval and Oxley Park Plan complete. Draft Parks Plans of Management received. To be reviewed. Feedback provided.
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	Matter progressing in the District Court with required affidavits.

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Manager Health and Development Services				
				Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required. District Court Mediation undertaken on the 30th April 2024. Report provided to the May 2024 Council Meeting. District Court dates set for 4 - 8 November 2024.
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD	*Investigate better CCTV options and locations - complete. A single CCTV camera will be installed at the Operators Office as part of the LRCI Round 4 – in progress.
22.6.23	181.6.23	Warren War Memorial Swimming Pool	MHD/ GM	Arrangements in train for the commencement of legal proceedings against Beaucorp Projects Pty Ltd for the unsatisfactory workmanship at the Warren War Memorial Swimming Pool – in progress; The Mayor, the General Manager, and the Manager Health and Development Services be authorised to formulate settlement terms if required. Pool re-lining subject to grant funding.
7.12.23	301.12.23	Internal Auditor – Waste Control Review – November 2022 – February 2023	MHD	The following priority and action be progressed: - An overarching Operational Plan be developed to include risk assessments, procedures,

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Manager Health and Development Services				
				control measures and future strategic actions – in progress and initial commencement 22 August 2024.
7.12.23	328.12.23	Warren LEP Health Check and Recommended Changes	MHD	Council progress the recommendations as reported – in progress.
24.4.23	83.4.24	Ewenmar Waste Depot Recycling Options	MHD	<p>4. The Manager Health and Development Services to investigate the feasibility of implementing a return and earn facility and other recycling services in conjunction with NetWaste, on a regional basis and other organisations – in progress; and</p> <p>5. Council re-assesses the community’s satisfaction with recycling services in 2 years time.</p>

RECOMMENDATION:

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

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ITEM 2 COMMITTEE/DELEGATES MEETINGS

(C14-2)

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

MEETINGS HELD

Date	Committee / Meeting	Location
26.7.2024	StateCover – Wellbeing Day Meeting	Online
29.7.2024	Jardine Lloyd Thompson – Post Renewal Meeting	Online
31.7.2024	Prospective Councillor Candidate Workshops for the Local Government Election	Warren
01.08.2024	Showground/Racecourse Committee Sub Committee Meeting – Equestrian Arena	Warren
6-8.08.2024	Resources, Energy and Industry Innovation Forum (REIIF)	Dubbo
06.08.2024	Mining and Energy Related Councils Meeting	Dubbo
07.08.2024	Sporting Facilities Committee Meeting	Warren
08.08.2024	Writers Who Monthly Meeting	Online
08.08.2024	Warren Local Traffic Committee Meeting	Warren
09.08.2024	Country Mayors Association Meeting	Sydney
12.08.2024	Local Government Road Safety Program Review	Online
12.08.2024	Final Inspection of Ewenmar Waste Depot Transfer Station Project by Committee	Warren
13.08.2024	Local Emergency Management Committee	Warren
13.08.2024	Manex Committee Meeting	Warren
14.08.2024	Economic Development and Promotions Committee Meeting	Warren
15.08.2024	Warren Interagency Support Services Group	Warren
16.08.2024	Alliance of Western Councils Strategy Meeting	Dubbo
22.08.2024	Councillor Tour and Opening of Various Projects	Warren

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION
28.08.2024	NSW Rural Fire Service NW BFMC Meeting	Coonamble
23.10.2024	NSW Rural Fire Service NW Zone SLA Meeting	Online

RECOMMENDATION:

That the information be received and noted.

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

(C14-7.2, 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 11th July 2024 to 8th August 2024:

Project	Budget	Expenditure/ Committed	Resp	Comment
General				
*Warren Airport Upgrade (Drought Stimulus Package Funding – RNIG2-004-NSW DPIE) Includes \$610,340 allocated from restricted funds for infrastructure improvement/ replacement. JC 3400-2560-0	7,461	940	IPM	03/21 Runway drainage: Scraper contractor commenced works on site on 25th May 2024. However wet weather is delayed the progress. Contractor has completed the channel excavation as of 29 June 2024. Linking to existing channel at the southern end and piped connection at the upstream end pending, expect completion by 22 August 2024. Clearing of downstream end of syphon crossing Trangie Nevertire Irrigation Scheme and installation of a control gate to stop any back flow during flood events are pending, expect completion by 22 August 2024.

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	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> <p>(Includes \$460,000 previously allocated from Council's Infrastructure Improvement Replacement Reserve)</p> <p>JC 104-108-0</p>	62,187	14,687	IPM	<p>Quotation for artificial turfing on the Practice Pitch and Junior cricket pitch obtained from two installers.</p> <p>Order issued to 'L-Don Sporting Areas'. Work on site likely to start in on 13 August 2024, once the practice pitch nets are complete.</p> <p>Kerb and gutter works at the Carter Oval Complex completed; - Carpark subbase completed, base and sealing works to follow. Wet weather events in winter is slowing the progress.</p> <p>Carpark subbase and concrete path from Stafford Street to the Amenities building are now complete. Carpark base works are progressing.</p>
<p>Change Rooms and Amenities Block at Carter Oval</p> <p>(Stronger Country Communities Round 4)</p> <p>JC 104-118-0</p>	301,830	281,090	IPM	<p>Floor slab reinforcement works commenced on 4th December 2023. Slab concreted on 18th December 2023. Roof sheet installation commenced on 8th January 2024.</p> <p>- Tiling work commenced on the 16th May 2024. Landmark was notified of the potential deterioration of stored materials and the need for a thorough quality check before the intended use on the building.</p> <p>*Meeting with Landmark held on 4th June 2024 on tile works quality matters.</p> <p>Screeding and waterproofing wet areas are now completed. Tiling started from mid-July 2024 and expected completion by 23 August 2024.</p> <p>Wall frame modification and plumbing works have resumed from 5 August 2024.</p>
<p>Cricket Practice Nets (Cricket Legacy Fund)</p> <p>JC 104-117-0</p>	15,000	15,000	IPM	<p>*Quotation for net being sought from Fencing Contractor.</p> <p>Quotations accepted for G.I Mesh netting, work started 26 July 2024, expected completion by 9 August 2024.</p>

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
Regional Racecourse Stimulus Funding Program 2022 – ‘Irrigation System’ Drought Proofing project and Public Area Fencing/Exclusion Fencing, includes the \$144,00 from the Warren Jockey Club Grant Funds	402,060	14,667	IPM/ TSM	Option to extend the diplomatic fencing with chain link fabric fence or exclusion fence complying with Racing NSW standards separating the Showground Racecourse track with the remaining funds, Exclusion fence works are now progressing. Stage one including 900m of chain wire fencing, \$79,200 inc GST. Completed. \$57,333 + GST paid from Showground Stimulus Program Phase 2C (2023/2024).
Sewerage Services				
Restart NSW Warren (STP) Upgrade JC 220-3-0	100,000	Nil	TSM	Rehabilitation program for Old Sewerage Treatment Plant and bore installation being formulated but will be delayed until evaporation pond construction is complete.
Stronger Country Communities Fund Round 5 (SCCFR5) (\$856,903) – Upgrading of Amenities, Change rooms, Canteen and Club House Facilities at the Warren Memorial Pool, includes the \$336,699.72 allocated from the Infrastructure Reserves Fund JC 3450-4300-0	1,193,603	1,159,760	IPM	This project will replace the existing Male & Female with "All Access" modern facilities. Include Disabled and Ambulant toilets in the amenities. Replace the existing entry, office and kiosk adding in a club house room with a modern compliant, fit for purpose fit out. *Wall frames and roof trusses installation completed. <ul style="list-style-type: none"> - Plumbing works and sarking works are completed; - Roof sheeting including safety net installation completed; and - Adverse site conditions have caused to initiate a number of contract variation to address the issue and potential delay on project. Through intermittent wet weather is causing some issues. Project is on track for completion in late-September 2024. - Wall and ceiling lining and tiling works are progressing - Electrical rough-in works completed

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
				- Brick works completed
NSW Severe Weather & Flood Grant (\$1,000,000) for AGRN 1025 (part of \$7,100,000 project reported elsewhere) Warren Town Levee Remediation JC 3300-4420-0	742,394	145,106	GM IPM DMES TSM	This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions. Annual report submitted on 12 July 2024. - Final design drawings and RFT document being reviewed. A tender likely to be called by late August 2024.
Macquarie Park Restoration JC 3300-4430-0	112,500	112,500	GM IPM DMES TSM	This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions. Funds have been paid, works program approved. Annual report submitted on 2024. Tender for soft fall replacement works closed on the 4th April 2024 and reported to the April 2024 Council Meeting. Works to commence in early August 2024. Annual report submitted on 12 July 2024.
Office of Sport - Female Friendly Community Sport Facilities and Lighting Upgrades Grant	678,872	28,532	IPM/ WSCC M	This project involves construction of new amenities building including two separate changerooms and public access toilets will be constructed to provide safe, equitable and accessible facilities for female participants within Victoria Park Precinct.

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, 22nd August 2024

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
<p>Program Victoria Park Precinct New Female Amenities. Includes \$202,549.88 allocated from restricted funds for infrastructure improvement/ replacement.</p> <p>JC 3450-4310-0</p>				<p>*Barnson completed the design to call a construct only tender with option for submitting alternative tender for superstructure. A tender was called in June 2024 and closed 2nd July 2024. Expect construction completion in November/December 2024.</p> <p>*Tender evaluations are progressing on 7 tender submissions received and being reported to the July 2024 Council Meeting.</p> <p>*The Sporting Facility Committee at its last meeting on the 1st May 2024 pointed out the need for natural lighting; stopping any vision through the screen on the wall etc. Mandatory optional Additional works included in the RFT to address the issue.</p> <p>Council in its July Closed Meeting accepted a tender from Precinct Commercial Pty Ltd.</p> <p>Work on site likely to start from October 2024 and Contractor program is foreshadowing a completion by March 2025. An L3 design consultant has been engaged to get approval from Essential Energy for Overhead powerline removal.</p>
<p>Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B - Infrastructure Projects Management Office Projects:</p> <p>Carter Oval - Off Road Car Park</p>	96,720	Nil	IPM/ DMES	<p>Carter Oval Secondary Carpark Refurbishment Works for Reseals. 10,685m² of 7mm bitumen resealing.</p> <p>Subgrade/subbase preparation works will be starting in the 2nd week August 2024 once Carter Oval main carpark base is complete.</p>
Safety Management System	75,825	Nil	WHS- RC	Works Program being formulated.

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, 22nd August 2024

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
			/GM	
Asset Management & IPR	112,636	Nil	GM/ DMES	Works program being formulated.
Transport for NSW (TNSW) The Open Streets Grant Program - 2024 Warren Christmas Street Party	60,000	Nil	GM/ TSM/ PAO	This grant is for a 2024 Warren Christmas Street Party, designed to spread holiday cheer with activities for the whole family, complete with a visit from Santa Claus, kid's rides and holiday market stalls showcasing unique gifts and crafts from local artisans, performances by local artists and ending the event with a fireworks display. Economic Development and Promotions Sub-Committee Warren Christmas Street Party 2024 next meeting is set for 18 September 2024.

Project	Budget	Expend	Resp	Comment
Grant Applications				Nil

The items marked with an asterisk (*) be deleted.

ACRONYMS

- | | | |
|--|---------------------------------------|--|
| GM - General Manager | TSM - Town Services Manager | PO – Projects Officer - Assets |
| DMFA - Divisional Manager Finance & Administration | RIM - Roads Infrastructure Manager | WSCCM – Warren Sporting & Cultural Centre Manager |
| DMES - Divisional Manager Engineering Services | IPM - Infrastructure Projects Manager | EDVM - Economic Development and Visitation Manager |
| MHD - Manager Health and Development Services | 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, 22nd August 2024

ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

(A1-14, E4-43)

RECOMMENDATION:

1. The information be received and noted; and
2. Council adopt the State of the Shire 2021 – 2024 Report.

PURPOSE

This report has been prepared to meet the Integrated Planning and Reporting Framework requirements of the Local Government Act 1993 and is required to inform Councillors and the community of the final progress being undertaken towards meeting the communities goals within the Delivery Program and Community Strategic Plan. This report is known as the State of the Shire Report, previously was known as the End of Term Report.

This report also highlights what Council considers to be the significant achievements during this term of Council and is provided to inform an incoming Council on the operations of the Local Government Area for the previous three (3) years.

BACKGROUND

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

REPORT

Attached to this report is a final summary document of the Delivery Program (State of the Shire Report). The final summary has been developed to allow Council and the community to easily view the Program and to see what Council has achieved in its term.

The Program contains traffic lights to indicate:

- Green on target;
- Yellow progressing; and
- Red not commenced.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

The State of the Shire Report is required to meet the Integrated Planning and Reporting Framework requirements of the Local Government Act 1993 and must be presented to the last meeting of Council during its term in office.

RISK IMPLICATIONS

No risks identified as the State of the Shire Report is reported within legal time frames.

STAKEHOLDER CONSULTATION

N/A

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, 22nd August 2024

ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

OPTIONS

No options on the report exist. The State of the Shire Report must be reported to Council.

CONCLUSION

This State of the Shire Report highlights what Council considers to be the significant achievements during this term of Council and is provided to inform an incoming Council on the operations of the Local Government Area for the previous three (3) years.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

The Delivery Program 2022/23 to 2025/2026.

SUPPORTING INFORMATION /ATTACHMENTS

The State of the Shire Report is attached.

ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

DMES - Divisional Manager Engineering Services

MHD - Manager Health and Development Services

EDVM - Economic Development and Visitation Manager

EA – Executive Assistant to the Mayor and General Manager

TREAS - Treasurer

LIB - Librarian

TSM - Town Services Manager

RIM - Roads Infrastructure Manager

FRSPM – Flood Restoration and Special Projects Manager

PO – Project Officer - Assets

IPM - Infrastructure Projects Manager

WHS/RC – Work Health Safety/Risk Co-ordinator

HRO – Human Resources Officer

SMT – Senior Management Team

Manex – Management Executive

(Bold = First responsible officer)

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 22nd August 2024

ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.1.1	Improve ageing, youth and disability services within the community	Review and define existing directory of service providers with a focus on aged care, youth and disability services	GM, MHD , DMFA, Interagency Delegates	Updated Directory	X				In progress by the NSW Department of Primary Industries and Regional Development funded Business Development Facilitator, but was not fully completed in 2023/2024 before the Business Development Facilitator Program ended. Determination of how to complete this project will be undertaken with the NSW Department of Primary Industries and Regional Development and the Economic Development and Visitation Office.	
		Obtain expressions of interest for at least one care provider to establish satellite office/shop front in Warren	GM, MHD	Satellite office established	X	X	X		No action to 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, 22nd August 2024

ITEM 4

STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Provide leadership and work with the Warren Interagency Support Services Group to consider how best to support the Shire's local community services	MHD, Interagency Delegates	Regular meetings organised	X	X	X	X	Ongoing.	
		Host an expo on health services in Warren, including ageing, youth and disability services	MHD, Interagency Delegates	Expo conducted		X		No action to date.		
		Display list of service providers and their services on media channels (billboard, social media and Council's website)	MHD, Interagency Delegates	Information disseminated	X	X	X	X	In progress, where possible information provided on the Community Room Display Screen as information is provided.	
1.1.2	Improve health services within the community	Advocate for improved medical services including General Practitioners and Allied Health Providers	Mayor, GM	Advocacy strategy developed and implemented	X	X	X	X	Ongoing. RFDS commenced providing General Practice Services 15th December 2022 support provided and meetings held with RFDS General Manager Health Service and CEO.	

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, 22nd August 2024

ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Liase with the Warren Multi-Purpose Health Service and other health providers to seek to provide improved health services	Mayor, GM	Meetings conducted	X	X	X	X	Ongoing. Meetings held with RFDS, Warren MPHS, WHAC, CEO Western Local Area Health District.	
1.1.3	Improve educational services within the community	Explore enhancements to our library services for our entire community	GM, DMFA, LIB	New services implemented	X	X	X	X	Ongoing. Mondays used for the Library Outreach Program provided to St Mary's School, Warren Central School, Warren Preschool and Little Possums. Temporary Library set up in old VIC Building while renovations were completed. Renovations practically complete early February 2024. Official Opening undertaken on 27th June 2024.	
		Advocate for new and additional educational services	Mayor, GM	Advocacy strategy developed and implemented	X	X	X	X	In progress, Dolly Parton's Imagination Library implemented, program expected to continue, but is subject to grant 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, 22nd August 2024

ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.1.4	Ensure current and future housing needs for the community are met	Research the status of the local housing market including vacancy rates and current demand	MHD	Research completed	X				In progress. Housing provision in the Orana and Central Darling Report provided by RDA Orana. Negotiations commenced for an Agreement with Housing Plus to purchase 8-9 Gunningba Estate blocks for use of affordable housing/key worker accommodation. Construction proposal subject to funding from the Commonwealth Government.	

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, 22nd August 2024

ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Research industry and economic forecasts for Warren to gauge projected employment demand and related demand for housing	MHD	Research completed	X				In progress however, the 2024/2025 Operational Plan & Estimates contains the construction of part of Gunningba Estate Stage 3 which will be progressed only if Gunningba Estate Stage 2 vacant blocks are taken up by Housing Plus or others or if an appropriate grant is obtained for development of residential lots.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the
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ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Summarise specific housing needs by category: ✓ short- to medium-term housing opportunities for seasonal workers, visitors and residents ✓ permanent housing opportunities for new residents	MHD	Report prepared	X				In progress however, the 2024/2025 Operational Plan & Estimates contains the construction of part of Gunningba Estate Stage 3 which will be progressed only if Gunningba Estate Stage 2 vacant blocks are taken up by Housing Plus or others or if an appropriate grant is obtained for development of residential lots.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the
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ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Review the land release timetable for Warren	GM, MHD	Audit of suitable land completed	X				In progress however, the 2024/2025 Operational Plan & Estimates contains the construction of part of Gunningba Estate Stage 3 which will be progressed only if Gunningba Estate Stage 2 vacant blocks are taken up by Housing Plus or others or if an appropriate grant is obtained for development of residential lots.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the
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ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Amend our Local Environmental Plan (LEP) to enable new housing options to be created (including community housing)	GM, SMT, MHD	LEP amended	X				In progress, advertising for any proposed amendments by the community undertaken. Reporting provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan and Consultant engaged to progress the new Draft LEP which is expected to be completed 2024/2025.	

WARREN SHIRE COUNCIL

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

STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Promote new housing opportunities to property developers and facilitate future investments	Mayor, GM, SMT	Promotions undertaken	X	X	X	X	In progress, working with Housing Plus to provide an affordable housing opportunity using Council owned public land in Gunningba Estate. The 2024/2025 Operational Plan & Estimates contains the construction of part of Gunningba Estate Stage 3 which will be progressed only if Gunningba Estate Stage 2 vacant blocks are taken up by Housing Plus or others or if an appropriate grant is obtained for development of residential lots.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the
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ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.1.5	Work with local Police and the community to ensure that our community is safe	Advocate for an appropriate level of policing services	Mayor, GM	Advocacy strategy rolled out with key meetings conducted	X	X	X	X	In progress, meeting undertaken with local Acting Sergeant and Inspector, particularly as the current local policing levels are lower than normal. This has not seen any increase yet and arrangements to have a Council Safety Precinct Meeting are still in train.	
		Continually monitor and take legal action on the use of illicit drugs within the community	Mayor, GM	Meetings conducted to facilitate actions leading to a reduction in crime and the use of illicit drugs	X	X	X	X	In progress, appropriate reporting undertaken to the NSW Police.	

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, 22nd August 2024

ITEM 4

STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Provide animal control services to meet the demands of the community	MHD	Reduction in complaints	X	X	X	X	In progress, advertising campaign undertaken to educate the community on provision of advice to Council relating to dog complaints. A campaign was undertaken leading up to Christmas 2023. Subject to further scoping following advice from other Rangers, another campaign is expected to be undertaken leading up to Christmas 2024.	
1.1.6	Recognise and support our wide range of local community groups	Develop strategies across social, economic and environmental issues	GM, MHD, SMT, MANEX	Strategies developed and implemented	X				Ongoing, arrangements in train for an Aboriginal Elder to provide a Welcome to Country at the first Meeting of the new Council in October 2024.	
		Council to meet with local peak indigenous organisations	GM, Mayor, SMT	Regular meetings organised	X	X	X	X	In progress, however availability of relevant members affecting meeting levels.	

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, 22nd August 2024

ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Council to meet with community peak bodies and stakeholders to build collaborative relationships	GM, Mayor, SMT, MANEX	Regular meetings organised	X	X	X	X	Ongoing, however availability of relevant members affecting meeting levels.	
1.1.7	Improve transport services within the community	Facilitate the improvement of transport services both within the Shire and those to and from the Shire	GM, DMES, MHD, Interagency Delegates	Increased level of connectivity for residents	X	X	X	X	In progress, some contact at high levels undertaken by the Economic Development and Visitation Manager. The Warren Interagency Support Services Group also investigating improved transport services.	

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, 22nd August 2024

ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.2: Engage with the community										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.2.1	Maintain ongoing community engagement to instil a strong collaborative environment with the community	Implement Council's Community Engagement Strategy	GM, EDVM, MANEX	Increased engagement with the community	X	X	X	X	Ongoing, Community Engagement Plans enacted for all major projects and programs.	
1.2.2	Support and promote community-based lifestyle and social events	Work with community to support community-based events	GM, EDVM, MANEX	Activities and events supported by Council held	X	X	X	X	Ongoing, major events program enacted. Arrangements for Warren Street Christmas Party 2023 completed and in train for Warren Street Christmas Party 2024.	
		Train and assist community organisations in obtaining grants	EDVM , IPM, MANEX	Grants received by Council and the community organisations	X	X	X	X	Economic Development and Visitation Office and Infrastructure Projects Management Office undertaking assistance within resources constraints.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the
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ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.2: Engage with the community										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.2.3	Encourage volunteerism within the community	Build a collaborative relationship with community organisations to offer assistance to volunteer organisations	GM, MANEX , Interagency Delegates	Positive feedback from volunteer organisations	X	X	X	X	Ongoing. A grant application arranged for the training of volunteers within several organisations within Warren Shire however, unsuccessful. A number of community based organisation grant applications completed by Council staff and finding success.	
		Work with the Warren Interagency Support Services Group to encourage volunteerism	MHD , Interagency Delegates	Regular meetings organised	X	X	X	X	Ongoing.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the
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ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.2: Engage with the community										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.2.4	Ensure that our emergency services organisations are ready to support our community during natural disasters and other emergencies	Assist with the coordination of emergency services, through the Local Emergency Management Committee	GM, Mayor, DMES (LEMO) , MHD, TSM	Efficient coordination of emergency services management	X	X	X	X	Ongoing, LEMC meeting regularly and providing support to combat agencies. Debrief of the 2022 Floods undertaken (what was done well and areas of improvement). The Warren Local Emergency Management Plan (Emplan) 2023 completed. Currently, the Warren Shire Flood Emergency Sub Plan to draft stage.	
1.2.5	Support Aboriginal people and organisations to increase the broader	Build and maintain collaborative relationships with the Warren Local Aboriginal Land Council	GM , Mayor, MANEX	Regular meetings held	X	X	X	X	In progress, however availability of relevant members affecting meeting levels.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the
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ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.2: Engage with the community									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
community's awareness and recognition of local Aboriginal cultural identity in Warren Shire			Support provided to increase cultural awareness and inclusion	X	X	X	X	Ongoing. Code of Meeting Practice has an appropriate Acknowledgement of Country included. Council will continue to ensure indigenous representation on relevant community based Committees. Arrangements in train for an Aboriginal Elder to provide a Welcome to Country at the first Meeting of the new Council in October 2024.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the
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ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.3: Support young people and encourage their development										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.3.1	Support programs and services that support and assist young people in our community	Support the Warren Youth Foundation to develop strategies to assist the youth of Warren Shire	MHD, Interagency Delegates	Number of successful projects undertaken	X	X	X	X	Ongoing. Success with Children and Young People Well Being Recovery Initiative – Get Fit Get Strong Healthy Minds, which was completed in July 2023. Funding auspice in relation to Youth Counselling Services. Support provided to the 2023 Grow Services Expo and 2024 Grow Services Expo by provision of advertising, participation by Council via a Stand and traffic control.	
1.3.2	Promote, to our youth, the facilities and activities that are available to them within the Shire	Address schools on the facilities that are available	MHD	School presentations conducted	X	X	X	X	No action to date, an extensive promotional program will be instigated as soon as the Carter Oval Youth Sports Precinct becomes available.	

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, 22nd August 2024

ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.3: Support young people and encourage their development									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Promote the facilities and activities available through Council's website, social media and Council newsletters	MHD	Increased usage of facilities and participation in activities	X	X	X	X	Ongoing. An extensive promotional program will be instigated as soon as the Carter Oval Youth Sports Precinct becomes available. The Warren Soccer Club has commenced using the soccer fields at Carter Oval.	

WARREN SHIRE COUNCIL

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

STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.3: Support young people and encourage their development										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.3.3	Develop traineeship programs to retain youth	Review opportunities to develop traineeships within Council's structure	GM, SMT	Council's structure reviewed	X	X	X	X	A Program has commenced on "Careers at Warren Shire Council" with the NSW Department of Education and Warren Central School which will provide opportunities for students in Years 10-12 to experience the array of careers available at Council. School Work Experience Visits are also being undertaken in the Parks and Gardens Section and at the Warren War Memorial Swimming Pool.	
		Liaise with businesses and the Warren Chamber of Commerce to encourage traineeships	GM, SMT	Presentations conducted	X	X	X	X	In progress however, has been delayed due to the reduction of meetings of the Chamber.	

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, 22nd August 2024

ITEM 4 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.3: Support young people and encourage their development									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Develop indigenous traineeships within the Shire	GM, SMT	Indigenous traineeships developed	X	X	X	X	In progress, Indigenous traineeship program will be considered in the future for the Warren and Macquarie Marshes Visitor Information Centre.	

Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
2.1.1	Improve skilled and unskilled employment opportunities to attract and retain young people and working families	Survey the community to ascertain reasons for leaving or staying	Surveys completed	X				In progress, survey drafted, working with the Warren Chamber of Commerce.	
		Survey business owners to ascertain what keeps their young people and what could bring them back	Surveys completed	X				In progress, survey drafted, working with the Warren Chamber of Commerce.	

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, 22nd August 2024

ITEM 4

STATE OF THE SHIRE REPORT 2021-2024

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Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Interview business owners who have successfully employed skilled, unskilled and young people	GM, SMT, EDVM	Interviews conducted	X				In progress, working with the Warren Chamber of Commerce. Three (3) Employers Roundtable Sessions have been held through Pinnacle Business Solutions and Workforce Australia. Results have been collated and a further workshop to be held to develop solutions and best practice.	
	Survey business owners to understand what may have stopped them in attracting and keeping skilled and unskilled people	GM, SMT, EDVM	Surveys completed	X				In progress, three (3) Employers Roundtable Sessions have been held through Pinnacle Business Solutions and Workforce Australia. Results have been collated and a further workshop to be held to develop solutions and best practice.	
	Survey business owners to understand what skills they are missing	GM, SMT, EDVM	Surveys completed	X				Completed as part of the Employers Roundtable Sessions.	

WARREN SHIRE COUNCIL

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Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Collate findings and prepare action plan	GM, SMT, EDVM	Report prepared	X	X			In progress, report compiled.	
2.1.2	Proactively identify and create new business opportunities and associated investment within the Shire	Facilitate business-led community forums to identify business and investment opportunities	Mayor, GM, SMT, EDVM	Forums held	X	X	X	X	In progress, initial forum undertaken with relevant local businesses (small and large) to start the process.	
		Engage with industry bodies and investors to share business and investment ideas	Mayor, GM, SMT, EDVM	Meetings conducted	X	X	X	X	In progress, Council has attended the Destination Country and Outback Tourism Outlook Forum, Regional Development Australia Orana – Regional Outlook Forum, Office of Regional Economic Development NSW Investment Attraction Seminar, Aboriginal Business Round table Forum and National Aboriginal Tourism Operators Council Cultural Investment Attraction Workshop.	

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Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Meet with potential businesses and investors to explore opportunities	Mayor, GM, SMT, EDVM	Meetings conducted	X	X	X	X	In progress, facilitated a meeting with GDT potential investors and the Office of Regional Economic Development.		
	Seek to close out investment opportunities	Mayor, GM, SMT, EDVM	Opportunities completed	X	X	X	X	In progress.		

Objective 2.2: Proactively support the development of tourism as a key industry for the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
2.2.1	Prepare and implement a tourism strategy for the Shire	GM, SMT, EDVM	Strategy completed	X				In progress. Warren Visitor Economy Consultation undertaken. Consultation Group has been arranged and a more detailed community forum scheduled for late 2024.		

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Implement the tourism strategy with support from tourism businesses, the community and Government	GM, SMT, EDVM	Strategy implemented	X	X	X	X	In progress. Consultation Group has been formulated. Established a working relationship with Destination Country and Outback (Tourism Operator Representation). The Economic Development and Visitation Manager is part of a working group for National Aboriginal Tourism Operators Council (NATOC) to develop tourism operators and cultural tourism for Warren Shire.	

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Prepare a visitor destination management plan for the Shire with input from the community	GM, SMT, MANEX, EDVM	Plan completed	X				In progress with Warren Visitor Economy Consultation undertaken. Destination Macquarie Marshes Taskforce facilitated with Destination Macquarie Marshes Strategy and Action Plan being formulated.	
	Implement the visitor destination management plan for the Shire with support from tourism businesses, the community and Government	GM, SMT, MANEX, EDVM	Plan implemented	X	X	X	X	In progress with Warren Visitor Economy Consultation undertaken. Destination Macquarie Marshes Taskforce facilitated.	

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
2.2.2	Provide and promote sustainable recreation and tourism access to our rivers and marshes	Confirm preferred locations to provide access to rivers for fishing and other recreational activities	Locations identified	X	X			In progress. Destination Macquarie Marshes Taskforce facilitated and working with RiverSmart Australia Limited and Murray Darling Basin Authority to facilitate more activity in Tiger Bay and along the Macquarie River.		
		Develop selected river locations	Development complete	X	X	X		In progress. Destination Macquarie Marshes Taskforce facilitated and working with RiverSmart Australia Limited and Murray Darling Basin Authority to facilitate more activity in Tiger Bay and along the Macquarie River.		

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Actively assist with the maintenance, improvement and expansion of recreational infrastructure at the Macquarie Marshes	GM, SMT, MANEX, EDVM	Support provided	X	X	X	X	In progress. Destination Macquarie Marshes Taskforce facilitated. Burrima Boardwalk Access Road constructed by Council as a contractor, Infrastructure for Destination Macquarie Marshes Phase 1 grant project completion report provided to Infrastructure NSW with most works complete. The Monkeygar Birdviewing Platform construction was completed at the end of December 2023.	
2.2.3	Develop and deliver a customer service framework for all businesses in our Shire	Research best practice customer service approaches	GM, SMT, MANEX, EDVM	Research completed	X	X			In progress.	
		Host a customer service workshop with local businesses to consider best practice customer service approaches	GM, SMT, MANEX, EDVM	Workshop conducted		X			No formal action to date.	

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Facilitate agreement on a customer service framework for all businesses in the Shire	GM, SMT, MANEX, EDVM	Framework agreed		X			No formal action to date.	
	Research industry and economic forecasts for Warren	GM, SMT, MANEX, EDVM	Research completed	X				In progress. The Economic Development and Visitation Manager has attended the Destination Country and Outback Tourism Outlook Forum, Regional Development Australia Orana – Regional Outlook Forum, Office of Regional Economic Development NSW Investment Attraction Seminar, Aboriginal Business Round table Forum and National Aboriginal Tourism Operators Council Cultural Investment Attraction Workshop.	

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Research growth strategies adopted by Shires like ours	GM, SMT, MANEX, EDVM	Research completed	X				In progress. The Economic Development and Visitation Manager has commenced gathering examples of Growth Strategies adopted by other Councils and collation of statistical data.	
	Facilitate a business growth working group comprised of business-focussed community groups and individual businesses to: <ul style="list-style-type: none"> ✓ identify barriers to growth ✓ consider growth opportunities for existing businesses 	GM, SMT, MANEX, EDVM	Working group established and operating	X	X			In progress. The Economic Development and Visitation Manager has commenced gathering examples of Growth Strategies adopted by other Councils and collation of statistical data. The Economic Development and Visitation Office Stakeholders Group established.	

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Facilitate the development and implementation of a business growth strategy	GM, SMT, MANEX, EDVM	Strategy developed and implemented	X	X	X	X	In progress, the Economic Development Strategy and Action Plan finalised and continually updated and provided to Council's Economic Development and Promotions Committee on progress. The Warren Town Centre Master Plan – Dubbo Street Upgrade finalised and appropriate grant application to the Commonwealth Government arranged. Growth Strategies examples being obtained.	

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
2.3.2	Facilitate improvements in business efficiency for local businesses	Research best practice business efficiency approaches	Research completed	X	X			In progress. The Economic Development and Visitation Manager is working with local businesses and community organisations (Warren Museum and Art Gallery, RiverSmart Australia Limited, Warren Youth Foundation, Warren Gun Club, Warren Chamber of Commerce and new accommodation providers) to build business proficiency, improvements and best practice.	
		Host a business efficiency workshop with local businesses to consider best practice business efficiency approaches	Workshop conducted		X			In progress with a Small Business Workshop, Mental Health in the Workplace undertaken during the 2023 Small Business Month via a grant.	

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Facilitate the implementation of new business efficiency approaches	GM, SMT, MANEX, EDVM	Efficiency approaches implemented		X	X	X	In progress. The Economic Development and Visitation Manager is working with local businesses and community organisations (Warren Museum and Art Gallery, RiverSmart Australia Limited, Warren Youth Foundation, Warren Gun Club, Warren Chamber of Commerce and new accommodation providers) to build business proficiency, improvements and best practice.	

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
2.3.3	Diversify land use options in the Warren CBD to support new business opportunities for the community	Conduct community consultation regarding possible new land uses for the Warren CBD and collate outcomes	GM, SMT, MANEX, EDVM	Community consultation completed	X			The Warren Town Centre Master Plan – Dubbo Street Upgrade finalised and appropriate grant application to the Commonwealth Government arranged. Department of Regional NSW Business Development Facilitator completed a Land and Property Availability Analysis Report for Commercial, Industrial, Residential, Airport, etc. including Vacant Business Premises to draft stage. NSW Department of Primary Industries and Regional Development and Economic Development and Visitation Office to determine how this report can be completed.	

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses

Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Amend our Local Environmental Plan (LEP) where required	GM, MHD, SMT	LEP amended	X				In progress, advertising for any proposed amendments by the community undertaken. Reporting provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan. Consultant engaged to undertake a new Draft LEP which is expected to be completed 2024/2025.	

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Promote zoning changes to the community	GM, MHD, SMT, MANEX	Promotion undertaken	X	X	X	X	In progress, advertising for any proposed amendments by the community undertaken. Reporting provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan. Consultant engaged to undertake a new Draft LEP which is expected to be completed 2024/2025.	

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Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.1.1	Ensure that the road network is maintained to acceptable community standards	Ensure that our roads are maintained to acceptable community standards in a cost effective, efficient and safe manner – as outlined in the asset management plans	DMES, RIM, PO, FRSPM	Maintenance activities conducted in accordance with good engineering practice	X	X	X	X	<p>In progress however, recent floods and storms have severely affected the road network. The appointment of RIM, PO and FRSPM has progressed numerous road construction and maintenance projects. AGRN1034 Flood Claim amounting to over \$10.4M. Other flood damage programs have been completed.</p> <p>6.3 kms of RR7515 Warren Road reconstructed, 8.0 kms of SR 58 Nevertire-Bogan Road reconstruction commenced, extensive bitumen reseal program SH 11 (Oxley Hwy), Regional Road Network, Urban and Shire Roads undertaken.</p>	

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Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Actively seek grants from Federal and State Governments	DMES, RIM, PO, FRSPM	Increased level of grant funds obtained	X	X	X	X	Ongoing – see grant applications reported to Council.	
3.1.2	Advocate for reliable telecommunications services throughout the Shire	Collate local data to demonstrate the importance of having reliable telecommunications networks throughout the Shire including: ✓ Mobile phone networks ✓ Data networks	GM, SMT	Report prepared	X				Constant contact with Telstra however, with success with improvements currently not possible.	
		Lobby relevant Government Ministers and Departments to advocate for improved telecommunications infrastructure	Mayor, GM	Meetings conducted for advocacy and lobbying	X	X	X	X	In progress however, submissions seem to be not working, Council submission made to the Regional Telecommunications Independent Review 2024.	
3.1.3	Ensure that the Shire is well positioned to rapidly adopt new, modern energy technologies as they emerge	Monitor trends in the energy supply sector, particularly with respect to renewable energy	GM, SMT	Research conducted	X	X	X	X	Program of solar panel installation on/in Council facilities complete. Further works including a EV charging station and solar panel on facilities funded by grants are in progress.	

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Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Lobby the Government, energy authorities and energy providers to ensure that Warren Shire is included in the Central-West Orana Renewable Energy Zone with improved high-voltage connectivity	Mayor, GM	Meetings conducted and submissions made	X	X	X	X	Now not possible however, Council is receiving Development Applications for small scale Solar Farms in the Nevertire area.	
3.1.4	Advocate for improved rail access to Warren	Lobby relevant Government Ministers and Departments to advocate for improved rail access to Warren	Mayor, GM	Meetings conducted for advocacy and lobbying	X	X	X	X	In progress, advice provided to the Local State Member. Draft Action Plan Report on the Gunningbar Creek Railway Bridge replacement progress produced by the Regional NSW Business Facilitator for future consideration of the Economic Development and Promotions Committee. Finalisation of this report to be arranged by the NSW Department of Primary Industries and Regional Development and Economic Development and Visitation Office.	

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Objective 3.2: Provide sustainable infrastructure for the community										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.2.1	Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater, water and sewer infrastructure) to acceptable community standards	Conduct community consultation regarding community assets	GM, SMT, MANEX , MHD, IPM, TSM	Community consultation completed	X	X	X	X	Ongoing, constant monitoring of complaints and actions required.	
		Ensure that community assets are maintained to acceptable community standards in a cost effective, efficient and safe manner – as outlined in our asset management plans	DMES, MHD , TSM	Maintenance activities conducted	X	X	X	X	Ongoing, follow-up processes in place. Expect the Carter Oval Youth Sports Precinct Development, playground equipment soft fall installed at Carter Oval Splash Park, Macquarie Park equipment, Ravenswood Park equipment, and Warren Showground / Racecourse re-development by August/September 2024. Improvements in water and sewerage infrastructure in train for completion by June 2025.	

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Objective 3.2: Provide sustainable infrastructure for the community										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Actively seek grants from Federal and State Governments	GM, SMT, MANEX , TSM, IPM, LM	Increased level of grant funds obtained	X	X	X	X	<p>Warren Airport re-development including Terminal building completed August 2024.</p> <p>Warren War Memorial Swimming Pool kiosk and amenities re-development expected to be complete mid September 2024.</p> <p>Ongoing – see grant applications reported to Council. Concern in regard to the level of State Government grant funding for 2023/2024 and beyond. This concern raised with the Country Mayors Association and the Local Member for Barwon.</p>	
3.2.2	Ensure that the Warren levee	Undertake a regular renewal and repair program for the Warren levee	DMES , TSM	Renewals and repairs completed	X	X	X	X	Ongoing with Project Management Team formulated.	

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Objective 3.2: Provide sustainable infrastructure for the community										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
continuously remains fit for purpose	Actively seek grants from Federal and State Governments	DMES, TSM	Grant funds obtained	X	X	X	X	In progress. Project Management Team have finalised funding from both the State and Commonwealth Governments with the complete rehabilitation project funded by grants. Tenders accepted and orders placed for the provision of submersible pumps, electric generators and stormwater floodgate replacement. The levee rehabilitation design is complete and a tender analysis report expected to be provided to the October 2024 Council Meeting.		

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Objective 3.3: Proactively manage our infrastructure assets										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.3.1	Adopt comprehensive and practical asset management plans that support, and are supported by, our long-term financial plans	Prepare asset management plans for each class of asset	DMFA, DMES, MHD, TSM, RIM, PO, FRSPM	Plans adopted by Council	X	X	X	X	In progress for Roads, Stormwater, Water and Sewer.	
		Ensure that plans are integrated with our long-term financial plans	DMFA, PO	Plans completed	X	X	X	X	In progress, new 10 Year Financial Plan expected to be completed by September 2024 following the adoption of the 2024/2025 Operational Plan & Estimates.	
		Ensure that operations, maintenance, capital renewal and capital expansion activities are undertaken in accordance with the asset management plans	DMES, MHD, TSM, RIM, PO, FRSPM, IPM	Programs in place	X	X	X	X	In progress.	
		Capture accurate and complete asset condition data regularly	DMES, MHD, TSM, RIM, PO, FRSPM	Condition assessments undertaken	X	X	X	X	In progress, Confirm Asset Management System yet to be fully implemented. Reflect will be used for the management of the road network including RMCC.	

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Objective 3.3: Proactively manage our infrastructure assets										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Actively seek grants from Federal and State Governments	DMES, MHD, TSM, RIM, PO, FRSPM, IPM	Increased level of grant funds obtained	X	X	X	X	Ongoing – see grant applications reported to Council. The supposed dry up of 2023/24 grants from the State Government is most concerning. This concern raised with the Country Mayors Association and the Local Member for Barwon.	
3.3.2	Maintain a well-resourced team of infrastructure staff to ensure that our infrastructure needs are met	Ensure infrastructure staff are appropriately experienced and qualified to adequately maintain and improve infrastructure	GM, SMT, RIM, PO, FRSPM, TSM, IPM	Experienced and qualified staff	X	X	X	X	In progress. Appointment of RIM, PO and FRSPM has ensured that the team is well resourced to progress numerous road construction and maintenance projects. Unfortunately, the ability to fill vacant operational positions in roads and services has curtailed some works.	

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Objective 3.4: Revitalise the Warren, Nevertire and Collie streetscapes										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.4.1	Continually upgrade streetscapes in Warren, Nevertire and Collie to create attractive places to live and to visit	Finalise investigation, design and implementation of the upgrading of the Warren CBD streetscape	GM, DMES	Design and implementation completed	X	X	X	X	In progress, the Warren Town Centre Master Plan – Dubbo Street Upgrade finalised and appropriate grant application to the Commonwealth Government arranged. Milling and AC work in Dubbo Street and other Warren town streets was undertaken in August 2023. The bitumen reseal of SH 11 (Oxley Hwy) through Warren and shoulders undertaken in May 2024.	
		Continue consultation with the Warren, Nevertire and Collie communities on possible future streetscape improvements	DMES	Consultation program instigated	X	X	X	X	In progress with appropriate consultation completed for the Warren Town Centre Master Plan – Dubbo Street Upgrade.	

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Objective 4.1: Manage the impact of climate change on our local community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
4.1.1	Work with appropriate agencies to proactively address the local impacts of climate change	Actively participate in Macquarie Floodplain Management Committee	Mayor, GM	Meetings attended	X	X	X	X	Ongoing, active involvement by both the Mayor and General Manager.	
		Actively participate in the Central West Councils Environment and Waterways Alliance	MHD	Meetings attended	X	X	X	X	Ongoing, active involvement.	
		Respond to climate-driven regulatory changes that impact our community	GM, MHD, DMES, RIM, PO, FRSPM, TSM	New initiatives implemented	X	X	X	X	In progress, six (6) sites completed for solar panel installation. EV charging station contribution will be arranged via a grant for the Warren and Macquarie Marshes Visitors Information Centre. Further grants for EV charging stations to be arranged.	
		Lobby Government to pipe the Albert Priest channel	Mayor, GM	Pipe installed	X	X			Ongoing, submissions continue to be provided.	

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Objective 4.1: Manage the impact of climate change on our local community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Amend our Local Environmental Plan (LEP) to enable Council to better manage the impact of solar farms on our agricultural land and our community	GM, SMT, MHD	LEP amended	X				Ongoing, report provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan. Consultant engaged to write a Draft LEP, which is expected to be completed in 2024/2025.	
	Review our Consequence Management Guides under our Local Emergency Management Plan	GM, DMES (LEMO), MHD, TSM	Review completed	X	X	X	X	Local Emergency Management Plan (Emplan) renewal completed. CMG's were the responsibility of the relevant combat agencies and have been included in the renewed Local Emergency Management Plan (Emplan).	

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Objective 4.1: Manage the impact of climate change on our local community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Update our Local Emergency Management Plan to take into account the impact of climate change	GM, DMES (LEMO) , MHD, TSM	Plan updated		X		Local Emergency Management Plan (Emplan) renewal completed. Currently, the Warren Shire Flood Emergency Sub Plan to draft stage.	
4.1.2	Encourage the local community to embrace sustainable living and business practices	Provide the community with access to education, information and activities that promote sustainable living and business practices	MHD	Information delivered	X	X	X	X	In progress. Solar energy information to be provided through the Warren Chamber of Commerce and the Economic Development and Promotions Committee using a consultant if possible.

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Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
4.2.1	Sustainably manage the Shire's limited water resources	Assist with the education of landowners on the role and activities of the Natural Resources Access Regulator	MHD	Educations programs completed	X	X	X	X	No action to date.	
		Lobby the Government to increase the capacity of the Burrendong dam	Mayor, GM	Submissions made	X	X	X	X	In progress, submissions including for the Macquarie Castlereagh Regional Water Strategy undertaken with meetings with the Minister for Water arranged. The Regional Water Strategy now includes the increase in capacity of Burrendong Dam as one of the priorities.	
4.2.2	Ensure that our town water usage complies	Monitor water usage to ensure that extraction limits are not exceeded	DMES, TSM	Water usage remains within our limits	X	X	X	X	Ongoing, constant reporting.	

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Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	with our licenced allocations	Investigate the installation of smart meters	DMES, TSM	Investigation undertaken		X			Smart meters installed on all Council licenced water extraction points. Smart meters for domestic users a low priority and considered an expensive option.	
		Educate the community on sustainable water usage	DMES, TSM	Education program delivered	X	X	X	X	No action to date. Conditions being monitored to determine if an education program needs to be delivered.	
4.2.3	Provide Warren and the villages of Nevertire and Collie with an adequate and safe water supply that is appropriately priced for all consumers	Maintain and renew our water supply network in accordance with our water supply network asset management plan	DMES, TSM	Adherence to asset management plans	X	X	X	X	Ongoing, including the provision of funding for bore replacement refurbishment works and pumps. Inspection of all bores undertaken and all bores cleaned. Replacement of Telemetry System in progress.	

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Objective 4.2: Proactively manage environmental-based assets for the community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Comply with current best practices for water supply networks	DMES, TSM	Affirmative annual compliance report	X	X	X	X	Ongoing.	
	Upgrade the chlorination systems at Warren, Nevertire and Collie to best practice levels	DMES, TSM, IPM	Chlorination systems installed	X				Upgrading of chlorination systems is complete.	
	Remain actively involved in the Orana Water Utilities Alliance	DMES, TSM	Meetings attended	X	X	X	X	Ongoing, active involvement.	
4.2.4	Provide Warren and the village of Nevertire with an adequate and environmentally acceptable sewerage scheme that is appropriately priced for all consumers	DMES, TSM	Sewerage network renewed and maintained	X	X	X	X	Ongoing, new Sewerage Treatment Works and Pump Station operational November 2022. Arrangements in train for the design and tendering of the construction of a further evaporation lagoon. Replacement of Telemetry System in progress.	
	Comply with current best practices for sewerage systems	DMES, TSM	Affirmative annual compliance report	X	X	X	X	Ongoing.	

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Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Remain actively involved in the Orana Water Utilities Alliance	DMES, TSM	Meetings attended	X	X	X	X	Ongoing, active involvement.	
4.2.5	Ensure that our stormwater drainage system remains effective	Maintain our stormwater drainage assets in accordance with our stormwater drainage asset management plan	DMES, TSM	Adherence to asset management plan	X	X	X	X	Ongoing.	
		Install stormwater quality improvement devices (SQIDs)	DMES, TSM	Funding approved and devices installed		X	X	X	Subject to grant funding.	

Objective 4.3: Provide a sustainable waste management service for the community										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.3.1	Reduce the rate of landfill through appropriate waste minimisation and	Participate in regional initiatives relating to the reduction of waste deposited in our landfill facilities	MHD	Reduction in waste deposited in our landfill facilities	X	X	X	X	Ongoing with the Netwaste Contract for scrap steel being utilised.	

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Objective 4.3: Provide a sustainable waste management service for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	waste collection processes	Investigate and implement improved waste collection and waste processing processes	MHD	New improved processes implemented	X	X	X	X	Implementation of the new Ewenmar Waste Depot Management Regime, Strategies and Plan to be implemented in early September 2024 following completion of the Waste Transfer Station in August 2024.	
		Implement the Ewenmar Waste Depot Management Regime, Strategies and Plan	MHD	New Management Plan implemented	X				In progress, excavator and equipment purchased, other works delayed due to wet weather. Implementation of the new Ewenmar Waste Depot Management Regime, Strategies and Plan to be implemented in early September 2024 following completion of the Waste Transfer Station in August 2024.	

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Objective 4.3: Provide a sustainable waste management service for the community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.3.2	Introduce new sustainable waste management practices for both green waste and recyclable materials	Investigate and implement improvements in green waste processing	MHD New green waste processing implemented	X	X	X	X	In progress. A program of green waste shredding undertaken with the shredded material used around the Ewenmar Waste Depot site.	
		Investigate and implement new uses for processed green waste	MHD New uses for processed green waste identified and utilised	X	X	X	X	Use of processed green waste is subject to materials cleanliness, which may be improved with the implementation of the Ewenmar Waste Depot Management Regime, Strategies and Plan.	

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Objective 4.3: Provide a sustainable waste management service for the community										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Investigate and implement state of the art recycling initiatives	MHD	New recycling initiatives introduced	X	X	X	X	In progress, second hand goods and materials sale area arranged. Research and information collated for future recycling initiatives and costs. Council has determined to not progress kerb side recycling and other types of recycling initiatives will be further investigated and reported over the next two (2) years.	

Objective 4.4: Support environmentally sustainable land management practices										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.4.1	Actively manage noxious weeds	Apply the weed management guidelines of the Castlereagh Macquarie County Council (CMCC) to land that Council manages	DMES, MHD, TSM, RIM, PO, FRSPM	Guidelines adhered to	X	X	X	X	In progress, particularly following reports.	

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Objective 4.4: Support environmentally sustainable land management practices										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Assist in promoting and endorsing the CMCC guidelines to landowners	MHD	Guidelines promoted and endorsed	X	X	X	X	Ongoing, Council monthly newsletter now being utilised when information is provided by the CMCC and some program signage installed.	
4.4.2	Actively manage pests	Continually liaise with Local Land Services (LLS) to ensure that current pest management initiatives are undertaken on land that Council manages	DMES, MHD, TSM, RIM, PO, FRSPM	Initiatives undertaken when requested by LLS	X	X	X	X	Ongoing.	
4.4.3	Ensure that crown land is managed using environmentally sustainable principles and practices	Continually liaise with Government to ensure that Council maintains the crown land under its management in an environmentally sustainable way	DMES, MHD, TSM	Environmentally sustainable management achieved	X	X	X	X	In progress with Plans of Management in train nearing completion. Victoria Park and Oxley Park Plan of Management complete, other Plans of Management to draft stage and to be reported to Council through relevant Committees.	

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Objective 4.4: Support environmentally sustainable land management practices										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.4.4	Preserve and protect endangered ecological communities (EEC) of native plants, animals and other organisms living in unique habitats within the Shire	Liaise with Government and other agencies to remain appraised of the latest legislation and initiatives concerning the preservation and protection of endangered ecological communities	DMES, MHD, TSM, RIM, PO, FRSPM	Current EEC legislation and initiatives understood	X	X	X	X	Ongoing.	
		Implement preservation and protection initiatives as required	DMES, MHD, TSM, RIM, PO, FRSPM	Processes implemented	X	X	X	X	Ongoing.	
4.4.5	Sustainably manage Council's road-making materials and storage sites (gravel, sand, loam pits and roadside stockpile sites)	Regularly monitor the safety and operations of gravel, sand and loam pits and roadside stockpile sites to ensure high environmental standards are adhered to	DMES, RIM, PO, FRSPM, WHS/RC	Monitoring in progress and actions undertaken	X	X	X	X	In progress, gravel pit investigation being undertaken.	
		Redevelop and implement the Quarry Safety Management Plan	DMES, RIM, PO, FRSPM, WHS/RC	Plan in place	X				In progress.	

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Objective 5.1: Ensure strong engagement and collaboration with the community										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.1.1	Undertake regular community engagement activities as per the Community Engagement Strategy	Complete all community engagement activities outlined in the Community Engagement Strategy	Mayor, GM, SMT, MANEX	Strong community engagement	X	X	X	X	Ongoing, Community Engagement Plans enacted for all major projects/programs. Local paper being utilised together with Council's social media platforms and the Community Room display screen.	
5.1.2	Provide training to the community on making grant applications	Disseminate grant opportunities to the community	GM, SMT, MANEX, IPM, EDVM	Grant opportunities promoted	X	X	X	X	Ongoing, by the Infrastructure Projects Management Office and Economic Development and Visitation Office.	

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Objective 5.1: Ensure strong engagement and collaboration with the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Train community members and community groups on best practice grant preparation	EDVM	Number of successful grants	X	X	X	X	<p>Progress by the Infrastructure Projects Management Office. With the appointment of the Economic Development and Visitation Manager preparation for this training has commenced. The Economic Development and Visitation Manager has also been able to progress a number of grant applications for community groups.</p> <p>There is concern that State Government grants have significantly reduced even for community organisations. This concern raised with the Country Mayors Association and the Local Member for Barwon.</p>	

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Objective 5.1: Ensure strong engagement and collaboration with the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.1.3	Promote Warren Shire Council to wide audiences both within the Shire and externally	Prepare and implement community engagement plans	Mayor, GM, SMT, MANEX , EDVM	Plans completed and implemented	X	X	X	X	Ongoing, Community Engagement Plans enacted by all major projects/programs.	
		Promote Council through websites, social media and other relevant promotional channels (print and online)	Mayor, GM, SMT, MANEX , EDVM	Increased positive image of Council	X	X	X	X	Ongoing through newsletters, Community Room display screen, Facebook posts, website, LinkedIn, Western Plains App, Warren Star Newspaper and local radio stations etc.	

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.2.1	Ensure that this strategic planning framework becomes an integral part of our operating culture	Adopt all delivery programs from this strategic planning framework	GM, SMT, MANEX	Strategic planning framework imbedded within Council operations	X	X	X	X	In progress. Responsibilities being communicated.	

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.2.2	Proactively manage known compliance risks	Review our compliance risk register	GM, SMT, MANEX, WHS/RC	Number of non-compliance notices	X	X	X	X	Ongoing, Legislative Compliance Register continually updated and actioned plans implemented to reduce non-compliance.	
		Implement actions to mitigate against known compliance risks	GM, SMT, MANEX, WHS/RC	Number of non-compliance notices	X	X	X	X	Ongoing, Council Enterprise – Wide Risk Management Matrix has been updated to include Cyber Security and other matters.	

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.2.3	Seek new sources of income for Council	Implement the Road Maintenance Council Contract (RMCC) from the State Government for the maintenance of Government-owned roads	GM, DMES , RIM, PO, FRSPM	Successful delivery of contract maintenance and improvement works	X	X	X	X	Ongoing, with commencement on the 1 September 2022. Successful management of the Oxley Highway during the September – December 2022 floods and with good results being achieved on Contractor Performance Reports and an extensive program of heavy patching and bitumen reseals in May 2024, with reconstruction of the “Milawa” section in progress.	
		Apply for private works contracts with local businesses, landowners and the community	DMES , RIM, PO, FRSPM, TSM	Contracts in place	X	X	X	X	Ongoing, successful undertaking of construction of the Burrima Boardwalk access road.	

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Reassess Council's schedules of rates, fees and charges	GM, SMT, DMFA , DMES, MHD, MANEX	New schedules confirmed	X	X	X	X	Ongoing, contained within the 2024/2025 Operational Plan & Estimates.	
	Review Council's investment management strategies	DMFA	New strategies developed and implemented	X	X	X	X	Ongoing, Investment Policy renewed following liaison with TCorp.	
	Continually review and seek grant opportunities	GM, SMT, MANEX , MHD, RIM, PO, FRSPM, TSM, IPM	Grants won	X	X	X	X	Ongoing – see successful grant applications reported to Council. Concerned about the reduction of State Government funding in 2023/2024. This concern raised with the Country Mayors Association and the Local Member for Barwon.	
5.2.4	Explore partnerships with others to share costs	Mayor, GM, SMT, MANEX	Shared services agreements in place	X	X	X	X	Ongoing.	

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.2.5	Improve procurement practices to maximise cost efficiency whilst supporting local businesses where possible	Utilise and maintain the VendorPanel procurement and contract management system	GM, SMT, MANEX	VendorPanel actively used	X	X	X	X	Ongoing, request for "Preferred Supplier" Status for Relevant Local Trades and Commercial Services arranged.	
		Train staff in procurement and contract management practices	GM, SMT, MANEX	Staff trained	X	X	X	X	In progress, grant application for training of staff responsible for procurement arranged however, unfortunately unsuccessful. Further grant applications being considered. Appropriate training arranged using Council's training allocation in March 2024.	
		Promote opportunities for local businesses to provide services to Council	GM, SMT, MANEX	Community and businesses informed	X	X	X	X	Ongoing, VendorPanel constantly advertised.	

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.2.6	Embrace a team centred culture of continual improvement to improve operational efficiency	Consult with the community to agree on the levels of service it requires from Council	GM, SMT, MANEX	Levels of service agreed	X	X	X	X	The Senior Management Team received training in November 2023 and four (4) Service Reviews expected to be undertaken in 2024/2025 to determine service improvements within resources.	
		Equip, empower and support staff to achieve their goals	GM, SMT, MANEX	Positive staff surveys	X	X	X	X	In progress, Performance Management training undertaken in May 2024.	

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Embrace the use of new technology to support our processes	GM, SMT, MANEX	Processes improved	X	X	X	X	Ongoing, a Draft ICT Strategy and Action Plan developed which will see Managed Services implemented, a new Electronic Document System and a full Financial Software Package implemented in 2024/2025. Improvements in Council's cyber security expected to be implemented at the end of 2023/2024.	

Objective 5.3: Support our people to provide high-quality services to the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.3.1	Provide effective training and development of our staff	Review our staff evaluation and goal-setting processes to incentivise staff	GM, SMT, MANEX	Updated staff evaluation process	X			Ongoing, Performance Management training to be undertaken in May 2024.	

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Objective 5.3: Support our people to provide high-quality services to the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Equip, empower and support staff to achieve their goals	GM, SMT, MANEX	Updated Workforce Plan and Strategy	X	X	X	X	In progress, Performance Management training undertaken in May 2024.	
	Provide career path opportunities to incentivise staff and to improve business continuity	GM, SMT, MANEX	Updated Workforce Plan and Strategy	X	X	X	X	In progress, expected to be reported to Council in December 2024.	
	Implement a tailored training and development program for each member of staff	GM, SMT, MANEX	Staff reviews completed	X	X	X	X	Nearing completion for 2023/2024.	
	Implement formal flexibility working arrangements for staff	GM, SMT, MANEX	Updated Workforce Plan and Strategy	X	X	X	X	In progress, Extended Flexible Working Hours Agreement for Road Crews and Associated Staff agreed to for 2023/2024 and 2024/2025.	
	Review our salary system against current best practice	GM, SMT, MANEX	Updated salary system	X	X	X	X	No action to date.	

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Objective 5.3: Support our people to provide high-quality services to the community											
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.3.2	Create a productive and cooperative working environment for Councillors to support their governance responsibilities	Train Councillors on their roles and responsibilities	GM, SMT	Programs delivered	X	X	X	X	Ongoing. Asset Management Training undertaken by interested Councillors. Arrangements in train for an Induction Workshop for new Councillors in October 2024.		
		Provide Councillors with community leadership opportunities	GM, SMT	Opportunities provided	X	X	X	X		Ongoing.	
		Provide timely, accurate and relevant reporting and information to Councillors to enable informed decision making	GM, SMT, MANEX	Reports and information delivered	X	X	X	X		Ongoing.	
5.3.3	Ensure a quality customer service focus by customer staff	Promote quality customer service approaches to all Council employees	GM, SMT, MANEX	Customer service training implemented	X	X	X	X	In progress, initial report provided to the April 2024 Council Meeting on a Customer Service Ethos Policy. Further reporting in the near future on both a Customer Service Ethos Policy and a Customer Service Policy.		

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Objective 5.3: Support our people to provide high-quality services to the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Obtain community feedback on Council's customer service	GM, SMT, MANEX	Increased customer satisfaction	X	X	X	X	In progress, initial report provided to the April 2024 Council Meeting on a Customer Service Ethos Policy. Further reporting in the near future on both a Customer Service Ethos Policy and a Customer Service Policy.	

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

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Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 22nd August 2024

ITEM 4

STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 5.4: Collaborate with external parties to capture new opportunities for the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.4.2	Lobby the State Government to reduce the amount of cost shifting, from Government to Council, for the provision of community services	Develop and implement a lobbying plan for cost shifting reduction measures	Mayor, GM	Lobby plan developed and implemented	X	X	X	X	Ongoing, submissions and presentation provided to both the State Government Inquiry into the Ability of Local Governments to Fund Infrastructure and Services and the Commonwealth Government Inquiry and Report into Local Government Sustainability. Liaison with the Local Member for Barwon undertaken.	
		Obtain the support of other local Councils and the Alliance of Western Councils	Mayor, GM	Support obtained	X	X	X	X	Ongoing.	
		Meet with relevant State Government Ministers and Departments	Mayor, GM	Meetings conducted	X	X	X	X	Ongoing, use of Country Mayors Association and other meetings and Conferences to hold appropriate meetings with State Government Ministers.	

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, 22nd August 2024

ITEM 4

STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 5.4: Collaborate with external parties to capture new opportunities for the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.4.3	Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community	Meet with community groups to consider the support that they might require to develop new community services and amenities	GM, SMT, MANEX	Meetings conducted	X	X	X	X	Ongoing, particularly through the Warren Chamber of Commerce and the Warren Interagency Support Services Group.	
		Facilitate the development of a plan to target and engage with potential support providers	GM , SMT, MANEX	Plan developed and implemented	X	X	X	X	In progress.	
		Facilitate meetings between the potential support providers and our community groups	GM , SMT, MANEX	Meetings conducted	X	X	X	X	In progress.	

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, 22nd August 2024

ITEM 6 DISCLOSURES OF INTEREST – COUNCILLORS AND DESIGNATED PERSONS (A7-9)

RECOMMENDATION:

That the tabled Disclosures of Interest Return for Councillors and Designated Persons be received and noted.

PURPOSE

Under the Warren Shire Council's Code of Conduct (Code of Conduct) Section 4.21 all Councillors and Designated Persons, must lodge a written return of interest with the General Manager within (3) months after:

- a) Becoming a Councillor or Designated Person:
- b) 30 June of each year: and
- c) The councillor or designated person becoming aware of an interest they are required to disclose under Schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

BACKGROUND

Returns of interests are an important accountability mechanism for promoting community confidence in decision making by Councillors and others 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 others 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.

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.

STAKEHOLDER CONSULTATION

Consultation with Councillors and Designated Persons.

OPTIONS

This is a requirement of 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, 22nd August 2024

ITEM 6 DISCLOSURES 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, Councillors and Designated Persons must complete and have lodged their returns with the General Manager as required within the appropriate timeframe.

The 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

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

SUPPORTING INFORMATION /ATTACHMENTS

Tabled Disclosures of Interest Returns for Councillors and Designated Persons.

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 22nd August 2024

ITEM 1 RECONCILIATION CERTIFICATE – JULY 2024

(B1-10.16)

RECOMMENDATION:

That the Statements of Bank and Investments Balances as at 31st July 2024 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 2021 requires the Responsible Accounting Officer to provide a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act.

REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 31st July 2024.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 30-Jun-24	Transactions	Balance 31-Jul-24
General	9,365,491.55	2,833,514.25	12,199,005.80
Water Fund	623,997.05	(52,149.56)	571,847.49
Sewerage Fund	1,583,267.60	1,920.02	1,585,187.62
North Western Library	179,053.66	(55,748.75)	123,304.91
Trust Fund	90,458.77	0.00	90,458.77
Investment Bank Account	(3,241,159.63)	(9,500,854.02)	(12,742,013.65)
	8,601,109.00	(6,773,318.06)	1,827,790.94

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 22nd August 2024

ITEM 1

RECONCILIATION CERTIFICATE – JULY 2024

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	1,827,790.94
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
Balance as per Ledger Accounts less Investments =	1,827,790.94

INVESTMENTS RECONCILIATION

Investments as at 31st July 2024

No.	Institution	Amount	Term & Rate	Maturity Date
	CBA	232,013.65	Variable	On Call A/c
1	JUDO BANK	1,000,000.00	5.05%	9-Oct-24
2	NAB	1,500,000.00	5.10%	9-Oct-24
5	NAB	2,000,000.00	5.30%	7-Jan-25
6	NAB	1,500,000.00	5.10%	9-Oct-24
7	NAB	1,500,000.00	5.05%	28-Oct-24
8	NAB	1,000,000.00	4.25%	29-Aug-24
9	NAB	1,000,000.00	4.55%	30-Sep-24
10	NAB	1,000,000.00	5.05%	28-Oct-24
11	NAB	1,000,000.00	4.25%	29-Aug-24
12	NAB	1,000,000.00	4.25%	29-Aug-24
	National Australia Bank	10,000.00	60 days @ 1.45%	TBA
TOTAL INVESTMENTS =		12,742,013.65		

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	11,681,086.59
Internally Restricted Funds Invested	2,388,718.00
Unrestricted Funds	500,000.00
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	14,569,804.59

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 22nd August 2024

ITEM 1 RECONCILIATION CERTIFICATE – JULY 2024

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

N/A.

LEGAL IMPLICATIONS

N/A.

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

N/A.

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

N/A.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 22nd August 2024

ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

RECOMMENDATION:

That the Statement of Rates and Annual Charges information for period ending 31st July 2024 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 31st July 2024 including comparisons over the last four years.

I note that the comparative information for July 2023 was not available, as advised to Council at that point in time, a Practical Plus system issue with the Rate Levy in that year restricted the information becoming available.

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 the balance of rates and annual charges.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 31st July 2024.

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 22nd August 2024

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

6-Aug-24

Name of Rate	NETT			COLLECTIONS FOR YEAR		NETT ARREARS	
	ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	268,520	5,703,880	5,972,399	153,936	2.58%	5,818,463	97.42%
Warren Water Fund	102,688	600,615	703,303	49,664	7.06%	653,640	92.94%
Warren Sewerage Fund	115,462	627,197	742,659	46,492	6.26%	696,167	93.74%
TOTAL 2024/2025	486,670	6,931,692	7,418,362	250,092	3.37%	7,168,270	96.63%
TOTAL 2023/2024	NA	NA	NA	NA	NA	NA	NA
TOTAL 2022/2023	321,306	6,297,700	6,619,006	592,318	8.95%	6,026,688	91.05%
TOTAL 2021/2022	303,871	6,098,791	6,402,662	498,104	7.78%	5,904,558	92.22%
TOTAL 2020/2021	318,952	5,939,109	6,258,061	436,245	6.97%	5,821,816	93.03%
		13-Aug-20	01-Aug-21	11-Aug-22	NA	06-Aug-24	
COLLECTION FIGURES AS \$		436,245	498,104	592,318	NA	250,092	
COLLECTION FIGURE AS %		6.97%	7.78%	8.95%	NA	3.37%	

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 22nd August 2024

ITEM 3 WORKS PROGRESS REPORT – FINANCE & ADMINISTRATION PROJECTS
(C14-7.1, C9-1)

RECOMMENDATION:

That the information be received and noted.

The following are details of the projects undertaken by the Finance and Administration Department for the 2024/25 financial year. Following the 2023/24 end of financial year accrual process, this expenditure may change.

Project	Budget	Expend	Resp	Comment
Office Equipment Purchases – PC Purchases – Electronic Records Management System Investigation/Implementation	\$161,032	\$8,898	DMFA	2023/24 estimated carry over value, included in the budget figure is \$51,032 Purchase new office equipment, PC's and other ICT equipment as needed. Ongoing implementation of a Document management system, other ICT updates of equipment have occurred preparing for ICT managed services.

ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

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

MHDS – Manager Health & Development Services

LIB – Librarian

IPM – Infrastructure Projects Manager

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 22nd August 2024

ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

(L2-2)

RECOMMENDATION

That the information be received and noted.

PURPOSE

To inform Council of the services the Warren Shire Library has been undertaking.

BACKGROUND

The Warren Library continues to supply a customer focused service which constantly meets the needs of the Warren community.

REPORT

April school holidays saw the Library host events such as Mother's Day Craft, Lego Challenge, Sip and Paint Watercolour Workshops with Erica Arthur. The Library has continued with the Outreach Programs with Barnardos and Family Daycare, Little Possums, Catholic Care Playgroup, Warren Preschool, Warren Central and St Mary's kindergartens, all visiting the Library for storytime and craft.

About 100 Library promotional bags were provided for the Warren Show and the Grow Services event.

National Simultaneous Storytime was held in May with 115 participants.

The housebound service continues to be promoted amongst the residents as a service for those who love to read but, are permanently housebound.

Across the Black Soil Plains continues to be sold via the Library, particularly to travellers who stop by the Library who are interested in family and local history.

OPEN AIR PROJECT

The official launch of the Doorways to an Open Air Library Project which was funded by a State Library of NSW Public Library Infrastructure grant was held on Thursday, 27th June 2024.



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 22nd August 2024

ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

RETIREMENT OF REGIONAL LIBRARIAN, PAM KELLY

After 21 years, Regional Librarian Pam Kelly has retired and taken a lovely three-week road trip with daughter Tammy along the NSW South Coast, the Great Ocean Road, Port Augusta, Streaky Bay, Norseman, and Esperance before arriving in Perth where she has returned to family.



UPCOMING EVENTS

- July – School Holiday Program.
- July/August – Library and Information Week.
- August – Children's Book Week.
- August – National Science Week.
- August – Scam Awareness Week.

STAFF TRAINING

- All permanent staff will be participating in specific targeted Spydus modules during 2024.
- The library has been upgraded to Spydus 11 during June 2024. Additional training to come later in the year.
- Library Manager to attend additional training in Boolean searching and queries.
- One staff member has commenced Reference Excellence training program.

MEETINGS

- Librarians Meeting to be held 11th October 2024.
- Central West Zone Meeting to be held 11th October 2024.
- NSW Public Libraries Association Annual Conference to be held in Coffs Harbour 12th-15th November.

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 22nd August 2024

ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

STATISTICS FOR APRIL 2024 – JUNE 2024

Month	Issues	Members	Wi Fi Logins	Internet Bookings
April	870	1303	63	50
May	951	1315	120	69
June	625	1319	52	25

Month	North Western EBooks	North Western EAudio	North Western Epress	North Western Web Issues
April	376	557	87	1209
May	435	539	92	1165
June	442	518	130	1264

EVENTS APRIL – JUNE

EVENTS	NO.
April: Storytime - Barnardos (craft, story and morning tea)	7
April: Storytime - ANZAC Day - St Mary's Kindergarten	18
April: Holiday Activity - Mother's Day Craft	20
April: Holiday Activity - Lego Challenge	15
April: Holiday Activity - Sip and Paint with Erica	22
May: National Simultaneous Storytime	115
May: Storytime St Mary's Kindergarten	20
June: Storytime - Preschool	22
June: Storytime - Catholic Care	4
June: Storytime - Warren Central Kindergarten, snow craft	19
June: Storytime - Barnardos and Family Day Care Visit	5

LEGAL IMPLICATIONS

N/A.

RISK IMPLICATIONS

N/A.

STAKEHOLDER CONSULTATION

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 22nd August 2024

ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

N/A.

CONCLUSION

This report is to provide Council with an update of Council Library Services.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.1.3 Improve educational services within the community.
- 1.1.6 Recognise and support our wide range of local community groups.
- 1.2.2 Support and promote community-based lifestyle and social events.
- 1.3.1 Support programs and services that support and assist young people in our community.

SUPPORTING INFORMATION / ATTACHMENTS

N/A.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 22nd August 2024

ITEM 5 SUMMARY OF FINANCIAL ASSISTANCE GRANT 2024-2025

(G4-1)

RECOMMENDATION

That the information surrounding the 2024-2025 Financial Assistance Grant be received and noted.

PURPOSE

To inform Council of the indicative value increase for 2024-2025 Financial Assistance Grant.

BACKGROUND

The Australian Government will have provided over \$67 billion under the Financial Assistance Grant program to local government since 1974–75 (including 2024-25). The grant is provided under the Local Government (Financial Assistance) Act 1995 (the Act).

The Financial Assistance Grant program consists of two components:

- a general purpose component which is distributed between the states and territories according to population (i.e. on a per capita basis), and
- an identified local road component which is distributed between the states and territories according to fixed historical shares.

Both components of the grant are untied in the hands of local government, allowing councils to spend the grants according to local priorities.

Local government grants commissions in each state and the Northern Territory recommend the distribution of the funding under the Financial Assistance Grant program to local governing bodies in accordance with the Act and the National Principles for allocating grants.

- National principles for the allocation of grants under the Local Government (Financial Assistance) Act 1995.

The Australian Capital Territory does not have a local government grants commission as the territory government provides local government services in lieu of the territory having a system of local government.

The grant is paid in quarterly instalments to state and territory governments for immediate distribution to local governing bodies.

The quantum of the grant pool changes annually in line with changes in population and the Consumer Price Index (the Act provides discretion to the Treasurer to alter this annual indexation).

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 22nd August 2024

ITEM 5

SUMMARY OF FINANCIAL ASSISTANT GRANT 2024-2025

CONTINUED

REPORT

The following table compares initial budget figures anticipated when compared to the actual estimate outline for the Financial Assistance Grant to be received (yet to be confirmed):

Component	Budget	Actual Estimate from OLG	Overall Increase / (Decrease)
General Component	\$ 2,784,073.78	\$ 2,812,210.59	\$ 28,136.81
Road Component	\$ 1,371,260.22	\$ 1,361,940.00	(\$ 9,320.22)
Total	\$ 4,155,334.00	\$ 4,174,150.59	\$ 18,816.59

FINANCIAL AND RESOURCE IMPLICATIONS

When compared to Warren Shire Council original budget estimates, the relevant indicative increase of funding total will see an improvement to the overall budgeted financial position for 2024/2025.

LEGAL IMPLICATIONS

N/A.

RISK IMPLICATIONS

N/A.

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

N/A.

CONCLUSION

This report is provided to advise Council of relevant matters as relates to the 2024/2025 Financial Assistance Grant.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

N/A.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 22nd August 2024

ITEM 6

FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2024

(A1-5.42)

RECOMMENDATION

1. That the necessary elected members and staff be authorised to sign the Statement by Councillors and Management on the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ending 30th June 2024;
2. Council delegate to the General Manager the authority to "authorise the Year End Accounts for issue" subject to there being no material audit changes or audit issues, in accordance with AASB 110; and
3. Council delegate to the General Manager the authority to "finalise the date" at which the auditor's report and financial statements are to be presented to the public as required under Section 418 (1) of the Local Government Act, 1993.

PURPOSE

To endorse Warren Shire Council's 2023/2024 General Purpose Financial Statements and 2023/2024 Special Purpose Financial Statements by signing the Statement by Councillors and Management.

BACKGROUND

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

REPORT

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

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

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

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

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

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 22nd August 2024

ITEM 6

FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2024

CONTINUED

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

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

Nil.

OPTIONS

Nil.

CONCLUSION

For Council to receive the Auditors Reports on the 2023/2024 Financial Statements the Statement by Councillors and Management must be signed by resolution of Council.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION /ATTACHMENTS

- 1 General Purpose Financial Statements 2023/2024 - Statement by Councillors and Management, and
- 2 Special Purpose Financial Statements 2023/2024 - Statement by Councillors and Management.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 22nd August 2024

ITEM 6

FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2024

CONTINUED

Warren Shire Council

General Purpose Financial Statements

for the year ended 30 June 2024

Statement by Councillors and Management

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

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

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

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

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

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

Signed in accordance with a resolution of Council made on 22 August 2024.

Dr Milton Quigley
Mayor
22 August 2024

Mrs Sarah Derrett
Councillor
22 August 2024

Mr Gary Woodman
General Manager
22 August 2024

Mr Bradley Pascoe
Divisional Manager of Finance &
Administration
22 August 2024

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 22nd August 2024

ITEM 6

FINANCIAL REPORTS FOR THE YEAR ENDED 30TH JUNE 2024

CONTINUED

Warren Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2024

Statement by Councillors and Management

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

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

- NSW Government Policy Statement, *Application of National Competition Policy to Local Government*
- Division of Local Government Guidelines, *Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality*
- The Local Government Code of Accounting Practice and Financial Reporting
- Sections 3 and 4 of the NSW Department of Planning and Environment, *Water's Regulatory and assurance framework for local water utilities.*

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

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

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

Signed in accordance with a resolution of Council made on 22 August 2024.

Dr Milton Quigley

Mayor

22 August 2024

Mrs Sarah Derrett

Councillor

22 August 2024

Mr Gary Woodman

General Manager

22 August 2024

Mr Bradley Pascoe

Divisional Manager of Finance & Administration

22 August 2024

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 22nd August 2024

ITEM 7 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2024

(A1-5.41)

RECOMMENDATION:

That Council note the list of Internally Restricted Funds as at 30th June 2024, which are disclosed as an estimate only, subject to disclosure within Council 2023/2024 Annual Financial Statements in part with the relevant audit undertaking. Given cash availability, this list may represent the Internally Restricted Funds as at the 1st July 2024.

PURPOSE

To inform Council of the list of internal restricted funds as at 30th June 2024.

BACKGROUND

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

REPORT

At the end of the 2023/2024 Financial Year, Council are intending to have internal restrictions with a total estimated value as at 30th June 2024 of \$6,659,830.

Listed below is a summary on each of the internally restricted items as at 30th June 2024, which at this stage are likely to be funded for 2024/2025 budget and cash backed, however this will ultimately be an estimate until such time as final audit undertaking occurs before end of October 2024.

If any Councillor requires further explanation on any item regarding the internal restrictions prior to the council meeting, please contact the Divisional Manager of Finance & Administration.

Financial Assistance Grant - \$3,548,028 – Council received an advance payment of the 2024/2025 grant from the NSW Grants Commission June 2024.

Employees Leave Entitlements - \$400,000 - These funds have been restricted to cover a proportion of Council's discounted leave liability, which equates to 27.50% coverage.

Election Expenses - \$19,865 – These funds have been set aside each year to help cover the cost of the next Local Government Elections scheduled for September 2024.

Integrated Planning & Reporting – Asset Management Planning - \$56,212 - These funds have been restricted for costs associated in the development of plans and asset management system implementation required under the Integrated Planning & Reporting framework.

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

Risk & WHS Management - \$75,825 – These funds are rebates received from our insurers for meeting their set targets over the years, they have been restricted to undertake various compulsory audits, reviews and implementation of Council's Risk Management & WHS responsibilities.

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ITEM 7 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2024

CONTINUED

Mobile Phone Replacement - \$3,600 – These funds have been restricted for the ongoing replacement of the Telstra Tough mobiles to newer items to ensure viability with use of network services available.

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

Levee M&R – \$72,490 – Carryover funds for major levee maintenance works.

Rural Addressing - \$2,000 – Funds carried forward to review rural addressing system.

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

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

Computer Hardware/Software Upgrades - \$51,032 – Funds carried forward for the replacement of computer and printer and hardware.

Well-being Incentive - \$15,274 – Funds carried forward for staff well-being incentive program, funded by Council insurer by way of compliance performance reimbursement.

Ewenmar Waste Depot – Management Plan - \$3,424 – Funds held for the remaining management plan cost.

Dwellings – Specific M & R - \$71,741 - These funds have been restricted to undertake renewal works required on Council's dwellings.

Warren Lawn Cemetery – Stage 3 - \$86,827 – Funds carried forward to finalise Stage 3 of the lawn cemetery upgrade.

Parks Improvement Program - \$3,490 – Funds for improvements to the playground areas in Councils' parks.

Urban Street Heavy Patching - \$192,383 – Funds carried forward for heavy patching of Cobb Lane as adopted in the 2018/19 Operational Plan.

Urban Street Resheeting - \$22,950 – Unspent funds carried forward from 2021/2022.

Overflow Bridge – Major Repairs - \$85,000 – Funds carried forward from the 2019/20 Operational Plan to undertake major repairs on the bridge.

Airport Land Sales - \$56,620 – Funds held for future development or infrastructure needs at the Airport.

Operational Land Reserve - \$171,073 – Reserves set aside for the future development of Council operational land.

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ITEM 7 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2024

CONTINUED

Infrastructure Improvement/Replacement - \$733,244 – These funds have been restricted for future improvements or replacement of Council's infrastructure assets, to be determined by Council.

Tiger Bay Wetlands - \$18,071 – Set aside for future use at Tiger Bay wetlands area.

Rural Addressing - \$2,000 – Future rural addressing funding.

Economic Development or Visitor Management - \$23,627 – Set aside to fund future Economic Development or Visitor Centre program costs.

Animal Shelter Replacement - \$60,000 – Animal Shelter replacement funds required.

Memorial Pool Re-lining - \$405,455 – Funds to be used on future cost of re-lining project, taken from Infrastructure Improvement/Replacement Reserve as resolved by Council, funds not spent at 30/06/2023.

Plant Replacement – Light Plant - \$176,336 – Funds carried forward for Council's heavy plant replacement program.

Plant Replacement – Heavy Plant - \$322,428 – Funds carried forward for Council's heavy plant replacement program.

FINANCIAL AND RESOURCE IMPLICATIONS

Internally restricted funds are at the discretion of Council there are no financial implications, there may be resource implications if new projects are added to the annual operational plan requiring external parties to undertake projects.

LEGAL IMPLICATIONS

N/A.

RISK IMPLICATIONS

N/A.

CONCLUSION

This report is to provide a comprehensive listing of Council's internally restricted funds as at 30th June 2024.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

1. List of internal restrictions held as at 30th June 2024.

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ITEM 7 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2024

CONTINUED

WARREN SHIRE COUNCIL INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2024

DESCRIPTION	BALANCE	TRANSFERS		BALANCE
	01-Jul-23	TO	FROM	30-Jun-24
FAG Advance Payment	3,826,431	3,548,028	3,826,431	3,548,028
Employee's Leave Entitlements	400,000			400,000
Election Expenses	19,865			19,865
IP&R - Asset Management Planning	56,212		56,212	0
P.L.& P.I. Claims Excess	25,000			25,000
Risk & WHS Management Costs	75,825			75,825
Mobile Phone Replacement	3,600			3,600
Emergency Management Planning	14,363			14,363
Levee M&R	72,490			72,490
Natural Resource Management Works	30,218		30,218	0
Rural Addressing	2,000			2,000
CBD - Supply of Paint	3,237			3,237
Street Lighting	11,662		0	11,662
Computer Software/Hardware Upgrades	56,840	51,032	56,840	51,032
Well-being Incentive	0	18,562	3,288	15,274
Ewenmar Waste Depot - Management Plan	115,458		112,034	3,424
Dwellings - Specific M & R	71,741			71,741
Warren Lawn Cemetery - Stage 3	86,827			86,827
Library - Grant Design & Tender	1,523		1,523	0
Parks Improvement Program	66,480		62,990	3,490
New Lions Park Toilet	22,570		22,570	0
CBD Improvements	5,462		5,462	0
Urban Streets - Heavy Patching	192,383			192,383
Urban Street - Resheeting	22,950			22,950
Footpath Replacement - XC Rated	15,756		15,756	0
K&G Replacement - XC Rated	15,545		15,545	0
Overflow Bridge Major Repairs	85,000			85,000
Airport Terminal Building (Part Cost)	60,000		60,000	0
Airport Land Sales	56,620		25,000	31,620
Operational Land Reserve	201,073		30,000	171,073
Infrastructure Improvement/Replacement	1,456,524		723,281	733,244
Tiger Bay Wetlands	18,071			18,071
Rural Addressing	2,000			2,000
Economic Development & Visitor Centre Items	39,926	23,627	39,926	23,627
Animal Shelter Replacement	60,000			60,000
Dwellings Construction x 2	50,123		50,123	0
56 Garden Avenue Refurb	56,145		56,145	0
Memorial Pool Re-Lining	405,455		0	405,455
Memorial Pool Re-painting (carryover)	30,000		22,214	7,786
Plant Replacement - Light Vehicles	38,546	176,336	38,546	176,336
Plant Replacement - Heavy Plant	321,877	322,428	321,877	322,428
TOTAL RESTRICTED FUNDS =	8,095,798	4,140,012	5,575,981	6,659,830

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Report of the Divisional Manager Engineering Services
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Council Community Room on Thursday 22nd August 2024

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, Roads Infrastructure Manager and Flood Restoration and Special Projects Manager.

ACRONYMS

DMES	Divisional Manager Engineering Services	GR	Gravel Resheet
RIM	Roads Infrastructure Manager	BRL	Bitumen Reseal Local Road
RO	Roads Overseer	BRR	Bitumen Reseal Regional Road
PO	Projects Officer - Assets	FRSPM	Flood Restoration and Special Projects Manager

Roads M & R (Maintenance and Repair) Budget and Works
7th August 2024

PROGRAM	BUDGET -2024-25	EXPENDITURE – 2024-25
Urban Sealed Roads	\$64,039	\$5,294
Parking Areas	\$5,904	Nil
Kerb and Guttering	\$20,800	Nil
Footpaths	\$41,327	\$426
Urban Unsealed Roads	\$30,633	Nil
Rural Sealed Roads	\$525,088	\$29,785
Rural Unsealed Roads	\$1,191,198	\$128,203
Rural Bridges	\$15,600	\$2,033
Regional Sealed Roads	\$822,000	\$116,002
Regional Unsealed Roads	\$120,000	Nil
Regional Bridges	\$19,000	\$5,476
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$364,923 (Subject to RFS Approval)	Nil
Fixing Local Roads Pothole Repair Round	Nil	Nil
Total	\$3,220,512	\$287,219

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

CONTINUED

PROGRAM	BUDGET	EXPEND/COMMIT.	COMMENTS
RMCC SH11/ Milawa Pavement Rehabilitation	\$2,105,025	N/A	2km out of 3.25km of Road Construction has been completed. The construction works for the remaining 1.25km will be started at the end of August/ early September.
RMCC SH11/ Routine Maintenance	\$850,965	N/A	Under Scheduled Maintenance: 25 Culverts will be cleaned (Estimated Budget, \$66,000). 3 Culverts will be Repaired (Estimated Budget is \$375,000).
RMCC SH11/ Routine Maintenance	To be determined.	N/A	Work Proposal for Heavy Patching to be submitted. Total No. of Patches – 42 and Total Area – 16,791 m2.
AGRN 1034 EPA RW Regional Roads	\$5,349,244	Nil	Nil
AGRN 1034 EPA RW Local Roads	\$1,301,568	Nil	Nil
Regional Emergency Roads Repair Fund – Industrial Access Road/Old Warren Road intersection	\$257,029	Nil	Nil

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

MAINTENANCE

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	SH11 Oxley Highway	Traffic Management Accident	Works Completed
	SR51 Oakley Road	Spot Maintenance Grade	Works Completed
	SR34 Pleasant View Lane	Spot Maintenance Grade	Works Completed
	SR58 Nevertire – Bogan Road	Reconstruction	Recommended
Grader Crew 2 (Three-man crew)	SR33 Castlebar Road	Maintenance Grade	Works Completed
	RMCC SH11/ Milawa Rehabilitation	Traffic Management Repairs to New Pavement	Ongoing
	Ewenmar Waste Depot	Transfer Roads, Place Road base Spread and Compact	Ongoing
Grader Crew 3 (Three-man crew)	SR58 Nevertire – Bogan Road	Shoulders Tidy Up Traffic Incident Truck	Works Completed
	SR96 Stephens Road	Maintenance Grade	Works Completed
	SR56 Tabratong Lane	Maintenance Grade	Completed
	SR69 Mullengudgery Road	Maintenance Grade	Ongoing
	SR65 Old Warren Road	Maintenance Grade	Completed
Grader Crew 4 (Three-man-crew)	Unmanned	Idle	Nil
Grader Crew 5 (Three-man-crew)	Unmanned	Idle	Nil

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WORKS PROGRESS REPORTS – ROADS

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WORK CREW	LOCATION	Activity	EMULSION USED	STONE USED
Paveliner (Tar Patching)	Marthaguy Road	Potholes	300	3t
	Wambianna Road	Edge Repairs	500	5t
	SH11 Oxley Highway	Potholes	300	3t
	Lemongrove Road	Potholes	250	3t
	Marra Road	Potholes	350	3t
	RR333 Carinda Road	Potholes	300	3t

WORK CREW	LOCATION	ACTIVITY
Roadside Maintenance Team	RR333 Carinda Road Guardrail Bridge Abutments	Weed Spraying
	RR333 Carinda Road	Sign Installation Road Narrows
	SR77 Wambianna Road	Sign Replacement
	RMCC SH11 Oxley Highway	Routine Maintenance
	SR77 Wambianna Road	Weed Spraying

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WORKS PROGRESS REPORTS – ROADS

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UPCOMING WORKS (AUGUST - SEPTEMBER)

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	SR58 Nevertire-Bogan Road	Rehabilitation (Team Understaffed)
Grader Crew 2 (Three-man crew)	SH11 Oxley Highway (Milawa) SR64 Ellengerah Road SR64 Ellengerah Road SR83 Rifle Range Road Intersection SR91 Industrial Access Road	Rehabilitation Heavy Patch Passing Lane construction Heavy Patch
Grader Crew 3 (Three-man crew)	SR58 Nevertire-Bogan Road SR56 Tabratong Lane SR69 Mullengudgery Road SR 62 Buddabadah Road	Rehabilitation (Team Understaffed) Spot Grade Heavy Maintenance Grade Heavy Maintenance Grade
Grader Crew 4 (Three-man crew)	SR95 Gunningba Road SR40 Merrigal Road SR68 Bundemar Road SR77 Wambianna Solders Road SR42 Boss Lane	Heavy Maintenance Grade Heavy Maintenance Grade Heavy Maintenance Grade Heavy Maintenance Grade Heavy Maintenance Grade
Grader Crew 5 (Three-man crew)	Unmanned	Nil

WARREN SHIRE COUNCIL
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WORKS PROGRESS REPORTS – ROADS

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CAPITAL WORKS IN PROGRESS

Project	Budget	Expend/ Comm	Resp	Comment
Gunningba Estate Stage 3 Investigation and Design	\$30,000	\$27,500	DMES	Design is complete. Contour/elevation map has been prepared.
Bridges Renewal Program RR 7515 Warren Road Replacement of Newe Park Bridge and Marthaguy Creek Bridge	\$5,010,000	\$247,574	DMES/ RIM	Fisheries permit has been submitted. The design has been completed.
Urban Unsealed Roads Resheeting	15,750	\$1,012	DMES/RIM	Works being scoped.
Resheeting of SR62 Buddabadah Road (GPR/FAG) - \$430,500 & LRCI - \$170,100.00	\$600,600	Nil	DMES/ RIM	Works being scoped.
RR333 Carinda Road Rehabilitation (Block)	\$450,000	Nil	DMES/ RIM	Works being scoped.
MR7515 Warren Road – Reseal (Block)	\$145,000	Nil	DMES/ RIM	Works being scoped.
MR347 Collie-Trangie Road Reseal (Block)	\$145,000	Nil	DMES/ RIM	Works being scoped.
SR65 Collie-Bourbah Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
Old Warren Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
SR27 Bullagreen Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.

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Project	Budget	Expend/ Comm	Resp	Comment
Collie-Dubbo Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
SR46 Widgeree Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
SR12 Lemongrove Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
SR5 Buckiinguy Road Reseal (R2R)	\$136,179.58	Nil	DMES/ RIM	Works being scoped.
Bundemar Street Warren K&G (R2R)	\$200,000	Nil	DMES/ RIM	Works being scoped.

Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B				
Project	Budget	Expend/ Comm	Resp	Comment
Macquarie Park Roadway Bitumen Reseal JC: 3350-25-510	\$12,285	\$2,139	DMES/ RIM	Works being rescoped.

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Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B				
Project	Budget	Expend/ Comm	Resp	Comment
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) and Fixing Local Roads Round 4 Nevertire – Bogan Road, Segment 4,6,8 and 10 Rehabilitation.	\$3,496,725 Made up of \$2,797,380 grant & \$699,345 Council	\$940,758	DMES/ RIM	*Scoping completed. 32,000t of gravel has been stockpiled onsite. Tree works complete. Culvert extension works complete. Road construction commenced 20 May 2024. Project Extension request has been approved by LRCI up to 30 th June 2025. Wet weather has delayed the progress. Construction has been recommenced.
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) Rifle Range Road, Oxley Highway and Ellengerah Road Intersections Construction	\$176,815	\$6,100	DMES/ RIM/ FRSPM	*Being scoped and programmed. Approval from TfNSW is being sought. *Extension of Time from LRCI has been approved up to 30th June 2025. Ellengerah Road intersection to be commenced in August 2024.
*Rehabilitation of Marthaguy Road Segment 0 to Segment 6.	\$450,000 Block Grant and \$3 Million AGRN 1034 EPARW (TBA)	Nil	RIM	AGRN 1034 EPARW funding approved by TfNSW. Gravel haulage completed. Culvert replacement completed. To be reported under AGRN 1034 EPA RW.

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Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B				
Project	Budget	Expend/ Comm	Resp	Comment
Grant Applications				
Regional Precincts and Partnership Program – Precinct Delivery – Warren CBD Upgrade Grant Application	\$13,244,452	Nil	DMES/ POA	Unsuccessful notification received. Staff to revise and resubmit the application.
NSW Disaster Ready Fund – Electronic Signage at Reddenville Break and Stoney Creek Crossing.	\$77,021.00	Nil	DMES	Pending grant approval.
Safer Roads Program – Carinda Road, Segment 62 to 70; Shoulder Widening.	\$3,599,000.00	Nil	DMES	Pending grant approval.
Safer Roads Program – Marthaguy Road, Segment 12 to 20; Safety Improvements.	\$3,925,000.00	Nil	DMES	Pending grant approval.
Floodplain Management Program (DCCEEW) – Warren Town Flood Study	\$226,308	Nil	DMES	Pending grant approval.
Safer Local Roads and Infrastructure Program / Beliringar Bridge Replacement	\$2,330,000 (\$466,000 Council Contribution)	Nil	DMES	Pending grant approval.
Safer Local Roads and Infrastructure Program	\$2,525,000	Nil	DMES	_____

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Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B				
Project	Budget	Expend/ Comm	Resp	Comment
Safer Local Roads and Infrastructure Program/ Weemabung Bridge Replacement and Warren Road Rehabilitation	(\$510,000 Council Contribution)	Nil	DMES	_____

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WORKS PROGRESS REPORTS – ROADS

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TRAFFIC CLASSIFIER REPORT				
	<i>1/07/2024</i>	<i>to</i>	<i>2/08/2024</i>	
Road	Segment	Class	AADT	V%
Dubbo St.	0	Light	621	90%
		Heavy	66	10%
RR202 Marthaguy	10	Light	141	87%
		Heavy	21	13%
RR7515 - Warren	4	Light	158	82%
		Heavy	36	18%
RR7515 - Warren	36	Light	163	79%
		Heavy	43	21%
SR27 Bullagreen	0	Light	20	80%
		Heavy	5	20%
SR27 Bullagreen	30	Light	20	84%
		Heavy	4	16%
SR53 Thornton	0	Light	27	80%
		Heavy	7	20%
SR58 Nevertire - Bogan	14	Light	39	55%
		Heavy	32	45%
SR59 - Tottenham	14	Light	46	44%
		Heavy	57	56%
SR64 Ellengerah	4	Light	95	91%
		Heavy	10	9%
SR91 Industrial Access	2	Light	345	83%
		Heavy	73	17%

WARREN SHIRE COUNCIL
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ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

(C14-7.2)

RECOMMENDATION:

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Town Services Manager for the budget and works period up to and including 7th August 2024.

ACRONYMS

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

TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET TO 7th August 2024

Project	Budget	Expend/ Comm	Resp	Comment
General				
Warren Lawn Cemetery Stage 3. GL: 3330-4120-0100 JC: 3330-4120-0010	\$63,378	\$360	MHD / TSM	Irrigation and lawns to be installed. 9/07/2024 Seeking quotes for irrigation 7/08/2024 Waiting on Quote from Out West Water
Generator and Transfer Switch Warren Airport GL: JC: 3400-2600-0010	\$7,652	Nil	TSM	11/06/24 Slab installed. 9/07/2024 Generator to be installed late July 2024. 7/08/2024 Generator is in place. Trenching and final installation to be carried out Friday 9/08/2024

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WORKS PROGRESS REPORTS – TOWN SERVICES

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Project	Budget	Expend/ Comm	Resp	Comment
Community Local Infrastructure Recovery Package (CLIRP 2022) Community Assets Program CAP – 070 GL: 3420-4320-0151 – Tiger Bay Signage. GL: 3420-4320-150 - Laurie Elder Walkway. GL: 3420-4320-152 - Beemunnel Walkway. GL: 3420-4320-153 - Rotary Centennial Walkway. GL: 3420-4320-154 - Tiger Bay Walkway. JC: 0701-0005-0000 – Refurbishment of Tiger Bay Signage.	\$63,936	Nil	DMES / TSM	28/05/24 Bitumen reseals complete. Waiting on Artwork from Riversmart for the replacement signs at Tiger Bay. 9/07/2024 Final Artwork received from Riversmart. Preparing to get quotes. 7/08/2024 Arranging quotes.
Warren Tennis Court Light Poles Refurbishment. GL: 3360-4015-0105 JC: 106-105-5	\$10,000	Nil	TSM	Work being scoped.
Warren Airport Exclusion Fencing Subject to additional 50% Grant Funding GL: 3420-4320-0120	\$139,000	Nil	TSM	Work being scoped.
Warren Airport Improvement Works Subject to additional 50% Grant Funding GL: 3420-4320-0110	\$50,000	Nil	TSM	

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WORKS PROGRESS REPORTS – TOWN SERVICES

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Project	Budget	Expend/ Comm	Resp	Comment
Warren Parks Fencing Replacement GL: 3360-4020-0200 JC: Macquarie Park Fence 106-104-5. Rotary Park Fence 106-104-10. Rotary Park Signage 106-104-15. Lions Park Fence 106-104-20. Lions Park Signage 106-104-25 Carter Oval Sporting Precinct Signage 106-104-30	\$53,000	\$3,202	TSM	22/07/2024 Work being scoped. 7/08/2024 Signs for Rotary & Lions Park and Carter Oval have been ordered.

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WORKS PROGRESS REPORTS – TOWN SERVICES

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Project	Budget	Expend/ Comm	Resp	Comment
Warren Showground/Racecourse Drought Proof Irrigation/Fencing Project	\$417,727 Total.			9/07/2024
Installation of Exclusion Fencing.	\$272,727 Grant.	\$14,667	TSM	Stage one including 900m of chain wire fencing, \$79,200 including GST. Completed in 2023/2024.
Expected additional funding from Warren Jockey Club (WJC) & Racing NSW	\$145,000 WJC.			\$57,333 + GST paid from Showground Stimulus Program Phase 2C (2023/2024).
JC: 122-5-10				
GL: 3360-4030-0045				
Water Supplies				
Oxley Park River Water Pumping Station: Hatch cover & Handrails.	\$10,000	Nil	TSM	22/07/2024 Work being scoped.
GL: 4580-4320-0030				
JC: 191-3-5				
Water Extraction Meter Compliance	\$1,346	Nil	TSM	12/07/23 Application for Water Access License has been lodged with DPIE Water. Awaiting Outcome.
GL: 4580-4320-0003				7/08/2024 It is hoped that the Water Security and IWCM projects will provide the justification to allow the Water Access licence (WAL) to be issued.
JC: 0190-0010-0000				

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
Upgrade Water Network Telemetry System. GL: 4580-4320-0003 JC: 0190-0020-0005	\$60,000	Nil	TSM	9/07/2024 All Farmbot components have been purchased late June 2024. 7/8/2024 Installation of equipment being rolled out as resources allow.
Regional Leakage Reduction Program – Local Water Utilities Projects GL: 4580-4320-0004 JC: 0190-0340-0000 Pressure 0005 Leak 0015 Metering 0025	\$20,619	\$4,828	TSM	11/06/24 Claim for Milestone 2 Submitted. \$37,500. 9/07/2024 Consultant to be engaged to review data collected.
Replacement of Motor Control Centre at Ellengerah River Water Pumping Station. GL: 4580-4320-0001. JC: 191-1-75.	\$75,000	Nil	TSM	Work being scoped.
Water Valve Replacement Program	\$100,000	Nil	TSM	Work being scoped.
Sewerage Services				
CCTV and Smoke Testing of Sewer at Warren and Nevertire GL: 5580-4320-0002	\$200,000	Nil	TSM	9/07/2024 Tender to be advertised late July 2024. 7/08/2024 Tender to be advertised in August 2024.

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Project	Budget	Expend/ Comm	Resp	Comment
Upgrade Sewerage Network Telemetry System GL: 5580-4320-4000 JC: 0226-0010-0005	\$80,000	Nil	TSM	27/06/2024 Scope of Works change approved by Council. 9/07/2024 All Farmbot components have been purchased late June 2024. 7/8/2024 Installation of equipment being rolled out as resources allow.
Warren Sewerage Treatment Plant Replacement GL: 5580-4320-0001	\$92,000	Nil	TSM	Rehabilitation Program for Old Sewerage Treatment Plant and bore installation being formulated. 17/10/23 Rehabilitation works on hold until additional evaporation lagoon is constructed.
Lifting Gantry Tiger Bay Sewer Pump Station GL: 5580-4320-4000 JC: 201-90-45	\$27,478	Nil	TSM	9/07/2024 Waiting on quote to relocate gantry.
Thornton Avenue Sewer Pump Station Refurbishment GL: 5580-4320-4000 JC: 201-90-10	\$107,000	Nil	TSM	9/07/2024 Waiting on quote from contractor. 7/08/2024 Met with proposed contractor 6/08/2024 to scope revised works.
Sewer Pump Stations Safety Improvements GL: 5580-4320-4000 JC: 201-90-0000	\$99,750	Nil	TSM	Work being scoped.

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Project	Budget	Expend/ Comm	Resp	Comment
Construction of Additional Evaporation Lagoon at Tiger Bay STP. GL: 5580-4320-4040	\$775,000	Nil	TSM	9/07/2024 Final documents received from PWA. Tender to be advertised August 2024 to Late September 2024. Report to October 2024 Council Meeting.

Project	Budget	Expend	Resp
Levee Restoration			
Warren Levee Rehabilitation JC: 3300-4400-0000 Commonwealth; 3300-4420-0000 OLG AGRN 1025: 3300-4410-0000 State	\$4,430,118 \$736,697 \$736,438	Nil Nil Nil	DMES/TSM/IPM
<u>Comments</u>			
9/07/2024 Flood gate contractor to be onsite Monday 22nd July to commence cleaning and investigations.			
9/08/2024 Fisheries permit has been approved for. There is a need for an Aquatic Rehabilitation Plan to define how to rehome displaced aquatic animals and replace/remove vegetation.			

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CONTINUED

Local Roads and Community Infrastructure Grant Programs for Phase 4				
Project	Budget	Expend	Resp	Comment
Saunders Park – Replacement of Picnic Shelter. (LRCI) GL: 3360-4040- 0005 JC: 3350-3-10	\$13,865	Nil	TSM	7/08/2024 New slab laid.
Oxley Park Electric Barbeques (2) (LRCI) GL: 3360-4040- 0005 JC: 3350-10-10	\$8,615	Nil	TSM	7/08/2024 Waiting on contractor availability.
Macquarie Park Flying Fox and Playground Equipment Softfall Further Contribution. (LRCI) GL: 3360-4040- 0005 JC: 3300-4430- 10, OLG JC: 3350-5-10, LCRI	\$89,625 (LRCI) \$112,500 OLG Total Budget \$202,125	\$202,125	TSM	24/06/2024 *Contractor will commence works on Monday 15 th July 2024. *22/07/2024 Contractor to commence works on Monday 22 nd July. 7/08/2024 Macquarie Park play equipment has been prepared. Waiting on contractor to install Softfall – Installation ongoing.
*Warren Cemetery Seating Covering. (LRCI) GL: 3360-4040- 0005 JC: 3350-7-10	\$3,840	Nil	TSM	9/07/2024 Frames have been installed. 7/08/2024 Complete.

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Project	Budget	Expend	Resp	Comment
*Nevertire Cemetery Seating Covering. (LRCl) GL: 3360-4040-0005 JC: 3350-8-10	\$3,880	Nil	TSM	9/07/2024 Frames have been installed. 7/08/2024 Complete.
Warren CCTV System GL: 3360-4040-0005 JC: 3350-9-10	\$57,334	\$57,334	TSM	9/07/2024 Installation of cameras has commenced. Project on track for completion late August 2024. 07/08/2024 Works progressing well. New server and cameras installed at Admin Building New cameras at Skate & Splash Parks and Showground/Racecourse.
Ravenswood Park Softfall Installation. (LRCl) GL: 3360-4040-0005 JC: 3350-12-10	\$89,145	\$78,153.57	TSM	7/08/2024 Works at Ravenswood Park will commence after the Splash Park is completed.
Integrated Water Cycle Management (IWCM) Strategy Project	\$339,470	Nil	TSM	7/08/224 Funding Deed signed by Council. Project will be delivered with assistance from Public Works. Project to be completed by September 2025.

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Activity	Required Interval	Details	
Water System Planned Maintenance			
River mains flushing	As required	Flushing occurs three monthly when hydrants are flushed. Additionally, river water mains are flushed when problems such as poor pressure/flow are identified.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary.	
Fire hydrants. Covers checked, painted, flushed, and replaced where necessary, Blue reflective indicators and signs installed	Quarterly	Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.	
Bore Inspections	5 Year Rolling Program	Next inspections due 2028	
Warren, Nevertire and Collie water chlorine, turbidity, temperature, and pH testing	Weekly at specific locations	Testing carried out daily at Warren and Nevertire.	
Warren river pumps		Ellengerah Rd Oxley Park Macquarie Park Racecourse	Breakdown maintenance only.
Reservoir cleaning	3 to 5 years	Ellengerah and Nevertire Bore Reservoirs	Next Diver inspection December 2025.
		River Water Reservoirs	Ellengerah to be inspected Autumn/Winter 2024. Investigate using Remotely Operated Vehicle (ROV) to inspect in 2025.

Sewerage System Planned Maintenance		
Warren Sewerage Treatment Works	Currently monthly. Will change when new operating licence is agreed with NSW EPA	9/07/2024 Final documents received from PWA. Tender to be advertised August 2024 to Late September 2024. Report to October 2024 Council Meeting.
Water and Sewerage Works Subject to Funding		

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CONTINUED

Activity	Required Interval	Details
Location	Work Under Development	
Collie Water Supply (Reliability, Quality and Chlorination)		Relocation of the two, large Pioneer tanks to a new site located West of the Village. Construct a 10m high tank stand to support one or two, 25,000 litre water tanks at the Pioneer tank location. Installation of small package Water Treatment Plant and new gaseous chlorination equipment to return water supply to potable status. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove the old, elevated tanks.
Water and Sewer – Routine Works Budget vs Expenditure To 7th August 2024		
Account	Budget	Expenditure, Inc. Commitments
Water Fund Maintenance and Repair	\$655,884	\$64,649
GL's: 4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	\$334,140	\$9,797
GL's: 5200-0003, 5250-0003, 5280-0003 & 5300-0003.		
Parks And Gardens – Routine Works Budget Vs Expenditure To 7th August 2024		
Account	Budget	Expenditure, Inc. Commitments
Parks, Gardens, Cemeteries, Racecourse & Levee	\$850,779	\$70,062
GL's: 0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		
Aerodrome – Routine Works Budget vs Expenditure To 7th August 2024		
Account	Budget	Expenditure, Inc. Commitments
Aerodrome Operations	\$167,352	\$25,218
GL: 2555-0003 JC: 2549-0-0		

Water and Sewer Works:

- Hydrant flushing in Warren/Nevertire (ongoing).

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CONTINUED

- Assist Town Crew with play equipment at the showground.
- Investigate Nevertire leak.
- Railway Parade valve replacement.
- 1 Oxley Parade: blocked sewer.
- 30 Chester St.: repair meters.
- 58 Bundemar St: meter repairs.
- 8 Bundemar St: meter repairs.
- 163 Dubbo St: service repair.
- 1-4 Dubbo St: bore service repair.
- Chainsaw operation training.
- 148 Dubbo St: repair meters.
- 3 Coonamble St: repair meters.
- Repair leak on Collie tree supply.
- SES shed: service repair.
- Bore leak at showground front gates.
- 161 Dubbo St: repair meters.
- 11 Orchard St: river main leak.
- 1 Garden Ave: meter repairs.
- 4 Bundemar St: S/choke shaft replacement.
- Victoria Sports Centre: blocked sewer.

As of 6/8/24

Warren Sewerage Treatment Works inflow		Sewerage Year – 1st June 2024 to 31st May 2025		
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
June 2024	486	362	10.85	10.85
July 2024	463	354	10.96	21.81
August 2024	344	310	1.24	23.05

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ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Bulk Water Reading per Quarter

Water Source	FIRST QUARTER READING 1/07/24- 31/09/24	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/24 - 31/12/24	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/25- 31/03/25	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/25 - 30/06/25	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	Max. Allocation (ML)
Warren Bores										
Bore 1 (Bore Flat) Lic. 80AL703155	13.55	13.55	0.00	13.55	0.00	13.55	0.00	13.55		
Bore 2 (Ellengerah) Unlicensed	5.63	5.63	0.00	5.63	0.00	5.63	0.00	5.63		
	19.18	19.18	0.00	19.18	0.00	19.18	0.00	19.18	2.74%	700
Warren River										
Oxley Park Lic. 80AL700017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Ellengerah Rd Lic. 80AL700017	5.69	5.69	0.00	5.69	0.00	5.69	0.00	5.69		
	5.69	5.69	0.00	5.69	0.00	5.69	0.00	5.69	0.76%	750
Showground (Racetrack)										
Lic. 80AL700645	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	188
Nevertire Bore Lic. 80AL703158	1.47	1.47	0.00	1.47	0.00	1.47	0.00	1.47	3.68%	40
Collie Bore Lic. 80CA724011	0.23	0.23	0.00	0.23	0.00	0.23	0.00	0.23	0.91%	25
Macquarie Park 80AL700996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	14.2

As of 6/8/24

*Rainfall for August: 0.7mm

*Rainfall to date: 423.9mm

*Burrendong Dam Level: 70%

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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

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

The play equipment at Macquarie and Ravenswood Parks is inspected, and sandpit 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
- Bore Flat Levee
- Carter Oval
- Other Reserves
- Woolnough/Stubbs Street Levee
- WOW Centre
- Sewer Pumping Stations
- Shire Housing
- Town Medians and Approaches
- Water Pumping Stations and Reservoirs
- Weed Spraying
- Tiger Bay Walking Track

Parks and Gardens Works:

- Skate/Splash Park: mow/snip
- Boston St Levee: mow/snip
- Town Approaches: mowing
- Library: mow/snip
- Stubbs Levee: mow/snip
- Bore Flat: mow/snip
- Woolnough Levee: mow/snip
- Ravenswood Park: mow/snip
- Event Preparation Nevertire: mow/snip
- CBD Area: tidy up, weeding
- Victoria Oval: cricket pitch preparation (ongoing)
- Carter Oval: cricket pitch preparation (ongoing)
- Victoria Oval: mow/snip/line marking
- Lions Park: mow/snip
- CBD Area: weeding/pruning/spraying
- Lawn Cemetery: mow/snip
- Woolnough Levee: mow/snip
- Bob Christensen Reserve: mow/snip
- Orchard St Park: mow/snip
- Ebert Park: mow/snip
- Oxley Park: mow/snip
- Rotary Park: mow/snip
- Saunders Park: mow/snip
- Far West Academy: mow/snip
- Warren Medical Centre: mow/snip
- Warren Median Strips: mow/snip
- Inspect Irrigation Systems (ongoing)
- Line Marking Victoria Oval
- Preparation for Football at Victoria Oval
- Lions Park: mow/snip
- Macquarie Park: mow/snip
- Macquarie Drive: mow/snip
- Tiger Bay Pump Station: mow/snip
- Warren Shire Chambers: mow/snip

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Town Crew

- Weed spraying around Warren.
- Grave duties.
- Remove rubbish from Shire Depot.
- Spray out walkways (ongoing).
- Install pedestrian posts on Burton St.
- Install crusher dust around cemetery seating.
- Clean grates around Warren.
- Pick up limbs around Warren.
- Installation of framing/sand under play equipment at Collie CWA (ongoing).
- Prepare and lay concrete slab in Saunders Park for picnic table.
- Installation of play equipment at the showground (ongoing).

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Non-Roads November/ December 2021 Flood and Storm Damage Works

Description	Expenditure/ Committed
<p>Non-Roads November/ December 2021 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works. (Application for reimbursement submitted 8/03/2022)</p>	<p style="text-align: center;">\$173,456.91</p> <p>Note: \$37,163 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.</p> <p>9/05/24</p> <p>Currently only \$73,012.03 has been approved for payment by SES/RA.</p> <p>GM met with the Minister for Emergency Services on 9th May 2024 in an attempt to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs.</p>
<p>0700-0050-0500, 0700-0050-0510, 0700-0050-0520, 0700-0050-0530, 0700-0050-0540</p>	

Non-Roads July, August, September, October, November, and December 2022 Flood Damage Works

Description	Expenditure/ Committed
<p>Non-Roads July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works. (Application for reimbursement submitted 28/2/2023).</p>	<p style="text-align: center;">\$757,745.33</p> <p>Note: \$37,163 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.</p> <p>9/05/24</p> <p>Currently only \$169,827.86 has been approved for payment by SES/RA.</p> <p>GM met with the Minister for Emergency Services on 9th May 2024 in an attempt to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs.</p>
<p>0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540</p>	

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ITEM 3 WORKS PROGRESS REPORT - PLANT

(P2-3)

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 to 6th August 2024.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Plant Repairs to 6th August 2024				
P2401	Emergency Trailer	General check over, missing components replaced, devices charged and checked, and modifications made to the sign cage.		6hrs
P3613	Toyota Hilux Twin Cab	80,000 km service completed. General check over, all okay.	3hrs	3hrs
P2180	A1 Traffic Lights	Battery check and maintenance performed. Removed batteries from the unit and charged individually. Load test seems okay. RJ Batteries to do a capacity discharge test and determine workability.		6hrs
P2340	Isuzu Tender Truck	40,000 km service completed. General checks made, all okay.	4hrs	4hrs
P3508	Toyota Prado	Windscreen replacement booked and vehicle delivered to Windscreens O'Brien Dubbo for repairs.	6hrs	6hrs
P36	Isuzu Med Tipper	X2 new rotating beacons fitted to the machine. New fire extinguisher bracket and extinguisher fitted.	8hrs	8hrs
P40	Isuzu Med Tipper	Check over of brake leaking compliant. Area cleaned and diagnosed as a leaking wheel cylinder. Parts ordered.	2hrs	2hrs
P2801	Iseki Mower	Broken deck wheel hanger: removed, replaced, and repaired broken one for use later.	3hrs	3hrs
P2802	Iseki Mower	Removed and repaired deck hanger arm, broken from impact.	2hrs	2hrs

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ITEM 3 WORKS PROGRESS REPORT – PLANT

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P90	Isuzu Truck	Replaced two batteries. Test start all okay now. Cleaned back of tray from road crew usage.	4hrs	4hrs
P3	Genelite Generator	Initial startup checks and paperwork done.	3hrs	3hrs
P28	John Deere 770G Grader	Repairs started: broken pushrod and rocker arms replaced. Valve clearances done; No. 1 exhaust valve continues to run out of spec. Readjusted three times, suspect failed cam follower or cam issue.		8hrs
P3623	Iveco Tender Truck	Diesel pump fitted.		8hrs
P2021	Kobelco Excavator	Wash down and transport to town for check-over and repairs. Gato Newcastle engaged to take diagnostic readings and provide a working report.		5hrs
P2878	Sthil Blower	Put out of service and replaced due to engine seizure.		1hr
P2881	Sthil Blower	Put out of service due to lack of blowing force. Parts cost more than new unit.		1hr
P2883	Sthil BG86 Blower	New unit purchased to replace P2881. General check-over and paperwork done.		1hr
P2884	Sthil BG86 Blower	New unit purchased to replace P2878. General check-over and paperwork done.		1hr
P764	Sthil Chainsaw	General check-over and new chain fitted for use at training course.		1hr
P762	Sthil Chainsaw	General check-over and new chain fitted, ready for use at training course.		1hr

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ITEM 3 WORKS PROGRESS REPORT – PLANT

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P805	Sthil Chainsaw	Purchased to replace missing unit P804. Tested, marked, and paperwork done, ready for use in training and for future work as required.		2hrs
P2343	Iveco Tender Truck new.	Fitting 12V diesel pump. Manufactured frame for pump, filter, and meter to fit in. Waiting on fittings to complete.		6hrs
P2801	Toro Grounds Master 4000D	Right-hand side wing won't drop down. Diagnosis and repairs ongoing. New info centre display fitted to read codes; display needs to be configured, looking for tech now.	6hrs	6hrs
P2341	Isuzu Tender Truck with Crane	Removed and replaced two flashing lights. Right-hand side had failed completely; left-hand side was lit but not spinning.		2hrs
P2341	Isuzu Tender Truck	Removed and replaced spray tank switch. Tested function of spray system, all okay now.	1.5 hr	1.5hr

ACRONYMS

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

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
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ITEM 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 July 2024.

FILE	LOCATION	WORKS	RECEIVED	APPROVED
P16-24.08	61 Thornton Ave WARREN NSW 2824 Lot 1 DP513863	Construction of Shed	6/6/2024	27/6/2024
P16-24.09	27-29 Narromine St NEVERTIRE NSW 2826 Lot 7,8 DP758766	Construction of Shed	25/6/2024	19/7/2024

LEGAL IMPLICATIONS

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

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION OPTIONS

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

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION/ ATTACHMENT

Nil.

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held at
Council Community Room, Warren on Thursday 22nd August 2024

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 July 2024 – 8th August 2024

2020 Projects	Budget	Expend. /Comm	Resp	Comment
Construction of two (2) x Council dwellings. 21 Deacon Drive and 8 Deacon Drive.	56,145	110,996	MHD	Completed July 2020. New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021. Formal complaint lodged with Department of Fair- Trading 4th March 2021. Additional information provided 11th March 2021. A further report provided to Council in August 2021. 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. Report provided to February 2022 Committee of the Whole Closed Council Meeting concerning directions on this project. Council resolved that: Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court.

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2020 Projects	Budget	Expend. /Comm	Resp	Comment
				<p>Proceedings have commenced on 28th July 2022, in NCAT in respect of both properties.</p> <p>Case has been lodged with District Court.</p> <p>Mediation undertaken on 30th April 2024. Further reporting undertaken to the May 2024 Council Meeting. Matter set down for the district court for - 8th November 2024.</p>
2021 Projects	Budget	Expend. /Comm	Resp	Comment
<p>Construction of the Waste Transfer Station at Ewenmar Waste Depot.</p> <p>3300-4321-000</p>	<p>271,116</p>	<p>235,035</p>	<p>MHD/TSM</p>	<p>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.</p> <p>Due to time lapse, new quotations obtained and reassessed.</p> <p>MLB to commence once Equestrian Centre path is complete.</p> <p>No progress during September, October, November, December, January and February due to site being flooded and wet weather.</p> <p>Works commenced Wednesday 31st May 2023. Footings for the retaining wall were poured on the 12th July 2023. Wall completed December 2023. Unable to source contractor to date. Quotation obtained from Battleline as a possible suitable contractor.</p>

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2021 Projects	Budget	Expend. /Comm	Resp	Comment
				Quotation not accepted. Works re commenced Friday 3 rd May 2024. Construction of delivery platform 80% complete using a combination of Battleline and Council Day Labour. Waiting on MLB to re-commence works, July 2024. MLB poured last concrete section 1 st August 2024. Delivery area rolled and aggregate laid, 5 th August. Proposed opening 22 nd August 2024.
2023 Projects	Budget	Expend. /Comm	Resp	Comment
Ewenmar Waste Depot Road repairs.	20,000	Nil	MHD/DMES	306 claim complete for \$220,500.
Warren Support Services (Targeted Early Intervention)				
2.28 Warren Junior Soccer 2023.	5,000	Nil	DMFA	To be held over a period of 12 months.
2.31 Warren Youth Group - Psychology service.	50,000	Nil	MHD	To be held over a period of 12 months.
2.39 Piano Lessons.	3,000	Nil	MHD	To be held over 12 months.
2.41 Warren performing Arts and Language Place Inc Warraan Widji Arts Dance and Grow.	5,000	Nil	MHD	14/2/2024 - 4/12/2024.
2.47 MPS Speech and Literacy Intervention 2024.	5,000	Nil	MHD	To be held over 12 months.
*2.48 CWA Speak out	5,000	Nil	MHD	Complete.
C3-3.4 Warren Youth Foundation	5,000	Nil	MHD	July 2024 to September 2024.

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Capital Expenses				
Council Housing M & R. (Includes \$20,000 for 2023/2024) Dwelling renewal, reserve \$56,145 and \$11,741 specific M&R	87,886	67,641	MHD	56 Garden Avenue, Heavy Maintenance 90% Completed. Purchase order for kitchen issued. Kitchen to be installed July 2024. Postponed due to COVID. Kitchen installed flooring and splashback to be completed.
Capital Renewal				
Animal Shelter Replacement. (Includes \$80,000 for 2023/2024).	140,000	Nil	MHD/IPM	Project in planning stage. Order issued to Brett Brouff for the formulation and floor concreting.
Town Planning				
LEP Review.	45,000	28,000	MHD	Consultant engaged. Draft report provided, reviewed. Feedback provided. Progressing with the recommendations.
2024 Projects	Budget	Expend. /Comm	Resp	Comment
Warren Sporting & Cultural Complex – Gym Equipment Renewals.	7,500	Nil	MHD	In progress.
Carter Oval Youth Sports Precinct/Depot Electrical Upgrade. 104-0118-0000	122,375	122,375	MHD/TSM/IPM	Purchase order issued. New panel ordered application made to essential energy for upgraded supply. New commercial grade switch board installed at amenities block being upgraded.

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2024 Projects	Budget	Expend. /Comm	Resp	Comment
Warren Medical Centre Cabinetry Improvement/Replacement Works.	24,200	Nil	MHD	
2024 Projects	Budget	Expend. /Comm	Resp	Comment
September 2022 AGRN 1034 Flood and Storm Damage Essential Public Asset Reconstruction Work Ewenmar Waste Depot Access Road Restoration.	220,500	Nil	MHD/DMFS/RIM	Claim to be resubmitted from Public Works.
2024 Projects	Budget	Expend. /Comm	Resp	Comment
Council building renovations fit out (New Kitchen, accessible toilet. 3210-4100-005	40,000	Nil	MHD	
LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)				
	Budget	Expend. /Comm	Resp	Grant funding successful 8th August 2023
Solar Panel Installation Warren Swimming Pool.	40,000	25,570	MHD	Contractor commenced onsite 2 nd November 2023. Stage 1 completed 7 th November 2023.
Victoria Oval Park Permanent Scoreboard Contribution.	35,000	29,937	MHD	\$20,000 grant funds (\$15,000 contribution from the Warren Rugby Club). Scoreboard arrived end December 2023. Operational late April 2024. The purchase and installation of a roller shutter door to protect this scoreboard, in progress. The fabrication and installation of laser cut sponsorship sign in progress.

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	Budget	Expend. /Comm	Resp	Grant funding successful 8th August 2023
Trailer Mounted Scoreboard (2) Contribution.	45,000	35,077	MHD	Purchase order issued. Scoreboard arrived end December 2023. Trailer options being investigated. Quotations obtained. The fabrication and installation of draw bars on the trailers in progress.
LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)				
	Budget	Expend. /Comm	Resp	Grant funding successful 8th August 2023
Windows on the Wetlands Centre Precinct EV Charging Station (up to 3) and Power Upgrade Contribution.	37,996	Nil	MHD/IPM	Being investigated. Proposal received from one supplies/installer for a fast-charging station for Carter Oval Carpark Area. Alternative proposal guide will be obtained for information Center for a fast-charging status, where power upgrade may not be necessary.