

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 5TH DECEMBER 2024**

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# WARREN SHIRE COUNCIL

## AGENDA - ORDINARY COUNCIL MEETING

5th December 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, 24th October 2024.

**5. DISCLOSURES OF INTERESTS**

**6. MAYORAL MINUTE(S)**

Nil.

**7. REPORTS OF COMMITTEES**

Meeting of the Audit, Risk and Improvement Committee  
held on Tuesday, 3rd September 2024 ..... (A1-3.1)

Meeting of the Audit, Risk and Improvement Committee  
held on Tuesday, 26th November 2024 ..... (A1-3.1)

Meeting of the Australia Day Committee  
held on Monday, 4th November 2024 ..... (C19-1.35)

Meeting of the Sporting Facilities Committee  
held on Wednesday 6th November 2024 ..... (S21-2)

Meeting of the Traffic Committee  
held on Thursday, 7th November 2024 ..... (T5-2)

Meeting of the Ewenmar Waste Depot Committee  
held on Monday, 11th November 2024..... (G2-5.4)

## 7. REPORTS OF COMMITTEES CONTINUED

Meeting of the Warren Public Arts Committee held on Monday, 11th November 2024.....	(C14-3.29)
Meeting of the Warren Local Emergency Management Committee held on Tuesday, 12th November 2024 .....	(E6-1)
Meeting of the Showground/Racecourse Committee held on Tuesday, 12th November 2024 .....	(C14-3.2)
Meeting of the Airport Operations Committee held on Wednesday, 13th November 2024 .....	(C14-3.12)
Meeting of the Economic Development and Promotions Committee held on Wednesday 13th November 2024 .....	(C14-3.22)
Meeting of the Town Improvement Committee held on Monday, 19th November 2023 .....	(C14-3.17)
Meeting of Manex held on Tuesday, 26th November 2024 .....	(C14-3.4)

## 8. REPORTS OF DELEGATES

Item 1	Meeting of the Outback Arts Incorporated held on Tuesday, 1st October 2024.....	(C3-9)
Item 2	Meeting of the Warren Interagency Support Services held on Thursday, 17th October 2024.....	(C3-9)
Item 3	Meeting of the Warren Interagency Support Services held on Thursday, 28th November 2024.....	(C3-9)
Item 4	Ordinary Meeting of the Castlereagh Macquarie County Council held on Monday, 28th October 2024 .....	(C15-1)
Item 5	Meeting of the Alliance of Western Councils Board held on Friday, 8th November 2024.....	(C14-6.5)
Item 6	Warren Health Action Committee Annual General Meeting held on Wednesday, 13th November 2024 .....	(H2-1)
Item 7	Annual General Meeting of the Association of Mining & Energy Related Councils (NSW) held on Thursday, 14th November 2024 .....	(C14-6.3)
Item 8	Meeting of the Association of Mining & Energy Related Councils (NSW) held on Thursday, 14th November 2024.....	(C14-6.3)

## 9. REPORTS TO COUNCIL

### POLICY

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Item 1	Review of Community Engagement Strategy Policy (P13-1, C8-1)	Page 1
Item 2	Alcohol and Other Drugs Policy (P13-1, S12-14.4)	Page 23

### REPORTS OF THE GENERAL MANAGER

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Item 1	Outstanding Reports Checklist (C14-7.4)	Page 1
Item 2	Committee/Delegates Meetings (C14-2)	Page 22
Item 3	Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1)	Page 24
Item 4	Regional Drought Resilience Planning Program (RDRP) – Regional Drought Resilience Plan (Bogan, Coonamble and Warren Shires) Final Draft Plan (F2-2, G4-1.79)	Page 30
Item 5	2024 Local Government NSW (LGNSW) Annual Conference Attendance Report (S6-4)	Page 39
Item 6	Delivery Program Progress Report (E4-44)	Page 73
Item 7	Annual Report 2023/2024 (A1-14)	Page 144
Item 8	Endorsement of the Warren Shire 2035 Community Strategic Plan (A7-4.1/1)	Page 146
Item 9	Integrated Planning and Reporting (IP & R) Framework Documentation Creation Action Plan and Community Engagement Plan (A7-4.1/1, A7-4.2/2, A13-1, A13-3, A7-3)	Page 182
Item 10	Disclosures of Interest – Councillors and Designated Persons (A7-9)	Page 201

### REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

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Item 1	Réconciliation Certificate – October 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 7
Item 4	Review of Council's 2023/2024 Operations Report (A1-5.42)	Page 8
Item 5	2025/2026 Operational Plan & Estimates Timetable (A1-5.44)	Page 18

**REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES**


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Item 1	Works Progress Reports – Roads (C14-7.2) .....	Page 1
Item 2	Works Progress Reports – Town Services (C14-7.2) .....	Page 12
Item 3	Works Progress Reports – Plant (P2-3) .....	Page 29
Item 4	Floodplain Risk Management Committee (F8-7.1) .....	Page 32

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


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Item 1	Development Application Approvals (B4-9) .....	Page 1
Item 2	Works Progress Reports – Health and Development Services (C14-7.3) .....	Page 2
Item 3	Planning Proposal – LEP Review (P15-31.6) .....	Page 8

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

Nil.

**11. MATTERS OF URGENCY**

Nil.

**12. CONFIDENTIAL MATTERS**
**Report of the Divisional Manager Engineering Services**

Item 1	REGPRO272425 Provision of Road Stabilising (C14-6.2/74) .....	Page 1
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**13. CONCLUSION OF MEETING**
**14. PRESENTATIONS**

Nil.

## **AUDIT, RISK AND IMPROVEMENT COMMITTEE**

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Attached are the Minutes of the Meeting of the Audit, Risk and Improvement Committee held on Tuesday, 3rd September 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Audit, Risk and Improvement Committee held on Tuesday, 3rd September 2024 be received and noted and the following recommendations be adopted:

**ITEM 5 ACTION CHECKLIST FROM THE AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)**

That:

2. Council notes that the Committee is satisfied with the progress of completed actions to date.

**ITEM 6.1 CHAIRPERSON'S REPORT (A1-3.1)**

That:

2. The matters raised in the Chairperson's Report in relation to the Auditor General's comments at the Office of Local Government and County Councils Audit, Risk and Improvement Committee (ARIC) Conference, be brought to the specific attention of Councillors as part of the next Council Audit, Risk and Improvement Committee Report.

**ITEM 6.2 PROMOTING BETTER PRACTICE REVIEW (A1-3.1)**

That:

1. The Review be endorsed as a comprehensive review of the governance requirements at Council including the proposed actions of the Review;
2. Arrangements be made to review the Business Continuity Plan as soon as practical and update it where required;
3. Arrangements be made to review the Records Management Policy in line with the legislative changes in December 2022 and that the requirements of the new statutory regime be applied to record keeping and disposal within Warren Shire Council; and
4. Council notes that the Public Interest Disclosure Report Policy, Communications Technology Plan Policy and Contract Register are currently being reviewed.

**ITEM 6.3 EXTERNAL AUDITORS MANAGEMENT LETTERS (A1-3.1)**

That the information be received and noted including managements agreement on the required actions that will be updated during the audit.

**ITEM 6.4 2024/25 OFFICE OF LOCAL GOVERNMENT COMPLIANCE CALENDAR (L5-1)**

That:

1. ARIC notes the procedures in place with the monthly monitoring of the Compliance Calendar by Manex; and
2. The 2024/2025 Office of Local Government Compliance Calendar be presented to the Committee every six (6) months detailing any matters complied with and actions on matters that are outstanding and the required Action Plan to ensure compliance.

**ITEM 6.5 2023/24 AUDIT ENGAGEMENT PLAN (A1-1)**

That the Annual Engagement Plan and identified risk area considerations be endorsed including the timetable for compliance with financial reporting requirements.

**ITEM 6.6 REVALUATION OF ASSETS TIMETABLE (A13-1)**

That:

2. The Committee be provided a report detailing the Asset Revaluation process and plan that will be implemented in 2024/2025 for the relevant assets including asset management planning actions and maturity.

**ITEM 6.7 ARIC STRATEGIC WORK PLAN (A1-3)**

That a Committee Workshop be arranged to develop the Four (4) Year Strategic ARIC Work Plan and 2024/2025 Annual ARIC Work Plan.

**ITEM 6.9 DELEGATION FRAMEWORK (S12-1)**

That the Council notes that the Committee considers the Delegation process in place provides a mature and robust system.

# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
held in the General Managers Office via Teams, 115 Dubbo Street, Warren,  
on Tuesday 3rd September 2024 commencing at 9.01 am

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**PRESENT:**

Graeme Fleming PSM	Chairperson (Voting Member) (via Teams)
Grahame Marchant	Independent Member (Voting Member) (via Teams)
Paul Smith	Independent Member (Voting Member)
Sarah Derrett	Deputy Mayor (Non-Voting Member)
Gary Woodman	General Manager
Bradley Pascoe	Divisional Manager Finance & Administration
Scott Hosking	Work Health Safety/Risk Co-Ordinator
Sumedh Joshi	External Auditor (Nexia Australia – Sydney Office) (via Teams)
Rebecca Christian	Projects Administration Officer (Relief Minute Taker)

**ITEM 1 APOLOGIES AND INTRODUCTIONS**

Apologies were received from Vishal (Bobbie) Modi and Hong Wee Soh who were absent due to external commitments and it was **MOVED** Marchant/Fleming that a leave of absence be granted for this meeting.

**Carried**

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**ITEM 2 CONFIRMATION OF MINUTES OF THE INTERNAL AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 6TH JUNE 2024**

**MOVED** Marchant/Fleming that the Minutes of the Internal Audit and Risk Management Committee meeting held on Thursday, 6th June 2024 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON THURSDAY, 6TH JUNE 2024**

Nil.

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**ITEM 4 DISCLOSURES OF INTEREST**

Chairperson Graeme Fleming PSM declared a Standing Declaration of Potential Interest as an occasional provider of consultancy services to Local Government and as Chair of Lachlan and Warren and Co-Chair of Gilgandra and Coonamble ARIC Committees. He advised there were no subjects or issues which were directly affected on the current meeting agenda.

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# WARREN SHIRE COUNCIL

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## **ITEM 5 ACTION CHECKLIST FROM THE AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)**

- Split the report into an Action Checklist – Committee Matters and an Action Checklist – Internal Auditor Reports Matters; (EA/GM).
- Completed matters need to be noted for the Committees Annual Report; (EA/GM).
- Expected completion dates include the month; and (EA/GM).
- Include 'Action' to detail what is required, comment to detail the process, information to date, etc. (EA/GM).

At this point in the meeting, the time being 9.28 am, Independent Member Paul Smith joined the meeting.

**MOVED** Fleming/Marchant that:

1. The information be received and noted; and the items marked with an asterisk (\*) be deleted; and
2. Council note that the Committee is satisfied with the progress of completed actions to date.

**Carried**

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## **ITEM 6 REPORTS**

### **ITEM 6.1 CHAIRPERSON'S REPORT (A1-3.1)**

**MOVED** Fleming/Smith that:

1. The information be received and noted; and
2. The matters raised in the Chairperson's Report in relation to the Auditor General's comments at the Office of Local Government and County Councils Audit, Risk and Improvement Committee (ARIC) Conference, be brought to the specific attention of Councillors as part of the next Council Audit, Risk and Improvement Committee Report.

**Carried**

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### **ITEM 6.2 PROMOTING BETTER PRACTICE REVIEW (A1-3.1)**

**MOVED** Smith/Marchant that:

1. The Review be endorsed as a comprehensive review of the governance requirements at Council including the proposed actions of the Review;
2. Arrangements be made to review the Business Continuity Plan as soon as practical and update it where required;
3. Arrangements be made to review the Records Management Policy in line with the legislative changes in December 2022 and that the requirements of the new statutory regime be applied to record keeping and disposal within Warren Shire Council; and
4. Council notes that the Public Interest Disclosure Report Policy, Communications Technology Plan Policy and Contract Register are currently being reviewed.

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
held in the General Managers Office via Teams, 115 Dubbo Street, Warren,  
on Tuesday 3rd September 2024 commencing at 9.01 am

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**ITEM 6.3      EXTERNAL AUDITORS MANAGEMENT LETTERS      (A1-3.1)**

**MOVED** Marchant/Smith that the information be received and noted including managements agreement on the required actions that will be updated during the audit.

**Carried**

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**ITEM 6.4      2024/25 OFFICE OF LOCAL GOVERNMENT COMPLIANCE CALENDAR      (L5-1)**

**MOVED** Marchant/Smith that:

1. The information be received and ARIC notes the procedures in place with the monthly monitoring of the Compliance Calendar by Manex; and
2. The 2024/2025 Office of Local Government Compliance Calendar be presented to the Committee every six (6) months detailing any matters complied with and actions on matters that are outstanding and the required Action Plan to ensure compliance.

**Carried**

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**ITEM 6.5      2023/24 AUDIT ENGAGEMENT PLAN      (A1-1))**

**MOVED** Smith/Marchant that the information be received and noted and the Annual Engagement Plan and identified risk area considerations be endorsed including the timetable for compliance with financial reporting requirements.

**Carried**

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**ITEM 6.6      REVALUATION OF ASSETS TIMETABLE      (A13-1)**

**MOVED** Marchant/Smith that:

1. The information be received and noted; and
2. The Committee be provided a report detailing the Asset Revaluation process and plan that will be implemented in 2024/2025 for the relevant assets including asset management planning actions and maturity.

**Carried**

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**MORNING TEA**

At this point in the meeting, the time being 11.01 am, the Committee adjourned for Morning Tea.

**RESUMPTION**

The meeting resumed at 11.07 am.

# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
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**ITEM 6.7 ARIC STRATEGIC WORK PLAN (A1-3)**

- Strategic Internal Audit Plan (Contract Internal Audit Plan) (16 items(4x4)) – has been arranged;
- Strategic ARIC Work Plan (Over 4 Years) to be finalised;
- Annual ARIC Work Plan (2024/2025) to be finalised; and
- Graham Marchant will circulate other drafts of other ARIC's Strategic Work Plans and Annual Work Plans for comments and use at a workshop.

**MOVED** Smith/Marchant that a Committee Workshop be arranged to develop the Four (4) Year Strategic ARIC Work Plan and 2024/2025 Annual ARIC Work Plan.

**Carried**

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**ITEM 6.8 DRAFT AUDITED FINANCIAL STATEMENTS (A1-4.42, A1-5.42)**

- Aging of receivables particularly where grants are yet to be paid and Council cash management are treated differently to grant debtors at year end, in that sense operational debtors (debtor invoice raised) we age those as per normal accounting standards and process (ECR). Debtor items related to grants are as at balance date 30/6/2024, these are not subject to an aged, based standard or appropriation, just money owed at year end;
- Council is still working on assets area (capitalisation etc) and reconciling the grants and contributions. Grants have a potential negative impact where more money is owed to Council at year end, example of flood damage and RMCC items; and
- Large grants have been completed, which would see a reduction in the liability for grants received in advance or contract liability at year end. Overall Council's consideration with grants is for cash management where money is spent and left owing to Council.

**MOVED** Marchant/Smith that the information be received and noted.

**Carried**

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**ITEM 6.9 DELEGATION FRAMEWORK (S12-1)**

- The process needs to ensure that persons Delegation contains a signature and an initial on each page of the schedule acknowledging the requirements of the Delegations (GM/EA).

**MOVED** Smith/Marchant that the information be received and noted and that the Council notes that the Committee considers the Delegation process in place provides a mature and robust system.

**Carried**

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Bradley Pascoe left the meeting at 11.38 am not to return.

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**ITEM 6.10 PROCESS OF REPORTING OF THE COMMITTEE (A1-3.1)**

- If minutes recommendations reflect the opinion or advice of the Committee using the Minutes as the report to Council is considered acceptable.

**MOVED** Marchant/Smith that the information be received and noted.

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
held in the General Managers Office via Teams, 115 Dubbo Street, Warren,  
on Tuesday 3rd September 2024 commencing at 9.01 am

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## **ITEM 7      GENERAL BUSINESS**

### **7.1 COUNCILLOR REPRESENTATION (A1-3.1)**

- The Chairperson thanked Deputy Mayor Councillor Sarah Derrett for her input to the Committee.

### **7.2 COUNTRY COUNCILS ARIC CONFERENCE (A1-3.1)**

- On behalf of the smaller Councils hoping for the conference to be arranged; and
  - Will help with the sharing of resources.
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## **ITEM 8      DATE OF NEXT MEETING**

Scheduled for 26th November 2024 at 9.00 am by Teams.

An appropriate Committee Workshop be arranged early-mid November 2024.

**There being no further business the meeting closed 12.04 pm.**

## **AUDIT, RISK AND IMPROVEMENT COMMITTEE**

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Attached are the Minutes of the Meeting of the Audit, Risk and Improvement Committee held on Tuesday, 26th November 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Audit, Risk and Improvement Committee held on Tuesday, 26th November 2024 be received and noted and the following recommendations be adopted:

**Item 6.3 Upcoming Internal Audits – 2024/2025 Internal Audit Schedule**

That Council notes:

1. The Internal Audit Program;
2. That four (4) Internal Audits are hoped to be completed by June, 2025; and
3. The Audits will be presented to ARIC as they are completed.

**Item 7.1 Audited Financial Statements & Audit Reports**

**Item 7.2 External Audit Engagement Closing Report**

That

2. Council be commended for the timeliness of the Audit and that no issues were found.

**Item 8.1 Risk Management Update**

That Council note that appropriate Risk Management documents are in place for projects.

**Item 8.2 Major Project Risk Profiles**

That the information on the Project Risk Management Principles be received and noted.

**Item 8.3          Continuous Risk Improvement Program**

That:

1. The 2024 CIP Self Assessment – Benchmarking Report received by Council be noted; and
2. Council note that there has been an improvement in Footpaths, Swimming Pool and Enterprise Risk Management Benchmarking, with further improvements to be made using the Action List Plan.

**Item 12.2          Asset Management**

That:

1. Council be made aware that appropriate planning is being undertaken to improve Council's Audit Management Planning and eventually better informing of the Long Term Financial Plan; and
2. The Committee continually be updated on the progress of increasing Council's Asset Management Planning maturity to at least Intermediate Level in accordance with the International Infrastructure Management Manual (IIMM).

**Item 13.1          Annual Report**

Note the report has been prepared in accordance with OLG requirements.

**Item 13.2          Policy Status and Review Update (Policy Register)**

That:

1. The Council note the ageing of a number of Policies and ARIC to receive a report at the appropriate time on the Policies to be renewed by the new Term of Council; and
2. It is noted that due to resource limitations and priorities that a number of Policies do require updating and a report to be provided to ARIC on the renewal program.

**Item 16.1          Annual Work Plan 2024/2025**

That Council approve the Annual Work Plan and the progress against the Plan be reported to ARIC on a regular basis.

# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
held in the General Managers Office via Teams, 115 Dubbo Street, Warren,  
on Tuesday 26th November 2024 commencing at 3.00 pm

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**PRESENT:**

Graeme Fleming PSM	Chairperson (Voting Member) (via Teams)
Grahame Marchant	Independent Member (Voting Member) (via Teams)
Paul Smith	Independent Member (Voting Member)
Sarah Derrett	Deputy Mayor (Non-Voting Member)
Hong Wee Soh	NSW Audit Office Audit Leader (via Teams)
Sumedh Joshi	External Auditor (Nexia Australia – Sydney Office) (via Teams)
Gary Woodman	General Manager
Scott Hosking	Work Health Safety/Risk Co-Ordinator
Jillian Murray	Treasurer
Jody Burtenshaw	Executive Assistant to the Mayor and GM (Minute Taker)

**ITEM 1 APOLOGIES AND INTRODUCTIONS**

Apologies were received from Bradley Pascoe and Vishal Modi who were absent due to external commitments and it was **MOVED** Smith/Marchant that a leave of absence be granted for this meeting.

**Carried**

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**ITEM 2 CONFIRMATION OF MINUTES OF THE INTERNAL AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 3RD SEPTEMBER 2024**

**MOVED** Marchant/Smith that the Minutes of the Internal Audit and Risk Management Committee meeting held on Tuesday, 3rd September 2024 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON TUESDAY, 3RD SEPTEMBER 2024**

Nil.

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**ITEM 4 DISCLOSURES OF INTEREST**

Chairperson Graeme Fleming PSM declared a Standing Declaration of Potential Interest as an occasional provider of consultancy services to Local Government and as Chair of Lachlan and Warren and Co-Chair of Gilgandra and Coonamble ARIC Committees. He advised there were no subjects or issues which were directly affected on the current meeting agenda.

# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
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## ITEM 5 ACTION CHECKLIST

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

**Carried**

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## ITEM 6 INTERNAL AUDIT

### Item 6.1 Completed Audits

Nil.

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### Item 6.2 Current Audits

Nil.

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### Item 6.3 Upcoming Internal Audits – 2024/2025 Internal Audit Schedule

The General Manager advised the Committee that Karen Roberts is soon to be appointed as Council's Contract Internal Auditor, with final arrangements to be made.

#### RECOMMENDATION TO COUNCIL:

**MOVED** Smith/Marchant that Council notes:

1. The Internal Audit Program;
2. That four (4) Internal Audits are hoped to be completed by June, 2025; and
3. The Audits will be presented to ARIC as they are completed.

**Carried**

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## ITEM 7 EXTERNAL AUDIT

### Item 7.1 Audited Financial Statements & Audit Reports (Provided Under Separate Cover)

### Item 7.2 External Audit Engagement Closing Report (Provided Under Separate Cover)

Sumedh Joshi advised that:

- Nexia Pty Ltd have been successful for next three (3) years with an option to renew for a further two (2) years as Council's External Auditor;
  - Unqualified Audit opinion on the 2023/2024 Financial Statements has been issued;
  - No discrepancies found;
  - Was pleasing to be able to report that the timeliness of Council providing information for the Audit has significantly improved on the previous year;
  - Initial Draft Set of Financial Statements did not have the indexation of the values of infrastructure assets;
  - Management letter to Council hopefully available this week, following staff feedback;
  - Council may need to consider organising and implementing a Cypher Risk Policy or Framework; and
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# WARREN SHIRE COUNCIL

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**ITEM 7 EXTERNAL AUDIT CONTINUED**

**Item 7.1 Audited Financial Statements & Audit Reports (Provided Under Separate Cover)**

**Item 7.2 External Audit Engagement Closing Report (Provided Under Separate Cover)**

- Will engage earlier with Management for the Audit Policy Requirements / Details and then identify in the Audit Plan and Annual Engagement Plan.

**RECOMMENDATION TO COUNCIL:**

**MOVED** Marchant/Smith that:

1. The information be received and noted; and
2. Council be commended for the timeliness of the Audit and that no issues were found.

**Carried**

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**ITEM 8 RISK MANAGEMENT**

**Item 8.1 Risk Management Update**

At this point in the meeting, the time being 3.45 pm Councillor Derrett left the meeting room.

At this point in the meeting the time being 3.47 pm, Councillor Derrett returned to the meeting room.

**RECOMMENDATION TO COUNCIL:**

**MOVED** Smith/Marchant that Council note that appropriate Risk Management documents are in place for projects.

**Carried**

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**Item 8.2 Major Project Risk Profiles**

- Risk Management Plan – Warren Airport Infrastructure Improvement Works
- Risk Management Plan – Warren Levee Rehabilitation - Safety in Design Report for Structure that has Unusual or Atypical Features, Carry Out Levee Rehabilitation

**RECOMMENDATION TO COUNCIL:**

**MOVED** Marchant/Smith that the information on the Project Risk Management Principles be received and noted.

**Carried**

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**Item 8.3 Continuous Risk Improvement Program**

- ERM Continuous Improvement Program;
  - Swimming Pools Continuous Improvement Program; and
  - Footpaths Continuous Improvement Program.
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**Item 8.3      Continuous Risk Improvement Program**

**Continued**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Marchant/Smith that:

1. The 2024 CIP Self Assessment – Benchmarking Report received by Council be noted; and
2. Council note that there has been an improvement in Footpaths, Swimming Pool and Enterprise Risk Management Benchmarking, with further improvements to be made using the Action List Plan.

**Carried**

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**ITEM 9            INTERNAL CONTROLS**

**Item 9.1          Internal & External Audit Action Plan Register**

Nil (provided within the Committee Action Checklist).

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**ITEM 10          COMPLIANCE**

**Item 10.1        Delegations**

Nil (provided to the September 2024 Committee Meeting).

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**Item 10.2        Records Management**

Nil.

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**ITEM 11          FRAUD AND CORRUPTION**

Nil (Fraud and Corruption Framework provided to the June 2024 Committee Meeting).

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**ITEM 12          FINANCIAL MANAGEMENT**

**Item 12.1        September Quarterly Budget Review**

**MOVED** Smith/Marchant that the information be received and noted.

**Carried**

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# WARREN SHIRE COUNCIL

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## Item 12.2 Asset Management

### RECOMMENDATION TO COUNCIL:

**MOVED** Marchant/Smith that:

1. The information be received and noted;
2. Council be made aware that appropriate planning is being undertaken to improve Council's Audit Management Planning and eventually better informing of the Long Term Financial Plan; and
3. The Committee continually be updated on the progress of increasing Council's Asset Management Planning maturity to at least Intermediate Level in accordance with the International Infrastructure Management Manual (IIMM).

**Carried**

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## ITEM 13 GOVERNANCE

### Item 13.1 Annual Report

General Manager 5 December 2024 Report to Council (Annual Report provided under separate cover).

### RECOMMENDATION TO COUNCIL:

**MOVED** Smith/Marchant note the report has been prepared in accordance with OLG requirements.

**Carried**

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### Item 13.2 Policy Status and Review Update (Policy Register)

### RECOMMENDATION TO COUNCIL:

**MOVED** Marchant/Smith that:

1. The Council note the ageing of a number of Policies and ARIC to receive a report at the appropriate time on the Policies to be renewed by the new Term of Council; and
2. It is noted that due to resource limitations and priorities that a number of Policies do require updating and a report to be provided to ARIC on the renewal program.

**Carried**

---

## ITEM 14 STRATEGIC PLANNING

Nil.

# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
held in the General Managers Office via Teams, 115 Dubbo Street, Warren,  
on Tuesday 26th November 2024 commencing at 3.00 pm

---

## ITEM 15 SERVICE REVIEWS AND BUSINESS IMPROVEMENT

### Item 15.1 Warren Shire Council Service Review Program Update Proposed 2024/2025 Service Reviews

- The proposed Service Reviews for 2024/2025 are:
  - Service NSW Service provision (DMFA);
  - Customer Service provision and procedures (GM/DMFA/DMES/MHD);
  - Economic Development and Visitation (GM); and
  - Waste/Garbage Services (MHD).
- Any change requirements emanating from the Service Reviews need to take into account the resources of the organisation.
- Service Review Reports will be reported to ARIC (GM/DMFA).

**MOVED** Marchant/Smith that the information be received and noted.

**Carried**

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## ITEM 16 PERFORMANCE DATA AND MEASUREMENT

### Item 16.1 Annual Work Plan 2024/2025

#### RECOMMENDATION TO COUNCIL:

**MOVED** Smith/Marchant that Council approve the Annual Work Plan and the progress against the Plan be reported to ARIC on a regular basis.

**Carried**

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## ITEM 17 GENERAL BUSINESS

- Graeme Fleming advised that the NSW Council ARIC Conference date is Friday, 4th April 2025 subject to confirmation with the Auditor General.
- 

## ITEM 8 DATE OF NEXT MEETING

- Tuesday, 4 March 2025
- Tuesday, 3 June 2025
- Tuesday, 2 September 2025
- Tuesday, 18 November 2025

**There being no further business the meeting closed 4.40 pm.**

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## AUSTRALIA DAY COMMITTEE

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Attached are the Minutes of the meeting of the Australia Day Committee held on Monday, 4th November 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Australia Day Committee held on Monday, 4th November 2024 be received and noted.

**WARREN SHIRE COUNCIL**  
Minutes of the Australia Day Committee  
Meeting held in Council's Conference Room at 115 Dubbo Street  
Warren on Monday, 4th November 2024 commencing at 3.48am

---

**PRESENT:**

Councillor Ros Jackson (Chair)

Councillor David Cleasby

Gary Woodman (General Manager)

Bradley Pascoe (Divisional Manager Finance & Administration)

Jody Burtenshaw (Executive Assistant to the Mayor and GM)

---

**ITEM 1            ELECTION OF CHAIRPERSON**

**MOVED** Cleasby/Burtenshaw that Councillor Jackson be elected Chairperson for this Committee.  
**Carried**

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**ITEM 2            APOLOGIES**

Nil.

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**ITEM 3            DISCLOSURES**

Nil.

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**ITEM 4            REPORTS**

**ITEM 4.1        2025 AUSTRALIA DAY AWARDS ADVERTISING AND APPLICATIONS PROCESS**  
**(C19-1.35)**

- Extra advice to be provided to:
  - Other contact lists;
  - Sporting Groups;
  - Schools;
  - Clubs (Rotary, Lions);
  - Councillors;
  - Staff; and
  - Warraan WiDji Arts (DMFA).
- Facebook advertisements have been arranged and extra posts will be scheduled leading up to the closure of nominations (DMFA);
- Posters to be arranged for local notice boards (Council, Library, Businesses) (DMFA);
- Newspaper advertisement (DMFA);
- Advertising commenced in February 2024 but, this year nominations have been slow.

# WARREN SHIRE COUNCIL

## Minutes of the Australia Day Committee

Meeting held in Council's Conference Room at 115 Dubbo Street  
Warren on Monday, 4th November 2024 commencing at 3.48am

---

**ITEM 4.2      2025 AUSTRALIA DAY AWARDS – MASTER OF CEREMONIES (COMMITTEE  
CHAIRPERSON) AND MAYORAL WORK      (C19-1.35)**

- Two (2) Councillor will share the Master of Ceremonies duties, this will increase interest during the ceremony;
  - Presentations alternately, with each Councillor determining what Awards they will present for; and
  - Mayor and Ambassador then do the individual presentations and for photographs.
- 

**ITEM 4.3      2025 AUSTRALIA DAY AWARDS CRITERIA AND NOMINATIONS (CLOSURE IS  
COB THURSDAY, 12TH DECEMBER 2024)      (C19-1.35)**

- 2025 criteria has to remain as is, due to timing/advertising;
  - The 2026 criteria needs to be investigated to determine if the criteria needs to be firmed up in relation to information provided at nominating including:
    - Contributions and achievements, etc through the year of Award;
    - Whether they are a Warren Shire citizen;
    - Level of community involvement, etc; and
    - Whether the nomination form should ask appropriate questions to obtain the necessary information, perhaps generic questions to help the nominator complete the form to be more engaging, to obtain quality nominations and information.
  - Nominations need to be checked, corrected, further information obtained and approvals finalised.
- 

**ITEM 4.4      2025 AWARD NOMINATIONS JUDGING PROCESS AND ACTION PLAN      (C19-1.35)**

- Judging process to be reviewed for 2026 after the 2025 process is completed and any improvements required or determined;
  - Summarisation of nominations for Presentation (EA);
  - Finalisation of individual citations (Clr Jackson, EA); and
  - Nominees Invitation letters for attendance and Award Winner Luncheon (DMFA).
- 

**ITEM 4.5      2025 AUSTRALIA DAY BREAKFAST, CEREMONY ARRANGEMENTS  
(RESPONSIBILITIES)      (C19-1.35)**

- Warren Sporting and Cultural Centre set-up (WSCCM);
  - Breakfast food, drink purchases, delivery (DMFA);
  - Breakfast cooking, clean-up (GM);
  - Breakfast serving (GM);
  - Ambassador management, accommodation, itinerary arrangements (DMFA);
  - Advertising (EA);
  - Audiovisual (TSM);
  - PA System (WSCCM);
  - Photographer (GM);
-

# WARREN SHIRE COUNCIL

## Minutes of the Australia Day Committee

Meeting held in Council's Conference Room at 115 Dubbo Street  
Warren on Monday, 4th November 2024 commencing at 3.48am

---

### ITEM 4.5 2025 AUSTRALIA DAY BREAKFAST, CEREMONY ARRANGEMENTS (RESPONSIBILITIES) CONTINUED

- Press attendance (Warren Star) (GM);
  - Media Releases / Facebook posts with Writers Who of Awards, crowd and breakfast (GM/EA); and
  - Pack-up (DMFA).
- 

### ITEM 4.6 2025 AUSTRALIA DAY AMBASSADOR ARRANGEMENTS (C19-1.35)

- Accommodation, transport from Dubbo (as required) (DMFA);
  - Arrival Dinner (Nevertire Hotel) (DMFA);
  - Post Award Luncheon (Warren Services Club) (DMFA);
  - Australia Day Dinner (Collie Hotel) (DMFA); and
  - Travelling Ambassador including Warren Tour (GM).
- 

### ITEM 4.7 2026 AUSTRALIA DAY AWARDS CRITERIA AND NOMINATIONS PROCESS DISCUSSION (C19-1.35)

- The 2026 criteria needs to be investigated to determine if the criteria needs to be firmed up in relation to information provided at nominating including:
    - Contributions and achievements, etc through the year of Award;
    - Whether they are a Warren Shire citizen;
    - Level of community involvement, etc; and
    - Whether the nomination form should ask appropriate questions to obtain the necessary information, perhaps generic questions to help the nominator complete the form to be more engaging, to obtain quality nominations and information.
  - Criteria descriptions may need to be refreshed;
  - Other categories may also need to be considered; and
  - Criteria descriptions could be expanded out.
- 

### ITEM 5 GENERAL BUSINESS

Nil.

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### ITEM 6 NEXT MEETING

16th December 2024 at 3.30 pm.

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**There being no further business the meeting closed at 5.20 PM.**

---



## **SPORTING FACILITIES COMMITTEE MEETING**

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Attached are the Minutes of the meeting of the Sporting Facilities Committee held on Wednesday 6<sup>th</sup> November 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Sports Facilities Committee held on the 6<sup>th</sup> November 2024 be received and noted and the following recommendation be adopted:

**ITEM 7.2      CARTER OVAL YOUTH SPORTS PRECINCT USAGE TRACKING AND ANALYSIS  
(G4-1.47) (P1 – 7.3)**

**That:**

2. All user groups of the Carter Oval Youth Sports Precinct be requested to implement measures to record facility usage over the next two years to ensure Council is able to report in accordance with grant conditions on usage of the new facilities.

**WARREN SHIRE COUNCIL**  
**Minutes of the Sporting Facilities Committee Meeting**  
**held in Council's Community Room, 115 Dubbo Street, Warren**  
**on Wednesday, 6<sup>th</sup> November 2024 commencing at 4:12pm**

---

**Present:**

Councillor GJ Whiteley (Interim Chairperson)  
Councillor DDW Cleasby  
Councillor RL McKay  
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 Manager)

---

**ITEM 1            ELECTION OF CHAIRPERSON**

**MOVED** Cleasby/McKay to nominate Councillor DJ McCloskey as Chairperson of Committee subject to his acceptance.

**Carried**

Clr Whiteley was selected as interim chairman for this meeting in Clr McCloskey's absence.

---

**ITEM 2            APOLOGIES**

An apology was tendered on behalf of Councillor Dirk McCloskey who was absent due to external commitments, and it was **MOVED** Cleasby/McKay that the apology be accepted and a leave of absence for the member concerned be granted for this meeting.

**Carried**

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**ITEM 3            CONFIRMATION OF MINUTES OF THE SPORTING FACILITIES COMMITTEE MEETING HELD ON WEDNESDAY, 7<sup>th</sup> AUGUST 2024**

**MOVED** Woodman/Stephens that the Minutes of the Meeting held on the 7<sup>th</sup> August 2024 be accepted as a true and correct record of that meeting.

**Carried**

---

**ITEM 4            BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON WEDNESDAY, 7<sup>TH</sup> AUGUST 2024**

Update in relation to Item 6.3 Solar Presentation – Solar Analytics completed by Manager Health and Development Services. Solar Panel cleaning and maintenance is not required unless the monitoring system installed notifies the user of such matters.

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**ITEM 5            ACTION CHECKLIST**

**MOVED** McKay/Cleasby that the that the information be received and noted; and that the items marked with an asterisk (\*) be removed.

**Carried**

---

# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren  
on Wednesday, 6<sup>th</sup> November 2024 commencing at 4:12pm

---

## ITEM 6 FINANCIAL STATEMENT

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

**Carried**

---

## ITEM 7.1 REPORT FROM THE CENTRE MANAGER

**(S21-2)**

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

**Carried**

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## ITEM 7.2 CARTER OVAL YOUTH SPORTS PRECINCT USAGE TRACKING AND ANALYSIS

**(G4-1.47) (P1 – 7.3)**

### RECOMMENDATION TO COUNCIL:

**MOVED** McKay/Cleasby that:

1. The information be received and noted.
2. All user groups of the Carter Oval Youth Sports Precinct be requested to implement measures to record facility usage over the next two years to ensure Council is able to report in accordance with grant conditions on usage of the new facilities.

**Carried**

---

## ITEM 7.3 VICTORIA PARK FEMALE FRIENDLY AMENITIES – EXPRESSION OF INTEREST FROM LOCAL ARTISTS TO CREATE ORIGINAL ABORIGINAL ARTWORKS

**(G4-1.82)**

**MOVED** Cleasby/McKay that the information be received and noted.

**Carried**

---

## ITEM 8 GENERAL BUSINESS

### 8.1 PROPOSED IMPROVEMENTS PROJECTS / PROGRAMS TO BE CONFIRMED FOR 2025/2026 ANNUAL OPERATIONAL PLAN AND FOUR YEAR DELIEVRY PROGRAM (2025/2026 – 2028/2029)

#### Victoria Park / Warren Sporting and Cultural Centre

Item	Comment
Complete Audio-Visual Upgrade – post Regional Cultural Fund Equipment Purchases.	\$12,000.00 ex GST
Extend Centre Manager Office to accommodate first aid room.	TBC
Floor Scrubber Unit for indoor basketball court.	\$8,500.00 ex GST
Construct new picket fence surrounding main oval including entrance gates.	TBC

---

# WARREN SHIRE COUNCIL

## Minutes of the Sporting Facilities Committee Meeting held in Council's Community Room, 115 Dubbo Street, Warren on Wednesday, 6<sup>th</sup> November 2024 commencing at 4:12pm

Upgrade from logs to fixed seating surrounding oval.	TBC
Lighting upgrade to sealed second netball court.	\$12,000.00
Upgrade pathways – 2016 connections study Project 8 – path from MPHS front door around northern side of oval to red river gum walk via outdoor gym.	\$175,000.00 ex GST
Upgrade end of trip facilities within Victoria Park – 2016 connections study – Project 12 – bicycle racks and water point stations.	\$20,000.00 ex GST
Install Heating and Cooling within indoor court area of Warren Sporting and Cultural Centre.	\$350,000.00 ex GST
Purchase of additional 250 chairs.	\$25,000.00 Ex GST
Redevelopment of main oval within Victoria Park to be squared up and moved closer towards Warren Sporting and Cultural Centre.	TBC

### General Items

Item	Comment
Purchase of moveable grandstands for all sporting areas.	\$300,000.00 Ex GST

### Carter Oval Youth Sports Precinct

Item	Comment
Splash Park table and shade structures.	\$100,000.00 Ex GST
Adventure Playground Space.	\$150,000.00 Ex GST
Diplomat Fencing Stage 2.	\$60,000.00 Ex GST
Children's Learner Bike Track.	\$150,000.00 Ex GST
Landscaping Stage 2.	\$100,000.00 Ex GST
Front Viewing area amenities building stage 1 (pergola) construction.	\$60,000.00 Ex GST
Front Viewing area amenities building stage 2 permanent shelter construction.	\$250,000.00 Ex GST
Adolescent Playground Equipment – Bore Flat.	\$350,000.00 Ex GST

### Warren War Memorial Swimming Pool

Item	Comment
Extra shade structures.	\$80,000.00 Ex GST
Relining of swimming pool.	\$1,500,000.00 Ex GST
Chemical delivery access pathway and gates.	\$30,000.00 Ex GST
Replacement of Olympic Swimming Pool.	\$15,000,000.00 Ex GST
All Year Useable Dome and Heating System.	\$3,000,000.00 Ex GST

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

**Carried**

### ITEM 9 DATE OF NEXT MEETING

Wednesday 5<sup>th</sup> February 2025.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5:57 PM**

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## TRAFFIC COMMITTEE MINUTES

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Attached are the Minutes of the meeting of the Traffic Committee held in the Council Conference Room, Thursday 7th November 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Traffic Committee held on Thursday, 7th November 2024 be received and noted and that the following recommendations be adopted:

**ITEM 5.1      PROPOSED SCHOOL ZONE TRAFFIC CHANGES      (T5-3)**

That subject to NSW Police Force concurrence the Committee endorses the design for the Drop-off Zone at St. Mary's Parish School and Warren Central School Hale St Bus Zone and Chester St Drop off Zone.

**ITEM 5.2      PROPOSED TRAFFIC ALTERATIONS ON BUNDEMAR STREET      (T5-2, T5-3)**

That subject to NSW Police Force concurrence:

1. A section of the centre median in Bundemar Street be removed from the existing intersection with the Oxley Highway, Burton Street, to a point level with or just east of the access serving the business premises of Tyreright thus allowing for improved and safer ingress/egress to Tyreright, for AB-Triple Vehicles, and
2. The removed section island to be converted into a painted island, and
3. The NO STOPPING restriction be extended by 30m along Bundemar Street on the northeastern side of the intersection;
4. The cost of completing the associated works be absorbed from within the routine maintenance allocation for Streets in the 2024/25 budget; and
5. Council apply for the designation of the Bundemar Street route to Tyreright as a heavy vehicle route to accommodate AB-Triple Vehicles.

**ITEM 5.3      PARKING RESTRICTION – TRANGIE STREET, NEVERTIRE      (R4-1.55)**

That subject to NSW Police Force concurrence:

1. The installation of the proposed No Truck Parking restriction from 6:00 pm to 6:00 am along Trangie Street, Nevertire be approved; and
2. The proposed No Truck Parking 6:00pm to 6:00am restriction signage be installed along both sides of Trangie Street, Nevertire between Gobabla Street and Clyde Street.

**ITEM 6.1      WARREN CHRISTMAS STREET PARTY EVENT      (D3-1.7)**

That subject to NSW Police Force concurrence the Committee endorse the Warren Christmas Street Party Event Management Plan on the condition that the Special Event Application Form is submitted by Council and approved and provided to Committee Members.

# WARREN SHIRE COUNCIL

## Minutes of Traffic Committee

held in Council Conference Room, 115 Dubbo Street, Warren on  
Thursday 7th November 2024 commencing at 2.00pm

---

### PRESENT:

Councillor Mark Kelly (Chairperson)  
Mr Gary Woodman (General Manager)  
Mr Sylvester Otieno (Divisional Manager Engineering Services)  
Mr Jason Nicholson (TfNSW)  
Mr David Duncan (Local Member Representative)  
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.

**Carried**

---

### ITEM 2 CONFIRMATION OF MINUTES OF THE MEETING HELD ON THURSDAY, 8TH AUGUST 2024

**MOVED** Duncan/Nicholson that the Minutes of the Meeting held on, Thursday, 8th August 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 THURSDAY, 8TH AUGUST 2024

Nil.

---

### ITEM 4 ACTION CHECKLIST

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

**Carried**

---

### ITEM 5 REPORTS

ITEM 5.1 PROPOSED SCHOOL ZONE TRAFFIC CHANGES (T5-3)

### RECOMMENDATION TO COUNCIL:

**MOVED** Otieno/Duncan that subject to NSW Police Force concurrence the Committee endorses the design for the Drop-off Zone at St. Mary's Parish School and Warren Central School Hale Street Bus Zone and Chester Street Drop-off Zone.

**Carried**

---

# WARREN SHIRE COUNCIL

## Minutes of Traffic Committee

held in Council Conference Room, 115 Dubbo Street, Warren on  
Thursday 7th November 2024 commencing at 2.00pm

---

**ITEM 5.2      PROPOSED TRAFFIC ALTERATIONS ON BUNDEMAR STREET      (T5-2, T5-3)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Nicholson/Duncan that subject to NSW Police Force concurrence:

1. A section of the centre median in Bundemar Street be removed from the existing intersection with the Oxley Highway, Burton Street, to a point level with or just east of the access serving the business premises of Tyreright thus allowing for improved and safer ingress/egress to Tyreright, for AB-Triple Vehicles, and
2. The removed section island to be converted into a painted island, and
3. The NO STOPPING restriction be extended by 30m along Bundemar Street on the northeastern side of the intersection;
4. The cost of completing the associated works be absorbed from within the routine maintenance allocation for Streets in the 2024/25 budget; and
5. Council apply for the designation of the Bundemar Street route to Tyreright as a heavy vehicle route to accommodate AB-Triple Vehicles.

**Carried**

---

**ITEM 5.3      PARKING RESTRICTION – TRANGIE STREET, NEVERTIRE      (R4-1.55)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Duncan/Otieno that subject to NSW Police Force concurrence:

1. The installation of the proposed no truck parking restriction from 6:00 pm to 6:00 am along Trangie Street, Nevertire be approved; and
2. The proposed no truck parking 6:00pm to 6:00 am restriction signage be installed along both sides of Trangie Street, Nevertire between Gobabla Street and Clyde Street.

**Carried**

---

**ITEM 6      GENERAL BUSINESS**

**ITEM 6.1      WARREN CHRISTMAS STREET PARTY EVENT      (D3-1.7)**

The Warren Christmas Street Party Event Management Plan was tabled to the Committee.

**RECOMMENDATION TO COUNCIL:**

**MOVED** Otieno/Nicholson that subject to NSW Police Force concurrence the Committee endorse the Warren Christmas Street Party Event Management Plan on the condition that the Special Event Application Form is submitted by Council and approved and provided to Committee Members.

---

**ITEM 7      NEXT MEETING**

If possible, by 6<sup>th</sup> March 2025 and 3<sup>rd</sup> July 2025.

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 3:02 PM.**

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## EWENMAR WASTE DEPOT COMMITTEE MEETING

---

Attached are the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday 11<sup>th</sup> November 2024.

**RECOMMENDATION:**

That the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday 11<sup>th</sup> November 2024 be received and noted.

---



**WARREN SHIRE COUNCIL**  
**Minutes of the Ewenmar Waste Depot Committee**  
**held in the Council Community Room, 115 Dubbo Street Warren**  
**on Monday 11th November 2024 commencing at 2.00pm**

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**Present:** Councillor Andrew Brewer (Chairperson)  
Councillor David Cleasby  
Councillor Pauline Serdity  
Gary Woodman (General Manager)  
Sylvester Otieno (Divisional Manager Engineering Services)  
Maryanne Stephens (Manager Health and Development Services)  
Raymond Burns (Town Services Manager)  
Cassy Mitchell (Administration Officer Health and Development)

---

**ITEM 1 ELECTION OF CHAIRPERSON**

**MOVED** Cleasby/Serdity that Councillor Brewer be elected Chairperson for this Committee.

**Carried**

---

**ITEM 2 APOLOGIES**

Nil.

---

**ITEM 3 CONFIRMATION OF THE MINUTES OF THE MEETING HELD 8<sup>th</sup> July 2024**

**MOVED** Woodman/Burns that the Minutes of the Meeting held on 8<sup>th</sup> July 2024 be accepted as a true and correct record of that meeting.

**Carried**

---

**ITEM 4 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD 8<sup>TH</sup> July 2024**

**Waste Levy:**

- Netwaste have put in a formal objection to the Waste Levy being extended to include Warren;
- Would mean that persons would be charged the Waste Levy per tonne;
- Would require a weigh bridge and someone manning the facility to collect the funds after determining weight;
- Could cause a level of illegal dumping.

**Return And Earn:**

- Currently the automatic return and earn facility is not applicable due to the population level;
  - Still working on trying to get an automatic facility;
  - Need to check with JC's Cotton Café to see if they are considering expanding their services to increase their capacity or what alternate arrangements could be available (MHD)
-

**WARREN SHIRE COUNCIL**  
**Minutes of the Ewenmar Waste Depot Committee**  
**held in the Council Community Room, 115 Dubbo Street Warren**  
**on Monday 11th November 2024 commencing at 2.00pm**

---

**ITEM 5            ACTION CHECKLIST**

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

**Carried**

---

**ITEM 6            REPORTS**

**ITEM 6.1        TRANSFER STATION**

**(G2-5.4)**

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

**Carried**

---

**ITEM 6.2        FUTURE WORKS AT THE EWENMAR WASTE DEPOT**

**(G2-5.4)**

Projects/programs to be considered:

- Development of the Tip Shop (\$30,000);
- Drum Muster Compound (\$10,000);
- Waste Oil Recycling Facility Development (\$20,000);
- Signage Redevelopment (\$2,000);
- Litter Prevention Campaign/Program (\$78,000);
- Solar power and battery system (\$70,000);
- Fencing stage 1(\$50,000);
- Return and earn contribution/setup (\$20,000).

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

**Carried**

---

**ITEM 7            GENERAL BUSINESS**

**ITEM 7.1        CLEAN UP AUSTRALIA DAY**

**(G2-5.1)**

- Is Sunday 2<sup>nd</sup> March 2025;
  - Garbage bags and Council pickup are supplied to all sites;(TSM)
  - Advertising will be arranged;(MHD)
  - Arrangement will be considered at the next meeting (MHD).
- 

**ITEM 8            DATE OF NEXT MEETING**

Workshop to be arranged for January 2025(MHD).

Next Meeting 2.00pm Monday 10<sup>th</sup> February (MHD)

---

**There being no further business the meeting closed at 3.20pm.**

---

## **WARREN PUBLIC ARTS COMMITTEE MINUTES**

---

Attached are the Minutes of the Meeting of the Warren Public Arts Committee held on Monday, 11th November 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Warren Public Arts Committee held on Monday, 11th November 2024 be received and noted and the following recommendation be adopted:

**ITEM 6.1      VICTORIA PARK FEMALE FRIENDLY AMENITIES - EXPRESSIONS OF INTEREST  
LOCAL ARTISTS TO CREATE ORIGINAL ABORIGINAL ARTWORK SUBMISSION AND  
CONCEPT DESIGNS**

**(G4-1.82)**

That the concept designs proposed by Peter Mackay - Warraan Widji Arts be accepted for the Victoria Park Precinct New Amenities for Female Participants (VPPNAFFP) project.

# WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
on Monday 11th November 2024 commencing at 3:36 pm

---

## PRESENT:

Ros Jackson	Councillor (Chairperson)
Pauline Serdity	Councillor
Penny Heuston	Councillor
Jenny Quigley	Community Member
Judy Ridley	Community Member
Rachel Cant	Community Member
Mary Small	Community Member
Michele Hamblin	Community Member
Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Joe Joseph	Infrastructure Projects Manager
Raymond Burns	Town Services Manager
Rebecca Christian	Note Taker

## ITEM 1 ELECTION OF CHAIRPERSON (C14-3.29)

**NOMINATION:** Councillor Ros Jackson by Councillor Pauline Serdity, seconded by Councillor Penny Heuston.

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

**Carried**

---

The Chairperson welcomed the new Committee Members Rachael Cant and Michele Hamblin.

## ITEM 2 APOLOGIES (C14-3.29)

Nil.

**Carried**

---

## ITEM 3 CONFIRMATION OF MINUTES (C14-3.29)

**MOVED** Jackson/Burns that the Minutes of the Meeting held on Monday 15<sup>th</sup> July, 2024 be accepted as a true and correct record of that meeting.

**Carried**

---

## ITEM 4 BUSINESS ARISING FROM THE MINUTES OF THE MEETING, 15TH JULY 2024

Nil.

---

## ITEM 5 ACTION CHECKLIST

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

**Carried**

---

# WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
on Monday 11th November 2024 commencing at 3:36 pm

---

**ITEM 6.1 VICTORIA PARK FEMALE FRIENDLY AMENITIES - EXPRESSIONS OF INTEREST LOCAL ARTISTS TO CREATE ORIGINAL ABORIGINAL ARTWORK SUBMISSION AND CONCEPT DESIGNS**

**(G4-1.82)**

- The Expression of Interest (EOI) was advertised in the Newspaper, on Facebook and on the Council website;
- Peter Mackay through the Warraan Widji Arts was the only EOI provided;
- There are no concerns by an appropriate Aboriginal Elder with the doors being used for the Aboriginal artwork;
- Six (6) doors are available for artwork (five (5) Totems artworks provided with a sixth piece of artwork to be determined by the artist);
- Door panels will be delivered to the artist in the next few weeks giving plenty of time for the painting of the artwork;
- Ambulant toilet doors are 770mm wide, four (4) other doors 1,020mm wide with the artwork expected to be in portrait otherwise will be 'filled';
- Labelling is expected to be to the side;
- Signs (male/female) will be in Wayilwan language;
- Peter Mackay has Shamika Kentwell, a young Aboriginal person helping with the artwork;
- Artwork will be protected by a non-sacrificial system that is quite robust; and
- Final designs will be provided to Committee Members for final comments.

**RECOMMENDATION TO COUNCIL:**

**MOVED** Burns/Serdity that the concept designs proposed by Peter Mackay - Warraan Widji Arts be accepted for the Victoria Park Precinct New Amenities for Female Participants (VPPNAFFP) project.

**Carried**

---

**ITEM 6.2 IMPROVEMENT PROJECTS/PROGRAMS IN PREPARATION FOR THE 2025/2026 ANNUAL OPERATIONAL PLAN AND 4 YEAR DELIVERY PROGRAM (2025/2026 - 2028/2029)**

**(C14-3.29)**

- Committee Members have until the next meeting to consider priority Improvement Project/Programs;
- A thought was an area for Warren stories not just rural stories, artwork could take stories into account;
- Further water tower murals to be considered;
- A giant rain gauge providing detailed information;
- Across the Black Soil Plains sculpture;
- Light projects on current and future murals and artworks;

# WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
on Monday 11th November 2024 commencing at 3:36 pm

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- Use of QR codes for many stories and information particularly on walking tours, fun facts about Warren etc.;
- Creation of a Warren character such as 'Where's Warren';
- Light Festival of the West; and
- All Blacks game in Warren.

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

**Carried**

---

**ITEM 7            GENERAL BUSINESS**

Nil.

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**ITEM 8            DATE OF NEXT MEETING**

To be arranged for the 10th February 2025 at 3:30 pm.

**There being no further business the meeting closed 4:50 pm.**

# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

## Minutes

Attached are the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday 12th November 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday 12th November 2024 be received and noted.

WARREN LOCAL EMERGENCY MANAGEMENT  
COMMITTEE

**Minutes of Warren Local Emergency Management Committee Meeting held in the  
Community Room 115 Dubbo Street, Warren on Tuesday 12th November 2024  
commencing at 9.34am**

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**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
Simon Bracht	FRNSW Duty Commander
Christopher Waters	NSW Police (REMO)
Rianna Malvern	NSW Police Force (LEOCON)
David Minehar	DCJ – Disaster Welfare
Angie Tegart	Warren Shire Council (Minutes Taker)

---

**ITEM 1 APOLOGIES**

Apologies were received on behalf of Mel Manning (Department of Education) and Inspector Robert Bevan (NSW Police).

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

**Carried**

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**ITEM 2 MINUTES OF THE MEETING HELD ON TUESDAY, 13<sup>TH</sup> AUGUST 2024**

**MOVED** Burns/Malvern that the Minutes of the meeting held on Tuesday, 13th August 2024 as circulated, be adopted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON TUESDAY, 13<sup>TH</sup> AUGUST 2024**

Nil.

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**ITEM 4 REMO REPORT**

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

- Truck rollover exercise in Dubbo, 4<sup>th</sup> February 2025.



WARREN LOCAL EMERGENCY MANAGEMENT  
COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the  
Community Room 115 Dubbo Street, Warren on Tuesday 12th November 2024  
commencing at 9.34am

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Carried

**ITEM 5            CORRESPONDENCE FROM WIRES AUSTRALIA**

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

Carried

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**ITEM 6            AGENCY REPORTS**

a)        NSW Reconstruction Authority

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

Carried

b)        NSW SES

**MOVED** Watson/Blair that the information be received and noted.

Carried

c)        Transport for NSW

**MOVED** Edwards/Malvern that the information be received and noted.

Carried

d)        Department of Education

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

Carried

e)        Disaster Welfare

**MOVED** Minehar/Malvern that the information be received and noted.

Carried

f)        Warren Shire Council

- Levee upgrade repairs, soon tenders for small diesel pumps, generators purchased, floodgates currently being fabricated, and installation starts early in the New Year. Reconstruction works design near complete, tender out very soon.

**MOVED** Minehar/Malvern that the information be received and noted.

---

**ITEM 8            CONTACT LIST UPDATE**

The contact list has been updated, any further updates to be communicated to Council.

WARREN LOCAL EMERGENCY MANAGEMENT  
COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the  
Community Room 115 Dubbo Street, Warren on Tuesday 12th November 2024  
commencing at 9.34am

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**ITEM 9 MAJOR EVENTS (DISCUSSION)**

- Friday 6<sup>th</sup> December 2024, Warren Christmas Street Party; and
  - Friday 13<sup>th</sup> December 2024, Twilight Races.
- 

**ITEM 10 GENERAL BUSINESS**

- Hospital Medical Evacuation to Warren Sporting and Cultural Centre (WSSC) -noted that WSSC is also the main evacuation centre in a major emergency.

**ITEM 11 NEXT MEETING**

12<sup>th</sup> February 2025

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 10.00am.**

## SHOWGROUND/RACECOURSE COMMITTEE

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Attached are Minutes of the Meeting of the Warren Showground/Racecourse Committee held on Tuesday, 12<sup>th</sup> November 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Showground/Racecourse Committee held on Tuesday, 12<sup>th</sup> November 2024 be received and noted and the following recommendation be adapted:

**ITEM 6.9      MEETING MINUTES FROM THE EQUESTRIAN ARENA SUB-COMMITTEE (S7-7.1)**

That Council does not allow the Equestrian Arena to be used for sheep sales unless the following problems can be negated by the user:

- The sand surface is not contaminated by the bedding and sheep manure and urine by an appropriate barrier system;
- Surface base is not damaged by the pegging of any yards or facilities;
- Sand and surface base is not damaged by the travelling of vehicle within the Equestrian Arena; and
- Any damage to the sand and surface base would be made good by the user.

# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting  
held in Council's Community Room at 115 Dubbo Street, Warren  
on Tuesday, 12<sup>th</sup> November 2024 commencing at 5.33pm

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## ATTENDANCE:

Councillor David Cleabsy	Warren Shire Council (Chairperson)
Councillor Greg Whitely	Warren Shire Council
Councillor Penny Heuston	Warren Shire Council
Councillor Andrew Brewer	Warren Shire Council
Mark Beach	Community Representative
Jo O'Brien	Central West Adult Riding Club (Treasurer)
Matt Colwell	Warren Jockey Club (Committee Member)
Kevin Noonan	Warren Jockey Club (Committee Member)
Bec Austin	Warren Pony Club (Committee Member)
Vicki Parker	Warren Campdraft Committee (Member)
Simon Turnbull	Western Districts Polocrosse Association Inc. (Member)
Phil Waterford	Western Districts Polocrosse Association Inc. (Member)
Gary Woodman	General Manager
Maryanne Stephens	Manager Health and Development Services
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager
Darren Walton	Town Services Overseer
Jo Joseph	Infrastructure Project Manager
Susan Balogh	Economic Development and Visitation Manager

---

## ITEM 1 ELECTION OF CHAIRPERSON

**MOVED** Brewer/ Heuston that Councillor David Cleabsy be elected Chairperson for the Committee.

**Carried**

---

## ITEM 2 APOLOGIES

Apologies were tendered on behalf of Councillor Dirk McCloskey, Andrew Stephens (Warren P&A Association), Paul Quigley (Warren Rodeo Campdraft Committee), Paul Smith (Warren Jockey Club) and David Dwyer (Polocrosse) and it was **MOVED** Brewer/Burns that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried**

---

## ITEM 3 MINUTES OF THE MEETING HELD ON 5TH MARCH 2024

**MOVED** Burns/Beach that the Minutes of the Meeting held on Tuesday 5<sup>th</sup> March 2024 be accepted as a true and correct record of that meeting.

**Carried**

---

# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting  
held in Council's Community Room at 115 Dubbo Street, Warren  
on Tuesday, 12<sup>th</sup> November 2024 commencing at 5.33pm

---

**ITEM 4 BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON 5TH MARCH 2024**

- Blue grass was harvested from the paddock on the right-hand side upon entering from Old Warren Road.

**ITEM 5 ACTION CHECKLIST**

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

**Carried**

**ITEM 6 REPORTS**

**ITEM 6.1 FINALISATION OF THE CATTLE/STOCK YARD MODIFICATIONS (S7-1, S7-6)**

- The Warren P&A were not present at the Committee Meeting; and
- Warren P&A needs to provide the Committee their final proposed plan to allow determination of how many panels will be left and if they can be used or stored elsewhere (Warren P&A).

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

**Carried**

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**ITEM 6.2 USE OF SURPLUS STOCK PANELS (S7-1, S7-6)**

- When the P&A has finalised the stock yards, there will be panels remaining. Need to determine how & where they can be used and how they are managed.

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

**Carried**

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**ITEM 6.3 STORAGE OF SURPLUS STOCK PANELS (S7-1, S7-6)**

- If any stock panels are left over, an appropriate location for them to be stored needs to be determined; (TSM) and
- A container or shed may be considered for storage. The location and configuration will be confirmed once the quantity is determined. (TSM)

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

**Carried**

---

**ITEM 6.4 EXCLUSION FENCE AND AUTO GATES (S7-1, S7-6)**

- Currently, 1,500m of fencing has been completed, and the contractor is working on an additional 620m;
- The remaining fence will be positioned to follow the tree line along the main entry, approximately 3m from the trees;
- A total of 2x7m of gates will be installed along the front entry driveway (refer to the attached map); and

# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting  
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on Tuesday, 12<sup>th</sup> November 2024 commencing at 5.33pm

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- Between Option 1 and Option 2, the Committee preferred Option 1, which is approximately 200m longer, provided it is within budget.

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

**Carried**

---

**ITEM 6.5                    CCTV & OTHER ELECTRONIC SURVEILLANCE                    (S7-1, S7-6)**

- 10 CCTV cameras have been installed at the showground, located as follows:
  - 2 at the entrances;
  - 1 at the back of the grandstand;
  - 1 on the Judges Tower;
  - 2 in the Garden Bar;
  - 2 at the Equestrian Centre; and
  - 2 at the Cattleman's Camp amenities.

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

**Carried**

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**ITEM 6.6                    IRRIGATION SYSTEMS GRANT APPLICATION                    (S7-1, S7-6)**

- A further Crown Reserves Improvement Fund (CRIF) Grant application will be arranged;
- Has been designed;
- \$1,100,000 estimated grant application; and
- Warren Jockey Club will also submit a similar grant application, with Racing NSW, who are prepared to contribute up to 80% office cost of the inner ring.

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

**Carried**

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**ITEM 6.7                    PA SYSTEM                    (S7-1, S7-6)**

- It has been completed;
- Work carried out by Illawarra Production Services, who service Country Racing P.A. systems all over the state; and
- The system has been used by Pony Club, Warren Jockey Club and Team Penning. Team Penning had a minor issue due to flat batteries in the radio microphone.

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

**Carried**

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**ITEM 6.8                    IMPROVEMENT PROJECTS/PROGRAMS IN PREPARATION FOR THE 2025/2026 ANNUAL OPERATIONAL PLAN AND 4 YEAR DELIVERY PROGRAM                    (S7-1, S7-6)**

- All user groups to come up with appropriate projects and programs for the next meeting including estimated costs;
- Warren Jockey Club has provided their initial program (see attached); and
- Water Storage Tank – Camp Draft Stockyards.

# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting  
held in Council's Community Room at 115 Dubbo Street, Warren  
on Tuesday, 12<sup>th</sup> November 2024 commencing at 5.33pm

---

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

**Carried**

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## **ITEM 6.9 MEETING MINUTES FROM THE EQUESTRIAN ARENA SUB-COMMITTEE (S7-7.1)**

### **RECOMMENDATION TO COUNCIL:**

**MOVED** Woodman/Austin that Council does not allow the Equestrian Arena to be used for sheep sales unless the following problems can be negated by the user;

- The sand surface is not contaminated by the bedding and sheep manure and urine by an appropriate barrier system;
- Surface base is not damaged by the pegging of any yards or facilities;
- Sand and surface base is not damaged by the travelling of vehicle within the Equestrian Arena; and
- Any damage to the sand and surface base would be made good by the user.

**Carried**

---

## **ITEM 6.10 CALENDAR OF EVENTS (S7-2)**

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

**Carried**

---

## **ITEM 7. GENERAL BUSINESS**

### **ITEM 7.1 PROPOSED NATIONAL POLOCROSSE TITLES WARREN 2028 – PRESENTATION BY SIMON TURNBULL AND PHIL WATERFORD (WESTERN PLAINS POLOCROSSE NATIONALS) (S7-2)**

- Phil Waterford was able to attend the Chinchilla 2024 Event;
- Summary from Chinchilla Nationals (June 2024) by John & Kelly Mullins:
  - Gross Turnover at the Grounds: \$816,320.
  - Bar grossed \$208k, with \$88k purchased through the local pub.
  - Supplies included 600kg of chips, 30 dozen eggs daily, and 105 Litres of milk on the biggest day.
  - Pub had its highest turnover in 9 years; solid bookings for hairdresser.
  - Local Economic Impact:
    - \$750k spend in town over 10 days, an increase compared to the same period in 2023.
  - Facilities & Attendance:
    - 300 campsites, 1,500 people camped on grounds.
    - 228k views on live-streamed games, including international viewers.
  - Grants and Sponsorship:
    - \$250k in grants for ground improvements.

# WARREN SHIRE COUNCIL

## Minutes of the Showground/Racecourse Committee Meeting held in Council's Community Room at 115 Dubbo Street, Warren on Tuesday, 12<sup>th</sup> November 2024 commencing at 5.33pm

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- \$36k for marketing by Kyla Hill, sponsored by Council & Advance Energy.
- \$10k sponsorship from Carlton United (cash and product).
- Costs:
  - Free live streaming: \$8k.
  - MC and music: \$12k.
  - Commentators: \$8k.
  - WIFI booster trailer: \$5k.
  - Shower/toilet hire and in-kind contributions (e.g., earthmoving, trucks, trailers) valued at \$65k.
- Discussion with Graham Elford (NSW Polocrosse Board):
  - Other Clubs: Narrabri Club is the only other club to express interest. Warren venue is preferred.
- Priorities for the Event:
  - Focus on fields: must withstand wet conditions, all-weather ambulance access, and be playable in all conditions.
  - Testing different grasses (e.g., ryegrass) for suitability.
  - Fields need to be played on for a couple of seasons to ensure readiness and proper maintenance.
- Council Support: Essential for the event's application and overall success.
- Rye grass was sown of the fields at the appropriate time to allow field preparation;
- 47 teams at Chinchilla;
- Water trucks filled tanks each day,
- 4 or 5 semi-trailers with showers, not enough, would need a septic system;
- 6 playing fields and 2 practice fields are required;
- Warren Club, it will not be their event;
- "Western Plains" or "Western Districts" to be considered the name;
- Management Team of 6 key people – Fields, Sponsorship, Grants, Administration, Catering/Bar, Camping;
- Estimated that 3,000 people attended over the time;
- Nightly entertainment;
- Catering could be by different organisations such as Rugby Club, etc and other Sporting Groups;
- Bar could be by different organisations;
- Chinchilla seemed expensive particularly for camping;
- No financial contributions from National;
- Believe that the organisation at Chinchilla cleared approximately \$200,000;



# WARREN SHIRE COUNCIL

## Minutes of the Showground/Racecourse Committee Meeting held in Council's Community Room at 115 Dubbo Street, Warren on Tuesday, 12<sup>th</sup> November 2024 commencing at 5.33pm

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- Field core sampling will be required to determine how to prepare and arrange fields;
- Will approach Council to find out where grants can be obtained;
- The organisers will be responsible for grant applications;
- Western Districts Polocrosse Association Inc. will be the lead organisation;
- Tracking crossing will need to be considered and managed;
- Considering June/July 2028 School Holidays;
- Will have a paid person to do the initial coordination;
- Planning group will be arranging a Framework of the Proposal and then a Business Case to undertake the proposed event for presentation to a future meeting (Simon Turnbull/Phil Waterford).
- Planning Group in accordance with Council's Resolution is to provide the Sub-Committee consisting of 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 a presentation on the framework of the proposal and the required business case to undertake the proposed event to determine whether the proposal could and should be progressed. (Planning Group)

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

**Carried**

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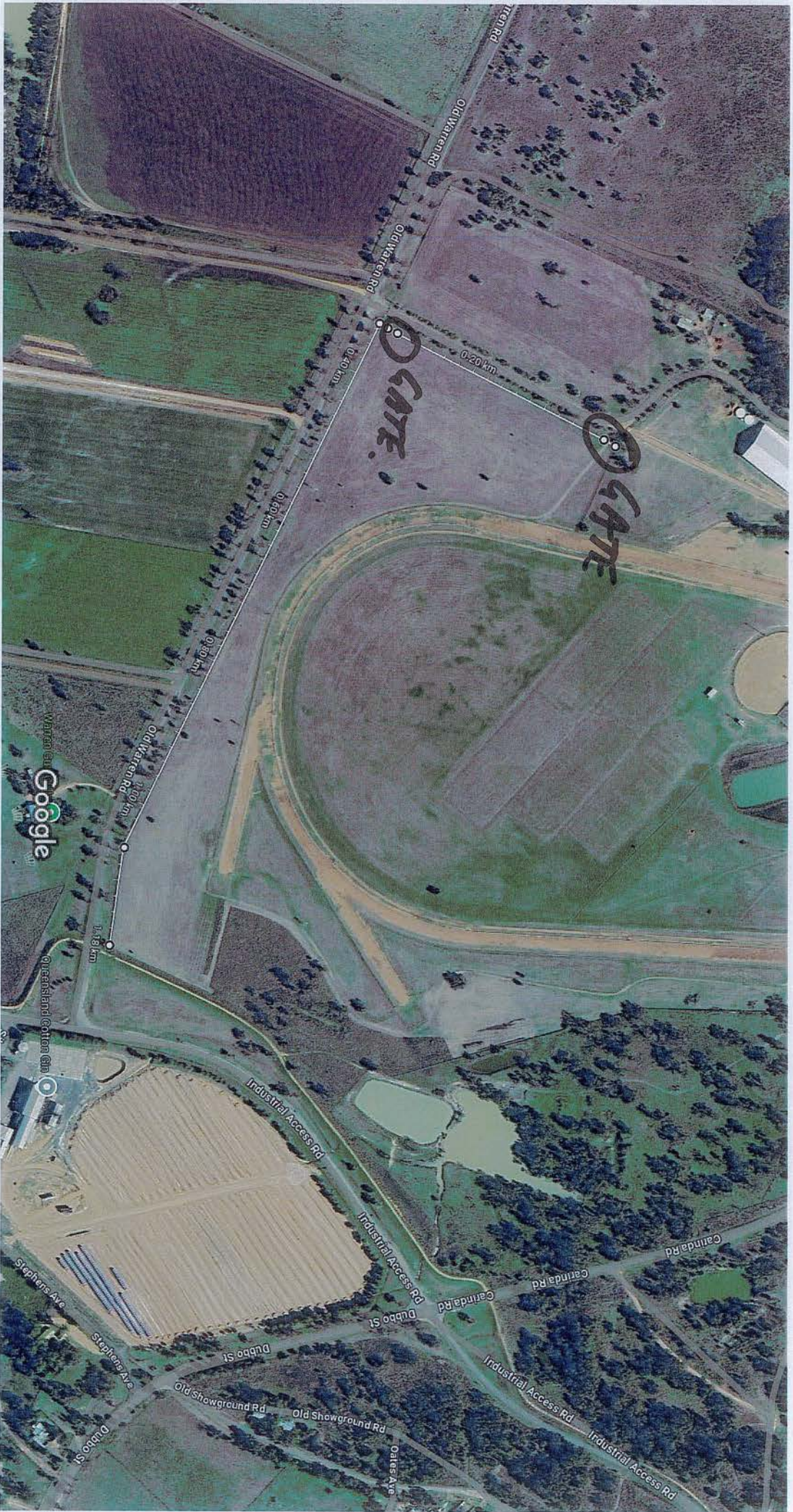
**ITEM 8.            DATE OF NEXT MEETING**

**(S7-2)**

- 5:30pm, Tuesday 11<sup>th</sup> February 2025.
- 

**There being no further business the meeting closed at 7.23pm**

Option 1 For the remaining Fenceline.  
Includes 2 x 7m double gates.



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## WARREN JOCKEY CLUB - 5 YEAR PLAN



Images: The Cotton Cup, 10 November 2024

## EXECUTIVE SUMMARY

### Objective

To build the Warren Jockey Club into a recognized contributor to the Warren Shire economy, providing employment opportunities in Warren, thereby building a diversified income stream to Warren that is not dependent on primary production.

### Goals

- \* to have at least 2 trainers take up residence at Warren racetrack and showground (20-30 horses in work)
- \* to increase the number of race meetings to 8 per year by 2030
- \* to have race horse trials for the Central West held at the track on a scheduled monthly basis
- \* to increase crowd numbers at race meetings, thereby increasing the WJC footprint
- \* to improve Grandstand facilities, to generate an income stream from corporate and social events, ie, new chairs and tables in the club room
- \* to work pro-actively and collaborate with other showground users

### Catalyst for success

- \* Improve the numbers in attendance at race meetings
- \* Improve facilities for attendees
- \* Improve facilities for trainers and jockeys
- \* Improve club room facilities to generate room hire

### Assistance from Warren Shire Council

#### 1. IMPROVE ATTENDANCE AT RACE MEETINGS

- \* **INVESTMENT BY WSC - to provide at least 100 outdoor seating/picnic table options (\$5,000 - \$15,000)**
    - \* WJC will seek assistance from sponsors to provide umbrellas/shade marquees
    - \* Work collaboratively with WSC Tourism officer to promote race meetings
-

---

## WARREN JOCKEY CLUB

- \* Investment by Jockey Club - our PR officer will continue drive the PR program supplemented by volunteer committee members
- \* **BENEFIT - multi-use for all events at the Showground**
- \* seating to be mobile to allow appropriate placement for other events, eg, camp draft, team pegging, Warren Show, events held in 'old bookies ring' under cove

### 2. IMPROVE FACILITIES FOR ATTENDEES

- \* **INVESTMENT BY WSC = to replace table and seating options in the Grandstand Club Room upstairs**
- \* table and seating options to improve amenity for guests in the Grandstand est.. \$15,000 - \$25,000
- \* **BENEFIT - to generate revenue for corporate and social events**
- \* By providing a better standard of seating in keeping with the latest refurbishment, we can promote the Club Room as a multi-venue space and thereby generate an income stream from this space
- \* As more local business and people enjoy the amenity of the Club Room, they will be more inclined to attend the races.

### 3. IMPROVE AND MAINTAIN RACE TRACK

- \* **INVESTMENT BY WSC = ongoing support from WSC maintaining the race track**
- \* Work with WSC to acquire an upgrade to the irrigation systems (grant being lodged) plus a spreader
- \* dedicated staff to work with WJC and stewards on preparation and maintenance of the track to provide a safe and appropriate track for race meetings
- \* **BENEFIT - to generate revenue for the town**
- \* a safe, well maintained quality track will attract more trainers and more runners which has a flow on effect to WJC footprint
- \* generate an income stream through employment and sourcing for race meetings
- \* WJC vision is also to hold Trial Meetings (as they do in metropolitan centres) for the Central West (instead of holding trials after a race meeting)
- \* Additional meetings, whether race meetings or trial meetings, means the WSC investment in maintaining the track is spread across more events.

### 4. IMPROVE AND MAINTAIN FACILITIES FOR JOCKEYS

- \* **INVESTMENT BY WSC = upgrade the female jockeys room**
  - \* Due to weight restrictions an increasing number of women are becoming jockeys
  - \* the female jockey facilities are small and cramped compared to the male facilities
  - \* WJC will work with WSC to obtain a grant. This is a 2-4 year project and we should aim to refurbish the entire downstairs area, providing another venue hire space.
  - \* **BENEFIT - to generate revenue for the town**
  - \* a one off benefit as local building contractors improve and fitout the female change rooms
  - \* attract leading jockeys which has a flow on effect to increasing the WJC footprint.
-

- \* would be multi-use for different events at the showground thereby providing significant opportunities to utilise this space

## **5. IMPROVE ON COURSE STABLES - RACEDAY STALLS AND PERMANENT**

### **\* INVESTMENT BY WSC = RACE DAY STALLS**

- \* Backing to be applied to prevent horses throwing a shoe when they kick the ground and back of the stalls (a 1m strip would be sufficient).
- \* Fixed chains to be applied (from roof to stall divider) so strappers can safely fix the horses halter on either side to hold the horses head which settles them and they kick out less, thereby improving the race day experience for trainers, with a goal to increase race day acceptances and runners.
- \* At present trainers and strappers use baling twine for make-shift harness holders

### **BENEFIT - to generate revenue for the town**

- \* Local contractors to install backing and chains
  - \* Medium to long-term economic benefit from more races
-

## **AIRPORT OPERATIONS COMMITTEE**

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Attached are the Minutes of the meeting of the Airport Operations Committee held on Wednesday, 13th November 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Airport Operations Committee held on Wednesday, 13th November 2024 be received and noted, and the following recommendation be adopted:

**ITEM 7.2      MEMBERSHIP OF THE COMMITTEE      (C14-3.12)**

That the Committee Membership be adjusted to include representatives of two (2) commercial users of the facility.

# WARREN SHIRE COUNCIL

Minutes of the Airport Operations Committee  
Meeting held in the Community Room, Warren  
on Wednesday, 13th November 2024 commencing at 11:06 am

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## PRESENT:

Penny Heuston	Councillor (Acting Chairperson)
Greg Whiteley	Mayor
Pat Hulme	Community Member
Ralph Smith	Community Member
George Falkiner	Community Member
Brett Williamson	Community Member (Warren Chamber of Commerce)
Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager
Joe Joseph	Infrastructure Projects Manager
Rebecca Christian	Minute Taker

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## ITEM 1 ELECTION OF CHAIRPERSON

**NOMINATION:** Councillor Dirk McCloskey nominated by Councillor Penny Heuston, seconded by Gary Woodman;

Councillor Dirk McCloskey was elected Chairperson of the Airport Operations Committee.

**Carried**

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Due to the absence of the newly elected Committee Chairperson, Councillor Heuston agreed to Chair the meeting.

## ITEM 2 APOLOGIES

An apology was received from Councillor Dirk McCloskey and Nigel Martin who were absent due to external commitments and it was **MOVED** Woodman/Smith that a leave of absence be granted for this meeting.

**Carried**

---

## ITEM 3 CONFIRMATION OF MINUTES (C14-3.12)

**MOVED** Burns/Smith that the Minutes of the Meeting held on Wednesday, 6th March 2024 be accepted as a true and correct record of that meeting.

**Carried**

---

## ITEM 4 BUSINESS ARISING FROM MINUTES OF THE MEETING, 5TH JUNE 2024

- Airport Manual submitted to CASA who have requested 19 amendments; and
  - Three (3) cameras purchased. Two (2) will show the outside weather at the airport.
  - The Department of Regional NSW Officer inspected the Airport work and approved the payment of funds for the project.
-

# WARREN SHIRE COUNCIL

Minutes of the Airport Operations Committee  
Meeting held in the Community Room, Warren  
on Wednesday, 13th November 2024 commencing at 11:06 am

---

## ITEM 5 ACTION CHECKLIST

- A report be provided on the cost of the circulating RNAV, and the practicalities to the next meeting (TSM).

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

**Carried**

---

## ITEM 6.1 AIRPORT OPERATIONAL MANUAL UPDATE (A2-1)

- Requested changes by CASA have been provided to Council's Consultant;
- 19 CASA Items, at least 2 may not be required for such a small aerodrome; and
- After responses, a new Draft Manual will be provided to the Committee for consideration. (TSM)

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

**Carried**

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## ITEM 6.2 IMPROVEMENT PROJECTS/PROGRAMS IN PREPARATION FOR THE 2025/2026 ANNUAL OPERATIONAL PLAN AND 4 YEAR DELIVERY PROGRAM (2025/2026 - 2028/2029)

(A2-6)

Future improvement works to be considered:

- Improvements to the Exclusion Fencing;
- Improvements to the taxiways (widening and strengthening);
- Lighting for the unsealed runway 03/21;
- Lighting upgrade for runway 09/27;
- Grading and pavement strengthening work on 09/27 runway;
- Circulating RNAV;
- Extension of 09/27 runway;
- Tie down bays (General Aviation Parking); and
- Sealing and lighting of 03/21 runway, perhaps with RNAV for 03/21.

Next meeting to consider further matters with members if possible, providing details to staff before the meeting including estimated costs.

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

**Carried**

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## ITEM 7 GENERAL BUSINESS

### ITEM 7.1 LIGHTING RUNWAY 09/27 (A2-1)

- Need to check if there is a problem with the receiver to turn on the lighting (TSM).



# WARREN SHIRE COUNCIL

Minutes of the Airport Operations Committee  
Meeting held in the Community Room, Warren  
on Wednesday, 13th November 2024 commencing at 11:06 am

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**ITEM 7.2 MEMBERSHIP OF THE COMMITTEE (C14-3.12)**

- Council to consider that the membership of the Committee should include the major users of the Airport, i.e. Macquarie Valley Ag Services and Bankstown Flying School.

**RECOMMENDATION TO COUNCIL:**

**MOVED** Williamson/Smith that the Committee Membership be adjusted to include representatives of two (2) commercial users of the facility.

**Carried**

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**ITEM 7.3 CONSIDERATION OF VACANT AIRPORT LOTS FOR AVIATION RELATED BUSINESSES**

**(A2-1)**

- Council is investigating the attraction of typical aviation related businesses such as an aircraft maintenance business (GM/EDVM); and
  - This will be in accordance with the proposal changes to the LEP to more appropriate for aircraft industries (Infrastructure).
- 

**ITEM 8 NEXT MEETING**

Next meeting to be arranged for Wednesday, 12th February 2025.

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

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

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Attached are the Minutes of the meeting of the Economic Development & Promotions Committee held on Wednesday, 13th November 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Economic Development & Promotions Committee held on Wednesday, 13th November 2024 be received and noted.

**WARREN SHIRE COUNCIL**  
Minutes of the Economic Development & Promotions Committee  
Meeting held in the Council Community Room  
on Wednesday 13th November 2024, commencing at 2:03pm

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**PRESENT:**

Sarah Derrett	Councillor (Chair)
Penny Heuston	Councillor
Greg Whiteley	Mayor
Ros Jackson	Councillor
Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Maryanne Stephens	Manager Health and Development Services
Susan Balogh	Economic Development and Visitation Manager
Bradley Pascoe	Divisional Manager Finance and Administration
Rebecca Christian	Minute Taker

---

**ITEM 1 ELECTION OF CHAIRPERSON**

**NOMINATION:** Councillor Sarah Derrett by Councillor Ros Jackson, seconded by Councillor Penny Heuston;

Councillor Sarah Derrett was elected Chairperson of the Economic Development & Promotions Committee.

**Carried**

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**ITEM 2 APOLOGIES**

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

**Carried**

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**ITEM 3 MINUTES**

**MOVED** Jackson/Derrett that the Minutes of the Economic Development and Promotions Committee Meeting held on Wednesday, 14th August 2024 be adopted as a true and correct record of that meeting.

**Carried**

---

**ITEM 4 BUSINESS ARISING FROM THE MINUTES OF THE MEETING, 14TH AUGUST 2024**

Nil.

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**ITEM 5 ACTION CHECKLIST**

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

**Carried**

**WARREN SHIRE COUNCIL**  
Minutes of the Economic Development & Promotions Committee  
Meeting held in the Council Community Room  
on Wednesday 13th November 2024, commencing at 2:03pm

---

**ITEM 6 REPORTS**

**ITEM 6.1 ECONOMIC DEVELOPMENT AND VISITATION OFFICE OPERATIONAL UPDATE**

**(T4-6.1)**

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

**Carried**

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**ITEM 6.2 ECONOMIC DEVELOPMENT STRATEGY AND ACTION PLAN**

**(D3-1)**

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

**Carried**

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**ITEM 6.3 WARREN CHRISTMAS STREET PARTY 2024**

**(D3-1.7, G4-1.98)**

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

**Carried**

---

**ITEM 6.4 IMPROVEMENT PROJECTS/PROGRAMS IN PREPARATION FOR THE 2025/2026 ANNUAL OPERATIONAL PLAN AND 4 YEAR DELIVERY PROGRAM (2025/2026-2028/2029)**

**(T4-6.1)**

**FUTURE PROGRAMS TO BE CONSIDERED:**

- Three Rivers and Macquarie Marshes Tourism/Visitation and Economic Development Program;
- Events Promotion/Extended Festivals;
- Bob Christensen Reserve Improvements;
- Sporting Facilities Brochure Development;
- Tour Guides;
- Brochure Development – Walking Trails, Beemunnel and Interactive QR Codes; and

Further advice to be provided to the next meeting of the Committee by all Committee Members.

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

**Carried**

---

**ITEM 7 GENERAL BUSINESS**

**ITEM 7.1 ROUNABOUT STREET BANNERS – ‘DISCOVER WARREN ‘AND ‘MACQUARIE MARSHES’**

**(D3-1, T4-1)**

- The first draft of Discover Warren banners was provided to the Committee (same photo on the four (4)) to tie in with the Discover Tourism Brochure;
  - The Macquarie Marshes banners will have four (4) different photos targeting the different key areas; and
  - The banners will be used in periods of when other promotional banners are not applicable.
- 

**ITEM 8 DATE OF NEXT MEETING**

To be arranged for 12th February 2025 at 3:30 pm.

**There being no further business the meeting concluded at 3:16 pm.**

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## TOWN IMPROVEMENT COMMITTEE

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Attached are the Minutes of the meeting of the Town Improvement Committee held on Tuesday 19<sup>th</sup> November 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Town Improvement Committee held on Tuesday 19<sup>th</sup> November 2024 be received and noted, and the following recommendations be adopted:

**ITEM 6.1      FENCE REPLACEMENT/REALIGNMENT – MACQUARIE PARK      (P1.2, P1-7.6)**

That Council approve the modification to the fence line of the Macquarie Park to improve the aesthetics and reduce damage to the fence from future flooding events.

**ITEM 6.3      FENCING OF CARTER OVAL SPLASH PARK, RECREATIONAL AND ADVENTURE  
PARK AREAS      (P1-7.3)**

That Council approves the alignment of a picket fence around the Splash Park and its surrounding recreational facilities at Carter Oval.

# WARREN SHIRE COUNCIL

Minutes of the Town Improvement Committee Meeting  
held in the Council Community Room, 115 Dubbo Street, Warren  
on Tuesday 19th November 2024 commencing at 2.04pm

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## **PRESENT:**

Councillor Penelope Heuston (Chair)  
Councillor David Cleasby  
Councillor Dirk McCloskey  
Councillor Roslyn Jackson  
Councillor Pauline Serdity  
Raymond Burns (Town Services Manager)  
Maryanne Stephens (Manager Health and Development Services)  
Angie Tegart (Minute taker)

---

## **ITEM 1 ELECTION OF CHAIRPERSON**

**MOVED** Jackson/ Cleasby that Councillor Heuston be elected Chairperson for this Committee.

**Carried**

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## **ITEM 2 APOLOGIES**

Apologies were received from Councillor Sarah Derrett, Gary Woodman (General Manager), Sylvester Otieno (Divisional Manager Engineering Services) and Joe Joseph (Infrastructure Projects Manager) who were absent due to external commitments, and it was **MOVED** Jackson/McCloskey that a leave of absence be granted for this meeting.

**Carried**

---

## **ITEM 3 CONFIRMATION OF MINUTES OF THE MEETING HELD ON MONDAY 16TH OCTOBER 2023**

**MOVED** Cleasby/Jackson that the Minutes of the Meeting held on Monday 16th October 2023 be accepted as a true and correct record of that meeting.

**Carried**

---

## **ITEM 4 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD MONDAY 16TH OCTOBER 2023**

Nil.

---

## **ITEM 5 ACTION CHECKLIST**

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

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Town Improvement Committee Meeting  
held in the Council Community Room, 115 Dubbo Street, Warren  
on Tuesday 19th November 2024 commencing at 2.04pm

---

## ITEM 6 REPORTS

### ITEM 6.1 FENCE REPLACEMENT/REALIGNMENT – MACQUARIE PARK (P1.2, P1-7.6)

#### RECOMMENDATION TO COUNCIL:

**MOVED** McCloskey/Cleasby that Council approve the modification to the fence line of the Macquarie Park to improve the aesthetics and reduce damage to the fence from future flooding events.

**Carried**

---

### ITEM 6.2 PROPOSED IMPROVEMENT PROJECTS/PROGRAMS IN PREPARATION FOR THE 2025/2026 ANNUAL OPERATIONAL PLAN AND 4 YEAR DELIVERY PROGRAM (2025/2026 - 2028/2029) (P1-2)

- More swings at Macquarie Park;
- Clearing of remaining area at Nevertire Cemetery;
- Roundabout Upgrade;
- Replacement of pencil pines – Macquarie Park; and
- Additional street furniture (chairs, seating) in Dubbo Street.

**MOVED** Burns/Jackson for the Committee's discussion and recommendation to Council on future direction.

**Carried**

---

### ITEM 6.3 FENCING OF CARTER OVAL SPLASH PARK, RECREATIONAL AND ADVENTURE PARK AREAS (P1-7.3)

#### RECOMMENDATION TO COUNCIL:

**MOVED** Derrett/Jackson that Council approves the alignment of a picket fence around Splash Park and its surrounding recreational facilities at Carter Oval.

**Carried**

---

## ITEM 7 GENERAL BUSINESS

### ITEM 7.1 PENCIL PINES – MACQUARIE PARK (P1-7.6)

The pencil pine trees along Burton Street at Macquarie Park have been subject to vandalism (burnt) in the last few months. Three (3) seem to be unsalvageable. Council in deciding what to do with these are reaching out to the Community to find out if they represent any significance to the community. Once this is established Council can then decide on the best course of action. Replacement pines might be hard to find at the correct maturity level and could be high in price. Replacement of all pines with another species of tree is also a consideration.

# WARREN SHIRE COUNCIL

Minutes of the Town Improvement Committee Meeting  
held in the Council Community Room, 115 Dubbo Street, Warren  
on Tuesday 19th November 2024 commencing at 2.04pm

---

**ITEM 7.2      CHAIR REPLACEMENT – WARREN COMMUNITY TRANSPORT      (R4-1.70)**

Councillor McCloskey advised that there was street bench out the front of the Community Transport Office that is now not there. It was removed when the new paving was replaced but never put back. Could it be replaced as they use it when people are waiting for the bus. The Town Services Manager advised there is one on order that will be put back at the location (TSM).

---

**NEXT MEETING**

- 13<sup>th</sup> February 2024 at 2pm

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



## **MANEX MINUTES**

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Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 26th November 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Manex Committee held on Tuesday, 26th November 2024 be received and noted.

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday, 26th November 2024 commencing at 10.36 am

---

**PRESENT:**

Gary Woodman	General Manager
Erica Kearnes	Librarian
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager (Chair)
Mahmud Kaiser	Roads Infrastructure Manager
Ray Egan	Flood Restoration and Special Projects Manager
Jillian Murray	Treasurer
Maryanne Stephens	Manager Health and Development Services
Jody Burtenshaw	EA to the Mayor and General Manager
Scott Hosking	Work Health & Safety/Risk Co-Ordinator (Observer)

**1 APOLOGIES**

Apologies were received from Bradley Pascoe, Joe Joseph and Susan Balogh who were absent due to external commitments and it was **MOVED** Woodman/Kearns that a leave of absence be granted for this meeting.

**Carried**

---

**2 BUSINESS ARISING FROM MINUTES**

- At present Council has received \$2.376 million of the \$3.455 million flood damage claim.
- 

**3 ACTION CHECKLIST**

**MOVED** Woodman/Egan 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 Marketing and Communications Update (GM)

Writers Who are developing a new submission that will allow everyone access. We will be advised when it is up and running.

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

**Carried**

---

4.1.2 The Western Plains App Monthly Report (GM)

Not available this month.

**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
 Tuesday, 26th November 2024 commencing at 10.36 am

**4.1 EXECUTIVE OFFICE MATTERS**

**CONTINUED**

4.1.3 Preparation of the December 2024 Council Newsletter (GM)

December 2024 will see two (2) newsletters released by Council, an early December newsletter and a second newsletter just prior to Christmas, with no January 2025 newsletter.

Item	Responsible Officer
<b>HEADER OR FOOTER ITEMS</b>	
Registration of Local Contractors on VendorPanel	DMFA, CC
Subscription to Newsletter	GM
VIC Volunteer Advertising	EDVM
<b>PRIORITY MATTERS</b>	
From the Mayors Desk	(EA/GM/Mayor)
Vacant Positions	Finance Officer – Payroll/HR Officer
Ewenmar Waste Depot Transfer Station Operations	MHD
Mt Foster Quarry Operations Commencement	DMES
Road Maintenance Construction Program for November/ December 2024	FRSPM/RIM/DMES
CCTV Camera Installation Warren Town	TSM
Carter Oval Youth Sports Precinct Amenities and Kiosk Official Opening	IPM/PAO
Warren War Memorial Swimming Pool Amenities, Kiosk and Club Room Official Opening	IPM/PAO
Warren Shire Christmas Business House Display (second newsletter)	GM
Santa Street Competition (second newsletter)	GM
Library Summer Reading Challenge	LIB
Library Christmas Movies	LIB
Library School Holidays Program	LIB
<b>LOWER PRIORITY MATTERS</b>	
Women of Warren Shire	GM
Responsible Pet Ownership	MHD
CMCC Weed Awareness Section (if available)	CMCC

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

**CONTINUED**

4.1.3 Preparation of the December 2024 Council Newsletter (GM)

Item	Responsible Officer
SR58 Nevertire-Bogan Road Reconstruction	FRSPM/RIM/ DMES
RR333 Carinda Road Flood Damage	FRSPM/RIM/DMES
Discover Warren Tourism Brochure Launch	EDVM
Warren Street Christmas Party 2024	POA/GM

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

**Carried**

---

4.1.4 Suggestions in the Council Suggestion Boxes (GM)

Nil.

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4.1.5 Business Continuity Plan (GM)

- Arrangements to be made to update the Warren Shire Council's Disaster Recovery and Business Continuity Plan to be attached to the document. **(DMFA)**
- The Librarian to be included as part of the Business Continuity Plan Team.
- Kits need to be completed with updated information. **(EA)**
- SMT and Librarian to arrange a review of the Business Continuity Plan. **(GM)**

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

**Carried**

---

**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS**

4.2.1 Warren Shire Council Contract Register (DMFA)

- The Administration Officer Engineering Services is investigating the missing information on the current register for finalisation. **(AOES)**
- The Divisional Manager Finance & Administration is to review the register for missing contracts still to be included. **(DMFA)**

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

**Carried**

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**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday, 26th November 2024 commencing at 10.36 am

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**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS CONTINUED**

4.2.2 Warren Shire Council Grants Register (DMFA)

Contributions for AGRN 960, AGRN 987, AGRN 1025 and AGRN 1034 need to be checked that only once are the contributions to each Event up to a maximum of 2% of General Rates in the one (1) financial year have been deducted/taken by Transport for NSW. **(RIM)**

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

**Carried**

---

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

Estimated major expenditure for December 2024:

- Crack Sealing \$100,000
- Bitumen Reseals \$600,000
- Stabilisation \$400,000
- Contract grader crew \$60,000
- Sealing Nevertire – Bogan \$200,000
- Milawa Heavy Patching \$200,000
- Levee rock cartage \$600,000
- Floodgates \$100,000
- Bridge payment \$1,000,000
- Traffic Management \$100,000
- Kerb and Gutter \$120,000
- RMCC Reseals \$200,000
- RMCC Culverts Cleaning \$80,000
- RMCC Culvert Repairs \$250,000

Estimated income / payments for December 2024:

- LRCI Phase 2 \$253,000
- Bridge payment \$1,700,000
- Roads to Recovery \$240-250,000
- RMCC payment \$1,200,000
- Levee \$600,000
- Water Security Project \$250,000
- RMCC Reseals \$200,000
- RMCC Culvert Cleaning and Repairs \$330,000 (probably a payment in January 2025)

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

**Carried**

---

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 26th November 2024 commencing at 10.36 am

## 4.3 ENGINEERING DEPARTMENT MATTERS

### 4.3.1 Flood Recovery Works (DMES/FRSPM/RIM)

Event Name	Event Description	Work Completion Deadline	Budget	Payment Claim	Claim Received	Claim Submission Status
AGRN 960 EPA	NSW Storms and Floods from 10 March 2021 onwards	30.06.2024	\$2,203,177.37	\$2,203,177.37	\$2,073,132.58	Works completed. Payment claim has been submitted.
AGRN 1025 EW	NSW Severe Weather and Flooding: 27 June 2022 onwards	30.06.2023	\$58,436.06	\$58,436.06	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1025 IRW	NSW Severe Weather and Flooding: 27 June 2022 onwards	30.06.2025	\$340,590.34	\$340,590.34	\$303,427.85	Works completed. Payment claim has been submitted.
AGRN 1034 EW	NSW Flooding from 14 September 2022 onwards	30.06.2023	\$980,153.81	\$980,153.81	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1034 IRW	NSW Flooding from 14 September 2022 onwards	30.06.2023	\$874,774.07	\$174,422.76 <sup>1</sup>	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1034 EPA RW	NSW Flooding from 14 September 2022 onwards	30.06.2023	\$6,076,520.03	\$698,345.00 <sup>1</sup>	\$0.00	Works completed. Payment claim has been submitted.
	Regional Roads		\$4,878,443			Works will be starting soon.
	Local Roads		\$1,198,077			A Partial Payment claim has been submitted. The work associated with this payment claim was completed as part of the AGRN 1034 IRW event.
<b>Total</b>				<b>\$4,455,125.34</b>	<b>\$2,376,560.43</b>	
<b>Unclaimed Amount</b>				<b>#\$1,078,564.91</b>		

# \$1 Million funds have been provided by a special restoration grant, so the amount currently yet to be paid is \$1,078,564.91

- Dragon Cowal causeway is completed and approaches been progressed, minor works to be undertaken.
- After the Deadline of the Construction Timeframe of the AGRN 1034 IRW Event, this Event has been renamed as the AGRN 1034 EPA RW. Council has submitted a partial claim of \$698,345 under the AGRN 1034 EPA RW.
- 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.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 26th November 2024 commencing at 10.36 am

## 4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

### 4.3.1 Flood Recovery Works (DMES/FRSPM/RIM)

Continued

- 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 2024-25	\$1,597,000.	The Council received a Work Order for Heavy Patching valued at \$1,367,804.60, covering 60 patches with a total area of 18,264 m <sup>2</sup> . Heavy patching works commenced on 17th September, with 3 lots covering a total of 1,806 m <sup>2</sup> completed so far. The remaining Heavy Patching works have been started on 6th November 2024. The scope of the Heavy Patching Works for flood-damaged areas has been updated, with 9 additional patches selected for repair; all of them are in Milawa. New Work Proposal has been submitted already to TfNSW (new amount \$1,597,000).
Milawa Pavement Rehabilitation – 3.25km	\$1,400,024	The construction of the remaining 1.25 km section has been completed on 2nd November 2024 excluding the Line Marking and the Final Seal. The Payment Claim worth of \$1,103,981 will be submitted now.
RMAP Activities – 2024/25 and Culvert Replacement	\$850,945 + The Cost associated with Culvert Replacement.	Under Scheduled Maintenance: 25 Culverts will be cleaned (Estimated Budget, \$66,000). 3 Culverts will be Repaired (Estimated Budget is \$375,000). Also, One Culvert will be replaced at Oxley Highway.  Conseth Solutions has been selected for executing all the culvert related works. Cleaning Works for 22 Culverts will be commencing on 25th November 2024 and the Repairing of 3 Culverts will be started on 2nd December 2024. The Safety Induction Session is scheduled for 22nd December 2024.
Reseal Works 2024-25	TBA	2 Segments will be resealed in this year; the sealing area is 31,488 m2. Council is working now to submit the Work Proposal including all the supporting documents to TfNSW. The reseal works are anticipated to commence in the first week of December.

**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
 Tuesday, 26th November 2024 commencing at 10.36 am

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**4.3 ENGINEERING DEPARTMENT MATTERS CONTINUED**

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

**MOVED** Kaiser/Otieno that the information be received and noted for items 4.3.1, 4.3.2 and 4.3.3.

**Carried**

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

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

**Carried**

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**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 <sup>th</sup> April 2024. \$82,389.10 has been paid.
AGRN 1034	EPA RW	\$220,500	Claim for re-construct internal access road. Submitted 4 <sup>th</sup> April 2024. Claim certified by Council engineer as requested.
AGRN 1034	EPA RW	\$38,983.86	Claim for other works associated with flooding of tip. Re-submitted 4 <sup>th</sup> April 2024. Claim signed by Council November 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/Woodman that the information be received and noted.

**Carried**

---

4.4.2 Application for the Hiring of a Council Facility (MHD)

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

**Carried**

At this point in the meeting, the time being 11.50 am Erica Kearnes left the meeting room and took no further part in the meeting.



# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 26th November 2024 commencing at 10.36 am

### 4.5 WORK HEALTH & SAFETY RISK MATTERS

#### 4.5.1 StateCover Self-Audit Action Plan with items to be completed

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

**Carried**

#### 4.5.2 PAWs Survey Discussion and Workshop (Items 1 and 2 of the Self-Audit Action Plan)

- SMT is investigating improvement actions for the Role Overload, Role Conflict and Praise and Recognition as priorities.

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

**Carried**

#### 4.5.3 Inaugural Wellbeing Day – Monday, 21 October 2024

- The Delivery Team for the Wellbeing Day particularly Jo-Anne Lincoln, Scott Hosking and Cassy Mitchell are to be congratulated on their preparations for the day.

**MOVED** Burns/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	Permanent/ Contract	Responsible Officer	Status
Accountant	Permanent	DMFA	No action to be taken at present due to budget.
*Finance Clerk – Rates/ICT Officer	Permanent	DMFA	Successful candidate has commenced
Utilities Maintenance Team Leader	Permanent	DMES	Advertising with an open closing date.
Utilities Maintenance Team Member	Permanent	DMES	Advertising with an open closing date.
Light Plant Operator - Relief	Permanent	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	Permanent	DMES	Successful candidate has commenced
Light Plant Operator – Roller	Contract at least 2 Years	DMES	Advertising with an open closing date.
Light Plant Operator – Roller (2)	Permanent	DMES	Advertising with an open closing date.

**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
 Tuesday, 26th November 2024 commencing at 10.36 am

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

Continued

Position	Permanent/ Contract	Responsible Officer	Status
Roadside Maintenance Team Operator	Permanent	DMES	Candidate waiting on medical.
*Tourism Information Officer	Permanent	EDVM	Successful applicant has commenced
Heavy Diesel Mechanic	Permanent	DMES	Advertising with an open closing date.
Roads Overseer	Permanent	DMES	Advertising to be determined. Position currently being covered by the Flood Restoration and Special Projects Manager.
Cleaner	Permanent	MHD	Advertising with an open closing date.

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

**Carried**

**5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS**

**(L5-3)**

Date	Circular No.	Description	Comment/Action
22.10.24	24-20	A Fresh Start for Local Government Apprentices, Trainees and Cadets Grants Program	WHS-RC to action if grant successful.
13.11.24	24-21	Fresh Start Toolkit for Councils	WHS-RC to action if grant successful.
22.11.24	24-22	Mandatory Notification of Data Breach Scheme Trends Report 2023-2024	Divisional Manager Finance & Administration /Treasurer Finance Clerk Rate/ICT responsible for notifications as required.

**MINISTERIAL CIRCULARS**

Date	Circular No.	Description	Comment/Action
Nil			

**MOVED** Burns/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, 26th November 2024 commencing at 10.36 am

## 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.

	November 2024	Status	December 2024	Status
Finance	30	Second quarter rates instalment due [LGA s562(3)(b)]	5	Last day for financial statements to be presented to the public [LGA 418(2)]
		Notices have been sent.		Advertising has been arranged by DMFA.
	30	Last day for RAO to submit quarterly budget review statement to council [LG Reg cl 203(1)]. Councils are requested to send a copy of the QBRs to <a href="mailto:finance@olg.nsw.gov.au">finance@olg.nsw.gov.au</a>		DMFA to report to the 24 October 2024 Council Meeting.
Governance	30	Annual report is to be placed on council's website and notify the Minister (electronically to OLG with web link) [LGA s428]. Annual Report Checklist is available <a href="#">here</a>	14	Councillor's written returns of interest to be lodged within three months of being declared elected [MCC cl 4.21(a)]. General Manager to table returns at next council meeting [MCC cl 4.25)
				Completed and presented to the 24 October 2024 Council Meeting.
	30	State of the City Report must be presented to and endorsed at second meeting of a newly elected council and appended to the Annual Report. IP&R G/L Essential Element 1.11	30	Model Code of Conduct Complaints Statistics to be reported to Council [Procedures 11.1]. Collection form due to OLG and available <a href="#">here</a> .
				DMFA to arrange.
		GM Reported to the 10 October 2024 Extraordinary Council Meeting.	31	Delivery Program progress report to be presented to council [IP&R G/L Essential Element 4.9]
				Reported to the 5 December 2024 Council Meeting by GM.
			31	ARIC to have met this quarter [LG Reg s216J]
				November 2024 ARIC Meeting arranged by GM.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 26th November 2024 commencing at 10.36 am

## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

	November 2024	Status	December 2024	Status
<b>Grants</b>	Local Infrastructure Renewal Scheme (LIRS) claim period opens	N/A		
<b>Companion Animals</b>				
<b>Other</b>	16 Expected second installment of 2023-24 Financial Assistance Grants	Noted.		
	30 ALGA Return of National Local Road Data return due . Return available <a href="#">here</a>	Completed		
<b>Education</b>	OLG Councillor Information sessions – further information to be provided	GM has provided information to Councillors.	4 Cyber Security Councils Forum. Registration via <a href="mailto:community@cyber.nsw.gov.au">community@cyber.nsw.gov.au</a>	Noted
	LG NSW Annual Conference	Attended by Councillors Whiteley, Derrett and McKay along with Council's General Manager.	LG Professionals – Finance Professionals Conference	Noted

**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
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 Tuesday, 26th November 2024 commencing at 10.36 am

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**5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS**

**CONTINUED**

		January 2025	Status
<b>Finance</b>	30	Third quarter rates instalment notices to be sent [LGA s562(5)]	Noted.
	31	Last day for council's ledgers to be balanced and a list of balances to be prepared for six-monthly inspections by council's auditor [LG Reg cl 228]	DMFA to arrange.
<b>Grants</b>	Local Government Recovery Grants – AGRN 1012, 1025, 1030/34 and HIC \$2M, HIC Companion Animals Grants (\$375K) - YTD Reporting due		IPM to arrange.

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

**Carried**

**6 OPERATIONAL PROCEDURES**

**(I2-11.1)**

6.1 Emergency Preparedness and Management Procedure

**MOVED** Burns/Egan that the adjusted Unattended Property Procedure be adopted.

**Carried**

6.2 Respect at Work Procedure

To be considered by the Senior Management Team (SMT) for recommendation of further reporting back to Manex. **(WHS-RC)**

**WARREN SHIRE COUNCIL**  
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**7            24TH OCTOBER 2024 DRAFT MINUTES AND DECEMBER 2024 DRAFT BUSINESS PAPER**

The Committee previewed the 24th October 2024 Draft Minutes and actions required to be placed on the Action Checklist in Item 1 of the General Manager's Report.

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**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.

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**9            GENERAL BUSINESS WITHOUT NOTICE**

- The Divisional Manager Finance & Administration to arrange letters to the local sporting groups and interested persons promoting Australia Day nominations. Forms due by the closing date of Thursday, 12th December 2024. **(DMFA)**
- The Treasurer advised that timesheets are still not accurate, especially plant. **(TSM, RIM, IPM, FRSPM)**
- The Treasurer asked that once you have a quote, please fill in an order to commit the cost. Reasonable amendments can be made to the order or a further order submitted. Orders are to include GST. **(All Procurement Officers, SMT, Manex)**
- The Treasurer reminded Manex that if staff are working from home, it should be noted on timesheets 7 hours for the day and not 7.5 hours, there is no accrual of flexi time. **(SMT, Manex)**

**There being no further business the meeting closed at 12.50 pm.**



OUTBACK ARTS INCORPORATED  
GENERAL MEETING - MINUTES

Online Zoom, 1<sup>st</sup> October 2024 2pm

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**WELCOME:** Meeting was opened, and attendees were welcomed by Kylie Harvey, acknowledging the Traditional Owners of the land on which we meet across the Outback Arts region.

**ATTENDANCE:**

Kylie Harvey, Catherine Goldsmith, Trish Frail, Ros Jackson, Lillian Simpson, Jane Keir,  
Apologies: Donna Jefferies, Greg Deacon, Barbara Deans, Jessica Murray  
Staff: Jamie-Lea Trindall

**Motion:** That the attendance and apologies be accepted.

**Moved:** Kylie Harvey  
**Seconded:** Ros Jackson

1. MINUTES - Board Meeting; 16<sup>th</sup> April 2024

Minutes from the last General Meeting held on 16<sup>th</sup> April 2024 were circulated to all members.

Motion: That the minutes of the General Meeting on 16<sup>th</sup> April 2024 be accepted.

Moved: Ros Jackson  
Seconded: Trish Frail

2. BUSINESS ARISING

Notes:

- Following the April Board meeting, and subsequent Board meeting excluding staff in July. Operations Officer Polly Cohen and Executive Director Jamie-Lea were paid a bonus payment for the 2023 year in review based on their Performance Reviews and ratings.

3. REPORTING:

3.1 CHAIRS REPORT

Notes:

With the announcement of our new funding model. Its is hoped that it will be simpler, fairer and be a faster process than previously. While more competitive than previous processes, I am hopeful that this will mean there is more time for OBA to work with artists and projects than completing paperwork. There will still be the need to ensure the creative needs and lives of people living outside the Sydney basin are supported when competing against other areas for funding. Stable Arts funding is essential for the future sustainability of the RADO network and while OBA is sound in this area competition between RADOs for funding is not an outcome we would welcome.

I encourage you to look out for the Work of Art Showcase in Orange 14<sup>th</sup> and 15<sup>th</sup> November.

Motion: That the Chairs report be accepted

Move: Cath Goldsmith

Seconded: Trish Frail

### 3.2 EXECUTIVE DIRECTOR AND PROGRAM OPERATION REPORT

Notes:

- Successful result for 2 year IVAIS Funding, role vacant and advertising for Aboriginal Arts Officer part time.
- Support provided to several community groups at the beginning of the year with grant writing, CASP and Letters of Support for larger projects around the region. Please see list in report provided of supported activities and projects.
- Creative Country redeveloping to provide a professional artist data base.
- Outback Outloud – Podcast series 3 the villages are currently being edited for release in November! Carinda, Grawin, Goodooga, Quambone, Nevertire.
- Fashion Month on the southern side of the region this year has been delivered in Cobar, Nyngan, Warren and Coonamble. Previous two years have delivered in Bourke, Brewarrina and Walgett. 2024 engaged with over 100 young women through 12 workshops.
- Music NSW partnership tour in June with our designated regional coordinator Sophie Jones Bourke, Lightning Ridge, Coonamble and Warren. We now have a wonderful new member of our support team to provided one on one support to anyone in the region with music industry support.
- Invitation and representation at the first National Remote & Regional Music Summit in Darwin August. I will go on to represent the delegation in 2025 by assisting in the 2025 summit being delivered in NSW.
- New Engagement Officer Brailey is learning on the ropes and doing well and is being introduced to the wider sector through two state programs. Horizons and Unique Identities.
- Outback Archies had a successful 14<sup>th</sup> year of activity, going into 2025 there will be rebranding and redesign of the competition.
- Acknowledge the support from Campbelltown Arts Centre and their curators in our Archies partnership allowing early to mid-career artists the opportunity to have a solo exhibition in Sydney.
- Grant writing and project planning workshops being delivered across the region in November ahead of our 2025 CASP round and looking at additional streams of funding to support community activity.
- Exceptional delivery of the first Coonamble Amateur Theatre event, 4 nights attracting almost 800 in the audience. Has been a huge success and great opportunity for the local CATS group to use this as a fundraiser for the theatre.
- Horizons statewide project coming to a close with great outcomes for our regions participants from Bourke, Warren and Coonamble.
- Work of Art Womens state project finishing with conference and gathering in November with our regions participant coming from Cobar.
- Create NSW changes to our core funding; this is a new strategic plan. Noting that OBA did a completely new plan that has been active across the past 3 years, this new strategic plan will continue on the same trajectory and focus points going forward will be; Arts in Health, Youth, Creative Industries, Aboriginal Arts Development and Performing Arts.
- Noting that OBA will ask for an increase in the core funding towards wages and core expenses, core programming as we are not eligible going forward



to apply to Create NSW Projects grants. We are positive in this approach and look forward to the Create NSW team visiting us in person next month.

- JLT emphasised the engagement of the Board in circulating the OBA enews, encouraging subscribers, interaction with social media to increase reach into our regional and remote communities we need you all to engage with our content.

Motion: That the Executive and Operations report be accepted.

Move: Trish Frail

Seconded: Jane Keir

#### 4. FINANCIAL REPORTS

Treasurer Ros Jackson noted the attached financial documents.

Motion: That the treasurers report attached is accepted.

Moved: Ros Jackson

Seconded: Jane Keir

#### 5. GENERAL BUSINESS

NIL

Motion: That the Fundraising Strategic Plan by Goedhart Consulting is accepted with minor edits noted by Executive Director

Move: Kylie Harvey

Seconded: Lillian Simpson

Motion: That the correspondence register is accepted.

Move: Catherine Goldsmith

Seconded: Ros Jackson

Next meeting to be advised: 18<sup>th</sup> Dec 2024

CLOSE 3.17pm

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor S Derrett  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 5<sup>th</sup> December 2024

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**ITEM 2            WARREN INTERAGENCY SUPPORT SERVICES**

**RECOMMENDATION:**

That the information be received and noted.

**MINUTES OF THE WARREN SUPPORT SERVICES INTERAGENCY MEETING HELD IN THE COUNCIL COMMUNITY ROOM, WARREN ON 17<sup>th</sup> October 2024**

**MEETING OPENED:** 1pm

1. **PRESENT:** Clr Pauline Serdity, Maryanne Stephens (Manager Health and Development Services), Tahlia Nolan (Warren Youth Foundation), Kelly Sinclair (Warren Youth Foundation), Belinda Bell (Catholic Care Wilcannia-Forbes), Shaana Daley (Headspace).  
Via Lifesize – Ainsley Bruem (Transport for NSW), Ewen Jones (Marathon Health).

2. **APOLOGIES:**

Moved: Clr Sarah Derrett

Seconded: Clr Ros Jackson

**Carried**

3. **ACTION CHECK LIST**

4. **REPORTS FROM AGENCIES:**

**Verbal Reports: -**

**Ainsley Bruem – TfNSW**

- 50 responses to the survey on transport needs between Warren and Nevertire, including assisting people who were not comfortable using the online system.
- TfNSW would like to have a formal briefing with Council, the Youth Hub, Community Transport and others before moving forward.
- Advised of a learner driver online project which will allow participants to take the test and if they fail, still have the option to take the test again after 12 hrs without having the cost of having to pay for each additional test.
- There is a Central West and Orana “Transport Implementation Plan” consultation workshop coming up on Tuesday 29<sup>th</sup> October in Dubbo and an invite will soon be sent out.
- Advised that a “Community Road Safety” grant program is coming up.

**Tahlia Nolan – Warren Youth Foundation**

- Provided an update on the various activities conducted during the school holidays. A total of 137 youth were involved.

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor S Derrett  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 24<sup>th</sup> October 2024

---

**ITEM 2**

**WARREN INTERAGENCY SUPPORT SERVICES**

**CONTINUED**

**Kelly Sinclair – Warren Youth Foundation**

- Working on a cooking program from which the additional food will be provided to families in need.
- Annual General Meeting will be held at the Youth Centre at 5.30pm on Tuesday 22<sup>nd</sup> October.

**Belinda Bell – Catholic Care, Family Care Worker**

- Have a new Aboriginal Health and Sexual Health Worker on permanent contract for 2 years who will be on deck by early next year. She was unable to attend today as she is currently in training.
- A Men’s behavioural support workshop is upcoming in our area, (covering six towns). This can be self-registered or by court order.

**Shaana Daley – Headspace (Aboriginal Youth Wellness – Marathon Health)**

- Training is now complete.
- Covers mental health for ages 12-25 in Nyngan, Warren and Condobolin and is working from Warren.
- A Community Awareness Day is to be held at the Youth Centre from 10am on Wednesday 30<sup>th</sup> October.

**Ewen Jones – Marathon Health (Community Engagement Officer)**

- Project is currently funded until 30<sup>th</sup> June 2025. Can be self-referral and is generally face to face. Also helping with NDIS.

**Maryanne Stephens – Warren Shire Council**

- Advised of an email received for a “Crisis and Transitional Accommodation” grant for a capital works program for women and children in a domestic violence situation. This email will be forwarded out to the group today as it closed on 13<sup>th</sup> November.

**5. GENERAL BUSINESS:**

Nil.

**6. Date of Next Meeting:**

Thursday 28<sup>th</sup> November 2024.

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

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor S Derrett  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 5th December 2024

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**ITEM 3            WARREN INTERAGENCY SUPPORT SERVICES**

**RECOMMENDATION:**

That the information be received and noted.

**MEETING HELD THURSDAY, 28TH NOVEMBER 2024. MEETING OPENED: 1pm**

- 1. PRESENT:** Clr Pauline Serdity, Clr Sarah Derrett, Clr Ros Jackson, Yvonne Warmon (Mission Australia), Belinda Bell (Catholic Care Wilcannia-Forbes), Shaana Daley (Headspace Outreach Program).  
Via Teams – Carmel Hannelly (Transport for NSW), Ewen Jones (Marathon Health), Katie White (JobLink Plus), Katina Sloane (Aboriginal Affairs NSW, Premier’s Department).

- 2. APOLOGIES:** Maryanne Stephens (Manager Health and Development Services), Tahlia Nolan (Warren Youth Foundation), Kelly Sinclair (Warren Youth Foundation).  
Moved: Clr Ros Jackson            Seconded: Shaana Daley

**Carried**

- 3. CONFIRMATION OF MINUTES:** Minutes of meeting held on Thursday 24<sup>th</sup> October 2024.  
Moved: Clr Sarah Derrett            Seconded: Clr Pauline Serdity

**Carried**

- 4. BUSINESS ARISING**  
Nil.

- 5. CORRESPONDENCE:** Out – Nil            In – Nil

- 6. ACTION CHECK LIST**  
Moved: Clr Pauline Serdity            Seconded: Clr Ros Jackson

**Carried**

- 7. REPORTS FROM AGENCIES:**

**Pauline Serdity – Warren View Club; Spinners and Yarners; Warren CWA**

- Written reports circulated prior to the meeting.

**Yvonne Warmon – Mission Australia**

- Specialist Homelessness Services program and domestic violence assistance.
- Based in Dubbo and currently providing outreach service to Warren 3 days per week.

**Belinda Bell – Catholic Care, Family Care Worker**

- Family care and financial counselling programs.
- Wrapping up the year with two more playgroup sessions and a peer group session planned.
- Office is closing Christmas Eve and re-opening on 6<sup>th</sup> January 2025.
- White Ribbon event held Thursday 28<sup>th</sup> November.
- Spoke about paediatric service soon to commence in Warren, operating from the medical centre. Further details to be provided.

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor S Derrett  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 5th December 2024

---

**ITEM 3**

**WARREN INTERAGENCY SUPPORT SERVICES**

**CONTINUED**

**Shaana Daley – Headspace (Aboriginal Youth Wellness – Marathon Health)**

- Covers mental health for ages 12-25 in Nyngan, Warren and Condobolin (based in Warren).
- Self, family member or agency referrals accepted.

**Carmel Hannelly – Transport for NSW**

- After finalising the online and face to face survey, TfNSW identified gaps when using the coach from Warren. We are currently working with Community Transport in regards to this.
- Carmel is meeting with Kelly from Warren Youth Group to discuss any potential opportunities for a TARP grant to help with transport in Warren.
- “Plan B - Win a Swag” campaign will soon kick off in the local pubs and clubs in the Warren Shire. This aims for licensed venues to have the discussion with patrons on how they are getting home "Whats your Plan B". Please reach out if you have an event that is licenced if you want to share any social tiles or messaging to your social pages.
- Reminder to Be Truck Aware this harvest season - Social tiles have been sent to interagency contacts to share out to staff and contacts.

**Katie White – JobLink Plus (Team Leader for Transition to Work Youth Program)**

- In Warren on Wednesdays fortnightly but can come to Warren for any other events outside of that.
- Works with young people 15-24 years old who are no longer in school.
- Able to provide support with finding or getting ready for employment. Can also support with courses and licensing requirements.

**Ewen Jones – Marathon Health (Community Engagement Officer)**

- Project is currently funded until 30<sup>th</sup> June 2025. Can be self-referral and is generally face to face. Also assisting with NDIS needs.

**Katina Sloane – Aboriginal Affairs NSW (Partnerships Officer)**

- Shared details of the Aboriginal Affairs NSW 2024-2025 Cultural Grants Program that is currently open. This has been emailed separately to all Interagency contacts.

**8. GENERAL BUSINESS:**

Noted upcoming community events -

- Warren Street Christmas Party on Friday 6<sup>th</sup> December.
- Cod Classic fishing event on Saturday 7<sup>th</sup> December.
- Twilight Race Meeting on Friday 13<sup>th</sup> December.
- Carols by Candlelight on Saturday 14<sup>th</sup> December.

**9. Date of Next Meeting:**

Thursday 20<sup>th</sup> February 2024

**There being no further business the meeting closed at 1:45pm.**

## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL  
HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS, COONAMBLE ON MONDAY 28<sup>th</sup>  
OCTOBER 2024 COMMENCING AT 10:35AM**

**PRESENT:** Clr D Batten, Clr N Kinsey, Clr G Peart, Clr Z Holcombe, Clr M Cooke, Clr P Fisher, Clr D Bell, Clr M Garnsey, and Clr G Rummery.

**ABSENT:** Clr G Whiteley

**STAFF MEMBERS:** M. Urquhart (General Manager), A. Fletcher (Senior Biosecurity Officer), R Wilson (Administration Services Officer).

**WELCOME:** Meeting was opened at 10:35am and General Manager Michael Urquhart welcomed all councillors and staff to the meeting.

*Each Councillors read the Oath or Affirmation as per Section 233A of the Local Government Act 1993.*

**05/24/01 Apologies and Leave of Absence**

**Resolved:**

That the leave of absence received from Clr G Whiteley is accepted and a leave of absence granted.

**Moved:** Clr Kinsey  
**Seconded:** Clr Cooke

**Carried**

**05/24/02 Election of Chairperson and Deputy Chairperson**

**Resolved:**

That Council adopt the ordinary ballot method for the election of the Chairperson and Deputy Chairperson.

**Moved:** Clr Batten  
**Seconded:** Clr Kinsey

**Carried**

**05/24/03 Destruction of Election Ballot Papers****Resolved:**

That any ballot papers used, now be destroyed.

**Moved:** Clr Batten

**Seconded:** Clr Holcombe

**Carried**

**05/24/04 Election of Chairperson for Period Ending – September 2026****Resolved:**

That the report be received and noted and the election for the position of Chairperson be held now.

**Moved:** Clr Kinsey

**Seconded:** Clr Garnsey

**Carried**

*General Manager, Michael Urquhart invited nominations for Chairperson.*

*One nomination was received, that being Clr Doug Batten.*

*General Manager, Michael Urquhart duly declared Clr Doug Batten as Chairperson for the ensuing two (2) years ending September 2026.*

**05/24/05 Election of Deputy Chairperson for Period Ending – September 2026****Resolved:**

That the report be received and noted and the election for the position of Deputy Chairperson be held now.

**Moved:** Clr Fisher

**Seconded:** Clr Bell

**Carried**

*General Manager, Michael Urquhart invited nominations for Deputy Chairperson.*

*One nomination was received, that being Clr Noel Kinsey.*

*General Manager, Michael Urquhart duly declared Clr Noel Kinsey as Deputy Chairperson for the ensuing two (2) years ending September 2026.*

*At this time, Clr Doug Batten took the Chair.*

**DECLARATIONS OF INTEREST- Nil**

*Mr Todd Pallister, Local Land Services was listed on the agenda to address council in relation to the Hudson Pear Programme. Following circulation of the agenda, Mr Pallister contacted CMCC to advise, he was unable to attend the meeting.*

**05/24/06 Minutes of Ordinary Council Meeting – 26<sup>th</sup> August 2024****Resolved:**

That the minutes of the ordinary Council meeting held 26<sup>th</sup> August 2024, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Holcombe

**Seconded:** Clr Kinsey

**Carried****05/24/07 Correspondence for September 2024****Resolved:**

That the correspondence be received and noted

**Moved:** Clr Bell

**Seconded:** Clr Garnsey

**Carried****05/24/08 Reports of Committees****Resolved:**

That the minutes of the Central West Regional Meeting and the Central West Regional Weeds Committee Operations Group Meeting be received and noted.

**Moved:** Clr Bell

**Seconded:** Clr Cooke

**Carried**



**05/24/09 Council's Decision Action Report – October 2024****Resolved:**

That the Resolution Register for October 2024 be received and noted.

**Moved:** Clr Kinsey

**Seconded:** Clr Garnsey

**Carried**

**05/24/10 Circulars Received From the NSW Office of Local Government****Resolved:**

That the information contained in the following Departmental circulars 24-16 to 24-19 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Clr Kinsey

**Seconded:** Clr Rummery

**Carried**

**05/24/11 Cash and Investment Report – 30<sup>th</sup> September 2024****Resolved:**

That the investment report for 30<sup>th</sup> September 2024 be received and noted.

**Moved:** Clr Peart

**Seconded:** Clr Kinsey

**Carried**

**05/24/12 Quarterly Budget Review Statement – September 2024****Resolved:**

That Council adopt the attached Quarterly Budget Review Statement for 30<sup>th</sup> September 2024 as tabled.

**Moved:** Clr Garnsey

**Seconded:** Clr Holcombe

**Carried**

**05/24/13 First Quarter Operational Plan 24/25****Resolved:**

That Council accept the progress made on the 2024/2025 Operational Plan as at 30<sup>th</sup> September 2024.

**Moved:** Clr Fisher

**Seconded:** Clr Bell

**Carried**

**05/24/14 Pecuniary Interest Returns 2023/2024****Resolved:**

That the General Managers report be received and noted.

**Moved:** Clr Kinsey

**Seconded:** Clr Peart

**Carried**

**05/24/15 Payment of Expenses & Provision of Facilities to Councillors Policy****Resolved:**

That;

1. The General Manager report be received
2. Council having not received any submissions during the public exhibition period, now formally adopts the "Payment of Expenses & Provision of Facilities to Councillors' Policy as tabled.

**Moved:** Clr Cooke

**Seconded:** Clr Rummery

**Carried**

**05/24/16 Public Interest Disclosure (PID) Policy****Resolved:**

That;

1. The General Manager report be received
2. Council adopts the Public Interest Disclosure policy as presented.

**Moved:** Clr Bell

**Seconded:** Clr Garnsey

**Carried**

**05/24/17 Advertising Policy****Resolved:**

That;

1. The General Manager report be received
2. Council adopts the Advertising Policy as presented.

**Moved:** Clr Bell

**Seconded:** Clr Garnsey

**Carried**

**05/24/18 Delegates, Representatives and/or members of Committees, Reference Group and External Bodies – Terminating September 2025****Resolved:**

That members, representatives and delegates be appointed to the committees, reference groups and external organisations as outlined in the scheduled for the period terminating September 2025.

Councillor Representatives are as follows; North West Weeds Committee Clr Greg Rummery.  
Central West Weeds Committee Clr Noel Kinsey.

**Moved:** Clr Kinsey

**Seconded:** Clr Cooke

**Carried**

### 05/24/19 Ordinary Council Meetings – Time, Dates and Venue for 24-25

**Resolved:**

That;

1. Council endorse the below dates for the 2024-2025 Ordinary Council Meetings to be held at the Coonamble Council Chambers, commencing at 10.30am

25 November 2024  
 24 February 2025  
 28 April 2025  
 23 June 2025  
 25 August 2025  
 27 October 2025

2. That Council advertise on Council's website, the meeting schedule for 2024-2025 meetings including time, date and place as stated above.

**Moved:** Clr Garnsey

**Seconded:** Clr Fisher

**Carried**

### 05/24/20 Important Dates for Councillors – Upcoming Meetings and Events

**Resolved:**

That the Council receive and note the list of upcoming meetings and events.

**Moved:** Clr Peart

**Seconded:** Clr Rummery

**Carried**

### 05/24/21 Quarterly Biosecurity Report

**Resolved:**

That the report be received and noted.

**Moved:** Clr Holcombe

**Seconded:** Clr Garnsey

**Carried**

Date of the next CMCC Council Meeting to be Monday 25<sup>th</sup> November 2024 in Coonamble

**Close of Meeting**

The meeting closed at 12:07pm

\_\_\_\_\_  
Chairman

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

DRAFT



## Board Meeting Minutes

Friday, 8 November

2024

Dubbo Regional Council

Commencing at 9.00am

## Draft Minutes Board Meeting

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**Date:** Friday, 8 November 2024  
**Time:** 9.05 am  
**Venue:** Dubbo Regional Council Meeting Rooms

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### ATTENDEES:

Peter Vlatko	General Manager Cobar Shire Council
Clr Glen Neill	Mayor Bogan Shire Council
Derek Francis	General Manager Bogan Shire Council
Clr Lachlan Ford	Mayor Bourke Shire Council
Leonie Brown	General Manager Bourke Shire Council
Clr Greg Whiteley	Mayor Warren Shire Council
Bradley Pascoe	Divisional Manager Finance & Administration Warren Shire Council
Clr Josh Black	Mayor Dubbo Regional Council
Clr Jasen Ramien	Mayor Walgett Shire Council
Megan Dixon	General Manager Walgett Shire Council
Clr Tom Stanton	Mayor Brewarrina Shire Council

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David Kirby	General Manager Brewarrina Shire Council
Clr Kathryn Rindfleish	Mayor Warrumbungle Shire Council
Leanne Ryan	Acting General Manager Warrumbungle Shire Council
Clr Danny Keady	Mayor Coonamble Shire Council
Paul Gallagher	General Manager Coonamble Shire Council
Clr Doug Batten	Mayor Gilgandra Shire Council
David Neeves	General Manager Gilgandra Shire Council
Clr Ewen Jones	Mayor Narromine Shire Council
Jane Redden	General Manager Narromine Shire Council

## **1. WELCOME**

David Neeves assumed the Chair as Returning Officer in the interim until the Election of the new Chairperson at the Annual General Meeting.

David Neeves congratulated the new Mayors and welcomed all other participants.

Mayor Josh Black welcomed the Alliance Western Councils Board to Dubbo.



## 2. ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by the Interim Chairperson.

## 3. APOLOGIES:

Jarrold Marsden	Mayor Cobar Council
Des Kennedy	Mayor Mid-Western Regional Council
Brad Cam	General Manager Mid-Western Regional Council
Bob Stewart	Administrator Central Darling Shire Council
Greg Hill	General Manager Central Darling Shire Council
Murray Wood	General Manager Dubbo Regional Council
Gary Woodman	General Manager Warren Shire Council

**RESOLVED** Clr Batten/Leonie Brown, that the apologies received be accepted.

**Carried  
2024/16**

## 4. DECLARATIONS OF INTEREST

Nil declarations of interest were made.

## 5. CHAIRPERSON'S REPORT

Previously circulated to the Board by email and attached to the Minutes.

Clr Doug Batten acknowledged the fervour and commitment made to the Alliance Western Councils by the outgoing Chair – Clr Craig Davies. Recognition for Clr Davies tireless work in the area of Biodiversity offsets was given.

**RESOLVED** Clr Batten/Clr Ford that:

1. The outgoing Chairperson's report be received; and
2. That a letter of appreciation be sent to Clr Craig Davies for his service to the Alliance Western Councils.

**Carried  
2024/17**

## 6. ADJOURNMENT TO THE ANNUAL GENERAL MEETING

**RESOLVED** Clr Batten/Jane Redden that at this point in the meeting, the time being 9.10 am the meeting be adjourned to proceed with the Annual General Meeting.

**Carried  
2024/18**



**6.1 Election of Chair**

Clr Doug Batten nominated Clr Glen Neill for the position of Chair. The nomination was seconded by Clr Lachlan Ford. Being there was only one nominee, Clr Neill was elected Chairperson for the ensuing 12 months.

**Carried  
2024/19**

**6.2 Election of Deputy Chairperson**

Clr Doug Batten nominated Clr Greg Whiteley for the position of Deputy Chairperson. The nomination was seconded by Clr Lachlan Ford. Being there was only one nominee, Clr Whiteley was elected Deputy Chairperson for the ensuing 12 months.

**Carried  
2024/20**

**Clr Neill assumed the role as Chairperson.**

**6.3 Consideration of Financials**

Discussion: Contributions have now been transferred from the previous Orana Joint Organisation Bank Account to the Alliance Western Councils Bank account.

Discussion: Regions better represented by the collaboration between Orana and Far West. Less governance and cost. A voluntary Alliance model is preferable to a forced Joint Organisation.

**RESOLVED** David Neeves/Clr Batten that the 2023-2024 Financial Report be noted.

**Carried  
2024/21**

There being no further business the Annual General Meeting closed at 9.15 am.

**RETURN TO GENERAL MEETING**

**7. CONFIRMATION OF ALLIANCE WESTERN COUNCILS BOARD MEETING MINUTES**

**7.1 Alliance Western Councils Board Meeting - 16 August 2024**

**RESOLVED** Clr Batten/Leonie Brown that the Minutes of the Alliance Western Councils Board Meeting held on 16 August 2024 be adopted.

**Carried  
2024/22**

**7.2 Matters arising**

Nil.

## 8. CONFIRMATION OF ALLIANCE WESTERN COUNCILS GMAC MEETING MINUTES

- 8.2 **RESOLVED** David Neeves/Jane Redden that the minutes of the Alliance Western Councils GMAC Meeting held on 25 October 2024 be adopted.

**Carried  
2024/23**

### 8.3 **Matters arising**

#### Financial Contributions for Membership of Alliance Western Councils

Discussion in relation to the annual contribution for Membership of the Alliance Western Councils.

**RESOLVED** Peter Vlatko/Daniel Keady that the contributions for the 2024-2025 financial year be set at \$6,000 per Council per annum with the acknowledgment that should additional funding be needed for other specific reasons – future requests may be made.

**Carried  
2024/24**

## 9. GENERAL BUSINESS

### 9.1 **Orana Utilities Alliance – Presentation Doug Moorby (brief summary discussion)**

- Doug Moorby encouraged everyone to look at Section 9 of the Report from the NSW Productivity and Equality Commission – Review of Funding Models for Local Water Utilities. (Previously circulated to Board Members).
- Doug Moorby will prepare the submission for the Alliance in relation to the Productivity Commission Report.
- The Utilities Alliance has a new strategic plan – and he encouraged everyone to look at it. It is currently on the Utilities Alliance website.
- Subscription fee for the Utilities Alliance is \$7,000 per Council per annum.
- A business case has been done for a centralised training centre.
- A submission is being prepared on PFAS and the potential cost of PFAS to Utilities Alliance members.
- Dave Neeves: The Utilities Alliance is here to support member Councils. Doug Moorby's contribution is invaluable. It's a great network.
- Water and sewer operator positions are hard to fill and expensive to train.
- Utilities Alliance Report 1 – attached to the Business Paper is for notation.
- Utilities Alliance Report 2 – attached to the Business Paper is for Resolution.

**RESOLVED** Cllr Batten/Leonie Brown that:

1. The Utilities Alliance Report 1 attached to the Business Paper be noted; and
2. That the name of the Orana Water Utilities Alliance be changed to the "Western Councils Water Alliance" and that the Project Officer carry out all the requirements to re-brand the organisation.

**Carried  
2024/25**

## 9. GENERAL BUSINESS

CONTINUED

### 9.2 Transport for NSW Presentation – Jackie Anderson, Belinda Roberts, Amy Slessor. Adam Tanner was an apology.

- There will be 9 plans in NSW;
- 2 are currently in Draft form;
- All Alliance members are encouraged to visit the Transport for NSW website and make an on line contribution;
- Transport for NSW requested a copy of the OROC Transport Plan; and
- The Chairperson thanked Transport for NSW for their attendance and their presentation.

### 9.3 Meeting Dates and Suggested Presenters

- Leonie Brown requested a Workshop in early 2025 with State Agencies invited to be present.
- Peter Vlatko requested a presentation on the cost of water and affordability.

**RESOLVED** Jane Redden/David Neeves that Meeting Dates for 2025 are as follows:

- GMAC Meeting - Friday, 21 February 2025.
- Alliance Board Meeting - Friday, 7 March 2025 with a potential Workshop on Thursday, 6 March 2025.

**Carried  
2024/25**

### 9.4 Police Numbers in Our Region

General Discussion: Police numbers are an ongoing problem in some areas. Local attendance is “hit and miss” depending on the location of the individual Council areas and also the individual area circumstances.

Clarification is needed in relation to availability and standard of Police housing, Replacement Policy for absent Officers and regional incentives (cost of living advantage and travel for medical).

The possibility of a scholarship to support a person to enter the academy and then work within the Alliance Western Councils area was also discussed – to be investigated further. Executive Officer to circulate information on numbers that were distributed at the Board Meeting.

**RESOLVED** Clr Batten/Clr Jones that a deputation for the Alliance Western Councils be sent to the NSW Minister for Police expressing concern about policing numbers in the Alliance Western Councils area and also seeking clarification in relation to the issues raised above.

**Carried  
2024/26**

#### 9.5 Position of Executive Officer

The Interim Executive Officer – Lisa Schiff left the room for the discussion.

**RESOLVED** Clr Batten/Clr Ford that:

1. That the General Manager’s from Narromine, Gilgandra and Bogan be authorised to extend the current scope of the Executive Officer as an interim measure into the first half of 2025 to oversight the completion of the Alliance Western Councils Strategic Plan and the other Executive Officer functions required of the Alliance; and
2. The General Manager’s from Narromine, Gilgandra and Bogan be authorised to negotiate and finalise the fee structure.

**Carried  
2024/27**

#### 9.6 Meeting Locations 2025

**RESOLVED** Clr Batten/Jane Redden to accept meetings in different locations – at the discretion of the Chair and Executive Officer.

**Carried  
2024/28**

#### 9.7 Submission Dubbo PCYC

Dubbo Mayor Josh Black addressed the Board and requested that a letter of support from the Alliance Western Councils and also individual Councils be sent to the Minister in requesting approval of the outstanding Government grant for the Dubbo PCYC Indoor Sports Complex Application.

**RESOLVED** Clr Batten/Clr Whiteley that the Alliance Western Councils send a letter of support for the Dubbo PCYC Indoor Sports Complex application.

**Carried  
2024/29**

#### 9.8 Sustainability

There was a general discussion in relation to the financial sustainability of Councils and the question was asked by Peter Vlatko – is financial sustainability achievable?

It was suggested that we advise politicians that funding is needed for operational activity and not for more assets. It was suggested that sustainability could only be achieved by further rate rises and this is unsustainable.

Councils are not “roads, rates and rubbish” anymore and the community expectation is that Councils will provide a much wider range of services which are usually unfunded.

David Kirby suggested that the Alliance Western Councils invite Professor Drew – Centre of Local Government Studies to address the Board of the Alliance Western Councils – on the afternoon prior to the next meeting.

**RESOLVED** David Kirby/Peter Vlatko that David Kirby to contact Professor Drew with a view to having him address the Alliance Western Councils Board in a workshop.

**Carried  
2024/30**



#### 9.9 **Draft Strategic Plan:**

Lisa Schiff recapped the process on preparation of the Draft Plan to date – including the outcome of the previous Workshop and presented a short PowerPoint presentation to highlight the parts of the Draft Plan still requiring input from members as follows:

- Top six Council priorities; and
- Tested the Vision, Values.

It was suggested that the PowerPoint be circulated and the Board Members given until the end of November to provide comment. A gentle reminder was given that this Plan is the Alliance Western Councils Plan and that input is both needed and welcomed.

It is anticipated that the Draft Strategic Plan will be presented to a final workshop at the next Board Meeting in March 2025. The Draft Plan will be presented to GMAC in February 2025.

**RESOLVED** Jane Redden/Clr Batten that:

1. The Draft Plan be circulated for comment by Board Members with comments to be received by end of first week in December 2024;
2. That the Draft Plan be presented to GMAC in February 2025; and
3. That the Draft Plan be workshopped by the Alliance Western Councils Board in March 2025 prior to finalisation.

**Carried  
2024/30**

The meeting closed at 12.00 pm with the Chairperson wishing everyone a safe and Happy Christmas.

## **Warren Health Action Committee AGM Minutes**

**On Wednesday 13<sup>th</sup> November 2024**

**At Meeting Room Ellerslie Lane**

Meeting Opened: 10.05am

Present: Rod Sandell, Judy Ridley, Heather Druce, John Burke, Katrina Walker

Apologies: Pauline Serdity. Moved by Judy Ridley, seconded by Katrina Walker that the apologies be accepted. Carried

Minutes from previous meeting held 4<sup>th</sup> September 2023: Read and moved by Heather Druce, seconded by Judy Ridley as a true and accurate record. Carried

Business Arising: Rod Sandell was added to have access to internet banking

Chairman's Report: Nevertire fundraiser in September last year was very successful and showed that the community is very proactive and supportive towards the RFDS Medical Centre in Warren. Report moved by Rod Sandell, seconded by Heather Druce

- Treasurer's Report: see attachment. Balance at the 13<sup>th</sup> November 2024 \$236.50. Moved Heather Druce, seconded by John Burke. Carried
- Heather Druce moved that membership remain at \$5, seconded by Judy Ridley.

Election of Office Bearers:

Chairperson: Rod Sandell nominated by Judy Ridley, seconded by Heather Druce. Accepted

Vice Chairperson: Judy Ridley nominated by Heather Druce, seconded by Rod Sandell. Accepted

Secretary/ Treasurer: Pauline Serdity nominated by Heather Druce, seconded by Katrina Walker. Accepted

Public Officer: John Burke nominated by Rod Sandell, seconded by Judy Ridley. Accepted

General Business:

Lack of aged care accommodation in Warren.

- Rod Sandell, Katrina Walker, Pauline Serdity and a Community Homes Representative went over to Gilgandra to have a look at their aged care facilities.
- After a lengthy discussion Warren Health Action Committee accept in principal, the concept that we request Warren Shire Council set aside land to allow time to investigate community interest. A letter to be sent to Warren Shire Council on this matter. **Moved Rod Sandell, seconded by Katrina Walker. Carried**
- A meeting held last night by Community Homes also accepted the request

Date of next meeting: TBA

Meeting Closed: 11.15 am

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, ANNUAL GENERAL MEETING HELD ON 14<sup>TH</sup> NOVEMBER 2024, REID ROOM, NSW PARLIAMENT HOUSE, SYDNEY.**

**Present in person**

Cr Kevin Duffy (Chair)	Orange City Council
Cr Peter Batten	Cabonne Shire Council
Cr Bruce Reynolds, Mayor	Blayney Shire Council
Mark Dicker, GM	Blayney Shire Council
Cr Jarrod Marsden, Mayor	Cobar Shire Council
Cr Tony Lord (Executive Committee)	Bland Shire Council
Cr Jim Hickey, Deputy Mayor (Executive Committee)	Broken Hill City Council
Cr Des Kennedy, Mayor	Mid-Western Regional Council
Brad Cam, GM	Mid -Western Regional Council
Cr Benn Banasik	Wollondilly Shire Council
Cr Dennis Brady (Executive Committee)	Lachlan Shire Council
Patrick Ruettjes, Director Env & Planning	Lachlan Shire Council
Cr Bob McKay	Warren Shire Council
Gary Woodman	Warren Shire Council
Cr Josh Black, Mayor	Dubbo City Regional Council
Murray Wood, GM	Dubbo City Regional Council
Cr Jasen Ramien, Mayor	Walgett Shire Council
Cr Scott Bailey (Executive Committee)	Walgett Shire Council
Megan Dixon, GM	Walgett Shire Council

**Present online**

Heather Nicholls, Deputy GM	Cabonne Shire Council
Cr Matthew Deeth, Deputy Mayor	Wollondilly Shire Council
Ron Zwicker, Special Projects Manager	Wollongong City Council
Steve Loane OAM, GM	Forbes Shire Council

**In attendance**

Cr Steve Ring, Deputy Mayor	Lithgow City Council
Cr Jeff Drayton, Mayor	Muswellbrook Shire Council
Derek Finnegan, GM	Muswellbrook Shire Council
Owen Hasler	Life Member
Di Hasler	Life Member Partner
Martin Rush, Director Policy	FTG
Greg Lamont, Executive Officer	FTG
Ingrid Moores, Project Officer	FTG
Andrew Callow, Intern	FTG

**Apologies**

Cr Phyllis Miller OAM, Mayor	Forbes Shire Council
Kent Boyd, GM	Parkes Shire Council
Cr Neil Westcott, Mayor	Parkes Shire Council
Cr Marg Applebee, Deputy Mayor	Parkes Shire Council
Johnathon Edgecombe, Director Infrastructure	Lithgow City Council
Cr Greg Whitely, Mayor	Warren Shire Council
Cr Emma Henderson	Bland Shire Council

**1. Welcome by Outgoing Chair.**

The outgoing Chair opened the meeting at 2.05pm, welcomed members, observers and guests. Introductions were made of all attendees and a special welcome made to visiting councils, Muswellbrook and Lithgow and Life Member Owen Hasler and wife Di.



**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, ANNUAL GENERAL MEETING HELD ON 14<sup>TH</sup> NOVEMBER 2024, REID ROOM, SYDNEY PARLIAMENT HOUSE**

**2. Acknowledgement of Country.**

The Chair acknowledged the traditional owners of the land that the meeting was held on and paid his respects to the Elders past, present & emerging.

**3. Apologies.**

**AGM 1/2024 Resolved** (Cr Brady/Cr Lord) That the apologies as per the above list be received and noted.

**4. Disclosures of Interest - Nil**

**5. Adoption of Minutes of Annual General Meeting held on 8<sup>th</sup> December 2023 - Attachment. A.**

**AGM 2/2024 Resolved** (Cr Duffy/Cr Brady) that the minutes of the Association's Annual General Meeting held on 8<sup>th</sup> December 2023, be received and noted as a true and accurate record of proceedings.

**6. Business arising from the Minutes of Annual General Meeting held on 8<sup>th</sup> December 2023. Nil.**

**7. Suspension of Standing Orders – Life Membership, Owen Hasler.**

**AGM 3/2024 Resolved** (Cr Duffy/Cr Lord) that the meeting be suspended at 2.15pm to allow the presentation of life membership to Owen Hasler.

The Chair spoke of Owen Hasler's achievements as former Deputy Chair of the Association and as Mayor/delegate from Gunnedah Shire Council. Chair asked Di Hasler to pin the life membership badge on his lapel and presented the plaque to him. Refer Item 7 in Business paper for Owens' resume.

**8. Resumption of Standing Orders**

**AGM 4/2024 Resolved** (Cr Brady/Cr Lord) That the meeting be resumed at 2.48pm.

**9. Chairperson's 2023-24 Annual Report**

**AGM 5/2024 Resolved** (Cr Lord/Cr Brady) that the Chairperson's 2023-24 Annual Report be received and noted.

**10. Executive Officer's 2023-24 Annual Report**

**AGM 6/2024 Resolved** (Cr Batten/Cr Brady) that the Executive Officer's 2023-24 Annual Report be received and noted.

**11. Election of Chair, 2 x Deputy Chair's and 3 x Executive Committee for 2024/25.**

**Suspension of Standing Orders at 2.50pm**

**AGM 7/2024 Resolved** (Cr Brady/Cr Duffy) That the meeting be suspended to allow the Returning Officer to conduct the election of the Executive Committee.

# MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, ANNUAL GENERAL MEETING HELD ON 14<sup>TH</sup> NOVEMBER 2024, REID ROOM, SYDNEY PARLIAMENT HOUSE

The Executive Officer as Returning Officer reported that the nominations for the Executive Committee received by the due date equated to the vacancies for Chair and the two Deputy Chair positions plus two Executive Committee positions.

The Executive Officer suggested that another nomination could be made from the floor to fill the vacancy.

**AGM 8/2024** Resolved (Cr Duffy/Cr Kennedy) that Cr Jim Hickey be nominated to fill the remaining position on the Executive Committee.

The Returning Officer declared the results of the election as follows:

- Chair – Cr Kevin Duffy (Orange City Council)
- Deputy Chair – Cr Phyllis Miller OAM (Forbes Shire Council)
- Deputy Chair – Cr Dennis Brady (Lachlan Shire Council)
- Executive Committee –
  - Cr Scott Bailey (Walgett Shire Council),
  - Cr Tony Lord (Bland Shire Council) and
  - Cr Jim Hickey (Broken Hill City Council)

The Returning Officer and Delegates congratulated the Executive Committee on their appointment's.

## Resumption of Standing Orders at 3.05pm

**AGM 9/2024** Resolved (Cr Brady/Cr Lord) that the Association resume the Annual General Meeting business with Cr Kevin Duffy as Chairperson.

The Chair acknowledged the contribution of former Mayor of Blayney, Scott Ferguson who and Cr Denis Todd from Warrumbungle Shire Council for their contributions and that he would like the record to show that MERC has appreciated their efforts over the years.

## 12. Financial Statements – 2023 to 2024

Financial statements were presented, questions were asked around the differences between the previous year which was due to the overlap of Executive Officer services contract costs. Members were reassured that there are enough funds to keep the association moving forward to July 2025, when next round of invoices will be submitted.

**AGM 10/2024** Resolved (Cr Brady/ Cr Hickey)

1. That the Financial Statements for 2023-2024 financial year be adopted with -
  - (i) the inclusion of the names of the Executive Committee in the Statement by Members of the Executive Committee and the Chair to sign them on behalf of the Executive Committee for the period 1<sup>st</sup> July 2023 to 30<sup>th</sup> June 2024.
  - (ii) the inclusion of the Chair as the nominated member to sign the Certificate by Members of the Executive Committee.
  - (iii) the inclusion of the Associations' Principal Activities as "an advocacy and policy development entity on behalf of its members"
2. That the Department of Fair Trading, in accordance with the Association Incorporations Act 2009, be notified of (1) in the appropriate form by 31<sup>st</sup> December 2024.
3. That the Association of Mining & Energy Related Councils NSW authorise Greg Lamont and/or Shelley Rodwell, to have access to CBA, Beyond Bank and ATO financial statements and to act on behalf of the Association as required for the presentation of financial reports and taxation matters.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, ANNUAL GENERAL MEETING HELD ON 14<sup>TH</sup> NOVEMBER 2024, REID ROOM, SYDNEY PARLIAMENT HOUSE**

**13. 2024-2025 Budget**

It was noted there were additional costs with transition overlap with the two Executive Officer service providers at the half yearly point and the cost of REIIF for 2023. It is anticipated the marketing of MERC's value proposition membership will increase in 2025/2026.

**AGM 11/2024** Resolved (Cr Batten/ Cr Brady) that the 2024-2025 budget as presented be adopted.

**14. Member Fees – 2025-26**

**AGM 12/2024** Resolved (Cr Brady/ Cr Hickey)

1. That Clause 16.3 of the Constitution be amended to provide:

16.3 (a) The Annual General Meeting shall determine member fees for the ensuing financial year. Membership fees shall be for the period July 1 to June 30 of each year and ~~be reviewed as per Clause 16.3 to allow increases in accordance with the permissible rate increase each year provided that such fees must not be increased by more than the Core rate peg percentage range set by IPART for the corresponding period.~~

16.3 (b) Notwithstanding 16.3 (a), the Executive Committee may determine a member fee for a new member for the ensuing year (whether the new member joined before or during the ensuing year) in its discretion provided that such fee must not exceed the amount liable to be paid by a member in accordance with 16.3 (a).

2. That the fees for 2025 – 2026 be set at \$9,200 (plus GST).
3. That, following discussions with the Australian Mining Cities Alliance and other relevant special interest groups, the Executive Officer provide the Executive Committee an options report generally in accordance with the recommendations of Three Pillars Advisory.

**15. 2024-25 Meeting Dates & Venues**

Discussion held around Parliament sitting dates and the importance of having the AGM at these times, with the pros and cons of tying in with other organisations' meetings but ensuring no future clashes where possible to achieve maximum attendance.

**AGM 13/2024** Resolved (Cr Kennedy/ Cr Reynolds) That the Association Executive Committee determine the 2025 meeting venues and dates for February, May, August & November 2025, with other organisations meeting and Parliamentary Sitting Dates factored in.

**16. General Business Nil**

**17. Close.** The meeting closed at 3:15pm

The minutes (pages 1-4) were confirmed at the Annual General meeting of the Association held on the ..... and are a full and accurate record of proceedings of the meeting held on 14<sup>th</sup> of November 2024

.....

**Cr Kevin Duffy**  
**Chairperson**

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, ORDINARY GENERAL MEETING HELD ON 14<sup>TH</sup> NOVEMBER 2024, REID ROOM, NSW PARLIAMENT HOUSE, SYDNEY.**

**Present in person**

Cr Kevin Duffy (Chair)	Orange City Council
Cr Peter Batten	Cabonne Shire Council
Cr Bruce Reynolds, Mayor	Blayney Shire Council
Mark Dicker, GM	Blayney Shire Council
Cr Jarrod Marsden, Mayor	Cobar Shire Council
Cr Tony Lord (Executive Committee)	Bland Shire Council
Cr Jim Hickey, Deputy Mayor (Executive Committee)	Broken Hill City Council
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Cr Bob McKay	Warren Shire Council
Gary Woodman	Warren Shire Council
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Murray Wood, GM	Dubbo City Regional Council
Cr Jasen Ramien, Mayor	Walgett Shire Council
Cr Scott Bailey (Executive Committee)	Walgett Shire Council
Megan Dixon, GM	Walgett Shire Council

**Present online**

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**Apologies**

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Cr Marg Applebee, Deputy Mayor	Parkes Shire Council
Johnathon Edgecombe, Director Infrastructure	Lithgow City Council
Cr Greg Whitely, Mayor	Warren Shire Council
Cr Emma Henderson	Bland Shire Council

**1. Welcome**

The Chair, Cr Kevin Duffy, opened the meeting at 3.20pm then welcomed members and guests.

# MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, ANNUAL GENERAL MEETING HELD ON 14<sup>TH</sup> NOVEMBER 2024, REID ROOM, SYDNEY PARLIAMENT HOUSE

## 2. Acknowledgement of Country.

The Chair referred to the acknowledgement he gave at the Annual General Meeting.

## 3. Apologies.

**OM 4/2024** Resolved (Cr Brady/Cr Lord) That the apologies of Councillors Phyllis Miller OAM, Greg Whitely, Emma Henderson, Neil Westcott, Marg Applebee, Kent Boyd and Jonathon Edgecomb be received and noted.

## 4. Disclosures of Interest.

Nil

## 5. Adoption of Minutes

**OM 5/2024** Resolved (Cr Hickey/ Cr Kennedy) that the minutes of the Executive Committee meetings held on 26<sup>th</sup> March 2024, 6<sup>th</sup> June 2024, 6<sup>th</sup> August 2024, 2<sup>nd</sup> September 2024 and the General meetings on 6<sup>th</sup> June 2024 and 6<sup>th</sup> August 2024 be received and noted as a full and accurate record of proceedings.

## 6. Delegates Reports – Nil

## 7. Executive Officer's Report – Greg Lamont

The Executive Officer mentioned the progress being made with the presentation of submissions, the ongoing meetings with ministers, senior government staff and alliances on replacement programs for Resources for Regions and Royalties for Rejuvenation, with Policy Officer providing a brief update on potential results, with more detail to come in General Business.

Also outlined was the financial position of the Association being in a sound state with cash on hand as of September 1<sup>st</sup> 2024, was \$146600.76 with 3 Councils still to pay \$26,400 – Dubbo, Warrumbungle & Upper Lachlan, given invoices only went out in mid - August.

Executive Officer pointed out the delay with the final review report on the REIIF 2024 conference in Dubbo and possible change in location to Orange in 2025 as a joint Orana/Central West RDA and MERC event.

He also mentioned the need for changes to the constitution and a one page reformat of the 2023-2026 Strategic Plan to address the issues raised in the Strategic Planning Forum held in Lithgow 9-10<sup>th</sup> February 2024.

**OM 6/2024** Resolved (Cr Reynolds/ Cr Brady) that the Executive Officers Report be received and noted.

## 8. General Business

### (i) Voting Rights

A question was asked about the voting rights of senior Council Staff delegates to MERC as opposed to elected delegates – can they be elected to the Executive Committee and vote if appointed delegates?

Response was that is the correct position. The current Executive Committee for 2024/25 has been elected on this basis from member council's appointed delegates, who are the only

# MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, ANNUAL GENERAL MEETING HELD ON 14<sup>TH</sup> NOVEMBER 2024, REID ROOM, SYDNEY PARLIAMENT HOUSE

ones that can vote, but each member cannot have more than two votes per member.as per the constitution.

Additional member councillors and staff may attend meetings but not vote unless appointed as a delegate from their councils.

## **(ii) Sub Committees**

Discussion was held on the involvement of senior staff from members whereby it was agreed that it would be an imperative for staff delegates and non-delegates to get involved in the operation of subcommittees on mining, VPAs and quarrying for policy development and advocacy in view of their operational knowledge.

**OM 7/2024 Resolved** (Cr Batten/ Cr Reynolds) Expressions of Interest be circulated to members seeking nominations from delegates and senior staff to be part of the formation of Sub Committees for Mining, VPAs and Quarrying for policy development and advocacy.

## **(iii) Policy Officer's Report**

It was indicated that Minister Sharpe was the sponsor of two bills and may be delayed.

There was some good news on the submission with respect to the Regional Development Act, in that amendments to the Act had incorporated submissions from the Association – particularly with respect to economic transitions management.

It was noted that the review of benefit sharing guidelines with respect to major renewable energy projects was still greatly inadequate and that the methodology for arriving at the figures was still unknown.

It was noted that officers are still compiling a survey of quarrying across NSW regional councils to inform a position paper on future quarrying. It was anticipated that a survey would be distributed early in the new year. The sharing of regulatory resources among councils to improve quarry regulation was suggested. It was noted that there may be considerable value MERC could provide to regional councils in improving the quality of quarrying consents and associated regulatory activity.

Discussion was held on developing a campaign to raise awareness about the benefits of a regional tax on mining activity. The potential impact of a regional tax on the mining industry is discussed. The need for a coordinated approach to advocacy was emphasised and the importance of engaging with the government and industry stakeholders was reiterated.

The conversation moved on to discuss a campaign to recover royalty payments for councils, which have seen a significant shortfall, from \$20 million to nil. The trust fund is now \$400 million, with an additional \$50 million recently added. The discussion includes meetings with various ministers and the Minerals Council, highlighting a \$25 million annual transition fund for coal mining councils, which is insufficient for many. The idea of a collective campaign involving miners, councils, and affected communities is proposed.

**OM 8/2024 Resolved** (Cr Brady/ Cr Lord) that Policy Officer Report be noted and received.

## **(iv) Australian Mining Cities Alliance (AMCA)**

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, ANNUAL GENERAL MEETING HELD ON 14<sup>TH</sup> NOVEMBER 2024, REID ROOM, SYDNEY PARLIAMENT HOUSE**

A proposal was suggested to approach the Australian Mining Cities Alliance for associate membership to strengthen MERC's advocacy efforts. The benefits of the alliance were explained by Cr Jim Hickey, Deputy Mayor, Broken Hill City Council (who are a member of AMCA) including better access to government officials and support from Minerals Council Australia at the Federal level.

**OM 9/2024** Resolved (Cr Reynolds/ Cr Kennedy) that MERC discuss with and explore possible membership options with AMCA for report back to Executive Committee for consideration.

**(v) Invitation to Minister for Regional Transport & Roads**

A request was made to invite Jenny Aitchison as the Minister for Regional Transport and Roads to a future meeting This idea was supported by delegates noting the importance of her portfolio in their discussions and her preparedness to meet.

**OM 10/2024** Resolved (Cr Duffy/ Cr Brady) that MERC invite the Minister for Regional Transport and Roads to a future meeting.

**(vi) Data for Energy Options**

A request was also made by the Chair, Cr Kevin Duffy, on the need for accurate costing data for energy sources like solar, batteries and wind power from academics. A suggestion was made to involve the Australian Energy Market Operator (AEMO) to gather comprehensive costing data for consideration.

**OM 11/2024** Resolved (Cr Brady/Cr Hickey) that the Executive Officer liaise with AEMO on the available data for distribution to delegates.

**(vii) Small Claims Title Mines Act Review Process**

Cr Scott Bailey raised concerns about the Small Claims Title Mines Act review process in the mining field with the 88 recommendations to Government to address and its impact on local councils. He highlighted the challenges faced by miners and the community due to land use conflicts, administrative issues and requested an endorsement from the organisation to address these issues with the government.

**OM 12/2024** Resolved (Cr Bailey/Cr Hickey) that a position paper be prepared to respond to the small claims review recommendations.

**8.Close** Meeting Closed at 4:10pm.

**The minutes (pages 1-4) were confirmed at the General meeting of the Association held on the ..... and are a full and accurate record of proceedings of the meeting held on 14<sup>th</sup> of November 2024**

.....

**Cr Kevin Duffy  
Chairperson**

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**ITEM 1      REVIEW OF COMMUNITY ENGAGEMENT STRATEGY**

**(P13-1, C8-1)**

**RECOMMENDATION:**

1. That the information be received and noted;
2. The reviewed Community Engagement Strategy be readopted with only minor photographic changes/updating as detailed within the report.

**PURPOSE**

For Council to consider and review the Community Engagement Strategy that supports the development of all of its Plans, Policies, Programs and Key Activities including those relating to the Integrated Planning & Reporting (IP & R) Framework documentation as well as Strategic Plans and Programs required under other legislation.

**BACKGROUND**

Under Section 402A of the Local Government Act, 1993 Council must establish and implement a strategy for engagement with the local community (called its Community Engagement Strategy) when developing its Plans, Policies and Programs, and for the purpose of determining its activities other than routine administrative matters.

Community engagement is at the heart of Local Government. It helps communities to be active participants in shaping their own future and play a part in positive change. Councils have a vital role to play in opening opportunities for community members to be involved in the strategic planning process.

A Community Engagement Strategy must be prepared, adopted and implemented, based on social justice principles, for engagement with the local community to support Council in developing its plans and determining key activities. This includes development of the Community Strategic Plan, and all relevant Council Plans, Policies and Programs.

As a minimum, the Community Engagement Strategy must identify relevant stakeholder groups within the community and outline methods that will be used to engage each group.

The Strategy must be reviewed within 3 months of the Local Government Elections, as part of the broader review of the Community Strategic Plan.

Where a Council has community engagement requirements under other legislation or regulations, these should, wherever practical, be integrated into the Community Engagement Strategy.

Council at its 23rd September 2021 Meeting considered the attached Community Engagement Strategy and subsequently resolved in part that the Community Engagement Strategy as amended at the meeting be placed on public exhibition for a minimum of 28 days and subject to no adverse comments being received, the Community Engagement Strategy be adopted.

No adverse comments were received, so the Community Engagement Strategy was adopted.

The purpose of a Community Engagement Strategy is to encourage a participatory culture and to create meaningful new bonds and new goals.



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**ITEM 1                      REVIEW OF COMMUNITY ENGAGEMENT STRATEGY                      CONTINUED**

The Community Engagement Strategy details that Council's seven (7) core principles of community engagement are as follows:

1. *Careful Planning and Preparation.* Through adequate and inclusive planning, ensure that the design, organisation, and convening of the process serve both a clearly defined purpose and the needs of the participants;
2. *Inclusion and Demographic Diversity.* Equitably incorporate diverse people, voices, ideas, and information to lay the groundwork for quality outcomes and democratic legitimacy;
3. *Collaboration and Shared Purpose.* Support and encourage participants, government and community institutions, and others to work together to advance the common good;
4. *Openness and Learning.* Help all involved listen to each other, explore new ideas unconstrained by predetermined outcomes, learn and apply information in ways that generate new options, and rigorously evaluate community engagement activities for effectiveness;
5. *Transparency and Trust.* Be clear and open about the process, and provide a public record of the organisers, sponsors, outcomes, and range of views and ideas expressed;
6. *Impact and Action.* Ensure each participatory effort has real potential to make a difference, and that participants are aware of that potential; and
7. *Sustained Engagement and Participatory Culture.* Promote a culture of participation with programs and institutions that support ongoing quality community engagement.

The Community Engagement Strategy does not relate to notifications of Development Applications and other related statutory notifications.

The Strategy asks Council to implement the best practice guidelines developed by the International Association for Public Participation to ensure the engagement is genuine. The Association's core values of public participation are as follows:

1. Is based on the belief that those who are affected by a decision have a right to be involved in the decision making process;
2. Includes the promise that the public's contribution will inform the decision;
3. Promote sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers;
4. Seeks out and facilitates the involvement of those potentially affected by or interested in a decision;
5. Seeks input from participants in designing how they participate;
6. Provides participants with the information they need to participate in a meaningful way; and
7. Communicates to participants how their input affected the decision made.

The *NSW Local Government Act, 1993* also stipulates that the Community Strategic Plan should reflect the principles of Social Justice and that these social considerations are adequately addressed in the planning and development process. The principles for social justice are:

***Equity***

There should be fairness in decision making, prioritising and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the

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**ITEM 1                      REVIEW OF COMMUNITY ENGAGEMENT STRATEGY                      CONTINUED**

community. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances.

***Access***

All people should have fair access to services, resources and opportunities to improve their quality of life.

***Participation***

Everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives.

***Rights***

Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

For Warren Shire Council the key stages of how we will consult can be described as:

- Inform;
- Consult; and
- Involve/Collaborate.

An appropriate engagement matrix is included and where practical is followed by relevant Staff, Committees and Councillors.

There is now a need for Council to consider and review its Community Engagement Strategy, particularly in relation to the need for the new Council to redevelop its Integrated Planning & Reporting (IP & R) Framework Documentation.

**REPORT**

The current Community Engagement Strategy has been reviewed by the Senior Management Team (SMT) and the only minor changes would be the replacement of photographs within the document with more up-to-date photographs such as the new Council and other community engagement scene photographs.

No other changes are envisaged.

The Community Engagement Strategy was presented to the November 2024 Manex, where there were no concerns and the matter needs to be reported to Council for consideration of adoption of the same Strategy with only the minor changes (photographs) made.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The implementation of the current Community Engagement Strategy for Council's projects, programs and plans has entailed additional up front costs however, it is believed that these costs have been easily recouped with better informed decisions by Council, Committees and Staff from good quality community engagement and an improved reputation and standing of the Council.

**LEGAL IMPLICATIONS**

Section 402A Local Government Act, 1993.

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**ITEM 1                      REVIEW OF COMMUNITY ENGAGEMENT STRATEGY                      CONTINUED**

The Community Engagement Strategy should be reviewed within three (3) months of the Local Government Election as a broader review of the Community Strategic Plan.

The previous Community Engagement Plan was publicly exhibited for 28 days.

It should be reviewed every four (4) years.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

The current Community Engagement Strategy was publicly exhibited for 28 days with no adverse comments being received.

The proposed changes to the Strategy only involve the renewal of photographs within the document with more updated photography, no real changes or substance.

**OPTIONS**

Council does need a Community Engagement Strategy.

The current Strategy has served the Council well over the past three (3) years and it is considered that there is no need for any substantive changes.

**CONCLUSION**

It is recommended that the current Community Engagement Strategy should be adopted with only the minor photographic changes detailed within the report, with there being no need to re-exhibit the Strategy.

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

- 1.2.1 Maintain ongoing community engagement to instil a strong collaborative environment with the community.
- 5.1.1 Undertake regular community engagement activities as per the Community Engagement Strategy.
- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities.

**SUPPORTING INFORMATION /ATTACHMENTS**

Community Engagement Strategy adopted 23rd September, 2021.

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REVIEW OF COMMUNITY ENGAGEMENT STRATEGY

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## COMMUNITY ENGAGEMENT STRATEGY



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Adopted: 23rd September 2021 Minute No. 206.9.21  
Reviewed:  
File Ref: P13-1, C8-1

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**DOCUMENT CONTROL**

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Gary Woodman	First Edition	Council Minute No. 206.9.21 (23rd September 2021)

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**REVIEW OF COMMUNITY ENGAGEMENT STRATEGY**

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Warren Shire Council – Community Engagement Strategy

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## Introduction

The Community Engagement Strategy outlines the process for involving the Warren Shire community in Council's strategic planning and decision making processes, ranging from the development of Council's Ten Year Community Strategic Plan to day-to-day activities. Council supports the right of citizens to participate in decision making that affects their future.

The strategy:

1. Defines community engagement and identifies the methods of engagement Council uses for the key stages of engagement—inform, consult, involve, collaborate and empower;
2. Identifies the broad categories of Council projects which require engagement; and
3. Provides an Engagement Matrix to align the methods of engagement with the category of Council projects.
4. Will provide a broad based process on how Council will engage with the community in regard to its projects, programs and plans.



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## Scope

The purpose of a Community Engagement Strategy is to encourage a participatory culture and to create meaningful new bonds driven by shared values or goals.

A number of organisations and scholars have identified core principles of community engagement. Warren Shire Council's seven core principles that effectively reflect the common beliefs and understandings of those working in the field of community engagement – conflict, conflict resolution, and collaboration.

In practice, these principles and others, are applied in many different ways. The principles are as follows:

1. *Careful Planning and Preparation.* Through adequate and inclusive planning, ensure that the design, organisation, and convening of the process serve both a clearly defined purpose and the needs of the participants;
2. *Inclusion and Demographic Diversity.* Equitably incorporate diverse people, voices, ideas, and information to lay the groundwork for quality outcomes and democratic legitimacy;
3. *Collaboration and Shared Purpose.* Support and encourage participants, government and community institutions, and others to work together to advance the common good;
4. *Openness and Learning.* Help all involved listen to each other, explore new ideas unconstrained by predetermined outcomes, learn and apply information in ways that generate new options, and rigorously evaluate community engagement activities for effectiveness;
5. *Transparency and Trust.* Be clear and open about the process, and provide a public record of the organisers, sponsors, outcomes, and range of views and ideas expressed;
6. *Impact and Action.* Ensure each participatory effort has real potential to make a difference, and that participants are aware of that potential; and
7. *Sustained Engagement and Participatory Culture.* Promote a culture of participation with programs and institutions that support ongoing quality community engagement.

This Community Engagement Strategy relates to most activities undertaken by Council, except for notifications of development applications and other related statutory notifications. If legislative requirements or other Council policies exist which address specific information/consultation processes, they take precedence, but the implementation of that legislation and those policies should take account the Community Engagement Strategy.

There are external factors that sometimes limit the level of engagement possible. For example, state or federal legislation may prescribe specific activities or project characteristics may determine what can or should be done. Community members also have opportunities to participate beyond the Community Engagement Strategy by the use of Council's customer request process.

Council Staff can utilise a Project Engagement Plan with the Marketing and Communications Team when planning to undertake community engagement for a specific event or project. Council Department's should advise the Marketing and Communications Team of projects and together determine the need for a formal plan.

The plan will:

- Define the project;
- Determine objectives;
- Outline appropriate communication and engagement methods;

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Warren Shire Council – Community Engagement Strategy

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- Detail timeframes and responsibilities; and
- Consider feedback, reporting and evaluation.

### Benefits

Effective engagement makes communities feel more connected with their Councils, strengthening trust, goodwill and respect.

There are a number of benefits from the Community Engagement Strategy which:

- Commits Council to be open and accountable;
- Helps Council plan services better to meet community needs and aspirations;
- Helps Council prioritise services and make better use of resources;
- Allows a broader range of views to be expressed, more information to be assembled, and more possible solutions to be considered before making decisions;
- Enables Council and the community to work together to achieve balanced decisions;
- Offers opportunities for residents to contribute to and influence outcomes which directly affect their lives; and
- Encourages greater community ownership and acceptance of Council decisions.

### Objectives

1. Involve the local community in the development, implementation and review of Council's strategic planning and decision making processes, within its legislative abilities;
2. Provide a framework for a co-ordinated well planned approach to engagement that is genuine and inclusive and meets the needs of each stakeholder group (not one size fits all);
3. Monitor and evaluate Council's engagement activities and incorporate feedback to improve and enhance Council's community engagement activities and capabilities into the future;
4. Build a positive reputation for Warren Shire Council by demonstrating that Council is listening, informing and being informed by a broad cross section of the community; and
5. Ensure Council and Councillors receive quality information representative of the views of a broad cross section of the community, sourced from a range of methods to assist in effective decision making.

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Warren Shire Council – Community Engagement Strategy

### Legislation/Principles

#### *NSW Local Government Act*

The *NSW Local Government Act 1993* requires all Councils in NSW to have a long term Community Strategic Plan to enable better outcomes focused on the needs and aspirations of the community. To ensure that the Plan reflects community needs, the Act states that Councils must prepare and implement an Engagement Strategy.

The strategy needs to specifically address the issues around determining ‘Levels of Service’ that the community expects from Council. This information can then be used to plan and guide the quality and effectiveness of policy development, service level planning, infrastructure works, major projects, advocacy and partnership development.

#### *Public Participation Principles*

Council believes that all citizens should have a say in decisions about actions that affect their lives. Council implements best practice guidelines developed by the International Association for Public Participation (IAP2) to ensure that engagement is genuine.

The IAP2s core values of public participation:

1. Is based on the belief that those who are affected by a decision have a right to be involved in the decision making process;
2. Includes the promise that the public’s contribution will inform the decision;
3. Promote sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers;
4. Seeks out and facilitates the involvement of those potentially affected by or interested in a decision;
5. Seeks input from participants in designing how they participate;
6. Provides participants with the information they need to participate in a meaningful way; and
7. Communicates to participants how their input affected the decision made.



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***Social Justice Principles***

The *NSW Local Government Act* also stipulates that the Community Strategic Plan should reflect the principles of Social Justice and that these social considerations are adequately addressed in the planning and development process. The principles for social justice are:

***Equity***

There should be fairness in decision making, prioritising and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances.

***Access***

All people should have fair access to services, resources and opportunities to improve their quality of life.

***Participation***

Everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives.

***Rights***

Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

***Engaging with Hard to Reach Groups***

Traditionally, some groups of people have been more challenging to engage with effectively.

These have included:

- People from Culturally and Linguistically Diverse (CALD) backgrounds;
- Indigenous people;
- Older people;
- Youth;
- People with a disability;
- People with low levels of literacy; and
- People from disadvantaged socio-economic backgrounds.

Warren Shire Council will use a variety of strategies to engage hard to reach groups.

These include:

- Ensuring community engagement activities are promoted through a number of different media e.g. newspapers, free publications, over the radio, online and through flyers;
- Using plain english both to promote community engagement and during community engagements;
- Following appropriate cultural protocols and ensuring that the person/s involved in engagement have the authority to speak on behalf of their community or group;
- Avoiding using assumptions, generalisations, or insensitive language about people from CALD backgrounds or their beliefs;
- Seeking the support of agencies (including sections of Council) that provide services to special needs groups;
- Providing incentives to encourage groups and/or individuals to become involved in community engagement;

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- Using age appropriate methods for children and young people;
- Taking the opportunity to carry out engagement at activities, events or festivals in the Community; and
- Councillors and staff going out to conduct engagement sessions in the communities.

## Engagement Basics

### ***What is Engagement?***

For the purposes of this strategy, community engagement is defined as the processes and structures in which Council:

1. Communicates information to the community; and
2. Seeks information, involvement and collaboration from the community with the primary aim of informing Council's decision making.

Best practice community engagement as prescribed by the International Association for the Public Participation (IAP2) defines community engagement as:

*'Any process that involves the public in problem solving or decision making and uses public input to make decisions.'*

In general terms, it is an inclusive process to ensure the community has the opportunity to participate in decisions that may impact them.



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Warren Shire Council – Community Engagement Strategy

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## Our Community

### **Stakeholders**

Warren Shire Council stakeholders include:

**Warren Shire Residents:** Those who reside in the Warren Shire Local Government Area.

**Warren Shire Ratepayers:** Those who own rateable land located in the Warren Shire Local Government Area.

**Community Organisations and Groups:** This includes not-for-profit, civic, cultural and religious organisations, groups and networks, and village progress associations etc.

**Councillors and Council Staff:** The elected body of Council and Council employees.

**Schools, Education and Training Institutes:** This includes vocational and training providers and schools.

**Businesses/Industry:** Owners, operators and employees of small, medium and large businesses, business groups, utility companies, economic development, Chamber of Commerce and tourism industry groups.

**Government Agencies and Statutory Authorities:** State and Federal government agencies and statutory authorities, including emergency services.

**Other Orana Councils and Regional Bodies:** Bogan, Bourke, Brewarrina, Cobar, Coonamble, Dubbo Regional, Gilgandra, Narromine, Walgett and Warrumbungle Shire Councils.

**Interest Groups:** Representative groups with an interest in particular issues, such as sporting or cultural organisations and peak bodies, youth organisations, disability advocacy and indigenous organisations.

**Council Committees:** Plant Committee, Showground/Racecourse Committee, Warren Shire Traffic Committee, Warren Water and Sewerage Committee, Warren Town Improvement Committee, Warren Sporting Facilities Committee, Economic Development & Promotions Committee, Council Chambers Development Sunset Committee, Ewenmar Waste Depot Sunset Committee, Water Conservation Committee, Airport Operations Committee, Roads Committee, Warren Public Arts Committee, Australia Day Committee, Local Emergency Management Committee and Warren Interagency Support Services Group.

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### How we will Engage

#### **Levels of Participation**

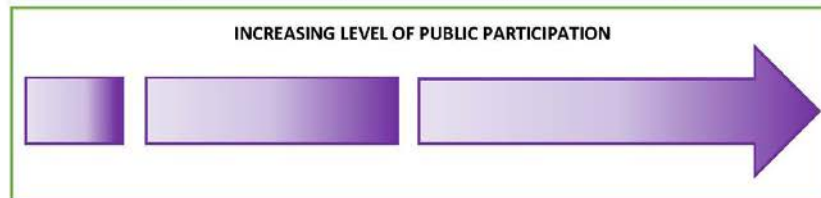
The Public Participation Spectrum developed by IPA2 identifies five different stages of consultation relative to the level of impact the community should have on decision making.

The stages are:

1. Inform;
2. Consult;
3. Involve;
4. Collaborate; and
5. Empower.

The spectrum is outlined in the table below:

Inform	Consult	Involve	Collaborate	Empower
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To give the public a real voice in the final decision making*



\* Council functions under the *NSW Local Government Act NSW 1993*; therefore except in very limited circumstances only the elected body of Council is 'empowered' to make decisions and implement actions. Hence, engagement activities conducted at the Empowerment level will be unusual.

For Warren Shire Council purposes the key stages can be described as:

- Inform;
- Consult; and
- Involve/Collaborate.

# WARREN SHIRE COUNCIL

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### Inform

**Commitment to Community :** We will keep you informed.

**Community's Role:** Listen.

**Council's Role:** Give stakeholders balanced, accurate and relevant information on decisions, policies, plans and strategies.

The inform stage is for day-to-day use, often when Council has already made a decision, to communicate the outcome or status of projects, or when there is only one way that Council can inform the community.

### Inform Engagement Methods

**Customer Service:** Council's Administration Centre along with Services NSW Office in Dubbo Street in Warren provide a 'one-stop-shop' for Council services using customer service, visual displays and printed materials for Council related business.

**Warren Shire Council Website:** One of Council's primary communication tools, the website should be a comprehensive source of information for all Council services and programs.

**Advertising and Features:** Council will consider the use of advertising/features with any local media servicing the area e.g. The Warren Weekly, The Daily Liberal, Western Magazine, 2DU, 2WEB and United Christian Broadcasters etc.

**Media Releases:** Regular media releases ensure Council provides reliable, timely and accurate information to all media servicing the Warren Shire Local Government Area, including print and broadcast.

**Publications/Information Material:** Warren Shire Council publications about Council specific programs, services and initiatives are a valuable source of information.

**Social Media:** Provides a platform for Council to provide information, receive feedback and hold discussions.

**Council Facilitated Community Events:** Council hosted events which provide opportunities for Councillors and staff to provide information to the community. Council also strongly supports and participates in other community events.

**Letterbox Drop:** Non addressed letter/flyer that advises citizens of an outcome/works to be undertaken and informs how feedback can be provided.

**Targeted Direct Mail:** Addressed letters sent directly to customer. This is usually specific to a project, geographic location or members of a particular group or demographic.

**Presentation/Public Speaking:** Councillors and staff speak at relevant meetings or events such as community events.

**Site Specific Signage:** Erected temporarily or permanently to inform the public of the project and relevant project details.

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Warren Shire Council – Community Engagement Strategy

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**Community Displays/Stalls:** Councillors and Council officers are available at a nominated venue and for a specific period of time, encouraging citizens to attend and discuss topics.

**Site Meeting/Tour:** Interaction at specific locations, usually facilitated by Council for invited participants.

**Personal Briefing:** Inform relevant community groups/ratepayer associations/businesses/ individuals that they may request a personal briefing with Councillors or Council staff to discuss a particular issue.

**Meetings by Invitation:** Community leaders, stakeholders and representatives meet with Councillors and Council staff for discussion, debate and exchange of views on a specific issue.

## Consult

**Commitment to the Community:** We will listen to you, consider your ideas and concerns and keep you informed.

**Community's Role: Contribute**

**Council's Role:** Generate active two-way communication between Council and the community. At this level, Council seeks feedback to identify important community issues and perspectives that can influence and assist decision making. Informing is a prerequisite for consultation.

## Consult Engagement Methods

**Customer Service:** Council's Administration Centre along with Services NSW Office in Dubbo Street in Warren provide a 'one-stop-shop' for Council services using customer service, visual displays and printed materials for Council related business.

**Warren Shire Council Website:** One of Council's primary communication tools, the website should be a comprehensive source of information for all Council services and programs.

**Advertising and Features:** Council will consider the use of advertising/features with any local media servicing the area e.g. The Warren Weekly, The Daily Liberal, Western Magazine, 2DU, 2WEB and United Christian Broadcasters etc.

**Media Releases:** Regular media releases ensure Council provides reliable, timely and accurate information to all media servicing the Warren Shire Local Government Area, including print and broadcast.

**Publications/Information Material:** Warren Shire Council publications about Council specific programs, services and initiatives are a valuable source of information.

**Social Media:** Provides a platform for Council to provide information, receive feedback and hold discussions.

**Letterbox Drop:** Non addressed letter/flyer that advises citizens of an outcome/works to be undertaken and informs how feedback can be provided.

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**Targeted Direct Mail:** Addressed letters sent directly to customer. This is usually specific to a project, geographic location or members of a particular group or demographic.

**Community Forums:** These provide an opportunity for members of the community to attend a structured two way information session hosted by Council, usually about specific projects and topics.

**Presentation/Public Speaking:** Councillors and staff speak at relevant meetings or events such as community events.

**Public Exhibitions and Submissions:** Required by legislation for certain types of issues, items on exhibition and development applications are open to submissions from the public. The information is made available to the public to comment on within a certain time frame, while informing citizens how they can make their submissions/comments to Council.

**Community Displays/Stalls:** Councillors and Council officers are available at a nominated venue and for a specific period of time, encouraging citizens to attend and discuss topics.

**Targeted Direct Mail:** Addressed letters sent directly to customer. This is usually specific to a project, geographic location or members of a particular group or demographic.

**Surveys:** Target audience surveys should be integrated with broader consultation for larger projects, using independent market research companies or survey specialists where possible.

**Site Meeting/Tour:** Interaction at specific locations, usually facilitated by Council for invited participants.

**Personal Briefing:** Inform relevant community groups/ratepayer associations/businesses/ individuals that they may request a personal briefing with Councillors or Council staff to discuss a particular issue.

**Meetings by Invitation:** Community leaders, stakeholders and representatives meet with Councillors and Council staff for discussion, debate and exchange of views on a specific issue.

## Involve/Collaborate

**Commitment to the Community:** We will work with you on an ongoing basis to ensure your ideas, concerns and aspirations are considered. We will provide feedback on Council's decisions.

**Community's Role:** Participate

**Council's Role:** Create a collaborative relationship/partnership between Council and the community, facilitating involvement in shaping decisions that affect community life. Informing and consulting are components of involving/collaborating.

## Involve/Collaborate Engagement Methods

**Customer Service:** Council's Administration Centre along with Services NSW Office in Dubbo Street in Warren provide a 'one-stop-shop' for Council services using customer service, visual displays and printed materials for Council related business.

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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, 5th December 2024

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**Warren Shire Council Website:** One of Council's primary communication tools, the website should be a comprehensive source of information for all Council services and programs.

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**Targeted Direct Mail:** Addressed letters sent directly to customer. This is usually specific to a project, geographic location or members of a particular group or demographic.

**Presentation/Public Speaking:** Councillors and staff speak at relevant meetings or events such as community events.

**Surveys:** Target audience surveys should be integrated with broader consultation for larger projects, using independent market research companies or survey specialists where possible.

**Meetings by Invitation:** Community leaders, stakeholders and representatives meet with Councillors and Council staff for discussion, debate and exchange of views on a specific issue.

**Large Group/Stakeholder Collaboration:** As forums to address a strategic issue or plan, these collaborations bring together Councillors, Council staff, Committee Members, stakeholder groups and individuals with relevant expertise and knowledge to formulate a response.

## Empower

**Commitment to the Community:** We will give the community greater opportunity to participate in a transparent flow of information and feedback to Councillors, who have been empowered as the community representatives to make decisions in accordance with the *NSW Local Government Act 1993*.

**Community's Role:** Decide

**Council's Role:** As noted above, engagement activities conducted at the Empower level will be unusual. However, engagement with Councillors is encouraged and facilitated.

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Warren Shire Council – Community Engagement Strategy

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### **Council Projects for Engagement**

Consultation methods vary according to the type of project/issue. The strategy sets guidelines for engagement on project/issues which are classified into four categories:

1. **Shire-wide / High Impact:** Strategic plans, major projects and resource issues. *For example, Community Strategic Plan, Local Environmental Plans, shire-wide Development Control Plans.*
2. **Shire-wide / Low Impact:** Management Plans and Policy Development, minor projects and major projects with limited impact. *For example major festivals and events.*
3. **Locality Based / High Impact:** Locality improvement and site specific matters and events. *For example, Development Applications in accordance with statutory requirements, construction of Council facilities and works in central business districts.*
4. **Locality Based / Low Impact:** Council service/program planning and delivery. *For example, local road works, operational services such as traffic management and general maintenance of public areas or upgrade of parks and recreational areas (minor works level).*

This Strategy relates to many activities undertaken by Council. However, legislative requirements and other Council policies regulate the procedures and outcomes of some Council activities, limiting the opportunities for public input and the scope for community engagement.

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Warren Shire Council – Community Engagement Strategy

### Engagement Matrix

	What to do?	When you are dealing with...			
		Shire-Wide / High Impact	Shire-Wide / Low Impact	Locality Based / High Impact	Locality Based / Low Impact
	1 = every time 2 = in most circumstances 3 = on specific circumstances 4 = on rare occasions				
<b>INFORM</b>	Administration Centre	1	1	1	1
	Warren Shire Council Website & Social Media Tools	1	1	1	3
	Newspaper/Advertising/Features	1	1	2	3
	Media Release	1	1	2	3
	Publications/Information Material	1	2	2	4
	Council Facilitated Events	4	4	4	4
	Letterbox Drop	4	4	3	3
	Target Direct Mail	2	2	2	3
	Presentation/Public Meeting	2	3	3	4
	Site Specific Signage	3	3	3	3
<b>CONSULT</b>	Community Forum	3	3	2	3
	Public Exhibitions/Submissions	1	2	3	4
	Community Displays/Information Sessions	2	2	3	4
	Surveys	3	4	4	4
	Site Meeting/Tour	2	3	2	4
<b>INVOLVE</b>	Personal Briefing	1	1	2	2
	Meetings by Invitation	1	2	2	4
	Meetings by Council Committees/ Advisory Groups	1	3	3	4
	Large Group/Stakeholders Collaboration	2	2	3	4

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### **Evaluation and Feedback**

Following the implementation of an involve/consult engagement project, Council will evaluate the effectiveness of the program in reaching the desired audience and achieving the required outcomes. Council will then provide feedback to the people who participated in the program in order to increase their understanding of how the input gathered during the program was considered/utilised in the decision making process and what direction was ultimately taken.

By providing open and timely feedback to participants and all stakeholders, Council will enhance the transparency of its decision making and further strengthen its relationship with the broader community. Feedback will also improve future engagement programs through a greater understanding of the engagement process.

### **Acknowledgements**

The following acknowledgements are made, recognising institutions and documents that informed and influenced the development of this Community Engagement Strategy:

- NSW Division of Local Government, 'Integrated Planning and Reporting Manual for Local Government';
- International Association for Public Participation 'Foundations of public participation';
- Penn State College of Agricultural Sciences, Department of Agricultural Economics, Sociology, and Education – Core Principles of Community Engagement; and
- The Gilgandra Shire Council's 'Community Engagement Strategy'.

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**ITEM 2 ALCOHOL AND OTHER DRUGS POLICY**

**(P13-1, S12-14.4)**

**RECOMMENDATION:** that:

1. That the information be received and noted; and
2. Council adopt the reviewed and subsequently amended Alcohol and Other Drugs Policy.

**PURPOSE**

To advise Council that a review of the Alcohol and Other Drugs Policy has been undertaken by Council's Work Health & Risk Co-Ordinator and that a number of recommended changes have been identified as requiring revision and are recommended for adoption by Council.

Manex has recommended that the amended Policy be reported to Council for re-adoption.

**BACKGROUND**

The aim of Council's Alcohol and Other Drugs Policy and the subsequent procedure is to assist Council in addressing risks to health and safety in the workplace associated with the inappropriate use of alcohol, illicit drugs and medications. It also assists Council in having a process to manage the misuse of alcohol and illicit drugs and where required rehabilitation.

The Policy applies to all staff members including volunteers and contractors of Warren Shire Council.

**Attachment 1** is a copy of the current Policy which was originally adopted on the 26th October, 2017 and re-adopted following a review on the 21<sup>st</sup> September, 2022 (Minute No. 245.9.22).

**REPORT**

At the Internal Audit and Risk Management Committee Meeting held on 23rd November, 2023 it was agreed that the Alcohol and Other Drugs Policy was to be reviewed and presented to Council for re-adoption. Council at its Meeting on 7th December, 2023 resolved accordingly.

**Attachment 2** is a copy of the amended Policy with changes clearly shown either in yellow or red.

Important changes are as follows:

- Improved and expanded definitions;
- Changed legislation as appropriate;
- Inclusion of CASA / Airport requirements including training and adoption and implementation of a CASA Micro-business Drug and Alcohol Management Plan (DAMP);
- Blood Alcohol Content (BAC) of 0.02, with Provisional Driver Licence holders in all vehicles BAC of 0.00; and
- Acknowledgement that CASA may conduct alcohol and drug testing on SSAA employees at their discretion (has already been required).

The reviewed Policy was presented to Manex on 26th November, 2024 where there was no concerns and the matter needs to be reported to Council for adoption of the reviewed Policy.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

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**ITEM 2 ALCOHOL AND OTHER DRUGS POLICY**

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**LEGAL IMPLICATIONS**

- Work Health and Safety Act 2011 (NSW);
- Work Health and Safety Amendment Bill 2023 (NSW);
- Work Health and Safety Regulations 2017 (NSW);
- Rail Safety National Law (NSW) National Regulations Section 28 Drugs and Alcohol;
- Civil Aviation Act 1988;
- Civil Aviation Regulations 1998 CASA Ex56/23 Exemption from the requirements of Subpart 99.B;
- CASA Micro-business Drug and Alcohol Management Plan (DAMP);
- AS4760 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid;
- AS3547 Breath Alcohol Testing Devices; and
- Local Government (State) Award.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

It is considered that there has been only reasonable amendments made and therefore it has been deemed not necessary to place the amended Policy on public exhibition.

**OPTIONS**

Council does not necessarily need to approve the amended Policy however, particularly with the changes around CASA / Warren Airport it is considered worthwhile.

Council may also wish to publicly exhibit the amended changes of the Policy.

**CONCLUSION**

The Alcohol and Other Drugs Policy has been reviewed and amended accordingly.

It is considered appropriate that the reviewed / amended 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
- 5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities

**SUPPORTING INFORMATION /ATTACHMENTS**

1. Current Alcohol and Other Drugs Policy adopted 21st September 2022, Minute No. 245.9.22.
2. Amended / Reviewed Alcohol and Other Drugs Policy showing changes highlighted in yellow or in red.

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ITEM 2            **ALCOHOL AND OTHER DRUGS POLICY**

**CONTINUED**

Attachment 1:    **Current Alcohol and Other Drugs Policy adopted 21st September 2022,  
Minute No. 245.9.22.**



## POLICY REGISTER

## ALCOHOL AND OTHER DRUGS POLICY

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Policy adopted:        26th October 2017   Minute No. 275.10.17

Reviewed:            21st September 2022   Minute No. 245.9.22

File Ref:              P13-1, S12-14.4



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ALCOHOL AND OTHER DRUGS POLICY

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Warren Shire Council – Alcohol and Other Drugs Policy

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**DOCUMENT CONTROL**

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Sarah Godwin	First Edition	Council Minute No. 275.10.17 (26th October 2017)
2.0	Gary Woodman General Manager September 2022	Minor Typographical grammar amendments	Council Minute No. 245.9.22 (21st September 2022)

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ITEM 2

ALCOHOL AND OTHER DRUGS POLICY

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Warren Shire Council – Alcohol and Other Drugs Policy

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**I INTRODUCTION**

Warren Shire Council is committed to the provision of a safe and healthy work environment for all our employees, volunteers, contractors, visitors and other persons through the elimination or minimisation of risks associated with the inappropriate use of alcohol and/or other drugs.

**II AIM**

The aim of the drug & alcohol policy and subsequent procedure is to assist the Council in addressing risks to health and safety in the workplace associated with the inappropriate use of alcohol and/or other drugs. This will also assist the Council in having a process to manage the misuse of alcohol and other drugs in the workplace through training, education and where required rehabilitation.

The integration of the drug & alcohol policy and subsequent procedure into Council's Safety Management System will assist with the continual improvement of workplace safety. It will assist with the management and promotion of fitness for work of staff (including contractors and volunteers) to be part of the Council's standard processes.

**III SCOPE**

This policy applies to all Council workers at workplaces under the management or control of Warren Shire Council and includes contractors and volunteers.

**IV DEFINITIONS**

**Confirmatory test** - means a second analytical test performed to identify the presence of specific alcohol and/or other drugs. The confirmatory test is a retest of a second sample from an original collection if the initial test result is disputed.

**Negative result** - a result other than a non-negative.

**Unconfirmed results** - is where a potential result for drugs has been obtained on the initial oral swab and the collection is sent to a certified laboratory for further confirmation

**Over the counter medication** - this non-prescription type medication that if consumed before a test is undertaken may influence the result shown.

**Non Negative** - an initial non-negative test as yet unconfirmed by confirmatory testing by an accredited tester.

**Non-negative** - where the initial test result has been confirmed by further testing that the person is under the influence of alcohol and/or drugs above a prescribed limit as per current legislation and/or Australian standards

**Prescription medication** - medication that is prescribed by a doctor

**Random testing list** - persons will be added to this list who have either failed (tested nonnegative) a test or refused unreasonably a request for a drug and/or an alcohol test. Individuals placed onto the limited random list can be targeted tested at any time, in addition to the standard random testing undertaken by the council.

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**Responsible person** - A responsible person is a person who is appointed and trained in the identification of signs of impairment. The responsible person is able to make an assessment of reasonable suspicion impairment utilising the objective indicators

**✓ RESPONSIBILITIES**

**A. GENERAL MANAGER**

The General Manager accepts overall responsibility for the effective management of workplace health, safety and welfare by endorsing and fully supporting the Alcohol and Other Drugs Policy and its associated procedures for all Councillors, workers, contractors, volunteers and visitors.

**B. SENIOR MANAGERS**

Officers have a duty, within the scope of their authority, for ensuring that:

- the objectives of this Policy and its associated procedures are incorporated into work practices;
- the tasks required for the successful implementation of the Alcohol and Other Drugs Policy procedures are undertaken;
- adequate training, information, instruction and supervision are provided so that staff are aware of the requirements of being ‘fit for work’;
- contractors, volunteers and visitors are made aware of the requirements for being ‘fit for work’;
- immediate and appropriate steps are taken to investigate and take procedural action when a ‘fitness for work’ issue is identified; and
- all accidents/incidents and near misses are properly reported and recorded and an investigation is carried out.

**C. ON SITE SUPERVISORS**

It is the duty of all Supervisors to ensure that no worker commences or continues duty if the worker appears to be affected by alcohol, illegal or legal drugs, or other substances which may reasonably be considered to lead to a safety risk or an inability to fulfil the requirements of the position or are not fit to work.

**D. WORKERS**

All workers are responsible for presenting themselves for work in a fit state so that when carrying out their work activities they do not expose themselves, their co-workers or other people in the workplace to unnecessary risks to health and safety.

A worker may be in breach of their general conduct obligations under this Policy if they:

- Present or carry out for work whilst under the influence of alcohol and/or other drugs; or
- conduct themselves in an inappropriate and/or unprofessional manner whilst at work or at a work-related function (which may be due to the effects of inappropriate alcohol and/or other drugs use).

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#### ***VI* LEGISLATIVE REQUIREMENTS**

General employer/worker obligations in relation to workplace health and safety laws exist under:

- The Work Health and Safety Act 2011 (NSW), and
- The Work Health and Safety Regulations 2017 (NSW)

Workers who drive motor vehicles for work (including when travelling to or from work) must obey applicable road safety laws, including those relating to prescribed concentration levels for alcohol and other drugs. For further information in relation to prescribed concentration levels refer to:

- The Road Transport (Safety and Traffic Management) Act 1999 (NSW); and
- The Road Transport (Safety and Traffic Management Regulation 1999 (NSW)

Depending on the work environment, employers may have a positive legal obligation to conduct alcohol and other drugs testing in the workplace. Workplace procedures for managing risks in relation to alcohol and other drugs use must reflect these obligations if they apply. Examples include:

- The Rail Safety Act 2008 (NSW); and
- The Rail Safety (Drug and Alcohol Testing) Regulation 2008 (NSW);
- Civil Aviation Act 1988 (Cth); and
- Civil Aviation Safety Regulations 1998 (Cth)

#### ***VII* TYPES OF TESTING**

There are five types of testing that may be undertaken, these are:

- **Voluntary Testing** – Workers can elect to submit to voluntary testing and seek assistance from Council to rehabilitate if they believe they have a substance abuse problem.
- **Random** – Workers will be selected using a random number generation system.
- **Post Reportable Incident** – certain criteria of incidents have been selected where testing will be completed, for example certain treatments by a doctor, where a vehicle has sustained damage, skylarking etc.
- **Reasonable Suspicion** – this is where a report has been received that a worker is exhibiting strange or unusual behaviour and there is suspicion that they may be under the influence of alcohol and/or drugs. Two Responsible persons will be involved in the determination on whether a test for alcohol and/or drugs is required.
- **Targeted Random** – for workers who have given a confirmed non-negative result for alcohol and other drugs.

Testing will be undertaken by external providers who meet the current requirements contained within AS4760 and AS3547.

#### ***VIII* TESTING IN USE**

The Council in cooperation with the United Services Union and the Local Government NSW have adopted the use of oral swab testing (to be completed as per the requirements of AS4760) for drug testing as it will generally detect the presence of a substance that was

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consumed within a matter of hours as opposed to testing such as urine where a substance was consumed days or weeks ago.

A non-negative result in this case may not have a bearing on whether the person is unfit for work.

Drugs to be tested via the oral swab testing will be:

- Cocaine
- Opiates
- Methamphetamine
- Tetrahydrocannabinol (THC- Cannabis)

For alcohol testing a standard breathalyser meeting the requirements of AS3547 will be used. The following cut off points for blood alcohol content (BAC) will apply:

- 0.02 or greater for heavy plant operators (>13.9 tonne) or truck drivers (>4.5 tonne) or mobile plant operators. This will apply only for personnel who are undertaking these specific duties at the time of any testing.
- 0.05 or greater for all other staff to be in accordance with relevant state legislation.
- Where the person has a provisional licence (P plates) then the current BAC limits for P plates must be followed if they drive vehicles and/or trucks.

## **IX MEDICATION**

All workers who are taking a prescribed or over the counter pharmaceutical medications that may impact their performance, should review the potential for the medicine to have an impact on their ability to perform their job safely. If in doubt, they should consult with their personal doctor.

If after advice from their doctor, they believe the medication may impact their own and others' safety at work, they should seek an alternative medicine from their doctor. If no alternative medication is available, they should ask for a doctor's certificate and should discuss the circumstances with their manager.

Together, the worker and their manager will make an assessment of likely impact on the employee's ability to perform their work safely based on the doctor's advice and the particular circumstances of the individual worker.

During this discussion the worker is not required to disclose the nature of the medication or the reasons for its use and the workers privacy will be maintained. Based on the circumstances and discussions with the worker concerned, a decision will be made by the manager on whether the worker is able to perform their work safely.

Two options will be explored:

- Alternative duties to reduce the safety risk identified;
- Standing the employee down for that shift. Should this be required assistance will be given to the employee to ensure they arrive home safely;
- Access to sick leave as per the Local Government (State) Award.

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**X REFUSAL TO UNDERGO A TEST**

Any person who refuses to undergo testing will be given the opportunity to explain their reasons, these will be discussed with the relevant manager, Human Resources and the external provider.

Where a worker refuses to undergo a reasonable request test three (3) times in succession, this will be recorded as a Refused Test and the worker will be treated as if they have provided a test result of an unconfirmed result (non-negative).

**XI TAMPERING**

Any person found to be tampering or to have tampered with a test will constitute a serious breach of disciplinary standards and will be dealt with as per the Disciplinary Procedures-Local Government (State) Award.

**XII EMPLOYEE ASSISTANCE PROGRAM (EAP)**

EAP will be available under current guidelines for employees to seek support and assistance in regards to alcohol and/or drug use.

**XIII DISCIPLINARY MEASURES**

While Council is prepared to support workers/officers in rehabilitation programmes in order to return work performance as well as workers health to satisfactory standards, it has a responsibility, as does the employee, under the WHS Act to maintain a safe working environment.

As such, a number of actions will constitute such a serious breach of disciplinary and WHS standards and will require immediate action:

- Any worker/officer undertaking the operation of a Council vehicle or plant found to have in excess of the prescribed concentration of alcohol in their bloodstream or to have operated a vehicle under the influence of an illegal drug shall be subject to Disciplinary Procedures under the Disciplinary Procedures- Local Government (State) Award.
- Any worker/officer found to be consuming alcohol in a Council workplace during normal working hours except at a recognised social event shall be subject to disciplinary procedures under the Disciplinary Procedures- Local Government (State) Award.
- Any worker/officer found to be using or under the influence of an illegal drug in a Council workplace during working hours shall be subject to disciplinary procedures under the Disciplinary Procedures- Local Government (State) Award.
- In addition, any worker/officer found to be in possession of illegal drugs or alcohol in a Council workplace during working hours shall be disciplined under the Disciplinary Procedures- Local Government (State) Award.

**XIV REHABILITATION**

Workers who have declared that they have a problem with the use of drugs (illegal and legal) and/or alcohol will be provided assistance by the Council as per the current EAP arrangements or as determined appropriate by their manager. This will involve the development of a confidential Drug & Alcohol Rehabilitation plan that will outline general treatment steps, assistance to be sourced, personnel to be involved etc. The plan will be

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used to assist the person to be able to present themselves at work in a state there is no impairment to them working safely.

Persons who have been found to have a non-negative result from a drug and/or alcohol test and who have not declared that they may have consumed a drug and/or alcohol or who have presented themselves to work in a state that is not safe to do so, will also have a confidential Drug & Alcohol Rehabilitation plan implemented.

#### **XV REFERRAL PROGRAM**

Workers who suspect that they or their work mates may have an early alcohol or drug abuse problem are encouraged to seek diagnosis and treatment. Workers will receive the same consideration and opportunity to undertake treatment as is presently extended to workers suffering from other illnesses.

Contact should be made initially with your Department Manager in matters of this nature. Confidentiality will be maintained.

Referral for treatment and requests for treatment will not jeopardise the workers the job security.

The decision to request diagnosis and accept treatment for an alcohol or other drug problem is a personal choice and responsibility of the individual.

Neither supervisors nor union representatives have the qualifications to diagnose an alcohol or drug problem. Council intervention for referral for diagnosis and treatment for an alcohol or drug problem will be based on job performance only. Once work performance and the workers' health have been restored and maintained the matter will cease as far as Council is concerned.

Refusal to accept diagnosis or to follow through in treatment, accompanied by further deteriorating job performance, will be dealt with in under the Disciplinary Procedures- Local Government (State) Award.

Persons participating in the programme will be expected, within a reasonable period, to re-attain satisfactory job performance levels and adhere to established work rules.

Nothing within this policy is to be taken as constituting a waiver of Management's duty to maintain discipline or the right to take disciplinary measures.

#### **XVI CONFIDENTIALITY**

The Council will endeavour to ensure that the highest levels of confidentiality are maintained in the application of this Policy. The following minimum conditions shall apply:

- All testing will be conducted in a private location that maintains the privacy and dignity of the individual.
- All testing will be conducted by trained staff and/or accredited providers in accordance with Australian Standards.
- Workers who record a non-negative result will be treated at all times in a respectful and non-judgemental manner by all involved in the management of the matter.
- Council records pertaining to test results shall be regarded as confidential information and use/access/dissemination of the results shall be restricted to those who have a

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ITEM 2

ALCOHOL AND OTHER DRUGS POLICY

CONTINUED

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Warren Shire Council – Alcohol and Other Drugs Policy

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genuine requirement to access the confidential results of the drug and/or alcohol test. No information related to drug and/or alcohol testing shall be disclosed to any person or persons other than those properly authorised officers of the Council and authorised worker representative/s.

- The General Manager is authorised under this Policy to access, delegate and assign authority for access and use of the information obtained under this Policy, including but not limited to authorised government agencies, insurers (for claims submissions, where applicable).
- Where the General Manager has authorised the release of confidential test results to external parties who are legally able to access this information, the worker/s that are involved are to be notified in writing detailing:
  - Who the information will be released to;
  - When and for what purposes the information will be released;
- A copy of all information released is to be provided to the worker/s involved with this notification. The notification must be given to the workers prior to information being released to the external parties.

***XVII REVIEW***

This Policy shall be reviewed:

- Within 12 months immediately following a Council Election;
- Immediately if there is a significant change in the level or availability of technology associated with the testing for inappropriate alcohol and/or other drugs use; or
- Immediately if any provision is contrary to law.



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**ITEM 2            ALCOHOL AND OTHER DRUGS POLICY**

**CONTINUED**

**Attachment 2:    Amended / Reviewed Alcohol and Other Drugs Policy showing changes highlighted in yellow or in red.**



## POLICY REGISTER

## ALCOHOL AND OTHER DRUGS POLICY

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Policy adopted:    26th October 2017   Minute No. 275.10.17

Reviewed:        21st September 2022   Minute No. 245.9.22

File Ref:         P13-1, S12-14.4

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**ALCOHOL AND OTHER DRUGS POLICY**

**CONTINUED**

Warren Shire Council – Alcohol and Other Drugs Policy

**1.1 DOCUMENT CONTROL AND REVIEW**

This document shall be reviewed:

- Immediately if there is evidence that incident investigations are not resulting in appropriate changes to prevent a recurrence of the incident;
- Immediately if any provision is contrary to law;
- Within 12 months immediately following a Council Election; or
- Immediately if there is a significant change in the level or availability of technology associated with the testing for inappropriate alcohol and /or drugs use.

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Sarah Godwin	First Edition	MANEX Minute No. 275.10.17 (26th October 2017)
2.0	Gary Woodman General Manager September 2022	Minor Typographical grammar amendments	Council Minute No. 245.9.22 (21st September 2022)
2.1	Scott Hosking	Minor Typographical grammar amendments, legislative changes/corrections, improved and expanded definitions, inclusion of CASA/Airport requirements including training and adoption and implementation of CASA micro-business Drug and Alcohol Management Plan.	

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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, 5th December 2024

ITEM 2

ALCOHOL AND OTHER DRUGS POLICY

CONTINUED

Warren Shire Council – Alcohol and Other Drugs Policy

### 2 INTRODUCTION

Warren Shire Council is committed to the provision of a safe and healthy work environment for all our employees, volunteers, contractors, visitors and other persons through the elimination or minimisation of risks associated with the inappropriate use of alcohol and/or other drugs.

### 3 AIM

The aim of the Alcohol and Other Drugs Policy and subsequent procedure is to **set out guidelines** to assist the Council in addressing risks to health and safety in the workplace associated with the inappropriate use of alcohol, ~~and other~~ illicit drugs and medications. This will also assist the Council in having a process to manage the misuse of alcohol and ~~other~~ **illicit drugs** in the workplace through training, education and where required rehabilitation.

The integration of the Alcohol and Other Drugs Policy and subsequent procedure into Council's Safety Management System will assist with the continual improvement of workplace safety. It will assist with the management and promotion of fitness for work of staff (including contractors and volunteers) to be part of the Council's standard processes.

### 4 SCOPE

This Policy applies to all Council workers at workplaces under the management or control of Warren Shire Council and includes contractors and volunteers.

### 5 DEFINITIONS

Term	Definition
Confirmatory Test	means a second analytical test performed to identify the presence of specific alcohol and/other drugs. The confirmatory test is a retest of a second sample from an original collection if the initial test result is disputed.
Negative Test	a result other than a non-negative.
Unconfirmed results	is where a potential result for drugs has been obtained on the initial oral swab and the collection is sent to a certified laboratory for further confirmation
Non-Negative	an initial non-negative test as yet unconfirmed by confirmatory testing by an accredited tester.
Non-Negative	where the initial test result has been confirmed by further testing that the person is under the influence of alcohol and/or drugs above a prescribed limit as per current legislation and/or Australian standards
Random testing list	persons will be added to this list who have either failed (tested nonnegative) a test or refused unreasonably a request for a drug and/or an alcohol test.
Responsible person	A responsible person is a person who is appointed and trained in the identification of signs of impairment. The responsible person is able to make an assessment of reasonable suspicion impairment utilising the objective indicators
Prescription medication	medication that is prescribed by a doctor
Over the counter medication	this non-prescription type medication that if consumed before a test is undertaken may influence the result shown.

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Term	Definition
Illicit drug	drugs that have been prohibited under international drug control treaties. Generally, they are highly addictive and include opioids, cocaine, cannabis, and amphetamines.
CASA	Civil Aviation Safety Authority
SSAA	Safety Sensitive Aviation Activity. This includes airport maintenance, baggage handling, fuelling or other operations conducted on the 'airside of the airport.
DAMP	Drug and Alcohol Management Plan

## 6 RESPONSIBILITIES

### 6.1 GENERAL MANAGER

The General Manager accepts overall responsibility for the effective management of workplace health, safety and welfare by endorsing and fully supporting the Alcohol and Other Drugs Policy and its associated procedures for all Councillors, workers, contractors, volunteers and visitors by;

- Ensuring legislative compliance and effective performance of the Alcohol and Other Drugs Policy is maintained;
- Providing sufficient resources for the implementation of the Alcohol and Other Drugs Policy and associated procedures.

### 6.2 SENIOR MANAGERS

Officers have a duty, within the scope of their authority, for ensuring that:

- the objectives of this Policy and its associated procedures are incorporated into work practices;
- the tasks required for the successful implementation of the Alcohol and Other Drugs Policy procedures are undertaken;
- adequate training, information, instruction and supervision are provided so that staff are aware of the requirements of being 'fit for work';
- contractors, volunteers and visitors are made aware of the requirements for being 'fit for work';
- immediate and appropriate steps are taken to investigate and take procedural action when a 'fitness for work' issue is identified; and
- all accidents/incidents and near misses are properly reported and recorded and an investigation is carried out.

### 6.3 ON SITE SUPERVISORS

It is the duty of all Supervisors to ensure that no worker commences or continues duty if the worker appears to be affected by alcohol, illegal or legal drugs, or other substances which may reasonably be considered to lead to a safety risk or an inability to fulfil the requirements of the position or are not fit to work.

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Warren Shire Council – Alcohol and Other Drugs Policy

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#### 6.4 WORKERS, VOLUNTEERS AND CONTRACTORS

All workers are responsible for presenting themselves for work in a fit state so that when carrying out their work activities they do not expose themselves, their co-workers or other people in the workplace to unnecessary risks to health and safety.

A worker may be in breach of their general conduct obligations under this Policy if they:

- Present or carry out for work whilst under the influence of alcohol and/or other drugs; or
- conduct themselves in an inappropriate and/or unprofessional manner whilst at work or at a work-related function (which may be due to the effects of inappropriate alcohol and/or other drugs use).

### 7 LEGISLATIVE REQUIREMENTS

#### 7.1 GENERAL OBLIGATIONS

General employer/worker obligations in relation to workplace health and safety laws exist under:

- The Work Health and Safety Act 2011 (NSW), and Work Health and Safety Amendment Bill 2023 (NSW)
- The Work Health and Safety Regulations 2017 (NSW)

#### 7.2 DRIVING OBLIGATIONS

Workers who drive motor vehicles for work (including when travelling to or from work) must obey applicable road safety laws, including those relating to prescribed concentration levels for alcohol and other drugs. For further information in relation to prescribed concentration levels refer to:

- ~~The Road Transport (Safety and Traffic Management) Act 1999 (NSW)~~ The Road Transport Act 2013 (NSW); and
- ~~The Road Transport (Safety and Traffic Management) Regulation 1999 (NSW)~~ The Road Transport (General) Regulation 2021 (NSW)

#### 7.3 OTHER RELATED OBLIGATIONS

Depending on the work environment, employers may have a positive legal obligation to conduct alcohol and other drugs testing in the workplace. Workplace procedures for managing risks in relation to alcohol and other drugs use must reflect these obligations if they apply. Examples include:

- ~~The Rail Safety Act 2008 (NSW)~~ Rail Safety National Law (NSW) No 82a of 2012; and
- ~~The Rail Safety (Drug and Alcohol Testing) Regulation 2008 (NSW)~~ Rail Safety National Law National Regulations 2012 section 28 Drugs and Alcohol
- Civil Aviation Act 1988; and
- ~~Civil Aviation Safety Regulations 1998 (Cth)~~ Civil Aviation Safety Regulations 1998 CASA EX56/23 (Exemption from the requirements of Subpart 99.B)

Council will adopt and implement CASA Micro-business Drug and Alcohol Management Plan (DAMP) that was executed on the 11/09/2023.

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## 8 TYPES OF TESTING

There are five types of testing that may be undertaken, these are:

### 8.1 VOLUNTARY TESTING

Workers can elect to submit to voluntary testing and seek assistance from Council to rehabilitate if they believe they have a substance abuse problem.

### 8.2 RANDOM

Workers will be selected using a random number generation system.

### 8.3 POST REPORTABLE INCIDENT

Certain criteria of incidents have been selected where testing will be completed, for example certain treatments by a doctor, where a vehicle has sustained damage, skylarking etc.

### 8.4 REASONABLE SUSPICION

Unusual behaviour and there is suspicion that they may be under the influence of alcohol and/or drugs. Two Responsible persons will be involved in the determination on whether a test for alcohol and/or drugs is required.

### 8.5 TARGETED RANDOM

For workers who have given a confirmed non-negative result for alcohol and other drugs.

### 8.6 CONDUCTING TESTING

Testing will be undertaken by external providers who meet the current requirements contained within AS4760 and AS3547.

### 8.7 CASA RANDOM DRUG AND ALCOHOL TESTING

CASA may conduct alcohol and drug testing on SSAA employees at their discretion.

## 9 TESTING IN USE

The Council in cooperation with the United Services Union and the Local Government NSW have adopted the use of oral swab testing (to be completed as per the requirements of AS4760) for drug testing as it will generally detect the presence of a substance that was consumed within a matter of hours as opposed to testing such as urine where a substance was consumed days or weeks ago.

A non-negative result in this case may not have a bearing on whether the person is unfit for work.

Drugs to be tested via the oral swab testing will be:

- Cocaine
- Opiates
- Methamphetamine
- Tetrahydrocannabinol (THC- Cannabis)

For alcohol testing a standard breathalyser meeting the requirements of AS3547 will be used. The following cut off points for blood alcohol content (BAC) will apply:

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- ~~• 0.02 or greater for heavy plant operators (>13.9 tonne) or truck drivers (>4.5 tonne) or mobile plant operators. This will apply only for personnel who are undertaking these specific duties at the time of any testing.~~
- ~~• 0.05 or greater for all other staff to be in accordance with relevant state legislation.~~
- 0.02 BAC for all Council employees, contractors, volunteers and others; and
- Where the person has a provisional licence (P plates) then the current BAC limit of 0.00 for P plates must be followed if they drive vehicles and/or trucks.

### 10 MEDICATION

All workers who are taking a prescribed or over the counter pharmaceutical medications that may impact their performance, should review the potential for the medicine to have an impact on their ability to perform their job safely. If in doubt, they should consult with their personal doctor.

If after advice from their doctor, they believe the medication may impact their own and others' safety at work, they should seek an alternative medicine from their doctor. If no alternative medication is available, they should ask for a doctor's certificate and should discuss the circumstances with their manager.

Together, the worker and their manager will make an assessment of likely impact on the employee's ability to perform their work safely based on the doctor's advice and the particular circumstances of the individual worker.

During this discussion the worker is not required to disclose the nature of the medication or the reasons for its use and the workers privacy will be maintained. Based on the circumstances and discussions with the worker concerned, a decision will be made by the manager on whether the worker is able to perform their work safely.

~~Two~~ Three options will be explored:

- Alternative duties to reduce the safety risk identified;
- Standing the employee down for that shift. Should this be required assistance will be given to the employee to ensure they arrive home safely and;
- Access to sick leave as per the Local Government (State) Award.

### 11 REFUSAL TO UNDERGO A TEST

Any person who refuses to undergo testing will be given the opportunity to explain their reasons, these will be discussed with the relevant manager, Human Resources and the external provider.

Where a worker refuses to undergo a reasonable request test three (3) times in succession, this will be recorded as a Refused Test and the worker will be treated as if they have provided a test result of an unconfirmed result (non-negative).

### 12 TAMPERING

Any person found to be tampering or to have tampered with a test will constitute a serious breach of disciplinary standards and will be dealt with as per the Disciplinary Procedures- Local Government (State) Award.

### 13 EMPLOYEE ASSISTANCE PROGRAM (EAP)

EAP will be available under current guidelines for employees to seek support and assistance in regard to alcohol and/or drug use.

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#### 14 DISCIPLINARY MEASURES

While Council is prepared to support workers/officers in rehabilitation programmes in order to return work performance as well as workers health to satisfactory standards, it has a responsibility, as does the employee, under the WHS Act to maintain a safe working environment.

As such, a number of actions will constitute such a serious breach of disciplinary and WHS standards and will require immediate action:

- Any worker/officer undertaking the operation of a Council vehicle or plant found to have in excess of the prescribed concentration of alcohol in their bloodstream or to have operated a vehicle under the influence of an illegal drug shall be subject to Disciplinary Procedures under the Disciplinary Procedures- Local Government (State) Award.
- Any worker/officer found to be consuming alcohol in a Council workplace during normal working hours except at a recognised social event shall be subject to disciplinary procedures under the Disciplinary Procedures- Local Government (State) Award.
- Any worker/officer found to be using or under the influence of an illegal drug in a Council workplace during working hours shall be subject to disciplinary procedures under the Disciplinary Procedures- Local Government (State) Award.
- In addition, any worker/officer found to be in possession of illegal drugs or alcohol in a Council workplace during working hours shall be disciplined under the Disciplinary Procedures- Local Government (State) Award.

#### 15 REHABILITATION

Workers who have declared that they have a problem with the use of drugs (illegal and legal) and/or alcohol will be provided assistance by the Council as per the current EAP arrangements or as determined appropriate by their manager. This will involve the development of a confidential. Drug & Alcohol Rehabilitation plan that will outline general treatment steps, assistance to be sourced, personnel to be involved etc. The plan will be used to assist the person to be able to present themselves at work in a state there is no impairment to them working safely.

Persons who have been found to have a non-negative result from a drug and/or alcohol test and who have not declared that they may have consumed a drug and/or alcohol or who have presented themselves to work in a state that is not safe to do so, will also have a confidential Drug & Alcohol Rehabilitation plan implemented.

#### 16 REFERRAL PROGRAM

Workers who suspect that they or their work mates may have an early alcohol or drug abuse problem are encouraged to seek diagnosis and treatment. Workers will receive the same consideration and opportunity to undertake treatment as is presently extended to workers suffering from other illnesses.

Contact should be made initially with your Department Manager in matters of this nature. Confidentiality will be maintained.

Referral for treatment and requests for treatment will not jeopardise the workers the job security.

The decision to request diagnosis and accept treatment for an alcohol or other drug problem is a personal choice and responsibility of the individual.

Neither supervisors nor union representatives have the qualifications to diagnose an alcohol or drug problem. Council intervention for referral for diagnosis and treatment for an alcohol

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or drug problem will be based on job performance only. Once work performance and the workers' health have been restored and maintained the matter will cease as far as Council is concerned.

Refusal to accept diagnosis or to follow through in treatment, accompanied by further deteriorating job performance, will be dealt with in under the Disciplinary Procedures- Local Government (State) Award.

Persons participating in the programme will be expected, within a reasonable period, to re-attain satisfactory job performance levels and adhere to established work rules.

Nothing within this policy is to be taken as constituting a waiver of Management's duty to maintain discipline or the right to take disciplinary measures.

### 17 TRAINING

All Council staff that perform SSAA activities and supervisors must complete the CASA online drug and alcohol education program (CASA eLearning). Staff must also refresh this course every 30 months.

Council will maintain a record of training completed including:-

- Employee's name
- Date CASA eLearning was completed and
- The date CASA eLearning will be refreshed

### 18 CONFIDENTIALITY

The Council will endeavour to ensure that the highest levels of confidentiality are maintained in the application of this Policy. The following minimum conditions shall apply:

- All testing will be conducted in a private location that maintains the privacy and dignity of the individual.
- All testing will be conducted by trained staff and/or accredited providers in accordance with Australian Standards.
- Workers who record a non-negative result will be treated at all times in a respectful and non-judgemental manner by all involved in the management of the matter.
- Council records pertaining to test results shall be regarded as confidential information and use/access/dissemination of the results shall be restricted to those who have a genuine requirement to access the confidential results of the drug and/or alcohol test. No information related to drug and/or alcohol testing shall be disclosed to any person or persons other than those properly authorised officers of the Council and authorised worker representative/s.
- The General Manager is authorised under this Policy to access, delegate and assign authority for access and use of the information obtained under this Policy, including but not limited to authorised government agencies, insurers (for claims submissions, where applicable).
- Where the General Manager has authorised the release of confidential test results to external parties who are legally able to access this information, the worker/s that are involved are to be notified in writing detailing:
  - Who the information will be released to;
  - When and for what purposes the information will be released;
- A copy of all information released is to be provided to the worker/s involved with this notification. The notification must be given to the workers prior to information being released to the external parties.

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### 19 EMPLOYEE ASSISTANCE PROGRAM (EAP)

Council staff are able to access Council's EAP for counselling and help if they are struggling with addiction or abuse of alcohol, illicit or medication.

Council's EAP provider is Converge International and can be contacted;

- Telephone 1300 687 327
- E-mail – [eap@convergeintl.com.au](mailto:eap@convergeintl.com.au)
- Website [convergeinternational.com.au](http://convergeinternational.com.au)

### 20 REFERENCES

Drugs, Alcohol and the Workplace: Guide – SafeWork NSW

Alcohol and Other Drugs – SafeWork NSW

Alcohol and Other Drugs Policy and Procedures – NSW Crime Commission

The Work Health and Safety Act 2011 (NSW), and Work Health and Safety Amendment Bill 2023

The Work Health and Safety Regulations 2017 (NSW)

CASA Micro-business Drug and Alcohol Management Plan (DAMP)

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**ITEM 1                      OUTSTANDING REPORTS CHECKLIST**

**(C14-7.4)**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>General Manager</b>				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Bi-monthly advice requests to Telstra being undertaken. The 2024 Regional Telecommunications Review completed and submission made. Currently considering a Firm to provide an audit of Telecommunications in the Shire and perhaps a Black Spot Grant Application.
*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	Landmark commenced construction in February 2023.  Wall lining and sanitary fixtures installation to commence the week of 18 August 2024 – in progress.  New project completion forecasted at end of October 2024. Council has expressed frustration over the ongoing delays and slow progress on site activities. Landmark crew working to achieve a completion by 22 November 2024. Official Opening scheduled for Thursday, 5 December 2024.
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/EDVM	Recruitment for new suitably matched volunteers is continuing.  Advertising through posters, newsletter, website and social media is routinely undertaken however no new candidates have applied. Existing volunteer base is still being maintained.  Ongoing.

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OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
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 complete.</p> <p>A funding application under the Australian Government's Housing Support Program has been submitted.</p>
25.5.23	118.5.23	Destination Macquarie Marshes Taskforce	GM/ EDVM	<p>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.</p> <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</p>

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OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>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	<p>1. That grant funding opportunities to improve signage in the Macquarie Marshes be investigated - ongoing.</p> <p>2. That neighbouring Councils to the Macquarie Marshes be requested to consider funding grant applications for appropriate signage to the Macquarie Marshes.</p> <p>Ongoing pending future meeting discussion.</p>
7.12.23	294.12.23	Destination Macquarie Marshes Taskforce Meeting 2023 – 13 September 2023	GM/EDVM	Ongoing pending future meeting discussion.
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	<p>The following priority and action be progressed:</p> <ul style="list-style-type: none"> <li>- Detailed Contracts Guideline which includes performance management processes.</li> </ul> <p>Contract Management Road Map being considered. Is in the desktop planning stage. Draft Contract Management flow chart being developed. Draft Project Management Road Map Structure being developed.</p> <p>Target date for issuing a draft procedure is January 2025.</p>

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OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
*7.12.23	316.12.23	Regional Drought Resilience Plan Program	GM/EDVM	<p>Draft Document returned by CSIRO with suggested updates. Document currently with graphic designer before presentation to Minister for approval prior to submission of grant application.</p> <p>Ongoing. Recent teams meeting held to discuss Far North Joint Organisation Regional Drought Resilience Plan and Grant application for the Northwest NSW group (Coonamble Shire Council, Warren Shire Council and Bogan Shire Council). Plan document currently being developed with Graphic Designer ahead of formal application being submitted. Final corrections relevant to Warren Shire Council provided to the Plan authors.</p> <p>Final report expected to be provided to 5 December 2024 Council Meeting.</p>
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. Expected to be provided to a Council Meeting in early 2025.
23.5.24	114.5.24	Regional Industry Educational Partnership (RIEP)	GM / EDVM	Currently on hold. Department of Education Project Leader currently on maternity leave. Program will be

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<b>General Manager</b>				
				recommenced upon her return from leave.
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/DMFA	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.
*25.7.24	187.7.24	Local Government NSW Annual Conference	GM	2. Council approve the attendance of the Mayor, Deputy Mayor, one (1) Councillor to be determined after expressions of interest (Clr B McKay) 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 - complete; 4. Any required motions concerning Warren Shire Council and the community of Warren Shire be formulated by the Mayor and General

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<b>General Manager</b>				
				<p>Manager for forwarding to the 2024 LGNSW Conference and future LGNSW Conferences – complete; and</p> <p>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 – complete.</p> <p>Reported to 5 December 2024 Council meeting.</p>
*25.7.24	200.7.24	Victoria Park Female Friendly Amenities Block	IPM	<p>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 <b>\$593,334.88</b> (excluding GST), be accepted for <u>Contract No. C13-85</u> for the <i>Construction of the Victoria Park Female Friendly Amenities Block, Warren NSW.</i></p> <p>*Contract awarded 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>



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<b>General Manager</b>				
				Security fencing installed and earthworks scheduled to commence from 15 October 2024.  Subgrade earth works and bored piers completed. Plumbing works and waffle pad slab works progressing. Expected completion by March, 2025.
*24.10.24	260.10.24	Review of Equal Employment Policy	GM	Policy has been adopted.
*24.10.24	265.10.24	EOI for the Vacant Community Member Positions on the Warren Public Arts Committee	GM	That Council accept the Expression of Interest nominations of Rachel Cant and Michele Hamblin as Community Members on the Warren Public Arts Committee – complete, new Community Members on-boarded.
24.10.24	266.10.24	Christmas Closure	GM	Make the necessary arrangements for the closure of the Office, Service NSW Agency, Library and Works Depot at the close of business on Tuesday, 24th December 2024 and reopen on Thursday, 2nd January 2025 – in progress, advertising has commenced and no further action required.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Finance and Administration</b>				
7.12.23	301.12.23	Internal Auditor – Media Communications Review – June 2023	DMFA	The following priority and action be progressed: - A new electronic document management

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<b>Divisional Manager Finance and Administration</b>				
				system to be purchased and implemented. Licence Agreement has been signed and project will commence soon – in progress.
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 – complete. An overview of the Key Accounting Estimates/Disclosures/Principles be provided to the Committee and to be included in the ARIC Work Plan – complete.
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.
*22.8.24	225.8.24	Financial Reports for the Year Ended 30th June 2024	DMFA	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 – complete.
*22.8.24	234.8.24	Warren Shire Council General Manager 2023-2024 Mid-Term and Annual Performance Review	DMFA	The General Manager’s Contract Employment Package be increased as of 1st October 2024 by 3% - complete.

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<b>Divisional Manager Finance and Administration</b>				
24.10.24	271.10.24	Change of Bank Signatories	DMFA	Arrange for the changes to bank signatories, where Mr Gregory Whiteley becomes a signatory in his capacity as Mayor, removing Dr Milton Quigley as a bank signatory. Report to Council pending CBA update.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
6.12.18	284.12.18	Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units	DMES	Survey completed. This project is currently on hold until further discussions are held with the Hotel owners.
27.6.19	129.6.19	Warren Levee Rehabilitation	DMES/ IPM	Floodgate replacement work in progress.
3.12.20	256.12.20	(total project - \$7.1M)		Final review of levee rehabilitation drawings as part of the peer review completed. Revised drawing prepared by the design consultant is being reviewed. Draft technical specifications also being reviewed. 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.

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<b>Divisional Manager Engineering Services</b>				
				Recommendation by Local Traffic Committee to be presented to Council in December 2024.
24.9.20	214.9.20	New Sewage Treatment Works	TSM	<p>Groundwater monitoring wells and flowmeter to be installed.</p> <p>Decommissioning Plan for STP &amp; 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 24 October 2024 Council Meeting.</p> <p>Tender being assessed. Will be submitted to the October Council Meeting for approval. Nine (9) submissions received.</p> <p>Tender awarded to Consenth Solutions for \$491,172.97 inc. GST. Post tender site inspection held 22 November 2024.</p>
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	<p>Seek necessary grants for this extensive 10 year project – ongoing. Commonwealth Government Grant Program Application re-submitted.</p>
26.10.23	270.10.23	Warren CBD Upgrade – Land Acquisition	DMES/ GM	<p>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.</p>

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<b>Divisional Manager Engineering Services</b>				
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 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. Rifle Range Road/ Ellengerah Road intersection complete.  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.  Tender analysis report to be presented to October 2024 Council Meeting.  Nine (9) tender submissions being reviewed for the 24 October 2024 Council Meeting.  Tender awarded to Consenth Solutions. Post tender site inspection held 22 <sup>nd</sup> November 2024.
7.12.23	304.12.23	Proposed National Polocrosse Titles Warren 2028 – Presentation by Phil	DMES/ TSM/GM/ EDVM	2. Council form a Sub-Committee consisting of the relevant Councillors from the Showground/ Racecourse Committee,

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<b>Divisional Manager Engineering Services</b>				
		Waterford And Simon Turnbull		<p>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 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> <p>Initial presentation provided to the Showground/ Racecourse Committee after attendance of the Chinchilla 2024. Some assistance is</p>

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<b>Divisional Manager Engineering Services</b>				
				being provided to the proponents on the development of a Business Plan for the proposed event.
28.3.24	60.3.24	Warren Shire Council IWCM Strategy Document	DMES	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.  Funding Deed signed.  NSW Public Works Advisory to commence the assignment.
*23.5.24	142.5.24	Supply and Delivery to Warren NSW, Eight Electric Submersible Pumps	DMES / TSM	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> , 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 – complete, pumps have been delivered.
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

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<b>Divisional Manager Engineering Services</b>				
				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	Airport Manual submitted to CASA for review/ endorsement. CASA have 19 areas requiring more information. In progress.
*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"> <li>1. The Council call for expressions of interest for the concept design – in progress;</li> <li>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</li> <li>3. That the Committee members provide expertise in the assessment of the artwork, the paint type and quality</li> </ol>



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<b>Divisional Manager Engineering Services</b>				
				and other relevant assessments. Peter Mackay's Concept Design was reviewed by the Warren Public Arts Committee on 11 November 2024.
25.7.24	183.7.24	Closed Circuit Television (CCTV) And Workplace Surveillance	DMES/ TSM	Expected to be installed and completed by mid-December 2024.
22.8.24	205.8.24	Proposed Change of Drop-Off Zone – St. Mary's School	DMES	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. A recommendation to be presented to the December 2024 Council Meeting.
*22.8.24	205.8.24	Proposed Hale Street Crossing & Chester Street Crossing	DMES	3. The following actions be undertaken: <ul style="list-style-type: none"> <li>• Council to extend the ¼ hour Parking sign on the western side of Chester Street 30m north from the current location.</li> </ul> A recommendation to be presented to the December 2024 Council Meeting.

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<b>Divisional Manager Engineering Services</b>				
*22.8.24	205.8.24	Warren Christmas Street Party	DMES	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.  A recommendation to be presented to the December 2024 Council Meeting.
24.10.24	251.10.24	Supply and Delivery of Motor Grader	DMES	That Council accept the tender from WesTrac Pty Ltd of 8 Purvis Street, Dubbo for the Supply and Delivery of One Motor Grader in accordance with Tender – Supply and Delivery of One Motor Grader for \$495,255.17 plus GST. Grader has been ordered – in progress.
24.10.24	251.10.24	Supply and Delivery of Two Trucks	DMES	That Council accept the tender from Isuzu Australia Ltd for the Supply and Delivery of Two Trucks in accordance with Tender – Supply and Delivery of Two Trucks for \$276,472.72 plus GST.  Trucks have been ordered – in progress.
24.10.24	251.10.24	Supply and Delivery of Tender Truck	DMES	That Council accept the tender from Isuzu Australia Ltd for the Supply and Delivery of Tender Truck in accordance with Tender – Supply and Delivery of

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<b>Divisional Manager Engineering Services</b>				
				Tender Truck for \$120,177.25 plus GST. Tender truck has been ordered – in progress.
24.10.24	282.10.24	Construction of a Clay Lined Evaporation Lagoon and Associated Structure Tiger Bay Sewerage Treatment Works – Warren NSW	DMES/ TSM	<p>2. *In accordance with the provisions of Clause 178 (1) (a) of Local Government (General) Regulation 2021 under the Local Government Act 1993, approve the tender submitted by Consenth Solutions Pty Ltd, in the Recommended Tender Amount for the works of <b>\$446,520.87</b> (excluding GST), be accepted for <u>Contract No. C13-96</u> for the <i>Construction of a Clay Lined Evaporation Lagoon and Associated Structure – Tiger Bay Sewerage Treatment Works – Warren NSW</i>.</p> <p>3. *Council amend the 2024/2025 Vote for the project, from \$740,000 to \$540,000. Any unused funds to be returned to the Sewer Fund at the completion of the project - noted.</p> <p>Contractor Consenth Solutions Pty Ltd has been engaged.</p>
24.10.24	283.10.24	Sewer Main Condition Assessment (CCTV) and Smoke/Dye Testing		<p>2. *In accordance with the provisions of Clause 178 (1) (a) of Local Government (General) Regulation 2021 under the Local Government Act</p>

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<b>Divisional Manager Engineering Services</b>				
				<p>1993, approve the tender submitted by Plumbtrax Pty Ltd, in the Recommended Tender Amount for the works of \$316,443.44 (excluding GST), be accepted for <u>Contract No. C13-87</u> for the Sewer Main Condition Assessment (CCTV) and Smoke/Dye Testing – Warren and Nevertire NSW.</p> <p>3. *Council amend the 2024/2025 Vote, from \$200,000 to \$400,000, any unused funds to be returned to the Sewer Fund at the completion of the project.</p> <p>Contractor Plumbtrax Pty Ltd has been engaged.</p>

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
27.2.20	36.2.20	Draft Plans of Management	MHD	<p>1. Categories assigned as detailed in report.</p> <p>2. Crown Reserves classified identified as operational land.</p> <p>3. Draft Plans of Management nearing completion.</p> <p>The Victoria Oval and Oxley Park Plan complete.</p> <p>Draft Parks Plans of Management received. To be</p>

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<b>Manager Health and Development Services</b>				
				reviewed. Feedback provided. Parks Plan revised again in October 2024 for consultation with Crown Lands.
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	Matter progressing in the District Court with required affidavits. 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. Adjourned, new date to be advised (September – November 2025 expected).
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD	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 Beucorp 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.

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<b>Manager Health and Development Services</b>				
				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, 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 with a further report provided to the 5 December 2024 Council Meeting.
24.4.23	83.4.24	Ewenmar Waste Depot Recycling Options	MHD	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 5. Council re-assesses the community's satisfaction with recycling services in 2 years time.
*24.10.24	259.10.24	Planning Proposal – LEP Review	MHD	That Council endorses the planning proposal to be submitted to the Department for Gateway determination with an amendment to LEP 1 to include small and large scale projects and the required

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<b>Manager Health and Development Services</b>				
				temporary and transient worker accommodation in the RU1 agricultural areas, R5 residential areas and RU5 village zones – in progress with a further report provided to the 5 December Council Meeting.
*24.10.24	279.10.24	DA – Continuation of Use, Lot 2 Dp118666, 8161 Oxley Highway Warren, Ewenmar Waste Facility	MHD	Development Application P16-24.10 for the Continuation of Use – Embankment (Flood Protection Levee) and Internal Access Road at the Ewenmar Waste Facility Located at 8161 Oxley Highway WARREN NSW 2824, is approved subject to the resolved conditions. Approval issued.

**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**

**CONTINUED**

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

**MEETINGS HELD**

<b>Date</b>	<b>Committee / Meeting</b>	<b>Location</b>
25.10.2024	Alliance of Western Councils General Managers Advisory Committee Meeting	Dubbo
28-30.10.2024	Local Government Procurement Conference	Sydney
29.10.2024	Central West and Orana Strategic Regional Integrated Transport Plan Workshop	Dubbo
30.10.2024	RDA Orana Transport Meeting	Dubbo
30.10.2024	IPWEA Asset Management Panel Meeting	Online
31.10.2024	Warren Chambers of Commerce Welcome to Warren Sub-Committee Meeting	Warren
4.11.2024	Australia Day Committee Meeting	Warren
5.11.2024	NSW Fisheries Presentation	Warren
5.11.2024	Monthly Meeting with Writers Who	Online
6.11.2024	Department of Climate Change, Energy, the Environment and Water Discussion Meeting for NSW Producing and Equality Commissions Review of Alternative Funding Models for Local Water Utilities	Online
6.11.2024	Sporting Facilities Committee Meeting	Warren
7.11.2024	General Managers Discussion Circle	Online
7.11.2024	Traffic Committee Meeting	Warren
8.11.2024	IPWEA Board Meeting and Luncheon with the NSW Opposition	Sydney
8.11.2024	Alliance of Western Councils Meeting	Dubbo
11.11.2024	Remembrance Day	Warren
11.11.2024	Ewenmar Waste Depot Committee Meeting	Warren
11.11.2024	Warren Public Arts Committee Meeting	Warren
12.11.2024	Local Emergency Management Committee Meeting	Warren
12.11.2024	Showground/Racecourse Committee Meeting	Warren
13.11.2024	Audit Risk and Improvement Committee Workshop	Warren
13.11.2024	Airport Operations Committee Meeting	Warren



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**ITEM 2**

**COMMITTEE/DELEGATES MEETINGS**

**CONTINUED**

<b>Date</b>	<b>Committee / Meeting</b>	<b>Location</b>
13.11.2024	Economic Development and Promotions Committee Meeting	Warren
13.11.2024	Information Session Macquarie-Wambuul Water Security Project (Water Group NSW Department of Climate Change, Energy, the Environment and Water)	Warren
14.11.2024	Mining and Energy Related Councils AGM and General Meetings	Sydney
15.11.2024	Country Mayors Association AGM and General Meeting	Sydney
17-19.11.2024	LGNSW Annual Conference	Tamworth
20.11.2024	North West Bushfire Management Committee Meeting	Online
22.11.2024	Monthly Meeting with Writers Who	Online
26.11.2024	Manex Meeting	Warren
26.11.2024	Audit Risk and Improvement Committee Meeting	Online
27.11.2024	North West Zone NSW Rural Fire Service Service Level Agreement Meeting	Online
27.11.2024	Councillor SME Workshop – IP&R Framework Documentation Creation Action Plan and Community Engagement Strategy	Warren
28.11.2024	Water Directorate Annual General Meeting	Online
28.11.2024	Warren Interagency Support Services Meeting	Warren
29.11.2024	North Western Library Annual General Meeting	Gilgandra
29.11.2024	Councillors and Staff Christmas Party	Warren
03.12.2024	IPWEA Roads and Transport Directorate Management Committee Meeting	Online

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
6.3.2025	Alliance of Western Councils Workshop with Professor Drew (TBC)	Dubbo

**RECOMMENDATION:**

That the information be received and noted.

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 5th December 2024

## 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 October 2024 to 20th November 2024:

Project	Budget	Expenditure/ Committed	Resp	Comment
<b>General</b>				
*(MDB Economic Development Program - Improvement of Regional Structures Grant)  (Includes \$460,000 previously allocated from Council's Infrastructure Improvement Replacement Reserve)  JC 104-108-0				Works outstanding are: - Landscaping works around the amenities building progressing; and - Wheel stops installation to follow once line marking is completed, on order. - Punchlist to completion populated. - Representative from user groups visited the kiosk and canteen store on 12 November 2024. Furniture reorientation and additions requested by user groups being considered.  To be completed by the Official Opening on the 5 <sup>th</sup> December 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 3                      WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS**

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
<p>*Change Rooms and Amenities Block at Carter Oval  (Stronger Country Communities Round 4)  JC 104-118-0</p>	<p>301,830</p>	<p>301,830</p>	<p>IPM</p>	<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 – quality checks ongoing.</p> <p>Wall frame modification and plumbing works have resumed from 5 August 2024.</p> <p>External sheet lining installed, plumbing rough-in progressing with the hot water system installed.</p> <p>Internal sheet lining installation is progressing;</p> <p>Sewer main hook up to pumping station complete;</p> <p>Electrical power main installed to the service bay;</p> <p>Installation of plumbing fixtures is progressing; and</p> <p>Electrical rough in, completed</p> <p>Additional concrete pathway from building to rim path completed.</p> <p>Concrete apron to storage bays loading zone completed.</p> <p>Concrete apron around drainage on skate park side complete.</p> <p>Expected completion late November 2024.</p> <p>Landmark working to reach completion by 21st November 2024.</p> <p>The official opening is scheduled for 5th December 2024.</p>

## WARREN SHIRE COUNCIL

### Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 5th December 2024

**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 \$144,000 from the Warren Jockey Club Grant Funds  JC 122-5-10	391,260 Total  247,260 Grant  144,000 WJC	74,228	IPM/ TSM	Exclusion fence works are now progressing; - Stage one including 900m of chain wire fencing completed.  9/10/2024 The Warren Jockey Club has completed the exclusion fencing to the Carinda Road entrance gate. Their contractor will continue, beyond the entrance and include the current agistment yards all the way to the centre sliding gate adjacent to the Equestrian Centre. A request for quotations has been completed for the supply and installation of an automated sliding gate at the Carinda Road entrance and the conversion to automated gates of the two sliding gates at the Equestrian Centre. A further Request for Tender for the remaining exclusion fencing will be advertised in November/December 2024.
<b>Sewerage Services</b>				
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.
NSW Severe Weather & Flood Grant (\$1,000,000) for AGRN 1025 (part of \$7,100,000 project reported elsewhere)  Warren Town Levee Remediation JC: 3300-4400-0000 Federal;	4,430,118	936,268	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. - Final design drawings and RFT document being reviewed by external consultant; - Final REF being reviewed; Comments issued to the consultant for corrections - Initiated survey to capture the mature native trees to be retained; - External consultation asked to revisit the drawings addressing design flows identified; - Draft drawings received and comments made; and Draft technical specifications received; Council is reviewing.

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

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
3300-4410-0000 State; and 3300-4420-0000 OLG AGRN.	736,438 736,697	131,140 159,679		Tender likely to be called in January 2025. Replacement flood gates will start to be installed late January 2025. Electric Submersible Pumps have been delivered. Generators & soft starters being configured.
Office of Sport - Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program Victoria Park Precinct New Female Amenities. Includes \$202,549.88 allocated from restricted funds for infrastructure improvement/ replacement.  JC 3450-4310-0	678,872	639,217	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.  *Council in its July Closed Meeting accepted a tender from Precinct Commercial Pty Ltd. *Site security fencing is installed, Precinct Commercial commenced works onsite on 11th October 2024.  Sewer junction for site is installed; Two (2) unmarked services identified that required relocations. - Water main relocation is complete. - Foundation base work commenced 1st November 2024. - Bore piers installed. - Below ground plumbing is progressing. Contractor program is foreshadowing a completion by March 2025.
Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B - Infrastructure Projects Management Office Projects:  *Carter Oval - Off Road Car Park JC 3350-28-10	96,720	50,154	IPM/ DMES	Carter Oval Secondary Carpark Refurbishment Works for Reseals. 2,100m2 of 14/7mm 2 coat sealing resealing.  Sealing works completed.

## WARREN SHIRE COUNCIL

### Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 5th December 2024

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

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
Dog Pound - Animal Shelter Replacement Project  JC 3260-4125-0	140,000	68,483	IPM/ MHS	Four (4) quotations were invited for the final approved floor plan and two (2) contractors submitted quotation:  - Foundation and floor slab completed.  - Superstructure works, besser block wall and roof works likely to commence from late January 2025.
Safety Management System	75,825	Nil	WHS- RC /GM	Works Program being formulated.
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  JC 2860-300-0	60,000	8,910	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.  Final Economic Development and Promotions Sub-Committee Warren Christmas Street Party 2024 meeting undertaken 20th November 2024.

# WARREN SHIRE COUNCIL

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
Remote Airstrip Upgrade Program Round 11	51,937		TSM/ IPM	<p>The grant funds will be allocated to enhance several critical aspects of the facility. The funds will be used to install a circulating RNAV system, improvements to the current animal-proof fence, the height extended to better safeguard the area from wildlife intrusion, thus ensuring the safety of the facilities.</p> <p>Additionally, improvements to the existing drainage system, preventing potential flooding, and maintaining the integrity of the grounds, particularly during adverse weather conditions.</p> <p><b>Awaiting Notification</b></p>
Warren Aerodrome Infrastructure Improvements Project RAUPXI000028	207,750			
Council Contribution \$155,812				
Crown Reserves Improvement Fund (CRIF)	985,600		TSM/ IPM	<p>The proposed Upgrade Showground Irrigation project will enhance the reserve, increase public engagement and improve functionality and appeal. Its sustainable design supports Council's environmental goals, conserving water through efficient systems, ensuring consistent ground maintenance. These upgrades make the reserve a safer, more attractive space, reinforcing its role as a valued public asset.</p> <p><b>Awaiting Notification</b></p>
Warren Showground Racecourse Irrigation Enhancement Project 240049G				

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

<p><b>ACRONYMS</b></p> <p>GM - General Manager</p> <p>DMFA - Divisional Manager Finance &amp; Administration</p> <p>DMES - Divisional Manager Engineering Services</p> <p>MHD - Manager Health and Development Services</p>	<p>TSM - Town Services Manager</p> <p>RIM - Roads Infrastructure Manager</p> <p>IPM - Infrastructure Projects Manager</p> <p>PAO - Projects Administration Officer</p>	<p>PO – Projects Officer - Assets</p> <p>WSCCM – Warren Sporting &amp; Cultural Centre Manager</p> <p>EDVM - Economic Development and Visitation Manager</p> <p>WHS-RC – Work Health Safety / Risk Co-Ordinator</p>
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**WARREN SHIRE COUNCIL**  
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**ITEM 4 REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM (RDRP) – REGIONAL DROUGHT RESILIENCE PLAN (BOGAN, COONAMBLE AND WARREN SHIRES) FINAL DRAFT PLAN (F2-2, G4-1.79)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

To keep Council informed on the progress by the Far North West Joint Organisation (FNSWJO) to develop a Regional Drought Resilience Plan for Bogan, Coonamble and Warren Shires under the Regional Drought Resilience Planning Program.

**BACKGROUND**

Development of Regional Drought Resilience Plans (RDRP) is an initiative of the Australian Governments Future Drought Fund and State Governments, with carriage of the project plan delivery process given to the NSW Department of Primary Industries and Regional Development and including; project plan review by CSIRO; approval by both the Australian and NSW Ministers and finally adoption by each Shire Council.

The purpose of the RDRP's is to increase local government and community drought resilience through better preparation, response and recovery across Australia. The FNWJO applied and was successful to develop two (2) RDRP in western NSW:

- RDRP004- Bourke, Brewarrina, Cobar and Walgett LGA's (Plan development funding \$210,000); and
- RDRP016 – Bogan, Coonamble and Warren LGA's (Plan development funding \$200,000).

All Councillors have been provided under separate cover a copy of a report on the matter that was provided to the 7th December 2023 Council Meeting – General Managers Report Item 8 – Regional Drought Resilience Plan Program.

Council subsequently resolved as follows:

1. *The information be received and it be noted that the Far North West Joint Organisation of Councils has been engaged to develop and implement a Regional Drought Resilience Plan on behalf of Warren Shire Council;*
2. *Councillor Greg Whiteley be nominated together with the General Manager to participate in the Regional Drought Resilience Plan Program process on behalf of Warren Shire Council;*
3. *Council notes that the Economic Development and Visitation Manager will be the Council Staff contact as the local information conduit to work with the Far North West Joint Organisation of Councils Drought Project Officer, to supply local plans relevant to the Warren Shire Council to the Drought Project Officer for review and to co-ordinate local media promotion of the Regional Drought Resilience Planning Program process which is expected in January 2024; and*
4. *Council adopt the Regional Drought Resilience Plan Project Plan for RDRP 016 that is contained within the report for implementation by the Far North West Joint Organisation of Councils.*



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**ITEM 4 REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM (RDRP) – REGIONAL DROUGHT RESILIENCE PLAN (BOGAN, COONAMBLE AND WARREN SHIRES) FINAL DRAFT PLAN CONTINUED**

Each RDRP Group established a management protocol:

- The day-to-day management of the project has been delegated to the EO of the FNWJO (See Attachment 1); and
- A Project Control Group (PCG) has been established for each group consisting of a nominated General Manager representative, EO of the FNWJO and NSW Department of Primary Industries and Regional Development representatives – this group provides strategic direction and decision making on behalf of the members of each RDRP group.

The RDRP's focus was to develop drought resilience through a lens of regional development at both a community and Local Government level. Community level of needs consider strong primary industries, established agricultural supply chain sectors, local businesses, community organisations and service providers as well as the needs of Local Government (social, economic and environmental).

Stakeholder and Community Engagement was undertaken by FNWJO to identify regional challenges and opportunities for drought resilience in each of the RDRP areas.

Concurrently the PCG recruited and selected The Stable Group to undertake the "Desktop Research" phase of the project and the development of both RDRP004 plans using community consultation information provided by FNWJO.

On presentation of the Draft Plans back to the PCG and each Local Government Council for feedback whilst also being review by CSIRO for procedural fairness and compliance with RDRP development guidelines.

Feedback was then provided by CSRIO and forwarded to the Stable Group to accommodate CSRIO amendments.

The final Draft Plan for Bogan, Coonamble and Warren Shires was provided late September 2024/ October 2024 and appropriate comment was provided back to the Plan authors to correct information and to request the updating of data to be more accurate.

**REPORT**

**Situational Analysis**

Discussions were held with Local Government and State Government representatives:

1. Concerns were expressed that information contained in the plans were not time relevant (conditions / programs / environment) has changed since desktop research documents were published and there were some discrepancies with "localised information" and "colloquial" terms used in each Plan.
2. The existing plans developed by the Stable Group focused on large scale projects that would be difficult to achieve as deliverable projects in the implementation phase of the project due to time constraints and available budget.

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**ITEM 4 REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM (RDRP) – REGIONAL DROUGHT RESILIENCE PLAN (BOGAN, COONAMBLE AND WARREN SHIRES) FINAL DRAFT PLAN CONTINUED**

After discussions (without a descriptive brief), it was evident that the secured implementation funding (RDRP004 \$350K and RDRP016 - \$250K) was not going to be sufficient to meet the needs of the each RDRP group to research, analyse and recommend water security options, let alone implement infrastructure.

After discussions with Department of Primary Industries and Regional Development staff it was advised:

- a. Include projects identified by community into the RDRP as an appendix to each RDRP, allowing for the inclusion of smaller projects to be considered in the implementation phase;
- b. FNWJO reiterated the discussion had with member Councils regarding the need for large scale, regional water security project for both RDRP004 (Murray Darling), RDRP016 (Burrendong Dam and Albert Priest Channel) but also the water security links between the two RDRP regions i.e. Bogan River into Brewarrina LGA and Albert Priest Channel into Cobar LGA; and
- c. FNWJO was advised that larger “water security projects” would likely be funded separately in other “Future Drought Fund” funding rounds and not to disregard these but the funds secured in this round would not be sufficient.

The timeline for project completion is now 30th November 2025.

3. It is important to note that both RDRP004 and RDRP016 are living documents and can evolve, be reviewed and renewed at any time in the future, however a starting point is required for adoption.
4. The implementation phase of funding for each RDRP regions are:
  - RDRP004 - \$300,000 + \$50,000 implementation / reporting = \$350,000
  - RDRP016 - \$200,000 + \$50,000 implementation / reporting = \$250,000

Plans must be adopted and approved by both Australian Governments Minister for Agriculture, Fisheries and Forestry and NSW Governments Minister for Agriculture and Regional NSW before implementation funds are released.

**Additional Project Ideas from Consultation Meetings to be included in RDRP 016**

(It has been recommended that these to be included into RDRP as an attachment and are worded quite broadly, with the view to be more inclusive to maximise future funding opportunities).

**Media campaign- “Visit the Bush” (Mid Term)**

- Elevate more positive picture of regional and remote Australia and in particular “farmers”;
- Educate children about where their food comes from and why farms are important and valuable- without farms we don’t eat;

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**ITEM 4 REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM (RDRP) – REGIONAL DROUGHT RESILIENCE PLAN (BOGAN, COONAMBLE AND WARREN SHIRES) FINAL DRAFT PLAN CONTINUED**

- Encourage people to visit the bush- just a short burst of economic stimulation will assist with much needed cashflow and business confidence - Three Rivers Campaign;
- Promote our communities as a viable place to consider investing in and raising a family - “move to the bush”.

**Develop a water security plan for Coonamble, Warren and Nyngan (Long-term)**

- Incorporate river and bore water options;
- Include town, village, stock, industrial, irrigation and domestic usage;
- Investigate efficiencies in water delivery and storage;
- Advocate for communities and financial assistance to implement.

**Mental Health Awareness in the bush (Short to mid-term)**

- Use existing organisations / networks to promote mental health awareness i.e Western Plains Rugby Union- provide funding / resources for a “mental health awareness” round;
- Have a healthy check list” i.e mental health, skin check, breast I cervical cancer check I prostate check -complete 3 and will a prize (Conversation starter shirts (Tade Mutt);
- Mental Health 1st Aid, particularly for rural and remote communities that don’t have a fulltime mental health presence in their community.

**Community Gatherings (Short-term)**

- Community wants to keep the “support” groups I events that occurred during the drought;
- Going forward- this was a great way to create support networks, share information and tackle isolation, but we don’t want to put additional pressure on our volunteers - just simple “get togethers”- no dressing up, no catering, nothing fancy just basic to organise and run.

**Education / Workshops (Short to mid-term)**

- Liked on-farm workshops during the drought, with practical I visual approach where Appropriate;
- More access to business mentoring to assist people with proactive decision-making having confidence to decide is a huge help to business and mental health;
- Livestock nutrition- when, where and how? Knowing sometimes it’s not worthwhile to persist and better off to sell;
- Livestock trading - understanding markets to “bounce back” quicker post drought.
- Financial decision making- what are the key inputs / outputs to be monitored.
- Succession planning- people have “headspace” to do this in better times

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**ITEM 4 REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM (RDRP) – REGIONAL DROUGHT RESILIENCE PLAN (BOGAN, COONAMBLE AND WARREN SHIRES) FINAL DRAFT PLAN** **CONTINUED**

**Telecommunications Review (Mid-term)**

- Gathering data and information on the real effects of inadequate communication systems in Western NSW and the impacts they have on mental health, safety and reduced productivity during drought;
- What will be the benefits of a much anticipated “Starlink” connection to communities with limited or zero internet or telephone access?

**Stimulate local economies / main streets with more shop front activity (short to mid- term)**

- “Community Hubs- pooling of resources to purchase a building with multiple users;
- Succession planning for small business- How can a transition occur to allow younger people to buy into small business;
- Promote community benefits - work and business opportunities.

**Councils to review LEP’s (short to mid-term)**

- to encourage industry and development provisions for additional lifestyle blocks;
- Make it easier to build / locate worker accommodation on farm -acknowledge that some;
- Councils don’t have a full-time Health and Building service.

**Economic Zone strategy developed / reviewed for consideration by government (Long-term)**

- Provisions and pre-approvals for development to encourage investment, i.e grain storage sheds, intensive feeding operations;
- Incentives and rewards for maximising production- rewarding optimal behaviours.

**Grow Our Own / Localised Incentives**

- Encourage youth from the area to develop skills / access education to bring skills back to the bush to address skills shortages;
- NSW Government offers incentives for teachers, nurses, police officers, ambulance to undertake contracts in rural and remote areas. Instead of “importing” skilled people to a foreign community (rural and remote), why not take turn the program around to encourage easier access for bush youth to gain skills and bring them back to the bush they will be more likely to stay in the long-term;
- Ensure there are incentives / local spending incentives to support existing businesses in a community - these guys contribute to the social and economic fabric of small communities.

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**ITEM 4 REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM (RDRP) – REGIONAL DROUGHT RESILIENCE PLAN (BOGAN, COONAMBLE AND WARREN SHIRES) FINAL DRAFT PLAN CONTINUED**

**Project to Consider – Three Rivers and Macquarie Marshes Tourism/ Visitation Strategy and Economic Development Program.**

Importantly what also is contained within our Draft Plan is a proposal to undertake the development and implementation of the Three Rivers and Macquarie Marshes Tourism/Visitation Strategy and Economic Development Program by November 2025.

The budget for this project would amount to at least \$195,000 up to the total amount of \$230,000 (amount of \$30,000 left from Plan Development plus \$200,000 implementation funding).

A further up to \$50,000 could also be available and this is detailed further in the report.

The project Team would be expected to be the Economic Development and Visitation Manager, her two (2) counter parts at Bogan Shire Council and Coonamble Shire Council, the three (3) Mayors and the three (3) General Managers.

The Project Team at Warren would also involve the Warren Shire Economic Development and Promotions Committee and the Destination Macquarie Marshes Taskforce. The Economic Development and Visitation Managers counterparts at their respective Shires would be responsible for involvement with their own people/ Committees as required.

However, there is a need to progress the project and whether Warren Shire Council is successful in convincing the other consortium members to undertake this proposed project will need first progress with what is necessary to lodge the Final Draft Plan with the Australian Government's Minister for Agriculture, Fisheries and Forestry and the NSW Government Minister for Agriculture to activate the second phase funding for implementation of \$200,000 plus \$50,000 for reporting and departmental costs, with funds to be spent by 30<sup>th</sup> November 2025. This could be added to the \$30,000 that is currently saved from Plan development. There is also a need for the RDRP016 Regional Drought Resilience Plan (with RDRP016 consultation projects included as an attachment) be endorsed by Bogan, Coonamble and Warren Shire Councils, with a view that the document is a living document and can undergo change at any time and will be reviewed and published after implementation projects have been declared.

Due to timing constraints approval to the FNWJO has been given to progress the sign off of the Draft Plan and this will allow the provision of funds for the Implementation Phase of the Project.

**FINANCIAL AND RESOURCE IMPLICATIONS**

It is expected that up to \$30,000 may be available from the \$200,000 Plan Development Budget to go towards the Implementation Phase of the Regional Drought Resilience Plan Program.

Our Consortium consisting of Bogan, Coonamble and Warren Shires would be entitled to a \$250,000 implementation Phase Budget made up of \$200,000 for direct implementation costs and perhaps \$50,000 for reporting and departmental costs.

There is a chance that most of the \$50,000 reporting and departmental costs could be also used for the Plan Implementation Phase.

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**ITEM 4 REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM (RDRP) – REGIONAL DROUGHT RESILIENCE PLAN (BOGAN, COONAMBLE AND WARREN SHIRES) FINAL DRAFT PLAN CONTINUED**

Accordingly, funding of up to \$280,000 could go to Plan Implementation Phase projects by the three (3) consortium Councils (Bogan, Coonamble and Warren Shires).

Warren Shire Council is hoping that most of the budget will be directed to the “Three Rivers and Macquarie Marshes Tourism/ Visitation Strategy and Economic Development Program.”

**LEGAL IMPLICATIONS**

Works for the RDRP must be in accordance with the Program Guidelines which is supervised by the NSW Development of Regional NSW (now Department of Primary Industries and Regional Development.)

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

Conversations have been had with representatives of both Bogan and Coonamble Shire Councils particularly in relation to the use of the Implementation Phase Funding for the proposed project, “Three Rivers and Macquarie Marshes Tourism/ Visitation Strategy and Economic Development Program.”

**OPTIONS**

Councillors may have other ideas in relation to the Plan Implementation Phase.

Unfortunately, due to timing constraints the Draft Plan is going forward to get Ministerial Approval however there will be a time for minor correction and data renewal.

**CONCLUSION**

Warren Shire Council has been successful as part of a Consortium RDRP 016 for the development and implementation of a Regional Drought Resilience Plan.

Consortium RDRP 016 consists of Bogan Shire Council, Coonamble Shire Council and Warren Shire Council.

The Far Northwest Joint Organisation of Councils is responsible for the undertaking and implementation of Regional Drought Resilience Plans for both our Consortia RDRP 016 and the other relevant Consortia RDRP 004 (Bourke Shire Council, Brewarrina Shire Council, Cobar Shire Council and Walgett Shire Council.)

It is hoped that with our Consortium Plan Implementation Phase Funding (could be up to \$280,000 with use of Plan Development funding savings) could be used for the “Three Rivers and Macquarie Marshes Tourism/ Visitation Strategy and Economic Development Program” and that this is agreed to by the other consortia members.

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**ITEM 4 REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM (RDRP) – REGIONAL DROUGHT RESILIENCE PLAN (BOGAN, COONAMBLE AND WARREN SHIRES) FINAL DRAFT PLAN CONTINUED**

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

- 1.2.1 Maintain ongoing community engagement to instil a strong collaborative environment with the community;
- 2.1.2 Proactively identify the create new business opportunities and associated investment within the Shire;
- 2.3.1 Facilitate the growth of local businesses;
- 4.1.1 Work with appropriate agencies to proactively address the local impacts of climate change;
- 4.2.1 Sustainability manage the Shire’s limited water resources;
- 5.2.3 Seek new sources of income for Council; and
- 5.2.4 Explore partnerships with others to share costs.

**SUPPORTING INFORMATION /ATTACHMENTS**




Attachment - Consortia Letter – Delegation to the Executive Officer, Far Northwest Joint Organisation.

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**ITEM 4 REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM (RDRP) – REGIONAL DROUGHT RESILIENCE PLAN (BOGAN, COONAMBLE AND WARREN SHIRES) FINAL DRAFT PLAN** **CONTINUED**

Attachment - Consortia Letter – Delegation to the Executive Officer, Far Northwest Joint Organisation.



Tuesday 17 January 2023

**To Whom It May Concern**

**RE: Regional Drought Resilience Planning Program – Consortia 6**

The RDRPP is designed to support the development of drought plans that consider:

- Growing self-reliance and drought resilience of regional communities including the agricultural sector
- Improving natural capital of agricultural landscapes for better environmental outcomes
- Strengthening the wellbeing and social capital of rural, regional and remote communities.


By working together and utilising resources across the Western Plains Functional Economic Zone, we believe we can deliver a superior plan that will deliver the objectives set by the NSW Government to make social, economic and environmental change.

We the undersigned propose and agree to the following:


- There are seven Councils in the Western Plain Functional Economic Zone, these Councils are included as Consortia 18 (Walgett, Brewarrina, Bourke and Cobar Shires) and Consortia 6 (Coonamble, Warren and Bogan Shires)
- Far North-Western Join Organisation of Councils will be the lead organisation for **Consortia 6 Councils**: making the application on our behalf, co-ordinating the project and delivering a Drought Resilience Plan for the Consortia with appendices relevant to each Local Government Area
- **Consortia 6 Councils** confirm their position to be considered in the ROUND 1 Regional Drought Resilience Planning Program.

Attached below is each Consortia 6, member Councils current Public Liability Insurance.


Yours sincerely



**Ross Earl**  
General Manager  
Coonamble Shire Council



**Gary Woodman**  
General Manager  
Warren Shire Council



**Derek Francis**  
General Manager  
Bogan Shire Council



**WARREN SHIRE COUNCIL**  
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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      (S6-4)**

**RECOMMENDATION:**

That the information be received and noted.

**BACKGROUND**

Council at its Meeting on the 25<sup>th</sup> July 2024 resolved in part to approve the attendance to the Mayor, Deputy Mayor, one (1) interested Councillor to be determined after Expressions of Interest and the General Manager to attend the 2024 Council Government NSW (LGNSW) Annual Conference to be held on Sunday 17<sup>th</sup> November 2024 to Tuesday 19<sup>th</sup> November 2024 in Tamworth.

After Expressions of Interest for the interested Councillor was called only one was received and Councillor Bob McKay was able to attend the Conference with the Mayor, Deputy Mayor and General Manager.

This year was a non-election year for the LGNSW President and Board.

A major reason for attendance of this Conference is to meet NSW Government Ministers and staff or to arrange such meetings on matters that are a concern to Warren Shire Council.

Because the Conference this year was held in the country and in a sitting week of the NSW Parliament not many NSW Ministers were able to attend. Details of who did attend and the meetings Council delegates did have will be reported on later in the report.

The theme of LGNSW Conferences is “One Voice for Councils”

More than 900 delegates, including elected members, Senior Council staff, Joint Organisations and County Council representatives, sponsors and guest speakers attended the Conference.

**REPORT**

Attachment 1 is a copy of the 2024 LGNSW Annual Conference Program.

Motions

This year Warren Shire Council provided two (2) relevant motions to the Conference. These motions related to support for natural disasters. Attachment 2 is a copy of the motions provided to the LGNSW by Council. Attachment 3 is how they were eventually presented to the Conference within the Conference Business Paper as a combined motion in conjunction with other similar motions by other Councils.

Mayor Cllr Greg Whitley was able to negotiate with Lake Macquarie City Council to ensure that the LGNSW called upon the NSW Government to commit to investigating opportunities to better support Councils across NSW and local residents by covering all costs such as removing debris generated by disasters both declared and not declared and emergency levee operational costs for

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

events (Warren Shire Councils problem with minimal reimbursement of our November, 2021 and September 2022 levee emergency operational costs during those declared natural disaster.)

A slightly amended motion was subsequently agreed to by Lake Macquarie City Council and then the full conference.

A copy of the Conference Business Paper will be available at the Council Meeting for pursuant of interested Councillors. The Conference discussed and resolved more than 110 motions covering a diverse range of issues affecting our sector.

The Conference Resolutions then updates the LGNSW Policy Platform and Advocacy Priorities for the coming months.

The divide between Rural/Regional/Country Councils and the Metropolitan Councils was much less noticeable this year compared to 2023.

Ministerial Contract

As previously advised as the Conference was in the country during a sitting week of the NSW Parliament the only NSW Ministers who were able to attend the Conference was the Minister for local Government the Hon Ron Hoenig MP and Minister for Regional Transport and Roads, the Hon. Jenny Aitchison MP.

We heard from Local Government Minister Hon Ron Hoenig MP, who discussed the Councillor Conduct Framework, the Apprentices and Traineeship Program, the Red Fleet issue and indicated the revised Code of Meeting Practice will be circulated "imminently".

Minister for Regional Roads, Hon Jenny Aitchison MP talked about the reclassification project as well as the importance of road safety and the need for better reporting and data collection. She issued a general invitation for Councils to meet with her.

It was very pleasing to be able to have a much more informed conversation with Minister Jenny Aitchison MP who was able to attend the Alliance Western Councils networking dinner on the Sunday evening.

Both the Mayor and General Manager were also fortunate to be able to have a substantial conversation with Minister Hoenig MP at the Country Mayors Association Dinner in the week before the Conference.

Both Ministers were invited and agreed to attend a future Board Meeting of the Alliance Western Councils.

Housing Delivery Authority and New Spot Rezoning Pathway

Not surprisingly one of the hot topics of discussion at the Conference was Minns' Government bombshell announcement on Friday 15<sup>th</sup> November 2024 of the new Housing Delivery Authority (HDA).

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

The HDA will create a new pathway for property developers to propose their own planning controls on sites of their choosing by going straight to the state-led authority and completely bypassing community-led planning.

The three-person panel will have the ability to approve or reject developments worth more than \$60 million in Sydney and \$30 million in rural and regional areas. It will also have the ability to approve spot rezoning of certain land.

Delegates at Conference unanimously supported an urgent motion to condemn the move, citing the need for communities to retain their voice in such developments via their democratically elected Councils.

StateCover Mutual Members General Managers Networking Lunch

The General Manager was able to attend this valuable networking lunch, where many relevant presentations were provided showing the actions being taken to reduce Warren Shire Council and other Council Members workers compensation costs in the future.

Of major concern in the industry is psychosocial hazard reduction and looming costs.

Alliance of Western Councils Networking Dinner

All Warren Shire Council attendees were able to meet with fellow Alliance Western Councils attendees for a networking dinner on the Sunday evening of the Conference.

LGNSW Annual Report for the Financial Year 2023-2024

The LGNSW Annual Report will be available at the Council meeting for perusal by interested Councillors.

The LGNSW is financially sound.

Presentations and Panel Sessions

There were many reasonably interesting presentations and panel sessions throughout the Conference. Most were applicable to Warren Shire Council and our community.

The presentation by Ms Kiersten Fishburn, Secretary NSW Department of Planning, Housing and Infrastructure was of particular interest. She seems to be a very well organised and articulated Department Secretary.

However, the keynote address “Planning for and expecting success – it doesn’t happen by accident” by Liz Ellis AO, retired Captain of the Australian Netball Team and now Chairperson of Netball Australia was a particularly beneficial to all who were able to listen.

Conference Displays

All council attendees viewed recent displays by different organisations and forms through out the conference.

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

2025 Conference

The 2025 Conference will be held in Penrith 23<sup>rd</sup> – 25<sup>th</sup> November 2025. Appropriate accommodation arrangements have been put in train.

**FINANCIAL AND RESOURCE IMPLICATIONS**

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

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

Nil.

**OPTIONS**

N/A

**CONCLUSION**

A reasonably interesting Conference and it is believed that attendance by Warren Shire Council is most applicable.

Conversation throughout the Conference with different Councillors and Staff informally and during networking sessions can always help and allow us to bring back other ideas.

It is most important to meet and talk with relevant Ministers and their staff.

The networking dinner, with Alliance Western Council's attendees is also most important.

The Mayor, Deputy Mayor and Councillor McKay may wish to explain further.

**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.

**SUPPORTING INFORMATION /ATTACHMENTS**

1. LGNSW Annual Conference Program 17-19 November 2024;
2. Warren Shire Council Motions;
3. Final Motions Applicable to Warren Shire Council;
4. LGNSW Annual Conference 2024 Business Paper (available at the meeting); and
5. LGNSW Annual Report Financial Year 2023-2024 (available at the meeting).

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT** **CONTINUED**

**Attachment 1 – LGNSW Annual Conference Program 17th-19th November 2024**



## Conference Program

**Sunday 17 November 2024**  
Tamworth Regional Entertainment and Conference Centre, Greg Norman Drive, Tamworth

**Conference Day One**

<b>12.00pm - 12.30pm</b>	Bus transfers from selected hotels for booked delegates.
<b>REGISTRATION</b>	
<b>12.30pm</b>	Registration operational - TRECC foyer
<b>1.00pm</b>	Trade Exhibition Open
<b>PLENARY &amp; BREAKOUT SESSIONS</b>	
<b>1.30pm - 2.30pm</b>	<b>Breakout Session:</b> Professional Development Session for new Councillors A Day in the Life of a councillor Panel of current and previous elected members Location: STAR Room (off TRECC Foyer)
<b>1.30pm - 2.30pm</b>	<b>Plenary Session:</b> Panel session followed by Q&A Brett Whitworth, OLG / Hon Helen Murrell SC, ICAC / Bola Oyeturji, Auditor General
<b>2.30pm - 3.00pm</b>	<b>Refreshment break</b>  Location: Trade Exhibition
<b>3.00pm - 5.00pm</b>	<b>Plenary Room Sessions</b> <ul style="list-style-type: none"><li>Welcome to Country, Uncle Len Waters Kamilaroi Man and Didgeridoo player Brad Withers</li><li>President's Welcome, Darriea Turley AM, Local Government NSW</li><li>Host Destination Welcome Cr Russell Webb, Mayor, Tamworth Regional Council</li><li>The Hon Kristy McBain MP, Federal Minister for Regional Development Local Government and Territories (Pre-Record)</li><li>Video message from NSW Premier, The Hon Chris Minns MP</li><li>The Hon Ron Hoenig MP, NSW Minister for Local Government</li><li>AR Bluettt memorial Awards Presentation</li><li>The Hon Jennifer Aitchison MP, NSW Minister for Regional Transport and Roads</li><li>The Hon Kevin Anderson MP, Shadow Minister for Tourism, Gaming and Racing, Arts and Heritage</li><li>President's Welcome Reception address by Landcom</li></ul>
<b>5.10pm</b>	Bus transfers to Tamworth Town Hall (CBO Tamworth)
<b>WELCOME RECEPTION</b>	
<b>5.30pm - 7.30pm</b>	<b>President's Welcome Reception</b> partnered by Landcom Location: Tamworth Town Hall 
<b>7.00pm - 7.30pm</b>	Bus transfers to selected hotels

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNWS) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

## Conference Program

**Monday 18 November 2024**  
 Tamworth Regional Entertainment and Conference Centre, Greg Norman Drive, Tamworth

**Conference Day Two**

**7.00am - 7.30am**      Bus transfers from selected hotels to TRECC for booked delegates.

**REGISTRATION**

**7.30am**      Registration operational - TRECC foyer  
 Light refreshments  
 Location: Trade Exhibition

**ALGWA NSW BREAKFAST - TRECC DINING ROOM**

**7.30am - 8.45am**      **ALGWA NSW Breakfast** partnered by Maddocks  
 Guest Speaker: Scientia Professor Veena Sahajwalla, Director, Centre for Sustainable Materials Research & Technology, The University of New South Wales  


**8.15am - 8.45am**      Bus transfers from selected hotels to TRECC

**CONFERENCE SESSIONS**

**9.00am**      Conference introduction, Conference Welcome | Opening address

**9.25am - 10.45am**      Opening of the Federal & State Conferences adoption of standing orders, business sessions and consideration of motions and conference business

- LGNSW Treasurer presentation of financial reports
- Commencement of consideration of motions and conference business

**10.45am - 11.15am**      **Morning refreshments**  
 Location: Trade Exhibition, by Distinguished partner, Active Super  **ACTIVE** 

**11.15am - 1.00pm**      Address, Elite Partner, Statewide Mutual  
 ALGA update, Incoming ALGA President Mayor Matt Burnett  
 Consideration of Conference Business continued 

**1.00pm - 2.15pm**      **Delegate lunch in Exhibition area** 

**1.00pm - 2.15pm**      **StateCover Mutual Members' Lunch**  
 Location: Star room 

**2.15pm - 3.30pm**      Consideration of Conference Business continued

**3.30pm - 4.00pm**      **Afternoon refreshments**  
 Location: Trade Exhibition 

**4.00pm**      Consideration of Conference Business continued

**5.15pm - 8.30pm**      **Networking with refreshments**  
 Location: Trade Exhibition

**5.05pm**      Bus transfers to selected hotels and return to TRECC

**CONFERENCE DINNER - TRECC - DINING ROOM**

**6.30pm - 10.30pm**      **LGNWS Conference Dinner**, Elite partner Statewide Mutual  
 Presentation LG Service Awards  
**Location: TRECC - Dining Room** 

**From 9.40pm**      Bus transfers to selected hotels will depart from 9.40pm, 10.15pm and 10.45pm.

**ANNUAL CONFERENCE 2024**

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**



## Conference Program

**Tuesday 19 November 2024**  
 Tamworth Regional Entertainment and Conference Centre, Greg Norman Drive, Tamworth

**Conference Day Three**

<b>8.15am - 8.45am</b> Bus transfers from selected hotels for booked delegates.	
<b>INFORMATION DESK &amp; REGISTRATION</b>	
<b>7.30am</b>	LGNW Information Desk and Exhibition Light refreshments in exhibition area available
<b>PLENARY SESSIONS</b>	
<b>9.00am - 9.05am</b>	Plenary and panel sessions
<b>9.05am - 9.50am</b>	<b>Keynote Address followed by Q&amp;A</b> Local government finance: challenges and opportunities Andy Johnston - LGIU
<b>9.50am - 10.35am</b>	<b>Keynote Address followed by Q&amp;A</b> Countering cyber threats - Protecting your council and community Arjun Ramachandran & Jonathan Topham - elevenM
<b>10.35am - 11.05am</b>	<b>Refreshment Break</b>  Location: Trade Exhibition
<b>11.05am - 11.50am</b>	<b>Keynote Address followed by Q&amp;A</b> Working together to shape thriving communities Kiersten Fishburn, Secretary, NSW Department of Planning, Housing and Infrastructure
<b>11.50am - 12.50pm</b>	<b>Keynote Address</b> Planning for and expecting success - it doesn't happen by accident Liz Ellis AD
<b>12.50pm - 1.00pm</b>	Final remarks and announcement of location for Annual Conference 2025
<b>1.00pm - 1.45pm</b>	<b>Lunch</b>  Location: Trade Exhibition
<b>2.00pm</b>	Conference concludes

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LOCAL GOVERNMENT NSW

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ITEM 5      **2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT** **CONTINUED**

**Attachment 2 – Warren Shire Council Motions**

<h3><b>Application: Reimbursement of All Expenses for Work Under Natural Disaster Declaration</b></h3> <p>Gary Woodman - <a href="mailto:gary.woodman@warren.nsw.gov.au">gary.woodman@warren.nsw.gov.au</a> LGNSW 2024 Annual Conference Motions</p> <p><b>Summary</b></p> <p>ID: M24-0000000190</p> <h4><b>Applicant Contact Information</b></h4> <p><small>Completed - 19 Oct 2024</small></p> <h4><b>Contact details</b></h4> <p>Contact Name</p> <div style="border: 1px solid #ccc; padding: 2px;">Gary Woodman</div> <hr/> <p>Contact Job Title</p> <div style="border: 1px solid #ccc; padding: 2px;">General Manager</div> <hr/> <p>Contact Email</p> <div style="border: 1px solid #ccc; padding: 2px;"><a href="mailto:gary.woodman@warren.nsw.gov.au">gary.woodman@warren.nsw.gov.au</a></div> <hr/> <p>Contact Phone</p> <div style="border: 1px solid #ccc; padding: 2px;">0419409439</div> <hr/> <h4><b>Motion Form</b></h4> <p><small>Completed - 19 Oct 2024</small></p> <h4><b>Motion Form</b></h4>
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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

**Council/member name**

Warren Shire Council

**Motion Category**

Infrastructure policy

**Motion Sub-Category - Infrastructure Policy**

Disaster and emergency management

**Motion Title**

Reimbursement of All Expenses for Work Under Natural Disaster Declaration

**Motion Wording**

That the NSW Government amend the 2016/2017 Agreement made between the Department of Justice, Treasury and NSW SES concerning Natural Disaster Funding Arrangements to ensure that all expenditure of a Council incurred during a Natural Disaster Declaration emergency event be considered eligible for Combat Agency Disaster Allocation (CADA) funding, meaning that all Council employee costs not just overtime, contractor costs and plant and equipment costs are reimbursable for all required emergency operations.

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

**Motion Background**

Maximum 1 or 2 paragraphs

The town of Warren is protected by an extensive levee system and during floods, stormwater gates are closed, and pumps are set up to pump rainwater out of the town of Warren in the event of rainfall.

In accordance with the Warren Local Flood Plan August 2002 Edition and the Warren Shire Flood Emergency Sub Plan July 2013 Edition the Local NSW SES Controller is responsible for deploying personnel and resources for flood related activities. At the Warren Local Emergency Management Committee Level, Council is the only organisation able to properly undertake emergency levee pumping and inspection work due to local knowledge and experience and having the necessary resources and accordingly undertakes the required emergency levee operational works on behalf of the NSW SES.

For floods in 1990, 1998, 2000 and 2010 similar emergency levee operational costs were incurred and were fully reimbursed by Natural Disaster Declarations funding.

In 2016-2017 an Agreement was made between the Department of Justice, Treasury and NSW SES concerning Natural Disaster Funding Arrangements. In this Agreement, expenditure that would have been incurred had the event not occurred is considered ineligible for Combat Agency Disaster Allocation (CADA) funding meaning that Council employee costs other than overtime and plant and equipment costs are no longer reimbursable for such works as emergency levee operations.

However, under the NSW Natural Disaster Essential Public Asset Restoration Guidelines of 19th October 2018, all of Council's expenditure for emergency works, immediate restoration works and restoration works on roads are fully fundable for natural disasters such as flooding and fire on the road network and other similar assets.

For the 2016 floods, Council's emergency levee operational costs in the order of \$500,000 were reimbursed via a Special Grant due to the costs being ineligible due to the 2016/2017 Guidelines.

For Council's November 2021 and September 2022 Flood Events, the NSW SES have only reimbursed Council \$242,839.89 of its total costs of \$938,609.04 leaving a shortfall of \$695,769.15 for both floods, which cannot be afforded by the community of Warren Shire.

**Evidence of Council's Support for the Motion**

Completed - 19 Oct 2024

Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**



**To:** The Hon. Daniel Mookhey, NSW Treasurer  
**From:** Councillor Milton Quigley, Mayor Warren Shire Council  
Gary Woodman, General Manager Warren Shire Council  
**File:** F8-9.9, F8-9.6  
**Date:** 9th August 2024  
**Subject:** Request for reimbursement of Flood Emergency Levee Operations Costs for the November 2021 Floods (AGRN 987) and September 2022 Floods (AGRN 1034) Warren Shire Council

Response required                       Response not required

Warren Shire Local Government Area is affected by the flooding of the Macquarie River and relevant creeks.

The town of Warren is protected by an extensive levee system, with 44 stormwater floodgates that must be closed during major flooding of the Macquarie River. An extensive pumping regime is undertaken using Council tractors and PTO pumps, landowner tractors and PTO pumps, hired pumps, Council watercart pumps, NSW SES pumps, NSW RFS pumps etc (can be up to 41 pumps setup with 4 spare pumping systems) during heavy rains and flooding. Pumps and tractors need to be managed (fuelled, serviced, brought on and off line) together with full inspection of the levee system 24/7.

In accordance with the Warren Local Flood Plan August 2002 Edition, Warren Shire Council at the request of the Local NSW SES Controller is responsible for deploying personnel and resources for flood related activities. The July 2013 Edition of the Warren Shire Flood Emergency Sub Plan also details that Warren Shire Council is responsible, at the request of the NSW SES Local Incident Controller for deploying personnel and resources for flood related activities.

At the Warren Local Emergency Management Committee level, Council undertakes required emergency levee operational works on behalf of the NSW SES.

Warren Shire Council is the only organisation able to properly undertake this required extensive pumping regime and inspection of the levee system 24/7, due to local knowledge and experience and the ability to obtain landowner tractors, PTO pumps and other necessary resources.

Warren Shire Council had extensive emergency levee operational costs for the November 2021 Floods (AGRN 987) (\$173,456.91) and September 2022 Floods (AGRN 1034) (\$765,152.13).

To date the NSW SES and NSW Reconstruction Authority have only approved for payment the following:

- AGRN 987 November 2021 floods \$73,012.03 of \$173,456.91 giving a shortfall of \$100,444.88 ex GST; and
- AGRN 1034 September 2022 floods \$169,827.86 of \$765,152.13 giving a shortfall of \$595,324.27 ex GST.

I:\Admin\Memos and File Notes\Briefing Notes\2024.08.09 NSW Treasurer, The Hon. Daniel Mookhey MLC - Emergency Levee Works Reimbursement.docx

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

*Warren Shire Council Briefing Note to the NSW Treasurer*

*Re: Request for reimbursement of Flood Emergency Levee Operations Costs for the November 2021 Floods (AGRN 967) and September 2022 Floods (AGRN 1034)*

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The total shortfall amounts to **\$695,769.15** ex GST for both floods.

For floods in 1990, 1998, 2000 and 2010 similar emergency levee operation costs were incurred and were fully reimbursed by Natural Disaster Declarations.

In 2016-2017 an Agreement was made between the Department of Justice, Treasury and NSW SES concerning Natural Disaster Funding Arrangements. In this Agreement, expenditure that would have been incurred had the event not occurred is considered ineligible for Combat Agency Disaster Allocation (CADA) funding meaning that Council employee costs other than overtime, plant and equipment costs are no longer reimbursable for such works as emergency levee operations.

However, under the NSW Natural Disaster Essential Public Asset Restoration Guidelines of 19th October 2018, all of Council's expenditure for emergency works, immediate restoration works and restoration works on roads are fully fundable for natural disasters such as flooding and fire on the road network and other similar assets.

The Department of Justice, Treasury and NSW SES Agreement does not take into account what actually needs to happen on the ground. If Warren Shire Council did not undertake these emergency levee operation works, the town of Warren is at risk of flooding from the Macquarie River or flooding from rainfall within the closed levee system.

For the 2016 floods, Council's emergency levee operations costs in the order of \$500,000 were reimbursed via a Special Grant.

Warren Shire Council only collects \$5.7M per annum of general rates from its community. An almost \$700,000 gap of funding for these emergency levee operations costs cannot be afforded by Warren Shire Council and could curtail normal operational plan work for many years to come.

If the NSW SES and NSW Reconstruction Authority cannot fully reimburse Council, it would be appreciated if a Special Grant amounting to \$695,769.15 ex GST representing the shortfall amount would be appreciated by the community of Warren Shire.



Milton Quigley  
Mayor



Gary Woodman  
General Manager

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

## **Application: Flood Damage Restoration Work - Completion Time Limit**

Gary Woodman - [gary.woodman@warren.nsw.gov.au](mailto:gary.woodman@warren.nsw.gov.au)  
LGNSW 2024 Annual Conference Motions

### **Summary**

**ID:** M24-0000000189

### **Applicant Contact Information**

**Completed -** 19 Oct 2024

### **Contact details**

#### **Contact Name**

Gary Woodman

#### **Contact Job Title**

General Manager

#### **Contact Email**

[gary.woodman@warren.nsw.gov.au](mailto:gary.woodman@warren.nsw.gov.au)

#### **Contact Phone**

0419409439

### **Motion Form**

**Completed -** 19 Oct 2024

### **Motion Form**

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

**Council/member name**

Warren Shire Council

**Motion Category**

Infrastructure policy

**Motion Sub-Category - Infrastructure Policy**

Disaster and emergency management

**Motion Title**

Flood Damage Restoration Work - Completion Time Limit

**Motion Wording**

That the NSW Reconstruction Authority (NSW RA) ensure that the timeframes to complete reconstruction/restoration works on natural disaster affected assets in the NSW Natural Disaster Essential Public Assets Restoration Guidelines refer to a minimum limit of 2 years and 9 months from the end of the financial year in which the estimated reconstruction/restoration cost was established (i.e. approved by the relevant NSW Government Department responsible), not from when the event occurred with the appropriate ability to have an extension of time to complete reconstruction/restoration works if needed.

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

**Motion Background**

Maximum 1 or 2 paragraphs

Council has been advised that the NSW Natural Disaster Essential Public Assets Restoration Guidelines are interpreted as follows:

Once funding has been approved for Essential Public Asset Reconstruction Works, the works themselves must be completed within two (2) years after the end of the financial year in which the disaster occurred. In exceptional circumstances, this timeframe may be extended with the approval of the administering agency to two (2) years and nine (9) months. If Essential Public Asset Reconstruction Works cannot be completed within the extended timeframe, the Council may not be funded for works beyond the extension date and may not be eligible to receive related funding for mitigation activities, as provided under the DRFA.

Council believes that it would be more practical to set the time limit to begin at approval of the scope of work, for the following reasons:

1. The process of assessing damage and compiling the required information is time-consuming. This eats into the time available to complete the physical work.
2. The last flood events occurred in an overlapping sequence (the Warren Shire Council area was impacted by the following five (5) disaster events - AGRN 960 (March 2021), AGRN 987 (November 2021), AGRN 1025 (June 2022), AGRN 1030 (August 2022) and AGRN 1034 (September 2022). As a result, for an extended period, it was not possible to access the roads to assess the damage.
3. The extent of damage was significant; therefore, the volume of required work is extensive.
4. Australia is currently experiencing unprecedented workforce challenges.
5. In our case, Council received approval of the scope of work for AGRN 1034 EPA RW in June 2024. According to the guidelines, we are required to complete \$6 million worth of work by June 2025. Noting that there is an additional approximately \$5 million worth of work that is yet to be approved.

Council believes it is more appropriate that the timeline of a minimum of two (2) years and nine (9) months to undertake the reconstruction/restoration work should commence at the time of approval of the works, with further extensions of time allowed if required.

**Evidence of Council's Support for the Motion**

Completed - 19 Oct 2024

Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)


[Flood Damage Work - Completion Time Limit Changes](#)

Filename: Flood\_Damage\_Work\_-\_Completion\_Tim\_xDUDAsu.pdf Size: 4.1 MB

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Report of the General Manager  
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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**



Our Ref: FB-9-56789  
Contact: Sylvester Otiano  
SO: AT 4360

Hon. Jihad Dib MP  
NSW Minister for Emergency Services  
GPO Box 5341  
Sydney NSW 2001

5<sup>th</sup> August 2024

Dear Mr Dib,

**Flood Damage Work – Completion Time Limit**

We are seeking your assistance regarding the *Works Completion Time Limit* for Essential Public Asset Reconstruction Works (EPA RW), as outlined in the ***NSW Natural Disaster Essential Public Asset Restoration Guidelines***.


The guidelines states as follows:

*Once funding has been approved for Essential Public Asset Reconstruction Works, the works themselves must be completed within two (2) years after the end of the financial year in which the disaster occurred. In exceptional circumstances, this timeframe may be extended with the approval of the administering agency to two (2) years and nine (9) months. If Essential Public Asset Reconstruction Works cannot be completed within the extended timeframe, the council may not be funded for works beyond the extension date and may not be eligible to receive related funding for mitigation activities, as provided under the DRFA.*

We believe that it would be more practical to set the time limit to begin at approval of the scope of work, for the following reasons.

1. The process of assessing damage and compiling the required information is time-consuming. This eats into the time available to complete the physical work.
2. The last flood events occurred in an overlapping sequence. As a result, for an extended period, it was not possible to access the roads to assess the damage.
3. The extent of damage was significant; therefore, the volume of required work is extensive.
4. Australia is currently experiencing unprecedented workforce challenges.
5. In our case, we received approval of the scope of work for AGRN 1034 EPA RW in June 2024. According to the guidelines, we are required to complete \$6 million worth of work by June 2025. Noting that there is an additional approximately \$5 million worth of work that is yet to be approved.

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

Hon. Jihad Dib MP  
NSW Minister for Emergency Services  
GPO Box 3341, Sydney NSW 2001

Warren Shire Council was impacted by the following five flood disaster events between March 2021 and September 2022.

1. AGRN 960 – March 2021
2. AGRN 987 – November 2021
3. AGRN 1025 – June 2022
4. AGRN 1030 – August 2022
5. AGRN 1034 – September 2022

We would appreciate your assistance in amending the guidelines so that the time limit can be set from the time of approval of the scope of work, and that the limit be extended to three years with a possibility of nine months extension.

Should you have any further queries, please contact the undersigned on 02 6847 6600 or email [gary.woodman@warren.nsw.gov.au](mailto:gary.woodman@warren.nsw.gov.au).

Yours faithfully,




Gary Woodman  
General Manager

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNWS) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**



Our Ref: FS-9-567,69  
Contact: Sylvester Otieno  
SO: AT-4358

Hon. Mark Coulton MP  
Member for Parkes  
153 Brisbane Street  
Dubbo NSW 2830

5<sup>th</sup> August 2024

Dear Mark,

**Flood Damage Work – Completion Time Limit**

We are seeking your assistance regarding the *Works Completion Time Limit* for Essential Public Asset Reconstruction Works (EPA RW), as outlined in the ***NSW Natural Disaster Essential Public Asset Restoration Guidelines***.


The guidelines states as follows:

*Once funding has been approved for Essential Public Asset Reconstruction Works, the works themselves must be completed within two (2) years after the end of the financial year in which the disaster occurred. In exceptional circumstances, this timeframe may be extended with the approval of the administering agency to two (2) years and nine (9) months. If Essential Public Asset Reconstruction Works cannot be completed within the extended timeframe, the council may not be funded for works beyond the extension date and may not be eligible to receive related funding for mitigation activities, as provided under the DRFA.*

We believe that it would be more practical to set the time limit to begin at approval of the scope of work, for the following reasons.

1. The process of assessing damage and compiling the required information is time-consuming. This eats into the time available to complete the physical work.
2. The last flood events occurred in an overlapping sequence. As a result, for an extended period, it was not possible to access the roads to assess the damage.
3. The extent of damage was significant; therefore, the volume of required work is extensive.
4. Australia is currently experiencing unprecedented workforce challenges.
5. In our case, we received approval of the scope of work for AGRN 1034 EPA RW in June 2024. According to the guidelines, we are required to complete \$6 million worth of work by June 2025. Noting that there is an additional approximately \$5 million worth of work that is yet to be approved.

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

Hon. Mark Coulton MP  
Member for Parkes  
153 Brisbane Street  
Dubbo NSW 2830

Warren Shire Council was impacted by the following five flood disaster events between March 2021 and September 2022.

1. AGRN 960 – March 2021
2. AGRN 987 – November 2021
3. AGRN 1025 – June 2022
4. AGRN 1030 – August 2022
5. AGRN 1034 – September 2022

We would appreciate your support in engaging with the Transport for NSW, NSW Reconstruction Authority and National Emergency Management Agency with a view to amend the guidelines so that the time limit can be set from the time of approval of the scope of work, and that the limit be extended to three years with a possibility of nine months extension.

Should you have any further queries, please contact the undersigned on 02 6847 6600 or email [gary.woodman@warren.nsw.gov.au](mailto:gary.woodman@warren.nsw.gov.au).

Yours faithfully,



Gary Woodman  
General Manager

**WARREN SHIRE COUNCIL**  
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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGN) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**



**WARREN**  
shire council

Our Ref: FB-9-5,6,7,8,9  
Contact: Sylvester Otiene  
SO: AT 4357

Mal Lanyon APM  
CEO NSW Reconstruction Authority  
GPO BOX 5434  
SYDNEY NSW 2001

5<sup>th</sup> August 2024

Dear Mr. Lanyon,

**Flood Damage Work – Completion Time Limit**

We are seeking your assistance regarding the *Works Completion Time Limit* for Essential Public Asset Reconstruction Works (EPA RW), as outlined in the ***NSW Natural Disaster Essential Public Asset Restoration Guidelines***.

The guidelines states as follows:

*Once funding has been approved for Essential Public Asset Reconstruction Works, the works themselves must be completed within two (2) years after the end of the financial year in which the disaster occurred. In exceptional circumstances, this timeframe may be extended with the approval of the administering agency to two (2) years and nine (9) months. If Essential Public Asset Reconstruction Works cannot be completed within the extended timeframe, the council may not be funded for works beyond the extension date and may not be eligible to receive related funding for mitigation activities, as provided under the DRFA.*

We believe that it would be more practical to set the time limit to begin at approval of the scope of work, for the following reasons.

1. The process of assessing damage and compiling the required information is time-consuming. This eats into the time available to complete the physical work.
2. The last flood events occurred in an overlapping sequence. As a result, for an extended period, it was not possible to access the roads to assess the damage.
3. The extent of damage was significant; therefore, the volume of required work is extensive.
4. Australia is currently experiencing unprecedented workforce challenges.
5. In our case, we received approval of the scope of work for AGRN 1034 EPA RW in June 2024. According to the guidelines, we are required to complete \$6 million worth of work by June 2025. Noting that there is an additional approximately \$5 million worth of work that is yet to be approved.

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

Mal Lanyon APM  
CEO NSW Reconstruction Authority  
GPO BOX 5434  
SYDNEY NSW 2001

Warren Shire Council was impacted by the following five flood disaster events between March 2021 and September 2022.

1. AGRN 960 – March 2021
2. AGRN 987 – November 2021
3. AGRN 1025 – June 2022
4. AGRN 1030 – August 2022
5. AGRN 1034 – September 2022

We would appreciate your assistance in amending the guidelines so that the time limit can be set from the time of approval of the scope of work, and that the limit be extended to three years with a possibility of nine months extension.

Should you have any further queries, please contact the undersigned on 02 6847 6600 or email [gary.woodman@warren.nsw.gov.au](mailto:gary.woodman@warren.nsw.gov.au).

Yours faithfully,




Gary Woodman  
General Manager

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**



Our Ref: FB-9-56789  
Contact: Sylvester Otieno  
SO: AT 4359

Tammy Greer  
National Emergency Management Agency  
contact@nema.gov.au

5<sup>th</sup> August 2024

Dear Ms Greer,

**Flood Damage Work – Completion Time Limit**

We are seeking your assistance regarding the *Works Completion Time Limit* for Essential Public Asset Reconstruction Works (EPA RW), as outlined in the ***NSW Natural Disaster Essential Public Asset Restoration Guidelines***.

The guidelines states as follows:

*Once funding has been approved for Essential Public Asset Reconstruction Works, the works themselves must be completed within two (2) years after the end of the financial year in which the disaster occurred. In exceptional circumstances, this timeframe may be extended with the approval of the administering agency to two (2) years and nine (9) months. If Essential Public Asset Reconstruction Works cannot be completed within the extended timeframe, the council may not be funded for works beyond the extension date and may not be eligible to receive related funding for mitigation activities, as provided under the DRFA.*


We believe that it would be more practical to set the time limit to begin at approval of the scope of work, for the following reasons.

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2. The last flood events occurred in an overlapping sequence. As a result, for an extended period, it was not possible to access the roads to assess the damage.
3. The extent of damage was significant; therefore, the volume of required work is extensive.
4. Australia is currently experiencing unprecedented workforce challenges.
5. In our case, we received approval of the scope of work for AGRN 1034 EPA RW in June 2024. According to the guidelines, we are required to complete \$6 million worth of work by June 2025. Noting that there is an additional approximately \$5 million worth of work that is yet to be approved.

Warren Shire Council was impacted by the following five flood disaster events between March 2021 and September 2022.

1. AGRN 960 – March 2021
2. AGRN 987 – November 2021

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

Tammy Greer  
National Emergency Management Agency  
[contact@nema.gov.au](mailto:contact@nema.gov.au)

3. AGRN 1025 – June 2022
4. AGRN 1030 – August 2022
5. AGRN 1034 – September 2022

We would appreciate your assistance in amending the guidelines so that the time limit can be set from the time of approval of the scope of work, and that the limit be extended to three years with a possibility of nine months extension.

Should you have any further queries, please contact the undersigned on 02 6847 6600 or email [gary.woodman@warren.nsw.gov.au](mailto:gary.woodman@warren.nsw.gov.au).

Yours faithfully,




Gary Woodman  
General Manager

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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**



Our Ref: FB-9-56789  
Contact: Sylvester Otieno  
SO: AT-4361

Mr Roy Butler MP  
Member for Barwon  
barwon@parliament.nsw.gov.au

5<sup>th</sup> August 2024

Dear Mr Butler,

**Flood Damage Work – Completion Time Limit**

We are seeking your assistance regarding the *Works Completion Time Limit* for Essential Public Asset Reconstruction Works (EPA RW), as outlined in the ***NSW Natural Disaster Essential Public Asset Restoration Guidelines***.

The guidelines state as follows:

*Once funding has been approved for Essential Public Asset Reconstruction Works, the works themselves must be completed within two (2) years after the end of the financial year in which the disaster occurred. In exceptional circumstances, this timeframe may be extended with the approval of the administering agency to two (2) years and nine (9) months. If Essential Public Asset Reconstruction Works cannot be completed within the extended timeframe, the council may not be funded for works beyond the extension date and may not be eligible to receive related funding for mitigation activities, as provided under the DRFA.*

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3. The extent of damage was significant; therefore, the volume of required work is extensive.
4. Australia is currently experiencing unprecedented workforce challenges.
5. In our case, we received approval of the scope of work for AGRN 1034 EPA RW in June 2024. According to the guidelines, we are required to complete \$6 million worth of work by June 2025. Noting that there is an additional approximately \$5 million worth of work that is yet to be approved.

Warren Shire Council was impacted by the following five flood disaster events between March 2021 and September 2022.

1. AGRN 960 – March 2021
2. AGRN 987 – November 2021
3. AGRN 1025 – June 2022

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**WARREN SHIRE COUNCIL**  
Report of the General Manager  
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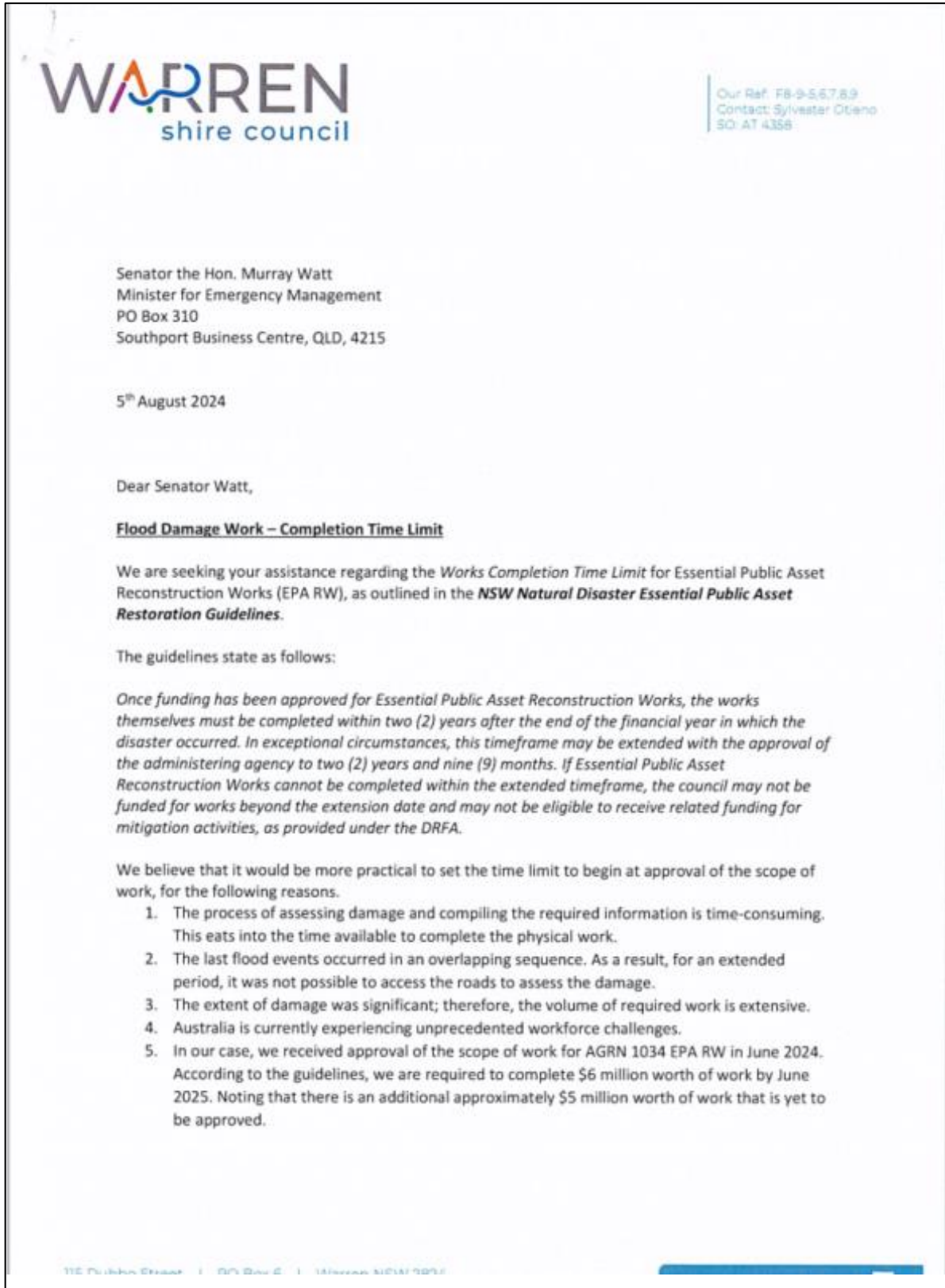
**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**



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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**



**WARREN SHIRE COUNCIL**  
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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

Senator the Hon. Murray Watt  
Minister for Emergency Management  
PO Box 310  
Southport Business Centre, QLD, 4215

Warren Shire Council was impacted by the following five flood disaster events between March 2021 and September 2022.

1. AGRN 960 – March 2021
2. AGRN 987 – November 2021
3. AGRN 1025 – June 2022
4. AGRN 1030 – August 2022
5. AGRN 1034 – September 2022

We would appreciate your assistance in amending the guidelines so that the time limit can be set from the time of approval of the scope of work, and that the limit be extended to three years with a possibility of nine months extension.

Should you have any further queries, please contact the undersigned on 02 6847 6600 or email [gary.woodman@warren.nsw.gov.au](mailto:gary.woodman@warren.nsw.gov.au).

Yours faithfully,



Gary Woodman  
General Manager

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**



**SENATOR THE HON JENNY MCALLISTER**  
**MINISTER FOR EMERGENCY MANAGEMENT**  
**MINISTER FOR CITIES**

Ref No: MC24-022409

Mr Gary Woodman  
General Manager  
Warren Shire Council  
115 Dubbo Street  
WARREN NSW 2824

Dear Mr Woodman

Thank you for your letter of 5 August 2024 to the former Minister for Emergency Management, Senator the Hon Murray Watt, concerning time limits for essential public assets reconstruction works.

State and territory Governments have primary responsibility for responding to disasters and providing immediate assistance to impacted communities. The Australian Government supports states with the costs of providing relief and recovery assistance through the jointly funded Disaster Recovery Funding Arrangements (DRFA). Under the DRFA, the NSW Government determines the type and level of assistance to make available and the Australian Government co-funds it.

Under the DRFA, there are no stipulated time limits in relation to completing reconstruction of a damaged essential public asset. However, where the actual cost of reconstruction works are less than the estimated cost claimed by the state, the state has 36 months to report those savings to be able to retain and allocate them as per the DRFA Efficiencies Framework.

I requested my agency, the National Emergency Management Agency (NEMA) to raise your concerns with the New South Wales Reconstruction Authority (NSWRA).

They have confirmed that the reference to timeframes to complete reconstruction works in the NSW Guidelines should refer to a limit of two years and nine months from the end of the financial year in which the estimated reconstruction cost was established (i.e. approved by the state), not from when the event occurred.

**WARREN SHIRE COUNCIL**  
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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

2

NSWRA have confirmed that if you require an extension of time to complete reconstruction works that this can be discussed with Transport for NSW (TfNSW) who will be able to assist you in requesting an extension as per standard practice.

NSWRA also advised that they are currently undertaking a review of their Guidelines and will consider council's submission regarding completion timeframes as part of this review.

Thank you for raising this matter.

Yours sincerely



Jenny McAllister

11 / 10 / 2024

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

**Attachment 3 – Final Motions Applicable to Warren Shire Council**

change more frequently as they are more detailed and targeted at specific policy issues of the day.

LGNSW is pleased to present a consolidation of our sector's Fundamental Principles for re-endorsement by members.

**Priority Motions**

LGNSW has designated 12 motions on a broad range of issues as priority motions. These are published together at the front of the business paper, for early consideration during conference proceedings.

These priority motions, together with the rest of the motions throughout the business paper, will form LGNSW's policy positions and inform our advocacy for the year ahead if resolved in the affirmative.

**3 Lithgow City Council                      Natural disasters - better support for local government**

That Local Government NSW requests the Australian and NSW governments make improvements required to better support local government in the context of an operating environment characterised by climate change and an increase in natural disasters, including:

1. recurrent funding models and programs that reflect the extent of local government's asset management responsibilities (and limited capacity to pay), reducing the prevalence of competitive funding rounds, and recognising the benefits of proactive maintenance over end-of life repair.
2. fundamental review of the Disaster Recovery Funding Arrangements to reduce administrative burden, recognise capacity constraints on local government, and integrate the principles of asset betterment as an investment for the future.
3. inclusion of water and sewer reticulation and treatment infrastructure in the definition of an 'essential public asset'.
4. financial opportunities which are cyclic, guaranteed and thereby reliable, allowing local government the ability to develop the necessary capacity to deliver on proactive maintenance.
5. improving the logic for assessments of Essential Public Asset claims, which is currently highly flawed. Transport for NSW is identifying any asset defects pre-disaster and are using this to deny approval requests for work stating that the damage is a result of poor maintenance, not disaster. It is basic engineering that assets deteriorate on a bell curve, the rate of which increases as they age. It is also a well known fact that regional and rural councils have reduced capacity to fund asset maintenance and renewal as a result of a much higher ratio of asset length to population. The logic being used is essentially penalising regional and rural councils who do not have the luxury of above adequate pavement thickness and extensive kerb and gutter networks.

**(Note: This motion covers the following motions set out in small font)**

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

**Note from Council**

Local government needs better support from the other levels of government to recover from an increased frequency of natural disasters and to effectively restore assets following natural disasters.

**Narrabri Shire Council**

**Flood and disaster insurance**

That Local Government NSW calls on the Australian and NSW Governments to urgently progress the Inquiry into insurers' responses to recent major flood claims, and to:

- a. expedite its current suite of reforms to help reduce insurance costs for homeowners and businesses, and in addition;
- b. expand the disaster event re-insurance framework for all small, medium, rural and remote area communities impacted by natural disasters;
- c. increase targeted investment in community resilience building initiatives at the regional level; and
- d. invest in increased and sustained infrastructure betterment funding to local governments.

**Note from Council**

Recent major floods across NSW have raised strong community concerns about the extent, availability and escalation of costs of flood insurances. Challenges with navigating Australia's complex insurance systems are well documented and acknowledged. Significant investment in funding for betterment, early warning and monitoring and community recovery officers in councils is needed. A sustainable funding and delivery model is urgently required to better equip communities for inevitable future natural disasters that are increasing in both severity and frequency.

**Parkes Shire Council**

**Water and sewer infrastructure - Disaster Recovery Funding**

That Local Government NSW lobbies the NSW State Government and the Australian Government for explicit inclusion of water supply and sewer assets in State and Commonwealth Disaster Recovery Funding Arrangements.

**Note from Council**

The above motion was lodged for inclusion in the 2023 Local Government NSW Conference. Unfortunately, now nearly 2 years after the catastrophic floods which devastated the Central West of NSW, damaged water and sewer infrastructure remains unfunded. Funding of damaged water/sewer infrastructure now relies solely on direct funding by the NSW Government.

Unlike other public assets such as roads and bridges, Water Supply and Sewer assets are not covered by standard Category B measures in the State and Commonwealth Disaster Recovery Funding arrangements because they do not meet the requirements that damaged assets must be owned (or operated) and maintained by state or local government and that in the operation of the asset provides services free of charge or at a rate that is 50 percent or less of the cost to provide those services.

As an example, in the November 2022 catastrophic flood events, Parkes Council lost approximately eight (8) kilometers of large diameter water supply main, gouged from the ground by flood waters. Council is faced with a multi-million dollar replacement cost to ensure water supply is maintained. Like other public assets, the repair or replacement costs associated with disaster damage to Water Supply and Sewer assets are well beyond the financial means of Councils. In regional areas Water Supply and Sewer assets are essential public assets run on a break-even basis and as such should be included in disaster funding arrangements.

**WARREN SHIRE COUNCIL**  
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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

**Wollongong City Council**

**Natural Disaster Funding**

That Local Government NSW request the Australian and NSW Governments to establish more efficient policy, procedures and funding to improve local government response and preparation for natural disaster.

**Note from Council**

A number of issues with the Australian Government-State Disaster Recovery Funding Arrangements (DFRA) impede local government in improving response, resilience and adaptability for communities impacted by natural disasters. This includes the inability to fund the repair of damaged assets to contemporary standards.

Wollongong City and many other Councils in NSW have endured a series of declared natural disasters in recent years. Following a natural disaster on 6 April 2024, Wollongong identified an opportunity to establish a comprehensive framework and plan for disaster management and adaptation, specifically tailored to Wollongong's vulnerability due to extensive waterways within dense urban areas. The framework focusses on preventative and responsive disaster management solutions that are scalable and can applied to other local government authorities. There does not appear to be capacity under the current DFRA to support such an approach.

**Warren Shire Council**

**Flood Damage Restoration Work - Completion Time Limit**

That the NSW Reconstruction Authority (NSW RA) ensure that the timeframes to complete reconstruction/restoration works on natural disaster affected assets in the NSW Natural Disaster Essential Public Assets Restoration Guidelines refer to a minimum limit of 2 years and 9 months from the end of the financial year in which the estimated reconstruction/restoration cost was established (i.e. approved by the relevant NSW Government Department responsible), not from when the event occurred with the appropriate ability to have an extension of time to complete reconstruction/restoration works if needed.

**Note from Council**

Council has been advised that the NSW Natural Disaster Essential Public Assets Restoration Guidelines are interpreted as follows: Once funding has been approved for Essential Public Asset Reconstruction Works, the works themselves must be completed within two (2) years after the end of the financial year in which the disaster occurred.

In exceptional circumstances, this timeframe may be extended with the approval of the administering agency to two (2) years and nine (9) months.

If Essential Public Asset Reconstruction Works cannot be completed within the extended timeframe, the Council may not be funded for works beyond the extension date and may not be eligible to receive related funding for mitigation activities, as provided under the DRFA.

Council believes that it would be more practical to set the time limit to begin at approval of the scope of work, for the following reasons:

1. The process of assessing damage and compiling the required information is time-consuming. This eats into the time available to complete the physical work.
2. The last flood events occurred in an overlapping sequence (the Warren Shire Council area was impacted by the following five (5) disaster events - AGRN 960 (March 2021), AGRN 987 (November 2021), AGRN 1025 (June 2022), AGRN 1030 (August 2022) and AGRN 1034 (September 2022)). As a result, for an extended period, it was not possible to access the roads to assess the damage.
3. The extent of damage was significant; therefore, the volume of required work is extensive.



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**ITEM 5      2024 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

4. Australia is currently experiencing unprecedented workforce challenges.
5. In our case, Council received approval of the scope of work for AGRN 1034 EPA RW in June 2024. According to the guidelines, we are required to complete \$6 million worth of work by June 2025. Noting that there is an additional approximately \$5 million worth of work that is yet to be approved.

Council believes it is more appropriate that the timeline of a minimum of two (2) years and nine (9) months to undertake the reconstruction/restoration work should commence at the time of approval of the works, with further extensions of time allowed if required.

**Warren Shire Council**

**Reimbursement of all expenses for work under Natural Disaster Declaration**

That Local Government NSW requests the NSW Government amend the 2016/2017 Agreement made between the Department of Justice, Treasury and NSW SES concerning Natural Disaster Funding Arrangements to ensure that all expenditure of a Council incurred during a Natural Disaster Declaration emergency event be considered eligible for Combat Agency Disaster Allocation (CADA) funding, meaning that all Council employee costs not just overtime, contractor costs and plant and equipment costs are reimbursable for all required emergency operations.

**Note from Council**

The town of Warren is protected by an extensive levee system and during floods, stormwater gates are closed, and pumps are set up to pump rainwater out of the town of Warren in the event of rainfall.

In accordance with the Warren Local Flood Plan August 2002 Edition and the Warren Shire Flood Emergency Sub Plan July 2013 Edition the Local NSW SES Controller is responsible for deploying personnel and resources for flood related activities.

At the Warren Local Emergency Management Committee Level, Council is the only organisation able to properly undertake emergency levee pumping and inspection work due to local knowledge and experience and having the necessary resources and accordingly undertakes the required emergency levee operational works on behalf of the NSW SES.

For floods in 1990, 1998, 2000 and 2010 similar emergency levee operational costs were incurred and were fully reimbursed by Natural Disaster Declarations funding.

In 2016-2017 an Agreement was made between the Department of Justice, Treasury and NSW SES concerning Natural Disaster Funding Arrangements.

In this Agreement, expenditure that would have been incurred had the event not occurred is considered ineligible for Combat Agency Disaster Allocation (CADA) funding meaning that Council employee costs other than overtime and plant and equipment costs are no longer reimbursable for such works as emergency levee operations.

However, under the NSW Natural Disaster Essential Public Asset Restoration Guidelines of 19th October 2018, all of Council's expenditure for emergency works, immediate restoration works and restoration works on roads are fully fundable for natural disasters such as flooding and fire on the road network and other similar assets.

For the 2016 floods, Council's emergency levee operational costs in the order of \$500,000 were reimbursed via a Special Grant due to the costs being ineligible due to the 2016/2017 Guidelines.

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For Council's November 2021 and September 2022 Flood Events, the NSW SES have only reimbursed Council \$242,839.89 of its total costs of \$938,609.04 leaving a shortfall of \$695,769.15 for both floods, which cannot be afforded by the community of Warren Shire.

**Kempsey Shire Council**

**Disaster recovery**

That Local Government NSW lobbies the NSW Government to widen the criteria for declaring a Natural Disaster.

**Note from Council**

Currently, Council has the primary responsibility of applying to the NSW Government for this declaration. The trigger for this is the impact on Council owned infrastructure. In the bushfires of Oct 2023, over 500 landholders were impacted. They were unable to access special assistance measures as Council was unable to apply to the NSW Government for a Natural Disaster Declaration. The construction of concrete bridges, and building back better, meant that Council infrastructure was more resilient. This is a good thing; however, the unintended consequence is that landholders were left with limited support.

**4 LGNSW Board      Addressing the housing crisis – Greater collaboration on planning reforms**

That Local Government NSW and councils across the state:

1. reaffirm their support for actions to address the housing crisis and acknowledge the need for new and more diverse housing in well-located areas across NSW.
2. call on the NSW Government to commit to a more collaborative approach in co-designing and implementing planning reforms with councils to ensure:
  - a. Reforms are responsive to different planning contexts and deliver high quality, liveable and sustainable housing, neighbourhoods and communities.
  - b. Plans and provisions are made for the funding and timely delivery of both state and local infrastructure needed to support increased density.
  - c. Changes aimed at increasing development density uplift include the provision of affordable housing in-perpetuity.
  - d. There is robust, transparent and regular monitoring by the NSW Government of the outcomes of planning reforms with a holistic approach to the roles of all players in the planning and development process.
3. call on the NSW Government to investigate the number of vacant dwellings in NSW and how these can be quickly made available for housing.

**Note from Board**

The NSW Government's planning reforms have been introduced to meet its commitments for increased housing supply under the National Housing Accord. These reforms, already in place, will have a considerable impact on both metropolitan and regional areas. The Government's Transit-Oriented Development (TOD) program and proposed low and mid-rise housing changes effectively bypass traditional rezoning processes, accelerating significant increases in development capacity across Sydney, the Hunter, and Illawarra regions. Further reforms have been signalled by the NSW Government.

Collaborative planning and engagement with councils is crucial for the success of these reforms. Councils have repeatedly expressed concerns about the manner in which these changes have been implemented, citing insufficient or delayed consultation, and

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**(E4-44)**

**RECOMMENDATION:**

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

**PURPOSE**

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

**BACKGROUND**

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

**REPORT**

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

The plan contains target colours to indicate:

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

**FINANCIAL AND RESOURCE IMPLICATIONS**

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

**LEGAL IMPLICATIONS**

Section 404 states:

***"404 Delivery program***

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

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

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

**RISK IMPLICATIONS**

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

**STAKEHOLDER CONSULTATION**

The Delivery Program is available via Council for review.

**OPTIONS**

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

**CONCLUSION**

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

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

The Delivery Program 2022/23 to 2025/2026.

**SUPPORTING INFORMATION /ATTACHMENTS**

Six monthly report attached.

**ACRONYMS**

GM - General Manager

DMFA - Divisional Manager Finance & Administration

DMES - Divisional Manager Engineering Services

MHD - Manager Health and Development Services

EDVM - Economic Development and Visitation Manager

EA – Executive Assistant to the Mayor and General Manager

TREAS – Treasurer

LEMO – Local Emergency Management Officer

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, 5th December 2024

### ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
1.1.1	Improve ageing, youth and disability services within the community	Review and define existing directory of service providers with a focus on aged care, youth and disability services	GM, <b>MHD</b> , DMFA, Interagency Delegates	Updated Directory	X				Not completed in 2023/2024 before the NSW Department of Primary Industries and Regional Development (NSW DPIRD) funded Business Development Facilitator Program ended. Determination of how to complete this project will be undertaken with the NSW DPIRD 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, <b>MHD</b>	Satellite office established	X	X	X		No action to date.	
		Provide leadership and work with the Warren Interagency Support Services Group to consider how best to support the Shire's local community services	<b>MHD</b> , Interagency Delegates	Regular meetings organised	X	X	X	X	Ongoing.	
		Host an expo on health services in Warren, including ageing, youth and disability services	<b>MHD</b> , 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)	<b>MHD</b> , Interagency Delegates	Information disseminated	X	X	X	X	In progress, where possible information provided on the Community Room Display	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
								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, <b>GM</b>	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.	
		Liaise with the Warren Multi-Purpose Health Service and other health providers to seek to provide improved health services	Mayor, <b>GM</b>	Meetings conducted	X	X	X	X	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, <b>LIB</b>	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. Renovations completed February 2024. Official Opening undertaken on 27th June 2024.	
		Advocate for new and additional educational services	Mayor, <b>GM</b>	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.	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

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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.	
		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	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

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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
								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.  A Commonwealth Grant Application made for the construction of Gunningba Estate Stage 3 and the associated Industrial Development in Stafford Street.	
	Summarise specific housing needs by category: <ul style="list-style-type: none"> <li>✓ short- to medium-term housing opportunities for seasonal workers, visitors and residents</li> <li>✓ permanent housing opportunities for new residents</li> </ul>	<b>MHD</b>	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.	



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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								A Commonwealth Grant Application made for the construction of Gunningba Estate Stage 3 and the associated Industrial Development in Stafford Street.	
	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.	
								A Commonwealth Grant Application made for the construction of Gunningba Estate Stage 3 and the associated Industrial Development in Stafford Street.	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	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 was presented to the 24 October 2024 Council Meeting for endorsement by Council and the renewed LEP is expected to be completed late 2024/2025.	
	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	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
									<p>Stage 2 vacant blocks are taken up by Housing Plus or others or if an appropriate grant is obtained for development of residential lots.</p> <p>A Commonwealth Grant Application made for the construction of Gunningba Estate Stage 3 and the associated Industrial Development in Stafford Street.</p>	
1.1.5	Work with local Police and the community to ensure that our community is safe	Advocate for an appropriate level of policing services	Mayor, <b>GM</b>	Advocacy strategy rolled out with key meetings conducted	X	X	X	X	In progress, meeting 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, <b>GM</b>	Meetings conducted to facilitate actions leading to a reduction in crime	X	X	X	X	In progress, appropriate reporting undertaken to the NSW Police.	

# WARREN SHIRE COUNCIL

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### ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Provide animal control services to meet the demands of the community	MHD	and the use of illicit drugs 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 made 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.  The Mayor has made arrangements to met	

# WARREN SHIRE COUNCIL

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								informally with a relevant Aboriginal Elder and representatives of the Warren Local Aboriginal Land Council.	
		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.  The Mayor, General Manager and the Roads Infrastructure Manager attended Transport for NSW's Central West and Orana Strategic Regional Integrated Transport Plan Workshop in October 2024.

# WARREN SHIRE COUNCIL

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.2: Engage with the community										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.2.1	Maintain ongoing community engagement to instil a strong collaborative environment with the community	Implement Council's Community Engagement Strategy	GM, EDVM, <b>MANEX</b>	Increased engagement with the community	X	X	X	X	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, <b>MANEX</b>	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 to be held on the 6th December 2024 using the Transport for NSW Open Streets Grant Program.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 5th December 2024

### ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 1.2: Engage with the community										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		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.  Liaison with Warren Youth Centre and Community Hub in successfully obtaining Children's and Young People Wellbeing Recovery Initiative Large Grants in 2023.	
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.	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.2: Engage with the community										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
1.2.4	Ensure that our emergency services organisations are ready to support our community during natural disasters and other emergencies	Assist with the coordination of emergency services, through the Local Emergency Management Committee	GM, Mayor, <b>DMES (LEMO)</b> , MHD, TSM	Efficient coordination of emergency services management	X	X	X	X	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 however, NSW State Emergency Service is not prepared to ensure that requirements of previous Plans that Warren Shire Council is reimbursed its costs for flood mitigation works is kept.	



# WARREN SHIRE COUNCIL

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.2: Engage with the community										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
1.2.5	Support Aboriginal people and organisations to increase the broader community's awareness and recognition of local Aboriginal cultural identity in Warren Shire	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.	
				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 made for an Aboriginal Elder to provide a Welcome to Country at the first Meeting of the new Council in October 2024.	

# WARREN SHIRE COUNCIL

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.3: Support young people and encourage their development										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.3.1	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	<b>MHD,</b> 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	<b>MHD</b>	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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.3: Support young people and encourage their development									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Promote the facilities and activities available through Council’s website, social media and Council newsletters	<b>MHD</b>	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 Council Community Room, Warren on Thursday, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.3: Support young people and encourage their development										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.3.3	Develop traineeship programs to retain youth	Review opportunities to develop traineeships within Council's structure	GM, SMT	Council's structure reviewed	X	X	X	X	<p>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.</p> <p>School Work Experience Visits are also being undertaken in the Parks and Gardens Section and at the Warren War Memorial Swimming Pool.</p> <p>Arrangements made for an application of up to 4 Trainees/Apprentices under the Local Government Apprentice, Trainee and Cadet Program, funded by the NSW State Government.</p>	
		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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.3: Support young people and encourage their development									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	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 if it can be in conjunction with the Local Government Apprentice, Trainee and Cadet Program.	

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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	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.	
	Collate findings and prepare action plan	GM, SMT, EDVM	Report prepared	X	X			In progress, report compiled.	

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
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	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	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.		

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	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. Further meetings held with GDT and representatives of investors to help facilitate expected expansion of the GDT facilities in Warren.		
	Seek to close out investment opportunities	Mayor, GM, SMT, EDVM	Opportunities completed	X	X	X	X	In progress. A Investment Prospectus is being developed.		

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.		



# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.2: Proactively support the development of tourism as a key industry for the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	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.		
	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.		

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.2: Proactively support the development of tourism as a key industry for the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		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.	
2.2.2	Provide and promote sustainable recreation and tourism access to our rivers and marshes	Confirm preferred locations to provide access to rivers for fishing and other recreational activities	GM, SMT, MANEX, EDVM	Locations identified	X	X			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	GM, SMT, MANEX, EDVM	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.	

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.2: Proactively support the development of tourism as a key industry for the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Actively assist with the maintenance, improvement and expansion of recreational infrastructure at the Macquarie Marshes	GM, SMT, MANEX, EDVM	Support provided	X	X	X	X	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 and the facility has proved to be most popular with tourists and birdviewing enthusiasts.		
2.2.3	Develop and deliver a customer service framework for all businesses in our Shire	Research best practice customer service approaches	Research completed	X	X			In progress.		
		Host a customer service workshop with local businesses to consider best practice customer service approaches	Workshop conducted		X			No formal 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.2: Proactively support the development of tourism as a key industry for the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	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.	

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	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"> <li>✓ identify barriers to growth</li> <li>✓ consider growth opportunities for existing businesses</li> </ul>	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.	

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.3: Support the growth and revitalisation of existing and new local businesses										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	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.		

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.3: Support the growth and revitalisation of existing and new local businesses										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
2.3.2	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.		

# 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, 5th December 2024

ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 2.3: Support the growth and revitalisation of existing and new local businesses										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		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.	



# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.3: Support the growth and revitalisation of existing and new local businesses										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
2.3.3	Diversify land use options in the Warren CBD to support new business opportunities for the community	Conduct community consultation regarding possible new land uses for the Warren CBD and collate outcomes	GM, SMT, MANEX, 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.

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	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 and Consultant engaged to progress the new Draft LEP which was presented to the 24 October 2024 Council Meeting for endorsement by Council and the renewed LEP is expected to be completed late 2024/2025.	

# 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, 5th December 2024

ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 2.3: Support the growth and revitalisation of existing and new local businesses										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	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 and Consultant engaged to progress the new Draft LEP which was presented to the 24 October 2024 Council Meeting for endorsement by Council and the renewed LEP is expected to be completed late 2024/2025.		

# 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, 5th December 2024

### ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.1.1	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.</p> <p>8.0 kms of SR 58 Nevertire-Bogan Road reconstruction commenced and is expected to be completed early December 2024.</p> <p>Extensive bitumen reseal program SH 11 (Oxley Hwy), Regional Road Network, Urban and Shire Roads undertaken.</p>	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 5th December 2024

### ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Actively seek grants from Federal and State Governments	<b>DMES, RIM, PO, FRSPM</b>	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	<b>GM, SMT</b>	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, <b>GM</b>	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	<b>GM, SMT</b>	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.	

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		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, <b>GM</b>	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, <b>GM</b>	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 is hoped to be arranged by the NSW Department of Primary Industries and Regional Development and Economic Development and Visitation Office.	

# 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, 5th December 2024

### ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 3.2: Provide sustainable infrastructure for the community										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.2.1	Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater, water and sewer infrastructure) to acceptable community standards	Conduct community consultation regarding community assets	GM, SMT, <b>MANEX</b> , MHD, IPM, TSM	Community consultation completed	X	X	X	X	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	<b>DMES</b> , <b>MHD</b> , 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, Ravenswood Park equipment, and Warren Showground / Racecourse re-development completed in December 2024. Improvements in water and sewerage infrastructure in train for completion by June 2025.  Library Lobby upgrade works completed and Official Opening held in June 2024.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

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
								Warren Airport re-development including Terminal building completed August 2024.  Warren War Memorial Swimming Pool kiosk and amenities re-development completed at the end of September 2024 ready for the 2024 Swimming Season.  Both Carter Oval Youth Sports Precinct Amenities and Kiosk progressing towards completion with a formal Official Opening scheduled for 5 December 2024 in conjunction with the Warren War Memorial Swimming Pool Kiosk and Amenities redevelopment.  Victoria Park Female Friendly Amenities Block design development, stakeholder consultation, tendering and contract awarding in August 2024 with expected completion March 2025.	



# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 3.2: Provide sustainable infrastructure for the community											
Infrastructure Strategy		Council delivery program actions		Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
3.2.2	Ensure that the Warren levee continuously remains fit for purpose	Undertake a regular renewal and repair program for the Warren levee		<b>DMES, TSM</b>	Renewals and repairs completed	X	X	X	X	Ongoing with Project Management Team formulated.	
		Actively seek grants from Federal and State Governments		<b>DMES, TSM</b>	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. Tender documents are in train for portable pump purchases that most probably tender results will be reported in early 2025.  Following a peer review and appropriate amendments and design improvement the levee rehabilitation design is nearing completion and a tender analysis report	

# 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, 5th December 2024

### ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

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
								expected to be provided to a Council Meeting in early 2025.	

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	X	X	X	X	In progress for Roads and Stormwater in 2024/2025, Recreational Assets and Other Assets in 2025/2026, and Water and Sewer Assets in 2026/2027. Condition assessment and revaluation of road assets including roads, bridges and footpaths are currently in train.	
	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 November 2024 following the adoption of the 2024/2025 Operational Plan & Estimates.	

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

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
	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. Infrastructure recently completed/upgraded and added to the Asset Data Registry – Equestrian Arena, Library Lobby Upgrade, Warren Airport Terminal Building, Warren War Memorial Swimming Pool Kiosk and Amenities Upgrade, Carter Oval Youth Sports Precinct infrastructure.	
	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. Council has taken on a new AI Inspection Program that is helping with road and traffic facility inspections.	

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

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	<p>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.</p> <p>The commencement of 2024/2025 has seen an improvement in grant success for roads and water supply.</p>	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

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
3.3.2	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	<p>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.</p> <p>Arrangements in train to set up at least 2 Contract Grader Crews to help with road construction, maintenance and flood damage works.</p> <p>Infrastructure Projects Management Office/Teams are well resourced to undertake any projects that require specialised Project Management. Staff complete projects to specifications standards and within budgets set and time.</p>

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 3.4: Revitalise the Warren, Nevertire and Collie streetscapes									
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
3.4.1	Continually upgrade streetscapes in Warren, Nevertire and Collie to create attractive places to live and to visit	Finalise investigation, design and implementation of the upgrading of the Warren CBD streetscape	GM, <b>DMES</b>	Design and implementation completed	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	<b>DMES</b>	Consultation program instigated	X	X	X	In progress with appropriate consultation completed for the Warren Town Centre Master Plan – Dubbo Street Upgrade.	

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.1: Manage the impact of climate change on our local community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
4.1.1	Work with appropriate agencies to proactively address the local impacts of climate change	Actively participate in Macquarie Floodplain Management Committee	<b>Mayor, GM</b>	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	<b>MHD</b>	Meetings attended	X	X	X	X	Ongoing, active involvement.	
		Respond to climate-driven regulatory changes that impact our community	<b>GM, MHD, DMES, RIM, PO, FRSPM, TSM</b>	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 are being investigated.	
		Lobby Government to pipe the Albert Priest channel	<b>Mayor, GM</b>	Pipe installed	X	X			Ongoing, submissions continue to be provided.	

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.1: Manage the impact of climate change on our local community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	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				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 was presented to the 24 October 2024 Council Meeting for endorsement by Council and the renewed LEP is expected to be completed late 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).	



# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.1: Manage the impact of climate change on our local community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Update our Local Emergency Management Plan to take into account the impact of climate change	GM, <b>DMES (LEMO)</b> , MHD, TSM	Plan updated		X		Local Emergency Management Plan (Emplan) renewal completed.  Warren Shire Flood Emergency Sub Plan to draft stage however, NSW State Emergency Service is not prepared to ensure that requirements of previous Plans that Warren Shire Council is reimbursed its costs for flood mitigation works is kept.		
4.1.2	Encourage the local community to embrace sustainable living and business practices	Provide the community with access to education, information and activities that promote sustainable living and business practices	<b>MHD</b>	Information delivered	X	X	X	X	In progress. Solar energy information to be provided through the Warren Chamber of Commerce and the Economic Development and Promotions Committee using a consultant if possible.	

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
4.2.1	Sustainably manage the Shire's limited water resources	Assist with the education of landowners on the role and activities of the Natural Resources Access Regulator	<b>MHD</b>	Educations programs completed	X	X	X	X	No action to date.	
		Lobby the Government to increase the capacity of the Burrendong dam	<b>Mayor, GM</b>	Submissions made	X	X	X	X	In progress, submissions including for the Macquarie Castlereagh Regional Water Strategy 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.  The General Manager and Mayor continually provide information and updates to relevant Ministers.	
4.2.2	Ensure that our town water usage complies with our licenced allocations	Monitor water usage to ensure that extraction limits are not exceeded	<b>DMES, TSM</b>	Water usage remains within our limits	X	X	X	X	Ongoing, constant reporting.	
		Investigate the installation of smart meters	<b>DMES, TSM</b>	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.	

# 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, 5th December 2024

### ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		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.	
		Comply with current best practices for water supply networks	DMES, TSM	Affirmative annual compliance report	X	X	X	X	Ongoing. Council has been successful in obtaining a grant through the Safe and Secure Water Program for a Warren Water Security Project (just under \$1.015 million).	
		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.	

# 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, 5th December 2024

### ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
4.2.4	Provide Warren and the village of Nevertire with an adequate and environmentally acceptable sewerage scheme that is appropriately priced for all consumers	Maintain and renew our sewerage network services in accordance with our sewerage network asset management plan	DMES, <b>TSM</b>	Sewerage network renewed and maintained	X	X	X	X	Ongoing, new Sewerage Treatment Works and Pump Station operational November 2022. Tender for the construction of a further evaporation lagoon accepted at the October 2024 Council Meeting, with works expected to be complete mid-2025.  Replacement of Telemetry System in progress.	
		Comply with current best practices for sewerage systems	DMES, <b>TSM</b>	Affirmative annual compliance report	X	X	X	X	Ongoing.	
		Remain actively involved in the Orana Water Utilities Alliance	DMES, <b>TSM</b>	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, <b>TSM</b>	Adherence to asset management plan	X	X	X	X	Ongoing.	
		Install stormwater quality improvement devices (SQIDs)	DMES, <b>TSM</b>	Funding approved and devices installed		X	X	X	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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.3: Provide a sustainable waste management service for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
4.3.1	Reduce the rate of landfill through appropriate waste minimisation and waste collection processes	Participate in regional initiatives relating to the reduction of waste deposited in our landfill facilities	<b>MHD</b>	Reduction in waste deposited in our landfill facilities	X	X	X	X	Ongoing with the Netwaste Contract for scrap steel being utilised.	
		Investigate and implement improved waste collection and waste processing processes	<b>MHD</b>	New improved processes implemented	X	X	X	X	Implementation of the new Ewenmar Waste Depot Management Regime, Strategies and Plan to be implemented in November 2024 following completion of the Waste Transfer Station in August 2024.	
		Implement the Ewenmar Waste Depot Management Regime, Strategies and Plan	<b>MHD</b>	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 November 2024 following completion of the Waste Transfer Station in August 2024.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.3: Provide a sustainable waste management service for the community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.3.2	Introduce new sustainable waste management practices for both green waste and recyclable materials	Investigate and implement improvements in green waste processing	<b>MHD</b> 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	<b>MHD</b> 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.	

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.3: Provide a sustainable waste management service for the community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		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.  Other types of recycling initiatives including Return and Earn Facilities 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.	

# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.4: Support environmentally sustainable land management practices										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Assist in promoting and endorsing the CMCC guidelines to landowners	<b>MHD</b>	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	<b>DMES, MHD, TSM, RIM, PO, FRSPM</b>	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	<b>DMES, MHD, TSM</b>	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.	
4.4.4	Preserve and protect endangered ecological communities (EEC) of native plants, animals and other organisms	Liaise with Government and other agencies to remain appraised of the latest legislation and initiatives concerning the preservation and protection of endangered ecological communities	<b>DMES, MHD, TSM, RIM, PO, FRSPM</b>	Current EEC legislation and initiatives understood	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 6 DELIVERY PROGRAM PROGRESS REPORT**

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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	
	living in unique habitats within the Shire	Implement preservation and protection initiatives as required	<b>DMES, MHD, TSM, RIM, PO, FRSPM</b>	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	<b>DMES, RIM, PO, FRSPM, WHS/RC</b>	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	<b>DMES, RIM, PO, FRSPM, WHS/RC</b>	Plan in place	X				In progress.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

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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, <b>MANEX</b>	Strong community engagement	X	X	X	X	<p>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.</p> <p>Where required, Community Members are nominated and included in various Council Committees to actively participate and contribute to those Committees (Airport Operations, Showground/Racecourse, Warren Public Arts).</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 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.1: Ensure strong engagement and collaboration with the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.1.2	Provide training to the community on making grant applications	Disseminate grant opportunities to the community	GM, SMT, MANEX, IPM, EDVM	Grant opportunities promoted	X	X	X	X	Ongoing, by the Infrastructure Projects Management Office and Economic Development and Visitation Office.	
		Train community members and community groups on best practice grant preparation	EDVM	Number of successful grants	X	X	X	X	Progress by the Infrastructure Projects Management Office who are liaising with and assisted the Warren Youth Centre and Community Hub to successfully obtain the Children and Young People Wellbeing Recovery Initiative Large Grants 2023.  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.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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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
								<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> <p>2024/2025 has seen some improvement in Council obtaining grant funds for roads and water projects.</p> <p>Free Grant Writing Workshop, Peer Review of Grant Applications prepared by Community Organisations, help provided with project estimates and project plans and preparation of some task assistance being provided.</p>	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 5th December 2024

### ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.1: Ensure strong engagement and collaboration with the community										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.1.3	Promote Warren Shire Council to wide audiences both within the Shire and externally	Prepare and implement community engagement plans	Mayor, GM, SMT, <b>MANEX</b> , 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, <b>MANEX</b> , 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, <b>MANEX</b>	Strategic planning framework imbedded within Council operations	X	X	X	X	In progress. Responsibilities being communicated.	
5.2.2	Proactively manage known compliance risks	Review our compliance risk register	<b>GM</b> , SMT, <b>MANEX</b> , 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.	

# WARREN SHIRE COUNCIL

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Implement actions to mitigate against known compliance risks	GM, SMT, <b>MANEX</b> , 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.	

# WARREN SHIRE COUNCIL

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

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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	<p>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 (\$1.4 million).</p> <p>2024/2025 will see a further extensive Heavy Patching Program amounting to \$1.368 million and a Maintenance Program in the amount of \$851,000 that will include 25 culverts cleaned, 3 culverts repaired and 1 culvert replaced and an extensive Reseal Program of over 62,500 m<sup>2</sup> is envisaged.</p>	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

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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
	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.	
	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.  2024/2025 has seen some improvement in Council obtaining grant funds for roads and water projects.	



# 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, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.2.4	Explore partnerships with others to share costs	Create partnerships with Government, businesses and NGOs to create shared services agreements	Mayor, GM, SMT, MANEX	Shared services agreements in place	X	X	X	X	Ongoing.	
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. Staff involved in Procurement Awareness and Compliance Workshop facilitated by Regional Procurement Initiative.	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		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.	
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, <b>MANEX</b>	Levels of service agreed	X	X	X	X	The Senior Management Team received training in November 2023 and four (4) Service Reviews (Service NSW Service Provision, Customer Service Provision and Procedures, Economic Development and Visitation and Waste / Garbage Services) expected to be undertaken in 2024/2025 to determine service improvements within resources.	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Equip, empower and support staff to achieve their goals	GM, SMT, MANEX	Positive staff surveys	X	X	X	X	<p>In progress, staff are encouraged to attend Continued Professional Development Programs, Workshops and Networking Meetings relevant to their professions.</p> <p>Performance Management training undertaken in May 2024.</p> <p>Council WHS Induction Day undertaken on the 29 August 2024.</p> <p>Council inaugural staff Health and Wellbeing Day held on the 21 October 2024.</p>

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Embrace the use of new technology to support our processes	GM, SMT, MANEX	Processes improved	X	X	X	X	<p>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 in 2024/2025.</p> <p>New audiovisual system installed in the Community Room, Conference Room and General Manager's office to replace the Lifesize System and improve meetings communications.</p>	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 5th December 2024

**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.3: Support our people to provide high-quality services to the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
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 undertaken in May 2024.	
		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 early 2025.	
		Implement a tailored training and development program for each member of staff	GM, SMT, MANEX	Staff reviews completed	X	X	X	X	Completed for 2022/2023. Completed 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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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.3: Support our people to provide high-quality services to the community											
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
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.  Councillor Induction and Training Workshop for new Councillors undertaken 3 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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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.3: Support our people to provide high-quality services to the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Obtain community feedback on Council's customer service	GM, SMT, <b>MANEX</b>	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, <b>MHD</b>	Planning Agreements implemented	X	X	X	X	No action to date, currently not applicable.	
		Negotiate with major developers to obtain new development funds	GM, SMT, <b>MHD</b>	Negotiations completed	X	X	X	X	No action to date, currently not applicable.	
		Allocate additional funds to the provision of new infrastructure and services for the community	GM, SMT, <b>MHD, MANEX</b>	Fund allocated	X	X	X	X	No action to date, currently not applicable.	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**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, <b>GM</b>	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, <b>GM</b>	Support obtained	X	X	X	X	Ongoing.	
		Meet with relevant State Government Ministers and Departments	Mayor, <b>GM</b>	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.	
5.4.3	Actively seek external support (financial and in-kind) from Government, alliance partners, the community and	Meet with community groups to consider the support that they might require to develop new community services and amenities	GM, SMT, <b>MANEX</b>	Meetings conducted	X	X	X	X	Ongoing, particularly through the Warren Chamber of Commerce and the Warren Interagency Support Services Group.	



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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**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
philanthropists to support the provision of new services and amenities for the community	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.	

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**ITEM 7 ANNUAL REPORT 2023/2024**

**(A1-14)**

**RECOMMENDATION:**

That Council note the Annual Report 2023/2024.

**PURPOSE**

This report has been prepared to provide the finalised copy of the 2023/2024 Annual Report to Council.

**BACKGROUND**

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

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

**REPORT**

The finalised Annual Report 2023/2024 has been provided to Councillors under separate cover and is on Council's Website.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The requirements of the Integrated Planning and Reporting Framework is funded as per Council's Four (4) Year Long Term Budget.

**LEGAL IMPLICATIONS**

The Annual Report 2023/2024 is required to meet the Integrated Planning and Reporting Framework requirements of the Local Government Act 1993 and must be completed within five (5) months after the end of the Financial Year.

**RISK IMPLICATIONS**

No risks identified as the Annual Report 2023/2024 has been arranged within legal timeframes.

**STAKEHOLDER CONSULTATION**

N/A.

**OPTIONS**

No options on the report exist. The Annual Report 2023/2024 must be arranged.

**CONCLUSION**

This Annual Report 2023/2024 is one of the significant points of communication between Council and the Community and provides details of our performance for the period of 1st July 2023 to 30th June 2024.

The Annual Report 2023/2024 provides a comprehensive statement on Warren Shire Council's performance over the past twelve-month period and to identify our achievements in meeting the

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**ITEM 7      ANNUAL REPORT 2023/2024**

**CONTINUED**

direction set under the Warren Shire 2035 Community Strategic Plan and our four-year Delivery Program (2022/2023 – 2025/2026).

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

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

The Delivery Program 2022/23 to 2025/2026.

The Annual Operational Plan 2023/2024.

5.2.1    Ensure that this Strategic Planning Framework becomes an integral part of our operating culture.

5.3.2    Create a productive and co-operative working environment for Councillors to support their governance responsibilities.

**SUPPORTING INFORMATION /ATTACHMENTS**

The Annual Report 2023/2024 has been provided under separate cover.

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**ITEM 8      ENDORSEMENT OF THE WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN**  
**(A7-4.1/1)**

**RECOMMENDATION:**

That Council endorse the current Warren Shire 2035 Community Strategic Plan that was adopted on 23rd June, 2022 (Resolution No. 171.6.22).

**PURPOSE**

The purpose of this report is for Council to consider and endorse the current Warren Shire 2035 Community Strategic Plan that was developed by the previous Council and adopted on 23rd, June 2022 (Resolution No. 171.6.22).

**BACKGROUND**

**Attachment 1** is a copy of the Warren Shire 2035 Community Strategic Plan.

Council must consider and endorse a Community Strategic Plan before 30th June 2025.

The provisions of the Local Government Act Section 402, states:

- (1) "Each local government area must have a community strategic plan that has been developed and endorsed by the council. A community strategic plan is a plan that identifies the main priorities and aspirations for the future of the local government area covering a period of at least 10 years from when the plan is endorsed.*
- (2) A community strategic plan is to establish strategic objectives together with strategies for achieving those objectives.*
- (3) Following an ordinary election of councillors, the council must review the community strategic plan before 30 June following the election. The council may endorse the existing plan, or develop or endorse a new community strategic plan, as appropriate, to ensure that the area has a community strategic plan covering at least the next 10 years."*

Following consideration of a report concerning the Integrated Planning and Reporting (IP & R) Framework Documentation Action Plan and Community Engagement Plan at Council's 24th February 2022 meeting, Council resolved as follows:

- 1. "Council endorse the Integrated Planning and Reporting (IP&R) Framework Documentation Action Plan detailed within the report and approve the Community Engagement Plan presented and as amended if required from the February 2022 Councillor Workshop; and*
- 2. The cost of preparing Council's IP&R Framework Documentation Action Plan be funded from Council's Internally Restricted Reserves for Integrated Planning and Reporting/Asset Management Planning up to a maximum amount of \$69,532."*

A facilitated Community Workshop was arranged for the 17th March 2022.

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**ITEM 8      ENDORSEMENT OF THE WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN**  
**CONTINUED**

Appropriate advertising was arranged, together with a vast number of correspondence provided to members of the community to become involved in the creation of the new Warren Shire 2035 Community Strategic Plan.

A web-based community survey and feedback system was developed to help review the previous Warren Shire 2027 Community Strategic Plan to make it the Warren Shire 2035 Community Strategic Plan.

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

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

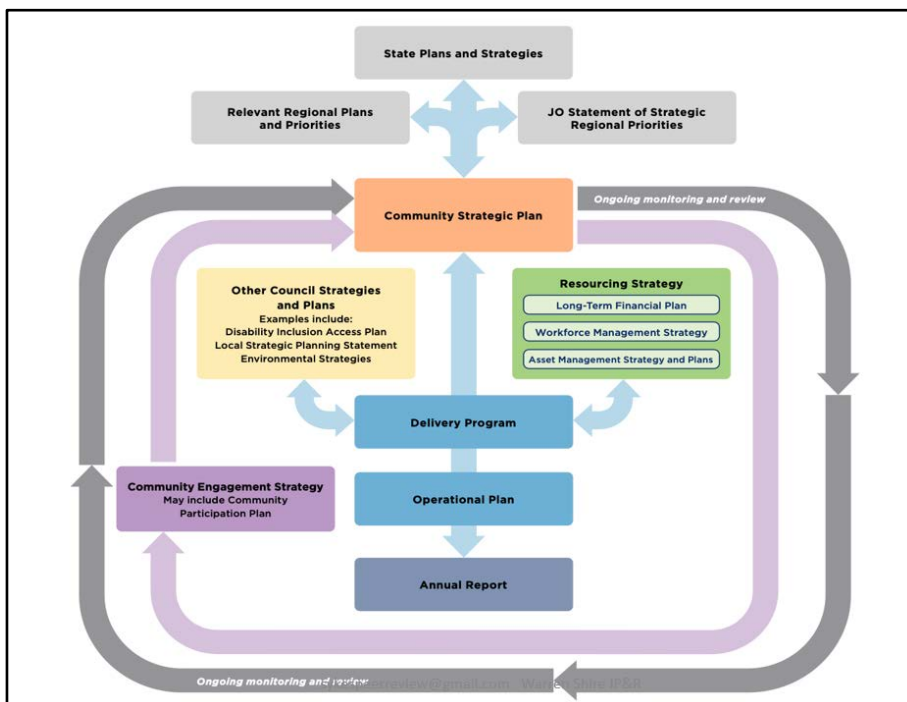
*“That:*

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

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

Two (2) submissions were received and considered by Council (Cancer Council NSW and Mrs Kate Mildner).

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



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**ITEM 8      ENDORSEMENT OF THE WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN**  
**CONTINUED**

The IP & R Process supports the elected members to:

- Work directly with their community to identify long-term priorities for local identity, growth and lifestyle;
- Understand the range of services the community wants, the service standards they expect and the infrastructure that will be required;
- Have meaningful conversations about the cost of meeting community expectations. Allocate resources within Council's means and map out a 4-year strategy to deliver key priorities, projects and services;
- Set appropriate rates, fees and charges and monitor the Council's progress in delivering priorities, projects and services through the Annual Operational Plan;
- Report to the community on their success in achieving these goals; and
- Be assured that their Council is meeting planning, consulting and reporting requirements under other laws.

The IP & R process helps Council staff to:

- Understand community priorities and needs;
- Work with elected representatives on shared goals and priorities;
- Identify supporting plans and strategies, undertake resource planning and meeting legislative requirements;
- Identify achievements for each 4-year term and the projects/programs that will be delivered;
- Develop reporting regimes to Council, including how risk will be effectively managed;
- Understand the role each employee will play in delivering the community's priorities;
- Celebrate success when goals are achieved; and
- Understand how they will be held accountable through reporting and performance management.

The Community Strategic Plan must include:

- A community vision statement;
- Strategic objectives for the community that address social (community), environmental, infrastructure, economic and civic leadership issues identified by the community (commonly referred to as "the quadruple bottom line" (QBL));
- Strategies for achieving each objective; and
- An explanation of who is responsible for delivering each strategy. Where Council has an oversight role for a strategy but is not the key delivery agent, the Community Strategic Plan should explain the role Council will play in facilitating delivery of the strategy and how it will monitor delivery.

The Community Strategic Plan must identify assessment methods for determining whether the objectives are being achieved.

In regard to the Delivery Program and Annual Operational Plan:

- This is the point where the community's strategic goals are systematically translated into actions. The Delivery Program identifies the principal activities to be undertaken by the

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**ITEM 8      ENDORSEMENT OF THE WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN**  
**CONTINUED**

Council to perform all its functions - including implementing the strategies established by the Community Strategic Plan – using the resources identified in the Resourcing Strategy.

- The Delivery Program is designed as the single point of reference for all principal activities undertaken by the Council during its term of office. All plans, projects, activities and funding allocations must be directly linked to this Program.
- Supporting the Delivery Program are Annual Operational Plans. These spell out the details of the Delivery Program – the individual projects and actions that will be undertaken in that year to achieve the commitments made in the Delivery Program and are linked to the budget.

IP & R consultation objectives are:

- Undertake a broad review of the Community Strategic Plan (CSP) and refine the structure of the Plan to be SMART (Specific, Measurable, Achievable, Relevant and Time-bound) around five (5) key areas:
  - Social
  - Economic
  - Infrastructure
  - Environmental
  - Governance
- Develop plans to make the CSP happen in the Delivery Program; and
- Develop annual actions link to resources ensuring the CSP objectives are gradually achieved in the Annual Operational Plan (AOP).

The community identified the following values of living in Warren Shire:

- Supportive community;
- Family, good for children;
- Easy living;
- Business opportunities;
- People, town friendly;
- Pretty town;
- Safe Community; and
- Natural assets.

There were 38 survey questionnaire responses in total. Both the survey questionnaire results and the Community Workshop determined the following IP & R foundation issues:

Social

- Attracting and retaining community:
  - Ageing community;
  - Health services;
  - Education services;
  - Housing;

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**ITEM 8      ENDORSEMENT OF THE WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN**  
**CONTINUED**

- Law and order;
- Community inclusion.
  
- Engaging with community:
  - Celebrations/event;
  - Supporting collaboration in social engagement;
  - Organisation burnout – support and upskill community.

**Economic**

- Diversification of industry/employment:
  - Retaining young people in employment;
  - Investment attraction.
- Development of housing diverse housing solutions:
  - Accommodation;
  - Housing.
- Tourism development:
  - visitation/destination strategy;
  - Tourism strategy ;
  - Customer service improvement;
  - Main street renewal – including LEP.
- Business revitalisation:
  - Growing local business;
  - Supporting existing business efficiency.

**Infrastructure**

- Reliable and accessible connectivity:
  - Reliable telecommunications;
  - Transport network condition;
  - Internet Connectivity;
  - Energy network.
- Sustaining infrastructure
- Ongoing Operational costs of managing new assets:
  - Levee condition;
  - Grant management, community facilitation and support;
  - Asset Management and Planning.
- Warren CBD improvements/revitalisation/investments:
  - Main street revitalisation;
  - Main street LEP review;
  - Main street funding.



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**CONTINUED**

Environmental

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

Governance

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

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

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

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

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

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**ITEM 8      ENDORSEMENT OF THE WARREN SHIRE 2035 COMMUNITY STRATEGIC PLAN**  
**CONTINUED**

**REPORT**

It is considered that the Warren Shire 2035 Community Strategic Plan is appropriate and recommended to be endorsed by this Council.

A further report will advise Council on the expected process for the redevelopment of the Four (4) Year Delivery Program (2025/2026 – 2028/2029) and the 2025/26 Annual Operational Plan.

Council staff are currently working to update the Workforce Plan and Strategy, 2020.

The Divisional Manager Finance & Administration will soon update the Ten (10) Year Long Term Financial Plan.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Local Government Act 1993, Section 402.

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

Office Local Government – Factsheet – Post-Election Integrated Planning and Reporting (**Attachment 2**).

**RISK IMPLICATIONS**

Nil unless the IP & R Documentation is not complete by 1st July 2025.

**STAKEHOLDER CONSULTATION**

Appropriate community consultation was undertaken in the lead up to the adoption of the Warren Shire 2035 Community Strategic Plan.

Further consultation would be undertaken if Council does not endorse the current Community Strategic Plan and a new Plan needs to be arranged during the renewal process of the other IP & R Framework Documentation.

**OPTIONS**

Council does not necessarily have to endorse the current Plan – Warren Shire 2035 Community Strategic Plan (adopted 23rd June 2022 Resolution No. 171.6.22).

If it is not endorsed by Council, action will need to be taken by Council and included in the IP & R Framework Documentation Renewal Process in 2024/2025 for the creation of a new Community Strategic Plan that must be endorsed by Council by 30th June, 2025.

**CONCLUSION**

The Warren Shire community spoke in 2022/2023. Through a most worthwhile facilitated Community Workshop and the Documents were produced using outcomes expressed by the

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community and a most worthwhile Councillors and Senior Staff Summit. It is believed that the Documentation is becoming SMART and will help progress the Warren Shire for at least the next 10 years.

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

- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.3.2 Create a productive and 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**

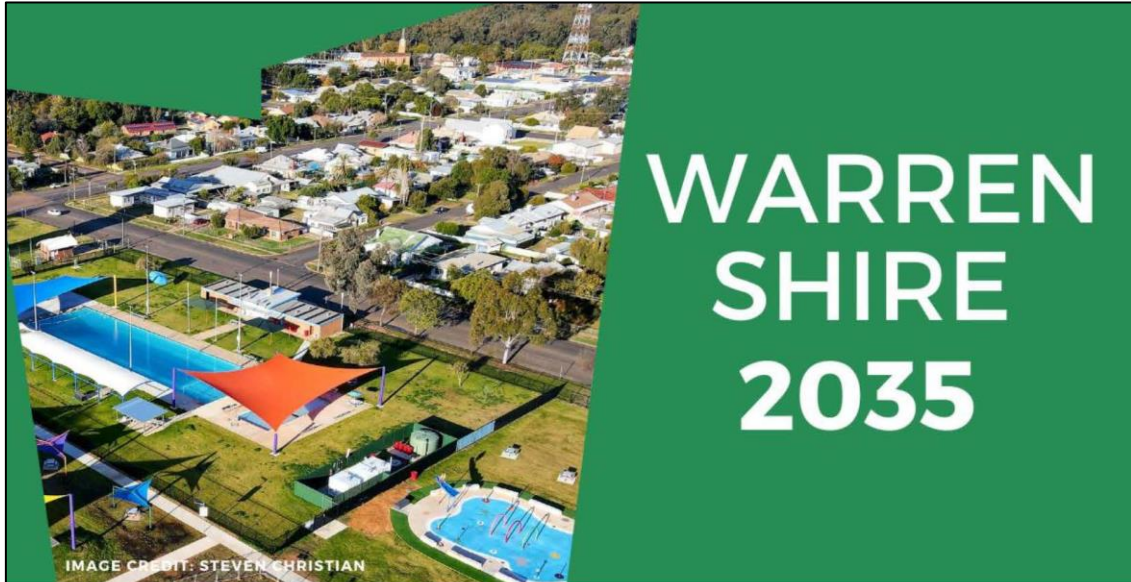
- 1. Warren Shire 2035 Community Strategic Plan, adopted 23rd June, 2022 (Resolution No. 171.6.22); and
- 2. Office Local Government Factsheet – Post-Election Integrated Planning and Reporting.

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Attachment 1: Warren Shire 2035 Community Strategic Plan, adopted 23rd June, 2022  
(Resolution No. 171.6.22)



# Community Strategic Plan

Adopted: 23rd June 2022

Res No: 171.6.22

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

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**Word from the Mayor**

The Integrated Planning and Reporting (IP & R) framework provides an opportunity for me and my fellow Councillors to work directly with our community to identify long-term priorities to embrace local identity, guide our growth and continually improve community lifestyle. It allows Councillors to understand the range of services the community wants, the service standards they expect and the infrastructure that will be required to meet expectations.

The process of community consultation has involved meaningful conversations about the cost of meeting community expectations. The plans document the allocation of resources required, within Council's means, and maps out a program to deliver key priorities, projects and services.

This document is Warren Shire's Community Strategic Plan. The Plan is a working document that identifies the main priorities, objectives and strategies for the future of the Warren Shire Local Government Area over at least the next ten years.

Our 'Warren Shire 2035' Community Strategic Plan sets out the Social, Economic, Infrastructure, Environmental, and Governance objectives and strategies for the future of our community. Therefore, it is a **community plan**. These objectives and strategies also outline whose responsibility it is to undertake the actions required. Council will however be responsible for the Plan's implementation and the ongoing updates to the Plan in the coming years. Where the direct responsibility does not lie with Council, Council will lobby on behalf of the community to ensure the actions are put in place.

Warren Shire 2035 Community Strategic Plan ties directly into Council's Plans – 2022/2023 – 2025/2026 Delivery Program and Annual Operational Plans. The Plans allow Council to set appropriate rates, fees and charges and monitor the Council's progress in delivering priorities, projects, and services. The Plans mean that we can report to the community on our success in achieving these goals in meeting expressed community expectations.

Most importantly the Plans give the community confidence that their Council is meeting planning, consulting and reporting requirements under other laws. The Plans will be delivered as a partnership between Council, State Agencies and Departments, Business, community groups and individuals and addresses a broad range of issues that are relevant to the whole community.

Warren Shire Councillors support the Plan, believe that it reflects the priorities of our community and look forward to seeing its development and delivery over time.

Regards,



Milton Quigley  
Mayor  
Warren Shire Council

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**Word from the General Manager**

Council staff support the Council in meeting community expectations in a planned way in the preparation of the IP&R Framework Documentation. Council has held a series of planning workshops with the community and elected representatives exploring shared goals and priorities.

The IP & R Framework Documentation are the high-level documents that set out what the Council is looking to do over at least 10 years as set out in the Community Strategic Plan (CSP). The CSP is a whole of community plan and includes things that other Government Agencies and Departments can deliver to meet the broad community needs. The Delivery Program sets out the things in the CSP that the Council needs to do over the life of the Council (usually 4 years) and then the Operational Plan sets out the yearly actions that will continue to make sure that the things the community expects the Council to do are progressively achieved.

The IP & R also identifies supporting plans and strategies required to provide resources, to plan and to meet legislative requirements.

The framework provides a base to measure achievements for each 4-year term based on the projects/programs that will be delivered.

The Warren Shire 2035 Community Strategic Plan was developed using an appropriate Community Engagement Plan that was in accordance with Warren Shire Council's Communications and Engagement Policy and Community Engagement Strategy and was designed to involve the wider community in reviewing and providing feedback on the current and draft IP & R Framework Documentation within the very shortened timeframe following the recent 2021 Council Elections.

The Community Engagement Plan followed Council's stages of engagement – Inform, Consult and Involve.

However, any community engagement and consultation needed to ensure that the community was made aware that there are limited funds for improved operations and maintenance/repairs and most capital works will be funded from grants.

The developed Survey Questionnaire was a feedback system for the review of the Warren Shire 2027 to Warren Shire 2035 Community Strategic Plan and other to be reviewed documents and in essence asked the following questions about Warren Shire and its planning documents:

- What do you like?
- What could be improved?
- What should be included?
- What are the important issues and challenges facing the community in the period to 2035?

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The answers to these questions and actions to be taken are now contained within the Warren Shire 2035 Community Strategic Plan. The Plan is a long term vision and has been built collaboratively with the Warren Shire community.

Importantly, I believe the process in creating the Warren Shire 2035 Community Strategic Plan and the renewal of the associated documents – Delivery Program and Operational Plan has successfully moulded a new team of Councillors, Senior Staff and Management Executive Staff who will be able to positively improve together the community of Warren Shire.



Gary Woodman  
General Manager  
Warren Shire Council



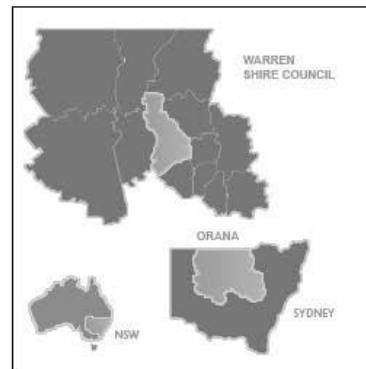
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**Overview of Warren Shire**

The Warren Shire is located in the Orana Region of NSW and covers an area of 10,860 square kilometres. The total estimated population for the Shire as at 2020 is 2,716 (ABS 2020) and the population in Warren is approximately 2,000.

Warren Shire includes the town of Warren and the villages of Nevertire and Collie. The main service centre being Warren is situated on the banks of the Macquarie River and is located 120km from the regional centre of Dubbo and 525km from Sydney.



*Local Government Area Map*

The Shire is economically dependent on agriculture, particularly sheep and cattle, grain and irrigation. Aside from those directly employed by the agriculture industry, there are also significant flow-on economic benefits from this industry to other related enterprises.

The first European settlers moved into the area in the early 1830s taking up land, or "squatting" in the surrounding district.

Warren was gazetted as a town in June 1861. The town of Warren falls within the boundaries of the Wayilwan Nation.

The area covered by the Warren Shire sits at the convergence of the territories of two Aboriginal Nation groups, the Wongaibon to the southeast (Narromine, Trangie through to Nyngan) and the Wayilwan to the north and northwest. The Wayilwan Nation takes in Warren, Gulargambone, Gilgandra, parts of Coonamble, Quambone and extends through to the Macquarie Marshes.

Approximately 20% of people in the Warren Shire identify as being Aboriginal or Torres Strait Islander.

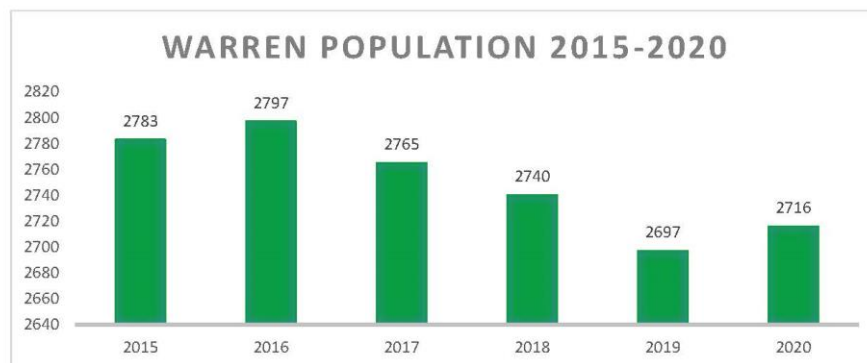
**Demographic data.**

<b>Key statistics Warren LGA</b>		
<b>Description</b>	<b>Year</b>	<b>Warren</b>
Estimated resident population (no.)	2020	<b>2,716</b>
Working age population (aged 15-64 years) (%)	2020	<b>57.1</b>
Estimated resident Aboriginal and Torres Strait Islander population (no.)	2016	<b>524</b>
Persons born overseas (no.)	2016	<b>120</b>
Children enrolled in a preschool or preschool program (no.)	2020	<b>61</b>

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Age pension (no.)	2020	<b>334</b>
Median total income (excl. Government pensions and allowances) (\$)	2018	<b>46,512</b>
Total number of businesses	2020	<b>440</b>
Number of jobs	2018	<b>2,352</b>
Private health insurance (no.)	2018	<b>804</b>
Passenger vehicles (no.)	2020	<b>1,292</b>
Land area (ha)	2020	<b>1,086,000</b>
Protected land area (ha)	2020	<b>20,444</b>
Annual Budget Exp	2020	<b>\$16.5 mil</b>



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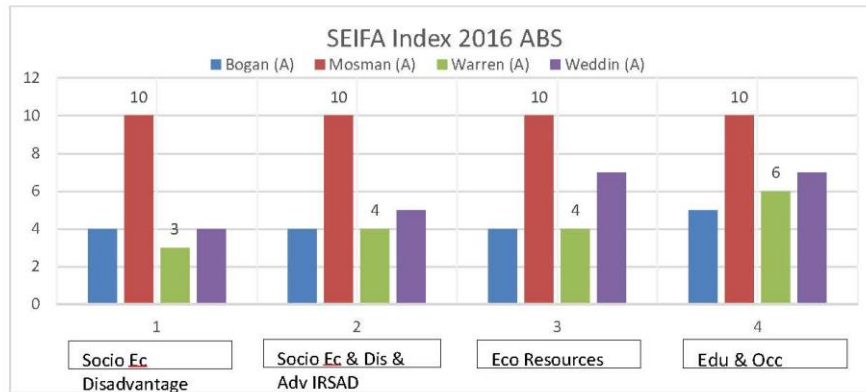


Figure 1 SEIFA index comparison ABS 2016

**Definitions**

- Socio Economic Disadvantage is relative socio-economic advantage and disadvantage in terms of people's access to material and social resources, and their ability to participate in society.
- IRSAD is a general measure of both relative socio-economic advantage and disadvantage at the area level. It uses a range of different Census variables including income, education, employment, occupation and housing characteristics. An area with a low score on this index reflects relatively high levels of socio-economic disadvantage, whilst an area with a high score on this index indicates high levels of advantage.
- Socio-Economic Indexes for Areas (SEIFA) is an ABS product that ranks areas in Australia according to relative socio-economic advantage and disadvantage.
- Economic Resources EIR A low score indicates a relative lack of access to economic resources in general:
  - many households with low income, or many households paying low rent; and
  - few households with high income, or few owned homes.
- Education and Occupation (IEO) is designed to reflect the educational and occupational level of communities.

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**Warren Shire 2035**

**Integrated Planning and Reporting (IP & R)**

The provisions of the Local Government Act Section 402, states:

- (1) "Each local government area must have a community strategic plan that has been developed and endorsed by the council. A community strategic plan is a plan that identifies the main priorities and aspirations for the future of the local government area covering a period of at least 10 years from when the plan is endorsed.*
- (2) A community strategic plan is to establish strategic objectives together with strategies for achieving those objectives.*
- (3) Following an ordinary election of councillors, the council must review the community strategic plan before 30 June following the election. The council may endorse the existing plan, or develop or endorse a new community strategic plan, as appropriate, to ensure that the area has a community strategic plan covering at least the next 10 years."*

Council at its Meeting on the 24th February 2022 resolved to endorse the IP & R Action Plan and approve the Community Engagement Plan.

A facilitated Community Workshop was arranged for the 17th March 2022.

Appropriate advertising was arranged, together with a vast number of correspondence provided to members of the community to become involved in the creation of the new Warren Shire 2035 Community Strategic Plan.

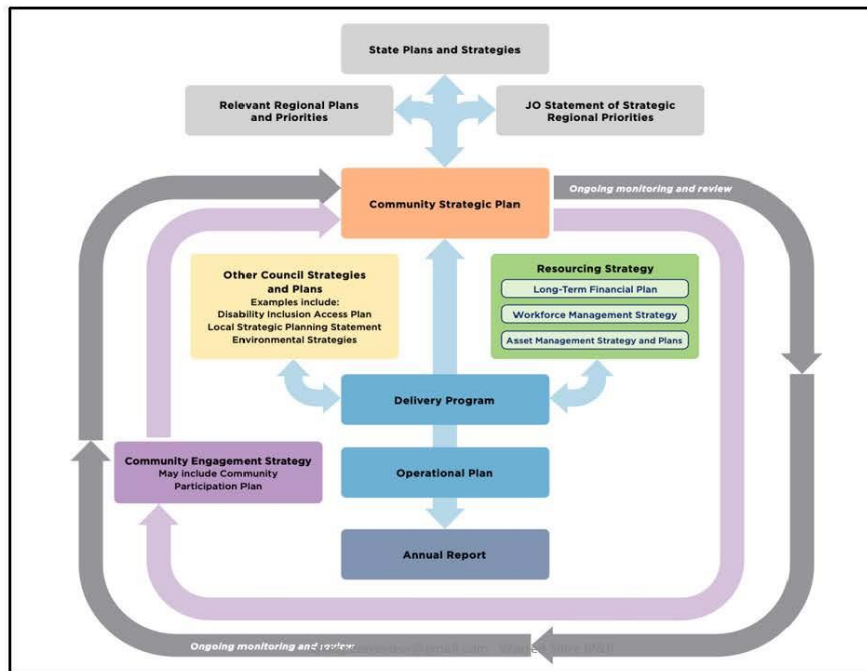
A web-based community survey questionnaire and feedback system was developed to help review the current Warren Shire 2027 Community Strategic Plan to make it the Warren Shire 2035 Community Strategic Plan.

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

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



The IP & R Process supports the elected members to:

- Work directly with their community to identify long-term priorities for local identity, growth and lifestyle;
- Understand the range of services the community wants, the service standards they expect and the infrastructure that will be required;
- Have meaningful conversations about the cost of meeting community expectations. Allocate resources within Council's means and map out a 4-year strategy to deliver key priorities, projects and services;
- Set appropriate rates, fees and charges and monitor the Council's progress in delivering priorities, projects and services through the Operational Plan;
- Report to the community on their success in achieving these goals; and
- Be assured that their Council is meeting planning, consulting and reporting requirements under other laws.

The IP & R process helps Council staff to:

- Understand community priorities and needs;
- Work with elected representatives on shared goals and priorities;
- Identify supporting plans and strategies undertake resource planning and meeting legislative requirements;

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- Identify achievements for each 4-year term and the projects/programs that will be delivered;
- Develop reporting regimes to Council, including how risk will be effectively managed;
- Understand the role each employee will play in delivering the community's priorities;
- Celebrate success when goals are achieved; and
- Understand how they will be held accountable through reporting and performance management.

The Community Strategic Plan must include:

- A community vision statement;
- Strategic objectives for the community that address social (community), environmental, infrastructure, economic and civic leadership issues identified by the community (commonly referred to as "the quadruple bottom line" (QBL));
- Strategies for achieving each objective; and
- An explanation of who is responsible for delivering each strategy. Where Council has an oversight role for a strategy but is not the key delivery agent, the Community Strategic Plan should explain the role Council will play in facilitating delivery of the strategy and how it will monitor delivery.

The Community Strategic Plan must identify assessment methods for determining whether the objectives are being achieved.

In regard to the Delivery Program and Operational Plan:

- This is the point where the community's strategic goals are systematically translated into actions. The Delivery Program identifies the principal activities to be undertaken by the Council to perform all its functions - including implementing the strategies established by the Community Strategic Plan – using the resources identified in the Resourcing Strategy.
- The Delivery Program is designed as the single point of reference for all principal activities undertaken by the council during its term of office. All plans, projects, activities and funding allocations must be directly linked to this Program.
- Supporting the Delivery Program are annual Operational Plans. These spell out the details of the Delivery Program – the individual projects and actions that will be undertaken in that year to achieve the commitments made in the Delivery Program and are linked to the budget.

IP & R consultation objectives are:

- Undertake a broad review of the Community Strategic Plan (CSP) and refine the structure of the Plan to be SMART (Specific, Measurable, Achievable, Relevant and Time-bound) around five (5) key areas:
  - Social
  - Economic

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- Infrastructure
- Environmental
- Governance
- Develop plans to make the CSP happen in the Delivery Program; and
- Develop annual actions link to resources ensuring the CSP objectives are gradually achieved in the Operational Plan (OP).

**Community Consultation and Engagement Results**

The community has identified the following values of living in Warren Shire:

- Supportive community
- Family, good for children
- Easy living
- Business opportunities
- People, town friendly
- Pretty town
- Safe Community
- Natural assets

There were 38 survey questionnaire responses in total. Both the survey questionnaire results and the facilitated Community Workshop determined the follow IP & R foundation issues:

**Social**

- Attracting and retaining community:
  - Ageing community
  - Health services
  - Education services
  - Housing
  - Law and order
  - Community inclusion
- Engaging with community:
  - Celebrations/events
  - Supporting collaboration in social engagement
  - Organisation burnout – support and upskill community

**Economic**

- Diversification of industry/employment:
  - Retaining young people in employment
  - Investment attraction
- Development of housing diverse housing solutions:

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- Accommodation
- Housing
- Tourism development:
  - Visitation/destination strategy
  - Tourism strategy
  - Customer service improvement
  - Main street renewal – including LEP
- Business revitalisation:
  - Growing local business
  - Supporting existing business efficiency

**Infrastructure**

- Reliable and accessible connectivity:
  - Reliable telecommunications
  - Transport network condition
  - Internet Connectivity
  - Energy network
- Sustaining infrastructure
- Ongoing Operational costs of managing new assets
  - Levee condition
  - Grant management, community facilitation and support
  - Asset Management and Planning
- Warren CBD improvements/revitalisation/investments:
  - Main street revitalisation
  - Main street LEP review
  - Main street funding

**Environmental**

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

**Governance**

- Community engagement and collaborative partnership – improving commitment, trust and goodwill:



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

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

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

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

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

Councillors and Senior Staff Planning Summit held on 19th-20th March 2022



Community Planning Workshop held on the 17th March 2022

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**Community, State and Regional Plans**

The development of 'Warren Shire 2035' Community Strategic Plan was also actively informed by following recent activities and plans:

Section	Name
I	Asset Management Policy
I/En	Asset Management Plans
I	Asset Management Strategy
E	Economic Development Strategy - Old; and - New.
E	Economic Development Plan – new
E	Economic Development Action Plan – old
S	Public Arts Strategic Plan
All	Annual Operational Plan 2021/2022
All	Delivery Program 2017/2018 to 2020/2021
All	CSP Warren Shire 2027
E	Tourism, Promotion, Marketing, Economic Development and Community Grants Directions Report
E	Draft Central West and Orana Regional Plan 2041
I	Draft Central West and Orana Regional Transport Plan
S	Housing Provision in the Orana and Central Darling Region
S	Health Submissions (Warren Shire Council)
G	Workforce Plan and Strategy
S	Disability Inclusion Action Plan
E	Ewenmar Waste Depot Strategy
G	Long Term Financial Plan
All	Principles of Local Government
S	Library Strategic Plan
I	Airport Master Plan
E	Western Plains Regional Economic Development Strategy and Supporting Analysis 2018-2022
E	Destination Macquarie Marshes Action Plans
E	Central West and Orana Regional Plan 2036
E	NSW 2021 Plan

S = Social                      En = Environmental  
E = Economic                 G = Governance  
I = Infrastructure

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**Addressing the IP & R Foundation Issues**

When considering the IP & R Foundation Issues, it is important to keep in mind Council's Values which are as follows:

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

The IP & R Foundation Issues will be addressed under the following categories:

- Social;
- Economic;
- Infrastructure;
- Environmental; and
- Governance.

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**1. Social**

Warren Shire is a supportive, safe, friendly community that embraces diversity and a wide range of family structures.

The community has identified the following key social areas for action.

**Our Social Strategies:**

<b>Objective 1.1: Attract and retain community-focussed resources</b>				
<b>Strategy</b>		<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
1.1.1	Improve ageing, youth and disability services within the community	Government, NGOs	Council, Government, NGOs	Ongoing
1.1.2	Improve health services within the community	Government, NGOs	Council, Government, NGOs	Ongoing
1.1.3	Improve educational services within the community	Government, NGOs	Council, Government, NGOs	Ongoing
1.1.4	Ensure current and future housing needs for the community are met	Government, NGOs, Business	Council, Government, NGOs	Ongoing
1.1.5	Work with local Police and the community to ensure that our community is safe	Council, Government	Council, Government, Community, Business, NGOs	Ongoing
1.1.6	Recognise and support our wide range of local community groups	Council, Government, NGOs, Business	Council, Business, Community	Ongoing
1.1.7	Improve transport services within the community	Government, NGOs, Business, Community	Council	Ongoing

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<b>Objective 1.2: Engage with the community</b>				
	<b>Strategy</b>	<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
1.2.1	Maintain ongoing community engagement to instil a strong collaborative environment with the community	Council, Community	Council, Business, NGOs, Community, Government	Ongoing
1.2.2	Support and promote community-based lifestyle and social events	Council, Government, NGOs, Business	Council, Community	Ongoing
1.2.3	Encourage volunteerism within the community	NGOs, Council	Council, Government, Business, Community	Ongoing
1.2.4	Ensure that our emergency services organisations are ready to support our community during natural disasters and other emergencies	Council, Government	Government, Business, Community	Ongoing
1.2.5	Support Aboriginal people and organisations to increase the broader community's awareness and recognition of local Aboriginal cultural identity in Warren Shire	Council, Community, NGOs	Government	Ongoing

<b>Objective 1.3: Support young people and encourage their development</b>				
	<b>Strategy</b>	<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
1.3.1	Support programs and services that support and assist young people in our community	Council, NGOs, Community	Interagency, Business	Ongoing
1.3.2	Promote to our youth, the facilities and activities that are available to them within the Shire	Council, NGOs, Government	Community	Ongoing
1.3.3	Develop traineeship programs to retain youth	Council, Business, NGOs	Community, Government	Ongoing

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**2. Economic**

Warren Shire has significant economic potential across many industry sectors.

Agriculture and tourism are two of the most important economic sectors in the Shire. The development and growth of these, and all our industrial sectors, should be encouraged and supported.

The creation of new businesses, to diversify our economy, should also be encouraged and supported.

The community has identified the following key economic areas for action.

**Our Economic Strategies**

<b>Objective 2.1: Facilitate the diversification of industries within the Shire</b>				
	<b>Strategy</b>	<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
2.1.1	Improve skilled and unskilled employment opportunities to attract and retain young people and working families	Community, Council	Community, Council, Business, Government, NGOs	Ongoing
2.1.2	Proactively identify and create new business opportunities and associated investment within the Shire	Business, Community, Council	Business, Community, Council, Government, NGOs	Ongoing

<b>Objective 2.2: Proactively support the development of tourism as a key industry for the Shire</b>				
	<b>Strategy</b>	<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
2.2.1	Prepare and implement a tourism strategy for the Shire	Council, Business, Community	Community, Business, Government	Ongoing
2.2.2	Provide and promote sustainable recreation and tourism access to our rivers and marshes	Council, Government, NGOs, Business, Community	Council, Government, Business, NGOs, Community	Ongoing
2.2.3	Develop and deliver a customer service framework for all businesses in our Shire	Council, Business	Community, Government, Business, NGOs	Ongoing

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<b>Objective 2.3: Support the growth and revitalisation of existing and new local businesses</b>				
	<b>Strategy</b>	<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
2.3.1	Facilitate the growth of local businesses	Business, Government, Council	Business, Community	Ongoing
2.3.2	Facilitate improvements in business efficiency for local businesses	Government, Business	Council, Business, Government	Ongoing
2.3.3	Diversify land use options in the Warren CBD to support new business opportunities for the community	Council, Government, Business	Government, Business	Ongoing

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**3. Infrastructure**

Providing and maintaining good community amenity is vital to attracting and retaining skills in Warren Shire.

Quality infrastructure is what makes Warren Shire an easy place to live for diverse family types.

The community has identified the following key infrastructure areas for action.

**Our Infrastructure Strategies**

<b>Objective 3.1: Provide reliable and accessible connectivity across the Shire</b>				
<b>Strategy</b>		<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
3.1.1	Ensure that the road network is maintained to acceptable community standards	Council, Government	Government, Community	Ongoing
3.1.2	Advocate for reliable telecommunications services throughout the Shire	Council, Business	Government, Community	Ongoing
3.1.3	Ensure that the Shire is well positioned to rapidly adopt new, modern energy technologies as they emerge	Council, Business, Government	Government, Community	Ongoing
3.1.4	Advocate for improved rail access to Warren	Council, Business	Government, Community	Ongoing

<b>Objective 3.2: Provide sustainable infrastructure for the community</b>				
<b>Strategy</b>		<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
3.2.1	Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards	Council, Government	Government, NGOs, Community	Ongoing
3.2.2	Ensure that the Warren levee continuously remains fit for purpose	Council, Government	Government	Ongoing

<b>Objective 3.3: Proactively manage our infrastructure assets</b>				
<b>Strategy</b>		<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
3.3.1	Adopt comprehensive and practical asset management plans that support, and are supported by, our long-term financial plans	Council	Government	Ongoing
3.3.2	Maintain a well-resourced team of infrastructure staff to ensure that our infrastructure needs are met	Council	Government	Ongoing



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<b>Objective 3.4: Revitalise the Warren, Nevertire and Collie streetscapes</b>				
<b>Strategy</b>		<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
3.4.1	Continually upgrade streetscapes in Warren, Nevertire and Collie to create attractive places to live and to visit	Council, Government	Government, Business, NGOs, Community	Ongoing

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**4. Environmental**

Warren is a pretty town with extensive natural advantages which support an enviable lifestyle.

The natural and environmental advantages of the town, and of the Shire, should be protected for our community, for visitors and for potential new residents.

External threats, such as climate change, need to be recognised. We need to plan impactful responses to these threats.

The community has identified the following key environmental areas for action.

**Our Environmental Strategies**

<b>Objective 4.1: Manage the impact of climate change on our local community</b>				
	<b>Strategy</b>	<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
4.1.1	Work with appropriate agencies to proactively address the local impacts of climate change	Council, Government, NGOs	Community, Business	Ongoing
4.1.2	Encourage the local community to embrace sustainable living and business practices	Council, Government, NGOs	Community, Business	Ongoing

<b>Objective 4.2: Proactively manage environmental-based assets for the community</b>				
	<b>Strategy</b>	<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
4.2.1	Sustainably manage the Shire's limited water resources	Council, Government	Council, Government, Community, Business	Ongoing
4.2.2	Ensure that our town water usage complies with our licenced allocations	Council	Government, Community	Ongoing
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	Council	Government	Ongoing
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	Council	Government, Community	Ongoing
4.2.5	Ensure that our stormwater drainage system remains effective	Council	Government, Community	Ongoing

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<b>Objective 4.3: Provide a sustainable waste management service for the community</b>				
<b>Strategy</b>		<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
4.3.1	Reduce the rate of landfill through appropriate waste minimisation and waste collection processes	Council, Community	Community, Government, NGOs, Business	Ongoing
4.3.2	Introduce new sustainable waste management practices for both green waste and recyclable materials	Council	Government, NGOs, Business, Community	Ongoing

<b>Objective 4.4: Support environmentally sustainable land management practices</b>				
<b>Strategy</b>		<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
4.4.1	Actively manage noxious weeds	Castlereagh Macquarie County Council, Council, Community	Government, Council, Community	Ongoing
4.4.2	Actively manage pests	Government	Council, Government, Community	Ongoing
4.4.3	Ensure that crown land is managed using environmentally sustainable principles and practices	Council, Government	Council, Government, Community, NGOs	Ongoing
4.4.4	Preserve and protect endangered ecological communities (EEC) of native plants, animals and other organisms living in unique habitats within the Shire	Council, Government, Community, NGOs	Council, Government, Community, NGOs	Ongoing
4.4.5	Sustainably manage Council's road-making materials and storage sites (gravel, sand, loam pits and roadside stockpile sites)	Council	Government, Community	Ongoing

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**5. Governance**

Council can and should play both a leadership and a supporting role within our community.

Our Council should proactively support our community. At times, it will also work in partnership with the community.

Our Council will succeed if it is both financially sound and if it employs high-quality staff.

The community has identified the following key governance areas for action.

**Our Governance Strategies**

<b>Objective 5.1: Ensure strong engagement and collaboration with the community</b>				
	<b>Strategy</b>	<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
5.1.1	Undertake regular community engagement activities in accordance with the Community Engagement Strategy	Council	Community, Government, NGOs, Business	Ongoing
5.1.2	Provide training to the community on making grant applications	Council	Business, NGOs, Community, Government	Ongoing
5.1.3	Promote Warren Shire Council to wide audiences both within the Shire and externally	Council, Government, Business, Community, NGOs	Community, Government, Business, NGOs	Ongoing

<b>Objective 5.2: Maintain a financially sustainable Council that provides cost effective services</b>				
	<b>Strategy</b>	<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
5.2.1	Ensure that this strategic planning framework becomes an integral part of our operating culture	Council	Government, Community, Business, NGOs	Ongoing
5.2.2	Proactively manage known compliance risks	Council	Government	Ongoing
5.2.3	Seek new sources of income for Council	Council	Government, Business, NGOs, Community	Ongoing
5.2.4	Explore partnerships with others to share costs	Council, Government, Business, NGOs	Community, Government, Business, NGOs	Ongoing
5.2.5	Improve procurement practices to maximise cost efficiency whilst supporting local businesses where possible	Council	Community, Business, Government	Ongoing
5.2.6	Embrace a team centred culture of continual improvement to improve operational efficiency	Council	Government, Business	Ongoing

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<b>Objective 5.3: Support our people to provide high-quality services to the community</b>				
<b>Strategy</b>		<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
5.3.1	Provide effective training and development of our staff	Council	Government	Ongoing
5.3.2	Create a productive and cooperative working environment for Councillors to support their governance responsibilities	Council	Community, Government	Ongoing
5.3.3	Ensure a quality customer service focus by Council staff	Council	Government	Ongoing


<b>Objective 5.4: Collaborate with external parties to capture new opportunities for the community</b>				
<b>Strategy</b>		<b>Responsible</b>	<b>Support</b>	<b>Timing</b>
5.4.1	Obtain new development funds from developers to support the provision of improved infrastructure services	Council	Government, Business, NGOs, Community	Ongoing
5.4.2	Lobby the State Government to reduce the amount of cost shifting, from Government to Council, for the provision of community services	Council	Government, Business, Community, NGOs	Ongoing
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	Council, Government, Community, NGOs, Business	Government, Community, NGOs, Business	Ongoing

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**Attachment 2: Office Local Government Factsheet – Post-Election Integrated Planning and Reporting.**

<p>Department of Planning, Housing and Infrastructure Office of Local Government</p>	 <b>NSW</b> GOVERNMENT
<h2 style="margin: 0;">Factsheet – Post-election Integrated Planning and Reporting</h2>	
<hr/> <p><b>What's new or changing?</b></p> <ul style="list-style-type: none"><li>• This factsheet provides guidance to councils about their post-election Integrated Planning and Reporting (IP&amp;R) obligations.</li></ul> <hr/>	
<p><b>What does this mean?</b></p> <ul style="list-style-type: none"><li>• Councils, county councils, and joint organisations will be revising existing, and preparing new IP&amp;R documents following the local government elections on 14 September 2024.</li></ul>	
<p><b>Within 3 months of the election</b></p> <p><i>Councils and county councils must:</i></p> <ul style="list-style-type: none"><li>• Prepare a State of our City/Region/Shire Report to report on the progress of implementation and effectiveness of the Community Strategic Plan or Business Activity Strategic Plan. This report must be endorsed at the second meeting of the newly elected council.</li><li>• Prepare and endorse an Annual Report within 5 months of the end of the financial year which must contain council's audited financial statements. The Annual Report published in the year of an ordinary election must also contain the State of our City/Region/Shire Report.</li><li>• Review the Community Engagement Strategy within 3 months of the elections as part of the broader review of the Community Strategic Plan or Business Activity Strategic Plan.</li></ul> <p><i>Joint organisations:</i></p> <ul style="list-style-type: none"><li>• Must prepare an Annual Performance Statement within 5 months of the end of the financial year.</li></ul>	
<p><b>Before 30 June 2025</b></p> <p><i>Councils and county councils must:</i></p> <ul style="list-style-type: none"><li>• Endorse a Community Strategic Plan or Business Activity Strategic Plan (10 years).</li><li>• Adopt a Long-Term Financial Plan (10 years).</li><li>• Endorse a Workforce Management Plan (4 years).</li></ul> <hr/>	
<p>T 02 4428 4100 TTY 02 4428 4209, E <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> Locked Bag 3015 NOWRA NSW 2541 <a href="http://www.olg.nsw.gov.au">www.olg.nsw.gov.au</a></p>	

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- Adopt an Asset Management Policy and an Asset Management Plan (10 years).
- Adopt a Delivery Program (4 years).
- Adopt an Operational Plan (including budget and Statement of Revenue Policy) (1 year).

*Joint organisations must:*

- Prepare and adopt an Annual Statement of Revenue Policy.

**Within 12 months of the election**

*Joint organisations must:*

- Adopt a Statement of Strategic Regional Priorities within 12 months of their member councils' ordinary elections.

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### Key points

- The Community Strategic Plan, Long-Term Financial Plan, Delivery Program and Operational Plan must be placed on public exhibition for a period of at least 28 days and endorsed/adopted after considering all the submissions received.
- Councils, county councils, and joint organisations must post copies of the final documents on their website within 28 days of their adoption.
- The Community Strategic Plan or Business Activity Strategic Plan and Annual Report must be provided to the Minister by notifying the Office of Local Government of the appropriate URL link to access the documents on the council's website.

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### Where to go for further information

- For more information, visit the Integrated Planning and Reporting Guidelines and Handbook [here](#).
- For further information, contact your Council Engagement Manager on 02 4428 4100 or [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

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**ITEM 9 INTEGRATED PLANNING AND REPORTING (IP & R) FRAMEWORK DOCUMENTATION  
CREATION ACTION PLAN AND COMMUNITY ENGAGEMENT PLAN  
(A7-4.1/1, A7-4.2/2, A13-1, A13-3, A7-3)**

**RECOMMENDATION:**

1. That the information be received and noted; and
2. Council endorse the Integrated Planning and Reporting (IP & R) Framework Documentation Action Plan within the report and approve the Community Engagement Plan presented and as amended if required from the November 2024 Councillor Workshop.

**PURPOSE**

This report is for Council to consider and discuss the proposed Action Plan for creation of the relevant Integrated Planning and Reporting (IP & R) Framework Documentation (Four (4) Year Delivery Program 2025-2026 - 2028/2029 and 2025/2026 Annual Operational Plan and Estimates) and to consider a Draft Community Engagement Plan to help provide input to the Documents from the community.

**BACKGROUND**

Within three (3) months of a Local Government Election Council must:

- Prepare a State of the Shire Report to report on the progress of implementation and effectiveness of the Community Strategic Plan. Council must endorse the State of the Shire Report by the second Meeting of the newly elected Council. This was undertaken at the 10th October 2024 Extra Ordinary Council Meeting.
- Prepare and endorse an Annual Report within five (5) months of the end of the financial year which must contain Council's Audited Financial Statements. This has been undertaken at this Council Meeting (December 2024 Council Meeting as Council does not hold a November Council Meeting).
- Review the Community Engagement Strategy as part of the broader review of the Community Strategic Plan. This has been undertaken at this Council Meeting (December 2024 Council Meeting).

Before 30 June, 2025 Council must:

- Endorse a Community Strategic Plan. An endorsement report of the current 'Warren Shire 2035 Community Strategic Plan' has been provided to this Council Meeting (December, 2024 Council Meeting).

If Council determines not to endorse the current Community Strategic Plan, a new Community Strategic Plan will need to be created as part of the proposed IP & R Framework Documentation Action Plan and must be endorsed by Council before 30th June, 2025.

The previous report concerning the Warren Shire 2035 Community Strategic Plan recommends endorsement of the current Community Strategic Plan that was adopted by Council on 23rd June 2022 (Resolution No. 171.6.22).

- Adopt a Long-Term Financial Plan (10 years) (2025/2026 – 2034/2035) – the Divisional Manager Finance & Administration is currently working on updating the current Long Term Financial Plan by the deadline of 30th June, 2025.
- Endorse a Work Force Management Plan (4 Years). Council staff are currently working to update the Work Force Plan and Strategy, 2020 by the deadline of 30th June 2025.



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- Adopt an Asset Management Policy and an Asset Management Plan (10 years). Council Staff (Asset Management Team) are reviewing the current Asset Management Policy and Asset Management Strategy for future reporting to Council by the deadline of 30th June, 2025. It is expected that it will be a minor review of the documentation.
- Adopt a Delivery Program (4 years). The Action Plan for the review and creation of a new Four (4) Year Delivery Program (2025/2026 – 2028/2029) is the purpose of this report. The Delivery Program must be adopted by the 30th June, 2025.
- Adopt an Annual Operational Plan (2025/2026), including Budget (Estimates) and Statement of Revenue Policy. The Action Plan for the review and creation of a new Annual Operational Plan (2025/2026) is the purpose of this report. The Annual Operational Plan must be adopted by 30 June, 2025.

Each of Council's relevant Committees will be asked over the next few months up to a deadline of the end of February 2025 for consideration/determination of appropriate Improvement Projects/Programs that are practical and affordable and because of limited funds, to be considered for wholly or partially grant funded. These Projects/Programs will be then considered for inclusion in the 2025/2026 Annual Operational Plan and Estimates and Four (4) Year Delivery Program (2025/2026 – 2028/2029).

Provided under separate cover is a copy of the Integrated Planning and Reporting Guidelines and Handbook, September 2021.

A Councillor Workshop has been arranged to compliment this report (expected to be held on Wednesday, 27th November, 2024).

This report will detail how the action planning will be undertaken to produce and finalise documents that are task, program and project focussed with these being proper, achievable and measurable and at the same time as Council Staff undertake normal operational work. This all at the same time as obtaining and taking into account the community consultation and feedback.

At minimum, the following needs to be undertaken:

- Community Strategic Plan (if required) (Another Report has been prepared considering the matter);
- Four (4) Year Delivery Program (2025/2026 – 2028/2029);
- Annual Operational Plan and Estimates (2025/2026) that includes a Statement of Revenue Policy and Fees and Charges;
- Reviewed Community Engagement Strategy (Another Report has been prepared considering the matter);
- Community Engagement Plan (Draft Attached);
- Minimum 10 Year Long Term Financial Plan (2025-2026 – 2034/2035) – future reporting;
- Four (4) Year Work Force Management Plan (Work Force Plan and Strategy 2025/2026 – 2028/2029) – future reporting;
- Review of Asset Management Policy – future reporting; and
- Review of Asset Management Plan (Asset Management Strategy) – future reporting.

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Council needs to prepare and implement an appropriate Community Engagement Plan for production of the required IP & R Documentation (particularly the Community Strategic Plan if required, 4 Year Delivery Program (2025/2026 – 2028/2029) and the Annual Operational Plan and Estimates (2025/2026) in accordance with Council’s adopted Community Engagement Strategy.

**REPORT**

Quality of Documentation

The IP&R Guidelines for Local Government in NSW, September 2021 details the following standards for good documentation:

This is achieved when the **Community Strategic Plan**:

- Meets all essential elements described in the Guidelines including: a minimum 10-year timeframe;
- The community priorities and aspirations are identified;
- A broad range of issues relevant to the whole community are addressed;
- A vision, strategic objectives and strategies to achieve those objectives;
- Methods of assessment;
- Explains who is responsible for delivering each strategy;
- Addresses quadruple bottom line (QBL) social, environmental, economic and civic leadership issues in an integrated manner (note that Warren Shire Council has a fifth – infrastructure);
- Is based on social justice principles of equity, access, participation and rights;
- Gives due consideration to the State Plan and other relevant state and regional plans;
- Is informed by information that identifies key issues and challenges for the local government area, or surrounding region;
- Has considered the levels of service that the community has indicated it expects;
- Is based on effective and well documented community engagement outcomes;
- Is publicly exhibited for 28 days; and
- Is endorsed by Council after all public exhibition submissions have been considered.

This is achieved when the **Delivery Program** meets all essential elements described in the Guidelines including:

- Four-year timeframe commencing 1 July following ordinary elections;
- Is publicly exhibited for 28 days;
- Is endorsed by Council after all public submissions have been considered;
- Exhibits a clear link between the Community Strategic Plan, Delivery Program and Annual Operational Plan;
- Contains strategies, ideas and a broad range of issues relevant to the whole community;
- Strategies identified in the Community Strategic Plan are carried through to the activities of the Delivery Program;
- Assessment methods to determine effectiveness of each principal activity are clearly detailed; and

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- Areas of service that Council will review and how the Council will engage with the community and other stakeholders to determine service level expectations and appropriate measures.

This is achieved when the **Annual Operational Plan** meets all essential elements described in the Guidelines including:

- Annual Operational Plan commencing 1st July each year;
- Is publicly exhibited for 28 days;
- Is adopted by Council after all public submissions have been considered;
- All activities and actions to be undertaken by the Council during that year;
- Responsibilities allocated for each project, program or action;
- Service reviews to be undertaken;
- Measures of effectiveness and efficiency identified, and targets set;
- Detailed budget for each action;
- Statement of Revenue Policy; and
- All requirements outlined in the Regulation.

Proposed Community Consultation Program to be included in the Community Engagement Plan  
Arrangements have been made to engage Writers Who to help produce the Draft Community Engagement Plan for production of the required IP & R Framework Documentation. It has been assumed that Council has endorsed the current Community Strategic Plan.

The proposed community consultation program is as follows:

- Regional Organisations and State Government Departments/Agencies most probably through the Alliance of Western Councils. Will involve Warren Shire Council Senior Staff and most probably the following Government Departments/Organisations:
  - Regional Development Australia – Orana;
  - Transport for NSW;
  - Health NSW including Western NSW Local Health District and Mental Health;
  - Training Services NSW;
  - NSW Communities and Justice, including Emergency Services;
  - NSW Office of Sport;
  - NSW Department of Education;
  - NSW Police Force;
  - NSW Department of Premier and Cabinet;
  - NSW Department of Primary Industries and Regional Development;
  - NSW Department of Climate Change, Energy, the Environment and Water;
  - NSW Department of Planning, Housing and Infrastructure;
  - NSW Environment Protection Authority;
  - NSW Department of Creative Industries, Tourism, Hospitality and Sport,

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- Service NSW;
- NSW Audit Office and
- Infrastructure NSW.
  
- Council Committees
  - Leading up to late February, 2025 to determine proposed Improvement Projects/Programs to be considered.
  
- Council Staff (Senior Management Team (SMT) and Management Executive (Manex))
  - Provision of Estimates for improvement projects/programs up until 14th March, 2025;
  - Analysis and determination of rejected budget bids, items removed from budget and determination of a balanced budget March/April 2025.
  
- Councillor Workshops
  - 27th November 2024 (Community Engagement Plan and IP & R Framework Documentation Creation Action Plan);
  - 19th March 2025 (if required, just before Community Public Meeting);
  - 16th April 2025 (Draft Balanced Budget/Estimates and Final Draft Documents);
  - 14th May 2025 (Draft Balanced Budget/Estimates and Final Draft Documents); and
  - 25th June 2025 (if required, just before June 2025 Council Meeting).
  
- Councillor and Staff Summit (Facilitated, up to a two (2) day weekend)
  - 22nd/23rd March 2025.
  
- Community Public Meeting(s) (Facilitated, at least one (1) in Warren)
  - 19th March 2025.
  
- Presentation to Various Local Organisations (Chamber of Commerce, Rotary Club, Lions Club, View Club, Interagency Group by relevant Senior Staff Members)
  - March/April 2025.
  
- Minor Web-Based Questionnaires and Feedback Systems on current Delivery Program and Annual Operational Plan/Estimates (website and community surveys and questionnaire to be used as well as Community Meetings).
  
- Draft Document to Council Meeting
  - 24th April 2025 Council Meeting.
  
- Councillor Stand (Warren P & A Association Show)
  - 14th June 2025.

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- Adoption of all relevant documents (at least Delivery Program and Annual Operational Plan and Estimates)
  - 26th June, 2025 Council Meeting.

**General Matters**

A Facilitator would be engaged for the proposed Councillor/Staff Summit (up to 2 days) that would be used to draft the 4 Year Delivery Program and Annual Operational Plan and Estimates (based on the current documents).

The Delivery Program and Annual Operational Plan and Estimates would need to continue to be project, program and task focussed to continue to provide lists of proper, achievable and measurable items that are within Council's financial and human resources constraints, with performance indicators and detailing who is responsible, required actions and funding source.

It is proposed that all available Management Executive (Manex) Members and other required staff and interested Councillors will be utilised to produce the required documentation with the Senior Management Team (SMT) facilitating final input to ensure that Specific, Measurable, Achievable, Relevant and Time-bound (SMART) actions from everyone involved (Manex, other staff and Councillors).

We are expected to not reinvent the wheel, but use our current Delivery Program and Annual Operational Plan and Estimates, but update and improve on them.

As well as Manex Members and interested/available Councillors, the following staff are expected to also be involved in the Councillor/Staff Summit and Document Preparation:

- Projects Officer - Assets;
- Roads Overseer;
- Town Services Overseer;
- Workshop Co-ordinator;
- Ranger;
- WHS/Risk Co-ordinator;
- Finance Officer – Payroll (HRO);
- Pool Manager;
- Warren Sporting & Cultural Centre Manager; and
- Other Administration Officer staff.

Any community engagement and consultation needs to ensure that the community is made aware that there are limited funds to improved operations and maintenance/repairs and most capital works or new programs will need to be funded by grants.

All of us need to think ahead on what should and could be organised over the next four (4) years and have actions to facilitate those projects, programs and tasks.

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It is expected that Rolling Works Programs will be eventually tied into renewed Asset Management Plans for Roads, Water, Sewer, Stormwater, Recreation, Buildings, Other Assets, etc.

It is also expected that the renewed/reviewed IP & R Framework Documents will have same main areas of consideration and the same colour scheme for our five (5) pillars of:

- Social (Yellow);
- Economic (Black);
- Infrastructure (Red);
- Environmental (Green); and
- Governance (Blue).

**FINANCIAL AND RESOURCE IMPLICATIONS**

Councillors would understand that preparation of the required IP & R Framework Documentation is an impost on Council Staff who at the same time need to continue with normal (at the moment reasonably large) operations. Accordingly, arrangements will be made for much of the required work to be undertaken by Manex Members, Other Staff and available/interested Councillors out of hours (Summit, project teams work, administration, reporting, community engagement and presentations etc).

Staff below the General Manager will be paid overtime for the out of hours work.

Arrangements have been made to engage Writers Who to prepare the Draft Community Engagement Plan and will be engaged further for the work on the ground for media releases, public exhibition information, web-based community survey and questionnaires and their management.

Others may be engaged for the community public meeting(s) and summit facilitation work.

There is a need for appropriate funding to cover the expected costs from the above and fortunately Council has an amount of \$112,636 in the 2024/2025 Estimates for Integrated Planning and Reporting/Asset Management Planning costs to cover this project. Any funds not used would be returned to Council's Internally Restricted Reserves for future similar use.

**LEGAL IMPLICATIONS**

Council has a Community Engagement Strategy that is in accordance with Section 402A of the Local Government Act 1993. The Draft Community Engagement Plan is in accordance with this Strategy and the Warren Shire Council Communications and Engagement Policy.

Council must complete its IP&R Framework Documents in accordance with Section 406 of the Local Government Act 1993 which requires the use of the IP&R Guidelines for Local Government in NSW, September 2021.

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**RISK IMPLICATIONS**

The main risk is not being able to undertake the IP&R Framework Documents in time, if sufficient resources are not allocated.

**STAKEHOLDER CONSULTATION**

Councillors are being consulted by this report and a Workshop is scheduled for the 27th November 2024.

It is hoped that the Council consultation processes contained within the Draft Community Engagement Plan will include the following groups where possible in the consultation processes:

- Youth, including schools and Warren Youth Foundation;
- Farmers and Industry groups;
- Community and Sporting Organisations;
- Aboriginal Groups;
- Council Staff;
- Councillors;
- Aged Persons;
- The Warren Liquor Accord;
- NSW and Federal Government Departments and Regional Development Australia (RDA) – Orana;
- The Warren Interagency Support Services Group;
- Warren Chamber of Commerce;
- Utility Providers ;
- Health Organisations ;
- Neighbouring Councils;
- Service Clubs; and
- Council Facilities Users.

**OPTIONS**

It is believed that the use of Council's resources and funding as detailed within the report which is very similar to the previous program in early 2022, albeit a greater time period for the work will ensure that completion of the main required IP & R Framework Documentation (4 Year Delivery Program and Annual Operational Plan and Estimates) will be undertaken before the deadline of 1st July 2025 (actually Council Meeting of the 26th June 2025).

Further reports consider the Community Engagement Strategy and whether Council wishes to endorse the current Community Strategic Plan – Warren Shire 2035 Community Strategic Plan adopted by Council 23rd June, 2022 (Resolution No. 171.6.22).

The use of Writers Who for help with the Community Engagement Plan implementation for what is necessary to consult with the community and inform and produce the documentation is also

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required in a similar vein. A Facilitator for the Councillor/Staff Summit and Community Public Meeting(s) will also be arranged.

**CONCLUSION**

The report outlines the proposed action planning, resourcing and funding for the production of the necessary documentation under the IP & R Framework.

Writers Who has helped to produce the Draft Community Engagement Plan for what is necessary to consult with the community and inform and produce the documentation.

Council needs to make a decision in regard to the proposed Action Plan that is contained within the body of this report and the Community Engagement Plan to produce the necessary IP & R Framework Documentation.

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

1. Warren Shire 2035 Community Strategic Plan (under separate cover and report);
2. Warren Shire Council Community Engagement Strategy (under separate cover and report);
3. Warren Shire Council Communication and Engagement Policy (under separate cover);
4. Warren Shire Council Asset Management Policy (under separate cover);
5. Warren Shire Council Asset Management Strategy (under separate cover);
6. Warren Shire Council Water and Sewer Asset Management Policy (under separate cover);
7. Warren Shire Council Work Force Plan and Strategy (under separate cover); and
8. Warren Shire Council Long Term Financial Plan (under separate cover).

**SUPPORTING INFORMATION /ATTACHMENTS**

1. Integrated Planning and Reporting Guidelines, September 2021 (under separate cover);
2. Integrated Planning and Reporting Handbook, September 2021 (under separate cover);
3. Draft Community Engagement Plan (attached);
4. NSW 2021 Plan (under separate cover);
5. Central West and Orana 2041 Regional Plan (under separate cover); and
6. Central West and Orana Transport Plan (under separate cover), (now being renewed).



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**Attachment 3 Draft Community Engagement Plan**



## COMMUNITY ENGAGEMENT

**Community Engagement Plan for renewal of the Four (4) Year Delivery Program (2025/2026 – 2028/2029), Annual Operational Plan and Estimates (2025/2026) and Other Documents (Integrated Planning & Reporting (IP&R) Framework Documentation).**

**General**

The following plan is developed to ensure there is structured and robust community engagement in production of the necessary documentation required under the Integrated Planning and Reporting (IP & R) Framework.

The Community Engagement Plan is in accordance with Warren Shire Council's Communications and Engagement Policy and Community Engagement Strategy and is designed to involve the wider community in reviewing and providing feedback on the current and Draft IP & R Framework Documentation.

The Community Engagement Plan follows Council's stages of engagement – Inform, Consult and Involve. However, any community engagement and consultation needs to ensure that the community is made aware that there are limited funds for improved operations and maintenance/repairs and most capital works will be funded from grants.

**Stakeholders**

Subject to time and resource limitations, it is expected that the following stakeholders will be involved where possible in the consultation processes:

- Youth, including schools and Warren Youth Foundation;
- Farmers and Industry Groups;
- Community and Sporting Organisations;
- Aboriginal Groups;
- Council Staff;
- Councillors;

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## COMMUNITY ENGAGEMENT

- Aged Persons;
- The Warren Liquor Accord;
- NSW and Federal Government Departments and Regional Development Australia (RDA) – Orana;
- The Warren Interagency Support Services Group;
- Other Orana Councils and regional bodies;
- Warren Chamber of Commerce;
- Tourism groups;
- Utility Providers;
- Health Organisations;
- Neighbouring Councils;
- Service Clubs; and
- Council Facilities Users.

It is noted that the deadline for production of all the required IP & R Framework Documentation is 1st July 2025.

**Key Dates and Critical Tasks:**

- Councillor Workshop to consider the Draft Community Engagement Plan and IP & R Framework Documentation Action Plan on the 27th November 2024;
- Consultation and reporting period commences the 27th November 2024 and ends the 26th June 2025;
- Leading up to late February, 2025, Council Committees to determine proposed Improvement Projects/Programs to be considered;
- Engagement by Senior Management Team (SMT) with Government Departments and Agencies through the Alliance of Western Councils and other Collaborative Regional Organisations - February 2025;

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## COMMUNITY ENGAGEMENT

- Council Staff (Senior Management Team (SMT) and Management Executive (Manex)) to provide Estimates for improvement projects/programs up until 14th March, 2025;
- Council Staff (Senior Management Team (SMT) and Management Executive (Manex)) to conduct analysis and determination of rejected budget bids, items removed from budget and determination of a balanced budget - March and April 2025;
- Councillor workshop to review the Draft Community Engagement Plan and IP & R Framework Documentation Action Plan 27th November, 2024;
- If required Councillor Workshop to prepare for Public Meeting on 19th March 2025 - 19th March 2025;
- Facilitated Community Public Meeting (at least 1 in Warren) to review the current IP & R Framework Documentation and obtain feedback for the Documents renewal 19th March 2025;
- Summit(s) of Councillors and Manex and Other Key Staff to review and facilitate input to produce the required IP & R Documentation to create specific, measurable, achievable, relevant and time bound (SMART) actions to produce a renewed Delivery Program, Annual Operation Plan, Workforce Management Strategy, Long Term Financial Plan and Other Documents together with actions/performance indicators detailing who is responsible, required actions and funding source – 22nd & 23rd March 2025;
- Initial Presentation on the reviewed/renewed Draft Documents to various local organisations (Chamber of Commerce, Rotary Club, Lions Club, View Club, Interagency Group by relevant Senior Staff Members and Councillors) – March and April 2025;
- Minor Web-Based Questionnaires and Feedback Systems on current Delivery Program and Annual Operational Plan/Estimates (website and community surveys and questionnaire to be used as well as Community Meetings) – March and April 2025;
- Drafts of the 2025/2026 Balanced Budget/Estimates and Final Draft IP & R Framework Documentation to Councillor Workshop on the 16th April 2025;
- Reporting and consideration of all Draft IP & R Framework Documentation to the 24th April 2025 Council Meeting;
- Website, Social Media and Media advertising of Final Draft Documentation – May and June 2025;- Final Review of Drafts of the 2025/2026 Balanced Budget / Estimates and Final Drafts IP & R Framework Documentation to Councilor Workshops on 14th May, 2025;

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## COMMUNITY ENGAGEMENT

- Councillor Stand at the Warren P & A Association Show, showcasing Final Draft Documentation for final feedback on the 14th June 2025;
- If required, final Councillor Workshop on the 25th June 2025; and
- Reporting for adoption of all final Draft Documents to the 26th June 2025 Council Meeting.

ACTION	CHANNEL	AUDIENCE	RESPONSIBLE	BY WHEN
<b>Preparation</b>				
Develop list of stakeholders		WSC	WSC	27/11/2024
Consideration of Draft Community Engagement Plan	Councillor Workshop	Councillors	MANEX	27/11/2024
Engagement by Senior Management Team (SMT) with Government Departments and Agencies		Government departments and agencies	SMT Alliance of Western Councils	02/2025
Consideration of Draft Framework Integrated Planning and Reporting Framework Documentation	Councillor Workshop followed by Community Public Meeting	Councillors and Community	Councillors/ Council	19/03/2025
Summit(s) to review and facilitate reviewed and renewal Integrated Planning and Reporting Framework Documentation.	Special MANEX sessions	SMT MANEX Councillors and relevant staff	SMT MANEX Other key staff Interested Councillors Writers Who (facilitation)	22-23/03/2025
Develop minor web-based questionnaires and feedback system for the review of the Documents. - What do you like? - What could be improved? - What should be	Media including Warren Star News, Facebook, LinkedIn, Website, Council Notice	All residents	Writers Who	03/03/2025

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## COMMUNITY ENGAGEMENT

included? - What are the impacted issues?	Boards.			
Develop content for Council's 'Integrated Planning and Reporting Framework' webpage and 'Public Exhibition' section and to link to a stand-alone page.	Direct mail	Councillors All residents	Writers Who	03/03/2025
Develop Media Release Program concerning the 'Integrated Planning and Reporting Framework' Processes, Consultation Program, Community Engagement Plan, what is hoped to be achieved and how to give feedback on existing and renewed Documents.		Media	Writers Who	03/03/2025

ACTION	CHANNEL	AUDIENCE	RESPONSIBLE	BY WHEN
<b>Inform</b>				
Develop and distribute public notice advertisements for Document Review, Draft Documents and Feedback Mechanisms.	Media including Warren Star News, Facebook, LinkedIn, Website, Council NoticeBoards.	All residents	WSC/Writers Who	03/03/2025
Communicate to Key Stakeholder and Facility Users.	Direct mail	Relevant stakeholders	WSC	03/03/2025
Draft 2025/2026 Estimates to Councillor Workshop.	Workshop	Councillors	SMT	16/04/2025

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## COMMUNITY ENGAGEMENT

Develop Councillor Newsletter content for Document Review, Draft Documents and Feedback Mechanisms.	Council Newsletter	All residents	Writers Who	31/03/2025 28/04/2025
Develop Media Releases: - What is going to be done? - What Council hopes to achieve? - How to submit feedback? - Dates /Venues for Community Meetings/Presentations.	Media including Warren Star News, Facebook, Website and Council Notice Boards.	Media All residents	Writers Who	03/03/2025 28/04/2025
Set up of Councillor Stand at Warren P & A Association Show.	Presentation Stand	All residents	Councillors	14/06/2025

ACTION	CHANNEL	AUDIENCE	RESPONSIBLE	BY WHEN
<b>Consult</b>				
Public exhibition Content Feedback Mechanisms live including link to standalone page for all existing and reviewed documents.	WSC Website	All residents	WSC/ Writers Who	03/03/2025 28/04/2025
Promote Public Exhibition on social media channels, media.	Facebook, Website, LinkedIn, Media including Warren Star News, Newsletter	All residents	Writers Who	03/03/2025 28/04/2025
Hold at least one (1) Community Meeting to obtain initial feedback and	Face to face sessions	Key Stakeholders, All residents	SMT Councillors . Writers Who	19/03/2025 14/05/2025*

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## COMMUNITY ENGAGEMENT

final feedback, presentations to relevant organisations. * If deemed necessary.				
Collate community feedback from submissions, questionnaire and face to face sessions.	Reporting to Council	Council	SMT Writers Who	14/04/2025 16/06/2025
Develop articles to communicate process and feedback overview and what is next.	Facebook, Website, LinkedIn, Media including Warren Star News, Newsletter	All residents	SMT Writers Who	03/03/2025 28/04/2025
Develop overview of submissions and feedback.	Reporting to Council	Council	SMT	14/04/2025 16/06/2025

ACTION	CHANNEL	AUDIENCE	RESPONSIBLE	BY WHEN
<b><i>Involve/Collaboration</i></b>				
Writing of Draft Documents initially and after feedback.	Summit	SMT, MANEX	SMT, MANEX & Other staff	31/03/2025 14/04/2025 16/06/2025
Hold at least one (1) Community Meeting to obtain initial feedback and final feedback. Presentations to relevant Organisations. * If deemed necessary.	Face to face sessions	Key stakeholders/ all residents	SMT Councillors	19/03/2025 14/05/2025*

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## COMMUNITY ENGAGEMENT

Develop report concerning: - overview of wider community feedback data; - Stakeholder feedback; - Recommendations; and - Proposed changes.	Council	Councillors	SMT	14/04/2025 16/06/2025
Deliver final Draft Documentation Report if required via Councillor Workshop and Council Report. * If deemed necessary.	Council MANEX Councillor Workshop	Councillors MANEX	SMT	16/04/2025 14/05/2025* 25/06/2025*

ACTION	CHANNEL	AUDIENCE	RESPONSIBLE	BY WHEN
<i>Communicate</i>				
Report to Council for final decision on Draft Documents.	Council MANEX Councillor Workshops	Councillors MANEX	SMT	14/04/2025 16/06/2025
Develop and distribute Media Release of consultation process feedback, outcomes and next steps through social media, newsletter, website and print and electronic media and face to face.	Website, Facebook, LinkedIn, Newsletter, Media including Warren Star News.	All residents	Writers Who	28/04/2025 30/06/2025

*Councillor Participation/Attendance Considerations*

DATE	TIME	CHANNEL	LOCATION	PARTICIPATION
Wednesday 27th November 2024		Councillor Workshop to consider the Draft Community Engagement Plan and IP & R	Community Room	Councillors SMT



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## COMMUNITY ENGAGEMENT

		Framework Documentation Action Plan.		
Wednesday 19th March 2025	<i>Just prior to the Community Public Meeting on 19th March 2025</i>	(If required) Councillor workshop to prepare for the Community Public Meeting.	Community Room	Councillors SMT
Wednesday 19th March 2025		Facilitated Community Public Meeting to present the Draft Community Engagement Plan and IP & R Framework Documentation Action Plan.	Community Room	Councillors SMT All residents Facilitator
Saturday 22nd March 2025	9:00am - 5:00pm	Integrated Planning and Reporting Framework Documentation Review and Creation.  <b>Summit Day 1.</b>	Community Room	Councillors Manex Other Staff Facilitator
Sunday 23rd March 2025	9:00am - 5:00pm	Integrated Planning and Reporting Framework Documentation Review and Creation.  <b>Summit Day 2.</b>	Community Room	Councillors Manex Other Staff Facilitator
Wednesday 16th April 2025	4:00pm - 6:00pm	Councillor Workshop for review of draft 2025/2026	Community Room	Councillors SMT

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## COMMUNITY ENGAGEMENT

		estimates and Final Draft IP&R Framework Documentation.		
Wednesday 14th May 2025	4:00pm - 6:00pm	Councillor Workshop for Final review of draft 2025/2026 estimates and Final Draft IP&R Framework Documentation, if deemed necessary.	Community Room	Councillors SMT
Saturday 14th June 2025	10:00am - 4:00pm	Councillor Stand at the Warren Show – Final Public Viewing and Feedback of Draft IP & R Framework Documentation.	Warren Showground / Racecourse Complex	Councillors
Wednesday 25th June 2025	4.00pm - 6.00pm	Councillor Workshop for final review of Integrated Planning and Reporting Framework Documentation, if deemed necessary.	Community Room	Councillors SMT
Thursday 26th June 2025	8.00am - 4.00 pm	Council Meeting for final consideration of Integrated Planning and Reporting Framework Documentation.	Community Room	Councillors SMT

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**ITEM 10            DISCLOSURES OF INTEREST – COUNCILLORS AND DESIGNATED PERSONS**

**(A7-9)**

**RECOMMENDATION:**

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

**PURPOSE**

Under the Warren Shire Council's Code of Conduct (Code of Conduct) 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 and provide additional Returns as their circumstances warrant.

**REPORT**

This report is presented to Council in accordance with Council's Code of Conduct requirements and to advise of two (2) Disclosure of Interest Returns for Councillors and Designated Persons received from Mr Gary Woodman (updated Disclosure) and Mr Stephen Glen (new Disclosure).

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 – the returns have been completed and lodged with the General Manager and will be tabled at the meeting in accordance with legislative requirements.

**STAKEHOLDER CONSULTATION**

Consultation with Councillors and Designated Persons.

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**ITEM 10                    DISCLOSURES OF INTEREST – COUNCILLORS AND DESIGNATED PERSONS**  
**CONTINUED**

**OPTIONS**

This is a requirement of Councillors and Designated Persons.

**CONCLUSION**

In accordance with Council's Code of Conduct, all Councillors and Designated Persons have completed and lodged their returns with the General Manager as required within the appropriate timeframe. This additional Disclosure of Interest Return for Councillors and Designated Persons by Mr Woodman is to inform Council of new information that he has disclosed. Mr Glen has been recently appointed as Acting General Manager (Temporary) and has submitted a Disclosure of Interest Return for Councillors and Designated Persons as required.

These 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 Disclosure of Interest Returns for Councillors and Designated Persons as submitted by Mr Woodman and Mr Glen.

# 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 5<sup>th</sup> December 2024

## ITEM 1 RECONCILIATION CERTIFICATE – OCTOBER 2024

(B1-10.16)

### RECOMMENDATION:

That the Statements of Bank and Investments Balances as at 31<sup>st</sup> October 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 31<sup>st</sup> October 2024.

Council should note that investment items listed as

## INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 30-Sep-24	Transactions	Balance 31-Oct-24
General	11,020,404.02	(2,295,865.25)	8,724,538.77
Water Fund	905,968.84	(48,828.85)	857,139.99
Sewerage Fund	1,878,004.38	(27,194.48)	1,850,809.90
North Western Library	51,344.60	(8,305.61)	43,038.99
Trust Fund	91,609.78	0.00	91,609.78
Investment Bank Account	(11,742,013.65)	4,000,000.00	(7,742,013.65)
	<b>2,205,317.97</b>	<b>1,619,805.81</b>	<b>3,825,123.78</b>

# 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 5<sup>th</sup> December 2024

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ITEM 1 RECONCILIATION CERTIFICATE – OCTOBER 2024

CONTINUED

## BANK STATEMENT RECONCILIATION

<b>Balance as per Bank Statement =</b>	<b>3,825,123.78</b>
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
<b>Balance as per Ledger Accounts less Investments =</b>	<b>3,825,123.78</b>

## INVESTMENTS RECONCILIATION

### Investments as at 31st October 2024

No.	Institution	Amount	Term & Rate	Maturity Date
	CBA	232,013.65	Variable	On Call A/c
5	NAB	2,000,000.00	5.30%	7-Jan-25
2	NAB	1,500,000.00	4.90%	7-Jan-25
6	NAB	1,500,000.00	4.90%	7-Jan-25
7	NAB	1,000,000.00	4.90%	28-Jan-25
10	NAB	1,500,000.00	4.90%	28-Jan-25
	NAB	10,000.00	60 days @ 1.45%	TBA
<b>TOTAL INVESTMENTS =</b>		<b>7,742,013.65</b>		

## BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	8,678,419.43
Internally Restricted Funds Invested	2,388,718.00
Unrestricted Funds	500,000.00
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b>11,567,137.43</b>

As Councils Responsible Accounting Officer, I note the External and Internal Restricted Funds are an estimate only, pending final review in part with Annual Financial Statements preparation into the future.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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---

**ITEM 1 RECONCILIATION CERTIFICATE – OCTOBER 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  
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**ITEM 2**

**STATEMENT OF RATES & ANNUAL CHARGES**

**(R1-4)**

**RECOMMENDATION:**

That the Statement of Rates and Annual Charges information as at 12<sup>th</sup> November 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 12<sup>th</sup> November 2024 including comparisons over the last four years.

This report is considered the most accurate and relevant information available, for Council to consider relating Rates and Annual Charges information, for comparative purposes in a related period.

**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.



# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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**ITEM 2**

**STATEMENT OF RATES & ANNUAL CHARGES**

**CONTINUED**

**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**

Nil.

# WARREN SHIRE COUNCIL

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

**CONTINUED**

**12-Nov-24**

Name of Rate	NETT			COLLECTIONS FOR YEAR		NETT ARREARS	
				ARREARS	NETT LEVY	TOTAL	COLLECT
	1st JULY		RECEIVABLE	AMOUNT	AS % AGE	AMOUNT	AS % AGE
	\$	\$	\$	\$	OF TOTAL	\$	OF TOTAL
					REC'ABLE		REC'ABLE
General Fund Rates	268,520	5,703,880	5,972,399	2,098,085	35.13%	3,874,315	64.87%
Warren Water Fund	102,688	600,615	703,303	298,911	42.50%	404,393	57.50%
Warren Sewerage Fund	115,462	627,197	742,659	297,637	40.08%	445,022	59.92%
<b>TOTAL 2024/2025</b>	<b>486,670</b>	<b>6,931,692</b>	<b>7,418,362</b>	<b>2,694,633</b>	<b>36.32%</b>	<b>4,723,729</b>	<b>63.68%</b>
<b>TOTAL 2023/2024</b>	<b>445,604</b>	<b>6,618,315</b>	<b>7,063,919</b>	<b>2,510,506</b>	<b>35.54%</b>	<b>4,553,413</b>	<b>64.46%</b>
<b>TOTAL 2022/2023</b>	<b>321,306</b>	<b>6,299,614</b>	<b>6,620,920</b>	<b>2,597,387</b>	<b>39.23%</b>	<b>4,023,411</b>	<b>60.77%</b>
<b>TOTAL 2021/2022</b>	<b>303,871</b>	<b>6,113,747</b>	<b>6,417,618</b>	<b>2,681,275</b>	<b>41.78%</b>	<b>3,736,343</b>	<b>58.22%</b>
<b>TOTAL 2020/2021</b>	<b>318,952</b>	<b>5,949,954</b>	<b>6,268,906</b>	<b>2,458,708</b>	<b>39.22%</b>	<b>3,810,198</b>	<b>60.78%</b>
		<b>20-Nov-20</b>	<b>18-Nov-21</b>	<b>17-Nov-22</b>	<b>08-Nov-23</b>	<b>12-Nov-24</b>	
<b>COLLECTION FIGURES AS \$</b>		<b>2,458,708</b>	<b>2,681,275</b>	<b>2,597,387</b>	<b>2,510,506</b>	<b>2,694,633</b>	
<b>COLLECTION FIGURE AS %</b>		<b>39.22%</b>	<b>41.78%</b>	<b>39.23%</b>	<b>35.54%</b>	<b>36.32%</b>	

# WARREN SHIRE COUNCIL

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

Project	Budget	Expend	Resp	Comment
Office Equipment Purchases – PC Purchases – Electronic Records Management System Investigation/Implementation	\$161,032	\$28,861	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, a new server is in place and transitioning to use in full.

**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  
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**ITEM 4**

**REVIEW OF COUNCIL'S 2023/2024 OPERATIONS REPORT**

**(A1-5.42)**

**RECOMMENDATION:**

That the information on Council's General Purpose Financial Statements for the period ended 30th June 2024 be received and noted, specifically the Income Statement, Statement of Financial Position, Statement of Cashflows and note C1-3 Restricted and allocated cash, cash equivalents and investments.

**PURPOSE**

To present a section of the Annual Financial Statements for the year ending 2023/2024, offering Council an overview of the financial results.

**BACKGROUND**

All Councils are required to compile the Annual Financial Statements for submission to the Office of Local Government by 31<sup>st</sup> October 2024, these items are to be independently audited by NSW Auditor General and their appointed sub-contractor Nexia Pty Ltd.

**REPORT**

Council's subcontracted auditor Nexia Pty Ltd has commenced the annual audit process 27<sup>th</sup> to 29<sup>th</sup> September 2024, with further follow up work required to satisfy audit sample testing almost completed.

The Annual Financial Statements were lodged with the Office of Local Government by the due date 31<sup>st</sup> October 2024, following the review of the Annual Financial Statements by the NSW Auditor General and contract auditor of the same. The Annual Financial Statements have been provided to Council under separate cover, in addition are available via Council Website.

Attached to this report is a copy of the relevant audit reports that inform the overview of Council operations for the year ending 30<sup>th</sup> June 2024, for Councillors information.

**Statement of Cash Flows for 2023/2024**

The Statement of Cash Flows shows a large change with cash held at year end, a decrease of approximately \$5,497,000 and this is largely due to the funds owed to Council for Flood Damage works and refunds of GST input tax credits unpaid at 30/06/2024.

# 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 5<sup>th</sup> December 2024

---

## ITEM 4

## REVIEW OF COUNCIL'S 2023/2024 OPERATIONS REPORT

CONTINUED

Cash & cash equivalents held on 30<sup>th</sup> June 2024 totalled \$11,971,000 and utilised to provide for the specific purpose of funding future needs, that of internally at Council discretion or externally restricted to meet statutory requirements as listed below: -

<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>11,971,000</b>
<b>EXTERNAL RESTRICTED INCLUDED IN LIABILITIES</b>	
- CWCMA - Roadside Environmental Mapping	7,000
- Specific Purpose Unexpended Grants	2,232,000
<b>EXTERNAL RESTRICTED INCLUDED IN REVENUE</b>	
- Specific Purpose Unexpended Grants	4,627,000
- Water Supply Bank Account	613,000
- Sewerage Services Bank Account	1,639,000
- Domestic Waste Management Funds	94,000
- Other Contributions - Library	6,000
<b>TOTAL EXTERNAL RESTRICTED FUNDS =</b>	<b>9,218,000</b>
<b>TOTAL INTERNAL RESTRICTED FUNDS =</b>	<b>2,247,000</b>
<b>TOTAL INTERNAL &amp; EXTERNAL RESTRICTED FUNDS =</b>	<b>11,465,000</b>
<b>TOTAL UNRESTRICTED FUNDS</b>	<b>506,000</b>

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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## ITEM 4

## REVIEW OF COUNCIL'S 2023/2024 OPERATIONS REPORT

CONTINUED

Below is a history of cash & investments from 2018 to date detailing all restrictions.

	2018 in '000's	2019 in '000's	2020 in '000's	2021 in '000's	2022 in '000's	2023 in '000's	2024 In '000's
Externally Restricted	1,501	1,060	3,799	4,237	3,719	8,276	6,872
Internally Restricted	8,026	7,030	6,280	3,347	5,664	5,682	2,247
Water Supply Bank A/c	144	555	395	1,050	745	817	613
Sewerage Bank A/c	2,271	2,441	2,615	1,455	1,897	2,013	1,639
Domestic Waste Management A/c	262	262	240	228	250	156	94
Operating Cash - General Fund	500	500	500	500	500	524	506
-----	-----	-----	-----	-----	-----	-----	-----
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>12,704</b>	<b>11,848</b>	<b>13,829</b>	<b>10,817</b>	<b>12,775</b>	<b>17,468</b>	<b>11,971</b>

### FINANCIAL AND RESOURCE IMPLICATIONS

N/A.

### LEGAL IMPLICATIONS

N/A.

### RISK IMPLICATIONS

N/A.

### STAKEHOLDER CONSULTATION

Upon the annual audit process being completed, Council will place a public notice on both Council's website and Facebook page advising ratepayers and residents that the Audited 2023/2024 Financial Statements & Auditors Report which is likely to be presented to the meeting to be held on Thursday, 5<sup>th</sup> December 2024.

### OPTIONS

N/A.

### CONCLUSION

This report is to inform Council with a broad overview of operations for 2023/2024 financial year, with relevant draft financial statements or notes included.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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**ITEM 4**

**REVIEW OF COUNCIL'S 2023/2024 OPERATIONS REPORT**

**CONTINUED**

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

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. Report on the Conduct of the Audit for the Year Ended 30 June 2024; and
2. Warren Shire Council Engagement Closing Reports for 2023/2024 (under separate cover).

# 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 5<sup>th</sup> December 2024

ITEM 4

REVIEW OF COUNCIL'S 2023/2024 OPERATIONS REPORT

CONTINUED



Cr Greg Whiteley  
Mayor  
Warren Shire Council  
PO BOX 6  
WARREN NSW 28249

Contact: Hong Wee Soh  
Phone no: 02 9275 7397  
Our ref: R008-2124742775-8450

30 October 2024

Dear Mayor

## Report on the Conduct of the Audit for the year ended 30 June 2024 Warren Shire Council

I have audited the general purpose financial statements (GPFS) of the Warren Shire Council (the Council) for the year ended 30 June 2024 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's GPFS.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2024 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

### INCOME STATEMENT

#### Operating result

	2024 \$m	2023 \$m	Variance %
Rates and annual charges revenue	6.8	6.6	3.0
Grants and contributions revenue	19.2	19.9	3.5
Operating result from continuing operations	10.2	12.0	15.0
Net operating result before capital grants and contributions	6.4	9.0	28.9



# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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## ITEM 4 REVIEW OF COUNCIL'S 2023/2024 OPERATIONS REPORT

CONTINUED

Rates and annual charges revenue (\$6.8 million) increased by \$0.2 million (3.0 per cent) in 2023–2024.

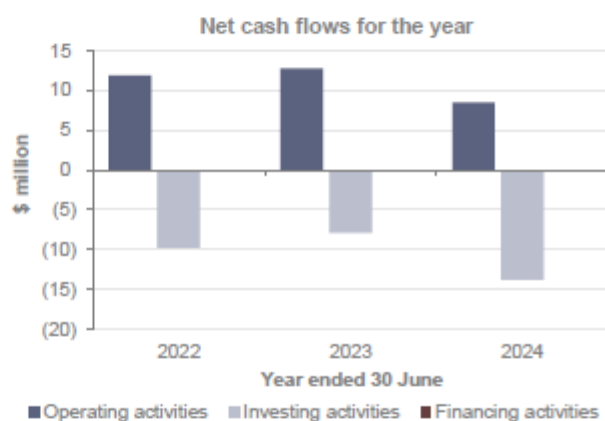
Grants and contributions revenue (\$19.2 million) decreased by \$0.7 million (3.5 per cent) in 2023–2024. Contributing to decrease was receiving 85.0 per cent of the financial assistance grants for 2024–25 in advance compared to 100 per cent in 2022–23.

Council's operating result from continuing operations (\$10.2 million including the effect of depreciation and amortisation expense of \$3.7 million) was \$1.8 million lower than the 2022–23 result. This was mainly due to increased expenditure in materials and services including flood recovery and road maintenance.

The net operating result before capital grants and contributions (\$6.4 million) was \$2.6 million lower than the 2022–23 result. This was mainly due to the increased expenditure in materials and services and reduced revenue noted above.

### STATEMENT OF CASH FLOWS

- The Statement of Cash Flows illustrates the flow of cash and cash equivalents moving in and out of Council during the year and reveals that cash increased by \$5.5 million to \$12.0 million at the end of the financial year.
- The increase is mainly due to grant funds that remained unspent at the end of the year.



### FINANCIAL POSITION

#### Cash and investments

Cash and investments	2024	2023	Commentary
	\$m	\$m	
<b>Total cash, cash equivalents and investments</b>	<b>12.0</b>	<b>17.5</b>	Externally restricted balances comprise mainly of specific purpose unexpended grants – general fund, domestic waste management charges, water and sewer funds.
Restricted cash and investments:			Internal allocations are determined by council policies or decisions, which are subject to change.
• External restrictions	9.2	11.3	
• Internal allocations	2.2	5.7	

#### Debt

After repaying principal and interest, total debt as at 30 June 2024 was \$3.5 million (2023: \$3.7 million).

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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ITEM 4

REVIEW OF COUNCIL'S 2023/2024 OPERATIONS REPORT

CONTINUED

## PERFORMANCE

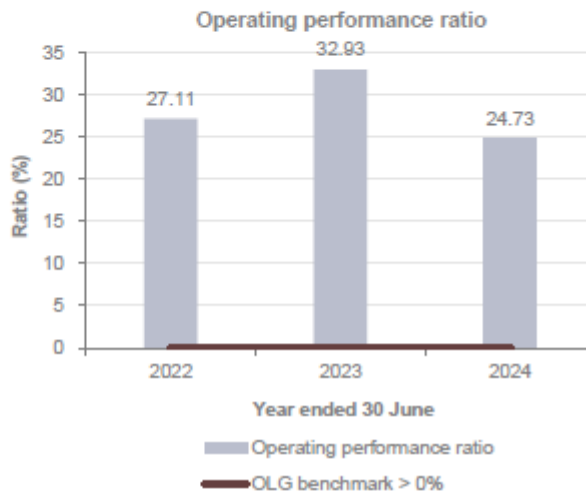
### Performance measures

The following section provides an overview of the Council's performance against the performance measures and performance benchmarks set by the Office of Local Government (OLG) within the Department of Planning, Housing and Infrastructure.

#### Operating performance ratio

The Council met the OLG benchmark for the current reporting period.

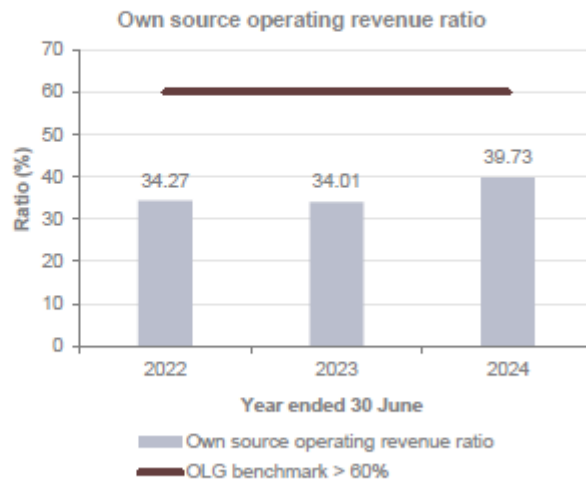
The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by OLG is greater than zero per cent.



#### Own source operating revenue ratio

The Council did not meet the OLG benchmark for the current reporting period.

The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.



# WARREN SHIRE COUNCIL

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ITEM 4

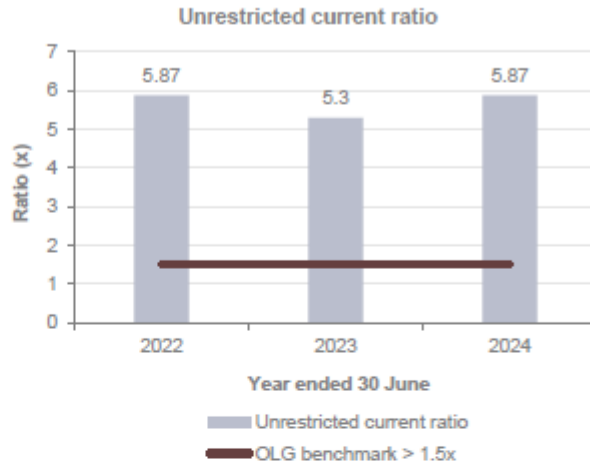
REVIEW OF COUNCIL'S 2023/2024 OPERATIONS REPORT

CONTINUED

## Unrestricted current ratio

The Council met the OLG benchmark for the current reporting period.

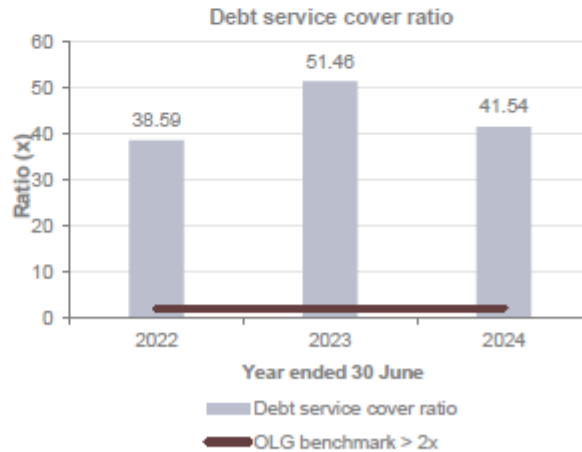
The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.



## Debt service cover ratio

The Council met the OLG benchmark for the current reporting period.

The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.



# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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ITEM 4

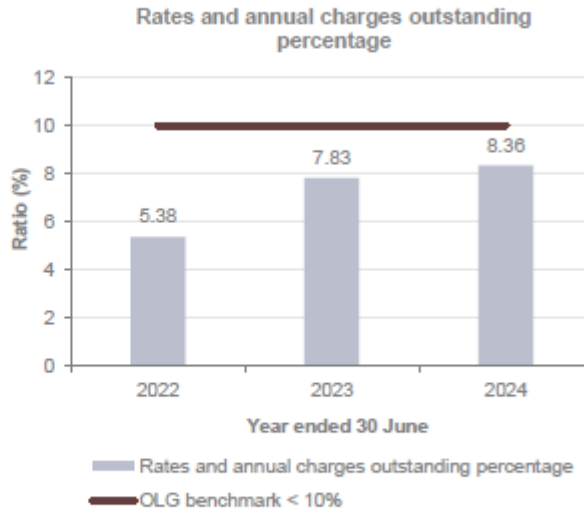
REVIEW OF COUNCIL'S 2023/2024 OPERATIONS REPORT

CONTINUED

## Rates and annual charges outstanding percentage

The Council met the OLG benchmark for the current reporting period.

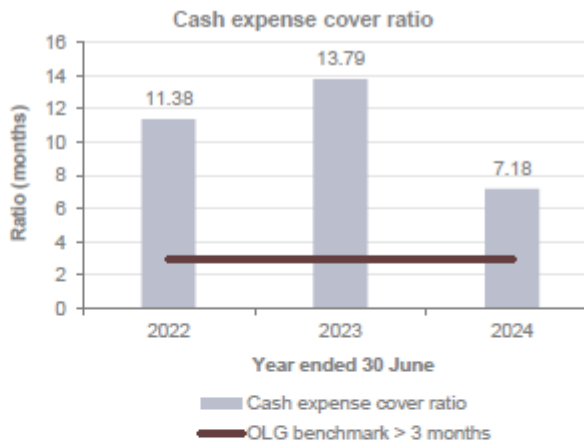
The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 10 per cent for regional councils.



## Cash expense cover ratio

The Council met the OLG benchmark for the current reporting period.

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.



## Infrastructure, property, plant and equipment renewals

- Council's asset renewal additions for the year were \$13.2 million compared \$6.9 million for the prior year
- The level of asset renewals during the year represented 359 percent of the total depreciation expense (\$3.7 million) for the year.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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---

ITEM 4

REVIEW OF COUNCIL'S 2023/2024 OPERATIONS REPORT

CONTINUED

## Legislative compliance

My audit procedures did not identify any instances of non-compliance the financial reporting requirements in Chapter 13, Part 3, Division 2 of the LG Act and the associated regulation or a material deficiency in the Council's accounting records or financial statements. The Council's:

- accounting records were maintained in a manner and form to allow the GPFS to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.



Hong Wee Soh  
Associate Director, Financial Audit

Delegate of the Auditor-General for New South Wales

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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**ITEM 5**

**2025/2026 OPERATIONAL PLAN & ESTIMATES TIMETABLE**

**(A1-5.44)**

## **RECOMMENDATION that:**

1. The information be received and noted;
2. Council endorse the 2025/2026 Operational Plan & Estimates timeline; and
3. A Councillor workshop be held on Wednesday 16<sup>th</sup> April 2025 to go through the Draft 2025/2026 Annual Operational Plan & Estimates prior to the final Draft being recommended for public exhibition at the April 2025 Council Meeting.

## **PURPOSE**

To inform Council of the proposed timeline for preparation, advertising and adoption of the 2025/2026 Annual Operational Plan & Estimates.

## **BACKGROUND**

Section 405 of the Local Government Act 1993 requires Council to prepare, advertise and adopt an Annual Operational Plan & Estimates each year.

## **REPORT**

The proposed timetable for the preparation and adoption of the 2025/2026 Annual Operational Plan & Estimates is as follows:

- 1) Wednesday 14<sup>th</sup> March 2025 - last day for Estimates to be returned to the Treasurer.
- 2) March/April 2025 - Manex to finalise the Draft 2025/2026 Annual Operational Plan & Estimates.
- 3) Wednesday 16<sup>th</sup> April 2025 – hold a Councillor workshop to go through the Draft 2025/2026 Annual Operational Plan & Estimates before the April 2023 Council meeting.
- 4) Thursday 24<sup>th</sup> April 2025 - present the Draft 2025/2026 Annual Operational Plan & Estimates to Council for recommendation for public exhibition.
- 5) Monday 1<sup>st</sup> May 2025 - advertise the Draft 2025/2026 Annual Operational Plan & Estimates for public comment.
- 6) Thursday 1<sup>st</sup> June 2025 - final day for public comment on the Draft 2025/2026 Annual Operational Plan & Estimates.
- 7) Thursday 26<sup>th</sup> June 2025 - adopt the 2025/2026 Annual Operational Plan & Estimates by Council.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Nil

## **LEGAL IMPLICATIONS**

Nil

## **RISK IMPLICATIONS**

Nil

## **STAKEHOLDER CONSULTATION**

28 days public consultation after the Draft 2025/2026 Annual Operational Plan and Estimates are initially considered by Council.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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## ITEM 5

## 2025/2026 OPERATIONAL PLAN & ESTIMATES TIMETABLE

CONTINUED

### OPTIONS

Council may alter the proposed timeline but must be mindful that it must give 28 days public exhibition and allow the public to make submissions, the final 2025/2026 Annual Operational Plan & Estimates must be adopted by 30<sup>th</sup> June 2025.

### CONCLUSION

This report is provided to advise Council on the proposed timeline for the preparation and adoption of the 2025/2026 Annual Operational Plan and Estimates.

### 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

Nil.

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
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**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**  
**From 10<sup>th</sup> October to 18<sup>th</sup> November 2024**

PROGRAM	BUDGET	EXPENDITURE
Urban Sealed Roads	\$64,039	\$37,330
Parking Areas	\$5,904	Nil
Kerb and Guttering	\$20,800	Nil
Footpaths	\$41,327	\$17,537
Urban Unsealed Roads	\$30,633	\$10,898
Rural Sealed Roads	\$525,088	\$184,258
Rural Unsealed Roads	\$1,191,198	\$497,109
Rural Bridges	\$15,600	\$2,033
Regional Sealed Roads	\$822,000	\$431,170
Regional Unsealed Roads	\$120,000	\$2,194
Regional Bridges	\$19,000	\$6,104
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$9,400	Nil
<b>Total</b>	<b>\$2,864,989</b>	<b>\$1,188,633</b>



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WORKS PROGRESS REPORTS – ROADS

CONTINUED

PROGRAM	BUDGET	EXPEND/COMMIT.	COMMENTS
RMCC SH11/ Milawa Pavement Rehabilitation	\$1,391,926	N/A	The construction of the remaining 1.25 km section was completed on 2nd November 2024, excluding the Line Marking and the Final Seal. A Payment Claim worth \$1,103,981 will be submitted now.
RMCC SH11/ Routine Maintenance	\$850,965	N/A	Scheduled Maintenance includes cleaning 25 culverts (estimated budget: \$66,000) and repairing 3 culverts (estimated budget: \$375,000). One culvert will also be replaced at Oxley Highway.  Conseth Solutions has been selected to execute all culvert works. Cleaning for 22 culverts starts on 25th November 2024, and repairs for 3 culverts commence on 2nd December 2024. A Safety Induction Session is scheduled for 22nd November 2024.
Heavy Patching 2024/2025 on SH 11 Oxley Highway	\$1,597,062	N/A	Council received a Work Order for Heavy Patching covering 60 patches (total area: 18,264 m <sup>2</sup> ). Works commenced on 17th September 2024, with 3 lots (total area: 1,806 m <sup>2</sup> ) completed.  Remaining works began on 6th November 2024. Scope for flood-damaged areas updated to include 9 additional patches in Milawa. A new Work Proposal has already been submitted to TfNSW.

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**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

<b>PROGRAM</b>	<b>BUDGET</b>	<b>EXPEND/COMMIT.</b>	<b>COMMENTS</b>
AGRN 1034 EPA RW Regional Roads	\$4,878,443	\$527,808	Expenditure is on RR347 Collie - Trangie and RR202 Marthaguy initially under AGRN 1034 IRW, and the ongoing RR333 Carinda works.
AGRN 1034 EPA RW Local Roads	\$1,198,077	\$386,289	Expenditure is on SR73 Udora initially under AGRN 1034 IRW
Regional Emergency Roads Repair Fund – Industrial Access Road/Old Warren Road intersection	\$515,481	Nil	Works are scheduled to begin in early December.

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

**MAINTENANCE**

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	SR58 Nevertire- Bogan	Reconstruction	5.6km sealed. Earthworks/Pavement on the last 2.4km.
Grader Crew 2 (Three-man crew)	SH11 Oxley Highway	Heavy Patch Program 2024/2025	11 patches completed (Defects no. 5, 6, 7, 8, 9, 11, 12, 13, 14, 5- Flex Patch & 15).
	SH11 Oxley Highway	Milawa Reconstruction	Last 750 meters Stabilised and Sealed
Grader Crew 3 (Three-man crew)	SR58 Nevertire-Bogan	Reconstruction	5.6 km Sealed Earthworks/Pavement on the last 2.4 km.
	SR54 Cathundral-Bogan	Maintenance Grade	18km completed out of 24km.
Grader Crew 4 (Three-man-crew)	SR97 Kainga- Marebone	Maintenance Grade	11km completed.
	SR28 Rothsay	Maintenance Grade	6.2km completed.
	SR86 Ellerslie Lane	Maintenance Grade	2.3km completed.
	SR29 Belah View	Maintenance Grade	8.4km completed.
Grader Crew 5 (Three-man-crew)	Vacant		
Roller's Australia Contractors	RR333 Carinda	Causeways Heavy Patching	Patches 20, 28, 33, 47 & 48 were completed and sealed. Patches 52 and 54 were stabilised.

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WORKS PROGRESS REPORTS – ROADS

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WORK CREW	LOCATION	Activity	EMULSION USED	STONE USED
Paveliner (Tar Patching)	SH11 Oxley	201 holes	500L	5T
	SR5 Buckiinguy	120 holes	1,000L	10T
	RR333 Carinda	240 holes	2,600L	26T
	SR3 Canonba	599 holes	5,000L	50T

WORK CREW	LOCATION	ACTIVITY
Roadside Maintenance Team	SH11 Oxley	Sign & Guidepost Installation
	SH11 Oxley	Traffic Management for Paveliner
	RR333 Carinda	Repair Edges Road base
	RR424 Marra	Repair Pavement Over Culvert

Crew	LOCATION	WORK COMPLETED
Roadside Slashing & Weed Spraying	RR7515 Warren	Slashing & Weed Spraying – 41.5km
	RR202 Marthaguy	Slashing & Weed Spraying – 77.6km
	RR424 Marra	Slashing & Weed Spraying – 22.4km
	SR12 Lemongrove	Slashing & Weed Spraying – 29.8km
	SR5 Buckiinguy	Slashing & Weed Spraying - 30.5km

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<b>CREW</b>	<b>LOCATION</b>	<b>WORK COMPLETED</b>	<b>EMULSION USED</b>	<b>STONE USED</b>
Pavement Maintenance Team (Tar Patching)	RR202 Marthaguy	80 potholes and 16m of edge breaks patched.	900L	1.6T
	SR64 Ellengerah	70 potholes patched.	600L	1.5T
	SR66 Wambianna	35 potholes patched.	300	1T
	RR7515 Warren	75 potholes patched.	600	1.6T
	RR333 Carinda	115 potholes patched.	800L	2.1T

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**UPCOMING WORKS (DECEMBER, JANUARY)**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>
Grader Crew 1 (Three-man crew)	SR58 Nevertire-Bogan	December - Rehabilitation
	RR333 Carinda	January - Rehabilitation
Grader Crew 2 (Three-man crew)	SH11 Oxley	December - Heavy Patching
	RR202 Marthaguy	January - Rehabilitation
Grader Crew 3 (Three-man crew)	SR9 Booka	December - Maintenance Grade
	SR8 Ben Avon	January - Maintenance Grade
	MR7516 Billybingbone	January - Maintenance Grade
Grader Crew 4 (Three-man crew)	SR54 Cathundral-Bogan	December - Maintenance Grade
	SR90 Inglewood	December - Maintenance Grade
	SR79 Greentree	December - Maintenance Grade
	SR14 Dicks Camp	December - Maintenance Grade
	Marthaguy Road	January - Rehabilitation
Grader Crew 5 (Three-man crew)	Vacant	
Roller's Australia Contractors	RR333 Carinda	December - Heavy Patching
	RR333 Carinda	January - Rehabilitation

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**CAPITAL WORKS IN PROGRESS**

Project	Budget	Expend/ Comm	Resp	Comment
Bridges Renewal Program RR 7515 Warren Road Replacement of Newe Park Bridge and Marthaguy Creek Bridge	\$5,010,000	\$1,252,013	DMES/ RIM	Marthaguy Bridge construction has commenced.
Urban Unsealed Roads Resheeting	\$15,750	\$1,012	DMES/RIM	Ongoing.
Resheeting of SR62 Buddabadah Road (GPR/FAG) - \$430,500 & LRCI - \$170,100.00	\$600,600	\$170,000	DMES/ RIM	The focus will be on the first five segments that include the school bus route.
SR65 Collie-Bourbah Road Reseal (R2R)	\$136,179.57	\$86,600	DMES/ RIM	Completed.
Old Warren Road Reseal (R2R)	\$136,179.57	\$126,800	DMES/ RIM	Completed.
SR27 Bullagreen Road Reseal (R2R)	\$136,179.57	\$81,200	DMES/ RIM	Completed.
Collie-Dubbo Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	
*SR46 Widgeree Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Withdrawn. Replacement to be identified.
SR12 Lemongrove Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	

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<b>Project</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
SR5 Buckiinguy Reseal (R2R)	\$136,179.58	\$90,600	DMES/ RIM	Completed.
SR59 Tottenham Road Reseal (RERRF)	\$175,000	\$111,800	DMES/ RIM	Completed.
SR58 Nevertire Bogan Road (RERRF)	\$175,000	Nil	DMES/ RIM	
NSW Disaster Ready Fund – Electronic Signage at Reddenville Break and Stoney Creek Crossing.	\$77,021.00	Nil	DMES	Grant successful. Funding Deed being prepared.
Safer Roads Program – Carinda Road, Segment 62 to 70; Shoulder Widening.	\$3,949,000 \$450,000 co-contribution	\$27,044	DMES/RIM	Preliminary investigations and design ongoing.
Safer Roads Program – Marthaguy Road, Segment 12 to 20; Safety Improvements.	\$4,290,000 \$450,000 co-contribution	\$24,494	DMES/RIM	Preliminary investigations and design ongoing.
Floodplain Management Program (DCCEEW) – Warren Town Flood Study	\$226,308	Nil	DMES	Tendering in progress
Bundemar Street Warren and Clyde Street and Narromine Street, Nevertire K&G (R2R)	\$200,000	\$177,484	DMES/ RIM	K&G Completed. Ancillary work to be completed.



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<b>Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B</b>				
<b>Project</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
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.	\$3,512,560  Made up of \$2,813,215 grant & \$699,345 Council	\$2,501,517	DMES/ RIM	Scope: 12 Culverts have been replaced. Royalty/Cartage for gravel – completed. Rehabilitation & Seals – 5.6km sealed to date. Line Marking – to be arranged. Tree Pruning and Lopping – completed.
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) Rifle Range Road, Oxley Highway and Ellengerah Road Intersections Construction	\$176,815	\$37,096	DMES/ RIM/ FRSPM	Being scoped and programmed. Approval from TfNSW is being sought for SH11 intersection. Rifle Range Road Intersection completed.

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Project	Budget	Expend/ Comm	Resp	Comment
<b>Grant Applications</b>				
Regional Precincts and Partnership Program – Precinct Delivery – Warren CBD Upgrade Grant Application	\$13,244,452	Nil	DMES/ POA	Unsuccessful notification received. Staff have revised and resubmitted the application.
Safer Local Roads and Infrastructure Program / Belaringar Bridge (Weir Offtake) Ellengerah Road Replacement	\$2,330,000 (\$466,000 Council Contribution)	Nil	DMES	Pending grant approval.
Safer Local Roads and Infrastructure Program Safer Local Roads and Infrastructure Program/ Weemabung Bridge Replacement and Warren Road Rehabilitation	\$2,525,000 (\$510,000 Council Contribution)	Nil	DMES	Pending grant approval.
Housing Support Program Gunningba Estate Stage 3	Grant \$8,974,442 Council \$171,000	Nil	DMES	Pending grant approval

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**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Town Services Manager for the budget and works period from 10<sup>th</sup> October 2024 to 18<sup>th</sup> November 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 FROM 10<sup>th</sup> OCTOBER TO 18<sup>th</sup> NOVEMBER 2024**

Project	Budget	Expend/Comm	Resp	Comment
<b>General</b>				
Warren Lawn Cemetery Stage 3. GL: 3330-4120-0100 JC: 3330-4120-0010	\$63,378	\$19,355	MHD / TSM	*9/10/2024 New grave plots have been Hydroseeded.  4/11/2024 Hydro seeding carried out. May need to be reseeded due to very heavy rain a few days after seeding occurred. Still waiting on Irrigation Controller. 18/11/2024 Grass growth around the new extension is progressing well.

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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. JC: 701-5-14	\$63,936	\$34,150	DMES / TSM	*9/10/2024 Signage works awarded to L Naef & K.E.Parry (Solid Signs).  18/11/2024 Kick off meeting Thursday 21/11/2024. Works expected to be completed Mid December 2024.
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	\$98,000	Nil	TSM	*22/07/2024 Arrangements in train for an audit of Warren Airport by Public Works Authority (PWA) on behalf of the NSW Government.  9/10/2024 Round 4 Regional Airports Program is now open. Council will apply for 50% funding for the improvement to the Exclusion Fence.  18/11/2024 Round 11 Remote Airports Program Grant to be submitted for the raising of the height of the

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Project	Budget	Expend/Comm	Resp	Comment
				exclusion fence, development of a circling RNAV and drainage upgrade.
Warren Airport Improvement Works Subject to additional 50% Grant Funding GL: 3420-4320-0110	\$101,600	Nil	TSM	*9/10/2024 Round 4 Regional Airports Program is now open. Council will apply for 50% funding for additional civil works to remove open drainage channels and improvement to Apron Lighting.  18/11/2024 Round 11 Remote Airports Program Grant to be submitted for the raising of the height of the exclusion fence, development of a circling RNAV and drainage upgrade.
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	\$5,123	TSM	*9/10/2024 Fence replacement at Lions Park play equipment has commenced.  18/11/2024 Staffing issues and weather have delayed the completion of the fence. Arrangements have been made to engage a local contractor to complete the works.

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(C14-7.2)

Project	Budget	Expend/Com m	Resp	Comment
Warren Showground/Racecourse Drought Proof Irrigation/Fencing Project	\$391,260 Total.			<p>*9/10/2024</p> <p>The Warren Jockey Club has completed the exclusion fencing to the Carrinda Road entrance gate. Their contractor will continue, beyond the entrance and include the current agistment yards all the way to the centre sliding gate adjacent to the Equestrian Centre. A request for quotations has been completed for the supply and installation of an automated sliding gate at the Carinda Road entrance and the conversion to automated gates of the two sliding gates at the Equestrian Centre. A further Request for Tender for the remaining exclusion fencing will be advertised in November/December 2024.</p>
Installation of Exclusion Fencing.	\$247,260 Grant.	\$28,774	TSM	
Expected additional funding from Warren Jockey Club (WJC) & Racing NSW	\$144,000 WJC.			
JC: 122-5-10				
GL: 3360-4030-0045				<p>18/11/2024</p> <p>Supply and installation of a new automated gate at Carinda Road and the automation of the two existing gates adjacent to the equestrian arena has been awarded to Sunset Fencing. Approximately 2,100m of fencing has been replaced. RFQ to be finalised for the remaining 1,200m.</p>

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Project	Budget	Expend/Com m	Resp	Comment
Oxley Park River Water Pumping Station: Hatch cover & Handrails.  GL: 4580-4320-0030 JC: 191-3-5	\$10,000	Nil	TSM	22/07/2024 Works being scoped.
Water Extraction Meter Compliance  GL: 4580-4320-0003 JC: 0190-0010-0000	\$1,346	Nil	TSM	2/09/2024 Once completed, Information from the IWCM and Water Security Projects will support the need for the Water Access Licence (WAL).
Upgrade Water Network Telemetry System. GL: 4580-4320-0003 JC: 0190-0020-0005	\$60,000	\$682	TSM	*2/09/2024 Installation of Farmbot components being rolled out.  18/11/2024 Installations are progressing.
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	*9/07/2024 Consultant to be engaged to review data collected.  18/11/2024 Reid Environmental has been engaged by DPIE to review the pressure and flow data we collect and make recommendations on areas of potential improvements.
Replacement of Motor Control Centre (MCC) at Ellengerah River Water Pumping Station.  GL: 4580-4320-0001. JC: 191-1-75.	\$75,000	\$39,971.21	TSM	Work being scoped and quotation received. Westech Industrial Controls have been awarded the manufacture of the MCC.

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Water Valve Replacement Program GL: 4580-4320-0055	\$100,000	\$9,426	TSM	<p>*9/10/2024 Valves at the base of the Ellengerah Bore Water Reservoir and three other valves located around Warren were replaced in early October. Waiting on invoicing.</p> <p>18/11/2024 Various river and bore valves continue to be replaced around Warren, Nevertire and Collie.</p>
<b>Sewerage Services</b>				
CCTV and Smoke Testing of Sewer at Warren and Nevertire GL: 5580-4320-0002 JC: 230-0000-0005	\$400,000	\$316,443.44	TSM	<p>*9/10/2024 Tender Evaluation to be presented to the Committee of the Whole, Closed Council Meeting on Thursday October 24<sup>th</sup> for consideration.</p> <p>18/11/2024 Tender awarded to Plumbworx to carry out the CCTV inspection of sewer gravity mains. Budget increase by Council at the October 2024 Meeting.</p>



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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	\$129	TSM	*2/09/2024 Installation of Farmbot components being rolled out.  18/11/2024 Units have been installed at Tiger Bay, Carter Oval, Noel Waters Oval and Nevertire Sewerage Pumping Stations.
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	*2/09/2024 Waiting on Contractor Availability.  4/11/2024 Footings constructed. Waiting on Invoices from contractor.
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.  18/11/2024 Commenced discussions with alternate contractor for the works to be carried out.

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Project	Budget	Expend/Comm	Resp	Comment
Sewer Pump Stations Safety Improvements GL: 5580-4320-4000 JC: 201-90-0000	\$99,750	Nil	TSM	Work being scoped.
Construction of Additional Evaporation Lagoon at Tiger Bay STP.  GL: 5580-4320-4040 JC: 227-30-5	\$540,000	\$446,520.88	TSM	*9/10/2024 Tender Evaluation to be presented to the Committee of the Whole, Closed Council Meeting on Thursday October 24 <sup>th</sup> for consideration.  4/11/2024 Tender awarded to Consenth Solutions at the October 2024 Council Meeting. Budget amended to \$540,000.

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Project	Budget	Expend/Comm	Resp
<b>Levee Restoration</b>			
Warren Levee Rehabilitation			
JC:			DMES/TSM/IPM
3300-4400-0000 Federal;	\$4,430,118	\$936,268	
3300-4410-0000 State	\$736,438	\$131,140	
3300-4420-0000 OLG AGRN:	\$736,697	\$159,679	
<b>Comments</b>			
*9/10/2024			
Replacement flood gates will start to be delivered late October.			
Electric Submersible Pumps have been delivered.			
Generators & soft starters being configured.			
Public Works to evaluate the portable diesel pumps to be purchased.			
18/11/2024			
Waiting on the amended report from Public Works Authority regarding the selection of the portable diesel pumps we can purchase.			

**WARREN SHIRE COUNCIL**  
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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Local Roads and Community Infrastructure Grant Programs for Phase 4				
Project	Budget	Expend	Resp	Comment
*Oxley Park Electric Barbeques (2) (LRCI)  GL: 3360-4040- 0005 JC: 3350-10-10	\$8,615	\$5,800	TSM	9/10/2024 Works commenced. 18/11/2024 Works Completed.
Warren CCTV System  GL: 3360-4040- 0005 JC: 3350-9-10	\$57,334	\$57,334	TSM	*9/10/2024 Cameras installed and final testing is underway.  18/11/2024 Contractor has 19 cameras to install. Training of Council and NSW Police Force staff is planned for December 2024.

IWCM & Water Security Projects				
Integrated Water Cycle Management (IWCM) Strategy Project	\$339,470 Council contribution is \$33,947	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.  18/11/2024 Kick-off meeting held Wednesday 30/10/2024.
Warren Shire Water Security Project	\$1,127,700 Council contribution is \$112,770	Nil	TSM	18/11/2024 Confidentiality Deed signed by Council. Funding Deed being prepared. Project will be delivered with assistance from Public Works Authority.

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Activity	Required Interval	Details	
<b>Water System Planned Maintenance</b>			
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. 30/09/2024 Ellengerah inspected & hosed out September 2024 during valve replacement.
		River Water Reservoirs	Investigate using Remotely Operated Vehicle (ROV) to inspect in 2025.

<b>Sewerage System Planned Maintenance</b>			
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 advertised August 2024 to Late September 2024. Report to October 2024 Council Meeting.
		4/11/2024	Tender for the construction of the new evaporation lagoon awarded to Conseth Solution on Thursday 24 <sup>th</sup> October, 2024.
<b>Water and Sewerage Works Subject to Funding</b>			

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Activity	Required Interval	Details
<b>Location</b>	<b>Work Under Development</b>	
<b>Collie Water Supply</b> (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.
<b>Water and Sewer – Routine Works Budget vs Expenditure as at 18th November 2024</b>		
<b>Account</b>	<b>Budget</b>	<b>Expenditure, Inc. Commitments</b>
Water Fund Maintenance and Repair	<b>\$655,884</b>	<b>\$290,923</b>
GL's: 4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	<b>\$334,255</b>	<b>\$103,560</b>
GL's: 5200-0003, 5250-0003, 5280-0003 & 5300-0003.		
<b>Parks and Gardens – Routine Works Budget Vs Expenditure as at 18th November 2024</b>		
<b>Account</b>	<b>Budget</b>	<b>Expenditure, Inc. Commitments</b>
Parks, Gardens, Cemeteries, Racecourse & Levee	<b>\$976,139</b>	<b>\$424,323</b>
GL's: 0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		
<b>Aerodrome – Routine Works Budget vs Expenditure as at 18th November 2024</b>		
<b>Account</b>	<b>Budget</b>	<b>Expenditure, Inc. Commitments</b>
Aerodrome Operations	<b>\$167,352</b>	<b>\$52,315</b>
GL: 2555-0003 JC: 2549-0-0		

**WARREN SHIRE COUNCIL**  
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**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Water and Sewer Works**

- Hydrant flushing Warren/Nevertire (ongoing)
- 8 Wilson St repair meters
- 4 Brennan Pl repair service
- Nevertire sewer issue (pump station)
- Corner Chester/Readford St river main break
- Victoria Oval water main redirection
- 12 Banks St repair meters
- Nevertire Highway leak
- Showground water leak (front gate)

**As of 18/11/24**

<b>Warren Sewerage Treatment Works inflow</b>		<b>Sewerage Year – 1st June 2024 to 31st May 2025</b>		
<b>Month</b>	<b>Peak Daily Flow (KL)</b>	<b>Average Daily Flow (KL)</b>	<b>Monthly Flow (ML)</b>	<b>Cumulative Annual Flow (ML)</b>
June 2024	486	362	10.85	10.85
July 2024	463	354	10.96	21.81
August 2024	682	346	10.73	32.54
September	480	337	9.79	42.33
October	492	345	10.71	53.04
November	469	357	5.36	58.40

# WARREN SHIRE COUNCIL

## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 5th December 2024

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	<b>Max. Allocation (ML)</b>
<b>Warren Bores</b>										
Bore 1 (Bore Flat) Lic. 80AL703155	49.13	49.13	28.28	77.42	0.00	77.42	0.00	77.42		
Bore 2 (Ellengerah) Unlicensed	9.48	9.48	0.00	9.48	0.00	9.48	0.00	9.48		
	<b>58.61</b>	<b>58.61</b>	<b>28.28</b>	<b>86.89</b>	<b>0.00</b>	<b>86.89</b>	<b>0.00</b>	<b>86.89</b>	<b>12.41%</b>	700
<b>Warren River</b>										
Oxley Park Lic. 80AL700017	1.70	1.70	0.00	1.70	0.00	1.70	0.00	1.70		
Ellengerah Rd Lic. 80AL700017	23.29	23.29	23.20	46.49	0.00	46.49	0.00	46.49		
	<b>24.99</b>	<b>24.99</b>	<b>23.20</b>	<b>48.19</b>	<b>0.00</b>	<b>48.19</b>	<b>0.00</b>	<b>48.19</b>	<b>6.43%</b>	750
<b>Showground (Racetrack)</b>										
Lic. 80AL700645	<b>0.00</b>	<b>0.00</b>	<b>9.37</b>	<b>9.37</b>	<b>0.00</b>	<b>9.37</b>	<b>0.00</b>	<b>9.37</b>	<b>4.98%</b>	188
<b>Nevertire Bore Lic. 80AL703158</b>										
	<b>4.77</b>	<b>4.77</b>	<b>5.85</b>	<b>10.62</b>	<b>0.00</b>	<b>10.62</b>	<b>0.00</b>	<b>10.62</b>	<b>26.55%</b>	40
<b>Collie Bore Lic. 80CA724011</b>										
	<b>0.99</b>	<b>0.99</b>	<b>0.90</b>	<b>1.90</b>	<b>0.00</b>	<b>1.90</b>	<b>0.00</b>	<b>1.90</b>	<b>7.58%</b>	25
<b>Macquarie Park 80AL700996</b>										
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	14.2

Rainfall for November: 27mm

\*Rainfall to date: 545 mm

\*Burrendong Dam Level: 74%

\*As of 18/11/2024



**WARREN SHIRE COUNCIL**  
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**ITEM 2                      WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

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.

Softfall areas at Macquarie and Ravenswood Parks are inspected and blown down 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 Garden**

- Woolnough levee mow/snip
- Ravenswood Park mow/snip
- Event preparation Nevertire
- Inspect irrigation systems (ongoing)
- Victoria Oval mow/snip/line marking
- CBD area weeding/pruning/spraying
- Lawn Cemetery mow/snip
- Shire Chambers mow/snip
- Woolnough levee mow/snip
- Bob Christensen reserve mow/snip
- Saunders Park mow/snip
- Far West Academy mow/snip
- Warren Medical Centre mow/snip
- Warren median strips mow/snip
- Line marking Victoria Oval
- Top dress Lawn Cemetery (ongoing)
- Top dress Macquarie Drive (ongoing)
- CBD area tidy up weeding
- Victoria Oval Cricket pitch preparation (ongoing)
- Carter Oval Cricket pitch preparation (ongoing)
- Lions Park mow/snip
- Orchard St Park mow/snip
- Ebert Park mow/snip
- Oxley Park mow/snip
- Rotary Park mow/snip
- Lions Park mow/snip
- Macquarie Park mow/snip
- Macquarie Drive mow/snip
- Tiger Bay pump station mow/snip
- Warren Shire Chambers mow/snip
- Prep for the Twilight Race Meeting
- Prep for Christmas Street Party (ongoing)

**WARREN SHIRE COUNCIL**  
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**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Town Crew**

- Weed spraying around Warren.
- Grave duties
- Remove rubbish from Shire Depot
- Assist P/G with weekly roster
- Clean grates around Warren
- Pick up limbs around Warren.
- Top dress levee (fill in holes on levee)
- Reinstall fencing from around Lions Park (ongoing)
- Poison trees on/in levee (ongoing)

**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.  <b>(Application for reimbursement submitted 8/03/2022)</b></p>	<p>\$173,456.91            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            Currently only \$73,012.03 has been approved for payment by SES/RA.</p> <p>GM met with the Minister for Emergency Services on 9<sup>th</sup> May 2024 to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs.            Mayor &amp; GM met with NSW Treasurer on 9 August 2024. Working with Member for Barwon to obtain funding.</p>
<p>0700-0050-0500, 0700-0050-0510, 0700-0050-0520, 0700-0050-0530, 0700-0050-0540</p>	

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

**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.</p> <p><b>(Application for reimbursement submitted 28/2/2023).</b></p>	<p>\$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 9<sup>th</sup> May 2024 to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs. Mayor &amp; GM met with NSW Treasurer on 9 August 2024. Working with Member for Barwon to obtain funding.</p>
<p>0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540</p>	

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
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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 from 10<sup>th</sup> October to 19<sup>th</sup> November 2024.

Plant Number	Description	Repairs	Plant Down Time	Repair Time
<b>Plant Repairs to 19<sup>th</sup> November 2024</b>				
P2383	Mack Superliner	Gear selection issues diagnosed as a faulty selector valve; removed and replaced selector valve; tested, all OK.	3 days (waiting for parts)	6 hrs
P28	John Deere 770G Grader	Removed and replaced smashed front windscreen.	Not in use	6 hrs
P2121	John Deere 6140m Tractor	Diagnosed movement in steering wheel; bushes replaced in swivel joint. Checked for play; all OK now.	Not in use	6 hrs
P28	John Deere 770G Grader	Repaired/replaced front RH side lights: 2 lights replaced, blinker replaced, beacon circuit repaired. All other lights checked and functioning OK.	Not in use	6 hrs
P40	Isuzu Med Tipper Truck	Repaired blinker circuit: LHS bulb replaced.	0.5 hr	0.5 hr
P2083	Cat CW34 Roller	A/C freezing up and not blowing much air; suspected failed fan. New unit to be ordered and fitted upon arrival.	1 hr	1 hr
P1049	Isuzu Tender Truck	Diagnosed and repaired intermittent power issue: dash lights on/off and diesel pump not working properly. Dirty/corroded battery terminals replaced.	2 hrs	2 hrs
P2040	Cat 950m Loader	Diagnosed reverse camera; faulty camera to be replaced.	2 hrs	2 hrs
P2083	Cat CW34 Roller	750-hour service completed.	1 hr	1 hr

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**ITEM 3 WORKS PROGRESS REPORT – PLANT**

**CONTINUED**

Plant Number	Description	Repairs	Plant Down Time	Repair Time
P2340	Isuzu Tender Truck	Tightened loose A/C belt.	0.5 hr	0.5 hr
P28	John Deere 770G Grader	Drained and replaced coolant; removed and replaced torsional dampener seal and dampener.	6 hrs	6 hrs
P3505	Toyota Fortuner	Booked for windscreen replacement (28-10-24) at Windscreen O'Brien. Operator unable to attend; booking to be rescheduled.		1 hr
P2803	Iseki Lawnmower	Repaired leaking rear RHS tyre.	1 hr	1 hr
P2801	Toro 4000D Mower	Fitted 7 new blades to deck.	1 hr	1 hr
P5	Bomag Smooth Drum Roller	Repaired reverse buzzer circuit; tested, all OK now.	2 hrs	2 hrs
P154	Haulmark Water Tanker	HVAS inspection: suspension-related defects to be cleared within 5 days.	3 days	3 days
P2122	John Deere 5093E Tractor	Conditional registration check and paperwork completed.	1 hr	1 hr
P2123	John Deere 5093E Tractor	Conditional registration check and paperwork completed.	1 hr	1 hr
P70	Iseki Ride-on Mower	Conditional registration check and paperwork completed.	1 hr	1 hr
P102	TCM Forklift (5 tonne)	Conditional registration check and paperwork completed.	1 hr	1 hr
P2082	Cat CW34 Roller	Conditional registration check and paperwork completed.	1 hr	1 hr

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**ITEM 3 WORKS PROGRESS REPORT – PLANT**

**CONTINUED**

Plant Number	Description	Repairs	Plant Down Time	Repair Time
P2083	Cat CW34 Roller	Conditional registration check and paperwork completed.	1 hr	1 hr
P144	A1 Roadlines Traffic Lights	Conditional registration check and paperwork completed.	1 hr	1 hr
P148	A1 Roadlines Traffic Lights	Conditional registration check and paperwork completed.	1 hr	1 hr
P3610	Toyota Hilux	Submitted insurance claim for damage to private vehicle onsite at Milawa job site.	1 hr	1 hr
P3603	Toyota Hilux	Submitted insurance claim for kangaroo/fence damage.	1 hr	1 hr
P3618	Toyota Hilux	Submitted insurance claim for kangaroo damage to bullbar.	1 hr	1 hr
P28	John Deere 770G Grader	RDO organised to force software updates to all controllers.	1.5 hrs	1.5 hrs
P25	John Deere 770G Grader	RDO organised to force software updates to all controllers.	1.5 hrs	1.5 hrs
P1023	John Deere 770GP Grader	RDO organised to force software updates to all controllers.	1.5 hrs	1.5 hrs

**ACRONYMS**

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

**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager Engineering Services  
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**ITEM 4 FLOODPLAIN RISK MANAGEMENT COMMITTEE**

**(F8-7.1)**

**RECOMMENDATION** that:

1. Council endorses formation of a temporary Floodplain Risk Management Committee to oversee the implementation of the Warren Town Flood Study, and any subsequent flood studies; and
2. Council endorses that the Floodplain Risk Management Committee be constituted of the Mayor, current membership of the Water and Sewerage Committee, the Manager Health and Development Services, a representative of the NSW DCCEEW, a representative of NSW SES, and the following nominated community members, subject to their acceptance of the nomination.
  - (a) Sid Austin;
  - (b) Brian Robertson;
  - (c) Trevor Pearce;
  - (d) David Duncan; and
  - (e) TBA (from WLALC).

**PURPOSE**

Is to consider formation and membership of a temporary Floodplain Risk Management Committee.

**BACKGROUND**

Council has received grant funding of \$193,980 to undertake a flood study for Warren Town. The grant will be matched by a \$33,672 Council contribution.

The study will be undertaken by a suitable consultant who will be competitively selected. As part of the study, there will be extensive community consultation including several Floodplain Risk Management Committee meetings.

**REPORT**

The role of the Committee is to:

- discuss technical, social, financial and environmental issues associated with flooding;
- facilitate coordination between the Warren Shire Council, NSW Government Agencies and the local community on flood related matters; and
- oversee and provide input into the flood study, and any subsequent flood studies and planning.

Members of the Committee should ideally be residents of the Shire, with deep understanding and knowledge of matters relating to floodplain management within the context of Warren Town. As a result, the following community members have been nominated to be part of the Committee.

- Sid Austin;
- Brian Robertson;
- Trevor Pearce;
- David Duncan; and
- TBA (from WLALC)

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
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**CONTINUED**

The Committee is to also comprise of the Mayor, membership of the Water and Sewerage Committee, the Manager Health and Development Services, a representative of NSW SES, a representative of NSW Department of Climate Change, Environment, Energy and Water and other staff members.

Meeting frequency will be established once a consultant has been selected. The proposed date, time, location and business of each meeting will be notified to all Committee members at least 7 days before the meeting.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Any costs associated with the Committee will be covered by the grant funding.

**LEGAL IMPLICATIONS**

Any new Community members will be informed of their requirements of the Code of Meeting Practice and the Code of Conduct.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

The proposed community members have been contacted to gain their acceptance of membership nomination.

Council is still waiting on advice from the WLALC.

**OPTIONS**

Nil.

**CONCLUSION**

The nominated community members are considered knowledgeable in matters relating to floodplain risk management.

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

- 1.2.1 Maintain ongoing community engagement to instil a strong collaborative environment with the community;
- 1.2.4 Ensure that our emergency services organisations are ready to support our community during natural disasters and other emergencies;
- 4.1.1 Work with appropriate agencies to proactively address the local impacts of climate change;
- 4.2.5 Ensure that our stormwater drainage system remains effective;
- 5.1.1 Undertake regular community engagement activities in accordance with the Community Engagement Strategy.

**SUPPORTING INFORMATION /ATTACHMENTS**

Nil



**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 5<sup>th</sup> December 2024

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**ITEM 1                      DEVELOPMENT APPLICATION APPROVALS**

**(B4-9)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

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

**BACKGROUND**

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

**REPORT**

Development Applications that have been received for approval for October and November 2024.

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>	<b>RECEIVED</b>	<b>APPROVED</b>
P16-23.16	23 Pittman Parade WARREN NSW 2824 Lot 1 DP716353	Hot Water System Modification	9/8/2024	20/8/2024
P16-23.18	130 Nevertire Bogan Rd NEVERTIRE NSW 2826 Lot 107 DP755276	Installation of Ancillary BESS to Existing Solar Farm	22/10/2024	13/11/2024
P16-23.19	15 Johns Avenue WARREN NSW 2824 Lot 35 DP655443	Hot Water System Modification	18/10/2024	1/11/2024
P16-24.10	8161 Oxley Highway WARREN NSW 2824 Lot 2 DP1186656	Continuation of use Flood Levee and Road	31/7/2024	24/10/2024
P16-24.15	1100 Tottenham Road WARREN NSW 2824 Lot 2 DP851866	Swimming Pool Shade Cover	31/10/2024	7/11/2024

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

**RECOMMENDATION:**

That the information be received and noted.

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

**Budget and Works from 9<sup>th</sup> October 2024 -20<sup>th</sup> November 2024**

<b>2020 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
Construction of two (2) x Council dwellings.  21 Deacon Drive and 8 Deacon Drive.	56,145	151,828.17	MHD	<p>Completed July 2020.</p> <p>New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021.</p> <p>Formal complaint lodged with Department of Fair-Trading 4th March 2021. Additional information provided 11th March 2021. A further report provided to Council in August 2021.</p> <p>Rectification order issued. Expired 26/10/2021 Builder expected at the end of November to complete requested maintenance and repair works which has not progressed.</p> <p>Report provided to February 2022 Committee of the Whole Closed Council Meeting concerning directions on this project.</p> <p>Council resolved that: Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court.</p>

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**CONTINUED**

<b>2020 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
				<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 30<sup>th</sup> April 2024. Further reporting undertaken to the May 2024 Council Meeting. Matter set down for the District Court for 4<sup>th</sup> - 8<sup>th</sup> November 2024.</p> <p>Adjourned new date yet to be determined. Update given at the October 2024 Council Meeting.</p>
<b>2021 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
<p>Construction of the Waste Transfer Station at Ewenmar Waste Depot.</p> <p>3300-4321-000</p>	367,913	364,274	MHD/TSM	Nearing completion and use.
<b>2021 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
				<p>Waiting on Ryan Mason Engineering to finalise fabrication of a bin lifter and new balustrading at delivery area.</p> <p>Modifications made to truck.</p> <p>Guide rail at parking bay of truck to be installed.</p> <p>Mail box drop will be completed once facility is ready to be completely opened to the public.</p>
<b>2023 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
Ewenmar Waste Depot Road repairs.	20,000	Nil	MHD/DMES	306 claim complete for \$220,500. Ongoing, waiting on approval.

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**CONTINUED**

<b>Warren Support Services (Targeted Early Intervention)</b>				
*2.31 Warren Youth Group - Psychology service.	50,000	50,000	MHD	Complete.
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.
2.55 Banardos Swimming Lessons Mums and Bubs	1,344	Nil	MHD	Dec 2024 – Jan 2025
*2.56 Warren Youth Group – Halloween	5,000	5,000	MHD	Complete
Warren Youth Group - Psychology service.	5,000	Nil	MHD	Continuous service
<b>Capital Expenses</b>				
*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 Completed.  Kitchen installed. Flooring and splashback completed.
<b>Capital Renewal</b>				
Animal Shelter Replacement. (Includes \$80,000 for 2023/2024).	140,000	47,606.07	MHD/IPM	Slab poured.

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**CONTINUED**

<b>Town Planning</b>				
LEP Review.	45,000	35,035	MHD	Consultant engaged. Draft report provided, reviewed. Feedback provided. Progressing with the recommendations. Presentation to the October 2024 Council meeting. Report to the December Council meeting to proceed with gateway determination.
<b>2024 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
Warren Sporting & Cultural Complex – Gym Equipment Renewals.	7,500	3,325	MHD	Squat rack purchased. Replaced dumbbells and weight plates/bags.
Carter Oval Youth Sports Precinct/Depot Electrical Upgrade. 104-0118-0000	122,375	122,375	MHD/TSM/IPM	Purchase order issued. New main switchboard at swimming pool waiting on installation.
Warren Medical Centre Cabinetry Improvement/Replacement Works.	24,200	Nil	MHD	
September 2022 AGRN 1034 Flood and Storm Damage Essential Public Asset Reconstruction Work Ewenmar Waste Depot Access Road Restoration.	220,500	Nil	MHD/DMES/RIM	Claim resubmitted to Public Works. Photos submitted as requested. Claim certified by Council Engineer November 2024. Waiting on approval.

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**CONTINUED**

<b>2024 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
Council building renovations fit out (New Kitchen, accessible toilet. 3210-4100-005	40,000	Nil	MHD	New quotations being obtained.
<b>LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)</b>				
	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Grant funding successful 8<sup>th</sup> August 2023</b>
Solar Panel Installation Warren Swimming Pool.	40,000	25,570	MHD	Contractor commenced onsite 2 <sup>nd</sup> November 2023. Stage 1 completed 7 <sup>th</sup> November 2023.
Victoria Oval Park Permanent Scoreboard Contribution.	35,000	31,547	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, complete. The fabrication and installation of laser cut sponsorship sign in progress.
Trailer Mounted Scoreboard (2) Contribution.	45,000	36,277	MHD	The fabrication and installation of draw bars on the trailers completed. Awaiting transfer of users from Victoria Oval to Carter Oval once amenities building is completed.

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<b>LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)</b>				
	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Grant funding successful 8<sup>th</sup> August 2023</b>
Windows on the Wetlands Centre Precinct EV Charging Station (up to 3) and Power Upgrade Contribution.	37,996	Nil	MHD/IPM	Being investigated.
<b>GRANT APPLICATIONS</b>				
<b>Project</b>	<b>Budget</b>	<b>Expend/Comm</b>	<b>Resp</b>	<b>Comment</b>
The construction of the viewing area at Carter Oval Youth Sports Precinct Submitted 25/11/2024 To the Office of Responsible Gambling Infrastructure Grants Application: Nov2024-0000000440	277,790	Nil	MHD/CM	Application submitted on behalf of Warren Junior Cricket – Warren Shire Council will be the Auspice if successful.
Regional Housing Strategic Planning Fund – Round 3 2024. Application: RHSPF round 3 - 066	83,512	Nil	MHD	Application submitted on behalf of Warren Shire Council.

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**ITEM 3 PLANNING PROPOSAL – LEP REVIEW**

**(P15-31.6)**

**RECOMMENDATION:**

1. That the information be received and noted, and
2. Council endorses the amended Planning Proposal to be submitted to the Department for Gateway determination.

**PURPOSE**

The purpose of this report is for Council to endorse the planning proposal to be submitted to the Department of Planning for Gateway determination.

**BACKGROUND**

At the ordinary Meeting of Council held 24<sup>th</sup> October 2024, Council resolved the following  
*“1. The information be received and noted; and  
2. Council endorses the planning proposal to be submitted to the Department for Gateway determination with an amendment to LEP 1 to include small and large scale projects and the required temporary and transient worker accommodation in the RU1 agricultural areas, R5 residential areas and RU5 village zones.”*

**REPORT**

Following on from the October 2024 Council meeting, the consultant contacted the Department of Planning to validate the correct method to proceed with the Planning Proposal, incorporating the above resolution. The Planning Proposal has now been modified to incorporate the amendment.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Because the Local Environment Plan review is a specialised area, a consultant was engaged to complete the review and prepare the planning proposal. The cost of the consultant has been within the Warren Shire Council budget allocation.

**LEGAL IMPLICATIONS**

The planning proposal has been amended to incorporate the resolution of Council, to progress with the gateway determination.

**RISK IMPLICATIONS**

If Warren Shire Council does not amend their LEP to reflect legislative changes, and to ensure that land availability exists, it could be detrimental and result in less development, particularly when there is a shortage of residential dwellings across the state.

Additionally, to attract professionals to the area, having the land available for residential development, increases the likelihood of private developers and/or individuals building their dream home.

**STAKEHOLDER CONSULTATION**

The LEP review was publicly advertised during May 2023 requesting those that have land that would like to develop and/or rezone in the future, were to contact Council. Only one interested party contacted Council. To ensure that all bases were covered, Council contacted 3 local representatives who were consulted with, as well as the Department of Planning. All their concerns have been addressed. The LEP review will involve a public exhibition period.



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**ITEM 3**

**PLANNING PROPOSAL – LEP REVIEW**

**CONTINUED**

**OPTIONS**

Council does have the option to not proceed with the LEP review, however it is recommended that the review proceeds.

**CONCLUSION**

Council should progress with the recommendations as detailed. Further consideration in the future should be given to a Flood Study, and a Land Use Strategy, which are outside the scope of this report.

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

- 1.1.4 Ensure current and future housing needs for the community are met.
- 5.1.3 Promote Warren Shire Council to wide audiences both within the Shire and externally.
- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.4.1 Obtain new development funds from developers to support the provision of improved infrastructure services.

**SUPPORTING INFORMATION / ATTACHMENTS**

Amended Planning Proposal content incorporating Council's resolution.

**Addendum:**

Council, at its meeting held on 24 October 2024, resolved to include small as well as large developments in the new provisions proposed for temporary workers' accommodation. This is due to the severe lack of short-term accommodation available in the Warren Shire as well as permanent rentals. With the Warren Caravan Park converting to a cabins-only based model and the only other Warren Caravan Park now closed, short term and affordable accommodation is extremely limited. In terms of adding this to the existing proposal, the premise of additional workers accommodation options, especially temporary in nature, is supported by the information already in this proposal. This addendum has strategic merit as it simply expands the accommodation options for a shire where a smaller infrastructure development can prove significant in a Shire where the population and developments are naturally smaller. Temporary developments often have concessions and allowances in planning instruments due to their intrinsically short-term nature. Providing the development meets the existing LEP and DCP standards for environmental controls, this addition is supported for this Proposal.