

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 23RD MAY 2024**

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# WARREN SHIRE COUNCIL

## AGENDA - ORDINARY COUNCIL MEETING

23rd May 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 Wednesday, 24th April 2024.

**5. DISCLOSURES OF INTERESTS**

**6. MAYORAL MINUTE(S)**

Nil.

**7. REPORTS OF COMMITTEES**

Meeting of the Sporting Facilities Committee held on  
Wednesday 1st May 2024 ..... (S21-2)

Meeting of the Economic Development and Promotions Committee  
held on Wednesday 8th May 2024 ..... (C14-3.22)

Meeting of the Warren Local Emergency Management Committee  
held on Tuesday, 14th May 2024 ..... (E6-1)

Meeting of Manex held on Tuesday, 14th May 2024 ..... (C14-3.4)

**8. REPORTS OF DELEGATES**

Item 1	Ordinary Meeting of the Castlereagh Macquarie County Council held on Wednesday, 6th March 2024 .....	(C15-1)
Item 2	Ordinary Meeting of the Castlereagh Macquarie County Council held on Monday, 29th April 2024 .....	(C15-1)
Item 3	Ordinary Meeting of the Country Mayors Association of New South Wales held on Friday, 22nd March 2024 .....	(C14-5.5)
Item 4	Meeting of the Warren Interagency Support Services held on Thursday, 11th April 2024 .....	(C3-9)
Item 5	Annual General Meeting of the Outback Arts Inc. held on Tuesday, 16th April 2024 .....	(C17-2)

**9. REPORTS TO COUNCIL****POLICY**

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Item 1	Warren Shire Council Risk Management Policy Renewal, New Warren Shire Council Risk Management Plan and Warren Shire Council Corporate Risk Register Renewal.....	(P13-1, I2-4.1/1)
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**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 23
Item 3	Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1) .	Page 24
Item 4	Disclosures of Interest – Councillors and Designated Persons (A7-9) .....	Page 40
Item 5	Audit, Risk and Improvement Committee (ARIC) – Appointment of Chairperson and Two (2) Independent Members (A1-3.1) .....	Page 42

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

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Item 1	Réconciliation Certificate – April 2024 (B1-10.16) .....	Page 1
Item 2	Statement of Rates and Annual Charges (R1-4) .....	Page 4
Item 3	Works Progress Reports – Finance & Administration Projects (C14-7.1, C9-1) .....	Page 6
Item 4	March 2024 Quarterly Budget Review (A1-4.42) .....	Page 7

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**REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES**


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Item 1	Works Progress Reports – Roads (C14-7.2) .....	Page 1
Item 2	Works Progress Reports – Town Services (C14-7.2) .....	Page 13
Item 3	Works Progress Reports – Fleet/Workshop (C14-7.2) .....	Page 37
Item 4	LGNSW Water Management Conference 2024 (W1-1, S12-33.2024) .....	Page 40

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


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

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

Nil.

**11. MATTERS OF URGENCY**

Nil.

**12. CONFIDENTIAL MATTERS****Report of the Manager Health and Development Services**

Item 1	Construction of Council Houses Lot 58 DP872884 8 Deacon Drive and Lot 52 DP872884 21 Deacon Drive Warren (P16-18.25, P16-18.26).....	Page 1
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**Reports of the Divisional Manager Engineering Services**

Item 1	Tender No. T142425oroc – Supply & Delivery of Aggregates & Raw Material (C14-6.2/73) .....	Page 4
Item 2	Supply and Delivery to Warren NSW, Eight Electric Submersible Pumps (C13–93) .....	Page 9
Item 3	Upgrade of Thornton Avenue Sewerage Pumping Station – Warren NSW (C13–91) .....	Page 28



**13. CONCLUSION OF MEETING**

**14. PRESENTATIONS**

Nil.

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## **SPORTING FACILITIES COMMITTEE MEETING**

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Attached are the Minutes of the meeting of the Sporting Facilities Committee held on Wednesday 1<sup>st</sup> May 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Sports Facilities Committee held on the 1<sup>st</sup> May 2024 be received and noted.

**WARREN SHIRE COUNCIL**  
**Minutes of the Sporting Facilities Committee Meeting**  
**held in Council's Community Room, 115 Dubbo Street, Warren**  
**on Wednesday, 1<sup>st</sup> May 2024 commencing at 4:02pm**

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**Present:**

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

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**ITEM 1            APOLOGIES**

Apologies were tendered on behalf of Sylvester Otieno who was absent due to external commitments, and it was **MOVED** Burns/Taylor that those apologies be accepted and a leave of absence for the member concerned be granted for this meeting.

**Carried**

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**ITEM 2            CONFIRMATION OF MINUTES OF THE SPORTING FACILITIES COMMITTEE MEETING HELD ON WEDNESDAY, 7<sup>th</sup> FEBRUARY 2024**

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

**Carried**

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**ITEM 3            BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON WEDNESDAY, 7<sup>TH</sup> FEBRUARY 2024**

Nil.

**Carried**

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**ITEM 4            ACTION CHECKLIST**

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

**Carried**

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**ITEM 5            FINANCIAL STATEMENT**

- MHD check for incorrect allocation of Sporting and Cultural Centre Expenditure Item concerning general M&R.
  - MHD check for discrepancy between estimate of casual pool attendant wages and actual cost of wages during the 2023/24 pool season;
-

**WARREN SHIRE COUNCIL**  
Minutes of the Sporting Facilities Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren  
on Wednesday, 1<sup>st</sup> May 2024 commencing at 4:02pm

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**ITEM 5 FINANCIAL STATEMENT CONTINUED**

- Capital expenditure items from previous financial years be removed from Warren Memorial Pool Operating Statement (DMFA).

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

**Carried**

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

- Investigate filter system used within IGA Cool Room to see if the same system could be applied to the Warren Sporting and Cultural System evaporative air conditioning units (WSCCM).

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

**Carried**

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**ITEM 6.2 VICTORIA PARK AMENITIES CONSTRUCTION (S19-2,G4-1.82)**

- The specification to include opaque perspex screening instead of perforated mesh screening at the facility to improve temperature control, deter ingress of insects and include mechanical ventilation equipment within changerooms (IPM).

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

**Carried**

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**ITEM 7 GENERAL BUSINESS**

**7.1 TIMEFRAME FOR COMPLETION OF CARTER OVAL YOUTH SPORTS PRECINCT KIOSK AND AMENITIES (C13-73, P1-7.3)**

- The final time Gant chart including completion time will be made public to the community of Warren Shire.
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**ITEM 8 DATE OF NEXT MEETING**

Wednesday 7<sup>th</sup> August 2024 at 4:00pm

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**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5:25 PM**

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## **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, 8th May 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Economic Development & Promotions Committee held on Wednesday, 8th May 2024 be received and noted, and the following recommendation be adopted:

**ITEM 5.1      REGIONAL INDUSTRY EDUCATIONAL PARTNERSHIP (RIEP)      (E1-7,E1-10.1)**

That Warren Shire Council continue to participate in the Regional Industry Educational Partnership (RIEP) Pilot Program.

**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development & Promotions Committee**  
**Meeting held in the Council Community Room**  
**on Wednesday 8th May 2024, commencing at 3:31pm**

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**PRESENT:**

Sarah Derrett	Councillor (Chair)
Roslyn Jackson	Councillor
Milton Quigley	Councillor
Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Susan Balogh	Economic Development and Visitation Manager
Rebecca Christian	Minute Taker

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**ITEM 1            APOLOGIES**

Apologies were received from Councillor Heather Druce, Councillor Andrew Brewer, Divisional Manager Finance and Administration Bradley Pascoe and Manager Health and Development Maryanne Stephens who were 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 2            MINUTES**

**MOVED** Jackson/Balogh that the Minutes of the Economic Development and Promotions Committee Meeting held on Tuesday, 6th February 2024 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, 6TH FEBRUARY 2024**

- The historical photographs at the Visitor Information Centre have been a huge drawcard with visiting tourists; and
- Up to 30% of visitors are seeking a connection to Warren.

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**ITEM 4            ACTION CHECKLIST**

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

**Carried**

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**REPORTS**

**ITEM 5.1           REGIONAL INDUSTRY EDUCATIONAL PARTNERSHIP (RIEP)            (E1-7,E1-10.1)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Jackson/Quigley that:

1. That the information be received and noted; and
2. Warren Shire Council continue to participate in the Regional Industry Educational Partnership (RIEP) Pilot Program.

**Carried**

**WARREN SHIRE COUNCIL**  
Minutes of the Economic Development & Promotions Committee  
Meeting held in the Council Community Room  
on Wednesday 8th May 2024, commencing at 3:31pm

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

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

**Carried**

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**ITEM 5.3      DESTINATION MACQUARIE MARSHES TASKFORCE WORKSHOP      (T4-1.2)**

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

**Carried**

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**GENERAL BUSINESS**

**ITEM 6.1      ECONOMIC DEVELOPMENT AND VISITATION MANAGER      (T4-1, D3-1)**

- Now with the Tourism Information Officer in place to assist visitors, the Economic Development and Visitation Manager has been able to begin focussing directly on management matters, strategy development and the future directions for Tourism and Economic Development for the Warren Shire and Macquarie Marshes.
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**ITEM 7      DATE OF NEXT MEETING**

To be arranged for 14th August 2024 at 3:30 pm.

**There being no further business the meeting concluded at 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 14th May 2024.

### **RECOMMENDATION:**

That the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday 14th May 2024, are to be received and noted; and the following recommendation be adopted:

### **ITEM 5 Warren CMG's**

Agencies will provide updated contact information and the LEMO will update the CMG's and send it to the Agencies for review and approval.



# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the  
Community Room 115 Dubbo Street, Warren on Tuesday 14th May 2024  
commencing at 9.30am

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**PRESENT:**

Sylvester Otieno	Warren Shire Council (LEMO and Chair)
Gary Woodman	Warren Shire Council (GM)
Raymond Burns	Warren Shire Council
Shane Edwards	Transport for NSW
Anabelle Watson	NSW SES
Samantha Midgley	NSW SES
Campbell Blair	NSW SES
Chris Cusack	FRNSW
Chris Waters	NSW Police (REMO)
Thomas Hadland	NSW Ambulance
Sarah Masonwells	NSW Reconstruction Authority
Mel Manning	NSW Department of Education (Online)
Matt Jones	CWLLS
Rino Miranda	Warren Shire Council (Minutes Taker)

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**ITEM 1 APOLOGIES**

Apologies were received on behalf of Maryanne Stephens (WSC), Renee Scott (FRNSW), Willian Russell (NSW Police), Greg Cassidy (NSW RFS), and David Minehan (Department of Communities and Justice).

**MOVED** Otieno/Woodman 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> FEBRUARY 2024**

**MOVED** Masonwells/Burns that the Minutes of the meeting held on Tuesday, 13th February 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> February 2024**

Nil.

# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the  
Community Room 115 Dubbo Street, Warren on Tuesday 14th May 2024  
commencing at 9.30am

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## ITEM 4            REMO REPORT

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

**Carried**

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## ITEM 5            WARREN CMG's

### RECOMMENDATION TO COUNCIL:

**MOVED** Otieno/Watson that the Agencies will provide updated contact information and the LEMO will update the CMG's and send it back to the Agencies for review and approval.

**Carried**

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## ITEM 6            AGENCY REPORTS

### a) NSW Reconstruction Authority

- Deputy Commissioner Mal Lanyon appointed Acting CEO. While Simon Draper focuses on Premier's Department.
- Pre-Event Recovery Plans: Eighteen plans done, eight endorsed.
- Central West Recovery Package: \$100 million for flood recovery, including housing and transport.
- Coastal Flooding Support: Authority assists Wollongong recovery with opened centres.

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

**Carried**

### b) NSW Ambulance

- Currently, there are 9 members and have good manpower.
- The new equipment that has been received is now in use.

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

**Carried**

### c) NSW SES

- Unit and Local Commanders appointed every two years under the State Emergency Service Act 1989 by NSW SES.
- Chief Inspector Michael Cubillo now serves as Local Commander for the Mitchell Cluster.
- Inspector Samantha Midgley appointed as Unit Commander for the Warren Unit.
- Deputy Zone Commander Superintendent Annabelle Watson will be available for inquiries or concerns.

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

**Carried**

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# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the  
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d) Transport for NSW

- The NSW Transport have conducted \$13.4 million worth of vegetation slashing to help mitigate the risk of fire.

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

**Carried**

e) Warren Shire Council

- The contract for the replacement of floodgates has been awarded to Precision Civil Infrastructure.
- The recommendation for the submersible pumps will be discussed during the Council Meeting next week.
- The recommendation for the purchase of standby generators has been submitted to DEECW for endorsement.
- Levee Refurbishment designs are currently progressing.

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

**Carried**

f) NSW Department of Education

- Education have recently been endorsed as a Functional Area by SEMC.
- There are 3 school sites within Warren LGA, all schools currently operational.
- Significant rainfall across NSW from April 4th to 7th, 2024, caused flooding at 619 schools, generally resulting in minor damage. However, 22 NSW public schools and 4 non-government schools became non-operational due to the severe weather and floods. No schools in the Warren LGA were affected.
- The Department of Education has expanded its emergency response team to 10 officers, each with a dedicated manager and leader. These officers will act as liaisons in emergency operations centers and exercises, collaborating with the Local Emergency Management Committee to identify schools and workplaces potentially affected by emergencies.

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

**Carried**

g) NSW Local Land Services

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

**Carried**

h) Department of Communities and Justice – Welfare Services Functional Area

- Operational Activity: No activations for the period.
- Community Engagement/Training & Exercises:
  - Evacuation centre exercise "Deluge" held in Cowra on February 21, 2024.
  - Successful training with support from Cowra Golf Club, SES, disaster welfare partners, and observers.
  - Approximately 90 attendees.

# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the Community Room 115 Dubbo Street, Warren on Tuesday 14th May 2024 commencing at 9.30am

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- Key Issues:
  - Disaster Welfare Services transitioned to Homes NSW under the Department of Communities and Justice on February 1, 2024.
  - Transition will not impact the ability to draw staff from DCJ for Disaster Welfare responses.
  - Efforts to recruit additional staff volunteers from the education sector are ongoing.
  - Ongoing internal training to enhance staff skills for supporting evacuation centers.

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

**Carried**

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## ITEM 7 NSW SES Commanders – Warren Shire Council

Anabelle Watson provided information on the hierarchy of NSW SES Commanders as follows:



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

**Carried**

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## ITEM 8 NSW RECOVERY PLAN

Copy was provided with the business paper.

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

**Carried**

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## ITEM 9 STATE DISASTER MITIGATION PLAN

- Copy was provided with the business paper.
- Workshops will be organized for the agencies.

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

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## ITEM 10 ADDENDUM TO LOCAL EMERGENCY PLANNING GUIDELINES – SPONTANEOUS VOLUNTEERS

Copy was provided with the business paper.

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

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# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the  
Community Room 115 Dubbo Street, Warren on Tuesday 14th May 2024  
commencing at 9.30am

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## **ITEM 11 CONTACT LIST UPDATE**

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

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## **ITEM 12 MAJOR EVENTS (DISCUSSION)**

- Warren Show, 25 May 2024, Saturday at Equestrian Arena (Approximately 1,500 Participants)
  - Team Penning, 23-24 June 2024 Arena, Saturday – Sunday at Camp Draft, Camping Area (Approximately 100 Participants)
  - Marra Field Day, 13 July 2024 (Approximately 500 Participants)
  - Cattleman's Cup, 23 July 2024, Tuesday at Showground/Racecourse (Approximately 100 Participants)
  - Warren Polocrosse Carnival, 27-28 July 2024 at GBS Falkner Lounge Bar, Kitchen and Camping (Approximately 200 Participants)
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## **ITEM 13 GENERAL BUSINESS**

- NSW Ambulance - requested that they should be informed of any scheduled roadworks.
  - SES – Tap water at the SES office is not working.
- 

## **ITEM 14 NEXT MEETING**

13<sup>TH</sup> AUGUST 2024, 9:30 AM

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

## **MANEX MINUTES**

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Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 14th May 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Manex Committee held on Tuesday, 14th May 2024 be received and noted.

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday, 14th May 2024 commencing at 2.35 pm

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**PRESENT:**

Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager (Chair)
Joe Joseph	Infrastructure Projects Manager
Mahmud Kaiser	Roads Infrastructure Manager
Ray Egan	Flood Restoration and Special Projects Manager
Jody Burtenshaw	EA to the Mayor and General Manager
Susan Balogh	Economic Development and Visitation Manager
Pamela Kelly	Librarian
Scott Hosking	WHS/Risk Co-Ordinator (Observer)

**1 APOLOGIES**

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

**Carried**

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**2 BUSINESS ARISING FROM MINUTES**

Nil.

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**3 ACTION CHECKLIST**

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

**Carried**

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**4.1 EXECUTIVE OFFICE MATTERS**

4.1.1 WOW Agency – Communications and Content (GM)

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

**Carried**

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4.1.2 The Western Plains App Monthly Report (GM)

**MOVED** Woodman/Balogh 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, 14th May 2024 commencing at 2.35 pm

**4.1 EXECUTIVE OFFICE MATTERS**

**CONTINUED**

4.1.3 Preparation of the May 2024 Council Newsletter (GM)

Item	Responsible Officer
Registration of Local Contractors on VendorPanel	DMFA, CC
Women of Warren Shire	GM
Staff Profile	GM
Cemetery (Warren, Nevertire) Shade Structures	TSM
Saunders Park Picnic Shelter, Table , Seats	TSM
Oxley Park BBQ and Cover	TSM
Ewenmar Waste Depot Operational Changes	MHD
VIC Volunteer Advertising	EDVM
Refurbishment of Warren Cemetery Gateway	TSM
Project upgrade updates	GM/IPM/DMES/TSM/RIM/FRSPM
Warren Levee Floodgate Replacement Tender Results	TSM/DMES
Warren Levee Flood Pumps and Electrical Generators	TSM
Successful Grants	GM/IPM/DMES/TSM
Recycling Survey Results and Council Direction	MHD
Vacant Positions	Finance Officer – Payroll/HR Officer
Signage Upgrade Tiger Bay Wetlands	TSM
Responsible Pet Ownership	MHD
CCTV Camera Installation	GM
CMCC Weed Awareness Section (if available)	CMCC
New Assets Technical Officer – Roads Prasant Sharma	DMES/ATO-Roads
Showground/Racecourse Amenities Facility	TSM
Regional Council Leak Detection Program	TSM
National Simultaneous Storytime	LIB
GROW Services Expo	EA/GM
Warren Airport Terminal Building Construction	IPM
Lease Warren Airport Terminal Building – Flying School	IPM/GM



**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
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Tuesday, 14th May 2024 commencing at 2.35 pm

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**4.1 EXECUTIVE OFFICE MATTERS**

**CONTINUED**

4.1.3 Preparation of the May 2024 Council Newsletter (GM)

Continued

Item	Responsible Officer
Mt Foster Quarry Operations Commencement	DMES
Arrangements for Drone Footage	ALL
<b>ROADS SECTION</b>	
Road Maintenance Construction Program for May/June 2024	DMES/FRSPM/RIM
SH 11 Oxley Highway Heavy Patching Program	DMES/FRSPM/RIM
SH 11 Oxley Highway Milawa Section Reconstruction	DMES/FRSPM/RIM
SH 11 Oxley Highway Bitumen Reseal Program	DMES/FRSPM/RIM
SR58 Nevertire-Bogan Road Reconstruction	DMES/FRSPM/RIM
Flood Restoration Works	DMES/FRSPM/RIM

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

**Carried**

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4.1.4 Suggestions in the Council Suggestion Boxes (GM)

Nil.

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**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS**

4.2.1 Warren Shire Council Contract Register (DMFA)

- To be provided to the June, 2024 Manex Meeting.
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4.2.2 Warren Shire Council Grants Register (DMFA)

**MOVED** Woodman/Joseph 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, 14th May 2024 commencing at 2.35 pm

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**4.3 ENGINEERING DEPARTMENT MATTERS**

4.3.1 Warren Shire Council March 2021 Flood and Storm Damage Claim (AGRN 960) (DMES/FRSPM)

Event	Subcategory	Estimate	Status
<b>*AGRN 960</b>	EW	\$462,000	Works completed, claimed and paid.
<b>AGRN 960</b>	EPA RW	\$1,871,786 – Package 1 \$349,686 – Package 2	Submission approved. Package 1 work is ongoing. Package 2 is co-funded by an additional \$300,000 betterment under the DRRF program. Work is in final phase.

- \*The Divisional Manager Engineering Services advised that the following roads have been commenced; SR25 Cullemburrawang Road, SR24 Hatton Road. SR31 Pigeonbah Lane, SR30 Wonbobbie Lane and SR10 Killaloo Lane, SR93 Yarrandale Road, SR50 Christies Lane, SR40 Merrigal Road, SR20 Nellievale Road, SR16 Notts Lane, SR9 Booka Road, SR4 Sullivans Road, SR5 Buckiinguy Road; SR27 Bullagreen Lane, SR43 Armatree Road, SR11 Catons Lane, SR17 Lamphs Road, SR37 Collie Road, SR58 Nevertire-Bogan Road and SR61 Elsinore Road.
- Dragon Cowal causeway is completed and approaches been progressed, minor works to be undertaken.
- \*AGRN 960 March 2021 EPA RW Essential Public Asset Restoration Work – extension of time from March 2024 for at least 6 months has been verbally approved (both Commonwealth Government and the State Government (Transport for NSW)) (FRSPM).

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 14th May 2024 commencing at 2.35 pm

## 4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

### 4.3.2 Warren Shire Council November 2021 to December 2022 Flood and Storm Damage Claim (ARGN 987 / 1025 / 1030 / 1034) (DMES/FRSPM)

Event	Subcategory	Estimate	Status
*AGRN 987	EW	\$475,945	Works completed and claimed. TfNSW paid Council \$439,615.22 in July 2022.
*AGRN 987	IRW	\$241,591	Works completed and claimed. TfNSW paid Council \$241,591.41 in July 2022.
*AGRN 987	EPA RW	N/A	Submission has been lodged as part of AGRN 1034 EPA RW Submission 01 Rev. C.
AGRN 1025	IRW	\$323,610	Works on Ellengerah Road. Completed. Claim submitted.
*AGRN 1030	N/A	N/A	Event was overlapped by AGRN 1034
AGRN 1034	EW	\$991,672	Works completed. Claim submitted. (FRSPM following up).
AGRN 1034	IRW	\$875,403.30	Claim being prepared.
AGRN 1034	EPA RW	\$10,925,183.92	Submission 01 Rev. C lodged includes AGRN 1034 IRW and AGRN 987 EPA-RW and has been submitted.
ARGN 1025	EW	\$29,171.13	Claim submitted (FRSPM following up).

Relevant matters are being followed up by FRSPM.

**Table Legend**

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

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

# WARREN SHIRE COUNCIL

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

CONTINUED

### 4.3.2 Warren Shire Council November 2021 to December 2022 Flood and Storm Damage Claim (ARGN 987 / 1025 / 1030 / 1034) (DMES/FRSPM)

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

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**4.3 ENGINEERING DEPARTMENT MATTERS**

**CONTINUED**

4.3.3 Road Maintenance Council Contract (RMCC)- State Highway 11 (DMES/FRSPM/RIM)

Project	Budget	Resp	Comments
*Five Mile Cowal	\$249,905	FRSPM	Works completed, claim submitted and paid.
*Ewenmar and Tiger Bay Line Marking	\$21,590	FRSPM	Works completed, claim submitted and paid.
*Tenandra Clear zone Tree Trimming and CAMs Installation	\$50,140	FRSPM	Works completed, claim submitted and paid.
*Heavy Patching	\$1,466,247	FRSPM	All 52 patches completed. Initial payment claims submitted. Second claim to be arranged,
Milawa Pavement Rehabilitation	\$2,105,025	FRSPM	G1 received. Works to commence 13 May 2024. Ensuite meeting conducted. Final scoping completed by TfNSW. Works to commence 20 May 2024.
RMAP Activities	\$244,106	FRSPM	<b>Quarter 1:</b> \$50,551 (Claimed and paid) <b>Quarter 2:</b> \$67,437.84 (Claimed and paid) <b>Quarter 3:</b> Claim underway.
Reseal	\$1,209,805	FRSPM	Work proposal completed. Work commenced on the 13 May 2024.

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

**Carried**

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**4.3 ENGINEERING DEPARTMENT MATTERS** **CONTINUED**

4.3.4 2024 Calendar of Events at the Showground/Racecourse (TSM/IPM)  
**MOVED** Burns/Woodman 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 4th April 2024.
AGRN 1034	EPA RW	\$220,500	Claim for re-construct internal access road. Submitted 4th April 2024.
AGRN 1034	EPA RW	\$38,983.86	Claim for other works associated with flooding of tip. Re-submitted 4th April 2024.

**Table Legend**

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

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

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

**Carried**

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**4.5 WORK HEALTH & SAFETY RISK MATTERS**

4.5.1 StateCover Safety and Wellbeing Incentive (GM)

- A suitable picnic table and chairs be arranged for the area adjacent to the Finance Department outdoor area (DMFA/TSM/MHD).
- The WHS/RC to provide to SMT a detailed Safety and Wellbeing Day for all Staff using left over funds.

The General Manager suggested that the WHS/RC has a discussion with the Coonamble Shire Council on their recent Safe and Well Being Day.

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

**Carried**

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**4.6 HUMAN RESOURCES**

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

Position	Responsible Officer	Status
Accountant	DMFA	No action to be taken at present due to budget.
Librarian	DMFA	To be advertised with an open closing date.
Team Leader Utilities Maintenance	DMES	Advertising with an open closing date.
Non-Trade Gardener	DMES	Advertising with an open closing date.
Light Plant Operator - Relief	DMES	Advertising with an open closing date.
Light Truck Driver (Water) – Contract (at least 2 years)	DMES	Advertising with an open closing date.
Pavement Maintenance Team Leader	DMES	Advertising with an open closing date.
Light Plant Operator – Roller (1 Permanent, 2 Contract)	DMES	Advertising with an open closing date.
Heavy Diesel Mechanic	DMES	Advertising with an open closing date.
FRSPM (at least 2 years)	DMES	Advertising with an open closing date and through a Consultant Agency.

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

**Carried**

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4.6.2 Draft Extended Flexible Working Hours Agreement for Road Works Teams and Other Associated Staff (GM)

- Has been signed by a majority of road crew staff and the General Manager will provide information to the USU.

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

**Carried**

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**CONFIDENTIAL REPORT**

4.6.3 LGNSW Award Briefing – ‘The Club Test’ and Performance Conversations Session (GM)

- The Senior Management Team (SMT) to finalise an Action Plan of the list of improvement areas.

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

**Carried**

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# WARREN SHIRE COUNCIL

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## 5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

Date	Circular No.	Description	Comment/Action
18.04.24	24-04	New Local Government Elections Webpage Launched on the Office of Local Government's website	Noted

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

**Carried**

## 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.

	May 2024	Status	June 2024	Status		
Finance	15	Income Adjustments for Newly Rateable Crown Land due	Noted	1	Objections to the inclusion of land to be vested in public bodies must be served within two (2) months after the list is furnished (LGA s 600(6))	Noted
	31	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 finance@olg.nsw.gov.au	DMFA to report to the May 2024 Council Meeting	30	Valuer General to provide estimates of changes in the value of land for which supplementary valuations are required within one (1) month of date of request [LGA s513(2)]	Noted
	31	Last day for requests to Valuer General for estimates of changes in the value of land for which supplementary valuations are required to be furnished [LGA s513]	Noted	30	Last day for adopting Operational Plan 2023-24 and updating Long Term Financial Plan updated [LGA s 405(1)]	To be reported to the 27 June 2024 Council Meeting. LTFP to be arranged by the DMFA.



# WARREN SHIRE COUNCIL

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## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

	May 2024	Status	June 2024	Status
	31 Fourth quarterly rates instalment due [LGA s562(3)(b)]	Noted	30 Delivery Program Progress reports provided to Council at least every six (6) months	GM to report to the 27 June 2024 Council Meeting.
<b>Governance</b>				
<b>Grants</b>	1 Low-cost Loan Initiative Interim Progress Report due	Noted		
	4 Local Infrastructure Renewals Scheme (LIRS) portal opens for claims for the month LIRS Progress/Final Report Due	Noted		
<b>Companion Animals</b>				
<b>Other</b>	16 Expected third instalment of 2023-24 Financial Assistance Grants	Noted		

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

**Carried**

**WARREN SHIRE COUNCIL**  
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**6 OPERATIONAL PROCEDURES (I2-11.1)**

6.1 Emergency Preparedness and Management Procedure

- The Work Health Safety – Risk Co-ordinator to present this Procedure to the June 2024 Manex Meeting.

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**7 APRIL 2024 DRAFT MINUTES AND MAY 2024 DRAFT BUSINESS PAPER**

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

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**8 CORRESPONDENCE AND 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 Engineering Services advised that the Town Services Manager and Roads Infrastructure Manager will be representing himself at the 23rd May 2024 Council Meeting.
- The Librarian raised concerns about the book banning by Cumberland City Council which could mean that this Council could lose its Library funding. There is currently an online petition which can be access via the Australian Library and Information Association (ALIA).

**There being no further business the meeting closed at 5.02 pm.**

## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL  
HELD AT COMMUNITY MEETING ROOM, WARREN ON WEDNESDAY 6<sup>th</sup> MARCH 2024  
COMMENCING AT 11:00AM**

**PRESENT:** Clr B Fisher (Deputy Chairman), Clr P Cullen and Clr Z Holcombe, Clr G Whiteley, Clr I Woodcock and Clr D Todd, Clr N Kinsey, Clr M Cooke and Clr G Peart.

**ABSENT:** Clr D Batten

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

**WELCOME:** Meeting was opened at 11:00am and Deputy Chairman Clr B Fisher welcomed all councillors and staff to the meeting.

**01/24/01 Leave of Absence**

**Resolved:**

That the leave of absence received from Councillor D Batten is accepted and a leave of absence granted.

**Moved:** Clr Kinsey

**Seconded:** Clr Peart

**Carried**

**DECLARATIONS OF INTEREST- Nil**

**01/24/02 Minutes of Ordinary Council Meeting – 6<sup>th</sup> December 2023**

**Resolved:**

That the minutes of the ordinary Council meeting held 6<sup>th</sup> December 2023, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Todd

**Seconded:** Clr Whiteley

**Carried**

*The General Manager gave an explanation to Council following Clr Kinsey's question at the December 2023 meeting in relation to the superannuation for 2022/2023.*

**01/24/03 Report of Committees – Audit, Risk & Improvement Committee****Resolved:**

That the agenda of the Audit, Risk & Improvement Committee be received and noted.

**Moved:** Clr Whiteley

**Seconded:** Clr Kinsey

**Carried**

**01/24/04 Council's Decision Action Report – March 2024****Resolved:**

That the Resolution Register for March 2024 be received and noted

**Moved:** Clr Holcombe

**Seconded:** Clr Kinsey

**Carried**

**01/24/05 Circulars Received From the NSW Office of Local Government****Resolved:**

That the information contained in the following Departmental circulars 23-15 to 24-02 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Clr Kinsey

**Seconded:** Clr Cullen

**Carried**

**01/24/06 Cash and Investment Report – 30<sup>th</sup> November 2023, 31<sup>st</sup> December 2023 & 31<sup>st</sup> January 2024****Resolved:**

That the investment report for 30<sup>th</sup> November 2024, 31<sup>st</sup> December 2023 and 31<sup>st</sup> January 2024 be received and noted.

**Moved:** Clr Whiteley

**Seconded:** Clr Holcombe

**Carried**

**01/24/07 Risk Register****Resolved:**

That Council adopts the draft Risk Register.

**Moved:** Clr Todd

**Seconded:** Clr Cullen

**Carried**

**01/24/08 Risk Register and Future WAP Funding****Resolved:**

That Council write a letter of concern to the Minister for Agriculture for the future of WAP funding and future of weed control in CMCC County Council area.

**Moved:** Clr Whiteley

**Seconded:** Clr Kinsey

**Carried**

*Due to the African Boxthorn field day commencing at 12:00pm, the Senior Biosecurity officer presented her report to Council at this juncture.*

**01/24/09 Quarterly Biosecurity Report****Resolved:**

That the report be received and noted.

**Moved:** Clr Cullen

**Seconded:** Clr Kinsey

**Carried**

*Senior Biosecurity Officer Andrea Fletcher-Dawson left the meeting at 11:45am to prepare for a presentation at the African Boxthorn Field Day in Warren.*

*Clr I Woodcock and Clr M Cooke joined the meeting at 11:45pm.*

**01/24/10 Risk Management Policy****Resolved:**

That Council formally adopts the draft "Risk Management" Policy.

**Moved:** Clr Cullen

**Seconded:** Clr Kinsey

**Carried**

**01/24/11 ARIC Terms of Reference****Resolved:**

That Council formally adopts the draft "Risk Management" Policy.

**Moved:** Clr Peart

**Seconded:** Clr Holcombe

**Carried**

**01/24/12 Second Quarter Operational Plan & Half Yearly Delivery Program for 2023/2024****Resolved:**

That Council accepts the progress made on the 2023/2024 Operational Plan and Delivery Program as at 31<sup>st</sup> December 2023.

**Moved:** Clr Whiteley

**Seconded:** Clr Kinsey

**Carried**

**01/24/13 Quarterly Budget Review Statement – December 2023****Resolved:**

That Council adopts the attached Quarterly Budget Review Statement for 31<sup>st</sup> December 2023 as tabled.

**Moved:** Clr Cullen

**Seconded:** Clr Todd

**Carried**

**01/24/14 Important Dates for Councillors – Upcoming Meetings and Events****Resolved:**

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

**Moved:** Clr Cullen

**Seconded:** Clr Cooke

**Carried**

**01/24/15 Moved Into Closed Session**

**Time:** 12:03pm

**Resolved:**

That the public be excluded from the meeting pursuant to Sections 10A (2) (d) (ii) of the Local Government Act 1993 on the basis that the items deal with:

- (2) (d) commercial information of a confidential nature that would, if disclosed—  
 (ii) confer a commercial advantage on a competitor of the Council.

**Moved:** Clr Todd

**Seconded:** Clr Woodcock

**Carried**

**01/24/16 Return to Open Session**

**Time:** 12:45pm

**Resolved:**

That Council return to open session.

**Moved:** Clr Kinsey

**Seconded:** Clr Cullen

**Carried**

*The confidential reports discussed in closed session were brought forward and read in open session by General Manager Michael Urquhart.*

**01/24/17 CMCC Expression of Interest to Act as Local Control Authority for the Unincorporated Area**

**Resolved:**

1. That the General Manager's report be received.
2. That Council endorse the action of the General Manager in submitting CMCC's EOI to act as the Local Control Authority for the Western Unincorporated Area of NSW, for a two (2) year period, commencing April 2024.
3. The Council Seal be affixed to the engagement control and funding agreement and the General Manager be authorised to execute these documents.
4. That provision be made in the engagement contract for both parties to opt out of the contract with a 6 month notice period.

**Moved:** Clr Holcombe

**Seconded:** Clr Kinsey

**Carried**

**01/24/18 Adoption Of Closed Session Reports**

**Resolved:**

That Council adopt the recommendations of the Closed Committee Reports

**Moved:** Clr Kinsey

**Seconded:** Clr Cooke

**Carried**

Date of the next CMCC Council Meeting to be Monday 22<sup>nd</sup> April 2024 in Coonamble

**Close of Meeting**

The meeting closed at 1:03pm

\_\_\_\_\_  
Chairman

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



**CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES**

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL  
HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS, COONAMBLE ON MONDAY 29<sup>th</sup>  
APRIL 2024 COMMENCING AT 10:40AM**

**PRESENT:** Clr D Batten, Clr B Fisher, Clr P Cullen, Clr I Woodcock, Clr N Kinsey, and Clr G Peart.

**ABSENT:** Clr Z Holcombe, Clr G Whiteley, Clr M Cooke and Clr D Todd

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

**WELCOME:** Meeting was opened at 10:40am and Chairman Clr D Batten welcomed all councillors and staff to the meeting.

**02/24/01 Leave of Absence**

**Resolved:**

That the leave of absence received from Clr Z Holcombe, Clr G Whiteley, Clr M Cooke and Clr D Todd is accepted and a leave of absence granted.

**Moved:** Clr Cullen

**Seconded:** Clr Kinsey

**Carried**

**DECLARATIONS OF INTEREST- Nil**

**02/24/02 Minutes of Ordinary Council Meeting – 6<sup>th</sup> March 2024**

**Resolved:**

That the minutes of the ordinary Council meeting held 6<sup>th</sup> March 2024, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Kinsey

**Seconded:** Clr Peart

**Carried**

**02/24/03 Reports of Committees - Minutes of Central West Regional Weeds Committee and Central West Regional Weeds Committee Operational Group Meetings**

**Resolved:**

That the minutes of the Central West Regional Weeds Committee, the Central West Regional Weeds Committee Operational Group Meeting and the North West Regional Weeds Committee Meetings be received and noted.

**Moved:** Clr Woodcock

**Seconded:** Clr Fisher

**Carried**

**02/24/04 Correspondence for March 2024**

**Resolved:**

That the correspondence be received and noted.

**Moved:** Clr Fisher

**Seconded:** Clr Kinsey

**Carried**

**02/24/05 Council's Decision Action Report – April 2024**

**Resolved:**

That

1. the Resolution Register for April 2024 be received and noted.
2. that the Council is still waiting on formal advice of engagement from the DPI following submission of EOI to act as the Local Control Authority for the Western Unincorporated Area of NSW.

**Moved:** Clr Kinsey

**Seconded:** Clr Fisher

**Carried**

**02/24/06 Circulars Received From the NSW Office of Local Government****Resolved:**

That the information contained in the following Departmental circulars 24-03 to 24-05 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Clr Peart

**Seconded:** Clr Cullen

**Carried****02/24/07 Cash and Investment Report – 28<sup>th</sup> February 2024 and 31<sup>st</sup> March 2024****Resolved:**

That the investment report for 28<sup>th</sup> February and 31<sup>st</sup> March 2024 be received and noted.

**Moved:** Clr Fisher

**Seconded:** Clr Kinsey

**Carried****02/24/08 Quarterly Budget Review Statement – March 2024****Resolved:**

That Council adopts the attached Quarterly Budget Review Statement for 28<sup>th</sup> February 2024 and 31<sup>st</sup> March 2024 as tabled.

**Moved:** Clr Fisher

**Seconded:** Clr Kinsey

**Carried****02/24/09 Third Quarter Operational Plan for 2023/2024****Resolved:**

That Council accepts the progress made on the 2023/2024 Operational Plan as at 31<sup>st</sup> March 2024.

**Moved:** Clr Peart

**Seconded:** Clr Woodcock

**Carried**

**02/24/10 Draft Operational Plan 2023/2024****Resolved:**

That;

1. the Draft Operational Plan for 2024/2025, Statement of Revenue Policy, Long Term Financial Plan 24/25 to 33/34, Asset Plan and Workforce Plan be placed on public exhibition for a period of 28 days from the 8th May 2024 until 4:30pm on 4<sup>th</sup> June 2024, inviting submissions from the public during this time.

2. Council formally adopts scenario 1 as its preferred option for the Long-Term Financial Plan which includes a 4.7% CPI (Rate peg) increase to the financial contributions from constituent councils for 24/25.

**Moved:** Clr Kinsey

**Seconded:** Clr Cullen

**Carried**

*11:27am The meeting was adjourned for a brief break in proceedings by Chairman Clr Batten*

*11:35am The meeting recommenced.*

**02/24/10 Important Dates For Councillors - Upcoming Meetings & Events****Resolved:**

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

**Moved:** Clr Kinsey

**Seconded:** Clr Cullen

**Carried**

**02/24/11 Quarterly Biosecurity Report****Resolved:**

That the report be received and noted.

**Moved:** Clr Woodcock

**Seconded:** Clr Peart

**Carried**

**02/24/12 Moved Into Closed Session**

Time: ...12:04pm

**Resolved:**

That the public be excluded from the meeting pursuant to Sections 10A of the Local Government Act 1993 on the basis that the items deal with:

(2) (a) personnel matters concerning particular individuals (other than councillors)

**Moved:** Clr Fisher

**Seconded:** Clr Kinsey

**Carried****02/24/14 Return to Open Session**

Time: ...12:07pm

**Resolved:**

That Council return to open session.

**Moved:** Clr Fisher

**Seconded:** Clr Cullen

**Carried**

*The confidential reports discussed in closed session were brought forward and read in open session by General Manager Michael Urquhart.*

**02/24/13 General Manager's Performance Review & New Contract****Resolved:**

1. That Castlereagh Macquarie County Council board note the Chairman's report in regard to the Annual Performance Review.
2. That the Castlereagh Macquarie County Council board accept the General Manager's request for a contract extension for the period of 17 February 2024 to 16 February 2028.
3. That the Chair and Deputy Chair be authorised to execute a new contract including an increase in remuneration of \$80,000pa plus superannuation effective from 17 February 2024.

**Moved:** Clr Peart

**Seconded:** Clr Kinsey

**Carried**

**02/24/15 Adoption Of Closed Session Reports**

**Resolved:**

That Council adopt the recommendations of the Closed Committee Reports

**Moved:** Clr Kinsey

**Seconded:** Clr Cullen

**Carried**

Date of the next CMCC Council Meeting to be Monday 24<sup>th</sup> June 2024 in Coonamble

**Close of Meeting**

The meeting closed at 12:10pm

\_\_\_\_\_  
Chairman

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



# Country Mayors Association of NEW SOUTH WALES Inc

**Chairperson:** Cr Jamie Chaffey  
PO Box 63 Gunnedah NSW 2380  
02 6740 2115  
e-mail [admin@nswcountrymayors.com.au](mailto:admin@nswcountrymayors.com.au)  
ABN 92 803 490 533

## MINUTES

### GENERAL MEETING

FRIDAY, 22 MARCH 2023 THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 8:20 a.m.

#### 1. ATTENDANCE:

Mark Griffioen	GM	Bellingen
Cr. Steve Allan	Mayor	Bellingen
Jane Stroud	CEO	Kiama Municipal Council
Imogen Draisma	Deputy Mayor	Kiama Municipal Council
Jon Gibbons	GM	Lismore City Council
Steve Krieg	Mayor	Lismore City Council
Craig Davies	Mayor	Narromine Shire Council
Cr Greg Verdon	Mayor	Lockhart Shire Council
Peter Veneris	GM	Lockhart Shire Council
Matt Gould	Mayor	Wollondilly Shire Council
Robert Bell	Mayor	Uralla Shire Council
Craig Milburn	GM	Kempsey Shire Council
Leo Hauville	Mayor	Kempsey Shire Council
Daniel Linklater	Mayor	Wentworth Shire Council
Ken Ross	GM	Wentworth Shire Council
Cr Darriea Turley	President	Local Government NSW
David Reynolds	Chief Executive	Local Government NSW
Damian Thomas	Advocacy Director	Local Government NSW
Bronwen Regan	Manager Public Affairs	Local Government NSW
Des Kennedy	Mayor	Mid-Western Regional Council
Brad Cam	GM	Mid-Western Regional Council
Nuatali Nelmes	Lord Mayor	City of Newcastle
Cr Neville Kschenka	Mayor	Narrandera Shire Council
	Deputy General Manager	
Shane Wilson	Infrastructure	Narrandera Shire Council
Ryan Palmer	Mayor	Port Stephens Council

Tim Crosdale	GM	Port Stephens Council
Cr. Margaret Roles	Mayor	Hilltops Council
Anthony O'Reilly	GM	Hilltops Council
	Deputy Secretary, Local Government	
Brett Whitworth		Office of Local Government
Cr Doug Hawkins		
OAM	Mayor	Walcha Shire Council
Gary Murphy	GM	Walcha Shire Council
Cr Rob Banham	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Cr Dallas Tout	Mayor	Wagga Wagga
Cr Darrell Tiemens	Mayor	Narrabri Shire Council
Rob Williams	GM	Narrabri Shire Council
Lindsay Mason	Acting GM	Warrumbungle Shire Council
Cr. Ambrose Doolan	Mayor	Warrumbungle Shire Council
Paul Phillips	Mayor	Lachlan Shire Council
Greg Tory	GM	Lachlan Shire Council
John Connors	Mayor	Dungog Shire Council
Gareth Curtis	GM	Dungog Shire Council
Kenrick Winchester	Mayor	Queanbeyan-Palerang Regional Council
		Queanbeyan-Palerang Regional Council
Rebecca Ryan	GM	
Cr Sharon Cadwallader	Mayor	Ballina Shire Council
	Director, Planning and Environment	
Scott Martin		Goulburn Mulwaree Council
Peter Walker	Mayor	Goulburn Mulwaree Council
Milton Quigley	Mayor	Warren Shire Council
Gary Woodman	GM	Warren Shire Council
Bronwyn Petrie	Mayor	Tenterfield Shire Council
Neil Westcott	Mayor	Parkes Shire Council
Michael Lyon	Mayor	Byron Shire Council
Mark Arnold	GM	Byron Shire Council
Greg McDonald	GM	Upper Hunter Shire Council
		Cootamundra-Gundagai Regional Council
Charlie Sheahan	Mayor	Cootamundra-Gundagai Regional Council
		Cootamundra-Gundagai Regional Council
Steve McGrath	Interim General Manager	
Mark Johnson	Mayor	Moree Plains Shire Council
Kelvin Tytherleigh	General Manager	Moree Plains Shire Council
Rob Banham	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Sue Moore	Mayor	Singleton Council
		Country Mayors Association of NSW
Gary Fry	Secretariat	
Jamie Chaffey	Chair CMA and Mayor	Gunnedah Shire Council
Jason Hamling	Mayor	Orange City Council
Terry Dodds	CEO	Murray River Council



Frank Crawley	Councillor	Murray River Council
Ruth McRae	Mayor	Murrumbidgee Council
John Scarce	GM	Murrumbidgee Council
Murray Wood	CEO	Dubbo Regional Council
Pam Kensit	Mayor	Upper Lachlan Shire Council
Alex Waldron	CEO	Upper Lachlan Shire Council
Todd Redwood	Deputy Mayor	Armidale Regional Council
Patrick Bourke	Mayor	Federation Council
Joe Gaudiosi	COO	Kiama Municipal Council
Vivian Slack-Smith	Mayor	Brewarrina Council
Fran Carter	Economic Development Manager	Brewarrina Council
Tony Reneker	Mayor	Leeton Shire Council
Jackie Kruger	GM	Leeton Shire Council
Eric Groth	GM	Gunnedah Shire
Tim Horan		Coonamble Shire Council
Paul Gallagher		Coonamble Shire Council
Barbara Deans		Coonamble Shire Council
Glen Neill	Mayor	Bogan Shire Council
Sharon Houlihan	Executive Officer	Canberra Region Joint Organisation
Jay Nankivell		Broken Hill City Council
Jim Hickey		Broken Hill City Council
Viv May		Wingecarribee Shire Council
Anthony McMahon		Bega Valley Shire Council
Russell Fitzpatrick	Mayor	Bega Valley Shire Council
Gregory Hill		Central Darling Shire Council
Robert Stewart		Central Darling Shire Council
Phyllis Miller		Forbes Shire Council
Steve Loane		Forbes Shire Council

#### **APOLOGIES:**

Mayor Rick Firman OAM	Temora Shire Council
General Manager Melissa Boxall	Temora Shire Council
Mayor Doug Curran	Griffith City Council
GM Brett Stonestreet	Griffith City Council
General Manager Mr George Cowan	Narrandera Shire Council
Mayor Jay Suvaal	Cessnock City Council
Mayor Brian Monaghan	Bland Shire Council
General Manager Grant Baker	Bland Shire Council
Paul Devery (General Manager)	Cowra Council
Mayor Cr Ruth Fagan	Cowra Council
GM David Webb	Hay Shire Council
Mayor Cr Ruth Fagan	Hay Shire Council
Mayor Clair Pontin	Mid Coast Council

Adrian Panuccio	MidCoast Council
	Tamworth Regional Council
GM Paul Bennet	
Cr. Ken Keith	Parkes Shire Council
Mayor Scott Ferguson	Blayney Shire Council
General Manager Kark Dicker	Blayney Shire Council
Mayor Jarrod Marsden	Cobar Shire Council
GM Peter Vlatko	Cobar Shire Council
	Walgett Shire Council
Mayor Craig Bembrick	Weddin Shire Council
General Manager Noreen Vu	Weddin Shire Council
Mayor Rick Firman OAM	Temora Shire Council
Ms Melissa Boxall, General Manager	Temora Shire Council
Mayor Chris Homer	Shellharbour Council
Mayor Kylie Webster	Kyogle Shire Council
Mayor Dave McCann	Coolamon Shire Council
General Manager Tony Donoghue	Coolamon Shire Council
Mayor Kylie King	Albury
Mayor Peta Betts	Edward River Council
CEO Phil Stone	Edward River Council
	Tamworth Regional Council
Mayor Russell Webb	Council
Mayor Claire Pontin	Midcoast Council
Mayor Mark Kellam	Oberon Shire Council
General Manager Gary Wallace	Oberon Shire Council

**Adoption of Minutes of Previous Meeting:**

RESOLVED that the minutes of the Annual General Meeting held on 24 November 2023 be accepted as a true and accurate record (Moved by Warren Shire Council / Seconded by Forbes Shire Council).

**Matters Arising from the Minutes - Nil**

## **PRESENTATIONS**

### **The Hon Yasmin Catley MP, Minister for Police and Counter Terrorism**

Began by describing her personal travels in and contact with the regions and the great work of NSW Police. Said that she will not and never will support an inquiry into policing in NSW, stating that the Police do a great job. The Community Safety inquiry will focus on the entrenched, complex drivers behind crime.

\$26.2mil regional crime package, including Moree but the Government realise that the issues are broad, so Moree is a trial that may be expanded in six months.

Regional Operation Mongoose has been getting real results, YAMS and safe transport of youth at night programs will be expanded.

As leaders in communities, the Minister said Local Government can help in the planning of crime prevention activities, acknowledging the varying capacities of councils. Surveillance (CCTV) and youth events can help.

'We can't arrest our way out of the current situation' was the point she emphasised.

The Minister did not mention the Regional Youth Crime Inquiry.

### **NSW Productivity Commissioner - Peter Achterstraat AM**

Thanked Councils for feedback. Issues paper on funding models for water authority models. Submissions by 28 March 2024.

Some council systems have less than 2000 connections, whereas Sydney Water has two million.

Let's aim for cost recovery but environmental and regulatory factors must be factored in. Collaboration is vital where economies of scale are needed and it is pleasing to see collaboration in Local Government. We will look at why State Government funding is needed. We're hearing there is a lot of work to get grants and it's unpredictable, making planning difficult.

**Video message from NSW Premier the Hon Chris Minns.**

## **Reports**

### **Linda Scott, President of the Australian Local Government Association (ALGA)**

The Federal Government has announced an inquiry into Local Government Financial Sustainability. Compared to local government internationally, Australian Local Government is underfunded. Submissions due by 3 May 2024.

She also covered the \$100 mil. Energy Fund and National Housing Accord.

## **Local Government NSW (LGNSW) – President Darriea Turley AM**

Congratulated Chair Jamie and the CMA for the Crime Inquiry announcement and Linda Scott for the Sustainability Inquiry, stating that the 1% funding from the Federal Government fight has been long running.

“We need to make sure the Regional Development Trust works for our members.”

## **Premier The Hon. Chris Minns Message**

### **CMA Chair Jamie Chaffey introduced new Secretariat Gary Fry.**

The Chair went through the CMA Crime, Law and Order report updates, promoting that the updated report is on the CMA website. Youth reoffending rates were highlighted as a major concern, where the regions are far worse than Sydney. This suggests access to more successful programs in Sydney than in the regions.

Chair Chaffey went through the member survey. No comments or questions from membership.

## **Membership**

Shoalhaven moved and Liverpool Plains seconded the motion that Brewarrina Shire Council be accepted as a CMA member and that Wollongong City Council be accepted as an Associate Member. Mayor Vivian Slack-Smith from Brewarrina Shire Council was presented a CMA pin by Narromine Mayor Craig Davies, representing the CMA Executive Committee.

The CMA is now 89 members strong.

## **Dugald Saunders Leader of the NSW Nationals addressed the meeting.**

New bail laws legislation amendment bill debate went all night until 6:45am, prior to the CMA meeting.

He thanked the CMA and Chair Chaffey for the regional crime focus and general advocacy. He said that the Terms of Reference submissions for the regional crime inquiry are due until 31 May, so get your input in. He emphasised the uniqueness of communities and that a blanket approach cannot work.

Q. Make the parents accountable.

A. Complicated pathways but we do need to ensure that kids are not bailed to the same home situations repeatedly.

Q. No deterrent until age 18 because they have no blemish on their record. Many great programs that are underfunded.

A. New bail laws are for ages 14 to 18.

Q. Mark Johnston, MPSC Mayor: Moree is not the crime capital of NSW. We have asked the Premier for a review of the agencies in our town, which is going to happen. A place for kids to go between remand and bail is a positive step.

A. Bail Accommodation facility out of town would be good. We need to identify the problem without scaring people away. Like you I hope to see the Moree funding expanded.

### **The Hon Paul Toole MP, Shadow Minister for Police**

Safe Communities are a common priority. He commended the advocacy and work of regional councils, thanked councillors for their service. He applauded the CMA Crime, Law and Order report and CMA Chair Jamie Chaffey – “The CMA has affected change in this State.”

“Crime in regional NSW is one of the biggest issues in the State. Your organisation led the charge, calling for a parliamentary inquiry. It was finally announced this week. There is a silent epidemic of crime in regional areas and the rates surpass Sydney. There are real people behind the statistics, people who have been stabbed in their own homes. It has never been this widespread. We’ve had 52 front page stories across the State in relation to regional crime. It’s time for action. Time for an inquiry to help our communities feel safe. It shouldn’t be about politics. The previous Government’s work to improve youth crime prevention efforts has stagnated.

After six months of fighting, you have an inquiry announced to identify the drivers for youth crime. We want submissions saying you want us to bring the Inquiry to your town. We also want an interim report, rather than wait 18 months for something to be seen from this regional youth inquiry. I thank our police and you, for what you do in your communities.”

Q. Jamie: could we extend the inquiry?

A. A report to see things happening sooner rather than later is important.

Q. Sue Moore, Police number – I’ve seen more retiring police officers than incoming officers. What can we do to retain them.

A. We are losing more than we are gaining and there are many on leave. It is one of the big issues and we are pushing that.

Chair Chaffey had a majority of members’ hands up, indicating that they would want to see the inquiry in their town.

## **Jacki Fitzgerald, Executive Director NSW Bureau of Crime Statistics and Research**

Trends and rates were the presentation focus. They are disproportionate to what we see in the cities.

“We are always keen for more data from members. Property crime rates are 59% worse in our regions than Sydney. Violent crime rates are 57% higher in the regions. Young people are responsible for just over a quarter of (property) crimes. Half of the regional property offenders are Aboriginal.

The high rates of crime illustrate the inequality between regional NSW and Sydney. Car theft is double, for example. Across the board, there has been a 20% rise in car theft in the last five years. Youth offenders have accounted for 82% of the increase. In 2023, 22 percent were combined with a home break-in.

Domestic violence 65% higher than Sydney. It has increased by 20% in five years. Non-domestic violence has been stable in Sydney but increased by 11% in the regions.

Sexual assaults have increased but property crime has reduced at a State level. The rates are much worse in the regions.”

Q. Tim Horan – do you consider unreported crimes?

A. Not what the ABS victims survey suggests.

Q. Jim Hickey, Broken Hill. Is there evidence to suggest theft is in relation to food?

A. There is some cost of living impacts but the youth recreational type crime is different.

Q. Substance abuse relation to violent crimes.

A. Drug and Alcohol are certain factors behind violent crime increases in the region. Lockout laws were a blunt but effective instrument in Sydney.

Q. Domestic violence and assault figures separate?

A. Yes.

Q. Crimes through a carriage advice like a phone increased?

A. Intimidation and stalking crimes have increased. However, those figures tie in with an increase in police activity in that area.

## **Deputy Commissioner Paul Pisanos, NSW Police Service Paul Pisanos APM**

The Deputy Commissioner provided insights into regional policing and crime. He said he would not talk to crime statistics. There is an uptick in regional violent crime and it is concerning. He discussed what we can do together about it.

“We always welcome more police resources. I am proudly representing regional NSW and I am keen to look at recruitment from the regions, to the regions and retention of police in their home towns. HR want to redress people doing three years in a country town then transferring to the city. Accommodation and housing is one challenge.

People who work in special remote positions are multi-roled and do an amazing job.

Law and order has a direct impact on regional economies.

Youth crime; the bail laws legislation from the State Government is important to reduce repeat offenders. It did not go as far as he would like but it was a step forward.

Drugs are destroying our communities.

There has been nothing but support and positive commentary for the police from your organisation and that has put us in a much better position to work together on the non-core policing work, towards prevention of crime and reoffending. “

He said a holistic approach will free up Police time.

Q. Bronwyn – Any progress getting front line police off Corrections responsibilities.

A. The conversations are being had and we should be in the community.

Q. Getting positions filled, cost of housing is a problem, so are there initiatives in place?

A. Nothing is off the table for recruitment and retention. Key worker housing is a key issue.

Q. \$31,000 for student police, how do the dollars progress?

A. Starting salary is close to \$90,000, with incentives, it is genuinely attractive.

Q. Central Darling... childcare is lacking. Government owned housing is controlled by separate Government Departments and they do not coordinate.

A. A need for better coordination between departments was identified in Moree.

### **Mr. Kevin Morton, Representative of the Police Association of NSW**

The Police Association sees the regional crime inquiry as a step in the right direction. He commended the campaigning of the CMA and its Chair.

“Reduced capacity means regional police have a greater workload than ever but the PA is proud of the work of NSW Police. Regional police adore their communities and they are central parts of their communities, holding the line because they are there on the front line when other departments or agencies are not.

PA members do their best to make a difference.”

Q. 573 police left the force in 2023, is that trend going to continue?

A. Policing is a difficult job and it's not for everyone. There is no way to leave the force with dignity other than medical issues. The PA has been pushing for recruiting incentives, such as with housing. More investment in advertising of incentives is need. 21 psychologists in police commands is a big step forward from the Commissioner.

Q. What kind of numbers are coming in and out of the Police Academy?

A. Even the Policy Academy is short-staffed.

Q. What should we Councils do?

A. Keep doing what you're doing. Keep supporting your local police. Ensure we are doing Police work, not the work of other departments (like prisoner transport).

Q The Goulburn Mayor promoted the Police Academy and the Behind the Blue Line program.

A. Agreed.

Q. Is recruitment begun before kids finish school?

A. Kids are influenced more – Black Lives Matter hurt recruitment, for example. However, life experience is important for policing, so recruiting too young is not ideal for retention.

## **General Business**

### **Motion from the floor**

Moved by Mayor Leeton Shire Council Cr. Tony Reneker

That the CMA advocates for the NSW Government to

- 1) honour the agreed / endorsed 5-year WAPs and associated funding commitments for the 23/24 financial year by immediately releasing the funds councils are expecting, and
- 2) genuinely consult local councils fully and early as key partners before introducing new changes to the scheme in future years.

Unanimously passed.

Mayor of Inverell Shire, Cr. Paul Harmon, moved that the CMA supports Nationals Member for Northern Tablelands Adam Marshall's call for an independent investigation into Hunter New England Health.

Cr. Robert Banham, Mayor of Glen Innes Severn Council seconded the motion.

Unanimously passed.



Mayor of Narromine Shire, Cr. Craig Davies, Craig Davies (and CMA Executive member) on behalf of the Western Alliance of Councils, moved that CMA members collate figures for total (competitive) funding received over time to illustrate the decline in funding to councils across the board.

Seconded by Warren Shire.

Unanimously passed.

Mayor of Wentworth Shire Cr. Daniel Linklater moved That the CMA invite the Valuer General to a meeting, due to excessively high valuations. Plus, a representative of Crown Lands.

Chair said he will invite them to the Forbes meeting. No vote required

### **Business / finances**

Moved by Goulburn

Seconded Narromine

### **CORRESPONDENCE**

Outward / Inward

NOTED

### **Jacqui Emery, Chief Executive Officer at Royal Far West**

Royal Far West is excited to be turning 100. They have been growing to try to meet unrelenting demand; they supported 21,000 young people in 2023.

Jackie highlighted the importance of early intervention and helping young people to head in the right direction to reduce youth crime.

Bring country kids to Manly, supporting the access to specialists is often life changing. Mental Health in regions, including among children is a growing concern. We provide assessment, parenting capacity support and connection to health specialists. Most paediatricians in NSW have closed their books to developmentally delayed children, others have wait times of up to five years. There are links between insufficient supports and disruption behaviour in schools and youth crime.

72% of parents who support their children at Royal Far West have their own mental health issues. With NSW Health, Royal Far West is piloting two regional NSW paediatric clinics (at Dubbo and Wagga Wagga). Royal Far West is the only philanthropic assessment service but funding has not increased and they are seeking an additional \$5-6mil. per year.

Called on Country Mayors to support their pre-budget submission.

Bega moved

Wentworth seconded.

Unanimously passed.

**CMA Executive member and Mayor of Forbes Shire, Cr. Phyllis Miller OAM promoted the upcoming CMA Housing Conference in Forbes.**

**There being no further business, the meeting was formally closed at 1:18 pm.**

Cr Jamie Chaffey  
Chairman Country Mayor's Association of NSW

DRAFT

**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 23<sup>rd</sup> May 2024

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**ITEM 4                      WARREN INTERAGENCY SUPPORT SERVICES                      (C3-9)**

<p><b>RECOMMENDATION:</b> That the information be received and noted.</p>
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**MINUTES OF THE WARREN SUPPORT SERVICES INTERAGENCY MEETING HELD IN THE COUNCIL COMMUNITY ROOM, WARREN ON 11<sup>th</sup> April 2024.**

**MEETING OPENED:** 1.00pm

1. **PRESENT:** Clr. Sarah Derrett, Clr. Katrina Walker, Ewen Jones via video link, Fleur Stubbs, Kelly Sinclair, Blair Morrison, Pauline Serdity, Dani Chilambikunnel via video link.
2. **APOLOGIES:** Clr. Joanne Van Eldonk, Erin Hunt, Felicity Leonard, Kerry Palmer.  
  
Moved: Clr. Sarah Derrett                      Seconded: Kelly Sinclair

**Carried**

3. **CONFIRMATION OF MINUTES FROM THE 15<sup>th</sup> February 2024:**

Moved: Clr Sarah Derrett                      Seconded: Pauline Serdity

**Carried**

4. **BUSINESS ARISING:**  
Nil.

5. **CORRESPONDENCE:**  
Nil.

6. **ACTION CHECK LIST**  
Community transport between Warren and Nevertire. Clr. Sarah Derrett shall speak to Belinda Roberts (Area Manager Western and Central West NSW, Transport NSW), on this issue. Kelly Sinclair suggested a survey be conducted by Transport for NSW.

7. **REPORTS FROM AGENCIES:**  
**Ewen Jones – Marathon Health (Community Engagement Officer);**  
Contract until 2025. Staff numbers are sufficient to accept more referrals.  
Dani Chilambikunnel works with the RFDS as a Mental Health nurse. She has been coming to Warren for 3 months, on a fortnightly basis, will come weekly if the need is there. A person requires a doctor’s referral to see her. It is a free service. Dani operates at the Health Clinic on Monday.

**Fleur Stubbs** spoke on behalf of Erin Hunt and Felicity Leonard who both work for Barnardos. The programme Family support at present is working with 20 families. Erin Hunt reports that she is receiving a large number of referrals for families that require assistance.

**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 23<sup>rd</sup> May 2024

---

ITEM 4

WARREN INTERAGENCY SUPPORT SERVICES

CONTINUED

**Fleur Stubbs (Barnardos and Warren Youth Foundation);**

for children 12-18 years provides a wraparound mental health support. Fleur is looking at ways to connect with children under the age of 12 years old.

**Kelly Sinclair (Warren Youth Foundation)** outlined some of the activities happening during the school holidays. They included a motor cross display, a fishing day, arts and craft, ping pong competition, sexual health talk design your own tracksuit and twilight camp at the Youth Centre plus Rally for ever Tennis Competition. There is also a Basketball course being offered and 17 people are attending.

On 7 May the Grow Expo. will be held at the Warren Youth Centre.

**Blair Morrison – Western NSW LHD (Mental Health Peer Navigator);**

provides a wellbeing programme at Calara House. He also works with Fleur Stubbs, Kelly Sinclair and Ursula Ryan and Dani Chilambikunnel from the RFDS.

**Pauline Serdity** gave reports on Warren Spinners and Yarners, Warren View Club and Warren CWA activities. These reports are attachments to the meeting.

**8. GENERAL BUSINESS:**

Clr. Sarah Derrett mentioned the start times for the Dawn Service and the Town Service, on Anzac Day.

**9. Date of Next Meeting:**

Thursday 20<sup>th</sup> June 2024.

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



OUTBACK ARTS INCORPORATED  
**ANNUAL GENERAL MEETING - MINUTES**

Outback Arts Creative Arts Centre ZOOM online meeting,  
16<sup>th</sup> April 2024, 10:10 am

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WELCOME: Meeting was opened, and attendees were welcomed by Jamie-Lea Trindall, acknowledging the Traditional Owners of the land on which we meet across the Outback Arts region.

ATTENDANCE:

Catherine Goldsmith, Barbara Deans, Greg Deacon, Trish Frail, Kylie Harvey, Jessica Murray

Staff: Jamie-Lea Trindall, Brailey Lambe

Apologies: Ros Jackson, Lillian Simpson, Jane Keir, Donna Jefferies

Motion: that the attendance and apologies be accepted.

Moved: Catherine Goldsmith

Seconded: Barbara Deans

1. MINUTES OF LAST AGM HELD ON 3<sup>rd</sup> April 2023

Minutes of the last Annual General Meeting held on 3<sup>rd</sup> April 2023 were circulated to all members.

Motion: That the minutes of the Annual General Meeting of 3<sup>rd</sup> April 2023 be accepted.

Moved: Catherine Goldsmith

Seconded: Barbara Deans

CARRIED

2. CHAIRPERSON REPORT –

Presented by Kylie Harvey – as per attached Annual Report. Kylie acknowledge the LGAs support of Board members and their efforts to attend meetings. This is imperative and critical to the organsation to have our Board members attendance and engagement. Kylie would also like to acknowledge the staff efforts and the departure of both Rainy and Ange at the end of the year. Kylie would also like to make note of the service Jamie-lea has made during her career and the opportunities we have been afforded during her role as Executive Director.

Motion: Chair report be accepted.

Moved: Barbara Deans

Seconded: Greg Deacon

CARRIED

### 3. FINANCIAL REPORT

#### 3.1 TREASURERS REPORT – Ros Jackson

Notes:

One notable achievement was the purchase of the Plaza Theatre, a project that commenced in 2023, but didn't settle until February 2024 (ie: not a part of the 2023 Financial Statement, but worth noting).

This year Outback Arts implemented a Stock Take Policy for the Gallery, which has been a success.

The Auditor had some general recommendations around how OA can continually improve its management of inventory / stock taking and the process of capitalising, depreciating asset purchases, as well as some minor adjustments regarding how OA accounts for some items in MYOB. Otherwise, there is nothing significant to report.

Motion: that the Treasurer's report be accepted.

Moved: Catherine Goldsmith

Seconded: Kylie Harvey

CARRIED

#### 3.2 Auditors report

Notes: as per **treasurers'** response to the Auditors recommendation above.

Motion: that the 2023 Auditor's report be accepted.

Moved: Kylie Harvey

Seconded: Greg Deacon

CARRIED

### 4. ELECTION OF THE BOARD OF OUTBACK ARTS FOR 2024

(Jamie-Lea Trindall chaired the election)

#### 4.1 Confirmation of Nomination for Council Representatives

- Outback Arts Inc constitution rule 27.1 regarding the appointment of local government representatives as follows: "Each Council contributing financially to the organisation has the option to appoint one delegate directly to the board".
- According to the Outback Arts Inc. Constitution rule 27.6 each member elected to the board will, subject to these rules, hold office until the conclusion of the annual general meeting one year following the date of the member's election or co-option but is eligible for re-election or re-co-option provided the member has not held that position for more than two consecutive terms.
- According to the constitution Council Board delegates are exempt from written nomination forms and hold their nomination to their board unless otherwise noted,

due to this clause the representatives of each local government area within the Outback Arts region are:

Bourke Shire Council – Jessica Murray  
Bogan Shire Council – Greg Deacon, alternate  
Brewarrina Shire Council – Trish Frail  
Cobar Shire Council – Lillian Simpson,  
Coonamble Shire Council – Barbara Deans, alternate Brian Sommerville  
Walgett Shire Council – Jane Keir  
Warren Shire Council – Ros Jackson, alternate Katrina Walker

#### 4.2 Nomination for Community Representative Members

The ED confirmed that there are three delegate positions available for community organisations or independent members on the Outback Arts Board. There have been three nominations received.

1. Kylie Harvey
2. Catherine Goldsmith
3. Donna Jefferies

Motion: That Kylie Harvey, Catherine Goldsmith and Donna Jefferies be elected as Community Representative Members.

Moved: Barbara Deans

Seconded: Greg Deacon

CARRIED

5. Vote for  
All positions were open for nominations.

Chairperson

Nomination received: Kylie Harvey

Motion: That Kylie Harvey, as the only nominee, is elected to the position of Chair for 2024.

Moved: Catherine Goldsmith

Seconded: Barbara Deans

CARRIED

Vice-Chairperson

Nominations received: Catherine Goldsmith

Motion: That Catherine Goldsmith, as the only nominee, is elected to the position of Vice-Chair for 2024.

Moved: Barbara Deans

Seconded: Trish Frail

CARRIED

Treasurer

Nomination received: Ros Jackson

Motion: That Ros Jackson, as the only nominee, be appointed as Treasurer of Outback Arts for 2024.

Moved: Barbara Deans

Seconded: Greg Deacon

CARRIED

Appointment of the Auditor for 2024 financial year being 1 January 2024 to 31 December 2024

Motion: That the appointed auditor for the 2024 financial period be Thomas McCarthy.

Moved: Catherine Goldsmith

Seconded: Greg Deacon

CARRIED

Appointment of the 2024 Public Fund Sub Committee

Public Fund (Sub Committee to the Board)

The Fund will be administered by a management committee or a subcommittee of the management, a majority of who, because of their tenure of some public office or their professional standing, have an underlying community responsibility, as distinct from obligations solely in regard to the cultural objectives of Outback Arts Inc.

Motion: That the 2024 Public Fund Committee members are Kylie Harvey, Jamie-Lea Trindall, Ros Jackson and Catherine Goldsmith

Moved: Greg Deacon

Seconded: Catherine Goldsmith

CARRIED

Appointment of the 2024 signatories

Motion: That Barbara Deans be removed as signatory on all Outback Arts accounts. Kylie Harvey, Jamie-Lea Trindall, Ros Jackson and Catherine Goldsmith to be signatories of all Outback Arts accounts and Greg Vaughn as bookkeeper including online banking access with the removal of Barbara Deans.

Moved: Barbara Deans

Second: Trish Frail

CARRIED

Appointment of the 2025 CASP board representatives

Motion: That Jessica Murray and Trish Frail are the 2024 CASP Board representatives.

Moved: Catherine Goldsmith

Second: Barbara Deans

CARRIED



Appointment of the Constitutional Sub Committee

Motion: That Kylie Harvey and Ros Jackson are the Constitutional Sub Committee members.

Moved: Catherine Goldsmith

Second: Kylie Harvey

CARRIED

Date for the next Annual General Meeting to be held 25<sup>th</sup> March 2025

Meeting closed at 11.12 am CLOSE

**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd May 2024

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**ITEM 1**                    **WARREN SHIRE COUNCIL RISK MANAGEMENT POLICY RENEWAL, NEW WARREN SHIRE COUNCIL RISK MANAGEMENT PLAN AND WARREN SHIRE COUNCIL CORPORATE RISK REGISTER RENEWAL** (P13-1, I2-4.1/1)

**RECOMMENDATION:**

1. The information be received and noted;
2. The renewed Warren Shire Council Risk Management Policy, new Warren Shire Council Risk Management Plan and renewed Warren Shire Council Corporate Risk Register be placed on public exhibition for a minimum of 28 days;
3. Subject to no adverse submissions being received, the renewed Warren Shire Council Risk Management Policy, new Warren Shire Council Risk Management Plan and renewed Warren Shire Council Corporate Risk Register as amended, be adopted.

**PURPOSE**

To advise Council that a review of the Warren Shire Council Risk Management Policy and Corporate Risk Register has been undertaken together with the writing of the Warren Shire Council Risk Management Plan.

**BACKGROUND**

The renewal of the Risk Management Policy and Corporate Risk Register and writing of the Risk Management Plan has been undertaken in conjunction with Council's Internal Auditor Mr Keith Coates, members of Council's Senior Management Team and the Work Health and Safety/Risk Co-Ordinator.

Council's Corporate Risk Register needed to be reviewed to at least take into account Information Technology (IT) General Controls Risk and Cyber Security Risks which now have been detailed as high risk by Council's External Auditor and the NSW Audit Office.

**REPORT**

**Attachment 1** is a copy of the current Risk Management Policy that also contains the current Corporate Risk Register.

**Attachment 2** is the new Draft Risk Management Policy. It is a much simpler Policy.

**Attachment 3** is the new Risk Management Plan.

**Attachment 4** is the renewed Corporate Risk Register.

**Attachment 5** is a copy of the Risk Management Compliance Questionnaire/Guide February 2024 developed by Council's Internal Auditor.

The reviewed and new documents were presented to the May 2024 Manex Meeting, where there were no concerns and the matter needs to be reported to Council for the following:



**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
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**ITEM 1**            **WARREN SHIRE COUNCIL RISK MANAGEMENT POLICY RENEWAL, NEW WARREN SHIRE COUNCIL RISK MANAGEMENT PLAN AND WARREN SHIRE COUNCIL CORPORATE RISK REGISTER RENEWAL** **CONTINUED**

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

5.2.2    Proactively manage known compliance risks.

5.3.2    Create a productive and cooperative working environment for Councillors to support their governance responsibilities

**SUPPORTING INFORMATION /ATTACHMENTS**

1.    Current Risk Management Policy of 27th September 2018;
2.    Draft Risk Management Policy (Renewed);
3.    Risk Management Plan;
4.    Draft Corporate Risk Register (Renewed); and
5.    Risk Management Compliance Questionnaire/Guide February 2024.



**WARREN SHIRE COUNCIL**  
Policy Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd May 2024

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**ITEM 1                    WARREN SHIRE COUNCIL RISK MANAGEMENT POLICY RENEWAL, NEW WARREN SHIRE COUNCIL RISK MANAGEMENT PLAN AND WARREN SHIRE COUNCIL CORPORATE RISK REGISTER RENEWAL                    CONTINUED**

**DOCUMENT CONTROL**

<b>Issue</b>	<b>Prepared/Revised By and Date</b>	<b>Action/Amendment Description</b>	<b>Approved By and Date</b>
1.0		First Edition	Council Minute No: 7.1.18 (25th January 2018)
1.1		Amended	Council Minute No: 214.9.18 (27th September 2018)

**WARREN SHIRE COUNCIL**  
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**Risk Management Policy**

**Abstract:**

The purpose of this policy is to ensure that sound risk management practices and procedures are fully integrated into Council’s strategic and operational planning and decision-making processes.

The Policy’s implementation will ensure that elected members and management recognise that they have a responsibility to ensure that Council identifies and addresses all threats and opportunities associated with the carrying out of its functions.

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*Warren Shire Council - Risk Management Policy*

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**Purpose**

The purpose of this policy is to ensure that Council and the public are informed in a clear manner of Council's position and approach with regard to the management of risk.

It further aims to ensure that sound risk management practices and procedures are fully integrated into Council's strategic and operational planning processes.

The Policy's implementation will ensure that elected members and management recognise that they have a responsibility to ensure that Council identifies and addresses all threats and opportunities associated with the carrying out of its functions.

**1. Scope**

This policy applies to all areas of Council's activities in the delivery of its functions as a Local Government Organisation, both at the elected member and staff levels.

**2. Definitions**

No specific definitions are deemed required for this policy, with all terms used intended to have their everyday meanings or those imposed by legislation relevant to local government.

**3. Legislation, Standards & Guidelines**

Key legislative requirements with regard to risk management for NSW local government organisations are located in the:

- Local Government Act NSW 1993;
- NSW Local Government (General) Regulations 2005; and
- Workplace Health and Safety Act.

In addition to complying with all relevant legislation in the application, monitoring and review of its risk management policy and framework and their implementation, Council will have regard to all relevant standards and guidelines, including but not limited to:

- The international standard for risk management, ISO 31000:2009;
- The Integrated Planning & Reporting Guidelines for local government in NSW; and
- Any other relevant guidelines issued by the Division of Local Government.

**4. Policy statement**

Risks affecting Council can have consequences in terms of economic performance and organisational reputation, as well as environmental, safety and social outcomes. Therefore, a strong commitment towards managing risk effectively will benefit Council's performance in an environment full of uncertainty.

Council is committed to the identification and management of all risks associated with the performance of Council functions and the delivery of services. Council's risk management framework is to be implemented in a logical, integrated and systematic manner in the identification, analysis, assessment, control and monitoring of risks that are likely to have an adverse impact or advantage for Council.

Council recognises that the management of risk is integral to the achievement of the outcomes, strategies and actions as identified in the Community Strategic Plan, Delivery Program and Operational Plan.

The aim of this policy is not to eliminate all risk, but rather to manage the risks involved in Council's activities in order to maximise opportunities and minimise the adverse impact of threats.

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**5. Procedures**

**5.1 Risk Management Approach**

Attachment A to this policy provides a diagrammatical representation of the relationship between this policy and other documents and processes encompassing Council's approach to risk management. In addition to those documents and processes (as displayed in the diagram and described below), management will develop and implement any protocols required to achieve the objectives and requirements as set out in this policy and the risk management framework.

**5.2 Risk Management Framework**

This policy requires Council to maintain a Risk Management Framework of the following content:

- a) A strategy identifying and dealing with risks and the categorisation of risks;
- b) Processes for the identification and management of risks; and
- c) Templates, tools and supporting documents to assist Councillors and staff in the identification and management of risks.

The Risk Management Framework will be maintained to ensure that:

- a) risk management practices are integrated into Council's planning and decision making processes;
- b) a risk management ethos and practices are promoted and supported throughout Council;
- c) foster the participation of and input from all employees in the management of risks;
- d) whenever economically possible impacts of risks will be reduced and high level risks eliminated or insured against where unavoidable;
- e) promote and facilitate more effective allocation and use of resources;
- f) promote and provide for higher levels of accountability; and
- g) all appropriate communication of requirements, necessary education and training are afforded to Councillors and staff.

**5.3 Corporate Risk Register**

This policy requires Council to maintain a risk register which lists all identified risks along with a summary of the status of those risks and the department of Council dealing with such.

The Corporate Register is to be developed and reviewed every six months or more regularly if additional risks are identified.

**5.4 Risk Management Action Plan**

In accordance with this policy Council shall maintain an action plan detailing the required information to enable the management, reporting and monitoring of all identified risks. This plan is also provided to Council's insurer and assessed annually.

The Risk Management Plan shall be reviewed by the Internal Review Committee, an Internal Auditor and reported to Council as to actions taken to reduce or eliminate risks.

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*Warren Shire Council - Risk Management Policy*

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**5.5 Internal Audit**

In accordance with this policy Council will form and maintain an inhouse, Internal Review Committee with an appropriate charter to assist in Council's management of risks and strengthen its framework.

Council will engage appropriate resources, regarding capability, cost and the overall context of risk management to carry out an internal audit function as and when required in accordance with the recommendations of the Internal Review Committee or management, based on the risk management framework.

**5.6 Risk Management Application**

In the application of this policy and the Risk Management Framework, Council and its staff will be mindful that effective risk management requires:

- a) A strategic focus;
- b) A system for the setting of priorities where there are competing demands on limited resources;
- c) Forward thinking, planning and proactive approaches to management;
- d) A balance between the cost of managing risk and the anticipated benefits; and
- e) Contingency and continuity of business planning in the event that critical threats are realised.

**6. Accountability, Roles & Responsibility**

The Risk Management Policy and Framework set standards and provide guidance to support consistent and concerted risk management activities; however, the successful delivery of risk management is reliant on the effective identification, evaluation and decision making around risks by Councillors, management and staff.

The organisation will implement an internal Risk Improvement Review process that will assist in providing direction, support and guidance to staff in undertaking risk management activities as well as reviewing and evaluating Council's risk register and action plan.

The Manex Team shall review all recommendations and request any changes, budgeting or actions required.

**7. Attachments**

Attachment A – Warren Shire Council Risk Management and Assessment Diagram.

# WARREN SHIRE COUNCIL

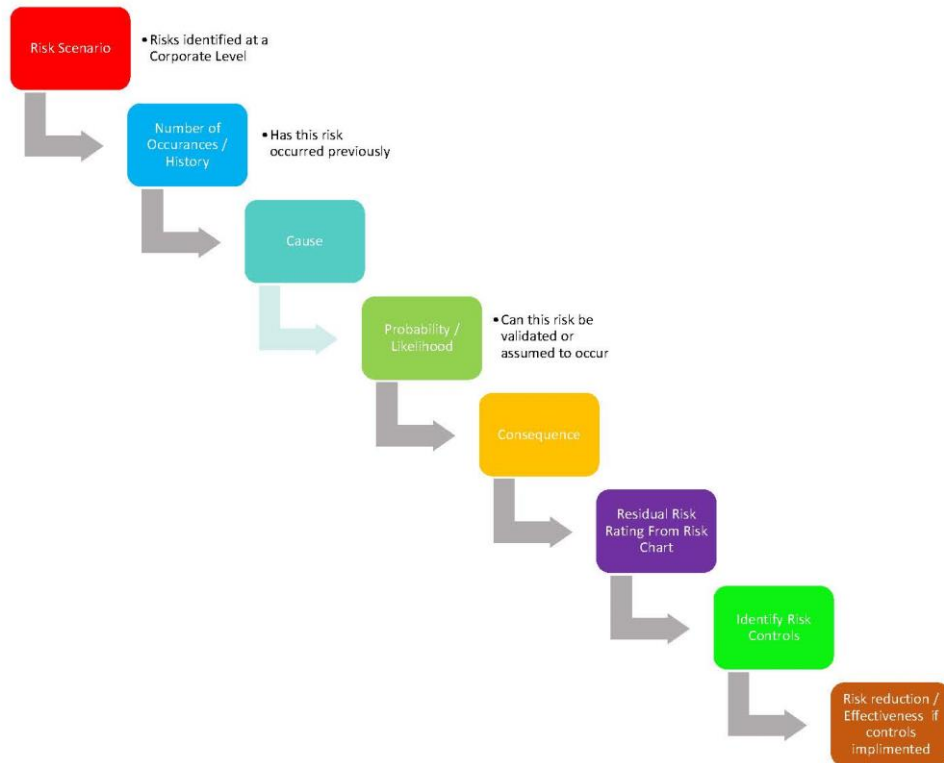
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*Warren Shire Council - Risk Management Policy*

**Appendix A: Warren Shire Council Risk Management and Assessment Diagram**

**1. Risk Identification and Assessment Process**



**2. Risk Assessment Table**

<b>EXAMPLE RISK</b>		<b>Probability</b>				
		<b>Very High</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Very Low</b>
<b>Consequence</b>	<b>Very High</b>	<b>Very High</b>	<b>Very High</b>	<b>Very High</b>	<b>High</b>	<b>High</b>
	<b>High</b>	<b>Very High</b>	<b>High</b>	<b>High</b>	<b>Medium</b>	<b>Medium</b>
	<b>Medium</b>	<b>High</b>	<b>High</b>	<b>Medium</b>	<b>Medium</b>	<b>Low</b>
	<b>Low</b>	<b>High</b>	<b>Medium</b>	<b>Medium</b>	<b>Low</b>	<b>Very Low</b>
	<b>Very Low</b>	<b>Medium</b>	<b>Low</b>	<b>Low</b>	<b>Very Low</b>	<b>Very Low</b>

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**3. Corporate Risk Register**

No.	Risk	Cause	Consequence	P/L	C	Residual Risk Rating	Existing Risk Treatments	Risk Reduced/ Effectiveness	Accountable Officer	Responsible Officer
COR 001	Loss due to fraud / theft	<ul style="list-style-type: none"> <li>▪ Inadequate internal controls</li> <li>▪ People acting inappropriately</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minor equipment loss</li> <li>▪ Financial loss</li> <li>▪ ICAC intervention</li> <li>▪ Reputation impact</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>▪ Address systemic issues to improve governance</li> <li>▪ Improve processes to achieve more efficient teams and enhance internal controls for transparency and efficiency</li> <li>▪ Complete high priority actions for General Complaints Management System</li> <li>▪ Staff discipline and performance management processes</li> <li>▪ Compulsory code of conduct training is provided to staff</li> <li>▪ Internal audit reviews undertaken in areas of procurement, delegations, cash handling and RMS contract areas.</li> </ul>	VL	DMFS	DMFS
COR 002	Revenue levels fall significantly	<ul style="list-style-type: none"> <li>▪ Regional economic downfall results in reduced ability for residents to pay for services</li> <li>▪ Inaccurate data and inadequate acquittal information provided to grant makers</li> <li>▪ Loss of investment revenue due to mistakes in fees and charges</li> <li>▪ Failure to secure grants</li> </ul>	<ul style="list-style-type: none"> <li>▪ Inability to provide services to community</li> <li>▪ Lack of confidence or perceived lack of importance by grant makers and investors</li> <li>▪ Slashing service levels to maintain sustainability</li> <li>▪ Intervention by State Government</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>▪ Controls in place to review of costs/income to ensure correct fees and charges</li> <li>▪ Develop plans and work with RMS to improve road and traffic outcomes regionally.</li> <li>▪ High priority major projects are identified and planning pre-work is completed in preparation for grant applications (village plans, water and sewer, road and bridge upgrades).</li> <li>▪ Explore grant opportunities and ensure that information is of a high quality</li> <li>▪ Attract other investment</li> <li>▪ Explore alternative revenue streams</li> </ul>	L	GM	Senior Executives and EDO's

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No.	Risk	Cause	Consequence	P/L	C	Residual Risk Rating	Existing Risk Treatments	Risk Reduced/ Effectiveness	Accountable Officer	Responsible Officer
COR 003	Poor financial management	<ul style="list-style-type: none"> <li>▪ Budget overruns and or failure to achieve budget</li> <li>▪ Poor/inadequate budget in the first place</li> <li>▪ Unexpected costs not incorporated</li> <li>▪ Lack of or incorrect information leading to poor financial decisions</li> <li>▪ Failure to account for "whole of life" project costs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Intervention by State Government</li> <li>▪ Reduced projects/works and service</li> <li>▪ Unhappy community and Councillors</li> <li>▪ Insufficient funds available for long term financial commitments affecting sustainability</li> <li>▪ Council classified as poor performing</li> <li>▪ Questionable Sustainability</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>▪ Implement recommendations of External and Internal Audit Reviews. Report to Council on actions to be taken and time frames.</li> <li>▪ Define a standard water charging methodology for all WSC water schemes</li> <li>▪ High priority major projects that have been endorsed by Council have pre-work completed in preparation for Grant Applications (project planning and approval process)</li> <li>▪ Complete a review annually of the long term financial plan to provide an indication of the long term financial position of WSC</li> <li>▪ Maximise plant and machinery utilisation.</li> </ul>	L	GM DMFS	Management team
COR 004	Inappropriate or ineffective decision making by staff or Councillors	<ul style="list-style-type: none"> <li>▪ Elected and staff members inadequately trained/informed</li> <li>▪ Poor communications</li> <li>▪ Human error</li> <li>▪ Wrong or inadequate information * Reactive decisions due to community pressure</li> <li>▪ Lack of accountability</li> <li>▪ Poor planning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Poor project delivery</li> <li>▪ Legal implications</li> <li>▪ Reputation impact</li> <li>▪ Financial</li> <li>▪ Creating bad precedents</li> <li>▪ Fines</li> <li>▪ Complaints</li> <li>▪ Inefficiencies and confusion</li> <li>▪ ICAC / Ombudsman / State</li> <li>▪ Government intervention</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>▪ Develop corporate and operational planning frameworks to facilitate effective internal planning, management and reporting on Council operations</li> <li>▪ Implement a performance management system linked to Corporate and Operational Planning framework (IP&amp;R)</li> <li>▪ Improve processes to achieve more efficient teams and enhance internal controls, transparency and efficiencies.</li> <li>▪ Provide end to end business solutions and standard reporting tools for the organisation</li> <li>▪ Commence working towards a electronic basis of records management</li> </ul>	VL	GM Councillors	Management Team Councillors



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No.	Risk	Cause	Consequence	P/L	C	Residual Risk Rating	Existing Risk Treatments	Risk Reduced/Effectiveness	Accountable Officer	Responsible Officer
COR 005	Failure to adequately resource the organisation	<ul style="list-style-type: none"> <li>▪ Inadequate systems</li> <li>▪ Failure to keep records</li> <li>▪ Staff turnover</li> <li>▪ Loss of premises or assets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Service decline or disruption</li> <li>▪ Loss of corporate knowledge</li> <li>▪ Non-compliance with legislative requirements</li> <li>▪ Loss of premises (natural disaster)</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>▪ Review waste services to identify:                             <ul style="list-style-type: none"> <li>- Current services provided, and resources required</li> <li>- Future service delivery obligations</li> <li>- Costs per Unit Output</li> <li>- Alternative service delivery models</li> <li>- Recommendations</li> </ul> </li> <li>▪ Guide the operations over next 4 years to ensure alignment with Councillor objectives by linking with the new Delivery Plan and Operational Plan</li> <li>▪ Review Core Services and Service Levels in consultation with Councillors, according to financial constraints.</li> <li>▪ Review overheads models to ensure a simplistic system which is understood throughout the organisation which achieves the allocation of full costs to activities throughout WSC where appropriate. More informed reporting and financial decision making.</li> <li>▪ Develop long term cultural changes to improve workforce productivity and performance (Workforce Plan).</li> <li>▪ Timely delivery of high quality design and survey services</li> <li>▪ Completion of asset management plans.</li> <li>▪ Business continuity plan is developed for the organisation and organisational risk management framework</li> <li>▪ Review full cost pricing models to ensure equitable allocation of costs across business activities and that pricing reflects levels that ensure long term financial sustainability, (More informed reporting and financial decision making).</li> </ul>	L	GM	Senior Executives

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No.	Risk	Cause	Consequence	P/L	C	Residual Risk Rating	Existing Risk Treatments	Risk Reduced/ Effectiveness	Accountable Officer	Responsible Officer
COR 006	Loss of reputation - reputation risk	<ul style="list-style-type: none"> <li>▪ Community not provided with correct or adequate information</li> <li>▪ Community expectations not adequately identified or not realistic</li> <li>▪ Repeated or serious mistakes</li> <li>▪ Significant breach of code of conduct</li> <li>▪ Failure to maintain assets</li> <li>▪ Poor or negative publicity</li> <li>▪ Failure to deliver on perceived promises *Staff or Councillors acting outside level of authority</li> </ul>	<ul style="list-style-type: none"> <li>▪ Service is reactive rather than strategic</li> <li>▪ Loss of confidence in organisation by community or elected members</li> <li>▪ Legal action</li> <li>▪ Council not funded due to lack of confidence</li> <li>▪ Bad publicity</li> <li>▪ Spending additional resources to recover reputation</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>▪ Expand communication to the public in addition to standard media releases to include a quarterly report card on Council activities in newspapers and on web site. Provide a regular Mayoral column in the local media and on the website.</li> <li>▪ Provide Councillors and staff with a monthly newsletter on projects, decisions of council and matters of importance across the organisation.</li> <li>▪ Complete high priority actions for General Complaints Management System</li> <li>▪ Review Policies for relevance and consistency</li> <li>▪ Address systemic issues to improve governance</li> <li>▪ Business continuity plan is developed for the organisation and Organisational Risk Management Framework</li> <li>▪ Drive a proactive customer service culture within Council and seek to comply with Council's Customer Service Charter, delivering improved service levels.</li> <li>▪ On a regular basis, review the performance of each group including, but not limited to:                             <ul style="list-style-type: none"> <li>- Operating Budget Management</li> <li>- Capital Works Program</li> <li>- Strategic Initiatives</li> <li>- Workplace Health and Safety</li> </ul> </li> <li>▪ Facilitate timely response to customer service requests (CRM's) and report quarterly to Council the number and actions.</li> </ul>	VL	GM Councillors	Managers (reporting) All staff

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No.	Risk	Cause	Consequence	P/L	C	Residual Risk Rating	Existing Risk Treatments	Risk Reduced/ Effectiveness	Accountable Officer	Responsible Officer
COR 007	Risk of injury / death from major community incident (death or disablement of an external party)	<ul style="list-style-type: none"> <li>▪ Inadequate response to incident</li> <li>▪ Human error</li> <li>▪ Policies and procedures not followed or in place</li> <li>▪ Community members hurt</li> <li>▪ Failure to identify and address high risks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Financial Impact</li> <li>▪ Reputation impact</li> <li>▪ Community morale</li> <li>▪ High insurance premiums</li> <li>▪ Litigation</li> </ul>	L	M	H	<ul style="list-style-type: none"> <li>▪ Continue the development of the Local Disaster Management Plan and Sub Plans as required by the Act.</li> <li>▪ Develop a safety culture to ensure safe workplaces and practices.</li> <li>▪ Provision of quality road and drainage maintenance services to the region</li> <li>▪ Facilitate timely responses to customer service requests for maintenance services</li> <li>▪ Conduct community resilience education sessions for emergency response personnel and community members on natural disaster management and provide opportunity to learn from best practice that is emerging across the region</li> </ul>	L	Managers	WH&S Officer All Staff
COR 008	Risk of injury/death from major workplace incident (death or disablement of an internal party)	<ul style="list-style-type: none"> <li>▪ Human error / accident</li> <li>▪ Policies and procedures not in place or failure to follow</li> <li>▪ Inappropriate vehicles and assets</li> <li>▪ Lack of communication</li> <li>▪ Complacency</li> <li>▪ Employees not trained properly</li> <li>▪ Failure to maintain assets</li> <li>▪ Inadequate WH&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reputation damage</li> <li>▪ Legal implications</li> <li>▪ Involvement by regulator</li> <li>▪ Workcover</li> <li>▪ Absent from work</li> <li>▪ Increased premiums</li> <li>▪ Staff morale decreased</li> <li>▪ Work hours lost</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>▪ Develop a safety culture to ensure safe workplaces and practices.</li> <li>▪ Focus on a safe workplace and contribute to departmental safety initiatives</li> <li>▪ Drug and alcohol management policy</li> </ul>	L	GM	WH&S Officer All staff

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No.	Risk	Cause	Consequence	P/L	C	Residual Risk Rating	Existing Risk Treatments	Risk Reduced/ Effectiveness	Accountable Officer	Responsible Officer
COR 009	Non compliance with legislation	<ul style="list-style-type: none"> <li>▪ State Government requirements change</li> <li>▪ New Legislation introduced or changed *Lack of knowledge of legislation and or regulations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resources not available to keep up with changes</li> <li>▪ Increased work loads to adapt to changed legislation</li> <li>▪ Fines</li> <li>▪ Litigation</li> <li>▪ Loss of reputation</li> </ul>	L	L	L	<ul style="list-style-type: none"> <li>▪ Ensure compliance with conditions of approval and investigate complaints regarding unlawful development activity</li> <li>▪ Ensure compliance with regulatory requirements for Evacuation Plans, Risk Management,</li> <li>▪ Asbestos Management and WH&amp;S responsibilities</li> <li>▪ Update desktop review for compliance with the National Regulatory Authority</li> <li>▪ Have in place appropriate Crown, private and Indigenous Land Use Agreements</li> <li>▪ Implement OLG Legislation Compliance Checklist</li> </ul>	VL	Managers	All staff administering legislation
COR 010	Failure to provide adequate essential services now and in the future	<ul style="list-style-type: none"> <li>▪ Projects not fit for purpose</li> <li>▪ Inability to sustain critical processes *Decrease service delivery levels and loss of confidence</li> <li>▪ Increase risk to community safety and infrastructure</li> <li>▪ Failure to adequately respond to major changes</li> <li>▪ Political decisions that disadvantage the region.</li> <li>▪ Poor maintenance of essential emergency protection or service areas.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reputation loss</li> <li>▪ Loss of investment confidence *Negative impacts on environmental and community health</li> <li>▪ Debt</li> <li>▪ Lost opportunities</li> <li>▪ *Loss of community and business</li> </ul>	L	L	L	<ul style="list-style-type: none"> <li>▪ Understand the implications of implementing water usage based charging regime on current ratepayer classification types</li> <li>▪ By participating in OROC (JO), Council's economic development initiatives have a regional focus, opportunity to capitalise on regional investment and development initiatives.</li> <li>▪ Work in partnership with, chambers, business and community groups to develop a regional understanding of what advantages the NBN can provide and develop real examples of how WSC will utilise NBN when it arrives. Use this information to lobby the Federal and State Gov'ts.</li> <li>▪ Develop strategic partnerships with clearly defined roles and responsibilities and funding mechanisms for the ongoing development of the region or sub regional councils.</li> </ul>	L	Councillors	Senior Executives, LEMO and EDO's

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*Warren Shire Council - Risk Management Policy*

No.	Risk	Cause	Consequence	P/L	C	Residual Risk Rating	Existing Risk Treatments	Risk Reduced/ Effectiveness	Accountable Officer	Responsible Officer
							<ul style="list-style-type: none"> <li>▪ Identify strategic opportunities for large scale investment within the region and secure sustainable expansion of existing industries or the introduction of new industries.</li> <li>▪ Provide opportunity to learn from best practice across the region.</li> <li>▪ Provide and develop community opportunities for the arts and foster new initiatives</li> <li>▪ Commence work on plans for infrastructure, transport, stormwater and open space</li> <li>▪ Understand the land Council owns, maintains and the demand to retain (Crown Lands)</li> <li>▪ Strategic land is acquired for future town development</li> <li>▪ Ensure applications assessed in a timely manner and the impacts of development are managed</li> <li>▪ Develop a strategic policy for the Warren Aerodrome on utilisation, future expansion and maintenance.</li> <li>▪ Modernise website with online forms etc and make more user friendly and consistent with other local governments.</li> <li>▪ Establish NDRRA framework for future disaster events (flooding and bush fire)</li> <li>▪ Conduct community resilience education sessions for emergency response personnel and community members on natural disaster management (fire, flooding).</li> </ul>			

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 Version 1.0 – January 2018 Page 11 Section: WSC Governance



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Warren Shire Council – Risk Management Policy

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**DOCUMENT CONTROL**

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No: 7.1.18 (25th January 2018)
1.1		Amended	Council Minute No: 214.9.18 (27th September 2018)
1.2	Gary Woodman General Manager May 2024	Amended	Council Minute No: xxx.x.xx (     2024)

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# WARREN SHIRE COUNCIL

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#### WARREN SHIRE COUNCIL RISK MANAGEMENT POLICY RENEWAL, NEW WARREN SHIRE COUNCIL RISK MANAGEMENT PLAN AND WARREN SHIRE COUNCIL CORPORATE RISK REGISTER RENEWAL

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Warren Shire Council – Risk Management Policy

#### Purpose

The purpose of this Policy is to express Warren Shire Council's commitment to implementing organisation-wide risk management principles, systems and processes that ensure the consistent, efficient and effective assessment of risk in all of Warren Shire Council's planning, decision-making and operational processes.

#### Risk Management Framework

Warren Shire Council provides critical services and infrastructure to the residents, ratepayers and visitors to the Warren Shire LGA. Warren Shire Council also has service agreements and contractual obligations with government and non-government agencies and organisations and has its own strategic goals and objectives that it seeks to achieve on behalf of the Warren community.

It is therefore incumbent on Warren Shire Council to understand the internal and external risks that may impact the delivery of these services, contracts and strategic objectives and have processes in place to identify, mitigate, manage and monitor those risks to ensure the best outcome for Warren Shire Council's staff and the community. It is also our responsibility to ensure the efficient, effective and ethical use of resources and services by ratepayers, residents, staff and visitors.

Warren Shire Council has developed a risk management framework consistent with AS ISO 31000:2018 - Risk Management (and the related Guidelines) to assist it to identify, treat, monitor and review all risks to its operations and strategic objectives and apply appropriate internal controls.

Warren Shire Council is committed to the principles, framework and process of managing risk as outlined in AS ISO 31000:2018 and commits to fully integrating risk management within Warren Shire Council and applying it to all decision-making, functions, services and activities of the Council in accordance with our statutory requirements.

#### Responsibilities

Warren Shire Council aims to create a positive risk management culture where risk management is integrated into all everyday activities and managing risks is an integral part of governance, good management practice and decision-making at Council.

It is the responsibility of every staff member and business area to observe and implement this Policy and Warren Shire Council's risk management framework.

All staff are responsible for identifying and managing risk within their work areas. Key responsibilities include:

- Being familiar with, and understanding, the principles of risk management;
- Complying with all policies, procedures and practices relating to risk management;
- Alerting management to risks that exist within their area; and
- Performing any risk management activities assigned to them as part of their daily role.

Risk management is a core responsibility for all senior staff/management at Warren Shire Council. In addition to their responsibilities as staff members, senior staff/management are responsible for:

- Ensuring all staff manage their risks within their own work areas. Risks should be anticipated, and reasonable protective measures taken;

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- Encouraging openness and honesty in the reporting and escalation of risks;
- Ensuring all staff have the appropriate capability to perform their risk management roles;
- Reporting to the General Manager on the status of risks and controls; and
- Identifying and communicating improvements in Warren Shire Council's risk management practices to Council's risk management function.

Council's risk management function is available to support staff in undertaking their risk management activities.

To ensure Council is effectively managing its risk and complying with its statutory obligations, Council's audit, risk and improvement committee and internal audit function is responsible for reviewing the Council's;

- Risk management processes and procedures;
- Risk management strategies for major projects or undertakings;
- Control environment and insurance arrangements;
- Business continuity planning arrangements; and
- Fraud Control Plan.

**Monitoring and Review**

Council is committed to continually improving its ability to manage risk. Council will review this policy and its risk management framework at least annually to ensure it continues to meet the requirements of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, and the Council's requirements.

**Further information**

For further information on Warren Shire Council's Risk Management Policy, framework and process, contact Council's Divisional Manager Finance and Administration or General Manager or Work Health Safety/Risk Co-Ordinator by phone on 02 6847 6600.

Gary Woodman  
**General Manager**

23rd May 2024

Review date – As required.

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**Attachment 3 - Risk Management Plan**



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**RISK MANAGEMENT  
PLAN**

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Adopted:                      Minute No.

File Ref:                    P13-1, I2-4.1/1





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**1. Source Documents**

- AS/ISO 31000:2018 Risk Management – Guidelines;
- ISO/IEC 31010, Risk Management – Risk Assessment Techniques; and
- ISO Guide 73:2009 – Risk Management Vocabulary.

**2. Definitions**

**Risk:** “the effect of uncertainty on objectives.”

- Risk is often characterised by reference to potential events and consequences or a combination of these.
- A risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated likelihood of occurrence.
- An effect is a deviation from the expected – positive and/or negative.
- Objectives can have different aspects (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product and process).
- Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of, an event, its consequences, or likelihood.

**Risk management:** “coordinated activities to direct and control an organisation with regard to risk.”

**Stakeholder:** “person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity.”

**Risk source:** “element which alone or in combination has the potential to give rise to risk.”

**Event:** “occurrence or change of a particular set of circumstances.”

- An event can have one or more occurrences and have several causes and several consequences.
- An event can also be something that is expected which does not happen, or something that is not expected which does happen.
- An event can be a risk source.

**Consequence:** “the outcome of an event affecting objectives.”

- There can be more than one consequence from one event.
- Consequences can range from positive to negative.
- Consequences can be expressed qualitatively or quantitatively.
- Initial consequences can escalate through knock-on effects.

**Likelihood:** “Chance of something happening.”

- Can be expressed qualitatively or quantitatively.
- Can be defined, measured or determined objectively or subjectively.

**Control:** “measure that maintains and/or modifies risk.”

- Controls include, but are not limited to, any process, policy, device, practice, or other conditions and/or actions which maintain and/or modify risk.
- Controls may not always exert the intended or assumed modifying effect.

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**3. Introduction**

Risk Management is important to Warren Shire Council's ability to achieve the Strategic Objectives outlined in the Community Strategic Plan.

By fostering a vibrant Risk Management culture that encourages all staff to systematically apply the principles and procedures outlined in this plan, Council seeks to minimise resource waste and ensure that all Council objectives, activities and projects are undertaken with minimal risk.

**4. Statement of Commitment**

The major risk for most organisations is that they fail to achieve their strategic, business or project objectives, or are perceived to have failed by their stakeholders. Warren Shire Council is committed to establishing an environment that is not unduly risk averse, but one that enables risks to be logically and systematically identified, analysed, evaluated, treated, monitored and managed.

The plan demonstrates Council's commitment, by detailing the Risk Management framework to be employed by all staff members, contractors, committees and volunteers engaged in Council business and defining the responsibilities of individuals and committees involved in the Risk Management process. The Council believes that good Risk Management is essential for the successful implementation of Council's strategic plans, as it:

- Directly supports the achievement of the Community Strategic Plan objectives.
- Indirectly supports the achievement of the Council's other strategic objectives, through:
  - Facilitating innovation, cooperation and the sharing of resources.
  - Enhancing the development and delivery of Council programs.
  - Supporting the Council's key values and ethics.
  - Encouraging a closer working partnership between the Council and the community.
  - Ensuring consultation with all Stakeholders on key issues.
  - Encouraging a proactive approach to problem solving.

**5. Scope**

This Risk Management Plan will be implemented by all Council departments and across all Council services, functions and activities whether directly controlled by Council or delivered through third party arrangements. All employees, contractors and partner organisations engaged in the conduct of Council business are to apply consistent, proactive and systematic Risk Management practices in the employment of Council resources and the delivery of Council services.

Successful Risk Management relies on input from all stakeholders and ownership of identified risks by responsible staff. To manage risks in accordance with best practice, the Council will observe the principles contained in AS ISO 31000:2018, Risk Management – Guidelines. The Council's established business practices, policies and procedures will be reviewed, to ensure that they are not in conflict with this standard.

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#### 6. Plan Principles

The purpose of risk management is the creation and protection of value. It improves performance, encourages innovation and supports the achievement of objectives.

The principles (as outlined below) provide guidance on the characteristics of effective and efficient risk management, communicating its value and explaining its intention and purpose. The principles are the foundation for managing risk and should be considered when establishing the organisation's risk management framework and processes. These principles should enable an organisation to manage the effects of uncertainty on its objectives.

Diagram 1



The key principles of effective risk management require the elements of diagram 1 above and can be further explained as follows:

1. **Integrated:** risk management is an integral part of all Warren Shire Council activities.
2. **Structured and Comprehensive:** adopting a structured and comprehensive approach to risk management contributes to consistent and comparable results.
3. **Customised:** Council's risk management framework and process are customised and proportionate to the organisation's external and internal context related to its objectives.
4. **Inclusive:** Appropriate and timely involvement of Council's stakeholders enables their knowledge, views and perceptions to be considered. This results in improved awareness and informed risk management.
5. **Dynamic:** Risks can emerge, change or disappear as an organisation's external and internal context changes. Risk management anticipates, detects, acknowledges and responds to those changes and events in an appropriate and timely manner.
6. **Best available information:** The inputs to risk management are based on historical and current information, as well as on future expectations. Risk management explicitly considers any limitations and uncertainties associated with such information and expectations. Information should be timely, clear and available.
7. **Human and cultural factors:** Human behaviour and culture significantly influence all aspects of risk management at each level and stage.
8. **Continual improvement:** Risk management is continually improving through learning and experience.

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**7. Risk Management Requirements**

Risk Management principles shall be a consideration in all Council decision making processes. In accordance with its common law 'duty of care', statutory responsibilities and Council Policy, the Council will ensure that resources are allocated to:

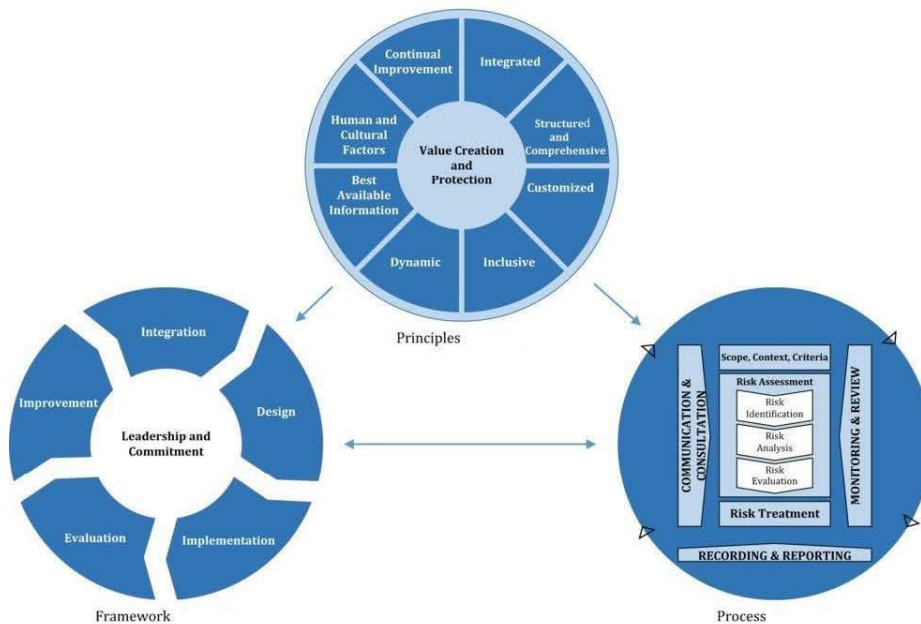
- Minimise the Council's exposure to loss and litigation.
- Protect and enhance the Council's reputation.
- Protect the Council's financial and physical assets.
- Maintain employee Health & Safety programs.
- Protect the community's Health and Safety

**8. Framework**

The purpose of the risk management framework is to assist Council in integrating risk management into significant activities and functions. The effectiveness of risk management will depend on its integration into the governance of the organisation, including decision-making. This requires commitment and support from stakeholders, particularly senior management.

Framework development encompasses integrating, designing, implementing, evaluating and improving risk management across the organisation. Diagram 2 illustrates the components of a framework.

**Diagram 2**



Council will evaluate its existing risk management practices and processes, evaluate any gaps and address these gaps within the framework.

The components of the framework and the way in which they work together will be customised to the needs of Warren Shire Council.

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#### 9. Risk Management Process

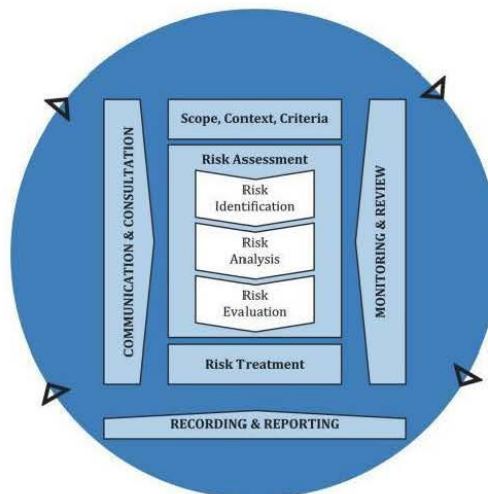
The process adopted by Warren Shire Council to manage risks is in accordance with *AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines*. This process is the application of the structured risk management methodology to be used to assess; prioritise; treat and monitor risks identified. The risk management process may capture inherent risk (prior to considering controls in place), residual risk (after considering controls in place), or both.

The main elements of an effective Risk Management approach are as follows:

- Communicate and Consult
- Establish the Context
- Risk Assessment
  - Identify Risks
  - Analyse Risks
  - Evaluate Risks
- Treat Risks
- Monitor and Review

The following diagram represents the components of the Risk Management process. Each of these components is explained further below.

**Diagram 3**



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**10. Risk Management Priorities and Resources**

The Council accepts that it does not have the resources to immediately address all the risks it faces. Council will annually review and reprioritise all the risks identified and recorded in the Risk Register and determine those which must be afforded the highest priority and determine the resources required to address those risks. These risks and resources will then be approved by Manex and included in the annual revision.

These risks will represent the Council's risk focus for the following 12 months and be included in the Council's budget. All staff members should note that the absence of a risk from this plan does not preclude its management from within departmental resources. Nor is the annual review process inflexible: extreme and high priority risks identified at any time will be assessed and treated in accordance with the procedure described in this plan.

Council will allocate appropriate resources for risk management with consideration given to the following:

- People, skills, experience and competence;
- Resources needed for each step of the risk management process;
- The organisation's processes, methods and tools to be used for managing risk;
- Documented processes and procedures;
- Information and knowledge management systems; and
- Training programmes.

**11 Risk Management Responsibilities**

**11.1 The Council**

Council adopts this plan and retains the ultimate responsibility for risk management and for determining the appropriate level of risk that it is willing to accept in the conduct of Council business activities. Council will review the effectiveness of the risk management systems.

**11.2 General Manager**

General Manager is responsible for identifying, evaluating and managing risk in accordance with this plan and policies through a formal enterprise-wide risk management framework. Formal risk assessments must be performed at least once a year as part of the business planning and budgeting process.

The General Manager will report to Council annually on the progress made in implementing a sound system of risk management and internal compliance and control across Council's operations.

**11.3 Senior Management Team**

Senior Management Team is responsible for the accuracy and validity of risk information reported to the Council. In addition, it will ensure clear communication throughout the Council of the Council and senior management's position on risk.

**11.4 Internal Audit**

Internal Audit is important to the management of Council's risks including financial risk. The objective of the Internal Audit function is to provide independent assurance and assistance to Warren Shire Council on risk management, control, governance and external accountability responsibilities. The Internal Auditor will also:



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- review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud; and
- review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

Internal Audit will align the Internal Audit Plan with Council's risk profile in conjunction with Council's management, and subject to endorsement from the ARIC. Internal Audit will ensure that the results of its reviews are provided to Council's management for update of the Council's risk profile as appropriate.

Internal Audit will also conduct periodic reviews of the risk management framework pursuant to the Internal Audit Plan.

#### 11.5 Employees

Employees are responsible for management of risks within their areas of responsibility as determined under any risk treatment plans.

Employees will be responsible for the timely completion of activities contained within these risk treatment plans. Awareness sessions will be conducted routinely to ensure that employees are familiar with risk management and how it is applied within Balranald Shire Council.

Risk Monitoring – Council considers several sources of information for risk monitoring, including Internal Audit, to perform independent and objective monitoring across its risk areas, including if necessary, conducting reviews of Council's operations and risk areas by external agencies.

The scope of the work undertaken by all of these functions and the reviews by external agencies, will be considered in conjunction with Council's risk profile at least annually. This will assess the independent monitoring of key risk areas

#### 12. Risk Management Procedure

This procedure is based on the Australian Standard **AS/ISO 31000:2018 Risk Management – Guidelines**. It details the common methodology to be used to assess and address the level of risk inherent in the Warren Shire Council activities. For guidance in relation to the application of this procedure or assistance in the conduct of risk assessments, contact the WHS/Risk Officer.

A Task Analysis and Risk Assessment Form based on this process has been developed to assist those who undertake Risk Assessments. It can be found on the Council's intranet, under Forms. Several other valuable risk management tools and resources are also available at this location and all Council staff members are encouraged to explore and utilise them.

#### 12.1 Communicate and Consult

*Has everybody who needs to know been contacted, involved, informed and kept up to date?* Communication and consultation are important considerations at each stage of the Risk Management process. They should involve a dialogue with all stakeholders (both internal and external) with a focus on consultation, rather than a one-way flow of information from the decision maker to the stakeholders.

All stakeholders must be confident that their views have been appropriately considered and

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that they have been kept informed of the actions being taken and the reasons behind those actions. This may extend to sending a report to all stakeholders, regarding the success or otherwise of risk controls put in place as a result of the Risk Assessment being conducted. Broad “ownership” of the risk and the plans to manage it is essential to a successful Risk Management outcome.

#### 12.2 Scope, context and criteria

The first step in Risk Management is to establish the scope, context and criteria to enable customisation of the risk management process, enabling effective risk assessment and appropriate risk treatment. Scope, context and criteria involve defining the scope of the process, and understanding the external and internal context.



The context figure above, for managing risks within the Shire, needs to be undertaken with a complete understanding of the environment in which Council operates.

Decisions about managing risk need to consider Council’s internal and external environment.

Establishing the scope, context and criteria can be done by being clear about the scope under consideration as the risk management process can be applied at different levels of the organisation (e.g. strategic, operational, programme or project). Considerations should include:

- **What do we want to do or achieve?** Define the desired outcomes of the event, activity or project.
- **How will we know we have been successful?** Identify the success measure or measures for each desired outcome. For established activities, success measures should have been developed and agreed during the development of the Council’s hierarchy of plans.
- **Who will be involved in or affected by what we want to do?** Identify the major Stakeholders for this activity, both internal and external to the Council.
- **Do any of the Stakeholders need to be involved in the Risk Assessment?** All Stakeholders who may feel that they have a right to be consulted should be. A formal risk assessment should not proceed until all appropriate Stakeholders can be assembled and/or consulted. All Stakeholders who are actively involved in the achievement of your success measures **must** be involved in the Risk Assessment.
- **What records do we need to keep?** The likely consequences of the decisions to be made and the importance of future stakeholders (including the Courts) being able to understand why these decisions were made, will dictate the level of record keeping required. As a minimum, the Risk Assessment Form mentioned earlier should be used for all risks assessed as moderate or above. Decisions concerning the making and capturing of records should consider:
  - The legal and corporate governance needs for records.
  - The cost of creating and maintaining records.
  - The benefits of re-using information in the future.

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- **What criteria will we use to analyse the risk?** The criterion as stated in Tables 1 and 2 below are generic, based on financial and humanitarian considerations. They will not be appropriate for the analysis of every risk faced by the Council and a decision on their applicability to the particular risk under consideration must be made. If they are not considered to be appropriate, alternative criteria must be developed and approved. Other criteria may be based on operational, technical, legal, social or environmental considerations, to name just a few. Criteria may be either qualitative or quantitative in nature.
- **How will the rest of the risk management process be structured?** Determine the elements or steps that the activity/event/project can be subdivided into to create a logical framework that helps ensure significant risks are not overlooked.

**12.3 Risk Assessment**

Risk assessment is the overall process of risk identification, risk analysis and risk evaluation.

**12.4 Identify the Risks**

***What, where, when, how and why can things happen to prevent us from achieving our success measures?***

Risks that have not been identified cannot be assessed. Alternative methods to identify uncertainties that may affect one or more objectives include:

- A brainstorming session with all Stakeholders;
- Checklists developed for this or similar events/activities/projects; and
- An examination of previous events/activities/projects of this type.

The following factors, and the relationship between these factors, should be considered:

- Tangible and intangible sources of risks;
- Causes and events;
- Threats and opportunities;
- Vulnerabilities and capabilities;
- Changes in the external and internal context;
- Indicators of emerging risks;
- The nature and value of assets and resources;
- Consequences and their impact on objectives;
- Limitations of knowledge and reliability of information;
- Time-related factors; and
- Biases, assumptions and beliefs of those involved.



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**12.5 Analyse the Risks**

**How big are the risks we have identified?** The purpose of risk analysis is to comprehend the nature of risk and its characteristics including where appropriate, the level of risk. Risk analysis involves a detailed consideration of uncertainties, risk sources, consequences, likelihood, events, scenarios, controls and their effectiveness. An event can have multiple causes and consequences and can affect multiple objectives.

The organisation should determine how likely a risk is to occur and how large the impact would be if it did occur. Risk analysis provides an input to risk evaluation, to decisions on whether risk needs to be treated and how, and on the most appropriate risk treatment strategy and methods.

These tables are generic in nature and careful consideration should be given to their applicability for the specific risk profile being assessed.

**Table 1 - Likelihood Scale**

Rating	Likelihood <i>The Probability the risk will occur</i>
<b>Almost Certain</b>	Expected to occur in most circumstances (Within 1 year)
<b>Likely</b>	Will probably occur in most circumstances (Within 5 years)
<b>Possible</b>	Might occur at some time (Within 10 years)
<b>Unlikely</b>	Could occur at some time (Within 20 years)
<b>Rare</b>	May occur but only in exceptional circumstances (Within 100 years)

**Table 2 - Consequence Scale**

Rating	Area	Potential Impact
<b>Insignificant</b>	<b>HR</b>	Nil impact to service delivery
	<b>Infrastructure</b>	Nil service disruption
	<b>Environmental</b>	Insignificant environmental damage
	<b>Compliance &amp; Legal</b>	No compliance breach
	<b>Reputation &amp; Community</b>	Insignificant community impact
	<b>Financial</b>	2% variation
<b>Minor</b>	<b>WHS</b>	No injuries
	<b>HR</b>	Inability to deliver seasonal services
	<b>Infrastructure</b>	Minor service interruption
	<b>Environmental</b>	Minor environmental damage
	<b>Compliance &amp; Legal</b>	Inability to meet administrative duties
	<b>Reputation &amp; Community</b>	Isolated community dissatisfaction
<b>Moderate</b>	<b>Financial</b>	5% budget variation against budget allocations
	<b>WHS</b>	First aid treatment
<b>Moderate</b>	<b>HR</b>	Unable to deliver departmental services

# WARREN SHIRE COUNCIL

## Policy Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 23rd May 2024

**ITEM 1**

**WARREN SHIRE COUNCIL RISK MANAGEMENT POLICY RENEWAL, NEW WARREN SHIRE COUNCIL RISK MANAGEMENT PLAN AND WARREN SHIRE COUNCIL CORPORATE RISK REGISTER RENEWAL**

**CONTINUED**

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Rating	Area	Potential Impact
	Infrastructure	Inability to utilise resource assets
	Environmental	Major environmental damage without contamination
	Compliance & Legal	Inability to meet compliance / legal requirements
	Reputation & Community	Major community dissatisfaction
	Financial	10% budget variation against budget allocations
	WHS	Medical treatment no loss time injury
Major	HR	Unable to deliver expected services of stake holders
	Infrastructure	Inability to utilize significant assets
	Environmental	Major environmental damage and contamination
	Compliance & Legal	Regulator action against council
	Reputation & Community	Non-conformance with council's direction
	Financial	20% budget variation against budget allocations
Catastrophic	HR	Unable to deliver vital services
	Infrastructure	Inability to utilize vital assets
	Environmental	Severe environmental damage
	Compliance & Legal	Legal action against council
	Reputation & Community	Dismissal of governing body
	Financial	Inability to meet councils' financial commitments
	WHS	Death or permanent disability or illness

Table 3 - Risk Level

Consequences (How bad?)					
Likelihood (How often?)	Negligible	Minor	Moderate	Major	Catastrophic
Rare	L6	L6	M5	M5	H2
Unlikely	L6	L6	M5	M5	H2
Possible	L6	M5	H3	H2	H2
Likely	M5	M5	H2	H2	VH1
Almost Certain	M5	H3	H2	VH1	VH1

C = Catastrophic  
 Ma = Major  
 Mo = Moderate  
 Mi = Minor

VH = Very High Risk  
 H = High Risk  
 M = Medium Risk  
 L = Low Risk I = Insignificant

RISK SCORE	DESCRIPTION
1-2	Very High/High Risk – Immediate Action Required
3-4	Moderate Risk – Action Required within 1 Month
5-6	Low Risk – If action is required, it must be taken within 6 months. If no action is required, monitor the hazard.

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Warren Shire Council – Risk Management Plan

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**12.6 Evaluate the Risks**

***Are there any controls already in place?*** The purpose of risk evaluation is to support decisions. Risk evaluation involves comparing the results of the risk analysis with the established risk criteria to determine where additional action is required. This can lead to a decision to:

- Do nothing further;
- Consider risk treatment options;
- Undertake further analysis to better understand the risk;
- Maintain existing controls; and
- Reconsider objectives.

Determine if there are any existing controls already in place to address the identified risks. Existing controls could include any policies, processes or procedures established to:

- Eliminate or reduce the likelihood of a risk occurring;
- Mitigate the impact if a risk does occur; and
- Share or transfer the identified risk (e.g. insurance and /or indemnity clauses).

Once existing controls have been identified, risks need to be re-evaluated and prioritised, to ensure that the greatest risks are addressed first. The process to follow is:

- Note any existing controls identified against the appropriate risks in the Risk Register.
- Re-assess the risk in light of existing controls and adjust its Risk Level accordingly.
- Make a recommendation as to whether the risk is considered to be acceptable or unacceptable, with the reasons why.
- Forward a copy of the completed risk assessment and recommendation to the WHS/Risk Officer, who will then present all information to the General Manager for confirmation or modification of the recommendation and Risk Level. If the risk is deemed unacceptable (a confirmed Risk Level of moderate or above), it will then be:
  - Prioritised in relation to other registered risks (considering the confirmed Risk Level rating, the nature of the people and/or property at risk and the impact on the Council's reputation and credibility, should the risk event occur).
  - Presented to the General Manager for approval or modification.
  - Entered onto the Council Risk Register by the WHS/Risk Officer.

**12.7 Selection of risk treatment options**

***What are we going to do about the risks we have identified?*** Selecting the most appropriate risk treatment option(s) involves balancing the potential benefits derived in relation to the achievement of the objectives against costs, effort or disadvantages of implementation.

Risk treatment options are not necessarily mutually exclusive or appropriate in all circumstances. Options for treating risk may involve one or more of the following:

- Avoiding the risk by deciding not to start or continue with the activity that gives rise to the risk;
- Taking or increasing the risk in order to pursue an opportunity;
- Removing the risk source;
- Changing the likelihood;
- Changing the consequences;
- Sharing the risk (e.g. through contracts, buying insurance); and
- Retaining the risk by informed decision.



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Warren Shire Council – Risk Management Plan

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Justification for risk treatment is broader than solely economic considerations and should take into account all of the organisation's obligations, voluntary commitments and stakeholder views. The selection of risk treatment options should be made in accordance with the organisation's objectives, risk criteria and available resources. Risk treatment can also introduce new risks that need to be managed.

**12.8 Preparing and implementing risk treatment plans**

After a risk has been entered onto the Council Risk Register, a Risk Treatment Plan should be developed which specifies how the chosen treatment options will be implemented to ensure arrangements are understood by those involved, and progress against the plan can be monitored. The treatment plans should include:

- The reasoning for the selection of treatment options, including expected benefits to be gained;
- The manager responsible for ensuring that the actions outlined are carried out (Responsible Manager);
- The actions which will be taken to address the risk;
- The resources required;
- The performance measures;
- The constraints;
- Required reporting and monitoring; and
- When the specified actions are to be completed by.

Unless actions are determined and responsibilities for them are allocated, the Risk Identification and Assessment processes will have been wasted. The outcome of any actions specified should be to (in priority order):

- Eliminate the possibility of a risk occurring.
- Reduce the likelihood of occurrence to an acceptable level.
- Mitigate (reduce) the consequences, should a risk occur.
- Transfer or share the risk, generally through insurance or contracting out.

**Actions to be taken in relation to specified Risk Levels are:**

- **Very High** – immediate action to be initiated and Risk Treatment Plans to be developed and implemented under the direct control of the WHS/Risk Officer and General Manager. All documentation must be retained for future reference.
- **High** – action timeframe to be determined by General Manager, with Risk Treatment Plans developed by Responsible Manager/s for Approval by the General manager.
- **Medium** – action timeframe determined, and Risk Treatment Plans developed by Responsible Manager/s, with HR/WHS/Risk Officer kept informed of progress.
- **Low** – Responsible Managers develop or modify policy or procedure to address the risk. If necessary, a simple Risk Treatment Plan can also be developed, using the template at Appendix B.
- **Insignificant** – Risk noted and treated appropriately by those affected.

Risks identified as low or insignificant should as a minimum, have this rating recorded as a file note, along with the reasons for that rating and any decisions/actions taken as a result of the Risk Assessment undertaken.

In a climate of constrained resources, careful consideration must be given to how resources are allocated to treatment plans. You may find it more valuable to reduce higher priority risks to an acceptable level, rather than eliminate them altogether and then use any resources saved to address lower priority risks.

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Warren Shire Council – Risk Management Plan

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Finally, consult your supervisor and any Stakeholders who may not have been available to undertake the Risk Assessment, to ensure that you have left nothing out.

**12.9 Monitor and Review**

**Have we got it right?** Registered risks will remain open until they have been reduced and accepted or eliminated. The Responsible Manager and the WHS/Risk Officer are to monitor the implementation of Risk Treatment Plans to ensure that agreed actions are being taken and review the risk levels, to reflect changes made.

Whenever an action is taken against a Treatment Plan, the Responsible Officer will:

- Assess the effectiveness of the action taken.
- Reassess the Treatment Plan to:
  - Confirm its continued applicability; or
  - Determine any changes that may now be required.
- Reassess the risk rating and notify the WHS/Risk Officer of the new suggested rating and any recommended changes to the Treatment Plan.

Once all directed actions have been completed, the risk will be re-assessed by the Responsible Manager and the WHS/Risk Officer and a decision made as to its acceptability or otherwise. **If a risk is considered to be unacceptable, further action needs to be taken to address that risk. No activity should proceed with a risk that has been identified as unacceptable.** If in doubt, all Stakeholders involved with the original Risk Assessment are to be consulted, prior to a risk being closed off.

**12.10 Record the Risk Management Process**

Each stage of the Risk Management process must be documented and reported appropriately, as determined during the “Establish the Context” step. For risks assessed as moderate and above, assumptions, methods, data sources, analyses, results and reasons for all decisions should all be recorded.

During the conduct of an event, activity or project for which a Risk Assessment has been undertaken, make notes on how effective the Treatment Plans have been and what (if any) changes were made to the original Plans be sure to communicate all changes across the organisation. This will allow better planning for the same or similar activities in the future.

**All Risk Assessments and Risk Treatment Action Plans must be documented and appropriately filed for future reference: even if a risk is assessed to be insignificant and a decision is taken to do nothing, the reasoning that led to this decision must be recorded.** The Risk Assessment Template is available on the intranet and can be used to document and record your decisions.

**13. Reviewing the Risk Management Framework and Guidelines**

In order to ensure that the risk management process is effective and continues to support the organisation’s performance, all aspects of the risk management process will be periodically reviewed. The Risk Management Framework and Guidelines, Risk Management Policy and Risk Registers will be reviewed to ensure that they are still appropriate and continue to reflect the organisation’s risk activities and tolerances. Records of such reviews are to be maintained on file.

Based on the results of monitoring and reviews, decisions will be made on how the Risk Management Framework can be improved. These improvements should lead to improvements in the management of risk and its risk management culture.



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*Warren Shire Council – Risk Management Plan*

**APPENDIX A  
RISK REGISTER TEMPLATE**

Area	Risk	Cause	Consequence	Likelihood	Consequence Level	Risk Rating	Risk Treatment	Likelihood	Consequence Level	Residual Risk	Effectiveness	Improvement Needed to Achieve Effective Treatment	Responsible Officer	Date Completed

**Risk Types Council Rated:**

- HR
- Compliance / Legal
- Infrastructure
- Reputation & Community
- Environmental
- Financial
- WHS

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Warren Shire Council – Risk Management Plan

**APPENDIX B**

**WARREN SHIRE COUNCIL RISK APPETITE**

Council's Risk Appetite is defined as “the amount and type of risk it is willing to pursue or retain” in the achievement of goals and objectives. The Council accepts that there is an element of risk in almost every activity it undertakes.

To assist in the management of risk a criteria table (see Council's Risk Appetite Statement) has been established with the following risk appetite categories:

Assessment	Description
<b>High Risk Appetite</b> 5	The Council accepts opportunities that have an inherent high risk that may result in extensive reputation damage, financial loss or exposure, extensive disruption in service delivery or breakdown in information systems or information integrity, significant incident(s) of regulatory non-compliance, potential litigation and risk of serious trauma injury to members of staff and/or the public.
<b>Moderate Risk Appetite</b> 4	The Council is willing to accept risks that may result in major reputation damage, financial loss or exposure, major disruption in service delivery or breakdown in information or information integrity, significant incident(s) of regulatory non-compliance, potential litigation and risk of serious injury to a staff member and/or the public.
<b>Modest Risk Appetite</b> 3	The Council is not willing to accept risks in most circumstances that may result in significant reputation damage, financial loss or exposure, significant disruption in service delivery or breakdown in information or information integrity, serious incident(s) of regulatory non-compliance, potential litigation and risk of significant injury to a staff member and/or the public.
<b>Low Risk Appetite</b> 2	The Council is willing to accept some risks in certain circumstances that may result in minor reputation damage, financial loss or exposure, minor disruption in service delivery or breakdown in information or information integrity, minor incident(s) of regulatory non-compliance, potential litigation and risk of minor injury to a staff member and/or the public.
<b>Zero Risk Appetite</b> 1	The Council is not willing to accept risks under any circumstances that may result in reputation damage, financial loss or exposure, disruption in service delivery or breakdown in information or information integrity, incident(s) of regulatory non-compliance, and risk of injury to a staff member and/or the public.
<p><b>Primary Appetite-</b> Indicates a general appetite for taking and retaining for the given risk category.</p> <p><b>Secondary Appetite-</b> Indicates an appetite-by-exception position for taking or retaining risk in specific circumstances only with approval of the <b>General Manger</b>.</p>	

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Council has determined its willingness to accept risk in relation to its risk types as outlined below:

						Willingness to Accept Risk					
						Zero Averse	Low Minimalist	Modest Cautious	Moderate Open	High Hungry	
						Preference for options that avoid risk	Preference for ultra-safe options with low inherent risk	Preference for safe options with low degree of residual risk and limited potential for reward	Willing to consider all options with a preference for prudent options and acceptable level of reward	Enthusiasm for innovation leading to preference for higher rewards despite greater inherent risk	
HR									Primary	Secondary	
Infrastructure								Primary	Secondary		
Environmental							Secondary	Primary			
Compliance / Legal							Primary	Secondary			
Reputation / Community							Secondary	Primary			
Financial							Primary		Secondary		
WHS						Primary		Secondary			

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### ITEM 1 WARREN SHIRE COUNCIL RISK MANAGEMENT POLICY RENEWAL, NEW WARREN SHIRE COUNCIL RISK MANAGEMENT PLAN AND WARREN SHIRE COUNCIL CORPORATE RISK REGISTER RENEWAL CONTINUED

#### Attachment 4 - Draft Corporate Risk Register (Renewed)

WARREN shire council		CORPORATE RISK REGISTER – EDITION 2, MAY 2024							
Ref No.	Risk	Cause	Consequence	P/L	C	Risk Rating	Risk Treatment	Residual Risk Rating	Responsible Officer
COR 001	Loss due to fraud / theft	<ul style="list-style-type: none"> <li>Inadequate internal controls</li> <li>People acting inappropriately</li> </ul>	<ul style="list-style-type: none"> <li>Minor equipment loss</li> <li>Financial loss</li> <li>ICAC intervention</li> <li>Reputation impact</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>Update policy and procedure to improve governance.</li> <li>Improve processes to achieve more efficient teams and enhance internal controls for transparency and efficiency.</li> <li>Complete high priority actions for General Complaints Management System.</li> <li>Staff discipline and performance management processes.</li> <li>Compulsory code of conduct training is provided to staff.</li> <li>Internal audit reviews undertaken in areas of procurement, delegations, cash handling and RMCC areas.</li> </ul>	L	Senior Management Team (SMT) DMFA
COR 002	Revenue levels fall significantly	<ul style="list-style-type: none"> <li>Regional economic downfall results in reduced ability for residents to pay for services</li> <li>Inaccurate data and inadequate acquittal information provided to grant makers</li> <li>Loss of investment revenue due to lower use of facilities/amenities</li> <li>Failure to secure grants</li> </ul>	<ul style="list-style-type: none"> <li>Inability to provide services to community</li> <li>Lack of confidence or perceived lack of importance by grant makers and investors</li> <li>Slashing service levels to maintain sustainability</li> <li>Intervention by State Government</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>Controls in place to review of costs/income to ensure correct fees and charges.</li> <li>Develop plans and work with Transport for NSW to improve road and traffic outcomes regionally.</li> <li>High priority major projects are identified and planning pre-work is completed in preparation for grant applications (village plans, water and sewer, road and bridge upgrades).</li> <li>Explore grant opportunities and ensure that information is of a high quality.</li> <li>Attract other investment.</li> <li>Explore alternative revenue streams.</li> <li>Explore what grant and other external financial assistance may be available to Council and determine costs/benefits prior to seeking funding.</li> </ul>	L	Senior Management Team (SMT) and EDVM
COR 003	Poor financial management	<ul style="list-style-type: none"> <li>Budget overruns and or failure to achieve budget</li> <li>Poor/inadequate budget in the first place</li> <li>Unexpected costs not incorporated</li> <li>Lack of or incorrect information leading to poor financial decisions</li> <li>Failure to account for "whole of life" project costs</li> </ul>	<ul style="list-style-type: none"> <li>Intervention by State Government</li> <li>Reduced projects/works and service</li> <li>Unhappy community and Councillors</li> <li>Insufficient funds available for long term financial commitments affecting sustainability</li> <li>Council classified as poor performing</li> <li>Questionable Sustainability</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>Implement recommendations of External and Internal Audit Reviews. Report to Council on actions to be taken and time frames.</li> <li>Define a standard water charging methodology for all Warren Shire Council water schemes.</li> <li>High priority major projects that have been endorsed by Council have pre-work completed in preparation for Grant Applications (project planning and approval process).</li> <li>Complete a review annually of the long term financial plan to provide an indication of the long term financial position of Warren Shire Council.</li> <li>Maximise plant and machinery utilisation.</li> <li>Regular reporting of financial position, changes of the position and challenges/threats to Warren Shire Council finances.</li> </ul>	L	Management Executive (MANEX)
COR 004	Inappropriate or ineffective decision making by staff or Councillors	<ul style="list-style-type: none"> <li>Elected and staff members inadequately trained/informed</li> <li>Poor communications</li> <li>Human error</li> <li>Wrong or inadequate information</li> <li>Reactive decisions due to community pressure</li> <li>Lack of accountability</li> <li>Poor planning</li> </ul>	<ul style="list-style-type: none"> <li>Poor project delivery</li> <li>Legal implications</li> <li>Reputation impact</li> <li>Financial</li> <li>Creating bad precedents</li> <li>Fines</li> <li>Complaints</li> <li>Inefficiencies and confusion</li> <li>ICAC / Ombudsman / State Government intervention</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>Develop corporate and operational planning frameworks to facilitate effective internal planning, management and reporting on Council operations.</li> <li>Implement a performance management system linked to Corporate and Operational Planning framework (IP&amp;R).</li> <li>Improve processes to achieve more efficient teams and enhance internal controls, transparency and efficiencies.</li> <li>Provide end to end business solutions and standard reporting tools for the organisation.</li> <li>Commence working towards a electronic basis of records management.</li> <li>Design and implement appropriate guidance material for staff and the elected body.</li> </ul>	L	Management Executive (MANEX) Councillors

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CORPORATE RISK REGISTER – EDITION 2, May 2024									
No.	Risk	Cause	Consequence	L	C	Risk Rating	Risk Treatment	Residual Risk Rating	Responsible Officer
COR 005	Failure to adequately resource the organisation	<ul style="list-style-type: none"> <li>▪ Inadequate systems</li> <li>▪ Failure to keep records</li> <li>▪ Staff turnover</li> <li>▪ Loss of premises or assets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Service decline or disruption</li> <li>▪ Loss of corporate knowledge</li> <li>▪ Non-compliance with legislative requirements</li> <li>▪ Loss of premises (natural disaster)</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>▪ Review waste services to identify:                             <ul style="list-style-type: none"> <li>- Current services provided, and resources required</li> <li>- Future service delivery obligations</li> <li>- Costs per Unit Output</li> <li>- Alternative service delivery models</li> <li>- Recommendations</li> </ul> </li> <li>▪ Guide the operations over next 4 years to ensure alignment with the Delivery Program and Annual Operational Plan.</li> <li>▪ Review Core Services and Service Levels in consultation with Councillors, according to financial constraints.</li> <li>▪ Review overheads models to ensure a simplistic system which is understood throughout the organisation which achieves the allocation of full costs to activities throughout Warren Shire Council where appropriate. More informed reporting and financial decision making.</li> <li>▪ Develop long term cultural changes to improve workforce productivity and performance (Workforce Plan).</li> <li>▪ Timely delivery of high quality design and survey services.</li> <li>▪ Completion of asset management plans.</li> <li>▪ Business continuity plan is developed and updated regularly for the organisation and organisational risk management framework.</li> <li>▪ Review full cost pricing models to ensure equitable allocation of costs across business activities and that pricing reflects levels that ensure long term financial sustainability, (More informed reporting and financial decision making).</li> <li>▪ Succession planning (where required) for high risk positions within the Warren Shire Council structure.</li> </ul>	L	Senior Management Team (SMT)
COR 006	Loss of reputation - reputation risk	<ul style="list-style-type: none"> <li>▪ Community not provided with correct or adequate information</li> <li>▪ Community expectations not adequately identified or not realistic</li> <li>▪ Repeated or serious mistakes</li> <li>▪ Significant breach of code of conduct</li> <li>▪ Failure to maintain assets</li> <li>▪ Poor or negative publicity</li> <li>▪ Failure to deliver on perceived promises</li> <li>*Staff or Councillors acting outside level of authority</li> </ul>	<ul style="list-style-type: none"> <li>▪ Service is reactive rather than strategic</li> <li>▪ Loss of confidence in organisation by community or elected members</li> <li>▪ Legal action</li> <li>▪ Council not funded due to lack of confidence, loss of Suppliers</li> <li>▪ Bad publicity</li> <li>▪ Spending additional resources to recover reputation</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>▪ Expand communication to the public in addition to standard media releases to include a quarterly report card on Council activities in newspapers and on web site. Provide a regular Mayor's Desk column in the local and social media and on the website.</li> <li>▪ Provide Councillors and staff with a monthly newsletter on projects, decisions of council and matters of importance across the organisation.</li> <li>▪ Complete high priority actions for General Complaints Management System.</li> <li>▪ Review Policies for relevance and consistency.</li> <li>▪ Address systemic issues to improve governance .</li> <li>▪ Business Continuity Plan is developed and implemented for the organisation and Organisational Risk Management Framework.</li> <li>▪ Drive a proactive customer service culture within Council and seek to comply with Council's Customer Service Ethos and Policy, delivering improved service levels.</li> <li>▪ On a regular basis, review the performance of each group including, but not limited to:                             <ul style="list-style-type: none"> <li>- Operating Budget Management</li> <li>- Capital Works Program</li> <li>- Strategic Initiatives</li> <li>- Workplace Health and Safety</li> </ul> </li> <li>▪ Facilitate timely response to customer service requests (CRM's) and report quarterly to the Management Executive the number and actions.</li> </ul>	L	Management Executive (MANEX) All staff
COR 007	Risk of injury / death from major community incident (death or disablement of an external party)	<ul style="list-style-type: none"> <li>▪ Inadequate response to incident</li> <li>▪ Human error</li> <li>▪ Policies and procedures not followed or in place</li> <li>▪ Community members hurt</li> <li>▪ Failure to identify and address high risks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Financial Impact</li> <li>▪ Reputation Impact</li> <li>▪ Community morale</li> <li>▪ High insurance premiums</li> <li>▪ Litigation</li> </ul>	L	M	H	<ul style="list-style-type: none"> <li>▪ Continue the development of the Local Disaster Management Plan and Sub Plans as required by the Act.</li> <li>▪ Develop a safety culture to ensure safe workplaces and practices.</li> <li>▪ Provision of quality road and drainage maintenance services to the region .</li> <li>▪ Facilitate timely responses to customer service requests for maintenance services.</li> <li>▪ Conduct community resilience education sessions for emergency response personnel and community members on natural disaster management and provide opportunity to learn from best practice that is emerging across the region.</li> </ul>	L	Management Executive (MANEX) WHS/RC All Staff




# WARREN SHIRE COUNCIL

## Policy Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 23rd May 2024

**ITEM 1**

**WARREN SHIRE COUNCIL RISK MANAGEMENT POLICY RENEWAL, NEW WARREN SHIRE COUNCIL RISK MANAGEMENT PLAN AND WARREN SHIRE COUNCIL CORPORATE RISK REGISTER RENEWAL** **CONTINUED**

		CORPORATE RISK REGISTER – EDITION 2, May 2024							
No.	Risk	Cause	Consequence	L	C	Risk Rating	Risk Treatment	Residual Risk Rating	Responsible Officer
COR 008	Risk of injury/death from major workplace incident (death or disablement of an internal party)	<ul style="list-style-type: none"> <li>▪ Human error / accident</li> <li>▪ Policies and procedures not in place or failure to follow</li> <li>▪ Inappropriate vehicles and assets</li> <li>▪ Lack of communication</li> <li>▪ Complacency</li> <li>▪ Employees not trained properly</li> <li>▪ Failure to maintain assets</li> <li>▪ Inadequate WH&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reputation damage</li> <li>▪ Legal implications</li> <li>▪ Involvement by regulator</li> <li>▪ WorkCover</li> <li>▪ Absent from work</li> <li>▪ Increased premiums</li> <li>▪ Staff morale decreased</li> <li>▪ Work hours lost</li> </ul>	L	M	M	<ul style="list-style-type: none"> <li>▪ Develop a safety culture to ensure safe workplaces and practices.</li> <li>▪ Focus on a safe workplace and contribute to departmental safety initiatives.</li> <li>▪ Drug and alcohol management policy.</li> <li>▪ Ensure that SWMS and other safety processes are reviewed/updated regularly and reflect current work practices.</li> </ul>	L	Management Executive (MANEX) WHS/RC All Staff
COR 009	Non compliance with legislation	<ul style="list-style-type: none"> <li>▪ State Government requirements change</li> <li>▪ New Legislation introduced or changed</li> <li>▪ Lack of knowledge of legislation and or regulations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resources not available to keep up with changes</li> <li>▪ Increased work loads to adapt to changed legislation</li> <li>▪ Fines</li> <li>▪ Litigation</li> <li>▪ Loss of reputation</li> </ul>	L	L	L	<ul style="list-style-type: none"> <li>▪ Ensure compliance with conditions of approval and investigate complaints regarding unlawful development activity.</li> <li>▪ Ensure compliance with regulatory requirements for Evacuation Plans, Risk Management, Asbestos Management and WH&amp;S responsibilities.</li> <li>▪ Update desktop review for compliance with the National Regulatory Authority.</li> <li>▪ Have in place appropriate Crown, private and Indigenous Land Use Agreements</li> <li>▪ Implement OLG Legislation Compliance Checklist.</li> <li>▪ Ensure that the Warren Shire Council Legislative Breach Register is updated on a regular basis.</li> </ul>	L	All staff administering legislation
COR 010	Failure to provide adequate essential services now and in the future	<ul style="list-style-type: none"> <li>▪ Projects not fit for purpose</li> <li>▪ Inability to sustain critical processes</li> <li>▪ Decrease service delivery levels and loss of confidence</li> <li>▪ Increase risk to community safety and infrastructure</li> <li>▪ Failure to adequately respond to major changes</li> <li>▪ Political decisions that disadvantage the region</li> <li>▪ Poor maintenance of essential emergency protection or service areas.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reputation loss</li> <li>▪ Loss of investment confidence</li> <li>▪ Negative impacts on environmental and community health</li> <li>▪ Debt</li> <li>▪ Lost opportunities</li> <li>▪ Loss of community and business</li> </ul>	L	L	L	<ul style="list-style-type: none"> <li>▪ Understand the implications of implementing water usage based charging regime on current ratepayer classification types.</li> <li>▪ By participating in the Alliance of Western Councils, Council's economic development initiatives have a regional focus, opportunity to capitalise on regional investment and development initiatives.</li> <li>▪ Work in partnership with chambers, business and community groups to develop a regional understanding of what advantages the NBN can provide and develop real examples of how Warren Shire Council will utilise NBN when it arrives. Use this information to lobby the Federal and State Governments.</li> <li>▪ Develop strategic partnerships with clearly defined roles and responsibilities and funding mechanisms for the ongoing development of the region or sub regional councils.</li> <li>▪ Identify strategic opportunities for large scale investment within the region and secure sustainable expansion of existing industries or the introduction of new industries.</li> <li>▪ Provide opportunity to learn from best practice across the region.</li> <li>▪ Provide and develop community opportunities for the arts and foster new initiatives.</li> <li>▪ Commence work on plans for infrastructure, transport, stormwater and open space.</li> <li>▪ Understand the land Council owns, maintains and the demand to retain (Crown Lands)</li> <li>▪ Strategic land is acquired for future town development.</li> <li>▪ Ensure applications assessed in a timely manner and the impacts of development are managed.</li> <li>▪ Develop a strategic policy for the Warren Aerodrome on utilisation, future expansion and maintenance.</li> <li>▪ Modernise website with online forms etc and make more user friendly and consistent with other local governments.</li> <li>▪ Establish NDRRA framework for future disaster events (flooding and bush fire).</li> <li>▪ Conduct community resilience education sessions for emergency response personnel and community members on natural disaster management (fire, flooding).</li> </ul>	L	Senior Management Team (SMT) LEMO and EDVM

# WARREN SHIRE COUNCIL

## Policy Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 23rd May 2024

### ITEM 1

### WARREN SHIRE COUNCIL RISK MANAGEMENT POLICY RENEWAL, NEW WARREN SHIRE COUNCIL RISK MANAGEMENT PLAN AND WARREN SHIRE COUNCIL CORPORATE RISK REGISTER RENEWAL CONTINUED

WARREN shire council		CORPORATE RISK REGISTER – EDITION 2, May 2024							
No.	Risk	Cause	Consequence	L	C	Risk Rating	Risk Treatment	Residual Risk Rating	Responsible Officer
COR 011	Cybersecurity risk across the organisation	<ul style="list-style-type: none"> <li>Human error / accident</li> <li>Policies and procedures not in place or failure to follow</li> <li>Social engineering</li> <li>Inadequate controls around network access and penetration testing</li> <li>Complacency</li> <li>Employees not trained regularly or made aware of current risk</li> <li>Failure to maintain IT network or system</li> <li>Failure to ongoingly assess and review foundational requirements set by Local Government guideline</li> </ul>	<ul style="list-style-type: none"> <li>Reputation damage</li> <li>Legal implications</li> <li>Loss of financial resources</li> <li>Breach of Privacy or Information loss</li> <li>Increased insurance premiums</li> <li>Business continuity lost</li> <li>Theft of intellectual property</li> <li>Service decline or disruption</li> </ul>	L	M	H	<ul style="list-style-type: none"> <li>Arrange a new approach with addressing this area of risk is scheduled for commencement from 01/07/2024, including budget allocation specifically for the area of improvement.</li> <li>Engagement of Managed IT Services.</li> <li>Council aims to meet a basic level of self-assessment and compliance with reference to the "essential 8" derived IT/Cyber Security controls organisational wide, ideally being completed prior to 01/07/2024 pending resources availability.</li> <li>Council engage an external IT support business to assist with compliance in this area.</li> <li>This area is a constantly evolving and accordingly requires ongoing testing and review of all systems, assessment of internal and external users access or otherwise, a quarterly review basis is sought initially.</li> </ul>	M	Senior Management Team (SMT) GM DMFA

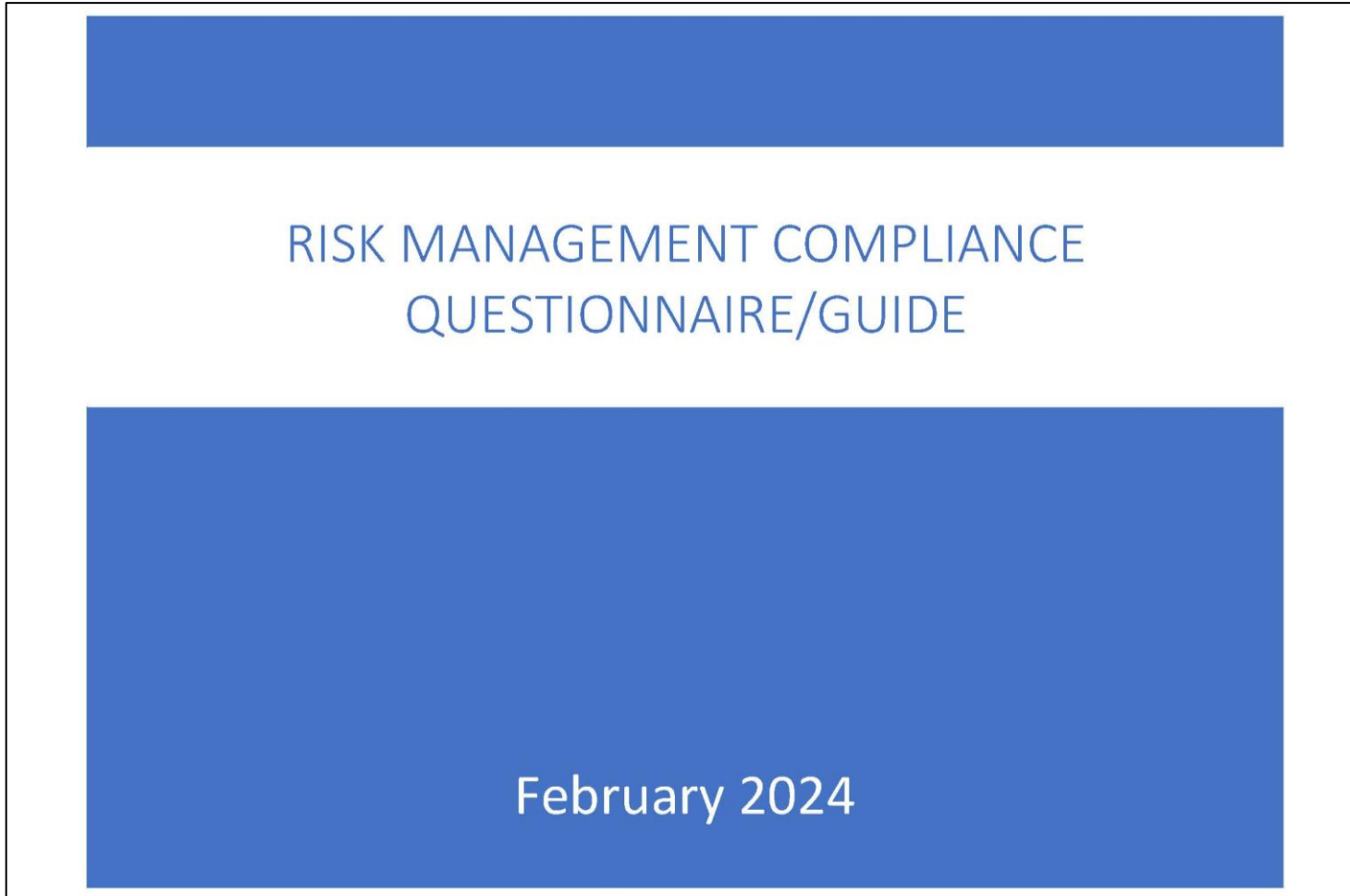
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Attachment 5 - Risk Management Compliance Questionnaire/Guide February 2024





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This questionnaire is designed to assist Councils in meeting the requirements for risk management prescribed by the OLG *Guidelines for Risk Management and Internal Audit for Local Government in NSW* (the Guidelines).

NOTE: this questionnaire is not a substitute for the Guidelines. This document is merely a tool for IA and each Council to determine Council's maturity in regards to initially implementing risk management within each Council as prescribed by the Guidelines.

## Standards - Overview

Each Council must manage its strategic and operational risks and implement a risk management framework that is consistent with the current Australian Risk Management Standard - AS ISO 31000:2018 (the Standard) that is appropriate for Council's risks.

The definition of "risk" and "risk management" adopted by councils as part of their risk management framework should be the same as that adopted in the current Australian risk management standard.

AS ISO 31000:2018 defines:

*Risk as the effect of uncertainty on objectives, where an effect is a deviation from the expected. It can be positive or negative or both, and can address, create or result in opportunities and threats, and Risk Management as coordinated activities to direct and control an organisation with regard to risk".*

The Standards require Council's approach to risk management to be based on the following eight principles:

- **Integrated** – risk management is integrated into all council activities and decision-making processes.

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- **Structured and Comprehensive** – risk management is a structured and comprehensive process that achieves consistent and comparable results.
- **Customised** – the risk management framework and process are customised to the council.
- **Inclusive** – risk management is inclusive of all stakeholders and enable there their knowledge, views and perceptions to be considered.
- **Dynamic** – risk management is dynamic and able to respond to changes and events in an appropriate and timely manner.
- **Best available information** – risk management decisions are based on the best available information and take into account human and cultural factors.
- **Continual Improvement** – risk management is continuously and periodically evaluated and improved through learning and experience.

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#### (i) The Key Elements

The Guidelines state (page 43) that to achieve the above stated principles, the Standards require each council to ensure its risk management framework demonstrates the following six elements.

##### 1. Leadership and Commitment

(a) How is Council's leadership team promoting and communicating risk management as part of everyday activities and decision making?

(Provide Evidence)

(b) Has Council adopted the OLG Example Risk Policy (appendix 4) to reflect the commitment of Council and its leadership team to enterprise-wide risk management.

(Provide Evidence)

(c) Does Council have an overarching risk management plan/strategy to guide risk management within Council pursuant to the requirements of the Standard.

(Provide Evidence)

##### 2. Integration

(a) Pursuant to the Standard, has Council fully integrated risk management within Council and made part of the Council's purpose, governance, leadership, strategy, objectives and operations?

(Evidence on how Council is or will achieve this)

(b) How is Council ensuring that risk is managed in every part of the council's organisational structure and ensuring that every council employee is responsible for managing risk?

(Evidence on how proposed to do this?)

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### 3. Design

Pursuant to the Standard, Council's risk framework:

- (a) Is based on the unique needs, characteristics and risks of the Council, and its external and internal context?
- (b) Demonstrates Council's continual commitment to risk management?
- (c) Assigns risk management roles, responsibilities, and accountabilities within the Council?
- (d) Allocates appropriate council resources for risk management?
- (e) Effectively documents and communicates risk management across the Council?
- (f) States within the framework the Standard's prescribed definitions of "risk" and "risk management"?

(Evidence of how this is currently met or a proposal of how to improve the risk framework)

### 4. Implementation

Pursuant to the Standard has Council implemented its risk management framework by:

- (a) Developing a risk management plan that provides structure for how Council will implement its risk management policy and conduct its risk management activities (pursuant to the Standards), and
- (b) Ensuring the Council's risk management activities are clearly understood and practiced?
- (c) Does the Plan identify decision makers for risk within the council and ensure risk management processes are well understood by the Council and undertaken?
- (d) Does the Plan/Strategy state Council's risk appetite for various risk categories across Council (after approval by resolution of the risk appetite by the elected body (after consultation with the ARIC)?

(Evidence)

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## 5. Evaluation

Does Council, pursuant to the Standard, regularly review the effectiveness of its risk management framework and determines whether it remains suitable?

(evidence that the review process has been formalised to ensure periodic reviews)

## 6. Improvement

Pursuant to the Standard, how does Council propose to ensure continual improvement of the design of its risk management framework and how is it integrated through Council to help Council move to a higher level of risk maturity?

(Evidence that each Council will have a process within its plan to ensure continual improvement of its risk management framework and how this will be reported and implemented)

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## (ii) Process

Does Council utilise the systematic process stated within the Standard to identify, assess and prioritise risks, decide how they will be managed, and document and communicate them across the Council as follows:

- (a) Define the scope of Council's risk management activities to assist in planning the risk management approach.
- (b) Establish the internal and external context to ensure Council understands the internal and external environment it operates in and how risk management will impact and be impacted by these.
- (c) Determine the performance indicators that Council will use to measure the effectiveness of its risk management framework and identify gaps between its actual and desired performance.
- (d) Defining the Council's risk criteria/appetite – the amount and type of risk that the governing body is willing to take or not take, to achieve its strategic plan and objectives.
- (e) Conducting risk assessments to determine what risks need to be managed.
- (f) Deciding risk treatment options.
- (g) Developing risk treatment plans that determine how controls will be implemented.
- (h) Writing risk reports that document and communicate the risk management framework to all staff and used by the Council to review the risk management framework.

(Seek evidence as to what Council currently does and identify improvement processes)



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## **(iii) Resourcing**

Pursuant to the Standard, has Council determined it will provide sufficient resources to implement its risk management framework and deliver the internal controls needed to ensure the Council's risks are appropriately managed?

These resources include the necessary:

- (a) Human resources **(with appropriate skills and experience)**.
- (b) Technology, equipment, tools and information management systems for managing risk.
- (c) Documented processes and procedures.
- (d) Professional development and training for staff to ensure that they can fulfil their risk management responsibilities.

**(Evidence of appropriate resourcing or a plan to implement this)**

Note: The Guidelines (at page 45) state that the ARIC is to advise the GM and Council of the resources it considers Council needs to effectively implement the its risk management framework having regard to budgetary constraints.

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## **(iv) Risk Management Function**

Has Council established a risk management function responsible for the day-to-day activities required to implement the Council's risk management framework and provide specialist risk management skills and knowledge?

NOTE: the Guidelines state that each Council will have the flexibility to establish its risk management function based on its structure, resourcing, risk management needs and risk management maturity.

The Guidelines then state: That regardless of its structure and composition, the following responsibilities of the risk function should include:

- Providing clear and concise risk information, advice and or reports that can be used in planning or decision making.
- Coordinate the various activities relating to risk management within the council.
- Facilitating and driving risk management at the strategic and operational level within Council ensuring consistency in practice.
- Ensuring there are easily accessible systems and processes in place to enable all staff to conveniently undertake risk management in their day-to-day work.
- Ensuring risk management processes are applied consistently across the council.
- Organising appropriate staff risk management training and development.
- Developing and maintaining a risk reporting framework to enable regular advising/reporting of key risks and the management of those risks to the GM or their delegate.
- Supporting Council staff with their risk management obligations and providing staff with the advice and tools to ensure risk management compliance.
- Implementing effective risk management mechanisms and information systems.



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- Establishing and maintaining an ongoing monitoring system to track the risk management activities undertaken within the council and assessing the need for further action.
- Assessing risk management information for completeness, accuracy and consistency (risk registers and risk treatment plans).
- Preparing advice/reports and attending ARIC meeting where requested.

(Evidence that the risk management function will manage the day-to-day risk management requirements and how will Council achieve this?)

## (v) Internal Audit

Pursuant to the Guidelines, IA is responsible for reviewing and providing advice to the ARIC on the effectiveness of the Council's risk management framework (assurance).

ARIC should ensure that there is sufficient coverage of this process within ARIC and IA workplans.

(Evidence within the relevant workplans that IA will examine Council's risk management framework).

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## **(vi) Review and Reporting**

The reporting requirements, annual self-assessment, and strategic assessment (each four-year Council term) are detailed within the Guidelines (page 48). These requirements are also covered within the IA prepared *Compliance Guide* (provided to each Council's GM).

NOTE: this questionnaire will not cover those processes as they will not be undertaken until after the new risk management regime is implemented within each Council.

Further, the OLG Guideline is still a draft document and this area could change prior to July 2024. IA will monitor and advise Councils of changes to this area and any other requirements if amendments are made to the OLG Guidelines.

Keith Coates  
LLB, Grad Dip Leg Prac, AMIIA  
Internal Auditor

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
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**ITEM 1                      OUTSTANDING REPORTS CHECKLIST                      (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 soon to be commenced.
27.7.23	202.7.23	Warren Airport Projects	DMFA/ GM/IPM	A contract awarded on 31 July 2023. Site clearance, subgrade earthworks and gravel base completed and tested. Construction drawings issued to BRD. Foundation work by Contractor commenced in October 2023. Contractor resumed foundation works on 5th February 2024.  Recent wet weather is delaying some outside works, including installation of new septic tank.  Programmed for completion May 2024.
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.  Nonconformance on the foundation concreting and building realignment being remedied by the Contractor in accordance with the PEER Review report recommendations which have been agreed to by the contractor.  Landmark engaged new concreter and plumber to complete the works. Superstructure (post) misalignment (diagonal) corrected by Landmark.  Landmark conducted bearing capacity testing on

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OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>foundations. Variation submitted for additional plumbing works. Raft slab stiffening arranged to cater for tree effects.</p> <p>Landmark returned to site on 16th October 2023 to resume plumbing works.</p> <p>Below ground plumbing works completed on 11 November 2023. New sub structure (floor slab) contractor commenced works on site on the first week of December 2023.</p> <p>Raft slab concreting completed on 18 December 2023. Roof sheeting commenced on 8 January 2024. Defects associated with the finished floor level have been raised with Landmark to address. Landmark to nominate a solution for Council's consideration. Landmark Senior Management visited the site in January 2024 to work out a program of rectification works, which are scheduled to start on the week of 5th February 2024.</p> <p>Post cleaning conducted in March 2024 and tiling of the floor to follow before the wall paneling is to resume. Sample tiles presented for selection. Tiling works scheduled to happen in May 2024.</p> <p>Starting of tiling works was delayed due to Landmark's</p>

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>pending decision making on the option/alternative option.</p> <p>Landmark have now confirmed that they are going with tiling option and work on the 16 May 2024.</p> <p>New project completion forecasted at end of August 2024.</p>
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/EDVM	<p>Registration of Interest recruitment remains ongoing with a new recruitment drive being underway.</p> <p>Current volunteers will continue to provide for relief coverage where required such as when both the Economic Development and Visitation Manager and Tourism Information Officer are required to be outside the VIC.</p> <p>Recruitment for new suitably matched volunteers is continuing.</p> <p>Volunteer Onboarding Program Package is completed and new applications from Volunteers will be assessed against selection criteria. The VIC is progressing quickly towards Accreditation and it is important that all staff, including volunteers meet the requirements to maintain standards.</p>
25.1.23	12.1.23	Affordable Housing Opportunity – Housing Plus	GM/DMES	Negotiations commenced to finalise the required agreement with Housing Plus for the eventual sale of all or

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>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>Funding in 2023/2024 for investigations and design for the Stage 3 of Gunningba Estate including estimated costs and how Stage 3 would be funded, which will be reported to Council.</p> <p>Survey has been completed. Design is ongoing, including the industrial land near Stafford Street.</p> <p>Draft layouts for water, sewerage, stormwater and roads have been distributed for Council staff comment.</p>
25.1.23	13.1.23	Warren and the Visitor Economy Community Consultation Report August 2022 - Executive Summary	GM/ EDVM	<p>Council communicate to the community about the importance of visitors to the region – Action Plan being formulated.</p> <p>Council ensures that the reformed Destination Macquarie Marshes Taskforce has representation from every local government area that sees the Macquarie Marshes as an asset to their visitation, form a MOU with each Council to support the Economic Development of the region with this Taskforce having the potential to drive the</p>

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>regional destination promotion with consistent messaging, a reflection of values and increased engagement with the communities – in progress.</p> <p>Council collaborate on increasing the access to the Macquarie Marshes by commercial providers and free-independent travellers (FITs) whilst working towards providing a diverse offering to the access and experience that the Macquarie Marshes can offer a variety of markets – Action Plan being formulated.</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>Destination Macquarie Marshes Taskforce Workshops to progress the development of a Detailed Strategy and Action Plan are scheduled to commence on the 27th March, 2024. Workshops will be facilitated by the Economic Development and Visitation Manager.</p>

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<b>General Manager</b>				
				<p>The first workshop has been undertaken with taskforce delegates progressing the first pillar strategy "Build the Brand".</p> <p>The Economic Development and Visitation Manager will be progressing the Strategy and Action Plan further and future workshops will be scheduled to refine the actions within the document.</p>
*24.8.23  *26.10.23	235.8.23  270.10.23	Library Lobby Area Upgrade and Landscaping Works	GM/IPM	<p>Landscaping works expected to be completed by the end of March 2024 – complete.</p> <p>Library lobby works was opened on the 6th February 2024. Official Launch of the 'Doorways to an Oper Air Library' scheduled for the 27th June 2024.</p>
7.12.23	293.12.23	Destination Macquarie Marshes Taskforce Meeting 7th June 2023	GM/EDV M	<ol style="list-style-type: none"> <li>1. That grant funding opportunities to improve signage in the Macquarie Marshes be investigated - ongoing.</li> <li>2. That neighbouring Councils to the Macquarie Marshes be requested to consider funding grant applications for appropriate signage to the Macquarie Marshes.</li> </ol>
7.12.23	294.12.23	Destination Macquarie Marshes Taskforce Meeting 2023 – 13 September 2023	GM/ EDVM	<p>That workshops be scheduled with current members of the Destination Macquarie Marshes Taskforce to progress the development of the Draft Destination Macquarie Marshes Taskforce Action Plan 2023 together with determination of the high</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, 23th May 2024

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>priority actions and short-term goals.</p> <p>Goal is to have an updated Action Plan available for review and adoption prior to inviting new membership of the taskforce by the agreed 12 month period, i.e. May 2024.</p> <p>*Due to Taskforce Members unavailability, workshops were postponed, with the first workshop currently being organised for the 27th March 2024. The number and frequency of the workshops will be determined at the first workshop.</p> <p>The first workshop has been held with taskforce delegates meeting on 27th March, 2024. Future workshops are to be scheduled.</p>
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.</p>
7.12.23	316.12.23	Regional Drought Resilience Plan Program	GM/EDVM	Documentation now being drafted by the Project Team and engaged Consultant.

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<b>General Manager</b>				
				Further consultation sessions are upcoming and an online community survey, run over 3 days, closed on 11th April, 2024. Results tabulated and distributed by the engaged Consultant and final briefing meeting held.
22.2.24	56.2.24	Relining of Warren War Memorial Swimming Pool	IPM	Council declines to accept any tenders received. Council continues to seek necessary funding from grant opportunities when available – in progress.
24.4.24	86.4.24	Fraud and Corruption Policy and Framework	GM	2. The Draft Fraud and Corruption Policy and Fraud and Corruption Framework 2024 has been placed on public exhibition for a minimum of 28 days and closes 6th June 2024; and 3. Subject to no adverse submissions being received, the Draft Fraud and Corruption Policy and Fraud and Corruption Framework 2024 as amended be adopted.
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.
*24.4.24	91.4.24	Internal Audit and Risk Management Framework	GM	2. The Warren Shire Council Internal Audit and Risk Management Committee be replaced by the Warren Shire Council Audit, Risk and Improvement Committee (ARIC) that consists of an Independent

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<b>General Manager</b>				
				<p>Chairperson, two (2) Independent Members and a Non-Voting Councillor Member;</p> <p>3. Councillor Sarah Derrett has been appointed as the Non-Voting Councillor Member of the Warren Shire Council Audit, Risk and Improvement Committee (ARIC) to the end of term of the current Council and an appropriate Councillor be appointed in October, 2024 and in the event that a Councillor is not available, that the Deputy Mayor be appointed as the Non-Voting Councillor Member at that time for the new term of Council;</p> <p>4. Council adopted the Warren Shire Council Audit, Risk and Improvement Committee (ARIC) Terms of Reference as amended and attached to this Report;</p> <p>5. Council adopted the Internal Audit Charter for Warren Shire Council as amended and attached to this Report;</p> <p>6. Council note that there will be further reporting on the appointment of an Independent Chairperson and the two (2) Independent Members of the Warren Shire Council Audit, Risk and</p>

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<b>General Manager</b>				
				Improvement Committee (ARIC); 7. Council note that the Risk Management Function will be managed by the Senior Management Team in conjunction with the Work Health and Safety/Risk Co-ordinator; and 8. Council note that the Divisional Manager Finance and Administration will be the appointed Internal Audit Co-ordinator.
*24.4.24	92.4.24	Draft 2024/2025 Operational Plan	GM	Council has commenced the advertising of the Draft 2024/2025 Operational Plan in conjunction with the Draft 2024/2025 Estimates inviting written public submissions and comments up until 4.00 pm Thursday 30th May, 2024.
*24.4.24	93.4.24	Rural Fire Service (RFS) Warren Central Brigade Shed Development and Land Use Report	GM	Council has advised the Rural Fire Service of its resolution to withdraw the Wilson Street land for use by the Rural Fire Service (RFS) for the building of the RFS Warren Central Brigade facility due to there being alternative lands and buildings available and that the General Manager arrange a process with the RFS of identifying those lands and buildings for the consideration of purchasing for the new RFS Warren Central Brigade facility.

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<b>Divisional Manager Finance and Administration</b>				
*7.12.23	301.12.23	Internal Auditor – Council Enterprise - Wide Risk Management Review – June 2022	DMFA	Review of the Risk Register to include Cyber Security – complete.
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 system to be purchased and implemented. A shortlist of providers has been made. Reported to SMT. Licence Agreement has been signed and project will commence soon.
7.12.23	301.12.23	Internal Auditor – Fraud Control Review – June, July 2023	DMFA	The following priorities and actions be progressed: - Fraud training to relevant staff – pending. Progressing.
*7.12.23	301.12.23	Corporate Risk Register	DMFA	That the Corporate Risk Register be updated with ITC Governance Risks and Cyber Security – complete.
7.12.23	337.12.23	Warren Shire Council General Manager 2022-2023 Mid-Term and Annual Performance Review	DMFA	Arrange for the General Manager’s Contract Employment Package to be increased as of 1st October 2023 by 3% - progressing.
*24.4.24	98.4.24	2024/2025 Draft Estimates	DMFA	Council has arranged for advertising of the Draft 2024/2025 Estimates inviting written public submissions and comment up until 4.00 pm on Thursday 30th May 2024.

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<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 3.12.20	129.6.19 256.12.20	Warren Levee Rehabilitation (total project - \$7.1M)	DMES	<p>Application under the National Flood Mitigation Infrastructure 2021-2022 arranged and has been successful (\$5.325M).</p> <p>Resilience NSW has committed \$887,500 which is half of the required \$1.775M co-contribution.</p> <p>OLG has approved the \$887,500 grant.</p> <p>Tender for floodgates has been awarded.</p> <p>Final review of levee rehabilitation drawings is ongoing and followed by tender advertisement.</p> <p>Tender for the supply of 8 submersible flood pumps submitted to the May 2024 Council Meeting.</p>
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	Investigations are being undertaken to allow the submittal of plans, documents and detailed budget to Council for consideration and approval - ongoing.
24.9.20	214.9.20	New Sewage Treatment Works	TSM	<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</p>

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<b>Divisional Manager Engineering Services</b>				
				part of 2024 for evaporation lagoon construction will delay the decommissioning.
23.3.23	67.3.23	Water and Sewerage Telemetry and Pump Funding Request	DMES/ DMFA/ TSM	Drafting of RFT documents/ investigating amending the scope to simplify the project and reduce the cost, in progress – ongoing.  Grant funding may be available in June/July 2024.
24.6.21	143.6.21	Ewenmar Waste Management Facility	DMES/ MHD/ TSM	Budget amended by a further \$100,000 using the Domestic Waste Restricted funds, works in progress.  Negotiation with contractor ongoing for earthworks.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – ongoing. Commonwealth Government Grant Program Application submitted.
23.2.23	33.2.23	Proposed Hale Street Crossing and Chester Street Crossing's No Stopping Zone	DMES/ RIM	1. The installation of a new children's (school) crossing on Hale Street, west of the Chester Street intersection be approved.  The required undertaking has been obtained from the Principal of Warren Central School;  3. Funding be sought from Transport for New South Wales to implement the recommendations.  Design has been completed and sent to TfNSW.
23.2.23	37.3.23	Upgrade/Replacement of Play Equipment	DMES/ TSM	Arrange a new Ext 1002 piper playground equipment setup and install the equipment in house.

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<b>Divisional Manager Engineering Services</b>				
				Delivery of new equipment undertaken in September 2023. Equipment expected to be installed by end of June 2024.
23.3.23	67.3.23	Warren Shire Council Water Supply Bore Inspection Program	DMES/ DMFA/ TSM	All Bores have been inspected. Nevertire Bore to be cleaned in the colder months of 2024.
26.10.23	270.10.23	Warren CBD Upgrade – Land Acquisition	DMES/ GM	Further investigations be undertaken and reported on in regard the estimated cost of any proposed private land purchases, what could be developed and the estimated costs of the proposed use.
26.10.23	272.10.23	Replacement of P226 – Toyota Hilux Single Cab 2wd	DMES	Arrange for the replacement of P226 – Toyota Hilux Single Cab 2WD using \$20,000 of available unrestricted cash and funds received from the expected insurance payout – replacement vehicle arrangements in train.
7.12.23	295.12.23	Airport Operational Manual Update	TSM	That Council reallocates the current \$25,000 for RNAV contribution in the 2023/2024 Budget to undertake an appropriate Windshear Modelling Assessment, Calculations and Report. Manual to be submitted to CASA for their review and approval. Synergetics Pty Ltd have been engaged to carryout the Windshear Modelling (\$27,000). Windshear Report received and being reviewed.
7.12.23	298.12.23	Local Roads & Community Infrastructure Phase 3	DMES/ RIM	That Council subject to approval of the Commonwealth Government



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<b>Divisional Manager Engineering Services</b>				
				<p>(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.</p> <p>Variation has been approved by the Commonwealth Government (Department of Infrastructure, Transport, Regional Development, Communication and the Arts), work being programmed.</p> <p>An application for extension of time has been approved till June 2025.</p> <p>Consultation with TfNSW is ongoing regarding the Rifle Range Road/Oxley Highway intersection.</p>
7.12.23	302.12.23	River Water Tank for Carter Oval Irrigation	DMES/ TSM	<p>Irrigation storage tank at Bore Flat to improve irrigation of Carter Oval and minimise interference with the Warren river water supply was installed on the 2nd February 2024.</p> <p>Connection to river water at Carter Oval ring main to be carried out as contractors become available.</p>
*7.12.23	302.12.23	Collie Water Supply – Pumping Configuration	DMES/ TSM	<p>Arrange for modifications to the pumping configuration at the Collie Bore Site as reported.</p> <p>Equipment has arrived.</p>

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<b>Divisional Manager Engineering Services</b>				
				Bore cleaning complete. Tank installed. New pumps installed, finalising control systems. Works complete.
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.  Waiting on Geotech Report. Public Works are finalising design tender documents.  Waiting on final design and tender documents from PWA.
7.12.23	304.12.23	Proposed National Polocrosse Titles Warren 2028 – Presentation By Phil Waterford And Simon Turnbull	DMES/ TSM/GM/ EDVM	2. Council form a Sub-Committee consisting of the relevant Councillors from the Showground/ Racecourse Committee, Council Staff, General Manager, Town Services Manager, Divisional Manager Engineering Services, Economic Development and Visitation Manager, all Showground/ Racecourse User Groups, Regional Polocrosse Representatives (future), Phil Waterford, Simon Turnbull to determine whether the proposal could and should be progressed; and  3. A Planning Group consisting of Phil Waterford, Simon Turnbull, Warren Polocrosse Club, Holly Turnbull and Katlyn

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<b>Divisional Manager Engineering Services</b>				
				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.
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; and 3. *Council approve up to \$60,000 be provided as its contribution to the development of the IWCM Strategic planning document.
*28.3.24	60.3.24	Warren Shire Council Drought Preparedness	TSM	2. Council monitor drought conditions, review water restrictions imposed by neighbouring Councils on the Macquarie River and impose water restrictions as required - noted.
28.3.24	62.3.24	Airport Operational Manual Update	TSM	2. The Draft Aerodrome Manual be implemented on a trial basis with a review to be carried out at the next meeting of the Committee.
*24.4.24	108.4.24	RFT C13-87 Provision of Casual Plant Hire and Minor Works	GM	1. Council, in accordance with the <i>Local Government (General) Regulation 2021</i> , formally agree to accept the analysis of the tender evaluation, for the Contract C13-87 Provision

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<b>Divisional Manager Engineering Services</b>				
				of Casual Plant Hire and Minor Works; and 2. The Council accepts the tenders as a panel contract, from the thirty-six (36) tenderers listed on the <b>Evaluation Results</b> section and <b>Attachments</b> of this report for RFT C13-87 Provision of Casual Plant Hire and Minor Works for a period of one year ending April 30, 2025.
*24.4.24	109.4.24	RFT C13-89 Replacement of Flood Gates on the Warren Town Flood Levee	TSM	1. Council, in accordance with the <i>Local Government (General) Regulation 2021</i> , formally agree to accept the analysis of the tender evaluation, for the Contract C13-89, Replacement of Flood Gates on the Warren Town Flood Levee; and 2. Subject to a favourable Financial Assessment carried out by Corporate Scorecard, Council accepts the tender from Precision Civil Infrastructure for the value of \$868,888.16 Inclusive of GST for RFT C13-89 Replacement of Flood Gates on the Warren Town Flood Levee. Letter of award has been sent to the successful tenderer.
*24.4.24	110.4.24	RFT C13-90 Supply and Installation of Rubber Wet Pour Surfacing	TSM	1. Council, in accordance with the <i>Local Government (General) Regulation 2021</i> , formally agree to accept the analysis of the tender evaluation, for the

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<b>Divisional Manager Engineering Services</b>				
				<p>Contract C13-90, Supply and Installation of Rubber Wet Pour Surfacing; and</p> <p>2. Subject to a favourable Financial Assessment carried out by Corporate Scorecard, Council accepts the Option 1 tender from Play Park for the value of \$269,493.15 Inclusive of GST for RFT C13-90 Supply and Installation of Rubber Wet Pour Surfacing.</p> <p>Letter of award has been sent to the successful tenderer.</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. Draft Parks Plans of Management received. To be reviewed. Feedback provided.</p>
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	<p>Matter progressing in the District Court with required affidavits.</p> <p>Council authorises the Mayor, the General Manager, and the Manager Health and Development</p>

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<b>Manager Health and Development Services</b>				
				Services to formulate settlement terms if required. District Court Mediation undertaken on the 30th April 2024. Report provided to the May 2024 Council Meeting. District Court dates set for 4 - 8 November 2024.
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD	Investigate better CCTV options and locations – in progress, but is subject to funds being available.
22.6.23	181.6.23	Warren War Memorial Swimming Pool	MHD/ GM	Arrangements in train for the commencement of legal proceedings against Beaucorp Projects Pty Ltd for the unsatisfactory workmanship at the Warren War Memorial Swimming Pool;  The Mayor, the General Manager, and the Manager Health and Development Services be authorised to formulate settlement terms if required.
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.
7.12.23	328.12.23	Warren LEP Health Check and Recommended Changes	MHD	Council progress the recommendations as reported – in progress.
*22.2.24	33.2.24	Recycling Options	MHD	Arrange for a community survey to determine the interest and resident's

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<b>Manager Health and Development Services</b>				
				capacity to pay for a recycling service – surveys completed. Further investigations required and are detailed below (see 83.4.24).
24.4.23	83.4.24	Ewenmar Waste Depot Recycling Options	MHD	<ol style="list-style-type: none"> <li>2. The results of the survey be communicated to the Warren Shire Community;</li> <li>3. Kerbside recycling services be placed on hold;</li> <li>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; and</li> <li>5. Council re-assesses the community's satisfaction with recycling services in 2 years time.</li> </ol>
*24.4.23	83.4.24	Ewemar Waste Depot Rural Access Charge Survey Results	MHD	<ol style="list-style-type: none"> <li>2. Arrange for the Rural Access Charge to be levied upon the rural assessments at \$10/rural farmland assessment annually within the draft 2024/2025 Operational Plan and Estimates for the commencement after 1st July, 2024 – complete.</li> </ol>
*24.4.23	105.4.24	Development Application – Rural Fire Services Warren Central Brigade Facility	MHD	Advise the Rural Fire Service of Council's resolution to not consider the Development Application for the RFS

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<b>Manager Health and Development Services</b>				
		and Subdivision, Lots 1 and 2 Dp853548 Wilson Street Warren		Warren Central Brigade facility as the land has been withdrawn for this use by the owner - complete.

**RECOMMENDATION:**

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



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**ITEM 2 COMMITTEE/DELEGATES MEETINGS**

**(C14-2)**

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

**MEETINGS HELD**

<b>Date</b>	<b>Committee / Meeting</b>	<b>Location</b>
29.04.2024 – 01.05.2024	Deacon Drive Houses Contract Dispute District Court Mediation	Sydney
01.05.2024	Sporting Facilities Committee Meeting	Warren
02.05.2024	LGNSW Award Briefing - The Club Test and Performance Conversations Training	Warren
03.05.2024	Local Government Internal Auditors Network Meeting	Online
03.05.2024	2WEB General Manager Interview by Nathan Filmer	Phone
07.05.2024	Grow Services Warren Day	Warren
08.05.2024	Economic Development and Promotions Committee Meeting	Warren
09.05.2024	IPWEA Board Strategic Planning Day	Sydney
10.05.2024	Country Mayors Association Meeting	Sydney
14.05.2024	Warren Local Emergency Management Committee Meeting	Warren
14.05.2024	Manex Committee Meeting	Warren
21.05.2024	Essential Energy and Warren Shire Council Planning and Engineering Meeting	Online

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
25.05.2024	Warren P & A Association Show	Warren
03.06.2024	2024 Local Roads Congress – IPWEA (NSW)	Sydney
13-14.06.2024	Western Division Councils of NSW Conference	Cobar
27.06.2024	Official Opening for the “Doorways to an Open Air Library”	Warren
13.07.2024	Marra Field Day	The Marra
23-25.07.2024	2024 LGNSW Water Management Conference	Goulburn
6-8.08.2024	Resources, Energy and Industry Innovation Forum (REIIF)	Dubbo

**RECOMMENDATION:**

That the information be received and noted.

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

**(C14-7.2, G4-1)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Infrastructure Projects and Grant Applications that are being managed by the Executive Office including the Infrastructure Projects Manager for the period 11th April 2024 to 9th May 2024:

Project	Budget	Expenditure/ Committed	Resp	Comment
<b>General</b>				
Warren Airport Upgrade (Drought Stimulus Package Funding – RNIG2-004-NSW DPIE)  Includes \$610,340 allocated from restricted funds for infrastructure improvement/ replacement.  JC 3400-2560-0	716,561	554,395	IPM	Terminal construction contract awarded to B & D Design & Construction P/L on 31st July 2023.  *Terminal building floor plan being revised to ensure practical public access into toilet and kitchen area by other terminal users. Final set of “For Construction” drawings issued to the Contractor. Enlarging the windows on the runway side have been arranged. - Site clearance and sub-grade earthworks started in September 2023; - Foundation subbase work started in November 2023; - Contractor BRD resumed foundation works on 5 February 2024. - BRD flagged that the amount of changes in the building post tender close including with respect to the floor plan, window and door orientation changes and modifying the frames on site is not easily fixed according to Custom Steel. BRD will build the Terminal building with timber frames instead. It is considered that altering the frames could compromise the integrity of the bracing frames if not carried out properly.

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

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
				<p>*The alternative proposal is technically acceptable. BRD will commence the building frames provided at no cost to Council;</p> <ul style="list-style-type: none"> <li>- Piers are complete;</li> <li>- Slab poured on 5th March 2024;</li> <li>- Building Superstructure works commenced in March;</li> <li>- Fit out commenced 6th May 2024, kitchen cabinets installed; and</li> <li>- Terminal works are scheduled to be completed by May 2024.</li> </ul> <p>*Airport Operations Committee (AOC) in its meeting on 13/09/22 identified the need of extra drainage works on 03/21 runway, for consideration in the future funding. Scope revisiting is required and works to be scheduled for later 2024</p> <p>*Infrastructure Projects Manager presented a scope of works to the July 2023 Airport Operations Committee, detailing the proposed stormwater drainage improvement work on runway 03/21.</p> <p>*Scope of works as follows:</p> <ul style="list-style-type: none"> <li>- Extension of existing stormwater open channel – Completed in September 2023.</li> <li>- Procurement of diesel pump to pump out excess runoff to Sandy Creek; and</li> <li>- Discharge line from pumping platform to Sandy Creek – these options have been deleted.</li> </ul> <p>*Council at the July 2023 Meeting accepted the recommendations and additional funding required from the Infrastructure Reserve Fund.</p> <p>*Options to gravitate excess runoff via the existing syphon pipe in the Nevertire Irrigation Scheme (NIS) channel was considered.</p> <p>*Discussions with the Egelabra property manager, Councillor Greg Whiteley and the surveyor were held.</p>

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

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
				<p>*Infrastructure Projects Manager presented a report to the November 2023 Airport Operations Committee. Report detailed the proposed scope of required works.</p> <ul style="list-style-type: none"> <li>- Excavating a channel along the Egelabra property approximately 500 metres;</li> <li>- Alignment of the channel is subject to concurrence of Egelabra;</li> <li>- Providing piped overflow line from Airport land stormwater channel to proposed Egelabra channel such that the access along the boundary fence is not affected;</li> <li>- Checked the availability of contractor to use the scraper for the channel excavation and indicated available possibly towards the end of April 2024 subject to weather conditions; and</li> <li>- Jim MacKay visited the site and provided a quotation. Jim confirmed his discussion with Egelabra property manager and NIS manager (Malcom Kater) indicating their agreement on the alignment of the channel that negates any tree damage.</li> </ul> <p>- Order issued to Jim Mackay Earthmoving works to start July/August 2024.</p>
<p>* Village Enhancements for Warren, Nevertire and Collie (currently does not include \$395,800 budget provision for Warren Roundabout Reconstruction)</p> <p>(MDB Economic Development Program - Improvement of Regional Structures Grant)</p>	310,281	310,281	GM IPM DMES TSM RIM	<p>Works in Warren subject to funding by others of the Warren roundabout reconstruction – MDBEDP approved reallocation of the roundabout budget to Carter Oval concrete pathways.</p> <p>Contractor engaged to construct pathways and other miscellaneous concrete pavement works.</p> <p>Pathways are now complete.</p> <p>Long jump pit works are progressing; Completion and general tidy up including sand filling – Complete.</p> <p>Works Program for Project rescope and programmed by GM, DMES, IPM, TSM and RIM.</p> <p>Kerb, gutter and footpath works in Nevertire complete.</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 3                      WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS**

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
JC 2880-10-0				<p>MDBEDP funding body approved extension to all outstanding works, with all works to be completed by December 2023.</p> <p>Concrete pathways in Carter Oval as part of the MDBA Program fund are complete.</p>
<p>Carter Oval and the Development of the Surrounds Carry Over</p> <p>(MDB Economic Development Program - Improvement of Regional Structures Grant)</p> <p>(Includes \$460,000 previously allocated from Council's Infrastructure Improvement Replacement Reserve)</p> <p>JC 104-108-0</p>	233,052	163,972	IPM	<p>*Concrete (pathways, long jump pit, shot put and Discus, Junior cricket pitch and practice net base) works RFQ called on 6 September 2023. Contractor engaged for all concrete pathways and pavement works – Works completed.</p> <p>*Works on the long jump and junior cricket pitch are complete; and Site tidy up to follow after all concrete works - completed.</p> <p>Quotation for artificial turfing on the Practice Pitch and Junior cricket pitch obtained from two installers.</p>
<p>Change Rooms and Amenities Block at Carter Oval</p> <p>(Stronger Country Communities Round 4)</p> <p>JC 104-118-0</p>	301,830	281,090	IPM	<p>*Landmark resumed the works on site on 21 August 2023. The superstructure was disassembled, diagonal misalignment corrected and reorientated as part of correcting non-conformance.</p> <p>*Plumbing works resumed on 1<sup>st</sup> November 2023. Council conducted a preliminary inspection on 10th November 2023. Contractor to complete the water line and electrical under slab installation in the coming weeks. Concreter is scheduled to start on the 4<sup>th</sup> December 2023.</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>

# WARREN SHIRE COUNCIL

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

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
				<p>*Landmark was notified of the defects with concrete slab- uneven and ponding water.</p> <p>*Landmark Senior Management visited the site in January 2024 to work out a program of rectification works, which are scheduled to start on the week of 5th February 2024.</p> <p>*Plumbers on site from 5th February 2024 carrying out works – walls and ceiling.</p> <ul style="list-style-type: none"> <li>- *Contractor who did the concreting is planned to come to the site on the week of 12th February 2024 – Landmark to confirm, Landmark’s site Manager and concreting subcontractors visited the site twice during February 2024. But did not commence any rectification works other than attending to exposed bars on the concrete face.</li> <li>- *Concerns were raised with Landmark’s General Manager on the proposed rectification works and also provided with questions received for tiling options, which is considered as best solution. Landmark confirmed that they are sourcing quotes for the tiling option. Landmark has engaged a local tiler to carry out the work. Landmark’s Project Manager and tiler visited the site on the 4th April 2024. Tile samples were presented to chosen.</li> <li>- Tiling work is scheduled to commence on the 16th May 2024. Landmark was notified of the potential deterioration of stored materials and the need for a through quality check before the intended use on the building.</li> </ul>
<p>Cricket Practice Nets (Cricket Legacy Fund)</p> <p>JC 104-117-0</p>	15,000	15,000	IPM	<p>Quotation for net being sought from Fencing Contractor.</p> <p>*Base concrete pavement construction complete as part of concrete pathway construction at Carter Oval. Artificial turfing on pavement to follow on after concrete works are complete and practice net cage works are complete.</p> <p>Quotations are being sought currently for artificial turfing.</p> <p>Quotation received on 9th April 2024 for 30x7 (2 pitches) for the amount of \$45,000, being reviewed to align with budget. Alternative quote with G.I Mesh (\$36,310.21) being considered as well.</p>

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### ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
<ul style="list-style-type: none"> <li>▪ Relocation of Cattle Yards (NSW Showgrounds Stimulus Program Phase 2B)</li> </ul> <p>JC 112-05-0</p>	60,000	42,752	IPM/ TSM	<p>Advice from P &amp;A (Justin Sanderson). Showground Racecourse Committee Members would like to see the yards refurbished and made suitable for both cattle and horses by making the relocated pens approximately 4mx4m in size. Need to investigate further and obtain advice. Stockpro to do a design and quote – organised by P&amp;A – completed.</p> <p>(\$140k) Quote received (11/22) from Stockpro is over budget and other grant funds to be sourced. Additional funding is required to move forward.</p> <p>A revised quote has been received (9/10/23) from Stockpro. Revised quote received from Stockpro indicates that \$155k (inc GST) to be budgeted for. A second quote has been requested from the contractor who completed the Equestrian Arena safety rail.</p> <p>Quotation accepted from Steel Supplies Dubbo to deliver panels and gates for the proposal by the user groups. Site clean up completed on 27th April 2024.</p> <p>Panels have been delivered and due to be installed on Sunday 12th May 2024 with assistance from the Racecourse User groups. Cattleyards have been constructed.</p>
<p>Warren Showground/ Racecourse Upgrade Project (Showground Stimulus Funding Program Phase 2C) including:</p> <p>*Update/Renovate Male &amp; Female Amenities in Cattleman’s &amp; Horse Sports Camping Area</p> <p>JC 120-5-0</p>	81,980	81,980	IPM/ TSM	<p>Works program finalised following consultation with User Groups at the Showground/Racecourse Committee Meeting held on the 2nd August 2022 for Joint male and female toilet facility in one location.</p> <p>Superstructure works started in September and likely to open in March 2024.</p> <p>Roof sheeting and external walling are complete.</p> <p>Works on the male toilet are now complete. The ladies section of the toilets opened in December 2023 just prior to the Twilight Races event.</p> <p>Construction of concrete pathways in front of new amenities will commence early June 2024.</p>

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

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
<ul style="list-style-type: none"> <li>▪ *Install New Septic Receival Tank for Main Pavilion Toilets</li> </ul>	38,880	38,880	IPM/ TSM	<p>Balance of unspent funds to be used for sewer/toilet works. (Joint male &amp; female toilet facilities). Works on the male toilet are continuing.</p> <p>Scope of works being reassessed to complete the works within the budget.</p> <p>Balance of unspent funds to be used as part of alternative combined male and female toilet facilities in one location.</p>
<ul style="list-style-type: none"> <li>▪ Re fence Showground Perimeter with Exclusion Fencing JC 120-35-0</li> </ul>	57,788	Nil	IPM	<p>Scope/area determined by Showground/ Racecourse Committee on 7th October 2021 being revised. Length 4,100m and 3 double gates and 2 single gates. RFQ document being prepared to call for quotations.</p> <p>Exclusion fence like airport exclusion fence being considered but 2.1m high.</p> <p>Options and estimate prepared for 1.8m and 2.1m high fencing for Racing NSW considerations and funding supplement. (Other grant funds required).</p> <p>Details of proposed options being considered (2.1m high) sent to Warren Jockey Club for sourcing additional funding.</p> <p>Liaising with Matt Colwell/ Nicole McKay on possible funding support from Racing NSW. RFQ documents revised for seeking prices for 2.1m high chain wire and chain link fabric options.</p> <p>Quotation for exclusion fencing called in June 2023. Racing NSW is looking for firm quotes to ascertain the amount of financial support.</p> <p>Four (4) tenderers submitted and being analysed. Additional information sought from the preferred quoter with regards to their submission to RFQ compliance. The preferred quoter revised the price for the options. Prices changed the relativity of the quoters.</p> <p>Grant funding application Crown Reserve Improvement Fund (CRIF) submitted in November 2023.</p>



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**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
				<p>Lowest price received for the options are as follows:</p> <ol style="list-style-type: none"> <li>1. 2.1m chain wire - \$218,000; and</li> <li>2. 2.1m chain link fabric \$357, 000.</li> </ol> <p>Racing NSW will be supplied with the quotations and price revised as part of seeking funding their support.</p> <p>2.1m high chain link fabric is the preferred option and that meets Racing NSW requirements.</p> <p>Evaluations indicate that additional funding in the order of \$328k is needed to complete the work.</p> <p>Discussions with Racing NSW were held. It suggests that a formal ‘Application for Financial Assistance’ be submitted from the Club level as per Racing NSW letter dated 5 June 2023 for the boards consideration and approval. As 80:20 contribution ratio is the general norm applied based on the proportioned length of racing track area to be protected but subject to approval.</p> <p>Details of the quotes and tendering gap information was sent to the Warren Jockey Club for inclusion in the Funding Support Application to Racing NSW.</p> <p>Warren Jockey Club in it’s communication dated 19th January 2024, advised that no further progression on this matter as Racing NSW have advised that they can’t cover the amount (\$328,000) needed. Racing NSW would only look to contribute towards a fence that goes around the track.</p> <p>An analysis will be conducted for what Racing NSW would fund for both options.</p> <p>A further meeting is planned to discuss with the Warren Jockey Club and also with Racing NSW. A meeting is scheduled for 6th May 2024 but cancelled on request from the Warren Jockey Club.</p>

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**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
				Option to extent the diplomatic fencing or chain link fabric fence separating the Showground Racecourse track with the remaining funds being considered.
*New Septic Centre Arena with Grease trap for Canteen  JC120-25-0	3,150	3,150	IPM/ TSM	Works Complete, balance of unspent funds will be allocated to other works.
Regional Racecourse Stimulus Funding Program 2022 – ‘Irrigation System’ Drought Proofing project and Public Area Fencing	272,727	Nil	IPM/ TSM	<p>Funding has been granted by the NSW Government towards drought proofing project and public area fencing.</p> <p>Rescoping in progress for an appropriate irrigation system and project may need further grants for the full scope of works.</p> <p>A concept and cost estimate report was received from the consultant in April 2023.</p> <p>Design consultant asked to break the estimate into two projects to maximise funding support by Racing NSW:</p> <ol style="list-style-type: none"> <li>1. Inner irrigation system and pumping upgrade (up to 80% funding by Racing NSW); and</li> <li>2. Construct outer irrigation system.</li> </ol> <p>Cost estimate indicates that substantial additional funding is needed to proceed with the project.</p> <p>Grant funding application Crown Reserve Improvement Fund (CRIF) submitted in November 2023.</p>

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

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
<b>Water Supplies</b>				
*Groundwater Augmentation (Critical Drought Initiative  Administered by – DPIE Safe and Secure Program)  JC 191-39-0	241,990	241,990	TSM	9/05/24 Final Completion report submitted to DPIE for Project Close out and payment.  Tidy up works around concrete apron to be completed.
<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.
Stronger Country Communities Fund Round 5 (SCCFR5) (\$856,903) – Upgrading of Amenities, Change rooms, Canteen and Club House Facilities at the Warren Memorial Pool, includes the \$336,699.72 allocated from the Infrastructure Reserves Fund  JC 3450-4300-0	1,193,603	1,131,627	IPM	This project will replace the existing Male & Female with "All Access" modern facilities. Include Disabled and Ambulant toilets in the amenities.  Replace the existing entry, office and kiosk adding in a club house room with a modern compliant, fit for purpose fit out.  *Construction work expected April-September 2024.  *An open RFT was called on 5th December 2023 with the Tender closing 16th January 2024 and reported to the January 2024 Council Meeting.  Letter of Award to Precinct Commercial Pty Ltd was issued on 29th January 2024, Deed of Contract executed.  *Final rescoped design specifications and works program has been concurred at the Sporting Facilities Committee meeting held 7th February 2024.

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

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
				<p>*First site Meeting with the Contractor undertaken on 8th February 2024.</p> <p>Work on site commenced on 2nd April 2024.</p> <p>*Demolition works are currently progressing. DA approval process completed and on schedule to complete as per the contract period.</p> <p>*Asbestos removal works completed with the Clearance Certificate received.</p> <p>Earthworks for the club room and accessible changeroom commenced, all pier works complete. Some of the exterior brick works to be reinforced as part of the upgrade works are being closely looked at for existing cracks that may need repair for integrity. Brick wall buttressing for one section approximately 4.5m of brickwork being considered.</p> <p>Concrete slabs to commence week of 13th May 2024, weather depending. Raft floor slab concreting scheduled for 17 May 2024, termite proofing and plumbing inspection scheduled for 16 May 2024.</p>
<p>NSW Severe Weather &amp; Flood Grant (\$1,000,000) for AGRN 1025 (part of \$7,100,000 project reported elsewhere)</p> <p>Warren Town Levee Remediation</p> <p>JC 3300-4410-1</p>	887,500	9,959	GM IPM DMES TSM	<p>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.</p> <p>Funds have been paid however, works program has been approved by OLG in April 2024.</p> <p>The funding body has requested additional information multiple times since the initial grant submission on 20 October 2022.</p> <p>Extension of time request sent to grant approval body to extend the works beyond June 2024.</p> <p>2023-24 3rd Quarterly report submitted on the 9th May 2024.</p> <p>Funding body was asked to confirm the Grant Approval or Deed to be signed.</p> <p>ARGN Program – confirmation letter has been received on 4th April 2024.</p>

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## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 23th May 2024

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

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
Macquarie Park Restoration  JC 3300-4430-0	112,500	Nil	GM IPM DMES TSM	This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.  <b>Funds have been paid, works program approved.</b>  The funding body has requested additional information multiple times since the initial grant submission on 20 October 2022.  Extension of time request sent to grant approval body to extend the works beyond June 2024.  3rd Quarterly report submitted on 9th May 2024.  ARGN Program – confirmation letter has been received on 4th April 2024.  Tender for soft fall replacement works closed on the 4th April 2024 and reported to the April 2024 Council Meeting. Works to commence in July 2024.
Office of Sport - Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program Victoria Park Precinct New Female Amenities.  JC 3450-4310-0	500,000	21,560	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. *Planning and project initiations are progressing. - Geotechnical investigations initiated; Site exploration completed in May 2023. - Awaiting Geotech report. - Final location determined.  *Barnson has been engaged to develop a concept plan (2 options) for stakeholders review.  *First concept plan/design meeting with Barnson held in July 2023. Barnson presented a set of drawings plan, elevation and views.

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**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
				<p>*Comments on 1st draft issued.</p> <p>*Final concept plan (1<sup>st</sup> issue) received in September 2023 and has been sent to stakeholders for review and comment.</p> <p>*Comments received on the draft plan are being incorporated into the final concept plan, to be reissued to stakeholders for their comment.</p> <p>*Sporting Facilities Committee considered the final plan at the 8 November 2023 meeting. Barnson was asked to complete the structural design to call a construct only tender with option for submitting alternative tender for superstructure. A tender is likely to be called by May 2024; once the design is fully complete, expect construction completion in November/December 2024.</p> <p>The Sporting Facility Committee at it's last meeting on the 1st May 2024 pointed out the need for natural lighting; stopping any vision through the screen, etc. These matters are being looked at by Barnson currently.</p> <p>Hydraulic and Electrical concept design inclusions in the RFT being looked at.</p>
<p>Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B - Infrastructure Projects Management Office Projects:</p> <p>*Equestrian Arena Operation Equipment (Council 23/24 Budget Funding)</p> <p>JC 6010-2-3</p>	35,670	35,670	IPM	<p>Gator, arena rake and edger procurement is completed. Operator training and induction to club users conducted on 11 August 2023. Cleaning and maintenance tools (wheel burrow, scoops, handheld rakes etc.) have been procured.</p> <p>Second round of training scheduled for 3rd September 2023 but cancelled on User groups request. Additional training to be arranged if requested by User groups. One User group member inducted in December 2023.</p>

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## ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
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 (TfNSW) The Open Streets Grant Program - 2024 Warren Christmas Street Party	60,000	Nil	GM/ TSM/ PAO	This grant is for a 2024 Warren Christmas Street Party, designed to spread holiday cheer with activities for the whole family, complete with a visit from Santa Claus, kid's rides and holiday market stalls showcasing unique gifts and crafts from local artisans, performances by local artists and ending the event with a fireworks display.

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
Crown Reserves Improvement Fund Program 2023/24 Racecourse Irrigation Upgrade	825,000	N/A	TSM/ IPM	An application was submitted on 17 November 2023. The upgrading will enhance operations sustainability by delivering water efficiency to optimize value, and enjoyment for the community. This upgrade will enhance Council's ability to work towards environmentally sustainable practices allowing watering of the racetrack and it will also eliminate manual handling issues for staff during watering activities. <p style="text-align: right;"><b>Awaiting Notification</b></p>
Crown Reserves Improvement Fund Program 2023/24 Showground/Racecourse Disability Ramp	96,636	N/A	IPM	An application was submitted on 17 November 2023. This project will enable the Council to provide a compliant accessible concourse within the Showground/ Racecourse complex. Disabled access to the GB Falkiner Lounge and Grandstand area is currently not available, these proposed improvements will enable the Council to address this lack of access for the Warren and visitor community. <p style="text-align: right;"><b>Awaiting Notification</b></p>
Crown Reserves Improvement Fund Program 2023/24 Racecourse Exclusion Fencing Improvements	361,364	N/A	IPM	An application was submitted on 17 November 2023. The project for this Grant aims to improve the fencing that encloses the circumference of the Showground/Racecourse Complex encompassing Racecourse, Showground, Equestrian Arena, Pony Club, Country Horse Jump facilities etc. offering superior protection against potential kangaroo intrusion, thereby providing a safe workplace for riders on the racetrack and other facilities. <p style="text-align: right;"><b>Awaiting Notification</b></p>
*Women NSW The Investing in Women Funding Program - Warren's Women of the Future	42,500	N/A	GM/PAO	An application was submitted 20 March 2024. This grant aims to create an inspirational one-day event that will bring together the young women of Warren. Featuring a keynote address by a prominent high achiever, on achieving goals, overcoming setbacks and adversity, and building resilience. Designed to celebrate diversity, motivate and drive our local youth community. <p style="text-align: right;"><b>Unsuccessful</b></p>



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

**CONTINUED**

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

**ACRONYMS**

GM - General Manager

DMFA - Divisional Manager Finance & Administration

DMES - Divisional Manager Engineering Services

MHD - Manager Health and Development Services

TSM - Town Services Manager

RIM - Roads Infrastructure Manager

IPM - Infrastructure Projects Manager

PAO - Projects Administration Officer

PO – Projects Officer

WSCCM – Warren Sporting & Cultural Centre Manager

EDVM - Economic Development and Visitation Manager

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**ITEM 4                    DISCLOSURES OF INTEREST – COUNCILLORS AND DESIGNATED PERSONS**

**(A7-9)**

**RECOMMENDATION:**

That the tabled Disclosures 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 an updated Disclosures of Interest Return for Councillors and Designated Persons received from Councillor Sarah Derrett.

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.

This return has been tabled for Council’s information and has 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 return has been completed and lodged with the General Manager and will be tabled at the meeting in accordance with legislative requirements.

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**ITEM 4                    DISCLOSURES OF INTEREST – COUNCILLORS AND DESIGNATED PERSONS**  
**CONTINUED**

**STAKEHOLDER CONSULTATION**

Consultation with Councillors and Designated Persons.

**OPTIONS**

This is a requirement of Councillors and Designated Persons.

**CONCLUSION**

In accordance with Council's Code of Conduct, all Councillors and Designated Persons have completed and lodged their returns with the General Manager as required within the appropriate timeframe. The additional Disclosures of Interest Return for Councillors and Designated Persons by Councillor Derrett is to inform Council of new information that she has disclosed.

The return has been uploaded to Council's website with appropriate redaction.

Accordingly, the return is tabled for Council's information.

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

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

**SUPPORTING INFORMATION /ATTACHMENTS**

Tabled Disclosures of Interest Returns for Councillors and Designated Persons as submitted by Councillor Derrett.



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**ITEM 5                    AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) – APPOINTMENT OF  
CHAIRPERSON AND TWO (2) INDEPENDENT MEMBERS                    CONTINUED**

*Council note that there will be further reporting on the appointment of an Independent Chairperson and the two (2) Independent Members of the Warren Shire Council Audit, Risk and Improvement Committee (ARIC);*

*Council note that the Risk Management Function will be managed by the Senior Management Team in conjunction with the Work Health and Safety/Risk Co-ordinator; and*

*Council note that the Divisional Manager Finance and Administration will be the appointed Internal Audit Co-ordinator.”*

**REPORT**

Appropriate advertisements were placed for Expressions of Interest for the two (2) Independent Members of the ARIC, closing at 4.00 pm Thursday, 2nd May 2024.

The following Expressions of Interest were received:

- Mr Ross Earl, Mudgee;
- Mr Grahame Marchant, Dubbo; and
- Mr Paul Smith, Warren.

Following consultation with our neighbours Coonamble Shire Council, Gilgandra Shire Council and Lachlan Shire Council, it was found that these three (3) Councils had appointed Mr Graeme Fleming PSM as their ARIC Chairperson. Accordingly, contact was made with Mr Fleming who is an experienced local government practitioner to negotiate his interest in becoming the Chairperson of the Warren Shire Council ARIC.

All Expressions of Interest have been provided to Councillors, the Senior Management Team and Work Health Safety/Risk Co-Ordinator under separate cover for the applicants privacy.

The Analysis Team consisting of the Mayor, Deputy Mayor, General Manager, Divisional Manager Finance and Administration (Internal Audit Co-ordinator) and Divisional Manager Engineering Services undertook analysis and investigations of the persons and have agreed with the recommendation of this report.

- Mr Graeme Fleming PSM, Orange be appointed as the Chairperson of the Warren Shire Council ARIC; and
- Messrs Paul Smith, Warren and Grahame Marchant, Dubbo be appointed as the Independent Members of the Warren Shire Council ARIC.

It is very pleasing that even though a low number of Expressions of Interest Applicants for the Independent Member ARIC positions, there was a high calibre and experience.

Mr Smith is recommended because of his extensive corporate background (CFO, COO, CEO, Accountancy, Corporate Governance).





**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, 23th May 2024

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**ITEM 5                    AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) – APPOINTMENT OF  
CHAIRPERSON AND TWO (2) INDEPENDENT MEMBERS                    CONTINUED**

There is no other option for the ARIC Chairperson role.

**CONCLUSION**

Arrangements need to be put in place for the commencement of the Warren Shire Council ARIC by the 1st July 2024.

The persons considered the most suitable for the ARIC Chairperson and two (2) Independent Members are those as recommended.

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

- 5.22 Proactively manage known compliance risks;
- 5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities.

**SUPPORTING INFORMATION /ATTACHMENTS**

1. Confidential Application for ARIC Independent Member – Mr Ross Earl, Mudgee provided under separate cover electronically on 3rd May, 2024;
2. Confidential Application for ARIC Independent Member – Mr Grahame Marchant, Dubbo provided under separate cover electronically on 3rd May, 2024;
3. Confidential Application for ARIC Independent Member – Mr Paul Smith, Warren provided under separate cover electronically on 3rd May, 2024;
4. Confidential Application for ARIC Chairperson – Mr Graeme Fleming PSM, Orange – provided under separate cover electronically on 3rd May, 2024; and
5. Risk Management and Internal Audit for Local Government in NSW Guidelines, November 2023 – provided under separate cover electronically on 5th May 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 23<sup>rd</sup> May 2024

ITEM 1 RECONCILIATION CERTIFICATE – APRIL 2024

(B1-10.16)

## RECOMMENDATION:

That the Statements of Bank and Investments Balances as at 30<sup>th</sup> April 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 30<sup>th</sup> April 2024.

### INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 31-Mar-24	Transactions	Balance 30-Apr-24
General	7,006,451.28	(724,339.49)	6,282,111.79
Water Fund	607,466.91	23,668.71	631,135.62
Sewerage Fund	1,900,287.15	(50,841.71)	1,849,445.44
North Western Library	220,746.52	(22,034.99)	198,711.53
Trust Fund	89,596.68	0.00	89,596.68
Investment Bank Account	(6,239,488.28)	1,998,328.65	(4,241,159.63)
	<b>3,585,060.26</b>	<b>1,224,781.17</b>	<b>4,809,841.43</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 23<sup>rd</sup> May 2024

ITEM 1

RECONCILIATION CERTIFICATE – APRIL 2024

CONTINUED

## BANK STATEMENT RECONCILIATION

<b>Balance as per Bank Statement =</b>	<b>4,809,841.43</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>4,809,841.43</b>

## INVESTMENTS RECONCILIATION

Investments as at 31st March 2024

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	231,159.63	Variable	On Call A/c
3	AMP	1,500,000.00	182 days @ 5.0%	29-Jul-24
4	AMP	1,500,000.00	182 days @ 5.0%	29-Jul-24
17	National Australia Bank	1,000,000.00	181 days @ 5.2%	9-May-24
40	National Australia Bank	10,000.00	60 days @ 1.45%	TBA
<b>TOTAL INVESTMENTS =</b>		<b>4,241,159.63</b>		

## BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	6,162,283.06
Internally Restricted Funds Invested	2,388,718.00
2023/24 General Fund Operating Income & Grants	500,000.00
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b>9,051,001.06</b>

As Councils Responsible Accounting Officer, this notification outlines a measure of non-compliance within current Council Investment Policy, however changes in ratings for institutions and maturation dates will allow full compliance into the future.

# 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 23<sup>rd</sup> May 2024

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**ITEM 1 RECONCILIATION CERTIFICATE – MARCH 2024**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

N/A.

**LEGAL IMPLICATIONS**

N/A.

**RISK IMPLICATIONS**

There is a risk that the measure of non-compliance with Council Investment Policy, specifically counterparty limits, may impact TCorp risk assessment of Council and potentially limit future borrowing ability. This may also extend to TCorp reporting to other governing bodies, such as the Office of Local Government.

**STAKEHOLDER CONSULTATION**

N/A.

**OPTIONS**

N/A.

**CONCLUSION**

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

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

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

**SUPPORTING INFORMATION / ATTACHMENTS**

N/A.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> May 2024

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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 10<sup>th</sup> May 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 10<sup>th</sup> May 2024 including comparisons over the last four years.

### FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

### LEGAL IMPLICATIONS

Nil.

### RISK IMPLICATIONS

N/A.

### STAKEHOLDER CONSULTATION

N/A.

### OPTIONS

N/A.

### CONCLUSION

This report is provided to advise Council of the balance of rates and annual charges for the current financial year.

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

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

### SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 10<sup>th</sup> May 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 23<sup>rd</sup> May 2024

ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

10-May-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	265,784	5,460,340	5,726,124	4,381,454	76.52%	1,349,427	23.57%
Warren Water Fund	85,336	568,892	654,228	471,309	72.04%	183,403	28.03%
Warren Sewerage Fund	94,484	601,488	695,972	493,653	70.93%	205,096	29.47%
<b>TOTAL 2023/2024</b>	<b>445,604</b>	<b>6,630,720</b>	<b>7,076,324</b>	<b>5,346,416</b>	<b>75.55%</b>	<b>1,737,925</b>	<b>24.56%</b>
<b>TOTAL 2022/2023</b>	<b>290,303</b>	<b>6,341,085</b>	<b>6,631,388</b>	<b>5,124,352</b>	<b>77.27%</b>	<b>1,507,036</b>	<b>22.73%</b>
<b>TOTAL 2021/2022</b>	<b>303,871</b>	<b>7,171,097</b>	<b>7,474,968</b>	<b>4,845,399</b>	<b>64.82%</b>	<b>2,629,569</b>	<b>35.18%</b>
<b>TOTAL 2020/2021</b>	<b>318,952</b>	<b>6,995,578</b>	<b>7,314,530</b>	<b>4,665,588</b>	<b>63.79%</b>	<b>2,648,942</b>	<b>36.21%</b>
<b>TOTAL 2019/2020</b>	<b>178,732</b>	<b>6,761,551</b>	<b>6,940,283</b>	<b>4,417,281</b>	<b>63.65%</b>	<b>2,523,002</b>	<b>36.35%</b>
		08-May-20	14-May-21	12-May-22	12-May-23	15-Apr-24	
COLLECTION FIGURES AS \$		4,417,281	4,665,588	4,845,399	5,124,352	5,346,416	
COLLECTION FIGURE AS %		63.65%	63.79%	64.82%	77.27%	75.55%	

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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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 2023/2024 financial year.

Project	Budget	Expend	Resp	Comment
*Public Library Infrastructure Grants – “Doorways to Open-Air Library”.	\$320,242	\$320,242	DMFA LIB IPM	This value represents total carry over funds available from 2022/23 year.  The project is near completion, once invoices are fully reconciled and paid, the acquittal process will be commenced shortly.  This project includes LRCI funding, also an in-kind value from Council.
Office Equipment Purchases – PC Purchases – Electronic Records Management System Investigation/Implementation	\$101,840	\$32,673	DMFA	New office equipment purchases, PC’s and other as needed. Initial investigations for Electronic Records Management System together with other ICT Strategic Action matters has occurred recently.  Document management system has progressed to licence fee acceptance, once the project is further scoped some based expense commitment can occur.

**ACRONYMS**

GM - General Manager

DMFA - Divisional Manager Finance & Administration

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

MHDS – Manager Health & Development Services

LIB – Librarian

IPM – Infrastructure Projects Manager

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> May 2024

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ITEM 4 MARCH 2024 QUARTERLY BUDGET REVIEW

(A1-4.42)

## RECOMMENDATION:

That the amendments to the itemised budgets as listed in the March 2024 Budget Review be authorised.

## PURPOSE

To advise Council and make any necessary amendments to the adopted 2023/2024 Operational Plan that may be required throughout the financial year.

## BACKGROUND

Clause 203 “Budget review statements and revision of estimates” of the Local Government (General) Regulation, 2021 requires Council to:

- 1) *“Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council’s revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.*
- 2) *A budget review statement must include or be accompanied by:*
  - a. *a report as to whether the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and*
  - b. *if that position is unsatisfactory, recommendations for remedial action.*
- 3) *A budget review statement must also include any information required by the Code to be included in such a statement.”*

## REPORT

As Council’s responsible accounting officer, I have included in the attachments a balanced March 2024 Budget Review document covering the period 1<sup>st</sup> January 2024 to 31<sup>st</sup> March 2024.

The summarised March 2024 Budget Review document included in this report has a brief explanation in the “Comments on Adjustment” column of the reason for a required variation to the adopted 2023/2024 Operational Plan & Estimates.

A summary of adjustments can be found in the following detailed summary report offered, however as an overview of relevant budget adjustments:

- Increase of expenditure for Ordered Works SH 11 \$5,016,818
- Increase of income for Ordered Works SH 11 \$5,016,818
- Increase of expense for engineering department consultant services \$50,000

# 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 23<sup>rd</sup> May 2024

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**ITEM 4**

**MARCH 2024 QUARTERLY BUDGET REVIEW**

**CONTINUED**

Should any Councillor require further explanation on details contained within the document you are invited to contact the Divisional Manager of Finance & Administration.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

N/A.

**RISK IMPLICATIONS**

N/A.

**STAKEHOLDER CONSULTATION**

N/A.

**OPTIONS**

N/A.

**CONCLUSION**

The March 2024 Budget Review is to provide Council and the Community with an update on the progress of the adopted 2023/2024 Operational Plan incorporating any variances to the original document as required.

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

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

**SUPPORTING INFORMATION / ATTACHMENTS**

1. Responsible Accounting Officers Statement;
2. Summary of Income & Expenditure by Activity (including Capital by fund); and
3. Summary report in detail (available at the Council Meeting).



# 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

MARCH 2024 QUARTERLY BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement  
for the period 01/01/2024 to 31/03/2024

**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2021:

**31 March 2024**

It is my opinion that the Quarterly Budget Review Statement for Warren Shire Council for the quarter ended 31/03/2024 indicates that Council's projected financial position at 30/6/2024 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: \_\_\_\_\_



Date:

16/05/2024

Mr Bradley Pascoe  
Responsible Accounting Officer

# 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 23<sup>rd</sup> May 2024

**ITEM 4 MARCH 2024 QUARTERLY BUDGET REVIEW**

**CONTINUED**

## WARREN SHIRE COUNCIL MARCH 2024 - BUDGET REVIEW

Council Functions	Annual Original Budget	Variance From Original	Annual Amended Budget	Actuals Incl Commitments	Budget Remaining	% Expended Current	Annual Proposed Budget	Adjustment Required	% Expended Proposed	Annual Original Budget	Variance From Original	Annual Amended Budget	Actuals Incl Commitments	Budget Remaining	% Expended Current	Annual Proposed Budget	Adjustment Required	% Expended Proposed	
<b>INCOME</b>										<b>EXPENDITURE</b>									
<b>General Fund</b>																			
General Purpose Income	(9,540,026)	(480,822)	(10,020,848)	(9,732,377)	(288,471)	97%	(10,020,848)	0	97%	0	0	0	0	0	0%	0	0	0%	
Governance	0	0	0	0	0	0%	0	0	0%	779,597	(421)	779,176	554,869	224,307	71%	779,176	0	71%	
Administration	(272,308)	(8,867)	(281,175)	(264,342)	(16,833)	94%	(281,175)	0	94%	3,404,979	169,143	3,574,122	2,763,392	810,730	77%	3,524,122	(50,000)	78%	
Public Order & Safety	(299,603)	0	(299,603)	(952)	(298,651)	0%	(299,603)	0	0%	665,662	90,109	755,771	339,707	416,064	45%	755,771	0	45%	
Health	(700)	0	(700)	(300)	(400)	43%	(700)	0	43%	239,490	2,943	242,433	158,418	84,015	65%	242,433	0	65%	
Environment	(5,495,015)	(1,177,753)	(6,672,768)	(514,169)	(6,158,599)	8%	(6,672,768)	0	8%	994,520	954,290	1,948,810	664,026	1,284,784	34%	1,948,810	0	34%	
Community Services & Education	(87,635)	(9,812)	(97,447)	(42,936)	(54,511)	44%	(97,447)	0	44%	91,182	9,813	100,995	31,258	69,737	31%	100,995	0	31%	
Housing & Comm. Amenities	(222,689)	(16,018)	(238,707)	(91,365)	(147,342)	38%	(238,707)	0	38%	281,696	93,928	375,624	244,425	131,199	65%	375,624	0	65%	
Recreation & Culture	(1,645,154)	(1,706,204)	(3,351,358)	(2,218,011)	(1,133,347)	66%	(3,351,358)	0	66%	2,199,240	6,978	2,206,218	1,784,831	421,387	81%	2,206,218	0	81%	
Mining, Manufacturing & Const.	(14,000)	0	(14,000)	(4,343)	(9,657)	31%	(14,000)	0	31%	8,389	0	8,389	1,390	6,999	17%	8,389	0	17%	
Transport & Communication	(21,770,618)	(4,108,139)	(25,878,757)	(6,108,367)	(19,770,390)	24%	(30,895,575)	(5,016,818)	20%	8,672,180	(33,676)	8,638,504	6,161,757	2,476,747	71%	13,655,322	5,016,818	45%	
Economic Services	(16,302)	(1,057,790)	(1,074,092)	(1,006,340)	(67,752)	94%	(1,074,092)	0	94%	719,254	465,926	1,185,180	751,439	433,741	63%	1,185,180	0	63%	
From Restricted Funds - Capital Items	(383,538)	(1,190,402)	(1,573,940)	0	(1,573,940)	0%	(1,573,940)	0	0%	0	0	0	0	0	0%	0	0	0%	
<b>General Fund Operating Totals</b>	<b>(39,747,588)</b>	<b>(9,755,807)</b>	<b>(49,503,395)</b>	<b>(19,983,502)</b>	<b>(29,519,893)</b>	<b>40%</b>	<b>(54,520,213)</b>	<b>(5,016,818)</b>	<b>37%</b>	<b>18,056,189</b>	<b>1,759,033</b>	<b>19,815,222</b>	<b>13,455,512</b>	<b>6,359,710</b>	<b>68%</b>	<b>24,782,040</b>	<b>4,966,818</b>	<b>54%</b>	
<b>Water Fund</b>																			
Water Supplies	(1,006,810)	(244,866)	(1,251,676)	(1,093,447)	(158,229)	87%	(1,251,676)	0	87%	1,062,979	193,346	1,256,325	956,530	299,795	76%	1,256,325	0	76%	
From Restricted Funds - Capital Items	2,322	(485,051)	(482,729)	0	(482,729)	0%	(482,729)	0	0%										
<b>Water Fund Operating Totals</b>	<b>(1,004,488)</b>	<b>(729,917)</b>	<b>(1,734,405)</b>	<b>(1,093,447)</b>	<b>(640,958)</b>	<b>63%</b>	<b>(1,734,405)</b>	<b>0</b>	<b>63%</b>	<b>1,062,979</b>	<b>193,346</b>	<b>1,256,325</b>	<b>956,530</b>	<b>299,795</b>	<b>76%</b>	<b>1,256,325</b>	<b>0</b>	<b>76%</b>	
<b>Sewerage Fund</b>																			
Sewerage Services	(665,312)	(73,743)	(739,055)	(683,115)	(55,940)	92%	(739,055)	0	92%	793,507	140,251	933,758	593,887	339,871	64%	933,758	0	64%	
From Restricted Funds - Capital Items	(463,084)	(764,268)	(1,227,352)	0	(1,227,352)	0%	(1,227,352)	0	0%										
<b>Sewerage Fund Operating Totals</b>	<b>(1,128,396)</b>	<b>(838,011)</b>	<b>(1,966,407)</b>	<b>(683,115)</b>	<b>(1,283,292)</b>	<b>35%</b>	<b>(1,966,407)</b>	<b>0</b>	<b>35%</b>	<b>793,507</b>	<b>140,251</b>	<b>933,758</b>	<b>593,887</b>	<b>339,871</b>	<b>64%</b>	<b>933,758</b>	<b>0</b>	<b>64%</b>	
<b>All Funds Operating Totals</b>	<b>(41,880,472)</b>	<b>(11,323,735)</b>	<b>(53,204,207)</b>	<b>(21,760,064)</b>	<b>(31,444,143)</b>	<b>41%</b>	<b>(58,221,025)</b>	<b>(5,016,818)</b>	<b>37%</b>	<b>19,912,675</b>	<b>2,092,630</b>	<b>22,005,305</b>	<b>15,005,929</b>	<b>6,999,376</b>	<b>68%</b>	<b>26,972,123</b>	<b>4,966,818</b>	<b>56%</b>	
<b>Capital</b>																			
General Fund Capital	(278,500)	0	(278,500)	(171,319)	(107,181)	62%	(278,500)	0	62%	25,753,555	7,467,291	33,220,846	11,755,891	21,464,955	35%	33,220,846	0	35%	
Water Fund Capital	0	0	0	0	0	0%	0	0	0%	248,718	512,858	761,576	504,094	512,858	66%	761,576	0	66%	
Sewerage Fund Capital	0	0	0	0	0	0%	0	0	0%	602,762	698,125	1,300,887	516,050	784,837	40%	1,300,887	0	40%	
<b>Total Capital</b>	<b>(278,500)</b>	<b>0</b>	<b>(278,500)</b>	<b>(171,319)</b>	<b>(107,181)</b>	<b>62%</b>	<b>(278,500)</b>	<b>0</b>	<b>62%</b>	<b>26,605,035</b>	<b>8,678,274</b>	<b>35,283,309</b>	<b>12,776,035</b>	<b>22,762,650</b>	<b>36%</b>	<b>35,283,309</b>	<b>0</b>	<b>36%</b>	
<b>Total Operating &amp; Capital</b>	<b>(42,158,972)</b>	<b>(11,323,735)</b>	<b>(53,482,707)</b>	<b>(21,931,383)</b>	<b>(31,551,324)</b>	<b>41%</b>	<b>(58,499,525)</b>	<b>(5,016,818)</b>	<b>37%</b>	<b>46,517,710</b>	<b>10,770,904</b>	<b>57,288,614</b>	<b>27,781,964</b>	<b>29,762,026</b>	<b>48%</b>	<b>62,255,432</b>	<b>4,966,818</b>	<b>45%</b>	

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 23rd May 2024**

**ITEM 1                      WORKS PROGRESS REPORTS – ROADS**

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

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

**ACRONYMS**

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

**Roads M & R (Maintenance and Repair) Budget and Works**  
**8th May 2024**

PROGRAM	BUDGET	EXPENDITURE/ COMMITTED
Urban Sealed Roads	\$61,576	\$28,257
Parking Areas	\$5,677	Nil
Kerb and Guttering	\$20,000	\$20,000
Footpaths and Cycleways	\$39,738	\$13,088.75
Urban Unsealed Roads	\$29,455	\$2,398
Rural Sealed Roads	\$408,738	\$271,331
Rural Unsealed Roads	\$1,135,383	\$432,800
Rural Bridges	\$15,000	Nil
Regional Sealed Roads	*\$565,945	\$358,924
Regional Unsealed Roads	\$119,061	\$141,238
Regional Bridges	\$18,439	Nil
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$326,404.75	\$129,351.17
Fixing Local Roads Pothole Repair Round	\$199,079.53 (Carryover from 2022/2023)	\$199,079.53
<b>Total</b>	<b>\$2,944,496.28</b>	<b>\$1,596,467.45</b>

\*\$249,555 has been spent on Warren Road Rehabilitation Project as part of Council construction.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
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WORKS PROGRESS REPORTS – ROADS

CONTINUED

PROGRAM	BUDGET			EXPEND/COMM
March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction	\$1,252,622.95			\$1,087,403.30
	<b>Road Name</b>	<b>Budget</b>	<b>Expenditure</b>	
	Yarrandale Road	\$32,629	\$15,561.47	
	Elsinore Road	\$128,551	\$85,582.81	
	Christies Road	\$102,259	\$100,327.33	
	Merrigal Road	\$63,945	\$63,945	
	Pigeonbah Road	\$1,315	\$1,315	
	Wonbobbie Road	\$10,731	\$10,731	
	Cullemburrawang Road	\$7,062	\$7,062	
	Hatton Road	\$93,019	\$91,426.54	
	Nellievale Road	\$131,396	\$124,167.40	
	Notts Lane	\$128,928	\$111,527.64	
	Killaloo Lane	\$91,813	\$64,291.42	
	Catons	\$3,778	\$3,778.14	
	Booka	\$51,035.77	\$51,035.77	
	Lamphs	\$90,651	\$70,028.51	
	Sullivans	\$20,916	\$13,907.84	
	Gibsons Way	\$247,000	\$247,000	
	Buckiinguy Road	\$2,326.84	\$2,325.84	
	Bullagreen	\$11,846.56	\$11,846.56	
Armatree	\$6,923	\$6,923.35		
Gunnegaldra	\$20,916	Nil		
Nevertire - Bogan	\$4,105.96	\$4,105.96		
Collie Road	\$728	\$728		
Coonamble Street	\$740	\$0		
March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Regional Roads – Package 1	\$619,162.88			\$619,162.88
	<b>Road Name</b>	<b>Budget</b>	<b>Expenditure</b>	
	Carinda	\$199,476.74	\$199,476.74	
	Billybingbone	\$419,010.48	\$419,010.48	
	Collie - Trangie	\$675.66	\$675.66	
March 2021 AGRN960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Package 2 Merrigal Road (Dragon Cowl) - Disaster Risk Reallocation Fund	\$649,685.88 (\$14,729.83 Retention money is due to contractor at end of DLP.)			\$627,985.42

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

CONTINUED

PROGRAM	BUDGET			EXPEND/COMM
Regional and Local Roads Repair Program	\$2,415,175			\$2,149,115
	<b>Road or/Suburb Name</b>	<b>Expected Cost</b>	<b>Expenditure</b>	
	Old Warren Road Rehabilitation	\$400,000	\$400,000	
	Industrial Access Road/Old Warren Road intersection	\$533,924	\$276,895	
	Dubbo Street Rehabilitation	\$898,287	\$898,287	
	Carinda Road Rehabilitation	\$119,911	\$119,911	
	Collie -Trangie Road Rehabilitation	\$134,221	\$134,221	
	Marthaguy Road Rehabilitation	—	—	
	Warren Road Rehabilitation	—	—	
	Urban Streets in Warren, Nevertire and Collie Rehabilitation	\$183,479	\$183,479	
	Marthaguy Road Heavy Patching	\$145,353	\$145,353	
	<b>Total</b>	<b>\$2,415,175</b>	<b>\$2,149,115</b>	
September, October, November, December 2022 ARGN 1034 Flood and Storm Damage – Immediate Reconstruction Works	<b>Road Name</b>	<b>Budget</b>	<b>Expenditure</b>	\$865,856
	Carinda Road	\$904,120	Nil	
	Collie – Trangie Road	\$238,875	\$138,417	
	Marthaguy Road	\$258,300	\$258,300	
	Udora Road	\$570,150	\$469,139	
	Wambianna Road	\$366,240	Nil	
	This subcategory has reached its deadline. All work is now being considered under AGRN 1034 EPA RW			

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

CONTINUED

PROGRAM	BUDGET				EXPEND/COMM
	Event	Subcategory	Estimate / Budget	Status	
Warren Shire Council November 2021 to December 2022 Flood and Storm Damage Claim (ARGN 987 / 1025 / 1030 / 1034) (DMES/FRSPM/RIM)	AGRN 987	EW	\$475,945	Works completed, claimed and paid except for Council contribution.	\$14,402,032
	AGRN 987	IRW	\$241,591	Works completed, claimed and paid.	
	AGRN 1025	IRW	\$334,729	Works on Ellengerah Road. Completed. Claim submitted.	
	AGRN 1030	N/A	N/A	Event was overlapped by AGRN 1034	
	AGRN 1034	EW	\$991,672	Works completed. Payment claim submitted.	
	AGRN 1034	IRW	\$865,856	Works completed. Claim being prepared.	
	AGRN 1034	EPA RW	\$11,428,959  (Submission 1 – \$6,650,812 Submission 2 - \$4,182,947 Submission 3 - \$595,200)	Contains submission 1,2 & 3 and included items re-damaged in AGRN 960 & 987.	
	AGRN 1025	EW	\$29,171	Payment Claim Submitted.	

# WARREN SHIRE COUNCIL

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Road Maintenance Council Contract (RMCC)- State Highway 11 (DMES/FRSPM/RIM)	<b>Project</b>	<b>Estimate / Budget</b>	<b>Comments</b>
	Heavy Patching	\$1,466,247	Completed.
	Milawa Pavement Rehabilitation – 3.25km	\$2,105,025	To commence May 20 2024
	RMAP Activities	\$244,106	<b>Quarter 1:</b> \$50,551 (Claimed)  <b>Quarter 2:</b> \$67,437 (Claimed)  <b>Quarter 3:</b> (Claim being prepared)
	Reseal Works:	\$1,209,805	To commence May 13 2024

**WARREN SHIRE COUNCIL**  
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**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

**MAINTENANCE**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>WORK COMPLETED</b>
Grader Crew 1 (Three-man crew)	SR66 Wambianna Road	Guideposts	Completed
	RR347 Collie – Trangie Road	Guideposts	Completed
	RR333 Carinda Road	Shoulder Grading	10km Completed
Grader Crew 2 (Three-man crew)	SH11 Oxley Highway	Heavy Patching	Completed
Grader Crew 3 (Three-man crew)	SR56 Tabratong Road	Grading	2km Completed
	SR60 Dandaloo Road	Grading	20km Completed
	SR59 Tottenham Rd	Slashing	40km Completed
	SR53 Thornton Road	Slashing	14km Completed
	SR58 Nevertire - Bogan Road	Slashing	15km Completed
	SR27 Bullagreen Road	Slashing	32km Completed
	RR7515 Warren Road	Slashing	82km Completed
Grader Crew 4 (Three-man-crew)	SR48 Ringorah Road	Grading	8km Completed



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

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>EMULSION USED</b>	<b>STONE USED</b>
Paveliner (Tar Patching)	SH 11 Oxley Highway	Sealing heavy patches	7,700L	67T
	RR7515 Warren Road	60 Holes	400L	4T
	SR35 Bourbah Road	30 holes	300L	3T
	RR333 Carinda Road	107 Holes	800L	8T

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>WORK UNDERTAKEN</b>
Roadside Maintenance Team	SH11 Oxley Highway	Heavy Patching	Ongoing (The team is understaffed, so available staff are assisting Grader Crew 2 which is also understaffed)
	RR202 Marthaguy Road	Slashing	40km Completed

# WARREN SHIRE COUNCIL

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

**CONTINUED**

**UPCOMING WORKS (MAY - JUNE)**

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	SR58 Nevertire-Bogan Road	Rehabilitation (Team understaffed)
Grader Crew 2 (Three-man crew)	SH11 Oxley Highway	Rehabilitation
Grader Crew 3 (Three-man crew)	SR58 Nevertire-Bogan Road	Rehabilitation (Team understaffed)
Grader Crew 4 (Three-man crew)	SR48 Ringorah Road	Grading
	SR23 Gradgery Lane	Grading
Grader Crew 5 (Three-man crew)	Being Arranged	

Project	Budget	Expend/ Comm	Resp	Comment
<b>Capital Works In Progress</b>				
CBD Improvements	\$5,462	\$1,645	DMES	Investigation and design work for CBD Improvement Program is complete. Grant application submitted.
RR 7515 Warren Road Reconstruction	\$3,684,320	\$3,678,396	DMES/ RIM	Completed. Expenditure includes retention money due to contractor (\$29,266.05). Claims ongoing.
Gunningba Estate Stage 3 Investigation and Design	\$30,000	\$26,620	DMES	Survey completed. Design ongoing.
Gravel Resheeting Priority Roads 1. Old Warren Road	\$239,900	\$226,581	DMES/ RIM	Old Warren Road Completed.
Bridges Renewal Program RR 7515 Warren Road Replacement of Newe Park Bridge and	\$5,010,000	\$247,574	DMES/ RIM	Tender Closed: 5/12/23.  Tender evaluation presented at February 2024 Council Meeting, contractor engaged.

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

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
Marthaguy Creek Bridge				
Footpath Replacement	\$15,756	\$622	DMES/ RIM	Ongoing.
Kerb and Gutter Renewal	\$15,545	Nil	DMES/ RIM	Ongoing.
Urban Unsealed Roads Resheeting	\$15,000	\$1,012	DMES/ RIM	Ongoing.
Regional Emergency Roads Repair Program (This program will be spread out over 4 years until 2027.)	\$3,386,576	Nil	DMES/ RIM	Assessment and final scoping currently being undertaken- 1. Carinda Road widening (\$1,200,000) 2. Warren Road Heavy Patching (\$511,576) 3. Bullagreen Road Shoulder Widening (\$1,000,000) 4. Nevertire Bogan Road Rehabilitation (Reseal) (\$175,000) 5. Tottenham Road Rehabilitation (Reseal) (\$175,000) 6. Gillendoon Street Heavy patching (\$125,000) 7. Cobb Lane Heavy patching (\$100,000) 8. Stubbs, Burton, and Zora Streets Rehabilitation (Reseal) (\$100,000)

Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B				
Project	Budget	Expend/ Comm	Resp	Comment
*Victoria Oval and Park Roadway Bitumen Reseal JC: 3350-24-510	\$69,930	\$32,902	DMES/ RIM	Completed. Line marking complete.

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

CONTINUED

<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>
Macquarie Park Roadway Bitumen Reseal JC: 3350-25-510	\$12,285	\$2,139	DMES/ RIM	Works being rescoped.
*Bore Flat/Depot Parking Area Reseal JC: 3350-20-510	\$18,900	\$10,377	DMES/ RIM	Completed.
*Oxley Park Drive Through Area Reseal JC: 3350-21-510	\$8,505	\$4,801	DMES/ RIM	Completed.
*Ebert Park U-Turn Bay Area Reseal JC: 3350-22-510	\$5,670	\$4,022	DMES/ RIM	Completed 4 November 2023.
*Warren Cemetery Access Road Reseal JC: 3350-23-510	\$9,450	\$4,117	DMES/ RIM	Completed 4 November 2023.
*Monkeygar Creek Bird Viewing Platform Contribution	\$65,000	\$54,492	DMES	Platform and toilet completed.  Carpark completed.  Expenditure includes \$9,559 retention money due to Central Industries at end of DLP.  (\$4096.52 - Job Number 33.50.27 & \$5462.73 - Job Number 34.60.10)
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) and Fixing Local Roads Round 4	\$3,496,725  <b>Made up of \$2,797,380 grant &amp; \$699,345 Council</b>	\$703,925	DMES/ RIM	Scoping completed. 32,000t of gravel has been stockpiled onsite. Tree works complete. Culvert replacement ongoing. Road construction commenced 20 May 2024.

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

CONTINUED

Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B				
Project	Budget	Expend/ Comm	Resp	Comment
Nevertire – Bogan Road, Segment 4,6,8 and 10 Rehabilitation.				Project Extension request has been approved by LRCI up to 30 <sup>th</sup> June 2025.
Gravel Resheeting of SR62 Buddabadah Road	\$170,100	Nil	DMES/RIM	Being scoped and programmed.
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) Rifle Range Road, Oxley Highway and Ellengerah Road Intersections Construction	\$176,815	\$6,100	DMES/RIM/FRSPM	Being scoped and programmed. Approved from TfNSW is being sought. Extension of Time from LRCI has been approved up to 30th June 2025.
Rehabilitation of Marthaguy Road Segment 0 to Segment 6.	\$450,000 Block Grant and \$3 Million AGRN 1034 EPARW (TBA)	Nil	RIM	AGRN 1034 EPARW funding pending approval by TfNSW. Gravel haulage ongoing. Culvert replacement being organised.
Grant Applications				
Regional Precincts and Partnership Program – Precinct Delivery – Warren CBD Upgrade Grant Application	\$13,244,452	Nil	DMES/TSM	Pending grant approval.
Heavy Vehicle Safety and Productivity Program - Warren Road Rehabilitation Segments 12,14 and 16.	\$2,500,000 <b>Co-contribution of \$500,000 from RERRF allocation</b>	Nil	DMES/RIM/FRSPM	Pending grant approval.
Heavy Vehicle Safety and Productivity Program - Industrial Access Road Rehabilitation	\$2.1 Million <b>Co-contribution of \$400,000</b>	Nil	DMES/RIM/FRSPM	Pending grant approval.

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

CONTINUED

Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B				
Project	Budget	Expend/ Comm	Resp	Comment
	<b>from RTR allocation</b>			
Bridges Renewal Program - Replacement of Beleringar Bridge, Ellengerah Road	\$2 Million	Nil	DMES/ RIM/ FRSPM	Pending grant approval.
NSW Disaster Ready Fund – Electronic Signage at Reddenville Break and Stoney Creek Crossing.	\$71,021.00	Nil	DMES	Pending grant approval.
Safer Roads Program – Carinda Road, Segment 62 to 70; Shoulder Widening.	\$3,599,000.00	Nil	DMES	Pending grant approval.
Safer Roads Program – Marthaguy Road, Segment 12 to 20; Safety Improvements.	\$3,925,000.00	Nil	DMES	Pending grant approval.
Floodplain Management Program (DCCEEW) – Warren Town Flood Study	\$226,308	Nil	DMES	Pending grant approval.

# WARREN SHIRE COUNCIL

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

WORKS PROGRESS REPORTS – ROADS

CONTINUED

<b><u>TRAFFIC CLASSIFIER REPORT</u></b>					
<i>16 April - 8 May</i>					
Road	Segment	Class	AADT	V%	Days
Dubbo St.	0	Light	595	89%	22
		Heavy	74	11%	22
SR91 Industrial Access	2	Light	442	85%	22
		Heavy	75	15%	22
SR64 Ellengerah	4	Light	106	80%	22
		Heavy	26	20%	22
RR202 Marthaguy	10	Light	134	76%	22
		Heavy	43	24%	22
RR7515 - Warren	4	Light	207	85%	22
		Heavy	36	15%	22
RR7515 - Warren	36	Light	136	72%	22
		Heavy	53	28%	22
SR27 Bullagreen	30	Light	18	84%	22
		Heavy	3	16%	22
SR59 Tottenham	14	Light	62	58%	22
		Heavy	46	42%	22
SR53 Thornton	0	Light	45	89%	22
		Heavy	5	11%	22
SR58 Nevertire - Bogan	4	Light	189	84%	22
		Heavy	36	16%	22
SR58 Nevertire - Bogan	14	Light	21	48%	22
		Heavy	24	52%	22

**TRAFFIC CLASSIFIER REPORT**

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

WORKS PROGRESS REPORTS – ROADS

CONTINUED

<i>16 April - 8 May</i>					
Road	Segment	Class	AADT	V%	Days
Dubbo St.	0	Light	595	89%	22
		Heavy	74	11%	22
SR91 Industrial Access	2	Light	442	85%	22
		Heavy	75	15%	22
SR64 Ellengerah	4	Light	106	80%	22
		Heavy	26	20%	22
RR202 Marthaguy	10	Light	134	76%	22
		Heavy	43	24%	22
RR7515 - Warren	4	Light	207	85%	22
		Heavy	36	15%	22
RR7515 - Warren	36	Light	136	72%	22
		Heavy	53	28%	22
SR27 Bullagreen	30	Light	18	84%	22
		Heavy	3	16%	22
SR59 Tottenham	14	Light	62	58%	22
		Heavy	46	42%	22
SR53 Thornton	0	Light	45	89%	22
		Heavy	5	11%	22
SR58 Nevertire - Bogan	4	Light	189	84%	22
		Heavy	36	16%	22
SR58 Nevertire - Bogan	14	Light	21	48%	22
		Heavy	24	52%	22



**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
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**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Town Services Manager for the budget and works period up to and including 9th May 2024.

**ACRONYMS**

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

**TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET TO 9<sup>th</sup> May 2024**

Project	Budget	Expend/ Comm	Resp	Comment
<b>General</b>				
Generator and Transfer Switch Warren Airport GL: 3420-4320-0120 JC: 2550-0-10	\$31,710	\$23,778	TSM	Removed from LR&CIGP. Now funded from internal Council reserves, see Manex Committee Recommendation. 11/08/23 Generator and transfer switch ordered. 28/11/2023 Generator Delivered.
Install Swing to Nevertire Park. JC: 96-50-100	\$10,080	\$7,040	TSM	4/09/23 Swing to be ordered. 26/09/23 Swing ordered. 12/12/23 Swings delivered.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
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ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
Community Local Infrastructure Recovery Package (CLIRP 2022)  Community Assets Program CAP – 070  JC: 74-9999-510	\$191,511	\$30,049	DMES/ RIM/ TSM	Replacement of signage at Tiger Bay Wetlands and the Bitumen reseal of Various Walk and Cycle Ways.  8/10/2023 Approved.  Preparation work has commenced for bitumen reseal of the various walkways and cycleways to be completed in May 2024.

Project	Budget	Expend/ Comm	Resp	Comment
<b>Water Supplies</b>				
Oxley Park Flowmeter replacement.	\$15,000	\$9,457	TSM	NRAR Meter at Oxley Park to be replaced. Quote for replacement meter has been requested.  5/03/24 Flowmeter purchased. Aquawest to install, commission and validate the meter.
Water Extraction Meter Compliance  GL: 4580-4320-0003  JC: 0190-0010-0000	\$3,217	\$1,841	TSM	12/07/23 Application for Water Access Licence for Ellengerah Bore has been lodged with DPE Water. Awaiting Outcome.
*Bore Flat Groundwater Augmentation.  JC: 191-41-5 (Ellengerah)  191-44-5 (Bore Flat)	\$241,990	\$241,990  (\$78,879) Ellengerah  (\$163,111) Bore Flat	TSM	8/10/2023 Chlorination systems are fully operational at Bore Flat and Ellengerah Reservoir sites.  28/11/2023 All plants running. Concrete works to be completed.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
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ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Water Supplies				
<p><b>(Also contained within the Infrastructure Projects Manager’s Report)</b></p>				<p>10/1/24 MLB to construct concrete apron to new Chlorination shed.</p> <p>9/05/24 Final Completion report submitted to DPIE for Project Close out and payment. Tidy up works around concrete apron to be completed.</p>
<p>Clean New Bore – Nevertire. JC: 0171-0001-0005</p>	\$31,586	\$31,586	TSM	<p>4/09/23 Cleaning postponed until Autumn 2024 due to increased water use at Nevertire.</p> <p>10/04/24 Cleaning programmed for the first week of May 2024.</p> <p>9/05/24 Cleaning contractor unable to attend. Awaiting new date for works.</p>
<p>Reconfigure Pumping Arrangements at Collie Bore. GL: 4580-4320-0060</p>	\$80,000	\$1,528	TSM	<p>New pumps installed and operating.</p> <p>Waiting on Invoices.</p>
<p>Bore Flat – Carter Oval Irrigation Tank GL: 4580-4320-0045</p>	\$80,000	\$23,409	TSM	<p>5/02/24 New 250,000 litre River water tank has been installed.</p> <p>5/03/24 Connection to river water supply and Carter Oval ring main and relocation of irrigation pump to be carried out as contractors become available.</p>

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Water Supplies				
<p>Upgrade Water Network Telemetry System.</p> <p>JC: 0190-0020-0005</p>	<p>\$200,000</p>	<p>\$17,034</p>	<p>TSM</p>	<p>Design and implement a new Telemetry System for the water Network.</p> <p>7/06/23 Technical Specification and tender documents being developed.</p> <p>11/08/23 Draft RFT Documents received and being assessed.</p> <p>17/10/23 Tender Documents to be developed.</p> <p>10/1/24 Tender Documents being developed.</p> <p>10/1/24. Project will be held over until July.</p> <p>A Federal Grant, Connections Pathway will open in July 2024. Possibility for 50% grant funding.</p> <p>9/05/24 Investigating amending the scope to simplify the project and reduce the costs.</p>
<p>Regional Leakage Reduction Program – Local Water Utilities Projects.</p> <p>GL: 4580-4320-0004</p> <p>JC: 0190-0340-0000</p> <p>- Pressure 0005</p>	<p>\$174,742</p>	<p>\$114,368</p>	<p>TSM</p>	<p>The project involves the installation of equipment to assist in locating leaking water pipes before they become problematic.</p> <p>DPE Total Funding \$150,000</p> <p>Council Contribution \$24,742.50.</p> <p>12/07/23</p>

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<b>Water Supplies</b>				
- Leak 0015  - Metering 0025				Sourcing monitoring equipment.  11/08/23 Equipment ordered. 17/10/23 ETA of equipment early January 2024.  10/1/24 Equipment has been delayed by Australian Customs.  11/03/24 Data loggers have arrived. Flowmeters still to arrange.  10/04/2024 Pressure Data Loggers being installed at 20 locations Warren, Nevertire, and Collie.  9/05/24 Equipment Supplier will be on site 20 <sup>th</sup> May to configure all Instruments and train staff on their use.
Water Valve Replacement Program	\$43,420	Nil	TSM	Water Valve Replacement Program on-going.

Project	Budget	Expend/ Comm	Resp	Comment
<b>Sewerage Services</b>				
CCTV and Smoke Testing of Sewer at Warren and Nevertire  GL: 5580-4320-0002	\$200,000	Nil	TSM	Quotation documents under development.  10/1/24 Documents nearing completion.  10/04/2024 Deferred until 2024/2025

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<b>Sewerage Services</b>				
Upgrade Sewerage Network Telemetry System  JC: 0226-0010-0005	\$150,000	\$11,356	TSM	Design and implement a new Telemetry System for the Sewerage Network.  7/06/23 Technical Specification and tender documents being developed.  11/08/23 Draft RFT Documents received and being assessed.  17/10/23 Tender Documents to be developed.  12/12/23 Documents nearing completion.  10/1/24.  Project will be held over until July 2024.  A Federal Grant, Connections Pathway, will open in July 2024. Possibility for 50% grant funding.  9/05/24  Investigating amending the scope to simplify the project and reduce the costs.
Warren Sewerage Treatment Plant Replacement  JC: 220-3-0	\$100,000	Nil	TSM	Rehabilitation Program for Old Sewerage Treatment Plant and bore installation being formulated.  10/1/24 On hold until Evaporation Lagoon is constructed.

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<b>Sewerage Services</b>				
Warren Sewerage Treatment Plant Construction of Additional Evaporation Lagoon JC: 5580-4320-1010	\$780,000	Nil	TSM	10/1/24 Public Works Authority (PWA) are developing the design and tender documents for the new lagoon. Waiting for Geotech results for the excavated spoil.  10/04/2024 Geotech report provided to PWA.  9/05/24 Waiting on PWA design and Tender Documents to be finalised.
Lifting Gantry Tiger Bay Sewer Pump Station. JC: 201-90-45	\$29,400	\$1,922	TSM	17/10/23 Barnson to be engaged to design new footings for gantry.  12/12/23 Draft footing design completed.  10/04/2024 Footings in progress.
Thornton Avenue Sewer Pump Station Refurbishment. JC: 201-90-10	\$275,000	\$168,170	TSM	Pump purchase arrangement in train. Switchboard ordered. RFQ for fit out being developed.  8/10/2023 Pumps, Discharge connections, Flushing valves and guide rails delivered.  10/1/24 RFQ for the fit-out works being developed.

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<b>Sewerage Services</b>				
				New starter ordered.  10/04/2024 RFQ for the fit-out works closes 2/05/2024.  9/05/2024 Two Tenders received. Reported to May 2024 Council meeting.
Sewer Pump Stations Safety Improvements.  JC: 201-90-0000	\$99,750	Nil	TSM	On-going  10/04/2024 Deferred until 2024/2025.



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Levee Restoration			
Warren Levee Rehabilitation			DMES/TSM/IPM/ GM
JC: 3300-4400-0000 - Federal Government:	\$5,325,000	\$665,374	
3300-4410-0000 - State Government:	\$887,500	\$114,717	
3300-4410-0000 - OLG AGRN 1025:	\$887,500	\$112,647	
<p><b>Comments</b></p> <ol style="list-style-type: none"> <li>1. Funding currently being pursued for repairs to the reported section of the Warren levee.</li> <li>2. Consulted with State Government Representatives</li> <li>3. seeking financial assistance to rectify deteriorated section.</li> <li>4. Works to be undertaken in-house using Council staff and local contractors.</li> <li>5. Local contractors have been liaised with regarding the methods of repair.</li> </ol> <p>Fresh applications have been submitted to the Federal Government Department of Home Affairs, waiting on confirmation of success or not. The matter is also with Resilience NSW who are also considering the application. Further application being arranged. Meeting &amp; site inspections 15/12/21, between GM, ADMES and Tammy Greer from The National Recovery and Resilience regarding levee repairs and improved disaster preparation through the NSW Minister for Emergency Services. New application under the Commonwealth Government National Flood Mitigation Infrastructure Program (NFMIP) with a required 25% contribution from Council arranged.</p> <p>\$5.325 million Commonwealth Funding</p> <p>announced on the 4th of May 2022. Staff attempting to secure \$1.775 million co-contribution from State. Meeting held with Resilience NSW directors where they asked for original application and correspondence with respect to the application. This has been sent. Awaiting response. State Program information request provided 19th August 2022.</p> <p>Resilience NSW met GM and DMES on 9th September 2022 and 16th September 2022. See report to October 2022 Council meeting concerning the Council contribution Funding, currently the NSW Government has only been able to fund \$887,500 of the required Council contribution of \$1,775,000. Council may have the option of using \$887,500 from the NSW Severe Weather Flood Grant for AGRN 1025 that is yet to be approved by OLG, however this is not preferred.</p> <p>Project Kick-off meeting held 18/01/23. Work program submitted to funding body.</p> <p>Inspection of levee by boat conducted 24/01/2023.</p> <p>Scope variation has been submitted to funding body.</p> <p>Staff to meet design consultant for a final meeting before tendering.</p> <p>12/07/23</p> <p>Scope variation has been approved.</p> <p>- Specifications are being prepared in readiness for tendering.</p>			

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<p>- \$887,500 funding by OLG has been approved in principle.</p> <p>10/01/24</p> <p>RFT for new floodgates under development.</p> <p>1/02/2024</p> <p>RFT for the supply and installation of new levee flood gates advertised.</p> <p>Mandatory pre - tender site meeting 15/02/2024 &amp; 14/03/2024</p> <p>RFT closes 4:00pm Thursday 4/04/2024.</p> <p>To be reported to Council Meeting 24/04/2024</p> <p>10/04/2024</p> <p>Tender evaluation report attached to Report.</p> <p>9/05/24</p> <p>Tender for the replacement of Levee Flood Gates awarded to Precision Civil Infrastructure (PCI) for \$868,888.19 Inclusive of GST.</p> <p>14/05/24</p> <p>Tenders received for the supply and delivery to Warren NSW, Six Standby Generators and Eight Electric Submersible Pumps. Evaluation currently underway. Appropriate reporting to the May 2024 Council Meeting.</p>			

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Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B as at 9 <sup>th</sup> May 2024				
Project	Budget	Expend/ Comm	Resp	Comment
<p>Saunders Park – Replacement of Picnic Shelter. (LRCI)</p> <p>GL: 3360-4040-0005</p> <p>JC: 3350-3-10</p>	\$25,200	\$11,335	TSM	<p>Included in the LR&amp;CIGP to offset the Airport Generator. Previously funded from Parks Infrastructure Reserve, see Manex Committee Recommendation.</p> <p>11/08/23 Approved in the LRCI Grant Program of Works</p> <p>RFQ sent out.</p> <p>17/10/23 Items ordered.</p> <p>12/12/23 Items delivered. Installation works will commence early 2024.</p> <p>9/05/24 Old structure and concrete slab removed.</p>
<p>Oxley Park Electric Barbeques (2) (LRCI)</p> <p>GL: 3360-4040-0005</p> <p>JC: 3350-10-10</p>	\$19,950	\$11,335	TSM	<p>11/08/23 Approved in the LRCI Grant Program of Works</p> <p>RFQ sent out.</p> <p>17/10/23 Items ordered.</p> <p>12/12/23 Items delivered. Installation works will commence early 2024.</p> <p>9/05/24 Installation works will commence in 2024.</p>

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Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B as at 9 <sup>th</sup> May 2024				
Project	Budget	Expend/ Comm	Resp	Comment
<p>Macquarie Park Flying Fox and Playground Equipment Softfall Further Contribution. (LRCI)</p> <p>GL: 3360-4040-0005 JC: 3350-5-10</p>	<p>\$89,625 (LRCI) \$112,500 OLG</p> <p>Total Budget \$202,125</p>	<p>\$202,125</p>	<p>TSM</p>	<p>11/08/23 Approved in the LRCI Grant Program of Works.</p> <p>17/10/23 OLG funds approved In-Principle.</p> <p>5/03/24 RFT will open Thursday.</p> <p>14/04/2024 with a closing date of 4/04/2024. To be reported to Council Meeting on Wednesday 24<sup>th</sup> April 2024.</p> <p>10/04/2024 Tender evaluation report attached to Council Report.</p> <p>9/05/24 Tender awarded to Play Parks.</p>
<p>Warren Cemetery Seating Covering. (LRCI)</p> <p>GL: 3360-4040-0005 JC: 3350-7-10</p>	<p>\$15,750</p>	<p>\$11,335</p>	<p>TSM</p>	<p>11/08/23 Approved in the LRCI Grant Program of Works</p> <p>RFQ sent out.</p> <p>17/10/23 Items ordered.</p> <p>12/12/23 Items delivered. Installation works will commence early 2024.</p> <p>9/05/24 Installation works will commence in 2024.</p>

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Project	Budget	Expend/ Comm	Resp	Comment
Nevertire Cemetery Seating Covering. (LRCI)  JC: 3350-8-10	\$10,500	\$6,620	TSM	11/08/23 Approved in the LRCI Grant Program of Works. RFQ sent out.  17/10/23 Items ordered.  12/12/23 Items delivered. Installation works will commence early 2024.
Nevertire Park – Installation of Irrigation System. (LRCI) GL: 3360-4040-0005 JC: 3350-19-10	\$14,700	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works.  9/05/24 Removed from LRCI Program. Funds reallocated to CCTV project.
* Warren Cemetery Entrance Gates Refurbishment. (LRCI)  GL: 3360-4040-0005 JC: 3350-6-10	\$21,000	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works  9/05/24 Entrance gates have been removed, repaired, powder coated and will be reinstalled.
Warren Parks and Gardens CCTV System  JC: 3350-9-10	\$207,334	\$90,909	TSM	11/08/23 Approved in the LRCI Grant Program of Works  8/10/2023 Draft camera locations were discussed at the October 2023 Town Improvement Committee Meeting.

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Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B as at 9 <sup>th</sup> May 2024				
Project	Budget	Expend/ Comm	Resp	Comment
				<p>22/11/23 Trial cameras to be set up at the Sporting Centre 1<sup>st</sup> week of December 2023.</p> <p>12/12/23 Trial camera set up at the Council Administration Building.</p> <p>10/1/24 Equipment ordered.</p> <p>5/03/24 Adjustments to the SOW to include some requests by NSW Police where possible.</p> <p>10/04/2024 An amendment to the scope of Works has been requested from the funding body to increase the number of cameras being installed from 27 to 40. \$207,334 will be the amended budget with \$204,063 funded from the LRCI Phase 4 with the balance from operational budget.</p> <p>9/05/24 Amended scope has been approved by the funding body.</p>
<p>Ravenswood Park Softfall Installation. (LRCI)</p> <p>JC: 3350-12-10</p>	\$89,145	\$42,836	TSM	<p>11/08/23 Approved in the LRCI Grant Program of Works</p> <p>17/10/23 Preparing tender documents</p>

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## Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B as at 9<sup>th</sup> May 2024

Project	Budget	Expend/ Comm	Resp	Comment
				<p>5/03/24 RFT will open Thursday,  14/04/2024. with a closing date of 4/04/2024. To be reported to Council Meeting on Wednesday 24<sup>th</sup> April 2024.</p> <p>10/04/2024 Tender evaluation report attached to Council Report.</p> <p>9/05/24 Tender awarded to Play Parks.</p>

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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, HP and HR signs installed	Quarterly	Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.	
Bore Inspections	5 Year Rolling Program	The new Bore Flat bore was inspected and cleaned in November 2022. The old Nevertire bore was inspected in late November 2022. The condition of the Nevertire bore was imminent failure of the bore casing was possible. Condition 5. To prevent the loss of the pump if the bore collapsed, the pump will be removed from the bore and stored.  The new bore at Nevertire and both bores at Ellengerah inspected late February 2023.  Details of the pumping equipment in the new bores will be collected so that spare pumps can be purchased.  The Natural Resource Access Regulator (NRAR) carries out inspections of the bores and river extraction points on a random basis.	
Warren, Nevertire and Collie water chlorine, turbidity, temperature, and pH testing	Weekly at specific locations	Testing carried out daily	
Warren river pumps		Ellengerah Rd Oxley Park Macquarie Park Racecourse	Breakdown maintenance only.
Reservoir cleaning	3 to 5 years	Ellengerah and Nevertire Bore reservoirs	Inspected and cleaned in December 2022. Next



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Activity	Required Interval	Details
		Diver inspection December 2025.
		Oxley Park River Ellengerah River Investigate using Remotely Operated Vehicle (ROV) to inspect 2023/2024.
<b>Sewerage System Planned Maintenance</b>		
Old and New Warren Sewerage Treatment Works	Quarterly	28/11/23 The original design of the new STP required two evaporation lagoons be constructed each with a surface area of 48,400M2 at normal operating level giving a total surface area of 96,800M2. The actual size of the two constructed evaporation lagoons is 44,440m2, less than half the necessary area. To return the plant to the original design criteria, a third evaporation lagoon of 52,360M2 needs to be constructed. As the original design for the new STP was commenced by Public Works Advisory, Council has engaged them to design the new lagoon. Awaiting Geotechnical results regarding the suitability of the excavated spoil for construction use.
Sewer gravity main CCTV Inspection and Smoke Testing program		Develop a program to carry out CCTV inspections and smoke testing of all gravity sewer mains in Warren and Nevertire. Develop a sewer main replacement/relining program. Identify stormwater infiltration locations. Develop a program to educate property owners and residents about stormwater infiltration prevention. Develop a stormwater infiltration rectification program for Council assets and private property. Tender documents being prepared.
<b>Water and Sewerage Works Subject to Funding</b>		
Location	Work Under Development	
<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	

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		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.		
Project	Grant Requested	Estimated Project Cost	Resp	Comment
<b>Grant Applications</b>				
<b>Crown reserves Improvement Fund (CRIF) General 2023-2024</b> Showground/Racecourse Irrigation Upgrade	\$825,000	\$1,100,000	TSM	Installation of inner & outer automatic irrigation system to Warren Racetrack.  Pending grant approval.
<b>Water and Sewer – Routine Works Budget vs Expenditure To 9th May 2024</b>				
Account	Budget	Expend/Comm		
Water Fund Maintenance and Repair	\$773,308	\$621,833  *High expenditure due to unexpected cleaning of Oxley Park Reservoir and river water mains, total cost for both is \$116,000.		
GL's: 4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003, & 4300-0003				
Sewer Fund Maintenance and Repair	\$428,206	\$208,459		
GL's: 5200-0003, 5250-0003, 5280-0003 & 5300-0003.				

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**Water and Sewer Works**

**Service Leaks**

- Hydrant flushing Warren/Nevertire
- Repair Pony Club septic pump
- CNR 86 Dubbo St replaced bore /river valve
- Repair flush buttons at Oxley Park
- Repair irrigation pies at Victoria Oval
- Hydrant flushing Warren/Nevertire
- Clean/transport port a loo's to Carter Oval
- Sewer choke at Macquarie Park
- New service on Ellengerah Road
- Installation of tapping bands for flow sensors
- Sewer choke 56 Garden Ave

<b>Warren Sewerage Treatment Works inflow Sewerage Year – 1st June 2023 to 31st May 2024</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 2023	6558	3401	13.60	13.60
July 2023	2154	717	12.91	26.52
August 2023	786	420	12.69	39.20
September 2023	762	490	14.68	53.88
October 2023	1349	499	13.50	67.38
November 2023	1241	437	13.11	80.49
December 2023	568	396	12.28	92.77
January 2024	918	411	12.75	105.52
February 2024	1175	521	15.12	120.64
March 2024	706	423	13.02	133.66
April 2024	789	443	12.85	146.51

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## Bulk Water Reading per Quarter

Water Source	FIRST QUARTER READING 1/07/23-31/09/23	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/23 - 31/12/23	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/24-31/03/24	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/24 - 30/06/24	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	Max. Allocation (ML)
<b>Warren Bores</b>										
Bore 1 (Bore Flat) Lic. 80AL703155	66.56	66.56	56.92	123.47	75.01	198.48	22.23	220.71		
Bore 2 (Ellengerah) Unlicensed	0.00	0.00	9.65	9.65	0.00	9.65	0.00	9.65		
	<b>66.56</b>	<b>66.56</b>	<b>66.56</b>	<b>133.12</b>	<b>75.01</b>	<b>208.12</b>	<b>22.23</b>	<b>230.36</b>	<b>32.91%</b>	700
<b>Warren River</b>										
Oxley Park Lic. 80AL700017	0.00	0.00	0.00	0.00	0.00	0.00	0.64	0.64		
Ellengerah Rd Lic. 80AL700017	45.98	45.98	73.16	119.14	51.29	170.43	13.57	184.00		
	<b>45.98</b>	<b>45.98</b>	<b>73.16</b>	<b>119.14</b>	<b>51.29</b>	<b>170.43</b>	<b>14.21</b>	<b>184.64</b>	<b>24.62%</b>	750
<b>Showground (Racetrack)</b>										
Lic. 80AL700645	<b>4.85</b>	<b>4.85</b>	<b>20.05</b>	<b>24.90</b>	<b>17.01</b>	<b>41.91</b>	<b>9.12</b>	<b>51.03</b>	<b>27.14%</b>	188
<b>Nevertire Bore Lic. 80AL703158</b>	<b>6.16</b>	<b>6.16</b>	<b>10.83</b>	<b>16.99</b>	<b>9.60</b>	<b>26.59</b>	<b>2.58</b>	<b>29.17</b>	<b>72.93%</b>	40
<b>Collie Bore Lic. 80CA724011</b>	<b>0.94</b>	<b>0.94</b>	<b>2.64</b>	<b>3.58</b>	<b>2.49</b>	<b>6.07</b>	<b>0.53</b>	<b>6.61</b>	<b>26.42%</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 April: 62.4mm

\*Rainfall to date: 325.8mm

\*Burrendong Dam Level: 59% As of 30/4/24

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

<b>Parks And Gardens – Routine Works Budget Vs Expenditure to 9th May 2024</b>		
<b>Account</b>	<b>Budget</b>	<b>Expend/Comm</b>
Parks & Gardens, Cemeteries & Racecourse	\$1,906,335	\$807,522
GL's: 0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		

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.

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

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**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

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

BBQs at Macquarie Park, Oxley Park, Skate Park, and Splash Park are cleaned twice a week.

The following locations are mown, whipper snipped and weeded as needed:

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

**Parks and Gardens Works**

- Skate/Splash Park mow/snip
- Town approaches mowing
- Stubbs levee mow/snip
- Woolnough levee mow/snip
- Ravenswood Park mow/snip
- Victoria Oval mow/snip/line marking
- CBD area weeding/pruning/spraying
- Lawn Cemetery mow/snip
- Shire chambers mow/snip
- Bob Christensen Reserve mow/snip
- Inspect irrigation systems (on going)
- Boston St. levee mow/snip
- Warren Medical Centre mow/snip
- Warren median strip's mow/snip
- Tiger Bay pump station mow/snip
- Library mow/snip
- Bore Flat mow/snip
- CBD area tidy up weeding
- Victoria Oval Cricket pitch preparation
- Lions Park mow/snip
- Orchard St. Park mow/snip
- Ebert Park mow/snip
- Oxley Park mow/snip
- Rotary Park mow/snip
- Macquarie Park mow/snip
- Macquarie Drive mow/snip

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**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Town Crew Works**

- Weed spraying around Warren
- Install cover over seats at Nevertire Cemetery (on going)
- Blow down leaves in CBD area
- Patch hole at rear of Shire Chamber’s
- Remove green waste from WOW centre
- Deliver Cattle panels to Showground
- Clean grates around Warren
- Pick up limbs around Warren
- Install bollards at Nevertire park bay (on going)
- Excavated (2) graves
- Install TCP for GROW EXPO
- Set up Council Stall for GROW EXPO

**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 style="text-align: center;">\$173,456.91</p> <p>Note: \$36,330 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.</p> <p>9/05/24</p> <p>Currently only \$73,012.03 has been approved for payment by SES/RA.</p> <p>GM met with the Minister for Emergency Services on 9<sup>th</sup> May 2024 in an attempt to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs by whatever means.</p>
<p>0700-0050-0500, 0700-0050-0510, 0700-0050-0520, 0700-0050-0530, 0700-0050-0540</p>	

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

Description	Expenditure/ Committed
<p>Non-Roads July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.  <b>(Application for reimbursement submitted 28/2/2023).</b></p>	<p style="text-align: center;">\$757,745.33</p> <p>Note: \$36,330 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.</p> <p>9/05/24</p> <p>Currently only \$169,827.86 has been approved for payment by SES/RA.</p>

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**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

	GM met with the Minister for Emergency Services on 9 <sup>th</sup> May 2024 in an attempt to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs by whatever means.
0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540	

<b>Aerodrome – Routine Works Budget vs Expenditure to 9th May 2024</b>		
<b>Account</b>	<b>Budget</b>	<b>Expenditure/ Committed</b>
Aerodrome Operations	<b>\$175,276</b>	<b>\$147,110</b>
GL's: 2555-0003		



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**ITEM 3                      WORKS PROGRESS REPORTS – FLEET – WORKSHOP**

**(C14-7.2)**

**RECOMMENDATION**

That the information be received and noted.

The following are details of Projects and Programs that are being managed by the Workshop Coordinator for the budget and works period to 8<sup>th</sup> May 2024.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
<b>Plant Repairs to 8<sup>th</sup> May 2024</b>				
P1049	Isuzu Tender Truck	Assist tyre change - inner rear RHS.	1hr	1hr
P2143	John Berrends Flail Mower	Assist hookup and test for revised hitch attachment.	5hrs	5hrs
P36	Isuzu Medium Tipper	Brake repairs made, leaking slave cylinder replaced	6hrs	6hrs
P2160	Sewell Sweeper	Motor changed. Old motor overheated, new motor fitted with old motor to be pulled down and repaired if possible as a spare.	10hrs	10hrs
P1041	Isuzu Water Truck	Weld leak hole in tank gusset. May need welding from inside in the future.	2hrs	2hrs
P1047	Isuzu Street Sweeper	Diagnose and order parts for transmission oil leak. Repairs made, tested - all ok now.	3days	8hrs
P36	Isuzu Medium Tipper	Remove x2 tyres and take for repairs.	4hrs	2hrs
P14	Caterpillar 432F Backhoe	Remove replace the front rh side tyre. The tyre taken for repairs fitted with a different tyre for trial.	1hr	1hr
P2841	Stihl Whipper Snipper	Repairs to pull start function, parts ordered.	1hr	1hr
P2802	Iseki Mower	Diagnose oil pressure light. Faulty sensor swap sensor with P79. New sensor ordered	1hr	1hr

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**ITEM 3**

**WORKS PROGRESS REPORTS – FLEET – WORKSHOP**

**CONTINUED**

<b>Plant Number</b>	<b>Description</b>	<b>Repairs</b>	<b>Plant Down Time</b>	<b>Repair Time (Man Hours)</b>
P2081	Cat CW34	Remove, replace flat tyre, check air system for leaks	4hrs	4hrs
P2383	Freightliner Cascadia	Fit external radio aerial. FOP structure was blocking the reception for the shark fin aerial attached.	1.5hrs	1.5hrs
P2082	Caterpillar CW34 Roller	Fit new aerial to unit. External roof blocking reception for original aerial.	1hr	1hr
P3605	Toyota Hilux	Wheel alignment booked.		
P3601	Toyota Hilux	Wheel alignment booked at Macquarie Toyota.		
P1168	JCB Mini excavator	New battery fitted to machine test start function - all ok now.		2hrs
P93	Caterpillar CW 34 Roller	Diagnose and replace blown hydraulic hose.	6hrs	3hrs
P3507	Toyota Hilux	60,000km service done, checks made. New tyres and wheel alignment required.	3hrs	3hrs
P3619	Toyota Hilux 4x4 Single Cab	10,000kms service done by Macquarie Toyota. Driving lights and 2 headboard mounted work lights fitted.	6hrs	6hrs
P2847	Honda Whipper Snipper	Replaced with unit P2851 asset forms done and old unit readied for sale by auction.		1hr
P2405	Stanley Star Side Tipper	Electric tarp circuit modifications. Repairs or replacement of tarp required.	3hrs	3hrs
P103	Bomag Stabiliser	Water pumps rebuild in process.		4hrs

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ITEM 3

WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P10	Hamm Roller	Quote for replacement variable displacement pump received.		

**ACRONYMS**

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

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**ITEM 4                      LGNSW WATER MANAGEMENT CONFERENCE 2024                      (W1-1, S12-33.2024)**

**RECOMMENDATION** that:

1. The information be received and noted; and
2. Council approves the attendance of one (1) interested Councillor with the Town Services Manager or nominee to the 2024 Local Government NSW Water Conference held in Goulburn 23rd, 24th & 25th July 2024.

**Purpose**

To seek Council approval for one (1) Councillor to attend the 2024 Local Government NSW Water Conference held in Goulburn 23rd, 24th & 25th July 2024.

**Background**

The annual Local Government NSW (LGNSW) Water Management Conference presents the most current and relevant information from a local government perspective on water policy and regulation, water utility management, water security and quality and service delivery.

LGNSW's Water Management Conference is a major annual event which provides a dedicated forum to discuss water policy initiatives and trends, learn about the latest technical innovations and share best practice in water governance and management.

**Report**

Attached is a copy of the Draft Conference Program.

It is considered worthwhile for one (1) Councillor, who most probably has an interest in Water and Sewerage to attend with staff.

Practically, it would mean travel to Goulburn by road on Monday, 22nd June 2024 staying three nights and returning to Warren on Thursday, 25th July 2024.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Attendance costs are expected to amount to approximately \$1,500 per attendee for Conference registration, accommodation, and meals.

Council provides annual funding for Councillors to attend Conferences.

**LEGAL IMPLICATIONS**

There is no legal requirement for Council to attend this Conference however, the supply of quality Water Services to Collie, Warren and Nevertire is a high priority for Council.

**RISK IMPLICATIONS**

There are no known risks.

**STAKEHOLDER CONSULTATION**

N/A.

**OPTIONS**

Council can choose to have Councillors attend or not attend.

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**ITEM 4                      LGNSW WATER MANAGEMENT CONFERENCE 2024                      (W1-1, S12-33.2024)**

**CONCLUSION**

This report has been prepared to advise Councillors of the upcoming 2024 Local Government NSW Water Conference and to arrange the attendance for one (1) interested Councillor.

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

- 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.
- 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.
- 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; and
- 5.4.3 Actively seek external support (financial and in-kind) from Government, alliance partners, the community, and philanthropists to support the provision of new services and amenities for the community.


**SUPPORTING INFORMATION /ATTACHMENTS**

2024 Local Government NSW Water Conference Draft Program.

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ITEM 4            LGNSW WATER MANAGEMENT CONFERENCE 2024            (W1-1, S12-33.2024)

**2024 Local Government NSW Water Conference Draft Program**



2024 LGNSW WATER MANAGEMENT CONFERENCE

**DRAFT PROGRAM (as of 30 April 2024)**  
 Goulburn Recreation Area, 47-131 Braidwood Road, Goulburn  
 Tuesday, 23 – Thursday, 25 July 2024

Sustainable Futures: Addressing Challenges in Water and Sewerage Management

<b>Conference MC: Sophie Hull</b>		
<b>Tuesday 23 July 2024</b>		
<b>2pm</b>	Conference registration opens, Viola Arena - Recreation Area Trade exhibition opens, with arrival Tea and Coffee	
<b>2.30pm – 4:30pm</b>	<b>Local Water Utility Workshop (NSW Water Directorate)</b> The workshop, organised and facilitated by the NSW Water Directorate, provides opportunity to discuss high level responsibilities between Councillors and Water Managers as a strategic focus.	
<b>5.30pm – 7.30pm</b>	<b>Welcome Reception</b> Goulburn Performing Arts Centre (GPAC)  <b>Premier Partner message</b> Atom Consulting	<b>Cr Darrlea Turley AM</b> President Local Government NSW  <b>Cr Peter Walker</b> Mayor Goulburn Mulwaree Council
<b>Wednesday 24 July 2024</b>		
<b>8.15am – 9.00am</b>	Conference registration opens, Viola Arena - Recreation Area Trade exhibition opens, with arrival Tea and Coffee	
<b>9.00am – 9.10am</b>	<b>Conference opens</b> Introduction and overview of the day	<b>MC, Sophie Hull</b>
<b>9.10am – 9.15am</b>	<b>Welcome to Country</b> Meeting place	<b>To be announced</b>
<b>9.15am – 9.25am</b>	<b>Welcome to Goulburn Mulwaree</b>	<b>Cr Peter Walker</b> Mayor Goulburn Mulwaree Council
<b>9.25am – 9.35am</b>	<b>Opening Address</b>	<b>Cr Darrlea Turley AM</b> President Local Government NSW

*This program is correct at the time of printing. Speakers and program details may have changed due to unforeseen circumstances.*

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9:35am – 9:45am	<b>Federal Minister's Address (Pre-recorded Message)</b>	<b>Tanya Plibersek MP</b> Minister for the Environment and Water
9:55am – 10:15am	<b>NSW Minister's Address</b>	<b>Rose Jackson MLC</b> NSW Minister for Water
10:15am – 10:45am	<b>Department of Climate Change, Energy, the Environment and Water (DCCEEW)</b>  <b>To be advised</b>	<b>Speakers to be announced</b>
10:45am – 10:50am	<b>Overview of TRILITY</b>	
30 minutes	<b>Morning Tea partnered by TRILITY</b>	
11:20am – 11:40am	<b>NSW Health / Department of Climate Change, Energy, the Environment and Water (Joint presentation)</b>  <b>To be advised</b>	<b>Speakers to be announced</b>
11:40am – 11:45am	<b>Overview of GHD</b>	
11:45am – 11:50am	<b>Delegates move to chosen Stream</b>	
<b>Concurrent conference streams (Select one of the two streams)</b>		
<b>STREAM 1 – Sustainable Water Resource Management</b> <b>STREAM PARTNER – Taggle</b> <b>Location – To be advised</b>		
11:50am – 11:55am	<b>Stream Introduction and Overview</b>	<b>Steve Cato</b> Taggle
11:55am – 12:20pm	<b>Water loss management – A regional hub approach</b>  The Regional Leakage Reduction Program is part of DCCEEW's efforts to support a resilient NSW water sector. A key part of the program was the establishment of a Regional Water Loss Management Hub set up with the Central NSW Joint Organisation and its member councils.  Through a water loss management maturity audit, the hub identifies management and infrastructure gaps in water loss. Subsequently, initiatives spanning pressure management, metering, leak detection, training, and data enhancement are implemented. Key insights include prioritising embedment for sustained improvement and fostering cross-boundary collaboration between state and local government.	<b>Jethro Laidlaw</b> Manager Water Efficiency Department of Climate Change, Energy, the Environment and Water  <b>Andrew Francis</b> Director Infrastructure & Major Projects Parkes Shire Council
<i>This program is correct at the time of printing. Speakers and program details may have changed due to unforeseen circumstances.</i>		

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ITEM 4                      LGNSW WATER MANAGEMENT CONFERENCE 2024                      (W1-1, S12-33.2024)

<b>12:20pm – 12:45pm</b>	<p><b>How metering compliance improves water security: Insights from the NSW regulator</b></p> <p>This presentation will provide an overview of how non-urban metering compliance supports drought resilience, reduces town water risk and improves future water security.</p> <p>Focused on local water utilities, it highlights metering compliance for local water utilities, featuring a case study on compliance pathways in NSW. It provides an overview of current council compliance, regulatory requirements, and showcases councils as community leaders in ensuring equitable access to water sources.</p>	<p><b>Sarah Flowers</b>          Manager, Education          Natural Resources Access Regulator (NRAR)</p>
<b>12:45pm – 1:10pm</b>	<p><b>Mid Coast Council's Energy Transition</b></p> <p>Mid Coast Council has embarked on a journey to reduce greenhouse gas emissions across all its operations and transition to 100% renewable energy by 2040. Under Council's climate change strategy, key focus areas include increasing on-site generation, purchasing renewable energy and reducing energy demand. Recently Council has invested \$265,000 in solar PV systems across five sites over the past two years exemplifying its commitment to a sustainable energy transition.</p>	<p><b>Robert Scott</b>          Director Infrastructure &amp; Engineering Services          Mid Coast Council</p>
<p><b>STREAM 2 – Disaster management and resilience</b>  <b>STREAM PARTNER – Available</b>  <b>Location – To be advised</b></p>		
<b>11:50am – 11:55am</b>	<b>Stream Introduction</b>	<b>5 minutes</b>
<b>11:55am – 12:20pm</b>	<p><b>Progressing Stormwater Harvesting In Orange</b></p> <p>Stormwater Harvesting for non-direct potable use proved a critical raw water source for Orange during the Millennium drought and then again in the 2017-19 drought. Orange plans to progress to the next stage and enhance harvesting volumes through construction of the East Orange Harvesting Wetland. This presentation will describe what is next for Orange City Council and the water quality and quantity success factors that are enabling a future for stormwater.</p>	<p><b>Jonathan Francis</b>          Water Treatment Manager          Orange City Council</p>
<p><i>This program is correct at the time of printing. Speakers and program details may have changed due to unforeseen circumstances.</i></p>		



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<b>12:20pm – 12:45pm</b>	<b>Foreshadowing Climate Change Challenges – Gravity and Pressure Sewer flows during (currently) "rare" rainfall events</b>  Predicted climate change impacts include increased rainfall intensity and sea level rise, the latter reducing the stormwater drainage in estuarine areas. In March 2022, Clarence Valley Council on the NSW Far North Coast experienced rainfall events exceeding 1% Average Exceedance Probability (AEP), coinciding with river flooding. This presentation examines the council's sewerage networks' performance during March 2022, comparing wet and dry weather flows. With climate change, March 2022's system performance may become more "common".	<b>Greg Mashiah</b> Manager Technical Service Clarence Valley Council
<b>12:45pm – 1:10pm</b>	<b>Fire &amp; Water: Addressing water quality challenges In Brogo-Bermagui</b>  While it seemed the heat, smoke and ever-present threat of bushfires would never go away. A change in the weather was brewing. The Brogo-Bermagui catchment area went from being threatened by sweeping bushfires where water levels at the Brogo Dam dropped below 10%, the heavens opened and water levels rose over 90% in 24 hours, taking the Brogo Dam to capacity.	<b>Stephen Marshall</b> Manager, Water & Sewer Services Bega Valley Shire Council
<b>1:10pm – 2:00pm</b>	<b>Lunch partnered by GHD</b>	
<b>2:00 pm – 5:00pm</b>	<b>Site Visit partnered by Beca HunterH2O</b>  Goulburn Mulwaree Council will showcase their infrastructure both old and new, including Goulburn Historic Waterworks Museum, Wastewater Treatment Plant, and Water Treatment Plant.	
<b>6.30pm – 10.30pm</b>	<b>Conference Dinner – Goulburn Race Club Proudly partnered by NSW Water Directorate</b> Presentation of the Sam Samra Award 2024  Entertainment and quest speaker to be announced.	
<b>Thursday 25 July 2024</b>		
<b>8.15am – 9.00am</b>	Conference registration opens, opens, Viola Arena – Recreation Area Trade exhibition opens, Ground floor with arrival Tea and Coffee	
<b>9.00am – 9.05am</b>	<b>Overview of the day</b>	<b>MC, Sophie Hull</b>
<b>9.05am – 9:20am</b>	<b>NSW Shadow Minister's Address</b>	<b>Steph Cooke, MP</b> Shadow Minister for Water, and Crown Lands
<i>This program is correct at the time of printing. Speakers and program details may have changed due to unforeseen circumstances.</i>		

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**ITEM 4                      LGNSW WATER MANAGEMENT CONFERENCE 2024                      (W1-1, S12-33.2024)**

<b>9.20am – 9.50am</b>	<p><b>Goulburn Mulwaree Council Panel</b></p> <p>Three-person panel from Goulburn Mulwaree Council to provide an overview of the works that Goulburn has done around water security in the past and lead into how Goulburn is managing this as well as any external pressures or developments that council are facing.</p> <p>This is a good opportunity for the leadership team to talk about its resilience in terms of water security and show all the work that Goulburn completed after the Millennium drought.</p>	<p><b>Cr Peter Walker</b> Mayor</p> <p><b>Aaron Johansson</b> Chief Executive Officer</p> <p><b>Marina Hollands</b> Director of Utilities</p>
<b>9:50am – 10:20am</b>	<p><b>Planning for Future Drought with rainfall Independent water supplies</b></p> <p>NSW water supplies are largely replenished going into 2024, creating an opportunity for future drought planning. The 2018/19 drought revealed widespread vulnerabilities, nearly exhausting water in small communities and prompting larger cities to seek long-term solutions. These vulnerabilities persist and will resurface in future droughts. Early development of rainfall-independent water supplies can mitigate impacts. This presentation outlines opportunities and challenges in establishing such supplies to enhance resilience in NSW towns and cities.</p>	<p><b>Professor Stuart Khan</b> Professor and Head of School, Civil Engineering University of Sydney</p>
<b>10:20am – 10:50am</b>	<p><b>Enhancing Climate Resilience: Building and Interpreting Seasonal Outlooks</b></p> <p>This presentation will provide an overview on leveraging seasonal outlook information to strengthen climate resilience. The presentation will cover the methodology behind constructing a climate outlook over the coming months and provide insights on how to interpret and apply this information. The presentation will show how seasonal forecasts can be integral to water management and climate resilience strategies.</p>	<p><b>Vjeko Matic</b> Customer Lead - Water Sector Services Bureau of Meteorology</p>
<b>10:50am – 10:55am</b>	NSW Public Works overview	
<b>10:55am – 11:25am</b>	<b>Morning Tee partnered by NSW Public Works</b>	
<b>11:25am – 11:55am</b>	<p><b>Department of Climate Change, Energy, the Environment and Water</b></p> <p>To be advised</p>	<b>Speakers to be announced</b>
<p><i>This program is correct at the time of printing. Speakers and program details may have changed due to unforeseen circumstances.</i></p>		

**WARREN SHIRE COUNCIL**  
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ITEM 4                      LGNSW WATER MANAGEMENT CONFERENCE 2024                      (W1-1, S12-33.2024)

<b>11:55am – 12:25pm</b>	<p><b>Biosolids challenges and opportunities for regional NSW</b></p> <p>Biosolids' land use is likely ending due to PFAS contamination. Presently, thermal treatment is the sole method for PFAS destruction in biosolids, but traditional plants face operational challenges. RMIT's pilot of a fluidised bed heat recovery pyrolysis process with South East Water addresses these issues and will solve four big problems including PFAS destruction, 20% reduction in treatment plant scope 1 emissions, circular economy contribution with biochar and lower capital and operating cost. The presentation outlines the technology, business case, and implementation roadmap for this biosolids-to-biochar process.</p>	<p><b>Eamon Casey</b>          Technical Director          Iota Services</p>
<b>12:25pm – 1:00pm</b>	<p><b>Regional NSW local water utilities improving water literacy, water awareness and water efficiency through collaboration.</b></p> <p>For 8 years, The Water Conservancy collaborated with local water utilities in NSW to promote water conservation. The Walter Smart and Friends program educated primary school students in the Central Coast and Dubbo. Over 5000 households statewide enhanced water literacy through Water Night, leading to more efficient water use. Businesses benefited from water efficiency assessments, driving savings. This presentation, alongside local water utility representatives, showcases achievements in fostering efficient water usage through examples and case studies.</p>	<p><b>Chris Philpot</b>          Chief Executive Officer          The Water Conservancy</p>
<b>5 minutes</b>	<b>MC, wrap up and close of conference</b>	
<b>1 hour</b>	<b>Lunch sponsored by</b>	

*This program is correct at the time of printing. Speakers and program details may have changed due to unforeseen circumstances.*

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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 April 2024.

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>	<b>RECEIVED</b>	<b>APPROVED</b>
P16-24.05	4090 Marthaguy Rd MARTHAGUY NSW 2824 Lot 4 DP753495	Subdivision	25/3/2024	9/4/2024

**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**  
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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 10<sup>th</sup> April 2024 – 10<sup>th</sup> May 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	40,896.87	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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**ITEM 2**

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

**CONTINUED**

2020 Projects	Budget	Expend. /Comm	Resp	Comment
				<p>Proceedings have commenced on 28th July 2022, in NCAT in respect of both properties.</p> <p>Case has been lodged with District Court.</p> <p>Mediation undertaken on 30<sup>th</sup> April 2024. Further reporting to be undertaken to the May 2024 Council Meeting.</p>
2021 Projects	Budget	Expend. /Comm	Resp	Comment
<p>Construction of the Waste Transfer Station at Ewenmar Waste Depot.</p>	<p>271,116</p>	<p>106,982</p>	<p>MHD/TSM</p>	<p>Final design complete. Contractor engaged to install drainage pipework at the end of November. Concreting works listed on vendor panel closed 3rd February 2022 contractor appointed. Due to time lapse, new quotations obtained and reassessed. MLB to commence once Equestrian Centre path is complete. No progress during September, October, November, December, January and February due to site being flooded and wet weather. Works commenced Wednesday 31<sup>st</sup> May 2023. Footings for the retaining wall were poured on the 12<sup>th</sup> July 2023. Wall completed December 2023. Unable to source contractor to date. Quotation obtained from Battleline as a possible suitable contractor. Quotation not accepted. Works re commenced Friday 3<sup>rd</sup> May 2024.</p>

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

**CONTINUED**

<b>2021 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
Completion of Tiger Bay Wetlands Walkway (Central West Councils Environment and Waterways Alliance 2021 Small Grants). (700-1400-5)	4,545	Nil	MHD/DMES	Works program to be determined. Site inspection completed 5 <sup>th</sup> January 2023. Contractor engaged. Site preparation works commenced April 2024. Works delayed due to wet weather. Culverts installed late April 2024.
<b>2023 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
Completion of Tiger Bay Wetlands Walkway. (3310-4120-250)	30,218	30,000	MHD/DMES	See comment above.
Ewenmar Waste Depot Road repairs.	20,000	Nil	MHD/DMES	306 claim complete for \$220,500.
<b>Warren Support Services (Targeted Early Intervention)</b>				
*2.22 Warren Chamber of Music Festival.	4,380	Nil	MHD	To be held February 2023 through to September 2023. Waiting on acquittal.
*2.27 St Mary's Naidoc Week 2023.	5,000	Nil	MHD	Complete.
2.28 Warren Junior Soccer 2023.	5,000	Nil	DMFA	To be held over a period of 12 months.
2.31 Warren Youth Group - Psychology service.	50,000	Nil	MHD	To be held over a period of 12 months.
*2.32 MPS Speech and Literacy intervention.	5,000	5,000	MHD	Complete.
2.38 Barnardos - swimming lessons	1,200	Nil	MHD	Waiting on acquittal.
2.39 Piano Lessons	3,000	Nil	MHD	To be held over 12 months.
2.40 Warren performing Arts and Language Place Inc Warraan Widji Arts Youth Chior	5,000	Nil	MHD	13/2/2024 – 23/4/2024



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**CONTINUED**

<b>Warren Support Services (Targeted Early Intervention)</b>				
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
2.44 Warren Pastural and Ag Association, Free Entertainment for the children for the show.	5,000	Nil	MHD	25/5/2024
<b>Warren Support Services (Targeted Early Intervention)</b>				
2.45 Warren Pastural and Ag Association, Free Entertainment for the children for the show.	5,000	Nil	MHD	25/5/2024
2.46 Grow Expo Warren Youth Group.	5,000	Nil	MHD	7/5/2024
2.47 MPS Speech and Literacy Intervention 2024	5,000	Nil	MHD	To be held over 12 months.
<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	50,513	MHD	56 Garden Avenue, Heavy Maintenance 90% Completed.  Purchase order for kitchen issued.
<b>Capital Renewal</b>				
Warren War Memorial Swimming Pool relining project.	405,455	Nil	MHD	Further report provided to the June 2023 Committee of the Whole Closed Council. Tenders closed 30 <sup>th</sup> January 2024 and reported to the February Council Meeting. On hold subject to grant funding.
Animal Shelter Replacement. (Includes \$80,000 for 2023/2024).	140,000	Nil	MHD/IPM	Project in planning stage.



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**CONTINUED**

<b>Town Planning</b>				
LEP Review.	45,000	28,000	MHD	Consultant engaged. Draft report provided, reviewed. Feedback provided. Progressing with the recommendations.
<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	23,612.50	MHD	\$20,000 grant funds (\$15,000 contribution from the Warren Rugby Club). Scoreboard arrived end December 2023. Operational late April 2024.
Trailer Mounted Scoreboard (2) Contribution.	45,000	33,877.50	MHD	Purchase order issued. Scoreboard arrived end December 2023. Trailer options being investigated.
Warren Sporting and Cultural Centre Retaining Wall (Stage 2).	30,000	15,680	MHD	Purchase order issued. Contractor commenced onsite January 2024. Complete February 2024.
Windows on the Wetlands Centre Precinct EV Charging Station (up to 3) and Power Upgrade Contribution.	37,996	Nil	MHD/IPM	