

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 23RD JANUARY 2025**

---

# WARREN SHIRE COUNCIL

## AGENDA - ORDINARY COUNCIL MEETING

23rd January 2025 commencing at 8.30 am

**1. OPENING OF MEETING**

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

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

**4. CONFIRMATION OF MINUTES**

Ordinary Meeting held on Thursday, 5th December 2024.

**5. DISCLOSURES OF INTERESTS**

**6. MAYORAL MINUTE(S)**

Nil.

**7. REPORTS OF COMMITTEES**

Meeting of the Australia Day Committee  
held on Monday, 16th December 2024 ..... (C19-1.35)

Meeting of the Roads Committee held on Tuesday, 14th January 2025 ..... (C14-3.28)

Meeting of the Plant Committee held on Tuesday, 14th January 2025 ..... (C14-3.8)

Meeting of Manex held on Tuesday, 14th January 2025 ..... (C14-3.4)

Meeting of the Water and Sewerage Committee  
held on Thursday, 16th January 2025 ..... (C14-3.24)

**8. REPORTS OF DELEGATES**

Item 1	Annual General Meeting of the Country Mayors Association of New South Wales Inc. held on Friday, 15th November 2024 .....	(C14-5.5)
Item 2	Ordinary Meeting of the Castlereagh Macquarie County Council held on Monday, 25th November 2024 .....	(C15-1)
Item 3	NSW Public Libraries Australia Switch Conference 2024 .....	(L2-7)
Item 4	North Western Library Co-operative Annual General Meeting Held on Friday, 29th November 2024 .....	(L2-5)

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

---

Item 1	Local Approvals Policy (P15-10) .....	Page 1
--------	---------------------------------------	--------

**REPORTS OF THE GENERAL MANAGER**

---

Item 1	Outstanding Reports Checklist (C14-7.4) .....	Page 1
Item 2	Committee/Delegates Meetings (C14-2) .....	Page 21
Item 3	Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1) .	Page 22

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

---

Item 1	Réconciliation Certificate – November and December 2024 (B1-10.16) .....	Page 1
Item 2	Statement of Rates and Annual Charges (R1-4) .....	Page 6
Item 3	Works Progress Reports – Finance & Administration Projects (C14-7.1, C9-1) .....	Page 9
Item 4	Warren Shire Librarian’s Operations Report (L2-2) .....	Page 10

**REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES**

---

Item 1	Works Progress Reports – Roads (C14-7.2) .....	Page 1
Item 2	Works Progress Reports – Town Services (C14-7.2) .....	Page 14
Item 3	Works Progress Reports – Plant (P2-3) .....	Page 30
Item 4	Proposed Land Acquisition – Lot 128 DP 755314 & Lot 313 DP 724603 (S1-7, R4-1.70) .....	Page 33

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

---

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

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

Nil.

**11. MATTERS OF URGENCY**

Nil.

**12. CONFIDENTIAL MATTERS**

Nil.

**13. CONCLUSION OF MEETING**

**14. PRESENTATIONS**

Nil.

## AUSTRALIA DAY COMMITTEE

---

Attached are the Minutes of the meeting of the Australia Day Committee held on Monday, 16th December 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Australia Day Committee held on Monday, 16th December 2024 be received and noted.

**WARREN SHIRE COUNCIL**  
Minutes of the Australia Day Committee  
Meeting held in Council's Conference Room at 115 Dubbo Street  
Warren on Monday, 16th December 2024 commencing at 3.30am

---

**PRESENT:**

Councillor Ros Jackson (Chair)

Councillor David Cleasby

Stephen Glen (Acting General Manager)

Bradley Pascoe (Divisional Manager Finance & Administration)

Jody Burtenshaw (Executive Assistant to the Mayor and GM)

---

**ITEM 1            APOLOGIES**

Nil.

---

**ITEM 2            CONFIRMATION OF THE MINUTES OF THE MEETING HELD 4TH NOVEMBER 2024**

**MOVED** Jackson/Cleasby that the Minutes of the Meeting held on 4th November 2024 be accepted as a true and correct record of that meeting.

**Carried**

---

**ITEM 3            BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD 4TH NOVEMBER 2024**

Nil.

---

**ITEM 4            DISCLOSURES**

Councillor Jackson declared a non-pecuniary but significant interest in Item 6.1 - 2025 Award Nominations Judging for the Business House Award and advised that she would take no part in the discussion nor the decision for this Award.

Councillor Cleasby declared a non-pecuniary but significant interest in Item 6.1 - 2025 Award Nominations Judging for the Business House Award and advised that he would take no part in the discussion nor the decision for this Award.

---

**ITEM 5            ACTION CHECKLIST**

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

**Carried**

---

**ITEM 6            VERBAL REPORTS**

**ITEM 6.1          2025 AWARD NOMINATIONS JUDGING.**

The Committee considered the nominations received. Councillor Jackson and Councillor Cleasby took no part in the discussion nor the decision for the Business House Award.

---

**WARREN SHIRE COUNCIL**  
Minutes of the Australia Day Committee  
Meeting held in Council's Conference Room at 115 Dubbo Street  
Warren on Monday, 16th December 2024 commencing at 3.30am

---

**ITEM 6.2      2025 AUSTRALIA DAY BREAKFAST, CEREMONY ARRANGEMENTS AND RESPONSIBILITIES**

The following items were discussed and will be confirmed at a meeting proposed for mid-January 2025. It is hoped that Council is successful in being allocated an Ambassador. When notification has been received, contact will be made with the media to promote the event. We are hoping that due to staff leave that Council is notified this week and advertising can start prior to Christmas.

The following was noted:

- Warren Sporting and Cultural Centre set-up (WSCCM) - confirmed;
- Breakfast food, drink purchases, delivery (DMFA);
- Breakfast cooking, clean-up (GM);
- Breakfast serving (GM);
- Ambassador management, accommodation (tentatively reserved), itinerary arrangements (DMFA);
- Advertising (GM/EA);
- Audiovisual (TSM);
- PA System (WSCCM);
- Photographer (GM);
- Press attendance (Warren Star) (GM);
- Media Releases / Facebook posts with Writers Who of Awards, crowd and breakfast (GM/EA); and
- Pack-up (DMFA).

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

**Carried**

---

**ITEM 6.3      2025 AUSTRALIA DAY AMBASSADOR ARRANGEMENTS**

Accommodation has tentatively been reserved for the Ambassador.

Awaiting notification to see if Council is successful with being allocated an Ambassador. Will be able to confirm accommodation and travel arrangements when more information is to hand.

Tentative bookings are to be arranged for:

- Arrival Dinner (Nevertire Hotel) (DMFA);
- Post Award Luncheon (Warren Services Club) (DMFA); and
- Australia Day Dinner (Collie Hotel) (DMFA).

This item was deferred to next meeting proposed for mid-January 2025.

**MOVED** Jackson/Cleasby that the information be received and noted and tentative bookings be made for the Arrival Dinner with Nevertire Hotel, Post Award Luncheon to be held at the Warren Services Club and Australia Day Dinner to be held at the Collie Hotel.

**Carried**

---

# WARREN SHIRE COUNCIL

Minutes of the Australia Day Committee

Meeting held in Council's Conference Room at 115 Dubbo Street  
Warren on Monday, 16th December 2024 commencing at 3.30am

---

**ITEM 5            GENERAL BUSINESS**

Nil.

---

**ITEM 6            NEXT MEETING**

Thursday, 16th January 2025 at 3.30 pm.

**There being no further business the meeting closed at 5.05 pm.**



## **ROADS COMMITTEE**

---

Attached are the Minutes of the meeting of the Roads Committee held on Tuesday 14<sup>th</sup> January 2025.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Roads Committee held on Tuesday 14<sup>th</sup> January 2025 be received and noted and the following recommendations be adopted;

**ITEM 5.1 ROAD LAND TENURE (R4-2.5, R4-1.12. R4-1.5)**

1. The information be received and noted; and
2. A study be undertaken to determine the cost of fencing to exclude cattle and stock from the road reserves discussed in this report within the next 6 months.

**ITEM 5.4 ROAD WORK PROGRAM REPORT (R4-10)**

That Council review the allocated \$600,000 for gravel resheeting of SR62 Buddabadah Road and consider also graveling sections of SR75 Pineclump Road, SR87 Cremorne Road, SR95 Gunningba Road and SR97 Kianga- Marebone Road.

# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street  
Warren on Tuesday, 14<sup>th</sup> January 2025 commencing at 10.04am

---

### PRESENT:

Councillor Noel Kinsey (Chair)  
Councillor Greg Whiteley  
Councillor Dirk McCloskey  
Councillor Mark Kelly  
Stephen Glen (Acting General Manager)  
Mahmud Kaiser (Roads Infrastructure Manager)  
Prasant Sharma (Asset Officer Roads)  
Diwakar Khanal (Asset Technical Officer Roads)  
Sylvester Otieno (Divisional Manager Engineering Services)  
Ray Egan (Flood Restoration and Special Projects Manager)  
Stephen Smith (Roads Overseer) (Observer)  
Angie Tegart (Minute Taker)

---

### ITEM 1 APOLOGIES

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

---

### ITEM 2 CONFIRMATION OF MINUTES

**MOVED** McCloskey/Kelly that the Minutes of the Meeting held on, Monday, 14<sup>th</sup> October 2024 be accepted as a true and correct record of that meeting.

**Carried**

---

### ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD 14TH OCTOBER 2024

- Signs for the Bullagreen Road intersection have been ordered and once they have arrived will be installed.
- 

### ITEM 4 ACTION CHECKLIST

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

**Carried**

---

# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street  
Warren on Tuesday, 14<sup>th</sup> January 2025 commencing at 10.04am

---

### ITEM 5 REPORTS

#### ITEM 5.1 ROAD LAND TENURE (R4-2.5, R4-1.12, R4-1.5)

##### RECOMMENDATION TO COUNCIL:

**MOVED That:** Whiteley/McCloskey

1. The information be received and noted; and
2. A study be undertaken to determine the cost of fencing to exclude cattle and stock from the road reserves discussed in this report, within the next 6 months.

**Carried**

---

#### ITEM 5.2 TRAFFIC COUNTER SUMMARY AND TRENDS (R4-1)

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

**Carried**

---

#### ITEM 5.3 ROAD INSPECTION SCHEDULE REPORT (R4-6.3)

- The Committee requested that a sample report of defects on roads be submitted to the next Committee meeting.
- SR93 Yarrendale Road length to be checked and corrected if necessary.

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

**Carried**

---

#### ITEM 5.4 ROAD WORK PROGRAM REPORT (R4-10)

- A full road inspection was undertaken by Councillor Whiteley and Councillor McCloskey prior to the Roads Committee meeting.
- Discussions were had in regard to Council reviewing the allocated \$600,000 for gravel resheeting of SR62 Buddabadah Road and consider also graveling sections of SR75 Pineclump Road, SR87 Cremorne Road, SR95 Gunningba Road and SR97 Kianga-Marebone Road.

##### RECOMMENDATION TO COUNCIL:

**MOVED** Whiteley/McCloskey that Council review the allocated \$600,000 for gravel resheeting of SR62 Buddabadah Road and consider also graveling sections of SR75 Pineclump Road, SR87 Cremorne Road, SR95 Gunningba Road and SR97 Kianga- Marebone Road.

**Carried**

---

#### ITEM 5.5 FLOOD PAYMENT CLAIM REPORT (R4-10)

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

**Carried**

---

# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street  
Warren on Tuesday, 14<sup>th</sup> January 2025 commencing at 10.04am

---

### **ITEM 6 GENERAL BUSINESS**

- The Road Work Program to be presented to the next Committee meeting, with the road numbers in Numerical Road order.
  - A report on grading status of unsealed roads be presented to the next Committee meeting.
- 

### **ITEM 7 NEXT MEETING**

Tuesday 8<sup>th</sup> April 2025. 10am.

**There being no further business the meeting closed at 10.55M.**

## **PLANT COMMITTEE**

---

Attached are the Minutes of the Meeting of the Plant Committee held on Tuesday 14th January 2025.

**RECOMMENDATION:**

That the minutes of the meeting of the Plant Committee held on Tuesday 14<sup>th</sup> January 2025 be received and noted and the following recommendation be adopted:

**ITEM 6.1      2025/26 PLANT REPLACEMENT PLAN      (P2-1.P2-5.42)**

That Subject to the final budget of \$853,585 for 2025/2026 being approved by Council that the proposed capital purchases for Light Vehicle Replacement and Heavy Vehicle Replacement as detailed within the report be approved for commencement of a Plant Replacement Program commencing 1st July 2025.

**WARREN SHIRE COUNCIL**  
Minutes of the Plant Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
Tuesday 14th January 2025 commencing at 11.08am

---

**PRESENT:**

Councillor Noel Kinsey (Acting Chair)  
Councillor Greg Whiteley  
Councillor Dirk McCloskey  
Councillor Mark Kelly  
Stephen Glen (Acting General Manager)  
Sylvester Otieno (Divisional Manager Engineering Services)  
Jason Boyd (Workshop Coordinator)  
Ray Egan (Flood Restoration Special Projects Manager)  
Jill Murray (Treasurer)  
Stephen Smith (Roads Overseer) (Observer)  
Darren Walton (Town Services Overseer) (Observer)  
Angie Tegart (Engineering Services Administration Officer) (Minute Taker)

---

**ITEM 1            APOLOGIES**

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

**Carried**

---

**ITEM 2            CONFIRMATION OF MINUTES**

**MOVED** Kelly/McCloskey that the Minutes of the Meeting held on Monday, 14<sup>th</sup> October 2024 be accepted as true and correct record of the meeting.

**Carried**

---

**ITEM 3            BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD 14th OCTOBER 2024**

- Discussions were held regarding the recent purchase of the new Isuzu Tender Truck.
- 

**ITEM 4            ACTION CHECKLIST**

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

**Carried**

---

**ITEM 5            FINANCIAL STATEMENT**

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

**Carried**

---



## **MANEX MINUTES**

---

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

**RECOMMENDATION:**

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



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

---

**PRESENT:**

Stephen Glen	Acting General Manager
Joe Joseph	Infrastructure Projects Manager
Susan Balogh	Economic Development and Visitation Manager
Erica Kearnes	Librarian
Sylvester Otieno	Divisional Manager Engineering Services (Chair)
Raymond Burns	Town Services Manager
Mahmud Kaiser	Roads Infrastructure Manager
Ray Egan	Flood Restoration and Special Projects Manager
Jillian Murray	Treasurer
Maryanne Stephens	Manager Health and Development Services
Jody Burtenshaw	EA to the Mayor and General Manager
Scott Hosking	Work Health & Safety/Risk Co-Ordinator (Observer) (2.47 pm)

**1 APOLOGIES**

An apology was received from Bradley Pascoe who was absent due to external commitments and it was **MOVED** Stephens/Burns that a leave of absence be granted for this meeting.

**Carried**

---

**2 BUSINESS ARISING FROM MINUTES**

Nil.

---

**3 ACTION CHECKLIST**

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

**Carried**

---

**4.1 EXECUTIVE OFFICE MATTERS**

**4.1.1 Marketing and Communications Update (AGM)**

- Writers Who have developed a new submission form to collate all requests for social media and website content that will allow all required staff to have access. An email was distributed to Manex on Monday, 13th January 2024 advising that staff can commence utilising the link to the new submission form.
- Writers Who have introduced Council to their new Senior Social Media Specialist, Laura Tacey. Laura will be taking over and helping Council with all of our social media requirements from this week.

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

**Carried**

---

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

---

**4.1 EXECUTIVE OFFICE MATTERS**

**CONTINUED**

4.1.2 The Western Plains App Monthly Report (AGM)

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

**Carried**

4.1.3 Preparation of the February 2025 Council Newsletter (AGM)

At this point in the meeting, the time being 2.47 pm the WHS/RC joined the meeting.

Item	Responsible Officer
<b>HEADER OR FOOTER ITEMS</b>	
Registration of Local Contractors on VendorPanel	DMFA, CC
Subscription to Newsletter	GM
VIC Volunteer Advertising	EDVM
<b>PRIORITY MATTERS</b>	
From the Mayors Desk	(EA/GM/Mayor)
Vacant Positions	Finance Officer – Payroll/HR Officer
Road Maintenance Construction Program for January/February 2025	FRSPM/RIM/DMES
Levee Rehabilitation Project	IPM
Australia Day	DMFA
Victoria Park Female Friendly Amenities Block Progress Update	IPM
<b>LOWER PRIORITY MATTERS</b>	
Women of Warren Shire	GM
Responsible Pet Ownership	MHD
CMCC Weed Awareness Section (if available)	CMCC
SR58 Nevertire-Bogan Road Reconstruction	FRSPM/RIM/ DMES
RR333 Carinda Road Flood Damage	FRSPM/RIM/DMES
Discover Warren Tourism Brochure Launch	EDVM

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

**Carried**

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

---

**4.1 EXECUTIVE OFFICE MATTERS**

**CONTINUED**

4.1.4 Suggestions in the Council Suggestion Boxes (AGM)

Nil.

4.1.5 ICAC Investigation Report into Recruitment and Procurement (AGM)

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

**Carried**

**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS**

4.2.1 Warren Shire Council Contract Register (DMFA)

Nil.

4.2.2 Warren Shire Council Grants Register (DMFA)

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

**Carried**

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

Estimated major expenditure for January 2025:	Estimated income / payments for January 2025:
▪ Bitumen Reseals \$600,000	▪ LRCI Phase 2 \$253,000
▪ Stabilisation \$400,000	▪ Roads to Recovery \$240-250,000
▪ Contract grader crew \$60,000	▪ RMCC payment \$1,200,000
▪ Sealing Nevertire – Bogan \$200,000	▪ Levee \$600,000
▪ Milawa Heavy Patching \$200,000	▪ Water Security Project \$154,000
▪ Levee rock cartage \$84,000	▪ RMCC Reseals \$200,000
▪ Floodgates \$100,000	▪ RMCC Culvert Cleaning and Repairs \$330,000 (probably a payment in January 2025)
▪ Traffic Management \$100,000	▪ RMAP Claim Second Quarter \$359,579.00
▪ RMCC Reseals \$200,000	
▪ RMCC Culverts Cleaning \$80,000	
▪ RMCC Culvert Repairs \$300,000	

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

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 14th January 2024 commencing at 2.30 pm

## 4.3 ENGINEERING DEPARTMENT MATTERS

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

Event Name	Event Description	Work Completion Deadline	Budget	Payment Claim	Claim Received	Claim Submission Status
AGRN 960 EPA	NSW Storms and Floods from 10 March 2021 onwards	30.06.2024	\$2,203,177.37	\$2,203,177.37	\$2,073,132.58	Works completed. \$2,073,132.58 worth of Payment claim has been received.
AGRN 1025 EW	NSW Severe Weather and Flooding: 27 June 2022 onwards	30.06.2023	\$58,436.06	\$58,436.06	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1025 IRW	NSW Severe Weather and Flooding: 27 June 2022 onwards	30.06.2025	\$340,590.34	\$340,590.34	\$303,427.85	Works completed. \$303,427.85 worth of Payment claim has been received.
AGRN 1034 EW	NSW Flooding from 14 September 2022 onwards	30.06.2023	\$980,153.81	\$980,153.81	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1034 IRW	NSW Flooding from 14 September 2022 onwards	30.06.2023	\$874,774.07	\$174,422.76 <sup>1</sup>	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1034 EPA RW	NSW Flooding from 14 September 2022 onwards	30.06.2026	\$6,076,520.03 (From 1 <sup>st</sup> Submission)	\$698,345.00 <sup>1</sup>	\$0.00	Works completed. Payment claim has been submitted.
	Regional Roads		\$4,878,443			Works will be starting soon.
	Local Roads		\$1,198,077			A Partial Payment claim has been submitted. The work associated with this payment claim was completed as part of the AGRN 1034 IRW event.
<b>Total</b>				<b>\$4,455,125.34</b>	<b>\$2,376,560.43</b>	
<b>Unclaimed Amount</b>				<b>#\$1,078,564.91</b>		

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

- After the Deadline of the Construction Timeframe of the AGRN 1034 IRW Event, this Event has been renamed as the AGRN 1034 EPA RW. Council has submitted a partial claim of \$698,345 under the AGRN 1034 EPA RW.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 14th January 2024 commencing at 2.30 pm

## 4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

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

Continued

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

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

Project	Estimate / Budget	Comments
Heavy Patching 2024-25	\$1,597,062	The Council received a Work Order for Heavy Patching valued at \$1,367,804.60, covering 60 patches with a total area of 18,264 m <sup>2</sup> . Heavy patching works commenced in September 2024. The scope of the Heavy Patching Works for flood-damaged areas has been updated, with 9 additional patches selected for repair; all of them are in Milawa area. Council received the new Work Order which includes additional 9 Patches. 21 Patches have been completed so far.
Milawa Pavement Rehabilitation – 3.25km	\$1,391,926	Council received the Payment Claim worth of \$1,116,305 which excludes the Final Sealing Works and the Line Marking. Final Seal and the Linemarking Works will be organised after the Resealing Works.
RMAP Activities – 2024/25 and Culvert Replacement	\$850,945 + The Cost associated with Culvert Replacement.	Under Scheduled Maintenance: 22 Culverts will be cleaned (Estimated Budget, \$92,890). Culvert cleaning works is still going on and it will be completed in January 2025. Four Culverts have been repaired (Estimated Budget is \$293,019). Also, One Culvert will be replaced at Oxley Highway in this Financial Year. A Work Proposal will be submitted to TfNSW soon. Conseth Solutions is working for all the culvert related works.
Reseal Works 2024-25		2 Segments will be resealed in this year; the sealing area is 31,488 m <sup>2</sup> . Council is working now to submit the Work Proposal including all the supporting documents to TfNSW. The reseal works are anticipated to commence in the last week of January.

**WARREN SHIRE COUNCIL**  
**Minutes of the Manex Committee Meeting**  
**held in Council’s Community Room on**  
**Tuesday, 14th January 2024 commencing at 2.30 pm**

---

**4.3 ENGINEERING DEPARTMENT MATTERS CONTINUED**

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

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

**Carried**

---

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

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

**Carried**

---

4.3.5 Digitising Pre-Start Checklist – Plant and Vehicle Operations (DMES/WC)

A presentation was conducted by Council’s Works Clerk, Mr Rino Miranda Jr. showcasing a proposal on how Council staff can utilise QR Codes to complete daily prestart checklists.

**MOVED** Stephens/Egan that the Manex Committee endorses the use of QR codes Option 1 to facilitate the submission of daily prestart checklists for plant and vehicle operators where possible and a paper-based checklist is to be utilised if a QR Code cannot be used.

**Carried**

---

**4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS**

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

Event	Subcategory	Estimate	Status
AGRN 1034	EW	\$82,389.10	Claim for temporary tip and waste disposal. Works completed. Claim re-submitted 4 <sup>th</sup> April 2024. \$82,389.10 has been paid.
AGRN 1034	EPA RW	\$220,500	Claim for re-construct internal access road. Submitted 4 <sup>th</sup> April 2024. Claim certified by Council engineer as requested.
AGRN 1034	EPA RW	\$38,983.86	Claim for other works associated with flooding of tip. Re-submitted 4 <sup>th</sup> April 2024. Claim signed by Council November 2024.

**Table Legend**

AGRN – Australian Government’s Registration Number

EW – Emergency Works

IRW – Immediate Reconstruction Works

EPA RW – Essential Public Asset Reconstruction Works

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

**Carried**

---

**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
 Tuesday, 14th January 2024 commencing at 2.30 pm

---

**4.5 WORK HEALTH & SAFETY RISK MATTERS**

Nil.

---

**4.6 HUMAN RESOURCES**

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

Position	Permanent/ Contract	Responsible Officer	Status
Accountant	Permanent	DMFA	No action to be taken at present due to budget.
Utilities Maintenance Team Leader	Permanent	DMES	Advertising with an open closing date.
Utilities Maintenance Team Member	Permanent	DMES	Advertising with an open closing date.
Light Plant Operator - Relief	Permanent	DMES	Advertising with an open closing date.
Light Truck Driver (Water)	Contract at least 2 Years	DMES	Advertising with an open closing date.
Light Plant Operator – Roller	Contract at least 2 Years	DMES	Advertising with an open closing date.
Light Plant Operator – Roller (2)	Permanent	DMES	Advertising with an open closing date.
Heavy Diesel Mechanic	Permanent	DMES	Advertising with an open closing date.
Apprentice Heavy Diesel Mechanic	Permanent	DMES	Advertising, closing 23rd January 2025.
*Roads Overseer	Permanent	DMES	Position filled, commences 13th January 2025.
Cleaner	Permanent	MHD	Advertising with an open closing date.
*Roadside Maintenance Team Operator	Permanent	DMES	Candidate commenced 20th December 2024
Tourism Information Officer	Permanent	EDVM	Advertising with an open closing date.
Trainee Tourism Officer	Permanent	EDVM	Advertising, closing 23rd January 2025.

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

**Carried**

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday, 14th January 2024 commencing at 2.30 pm

---

**5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS**

**(L5-3)**

Date	Circular No.	Description	Comment/Action
17.12.25	24-23	Consultation on Reforms to Council Meeting Practices	Noted

**MINISTERIAL CIRCULARS**

Date	Circular No.	Description	Comment/Action
Nil			

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

**Carried**



# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 14th January 2024 commencing at 2.30 pm

## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

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

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

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

	January 2025	Status	February 2025	Status		
Finance	30	Third quarter rates instalment notices to be sent [LGA s562(5)]	Noted.	1	First 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.
	31	Last day for council's ledgers to be balanced and a list of balances to be prepared for six-monthly inspections by council's auditor [LG Reg cl 228]	DMFA to arrange.	28	Last day for RAO to submit quarterly budget review statement to council [LG Reg cl 203(1)]. Councils are requested to send a copy of the QBRS to <a href="mailto:finance@olg.nsw.gov.au">finance@olg.nsw.gov.au</a>	DMFA to action.
				28	Third quarter rates instalment due [LGA s562(3(b))]	Noted.
Governance						

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 14th January 2024 commencing at 2.30 pm

## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

	January 2025	Status	February 2025	Status	
Grants	Local Government Recovery Grants – AGRN 1012, 1025, 1030/34 and HIC \$2M, HIC Companion Animals Grants (\$375K) - YTD Reporting due	IPM to arrange.	1	Low-cost loan initiative reimbursement claim period opens (Initial report or Progress report due)	Noted.
				New Council Implementation Fund (NCIF) progress report due	N/A.
				Stronger Communities Fund (SCF) progress report due	Noted.
Companion Animals					
			Expected third installment of 2024-25 Financial Assistance Grants	Noted.	
			Council must establish a new delivery program after the ordinary election to cover principal activities of the council for the 4-year period commencing on 1 July [LGA s404(3)]	Noted.	
Other			Elections: Councils administering their own elections – General Manager is to provide written report setting out the details of the election to the Minister for Local Government within 6 months (CI 393A LGGR)	N/A.	

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 14th January 2024 commencing at 2.30 pm

---

5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

	January 2025	Status	February 2025	Status
Education				

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

**Carried**

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday, 14th January 2024 commencing at 2.30 pm

---

**6 OPERATIONAL PROCEDURES (I2-11.1)**

Nil.

---

**7 DECEMBER 2024 DRAFT MINUTES AND JANUARY 2025 DRAFT BUSINESS PAPER**

The Committee previewed the January 2025 Business Paper and the December 2024 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

---

**8 CORRESPONDENCE AND CUSTOMER REQUESTS STATUS**

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

---

**9 GENERAL BUSINESS WITHOUT NOTICE**

- The Executive Assistant to the Mayor and GM provided the Committee a hand-out detailing a way forward for the recording of records, especially correspondence sent directly to staff to assist in the capturing of information into Council's records system.
  - The Treasurer requested that when completing orders it is important that the job cost numbers are correct. The amount of recent journals required to transfer costings has slowed down the process and adds quite a lot of additional work in the background. The Acting General Manager also requested that the quantity and rate information is also to be included on orders, so that it is clear what the cost is for.
  - The Treasurer asked that if any notification of monies coming to Council are received, could you please send the notification to the Divisional Manager Finance & Administration and Treasurer. This will ensure that the funds are correctly allocated.
  - The Treasurer advised that timesheets should arrive to the Finance Clerk – Payroll/HR Officer with correct job costs, plant numbers, hours etc. Any required leave forms should also be submitted with timesheets accurately completed with any leave taken along with any necessary supporting information (Doctor's Certificates etc). Too much time is wasted on chasing information, delaying the process and is unnecessarily adding to the workload.
  - The Treasurer advised that the process this year for working staff filling out their timesheets between Christmas and New Year did not work. Some staff work arrangements changed and meant that some staff didn't have enough leave (LWOP). The adjustments that were required to be made, have taken several weeks and has proved to be a complicated process. The Treasurer suggested that into the future, Council goes back to paying annual leave for this period and then the first week back, making adjustments, should they be necessary.
  - The Economic Development and Visitation Manager has been contacted by Nguumambiny Indigenous Corporation relating to an Indigenous employment support program called Wake Up Shake Up. This is a fully funded one-week intensive pre-employment program, designed
-

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday, 14th January 2024 commencing at 2.30 pm

---

**9 GENERAL BUSINESS WITHOUT NOTICE**

**CONTINUED**

to minimise potential hurdles which may impact a jobseeker's ability to participate effectively and maintain work. The program is currently utilised by a number of other regional councils and includes a (3) month post-employment support initiative for the new starter. Further information has been requested and will be circulated when available.

- The Librarian advised of the joint success with the Economic Development and Visitation Manager of the Connecting Seniors grant of \$30,000. This initiative is aimed at supporting older people to connect with others and combat social isolation.

**There being no further business the meeting closed at 4.22 pm.**

## **WATER AND SEWERAGE COMMITTEE**

---

---

Attached are the Minutes of the Meeting of the Water and Sewerage Committee held on Thursday, 16th January 2025.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Water and Sewerage Committee held on Thursday, 16th January 2025 be received and noted, and the following recommendations be adopted:

**ITEM 5. WATER SUPPLY IN COLLIE VILLAGE (S1-3.1)**

That a master plan be developed for improvement of water supply in Collie Village.

# WARREN SHIRE COUNCIL

Minutes of the Water and Sewerage Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren,  
on Thursday 16th January 2025 commencing at 2.01 pm

---

## PRESENT:

Councillor Noel Kinsey (Chair)  
Councillor David Cleasby  
Councillor Anthony Wass  
Councillor Greg Whitely  
Stephen Glenn (Acting General Manager)  
Sylvester Otieno (Divisional Manager Engineering Services)  
Raymond Burns (Town Services Manager)  
Rino Miranda (Minute Taker)

---

## ITEM 1 ELECTION OF CHAIRPERSON

**MOVED** Wass/Cleasby that Councillor Kinsey be elected Chairperson for this Committee.

**Carried**

---

## ITEM 2 APOLOGIES

Apologies were received from Councillor Andrew Brewer and Divisional Manager Finance & Administration Bradley Pascoe who were absent due to external commitments, and it was

**MOVED** Wass/Kinsey that a leave of absence be granted for this meeting.

**Carried**

---

## ITEM 3 CONFIRMATION OF MINUTES OF THE MEETING HELD ON FRIDAY, 7<sup>TH</sup> JUNE 2024

**MOVED** Cleasby/Kinsey that the Minutes of the Meeting held on Friday 7th June 2024 be accepted as true and correct record of that meeting.

**Carried**

---

## ITEM 4 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON FRIDAY, 7<sup>TH</sup> JUNE 2024

Nil.

---

## ITEM 5 ACTION CHECKLIST

### RECOMMENDATION TO COUNCIL

**MOVED** Cleasby/Wass that Council endorses that:

1. A master plan be developed for improvement of water supply in Collie Village; and
2. The information be received and noted, and those items marked with an asterisk (\*) be deleted.

**Carried**

---

# WARREN SHIRE COUNCIL

Minutes of the Water and Sewerage Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren,  
on Thursday 16th January 2025 commencing at 2.01 pm

---

## ITEM 6            REPORTS

### ITEM 6.1        NSW PRODUCTIVITY & EQUALITY COMMISSION REPORT            (W1-1)

#### RECOMMENDATION TO COUNCIL:

**MOVED** Wass/Cleasby that the report be received and noted

**Carried**

---

## ITEM 7            GENERAL BUSINESS

### ITEM 7.1:        SEWER MAIN CONSTRUCTION AT NEVERTIRE

- Professional advice will be sought to explore available options for this project.

### ITEM 7.2:        WATER MAIN CONSTRUCTION AT OATES AVENUE

- This project will be deferred and revisited later.

### ITEM 7.3:        STRUCTURAL DAMAGE TO THE INLET WORKS – TIGER BAY STP

- A further inspection will be scheduled, and a comprehensive repair plan will be developed and implemented.

### ITEM 7.4:        MANAGEMENT OF ILLEGAL/INCORRECT STORMWATER CONNECTIONS TO SEWER IDENTIFIED BY CCTV AND SMOKE TESTING

- A detailed report will be prepared to identify instances of incorrect stormwater connections to the sewer system.
- To promote compliance, a public awareness campaign may be considered, including the issuance of a memo outlining the dos and don'ts regarding stormwater connections to the sewer system.
- Council will take proactive steps to identify and resolve any stormwater issues within the town and villages.

### ITEM 7.5:        VISIT TO WARREN SHIRE COUNCIL'S WATER AND SEWERAGE ASSETS/INFRASTRUCTURE

- A visit will be arranged following the January 2025 Council meeting.

### ITEM 7.6:        LICENSING OF ELLENGERAH BORE

- Council continues to pursue the license with the regulatory body, with the expectation that the ongoing ICWM and Water Security Projects will help justify the need for the license.



# WARREN SHIRE COUNCIL

Minutes of the Water and Sewerage Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren,  
on Thursday 16th January 2025 commencing at 2.01 pm

---

**ITEM 8                      DATE OF NEXT MEETING**

TBA

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



# THE COUNTRY MAYORS ASSOCIATION OF NSW INC

*"What we want is nothing more than equity"*

**Chairman:** Cr Rick Firman OAM  
C/- Temora Shire Council,  
PO Box 262, Temora NSW 2666  
**Email:** admin@nswcountrymayors.com.au

## MINUTES

The ANNUAL GENERAL MEETING of the Country Mayors Association of NSW Inc was held on **Friday 15 November 2024, in the Theatre, Parliament House, Macquarie Street from 8:20am until 1pm. The meeting had a Skills and Education theme.**

**Acting Chairman Cr. Rick Firman OAM extended the official Welcome.**

**Guest Speaker;  
NSW Opposition Leader & Liberal Leader, the Hon Mark Speakman MP**

Opposition Leader Speakman congratulated recently elected mayors. He described the regional connectedness of the NSW Coalition Opposition.

"Our shadow skills and education ministers are regionally based."

"There's a lot of pain and frustration in the regions. Pressures including difficulties getting skilled staff are a real challenge, as are the accommodation shortages. I was recently in Cowra with Local Member Steph Cooke and the increasing water costs was a pressure on agribusiness there."

"The issue with common planning assumptions (which understate growth projections and thus, funding) was another issue in Cowra and Parkes. There are dramatic reductions in funding. Councils have to repair the roads after floods and we are determined to support them."

"Prefabricated, smaller homes is one of the alternative approaches floated that will help address the housing needs of country NSW."

**Introduction of new Mayors, who were presented with CMA pins. There was also acknowledgement of those who were not re-elected and recognition for retiring Executive Board Members. Three former CMA Executive Board members were presented with plaques which acknowledged their service:**

Cr. Firman again paid tribute to the work of former CMA Chairman and Mayor of Gunnedah Shire, Mr Jamie Chaffey, who was pleased to take a break from campaigning for the Federal Seat of Parkes to support the CMA. Mr Chaffey encouraged Mayors to make the most of their time as Mayors and highlighted the value of the CMA.

Former CMA Executive Member and Mayor of Narromine Shire Cr. Craig Davies reiterated the importance of the bio-conservation Act issue and the CMA.

Former CMA Executive Member and Mayor of Federation Council, Cr. Patrick Bourke reiterated how he valued the CMA and the relationships from it.

## Attendance 150

Cr. Kevin Mack	Mayor	Albury City Council
Frank Zaknich	CEO	Albury City Council
Cr. Todd Redwood	Deputy Mayor	Armidale Regional Council
James Roncon	GM	Armidale Regional Council
Linda Scott	Former President	ALGA
Cr. Robert Taylor	Mayor	Bathurst Regional Council
David Sherley	GM	Bathurst Regional Council
Cr. Sharon Cadwallader	Mayor	Ballina Shire Council
Cr. Russell Fitzpatrick	Mayor	Bega Valley Shire Council
Anthony McMahan	CEO	Bega Valley Shire Council
Mark Griffioen	GM	Bellingen Shire Council
Cr. Stephen Allan	Mayor	Bellingen Shire Council
Cr. Julia Cornwell McKean	Mayor	Berrigan Shire Council
Cr. Brian Monaghan	Mayor	Bland Shire Council
Grant Baker	GM	Bland Shire Council
Cr. Bruce Reynolds	Mayor	Blayney Shire Council
Mark Dicker	GM	Blayney Shire Council
Cr. Lachlan Ford	Mayor	Bourke Shire Council
Leonie Brown	GM	Bourke Shire Council
Cr. Jim Hickey	Deputy Mayor	Broken Hill City Council
Cr. Sarah Ndiaye	Mayor	Byron Shire Council
Mark Arnold	GM	Byron Shire Council
Cr. Kevin Beatty	Mayor	Cabonne Shire Council
Bradley Byrnes	GM	Cabonne Shire Council
Sharon Houlihan	EO	Canberra Region JO
Greg Hill	GM	Central Darling Shire Council
Cr. Daniel Watton	Mayor	Cessnock City Council
Cr. Ray Smith	Mayor	Clarence Valley Council
Laura Black	GM	Clarence Valley Council
Gary Fry	Secretariat	CMA
Cr. Jarrod Marsden	Mayor	Cobar Shire Council
Cr. Nikki Williams	Mayor	Coffs Harbour City Council
Cr. David McCann	Mayor	Coolamon Shire Council
Tony Donoghue	GM	Coolamon Shire Council
Cr. Daniel Keady	Mayor	Coonamble Shire Council
Paul Gallagher	GM	Coonamble Shire Council
Dirk Wymer	Acting GM	Cowra Shire Council
Cr. Paul Smith	Mayor	Cowra Shire Council
Cr. Josh Black	Mayor	Dubbo Regional Council
Murray Wood	CEO	Dubbo Regional Council
Gareth Curtis	GM	Dungog Shire Council
Cr. Digby Rayward	Mayor	Dungog Shire Council
Gary Arnold	CEO	Edward River Council

Cr. Ashley Hall	Mayor	Edward River Council
Cr. Mathew Hatcher	Mayor	Eurobodalla Shire Council
Cr. Cheryl Cook	Mayor	Federation Council
Cr. Patrick Bourke	Member	Federation Council
Adrian Butler	GM	Federation Council
Cr. Phyllis Miller OAM	Mayor	Forbes Shire Council
Cr. Doug Batten	Mayor	Gilgandra Shire Council
Cr. Nicholas White	Councillor	Gilgandra Shire Council
Cr. Margot Davis	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Cr. Nina Dillon	Mayor	Goulburn Mulwaree Council
Marina Hollands	Acting CEO	Goulburn Mulwaree Council
Cr. Ben Hooper	Deputy Mayor	Greater Hume Council
Evelyn Arnold	GM	Greater Hume Council
Cr. Doug Curran	Mayor	Griffith City Council
Brett Stonestreet	GM	Griffith City Council
Cr. Colleen Fuller	Mayor	Gunnedah Shire Council
Eric Groth	GM	Gunnedah Shire Council
Cr. Tiffany Galvin	Mayor	Gwydir Shire Council
Max Eastcott	GM	Gwydir Shire Council
	Executive Manager Economic	
Alison McLean	Development & Tourism	Hay Shire Council
Cr. Brian Ingram	Mayor	Hilltops Council
Anothony O'Reilly	GM	Hilltops Council
Cr. Kate Dight	Mayor	Inverell Shire Council
Brett McInnes	GM	Inverell Shire Council
Cr. Kinne Ring	Mayor	Kempsey Shire Council
Craig Milburn	GM	Kempsey Shire Council
Stephen Mitchell	Director Corporate and Commercial	Kempsey Shire Council
Cr. Cameron McDonald	Mayor	Kiama Municipal Council
Jane Stroud	CEO	Kiama Municipal Council
Cr. Danielle Mulholland	Mayor	Kyogle Council
Cr. John Medcalf OAM	Mayor	Lachlan Shire Council
Greg Tory	GM	Lachlan Shire Council
Cr. George Weston	Mayor	Leeton Shire Council
Jackie Kruger	GM	Leeton Shire Council
Cr. Steve Krieg	Mayor	Lismore City Council
John Gibbons	GM	Lismore City Council
Ross Gurney	GM	Lithgow City Council
Cr. Cass Coleman	Mayor	Lithgow City Council
Cr. Ken Cudmore	Mayor	Liverpool Plains Shire Council
Gary Murphy	GM	Liverpool Plains Shire Council
Cr. Peter Sharp	Mayor	Lockhart Shire Council
Gavin Rhodes	GM	Lockhart Shire Council
Cr. Claire Pontin	Mayor	MidCoast Council
Cr. Des Kennedy	Mayor	Mid-Western Regional Council
Brad Cam	GM	Mid-Western Regional Council
Cr. Susannah Pearse	Mayor	Moree Plains Shire Council
Kelvin Tytherleigh	GM	Moree Plains Shire Council
Sarah Ryan	Acting CEO	Murray River Council

Cr. John Harvie	Mayor	Murray River Council
Cr. Ruth McRae OAM	Mayor	Murrumbidgee Council
John Scarce	GM	Murrumbidgee Council
Cr. Jeff Drayton	Mayor	Muswellbrook Shire Council
Derek Finnigan	GM	Muswellbrook Shire Council
Cr Darrell Tiemens	Mayor	Narrabri Shire Council
Eloise Chaplain	GM	Narrabri Shire Council
Cr. Neville Kschenka	Mayor	Narrandera Shire Council
Cr. Craig Davies	Councillor and past CMA Executive	Narromine Shire Council
Cr. Ewen Jones	Mayor	Narromine Shire Council
Phil Johnston	Director	Narromine Shire Council
Jamie Chaffey	Past CMA Chariman	Nationals Candidate for Parkes
Jonathan Malota	Policy Advisor – Transport & Data	NRMA
Cr. Katie Graham	Deputy Mayor	Oberon Council
Gary Wallace	GM	Oberon Council
Erica Van Den Honert	Executive Director	OLG
Sharne Colefax	Manager, Council Engagement Council Engagement Manager, North Coast and Eastern Sydney	OLG
Anita Gambhir		OLG
Cr. Tony Mileto	Mayor	Orange City Council
Cr. Neil Westcott	Mayor	Parkes Shire Council
Cr. Marg Applebee	Deputy Mayor	Parkes Shire Council
Cr. Leah Anderson	Mayor	Port Stephens Council
Cr. Robert Mustow	Mayor	Richmond Valley Council
Vaughan Macdonald	GM	Richmond Valley Council
Cr. Kenrick Winchester	Mayor	Queanbeyan-Palerang Regional Council
Rebecca Ryan	GM	Queanbeyan-Palerang Regional Council
Yvonne Lingua	Executive Officer	RAMJO
Julie Briggs	CEO outgoing	REROC
Megan Mulrooney	CEO incoming	REROC
Cr. Robert Mustow	Mayor	Richmond Valley Council
Vaughan Macdonald	GM	Richmond Valley Council
Cr. Chris Homer	Mayor	Shellharbour City Council
Cr. Patricia White	Mayor	Shoalhaven City Council
James Ruprai	Acting GM	Shoalhaven City Council
Cr. Sue Moore	Mayor	Singleton Council
Justin Fitzpatrick-Barr	GM	Singleton Council
Cr. Chris Hanna	Mayor	Snowy Monaro Regional Council
Cr. Julia Ham	Mayor	Snowy Valleys Council
Paul Bennett	GM	Tamworth Regional Council
Cr. Rick Firman OAM	Mayor (CMA Acting Chairman)	Temora Shire Council
Melissa Boxall	GM	Temora Shire Council
Cr. Bronwyn Petrie	Mayor	Tenterfield Shire Council
Cr. Paul Culhane	Mayor	Upper Lachlan Shire Council
Alex Waldron	CEO	Upper Lachlan Shire Council
Cr. Robert Bell	Mayor	Uralla Shire Council
Toni Averay	GM	Uralla Shire Council
Cr. Eric Noakes	Mayor	Walcha Council
Megan Dixon	GM	Walgett Shire Council
Cr. Jasen Ramien	Mayor	Walgett Shire Council
Gary Woodman	GM	Warren Shire Council

Cr. Greg Whiteley	Mayor	Warren Shire Council
Lindsay Mason	Acting GM	Warrumbungle Shire Council
Cr. Paul Best	Mayor	Weddin Shire Council
Noreen Vu	GM	Weddin Shire Council
Ken Ross	GM	Wentowrth Shire Council
Cr. Daniel Linklater	Mayor	Wentowrth Shire Council
Cr. Jesse Fitzpatrick	Mayor	Wingecarribee Shire Council
Lisa Miscamble	GM	Wingecarribee Shire Council

### **Apologies**

Adrian Panuccio	MidCoast Council	GM
Cr. Bob Callow	Junee Shire Council	Mayor
James Davis	Junee Shire Council	GM
Cr. Abb McAlister	Cootamundra-Gundagai Regional Council	Mayor
Steve McGrath	Cootamundra-Gundagai Regional Council	Acting GM
Cr. Dallas Tout	Wagga	Mayor
Steve Loane OAM	Forbes Shire Council	GM
Cr. Russell Webb	Tamworth Regional Council	Mayor
Lord Mayor Tania Brown	Wollongong City Council	
Cr. Glen Neill	Bogan Shire Council	Mayor
Cr. Andrew McKibbobb	Oberon Mayor	
Cr. Kathryn Rindfleish	Warrumbungle Shire Mayor	
Cr. Sam Coupland	Armidale Regional Council Mayor	
George Cowan	Narrandera Shire	
Cr. Carol Oataway	Hay Shire Mayor	
David Waddell	Orange City Council CEO	
	Central Darling Shire	
Bob Stewart	Administrator	
Phil Hood	Walcha Council GM	
Jay Nankivell	Broken Hill City Council GM	
Steve Pinnuck	Snowy Valleys Council	

Apologies moved by Snowy Monaro Regional Council Mayor Cr. Chris Hanna and seconded by Bellingen Shire Council Mayor Cr. Steve Allan.

### **Reports**

#### **Year in Review      Acting Chairman's Report**

Cr. Firman spoke of the very big year that the CMA has had. Cabonne Mayor Cr. Kevin Beattie moved and Bellingen Mayor Cr. Steve Allan seconded that the report be accepted. Unanimously endorsed.

#### **LGNSW Report**

President of LGNSW, Cr. Darriea Turley AM congratulated mayors on their election. "We are a family. LGNSW has a strong MoU with the CMA and we stand together."

Moved by Kyogle Mayor Cr. Danielle Mulholland, Mayor of Eurobodalla and Cr. Mathew Hatcher

seconded that the report be accepted. Unanimously endorsed.

### **ALGA Report**

Cr. Darriea Turley AM returned to the lectern as Vice-President of ALGA. Matt Burnett was elected President of ALGA unopposed. Cr. Turley encouraged participation and Ministerial contact at the ALGA conference.

Moved by Forbes Shire Council Mayor and CMA Executive Member Cr. Phillys Miller OAM and Seconded Kyogle Mayor, Cr Dannielle Mulholland. Unanimously endorsed.

### **Guest Speaker**

#### **Minister for Skills, TAFE & Tertiary Education, the Hon. Steve Whan MP**

Minister Whan spoke of the linkages between educational institutions, training providers and industry that are being developed. “The Educational Partnerships program is doing that (linking) with Careers advisors in schools.”

“Raising awareness of the options available is important. A NSW Skills Plan will be released later this year.”

“Increased visibility of options at TAFE campuses has been called for, as with increased links between TAFE and communities.

1,300 apprenticeships place for LG was announced by Minister Hoenig and other initiatives are underway.”

“A strong investment in skill development like fee-free courses in VET has been undertaken by the Government. This includes encouraging people to upskill in trade skills. Doing a VET course can be financially far better than a university degree and leaves someone with a lot less debt.”

“Skilled Migration is also important. NSW Government does have State nominated visa programs and we are working with the Australian Government on that. The process of assessing skills can be complicated or slow. School fees will no longer be required certain visa holders and that will make NSW more attractive for skilled migrants.”

“TAFE teachers will be made less casual, more permanent and we’ve seen 500 transition to permanency already.”

Q. Cr. Sarah Ndiaye from Byron Shire: Southern Cross University is cutting the Arts – face to face creative arts is being cut out in our education institutions, including high schools.

A The previous Federal Government introduced policy that increased Arts fees and I will follow up with the Government.

My daughter is a drama teacher, so I am certainly looking into the discussion paper.

Q. Cr. Neville Kschenka (Narrandera Shire Mayor). Doctors from overseas take too long to get their skills assessed.

A. Unfortunately, that is a Federal issue and licensing in the medical sector is very complex.

Q. Cr. Robert Bell (Mayor of Uralla Shire). Speaking from the New England REZ, there is a need for training. There are great opportunities for trades with renewable energy projects. An

electrician gets \$70/hr in town and \$180/hr at a solar farm.

A. Our Skills Plan will hopefully incorporate that. The challenge is that a solar farm construction does not last long enough for an apprenticeship.

Q. Cr. George Weston (Mayor of Leeton Shire). Commented on the difficulty skilled migrants have in traveling to distant TAFE courses.

Q. Armidale Regional Council (Deputy Mayor Todd Redwood) also highlighted the New England REZ challenges.

Q. Cr. Kinny Ring (Mayor of Kempsey Shire Council). What are you doing about key skill shortage areas?

A. We are teaching more nursing in TAFE. RPL is difficult with skilled migrants. It often involves industry bodies, Government and it can be cumbersome. Keep an eye out for the Government's Skills Plan.

Q. Cr. Cass Coleman (Lithgow City Council Mayor), our TAFE students have to travel to Sydney or Orange. We need trade TAFEs and we need to make them more accessible to regional communities.

A. We cannot make all trades available at all campuses but some online components does help. We are looking at how we can reduce travel demands.

**Morning tea in the Fountain Court of the NSW Parliament building was a brief respite that was a welcomed chance to relax and network with peers from around the State.**

## **AGM business**

**Minutes from 2023 AGM** – Bega Valley Shire Council Mayor and CMA Executive Member Cr. Russell Fitzpatrick moved and Forbes Shire Council Mayor and CMA Executive Member Cr. Phyllis Miller OAM seconded. Unanimously endorsed.

**Correspondence** - Forbes Shire Council Mayor and CMA Executive Member Cr. Phyllis Miller OAM moved and Lachlan Shire Council Mayor Cr. John Medcalf OAM seconded. Unanimously endorsed.

### **Financials**

CMA Secretary and Temora Shire GM Melissa Boxall provided a summary, given financials had been supplied.

The financials were moved by Singleton Council Mayor and CMA Executive Member Cr. Sue Moore, Seconded by Bega Valley Shire Council Mayor and CMA Executive Member Cr. Russell Fitzpatrick. Unanimously endorsed.

### **Appointment of Returning Officers**

RECOMMENDATION: That the Acting CMA Secretary/Public Officer Ms. Melissa Boxall and Secretariat Mr. Gary Fry be appointed as returning officers for the CMA Executive Board elections.

Motion of returning officers – Mayor of Wentworth Shire Council Cr. Daniel Linklater moved the motion and CMA Executive Member Cr. Phyllis Miller OAM seconded. Unanimously endorsed.

That the election be conducted by secret ballot.

Moved Cr. Phyllis Miller, seconded Cr. Sue Moore (Singleton Council).



**Election results:**

**Ms. Boxall announced the following Election results for a two-year term:**

**Mayor of Temora Shire Council, Cr. Rick Firman OAM was endorsed as Chairman unopposed.**

**Bega Valley Shire Council Mayor Cr. Russell Fitzpatrick and Armidale Regional Council Mayor Cr. Sam Coupland contested for the Deputy Chairman Position. Mayor Fitzpatrick won.**

**From 13 candidates, the following (7) Mayors were elected to the Executive Board of the CMA:**

Cr. Phyllis Miller OAM, Forbes Shire Council  
Cr. Sam Coupland, Armidale Regional Council  
Cr. John Medcalf OAM, Lachlan Shire Council  
Cr. Sue Moore, Singleton Council  
Cr. Josh Black, Dubbo Regional Council  
Cr. Russell Webb, Tamworth Regional Council  
Cr. Sharon Cadwallader, Ballina Shire Council

**The vote was close across the Board and there were no informal votes.**

**The following Mayors were unsuccessful:**

Cr. Steve Allan, Bellingen Shire Council  
Cr. Chris Hanna, Snowy Monaro Regional Council  
Cr. Mathew Hatcher, Eurobodalla Shire Council  
Cr. Brian Monaghan, Bland Shire Council  
Cr. Danielle Mulholland, Kyogle Council  
And Cr. Darrell Tiemens, Narrabri Shire Council

**A motion was moved that should a vacancy occur in the Executive it would be filled by the candidate with the 8<sup>th</sup> highest vote count, with another vacancy occurrence going to 9<sup>th</sup> place etc. This was moved by Mayor of Bland Shire Council Cr. Brian Monaghan, seconded by Kempsey Shire Mayor Cr. Kinne Ring. Endorsed unanimously.**

**Forbes Shire Council Mayor and CMA Executive Member Cr. Phyllis Miller OAM and Bland Shire Council Mayor Cr. Brian Monaghan seconded that ballot papers be destroyed. Unanimous.**

**Orange City Council Mayor Cr. Tony Mileto moved that all elected positions be accepted and Leeton Shire Mayor Cr. George Weston seconded. Endorsed unanimously.**

### **Appointment of Secretariat**

EXECUTIVE RECOMMENDATION: That Gary Fry, through Regional Development Australia Inland Northern NSW be re-contracted as CMA Secretariat/Executive Officer for 2025 but that the hours for the role be extended to 30 per week, with annual cost of \$80,000 ex GST for an average of 4 days per week.

Moved – Cr. Sue Moore (Mayor, Singleton Council)

Seconded – Cr. Phyllis Miller OAM (Mayor, Forbes Shire Council)

Carried unanimously.

### **Setting of Annual Membership Fees**

EXECUTIVE RECOMMENDATION: That the CMA increase membership fees by 10%, in light of the increasing workload with advocacy to Government Inquiries. This 10% increase would result in the fees for the 2025 calendar year becoming \$1,650 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% of the full fee, becoming \$1,237.50, which would also be the new fee for not-for-profit Associate Membership, while for-profit Associate Membership would become \$3,300 per year.

Moved – Cr. Phyllis Miller (Mayor Forbes Shire Council)

Seconded – Cr. Chris Hanna (Mayor Snowy Monaro Regional Council)

Carried unanimously.

### **General Business:**

#### **CMA Constitution. Proposed amendments have been supplied.**

RECOMMENDATION: That the proposed amendments be endorsed and that the resultant constitution for the CMA be accepted by members as the currently endorsed version (15 November 2024).

Moved – Cr. Danielle Mulholland (Mayor Kyogle Council)

Seconded – Cr. John Medcalf OAM (Mayor Lachlan Shire Council)

Carried unanimously.

### **Membership**

RECOMMENDATION: That Coffs Harbour City Council be endorsed as a Member of the Country Mayors Association of NSW.

Moved – Cr. Stephen Allan (Mayor Bellingen Shire Council)

Seconded – Cr. Mathew Hatcher (Mayor Eurobodalla Shire Council)

Carried unanimously.

RECOMMENDATION: That the Riverina and Murray Joint Organisation (RAMJO) be endorsed as an Associate Member of the Country Mayors Association of NSW.

Moved – Cr. Russell Fitzpatrick (Mayor Bega Valley Shire Council)

Seconded – Cr. Phyllis Miller OAM (Mayor Forbes Shire Council)

Carried unanimously.

### **Setting of Meeting Dates for 2025**

RECOMMENDATION: That the meeting dates for 2025 be set to coincide with NSW Parliament sitting dates, as was the case in 2024 – the Friday of the first week of each parliamentary session. [It was stated that these dates would be communicated to members as soon as they are ascertained].

Moved – Cr. Kevin Mack (Mayor Albury City Council)

Seconded – Cr. Chris Hanna (Mayor Snowy Monaro Regional Council)

Carried unanimously.

### **Signatories.**

RECOMMENDATION: That signatories from the former Chairman's Council [Gunnedah Shire] be removed from the Country Mayors Association account and that the new Chairman and two staff members from their Council be authorised as signatories.

Moved – Cr. Kevin Mack (Mayor Albury City Council)

Seconded – Cr. Steve Krieg (Mayor Lismore City Council)

Carried unanimously.

### **Hosting Non-Metropolitan Meetings in 2025**

Submissions to host a non-metropolitan meeting in 2025 have been received from Orange City Council, Ballina Shire Council and Inverell Shire Council.

RECOMMENDATION: That members vote to determine if there will be one CMA member hosted meeting in 2025 or two. Further, that new CMA Executive Board assess the applications and make the selection/s and choose the optimal date.

That One CMA Regional Meeting be held in 2025.

Moved – Cr. Sue Moore (Mayor Singleton Council)

Seconded – Cr. Phyllis Miller (Mayor Forbes Shire Council)

Carried unanimously.

CMA Executive Board to determine

Moved – Cr. Kevin Mack (Mayor Albury City Council)

Seconded – Cr. Steve Krieg (Mayor Lismore City Council)

Carried unanimously.

### **Member motions.**

Mayor of Tenterfield Shire Council Cr. Bronwyn Petrie moved “That the Country Mayors Association writes to the Premier of NSW requesting an urgent ban of importation of turf product into NSW from Queensland and increased border surveillance, and b) requests of the Premiers of NSW and Queensland and the Federal government an urgent improvement in the eradication measures delivered by Biosecurity Queensland and the National Management Group governing the National Fire Ant Eradication Program.”

Seconded - Mayor Stephen Allan (Mayor of Bellingen Shire Council).

Carried unanimously.

### **Final Guest Speaker**

The **Premier, the Hon. Chris Minns MP** was originally scheduled to speak at 9:15am, he requested a change to 12:30pm days before the meeting and had to send an apology halfway through the meeting. He sent **Minister for Regional Roads and Transport, the Hon. Jenny Atchinson MP** as his representative.

Minister Atchinson spoke of the Government’s current priorities, which included housing and essential workers. A focus has been on increased staffing of health professionals and Police with the Academy seeing the largest intake as a result of the introduction of paid study.

Like Minister Whan, she highlighted the \$252 million funding for cadets, apprentices and trainees across all NSW Councils – which will (it is hoped) result in an additional 1300 staff.

Three new TAFE Centres of excellence across NSW was announced.

There was also an announcement of 100 new preschools to be built near schools (with 49 in regional areas) to help improve literacy and numeracy.

**Meeting closed at 12:55pm**

Cr Rick Firman OAM  
Chairman

[www.nswcountrymayors.com.au](http://www.nswcountrymayors.com.au)

## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS, COONAMBLE ON MONDAY 25<sup>th</sup> NOVEMBER 2024 COMMENCING AT 10:34AM**

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

**ABSENT:** Nil

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

**WELCOME:** Meeting was opened at 10:34am and Chairman Clr Batten, welcomed all councillors and staff to the meeting.

**DECLARATIONS OF INTEREST- Nil**

**06/24/01 Minutes of Ordinary Council Meeting – 28<sup>th</sup> October 2024**

**Resolved:**

That the minutes of the ordinary Council meeting held 28<sup>th</sup> October 2024, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Kinsey  
**Seconded:** Clr Fisher

**Carried**

*Councillor Greg Whiteley read the Oath/Affirmation as per Section 233A of the Local Government Act 1993 as he was absent from the October 2024 meeting.*

**06/24/02 Council's Decision Action Report – November 2024**

**Resolved:**

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

**Moved:** Clr Kinsey  
**Seconded:** Clr Holcombe

**Carried**

**06/24/03 Cash and Investment Report – 31<sup>st</sup> October 2024**

**Resolved:**

That the investment report for 31<sup>st</sup> October 2024 be received and noted.

**Moved:** Clr Garnsey

**Seconded:** Clr Peart

**Carried**

**06/24/04 New and Revised Policies**

**Resolved:**

1. That the report be received
2. Council adopts the Procurement, Contractor Management, Records Management and Sun Safe policies
3. Council adopts its legislative compliance as of October 2024.

**Moved:** Clr Kinsey

**Seconded:** Clr Fisher

**Carried**

**06/24/05 Government Information Public Access Act – Annual Report**

**Resolved:**

That;

1. The administration officers report be received
2. Council adopt the attached GIPA Annual Report for 2023/2024
3. The Information Commissioner be sent a link to Council's 2023/2024 Annual Report

**Moved:** Clr Bell

**Seconded:** Clr Garnsey

**Carried**

**06/24/06 Public Interest Disclosure – Annual Report**

**Resolved:**

1. That the Administration Officers report be received
2. That Council adopt the 2023/2024 Public Interest Disclosure Annual Report

**Moved:** Clr Garnsey

**Seconded:** Clr Bell

**Carried**

**06/24/07 Audited Financial Statements and Audit Report**

**Resolved:**

That;

1. Council received the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2023 to 30 June 2024.
2. The General Manager provide a report in relation to leave liability on all leave entitlements of staff.

**Moved:** Clr Peart

**Seconded:** Clr Kinsey

**Carried**

**06/24/08 Annual Report 2023/2024**

**Resolved:**

That Council formally adopts its Annual Report for 2023/2024.

**Moved:** Clr Holcombe

**Seconded:** Clr Cooke

**Carried**

**06/24/09 Christmas Closure Period 2024/2025****Resolved:**

That Council operations close from Friday 20<sup>th</sup> December 2024 to Friday 3<sup>rd</sup> January 2025, inclusive, and the General Manager make satisfactory arrangements for the provision of emergency call out services.

**Moved:** Clr Bell

**Seconded:** Clr Garnsey

**Carried****06/24/10 Important Dates for Councillors – Upcoming Meetings and Events****Resolved:**

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

**Moved:** Clr Kinsey

**Seconded:** Clr Garnsey

**Carried****05/24/21 Quarterly Biosecurity Report****Resolved:**

That the report be received and noted.

**Moved:** Clr Garnsey

**Seconded:** Clr Peart

**Carried**

Date of the next CMCC Council Meeting to be Monday 24<sup>th</sup> February 2025 in Coonamble

**Close of Meeting**

The meeting closed at 11:20am

\_\_\_\_\_  
Chairman

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



**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor P Serdity  
to the Ordinary Meeting of Council held in the  
Council Community Room, Warren on Thursday 25th January 2025

---

**ITEM 3 NSW PUBIC LIBRARIES AUSTRALIA SWITCH CONFERENCE 2024**

**(L2-7)**

**RECOMMENDATION:**

That the information be received and noted.

I attended the Library SWITCH Conference at Coffs Harbour with Librarian Erica Kearnes from Tuesday 12th to Friday 15th November 2024.

The theme of the Conference centered around AI and where it would take us in the future with various speakers addressing many aspects of how this could be implemented going forward.

- Libraries need to be able to address change;
- Who could be our visitors in the libraries be in 10 to 15 years from now?
- Wellbeing and what form it could take;
- Ongoing education;
- Simulation training;
- Customer service needs to move with the times;
- Virtual assistants;
- Personalised experiences;
- AI can only report on what it can find in the various systems and that information is generated by humans. AI, at this time is not capable of detecting variations to the information it gathers as many of us would have had experience within our various searches;
- How will it change community expectations of a visit to the library?
- What would it look like?
- Students need space to learn and work on projects;
- Adults and children need to also be incorporated into the workings of the of the library;
- NBN (Tom O’Dea – Head of NBN Local) also provided an update on the current plan to update the system in our region and I am aware that Warren Shire Council would be aware of this project. They were also one of the sponsors at the conference. He also mentioned a program in relation to providing broadband to students;
- Various other sponsors provided short talks on the products that they can offer to Libraries;
- Talks on how and what to weed out of collections and how to set the areas up to be more user friendly;
- A talk on GHOSTS in the various systems and how it can and will have an impact on how AI works with the data in the system and how it can help or hinder how we use the various search engines to seek and filter information. How the technology and equipment once outdated will have an impact on the environment?
- Teamwork was also discussed and how the staff should be working together to ensure that it has the best possible outcomes for the users of the library; and

**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor P Serdity  
to the Ordinary Meeting of Council held in the  
Council Community Room, Warren on Thursday 25th January 2025

---

**ITEM 3 NSW PUBIC LIBRARIES AUSTRALIA SWITCH CONFERENCE 2024**

**CONTINUED**

- Various libraries also provided talks on programs that they are conducting at their libraries and making use of “pop up” spaces.

Clr Pauline Serdity  
**Library Delegate**

# NORTH WESTERN LIBRARY SERVICE

Minutes of the North Western Library Co-operative  
Annual General Meeting held at Gilgandra Shire Council  
on Friday 29<sup>th</sup> November 2024 commencing at 10.00 am.

---

## PRESENT:

Councillor Graham Jackson	Bogan Shire Council
Brooke Whaley (Librarian)	Bogan Shire Library
Councillor Karen Churchill	Coonamble Shire Council
Raquel Pickering (Librarian)	Coonamble Shire Library
Daniel Neeves (General Manager)	Gilgandra Shire Council
Neil Alchin (Director Growth & Liveability)	Gilgandra Shire Council
Liz McCutcheon (Librarian)	Gilgandra Shire Library
Councillor Pauline Serdity	Warren Shire Council
Jillian Murray (Treasurer)	Warren Shire Council
Erica Kearnes (NW Co-operative Library Manager)	Warren Shire Library

**WELCOME** – Daniel Neeves (General Manager) welcomed everyone to the meeting.

**ITEM 1 APOLOGIES** – Haylee Martin (Community Services Manager) - Bogan Shire Council, Barry Broe (Director Community, Planning, Development and Environment) – Coonamble Shire Council, Councillor Amber Bunter – Gilgandra Shire Council, Bradley Pascoe – Warren Shire Council, Councillor Penny Heuston - Warren Shire Council

**Moved** Jackson/Whaley that the apologies be accepted.

**Carried**

## ITEM 2 CONFIRMATION OF MINUTES

**Moved** McCutcheon/Whaley that the minutes of the AGM held on the 1<sup>st</sup> November 2023 at Coonamble Shire Council, as circulated, be confirmed as a true and correct record of that meeting.

**Carried**

## ITEM 3 BUSINESS ARISING

Application from Warrumbungles Shire Council to join North Western Library has been rescinded by Warrumbungles Shire Council as they have decided to stay with Macquarie Regional Library as per the below email confirmation.

**From:** Ngaire Stevens <[REDACTED]>  
**Sent:** Wednesday, 27 November 2024 2:41 PM  
**To:** Warren Shire Library <library@warren.nsw.gov.au>  
**Subject:** RE: Library

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

Hi Erica,

Thanks for getting in touch. The letter is no longer relevant. Warrumbungle Shire Council resolved at the March Council Meeting this year, to remain as a joint partner in the Macquarie Regional Library.

## NORTH WESTERN LIBRARY SERVICE

Minutes of the North Western Library Co-operative  
Annual General Meeting held at Gilgandra Shire Council  
on Friday 29<sup>th</sup> November 2024 commencing at 10.00 am.

---

Kind regards,

**Ngairé Stevens | Acting Director Corporate and Community Services**

Warrumbungle Shire Council  
PO Box 191, Coonabarabran NSW 2357

P  
E

[Excellence in Local Government](#)



This email and its attachments may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Warrumbungle Shire Council. This email does not commit Warrumbungle Shire Council unless confirmed in writing on Council letterhead. If you are not the intended recipient of this email and its attachments, you must take no action based upon them, nor must you copy or show them to anyone. Please contact the sender if you believe you have received this email in error.

**From:** Warren Shire Library <[library@warren.nsw.gov.au](mailto:library@warren.nsw.gov.au)>  
**Sent:** Wednesday, 27 November 2024 11:23 AM  
**To:** Warrumbungle Shire Council <[info@warrumbungle.nsw.gov.au](mailto:info@warrumbungle.nsw.gov.au)>  
**Subject:** Library

Re: Doc ID: 17044

Morning,

We have had staff changes here at Warren Shire Council and have found a letter from Kim Parker, Director of Corporate and Community Services requesting consideration for membership to North Western Library.

I am preparing for the North Western Library AGM this Friday and was wondering if this letter is still relevant. If so, please advise to enable further discussions.

Regards,

Erica Kearnes  
***Regional Library Manager***  
**NORTH WESTERN LIBRARY**

## NORTH WESTERN LIBRARY SERVICE

### Minutes of the North Western Library Co-operative Annual General Meeting held at Gilgandra Shire Council on Friday 29<sup>th</sup> November 2024 commencing at 10.00 am.

---

#### ITEM 4 CHAIRPERSON'S REPORT 2023/2024

Unfortunately, due to not knowing whom the Chairperson was there is no report for 2023/24.

#### ITEM 5 ELECTION OF CHAIRPERSON

The Executive Officer acted as Returning Officer for the election.

Nominations were called for the position of Chairperson.

A single nomination was received for Councillor Serdity.

**Moved** McCutcheon/Churchill that Councillor Serdity elected Chairperson for 2024/25.

**Carried**

#### ITEM 6 CHAIRPERSON'S ALLOWANCE

Proposed that \$2,000 allowance at the discretion of the Chairperson be returned to the library as a donation. To be included in the 2025/26 budget with each Council paying equal share.

**Moved** Jackson/Churchill that no allowance be paid to the chairperson for 2024/25 but with the above changes commencing 2025/26.

**Carried**

#### ITEM 7 ELECTION OF EXECUTIVE COMMITTEE

In accordance with the Constitution, North Western Library must set up an Executive Management Committee. The committee comprises of the Chairperson, the Executive Officer, the Regional Librarian and one other delegate elected at the AGM.

Nominations were called for the position on the Executive Management Committee.

A single nomination received for Councillor Jackson.

**Moved** Whaley/Alchin that Councillor Jackson elected delegate for 2024/25.

**Carried**

#### ITEM 8 FINANCIAL REPORTS

**Moved** Jackson/Pickering that the information be received and noted.

**Carried**

#### ITEM 9 COUNCIL CONTRIBUTIONS FOR 2025/26

All agreed that the annual increase stays inline with the IPART rate-pegging of 4.5% for 2025/26.

**Moved** Jackson/Serdity.

**Carried**

#### ITEM 10 REGIONAL LIBRARY MANAGERS' REPORT – 2023/24

**Moved** Kearnes/Serdity that the information be received and noted.

**Carried**

## NORTH WESTERN LIBRARY SERVICE

Minutes of the North Western Library Co-operative  
Annual General Meeting held at Gilgandra Shire Council  
on Friday 29<sup>th</sup> November 2024 commencing at 10.00 am.

---

**ITEM 11 BOGAN SHIRE LIBRARY REPORT – 2023/24**

**Moved** Whaley/Churchill that the information be received and noted.

**Carried**

**ITEM 12 COONAMBLE SHIRE LIBRARY REPORT – 2023/24**

**Moved** Pickering/Churchill that the information be received and noted.

**Carried**

**ITEM 13 GILGANDRA SHIRE LIBRARY REPORT – 2023/24**

**Moved** McCutcheon/Pickering that the information be received and noted.

**Carried**

**ITEM 14 WARREN SHIRE LIBRARY REPORT – 2023/24**

**Moved** Kearnes/Whaley that the information be received and noted.

**Carried**

**ITEM 15 STATISTICAL REPORT – 2023/24**

**Moved** Kearnes/Whaley that the information be received and noted.

**Carried**

**ITEM 16 REVIEW OF LIBRARY AGREEMENT**

**Change:**

1.31 change from November to August/September due to various commitments and the time variance from the end of the financial year being reported on.

**Moved** Jackson/Serdity that the Library Agreement 2025-2030 including the above change be adopted once amended and that the Library Agreement 2025-2030 be forwarded to each Council for formal adoption and sign off and returned to Warren Shire Council upon completion.

**Carried**

**ITEM 17 REVIEW OF MANAGEMENT PLAN, POLICIES & STRATEGIC OBJECTIVES**

**Moved** Serdity/Jackson that the Management Plan 2024/25 as presented be adopted.

**Change:** That the policies include at the end of the document the following statement:

Please note that each library has their own individual policies that also need to be referred to.

**Moved** Jackson/Whaley that the Children and Young Person Policy, Collection Development Policy, Internet Access Policy and Loans Policy including the above amendments be adopted.

**Amendment:** Item 2 Upgrade Library Management System Status 3 to Yearly collection rotation.

**Moved** Kearnes/McCutcheon that the Strategic objectives including above amendment be adopted.

**Carried**

**GENERAL BUSINESS**

Nil.

## **NORTH WESTERN LIBRARY SERVICE**

**Minutes of the North Western Library Co-operative  
Annual General Meeting held at Gilgandra Shire Council  
on Friday 29<sup>th</sup> November 2024 commencing at 10.00 am.**

---

### **NEXT MEETING**

The next meeting is to be held at Bogan Shire Council in August/September 2025. Actual date to be confirmed.

### **There being no further business the meeting closed at 11.30am**

A post meeting tour of the new Gilgandra Shire Library building was held. We all look forward to seeing the Gilgandra team move into their new facility in 2025. Thank you to the Liz for giving us the tour.

# WARREN SHIRE COUNCIL

## Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 23rd January 2025

---

### ITEM 1 LOCAL APPROVALS POLICY

(P15-10)

#### **RECOMMENDATION** that:

1. The information be received and noted;
2. The Local Approvals Policy be placed on public exhibition for a minimum of 28 days: and
3. Subject to no adverse submissions being received within a period of at least 42 days, the Local Approvals Policy be adopted.

#### **PURPOSE**

To advise Council that the Local Approvals Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

#### **BACKGROUND**

Warren Shire Council's Local Approvals Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Local Approvals Policy has been reviewed with only minor grammatical amendments and some minor content changes.

#### **REPORT**

The adoption of the Local Approvals Policy is required to ensure that Council is complying with the Local Government Act and Regulations and to ensure that the Councillors, staff and public are aware of the requirements that govern Council. The Policy is required under Section 158 of the Local Government Act.

The Policy aims are:

- (a) To have an integrated framework dealing with approvals;
- (b) To ensure consistency and fairness in the manner in which Council deals with applications for approval;
- (c) To encourage and assist effective participation of local communities in decision-making;
- (d) To make Council's policies and requirements for approvals readily accessible to the public;
- (e) To assist Council to fully pursue its principles under Chapter 3 of the Act; and
- (f) To apply common or consistent requirements and procedures to all types of approval.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

#### **LEGAL IMPLICATIONS**

The Local Approvals Policy is a requirement of the Local Government Act 1993 that apply to Council.

Warren Shire Council's Local Approvals Policy is automatically revoked at the expiration of 12 months after the election, the re-adoption of the Policy should review the content to ensure that it is current and fit for purpose. If the Council proposes to adopt the Policy, with or without



# WARREN SHIRE COUNCIL

## Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 23rd January 2025

---

### ITEM 1

### LOCAL APPROVALS POLICY

### CONTINUED

amendment, it must first exhibit the Policy for at least 28 days and invite submissions for at least 42 days.

After considering submissions, Council may decide to amend the Policy, adopt the Policy without amendment or not to adopt the Policy. If Council decides to amend the Policy, it may publicly exhibit the amended Policy or if the Council is of the opinion that the amendments are not substantial, it may adopt the amended Policy without further public exhibition.

It is considered good practice that the public exhibited Policy would only be adopted if no adverse submissions are received.

#### RISK IMPLICATIONS

Warren Shire Council's Local Approvals Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Local Approvals Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

#### STAKEHOLDER CONSULTATION

Warren Shire Council's Local Approvals Policy is automatically revoked at the expiration of 12 months after the election. There is a need for Council to review their existing Policy to ensure that it continues to be appropriate.

Consultation will involve at minimum 28 days public notice and the invitation for at least 42 days for the making of public submissions. The automatic adopting of the renewed Policy would only be undertaken if no adverse submissions are received.

#### OPTIONS

Council has the option of adopting or not adopting the Local Approvals Policy. Council should adopt the Local Approvals Policy, as it is a legal requirement under the Local Government Act 1993.

#### CONCLUSION

The Local Approvals Policy ensures Council provides a consistent and fair approval process and provides common or consistent requirements and procedures to all types of approval. Therefore, the Local Approvals Policy should be re-adopted with only minor changes detailed.

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

- 1.2.1 Maintain ongoing community engagement to instil a strong collaborative environment with the community
- 1.2.2 Support and promote community-based lifestyle and social events
- 2.2.3 Develop and deliver a customer service framework for all businesses in our Shire
- 5.1.1 Undertake regular community engagement activities in accordance with the Community Engagement Strategy
- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture
- 5.3.3 Ensure a quality customer service focus by Council staff

# WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

**ITEM 1**

**LOCAL APPROVALS POLICY**

**CONTINUED**

**SUPPORTING INFORMATION /ATTACHMENTS**

Local Approvals Policy.

**ATTACHMENT**

Local Approvals Policy.

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED



## POLICY REGISTER

### LOCAL APPROVALS POLICY

Local Government Act 1993, Local Government (General) Regulations 2021 and Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021

---

Policy adopted: 6th December 2018 Minute No. 274.12.18

Reviewed: 24th February 2022 Minute No. 47.2.22

Reviewed:

File Ref: P15-10

# WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

Warren Shire Council – Local Approvals Policy

## DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	James Cleasby		Council Minute No. 274.12.18 (6th December 2018)
1.1	Maryanne Stephens		Council Minute No. 47.2.22 (24th February 2022)
1.2	Maryanne Stephens		Council Minute No.

I:\Policies and Procedures - File P13\Policies\Draft\Local Approvals Policy 2024.docx

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

---

Warren Shire Council – Local Approvals Policy

---

Contents

<b>INTRODUCTION</b>	<b>1</b>
What is the title of this Policy?	1
What is the status of this Policy?	1
What are the General Aims of the Policy?	1
When will the Policy be revoked?	1
Where does the Policy apply?	1
To what approvals does the Policy relate?	1
What definitions apply?	1
What are the notes in the text?	1
How are applications processed?	1
What are other relevant documents?	3
2. Local Government Act	5
<b>GENERAL AIMS</b>	<b>5</b>
Legislative Exemptions	5
The Local Government (General) Regulation 2005 and the Local Government.	5
Local Exemptions	8
Legislative Considerations	12
Local Considerations	15

---

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**INTRODUCTION**

**What is the title of this Policy?**

This policy ("the policy") is called the Warren Shire Council Local Approvals Policy.

**What is the status of this Policy?**

- (1) The Policy is a local approvals policy prepared and adopted under Section 158 of the Local Government Act 1993 ("the Act").

**What are the General Aims of the Policy?**

The Policy aims:

- (a) To have an integrated framework dealing with approvals
- (b) To ensure consistency and fairness in the manner in which Council deals with applications for approval;
- (c) To encourage and assist effective participation of local communities in decision-making.
- (d) To make Council's policies and requirements for approvals readily accessible to the public;
- (e) To assist Council to fully pursue its principles under Chapter 3 of the Act.
- (f) To apply common or consistent requirements and procedures to all types of approval.

**When will the Policy be revoked?**

The Policy is automatically revoked at the expiration of 12 months after the declaration of the poll for that election, unless the Council revokes it sooner.

**NOTE:** Under Section 165(4) of the Act, automatic revocation of the policy (other than a local policy adopted since the last general election) occurs 12 months after the declaration of the poll for a Council election.

**Where does the Policy apply?**

The Policy applies to all land within the Warren Shire local government area.

**To what approvals does the Policy relate?**

The Policy applies to approvals for the activities which are listed in the Table to Section 68 of the Act. These activities require **approval** from Council.

**What definitions apply?**

Expressions used in the Policy are defined in the Dictionary at the end of the Act (the "Act Dictionary"). A partial extract from that dictionary is included in Appendix A of this LAP.

**What are the notes in the text?**

Notes in the text are explanatory notes, and do not form part of the Policy. They are provided to assist understanding.

**How are applications processed?**

The flow chart below summarises how activity applications are processed by Warren Shire Council, and how this Local Approvals Policy (LAP) relates to such applications.

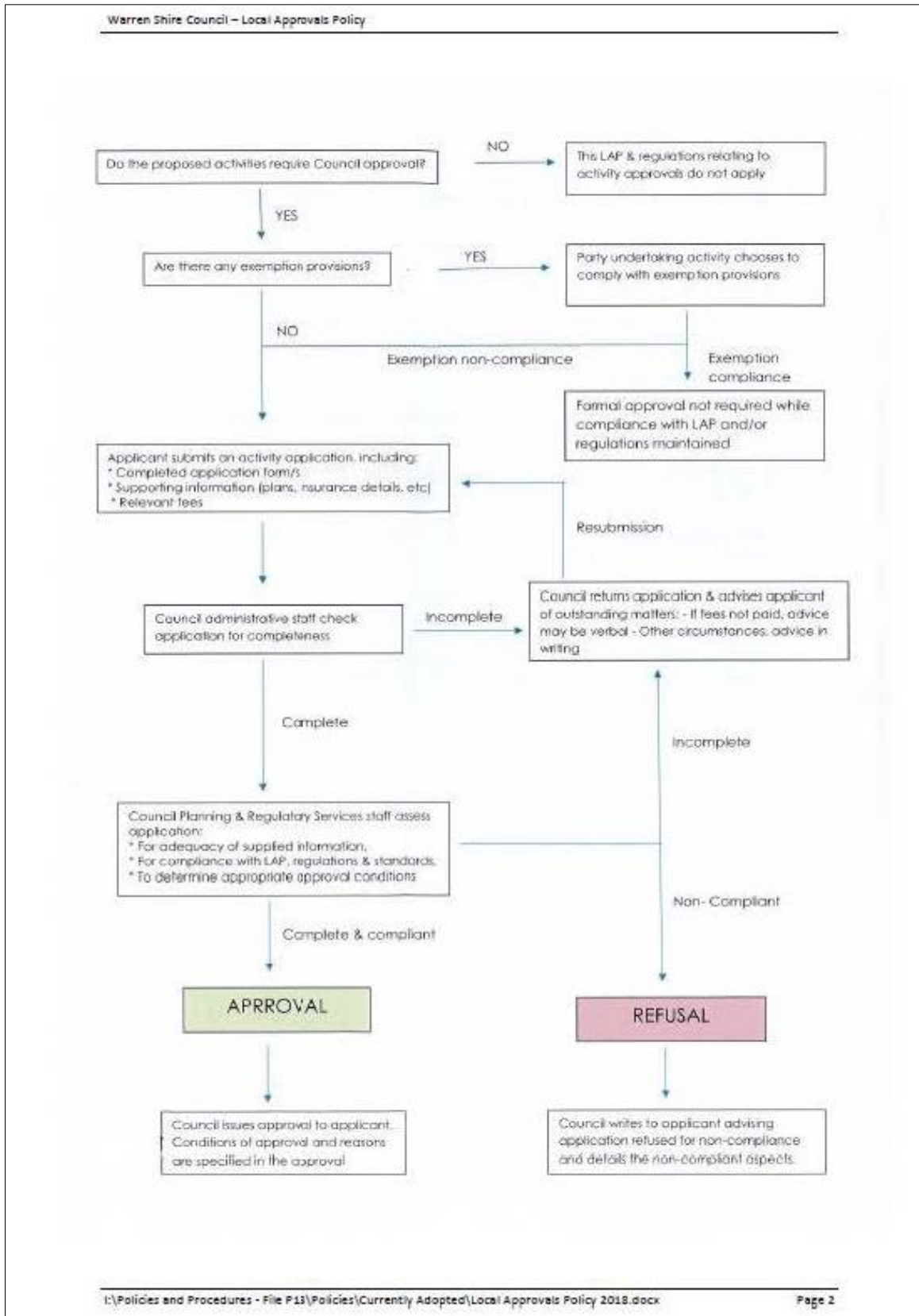
# WARREN SHIRE COUNCIL

## Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 23rd January 2025

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED



**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**What are other relevant documents?**

The following documents are related, either directly or indirectly, to the Policy:

- (a) Local Government Act 1993 – particularly Chapter 7.
- (b) Local Government (General) Regulation 2005.
- (c) Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

The policy is in three parts:

**Part 1: Exemptions** -outlines the circumstances in which a person is not required to obtain a particular approval.

**Part 2: Criteria** -is the criteria which must be considered when determining whether or not to grant approval to a particular activity.

**Part 3: Other matters** -includes information on the processing of an application and other relevant matters.

The exemptions outlined in this policy are given in the belief that those activities can function effectively without Council involvement provided that all appropriate guidelines are complied with by the operator. There are however other activities that require some degree of regulating and / or coordination. In these cases, an application and approval is required.

**SECTION 68 LOCAL GOVERNMENT ACT**

A person may carry out an activity specified below only with the approval of Council, except if an exemption is granted under the legislation.

**Part A -Structures or places of entertainment**

1. Install a manufactured home, moveable dwelling or associated structure on land.

**Part B - Water supply, sewerage & stormwater drainage work**

1. Carry out water supply work
2. Draw water from a council water supply or a standpipe or sell water so drawn
3. Install, alter, disconnect or remove a meter connected to a service pipe
4. Carry out sewerage work
5. Carry out stormwater drainage work
6. Connect a private drain or sewer with a public drain or sewer under the control of a Council or with a drain or sewer which connects with such a public drain or sewer.

**Part C - Management of waste**

1. For fee or reward, transport waste over or under a public place
2. Place waste in a public place
3. Place a waste storage container in a public place
4. Dispose of waste into a sewer of the council
5. Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
6. Operate a system of sewage management (within the meaning of s.68A).



**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**Part D - Community land**

1. Engage in a trade or business
2. Direct or procure a theatrical, musical or other entertainment for the public
3. Construct a temporary enclosure for the purpose of entertainment
4. For fee or reward, play a musical instrument or sing
5. Set up, operate or use a loudspeaker or sound amplifying device
6. Deliver a public address or hold a religious service or public meeting.

**Part E - Public roads**

1. Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
2. Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road or hang an article beneath an awning over the road.

**Part F - Other activities**

1. Operate a public car park
2. Operate a caravan park or camping ground
3. Operate a manufactured home estate
4. Install a domestic oil or solid fuel heating appliance, other than a portable appliance
5. Install or operate amusement devices
6. Repealed
7. Use a standing vehicle or any article for the purpose of selling any article in a public place
8. & 9. Repealed
10. Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations.

**In some cases, consent may be required under the Local Government Act and the Roads Act. Where both Acts apply, a single approval will be issued.**

**EXEMPT WORKS AND ACTIVITIES**

There are already some works and activities that you can do without the need to apply for approval provided that they meet certain criteria and standards. These works and activities are listed in a wide range of documents and include:

**1. Environmental Planning & Assessment Act**

The Environmental Planning & Assessment Act allows various exemptions.

These include:

- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 for building works and other activities on private land such as landscaping.
- State Environmental Planning Policy (Transport and Infrastructure) 2021 for works undertaken by public authorities such as the construction of school rooms through to the installation of street furniture, playground equipment, etc.
- Council's Local Environmental Plan also provides exemptions for specified activities within certain zones that can be carried out without development consent such as bush regeneration.

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**2. Local Government Act**

The Local Government (General) Regulation 2020/21 and the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 also specifies works or activities that are exempt.

This policy forms part of the exemptions under the Local Government Act. It lists further works and activities that may under certain circumstances be carried out without requiring the approval of Council.

**GENERAL AIMS**

The policy applies to activities and works in the Warren Shire Local Government Area. The general aims of the policy are:

- To provide an integrated framework for dealing with applications for approval with clear guidelines.
- To apply common and consistent requirements and procedures for the relevant types of approvals.
- To ensure consistency and fairness in the manner in which Council deals with applications for approval.
- To make Council's policies and requirements for approvals readily accessible and understandable to the community.

In accordance with s.165 of the Local Government Act, this Local Approvals Policy (other than a policy adopted since the last general election) is automatically revoked at the expiration of 12 months after the declaration of the poll for that election.

**PART 1 – EXEMPTIONS**

**Legislative Exemptions**

The Local Government (General) Regulation 2005 and the Local Government.

(Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 lists some activities that are exempt from the need for Council approval.

The Regulations specify conditions applicable to exemptions and reference should be made to the relevant provisions before proceeding with the proposed activity.

**Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021**

**Conditional Exemptions**

**Clause 74** Installation of a relocated house or associated structure on a dwelling site within a caravan parks and camping grounds, provided the structure is designed, constructed and installed in accordance with the relevant provisions of the Regulations, the site is not liable to flooding and the installation occurs with the consent of the holder of the approval to operate the caravan park or camping ground concerned.

**Clause 77(a)** Installation of not more than 2 caravans, campervans or tents on any land, so long as they are not occupied for more than 2 days at a time and are not occupied for more than 60 days (in total) in any single period of 12 months, or

**Clause 77(b)** Installation of not more than one caravan or campervan on land occupied by the owner of the caravan or campervan in connection with that owner's dwelling house, so long as it is used for habitation only by the owner or by members of the owner's household and is maintained in a safe and healthy condition, or

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**Clause 77(c)** Installation of a caravan or campervan on pastoral or agricultural land, so long as it is merely occupied seasonally by persons employed in pastoral or agricultural operations on the land.

**Clause 77(d)**

**Local Government (General) Regulation 2021**

**Exemptions – Transport waste (C1 activity)**

**Clause 48(a)** The transporting of waste over or under a public place for fee or reward if:

- The activity is licensed under the Protection of the Environment Operations Act 1997, or
- The activity is being carried out in the Sydney metropolitan area as defined in Part 3 (Interpretive provisions) of Schedule 1 of the Act, or
- The waste is being transported through the area of the Council and is not being collected or deposited in that area.

**Exemptions – Place waste in a public place (C2 activity)**

**Clause 48(b)** The placing of waste in a public place, if done in accordance with arrangements instituted by the Council. Refer to criteria outlined in Part 1: Local exemptions.

**Exemptions – Install, construct or alter a waste treatment device (C5 activity)**

**Clause 48(e)** The installation, construction or alteration of a waste treatment device, if that installation, construction or alteration is done:

- under the authority of a licence in force under the Protection of the Environment Operations Act 1997, or
- in a vessel used for navigation, or
- in a motor vehicle registered within the meaning of the Road Transport Act 2013 and is used primarily for road transport.

**Exemptions – Operate a system of sewage management (C6 activity)**

**Clause 48(f)** Operation of a system of sewage management is limited to an action carried out:

- under the authority of a licence in force under the Protection of the Environment Operations Act 1997, or
- in a vessel used for navigation, or
- in a motor vehicle registered within the meaning of the Road Transport Act 2013 and is used primarily for road transport.

**Clause 47** Despite the other provisions of this Regulation, a person who purchases (or otherwise acquires) land on which any sewage management facilities are installed or constructed may operate a system of sewage management without the approval required under s.68 of the Act for the period of 3 months after the date on which the land is transferred or otherwise conveyed to the person (whether or not an approval is in force, as at that date, in relation to the operation of a system of sewage management on that land). Further, if the person duly applies, within the period of 2 months after the date on which the land is transferred or otherwise conveyed to the person, for approval to operate the system of sewage management concerned, the person may continue to operate that system of sewage management without approval until the application is finally determined.

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**Exemptions – Use of a loudspeaker or amplifying device on community land (D5 activity)**

**Clause 49** A loudspeaker or sound amplifying device may be set up, operated or used on community land without the prior approval of the council if it is done in accordance with a notice erected on the land by the council or if it is done in the circumstances specified, in relation to the setting up, operation or use (as the case may be), in Part 1 of the Local Approvals Policy applying to the land. Refer to criteria outlined in Part 1: Local exemptions

**Exemptions – Domestic oil or solid fuel heating appliance (F4 activity)**

**Clause 70** A domestic oil or solid fuel heating appliance (other than a portable appliance) may be installed without the prior approval of the council if details of the appliance are included in plans and specifications for the relevant building approved under Part 6 of the Environmental Planning and Assessment Act 1979.

**Exemptions – Operation of a public car park (F1 activity)**

**Clause 66** A public car park may be operated without the prior approval of the council if approval for its erection or operation has already been given by the council in connection with another approval or development consent and the car park complies with any applicable conditions of that approval or development consent.

**Exemptions – Amusement devices (F5 activity)**

**Clause 71** Amusement devices not required to be registered under the Work Health and Safety Regulation 2017 may be installed or operated without the prior approval of the council.

**Clause 75** A small amusement device may be installed or operated without the prior approval of the council if:

- a) the ground or other surface on which the device is to be or has been erected is sufficiently firm to sustain the device while it is in operation and is not dangerous because of its slope or irregularity or for any other reason, and
- b) the device is registered under the Work Health and Safety Regulation 2017, and
- c) the device is to be or has been erected and it is or is being operated in accordance with all conditions (if any) relating to its erection or operation set out in the current certificate of registration issued for the device under that Regulations, and
- d) there exists for the device a current log book as referred to in that Regulation, chapter 5, Part 5.2, division 4, subdivision 2, and
- e) in the case of a device that is to be or is installed in a building, fire egress is not obstructed, and
- f) there is in force a contract of insurance or indemnity for the device that complies with clause 74 (see below).

In the Regulation, small amusement device means an amusement device that is designed primarily for the use of children 12 years of age or under and includes such amusement devices as mini-Ferris wheels, battery operated cars and miniature railways but, in the case of rotating amusement devices, includes only those devices that have a maximum rotation of 14 revolutions per minute.

**Clause 74** It is a condition of an approval to install or operate an amusement device that there must be in force a contract of insurance or indemnity that indemnifies to an unlimited extent (or up to an amount of not less than \$10,000,000 in respect of each accident) each person who would be liable for damages for death or personal injury arising out of the operation or use of the device and any total or partial failure or collapse of the device against that liability.

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**Local Exemptions**

In addition to the exemptions available under the Local Government (General) Regulation 2021 and by virtue of this Local Approvals Policy, the following activities under s.68 of the Local Government Act are exempt from the need to obtain a particular approval of the Council in the circumstances specified below.

**s.68 Part B – Water supply, sewerage & stormwater**

**Stormwater work**

(s.68 Item B5) Stormwater work is exempt from the need for approval provided that it complies with the following criteria:

**Criteria**

Only for work on a single lot associated with a single residential dwelling. For the repair or replacement of existing stormwater drainage lines including guttering and downpipes.

Drainage lines must be connected to the street gutter, an approved inter allotment drainage system, an absorption trench (depending on the fall of the land) or an approved stormwater collection and disposal system.

The land surrounding any structure must be graded to divert surface water to the street or other stormwater disposal system, and clear of existing and proposed structures and adjoining premises. No construction is permitted over a drainage channel or drainage depression. Drainage work is to comply with AS/NZS 3500.3 - Stormwater Drainage.

**Advice**

Any variation to the above will require Council consent. Separate approval is required for the removal of any tree or for any works within the road reserve (such as opening the road for utility services).

**s.68 Part C - Waste**

**Commercial waste**

(s.68 Item C2 & C3) In accordance with the exemption given in Clause 48(b) of the Local Government Act, the placement of a commercial waste storage container in a public place is exempt from the need for approval provided that they comply with the following criteria:

**Criteria**

Associated with business within B2 zones: Must relate to an existing approved and lawful use. Must be located so as to not disturb traffic flow, impede or endanger pedestrian movement, restrict driver sight lines or vehicle access. Must not be offensive nor contain hazardous, liquid or clinical waste. May only be placed in a public place for the purposes of collection by a waste contractor and must be removed as soon as possible after servicing to the internal storage area. In the event of service disruption, containers must be brought inside until the service can be provided unless directed otherwise. Waste oil drums are not permitted to be stored or placed in the public place at any time. Collection must be undertaken by a registered waste collection agency and occur from within the subject premises. Commercial waste must be collected and disposed of by a commercial contractor. Waste cannot be removed from the premises to be disposed of in a street litter bin. The area where the container is placed for collection must be kept cleaned. All waste containers must be vermin proof and cleaned on a regular basis without causing stormwater pollution. Uncontained waste for example plastic bags and loose cardboard boxes are not permitted to be placed next to or on top of containers in the public place.

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**Advice**

Any variation to the above will require Council consent. Individual commercial waste generators are responsible for the handling and storage of waste generated in their premises to meet public health, safety and environmental requirements. They are also responsible for the costs involved with approved collection and disposal procedures.

**Domestic waste**

(s.68 Item C2 & C3) In accordance with the exemption given in Clause 48(b) of the Local Government (General) Regulation 2005, the placement of a domestic waste storage container in a public place is exempt from the need for approval provided that they comply with the following criteria:

**Criteria**

**Garbage**

Domestic waste must be contained in waste storage containers and only placed in a public place for the purposes of collection by the Council or agents acting on their behalf.

Uncontained waste for example plastics bags and loose cardboard boxes are not permitted to be placed next to or on top of containers in a public place.

Waste storage containers should be put out for collection the night before the scheduled collection and must be removed from the public place as soon as possible on the day of collection and stored on private property. Waste storage containers must be placed immediately in front of resident's properties located at an approved service pick up point. Lids of waste storage containers must remain closed, and the container surrounds be kept tidy at all times.

**Bulky waste for household items:**

Only for general household items scheduled for a clean-up with the Council can be placed in a public place two days before the collection is scheduled to take place as specified or directed by the Council. General household items must be stored on the nature strip in a neat pile, not exceeding 1 cubic metre. The items must not block any road or footway and must not endanger pedestrian or vehicle traffic or the environment. Items must be capable of being lifted by 2 people. Loose items must be bagged or bundled together to prevent littering and hazards. Bulky waste must be placed immediately in front of the resident's property and kept clear of paths and driveways. Rejected general household items must be removed promptly by the resident.

**Advice**

Any variation to the above will require Council consent.

**Bulk bin / skip**

(s.68 Item C3)

In accordance with the exemption given in Clause 48(b) of the Local Government (General) Regulation 2005, the placement of a bulk bin / skip bin container in a public place is exempt from the need for approval provided that it complies with the following criteria:

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**Criteria**

Must be associated with a single residential dwelling development. Can only be located on the road reserve where constraints are such that the container cannot be kept within the property boundary of the site. Not on a classified road. Maximum container size of 2.5 cubic metres. Only one container can be stored at any one time at the property frontage. Must be located so as to not disturb traffic flow, impede or endanger pedestrian movement, restrict driver sight lines or vehicle access or impede public utility access or drainage pits. Must be directly associated with the development and removed upon completion. Must not be used for putrescible waste, dangerous or hazardous waste. Must be secured to prevent waste being dislodged by wind and other forces including animals. Bulk bin must be: light in colour; have reflectors or warning lights on outer corners and covered outside working hours and during transport; bear legibly the name, address and all hour's phone number of the owner/supplier. All requirements of the Work Health and Safety Act 2011, as administered by Safe Work NSW must be met.

**Advice**

Any variation to the above will require Council consent. This section does not apply to shipping containers. Shipping containers require approval. Council reserves the right to order the removal of any waste container, if such container, or the activity associated with it in the opinion of Council, causes a nuisance. Specific arrangements are required for the removal and disposal of asbestos.

**s.68 Part D – Community Land**

**Street stalls for political purposes**

(s.68 Item D1) Street stalls for political purposes are exempt from the need for approval provided that they comply with the following criteria:

**Criteria**

Not within 5 metres of a bus stop, pedestrian crossing, taxi stand or intersection. If located outside any shop must have the permission of the shop owner. The organisation conducting the stall must display a sign on the stall, not on the footpath, indicating its name. No other signage will be permitted. The stall must not obstruct or inconvenience pedestrian or vehicular traffic by maintaining a minimum accessible path of travel of 2.5 metres.

**Advice**

Any variation to the above will require Council consent. For details on political signage refer to State Environmental Planning Policy (Exempt and Complying Development Codes)2008. Political signs for election campaigns are regulated under the Electoral Act 2017.

**Busking or street theatre**

(s.68 Item D2 & D4)

Busking or street theatre is exempt from the need for approval provided that it complies with the following criteria:

**Criteria**

Only in B2 Zones: Local Centres. Not within 5 metres of a bus stop, pedestrian crossing, taxi stand or intersection. Must not occur in any area adjacent to an educational establishment or place of public worship or in any park or reserve. Must retain a minimum of 2.5 metres of footpath for public movement. The activity must not obstruct or hinder the passage of

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

pedestrians or vehicles nor create any nuisance or offensive noise. The performance must not involve the use of dangerous materials and implements nor include drawing or marking the footpath or affixing any matter or structure to the footpath paving. If located outside any shop must have the permission of the shop owner. Must not use a public address, sound system or amplified equipment. Performers may receive voluntary donations from the audience but may not solicit funds. Performers may only perform in one location for a maximum of 2 hours. Performers may subsequently relocate to another location that is at least 200 metres away. Performers are not permitted when special events are in progress (unless approval given as part of the event). Performers must not advertise goods for sale or associate themselves with such advertising in conjunction with their performance, other than recordings consisting of the performers own work.

**Advice**

Any variation to the above will require Council consent. Approval is required to sell their own works (see Part 2: Selling Articles in a Public Place).

**Use of loudspeaker or sound amplifying device**

(s.68 Item D5)

In accordance with the exemption given by Clause 49 of the Local Government (general) Regulation 2005 the use of a loudspeaker or sound amplifying device is exempt from the need for approval provided that it complies with the following criteria:

**Criteria**

Only for major events such as fairs / festivals or sports events that have the approval of the Council. Must not create a nuisance or cause offensive noise.

**Advice**

Any variation to the above will require Council consent.

**Preaching and religious services**

(s.68 Item D6)

Preaching and religious services are exempt from the need for approval provided that they comply with the following criteria:

**Criteria**

Not within 5 metres of a bus stop, pedestrian crossing, taxi stand or intersection. Must not occur in any park or reserve, tourist location or any area adjacent to residential premise. Must not occur in any area adjacent to an educational establishment or place of public worship (unless permission given from the occupant). Must retain a minimum of 2.5 metres of footpath for public movement. The activity must not cause nuisance, offense or obstruction. If located outside any shop must have the permission of the shop owner. Not to include a public address system or the like nor cause offensive noise. Any variation to the above will require Council consent.

**PART 2 - CRITERIA**

Part 2 of the Local Approvals Policy focuses on the considerations and criteria applied by Council in determining whether to give or refuse an approval of a particular kind of activity under s.68 of the Local Government Act 1993 or where required under the s.125, 138 or 139A of the Roads Act 1993. In order to achieve the objectives of the policy in terms of creating an atmosphere which provides for activities which do not adversely impact on the amenity of residents and visitors, the following requirements outlined in s.89 of the Local Government



# WARREN SHIRE COUNCIL

## Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 23rd January 2025

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

Act will be taken into consideration in the assessment of all applications. In determining an application, the council:

- 1) In determining an application, the council:
  - (a) must not approve the application if the activity or the carrying out of the activity for which approval is sought would not comply with the requirements of any relevant regulation, and
  - (b) must take into consideration any criteria in a local policy adopted under Part 3 by the council which are relevant to the subject-matter of the application, and
  - (c) must take into consideration the principles of ecologically sustainable development.
- 2) If no requirements are prescribed for the purposes of 1(a) and no criteria are adopted for the purposes of 1 subsection (b), the council in determining an application:
  - (a) is to take into consideration, in addition to the principles of ecologically sustainable development, all matters relevant to the application, and
  - (b) is to seek to give effect to the applicant's objectives to the extent to which they are compatible with the public interest.
- 3) Without limiting subsection 2, in considering the public interest the matters the council is to consider include:
  - (a) protection of the environment, and
  - (b) protection of public health, safety and convenience, and
  - (c) any items of cultural and heritage significance which might be affected.

The Local Government (General) Regulation 2021 and the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 prescribe a number of matters that must be considered by Council when dealing with an application. Legislative considerations and criteria have been paraphrased within this part. Reference should be made to the relevant Regulation for specific details. Local considerations and criteria have also been referenced in this part for the following activities:

- Construction waste
- Onsite sewage systems
- Commercial recreation activities
- Pavement art
- Ceremonies (weddings, naming, christening)
- Use of a crane
- Banners / temporary signs
- Clothing bins
- Use of footpath by shopkeepers
- Community events (fairs / festivals/ markets)
- Selling articles in a public place (mobile food vending, street stalls, other street vending)
- Footpath dining

A single approval will be issued where consent is required under both the Local Government Act 1993 and the Roads Act 1993.

#### **Legislative Considerations**

The Local Government (General) Regulation 2021 and the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 prescribe a number of matters that must be considered by the Council when dealing with an application. Reference should be made to the Regulations for specific details.

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021**

Consideration criteria – operate a caravan park or camping ground (F2 Activity)

Council will evaluate all relevant activity applications to ensure that:

- (a) Supporting plans and documents clearly demonstrate an intention to comply with the requirements of the regulation.
- (b) Where such an intention is not demonstrated, an assessment will be made of whether it is feasible for the applicant to comply and hence whether it is appropriate to issue a conditional approval or hold the application pending the supply of the necessary information.

**Local Government (General) Regulation 2021**

Consideration criteria – stormwater drainage (B5 Activities)

**Clause 15** In determining an application for an approval the council must have regard to the following considerations:

- (a) the protection and promotion of public health,
- (b) the protection of the environment,
- (c) the safety of its employees,
- (d) the safeguarding of its assets,
- (e) any other matter that it considers to be relevant in the circumstances. Part 2 of Schedule 1 of the Local Government (General) Regulation 2005 specifies mandatory standards for stormwater drainage work, including that such works must comply with the Plumbing Code of Australia.

Consideration criteria – place building waste storage container on a road (C3 Activity)

**Clause 27** In determining an application for approval to place on a road a building waste storage container, the council is to take into consideration any requirements or guidelines relating to the location, size and visibility of building waste storage containers that are notified to the council from time to time by Transport for NSW.

Consideration criteria – install, construct or alter sewage management facilities (C5 Activity)

**Clause 29** In determining an application for approval to install, construct or alter a sewage management facility, the council must take into consideration the following matters: Environment and health protection matters - The council must consider whether the proposed sewage management facility (or the proposed sewage management facility as altered) and any related effluent application area will make appropriate provision for the following:

- (a) preventing the spread of disease by microorganisms,
- (b) preventing the spread of foul odours,
- (c) preventing contamination of water,
- (d) preventing degradation of soil and vegetation,
- (e) discouraging insects and vermin,
- (f) ensuring that persons do not come into contact with untreated sewage or effluent (whether treated or not) in their ordinary activities on the premises concerned,
- (g) the re-use of resources (including nutrients, organic matter and water),
- (h) the minimisation of any adverse impacts on the amenity of the land on which it is installed or constructed and other land in the vicinity of that land.

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

Guidelines and directions - The council must consider any matter specified in guidelines or directions issued by the Director-General in relation to the matters referred to above.

**Clause 43** In determining an application for an approval to operate a system of sewage management the Council will consider the any matter specified in the guidelines or directions issued by the Secretary in relation to the environment and health protection matters referred to in Section 29(2).

**Note: These matters are also considered on applications for the installation of a greywater treatment system. Systems must however be accredited by NSW Health.**

Consideration criteria – applications relating to public roads (E1 & E2 Activities)

**Clause 50** In determining an application for an approval under Part E of the Table to s. 68 of the Act the council must take into account the provisions of the Roads Act 1993, and any relevant standards and policies of public authorities applying to the use of the road.

Consideration criteria – operation of a public car park (F1 Activity)

**Clause 53** In determining an application for approval to operate a public car park the council is to take the following matters into consideration:

- (a) the views of Transport for NSW about the application,
- (b) the effect of the car park on the movement of vehicular traffic and pedestrian traffic,
- (c) whether the number of vehicles proposed to be accommodated is appropriate having regard to the size of the car park and the need to provide off-street parking facilities within the car park for the temporary accommodation of vehicles,
- (d) whether the means of ingress and egress and means of movement provided or to be provided within the car park are satisfactory,
- (e) whether there will be adequate provision for pedestrian safety and access for people with disabilities,
- (f) whether the internal design of parking facilities and system of traffic management are satisfactory,
- (g) whether, in the case of a car park that is a building, adequate ventilation is provided or to be provided,
- (h) the Work Health and Safety Act, and the regulations made under that Act, as regards the safety of persons who will be employed at the proposed car park or of persons who will go there,
- (i) whether there will be adequate provision for the management of stormwater and the minimisation of stormwater pollution.

**Roads Act 1993**

Consideration criteria - street vending Section 139F

When considering whether to grant, extend or transfer a street vending consent, or other consent under this Division permitting the use of a structure in, on or over a public road not in a built-up area, for the purpose of selling any article or service, the roads authority must comply with guidelines relating to street vending jointly issued by Transport for NSW and the Office of Local Government.

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**Local Considerations**

In addition to the legislative considerations, the following criteria for the activities specified are considered in determining whether to give approval. Where an activity is not specified then the provisions of s.89 of the Local Government Act 1993 are considered.

**s.68 Part C - Waste**

Construction waste

(s.68 Item C3 LGA) As a general rule building material and construction waste must be contained within the site; consideration will only be given where this is not possible.

**Onsite Sewage Systems**

(s.68 Item C5 LGA) In addition to the criteria listed in the Local Government (General) Regulations 2021, the Council in considering an application to install and operate an onsite sewage system will reference the detailed criteria in Council's Development Control Plan (DCP). Reference to the DCP is required. An approval is issued every 5 years.

**s.68 Part D - Community land**

Commercial recreation activities

(s.68 Item D1 LGA) The following criteria will be considered in determining an application for recreation activities undertaken by professional operators for commercial gain.

**Criteria**

Recreation and tourism uses are permitted only in or locations considered acceptable to the type and scale of use. All requirements of Work Health and Safety Act 2011 must be met which includes assessment of risks related to the use / activity. Evidence of public liability insurance specifically indemnifying and listing Warren Shire Council on the policy as an interested party is required. The policy must be held in the name of the applicant.

**Advice**

Approvals are for 12 months after which time a new application is required. Fees are not refundable. Applications must include information on the type of activity being carried out and an assessment of risk.

Recreation and tourism use on private land will require the submission of a development application.

**Ceremonies**

(s.68 Item D6 LGA) The following criteria will be considered in determining an application to hold a ceremony in a public place.

**Criteria**

For wedding, naming or christening ceremonies and only for the ceremony not the reception. The area to be used must remain accessible by the public. It is not to be roped off. Vehicles must be parked in parking areas, vehicles will not be permitted in parks /reserves unless prior arrangement and approval has been obtained. No amplification of any kind is to be used including loud hailers and / or megaphones. The site is to be kept clean and tidy. The use of confetti or the like is not permitted.

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**Advice**

An approval is issued only for the nominated day of the event. Should the event not proceed a new application is required.

**s.68 Part E - Public Roads**

Use of crane

(s.68 Item E1 LGA) The following criteria will be considered in determining an approval for the use of a crane over public land.

**Criteria**

Must be located within the boundaries of the property otherwise a Roads Act 1993 approval will be required. Must ensure the safety of the public and the protection of property. The effect that the enclosure of the portion of the road over which the goods will be lifted will have on pedestrian movements in the vicinity of the proposed enclosure, and whether adequate provision has been made for pedestrian access to nearby premises. The effect that the enclosure of the portion of the road over which the goods will be lifted will have on vehicular parking in the vicinity of the proposed enclosure. The period during which it is proposed to keep the public place enclosed. Footway surfaces must be maintained in a safe condition.

**Advice**

An approval is issued only for the nominated day / period. Should the work not proceed a new application is required. Application forms are available from Council. Application and use fees apply. Cranes heavier than 60 ton must have a transport permit issued by Roads and Maritime Services.

**Banners / temporary signs**

(s.68 Item E2 LGA) The following criteria will be considered in determining an application for a temporary banner in a public place.

**Criteria**

Only in designated locations and for community events or public notices. Must be safely constructed and secured to prevent a public hazard. Banners are to be no greater than 5 metres x 900mm. Banner approval is for no longer than 2 weeks at a time, at intervals not less than 6 months. Banners are to be of a durable material. Banners are to be clear and legible and of a professional nature.

**Advice**

An approval is issued only for the nominated period. Applications must be made at least 14 days in advance or earlier to ensure availability. Banners over the highway require the approval of the Transport for NSW.

**Clothing bins**

(s.68 Item E2 LGA) The following criteria will be considered in determining an application to install clothing bins in a public place.

**Criteria**

Clothing bins are to be installed in a manner to minimise any risk to persons or property. No more than 2 bins to be located together. Each bin is to clearly bear the name and telephone number of the organisation and all information as required by legislation under the Charitable Fundraising Act 1991. Any graffiti is to be removed within 1 week for non-offensive graffiti and the next day for offensive / obscene graffiti.

Bins are to be placed on a solid level or near level foundation in an upright position with a secured method to prevent bins from being tipped over. There must be adequate space in

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

close proximity to each bin for patron parking. Bin locations must be open to the public view and where necessary well illuminated to discourage vandalism and rubbish dumping. Clothing and other goods left in and around the bin shall be the responsibility of the organisation. The area around the bin shall be cleaned of any discarded clothing or other material at least weekly. Should Council need to clean the area around any bin then Council's costs will be met by that organisation. Evidence of Public Liability Insurance is required as bin owners written acceptance of responsibility for any damage done to any public road, kerb, footway or landscaping from the placement, use and servicing of the bin.

**Advice**

Approvals are for 2 years. Application forms are available on [www.warren.nsw.gov.au](http://www.warren.nsw.gov.au). Fees may apply. Applications must include a site plan in scale showing the location of each bin, vehicle parking arrangements and any adjoining buildings.

**Use of footpath by shopkeepers**

(s.68 Item E2 LGA) The following criteria will be considered in determining an application by a shopkeeper for the use of the footpath outside the premises for the display of goods for sale.

**Criteria**

A 2.5 metre wide unobstructed section of footpath is to be maintained at all times. In some instances, this distance may be reduced where the applicant can demonstrate that there is an accessible path of travel and that there will be no increased impact on pedestrian access when the goods are in place. Goods displayed must relate to the business conducted at the premises; be contained within the property side boundary; extend no further than 700mm from the shopfront and located so as not to obstruct any doorway. All goods and / or display stands shall be secured to prevent them from being moved by wind or other forces and finished with no part protruding beyond the main body of the stand with no sharp corners or trip hazards. All goods and / or display stands must be removed from the footpath when premises are closed. The area is to be maintained in a clean condition at all times. Waste generated is to be disposed of via the host premises and not into the gutter or street bins. Evidence of public liability insurance specifically indemnifying and listing Warren Shire Council on the policy as an interested party is required. The policy must be held in the name of the applicant. An application for the use of the footpath in locations adjacent to a classified road will only be considered after the applicant has obtained the written approval of the Transport for NSW.

**Advice**

Approvals are for 12 months after which time the approval will be renewed. Application and occupation fees apply. Fees are not refundable. The application must include a plan drawn to scale showing pedestrian areas, property boundaries and structures. Include details on the type of goods for sale. Approvals may be transferred to a new proprietor upon notification to Council and production of the appropriate public liability insurance cover.

**s.68 Part F - Other activities**

Community events (s.68 Item F7 LGA) (s.139A Roads Act) The following criteria will be considered in determining an application to hold a community event such as a fair, festival or market in public places.

# WARREN SHIRE COUNCIL

## Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 23rd January 2025

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**Criteria**

For a maximum period of 72 hours. Must be undertaken by or on behalf of a public authority, institution, organisation of Council, non-profit organisations, registered charity or School. Must be carried out on:

- Public road; or
- Land designated as being a Special Use; or
- Land zoned as Public Recreation or Private Recreation.

All temporary structures must:

- Be structurally sound and capable of withstanding the loadings imposed on it.
- Comply with any Safe Work NSW requirements.
- Incorporate adequate safety provisions in the event of fire or another emergency.

All temporary food premises shall comply with the Food Act 2003 and the NSW Food Authority Food Handling Guidelines for Temporary Events'. Adequate sanitary facilities are to be provided for patrons, employees and organisers as follows:

**Toilet facilities (Minimum) for events where alcohol is not available:**

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
< 500	1	2	2	6	2
< 1000	2	4	4	9	4
< 2000	4	8	6	12	6

**Toilet facilities (Minimum) for events where alcohol is available:**

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
< 500	3	8	2	13	2
< 1000	5	10	4	16	4
<2000	9	15	7	18	7

Figures may be reduced for events of shorter duration:

Less than 4 hours 70%

4 to 6 hours 75%

6 to 8 hours 80%

8 hours plus 100%

Organisers are required to provide a unisex toilet for the disabled.

Adequate waste receptacles are to be provided to cater for the event and arrangements made with an authorised waste removal contractor to service the event. Parking of vehicles is to be managed so as not to cause a nuisance to surrounding properties / areas. All essential fire safety measures associated with any building, tent or marquee used for the event are to be fully operational.

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

Noise level emissions are not to cause offensive noise and must comply with the Noise Guide for Local Government and the Protection of the Environment Operations Act 1997. All requirements of Work Health and Safety Act 2011 must be met which includes assessment of risks related to the event.

**Advice**

An approval is issued only for the nominated day/s of the event. Should the event not proceed a new application is required. Street festivals, fairs and other special events organised by community groups require the submission of an application to Council at least 16 weeks prior to the date or in the case of road closures at least 20 weeks prior. Fees apply. If the event will have an impact on road traffic, then compliance with the NSW guide to traffic and transport management for special events will be necessary. The guide is available through the Transport for NSW ([www.transport.nsw.gov.au](http://www.transport.nsw.gov.au))

It is the responsibility of the event coordinator to provide instructions on food handling arrangements to all groups.

It is responsibility of the event coordinator to provide instructions on full clean up arrangements to all groups. A waste management plan may be necessary and liaison with Council about the arrangements may be required.

Any appropriate licences / permits / approvals from relevant government agencies must be submitted to Council prior to any approval being issued by Council.

Such permits may include some or all of the following:

- Permits from the Safe Work in regard to amusement devices and fireworks displays.
- Approval from the Police in regard to the consumption of alcohol.
- Approvals from Transport for NSW / Police in regard to proposed road closures.
- Events or ceremonies held on land that become an annual and or otherwise regular occurrence will require a development application for temporary use.
- Temporary structures may require development consent. Reference to the State Environmental Planning Policy (Transport and Infrastructure)2021 is required.

**Selling articles in a public place**

**(s.68 Item F7 LGA)**

(s.139A Roads Act) The Council is unlikely to approve the selling of articles in a public place other than in the following circumstances. In determining an application consideration will be given to the relevant criteria.

**Criteria**

**Mobile vending:**

All vehicles must be registered as per the requirements of the Motor Traffic Act.

No additional flashing or rotating lights, except those required under Motor Traffic legislation are permitted.



**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

The vehicle is not permitted to use chimes or like devices to attract attention between the hours of 8pm and 8am or to operate within 90 metres from any hospital, churches in service or schools during school hours.

The vehicle is not to create a traffic hazard, obstruction or dangerous situation. Litter bins are to be provided by the operator for the convenience of customers. Wastewater is to be contained with the vehicle for later disposal to the sewerage system. The vehicle must be made available for inspection by a Council Environmental Health Officer for a health clearance certificate prior to the issue of approval. Mobile vending in locations adjacent to a classified road will only be considered after the applicant has obtained the written approval of the Transport for NSW.

**2.54B Development standards**

*The standards specified for that development are that the development must—*

- (a) have the consent of the owner of the land on which the development is carried out or, if a council or public authority has the control and management of the land, the consent, in writing, of the council or public authority, and*
- (b) not restrict any vehicular or pedestrian access to or from the land or entry to any building on the land, and*
- (c) not obstruct the operation of, or access to, any utility services on the land or on adjacent land, and*
- (d) not be located within the canopy of, or result in damage to, any tree growing on the land or on adjacent land, and*
- (e) not result in any damage to public property on the land or on adjacent land, and*
- (f) if carried out on land in a residential zone—only be carried out between 7am and 7pm, and*
- (f1) if carried out on land immediately adjacent to a residential zone—only be carried out between 7am and 10pm, and*
- (g) if located on a public place—have any approval required under section 68 of the [Local Government Act 1993](#), and*
- (h) if located on private land—be limited to 1 development on that land and not contravene any conditions of a development consent for any other use carried out on the land.*

**Criteria**

**Street stall:**

For the sale of goods or services by non-profit community groups. Limited to 1 street stall on any one day in the same township. Limited to no more than one stall per month in any township per community group. The name of the organisation must be prominently displayed on the stall, not on the footpath. No other signage is permitted. Must have the consent of the business or organisation outside which the stall is to be situated. A 2.5-metre-wide unobstructed section of footpath is to be maintained at all times. In some instances, this distance may be reduced where the applicant can demonstrate that there is an accessible path of travel and that there will be no increased impact on pedestrian access when the stall is in place. Must not hinder the passage of pedestrians or create a nuisance or objectionable noise. The immediate surrounding area is to be left in a clean and tidy condition and kept clear of hazards. Street stalls involving the selling of food must comply with the requirements of the NSW Food Safety Regulations.

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**Advice**

**Mobile vending:**

Approvals are for 12 months after which time a new application is required. Application fees apply. Fees are not refundable. Mobile food vending vans must be registered with the Council. Annual inspection fees apply.

**Street stalls:**

An approval is issued only for the nominated day of the event. Should the event not proceed a new application is required. Applications must be made at least 14 days in advance or earlier to ensure availability. Booking application forms and details are available from Council.

An individual or group carrying out these activities should be aware that they are to exercise good risk management practices at all times so as to avoid injury or loss to others.

**PART 3 - OTHER MATTERS**

**Part 3 of the Local Approvals Policy covers other matters, mostly administrative, relating to the processing of an application.**

The application process is primarily established by legislation and whilst it can vary according to the type of works / activities proposed there is a fundamental process that is followed. This process is outlined below.

**Lodgement of an application**

Most applications or bookings have a specific form and/ or guide designed to assist in the lodgement of the application. Depending on the type of work or activity, fees may apply and where these are required, they must be paid at the time of lodgement.

**Assessment of an application**

In assessing the more complex applications, additional information may be needed. Where this is the case, Council will contact the applicant within 21 days of receipt of an application. Due to the nature and type of works / activities requiring approval under the Local Government Act and the Roads Act are not generally notified.

Applications can be amended by the applicant prior to determination provided that the variation is minor.

**Requirements for Advertisement of Activity to the Public**

In relation to public advertisement requirements for activities listed in this Policy please refer to Warren Shire Council's Community Awareness Policy.

**Determination**

Once determined a notice will be issued advising whether the application has been approved or refused. The period of approval will vary depending on the type of activity or work undertaken. If works have not commenced or where the activity is not held during the nominated time, then the approval may lapse. In such cases, and depending on the circumstances, an applicant can seek to lodge a new application or alternatively request to modify / extend an existing application.

**Review of determination**

A determination can be reviewed under s.100 of the Local Government Act. A request to review must justify the reasons for review and be made in writing within 28 days of Council's determination. Fees apply. The determination of a review is final.

**WARREN SHIRE COUNCIL**  
Policy Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23rd January 2025

---

ITEM 1

LOCAL APPROVALS POLICY

CONTINUED

**Record of approvals**

A record of approvals is required to be kept under s.113 of the Local Government Act. This record is available to the public.

**Enforcement action**

An approval may be revoked or modified in any of the following circumstances:

- (a) if the approval was obtained by fraud, misrepresentation or concealment of facts;
- (b) for any cause arising after the granting of the approval which, had it arisen before the approval was granted, would have caused the council not to have granted the approval (or not to have granted it in the same terms); for any failure to comply with a requirement made by or under this Act relating to the subject of the approval;
- (c) for any failure to comply with a condition of the approval.

Reference should be made to Council's Local Orders Policy and Enforcement Policy for details on enforcement processes and actions.

**NOTE**

- Approvals/consents may be required for certain other activities under the provision of separate legislation, particularly in regard to the erection of other buildings which is controlled by the provisions of the Environmental Planning and Assessment Act.
- Any applications involving the preparation of food, the operation of a temporary food premise must comply with the NSW Food Code.

**WARREN SHIRE COUNCIL**  
**Report of the Acting General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room, Warren on Thursday, 23rd January 2025**

**ITEM 1                      OUTSTANDING REPORTS CHECKLIST**

**(C14-7.4)**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>General Manager</b>				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Bi-monthly advice requests to Telstra being undertaken. The 2024 Regional Telecommunications Review completed and submission made. Telecommunications Consulting firm engaged to audit/survey mobile coverage within the Shire. Application under Round 8 of the Mobile Black Spot Program to be submitted.
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/ EDVM	Recruitment for new suitably matched volunteers is continuing.  Advertising through posters, newsletter, website and social media is routinely undertaken however no new candidates have applied. Existing volunteer base is still being maintained.  Ongoing.
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 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.  A funding application under the Australian Government's Housing Support Program has been submitted.

# WARREN SHIRE COUNCIL

Report of the Acting General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
25.5.23	118.5.23	Destination Macquarie Marshes Taskforce	GM/ EDVM	<p>That within 12 months and, after the Taskforce’s short and long term goals and Destination Macquarie Marshes Action Plan, Macquarie Marshes Promotions Strategy and Stakeholder Engagement Strategy are formulated, other organisations/ community representatives be invited to be members of the Taskforce.</p> <p>Workshops facilitated by the Economic Development and Visitation Manager.</p> <p>The Economic Development and Visitation Manager will be progressing the Strategy and Action Plan further and future workshops will be scheduled to refine the actions within the document.</p> <p>Continuing to progress Strategy and Action Plan.</p> <p>The drafting of the full Destination Macquarie Marshes Taskforce Strategy and Action Plan 2025-2028 has now been completed.</p> <p>The document will shortly be forwarded to the Destination Macquarie Marshes Taskforce members for their consideration, input and comment prior to the calling of the first Taskforce Sub-Committee meeting for 2025.</p>

**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

---

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
7.12.23	293.12.23	Destination Macquarie Marshes Taskforce Meeting 7th June 2023	GM/EDVM	1. That grant funding opportunities to improve signage in the Macquarie Marshes be investigated - ongoing. 2. That neighbouring Councils to the Macquarie Marshes be requested to consider funding grant applications for appropriate signage to the Macquarie Marshes.  Ongoing pending future meeting discussion.
7.12.23	294.12.23	Destination Macquarie Marshes Taskforce Meeting 2023 – 13 September 2023	GM/EDVM	Ongoing pending future meeting discussion.
7.12.23	301.12.23	Internal Auditor – Human Resources Review – June 2021	GM	The priorities as listed in the recommendation be actioned and progressed.
7.12.23	301.12.23	Internal Auditor – Contract Management Processes Review – October, November, December 2021 And February 2022	GM/IPM	The following priority and action be progressed: - Detailed Contracts Guideline which includes performance management processes.  Contract Management Road Map being considered. Is in the desktop planning stage. Draft Contract Management flow chart being developed. Draft Project Management Road Map Structure being developed.  Target date for issuing a draft procedure is March 2025.
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

**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				Customer Service. Expected to be provided to a Council Meeting in early 2025.
23.5.24	114.5.24	Regional Industry Educational Partnership (RIEP)	GM / EDVM	The program remains on hold. The Department of Education Project Leader is currently on maternity leave. The Program will be recommenced upon her return from leave.  With the departure of Warren Central School's Career Advisor, a new School Liaison Officer will need to be appointed.
*27.6.24	147.6.24	Draft Warren Shire Council ARIC Annual Work Plan 2024-2025 and Internal Auditor Strategic Audit Plan 2024-2025 (A1-3)	GM/ DMFA	The Warren Shire Council ARIC Work Plan 2024/2025 and the Internal Auditor Strategic Audit Plan 2024/2025 – 2027/2028 has been adopted – in progress. Annual Work Plan approved by Council. A new Internal Auditor will soon be appointed.
27.6.24	147.6.24	Legislative Compliance Policy and Procedure and Legislative Compliance Register	GM	2.Actions to be taken on how non-compliance is managed to ensure that matters are not repeated and that appropriate high level risk assessments are undertaken and documented and that implementation of actions to reduce risk are arranged – in progress.
25.7.24	200.7.24	Victoria Park Female Friendly Amenities Block	IPM	Subgrade earth works and bored piers completed. Plumbing works and waffle pad slab works progressing. Floor slab concreting completed in December 2024. Relocation of

**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

---

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				underground services not known earlier and industry shutdown during December/January has slowed down the progress. Expected completion by April, 2025.
*24.10.24	266.10.24	Christmas Closure	GM	Make the necessary arrangements for the closure of the Office, Service NSW Agency, Library and Works Depot at the close of business on Tuesday, 24th December 2024 and reopen on Thursday, 2nd January 2025 – in progress, advertising has commenced and no further action required.
*5.12.24	293.12.24	Victoria Park Female Friendly Amenities - Expressions of Interest Local Artists to Create Original Aboriginal Artwork Submission and Concept Designs	GM	That the concept designs proposed by Peter Mackay - Warraan Widji Arts have been accepted for the Victoria Park Precinct New Amenities for Female Participants (VPPNAFFP) Project.
*5.12.24	296.12.24	Membership of the Airport Operations Committee	GM	That the Committee Membership has been adjusted to include the representatives of two (2) commercial users of the facility.
*5.12.24	308.12.24	Review of Community Engagement Strategy	GM	The reviewed Community Engagement Strategy be readopted with only minor photographic changes/updating as detailed within the report. Community Engagement Strategy adopted by Council 5 December 2024.



**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
*5.12.24	309.12.24	Alcohol and Other Drugs Policy	GM	Council has adopted by Council 5/12/2024 and the reviewed and subsequently amended Alcohol and Other Drugs Policy and it has been uploaded to Council's website.
*5.12.24	317.12.24	Endorsement of the Warren Shire 2035 Community Strategic Plan	GM	Council formally endorsed the current Warren Shire 2035 Community Strategic Plan that was adopted on 23rd June, 2022 (Resolution No. 171.6.22). The Warren Shire 2035 Community Strategic Plan adopted by Council 5 December 2024.
*5.12.24	318.12.24	Integrated Planning and Reporting (IP & R) Framework Documentation Creation Action Plan and Community Engagement Plan	GM	Council formally endorsed the Integrated Planning and Reporting (IP & R) Framework Documentation Action Plan and approved the Community Engagement Plan as reported to Council 5 December 2024.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Finance and Administration</b>				
7.12.23	301.12.23	Internal Auditor – Media Communications Review – June 2023	DMFA	The following priority and action be progressed: - A new electronic document management system to be purchased and implemented. Licence Agreement has been signed and project will commence soon – in progress.
7.12.23	301.12.23	Internal Auditor – Fraud Control Review – June, July 2023	DMFA	The following priorities and actions be progressed: - Online Fraud training to relevant staff – pending.

**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Finance and Administration</b>				
27.6.24	147.6.24	Notice of Public Exhibition – Fraud and Corruption Policy and Framework	DMFA	An Implementation Action Plan to be developed when the final Policies are adopted with the Committee Work Plan to include a review of the progress of the actions to implement the Policy and Framework.
*24.10.24	271.10.24	Change of Bank Signatories	DMFA	Arrangements made for the changes to bank signatories, where Mr Gregory Whiteley becomes a signatory in his capacity as Mayor, removing Dr Milton Quigley as a bank signatory, as reported to Council in October 2024 – complete.
*5.12.24	287.12.24	ARIC Chairperson’s Report – 3 September 2024`	DMFA	The matters raised in the Chairperson’s Report in relation to the Auditor General’s comments at the Office of Local Government and County Councils Audit, Risk and Improvement Committee (ARIC) Conference, be brought to the specific attention of Councillors as part of the next Council Audit, Risk and Improvement Committee Report – complete.
5.12.24	287.12.24	Promoting Better Practice Review	DMFA/ GM	<ol style="list-style-type: none"> <li>1. The Review be endorsed as a comprehensive review of the governance requirements at Council including the proposed actions of the Review;</li> <li>2. Arrangements be made to review the Business Continuity Plan as soon as practical and update it where required;</li> </ol>

**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Finance and Administration</b>				
				<p>3. Arrangements be made to review the Records Management Policy in line with the legislative changes in December 2022 and that the requirements of the new statutory regime be applied to record keeping and disposal within Warren Shire Council; and</p> <p>4. Council notes that the Public Interest Disclosure Report Policy, Communications Technology Plan Policy and Contract Register are currently being reviewed.</p>
*5.12.24	287.12.24	2024/25 Office of Local Government Compliance Calendar	DMFA	The 2024/2025 Office of Local Government Compliance Calendar be presented to the ARIC Committee every six (6) months detailing any matters complied with and actions on matters that are outstanding and the required Action Plan to ensure compliance – noted.
*5.12.24	287.12.24	Revaluation of Assets Timetable	DMFA	<p>The ARIC Committee be provided a report detailing the Asset Revaluation process and plan that will be implemented in 2024/2025 for the relevant assets including asset management planning actions and maturity.</p> <p>Report presented to the 26 November 2024 ARIC Committee Meeting.</p>
*5.12.24	287.12.24	Aric Strategic Work Plan	DMFA	That a Committee Workshop be arranged to develop the

**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Finance and Administration</b>				
				Four (4) Year Strategic ARIC Work Plan and 2024/2025 Annual ARIC Work Plan.  Workshop held on the 13 November 2024.
5.12.24	288.12.24	Policy Status and Review Update (Policy Register)	DMFA/ GM	1. The Council note the ageing of a number of Policies and ARIC to receive a report at the appropriate time on the Policies to be renewed by the new Term of Council; and  2. It is noted that due to resource limitations and priorities that a number of Policies do require updating and a report to be provided to ARIC on the renewal program.  Ongoing.
5.12.24	234.12.24	2025/2026 Operational Plan & Estimates Timetable	DMFA	A Councillor workshop be arranged for Wednesday 16th April 2025 to go through the Draft 2025/2026 Annual Operational Plan & Estimates prior to the final Draft being recommended for public exhibition at the April 2025 Council Meeting.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
6.12.18	284.12.18	Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units	DMES	Survey completed. This project is currently on hold until further discussions are held with the Hotel owners.

**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
27.6.19 3.12.20	129.6.19 256.12.20	Warren Levee Rehabilitation (total project - \$7.1M)	DMES/ IPM	Floodgate replacement work in progress.  Final review of levee rehabilitation drawings as part of the peer review completed.  Revised drawing prepared by the design consultant is being reviewed. Draft technical specifications also being reviewed.  Pumps and generators have been ordered.
24.9.20	214.9.20	New Sewage Treatment Works	TSM	Groundwater monitoring wells and flowmeter to be installed.  Decommissioning Plan for STP & SPS being developed however, recommencement of works during the later part of 2024 for evaporation lagoon construction will delay the decommissioning.  *Final documents reviewed. Will go to Tender July – September 2024 with a report to the 24 October 2024 Council Meeting.  Tender being assessed. Will be submitted to the October Council Meeting for approval. Nine (9) submissions received.  Tender awarded to Consenth Solutions for \$491,172.97 inc. GST. Post tender site inspection held 22 November 2024.  Consenth Solutions to commence site works early February 2025. Seven (7) week program.

**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

---

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
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 re-submitted.
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.
7.12.23	298.12.23	Local Roads & Community Infrastructure Phase 3	DMES/ RIM	That Council subject to approval of the Commonwealth Government (Department of Infrastructure, Transport, Regional Development, Communication and the Arts) reallocate \$176,815 from the SR58 Nevertire – Bogan Road Project to SR83 Rifle Range Road Intersections with the Ellengerah Road and Oxley Highway. Rifle Range Road/ Ellengerah Road intersection complete.  *Consultation with TfNSW is ongoing regarding the Rifle Range Road/Oxley Highway intersection. TfNSW has declined this proposal.  The remaining funds will be used to improve the Ellengerah intersection.
*7.12.23	302.12.23	Additional Evaporation Lagoon – Warren STP	DMES/ TSM	Tender awarded to Consenth Solutions. Post tender site inspection held 22 November 2024.

# WARREN SHIRE COUNCIL

Report of the Acting General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
7.12.23	304.12.23	Proposed National Polocrosse Titles Warren 2028 – Presentation by Phil Waterford And Simon Turnbull	DMES/ TSM/GM/ EDVM	<p>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</p> <p>3. A Planning Group consisting of Phil Waterford, Simon Turnbull, Warren Polocrosse Club, Holly Turnbull and Katlyn Turnbull be formed for presentation to the Sub-Committee on the framework of the proposal and the required business case to undertake the proposed event.</p> <p>The EDVM has spoken briefly with Phil Waterford to introduce herself and to gain a little background information. A meeting to be held with Phil Waterford in the next couple of months to progress early arrangements.</p>

# WARREN SHIRE COUNCIL

Report of the Acting General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				<p>Initial presentation provided to the Showground/ Racecourse Committee after attendance of the Chinchilla 2024. Some assistance is being provided to the proponents on the development of a Business Plan for the proposed event.</p> <p>The EDVM has presented the Polocrosse Committee with guidance documents and frameworks for the preparation of the required Business Plan including all of the required information, budgets and plans required.</p> <p>Awaiting their review and progress.</p>
28.3.24	60.3.24	Warren Shire Council IWCM Strategy Document	DMES	NSW Public Works Advisory has commenced the assignment.
23.5.24	143.5.24	Upgrade of Thornton Avenue Sewerage Pumping Station – Warren NSW	DMES / TSM	2. In accordance with the provisions of Clause 178 (3) (d) and (e) of Local Government (General) Regulation 2021 under the Local Government Act 1993, Council authorises the General Manager to negotiate, in accordance with Clause 169, with representatives from Western Mill Engineering, Dubbo to establish if they are interested in tendering for a contract of the same kind as the proposed contract and finalise and accept an approved scope of work within the budget of the project as Western Mill Engineering, Dubbo



**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				have been deemed a suitable and experienced contractor to undertake the proposed contract work – negotiations in progress.
27.6.24	146.6.24	Airport Operational Manual Update	DMES/ TSM	Airport Manual submitted to CASA for review/ endorsement. CASA have 19 areas requiring more information. In progress.
25.7.24	183.7.24	Closed Circuit Television (CCTV) And Workplace Surveillance	DMES/ TSM	*Expected to be installed and completed by mid-December 2024.  Due to circumstances outside of Council's control, the new completion date will be late February 2025.
*24.10.24	251.10.24	Supply and Delivery of Motor Grader	DMES	That Council accept the tender from WesTrac Pty Ltd of 8 Purvis Street, Dubbo for the Supply and Delivery of One Motor Grader in accordance with Tender – Supply and Delivery of One Motor Grader for \$495,255.17 plus GST. Grader has been ordered – in progress.
*24.10.24	251.10.24	Supply and Delivery of Two Trucks	DMES	That Council accept the tender from Isuzu Australia Ltd for the Supply and Delivery of Two Trucks in accordance with Tender – Supply and Delivery of Two Trucks for \$276,472.72 plus GST.  Trucks have been ordered – in progress.
*24.10.24	251.10.24	Supply and Delivery of Tender Truck	DMES	That Council accept the tender from Isuzu Australia Ltd for the Supply and

**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

---

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				Delivery of Tender Truck in accordance with Tender – Supply and Delivery of Tender Truck for \$120,177.25 plus GST. Tender truck has been ordered – in progress.
24.10.24	282.10.24	Construction of a Clay Lined Evaporation Lagoon and Associated Structure Tiger Bay Sewerage Treatment Works – Warren NSW	DMES/ TSM	Contractor Consenth Solutions Pty Ltd has been engaged.  Site works to commence early February 2025. Seven (7) week construction program.
24.10.24	283.10.24	Sewer Main Condition Assessment (CCTV) and Smoke/Dye Testing		Contractor Plumbtrax Pty Ltd has been engaged.  Works to commence mid January 2025.
5.12.24	291.12.24	Proposed Traffic Alterations on Bundemar Street	DMES	That subject to NSW Police Force concurrence:  1. A section of the centre median in Bundemar Street be removed from the existing intersection with the Oxley Highway, Burton Street, to a point level with or just east of the access serving the business premises of Tyreright thus allowing for improved and safer ingress/egress to Tyreright, for AB-Triple Vehicles; and  2. The removed section island to be converted into a painted island;  3. The NO STOPPING restriction be extended by 30m along Bundemar Street on the

# WARREN SHIRE COUNCIL

Report of the Acting General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				<p>northeastern side of the intersection;</p> <p>4. The cost of completing the associated works be absorbed from within the routine maintenance allocation for Streets in the 2024/25 budget; and</p> <p>5. Council apply for the designation of the Bundemar Street route to Tyreright as a heavy vehicle route to accommodate AB-Triple Vehicles.</p>
5.12.24	291.12.24	Parking Restriction – Trangie Street, Nevertire	DMES	<p>That subject to NSW Police Force concurrence:</p> <p>1. The installation of the proposed No Truck Parking restriction from 6:00 pm to 6:00 am along Trangie Street, Nevertire be approved; and</p> <p>2. The proposed No Truck Parking 6:00pm to 6:00am restriction signage be installed along both sides of Trangie Street, Nevertire between Gobabla Street and Clyde Street.</p>
*5.12.24	291.12.24	Warren Christmas Street Party Event	DMES	<p>That subject to NSW Police Force concurrence the Committee endorse the Warren Christmas Street Party Event Management Plan on the condition that the Special Event Application Form is submitted by Council and approved and provided to Committee Members – complete.</p>

**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
*5.12.24	328.12.24	Floodplain Risk Management Committee	DMES	1. Council endorses formation of a temporary Floodplain Risk Management Committee to oversee the implementation of the Warren Town Flood Study, and any subsequent flood studies; and  2. Council endorses that the Floodplain Risk Management Committee be constituted of the Mayor, current membership of the Water and Sewerage Committee, the Manager Health and Development Services, a representative of the NSW DCCEEW, a representative of NSW SES, and the following nominated community members, subject to their acceptance of the nomination.  (a) Sid Austin; (b) Brian Robertson; (c) Trevor Pearce; (d) David Duncan; and (e) TBA (from WLALC).
*5.12.24	334.12.24	REGPRO272425 Provision of Road Stabilising	DMES	1. That the <u>tenderers representing best value</u> being all tenders/contractors received be awarded this contract as the Panel Source suppliers to Warren Shire Council for the period 1 January 2025 to 31 December 2026, and

# WARREN SHIRE COUNCIL

Report of the Acting General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				2. That a provision be allowed for a 12-month extension based on satisfactory supplier performance, which may take this contract through to 31 December 2027.

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> <p>Parks Plan revised again in October 2024 for consultation with Crown Lands.</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 Services to formulate settlement terms if required.</p>

**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
				<p>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.</p> <p>Adjourned, new date to be advised (September – November 2025 expected).</p>
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD	A single CCTV camera will be installed at the Operators Office as part of the LRCI Round 4 – in progress.
22.6.23	181.6.23	Warren War Memorial Swimming Pool	MHD/ GM	<p>Arrangements in train for the commencement of legal proceedings against Beucorp Projects Pty Ltd for the unsatisfactory workmanship at the Warren War Memorial Swimming Pool – in progress;</p> <p>The Mayor, the General Manager, and the Manager Health and Development Services be authorised to formulate settlement terms if required.</p> <p>Pool re-lining subject to grant funding.</p>
7.12.23	301.12.23	Internal Auditor – Waste Control Review – November 2022 – February 2023	MHD	<p>The following priority and action be progressed:</p> <ul style="list-style-type: none"> <li>- An overarching Operational Plan be developed to include risk assessments, procedures, control measures and future strategic actions – in progress and initial commencement 22 August 2024.</li> </ul>

**WARREN SHIRE COUNCIL**  
 Report of the Acting General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 23rd January 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
24.4.23	83.4.24	Ewenmar Waste Depot Recycling Options	MHD	4. The Manager Health and Development Services to investigate the feasibility of implementing a return and earn facility and other recycling services in conjunction with NetWaste, on a regional basis and other organisations – in progress; and 5. Council re-assesses the community's satisfaction with recycling services in 2 years time.
5.12.24	290.12.24	Carter Oval Youth Sports Precinct Usage Tracking and Analysis	MHD	All user groups of the Carter Oval Youth Sports Precinct be requested to implement measures to record facility usage over the next two years to ensure Council is able to report in accordance with grant conditions on usage of the new facilities.
5.12.24	331.12.24	Planning Proposal – LEP Review	MHD	Council endorses the amended Planning Proposal to be submitted to the Department for Gateway determination.

**RECOMMENDATION:**

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

**WARREN SHIRE COUNCIL**  
**Report of the Acting General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room, Warren on Thursday, 23rd January 2025**

---

**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>
5.12.2024	Official Openings Warren War Memorial Swimming Pool Kiosk, Amenities and Club Room and Carter Oval Youth Sports Complex	Warren
6.12.2024	Warren Street Christmas Party 2024	Warren
8.12.2024	Official Opening of the Collie New Playground Equipment and Teddy Bears' Christmas Picnic	Collie
10.12.2024	OLG Webinar – Introduction to Government Energy Action Response (GEAR) Protocol	Online
11.12.2024	Macquarie River Rafts Community BBQ	Warren
12.12.2024	Monthly Meeting with Writers Who	Online
12.12.2024	Warren Central School Presentation Night	Warren
13.12.2024	St Mary's School Parish Presentation Ceremony	Warren
16.12.2024	Australia Day Committee Meeting	Warren
19.12.2024	Sean Bishop SatPty	Warren
9.1.2025	Monthly Meeting with Writers Who	Online
14.1.2025	Roads Committee Meeting	Warren
14.1.2025	Plant Committee Meeting	Warren
14.1.2025	Manex Committee Meeting	Warren
16.1.2025	Water & Sewerage Committee Meeting	Warren

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
6.3.2025	Alliance of Western Councils Workshop with Professor Drew (TBC)	Dubbo

**RECOMMENDATION:**

That the information be received and noted.



# WARREN SHIRE COUNCIL

## Report of the Acting General Manager to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday, 23rd January 2025

**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 21st November 2024 to 10th January 2025:

Project	Budget	Expenditure/ Committed	Resp	Comment
<b>General</b>				
Regional Racecourse Stimulus Funding Program 2022 – ‘Irrigation System’ Drought Proofing project and Public Area Fencing/Exclusion Fencing, includes the \$144,000 from the Warren Jockey Club Grant Funds JC 122-5-10	391,260 Total  247,260 Grant  144,000 WJC	74,302	IPM/ TSM	<p>Exclusion fence works are progressing; - Approximately 2,100m of fencing has been replaced.</p> <p>*The Warren Jockey Club has completed the exclusion fencing to the Carinda Road entrance gate. Their contractor will continue, beyond the entrance and include the current agistment yards all the way to the centre sliding gate adjacent to the Equestrian Centre. A request for quotations has been completed for the supply and installation of an automated sliding gate at the Carinda Road entrance and the conversion to automated gates of the two sliding gates at the Equestrian Centre.</p> <p>Supply and installation of a new automated gate at Carinda Road and the automation of the two existing gates adjacent to the equestrian arena has been awarded to Sunset Fencing.</p> <p>New automatic gate installed at the Carinda Rd entrance. Automation works to the two sliding gates adjacent to the equestrian centre have been completed.</p> <p>Waiting on the installation of power and controls to allow gates to be commissioned.</p> <p>RFQ for remaining fence closes 23<sup>rd</sup> January 2025.</p>

# WARREN SHIRE COUNCIL

## Report of the Acting General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 23rd January 2025

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

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
<b>Sewerage Services</b>				
Restart NSW Warren (STP) Upgrade  JC 220-3-0	100,000	Nil	TSM	Rehabilitation program for Old Sewerage Treatment Plant and bore installation being formulated but will be delayed until evaporation pond construction is complete.
NSW Severe Weather & Flood Grant (\$1,000,000) for AGRN 1025 (part of \$7,100,000 project reported elsewhere)  Warren Town Levee Remediation JC: 3300-4400-0000 Federal;  3300-4410-0000 State; and 3300-4420-0000 OLG AGRN.	4,430,118     736,438  736,697	1,024,243     154,148  182,687	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> <ul style="list-style-type: none"> <li>- *Final design drawings and RFT document reviewed by external consultant;</li> <li>- *Final REF being reviewed; Comments issued to the consultant for corrections</li> <li>- *Initiated survey to capture the mature native trees to be retained;</li> <li>- *External consultation asked to revisit the drawings addressing design flows identified;</li> </ul> <p>- Draft revised drawings received and comments made; and</p> <p>Draft technical specifications received; Review comments issued to the consultant for updating.</p> <p>REF, CEMP and ARP are revised in align with changed design/drawings. Fisheries permit application was resubmitted on 23rd December 2024 addressing the comments made and incorporating design changes. Tender likely to be called in January 2025.</p> <p>*Waiting on the amended report from Public Works Authority regarding the selection of the portable diesel pumps we can purchase.</p> <p>Pallet racking and Side opening shipping container delivered and installed. The racking and container will be used to securely store the generators, electric pumps, small diesel pumps and associated fittings. RFQ for the supply of the small diesel pumps and fittings closes 23 January 2025. If required, the tender evaluation will be submitted to the February Council Meeting.</p>

## WARREN SHIRE COUNCIL

Report of the Acting General Manager to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 23rd January 2025

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

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
<p>Office of Sport - Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program Victoria Park Precinct New Female Amenities. Includes \$202,549.88 allocated from restricted funds for infrastructure improvement/ replacement.</p> <p>JC 3450-4310-0</p>	678,872	671,530	IPM/ WSCC M	<p>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.</p> <p>*Sewer junction for site is installed; Two (2) unmarked services identified that required relocations.</p> <ul style="list-style-type: none"> <li>- *Water main relocation is complete.</li> <li>- *Foundation base work is complete.</li> <li>- *Bore piers installed.</li> <li>- *Below ground plumbing is complete.</li> </ul> <p>- Floor concreting completed in early December 2024. Contractors shop drawings for superstructure awaiting. Christmas/New Year industry slowdown may likely impact the March 2025 completion date. An updated construction plan has been requested from the Contractor.</p>
<p>Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B - Infrastructure Projects Management Office Projects:</p> <p>Windows on the Wetlands Centre Precinct Oxley Highway</p> <p>Includes \$37,004 allocated from restricted funds for infrastructure improvement/ replacement.</p> <p>JC 3350-0017-0010</p>	75,000  37,996	Nil	IPM/ MHD	<p>Windows on the Wetlands Centre Precinct EV Charging Station (up to 3). Supply &amp; installation of up to 3 EV Charging Stations.</p> <p>Grant funded install and operate EV Charger (Fast Charger) by external service provider being looked at.</p> <ul style="list-style-type: none"> <li>- Round 2 – Warren is not in optimal zone development – not eligible;</li> <li>- Round 3 Warren not listed in GREEN or BLUE zone identified for charging point operators to apply for the grant - not eligible.</li> </ul>

## WARREN SHIRE COUNCIL

Report of the Acting General Manager to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 23rd January 2025

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

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
				Quote/proposal requested from service provider for design, supply and install for charging points.
Dog Pound - Animal Shelter Replacement Project  JC 3260-4125-0	140,000	67,738	IPM/ MHD	<p>*Four (4) quotations were invited for the final approved floor plan and two (2) contractors submitted quotation: - *Foundation and floor slab completed.</p> <p>Superstructure works, besser block wall and roof works likely to commence from late January 2025.</p> <p>Besser block layout and dog pens size being discussed with the Ranger.</p> <p>A quote for besser block laying will be sought from local brick layers.</p>
Safety Management System	75,825	Nil	WHS-RC /GM	Works Program being formulated.
Asset Management & IPR	112,636	Nil	GM/ DMES	Works program being formulated.
*Transport for NSW (TNSW)  The Open Streets Grant Program - 2024 Warren Christmas Street Party  JC 2860-300-0	66,000	66,000	GM/ TSM/ PAO	<p>The Warren Christmas Street Party was a festive celebration that successfully brought the community together to spread holiday cheer. This annual event showcased local talent, fostered community engagement, and provided entertainment for people of all ages.</p> <p>A much-anticipated highlight of the event was the visit from Santa Claus, which delighted children and families. Santa's presence added a magical touch, creating a memorable experience for the younger attendees.</p> <p>The event featured captivating performances by local artists, showcasing the talent within the community. The musical and theatrical acts not only entertained but also highlighted the importance of supporting local arts and culture.</p>

## WARREN SHIRE COUNCIL

Report of the Acting General Manager to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 23rd January 2025

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

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
				The grand finale of the event was a stunning fireworks display that lit up the night sky. This visual spectacle provided a celebratory conclusion to the evening, leaving attendees in awe and enhancing the festive atmosphere.

Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
Remote Airstrip Upgrade Program Round 11  Warren Aerodrome Infrastructure Improvements Project RAUPXI000028  Includes Council Contribution \$155,812	207,750		TSM/ IPM	The grant funds will be allocated to enhance several critical aspects of the facility. The funds will be used to install a circulating RNAV system, improvements to the current animal-proof fence, the height extended to better safeguard the area from wildlife intrusion, thus ensuring the safety of the facilities.  Additionally, improvements to the existing drainage system, preventing potential flooding, and maintaining the integrity of the grounds, particularly during adverse weather conditions.  <b>Awaiting Notification</b>
Crown Reserves Improvement Fund (CRIF)  Warren Showground Racecourse Irrigation Enhancement Project 240049G	985,600		TSM/ IPM	The proposed Upgrade Showground Irrigation project will enhance the reserve, increase public engagement and improve functionality and appeal. Its sustainable design supports Council's environmental goals, conserving water through efficient systems, ensuring consistent ground maintenance. These upgrades make the reserve a safer, more attractive space, reinforcing its role as a valued public asset.  <b>Awaiting Notification</b>

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

# WARREN SHIRE COUNCIL

Report of the Acting General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 23rd January 2025

---

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

**CONTINUED**

**ACRONYMS**

GM - General Manager	TSM - Town Services Manager	PO – Projects Officer - Assets
DMFA - Divisional Manager Finance & Administration	RIM - Roads Infrastructure Manager	WSCCM – Warren Sporting & Cultural Centre Manager
DMES - Divisional Manager Engineering Services	IPM - Infrastructure Projects Manager	EDVM - Economic Development and Visitation Manager
MHD - Manager Health and Development Services	PAO - Projects Administration Officer	WHS-RC – Work Health Safety / Risk Co-Ordinator

# 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> January 2025

---

**ITEM 1 RECONCILIATION CERTIFICATE – NOVEMBER AND DECEMBER 2024 (B1-10.16)**

**RECOMMENDATION:**

That the Statements of Bank and Investments Balances as at 30<sup>th</sup> November 2024 and 31<sup>st</sup> December 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> November 2024 and 31<sup>st</sup> December 2024.

Council should note that investment items listed as

## INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 31-Oct-24	Transactions	Balance 30-Nov-24
General	8,724,538.77	3,644,171.15	12,368,709.92
Water Fund	857,139.99	38,166.81	895,306.80
Sewerage Fund	1,850,809.90	42,059.30	1,892,869.20
North Western Library	43,038.99	(7,540.50)	35,498.49
Trust Fund	91,609.78	0.00	91,609.78
Investment Bank Account	(7,742,013.65)	(3,000,000.00)	(10,742,013.65)
	<b>3,825,123.78</b>	<b>716,856.76</b>	<b>4,541,980.54</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> January 2025

ITEM 1 RECONCILIATION CERTIFICATE – NOVEMBER AND DECEMBER 2024 CONTINUED

## BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	4,541,980.54
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
<b>Balance as per Ledger Accounts less Investments =</b>	<b>4,541,980.54</b>

## INVESTMENTS RECONCILIATION

Investments as at 30th November 2024

No.	Institution	Amount	Term & Rate	Maturity Date
	CBA	232,013.65	Variable	On Call A/c
5	NAB	2,000,000.00	5.30%	7-Jan-25
2	NAB	1,500,000.00	4.90%	7-Jan-25
6	NAB	1,500,000.00	4.90%	7-Jan-25
7	NAB	1,000,000.00	4.90%	28-Jan-25
10	NAB	1,500,000.00	4.90%	28-Jan-25
11	NAB	1,500,000.00	4.15%	20-Dec-24
12	JUDO	1,500,000.00	4.30%	20-Dec-24
	NAB	10,000.00	60 days @ 1.45%	TBA
<b>TOTAL INVESTMENTS =</b>		<b>10,742,013.65</b>		

## BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	12,395,276.19
Internally Restricted Funds Invested	2,388,718.00
Unrestricted Funds	500,000.00
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b>15,283,994.19</b>

As Councils Responsible Accounting Officer, I note the External and Internal Restricted Funds are an estimate only, pending final review in part with Annual Financial Statements preparation into the future.



# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> January 2025

---

ITEM 1 RECONCILIATION CERTIFICATE – NOVEMBER AND DECEMBER 2024 CONTINUED

## INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance		Balance
	30-Nov-24	Transactions	31-Dec-24
General	12,368,709.92	(2,539,627.98)	9,829,081.94
Water Fund	895,306.80	(50,668.89)	844,637.91
Sewerage Fund	1,892,869.20	(52,934.87)	1,839,934.33
North Western Library	35,498.49	(19,086.43)	16,412.06
Trust Fund	91,609.78	(2,000.00)	89,609.78
Investment Bank Account	(10,742,013.65)	(500,000.00)	(11,242,013.65)
	<b>4,541,980.54</b>	<b>(3,164,318.17)</b>	<b>1,377,662.37</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> January 2025

---

ITEM 1 RECONCILIATION CERTIFICATE – NOVEMBER AND DECEMBER 2024 CONTINUED

## BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	1,377,662.37
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
	<hr/>
Balance as per Ledger Accounts less Investments =	<u><u>1,377,662.37</u></u>

## INVESTMENTS RECONCILIATION

### Investments as at 31st December 2024

No.	Institution	Amount	Term & Rate	Maturity Date
	CBA	232,013.65	Variable	On Call A/c
1	AMP	1,000,000.00	5.20%	18-Jun-25
3	AMP	1,500,000.00	5.15%	20-Mar-25
4	NAB	1,000,000.00	4.50%	18-Feb-25
5	NAB	2,000,000.00	5.30%	7-Jan-25
2	NAB	1,500,000.00	4.90%	7-Jan-25
6	NAB	1,500,000.00	4.90%	7-Jan-25
7	NAB	1,000,000.00	4.90%	28-Jan-25
10	NAB	1,500,000.00	4.90%	28-Jan-25
	NAB	10,000.00	60 days @ 1.45%	TBA
<b>TOTAL INVESTMENTS =</b>		<u><u>11,242,013.65</u></u>		

## BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	9,730,958.02
Internally Restricted Funds Invested	2,388,718.00
Unrestricted Funds	<hr/> 500,000.00
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<u><u>12,619,676.02</u></u>

As Councils Responsible Accounting Officer, I note the External and Internal Restricted Funds are an estimate only, pending final review in part with Annual Financial Statements preparation into the future.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> January 2025

---

## ITEM 1 RECONCILIATION CERTIFICATE – NOVEMBER AND DECEMBER 2024 CONTINUED

### FINANCIAL AND RESOURCE IMPLICATIONS

N/A.

### LEGAL IMPLICATIONS

N/A.

### RISK IMPLICATIONS

N/A

### STAKEHOLDER CONSULTATION

N/A.

### OPTIONS

N/A.

### CONCLUSION

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

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

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

### SUPPORTING INFORMATION / ATTACHMENTS

N/A.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> January 2025

---

ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

**RECOMMENDATION:**

That the Statement of Rates and Annual Charges information as at 18<sup>th</sup> December 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 18<sup>th</sup> December 2024 including comparisons over the last four years.

This report is considered the most accurate and relevant information available, for Council to consider relating Rates and Annual Charges information, for comparative purposes in a related period.

**FINANCIAL AND RESOURCE IMPLICATIONS**

N/A.

**LEGAL IMPLICATIONS**

N/A.

**RISK IMPLICATIONS**

N/A.

**STAKEHOLDER CONSULTATION**

N/A.

**OPTIONS**

N/A.

**CONCLUSION**

This report is provided to advise Council of the balance of rates and annual charges.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> January 2025

---

**ITEM 2**

**STATEMENT OF RATES & ANNUAL CHARGES**

**CONTINUED**

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

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

**SUPPORTING INFORMATION / ATTACHMENTS**

Nil.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> January 2025

ITEM 2                      STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

18-Dec-24

Name of Rate	NETT			COLLECTIONS FOR YEAR		NETT ARREARS	
	ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	268,520	5,703,880	5,972,399	3,233,241	54.14%	2,739,159	45.86%
Warren Water Fund	102,688	600,615	703,303	376,008	53.46%	327,296	46.54%
Warren Sewerage Fund	115,462	627,197	742,659	380,865	51.28%	361,794	48.72%
<b>TOTAL 2024/2025</b>	<b>486,670</b>	<b>6,931,692</b>	<b>7,418,362</b>	<b>3,990,114</b>	<b>53.79%</b>	<b>3,428,248</b>	<b>46.21%</b>
<b>TOTAL 2023/2024</b>	<b>445,604</b>	<b>6,627,983</b>	<b>7,073,588</b>	<b>3,782,645</b>	<b>53.48%</b>	<b>3,290,884</b>	<b>46.52%</b>
<b>TOTAL 2022/2023</b>	<b>321,306</b>	<b>6,303,539</b>	<b>6,624,845</b>	<b>3,784,746</b>	<b>57.13%</b>	<b>2,840,099</b>	<b>42.87%</b>
<b>TOTAL 2021/2022</b>	<b>303,871</b>	<b>7,381,059</b>	<b>7,684,930</b>	<b>3,661,519</b>	<b>47.65%</b>	<b>4,023,411</b>	<b>52.35%</b>
<b>TOTAL 2020/2021</b>	<b>318,952</b>	<b>7,353,630</b>	<b>7,672,582</b>	<b>3,496,373</b>	<b>45.57%</b>	<b>4,176,209</b>	<b>54.43%</b>
		15-Jan-21	04-Jan-22	11-Jan-23	10-Jan-24	08-Jan-25	
COLLECTION FIGURES AS \$		3,496,373	3,661,519	3,784,746	3,782,645	3,990,114	
COLLECTION FIGURE AS %		45.57%	47.65%	57.13%	53.48%	53.79%	

# 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> January 2025

---

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

**RECOMMENDATION:**

That the information be received and noted.

The following are details of the projects undertaken by the Finance and Administration Department for the 2024/25 financial year.

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Office Equipment Purchases – PC Purchases – Electronic Records Management System Investigation/Implementation	\$161,032	\$28,861	DMFA	2023/24 estimated carry over value, included in the budget figure is \$51,032  Purchase new office equipment, PC's and other ICT equipment as needed.  Ongoing implementation of a Document management system, a new server is in place and transitioning to use in full.

**ACRONYMS**

GM - General Manager

DMFA - Divisional Manager Finance & Administration

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

MHDS – Manager Health & Development Services

LIB – Librarian

IPM – Infrastructure Projects Manager

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> January 2025

## ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

(L2-2)

### RECOMMENDATION

That the information be received and noted.

### PURPOSE

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

### BACKGROUND

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

### REPORT

October school holidays saw the Library host events such as tie-dyeing, movies, outdoor games, and pressed flowers.



Council staff attended the Librarian's Meeting as part of the Central West Zone Meeting on Thursday, 10 October 2024. Topics such as staff training, qualified staff, and a presentation from Ulverscroft of their new app ulibrary. Councillor Pauline Serdity attended with Erica to the full Central West Zone meeting on Friday, 11 October 2024. Topics covered included new Councillor information, NSWPLA Strategic Plan, an update from the State Library, motions for the NSWPLA AGM in November and library reports. The next meeting is scheduled for March in Bathurst.



# 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> January 2025

---

## ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

Wednesday, 16 October 2024 the Library celebrated the 1 Year Anniversary of the Dolly Parton Imagination Library in conjunction with the team from Western NSW Local Health District. The program helps put books in the hands of children across the region. Eligible children are enrolled at birth and mailed a free age appropriate book every month until they turn five.



The Library second hand book sale commenced. This allows the team to sell old stock instead of sending to landfill. The cookbooks have been a hit with the community along with fiction titles for both adults and children. New titles are added on a regular basis.

The Library was awarded a Grandparents Day Grant from NSW Department of Communities and Justice to host a special storytime and craft session for children and grandparents within our community. It was great to see members join us for stories and some card making, plus morning tea. Story included Grandmas are the greatest by Ben Faulks.



# 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> January 2025

## ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

The Library has continued with the Outreach programs with Barnardos, Family Daycare, Little Possums, Catholic Care Playgroup, Warren Preschool, Warren Central and St Mary's Kindergartens, all visiting the Library for Storytime and craft, with sessions covering Halloween and Australian bush animals during the month of October. Stories included What's in the witch's kitchen? By Nick Sharratt and 10 spooky bats by Ed Allen and Shane McG, Bush by Jess Rackleft and Babies at the billabong by Maura Finn and Cate James. From late November we started celebrating Christmas with the 12 Days of bush Christmas by Megan Van Den Berg and Emma Bamblett followed by An Aussie Day before Christmas by Kilmeny Niland.



# 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> January 2025

## ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED



The Library has subscribed to Ancestry to help those within the community to research their family history.

A morning tea and talk was hosted with special guest Julie Whiteley who discussed how useful it was both in her own family history research and in her Diploma of Family History studies with the University of Tasmania.

Friday movies have continued in November with Australian movie Buckley's chance starring Bill Nighy and Martin Sacks. The December movie was the Colleen Hoover "It ends with us" starring Blake Lively.

The updated Library Brochure has been finalised and is now being distributed to new members. The new 24/7 Brochure has also been completed providing information on all our online resources that members can access free of charge from home.

In the background, the team continues to clean up the collection codes. This has also allowed the team to discover different authors and series that are held and the gaps that need to be filled. Various processes are being reviewed by all North Western team members to ensure consistency across the entire Library service.

The Library Manager and Councillor Serdity attended the annual Switch Conference. Hosted by the Coffs Harbour team at Opal Cove Resort. Topics for discussion included AI, leadership, NBN, collection maintenance, teamwork and wellbeing. There was the opportunity to catch up with various vendors to talk about upcoming solutions and deals and meet with Australian authors such as Peter Watt.



# 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> January 2025

## ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

The Christmas card making session was a hit with the locals so much that we ended up putting an extra session on before Christmas and will be hosting on a regular basis throughout 2025.



New wooden puzzles for our adult members were released during November. Some beautiful pieces to choose from, including a lion, owl, giraffe and elephant.

The North Western Annual General Meeting was held in Gilgandra on Friday, 29 November 2024. It was great to have so many together in one room. The Library Agreement was agreed to for another five (5) years commencing the 1st July 2025 after a couple of minor changes were made. A tour of the new Gilgandra Library was held after the meeting to allow everyone to explore the new space which the team will be moving into come February.

Our resident cheeky elves have returned for another holiday season and have been causing havoc around the Library.



# 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> January 2025

---

## ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

The annual Summer Reading Challenge is underway. This year all four (4) Libraries will combine for a single challenge with activity bags provided halfway through the challenge and children reading to enter the major draw prize in early February 2025. The Challenge will commence at the beginning of December 2024.

Activities for the summer school holidays have been announced and bookings are slowly coming in for Lego challenge, Art workshop with Jude, mixed medium design on canvas, holiday storytime, paint by number, cupcake and biscuit decorating and holiday movies.

### Breaking news

Library and Economic Development staff have been successful in winning one of 8 local government category of the Connecting Seniors grant worth \$30,000 each.

### Category 5 – NSW Local Council grants only

Who can apply: NSW Local councils

Amount: \$30,000

Number of grants available: 8

Total funding: \$240,000

### Aims:

- ✓ Support local councils who have the knowledge, skills, resources and capacity to work with older people.
- ✓ Generate positive outcomes for older people by delivering projects tailored to the needs of the local community.
- ✓ Projects should target new and harder to reach seniors Eg. older people who are carers, older people who are LGBTIQ+ and older people residing in regional, rural and remote areas.

**Grant title:** Stay Connected, Stay Curious: A Senior-Friendly Path to Regional Discovery.

**Brief description:** A multi-dimensional social inclusion initiative, to bring together senior residents in our small rural town. It aims to provide a safe and vibrant space for our seniors to engage their minds, share their stories, connect over shared memories transforming the group into a living archive of local culture and heritage.

**Please provide a short project description \*** In Warren Shire, 36% of the population is aged over 60. The Library and Visitors Centre are always seeking to expand activities on offer for those aged 65 and over, connecting our seniors within town and to the entire region. Seniors talk about trying to keep active in the hope of delaying memory loss, boredom, and loneliness. This multi-level project will draw seniors from all over the Shire to enjoy a regular social group with the library and VIC staff, improving their mental and emotional wellbeing. With access to the games as part of the Tovertafel technology. While aimed at those over 65 the Tovertafel has options for all ages. Inter-generational events during the year will help our seniors connect with younger locals, who

# 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> January 2025

## ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

are often at boarding school throughout the year. Games will increase mental activity, while the project will also include two other initiatives, a memory cafe, featuring themed story circles and Penpals with Purpose. Tourism is important to our economy. With encouragement to record short audio and written postcards welcoming visitors to our town, a digital archive called Voices of our Town, and an immersive and warm welcome Visitors is created. Seniors building connections and meaningful contributions.

The library staff are looking forward to implementing this great new initiative in 2025, continuing to extend upon the high service level already provided to the community.

### UPCOMING EVENTS

- January – School Holiday Program;
- February – Completion of the Summer Reading Challenge;
- February – Launch of 1,000 Books before school program;
- February/March – Free legal talks by Western NSW Community Legal Centre Inc.;
- February – Library Lovers Day (14th);
- February – Friday movie program returns for 2025; and
- April - School Holiday Program.

### STAFF TRAINING

- One staff member has completed the Reference Excellence training program.

### MEETINGS

- Central West Librarians' Meeting to be held 20 March 2025; and
- Central West Zone Meeting to be held 21 March 2025.

### STATISTICS FOR OCT – DEC 2024

Month	Issues	Members	Wi Fi Logins	Internet Bookings	Dolly Parton Imagination Library <sup>i</sup>
Oct	861	1,343	89	29	2
Nov	763	1,345	79	37	5
Dec	735	1,348	55	26	6

Month	North Western eBooks <sup>ii</sup>	North Western eAudio <sup>iii</sup>	North Western ePress <sup>iv</sup>	North Western Web Issues	North Western Efilms/TV <sup>v</sup>	Ancestry	StoryBox Library
Oct	478	622	181	1,166	118	7	18
Nov	392	586	188	1,139	79	162	30
Dec	467	589	161	1,094	91	25	32

# 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> January 2025

## ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

### Events October-December 2024

PROGRAM NAME	NO. of EVENTS	NO. of PARTICIPANTS	CATEGORY
<b>OCTOBER</b>			
2/10: Holiday events: Tie dye class	2	17	School age
4/10: Holiday events: Movie	1	8	School age
8/10: Holiday events: Outdoor games	1	8	School age
9/10: Holiday events: Flower press workshop	2	16	School age
11/10: Holiday events: Movie	1	8	School age
16/10: Dolly Parton Imagination Library 1 Year Anniversary	1	4	Adult
20/10: Storytime: Little Possums (Halloween theme)	1	12	School age
28/10: Storytime: Warren Preschool (Halloween theme)	1	18	School age
30/10: Grandparent's Day	1	3	Adult
<b>NOVEMBER</b>			
1/11: Movie morning	1	2	Adult
4/11: Storytime: WCS Kindergarten (Aussie animals' theme)	1	25	School age
12/11: Storytime: St Mary's Kindergarten	1	22	School age
13/11: Storytime: Barnardos	1	5	Early childhood
20/11: Storytime: Little Possums	1	20	Early childhood
26/11: Storytime: Preschool (Christmas theme)	1	28	Early childhood
27/11: Christmas card making for adults	1	8	Adult
<b>DECEMBER</b>			
4/12: Storytime - WCS Kindergarten	1	22	School age
6/12: Movie morning	1	2	Adult
10/12: Storytime - St Mary's Kindergarten	1	18	School age
11/12: Adult card making	1	11	Adult
20/12: Christmas Movie	1	0	School age
Summer Reading Club (enrolments to date)	1	14	School age

### LEGAL IMPLICATIONS

N/A.

### RISK IMPLICATIONS

N/A.

### STAKEHOLDER CONSULTATION

N/A.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 23<sup>rd</sup> January 2025

---

## ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

### OPTIONS

N/A.

### CONCLUSION

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

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

3.2.3 Provide a high-quality library service that meets the needs of the community.

### SUPPORTING INFORMATION / ATTACHMENTS

1. New Library Member Brochure; and
2. New 24/7 Brochure.

---

<sup>i</sup> New children registered for program each month

<sup>ii</sup> Indyreads, BorrowBox and Hoopla

<sup>iii</sup> BorrowBox and Hoopla

<sup>iv</sup> BorrowBox (newspapers and magazines)

<sup>v</sup> Kanopy and Hoopla



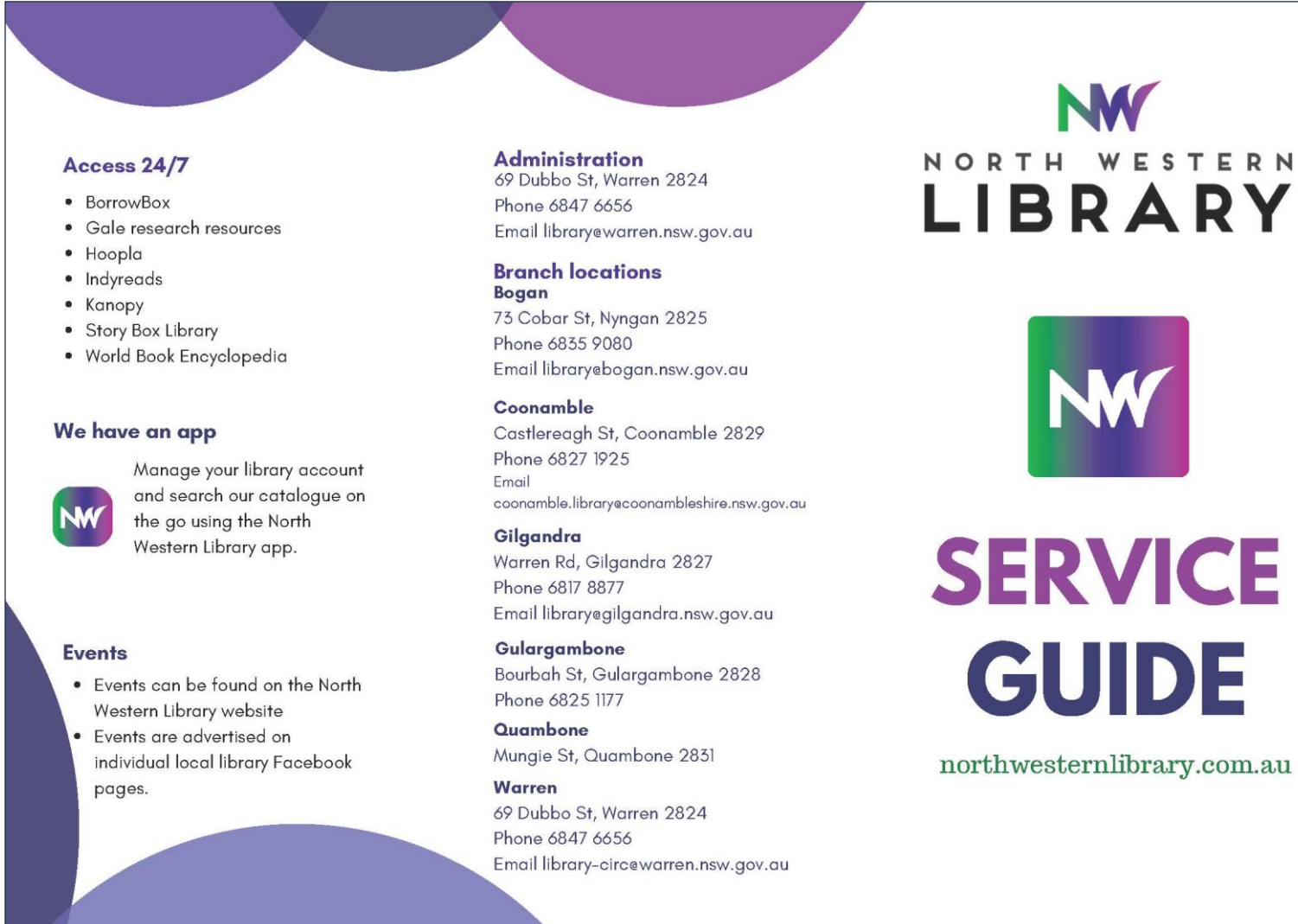
# WARREN SHIRE COUNCIL

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> January 2025

## ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

### Attachment 1 New Library Member Brochure




The brochure features a decorative header with overlapping purple and blue semi-circles. The content is organized into several sections: 'Access 24/7' with a list of digital services; 'We have an app' with a description and the NW logo; 'Events' with a list of where to find them; 'Administration' with contact details for the main office; 'Branch locations' with details for Bogan, Coonamble, Gilgandra, Gulargambone, Quambone, and Warren; and a large 'SERVICE GUIDE' section with the NW logo and website URL.

**Access 24/7**

- BorrowBox
- Gale research resources
- Hoopla
- Indyreads
- Kanopy
- Story Box Library
- World Book Encyclopedia

**We have an app**

Manage your library account and search our catalogue on the go using the North Western Library app.



**Events**

- Events can be found on the North Western Library website
- Events are advertised on individual local library Facebook pages.

**Administration**  
69 Dubbo St, Warren 2824  
Phone 6847 6656  
Email [library@warren.nsw.gov.au](mailto:library@warren.nsw.gov.au)

**Branch locations**

**Bogan**  
73 Cobar St, Nyngan 2825  
Phone 6835 9080  
Email [library@bogan.nsw.gov.au](mailto:library@bogan.nsw.gov.au)

**Coonamble**  
Castlereagh St, Coonamble 2829  
Phone 6827 1925  
Email [coonamble.library@coonambleshire.nsw.gov.au](mailto:coonamble.library@coonambleshire.nsw.gov.au)


**Gilgandra**  
Warren Rd, Gilgandra 2827  
Phone 6817 8877  
Email [library@gilgandra.nsw.gov.au](mailto:library@gilgandra.nsw.gov.au)

**Gulargambone**  
Bourbah St, Gulargambone 2828  
Phone 6825 1177

**Quambone**  
Mungie St, Quambone 2831

**Warren**  
69 Dubbo St, Warren 2824  
Phone 6847 6656  
Email [library-circe@warren.nsw.gov.au](mailto:library-circe@warren.nsw.gov.au)

**NORTH WESTERN LIBRARY**



**SERVICE GUIDE**

[northwesternlibrary.com.au](http://northwesternlibrary.com.au)

# 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> January 2025

## ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

### What can you borrow?

- Fiction books
- Non-fiction books
- Large print books
- Magazines
- Talking books
- Reading resources
- DVDs
- eResources

### More about borrowing

You may borrow up to 30 items including 2 DVDs at any one time.  
Items may be borrowed for a 30 day period.

### Renewing and returning items

Items must be returned on or before the due date.

An after hours return chute is available at all branches.

Items may be renewed twice provided they are not reserved for another borrower.

### Reservations

All items in your local branch may be reserved.  
Items not held at your local branch may be available for reservation from another branch.

### Catalogue

The catalogue is the key to North Western Library's collection. It contains information about items in the collection, including whether an item is out on loan or not. The collection contains items such as books, DVDs, toys, audio books and magazines. Increasingly the collection also contains digital items such as eBooks, eAudiobooks, eFilms, eMagazines and databases. Speak to a library staff member if there is something specific you are looking for that you are unable to find when searching our catalogue. Library staff are always happy to assist.

### Local history

You can find old newspapers, historic photographs and local non fiction. Ancestry Library Edition is available in the library and is a great tool for family history research.

### Home library services

Home deliveries are available from each library. Conditions apply, so please contact your local library.

### Other services

Public computer access  
WIFI & internet  
eResources  
Scanning & photocopying  
Laminating  
Inter-library loans  
Workshops & training

### Children's services

Junior fiction, non-fiction, picture books, reading resources, as well as eBooks and eAudioBooks are available for loan.  
Storytime activities for preschool children.  
School holiday activities and events for children and young adults.

### Child safe

Please note that for their protection and safety, children under the age of 10 must be accompanied in the library at all times by a responsible adult over the age of 18.


# 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> January 2025


## ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED


### Attachment 2 New 24/7 Brochure




BorrowBox is home to the greatest Australian and international authors of the world's best eAudiobooks.






For new releases, bestsellers and popular titles in eBook and eAudiobook format. Also offering EMagazines and eNewspapers.





The indyreads e-content platform provides free access to eBooks and eAudiobooks via the North Western Library app or website. Through indyreads members can access a diverse collection, including Australian and international independent titles, award-winning literature, classic fiction and non-fiction imprints, and the best examples of self-published content.





Your online library is always available through the North Western Library app or at [www.northwesternlibrary.com.au](http://www.northwesternlibrary.com.au)

Card Number: Pin:

### Library mobile app

Manage your library account and search our catalogue on the go using our library app!

Get FREE access to

- eBooks and
- eAudiobooks
- eMagazines
- eNewspapers
- eFilms

# 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> January 2025

## ITEM 4 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED



Story Box Library is Australia's favourite online resource that showcases Australian children's books, read by a diverse range of local storytellers.

- Children's storytime and activities
- Australian content
- Birth to picture books

hoopladigital.com.au

Tap into Discovery.  
Instantly Read, Listen, and Watch with Your Library Card.

Download on the App Store | GET IT ON Google Play | Amazon | Chromecast



An online resource providing access to primary and secondary research resources via the North Western Library app or website.

# kanopy

## Films that matter



The Kanopy streaming service offers entertaining and educational documentaries, classic films and television shows for the whole family. Kanopy Kids available too!



Start using World Book Online Today!

### ANYTIME, ANYWHERE

World Book Online is an engaging, verified, and trustworthy digital resource for grades pre-K through to secondary school.

Available to you free via the North Western Library app and website using your member card.

**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 January 2025

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

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

**ACRONYMS**

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

**Roads M & R (Maintenance and Repair) Budget and Works**  
 From 18<sup>th</sup> November 2024 to 7<sup>th</sup> January 2025

PROGRAM	BUDGET	EXPENDITURE
Urban Sealed Roads	\$64,039	\$37,751
Parking Areas	\$5,904	Nil
Kerb and Guttering	\$20,800	\$20,800
Footpaths	\$41,327	\$19,963
Urban Unsealed Roads	\$30,633	\$10,898
Rural Sealed Roads	\$525,088	\$267,298
Rural Unsealed Roads	\$1,191,198	\$546,344
Rural Bridges	\$15,600	\$2033
Regional Sealed Roads	\$822,000	\$451,318
Regional Unsealed Roads	\$120,000	\$4,449
Regional Bridges	\$19,000	\$6,270
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$9,400	Nil
<b>Total</b>	<b>\$2,864,989</b>	<b>\$1,367,124</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 January 2025

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

PROGRAM	BUDGET	EXPEND/COMMIT.	COMMENTS
RMCC SH11/ Milawa Pavement Rehabilitation	\$1,391,926	N/A	Council received the Payment Claim worth of \$1,116,305 which excludes the Final Sealing Works and the Line Marking. Final Seal and the Linemarking Works will be organised after the Resealing Works.
RMCC SH11/ Routine Maintenance	\$850,965	N/A	Under Scheduled Maintenance: 22 Culverts will be cleaned (Estimated Budget, \$92,890). Culvert cleaning works is still going on and it will be completed in January 2025. Four Culverts have been repaired (Estimated Budget is \$293,019). Also, One Culvert will be replaced at Oxley Highway in this Financial Year. A Work Proposal will be submitted to TfNSW soon. Conseth Solutions is working for all the culvert related works.
Heavy Patching 2024/2025 on SH 11 Oxley Highway	\$1,597,062	N/A	The Council received a Work Order for Heavy Patching valued at \$1,367,804.60, covering 60 patches with a total area of 18,264 m <sup>2</sup> . Heavy patching works commenced in September 2024. The scope of the Heavy Patching Works for flood-damaged areas has been updated, with 9 additional patches selected for repair; all of them are in Milawa area. Council received the new Work Order which includes additional 9 Patches. 21 Patches have been completed so far.

**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 January 2025

---

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

PROGRAM	BUDGET	EXPEND/COMMIT.	COMMENTS
AGRN 1034 EPA RW Regional Roads	\$4,878,443	\$1,000,700	Expenditure is on RR347 Collie - Trangie and RR202 Marthaguy initially under AGRN 1034 IRW, and the ongoing RR333 Carinda works.
AGRN 1034 EPA RW Local Roads	\$1,198,077	\$386,289	Expenditure is on SR73 Udora initially under AGRN 1034 IRW
Regional Emergency Roads Repair Fund – Industrial Access Road/Old Warren Road intersection	\$515,481	Nil	Works are scheduled to begin in after completing the Heavy Patching Works on Oxley Highway.

**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 January 2025

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

**MAINTENANCE**

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	SR58 Nevertire-Bogan Road	Pavement Reconstruction	5.1km out of 6km
Grader Crew 2 (Three-man crew)	SH11 Oxley Highway	Heavy Patches	Completed 25 patches out of 60
Grader Crew 3 (Three-man crew)	SR9 Booka Road	Heavy Maintenance Grade	30km out of 51km
Grader Crew 4 (Three-man-crew)	SR79 Greentree Road	Heavy Maintenance Grade	4.5km
	SR89 Leeches Creek	Heavy Maintenance Grade	0.9km
	SR41 Dicks Camp Road	Heavy Maintenance Grade	2.2km
	SR90 Inglewood Road	Heavy Maintenance Grade	0.8km
	SR33 Castlebar Lane	Heavy Maintenance Grade	2.4km
	SR38 Yungundi Road	Heavy Maintenance Grade	8.8km
Grader Crew 5 (Three-man-crew)	Vacant		
Roller's Australia Contractors	RR333 Carinda Road	Heavy Patches (Flood)	12 patches out of 16

WORK CREW	LOCATION	Activity	EMULSION USED	STONE USED
Paveliner (Tar Patching)	R333 Carinda Road	Patching	2100L	20.5T
	SR27 Bullagreen Road	Patching	1350L	13.5T
	SH11 Oxley Highway	Patching	500L	5T
	RR424 Marra Road	Patching	400L	4T



**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 January 2025

---

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

WORK CREW	LOCATION	ACTIVITY
Roadside Maintenance Team	SH11 Oxley Highway	Routine Maintenance RMCC Contract
	SH11 Oxley Highway	Traffic Management Culvert Cleaning
	SR58 Nevertire-Bogan Road	Spotting for Linemarking

Crew	LOCATION	WORK COMPLETED
Roadside Slashing & Weed Spraying	SH11 Oxley Highway	72km Slashing
	SR30 Wonbobbie Road	600m Slashing
	SR64 Ellengerah Road	26.5km Slashing
	SR66 Wambianna Road	32km Slashing
	RR333 Carinda Road	Weed Spraying Guardrail

CREW	LOCATION	WORK COMPLETED	EMULSION USED	STONE USED
Pavement Maintenance Team (Tar Patching)	SR64 Ellengerah Road	Potholes	230	2.3T
	RR202 Marthaguy Road	Potholes	210	2.1T
	SR65 Old Warren Road	Potholes	260	2.6T
	RR333 Carinda Road	Potholes	230	2.3T
	US36 Dubbo Street	Crack Sealing	500	5T
	US32 Deacon Drive	Potholes	500	5T
	US76 Pittman Parade	Potholes	300	3T

**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 January 2025

---

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

**UPCOMING WORKS (JANUARY, FEBRUARY)**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>
Grader Crew 1 (Three-man crew)	SR58 Nevertire-Bogan Road	January - Rehabilitation
	RR333 Carinda Road	February - Rehabilitation
Grader Crew 2 (Three-man crew)	SH11 Oxley Highway	January - Heavy Patching
	RR202 Marthaguy Road	February - Rehabilitation
Grader Crew 3 (Three-man crew)	SR9 Booka Road	January - Maintenance Grade
	SR8 Ben Avon Road	January - Maintenance Grade
	MR7516 Billybingbone Road	January - Maintenance Grade
Grader Crew 4 (Three-man crew)	SR54 Cathundral-Bogan Road	January - Maintenance Grade
	SR22 Gillendoon Road	January - Maintenance Grade
	US100 Thomas Sullivan Crescent	January - Maintenance Grade
	US92 Silo Row	January - Maintenance Grade
	RR202 Marthaguy Road	January - Rehabilitation
Grader Crew 5 (Three-man crew)	Vacant	
Roller's Australia Contractors	RR333 Carinda Road	January - Heavy Patching
	RR333 Carinda Road	January - Rehabilitation

**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 23<sup>rd</sup> January 2025

**ITEM 1            WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

**CAPITAL WORKS IN PROGRESS**

Project	Budget	Expend/ Comm	Resp	Comment
Bridges Renewal Program RR 7515 Warren Road Replacement of Neue Park Bridge and Marthaguy Creek Bridge	\$5,010,000	\$3,495,551	DMES	Marthaguy Creek Bridge structure has been substantially completed. The construction works of the Neue Park Bridge and approaches will be commenced soon. Flash flooding on Marthaguy and Merrigal Creeks is delaying progress. Applications for extension of time have been submitted to TfNSW (acting for BRP) and Restart NSW.
Urban Unsealed Roads Resheeting	\$15,750	\$1,012	RIM	Ongoing.
Resheeting of SR62 Buddabadah Road (GPR/FAG) - \$430,500 & LRCI - \$170,100.00	\$600,600	\$170,000	RIM	To be reviewed with a view of including sections of SR97 Kainga Marebone, SR95 Gunningba, SR75 Pine Clump Soldiers, and SR87 Cremorne Roads.
*SR65 Collie-Bourbah Road Reseal (R2R)	\$78,711	\$78,711	RIM	Completed.
*Old Warren Road Reseal (R2R)	\$135,000	\$126,800	RIM	Completed.
*SR27 Bullagreen Road Reseal (R2R)	\$73,748	\$73,748	RIM	Completed.
*SR12 Lemongrove Road Reseal (R2R)	\$85,086	\$85,086	RIM	Completed.
*SR5 Buckiinguy Reseal (R2R)	\$82,314	\$82,314	RIM	Completed.

**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 23<sup>rd</sup> January 2025

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
*SR59 Tottenham Road Reseal (RERRF)	\$101,596	\$101,596	RIM	Completed.
*SR58 Nevertire-Bogan Road (RERRF)	\$118,621	\$118,621	RIM	Completed
*RR347 Collie-Trangie Road (Block)	\$105,156	\$105,156	RIM	Completed
Collie Bourbah Road Reseal Seg2 (LRCl)	\$83,000.00	Nil	RIM	Not started yet
Collie Dubbo Road Reseal (R2R)	\$83,000.00	Nil	RIM	Not started yet
Bundemar Street (Burton-Readford) Reseal (R2R)	\$23,000.00	Nil	RIM	Not started yet
Nevertire-Bogan Road Reseal (Segment 24) (RLRP/RERRF)	\$91,000.00	Nil	RIM	Not started yet
Tottenham Road Reseal (Segment 24 – 1 <sup>st</sup> Half) (RLRP/RERRF)	\$66,966.00	Nil	RIM	Not started yet
Narromine Street (Clyde-Warren) Reseal (R2R)	\$8,000.00	Nil	RIM	Not started yet
Bullagreen Road Reseal Seg 2(R2R)	\$74,000.00	Nil	RIM	Not started yet

**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 23<sup>rd</sup> January 2025

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
NSW Disaster Ready Fund – Electronic Signage at Reddenville Break and Stoney Creek Crossing.	\$77,021.00	Nil	DMES	Grant successful. Funding Deed being prepared.
Safer Roads Program – Carinda Road, Segment 62 to 70; Shoulder Widening.	\$3,949,000 \$450,000 co-contribution	\$299,981	DMES/RIM	Preliminary investigations and design ongoing. An application for extension of time has been submitted to TfNSW.
Safer Roads Program – Marthaguy Road, Segment 12 to 20; Safety Improvements.	\$4,290,000 \$450,000 co-contribution	\$95,235	DMES/RIM	Preliminary investigations and design ongoing. An application for extension of time has been submitted to TfNSW.
Floodplain Management Program (DCCEEW) – Warren Town Flood Study	\$226,308	Nil	DMES	Tendering in progress
*Bundemar Street Warren and Clyde Street and Narromine Street, Nevertire K&G (R2R)	\$203,006	\$203,006	DMES/ RIM	K&G Completed. Ancillary work to be completed.

**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 23<sup>rd</sup> January 2025

ITEM 1

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
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) and Fixing Local Roads Round 4 Nevertire – Bogan Road, Segment 4,6,8 and 10 Rehabilitation.	\$3,512,560 Made up of \$2,813,215 grant & \$699,345 Council	\$2,654,939	DMES/ RIM	Rehabilitation & Seals – 7.1km sealed to date. Line Marking – to be arranged.
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) Rifle Range Road, Oxley Highway and Ellengerah Road Intersections Construction	\$176,815	\$37,096	DMES/ RIM/ FRSPM	TfNSW has declined request to upgrade SH11 intersection. Ellengerah Road Intersection to be made safer.

**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 23<sup>rd</sup> January 2025

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

<b>Project</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
<b>Grant Applications</b>				
Regional Precincts and Partnership Program – Precinct Delivery – Warren CBD Upgrade Grant Application	\$13,244,452	Nil	DMES/ POA	Unsuccessful notification received. Staff have revised and resubmitted the application.
Safer Local Roads and Infrastructure Program / Belaringar Bridge (Weir Offtake) Ellengerah Road Replacement	\$2,330,000 (\$466,000 Council Contribution)	Nil	DMES	Pending grant approval.
Safer Local Roads and Infrastructure Program Safer Local Roads and Infrastructure Program/ Weemabung Bridge Replacement and Warren Road Rehabilitation	\$2,525,000 (\$510,000 Council Contribution)	Nil	DMES	Pending grant approval.
Housing Support Program Gunningba Estate Stage 3	Grant \$8,974,442 Council \$171,000	Nil	DMES	Pending grant approval
Australian Government Black Spot Program - Safety Improvements at Carinda Road	Grant \$700,000 Council \$69,000	Nil	DMES	Pending grant approval
Australian Government Black Spot Program - Carinda Road Safety Improvements 2	Grant \$500,000 Council \$66,000	Nil	DMES	Pending grant approval
Australian Government Black Spot Program – Wambianna Road Safety Improvements	Grant \$1,013,000	Nil	DMES	Pending grant approval
Australian Government Black Spot Program – Marra Road/Booka	Grant \$515,000	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  
 Council Community Room on Thursday 23<sup>rd</sup> January 2025

---

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

<b>Project</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
Road Intersection Safety Improvements	Council \$66,000			
Get NSW Active – Deacon Drive, Warren, Share Path, Gunningba Estate	Grant Requested \$863,577 Council Contribution \$95,953	Nil	RIM	Pending grant approval
Get NSW Active – Chester St - Boston St, Warren, Share Path around Warren Central School	Grant \$612,080 Council Contribution \$68,009	Nil	RIM	Pending grant approval



**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 23<sup>rd</sup> January 2025

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

<b>TRAFFIC CLASSIFIER REPORT</b>								
<i>2/12/2024</i>								
<b>Road</b>	<b>Segment</b>	<b>Class</b>	<b>AADT</b>	<b>V%</b>	<b>Days</b>	<b>Volume</b>	<b>Start Date</b>	<b>End Date</b>
Dubbo St.	0	Light	483	89%	36	17378	2-Dec	7-Jan
		Heavy	57	11%	36	2065	2-Dec	7-Jan
RR202 Marthaguy	10	Light	120	87%	36	4314	2-Dec	7-Jan
		Heavy	18	13%	36	630	2-Dec	7-Jan
RR7515 Warren	4	Light	97	80%	36	3496	2-Dec	7-Jan
		Heavy	25	20%	36	894	2-Dec	7-Jan
RR7515 Warren	36	Light	73	64%	36	2616	2-Dec	7-Jan
		Heavy	41	36%	36	1485	2-Dec	7-Jan
SR27 Bullagreen	0	Light	9	42%	33	283	5-Dec	7-Jan
		Heavy	12	58%	33	385	5-Dec	7-Jan
SR53 Thornton	0	Light	35	86%	35	1233	2-Dec	6-Jan
		Heavy	6	14%	35	200	2-Dec	6-Jan
SR58 Nevertire - Bogan	14	Light	8	21%	35	272	2-Dec	6-Jan
		Heavy	29	79%	35	1009	2-Dec	6-Jan
SR59 Tottenham	14	Light	22	37%	35	773	2-Dec	6-Jan
		Heavy	37	63%	35	1308	2-Dec	6-Jan
SR64 Ellengerah	4	Light	65	91%	35	2271	2-Dec	6-Jan
		Heavy	6	9%	35	223	2-Dec	6-Jan
SR91 Industrial Access	2	Light	312	83%	36	11220	2-Dec	7-Jan
		Heavy	63	17%	36	2280	2-Dec	7-Jan
SR66 Wambianna	14	Light	165	59%	33	5445	4-Dec	6-Jan
		Heavy	116	41%	33	3832	4-Dec	6-Jan

**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 23<sup>rd</sup> January 2025

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Town Services Manager for the budget and works period from 18<sup>th</sup> November 2024 to 7<sup>th</sup> January 2025.

**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**

Project	Budget	Expend/Comm	Resp	Comment
<b>General</b>				
Warren Lawn Cemetery Stage 3. GL: 3330-4120-0100 JC: 3330-4120-0010	\$63,378	\$25,934	MHD / TSM	4/11/2024 Hydro seeding carried out. May need to be reseeded due to very heavy rain a few days after seeding occurred. Still waiting on Irrigation Controller. 18/11/2024 Grass growth around the new extension is progressing well.

**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 23<sup>rd</sup> January 2025

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 Refurbishment of Tiger Bay Signage. JC: 701-5-14	\$63,936	\$34,150	DMES / TSM	<p><b>*18/11/2024</b> Kick off meeting Thursday 21/11/2024. Works expected to be completed Mid December 2024.</p> <p><b>7/01/2025</b> Signs being fabricated. Refurbishment to walkway and bird hides expected to be completed in February 2025.</p>
Warren Tennis Court Light Poles Refurbishment. GL: 3360-4015-0105 JC: 106-105-5	\$10,000	Nil	TSM	Work being scoped.
Warren Airport Exclusion Fencing Subject to additional 50% Grant Funding GL: 3420-4320-0120	\$98,000	Nil	TSM	<p><b>*18/11/2024</b> Round 11 Remote Airports Program Grant to be submitted for the raising of the height of the exclusion fence, development of a circling RNAV and drainage upgrade.</p> <p><b>7/01/2025</b> Grant submitted. Awaiting Determination.</p>
Warren Airport Improvement Works Subject to additional 50% Grant Funding GL: 3420-4320-0110	\$101,600	Nil	TSM	<p><b>*18/11/2024</b> Round 11 Remote Airports Program Grant to be submitted for the raising of the height of the exclusion fence, development of a circling RNAV and drainage upgrade.</p> <p><b>7/01/2025</b></p>

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 23<sup>rd</sup> January 2025

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend/Comm	Resp	Comment
				Grant submitted. Awaiting Determination.
Warren Parks Fencing Replacement  GL: 3360-4020-0200 JC: Macquarie Park Fence 106-104-5. Rotary Park Fence 106-104-10. Rotary Park Signage 106-104-15. Lions Park Fence 106-104-20. Lions Park Signage 106-104-25 Carter Oval Sporting Precinct Signage 106-104-30	\$53,000	\$15,552	TSM	<p><b>*18/11/2024</b>            Staffing issues and weather have delayed the completion of the fence. Arrangements have been made to engage a local contractor to complete the works.</p> <p><b>7/01/2025</b>            Lions Park fencing completed. Fencing materials ordered for Splash Park and Macquarie Park.</p>

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 23<sup>rd</sup> January 2025

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

(C14-7.2)

<b>Water Services</b>				
Project	Budget	Expend/Comm	Resp	Comment
Warren Showground/Racecourse Drought Proof Irrigation/Fencing Project  Installation of Exclusion Fencing.  Expected additional funding from Warren Jockey Club (WJC) & Racing NSW  JC: 122-5-10  GL: 3360-4030-0045	\$391,260 Total.  \$247,260 Grant.  \$144,000 WJC.	\$74,302	TSM	*18/11/2024 Supply and installation of a new automated gate at Carinda Road and the automation of the two existing gates adjacent to the equestrian arena has been awarded to Sunset Fencing. Approximately 2,100m of fencing has been replaced. RFQ to be finalised for the remaining 1,200m.  <b>7/01/2025</b> RFQ for remaining fence closes 23/01/2025. New automatic gate installed at the Carinda Rd entrance. Automation works to the two sliding gates adjacent to the equestrian centre have been completed. Waiting on the installation of power and controls to allow gates to be commissioned.
Oxley Park River Water Pumping Station:  Hatch cover & Handrails.  GL: 4580-4320-0030  JC: 191-3-5	\$10,000	Nil	TSM	*22/07/2024 Works being scoped.  <b>7/01/2025</b> Awaiting on pricing from fabricators.
Water Extraction Meter Compliance  GL: 4580-4320-0003  JC: 0190-0010-0000	\$1,346	Nil	TSM	2/09/2024 Once completed, Information from the IWCM and Water Security Projects will support the need for the Water Access Licence (WAL).

**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 23<sup>rd</sup> January 2025

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend/Comm	Resp	Comment
Upgrade Water Network Telemetry System. GL: 4580-4320-0003 JC: 0190-0020-0005	\$60,000	\$29,295	TSM	18/11/2024 Installations are progressing.
Regional Leakage Reduction Program – Local Water Utilities Projects GL: 4580-4320-0004 JC: 0190-0340-0000 Pressure 0005 Leak 0015 Metering 0025	\$20,619	\$4,828	TSM	18/11/2024 Reid Environmental has been engaged by DPIE to review the pressure and flow data we collect and make recommendations on areas of potential improvements.
Replacement of Motor Control Centre (MCC) at Ellengerah River Water Pumping Station.  GL: 4580-4320-0001. JC: 191-1-75.	\$75,000	\$41,359	TSM	*Work being scoped and quotation received. Westech Industrial Controls have been awarded the manufacture of the MCC.  <b>7/01/2025</b> New MCC was delivered late December 2024. Installation to be carried out in January 2025.
Water Valve Replacement Program  GL: 4580-4320-0055	\$100,000	\$15,795	TSM	*18/11/2024 Various River and bore valves continue to be replaced around Warren, Nevertire and Collie.  <b>7/01/2025</b> Ongoing.

**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 23<sup>rd</sup> January 2025

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Sewerage Services				
Project	Budget	Expend/Comm	Resp	Comment
CCTV and Smoke Testing of Sewer at Warren and Nevertire  GL: 5580-4320-0002 JC: 230-0000-0005	\$400,000	\$316,443.44	TSM	*18/11/2024 Tender awarded to Plumbworx to carry out the CCTV inspection of sewer gravity mains. Budget increase by Council at the October 2024 Meeting.  <b>7/01/2025</b> Plumbworx commenced works mid-January 2025.
Upgrade Sewerage Network Telemetry System  GL: 5580-4320-4000 JC: 0226-0010-0005	\$80,000	\$20,568	TSM	*18/11/2024 Units have been installed at Tiger Bay, Carter Oval, Noel Waters Oval and Nevertire Sewerage Pumping Stations.  <b>7/01/2025</b> Installation is progressing
Warren Sewerage Treatment Plant Replacement  GL: 5580-4320-0001	\$92,000	Nil	TSM	Rehabilitation Program for Old Sewerage Treatment Plant and bore installation being formulated.  17/10/23 Rehabilitation works on hold until additional evaporation lagoon is constructed.
Lifting Gantry Tiger Bay Sewer Pump Station  GL: 5580-4320-4000 JC: 201-90-45	\$27,478	\$4,545	TSM	*4/11/2024 Footings constructed. Waiting on Invoices from contractor.  <b>7/01/2025</b> Gantry frame being modified/strengthened.

**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 23<sup>rd</sup> January 2025

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

<b>Project</b>	<b>Budget</b>	<b>Expend/Comm</b>	<b>Resp</b>	<b>Comment</b>
Thornton Avenue Sewer Pump Station Refurbishment  GL: 5580-4320-4000 JC: 201-90-10	\$107,000	Nil	TSM	18/11/2024 Commenced discussions with alternate contractor for the works to be carried out.
Sewer Pump Stations Safety Improvements GL: 5580-4320-4000 JC: 201-90-0000	\$99,750	Nil	TSM	Work being scoped.
Construction of Additional Evaporation Lagoon at Tiger Bay STP.  GL: 5580-4320-4040 JC: 227-30-5	\$540,000	\$446,520.88	TSM	*4/11/2024 Tender awarded to Consenth Solutions at the October 2024 Council Meeting. Budget amended to \$540,000.  <b>7/01/2025</b> Site works to commence early February 2025. 7-week work program.



**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 23<sup>rd</sup> January 2025

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend/Comm	Resp
<b>Levee Restoration</b>			
Warren Levee Rehabilitation			
JC:			DMES/TSM/IPM
3300-4400-0000 Federal;	\$4,430,118	\$1,024,243	
3300-4410-0000 State	\$736,438	\$154,148	
3300-4420-0000 OLG AGRN:	\$736,697	\$182,687	
<b>Comments</b>			
*18/11/2024			
Waiting on the amended report from Public Works Authority regarding the selection of the portable diesel pumps we can purchase.			
<b>7/01/2025</b>			
Pallet racking and Side opening shipping container delivered and installed. The racking and container will be used to securely store the generators, electric pumps, small diesel pumps and associated fittings.			
RFQ for the supply of the small diesel pumps and fittings closes 23 January 2025. If required, the tender evaluation will be submitted to the February Council Meeting.			

**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 23<sup>rd</sup> January 2025

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Local Roads and Community Infrastructure Grant Programs for Phase 4				
Project	Budget	Expend	Resp	Comment
Warren CCTV System GL: 3360-4040-0005 JC: 3350-9-10	\$57,334	\$57,334	TSM	<p>*18/11/2024 Contractor has 19 cameras to install. Training of Council and NSW Police Force staff is planned for December 2024.</p> <p><b>7/01/2025</b> Circumstances with the installation contractor have delayed the installation and commissioning of the CCTV system. The revised completion date is now end of February 2025.</p>
IWCM & Water Security Projects				
Project	Budget	Expend	Resp	Comment
Integrated Water Cycle Management (IWCM) Strategy Project JC: 191-6-0	\$339,470 Council contribution is \$33,947	\$363,636	TSM	<p>*18/11/2024 Kick-off meeting held Wednesday 30/10/2024.</p> <p><b>7/01/2025</b> Works progressing.</p>
Warren Shire Water Security Project JC:191-4-0	\$1,127,700 Council contribution is \$112,770	\$1,025,182	TSM	<p>*18/11/2024 Confidentiality Deed signed by Council. Funding Deed being prepared. Project will be delivered with assistance from Public Works Authority.</p> <p><b>7/01/2025</b> Works progressing.</p>

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 23<sup>rd</sup> January 2025

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Activity	Required Interval	Details	
<b>Water System Planned Maintenance</b>			
River mains flushing	As required	Flushing occurs three monthly when hydrants are flushed. Additionally, river water mains are flushed when problems such as poor pressure/flow are identified.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary.	
Fire hydrants. Covers checked, painted, flushed, and replaced where necessary, Blue reflective indicators and signs installed	Quarterly	Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.	
Bore Inspections	5 Year Rolling Program	Next inspections due 2028	
Warren, Nevertire and Collie water chlorine, turbidity, temperature, and pH testing	Weekly at specific locations	Testing carried out daily at Warren and Nevertire.	
Warren river pumps		Ellengerah Rd Oxley Park Macquarie Park Racecourse	Breakdown maintenance only.
Reservoir cleaning	3 to 5 years	Ellengerah and Nevertire Bore Reservoirs	Next Diver inspection December 2025. 30/09/2024 Ellengerah inspected & hosed out September 2024 during valve replacement.
		River Water Reservoirs	Investigate using Remotely Operated Vehicle (ROV) to inspect in 2025.

<b>Sewerage System Planned Maintenance</b>		
Warren Sewerage Treatment Works	Currently effluent analysis is carried out monthly.	*4/11/2024 Tender for the construction of the new evaporation lagoon awarded to Conseth Solution on Thursday 24 <sup>th</sup> October, 2024.

**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 23<sup>rd</sup> January 2025

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Water and Sewerage Works Subject to Funding		
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 tank location. Installation of small package Water Treatment Plant and new gaseous chlorination equipment to return water supply to potable status. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove the old, elevated tanks.	
<b>Water and Sewer – Routine Works Budget vs Expenditure as of 7th January 2025</b>		
Account	Budget	Expenditure, Inc. Commitments
Water Fund Maintenance and Repair	<b>\$655,884</b>	<b>\$312,931 (48%)</b>
GL's: 4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	<b>\$334,255</b>	<b>\$114,416 (34%)</b>
GL's: 5200-0003, 5250-0003, 5280-0003 & 5300-0003.		
<b>Parks and Gardens – Routine Works Budget Vs Expenditure as of 7th January 2025</b>		
Account	Budget	Expenditure, Inc. Commitments
Parks, Gardens, Cemeteries, Racecourse & Levee	<b>\$976,139</b>	<b>\$495,275 (51%)</b>
GL's: 0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		
<b>Aerodrome – Routine Works Budget vs Expenditure as of 7th January 2025</b>		
Account	Budget	Expenditure, Inc. Commitments
Aerodrome Operations	<b>\$167,352</b>	<b>\$56,056 (33%)</b>
GL: 2555-0003 JC: 2549-0-0		
<b>Town Services Routine Budget Position Year to Date</b>	<b>46%</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 23<sup>rd</sup> January 2025**

---

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Water and Sewer Works**

- Hydrant flushing at Warren/Nevertire (ongoing).
- Repair water leaks at the racecourse.
- Relocate Golf Club meters.
- Fix bore main leak at 13 Burton St.
- Install supply tank at the Sewer Treatment Plant.
- Address sewer choke at 24 Boston St.
- Install repaired second river pump at the Ellengerah site.
- Repair Tony Waters' water leak in Nevertire.
- Repair Oxley Park irrigation main valves.
- Service bore at community homes.
- Fix irrigation issues at Victoria Oval.

**As of 8/1/25**

<b>Warren Sewerage Treatment Works inflow</b>		<b>Sewerage Year – 1st June 2024 to 31st May 2025</b>		
<b>Month</b>	<b>Peak Daily Flow (KL)</b>	<b>Average Daily Flow (KL)</b>	<b>Monthly Flow (ML)</b>	<b>Cumulative Annual Flow (ML)</b>
June 2024	486	362	10.85	10.85
July 2024	463	354	10.96	21.81
August 2024	682	346	10.73	32.54
September	480	337	9.79	42.33
October	492	345	10.71	53.04
November	1730*	363	10.88	63.92
December	1400*	447	13.86	77.78
January	381	370	1.85	79.63

\*Due to wet weather

# 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 January 2025

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

## Bulk Water Reading per Quarter

Water Source	FIRST QUARTER READING	BULK USAGE TO DATE (ML)	SECOND QUARTER READING	BULK USAGE TO DATE (ML)	THIRD QUARTER READING	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	Max. Allocation (ML)
<b>Warren Bores</b>										
Bore 1 (Bore Flat) Lic. 80AL703155	49.13	49.13	59.68	108.81	4.24	113.05	0.00	113.05		
Bore 2 (Ellengerah) Unlicensed	9.48	9.48	1.48	10.96	0.00	10.96	0.00	10.96		
	<b>58.61</b>	<b>58.61</b>	<b>61.16</b>	<b>119.77</b>	<b>4.24</b>	<b>124.01</b>	<b>0.00</b>	<b>124.01</b>	<b>17.72%</b>	700
<b>Warren River</b>										
Oxley Park Lic. 80AL700017	1.70	1.70	2.47	4.18	2.71	6.89	0.00	6.89		
Ellengerah Rd Lic. 80AL700017	23.29	23.29	42.22	65.51	3.39	68.90	0.00	68.90		
	<b>24.99</b>	<b>24.99</b>	<b>44.69</b>	<b>69.68</b>	<b>6.10</b>	<b>75.78</b>	<b>0.00</b>	<b>75.78</b>	<b>10.10%</b>	750
<b>Showground (Racetrack)</b>										
Lic. 80AL700645	<b>0.00</b>	<b>0.00</b>	<b>19.34</b>	<b>19.34</b>	<b>0.00</b>	<b>19.34</b>	<b>0.00</b>	<b>19.34</b>	<b>10.29%</b>	188
<b>Nevertire Bore Lic. 80AL703158</b>										
	<b>4.77</b>	<b>4.77</b>	<b>10.73</b>	<b>15.50</b>	<b>0.96</b>	<b>16.46</b>	<b>0.00</b>	<b>16.46</b>	<b>41.15%</b>	40
<b>Collie Bore Lic. 80CA724011</b>										
	<b>0.99</b>	<b>0.99</b>	<b>1.20</b>	<b>2.19</b>	<b>0.00</b>	<b>2.19</b>	<b>0.00</b>	<b>2.19</b>	<b>8.76%</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 January: 15mm

\*Rainfall to date: 691 mm

\*Burrendong Dam Level: 63%

\*As of 8/1/2025

**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 23<sup>rd</sup> January 2025

---

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

**CONTINUED**

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

Softfall areas at Macquarie and Ravenswood Parks are inspected and blown down daily.

BBQs at Macquarie Park, Oxley Park, Skate Park, and Splash Park are cleaned twice a week.

The following locations are mown, whipper-snipped, and weeded as needed:

- Bore Flat
- Bore Flat Levee
- Carter Oval
- Other Reserves
- Woolnough/Stubbs Street Levee
- WOW Centre
- Sewer Pumping Stations
- Shire Housing
- Town Medians and Approaches
- Water Pumping Stations and Reservoirs
- Weed Spraying
- Tiger Bay Walking Track

**Parks and Garden**

- Skate/Splash Park: mowing/snipping
- Boston St levee: mowing/snipping
- Town approaches: mowing
- Library: mowing/snipping
- Stubbs levee: mowing/snipping
- Bore Flat: mowing/snipping
- Ravenswood Park: mowing/snipping
- Event preparation in Nevertire
- Inspect irrigation systems (ongoing)
- CBD area: weeding and tidying
- Victoria Oval: cricket pitch preparation (ongoing)
- Carter Oval: cricket pitch preparation (ongoing)
- Victoria Oval: mowing/snipping/line marking
- Lions Park: mowing/snipping
- Lawn Cemetery: mowing/snipping
- Shire Chambers: mowing/snipping
- Bob Christensen Reserve: mowing/snipping
- Orchard St Park: mowing/snipping
- Ebert Park: mowing/snipping
- Oxley Park: mowing/snipping
- Rotary Park: mowing/snipping
- Saunders Park: mowing/snipping
- Far West Academy: mowing/snipping
- Warren Medical Centre: mowing/snipping
- Warren Median Strips: mowing/snipping
- Top dressing: Lawn Cemetery (ongoing)
- Top dressing: Macquarie Drive (ongoing)
- Clean-up: Cemeteries for Christmas
- Clean-up: Twilight Race Meeting
- Clean-up: Christmas Street Party
- Watering the racetrack

**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 23<sup>rd</sup> January 2025

---

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Town Crew**

- Weed spraying around Warren.
- Grave duties (as required).
- Remove rubbish from Shire Depot.
- Assist Parks and Gardens with the weekly roster.
- Top dressing Macquarie Drive levee (ongoing).
- Clean grates around Warren.
- Pick up tree limbs around Warren.
- Poison trees on/in levee bank (ongoing).
- Clean out the Gross Pollutant Trap in front of Warren TAFE.



**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 23<sup>rd</sup> January 2025

**ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES**  
**Non-Roads November/ December 2021 Flood and Storm Damage Works**

**CONTINUED**

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

**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>\$757,745.33            Note: \$37,163 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.</p> <p>9/05/24            Currently only \$169,827.86 has been approved for payment by SES/RA.</p> <p>GM met with the Minister for Emergency Services on 9<sup>th</sup> May 2024 to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs. Mayor &amp; GM met with NSW Treasurer on 9 August 2024. Working with Member for Barwon to obtain funding.</p>
<p>0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540</p>	

# WARREN SHIRE COUNCIL

## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 23<sup>rd</sup> January 2025

**ITEM 3    WORKS PROGRESS REPORT - PLANT**

**(P2-3)**

**RECOMMENDATION**

That the information be received and noted.

The following are details of Projects and Programs that are being managed by the Workshop Coordinator for the budget and works period from 18<sup>th</sup> November 2024 to 7<sup>th</sup> January 2025.

Plant Number	Description	Repairs	Plant Down Time	Repair Time
<b>Plant Repairs to 7<sup>th</sup> January 2025</b>				
P2340	Isuzu Tender Truck	Manufacture a battery box and fit to vehicle for 12-volt power supply for diesel tank. Manufacture frame and mounts for 1000ltr plastic TTI diesel tank fitted to the tray of vehicle.	3days	20hrs
P28	770G John Deere Grader	Fit new front seal and harmonic balancer to engine. H&P fitted seal; Workshop fitted new harmonic balancer. Test operation, all OK.	1day	4hrs
P2122	John Deere 5093E Tractor	1500hr Service done on machine, general handbook checks over complete, all OK for now. Next service 2000hrs	6hrs	6hrs
P10	Hamm Padfoot Roller	Finalising repairs to variable displacement pump drive, test drive complete oils changed out. AC to be repaired still.		10hrs
P2341	Isuzu Tender Truck with crane	PTO circuit not working diagnose and correct problem found to be dislodged power wire, repair wire and test circuit. All OK now.	1hr	1hr
P2402	Side Tipper Trailer	Finalised build for new tarps being made at Western Tarps, Dubbo. Fitting to be done by operator and Workshop staff.		1hr
P2083	Caterpillar CW 34 Roller	AC not working properly evaporator freezing up, diagnose problem to be faulty fan only one side of fan is working. Parts to be ordered.	2.5hrs	2.5hr
P1063	Isuzu Tender Truck	200,000km service done, general handbook check over OK, front tyres wearing randomly again need changing within the next 10,000km. Operator aware.	4hrs	4hrs
P59	Isuzu Small Tipper P&G	Fit new drivers side seat belt latch, fit x2 new fan belts for AC and main drive belt operation.	8hrs	8hrs

# 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 23<sup>rd</sup> January 2025

**ITEM 3    WORKS PROGRESS REPORT - PLANT**

**(P2-3)**

Plant Number	Description	Repairs	Plant Down Time	Repair Time
P233	Toyota Kluger	Dropped off to Jeff Richards smash repairs for insurance work to be completed, vehicle will go directly from smash repairs to Pickles Dubbo for sale.		4hrs
RA362	Hamm Padfoot Roller hired unit.	Assist operator diagnose suspected handbrake malfunction. Test drive unit adjusted handbrake function; no fault found. Hire company made aware of problem, unit is due to be taken off hire now that P10 has been repaired.		2hrs
P10	Hamm Padfoot Roller	Have new tyres fitted to rear of machine. WSC workshop removed tyres and delivered to Tyre Right for tyre fitment, Workshop refit rims and new tyres to machine.		1days
P10	Hamm Padfoot Roller	Diagnose and repair AC problem, hot joint found in fan harness locate and repair joint check function. All seems OK now		6hrs
P3603	Toyota Hilux	100,000Km service done, general handbook check over. All OK.		3hrs
P3621	Toyota Hilux	70,000Km service done, general handbook check over completed. All OK.	3hrs	3hrs
P2082	Caterpillar CW34 Roller	Travel to site to reposition and replace sheer bolt in front wheel connecting axle.	4hrs	4hrs
P2381	Isuzu with Paveline	Electrical repairs made to front boom circuit. Replaced relay, fuse and rewired connector check function of front boom. All OK now.	1hr	1hr
P70	Iseki Mower with 60" deck	Fit x3 new blades to deck torque to specifications and check function.	1hr	1hr
P2081	Caterpillar CW34 Roller	1500hr service done. General check over OK.	4hrs	4hrs
P107	Isuzu large tipper with 10,000ltr water tank	Grease driveline, diagnose need for replacement driveshaft rear telescopic function worn.	1hr	1hr

**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 23<sup>rd</sup> January 2025

---

**ITEM 3 WORKS PROGRESS REPORT - PLANT**

**(P2-3)**

Plant Number	Description	Repairs	Plant Down Time	Repair Time
P2402	Side Tipper Trailer	Start fitting tarps to trailers awaiting on Ryan Mason to lathe some bushes for fitment of the new rails.		8hrs
P2123	John Deere 509E Tractor	Diagnose neutralising situation, suspect clutch switch fault, searching for replacement clutch switch. H&P engaged to assist finding parts.		2hrs
	Workshop Yard and RMS Bay	Cleanup on rear of yard for container placement for pump storage.		4hrs
	RMS Bay	Cleanup of stored pieces and rearranging of said pieces to allow for new shelving to be installed for the storage of flood pumps, two post hoist removed and will be sold via pickles auction online sale date to be advised.		6hrs

**ACRONYMS**

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

**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 23<sup>rd</sup> January 2025

---

**ITEM 4                      PROPOSED LAND ACQUISITION – LOT 128 DP 755314 & LOT 313 DP 724603  
(S1-7, R4-1.70)**

**RECOMMENDATION:**

1. Authorises acquisition of approximately 10,000 square meters and 7,000 square meters portions of land through Lot 313 DP 724603 and Lot 128 DP 755314 respectively, as depicted on Figure 2 of this report.
2. Authorises the General Manager and Divisional Manager Engineering Services to obtain a Planning Certificate under Section 10.7(2) of the Environmental Planning and Assessment Act 1997.
3. Authorises the General Manager and Divisional Manager Engineering Services to enter negotiations with the owners of the land within provisions of the NSW Roads Act 1993, and the Land Acquisition (Just Terms Compensation) Act 1991, with a view of acquiring the portions for an agreed monetary compensation.
4. That a plan of subdivision be registered, and if required, a notice be published in the Government Gazette dedicating the acquired land as a public road.

**PURPOSE**

This report seeks Council's resolution to authorise acquisition of portions of land through Lot 313 DP 724603 and Lot 128 DP 755314 for purposes of realigning Dubbo Street leading into the intersection with the Industrial Access Road.

**BACKGROUND**

The intersection of Dubbo Street, Carinda Road and Industrial Access has been identified as a hazardous road section.

The matter was discussed at the Traffic Committee meeting of February 2021 with the following conclusion.

**Priority #3:** Consider undertaking a complete intersection analysis to determine the most suitable means of improving the safety and traffic movements at the intersection. Heavy vehicle movements (including road trains) must be considered in the analysis.

It is suggested that the intersection priority be reversed, giving priority to Industrial Access Road. This would be done in conjunction with reconstruction of the intersection to eliminate the four-way intersection and create two offset T-junctions for Dubbo Street and Carinda Road (subject to investigations, survey, and design). Refer **Figure 3**. Consider street lighting for the intersections.

The analysis may also include consideration of a roundabout.

The Town Improvement Committee at its November 16, 2021 meeting recommended as follows.

**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 23<sup>rd</sup> January 2025

---

**ITEM 4                      PROPOSED LAND ACQUISITION – LOT 128 DP 755314 & LOT 313 DP 724603**  
**CONTINUED**

**Improvement to and the Official Approval of the Town Bypass**

Submit a submission to TfNSW's seeking approval to have trucks large than semi-trailers not permitted to travel through the town centre.

TfNSW have recently amended the speed zoning of the Oxley Highway. The positioning of the outer signs (80kph Zones) provides for the turning from and onto the Oxley Highway from both ends of the Industrial Access Road.

Have the intersection of Dubbo Street and the Carinda Road Established as an Offset-Tee-Intersection.

Measures have been implemented to enhance visibility and improve safety at the intersection. These include installation of intelligent traffic systems and rumble strips.

It is considered that a change of the intersection configuration from a cross-intersection to a T-intersection would greatly improve traffic safety.

**REPORT**

Following recommendations from the Traffic and Town Improvement Committees, a preliminary design was undertaken by a Council consultant as shown in Figure 1. The design realigns both the Carinda Road approach and Dubbo Street approach. This is the ideal design since it improves approach angles on both approaches. The challenge with this option is the difficulty and complexity in acquiring land for the Carinda Road approach, which forms part of the now determined Native Title Claim. Therefore, this option is not considered viable.

The preferred alternative option, shown in Figure 2, is to realign only Dubbo Street approach thus improving its intersection angle. Though the corresponding angle for Carinda Road approach would remain the same, this option is considered safer than the current configuration. In addition, all the existing warning signs on this approach would be retained.

Option 2 would require acquisition of approximately 10,000 square meters of Lot 313 DP 724603 and 7,000 square meters of Lot 128 DP 755314. Both parcels of land belong to the Queensland Cotton Pty Ltd. The subject land might be changing ownership since the factory is no longer operating. It is therefore noted that Option 2 is more viable than Option 1 because it would be easier and faster to acquire the necessary land.

Council may acquire land either by agreement or by a compulsory process under the provisions of Part 12 of the NSW Roads Act 1993, and the Land Acquisition (Just Terms Compensation) Act 1991. Generally, land acquisition would follow the following steps.

1. Obtaining of a Planning Certificate under Section 10.7(2) of the Environmental Planning and Assessment Act 1997
2. Negotiation
3. Subdivision
4. Valuation
5. Agreement or compulsory acquisition.

A compulsory acquisition must be approved by the Minister.

**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 23<sup>rd</sup> January 2025

---

**ITEM 4**                      **PROPOSED LAND ACQUISITION – LOT 128 DP 755314 & LOT 313 DP 724603**  
**CONTINUED**



*Figure 1 – Option 1*



*Figure 2 – Option 2*

**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 23<sup>rd</sup> January 2025

---

**ITEM 4                    PROPOSED LAND ACQUISITION – LOT 128 DP 755314 & LOT 313 DP 724603**  
**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

There will be costs associated with the acquisition, including the cost of valuation, subdivision, development application and the agreed purchase cost.

Currently, there are no funds available to implement the recommendations in this report, which should be deemed as a long-term strategic plan. Should the recommendations be adopted, Council may resolve to allocate the required funds.

**LEGAL IMPLICATIONS**

- NSW Roads Act 1993
- Land Acquisition (Just Terms Compensation) Act 1991
- Environmental Planning and Assessment Act 1997

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

All stakeholders will be consulted as required by the acquisition process.

**OPTIONS**

- Do nothing
- Option 1 as outlined in this report.

**CONCLUSION**

Option 2 is recommended since it would be comparatively easier and faster to acquire the required land than for Option 1.

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

- 1.1.7 Improve transport services within the community.
- 3.1.1 Ensure that the road network is maintained to acceptable community standards.

**SUPPORTING INFORMATION**

Nil.



**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 23<sup>rd</sup> January 2025

---

**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 December 2024.

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>	<b>RECEIVED</b>	<b>APPROVED</b>
P16-24.18	9-13 Clyde St NEVERTIRE NSW 2826 Lot 2 DP999018	Alterations and additions to existing Dwelling	25/11/2024	13/12/2024
P16-24.19	241 Udora Rd WARREN NSW 2824 Lot 66 DP752595	Erection of a Shed	26/11/2024	11/12/2024

**LEGAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

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

**STAKEHOLDER CONSULTATION OPTIONS**

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

**CONCLUSION**

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

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

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

**SUPPORTING INFORMATION/ ATTACHMENT**

Nil.

**WARREN SHIRE COUNCIL**  
 Report of the Manager Health & Development Services  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday 23<sup>rd</sup> January 2025

**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 20<sup>th</sup> November 2024 to 8<sup>th</sup> January 2025**

2020 Projects	Budget	Expend. /Comm	Resp	Comment
Construction of two (2) x Council dwellings.  21 Deacon Drive and 8 Deacon Drive.	56,145	165,936.52	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. Mediation undertaken on 30<sup>th</sup> April 2024. Further reporting undertaken to the May 2024 Council Meeting.</p>

**WARREN SHIRE COUNCIL**  
 Report of the Manager Health & Development Services  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday 23<sup>rd</sup> January 2025

**ITEM 2**

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

**CONTINUED**

2020 Projects	Budget	Expend. /Comm	Resp	Comment
				Matter set down for the District Court for 4 <sup>th</sup> - 8 <sup>th</sup> November 2024. Adjourned new date yet to be determined. Update given at the October 2024 Council Meeting.
2021 Projects	Budget	Expend. /Comm	Resp	Comment
Construction of the Waste Transfer Station at Ewenmar Waste Depot. 3300-4321-000	367,913	364,274	MHD/TSM	Nearing completion and use. Waiting on Ryan Mason Engineering to finalise fabrication of a bin lifter and new balustrading at delivery area. Modifications made to truck. Guide rail at parking bay of truck to be installed. Mail box drop will be completed once facility is ready to be completely opened to the public.
2023 Projects	Budget	Expend. /Comm	Resp	Comment
Ewenmar Waste Depot Road repairs.	20,000	Nil	MHD/DMES	AGRN 1034 Flood event. 306 claim complete for \$220,500. Ongoing, waiting on approval.
Warren Support Services (Targeted Early Intervention)				
2.39 Piano Lessons.	3,000	Nil	MHD	Jan 2024 – Jan 2025
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
Warren Support Services (Targeted Early Intervention)				
2.47 MPS Speech and Literacy Intervention 2024.	5,000	Nil	MHD	To be held over 12 months.
2.55 Banardos Swimming Lessons Mums and Bubs	1,344	Nil	MHD	Dec 2024 – Jan 2025

**WARREN SHIRE COUNCIL**  
 Report of the Manager Health & Development Services  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday 23<sup>rd</sup> January 2025

**ITEM 2**

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

**CONTINUED**

<b>Warren Support Services (Targeted Early Intervention)</b>				
Warren Youth Group - Psychology service.	5,000	Nil	MHD	Continuous service
2.58 Junior Soccer	5,000	Nil	GM	2025 Soccer season
2.59 Warren P&A Entertainment for Children.	5,000	Nil	MHD	14 June 2025
2.60 Warren P&A Experience Education and Fun Sites.	5,000	Nil	MHD	14 June 2025
<b>Capital Expenses</b>				
<b>Capital Renewal</b>				
Animal Shelter Replacement. (Includes \$80,000 for 2023/2024).	140,000	47,606.07	MHD/IPM	Slab poured.  Superstructure works, besser block wall and roof works likely to commence from late January 2025. Besser block layout and dog pens size being discussed with the Ranger.  A quote for besser block laying will be sought from local brick layers.
<b>Town Planning</b>				
LEP Review.	45,000	35,035	MHD	Consultant engaged. Draft report provided, reviewed. Feedback provided. Progressing with the recommendations. Presentation to the October 2024 Council meeting. Report to the December Council meeting to proceed with gateway determination.

**WARREN SHIRE COUNCIL**  
 Report of the Manager Health & Development Services  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday 23<sup>rd</sup> January 2025

---

**ITEM 2**

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

**CONTINUED**

<b>2024 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
Warren Sporting & Cultural Complex – Gym Equipment Renewals.	7,500	3,325	MHD	Squat rack purchased. Replaced dumbbells and weight plates/bags.
Carter Oval Youth Sports Precinct/Depot Electrical Upgrade. 104-0118-0000	122,375	122,375	MHD/TSM/IP M	Purchase order issued. New main switchboard at swimming pool installed. Other works to be programmed with Contractor.
<b>2024 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
Warren Medical Centre Cabinetry Improvement/Replacement Works.	24,200	Nil	MHD	Being arranged.
September 2022 AGRN 1034 Flood and Storm Damage Essential Public Asset Reconstruction Work Ewenmar Waste Depot Access Road Restoration.	220,500	Nil	MHD/DMES/RI M	Claim resubmitted to Public Works. Photos submitted as requested. Claim certified by Council Engineer November 2024. Waiting on approval.
<b>2024 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
Council building renovations fit out (New Kitchen, accessible toilet). 3210-4100-005	40,000	Nil	MHD	Quotations being obtained.

**WARREN SHIRE COUNCIL**  
 Report of the Manager Health & Development Services  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday 23<sup>rd</sup> January 2025

ITEM 2

WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

<b>LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)</b>				
	<b>Budget</b>	<b>Expend/Comm</b>	<b>Resp</b>	<b>Grant funding successful 8<sup>th</sup> August 2023</b>
Solar Panel Installation Warren Swimming Pool.	40,000	25,570	MHD	Contractor commenced onsite 2 <sup>nd</sup> November 2023. Stage 1 completed 7 <sup>th</sup> November 2023.
Victoria Oval Park Permanent Scoreboard Contribution.	35,000	31,547	MHD	\$20,000 grant funds (\$15,000 contribution from the Warren Rugby Club). Scoreboard arrived end December 2023. Operational late April 2024. The purchase and installation of a roller shutter door to protect this scoreboard, complete. The fabrication and installation of laser cut sponsorship sign in progress.
<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>
Trailer Mounted Scoreboard (2) Contribution.	45,000	36,277	MHD	The fabrication and installation of draw bars on the trailers completed. Awaiting transfer of users from Victoria Oval to Carter Oval once amenities building is completed.
Windows on the Wetlands Centre Precinct EV Charging Station (up to 3) and Power Upgrade Contribution.	37,996	Nil	MHD/IPM	Being investigated.

**WARREN SHIRE COUNCIL**  
 Report of the Manager Health & Development Services  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday 23<sup>rd</sup> January 2025

---

ITEM 2

WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

<b>GRANT APPLICATIONS</b>				
<b>Project</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
The construction of the viewing area at Carter Oval Youth Sports Precinct Submitted 25/11/2024 To the Office of Responsible Gambling Infrastructure Grants Application: Nov2024-0000000440.	277,790	Nil	MHD/CM	Application submitted on behalf of Warren Junior Cricket – Warren Shire Council will be the Auspice if successful.
Regional Housing Strategic Planning Fund – Round 3 2024. Application: RHSPF round 3 – 066.	83,512	Nil	MHD	Application submitted on behalf of Warren Shire Council.
Waste and Sustainable Materials Strategy 2041 (WASM) Litter Prevention Grants Program	92,500 (74,000 grant, 18,500 Council contribution)	Nil	MHD	Submitted November 2024.