

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**TUESDAY 11TH JANUARY 2022**

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# WARREN SHIRE COUNCIL

## AGENDA - ORDINARY COUNCIL MEETING

11th January 2022 commencing at 8.30 am

**1. OPEN MEETING**

**2. OATH OR AFFIRMATION OF OFFICE**

**3. SPECIAL GENERAL MANAGER REPORTS**

Item 1 Election of Mayor (C14-13) ..... Page 1

Item 2 Election of Deputy Mayor (C14-13) ..... Page 6

**4. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**

**5. CONFIRMATION OF MINUTES**

Ordinary Meeting held on Thursday, 2nd December 2021.

**6. DISCLOSURES OF INTERESTS**

**7. MAYORAL MINUTE(S)**

Nil.

**8. REPORTS OF COMMITTEES**

Meeting of Manex held on Tuesday, 14th December 2021 ..... (C14-3.4)

## 9. REPORTS TO COUNCIL

### REPORTS OF DELEGATES

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Nil.

### POLICY

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Nil.

### REPORTS OF THE GENERAL MANAGER

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### REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

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**REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES**

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

Nil.

**8. MATTERS OF URGENCY**

Nil.

**9. CONFIDENTIAL MATTERS**

Nil.

**10. CONCLUSION OF MEETING**

**PRESENTATIONS**

9.30 am Rod Sandell – Chairperson, Warren Health Action Committee.

**WARREN SHIRE COUNCIL**  
**Special Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room, Warren on Tuesday, 11th January 2022**

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**ITEM 1                      ELECTION OF MAYOR**

**(C14-13)**

**RECOMMENDATION**

1. That Council note that the General Manager or his nominee is the Returning Officer for the purpose of electing the Mayor.
2. That the General Manager or his nominee, as Returning Officer, advise of nominations for the election of Mayor for the two-year term of office, from January 2022 to September 2023;
3. In the event of more than one (1) nomination that Council conduct the election of the Mayor by ordinary ballot and in accordance with the Local Government (General) Regulation 2005; and
4. That following the election, the ballot papers used in the election of the Mayor be destroyed.

**PURPOSE**

The purpose of this report is to be advise Council of the process used to elect the Mayor in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005.

**BACKGROUND**

The report deals with the election of the Mayor. In accordance the NSW Local Government Act 1993, the term of office for a Mayor, elected by Councillors is for a two-year term ending in September 2023.

**REPORT**

The Local Government Act that sets a Mayoral term for a Councillor elected Mayor to cover a two-year period. This report and the attachments set out the election process.

The Office of Local Government has developed Mayoral Election Procedures (May 2017) to be used when electing a Mayor. The method of election of a Mayor by Councillors is to be conducted in accordance with Schedule 7 of the Regulation.

**FINANCIAL AND RESOURCE IMPLICATIONS**

No financial or resource implications identified as this is a requirement under the Local Government Act 1993 as amended.

**LEGAL IMPLICATIONS**

In accordance with the NSW Local Government Act and Regulations, nominations for Mayor must be in writing, signed by two (2) Councillors (Electors) and the nominee must consent in writing. The nomination and acceptance can be made prior to the meeting.

The General Manager has written personally to all Councillors (Electors) and provided contact details of other Councillors (Electors) to allow the election to be discussed and nominations arranged.

**RISK IMPLICATIONS**

No risks are identified if the process is followed.

**WARREN SHIRE COUNCIL**  
**Special Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room, Warren on Tuesday, 11th January 2022**

---

**ITEM 1**

**ELECTION OF MAYOR**

**CONTINUED**

**STAKEHOLDER CONSULTATION**

In Warren Shire Council, the Mayor is elected by the Councillors (Electors). The Local Government (General) Regulation 2005 requires that when there is no chairperson present at a meeting of a Council, the first business of the meeting must be the election of the Mayor (ie: chairperson) to preside at the meeting.

As Council has no Mayor, the General Manager has prepared special reports for this meeting as per the agenda.

**OPTIONS**

There are no options in voting for a Mayor other than the method of voting as contained in the attachments and as considered in the recommendation.

**CONCLUSION**

As the position of a Mayor is a requirement under the Local Government Act 1993 and the process requires that a Mayoral election is held every two years. Nominations for Mayor have been issued by the General Manager to all Councillors (Electors).

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

Attachment: Local Government (General) Regulation 2005 – Schedule 7

**Schedule 7 – Election of Mayor by Councillors (Clause 394)**

**Part 1 – Preliminary**

**1 Returning Officer**

The General Manager (or a person appointed by the General Manager) is the Returning Officer.

**2 Nomination**

- (1) A Councillor may be nominated without notice for election as Mayor or Deputy Mayor.
- (2) The nomination is to be made in writing by 2 or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the Returning Officer.
- (4) The Returning Officer is to announce the names of the nominees at the Council meeting at which the election is to be held.

**3 Election**

- (1) If only one Councillor is nominated, that Councillor is elected.
- (2) If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.



**WARREN SHIRE COUNCIL**  
**Special Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room, Warren on Tuesday, 11th January 2022**

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**ITEM 1**

**ELECTION OF MAYOR**

**CONTINUED**

**9 Ballot – Papers and Voting**

- (1) The ballot-papers are to contain the names of all the candidates. The Councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

**10 Count**

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter’s preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.
- (4) In this clause, “absolute majority”, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

**11 Tied Candidates**

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal-the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes-the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

**Part 4 – General**

**12 Choosing by Lot**

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed, and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

**WARREN SHIRE COUNCIL**  
**Special Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room, Warren on Tuesday, 11th January 2022**

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**ITEM 1**

**ELECTION OF MAYOR**

**CONTINUED**

**13 Result**

The result of the election (including the name of the candidate elected as Mayor or Deputy Mayor) is:

- a. To be declared to the councillors at the council meeting at which the election is held by the returning officer, and
- b. To be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.

**WARREN SHIRE COUNCIL**  
**Special Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room, Warren on Tuesday, 11th January 2022**

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**ITEM 2                      ELECTION OF DEPUTY MAYOR**

**(C14-13)**

**RECOMMENDATION**

1. That Council continue the position of Deputy Mayor.
2. That Council note that the General Manager or his nominee is the Returning Officer for the purpose of electing the Deputy Mayor.
3. That the General Manager or his nominee, as Returning Officer, advise of nominations for the election of Deputy Mayor for the two-year term of office, from January 2022 to September 2023;
4. In the event of more than one (1) nomination, that Council conduct the election of the Deputy Mayor by ordinary ballot and in accordance with the Local Government (General) Regulation 2005; and
5. That following the election, the ballot papers used in the election of the Deputy Mayor be destroyed.

**PURPOSE**

The purpose of this report is to be advise Council of the process used to elect the Deputy Mayor in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005.

**BACKGROUND**

The report deals with the election of the Deputy Mayor. In accordance with the NSW Local Government Act 1993, the term of office for a Deputy Mayor, elected by Councillors may be for one-year or a two-year term same as the Mayor ending in September 2023.

**REPORT**

This item is for the election of a Deputy Mayor under the Local Government Act 1993.

In accordance with the NSW Local Government Act 1993, the term of office for a Deputy Mayor, elected by Councillors can be for a term of one year. There is however no legal obligation for Council to elect a Deputy Mayor.

The recommendation reflects the Council's traditional practices.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The Deputy Mayor can be paid an allowance for such time as the Deputy Mayor acts in the office of the Mayor. The Office of Local Government has advised that such an allowance cannot be established on an annual basis and paid as an annual figure. Rather it must reflect actual time acting as the Mayor. Therefore, the Deputy Mayor will only receive an allowance if the Mayor is on a period of extended leave and Council has resolved to pay such an allowance.

**LEGAL IMPLICATIONS**

Nominations for Deputy Mayor will be in writing, signed by two (2) Councillors (Electors) and the nominee must consent in writing. The nomination and acceptance can be made prior to the meeting.



## **MANEX MINUTES**

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Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 14th December 2021.

**RECOMMENDATION:**

That the Minutes of the Meeting of Manex Committee held on Tuesday, 14th December 2021 be received and noted.

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 14th December 2021 commencing at 2.30 pm

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**PRESENT:**

Gary Woodman	General Manager (Chair)
Darren Arthur	Divisional Manager Finance & Administration
Jillian Murray	Treasurer
Raymond Burns	Acting Divisional Manager Engineering Services (Town Services Manager)
Rowan Hutchinson	Roads Infrastructure Manager
Maryanne Stephens	Manager Health and Development Services
Paul San Miguel	Asset Manager
Jody Burtenshaw	Executive Assistant

**1 APOLOGIES**

Apologies were received from Rolly Lawford and Kerry Jones who were absent due to external commitments and it was **MOVED** Murray/Burns that a leave of absence be granted for this meeting.

**Carried**

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**2 BUSINESS ARISING FROM MINUTES**

- Kerb and guttering in Nevertire update provided by the Roads Infrastructure Manager – 430 metres complete, works progressing.
  - Vacation Care Program being formalised for the 4th – 28th January 2022, subject to available staffing.
  - Mid-December Council Newsletter being organised for release later this week.
  - Licence fee paid for the new Warren STP, application submitted and Council awaiting a response.
  - Embankment works need to be undertaken at the landowners property located adjacent to the new Sewerage Treatment Plant.
- 

**3 ACTION CHECKLIST**

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

**Carried**

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At this point in the meeting, the time being 4.30 pm, the Acting Divisional Manager Engineering Services left the meeting room and took no further part in the meeting.

**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
 Tuesday 14th December 2021 commencing at 2.30 pm

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**4.1 EXECUTIVE OFFICE MATTERS**

4.1.1 WOW Agency – Communications and Content (GM)

**MOVED** Woodman/Murray that it be noted that the Agreement with the WOW Agency has been extended until the 30th June 2022.

**Carried**

4.1.2 Preparation of the January 2022 Council Newsletter (GM)

Item	Responsible Officer
Road Maintenance Construction Program for January/February 2022	RIM
New Plant Replacement Deliveries – Rollers and Front Mounted Mower and perhaps Motor Grader	DMES/WC
Santa Street Competition 2021 - Winner	GM
Registration of Local Contractors on VendorPanel	DMFA, CC
Australia Day Award results	DMFA
Women of Warren Shire	GM
Carter Oval Youth Sports Precinct – LED Cricket Lights and Soccer Fields	IPM
Completion of Infrastructure Projects Funding – Warren Airport Upgrade, Warren CBD Amenities Facilities, Lions Park Amenities Facilities, Sports Complex Roof and Guttering Improvements.	IPM/MHD
Warren Showground/ Racecourse Upgrade Works	IPM
Warren Sewerage Treatment Plant Upgrade	IPM
Town Services Improvements – Oxley Park River Water Pumping Station, Water Extraction Metre Compliance, Sewerage Pump Station Improvements	TSM
Warren Kerb and Gutter Improvement Program	RIM
Village Enhancement Program Works	RIM/TSM/GM
Emergency Levee Works	GM

**MOVED** Hutchinson/Arthur 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 December 2021 commencing at 2.30 pm

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**4.1 EXECUTIVE OFFICE MATTERS**

**CONTINUED**

4.1.3 Suggestions in the Council Suggestion Box (GM)

Nil.

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4.1.4 Draft Central West and Orana Regional Plan 2041 (GM)

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

**Carried**

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4.1.5 2020-2021 StateCover General Manager's Report (GM)

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

**Carried**

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**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS**

Nil.

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**4.3 ENGINEERING DEPARTMENT MATTERS**

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

- Emergency Claim for storm damage about to go in.
- Need to ensure gravel resheeting is included in claim for full restoration.
- BEC to finalise draft March 2021 claim for full restoration.

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

**Carried**

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

- The Office of Sam Farraway MLC advised Council to submit claim as soon as possible to allow the claim to be progressed sooner.
- BEC engaged to start the claim process, particularly sealed roads. Will start to be onsite late January 2022.
- The Asset Technical Officer – Roads has been requested to take photos of everything and in particular ahead of any tar patching, emergency repairs.
- The Divisional Manager Finance & Administration is arranging for job numbers to be created for road emergency restoration works (emergency works). Need to ensure that timesheets are done correctly.

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

**Carried**

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**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 14th December 2021 commencing at 2.30 pm

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**4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS**

Nil.

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**4.5 WORK HEALTH & SAFETY AND RISK MATTERS**

4.5.1 Skate Park Hazard Inspection (GM)

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

**Carried**

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4.5.2 Corrective Action Report Log (GM)

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

**Carried**

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**4.6 HUMAN RESOURCES**

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

Position	Responsible Officer	Status
Accountant	DMFA	No action to be taken at present due to budget.
Waste Attendant (12 hours/week)	MHD	Waste Depot Operator arrangement to be finalised. Position Description and Skills and Competencies has been completed to draft stage. Manager Health and Development Services reviewing.
Heavy Diesel Mechanic (B2 L2) / 3rd or 4th Year Apprentice	DMES	Organising re-advertising with a closing date of end of January or early February 2022.
Casual Cleaner	MHD	One application received, Payroll/HR Officer to arrange meeting with the Manager Health and Development Services.
Vacation Care Positions - 1 Supervisor and 1 Assistant	MHD	One applicant for the Assistant position and no applicants for the Supervisor position.
Cleaner Full time	MHD	Cleaner resigned with her last day being the 31st December 2021.
Cleaner Part Time	MHD	Cleaner resigned with her last day being the 7th January 2022.

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

**Carried**

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4.6.2 Warren Shire Council Workforce Development Initiatives Ideas and Considerations (GM)

Nil.

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**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 14th December 2021 commencing at 2.30 pm

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**4.6 HUMAN RESOURCES**

**CONTINUED**

4.6.3 Warren Shire Council Human Resources Review June 2021 (GM)

Item deferred to an early 2022 meeting.

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**5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS**

**(L5-3)**

Date	Circular No.	Description	Comment/Action
18.11.21	21-36	Update to the Guidelines for Designated Rehoming Organisations Under Section 88B of the Companion Animals Act 1998	MHD action
22.11.21	21-37	Amendments to the Public Health Order Relating to Voting at the 2021 Local Government Elections	Noted
22.11.21	21-38	Consultation on Review of the Councillor Misconduct Framework	Noted
26.11.21	21-39	The NSW Government's Public Spaces (Unattended Property) Act 2021	MHD action
26.11.21	21-40	2022 "Hit the Ground Running" Councillor Webinars	GM action

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

**Carried**

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**6 OPERATIONAL PROCEDURES**

**(I2-11.1)**

Nil.

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**7 DECEMBER 2021 DRAFT MINUTES AND JANUARY 2022 BUSINESS PAPER**

The Committee previewed the General Manager's January 2022 Business Paper reports and the December 2021 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

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**8 CORRESPONDENCE AND COMPLAINTS/ACTION REQUESTS STATUS**

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

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**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 14th December 2021 commencing at 2.30 pm

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**9 GENERAL BUSINESS WITHOUT NOTICE**

- The General Manager advised that the Building Better Regions Fund (BBRF) required a minimum 25% co-contribution. Projects to consider may include: Lions Park toilet, CBD toilet, SR58 Nevertire-Bogan Road rehabilitation.
- The Treasurer reminded everyone that two (2) weeks timesheets for the Christmas/New Year break are needed for next week's pay, and the Finance Officer - Payroll/HR has sent an email out.
- The Treasurer requested that timesheets must contain the correct information and be received by Finance Clerk – Payroll/HR no later than every Tuesday afternoon.
- The Manager Health and Development Services requested if Council could look at permanent signage on known roads that flood, similar to the Wambianna and Bundemar Roads flip down signs. The General Manager advised that the Engineering Services Department was in the process of arranging similar signs for some roads.
- The Manager Health and Development Services advised that a Development Application had been received by Council for the change of use of the Club House from a Hotel to a mixed business consisting of fruit, vegetables, groceries and frozen foods and to be aware that there were some negative social media comments being circulated within the community.
- The Manager Health and Development Services asked if the flooding on Udora Road is receding and she was advised it was but was slow. The Manager Health and Development Services requested if the culvert on this road could be investigated as it is not flowing (downstream side of the causeway). The General Manager will investigate.

**There being no further business the meeting closed 5.20 pm.**

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Tuesday, 11th January 2022

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**ITEM 1 ELECTION OF COMMITTEES AND DELEGATES**

**(C14-2)**

**RECOMMENDATION:**

That Council determine its delegates for each of the listed Committees/Organisations and where an election is required, it be by open voting by show of hands:

**Council Committees**

1. ***Airport Committee*** – 2 Councillors
2. ***Australia Day Committee*** – 1 Councillor
3. ***Economic Development & Promotions Committee*** – 4 Councillors
4. ***Ewenmar Waste Depot Committee*** – 3 Councillors
5. ***Internal Audit and Risk Management Committee*** – Mayor and Deputy Mayor
6. ***Plant Committee*** – 3 Councillors
7. ***Roads Committee*** – Mayor and 4 Councillors, one from each Ward
8. ***Showground/Racecourse Committee*** – 3 Councillors
9. ***Sporting Facilities Committee*** – 4 Councillors
10. ***Town Improvement Committee*** – 6 Councillors
11. ***Traffic Committee including Development Committee*** – 1 Councillor
12. ***Warren Public Arts Committee*** – 3 Councillors
13. ***Water and Sewerage Committee*** – 3 Councillors
14. ***Water Conservation Committee*** – 3 Councillors

**External Committee/Organisations**

1. ***Castlereagh Macquarie County Council*** - 2 Councillors
2. ***Alliance of Western Councils or other Collaboration Entity*** - Mayor (or Delegate) and the General Manager.
3. ***North Western Library and Central West Zone*** - 2 Councillors.
4. ***Outback Arts Regional Council*** – 1 Councillor.
5. ***Warren Interagency Support Services Group*** – 3 Councillors.
6. ***Murray Darling Association Region 10*** - 1 Councillor.
7. ***Macquarie River Flood Mitigation Zone Reference Group*** – Mayor (or Delegate) and the General Manager.
8. ***NSW Police Community Safety Precinct meetings*** - All Councillors.
9. ***Warren Liquor Accord*** – 1 Councillor (Chair), General Manager (Secretary).
10. ***Warren Health Action Committee*** – 1 Councillor.
11. ***Mining and Energy Related Councils*** – 1 Councillor and the General Manager.
12. ***Central-West Renewable Energy Zone*** – 1 Councillor and the General Manager.
13. ***Country Mayors Association*** – Mayor (or Delegate) and the General Manager.

**REPORT**

Council has in place a number of Committees that are made up of Councillors, staff and stakeholders. These Committees have the role of dealing with specific areas and can look at issues more in depth.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Tuesday, 11th January 2022

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**ITEM 1**

**ELECTION OF COMMITTEES AND DELEGATES**

**CONTINUED**

These Committees make recommendations that are then presented to Council for decision. They have proved to be an extremely effective tool for Council. It is now opportune to fully review Council's Committee Structure to enable Council to deliver the most effective service as possible to the community.

Council's Code of Meeting Practice 2020 advises as follows in relation to attendance at Committee Meetings:

- 20.3 A Committee of the Council is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.
- 20.10 A Councillor who is not a member of a Committee of the Council is entitled to attend, and to speak at a meeting of the Committee. However, the Councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
  - (b) to move or second a motion at the meeting, or
  - (c) to vote at the meeting.

In relation to all delegations and authorities vested with the various Committees and the appointments to the various Committees and delegates it has been Council's practice in the past that such Councillor membership be for the life of the Council.

It should also be noted that Council can review/create Committees and appoint delegates at any time during the term. Some Committees are ongoing from Council term to Council term. Some Committees are deemed Sunset Committees and once the task that they have been created for is complete, they are dissolved.

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Tuesday, 11th January 2022

ITEM 1

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

The following is a recommendation of a suitable Committee structure for this term of Council:

<b>2016-2021 TERM COMMITTEES</b>		
<b>NAME</b>	<b>STATUS</b>	<b>PROPOSAL</b>
Airport Committee	Active	<b>RETAIN</b>
Council Chambers Development Sunset Committee	Partly active	Obsolete
Economic Development & Promotions Committee	Active	<b>RETAIN</b>
Ewenmar Waste Depot Committee	Active	<b>RETAIN</b>
Internal Audit and Risk Management Committee	Active	<b>RETAIN</b>
Plant Committee	Active	<b>RETAIN</b>
Roads Committee	Active	<b>RETAIN</b>
Showground/Racecourse Committee	Active	<b>RETAIN</b>
Showground/Racecourse Sub Committee	Active	Obsolete
Sporting Facilities Committee	Active	<b>RETAIN</b>
Traffic Committee including Development Committee	Active	<b>RETAIN</b>
Warren Public Arts Committee	Active	<b>RETAIN</b>
Warren Skate Park / Carter Oval Development Sub Committee	Active	Obsolete
Town Improvement Committee	Active	<b>RETAIN</b>
Water and Sewerage Committee	Active	<b>RETAIN</b>
Water and Sewerage Steering	Inactive	Obsolete
Water Conservation Committee	Active	<b>RETAIN</b>

Council also has a number of Committees that are at staff operational level such as:

- Manex (Management Executive) Committee;
- Work Health and Safety Committee;
- Staff Consultative Committee;
- Senior Management Team Committee; and
- Local Emergency Management Committee.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
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**ITEM 1**

**ELECTION OF COMMITTEES AND DELEGATES**

**CONTINUED**

**AIRPORT COMMITTEE**

ROLE, RESPONSIBILITIES AND DELEGATIONS

The Airport Committee is a membership consisting of The President of the Warren Aero Club (representing airport users) or nominee (further community member), two (2) Councillors of Warren Shire Council, The President of the Warren Chamber of Commerce or nominee, two (2) Community members that have an aviation interest and two (2) Community members that have a business or commercial interest who are appointed with the following purpose, functions and responsibilities:

**ESTABLISHMENT AND PURPOSE**

The Council established this Committee in 2017 to provide reports and/or recommendations to the Council as required.

This Committee has been formed under the Community Strategic Plan banner of “Our Community’s 2017 Governance Strategies” to ensure an inclusive development of Council’s services and outcomes for the Warren Shire Council area are considered and to ensure that efficiencies and service delivery is the best we can undertake.

This Committee is to lead the development and delivery of a strategic focus, identification of opportunities for the airport, improvements to performance and financial outcomes and identifying and development of strong community relationships across Warren shire Council.

**FUNCTIONS AND RESPONSIBILITIES**

This Committee has management oversight of the delivery planning and strategy, financial, business, and infrastructure operations for future airport projects.

This Committee’s functions are to advise and make recommendations to the Council on the following matters:

**Governance**

- Timely and accurate reporting for efficient management and accountability.
- Review the strategic planning processes within the Council, including recommending matters to take forward to the Council in relation to the Council’s strategic direction
- Identify master plans for the physical development of the airport precinct and assist in their preparation.
- Report against Council’s Improvement Plan to inform the government, and against identified project plan outcomes.
- Monitor and act on risks.

**Economic**

- Prepare and review master plan areas and identify unique ways to achieve the outcomes, develop new themes and opportunities for consideration.
- Review and identify statutory and user pay fees for LTFP preparation
- Recommend information and communication technology to advise the community on airport developments.

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

**ELECTION OF COMMITTEES AND DELEGATES**

**CONTINUED**

- Discuss methods to improve business process, efficiency, and communication to the community.

**Infrastructure**

- Develop business cases for the individual major capital expenditure projects (project development).
- Identify grant and other applications for financial support for the development and delivery of new programs.
- Review post-project reports for performance reporting and business improvement purposes.
- Prepare and review major projects, plans and milestones.

**REFERRALS OF MATTERS**

This Committee may refer any strategic item to the Council for consideration and/or action.

**COMMITTEES**

This Committee may establish such committees of a standing or ad hoc nature as it deems appropriate. The Terms of Reference of each sub-committee shall be approved by this Committee and shall be constructed to ensure consistency and coordination between the functions of all standing committees.

This Committee shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

The chair of a subcommittee shall be a member of the Committee.

**CHAIR**

The Chair will be an elected Councillor.

The chair will ensure the minutes are available and action list updated and reported at the next meeting.

In the absence of the Chair, the Chair will nominate a member of the Committee to act as Chair of that meeting.

# WARREN SHIRE COUNCIL

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ITEM 1 ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

## COMPOSITION OF COMMITTEE

<b>MEMBERSHIP:</b>	President of the Warren Aero Club or equivalent (further community member)	Representing airport users (vacant)
	President of the Warren Chamber of Commerce or equivalent	Warren Chamber of Commerce – Brett Williamson
	2 Councillors	Councillor (vacant) Councillor (vacant)
	4 Community Members (2 having an aviation interest and 2 having a business or commercial interest)	Pat Hulme Nigel Martin George Faulkner Ralph Smith
	Relevant Council staff	General Manager or nominee Divisional Manager Engineering Services or nominee Infrastructure Projects Manager or nominee Town Services Manager or nominee
<b>QUORUM:</b>	50% of the membership, plus one.	
<b>MEETING DATES:</b>	Committee meetings will be held once every four (4) months (3 times per year) and relevant reports prepared.	
<b>REPORTING REQUIREMENTS:</b>	Report to Council following each meeting.	
<b>RESPONSIBLE OFFICER:</b>	General Manager or nominee.  The Committee Secretariat shall be an officer of Council appointed by the General Manager.	

**NOTE:** All members listed (or alternate) have a right to vote.

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**ITEM 1**

**ELECTION OF COMMITTEES AND DELEGATES**

**CONTINUED**

**AUSTRALIA DAY COMMITTEE**

The Australia Day Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

**ROLE:**

Formed to co-ordinate arrangements and presentations for celebration of Australia Day.

**Composition of Committee:**

<b>MEMBERSHIP:</b>	1 Councillor	Councillor (Vacant)
	Divisional Manager Finance & Administration or nominee	
	Executive Assistant to the Mayor and GM or nominee	
<b>QUORUM:</b>	2 Members	
<b>MEETING DATES:</b>	As and when called by 2 Members or the Divisional Manager Finance & Administration or nominee	
<b>REPORTING REQUIREMENTS:</b>	Report to Council following each meeting	
<b>RESPONSIBLE OFFICER:</b>	Divisional Manager Finance & Administration or nominee	

**NOTE:** All members listed (or alternate) have a right to vote.

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**ITEM 1**

**ELECTION OF COMMITTEES AND DELEGATES**

**CONTINUED**

**WARREN ECONOMIC DEVELOPMENT & PROMOTIONS COMMITTEE**

The Warren Economic Development & Promotions Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

**ROLE:**

- (1) To make recommendations to Council on various proposals in relation to Economic Development in the Warren Shire, areas including:
- Attract and retain working families and employed young adults
  - Planning for housing needs
  - Planning for future demand on services and facilities
  - Support education facilities to encourage high standards
  - Expand existing economic base through diversification into sustainable industries
  - Enhance the experience of visitors to Warren Shire
  - Actively pursue grant funding
  - Provide training programs that fulfils the needs of the business community
  - Attract and promote events
  - Promote Warren Shire
- (2) Develop and review the Economic Development Strategy

**Composition of Committee:**

<b>MEMBERSHIP:</b>	4 Councillors	Councillor (vacant) Councillor (vacant) Councillor (vacant) Councillor (vacant)
	Community members (when required) General Manager or nominee Divisional Manager Engineering Services or nominee Divisional Manager Finance & Administration or nominee Manager Health & Development Services or nominee	
<b>QUORUM:</b>	3 Members	
<b>MEETING DATES:</b>	As and when called by 2 Members or the General Manager or nominee	
<b>REPORTING REQUIREMENTS:</b>	Report to Council following each meeting	
<b>RESPONSIBLE OFFICER:</b>	General Manager	

**NOTE:** All members listed (or alternate) have a right to vote.

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ITEM 1

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

**EWENMAR WASTE DEPOT COMMITTEE**

The Warren Ewenmar Waste Depot Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

**ROLE:**

- (1) Review existing operations of Ewenmar Waste Depot (considering all options); and
- (2) Report back to Council on future operations of Ewenmar Waste Depot.

**Composition of Committee:**

<b>MEMBERSHIP:</b>	3 Councillors Councillor (Vacant) Councillor (Vacant) Councillor (Vacant)
	Manager Health and Development Services or nominee
	Divisional Manager Engineering Services or nominee
	Town Services Manager or nominee
<b>QUORUM:</b>	3 Members
<b>MEETING DATES:</b>	As and when called by 2 Members or the Manager Health and Development Services or nominee
<b>REPORTING REQUIREMENTS:</b>	Report to Council following each meeting.
<b>RESPONSIBLE OFFICER:</b>	Manager Health and Development Services

**NOTE:** All members listed (or alternate) have a right to vote.

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ITEM 1

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

**PLANT COMMITTEE**

The Plant Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

**Role:**

- (1) To review the 15 Year Plant Replacement Program annually and make recommendations to Council on the Plant Purchase/Replacement.
- (2) To call quotations within budgetary constraints for plant with a value less than that set by the Local Government (General) Regulation, 2005. Plant items with a changeover greater than \$50,000 shall be reported to a committee meeting for consideration/assessment. For plant under \$50,000 changeover, Committee members are notified for comment.
- (3) To call tenders, and to submit recommendations to Council on the purchase of any items of plant with an anticipated value in excess of that set by the Local Government (General) Regulation, 2005.
- (4) To monitor the performance of Council's plant and to make recommendations to Council on the operations of such plant.
- (5) To monitor operations at the Mt Foster Quarry.
- (6) To review the performance of Council's extended flexible working hours agreement and to make recommendations to Council on the operation of such agreement.

**Composition of Committee:**

<b>MEMBERSHIP:</b>	3 Councillors	Councillor (Vacant) Councillor (Vacant) Councillor (Vacant)
	Divisional Manager Engineering Services or nominee	
	General Manager or nominee	
	Divisional Manager Finance & Administration or nominee	
	Treasurer or nominee	
	Workshop Co-ordinator or nominee	
<b>QUORUM:</b>	2 Members	
<b>MEETING DATES:</b>	As and when called by 2 Members or the Divisional Manager Engineering Services or nominee	
<b>REPORTING REQUIREMENTS:</b>	Report to Council following each meeting	
<b>RESPONSIBLE OFFICER:</b>	Divisional Manager Engineering Services or nominee	

**NOTE:** Councillors only have a vote on all matters.

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ITEM 1

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

## ROADS COMMITTEE

The Roads Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

### Role:

The role and function of this Committee is to discuss local and regional road upgrades, maintenance and road priorities and review road and bridge asset plans.

### Composition of Committee:

<b>MEMBERSHIP:</b>	The Mayor and 4 Councillors, one from each Ward.	Mayor Councillor (Vacant) Councillor (Vacant) Councillor (Vacant) Councillor (Vacant)
	General Manager or nominee	
	Divisional Manager Engineering Services or nominee	
	Roads Infrastructure Manager or nominee	
<b>QUORUM:</b>	3 Members	
<b>MEETING DATES:</b>	As and when called by 2 Members or the Divisional Manager Engineering Services or nominee	
<b>REPORTING REQUIREMENTS:</b>	Report to Council following each meeting	
<b>RESPONSIBLE OFFICER:</b>	Divisional Manager Engineering Services or nominee	

**NOTE:** Councillors only have a vote on all matters.

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**ITEM 1**

**ELECTION OF COMMITTEES AND DELEGATES**

**CONTINUED**

**SHOWGROUND/RACECOURSE MANAGEMENT**

The Showground/Racecourse Management Committee is appointed under the Local Government Act, 1993 with the following role, responsibilities and delegations.

**Role:**

- (1) To monitor the operations of Warren Showground/Racecourse to ensure it provides for the benefit of users of the facility in an efficient manner.
- (2) To review and recommend to Council a users' fee structure that is equitable and maximises income to Council. (A percentage of operational expenditure may be determined by Council).
- (3) Develop and recommend prioritised improvement program to Council along with potential funding sources.
- (4) To ensure compliance with any regulation/standard relating to the operation of Licenced Racing facility and to report non-compliance to Council.

**Composition of Committee:**

Membership		
	3 Councillors	Councillor (Vacant) Councillor (Vacant) Councillor (Vacant)
	2 representatives of the Warren & District Jockey Club	Kevin Noonan and Rebecca McKay
	1 representative of the Warren P & A Association	Justin Sanderson
	1 representative of the Polocrosse	David Dwyer
	1 representative of the Warren Pony Club	Katherine Barclay
	1 representative of the Warren Rodeo Committee (Campdraft)	Paul Quigley
	1 representative of the Central West Adult Riding Club	Ben Egan
	1 representative from other users	Vacant
	4 Council Staff - 3 Management and 1 Operational.	General Manager or nominee Divisional Manager Engineering Services or nominee Town Services Manager or nominee Town Services Overseer or nominee

- QUORUM:** 5 Members
- MEETING DATES:** As and when called by 2 Members or the Divisional Manager Engineering Services or nominee
- REPORTING REQUIREMENTS:** Report to Council following each meeting
- RESPONSIBLE OFFICER:** Divisional Manager Engineering Services or nominee

**NOTE:** All members listed (or their alternate) have a right to vote.

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ITEM 1

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

## SPORTING FACILITIES COMMITTEE

The Sporting Facilities Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

### ROLE:

- (1) To make recommendations to Council on the general operation of Warren Shire sporting facilities;
- (2) To monitor the operations of the Warren Sporting and Cultural Centre Complex in an efficient manner for the benefit of users of the facility;
- (3) To liaise with users of Council sporting facilities; and
- (4) To develop a long term improvement program for Warren Shire sporting facilities.

### Composition of Committee:

<b>MEMBERSHIP:</b>	4 Councillors Councillor (Vacant) Councillor (Vacant) Councillor (Vacant) Councillor (Vacant)
	Community members (when required)
	General Manager or nominee
	Divisional Manager Engineering Services or nominee
	Town Services Manager or nominee
	Manager Health & Development Services or nominee
	Sporting & Cultural Centre Manager or nominee
<b>QUORUM:</b>	3 Members
<b>MEETING DATES:</b>	As and when called by 2 Members or the Divisional Manager Engineering Services or the Manager Health & Development Services or nominees
<b>REPORTING REQUIREMENTS:</b>	Report to Council following each meeting.
<b>RESPONSIBLE OFFICER:</b>	Sporting Grounds - Divisional Manager Engineering Services or nominee Complex - Manager Health and Development Services or nominee

**NOTE:** All members listed (or alternate) have a right to vote.

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ITEM 1

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

**TOWN IMPROVEMENT COMMITTEE**

The Town Improvement Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

**ROLE:**

- (1) To make recommendations to Council on various proposals in relation to town improvements;
- (2) To make recommendations to Council in relation to the plan of improvement to Warren CBD.

**Composition of Committee:**

<b>MEMBERSHIP:</b>	6 Councillors	Councillor (Vacant) Councillor (Vacant) Councillor (Vacant) Councillor (Vacant) Councillor (Vacant) Councillor (Vacant)
	Community members (when required)	
	General Manager or nominee	
	Divisional Manager Engineering Services or nominee	
	Town Services Manager or nominee	
	Manager Health & Development Services or nominee	
<b>QUORUM:</b>	3 Members	
<b>MEETING DATES:</b>	As and when called by 2 Members or the Divisional Manager Engineering Services or nominee	
<b>REPORTING REQUIREMENTS:</b>	Report to Council following each meeting	
<b>RESPONSIBLE OFFICER:</b>	Divisional Manager Engineering Services or nominee	

**NOTE:** All members listed (or alternate) have a right to vote.

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**ITEM 1**

**ELECTION OF COMMITTEES AND DELEGATES**

**CONTINUED**

**TRAFFIC COMMITTEE INCLUDING DEVELOPMENT COMMITTEE**

**ROLE:**

The Traffic Committee including Development Committee is appointed under the Local Government Act, 1993 with the following roles:

The role of the Traffic Committee including Development Committee under the State Environmental Planning Policy No. 11 (SEPP11), Environmental Planning and Assessment Act, 1979, Local Government Act, 1993 and Traffic Act is as follows:

- (1) Review traffic arrangements in the Warren Shire Council area and formulating/recommending proposals for the improvement of such arrangements.
- (2) Establishing general standards and principles in connection with the design and provision of traffic control facilities.
- (3) Establishing priorities for carrying out activities, works or services that are items of approved expenditure.
- (4) Promoting traffic safety.
- (5) Co-ordination of activities of public authorities which are directly involved in matters connected with Transport for NSW (TfNSW) functions.
- (6) Provide advice on development impact on traffic generation and to provide guidelines on restrictive movements and parking requirements for such developments.
- (7) To notify the (TfNSW) of developments known to have significant traffic and safety effects to give the RMS an opportunity to make representations concerning these developments.
- (8) To allow the (TfNSW) to concur with Council's approval to operate public car parks and to take into account certain matters in determining whether to approve the operation of a public car park.

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ITEM 1

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

**TRAFFIC COMMITTEE INCLUDING DEVELOPMENT COMMITTEE**

**Composition of Committee:**

<b>MEMBERSHIP:</b>	1 Councillor (Vacant)	
	1 member of the local Police Service or nominee	
	1 representative of the TfNSW or nominee	
	1 member of the public representing the Local Member	David Duncan
	Divisional Manager Engineering Services or nominee	
<b>QUORUM:</b>	3 Members	
<b>MEETING DATES:</b>	As and when called by 2 Members or the Divisional Manager Engineering Services or nominee	
<b>REPORTING REQUIREMENTS:</b>	Report to Council following each meeting	
<b>RESPONSIBLE OFFICER:</b>	Divisional Manager Engineering Services or nominee	

**NOTE:** All members listed (or their alternate) have a right to vote.

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ITEM 1

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

**WARREN PUBLIC ARTS COMMITTEE**

The Warren Public Arts Committee is a S355 Committee under the Local Government Act 1993 to develop Public Arts with membership consisting of three (3) Councillors and five (5) community representatives who are appointed with the following purpose, functions and responsibilities:

**ESTABLISHMENT AND PURPOSE**

The Council established this Committee in 2020 to provide reports and/or recommendations to the Council as required.

This Committee has been formed under the Community Strategic Plan to ensure an inclusive development of Council's services and outcomes for the Warren Shire Council area are considered and to ensure that efficiencies and service delivery is the best we can undertake.

This Committee is to lead the development and delivery of a strategic focus, identification of opportunities for art works across the Council area and to develop tourism. Artworks includes murals, sculptures, banners, billboards and structures designed for public display or enhancement that supports local interest and tourism attraction.

**FUNCTIONS AND RESPONSIBILITIES**

This Committee has management oversight of the delivery planning and strategy, financial, business and infrastructure operations for future arts projects.

This Committee's functions are to advise and make recommendations to the Council on the following matters:

**Governance**

- Timely and accurate reporting for efficient management and accountability.
- Review the strategic planning processes within the Council, including recommending matters to take forward to the Council in relation to the Council's strategic direction
- Identify master plans for the physical development of art across the shire and within precincts and assist in their preparation.
- Report against Council's Improvement Plan to inform the government, and against identified project plan outcomes.
- Monitor and act on risks.

**Economic**

- Prepare and review master plan areas and identify unique ways to achieve the outcomes, develop new themes and opportunities for consideration.
- Recommend information and communication technology to advise the community on art developments.
- Discuss methods to improve business process, efficiency and communication to the community.

**Infrastructure**

- Develop business cases for the individual major capital expenditure projects (project development).

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Tuesday, 11th January 2022

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**ITEM 1**

**ELECTION OF COMMITTEES AND DELEGATES**

**CONTINUED**

- Identify grant and other applications for financial support for the development and delivery of new programs.
- Review post-project reports for performance reporting and business improvement purposes. Prepare and review major projects, plans and milestones.

**Composition of Committee:**

<b>MEMBERSHIP:</b>	3 Councillors	Councillor (Vacant) Councillor (Vacant) Councillor (Vacant)
	5 Community Members	Jenny Quigley Judy Ridley Penny Heuston Peter Mackay Jodie Redman
	General Manager or nominee	
	Infrastructure Projects Manager or nominee	
	Town Services Manager or nominee	
<b>QUORUM:</b>	3 Members	
<b>MEETING DATES:</b>	As and when called by 2 Members or the General Manager or nominee	
<b>REPORTING REQUIREMENTS:</b>	Report to Council following each meeting.	
<b>RESPONSIBLE OFFICER:</b>	General Manager or nominee	

**NOTE:** All members listed (or their alternate) have a right to vote.

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**ITEM 1**

**ELECTION OF COMMITTEES AND DELEGATES**

**CONTINUED**

**WATER AND SEWERAGE COMMITTEE**

The Warren Water and Sewerage Committee is appointed under the Local Government Act, 1993 with the following role, responsibility, and delegations:

**Committee Role**

- (1) To investigate and report on the strategic planning and infrastructure improvement of the Water and Sewerage Supply including all related matters.

**Composition of Committee:**

<b>MEMBERSHIP:</b>	3 Councillors Councillor (Vacant) Councillor (Vacant) Councillor (Vacant)
	General Manager or nominee
	Divisional Manager Finance & Administration or nominee
	Divisional Manager Engineering Services or nominee
	Town Services Manager or nominee
<b>QUORUM:</b>	3 Members
<b>MEETING DATES:</b>	As and when called by 2 Members or the Divisional Manager Engineering Services or nominee
<b>REPORTING REQUIREMENTS:</b>	Report to Council following each meeting.
<b>RESPONSIBLE OFFICER:</b>	Divisional Manager Engineering Services or nominee

**NOTE:** All member listed (or their alternate) have a right to vote.

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ITEM 1

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

## WATER CONSERVATION COMMITTEE

The Water Conservation Committee is appointed with the following role, responsibilities and delegations under the Local Government Act, 1993.

### ROLE:

To review the level of water restrictions, the timing and trigger points of water restrictions and the communications to advise the community of water restrictions.

### Composition of Committee:

<b>MEMBERSHIP:</b>	3 Councillors Councillor (Vacant) Councillor (Vacant) Councillor (Vacant)
	General Manager or nominee
	Divisional Manager Engineering Services or nominee
	Town Services Manager or nominee
<b>QUORUM:</b>	2 Members
<b>MEETING DATES:</b>	As and when called by 2 Members or the Divisional Manager Engineering Services or nominee
<b>REPORTING REQUIREMENTS:</b>	Report to Council following each meeting
<b>RESPONSIBLE OFFICER:</b>	Divisional Manager Engineering Services or nominee

**NOTE:** All members listed (or alternate) have a right to vote.

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ITEM 1

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

**INTERNAL AUDIT AND RISK MANAGEMENT COMMITTEE**

**1. Objective**

The objective of the Internal Audit and Risk Management Committee is to provide independent assurance and assistance to the Warren Shire Council on fraud, corruption, risk management, control, governance, and external accountability responsibilities.

**2. Authority**

The Council authorises the Committee, within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee or councillor at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities.

**3. Composition and Tenure**

**3.1 The Committee**

The Committee will consist of:

- The Mayor;
- Deputy Mayor;
- General Manager (non-Voting); and
- Divisional Manager Finance & Administration (non-Voting).

**3.2 Other Attendees**

Representatives of the external auditor and other officers may attend by invitation as requested by the Committee. Invitees do not have any voting rights.

**4. Role and Responsibilities**

The Committee has no executive powers, except those expressly provided by the Council. In carrying out its responsibilities, the Committee must always recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

The responsibilities of the Committee may be revised or expanded by the Council from time to time.

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**CONTINUED**

The Committee's responsibilities are:

**4.1 Risk Management**

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- Review the impact of the risk management framework on its control environment and insurance arrangements; and
- Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

**4.2 Control Framework**

- Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- Review whether management has in place relevant policies and procedures and these are periodically reviewed and updated;
- Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

**4.3 External Accountability**

- Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls.
- Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.
- Consider contentious financial reporting matters in conjunction with council's management and external auditors.
- Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.
- Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.
- Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Tuesday, 11th January 2022

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**ITEM 1**

**ELECTION OF COMMITTEES AND DELEGATES**

**CONTINUED**

**4.4 Legislative Compliance**

- Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.
- Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

**4.5 Internal Review**

- Act as a forum for communication between the Council, General Manager, senior management, and external audit.
- Review the Fraud and Corruption Plan, ensure the plan has considered the Risks, and approve the plan and Actions.
- Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Fraud and Corruption Plan.
- Establish an Internal Audit program for review of procurement, application approvals, major projects and financial matters and recommend to Council the engagement of professional auditors to provide reports and advice to the committee as to improvements and actions.
- Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.
- Monitor the implementation of internal audit recommendations by management.
- Periodically review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place.
- Periodically review the performance of Internal Audit.

**4.6 External Audit**

- Act as a forum for communication between the Council, General Manager, senior management, and external audit.
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.
- Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management.
- Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

**4.7 Responsibilities of Members**

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Warren Shire Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgment.
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

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**ITEM 1**

**ELECTION OF COMMITTEES AND DELEGATES**

**CONTINUED**

**5. Reporting**

At the first Committee meeting after 30 June each year, the Committee will provide a performance report of:

- The performance of Internal Review Committee for the financial year as measured against agreed key performance indicators.
- The approved Internal Audit Plan of work for the previous financial year showing the status of each audit.

The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.

The committee will report after each meeting or at least annually to Council.

**6. Administrative arrangements**

**6.1 Meetings**

The Committee will meet at least two times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Audit Committee Charter.

**6.2 Attendance at Meetings and Quorums**

A quorum will consist of a majority of Committee members, including at least one independent member. Meetings can be held in person, by telephone or by video conference.

The Committee may request the Chief Finance Officer or any employees to participate for certain agenda items, as well as the external auditor.

The General Manager may attend each meeting but will permit the Committee to meet separately with any person undertaking an internal audit and the external auditor in the absence of management at least twice a year.

**6.3 Secretariat**

The General Managers Executive Assistant is to provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

Minutes of the Committee shall be forwarded to Council in the confidential (in camera) section of the Council business paper due to the possibility of future legal or other disciplinary actions occurring.

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**ITEM 1                    ELECTION OF COMMITTEES AND DELEGATES**

**CONTINUED**

**6.4 Conflicts of Interest**

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest shall be appropriately minuted. Any member having a conflict of interest shall submit a written declaration for Councils records.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

**6.5 Induction**

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

**6.6 Assessment Arrangements**

The Chair of the Committee will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

**6.7 Review of Audit Committee Charter**

At least once every two years the Audit Committee will review this Audit Committee Charter. The Audit Committee will approve any changes to this Audit Committee Charter.

**Composition of Committee:**

<b>MEMBERSHIP:</b>	Mayor and Deputy Mayor
	General Manager or nominee
	Divisional Manager Finance & Administration (Chief Financial Officer) or nominee
<b>QUORUM:</b>	2 Members
<b>MEETING DATES:</b>	As and when called by 2 Members or the General Manager or nominee
<b>REPORTING REQUIREMENTS:</b>	Report to Council following each meeting
<b>RESPONSIBLE OFFICER:</b>	General Manager or nominee

**NOTE:** The Mayor and Deputy Mayor only have a vote on all matters.

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ITEM 1

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

**DELEGATES**

Council delegates are appointed to Committees external to Council and some delegates are by appointment by bodies external to Council. Some Councillors hold positions on the Executive of these Committees.

1. ***Castlereagh Macquarie County Council*** - 2 Councillors
2. ***Alliance of Western Councils or other Collaboration Entity*** - Mayor (or Delegate) and the General Manager.
3. ***North Western Library and Central West Zone*** - 2 Councillors.
4. ***Outback Arts Regional Council*** – 1 Councillor.
5. ***Warren Interagency Support Services Group*** – 3 Councillors.
6. ***Murray Darling Association Region 10*** - 1 Councillor.
7. ***Macquarie River Flood Mitigation Zone Reference Group*** – Mayor (or Delegate) and the General Manager.
8. ***NSW Police Community Safety Precinct meetings*** - All Councillors.
9. ***Warren Liquor Accord*** – 1 Councillor (Chair), General Manager (Secretary).
10. ***Warren Health Action Committee*** – 1 Councillor.
11. ***Mining and Energy Related Councils*** – 1 Councillor and the General Manager.
12. ***Central-West Renewable Energy Zone*** – 1 Councillor and the General Manager.
13. ***Country Mayors Association*** – Mayor (or Delegate) and the General Manager.

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**ITEM 2**

**DELEGATION OF AUTHORITY TO THE MAYOR**

**(C14-2)**

**RECOMMENDATION**

That Council issue the following Delegations to the Mayor under the Local Government Act 1993:

1. To carry out any function conferred on and duty imposed on the Mayor under any Act or Regulation.
2. To carry out the general supervision, control and direction of the General Manager.
3. To affix the Common Seal of Council in conjunction with the General Manager or another Councillor to any necessary document pursuant to or consequent upon any decision of Council.
4. To respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of Council.
5. To approve attendance by elected members at conferences, seminars and congresses but such must be within budget provisions.
6. To authorise urgent works up to an amount of \$20,000.00.
7. To issues references under Council letterhead.
8. To promote the area of Council through representations, delegations, functions and personal approaches.
9. To provide civic receptions as deemed appropriate.
10. To invite any group or individual to address any Committee or Council Meeting.
11. To authorise release of Council plant and other resources to assist fire fighting and emergency work.

**PURPOSE**

The Local Government Act 1993 s380 requires Council to review the delegations issued to the Mayor within the first 12 months of the new term of the Council. This new term will commence following the December 2021 election.

**BACKGROUND**

Review of Delegations is a requirement of the Local Government Act 1993.

**REPORT**

To ensure that a Council can function, pay its bills and undertake staffing etc, delegations are issued to the Mayor under various Acts and legislation.

The role that the Mayor has between meetings requires approval of Council. The Mayor has an ability to function under the Local Government Act 1993 but, must report back to the Council. The delegations fine tune these functions.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Financial and resource delegations are included. There are no financial costs associated with Council issuing delegations.

**LEGAL IMPLICATIONS**

Council cannot function as a business unless delegations are made to the role of the Mayor similarly requires delegations to be able to represent Council.

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ITEM 2

DELEGATION OF AUTHORITY TO THE MAYOR

CONTINUED

**RISK IMPLICATIONS**

Council should review the delegations made to the Mayor following an election to ensure that these delegations remain relevant and that Council can continue to function as required by law.

**STAKEHOLDER CONSULTATION**

N/A

**OPTIONS**

Council may wish to review its delegations prior to approval with the knowledge that some actions may not be able to be undertaken as a business between meetings. The recommendation is to issue the present delegations.

**CONCLUSION**

Appropriate Delegations should be issued to the Mayor.

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

5.2.2 Timely and accurate reporting for efficient management and accountability

**SUPPORTING INFORMATION /ATTACHMENTS**

**Delegations of Authority to the Mayor**

1. To carry out any function conferred on and duty imposed on the Mayor under any Act or Regulation.
2. To carry out the general supervision, control and direction of the General Manager.
3. To affix the Common Seal of Council in conjunction with the General Manager or another Councillor to any necessary document pursuant to or consequent upon any decision of Council.
4. To respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of Council.
5. To approve attendance by elected members at conferences, seminars and congresses but such must be within budget provisions.
6. To authorise urgent works up to an amount of \$20,000.00.
7. To issues references under Council letterhead.
8. To promote the area of Council through representations, delegations, functions and personal approaches.
9. To provide civic receptions as deemed appropriate.
10. To invite any group or individual to address any Committee or Council Meeting.
11. To authorise release of Council plant and other resources to assist fire fighting and emergency work.

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**ITEM 3**

**DELEGATION OF AUTHORITY TO THE DEPUTY MAYOR**

**(C14-2)**

**RECOMMENDATION**

That Council issue the following Delegations to the Deputy Mayor under the Local Government Act 1993:

1. To carry out the statutory functions of the Mayor and exercise the delegations conferred upon the Mayor whenever the Mayor is absent from the Council area or is otherwise unable to carry out their duties.
2. To affix the Common Seal of Council in conjunction with the General Manager or another Councillor to any necessary document pursuant to or consequent upon any decision of Council.
3. To issue references under Council letterhead.

**PURPOSE**

The Local Government Act 1993 s380 requires Council to review the delegations issued to the Deputy Mayor within the first 12 months of the new term of the Council following the December 2021 Election.

**BACKGROUND**

Review of Delegations is a requirement of the Local Government Act 1993.

**REPORT**

To ensure that a Council can function, pay its bills and undertake staffing etc, delegations are issued to the Mayor and Deputy Mayor under various Acts and legislation.

The role that the Deputy Mayor is to replace the Mayor when not available. The Mayor has an ability to function under the Local Government Act 1993 but, must report back to the Council. The delegations fine tune these functions.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Financial and resource delegations are included. There are no financial costs associated with Council issuing delegations.

**LEGAL IMPLICATIONS**

Council cannot function as a business unless delegations are made to the role of the Mayor and Deputy Mayor similarly requires delegations to be able to represent Council.

**RISK IMPLICATIONS**

Council should review the delegations made to the Deputy Mayor following an election to ensure that these delegations remain relevant and that Council can continue to function as required by law.

**STAKEHOLDER CONSULTATION**

N/A

**OPTIONS**

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**ITEM 3**

**DELEGATION OF AUTHORITY TO THE DEPUTY MAYOR**

**CONTINUED**

Council may wish to review its delegations prior to approval with the knowledge that some actions may not be able to be undertaken as a business between meetings. The recommendation is to issue the present delegations.

**CONCLUSION**

Appropriate Delegations should be issued to the Deputy Mayor.

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

5.2.2 Timely and accurate reporting for efficient management and accountability

**SUPPORTING INFORMATION /ATTACHMENTS**

**Delegations of Authority to the Deputy Mayor**

1. To carry out the statutory functions of the Mayor and exercise the delegations conferred upon the Mayor whenever the Mayor is absent from the Council area or is otherwise unable to carry out their duties.
2. To affix the Common Seal of Council in conjunction with the General Manager or another Councillor to any necessary document pursuant to or consequent upon any decision of Council.
3. To issue references under Council letterhead.

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**ITEM 4**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**(S12-25.1)**

**RECOMMENDATION:**

That in accordance with the provisions of Section 377 of the Local Government Act, 1993 Council hereby delegates to the General Manager, Gary John Woodman delegated authority to exercise or perform on behalf of Council the following powers, authorities, duties and functions until the end of this Council Term:-

**A. Council Meeting and Operations**

1. To determine matters which are included in the Business Papers of Council and its Committees, subject to the inclusion of the following items when they arise, namely:
  - (i) reports on matters which cannot be determined under delegated authority;
  - (ii) reports required to be submitted under any Act or Regulation;
  - (iii) matters requiring a determination of Policy;
  - (iv) reports directed by the Council to be submitted;
  - (v) matters essential for the Council's information;
  - (vi) matters requested by the Mayor.
2. To invite a group or individual to address any Council Committee.
3. To lay information, to make application for search warrants, to make complaints, to initiate and carry on any proceedings and to represent Council in any Court on any matter.
4. To affix the Council's Common Seal to documents provided that an attestation is still provided with each affixation of the Seal by the signatures of at least one (1) member of the Council's staff and the Mayor or Deputy Mayor.
5. To respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of Council.

**B. General Administration**

1. To approve recommendations of the Joint Consultative Committee.
2. To disclose Council records in line with the Government Information (Public Access) Act 2009 (GIPA Act) Warren Shire Council Publication Guide in consultation with Council's Public Officer.
3. To enter into Pipeline Agreements with the State Rail Authority or its successor.

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**ITEM 4**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

4. To exercise the power of entry and to authorise other employees of Council to have that power of entry under:
- (a) The provisions of the Local Government Act, 1993 Section 191, 191A, 192 and 193.
  - (b) The provisions of Section 119E of the Environmental Planning and Assessment Act, 1979.
  - (c) The provisions of Section 28 of the Swimming Pools Act, 1992.
  - (d) The provisions of Section 66 of the Rural Fires Act, 1997 (in line with Service Level Agreement).
  - (e) The provisions of Section 37 of the Food Act, 2003.
  - (f) The provisions of Sections 47 and 72 of the Public Health Act, 1991.
  - (g) The provisions of Section 164 of the Roads Act, 1993.
  - (h) The provisions of Section 42 of the Impounding Act, 1993.
  - (i) The provisions of Sections 111 and 196 of the Protection of the Environment Operations Act, 1997
  - (j) The provisions of Sections 43, 44 and 50 of the Noxious Weeds Act, 1993.
  - (k) The provisions of the Companion Animals Act, 1998.
5. To exercise the powers of an authorised officer/person and appoint such persons under:
- (a) The Local Government Act, 1993;
  - (b) The Impounding Act, 1993;
  - (c) The Roads Act, 1993;
  - (d) The Food Act, 2003;
  - (e) The provisions of the Protection of the Environment Operations Act, 1997
  - (f) The Swimming Pools Act, 1992;
  - (g) The Public Health Act, 1991;
  - (h) The Rural Fires Act, 1997 (in line with Service Level Agreement);
  - (i) The Noxious Weeds Act, 1993;
  - (j) The Mines Inspection Act, 1901;
  - (k) The provisions of the Companion Animals Act, 1998;
  - (l) The Environmental Planning and Assessment Act 1979.
6. To give approval to "approved forms" as defined by the Local Government Act, 1993.

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**ITEM 4**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

7. To issue references under Council letterhead.
8. To authorise and undertake any necessary arrangements for the attendance of practical, technical and professional staff at any relevant course, seminar, congress meeting and conference but such approved attendance must be within budget limitations.
9. To approve annual, sick, long service, special leave and leave without pay for Council employees.

**C. Finance**

1. To designate an employee of Council as the responsible accounting officer in accordance with Part 9 of the Local Government (General) Regulation, 2005.
2. To declare each parcel of rateable land in the Warren Shire Council area to be within one or other of the following categories:-
  - farm land
  - residential
  - mining
  - business
3. To accept payment of rates and charges due and payable by a person in accordance with an agreement made with the person and to write off or reduce interest accrued on rates or charges if the person complies with the agreement.
4. To write off accrued interest on rates or charges payable by a person if the person is unable to pay the accrued interest for reasons beyond the person's control or where payment of the accrued interest would cause that person extreme hardship.
5. To invest money in accordance with Section 625 of the Local Government Act, 1993.
6. To approve reimbursement for shortages in the Cashier's tray up to \$500 in any one case.
7. To approve the submission of tenders, quotations and estimates for private works.
8. To authorise the refund of fees in total or in part in respect of applications either refused by Council or withdrawn by the applicant.
9. To authorise the release of any bond or bank guarantee where the required works or services have been completed in accordance with approvals granted by Council.
10. To require the lodgement of a cleaning deposit for the hiring of Council's parks, ovals, sporting facilities or buildings.

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**ITEM 4**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

11. To prepare and lodge applications for the payment of a Library Subsidy in accordance with Section 13 of the Library Act, 1939.
12. To authorise expenditure of Council for works and services required in accordance with the adopted annual budget of Council up to a maximum of \$250,000.
13. To initiate, negotiate and authorise royalty agreements on Council's behalf with local landholders for the acquisition of resources in the performance of Council's works programme.
14. To engage (or dismiss) contractors on an hourly, daily, weekly or monthly basis for works in accordance with Council's Work Programme.
15. To authorise the hire of Council's plant and resources for private works at comprehensive hire rates or at suitably negotiated rates.
16. To write off accrued interest on rates and charges payable by a ratepayer who is paying by instalments in accordance with the provisions relating to the annual rate levy, Council's policy.
17. To destroy Council records in accordance with the provisions of the State Records Act 1998 (NSW).
18. To expend Council's maintenance votes in accordance with, and subject to the limits as adopted by Council in the annual budget.

**D. Roads**

1. To close roads and bridges temporarily or impose load limits subject to the provisions of the Roads Act, 1993, for repair or construction when necessary.
2. To approve applications for permission to open streets, subject to the proviso that applications received from private individuals (other than from State and Commonwealth authorities) shall not be approved until the cost of reinstatement has been paid in full.
3. To deal with all matters relating to the alteration or deletion of easements or restrictions as to use pursuant to Section 88 (B) of the Conveyancing Act.
4. To issue approvals for structures on footways pursuant to Sections 125 and 126 of the Roads Act, 1993.
5. To give direction to remove obstructions or encroachments on public road pursuant to Section 107 of the Roads Act, 1993.
6. To approve ramp and gate installations in accordance with Council policy.

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**ITEM 4**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

7. To approve the movement of stock, machinery or any other materials along or across any Council controlled road or through any built up area of the Shire, subject to any provisions of the Roads Act, 1993.

**E. Town Planning/Building Control**

1. To determine the amount of any bond required to be lodged by developers as security for completion of works.
2. To exercise Council's power under Section 54 of the Environmental Planning Assessment Act to commence the preparation of a draft Local Environmental Plan and a Draft Development Control Plan.
3. To issue or serve approvals and orders under the provisions of Chapter 7 of the Local Government Act, 1993 and regulations thereunder including the extension, renewal, modification and revocation of any approval granted.
4. To implement Regulation 157c of the Construction Safety Act relating to Amusement Devices.
5. To implement the provisions of the Environmental Restoration and Rehabilitation Trust Act, 1990 as an authorised delegate under such Act.
6. To consider and determine objections and seek the concurrence of the Director-General of the Division of Local Government in relation to such objections under Section 82 of the Local Government Act, 1993.
7. To approve the re-location and re-positioning of buildings.
8. To approve the classification or re-classification of buildings under the provisions of the Local Government (General) Regulations, 2005 and the issue of appropriate certificates and statements.
9. To approve or refuse the issue of Building Certificates pursuant to Section 149D of the Environmental Planning and Assessment Act, 1979 as amended.
10. To authorise the service of orders on owners, builders or other persons to correct any breach of any approval or defects in buildings and structures.
11. To approve unconditionally or subject to conditions or refuse applications received in respect to the construction of fences, advertising signs and street banners.
12. To approve, subject to the payment of fees fixed by Council from time to time and pursuant to Section 68 of the Local Government Act, 1993 the erection of hoardings on footpaths.

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**ITEM 4**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

13. To consider the applications and to issue unconditionally or subject to conditions or refuse applications for the occupation of caravans or other temporary accommodation on building sites.
14. To grant or refuse the extension/renewal of building approvals issued by Council.
15. To approve the variation of building lines where such variation is of a minor significance.
16. To accept or reject certifications submitted under Section 93 of the Local Government Act, 1993.
17. To approve Development Applications for all developments/classes of buildings where no substantial community objection is registered.
18. To refuse Development Applications that do not comply with legislation, Council's LEP or DCP.
19. To authorise, where appropriate, the determination of Land and Environment Court matters by an Assessor of the Court.
20. To grant a departure from a development standard pursuant to the various Development Control Plans where that provision is available and where such departure is considered to be in accordance with the overall aims and objectives of the relevant plan.
21. To serve any notices or orders or intention of any notice or order under the provisions of the Local Government Act and Regulations, Environmental Offences and Penalties Act and Regulations, Public Health Act and Regulations, Food Act and Regulations, Protection of the Environment Act, 1997 and regulations.
22. Pursuant to any delegation from the Director-General of the Department of Health to issue clean up notices under Section 51 of the Food Act, 1989.
23. Pursuant to any delegation from the Director-General of the Department of Health to serve Orders for Closure under Section 52 of the Food Act, 1989.
24. To approve or refuse applications for the installation of waste treatment devices and human waste storage facilities under Section 68 of the Local Government Act, 1993.
25. To issue Undertaker and Mortuary approvals pursuant to Section 68 of the Local Government Act, 1993.
26. To authorise the carrying out of work by Council pursuant to Section 678 of the Local Government Act, 1993.
27. To reject applications for approval pursuant to Section 85 of the Local Government Act, 1993.

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**ITEM 4**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

**F. BUSHFIRE/EMERGENCY SERVICES**

1. To authorise the release of Council plant and other resources to assist fire fighting and emergency work.
2. To authorise the use of Council resources to support the Warren Local Emergency Management Committee, Warren Local Emergency Operations Controller or Warren State Emergency Service Local Controller.
3. To authorise the use of Council's resources and exercise the powers conferred under Section 36 of the Environmentally Hazardous Chemicals Act, 1985.
4. To make Council appointments to the Warren Local Emergency Management Committee pursuant to the State Emergency Rescue and Management Act, 1989.

**G. Impounding/Stock Control/Saleyards**

1. To appoint Impounding Officers and authorised persons to impound and/or destroy certain animals and articles pursuant to the Impounding Act, 1993.
2. To implement the provisions of the Companion Animals Act 1999 and regulations and serve any notice for breaches of the subject Act and Regulations.
3. To issue any temporary grazing permits for public roads or for any Council controlled lands in accordance with Council's policy on this matter, or any other appropriate State or Federal legislation or any reasonable conditions of approval as determined by the General Manager.

**H. Miscellaneous Operational Matters**

1. To determine applications for use of public roads for walkathons, charitable collections, motorcar trials, bicycle races and the like where the involvement of the Warren Local Traffic Committee is not specifically required.
2. To determine the conditions of use of Council's parks gardens and reserves and other places in accordance with section 632 of the Local Government Act, 1993.
3. To vary the dates of opening and closing of the Warren Pool Complex.
4. To impose and enforce any necessary restrictions to the water supplies of Warren, Nevertire and Collie.
5. To issue pavement concessions for aircraft wishing to use the Warren Aerodrome in accordance with the guidelines issued by the Department of Transport.

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**ITEM 4**

**DELEGATION OF AUTHORITY TO THE GENERAL MANAGER**

**CONTINUED**

6. In consultation with the Mayor the authority to approve or refuse applications for mineral explorations throughout the Shire unconditionally or subject to any appropriate conditions.
7. To approve the free utilisation of Council plant and equipment to charitable, service, voluntary and community organisations within the Shire in accordance with Council's Policy.
8. To issue NOTAMS advices to the CASA in accordance with appropriate legislative requirements.

**PURPOSE**

Council's General Manager's Delegations currently extends to the 11th January 2022 or the date of the first Council Meeting date of the new Council. There is now a need in accordance with the Section 377 of the Local Government Act 1993 to provide new delegations to the General Manager.

**BACKGROUND**

The provisions of Local Government Act state:

***"377 General power of the council to delegate***

- (1) *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following:*
  - (a) *the appointment of a general manager,*
  - (b) *the making of a rate,*
  - (c) *a determination under section 549 as to the levying of a rate,*
  - (d) *the making of a charge,*
  - (e) *the fixing of a fee,*
  - (f) *the borrowing of money,*
  - (g) *the voting of money for expenditure on its works, services or operations,*
  - (h) *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
  - (i) *the acceptance of tenders to provide services currently provided by members of staff of the council,*
  - (j) *the adoption of an operational plan under section 405,*
  - (k) *the adoption of a financial statement included in an annual financial report,*
  - (l) *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
  - (m) *the fixing of an amount or rate for the carrying out by the council of work on private land,*
  - (n) *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
  - (o) *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the [Environmental Planning and Assessment Act 1979](#),*

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**ITEM 4                      DELEGATION OF AUTHORITY TO THE GENERAL MANAGER                      CONTINUED**

- (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*
- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
- (r) a decision under section 234 to grant leave of absence to the holder of a civic office,*
- (s) the making of an application, or the giving of a notice, to the Governor or Minister,*
- (t) this power of delegation,*
- (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.*

*(1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:*

- (a) the financial assistance is part of a specified program, and*
- (b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
- (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
- (d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.*

*(2) A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council."*

**REPORT**

That in accordance with the provisions of Section 377 of the Local Government Act, 1993 Council is required to delegate to the General Manager delegated authority to exercise or perform on behalf of Council the powers, authorities, duties and functions required of this position.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

Nil.

**OPTIONS**

Nil.

**CONCLUSION**

Delegations of Authority are required for the General Manager.

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**ITEM 4                      DELEGATION OF AUTHORITY TO THE GENERAL MANAGER                      CONTINUED**

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

5.2.2    Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

**Delegations of Authority to the General Manager**

**A.    Council Meeting and Operations**

1.    To determine matters which are included in the Business Papers of Council and its Committees, subject to the inclusion of the following items when they arise, namely:
  - (i)    reports on matters which cannot be determined under delegated authority;
  - (ii)    reports required to be submitted under any Act or Regulation;
  - (iii)    matters requiring a determination of Policy;
  - (iv)    reports directed by the Council to be submitted;
  - (v)    matters essential for the Council's information;
  - (vi)    matters requested by the Mayor.
2.    To invite a group or individual to address any Council Committee.
3.    To lay information, to make application for search warrants, to make complaints, to initiate and carry on any proceedings and to represent Council in any Court on any matter.
4.    To affix the Council's Common Seal to documents provided that an attestation is still provided with each affixation of the Seal by the signatures of at least one (1) member of the Council's staff and the Mayor or Deputy Mayor.
5.    To respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of Council.

**B.    General Administration**

1.    To approve recommendations of the Joint Consultative Committee.
2.    To disclose Council records in line with the Government Information (Public Access) Act 2009 (GIPA Act) Warren Shire Council Publication Guide in consultation with Council's Public Officer.
3.    To enter into Pipeline Agreements with the State Rail Authority or its successor.

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**ITEM 4                    DELEGATION OF AUTHORITY TO THE GENERAL MANAGER                    (S12-25.1)**

4. To exercise the power of entry and to authorise other employees of Council to have that power of entry under:
- (a) The provisions of the Local Government Act, 1993 Section 191, 191A, 192 and 193.
  - (b) The provisions of Section 119E of the Environmental Planning and Assessment Act, 1979.
  - (c) The provisions of Section 28 of the Swimming Pools Act, 1992.
  - (d) The provisions of Section 66 of the Rural Fires Act, 1997 (in line with Service Level Agreement).
  - (e) The provisions of Section 37 of the Food Act, 2003.
  - (f) The provisions of Sections 47 and 72 of the Public Health Act, 1991.
  - (g) The provisions of Section 164 of the Roads Act, 1993.
  - (h) The provisions of Section 42 of the Impounding Act, 1993.
  - (i) The provisions of Sections 111 and 196 of the Protection of the Environment Operations Act, 1997
  - (j) The provisions of Sections 43, 44 and 50 of the Noxious Weeds Act, 1993.
  - (k) The provisions of the Companion Animals Act, 1998.
5. To exercise the powers of an authorised officer/person and appoint such persons under:
- (a) The Local Government Act, 1993;
  - (b) The Impounding Act, 1993;
  - (c) The Roads Act, 1993;
  - (d) The Food Act, 2003;
  - (e) The provisions of the Protection of the Environment Operations Act, 1997
  - (f) The Swimming Pools Act, 1992;
  - (g) The Public Health Act, 1991;
  - (h) The Rural Fires Act, 1997 (in line with Service Level Agreement);
  - (i) The Noxious Weeds Act, 1993;
  - (j) The Mines Inspection Act, 1901;
  - (k) The provisions of the Companion Animals Act, 1998;
  - (l) The Environmental Planning and Assessment Act 1979.
6. To give approval to "approved forms" as defined by the Local Government Act, 1993.

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**ITEM 4                    DELEGATION OF AUTHORITY TO THE GENERAL MANAGER                    CONTINUED**

7. To issue references under Council letterhead.
8. To authorise and undertake any necessary arrangements for the attendance of practical, technical and professional staff at any relevant course, seminar, congress meeting and conference but such approved attendance must be within budget limitations.
9. To approve annual, sick, long service, special leave and leave without pay for Council employees.

**C. Finance**

1. To designate an employee of Council as the responsible accounting officer in accordance with Part 9 of the Local Government (General) Regulation, 2005.
2. To declare each parcel of rateable land in the Warren Shire Council area to be within one or other of the following categories:-
  - farm land
  - residential
  - mining
  - business
3. To accept payment of rates and charges due and payable by a person in accordance with an agreement made with the person and to write off or reduce interest accrued on rates or charges if the person complies with the agreement.
4. To write off accrued interest on rates or charges payable by a person if the person is unable to pay the accrued interest for reasons beyond the person's control or where payment of the accrued interest would cause that person extreme hardship.
5. To invest money in accordance with Section 625 of the Local Government Act, 1993.
6. To approve reimbursement for shortages in the Cashier's tray up to \$500 in any one case.
7. To approve the submission of tenders, quotations and estimates for private works.
8. To authorise the refund of fees in total or in part in respect of applications either refused by Council or withdrawn by the applicant.
9. To authorise the release of any bond or bank guarantee where the required works or services have been completed in accordance with approvals granted by Council.
10. To require the lodgement of a cleaning deposit for the hiring of Council's parks, ovals, sporting facilities or buildings.

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**ITEM 4                      DELEGATION OF AUTHORITY TO THE GENERAL MANAGER                      CONTINUED**

11. To prepare and lodge applications for the payment of a Library Subsidy in accordance with Section 13 of the Library Act, 1939.
12. To authorise expenditure of Council for works and services required in accordance with the adopted annual budget of Council up to a maximum of \$250,000.
13. To initiate, negotiate and authorise royalty agreements on Council's behalf with local landholders for the acquisition of resources in the performance of Council's works programme.
14. To engage (or dismiss) contractors on an hourly, daily, weekly or monthly basis for works in accordance with Council's Work Programme.
15. To authorise the hire of Council's plant and resources for private works at comprehensive hire rates or at suitably negotiated rates.
16. To write off accrued interest on rates and charges payable by a ratepayer who is paying by instalments in accordance with the provisions relating to the annual rate levy, Council's policy.
17. To destroy Council records in accordance with the provisions of the State Records Act 1998 (NSW).
18. To expend Council's maintenance votes in accordance with, and subject to the limits as adopted by Council in the annual budget.

**D. Roads**

1. To close roads and bridges temporarily or impose load limits subject to the provisions of the Roads Act, 1993, for repair or construction when necessary.
2. To approve applications for permission to open streets, subject to the proviso that applications received from private individuals (other than from State and Commonwealth authorities) shall not be approved until the cost of reinstatement has been paid in full.
3. To deal with all matters relating to the alteration or deletion of easements or restrictions as to use pursuant to Section 88 (B) of the Conveyancing Act.
4. To issue approvals for structures on footways pursuant to Sections 125 and 126 of the Roads Act, 1993.
5. To give direction to remove obstructions or encroachments on public road pursuant to Section 107 of the Roads Act, 1993.
6. To approve ramp and gate installations in accordance with Council policy.

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**ITEM 4                    DELEGATION OF AUTHORITY TO THE GENERAL MANAGER                    CONTINUED**

7. To approve the movement of stock, machinery or any other materials along or across any Council controlled road or through any built up area of the Shire, subject to any provisions of the Roads Act, 1993.

**E. Town Planning/Building Control**

1. To determine the amount of any bond required to be lodged by developers as security for completion of works.
2. To exercise Council's power under Section 54 of the Environmental Planning Assessment Act to commence the preparation of a draft Local Environmental Plan and a Draft Development Control Plan.
3. To issue or serve approvals and orders under the provisions of Chapter 7 of the Local Government Act, 1993 and regulations thereunder including the extension, renewal, modification and revocation of any approval granted.
4. To implement Regulation 157c of the Construction Safety Act relating to Amusement Devices.
5. To implement the provisions of the Environmental Restoration and Rehabilitation Trust Act, 1990 as an authorised delegate under such Act.
6. To consider and determine objections and seek the concurrence of the Director-General of the Division of Local Government in relation to such objections under Section 82 of the Local Government Act, 1993.
7. To approve the re-location and re-positioning of buildings.
8. To approve the classification or re-classification of buildings under the provisions of the Local Government (General) Regulations, 2005 and the issue of appropriate certificates and statements.
9. To approve or refuse the issue of Building Certificates pursuant to Section 149D of the Environmental Planning and Assessment Act, 1979 as amended.
10. To authorise the service of orders on owners, builders or other persons to correct any breach of any approval or defects in buildings and structures.
11. To approve unconditionally or subject to conditions or refuse applications received in respect to the construction of fences, advertising signs and street banners.
12. To approve, subject to the payment of fees fixed by Council from time to time and pursuant to Section 68 of the Local Government Act, 1993 the erection of hoardings on footpaths.

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**ITEM 4                    DELEGATION OF AUTHORITY TO THE GENERAL MANAGER                    CONTINUED**

13. To consider the applications and to issue unconditionally or subject to conditions or refuse applications for the occupation of caravans or other temporary accommodation on building sites.
14. To grant or refuse the extension/renewal of building approvals issued by Council.
15. To approve the variation of building lines where such variation is of a minor significance.
16. To accept or reject certifications submitted under Section 93 of the Local Government Act, 1993.
17. To approve Development Applications for all developments/classes of buildings where no substantial community objection is registered.
18. To refuse Development Applications that do not comply with legislation, Council's LEP or DCP.
19. To authorise, where appropriate, the determination of Land and Environment Court matters by an Assessor of the Court.
20. To grant a departure from a development standard pursuant to the various Development Control Plans where that provision is available and where such departure is considered to be in accordance with the overall aims and objectives of the relevant plan.
21. To serve any notices or orders or intention of any notice or order under the provisions of the Local Government Act and Regulations, Environmental Offences and Penalties Act and Regulations, Public Health Act and Regulations, Food Act and Regulations, Protection of the Environment Act, 1997 and regulations.
22. Pursuant to any delegation from the Director-General of the Department of Health to issue clean up notices under Section 51 of the Food Act, 1989.
23. Pursuant to any delegation from the Director-General of the Department of Health to serve Orders for Closure under Section 52 of the Food Act, 1989.
24. To approve or refuse applications for the installation of waste treatment devices and human waste storage facilities under Section 68 of the Local Government Act, 1993.
25. To issue Undertaker and Mortuary approvals pursuant to Section 68 of the Local Government Act, 1993.
26. To authorise the carrying out of work by Council pursuant to Section 678 of the Local Government Act, 1993.
27. To reject applications for approval pursuant to Section 85 of the Local Government Act, 1993.

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**ITEM 4                    DELEGATION OF AUTHORITY TO THE GENERAL MANAGER                    CONTINUED**

**F.     BUSHFIRE/EMERGENCY SERVICES**

1.     To authorise the release of Council plant and other resources to assist fire fighting and emergency work.
2.     To authorise the use of Council resources to support the Warren Local Emergency Management Committee, Warren Local Emergency Operations Controller or Warren State Emergency Service Local Controller.
3.     To authorise the use of Council's resources and exercise the powers conferred under Section 36 of the Environmentally Hazardous Chemicals Act, 1985.
4.     To make Council appointments to the Warren Local Emergency Management Committee pursuant to the State Emergency Rescue and Management Act, 1989.

**G.     Impounding/Stock Control/Saleyards**

1.     To appoint Impounding Officers and authorised persons to impound and/or destroy certain animals and articles pursuant to the Impounding Act, 1993.
2.     To implement the provisions of the Companion Animals Act 1999 and regulations and serve any notice for breaches of the subject Act and Regulations.
3.     To issue any temporary grazing permits for public roads or for any Council controlled lands in accordance with Council's policy on this matter, or any other appropriate State or Federal legislation or any reasonable conditions of approval as determined by the General Manager.

**H.     Miscellaneous Operational Matters**

1.     To determine applications for use of public roads for walkathons, charitable collections, motorcar trials, bicycle races and the like where the involvement of the Warren Local Traffic Committee is not specifically required.
2.     To determine the conditions of use of Council's parks gardens and reserves and other places in accordance with section 632 of the Local Government Act, 1993.
3.     To vary the dates of opening and closing of the Warren Pool Complex.
4.     To impose and enforce any necessary restrictions to the water supplies of Warren, Nevertire and Collie.
5.     To issue pavement concessions for aircraft wishing to use the Warren Aerodrome in accordance with the guidelines issued by the Department of Transport.

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**ITEM 4                    DELEGATION OF AUTHORITY TO THE GENERAL MANAGER                    CONTINUED**

6. In consultation with the Mayor the authority to approve or refuse applications for mineral explorations throughout the Shire unconditionally or subject to any appropriate conditions.
  
7. To approve the free utilisation of Council plant and equipment to charitable, service, voluntary and community organisations within the Shire in accordance with Council's Policy.
  
8. To issue NOTAMS advices to the CASA in accordance with appropriate legislative requirements.

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**ITEM 5**

**MEETING DATES, TIMES AND ORDER OF BUSINESS**

**(C14-2)**

**RECOMMENDATION** that:

1. Council adopt the meeting dates and location as listed with the commencement time of 8.30 am:

Thursday	24th February 2022	Warren
Thursday	24th March 2022	Warren
Thursday	28th April 2022	Warren
Thursday	26th May 2022	Warren
Thursday	23rd June 2022	Warren
Thursday	28th July 2022	Warren
Thursday	25th August 2022	Warren
Thursday	22nd September 2022	Warren
Thursday	27th October 2022	Warren
Thursday	1st December 2022	Warren

2. The Order of Business in accordance with Council's Code of Meeting Practice be as follows:

1. Opening meeting;
2. Apologies and applications for a leave of absence by councillors;
3. Confirmation of minutes;
4. Disclosures of interests;
5. Mayoral minute(s);
6. Reports of committees;
7. Reports to Council;
8. Notices of motions/Questions with notice;
9. Confidential matters; and
10. Conclusion of the meeting.

**PURPOSE**

To set the Council Meeting dates, location and time.

**BACKGROUND**

Council needs to set the future Council Meeting dates at its first meeting to enable the appropriate advertising to the public and co-ordination for the year.

**REPORT**

It has been Council's practice that Council Meetings be held on the fourth Thursday of each month commencing at 8.30 am with no meeting in November and the December meeting being held in the first week.

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**ITEM 5**

**MEETING DATES, TIMES AND ORDER OF BUSINESS**

**CONTINUED**

Previously where practical, the May meeting each year was held out of Warren at Collie and Nevertire on a rotational basis.

From the 14th December 2019 all Council's are required to webcast meetings on their websites. Accordingly, it is now not practical to hold Council Meetings outside of Warren away from using Council's Lifesize recording system using the internet.

Instead of having out of Warren Council Meetings, it is believed that Committees such as the Roads Committee, Sporting Facilities Committee and the Town Improvement Committee can be used to ensure that there is appropriate community consultation and feedback on relevant issues.

**(a) Meeting Dates and Times**

The proposed dates for Council Meetings up to December 2022 are as follows:

Thursday	24th February 2022	Warren
Thursday	24th March 2022	Warren
Thursday	28th April 2022	Warren
Thursday	26th May 2022	Warren
Thursday	23rd June 2022	Warren
Thursday	28th July 2023	Warren
Thursday	25th August 2022	Warren
Thursday	22nd September 2022	Warren
Thursday	27th October 2022	Warren
Thursday	1st December 2022	Warren

However, such dates can be altered when:

- Any Ordinary Meeting for good and sufficient reason may be altered by resolution by Council at any preceding Ordinary Meeting.
- The provisions of the Local Government Act 1993 require the date to be altered.

**(b) Order of Business in accordance with Council's Code of Meeting Practice.**

The general order of business for an Ordinary Meeting of the Council shall be:

1. Opening meeting;
2. Apologies and applications for a leave of absence by councillors;
3. Confirmation of minutes;
4. Disclosures of interests;
5. Mayoral minute(s);
6. Reports of committees;

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**ITEM 5                      MEETING DATES, TIMES AND ORDER OF BUSINESS                      (C14-2)**

7. Reports to Council;
8. Notices of motions/Questions with notice;
9. Confidential matters; and
10. Conclusion of the meeting.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Section 365 of the Local Government Act 1993.

**RISK IMPLICATIONS**

Council must meet at least 10 times per year, each time in a different month.

**STAKEHOLDER CONSULTATION**

N/A

**OPTIONS**

Council shall by resolution, set the frequency, time, date and place of its Ordinary Meetings. In accordance with the Code of Meeting Practice Council Meetings are to be held on the fourth Thursday of each month commencing at 8.30 am with no meeting in November and the December meeting being held in the first week of the month.

**CONCLUSION**

It is recommended that Council hold its Ordinary Meetings at Warren on the fourth Thursday of each month commencing at 8.30 am with no meeting in November and the December meeting being held in the first week of the month.

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

- 5.1.3 Promote timely and quality dissemination of information to the community.
- 5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

Nil.

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**ITEM 6 OATH OR AFFIRMATION OF OFFICE**

**(C14-5.2)**

**RECOMMENDATION**

That:

1. The information be received and noted; and
2. The taking of the oath or affirmation of office by Councillors be formally recorded.

**PURPOSE**

To provide details to Councillors for the taking of the oath or affirmation of office and to outline the legislative requirement, and ensure that a formal record of Councillors taking their oath or affirmation is kept.

**BACKGROUND**

The Local Government Act 1993 requires, Councillors (including Mayors) to take an oath or affirmation of office. It is proposed that all Councillors will take their oath or affirmation at the commencement of this meeting. This has been scheduled for 8.30 am.

Where possible, new Councillors families have been invited to this meeting to see their loved one undertake the oath or affirmation.

I will verbally advise Council of any Councillors who have had to undertake their oath or affirmation outside this Council Meeting.

**REPORT**

**What the Act requires**

- Oaths or affirmations of office must be taken by each Councillor at or before the first meeting of the Council after being elected.
- Each Council will need to make arrangements for the oath or affirmation to be taken by each Councillor at the first meeting of a newly-elected Council or at a newly-elected Councillor's first meeting following a by-election.
- Councillors should be made aware of this requirement prior to the first meeting of a newly-elected council or the newly-elected Councillor's first meeting following a by-election.
- An oath or affirmation should be taken by each Councillor as the first item of business for the meeting.
- The General Manager must ensure that a record is kept of the taking of the oath or affirmation. This can be done by way of a signed statement containing the oath or affirmation or by recording the taking of the oath or affirmation by each Councillor in the minutes of the Council meeting.
- If the Councillor is unable to attend the first Council meeting, he or she may take the oath or affirmation of office at another location in front of the General Manager.
- The oath or affirmation of office may also be taken before an Australian legal practitioner or a Justice of the Peace.
- The taking of the oath or affirmation outside a Council Meeting must be publicly recorded by the Council.

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**ITEM 6**

**OATH OR AFFIRMATION OF OFFICE**

**CONTINUED**

Where an oath or affirmation is taken outside a Council Meeting, a Council staff member should also be present to ensure that an accurate record can be kept by the Council.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Section 233a of the Local Government Act 1993.

**RISK IMPLICATIONS**

Councillors are not official Councillors until they have undertaken the oath or affirmation.

**STAKEHOLDER CONSULTATION**

N/A

**OPTIONS**

There is no other option available.

**CONCLUSION**

It is appropriate that the taking of the oath or affirmation is recorded.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

Nil.

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**ITEM 7                    COUNCILLOR VACANCY (LOCAL GOVERNMENT ACT 1993 S291A) REPORT**  
**(C14-2)**

**RECOMMENDATION**

That pursuant to section 291A(1)(b) of the Local Government Act 1993 (the Act) Warren Shire Council declares that casual vacancies occurring in the office of a Councillor within 18 months after the last ordinary election of Councillors for the Council on 4th December 2021 are to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act and directs the General Manager to notify the NSW Electoral Commissioner of the Council's decision within 7 days of the decision.

**PURPOSE**

For Council to consider determining whether to fill casual vacancies occurring in the offices of Councillor in the first 18 months after the election.

**BACKGROUND**

Following the 2021 Local Government Elections, Councils will, for the first time, have the option of using a countback of votes cast at the last ordinary election to fill casual vacancies occurring in the offices of Councillors in the first 18 months after the election.

This will allow Councils to use a countback to fill vacancies at a lower cost than the cost of holding a by-election.

**REPORT**

To exercise the option of using a countback to fill casual vacancies occurring in the first 18 months following the election, Councils must resolve, at their first meeting after the election, to use a countback to fill casual vacancies.

If Councils do not resolve this at the first meeting after the election, they will be required to fill casual vacancies through a by-election.

Where Councils resolve to fill casual vacancies using a countback in the first 18 months of their terms, the General Manager is required under the *Local Government (General) Regulation 2005* (the Regulation) to notify the election manager of the Council's ordinary election of the Council's resolution within 7 days of the resolution.

For all Councils other than Fairfield and Penrith City Councils, the election manager is the NSW Electoral Commissioner.

Countbacks are not available to fill casual vacancies in the office of a Councillor where:

- The Councillor who vacated office was elected at an election using the optional preferential voting system (i.e. elections where only one civic office is required to be filled such as the election of popularly elected mayors), or
- The Councillor was elected at an uncontested election (C Ward where the three (3) Councillors were elected in an uncontested election).

A by-election must be used to fill these vacancies.

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**ITEM 7                    COUNCILLOR VACANCY (LOCAL GOVERNMENT ACT 1993 S291A) REPORT**  
**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

The purpose of attempting to fill vacant Councillor positions by countback is to reduce costs where required.

**LEGAL IMPLICATIONS**

Section 291a of the Local Government Act 1993.

**RISK IMPLICATIONS**

N/A

**STAKEHOLDER CONSULTATION**

N/A

**OPTIONS**

Council doesn't necessarily have to resolve to fill Councillor vacancies with the countback system.

**CONCLUSION**

It is recommended that Council resolve to fill Councillor vacancies with the countback system. The recommendation is in accordance with the example provided by the Post – Election Guide for Councils, County Councils and Joint Organisations 2021 provided by the Office of Local Government.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

Nil.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
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**ITEM 8 COUNCIL ORGANISATIONAL STRUCTURE**

**(S12-1.1)**

**RECOMMENDATION**

That Council adopt the Organisational Structure as detailed within the report.

**PURPOSE**

The purpose of the report is for Council to re-determine the Council Organisational Structure.

**BACKGROUND**

The provisions of the Local Government Act 1993 Section 333 provides for Council to re-determine the Organisational Structure from time to time. It must be re-determined within 12 months after an Ordinary election of Council.

**REPORT**

Council has traditionally, where possible, undertaken most of its works by Council's day labour workforce. This has shown that work can be controlled better and less time is required in preparation of specifications etc. This philosophy is intended to be maintained, but is constantly monitored in accordance with Council's Workforce Plan to ensure that Council is operating efficiently in providing the services it is required to.

Council operates four (4) Departments, namely Executive Office, Engineering Services, Finance and Administration Services and Health and Development Services. The limited resources available require that considerable interaction occur between Departments which enhances a team approach and more effective management.

The only Senior Staff Officer in accordance with the Local Government Act 1993 is the General Manager.

Attached is a copy of the Warren Shire Council Organisational Structure.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The Organisational Structure presented in this report is in accordance with Council's Workforce Plan and changes of resources if required would be in accordance with that Plan and financial constraints.

**LEGAL IMPLICATIONS**

Section 333 of the Local Government Act 1993.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

Nil.

**OPTIONS**

Council does not necessarily need to adopt this Organisational Structure.

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**ITEM 8 COUNCIL ORGANISATIONAL STRUCTURE**

**CONTINUED**

**CONCLUSION**

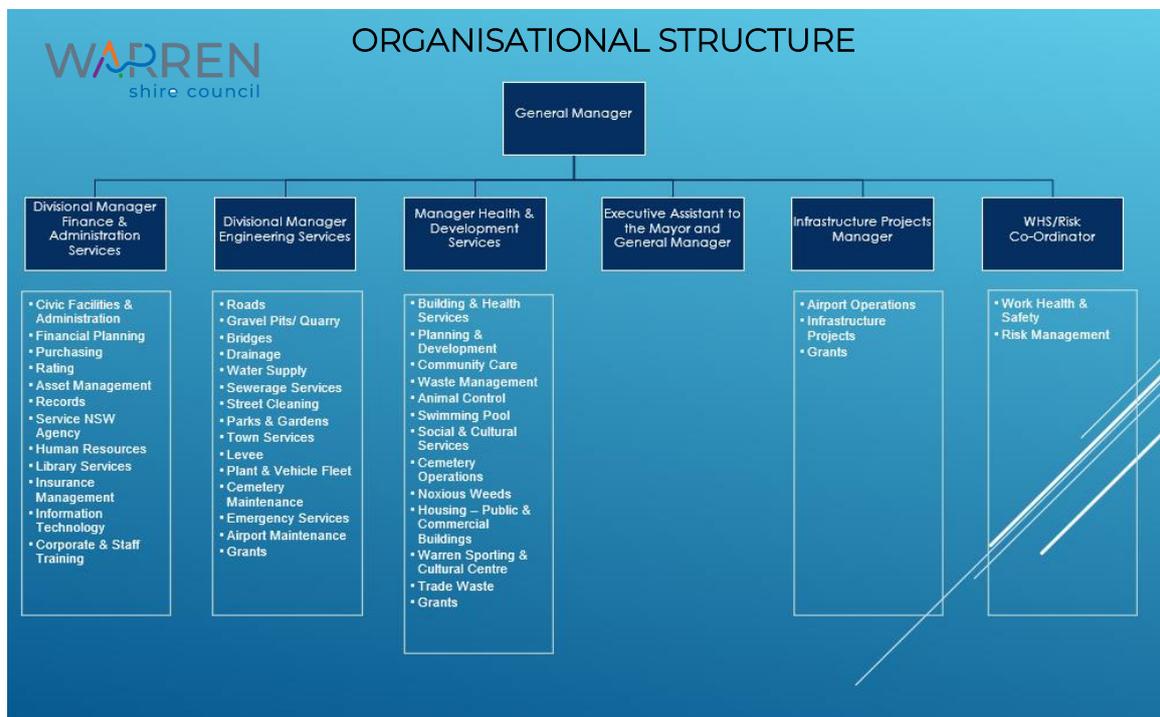
The Organisational Structure detailed and recommended is in accordance with the current Council Workforce Plan.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION /ATTACHMENTS**

Warren Shire Council Organisational Structure January 2022.



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ITEM 9

**OUTSTANDING REPORTS CHECKLIST**

**(C14-7.4)**

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Lobby the Federal and the NSW Governments to include the Nevertire region in the “Black Spot” funding program as a top priority. Briefing Note provided to the Local Member the Hon. Mark Coulton MP at the meeting held by the Mayor and General Manager in Broken Hill 20 April 2021. Now attempting to work with Telstra to improve mobile and internet service at Nevertire. Council has submitted a submission on the Regional Telecommunications Review 2021 that is now available on the relevant Commonwealth Government Department website.
22.7.21	153.7.21	Customer Service Policy	GM	Over the next 12 months detail a Warren Shire Council Service Ethos or similar to ensure there is an appropriate customer service culture throughout the organisation.
26.8.21	183.8.21	LGNSW Special Conference	GM/EA	Arrange for the Mayor, Deputy Mayor, General Manager and up to 1 Councillor to be registered for the LGNSW Special Conference 28 February – 2 March 2022 – registrations in train.
26.8.21	184.8.21	LGNSW Special Conference Motions	MAYOR/ GM	Formulate motions to the LGNSW Special Conference.
28.10.21	230.10.21	Projects/Actions and New Business and Industrial Initiatives	GM/BDF	That the items listed in the Economic Development Committee report be included in the Draft Economic Development Plan as actions with appropriate prioritisation for the future.

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>			<b>Continued</b>	
*28.10.21	233.10.21	LED Sports Lights at Carter Oval, Warren	GM/IPM	Contractor engaged.
28.10.21	233.10.21	Sports lighting of the Carter Oval Soccer Fields	GM/IPM	Council allocate subject to contingencies, the approximate \$307,000 available from the Carter Oval Sports Lighting Budget to the sports lighting of the Carter Oval Soccer Fields in accordance with the Carter Oval Youth Sports Precinct including Warren War Memorial Swimming Pool Draft Masterplan – in progress.
28.10.21	233.10.21	Sports lighting of the Carter Oval Soccer Fields	GM/IPM	An appropriate technical specification and Request for Tender be developed for the provision of the Carter Oval Soccer Fields Sports Lighting and approval be granted to advertise the finalised Request for Tender for the required project – appropriate variation quotation obtained and accepted from contractor in the amount of \$42,739.40 inc. GST to prepare electrical system and switchboard for additional soccer field lighting and appropriate variation quotation obtained and accepted for Australian made poles and 200 LUX LED lighting of the soccer fields in the amount of \$170,528.30 inc. GST - works in progress.

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>		<b>Continued</b>		
28.10.21	240.10.21	Proposed Sale of Lot 2 DP1104089 and Licence of Lot 7007 DP1120699 (Crown Reserve)	GM	Arrange sale and licence in accordance with Council's resolution – matter in progress through purchaser's Solicitor. Matter may be delayed due to an Aboriginal Lands Claim on the Reserve.
28.10.21	241.10.21	Completion of Infrastructure Projects – Warren Airport, Warren CBD Toilet Facility and Lions Park Toilet Facility	DMFA/ GM/IPM	<p>Council allocate \$60,000 from the restricted funds for infrastructure improvement/replacement to the Warren Airport Upgrading Project to allow completion of all necessary works – work in progress.</p> <p>Council allocate \$140,000 from the restricted funds for infrastructure improvement/replacement for the Warren CBD Toilet Facility Project on the basis that the funds will be returned to restricted funds if Council is successful in receiving the NSW Responsible Gambling – Infrastructure Program Grant – work in progress.</p> <p>That Council note and approve the following funding to go towards the Lions Park Toilet Facility Project:</p> <ul style="list-style-type: none"> <li>• Aubrey Dinsdale's bequeath to Council;</li> <li>• Murray Darling Basin Economic Development – Improvement of Regional Structures Grant; and</li> <li>• Contribution from the Warren Lions Club – noted.</li> </ul> <p>Subject to the Warren Lions Club Park</p>

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General Manager			Continued	
				Toilet Facility Council allocate \$52,000 from the restricted funds for infrastructure improvement/replacement for the Lions Park Toilet Facility Project on the basis that the funds will be returned to restricted funds if Council is successful in receiving the NSW Responsible Gambling – Infrastructure Program Grant. Budget needs to be allocated – confirmation request provided to the Warren Lions Club.
2.12.21	258.12.21	Community Feedback – Carter Oval Youth Sports Precinct Including Warren War Memorial Swimming Pool Master Plan	GM/ IPM	Arrange for associated amendments to be made to Master Plan – in progress.
2.12.21	258.12.21	Carter Oval Youth Sports Precinct Including Warren War Memorial Swimming Pool Master Plan	GM/ IPM	Arrange for amended Carter Oval Youth Sports Precinct including Warren War Memorial Swimming Pool Masterplan be endorsed as adopted and uploaded to Council's website.
*2.12.21	259.12.21	Nevertire Water Tower Mural	GM/ TSM	Specification arranged 8th December 2021 for the Nevertire Water Tower Mural using the themes as adopted.
*2.12.21	259.12.21	Public Art on Private Property	GM/ TSM	Specification arranged 9th December 2021 for public art on private property at locations listed and themes as detailed in priority order as budget allows.

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>			<b>Continued</b>	
*2.12.21	267.12.21	EOI Community Membership on the Warren Public Arts Committee	GM	Nominees advised of Council's acceptance of their nominations.
2.12.21	269.12.21	Proposed Sale of Warren Airport Land to MVAS	GM	<ol style="list-style-type: none"> <li>1. Arrange sale of land as detailed within the report – in progress through purchasers solicitor.</li> <li>2. Arrange for the signing of any associated documents under the Seal of Council if required.</li> </ol>
<b>Divisional Manager Finance and Administration</b>				
2.12.21	274.12.21	Sale of Land – Lot 38 DP716354, Lots 59, 60, 61, 62, 63, 64 & 65 DP872884 – Deacon Drive, Warren	DMFA	<ol style="list-style-type: none"> <li>1. Advised the prospective purchaser that Council declined the offer of \$110,000.00 for the purchase, but is open to further negotiations.</li> <li>2. Authority given to the Mayor and/or General Manager to sign all documents should the prospective purchaser wish to proceed with the purchase of all or any of the lots under the current sale prices and Terms of Sale document.</li> </ol>
<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 and a report is to be presented to Council. This project is currently on hold. Waiting on land boundary adjustments between RFS and Local Hotel.

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<b>Divisional Manager Engineering Services</b>			<b>Continued</b>	
27.6.19 3.12.20	129.6.19 256.12.20	Warren Levee Rehabilitation	DMES	Matter is in the hands of Minister Elliot's and Minister Littleproud's offices. It should be recognised that the first submission may not be successful. Second submission provided. There may be a second round or pursue through other flood asset grants if needed. Emergency Plan in place if required. Matter now also with Resilience NSW. Consultant engaged to arrange a further Grant Application through the State Government to the Commonwealth Government.
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	1. Provide a detailed budget for works. Submit plans and documents to Council for consideration and approval. 2. Further investigations are to be undertaken.
24.9.20	214.9.20	REF – New Sewage Treatment Works	IPM	Works in progress. Practical completion 21st November 2021. Waiting for EPA Licence for new STW. Site inspection with Contractor required before issuing a Practical Completion Certificate.
27.5.21	95.5.21	Upgrade of Chlorination system improvements	DMES/ TSM	Council apply for grant funding for Nevertire and Collie chlorination system improvement to best practices level and to include appropriate building facilities at Collie; and If the use of the Warren Groundwater Augmentation

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<b>Divisional Manager Engineering Services</b>			<b>Continued</b>	
				Grant for the provision of Warren chlorination system improvement to best practice level is not possible then a further grant application be made to the relevant authorities for provision of this important infrastructure in Warren.
27.5.21	95.5.21	River Water Pumps at Ellengerah and Oxley Park Reservoirs	DMES/ TSM	Ellengerah pumps delivered. Oxley Park pumps ordered. Project awarded to Ryan Mason Engineering. Works to be completed early 2022. New casings have been fabricated. New pumps have arrived. Materials delayed.
27.5.21	95.5.21	Spare pumps – water and sewage	DMES/ TSM	Gunningba and Nevertire to be upgraded. Spare pump for Wilson Street and Garden Avenue to be purchased. Investigating water pumps. Ongoing. New electrical cabinets expected to be delivered late November 2021. Nevertire and Gunningba Stations to be bypassed to allow the internal refit in early 2022.
27.5.21	95.5.21	Water and Sewerage Telemetry System	DMES/ TSM	Sewer telemetry to be improved as part of the Sewer Pump Station Upgrade. Other areas subject to obtaining grants.
24.6.21	143.6.21	Ewenmar Waste Management Facility	DMES/ MHD/ TSM	Budget amended by a further \$100,000 using the Domestic Waste Restricted funds. Civil works utilising Council day labour and engage local contractors to carry out the other components of the project as required. Installation of

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<b>Divisional Manager Engineering Services</b>			<b>Continued</b>	
				stormwater pipes expected to commence mid January 2022.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Include the list of works as noted in the Warren Town Improvement Committee Meeting 29 <sup>th</sup> June 2021, Item 3 point 1 a-q to the current CBD Upgrade Project in principle – in progress. Further report provided to the November 2021 Town Improvement Committee.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Develop a Community Consultation Program and commence obtaining feedback from business houses and the community – in progress.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Determine an estimated cost for the complete project in conjunction with feedback and negotiated positions for land purchases and report back to a Closed Council Meeting – in progress.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – in progress.
22.7.21	153.7.21	2021-2022 Engineering Services Department Works Program – Town Services Works	TSM/ DMES	Prepare a report for the Water and Sewerage Committee.
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	Arrange for the replacement of light vehicles as per recommendation – Plant 56 – Toyota Hilux Single Cab 2x4 (estimated change-over cost – \$18,000) replace now; Plant 62 – Toyota Hilux Single Cab 2x4 Tipper (estimated change-over cost

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<b>Divisional Manager Engineering Services</b>			<b>Continued</b>	
				<p>– \$18,000) April 2022 for 2022/2023;</p> <p>Plant 236 – Toyota Hilux Extra Cab 2x4 (estimated change-over cost – \$18,000) April 2022 for 2022/2023;</p> <p>Plant 240 – Toyota Aurion (estimated change-over cost – \$22,000) Probably 2022/2023;</p> <p>Plant 241 – Toyota Hilux Single Cab 2x4 (estimated change-over cost – \$13,000) Probably 2022/2023;</p> <p>Plant 242 – Toyota Kluger Wagon (estimated change-over cost – \$10,000) Probably 2022/2023; and Plant 3503 – Toyota Kluger Wagon (estimated change-over cost – \$20,000) replace now.</p>
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	<p>Arrange for the replacement of heavy plant as per recommendation –</p> <p>Plant 15 – Kioti Daedong Tractor (estimated change-over cost - \$30,000);</p> <p>Plant 21 – Tractor John Deere (estimated change-over cost - \$35,000);</p> <p>Plant 1168 – Excavator JCB 8018 (estimated change-over cost - \$15,000);</p> <p>Plant 107 – Isuzu FVZ193A (Dump Truck) (estimated change-over cost - \$225,000) (subject to a further report, see October 2021 Plant Committee Meeting) – Selling only, further resolutions awaiting</p>

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				Continued
				<p>replacement.</p> <p>New Tipping Trailer (estimated cost - \$90,000) (subject to a further report, see October 2021 Plant Committee Meeting) – not applicable, further resolution awaiting replacement.</p> <p>Plant 751 – Pressure cleaner Monsoon 100TR (estimated change-over cost - \$1,000);</p> <p>Plant 774 – Fountain Proline V4 Liquid Marker (estimated change-over cost - \$500);</p> <p>and</p> <p>Plant 112 – Trailer with Kubota ASKA 180B generator (estimated change-over cost - \$5,000).</p>
26.8.21	175.8.21	Warren Road Rehabilitation Segment 28, 30 & 32	DMES	<p>Details of Council's two options being:</p> <ol style="list-style-type: none"> <li>1. The rehabilitation of the 6.20 km section of RR 7515 fully at a cost of \$3.684M; and</li> <li>2. Providing for the expenditure of the initial allocation of \$1.679M have been issued to the Coonamble Shire Council. It has been agreed that a meeting will be held between Coonamble Shire Council representatives and perhaps the State and/or Federal Infrastructure Section to resolve the matter – estimate and project(s) details provided to Coonamble Shire Council. Awaiting decision from Transport for NSW.</li> </ol>

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<b>Divisional Manager Engineering Services</b>			<b>Continued</b>	
28.10.21	226.10.21	Warren Streets Improvements	DMES/ RIM	Arrange for the section of Thomas Sullivan Crescent between Railway Parade and Colley Place to have a 450mm diameter culvert 12.2m long installed within the low-lying section. The low-lying section is to be lifted using an un-certified material on the street and has also a gravel layer applied on the section affected by the installation of the culvert. The gravel layer is the material sourced from the "Minedanna" Quarry in the Bogan Shire. The total estimated cost for the overall work is \$45,300 – work in progress.
28.10.21	226.10.21	Roads Re-Classification	DMES	Arrange for Council to re-submit the previous Roads Re-Classification Application for the Inland Flatland Route as outlined in the previous submission. Consultant engaged to complete application. New due date 28th February 2022.
28.10.21	226.10.21	Roads Re-Classification	DMES	Arrange for Council to have all Regional Roads submitted to be reclassified to State Ownership Status. Consultant engaged to complete application. New due date 28th February 2022.
28.10.21	226.10.21	Kerb and Gutter Works	DMES/ RIM	Program the following required kerb and gutter replacement works in the amount of \$92,767 to be funded from the kerb and

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Divisional Manager Engineering Services			Continued	
				gutter replacement restricted funds:  <b>Priority one (1):</b> Orchard Street, Warren 20.2 metres.  <b>Priority two (2):</b> Readford and Zora Street, Warren 62.4 metres;  Readford and Chester Street, Warren 92.8 metres; and Readford and Bundemar Street, Warren 73 metres.
28.10.21	226.10.21	Fixing Local Roads Program Round 3 Successful Project and Funding Requirements	DMES/ RIM	Due to the unsuccess of certain Fixing Local Roads Round 3 Grant Applications that the 2021/2022 Roads to Recovery Program (Commonwealth), totalling \$655,258 be returned to: <ul style="list-style-type: none"> <li>• Local Roads Bitumen Reseals (\$600,258);</li> <li>• Warren Town Streets Bitumen Reseals (\$55,000) – works in progress.</li> </ul>
*28.10.21	226.10.21	Fixing Local Roads Program Round 3 Successful Project and Funding Requirements	DMES/ RIM	Arranged for \$31,616 from internally restricted reserves funds for Rural Road Bitumen Reseals be allocated to rural road bitumen reseals in 2021/2022 – complete.
28.10.21	226.10.21	Fixing Local Roads Program Round 3 Successful Project and Funding Requirements	DMES/ RIM	Council allocates \$876,160 remaining of the nominally allocated Local Roads and Community Infrastructure Phase 3 funds (Commonwealth) to the Nevertire – Bogan Road Segments 04, 06 Rehabilitation Project with the works to be undertaken in late 2021/2022 and waiting in abeyance for

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<b>Divisional Manager Engineering Services</b>			<b>Continued</b>	
				other funding opportunities if they arise in 2021/2022.
28.10.21	229.10.21	Supply and Delivery of One (1) Motor Grader Tender	DMES/ WC	Accept the tender from WesTrac Pty Ltd of 8 Purvis Street, Dubbo for the supply and delivery of a Caterpillar 140 Motor Grader in accordance with Tender No. C13-69 – Motor Grader for \$419,310 plus GST – equipment ordered, expect delivery late January 2022.
28.10.21	229.10.21	Comparison Plant Replacement for Council Gravel Haulage Fleet	DMES/ WC	A specification defining the requirements of a road train side tipper combination be arranged as follows:  Single Steer Bogie Drive Prime Mover to road train specification with an engine capacity suitable to tow and operate two (2) triaxle side tipping trailers and triaxle road train dolly;  • Triaxle road train dolly; and;  • Two (2) heavy duty bisalloy triaxle side tipping trailers.
28.10.21	229.10.21	Comparison Plant Replacement for Council Gravel Haulage Fleet	DMES/ WC	Arrange the advertising for the supply and delivery of one (1) Bogie Drive Road Train Specification Prime Mover, a triaxle road train dolly and two (2) heavy duty bisalloy triaxle side tipping trailers.
28.10.21	229.10.21	Comparison Plant Replacement for Council Gravel Haulage Fleet	DMES/ WC	Council provide \$624,000 ex GST in the 2021/2022 Heavy Plant Replacement Program for the supply and delivery of one (1) Bogie Drive Road Train Specification Prime Mover, a triaxle road train dolly and (2) heavy duty

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<b>Divisional Manager Engineering Services</b>			<b>Continued</b>	
				bisalloy triaxle side tipping trailers.
28.10.21	229.10.21	Comparison Plant Replacement for Council Gravel Haulage Fleet	DMES/ WC	Council following delivery of the road train side tipping combination sell Plant 107, Plant 31 and Plant 165 for the expected amount of \$85,000 ex GST.
28.10.21	229.10.21	Finalisation of 2021/2022 Heavy Plant Replacement Program	DMES/ WC	The following heavy plant replacement/purchases be included in the 2021/2022 Heavy Plant Replacement Program: <ul style="list-style-type: none"> <li>• \$30,000 new front mounted mower;</li> <li>• \$7,000 for new smaller mowing deck for Plant 70 Iseki Mower and the Village Crew Trailer be upgraded in weight capacity; and</li> <li>• \$190,000 for a new rubber tyred roller gross weight 22.5 tonne.</li> </ul>
28.10.21	229.10.21	Finalisation of 2021/2022 Heavy Plant Replacement Program	DMES/ WC	An investigation be undertaken on the capability and practicality of the purchase in the future of a minimum 3.6m slasher for roadside, airport and outside areas of the racecourse use.
28.10.21	231.10.21	Village Enhancement Plans Works – Extra Projects for Collie, Nevertire, Warren Finalisation (Murray-Darling Basin Economic Development – Improvement of Regional Structures Grant)	DMES/ GM/IPM /TSM/ RIM	That the \$424,288 budget available for further project works be allocated to the list of works presented to the Town Improvement Committee on the 14 <sup>th</sup> October 2021 – works in progress.

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<b>Divisional Manager Engineering Services</b>				<b>Continued</b>
*2.12.21	256.12.21	Warren LEMC – Consequence Management Guides	DMES	NSW Health be made aware of their responsibilities when the lead agency under Consequence Management Guides – letter arranged.
*2.12.21	256.12.21	Warren LEMC	DMES	Arrange for acknowledgement of Les Fowler’s contribution to the community and also his service to NSW RFS – letter arranged.
2.12.21	257.12.21	Town Centre Upgrade	DMES	Committee members to analyse proposals and forward them to the DMES.
2.12.21	257.12.21	Town Centre Upgrade	DMES	Arrange for the amended proposal to go to Community Consultation when completed.
2.12.21	278.12.21	Oxley Park Water Reservoir Infrastructure for Installation of Telecommunications Facilities	DMES	Advise Field Solutions Group of Council’s agreeance and annual fee for the installation of facilities.
<b>Manager Health &amp; Development</b>				
27.2.20	36.2.20	Draft Plans of Management	MHD	<ol style="list-style-type: none"> <li>Categories assigned as detailed in report.</li> <li>Crown Reserves classified identified as operational land.</li> <li>Draft Plans of Management nearing completion.</li> </ol>
26.8.21	172.8.21	Future Grant Projects at the Warren Sporting & Cultural Centre	CM	Pursue funding for: <ol style="list-style-type: none"> <li>Heating &amp; cooling of the indoor court and gym area; and</li> <li>Construction of additional change room / toilet amenities block at Victoria Park.</li> </ol>

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<b>Manager Health &amp; Development</b>				<b>Continued</b>
26.8.21	199.8.21	Construction of Council Houses Lot 58 DP872884 8 Deacon Drive and Lot 52 DP872884 21 Deacon Drive, Warren	MHD	Provide a further report to determine a final direction on the matter. Expect a report will be provided to the February 2022 Council Meeting.
28.10.21	233.10.21	Warren Sporting and Cultural Centre Roof and Guttering	MHD/ CM	That Council allocate \$40,000 from the restricted funds for infrastructure improvement/replacement for the improvement of roof and guttering at the Warren Sporting and Cultural Centre, to prevent the ingress of water into the building. Works listed on VendorPanel, contractor appointed. VendorPanel request complete successful contractor selected and engaged. Works to be completed in February/March 2022.
28.10.21	252.10.21	Proposed Acquisition Notice – Gunningbar Street Nevertire	MHD	<ol style="list-style-type: none"> <li>1. Council proceeds with the compulsory acquisition of the land described as Lot 362 DP1273205 which is bounded by the rear of the old Nevertire School, Gobabla Street and Belernga Street – work in progress,</li> <li>2. Lot 362 DP1273205 for the purpose of dedication of public road “Gunningbar Street” Nevertire in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991, and – noted.</li> <li>3. Council makes an application to the Minister and the Governor for</li> </ol>

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ITEM 9

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health & Development				Continued
				approval to acquire Lot 362 DP1273205 by compulsory process under section 77(2)(b) of the Roads Act 1993.  Proposed Acquisition Notice (PAN) submitted to Crown Lands 24 <sup>th</sup> November 2021. Acknowledgment received. Email sent 16 <sup>th</sup> December 2021 requesting status update. Advised that Crown Lands are completing checks.
2.12.21	258.12.21	Victoria Oval and Oxley Park Plan of Management	MHD	Seek Ministers consent to adopt the Victoria Oval and Oxley Park Plan of Management.  Plan of Management sent to Minister 10 <sup>th</sup> November 2021. Awaiting response.

**RECOMMENDATION:**

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

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**ITEM 10 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>
30.11.21	LEMC Meeting	Warren
01.12.21	LEMC Meeting	Warren
02.12.21	Opening of New Council Community Room and Administration Centre	Warren
02.12.21	Unveiling of the Stafford Street Water Tower Mural	Warren
02.12.21	End of Term Council Function	Warren
03.12.21	LEMC Meeting	Warren
04.12.21	LEMC Meeting	Warren
05.12.21	LEMC Meeting	Warren
07.12.21	LEMC Meeting	Warren
07.12.21	DPIE Region Plan Information Session	Online
08.12.21	Macquarie Flood Mitigation Zone Reference Panel Meeting	Online
08.12.21	LEMC Meeting	Warren
9.12.21	WOW Agency Monthly Meeting	Warren
09.12.21	Roads and Transport Directorate Roads Safety Panel Meeting	Online
9.12.21	LEMC Meeting	Warren
11.12.21	LEMC Meeting	Warren
13.12.21	LEMC Meeting	Warren
14.12.21	MANEX Committee Meeting	Warren
15.12.21	National Recovery and Resilience Agency	Warren
15.12.21	IPWEA NSW & ACT Extra Ordinary Board Meeting	Online
16.12.21	Draft Central West and Orana Regional Transport Plan – Orana Briefing	Online
16.12.21	LG Professionals, NSW GM Meeting	Online
17.12.21	Macquarie Flood Mitigation Zone Reference Panel Meeting	Online
17.12.21	Central-West Orana Regional Energy Strategy	Online
17.12.21	Councillor and Staff Christmas Party	Warren

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**ITEM 10**

**COMMITTEE/DELEGATES MEETINGS**

**CONTINUED**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
19.12.21	Chamber of Commerce AGM	Warren
05.01.22	New Councillor Induction Day	Warren

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
11.01.22	Council Meeting	Warren
28.02.22 – 02.03.22	LGNSW Special Conference	Sydney

**RECOMMENDATION:**

That the information be received and noted.

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WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

C14-7.1, 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:

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Restore the Macquarie Park Cenotaph and flagpole installation. (Funded by Department of Veterans Affairs under the Saluting Their Service Commemorative Grants Program)	6,684	7,069	IPM	Project complete.
Swimming Pool Refurbishment – Carry Over	764,415	867,412	MHD/ IPM	New filtration and disinfection system completed 10th February 2021. Full project inspection undertaken 29th March 2021 to determine Action Plan to finalise project and to formalise a handover and induction to the Pool Manager, Plan now complete.
Warren Airport Upgrade (Drought Stimulus Package Funding – RNIG2-004-NSW DPIE)  Includes \$60,000 allocated from restricted funds for infrastructure improvement/ replacement.	185,741	Nil	IPM	Works for the upgrade of Runway 03/ 21 (Clay, unsurfaced runway), all Aprons and Taxiways, including the sealing of the Taxiway between the sealed runway 09/ 27 and the unsealed runway 03/ 21, drainage works on Taxiways, Aprons and Runway 03/ 21 and line marking as required by the Civil Aviation Safety Authority, (CASA). Works commenced in November 2020. Runway 03/21 Drainage works are 90% complete and unseasonal rain in March and weekly rain since had delayed access for heavy machinery to complete these works. Contractor has now completed works. Further drainage work in Whiteley’s will finalise drainage improvements in early 2022.

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Project	Budget	Expend	Resp	Comment
				<p>Aircraft refuelling system complete.</p> <p>Terminal building frame delivered to site, old Terminal building demolished and removed. Quotations received for the construction of the new Terminal building, all above the budget available. Redesign of the concrete slab required, and re-quoting of construction is being sourced. Final costings being prepared for work to be completed, see report to the October 2021 Council Meeting for further funding. Expect Terminal Building work to be completed by March 2022.</p>
<p>Village Enhancements for Warren, Nevertire and Collie (currently does not include \$395,800 budget provision for Warren Roundabout Reconstruction)</p> <p>(MDB Economic Development Program - Improvement of Regional Structures Grant)</p>	1,254,451	347,632	GM/ IPM/ DMES/ TSM/ RIM	<p>Rescoping has commenced in relation to planting of the final street and park trees in Nevertire and Collie.</p> <p>Works in Warren subject to funding by others of the Warren roundabout reconstruction.</p> <p>Works Program for Project rescoped and programmed by GM, DMES, IPM, TSM and RIM.</p> <p>Reports provided to the Town Improvement Committee 14th October 2021 to finalise Works Program.</p> <p>Kerb, gutter and footpath works in Nevertire underway.</p> <p>New Toilet Block for Noel Waters Oval has been ordered.</p> <p>New seating and bin enclosures have been delivered.</p> <p>New electric BBQ for Nevertire Community Park delivered.</p> <p>Survey completed for new access ramp at Lawson/Readford Streets.</p>
Carter Oval and the Development of the Surrounds Carry Over	761,562	282,727	IPM	<p>Concept Plan - Draft Concept Plan complete – Grant has been approved.</p>

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C14-7.1, G4-1

Project	Budget	Expend	Resp	Comment
(MDB Economic Development Program - Improvement of Regional Structures Grant)			IPM	<p>Public Liaison – ongoing with user groups and the Sporting Facilities Committee.</p> <p>Design Plan – complete. Ready for 28-day Public exhibition, which is now complete.</p> <p>Skate Park – complete.</p> <p>Splash Park complete. Has been commissioned by contractor, Pool Manager has been given an operations handover.</p> <p>Irrigation installed on Carter Oval. Pathways constructed between sports areas. More pathways will be constructed as works continue on the construction of the soccer fields and Junior cricket field. Car parking area to be constructed following completion of cut and fill earthworks. All of these tasks are weather dependent.</p> <p>Little A's, Cricket and Soccer storage facilities have been re-quoted. Development of soccer fields started.</p>
Carter Oval Lighting Project (Drought Communities Extension Program)	274,166	Nil	IPM	<p>Contract signed by both parties. Work commenced December 2021. Appropriate variation quotation obtained and accepted from contractor in the amount of \$42,739.40 inc. GST to prepare electrical system and switchboard for additional soccer field lighting and appropriate variation quotation obtained and accepted for Australian made poles and 200 LUX LED lighting of the soccer fields in the amount of \$170,528.30 inc. GST – works in progress.</p>
Carter Oval Cricket Pitch	5,845	Nil	IPM	<p>Construction of cricket field / turf wicket commenced, to be completed in January 2022, weather dependant.</p>
Cricket Practice Nets (Cricket Legacy Fund)	15,000	Nil	IPM	<p>Works to be programmed. Quotes received and assessed; all quotes are</p>

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Project	Budget	Expend	Resp	Comment
Pathway Sculptures/Art (Drought Communities Extension Program)	24,042	Nil	GM/ IPM	more than budget. To be discussed in regard to availability of funds elsewhere in the project.  First structure completed and located in Victoria Park (Table Tennis Sculpture.) Waiting on further information from Warren and District Arts Council in regard to final structures, and timing.
Warren Showground/ Racecourse Upgrade Project (Regional Sports Infrastructure Fund and \$10,182 from sale of old McCalman Pavilion)	713,020	202,724	IPM	
<ul style="list-style-type: none"> <li>• Polocrosse Fields Upgrade</li> </ul>				Polocrosse Ground Upgrade complete. Polocrosse office/canteen building complete.
<ul style="list-style-type: none"> <li>• Equestrian Arena</li> </ul>				Equestrian Arena - the covered arena construction is complete. Lighting installed. Watering system being quoted. Quotations obtained for supply and installation of kick rails. Working with the Adult Riding Club representatives to ensure project is to the appropriate standard for handover. Sand floor to be re-laid once costings are received from Adult Riding Club for supply of suitable sand.
<ul style="list-style-type: none"> <li>• Camp Draft Facilities,</li> </ul>				Camp draft office/canteen building completed.
<ul style="list-style-type: none"> <li>• Pony Club Cross Country Facilities,</li> </ul>				Contractor engaged to complete improvement works for the Pony Club Cross Country facilities which have been delayed due to Covid and illness of the Contractor. Initial work complete late December 2021.
<ul style="list-style-type: none"> <li>• P &amp; A Shed,</li> </ul>				Complete.

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C14-7.1, G4-1

Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> <li>GBS Falkiner Lounge and Viewing Area,</li> </ul>				GBS Falkiner Lounge and Viewing Area works scoping and program commenced. Disabled toilet has been constructed and male & female toilets upgrade includes ambulant toilet and painting.
<ul style="list-style-type: none"> <li>Replacement of the Showground Ladies Toilets,</li> </ul>				Quotes received, options to be discussed with user groups.
<ul style="list-style-type: none"> <li>Upgrade of the Electrical Facilities including Showies Camping Area, (NSW Showgrounds Stimulus Program Phase 2)</li> </ul>	65,726	46,070	IPM	Stage 1 Electrical switchboards are complete for the “Showies” and the Cattleman’s Camping areas. All other electrical switchboards, wiring and lights have been replaced/updated.
<ul style="list-style-type: none"> <li>Upgrade Electrical Facilities Cattleman’s Camping Area (NSW Showgrounds Stimulus Program Phase 2B)</li> </ul>	50,000	41,918	IPM	Complete (as above).
<ul style="list-style-type: none"> <li>Relocation of Cattle Yards. (NSW Showgrounds Stimulus Program Phase 2B)</li> </ul>	60,000	Nil	IPM	Warren P&A contacted and requested to expedite the design and relocation area and to be discussed with the Showground/ Racecourse Committee. No movement to date.
Warren Showground/ Racecourse Upgrade Project (Showground Stimulus Funding Program Phase 2C) including:				Works program finalised following consultation with User Groups at the Showground/ Racecourse Committee held on the 7th October 2021.
<ul style="list-style-type: none"> <li>Update/Renovate Male &amp; Female Amenities in Cattleman’s &amp; Horse Sports Camping Area</li> </ul>	220,000	14,886	IPM	Scope of Works complete. Quotations obtained for plumbing, fixtures and painting. Initial work commenced December 2021.
<ul style="list-style-type: none"> <li>Renovate Male Toilet @ Main Pavilion</li> </ul>	100,000	Nil	IPM	Scope of Works complete. Quotations obtained for plumbing, fixtures and painting. Works to commence January 2022.

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Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> <li>Install New Septic Receiving Tank for Main Pavilion Toilets</li> </ul>	45,000	Nil	IPM	Scope of Works complete. Quotations requested from local and regional businesses. Works to commence January 2022.
<ul style="list-style-type: none"> <li>Update/Renovate Toilet Block in Centre Arena</li> </ul>	160,000	61,209	IPM	Scope of Works completed. Works commenced Tuesday 3rd August 2021. Majority of Works complete including painting, access pathway to be constructed late January 2022.
<ul style="list-style-type: none"> <li>Install New Septic Receiving Tank @ Centre Arena Toilets with Grease trap for Canteen Waste Disposal</li> </ul>	45,000	40,000	IPM	Scope of Works completed. Major works expected to be completed end of January 2022.
<ul style="list-style-type: none"> <li>Renew all concrete &amp; AC Floors in all Pavilions</li> </ul>	90,000	95,732	IPM	Scope of Works complete. Works commenced 18th September 2021. Quotes received from B& D Brouff/ MLB/Damo's Bobcat & Tipper Hire. Order raised 6th September 2021. Lower bar work complete. Floor in Poultry Shed completed.
<ul style="list-style-type: none"> <li>Refence Showground Perimeter with Exclusion Fencing</li> </ul>	105,000	Nil	IPM	Quotes requested from local suppliers and rural fencing contractors; scope/ area determined by Showground/ Racecourse Committee on 7th October 2021. Length 4,100m and 4 gates. Awaiting further quotes. Work programmed to be completed before April 2022.
Upgrade judging and camera towers at the Warren Showground and Racecourse (Crown Reserves Improvement Fund Program)	40,370	46,673	IPM/ WJC	Works in progress managed by Warren Jockey Club (WJC). 100% complete.
Murray-Darling Basin Economic Development Program – Round 3 – Warren Showground/Racecourse Complex Improvement Program	250,000	12,096	IPM	Project involves: Showground/Racecourse facilities. i.e. 1. Disabled toilets GBS Faulkner Lounge; completed December 2021.

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Project	Budget	Expend	Resp	Comment
Murray-Darling Basin Economic Development Program – Round 3 – Warren Shire Tourism, Business Development and Macquarie Marshes Signage and Shire Mural Program	<b>For Mural Program Only</b>			<p>2. Replace windows and doors GBS Faulkner Lounge; Waiting on quotes.</p> <p>3. Paint and refurbish grandstand; Quotes received. Work to commence January 2022.</p> <p>Rescoping and program for revised budget nearly finalised.</p> <p>Rescoping for revised budget arranged. See Warren Public Arts Committee Minutes reported to July 2021 Council Meeting.</p>
Stafford Street Water Tower Mural	100,000	82,552	GM/ IPM/ TSM	Stafford Street Water Tower Mural Design Concept reported to August 2021 Warren Public Arts Committee. Advertised to the Community on Council media resources and the Warren Weekly September 2021. Mural complete and unveiling undertaken on 2nd December 2021.
Nevertire Water Tower Mural	130,000	825	GM/ IPM/ TSM	Community Engagement Plan finalised. Community consultation commenced and reported to the November 2021 Warren Public Arts Committee Meeting. Theme finalised and artist quotations in train.
Warren Town Murals on Private Property	20,000	300	GM/ IPM/ TSM	Community Engagement Plan finalised. Community consultation commenced and report provided to November 2021 Warren Public Arts Committee Meeting. Themes and locations finalised, artist quotations in train.
Warren Town Levee Emergency Works (Resilience NSW)	80,000	57,082	GM/RIM	1,200 tonnes of Mt Foster Quarry -600mm rock installed downstream Lions Park – work practically complete.

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Project	Budget	Expend	Resp	Comment
Murray-Darling Basin Economic Development Program – Round 3 – Carter Oval Lighting Project	500,000	2,175	IPM	<p>Project involves Stage 2 of the Sports Lighting at Carter Oval including the installation of 4 lighting towers and LED lights.</p> <p>RFT advertised on Tenderlink, works will commence following Tender process. Tender closed 13th October 2021, Tender assessment following this date with report to Sports Facilities Committee provided on the 20th October 2021. Tender selection and contract documents signed. Appropriate variation quotation obtained and accepted from contractor in the amount of \$42,739.40 inc. GST to prepare electrical system and switchboard for additional soccer field lighting and appropriate variation quotation obtained and accepted for Australian made poles and 200 LUX LED lighting of the soccer fields in the amount of \$170,528.30 inc. GST. Works commenced December 2021.</p>
Murray-Darling Basin Economic Development Program – Round 3 – Monkeygar Creek Macquarie Marshes Bird Viewing Platform and Parking Project	500,000	300	IPM/ DMES	<p>Project involves the construction of the Bird Viewing Platform and construction of the parking area suitable for buses and recreational vehicles (RV's).</p> <p>DMES scoping and programming works. Concept Design for Bird Viewing Platform submitted to structural engineer for construction design. Roadworks and earthworks being scoped by DMES. Need for EIS / REF determined and being scoped.</p>
<b>Water Supplies</b>				
Groundwater Augmentation (Critical Drought Initiative Administered by – DPIE Safe and Secure Program)	277,545	160,557	IPM	<p>All 3 cross connections are complete. Tanks have been constructed. Tank connections installed. Installed power supply to pumps. Pumps tested ok. Approximately 2,400m, of pipe has been laid. Manifolds for Bore Flat &amp; Ellengerah have been installed. Flow</p>

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Project	Budget	Expend	Resp	Comment
				meters and level sensors installed. System has been tested with gravity flow to Bore Flat from Ellengerah complete and System pumping from Bore Flat to Ellengerah testing complete. Waiting approval from DPIE to purchase and install chlorination equipment at Bore Flat and Ellengerah.
Drought Relief Events (Drought Communities Extension Program)	8,980	5,500	GM	Events as required and to be determined. Contribution for the Warren Community Christmas Tree arranged from this allocation.
Warren Tennis Court Upgrade (Drought Communities Extension Program)	29,036	15,970	GM/ IPM	Classic Sports Facilities have upgraded the two concrete courts to artificial turf cost \$48,254. Tennis Club costing new lights for these courts to complete the project. Quotes received for supply of lights. Waiting for quotes for installation.
Stafford Street Water Tower Mural funded by: Country Arts Support Program (CASP) – \$2,466, Drought Communities Extension Program – \$22,292	37,258	35,113	GM/ IPM/ TSM	Artist Sam Brooks engaged to undertake concept planning work. The mural work put on hold for a while until the project could be completely re-scoped and properly costed, particularly as the Stafford Street Water Tower surface needs to be cleaned and it needed to be ascertained if the Saunders Park surface was suitable for Cherry Picker work or another process if required. Refer further funding applications from Murray-Darling Basin Economic Development Program – Round 3. Refer to Warren Public Arts Committee Meeting Minutes reported to July 2021 Council Meeting for proposed extra funding, new mural painting quotations obtained and finalised. Paint the Town Murals engaged. Mural painting complete. Official unveiling undertaken on 2nd December 2021.
Drought Communities Extension Program – Adverse Events Plan - \$5,000, Drought Communities Extension Program – Walkway Sculptures - \$7,500				

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Project	Budget	Expend	Resp	Comment
<b>Sewerage Services</b>				
Restart NSW Warren (STP) Upgrade	1,165,282	1,098,181	IPM	<p>Contractor started work early November 2020. Ponds constructed, rising main 100% installed. Inlet works 100% constructed. Gravity main 80% complete. March 2021 wet weather has delayed the project for between 2-3 weeks. Overall project at 88% completion. Electrical supply to STP connected.</p> <p>Electrical Supply to STP to be installed with the installation of poles and a 63KVA Transformer. Commissioning of STP and Inlet works commenced 15th October 2021 using Diesel Generators at each site and is ongoing. Waiting on EPA licence to be issued. Project at practical completion but final inspection by Council to be completed before issuing a Practical Completion Certificate. Environmental Protection Licence application now with EPA.</p>
<p>Warren Central Business District Toilet Installation (Drought Communities Extension Program)</p> <p>Includes \$140,000 allocated from restricted funds for infrastructure improvement/ replacement, waiting on receiving the NSW Responsible Gambling – Infrastructure Program Grant if application successful.</p>	269,789	Nil	IPM/ TSM	<p>The land has been subdivided and purchased. Necessary services have been connected including the required grease trap facilities. Although Council has funding to install a basic toilet block, the Scope was changed to a 'self cleansing' or better-quality facility toilet costing more than the budget available. Funding has been applied for this new toilet and Council is waiting on the funding outcome. See NSW Responsible Gambling Infrastructure Fund Application below. Report provided to the October 2021 Council Meeting for consideration of further Council funding to the project if grant funds are not forthcoming, work in progress.</p>
Lions Park Toilet Installation	144,730	Nil	IPM	<p>Project using the following funding:</p> <ul style="list-style-type: none"> <li>Includes \$52,000 allocated from restricted funds for infrastructure improvement/</li> </ul>

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Project	Budget	Expend	Resp	Comment
				<p>replacement, waiting on receiving the NSW Responsible Gambling – Infrastructure Program Grant if application successful;</p> <ul style="list-style-type: none"> <li>• Aubrey Dinsdale’s bequeath to Council (\$53,230.45);</li> <li>• Murray Darling Basin Economic Development – Improvement of Regional Structures Grant (\$24,500); and</li> <li>• Contribution from the Warren Lions Club \$16,000. Waiting on confirmation of contribution from Warren Lions Club.</li> </ul>

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Project	Budget Requested	Expend	Resp	Comment
<b>Grant Applications</b>				
Stronger Country Communities Round 4 Change rooms and amenities block at Carter Oval	671,000	N/A	IPM	Application submitted 25 June 2021. Change rooms, toilets (male & Female), canteen and viewing area (Amenities Building) for Carter Oval Sports Precinct with a focus on female competitors.  <b>Grant application successful.</b>
Stronger Country Communities Round 4 Equestrian Arena	95,944	N/A	IPM	Application submitted 25 June 2021 Warren Showground/Racecourse Complex Equestrian Arena with a focus on female participants.  <b>Not successful.</b>
Crown Reserves Improvement Fund Program Disabled (all access) toilet block Warren Pony Club	100,000	N/A	IPM	Application submitted 25 June 2021 Construction of a toilet facility in the Warren Pony Club Facility. Scope of works and design complete.  <b>Waiting on Successful Notification.</b>
Crown Reserves Improvement Fund Program Racecourse Bar and Viewing Improvement/ Refurbishment Stage 2	250,000	N/A	IPM	Application submitted 25 June 2021 Refurbishment of toilets, windows, doors, lounge grandstand and jockey rooms. Scope of works and design complete.  <b>Waiting Successful Notification.</b>
Crown Reserves Improvement Fund Program Replacement of Showground Ladies Toilet Part 2	60,000	N/A	IPM	Application submitted 25 June 2021 Final stage of the female toilet replacement to an appropriate standard.  <b>Waiting Successful Notification.</b>

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Project	Budget Requested	Expend	Resp	Comment
Regional Tourism Activation Fund Window on the Wetlands Centre Improvements	500,000	N/A	GM/ TSM/ RIM/ DMES	Application closed 11 August 2021.  Partnering with RiverSmart for grant to improve the Window on the Wetlands – entrance, access road, ingress, egress, garden, carpark areas, drainage, signage, walkway sealing, kerb and gutter and disabled ramp to Tiger Bay.  <b>Waiting successful notification. No announcement to date.</b>
Regional Tourism Activation Fund Burrima Walkway Access Road and Carpark Construction, Information Signage and creation of an Interactive Augmented Reality Education Program	500,000	N/A	GM/ RIM/ DMES	Application submitted 9 August 2021.  Partnering with Macquarie Wetlands Association to improve the Burrima Walkway with a sealed constructed access road and carpark, information signage on the walkway and the creation of an interactive augmented reality education program onsite and offsite.  <b>Waiting successful notification. No announcement to date.</b>
NSW Responsible Gambling – Infrastructure	200,000	N/A	IPM	Original application submitted 6 July 2021. New application submitted 22 November 2021.  Construct new accessible toilet facility in CBD.  <b>Unsuccessful however new application for next round arranged.</b>
NSW Regional Arts Fund Project Grant	20,000	N/A	IPM/ PAO	Application submitted 12 August 2021.  Public Art on Warren Shire Shop fronts as discussed at the Warren Public Arts Committee.  <b>Grant application unsuccessful.</b>

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**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room, Warren on Tuesday, 11th January 2022**

**ITEM 11      WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS      (C14-7.1, G4-1)**

Project	Budget Requested	Expend	Resp	Comment
Greater Cities and Regional Sport Facility Fund 2021/22 Round 2 – Amenities, Kiosk, Office, Entry Replacement at the Warren War Memorial Swimming Pool (Priority 1 of 2)	990,000	N/A	MHD / IPM	Application submitted 8th October 2021.  The project involves replacing the existing male and female toilets, showers and changerooms at the Warren War Memorial Swimming Pool including disabled and ambulant toilets/amenities, replacing existing entry, office and kiosk.  <b>Waiting on Notification.</b>
Greater Cities and Regional Sport Facility Fund 2021/22 – Club House Facilities at the Warren War Memorial Swimming Pool (Priority 2 of 2)	350,000	N/A	MHD / IPM	Application submitted 8th October 2021.  The project involves the construction and fit out of a prefabricated Swimming Club Building at the Warren War Memorial Swimming Pool.  <b>Waiting on Notification.</b>
Murray Darling Healthy Rivers Program: Large Grants (Priority 2 of 3)  (Other priorities are detailed in the Works Progress Reports – Town Services)	1,800,000	N/A	IPM	Application submitted 6th October 2021.  The project involves the full investigation and design of the upgrading/renewal of the Bryan Egan Weir (Lower Warren Weir) to include appropriate fish passage to be “shovel ready” status.  <b>Waiting on Notification.</b>
Preparing Australian Communities – Local Stream (Commonwealth Government – Resilience)	352,274 of 622,202	N/A	GM	Application submitted 6th January 2022.  The project involves a partnership with ANU to determine lessons from the November 2021 Floods in the Warren Shire – Flood Mitigation Study.  <b>Waiting on Notification.</b>

**ACRONYMS**

GM - General Manager

DMFA - Divisional Manager Finance & Administration

DMES - Divisional Manager Engineering Services

MHD - Manager Health and Development Services

TSM - Town Services Manager

RIM - Roads Infrastructure Manager

IPM - Infrastructure Projects Manager

PAO - Projects Administration Officer







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ITEM 12

**ELECTORAL FUNDING OBLIGATIONS OF NEWLY ELECTED COUNCILLORS AND  
MAYORS**

**CONTINUED**



## Fact sheet

# Disclosing political donations

(Half-yearly period 1 July to 31 December 2021)

The following information applies to political parties, elected members, candidates, groups, third-party campaigners, associated entities, party agents and official agents. Information in this fact sheet is based on the provisions of the *Electoral Funding Act 2018*. Refer to the legislation for the full requirements and/or be guided by independent legal advice.

### What is a half-yearly political donations disclosure?

Political parties and other electoral participants in New South Wales must disclose political donations every six months. A half-yearly political donation disclosure form includes political donations made and received.

### When must a half-yearly political donations disclosure be lodged?

The due date for submitting a disclosure of political donations made and received in the half-yearly period 1 July 2021 to 31 December 2021 is **Friday, 25 February 2022**.

### Who must lodge a half-yearly political donations disclosure?

All political parties and electoral participants are required to lodge a half-yearly political donations disclosure form:

- All candidates, as well as the lead candidates of groups, must disclose all political donations made and received in the half-yearly period, or lodge a "nil" disclosure form if no political donations were made or received.
- All elected members, political parties and associated entities must disclose all political donations made and received in the half-yearly period, or lodge a "nil" disclosure form if no political donations were made or received.
- Third-party campaigners must disclose all reportable political donations received during the half-yearly period that were or are intended to be used to incur electoral expenditure in the capped expenditure period for an election, or lodge a "nil" disclosure form if no reportable political donations were received.

### What are political donations?

Political donations are defined on the NSW Electoral Commission's [website](#).

Political donations include:

- monetary and non-monetary gifts
- free or discounted goods or services
- an amount paid by a person to attend or participate in a fundraising venture or function
- an annual or other subscription paid to a party by a party member or affiliate
- a disposition of property from the federal branch (or a State or Territory branch) of a party to the NSW branch of the party or a disposition of property from one NSW party to another NSW party

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**ITEM 12**

**ELECTORAL FUNDING OBLIGATIONS OF NEWLY ELECTED COUNCILLORS AND MAYORS**

**CONTINUED**

- uncharged or insufficient interest charged on a loan
- a contribution made by a candidate to the group of which they are a member.

**What must be disclosed?**

Political donations must be disclosed as follows:

- small political donations made and received (does not apply to third-party campaigners)
- reportable political donations made\* and received
- details of fundraising ventures and functions including the net or gross proceeds
- reportable loans received
- the total amount of annual or other subscriptions paid to a party, each subscription rate and the number of party members that paid at each rate (applies to parties only)
- political donations made to a Legislative Assembly election candidate before the candidate was selected or endorsed by a party (applies to parties only)
- payments other than political donations paid into the campaign account (applies to campaign accounts of candidates, groups and elected members only).

\* If a third-party campaigner has made reportable political donations in the half-yearly period the political donations can be disclosed in a half-yearly disclosure form, otherwise they must be disclosed in an annual major political donor disclosure form following 30 June 2022.

**Who is responsible for making the disclosure?**

Half-yearly political donation disclosure forms must be completed, signed and submitted by the person responsible for the disclosure as set out in the table below, unless otherwise notified in writing by the NSW Electoral Commission:

Disclosure form type	Person responsible
<b>Political Party</b>	the party agent
<b>Councillor or mayor</b>	the councillor or mayor
<b>Local government election candidate</b>	the candidate (includes a candidate who is a member of a group)
<b>Local government election group of candidates</b>	the lead candidate of the local government group
<b>Third-party campaigner or associated entity</b>	the official agent of the third-party campaigner or associated entity
<b>Member of Parliament (MP)</b>	the party agent, if the MP is a member of a party that is registered for State elections or the MP, in all other cases
<b>State election candidate</b>	the party agent, if the candidate is a member of a party that is registered for State elections or the candidate, in all other cases
<b>State election group of candidates</b>	the party agent of the group's lead candidate, if group members are members of one or more parties registered for State elections or the lead candidate, in all other cases

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**ITEM 12**

**ELECTORAL FUNDING OBLIGATIONS OF NEWLY ELECTED COUNCILLORS AND  
MAYORS**

**CONTINUED**

**How to submit a political donation disclosure form**

Disclosure forms can be submitted online using [Funding and Disclosure Online](#):

1. [Log in](#) to Funding and Disclosure Online using your username and password, or [Request access](#) (if you don't already have access)
2. Your dashboard shows the disclosure(s) you need to submit for the half-yearly period
3. Follow these [instructions](#) to create and submit the disclosure, or these [instructions](#) to submit a 'Nil' disclosure.

When submitting a disclosure using Funding and Disclosure Online, supporting documents (e.g. copies of receipts issued to donors) can be uploaded before the disclosure is submitted electronically.

For those unable to use Funding and Disclosure Online, disclosure forms are available for download on the NSW Electoral Commission's [website](#). A disclosure form or "nil" disclosure form (if no donations were made or received) must be validly lodged with the NSW Electoral Commission by **Friday, 25 February 2022**.

A disclosure form is validly lodged if it is lodged by the due date and:

- the correct form has been used (there are separate forms for political parties and each type of electoral participant),
- it contains all pages (even if some or all pages contain no disclosures), and
- it is completed, signed and dated by the person who is responsible for making the disclosure. Note that digital signatures are no longer accepted on disclosure forms downloaded from the website. If you would like to sign with a digital signature, please use Funding and Disclosure Online to submit your disclosure.
- The disclosure form must be lodged with copies of the receipts issued to donors who made a reportable political donation.

If you are submitting a disclosure form downloaded from the website, the form and supporting documents can be lodged in paper or electronic form by email or fax but not through your own file hosting service (e.g. Dropbox). If submitting files that are too large to send by email (over 20MB), contact us at [fdc@elections.nsw.gov.au](mailto:fdc@elections.nsw.gov.au) to request a unique link for large file upload. These requests need to be made before 18 February 2022 and will only be attended to in business hours.

**Were you a member of a group of candidates in the half-yearly period?**

**Disclosure forms to submit if you were a member of a group**

- The person responsible for the group, usually the lead candidate, must submit **two** disclosures: the group disclosure form **and** their own individual candidate disclosure form.
- Each group member **must** submit their own individual candidate disclosure form.

**Candidate disclosure forms:** must include any political donations made to or for the benefit of the candidate and any political donations made by the candidate including political donations made by a candidate to the group of which they are a member, membership fees, levies, or other payments made to the political party of which the candidate is a member.

**Group disclosure forms:** must include any political donations made to or for the benefit of the group and any political donations made by the group. Political donations received by the group include donations made by the group's members to the group.

If a group member donates to their group, the candidate who donated to their group must disclose making the donation to the group. The lead candidate of the group must disclose, in the group's disclosure form, receiving the donation from the candidate.

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**ITEM 12**

**ELECTORAL FUNDING OBLIGATIONS OF NEWLY ELECTED COUNCILLORS AND MAYORS**  
**CONTINUED**

**Were you a councillor or mayor in the half-yearly period?**

Any person who was a councillor or mayor between 1 July 2021 and 31 December 2021 must submit an elected member disclosure form. This includes:

- those who were declared "elected" at the 2021 local government elections,
- elected members who contested the 2021 local government election but were not re-elected, and
- elected members who did not recontest the 2021 local government elections.

**Disclosure forms to submit if you were a councillor or mayor**

- If you were elected at the 2021 local government elections, you **must** submit:
  - an elected member disclosure form,
  - a candidate disclosure form, and
  - a group disclosure form (if you were the lead candidate of a group)
- If you were an elected member prior to the 2021 local government elections and you were a candidate but were not re-elected, you **must** submit:
  - an elected member disclosure form,
  - a candidate disclosure form, and
  - a group disclosure form (if you were the lead candidate of a group)
- If you were an elected member prior to the 2021 local government elections and you were not a candidate, you **must** submit:
  - an elected member disclosure form

An elected member disclosure form is to include political donations made to or for the benefit of the person as an elected member and political donations made by the elected member during the half yearly period. Political donations made by an elected member include membership fees, levies and other payments made by the elected member to the political party of which they are a member.

Political donations disclosed by a person in their elected member disclosure form do not also need to be disclosed in the person's candidate disclosure form, and vice versa.

**Were you a candidate for a councillor election and a mayoral election?**

If you were a candidate for both a councillor election and a mayoral election in the same local government area the person responsible for the candidate can submit a single candidate disclosure form.

**Can a disclosure form be amended?**

Yes, a disclosure form previously submitted to the NSW Electoral Commission can be amended by the person responsible for the original disclosure or their successor. "Amended disclosure" forms can be submitted using [Funding and Disclosure Online](#), or are available on request.

**What happens after a disclosure is made?**

Disclosure forms are kept by the NSW Electoral Commission for at least six years and are published on the NSW Electoral Commission's [website](#).

Disclosure forms may be subject to a compliance audit by the NSW Electoral Commission. You are required to retain complete and accurate records in relation to a disclosure for at least three years.

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**ITEM 12**

**ELECTORAL FUNDING OBLIGATIONS OF NEWLY ELECTED COUNCILLORS AND  
MAYORS**

**CONTINUED**

**What happens if a disclosure form is not lodged, is lodged late or is incorrect or incomplete?**

Breaching the legislative requirements for disclosures may constitute a criminal offence. The NSW Electoral Commission may issue warnings, penalties or prosecute offences including:

- failure to validly lodge a disclosure form by the due date
- lodging an incomplete disclosure without a reasonable excuse
- providing or withholding information knowing it will result in a false or misleading declaration by the person responsible for the disclosure
- making a false statement in a declaration on a disclosure form.

A disclosure form is taken to be invalidly lodged if:

- the incorrect form is used or pages are missing from the form
- the form has not been signed by the person who is responsible for signing the form
- the declaration section of the form has not been properly completed including the date the declaration was signed.

**More information**

The *Electoral Funding Act 2018* is available in full at [legislation.nsw.gov.au](http://legislation.nsw.gov.au).  
For further information, contact us on 1300 022 011 or at [fdc@elections.nsw.gov.au](mailto:fdc@elections.nsw.gov.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 Community Room on Tuesday, 11<sup>th</sup> January 2022

ITEM 1                      RECONCILIATION CERTIFICATE – NOVEMBER & DECEMBER 2021                      (B1-10.16)

## RECOMMENDATION

That the Statements of Bank and Investments Balances as at 30<sup>th</sup> November 2021 and 31<sup>st</sup> December 2021 be received and noted.

## PURPOSE

To certify that the internal and external cash and investments position of Council is reconciled each month.

## BACKGROUND

Clause 212 of the Local Government (General) Regulation 2005 requires the Responsible Accounting Officer to provide a written report setting out details of all money that the council has invested under Section 625 of the Local Government Act.

## REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 30<sup>th</sup> November 2021 and 31<sup>st</sup> December 2021.

### INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 31-Oct-21	Transactions	Balance 30-Nov-21
General	9,698,133.88	2,326,357.10	12,024,490.98
Water Fund	777,555.71	(28,582.96)	748,972.75
Sewerage Fund	1,773,419.91	(61,508.21)	1,711,911.70
North Western Library	132,020.37	(6,957.96)	125,062.41
Trust Fund	135,456.26	40.39	135,496.65
Investment Bank Account	(5,226,415.41)	(1,500,018.97)	(6,726,434.38)
	<b>7,290,170.72</b>	<b>729,329.39</b>	<b>8,019,500.11</b>

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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ITEM 1                      RECONCILIATION CERTIFICATE – NOVEMBER & DECEMBER 2021                      CONTINUED

Balance as per Bank Statement =	7,994,870.20
Add: Outstanding Deposits for the Month	24,699.91
Less: Outstanding Cheques & Autopays	(70.00)
	<hr/>
Balance as per Ledger Accounts less Investments =	<b>8,019,500.11</b>
	<hr/> <hr/>

## INVESTMENTS RECONCILIATION

### Investments as at 30th November 2021

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	216,434.38	Variable	On Call A/c
2	National Australia Bank	2,000,000.00	90 days @ 0.25%	21-Dec-21
3	National Australia Bank	1,000,000.00	91 days @ 0.27%	27-Jan-22
4	National Australia Bank	1,500,000.00	90 days @ 0.33%	10-Feb-22
5	National Australia Bank	2,000,000.00	91 days @ 0.34%	28-Feb-22
40	National Australia Bank	10,000.00	180 days @ 0.10%	23-Feb-22
		<hr/>		
<b>TOTAL INVESTMENTS =</b>		<b>6,726,434.38</b>		
		<hr/> <hr/>		

## BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	9,165,870.00
Internally Restricted Funds Invested	4,968,750.00
2021/22 General Fund Operating Income & Grants	611,314.49
	<hr/>
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b>14,745,934.49</b>
	<hr/> <hr/>

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

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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ITEM 1                      RECONCILIATION CERTIFICATE – NOVEMBER & DECEMBER 2021                      CONTINUED

## INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 30-Nov-21	Transactions	Balance 31-Dec-21
General	12,024,490.98	(2,483,146.95)	9,541,344.03
Water Fund	748,972.75	(182,444.23)	566,528.52
Sewerage Fund	1,711,911.70	(168,891.80)	1,543,019.90
North Western Library	125,062.41	(2,398.50)	122,663.91
Trust Fund	135,496.65	3,392.81	138,889.46
Investment Bank Account	(6,726,434.38)	(18.38)	(6,726,452.76)
	<b>8,019,500.11</b>	<b>(2,833,507.05)</b>	<b>5,185,993.06</b>
 <b>Balance as per Bank Statement =</b>			<b>5,185,296.96</b>
Add: Outstanding Deposits for the Month			1,248.10
Less: Outstanding Cheques & Autopays			(552.00)
 <b>Balance as per Ledger Accounts less Investments =</b>			<b>5,185,993.06</b>

## INVESTMENTS RECONCILIATION

### Investments as at 31st December 2021

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	216,452.76	Variable	On Call A/c
3	National Australia Bank	1,000,000.00	91 days @ 0.27%	27-Jan-22
4	National Australia Bank	1,500,000.00	90 days @ 0.33%	10-Feb-22
5	National Australia Bank	2,000,000.00	91 days @ 0.34%	28-Feb-22
6	National Australia Bank	2,000,000.00	90 days @ 0.43%	21-Mar-22
40	National Australia Bank	10,000.00	180 days @ 0.10%	23-Feb-22
<b>TOTAL INVESTMENTS =</b>		<b>6,726,452.76</b>		

### BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	6,455,970.00
Internally Restricted Funds Invested	4,968,750.00
2021/22 General Fund Operating Income & Grants	487,725.82
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b>11,912,445.82</b>

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

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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ITEM 1

RECONCILIATION CERTIFICATE – NOVEMBER & DECEMBER 2021

CONTINUED

**FINANCIAL AND RESOURCE IMPLICATIONS**

N/A

**LEGAL IMPLICATIONS**

N/A

**RISK IMPLICATIONS**

N/A

**STAKEHOLDER CONSULTATION**

N/A

**OPTIONS**

N/A

**CONCLUSION**

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

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

**SUPPORTING INFORMATION / ATTACHMENTS**

N/A

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Tuesday, 11<sup>th</sup> January 2022

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ITEM 2                      STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

## RECOMMENDATION

That the information be received and noted.

## PURPOSE

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

## BACKGROUND

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

## REPORT

Attached to this report is the statement of rates and annual charges as at 4<sup>th</sup> January 2022 including comparisons over the last four years.

## FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

## LEGAL IMPLICATIONS

Nil.

## RISK IMPLICATIONS

N/A

## STAKEHOLDER CONSULTATION

N/A

## OPTIONS

N/A

## CONCLUSION

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

## LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Timely and accurate reporting for efficient management and accountability.

## SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 4<sup>th</sup> January 2022.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

4TH JANUARY 2022

Name of Rate	NETT ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	COLLECTIONS FOR YEAR		NETT ARREARS	
				AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	173,627	5,107,029	5,280,656	2,987,965	56.58%	2,292,691	43.42%
Warren Water Fund	59,928	491,062	550,990	331,012	60.08%	219,978	39.92%
Warren Sewerage Fund	70,316	518,398	588,714	342,542	58.18%	246,172	41.82%
<b>TOTAL 2021/2022</b>	<b>303,871</b>	<b>6,116,489</b>	<b>6,420,360</b>	<b>3,661,519</b>	<b>57.03%</b>	<b>2,758,841</b>	<b>42.97%</b>
<b>TOTAL 2020/2021</b>	<b>318,952</b>	<b>5,935,092</b>	<b>6,254,044</b>	<b>3,496,373</b>	<b>55.91%</b>	<b>2,757,671</b>	<b>44.09%</b>
<b>TOTAL 2019/2020</b>	<b>178,732</b>	<b>5,788,729</b>	<b>5,967,461</b>	<b>3,289,717</b>	<b>55.13%</b>	<b>2,677,744</b>	<b>44.87%</b>
<b>TOTAL 2018/2019</b>	<b>128,294</b>	<b>5,612,144</b>	<b>5,740,438</b>	<b>3,282,537</b>	<b>57.18%</b>	<b>2,457,901</b>	<b>42.82%</b>
<b>TOTAL 2017/2018</b>	<b>125,675</b>	<b>5,430,233</b>	<b>5,555,908</b>	<b>3,153,695</b>	<b>56.76%</b>	<b>2,402,213</b>	<b>43.24%</b>
		10-Jan-18	11-Jan-19	17-Jan-20	15-Jan-21	04-Jan-22	
COLLECTION FIGURES AS \$		3,153,695	3,282,537	3,289,717	3,496,373	3,661,519	
COLLECTION FIGURE AS %		56.76%	57.18%	55.13%	55.91%	57.03%	

# 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 Tuesday, 11<sup>th</sup> January 2022

## ITEM 3 WORKS PROGRESS REPORTS – FINANCE & ADMINISTRATION PROJECTS (S1-1.15, C9-1)

### RECOMMENDATION:

That the information be received and noted.

The following are details of the projects undertaken by the Finance and Administration Department:

Project	Budget	Expend	Resp	Comment
Council Chambers – Administration Building Improvements Carry Over	84,270	81,729	GM MHDS DMFA	Items outstanding: 1. Installation of extra cupboards & shelving in the front service area, 2. Installation of the interview room walls and doors (now scheduled for after Australia Day), 3. Laying of carpet tiles in interview room and existing offices, and 4. Fit out of interview room.
Eplanning Grant	37,465	21,088		<b>The following works will be undertaken subject to available funds:</b>  5. Installation of the disabled toilet and relocation of the tea room 6. Furniture purchases - subject to available funds.
Project	Budget	Expend	Resp	Comment
ICT Purchases	8,000	Nil	DMFA/ICT	Not commenced.

### ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

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

MHDS – Manager Health & Development Services

**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 Tuesday, 11th January 2022**

**ITEM 1                      WORKS PROGRESS REPORTS – ROADS**

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

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

**ACRONYMS**

- DMES    Divisional Manager Engineering Services
- RIM     Roads Infrastructure Manager
- RO     Roads Overseer
- GR     Gravel Resheet
- BRL    Bitumen Reseal Local Road
- BRR    Bitumen Reseal Regional Road

**ROADS M&R (Maintenance and Repair) BUDGET AS AT 20<sup>th</sup> December 2021**

ACCOUNT	BUDGET	EXPENDITURE
Urban Sealed Roads	55,872	26,932
Parking Areas	5,151	Nil
Kerb and Guttering	26,399	9,515
Footpaths	30,906	4,815
Urban Unsealed Roads	26,726	1,909
Rural Sealed Roads	201,672	181,258
Rural Unsealed Roads	1,030,200	534,396*
Rural Bridges	15,453	Nil
Regional Sealed Roads	710,147	376,411*
Regional Unsealed Roads	103,292	31,859
Regional Bridges	16,895	Nil
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	274,950	131,139
*Includes approximately \$461,000 of emergency flood damage works that are expected to be reimbursed in the near future.		

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

WORKS PROGRESS REPORTS – ROADS

CONTINUED

**MAINTENANCE**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>WORK COMPLETED</b>
Grader Crew 1 (Three-man crew)	Old Warren Road	Rehabilitation	
Grader Crew 2 (Three-man crew)	Ellengerah Road	Rehabilitation	
Grader Crew 3 (Three-man crew)	Gibson's Way	Grading	8km
Grader Crew 3 (Three-man crew)	Catons Road	Grading	6km
Grader Crew 3 (Three-man crew)	Mannix Road	Grading	8km
Grader Crew 4 (Three-man crew)	Gradery Lane	Grading	24km
Grader Crew 4 (Three-man crew)	Yungundie Road	Grading	10km

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WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Paveline	Buckinguy Road	Patching		
	Haton Lane	Patching		
	Billybingbone Road	Patching		
	Thornton Road	Patching		
	Collie-Trangie Road	Patching		
	Nevertire Bogan Road	Patching		
Construction Maintenance Team	Marthaguy Road	Slashing		
	Collie Streets	Slashing		
	Fixing Flood Signs			
	Training			

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**UPCOMING WORKS**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>
Grader Crew 1 (three-man crew)	Canonbar Road (January)	Maintenance Grade
Grader Crew 2 (three-man crew)	Ellengerah Road (on hold)	Rehabilitation
Grader Crew 2 (three-man crew)	Collie-Trangie Road (January/February)	Rehabilitation
Grader Crew 4 (three-man crew)	Booka Road (January)	Maintenance Grade
Grader Crew 4 (three-man crew)	Oakley Road (January)	Maintenance Grade

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Project	Budget	Expend	Resp	Comment
<b>Capital Works Gravel Resheets</b>				
Wilson Street	29,500	12,508	RIM	Complete.
Thomas Sullivan Crescent including drainage	45,300	26,482	RIM	Works in progress.
<b>Capital Works Bitumen Reseals (Rural Sealed Roads) Budget \$600,258 (Funded through Roads to Recovery)</b>				
Ellengerah Road Segment 02	72,000	79,536	RIM	10mm bitumen reseal. Complete
Ellengerah Road Segment 06	72,000	79,087	RIM	10mm bitumen reseal. Complete
Thornton Road Segment 00	140,518	140,124	RIM	20/10mm bitumen reseal. Complete
Nevertire-Bogan Road Segment 34	70,000	48,993	RIM	10mm bitumen reseal. Complete
Buckiinguy Road Segment 00 and Segment 02	108,840	106,686	RIM	10mm bitumen reseal. Complete
Rifle Range Road Segment 00	66,900	77,096	RIM	10mm bitumen reseal. Complete
Old Warren Road Segment 18	70,000	57,097	RIM	10mm bitumen reseal. Complete
Bullagreen Lane	31,616	35,433	RIM	10mm bitumen reseal. Complete
<b>Capital Works Bitumen Reseals (Regional Roads) Budget \$254,114</b>				
Carinda Road Part Segment 2	53,928	46,652	RIM	1.07km 14/7mm Seal. Complete
Carinda Road Segment 4	100,800	87,058	RIM	2km 14/7mm Seal. Complete
Carinda Road Segment 58	99,386	119,546	RIM	2km 10mm and 20/10mm Seal. Complete

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Project	Budget	Expend	Resp	Comment
<b>Capital Works Bitumen Reseals (Town Streets) Budget \$55,000(Funded through Roads to Recovery)</b>				
Hilton Lane	10,700	Nil	RIM	535m to apply a 10mm Seal. Commencing in early 2022.
Hale Street	6,800	7,082	RIM	170m to apply a 10mm Seal
Orchard Street	21,500	Nil	RIM	336m to apply a 10mm Seal. Commencing in early 2022.
Bundemar Street	16,000	18,129	RIM	200m to apply a 10mm Seal
<b>Capital Works In Progress</b>				
Ellengerah Road Construction Project Segments 22, Segment 24 and Segment 26	1,719,813	687,294	DMES/ RIM	Fixing Local Roads Round 2 (\$698,771), Council Contribution (\$174,693) Sub Total: \$873,464 Local Roads and Community Infrastructure Program Phase 2 (\$211,587), Fixing Local Roads Round 3 (\$634,762). On hold wet weather.
Old Warren Road Segments 26 & 28 Construction	1,679,947	780,428	DMES/ RIM	Fixing Local Roads Program Round 3 (\$1,259,960), Local Roads and Community Infrastructure Program Phase 2 (\$296,147), Local Roads and Community Infrastructure Program Phase 3 (\$123,840). Practically complete.
Unspent 2020/21 Repair Grant Rehabilitation Collie-Trangie Road Regional Road No.347. Segment 14 Existing Asset Upgrade.	239,066	239,066	DMES/ RIM	This project is in progress. The preliminary analysis works, survey, geotechnical, hydraulic analysis, REF and preliminary design, have all been partially completed. The three culverts within Segment 14 have all been replaced. Approximately 1km or half of the Segment has had enough of the shoulder, earth and pavement works completed to enable the application of a bitumen prime. The working conditions because of the continual wet weather were atrocious. Because of the wet conditions immediately after the application of the bitumen prime on the first kilometre the team discontinued working at the site.

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Project	Budget	Expend	Resp	Comment
				Work at this site will recommence as soon as the site conditions and weather pattern permits. The recommendation is expected to be mid-January 2022. In progress.
2021/2022 REPAIR Program – Regional Road 347 (Collie – Trangie Road) – Segment 16 – clearing of roadside vegetation, replacement of existing culvert, widening of road formation, upgrade of existing pavement material and application of a heavy bitumen prime surface 8m wide. Existing Asset Upgrade.	800,000	Nil	DMES/ RIM	Project Total: \$800,000 made up of as follows: REPAIR Program Transport for NSW Contribution \$400,000 and 2021/2022 Regional Roads Block Grant \$400,000. Project funding now available and works to be programmed. Due to commence early 2022.
Federal Road Safety (NSW) Program- School Zone Infrastructure Sub-Program Round 2 (Tranche 2 and Tranche 3)	9,193	Nil	RIM	Remarking of school zone 40km/h patches, Dragons Teeth, etc Commencing January to April 2022.
Kerb and Gutter Replacement	92,767	Nil	RIM	Priority one (1): Orchard Street, Warren 20.2 metres. Priority two (2): Readford and Zora Street, Warren 62.4 metres; Readford and Chester Street, Warren 92.8 metres; and Readford and Bundemar Street, Warren 73 metres.
CBD Improvements	74,320	24,400	DMES	Investigation and design work for CBD Improvement Program.

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Project	Budget	Expend	Resp	Comment
<b>Planned Future Capital Works</b>				
Rehabilitation Warren Road Regional Road No.7515 Segment 7515.06 Inclusive of the Tenandra Bridge over the Marthaguy Creek – Fixing Country Road Grant Application. Existing Asset Upgrade.	Funded from Regional Roads Block Grant  (No current budget)	Nil	DMES	All preliminary works have been completed.  Therefore, this project is on hold until the required funding can be sourced.  The project has been developed sufficiently to be classified as being <b><i>“shovel ready”</i></b> .
Rehabilitation Warren Road Regional Road Segment 08 Inclusive of the Newe Park Bridge over the Merrigal Creek. Existing Asset Upgrade.	Funded from Regional Roads Block Grant  (No current budget)	Nil	DMES	All preliminary works have been completed.  Therefore, this project is on hold until the required funding can be sourced.  The project has been developed sufficiently to be classified as being <b><i>“shovel ready”</i></b> .

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Project	Budget	Expend	Resp	Comment
<b>Planned Future Capital Works Continued</b>				
Rehabilitation Warren Road Regional Road.  This Project is Relevant to the 2016/17 Fixing Country Roads Grant Application and the 2020/21 ROSI Grant.  Existing Asset Upgrade.	1,679,000	Nil	DMES	Several meetings have been held with Engineering Department representatives of the Coonamble Shire Council (CSC). Negotiations with the various Federal and State Departments is required to ensure that the proposed new scopes of works are agreed.  Consultation has been ongoing with the Federal Government, Infrastructure NSW, NSW Transport and Coonamble Shire Council Representatives in an endeavour to have the deeds released. At this point in time, it is considered that a resolution has not been determined. Project has been included in the 2021/2022 Estimates.  Council has resolved to make representations to the Local Member Mark Coulton and Transport for NSW Western Manager on this matter.
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) Nevertire – Bogan Road Segment 4 and Segment 6 Rehabilitation	876,160	Nil	DMES	Project programmed for late 2021/2022 and waiting in abeyance for other funding opportunities if they arise in 2021/2022.

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

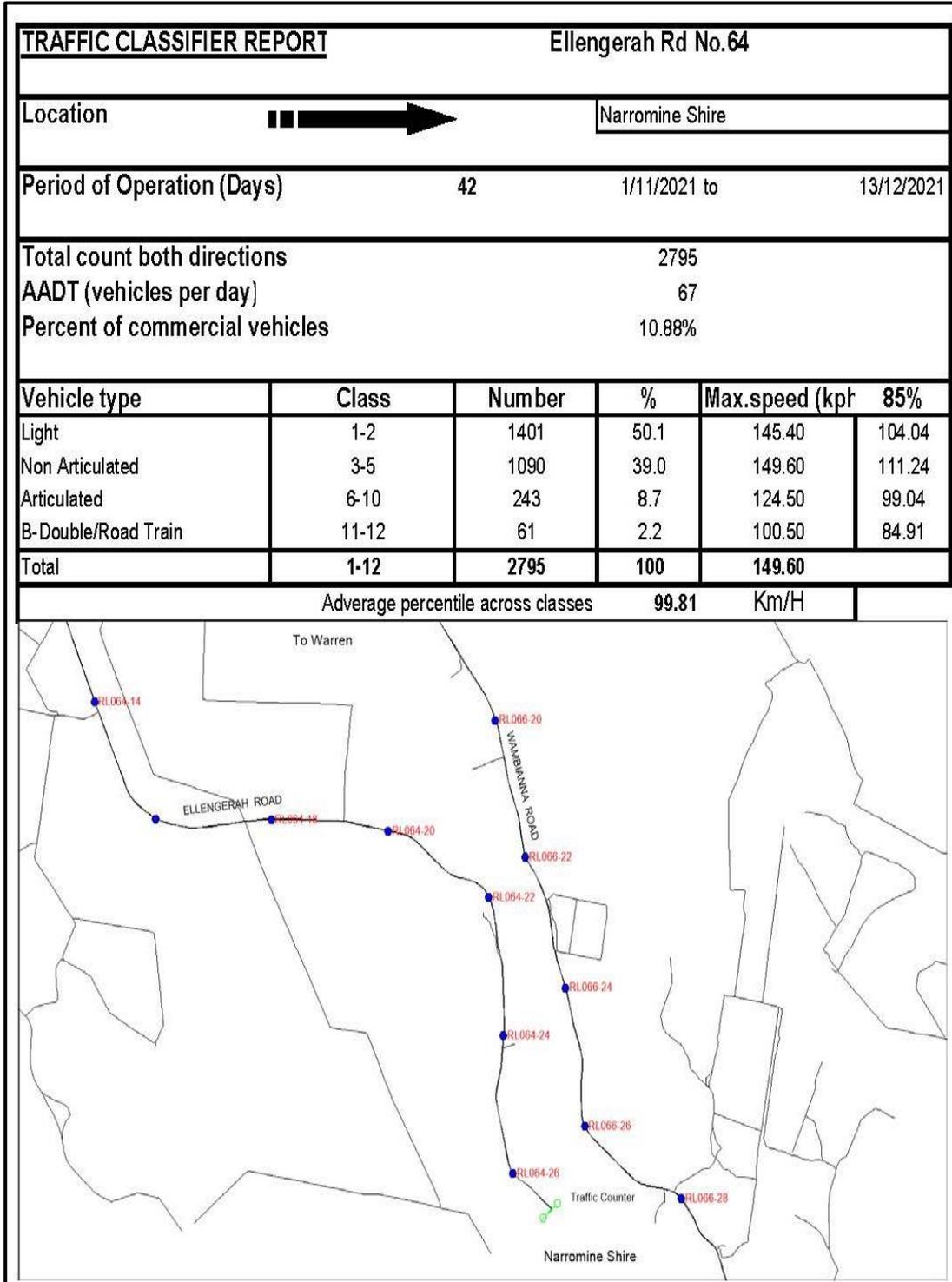
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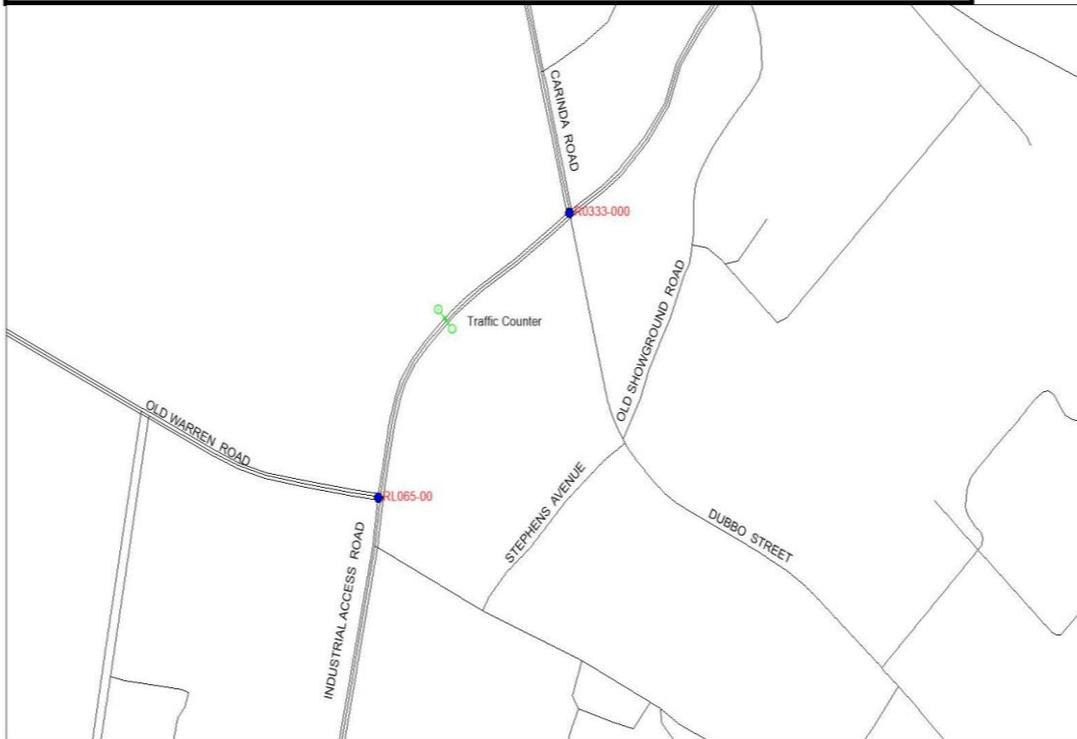
<b>TRAFFIC CLASSIFIER REPORT</b>		<b>Thornton Rd No.53</b>			
<b>Location</b>		Segment 00			
<b>Period of Operation (Days)</b>	<b>43</b>	31/10/2021 to		13/12/2021	
<b>Total count both directions</b>	822				
<b>AADT (vehicles per day)</b>	19				
<b>Percent of commercial vehicles</b>	8.64%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	662	80.5	143.80	94.86
Non Articulated	3-5	89	10.8	121.70	99.90
Articulated	6-10	48	5.8	88.30	74.78
B-Double/Road Train	11-12	23	2.8	79.20	68.40
<b>Total</b>	<b>1-12</b>	<b>822</b>	<b>100</b>	<b>143.80</b>	
Average percentile across classes			<b>84.49</b>	Km/H	

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<b>TRAFFIC CLASSIFIER REPORT</b>		<b>Industrial Access Rd No.91</b>			
<b>Location</b>		Segment 02 near cotton gin			
<b>Period of Operation (Days)</b>	41	1/11/2021 to		12/12/2021	
<b>Total count both directions</b>	30949				
<b>AADT (vehicles per day)</b>	755				
<b>Percent of commercial vehicles</b>	10.21%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	24904	80.5	144.30	73.08
Non Articulated	3-5	2884	9.3	142.50	77.04
Articulated	6-10	1521	4.9	93.10	69.12
B-Double/Road Train	11-12	1640	5.3	95.40	69.12
<b>Total</b>	1-12	<b>30949</b>	<b>100</b>	<b>144.30</b>	
Average percentile across classes			<b>72.09</b>	Km/H	
					

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<b>TRAFFIC CLASSIFIER REPORT</b>		<b>Carinda Rd No.333</b>			
<b>Location</b>		Segment 00, top of levy bank			
<b>Period of Operation (Days)</b>	41	1/11/2021 to		12/12/2021	
<b>Total count both directions</b>	20901				
<b>AADT (vehicles per day)</b>	510				
<b>Percent of commercial vehicles</b>	9.47%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	10410	49.8	145.90	77.40
Non Articulated	3-5	8512	40.7	156.10	97.20
Articulated	6-10	1279	6.1	138.30	76.86
B-Double/Road Train	11-12	700	3.3	89.60	60.12
<b>Total</b>	<b>1-12</b>	<b>20901</b>	<b>100</b>	<b>156.10</b>	
Average percentile across classes			<b>77.90</b>	Km/H	

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<b>TRAFFIC CLASSIFIER REPORT</b>		<b>Carinda Rd No.333</b>			
<b>Location</b>		Segment 44			
<b>Period of Operation (Days)</b>	43	31/10/2021 to		13/12/2021	
<b>Total count both directions</b>	5260				
<b>AADT (vehicles per day)</b>	122				
<b>Percent of commercial vehicles</b>	17.74%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	3010	57.2	158.60	116.46
Non Articulated	3-5	1317	25.0	158.20	117.72
Articulated	6-10	429	8.2	136.70	103.32
B-Double/Road Train	11-12	504	9.6	119.80	97.42
<b>Total</b>	<b>1-12</b>	<b>5260</b>	<b>100</b>	<b>158.60</b>	
Average percentile across classes			108.73	Km/H	

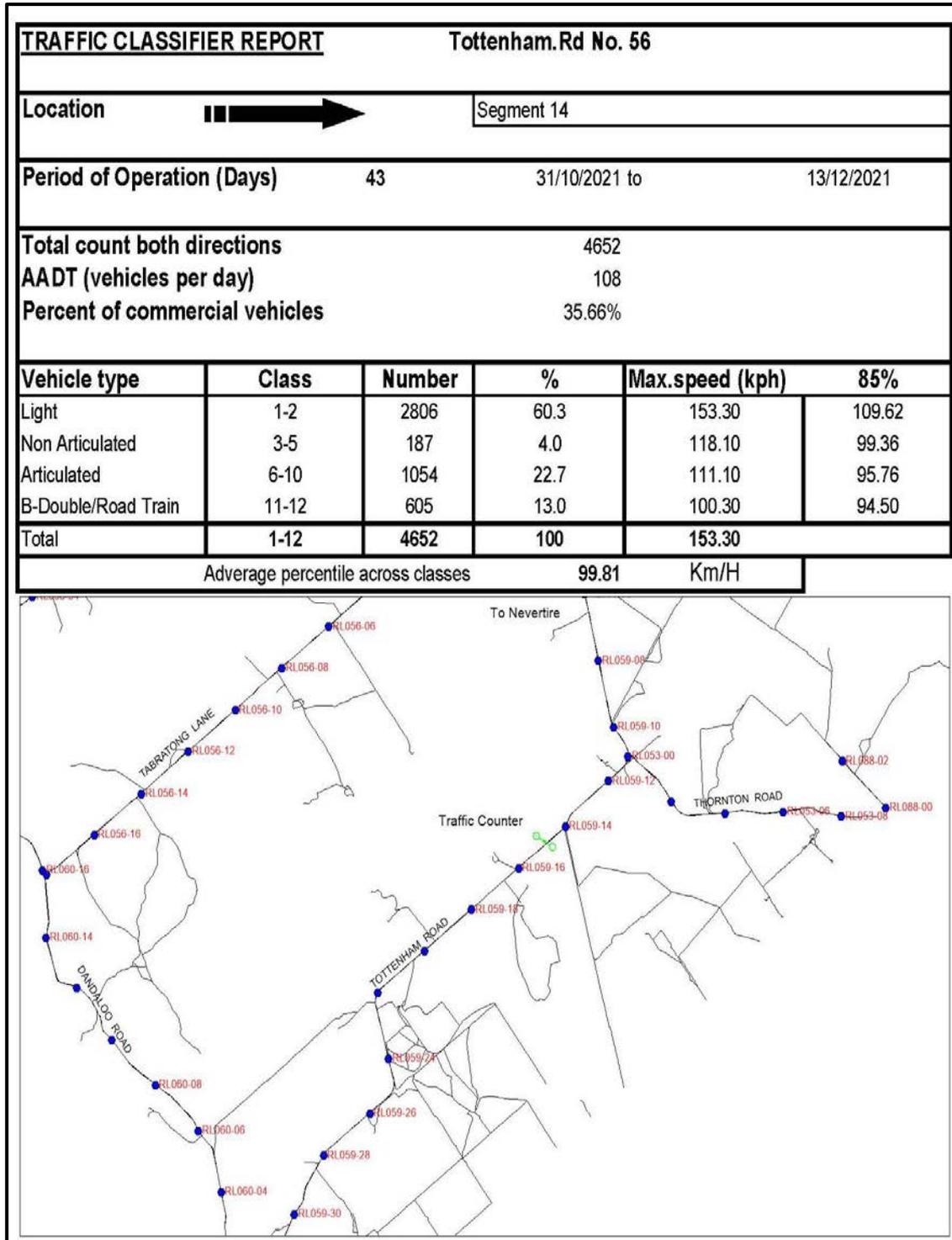
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TRAFFIC CLASSIFIER REPORT		Dubbo street			
<b>Location</b>		Town side of intersection near cotton gin			
<b>Period of Operation (Days)</b>		41	1/11/2021 to		12/12/2021
<b>Total count both directions</b>		26376			
<b>AADT (vehicles per day)</b>		643			
<b>Percent of commercial vehicles</b>		2.85%			
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	17501	66.4	137.40	69.84
Non Articulated	3-5	8122	30.8	154.70	74.34
Articulated	6-10	639	2.4	149.30	68.04
B-Double/Road Train	11-12	114	0.4	70.80	55.58
<b>Total</b>	<b>1-12</b>	<b>26376</b>	<b>100</b>	<b>154.70</b>	
Average percentile across classes			<b>66.95</b>	Km/H	

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<b>TRAFFIC CLASSIFIER REPORT</b>		<b>Old Warren Rd No.65</b>			
<b>Location</b>		Segment 18			
<b>Period of Operation (Days)</b>	42	1/11/2021 to		13/12/2021	
<b>Total count both directions</b>	2478				
<b>AADT (vehicles per day)</b>	59				
<b>Percent of commercial vehicles</b>	20.58%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	1731	69.9	155.50	114.84
Non Articulated	3-5	237	9.6	145.90	112.70
Articulated	6-10	337	13.6	142.40	99.72
B-Double/Road Train	11-12	173	7.0	106.90	96.43
<b>Total</b>	1-12	2478	100	155.50	
<b>Average percentile across classes</b>				<b>105.92</b>	<b>Km/H</b>

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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.

**ACRONYMS**

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

**TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET AS AT 20<sup>th</sup> December 2021**

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Warren Lawn Cemetery Stage 3. 3330-4120-0100  <div style="border: 1px solid black; padding: 5px; width: fit-content;">             C/Over \$76,894              2021/2022 \$60,000           </div>	136,894	67,973	MHD / TSM	<p><b>A coloured concept plan is being prepared.</b></p> <p>Upgrade drainage along western side and installation of drainage along eastern side.</p> <p>Extension of river water main for future lawn cemetery expansion. Project awarded. Work will be finalised later this year.</p> <p>Developing Cemetery Master Plan for future lawn cemetery expansion.</p>

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Project	Budget	Expend	Resp	Comment
Warren Lawn Cemetery Installation of Toilet 3360-4050-0035 (Drought Communities Extension Program)	67,639	59,959	MHD / TSM	<b>Project Complete.</b> Supply of “Access toilet” was listed on VendorPanel 8 <sup>th</sup> January 2021 and closed 18 <sup>th</sup> January 2021. Awarded to Modus Australia. Pathways and gardens complete. Installation of on-site sewer management system complete. Toilet complete and open to the public.
Works Depot CCTV Installation 3210-4000-0200	21,190	Nil	DMES	Investigations being undertaken.
<b>Water Supplies</b>				
Nevertire Reservoir Refurbishment 4580-4320-0005	668,783	627,230	TSM	<b>Contractor has finished site works on the reservoir.</b> <b>Reservoir was returned to service mid December 2021.</b> Tender closed 16 <sup>th</sup> April 2021. Evaluation complete. Tender awarded to RMP Abrasive Blasting. Roof structure has been removed. Internal abrasive blasting commenced. External spot priming, intermediate and first topcoats applied.

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Project	Budget	Expend	Resp	Comment
				<p>Internal blasting and coating is 90% complete. Waiting on the roof to be delivered and installed.</p> <p>Project completion expected late November or early December 2021.</p>
<p>Oxley Park River Water Pumping Station 4580-4320-0015</p>	138,720	58,595	TSM	<p><b>Due to flooding, works will be completed in 2022.</b></p> <p>Carry out modification of the pipe work and pumps at the Oxley Park River Pump Station to allow the use of the same type of pumps used at the Ellengerah Road River Pump Station to allow efficient withdraw, rotation and replacement of the pumps together with an appropriate screening structure.</p> <p>Ryan Mason Engineering to carry out the fabrication and installation works.</p> <p>New pump casing has been fabricated and will be picked up from Newcastle in the week of 15/11/2012.</p> <p>New Pumps have arrived.</p> <p>Subject to weather and the river height, the works should be complete late 2021.</p>
<p>Water Extraction Meter Compliance 4580-4320-0003</p>	17,000	14,727 (Committed)	TSM	<p>Installation of telemetry to all water extraction points meters to comply with Water NSW requirements.</p>

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Project	Budget	Expend	Resp	Comment
Water Assets Revaluation 4300-2210-0000	15,000	11,693	TSM	APV through the Orana Water Utilities Alliance have been engaged to undertake Council's Water Assets Revaluation.
<b>Sewerage Services</b>				
Works to Gunningbar Estate, and Nevertire Sewerage Pumping Stations. 5580-4320-4010 5580-4320-4100	218,182	218,182 (Committed)	TSM	<b>Nevertire and Gunningbah stations to be by-passed to allow the internal refit.</b>  Replacement of pumps, starters and miscellaneous items to improve reliability.  Xylem Water technologies will upgrade the pumps, pipework, guide rails, electrical switchboards, pump controllers and the telemetry at Gunningba Estate and Nevertire Sewerage Pumping Stations as well as minor electrical and telemetry works at Thornton Ave, Wilson St and Garden Ave pumping stations.  New control cabinets delivered 17/11/2021.
CCTV and Smoke Testing of Sewer at Warren and Nevertire 5580-4320-0002	200,000	Nil	TSM	<b>Quarter 3, 2021/2022</b>  Quotation documents under development.
Sewer Assets Revaluation 5300-2210-0000	15,000	2,690	TSM	<b>In progress.</b>  APV through the Orana Water Utilities Alliance have been engaged to undertake Council's Sewer Assets Revaluation.

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Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
Warren Levee Bank Rehabilitation	6,000,000	Nil	DMES / TSM	<p><b>Meeting &amp; site inspections 15/12/21, between GM, ADMES and Tammy Greer from the National Recovery and Resilience Regarding levee repairs and improved disaster preparation.</b></p> <ol style="list-style-type: none"> <li>1. Funding currently being pursued for repairs to the reported section of the Warren levee.</li> <li>2. Consulted with State Government Representatives seeking financial assistance to rectify deteriorated section.</li> <li>3. Works to be undertaken in-house using Council staff and local contractors if possible.</li> <li>4. Local contractors have been liaised with regarding the methods of repair.</li> </ol> <p>Fresh applications have been submitted to the Federal Government Department of Home Affairs, waiting on confirmation of success or not. The matter is also with Resilience NSW who are also considering the application. Further application being arranged.</p>

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Project	Budget	Expend	Resp	Comment
<b>Grant Applications continued</b>				
Tiger Bay Wetlands Effluent Reuse Scheme for Drought Protection. (Priority 1 of 3)	504,000	Nil	TSM	<b>Awaiting Outcome.</b> Installation of Ultraviolet (UV) Disinfection System and pipeline between New Sewerage Treatment Plant and construction of a Reed Bed at Tiger Bay Wetlands to ensure water supply to wetlands under the Murray-Darling Healthy Rivers Program – Large Grants.
Stormwater Quality Improvement for Warren (Priority 3 of 3)	1,720,000	Nil	TSM	<b>Awaiting Outcome.</b> Installation of 25 Stormwater Quality Improvement Device's (SQIDS) at stormwater locations that discharge directly into the Macquarie River and Gunningbar Creek under the Murray- Darling Healthy Rivers Program – Large Grants

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

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

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Activity	Required Interval	Details
<b>Sewerage System Planned Maintenance</b>		
Warren Sewerage Treatment Works	Quarterly	Samples of treated effluent collected monthly for laboratory analysis against EPA licence requirements for PH, Total Suspended Solids (TSS), Total Nitrogen (N), Total Phosphorus (P), Oil & Grease (O&G) and Biochemical Oxygen Demand (BOD). Results are published on Council website quarterly.
Sewer gravity main CCTV Inspection and Smoke Testing program		<p>Develop a program to carry out CCTV inspections and smoke testing of all gravity sewer mains in Warren and Nevertire.</p> <p>Develop a sewer main replacement/relining program.</p> <p>Identify stormwater infiltration locations.</p> <p>Develop a program to educate property owners and residents about stormwater infiltration prevention.</p> <p>Develop a stormwater infiltration rectification program for Council assets and private property.</p>
<b>Water and Sewerage Works Subject to Funding</b>		
Location	Work Under Development	
Collie Water Supply (Reliability)	Commission the two, 125,000 litre Pioneer water tanks located west of the tennis court. Construct a 10m high tank stand to support two, 25,000 litre water tanks at the Pioneer tank location. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove the elevated tanks.	
Collie chlorine dosing	Install new gaseous chlorination system at the Pioneer water tank location.	
Nevertire chlorine dosing	Install new gaseous chlorination system in the new building at Nevertire. Install new dosing point to ensure chlorination is possible from either bore.	
Warren chlorine dosing	Install new gaseous chlorination system in the new buildings at Bore Flat and Ellengerah.	
Replacement of Telemetry System	Replacement of the water and sewerage telemetry system and Firmware upgrade of the Clearwater SCADA.	

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**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

Account	Budget	Expenditure
Water Fund Maintenance and Repair	642,539	257,126
4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	362,206	74,709
5200-0003, 5250-0003, 5280-0003 & 5300-0003.		

**Water and Sewer Works**

Set up for flooding around town (pumps and monitoring)  
 Closing of the flood gates  
 Filling sandbags  
 Training for Chlorine gas (1 day)  
 Main repair at 2 Sturt St  
 Repair service in Chester St  
 Check flood gates (45 gates over 3 days)  
 Repair service leak in Chester street  
 Asbestos training (2 days)  
 Investigate suspected water leak at Nevertire church  
 Repair water meter in Boss Ave

Warren Sewerage Treatment Works in Flow		Sewerage Year – 1st June to 31st May		
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
June 2021	911	661	14.25	14.25
July 2021	1254	441	13.67	27.92
August 2021	776	393	12.19	40.11
September 2021	1337	471	14.13	54.24
October 2021	843	455	14.10	68.34
November 2021	1261	494	14.82	83.16
December 2021	893	508	10.17	93.32

**Rainfall in Warren for the month of November/December 2021: 145.9mm**  
**Rainfall in Warren for the year July 2021 to date: 346.8mm**

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CONTINUED

## Bulk Water Reading per Quarter

WATER SOURCE	FIRST QUARTER READING 1/07/21 - 31/09/21	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/21 - 31/12/21	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/22 - 31/03/22	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/22 - 30/06/22	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	<b>Max. Allocation (ML)</b>
<b>Warren Bores</b>										
Bore 1 (Bore Flat) Lic. 80AL703155	0.45	0.45	0.00	0.45	0.00	0.45	0.00	0.45		
Bore 2 (Ellengerah) Unlicensed	62.90	62.90	49.32	112.22	0.00	112.22	0.00	112.22		
	<b>63.35</b>	<b>63.35</b>	<b>49.32</b>	<b>112.67</b>	<b>0.00</b>	<b>112.67</b>	<b>0.00</b>	<b>112.67</b>	<b>16.10%</b>	700
<b>Warren River</b>										
Oxley Park Lic. 80AL700017	7.99	7.99	7.37	15.36	0.00	15.36	0.00	15.36		
Ellengerah Rd Lic. 80AL700017	11.68	11.68	20.15	31.83	0.00	31.83	0.00	31.83		
	<b>19.67</b>	<b>19.67</b>	<b>27.52</b>	<b>47.19</b>	<b>0.00</b>	<b>47.19</b>	<b>0.00</b>	<b>47.19</b>	<b>6.29%</b>	750
<b>Showground (Racetrack)</b>										
Lic. 80AL700645	<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>	234.2
<b>Nevertire Bore Lic. 80AL703158</b>	<b>11.04</b>	<b>11.04</b>	<b>5.83</b>	<b>16.87</b>	<b>0.00</b>	<b>16.87</b>	<b>0.00</b>	<b>16.87</b>	<b>42.18%</b>	40
<b>Collie Bore Unlicensed</b>	<b>0.78</b>	<b>0.78</b>	<b>1.08</b>	<b>1.86</b>	<b>0.00</b>	<b>1.86</b>	<b>0.00</b>	<b>1.86</b>	<b>7.43%</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

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**CONTINUED**

**Parks and Gardens – Routine Works**

Account	Budget	Expenditure
Parks & Gardens, Cemeteries & Racecourse	813,393	704,460
0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		

The maintenance mowing and weeding of the Parks and Gardens is carried out on a 2-week rotating cycle with the following areas generally grouped together.

Site or location	Works carried out
<b>Week One and Three</b>	
Macquarie Park	Mown, whipper snipped and weeding
Victoria Park	Mown, whipper snipped and weeding
Ravenswood Park	Mown, whipper snipped and weeding
Oxley Park	Mown, whipper snipped and weeding
Ebert Park	Mown, whipper snipped and weeding
Gillendoon St	Mown, whipper snipped and weeding
Orchard Street levee	Mown, whipper snipped and weeding
Bob Christian Reserve	Mown, whipper snipped and weeding
Lawson St Levee	Mown, whipper snipped and weeding
Family Health Centre	Mown, whipper snipped and weeding
Collie Village	Mown, whipper snipped and weeding
<b>Week Two and Four</b>	
Saunders Park	Mown, whipper snipped and weeding
Skate Park	Mown, whipper snipped and weeding
Splash Park	Mown, whipper snipped and weeding
Lions Park	Mown, whipper snipped and weeding
Rotary Park	Mown, whipper snipped and weeding
Warren Lawn Cemetery	Mown, whipper snipped and weeding
Median Strips	Mown, whipper snipped and weeding
Library	Mown, whipper snipped and weeding
Len Woolnough Levee	Mown, whipper snipped and weeding
Mary Stubbs Levee	Mown, whipper snipped and weeding
Boston St Levee	Mown, whipper snipped and weeding
Macquarie Drive Levee	Mown, whipper snipped and weeding
Nevertire Village	Mown, whipper snipped and weeding

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The Play Equipment at Macquarie and Ravenswood Parks are inspected, and sand pit areas are raked daily.

BBQ's at Macquarie Park, Oxley Park, Skate Park and Splash Park are cleaned twice a week.

The following locations are mown, whipper snipped and weeded as needed.

Bore Flat	Sewer Pumping Stations
Bore Flat Levee	Shire Housing
Carter Oval	Town Medians and approaches
Other Reserves	Water Pumping Stations and Reservoirs
Readford Street Levee	Weed Spraying
WOW Centre	Tiger Bay Walking Track

**Parks and Gardens Works**

Set up for flooding around town (pumps and monitoring)	Macquarie park mow/snip/weeding
Filling sandbags	Stafford St pump station mow/snip
Weed/cleanup in CBD area of main street	Thornton pump station mow/snip
Lawn Cemetery mow/snip/weed	Gillendoon St pump station mow/snip
Macquarie park mow/snip/tidy garden beds	Town approaches (on going)
Ravenswood park mow/snip	Victoria oval mow/snip/line marking
Oxley park mow/snip	Pitch preparation
Town approaches mowing	Family health centre mow/snip
Warren medians mow/snip	Ravenswood park mow/snip
Clean up around Stafford st reservoir	Lawn cemetery mow/snip
Bore flat levee mow/snip	Old cemetery snip
Family health centre mow/snip	Skate/splash park mow/snip
Saunders park mow/snip	WOW centre mow/snip
Skate/splash park mow/snip	BBQ cleaning
Library mow/snip	Assist town crew with grave duties
Orchard St park mow/snip	
Stubbs levee mow/snip	
Woolnough levee mow/snip	
Lions park mow/snip	
Rotary park mow/	

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**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Town Crew Works**

Carry out traffic control for trucks unloading behind dentist	Set up for flooding around town (pumps and monitoring)
Remove soil piles around Nevertire	Filling sandbags
Clean stormwater pits around Warren	Repair Noel Waters oval access road
Spraying of the old Cemetery Warren	Repairing the levee
Spraying of town laneways (Warren)	Cleaning stormwater grates
Spraying of weeds in Garden Ave, Pittman Pde gutters	Spraying of weeds in Chester St, Dubbo St, Garden Ave, Bundemar St,
Repair pavers in footpath in front of IGA store	Asbestos removal training
Repairs to town levee (on going)	
Remove rubbish from shire depot	
Repair racecourse river pump	
Remove temporary fencing, road plates and bog mats from Saunders park	
Tidy up soil at Saunders park	

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**ITEM 3**

**WORKS PROGRESS REPORTS – FLEET – WORKSHOP**

**(C14-7.2)**

**RECOMMENDATION**

That the information be received and noted.

The following are details of Projects and Programs that are being managed by the Workshop Coordinator.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
<b>Plant Repairs</b>				
P2381	Sterling LT9500 Truck	Brakes adjustment on truck.	1.5 hours	1.5 hours
P2381	Sterling LT9500 Truck	Clutch adjustment and test drive.	4 hours	4 hours
P2380	Isuzu Paveline Truck	Ordered new air valves for rear paver to be fit when they arrive.	0	.5 hour
P2380	Isuzu Paveline Truck	Diagnose and repair emulsion rate control problem (repair broken wires to relay).	1 hour	1 hour
P79, p70	Iseki ride on mowers.	Ordering service parts for both mowers.	0	.5 hour
P78	John Berrends 5" Slasher	Broken tower bolt and bent tower, straighten tower and replace broken bolt.	4 hours	4 hours
P1063	Isuzu Tender Truck	Order and replace lh side rear windscreen.	0	2 hours
P92	Multipak Pneumatic Roller	Repairs to motion controls identified problem still needs to be fixed properly.	3 hours	3 hours
P3609	2020 Toyota Hilux	Service done 90,000klm, phone kit aerial replaced and relocated for better reception.	4 hours	4 hours
P241	2018 Toyota Hilux	60,000klms service done. New tyres required spoke to operator. Tyres ordered.	2.5 hours	2.5 hours

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WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P91	Isuzu service Truck oil pump	Serviced oil pump blockages in valves preventing pump from working.	3 hours	3 hours
P79	Iseki ride on mower	Weld up muffler box to pipe connection bolt missing from support bracket replaced to prevent muffler from cracking again.	3 hours	3 hours
P2801	Iseki ride on mower	Tighten steering arm bolts and replace x2 missing ones.	1 hour	1 hour
P154	Frauehauf Water Tanker	Fit x4 new tyres on rims to machine ready for rego inspection.	4 hours	4 hours
P3507	2020 Toyota Hilux	70,000km service done.	2 hours	2 hours
P21	John Deere 5083e Tractor	7250hr service done.	0	4.5 hours
Flood Pumps	Sykes Flood Pumps	Setup pumps and take delivery of borrowed tractors for setup to pumps.	25 hours	25 hours
P2300	Isuzu Tri Tipper	Order service kit service to be done when arrives.	0	.5hour
P5	Bomag Smooth Drum Roller	Attempt repair to singing radio. New radio and speakers required.	1 hour	1 hour
Flood pumps	Sykes and hired Coates/Xylem Flood pumps	Continual checking starting, stopping, refuelling of pumps.	40 hours approx	40 hours approx
P14	Backhoe 432f	Fit x2 new nylon slides to lh side of extend hoe arm.	4 hours	4 hours
P10	Hamm Pad Foot Roller	Diagnose and repair fan belt failure pulley bearing seized new bearing fitted to aftermarket pully new belt fitted original and parts ordered.	4 hours	2 hours

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CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Flood Pumps	Sykes, Coates and Xylem Pumps.	Checking running and fuelling pumps as required.	30 hours	30 hours
P1064	Isuzu Tender Truck	Diagnose a/c problem check function not ok compressor failure new compressor ordered.	2 hours	2 hours
P8	Backhoe 432f	Blown hydraulic hose rh side 4 in 1 bucket control, remove hose Ryan Mason made a new one and refit test all ok.	3 hours	3 hours
P3506	2021 Toyota Fortuner	20,000klm service done.	2 hours	2 hours
P1042	Isuzu Water Tanker	Remove built up water in front lights.	3 hours	3 hours
P1042	Isuzu Water Tanker	Assist changeover of x2 rear drive wheels and rims.	2 hours	2 hours
P2380	Isuzu Paveline comb	Diagnose transmission issue and change blown tyre axle 2 lh side inner.	4 hours	4 hours
P2790	Ride on sweeper	Adjust front and middle brush height general check over of machine.	3 hours	3 hours
P2380	Isuzu Paveline	Continuing with drive issue diagnosis.	4 hours	4 hours

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CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
<b>Plant Repairs – Work to be Completed</b>				
FLOOD PUMPS	Pump at rear of Central School.	Find or purchase a new reduction drive and drive shaft.		
P50	Isuzu Tipper Tar Truck	Fan on condenser for a/c need replacing.	1 hour	
P301	Sykes river pump	Put back together new parts to be sourced and fit.	0	6 hours
P31	Nissan UD Truck	Add blue level sensor to be replaced or repaired.		3 hours
P14	432f cat backhoe	Leaking rams to be repaired, Power issue to be diagnosed.		
P1047	ISUZU Schwarze Street Sweeper	Seals to be replaced inside brush motors.		
P15	Kioti Tractor	Clutch issue to be diagnosed and repaired.		
P90	Isuzu Truck	New spare wheel required old rim dented and tyre wont seal.		
P2180	Sterling Truck	Service parts to be ordered.		
P43	Float trailer	Brake pads need replacing.		8 hours
P8	Workshop air compressor	Have repairs made to compressor currently not working. Waiting on electrician to access.		
P236	Hilux 2wd	Service to be done.		2.5 hours
P93	Cw34 Caterpillar Pneumatic Roller	Injector seals to be replaced and wiring harness to be built.		

**ACRONYMS**

WC Workshop Coordinator  
 TBD To be determined

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**ITEM 1                      DEVELOPMENT APPLICATION APPROVALS**

**(B4-9)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

To inform the Councillors of the approved Development Applications by Council for the previous month.

**BACKGROUND**

Council received Development Applications from residents in the Warren Shire area to seek approval.

**REPORT**

Development Applications that have been received for approval for December 2021.

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>	<b>RECEIVED</b>	<b>APPROVED</b>
P16-21.16	Stephens Ave Lot 1 DP121611 Warren	Installation of Weighbridge	3/8/2021	20/12/2021
P16-21.29	3531 Ellengerah Road Lot 5 DP1030765 Warren	Inground swimming pool	26/11/2021	6/12/2021
P16-21.30	1259 Elsinore Road Lot 25 DP755307 Mullengudgery	Alterations and additions to residential dwelling	26/11/2021	20/12/2021
P16-21.31	19 Wonbobbie St Lot 19 DP758264 Collie	Shed	24/11/2021	2/12/2021
P16-21.33	42 Chester St Lot B DP392860 Warren	Erection of a shed	16/12/2021	23/12/2021

**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.

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**ITEM 1                    DEVELOPMENT APPLICATION APPROVALS**

**(B4-9)**

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

5.2.2    Timely and accurate reporting for efficient management and accountability.

5.2.1    Quality customer service focus by Council staff.

1.4.4    Help ensure safe and sustainable development.

**SUPPORTING INFORMATION/ ATTACHMENT**

Nil.

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**ITEM 2           WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES (C14-7.3)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of the projects and grant applications that are being managed by the Manager Health and Development Services.

2020 Projects	Budget	Expend	Resp	Comment
Construction of two (2) x Council dwellings 21 Deacon Drive and 8 Deacon Drive	88,000	23,854 Committed	MHD	Completed July 2020.  New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021.  Formal complaint lodged with Department of Fair-Trading 4th March 2021. Additional information provided 11th March 2021. A further report provided to Council in August 2021.  Rectification order issued. Expired 26/10/2021 Builder expected at the end of November to complete requested maintenance and repair works which has not progressed.  Department of Fair Trading advised of no progress 15 <sup>th</sup> December 2021

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**ITEM 2                   WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES (C14-7.3)**  
**CONTINUED**

<b>2021 Projects</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Construction of the Waste Transfer Station at Ewenmar Waste Depot.	303,747	23,672	MHD/TSM	Final design complete. Contractor engaged to install drainage pipework at the end of November. Delayed due to wet weather.
Wireless Scoreboard at Warren Sporting and Cultural Centre.	8,000	9,045	MHD	Used to replace airconditioner units.
Completion of Tiger Bay Wetlands Walkway (Central West Councils Environment and Waterways Alliance 2021 Small Grants).	5,000	Nil	MHD/DMES	Works program to be determined.
Community Building Partnership Program Grant - Waterproof lockers and changeroom double sided seating for Warren War Memorial Swimming Pool.	16,031	Nil	MHD	\$9,702 Grant successful that will be for lockers.
Community Building Partnership Program Grant – Electronic Scoreboard	10,847	Nil	MHD	\$5000 grant has been successful Council and other contributions to be determined.
Purchase of new gym Equipment	9,720	6,950	MHD	Received and installed.
Roof anchor Points for Council owned buildings	25,000	Nil	MHD	Quotations received from Vendor Panel Market place. Contractor engaged. Works to begin end of November. Works delayed now scheduled to begin early January 2022

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**ITEM 2                   WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES (C14-7.3)**  
**CONTINUED**

2021 Projects	Budget	Expend	Resp	Comment
Electricity to Animal shelter	6,000	Nil	MHD	Easement to be created.
3 x Defibrillators	10,000	6,885	MHD	One unit installed at waste Depot, one unit installed at works depot and training to be provided to grader staff for third unit.  Training completed.
Swimming Pool CCTV	16,000	Nil	MHD	Discussion held with supplier on specification requirements.
Swimming Pool Double access gates	3,000	Nil	MHD	Quote being obtained.
Swimming Pool – shelving and concreting	5,000	Nil	MHD	Part shelving purchased.  Awaiting invoice.
Improvement of roof and guttering at the Warren Sporting and Cultural Centre	40,000	Nil	MHD/CM	Quotes being obtained.  Council resolved at October Council Meeting to allocate \$40,000 from the restricted funds for infrastructure improvement/replacement.  Listed on vendor panel marketplace Closes 4.00pm Thursday 18 <sup>th</sup> November 2021.  Contractor appointed.
<b>Warren Support Services (Previously Community Builders Grant (CB) and Early Intervention Placement Prevention (EIPP) Service Programs</b>				
Outback Arts, Aboriginal Cultural Art, Ceramics and Mentoring March 2021	4,000	Nil	MHD	Event not complete. It was postponed due to unforeseen circumstances, will be completed by week 8 of the school term.
Early intervention Prevention Program (EIPP)	10,000	10,000	MHD	MOU with Warren Youth Support Group – Complete with successful employment engagement sessions.

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**ITEM 2                   WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES (C14-7.3)**  
**CONTINUED**

Warren Support Services (Previously Community Builders Grant (CB) and Early Intervention Placement Prevention (EIPP) Service Programs				
Warren Youth Support Group, Halloween October 2021	3,000	-	MHD	Event held waiting on acquittal.
Possums in the Park	2,500	-	MHD	Postponed due to COVID due to be held around March 2022
Warren Youth Support Group Christmas Event	5,000	-	MHD	Event held waiting on acquittal.
Targeted Early Intervention (TEI)	30,000	Nil	MHD	Warren Youth Support Group successful with their ongoing programs.
Music Wellbeing Program (Warren Central School)	5,000	5,000	MHD	Program completed December 2021.