

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 7TH DECEMBER 2023**

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# WARREN SHIRE COUNCIL

## AGENDA - ORDINARY COUNCIL MEETING

7th December 2023 commencing at 8.30 am

**1. OPENING OF MEETING**

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

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

**4. CONFIRMATION OF MINUTES**

Ordinary Meeting held on Thursday, 26th October 2023.

**5. DISCLOSURES OF INTERESTS**

**6. MAYORAL MINUTE(S)**

Nil.

**7. REPORTS OF COMMITTEES**

Meeting of the Warren Public Arts Committee held on  
Monday, 6th November 2023..... (C14-3.29)

Meeting of the Economic Development and Promotions Committee held on  
Wednesday 2nd August 2023 ..... (C14-3.22)

Meeting of the Economic Development and Promotions Committee held on  
Tuesday 7th November 2023 ..... (C14-3.22)

Meeting of the Airport Operations Committee held on  
Wednesday, 8th November 2023 ..... (C14-3.12)

Meeting of the Sporting Facilities Committee held on  
Wednesday 8th November 2023 ..... (S21-2)

**REPORTS OF COMMITTEES****CONTINUED**

Meeting of the Warren Local Emergency Management Committee held on Tuesday, 14th November 2023 .....	(E6-1)
Meeting of the Roads Committee held on Tuesday, 21st November 2023 .....	(C14-3.28)
Meeting of the Plant Committee held on Tuesday, 21st November 2023 .....	(C14-3.8)
Meeting of the Traffic Committee held on Tuesday, 21st November 2023 .....	(T5-2)
Meeting of the Internal Audit and Risk Management Committee held on Wednesday, 22nd November 2023 .....	(T5-2)
Meeting of the Water and Sewerage Committee held on Thursday, 23rd November 2023 .....	(C14-3.24)
Meeting of Manex held on Monday, 27th November 2023 .....	(C14-3.4)
Meeting of the Showground/Racecourse Committee held on Tuesday, 28th November 2023 .....	(C14-3.2)

**8. REPORTS OF DELEGATES**

Item 1	Meeting of the Warren Interagency Support Services held on Thursday, 19th October 2023.....	(C3-9)
Item 2	Ordinary Meeting of the Castlereagh Macquarie County Council held on Monday, 30th October 2023 .....	(C15-1)
Item 3	General Meeting of the Outback Arts Inc. held on Monday, 13th November 2023 .....	(C17-2)
Item 4	Ordinary Meeting and Annual General Meeting of the Country Mayors Association of New South Wales held on Friday, 24th November 2023 .....	(C14-5.5)

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


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Nil.

#### REPORTS OF THE GENERAL MANAGER

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Item 1	Outstanding Reports Checklist (C14-7.4) .....	Page 1
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#### REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

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Item 2	Statement of Rates and Annual Charges (R1-4) .....	Page 6
Item 3	Works Progress Reports – Finance & Administration Projects (C14-7.1, C9-1) .....	Page 8
Item 4	Review of Council’s 2022/2023 Operations (A1-4.41) .....	Page 9

#### REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

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Item 1	Works Progress Reports – Roads (C14-7.2) .....	Page 1
Item 2	Works Progress Reports – Town Services (C14-7.2) .....	Page 16
Item 3	Works Progress Reports – Fleet/Workshop (C14-7.2) .....	Page 34

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


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Item 3	Warren LEP Health Check and Recommended Changes (P15-31.6)	Page 7

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

Nil.

**11. MATTERS OF URGENCY**

Nil.

**12. CONFIDENTIAL MATTERS****Mayoral Minute**

Item 1	Warren Shire Council General Manager 2022-2023 Mid-Term and Annual Performance Review ('P').....	Page 1
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**Report of the Divisional Manager Engineering Services**

Item 1	Tender No. T282324OROC – Provision of Linemarking (C14-6.2/66) .....	Page 1
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Item 5	Tender No. T412324OROC – Provision of Surveying Services (C14-6.2/71) .....	Page 32
Item 6	Tender No. T402324OROC – Provision of Design Services (C14-6.2/70) .....	Page 39

**13. CONCLUSION OF MEETING****14. PRESENTATIONS**

Nil.

## WARREN PUBLIC ARTS COMMITTEE MINUTES

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Attached are the Minutes of the Meeting of the Warren Public Arts Committee held on Monday, 6th November 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Warren Public Arts Committee held on Monday, 6th November 2023 be received and noted.

# WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
on Monday 6th November 2023 commencing at 3:37 pm

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**PRESENT:**

Ros Jackson	Councillor (Chair)
Katrina Walker	Councillor
Pauline Serdity	Community Member
Jenny Quigley	Community Member
Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Joe Joseph	Infrastructure Projects Manager
Raymond Burns	Town Services Manager
Rebecca Christian	Minute Taker

**ITEM 1 APOLOGIES (C14-3.29)**

Apologies were tendered on behalf of Councillor Jo Van Eldonk, Penny Heuston, Judy Ridley and Mary Small who were absent due to external commitments, and it was **MOVED** Burns/Walker that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried**

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**ITEM 2 CONFIRMATION OF MINUTES (C14-3.29)**

**MOVED** Serdity/Burns that the Minutes of the Meeting held on Tuesday, 7th August 2023 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING, 7TH AUGUST 2023**

Nil.

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**ITEM 4 ACTION CHECKLIST**

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

**Carried**

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**ITEM 5.1 WARREN CBD TOILET/AMENITIES – HISTORICAL PHOTOGRAPHS OF WARREN SHIRE (G4-1.20)**

- Gate beside the toilets to be finalised;
- The locksmith is checking the gate lock this week; and
- The gate will be using 2 (two) additional photographs not from the chosen list (Dubbo Street from Stafford Street Tower approximately 1956 and the second from 2006).

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

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
on Monday 6th November 2023 commencing at 3:37 pm

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**ITEM 5.2 LIONS PARK TOILET/AMENITIES – MACQUARIE RIVER PHOTOGRAPHS (P1-7.5)**

- A small advertisement for interested members of the public will be arranged;
- Confirmation from the Warren Lions Club Members' attendance numbers; and
- Consider vegetarian diet requirements.

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

**Carried**

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**ITEM 5.3 WARREN SHOWGROUND AMENITIES – MURAL PROGRESS (G4-1.53)**

- Contact will be made with the Horse Committee to determine if an opening ceremony and when should be considered and if so, what form it might take;
- Panels have been delivered and are being stored. Panels will be installed when there are no works near their installation location, so the panels aren't damaged;
- Working on the mural to be installed on the walls ( McCalman Pavilion side and Bar side) by the end of November 2023; and
- Viewing could happen on the 7th December 2023.

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

**Carried**

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**ITEM 5.4 FURTHER PUBLIC ART IDEAS (G4-1.53)**

Items to be considered:

- Sculpture to the Marshes on the way to the Marshes (Burrima Boardwalk);
- Local Farmers to provide their own sculptures (grant funding/farmers);
- Artistic letterboxes, perhaps self-funded;
- First Nations/Aboriginal Art, perhaps self-funded;
- Business owners, private mural artists;
- Relevant Council Policies would need to be followed for the use of private buildings (safety and idea suitability approved);
- Graffiti artist training and eventually a public wall (Warren Youth Foundation and Warren Central School Art class/students);
- Aboriginal song lines perhaps for the garbage bin future public art proposed- history, totems, etc. like walking tracks that are linked, and meaningful to aboriginal people;
- Image projections onto large building facilities, perhaps history;
- Is it time for Warren to have a big 'Emblem' similar to the 'Big Bogan' or 'Big Merino' but an appropriate theme;
- The New Victoria Park Female Friendly Amenities Facility – where possible professional Aboriginal Art (netball, rugby league, rugby union, etc. ), subject to finding available funds from the current grant;
- Warren War Memorial Swimming Pool Amenities – images of the relevant sports of the pool and Carter Oval Youth Sports Precinct – to be considered; and
- Walls of the Warren Public Library, Library/book-relevant themed – to be considered.

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

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
on Monday 6th November 2023 commencing at 3:37 pm

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**ITEM 6            GENERAL BUSINESS**

Nil.

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**ITEM 7            DATE OF NEXT MEETING**

To be arranged for the 4th March 2024 at 3:30 pm.

**There being no further business the meeting closed 4:34 pm.**

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

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Attached are the Minutes of the meeting of the Economic Development & Promotions Committee held on Wednesday, 2nd August 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Economic Development & Promotions Committee held on Wednesday, 2nd August 2023 be received and noted, and the following recommendations be adopted:

**ITEM 5.3      ECONOMIC DEVELOPMENT STRATEGY AND ACTION PLAN      (D3-1)**

1. That the Economic Development Strategy and Action Plan be adopted by Council.
2. That Willy Retreat be thanked for their feedback on the Economic Development Strategy and Action Plan and that the Economic Development and Visitation Manager liaise with the Hall's to detail the actions contained within the Economic Development Strategy and Action Plan that are applicable to their business.

**ITEM 5.4      DESTINATION MACQUARIE MARSHES TASKFORCE MEETING 7TH JUNE 2023      (T4-1.2)**

1. That grant funding opportunities to improve signage in the Macquarie Marshes be investigated.
2. That neighbouring Councils to the Macquarie Marshes be requested to consider funding grant applications for appropriate signage to the Macquarie Marshes.

**ITEM 5.4      DESTINATION MACQUARIE MARSHES TASKFORCE MEETING 12 JULY 2023      (T4-1.2)**

That the Destination Macquarie Marshes Taskforce members review the Draft Destination Macquarie Marshes Taskforce Action Plan 2023 and forward their organisation and/or individual feedback for collation to the Economic Development and Visitation Manager a minimum of two weeks prior to the next general meeting of the Taskforce to be held on 13th September 2023.



**WARREN SHIRE COUNCIL**  
Minutes of the Economic Development & Promotions Committee  
Meeting held in the Council Community Room  
on Wednesday 2nd August 2023, commencing at 3:54pm

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**ITEM 5.3      ECONOMIC DEVELOPMENT STRATEGY AND ACTION PLAN      (D3-1)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Jackson/Brewer that:

1. The Economic Development Strategy and Action Plan be adopted by Council.
2. That Willy Retreat be thanked for their feedback on the Economic Development Strategy and Action Plan and that the Economic Development and Visitation Manager liaise with the Hall's to detail the actions contained within the Economic Development Strategy and Action Plan that applicable to their business.

**Carried**

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**ITEM 5.4      DESTINATION MACQUARIE MARSHES TASKFORCE MEETING 7TH JUNE 2023      (T4-1.2)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Brewer/Jackson that:

1. Grant funding opportunities to improve signage in the Macquarie Marshes be investigated.
2. That neighbouring Councils to the Macquarie Marshes be requested to consider funding grant applications for appropriate signage to the Macquarie Marshes.

**Carried**

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**ITEM 5.5      DESTINATION MACQUARIE MARSHES TASKFORCE MEETING 12TH JULY 2023      (T4-1.2)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Jackson/Brewer that the Destination Macquarie Marshes Taskforce members review the Draft Destination Macquarie Marshes Taskforce Action Plan 2023 and forward their organisation and/or individual feedback for collation to the Economic Development and Visitation Manager a minimum of two weeks prior to the next general meeting of the Taskforce to be held on 13th September 2023.

**Carried**

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**GENERAL BUSINESS**

**ITEM 6.1      WARREN YOUTH FOUNDATION ANNUAL GENERAL MEETING      (D3-1)**

The Manager Health and Development attended the Warren Youth Foundations Annual General meeting. The Foundation is looking at future sponsorship.

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**ITEM 6.2      BUSINESS DEVELOPMENT FACILITATORS PRIORITY ACTIONS      (D3-1)**

Action checklist to contain the priority actions being undertaken by the Business Development Facilitator and progress to date on that action.

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**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development & Promotions Committee**  
**Meeting held in the Council Community Room**  
**on Wednesday 2nd August 2023, commencing at 3:54pm**

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**ITEM 6.3      WARREN SHIRE REGIONAL TOURISM BROCHURE      (D3-1)**

The Economic Development and Visitation Manager is developing a formal printed brochure that talks generally of all the businesses and attractions.

The Economic Development and Visitation Manager proposed a website brochure version with details expanded that provides all the information that can be easily amended to ensure that the information can remain current.

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**ITEM 7      DATE OF NEXT MEETING**

To be arranged for 7th November 2023 at 3:30pm.

**There being no further business the meeting concluded at 5:09pm.**

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

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Attached are the Minutes of the meeting of the Economic Development & Promotions Committee held on Tuesday, 7th November 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Economic Development & Promotions Committee held on Tuesday, 7th November 2023 be received and noted, and the following recommendations be adopted:

**ITEM 5.1      FREE COFFEE FOR VISITORS IN WARREN SHIRE PROGRAM      (D3-1)**

That the funding allocated to the Free Coffee Program be allocated to the Visitor Information Centre for the purchase of a Pod Coffee Machine, small water urn and supplies, for free use by Visitors at times when local cafés are not in operation.

**ITEM 5.3      DESTINATION MACQUARIE MARSHES TASKFORCE MEETING 2023      (T4-1.2)**

That the Minutes of the Meeting of the Destination Macquarie Marshes Taskforce Committee held on Wednesday, 13th September 2023 be received and noted, and the following recommendation be adopted:

That workshops be scheduled with current members of the Destination Macquarie Marshes Taskforce to progress the development of the Draft Destination Macquarie Marshes Taskforce Action Plan 2023 together with determination of the high priority actions and short-term goals.



**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development & Promotions Committee**  
**Meeting held in the Council Community Room**  
**on Wednesday 7th November 2023, commencing at 4:05pm**

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

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

**Carried**

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**ITEM 5.3      DESTINATION MACQUARIE MARSHES TASKFORCE MEETING 2023      (T4-1.2)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Derrett/Balogh that the Minutes of the Meeting of the Destination Macquarie Marshes Taskforce Committee held on Wednesday, 13th September 2023 be received and noted, and the following recommendation be adopted:

That workshops be scheduled with current members of the Destination Macquarie Marshes Taskforce to progress the development of the Draft Destination Macquarie Marshes Taskforce Action Plan 2023 together with determination of the high-priority actions and short-term goals.

**Carried**

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**ITEM 5.4      WARREN CHRISTMAS STREET PARTY 2023 SUB-COMMITTEE MEETING 27TH  
SEPTEMBER 2023      (G4-1.67)**

**MOVED** Woodman/Jackson that the Minutes of the Meeting of the Warren Christmas Street Party 2023 Sub-Committee of the Economic Development and Promotions Committee held on Wednesday 27th September 2023 be received and noted.

**Carried**

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**ITEM 5.5      WARREN CHRISTMAS STREET PARTY 2023 SUB-COMMITTEE MEETING 18TH  
OCTOBER 2023      (G4-1.67)**

**MOVED** Woodman/Jackson that the Minutes of the Meeting of the Warren Christmas Street Party 2023 Sub-Committee of the Economic Development and Promotions Committee held on Wednesday 18th October 2023 be received and noted.

**Carried**

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**ITEM 5.6      ORANA STRATEGIC REGIONAL PLAN 2023-2026 (RDA-ORANA)      (D3-2)**

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

**Carried**

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**ITEM 5.7      SMALL BUSINESS MONTH GRANT- WARREN  
WARREN SMALL BUSINESS WORKSHOP, MENTAL HEALTH IN THE WORKPLACE  
(D3-1.4)**

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

**Carried**

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**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development & Promotions Committee**  
**Meeting held in the Council Community Room**  
**on Wednesday 7th November 2023, commencing at 4:05pm**

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**GENERAL BUSINESS**

**ITEM 6.1 VISITOR INFORMATION CENTRE OPERATIONS (T4-3)**

- Unfortunately Council has not been able to get suitable candidates for the Tourism Information Officer most probably due to people not wanting to work on the weekend;
- Weekends are our least busy time for tourists from the statistical data collected;
- There are volunteers who are prepared to work on the weekend;
- There are other options for casuals to work;
- Most Visitor Information Centres in the area are open 7 days per week or a reasonable amount of time on the weekends; and
- As this is an operational matter, the General Manager will investigate other options for the employment times of a Tourism Information Officer to attract more suitable candidates for casual employment on the weekend and volunteer opportunities.

Bradley Pascoe departed from the meeting at 5:01pm.

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**ITEM 6.2 DEPARTMENT OF EDUCATION – REGIONAL EDUCATIONAL PARTNERSHIP (S12-1)**

- The Department of Education may be considering Warren Shire Council for a pilot program for Years 10-12 to experience an array of careers at the Local Council; and
- As an operational matter it will be considered by the Senior Management Team and MANEX in the future by a report by the Economic Development and Visitation Manager.

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**ITEM 6.3 NATIONAL ABORIGINAL TOURISM OFFICERS COUNCIL (NATOC) (T4-3)**

- The Economic Development and Visitation Manager participated in a webinar by the NATOC and in particular community engagement; and
- Working on a NATOC presentation to the Committee.

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**ITEM 6.4 CHRISTMAS TIME AVAILABILITY FOR THE VISITOR INFORMATION CENTRE (T4-3)**

- Most Visitor Information Centres in the area are shut during the Christmas – New Year break; and
- Accordingly, there is a high chance the Visitor Information Centre may be closed over the Christmas – New Year break.

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**ITEM 7 DATE OF NEXT MEETING**

To be arranged for 6th February 2024 at 3:30pm.

**There being no further business the meeting concluded at 5:17pm.**

## **AIRPORT OPERATIONS COMMITTEE**

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Attached are the Minutes of the meeting of the Airport Operations Committee held on Wednesday, 8th November 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Airport Operations Committee held on Wednesday, 8th November 2023 be received and noted, and the following recommendation be adopted:

**ITEM 5.3      AIRPORT OPERATIONAL MANUAL UPDATE      (A2-1)**

That Council reallocates the current \$25,000 for RNAV contribution in the 2023/2024 Budget to undertake an appropriate Windshear Modelling Assessment, Calculations and Report.

**WARREN SHIRE COUNCIL**  
Minutes of the Airport Operations Committee  
Meeting held in the Community Room, Warren  
on Wednesday, 8th November 2023 commencing at 11:01 am

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**PRESENT:**

Kevin Taylor	Councillor (Chair)
Pat Hulme	Community Member
Brett Williamson	Community Member
Ralph Smith	Community Member
Gary Woodman	General Manager
Joe Joseph	Infrastructure Projects Manager
Sylvester Ontario	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager
Rebecca Christian	Minute Taker

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**ITEM 1 APOLOGIES**

Apologies were received from George Falkiner and Nigel Martin who were absent due to external commitments and it was **MOVED** Smith/Williamson that a leave of absence be granted for this meeting.

**Carried**

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**ITEM 2 CONFIRMATION OF MINUTES (C14-3.12)**

**MOVED** Taylor/Williamson that the Minutes of the Meeting held on Monday, 3rd July 2023 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING FROM MINUTES OF THE MEETING, 3RD JULY 2023**

Nil.

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**ITEM 4 ACTION CHECKLIST**

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

**Carried**

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**ITEM 5.1 AIRPORT TERMINAL PROGRESS (C13-81, G4-1.16)**

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

**Carried**

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**ITEM 5.2 AIRPORT UPGRADE RUNWAY 03/21 DRAINAGE (G4-1.16)**

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

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Airport Operations Committee  
Meeting held in the Community Room, Warren  
on Wednesday, 8th November 2023 commencing at 11:01 am

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**ITEM 5.3 AIRPORT OPERATIONAL MANUAL UPDATE (A2-1)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Woodman/McCloskey that Council reallocates the current \$25,000 for RNAV contribution in the 2023/2024 Budget to undertake an appropriate Windshear Modelling Assessment, Calculations and Report.

**Carried**

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**ITEM 6 GENERAL BUSINESS**

**ITEM 6.1 RNAV CONSIDERATIONS (A2-8)**

- Council to investigate if an RNAV could be applicable for one end of 09/27 being 27 and or both ends of 03/21, at least one end.
- 

**ITEM 6.2 ELECTRICITY TO LOTS 1 AND 2 (A2-12)**

- Council staff are attempting to locate the installed conduit that should allow electricity access to the new hangers on Lot 1 and Lot 2.
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**ITEM 6.3 DRAINAGE AREA (A2-6)**

- Investigate the sealing of the area for future improvement.
- 

**ITEM 7 NEXT MEETING**

Next meeting to be arranged for 6th March 2024.

**There being no further business the meeting closed at 12:39pm.**

## **SPORTING FACILITIES COMMITTEE MEETING**

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Attached are the Minutes of the meeting of the Sporting Facilities Committee held on Wednesday 8<sup>th</sup> November 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Sports Facilities Committee held on the Wednesday 8<sup>th</sup> November 2023 be received and noted.

**WARREN SHIRE COUNCIL**  
**Minutes of the Sporting Facilities Committee Meeting**  
**held in Council's Community Room, 115 Dubbo Street, Warren**  
**on Wednesday, 8th November 2023 commencing at 4.06pm**

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**Present:**

Councillor MJ Quigley (Chairman)  
Councillor GJ Whiteley  
Councillor DJ McCloskey  
Councillor KW Taylor  
Gary Woodman (General Manager)  
Syvester Otieno (Divisional Manager Engineering Services)  
Joe Joseph (Infrastructure Projects Manager)  
Raymond Burns (Town Services Manager)  
Cassy Mitchell (Administration Officer Health and Development Services - Minute Taker)

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**ITEM 1            APOLOGIES**

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

**Carried**

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**ITEM 2            CONFIRMATION OF MINUTES OF THE SPORTING FACILITIES COMMITTEE MEETING HELD ON WEDNESDAY, 2<sup>nd</sup> AUGUST 2023.**

**MOVED** Burns/Whiteley that the Minutes of the Meeting held on the 2<sup>nd</sup> August 2023 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3            BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON WEDNESDAY, 2<sup>nd</sup> AUGUST 2023.**

Nil.

**WARREN SHIRE COUNCIL**  
**Minutes of the Sporting Facilities Committee Meeting**  
**held in Council's Community Room, 115 Dubbo Street, Warren**  
**on Wednesday, 8th November 2023 commencing at 4.06pm**

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**ITEM 5 FINANCIAL STATEMENTS**

- Investigation to be undertaken on the reported over expenditure of Warren War Memorial Swimming Pool general M&R.

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

**Carried**

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

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

**Carried**

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**ITEM 6.2 CARTER OVAL YOUTH SPORTS PRECINCT DEVELOPMENT STATUS UPDATE (P1-7.3)**

- The Infrastructure Project Manager to investigate the extra costs incurred due to the first building that had to be rectified;
- Irrigation needs to be checked and amended;
- Aqua West coming to check the pumps in the week ending 17<sup>th</sup> November 2023; and
- Have the technology installed to the pumps for an instant alert if anything goes wrong.

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

**Carried**

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**ITEM 6.3 SWIMMING POOL AMENITIES UPGRADE (S19-2, G4-1.72)**

- Design size is to the very limit of the budget;
- Need to ascertain what the Club Room will be used for by the Swimming Club – i.e., meetings only, meetings and storage, need an informal meeting to finalise their requirements;
- Need to ascertain the requirements of the lifeguard room and storage room near the Club Room. Will it be for joint storage or storage only for lifeguard equipment.
- Can the lifeguard room and associated storage be completely removed;
- Men's toilet to be adjusted as per the Committees discussion that allows direct access to the urinal and toilet area not through the change area;
- Final check with staff of the adjusted option D for suitability;
- The infrastructure Projects Manager will keep the Committee informed;
- Will be a design and construct contract that uses the existing building envelope foundation and all internal walls gone but using the front entrance;
- Will have appropriate time liquidated damages but not an early time completion incentive; and
- Working on tender advertisement Tuesday 28<sup>th</sup> November 2023, tender closing Thursday 11<sup>th</sup> January, 2024 and tender assessment report to the 25<sup>th</sup> January, 2024 Council Meeting.

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

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren  
on Wednesday, 8th November 2023 commencing at 4.06 pm

---

**ITEM 6.4 VICTORIA PARK PRECINCT NEW AMENITIES FOR FEMALE PARTICIPANTS**

**(P1-7.11, G4-1.82)**

- Fold down ambulant handrails suggested in order to save space; and
- Any responses received from the community will be notified that their comments will be taken on board.

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

**Carried**

---

**ITEM 7 GENERAL BUSINESS**

Nil.

---

**ITEM 8 DATE OF NEXT MEETING**

Early February 2024

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.03 PM**

# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

# Minutes

Attached are the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday 14th November 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday 14th November 2023 be received and noted.

WARREN LOCAL EMERGENCY MANAGEMENT  
COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the  
Community Room 115 Dubbo Street, Warren on Tuesday 14th November 2023  
commencing at 9.30am

---

**PRESENT:**

Sylvester Otieno	Warren Shire Council (LEMO and Chair)
Raymond Burns	Warren Shire Council
Annabelle Watson	NSW SES
Samantha Midgley	NSW SES
Emma Hamblin	HSM Warren MPS
Cambell Blair	NSW SES
John Moors	MPHS
Michael Harvey	FRNSW
David Minehan	Office DCJ
Rebecca Byles	NSW Police
Matt Jones	Local Land Services
Sarah Masonwells	NSW Resilience NSW
William Russel	NSW Police
Colin Jones	NSW SES
Thomas Hadland	NSW Ambulance
Cassy Mitchell	Warren Shire Council - Minute taker

---

**ITEM 1            APOLOGIES**

Apologies were received on behalf of Gary Woodman, David Nicholson, Maryanne Stephens and Rianna Malvern, Melissa Manning, Chris Cusack and Rebecca Byles.

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

**Carried**

---

**ITEM 2            MINUTES OF THE MEETING HELD ON TUESDAY, 8<sup>TH</sup> AUGUST 2023**

**MOVED** Burns/Jones that the Minutes of the meeting held on Tuesday, 8th August 2023 as circulated, be adopted as a true and correct record of that meeting.

**Carried**

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**ITEM 3            BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON TUESDAY, 8<sup>TH</sup> AUGUST 2023**

- Nil.

WARREN LOCAL EMERGENCY MANAGEMENT  
COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the  
Community Room 115 Dubbo Street, Warren on Tuesday 14th November 2023  
commencing at 9.30am

---

**ITEM 4            REMO REPORT**

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

**Carried**

---

**ITEM 5            WARREN LOCAL EMERGENCY MANAGEMENT PLAN**

The Warren EMPLAN has now been circulated to LEMC members, and receipt confirmed.

**ITEM 6            AGENCY REPORTS**

a) NSW Reconstruction Authority Report

**MOVED** Masonwells/Watson the information be received and noted.

**Carried**

b) MPHS

- The Breast screen van will be in Warren for 6 Weeks from the beginning of December 2023.

**MOVED** Moors/Muir that the information be received and noted.

**Carried**

c) NSW SES LEMC Agency Report

- 3 storm Callouts for Nyngan; and
- Annabelle Watson is now with NSW SES.

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

**Carried**

d) NSW SES LRC Agency Report

- New boat arriving in Warren will be replacing a current boat.

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

**Carried**

David Minehan tabled a report discussing Welfare Services Functional Area (attached).

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

**Carried**

---

**ITEM 7            CONTACT LIST UPDATE**

The contact list was circulated to the group for updating.

---

WARREN LOCAL EMERGENCY MANAGEMENT  
COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the  
Community Room 115 Dubbo Street, Warren on Tuesday 14th November 2023  
commencing at 9.30am

---

**ITEM 8 MAJOR EVENTS**

- Warren Street Christmas Party 8/12/2023;
  - Twilight Races 15/12/2023; and
  - Carols by Candlelight 16/12/2023.
- 

**ITEM 9 GENERAL BUSINESS**

**NSW Ambulance**

- Full staff; and
- Completed Four-wheel drive training.

**NSW Police**

- Plan to recruit more police officers.

**NSW RFS**

- Have had fourteen call outs.
- Now have 8 staff members.

**Warren Shire Council**

- Levee repair to begin in the next couple of months;
  - River water pressure issues in town will hopefully be alleviated by the river water mains being cleaned by the end of November 2023.
  - Hydrant cleaning to continue as scheduled.
  - Hopefully with Councils permission a new water tank will be installed at Carter Oval for the watering of the precinct to take the pressure off the town supply.
  - Warren Shire Council provides continued support to the RFS in terms of plant items.
- 

**ITEM 10 NEXT MEETING**

13<sup>th</sup> February 2024, 9.30am

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 9.50am.**

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## ROADS COMMITTEE

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Attached are the Minutes of the meeting of the Roads Committee held on Tuesday 21st November 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Roads Committee held on Tuesday 21st November 2023 be received and noted and the following recommendations be adopted by Council:

**ITEM 4 ACTION CHECKLIST**

Council ask Transport for NSW to investigate if intersection slip lanes should be installed on both sides of the Australian Food and Fibre intersection on SH11 Oxley Highway.

**ITEM 5.1 REGIONAL EMERGENCY ROAD REPAIR FUND – PROPOSED PROGRAM (G4-1.92)**

The Regional Emergency Road Repair Fund Program up to 30<sup>th</sup> June 2027 be approved in principle as follows:

*RERRF Workplan*

Road/Suburb	Activity Type	Budget
Carinda Road	Shoulder Widening	\$1,200,000
Warren Road	Heavypatching	\$511,576
Bullagreen Road	Shoulder Widening	\$1,000,000
Nevertire Bogan Road	Rehabilitation (Reseal)	\$175,000
Tottenham Road	Rehabilitation (Reseal)	\$175,000
Gillendoon Street	Heavypatching	\$125,000
Cobb Lane	Heavypatching	\$100,000
Stubbs, Burton and Zora Streets	Rehabilitation (Reseal)	\$100,000
<b>Total</b>		<b>\$3,386,576</b>

**ITEM 5.5 LOCAL ROADS & COMMUNITY INFRASTRUCTURE PHASE 3 (G4-1.58)**

That Council subject to approval of the Commonwealth Government (Department of Infrastructure, Transport, Regional Development, Communication and the Arts) reallocate \$176,815 from the SR58 Nevertire – Bogan Road Project to SR83 Rifle Range Road Intersections with the Ellengerah Road and Oxley Highway.

# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street  
Warren on Tuesday, 21<sup>st</sup> November 2023 commencing at 2.02pm

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### PRESENT:

Councillor Greg Whiteley (Chair)

Councillor Noel Kinsey

Councillor Andrew Brewer

Councillor Ron Higgins

Gary Woodman (General Manager)

Stephen Smith (Roads Overseer)

Sylvester Otieno (Divisional Manager Engineering Services)

Asad Satti (Flood Restoration and Special Projects Manager)

Vincent Kwong (Roads Infrastructure Manager)

Rino Miranda (Minute Taker)

---

### ITEM 1 APOLOGIES

Apologies were received from Councillor Quigley and Councillor McCloskey who were absent due to external commitments, and it was **MOVED** Kinsey/Brewer that the apology be accepted, and a leave of absence be granted for this meeting.

**Carried**

---

### ITEM 2 CONFIRMATION OF MINUTES

**MOVED** Brewer/Kinsey that the Minutes of the Meeting held on, Tuesday, 8<sup>th</sup> August 2023 be accepted as a true and correct record of that meeting.

**Carried**

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### ITEM 3 BUSINESS ARISING

Nil.

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### ITEM 4 ACTION CHECKLIST

#### RECOMMENDATION TO COUNCIL:

**MOVED** Higgins/Brewer that:

1. Council ask Transport for NSW to investigate if intersection slip lanes should be installed on both sides of the Australian Food and Fibre intersection on SH11 Oxley Highway; and
2. The information be received and noted, and items marked with an (\*) asterisk be deleted.

**Carried**

# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street  
Warren on Tuesday, 21<sup>st</sup> November 2023 commencing at 2.02pm

---

### ITEM 5 REPORTS

#### ITEM 5.1 REGIONAL EMERGENCY ROAD REPAIR FUND – PROPOSED PROGRAM (G4-1.92)

##### RECOMMENDATION TO COUNCIL:

**MOVED** Higgins/Kinsey that the Regional Emergency Road Repair Fund Works Program up to 30<sup>th</sup> June 2027 be in principle as follows:

##### *RERRF Workplan*

Road/Suburb	Activity Type	Budget
Carinda Road	Shoulder Widening	\$1,200,000
Warren Road	Heavypatching	\$511,576
Bullagreen Road	Shoulder Widening	\$1,000,000
Nevertire Bogan Road	Rehabilitation (Reseal)	\$175,000
Tottenham Road	Rehabilitation (Reseal)	\$175,000
Gillendoon Street	Heavypatching	\$125,000
Cobb Lane	Heavypatching	\$100,000
Stubbs, Burton and Zora Streets	Rehabilitation (Reseal)	\$100,000
<b>Total</b>		<b>\$3,386,576</b>

**Carried**

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#### ITEM 5.2 FLOOD DAMAGE UPDATE (F8-7.2)

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

**Carried**

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#### ITEM 5.3 TRAFFIC COUNTER SUMMARY AND TRENDS (F8-9.9)

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

**Carried**

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#### ITEM 5.4 ROAD MAP (R4-1)

- SR5 Buckiinguy Road from the Shire Boundary for 5km traffic count be investigated and reported to the Committee.

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

**Carried**

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#### ITEM 5.5 LOCAL ROADS & COMMUNITY INFRASTRUCTURE PHASE 3 (G4-1.58)

##### RECOMMENDATION TO COUNCIL:

**MOVED** Whiteley/Kinsey that:

1. The information be received and noted; and
2. That Council subject to approval of the Commonwealth Government (Department of Infrastructure, Transport, Regional Development, Communication and the Arts) reallocate \$176,815 from the SR58 Nevertire – Bogan Road Project to SR83 Rifle Range Road Intersections with the Ellengerah Road and Oxley Highway.

**Carried**

---

# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street  
Warren on Tuesday, 21<sup>st</sup> November 2023 commencing at 2.02pm

---

### ITEM 6 GENERAL BUSINESS

#### ITEM 6.1 WARREN ROUNDABOUT (R4-2.2)

- Council staff are still requesting advice from Transport for NSW on the works program for the reconstruction of Warren Roundabout in 2023/2024; and
- Council has available funds (approximately \$90,000) for contribution to the concrete works on the roundabout island.

#### ITEM 6.2 RAIN / WEATHER RECORDINGS (R4-17)

- Arrangements for the installation of six (6) automated rain gauges: Workers Camp (Installed), Mount Foster Quarry (Installed), Nevertire Water Resource Site, Warren Aerodrome, Collie Bore Site and Warren Bore Flat;
- It will help to identify road conditions and rain levels around the Shire.
- Other automated rain gauges will be investigated: Milawa, Armatree Road/ Merrigal intersection, Trangie, Australian Food and Fibre; and
- Further advice from David Duncan will help.

#### ITEM 6.3 BELERINGAR CREEK REGULATOR & BRIDGE RENEWAL (B3-1.11, R4-1.64)

- Beleringar Creek Regular Bridge has been assessed and there were cracks on the abutment and the bridge may need to be replaced and widened (estimated budget - \$300,000 to repair, \$500,000 to replace);
- A project for future funding by Council and by grant; and
- Investigation must be conducted further regarding the reasons for cracks, could be a Water NSW project.

#### ITEM 6.4 SH 11 OXLEY HIGHWAY RMCC CONTRACT PERFORMANCE REPORT Q2 – WARREN SHIRE COUNCIL (R4-2.2 W6-11)

- The Committee was provided a copy of the latest RMCC Contractor Performance Report for Warren Shire Council from Transport for NSW;
- The only area of concern was regarding collaboration – RMCC, now several projects have been completed and Transport for NSW are happy in this area now;
- This has been improved by consultation and the Council is expecting a high level of funding for work order projects; and
- The number of Non-Conformance Reports (NCRs) is now almost zero.

#### ITEM 6.5 ROADS TO RECOVERY PROGRAM (W6-17)

- Initial reports are that the Roads to Recovery Program Funding from the Commonwealth Government could double from 2024/2025 onwards.
- Other programs like Black Spot, Safer Roads may not be applicable since Council might not be able to find eligible projects.

---

### ITEM 7 NEXT MEETING

Early February 2024.

**There being no further business the meeting closed at 3.21 PM**





**WARREN SHIRE COUNCIL**  
Minutes of the Plant Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
Tuesday 21st November commencing at 3:30 pm

---

**ITEM 4            QUARRY AGREEMENT**

**CONTINUED**

2. The final agreement for Quarry and associated documents be signed under the Seal of Council if required.

**Carried**

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**ITEM 5            DATE OF NEXT MEETING**

Next meeting expected to be held in early February 2024.

**There being no further business the meeting closed at 4.02 pm.**

## TRAFFIC COMMITTEE MINUTES

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Attached are the Minutes of the meeting of the Traffic Committee held online via email on Tuesday 21<sup>st</sup> November 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Traffic Committee held on Tuesday 21<sup>st</sup> November 2023 be received and noted and that the following recommendation be adopted:

**ITEM 5.1      WARREN STREET CHRISTMAS PARTY      (G4-1.67)**

That the Committee endorses Warren Shire Council's proposal to close the Oxley Highway between Thornton Avenue and Cobb Lane on December 8th 2023, to ensure the safety of attendees to the Warren Christmas Street Party.

# WARREN SHIRE COUNCIL

Minutes of the 5th Meeting of the Warren Shire Traffic Committee  
held Online via Email on Tuesday 21st November 2023

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## RESPONDERS

Councillor Kevin Taylor  
Mr Jason Nicholson (TfNSW)  
Mr David Duncan (Local Member Representative)  
Insp. William Russell (NSW Police)

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### ITEM 1 APOLOGIES

N/A

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### ITEM 2 CONFIRMATION OF MINUTES OF THE MEETING HELD ON THURSDAY, 11TH MAY 2023

N/A

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### ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY, 11TH MAY 2023

N/A

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### ITEM 4 ACTION CHECKLIST

N/A

---

### ITEM 5 REPORTS

#### ITEM 5.1 WARREN STREET CHRISTMAS PARTY (G4-1.67)

#### RECOMMENDATION TO COUNCIL:

**MOVED** Taylor/Duncan that the Committee endorses Warren Shire Council's proposal to close the Oxley Highway between Thornton Avenue and Cobb Lane on December 8th 2023, to ensure the safety of attendees to the Warren Christmas Street Party.

**Carried**

---

### ITEM 6 GENERAL BUSINESS

N/A

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### ITEM 7 NEXT MEETING

TBA

THE LAST RESPONSE WAS RECEIVED AT 12.17PM

## **INTERNAL AUDIT AND RISK MANAGEMENT COMMITTEE**

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Attached are the Minutes of the Meeting of the Internal Audit and Risk Management Committee held on Wednesday, 22nd November 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Internal Audit and Risk Management Committee held on Wednesday, 22nd November 2023 be received and noted and the following recommendations be adopted:

**ITEM 4.4 INTERNAL AUDITOR – HUMAN RESOURCES REVIEW – JUNE 2021 (A1-3)**

That the Internal Auditor – Human Resources Review – June 2021 be noted and the following priorities and actions be progressed:

- Leave Policy and Procedure;
- Code of Conduct Pamphlet;
- Recruitment Policy/Procedure;
- Review of Staff Education and Training Policy;
- Review of CCTV Cameras in accordance with the Workplace Surveillance Policy and Legislation;
- Review of CCTV System Policy;
- Review of the Workplace Surveillance Policy;
- Conduct of Code of Conduct Training;
- Review of the Social Media Policy;
- Drafting/Review of an Information and Communication Technologies, Email, Internet, Asset Policy (Communications Devices Policy);
- Review of Competencies and Skills of all Position Descriptions;
- Review of Working with Children's (Child Protection) Policy;
- Performance Management Procedure;

(2)

- Review of Equal Opportunity Policy;
- Writing of a Public Interest Disclosures Policy;
- Writing of a Customer Service Ethos Policy;
- Review of Alcohol and Other Drugs Policy;
- Review of Corporate Risk Register;
- Review of Employee Assistance Program Policy;
- Review of Related Party Disclosures Policy;
- Review of Staff Relocation Assistance Policy;
- Review of Internal Reporting Policy; and
- Review of Work Force Plan and Strategy.

**ITEM 4.5 INTERNAL AUDITOR – CONTRACT MANAGEMENT PROCESSES REVIEW – OCTOBER, NOVEMBER, DECEMBER 2021 AND FEBRUARY 2022 (A1-3)**

That the information be noted and the following priority and action be progressed:

- Detailed Contracts Guideline which includes performance management processes.

**ITEM 4.6 INTERNAL AUDITOR – PROCUREMENT AUDIT REVIEW – MAY, JUNE 2022 (A1-3)**

That the information be noted and the following priorities and actions be progressed:

- Training in Procurement of Manex and procurement staff; and
- Ensure utilisation of the OLG Tender Checklist.

**ITEM 4.7 INTERNAL AUDITOR – COUNCIL ENTERPRISE -WIDE RISK MANAGEMENT REVIEW – JUNE 2022 (A1-3)**

That the information be noted and the following priorities and actions be progressed:

- Review of the Risk Register to include Cyber Security; and
- Internal Audit and Risk Management Committee Guidelines.

**ITEM 4.8 INTERNAL AUDITOR – WASTE CONTROL REVIEW – NOVEMBER 2022 – FEBRUARY 2023 (A1-3)**

That the information be noted and the following priority and action be progressed:

- An overarching Operational Plan be developed to include risk assessments, procedures, control measures and future strategic actions.

**ITEM 4.9 INTERNAL AUDITOR – MEDIA COMMUNICATIONS REVIEW – JUNE 2023 (A1-3)**

That the information be noted and the following priority and action be progressed:

- A new electronic document management system to be purchased and implemented.

(3)

**ITEM 4.10 INTERNAL AUDITOR – FRAUD CONTROL REVIEW – JUNE, JULY 2023 (A1-3)**

That the information be noted and the following priorities and actions be progressed:

- Review of Fraud Plan and Policy to align with the Audit Office Tool Kit; and
- Fraud training to relevant staff.

**ITEM 4.13 CORPORATE RISK REGISTER (I2-11.1)**

That the Corporate Risk Register be updated with ITC Governance Risks and Cyber Security.

# WARREN SHIRE COUNCIL

## Minutes of the Internal Audit and Risk Management Committee Meeting held in the General Manager's Office, 115 Dubbo Street, Warren, on Wednesday 22nd November 2023 commencing at 1.25 pm

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### PRESENT:

Milton Quigley	Mayor (Chair)
Sarah Derrett	Deputy Mayor
Gary Woodman	General Manager
Bradley Pascoe	Divisional Manager Finance & Administration
Vishal (Bobbie) Modi	External Auditor (Nexia Australia – Sydney Office) (via Teams)
Keith Coates	Internal Auditor (Keith Coates Auditing) (via Teams)

### ITEM 1 APOLOGIES

Nil.

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### ITEM 2 CONFIRMATION OF MINUTES OF MEETING HELD ON THE 14TH OCTOBER 2020.

**MOVED** Derrett/Quigley that the minutes of the Internal Audit Committee meeting held on Wednesday, 14th October 2020 be adopted as a true and correct record of that meeting.

**Carried**

---

### ITEM 3 BUSINESS ARISING FROM MINUTES

The General Manager to follow up with the Environmental Compliance Audit Report Recommendations.

---

### ITEM 4.1 INTERNAL AUDIT FOR 2022/2023 (A1-4.41, A1-5.41)

#### 4.1.1 Warren Shire Council Financial Statements – 2022/2023

- Unmodified audit opinion has been provided by the Audit Office;
- No concerns expressed; and
- No material difference.

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

**Carried**

---

# WARREN SHIRE COUNCIL

Minutes of the Internal Audit and Risk Management Committee Meeting  
held in the General Manager's Office, 115 Dubbo Street, Warren,  
on Wednesday 22nd November 2023 commencing at 1.25 pm

---

**ITEM 4.1    INTERNAL AUDIT FOR 2022/2023** **CONTINUED**

**4.1.2       Engagement Closing Report for the Year Ended 30 June 2023 Warren Shire Council**

Summary of outcomes and final information;

- Management letter points raised at interim included the following:
  1. Information Technology General Controls; and
  2. Cyber Security.

Implementation by the end of 2023/2024. These points are now classified as high risk and are being worked on by Management.

- Two (2) journals – Rural Fire Service assets (Red Fleet) and upfront income for a Transport for NSW Grant as Operational not capital.

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

**Carried**

---

**4.1.3       Independent Auditors Report Audit Opinion – General Purpose Financial Statements**

- Unmodified audit opinion has been provided by the Audit Office;
- No concerns expressed; and
- No material difference.

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

**Carried**

---

**4.1.4       Independent Auditors Report Audit Opinion – Special Purpose Financial Statements**

- Unmodified audit opinion has been provided by the Audit Office;
- No concerns expressed; and
- No material difference.

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

**Carried**

---

**4.1.5       Independent Auditors Report Audit Opinion – Special Schedule – Permissible Income for General Rates**

- Unmodified audit opinion has been provided by the Audit Office;
- No concerns expressed; and
- No material difference.

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

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Internal Audit and Risk Management Committee Meeting  
held in the General Manager's Office, 115 Dubbo Street, Warren,  
on Wednesday 22nd November 2023 commencing at 1.25 pm

---

**ITEM 4.1    INTERNAL AUDIT FOR 2022/2023** **CONTINUED**

**4.1.7        Independent Auditors Report Audit Opinion - Roads to Recovery Program**

- Unmodified audit opinion has been provided by the Audit Office;
- No concerns expressed; and
- No material difference.

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

**Carried**

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**ITEM 4.2    FRAUD AND CORRUPTION CONTROL PLAN AND POLICY** **(P13-1, A1-3)**

Plan and Policy to be reviewed and updated in 2023/2024 in line with the Audit Office Tool Kit.

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

**Carried**

---

**ITEM 4.3    INTERNAL REVIEW OF GOVERNANCE AND SERVICE – IMPROVING COMMUNITY  
OUTCOMES REVIEW (BETTER PRACTICE ASSESSMENT) – JANUARY 2020** **(A1-3)**

- Improvement Plan is in place; and
- The Senior Management Team is going to be trained by the end of 2023 in doing Service Reviews.

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

**Carried**

---

**ITEM 4.4    INTERNAL AUDITOR – HUMAN RESOURCES REVIEW – JUNE 2021** **(A1-3)**

**MOVED** Quigley/Derrett that:

1. The information be received and noted;
2. That the Internal Auditor – Human Resources Review – June 2021 be noted and the following priorities and actions be progressed:
  - Leave Policy and Procedure;
  - Code of Conduct Pamphlet;
  - Recruitment Policy/Procedure;
  - Review of Staff Education and Training Policy;
  - Review of CCTV Cameras in accordance with the Workplace Surveillance Policy and Legislation;
  - Review of CCTV System Policy;
  - Review of the Workplace Surveillance Policy;

# WARREN SHIRE COUNCIL

Minutes of the Internal Audit and Risk Management Committee Meeting  
held in the General Manager's Office, 115 Dubbo Street, Warren,  
on Wednesday 22nd November 2023 commencing at 1.25 pm

---

**ITEM 4.4 INTERNAL AUDITOR – HUMAN RESOURCES REVIEW – JUNE 2021 CONTINUED**

- Conduct of Code of Conduct Training;
- Review of the Social Media Policy;
- Drafting/Review of an Information and Communication Technologies, Email, Internet, Asset Policy (Communications Devices Policy);
- Review of Competencies and Skills of all Position Descriptions;
- Review of Working with Children's (Child Protection) Policy;
- Performance Management Procedure;
- Review of Equal Opportunity Policy;
- Writing of a Public Interest Disclosures Policy;
- Writing of a Customer Service Ethos Policy;
- Review of Alcohol and Other Drugs Policy;
- Review of Corporate Risk Register;
- Review of Employee Assistance Program Policy;
- Review of Related Party Disclosures Policy;
- Review of Staff Relocation Assistance Policy;
- Review of Internal Reporting Policy; and
- Review of Work Force Plan and Strategy.

**Carried**

---

**ITEM 4.5 INTERNAL AUDITOR – CONTRACT MANAGEMENT PROCESSES REVIEW – OCTOBER, NOVEMBER, DECEMBER 2021 AND FEBRUARY 2022 (A1-3)**

**MOVED** Quigley/Derrett that the information be noted and the following priority and action be progressed:

- Detailed Contracts Guideline which includes performance management processes.

**Carried**

---

**ITEM 4.6 INTERNAL AUDITOR – PROCUREMENT AUDIT REVIEW – MAY, JUNE 2022 (A1-3)**

**MOVED** Quigley/Derrett that the information be noted and the following priorities and actions be progressed:

- Training in Procurement of Manex and procurement staff; and
- Ensure utilisation of the OLG Tender Checklist.

**Carried**

---

# WARREN SHIRE COUNCIL

## Minutes of the Internal Audit and Risk Management Committee Meeting held in the General Manager's Office, 115 Dubbo Street, Warren, on Wednesday 22nd November 2023 commencing at 1.25 pm

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**ITEM 4.7 INTERNAL AUDITOR – COUNCIL ENTERPRISE -WIDE RISK MANAGEMENT REVIEW – JUNE 2022 (A1-3)**

**MOVED** Quigley/Derrett that the information be noted and the following priorities and actions be progressed:

- Review of the Risk Register to include Cyber Security; and
- Internal Audit and Risk Management Committee Guidelines.

**Carried**

---

**ITEM 4.8 INTERNAL AUDITOR – WASTE CONTROL REVIEW – NOVEMBER 2022 – FEBRUARY 2023 (A1-3)**

**MOVED** Quigley/Derrett that the information be noted and the following priority and action be progressed:

- An overarching Operational Plan be developed to include risk assessments, procedures, control measures and future strategic actions.

**Carried**

---

**ITEM 4.9 INTERNAL AUDITOR – MEDIA COMMUNICATIONS REVIEW – JUNE 2023 (A1-3)**

**MOVED** Quigley/Derrett that the information be noted and the following priority and action be progressed:

- A new electronic document management system to be purchased and implemented.

**Carried**

---

**ITEM 4.10 INTERNAL AUDITOR – FRAUD CONTROL REVIEW – JUNE, JULY 2023 (A1-3)**

**MOVED** Quigley/Derrett that the information be noted and the following priorities and actions be progressed:

- Review of Fraud Plan and Policy to align with the Audit Office Tool Kit; and
- Fraud training to relevant staff.

**Carried**

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**ITEM 4.11 INTERNAL AUDITOR – WARREN SHIRE COUNCIL STRATEGIC AUDIT PLAN 2023-2024 (A1-3)**

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

**Carried**

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**ITEM 4.12 LEGISLATIVE COMPLIANCE POLICY AND PROCEDURE AND LEGISLATIVE COMPLIANCE REGISTER (P13-1, A6-1)**

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

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Internal Audit and Risk Management Committee Meeting  
held in the General Manager's Office, 115 Dubbo Street, Warren,  
on Wednesday 22nd November 2023 commencing at 1.25 pm

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**ITEM 4.13 CORPORATE RISK REGISTER**

**(I2-11.1)**

**MOVED** Quigley/Derrett that:

1. The information be received and noted; and
2. The Corporate Risk Register be updated with ITC Governance Risks and Cyber Security.

**Carried**

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**ITEM 5 GENERAL BUSINESS**

Nil.

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**ITEM 6 DATE OF NEXT MEETING**

March 2024.

**There being no further business the meeting closed 2.30 pm.**

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## **WATER AND SEWERAGE COMMITTEE**

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Attached are the Minutes of the Meeting of the Water and Sewerage Committee held on Thursday 23<sup>rd</sup> November 2023.

### **RECOMMENDATION:**

That the Minutes of the Meeting of the Water and Sewerage Committee held on Thursday 23<sup>rd</sup> November 2023 be received and noted and the following recommendations be adopted.

#### **ITEM 5.1 RIVER WATER TANK FOR CARTER OVAL IRRIGATION (W2-1, P1-7.24)**

That Council approve the immediate appropriation of \$80,000 from the Water Fund for the installation of a river water irrigation storage tank at Bore Flat, to improve irrigation of Carter Oval and minimise interference with the Warren River water supply.

#### **ITEM 5.2 COLLIE WATER SUPPLY – PUMPING CONFIGURATION (W4-1, W4-7)**

That Council approve the immediate appropriation of \$80,000 from the Water Fund for modifications to the pumping configuration at the Collie Bore Site.

#### **ITEM 5.3 ADDITIONAL EVAPORATION LAGOON – WARREN STP (S5-1, S5-10.1, S5-10.2)**

That Council approve the immediate appropriation of \$780,000 from the Sewer Fund for the construction of a third evaporation lagoon at the new STP.

# WARREN SHIRE COUNCIL

Minutes of the Water and Sewerage Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren,  
on Thursday 23<sup>rd</sup> November 2023 10.00 am

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## PRESENT:

Councillor Ron Higgins (Chair)

Councillor Noel Kinsey

Councillor Andrew Brewer

Gary Woodman (General Manager)

Sylvester Otieno (Divisional Manager Engineering Services)

Bradley Pascoe (Divisional Manager Finance & Administration)

Raymond Burns (Town Services Manager)

Daniel Davis (Asset Technical Officer Services)

Rino Miranda (Minute Taker)

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## ITEM 1 APOLOGIES

Apologies was received from Councillor Jo Van Eldonk who was absent due to external commitment, and it was **MOVED** Brewer/Burns that a leave of absence be granted for this meeting.

**Carried**

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## ITEM 2 CONFIRMATION OF MINUTES OF THE MEETING HELD ON FRIDAY 10<sup>TH</sup> MARCH 2023

**MOVED** Burns/Kinsey that the Minutes of the Meeting held on Friday 10th March 2023 be accepted as true and correct record of that meeting.

**Carried**

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## ITEM 3 BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON FRIDAY, 10<sup>TH</sup> MARCH 2023

- Amount of bentonite in the bores was surprising as if the bore were never run;
- All bores were inspected except Collie New;
- All bores were cleaned except Nevertire New;
- Bore works will be completed in cooler conditions;
- Collie tank removal was undertaken after the assessment that Council would not be able to become the land manager where the tanks were located and the need to validate under future works in the legislation;
- Collie tanks will eventually be moved to a road reserve where the Council is in control and works of this nature are allowed; and
- Removing the fences and posts at Collie will be required.

# WARREN SHIRE COUNCIL

Minutes of the Water and Sewerage Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren,  
on Thursday 23<sup>rd</sup> November 2023 10.00 am

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## ITEM 4 ACTION CHECKLIST

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

**Carried**

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## ITEM 5 REPORTS

### ITEM 5.1 RIVER WATER TANK FOR CARTER OVAL IRRIGATION (W2-1, P1-7.24)

- The original design by AquaWest did require a storage tank at the Carter Oval Youth Sports Precinct; and
- This will also fix up the tripping out of the pump control system due to heat.

#### RECOMMENDATION TO COUNCIL

**MOVED** Kinsey/Burns that Council approve the immediate appropriation of \$80,000 from the Water Fund for the installation of a river water irrigation storage tank at Bore Flat, to improve irrigation of Carter Oval and minimise interference with the Warren River water supply.

**Carried**

---

### ITEM 5.2 COLLIE WATER SUPPLY – PUMPING CONFIGURATION (W4-1, W4-7)

#### RECOMMENDATION TO COUNCIL

**MOVED** Kinsey/Higgins that Council approve the immediate appropriation of \$80,000 from the Water Fund for modifications to the pumping configuration at the Collie Bore Site.

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Water and Sewerage Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren,  
on Thursday 23<sup>rd</sup> November 2023 10.00 am

---

## ITEM 5.3      ADDITIONAL EVAPORATION LAGOON – WARREN STP      (S5-1, S5-10.1, S5-10.2)

- Have not withdrawn the license of the old sewage treatment plant (evaporation ponds);
- Currently, Council is using the old evaporation ponds with wastewater being pumped from the evaporation ponds (60,000 – 75,000 square metre);
- DPE and EPA are happy with this approach;
- This is not a long-term fix, as the old evaporation ponds are needed to be replaced;
- Have obtained advice from Pat Hulme from Warren and Rob McCutchen from Trangie;
- Appropriate budget estimate has been obtained from Rob McCutcheon and Public Works Authority;
- Public Works Authority have been engaged for design works and contract specification documents;
- Previous unsuitable materials are being determined if can be used in the construction of the new evaporation pond;
- Geotechnical work being arranged;
- Fall-back position of the previous unsuitable material is that it can be used for the restoration of the old evaporation ponds;
- Another budget is available for the bore testing points and some design works;
- Probably a 6–8 months' time frame from now;
- Eventually the new sewage treatment plant will be licensed to take into account emergency discharge to Ewenmar Creek; and
- Future grant applications for UV disinfections and transfer to Reed beds at Tiger Bay.

## RECOMMENDATION TO COUNCIL

**MOVED** Kinsey/Higgins that Council approve the immediate appropriation of \$780,000 from the Sewer Fund for the construction of a third evaporation lagoon at the new STP.

**Carried**

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## ITEM 6      GENERAL BUSINESS

Nil.

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## ITEM 7      DATE OF NEXT MEETING

- 7th March 2024

**There being no further business the meeting closed at 11.35am.**

## **MANEX MINUTES**

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Attached are the Minutes of the Meeting of Manex Committee held on Monday, 27th November 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of Manex Committee held on Monday, 27th November 2023 be received and noted.

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Monday 27th November 2023 commencing at 2.34 pm

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**PRESENT:**

Gary Woodman	General Manager (Chair)
Bradley Pascoe	Divisional Manager Finance & Administration
Maryanne Stephens	Manager Health and Development Services
Joe Joseph	Infrastructure Projects Manager
Vincent Kwong	Roads Infrastructure Manager
Raymond Burns	Town Services Manager
Pamela Kelly	Librarian
Jody Burtenshaw	EA to the Mayor and General Manager
Susan Balogh	Economic Development and Visitation Manager
Scott Hosking	WHS/Risk Co-Ordinator (Observer)

**1 APOLOGIES**

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

**Carried**

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**2 BUSINESS ARISING FROM MINUTES**

Nil.

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**3 ACTION CHECKLIST**

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

**Carried**

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**4.1 EXECUTIVE OFFICE MATTERS**

4.1.1 WOW Agency – Communications and Content (GM)

**MOVED** Burns/Balogh that:

1. The information be received and noted; and
2. Important Facebook posts informing the community of outage information be shared to the Warren Community Noticeboard Facebook page to maximise the message exposure.

**Carried**

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**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
 Monday 27th November 2023 commencing at 2.34 pm

**4.1 EXECUTIVE OFFICE MATTERS**

**CONTINUED**

4.1.2 Preparation of the December 2023 Council Newsletter (GM)

Item	Responsible Officer
Registration of Local Contractors on VendorPanel	DMFA, CC
Women of Warren Shire	GM
Staff Profile	GM
VIC Volunteer Advertising	EDVM
Project upgrade updates	GM/IPM/DMES/TSM/RIM/FRSPM
Successful Grants	GM/IPM/DMES/TSM
Vacant Positions	Finance Officer – Payroll/HR Officer
CMCC Weed Awareness Section (if available)	CMCC
Warren Street Christmas Party Friday 8th December 2023	GM/PAO
Temporary Library Relocation to Old Post Office	LIB/IPM
CBD Toilet Amenities (only if murals are installed)	TSM
Lions Park Toilet Amenities (only if murals are installed) and Official opening with the lions Club	TSM
Showground/Racecourse Mural	TSM
Remembrance Day	GM/EA
Santa Street Competition	GM/EA
Christmas Tree and Lights	GM/EA
Carols by Candlelight Sunday 17/12/2023	GM/EA
Business House Christmas Decorations Competition	GM/EA
Christmas/New Year Closures	GM/EA
Water Main Cleaning	TSM
Australia Day	GM/DMFA
<b>ROADS SECTION</b>	
Road Maintenance Construction Program for December/January 2023	DMES/RIM
RR202 Marthaguy Road Reconstruction Work	DMES/FRSPM

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

**CONTINUED**

4.1.2 Preparation of the December 2023 Council Newsletter (GM)

Continued

Item	Responsible Officer
RR7515 Warren Road Reconstruction Work and SR65 Old Warren Road Gravel Resheeting Work	DMES/FRSPM
Dragon Cowal Works	DMES/FRSPM
Flood Restoration Works	DMES/RIM/FRSPM

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

**Carried**

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4.1.3 Suggestions in the Council Suggestion Box (GM)

Nil.

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4.1.4 General Manager's Performance Review 2022-2023 and Performance Agreement 2023-2024 - Areas for Action (GM)

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

**Carried**

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4.1.5 Drought Preparedness and Previous Actions (MHD, DMES, GM)

- Water purchases (Grant) (TSM);
- Anderson's Grader Hire was the main water carter (SMT);
- Water restrictions and the time requirements process through Water and Sewerage Committee (TSM);
- Cross connection system processes (TSM);
- Restrictions are on river water (TSM);
- Alignment with neighbouring Councils (SMT);
- No problem with licence levels, particularly bore water (SMT);
- Further discussions to be held at SMT (GM);
- Consideration for water for road maintenance and construction and availability from farmers (DMES);
- UV System at STP – use for road works (TSM);
- Timing of watering for parks and gardens (particularly following our own rules) (TSM);
- Council sprinklers not to be watering the road (TSM);
- Mental health, rural community particularly needs to be watched (farmers and workers) (SMT); and
- Hay donations (SMT).

**MOVED** Burns/Stephens 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 Monday 27th November 2023 commencing at 2.34 pm

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### 4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

#### 4.2.1 Warren Shire Council Contract Register (GM)

To be updated and distributed to Manex members and the updated version be placed on Council's website.

No action at present, new draft version has been emailed to Manex members. A final version will be available next week.

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

**Carried**

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### 4.3 ENGINEERING DEPARTMENT MATTERS

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

Event	Subcategory	Estimate	Status
AGRN 960	EW	\$462,000	<b>Works completed and claimed.</b>
AGRN 960	EPA RW	\$1,871,786 – Package 1 \$349,686 – Package 2	Submission approved. Package 1 work is ongoing. Package 2 is co-funded by an additional \$300,000 betterment under the DRRF program. Work is in final phase. Expected completion: 15th Nov 2023

- The Divisional Manager Engineering Services advised that the following roads have been commenced; SR25 Cullemburrawang Road, SR24 Hatton Road. SR31 Pigeonbah Lane, SR30 Wonbobbie Lane and SR10 Killaloo Lane, SR93 Yarrandale Road, SR50 Christies Lane, SR40 Merrigal Road, SR20 Nellievale Road, SR16 Notts Lane, SR9 Booka Road, SR4 Sullivans Road, SR5 Buckiinguy Road; SR27 Bullagreen Lane, SR43 Armatree Road, SR11 Catons Lane, SR17 Lamphs Road, SR37 Collie Road, SR58 Nevertire-Bogan Road and SR61 Elsinore Road.
- Dragon Cowal causeway is ongoing.
- The Divisional Manager Engineering Services advised that Council has a time extension to March 2024 for restoration works to be completed.

**WARREN SHIRE COUNCIL**  
**Minutes of the Manex Committee Meeting**  
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**Monday 27th November 2023 commencing at 2.34 pm**

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

Event	Subcategory	Estimate	Status
AGRN 987	EW	\$475,945	Works completed and claimed.
AGRN 987	IRW	\$241,591	Works completed and claimed.
AGRN 987	EPA RW	*\$1,086,944	Submission has been lodged. Some work will be included under AGRN 1034 EPA RW.
AGRN 1025	IRW	\$323,610	Works on Ellengerah Road. Completed. Claim being prepared.
AGRN 1030	N/A	N/A	Event was overlapped by AGRN 1034
AGRN 1034	EW	\$803,018	Works completed. Claim being prepared.
AGRN 1034	EPA RW	\$10,329,984.26	Submission 01 Rev. B lodged for the first package to include AGRN 1034 IRW.

*\*Figure will change*

**Table Legend**

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

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

- The Town Services Manager has provided the State Emergency Service (SES) a further copy of Council's Claim for Emergency Levee Operations (\$757,745.33) requesting payment. Advice has also been provided to the Member for Barwon requesting help for full reimbursement of Council's costs.

AGRN 1034 Package 1 soon to be submitted. AGRN 1034 Package 2 then to be done later, plus extras for AGRN 987.

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

**Carried**

4.3.3 2023 Calendar of Events at the Showground/Racecourse (TSM/IPM)

Finance Clerk - Debtors and the Town Services Manager to start producing a 2024 draft version for the next Manex Meeting.

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

**Carried**

**WARREN SHIRE COUNCIL**  
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**4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS**

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

- Estimated road reconstruction cost \$110,000;
- A 306 form to be submitted as soon as possible; and
- Waste costs to be followed up.

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

**Carried**

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**4.5 WORK HEALTH & SAFETY RISK MATTERS**

4.5.1 Managing Psychosocial Hazards Staff Training Program (WHS-RC)

- Training was held on Tuesday 26th and Wednesday, 27th September 2023. Those staff who were not able to attend the face to face training, will be able to avail themselves of an online program.
- The Work Health Safety—Risk Co-ordinator is to follow-up with those staff wishing to access the online program.

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

**Carried**

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4.5.2 Skin Check – 4th December 2023 (WHS-RC)

- The Work Health Safety—Risk Co-ordinator to follow-up as soon as possible, particularly at the next Engineering Services Department Meeting.

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

**Carried**

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4.5.3 NSW Health – Summer Preparedness (WHS-RC)

**MOVED** Woodman/Balogh that:

1. The information be received and noted; and
2. The Work Health Safety – Risk Co-Ordinator to order P2/N95 masks by the 28th November 2023 as detailed within the report. The masks are to be delivered to the Works Depot.

**Carried**

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**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
 Monday 27th November 2023 commencing at 2.34 pm

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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.
Service NSW/Records Officer	DMFA	Advertising with open closing date.
Team Leader Utilities Maintenance	DMES	DMES and TSM looking at options, advertising to be continued with an open closing date.
Utilities Maintenance Team Member (3)	DMES	DMES and TSM looking at options, advertising to be continued with an open closing date.
Roads Infrastructure Manager	DMES	DMES/GM looking at options, re-advertising to be continued with an open closing date.
Non-Trade Gardener	DMES	Advertising. Interviewing candidate 21st November 2023. Employee commenced 27th November 2023.
Light Plant Operator - Relief	DMES	Re-advertising with an open closing date.
Light Truck Driver (Water) - Contract	DMES	Re-advertising with an open closing date.
Tourism Information Officer	GM	Candidate has been interviewed and a pre-employment medical assessment has been booked. Start date to be arranged.
Pavement Maintenance Team Leader	DMES	Advertising with an open closing date.
Pavement Maintenance Team Operator	DMES	Advertising with an open closing date.

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

**Carried**

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
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Monday 27th November 2023 commencing at 2.34 pm

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**5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS**

**(L5-3)**

Date	Circular No.	Description	Comment/Action
30.10.23	23-13	Release of the Information and Privacy Commission's follow up audit of councils' compliance with open access requirements in relation to returns of interests	Redaction Register now available. Noted
30.10.23	23-14	Public Spaces (Unattended Property) Act 2021 – Commencement of Special arrangements for stock animals in emergencies	Noted

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

**Carried**

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting held in Council's Community Room on Monday 27th November 2023 commencing at 2.34 pm

### 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

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

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

		November 2023	Status	December 2023	Status	
Finance	30	Second quarter rates instalment due [LGA s562(3)(b)].	Issued	30	Last day for Financial Statements to be presented to the public (LGA 418(2)).	Reported to 7 December 2023 Council Meeting
	30	Last day for RAO to submit Quarterly Budget Review Statement to Council [LG Reg cl 203(1)]. Councils are requested to send a copy of the QBRs to finance@olg.nsw.gov.au	Complete			
Governance	30	Annual Report is to be placed on Council's website and notify the Minister (electronically to OLG with web link) [LGA s428] [Annual Report Checklist is available on the OLG website].	Will be completed by 30 November 2023	30	Model Code of Conduct Complaints Statistics to be reported to Council [MCC 11.1]. Collection form due to OLG.	Completed
				31	Delivery Program Progress Report to be presented to Council [IP&R G/I Essential Element 4.9].	Reported to 7 December 2023 Council Meeting
Grants	1	Low-Cost Loan initiative interim progress report due.	N/A			
	4	Local Infrastructure Renewal Scheme (LIRS) portal opens for claims for the month. LIRS Progress/Final Report due.	N/A			

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Monday 27th November 2023 commencing at 2.34 pm

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	November 2023	Status	December 2023	Status
Companion Animals				
Other	16	Expected second instalment of 2023-24 Financial Assistance Grants.		Noted
	30	ALGA Return of National Local Road Data Return due.		Noted

**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
 Monday 27th November 2023 commencing at 2.34 pm

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**5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS (L5-3)**

January 2023		Status
<b>Finance</b>	30	Third quarter rates instalment notices to be sent [LGA s562(5). <span style="float: right; color: red;"><b>Noted</b></span>
	31	Last day for council's ledgers to be balanced and a list of balances to be prepared for six monthly inspections by council's auditor [LG Reg cl 228]. <span style="float: right; color: red;"><b>Noted</b></span>
<b>Governance</b>	30	Public Interest Disclosure Report due to the NSW Ombudsman [PIDA s6CA] <span style="float: right; color: red;"><b>Noted</b></span>
<b>Grants</b>	Local Government Recovery Grants – AGRN 1012, 1025, 1030/34 and HIC \$2M, HIC Companion Animals Grants (\$375K) – YTD Reporting due <span style="float: right; color: red;"><b>Follow up with OLG for Level Construction</b></span>	
<b>Companion Animals</b>		
<b>Other</b>		

**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 OCTOBER 2023 DRAFT MINUTES AND DECEMBER 2023 DRAFT BUSINESS PAPER**

The Committee previewed the December 2023 Business Paper and the October 2023 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

The General Manager requested that Manex members review and make any necessary adjustments to the Draft December 2023 Business Paper and and forwarded to the Executive Assistance to the Mayor and General Manager by Thursday.

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

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Monday 27th November 2023 commencing at 2.34 pm

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**8 CORRESPONDENCE AND CUSTOMER REQUESTS STATUS**

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

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**9 GENERAL BUSINESS WITHOUT NOTICE**

- The Executive Assistant to the Mayor and General Manager requested that Managers be mindful of scheduling their Committee Meetings to ensure that they are scattered and not all in the same month. Ideally, they would also be in the first two (2) weeks of the month to allow sufficient time for their preparation. 12 Committee Meetings this reporting month is a mammoth effort and Cassy Mitchell has been most helpful for her cross Departmental work for a majority of these meetings.
- The Manager Health and Development Services reminded Manex members that when completing off customer requests on the circulated report list, that they need to refer to the original customer request form to ensure that if the person lodging a customer request ('bluey') has had marked on the form that if they wish to receive advice on the work undertaken, a phone call or contact with the person is still to occur.
- The Librarian advised that with renovation works being undertaken at the Warren Library, some school holidays activities have been dropped, amended or moved to a suitable venue. Three (3) services will be provided from the Warren Sporting and Cultural Centre. Activity bags are still popular with the children and also the reading challenge. Works may not allow a move back to normal operations until around 5th February 2024. Floor vinyl is proposed to be going in on the 11th December 2023 and then shelving the following week. The entry door is going in and concrete colour being determined. Hand rails will also be painted.
- The Librarian enquired on times for the proposed Skin Cancer Checks that is scheduled for next week. The Work Health Safety – Risk Co-Ordinator advised that he would set-up a schedule and is happy to take advice. Information will be provided when available. Further information on the Skin Cancer Checks is to go out to remind staff.
- The Economic Development and Visitation Manager enquired if there were any updated Department structures. The Executive Assistant to the Mayor and General Manager to advise her on where the structures are located on I:/Drive. The Divisional Manager Finance & Administration gave an update on new staff in the Finance and Administration Department.
- The Town Services Manager advised that river water mains cleaning is set to commence on Tuesday, 28th November 2023 using hi-velocity vacuuming.
- The General Manager requested for appropriate photographs of Warren that could be used by Country Mayors, please forwarded any to him. The photographs would need to be Council 'owned' or copyrighted to Council.

**There being no further business the meeting closed at 4.38 pm.**



# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting  
held in Council's Community Room at 115 Dubbo Street, Warren  
on Tuesday, 28th November 2023 commencing at 5.34pm

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## ATTENDANCE:

Councillor Heather Druce	Warren Shire Council (Chair)
Councillor Greg Whiteley	Warren Shire Council
Councillor Heather Druce	Warren Shire Council
Mark Beach	Community Representative
Bec Austin	Warren Pony Club
David Dwyer	Polocrosse
Simon Turnbull	Polocrosse
Jo O'Brien	Vice-President – CWARC
Will Cant	Vice – President Warren Polocrosse
Ian McKay	Warren Jockey Club
Kevin Noonan	Warren Jockey Club
Ben Egan	President – CWARC
Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager
Darren Clark	M&I Officer

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## ITEM 1 APOLOGIES

Apologies were tendered on behalf of Andrew Stephens, Clr Dirk McCloskey, Clr Ron Higgins; Darren Walton, David Dwyer, Maryanne Stephens, Paul Quigley, Matt Colwell, and it was **MOVED** Noonan/Burns that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried**

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## ITEM 2 MINUTES OF THE MEETING HELD ON 8TH AUGUST 2023

**MOVED** Whiteley/Burns that the Minutes of the Meeting held on Tuesday 8TH AUGUST 2023 be accepted as a true and correct record of that meeting.

**Carried**

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## ITEM 3 BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON 8TH AUGUST 2023

Nil.

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## ITEM 4 ACTION CHECKLIST

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

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting  
held in Council's Community Room at 115 Dubbo Street, Warren  
on Tuesday, 28th November 2023 commencing at 5.34pm

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## ITEM 5            REPORTS

### ITEM 5.1            2023 CALENDER EVENTS – SHOWGROUND / RACECOURSE            (S7-2)

**MOVED** Noonan/Beach that the information be received and noted.

**Carried**

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### ITEM 5.2            PROGRESS REPORT TOILET FACILITIES            (S7-6)

- Toilets are hoped to be operational by the Twilight Race with an official opening of the Mural on Friday, 12<sup>th</sup> January 2024;
- The Warren Pony Club are very happy with the new toilet facilities;
- GBS Falkiner Lounge refurbishment is also most impressive.

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

**Carried**

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### ITEM 5.3            PROPOSED NATIONAL POLOCROSSE TITLES WARREN 2028 – PRESENTATION BY PHIL WATERFOD AND SIMON TURNBULL            (S7-2)

- Could be great for Warren – People, crowd and events
  - Stables by Phil Waterford, it will require extra 250 stables (it costs \$1,000 each), total budget needed is \$250,000;
  - Polocrosse fields need to be refurbished, 5 quality fields, 6-8 extra fields, earthworks;
  - Quality turfed fields;
  - 360 – 500 Horses; 500 players (Each player may bring 4-5 persons), 2,000 – 2,500 visitors may participate in the event;
  - Camping on the ground; camping areas are available;
  - Western Australia could turn up a week before;
  - Albury Club – advice obtained because they have run the event twice;
  - A lot of self-contained RV / Trucks, etc.;
  - Rain events need to be able to continue using the turfed fields;
  - Drains, channels need to be removed;
  - Road access (gravel) improvement required, ambulance access important;
  - One weeklong of playing competition, the week before of practice;
  - June 2024 Chinchilla, QLD;
  - McCalman Pavilion suitable for events;
  - Airport used heavily;
  - 130 existing stables will require some refurbishment;
  - 250 stables may be funded by grant;
  - 2 practice fields, not essential outside of the complex;
  - Warren Polocrosse needs to be consulted;
  - 4 polocrosse fields existing, a further one and half field;
  - Some subsoil drainage perhaps;
-





**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor S Derrett  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 7th November 2023

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**ITEM 1                      WARREN INTERAGENCY SUPPORT SERVICES                      (C3-9)**

<p><b>RECOMMENDATION:</b> That the information be received and noted.</p>
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**MINUTES OF THE WARREN SUPPORT SERVICES INTERAGENCY MEETING HELD IN THE COUNCIL COMMUNITY ROOM, WARREN ON 19<sup>th</sup> October 2023.**

**MEETING OPENED:** 1.00pm

1. **PRESENT:** Maryanne Stevens, Rod Sandell, Cath McLaughlin, (via Lifesize), Ewen Jones, (via Lifesize), Clr Sarah Derrett, Clr Katrina Walker, Kerry Palmer.

2. **APOLOGIES:** Clr Joanne Van Eldonk, Pauline Serdity, Mandi Smart,  
Moved: Katrina Walker                      Seconded: Kerry Palmer

**Carried**

3. **CONFIRMATION OF MINUTES FROM THE 31<sup>ST</sup> AUGUST 2023:**  
Moved: Clr Sarah Derrett                      Seconded: Clr Katrina Walker

**Carried**

4. **BUSINESS ARISING:**  
Nil.

5. **CORRESPONDENCE:**  
Nil.

6. **ACTION CHECK LIST**  
Kerry Palmer did an update on the contact person in Transport NSW.

7. **REPORTS FROM AGENCIES:**
- Kerry Palmer - Business Development Facilitator, Regional Development Department of Regional NSW.
  - Kerry Palmer is to develop a business directory. The information will be listed on the Warren Council website.
  - Work with Warren Youth Centre. There is now an additional youth worker at the Centre.
  - Rod Sandell Chairman Warren Health Action Committee
  - The fundraiser held in the refurbished Nevertire Hall was a great success.
  - The Nevertire Hall received \$5,100.00 for further repair works.

# WARREN SHIRE COUNCIL

## Minutes of the Warren Support Services Interagency Meeting held in the Council Community Room, Warren on Thursday 19<sup>th</sup> October 2022

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**ITEM 1                      WARREN INTERAGENCY SUPPORT SERVICES                      CONTINUED**

**REPORTS FROM AGENCIES                      CONTINUED**

- The Royal Flying Doctor Service received over \$21,000.00. This money shall be used to purchase much needed equipment for the medical services in Warren. A list on what is to be purchased is supplied.
- Next year an intern shall be at the RFDS medical Centre. Dr Anna Windsor shall be the contact person if advice and information is required by the intern.
- Rod Sandell said it was very important that the townspeople, Council, WHAC and the MPHS, make the new intern feel welcome and hopefully they shall return after finishing their studies.
- Rod Sandell also mentioned that a donation from FRRR is possible if there is a project or piece of equipment that has a value close to \$10,000.00.
- Ewen Jones Marathon Health
- The Support Program is still running in Warren, (a recovery program, develop goals with the client that are realistic), Ewen travels to Warren every fortnight. Counselling by a psychiatrist, psychologist can be arranged, and transport is available.
- This program is across 21 Council areas and is a contract with Primary Health Network until June 2024.
- At present there is an Indigenous Youth Worker at the Warren Youth Centre.
- Cath McLaughlin Mission Australia
- Cath visits Warren every Wednesday and her office is in the Bowling Club building. She deals with homelessness and domestic violence issues in the community.
- There was a discussion about the need for social housing in Warren a lot of the available houses are not up to standard. There is a long list of houses that require maintenance.
- NSW Government offered money to improve the situation. Problem is sourcing builders, plumbers, electricians etc. willing to travel and do the work.

**8. GENERAL BUSINESS:**

Clr Sarah Derrett mentioned to the meeting that the Warren Street Christmas Party was on Friday 8<sup>th</sup> December.

**9. Date of Next Meeting:**

Thursday 30<sup>th</sup> November 2023.

**There being no further business the meeting closed at 2.00pm.**

## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT ACACIA MOTOR LODGE MEETING ROOM, COONABARABRAN ON MONDAY 30<sup>th</sup> OCTOBER 2023 COMMENCING AT 9:33AM**

**PRESENT:** Clr D. Batten, Clr P Cullen and Clr Z Holcombe, Clr B Fisher, Clr G Whiteley, Clr I Woodcock and Clr D Todd

**ABSENT:** Clr N Kinsey, Clr M Cooke and Clr G Peart

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

**WELCOME:** Meeting was opened at 9:33am and Chairman Clr D Batten welcomed all councillors and staff to the meeting.

**07/23/01 Leave of Absence**

**Resolved:**

That the leave of absence received from Councillors N Kinsey, M Cooke and G Peart is accepted and a leave of absence granted.

**Moved:** Clr Whiteley

**Seconded:** Clr Cullen

**Carried**

**DECLARATIONS OF INTEREST- Nil**

**07/23/02 Minutes of Ordinary Council Meeting – 28<sup>th</sup> August 2023**

**Resolved:**

That the minutes of the ordinary Council meeting held 28<sup>th</sup> August 2023, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Cullen

**Seconded:** Clr Holcombe

**Carried**

**07/23/03 Determination of Method of Voting for Election of Chairperson & Deputy Chairperson By Councillors**

**Resolved:**

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

**Moved:** Clr Whiteley

**Seconded:** Clr Todd

**Carried**

*At this juncture, Chairperson Clr D Batten vacated the Chair and handed over to the General Manager to act in the role of Returning Officer for the election of Chairperson and Deputy Chairperson for period ending September 2024.*

*The General Manager declared the Chairperson seat vacant and confirmed one legitimate nomination had been received from Clr D Batten.*

**07/23/04 Election of Chairperson for period ending September 2024**

**Resolved:**

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

**Moved:** Clr Cullen

**Seconded:** Clr Fisher

**Carried**

*The General Manager duly declared Councillor Doug Batten as the Chairperson for the ensuing period finishing September 2024.*

*The General Manager declared the Deputy Chairperson seat vacant and confirmed one legitimate nomination had been received from Clr B Fisher.*

**07/23/05 Election of Deputy Chairperson for period ending September 2024**

**Resolved:**

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

**Moved:** Clr Woodcock

**Seconded:** Clr Holcombe

**Carried**

*The General Manager duly declared Councillor Bill Fisher as the Deputy Chairperson for the ensuing period finishing September 2024.*

*No ballot papers used in determination of Chairperson and Deputy Chairperson. Destruction of ballot papers resolution not required.*

#### **07/23/06 Council's Decision Action Report – October 2023**

**Resolved:**

That the Resolution Register for October 2023 be received and noted

**Moved:** Clr Woodcock

**Seconded:** Clr Whiteley

**Carried**

#### **07/23/07 Circulars Received From the NSW Office of Local Government**

**Resolved:**

That the information contained in the following Departmental circulars 23-11 to 23-12 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Clr Todd

**Seconded:** Clr Holcombe

**Carried**

#### **07/23/08 Cash and Investment Report – 31<sup>st</sup> August 2023 & 30<sup>th</sup> September 2023**

**Resolved:**

That the investment report for 31<sup>st</sup> August 2023 & 30<sup>th</sup> September 2023 received and noted.

**Moved:** Clr Todd

**Seconded:** Clr Whiteley

**Carried**

#### **07/23/09 Quarterly Budget Review Statement – September 2023**

**Resolved:**

That Council adopt the attached Quarterly Budget Review Statement for 30<sup>th</sup> September 2023 as tabled.

**Moved:** Clr Woodcock

**Seconded:** Clr Fisher

**Carried**

**07/23/10 First Quarter Operational Plan for 2023/2024**

**Resolved:**

That Council accept the progress made on the 2023/2024 Operational Plan as at 30<sup>th</sup> September 2023.

**Moved:** Clr Woodcock

**Seconded:** Clr Holcombe

**07/23/11 Pecuniary Interest Returns 2022/2023**

**Resolved:**

That the General Manager's report to received and noted.

**Moved:** Clr Whiteley

**Seconded:** Clr Fisher

**07/23/12 Payment of Expenses and Provision of Facilities for Councillors Policy**

**Resolved:**

That;

(a) The General Manager's report to received

(b) Council having not received any submission during the exhibition period, now formally adopts the "Payment of Expenses & Provision of Facilities to Councillors" policy as tabled.

**Moved:** Clr Todd

**Seconded:** Clr Cullen

**07/23/13 CMCC Christmas & New Year Closure Period**

**Resolved:**

That Council operations close from Friday 22<sup>nd</sup> December 2023 to Friday 6<sup>th</sup> January 2024, inclusive, and the General Manager make satisfactory arrangements for the maintenance of essential services and provision of emergency call out services.

**Moved:** Clr Fisher

**Seconded:** Clr Cullen

**Carried**

**07/23/15 Important Dates for Councillors – Upcoming Meetings and Events**

**Resolved:**

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

**Moved:** Clr Woodcock

**Seconded:** Clr Fisher

**Carried**

**07/23/16 Quarterly Biosecurity Report**

**Resolved:**

That the report be received and noted.

**Moved:** Clr Cullen

**Seconded:** Clr Todd

**Carried**

Date of the next CMCC Council Meeting to be Monday 18<sup>th</sup> December 2023 in Coonamble

**Close of Meeting**

The meeting closed at 10:25am

\_\_\_\_\_  
Chairman

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

# OUTBACK ARTS

OUTBACK ARTS INCORPORATED

## GENERAL MEETING - MINUTES

Outback Arts Creative Arts Centre, 13<sup>th</sup> November 10am

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

**ATTENDANCE:**

Kylie Harvey, Ros Jackson, Lillian Simpson (zoom), George McCormick (zoom), Barbara Deans, Donna Jefferies (zoom)

Apologies: Sally Torr, Greg Deacon, Catherine Goldsmith

Staff: Jamie-Lea Trindall, Ange Bunner

Motion: That the attendance and apologies be accepted.

Moved: Ros Jackson

Seconded: Lillian Simpson

1. MINUTES - Board Meeting; 8<sup>th</sup> August 2023

Minutes from the last General Meeting held on 8<sup>th</sup> August 2023 were circulated to all members.

Motion: That the minutes of the General Meeting on 8<sup>th</sup> Aug 2023 be accepted.

Moved: Ros Jackson

Seconded: Barbara Deans

2. BUSINESS ARISING – Partnerships & Engagement Officer

Discussion Notes:

- Jamie-Lea acknowledged and introduced new staff member Ange Bunner, who is currently working 3 days per week.

- Plaza Theatre purchase is proceeding as previously agreed in August meeting. Contracts presented today to Chair and Treasurer. Settlement before end of year. First grant has been submitted for phase 1 repairs.

Board consensus discussion expressed the excitement in the opportunity to purchase the Plaza, a beautiful building with great presence that will add to the cultural landscape of the region.

3. REPORTING:

3.1 CHAIRS REPORT

NOTES:

The Archies exhibition has been excellent, great vibe in the community and very well received.

The CASP funding has led to some fantastic community workshops this year.

Plaza – important for our region to hold onto our cultural heritage and celebrate the performing arts.

Motion: That the Chairs report be accepted

Move: Kylie Harvey  
Seconded: Barbara Deans

### 3.2 EXECUTIVE DIRECTOR AND PROGRAM OPERATION REPORT

Jamie-Lea is devising a quarterly report that reflects our activities and program, in line with the strategic plan, this is a whole of staff approach to one document with external communications and statistics from all staff.

Jamie-Lea and Ange met with artist, shire and community members from Cobar and Nyngan, more town visits to come. Jamie-Lea is looking into rewriting the strategic plan taking into consideration where councils priorities lie and how we can target these. What does this mean for our partnerships and looking at partnerships with health over the next few years. Coonamble is looking at the disability sector. The review has not been completely finalised with Create NSW. Currently we are having monthly zooms with Create NSW. There is a slight change in the CASP layout so that there is a level footing for all regional artists.

- Return on investment reports to go into councils early next year, with invoices. We will also circulate those reports to all Board.

Instead of quarterly report there is a full year summary report for 2023 for council members to use, this is due to have the reduce staff and high workload this year has been difficult to administer those quarterly reports.

- In progress talking with other art boards, Broken Hill and Music NSW (new partnership). Sophie Jones (based in Bathurst) new coordinator for Music NSW we are working with to service our region. Work with musicians to increase opportunities over the three regions. State government promoting performance and music.
- Fashion Month: great success, Signal Creative partnership intention is to grow the experience into southern side of the region.
- Dhinawan Sisters, has now got traction in the last 8 weeks, as a pilot program this has been slow to establish and now gaining great outcomes. Looking to the partnership with Dept Regional NSW as to how can we increase this work elsewhere. Potential of lovely young lady to give work in this space.
- Exceptional year for CASP, large variety of areas. CASP board members Kylie and Catherine and one independent. We were able to fund all applications, 100% success rate.
- CASP funded projects last year at Cobar with High School students was exhibited at Outback Arts. Went onto win APRA AMCOS Excellence in Art Education award – this is national recognition, very high calibre work, very impressive. We supported from CASP and the exhibition production. Evidence of how much CASP can invigorate art and cultural experience in remote towns.
- In Our Hands exhibition, curators from everywhere still have their own network, still working and supporting each other. Letters of recognition included, congratulations to partnerships developed.
- COMMUNICATIONS: large pick up and increase from communications. What does this look like in the future? In the office, we are looking at dissecting areas, Polly to do the social media for the shop, she has had two training sessions. Ange and Jamie-Lea will work on how to promote whats on. What tasks do we need to outsource? We will have a review session with Signal at the end of the year. We would like to find someone local in the region to contract for monthly coms content.

Motion: That the Executive and Operations report be accepted.

Move: Ros Jackson  
Seconded: Barbara Deans

#### 4. FINANCIAL REPORTS

Treasurer Ros Jackson noted that the most up to date copy of the July, August and September financial reports were attached to the papers of this meeting.

Motion: That the treasurers report attached is accepted.

Moved: Clr Ros Jackson

Seconded: Ange Bunner

Motion: That the credit card account is amended to open three additional cards as following;

- Credit Card in the name of Jamie-Lea Trindall for \$3000 limit
- Credit card in the name of Ange Bunner for \$500 limit
- Credit card in the name of Lorraine King for \$500 limit
- Credit card in the name of Pauline Cohen for \$1000 limit

Move: Ros Jackson

Seconded: Barbara Deans

Discussion presented on the use of each card holder; OBA policies state cards are used for fuel and accommodation not including daily meals and staff costs which are paid directly as overnight allowance. Other uses may include subscription payments, stock and materials ordering, catering and maintenance.

Motion: That Outback Arts online banking transfer and payment limit per day is increased from \$5,000 to \$10,000.

Move: Lillian Simpson

Seconded: Ros Jackson

Discussion Notes:

- Ros and Jamie-Lea to discuss car usage and changes to private use of the car before the AGM in reflection of existing package.
- Bookkeeper Greg Vaughn does intend to retire in the near future, we need to start looking for suitable replacements. Board discussion about investigating what system we are using now and how that may inform our choices of replacement.

#### 5. GENERAL BUSINESS

- » Quarterly reports have not been presented Quarterly this year due to many factors. Today an annual summary was circulated to all members

#### 4. CORRESPONDANCE – attached

- Attached congratulations from Hon. Adam Marshall MP for In Our Hands Exhibition and program
- Circulated letter from Kevin Anderson MP ahead of RADO meeting Wednesday in Sydney

Motion: That the Correspondence register be accepted.

Move: Ros Jackson

Seconded: Barbara Deans

## Regional Discussion

Clr Donna Jeffries : Brewarrina

Architects to design main street, a lot of consultation and work. Feasibility to develop a European carp pet food, fertilizer factory. Consultation down river, Deniliquin take out 400,000 carp pa 6000 lit fer and 100,000 slow release pellets.

Tackling indigenous smoking workshops, Tamworth, Moree, Walgett and Bourke.

Feasibility study, maintaining culture. Is it going to be sustainable: Charlie Carp been running for a decade.

Clr Lillian Simpson: Cobar

Council will be taking possession of the Grand Hotel, main street program currently in operation and around the grand precinct. Main street and around to the cinema which will be turned into an art gallery. Have just had Festival of the Miners Ghost and Sky Bragg's workshop. Local arts council art exhibition, new fence arrived to make railway station safer to hold events. Got a grant to turn the pub into a shopping mall, walk through to large carpark at the back with recharging station. Potential ideas inc attracting a major retailer to liven up the shopping. Many buildings in the main street are not up to scratch with current building requirements. Shared office space, shared accommodation upstairs. Depends on where they can get the money from. Empty shop fronts are in main streets every where as our living conditions have changed. So what can we use these buildings for now? Community consultation to know what the community want.

Clr Barbara Deans: Coonamble

Street party 2 Dec,

Council also undertaking project for purchase of old hotel in the main street. Looking at different plans to discuss with consultants. Potential for a supermarket in the mainstreet. The hotel will have to be taken down depending on what the engineers and consultants say. It is not that old but a lot of money to spend on making it look good and continue paying for upkeep. Waiting on experts and public opinion, nothing is decided as yet as there is much more to do.

George McCormick: Walgett

Rolled out a new stage in new program for Collie, Lightning Ridge and Walgett. Showcasing talent in the arts working with Frank Wright. Many young people showed interest. Splash park up and running at the end of November. Library exhibiting the last 50 years at the Koorie Knockout – excellent exhibition. The way it has been displayed so many elders have called into the exhibition, positive community connection. The Man on the Monument marble sculpture to be opened soon. Art groups (13 Walgett) Big numbers in Mums and Bubs groups, showcasing skills. Frank and team leaders with young people sector touch up main street in Walgett, reflective of outback country and river systems. Frank and John Murry completed the excellent work of the fish shop mural. Long term plans in place for a massive mural on the IGA building

Clr Ros Jackson: Warren

Council priorities finishing off sports facilities and road repairs. Putting in a girls changeroom at Victoria Park to have first nations art project. Previously the panels have been painted on panels and then installed. Have not have graffiti but have had buildings damaged. Chamber music festival supported by council and Outback Arts. Council looking at grant funding for street buildings and negotiating with owners. Not keep the façade but replace the whole building and putting in carparks. The Librarian is very proactive and currently the library is being renovated to open up doors and façade. Operating out of the old tourism office at the

moment. The Council work closely with the Youth Centre. Kaylene Irving working closely with Aboriginal officers at the Central School. The choir has guest artists going to Sydney with partnership with DOE. Jude Fleming local art studio and curates art gallery along with Mary Small. Council supportive at what people are doing in the arts. Destination Macquarie Marshes, wants to be more involved with being a gateway to the Marshes and build partnerships with other surrounding shires. Strategic plan aligns with attracting visitors and job opportunities for young people very art centred. Need to diversify with more in the space with what our younger community members want.

Jamie-Lea Trindall:

As part of rescue allocation funding, Outback Arts is approaching each LGA, to target where we would like to see more live music? We have a funding pool to support performing arts and live music at different events around the region, for some towns this might be including music at the field days, or agricultural shows, at others it maybe supporting their annual festival. There will be an EOI process for each LGA to put forward their own event.

Next meeting to be advised.

Confirmation of next meeting date, March 2024 AGM  
10am Coonamble Outback Arts Office face to face

CLOSE 11:43AM



# THE COUNTRY MAYORS ASSOCIATION OF NSW INC

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

**Chairperson:** Cr Jamie Chaffey  
Gunnedah Shire Council, PO Box 63,  
Gunnedah NSW 2380  
**Contact:** (02) 6740 2100  
**Email:** [jamiechaffey@infogunnedah.com.au](mailto:jamiechaffey@infogunnedah.com.au)

## Minutes

### GENERAL MEETING

**FRIDAY, 24 November 2023 Theatrette, Parliament House, Sydney**

The meeting opened at 8.32 am

#### 1. Chairman's Welcome

#### 2. Acknowledgement to Country

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

#### 3. Attendance from Local Government

Albury City Council, Cr Kylie King, Mayor  
Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor  
Armidale Regional Council, Mr James Roncon, General Manager  
Bathurst Regional Council, Cr Jess Jennings, Mayor  
Bathurst Regional Council, Mr David Sherley, General Manager  
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor  
Bellingen Shire Council, Mr Mark Griffioen, General Manager  
Bland Shire Council, Cr Brian Monaghan, Mayor  
Bland Shire Council, Mr Grant Baker General Manager  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Blayney Shire Council, Mr Mark Dicker, General Manager  
Bourke Shire Council, Cr Barry Hollman, Mayor  
Bourke Shire Council, Ms Leone Brown, General Manager  
Broken Hill City Council, Cr Jim Hickey, Deputy Mayor  
Broken Hill City Council, Mr Jay Nankivell, General Manager  
Byron Shire Council, Cr Michael Lyon, Mayor  
Byron Shire Council, Mr Mark Arnold, General Manager  
Cabonne Shire Council, Cr Kevin Beatty, Mayor  
Cabonne Shire Council, Mr Brad Burns, General Manager  
Central Darling Shire Council, Mr Robert Stewart, Administrator  
Central Darling Shire Council, Mr Gregory Hill, General Manager  
Coolamon Shire Council, Cr David McCann, Mayor  
Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Coonamble Shire Council, Cr Tim Horan, Mayor  
Coonamble Shire Council, Mr Paul Gallagher, General Manager

Cowra Shire Council, Cr Ruth Fagan, Mayor  
Cowra Shire Council, Mr Paul Devery, General Manager  
Dubbo Regional Council, Cr Mathew Dickerson, Mayor  
Eurobodalla Shire Council, Cr Mat Hatcher, Mayor  
Federation Council, Cr Patrick Bourke, Mayor  
Forbes Shire Council, Cr Phyllis Miller, Mayor  
Forbes Shire Council, Mr Steve Loane, General Manager  
Forbes Shire Council, Ms Haley Gould  
Forbes Shire Council, Mr Matt Hearn  
Gilgandra Shire Council, Cr Doug Batten, Mayor  
Gilgandra Shire Council, Mr David Neeves, General Manager  
Glen Innes Severn Council, Cr Rob Banham, Mayor  
Glen Innes Severn Council, Mr Bernard Smith General Manager  
Goulburn Mulwaree Council, Cr Peter Walker, Mayor  
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO  
Greater Hume Council, Cr Tony Quinn, Mayor  
Greater Hume Council, Ms Evelyn Arnold, General Manager  
Griffith City Council, Cr John Doug Curran, Mayor  
Griffith City Council, Mr Brett Stonestreet, General Manager  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gunnedah Shire Council, Mr Eric Growth, General Manager  
Hilltops Council, Cr Margaret Roles, Mayor  
Hilltops Council, Mr Anthony O'Reilly, General Manager  
Inverell Shire Council, Cr Paul Harmon, Mayor  
Inverell Shire Council, Mr Brett McInness, General Manager  
Kempsey Shire Council, Cr Leo Hauville, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager  
Kiama Municipal Council, Cr Neil Reilly, Mayor  
Kiama Municipal Council, Ms Jane Stroud, CEO  
Lachlan Shire Council, Cr John Medcalf, Deputy Mayor  
Leeton Shire Council, Cr Tony Reneker, Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Mr Gary Murphy, General Manager  
MidCoast Council, Cr Claire Pontin, Mayor  
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor  
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager  
Moree Plains Shire Council, Cr Mark Johnson, Mayor  
Moree Plains Shire Council, Mr Kelvin Tytherleigh, General Manager  
Murrumbidgee Council, Cr Ruth McRae, Mayor  
Murrumbidgee Council, Mr John Scarce, General Manager  
Narrabri Shire Council, Cr Darrell Tiemens, Mayor  
Narrabri Shire Council, Mr Robert Williams, General Manager  
Narrandera Shire Council, Cr Neville Kschenka, Mayor  
Narrandera Shire Council, Mr George Cowan, General Manager  
Narromine Shire Council, Cr Craig Davies, Mayor  
Narromine Shire Council, Ms Jane Redden, General Manager  
Oberon Council, Cr Mark Kellam, Mayor  
Oberon Council, Mr Gary Wallace, General Manager  
Orange City Council, Cr Jason Hamling, Mayor  
Orange City Council, Mr David Waddell, General Manager  
Parkes Shire Council, Cr Ken Keith  
Port Stephens Council, Cr Ryan Palmer, Mayor  
Port Stephens Council, Mr Tim Crosdale, General Manager  
Queanbeyan-Palerang Regional Council, Cr Kenrick Winchester, Mayor  
Queanbeyan-Palerang Regional Council, Ms Rebecca Ryan, CEO

Shoalhaven City Council, Cr Amanda Findley, Mayor  
Singleton Council, Cr Sue Moore, Mayor  
Singleton Council, Mr Jason Linnane, General Manager  
Snowy Valleys Council, Cr Ian Chaffey, Mayor  
Snowy Valleys Council, Mr Matthew Hyde, General Manager  
Tamworth Regional Council, Cr Judy Coates, Deputy Mayor  
Tamworth Regional Council, Mr Paul Bennett, General Manager  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Ms Melissa Boxall, General Manager  
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor  
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor  
Upper Lachlan Shire Council, Ms Alex Waldron, CEO  
Uralla Shire Council, Cr Robert Bell, Mayor  
Uralla Shire Council, Ms Toni Averay, General Manager  
Walcha Council, Cr Eric Noakes, Mayor  
Walcha Council, Mr Phil Hood, General Manager  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
Warrumbungle Shire Council, Mr Roger Bailey, General Manager  
Weddin Shire Council, Cr Paul Best, Deputy Mayor  
Weddin Shire Council, Ms Noreen Vu, General Manager  
Wollondilly Shire Council, Cr Matt Gould, Mayor  
LGNSW, Cr Darriea Turley, President  
LGNSW, Mr David Reynolds, CEO  
LGNSW, Mr Damien Thomas, Director, Advocacy  
LGNSW Ms Bronwen Regan, Manager Strategy

### **Parliamentarian Attendance**

Hon Jenny Aitchison MP – Member for Maitland  
Hon Adam Marshall – Member for Northern Tablelands  
Hon Cameron Murphy MLC,  
Hon Natasha Maclaren-Jones MLC  
Hon Aileen McDonald MLC  
Hon Jacqui Munro MLC  
Dr Amanda Cohn, MLC  
Mr Dave Layzell MP, Member for Upper Hunter  
Mrs Tanya Thompson MP, Member for Myall Lakes  
Mr Michael Regan MP, Member for Wakehurst

### **Apologies:**

As submitted

### **Special Guests Speakers:**

The Hon Chris Minns MP, Premier of NSW  
The Hon Rose Jackson MLC, Minister for Water, Minister for Housing, Minister for Homelessness, Minister for Mental Health, Minister for Youth, Minister for the North Coast  
The Hon Steve Whan MP, Minister for Skills, TAFE and Tertiary Education  
The Hon Dugald Saunders MP, Leader of The Nationals, Shadow Minister for Regional NSW, Shadow Minister for Agriculture and Natural Resources  
The Hon Damien Tudehope MLC, Shadow Treasurer, Shadow Minister for Industrial Relations  
The Hon Steph Cooke MP, Shadow Minister for Water, Shadow Minister for Crown Land

#### 4. Adoption of Minutes of Previous Meeting:

**RESOLVED:**

That the minutes of the General Meeting held on 4 August 2023 be accepted as a true and accurate record.

Moved - Forbes Shire Council Councillor - Phyllis Miller

Seconded - Singleton Council Councillor - Sue Moore

#### 5. Matters arising from the Minutes.

Nil

#### 6. LGNSW Update Report

Cr Darriea Turley, President, LGNSW, introduced the new Board Members Rural/Regional and provided advice on the work of LGNSW since the CMA August meeting including LGNSW Annual Conference 2023 held on the 12-14 November, the IPART Review of rate pegging methodology, Adam Marshalls private members bill on the red fleet, protecting local water utilities parliamentary inquiry, funding for disaster recovery in the Central West, Biodiversity Conservation Act, housing roundtable proposal , select committee to examine Remote, Rural and Regional Health and funding boost for councils for walking and cycling gaps

**RESOLVED:**

That the report be noted.

Moved - LGNSW President Councillor - Darriea Turley

Seconded - Shoalhaven City Council Councillor - Amanda Findley

#### 7. ALGA Update Report

A written report was submitted by Cr Linda Scott, President, ALGA, outlining initiatives including the Grattan Institute report on local roads funding, new national packaging reforms, Local Roads Transport and Infrastructure Congress, Minister Bowen attending local governments climate change breakfast, and the Mid-Year Economic and Fiscal Outlook

**RESOLVED:**

That the report be noted.

Moved - Parkes Shire Council Councillor - Ken Keith

Seconded - Temora Shire Council Councillor - Rick Firman

#### 8. Membership

**RESOLVED:**

That Central Darling Shire Council be admitted as a member of the Association.

Moved - Inverell Shire Council Councillor - Paul Harmon

Seconded - Queanbeyan-Palerang Regional Council Councillor - Kenrick Winchester

#### 9. Correspondence

**Outward**

Lord Mayor Cr Nuatali Nelmes, Newcastle City Castle	Advising that Newcastle City Council has been admitted to the Association as an Associate Member
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Cr Rick Firman, Chairman, Riverina Eastern Organisation of Councils	Advising that Riverina Eastern Organisation of Councils has been admitted to the Association as an Associate Member
Cr Matt Gould, Mayor Wollondilly Shire Council,	Advising that Wollondilly Shire Council has been admitted as a member of the Association
Cr Jay Suvaal, Mayor, Cessnock City Council	Advising that Cessnock City Council has been admitted as a member of the Association
The Hon Chris Minns MP, Premier	Inviting him to present at the 24 November meeting
The Hon Penny Sharp MLC, Minister for Climate Change, Minister for Energy, Minister for the Environment and Heritage, The Hon Tara Moriarty MLC, Minister for Regional NSW and Minister for Western NSW The Hon Dugald Saunders MP, Leader of the Nationals, Shadow Minister for Regional NSW, Shadow Minister for Agriculture and Natural resources The Hon Mark Speakman MP, Leader of the Opposition The Hon Wendy Tuckerman MP, Shadow Minister for Local Government and Shadow Minister for Small Business Mr Simon Draper, CEO, NSW Reconstruction Authority	Thanking them for their presentations to the 4 August 2023 meeting
The Hon Pru Car MP, Deputy Premier, Minister for Education and Early Learning, Minister for Western Sydney The Hon Sarah Mitchell MLC, Deputy Leader of the Opposition in the Legislative Council, Shadow Minister for Education and Early Learning, Shadow Minister for Western NSW The Hon Steve Whan MP, Minister for Skills, TAFE and Tertiary Education Mr Justin Clancy MP, Shadow Minister for Skills, TAFE and Tertiary Education Professor Mary O’Kane AC, Chair, Australian Universities Accord The Hon Fiona Nash, Commonwealth Regional Education Commissioner	Inviting them to be guest presenters at the Skills Forum to be held on the 23 November 2023
The Hon Daniel Mookhey MLC, Treasurer The Hon Ron Hoenig MP, Minister for Local Government The Hon Mark Speakman MP, Leader of the Opposition The Hon Dugald Saunders MP, Leader of the Nationals, Shadow Minister for Regional NSW, Shadow Minister for Agriculture and Natural Resources The Hon Damien Tudehope MLC,	Inviting them to be guest presenters at the General Meeting to be held on the 24 November 2023

Shadow Treasurer, Shadow Minister for Industrial Relations Shadow Treasurer	
Mr Michael Sharpe, Director, AUZUS Forum, Chairman, Nuclear Taskforce	Chairman accepting invitation to join the advisory board of the Nuclear Taskforce
To all NSW Parliamentarians	Inviting them to attend meetings of Country Mayors Association
Dr Joe McGirr MP, Member for Wagga Wagga, Chairman Select Committee on Remote, Rural and Regional Health Professor Ruth Stewart, National Rural Health Commissioner, Australian Department of Health and Aged Care Dr Michael Holland MP, NSW Parliamentary Secretary for Health and Secretary for Regional Health Ms Jill Ludford, Acting Deputy Secretary, NSW Regional Health Division, Chief Executive Murrumbidgee Local Health District Mr Jeremy Mitchell, Director Engagement, Rural Doctors Network Professor Len Bruce, Executive Director of Medical Services, Murrumbidgee Local Health District, and General Manager Wagga Wagga Base Hospital Dr Adam Yoosuff, Director of Primary Healthcare, Murrumbidgee Local health District Ms Christine Stephens Executive Director Nursing and Midwifery, Murrumbidgee Local Health District Hon Michael McCormack MP, Member for Riverina Ms Tanya Thompson MP, Shadow Assistant Minister for Regional Health Mr Brendon Cutmore, Director Information and Performance Support, NSW Regional Health Division Ms Michelle Maxwell, Director Strategy, Governance and Delivery, NSW Regional Health Division Mr Matthew Thompson, Staff Specialist Geriatrician, Murrumbidgee Local Health District Ms Rosemary Garthwaite, District Manager for Aged Care, Murrumbidgee Local Health District	Thanking them for their presentations at the Wagga Wagga health Forum on the 14/15 September 2023

## Inward

The Hon Mark Butler MP, Minister for Health and Aged care	Regarding the Distribution Priority Area (DPOA) changes
The Hon Natasha Maclaren-Jones MLC Shadow Minister for Families and Communities, Shadow Minister for Disability Inclusion, Shadow Minister for	Thanking the Association for forwarding its priorities document

Homelessness, Shadow Minister for Youth	
Office of Local Government	Regarding Rural Fire Services Assets and Qualified Audit Reports for 2021/2022

## Media Releases

CMA Demands Equity for the Regions in the September Budget
Overwhelming Support for Private Members Bill
And the Winner is Western Sydney
Councils Seeking Answers to Growing Health Concerns
Joint Call for Parliamentary Inquiry to Address Crime in Regional NSW
Country Women's Association Backs CMA Call for Inquiry into crime, Law and Order in Regional NSW

## Submissions, Communique, Action Required

Submission Water Amendment (Restoring Our Rivers) Bill 2023
Submission Inquiry into Protecting Local Water Utilities from Privatisation
Report on Crime, Law and Order, Regional and Rural NSW
Cr Phyllis Miller and GM Steve Loane Forbes Shire, on behalf of Country Mayors, appearing before the Legislative Council Portfolio Committee 2 Inquiry into the current and potential impacts of gold, silver, lead and zinc mining on human health, land and water quality in NSW
Communique September Rural health Forum
Communique 4 August 2023 meeting
Action Required Adam Marshall Private Members Bill Red Fleet

### RESOLVED:

That the information be noted

Moved - Gunnedah Shire Council Councillor - Jamie Chaffey

Seconded - Kempsey Shire Council Councillor - Leo Hauville

## 10. Signing of updated MOU between Country Mayors Association and LGNSW

The MOU was signed by Cr Darriea Turley, President Local Government NSW and Cr Jamie Chaffey, Chairman Country Mayors Association of NSW for a further two years.

The General Meeting was adjourned at 8.55am to hold the Annual General Meeting

The General Meeting was recommenced at 9.35am

## 11. Financial Report

### RESOLVED:

That the financial reports for the last quarter were tabled and accepted.

Moved - Singleton Council Councillor - Sue Moore

Seconded - Parkes Shire Council Councillor - Phyllis Miller

## **12. The Hon Damien Tudehope MLC, Shadow Treasurer, Shadow Minister for Industrial Relations**

The Country Mayors Association is a united advocacy group and the opposition appreciates its input. As a previous Minister for small business during the drought periods in 2019-2021 he travelled extensively in regional and rural NSW and worked with the communities. Drought has a continuing affect on small communities due to lack of spending. As a government they invested heavily in regional NSW as a way of creating jobs and renewing the economy.

In the last two weeks the Federal Government has shown it has little idea on how to stimulate the economy announcing the cutting of funding drastically of projects that will affect local government. How does the State Government plan when the Commonwealth does not involve them in the discussions. This will have a continuing impact on local communities. Regional NSW will be left behind and regional communities should not have an unfair reduction because of this. A lot of work is being done with renewable energy zones but communities are not being consulted.

## **13. The Hon Rose Jackson MLC, Minister for Water Minister for Housing, Minister for Homlessness, Minister for Mental Health, Minister for Youth Minister for the North Coast**

The government is working on drought preparedness and what they can do as they don't want to do things on the eleventh hour. The Minister has been touring NSW to make sure communities are aware of the possibilities of drought in 2024. Free places for water technicians have been announced and Water NSW has been working with local authorities in respect of dams. The Government wants to replenish funding for water fund projects.

Some projects approved in 2019 and subsequent years have not been started. These need to get going and if councils are having problems preventing work starting such as conditions let's talk about it and negotiate. Mental Health will be challenging and people will struggle as we move into drier conditions. Housing is a priority for the Government and we know that the regionals are important. There is a dedicated fund for regional housing and we are looking at social housing modules for short term housing solutions.

## **14. The Hon Chris Minns MP, Premier**

The most important thing a government can do is listen. The last 12 months have been challenging with disasters and other events. The budget includes \$3.8billion for health, \$3.4billion for education, and \$8.2billion for cost of living measures and the success of NSW depends on regional NSW. Agriculture alone adds \$23billion to the economy. The Government wants to see long time success with jobs and financial sustainability of local government is important. A hightech metal strategy is being introduced and transition to a renewable energy economy is taking place. The government wants to listen to regional and rural NSW and when parliament is not sitting the Premier tries to visit country centres.

## **15. Presentation of Scholarship Award**

The Country Mayors Scholarship Award is to be awarded to a staff member of the runner up Council of the Regional and Rural Bluett Award. The award was presented to Haley Gould, Forbes Shire Council.

## **16. Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories**

The Minister outlined the doubling of funds for Roads to Recovery from \$500million to \$1billion, the commitment to Black Spots from \$100million to \$150million and the Renewing Bridges Program and the Community Infrastructure Program being combined with a budget of \$1billion.

## **17. The Hon Steve Whan MP, Minister for Skills, TAFE, and Tertiary Education**

There is a lot of work to be done in skills and a lot of opportunities in reskilling as well as training school leavers. TAFE has had a tough decade but the government is working with TAFE to be more pertinent to their communities. Australia wide 213,000 people need to gain skills over the next 7 years. The National Skills Agreement with the Commonwealth is a five year agreement which gives certainty to TAFE and a VET review is being undertaken.

Closing the Gap is a high priority. Equality and access will provide opportunities for rural NSW. There is a large backlog of maintenance works of TAFE's and additional funds are being allocated. A strategic look at what TAFE's skills are and what is to be provided to their communities is being undertaken.

## **18. The Hon Dugald Saunders MP, Leader of the Nationals, Shadow Minister for Regional NSW, Shadow Minister for Agriculture and Natural Resources**

With multiculturalism we can do better with the State and Commonwealth working together. Immigrant families could get a visa to stay with family members and there would not be any need for additional housing. It was very disappointing to see the Federal Government quitting projects of importance such as the Great Western Highway and other important projects. The State Government needs to direct more funding to regional NSW. The Resources for Regions needs to be allocated extra resources. Councils have spent large amounts of money for funding applications. The Opposition will fight for the programs introduced by the Coalition Government that have been abandoned to be reintroduced.

## **19. Regional Development Trust Advisory Council**

### **RESOLVED:**

That Country Mayors make representations to the NSW Government seeking advice on what representation local Government such as LGNSW and/or Country Mayors will have on the Regional Development Trust Advisory Council

Moved - Gilgandra Shire Council Councillor - Doug Batten  
Seconded - Armidale Regional Council Councillor - Sam Coupland

## **20. Presentation To Secretariat Allan Burgess**

A presentation was made to the Retiring Secretariat Allan Burgess in recognition of his service to the Association.

## **21. Recognition of Departing Mayor Cr John Medcalf**

A presentation was made to Cr John Medcalf for his work as a delegate to the Association and his contribution to the Executive Committee

## **22. The Hon Steph Cooke MP, Shadow Minister for Water Shadow Minister For Crown Lands**

The Shadow Ministers plan was to bring forward projects and concerns with the new Minister with the hope that the Labor Government would pick up where the coalition finished but that has not happened. The Sydney and Hunter Water Act needs amendments to it and the coalition is making representations to the Inquiry. The Coalition is also making representations to the Water Initiative. The Murray Darling Basin Plan has been rewritten to give the Commonwealth more scope to buy back water.

The Wyangala Dam wall raising has been axed that would have provided water security and flood mitigation. The Safe and Secure Water Program is a major failure for the regions. With Regional Water Strategies the robustness of the strategies are in doubt. There is a fear that the Government doesn't understand that water is important for growth and security. The Coalition would like to work with Country Mayors members to identify what are the top three water security areas of each council.

There being no further business the meeting closed at 1.04pm.

Cr Jamie Chaffey  
Chairman Country Mayor's Association of NSW

For further information, contact Cr Jamie Chaffey on 0467 402 412

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



# THE COUNTRY MAYORS ASSOCIATION OF NSW INC

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

**Chairperson:** Cr Jamie Chaffey  
Gunnedah Shire Council, PO Box 63,  
Gunnedah NSW 2380  
**Contact:** (02) 6740 2100  
**Email:** [jamiechaffey@infogunnedah.com.au](mailto:jamiechaffey@infogunnedah.com.au)

## AGM Minutes

**FRIDAY, 24 November 2023, Theatrette, Parliament House, Sydney**

The meeting opened at 8.55 am

- 1. Chairman's Welcome.**
- 2. Acknowledgement to Country**

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

- 3. Attendance from Local Government**

Albury City Council, Cr Kylie King, Mayor  
Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor  
Armidale Regional Council, Mr James Roncon, General Manager  
Bathurst Regional Council, Cr Jess Jennings, Mayor  
Bathurst Regional Council, Mr David Sherley, General Manager  
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor  
Bellingen Shire Council, Mr Mark Griffioen, General Manager  
Bland Shire Council, Cr Brian Monaghan, Mayor  
Bland Shire Council, Mr Grant Baker General Manager  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Blayney Shire Council, Mr Mark Dicker, General Manager  
Bourke Shire Council, Cr Barry Hollman, Mayor  
Bourke Shire Council, Ms Leone Brown, General Manager  
Broken Hill City Council, Cr Jim Hickey, Deputy Mayor  
Broken Hill City Council, Mr Jay Nankivell, General Manager  
Byron Shire Council, Cr Michael Lyon, Mayor  
Byron Shire Council, Mr Mark Arnold, General Manager  
Cabonne Shire Council, Cr Kevin Beatty, Mayor  
Cabonne Shire Council, Mr Brad Burns, General Manager  
Central Darling Shire Council, Mr Robert Stewart, Administrator  
Central Darling Shire Council, Mr Gregory Hill, General Manager  
Coolamon Shire Council, Cr David McCann, Mayor  
Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Coonamble Shire Council, Cr Tim Horan, Mayor

Coonamble Shire Council, Mr Paul Gallagher, General Manager  
Cowra Shire Council, Cr Ruth Fagan, Mayor  
Cowra Shire Council, Mr Paul Devery, General Manager  
Dubbo Regional Council, Cr Mathew Dickerson, Mayor  
Eurobodalla Shire Council, Cr Mat Hatcher, Mayor  
Federation Council, Cr Patrick Bourke, Mayor  
Forbes Shire Council, Cr Phyllis Miller, Mayor  
Forbes Shire Council, Mr Steve Loane, General Manager  
Forbes Shire Council, Ms Haley Gould  
Forbes Shire Council, Mr Matt Hearn  
Gilgandra Shire Council, Cr Doug Batten, Mayor  
Gilgandra Shire Council, Mr David Neeves, General Manager  
Glen Innes Severn Council, Cr Rob Banham, Mayor  
Glen Innes Severn Council, Mr Bernard Smith, General Manager  
Goulburn Mulwaree Council, Cr Peter Walker, Mayor  
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO  
Greater Hume Council, Cr Tony Quinn, Mayor  
Greater Hume Council, Ms Evelyn Arnold, General Manager  
Griffith City Council, Cr John Doug Curran, Mayor  
Griffith City Council, Mr Brett Stonestreet, General Manager  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gunnedah Shire Council, Mr Eric Growth, General Manager  
Hilltops Council, Cr Margaret Roles, Mayor  
Hilltops Council, Mr Anthony O'Reilly, General Manager  
Inverell Shire Council, Cr Paul Harmon, Mayor  
Inverell Shire Council, Mr Brett McInness, General Manager  
Kempsey Shire Council, Cr Leo Hauville, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager  
Kiama Municipal Council, Cr Neil Reilly, Mayor  
Kiama Municipal Council, Ms Jane Stroud, CEO  
Lachlan Shire Council, Cr John Medcalf, Deputy Mayor  
Leeton Shire Council, Cr Tony Reneker, Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Mr Gary Murphy, General Manager  
MidCoast Council, Cr Claire Pontin, Mayor  
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor  
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager  
Moree Plains Shire Council, Cr Mark Johnson, Mayor  
Moree Plains Shire Council, Mr Kelvin Tytherleigh, General Manager  
Murrumbidgee Council, Cr Ruth McRae, Mayor  
Murrumbidgee Council, Mr John Scarce, General Manager  
Narrabri Shire Council, Cr Darrell Tiemens, Mayor  
Narrabri Shire Council, Mr Robert Williams, General Manager  
Narrandera Shire Council, Cr Neville Kschenka, Mayor  
Narrandera Shire Council, Mr George Cowan, General Manager  
Narromine Shire Council, Cr Craig Davies, Mayor  
Narromine Shire Council, Ms Jane Redden, General Manager  
Oberon Council, Cr Mark Kellam, Mayor  
Oberon Council, Mr Gary Wallace, General Manager  
Orange City Council, Cr Jason Hamling, Mayor  
Orange City Council, Mr David Waddell, General Manager  
Parkes Shire Council, Cr Ken Keith  
Port Stephens Council, Cr Ryan Palmer, Mayor  
Port Stephens Council, Mr Tim Crosdale, General Manager  
Queanbeyan-Palerang Regional Council, Cr Kenrick Winchester, Mayor

Queanbeyan-Palerang Regional Council, Ms Rebecca Ryan, CEO  
Shoalhaven City Council, Cr Amanda Findley, Mayor  
Singleton Council, Cr Sue Moore, Mayor  
Singleton Council, Mr Jason Linnane, General Manager  
Snowy Valleys Council, Cr Ian Chaffey, Mayor  
Snowy Valleys Council, Mr Matthew Hyde, General Manager  
Tamworth Regional Council, Cr Judy Coates, Deputy Mayor  
Tamworth Regional Council, Mr Paul Bennett, General Manager  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Ms Melissa Boxall, General Manager  
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor  
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor  
Upper Lachlan Shire Council, Ms Alex Waldron, CEO  
Uralla Shire Council, Cr Robert Bell, Mayor  
Uralla Shire Council, Ms Toni Averay, General Manager  
Walcha Council, Cr Eric Noakes, Mayor  
Walcha Council, Mr Phil Hood, General Manager  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
Warrumbungle Shire Council, Mr Roger Bailey, General Manager  
Weddin Shire Council, Cr Paul Best, Deputy Mayor  
Weddin Shire Council, Ms Noreen Vu, General Manager  
Wollondilly Shire Council, Cr Matt Gould, Mayor  
LGNSW, Cr Darriea Turley, President  
LGNSW, Mr David Reynolds, CEO  
LGNSW, Mr Damien Thomas, Director, Advocacy  
LGNSW Ms Bronwen Regan, Manager Strategy

**Apologies:**

As submitted

**4. Adoption of Minutes of Previous Meeting:**

**RESOLVED:**

That the minutes of the Adjourned Annual General Meeting held on 18 November 2022 be accepted as a true and accurate record.

Moved - Forbes Shire Council Councillor - Phyllis Miller

Seconded - Temora Shire Council Councillor - Rick Firman

**5. Chairman's Report**

Chairman Cr Jamie Chaffey outlined the years highlights and thanked everybody for their support during the term.

**RESOLVED:** That the Chairman's report be received and noted

Moved - Gunnedah Shire Council Councillor - Jamie Chaffey

Seconded - Temora Shire Council Councillor - Rick Firman

**6. Secretaries Report – Financial Report**

**RESOLVED:** That the financial reports for the 2022/23 year as tabled be accepted

Moved Narrandera Shire Council Councillor Neville Kschenka

Seconded Singleton Council Councillor Sue Moore

**7. Endorsement of Hosting Non-Metropolitan Meetings in 2024**

Mayor Phyllis Miller Forbes Shire Council and Mayor Leo Hauville Kempsey Shire Council spoke on their submissions.

**RESOLVED:**

That the submissions submitted by Forbes Shire Council for a non- metropolitan meeting on the 8-9 April 2024 and from Kempsey Shire Council for a non- metropolitan meeting on the 13-14 June 2024 be endorsed.

Moved - Goulburn Mulwaree Council Councillor - Peter Walker

Seconded - Glen Innes Severn Council - Councillor Ron Banham

**8. Returning Officer**

**RESOLVED:**

That the Returning Officer for the conduct of the elections be the Secretary Mr Eric Growth

Moved - Singleton Council Councillor - Sue Moore

Seconded - Forbes Shire Council Councillor - Phyllis Miller

**9. Election of Executive Member**

Three nominations were received for the vacant Executive Committee position. Nominations were received from Cr Rod Banham, Glen Innes Severn Council, Cr Patrick Bourke, Federation Council and Cr Steve Reynolds, Muswellbrook Shire Council. Ballot papers were distributed and a count of the ballot papers was conducted by the Returning Officer. The meeting continued

**10. Signatories to CMA Bank Accounts**

**RESOLVED:**

That the signatories to the CMA Bank Accounts No 260210575727 and No 250210246625 be Mr Eric Growth General Manager, Mr Kalana Tennakoon Manager Finance, and Ms Kelly Stidworthy Director Corporate Services of Gunnedah Shire Council

Moved - Cowra Shire Council Councillor - Ruth Fagan

Seconded - Temora Shire Council Councillor - Rick Firman

**11. Appointment of Secretariat for 2024**

**RESOLVED:**

That Regional Development Australia Inland Northern NSW be appointed as the Secretariat for 2024

Moved - Inverell Shire Council Councillor - Paul Harmon

Seconded - Glen Innes Severn Council Councillor - Ron Banham

## **12. Setting of Annual Membership Fees**

### **RESOLVED:**

That the fees for the 2023/24 year be set at \$1,500 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% \$1,125.

Moved - Armidale Regional Council Councillor - Sam Coupland

Seconded - Forbes Shire Council Councillor - Phyllis Miller

## **13. Meeting Dates for 2023**

### **RESOLVED:**

That the meeting dates for 2024 be 22 March, 10 May, 9 August and 15 November

Moved - Bland Shire Council Councillor - Brian Monaghan

Seconded - Forbes Shire Council Councillor - Phyllis Miller

## **14. Executive**

Following the count of the votes Cr Patrick Bourke was declared elected to the Executive for the 2023/24 year

There being no further business the meeting closed at 9.35 am.

Cr Jamie Chaffey  
Chairman Country Mayor's Association of NSW

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room, Warren on Thursday, 7th December 2023**

**ITEM 1                      OUTSTANDING REPORTS CHECKLIST                      (C14-7.4)**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>General Manager</b>				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Monthly advice requests to Telstra being undertaken.
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, expect reporting in early 2024.
27.7.23	202.7.23	Warren Airport Projects	DMFA/ GM/IPM	A contract awarded on 31 July 2023. Site clearance and earth works commenced. Subgrade earthworks completed and tested. Construction drawings issued to BRD. Foundation work by Contractor commenced in October 2023. Programmed for completion April/May 2024.
*28.4.22	101.4.22	Public Art on Private Property Murals – Lions Park Toilet/Amenities	GM/TSM	Wrap design curated by Signarama and the Public Arts Committee. Final layout approved for production. Wrap installed 15 November 2023.
*28.4.22	101.4.22	Public Art on Private Property Murals - CBD Toilet/Amenities Dubbo Street Wall.	GM/TSM	Wrap design curated by Signarama and the Public Arts Committee. Final layout approved for production. Wrap installed 15 November 2023.
23.6.22	158.6.22	Tender C13-73 – Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for Carter Oval Youth Sports Precinct	GM/IPM	Landmark commenced construction in February 2023.  Nonconformance on the foundation concreting and building realignment being remedied by the Contractor in accordance with the PEER Review report recommendations which

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 7th December 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>have been agreed to by the contractor.</p> <p>Landmark engaged new concreter and plumber to complete the works. Superstructure (post) misalignment (diagonal) corrected by Landmark.</p> <p>Landmark conducted bearing capacity testing on foundations. Variation submitted for additional plumbing works. Raft slab stiffening arranged to cater for tree effects.</p> <p>Landmark returned to site on 16th October 2023 to resume plumbing works.</p> <p>Below ground plumbing works completed on 11 November 2023. New sub structure (floor slab) contractor expected to commence works on site on the week 20 November 2023. Landmark Project Manager returned to site on 16 November 2023.</p> <p>Landmark have promised that Floor Raft Slab will be completed by end of November 2023. New project completion forecasted at end of February 2024.</p>
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/ EDVM	<p>Registration of Interest recruitment remains ongoing with a new recruitment drive being underway.</p> <p>Expecting a new Tourism Information Officer to commence before Christmas 2023. The VIC is currently</p>

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 7th December 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				being staffed by a RiverSmart volunteer during the reduced hours of 10am to 4pm for both Saturday and Sundays.
*23.3.23	64.3.23	Public Art on Private Property Murals - Horse/Campdraft themed mural at Showground/ Racecourse Complex (includes \$10,000 Horse Committee donation)	GM/TSM	Panels have been delivered. To be installed when building is complete, which is expected to be the end of November 2023. A proposed opening ceremony being considered for Friday, 12th January 2024.
25.1.23	12.1.23	Affordable Housing Opportunity – Housing Plus	GM/ DMES	Negotiations commenced to finalise the required agreement with Housing Plus for the eventual sale of all or most of the nine (9) vacant land lots in Gunningba Estate for a maximum five (5) year period.  Funding in 2023/2024 for investigations and design for the Stage 3 of Gunningba Estate including estimated costs and how Stage 3 would be funded, which will be reported to Council.
25.1.23	13.1.23	Warren and the Visitor Economy Community Consultation Report August 2022 - Executive Summary	GM/ EDVM	Council communicate to the community about the importance of visitors to the region – Action Plan being formulated.  Council ensures that the reformed Destination Macquarie Marshes Taskforce has representation from every local government area that sees the Macquarie Marshes as an asset to their visitation, form a MOU with each Council to support the Economic Development of the region with this

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 7th December 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				Taskforce having the potential to drive the regional destination promotion with consistent messaging, a reflection of values and increased engagement with the communities – in progress. Council collaborate on increasing the access to the Macquarie Marshes by commercial providers and free-independent travellers (FITs) whilst working towards providing a diverse offering to the access and experience that the Macquarie Marshes can offer a variety of markets – Action Plan being formulated.
25.5.23	118.5.23	Destination Macquarie Marshes Taskforce	GM/ EDVM	That within 12 months and, after the Taskforce's short and long term goals and Destination Macquarie Marshes Action Plan, Macquarie Marshes Promotions Strategy and Stakeholder Engagement Strategy are formulated, other organisations/ community representatives be invited to be members of the Taskforce.
24.8.23 26.10.23	235.8.23 270.10.23	Library Lobby Area Upgrade and Landscaping Works	GM/IPM	Council accepted the tender submitted by Precinct Commercial Pty Ltd, in the Recommended Tender Amount of \$169,035.00 (excluding GST), for the <i>Library Lobby Area Upgrade Works, for separable portions 1(one) contract.</i>

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>Contractor commenced works on site 9 October 2023.</p> <p>Contract varied to include the following landscaping works:</p> <ul style="list-style-type: none"> <li>- Concrete path and driveway works;</li> <li>- Fencing and posts to space;</li> <li>- Irrigation systems to lawn and gardens and water tanks;</li> <li>- Lobby concourse concrete works.</li> </ul> <p>Lobby works expected to finish by end of January 2024 and landscaping works by end of February 2024.</p>
28.9.23	251.9.23	Christmas Closure	GM	Council to close the Office, Service NSW Agency, Library and Works Depot at the close of business on Friday 22nd December 2023 and reopen on Tuesday 2nd January 2024 – arrangements in train.
*26.10.23	270.10.23	<p>Warren Library Lobby Area Upgrade and Landscaping Works</p> <p><i>(Has been included previously see 24.8.23 235.8.23)</i></p>	GM	<ol style="list-style-type: none"> <li>1. Proceed with the final rescoped Landscape Design presented in this report, being Option 3 with left over funds to be used on extra landscaping and trees; and</li> <li>2. The General Manager be authorised to vary the contract (No.C13-77-Separable Portion 1)- Library Lobby Area Upgrade Works to include rescoped landscape works</li> </ol>

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<b>General Manager</b>				
*26.10.23	277.10.23	Relax Alcohol Free Zone in Dubbo Street for the Warren Street Christmas Party 2023	GM	Make the necessary arrangements for relaxing of the Alcohol Free Zone in Dubbo Street between Burton and Hale Streets between 3.00 pm to 10.00 pm Friday, 8th December 2023 for the cordoned off area allocated to Ellerslie Lane who will be the alcohol licensee for the function, with bring your own (BYO) alcohol not being permitted in the rest of the closed off street – arrangements finalised.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Finance and Administration</b>				
*24.8.23	226.8.23	Financial Reports for the Year Ended 30th June 2023	DMFA	<ol style="list-style-type: none"> <li>1. The necessary elected members and staff be authorised to sign the Statement by Councillors and Management on the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ending 30th June 2023;</li> <li>2. Council delegate to the General Manager the authority to "authorise the Year End Accounts for issue" subject to there being no material audit changes or audit issues, in accordance with AASB 110; and</li> <li>3. Council delegate to the General Manager the authority to "finalise the</li> </ol>

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<b>Divisional Manager Finance and Administration</b>				
				date” at which the auditor’s report and financial statements are to be presented to the public as required under Section 418 (1) of the Local Government Act, 1993. Complete.
*28.9.23	258.9.23	Service NSW Agency Agreement	DMFA	Arrange for the General Manager (other required staff) to sign and execute the agreement on behalf of Council - complete.
*26.10.23	284.10.23	September 2023 Quarterly Budget Review	DMFA	Make the amendments as authorised to the itemised budgets as listed in the September 2023 Budget Review – complete.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
6.12.18	284.12.18	Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units	DMES	Survey completed. This project is currently on hold until further discussions are held with the Hotel owners.
27.6.19 3.12.20	129.6.19 256.12.20	Warren Levee Rehabilitation (total project - \$7.1M)	DMES	Application under the National Flood Mitigation Infrastructure 2021-2022 arranged and has been successful (\$5.325M). Resilience NSW has committed \$887,500 which is half of the required \$1.775M co-contribution. Specifications for tender are being prepared while awaiting approval of a

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<b>Divisional Manager Engineering Services</b>				
				further co-funding grant of \$887,500 by OLG using the Local Government Recovery Grant Program.  Specifications are being written in readiness for the approval of OLG's \$887,500 grant, which is still ongoing. Staff met design consultants for final discussions before tendering commences. Consultant preparing final drawings for tender.
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	Investigations are being undertaken to allow the submittal of plans, documents and detailed budget to Council for consideration and approval - ongoing.
24.9.20	214.9.20	New Sewage Treatment Works	TSM	Groundwater monitoring wells and flowmeter to be installed.  Decommissioning Plan for STP & SPS being developed however, put on hold pending further reporting to the Water and Sewerage Committee.
*27.5.21	95.5.21	River Water Pumps at Ellengerah and Oxley Park Reservoirs	DMES/ TSM	Ellengerah pumps installed. Works ongoing and commenced on the 14th August 2023 for Oxley Park. Pumps installed and pipework installed. Site operating, concrete to be finished – complete.
23.3.23	67.3.23	Water and Sewerage Telemetry and Pump Funding Request	DMES/ DMFA/ TSM	Drafting of RFT documents in progress – ongoing.
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

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<b>Divisional Manager Engineering Services</b>				
				funds, works in progress with expected completion just before Christmas 2023.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – ongoing, considering a Commonwealth Government Grant Program – ongoing.
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	Arrange for the replacement of light vehicles as per recommendation -  <b>Plant 3503</b> – sold at auction in 2021. Fortuner ordered – 8 months delivery estimated (April 2024).
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	Works ongoing, expected to be completed late December 2023.
*1.12.22	299.12.22	Showground/ Racecourse Toilet Amenity Progress Report	DMES/ TSM	Shed to be constructed by Ryan Mason Engineering and Adam Mayne and is expected to be completed by the end of November 2023.
23.2.23	33.2.23	Proposed Hale Street Crossing and Chester Street Crossing's No Stopping Zone	DMES/ RIM	1. The installation of a new children's (school) crossing on Hale Street, west of the Chester Street intersection be approved. The required undertaking has been obtained from the Principal of Warren Central School; 3. Funding be sought from Transport for New South

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<b>Divisional Manager Engineering Services</b>				
				Wales to implement the recommendations. Design has been completed and sent to TfNSW.
23.2.23	37.3.23	Upgrade/Replacement of Play Equipment	DMES/ TSM	Arrange a new Ext 1002 piper playground equipment setup and install the equipment in house.  Delivery of new equipment undertaken in September 2023 – ongoing.
*23.3.23	66.3.23	Management and Operation of Mt Foster Quarry	DMES	Negotiations with Neill Earthmoving Pty Ltd finalised. Solicitor is preparing the final Agreement for signing and reported to the Plant Committee.
23.3.23	67.3.23	Warren Shire Council Water Supply Bore Inspection Program	DMES/ DMFA/ TSM	All Bores excluding Collie have been inspected. Nevertire Bore to be cleaned in the colder months of 2024.
*24.8.23	213.8.23	Proposed National Polo Crosse Titles Warren 2028	DMES	Mr Phil Waterford be requested to present to the next Showground/ Racecourse Committee his complete draft proposal for the conduct of the Warren 2028 National Polocrosse Championships – arrangements finalised for Committee presentation.
*26.10.23	270.10.23	Warren CBD Upgrade – Cost Estimate	DMES	Any grant application will include an approximate estimated cost for land acquisition – noted.
26.10.23	270.10.23	Warren CBD Upgrade – Land Acquisition	DMES	1. *Council take no action on the purchase of private land contained with the Warren CBD Upgrade Project at this present time - noted;

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<b>Divisional Manager Engineering Services</b>				
				2. Further investigations be undertaken and reported on in regard the estimated cost of any proposed private land purchases, what could be developed and the estimated costs of the proposed use; and 3. *The Warren CBD Upgrade Project Plans be amended to not include any private land purchases and what was envisaged on those private properties – complete.
26.10.23	272.10.23	Replacement of P32 - Mack Valueliner and P153 Freuhauf Water Trailer	DMES	1. The following options in priority be taken up for the replacement of P32 – Mack Valueliner, and P153 Freuhauf Water Trailer: <ul style="list-style-type: none"> <li>▪ Option 1 – Second hand 6 x 4 prime mover truck and new approximately 25,000 litre triaxle water trailer with an estimated total cost of \$385,000.</li> <li>▪ Option 2 – Brand new 6 x 4 prime mover truck, road train specification and new approximately 25,000 litre triaxle water trailer with an estimated total cost of \$470,000.</li> </ul> 2. Funding be provided using \$300,000 from available unrestricted cash, funds received from the expected insurance payout and the delay of the purchase of the telehandler (\$140,000) (Plant 104 replacement) –

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<b>Divisional Manager Engineering Services</b>				
				replacement equipment arrangements in train.
26.10.23	272.10.23	Replacement of P226 – Toyota Hilux Single Cab 2wd	DMES	Arrange for the replacement of P226 – Toyota Hilux Single Cab 2WD using \$20,000 of available unrestricted cash and funds received from the expected insurance payout – replacement vehicle arrangements in train.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
27.2.20	36.2.20	Draft Plans of Management	MHD	<ol style="list-style-type: none"> <li>1. Categories assigned as detailed in report.</li> <li>2. Crown Reserves classified identified as operational land.</li> <li>3. Draft Plans of Management nearing completion.</li> </ol> <p>The Victoria Oval and Oxley Park Plan complete.</p> <p>Draft Parks Plans of Management received. To be reviewed.</p>
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	<p>Matter progressing in the District Court with required affidavits.</p> <p>Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required.</p>

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
				District Court Mediation date set as 1st March 2024.
26.5.22	132.5.22	Flood Impact on the Ewenmar Waste Depot	MHD	Develop a contingency plan for flood events at the Ewenmar Waste Depot.  Alternative arrangements have been made with Bogan and Narromine Shire for a temporary disposal solution, Contact has been made with the EPA.
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD	Investigate better CCTV options and locations.
22.6.23	181.6.23	Warren War Memorial Swimming Pool	MHD/ IPM	Arrangements in train for the commencement of legal proceedings against Beaucorp Projects Pty Ltd for the unsatisfactory workmanship at the Warren War Memorial Swimming Pool;  The Mayor, the General Manager, and the Manager Health and Development Services be authorised to formulate settlement terms if required; and  Arrangements have commenced for the development of a tender specification for the supply and installation of a membrane liner at the Warren War Memorial Swimming Pool with tender soon to be advertised.
*28.9.23	243.9.23	Council Related Development Application – Conflict of Interest Policy	MHD	Arrange for Policy to be placed on public exhibition

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
				for a minimum of 28 days – in progress.  No adverse submissions received, the Council Related Development Application Conflict of Interest Policy has been adopted and put on Councils website.

**RECOMMENDATION:**

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

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**ITEM 2 COMMITTEE/DELEGATES MEETINGS**

**(C14-2)**

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

**MEETINGS HELD**

<b>Date</b>	<b>Committee / Meeting</b>	<b>Location</b>
24.10.2023	Plant Committee Meeting	Warren
25.10.2023	Housing Plus Meeting	Warren
27.10.2023	General Managers Advisory Committee Meeting	Narromine
1.11.2023	NSW RFS North West District Long Service Medal Presentation	“Widgeree”
1.11.2023	IPWEA NSW & ACT AGM	Online
2.11.2023	LG Professionals NSW – General Manager Discussion Circle	Online
2.11.2023	Regional NSW	Warren
6.11.2023	Warren Public Arts Committee Meeting	Warren
7.11.2023	Economic Development and Promotions Committee Meeting	Warren
8.11.2023	WOW Agency Monthly Communications Meeting	Online
8.11.2023	Airport Operations Committee Meeting	Warren
8.11.2023	Sporting Facilities Committee Meeting	Warren
9.11.2023	Water Directorate AGM and Meeting	Online
9.11.2023	NSW SES	Online
12-14.11.2023	2023 Local Government Annual Conference	Rosehill Gardens Racecourse
14.11.2023	Warren Local Emergency Management Committee Meeting	Warren
15.11.2023	Commonwealth Bank of Australia	Warren
16.11.2023	Central West Orana and Far West Regional Committee	Online
16.11.2023	Professionals Australia Session	Online
17.11.2023	RDA Orana – Orana Outlook Forum	Dubbo
17.11.2023	Audit and Risk Committee Meeting	Online
17.11.2023	Disaster Ready Fund Webinar	Online
20.11.2023	Internal Auditor	Online
21.11.2023	Roads Committee Meeting	Warren
21.11.2023	Plant Committee Meeting	Warren

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**ITEM 2**

**COMMITTEE/DELEGATES MEETINGS**

**CONTINUED**

<b>Date</b>	<b>Committee / Meeting</b>	<b>Location</b>
21.11.2023	Traffic Committee Meeting	Online
22.11.2023	Internal Audit and Risk Management Committee Meeting	Warren & Online
23.11.2023	Water & Sewerage Committee Meeting	Warren
23.11.2023	Statewide Mutual Function	Sydney
24.11.2023	Country Mayors Association	Sydney
27.11.2023	NSW SES	Online
27.11.2023	Manex Committee Meeting	Warren
28.11.2023	SMT Service Review Training	Nyngan
28.11.2023	Showground/Racecourse Committee Meeting	Warren
29.11.2023	RFS Bushfire Management Committee Meeting	Online
30.11.2023	LGEA Committee of Management Meeting	Sydney
1.12.2023	Councillors and Staff Christmas Party	Warren
6.12.2023	WOW Agency Monthly Communications Meeting	Online
7.12.2023	Lions Park Toilet Facilities Opening	Warren

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
8.12.2023	Warren Street Christmas Party	Warren

**RECOMMENDATION:**

That the information be received and noted.

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**ITEM 3      WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS      (C14-7.2, G4-1)**

**RECOMMENDATION:**  
 That the information be received and noted.

The following are details of Infrastructure Projects and Grant Applications that are being managed by the Executive Office including the Infrastructure Projects Manager for the period 13th October 2023 to 23rd November 2023:

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Warren Airport Upgrade (Drought Stimulus Package Funding – RNIG2-004-NSW DPIE)  Includes \$610,340 allocated from restricted funds for infrastructure improvement/replacement.  JC 3400-2560-0	716,561	550,395	IPM	Airport Operations Committee (AOC) in its meeting on 13/09/22 identified the need of extra drainage works on 03/21 runway, for consideration in the future funding. Scope revisiting is required and works to be scheduled for later 2023.  Terminal construction contract awarded to B & D Design & Construction P/L on 31st July 2023.  Terminal building floor plan being revised to ensure practical public access into toilet and kitchen area by other terminal users. Final set of “For Construction” drawings issued to the Contractor. Enlarging the windows on the runway side being considered. - Site clearance and sub-grade earthworks started in September; - Foundation subbase work started in November 2023; - Terminal works are scheduled to be completed by April 2024.  Infrastructure Projects Manager presented a scope of works to the July 2023 Airport Operations Committee, detailing the proposed SW drainage improvement work on runway 03/21.

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ITEM 3

WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
				<p>Scope of works as follows:</p> <ul style="list-style-type: none"> <li>- Extension of existing SW open channel – Completed in September 2023.</li> <li>- Procurement of diesel pump to pump out excess runoff to Sandy Creek; and</li> <li>- Discharge line from pumping platform to Sandy Creek – these options are deleted.</li> </ul> <p>Council at the July 2023 Meeting accepted the recommendations and additional funding required from the Infrastructure Reserve Fund. Options to gravitate excess runoff via the existing syphon pipe in the TNIS channel is being considered.</p> <p>Discussions with the Egelabra property manager, Councillor Greg Whiteley and the surveyor were held.</p> <p>Infrastructure Projects Manager presented a report to the November 2023 Airport Operations Committee. Report detailed the proposed scope of required works.</p> <ul style="list-style-type: none"> <li>- Excavating a channel along the Egelabra property approx. 500 meters;</li> <li>- Providing piped overflow line from Airport land SW Channel to proposed Egelabra channel such that the access along the boundary fence is not affected; and</li> </ul> <p>- These works are scheduled to happen in February 2024 onwards.</p>
<p>Village Enhancements for Warren, Nevertire and Collie (currently does not include \$395,800 budget provision for Warren Roundabout Reconstruction)</p>	<p>310,281</p>	<p>99,959</p>	<p>GM IPM DMES TSM RIM</p>	<p>Works in Warren subject to funding by others of the Warren roundabout reconstruction – MDBEDP approved reallocation of the roundabout budget to Carter Oval concrete pathways.</p> <p>Contractor engaged to construct pathways and other miscellaneous concrete pavement works.</p>

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
<p>(MDB Economic Development Program - Improvement of Regional Structures Grant)</p> <p>JC 2880-10-0</p>				<p>Works Program for Project rescoped and programmed by GM, DMES, IPM, TSM and RIM.</p> <p>Kerb, gutter and footpath works in Nevertire 99% complete.</p> <p>Status and programming meeting undertaken and works program instigated to complete work.</p> <p>Some of the identified works are progressing and on track.</p> <p>MDBEDP funding body approved extension to all outstanding works, with all works to be completed by December 2023.</p> <p>Concrete pathways in Carter Oval as part of the MDBA Program fund are complete.</p>
<p>Carter Oval and the Development of the Surrounds Carry Over</p> <p>(MDB Economic Development Program - Improvement of Regional Structures Grant)</p> <p>(Includes \$460,000 previously allocated from Council's Infrastructure Improvement Replacement Reserve)</p> <p>JC 104-108-0</p>	<p>233,052</p>	<p>20,620</p>	<p>IPM</p>	<p>Irrigation system to landscaped area for tree planting and individual valves to trees installation is complete.</p> <p>*More pathways between sports fields will be constructed once the construction of the soccer fields and junior cricket field are complete.</p> <p>Carpark development being delayed due to slow progress of the amenities building construction.</p> <p>Concrete (pathways, long jump pit, shot put and Discus, cricket pitch and practice net base) works RFQ called on 6 September 2023. Contractor engaged for all concrete pathways and pavement works. Recent rain in delaying the project.</p> <p>Fencing of switchboard and pump station are progressing. Most of the works completed in October 2023.</p> <p>Sprinkler irrigation system works and mowing of the Oval are ongoing.</p>

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

**CONTINUED**

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Swim & Shade Sails (Splash Park) (Drought Communities Extension Program) JC 2870-60-0	2,752	Nil	IPM	Surrounding area needs topsoil dressing to alleviate any trip hazards caused by the steel edging.
Carter Oval Lighting Project (Drought Communities Extension Program) JC 2870-55-0	127,151	127,151	IPM	Carter Oval Sporting Lighting (Cricket and Soccer Fields) is complete subject to acceptance of final quality assurance and testing report.  REEs completed final quality assurance, testing (soccer and cricket) – Report of certification and WAE drawings received in November 2023.  AutoCAD version of Electrical Reticulation Plan requested and O&M Manuals of Switchboard also requested.
Change Rooms and Amenities Block at Carter Oval (Stronger Country Communities Round 4) JC 104-118-0	303,333	290,772	IPM	Landmark resumed the works on site on 21 August 2023. The superstructure was disassembled, diagonal misalignment corrected and reorientated as part of correcting non-conformance.  *Landmark has engaged a new plumber and concreter to complete the works. Certified drawings were issued to Council on 4 September 2023.  *Landmark conducted bearing capacity tests on the grid beam excavations, results were satisfactory.  *Landmark submitted a variation for an additional pipe support system called for in the hydraulic design completed for E-D site classification. PEER review highlighted the presence of trees nearby. Landmark is revising the design to address the tree effects.

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**ITEM 3**

**WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS**

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<p>Landmark revised the floor plan with slab stiffening overall slab structure 200mm uniform.</p> <p>*Work onsite has not progressed since 7th September 2023 following bearing capacity testing.</p> <p>*A meeting with Landmark and site Manager was held on 2nd October 2023 to discuss the site delay and other matters.</p> <p>*Landmark promised that work onsite would commence (plumbing work) as of the week of the 9th October 2023.</p> <p>*Council provided alternative pipe support options and costs for a cost effective selection.</p> <p>*Landmark is now considering cost effective solutions with plastic brackets and hanging rods. According to Landmark materials are on order. Site plumbing works to start the week of the 16th October 2023 when materials arrive on site.</p> <p>Plumbing works resumed on 1<sup>st</sup> November 2023. Council conducted a preliminary inspection on 10<sup>th</sup> November 2023. Contractor to complete the water line and electrical under slab installation in the coming weeks. Concreter is scheduled to start on the 4<sup>th</sup> December 2023.</p>
Carter Oval Cricket Pitch JC 104-116-0	5,628	5,628	IPM	<p>A consultant Greenaway Turf Solutions (GTS), nominated by the original wicket turf supplier visited the site. Soil samples have been taken for testing. A maintenance program for Oct-March for the turf and pitch received.</p> <p>GTS provided a fertilising and maintenance program for wicket turf</p>

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<p>for the spring season, ongoing watering continues.</p> <p>Fertilising program and costings being discussed with Parks and Gardens leading to implementation.</p> <p>Balance of funding to be allocated to other works in Carter Oval cricket ground.</p>
Cricket Practice Nets (Cricket Legacy Fund) JC 104-117-0	15,000	Nil	IPM	<p>Cricket practice net primary set out completed, work expected to commence once field remediation is completed.</p> <p>Quotation for net being sought from fencing contractor.</p> <p>Base concrete pavement construction will be done as part of concrete pathway construction at Carter Oval. Artificial turfing on pavement to follow on after concrete works are complete.</p> <p>RFQ called for the concreting pathways and practice net base on 6 September 2023.</p> <p>A contractor is engaged to construct base pavement works.</p> <p>Earthworks and subgrade preparation completed.</p> <p>Base concrete likely to happen in late November or December, depending on favourable weather conditions.</p>
Warren Showground/ Racecourse Upgrade Project (Regional Sports Infrastructure Fund and \$10,182 from sale of old McCalman Pavilion)	59,726			<p>Racecourse Showground Sub-Committee asked to have warm up area allocation/development near tanks and sand stockpile. It was agreed at the meeting that Club prepare the ground with specific woodchips and sand bedded warm up area. Council will make available necessary sand (150T available for use). Gator and rake operations</p>
<ul style="list-style-type: none"> <li>• Equestrian Arena</li> </ul>		27,260	IPM	

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**CONTINUED**

Project	Budget	Expend	Resp	Comment
JC 108-120-0				training was completed on 11 August 2023 for user groups. A 2nd round of training is planned for 3rd September 2023 but was cancelled at Users groups request. Next round of training to be arranged.
<ul style="list-style-type: none"> <li>Pony Club Cross Country Facilities</li> </ul> JC 108-132-0	4,606	4,360	IPM	<p>Warren Pony Club has provided the consultant's report commenting satisfactory completion of the facility by the Contractor with ongoing wear and tear and maintenance will be required.</p> <p>The balance of money available will be directed to other facilitation development within the Pony Club Cross Country.</p>
<ul style="list-style-type: none"> <li>GBS Falkiner Lounge and Viewing Area</li> </ul> JC 108-126-0	27,440	18,486	IPM	<p>Works outstanding as of August 2023:</p> <p>Handrails and tactile indicators installation are yet to be completed.</p> <p>Handrail installation completed.</p> <p>Disabled access from Lower bar area to be considered but subject to funding availability.</p> <p>An alternative quote sourced from Library Lobby Works Contractor as part of Grant Application.</p>
<ul style="list-style-type: none"> <li>Replacement of the Showground Toilets</li> </ul> JC 108-128-0	24,545	17,419	IPM/ TSM	<p>Superstructure works started in mid-August 2023.</p> <p>Roof sheeting and external walling are complete.</p> <p>Internal fixtures are being installed.</p>
<ul style="list-style-type: none"> <li>Relocation of Cattle Yards (NSW Showgrounds Stimulus Program Phase 2B)</li> </ul> JC 112-05-0	60,000	Nil	IPM	<p>Advice from P &amp;A (Justin Sanderson). Showground Racecourse Committee Members would like to see the yards refurbished and made suitable for both cattle and horses by making the relocated pens approximately 4mx4m in size. Need to investigate further and obtain advice. Stockpro to do a design</p>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
				<p>and quote – organised by P&amp;A – completed.</p> <p>(\$140k) Quote received (11/22) from Stockpro is over budget and other grant funds to be sourced. Additional funding is required to move forward.</p> <p>A revised quote has been received (9/10/23) from Stockpro. Revised quote received from Stockpro indicates that \$155k (inc GST) to be budgeted for. A second quote has been requested from the contractor who completed the Equestrian Arena safety rail.</p> <p>Future Crown Reserves Improvement Fund option to be explored when available.</p>
<p>Upgrade electrical Cattleman’s Camping Area (NSW Showgrounds Stimulus Program Phase 2B) JC 112-5-15</p>	8,082	7,500	IPM	<p>Works complete, balance of unspent funds to be used elsewhere in the project.</p> <p>Fund expended for the e-switch lighting control for the Equestrian Arena.</p>
<p>Warren Showground/ Racecourse Upgrade Project (Showground Stimulus Funding Program Phase 2C) including:</p> <p>Update/Renovate Male &amp; Female Amenities in Cattleman’s &amp; Horse Sports Camping Area JC 120-5-0</p>	81,980	22,458	IPM/ TSM	<p>Works program finalised following consultation with User Groups at the Showground/Racecourse Committee Meeting held on the 2nd August 2022 for Joint male and female toilet facility in one location.</p> <p>Roof sheeting and external walling are complete. Internal fit out is progressing for a December 2023 completion.</p> <p>Balance of unspent funds to be used for sewer/toilet works. (Joint male &amp; female toilet facilities).</p>

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Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> <li>• Renovate Male Toilet @ Main Pavilion</li> </ul> JC 120-10-0	100,000	Nil	IPM/ TSM	<p>Rescoping of Concept Design being completed. Alternative design tabled at the Showground/Racecourse Committee on 2.8.22 with proposed jointed male &amp; female toilet as one block attached to switch room.</p> <p>Alternative design considered with male and female toilet in one area has been given the go ahead at the Showground Racecourse Committee meeting held 15 November 2022.</p> <p>Work progressing on the joint male and female toilet facilities to be located at existing Ladies toilet Demolition of existing ladies toilets completed. Foundation works (bored pier installation) and below ground plumbing works completed.</p> <p>Floor slab concreting completed.</p> <p>Superstructure works started in September.</p> <p>Installation of superstructure frames completed.</p> <p>Roof sheeting and external walling are complete.</p> <p>Internal fit out is progressing for a December 2023 completion.</p>
<ul style="list-style-type: none"> <li>• Install New Septic Reveal Tank for Main Pavilion Toilets</li> </ul> JC 120-15-0	38,880	Nil	IPM/ TSM	<p>Scope of works being reassessed to complete the works within the budget.</p> <p>Balance of unspent funds to be used as part of alternative combined male and female toilet facilities in one location.</p>

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Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> <li>• Re fence Showground Perimeter with Exclusion Fencing</li> </ul> <p>JC 120-35-0</p>	57,788	Nil	IPM	<p>Scope/area determined by Showground/ Racecourse Committee on 7th October 2021 being revised. Length 4,100m and 3 double gates &amp; 2 single gates. RFQ document being prepared to call for quotations Exclusion fence like airport exclusion fence being considered but 2.1m high.</p> <p>Options and estimate prepared for 1.8m and 2.1m high fencing for Racing NSW considerations and funding supplement. (Other grant funds required).</p> <p>Details of proposed options being considered (2.1m high) sent to Warren Jockey Club for sourcing additional funding.</p> <p>Liaising with Matt Colwell/ Nicole McKay on possible funding support from Racing NSW.</p> <p>RFQ documents revised for seeking prices for 2.1m high chain wire and chain link fabric options.</p> <p>Quotation for exclusion fencing called in June 2023. Racing NSW is looking for firm quotes to ascertain the amount of financial support.</p> <p>Four (4) tenderers submitted and being analysed. Additional information sought from the preferred quoter with regards to their submission to RFQ compliance. The preferred quoter revised the price for the options. Prices changed the relativity of the quoters.</p> <p>Grant funding application Crown Reserve Improvement Fund (CRIF) submitted in November 2023.</p>

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Project	Budget	Expend	Resp	Comment
				<p>Lowest price received for the options are as follows:</p> <p>1. 2.1m chain wire - \$218,000; and  2. 2.1m chain link fabric \$357, 000.</p> <p>Racing NSW will be supplied with the quotations and price revised as part of seeking funding their support.</p> <p>2.1m high chain link fabric is the preferred option and that meets Racing NSW requirements.</p> <p>Evaluations indicate that additional funding in the order of \$328k is needed to complete the work.</p> <p>Discussions with Racing NSW were held. It suggests that a formal 'Application for Financial Assistance' be submitted from the Club level as per Racing NSW letter dated 5 June 2023 for the boards consideration and approval. As 80:20 contribution ratio is the general norm applied based on the proportioned length of racing track area to be protected but subject to approval.</p>
<ul style="list-style-type: none"> <li>• New Septic Centre Arena with Grease trap for Canteen</li> </ul> <p>JC 120-25-0</p>	3,150	Nil	IPM/ TSM	Works Complete, balance of unspent funds will be allocated to other works.
<p>*Crown Reserves Improvement Fund Program Disabled (all access) toilet block Warren Pony Club</p> <p>JC 121-5-0</p>	33,240	33,240	IPM/ TSM	<p>Construction of a toilet facility in the Warren Pony Club Facility. Scope of works and design complete. Single ambulant toilet will be built.</p> <p>Location has been finalised with Warren Pony Club, on the western side of Pony Club shed.</p> <p>The contractor (SPLAT Plumbing) engaged in September 2022 to do the works.</p> <p>Project completed in October 2023.</p>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Regional Racecourse Stimulus Funding Program 2022 – ‘Irrigation System’ Drought Proofing project and Public Area Fencing	272,727	Nil	IPM/ TSM	<p>Funding has been granted by the NSW Government towards drought proofing project and public area fencing.</p> <p>Rescoping in progress for an appropriate irrigation system and project may need further grants for the full scope of works.</p> <p>A concept and cost estimate report was received from the consultant in April 2023.</p> <p>Design consultant asked to break the estimate into two projects to maximise funding support by Racing NSW:</p> <ol style="list-style-type: none"> <li>1. Inner irrigation system and pumping upgrade (up to 80% funding by Racing NSW); and</li> <li>2. Construct outer irrigation system.</li> </ol> <p>Cost estimate indicates that substantial additional funding is needed to proceed with the project.</p> <p>Grant funding application Crown Reserve Improvement Fund (CRIF) submitted in November 2023.</p>
Crown Reserves Improvement Fund Program Replacement of Showground Ladies Toilet Part 2 JC 121-10-0	54,545	54,545	IPM/ TSM	<p>Construction and building has started with completion expected by late December 2023. Foundation works including below ground plumbing works and floor slab concreting completed.</p> <p>The roof sheeting and external wall sheeting is now complete. Hoping to have the ladies facilities open prior to the twilight Race meeting.</p>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
<p>Murray-Darling Basin Economic Development Program – Round 3 – Warren Shire Tourism, Business Development and Macquarie Marshes Signage and Shire Mural Program</p> <p>• Warren Town Murals on Private Property (Total budget includes the \$10,000 donation from the Horse Committee)</p> <p>JC 3460-15-0</p>	<p><b>For Mural Program Only</b></p> <p>16,580</p>	6,320	GM IPM TSM	<p>The proposed design pattern was approved by the Warren Public Arts Committee.</p> <p>Works on the mural for the new toilet block at the Showground Racecourse Complex is complete.</p> <p>Paintings are ready for installation. Installation is likely to happen in December 2023.</p>
<p>Murray-Darling Basin Economic Development Program – Round 3 – Monkeygar Creek Macquarie Marshes Bird Viewing Platform and Parking Project</p> <p>JC 3460-10-0</p>	434,177	433,177	IPM/ DMES	<p>Project involves the construction of the Bird viewing Platform, toilet and construction of the parking area suitable for buses and recreational vehicles (RV's).</p> <p>Contractor engaged for the construction of the bird viewing platform and toilet.</p> <p>DA has been approved. Toilet Contractor is expected to commence in October 2023. Construction commenced in November 2023. Platform Contractor is progressing the fabrication of the platform.</p> <p>Toilet installation completed in November 2023.</p>
<p>Warren Tennis Court Upgrade (Drought Communities Extension Program)</p> <p>JC2870-40-0</p>	5,856	Nil	GM/ IPM	<p>Light pole painting has been included in the scope of works.</p> <p>One quotation received it exceeds the funding available.</p>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
				An alternative option being considered to paint poles utilising inhouse staff.
Reconnecting Regional NSW – Community Events Program JC 2860-10-0000	45,685	Nil	GM/ PAO	Events hosted by Community Organisations these are as follows: - Warren Christmas Street Party 2023 Date set for 8 December 2023  Warren Christmas Street Party event planning is progressing.
<b>Water Supplies</b>				
Groundwater Augmentation (Critical Drought Initiative Administered by – DPIE Safe and Secure Program) JC 191-39-0	245,616	187,705	TSM	Works continuing. 8/10/2023: Chlorination systems are fully operational at Bore Flat and Ellengerah Reservoir sites.  Some concrete works to be completed.
<b>Sewerage Services</b>				
Restart NSW Warren (STP) Upgrade JC 220-3-0	100,000	Nil	TSM	Rehabilitation program for Old Sewerage Treatment Plant and bore installation being formulated.
*Warren Central Business District Toilet Installation (Drought Communities Extension Program)  Includes \$140,000 allocated from restricted funds for infrastructure improvement/ replacement. JC 2870-45-0	23,957	8,644	IPM/ TSM	The vinyl wrap installation is complete.
*Lions Park Toilet Installation JC 106-103-0	14,993	7,578	IPM/ TSM	The vinyl wrap installation is complete with an official opening during the 7 December 2023 Council Meeting arranged.

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Project	Budget	Expend	Resp	Comment
<p>Stronger Country Communities Fund Round 5 (SCCFR5) – Upgrading of Amenities, Change rooms, Canteen and Club House Facilities at the Warren Memorial Pool.</p> <p>JC 3450-4300-0</p>	856,903	Nil	IPM	<p>This project will replace the existing Male &amp; Female with "All Access" modern facilities. Include Disabled and Ambulant toilets in the amenities.</p> <p>Replace the existing entry, office and kiosk adding in a club house room with a modern compliant, fit for purpose fit out.</p> <p>Construction work expected April-September 2024.</p> <p>Concept design and development works commenced from June/July 2023. Barnson engaged to develop a concept plan (2 options) for stakeholders review.</p> <p>First concept design meeting with Barnson held in July 2023 – Barnson’s presented the floor plan.</p> <p>First draft concept plan reviewed in August 2023. Comments on 1st draft issued. Final draft received from Barnson’s in September 2023 and sent to stakeholders for review and comments.</p> <p>Sporting Facilities Committee considered the plan at its 8 November 2023 meeting. Final ‘For Tender’ incorporating comments were issued to stakeholders. Barnson promised to issue concept structural drawings by end of November 2023. A DD&amp;C (Design Development and Construction) contract likely to be called by the first week of December 2023.</p>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
<p>NSW Severe Weather &amp; Flood Grant (\$1,000,000) for AGRN 1025 (part of \$7,100,000 project reported elsewhere)</p> <p>Warren Town Levee Remediation</p> <p>JC 3300-4400-1</p>	887,500	Nil	GM IPM DMES TSM	<p>This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.</p> <p><b>Funds have been paid however, works program yet to be approved by OLG.</b></p> <p>Funding body requested five rounds of additional information; submission provided on 9 October 2023.</p> <p>Extension of time request sent to grant approval body to extend the works beyond June 2024.</p> <p>2022-23 Annual Report was submitted to the funding body and 2023-24 1<sup>st</sup> Quarterly report also submitted.</p> <p>Funding body was asked to confirm the Grant Approval or Deed to be signed.</p>
<p>Macquarie Park Restoration</p> <p>JC 3300-4430-0</p>	112,500	Nil	GM IPM DMES TSM	<p>This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.</p> <p><b>Funds have been paid, works program approved.</b></p> <p>Funding body requested four rounds of additional information; submission provided by 18 August 2023.</p>

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Project	Budget	Expend	Resp	Comment
				<p>Extension of time request sent to grant approval body to extend the works beyond June 2024.</p> <p>2022-23 Annual Report was submitted to the funding body and 2023-24 1<sup>st</sup> Quarterly report also submitted.</p> <p>Funding body was asked to confirm the Grant Approval or Deed to be signed.</p>
<p>Office of Sport - Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program Victoria Park Precinct New Female Amenities.</p> <p>JC3450-4310-0</p>	500,000	Nil	IPM/ WSCCM	<p>This project involves construction of new amenities building including two separate changerooms and public access toilets will be constructed to provide safe, equitable and accessible facilities for female participants within Victoria Park Precinct.</p> <p>Planning and project initiations are progressing.</p> <ul style="list-style-type: none"> <li>- Geotechnical investigations initiated; Site exploration completed in May 2023.</li> <li>- Awaiting Geotech report.</li> <li>- Final location determined.</li> </ul> <p>Barnson has been engaged to develop a concept plan (2 options) for stakeholders review.</p> <p>First concept plan/design meeting with Barnson held in July 2023. Barnson presented a set of drawings plan, elevation and views.</p> <p>Comments on 1st draft issued.</p> <p>Final concept plan (1<sup>st</sup> issue) received in September 2023 and has been sent to stakeholders for review and comment.</p> <p>Comments received on the draft plan are being incorporated into the final concept plan, to be reissued to stakeholders for their comment.</p>

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Project	Budget	Expend	Resp	Comment
				<p>Sporting Facilities Committee considered the final plan at the 8 November 2023 meeting.</p> <p>Barnson was asked to complete the structural design to call a contract only tender with option for submitting alternative tender for superstructure. A tender is likely to be called in first quarter of 2024; once the design is fully complete by March – April 2024.</p>
<p>Library Lobby Upgrade and Landscape Works            (State Library Grant)            JC 3350-4310-0</p>	<p>315,723</p>	<p>166,816</p>	<p>IPM/            Librarian</p>	<p>A contractor has been engaged for the external lobby upgrade works- as separable portion 1.</p> <p>Work onsite commenced on 9th October 2023.</p> <p>Work is expected to go on for 10 weeks.</p> <p>Landscaping works are being rescoped to fit within the remaining budget.</p> <p>Temporary Library located at the Old Visitor Information Centre, Burton Street, Warren.</p> <p>The rescoped landscaping and costing option will be considered at the next Town Improvements Committee meeting scheduled for 16th October 2023.</p> <p>Town Improvements Committee considered the recommendation to vary the Lobby construction to include the following Landscaping works:</p> <ul style="list-style-type: none"> <li>- Fencing to space;</li> <li>- Driveway and pavement;</li> <li>- Concreting the Lobby concourse and steps; and</li> <li>Installation of water tanks and irrigation system to lawns and gardens.</li> <li>- Lobby works likely to finish by end of January 2024.</li> </ul>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
				Landscaping by the end of February 2024.
Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B - Infrastructure Projects Management Office Projects  Carter Oval Secondary Carpark Refurbishment Works for Reseals JC 3350-28-0	60,000	Nil	IPM	Work to be scheduled after Carter Oval Sporting Precinct works are nearing completion.
Carter Oval EV Charging Station (up to 3) Contribution JC 3350-18-0	45,000	Nil	IPM	Options being considered includes – partnering with Regional service providers like NRMA, Origin etc.
Equestrian Arena Operation Equipment (Council 23/24 Budget Funding) JC 6010-2-3	35,670	31,820	IPM	Gator, arena rake and edger procurement is completed. Operator training and induction to club users conducted on 11 August 2023.  Second round of training scheduled for 3rd September 2023 but cancelled on User groups request. Next round of training to be arranged.
Safety Management System	75,825	Nil	WHS-RC /GM	Works Program being formulated.
Asset Management & IPR	112,636	Nil	GM/ DMES/ PO	Works program being formulated.

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Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
2024 NSW Women's Week Grant Program-Tier 2	\$44,000	N/A	GM/ PAO	<p>An application was submitted on 5 October 2023.</p> <p>This event will consist of an inspirational one-day event that will bring together the young women of Warren Shire with Women of Warren Shire participating.</p> <p>Featuring a keynote address by a prominent high achiever in women's sport, on achieving goals, overcoming setbacks and adversity, and building resilience. Designed to celebrate diversity, motivate and drive our local youth community.</p> <p style="text-align: center;"><b>Awaiting Notification</b></p>
Crown Reserves Improvement Fund Program 2023/24  Racecourse Irrigation Upgrade	\$825,000	N/A	TSM/ IPM	<p>An application was submitted on 17 November 2023.</p> <p>The upgrading will enhance operations sustainability by delivering water efficiency to optimize value, and enjoyment for the community. This upgrade will enhance Council's ability to work towards environmentally sustainable practices allowing watering of the racetrack and it will also eliminate manual handling issues for staff during watering activities.</p> <p style="text-align: center;"><b>Awaiting Notification</b></p>
Crown Reserves Improvement Fund Program 2023/24  Showground/Racecourse Disability Ramp	\$96,636	N/A	IPM	<p>An application was submitted on 17 November 2023.</p> <p>This project will enable the Council to provide a compliant accessible concourse within the Showground/ Racecourse complex. Disabled access to the GB Falkiner Lounge and Grandstand area is currently not available, these proposed improvements will enable the Council</p>

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Project	Budget	Expend	Resp	Comment
				to address this lack of access for the Warren and visitor community.  <b>Awaiting Notification</b>
Crown Reserves Improvement Fund Program 2023/24  Racecourse Exclusion Fencing Improvements	\$361,364	N/A	IPM	An application was submitted on 17 November 2023.  The project for this Grant aims to improve the fencing that encloses the circumference of the Showground/Racecourse Complex encompassing Racecourse, Showground, Equestrian Arena, Pony Club, Country Horse Jump facilities etc. offering superior protection against potential kangaroo intrusion, thereby providing a safe workplace for riders on the racetrack and other facilities.  <b>Awaiting Notification</b>

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

**ACRONYMS**

GM - General Manager

DMFA - Divisional Manager Finance & Administration

DMES - Divisional Manager Engineering Services

MHD - Manager Health and Development Services

PO – Projects Officer

WSCCM – Warren Sporting & Cultural Centre Manager

TSM - Town Services Manager

RIM - Roads Infrastructure Manager

IPM - Infrastructure Projects Manager

PAO - Projects Administration Officer

EDVM - Economic Development and Visitation Manager

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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**(E4-40)**

**RECOMMENDATION**

That Council note the Delivery Program Progress Report under s404(5) Local Government Act 1993 and the ongoing actions.

**PURPOSE**

This report has been prepared in accordance with Section 404(5) of the Local Government Act 1993 and is required to inform Councillors and the community of the final progress being undertaken towards meeting the community's goals.

**BACKGROUND**

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

**REPORT**

Attached to this report is a summary document of the Delivery Program. The summary has been developed to allow Council and the community to easily view the plan and to see how Council is working to achieve the outcomes.

The plan contains target colours to indicate:

- Green on target;
- Yellow progressing or a minor concern; and
- Red not commenced or a concern.

**FINANCIAL AND RESOURCE IMPLICATIONS**

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

**LEGAL IMPLICATIONS**

Section 404 states:

***"404 Delivery program***

- (1) A council must have a program (its delivery program) detailing the principal activities to be undertaken by the council to implement the strategies established by the community strategic plan within the resources available under the resourcing strategy.*
- (2) The delivery program must include a method of assessment to determine the effectiveness of each principal activity detailed in the delivery program in implementing the strategies and achieving the strategic objectives at which the principal activity is directed.*
- (3) The council must establish a new delivery program after each ordinary election of councillors to cover the principal activities of the council for the 4-year period commencing on 1 July following the election*

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room, Warren on Thursday, 7th December 2023**

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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

- (4) A draft delivery program must be placed on public exhibition for a period of at least 28 days and submissions received by the council must be considered by the council before the delivery program is adopted by the council.*
- (5) The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months."*

**RISK IMPLICATIONS**

No risks identified as plan is reported within legal time frames.

**STAKEHOLDER CONSULTATION**

The Delivery Program is available via Council for review.

**OPTIONS**

No options on report exist. The Delivery Program must be reported to Council.

**CONCLUSION**

The Delivery Program is a lead Council document to establish goals and objectives for Council and the community. The attached report provides advice on the Council's progress for the year to date and on an ongoing basis.

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

The Delivery Program 2022/23 to 2025/2026.

**SUPPORTING INFORMATION /ATTACHMENTS**

Six monthly report attached.

**ACRONYMS**

GM - General Manager

DMFA - Divisional Manager Finance & Administration

DMES - Divisional Manager Engineering Services

MHD - Manager Health and Development Services

EDVM - Economic Development and Visitation Manager

EA – Executive Assistant to the Mayor and General Manager

TREAS - Treasurer

LIB - Librarian

TSM - Town Services Manager

RIM - Roads Infrastructure Manager

FRSPM – Flood Restoration and Special Projects Manager

PO – Project Officer - Assets

IPM - Infrastructure Projects Manager

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

HRO – Human Resources Officer

SMT – Senior Management Team

Manex – Management Executive

**(Bold = First responsible officer)**

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
1.1.1	Improve ageing, youth and disability services within the community	Review and define existing directory of service providers with a focus on aged care, youth and disability services	GM, <b>MHD</b> , DMFA, Interagency Delegates	Updated Directory	X				In progress, expected to be completed in 2023/2024.	
		Obtain expressions of interest for at least one care provider to establish satellite office/shop front in Warren	GM, <b>MHD</b>	Satellite office established	X	X	X		No action to date.	
		Provide leadership and work with the Warren Interagency Support Services Group to consider how best to support the Shire's local community services	<b>MHD</b> , Interagency Delegates	Regular meetings organised	X	X	X	X	Ongoing.	
		Host an expo on health services in Warren, including ageing, youth and disability services	<b>MHD</b> , Interagency Delegates	Expo conducted		X			No action to date.	
		Display list of service providers and their services on media channels (billboard, social media and Council's website)	<b>MHD</b> , Interagency Delegates	Information disseminated	X	X	X	X	In progress, where possible information provided on the Community Room Display Screen as information is provided.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.1.2	Improve health services within the community	Advocate for improved medical services including General Practitioners and Allied Health Providers	Mayor, <b>GM</b>	Advocacy strategy developed and implemented	X	X	X	X	Ongoing. RFDS commenced providing General Practice Services 15th December 2022 support provided and meetings held with RFDS General Manager Health Service and CEO.	
		Liaise with the Warren Multi-Purpose Health Service and other health providers to seek to provide improved health services	Mayor, <b>GM</b>	Meetings conducted	X	X	X	X	Ongoing. Meetings held with RFDS, Warren MPHS, WHAC, CEO Western Local Area Health District.	
1.1.3	Improve educational services within the community	Explore enhancements to our library services for our entire community	GM, DMFA, <b>LIB</b>	New services implemented	X	X	X	X	Ongoing. Mondays used for the Outreach Program provided to St Mary's School, Warren Central School, Warren Preschool and Little Possums. Temporary Library set up in old VIC Building while renovations are completed.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

### ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Advocate for new and additional educational services	Mayor, <b>GM</b>	Advocacy strategy developed and implemented	X	X	X	X	In progress, Dolly Parton's Imagination Library instigated.	
1.1.4	Ensure current and future housing needs for the community are met	Research the status of the local housing market including vacancy rates and current demand	<b>MHD</b>	Research completed	X				In progress. Housing provision in the Orana and Central Darling Report provided by RDA Orana.	
		Research industry and economic forecasts for Warren to gauge projected employment demand and related demand for housing	<b>MHD</b>	Research completed	X				In progress.	
		Summarise specific housing needs by category: ✓ short- to medium-term housing opportunities for seasonal workers, visitors and residents ✓ permanent housing opportunities for new residents	<b>MHD</b>	Report prepared	X				In progress.	
		Review the land release timetable for Warren	<b>GM, MHD</b>	Audit of suitable land completed	X				In progress.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Amend our Local Environmental Plan (LEP) to enable new housing options to be created (including community housing)	GM, SMT, <b>MHD</b>	LEP amended	X				In progress, currently advertising for any proposed amendments by the community. Reporting expected to be provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan.	
	Promote new housing opportunities to property developers and facilitate future investments	Mayor, <b>GM</b> , SMT	Promotions undertaken	X	X	X	X	In progress, working with Housing Plus to provide an affordable housing opportunity using Council owned public land in Gunningba Estate. Draft Call Option Agreement being formulated for the eventual purchase of eight (8) blocks of land at Gunningba Estate by Housing Plus for the provision of “Key Worker Accommodation”.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

### ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
1.1.5	Work with local Police and the community to ensure that our community is safe	Advocate for an appropriate level of policing services	Mayor, <b>GM</b>	Advocacy strategy rolled out with key meetings conducted	X	X	X	X	In progress, meeting to be arranged with local Sergeant and Inspector, particularly as the current local policing levels are lower than normal.	
		Continually monitor and take legal action on the use of illicit drugs within the community	Mayor, <b>GM</b>	Meetings conducted to facilitate actions leading to a reduction in crime and the use of illicit drugs	X	X	X	X	In progress.	
		Provide animal control services to meet the demands of the community	<b>MHD</b>	Reduction in complaints	X	X	X	X	In progress, advertising campaign undertaken to educate the community on provision of advice to Council relating to dog complaints. A further campaign will be undertaken leading up to Christmas 2023.	
1.1.6	Recognise and support our wide range of local community groups	Develop strategies across social, economic and environmental issues	GM, MHD, <b>SMT</b> , MANEX	Strategies developed and implemented	X			Ongoing.		

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

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

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

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

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.2: Engage with the community										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.2.3	Encourage volunteerism within the community	Build a collaborative relationship with community organisations to offer assistance to volunteer organisations	GM, <b>MANEX</b> , Interagency Delegates	Positive feedback from volunteer organisations	X	X	X	X	Ongoing. Grant application arranged for the training of volunteers within several organisations within Warren Shire. A number of community based organisation grant applications completed and finding success.	
		Work with the Warren Interagency Support Services Group to encourage volunteerism	<b>MHD</b> , Interagency Delegates	Regular meetings organised	X	X	X	X	Ongoing.	
1.2.4	Ensure that our emergency services organisations are ready to support our community during natural disasters and other emergencies	Assist with the coordination of emergency services, through the Local Emergency Management Committee	GM, Mayor, <b>DMES (LEMO)</b> , MHD, TSM	Efficient coordination of emergency services management	X	X	X	X	Ongoing, LEMC Meeting regularly and providing support to combat agencies. Debrief of the 2022 Floods undertaken (what was done well and areas of improvement). The Warren Local Emergency Management Plan (Emplan) 2023 completed.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.2: Engage with the community									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.2.5	Support Aboriginal people and organisations to increase the broader community's awareness and recognition of local Aboriginal cultural identity in Warren Shire	Build and maintain collaborative relationships with the Warren Local Aboriginal Land Council	GM, Mayor, MANEX  Regular meetings held  Support provided to increase cultural awareness and inclusion	X	X	X	X	In progress, however availability of relevant members affecting meeting levels.	
				X	X	X	X	Ongoing. Code of Meeting Practice has an appropriate Acknowledgement of Country included. Council will continue to ensure indigenous representation on relevant community based Committees.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 1.3: Support young people and encourage their development										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
1.3.1	Support programs and services that support and assist young people in our community	Support the Warren Youth Foundation to develop strategies to assist the youth of Warren Shire	MHD, Interagency Delegates	Number of successful projects undertaken	X	X	X	X	Ongoing. Success with Children and Young People Well Being Recovery initiative – Get Fit Get Strong Healthy Minds, which was completed in July 2023.	
1.3.2	Promote, to our youth, the facilities and activities that are available to them within the Shire	Address schools on the facilities that are available	MHD	School presentations conducted	X	X	X	X	No action to date, an extensive program will be instigated as soon as the Carter Oval Youth Sports Precinct becomes available.	
		Promote the facilities and activities available through Council’s website, social media and Council newsletters	MHD	Increased usage of facilities and participation in activities	X	X	X	X	Ongoing. An extensive promotional program will be instigated as soon as the Carter Oval Youth Sports Precinct becomes available.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

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

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

### ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

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

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

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

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

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Collate findings and prepare action plan	GM, SMT, EDVM	Report prepared	X	X			In progress, report currently being compiled.	
2.1.2	Proactively identify and create new business opportunities and associated	Facilitate business-led community forums to identify business and investment opportunities	Mayor, GM, SMT, EDVM	Forums held	X	X	X	X	In progress Initial forum undertaken with relevant local businesses (small and large) to start the process.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	investment within the Shire	Engage with industry bodies and investors to share business and investment ideas	Mayor, GM, SMT, EDVM	Meetings conducted	X	X	X	X	In progress, Economic Development and Visitation Manager has attended the Destination Country and Outback Tourism Outlook Forum, Regional Development Australia Orana – Regional Outlook Forum, Office of Regional Economic Development NSW Investment Attraction Seminar, Aboriginal Business Round table Forum and National Aboriginal Tourism Operators Council Cultural Investment Attraction Workshop.	
		Meet with potential businesses and investors to explore opportunities	Mayor, GM, SMT, EDVM	Meetings conducted	X	X	X	X	In progress, facilitated a meeting with GDT potential investors and the Office of Regional Economic Development.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Seek to close out investment opportunities	Mayor, GM, SMT, EDVM	Opportunities completed	X	X	X	X	In progress.		

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

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

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

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

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

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

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

# WARREN SHIRE COUNCIL

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ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 2.2: Proactively support the development of tourism as a key industry for the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Facilitate agreement on a customer service framework for all businesses in the Shire	GM, SMT, MANEX, EDVM	Framework agreed		X		No formal action to date.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 2.3: Support the growth and revitalisation of existing and new local businesses										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
2.3.1	Facilitate the growth of local businesses	Research industry and economic forecasts for Warren	GM, SMT, MANEX, EDVM	Research completed	X			In progress. The Economic Development and Visitation Manager has attended the Destination Country and Outback Tourism Outlook Forum, Regional Development Australia Orana – Regional Outlook Forum, Office of Regional Economic Development NSW Investment Attraction Seminar, Aboriginal Business Round table Forum and National Aboriginal Tourism Operators Council Cultural Investment Attraction Workshop.		

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

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

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

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

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

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

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

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
2.3.3	Diversify land use options in the Warren CBD to support new business opportunities for the community	Conduct community consultation regarding possible new land uses for the Warren CBD and collate outcomes	GM, SMT, MANEX, <b>EDVM</b>	Community consultation completed	X			The Warren Town Centre Master Plan – Dubbo Street Upgrade finalised and appropriate grant application to the Commonwealth Government is being arranged. Regional NSW Business Development Facilitator undertaking a Land and Property Availability Analysis Report for Commercial, Industrial, Residential, Airport, etc. including Vacant Business Premises.		
		Amend our Local Environmental Plan (LEP) where required	GM, <b>MHD</b> , SMT	LEP amended	X			In progress, currently advertising for any proposed amendments by the community. Reporting expected to be provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan.		

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Promote zoning changes to the community	GM, <b>MHD</b> , SMT, MANEX	Promotion undertaken	X	X	X	X	In progress, currently advertising requesting community to advise of any proposed re-zoning. Reporting expected to be provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

### ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.1.1	Ensure that the road network is maintained to acceptable community standards	Ensure that our roads are maintained to acceptable community standards in a cost effective, efficient and safe manner – as outlined in the asset management plans	DMES, RIM, PO, FRSPM	Maintenance activities conducted in accordance with good engineering practice	X	X	X	X	In progress however, recent floods and storms have severely affected the road network. The appointment of RIM, PO and FRSPM has progressed numerous road construction and maintenance projects. AGRN1034 Flood Claim amounting to over \$10M. Other flood damage programs are being instigated.	
		Actively seek grants from Federal and State Governments	DMES, RIM, PO, FRSPM	Increased level of grant funds obtained	X	X	X	X	Ongoing – see grant applications reported to Council.	
3.1.2	Advocate for reliable telecommunications services throughout the Shire	Collate local data to demonstrate the importance of having reliable telecommunications networks throughout the Shire including: ✓ Mobile phone networks ✓ Data networks	GM, SMT	Report prepared	X			Constant contact with Telstra however, with success with improvements currently not possible.		

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

### ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Lobby relevant Government Ministers and Departments to advocate for improved telecommunications infrastructure	Mayor, <b>GM</b>	Meetings conducted for advocacy and lobbying	X	X	X	X	In progress however, submissions seem to be not working.	
3.1.3	Ensure that the Shire is well positioned to rapidly adopt new, modern energy technologies as they emerge	Monitor trends in the energy supply sector, particularly with respect to renewable energy	<b>GM, SMT</b>	Research conducted	X	X	X	X	Program of solar panel installation on/in Council facilities complete. Further works including EV charging stations and solar panel on facilities funded by grants are in progress.	
		Lobby the Government, energy authorities and energy providers to ensure that Warren Shire is included in the Central-West Orana Renewable Energy Zone with improved high-voltage connectivity	Mayor, <b>GM</b>	Meetings conducted and submissions made	X	X	X	X	Now not possible however, Council is receiving Development Applications for small scale Solar Farms in the Nevertire area.	

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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.1.4	Advocate for improved rail access to Warren	Lobby relevant Government Ministers and Departments to advocate for improved rail access to Warren	Mayor, <b>GM</b>	Meetings conducted for advocacy and lobbying	X	X	X	X	In progress, advice provided to Local State Member. Draft Action Plan Report on the Gunningbar Creek Railway Bridge replacement progress produced by the Regional NSW Business Facilitator for future consideration of the Economic Development and Promotions Committee.	
Objective 3.2: Provide sustainable infrastructure for the community										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.2.1	Maintain community assets (swimming pools, library, council buildings, parks,	Conduct community consultation regarding community assets	GM, SMT, <b>MANEX</b> , MHD, IPM, TSM	Community consultation completed	X	X	X	X	Ongoing, constant monitoring of complaints and actions required.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

### ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	gardens, reserves, cemeteries, aerodrome, stormwater, water and sewer infrastructure) to acceptable community standards	Ensure that community assets are maintained to acceptable community standards in a cost effective, efficient and safe manner – as outlined in our asset management plans	<b>DMES, MHD, TSM</b>	Maintenance activities conducted	X	X	X	X	Ongoing, follow-up processes in place.	
		Actively seek grants from Federal and State Governments	<b>GM, SMT, MANEX, TSM, IPM, LM</b>	Increased level of grant funds obtained	X	X	X	X	Ongoing – see grant applications reported to Council.	
3.2.2	Ensure that the Warren levee continuously remains fit for purpose	Undertake a regular renewal and repair program for the Warren levee	<b>DMES, TSM</b>	Renewals and repairs completed	X	X	X	X	Ongoing with Project Management Team formulated.	
		Actively seek grants from Federal and State Governments	<b>DMES, TSM</b>	Grant funds obtained	X	X	X	X	In progress. Project Management Team finalising funding from both the State and Commonwealth Governments.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

### ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

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Objective 3.3: Proactively manage our infrastructure assets										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.3.1	Adopt comprehensive and practical asset management plans that support, and are supported by, our long-term financial plans	Prepare asset management plans for each class of asset	DMFA, DMES, MHD, TSM, RIM, PO, FRSPM	Plans adopted by Council	X	X	X	X	In progress for Roads, Water and Sewer however, delayed until appointment of new PO.	
		Ensure that plans are integrated with our long-term financial plans	DMFA, PO	Plans completed	X	X	X	X	In progress, delayed until appointment of new PO.	
		Ensure that operations, maintenance, capital renewal and capital expansion activities are undertaken in accordance with the asset management plans	DMES, MHD, TSM, RIM, PO, FRSPM, IPM	Programs in place	X	X	X	X	In progress, delayed until appointment of new PO.	
		Capture accurate and complete asset condition data regularly	DMES, MHD, TSM, RIM, PO, FRSPM	Condition assessments undertaken	X	X	X	X	In progress, Confirm Asset Management System yet to be fully implemented. Reflect will be used for the management of the road network including RMCC. Delayed until appointment of new PO.	
		Actively seek grants from Federal and State Governments	DMES, MHD, TSM, RIM, PO, FRSPM, IPM	Increased level of grant funds obtained	X	X	X	X	Ongoing – see grant applications reported to Council.	

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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 3.3: Proactively manage our infrastructure assets										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.3.2	Maintain a well-resourced team of infrastructure staff to ensure that our infrastructure needs are met	Ensure infrastructure staff are appropriately experienced and qualified to adequately maintain and improve infrastructure	<b>GM, SMT, RIM, PO, FRSPM, TSM, IPM</b>	Experienced and qualified staff	X	X	X	X	In progress. Appointment of RIM, PO and FRSPM has ensured that the team is well resourced to progress numerous road construction and maintenance projects. Unfortunately the ability to fill vacant operational positions in roads and services has curtailed some works.	

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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

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

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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 4.1: Manage the impact of climate change on our local community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
4.1.1	Work with appropriate agencies to proactively address the local impacts of climate change	Actively participate in Macquarie Floodplain Management Committee	<b>Mayor, GM</b>	Meetings attended	X	X	X	X	Ongoing, active involvement by both the Mayor and General Manager.	
		Actively participate in the Central West Councils Environment and Waterways Alliance	<b>MHD</b>	Meetings attended	X	X	X	X	Ongoing, active involvement.	
		Respond to climate-driven regulatory changes that impact our community	<b>GM, MHD, DMES, RIM, PO, FRSPM, TSM</b>	New initiatives implemented	X	X	X	X	In progress, five (5) sites completed for solar panel installation with a sixth currently being constructed at the Warren War Memorial Swimming Pool. EV charging stations contributions arranged via a grant for the Warren and Macquarie Marshes Visitors Information Centre and Carter Oval Youth Sports Precinct. Further grants for EV charging stations to be arranged.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.1: Manage the impact of climate change on our local community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Lobby Government to pipe the Albert Priest channel	Mayor, <b>GM</b>	Pipe installed	X	X			Ongoing, submissions continue to be provided.	
	Amend our Local Environmental Plan (LEP) to enable Council to better manage the impact of solar farms on our agricultural land and our community	<b>GM, SMT, MHD</b>	LEP amended	X				Ongoing, reporting expected to be provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan.	
	Review our Consequence Management Guides under our Local Emergency Management Plan	<b>GM, DMES (LEMO), MHD, TSM</b>	Review completed	X	X	X	X	Local Emergency Management Plan (Emplan) renewal completed. CMG's were the responsibility of the relevant combat agencies and have been included in the renewed Local Emergency Management Plan (Emplan).	
	Update our Local Emergency Management Plan to take into account the impact of climate change	<b>GM, DMES (LEMO), MHD, TSM</b>	Plan updated		X			Local Emergency Management Plan (Emplan) renewal completed.	

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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 4.1: Manage the impact of climate change on our local community											
Environmental Strategy		Council delivery program actions		Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.1.2	Encourage the local community to embrace sustainable living and business practices	Provide the community with access to education, information and activities that promote sustainable living and business practices		<b>MHD</b>	Information delivered	X	X	X	X	In progress. Solar energy information will be provided through the Warren Chamber of Commerce and the Economic Development and Promotions Committee using a consultant.	

Objective 4.2: Proactively manage environmental-based assets for the community											
Environmental Strategy		Council delivery program actions		Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.2.1	Sustainably manage the Shire's limited water resources	Assist with the education of landowners on the role and activities of the Natural Resources Access Regulator		<b>MHD</b>	Educations programs completed	X	X	X	X	No action to date.	

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ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

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Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Lobby the Government to increase the capacity of the Burrendong dam	<b>Mayor, GM</b>	Submissions made	X	X	X	X	In progress, submissions including for the Macquarie Castlereagh Regional Water Strategy undertaken with meetings with the Minister for Water arranged. The Regional Water Strategy now includes the increase in capacity of Burrendong Dam as one of the priorities.	
4.2.2	Ensure that our town water usage complies with our licenced allocations	Monitor water usage to ensure that extraction limits are not exceeded	<b>DMES, TSM</b>	Water usage remains within our limits	X	X	X	X	Ongoing, constant reporting.	
		Investigate the installation of smart meters	<b>DMES, TSM</b>	Investigation undertaken		X			Smart meters installed on all Council licenced water extraction points. Smart meters for domestic users a low priority and considered an expensive option. A report will be provided to the Water and Sewerage Committee in the future.	

# WARREN SHIRE COUNCIL

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Objective 4.2: Proactively manage environmental-based assets for the community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Educate the community on sustainable water usage	DMES, TSM	Education program delivered	X	X	X	X	No action to date, plenty of water about in 2022/2023. Conditions are now starting to become dry and overuse will start to be monitored to determine if an education program needs to be delivered.	
4.2.3	Provide Warren and the villages of Nevertire and Collie with an adequate and safe water supply that is appropriately priced for all consumers	DMES, TSM	Adherence to asset management plans	X	X	X	X	Ongoing, including the provision of funding for bore replacement refurbishment works and pumps. Inspection of all bores excluding Collie (new) undertaken, cleaned all bores excluding Nevertire (new) and refurbished Nevertire (old) Bore.  Replacement of Telemetry System in progress.	

# WARREN SHIRE COUNCIL

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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

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

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## ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

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

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

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ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

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Objective 4.3: Provide a sustainable waste management service for the community										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	waste collection processes	Investigate and implement improved waste collection and waste processing processes	MHD	New improved processes implemented	X	X	X	X	Implementation of the new Ewenmar Waste Depot Management Regime, Strategies and Plan expected to be implemented in early 2024 when the Waste Transfer Station is completed.	

# WARREN SHIRE COUNCIL

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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 4.3: Provide a sustainable waste management service for the community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Implement the Ewenmar Waste Depot Management Regime, Strategies and Plan	<b>MHD</b>	New Management Plan implemented	X			In progress, excavator and equipment purchased, other works delayed due to wet weather, but now have commenced and expected to be complete at end of 2023 or early 2024.  Implementation of the new Ewenmar Waste Depot Management Regime, Strategies and Plan expected to be implemented in early 2024 when the Waste Transfer Station is completed.	
4.3.2	Introduce new sustainable waste management practices for both green waste and recyclable materials	Investigate and implement improvements in green waste processing	<b>MHD</b>	New green waste processing implemented	X	X	X	X	In progress. A program of green waste shredding undertaken with the shredded material used around the Ewenmar Waste Depot site.

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Objective 4.3: Provide a sustainable waste management service for the community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Investigate and implement new uses for processed green waste	<b>MHD</b>	New uses for processed green waste identified and utilised	X	X	X	X	Use of processed green waste is subject to materials cleanliness, which may be improved with the implementation of the Ewenmar Waste Depot Management Regime, Strategies and Plan.	
	Investigate and implement state of the art recycling initiatives	<b>MHD</b>	New recycling initiatives introduced	X	X	X	X	In progress, second hand goods and materials sale area arranged.  Research and information being collated for future recycling initiatives and costs and being reported to an early 2024 Ewenmar Waste Depot Committee Meeting.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

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

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

### ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

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

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

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

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.1: Ensure strong engagement and collaboration with the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Train community members and community groups on best practice grant preparation	<b>EDVM</b>	Number of successful grants	X	X	X	X	Progress by the Infrastructure Projects Management Office. With the appointment of the Economic Development and Visitation Manager preparation for this training has commenced. The Economic Development and Visitation Manager has also been able to progress a number of grant applications for community groups.	
5.1.3	Promote Warren Shire Council to wide audiences both within	Mayor, GM, SMT, <b>MANEX</b> , EDVM	Plans completed and implemented	X	X	X	X	Ongoing, Community Engagement Plans enacted by all major projects/programs.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 7th December 2023

## ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.1: Ensure strong engagement and collaboration with the community										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	the Shire and externally	Promote Council through websites, social media and other relevant promotional channels (print and online)	Mayor, GM, SMT, MANEX, EDVM	Increased positive image of Council	X	X	X	X	Ongoing through newsletters, Community Room display screen, Facebook posts, website, LinkedIn, Western Plains App, Warren Star Newspaper and local radio stations etc.	
Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.2.1	Ensure that this strategic planning framework becomes an integral part of our operating culture	Adopt all delivery programs from this strategic planning framework	GM, SMT, MANEX	Strategic planning framework imbedded within Council operations	X	X	X	X	In progress. Responsibilities being communicated however, with the appointment of RIM, PO, FRSPM responsibilities will be further communicated.	
5.2.2	Proactively manage known compliance risks	Review our compliance risk register	GM, SMT, MANEX, WHS/RC	Number of non-compliance notices	X	X	X	X	Ongoing.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Implement actions to mitigate against known compliance risks	GM, SMT, <b>MANEX</b> , WHS/RC	Number of non-compliance notices	X	X	X	X	Ongoing, Council Enterprise – Wide Risk Management Matrix to be updated to include Cyber Security and other matters.	
5.2.3	Seek new sources of income for Council	Implement the Road Maintenance Council Contract (RMCC) from the State Government for the maintenance of Government-owned roads	GM, <b>DMES</b> , RIM, PO, FRSPM	Successful delivery of contract maintenance and improvement works	X	X	X	X	Ongoing, with commencement on the 1 September 2022. Successful management of the Oxley Highway during the September – December 2022 floods and reasonable results being achieved on Contractor Performance Reports.	
		Apply for private works contracts with local businesses, landowners and the community	<b>DMES</b> , RIM, PO, FRSPM, TSM	Contracts in place	X	X	X	X	Ongoing, successful undertaking of construction of the Burrima Boardwalk access road.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Reassess Council's schedules of rates, fees and charges  Review Council's investment management strategies  Continually review and seek grant opportunities	GM, SMT, <b>DMFA</b> , DMES, MHD, MANEX	New schedules confirmed	X	X	X	X	Ongoing.		
		<b>DMFA</b>	New strategies developed and implemented	X	X	X	X	Ongoing.		
		GM, SMT, <b>MANEX</b> , MHD, RIM, PO, FRSPM, TSM, IPM	Grants won	X	X	X	X	Ongoing – see successful grant applications reported to Council.		
5.2.4	Explore partnerships with others to share costs	Create partnerships with Government, businesses and NGOs to create shared services agreements	Mayor, GM, SMT, <b>MANEX</b>	Shared services agreements in place	X	X	X	X	Ongoing.	
5.2.5	Improve procurement practices to maximise cost efficiency whilst	Utilise and maintain the VendorPanel procurement and contract management system	GM, SMT, MANEX	VendorPanel actively used	X	X	X	X	Ongoing.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	supporting local businesses where possible	Train staff in procurement and contract management practices	GM, SMT, MANEX	Staff trained	X	X	X	X	In progress, grant application for training of staff responsible for procurement arranged however, unfortunately unsuccessful. Appropriate training will be arranged using Council's training allocation in early 2024.	
		Promote opportunities for local businesses to provide services to Council	GM, SMT, MANEX	Community and businesses informed	X	X	X	X	Ongoing, VendorPanel constantly advertised.	
5.2.6	Embrace a team centred culture of continual improvement to improve operational efficiency	Consult with the community to agree on the levels of service it requires from Council	GM, SMT, <b>MANEX</b>	Levels of service agreed	X	X	X	X	The Senior Management Team will receive training in Service Review late November 2023.	
		Equip, empower and support staff to achieve their goals	GM, SMT, <b>MANEX</b>	Positive staff surveys	X	X	X	X	In progress, Performance Management training to be undertaken in early 2024.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Embrace the use of new technology to support our processes	GM, SMT, MANEX	Processes improved	X	X	X	X	Ongoing, the 2023/2024 Budget contains an allocation for the commencement of an ICT Strategic Improvement Program.	

Objective 5.3: Support our people to provide high-quality services to the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.3.1	Provide effective training and development of our staff	Review our staff evaluation and goal-setting processes to incentivise staff	Updated staff evaluation process	X				Ongoing, Performance Management training to be undertaken in early 2024.	
		Equip, empower and support staff to achieve their goals	Updated Workforce Plan and Strategy	X	X	X	X	In progress, Performance Management training to be undertaken in early 2024.	
		Provide career path opportunities to incentivise staff and to improve business continuity	Updated Workforce Plan and Strategy	X	X	X	X	In progress.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

### ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.3: Support our people to provide high-quality services to the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Implement a tailored training and development program for each member of staff	GM, SMT, MANEX	Staff reviews completed	X	X	X	X	In progress.	
		Implement formal flexibility working arrangements for staff	GM, SMT, MANEX	Updated Workforce Plan and Strategy	X	X	X	X	In progress.	
		Review our salary system against current best practice	GM, SMT, MANEX	Updated salary system	X	X	X	X	No action to date.	
5.3.2	Create a productive and cooperative working environment for Councillors to support their governance responsibilities	Train Councillors on their roles and responsibilities	GM, SMT	Programs delivered	X	X	X	X	Ongoing. Asset Management Training undertaken by interested Councillors.	
		Provide Councillors with community leadership opportunities	GM, SMT	Opportunities provided	X	X	X	X	Ongoing.	
		Provide timely, accurate and relevant reporting and information to Councillors to enable informed decision making	GM, SMT, MANEX	Reports and information delivered	X	X	X	X	Ongoing.	
5.3.3	Ensure a quality customer service focus by customer staff	Promote quality customer service approaches to all Council employees	GM, SMT, MANEX	Customer service training implemented	X	X	X	X	In progress, investigation commenced and expect a report on progress of a Customer Service Ethos Policy in early 2024.	

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 7th December 2023

### ITEM 4 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.3: Support our people to provide high-quality services to the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Obtain community feedback on Council's customer service	GM, SMT, <b>MANEX</b>	Increased customer satisfaction	X	X	X	X	In progress, investigation commenced and expect a report on progress of a Customer Service Ethos Policy in early 2024.	

Objective 5.4: Collaborate with external parties to capture new opportunities for the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.4.1	Obtain new development funds from developers to support the provision of improved infrastructure services	Arrange through negotiations Planning Agreements with developers	GM, SMT, <b>MHD</b>	Planning Agreements implemented	X	X	X	X	No action to date, currently not applicable.	
		Negotiate with major developers to obtain new development funds	GM, SMT, <b>MHD</b>	Negotiations completed	X	X	X	X	No action to date, currently not applicable.	
		Allocate additional funds to the provision of new infrastructure and services for the community	GM, SMT, <b>MHD, MANEX</b>	Fund allocated	X	X	X	X	No action to date, currently not applicable.	
5.4.2	Lobby the State Government to reduce the amount of cost	Develop and implement a lobbying plan for cost shifting reduction measures	Mayor, <b>GM</b>	Lobby plan developed and implemented	X	X	X	X	Ongoing.	

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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**ITEM 4 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.4: Collaborate with external parties to capture new opportunities for the community										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	shifting, from Government to Council, for the provision of community services	Obtain the support of other local Councils and the Alliance of Western Councils	Mayor, <b>GM</b>	Support obtained	X	X	X	X	Ongoing.	
		Meet with relevant State Government Ministers and Departments	Mayor, <b>GM</b>	Meetings conducted	X	X	X	X	Ongoing.	
5.4.3	Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community	Meet with community groups to consider the support that they might require to develop new community services and amenities	GM, SMT, <b>MANEX</b>	Meetings conducted	X	X	X	X	Ongoing.	
		Facilitate the development of a plan to target and engage with potential support providers	<b>GM</b> , SMT, <b>MANEX</b>	Plan developed and implemented	X	X	X	X	In progress.	
		Facilitate meetings between the potential support providers and our community groups	<b>GM</b> , SMT, <b>MANEX</b>	Meetings conducted	X	X	X	X	In progress.	

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
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**ITEM 5 ANNUAL REPORT 2022/2023**

**(A1-14)**

**RECOMMENDATION**

That Council note the Annual Report 2022/2023.

**PURPOSE**

This report has been prepared to provide the finalised copy of the 2022/2023 Annual Report to Council.

**BACKGROUND**

Council is required under section 406 of the Local Government Act 1993 to prepare an Annual Report within five (5) months after the end of the Financial Year. Councils must upload a copy of the Annual Report to their Website and provide a copy to the Minister of Local Government and such other persons and bodies as regulations require. This has been arranged.

Councils need to ensure that they report performance against targets, outcomes, efficiency and cost effectiveness over time.

**REPORT**

The finalised Annual Report 2022/2023 has been provided to Councillors under separate cover and is on Council's Website.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The requirements of the Integrated Planning and Reporting Framework is funded as per Council's Four (4) Year Long Term Budget.

**LEGAL IMPLICATIONS**

The Annual Report 2022/2023 is required to meet the Integrated Planning and Reporting Framework requirements of the Local Government Act 1993 and must be completed within five (5) months after the end of the Financial Year.

**RISK IMPLICATIONS**

No risks identified as the Annual Report 2022/2023 has been arranged within legal timeframes.

**STAKEHOLDER CONSULTATION**

N/A.

**OPTIONS**

No options on the report exist. The Annual Report 2022/2023 must be arranged.

**CONCLUSION**

This Annual Report 2022/2023 is one of the significant points of communication between Council and the Community and provides details of our performance for the period of 1st July 2022 to 30th June 2023.

**WARREN SHIRE COUNCIL**  
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**ITEM 5 ANNUAL REPORT 2022/2023**

**CONTINUED**

The Annual Report 2022/2023 provides a comprehensive statement on Warren Shire Council's performance over the past twelve-month period and to identify our achievements in meeting the direction set under the Warren Shire 2035 Community Strategic Plan and our four-year Delivery Program (2022/2023 – 2025/2026).

The report demonstrates the breath of Council's operations and services provided to the Community throughout the year. It also describes how the organisation is governed and managed, including reporting on Council's financial performance.

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

The Delivery Program 2022/23 to 2025/2026.

The Annual Operational Plan 2022/2023.

- 5.2.1 Ensure that this Strategic Planning Framework becomes an integral part of our operating culture.
- 5.3.2 Create a productive and co-operative working environment for Councillors to support their governance responsibilities.

**SUPPORTING INFORMATION /ATTACHMENTS**

The Annual Report 2022/2023 has been provided under separate cover.

**WARREN SHIRE COUNCIL**  
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**ITEM 6      WESTERN DIVISION OF COUNCILS CONFERENCE AND MID-TERM MEETINGS**  
**(C14-5.4)**

**RECOMMENDATION**

That Council formally resolve to accept the invitations if provided to the Western Division of Councils Conference and Mid-Term Meetings and advise the relevant hosting Council that the Conference and Mid-Term Meetings will be attended by the Mayor, Deputy Mayor and the General Manager if available.

**PURPOSE**

To arrange for the appropriate attendance of the Mayor, Deputy Mayor and General Manager to future Western Division of Councils Conferences and Mid-Term Meetings if Council is invited to attend.

**BACKGROUND**

The Western Division of Councils current membership consists of Balranald, Broken Hill, Bourke, Central Darling, Cobar, Walgett and Wentworth. The Annual Conference and Mid-Term Meetings are usually held at a different location each year.

In 2022 and 2023 Conferences were held at Cobar who extended an invitation to Warren Shire Council to attend. It would be expected that the host to future Conferences and Mid-Term Meetings will also provide similar invitations, as at the 2022 Cobar Conference it was agreed that it was most advantageous to have Councils similar to Warren Shire Council attend.

**REPORT**

It is expected that the Chair of the Western Division Councils of NSW through the General Manager of the host Council of future Conferences and Mid-Term Meetings will extend invitations to Warren Shire Council to attend the Conferences and Mid-Term Meetings. Attendance at the Conferences and Mid-Term Meetings does not require membership of Western Division, the focus of the Conferences and Mid-Term Meetings centre around the problems and challenges being faced by Regional and Rural Local Government Councils, particularly in Western NSW and could be timed well leading up to future State and Commonwealth Government Elections.

The 2022 Conference was attended by the Mayor, Deputy Mayor and the General Manager in Cobar and was found to be most worthwhile due to the ability to schedule meetings with Ministers and Local Members and NSW Opposition Spokespersons. The Conference also had numerous interesting and worthwhile presentations that were applicable to Warren Shire Council.

The 2023 Conference was similar however, unfortunately with less attendance of Ministers, but was considered still worthwhile to attend.

It is expected that the 2023 Conference will be worth attending.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The cost of attendance at the Conferences and Mid-Term Meetings can be funded from Council's Delegates expenses budget.

**WARREN SHIRE COUNCIL**  
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**ITEM 6 WESTERN DIVISION OF COUNCILS CONFERENCES AND MID-TERM MEETINGS**  
**CONTINUED**

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

Nil.

**OPTIONS**

Council has the option to not attend the Conferences and Mid-Term Meetings if it does not wish to.

**CONCLUSION**

The Western Division of Councils Conferences and Mid-Term Meetings are considered worthwhile events to attend and if Warren Shire Council is invited it is appropriate that the Mayor, Deputy Mayor and the General Manager attend on behalf of Warren Shire Council.

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

- 5.1.3 Promote Warren Shire Council to wide audiences both within the Shire and externally.
- 5.4.2 Lobby the State Government to reduce the amount of cost shifting, from Government to Council, for the provision of community services.
- 5.4.3 Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community.

**SUPPORTING INFORMATION /ATTACHMENTS**

Nil.

**WARREN SHIRE COUNCIL**  
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**ITEM 7 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LR & CI) PHASE 4B GRANT, CAP-070 COMMUNITY ASSETS PROGRAM AND SHIRE ROADS GRAVEL RESHEETING PROGRAM AND LED LIGHTS AT VICTORIA OVAL  
(W6-3.1, R4-1.62, P1-7.11, G4-1.84, G4-1.91)**

**RECOMMENDATION:**

That:

1. The bitumen resealing of the Warren Walkways/Cycleways amounting to \$170,100 be undertaken using the CAP-070 Community Assets Program;
2. Subject to concurrence of the Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts Council reallocate \$170,100 of funding from the Local Roads & Community Infrastructure (LR&CI) Phase 4B Grant from the Warren Walkways/Cycleways Bitumen Resealing Project to the SR62 Buddabadah Road Gravel Resheeting Project;
3. Council undertaken the replacement of the lighting at Victoria Oval to LED lighting at the estimated cost of \$253,500 (ex. GST) using the now available ex 2023/2024 Shire Road Gravel Resheeting Funds amounting to \$170,100 and an allocation of \$83,400 from Council's Infrastructure Improvement/Replacement Reserve.
4. Council request a funding contribution from the soon to be main user of the Victoria Oval Lights, the Warren Pumas Rugby Club amounting to \$10,000.

**PURPOSE**

For Council to reconsider and changing funding for relevant Council Projects following the success of further grants and for the consideration of reallocation of Council funds for the proposed replacement of the lighting at Victoria Oval using both funds made available by the reallocation of the Infrastructure Improvement/Replacement Reserve and if possible from a contribution for the lighting project from the Warren Pumas Rugby Club.

**BACKGROUND**

Council at both its April 2023 and May 2023 Meetings in part, resolved to allocate \$170,100 to the bitumen resealing of the Warren Walkway/Cycleway Network just out of Warren (Ellengerah Road, Laurie Elder Walk, Tiger Bay and Beemunnel Walk) using the Local Roads and Community Infrastructure (LR & CI) Phase 4B Grant.

It should be noted that in accordance with the Grant Guidelines, the LR & CI Phase 4B Grant relates to road projects only which this cycleway/walkway network relates.

Any replacement project would also need to be road related in accordance with the Grant Guidelines.

On the 30th August, 2023 Council was advised of its success in funding of \$191,511 under the CAP-070 Community Assets Program which is for replacement of signage at Tiger Bay Wetlands (\$21,411) and the resealing of cycleways in Warren (\$170,100).

The CAP Grant was for works that related to projects or areas that were affected by recent flooding, hence signage of Tiger Bay Wetlands and walkways/cycleways outside of the Warren Town Levee.

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**ITEM 7 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LR & CI) PHASE 4B GRANT, CAP-070 COMMUNITY ASSETS PROGRAM AND SHIRE ROADS GRAVEL RESHEETING PROGRAM AND LED LIGHTS AT VICTORIA OVAL**

**CONTINUED**

Fortunately, this allows \$170,100 of LR & CI Phase 4B Grant Funds to be made available for another road related project.

It is proposed that this \$170,100 from the LR & CI Phase 4B Grant Funds be allocated to the SR 62 Buddabadah Road Gravel Resheeting Project that is contained within Council's 2023/2024 Gravel Resheeting Program, of course subject to the approval of the Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

This then frees up \$170,100 of Council's funds to be allocated to another project/program in 2023/2024.

What and how this available \$170,100 should be allocated is further detailed in the report.

**REPORT**

For many years the Sporting Facilities Committee has been advocating for the replacement of the 2002/2003 vintage lights at Victoria Oval with LED lighting.

This would improve the lighting, increase the reliability and reduce electricity costs.

Unfortunately, Council now has in stock spare lamps for the old lights valued at \$25,250 ex. GST and the lamp supplier is unable to take these 53 lamps back from us.

Staff are investigating if these lamps can be used for other Council lighting or other Councils have a need in an attempt to recoup some or all of our purchase costs.

The estimated cost to replace the lighting at Victoria Oval to LED lights to the same standard lighting is \$253,500 ex. GST and includes an appropriate structural engineering assessment and signoff of the existing light poles.

If the \$170,100 of available Council funds is allocated to this lighting project, a further \$83,400 needs to be found to fully fund the budget.

It is proposed that this \$83,400 be allocated from the Infrastructure Improvement/Replacement Reserves where \$1,456,524 is currently available.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council has available \$410,000 for gravel resheeting in 2023/2024 where at least \$170,100 has been assigned to SR62 Buddabadah Road Gravel Resheeting Project.

Council currently has \$1,456,524 available from its Infrastructure Improvement/Replacement Reserve to allocate the \$83,400 difference between Victoria Oval LED Lighting estimate cost and the \$170,100 funds made available by the movement of grant and other project funds.

The main user of the lights at Victoria Oval will soon be the Warren Pumas Rugby Club and it is considered appropriate that a \$10,000 contribution to the project be requested, which would

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**ITEM 7 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LR & CI) PHASE 4B GRANT, CAP-070 COMMUNITY ASSETS PROGRAM AND SHIRE ROADS GRAVEL RESHEETING PROGRAM AND LED LIGHTS AT VICTORIA OVAL**

**CONTINUED**

provide an appropriate buffer for any required contingencies and reduce the Infrastructure Improvement/Replacement Reserve contribution if required.

**LEGAL IMPLICATIONS**

The proposed SR 62 Buddabadah Road Gravel Resheeting Project to be undertaken under the LR & CI Phase 4B Grant must be in accordance with the Grant Guidelines and the change approved by the Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

The Department has been positive in consideration of the proposed change, advising of no concerns.

**RISK IMPLICATIONS**

The funding contribution amounting to \$10,000 for the proposed Victoria Oval LED Lighting Project from the Warren Pumas Rugby Club is yet to be confirmed.

**STAKEHOLDER CONSULTATION**

As this matter concerns both the Roads Committee and Sporting Facilities Committee items, it has been provided directly to Council rather than through the two (2) separate Committees.

All Councillors have been kept informed through verbal advice at these Committees and at Pre-Council Meeting Councillor Workshops.

It has been a priority of the Sporting Facilities Committee to eventually replace the lighting at Victoria Oval with LED lighting for improved lighting and reduced electricity and maintenance costs.

Gravel resheeting is a priority of the Roads Committee.

Contact has been made with the Warren Pumas Rugby Club in regard to the proposed \$10,000 contribution to the Victoria Oval LED Lighting Project.

**OPTIONS**

Council may wish to direct the available funding amounting to \$170,100 to a different gravel resheeting project and also other improvement projects than the Victoria Oval LED Lighting Project.

Council may wish more contribution from the Warren Pumas Rugby Club.

**CONCLUSION**

It is fortunate to be able to obtain extra grant funds and have movement of these funds and Council funds to further extend the use of limited ratepayer resources.

The recommendations are considered the most appropriate direction to take.

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**ITEM 7      LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LR & CI) PHASE 4B GRANT,  
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**CONTINUED**

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

- 3.1.1    Ensure that the road network is maintained to acceptable community standards.
- 3.1.3    Ensure that the Shire is well positioned to rapidly adopt new, modern energy technologies as they emerge.
- 3.2.1    Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater, water and sewer infrastructure) to acceptable community standards
- 5.2.3    Seek new sources of income for Council.
- 5.2.4    Explore partnerships with others to share costs.
- 5.4.3    Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community.

**SUPPORTING INFORMATION /ATTACHMENTS**

Nil.

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**ITEM 8 REGIONAL DROUGHT RESILIENCE PLAN PROGRAM**

**(F2-2, G4-1.79)**

**RECOMMENDATION:**

That:

1. The information be received and it be noted and that the Far North West Joint Organisation of Councils has been engaged to develop and implement a Regional Drought Resilience Plan on behalf of Warren Shire Council;
2. Councillor Greg Whiteley be nominated together with the General Manager to participate in the Regional Drought Resilience Plan Program process on behalf of Warren Shire Council;
3. Council notes that the Economic Development and Visitation Manager will be the Council Staff contact as the local information conduit to work with the Far North West Joint Organisation of Councils Drought Project Officer, to supply local plans relevant to the Warren Shire Council to the Drought Project Officer for review and to co-ordinate local media promotion of the Regional Drought Resilience Planning Program process which is expected in January 2024; and
4. Council adopt the Regional Drought Resilience Plan Project Plan for RDRP 016 that is contained within the report for implementation by the Far North West Joint Organisation of Councils.

**PURPOSE**

To inform Council of the Regional Drought Resilience Plan (RDRP) Program, the inclusion of Warren Shire Council in a successful consortium (RDRP 016) to create and implement a RDRP that will involve long term strategies to improve baseline resilience to drought, to set up Councillor Representation, Staff Representation and to adopt the RDRP Project Plan.

**BACKGROUND**

At the beginning of 2020, 100% of NSW was in drought. Between 2017 and 2020, many regions faced the lowest rainfall and driest conditions in 120 years – 2019 was the driest and warmest year on record for NSW and rainfall was 55% below average. It also followed in quick succession from the Millennium drought and left little time for primary producers to recover and protect themselves against future crises, exacerbating the social and economic impacts.

But drought is unpredictable, recurring and more importantly a hallmark of the Australian climate. It is slow moving and people are not sure if they are in one until it is well and truly happening. The event, its impacts and the recovery are long and cyclical in nature.

Therefore, we need a long-term view of the cycle of drought and non-drought years and with recent events stark in memory, now is the time to take stock and intensify a coordinated approach across three levels of government to ensure regional areas are better prepared for the next drought.

To mitigate the devastating social and economic impacts of drought, the NSW Government has set in motion a planning program to help communities and economies survive. The NSW Government in partnership with the federal Future Drought Fund, Regional Drought Resilience Plans (RDR Plans) are being prepared across the State, funded by this partnership, as a first step to understanding drought resilience actions for future funding.

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**ITEM 8 REGIONAL DROUGHT RESILIENCE PLAN PROGRAM**

**CONTINUED**

The aim of the project is to direct continuous funding for drought resilience initiatives which reflect local need and context of drought.

The RDRP's objective is to help communities develop a holistic, community-wide view of how they become more resilient to future droughts. This is achieved through improving underlying community strength, economy and environmental aspects of a region.

Communities need long term strategies to improve baseline resilience which transcends the cyclical nature of drought.

Links to other strategies, discovering and enlightening local meanings of resilience and recognising synergies in existing work that can enhance resilience rather than growing the scope of regional projects is a key principle.

**The Narrative**

Change the "Drought" narrative from "Crisis" to "Proactive Management - We can't stop it, but we can manage it".

Drought management is similar to personal health management; we don't wait for a health crisis that will threaten our being; instead, we manage our health with regular health checks, access to improved information and technologies and implement strategies to reduce risk through planning, reviewing and re-evaluating.

*We need to manage drought*, like our health and not wait for CRISIS when it's too late.

*We need to normalise drought* by ensuring there are pre-drought, drought and post drought strategies in place – we can't eliminate drought BUT we can eliminate CRISIS.

**Far North-West Joint Organisation Project Delivery – Two Drought Plans**

After consultation with Councils in the region, the Far North-West Joint Organisation of Councils lodged 2 applications to the Regional Drought Resilience Planning Program, Round 1

- Consortia RDRP 004 (Bourke, Brewarrina, Cobar and Walgett); and
- Consortia RDRP 016 (Coonamble, Warren and Bogan).

The applications were successful, with funding secured to create two (2) Regional Drought Plans for RDRP 004 and RDRP 016.

Each drought plan will have regional and local actions specific to each region that promote self-reliance and drought resilience of regional communities, improve the natural capital of agricultural landscapes to optimise environmental outcomes & strengthen the wellbeing and social capital of rural, regional & remote community.

Each Drought Plan will have its own budget allocations however economies of scale will be found in consultant recruitment, consultation processes and engagement by applying similar delivery strategies across the development of both RDRP 004 and RDRP 016 Regional Drought Plans.

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**ITEM 8 REGIONAL DROUGHT RESILIENCE PLAN PROGRAM**

**CONTINUED**

**RDRP Objectives**

Consistent with the strategic priorities and objectives of the Future Drought Fund Agreement, the objectives of the RDRP process are to:

- grow self-reliance and performance of the agricultural sector;
- improve the natural capital of agricultural landscapes for better environmental outcomes; and
- strengthen the wellbeing and social capital of rural, regional and remote communities.

Strong community and diverse regional economies are core objectives of the NSW Government, providing both short and long term opportunities to strengthen drought resilience.

**Council Support required to deliver Regional Drought Resilience Plan**

To ensure the success of the Regional Drought Resilience Plan for the Warren Shire Council LGA;

1. Nominate a Councillor to attend with the General Manager the Far North-West Joint Organisation of Councils launch, meetings and act as a 'Council Representative' together with the General Manager for the Project. It has been suggested that a Councillor who is or has been a Farmer and is interested and available would be suitable. Initial contact has been made with Councillor Whiteley who is prepared to take on this role.
2. Nominate a Council Staff contact for the Project. The ideal person will be the Economic Development and Visitation Manager who now has been appraised of the Project.
3. Provide localised media support for the Regional Drought Resilience Plan by:
  - a) Where possible attending the launch of the Plan;
  - b) Undertake local media promotion of the Regional Drought Resilience Plan Development for the Warren Shire area through promotion in electronic, print and radio media releases to elevate the importance of the Plan (a media pack will be supplied and Warren Shire Council's Communications and Marketing Consultant – WOW Agency has been put on notice.

The Draft Project Timeline (Project Plan) is details as **Attachment 1**.

**REPORT**

**Attachment 2** is the Project Narrative which is a supporting guide for Local Governments and consortia.

**Attachment 3** is the Regional Drought Resilience Plan Template.

**Attachment 4** is the CSIRO Regional Drought Resilience Plans Independent Review Guide June 2022.

The **Regional Drought Resilience Plan Project Plan** is expected to be as follows:

**Plan Development and Community Consultation Proposed Timeline**

1. Once the "Regional Skills Based Reference Group" is confirmed, communication with this group will commence immediately:

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**ITEM 8      REGIONAL DROUGHT RESILIENCE PLAN PROGRAM      CONTINUED**

- a) Invite members of the Regional Skills Based Reference Group to the launch of the Minister Launch - this identifies them as "Champions" of the plan to help us engage and communicate with our communities;
  - b) Circulation of electronic surveys (Monkey Survey) to identify some of the key issues in each "Drought Pilar" and each LGA;
  - c) Use the group as an conduit into each community for open community consultation; and
  - d) Extract form the group any plans or previous learnings that they may be aware of that will inform the development of the Regional Drought Plan (these will be added to existing desk top review materials for previous learnings).
2. Commence Draft Drought Plans - some information can be extracted, researched and included in the draft prior to or at the same time as (Acknowledgement of Country, Foreword, Introduction, Vision developed in consultation with RSBRG and Councils), Glossary of Key Terms, Drought Resilience at a Glance, Objectives (these will need to be confirmed post consultation), expected benefits, Strategic alignment, About this Regional Drought Resilience Plan (this will need to be confirmed post consultation), Purpose of the Plan, Process, Key inputs, Our partners, Regional Profile, Our History of Drought Impacts, Drought monitoring in NSW, Stages of drought, regional drought context (will need to be confirmed post consultation), Identified Future Drought Projections and Impacts (this will need to be confirmed post consultation), Drought Resilience Journey (this will need to be confirmed post consultation), Monitoring (this will need to be confirmed post consultation), Evaluation and Learning (this will need to be confirmed post consultation), Possible key terms / reference list (this will need to be confirmed post consultation), Action plan guidance (this will need to be confirmed post consultation);
  3. Engage Graphic designer for development of publication;
  4. Community Consultation "Road Show" will take place 29th January to 9th February 2024 (2 weeks) - Each member of the "Regional Skills Based Reference Group" will be asked to champion these meetings in their LGA's;
  5. Organisation of Community Consultation Materials into an issues paper for consideration and review (week of 12th to 16th February 2023);
  6. "Regional Skills Based Reference Group - "Think Tank" Meeting to analyse and Identify issues for attention and action in the plan delivery - Saturday 2nd and Sunday 3rd March 2023 (face-to-face - centralised location to be announced/determined);
  7. Draft Plan Development - 4th March to 16th March 2024 - Feedback from Regional Skills Based Reference Group and Councils week commencing 18th March 2023;
  8. Draft Plan to CSRIO for feedback 26th March 2024 (non graphic design draft);
  9. Final Report to Department of Regional NSW 29th May 2024 and adoption by Councils June 2024; and
  10. Commence Implementation Activities of Drought Plan 1st July 2024.

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**ITEM 8 REGIONAL DROUGHT RESILIENCE PLAN PROGRAM**

**CONTINUED**

**Far North-West Joint Organisation of Councils Drought Plan Contacts**

The contacts are as follows:

- Mr Ross Earl, Executive Officer; and
- Mrs Belinda Colless, Project Officer.

The Executive Officer and Project Officer are responsible for the undertaking and finalisation of the development and implementation of the Plan.

**Funding / Timeline Summary**

**Consortia RDRP 004 (Bourke, Brewarrina, Cobar and Walgett) Details - \$560,000**

	<b>Activity</b>	<b>Milestone Payment</b>	<b>Due Date</b>
Milestone 1	Executed Funding Deed Copies of certificates of currency for insurance policies	\$105,000	June 2023 ✓
Milestone 2	Development – Project Plan Developed and Agreed	\$105,000	6th November 2023
Milestone 3	Draft RDR Plan to the Department for the Department will supply RDR plan to CSIRO for independent review		26th March 2024
Milestone 4	Incorporate CSIRO's feedback and provide the final RDR Plan and final report to the Department		29th May 2024
Milestone 5	Implement Plan approved by the Department, containing agreed activities to be delivered and estimated costs, timings other details of those activities.	\$300,000	30th June 2024
Milestone 6	Final Report and acquittal	\$50,000	30th April 2025

**TOTAL \$560,000**

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**ITEM 8 REGIONAL DROUGHT RESILIENCE PLAN PROGRAM**

**CONTINUED**

**Consortia RDRP 016 (Coonamble, Warren and Bogan) \$450,000**

	<b>Activity</b>	<b>Milestone Payment</b>	<b>Due Date</b>
Milestone 1	Executed Funding Deed Copies of certificates of currency for insurance policies	\$100,000	June 2023
Milestone 2	Development – Project Plan Developed and Agreed	\$100,000	6th November 2023
Milestone 3	Draft RDR Plan to the Department for the Department will supply RDR plan to CSIRO for independent review		26th March 2024
Milestone 4	Incorporate CSIRO's feedback and provide the final RDR Plan and final report to the Department		29th May 2024
Milestone 5	Implement Plan approved by the Department, containing agreed activities to be delivered and estimated costs, timings other details of those activities.	\$200,000	30th June 2024
Milestone 6	Final Report and acquittal	\$50,000	30th April 2025
<b>TOTAL</b>		<b>\$450,000</b>	

**FINANCIAL AND RESOURCE IMPLICATIONS**

**Additional Funding**

The Far North-West Joint Organisation has applied to undertake, develop and deliver drought capacity building activities in the Bourke, Brewarrina and Walgett Local Government Areas. These were the only Local Government Areas eligible, once resources are developed they can be shared across Local Government Areas.

**LEGAL IMPLICATIONS**

Works for the RDRP must be in accordance with the Program Guidelines which is supervised by the Department of Regional NSW.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

**Regional Skills Based Reference Group**

A Regional Skills Based Reference Group will be developed following further consultation with the NSW Department of Regional NSW.

This group will be the main focus for stakeholders consultation at both the Local Government area level and regionally.

Typically the interest areas for the Reference Group will be:

- Agriculture
  - Animal production;

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**ITEM 8      REGIONAL DROUGHT RESILIENCE PLAN PROGRAM      CONTINUED**

- Plant production;
- Agricultural industries; and
- Agronomy.
- Small Business/Economic Development/Tourism;
- Community Services (Health, Education, Social Services);
- Community champions (NSW Farmers, CWA etc);
- Professional Business Services (accounting, law, banking);
- Aboriginal Representation; and
- Environment.

**The Reference Group Make Up**

This is yet to be finalised in consultation with the Department of Regional NSW.

**Next Meeting of the Drought Plan Groups**

There will be a meeting of the Drought Plan Groups (Consortia 004 and Consortia 016) at the Alliance of Western Councils Meeting in Dubbo, either Thursday night, 7th December or Friday, 8th December 2023 (time and venue to be confirmed) to:

- Move the detailed project plan (it is loosely the outline detailed previously with actions and dates);
- Provide details of the media launch of the Drought Plan Consultation for the area (this is proposed for the 13th or 14th December 2023 by the Minister for Agriculture at Cobar – to be confirmed);
- Confirmation of members of the “Regional Skills Based Reference Group’ for community consultation there may need to be an investigation on a “stipend” and/or a “travel allowance” to adopt at this meeting for members of the “Regional skills Based Reference Group” to cover any out of pocket expenses that may be incurred;
- Acceptance of quotations for supplementary skills to deliver the program (statistic, data collection and analysis/facilitator) (these will be circulated prior to the meeting on the 8th December, 2023; and
- Any feedback from Councils, local context, next steps forward.

**OPTIONS**

As Warren Shire Council is now part of the successful Consortia RDRP 016 to develop and implement a Regional Drought Resilience Plan, the only option is to continue to be involved and to make sure those involved ensure that the Plan is suitable and most advantageous for the residents and businesses of Warren Shire.

To date the Officers responsible have shown clear direction and intent to provide a well managed process that should be able to produce an appropriate Plan.

**CONCLUSION**

Warren Shire Council has been successful as part of a Consortia RDRP 016 for the development and implementation of a Regional Drought Resilience Plan.

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**ITEM 8 REGIONAL DROUGHT RESILIENCE PLAN PROGRAM**

**CONTINUED**

Consortia RDRP 016 consists of Bogan Shire Council, Coonamble Shire Council and Warren Shire Council.

The Far North-West Joint Organisation of Councils is responsible for the undertaking and implementation of Regional Drought Resilience Plans for both our Consortia RDRP 016 and the other relevant Consortia RDRP 004 (Bourke Shire Council, Brewarrina Shire Council, Cobar Shire Council and Walgett Shire Council).

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

- 1.2.1 Maintain ongoing community engagement to instil a strong collaborative environment with the community;
- 2.1.2 Proactively identify and create new business opportunities and associated investment within the Shire;
- 2.3.1 Facilitate the growth of local businesses;
- 4.1.1 Work with appropriate agencies to proactively address the local impacts of climate change;
- 4.2.1 Sustainably manage the Shire's limited water resources;
- 5.2.3 Seek new sources of income for Council; and
- 5.2.4 Explore partnerships with others to share costs.

**SUPPORTING INFORMATION /ATTACHMENTS**

- 1. Project Timelines – Project Plan;
- 2. Regional Drought Resilience Planning Project Narrative;
- 3. Regional Drought Resilience Plan Template V3;
- 4. CSIRO Regional Drought Resilience Plans Independent Review Guide June 2022 (provided under separate cover);
- 5. Darling Downs Regional Drought Resilience Plan 2022-2030 (Example 1 – provided under separate cover);
- 6. Wimmera Southern Mallee Drought Resilience Plan (Example 2) – provided under separate cover).

# Attachment 1

## Project Timelines - PROJECT PLAN (Consortia RDRP 004 (Bourke, Brewarrina, Cobar and Walgett) and Consortia RDRP 016 (Coonamble, Warren and Bogan)

Establish scope and agreed definitions. (Councils, Rural Resilience Leaders, Reference Group)	Pre-consultation Activity	Community Consultation (Target 8 to 10 groups per LGA)	Draft Plan Development	Draft Plan Critique and Review	Plan Adoption and Circulation
October / November 2023	November / December 2023	January / February 2024	February / March 2024	26 <sup>th</sup> March 2024	Final Report to Dept 29 <sup>th</sup> May 2024 / June 2024
<p><b>Understanding Types of Drought</b></p> <ul style="list-style-type: none"> <li>- Meteorological Drought</li> <li>- Hydrological Drought</li> <li>- Agricultural Drought</li> <li>- Socioeconomic Drought</li> </ul> <p><b>Drought Progression</b></p> <ul style="list-style-type: none"> <li>- What are the “triggers” for each type of drought</li> <li>- Who records and monitors drought progression</li> <li>Who is responsible to act as the conduit between government &amp; community</li> <li>- Key messages communicated in lay terms</li> </ul> <p><b>Desk-top Research</b> – existing documents impacts of drought and implications for LGA’s pre, during and post drought events.</p>	<p><b>LGA Awareness Campaign of Plan</b></p> <ul style="list-style-type: none"> <li>- Ag Minister, Mayors and GM’s launch community awareness campaign</li> <li>- Local Media, MP’s <b>(Wednesday 13<sup>th</sup> December 2023)</b></li> </ul> <p><b>Resourcing Project</b></p> <ul style="list-style-type: none"> <li>- Recruitment of Consultants / staff / Facilitators to undertake consultation and deliver plan (<a href="http://projence.com.au">projence.com.au</a>)</li> <li>- Revision of Scope of works with facilitators</li> </ul> <p><b>Creation of Regional, Skills Based Reference Group</b></p> <p>Interviews including review of existing plans, data, issues and analysis (List in development)</p>	<p><b>Identify issues / impacts</b> of each “type” of drought and progression, identify essential infrastructure and services – pre, during and post activity.</p> <p><b>Stakeholder Engagement.</b></p> <p>NSW Farmers, cotton growers, cereal farmers, cattle, sheep and goat producers, agronomists, stock &amp; station agents; Government / Non-Government Agencies – LLS, RMS, NSW Water, NSW Regional Development, NSW Health, Education, Centrelink, Rural Financial Councillors, Employment Agencies; Aboriginal Community; Tourism, Retail, Service Providers; Mining Industry; Community organisations – Show, Rodeo, Race Clubs, sporting organisations, CWA</p>	<p><b>Plan Development</b></p> <p><b>Preparedness Action Plan</b> – What action can be taken to ensure you’re prepared for drought</p> <p><b>Drought Action Plan</b> – What action can be taken “during” the drought</p> <p><b>Post Drought Evaluation Plan</b> – What can be done better? Evaluate and update Community Drought Plan</p>	<p><b>Control Group Feedback</b></p> <p>Circulate Draft Plan to Councils, Rural Resilience Leaders,</p> <p><b>Consultation Attendees Feedback</b> Circulate Draft Plan to all consultation attendees</p> <p><b>CSRIO Review</b></p> <p><b>Review Draft Plan</b></p>	<p>Adoption of Plans by Council</p> <p>Circulation of Plans to Stakeholders</p> <p>Acquit Funding</p> <p><b>Commence Stage 2 - Implementation</b></p>

## Attachment 2

### Project Narrative

A supporting guide for local governments and consortia

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**This Project Narrative is intended to assist practitioners with background in drought and resilience programs and policy to enable understanding in resilience thinking while preparing a Regional Drought Resilience Plan (RDR Plan) for their region. It provides support and guidance on addressing drought as a system step-change. This narrative is not intended to be a brief for tender purposes but can assist briefing at a strategic level.**

**This Program Narrative should be read first. Other project management documents include a Project Management Guide which is a practical tool for project rollout and should be read and used in conjunction with the Stakeholder Engagement Guide and the RDR Plan Template.**

## 1. Regional Drought Resilience Planning in NSW

Of all the climate and weather-related conditions that affect Australia, drought is often the most challenging. New South Wales (NSW) in particular, is prone to periods of persistent drought.

The economic, social and environmental costs of drought across NSW over time has been substantial. The toll taken on regions and their communities has been enormous and the impacts often linger for decades.

Through the Regional Drought Resilience Program, councils have the opportunity to collaborate to develop drought resilience plans that can set a positive forward direction for their communities in coping with and rising above the challenges of drought.

The most effective response to rising uncertainty is to plan for greater drought resilience. This can be achieved by building sustainable and diverse regional economies, reducing the vulnerability of communities to changing economic conditions and accelerating recovery, as well as enhancing thriving natural environments and environmental processes which keep the landscape healthy.

The Regional Drought Resilience Planning Program is one of [eight foundational programs](#) under the Commonwealth Government's Future Drought Fund. These plans focus on innovative ways to build regional drought resilience, taking steps to plan now to stem the impact of future drought on NSW regions.

Regional Drought Resilience Plans are intended to support actionable improvements to a regions' social, economic and natural environments and will:

- identify ways for councils to support regional resilience to future droughts; and
- devise actions communities can undertake to build drought resilience

The NSW Regional Drought Resilience Planning program is jointly funded through the Australian Government's Future Drought Fund and the NSW Government, supporting local governments to work together regionally to proactively and pragmatically plan for drought resilience.

### 1.1 Project Background

Drought is an enduring feature of the Australian landscape. It has significant economic, social and environmental impacts. To assist states and regions the federal Future Drought Fund provides secure, continuous funding for drought resilience initiatives to help Australian farms and communities prepare for the impacts of drought<sup>1</sup>.

<sup>1</sup> DAFF on-line [Future Drought Fund - DAFF \(agriculture.gov.au\)](#)

The fund provides support through the *Drought Resilience Funding Plan 2020-2024*. (the Future Drought Fund Agreement) which aims to enhance the public good by building broader drought resilience. This means the benefits generated by the funding must be able shared by many, rather than an assistance approach through strategic priorities of:

1. economic resilience for an innovative and profitable agricultural sector
2. environmental resilience for sustainable and improved functioning of farming landscapes; and
3. social resilience for resourceful and adaptable communities<sup>2</sup>.

This project focuses on addressing the strategic priorities through partnering with the NSW Government to develop regional drought resilience plans (RDR Plans). **The RDR Plans focus on the community as a system where economic, environmental and social capacity to endure, respond and evolve through drought are enhanced.**

## 1.2 Drought response in NSW

From 2017 to 2020, NSW experienced the worst drought over the historical record from the 1890s. It affected the whole state and most river valleys across NSW, with some more impacted than others. Between January 2017 and December 2019, NSW temperatures were the warmest and rainfall was the lowest on record<sup>3</sup>.

The onset of the drought in 2017, less than 10 years after the Millennium Drought, left little time for primary producers to recover and protect themselves against future crises, exacerbating the social and economic impacts of the current drought<sup>4</sup>.

Traditionally, Australia's drought response has focused heavily on the programs at the farm gate, with assistance targeting primary producers.

The Regional Drought Resilience Program recognises that drought impacts every aspect of regional and rural communities well beyond the farm gate.

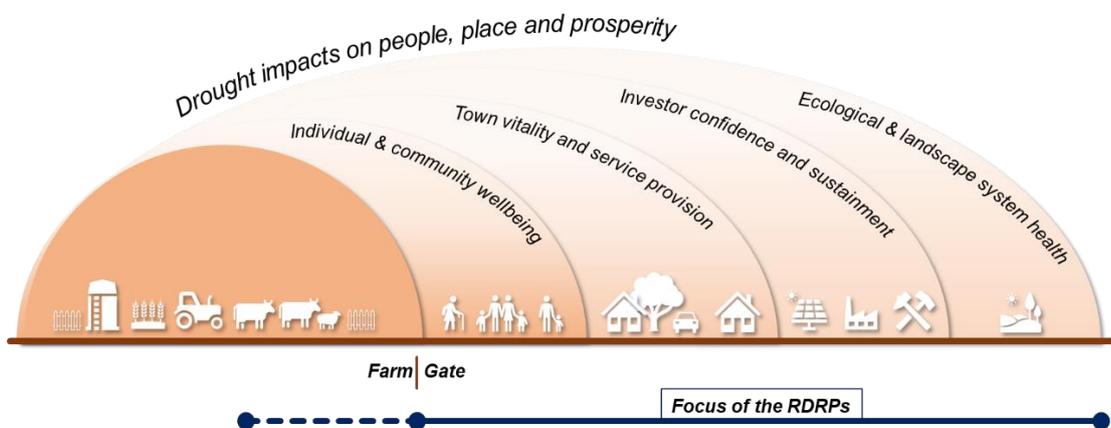


Figure 1: Drought impacts on people, place and prosperity  
Source: Meridian Urban

<sup>2</sup> DAFF Drought Funding Plan 2020-2024 p.5

<sup>3</sup> Water in NSW on line fact sheets <https://www.industry.nsw.gov.au/water/allocations-availability/droughts-floods/drought-update/critical-valleys-in-drought>

Throughout recent decades of drought in NSW, the response has been led by a strong focus on water security needs and on farm relief packages. Impacts from recent droughts have been supported by two primary initiatives:

- \$310 million drought relief package targeted at on farm issues, subsidies and immediate relief, operated primarily from DPI's *Drought Hub*; and
- \$170 million in the *Drought Stimulus* package aimed at commencing small scale capital projects in the regions to keep jobs in the regions.

Collective Commonwealth and state policies and strategies currently in place identify that resilience enhancement **requires greater attention to communities underlying capacity to endure long periods of drought.**

In response, the RDRP program provides support to help regions better plan for and become more resilient to the impacts of drought over time, having regard to the multitude of impacts on people, place and prosperity.

## 2. Previous drought assistance

During the 2017-2020 drought, Water NSW conducted extensive [community engagement](#) focusing on water shortages, the NSW Government's extreme events policy and the critical water advisory panel.

The [Rural Assistance Authority](#) has responsibility for administering and assisting access to a wide array of grant and assistance packages for disasters and droughts, but also for subsidies and farm assistance which are unrelated to natural hazards. There has been a strong focus on drought relief through water infrastructure and on-farm assistance. However, some businesses found eligibility for the range of subsidies and assistance a challenge. The impact of drought extends beyond the farm gate to the broader community.

More work is required for governments and communities to proactively prepare and plan for drought to avoid future costly 'in crisis' responses using a systemic, inclusive, place-based and long-term approach.

## 3. The Nature of Drought

Droughts are a natural and recurring feature of the Australian climatic cycle.<sup>5</sup> As such, droughts will come again, and they are anticipated to get worse. Droughts are challenging times, not just at the farm gate<sup>6</sup>. Droughts do not appear suddenly like other natural disasters or events. They are incremental and start with a dry spell that becomes persistent.

Drought is pervasive, recurring and distressing. It is difficult to determine a start and end, and when the landscape has recovered. As for other disasters, they are difficult to predict or compare with differences in seasonality, extent, duration, severity, among other variables all contributing to the drought experience<sup>7</sup>.

<sup>5</sup> DAFF, Drought Policy on-line [Drought policy - DAFF \(agriculture.gov.au\)](#)

<sup>6</sup> Australian Government Drought Response and Resilience Plan, 2019

<sup>7</sup> Bureau of Meteorology Drought Knowledge Centre on-line <http://www.bom.gov.au/climate/drought/knowledge-centre/>

Australia has highly variable rainfall records and in contrast also has highly variable periods of low rainfall. The Bureau of Meteorology has four definitions of drought<sup>8</sup>, which are meteorological, agricultural, hydrological and socio-economic.

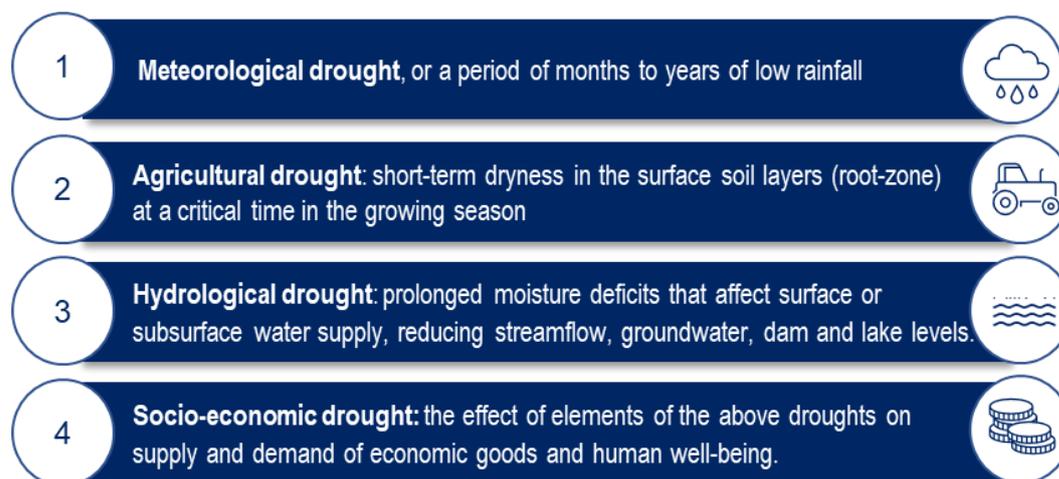


Figure 2: Types of droughts  
Source: Bureau of Meteorology

### 3.1 What is a drought declaration?

Drought declarations are made by the Minister and supported by data confirmed through the Enhanced Drought Information System (EDIS). A key feature of EDIS is the development of the NSW DPI Combined Drought Indicator (CDI). The CDI integrates a range of data and model outputs in a framework that is useful for decision makers. It combines meteorological, hydrological and agronomic definitions of drought (above) using indexes for rainfall, soil and water and plant growth. From these, a fourth index, drought direction (DDI), is developed<sup>9</sup>.

### 3.2 Stages of drought

Used together, the indexes of the EDIS indicate the stage of drought. The six stages progress from a non-drought stage where all indicators suggest good conditions for production to recovery, drought affected and improving, drought affected and worsening to fully drought affected. Complementing the stages is detailed information on:

1. A technical and on-the-ground description of typical field conditions; and
2. A suggested on farm response; and
3. A suggested advisory or policy response<sup>10</sup>.

<sup>8</sup> Bureau of Meteorology Drought Knowledge Centre on-line <http://www.bom.gov.au/climate/drought/knowledge-centre/>

<sup>9</sup> EDIS on-line <https://edis.dpi.nsw.gov.au/cdi-drought-phases>

<sup>10</sup> EDIS on-line <https://edis.dpi.nsw.gov.au/cdi-drought-phases>

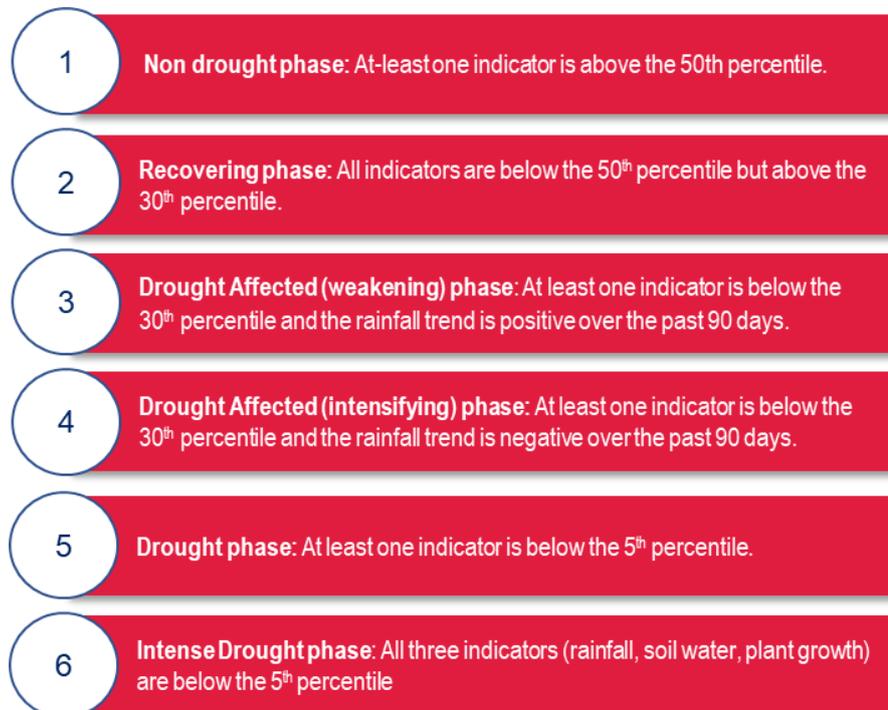


Figure 3: Stages of drought in NSW  
Source: EDIS online

### 3.3 Symptoms and consequences of drought

Symptoms of drought often first emerge with primary producers who must manage stocking rates, costs of feed and water, becoming more prudent with spending leading to reduced local small business income. As these drought symptoms cascade across communities, job losses and population decline are often observed as people relocate to find work. The loss of professionals and skilled workers can then impact the range of services available.

Signs of persistent drought are exposed in slowly declining primary and secondary business prosperity which has compounding and flow on economic effects far beyond the farm gate. Regional economies are underpinned by primary producers who are directly impacted by climatic conditions, but other enterprises including small businesses, that support townships and communities, depend on a diverse and functioning economy to maintain supply chains and local goods and services.

Loss of population in smaller communities is acutely felt, leading to erosion of lifestyle and liveability, a decline in community events, volunteering, sporting competitions and the like, culminating in social fabric weakening. Further hidden impacts of mental and financial stress can have devastating consequences<sup>11</sup>. Local government feels the brunt of these impacts and is at the forefront of the community socio-economic shocks and long term legacy of drought on the underlying community spirit.

This is not a seasonal matter because drought can persist for extended periods, and people are unlikely to return over the medium and long term. Addressing drought is more than response support for those directly impacted once a declaration occurs. The long term, compounding and deep impacts to community strength is at risk.

**Resilience actions and drought responses must target strengthening across the connected and interrelated parts which bind a prosperous rural community.**

## 4. Dealing with future drought

The Federal Drought Fund Agreement commits federal and state governments to work together to develop, design, implement and fund drought preparedness, response and recovery programs consistent with the Agreement. In NSW the Regional Drought Resilience Planning Program aims to empower regional communities to plan for the future by working with local councils, NSW government agencies, communities and industries to become more resilient against the impacts of drought and other challenges<sup>12</sup>.

The NSW Government is seeking to **improve drought preparedness by promoting strong and diversified regional economies**, building future-ready primary industries, and fostering stronger communities. Local Government is best placed to manage the impacts of drought because they understand local needs and how drought materialises in their communities.

### 4.1 Systemic change

The challenge is the ongoing complexity of drought, from preparing for it, to managing it and then recovering from it. That is why drought is not just about water availability. Regional economic development policies are critical to assist in minimising population loss in drought-affected communities, building a strong community fabric to prevent social and mental health pressures, building an economy that is more resilient to economic shocks and financial hardship, and a healthy natural environment to support primary producers. **Regional communities are best placed to identify stresses, challenges, actions and solutions across these triple bottom line themes to strengthen baseline resilience for the future.**

---

<sup>12</sup> Regional drought Resilience Planning online <https://www.nsw.gov.au/regional-nsw/future-ready-regions/regional-drought-resilience-planning>



Figure 4: Viewing resilience as a system

## 4.2 The local view for local benefit

The RDR Plans will portray a local view of drought in the region and consider future scenarios based on the strengths identified in regional economic plans and water strategies. The execution of the RDR Plans will enliven local enthusiasm for self-reliance and self determination to better cope with drought.

The bottom-up approach will equip communities with the skills and knowledge to identify the impacts of drought (including broader economic implications) and develop pragmatic actions to address and mitigate these impacts and build local leadership capabilities.

The RDRP process and partnerships will enable communities to think creatively about how limited resources can best be managed to respond to the environmental, economic and social impacts of drought and enable regions to more quickly identify emerging drought and broader economic impacts so that responses are timely and targeted.

## 4.3 Inclusive engagement

**Understanding local context of drought can only come from local voices and lived experience.** The RDR Plans are accompanied by a comprehensive stakeholder engagement guide to assist local government on the engagement journey. Stakeholder identification and mapping will include community across the four environments at local, regional and state agency scale. A primary goal is to increase the involvement and input from local First Nations communities in drought resilience planning processes.

## 4.4 Governance and partnerships

Collaboration is a resilience imperative. Natural hazards and events do not recognise boundaries. Regions experience droughts together and this means that together there are also shared solutions. Seeking partners with common challenges, forming alliances and recognising resourcing and funding opportunities to address impacts on a regional scale can expedite resilience actions.

Working together, linking local governments, partnering with neighbours, teaming stakeholders and industry, and connecting community is a practical and rational way to share skills, knowledge and resources to realise resilience to natural hazards.

**Partnerships can utilise enduring governance arrangements which suit the context of drought and the pathway to resilience chosen by the region and stakeholder groups, across action triggers or common resilience actions.**

## 5. Recognising links rather than growing scope

The RDRP should highlight and amplify resilience issues in strategies plans and work that many regions are already undertaking. The project should link drought resilience enhancement actions to existing local and regional policy and program priorities. **Connecting actions and strategies, and ensuring they have a resilience lens, is integral to improving drought resilience.**

This broader focus on drought resilience planning will ensure that the approach is consistent with and complements existing NSW strategies. These include:

- Regional Economic Development Strategies (REDS)
- NSW State and Regional Water Strategies; and
- the 20 Year Economic Vision for Regional NSW.

In a world characterised by rising uncertainty, regional economies – particularly those heavily reliant on a single industry – are exposed to economic downturns such as drought. Strengthening the resilience of major employing industries and identifying emerging sectors into which regional economies can diversify can mitigate the severity of these downturns.

Confirming baseline and facilitating infrastructure is in place to enable local empowerment is also fundamental. This includes the tangible facilitating infrastructure along with the softer skill and capacity building access to education and knowledge sharing.

### 5.1 Opportunities and challenges in drought resilience

Drought resilience must be contemplated from local regional, state and federal scales. Many challenges exist at the macro scale, through to micro, as well as hyper micro, individual and property scale. Likewise, the spectrum of opportunity is equally wide.

By identifying and setting pathways which overcome or mitigate challenges to drought resilience, we better equip our communities to endure and continue to prosper. The methodology can be applied at any of the scales to embed long term shift in resilience thinking and continuous improvement in outcomes.

Some of the drought resilience opportunities and challenges for consideration include those set out below and are likely to manifest or present differently in different communities and across NSW regions. Table 1 overleaf sets out some examples of drought context and issues for other regions and the action opportunities.

# Project Narrative

## Regional Drought Resilience Planning Program



Table 1: Resilience Opportunities and Actions - Examples

Example Resilience Challenge or Opportunity	Resilience Environment	Example Resilience Action or Implementation Consideration
<p>Recognising links through multi-objective outcomes.</p> <p>Recognise how actions can benefit multiple parts of the environments over different spatial and temporal scales</p>	All	<ul style="list-style-type: none"> <li>actions to diversify economy could also support youth education and employment through start-ups or traineeships at the local scale in short term</li> <li>actions to support stronger asset management systems across regions can attract permanent technical skills to benefit many at a local or partnership regional scale over the long term</li> <li>actions to strengthen regional biodiversity protection can support stronger tourism links and economic diversification on a regional scale, employment on a local scale and the economy over the longer term</li> </ul>
<p>Pragmatic project / action pathway to prioritise efforts that benefit multiple futures.</p>	All	<ul style="list-style-type: none"> <li>prioritisation of infrastructure construction (or job intensive projects) can be leveraged for immediate short term population growth and economic benefit</li> <li>development or reinstatement of regionally significant events calendars as short term economic recovery</li> </ul>
<p>Population and demographic challenges – decline, attracting new, caring for age and special needs to combat long term trends.</p>	Social resilience	<ul style="list-style-type: none"> <li>prioritisation of an ageing in place strategy</li> <li>innovative programs to support permanent new resident attraction</li> </ul>
<p>Fragmentation of service provision and reduced services in rural and remote communities for a stronger baseline.</p>	Social resilience	<ul style="list-style-type: none"> <li>maintain regional populations in essential services even through tough times to ensure any downturn is not exacerbated through interagency cooperation</li> <li>maintain expertise and assistance in the local community (boots on ground) for when going gets tough through partnerships and resource sharing</li> </ul>
<p>Natural resource and landscape management.</p>	Environmental resilience	<ul style="list-style-type: none"> <li>investment in proactive, long-term approaches in topics such as bushfire mitigation, stewardship of healthy Country and management in harmony with the cycle rather than</li> </ul>

# Project Narrative

Regional Drought Resilience Planning Program



		<p>in harmony with funding through relationship building and agency cooperation</p> <ul style="list-style-type: none"><li>• alternative income streams for graziers and farmers in on-property natural resource and pest management or carbon farming</li></ul>
Identification or reinforcement of local strengths to leverage economic diversification or uniqueness.	Economic resilience	<ul style="list-style-type: none"><li>• long term strategies to support and augment existing local industry and business which transcend cycles</li><li>• strategies for long term growth in industries which can proceed in isolation of the landscape</li></ul>

## 6. Key benefits of Regional Drought Resilience Planning

The co-design and locally led inputs drawn from those who live and work in the region will collectively contribute to the development of RDR Plans with the key benefits of:

1. Increased understanding of the region's current and future drought resilience, considering the region's unique economic, environmental and social characteristics.
2. Forming stronger connections, relationships and networks within regions.
3. combine First Nations' and local knowledge with resilience and risk data and information to make informed decisions.
4. Identification of actions, pathways and opportunities to improve regional drought resilience, mitigate risks and adapt to change.
5. Being in a stronger position to implement strategic actions and take advantage of opportunities as they arise.
6. Develop concrete actions to address and mitigate short and long term drought impacts.

## Attachment 3

### Regional Drought Resilience Plan

#### Template

## Acknowledgement of Country

<<Insert statement here>>

### DRAFTING GUIDANCE:

- Each RDRP is encouraged to reflect the Traditional Owners and Custodian groups of the region covered by the plan as part of the statement.

## NOTE:

*This template guide seeks to support the preparation and delivery of Regional Drought Resilience Plans, providing detailed drafting guidance whilst allowing flexibility in formulation. It is a guide only and regions are encouraged to explore content and structure that suits local need. It incorporates relevant linkages with the requirements of the:*

- *Future Drought Fund Agreement*
- *NSW Program Implementation Plan*
- *CSIRO Independent Review Guide*
- *State and Commonwealth monitoring, evaluation and learning plans*
- *relevant state and Commonwealth strategies, plans, guidelines and frameworks.*

*This template guide provides a selection of standardised content which aims to create a level of consistency in baseline elements, particularly in relation to the objectives, aims and purpose of the Regional Drought Resilience Plan.*

*Each plan will be different, and this template is for guidance only and its use is not mandated.*

*As part of the Future Drought Fund Agreement, the Commonwealth Government has commissioned the CSIRO to provide independent assessments of Regional Drought Resilience Plans. This approach is intended to support the development of high-quality plans that lead to improved drought resilience in regional communities.*

*The CSIRO Independent Review Guide outlines nine review components. These review components should guide the processes employed to formulate each Regional Drought Resilience Plan.*

*This template guideline incorporates how the Regional Drought Resilience Plan can reflect the requirements of the Regional Drought Resilience Planning program and independent review components, noting each region maintains flexibility in relation to how these elements are appropriately achieved.*

*This template guide provides an overview of the different review components applicable to each section / subject matter of the RDRP, noting some components apply across multiple sections / subject matter areas.*

*This template guide is to be read and considered in conjunction with other Department of Regional NSW RDRP program guidance templates including the overarching program narrative, project management guide, stakeholder engagement guide and delivery manual.*

## Foreword

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# Regional Drought Resilience Plan

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Template  
V3



## Introduction

<<Provide a brief introduction to the Regional Drought Resilience Plan.>>

### DRAFTING GUIDANCE:

- Outline the 'why' behind the need for the plan and the behavioural / culture change it seeks to the consideration of drought impacts and resilience from a whole-of-community and economic perspective, rather than an largely on-farm issue.
- The RDRP narrative document which forms part of the suite of guidance documents for the program may assist to build an appropriate regional narrative.

## <Name of region> map

<<Insert here a stylised map of the region that the RDRP covers with a focus on the following elements:

- Local government boundaries
- Key centres, townships and communities
- State-controlled road network
- Key regional landmarks (national parks, state forests, notable local features, etc.)
- Natural features (rivers and major waterways, mountain ranges)
- Names of Country (a separate map of Traditional Owner groups can be included).>>

## Vision

<<Insert 'our vision for drought resilience' here>>

### DRAFTING GUIDANCE:

- The region's drought resilience vision should be **locally derived** and drawn from the project's engagement activities. A key element of **resilience-planning processes** including the CSIRO 'RAPTA' model and City Resilience Framework (CRF) includes the identification of **community aspirations** that can help inform the visioning process and accommodate large change, uncertainty, and multiple values.
- Multiple elements of the project's **engagement process** should be drawn on to formulate the drought resilience vision. Informing the vision and understanding local drought resilience aspirations should be a key feature of the project's engagement strategy.
- The vision is not written from the Council's perspective, rather it is communicated in the voice of the community, for the community and in plain English. It helps to engender community buy-in, with an understanding that the strategic options, pathways and actions identified by the strategy, and stewarded at the local and regional level, are directly contributing to drought resilience outcomes.
- The vision should seek to **inform the implementation of the RDRP** over time, where elements of the vision are 'brought to life'. Implementation processes may be 'mapped back' to the vision statement.
- Whilst the vision is aspirational, it also must be **realistic and pragmatic**. It should be a **brief written narrative** that embodies and summarises the directions for drought resilience that are highlighted by the project's engagement activities. It should be **no longer than a third of a page of text**, ideally the page will be graphically designed in a way that signals the importance of the vision as part of the plan.
- The vision should also be **written in a positive, strengths-based tone** with a focus on generating interest and support.
- Overall, the RDRP should aim to be between **60-70 pages as a maximum** (in graphic design format), depending upon the scale of the region / number of local governments involved. Regions are encouraged to explore alternative formats in order to maintain the plan and report against the monitoring framework it establishes. This may include presenting it in website format, or as an ARCGIS 'Storymap' for example which also increases its interactivity, in addition to a PDF document.

Outcomes relevant to 'Independent Review' guidance for this section:

1. The vision, goals and outcomes of the RDRP (the intent) are clear and practical
2. Adaptability to change and uncertainty are embedded
3. Diverse community values are contemplated to inform the vision, goals and outcomes of the RDRP.

(These outcomes relate to **Independent Review Guide: Component 1**).

## Glossary of Key Terms

<<Insert a glossary of key terms and abbreviations key for the RDRP. If it is felt this section disrupts the flow of the document, it can be relocated to the end of the document. The below is for suggestion purposes only.

Absorptive capacity	The ability of individuals and groups to continue without adapting or changing their behaviour in response to environmental and socioeconomic changes (Béné et al., 2012).
Adaptation	Adjustment or modification in natural and/or human systems in response to actual or expected shocks and stresses to moderate harm, reduce vulnerability and/or exploit beneficial opportunities (CSIRO, 2022).
Adaptive capacity	The ability of individuals and groups to adjust and respond to environmental and socioeconomic changes (CSIRO, 2022).
Adaptive governance	Coordinating iterative, flexible and responsive interactions between systems when designing interventions and for their implementation and evaluation.
Co-design	The process of partnership to develop and formulate project delivery and agreed objectives and needs, using participatory methods. A process of working together utilising generative and explorative processes.
Drought	Drought in general means acute water shortage. Drought is a prolonged, abnormally dry period when the amount of available water is insufficient to meet our normal use (BoM, 2022).
Drought declaration	A drought declaration is the responsibility of State and Federal Governments which must consider other factors apart from rainfall, however the Bureau of Meteorology's Drought Statement assists by providing rainfall information. In NSW, drought declarations are supported by data confirmed through the Enhanced Drought Information System.
Economic resilience	The ability of the economy to absorb the economic impact of shocks and stressors without changing the economic status or outcomes (CSIRO, 2022).
Environmental resilience	The ability of the natural environment to cope with a diverse range of shocks and stressors while maintaining natural processes and ecosystem services (CSIRO, 2022).
Governance	Governance is the structures and processes by which individuals, groups and agencies in a society share power and make decisions. It can be formally institutionalised, or informal (CSIRO, 2022).
Intervention options	Alternative or complementary actions, projects, programs, policies, initiatives and investments that are planned to bring about change in the system (Maru et al., 2017).

Local knowledge	Local knowledge and First Nations knowledge incorporates elements of lived experience within a landscape, bearing witness to the operation of systems. It includes aspects of people, landscape, culture – how people interact with surroundings and as part of communities and processes.
Resilience	The ability of a system to absorb a disturbance and reorganise so as to maintain the existing functions, structure and feedbacks (Walker et al., 2004). Also see general resilience, specified resilience, economic resilience, environmental resilience and social resilience.
Risk	The potential for adverse consequences for human or ecological systems, recognising the diversity of values and objectives associated with such systems (IPCC, 2020).
Shock	Sudden, short-term events that threaten a city (or region). Examples include: major storms, floods, bush fires, heatwaves, disease outbreaks, terrorism and cyber-attacks' (Resilient Sydney, 2018).
Social resilience	The ability of the human society to cope with a diverse range of shocks and stressors while maintaining existing social and community functions (CSIRO, 2022).
Stressor	An event that occurs gradually over a timeframe that causes an adverse effect, e.g. drought (CSIRO, 2022).
Systems	The interaction of processes, networks and inter-dependencies across a complex 'whole'.
Theory of change	Refers to theories, causal mechanisms and assumptions that explain how and why outcomes and impacts will be achieved through use, implementation and production of proposed inputs, activities and outputs (Maru et al., 2018).
Trends	Major global or regional influences that have driven change in the past and are expected to shape change into the future (Taylor et al., 2017).
Threshold	The point at which a change in a level or amount a controlling variable causes a system to shift to a qualitatively different regime. Also referred to as a tipping point (Folke et al., 2010).
Transform	The process of radically changing or building a new system with different structure, functions, feedbacks and identity (Folke et al., 2010).
Trigger point	A pre-agreed situation or event, that when met, activates a management intervention. Trigger points are usually defined in the planning phase (Wise et al., 2014).

Outcomes relevant to 'Independent Review' guidance for this section:

1. Key terms are clearly defined and used consistently, drawn from reliable sources to help communicate resilience thinking and practice.

(These outcomes relate to **Independent Review Guide: Component 1**).

## Drought Resilience at a Glance

<<Insert single/double page infographic spread that summarises the key elements and directions of the local context of this RDRP>>

### DRAFTING GUIDANCE:

- Prepare a summary **infographic page** which succinctly summarises the region / content of the RDRP for rapid consumption
- Use diagrams and **visual representations** of information, data and findings
- Focus on ways to **break down / translate complex data, concepts and processes** into summary format, for ease of consumption
- This will serve as an **executive summary**.

## A plan for drought resilience

<<Of all of the climate and weather-related conditions that affect Australia, drought is often the most challenging. New South Wales is prone to periods of persistent drought with downward trends in rainfall and streamflow documented.

Drought is defining feature of the climatic cycle of the Australian landscape. In large part this owes to our geography. Our continent spans the latitudes of the subtropical high pressure belt. This is an area of sinking, dry, stable air and usually clear skies. The far north and south of the country come under the influence of reasonably regular rain-bearing systems for at least part of the year. The east coast is normally well watered by moisture from weather driven by the Tasman and Coral seas. However, over most of the country rainfall is low and erratic. Even in the wetter areas, very dry years can disrupt normal activities and lead to water shortages (BoM, 2004).

As such, droughts will come again, and they are anticipated to get worse in parts of the country as a result of a changing climate. Droughts are challenging times, not just at the farm gate but for entire communities and regions.

The costs of drought are spread across economic, social and environmental factors. The toll taken on regions and their communities has been enormous and the impacts often linger for decades.

The most effective response to rising uncertainty is to plan for greater drought resilience. This can be achieved by building sustainable and diverse regional economies, reducing the vulnerability of communities to changing economic conditions and accelerating recovery, as well as enhancing thriving natural environments.

The *Regional Drought Resilience Planning (RDRP) program* is one of the fire focus areas of the Commonwealth Government's *Future Drought Fund*. These plans focus on innovative ways to build regional drought resilience, taking steps to plan now to stem the impact of future drought on our region.

The NSW RDRP program is jointly funded through the Australian Government's Future Drought Fund and the NSW Government, supporting local governments to work together regionally to plan for drought resilience proactively and pragmatically.>>

## Objectives

<<Consistent with the strategic priorities and objectives of the Future Drought Fund Agreement, the objectives of the RDRP process are to:

- grow self-reliance and performance of the agricultural sector
- improve the natural capital of agricultural landscapes for better environmental outcomes
- strengthen the wellbeing and social capital of rural, regional and remote communities.

Strong community and diverse regional economies are core objectives of the NSW Government, providing both short and long term opportunities to strengthen drought resilience.>>

## Expected benefits

<<The RDRPs provide specific projects to help primary producers and communities become more prepared for, and resilient to, the impacts of drought. Benefits may come from 'absorbing, adapting or transforming' to deal with the stresses of drought.

Implementation funding will be available across Australia under the Commonwealth Government's Future Drought Fund.>>

## Strategic alignment

<<The Future Drought Fund, seeks to enhance the public good by building drought resilience in Australia's agricultural sector, the agricultural landscape and communities. The intent of its eight interrelated foundational programs is to have an innovative and profitable farming sector, a sustainable natural environment and adaptable rural, regional and remote communities, all with increased resilience to the impacts of drought and climate change.

Functioning economies  
Connected communities  
Healthy Country

The Future Drought Fund is intended to deliver against three inter-connected strategic priorities:

- economic resilience for an innovative and profitable agricultural sector
- environmental resilience for sustainable and improved functioning of farming landscapes
- social resilience for resourceful and adaptable communities.

The RDRPs focus on the community as a system where economic, built, environmental and social capacity to endure, respond and evolve through drought are enhanced.

The *20-Year Economic Vision for Regional NSW*, released in 2018, sets out the NSW Government's priorities and plans to achieve long-term social and economic success for regional communities across the state.

Other key strategies with strong linkages and relationships to matters of drought resilience include the Regional Economic Development Strategies (REDS) and NSW State and Regional Water Strategies.

Key tools which support the delivery of the NSW Government's vision for drought ready regions include:

- the Australian Government's *Drought Resilience Adoption and Innovation Hubs* (including Charles Sturt University) in southern NSW
- NSW Government Department of Primary Industries *DroughtHub*, an online drought assistance and information portal for NSW primary producers
- NSW Government *AdaptNSW* website, to inform and empower communities, businesses, households and government to adapt to climate change.>>

## DRAFTING GUIDANCE:

- Standardised content is provided to support the clear communication of the background of the RDRP process, but it can be moulded to suit the region's unique history and circumstance.
- This standard 'boilerplate' content is intended to be integrated as part of each RDRP, explaining in a concise manner the 'head of power' / strategic arrangements which guide the RDRPs. This section is deliberately short. If the front 'explainer' sections are too

detailed / long, we will lose the audience. If more detail is required, fact sheets and website content can support.

- This section must be written in a clear manner, concisely communicating the point of the RDRP program and process. As such, this standard content is pieced together as a simplified narrative drawn from multiple documents.
  - This is informed by the **Future Drought Fund Agreement**, and NSW Program Implementation Plan
- It has regard to the **CSIRO 'RAPTA' model** and process, as a key resilience planning methodology underpinning program delivery, and against which the CSIRO Independent Review Guide has been developed.
  - The RAPTA 'incremental, transitional and transformative' pathways is a key element of the Independent Review Guide framework. This is also called 'absorb, adapt and transform'. RDRPs should adapt language that is most relevant to the region (stakeholder engagement may inform), keeping the requirements of the Independent Review Guide in mind.
  - **Other resilience methodologies** such as the City Resilience Framework and UNCCD's Drought Resilience, Adaptation and Management Policy framework (as examples) may also be deployed, noting the process must satisfy the CSIRO's Independent Review Guide.
- This content can be varied to **incorporate regional elements** however, most regionally-specific content should appear in the following section of the template guide.
- This section should be brief and should ideally utilise the boilerplate content to the greatest degree possible, **enabling a level of consistency** across RDRP's state-wide.

Outcomes relevant to 'Independent Review' guidance for this section:

1. The RDRP builds on past and existing work, using the best available data, methods and evidence
2. The evidence utilised to inform the RDRP covers different scales of impact and interactions
3. Alignment with other relevant policies, strategies and plans is made clear

(These outcomes relate to **Independent Review Guide: Component 4**)

## About this Regional Drought Resilience Plan

<<This <insert name of region> RDRP is a collaboration between <insert names of councils.

Provide an introductory piece on the unique characteristics of this RDRP>>

### DRAFTING GUIDANCE:

- Provide brief content that is relevant to **how the RDRP was developed and the important elements sought to be achieved**. This content should be derived through co-design with the councils and stakeholders, and reflect the local goals for the RDRP.
- Focus on the use of **inspiring language, reflecting local identity and aspirations**. This may provide a linkage back to the content of the vision.

## Purpose of the Plan

<<The <insert name of region here> RDRP provides support to help our region better plan for and become more resilient to the impacts of drought over time. It has been developed in a collaborative, partnership approach, drawing on locally-led inputs drawn from those who live and work in the region.

The purpose of this plan is:

- creating stronger connectedness and greater social capital within communities, contributing to wellbeing and security
- empowering communities to implement transformative activities that improve their resilience to drought
- supporting more primary producers to adopt whole-of-system approaches to Natural Resource Management to improve the natural resource base, for long-term productivity and landscape health.

The aims of this plan are:

- increased understanding of the region's current and future drought resilience, considering the region's unique economic, environmental and social characteristics.
- forming stronger connections, relationships and networks within regions.
- combine First Nations' and local knowledge with resilience and risk data and information to make informed decisions.
- identification of actions, pathways and opportunities to improve regional drought resilience, mitigate risks and adapt to change.
- being in a stronger position to implement strategic actions and take advantage of opportunities as they arise.
- develop concrete actions to address and mitigate short and long term drought impacts.>>

## DRAFTING GUIDANCE:

1. RDRPs may alter the text in this section to ensure it **reads consistently with co-design direction and local needs**. Co-design engagement processes will help to inform this piece.
2. The intent of this 'About' section is to focus on the direction and critical elements of the RDRP, and **what it seeks to achieve**. How it aligns with the Federal Drought Fund, NSW PIP, and 20-Year Vision should be contemplated.

## The Process

<<Insert overview of the project methodology utilised, and the processes undertaken to formulate the RDRP. This may make reference to external supporting documents delivered as part of the project, including the Resilience Assessment and technical studies, stakeholder engagement report, etc.

Identify the principles by which the RDRP was developed.>>

## DRAFTING GUIDANCE:

- Refer to the Department of Regional NSW RDRP program *Project Management Guide* for advice on the specific project management considerations related to undertaking drought resilience planning.
- Remember that this is not a report, but a **public document** with the aim of invigorating buy-in and incorporating identity. This section should focus on the methodology at a high level and in a brief manner.
  - You may wish to **consider separate supporting reporting** and fact sheets which set out the technical methodologies, resilience assessment, stakeholder engagement and Independent Review compliance detail. Not everything can be included in the RDRP itself, only a summary overview.
- This section may consume a couple of pages.
- Irrespective of which resilience model is deployed, how adaptive learning and adaptive governance is considered by the RDRP is critical. It is also helpful to consider the phases of the RAPTA process to ensure alignment with the Independent Review Guide and that alternative methodologies and processes are capable of yielding pragmatic pathways and actions for drought resilience that are scaled across 'incremental, transitional and transformative' (also referred to as 'absorb, adapt to and transform') opportunities.
  - The phases of RAPTA include:

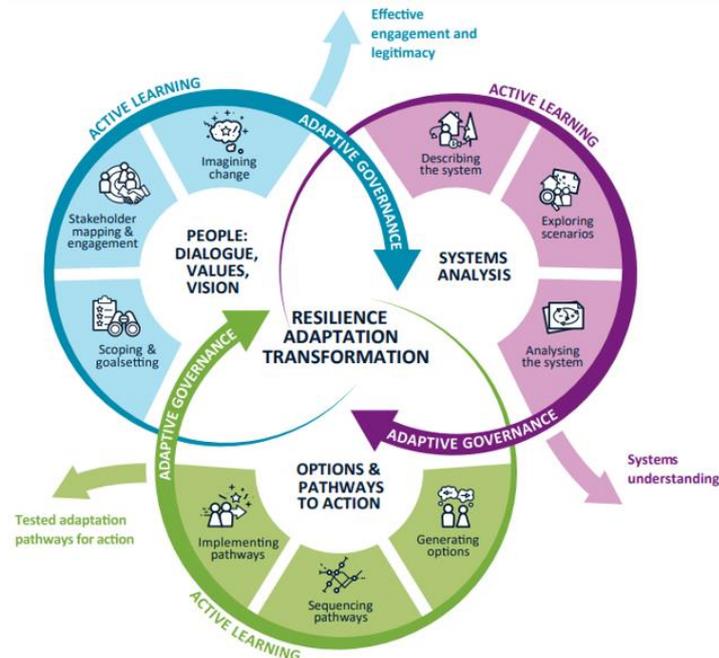


Figure 1 - RAPTA processes and modules (CSIRO, 2019)

Outcomes relevant to 'Independent Review' guidance for this section:

1. The vision, goals and outcomes of the RDRP (the intent) are clear and practical
2. Adaptability to change and uncertainty are embedded
3. Diverse community values are contemplated to inform the vision, goals and outcomes of the RDRP
4. The process adopted to inform the RDRP includes a focus on active learning across all elements, and through to implementation
5. The process adopted to inform the RDRP analyses established ways of doing things (the status quo) and looks for opportunities for innovation and continued learning for different stakeholder groups
6. The process adopted to inform the RDRP incorporates adaptive governance arrangements and processes, including through to implementation. This includes clear governance principles, and transparent, equitable processes, responsibilities, and accountabilities in the service of diverse stakeholder goals
7. Stakeholder engagement feedback and interaction is embedded
8. A monitoring, evaluation and learning framework is designed as part of the process
9. The RDRP includes an evidence-based system description of how the region's key economic, social and environmental components (and the links between them) are affected by drought and associated shocks and stresses.

(These outcomes relate to **Independent Review Guide: Components 1, 3 and 5**).

## Key inputs

<<Provide a summary / list of the existing regional bodies of work, plans, strategies, studies, etc. that were used to inform and shape the RDRP. This includes those to which this RDRP also links.>>

### DRAFTING GUIDANCE:

- **Inputs of relevance** should span the areas of governance and leadership, primary production and economy, social, community and demographics, infrastructure and land use, climate change, scientific studies and research, First Nations and local knowledge. Local data inputs can also offer support.
- This is **not a literature review**, but can incorporate a concise narrative, or themed list. A **reference list** at the back of the RDRP could also be considered, linked with this section.
- A **separate background technical evidence report or literature review** may form a supporting document, as part of the evidence base. This may or may not be integrated with the resilience assessment, noting this piece relates to the context and learnings from established bodies of work.

Outcomes relevant to 'Independent Review' guidance for this section:

1. The RDRP builds on past and existing work, using the best available data, methods and evidence
2. The evidence utilised to inform the RDRP covers different scales of impact and interactions
3. Alignment with other relevant policies, strategies and plans is made clear.

(These outcomes relate to **Independent Review Guide: Component 4**).

## Our partners

<<Provide an overview of the stakeholder engagement process undertaken, how the RDRP was co-designed and developed, the inclusiveness of engagement, views, values and knowledge that was leveraged.

Outline the engagement philosophy and principles used to prepare the RDRP.

Provide a list of stakeholder groups and organisations that were involved. This section may be relocated to the very front of the RDRP.>>

### DRAFTING GUIDANCE:

- Refer to the Department of Regional NSW RDRP program *Stakeholder Engagement Guide* for advice on the specific co-design and engagement considerations related to undertaking drought resilience planning.
- Outline the stakeholder engagement activities and processes that were undertaken, to highlight the nature of input and local knowledge, values and views collated.
- Consider using **images and content captured** from stakeholder engagement activities as part of the graphic design of the RDRP (note: you may need to consider photography consent).

Outcomes relevant to 'Independent Review' guidance for this section:

1. Regional Councils work together (involving two or more local government areas)
2. The process adopted to inform the RDRP utilised inclusive and effective engagement with and active participation of a diversity of key regional, community and industry stakeholders, each bringing unique knowledge and experiences to the process. This was informed by a stakeholder mapping process
3. The process adopted to inform the RDRP was co-designed and community-led
4. The process adopted to inform the RDRP was ethical, fair and respectful.

(These outcomes relate to **Independent Review Guideline: Component 2**).

## Regional Profile

<<Provide a 'regional profile' (this section can be re-named if desired) which summarises the current context of the region. It is effectively providing a current-day snapshot of:

- the natural landscape
- regional weather and climate characteristics
- society, population and demographics
- built form and infrastructure (key centres)
- economy.

The above snapshot can be used to support a synthesis or summary of regionally identified strengths and vulnerabilities.>>

### DRAFTING GUIDANCE:

- Elements of **historic significance** can be inter-woven.
- This section should avoid getting into elements of drought and climate change per se, as that is covered in the next section. Rather, this section provides the reader with a reasonable **synopsis and understanding of the key characteristics** which define the region and make it unique.
- It should focus on bringing together **technical content with First Nations and local knowledge**, and what the locals would want others to know about their special part of the world.
- It should culminate in an overview of **drought-related vulnerabilities and strengths**.
- This section, as for the balance of the RDRP, should be written using **positive, strengths-based language**.
- This section may consume a few pages.

Outcomes relevant to 'Independent Review' guidance for this section:

1. The RDRP builds on past and existing work, using the best available data, methods and evidence
2. The evidence utilised to inform the RDRP covers different scales of impact and interactions.

(These outcomes relate to **Independent Review Guide: Component 4**).

## Our History of Drought Impacts

<< Drought as a natural hazard is pervasive, recurring, and distressing. It is difficult to determine a start and end, and when the landscape has recovered. As for other disasters, they are difficult to predict or compare with differences in seasonality, extent, duration, severity, among other variables all contributing to the drought experience.

Australia has highly variable rainfall records and in contrast also has highly variable periods of low rainfall. The Bureau of Meteorology has four definitions of drought, which are meteorological, agricultural, hydrological and socio-economic.>>

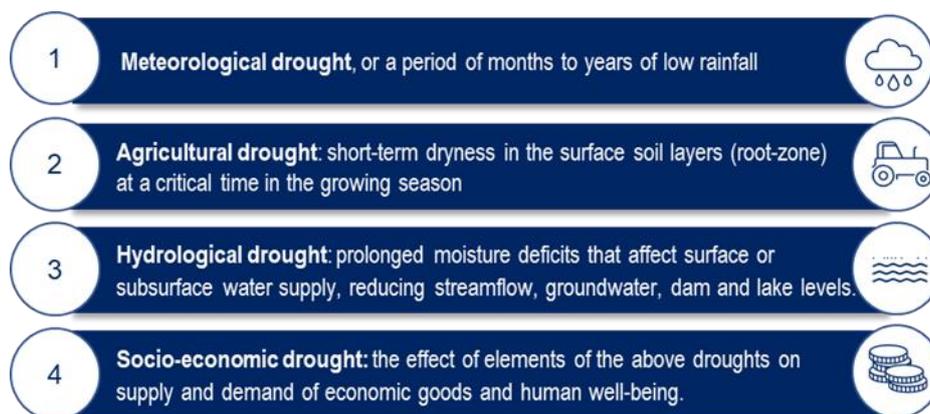


Figure 2 - Types of drought (Source: BoM)

## Drought monitoring in NSW

<< The Enhanced Drought Information System (EDIS) is a publicly available drought monitoring tool that monitors seasonal conditions across NSW. EDIS was launched in March 2018 and is used across government and farming stakeholders to build drought risk awareness, emphasise drought preparedness and improve confidence in drought monitoring and early warning. A key feature of EDIS is the development of the NSW DPI Combined Drought Indicator (CDI).

The CDI integrates a range of data and model outputs in a framework that is useful for decision makers. It combines meteorological, hydrological and agronomic definitions of drought (above) using indexes for rainfall, soil and water and plant growth. From these, a fourth index, drought direction (DDI), is developed. EDIS is undergoing redevelopment to provide farmers with world-leading weather and climate data to enable better business decisions.>>

## Stages of drought

<<Used together, the indexes of the EDIS indicate the stage of drought.

The six stages progress from a Non-Drought category where all indicators suggest good conditions for production to recovery, through to a Drought Affected (weakening or intensifying) category, a Drought category and into Intense Drought.

Complementing the stages is detailed information on:

1. A technical and on-the-ground description of typical field conditions
2. A suggested on-farm response

### 3. A suggested advisory or policy response.>>

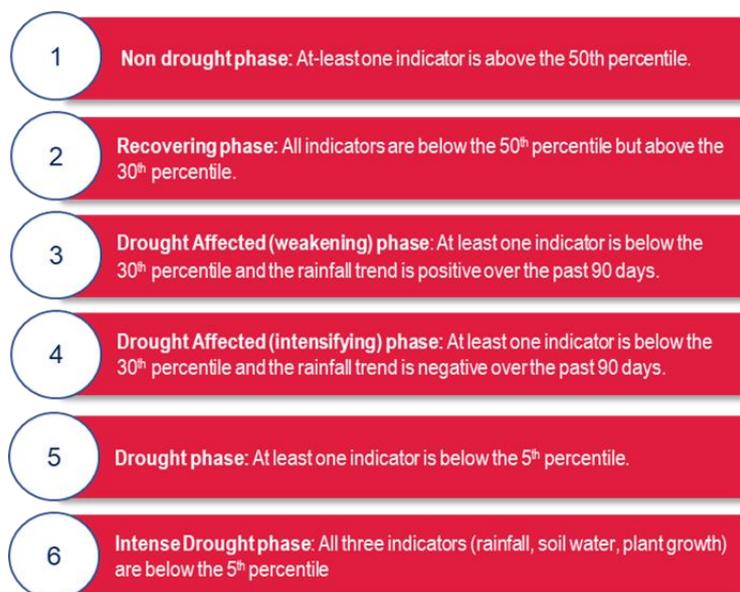


Figure 3 - Stages of drought in NSW (Source: EDIS)

## The regional drought context

<<Provide a narrative of historical droughts and their impacts relevant to the region.

Under the Future Drought Fund Agreement the RDRPs must include an integrated assessment of how drought has affected the region in the past (if applicable), and ideally across the triple bottom line of economic, environmental and social characteristics.>>

### DRAFTING GUIDANCE:

- The boilerplate content relating to drought can be amended, replaced or supplemented by the RDRP, it is provided to help characterise the approach intended.
- Use **visual aids** such as diagrams and infographics to help communicate and summarise the historical drought context.
- The Commonwealth and the NSW Government will provide, including through the Australian Government's Future Drought Fund Climate Services for Agriculture Program, access to reliable, evidence based **information and research** outputs to assist with the development of RDR Plans including available social research, climate data, and examples from other communities to encourage shared learning
- The historical context should form a **key element of the Resilience Assessment** and supporting technical reporting / literature review, which should be drawn upon to inform this section in a streamlined manner.
- The use of **reliable data and information as an evidence** base is critical. This should be merged, to that extent possible, with **stories and imagery of lived experience**.
- Phase 1 of the RAPTA process focuses on **systems analysis** and should be drawn upon (or via an alternative resilience methodology) to:
  - describe the system, recognise values and perspectives of diverse stakeholders

- elicit and build upon stakeholder knowledge to provide the basis to explore and understand the system and needs for resilience, adaptation or transformation.
- This systems analysis can be **framed around** the FDF Agreement's strategic priorities:
  - grow self-reliance and performance of the agricultural sector
  - improve the natural capital of agricultural landscapes for better environmental outcomes
  - strengthen the wellbeing and social capital of rural, regional and remote communities.
- Consideration of the **Independent Review Guide**, as they relate to this component, should be contemplated early in the RDRP development process, and should be used to inform the Resilience Assessment methodology. For systems based approaches, it notes:
- The system description defines the region's key components and relationships affected by drought and associated stresses and shocks. This will be referred to as 'the system'. It describes what is understood about the current state of the system, including cause-effect relationships with regard to impacts of drought in the region. The system description also identifies influences from different scales (e.g. farm, region, nation) as well as drivers of change that amplify or dampen the effects of drought on the region as a system. Different stakeholders in the region can have different views on drought and may identify different features and relationships as important. These differences can be described without needing to find agreement. In any system description, there will be unknowns and uncertainties. Descriptions of these are just as important as descriptions of what is known and understood about the system.

Outcomes relevant to 'Independent Review' guidance for this section:

1. The RDRP builds on past and existing work, using the best available data, methods and evidence
2. The evidence utilised to inform the RDRP covers different scales of impact and interactions
3. The RDRP implementation arrangements include options for the integration of new and updated datasets, information and knowledge to support its evolution over time
4. The RDRP includes an evidence-based system description of how the region's key economic, social and environmental components (and the links between them) are affected by drought and associated shocks and stresses
5. The RDRP includes a synthesis of the current state of resilience to drought across the region, and the systems components
6. The RDRP explores the relationships between people, nature and drought, drawn upon from the resilience assessment which examines the resilience of the region's systems (and links between them) to drought
7. The RDRP and its resilience assessment examine the region's capacity to maintain, modify, and transform in response to drought, across a series of elements or resilience indicators.

(These outcomes relate to **Independent Review Guide: Components 4 and 5**).

## Future Drought Projections and Impacts

<<Provide a narrative of future drought projections, scenarios and potential impacts relevant to the region.

Under the Future Drought Fund Agreement the RDRPs must include an integrated assessment of how future drought is likely to affect the region's economic, environmental and social characteristics, based on up-to-date information, research and climate science (projections, mapping, modelling and scenarios) for the region.

This must include the consideration of economic, environmental and social (triple bottom line) trends as well as future climate modelling as it relates to drought. Stakeholder engagement will be critical to informing the selection of scenarios, and their testing.

Future scenarios are descriptions of possible futures. Because the future is uncertain and unknown, scenario processes can be used to develop multiple plausible futures. In the context of the RDRP, they are a powerful way to explore how drivers of change or megatrends may significantly shape possible futures of the region, and how these may interact with the impacts of drought. Scenarios can be used with stakeholders to explore alternative futures presenting different challenges, opportunities and options for dealing with drought.

Provide an explanation of how the future-based scenarios were derived, they may be based on climate projections of socio-economic trends, for example.>>

### DRAFTING GUIDANCE:

- The analysis of **implementation implications and ability for the scenario testing** of future drought projections and trends to identify feasible pathways for delivering drought resilience needs to be considered upfront, as part of the design of the Resilience Assessment process. This will help ensure the outcomes needed from the scenario testing process can be derived, effectively starting with the end in mind.
- Refer to the 'testing' element of the Department of Regional NSW RDRP program **Stakeholder Engagement Guide** for advice on selection and testing future-based scenarios with stakeholders.
- Use **visual aids** such as diagrams and infographics to help communicate and summarise future drought trends and scenarios.
- The Commonwealth and the NSW Government will provide, including through the Australian Government's Future Drought Fund Climate Services for Agriculture Program, access to reliable, evidence based **information and research** outputs to assist with the development of RDRPs including available social research, climate data, and examples from other communities to encourage shared learning
- The identification and examination of future drought projections and selection of scenarios should form a **key element of the Resilience Assessment** and supporting technical reporting / literature review, which should be drawn upon to inform this section in a streamlined manner.
- The use of **reliable data and information as an evidence** base is critical, and communicated in a manner that communities will understand. The technical elements should be translated for ease of interpretation. Technical data analysis, including

- quantitative and qualitative considerations, can remain in the technical reporting. It will be needed to address the Independent Review Guide.
- Phase 1 of the RAPTA process focuses on **systems analysis** and should be drawn upon (or via an alternative resilience methodology) to:
    - describe the system, recognise values and perspectives of diverse stakeholders:
      - elicit and build upon stakeholder knowledge to provide the basis to explore and understand the system and needs for resilience, adaptation or transformation.
    - Explore scenarios:
      - use an evidence-based approach to analyse projected trajectories and plausible futures and test how broad pathways of change will fare in each plausible future.
    - Analyse the system:
      - conduct further explorations and analyses to characterise different plausible states and dynamics of the system, thresholds, feedback loops, and key points of intervention for building resilience, adaptation and/or creating opportunities for transformation at different scales.
  - This systems analysis can be **framed around** the FDF Agreement's strategic priorities:
    - grow self-reliance and performance of the agricultural sector
    - improve the natural capital of agricultural landscapes for better environmental outcomes
    - strengthen the wellbeing and social capital of rural, regional and remote communities.
  - Out of this approach, the following should be identified:
    - core resilience needs to enhance drought readiness
    - how drought resilience is affected by trends, stresses and shocks
    - the community values and knowledge which relates, and together, help guide the identification of drought resilience pathways.
  - Consideration of the **Independent Review Guide**, as they relate to this component, should be contemplated early in the RDRP development process, and should be used to inform the Resilience Assessment methodology. For systems based approaches, it notes:
    - The system description defines the region's key components and relationships affected by drought and associated stresses and shocks. This will be referred to as 'the system'. It describes what is understood about the current state of the system, including cause-effect relationships with regard to impacts of drought in the region. The system description also identifies influences from different scales (e.g. farm, region, nation) as well as drivers of change that amplify or dampen the effects of drought on the region as a system. Different stakeholders in the region can have different views on drought and may identify different features and relationships as important. These differences can be described without needing to find agreement. In any system description, there will be unknowns and uncertainties. Descriptions of

these are just as important as descriptions of what is known and understood about the system.

Outcomes relevant to 'Independent Review' guidance for this section:

1. The RDRP builds on past and existing work, using the best available data, methods and evidence
2. The evidence utilised to inform the RDRP covers different scales of impact and interactions
3. The RDRP implementation arrangements include options for the integration of new and updated datasets, information and knowledge to support its evolution over time
4. The RDRP includes an evidence-based system description of how the region's key economic, social and environmental components (and the links between them) are affected by drought and associated shocks and stresses
5. The RDRP includes a synthesis of the current state of resilience to drought across the region, and the systems components, and trajectory of future trends (scenarios) involving key drivers of change and drought events. This should include triple bottom line trends as well climate change trends
6. The RDRP explores the relationships between people, nature and drought, drawn upon from the resilience assessment which examines the resilience of the region's systems (and links between them) to drought
7. The RDRP and its resilience assessment examine the region's capacity to maintain, modify, and transform in response to drought, across a series of elements or resilience indicators
8. The process adopted to inform the RDRP tests triple bottom line and climate trend scenarios with stakeholders to explore uncertainty, as well as aspects of control and influence
9. The RDRP uses these scenarios and their testing with stakeholders to generate interventions (pragmatic and practical actions and projects) for different futures, and the trigger points for these actions.

(These outcomes relate to **Independent Review Guide: Components 4, 5 and 6**).

## Our Drought Resilience Journey

<<In this section, we rethink drought resilience in the region. This will have regard to the challenges and opportunities highlighted by the RDRP formulation process and in particular, the analysis of future scenarios (triple bottom line trends and climate projections / scenarios) and the systems-based analysis of these.

The RDRPs must include an evidence-based, triple bottom line strategy, outlining actions and pathways to mitigate and/or adapt to drought impacts, facilitate transformational change, and increase drought resilience within the region.

Once intervention options and pathways are scoped and assessed, a theory of change identifies a subset of recommended activities that are within scope of available resources and organisational remits. A theory of change spells out how these activities will lead to outputs and outcomes that contribute to the goals of the resilience plan.

The strategy should consider the feasibility and practical implementation of actions to provide triple bottom line public good benefits to the region. Actions could include, for example, economic development opportunities, environmental management approaches, or wellbeing and social capital building initiatives.

The strategy should focus on innovative ways to build drought resilience in agricultural, primary production and agricultural supply chain industries. Supply chain industries include those genuinely involved in getting the agricultural product to the consumer, and are therefore dependent on the agricultural industry.

On-going governance arrangements for implementation should be considered here, ensuring the pathways and actions are practical and implementable, with the detail of these arrangements set out in the section that follows.>>

### DRAFTING GUIDANCE:

- Think about **how to present the pathways and associated actions**, for ease of interpretation. A table can be provided as a primary or supplementary tool to communicate these (this may be included in an appendix, for example), however a combined visual and text-based approach is suggested.
- Consider the **strategic linkages of each pathway and action to state, national and international climate and sustainable development goals and commitments**. These linkages help to reinforce the strategic need of each action, thereby **improving funding opportunities**.
- The **framing of pathways and actions** should consider the **'incremental/transitional/transformational or absorb/adapt/transform' theory of change model**, consistent with the requirements of the FDF Agreement. This may also have regard to the **FDF Agreement strategic priorities**:
  - grow self-reliance and performance of the agricultural sector
  - improve the natural capital of agricultural landscapes for better environmental outcomes
  - strengthen the wellbeing and social capital of rural, regional and remote communities.

- Refer to the ‘testing’ element of the Department of Regional NSW RDRP program **Stakeholder Engagement Guide** for advice on selection and testing pathways and actions with stakeholders.
- Consider the **monitoring, evaluation and learning framework** that will be required (next section of this template guide) to design the pathways and actions approaches. The ability for implementation, and measurement of learning and contribution to resilience outcomes over time, is critical.
- As part of identifying intervention options for implementation pathways, **estimate their qualitative and quantitative benefits and costs**, assemble them into an implementation plan with **triggers and alternative pathways** for action. This may form a separate document from which regions can work as part of the implementation process.
  - Also, as part of generating potential options, explore and assess options according to their effectiveness in maintaining, adapting or transforming parts or all of the system to meet the defined goals, steer towards desired future states and stay away from undesired ones, **while keeping future options open**.
  - Some options will be low effort, others will large-scale and transformational. Ensure a concentration of **‘quick wins’ and low-hanging fruit** is observed, noting the regions will need practical actions to draw upon to start moving along the pathway toward a more resilient future.
- An **action plan guidance template is included at Appendix B**. This template is designed to cultivate thinking regarding the design of the action plan and the considerations relevant to each.

Outcomes relevant to ‘Independent Review’ guidance for this section:

1. The interventions identified by the RDRP are underpinned by a ‘theory of change’ approach
2. The process adopted to inform the RDRP includes a focus on active learning across all elements, and through to implementation
3. The process adopted to inform the RDRP analyses established ways of doing things (the status quo) and looks for opportunities for innovation and continued learning for different stakeholder groups
4. The RDRP identifies diverse and innovative intervention options (pragmatic and practical actions and projects) that are prioritised and sequenced (i.e. trigger points identified), and allow for coordinated and complimentary actions to be grouped to be implemented concurrently where needed
5. Capacity and capability is considered, in terms of the various opportunities to draw upon ‘reserves’ during times of drought, having regard to vulnerabilities and variables
6. The RDRP adopts a focus of self-sufficiency as part of its intervention options, in the first instance

7. The RDRP identified intervention options that contribute to strengthened drought resilience over time, including immediate and longer term actions and projects
  8. A monitoring, evaluation and learning framework is designed as part of the process.
- (These outcomes relate to **Independent Review Guide: Components 3, 7 and 8**).

## Monitoring, Evaluation and Learning

<<This section will set out the monitoring, evaluation and learning framework for the implementation of the RDRP, drawing upon and aligning with the requirements of both the NSW Monitoring, Evaluation and Learning Framework, and the Commonwealth's Monitoring, Evaluation and Learning Plan.

The RDRP must specify a monitoring, evaluation and review process to ensure transparency, adaptive management, and long-term implementation.

The RDRP must identify implementation governance arrangements. In this regard, it must clearly define the implementation responsibilities, who 'owns' the RDRP and each of the identified actions.

The CSIRO's 'adaptive governance' process as part of the RAPTA resilience theory of change model may be useful in this regard to guide best practice approaches.

A key aspect of the Independent Review Guide is the ability of the RDRP monitoring, evaluation and learning framework to set out not only elements of accountability, but the degree to which it supports rapid learning. It also identifies the need for the framework to flex, for adaptive adjustment of the RDRP over time.

The monitoring, implementation and learning framework must also set out the reporting process, mechanisms and requirements to track progress over time, and that they are contributing to improved resilience. This must be designed in partnership with participating stakeholders.

Ongoing engagement with the community and stakeholders must form part.>>

### DRAFTING GUIDANCE:

- Consider the **state and national monitoring, evaluation and learning plans** to ensure consistency of approach, and areas of alignment.
- Consider how implementation is factored into Council's **Integrated Planning and Reporting Framework** obligations.
- Having regard to the pathways and actions formulated for the RDRP, consider the following to explore how the monitoring, evaluation and learning framework to underpin the implementation of the RDRP can be designed:
  - Prioritise and sequence intervention options, alternative pathways and decision triggers for switching paths, addressing whether, where, when and how to start, as well as who should be responsible.
  - How can the implementation pathways enable **effective decision-making and action**, supported by **adaptive governance processes** and an implementation plan built on system understanding to realise planned pathways and deliver agreed goals, **informed by ongoing learning**?
- Consider the structure of **ongoing engagement** with the community and stakeholders to continue to drive ownership and improved drought resilience decision-making and outcomes over time.
- Consider how the various **elements of the RDRP are integrated**, ensuring cross-cutting connections between its components is clear, preventing siloed implementation approaches.

Outcomes relevant to 'Independent Review' guidance for this section:

1. Regional Councils work together (involving two or more local government areas)
2. The process adopted to inform the RDRP utilised inclusive and effective engagement with and active participation of a diversity of key regional, community and industry stakeholders, each bringing unique knowledge and experiences to the process. This was informed by a stakeholder mapping process
3. The RDRP leverages partnership arrangements to support ongoing implementation
4. The process adopted to inform the RDRP includes a focus on active learning across all elements, and through to implementation
5. The process adopted to inform the RDRP analyses established ways of doing things (the status quo) and looks for opportunities for innovation and continued learning for different stakeholder groups
6. The process adopted to inform the RDRP incorporates adaptive governance arrangements and processes, including through to implementation. This includes clear governance principles, and transparent, equitable processes, responsibilities, and accountabilities in the service of diverse stakeholder goals
7. Stakeholder engagement feedback and interaction is embedded
8. A monitoring, evaluation and learning framework is designed as part of the process which encompasses how the RDRP is expected to bring about the desired change.

(These outcomes relate to **Independent Review Guide: Components 2, 3 and 9**).

## Appendices

Appendix A - Possible key terms / reference list

Appendix B - Action plan guidance

## Attachment B

### Template action plan guidance

ID	Pathway	Action	Module / System	Description of resilience outcomes	Background	Stakeholders and partners	Responsibilities	Aligned strategies / plans	Priority	Sequence	Scale	Cost scale	Benefits scale









**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room, Warren on Thursday, 7th December 2023

**ITEM 9 2023 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT CONTINUED**

**Attachment 1 - LGNSW Annual Conference Program 12-14 November 2023**



## Conference Program

**Sunday 12 November 2023**  
 Rosehill Gardens, Grand Pavilion, James Ruse Drive, Rosehill

**Conference Day 1**

<b>12.30pm-6.00pm</b>	<b>Registration operational</b> (Exhibition area, Level 1) LGNSW Booth open from 1pm   Trade Exhibition open from 1pm
<b>12.15pm-2.00pm</b>	Site visit to <b>PHIVE at Parramatta Square</b> Hosted by City of Parramatta (registration essential. <b>FULL</b> )
<b>3.00pm-5.00pm</b>	<b>Plenary room, Level 2</b>
<b>3.00pm - 3.05pm</b>	Introduction: <b>David Reynolds</b> , Chief Executive LGNSW
<b>3.05pm-3.10pm</b>	Welcome to Country, Deerubbin Local Aboriginal Land Council
<b>3.10pm-3.20pm</b>	LGNSW President's Welcome: <b>Cr Darrica Turley AM</b>
<b>3.20pm-3.25pm</b>	Lord Mayor City of Parramatta Welcome: <b>Cr Pierre Esber</b>
<b>3.25pm-3.45pm</b>	<b>AR Bluett Memorial Awards presentation</b> Les McMahon (Chair); Genia McCaffery (Trustee); Paul Braybrooks OAM (Trustee)
<b>3.45pm-3.50pm</b>	<b>Kristy McBain MP</b> , Federal Minister for Regional Development, Local Government and Territories
<b>3.55pm-4.55pm</b>	The Housing Crisis, Let's Collaborate on Solutions   Forum  <b>Rose Jackson MLC</b> , Minister for Homelessness and Minister for Housing, Minister for Water, Minister for Mental Health, Minister for Youth, Minister for the North Coast  <b>Scott Farlow MLC</b> , Shadow Minister for Planning and Public Spaces, Shadow Minister for Housing, Shadow Minister for Cities  <b>Emeritus Prof Peter Phibbs</b> , Henry Halloran Research Trust, University of Sydney  <b>David Reynolds</b> , Chief Executive LGNSW, MC and Facilitator
<b>5.00pm-5.05pm</b>	<b>Janelle Goulding</b> , Director of Affordable Housing Landcom for President's Welcome Reception partner address 
<b>5.15pm-7.15pm</b>	<b>President's Welcome Reception</b> , Exhibition area, Level 1, Rosehill Gardens Food and beverage service to begin once delegates move from Plenary area to Exhibition area 
<b>7.15pm</b>	<b>Bus transfers to Rosehill and Parramatta CBD hotels. Delegates make own arrangements for dinner.</b>

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LOCAL GOVERNMENT NSW

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
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**Council Community Room, Warren on Thursday, 7th December 2023**

**ITEM 9      2023 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

## Conference Program

### Monday 13 November 2023

Rosehill Gardens, Grand Pavilion, James Ruse Drive, Rosehill

#### Business Session Day 1 • Grand Pavilion, Level 2 Plenary room

<b>7.30am-6.00pm</b>	Registration desk open from 7.30am to 6pm   Exhibition open from 8am
<b>8.00am-9.00am</b>	<b>AEC VOTING PERIOD for LGNSW Board President, Vice-Presidents, Treasurer and Directors (Voting for all positions at the one time) - Level 1</b>
<b>9.00am-9.10am</b>	Distribution of Lumi electronic voting handsets and delegates are seated in the Grand Pavilion plenary room (Level 2)
<b>9.10am-9.15am</b>	Conference Welcome by <b>David Reynolds</b> , Chief Executive LGNSW
<b>9.15am-9.25am</b>	Opening Address by <b>Cr Darria Turley Am</b> , President LGNSW
<b>9.25am-9.35am</b>	Address from <b>Ron Hoenig MP</b> , Minister for Local Government representing Premier of NSW, Chris Minns MP
<b>9.35am-9.45am</b>	Voting on motions procedure and housekeeping by <b>David Reynolds</b> , Chief Executive LGNSW
<b>9.45am-5.30pm</b>	<b>Opening of the Federal and State conferences</b> , adoption of standing orders, business sessions and consideration of motions and conference business.  Presentation of financial reports <b>Cr Nathan Hagarty</b> , Treasurer LGNSW
<b>From 10.15am</b>	Start of consideration of motions and conference business.
<b>10.45am-11.45am</b>	Morning Refreshments in trade exhibition (Exhibition area, Level 1)
<b>11.00am-11.30am</b>	<b>AEC VOTING PERIOD for LGNSW Board President, Vice-Presidents, Treasurer and Directors - Level 1</b>
<b>11.45am-11.50am</b>	Address by Elite partner Statewide Mutual, Matthew Stewart, Chair Statewide Mutual Board and CEO City of Canterbury Bankstown 
<b>11.50am-12.55pm</b>	Consideration of Conference Business continued
<b>1.00pm-2.15pm</b>	Delegate lunch in Trade exhibition. Distinguished Partner <b>ACTIVE</b>  (Exhibition area, Level 1)
<b>1.00pm-2.00pm</b>	<b>AEC VOTING PERIOD for LGNSW Board President, Vice-Presidents, Treasurer and Directors during lunch</b>
<b>1.05pm-2.15pm</b>	Premier Partner StateCover Mutual Members' Networking Lunch by invitation only (Level 2) 
<b>2.20pm-3.25pm</b>	Consideration of Conference Business continued
<b>3.30pm-4.00pm</b>	<b>AEC VOTING PERIOD for LGNSW Board President, Vice-Presidents, Treasurer and Directors during afternoon tea</b>
<b>3.30pm-4.30pm</b>	Afternoon Refreshments in trade exhibition (Exhibition area, Level 1)
<b>4.30pm-4.40pm</b>	ALGA update - <b>Cr Linda Scott</b> , President ALGA
<b>4.40pm-5.30pm</b>	Consideration of Conference Business
<b>5.30pm-6.30pm</b>	Networking in trade exhibition (Exhibition area, Level 1)
<b>6.30pm-10.30pm</b>	Pre-drinks from 6.30pm in Exhibition area, Level 1. Conference Dinner, Level 2.
<b>7.00pm-10.30pm</b>	LGNSW Conference Dinner and Service Awards. Entertainment with Jellybean Jam.  Presentation Local Government NSW Service Awards with Cr Darria Turley Am, President LGNSW, and Troy Green PSM, Statewide Mutual Board and General Manager Tweed Shire Council Elite Partner 

**WARREN SHIRE COUNCIL**  
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**ITEM 9      2023 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**



## Conference Program

### Tuesday 14 November 2023

Rosehill Gardens, Grand Pavilion, James Ruse Drive, Rosehill

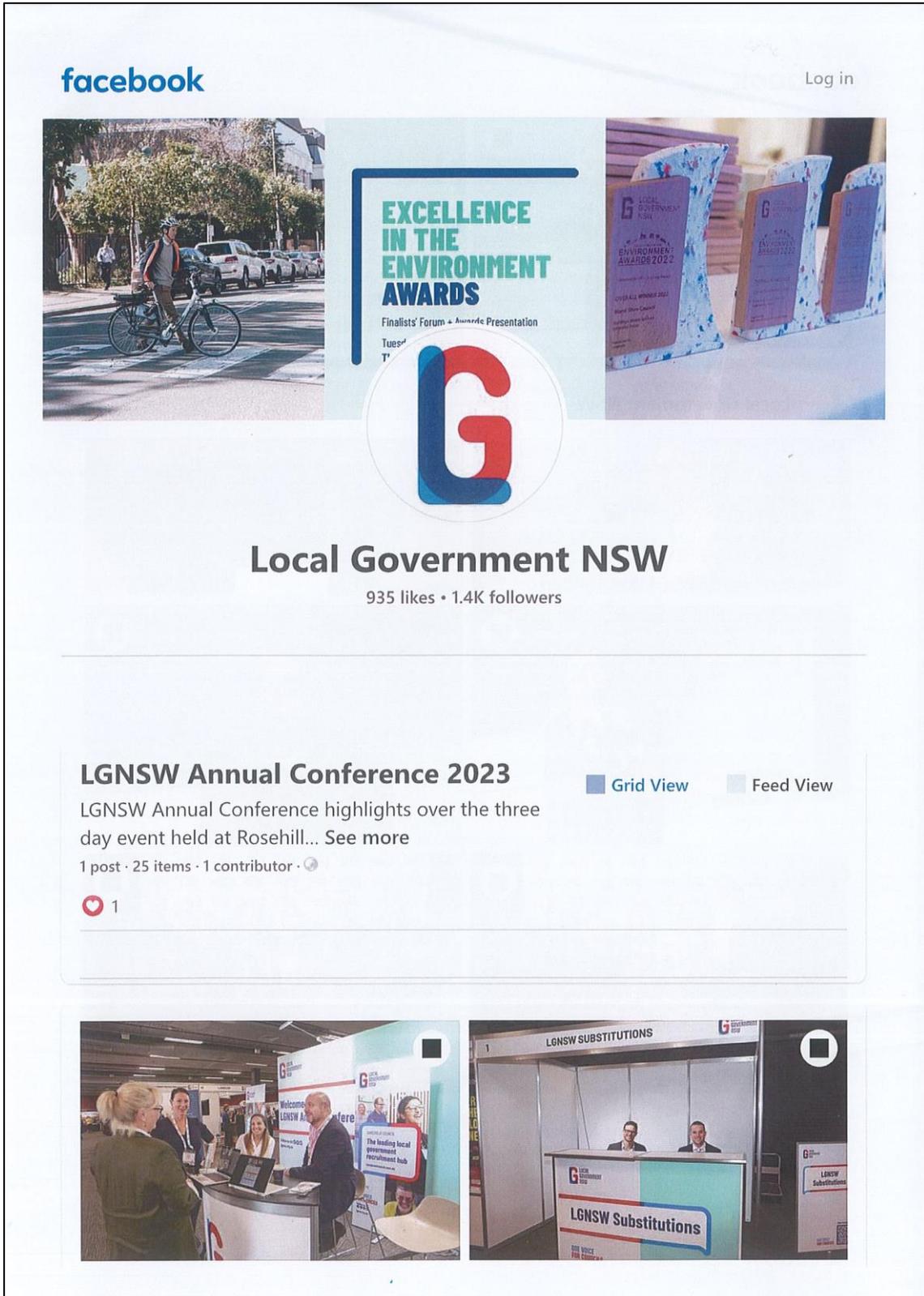
#### Business Session Day 2 • Grand Pavilion, Plenary Room Level 2

<b>7.30am-8.45am</b>	<b>ALGWA (NSW) Breakfast with Guest presenter Julie Inman Grant, Federal eSafety Commissioner</b> <b>ALGWA BREAKFAST PARTNER</b>
<b>7.30am-3.30pm</b>	LGNSW Information Desk and Trade Exhibition operational (Exhibition area, level 1)
<b>9.00am-10.05am</b>	<b>Plenary Room Level 2</b> Introduction and housekeeping, <b>Stephanie Brantz</b> , Conference MC  <b>Panel session followed by Q&amp;A</b> <b>Financial Sustainability for Councils</b> <b>Carmel Donnelly PSM</b> , Chair IPART (Independent Pricing and Regulatory Tribunal) <b>Dr Amanda Cohn MLC</b> , Greens spokesperson for Local Government <b>David Mehan MP</b> , Parliamentary Secretary to the Treasurer <b>Peter Tegart</b> , Always-Thinking Advisory and Facilitator
<b>10.05am-10.15am</b>	Keynote Address: <b>Mark Speakman MP</b> , Leader of the Opposition
<b>10.15am-10.55am</b>	Refreshments and trade exhibition (Exhibition area, Level 1)
<b>10.55am-11.30am</b>	Keynote address: Towards 2035: Securing our future workforce by <b>Mark McCrindle</b> , Social researcher, Demographer at McCrindle
<b>11.35am-12.05pm</b>	<b>Panel session followed by Q&amp;A</b> <b>Sourcing our Future Workforce from under-employed markets</b> <b>Tig Armstrong</b> : Project Manager "Work and Stay", facilitating employment of migrants in regional Australia <b>Helen McCabe</b> : Managing Director Future Women "Jobs Academy", facilitating employment of mature women returning to work <b>Jane Spring AM</b> : Chair Disability Council NSW <b>Mark McCrindle</b> : Facilitator
<b>12.05pm-12.45pm</b>	Keynote address: <b>Towards a sustainable road funding model for local government</b> <b>Marion Terrill</b> : Transport and Cities Program Director, Grattan Institute.
<b>12.45pm-1.45pm</b>	<b>Lunch in trade exhibition (Exhibition area, Level 1)</b>
<b>1.45pm-2.15pm</b>	<b>Counter Foreign Interference Partnerships in Local Government with Q&amp;A</b> <b>Ky Blackman</b> : First Assistant Secretary, Counter Foreign Interference Co-ordination Centre at the Department of Home Affairs
<b>2.15pm-2.45pm</b>	<b>Outcomes from Significant Local Government-Related Investigations with Q&amp;A</b> <b>The Hon. Helen Murrell SC</b> , Commissioner NSW Independent Commission Against Corruption (ICAC).
<b>2.45pm-3.00pm</b>	Final remarks from <b>Cr Darriea Turley AM</b> , President LGNSW, and announcement of Destination for Annual Conference 2024

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
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**ITEM 9      2023 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE ATTENDANCE REPORT      CONTINUED**

**Attachment 2 - Annual Conference Highlights – Facebook;**









**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 7th December 2023

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**ITEM 10     DISCLOSURES OF INTEREST – COUNCILLORS AND DESIGNATED PERSONS**

**(A7-9)**

**RECOMMENDATION:**

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

**PURPOSE**

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

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

**BACKGROUND**

Returns of interests are an important accountability mechanism for promoting community confidence in decision making by Councillors and others and for ensuring that they disclose and appropriately manage conflicts of interest they may have in matters dealt with by the Council.

It is important that Councillors and others complete their returns of interests correctly and disclose all relevant interests.

**REPORT**

This report is presented to Council in accordance with Council's Code of Conduct requirements.

The General Manager is required to keep a register of returns, and these need to be tabled at the first meeting of the Council after the last day for lodgement.

These returns have been tabled for Council's information and has been uploaded to Council's website with relevant information redacted as determined by the General Manager.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Code of Conduct Section 4.21.

**RISK IMPLICATIONS**

Nil – returns have been completed and lodged with the General Manager and these are tabled at the meeting in accordance with legislative requirements.

**STAKEHOLDER CONSULTATION**

Consultation with Councillors and Designated Persons.

**OPTIONS**

This is a requirement of Councillors and Designated Persons.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 7th December 2023

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**ITEM 10 DISCLOSURE OF INTEREST – COUNCILLORS AND DESIGNATED PERSONS**

**CONTINUED**

**STAKEHOLDER CONSULTATION**

Consultation with Councillors and Designated Persons.

**OPTIONS**

This is a requirement of Councillors and Designated Persons.

**CONCLUSION**

In accordance with Council's Code of Conduct, all Councillors and Designated Persons have completed and lodged their returns with the General Manager as required within the appropriate timeframe.

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

Accordingly, the returns are tabled for Council's information.

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

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

**SUPPORTING INFORMATION /ATTACHMENTS**

Tabled Disclosures of Interest Returns for Councillors and Designated Persons.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 7<sup>th</sup> December 2023

ITEM 1

RECONCILIATION CERTIFICATE – OCTOBER AND NOVEMBER 2023

(B1-10.16)

## RECOMMENDATION:

That the Statements of Bank and Investments Balances as at 31<sup>st</sup> October 2023 and 30<sup>th</sup> November 2023 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 31<sup>st</sup> October and 30<sup>th</sup> November 2023.

## INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 30-Sep-23	Transactions	Balance 31-Oct-23
General	11,173,973.47	(750,514.85)	10,423,458.62
Water Fund	1,094,943.77	(75,496.11)	1,019,447.66
Sewerage Fund	2,319,045.67	(279,659.78)	2,039,385.89
North Western Library	74,606.20	(1,185.12)	73,421.08
Trust Fund	240,683.71	0.00	240,683.71
Investment Bank Account	(6,235,410.71)	(810.24)	(6,236,220.95)
	<b>8,667,842.11</b>	<b>(1,107,666.10)</b>	<b>7,560,176.01</b>

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 7<sup>th</sup> December 2023

ITEM 1

RECONCILIATION CERTIFICATE – OCTOBER AND NOVEMBER 2023

CONTINUED

## BANK STATEMENT RECONCILIATION

<b>Balance as per Bank Statement =</b>	<b>7,560,176.01</b>
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
<b>Balance as per Ledger Accounts less Investments =</b>	<b>7,560,176.01</b>

## INVESTMENTS RECONCILIATION

### Investments as at 31st October 2023

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	226,220.95	Variable	On Call A/c
1	National Australia Bank	3,000,000.00	91 days @ 4.90%	23-Nov-23
10	National Australia Bank	3,000,000.00	91 days @ 4.90%	27-Nov-23
40	National Australia Bank	10,000.00	60 days @ 1.45%	18-Nov-23
<b>TOTAL INVESTMENTS =</b>		<b>6,236,220.95</b>		

## BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	3,536,039.57
Internally Restricted Funds Invested	8,065,798.00
2023/24 General Fund Operating Income & Grants	2,194,559.39
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b>13,796,396.96</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  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 7<sup>th</sup> December 2023

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ITEM 1

RECONCILIATION CERTIFICATE – OCTOBER AND NOVEMBER 2023

CONTINUED

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 30<sup>th</sup> November 2023.

	<u>31-Oct-23</u>	<u>Transactions</u>	<u>30-Nov-23</u>
General	10,423,458.62	1,868,820.66	12,292,279.28
Water Fund	1,019,447.66	25,871.73	1,045,319.39
Sewerage Fund	2,039,385.89	40,175.66	2,079,561.55
North Western Library	73,421.08	(39,158.98)	34,262.10
Trust Fund	240,683.71	(611.11)	240,072.60
Investment Bank Account	(6,236,220.95)	(3,000,796.41)	(9,237,017.36)
	<b>7,560,176.01</b>	<b>(1,105,698.45)</b>	<b>6,454,477.56</b>

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 7<sup>th</sup> December 2023

ITEM 1

RECONCILIATION CERTIFICATE – OCTOBER AND NOVEMBER 2023

CONTINUED

## BANK STATEMENT RECONCILIATION

<b>Balance as per Bank Statement =</b>	<b>6,454,477.56</b>
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
<b>Balance as per Ledger Accounts less Investments =</b>	<b>6,454,477.56</b>

## INVESTMENTS RECONCILIATION

### Investments as at 30th November 2023

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	227,017.36	Variable	On Call A/c
1	National Australia Bank	3,000,000.00	91 days @ 4.90%	30-Nov-23
10	National Australia Bank	3,000,000.00	91 days @ 4.90%	30-Nov-23
15	National Australia Bank	1,000,000.00	90 days @ 5.00%	8-Feb-24
16	National Australia Bank	1,000,000.00	90 days @ 5.00%	8-Feb-24
17	National Australia Bank	1,000,000.00	181 days @ 5.20%	9-May-24
40	National Australia Bank	10,000.00	30 days @ 1.45%	18-Dec-23
<b>TOTAL INVESTMENTS =</b>		<b>9,237,017.36</b>		

## BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	3,536,039.57
Internally Restricted Funds Invested	8,065,798.00
2023/24 General Fund Operating Income & Grants	4,089,657.35
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b>15,691,494.92</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  
to the Ordinary Meeting of Council to be held in the  
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**ITEM 1**

**RECONCILIATION CERTIFICATE – OCTOBER AND NOVEMBER 2023**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

N/A.

**LEGAL IMPLICATIONS**

N/A.

**RISK IMPLICATIONS**

N/A.

**STAKEHOLDER CONSULTATION**

N/A.

**OPTIONS**

N/A.

**CONCLUSION**

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

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

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

**SUPPORTING INFORMATION / ATTACHMENTS**

N/A.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 7<sup>th</sup> December 2023

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ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

**RECOMMENDATION:**

That the Statement of Rates and Annual Charges information for 8<sup>th</sup> November 2023 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 8th November 2023 including comparisons over the last four years.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

N/A.

**STAKEHOLDER CONSULTATION**

N/A.

**OPTIONS**

N/A.

**CONCLUSION**

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

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

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

**SUPPORTING INFORMATION / ATTACHMENTS**

Statement of Rates and Annual Charges as at 8<sup>th</sup> November 2023.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 7<sup>th</sup> December 2023

ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

8-Nov-23

Name of Rate				COLLECTIONS FOR YEAR		NETT ARREARS	
	NETT ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	265,784	5,453,978	5,719,762	1,952,005	34.13%	3,767,757	65.87%
Warren Water Fund	85,336	564,686	650,022	276,248	42.50%	373,774	57.50%
Warren Sewerage Fund	94,484	599,651	694,136	282,253	40.66%	411,882	59.34%
<b>TOTAL 2023/2024</b>	<b>445,604</b>	<b>6,618,315</b>	<b>7,063,919</b>	<b>2,510,506</b>	<b>35.54%</b>	<b>4,553,413</b>	<b>64.46%</b>
<b>TOTAL 2022/2023</b>	<b>321,306</b>	<b>6,299,614</b>	<b>6,620,920</b>	<b>2,728,415</b>	<b>41.21%</b>	<b>4,023,411</b>	<b>62.70%</b>
<b>TOTAL 2021/2022</b>	<b>303,871</b>	<b>6,113,747</b>	<b>6,417,618</b>	<b>2,681,275</b>	<b>41.78%</b>	<b>3,736,343</b>	<b>58.22%</b>
<b>TOTAL 2020/2021</b>	<b>318,952</b>	<b>5,949,954</b>	<b>6,268,906</b>	<b>2,458,708</b>	<b>39.22%</b>	<b>3,810,198</b>	<b>60.78%</b>
<b>TOTAL 2019/2020</b>	<b>178,732</b>	<b>5,785,880</b>	<b>5,964,612</b>	<b>2,248,878</b>	<b>37.70%</b>	<b>3,715,734</b>	<b>62.30%</b>
		21-Nov-19	20-Nov-20	18-Nov-21	17-Nov-22	08-Nov-23	
COLLECTION FIGURES AS \$		2,248,878	2,458,708	2,681,275	2,728,415	2,510,506	
COLLECTION FIGURE AS %		37.70%	39.22%	41.78%	41.21%	35.54%	

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 7<sup>th</sup> December 2023

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

### RECOMMENDATION:

That the information be received and noted.

The following are details of the projects undertaken by the Finance and Administration Department for the 2023/2024 financial year.

Project	Budget	Expend	Resp	Comment
Public Library Infrastructure Grants – “Doorways to Open-Air Library”.	\$317,246	\$53,886	DMFA LIB IPM	This value represents total carry over funds available from 2022/23 year.  B Creative and Barnsons have been engaged to undertake these works.
Office Equipment Purchases – PC Purchases – Electronic Records Management System Investigation/Implementation	\$101,840	\$8,276	DMFA	New office equipment purchases, PC’s and other as needed. Additionally Investigate/Implement Electronic Records Management System together with other ICT Strategic Action matters.

### ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

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

MHDS – Manager Health & Development Services

LIB – Librarian

IPM – Infrastructure Projects Manager

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 7<sup>th</sup> December 2023

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## ITEM 4 REVIEW OF COUNCIL 2022/2023 OPERATIONS

(A1-4.41)

### **RECOMMENDATION:**

That the information on Council's General Purpose Financial Statements for the period ended 30th June 2023 be received and noted, specifically the Income Statement, Statement of Financial Position, Statement of Cashflows and note C1-3 Restricted and allocated cash, cash equivalents and investments.

### **PURPOSE**

To present a section of the draft Annual Financial Statements for the year ending 2022/2023, offering Council an overview of the financial results in a draft result.

### **BACKGROUND**

All Councils are required to compile the Annual Financial Statements for submission to the Office of Local Government by 31<sup>st</sup> October 2023, these items are to be independently audited by NSW Auditor General and their appointed sub-contractor Nexia Pty Ltd.

### **REPORT**

Council's subcontracted auditor Nexia Pty Ltd has commenced the annual audit process 27<sup>th</sup> to 29<sup>th</sup> September 2023, the audit was completed and Annual Financial Statements submitted on the due date 31<sup>st</sup> October 2023.

The General Manager has circulated a complete copy of the Annual Financial Statements with relevant Audit Reports inclusive, for Council consumption. There has been no change to the prior report of Draft Annual Financial Statements of October 2023, I am pleased to provide all relevant summary information as provided by the Audit Office "Report on the Conduct of the Audit for the year ended 30 June 2023 Warren Shire Council" at the end of this report.

Please refer to email circulated by the General Manager 27<sup>th</sup> November 2023 for the Annual Financial Statements with Audit Reports as provided.

### **Statement of Cash Flows for 2022/2023**

The Statement of Cash Flows shows a large change with cash held at year end, an increase of approximately \$4,693,000 and this is largely due to the increase in TfNSW RMCC Ordered Works contracted with Council and one off larger private works item completed for the year.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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**ITEM 4**

**REVIEW OF COUNCIL 2022/2023 OPERATIONS**

**CONTINUED**

Cash & cash equivalents held on 30<sup>th</sup> June 2023 totalled \$17,468,000 and utilised to provide for the specific purpose of funding future needs, that of internally at Council discretion or externally restricted to meet statutory requirements as listed below: -

**TOTAL CASH & INVESTMENTS** **17,468,000**

**EXTERNAL RESTRICTED INCLUDED IN LIABILITIES**

- CWCMA - Roadside Environmental Mapping 7,000  
- Specific Purpose Unexpended Grants 6,266,000

**EXTERNAL RESTRICTED INCLUDED IN REVENUE**

- Transport for NSW Contributions 420,000  
- Specific Purpose Unexpended Grants 1,577,000  
- Water Supply Bank Account 817,000  
- Sewerage Services Bank Account 2,013,000  
- Domestic Waste Management Funds 156,000  
- Other Contributions - Library 6,000.00

**TOTAL EXTERNAL RESTRICTED FUNDS =** **11,262,000**

**TOTAL INTERNAL RESTRICTED FUNDS =** **5,682,000**

**TOTAL INTERNAL & EXTERNAL RESTRICTED FUNDS =** **16,944,000**

**TOTAL UNRESTRICTED FUNDS** **524,000**

# WARREN SHIRE COUNCIL

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## ITEM 4 REVIEW OF COUNCIL 2022/2023 OPERATIONS

CONTINUED

Below is a history of cash & investments from 2017 to date detailing all restrictions.

	2017 in '000's	2018 in '000's	2019 in '000's	2020 in '000's	2021 in '000's	2022 in '000's	2023 in '000's
Externally Restricted	2,509	1,501	1,060	3,799	4,237	3,719	8,278
Internally Restricted	9,190	8,026	7,030	6,280	3,347	5,664	5,682
Water Supply Bank A/c	343	144	555	395	1,050	745	815
Sewerage Bank A/c	2,430	2,271	2,441	2,615	1,455	1,897	2,013
Domestic Waste Management A/c	261	262	262	240	228	250	156
Operating Cash - General Fund	500	500	500	500	500	500	524
-----	-----	-----	-----	-----	-----	-----	-----
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>15,233</b>	<b>12,704</b>	<b>11,848</b>	<b>13,829</b>	<b>10,817</b>	<b>12,775</b>	<b>11,456</b>

### FINANCIAL AND RESOURCE IMPLICATIONS

N/A.

### LEGAL IMPLICATIONS

N/A.

### RISK IMPLICATIONS

N/A.

### STAKEHOLDER CONSULTATION

Upon the annual audit process being completed, Council will place a public notice on both Council's website and Facebook page advising ratepayers and residents that the Audited 2022/2023 Financial Statements & Auditors Report which is likely to be presented to the meeting to be held on Thursday, 7<sup>th</sup> December 2023.

### OPTIONS

N/A.

### CONCLUSION

This report is to inform Council with a broad overview of operations for 2022/2023 financial year, with relevant draft financial statements or notes included.

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

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

# WARREN SHIRE COUNCIL

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**ITEM 4            REVIEW OF COUNCIL 2022/2023 OPERATIONS**

**CONTINUED**

**SUPPORTING INFORMATION / ATTACHMENTS**

1. Report on the Conduct of the Audit for the Year Ended 30 June 2023; and
2. Warren Shire Council Audit Reports for 2022/2023 (provided under separate cover).

# WARREN SHIRE COUNCIL

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REVIEW OF COUNCIL 2022/2023 OPERATIONS

CONTINUED



Cr Milton Quigley, Mayor  
Warren Shire Council  
PO Box 6  
WARREN NSW 2824

Contact: Lawrissa Chan  
Phone no: 02 9275 7255  
Our ref: R008-16585809-47026

31 October 2023

Dear Mayor

## Report on the Conduct of the Audit for the year ended 30 June 2023 Warren Shire Council

I have audited the general purpose financial statements (GPFS) of the Warren Shire Council (the Council) for the year ended 30 June 2023 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's GPFS.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2023 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

### SIGNIFICANT AUDIT ISSUES AND OBSERVATIONS

I identified the following significant audit issues and observations during my audit of the Council's financial statements. These issues and observations were addressed as part of my audit.

#### Information technology general controls

Our review of information technology general control environment identified the following issues:

- audit logs of privileged users are not produced and independently reviewed
- some staff had conflicting access levels to the financial management software
- lack of IT policies and procedures
- password parameters were not in line with best practice guidelines.

#### Governance and cyber security

We noted deficiencies with council's governance practices, relating to the enterprise risk register, assessment of fraud risk and controls and the gifts and benefits policy.

Council has not implemented sufficient controls to manage the risks associated with cyber security.

# WARREN SHIRE COUNCIL

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ITEM 4

REVIEW OF COUNCIL 2022/2023 OPERATIONS

CONTINUED

## INCOME STATEMENT

### Operating result

	2023	2022	Variance
	\$m	\$m	%
Rates and annual charges revenue	6.6	6.4	3.1
Grants and contributions revenue	19.9	14.6	36.3
Operating result from continuing operations	11.9	6.1	95.1
Net operating result before capital grants and contributions	9.0	5.8	55.2

Council's operating result from continuing operations (\$11.9 million including depreciation and amortisation expense of \$4.24 million) was \$5.8 million higher than the 2021–22 result. This was mainly due to the increase user charges and fees and grants and contributions for operating and capital purposes.

The net operating result before capital grants and contributions (\$9.0 million) was \$3.2 million higher than the 2021–22 result. This was primarily due to the increase in user charges and fees and the receipt of additional grants provided for operating purposes.

Rates and annual charges revenue (\$6.6 million) increased by \$200,000 (3.1 per cent) in 2022–2023 primarily due to the rate peg increase of 2.5 per cent.

Grants and contributions revenue (\$19.9 million) increased by \$5.3 million (36 per cent) in 2022–2023 due to the receipt of additional funds for Storm and flood damaged assets and transport (other roads and bridges funding).

# WARREN SHIRE COUNCIL

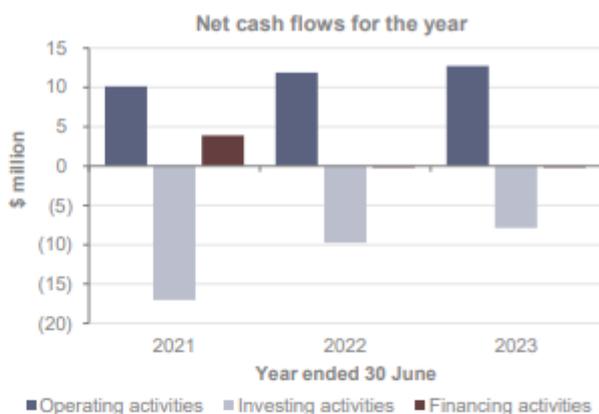
Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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ITEM 4 REVIEW OF COUNCIL 2022/2023 OPERATIONS

CONTINUED

## STATEMENT OF CASH FLOWS

Cash and cash equivalents balance at 30 June 2023 (\$17.5 million) increased by \$4.7 million. This is primarily due to an increase in user charges and fees and a reduction in payments for infrastructure, property, plant and equipment.



## FINANCIAL POSITION

### Cash and investments

Cash and investments	2023	2022	Commentary
	\$m	\$m	
<b>Total cash, cash equivalents and investments</b>	<b>17.5</b>	<b>12.8</b>	• External restrictions include unspent specific purpose grants, contributions and domestic waste charges, and water and sewerage funds. The increase in externally restricted cash is mainly due to specific purpose unexpended grants.
Restricted cash and investments:			• Balances are internally restricted due to Council policy or decisions for forward plans including works program. The internal allocations have remained steady compared to the prior year.
• External restrictions	11.3	6.6	
• Internal allocations	5.7	5.7	

### Debt

After repaying principal and interest of \$258,000 during the financial year, total debt as at 30 June 2023 was \$3.7 million (2022: \$3.8 million).

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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REVIEW OF COUNCIL 2022/2023 OPERATIONS

CONTINUED

## PERFORMANCE

### Performance measures

The following section provides an overview of the Council's performance against the performance measures and performance benchmarks set by the Office of Local Government (OLG) within the Department of Planning and Environment.

#### Operating performance ratio

The Council exceeded the OLG benchmark for the current reporting period.

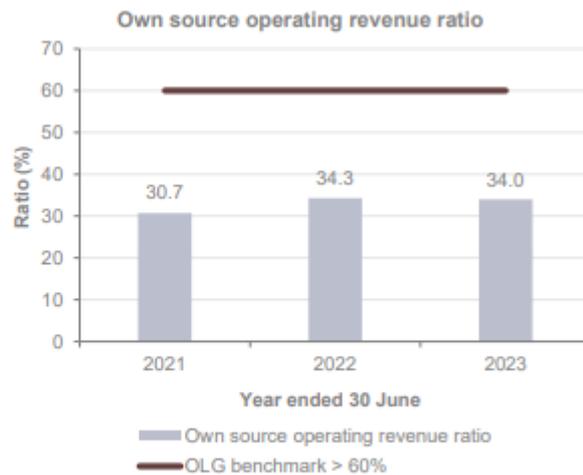
The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by OLG is greater than zero per cent.



#### Own source operating revenue ratio

The Council did not meet the OLG benchmark for the current reporting period.

The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.



# WARREN SHIRE COUNCIL

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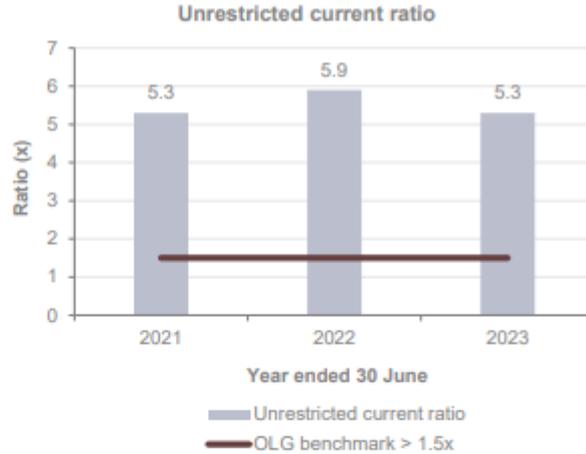
REVIEW OF COUNCIL 2022/2023 OPERATIONS

CONTINUED

## Unrestricted current ratio

The Council exceeded the OLG benchmark for the current reporting period.

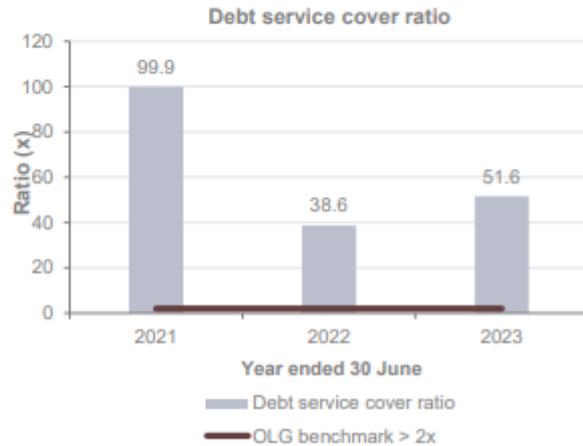
The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.



## Debt service cover ratio

The Council exceeded the OLG benchmark for the current reporting period.

The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.



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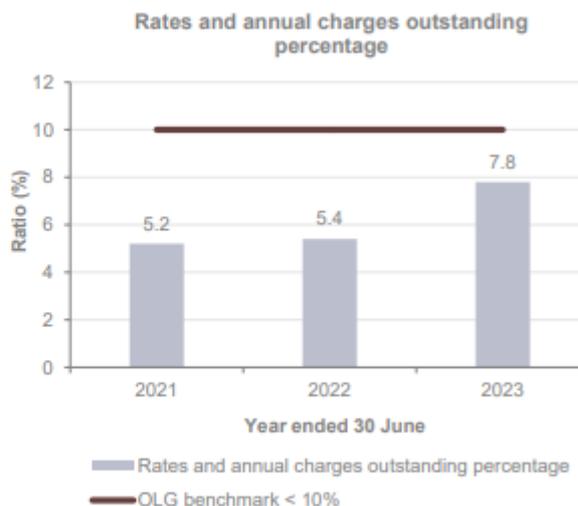
REVIEW OF COUNCIL 2022/2023 OPERATIONS

CONTINUED

## Rates and annual charges outstanding percentage

The Council met the OLG benchmark for the current reporting period.

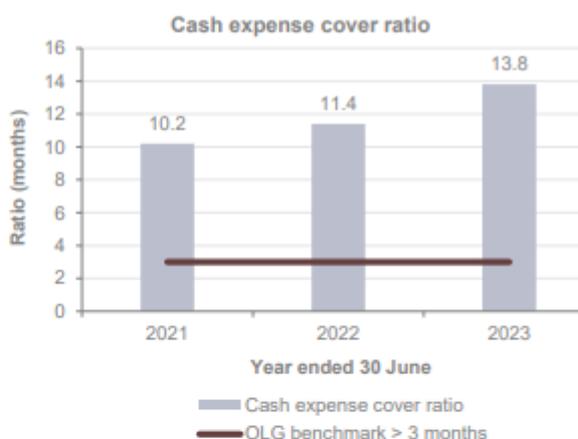
The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 10 per cent for metropolitan councils.



## Cash expense cover ratio

The Council exceeded the OLG benchmark for the current reporting period.

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.



## Infrastructure, property, plant and equipment renewals

Council renewed \$6.9 million of infrastructure, property, plant and equipment during the 2022-23 financial year, compared to \$9.2 million in the prior year. Renewals consisted of infrastructure assets (\$5.3 million) and plant and equipment (\$1.6 million). The level of asset renewals during the year represented 160 percent of the total depreciation expense (\$4.3 million) for the year.

# WARREN SHIRE COUNCIL

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ITEM 4

REVIEW OF COUNCIL 2022/2023 OPERATIONS

CONTINUED

## OTHER MATTERS

### Legislative compliance

My audit procedures did not identify any instances of non-compliance with legislative requirements or a material deficiency in the Council's accounting records or financial statements. The Council's:

- accounting records were maintained in a manner and form to allow the GPFS to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.



Lawrissa Chan  
Director - Financial Audit

Delegate of the Auditor-General for New South Wales

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 7th December 2023**

**ITEM 1                      WORKS PROGRESS REPORTS – ROADS**

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

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

**ACRONYMS**

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

**Roads M & R (Maintenance and Repair) Budget and Works**  
**15th November 2023**

PROGRAM	BUDGET	EXPENDITURE
Urban Sealed Roads	\$61,576	\$13,520
Parking Areas	\$5,677	Nil
Kerb and Guttering	\$20,000	*\$59,900
Footpaths	\$39,738	\$11,811
Urban Unsealed Roads	\$29,455	\$1,012
#Rural Sealed Roads	\$408,738	\$269,783
#Rural Unsealed Roads	\$1,135,383	\$528,885
Rural Bridges	\$15,000	Nil
Regional Sealed Roads	\$815,500	\$100,126
Regional Unsealed Roads	\$119,061	\$4,370
Regional Bridges	\$18,439	Nil
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$276,025 approved to date	Nil
Fixing Local Roads Pothole Repair Round	\$199,079.53 (Carryover from 2022/2023)	199,079.53
<b>Total</b>	<b>\$3,143,671.53</b>	<b>\$1,189,497.53</b>

*\*Expenditure to be considered under RLRRP with Dubbo Street AC Works (\$39,900)*

*#Expenditure contains flood damage*

**WARREN SHIRE COUNCIL**  
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

PROGRAM	BUDGET			EXPENDITURE
*March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction	\$1,252,622.95			\$582,540
	<b>Road Name</b>	<b>Budget</b>	<b>Expenditure</b>	
	Yarrandale Road	\$32,629	\$5,172	
	Elsinore Road	\$128,551	\$52,855.54	
	Christies Road	\$102,259	\$41,824	
	Merrigal Road	\$63,945	\$97,605	
	Pigeonbah Road	\$1,315	\$1,315	
	Wonbobbie Road	\$10,731	\$10,731	
	Cullemburrawang Road	\$7,062	\$4,698	
	Hatton Road	\$92,019	\$24,646	
	Nellievale Road	\$131,960	\$110,321	
	Notts Lane	\$128,928	\$19,998	
	Killaloo Lane	\$91,813	\$23,779	
	Catons	\$37,780	\$71,917	
	Booka	\$51,035	\$86,243	
	Lamphs	\$90,651	\$5,803	
	Sullivans	\$20,916	Nil	
	Gibsons Way	\$247,000	\$6,176	
	Buckiinguy Road	\$2,326	Nil	
	Bullagreen	\$11,846	\$8,086.59	
Armatree	\$6,923	\$13,530		
Gunnegaldra	\$20,916	Nil		
Nevertire - Bogan	\$4,105	\$1251.25		
Collie Road	\$728	\$3,555.16		
March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Regional Roads – Package 1	\$619,162.88			\$205,294
<b>Road Name</b>	<b>Budget</b>	<b>Expenditure</b>		
Carinda Road	\$199,476	\$199,476		
Billybingbone	\$419,010	\$2,074		
Collie - Trangie	\$675	\$3,744		
March 2021 AGRN960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Package 2 Merrigal Road (Dragon Cowal) -	\$649,685.88			\$511,677

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

CONTINUED

Disaster Risk Reallocation Fund			
<b>PROGRAM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	
*June/July 2022 AGRN 1025 Flood and Storm Damage – Immediate Reconstruction Works – Ellengerah Road	\$323,610	\$323,610	
Regional and Local Roads Repair Program	\$2,415,175		
	<b>Road or/Suburb Name</b>	<b>Expected Cost</b>	
	<b>Expenditure</b>		
	Old Warren Road Rehabilitation	\$400,000	\$400,000
	Industrial Access Road/Old Warren Road intersection	\$437,233	\$94,738
	Dubbo Street Rehabilitation	\$862,767	\$862,767
	Carinda Road Rehabilitation	\$100,000	\$119,911
	Collie -Trangie Road Rehabilitation	\$100,000	\$134,221
	Marthaguy Road Rehabilitation	\$100,000	\$155,023
	Warren Road Rehabilitation	\$100,000	—
	Urban Streets in Warren, Nevertire and Collie Rehabilitation	\$100,000	\$73,508
	Marthaguy Road Heavy Patching	\$215,175	\$145,353
	<b>Total</b>	<b>\$2,415,175</b>	<b>\$1,985,521</b>
<b>PROGRAM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	

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

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

September, October, November, December 2022 ARGN 1034 Flood and Storm Damage – Immediate Reconstruction Works	\$2,337,685			\$899,965
	<b>Road Name</b>	<b>Budget</b>	<b>Expenditure</b>	
	Carinda Road	\$904,120	Nil	
	Collie – Trangie Road	\$238,875	\$138,417	
	Marthaguy Road	\$258,300	\$258,300	
	Udora Road	\$570,150	\$503,248	
	Wambianna Road	\$366,240	Nil	
This subcategory has reached its deadline. All work is now being considered under AGRN 1034 EPA RW				

**MAINTENANCE**

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	RR7515 Warren Road	Rehab – Place material	29/10/23-12/11/23
Grader Crew 2 (Three-man crew)	RR7515 Warren Road	Back grading prep for seal – (sealed 3/1/22)	29/10/23-12/11/23
Grader Crew 3 (Three-man crew)	RR333 Carinda Road Shoulders	24 km - flood work (600 Potholes filled)	29/10/23-12/11/23 completed
Grader Crew 4 (Three-man-crew)	RR333 Carinda Road shoulders	Shoulder work-Flood work -18 km completed (450 potholes filled)	29/10/23-12/11/23 completed
Grader Crew 5 (Three-man crew)			

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

**CONTINUED**

WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Paveline (Tar Patching)	RR347 Collie/Trangie	Edge Repair 28m length	600L	12 tonne
	RR333 Carinda Road	Patching 34 Holes	400L	4 tonne
	SH 11 Oxley Highway	Patching 45 Holes	500L	5 tonne
	SR 59 Tottenham	Patching 5 Holes	100L	1 tonne
	Operator on leave 30/10-31/10/23 and truck broken down 6/11-8/11/23			

WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Hand Patching Truck				

WORK CREW	LOCATION	ACTIVITY	WORK UNDERTAKEN
Roadside Maintenance Team	RR 333 Carinda Road	Fixing signs	
	SH 11 Oxley Highway	Escorting patching truck	
	RR 347 Collie-Trangie Rd	Fixing signs	
	SR 23 Gradgery Lane	Picking up signs	
	Team Leader on leave Monday 6/11 Friday 10/11/2023		

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ITEM 1                      **WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

**UPCOMING WORKS (OCTOBER - NOVEMBER 2023)**

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	SR 50 Christies Lane	Flood Damage
	SR 91 Industrial Access Road	Local Road Repair
Grader Crew 2 (Three-man crew)	RR7515 Warren Road	Rehabilitation/Construction/Heavy Patching
	SH 11 Oxley Highway	Rehabilitation/Construction/Heavy Patching
Grader Crew 3 (Three-man crew)	RR 333 Carinda Road	Shoulder Work/Flood Damage
	SR 36 Gibson Way	Shoulder Work/Flood Damage
Grader Crew 4 (Three-man crew)	RR 333 Carinda Road	Shoulder Work/Flood Damage
	RR 7516 Billybingbone Road	Shoulder Work/Flood Damage
Grader Crew 5 (Three-man crew)	Being Arranged	

Project	Budget	Expend	Resp	Comment
<b>Capital Works In Progress</b>				
CBD Improvements	\$5,462	Nil	DMES	Investigation and design work for CBD Improvement Program, nearing completion.
RR 7515 Warren Road Reconstruction	\$3,684,320	\$3,060,060	DMES/ RIM	Ongoing.
Gunningba Estate Stage 3 Investigation and Design	\$30,000	Nil	DMES	Survey ongoing
<b>Gravel Resheeting</b> Priority Roads 1. Old Warren Road 2. Buddabadah Road	\$410,000	\$226,581	DMES/ RIM	Old Warren Road Completed. Completed.

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Bridges Renewal Program</b> <b>RR 7515 Warren Road</b> Replacement of Newe Park Bridge and Marthaguy Creek Bridge	\$5,010,000	\$206,498.64	DMES/ RIM	\$3,883,200 and \$1,126,800 funded by Bridges Renewal Fixing Country Roads Deed has been signed. Preliminary investigations are complete, power pole relocation being progressed.  Tender Closed: 5/12/23
<b>Footpath Replacement</b>	\$15,756	\$622	DMES/ RIM	Ongoing.
<b>Kerb and Gutter Renewal</b>	\$15,545	Nil	DMES/ RIM	Ongoing.
<b>Urban Unsealed Roads Resheeting</b>	\$15,000	\$1,012	DMES/ RIM	Ongoing.
<b>Rural Sealed Roads Reseals (Roads to Recovery)</b>	\$600,258	\$600,258	DMES/ RIM	Completed
<b>Urban Sealed Roads Reseals (Roads to Recovery)</b>	\$55,000	\$55,000	DMES/ RIM	To be Completed by 4 Nov 23
<b>Regional Emergency Roads Repair Program</b>	\$3,386,576	Nil	DMES/ RIM	Assessment and Scoping currently being undertaken- <ol style="list-style-type: none"> <li>1. Carinda Road widening (\$1,200,000)</li> <li>2. Warren Road Heavy Patching (\$511,576)</li> <li>3. Bullagreen Road Shoulder Widening (\$1,000,000)</li> <li>4. Nevertire Bogan Road Rehabilitation (Reseal) (\$175,000)</li> <li>5. Tottenham Road Rehabilitation (Reseal) (\$175,000)</li> <li>6. Gillendoon Street Heavypatching (\$125,000)</li> <li>7. Cobb Lane Heavypatching (\$100,000)</li> </ol>

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
				8. Stubbs, Burton and Zora Streets Rehabilitation (Reseal) (\$100,000)

Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B				
Project	Budget	Expend	Resp	Comment
Victoria Oval and Park Roadway Bitumen Reseal	\$69,930	\$32,902	DMES/ RIM	Completed Line marking Pending
Macquarie Park Roadway Bitumen Reseal	\$12,285	Nil	DMES/ RIM	Completed Payment Pending
Bore Flat/Depot Parking Area Reseal	\$18,900	\$5,576	DMES/ RIM	Completed
Oxley Park Drive Through Area Reseal	\$8,505	\$4,801	DMES/ RIM	Completed
Ebert Park U-Turn Bay Area Reseal	\$5,670	Nil	DMES/ RIM	Completed 4 Nov 2023 Payment Pending
Warren Cemetery Access Road Reseal	\$9,450	Nil	DMES/ RIM	Completed 4 Nov 2023 Payment Pending
Monkeygar Creek Bird Viewing Platform Contribution	\$65,000	Nil	DMES	DA has been approved. Toilet is Substantially complete. Platform contractor will start on 4 Dec 2023, subject to weather conditions.
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) and Fixing Local Roads Round 4 Nevertire – Bogan Road Segment 4,6,8 and 10 Rehabilitation.	\$3,496,725 <b>Made up of \$2,797,380 grant &amp; \$699,345 Council</b>	Nil	DMES/ RIM	Scope: 12NO & Twin Culvert Wings – \$30,000 Royalty/Cottage – \$880,000 Rehabilitation & Seals - \$2,693,735 Line Marking – \$40,000 Tree Pruning and Lopping – \$80,000 Total Scope Estimate - \$3,723,735



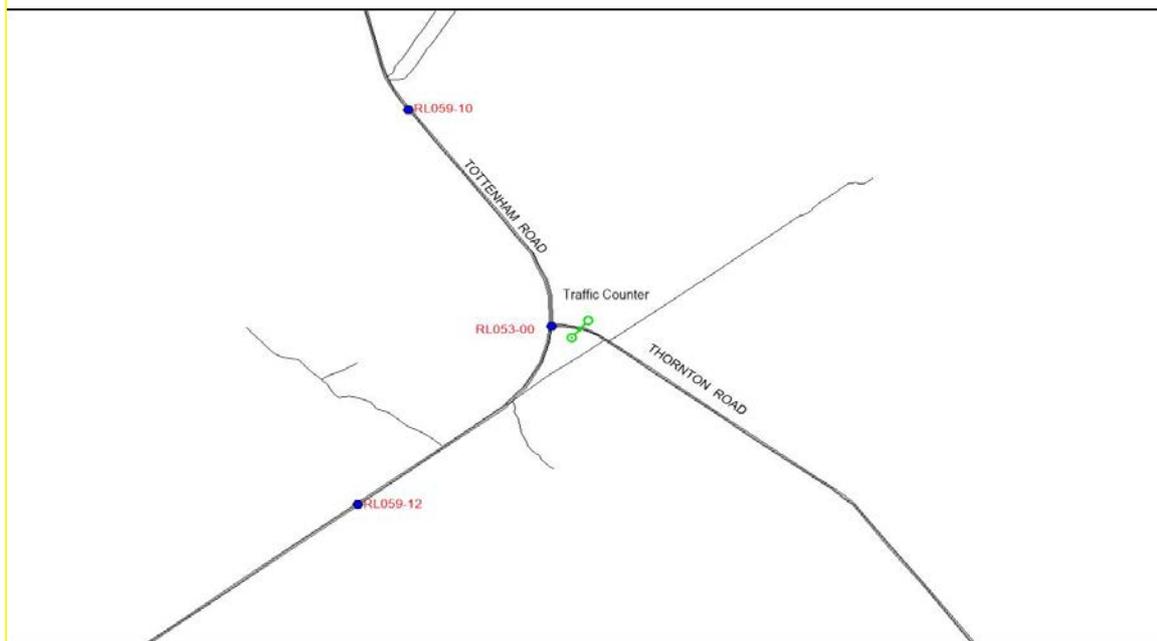
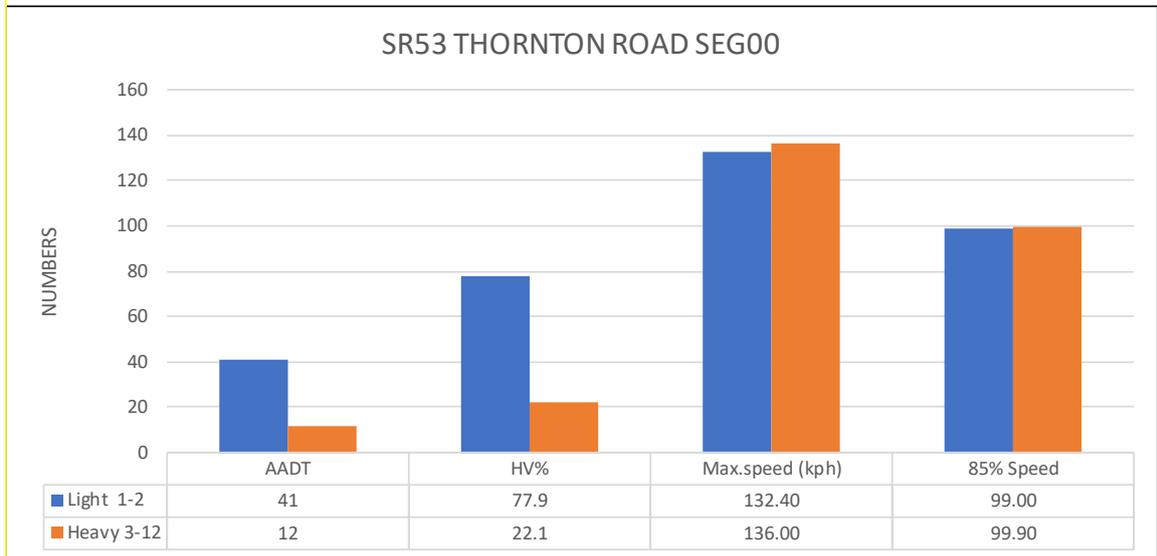
**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
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WORKS PROGRESS REPORTS – ROADS

(C14-7.2)

<b>TRAFFIC CLASSIFIER REPORT</b>		<b>SR53 THORNTON ROAD</b>			
<b>Location</b>		Segment 00			
<b>Period of Operation (Days)</b>	23	9/10/2023	to	1/11/2023	
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	41	77.9	132.40	99.00
Heavy	3-12	12	22.1	136.00	99.90
<b>Total</b>		<b>53</b>	<b>100</b>		
Average percentile across classes			<b>99.5</b>	Km/H	



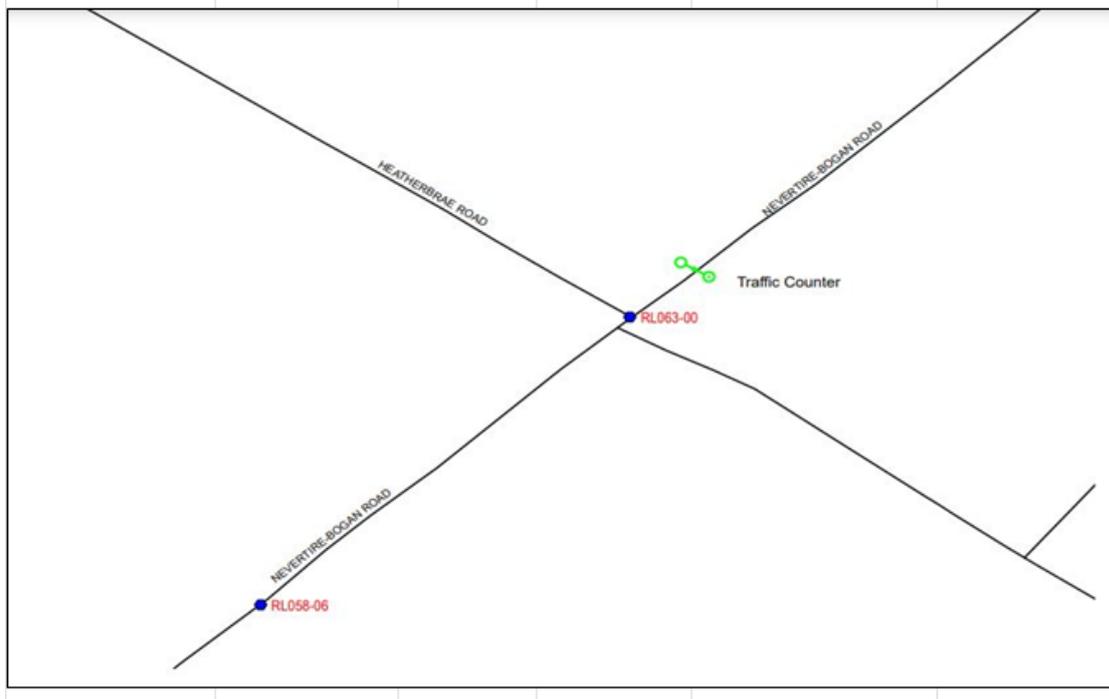
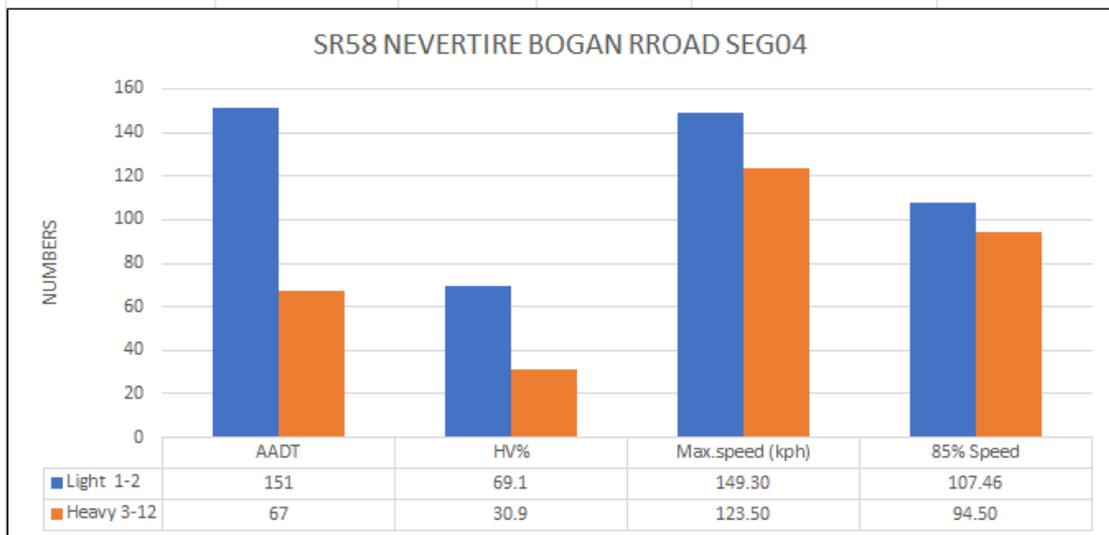
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(C14-7.2)

TRAFFIC CLASSIFIER REPORT		SR58 NEVERTIRE BOGAN ROAD			
Location		Segment 4			
Period of Operation (Days)	23	9/10/2023	to	1/11/2023	
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	151	69.1	149.30	107.46
Heavy	3-12	67	30.9	123.50	94.50
Total		218	100		
Average percentile across classes			101.0	Km/H	



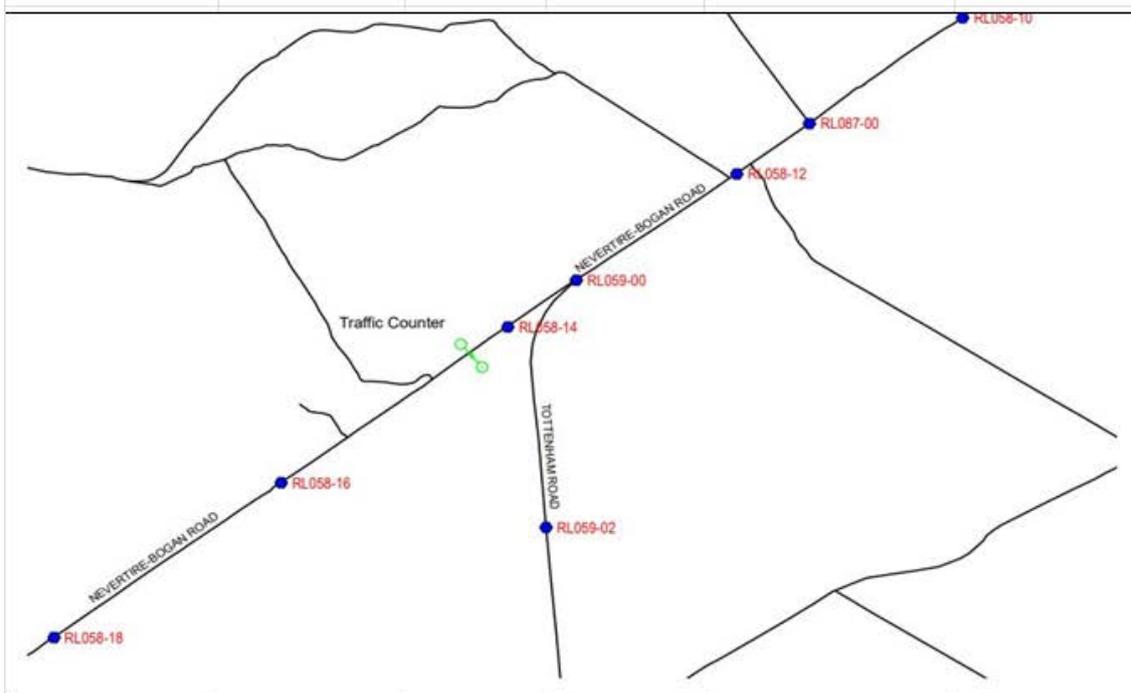
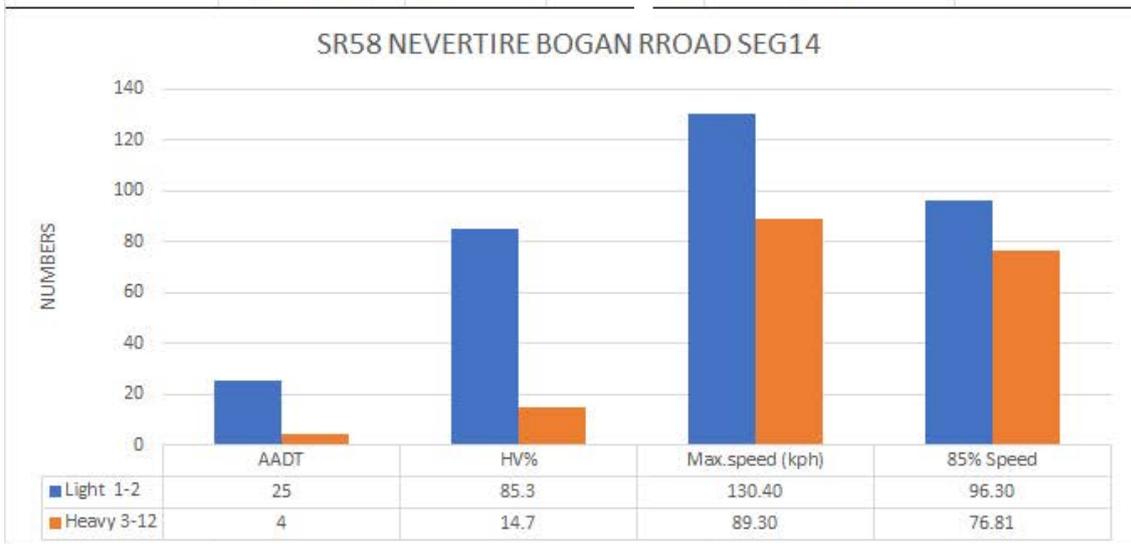
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(C14-7.2)

TRAFFIC CLASSIFIER REPORT		SR58 NEVERTIRE BOGAN ROAD			
Location		Segment 14			
Period of Operation (Days)		16	to		
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	25	85.3	130.40	96.30
Heavy	3-12	4	14.7	89.30	76.81
Total		30	100		
Average percentile across classes			86.56	Km/H	



# WARREN SHIRE COUNCIL

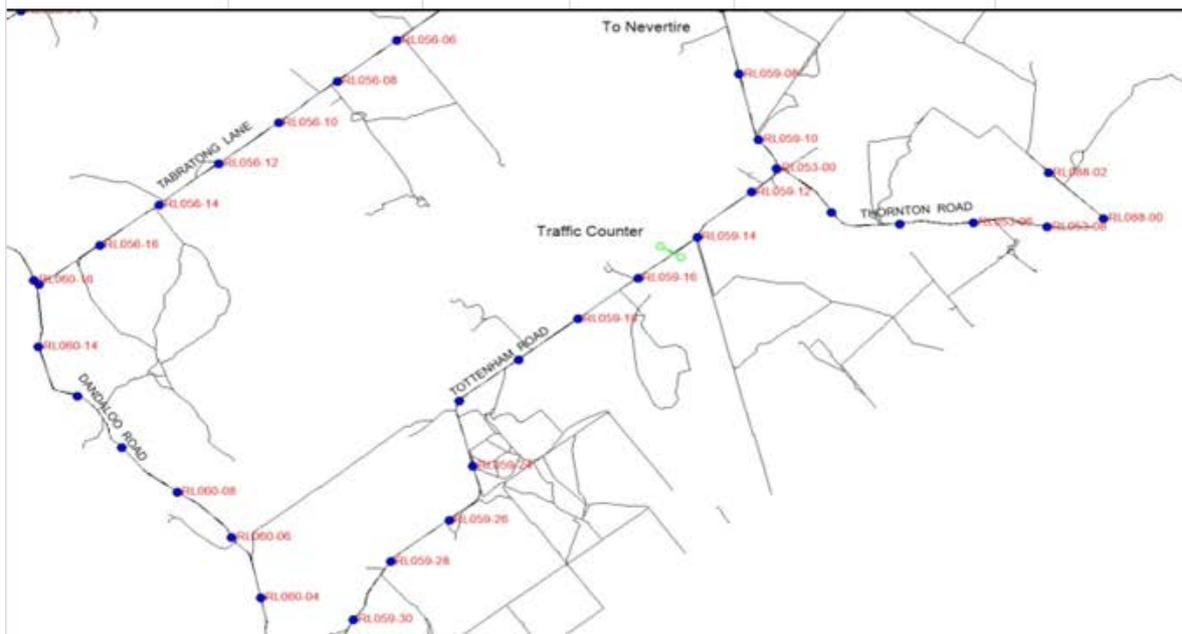
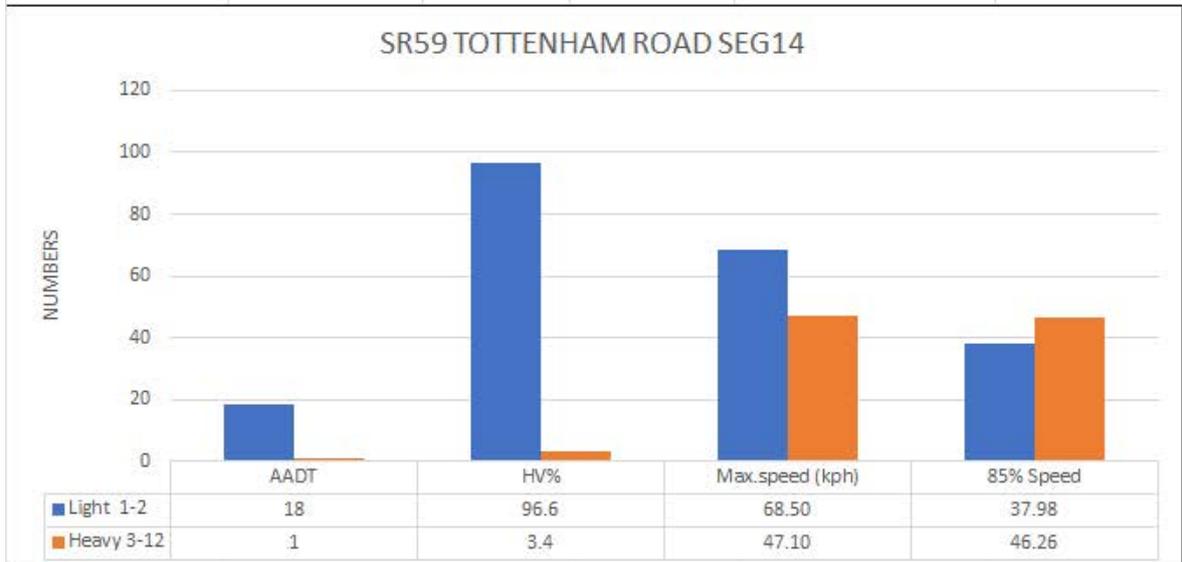
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(C14-7.2)

TRAFFIC CLASSIFIER REPORT		SR59 TOTTENHAM ROAD			
Location		Segment 14			
Period of Operation (Days)	23	9/10/2023	to	1/11/2023	
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	18	96.6	68.50	37.98
Heavy	3-12	1	3.4	47.10	46.26
Total		19	100		
Average percentile across classes			42.1	Km/H	



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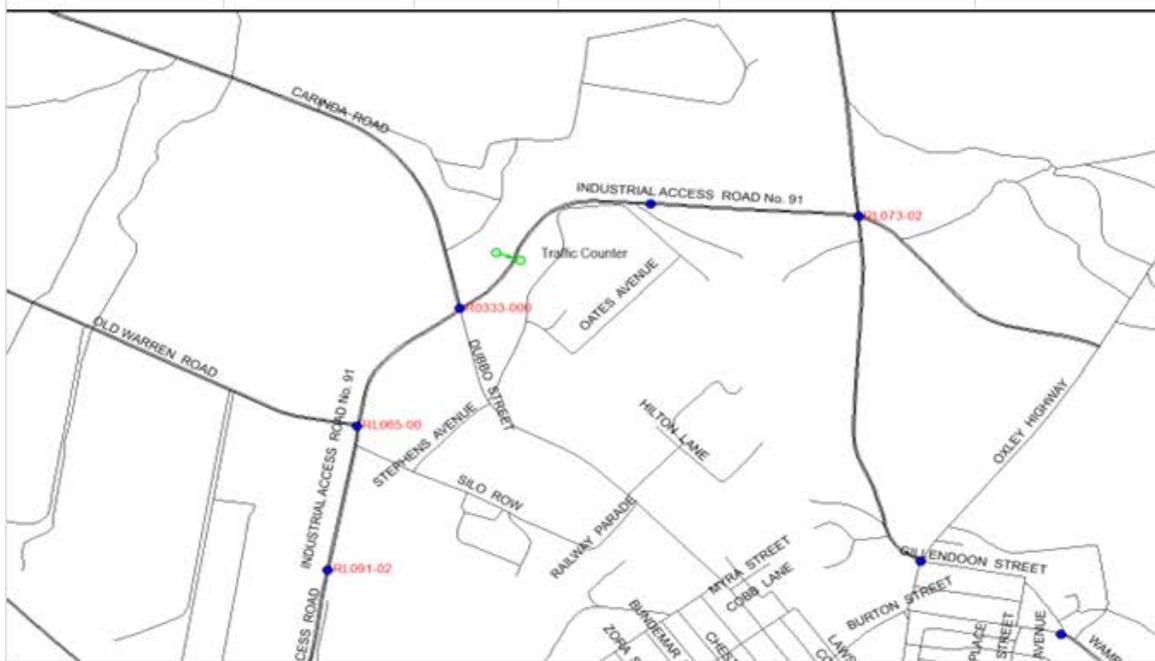
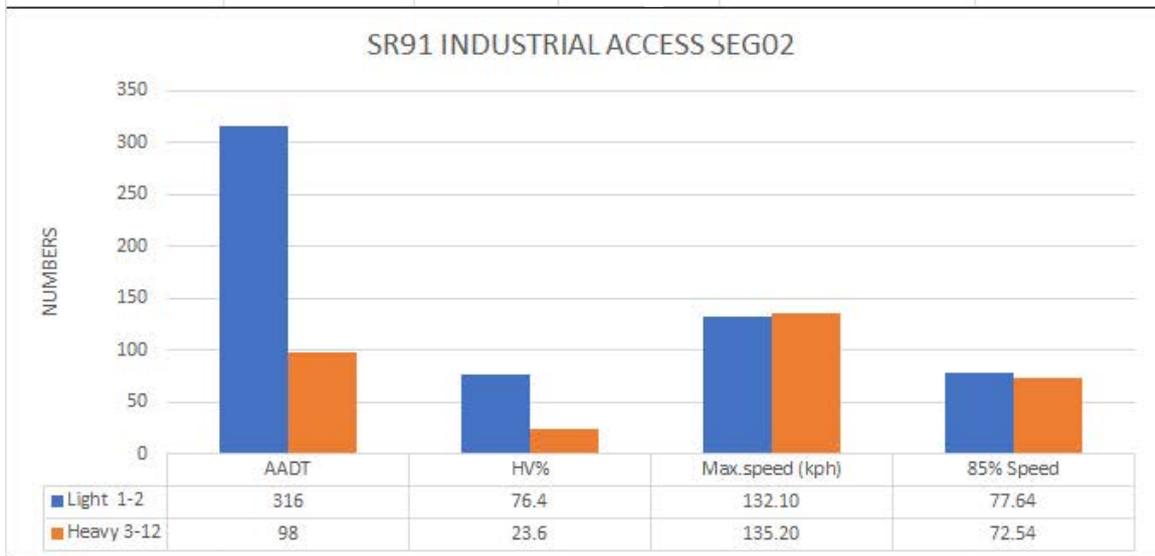
## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 7th December 2023

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(C14-7.2)

TRAFFIC CLASSIFIER REPORT		SR91 INDUSTRIAL ACCESS			
Location		Segment 02			
Period of Operation (Days)		23	9/10/2023	to	1/11/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	316	76.4	132.10	77.64
Heavy	3-12	98	23.6	135.20	72.54
Total		414	100		
Average percentile across classes			75.1	Km/H	



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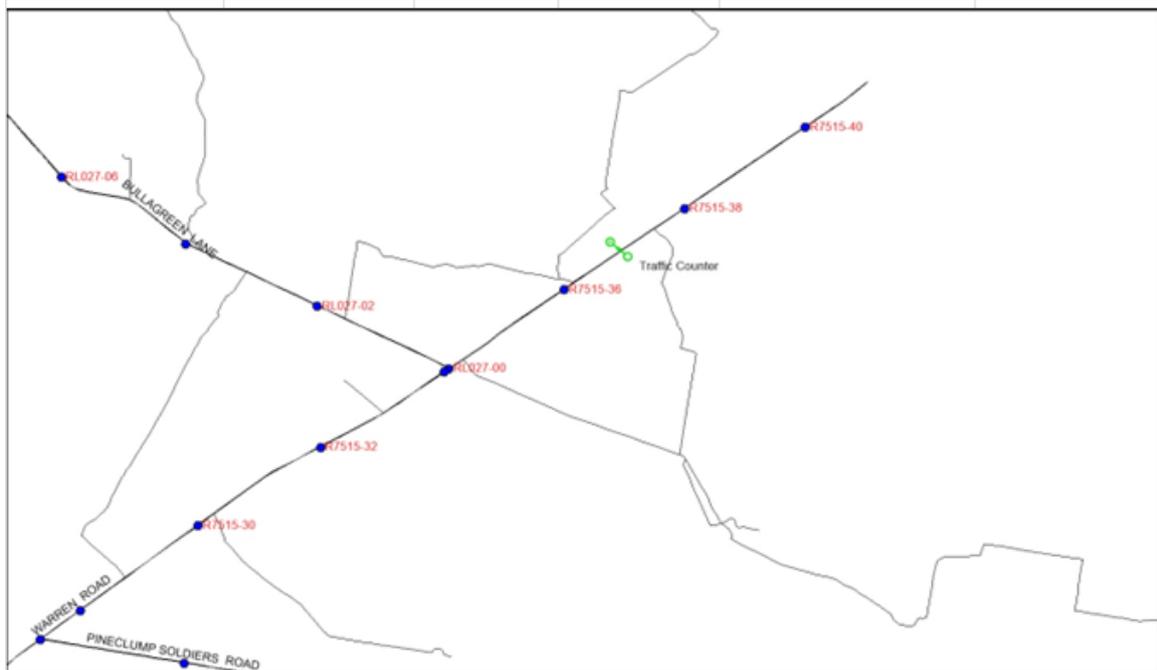
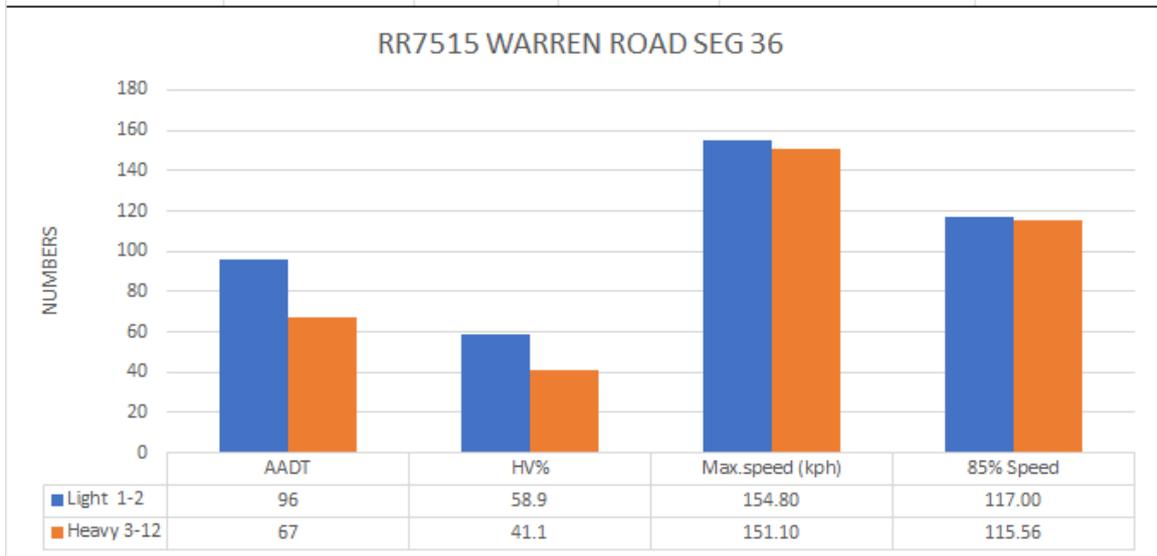
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(C14-7.2)

TRAFFIC CLASSIFIER REPORT		RR7515 WARREN ROAD			
<b>Location</b>		Segment 36			
<b>Period of Operation (Days)</b>		23	9/10/2023	to	1/11/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	96	58.9	154.80	117.00
Heavy	3-12	67	41.1	151.10	115.56
<b>Total</b>		<b>163</b>	<b>100</b>		
Average percentile across classes			<b>116.3</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 for the budget and works period up to and including 28th November 2023.

**ACRONYMS**

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

**TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET TO 28th NOVEMBER 2023**

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Warren Lawn Cemetery Stage 3. GL: 3330-4120-0100 JC: 3330-4120-0010 (Includes \$50,000 2023/24)	\$102,474	\$2,200	MHD / TSM	11/08/23 RFQ for construction of new rows "M, N, O, P & Q" closed 31st August 2023. 11/09/23 MLB to construct new rows.
Warren Airport RNAV System	\$50,000	Nil	TSM	Subject to 50% grant funding and further investigation and reporting.
Warren Works Depot CCTV Installation JC: 3200-4101-5	\$25,515	\$24,125	TSM	Equipment ordered. 28/11/2023 CCTV Cameras installed.

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Generator and Transfer Switch Warren Airport  JC: 2550-0-10	\$31,710	\$22,408	TSM	Removed from LR&CIGP.  Now funded from internal Council reserves, see Manex Committee Recommendation.  11/08/23  Generator and transfer switch ordered.  28/11/2023  Generator Delivered.
Install Swing to Nevertire Park.  JC: 96-50-100	\$10,080	\$7,524	TSM	4/09/23  Swing ordered.
Community Local Infrastructure Recovery Package (CLIRP 2022)  Community Assets Program CAP - 070	\$191,511	Nil	DMES / TSM	Replacement of signage at Tiger Bay Wetlands and the Bitumen reseal of Various Walk and Cycle Ways.  8/10/2023  Approved.  Preparation work has commenced for bitumen reseal of the various walkways and cycleways to be undertaken in February 2024.

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CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Water Supplies</b>				
*Oxley Park River Water Pumping Station JC: 0191-0002-1040	\$80,215	\$26,836	TSM	11/09/23 Pumps installed into casings and pipework to connect pump and reservoir has been installed. Concrete works to face of chamber completed.
Water Extraction Meter Compliance GL: 4580-4320-0003 JC: 0190-0010-0000	\$3,217	Nil	TSM	12/07/23 Application for Water Access Licence has been lodged with DPE Water. Awaiting Outcome.
Bore Flat Groundwater Augmentation. JC: 191-41-5 (Ellengerah) 191-44-5 (Bore Flat)  <b>(Also contained within the Infrastructure Projects Manager's Report)</b>	\$245,616	\$186,738  (\$78,853) Ellengerah  (\$108,852) Bore Flat	TSM	8/10/2023 Chlorination systems are fully operational at Bore Flat and Ellengerah Reservoir sites.  28/11/2023 All plants running. Concrete works to be completed.
Clean New Bore – Nevertire. JC: 0171-0001-0005	\$31,586	\$31,586	TSM	4/09/23 Cleaning postponed until Autumn 2024 due to increased water use at Nevertire.
Inspect New Bore – Collie JC: 0181-0006-0001	\$4,986	\$4,986	TSM	07/06/23 Will be inspected when contractor is in Warren for the Nevertire and Ellengerah bore works.  11/08/23

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Project	Budget	Expend	Resp	Comment
<b>Water Supplies</b>				
				Will be inspected after Nevertire New Bore has been cleaned.
Upgrade Water Network Telemetry System. JC: 0190-0020-0005	\$200,000	\$17,034	TSM	Design and implement a new Telemetry System for the water Network.  7/06/23 Technical Specification and tender documents being developed.  11/08/23 Draft RFT Documents received and being assessed.  11/09/23 Final documents received.
Regional Leakage Reduction Program – Local Water Utilities Projects. GL: 4580-4320-0004 JC: 0190-0340-0000  - Pressure 0005  - Leak 0015  - Metering 0025	\$174,742	\$83,271	TSM	The project involves the installation of equipment to assist in locating leaking water pipes before they become problematic.  DPE Total Funding \$150,000  Council Contribution \$24,742.50.  12/07/23 Sourcing monitoring equipment.  11/08/23 Equipment ordered.
Water Valve Replacement Program	\$43,420	Nil	TSM	

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Project	Budget	Expend	Resp	Comment
<b>Sewerage Services</b>				
CCTV and Smoke Testing of Sewer at Warren and Nevertire GL: 5580-4320-0002	\$200,000	Nil	TSM	Quotation documents under development.
Upgrade Sewerage Network Telemetry System JC: 0226-0010-0005	\$150,000	\$11,356	TSM	Design and implement a new Telemetry System for the Sewerage Network.  7/06/23 Technical Specification and tender documents being developed.  11/08/23 Draft RFT Documents received and being assessed.  11/09/23 Final documents received.
Warren Sewerage Treatment Plant Replacement JC: 220-3-0	\$100,000	Nil	TSM	Rehabilitation Program for Old Sewerage Treatment Plant and bore installation being formulated.
Lifting Gantry Tiger Bay Sewer Pump Station. JC: 201-90-45	\$29,400	Nil	TSM	Relocate gantry from Gillendoon Pumping Station to Tiger Bay Pumping Station
Thornton Avenue Sewer Pump Station Refurbishment. JC: 201-90-10	\$275,000	\$168,170	TSM	Pump purchase arrangement in train. Switchboard ordered. RFQ for fit out being developed.  8/10/2023 Pumps, Discharge connections, Flushing valves and guide rails delivered.

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WORKS PROGRESS REPORTS – TOWN SERVICES

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Project	Budget	Expend	Resp	Comment
<b>Sewerage Services</b>				
Sewer Pump Stations Safety Improvements. JC: 201-90-0000	\$99,750	Nil	TSM	

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Project	Budget	Expend	Resp
Levee Restoration			
Warren Levee Rehabilitation			DMES/TSM
JC: 3300-4400-0000 - Federal Government;	\$5,325,000	\$22,000	
3300-4410-0000 - State Government:	\$887,500	Nil	
3300-4410-0000 - OLG AGRN:	\$887,500	Nil	
<p><b>Comments</b></p> <ol style="list-style-type: none"> <li>1. Funding currently being pursued for repairs to the reported section of the Warren levee.</li> <li>2. Consulted with State Government Representatives</li> <li>3. seeking financial assistance to rectify deteriorated section.</li> <li>4. Works to be undertaken in-house using Council staff and local contractors.</li> <li>5. Local contractors have been liaised with regarding the methods of repair.</li> </ol> <p>Fresh applications have been submitted to the Federal Government Department of Home Affairs, waiting on confirmation of success or not. The matter is also with Resilience NSW who are also considering the application. Further application being arranged. Meeting &amp; site inspections 15/12/21, between GM, ADMES and Tammy Greer from The National Recovery and Resilience regarding levee repairs and improved disaster preparation through the NSW Minister for Emergency Services. New application under the Commonwealth Government National Flood Mitigation Infrastructure Program (NFMIP) with a required 25% contribution from Council arranged.</p> <p>\$5.325 million Commonwealth Funding</p> <p>announced on the 4th May 2022. Staff attempting to secure \$1.775 million co-contribution from State. Meeting held with Resilience NSW directors where they asked for original application and correspondence with respect to the application. This has been sent. Awaiting response. State Program information request provided 19th August 2022.</p> <p>Resilience NSW met GM and DMES on 9th September 2022 and 16th September 2022. See report to October 2022 Council meeting concerning the Council contribution Funding, currently the NSW Government has only been able to fund \$887,500 of the required Council contribution of \$1,775,000. Council may have the option of using \$887,500 from the NSW Severe Weather Flood Grant for AGRN 1025 that is yet to be approved by OLG, however this is not preferred.</p> <p>Project Kick-off meeting held 18/01/23. Work program submitted to funding body.</p> <p>Inspection of levee by boat conducted 24/01/2023.</p> <p>Scope variation has been submitted to funding body.</p> <p>Staff to meet design consultant for a final meeting before tendering.</p> <p>12/07/23</p> <p>Scope variation has been approved.</p> <ul style="list-style-type: none"> <li>- Specifications are being prepared in readiness for tendering.</li> <li>- \$887,500 funding by OLG has been approved in principle.</li> </ul>			

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Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B				
Project	Budget	Expend	Resp	Comment
Saunders Park – Replacement of Picnic Shelter. (LRCI)  JC: 3350-3-10	\$25,200	\$7,917	TSM	Included in the LR&CIGP to offset the Airport Generator. Previously funded from Parks Infrastructure Reserve, see Manex Committee Recommendation.  11/08/23  Approved in the LRCI Grant Program of Works  RFQ sent out.  8/10/2023 Items ordered
Oxley Park Electric Barbeques (2) (LRCI)  JC: 3350-10-10	\$19,950	\$20,027	TSM	11/08/23  Approved in the LRCI Grant Program of Works  RFQ sent out.  8/10/2023 Items ordered
Macquarie Park Flying Fox and Playground Equipment Softfall Further Contribution. (LRCI) JC: 3350-5-10	\$89,625	Nil	TSM	11/08/23  Approved in the LRCI Grant Program of Works.
Warren Cemetery Seating Covering.(LRCI)  JC: 3350-7-10	\$15,750	\$6,620	TSM	11/08/23  Approved in the LRCI Grant Program of Works  RFQ sent out.  8/10/2023 Items ordered
Project	Budget	Expend	Resp	Comment

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Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B				
Nevertire Cemetery Seating Covering. (LRCI)  JC: 3350-8-10	\$10,500	\$6,620	TSM	11/08/23  Approved in the LRCI Grant Program of Works  RFQ sent out.  8/10/2023 Items ordered
Nevertire Park – Installation of Irrigation System. (LRCI)  JC: 3350-19-10	\$14,700	Nil	TSM	11/08/23  Approved in the LRCI Grant Program of Works.
Library Irrigation System Outdoor Area. (LRCI)  JC: 3350-4-10	\$4,519	Nil	TSM	11/08/23  Approved in the LRCI Grant Program of Works.
Warren Cemetery Entrance Gates Refurbishment. (LRCI)  JC: 3350-6-10	\$21,000	Nil	TSM	11/08/23  Approved in the LRCI Grant Program of Works
Warren Parks and Gardens CCTV System  JC: 3350-9-10	\$100,000	Nil	TSM	11/08/23  Approved in the LRCI Grant Program of Works  8/10/2023 Draft camera location was discussed at the October 2023 Town Improvement Committee Meeting.  22/11/23 Trial cameras to be set up at the Sporting Centre 1 <sup>st</sup> week of December 2023.
Tiger Bay Signage Refurbishment. (LRCI)  JC: 3350-11-10	\$5,000	Nil	TSM	11/08/23  Approved in the CLIRP 2022 Grant Program of Works

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Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B				
Ravenswood Park Softfall Installation. (LRCI) JC: 3350-12-10	\$89,145	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works

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Activity	Required Interval	Details	
<b>Water System Planned Maintenance</b>			
River mains flushing	As required	Flushing occurs three monthly when hydrants are flushed.  Additionally, river water mains are flushed when problems such as poor pressure/flow are identified.  <b>NO-DES</b> will be in Warren from late November to commence high velocity vacuuming of the river water mains. Works should take 7 to 10 days to complete.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary.	
Fire hydrants.  Covers checked, painted, flushed and replaced where necessary, Blue reflective indicators, HP and HR signs installed	Quarterly	Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.	
Bore Inspections	5 Year Rolling Program	The new Bore Flat bore was inspected and cleaned in November 2022. The old Nevertire bore was inspected in late November 2022. The condition of the Nevertire bore was imminent failure of the bore casing was possible. Condition 5. To prevent the loss of the pump if the bore collapsed, the pump will be removed from the bore and stored.  The new bore at Nevertire and both bores at Ellengerah will be inspected late February, 2023.  Details of the pumping equipment in the new bores will be collected so that spare pumps can be purchased.  The Natural Resource Access Regulator (NRAR) carries out inspections of the bores and river extraction points on a random basis.	
Warren, Nevertire and Collie water chlorine, turbidity, temperature and pH testing	Weekly at specific locations	Testing carried out daily	
Warren river pumps		Ellengerah Rd Oxley Park Macquarie Park Racecourse	Breakdown maintenance only.

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Activity	Required Interval	Details	
Reservoir cleaning	3 to 5 years	Ellengerah and Nevertire Bore reservoirs	Inspected and cleaned in December 2022. Next Diver inspection December 2025.
		Oxley Park River Ellengerah River	Investigate using Remotely Operated Vehicle (ROV) to inspect 2023/2024.
			Oxley Park Reservoir has been emptied and cleaned. Approximately 250 tonnes of sludge was removed. A new outlet isolation valve was installed after the cleaning had been completed.
<b>Sewerage System Planned Maintenance</b>			
Old and New Warren Sewerage Treatment Works	Quarterly	<p>New testing regime and commissioning to be finalised with EPA.            The meeting with the EPA on Wednesday 14<sup>th</sup> March was positive and we are working towards the finalisation of the licence.</p> <p>7/06/23            EPA have verbally advised that there is no requirement for the new Sewerage Treatment Plant to have a Licence. Awaiting Written confirmation.</p> <p>12/07/23            EPA have formally advised that an Environmental Protection Licence (EPL) is not required for the new Warren Treatment Plant. Currently developing the Decommissioning Plan for the old treatment plant and Gillendoon pumping station.</p> <p>28/11/23            The original design of the new STP required two evaporation lagoons be constructed each with a surface area of 48,400M2 at normal operating level giving a total surface area of 96,800M2 . The actual size of the two constructed</p>	

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Activity	Required Interval	Details
		evaporation lagoons is 44,440m <sup>2</sup> , less than half the necessary area. To return the plant to the original design criteria, a third evaporation lagoon of 52,360M <sup>2</sup> needs to be constructed. As the original design for the new STP was commenced by Public Works Advisory, Council has engaged them to design the new lagoon.
Sewer gravity main CCTV Inspection and Smoke Testing program		Develop a program to carry out CCTV inspections and smoke testing of all gravity sewer mains in Warren and Nevertire. Develop a sewer main replacement/relining program. Identify stormwater infiltration locations. Develop a program to educate property owners and residents about stormwater infiltration prevention. Develop a stormwater infiltration rectification program for Council assets and private property.
<b>Water and Sewerage Works Subject to Funding</b>		
Location	Work Under Development	
<b>Collie Water Supply</b> (Reliability, Quality and Chlorination)	Relocation of the two, large Pioneer tanks to a new site located West of the Village. Construct a 10m high tank stand to support one or two, 25,000 litre water tanks at the Pioneer tank location. Installation of small package Water Treatment Plant and new gaseous chlorination equipment to return water supply to potable status. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove the old, elevated tanks.	

<b>Water and Sewer – Routine Works Budget vs Expenditure To 28th November 2023</b>		
Account	Budget	Expenditure
Water Fund Maintenance and Repair	\$518,318	\$347,436
GL's: 4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003, & 4300-0003		
Sewer Fund Maintenance and Repair	\$324,718	\$113,382
GL's: 5200-0003, 5250-0003, 5280-0003 & 5300-0003.		

**WARREN SHIRE COUNCIL**  
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**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Water and Sewer Works**

- Adjust hydrant tops in Dubbo St
- 55 Dubbo St meter repair
- S/choke Thornton Ave sewer main
- 16 Dubbo St repair meter
- 45 Milson St possible leak, tap timer leaking
- Investigate pipework at Oxley Park Reservoir
- Main break near 15 Dubbo St (near depot)
- Sewer choke Nevertire community park
- 174 Dubbo St repaired meter services
- 66 dubbo St repair meter
- 45 Milson St River water pressure test
- Repair service to Golf Club (near bridge)
- Install temporary transfer pipework at Sewer Treatment Plant
- Investigate river water pressure problems

Warren Sewerage Treatment Works inflow		Sewerage Year – 1st June 2023 to 31st May 2024		
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
June 2023	6558	3401	13.60	13.60
July 2023	668	507	12.91	26.52
August 2023	786	420	12.69	39.20
September 2023	677	490	14.68	53.88
October 2023	1349	499	13.50	67.38
November 2023	627	396	6.84	74.22

**As of 28th November 2023.**

## WARREN SHIRE COUNCIL

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ITEM 2      WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

### Bulk Water Reading per Quarter

Water Source	FIRST QUARTER READING 1/07/23- 31/09/23	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/23 - 31/12/23	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/24- 31/03/24	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/24 - 30/06/24	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	<b>Max. Allocation (ML)</b>
<b>Warren Bores</b>										
Bore 1 (Bore Flat) Lic. 80AL703155	66.56	66.56	37.02	103.58	0.00	103.58	0.00	103.58		
Bore 2 (Ellengerah) Unlicensed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	<b>66.56</b>	<b>66.56</b>	<b>37.02</b>	<b>103.58</b>	<b>0.00</b>	<b>103.58</b>	<b>0.00</b>	<b>103.58</b>	<b>14.80%</b>	700
<b>Warren River</b>										
Oxley Park Lic. 80AL700017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Ellengerah Rd Lic. 80AL700017	45.98	45.98	44.29	90.27	0.00	90.27	0.00	90.27		
	<b>45.98</b>	<b>45.98</b>	<b>44.29</b>	<b>90.27</b>	<b>0.00</b>	<b>90.27</b>	<b>0.00</b>	<b>90.27</b>	<b>12.04%</b>	750
<b>Showground (Racetrack)</b>										
Lic. 80AL700645	<b>4.85</b>	<b>4.85</b>	<b>20.05</b>	<b>24.90</b>	<b>0.00</b>	<b>24.90</b>	<b>0.00</b>	<b>24.90</b>	<b>13.24%</b>	188
<b>Nevertire Bore Lic. 80AL703158</b>	<b>6.16</b>	<b>6.16</b>	<b>5.76</b>	<b>11.92</b>	<b>0.00</b>	<b>11.92</b>	<b>0.00</b>	<b>11.92</b>	<b>29.80%</b>	40
<b>Collie Bore Lic. 80CA724011</b>	<b>0.94</b>	<b>0.94</b>	<b>1.84</b>	<b>2.79</b>	<b>0.00</b>	<b>2.79</b>	<b>0.00</b>	<b>2.79</b>	<b>11.14%</b>	25
<b>Macquarie Park 80AL700996</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	14.2

\*Rainfall for November: 12.5mm

\*Rainfall to date: 41.5mm

\*Burrendong Dam Level: 77% As of 28th November 2023.

\*Figures based on available Data

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

<b>Parks And Gardens – Routine Works Budget Vs Expenditure to 28th November 2023</b>		
<b>Account</b>	<b>Budget</b>	<b>Expenditure</b>
Parks & Gardens, Cemeteries & Racecourse	\$947,460	\$360,922
GL's: 0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		

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

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

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**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

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

BBQs at Macquarie Park, Oxley Park, Skate Park and Splash Park are cleaned twice a week.

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

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

**Parks and Gardens Works**

- Skate/splash park mow/snip
- Town approaches mowing
- Stubbs levee mow/snip
- Woolnough levee mow/snip
- Ravenswood Park mow/
- Victoria Oval mow/snip/line marking
- CBD area tidy up weeding
- Lawn Cemetery mow/snip
- Macquarie Drive mow/snip
- Shire chambers mow/snip
- Saunders Park mow/snip
- Bob Christianson Reserve mow/snip
- Macquarie Park mow/snip
- Far West Academy mow/snip
- Warren Medium strip mow/snip
- Inspect irrigation systems (on going)
- Spraying Broadleaf in Warren Parks
- Boston St levee mow/snip
- Library mow/snip
- Bore flat mow/snip
- Event preparation Nevertire
- Lions Park mow/snip
- Victoria Oval – Cricket Pitch
- Orchard Street Levee mow/snip
- Ebert Park mow/snip
- Medium Strip mow/snip
- Mowing Nevertire Rodeo Area
- Rotary Park mow/snip
- Medical Centre mow/snip
- Slashing Airport runways
- 8 Deacon Drive mow/snip
- Tiger bay pump station mow/snip
- Warren Shire Chambers mow/snip
- Line marking Victoria Oval

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**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Town Crew Works**

- Spraying laneways
- Repair fence at depot
- Clean stormwater grates
- Pick up tree limbs.
- Grave duties (1)
- Prune trees at Tiger Bay
- Remove blown tyre in Milson St
- Spraying around Warren
- Remove rubbish from depot.
- Preparation for Remembrance Day
- Repair stormwater pit in Garden Ave
- Callout Carinda Rd remove fallen tree.
- Deliver port loo to a racecourse.

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

Description	Expenditure
Non-Roads November/ December 2021 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works. <b>(Application for reimbursement                      submitted 8/03/2022)</b>	\$173,456.91  Note: \$36,330 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.  Waiting on reimbursement.
0700-0050-0500, 0700-0050-0510, 0700-0050-0520, 0700-0050-0530, 0700-0050-0540	

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

Description	Expenditure
Non-Roads July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works. <b>(Application for reimbursement                      submitted 28/2/2023).</b>	\$757,745.33  Note: \$36,330 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.  Waiting on reimbursement.
0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540	

**Aerodrome – Routine Works Budget vs Expenditure to 28th November 2023**

Account	Budget	Expenditure
Aerodrome Operations	\$175,322	\$74,468
GL's: 2555-0003		

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**ITEM 3**

**WORKS PROGRESS REPORTS – FLEET – WORKSHOP**

**(C14-7.2)**

**RECOMMENDATION**

That the information be received and noted.

The following are details of Projects and Programs that are being managed by the Workshop Coordinator for the budget and works period to 28th November 2023.

<b>Plant Number</b>	<b>Description</b>	<b>Repairs</b>	<b>Plant Down Time</b>	<b>Repair Time (Man Hours)</b>
<b>Plant Repairs to 28<sup>th</sup> November 2023</b>				
P3613	Toyota Hilux Twin Cab	Replace front brake pads, check rear and check functions	2hrs	2hrs
P1238	Toyota Kluger	70,000 KM service done.	2.5hrs	2.5hrs
P2380	Paveliner	Repairs made to delivery nozzle front. New parts to be found.	4hrs	4hrs
P154	Hallmark Trailer	Brakes replacement, all brake linings bushes and seal replaced. Air leaks repaired tested. All ok.	8hrs	8hrs
P2381	Sterling Prime Mover	Air leak front of cab diagnosed and slowed. Parts to be ordered for repairs.	2hrs	2hrs
P2381	Sterling Prime Mover	Remove/replace leaking hydraulic quick couplers.	2hrs	2hrs
P40	Isuzu Med Tipper	Repairs to air inlet snorkel reattached to rear of cab.	2hrs	2hrs
P1047	Isuzu Street Sweeper	Repairs to tail light circuit and beacon circuit. Tested working ok now.	4hrs	4hrs
P148	Traffic Lights	Assisted with start-up operation and running repairs in use. Control board malfunction. Control removed and sent back for repairs.	5hrs	5hrs
P2160	Sewell Road Broom	Running issues. Engine over revving and shutting down, engine overheating and shutting down, diagnose faulty thermostat and adjusted run speed of engine. Parts ordered for fitment.	7hrs	7hrs

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**WORKS PROGRESS REPORTS – FLEET – WORKSHOP**

**CONTINUED**

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P2080	CAT CW34 Roller	Service done by WesTrac. All reports are ok.	4hrs	4hrs
P2000	CAT 140 Grader	Oil samples taken by WesTrac. Waiting on results.	1hr	1hr
P1023	John Deere 770g Grader	Assist front wheel change over, new tyres ordered for front of machine.	2hrs	2hrs
P2021	Kobelco Excavator	Leaking hydraulic hoses, repaired. Electrical fault present fault in wiring harness found and repaired machine. Operational ok for now hydraulic pump will need overhaul soon.	10hrs	10hrs
P241	Toyota Hilux Extra Cab	100,000 KM service done, general check over. All ok.	3hrs	3hrs
P90	Isuzu Workshop Truck	Leaking clutch slave cylinder removed replaced. Test functions are all ok now.	6hrs	6hrs
P8	CAT 432F Backhoe	Remove replace front windscreen, re weld the side mudguard back on.	8hrs	8hrs
P1063	Isuzu Tender Truck	Tighten a/c belt and check system. All ok now.	2hrs	2hrs
P10	Hamm Pad Foot Roller	Fit new 2 way and aerial to machine test function all ok. Now.	2hrs	2hrs
P1041	Isuzu Water Truck	Blow out evaporator and filter, system check function seems better. It needs full overhaul.	2hrs	2hrs
P14	CAT 432F Backhoe	Fit new fan belt, diagnose a/c system failure. Waiting on diagnosis equipment for a/c check.	4hrs	4hrs
P2081	CAT CW34 Roller	Fit new window and side cab.	2hrs	2hrs
P107	Isuzu Large Tipper	Attempt a/c repairs. Misdiagnosed a faulty idler bearing, repairs stopped waiting for new bearing to arrive.	3hrs	3hrs
P91	Isuzu Tender Truck/Works hop	90,000km service done. General check-up over is all ok.	3hrs	3hrs

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WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P91	Air Compressor	Replaced pull cord on compressor.	0.5hr	0.5hr
P1041	Isuzu Water Truck	Water pumping issue was not resolved, hydraulic fittings should be fitted to the machine, so submersible pump could be used.	8hrs	8hrs
<b>Plant Repairs to 28th November 2023</b>				
P91	Isuzu Tender Truck	Removed/replaced flat tyre rear side.	1hr	1hr
P2180	A1 Traffic Light Assembly	Broken into over the weekend 3-11-23 to 5-11-23 missing lid and solar panel, 8, 6 volt batteries. 20 amp battery charger. Parts to be ordered for repairs.	2hrs	2hrs
P2380	Isuzu Paveliner.	Removed replace x 2 hydraulic motors. Remove replace x 2 augers. Repairs to one removed auger. 6 new augers order Ryan Mason Engineering.	8hrs	8hrs
P2380	Isuzu Paveliner	Service done. Units for PTO pump changed. X 3 tyres replaced. Machine greased and test driven.	8hrs	8hrs
P2382	Freightliner Cascadia	Assist removed/replaced flat tyre on the side rear of truck.	1hr	1hr
P14	CAT 432F Backhoe	Oil leak underneath machine. Repaired. a/c system check.	1hr	1hr
P1047	Isuzu Street Sweeper	Service done on truck, general check over all completed machine greased and tested.	4hrs	4hrs
P2300	Isuzu Tri Tipper	Modifications made to rollover tarp for safety concerns. Tarp lowered to allow beacons to be seen.	3hrs	3hrs
P3620	Toyota Hilux	Electrical repairs to battery circuit loose terminal preventing battery from charging correctly.	1hr	1hr
P2021	Kobelco Excavator	14,000hr service completed. Hydro pump oil leak needs repairs or replacement pump checking options.	4hrs	4hrs

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**WORKS PROGRESS REPORTS – FLEET – WORKSHOP**

**CONTINUED**

<b>Plant Number</b>	<b>Description</b>	<b>Repairs</b>	<b>Plant Down Time</b>	<b>Repair Time (Man Hours)</b>
P2160	Sewell road Broom	Remove, replace thermostat, remove replace tappet cover gasket, check valve clearance re-assemble check function. Adjusted run speed.	5hrs	5hrs
P62	Toyota 2WD Hilux	Repairs to beacon light.	1hr	1hr
P91	Isuzu Tender Truck	Change flat tyre for operators.	1hr	1hr
P8	CAT 432F Backhoe	Not starting, loose connection to start the motor. Repaired & tested. All ok now.	2hrs	2hrs
P3622	Toyota Fortuner	Plant numbers paperwork done for vehicle awaiting rego plates and payment for receipt. Vehicle ready.	2hrs	2hrs
P3623	Toyota Extra Cab HiLux	Plant numbers paperwork done for vehicle. Awaiting rego plates and payment for receipt. vehicle ready when tray is completed by WRL.	2hrs	2hrs
P1041	Isuzu Water Truck	Submitted paperwork for number plate replacements, awaiting new number plates to arrive.		1hr
P1042	Isuzu Water Truck	Submitted paperwork for number plate replacements, awaiting new number plates to arrive.		1hr
P1049	Isuzu Tender Truck	Submitted paperwork for number plate replacements, awaiting new number plates to arrive.		1hr
P7009	Godwin by Sykes Pump Set	Paperwork, brandings, and fittings mounted to unit.		1hr
P10	Hamm Padfoot Roller	Machine won't go in reverse as described by operator. Adjusted control linkage. All seems ok, repairs to a/c control, fan speed switch broken, rig manual switch for now until parts can be found.	6hrs	6hrs
P1049	Isuzu Tender Truck	Blow out a/c, evaporator blocked with mud and dust.	2hrs	2hrs
P2803	Iseki Mower	Repairs to deck spindle new bearing and retaining nut tightened. Fit mirror to machine RHS top of roof frame.	2hrs	2hrs

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WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
	Graders	Hard facing of new grader tines and tips		5hrs
	Tyres	Delivered 10 tyres to Tyre Right for repairs replacement		3hrs
P3612	Toyota Hilux	Booked for windscreen replacement at Windscreen O'Brien. Vehicle cleaned and to be taken to Pickles for sale after windscreen fitment.	7hrs	7hrs

**ACRONYMS**

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

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
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**ITEM 1                      DEVELOPMENT APPLICATION APPROVALS**

**(B4-9)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

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

**BACKGROUND**

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

**REPORT**

Development Applications that have been received for approval for October 2023.

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>	<b>RECEIVED</b>	<b>APPROVED</b>
P16-23.15	Lot 1 DP1104089 1 Mabel Street WARREN NSW 2824	Construction of a telecommunications tower and facilities.	3/8/2023	13/10/2023
P16-23.16	Lot 1 DP716353 23 Pittman Parade WARREN NSW 2824	Dual Occupancy	9/8/2023	13/10/2023

**LEGAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

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

**STAKEHOLDER CONSULTATION OPTIONS**

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

**CONCLUSION**

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

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

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

**SUPPORTING INFORMATION/ ATTACHMENT**

Nil.

**WARREN SHIRE COUNCIL**  
 Report of the Manager Health & Development Services  
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**ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES (C14-7.3)**

**RECOMMENDATION:**

That the information be received and noted.

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

**Budget and Works from 12<sup>th</sup> October – 28<sup>th</sup> November 2023**

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	<p>Completed July 2020.</p> <p>New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021.</p> <p>Formal complaint lodged with Department of Fair-Trading 4th March 2021. Additional information provided 11th March 2021. A further report provided to Council in August 2021.</p> <p>Rectification order issued. Expired 26/10/2021 Builder expected at the end of November to complete requested maintenance and repair works which has not progressed.</p> <p>Report provided to February 2022 Committee of the Whole Closed Council Meeting concerning directions on this project.</p> <p>Council resolved that: Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court.</p> <p>Proceedings have commenced on 28th July 2022, in NCAT in respect of both properties.</p> <p>Case has been lodged with District Court.</p>

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**ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**  
**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.	271,116	106,982 Committed	MHD/TSM	Final design complete. Contractor engaged to install drainage pipework at the end of November. Concreting works listed on vendor panel closed 3rd February 2022 contractor appointed. Due to time lapse, new quotations obtained and reassessed. MLB to commence once Equestrian Centre path is complete. No progress during September, October, November, December, January and February due to site being flooded and wet weather. Works commenced Wednesday 31 <sup>st</sup> May 2023. Footings for the retaining wall were poured on the 12 <sup>th</sup> July 2023.
Completion of Tiger Bay Wetlands Walkway (Central West Councils Environment and Waterways Alliance 2021 Small Grants).	4,545	Nil	MHD/DMES	Works program to be determined. Site inspection completed 5 <sup>th</sup> January 2023.
<b>2023 Projects</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Completion of Tiger Bay Wetlands Walkway.	30,218	Nil	MHD/DMES	
Ewenmar Waste Depot Road repairs.	20,000	Nil	MHD/DMES	
<b>Warren Support Services (Targeted Early Intervention)</b>				
2.22 Warren Chamber of Music Festival.	4,380	Nil	MHD	To be held February 2023 through to September 2023.
2.26 CWA Speak Out day.	2,000	2,000	MHD	Complete.

**WARREN SHIRE COUNCIL**  
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**ITEM 2                   WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**  
**CONTINUED**

<b>2023 Projects</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
2.27 St Mary's Naidoc Week 2023.	5,000	Nil	MHD	To be held July 2023.
2.28 Warren Junior Soccer 2023.	5,000	Nil	DMFA	
2.30 St Mary's Lion King.	1,000	Nil	MHD	August 2023 Waiting on acquittal.
2.31 Warren Youth Group - Psychology service.	50,000	Nil	MHD	To be held over a period of 12 months.
2.32 MPS Speech and Literacy intervention.	5,000	Nil	MHD	To be held over 12 months.
2.33 Warren Performing Arts and Language Place Inc Warraan Widji Arts 14/8/2023.	5,000	Nil	MHD	To be held from 14 <sup>th</sup> August to the 4 <sup>th</sup> December 2023.
2.34 Warren Performing Arts and Language Place Inc Warraan Widji Arts 15/8/2023.	5,000	Nil	MHD	To be held from 15 <sup>th</sup> August to the 4 <sup>th</sup> December 2023.
2.35 Warren Youth Group Halloween.	5,000	Nil	MHD	Waiting on acquittal.
2.36 Tai Chi Zen for young minds.	1,900	Nil	MHD	
2.37 Warren Performing Arts and Language Place Inc Warraan Widji Arts	5,000	Nil	MHD	To be held 8 <sup>th</sup> December 2023.
2.38 Barnardos - swimming lessons	1,200	Nil	MHD	

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**ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**  
**CONTINUED**

<b>Capital Renewal</b>				
Animal Shelter Replacement.  (Includes \$80,000 for 2023/2024)	140,000	Nil	MHD/IPM	Project in planning stage.
<b>Capital Expenses</b>				
Dwelling Renewals – 1 Pittman Parade. Replacement of kitchen.	60,000	31,709	MHD	Contractor selected and purchase order issued.  Works have commenced, early November 2023.
Council Housing M & R.  (Includes \$20,000 for 2023/2024)	121,741	25,337	MHD	56 Garden Avenue, Heavy Maintenance 90% Completed.  Further funds of \$90,000 allocated from the Infrastructure Improvement/Replacement Reserve to 56 Garden Avenue Refurbishment for the necessary asset renewal works to be completed. Sourcing quotes for kitchen.
<b>Capital Renewal</b>				
Warren War Memorial Swimming Pool relining project.	405,455	Nil	MHD	Further report provided to the June 2023 Committee of the Whole Closed Council.  RFT and specification for relining to be arranged.
<b>Town Planning</b>				
LEP Review.	20,000	20,240	MHD	Consultant engaged.  Draft report provided, reviewed. Feedback provided.

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**ITEM 2                   WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**  
**CONTINUED**

<b>LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)</b>				
	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Grant funding successful 8<sup>th</sup> August 2023</b>
Solar Panel Installation Warren Swimming Pool.	40,000	25,570	MHD	Contractor commenced onsite 2 <sup>nd</sup> November 2023. Completed 7 <sup>th</sup> November 2023.
Victoria Oval Park Permanent Scoreboard Contribution.	20,000	Nil	MHD	\$20,000 grant funds (\$15,000 contribution from the Warren Rugby Club). ETA end January 2024.
Trailer Mounted Scoreboard (2) Contribution.	45,000	Nil	MHD	Purchase order issued. ETA end January 2024.
Warren Sporting and Cultural Centre Retaining Wall (Stage 2).	30,000	Nil	MHD	Purchase order issued.
Windows on the Wetlands Centre Precinct EV Charging Station (up to 3) and Power Upgrade Contribution.	37,996	Nil	MHD/IPM	

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**ITEM 3**

**WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES**

**(P15-31.6)**

**RECOMMENDATION:**

1. That the information be received and noted, and

2. Council progress with the recommendations as follows;

LEP 1: Implement agritourism LEP amendments where relevant and advantageous to the Warren Shire.

LEP 2: Introducing a temporary workers clause into the LEP for large scale infrastructure projects (such as solar farms) to accommodate the skilled workers for these projects.

LEP 3: Classified roads to be rezoned to SP2 Infrastructure in consultation with DPE and RMS/TfNSW. Roads on the heavy vehicle freight route to be included in list for rezoning.

LEP 4: Combine LEP clauses 6.3 and 6.4 into one clause which encompasses protection and conservation of lands within and near waterways/riparian lands.

LEP 5: Retain E4 General Industrial land at Airport where not airside but can benefit from co-location with SP2 airside land and businesses.

LEP 6: Change land use zone at Warren Airport (surrounding airstrips only) from E4 General Industrial to SP2 – Air Transport Facility and Emergency Services Facilities.

LEP 7: Consider the following land uses in the SP2 land use table as permissible with consent.

LEP 8: Review the Airport E4 General Industrial land use table with permissible land uses that are compatible with the adjacent airport and do not detract from or conflict with its core purposes of air transport and training.

LEP 9: Include a Rural Workers' Dwelling clause with the next LEP amendment to permit the construction of this type of residential accommodation in the RU1 zone.

LEP 10: Include a secondary dwelling clause for rural zones in the Warren LEP; and

3. Crown Land Lots 86, 87, and 88 DP 755314 be re-zoned from IN1 General Industrial to RE1 Public Recreation; and

4. Re-zone part of Lot 3 DP853548 (end of Wilson/Chester Streets) from RE1 Public Recreation to R1 General Residential and;

5. Funding of \$25,000 for this project be obtained from the Unrestricted General Fund and the change in expenditure be captured at the Quarterly Budget Review.

**PURPOSE**

To update Council on the progress of the revision of the Warren Local Environmental Plan (LEP) 2012.

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**ITEM 3 WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES**

**CONTINUED**

**BACKGROUND**

The Warren LEP was gazetted in December 2012 and has had an amendment in 2018. The Warren LEP is now due for a revision. As part of this revision, Council advertised that the LEP was to be reviewed and those parties that may be interested in re-zoning land may like to contact Council.

**ITEM 3 WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES**

**CONTINUED**

**REPORT**

Council engaged a private Consultant Ward Planning to complete a health check on the Warren LEP and the necessary changes legislative wise and any housekeeping matters.

A workshop was held on the 18<sup>th</sup> October 2023 to discuss the LEP Health Check. In addition to the workshop, three (3) local representatives and the Department of Planning, were consulted with, to ensure that Council is covering all bases, and addressing any local issues that have risen in the past.

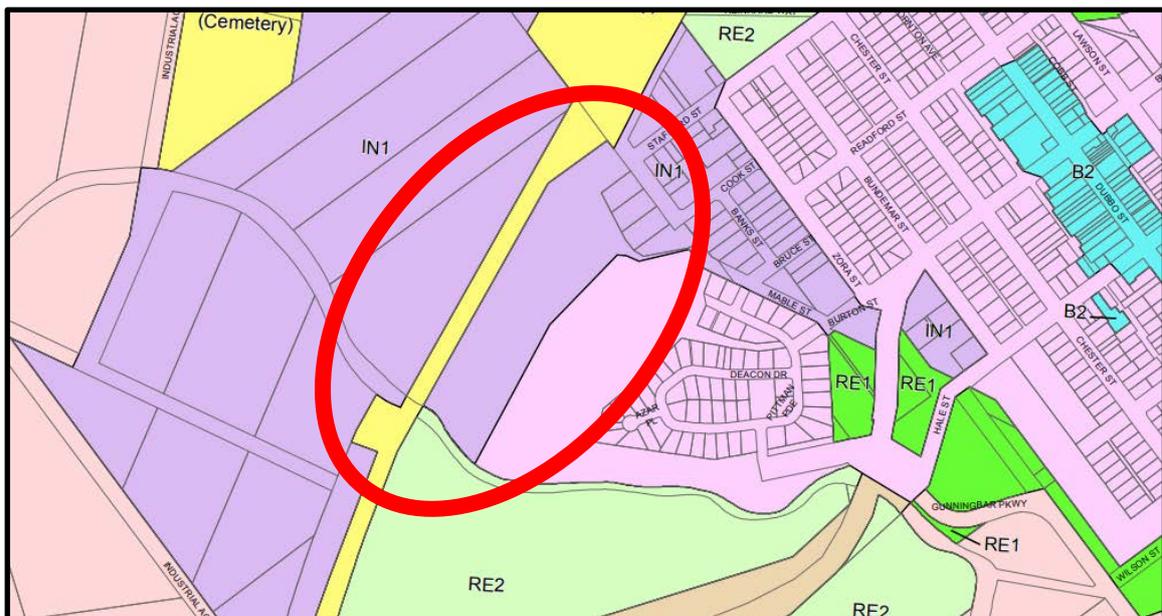
In summary below are the concerns expressed as part of the consultation;

Workshop concerns;

Agri-tourism – should be tied to the land such as an 88B instrument restriction to user, to prevent the sale of small allotments operating businesses, in the instance that they are not ancillary to the main operation of the farm.

Representative 1 concerns;

If Stafford Street is to be developed for future Industrial land (already zoned IN1 General Industrial), consideration of the design for large truck manoeuvres and avoid no through roads. No changes required in the LEP.



A flood study is supported.

Delete Clause 6.4 however keep Clause 6.3

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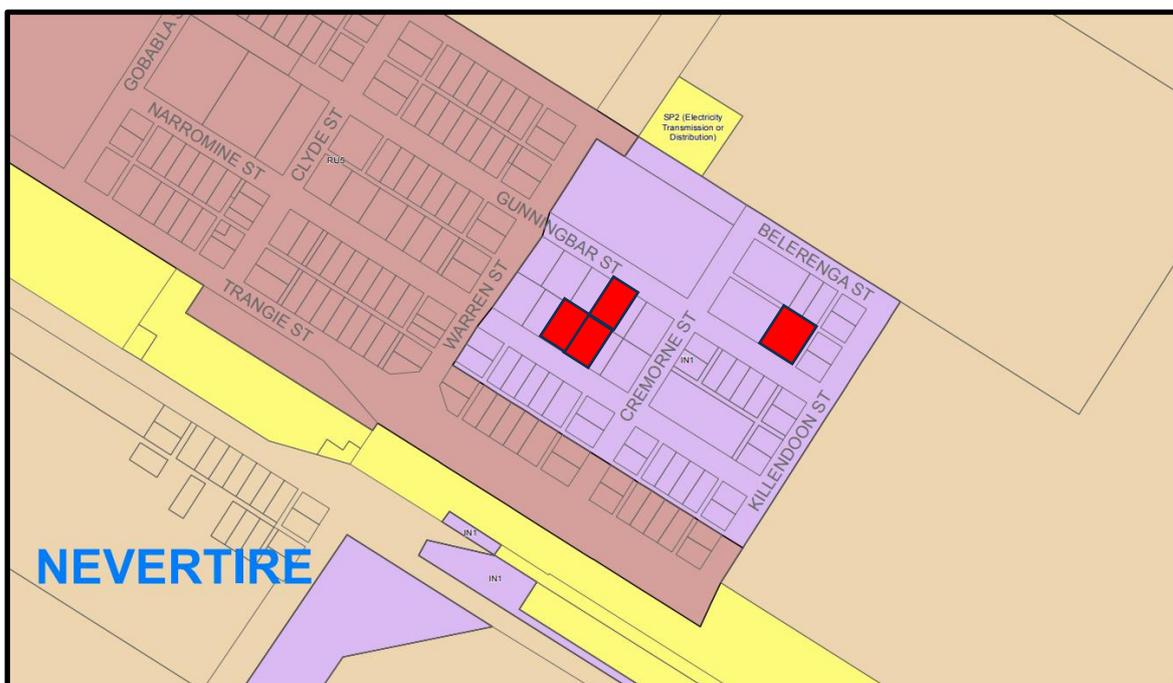
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**ITEM 3            WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES**

**CONTINUED**

Representative 2 concerns;

Consideration of Industrial Land at Nevertire. Land owned by Warren Shire Council indicated in red below. Remaining land is privately owned.



Flood study is supported

Representative 3 concerns;

The availability of residential land – next stage of Gunningbar Estate is being investigated.

The availability of accommodation – secondary dwellings, rural workers dwellings and temporary worker's accommodation will assist with availability of visitor's accommodation by the provision of more permanent accommodation, relieving the demand from workers back to visitors.

Land banking by private developers – this can be addressed with a condition of consent in the instance that approval of some sort is obtained e.g. subdivision, approval to operate a business and/or a condition of sale with land purchase, where possible.

The availability of industrial land. Currently there is suitably zoned land to extend Stafford Street, if Council decides the demand is warranted.

As the Queensland Cotton Gin is not operating, it is not known what the future intentions are for the land. As the subject site is surrounded by Industrial Access Road, Silo Row and Stephens Avenue means that future development of the site in respect to access is favourable, particularly when dealing with larger trucks for manoeuvrability.

Department of Planning concerns;

Flood Planning – validation at the next Integration Planning and Reporting Survey as to clarify if any dwellings/buildings were inundated with flood waters. Flood planning is not considered as part of the LEP review process and needs to be dealt with separately to this process.

Clause 6.3 and Clause 6.4 – leave as is.

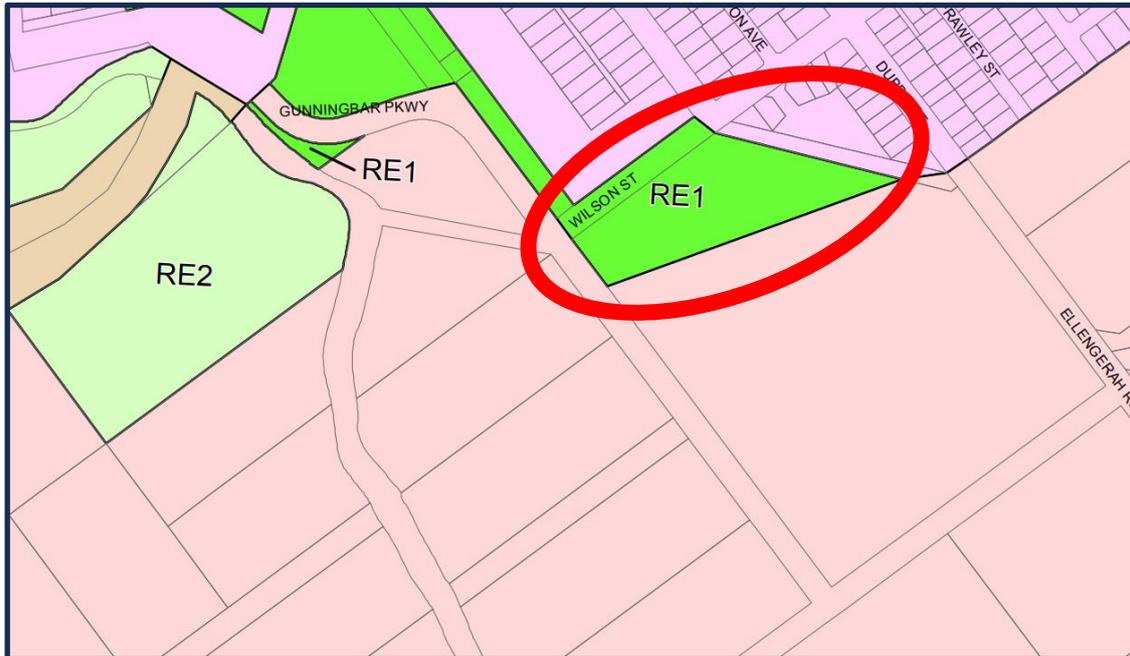
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**ITEM 3            WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES**

**CONTINUED**

Re-zoning of RE1 land (end Chester Street) - need to demonstrate a strong demand for residential zoned land. Investigations into why the land was zoned RE1, has been determined that it was the best fit for purpose at the time.



Other housekeeping;

Secondary dwellings – maximum distance, due to the lot size limiting the location of the secondary dwelling as both dwellings must be located on the same lot, stipulating a maximum distance is not considered necessary and can be assessed on the merits of each application. The maximum distance is an issue in metropolitan areas.

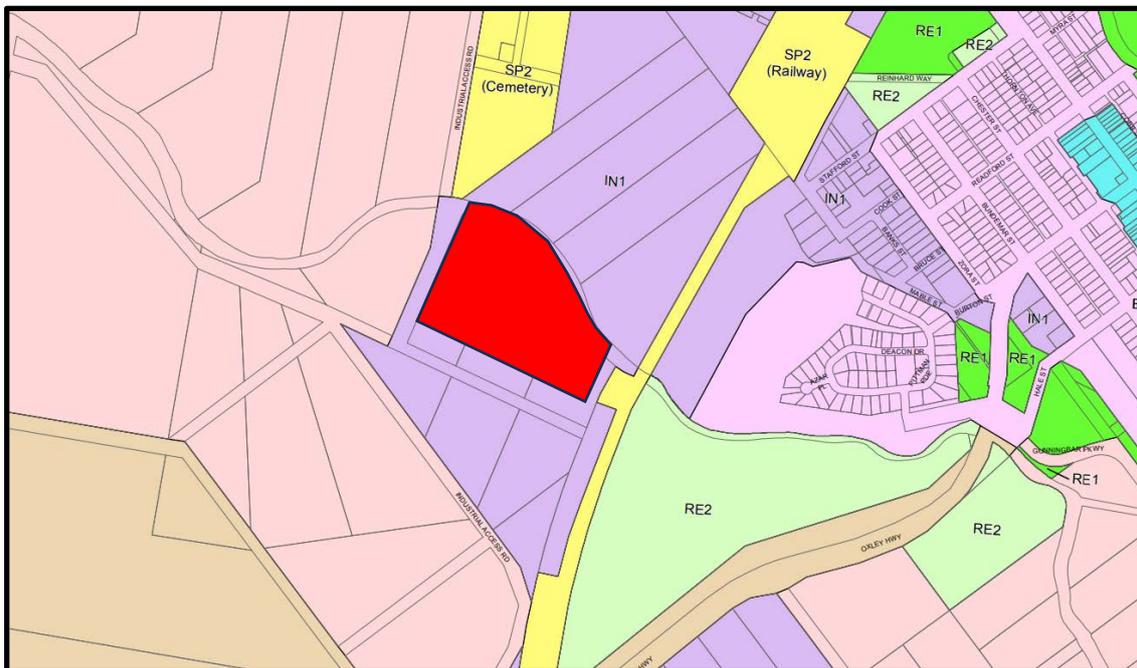
Crown Land (Lots 86, 87, and 88 DP 755314 as indicated in red below) between the old saleyards and Gunningbar Creek was gazetted as Public Recreation Use in 1976 and therefore an industrial use will not be permitted by Crown Lands. The land should be re-zoned from IN1 General Industrial to RE1 Public Recreation.

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**ITEM 3 WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES**

**CONTINUED**



From the LEP Health Check, the following proposed changes should be implemented;

LEP 1: Implement agritourism LEP amendments where relevant and advantageous to the Warren Shire. This is particularly important for businesses wishing to leverage co-location with the Marshes.

LEP 2: Consider introducing a temporary workers clause into the LEP for large scale infrastructure projects (such as solar farms) to accommodate the skilled workers for these projects. DPE is currently devising drafting guidelines for such a clause – refer to local DPE team for any updates.

LEP 3: Classified roads to be rezoned to SP2 Infrastructure in consultation with DPE and RMS/TfNSW. Roads on the heavy vehicle freight route to be included in list for rezoning.  
NOTE: Major roadways in all LGAs are zoned SP2 to protect them from inappropriate developments in areas dedicated for road and rail transport. As this would be a mapping change only, this would be a Basic LEP amendment and fast-tracked by DPE.

LEP 4: Combine LEP clauses 6.3 and 6.4 into one clause which encompasses protection and conservation of lands within and near waterways/riparian lands.

LEP 5: Retain E4 General Industrial land at Airport where not airside but can benefit from co-location with SP2 airside land and businesses.

LEP 6: Change land use zone at Warren Airport (surrounding airstrips only) from E4 General Industrial to SP2 – Air Transport Facility and Emergency Services Facilities.

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**TEM 3                    WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES**

**CONTINUED**

LEP 7: Consider the following land uses in the SP2 land use table as permissible with consent.

Note: Populating the land use table remains the responsibility of Warren Council; these are given as a guide.

air transport facility, airport, depot, educational establishment, emergency services facility, freight transport facility, helipad, heliport, industrial retail outlet, industrial training facility, kiosk, light industry, liquid fuel depot, passenger transport facility, warehouse or distribution centre.

LEP 8: Review the Airport E4 General Industrial land use table with permissible land uses that are compatible with the adjacent airport and do not detract from or conflict with its core purposes of air transport and training.

LEP 9: Include a Rural Workers' Dwelling clause with the next LEP amendment to permit the construction of this type of residential accommodation in the RU1 zone.

LEP 10: Include a secondary dwelling clause for rural zones in the Warren LEP

The LEP health check also mentions the need for a Land Use Strategy. Similarly, to the Flood Study, a Land Use strategy is outside the scope of this process and needs to be dealt with separately.

**LEGAL IMPLICATIONS**

The Department of Planning and Environment LEP making guideline details the steps of the NSW LEP making process. Below is a summary of the steps involved and the likely times associated with each stage.

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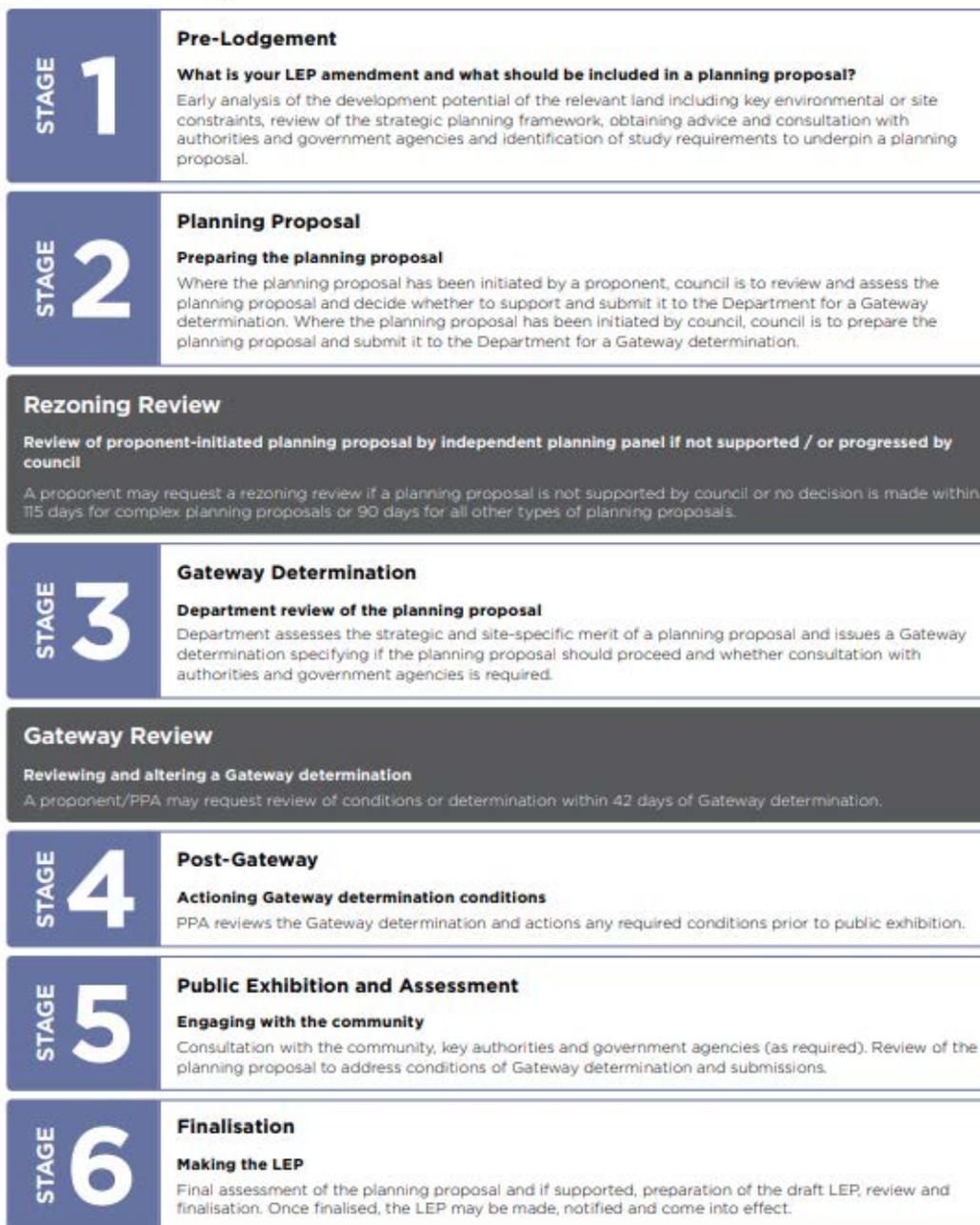
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**CONTINUED**

## LEP Making Process Overview

There are six key stages related to the making of an LEP as shown in **Figure 2**.

**Figure 2. LEP making process overview**



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**Table 2.** Planning Proposal Benchmark Timeframes

Stage	Maximum Benchmark Timeframes (working days)			
	Basic	Standard	Complex	Principal
<b>Stage 1 - Pre-lodgement</b>	30 days	50 days	60 days	20-30 days
<b>Stage 2 - Planning Proposal</b>	80 days	95 days	120 days	40 days
<b>Stage 3 - Gateway determination</b>	25 days	25 days	45 days	45 days
<b>Stage 4 - Post-Gateway</b>	20 days	50 days	70 days	160 days
<b>Stage 5 - Public Exhibition &amp; Assessment</b>	70 days	95 days	115 days	95 days
<b>Stage 6 - Finalisation</b>	25 days	55 days	70 days	80 days
<b>Sub-total (Department target)</b>	140 working days	225 working days	300 working days	380 working days
<b>Total (end to end)</b>	220 days	320 days	420 days	420 days

Note: Department target of 380 working days is measured from Stage 3 - Stage 6 (inclusive).

**FINANCIAL AND RESOURCE IMPLICATONS**

Due to time constraints and the specialised nature of a LEP review, a consultant will need to be engaged to complete the planning proposal and the LEP amendments.

As there is currently no budget for this work, the funds will need to be taken from the unrestricted general fund and the budget adjusted at the Quarterly budget review. The estimate for the works is \$25,000.

Back in February 2022, the NSW Government announced \$30million NSW Regional Housing Fund. Round 1 is scheduled to be complete by 31 December 2023. It is not known if there will be a Round 2. However, if there is Council will be applying. The initial report as part of the Taskforce findings of the investigations into housing supply pressures in regional NSW, resulted in 5 recommendations;

1. Support measures that bring forward a supply of “development ready” land.
2. Increase the availability of affordable and diverse housing across regional NSW.
3. Provide more certainty about where, when and what types of homes will be built.
4. Investigate planning levers to facilitate the delivery of housing that meets short term needs.
5. Improve monitoring of housing and policy outcomes and demand indicators

It is considered that this review meets the funding guidelines. It is hoped that Round 2 will be announced soon.

**RISK IMPLICATIONS**

If Warren Shire Council does not amend their LEP to reflect legislative changes, and to ensure that land availability exists, it could be detrimental and result in less development, particularly when there is a shortage of residential dwellings across the state.

Additionally, to attract professionals to the area, having the land available for residential development, increases the likelihood of private developers and/or individuals building their dream home.

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**ITEM 3 WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES**

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**STAKEHOLDER CONSULTATION**

The LEP review was publicly advertised during May 2023 requesting those that have land that would like to develop and/or rezone in the future, were to contact Council. Only one interested party contacted Council. To ensure that all bases were covered, Council contacted 3 local representatives who were consulted with, as well as the Department of Planning. All their concerns have been disclosed above in the report.

**OPTIONS**

Council does have the option to not proceed with the LEP review, however it is recommended that the review proceeds.

**CONCLUSION**

Council should progress with the recommendations as detailed. Further consideration in the future should be given to a Flood Study, and a Land Use Strategy, which are outside the scope of this report.

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

- 1.1.4 Ensure current and future housing needs for the community are met.
- 5.1.3 Promote Warren Shire Council to wide audiences both within the Shire and externally.
- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.4.1 Obtain new development funds from developers to support the provision of improved infrastructure services.

**SUPPORTING INFORMATION/ ATTACHMENT**

LEP Health Check – Version 2  
(Sent under separate cover)