

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 22ND FEBRUARY 2024

WARREN SHIRE COUNCIL

AGENDA - ORDINARY COUNCIL MEETING

22nd February 2024 commencing at 8.30 am

1. OPENING OF MEETING

2. ACKNOWLEDGEMENT OF COUNTRY

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

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

4. CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday, 25th January 2024.

5. DISCLOSURES OF INTERESTS

6. MAYORAL MINUTE(S)

Item 1 Cost Shifting onto Local Government (S6-4, L2-2.1, L5-2.2) Page 1

7. REPORTS OF COMMITTEES

Meeting of the Ewenmar Waste Depot Committee Minutes held on Monday, 5th February 2024 (G2-5.4)

Meeting of the Economic Development and Promotions Committee held on Tuesday 6th February 2024 (C14-3.22)

Meeting of the Sporting Facilities Committee held on Wednesday 7th February 2024 (S21-2)

Meeting of Manex held on Monday, 12th February 2024 (C14-3.4)

Meeting of the Warren Local Emergency Management Committee held on Tuesday, 13th February 2024 (E6-1)

8. REPORTS OF DELEGATES

Nil.

9. REPORTS TO COUNCIL

POLICY

Item 1	Review of Councillor Expenses and Facilities Policy.....	(P13-1, C14-5.1)
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REPORTS OF THE GENERAL MANAGER

Item 1	Outstanding Reports Checklist (C14-7.4)	Page 1
Item 2	Committee/Delegates Meetings (C14-2)	Page 22
Item 3	Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1) .	Page 23

REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

Item 1	Réconciliation Certificate – January 2024 (B1-10.16)	Page 1
Item 2	Statement of Rates and Annual Charges (R1-4)	Page 4
Item 3	Works Progress Reports – Finance & Administration Projects (C14-7.1, C9-1)	Page 6
Item 4	Preparation of the Draft 2024/2025 Estimates (A1-5.42)	Page 7
Item 5	Warren Shire Librarian’s Operations Report (L2-2)	Page 9
Item 6	Revised December 2023 Quarterly Budget Review (A1-4.42)	Page 13

REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

Item 1	Works Progress Reports – Roads (C14-7.2)	Page 1
Item 2	Works Progress Reports – Town Services (C14-7.2)	Page 20
Item 3	Works Progress Reports – Fleet/Workshop (C14-7.2)	Page 41

REPORTS OF THE MANAGER HEALTH AND DEVELOPMENT SERVICES

Item 1	Development Application Approvals (B4-9)	Page 1
Item 2	Works Progress Reports – Health and Development Services (C14-7.3)	Page 2
Item 3	Development Application – Rural Fire Services Warren Central Brigade Facility and Subdivision, Lots 1 and 2 DP853548 Wilson Street Warren	Page 6

10. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

11. MATTERS OF URGENCY

Nil.

12. CONFIDENTIAL MATTERS

Report of the General Manager

Item 1 Relining of Warren War Memorial Swimming Pool (C13-84, S19-2) Page 1

Report of the Divisional Manager Engineering Services

Item 2 RFT C13-83 Design and Construction of Marthaguy (Tenandra)
and Newe Park (Merrigal) Bridges (C13-83) Page 9

13. CONCLUSION OF MEETING

14. PRESENTATIONS

Nil.

WARREN SHIRE COUNCIL
Mayoral Minute
to the Ordinary Meeting of Council to be held at the
Council Community Room, Warren, on Thursday 22nd February 2024

ITEM 1

COST SHIFTING ONTO LOCAL GOVERNMENT

(S6-4, L5-2.1, L5-2.2)

RECOMMENDATION that:

1. Council receive and note the findings of the LGNSW Cost Shifting report for the 2021/2022 financial year;
2. A copy of the cost shifting report be placed on Council's website so that our community can access it;
3. Council write to the Premier, the NSW Treasurer and the NSW Minister for Local Government seeking that they urgently seek to address these costs through a combination of regulatory reform, budgetary provision and appropriate funding; and
4. Information be provided to the Local Member for Barwon, Roy Butler MP on the NSW Local Government (LGNSW) Cost Shifting Report and that he be requested to support the LGNSW Campaign on the issue.

PURPOSE

Is to inform the Council and the community of Warren Shire the level of cost shifting to local government Councils being undertaken by the NSW State Government.

BACKGROUND

Local Government NSW (LGNSW) is seeking the support of all Councils in calling the NSW State Government to address cost shifting onto our sector.

Cost shifting occurs when State and Federal Governments force Councils to assume responsibility for infrastructure, services and regulatory functions without providing sufficient supporting funding.

Late last year, LGNSW published their latest cost shifting report, informed by surveys and data returned by Councils from right across NSW.

Alarming, this report shows that the increase in cost shifting has been accelerated by various NSW State Government policies. For the 2021/2022 financial year, cost shifting represented a total of \$1.36 billion of unfunded costs passed onto Councils and their communities.

On average, this represents an additional cost of \$460.67 for every ratepayer across the state.

The effect of this cost shift is fewer services, less infrastructure maintenance and investment, and lost opportunity and amenity for all our residents and businesses.

Attached to this report is a copy of the LGNSW Cost Shifting 2023: How State Costs Eat Council Rates Report Summary and Highlights.

Available at the Council Meeting will be the full Report for perusal by interested Councillors.

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COST SHIFTING ONTO LOCAL GOVERNMENT

CONTINUED

REPORT

The pressure on Councils to continue to provide services of appropriate standard to our communities is now extraordinary.

The unrelenting growth of cost shifting to Councils, coupled with rate pegging, is increasingly eroding any possibility of financially sustainable local government and risking the capacity of Councils to deliver tailored, grassroots services to their communities and properly deliver and maintain vital local infrastructure.

Alarming, the latest research commissioned by LGNSW shows that the increase in cost shifting has been accelerated by various NSW State Government policies.

As shown in the latest cost shifting report produced by independent consultants Morrison Low on behalf of LGNSW for the 2021/2022 financial year (www.lgnsw.org.au/costshifting), an amount of \$1.36 billion of expense has been passed on to Councils to fund. This is an increase of \$540 million since the last report from the 2017/2018 financial year and represents lost services, lost opportunity and lost amenity for all our residents and businesses.

On average, this represents an additional cost of \$460.67 for every ratepayer across the state.

With Councils having to fund this ongoing subsidy for the NSW State Government each and every year it means our communities get less or go without. They go without better roads, they go without better parks, they go without important community services that only Councils provide, and they and their ratepayers are effectively paying hidden taxes to other levels of government.

I believe that our communities deserve better and this must stop. Prior to the most recent state election the then Minns Opposition wrote to LGNSW acknowledging that cost shifting had undermined the financial sustainability of the local government sector.

Now in 2024, it is important to Councils and communities that the NSW State Government urgently seek to address cost shifting through a combination of regulatory reform, budgetary provision and appropriate funding.

Council may also wish to share the cost shifting report and summary document with our community via social media channels, and with our Local State Member of Parliament. Sharing this information will assist in improving community understanding of the extent to which the already constrained rating income of local government is diverted to state-imposed costs.

As the NSW State Government's foreshadowed 2024 review of the financial model for local government approaches, it is so important that these longstanding impacts on our financial sustainability are highlighted and resolved.

FINANCIAL AND RESOURCE IMPLICATIONS

On average it has been estimated that there is \$460.67 of cost shifting per ratepayer across the State. However, in relation to rural Councils, the average goes up to \$590.80 per ratepayer. By

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average for Warren Shire, this equates to over \$1,148,000 and represents typically a fair amount of bitumen reseals or road pavement heavy patching or road gravel resheeting.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

It is appropriate that our community is informed in regard to the level of cost shifting that is undertaken by the NSW State Government and the affects that it has to the basic services and infrastructure provided by Council.

OPTIONS

Council does not necessary have to adopt the recommendations of the Report however, it is believed that any advocacy in this regard is critical to have the NSW State Government urgently address cost shifting and its affect on Council's services and infrastructure.

CONCLUSION

The recommendations are commended.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.3 Seek new sources of income for Council.
- 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

- 1. Local Government NSW Cost Shifting 2023: How State Costs Eat Council Rates Report Summary and Highlights.

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CONTINUED

1. Attachment 1 - Local Government NSW Cost Shifting 2023: How State Costs Eat Council Rates Report Summary and Highlights.

LOCAL GOVERNMENT NSW

**Cost Shifting 2023:
How State Costs
Eat Council Rates**
Report Summary and Highlights

**ONE VOICE
FOR COUNCILS**

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President's Foreword

It is with great concern that I present to you Local Government NSW's latest commissioned research on one of the most significant problems facing NSW councils today.

Cost Shifting 2023: How State Costs Eat Council Rates, by independent consultants Morrison Low, reveals the heavy financial burden carried by NSW councils and communities forced to assume ever-greater responsibility for state government services and infrastructure.

That burden is now valued at more than \$1.36 billion per year, up 78 per cent from \$820 million per year in just over five years.

It's fair to say that all levels of government – like families – are doing it tough.

But the difference is that with cost shifting, the financial pressure flows downhill – from the federal level to state governments, onwards to councils.

And of course ultimately to ratepayers, because councils must divert rate revenue away from existing services and infrastructure in order to fund the unrecoverable cost of the services, programs and functions imposed by the State Government.

This new report calculates that the total amount of cost-shifting to councils now represents an average of around \$460 per ratepayer, per year.

Councils are the closest level of government to the community and we see firsthand the very real impact of this endless financial squeeze.

We carry the can, as other levels of government wipe costs from their budgets by eating into ours. And we face the community to answer for rate increases, reduced services or degraded local infrastructure.

It is, quite simply, unsustainable and cannot continue.

After decades of advocacy by the local government sector, I welcomed the Minns' Government acknowledgement that the current funding system is broken. And I am more encouraged than I can say by their commitment to undertake a review of the financial modelling of councils.

LGNSW looks forward to contributing to this review, and to ensure that one of its key focuses will be to address this damaging practice, and drive a more financially sustainable future for the people of NSW.

Cr Darriea Turley AM
LGNSW President

What is Cost Shifting?

Cost shifting occurs when state and federal governments force councils to assume responsibility for infrastructure, services and regulatory functions without providing sufficient supporting funding.

NSW councils are currently being asked to absorb cost shifting worth more than \$1.36 billion each year, with the practice imposing an estimated cumulative burden of more than \$10.15 billion over the last decade.

This now amounts to an average \$460.67 paid by each NSW ratepayer, each and every year.

2Read the full report on our website at lgnsw.org.au/costshifting

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As councils work to rebuild their communities in the wake of the COVID pandemic and repeated natural disasters, they also find themselves grappling with the same economic challenges and headwinds impacting the State and Federal Governments. The difficult economic climate, rising costs and severe skills and labour shortages are impacting council budgets and affecting service and infrastructure delivery in local communities. The continual shifting of the obligations and costs for State (or Federal) functions and services onto local government, coupled with a defective rate peg system, is only making the situation worse.

Cost shifting onto local government remains one of the most significant challenges facing NSW councils today. The unrelenting growth of cost shifting to councils is increasingly eroding any possibility of financially sustainable local government and risking the capacity of councils to both deliver tailored, grassroots services to their communities and properly maintain vital local infrastructure.

Alarming, the latest research commissioned by LGNSW shows that the increase in cost shifting has been accelerated by various NSW Government policies.



Analysis by independent consultants Morrison Low calculated the total cost shifted onto councils in the 2021/22 financial year at \$1.36 billion.



This is a dramatic increase of 78 per cent since the 2015/16 financial year, when the total cost shift was estimated at \$820 million.



In 2021/22, each NSW ratepayer had the equivalent of \$460.67 of their paid rates eaten by state government costs.



The proportion of council rates subsumed by cost-shifted obligations ranged from \$420.90 for ratepayers on the metropolitan fringes to \$590.80 for rural ratepayers.

\$1.36 Billion
Cost shift to councils per annum

\$460.67
Per ratepayer per year

What is eating council rates?

The largest direct cost shift to councils is from emergency service contributions and other emergency service obligations, totalling \$165.4 million. However, the cost of rate exemptions is higher still, representing a total of \$273.1 million of potential rates that are exempted and redistributed to other ratepayers to pay. An additional \$288.2 million in waste levies are passed onto the ratepayers through the waste collection fees in their rates bill.

A further \$156.7 million in costs for libraries is also being covered by councils to make up the difference between the committed funding for councils' libraries and the subsidies received.

Top Five Cost Shifts onto NSW Councils

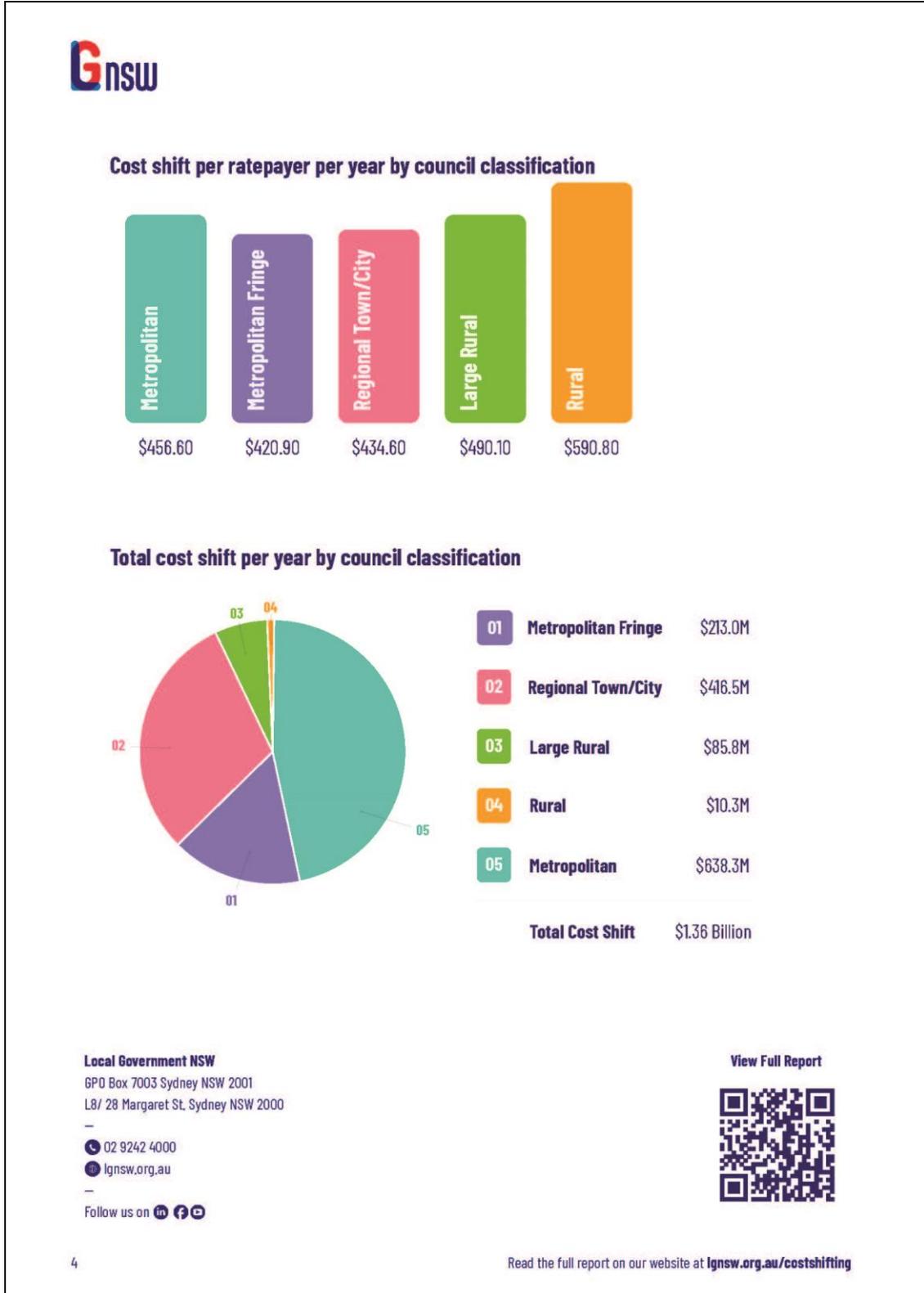


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COST SHIFTING ONTO LOCAL GOVERNMENT

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EWENMAR WASTE DEPOT COMMITTEE MEETING

Attached are the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday 5th February 2024.

RECOMMENDATION:

That the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday 5th February 2024 be received and noted and the following recommendation be accepted:

ITEM 5.2 RECYCLING OPTIONS

(G2-5.4)

Council complete a community survey to determine the interest and resident's capacity to pay for a recycling service.

WARREN SHIRE COUNCIL
Minutes of the Ewenmar Waste Depot Committee
held in the Council Community Room, 115 Dubbo Street Warren
on Monday 5th February 2024 commencing at 2.02pm

Present: Councillor Heather Druce (Chairperson)
Gary Woodman (General Manager)
Maryanne Stephens (Manager Health and Development Services)
Raymond Burns (Town Services Manager)
Cassy Mitchell (Administration Officer Health and Development)

ITEM 1 APOLOGIES

Apologies were received from Councillor Katrina Walker and Sylvester Otieno (Divisional Manager Engineering Services) who were absent due to external commitments, and it was **MOVED** Burns/Stephens that the apologies be accepted, and a leave of absence be granted for this meeting.

Carried

The Chair acknowledged the input and commitment of Councillor Higgins to the Ewenmar Waste Depot Committee during his time with Council.

ITEM 2 CONFIRMATION OF THE MINUTES OF THE MEETING HELD 4th September 2023

MOVED Stephens/Burns that the Minutes of the Meeting held on 4th September 2023 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD 4TH SEPTEMBER 2023

Nil.

ITEM 4 ACTION CHECKLIST

MOVED Burns/Stephens that the information be received and noted and those marked with an asterisk (*) be removed.

Carried

ITEM 5.1 TRANSFER STATION (TOWN SERVICES MANAGER) (G2-5.4)

- The Roads Section is not able to do the earthworks part of the project due to being overextended with road works;
- Currently other local contractors have not been available;
- Getting a price from Battleline, Coonamble, most probably using the crew that is working on the heavy patching; waiting on a quote to determine if budget is sufficient (TSM);
- Jim Fenton may also be an option (TSM); and
- This will delay completion of the Transfer Station to at least April, 2024.

WARREN SHIRE COUNCIL
Minutes of the Ewenmar Waste Depot Committee
held in the Council Community Room, 115 Dubbo Street Warren
on Monday 5th February 2024 commencing at 2.02pm

ITEM 5.1 TRANSFER STATION (TOWN SERVICES MANAGER) CONTINUED

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

Carried

ITEM 5.2 RECYCLING OPTIONS (G2-5.4)

- Cost is approximate \$145.00 annually including GST includes fortnightly collections and a new bin provided to each household/business;
- Everyone would be charged even if they do not take up recycling;
- Warren, Nevertire and Collie, where a current pick up service is provided;
- A survey would be undertaken in March 2024 and reported to the next Committee Meeting to be scheduled for the 8th April 2024 (MHD);
- Report after the survey to determine if recycling is to be included in the 2024/2025 Annual Operational Plan (MHD); and
- The survey will also involve as separate information the proposal of a “Rural Access charge” to also be included in the 2024/2025 Annual Operational Plan (Approximately \$10.00 per rural assessment not getting a collection) (MHD).

RECOMMENDATION TO COUNCIL:

MOVED Druce/Stephens that Council complete a community survey to determine the interest and resident’s capacity to pay for a recycling service.

Carried

ITEM 5.3 CLEAN UP AUSTRALIA DAY (P9-4)

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

Carried

ITEM 6 GENERAL BUSINESS

ITEM 6.1 WASTE DEPOT RECYCLING SHOP (G2-5.4)

- General cleanup has been undertaken with rubbish removed/relocated;
 - Sales are being undertaken through the office with removal following the sighting of a receipt; and
 - Waste Depot Operator determining the value of items.
-

ITEM 6.2 NEW WASTE CELL (G2-5.4)

- Currently being undertaken by Andersons Grader Hire.
-

WARREN SHIRE COUNCIL
Minutes of the Ewenmar Waste Depot Committee
held in the Council Community Room, 115 Dubbo Street Warren
on Monday 5th February 2024 commencing at 2.02pm

ITEM 6.3 VEGETATION NOTICES (H2-14)

- Orders have been provided to properties requiring vegetation removal for areas in Warren, Nevertire, Collie and the Warren Airport; and
 - Some properties were cleaned up by the owners, other properties work undertaken by Council Staff at the customers cost.
-

ITEM 6.4 WORKS DEPOT OIL RECYCLING FACILITY (G2-5.4)

- Relocation of the Works Depot oil recycling facility to the Ewenmar Waste Depot is being considered for the future. (TSM/MHD)
-

ITEM 7 DATE OF NEXT MEETING

8th April 2024.

There being no further business the meeting closed at 2.52pm.

ECONOMIC DEVELOPMENT & PROMOTIONS COMMITTEE MINUTES

Attached are the Minutes of the meeting of the Economic Development & Promotions Committee held on Tuesday, 6th February 2024.

RECOMMENDATION:

That the Minutes of the Meeting of the Economic Development & Promotions Committee held on Tuesday, 6th February 2024 be received and noted, and the following recommendations be adopted:

ITEM 5.5 HISTORICAL PHOTOGRAPH DISCUSSIONS (H3-1, H3-9)

The historical photographs be made available to the Visitor Information Centre for display to the public and visitors to the Warren Shire region.

ITEM 5.6 WARREN SHIRE CRIME STATISTICAL REVIEW (L7-1.1)

A meeting be convened between Warren Shire Council and representatives from the NSW Police to discuss crime statistics within Warren Shire and to seek a determination of the nature of the crimes reported and discuss possible solutions and actions.

WARREN SHIRE COUNCIL
Minutes of the Economic Development & Promotions Committee
Meeting held in the Council Community Room
on Tuesday 6th February 2024, commencing at 3:31pm

ITEM 5.2 OFFICAL OPENING OF THE LACHLAN SHIRE TOURISM PRECINCT (T4-1)

MOVED Druce/Jackson that the information be received and noted.

Carried

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

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

Carried

ITEM 5.4 VISIT OF THE RDA-ORANA'S NEW CEO (D3-2)

MOVED Derrett/Druce that the information received and noted.

Carried

ITEM 5.5 HISTORICAL PHOTOGRAPH DISCUSSIONS (H3-1, H3-9)

RECOMMENDATION TO COUNCIL:

MOVED Druce/Derrett that:

1. The information be received and noted; and
2. The historical photographs be made available to the Visitor Information Centre for display to the public and visitors to the Warren Shire region.

Carried

ITEM 5.6 WARREN SHIRE CRIME STATISTICAL REVIEW (L7-1.1)

RECOMMENDATION TO COUNCIL:

MOVED Derrett/Balogh that:

1. The information be received and noted; and
2. A meeting be convened between Warren Shire Council and representatives from the NSW Police to discuss crime statistics within Warren Shire and to seek a determination of the nature of the crimes reported and discuss possible solutions and actions.

Carried

GENERAL BUSINESS

ITEM 6.1 REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM (G4-1.79)

- Councillor Greg Whiteley and Susan Balogh updated the Committee on the status of the Regional Drought Resilience Planning Program;
 - Bogan, Coonamble and Warren in Consortium 16;
 - Resilience Plan for Drought, 2 Community Workshops for Warren Shire (Wednesday 14th February 2024 – Marra Hall 10:00 am and Warren Community Room 6:00pm);
 - Bottom-up plan to prepare and be ready for a drought;
 - Far North West Joint Organisation (FNWJO) doing the plan on behalf of Warren Shire Council;
 - FNWJO Executive Officer – Ross Earl and Drought Plan Project Officer Belinda Colless coordinating;
-

WARREN SHIRE COUNCIL
Minutes of the Economic Development & Promotions Committee
Meeting held in the Council Community Room
on Tuesday 6th February 2024, commencing at 3:31pm

ITEM 6.1 REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM CONTINUED

- Workshops attempting to determine ideas including innovative ways to plan for the next drought;
- How to keep jobs and people in the Warren Shire during drought circumstances particularly higher productive members of the community;
- A consultant will be engaged to use all the ideas to provide a Draft Plan that will be vetted by the CSIRO;
- A target focus group anticipated to provide further input to the Plan;
- Council has provided the FNWJO many documents relating to water management, strategic plans, etc. to inform the consultants;
- Need attendance of the Workshops of people with ideas and solutions; and
- Council is providing as much advertising as possible.

MOVED Woodman/Jackson that the information received and noted.

Carried

ITEM 7 DATE OF NEXT MEETING

To be arranged for 8th May 2024 at 3:30 pm.

There being no further business the meeting concluded at 4:38 pm.

SPORTING FACILITIES COMMITTEE MEETING

Attached are the Minutes of the meeting of the Sporting Facilities Committee held on Wednesday 7th February 2024.

RECOMMENDATION:

That the Minutes of the Meeting of the Sporting Facilities Committee held on the 7th February 2024 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Sporting Facilities Committee Meeting
held in Council's Community Room, 115 Dubbo Street, Warren
on Wednesday, 7th February 2024 commencing at 4:15pm

Present:

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

With the Chair absent Cllr Dirk McCloskey agreed to Chair the Meeting.

ITEM 1 APOLOGIES

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

Carried

ITEM 2 CONFIRMATION OF MINUTES OF THE SPORTING FACILITIES COMMITTEE MEETING HELD ON WEDNESDAY, 8th NOVEMBER 2023

MOVED Stephens/Whiteley that the Minutes of the Meeting held on the 8th November 2023 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON WEDNESDAY, 8TH NOVEMBER 2023

Nil.

ITEM 4 ACTION CHECKLIST

MOVED Burns/Hamilton that the information be received and noted and that the items marked with an asterisk (*) be removed.

Carried

ITEM 5 FINANCIAL STATEMENT

MOVED Whiteley/Burns that the information be received and noted.

Carried

WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting
held in Council's Community Room, 115 Dubbo Street, Warren
on Wednesday, 7th February 2024 commencing at 4:15pm

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

MOVED Stephens/Whiteley that the information be received and noted.

Carried

ITEM 6.2 SWIMMING POOL AMENITIES UPGRADE (S19-2, G4-1.72)

MOVED Whiteley/Hamilton that the information be received and noted.

Carried

ITEM 7 GENERAL BUSINESS

ITEM 7.1 ELECTRICAL PROBLEMS AT WARREN WAR MEMORIAL SWIMMING POOL (S19-2)

Monday 29th January 2024 minor electrical shocks were reported by a number of patrons. The Pool was closed and Council's Electrical Contractor and Essential Energy investigated. Found an earthing problem that was remedied together with board improvements. Some RCD's were also installed to improve safety further. Site was recertified to be safe by Essential Energy and reopened on Tuesday the 30th January 2024.

ITEM 8 DATE OF NEXT MEETING

Wednesday 1st May 2024 at 4:00pm

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5:05 PM

MANEX MINUTES

Attached are the Minutes of the Meeting of Manex Committee held on Monday, 12th February 2024.

RECOMMENDATION:

That the Minutes of the Meeting of the Manex Committee held on Monday, 12th February 2024 be received and noted and the following recommendation be adopted:

- 4.4.2 GARBAGE SERVICES BCP SUB PLAN (G2-5.4)**
- 4.4.3 GARBAGE DEPOT BCP SUB PLAN (G2-5.4)**

That Council adopt the Garbage Services Business Continuity Plan (BCP) Sub Plan and Garbage Depot Business Continuity Plan (BCP) Sub Plan.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Monday 12th February 2024 commencing at 2.32 pm

PRESENT:

Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services (Chair)
Maryanne Stephens	Manager Health and Development Services
Ray Egan	Roads Infrastructure Manager
Asad Satti	Flood Restoration and Special Projects Manager
Jody Burtenshaw	EA to the Mayor and General Manager
Susan Balogh	Economic Development and Visitation Manager
Pamela Kelly	Librarian
Scott Hosking	WHS/Risk Co-Ordinator (Observer)

1 APOLOGIES

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

Carried

2 BUSINESS ARISING FROM MINUTES

Nil.

3 ACTION CHECKLIST

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

Carried

4.1 EXECUTIVE OFFICE MATTERS

4.1.1 WOW Agency – Communications and Content (GM)

MOVED Burtenshaw/Kelly 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 12th February 2024 commencing at 2.32 pm

4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

4.1.2 Preparation of the February 2024 Council Newsletter (GM)

Item	Responsible Officer
Registration of Local Contractors on VendorPanel	DMFA, CC
Recycling Survey	MHD
Rural Access to Waste Depot Survey	MHD
DIAP Survey	MHD
Women of Warren Shire	GM
Staff Profile	GM
Ewenmar Waste Depot Operational Changes	MHD
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
Showground/Racecourse Amenities Facility	TSM
New Water Trailer and Second Hand Truck	DMES/Workshop Co-Ordinator
Regional Drought Resilience Program Plan	GM/EDVM
Regional Council Leak Detection Program	TSM
Lease Warren Airport Terminal Building – Flying School	IPM/GM
Warren Library Reopening	IPM/LIB
Mt Foster Quarry Operations	DMES
ROADS SECTION	
Road Maintenance Construction Program for February/ March 2024	DMES/FRSPM/RIM
SH 11 Oxley Highway Heavy Patching Program	DMES/FRSPM/RIM
SR58 Nevertire-Bogan Road Reconstruction	DMES/FRSPM/RIM
Flood Restoration Works	DMES/FRSPM/RIM

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Monday 12th February 2024 commencing at 2.32 pm

4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

4.1.3 Suggestions in the Council Suggestion Boxes (GM)

Nil.

4.1.4 Revised 2024 Priority Projects and Programs (GM)

MOVED Stephens/Egan that the information be received and noted.

Carried

4.1.5 Code of Conduct Pamphlet/Booklet (GM)

Managers need to ensure that there is a Warren Shire Council Code of Conduct located within each section of the workforce. You can then use the Model Code of Conduct for Local Government Councils in NSW 'at a glance' guide for Council staff to further inform staff under their control.

MOVED Woodman/Satti that the information be received and noted.

Carried

4.1.6 Western Plains App Report (GM)

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

Carried

4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

4.2.1 Warren Shire Council Contract Register (DMFA)

A review of the Contract Register to be provided to the next meeting.

4.2.2 2024/2025 Operational Plan and Estimates (GM, DMFA)

Estimates sheets are due to the Divisional Manager Finance & Administration by Wednesday, 13th March 2023.

4.2.3 Grants Register (GM, DMFA)

A Grants Register to be prepared and reported monthly to Manex by the Divisional Manager Finance & Administration and the Treasurer.

Managers need to know the income arrangements/reporting requirements and to take action for income.

MOVED Woodman/Satti that the information be received and noted.

Carried

WARREN SHIRE COUNCIL
 Minutes of the Manex Committee Meeting
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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	Works completed and claimed.
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.

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

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

Event	Subcategory	Estimate	Status
AGRN 987	EW	\$475,945	Works completed and claimed.
AGRN 987	IRW	\$241,591	Works completed and claimed.
AGRN 987	EPA RW	N/A	Submission has been lodged as part of AGRN 1034 EPA RW Submission 01 Rev. C.
AGRN 1025	IRW	\$323,610	Works on Ellengerah Road. Completed. Claim submitted.
AGRN 1030	N/A	N/A	Event was overlapped by AGRN 1034
AGRN 1034	EW	\$803,018	Works completed. Claim being prepared.
AGRN 1034	IRW	\$899,965	Claim being prepared.
AGRN 1034	EPA RW	\$10,925,183.92	Submission 01 Rev. C lodged includes AGRN 1034 IRW and AGRN 987 EPA-RW and has been submitted.

WARREN SHIRE COUNCIL
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4.3 ENGINEERING DEPARTMENT MATTERS

Table Legend

AGRN – Australian Government's Registration Number

IRW – Immediate Reconstruction Works

EW – Emergency Works

EPA RW – Essential Public Asset Reconstruction Works

- Follow-up on Council's Claim for Emergency Levee Operations (\$174,000), now with the NSW Government politicians.
- Email with original claim documents emailed to Brigid 28th February 2023. Currently only \$73,000 of \$174,000 approved for payment.
- The Town Services Manager has provided the State Emergency Service (SES) a further copy of Council's Claim for Emergency Levee Operations (\$757,745.33) requesting payment. Advice has also been provided to the Member for Barwon requesting help for full reimbursement of Council's costs.
- AGRN 1034 Package has been submitted. Plus extras for AGRN 987 perhaps.

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

Project	Budget	Resp	Comments
Five Mile Cowal	\$249,905	FRSPM	Works completed & claim submitted
Ewenmar & Tiger Bay Line marking	\$21,590	FRSPM	Works completed & claimed
Tenandra Clear zone Tree trimming & CAMs Installation	\$50,140	FRSPM	Works completed & claimed
Heavy Patching	\$1,417,170.60	FRSPM	52 patches to be completed. Work in Progress
Milawa Pavement Rehabilitation	\$2,299,500 (Approx)	FRSPM	G1 received. Ensuite meeting conducted. Final scoping is in progress by TfNSW.
RMAP Activities	\$244,106	FRSPM	Quarter 1: \$50,551 (Claimed) Quarter 2: \$67,437.84 (Claim being prepared)

MOVED Satti/Otieno that the information be received and noted.

Carried

WARREN SHIRE COUNCIL
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4.3 ENGINEERING DEPARTMENT MATTERS CONTINUED

4.3.4 2023 Calendar of Events at the Showground/Racecourse (TSM/IPM)

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

Carried

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)

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

Carried

4.4.2 Garbage Services BCP Sub Plan (MHD) (G2-5.4)

4.4.3 Garbage Depot BCP Sub Plan (MHD) (G2-5.4)

RECOMMENDATION TO COUNCIL:

MOVED Stephens/Woodman that Council adopt the Garbage Services Business Continuity Plan (BCP) Sub Plan and Garbage Depot Business Continuity Plan (BCP) Sub Plan.

Carried

4.5 WORK HEALTH & SAFETY RISK MATTERS

4.5.1 Contractor WHS Management Policy (GM)

The General Manager asked the Manex Team and particularly the WHS/Risk Co-Ordinator to do a critique of the Policy and provide comments to the General Manager.

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

Carried

4.5.2 Staff Influenza Vaccination Arrangements for Winter (GM/WHS-RC)

The WHS/Risk Co-Ordinator was asked to progress the Staff Influenza Program for April 2024.

MOVED Woodman/Egan that the information be received and noted.

Carried

4.5.3 Staff Immunity Blood Testing and Vaccination Program Arrangements (GM/WHS-RC)

The WHS/Risk Co-Ordinator advised that arrangements are in place for Douglas Hanly Moir to be onsite at the Works Depot on the Tuesday, 2nd April 2023 to commence the program. The General Manager asked if they could start early and proposed a 7.30 am start time. The WHS/Risk Co-Ordinator to progress.

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

Carried

WARREN SHIRE COUNCIL
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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	Advertising with an open closing date.
Utilities Maintenance Team Member	DMES	Two (2) new employees commenced 7th February 2024, advertising with an open closing date continuing for the remaining one (1) position.
Roads Infrastructure Manager	DMES	DMES/GM looking at options, re-advertising to be continued with an open closing date.
*Non-Trade Gardener	DMES	Trainee Non-Trade Gardener commenced 7th February 2024.
Light Plant Operator - Relief	DMES	Advertising with an open closing date.
Light Plant Operator (Roller) – Contract (at least 2 years)	DMES	Advertising with an open closing date.
Light Truck Driver (Water) – Contract (at least 2 years)	DMES	Advertising with an open closing date.
Pavement Maintenance Team Leader	DMES	Advertising with an open closing date.
Waste Depot Operator – Part Time (minimum of 12 hours per week)		Advertising with an open closing date.
*Works Clerk/Administration Officer – Engineering Services – Contract (12 months)	DMES	Three (3) days per week Works Clerk, Two (2) days per week Administration Officer – Engineering Services. Position filled internally on the 2nd January 2024.

MOVED Stephens/Otieno that the information be received and noted.

Carried

WARREN SHIRE COUNCIL
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5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

Date	Circular No.	Description	Comment/Action
18.1.24	24-01	Constitutional Referendums and Council Polls	Noted
5.2.24	24-02	Minor Works Contract Form for Infrastructure Delivery for Councils	Noted

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
Tuesday 16th January 2024 commencing at 2.30 pm

5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

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

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

		February 2024	Status			March 2024	Status
Finance	1	First day for requests to Valuer General for estimates of changes in the value of land for which supplementary valuations are required to be furnished [LGA s513]	Noted	1	Valuer General to provide estimates of changes in the value of land for which supplementary valuations are required within one (1) month of date of request (LGA s 513(2))	Noted	
	28	Last day for RAO to submit quarterly budget review statement to council [LG Reg cl 203(1)]. Councils are requested to send a copy of the QBRS to finance@olg.nsw.gov.au	Reported to January 2024 Council Meeting (DMFA).				
	28	Third quarter rates instalment due [LGA s562(3(b))]	Noted				
Governance							
Grants	1	Low-cost loan initiative reimbursement claim period opens (Initial report or Progress report due)	N/A				

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
Tuesday 16th January 2024 commencing at 2.30 pm

	February 2024	Status	March 2024	Status
Companion Animals				
Other	16 Expected third instalment of 2023-24 Financial Assistance Grants	Noted		

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
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6 OPERATIONAL PROCEDURES (I2-11.1)

Nil.

7 JANUARY 2024 DRAFT MINUTES AND FEBRUARY 2024 DRAFT BUSINESS PAPER

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

8 CORRESPONDENCE AND CUSTOMER REQUESTS STATUS

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

9 GENERAL BUSINESS WITHOUT NOTICE

- The General Manager advised that Council has terminated its Inland Technology Agreement for the two (2) larger photocopiers.
- Procurement Training for Manex Members and other procurement officers has been scheduled for Thursday, 21st March, 2024.
- The Divisional Manager Engineering Services advised that Council's GIS MapInfo is not appropriate. With help from the WHS/Risk Co-Ordinator who has a GIS background, Council has been exploring other avenues. The WHS/Risk Co-Ordinator has investigated QGIS by Pozi (platform) and it has seemed to be the most suitable software company who has over 30,000 subscribers.

The WHS/Risk Co-Ordinator advised that Chartis would provide QGIS training and technical support. Currently arranging introductory training on Thursday, 21st March 2024 for the ATO-Services Officer and Projects Officer. Chartis can also provide a User Agreement with a once off charge of \$9,500, this is under further investigation.

- Drone training being undertaken on Monday, 11th March 2024.

There being no further business the meeting closed at 4.16 pm.

WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes

Attached are the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday 13th February 2024.

RECOMMENDATION:

That the Minutes of the Meeting of Warren Local Emergency Management Committee held on Tuesday 13th February 2024, are to 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 13th February 2024
commencing at 9.33am**

PRESENT:

Sylvester Otieno	Warren Shire Council (LEMO and Chair)
Raymond Burns	Warren Shire Council
Maryanne Stephens	Warren Shire Council
Shane Edwards	NSW Transport
Samantha Midgley	NSW SES
Greg Cassidy	NSW RFS
Chris Cusack	FRNSW
Renee Scott	FRNSW
Chris Waters	NSW Police (REMO)
William Russell	NSW Police (LEOCON)
David Berneschi	NSW Ambulance
Sarah Masonwells	NSW Resilience NSW
Colin Jones	NSW SES
Annalise Todd	NSW Local Land Services (Online)
Mel Manning	NSW Department of Education (Online)
Angela Tegart	Warren Shire Council (Minutes Taker)

ITEM 1 APOLOGIES

Apologies were received on behalf of Gary Woodman (WSC), David Minehan (Office DCJ) and Campbell Blair NSW SES.

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, 14TH November 2023

MOVED Russell/Burns that the Minutes of the meeting held on Tuesday, 14th November 2023 as circulated, be adopted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON TUESDAY, 14TH November 2023

- An update on the flushing of the water mains was given by Raymond Burns WSC Town Services Manager.

WARREN LOCAL EMERGENCY MANAGEMENT
COMMITTEE

**Minutes of Warren Local Emergency Management Committee Meeting held in the
Community Room 115 Dubbo Street, Warren on Tuesday 13th February 2024
commencing at 9.33am**

ITEM 4 REMO REPORT

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

Carried

ITEM 5 Warren's Pre-Event Recovery Plan (Draft)

MOVED Masonwell/Russell that the Warren Local Emergency Management Committee endorses the Pre-Event Recovery Plan presented to the February meeting.

Carried

ITEM 6 Warren CMG Transport Accidents Involving Animals (Update)

- Discussions were held regarding designated holding grounds for stock in the event of a transport accident. The Sporting and Cultural Centre has been removed from the list of available evacuation areas. Alternate areas suggested include:
 - Warren Showground and Racecourse;
 - Two Dams at the TSR; and
 - Bob Christensen Reserve.
- Town Services Manager Raymond Burns will investigate the capacity available at the Showground Racecourse and coordinate with the Local Land Services to complete the CMG.
- Annalise Todd to seek agreement from Gilgandra Shire Council regarding use of their waste depot in case of emergency.

MOVED Todd/Otieno that the information be received and noted.

Carried

ITEM 7 AGENCY REPORTS

a) Local Land Services Report

- Contact information have been updated.
- Fire risk has been reduced.
- The presence of fire ants in Balina has been detected, and the Local Land Services are actively working to mitigate the risk.

MOVED Todd/Otieno that the information be received and noted.

Carried

b) Welfare Services Functional Area – Department of Communities Justice

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

Carried

c) Fire and Rescue Agency Report

- Staffing is critical there are 6 members in the Warren area. NSW FR is actively recruiting new members.

WARREN LOCAL EMERGENCY MANAGEMENT
COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the
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commencing at 9.33am

- Warren celebrating 140 years of service.

MOVED Cusack/Stephens that the information be received and noted.

Carried

d) NSW Reconstruction Authority Agency

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

Carried

e) SES

- Two new vessels have arrived in Warren this week, bringing the total to three.
- Currently, there are 11 active members.
- Training sessions are conducted weekly, contingent upon attendance availability.
- A recent incident occurred on an unsealed road (Carinda Road/Canonbar Road) where a tourist traveling at night got stuck on the wet road due to the lack of signage.
- The Flood Emergency Sub Plan is undergoing review for approval.

MOVED Midgley/Waters that the information be received and noted.

Carried

f) RFS

- The new refurbished equipment is now being utilised.
- Jillian Butler has returned to the area as the Acting District Manager.
- Upcoming training sessions will cover first aid courses, Area North Exercises, the Area Training Model and Staff Development.

MOVED Cassidy/Burns that the information be received and noted.

Carried

g) NSW Transport

- The NSW Transport have conducted \$13.4 million worth of vegetation slashing to help mitigate the risk of fire.
- There are four staff members currently employed within this area.

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

Carried

h) Warren Shire Council

- Council is continuing to provide support to combat agencies.
- Levee Refurbishments are currently underway, with work progressing on two stages of the project: Civil works and final design of construction works.
- The replacement of 44 floodgates and safety upgrades to all floodgate pits is in progress.
- The Council will convene meetings with the Ambulance and Fire and Rescue members in the area to establish a procedure for injury extraction from the Warren Skate Park.

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

Carried

WARREN LOCAL EMERGENCY MANAGEMENT
COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the
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- i) NSW Police
- Warren Local Community Rescue Meeting was held at 9am this morning with no issues arising.
 - It is encouraged that all agencies who can attend this rescue meeting do so.
 - It has been proposed to include an item on the LEMC meeting agenda to discuss the outcomes of the Local Community Rescue Meeting.
 - There is currently one vacancy in Warren, which is being advertised. Once filled, Warren will be at full capacity.

MOVED Russell/Burns that the information be received and noted.

Carried

- j) NSW Ambulance
- Three new members have joined.
 - New equipment has been received and is ready for use.

MOVED Berneschi/Jones that the information be received and noted.

Carried

- k) Education
- A team of 10 individuals has been assembled to assess the impact of school response in the event of an emergency.
 - The team requests that if a school is to be designated as an evacuation site, the request should be submitted in writing to the team.
 - Sgt. Russell has mentioned that it was discussed to remove all schools as evacuation sites in an upcoming audit.
 - All schools in NSW have been categorized based on their risk level (ranging from 1 to 4) regarding the potential risk posed by rising temperatures. Marra Creek School is the only school in this area categorized as high-risk. Further information will be provided.

MOVED Manning/Russell that the information be received and noted.

Carried

ITEM 8 CONTACT LIST UPDATE

The contact list has been circulated to the group for updating.

ITEM 9 MAJOR EVENTS

- The Warren Triathlon on 24th of March 2024, will involve road closures, which will be communicated to all emergency services in the area.
- There will be a Race Meeting in April 2024.

WARREN LOCAL EMERGENCY MANAGEMENT
COMMITTEE

Minutes of Warren Local Emergency Management Committee Meeting held in the
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ITEM 10 **GENERAL BUSINESS**

Nil

ITEM 11 **NEXT MEETING**

14th May 2024, 9:30 AM

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 10:27am

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 22nd February 2024

ITEM 1 REVIEW OF COUNCILLOR EXPENSES AND FACILITIES POLICY (P13-1, C14-5.1)

RECOMMENDATION that:

1. The information be received and noted;
2. The reviewed Councillor Expenses and Facilities Policy with minor amendments as detailed within the report, be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse submissions being received, the Councillor Expense and Facilities Policy as amended be adopted.

PURPOSE

For Council to review its adopted Councillor Expense Policy.

BACKGROUND

Under the Local Government Act 1993, Councils must review their adopted Councillor Expenses and Facilities Policy within 12 months of an Election and must make such adjustments that they consider appropriate. Council undertook the review in February 2022 and again in February 2023 where the Policy was amended to use the renewed Office of Local Government (OLG) template.

The Policy has again been reviewed to take into account the latest advice from the Independent Pricing and Regulatory Tribunal (IPART) increase in General Rates for 2024/2025 and to be set up ready for the new Council in October 2024.

Before adopting a new Councillor Expenses and Facilities Policy, Council must give public notice of the intention to adopt the Policy and allow for 28 days for the making of public submissions. Councils must comply with this requirement even if they propose to adopt the same Policy as the existing Policy, and before adopting the Policy, Councils must consider any submissions and make any appropriate changes to the Draft Policy.

REPORT

Attached is a copy of the current Policy adopted by Council on the 23rd February 2023.

The Policy has been reviewed and enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties expenses have taken into account the increase amounting to 4.5% over the last 12 months rounded up (IPART proposed increases for General Rates for 2024/2025).

The new Draft Policy is in accordance with the Office of Local Government Councillor Expenses and Facilities Policy – Better Practice template and the Office of Local Government Guidelines and if adopted by Council would commence on the 1st July, 2024 with the current Policy running concurrently up until this time.

FINANCIAL AND RESOURCE IMPLICATIONS

Appropriate budgets are contained or will be within each years Estimates (2023/2024 and 2024/2025).

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 1 REVIEW OF COUNCILLOR EXPENSES AND FACILITIES POLICY CONTINUED

LEGAL IMPLICATIONS

- Section 252 Local Government Act 1993; and
- Section 23A Local Government Act 1993 - Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors in NSW.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

There is a need for Council to review their existing Policy to ensure that it continues to be appropriate.

Consultation will involve at minimum 28 days public notice for the making of public submissions and adopting the renewed Policy following consideration of any submissions and the making of any appropriate changes to the Draft Policy.

OPTIONS

Council needs to have a Councillor Expense and Facilities Policy as it is a legal requirement under the Local Government Act 1993.

The only option is to further amend the reviewed Policy.

CONCLUSION

The Councillor Expense and Facilities Policy ensures Council provides a consistent and fair process for the reimbursement of Councillor expenses in accordance with the Budget contained within Council's Estimates (2023/2024) and proposed Estimates (2024/2025).

The current Policy has been slightly amended taking into account recommended IPART increase in Council Rate Expenses for 2024/2025 and is recommended for public exhibition and adoption if no adverse submissions are received.

The reviewed Policy would commence on 1st July 2024.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Proactively manage known compliance risks.

SUPPORTING INFORMATION /ATTACHMENTS

1. Councillor Expense and Facilities Policy adopted 23rd February 2023; and
2. New Draft Councillor Expenses and Facilities Policy.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 1

REVIEW OF COUNCILLOR EXPENSES AND FACILITIES POLICY

CONTINUED

Attachment 1 – Councillor Expense Policy adopted 23rd February 2023



POLICY REGISTER

COUNCILLOR EXPENSES AND FACILITIES POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 24th February 2022 Minute No. 49.2.22
23rd February 2023 Minute No. 39.2.23

File Ref: P13-1, C14-5.1

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 1

REVIEW OF COUNCILLOR EXPENSES AND FACILITIES POLICY

CONTINUED

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27th September 2018)
2.0	Reviewed by Gary Woodman General Manager	Updated position names and Acts and minor word amendments.	Council Minute No. 49.2.22 (24th February 2022)
3.0	Reviewed by Gary Woodman General Manager	Clause and word amendments and adjustments to expenses amounts in accordance with OLG Template where applicable.	Council Minute No. 39.2.23 (23rd February 2023)

WARREN SHIRE COUNCIL
Policy Report of the General Manager
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ITEM 1

REVIEW OF COUNCILLOR EXPENSES AND FACILITIES POLICY

CONTINUED

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WARREN SHIRE COUNCIL
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ITEM 1

REVIEW OF COUNCILLOR EXPENSES AND FACILITIES POLICY

CONTINUED

Warren Shire Council – Councillor Expenses and Facilities Policy

Policy Summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation) and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$1,025 per Councillor \$6,150 for the Mayor	Per year
Interstate, overseas and long distance intrastate travel expenses	\$10,250 total for all Councillors	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Professional development	\$2,050 per Councillor	Per year
Conferences and seminars	\$20,500 total for all Councillors	Per year
ICT expenses	\$2,050 per Councillor	Per year
Carer expenses	\$2,050 per Councillor	Per year
Home office expenses	\$102.50 per Councillor	Per year
Postage stamps		Not relevant
Christmas or festive cards		Not relevant
Access to facilities in a Councillor common room	Provided to all Councillors	Not relevant
Council vehicle and fuel card	Provided to the Mayor where applicable	\$10,250 per year
Reserved parking space at Council offices	Provided to the Mayor	Not relevant

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Expense or facility	Maximum amount	Frequency
Furnished office	Provided to the Mayor	\$512.50
Number of exclusive staff supporting Mayor and Councillors	Provided to the Mayor and Councillors	Not relevant

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within two (2) months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

This policy will commence on 23rd February 2023.

Part A – Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Warren Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy Objectives

- 2.1. The objectives of this policy are to:
 - Enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;
 - Enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;
 - Ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;

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- Ensure facilities and expenses provided to Councillors meet community expectations;
- Support a diversity of representation; and
- Fulfil the Council's statutory responsibilities.

3. Principles

3.1. Council commits to the following principles:

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- **Reasonable expenses:** Providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
- **Participation and access:** Enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
- **Equity:** There must be equitable access to expenses and facilities for all Councillors.
- **Appropriate use of resources:** Providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- **Accountability and transparency:** Clearly stating and reporting on the expenses and facilities provided to Councillors.

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4. Private or Political Benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - Production of election material;
 - Use of Council resources and equipment for campaigning;
 - Use of official Council letterhead, publications, websites or services for political benefit; and
 - Fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. General Expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific Expenses

General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each Councillor may be reimbursed up to a total of \$1,025 per year, and the Mayor may be reimbursed up to a total of \$6,150 per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - For public transport fares;
 - For the use of a private vehicle or hire car;
 - For parking costs for Council and other meetings;

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Warren Shire Council – Councillor Expenses and Facilities Policy

- For tolls;
 - By Cabcharge card or equivalent; and
 - For documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

- 6.5. This section includes reference to long distance intrastate travel. At Warren Shire Council long distance intrastate travel is travel that is estimated to take more than six hours from the Councillor's residence.
- 6.6. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.7. Total interstate, overseas and long distance intrastate travel expenses for all Councillors will be capped at a maximum of \$10,250 per year. This amount will be set aside in Council's annual budget.
- 6.8. Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the General Manager prior to travel.
- 6.9. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.
- 6.10. The case should include:
- Objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties;
 - Who is to take part in the travel;
 - Duration and itinerary of travel; and
 - A detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.11. For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.12. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.13. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.14. Bookings for approved air travel are to be made through the General Manager's office.
- 6.15. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

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Travel expenses not paid by Council

6.16. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

6.17. In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.

6.18. Council will reimburse costs for accommodation and meals (when meals are not provided) while Councillors are undertaking prior approved travel or professional development.

6.19. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

6.20. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.19.

6.21. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council related meetings

6.22. Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.

6.23. As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

6.24. Council will set aside \$2,050 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.

6.25. In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.

6.26. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

6.27. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:

- Details of the proposed professional development;
- Relevance to Council priorities and business; and
- Relevance to the exercise of the Councillor's civic duties.

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6.28. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.27, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

6.29. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.

6.30. Council will set aside a total amount of \$20,500 annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.

6.31. Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:

- Relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties; and
- Cost of the conference or seminar in relation to the total remaining budget.

6.32. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21. A maximum of 3 Councillors (Mayor and 2 Councillors) per year will also be permitted to attend the Local Government NSW Annual Conference. Council will reimburse the cost of registration fees and where the conference is outside the local government area, the cost of travel, accommodation and meals not covered by the conference registration, subject to the provisions in 'Accommodation and meals'. For the Local Government NSW Annual Conference only, Council will meet the costs of the official conference dinner for an accompanying person of an attending Councillor.

Information and communications technology (ICT) expenses

6.33. Council will provide or reimburse Councillors for expenses associated with appropriate ICT devices and services up to a limit of \$2,050 per annum for each Councillor. This may include mobile phones and tablets, mobile phone and tablet services and data, and home internet costs, noting that Council will provide a tablet.

6.34. Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:

- Receiving and reading Council business papers;
- Relevant phone calls and correspondence; and
- Diary and appointment management.

6.35. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

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Special requirement and carer expenses

- 6.36. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 6.37. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.38. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.39. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$2,050 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.40. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.41. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

- 6.42. Each Councillor may be reimbursed up to \$102.50 per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

7. Insurances

- 7.1. In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.3. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.4. Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

8. Legal Assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - A Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor;
 - A Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function

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- under the Act and the outcome of the legal proceedings is favourable to the Councillor; and
- A Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2. In the case of a Code of Conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
- Of legal proceedings initiated by a Councillor under any circumstances;
 - Of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation; and
 - For legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C – Facilities

9. General Facilities for All Councillors

Facilities

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- A Councillor common room appropriately furnished to include telephone, photocopier, printer, desks, computer terminals, pigeon holes and appropriate refreshments (excluding alcohol) (Conference Room);
 - Access to shared car parking spaces while attending Council offices on official business;
 - Personal protective equipment for use during site visits; and
 - A name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.

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- 9.2. Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through a specified officer in the Mayor's office or other specified staff member.
- 9.3. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationery

- 9.4. Council will provide the following stationery to Councillors each year:
- Diaries or other stationery as required; and
 - Business cards.

Administrative support

- 9.5. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of Council's administrative staff as arranged by the General Manager or their delegate.
- 9.6. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

10. Additional Facilities for the Mayor

- 10.1. Council may provide to the Mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the Mayor's office.
- 10.2. The Mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to Council on a monthly basis.
- 10.3. The Mayoral allowance will be reduced to cover the cost of any private travel recorded in the log book, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.
- 10.4. A parking space at Council's offices will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.
- 10.5. Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 10.6. In performing his or her civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the General Manager.
- 10.7. As per Section 4, staff in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

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Part D – Processes

11. Approval, Payment and Reimbursement Arrangements

- 11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- Local travel relating to the conduct of official business;
 - Carer costs; and
 - ICT expenditure.
- 11.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.

Direct payment

- 11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Divisional Manager Finance & Administration for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 11.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Divisional Manager Finance & Administration.

Advance payment

- 11.7. Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.
- 11.8. The maximum value of a cash advance is \$250 per day of the conference, seminar or professional development to a maximum of \$750.
- 11.9. Requests for advance payment must be submitted to the Divisional Manager Finance & Administration for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 11.10. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:
- A full reconciliation of all expenses including appropriate receipts and/or tax invoices; and
 - Reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

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Notification

- 11.11. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
- 11.12. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

- 11.13. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- Council will invoice the Councillor for the expense; and
 - The Councillor will reimburse Council for that expense within 14 days of the invoice date.
- 11.14. If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for reimbursement

- 11.15. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within two (2) months of an expense being incurred. Claims made after this time cannot be approved.

12. Disputes

- 12.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.
- 12.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

13. Return or Retention of Facilities

- 13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 13.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3. The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

14. Publication

- 14.1. This policy will be published on Council's website.

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15. Reporting

- 15.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 15.2. Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

16. Auditing

- 16.1. The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

17. Breaches

- 17.1. Suspected breaches of this Policy are to be reported to the General Manager.
- 17.2. Alleged breaches of this Policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

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PART E – Appendices

Appendix I: Related legislation, guidance and policies

Relevant legislation and guidance:

- Local Government Act 1993, Sections 252 and 253;
- Local Government (General) Regulation 2005, Clauses 217 and 403;
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009;
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities;
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees; and
- Office of Local Government Councillor Expenses and Facilities Policy Suggested Template.

Related Council policies:

- Code of Conduct
Adopted by Council 24th February 2022.

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Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> • Meetings of Council and Committees of the Whole • Meetings of Committees facilitated by Council • Civic receptions hosted or sponsored by Council • Meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the Local Government (General) Regulation 2005 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

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ITEM 1 REVIEW OF COUNCILLOR EXPENSES AND FACILITIES POLICY CONTINUED

Attachment 2 - New Draft Councillor Expenses and Facilities Policy.



POLICY REGISTER

COUNCILLOR EXPENSES AND FACILITIES POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 24th February 2022 Minute No. 49.2.22
23rd February 2023 Minute No. 39.2.23
22nd February 2024 Minute No.

File Ref: P13-1, C14-5.1

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DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27th September 2018)
2.0	Reviewed by Gary Woodman General Manager	Updated position names and Acts and minor word amendments.	Council Minute No. 49.2.22 (24th February 2022)
3.0	Reviewed by Gary Woodman General Manager	Clause and word amendments and adjustments to expenses amounts in accordance with OLG Template where applicable.	Council Minute No. 39.2.23 (23rd February 2023)
4.0	Reviewed by Gary Woodman General Manager	Adjustments to expense amounts using the Independent Pricing and Regulatory Tribunal (IPART) increases for General Rates for 2024/2025	Council Minute No. (22nd February 2024)

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REVIEW OF COUNCILLOR EXPENSES AND FACILITIES POLICY

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Warren Shire Council – Councillor Expenses and Facilities Policy

Policy Summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation) and complies with the Office of Local Government’s Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$1,071 per Councillor \$6,427 for the Mayor	Per year
Interstate, overseas and long distance intrastate travel expenses	\$10,711 total for all Councillors	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Professional development	\$2,142 per Councillor	Per year
Conferences and seminars	\$21,423 total for all Councillors	Per year
ICT expenses	\$2,142 per Councillor	Per year
Carer expenses	\$2,142 per Councillor	Per year
Home office expenses	\$107.10 per Councillor	Per year
Postage stamps		Not relevant
Christmas or festive cards		Not relevant
Access to facilities in a Councillor common room	Provided to all Councillors	Not relevant
Council vehicle and fuel card	Provided to the Mayor where applicable	\$10,711 per year
Reserved parking space at Council offices	Provided to the Mayor	Not relevant

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Expense or facility	Maximum amount	Frequency
Furnished office	Provided to the Mayor	\$535.55
Number of exclusive staff supporting Mayor and Councillors	Provided to the Mayor and Councillors	Not relevant

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within two (2) months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

This policy will commence on 1st July 2024.

Part A – Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Warren Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy Objectives

- 2.1. The objectives of this policy are to:
 - Enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;
 - Enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;
 - Ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;

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- Ensure facilities and expenses provided to Councillors meet community expectations;
- Support a diversity of representation; and
- Fulfil the Council’s statutory responsibilities.

3. Principles

3.1. Council commits to the following principles:

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- **Reasonable expenses:** Providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
- **Participation and access:** Enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
- **Equity:** There must be equitable access to expenses and facilities for all Councillors.
- **Appropriate use of resources:** Providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- **Accountability and transparency:** Clearly stating and reporting on the expenses and facilities provided to Councillors.

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4. Private or Political Benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - Production of election material;
 - Use of Council resources and equipment for campaigning;
 - Use of official Council letterhead, publications, websites or services for political benefit; and
 - Fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. General Expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific Expenses

General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each Councillor may be reimbursed up to a total of \$1,071 per year, and the Mayor may be reimbursed up to a total of \$6,427 per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - For public transport fares;
 - For the use of a private vehicle or hire car;
 - For parking costs for Council and other meetings;

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Warren Shire Council – Councillor Expenses and Facilities Policy

- For tolls;
 - By Cabcharge card or equivalent; and
 - For documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

- 6.5. This section includes reference to long distance intrastate travel. At Warren Shire Council long distance intrastate travel is travel that is estimated to take more than six hours from the Councillor's residence.
- 6.6. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.7. Total interstate, overseas and long distance intrastate travel expenses for all Councillors will be capped at a maximum of \$10,711 per year. This amount will be set aside in Council's annual budget.
- 6.8. Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the General Manager prior to travel.
- 6.9. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.
- 6.10. The case should include:
- Objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties;
 - Who is to take part in the travel;
 - Duration and itinerary of travel; and
 - A detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.11. For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.12. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.13. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.14. Bookings for approved air travel are to be made through the General Manager's office.
- 6.15. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

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Travel expenses not paid by Council

- 6.16. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.17. In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.
- 6.18. Council will reimburse costs for accommodation and meals (when meals are not provided) while Councillors are undertaking prior approved travel or professional development.
- 6.19. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 6.20. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.19.
- 6.21. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council related meetings

- 6.22. Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.
- 6.23. As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

- 6.24. Council will set aside \$2,142 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.25. In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.26. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.27. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
- Details of the proposed professional development;
 - Relevance to Council priorities and business; and
 - Relevance to the exercise of the Councillor's civic duties.

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- 6.28. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.27, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

- 6.29. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.30. Council will set aside a total amount of \$21,423 annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 6.31. Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:
- Relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties; and
 - Cost of the conference or seminar in relation to the total remaining budget.
- 6.32. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21. A maximum of 3 Councillors (Mayor and 2 Councillors) per year will also be permitted to attend the Local Government NSW Annual Conference. Council will reimburse the cost of registration fees and where the conference is outside the local government area, the cost of travel, accommodation and meals not covered by the conference registration, subject to the provisions in 'Accommodation and meals'. For the Local Government NSW Annual Conference only, Council will meet the costs of the official conference dinner for an accompanying person of an attending Councillor.

Information and communications technology (ICT) expenses

- 6.33. Council will provide or reimburse Councillors for expenses associated with appropriate ICT devices and services up to a limit of \$2,142 per annum for each Councillor. This may include mobile phones and tablets, mobile phone and tablet services and data, and home internet costs, noting that Council will provide a tablet.
- 6.34. Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- Receiving and reading Council business papers;
 - Relevant phone calls and correspondence; and
 - Diary and appointment management.
- 6.35. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

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Special requirement and carer expenses

- 6.36. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 6.37. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 6.38. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.39. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$2,142 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.40. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.41. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

- 6.42. Each Councillor may be reimbursed up to \$107.10 per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

7. Insurances

- 7.1. In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.3. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.4. Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

8. Legal Assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - A Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor;
 - A Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function

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- under the Act and the outcome of the legal proceedings is favourable to the Councillor; and
- A Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2. In the case of a Code of Conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
- Of legal proceedings initiated by a Councillor under any circumstances;
 - Of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation; and
 - For legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C – Facilities

9. General Facilities for All Councillors

Facilities

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- A Councillor common room appropriately furnished to include telephone, photocopier, printer, desks, computer terminals, pigeon holes and appropriate refreshments (excluding alcohol) (Conference Room);
 - Access to shared car parking spaces while attending Council offices on official business;
 - Personal protective equipment for use during site visits; and
 - A name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.

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- 9.2. Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through a specified officer in the Mayor's office or other specified staff member.
- 9.3. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationery

- 9.4. Council will provide the following stationery to Councillors each year:
 - Diaries or other stationery as required; and
 - Business cards.

Administrative support

- 9.5. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of Council's administrative staff as arranged by the General Manager or their delegate.
- 9.6. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

10. Additional Facilities for the Mayor

- 10.1. Council may provide to the Mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the Mayor's office.
- 10.2. The Mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to Council on a monthly basis.
- 10.3. The Mayoral allowance will be reduced to cover the cost of any private travel recorded in the log book, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.
- 10.4. A parking space at Council's offices will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.
- 10.5. Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 10.6. In performing his or her civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the General Manager.
- 10.7. As per Section 4, staff in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

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Part D – Processes

11. Approval, Payment and Reimbursement Arrangements

- 11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- Local travel relating to the conduct of official business;
 - Carer costs; and
 - ICT expenditure.
- 11.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.

Direct payment

- 11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Divisional Manager Finance & Administration for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 11.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Divisional Manager Finance & Administration.

Advance payment

- 11.7. Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.
- 11.8. The maximum value of a cash advance is \$265 per day of the conference, seminar or professional development to a maximum of \$785.
- 11.9. Requests for advance payment must be submitted to the Divisional Manager Finance & Administration for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 11.10. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:
- A full reconciliation of all expenses including appropriate receipts and/or tax invoices; and
 - Reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

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ITEM 1

REVIEW OF COUNCILLOR EXPENSES AND FACILITIES POLICY

CONTINUED

Warren Shire Council – Councillor Expenses and Facilities Policy

Notification

11.11. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

11.12. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

11.13. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:

- Council will invoice the Councillor for the expense; and
- The Councillor will reimburse Council for that expense within 14 days of the invoice date.

11.14. If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for reimbursement

11.15. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within two (2) months of an expense being incurred. Claims made after this time cannot be approved.

12. Disputes

12.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.

12.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

13. Return or Retention of Facilities

13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

13.2. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.

13.3. The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's annual report.

14. Publication

14.1. This policy will be published on Council's website.

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REVIEW OF COUNCILLOR EXPENSES AND FACILITIES POLICY

CONTINUED

Warren Shire Council – Councillor Expenses and Facilities Policy

15. Reporting

- 15.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 15.2. Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

16. Auditing

- 16.1. The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

17. Breaches

- 17.1. Suspected breaches of this Policy are to be reported to the General Manager.
- 17.2. Alleged breaches of this Policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

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REVIEW OF COUNCILLOR EXPENSES AND FACILITIES POLICY

CONTINUED

Warren Shire Council – Councillor Expenses and Facilities Policy

PART E – Appendices

Appendix I: Related legislation, guidance and policies

Relevant legislation and guidance:

- Local Government Act 1993, Sections 252 and 253;
- Local Government (General) Regulation 2021, Clauses 217 and 403;
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009;
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities;
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees;
and
- Office of Local Government Councillor Expenses and Facilities Policy Suggested Template.

Related Council policies:

- Code of Conduct
Adopted by Council 24th February 2022.

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REVIEW OF COUNCILLOR EXPENSES AND FACILITIES POLICY

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Warren Shire Council – Councillor Expenses and Facilities Policy

Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> • Meetings of Council and Committees of the Whole • Meetings of Committees facilitated by Council • Civic receptions hosted or sponsored by Council • Meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the Local Government (General) Regulation 2021 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

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ITEM 1 OUTSTANDING REPORTS CHECKLIST

(C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Bi-monthly advice requests to Telstra being undertaken. The 2024 Regional Telecommunications Review soon to be commenced.
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, subgrade earthworks and gravel base completed and tested. Construction drawings issued to BRD. Foundation work by Contractor commenced in October 2023. Contractor resumed foundation works on 5th February 2024. Programmed for completion May 2024.
23.6.22	158.6.22	Tender C13-73 – Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for Carter Oval Youth Sports Precinct	GM/IPM	Landmark commenced construction in February 2023. Nonconformance on the foundation concreting and building realignment being remedied by the Contractor in accordance with the PEER Review report recommendations which have been agreed to by the contractor. Landmark engaged new concreter and plumber to complete the works. Superstructure (post)

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General Manager				
				<p>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 commenced works on site on the first week of December 2023. Landmark Project Manager returned to site on 16 November 2023.</p> <p>Raft slab concreting completed on 18 December 2023. Roof sheeting commenced on 8 January 2024. Defects associated with the finished floor level have been raised with Landmark to address.</p> <p>Landmark to nominate a solution for Council's consideration. Landmark Senior Management visited the site in January 2024 to work out a program of rectification works, which are scheduled to start on the week of 5th February 2024. New project completion forecasted at end of April 2024.</p>

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General Manager				
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/ EDVM	<p>Registration of Interest recruitment remains ongoing with a new recruitment drive being underway.</p> <p>Current volunteers will continue to provide for relief coverage where required such as when both the Economic Development and Visitation Manager and Tourism Information Officer are required to be outside the VIC.</p> <p>The new Tourism Information Officer has now commenced at the Visitor Information Centre. Her usual working hours are Monday to Friday, 8.30am to 5.00pm with a lunch break between 1pm and 2pm.</p> <p>The Economic Development and Visitation Manager will continue to open the VIC to visitors at 8.00am to ensure that the VIC is able to service visitors Monday to Friday from 8.00am to 5.00pm.</p> <p>Volunteers will continue to staff the VIC at the weekends. Hours currently guaranteed are now 9.00 am to 4.00pm on a Saturday and 10.00am to 4.00pm on a Sunday.</p> <p>Volunteers have offered to continue providing support as requested such as coverage for meetings, training etc.</p>

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General Manager				
				Recruitment for new suitably matched volunteers is continuing.
25.1.23	12.1.23	Affordable Housing Opportunity – Housing Plus	GM/ DMES	Negotiations commenced to finalise the required agreement with Housing Plus for the eventual sale of all or most of the nine (9) vacant land lots in Gunningba Estate for a maximum five (5) year period. Waiting on a 'Remote' Round of funding from Housing Australia before considering going forward. Council blocks will be put on the market. 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. Survey has been completed.
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 Taskforce having the potential to drive the regional destination promotion with consistent

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General Manager				
				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. Destination Macquarie Marshes Taskforce Workshops to progress the development of a Detailed Strategy and Action Plan are scheduled to commence on the 13th March, 2024. Workshops will be facilitated by the Economic Development and Visitation Manager.
24.8.23	235.8.23	Library Lobby Area Upgrade and Landscaping Works	GM/IPM	Council accepted the tender submitted by Precinct Commercial Pty Ltd, in the Recommended Tender
26.10.23	270.10.23			

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General Manager				
				<p>Amount of \$169,035.00 (excluding GST), for the <i>Library Lobby Area Upgrade Works, for separable portions 1(one) contract.</i></p> <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"> - Concrete path and driveway works; - Fencing and posts to space; - Irrigation systems to lawn and gardens and water tanks; - Lobby concourse concrete works. <p>Landscaping works expected to be completed by the end of February 2024.</p> <p>Library lobby works was officially opened on the 6th February 2024.</p>
7.12.23	293.12.23	Destination Macquarie Marshes Taskforce Meeting 7th June 2023	GM/EDVM	<ol style="list-style-type: none"> 1. That grant funding opportunities to improve signage in the Macquarie Marshes be investigated - ongoing. 2. That neighbouring Councils to the Macquarie Marshes be requested to consider funding grant applications for appropriate signage to the Macquarie Marshes.
7.12.23	294.12.23	Destination Macquarie Marshes Taskforce Meeting 2023 – 13 September 2023	GM/EDVM	That workshops be scheduled with current members of the Destination Macquarie Marshes Taskforce to progress the development of the Draft

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General Manager				
				<p>Destination Macquarie Marshes Taskforce Action Plan 2023 together with determination of the high priority actions and short-term goals.</p> <p>Goal is to have an updated Action Plan available for review and adoption prior to inviting new membership of the taskforce by the agreed 12 month period, i.e. May 2024.</p> <p>Due to Taskforce Members unavailability, workshops were postponed, with the first workshop currently being organised for the second week of March 2024. The number and frequency of the workshops will be determined at the first workshop.</p>
7.12.23	301.12.23	Internal Auditor – Human Resources Review – June 2021	GM	The priorities as listed in the recommendation be actioned and progressed.
7.12.23	301.12.23	Internal Auditor – Contract Management Processes Review – October, November, December 2021 And February 2022	GM/IPM	<p>The following priority and action be progressed:</p> <ul style="list-style-type: none"> - Detailed Contracts Guideline which includes performance management processes. Contract Management Road Map being considered. Is in the desktop planning stage.
7.12.23	301.12.23	Internal Auditor – Procurement Audit Review – May, June 2022	GM	<p>The following priorities and actions are in progress:</p> <ul style="list-style-type: none"> - Training in Procurement of Manex and procurement staff; and - Ensure utilisation of the OLG Tender Checklist.

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General Manager				
7.12.23	301.12.23	Internal Auditor – Council Enterprise - Wide Risk Management Review – June 2022	GM	The following priorities and actions be progressed: Internal Audit and Risk Management Committee Guidelines – expected to be reported early 2024.
7.12.23	316.12.23	Regional Drought Resilience Plan Program	GM/EDVM	<p>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 – being progressed.</p> <p>The Economic Development and Visitation Manager has been nominated as the Warren Shire Council staff representative.</p> <p>Clr Greg Whiteley and the Economic Development and Visitation Manager worked on a simplified Drought Consultation Meeting flyer for the Warren and Marra meetings. The Drought Project Officer, Belinda Colless, requested assistance for similar flyers to be prepared for the other LGAs meetings. The EDVM has provided these.</p> <p>Marketing and promotion of the local meetings has commenced with personal approaches, newspaper, Facebook and website promotion. Local meetings have been slated for 14th February, 2024, with other LGA's around this date.</p>

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General Manager				
*25.1.24	14.1.24	September 2024 Council Meeting Date Cancellation and Holding of an Extra-Ordinary October 2024 Council Meeting	GM	Meetings arranged and advertised as resolved.
*25.1.24	26.1.24	General Manager – Actions on the Passing of Councillor Ronald Higgins	GM	<ol style="list-style-type: none"> 2. Council has made application to the Minister for Local Government under Section 294 (2)(a) Local Government Act 1993, requesting that an order be made to not fill the vacancy created by the passing of Councillor Ronald Higgins; and 3. Council provided advice to the Minister stating that: <ul style="list-style-type: none"> ▪ Council will retain (11) Councillors; ▪ That a quorum of Council and its Committees can be maintained based on the remaining Councillors; ▪ That due to the next general election being less than 18 months away, that the cost of hosting a by-election will place an increased burden on the ratepayers and Council resources; and ▪ That Council has been operational over the past 10 week period when Councillor Higgins has been granted leave and other Councillors have been on occasional leave.

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General Manager				
25.1.24	29.1.24	Upgrading of the Swimming Pool Amenities and Facilities	IPM	<ol style="list-style-type: none"> 1. *Council receives and notes the information in this report for the proposed completion of Infrastructure Projects - <i>Upgrading of the Swimming Pool Amenities and Facilities – noted.</i> 2. *In accordance with the provisions of Clause 178 (1) (a) of Local Government (General) Regulation 2021 under the Local Government Act 1993, the amended tender submitted by Precinct Commercial Pty Ltd, in the Recommended Tender Amount for the rescope works with air conditioning to be included of \$1,089,888.58 (excluding GST), be accepted for <u>Contract No. C13-82</u> for the <i>Upgrading of the Swimming Pool Amenities and Facilities, Warren NSW.</i> Contractor engaged, works expected to commence in the week commencing 25th March 2024. 3. *Council authorises to affix the Seal of Council to Contract No. (C13-82) for the <i>Upgrading of the Swimming Pool Amenities and Facilities, Warren NSW – noted.</i>

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General Manager				
				<p>4. *Council provides an amount of \$336,699.72 from available internal restricted funds for <i>Infrastructure Improvement and Replacement Fund</i> to cover the funding gap to undertake all necessary work at the Warren Swimming Pool Complex to complete the amended project scope – noted.</p> <p>5. *Final rescoped Design and Specification and Works program be presented to Sporting Facilities Committee for concurrence prior to its implementation.</p> <p>Letter of Award was issued on 29th January 2024, Deed of Contract has been executed.</p> <p>Final rescoped design specifications and works program has been concurred at the Sporting Facilities Committee Meeting held 7th February 2024.</p> <p>First Site Meeting with Contractor held on the 8th February 2024.</p>

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Divisional Manager Finance and Administration				
7.12.23	301.12.23	Internal Auditor – Council Enterprise - Wide Risk Management Review – June 2022	DMFA	Review of the Risk Register to include Cyber Security – progressing.
7.12.23	301.12.23	Internal Auditor – Media Communications Review – June 2023	DMFA	The following priority and action be progressed: - A new electronic document management system to be purchased and implemented. Progressing.
7.12.23	301.12.23	Internal Auditor – Fraud Control Review – June, July 2023	DMFA	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. Progressing.
7.12.23	301.12.23	Corporate Risk Register	DMFA	That the Corporate Risk Register be updated with ITC Governance Risks and Cyber Security – progressing.
7.12.23	337.12.23	Warren Shire Council General Manager 2022-2023 Mid-Term and Annual Performance Review	DMFA	Arrange for the General Manager’s Contract Employment Package to be increased as of 1st October 2023 by 3% - progressing.
25.1.24	18.1.24	2024/2025 Operational Plan & Estimates Timetable	DMFA	Arrange for a Councillor workshop be held on Wednesday 17th April 2024 at 4.00 pm to go through the Draft 2024/2025 Operational Plan & Estimates prior to the final Draft being recommended for public exhibition at the April 2024 Council Meeting – in progress with date scheduled.

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Divisional Manager Engineering Services				
6.12.18	284.12.18	Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units	DMES	Survey completed. This project is currently on hold until further discussions are held with the Hotel owners.
27.6.19 3.12.20	129.6.19 256.12.20	Warren Levee Rehabilitation (total project - \$7.1M)	DMES	<p>Application under the National Flood Mitigation Infrastructure 2021-2022 arranged and has been successful (\$5.325M).</p> <p>Resilience NSW has committed \$887,500 which is half of the required \$1.775M co-contribution.</p> <p>Specifications for tender are being prepared while awaiting approval of a further co-funding grant of \$887,500 by OLG using the Local Government Recovery Grant Program, further information provided to OLG.</p> <p>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.</p>
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	Investigations are being undertaken to allow the submittal of plans, documents and detailed budget to Council for consideration and approval - ongoing.

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Divisional Manager Engineering Services				
24.9.20	214.9.20	New Sewage Treatment Works	TSM	Groundwater monitoring wells and flowmeter to be installed. Decommissioning Plan for STP & SPS being developed however, recommencement of works during the later part of 2024 for evaporation lagoon construction will delay the decommissioning.
23.3.23	67.3.23	Water and Sewerage Telemetry and Pump Funding Request	DMES/ DMFA/ TSM	Drafting of RFT documents in progress – ongoing. Grant funding may be available in June/July 2024.
24.6.21	143.6.21	Ewenmar Waste Management Facility	DMES/ MHD/ TSM	Budget amended by a further \$100,000 using the Domestic Waste Restricted funds, works in progress. Earthworks to commence early February 2024. Currently in discussions with Batterline to carry out earthworks.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – ongoing. Commonwealth Government Grant Program Application submitted.
*26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	Arrange for the replacement of light vehicles as per recommendation - Plant 3503 – sold at auction in 2021. Fortuner delivered.
28.10.21	231.10.21	Village Enhancement Plans Works – Extra Projects for Collie, Nevertire, Warren Finalisation (Murray-Darling Basin Economic Development –	DMES/ GM/IPM/ TSM/ RIM	Works ongoing – work to be completed early 2024.

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Divisional Manager Engineering Services				
		Improvement of Regional Structures Grant)		
23.2.23	33.2.23	Proposed Hale Street Crossing and Chester Street Crossing's No Stopping Zone	DMES/ RIM	<p>1. The installation of a new children's (school) crossing on Hale Street, west of the Chester Street intersection be approved.</p> <p>The required undertaking has been obtained from the Principal of Warren Central School;</p> <p>3. Funding be sought from Transport for New South Wales to implement the recommendations.</p> <p>Design has been completed and sent to TfNSW.</p>
23.2.23	37.3.23	Upgrade/Replacement of Play Equipment	DMES/ TSM	<p>Arrange a new Ext 1002 piper playground equipment setup and install the equipment in house.</p> <p>Delivery of new equipment undertaken in September 2023. Equipment to be installed by end of March 2024.</p>
23.3.23	67.3.23	Warren Shire Council Water Supply Bore Inspection Program	DMES/ DMFA/ TSM	<p>All Bores have been inspected. Nevertire Bore to be cleaned in the colder months of 2024.</p> <p>Collie required cleaning as the other bores did, commenced 6th February 2024.</p>
26.10.23	270.10.23	Warren CBD Upgrade – Land Acquisition	DMES/ GM	<p>Further investigations be undertaken and reported on in regard the estimated cost of any proposed private land purchases, what could be developed and the</p>

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Divisional Manager Engineering Services				
				estimated costs of the proposed use.
26.10.23	272.10.23	Replacement of P226 – Toyota Hilux Single Cab 2wd	DMES	Arrange for the replacement of P226 – Toyota Hilux Single Cab 2WD using \$20,000 of available unrestricted cash and funds received from the expected insurance payout – replacement vehicle arrangements in train.
7.12.23	295.12.23	Airport Operational Manual Update	TSM	That Council reallocates the current \$25,000 for RNAV contribution in the 2023/2024 Budget to undertake an appropriate Windshear Modelling Assessment, Calculations and Report. Manual expected late February 2024. Discussions underway with consultants for Wind Shear Modelling. Waiting for revised quotation.
7.12.23	298.12.23	SH 11 Oxley Hwy intersection slip lanes	DMES/ MHD	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.
7.12.23	298.12.23	Local Roads & Community Infrastructure Phase 3	DMES/ RIM	That Council subject to approval of the Commonwealth Government (Department of Infrastructure, Transport, Regional Development, Communication and the Arts) reallocate \$176,815 from the SR58 Nevertire – Bogan Road Project to SR83 Rifle Range Road Intersections with the

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OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				Ellengerah Road and Oxley Highway – approval being obtained, work being programmed.
7.12.23	302.12.23	River Water Tank for Carter Oval Irrigation	DMES/ TSM	Irrigation storage tank at Bore Flat to improve irrigation of Carter Oval and minimise interference with the Warren River water supply was installed on the 2nd February 2024.
7.12.23	302.12.23	Collie Water Supply – Pumping Configuration	DMES/ TSM	Arrange for modifications to the pumping configuration at the Collie Bore Site as reported. Equipment has arrived. Work will commence after bore cleaning.
7.12.23	302.12.23	Additional Evaporation Lagoon – Warren STP	DMES/ TSM	Arrange for the construction of a third evaporation lagoon at the new STP as reported. Public Works Authority finalising RFT. Waiting on Geotech Report.
7.12.23	304.12.23	Proposed National Polocrosse Titles Warren 2028 – Presentation By Phil Waterford And Simon Turnbull	DMES/ TSM/GM/ EDVM	<ol style="list-style-type: none"> *Council be supportive in principle for the undertaking of the National Polocrosse Title Warren 2028 - noted; Council form a Sub-Committee consisting of the relevant Councillors from the Showground/ Racecourse Committee, Council Staff, General Manager, Town Services Manager, Divisional Manager Engineering Services, Economic Development and Visitation Manager, all Showground/ Racecourse User Groups, Regional Polocrosse

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Divisional Manager Engineering Services				
				<p>Representatives (future), Phil Waterford, Simon Turnbull to determine whether the proposal could and should be progressed; and</p> <p>3. A Planning Group consisting of Phil Waterford, Simon Turnbull, Warren Polocrosse Club, Holly Turnbull and Katlyn Turnbull be formed for presentation to the Sub-Committee on the framework of the proposal and the required business case to undertake the proposed event.</p>
7.12.23	315.12.23	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	DMES	<p>1. The bitumen resealing of the Warren Walkways/Cycleways amounting to \$170,100 be undertaken using the CAP-070 Community Assets Program – noted, programmed for March 2024, preparation work currently underway; and</p> <p>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.</p>

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Divisional Manager Engineering Services				
				Installation Contractor expects to have final light design mid February 2024 and expects to have new lights installed by the end of February or early March 2024.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
27.2.20	36.2.20	Draft Plans of Management	MHD	<ol style="list-style-type: none"> Categories assigned as detailed in report. Crown Reserves classified identified as operational land. Draft Plans of Management nearing completion. <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> <p>District Court Mediation date currently set as 11th March 2024.</p>

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
*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. Business Continuity Plans for the Waste Depot and Garbage Collection has been completed.
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD	Investigate better CCTV options and locations – in progress, but is subject to funds being available.
22.6.23	181.6.23	Warren War Memorial Swimming Pool	MHD/ 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 been completed for the development of a tender specification for the supply and installation of a membrane liner at the Warren War Memorial Swimming Pool with the tender advertised. *Terre Designs Consultant prepared a Technical Specification for membrane lining. A MW21 Contract Documentation prepared for an open Tender called on 12th December 2023.

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
				*Tender closed on 30 January 2024. Three (3) tenders were received and evaluated. A report has been prepared for the February 2024 Committee of the Whole Closed Council Meeting.
7.12.23	301.12.23	Internal Auditor – Waste Control Review – November 2022 – February 2023	MHD	The following priority and action be progressed: - An overarching Operational Plan be developed to include risk assessments, procedures, control measures and future strategic actions – in progress.
7.12.23	328.12.23	Warren LEP Health Check and Recommended Changes	MHD	Council progress the recommendations as reported – in progress.

RECOMMENDATION:

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

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ITEM 2 COMMITTEE/DELEGATES MEETINGS

CONTINUED

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

MEETINGS HELD

Date	Committee / Meeting	Location
26.1.2024	Australia Day Activities	Warren
2.2.2024	Alliance of Western Councils GMAC Meeting	Narromine
2.2.2024	Regional Development Australia (RDA) Orana	Dubbo
5.2.2024	Ewenmar Waste Depot Committee Meeting	Warren
6.2.2024	Warren Shire Library Opening	Warren
6.2.2024	Economic Development and Promotions Committee Meeting	Warren
6.2.2024	Drought Plan Tender Meeting	Online
7.2.2024	Sporting Facilities Committee Meeting	Warren
8.2.2024	WOW Agency Monthly Communications Meeting	Warren
12.2.2024	Performance Management Training	Warren
12.2.2024	Manex Committee Meeting	Warren
13.2.2024	Local Emergency Management Committee Meeting	Warren
13-14.2.2024	IPR Peer Review Program Training Workshop	Dubbo
14.2.2024	Regional Drought Resilience Planning Program Community Meeting	Warren
15.2.2024	Regional Procurement Meeting	Warren
15.2.2024	Horizon ERP Presentation	Online
21-22.2.2024	RDA Orana Inland Growth Summit	Dubbo

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION

RECOMMENDATION:

That the information be received and noted.

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

(C14-7.2, G4-1)

RECOMMENDATION:

That the information be received and noted.

The following are details of Infrastructure Projects and Grant Applications that are being managed by the Executive Office including the Infrastructure Projects Manager for the period 11th January 2024 to 7th February 2024:

Project	Budget	Expend	Resp	Comment
General				
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	552,395	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 2024. 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 will be arranged. - Site clearance and sub-grade earthworks started in September; - Foundation subbase work started in November 2023; - Contractor BRD resumed foundation works on 5 February 2024. - BRD flagged that the amount of changes in the building post tender close including with respect to the floor plan, window and door orientation changes and modifying the frames on site is not easily fixed according to Custom Steel. BRD will build the Terminal building with timber frames instead. It is considered that altering the frames could compromise the integrity of the bracing frames if not carried out properly. The alternative proposal is technically acceptable. BRD will commence the building frames provided

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Project	Budget	Expend	Resp	Comment
				<p>at no cost to Council;</p> <ul style="list-style-type: none"> - Terminal works are scheduled to be completed by May 2024. <p>Infrastructure Projects Manager presented a scope of works to the July 2023 Airport Operations Committee, detailing the proposed stormwater drainage improvement work on runway 03/21.</p> <p>Scope of works as follows:</p> <ul style="list-style-type: none"> - Extension of existing stormwater open channel – Completed in September 2023. - Procurement of diesel pump to pump out excess runoff to Sandy Creek; and - Discharge line from pumping platform to Sandy Creek – these options have been deleted. <p>Council at the July 2023 Meeting accepted the recommendations and additional funding required from the Infrastructure Reserve Fund.</p> <p>Options to gravitate excess runoff via the existing syphon pipe in the Nevertire Irrigation Scheme (NIS) channel was considered.</p> <p>Discussions with the Egelabra property manager, Councillor Greg Whiteley and the surveyor were held.</p> <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"> - Excavating a channel along the Egelabra property approximately 500 metres; - Providing piped overflow line from Airport land stormwater channel to proposed Egelabra channel such that the access along the boundary fence is not affected; - Checked the availability of Jim McKay to use the scraper for the channel excavation and indicated available possibly towards the end of March 2024 subject to weather conditions. - These works are scheduled to commence in March 2024 onwards.

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Project	Budget	Expend	Resp	Comment
<p>Village Enhancements for Warren, Nevertire and Collie (currently does not include \$395,800 budget provision for Warren Roundabout Reconstruction)</p> <p>(MDB Economic Development Program - Improvement of Regional Structures Grant)</p> <p>JC 2880-10-0</p>	310,281	123,481	GM IPM DMES TSM RIM	<p>Works in Warren subject to funding by others of the Warren roundabout reconstruction – MDBEDP approved reallocation of the roundabout budget to Carter Oval concrete pathways.</p> <p>Contractor engaged to construct pathways and other miscellaneous concrete pavement works.</p> <p>Pathways are complete.</p> <p>Long jump pit works are progressing, completion and general tidy up by end of February 2024.</p> <p>Works Program for Project rescope and programmed by GM, DMES, IPM, TSM and RIM.</p> <p>Kerb, gutter and footpath works in Nevertire 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</p>	233,052	163,972	IPM	<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. Carpark development being delayed due to slow progress of the amenities building construction.</p>

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Project	Budget	Expend	Resp	Comment
Infrastructure Improvement Replacement Reserve) JC 104-108-0				Concrete (pathways, long jump pit, shot put and Discus, Junior cricket pitch and practice net base) works RFQ called on 6 September 2023. Contractor engaged for all concrete pathways and pavement works. Recent rain is delaying the project. Works except on the long jump and junior cricket pitch are progressing; site tidy up to follow after all concrete works. Expected completion end of February 2024. *Fencing of switchboard and pump station is now complete. Sprinkler irrigation system works and mowing of the Oval are ongoing.
Change Rooms and Amenities Block at Carter Oval (Stronger Country Communities Round 4) JC 104-118-0	301,830	57,182	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. Plumbing works resumed on 1 st November 2023. Council conducted a preliminary inspection on 10th November 2023. Contractor to complete the water line and electrical under slab installation in the coming weeks. Concreter is scheduled to start on the 4 th December 2023. Floor slab reinforcement works commenced on 4th December 2023. Slab concreted on 18th December 2023. Roof sheet installation commenced on 8th January 2024. Landmark Senior Management visited the site in January 2024 to work out a program of rectification works, which are scheduled to start on the week of 5th February 2024. Plumbers on site from 5th February 2024 carrying out works – walls and ceiling. - Contractor who did the concreting is planned to come to the site on the week of 12th February 2024 – Landmark to confirm.
Cricket Practice Nets (Cricket Legacy Fund) JC 104-117-0	15,000	15,000	IPM	Quotation for net being sought from Fencing Contractor.

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Project	Budget	Expend	Resp	Comment
				Base concrete pavement construction complete as part of concrete pathway construction at Carter Oval. Artificial turfing on pavement to follow on after concrete works are complete and practice net cage works are complete.
Warren Showground/ Racecourse Upgrade Project (Regional Sports Infrastructure Fund and \$10,182 from sale of old McCalman Pavilion) <ul style="list-style-type: none"> • Equestrian Arena JC 108-120-0	47,260	27,260	IPM	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 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. Additional training to be arranged as requested by the User groups. One User groups member also inducted in December 2023. AquaWest to come to site to complete irrigation end sprinkler modifications – date to be confirmed.
<ul style="list-style-type: none"> • GBS Falkiner Lounge and Viewing Area JC 108-126-0	28,486	21,199	IPM	Tactile indicators installation are yet to be completed, this work to be completed when disability ramp is built. Handrail installation completed. Disabled access from Lower Bar area being considered. A quote sourced from Library Lobby Works Contractor as part of Grant Application.

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Project	Budget	Expend	Resp	Comment
				Precinct Commercial asked to provide a firm quote for the ramp construction. Alternate quote being sourced from other contractors as well.
<ul style="list-style-type: none"> • Replacement of the Showground Toilets <p>JC 108-128-0</p>	149,553	39,110	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> <p>Likely to open in March 2024.</p> <p>Works on the male toilet are continuing. The ladies section of the toilets opened in December 2023 just prior to the Twilight Races event.</p>
<ul style="list-style-type: none"> • Relocation of Cattle Yards (NSW Showgrounds Stimulus Program Phase 2B) <p>JC 112-05-0</p>	60,000	Nil	IPM	<p>Advice from P & A (Justin Sanderson). Showground Racecourse Committee Members would like to see the yards refurbished and made suitable for both cattle and horses by making the relocated pens approximately 4mx4m in size. Need to investigate further and obtain advice. Stockpro to do a design and quote – organised by P&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 or other grants to be explored when available.</p>
Warren Showground/ Racecourse Upgrade Project (Showground Stimulus Funding Program Phase 2C) including:	81,980	51,112	IPM/ TSM	<p>Works program finalised following consultation with User Groups at the Showground/Racecourse Committee Meeting held on the 2nd August 2022 for Joint male and female toilet facility in one location.</p> <p>Superstructure works started in September and likely to open in March 2024.</p>

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Project	Budget	Expend	Resp	Comment
Update/Renovate Male & Female Amenities in Cattleman's & Horse Sports Camping Area JC 120-5-0				Roof sheeting and external walling are complete. Works on the male toilet are continuing. The ladies section of the toilets opened in December 2023 just prior to the Twilight Races event.
<ul style="list-style-type: none"> • Install New Septic Receiving Tank for Main Pavilion Toilets 	38,880	6,120	IPM/ TSM	Balance of unspent funds to be used for sewer/toilet works. (Joint male & female toilet facilities). Works on the male toilet are continuing. Scope of works being reassessed to complete the works within the budget. Balance of unspent funds to be used as part of alternative combined male and female toilet facilities in one location.
<ul style="list-style-type: none"> • Re fence Showground Perimeter with Exclusion Fencing JC 120-35-0 	57,788	Nil	IPM	Scope/area determined by Showground/ Racecourse Committee on 7th October 2021 being revised. Length 4,100m and 3 double gates and 2 single gates. RFQ document being prepared to call for quotations. Exclusion fence like airport exclusion fence being considered but 2.1m high. Options and estimate prepared for 1.8m and 2.1m high fencing for Racing NSW considerations and funding supplement. (Other grant funds required). Details of proposed options being considered (2.1m high) sent to Warren Jockey Club for sourcing additional funding. Liaising with Matt Colwell/ Nicole McKay on possible funding support from Racing NSW. RFQ documents revised for seeking prices for 2.1m high chain wire and chain link fabric options.

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Project	Budget	Expend	Resp	Comment
				<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> <p>Lowest price received for the options are as follows:</p> <ol style="list-style-type: none"> 1. 2.1m chain wire - \$218,000; and 2. 2.1m chain link fabric \$357, 000. <p>Racing NSW will be supplied with the quotations and price revised as part of seeking funding their support.</p> <p>2.1m high chain link fabric is the preferred option and that meets Racing NSW requirements.</p> <p>Evaluations indicate that additional funding in the order of \$328k is needed to complete the work.</p> <p>Discussions with Racing NSW were held. It suggests that a formal 'Application for Financial Assistance' be submitted from the Club level as per Racing NSW letter dated 5 June 2023 for the boards consideration and approval. As 80:20 contribution ratio is the general norm applied based on the proportioned length of racing track area to be protected but subject to approval.</p> <p>Details of the quotes and tendering gap information was sent to the Warren Jockey Club for inclusion in the Funding Support Application to Racing NSW.</p>

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Project	Budget	Expend	Resp	Comment
				<p>Warren Jockey Club in it's communication dated 19th January 2024, advised that no further progression on this matter as Racing NSW have advised that they can't cover the amount (\$328,000) needed. Racing NSW would only look to contribute towards a fence that goes around the track.</p> <p>An analysis will be conducted for what Racing NSW would fund for both options.</p> <p>A further meeting is planned to discuss with the Warren Jockey Club and also with Racing NSW.</p>
<p>New Septic Centre Arena with Grease trap for Canteen</p> <p>JC120-25-0</p>	3,150	Nil	IPM/ TSM	Works Complete, balance of unspent funds will be allocated to other works.
<p>Regional Racecourse Stimulus Funding Program 2022 – 'Irrigation System' Drought Proofing project and Public Area Fencing</p>	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"> 1. Inner irrigation system and pumping upgrade (up to 80% funding by Racing NSW); and 2. Construct outer irrigation system. <p>Cost estimate indicates that substantial additional funding is needed to proceed with the project.</p> <p>Grant funding application Crown Reserve Improvement Fund (CRIF) submitted in November 2023.</p>

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Project	Budget	Expend	Resp	Comment
Water Supplies				
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.
Sewerage Services				
Restart NSW Warren (STP) Upgrade JC 220-3-0	100,000	Nil	TSM	Rehabilitation program for Old Sewerage Treatment Plant and bore installation being formulated but will be delayed until evaporation pond construction is complete.
Stronger Country Communities Fund Round 5 (SCCFR5) (\$856,903) – Upgrading of Amenities, Change rooms, Canteen and Club House Facilities at the Warren Memorial Pool, includes the \$336,699.72 allocated from the Infrastructure Reserves Fund JC 3450-4300-0	1,193,603	39,525	IPM	This project will replace the existing Male & Female with "All Access" modern facilities. Include Disabled and Ambulant toilets in the amenities. Replace the existing entry, office and kiosk adding in a club house room with a modern compliant, fit for purpose fit out. Construction work expected April-September 2024. An open RFT was called on 5th December 2023 with the Tender closing 16th January 2024 and reported to the January 2024 Council Meeting. Letter of Award was issued on 29th January 2024, Deed of Contract executed. Final rescoped design specifications and works program has been concurred at the Sporting Facilities Committee meeting held 7 February 2024. First site Meeting with the Contractor undertaken on 8 February 2024.

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Project	Budget	Expend	Resp	Comment
NSW Severe Weather & Flood Grant (\$1,000,000) for AGRN 1025 (part of \$7,100,000 project reported elsewhere) Warren Town Levee Remediation JC 3300-4400-1	887,500	4,035	GM IPM DMES TSM	This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions. Funds have been paid however, works program yet to be approved by OLG. Funding body requested five rounds of additional information; submission provided on 9 October 2023. Extension of time request sent to grant approval body to extend the works beyond June 2024. 2022-23 Annual Report was submitted to the funding body and 2023-24 1 st Quarterly report also submitted. Funding body was asked to confirm the Grant Approval or Deed to be signed. Additional information has been requested from OLG on the eligibility, co- contribution and project element alignment with the ARGN 1025 event.
Macquarie Park Restoration JC 3300-4430-0	112,500	Nil	GM IPM DMES TSM	This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions. Funds have been paid, works program approved. Funding body requested four rounds of additional information; submission provided by 18 August 2023.

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CONTINUED

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 1st Quarterly report also submitted.</p>
<p>Office of Sport - Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program Victoria Park Precinct New Female Amenities.</p> <p>JC 3450-4310-0</p>	500,000	21,560	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"> - Geotechnical investigations initiated; Site exploration completed in May 2023. - Awaiting Geotech report. - Final location determined. <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 (1st issue) received in September 2023 and has been sent to stakeholders for review and comment.</p> <p>Comments received on the draft plan are being incorporated into the final concept plan, to be reissued to stakeholders for their comment.</p> <p>Sporting Facilities Committee considered the final plan at the 8 November 2023 meeting.</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, expect construction completion in November 2024.</p>

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 22nd February 2024

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
Library Lobby Upgrade and Landscape Works (State Library Grant) JC 3350-4310-0	317,246	317,246	IPM/ Lib	A contractor has been engaged for the external lobby upgrade works- as separable portion 1. Work onsite commenced on 9th October 2023. Work is expected to go on for 10 weeks. Landscaping works are being rescoped to fit within the remaining budget. Temporary Library located at the Old Visitor Information Centre, Burton Street, Warren. The rescoped landscaping and costing option will be considered at the next Town Improvements Committee meeting scheduled for 16th October 2023. Town Improvements Committee considered the recommendation to vary the Lobby construction to include the following Landscaping works: <ul style="list-style-type: none"> - Fencing to space; - Driveway and pavement; - Concreting the Lobby, concourse and steps; and - Installation of water tanks and irrigation system to lawns and gardens. Lobby works finished early February 2024. 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 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.

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, 22nd February 2024

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
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. Additional training to be arranged if requested by User groups. One User group member inducted in December 2023. The balance of the funds to be spent on fully commissioning the storage container.
Safety Management System	75,825	Nil	WHS-RC /GM	Works Program being formulated.
Asset Management & IPR	112,636	Nil	GM/ DMES	Works program being formulated.

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, 22nd February 2024

ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
Grant Applications				
Crown Reserves Improvement Fund Program 2023/24 Racecourse Irrigation Upgrade	\$825,000	N/A	TSM/ IPM	An application was submitted on 17 November 2023. The upgrading will enhance operations sustainability by delivering water efficiency to optimize value, and enjoyment for the community. This upgrade will enhance Council's ability to work towards environmentally sustainable practices allowing watering of the racetrack and it will also eliminate manual handling issues for staff during watering activities. Awaiting Notification
Crown Reserves Improvement Fund Program 2023/24 Showground/Racecourse Disability Ramp	\$96,636	N/A	IPM	An application was submitted on 17 November 2023. This project will enable the Council to provide a compliant accessible concourse within the Showground/ Racecourse complex. Disabled access to the GB Falkiner Lounge and Grandstand area is currently not available, these proposed improvements will enable the Council to address this lack of access for the Warren and visitor community. Awaiting Notification
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. Awaiting Notification

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

<p>ACRONYMS</p> <p>GM - General Manager</p> <p>DMFA - Divisional Manager Finance & Administration</p> <p>DMES - Divisional Manager Engineering Services</p> <p>MHD - Manager Health and Development Services</p>	<p>TSM - Town Services Manager</p> <p>RIM - Roads Infrastructure Manager</p> <p>IPM - Infrastructure Projects Manager</p> <p>PAO - Projects Administration Officer</p>	<p>PO – Projects Officer</p> <p>WSCCM – Warren Sporting & Cultural Centre Manager</p> <p>EDVM - Economic Development and Visitation Manager</p>
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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 22nd February 2024

ITEM 1 RECONCILIATION CERTIFICATE – JANUARY 2024

(B1-10.16)

RECOMMENDATION:

That the Statements of Bank and Investments Balances as at 31st January 2024 be received and noted.

PURPOSE

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

BACKGROUND

Clause 212 of the Local Government (General) Regulation 2021 requires the Responsible Accounting Officer to provide a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act.

REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 31st January 2024.

	31-Dec-23	Transactions	31-Jan-24
General	8,912,856.45	(1,680,269.59)	7,232,586.86
Water Fund	840,225.36	(225,794.60)	614,430.76
Sewerage Fund	2,045,053.92	(197,649.39)	1,847,404.53
North Western Library	32,127.40	(2,873.69)	29,253.71
Trust Fund	89,251.10	(1,100.00)	88,151.10
Investment Bank Account	(3,237,801.96)	(5,000,895.91)	(8,238,697.87)
	8,681,712.27	(7,108,583.18)	1,573,129.09

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 22nd February 2024

ITEM 1

RECONCILIATION CERTIFICATE – JANUARY 2024

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	1,573,129.09
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
Balance as per Ledger Accounts less Investments =	1,573,129.09

INVESTMENTS RECONCILIATION

Investments as at 31st January 2024

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	228,697.87	Variable	On Call A/c
1	National Australia Bank	1,000,000.00	91 days @ 5.0%	29-Apr-24
2	Judo Bank	1,000,000.00	91 days @ 5.2%	9-May-24
3	AMP	1,500,000.00	182 days @ 5.0%	29-Apr-24
4	AMP	1,500,000.00	182 days @ 5.0%	29-Jul-24
15	National Australia Bank	1,000,000.00	90 days @ 5.0%	8-Feb-24
16	National Australia Bank	1,000,000.00	90 days @ 5.0%	8-Feb-24
17	National Australia Bank	1,000,000.00	181 days @ 5.2%	9-May-24
40	National Australia Bank	10,000.00	60 days @ 1.45%	TBA
TOTAL INVESTMENTS =		8,238,697.87		

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	3,536,039.57
Internally Restricted Funds Invested	5,765,017.00
2023/24 General Fund Operating Income & Grants	510,770.39
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	9,811,826.96

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 22nd February 2024

ITEM 1 RECONCILIATION CERTIFICATE – JANUARY 2024

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

N/A.

LEGAL IMPLICATIONS

N/A.

RISK IMPLICATIONS

N/A.

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

N/A.

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

N/A.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 22nd February 2024

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

RECOMMENDATION:

That the Statement of Rates and Annual Charges information as at 16th February 2024 be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Attached to this report is the statement of rates and annual charges as at 16th February 2024 including comparisons over the last four years.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

N/A.

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

N/A.

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 16th February 2024.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 22nd February 2024

ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

16-Feb-24

Name of Rate	NETT			COLLECTIONS FOR YEAR		NETT ARREARS	
	ARREARS	NETT LEVY	TOTAL	AMOUNT	COLLECT	ARREARS	ARREARS
	1st JULY		RECEIVABLE	COLLECTED	AS % AGE	AMOUNT	AS % AGE
	\$	\$	\$	\$	OF TOTAL	\$	OF TOTAL
					REC'ABLE		REC'ABLE
General Fund Rates	265,784	5,460,340	5,726,124	3,061,206	53.46%	2,665,317	46.55%
Warren Water Fund	85,336	568,892	654,228	356,562	54.50%	296,117	45.26%
Warren Sewerage Fund	94,484	601,488	695,972	371,035	53.31%	325,449	46.76%
TOTAL 2023/2024	445,604	6,630,720	7,076,324	3,788,803	53.54%	3,286,883	46.45%
TOTAL 2022/2023	321,306	6,186,817	6,508,123	3,784,746	58.15%	2,723,377	41.85%
TOTAL 2021/2022	303,871	6,118,775	6,422,646	3,793,077	59.06%	2,629,569	40.94%
TOTAL 2020/2021	318,952	5,935,347	6,254,299	3,605,357	57.65%	2,648,942	42.35%
TOTAL 2019/2020	178,732	5,789,682	5,968,414	3,445,412	57.73%	2,523,002	42.27%
		13-Feb-20	12-Feb-21	08-Feb-22	11-Feb-23	16-Feb-24	
COLLECTION FIGURES AS \$		3,445,412	3,605,357	3,793,077	3,784,746	3,788,803	
COLLECTION FIGURE AS %		57.73%	57.65%	59.06%	58.15%	53.54%	

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 22nd February 2024

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	\$317,246	DMFA LIB IPM	This value represents total carry over funds available from 2022/23 year. Project has been completed.
Office Equipment Purchases – PC Purchases – Electronic Records Management System Investigation/Implementation	\$101,840	\$15,091	DMFA	New office equipment purchases, PC’s and other as needed. Initial investigations for Electronic Records Management System together with other ICT Strategic Action matters has occurred recently.

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 22nd February 2024

ITEM 4 PREPARATION OF THE DRAFT 2024/2025 ESTIMATES

(A1-5.42)

RECOMMENDATION:

That Council prepare the Draft 2024/2025 Estimates incorporating a 4.5% increase in general rates as determined by IPART.

PURPOSE

To seek Council's determination of the proposed general rate for 2024/2025 to be incorporated in the Draft 2024/2025 Estimates.

BACKGROUND

At Council's Meeting in January, 2024 the Divisional Manager Finance and Administration Report indicated the timeline for the preparation of the Draft 2024/2025 Operational Plan and Estimates, however management requires a determination from Council on the proposed general rate to be levied in 2024/2025 to be incorporated into these documents.

REPORT

The rate peg for 2024/2025 has taken into account various aspects of financial impacts upon Local Government areas, whilst inflation rates have somewhat fallen, it is still the case that rising costs in service delivery are anticipated.

IPART issued a Media Release on 21st November 2023 (copy included with this report) advising Councils of the maximum rate peg increase on general rates for 2024/2025.

It is proposed that the Draft 2024/2025 Estimates be prepared incorporating the maximum rate pegging limit of 4.5% as set by IPART for Warren Shire Council.

For Councillors information:

1. a 4.5% increase in General Rates will generate additional income of approximately \$245,667.00
2. there will be at least a 3.5% increase in salaries and wages on 1st July 2024 as per the Local Government (State) Award will cost approximately \$177,296.00 (not including overtime or allowances),
3. the annual December 2023 CPI was 4.1%, and
4. the current interest rate on a 90 day investment is 5.00%.

FINANCIAL AND RESOURCE IMPLICATIONS

If Council does not incorporate the full 4.5% increase in general rates it may need to look at reducing services and or employees in areas to balance the budget.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Not being able to provide the current level of services to the ratepayers and residents of Warren Shire Council.

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 22nd February 2024

ITEM 4

PREPARATION OF THE DRAFT 2024/2025 ESTIMATES

CONTINUED

STAKEHOLDER CONSULTATION

28 days public consultation after the Draft 2024/2025 Operational Plan and Estimates are initially considered by Council.

OPTIONS

N/A.

CONCLUSION

This report is provided to seek Council's determination on the General Rates for 2024/2025 to be incorporated into the Draft 2024/2025 Estimates.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

IPART Information Paper will be available at the Meeting.

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 22nd February 2024

ITEM 5 **WARREN SHIRE LIBRARIANS'S OPERATIONS REPORT**

(L2-2)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

The Warren Library continues to supply a customer focused service which constantly meets the needs of the Warren community. The library reopened to the public on Tuesday, 6th February 2024 with a soft launch and morning tea for community members.

The feedback from the public on the improvements made to the library has been extremely positive, with members pleased to have the library back to full service.

We look forward to the project being completed during February and providing additional community space for all library members.

REPORT

The library has had an extremely busy school holidays with our holiday workshops being held at the Warren Sporting and Cultural Centre. We were lucky to have a visit from the Sydney Puppet Theatre, which included a puppet show followed by a puppet making workshop. Other activities included a Musical Exploration with Frances Evans and a Kids Leather Workshop.

Our summer reading challenge was held during January with over 30 children registering for the program.

DOLLY PARTON IMAGINATION LIBRARY

The library continues their partnership with the Warren Multi-Purpose Health Centre Child Health Nurse to bring the Dolly Parton Imagination Library to Warren.

Eligible children are enrolled at birth and mailed a free, age-appropriate book every month until they turn five, setting up positive home reading habits from the earliest possible time.

The project continues to grow with many registrations already being received.

All participants have now received their first book in this project.

OUTREACH SERVICES

The library Outreach Program continues to grow in strength. Staff are currently programming for the 2024 year. Our current clientele includes St. Marys School, Warren Central School, Warren Preschool Kindergarten, Little Possums Daycare. We continue to provide a popup library service at Calara House and Warren Pre-School Kindergarten.

Regular story time sessions are held at the library for Barnardo's and this year we will be adding Catholic Care Playgroup to our attendees.

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 22nd February 2024

ITEM 5

WARREN SHIRE LIBRARIANS'S OPERATIONS REPORT

CONTINUED

FURNITURE AND FITTINGS

The refit of the junior area with new shelving and furniture along with new vinyl floorcovering is now complete and compliments our new building project. We have also completed the shelving in the adult and local history area of the library.

We are now looking at furnishings to complement and enhance the library entrance.

E-RESOURCES

The library continues to provide a large range of e-resources 24/7, including e-book, audio books, video streaming and music. All you need is a library card! Our e-magazines usage continues to grow and will be enhanced by the addition to our consortia agreement with the Central West Zone we expect these resources to gain higher usage while the library is closed for renovations.

The Sydney Morning Herald and The Saturday Paper are now available through e-press.

North Western Library Member Councils are continuing to support e-resources with all councils allocating an additional \$3,000 per annum from 2023/2024 State Library Priority Grant funding. This funding is placed into a value plan with Bolinda to add popular items to Borrow box.

UPCOMING EVENTS

- February -Library Lovers Day
- March - Local History workshop
- April – School Holiday Program

STAFF TRAINING

- All permanent staff will be participating in specific targeted Spydus modules during 2024.
- The library will be upgraded to Spydus 11 during 2024 with additional training provided.
- Library Manager to attend additional training in Boolean searching and queries.
- One staff member to attend Reference Excellence training program.

MEETINGS

- Librarians' Meeting to be held in March 2024.
- Central West Zone Meeting to be held in March 2024

WARREN SHIRE COUNCIL

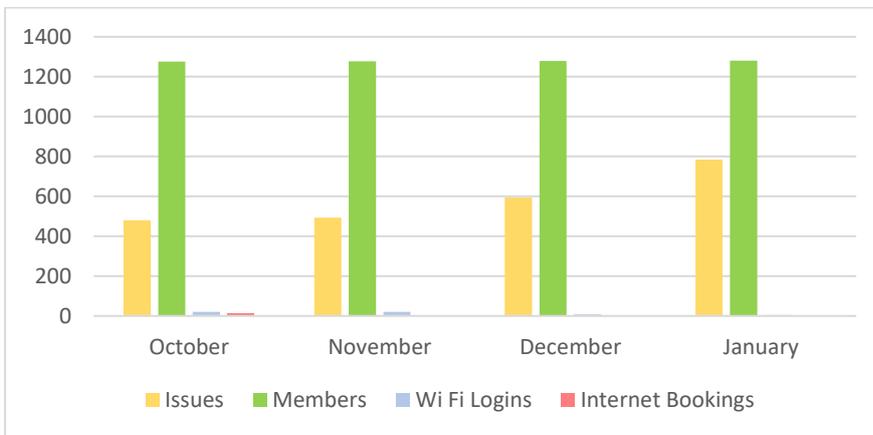
Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 22nd February 2024

ITEM 5 WARREN SHIRE LIBRARIANS'S OPERATIONS REPORT

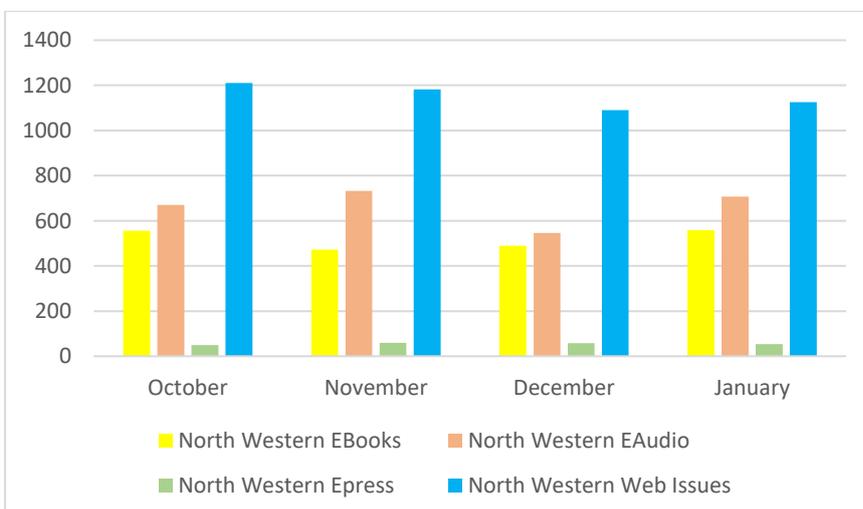
CONTINUED

STATISTICS FOR OCTOBER 2023 – JANUARY 2024

Month	Issues	Members	Wi Fi Logins	Internet Bookings
October	480	1275	20	12
November	493	1277	20	0
December	594	1279	7	0
January	784	1281	4	0



Month	North Western EBooks	North Western EAudio	North Western Epress	North Western Web Issues
October	556	670	49	1211
November	472	733	60	1182
December	489	546	58	1091
January	558	707	54	1126



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 22nd February 2024

ITEM 5

WARREN SHIRE LIBRARIANS'S OPERATIONS REPORT

CONTINUED

Events	
Event Name	No. of Target Audience Attending
Oct: Holiday activity: Watercolours with Erica	19
Oct: Holiday activity: Lego Building Fun	13
Oct: Dolly Parton Imagination Library Launch	24
Oct: Halloween Storytime - Preschool	11
Oct: Halloween Storytime - Little Possums	12
Oct: Halloween Storytime - WCS Kindergarten	16
Nov: Christmas Storytime - Warren Preschool	12
Nov: Christmas Storytime - WCS Kindergarten	16
Nov: Christmas Storytime - Little Possums	14
Nov: Christmas Storytime - St Mary's Kindergarten	12
Jan: Holiday activity: Music Exploration	29
Jan: Holiday activity: Leather craft	20
Jan: Holiday activity: Puppet show	45
Jan: Holiday activity: Puppet workshop	15

LEGAL IMPLICATIONS

N/A.

RISK IMPLICATIONS

N/A.

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

N/A.

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

3.2.1 Maintain community assets (library) to acceptable community standards.

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 22nd February 2024

ITEM 6

REVISED DECEMBER 2023 QUARTERLY BUDGET REVIEW

(A1-4.42)

RECOMMENDATION:

That the amendments to the itemised budgets as listed in the Revised December 2023 Budget Review be authorised.

PURPOSE

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

BACKGROUND

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

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

REPORT

As Council’s responsible accounting officer, I have included in the attachments a balanced **revised** December 2023 Budget Review document covering the period 1st October 2023 to 31st December 2023.

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

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

- Increase of expenditure Town Planning Office Expenses (LEP Review) \$25,000
- Reserve funds bought into budget as internal income, overall total \$711,981
- Recognise budget expense Victoria Oval LED Lighting \$253,500
- Recognise the increase of expense budget for Airport Redevelopment \$550,340
- There has been a measure of adjustment made for funding held as restrictions as at 31st December 2023, provided for expenditure 2023/2024 capital projects, contained in the report details.
- There have been a number of adjustments for Water and Sewer Fund Capital expenditure as outlined in the report details.
- Large adjustment to Sewer Fund expenditure for a third Evap Lagoon \$780,000

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 22nd February 2024

ITEM 6

REVISED DECEMBER 2023 QUARTERLY BUDGET REVIEW

CONTINUED

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

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

N/A.

RISK IMPLICATIONS

N/A.

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

N/A.

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

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

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 22nd February 2024

ITEM 6

REVISED DECEMBER 2023 QUARTERLY BUDGET REVIEW

CONTINUED

Warren Shire Council

Quarterly Budget Review Statement
for the period 01/10/2023 to 31/12/2023

Report by Responsible Accounting Officer

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

31 December 2023

It is my opinion that the Quarterly Budget Review Statement for Warren Shire Council for the quarter ended 31/12/2023 indicates that Council's projected financial position at 30/6/2024 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



Date:

15/02/2024

Mr Bradley Pascoe
Responsible Accounting Officer

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 22nd February 2024

ITEM 6 REVISED DECEMBER 2023 QUARTERLY BUDGET REVIEW

CONTINUED

WARREN SHIRE COUNCIL DECEMBER 2023 - BUDGET REVIEW

Council Functions	Annual Original Budget	Variance From Original	Annual Amended Budget	Actuals Incl Commitments	Budget Remaining	% Expended Current	Annual Proposed Budget	Adjustment Required	% Expended Proposed	Annual Original Budget	Variance From Original	Annual Amended Budget	Actuals Incl Commitments	Budget Remaining	% Expended Current	Annual Proposed Budget	Adjustment Required	% Expended Proposed	
INCOME										EXPENDITURE									
General Fund																			
General Purpose Income	(9,540,026)	(243,269)	(9,783,295)	(9,627,738)	(155,557)	98%	(10,020,848)	(237,553)	96%	0	0	0	0	0	0%	0	0	0%	
Governance	0	0	0	0	0	0%	0	0	0%	779,597	(421)	779,176	413,720	365,456	53%	779,176	0	53%	
Administration	(272,308)	(7,157)	(279,465)	(148,474)	(130,991)	53%	(281,175)	(1,710)	53%	3,404,979	5,058	3,410,037	2,167,921	1,242,116	64%	3,574,122	164,085	61%	
Public Order & Safety	(299,603)	0	(299,603)	(621)	(298,982)	0%	(299,603)	0	0%	665,662	119	665,781	297,004	368,777	45%	755,771	89,990	39%	
Health	(700)	0	(700)	(150)	(550)	21%	(700)	0	21%	239,490	2,670	242,160	115,603	126,557	48%	242,433	273	48%	
Environment	(5,495,015)	(1,161,840)	(6,656,855)	(547,799)	(6,109,056)	8%	(6,672,768)	(15,913)	8%	994,520	1,004,599	1,999,119	552,671	1,446,448	28%	1,948,810	(50,309)	28%	
Community Services & Education	(87,635)	(9,812)	(97,447)	(66,667)	(30,780)	68%	(97,447)	0	68%	91,182	9,812	100,994	31,258	69,736	31%	100,995	1	31%	
Housing & Comm. Amenities	(222,689)	(6,018)	(228,707)	(63,631)	(165,076)	28%	(238,707)	(10,000)	27%	281,696	0	281,696	190,498	91,198	68%	375,624	93,928	51%	
Recreation & Culture	(1,645,154)	(1,698,811)	(3,343,965)	(2,385,565)	(958,400)	71%	(3,351,358)	(7,393)	71%	2,199,240	28,327	2,227,567	1,346,805	880,762	60%	2,206,218	(21,349)	61%	
Mining, Manufacturing & Const.	(14,000)	0	(14,000)	0	(14,000)	0%	(14,000)	0	0%	8,389	0	8,389	818	7,571	10%	8,389	0	10%	
Transport & Communication	(21,770,618)	277,291	(21,493,327)	(7,084,435)	(14,408,892)	33%	(25,878,757)	(4,385,430)	27%	8,672,180	(47)	8,672,133	3,996,946	4,675,187	46%	8,638,504	(33,629)	46%	
Economic Services	(16,302)	(1,029,790)	(1,046,092)	(940,464)	(105,628)	90%	(1,074,092)	(28,000)	88%	719,254	391,560	1,110,814	562,874	547,940	51%	1,185,180	74,366	47%	
From Restricted Funds - Capital Items	(383,538)	(663,377)	(1,046,915)	0	(1,046,915)	0%	(1,573,940)	(527,025)	0%	0	0	0	0	0	0%	0	0	0%	
General Fund Operating Totals	(39,747,588)	(4,542,783)	(44,290,371)	(20,865,544)	(23,424,827)	47%	(49,503,395)	(5,213,024)	42%	18,056,189	1,441,677	19,497,866	9,676,118	9,821,748	50%	19,815,222	317,356	49%	
Water Fund																			
Water Supplies	(1,006,810)	(1,569)	(1,008,379)	(989,892)	(18,487)	98%	(1,251,676)	(243,297)	79%	1,062,979	1,059	1,064,038	740,783	323,255	70%	1,256,325	192,287	59%	
From Restricted Funds - Capital Items	2,322	0	2,322	0	2,322	0%	(526,659)	(528,981)	0%										
Water Fund Operating Totals	(1,004,488)	(1,569)	(1,006,057)	(989,892)	(16,165)	98%	(1,778,335)	(772,278)	56%	1,062,979	1,059	1,064,038	740,783	323,255	70%	1,256,325	192,287	59%	
Sewerage Fund																			
Sewerage Services	(665,312)	9,653	(655,659)	(675,401)	19,742	103%	(739,055)	(83,396)	91%	793,507	0	793,507	472,024	321,483	59%	933,758	140,251	51%	
From Restricted Funds - Capital Items	(463,084)	0	(463,084)	0	(463,084)	0%	(1,692,699)	(1,229,615)	0%										
Sewerage Fund Operating Totals	(1,128,396)	9,653	(1,118,743)	(675,401)	(443,342)	60%	(2,431,754)	(1,313,011)	28%	793,507	0	793,507	472,024	321,483	59%	933,758	140,251	51%	
All Funds Operating Totals	(41,880,472)	(4,534,699)	(46,415,171)	(22,530,837)	(23,884,334)	49%	(53,713,484)	(7,298,313)	42%	19,912,675	1,442,736	21,355,411	10,888,925	10,466,486	51%	22,005,305	649,894	49%	
Capital																			
General Fund Capital	(278,500)	0	(278,500)	(67,467)	(211,033)	24%	(278,500)	0	24%	25,753,555	2,927,585	28,681,140	11,663,701	17,017,439	41%	33,220,846	4,539,706	35%	
Water Fund Capital	0	0	0	0	0	0%	0	0	0%	248,718	0	248,718	458,910	0	185%	804,996	556,278	57%	
Sewerage Fund Capital	0	0	0	0	0	0%	0	0	0%	602,762	0	602,762	394,316	208,446	65%	1,775,887	1,173,125	22%	
Total Capital	(278,500)	0	(278,500)	(67,467)	(211,033)	24%	(278,500)	0	24%	26,605,035	2,927,585	29,532,620	12,516,927	17,225,885	42%	35,801,729	6,269,109	35%	
Total Operating & Capital	(42,158,972)	(4,534,699)	(46,693,671)	(22,598,304)	(24,095,367)	48%	(53,991,984)	(7,298,313)	42%	46,517,710	4,370,321	50,888,031	23,405,852	27,692,371	46%	57,807,034	6,919,003	40%	

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday 22nd February 2024

ITEM 1 WORKS PROGRESS REPORTS – ROADS

(C14-7.2)

RECOMMENDATION:

That the information be received and noted.

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

ACRONYMS

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

Roads M & R (Maintenance and Repair) Budget and Works
7th February 2024

PROGRAM	BUDGET	EXPENDITURE
Urban Sealed Roads	\$61,576	\$23,095
Parking Areas	\$5,677	Nil
Kerb and Guttering	\$20,000	\$20,000
Footpaths	\$39,738	\$10,822
Urban Unsealed Roads	\$29,455	\$2,398
Rural Sealed Roads	\$408,738	\$269,783
Rural Unsealed Roads	\$1,135,383	\$528,885
Rural Bridges	\$15,000	Nil
Regional Sealed Roads	*\$565,945	\$81,839
Regional Unsealed Roads	\$119,061	\$4,370
Regional Bridges	\$18,439	Nil
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$326,404.75	\$50,401
Fixing Local Roads Pothole Repair Round	\$199,079.53 (Carryover from 2022/2023)	\$199,079.53
Total	\$3,194,051.28	\$1,201,105

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

WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
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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	\$1,285,438			\$811,258
	Road Name	Budget	Expenditure	
	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	\$6,678.3	
	Hatton Road	\$92,019	\$56,038	
	Nellievale Road	\$131,960	\$110,321	
	Notts Lane	\$128,928	\$19,998	
	Killaloo Lane	\$91,813	\$23,779	
	Catons Road	\$37,780	\$71,917	
	Booka Road	\$51,035	\$86,243	
	Lamphs Road	\$90,651	\$5,803	
	Sullivans Road	\$20,916	Nil	
	Gibsons Way	\$247,000	\$213,472	
	Buckiinguy Road	\$2,326	2,118.52	
	Bullagreen Road	\$11,846	\$8,086.59	
Armatree Road	\$6,923	\$13,530		
Gunnegaldra Road	\$20,916	Nil		
Nevertire – Bogan Road	\$4,105	\$1,251.25		
Collie Road	\$728	\$4,426.52		
March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Regional Roads – Package 1	\$619,162			\$394,771
	Road Name	Budget	Expenditure	
	Carinda Road	\$199,476	\$199,476	
	Billybingbone	\$419,010	\$193,179.43	
	Collie - Trangie	\$675	\$2,115.63	
March 2021 AGRN960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Package 2 Merrigal Road (Dragon Cowal) - Disaster Risk Reallocation Fund	\$649,685.88 (\$14,729.83 Retention money is due to contractor at end of DLP.)			\$627,985.42

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

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PROGRAM	BUDGET			EXPENDITURE
Regional and Local Roads Repair Program	\$2,415,174			\$2,149,115
	Road or/Suburb Name	Expected Cost	Expenditure	
	Old Warren Road Rehabilitation	\$400,000	\$400,000	
	Industrial Access Road/Old Warren Road intersection	\$533,924	\$267,864	
	Dubbo Street Rehabilitation	\$898,287	\$898,287	
	Carinda Road Rehabilitation	\$119,911	\$119,911	
	Collie -Trangie Road Rehabilitation	\$134,221	\$134,221	
	Marthaguy Road Rehabilitation	—	—	
	Warren Road Rehabilitation	—	—	
	Urban Streets in Warren, Nevertire and Collie Rehabilitation	\$183,479	\$183,479	
	Marthaguy Road Heavy Patching	\$145,353	\$145,353	
	Total	\$2,415,175	\$2,149,115	
September, October, November, December 2022 ARGN 1034 Flood and Storm Damage – Immediate Reconstruction Works	\$2,337,685			\$899,965
	Road Name	Budget	Expenditure	
	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				

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

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PROGRAM	BUDGET				EXPENDITURE
Warren Shire Council November 2021 to December 2022 Flood and Storm Damage Claim (ARGN 987 / 1025 / 1030 / 1034) (DMES/FRSPM/RIM)	Event	Subcategory	Estimate / Budget	Status	
	AGRN 987	EW	\$475,945	Works completed and claimed.	
	AGRN 987	IRW	\$241,591	Works completed and claimed.	
	AGRN 1025	IRW	\$323,610	Works on Ellengerah Road. Completed. Claim submitted.	
	AGRN 1030	N/A	N/A	Event was overlapped by AGRN 1034	
	AGRN 1034	EW	\$803,018	Works completed. Claim being prepared.	
	AGRN 1034	IRW	\$899,965	Works completed. Claim being prepared.	
	AGRN 1034	EPA RW	\$10,925,184	Submission 01 Rev. B lodged includes AGRN 1034 IRW.	
Road Maintenance Council Contract (RMCC)- State Highway 11 (DMES/FRSPM/RIM)	Project	Estimate / Budget	Comments		
	*Five Mile Cowal	\$249,905	Works completed & claim submitted.		
	*Evenmar & Tiger Bay Line marking	\$21,590	Works completed & claimed.		
	*Tenandra Clear zone Tree trimming & CAMs Installation	\$50,140	Works completed & claimed.		
	Project	Estimate / Budget	Comments		

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WORKS PROGRESS REPORTS – ROADS

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Road Maintenance Council Contract (RMCC)- State Highway 11 (DMES/FRSPM/RIM)	Heavy Patching	\$1,417,170.60	52 patches to be completed. Work in Progress
	Milawa Pavement Rehabilitation	\$2,299,500 (Approx)	G1 received. Ensite meeting conducted. Final scoping is in progress by TfNSW.
	RMAP Activities	\$244,106	Quarter 1: \$50,551 (Claimed) Quarter 2: \$67,437 (Claim being prepared)

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WORKS PROGRESS REPORTS – ROADS

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MAINTENANCE

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	SR24 Hatton Road	Grading (Flood Work)	12-KM Completed
	SR95 Gunningba Road	Grading	4 km Completed
	RR202 Marthaguy Road	Guideposts (Wet Weather)	Complete
	SR5 Buckinguy Road	Guideposts (Wet Weather)	Complete
Grader Crew 2 (Three-man crew)	SH11 Oxley Highway	Heavy Patching Set up	Complete
	SH11 Oxley Highway	Heavy Patching	Ongoing
	SR58 Nevertire-Bogan Road	Grassed shoulders and clean-out drains	Completed
Grader Crew 3 (Three-man crew)	SR36 Gibson Way	Grading (Flood Work)	10km Completed
	RR333 Carinda Road	Guideposts (Wet Weather)	Complete
Grader Crew 4 (Three-man-crew)	RR7516 Billybingbone Road	Grading (Flood Work)	4km Completed
	RR333 Carinda Road	Guideposts (Wet Weather)	Complete

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WORKS PROGRESS REPORTS – ROADS

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WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Paveline (Tar Patching)	SH 11 Oxley Highway	Sealing heavy patches	11,300L	81T
	SR68 Bundemar Road	Sealing floodway	200L	2T
	RR333 Carinda Road	Patched 31 Holes	200L	2T
	Walkways	Patched 60 Holes	500L	8T
	SR64 Ellengarah Road	Patched 28 Holes	300L	3T
	SR64 Ellengarah Road	Spreading stone on road to stop bitumen bleeding.		
	SR 5 Buckingham Road	Patched 80 Holes	800L	9T
	SH 11 Oxley Highway	Sealing heavy patches	2,300L	17T
	SR 36 Dubbo Street	Patched 38 Holes	300L	3T
	SR 5 Buckingham Road	Patched 43 Holes	600L	6T

WORK CREW	LOCATION	ACTIVITY	WORK UNDERTAKEN
Roadside Maintenance Team	SH11 Oxley Highway	Heavy patching	SH11 Oxley Highway
	SR23 Gradgery Lane – Gum Cowal Bridge	Put signs on bridge approaches	SR23 Gradgery Lane
	SR59 Tottenham Road	Fixed intersections signs	SR59 Tottenham Road
	Helping Grader Crew 2 on Oxley Highway.		

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ITEM 1 **WORKS PROGRESS REPORTS – ROADS**

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UPCOMING WORKS (FEBRUARY- MARCH)

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	SR 16 Notts Lane	Flood Damage
	SR 10 Killaloo Lane	Flood Damage
Grader Crew 2 (Three-man crew)	SH 11 Oxley Highway	Rehabilitation/Construction/ Heavy Patching
Grader Crew 3 (Three-man crew)	Carpark for Viewing platform - Monkeygar	Maintenance
	SR 17 Lamps Road	Flood Damage
Grader Crew 4 (Three-man crew)	RR 7516 Billybingbone Road	Shoulder Work/Flood Damage
Grader Crew 5 (Three-man crew)	Being Arranged	

Project	Budget	Expend	Resp	Comment
Capital Works In Progress				
CBD Improvements	\$5,462	Nil	DMES	Investigation and design work for CBD Improvement Program. Complete.
RR 7515 Warren Road Reconstruction	\$3,684,320	\$3,466,074	DMES/ RIM	Completed. Expenditure excludes retention money due to contractor (\$29,266.05).
Gunningba Estate Stage 3 Investigation and Design	\$30,000	Nil	DMES	Survey completed. Design ongoing.
Gravel Resheeting Priority Roads 1. Old Warren Road	\$239,900	\$226,581	DMES/ RIM	Old Warren Road Completed.
Bridges Renewal Program RR 7515 Warren Road	\$5,010,000	\$206,499	DMES/ RIM	Tender Closed: 5/12/23.

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WORKS PROGRESS REPORTS – ROADS

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Project	Budget	Expend	Resp	Comment
Replacement of Newe Park Bridge and Marthaguy Creek Bridge				Tender evaluation to be presented at February 2024 Council Meeting.
Footpath Replacement	\$15,756	\$622	DMES/ RIM	Ongoing.
Kerb and Gutter Renewal	\$15,545	Nil	DMES/ RIM	Ongoing.
Urban Unsealed Roads Resheeting	\$15,000	\$1,012	DMES/ RIM	Ongoing.
Regional Emergency Roads Repair Program (This program will be spread out over 4 years until 2027.)	\$3,386,576	Nil	DMES/ RIM	Assessment and final scoping currently being undertaken- 1. Carinda Road widening (\$1,200,000) 2. Warren Road Heavy Patching (\$511,576) 3. Bullagreen Road Shoulder Widening (\$1,000,000) 4. Nevertire Bogan Road Rehabilitation (Reseal) (\$175,000) 5. Tottenham Road Rehabilitation (Reseal) (\$175,000) 6. Gillendoon Street Heavy patching (\$125,000) 7. Cobb Lane Heavy patching (\$100,000) 8. Stubbs, Burton and Zora Streets Rehabilitation (Reseal) (\$100,000)

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B				
Project	Budget	Expend	Resp	Comment
Victoria Oval and Park Roadway Bitumen Reseal JC: 3350-24-510	\$69,930	\$32,902	DMES/ RIM	Completed. Line marking complete.
Macquarie Park Roadway Bitumen Reseal JC: 3350-25-510	\$12,285	\$2,139	DMES/ RIM	Works being rescoped.
Bore Flat/Depot Parking Area Reseal JC: 3350-20-510	\$18,900	\$5,575	DMES/ RIM	Completed.
Oxley Park Drive Through Area Reseal JC: 3350-21-510	\$8,505	\$4,801	DMES/ RIM	Completed.
Ebert Park U-Turn Bay Area Reseal JC: 3350-22-510	\$5,670	\$4,022	DMES/ RIM	Completed 4 November 2023.
Warren Cemetery Access Road Reseal JC: 3350-23-510	\$9,450	\$4,117	DMES/ RIM	Completed 4 November 2023.
Monkeygar Creek Bird Viewing Platform Contribution	\$65,000	\$12,294	DMES	Check Platform and toilet completed. Carpark ongoing. Expenditure includes \$9,559 retention money due to Central Industries at end of DLP. Carpark budget is \$52,706.
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) and Fixing Local Roads Round 4	\$3,496,725 Made up of \$2,797,380 grant & \$699,345 Council	\$576,000	DMES/ RIM	Scoping completed. 32,000t of gravel being hauled. Culvert replacement being rescoped.

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WORKS PROGRESS REPORTS – ROADS

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Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B				
Project	Budget	Expend	Resp	Comment
Nevertire – Bogan Road Segment 4,6,8 and 10 Rehabilitation.				
Gravel Resheeting of SR62 Buddabadah Road	\$170,100	Nil	DMES/ RIM	Being scoped and programmed.
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) Rifle Range Road, Oxley Highway and Ellengerah Road Intersections Construction	\$176,815	Nil	DMES/ RIM/F RSPM	Being scoped and programmed.
Rehabilitation of Marthaguy Road Segment 0 to Segment 6.	\$450,000 Block Grant and \$3 Million AGRN 1034 EPARW (TBA)	Nil	RIM	AGRN 1034 EPARW funding pending approval by TfNSW.
Grant Applications				
Regional Precincts and Partnership Program – Precinct Delivery – Warren CBD Upgrade Grant Application	\$13,244,452	Nil	DMES/ TSM	Pending grant approval.
Heavy Vehicle Safety and Productivity Program - Warren Road Rehabilitation Segments 12,14 and 16.	\$2,500,000 Co- contribution of \$500,000 from RERRF allocation	Nil	DMES/ RIM/ FRSPM	Pending grant approval.
Heavy Vehicle Safety and Productivity Program -	\$2.1 Million	Nil	DMES/ RIM/ FRSPM	Pending grant approval.

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WORKS PROGRESS REPORTS – ROADS

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Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B				
Project	Budget	Expend	Resp	Comment
Industrial Access Road Rehabilitation	Co-contribution of \$400,000 from RTR allocation			
Bridges Renewal Program - Replacement of Beleringar Bridge, Ellengerah Road	\$2 Million	Nil	DMES/ RIM/ FRSPM	Pending grant approval.

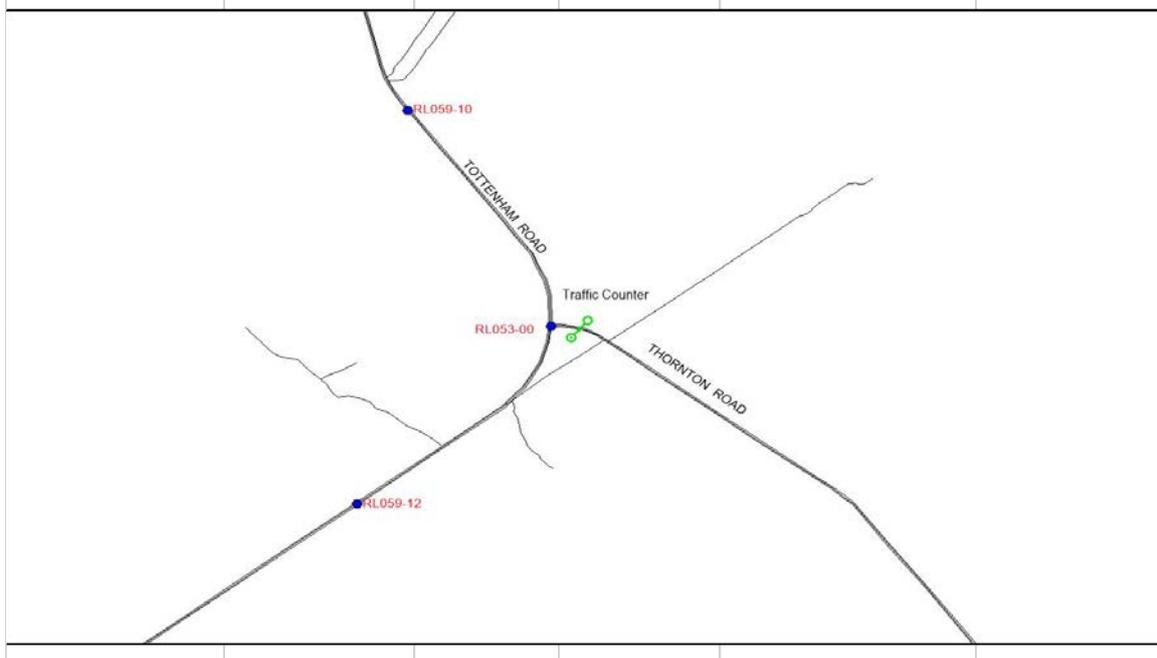
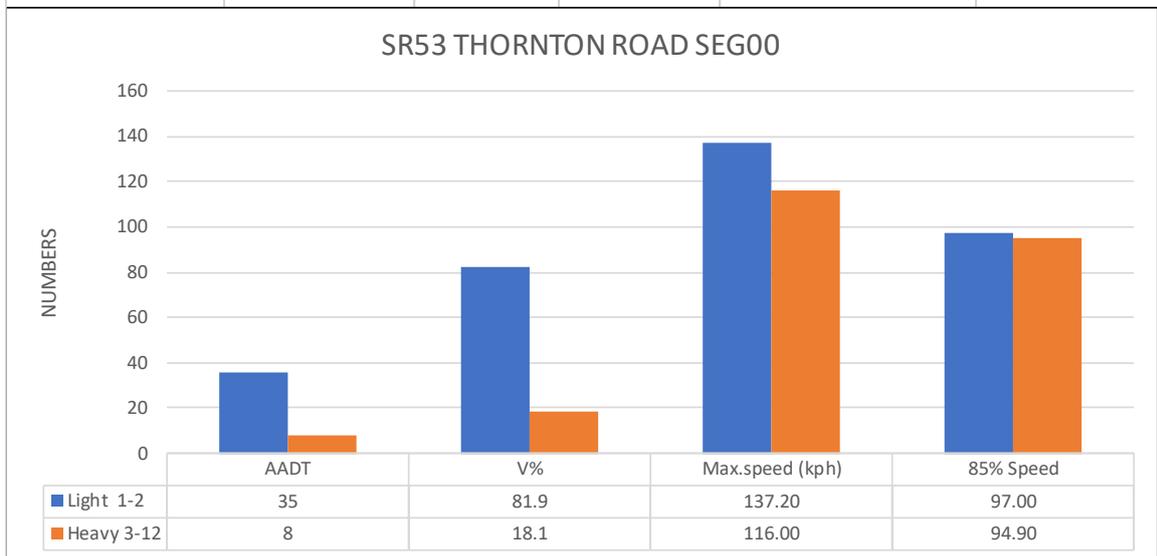
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WORKS PROGRESS REPORTS – ROADS

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TRAFFIC CLASSIFIER REPORT		SR53 THORTON ROAD			
Location		Segment 00			
Period of Operation (Days)		29	1/01/2024	to	30/01/2024
Vehicle type	Class	AADT	V%	Max.speed (kph)	85% Speed
Light	1-2	35	81.9	137.20	97.00
Heavy	3-12	8	18.1	116.00	94.90
Total		43	100		
Average percentile across classes			96.0	Km/H	



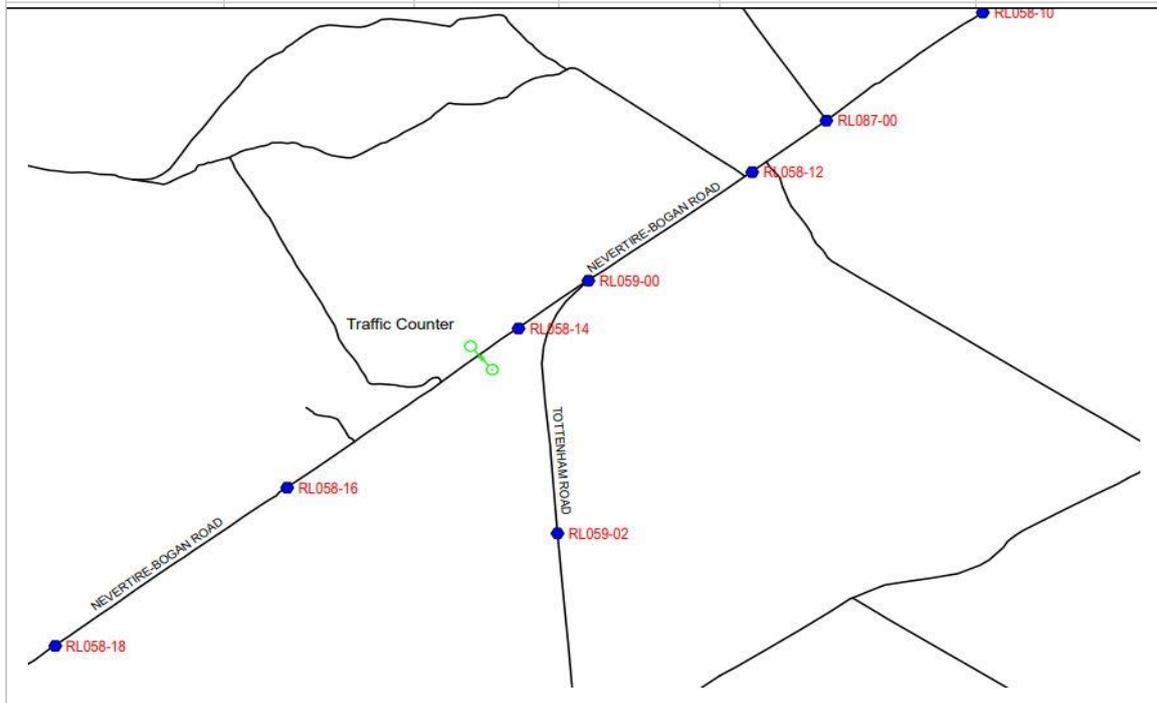
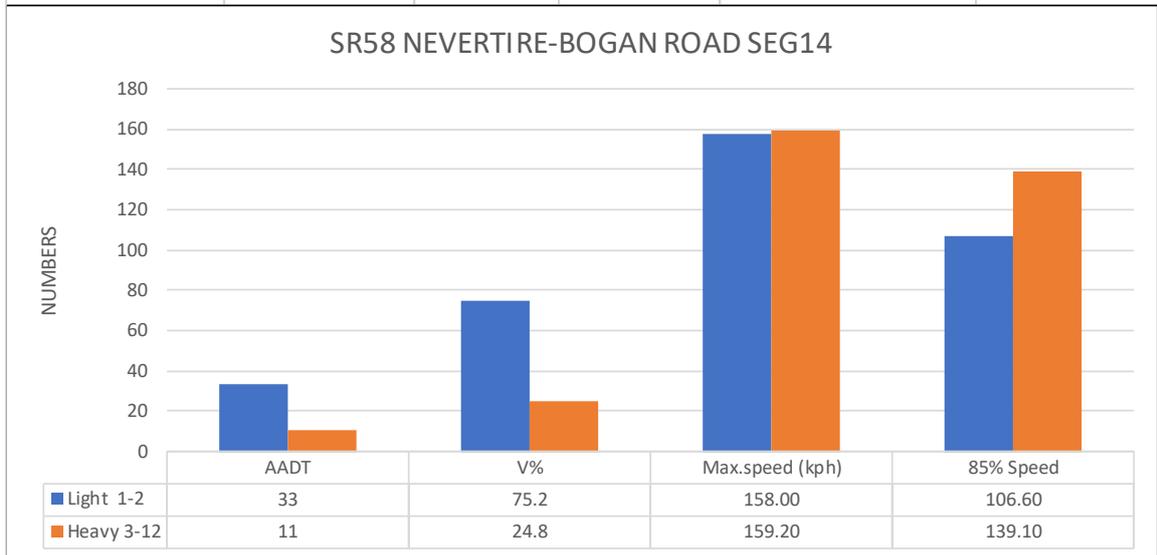
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WORKS PROGRESS REPORTS – ROADS

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TRAFFIC CLASSIFIER REPORT		SR58 NEVERTIRE-BOGAN ROAD			
Location 		Segment 14			
Period of Operation (Days)		29	1/01/2024	to	30/01/2024
Vehicle type	Class	AADT	V%	Max.speed (kph)	85% Speed
Light	1-2	33	75.2	158.00	106.60
Heavy	3-12	11	24.8	159.20	139.10
Total		44	100		
Average percentile across classes			122.85	Km/H	



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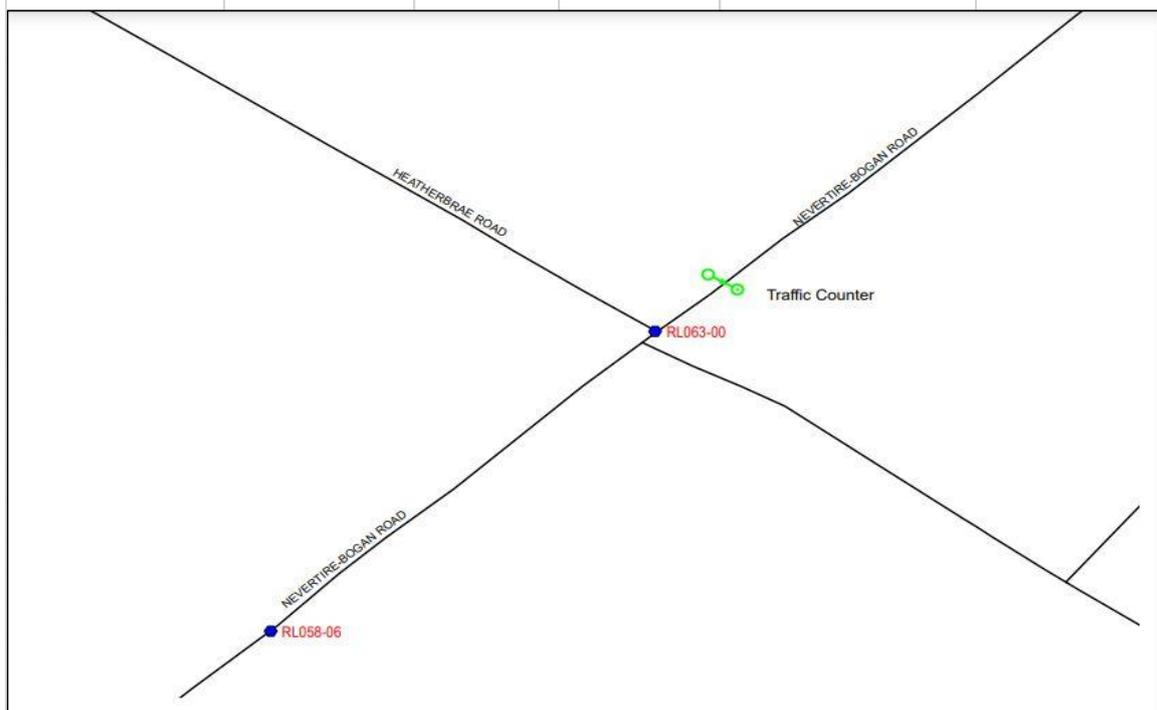
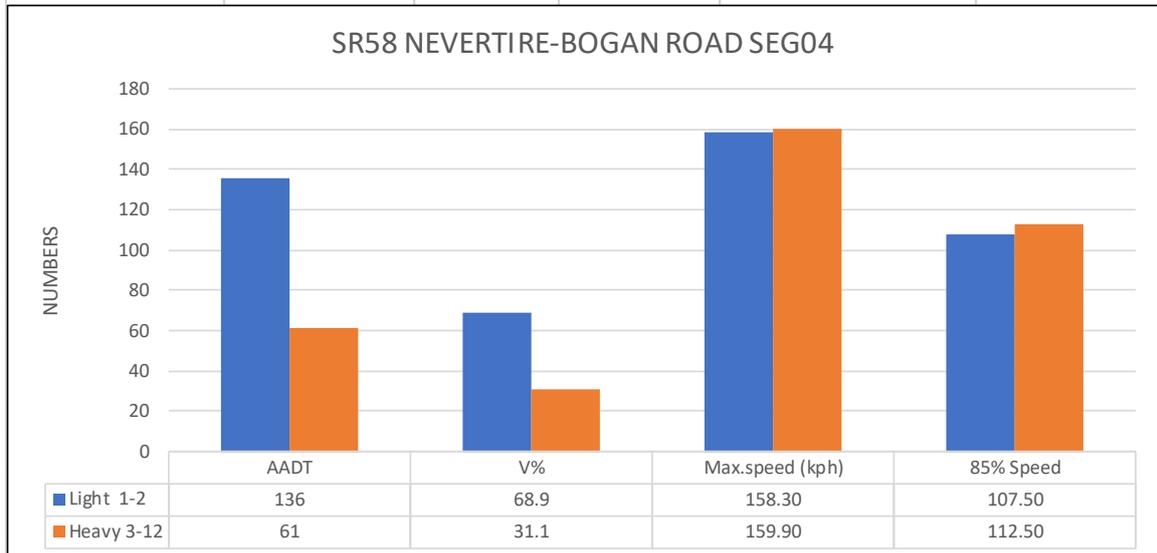
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TRAFFIC CLASSIFIER REPORT		SR58 NEVERTIRE-BOGAN ROAD			
Location		Segment 4			
Period of Operation (Days)	29	1/01/2024	to	30/01/2024	
Vehicle type	Class	AADT	V%	Max.speed (kph)	85% Speed
Light	1-2	136	68.9	158.30	107.50
Heavy	3-12	61	31.1	159.90	112.50
Total		197	100		
Average percentile across classes			110.0	Km/H	



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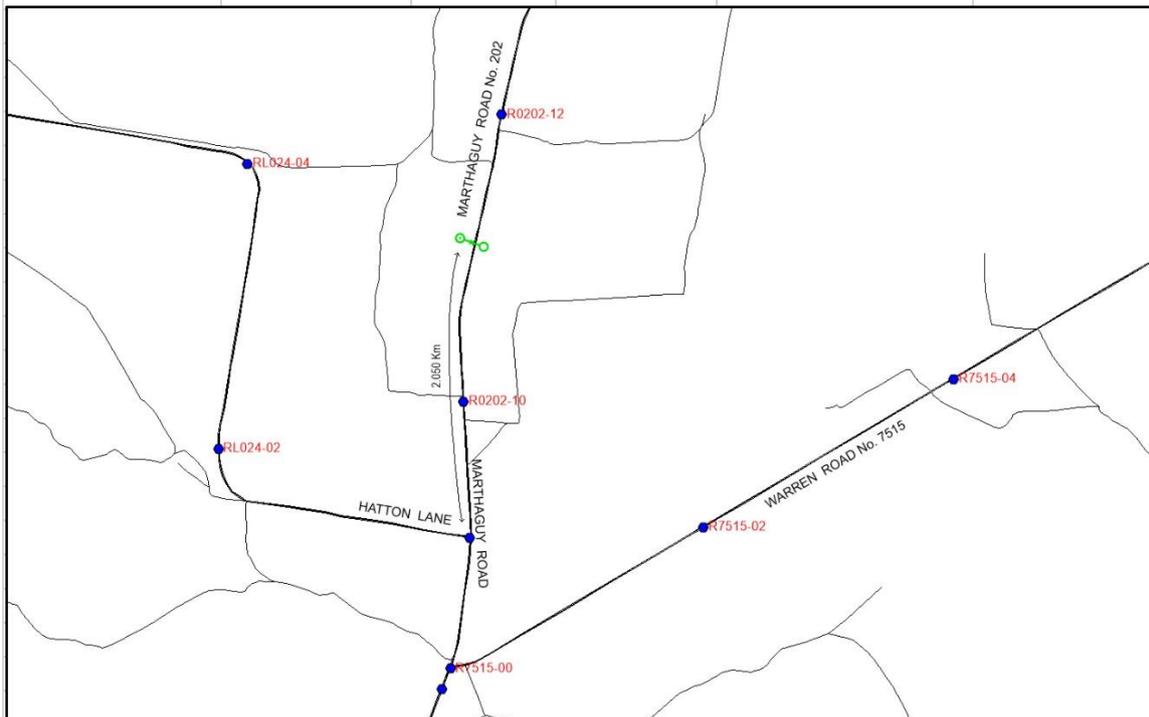
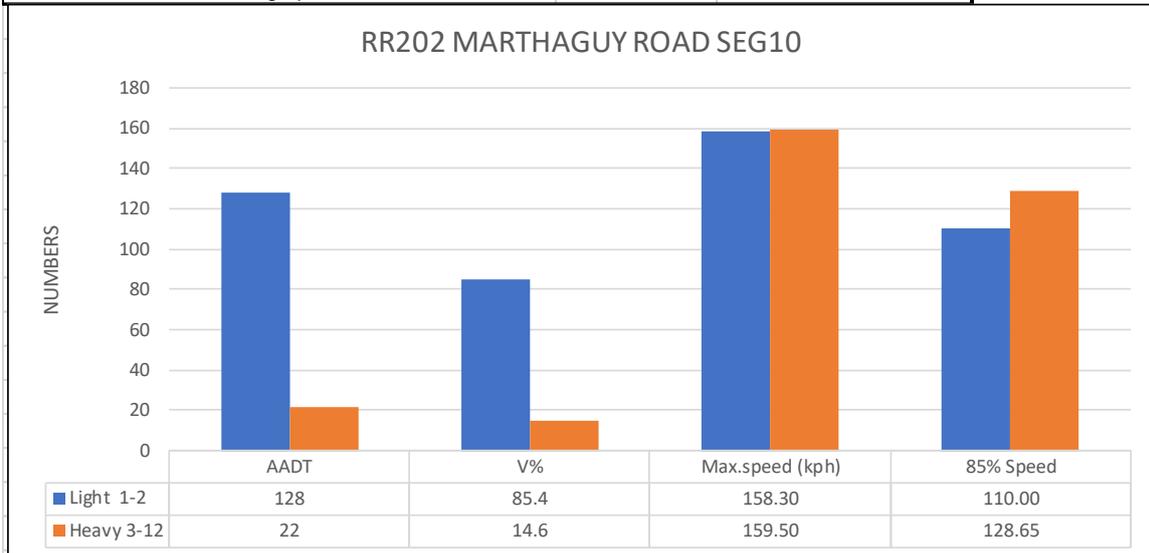
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TRAFFIC CLASSIFIER REPORT		RR202 MARTHAGUY ROAD			
Location		Segment 10			
Period of Operation (Days)		31	1/01/2024	to	1/02/2024
Vehicle type ▾	Class ▾	AADT ▾	V% ▾	Max.speed (kph) ▾	85% Speed ▾
Light	1-2	128	85.4	158.30	110.00
Heavy	3-12	22	14.6	159.50	128.65
Total		150	100		
Average percentile across classes			119.3	Km/H	



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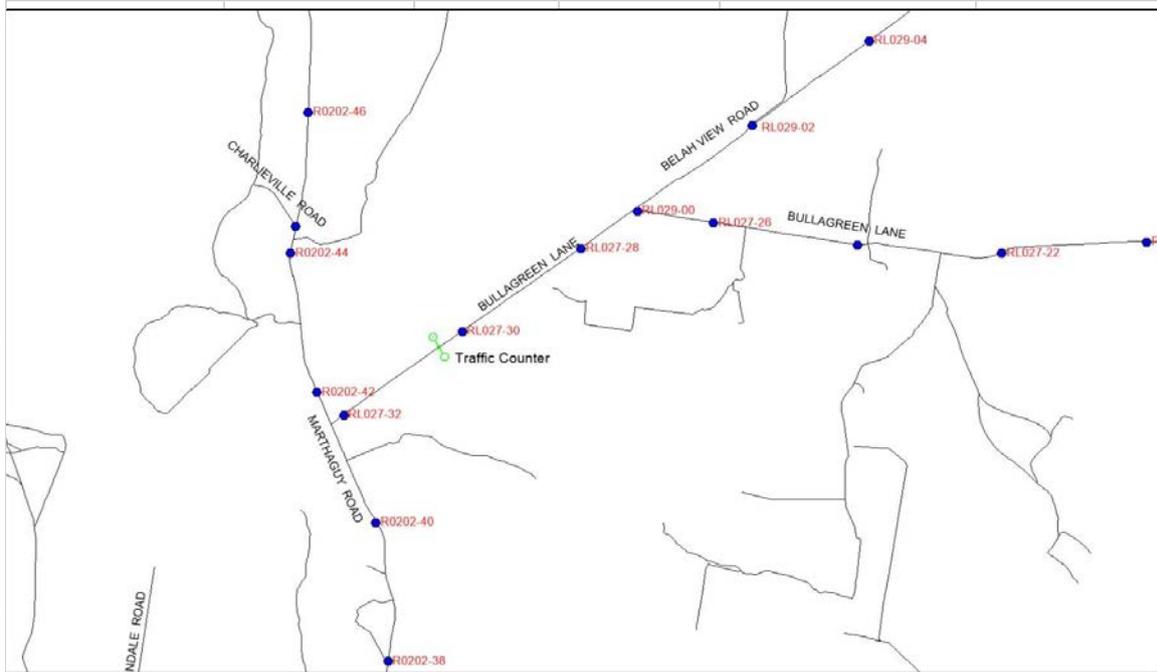
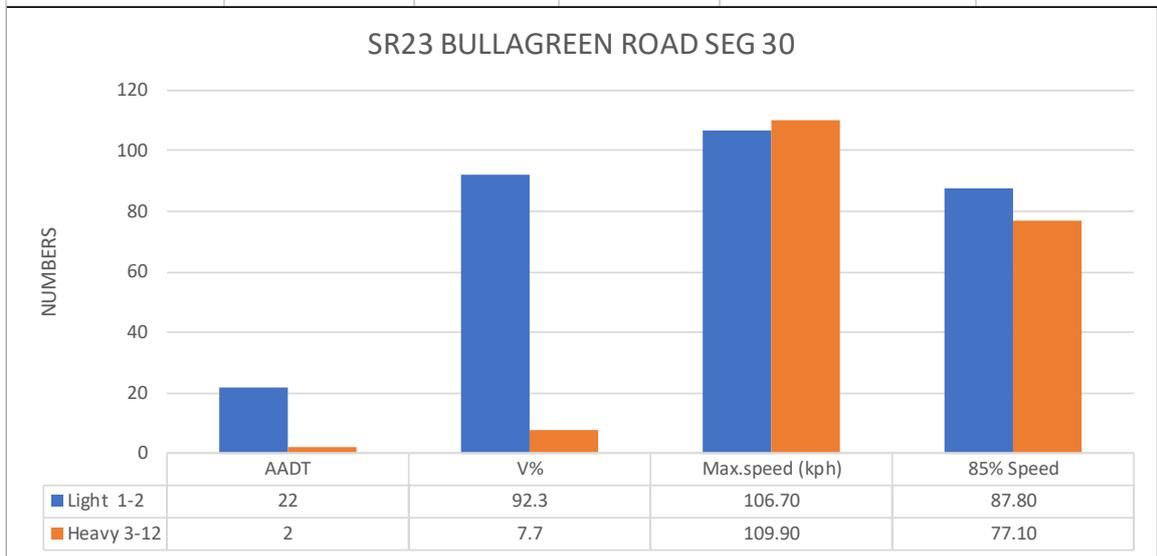
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TRAFFIC CLASSIFIER REPORT		SR27 BULLAGREEN ROAD			
Location		Segment 30			
Period of Operation (Days)	31	1/01/2024	to	1/02/2024	
Vehicle type	Class	AADT	V%	Max.speed (kph)	85% Speed
Light	1-2	22	92.3	106.70	87.80
Heavy	3-12	2	7.7	109.90	77.10
Total		23	100		
Average percentile across classes			82.5	Km/H	



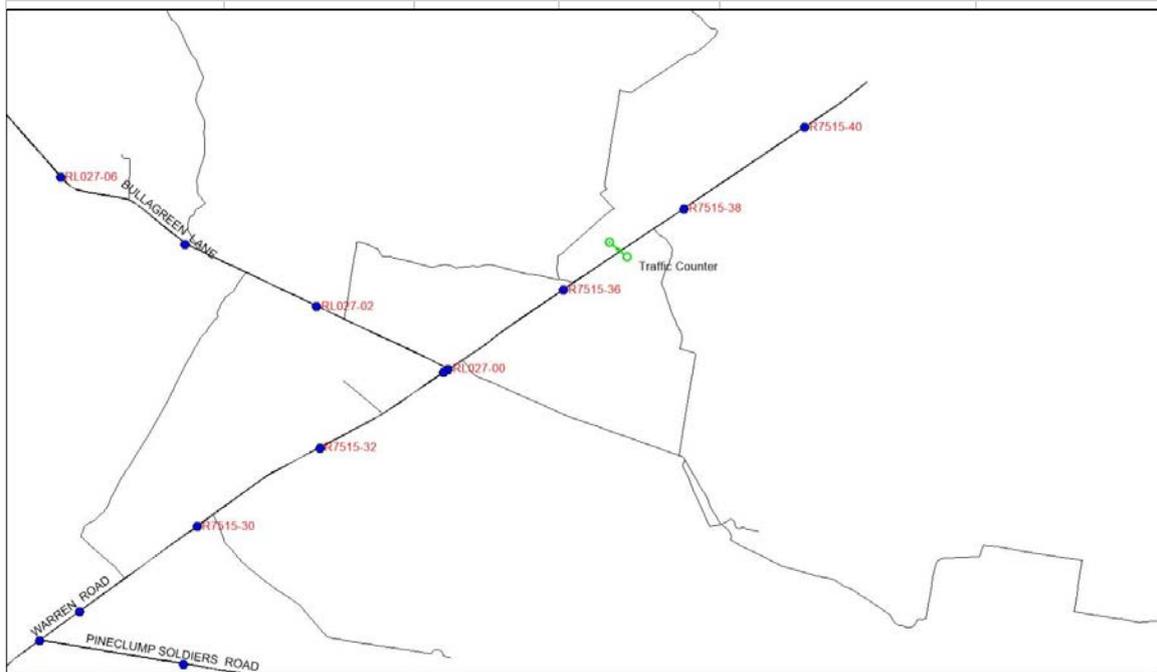
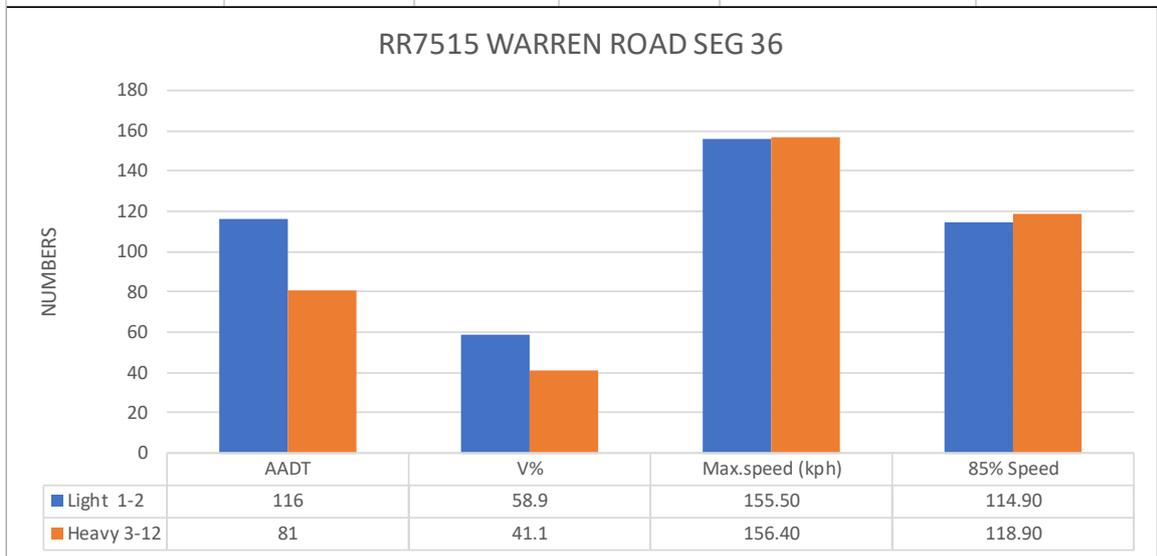
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TRAFFIC CLASSIFIER REPORT		RR7515 WARREN ROAD			
Location 		Segment 36			
Period of Operation (Days)		19	1/12/2023	to	20/12/2023
Vehicle type	Class	AADT	V%	Max.speed (kph)	85% Speed
Light	1-2	116	58.9	155.50	114.90
Heavy	3-12	81	41.1	156.40	118.90
Total		197	100		
Average percentile across classes			116.9	Km/H	



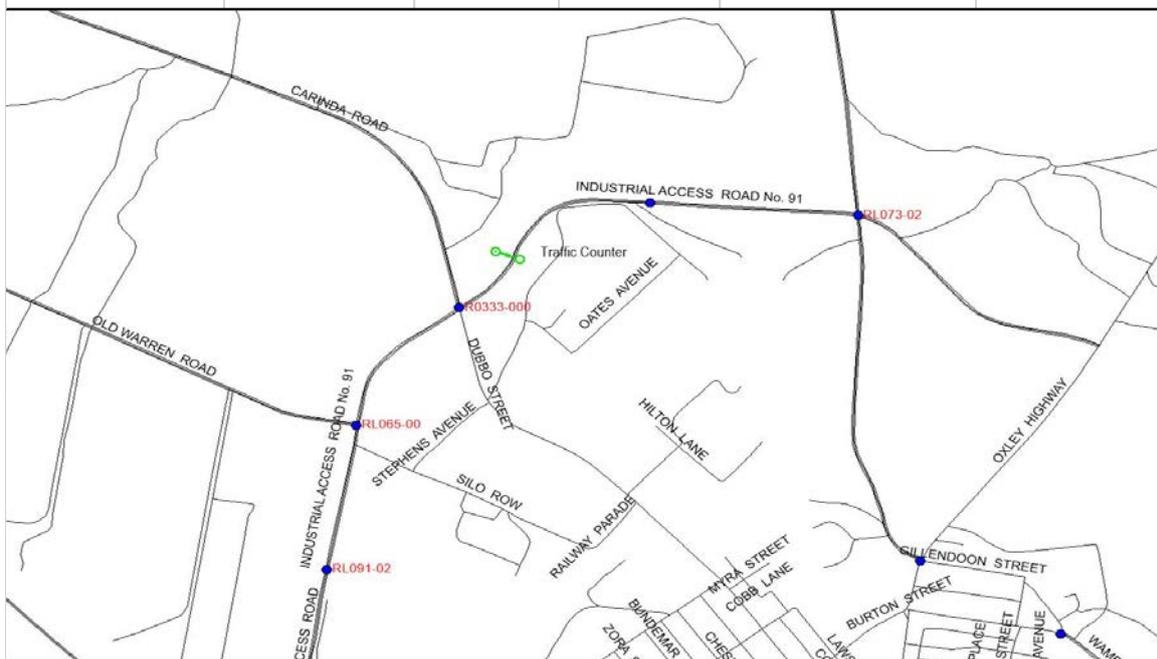
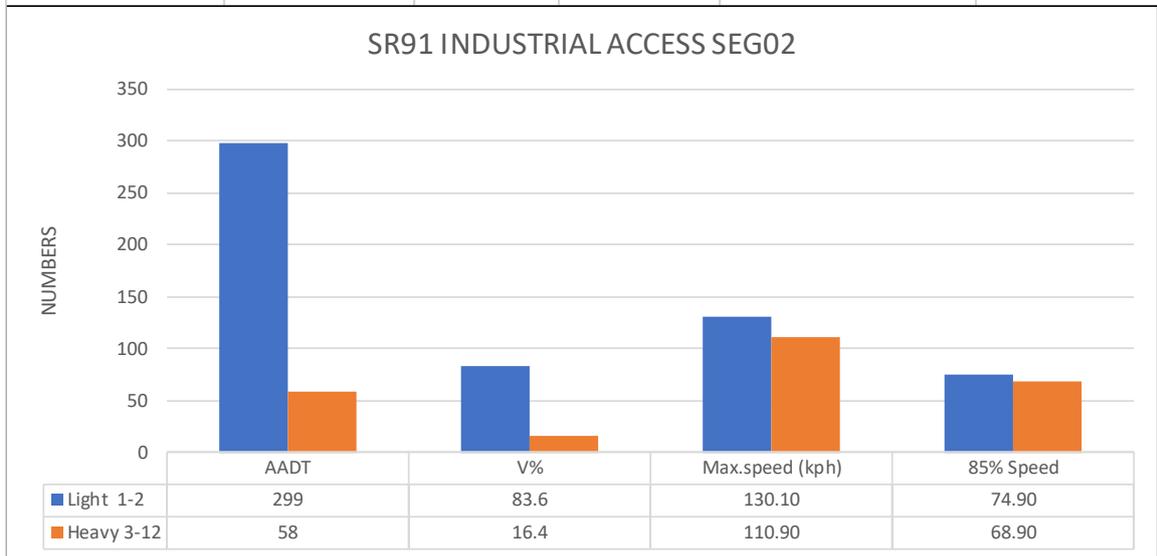
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WORKS PROGRESS REPORTS – ROADS

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TRAFFIC CLASSIFIER REPORT		SR91 INDUSTRIAL ACCESS			
Location		Segment 02			
Period of Operation (Days)		29	1/01/2024	to	30/01/2024
Vehicle type	Class	AADT	V%	Max.speed (kph)	85% Speed
Light	1-2	299	83.6	130.10	74.90
Heavy	3-12	58	16.4	110.90	68.90
Total		357	100		
Average percentile across classes			71.9	Km/H	



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(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 5th February 2024.

ACRONYMS

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

TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET TO 5th February 2024

Project	Budget	Expend	Resp	Comment
General				
Generator and Transfer Switch Warren Airport GL: 3420-4320-0120 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	\$7,040	TSM	4/09/23 Swing to be ordered. 26/09/23 Swing ordered. 12/12/23 Swings delivered.

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Project	Budget	Expend	Resp	Comment
<p>Community Local Infrastructure Recovery Package (CLIRP 2022)</p> <p>Community Assets Program CAP – 070</p> <p>JC: 74-9999-510</p>	\$191,511	\$9,091	DMES/ RIM/TS M	<p>Replacement of signage at Tiger Bay Wetlands and the Bitumen reseal of Various Walk and Cycle Ways.</p> <p>8/10/2023</p> <p>Approved.</p> <p>Preparation work has commenced for bitumen reseal of the various walkways and cycleways to be undertaken in February/March 2024.</p>
<p>Replacement of the lighting at Victoria Oval to LED lighting</p> <p>GL: 3360-4015-6</p> <p>JC:</p>	\$253,500 (Includes \$10,000 contribution from Warren Pumas Rugby Club)	\$253,500	TSM	<p>Early 2024 programming yet to be confirmed with Contractor, expect Late February 2024 to early March 2024 completion.</p>

Project	Budget	Expend	Resp	Comment
Water Supplies				
<p>Oxley Park Flowmeter replacement.</p>	Waiting on quotes.	Nil	TSM	<p>NRAR Meter at Oxley Park to be replaced.</p> <p>Quote for replacement meter has been requested.</p>
<p>Water Extraction Meter Compliance</p> <p>GL: 4580-4320-0003</p> <p>JC: 0190-0010-0000</p>	\$3,217	Nil	TSM	<p>12/07/23</p> <p>Application for Water Access Licence for Ellengerah Bore has been lodged with DPE Water. Awaiting Outcome.</p>
<p>Bore Flat Groundwater Augmentation.</p>	\$245,616	\$218,993	TSM	<p>8/10/2023</p> <p>Chlorination systems are fully operational at Bore Flat and Ellengerah Reservoir sites.</p>

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Project	Budget	Expend	Resp	Comment
Water Supplies				
JC: 191-41-5 (Ellengerah) 191-44-5 (Bore Flat) (Also contained within the Infrastructure Projects Manager's Report)		(\$78,879) Ellengerah (\$140,114) Bore Flat		28/11/2023 All plants running. Concrete works to be completed. 10/1/24 MLB to construct concrete apron to new Chlorination shed.
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 Cleaning of Collie Bore GL: 4230-2200-0000 JC: 0181-0006-0001	\$32,826	\$32,826	TSM	07/06/23 Will be inspected when contractor is in Warren for the Nevertire and Ellengerah bore works. 11/08/23 Will be inspected after Nevertire New Bore has been cleaned. 9/01/24 Collie Bore Inspected. Awaiting report. 5/02/24 Bore screens are 80% blocked and there is 4.5m of mud/debris in the bottom of the bore. Cleaning commenced 6/02/24.
Reconfigure Pumping Arrangements at Collie Bore.	\$80,000	\$1,528	TSM	5/02/24 New Pumps ordered and expected late February 2024.

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Project	Budget	Expend	Resp	Comment
Water Supplies				
GL: 4580-4320-0060				
Bore Flat – Carter Oval Irrigation Tank GL: 4580-4320-0045	\$80,000	\$23,409	TSM	5/02/24 New 250,000 litre River water tank has been installed.
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. 17/10/23 Tender Documents to be developed. 10/1/24 Tender Documents being developed. 10/1/24. Project will be held over until July. A Federal Grant, Connections Pathway will open in July 2024. Possibility for 50% grant funding.
Regional Leakage Reduction Program – Local Water Utilities Projects. GL: 4580-4320-0004	\$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

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Project	Budget	Expend	Resp	Comment
Water Supplies				
JC: 0190-0340-0000 - Pressure 0005 - Leak 0015 - Metering 0025				Council Contribution \$24,742.50. 12/07/23 Sourcing monitoring equipment. 11/08/23 Equipment ordered. 17/10/23 ETA of equipment early January 2024. 10/1/24 Equipment has been delayed by Australian Customs.
Water Valve Replacement Program	\$43,420	Nil	TSM	On-going

Project	Budget	Expend	Resp	Comment
Sewerage Services				
CCTV and Smoke Testing of Sewer at Warren and Nevetire GL: 5580-4320-0002	\$200,000	Nil	TSM	Quotation documents under development. 10/1/24 Documents nearing completion.
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.

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Project	Budget	Expend	Resp	Comment
Sewerage Services				
				11/08/23 Draft RFT Documents received and being assessed. 17/10/23 Tender Documents to be developed. 12/12/23 Documents nearing completion. 10/1/24. Project will be held over until July. A Federal Grant, Connections Pathway, will open in July 2024. Possibility for 50% grant funding.
Warren Sewerage Treatment Plant Replacement JC: 220-3-0	\$100,000	Nil	TSM	Rehabilitation Program for Old Sewerage Treatment Plant and bore installation being formulated. 10/1/24 On hold until Evaporation Lagoon is constructed.
Warren Sewerage Treatment Plant Construction of Additional Evaporation Lagoon JC: 5580-4320-1010	\$780,000	Nil	TSM	10/1/24 Public Works Authority (PWA) are developing the design and tender documents for the new lagoon.
Lifting Gantry Tiger Bay Sewer Pump Station. JC: 201-90-45	\$29,400	\$1,200	TSM	17/10/23 Barnson to be engaged to design new footings for gantry. 12/12/23 Draft footing design completed.

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Project	Budget	Expend	Resp	Comment
Sewerage Services				
Thornton Avenue Sewer Pump Station Refurbishment. JC: 201-90-10	\$275,000	\$168,170	TSM	Pump purchase arrangement in train. Switchboard ordered. RFQ for fit out being developed. 8/10/2023 Pumps, Discharge connections, Flushing valves and guide rails delivered. 10/1/24 RFQ for the fit-out works being developed.
Sewer Pump Stations Safety Improvements. JC: 201-90-0000	\$99,750	Nil	TSM	On-going

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Project	Budget	Expend	Resp
Levee Restoration			
Warren Levee Rehabilitation			DMES/TSM/IPM/ GM
JC: 3300-4400-0000 - Federal Government:	\$5,325,000	\$48,716	
3300-4410-0000 - State Government:	\$887,500	\$4,036	
3300-4410-0000 - OLG AGRN 1025:	\$887,500	\$4,036	
Comments			
<p>1. Funding currently being pursued for repairs to the reported section of the Warren levee.</p> <p>2. Consulted with State Government Representatives</p> <p>3. seeking financial assistance to rectify deteriorated section.</p> <p>4. Works to be undertaken in-house using Council staff and local contractors.</p> <p>5. Local contractors have been liaised with regarding the methods of repair.</p> <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 & site inspections 15/12/21, between GM, ADMES and Tammy Greer from The National Recovery and Resilience regarding levee repairs and improved disaster preparation through the NSW Minister for Emergency Services. New application under the Commonwealth Government National Flood Mitigation Infrastructure Program (NFMIP) with a required 25% contribution from Council arranged.</p> <p>\$5.325 million Commonwealth Funding</p> <p>announced on the 4th of May 2022. Staff attempting to secure \$1.775 million co-contribution from State. Meeting held with Resilience NSW directors where they asked for original application and correspondence with respect to the application. This has been sent. Awaiting response. State Program information request provided 19th August 2022.</p> <p>Resilience NSW met GM and DMES on 9th September 2022 and 16th September 2022. See report to October 2022 Council meeting concerning the Council contribution Funding, currently the NSW Government has only been able to fund \$887,500 of the required Council contribution of \$1,775,000. Council may have the option of using \$887,500 from the NSW Severe Weather Flood Grant for AGRN 1025 that is yet to be approved by OLG, however this is not preferred.</p> <p>Project Kick-off meeting held 18/01/23. Work program submitted to funding body.</p> <p>Inspection of levee by boat conducted 24/01/2023.</p> <p>Scope variation has been submitted to funding body.</p> <p>Staff to meet design consultant for a final meeting before tendering.</p> <p>12/07/23</p> <p>Scope variation has been approved.</p> <p>- Specifications are being prepared in readiness for tendering.</p> <p>- \$887,500 funding by OLG has been approved in principle.</p>			

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Project	Budget	Expend	Resp
10/01/24 RFT for new floodgates under development.			
1/02/2024 RFT for the supply and installation of new levee flood gates advertised.			
Mandatory pre - tender site meeting 15/02/2024			
RFT closes 4:00pm Thursday 7/03/2024.			

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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) GL: 3360-4040-0005 JC: 3350-3-10	\$25,200	\$11,335	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. 17/10/23 Items ordered. 12/12/23 Items delivered. Installation works will commence early 2024.
Oxley Park Electric Barbeques (2) (LRCI) GL: 3360-4040-0005 JC: 3350-10-10	\$19,950	\$11,335	TSM	11/08/23 Approved in the LRCI Grant Program of Works RFQ sent out. 17/10/23 Items ordered. 12/12/23 Items delivered. Installation works will commence early 2024.
Macquarie Park Flying Fox and Playground Equipment Softfall Further Contribution. (LRCI) GL: 3360-4040-0005 JC: 3350-5-10	\$89,625 (LRCI) \$112,500 OLG Total Budget \$202,125	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works. 17/10/23 OLG funds approved In-Principle. 10/1/24 Preparing tender documents

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Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B				
Project	Budget	Expend	Resp	Comment
Warren Cemetery Seating Covering. (LRCI) GL: 3360-4040-0005 JC: 3350-7-10	\$15,750	\$11,335	TSM	11/08/23 Approved in the LRCI Grant Program of Works RFQ sent out. 17/10/23 Items ordered. 12/12/23 Items delivered. Installation works will commence early 2024.
Nevertire Cemetery Seating Covering. (LRCI) JC: 3350-8-10	\$10,500	\$6,620	TSM	11/08/23 Approved in the LRCI Grant Program of Works. RFQ sent out. 17/10/23 Items ordered. 12/12/23 Items delivered. Installation works will commence early 2024.
Nevertire Park – Installation of Irrigation System. (LRCI) GL: 3360-4040-0005 JC: 3350-19-10	\$14,700	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works.
Library Irrigation System Outdoor Area. (LRCI) GL: 3360-4040-0005 JC: 3350-4-10	\$4,519	\$2,014	TSM / IPM	11/08/23 Approved in the LRCI Grant Program of Works. 10/1/24 Works being carried out by IPM as part of the Library Upgrade.
Warren Cemetery Entrance Gates Refurbishment. (LRCI) GL: 3360-4040-0005 JC: 3350-6-10	\$21,000	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works

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Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B				
Warren Parks and Gardens CCTV System JC: 3350-9-10	\$100,000	\$90,909	TSM	11/08/23 Approved in the LRCI Grant Program of Works 8/10/2023 Draft camera locations were discussed at the October 2023 Town Improvement Committee Meeting. 22/11/23 Trial cameras to be set up at the Sporting Centre 1 st week of December 2023. 12/12/23 Trial camera set up at the Council Administration Building. 10/1/24 Equipment ordered.
Ravenswood Park Softfall Installation. (LRCI) JC: 3350-12-10	\$89,145	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works 17/10/23 Preparing tender documents

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Activity	Required Interval	Details	
Water System Planned Maintenance			
River mains flushing	As required	<p>Flushing occurs three monthly when hydrants are flushed.</p> <p>Additionally, river water mains are flushed when problems such as poor pressure/flow are identified.</p> <p>NO-DES in Warren from late November to commence high velocity vacuuming of the river water mains.</p> <p>No-Des Completed works on Tuesday 12/12/23.</p>	
Water main flushing (Bore)	As required	Sections are done where and when found necessary.	
<p>Fire hydrants.</p> <p>Covers checked, painted, flushed, and replaced where necessary, Blue reflective indicators, HP and HR signs installed</p>	Quarterly	Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.	
Bore Inspections	5 Year Rolling Program	<p>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.</p> <p>The new bore at Nevertire and both bores at Ellengerah inspected late February 2023.</p> <p>Details of the pumping equipment in the new bores will be collected so that spare pumps can be purchased.</p> <p>The Natural Resource Access Regulator (NRAR) carries out inspections of the bores and river extraction points on a random basis.</p>	
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.
Sewerage System Planned Maintenance			
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 14th 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		
		<p>evaporation lagoons is 44,440m², less than half the necessary area. To return the plant to the original design criteria, a third evaporation lagoon of 52,360M² needs to be constructed. As the original design for the new STP was commenced by Public Works Advisory, Council has engaged them to design the new lagoon.</p>		
Sewer gravity main CCTV Inspection and Smoke Testing program		<p>Develop a program to carry out CCTV inspections and smoke testing of all gravity sewer mains in Warren and Nevertire. 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.</p>		
Water and Sewerage Works Subject to Funding				
Location	Work Under Development			
Collie Water Supply (Reliability, Quality and Chlorination)	<p>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.</p>			
Project	Grant Requested	Estimated Project Cost	Resp	Comment
Grant Applications				
Crown reserves Improvement Fund (CRIF) General 2023-2024 Showground/Racecourse Irrigation Upgrade	\$825,000	\$1,100,000	TSM	<p>Installation of inner & outer automatic irrigation system to Warren Racetrack. Pending grant approval.</p>

WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
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ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Water and Sewer – Routine Works Budget vs Expenditure To 5th February 2024		
Account	Budget	Expenditure
Water Fund Maintenance and Repair	\$602,479	\$522,290 *High expenditure due to unexpected cleaning of Oxley Park Reservoir and river water mains, total cost for both is \$116,000.
GL's: 4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003, & 4300-0003		
Sewer Fund Maintenance and Repair	\$324,718	\$132,215
GL's: 5200-0003, 5250-0003, 5280-0003 & 5300-0003.		

Water and Sewer Works

- 4 Stubbs Ave leak / valve replacement
- 14 Bundemar St River main repair
- Gillendoon St stormwater drain clean out
- Bundemar St centre island irrigation repair
- 6 Johns Ave River main repair
- 4 Johns Ave meter tap repair
- 20 Bundemar St. river main leak repair
- 3 Glen St. River main repair
- Myra St river main break
- Unit 3 / 2 Pittman Parade meter repairs
- Oxley parade valve replacement / leak repair

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

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	1241	437	13.11	80.49
December 2023	568	396	12.28	92.77
January 2024	918	411	12.75	105.52
February	536	417	2.09	107.61

As of the 6/2/2024

*Figures based on available Data.

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	Max. Allocation (ML)
Warren Bores										
Bore 1 (Bore Flat) Lic. 80AL703155	66.56	66.56	56.92	123.47	20.67	144.14	0.00	144.14		
Bore 2 (Ellengerah) Unlicensed	0.00	0.00	9.65	9.65	0.00	9.65	0.00	9.65		
	66.56	66.56	66.56	133.12	20.67	153.78	0.00	153.78	21.97%	700
Warren River										
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	73.16	119.14	22.65	141.79	0.00	141.79		
	45.98	45.98	73.16	119.14	22.65	141.79	0.00	141.79	18.91%	750
Showground (Racetrack)										
Lic. 80AL700645	4.85	4.85	20.05	24.90	17.01	41.91	0.00	41.91	22.29%	188
Nevertire Bore Lic. 80AL703158	6.16	6.16	10.62	16.78	4.65	21.43	0.00	21.43	53.58%	40
Collie Bore Lic. 80CA724011	0.94	0.94	2.64	3.58	1.33	4.91	0.00	4.91	19.66%	25
Macquarie Park 80AL700996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	14.2

*Rainfall for February: 48.4mm

*Rainfall to date: 78.4mm

*Burrendong Dam Level: 62% As of 6/2/24

*Figures based on available Data

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Parks And Gardens – Routine Works Budget Vs Expenditure to 5th February 2024		
Account	Budget	Expenditure
Parks & Gardens, Cemeteries & Racecourse	\$947,460	\$554,362
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.

Site or location	Works carried out
Week One and Three	
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
Week Two and Four	
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/snip
- Victoria Oval mow/snip/line marking
- CBD area weeding/pruning/spraying
- Lawn Cemetery mow/snip
- Shire chambers mow/snip
- Bob Christensen Reserve mow/snip
- Saunders Park mow/snip
- Far West Academy mow/snip
- Warren Medical Centre mow/snip
- Warren median strip's mow/snip
- Inspect irrigation systems (on going)
- Line marking Victoria Oval
- Boston St levee mow/snip
- Library mow/snip
- Bore Flat mow/snip
- CBD area tidy up weeding
- Victoria Oval Cricket pitch preparation
- Lions Park mow/snip
- Orchard St. Park mow/snip
- Ebert Park mow/snip
- Oxley Park mow/snip
- Rotary Park mow/snip
- Macquarie Park mow/snip
- Macquarie Drive mow/snip
- Tiger Bay pump station mow/snip

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Town Crew Works

Weed spraying around Warren.	Clean grates around Warren
Pickup branches around Warren	Assist P/G moving the rail back into place at racecourse
Pickup pipework from Collie bore	Replenish wood chip at Flying Fox
Install pad at Collie bore site	Remove rubbish from WOW centre
Clean racecourse pump	Top up holes around town
Clearing debris and silt from flood gates	Funerals
Clean portable toilets from 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. (Application for reimbursement submitted 8/03/2022)	\$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 full 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. (Application for reimbursement submitted 28/2/2023).	\$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 5th February 2024

Account	Budget	Expenditure
Aerodrome Operations	\$175,322	\$90,163
GL's: 2555-0003		

WARREN SHIRE COUNCIL
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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 19th January 2024.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Plant Repairs to 19th January 2024				
P2404	Tri-axle Dolly	Rego inspection booked rego repairs done.		8hrs
P107	Isuzu Med Tipper with Water Tank	Rego inspection booked. Pre rego inspection done. Post rego repairs and defect clearance done.	10hrs	10hrs
P1049	Isuzu Tender Truck	Suspension inspection and tyre inspection, change one tyre due to uneven wear.	3hrs	3hrs
P3621	Toyota Hilux Twin Cab	70,000 km service done, noise as reported by operator investigated and repaired.	4hrs	4hrs
P1049	Isuzu Tender Truck	140,000 km service done. R&R front LHS blinker bulb.	4.5hrs	4.5hrs
P2021	Kobelco Excavator	Electrical repairs made and machine put back together ready for work. Information on pricing for hydraulic pump overhaul and track overhaul still being found.	5days	14hrs
P1063	Isuzu Tender Truck	Service done general check over as per manufacturers specs complete.	4hrs	4hrs
P3622	Toyota Fortuner 2023	Install phone kit and aerial.	5hrs	2.5hrs
P40	Isuzu Small/Med Tipper	Rego inspection and taillight repairs done.		1.5hrs
P90	Isuzu Truck Workshop	Rego inspection, paperwork done minor repairs to mudguards. Will need all new plastics when not in use.		1.5hrs

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WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P1041	Isuzu Water Truck	Service done; general check over complete as per manufacturers handbook.	5hrs	5hrs
P2402	Side Tipper Trailer	Rego inspection and paperwork done.		1hr
P2403	Side Tipper Trailer	Rego inspection and paperwork done.		1hr
P1047	Isuzu Sweeper Truck	Replaced hand brake pads and adjust for function.		4hrs
P22	John Deere 770g Grader	Evaporators clean out on unit. Sanitized	1.5hrs	1.5hrs
P2081	Caterpillar CW34 Roller	A/C cleanout and checks, WesTrac to be notified as unit is still under warranty.	1hr	1hr
P2381	Sterling LT9500	Service done on machine; general check over completed all ok. Muffler repairs replace clamp from solid elbow to flexible pipe.	6hrs	6hrs
P62	Toyota Hilux single cab	Remove steel tray fit alloy tray off Ute P3613, make Ute ready for sale at Pickles Auctions.		4hrs
P3613	Toyota Hilux 2022	Remove alloy tray and fit steel tray from old unit P62. Wire beacons and make ready for use as temporary store persons Ute.	4hrs	4hrs
P5	Bomag Smooth Drum Roller	Fuel system issue air trapped on slope on the highway. Bleed system restarted machine all ok now.	1hr	1hr
P10	Hamm Padfoot roller	Charge pump drive issue pump has failed finding parts and quotes for repairs.	2weeks	15hrs
P2120	John Deere 6140m tractor	Service done; general check over complete as per manufacturers handbook.	4hrs	4hrs
P2121	John Deere 6140m tractor	Service done; general check over complete as per manufacturers handbook.	4hrs	4hrs
P2141	Superior slasher	Repairs to deflection chains new chains fitted to rear and front portions of slasher.	3hrs	3hrs

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WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P2405	New AAA Water Tanker	Rego inspection done on unit, paperwork handed in for rego, racks made for storage of suction pipe work.		10hrs
P2800	Toro Ride on Mower	Tyre repair front LHS side had a piece of wire on it remove wire and fit patch over hole check function all ok now.	0.5hr	0.5hr
P1041	Isuzu Water Truck	Operator having issue getting truck to pump water, process issue mainly, however breather pipe blocked with rocks not helping.	3hrs	3hrs
P1238	Toyota Kluger	Rego inspection and paperwork done; new windscreen wipers fitted also.	2hrs	2hrs
P8	Caterpillar 432F Backhoe	Rego inspection and paperwork done.	1hr	1hr
P3603	Toyota Hilux	80,000 km service done, front rotors and pads replaced, handbrake adjusted. Vehicle condition average at best.	5hrs	5hrs

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
to the Ordinary Meeting of Council to be held in the
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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 January 2024.

FILE	LOCATION	WORKS	RECEIVED	APPROVED
NIL				

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 10th January 2024 – 9th February 2024

2020 Projects	Budget	Expend	Resp	Comment
Construction of two (2) x Council dwellings. 21 Deacon Drive and 8 Deacon Drive.	56,145	40,896.87 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

2021 Projects	Budget	Expend	Resp	Comment
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 st May 2023. Footings for the retaining wall were poured on the 12 th July 2023. Wall completed December 2023. Unable to source contractor to date. Quotation being obtained from Battleline as a possible suitable contractor.
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 th January 2023.
2023 Projects	Budget	Expend	Resp	Comment
Completion of Tiger Bay Wetlands Walkway.	30,218	Nil	MHD/DMES	
Ewenmar Waste Depot Road repairs.	20,000	Nil	MHD/DMES	306 claim in progress.

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 Report of the Manager Health & Development Services
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ITEM 2

WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

Warren Support Services (Targeted Early Intervention)				
2.22 Warren Chamber of Music Festival.	4,380	Nil	MHD	To be held February 2023 through to September 2023. Waiting on acquittal.
2023 Projects	Budget	Expend	Resp	Comment
2.27 St Mary's Naidoc Week 2023.	5,000	Nil	MHD	To be held July 2023. Waiting on acquittal.
2.28 Warren Junior Soccer 2023.	5,000	Nil	DMFA	To be held over a period of 12 months.
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.
2.35 Warren Youth Group Halloween.	5,000	Nil	MHD	Waiting on acquittal.
2.38 Barnardos - swimming lessons	1,200	Nil	MHD	
Capital Expenses				
Dwelling Renewals – 1 Pittman Parade. Replacement of kitchen.	60,000	47,564.50	MHD	Contractor selected and purchase order issued. Works have commenced, early November 2023. Works 90% complete.
Council Housing M & R. (Includes \$20,000 for 2023/2024) Dwelling renewal, reserve \$56,145 and \$11,741 specific M&R	87,886	45,451.34	MHD	56 Garden Avenue, Heavy Maintenance 90% Completed. Purchase order for kitchen issued. Kitchen ordered.

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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES
CONTINUED

Capital Renewal				
Warren War Memorial Swimming Pool relining project.	405,455	Nil	MHD	Further report provided to the June 2023 Committee of the Whole Closed Council. Tenders closed 30 th January 2024 and reported to the February Council Meeting.
Animal Shelter Replacement. (Includes \$80,000 for 2023/2024)	140,000	Nil	MHD/IPM	Project in planning stage.
Town Planning				
LEP Review.	45,000	20,240	MHD	Consultant engaged. Draft report provided, reviewed. Feedback provided. Progressing with the recommendations.
LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)				
	Budget	Expend	Resp	Grant funding successful 8th August 2023
Solar Panel Installation Warren Swimming Pool.	40,000	25,570	MHD	Contractor commenced onsite 2 nd November 2023. Stage 1 completed 7 th November 2023.
Victoria Oval Park Permanent Scoreboard Contribution.	35,000	23,612.50	MHD	\$20,000 grant funds (\$15,000 contribution from the Warren Rugby Club). Scoreboard arrived end December 2023.
Trailer Mounted Scoreboard (2) Contribution.	45,000	33,877.50	MHD	Purchase order issued. Scoreboard arrived end December 2023.
Warren Sporting and Cultural Centre Retaining Wall (Stage 2).	30,000	15,680	MHD	Purchase order issued. Contractor commenced onsite January 2024. Complete February 2024.
Windows on the Wetlands Centre Precinct EV Charging Station (up to 3) and Power Upgrade Contribution.	37,996	Nil	MHD/IPM	

WARREN SHIRE COUNCIL

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ITEM 3 DEVELOPMENT APPLICATION – RURAL FIRE SERVICES WARREN CENTRAL
BRIGADE FACILITY AND SUBDIVISION, LOTS 1 AND 2 DP853548 WILSON STREET
WARREN CONTINUED

for my kids.

- Increase in noise – this is an emergency service which means (like the flooding) that this service will be used 24 hours, this becomes base for for emergency services. this is not appropriate with the noise in a residential area such as lawn mowing not able to begin until after 7am weekdays and 8am weekends. this makes no logical sense.
- Increase in traffic congestion and access to residential homes and lane access. Parking will also become a problem.

allowing such a development imposes on our residential area. the Shire has more industrial areas that this building would be more suited to. the shed will be commercial and industrial with the comings and goings, machinery and trucks. for example, the airport development (that was recently completed) would be a great spot for this industrial shed. the trains are not an issue with this

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday 22nd February 2024

ITEM 3 DEVELOPMENT APPLICATION – RURAL FIRE SERVICES WARREN CENTRAL BRIGADE FACILITY AND SUBDIVISION, LOTS 1 AND 2 DP853548 WILSON STREET WARREN CONTINUED

LEGEND

- B - BOLLARD
- TV - TURBO VENT AND DOWN ROOF VENTILATION
- FB - FIBREBOARD INSULATION
- VB - VULNERABLE INSULATION
- ESM - SHEET METAL ROOFING
- ESM - SHEET METAL WALL CLADDING
- RSC - RIBBY ROOF CORRUGATING
- RMS - MAIN WATER GUTTER
- RNF - RAINWATER FAN
- PA - PERSONAL ACCESS DOOR
- SA - SUN DOOR
- SAH - PRE-FORMED METAL LUX HAZARD
- SAV - VENTILATING

ELEVATION 1
SCALE: 1:100
BM SCALE

ELEVATION 2
SCALE: 1:100
BM SCALE

ELEVATION 3
SCALE: 1:100
BM SCALE

ELEVATION 4
SCALE: 1:100
BM SCALE

GENERAL NOTES:

- PLEASE NOTE DETAILS SHOWN ON THESE PLANS ARE INTENDED TO BE USED AS A GUIDE ONLY.
- INDIVIDUAL CONTRACTORS WILL TAKE PRECEDENCE OVER PLANS.
- ALL DIMENSIONS ARE TO STRUCTURAL FRAMES ONLY EXCLUDING FINISHED SURFACES.
- DO NOT SCALE. USE DIMENSION LINES.

7/13 HAYTHORN STREET
DUNEDIN 9104
PH: 02 6882 4833
WEB: www.bejjco.com.au

BEJJCO

PROJECT: WARREN RFS STATION - CAT 4B
ADDRESS: 330 WILSON STREET, WARREN NSW 2824
CLIENT: RFS NORTHWEST CENTRAL

DATE DRAWN: 16.06.2023
SCALE: 1:100
DRAWING No: 3
ISSUE: E JOB No: B23-14

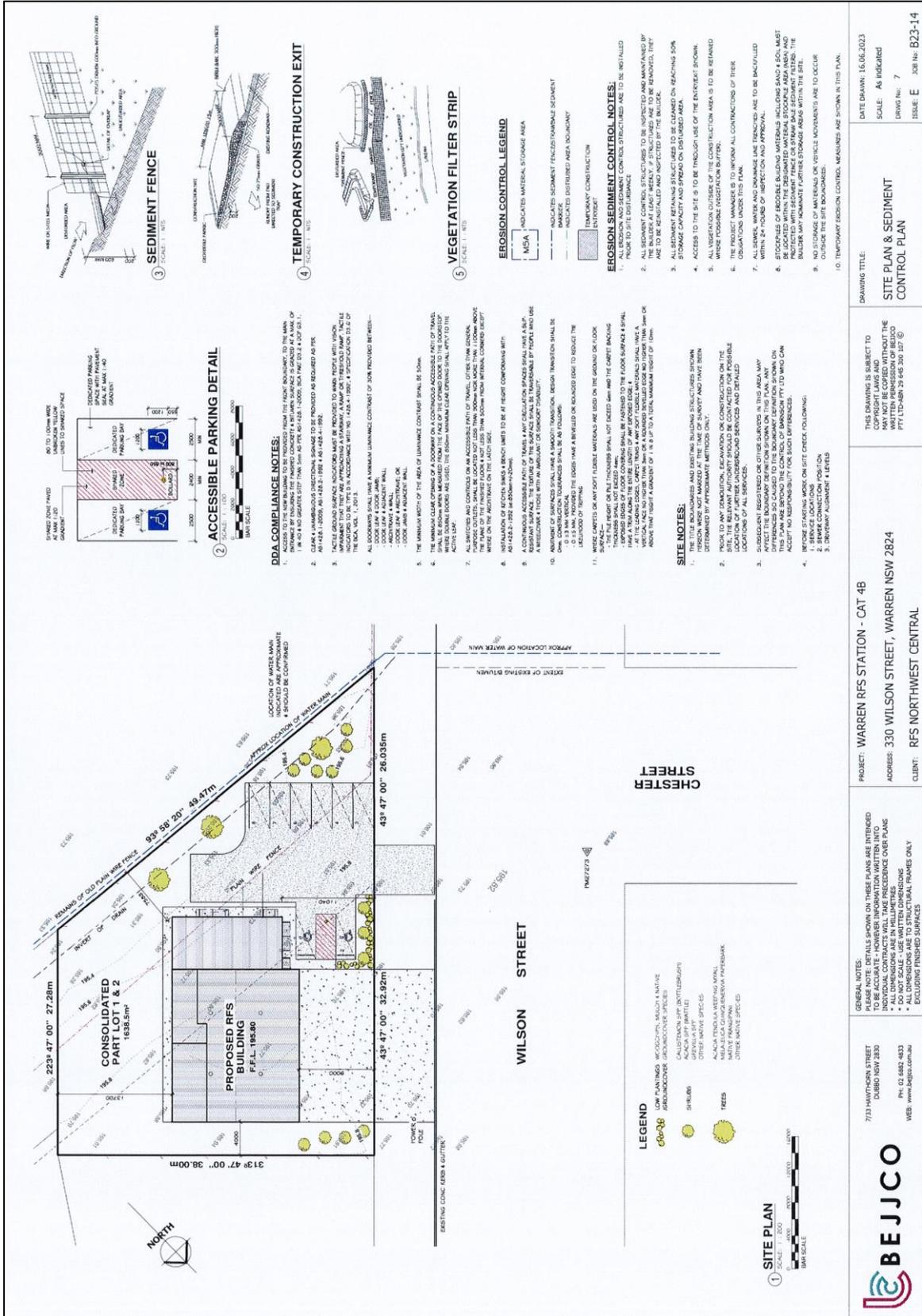
DRAWING TITLE: ELEVATIONS

THIS DRAWING IS SUBJECT TO CHANGE WITHOUT NOTICE. ANY CHANGES WILL BE NOTIFIED BY A REVISION. PLY (LIC) 28 443 300 407 00

WARREN SHIRE COUNCIL

Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday 22nd February 2024

ITEM 3 DEVELOPMENT APPLICATION – RURAL FIRE SERVICES WARREN CENTRAL BRIGADE FACILITY AND SUBDIVISION, LOTS 1 AND 2 DP853548 WILSON STREET WARREN CONTINUED



<p>PROJECT: WARREN RFS STATION - CAT 4B</p> <p>ADDRESS: 330 WILSON STREET, WARREN NSW 2824</p> <p>CLIENT: RFS NORTHWEST CENTRAL</p>	<p>DATE DRAWN: 16.06.2023</p> <p>SCALE: As indicated</p> <p>DRAWING No.: 7</p> <p>ISSUE: E JOB No: B23-14</p>
<p>DRAWING TITLE:</p> <p>SITE PLAN & SEDIMENT CONTROL PLAN</p>	
<p>GENERAL NOTES:</p> <p>PLEASE NOTE - DETAILS SHOWN ON THESE PLANS ARE INTENDED TO BE ACCURATE - HOWEVER INFORMATION WRITTEN INTO THESE PLANS MAY BE SUBJECT TO CHANGE OVER TIME</p> <p>• ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE SPECIFIED</p> <p>• DO NOT SCALE - USE WRITTEN DIMENSIONS</p> <p>• EXCLUDING FINISHED SURFACES</p>	<p>THIS DRAWING IS SUBJECT TO COPYRIGHT LAWS AND IS THE PROPERTY OF BEJCO PTY LTD. (ABN 29 645 300 187)</p>
<p>LEGEND:</p> <ul style="list-style-type: none"> 60-38 PLANTINGS (SPECIES, MOUNTAIN NATIVE, BANGALONG, BANGALONG, BANGALONG) SHALBUM ACACIA (SPECIES) OTHER NATIVE SPECIES ACACIA (SPECIES) OTHER NATIVE SPECIES 	<p>SITE NOTES:</p> <ol style="list-style-type: none"> THE TITLE, DIMENSIONS AND DISTINGUISHING BUILDING STRUCTURED SHOWN HEREIN ARE NOT TO BE MARKED AT THE TIME OF SURVEY AND HAVE BEEN DETERMINED BY APPROVED SURVEYING METHODS ONLY. THE BOUNDARY OF THE SITE IS TO BE DETERMINED BY THE SURVEYOR ON THE DATE OF THE SURVEY. THE SURVEYOR'S REPORT SHOULD BE CONTACTED FOR FURTHER INFORMATION. BEFORE STARTING WORK ON SITE CHECK FOLLOWING: <ol style="list-style-type: none"> EXISTING UTILITIES EXISTING FOUNDATIONS EXISTING ADJACENT LEVELS

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