

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 25TH JULY 2024

WARREN SHIRE COUNCIL

AGENDA - ORDINARY COUNCIL MEETING

25th July 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, 27th June 2024.

5. DISCLOSURES OF INTERESTS

6. MAYORAL MINUTE(S)

Nil.

7. REPORTS OF COMMITTEES

Meeting of the Ewenmar Waste Depot Committee held on
Monday, 8th July 2024..... (G2-5.4)

Meeting of the Warren Public Arts Committee held on
Monday, 15th July 2024..... (C14-3.29)

Meeting of Manex held on Tuesday, 16th July 2024 (C14-3.4)

8. REPORTS OF DELEGATES

- Item 1 Ordinary Meeting of the Castlereagh Macquarie County Council held on Monday, 24th June 2024 (C15-1)
- Item 2 Meeting of the Warren Interagency Support Services held on Thursday, 4th July 2024 (C3-9)

9. REPORTS TO COUNCIL

POLICY

- Item 1 Working with Children (Child Protection) Policy (P13-1, C3-2, C3-3) Page 1
- Item 2 Review of Council's Social Media Policy (A1-9.1, P13-1) Page 10
- Item 3 Closed Circuit Television (CCTV) and Workplace Surveillance (P13-1, L7-1.5) Page 47

REPORTS OF THE GENERAL MANAGER

- Item 1 Outstanding Reports Checklist (C14-7.4) Page 1
- Item 2 Committee/Delegates Meetings (C14-2) Page 21
- Item 3 Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1) . Page 23
- Item 4 Local Government NSW Annual Conference (S6-4) Page 30

REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

- Item 1 Réconciliation Certificate – June 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

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 13
- Item 3 Works Progress Reports – Workshop (C14-7.2) Page 30
- Item 4 Procurement – Request for “Preferred Supplier” Status – Relevant Local Trades and Commercial Services for Contract C13-94 (C13-94) Page 33

REPORTS OF THE MANAGER HEALTH AND DEVELOPMENT SERVICES

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

10. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

11. MATTERS OF URGENCY

Nil.

12. CONFIDENTIAL MATTERS

General Manager

Item 1	Upgrading of the Swimming Pool Amenities and Facilities (C13-82, G4-1.72)	Page 1
Item 2	Victoria Park Female Friendly Amenities Block (C13-85, G4-1.82) ..	Page 8

13. CONCLUSION OF MEETING

14. PRESENTATIONS

Nil.

EWENMAR WASTE DEPOT COMMITTEE MEETING

Attached are the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday 8th July 2024.

RECOMMENDATION:

That the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday 8th July 2024 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Ewenmar Waste Depot Committee
held in the Council Community Room, 115 Dubbo Street Warren
on Monday 8th July 2024 commencing at 2.02pm

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

ITEM 1 APOLOGIES

An apology was received from Councillor Katrina Walker who was absent due to external commitments, and it was **MOVED** Stephens/Burns that the apology be accepted, and a leave of absence be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF THE MINUTES OF THE MEETING HELD 8th APRIL 2024

MOVED Stephens/Burns that the Minutes of the Meeting held on 8th April 2024 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD 8TH APRIL 2024

- 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)

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Ewenmar Waste Depot Committee
held in the Council Community Room, 115 Dubbo Street Warren
on Monday 8th July 2024 commencing at 2.02pm

ITEM 5.2 NATURAL RESOURCES ACCESS REGULATOR (NRAR)(MANAGER HEALTH AND DEVELOPMENT SERVICES) (G2-5.4)

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

Carried

ITEM 5.3 RETURN AND EARN RECYCLING (MANAGER HEALTH AND DEVELOPMENT SERVICES) (G2-5.4)

- Need to check the population statistics used for the analysis and confirm with Tomra (MHD)
- Other options are being considered. (MHD).

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

Carried

ITEM 6 GENERAL BUSINESS

ITEM 6.1 IMPLEMENTATION OF WASTE LEVY (G2-4.1)

- Currently there is a discussion paper out on the extension of the Waste levy which would include the NetWaste Area including Warren Shire;
- NetWaste will be putting in an objection submission;
- May need to measure the tonnage of material which would be a major cost to waste disposal in Warren Shire due to the required weighbridge setup and manning;
- Information will be circulated to Committee Members (MHD).

ITEM 7 DATE OF NEXT MEETING

If possible a tentative informal inspection meeting 2.00pm Monday 12th August, 2024 for final works at the Depot. (MHD)

Next Meeting 2.00pm Monday 11th November 2024 (MHD)

There being no further business the meeting closed at 2.47pm.

WARREN PUBLIC ARTS COMMITTEE MINUTES

Attached are the Minutes of the Meeting of the Warren Public Arts Committee held on Monday, 15th July 2024.

RECOMMENDATION:

That the Minutes of the Meeting of the Warren Public Arts Committee held on Monday, 15th July 2024 be received and noted and the following recommendations be adopted:

**ITEM 5.1 THE VICTORIA PARK PRECINCT NEW AMENITIES FOR FEMALE PARTICIPANTS
PROJECT BUILDING'S FAÇADE (G4-1.82)**

That:

1. The Council call for expressions of interest for the concept design;
2. Once a concept and an artist is selected by the Committee and Council, that the design is advertised in the local media so that the public is aware of the design; and
3. That the Committee members provide expertise in the assessment of the artwork, the paint type and quality and other relevant assessments.

ITEM 5.2 PUBLIC ART PROJECTS FOR GRANTS DISCUSSION (C14-3.29)

For the Committee's discussion and recommendation to Council on future directions.

ITEM 5.3 COMMUNITY IDEAS FOR FUTURE PUBLIC ART DISCUSSION (C14-3.29)

For the Committee's discussion and recommendation to Council on future directions.

WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting
held in the Community Room, 115 Dubbo Street Warren
on Monday 15th July 2024 commencing at 3:37 pm

PRESENT:

Ros Jackson	Councillor (Chair)
Pauline Serdity	Community Member
Judy Ridley	Community Member
Gary Woodman	General Manager
Mahmud Kaiser	Representing the Divisional Manager Engineering Services
Raymond Burns	Town Services Manager
Rebecca Christian	Representing the Infrastructure Project Manager

This Committee Meeting will mark the final session for the current Councillors. Both Community Members and Staff to remain on the Committee, as the Councillor appointments will soon be under review. Councillor Jackson graciously thanked and acknowledged the invaluable contributions of the Community Members to the Committee.

ITEM 1 APOLOGIES (C14-3.29)

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

Carried

ITEM 2 CONFIRMATION OF MINUTES (C14-3.29)

MOVED Woodman/Jackson that the Minutes of the Meeting held on Monday, 6th November 2023 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING, 6TH NOVEMBER 2023

Nil.

ITEM 4 ACTION CHECKLIST

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

Carried

ITEM 5.1 THE VICTORIA PARK PRECINCT NEW AMENITIES FOR FEMALE PARTICIPANTS PROJECT BUILDING'S FACADE

(G4-1.82)

- Normal signs will have appropriate Aboriginal language as well as English;
 - Most probably by panels as other murals;
 - The artwork needs to feature elements that honour and include First Nations people;
 - Budget for the Aboriginal artwork amounts to the maximum \$10,000 ex GST;
 - An expression of interest (EOI) would be arranged;
-

WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting
held in the Community Room, 115 Dubbo Street Warren
on Monday 15th July 2024 commencing at 3:37 pm

- Artwork to be completed before the end of January 2025;
- Contact would be made with the Warraan Widji Arts Centre for interest in developing a concept design and perhaps undertake the artwork together with providing the Aboriginal word interpretation for the normal signage; and
- The Committee to develop the broad main proposal ideas to be incorporated in the expression of interest.

RECOMMENDATION TO COUNCIL

MOVED Burns/Jackson that:

1. The Council call for expressions of interest for the concept design;
2. Once a concept and an artist is selected by the Committee and Council, that the design is advertised in the local media so that the public is aware of the design; and
3. That the Committee members provide expertise in the assessment of the artwork, the paint type and quality and other relevant assessments.

Carried

ITEM 5.2 PUBLIC ART PROJECTS FOR GRANTS DISCUSSION (C14-3.29)

Other Projects for Public Art Grant Ideas:

- Other Warren Shire photographers of appropriate subject matter including nature.

RECOMMENDATION TO COUNCIL

MOVED Jackson/Ridley for the Committee's discussion and recommendation to Council on future directions.

Carried

ITEM 5.3 COMMUNITY IDEAS FOR FUTURE PUBLIC ART DISCUSSION (C14-3.29)

RECOMMENDATION TO COUNCIL

MOVED Jackson/Serdity for the Committee's discussion and recommendation to Council on future directions.

Carried

ITEM 6 GENERAL BUSINESS

Nil.

ITEM 7 DATE OF NEXT MEETING

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

There being no further business the meeting closed 4:30 pm.

MANEX MINUTES

Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 16th July 2024.

RECOMMENDATION:

That the Minutes of the Meeting of the Manex Committee held on Tuesday, 16th July 2024 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday, 16th July 2024 commencing at 2.32 pm

PRESENT:

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

The Chair welcomed Council's newly appointed Librarian Ms Erica Kearnes to her first Manex Meeting. Ms Kearnes gave the meeting an overview of her work history and background.

1 APOLOGIES

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

Carried

2 BUSINESS ARISING FROM MINUTES

A correction is required to the Manex Minutes from the 18th June 2024. Mrs Jillian Murray to be removed from the attendance list.

3 ACTION CHECKLIST

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

Carried

4.1 EXECUTIVE OFFICE MATTERS

4.1.1 Marketing and Communications Update (GM)

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

Carried

4.1.2 The Western Plains App Monthly Report (GM)

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on Tuesday, 16th July 2024 commencing at 2.32 pm

4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

4.1.3 Preparation of the August 2024 Council Newsletter (GM)

Item	Responsible Officer
Registration of Local Contractors on VendorPanel	DMFA, CC
Women of Warren Shire	GM
Staff Profile	GM
Cemetery (Warren, Nevertire) Shade Structures	TSM
Saunders Park Picnic Shelter, Table, Seats	TSM
Oxley Park BBQ and Cover	TSM
Ewenmar Waste Depot Operational Changes	MHD
VIC Volunteer Advertising	EDVM
Project Upgrade Updates	GM/IPM/DMES/TSM/RIM/FRSPM
Successful Grants	GM/IPM/DMES/TSM
Vacant Positions	Finance Officer – Payroll/HR Officer
New Librarian / Regional Manager North Western Library	DMFA
Signage Upgrade Tiger Bay Wetlands	TSM
Responsible Pet Ownership	MHD
CMCC Weed Awareness Section (if available)	CMCC
Showground/Racecourse Amenities Facility	TSM
Warren Airport Terminal Building Construction	IPM
Lease Warren Airport Terminal Building – Flying School	IPM/GM
Mt Foster Quarry Operations Commencement	DMES
Arrangements for Drone Footage	ALL
ROADS SECTION	
Road Maintenance Construction Program for July/August 2024	DMES/FRSPM/RIM
SH 11 Oxley Highway Milawa Section Reconstruction	DMES/FRSPM/RIM
SR58 Nevertire-Bogan Road Reconstruction	DMES/FRSPM/RIM
Flood Restoration Works	DMES/FRSPM/RIM

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Minutes of the Manex Committee Meeting
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4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

MOVED Woodman/Egan that the information be received and noted and that the August Newsletter will be dependent on Council being able to engage a new Media and Communications person/group.

Carried

4.1.4 Suggestions in the Council Suggestion Boxes (GM)

Nil.

4.1.5 Office of Local Government Circular 24-07 End of Year Reporting Requirements for 2023-24 and Additional Information for 2024-25 (GM)

MOVED Woodman/Burns that:

1. The information be received and noted; and
2. The Divisional Manager Finance & Administration to provide to SMT the list of End of Year Reporting requirements and responsibilities including timeline.

Carried

4.1.6 Annual Reporting Checklist (GM)

The previous year's annual report was reviewed and responsibilities allocated. Officers were requested to provide their updates by Friday, 30th August for a first draft of the document with a finalised document by Monday, 30th September 2024. Council's Annual Report is expected to be reported to the 24th October 2024 Council Meeting.

MOVED Woodman/Egan that:

1. The information be received and noted.
2. The General Manager to check against the Office of Local Government Checklist to ensure nothing is missing.

Carried

4.1.7 LGP's Modern Slavery Toolkit (GM)

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

Carried

4.1.8 Councillor Tour and Opening of Projects – 22nd August 2024 (GM)

The Member for Barwon, Roy Butler has indicated to the General Manager that he will be able to attend the Opening. The Opening of various projects is expected to commence at 9.00 am on the 22nd August 2024.

- Council will need to work on several projects for completion at the:
 - Showground/Racecourse Complex (several projects);
 - Warren Airport (including Terminal Building); and
 - Carter Oval Youth Sports Precinct.
-

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4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

4.1.8 Councillor Tour and Opening of Projects – 22nd August 2024 (GM)

Continued

- Proposed inspections include and are to be finalised:
 - Warren War Memorial Swimming Pool Kiosk/Amenities;
 - Signage at Tiger Bay Wetlands; and
 - Parks and Gardens.

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

Carried

4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

4.2.1 Warren Shire Council Contract Register (DMFA)

- The Divisional Manager Finance & Administration to update as of 30th June 2024 and distribute to Manex and replace on Council's website.

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

Carried

4.2.2 Warren Shire Council Grants Register (DMFA)

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

Carried

4.3 ENGINEERING DEPARTMENT MATTERS

4.3.1 Flood Recovery Works (DMES/FRSPM/RIM)

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

4.3.3 Capital Works Program – 2024/25 (DMES/FRSPM/RIM)

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

Carried

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

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

Carried

4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS

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

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

Carried

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4.5 WORK HEALTH & SAFETY RISK MATTERS

4.5.1 Risk Management Update – 2024 Continuous Improvement Pathway (CIP) Launch (WHS-RC)

- The WHS-RC to arrange for Paul Hennock to be invited to provide a presentation to the August 2024 Manex Meeting.

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

Carried

4.5.2 Warren Shire Council CASR Part 101 Operations Manual (WHS-RC)

- Subject to further changes to allow for use within areas that people congregate (populous areas).

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

Carried

4.5.3 Vaccination Program Review (WHS-RC)

- New employees whose position is identified as requiring vaccination/s are to commence the process at their induction stage, if they are in agreeance.
- Letter of appointments are to include Council's Vaccination Program information, if the position has been identified as requiring vaccination/s.

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

Carried

4.5.4 Draft Agenda for Proposed Well-Being Day (WHS-RC)

- Proposal discussed and the General Manager asked for further input/comments to be forwarded to him. Preferably the date to be scheduled for out of school holidays.

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

Carried

4.6 HUMAN RESOURCES

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

Position	Responsible Officer	Status
Accountant	DMFA	No action to be taken at present due to budget.
Librarian	DMFA	Candidate commences duties 22 July 2024
Finance Clerk – Rates/ICT Officer	DMFA	Resignation received. Advertising to be determined.

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4.6 HUMAN RESOURCES

CONTINUED

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

Position	Responsible Officer	Status
Team Leader Utilities Maintenance	DMES	Advertising with an open closing date.
Utilities Maintenance Team Member	DMES	Advertising with an open closing date.
Non-Trade Gardener	DMES	Candidate progressed to pre-employment medical.
Light Plant Operator - Relief	DMES	Advertising with an open closing date.
Light Truck Driver (Water) – Contract (at least 2 years)	DMES	Advertising with an open closing date.
Pavement Maintenance Team Leader	DMES	Advertising with an open closing date.
Light Plant Operator – Roller (1 Permanent, 2 Contract)	DMES	Advertising with an open closing date. Candidates being reviewed for interview.
Heavy Diesel Mechanic	DMES	Advertising with an open closing date.
Roads Overseer	DMES	Resignation received. Advertising to be determined. Position currently being covered by the Flood Restoration and Special Projects Manager.
Asset Technical Officer – Roads	DMES	Following secondment of the incumbent to a Projects Officer – Flood Restoration and Special Projects position, arrangements for a temporary (up to 2 years) replacement advertised with an open closing date.
Roadside Maintenance Team Member	DMES	Advertising with an open closing date.

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

Carried

5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

Date	Circular No.	Description	Comment/Action
25.06.24	24-12	Annual CPI Adjustment to Companion Animal Fees for 2024/25	Complete
28.06.24	GC153	2024-25 Financial Assistance Grants (FAGS) – Advance Payment	Noted

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

Carried

WARREN SHIRE COUNCIL

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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.

July 2024			Status		August 2024			Status	
Finance		Financial Statements to be audited within four months [LGA s416(1)].	DMFA – for action.	1	Last day for rates to be levied by service of rates notice [LGA s562(4)].		DMFA for action.		
	5	Proposed Borrowing Return to be submitted to TCorp. Return available here .	Nil.	31	First quarter rates or single instalment due [LGA s562].		Noted.		
	31	Last day for making rates [LGS s533].	DMFA reported to the June 2024 Council Meeting.						
	31	GST Certificate to be submitted to OLG.	Treasurer to arrange before 31 July 2024.						
Governance	1	Councils are required to have a risk management framework and an internal audit function.	Complete	16	Caretaker period commences (LG Reg Clause 393b(3)).		Noted.		
	30	Public Interest Disclosures Report due to NSW Ombudsman (PIDA s78).	DMFA for Action.						
		Reminder: written returns of interest due 30 September for Councillors and Designated Persons who held office at 30 June [MCC cl4.21(b)].	Noted.						

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5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

		July 2024	Status		August 2024	Status
Grants		Low-cost loan initiatives reimbursement claim period opens – initial report or progress report due.	Nil.		New Council Implementation Fund (NCIF) progress report due.	N/A
		Local Government Recovery Grants – AGRN 1012, 1025, 1030/34 & \$2M, HIC Companion Animals Grants (\$375k) – YTD reporting due.	DMES for Action.		Stronger Communities Fund (SCF) Progress Report due.	IPM for action.
Companion Animals	31	Rehoming Organisations Annual Reports due.	Nil.	31	Annual seizures – Pound Data Report due.	MHD for action.
Other					Compulsorily Land Acquisition return due.	Complete.
					Expected first instalment of 2024-25 Financial Assistance Grants.	
				30	Grants Commission Roads, Bridges & General Return due. Return available here .	DMFA/DMES/PO for action.
Education						

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

Carried

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6 OPERATIONAL PROCEDURES (I2-11.1)

- 6.1 Emergency Preparedness and Management Procedure
- 6.2 Pet Registration

MOVED Burns/Egan that:

1. The Emergency Preparedness Procedure and Management Procedure be amended and presented to the August Manex Meeting; and
2. The Pet Registration Procedure be adopted.

Carried

7 JUNE 2024 DRAFT MINUTES AND JULY 2024 DRAFT BUSINESS PAPER

The Committee previewed the July 2024 Business Paper and the June 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 Executive Assistant to the Mayor and GM welcomed Erica Kearnes to Council and wished her well in her new position.
- The Executive Assistant to the Mayor and GM requested if a digital/electronic lock or similar could be investigated for the internal Community Room door.
- The WHS-RC requested that any requests for the use of Council's drone are to be directed to him. Council Drone Pilots now have a Certificate to fly the drone. Annual audits will be undertaken by CASA.
- The Economic Development and Visitation Manager advised that the MOA between Council and RiverSmart Australia Ltd has been signed and has been returned to Council.
- The Economic Development and Visitation Manager advised that MLB Concrete & Construction has commenced on the FRRR Pathway Grant for RiverSmart Australia Ltd. The walkway is between the access road and the 'Old Church' and will connect to existing pathways. MLB Concrete & Construction will also be assisting with the base foundation required for the container move.

There being no further business the meeting closed at 5.15 pm.

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

**MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL
HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS, COONAMBLE ON MONDAY 24th
JUNE 2024 COMMENCING AT 10:35AM**

PRESENT: Cllr D Batten, Cllr B Fisher, Cllr I Woodcock, Cllr N Kinsey, Cllr G Peart, Cllr Z Holcombe, Cllr G Whiteley, Cllr M Cooke and Cllr D Todd

ABSENT: Cllr P Cullen

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

WELCOME: Meeting was opened at 10:35am and Chairman Cllr D Batten welcomed all councillors and staff to the meeting.

03/24/01 Leave of Absence

Resolved:

That the leave of absence received from Cllr P Cullen is accepted and a leave of absence granted.

Moved: Cllr Fisher

Seconded: Cllr Kinsey

Carried

DECLARATIONS OF INTEREST- Nil

Presentation.

Mr. Todd Pallister from LLS gave an update on the Hudson Pear Containment program, including landowner/land manager consultation. Mr. Pallister also provided information on containment spraying that has been undertaken by LLS under the programme since January 2024. He also stated that LLS has been attending different tourist hotspot sites, erecting an information stand to raise community and traveller awareness.

03/24/02 Minutes of Ordinary Council Meeting – 29th April 2024**Resolved:**

That the minutes of the ordinary Council meeting held 29th April 2024, having been circulated be confirmed as a true and accurate record of that meeting, with an amendment as per Clr Todd's request to change from absent to an apology.

Moved: Clr Peart

Seconded: Clr Cooke

Carried

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

That the agenda and minutes of the Audit, Risk and Improvement Committee and the Central West Regional Weeds Committee be received and noted.

Moved: Clr Whiteley

Seconded: Clr Holcombe

Carried

03/24/04 Correspondence for April 2024**Resolved:**

That;

1. the correspondence be received and noted

2. the General Manager draft a letter of appreciation to Mr Geoff Wise on behalf of CMCC Chairman.

Moved: Clr Peart

Seconded: Clr Todd

Carried

03/24/05 Risk Register**Resolved:**

That Council adopts the Revised Risk Register of 3rd May 2024

Moved: Clr Fisher

Seconded: Clr Kinsey

Carried

03/24/06 Council's Decision Action Report – May 2024**Resolved:**

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

Moved: Clr Woodcock

Seconded: Clr Holcombe

Carried

03/24/07 Circulars Received From the NSW Office of Local Government**Resolved:**

That the information contained in the following Departmental circulars 24-06 to 24-11 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved: Clr Peart

Seconded: Clr Kinsey

Carried

03/24/08 Cash and Investment Report – 30th April 2024 and 31st May 2024**Resolved:**

That the investment report for 30th April and 31st May 2024 be received and noted.

Moved: Clr Woodcock

Seconded: Clr Fisher

Carried

03/24/09 Draft Operational Plan 24/25, Statement of Revenue policy, Long Term Financial Plan 24/235 to 33/34, Asset Management Plan 24/25 to 33/34 & Workforce Plan

Resolved:

That Council, after having considered any submissions received by the 4th June 2024, adopts the Draft Operational Plan for 2024/25 (scenario 1), Long Term Financial Plan 24/25 to 33/34, Asset Management Plan 24/25 to 33/34 and Workforce Plan.

Moved: Clr Kinsey

Seconded: Clr Holcombe

Carried

03/24/10 Member Fees, Local Government Renumeration Tribunal

Resolved:

That the Member Fees be set at the minimum level set by the local Government Renumeration Tribunal for a County Council Category.

- a) The Member fee for 2024/2025 be fixed at \$2,030.00
- b) The Chairperson fee for 2024/2025 be fixed at \$4,360.00
- c) Makes a superannuation contribution payment of 11.50% to its Councillor's/Members in accordance with section 254B of the *Local Government Act 1993*.

Moved: Clr Todd

Seconded: Clr Fisher

Carried

03/24/11 Important Dates for Councillors – Upcoming Meetings and Events

Resolved:

That the report be received and noted.

Moved: Clr Woodcock

Seconded: Clr Kinsey

Carried

03/24/12 Quarterly Biosecurity Report**Resolved:**

That the report be received and noted.

Moved: Clr Todd

Seconded: Clr Kinsey

Carried

03/24/13 Moved Into Closed Session

Time: ...11:50pm

Resolved:

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

- (2) (d) commercial information of a confidential nature that would, if disclosed
 (i) prejudice the commercial position of the person who supplied it

Moved: Clr Whiteley

Seconded: Clr Fisher

Carried

03/24/16 Return to Open Session

Time: ...12:21pm

Resolved:

That Council return to open session.

Moved: Clr Peart

Seconded: Clr Kinsey

Carried

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

03/24/14 Intellectual Property (IP) Agreement (Compliance System) with Upper Macquarie County Council (UMCC)
Resolved:

That;

1. Council enter into an Intellectual Property (IP) Agreement with Upper Macquarie County Council for (free of charge) licensing of the Inspection and Compliance System, commencing 1 July 2024.
2. The General Manager be delegated authority to execute the Intellectual Property (IP) Agreement.

Moved: Clr Kinsey

Seconded: Clr Woodcock

Carried

03/24/15 General Manager's Contract
Resolved:

That the council seal be affixed to the General Manager's contract.

Moved: Clr Whiteley

Seconded: Clr Kinsey

Carried

02/24/17 Adoption Of Closed Session Reports
Resolved:

That Council adopt the recommendations of the Closed Committee Reports

Moved: Clr Todd

Seconded: Clr Fisher

Carried

Date of the next CMCC Council Meeting to be Monday 26th August 2024 in Coonamble

Close of Meeting

The meeting closed at 12:25pm

Chairman

General Manager

WARREN SHIRE COUNCIL
Delegates Report by Councillor S Derrett
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 25th July 2024

ITEM 2 WARREN INTERAGENCY SUPPORT SERVICES

(C3-9)

RECOMMENDATION:

That the information be received and noted.

MINUTES OF THE WARREN SUPPORT SERVICES INTERAGENCY MEETING HELD IN THE COUNCIL COMMUNITY ROOM, WARREN ON 4th July 2024.

MEETING OPENED: 1.00pm

1. **PRESENT:** Councillor Sarah Derrett, Councillor Katrina Walker, Pauline Serdity, Felicity Leonard, Kelly Sinclair, Shaana Daley, Tahlia Nolan, Maryanne Stephens.
Via Lifesize – Ewen Jones and Ainsley Bruen.

2. **APOLOGIES:** Fleur Stubbs, Janaya Carney, Amy Hall, Carmel Hannelly and Erin Hunt.

Moved: Clr Sarah Derrett

Seconded: Pauline Serdity

Carried

3. **CONFIRMATION OF MINUTES FROM THE 23rd May 2024:**

Moved: Clr Sarah Derrett

Seconded: Clr Katrina Walker

Carried

4. **BUSINESS ARISING:**

Nil.

5. **CORRESPONDENCE:**

Nil.

6. **ACTION CHECK LIST**

- Warren Community Services Directory is being revised. Cassy Mitchell is receiving updates and the changes are being recorded.
- Kerry Palmer has written a business directory and this document has been delivered to Council.
- Two representatives from Transport NSW travelled to Warren and discussed the issue of community transport between Nevertire and Warren with Kelly Sinclair.
- It was decided that Community consultation was required. A survey shall be circulated online and in person to gauge if the service is warranted and what days are required. The Youth Centre has a bus that could be utilised for the service. There is funding available that lasts for two years. After this time the service has to be self- funded.
- There was discussion about a fee being charged for people using the bus service.
- Warren Health Advisory Committee (WHAC), Clr Walker will invite a member of this organisation to the next meeting to be held in August.

WARREN SHIRE COUNCIL
Delegates Report by Councillor S Derrett
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 25th July 2024

ITEM 2 WARREN INTERAGENCY SUPPORT SERVICES

CONTINUED

7. REPORTS FROM AGENCIES:

Ewen Jones – Marathon Health (Community Engagement Officer)

Ewen talked about the funding for the organisation is available until June 2025. There are available resources for people in Warren to be a client. The programme is available to people 16 years and over.

Kelly Sinclair (Warren Youth Support Group)

Hold activities after school and during school holidays. The activities during the present school holidays includes parents cooking with their children and trips to Dubbo. One trip is a movie night, and the other trip is a visit to PCYC. There is also a tie dye activity planned.

Shaana Daley (Marathon Health)

Works at the Youth Centre and will after doing a Certificate 4 in Mental Health course become an Aboriginal Health Worker.

Felicity Leonard (Barnardos)

Felicity holds playgroups. She has recently finished a course, and can now help children understand their emotions and educate the parents about how to help the children. Pauline Serdity gave reports on Warren Spinners and Yarners, Warren View Club and Warren CWA activities. These reports are attachments to the meeting.

Kerry Palmer (DRNSW Business Development Facilitator)

Kerry Palmer's report is an attachment to this meeting.

Maryanne Stephens (Divisional Manager Health and Development)

Maryanne thanked the Councillors who were present for their time with the Interagency. Local Government elections will be held on 14 September 2024.

8. GENERAL BUSINESS:

- Ainsley Bruen TfNSW mentioned some of the areas of interest that she would be covering.
These included; Travel accessibility for youth to Dubbo for medical appointments and Tafe course; child restraints- recycling seats and matching with families in need; patient transfer back to Warren from Dubbo hospitals. This to be at a reasonable time of the day. Driving Programme that is able to provide a driving instructor for more weeks during the year. At present the driving instructor is in Warren for five weeks.
- Clr. Derrett brought up the issue that is in the Community Strategic Plan, that of Social Strategy. Would it be possible to hold a Health Services Expo? People present at the meeting thought it would be a good idea and would not clash with the present Grow Expo event.
- Barnardos could not attend the last Grow Expo as it was not held during school holidays. Hope next year's event can coincide with school holidays.

9. Date of Next Meeting:

Thursday 15th August 2024.

There being no further business the meeting closed at 1:50pm.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 25th July 2024

ITEM 1 WORKING WITH CHILDREN (CHILD PROTECTION) POLICY (P13-1, C3-2, C3-3)

RECOMMENDATION that:

1. The information be received and noted; and
2. The Working with Children (Child Protection) Policy be adopted.

PURPOSE

For Council to adopt the revised Working with Children (Child Protection) Policy, to comply with legislative requirements.

BACKGROUND

At the Internal Audit and Risk Management Committee meeting held on Wednesday 13th March 2024, it was moved that the Working with Children (Child Protection) Policy was to be reviewed, it is listed as Item 2 in the Action Checklist.

REPORT

Council does have a Child Protection Policy that was adopted in September 2018. Council has now reviewed the Policy and only minor adjustments were made. A copy of the revised Working with Children (Child Protection) Policy is attached below (Attachment 1). The purpose of the Policy is to ensure that those employees that may be in direct contact with Children, do not pose a risk. This is achieved by implementing the Working with Children Check (WWCC) clearance, which then has to be validated, either on a regular basis, or prior to employment. Since the original Policy was adopted, there has only been one amendment which relates to those involved keeping their details up to date.

FINANCIAL AND RESOURCE IMPLICATIONS

There is nil cost to Council.

LEGAL IMPLICATIONS

Council must abide by the legislative requirements and protect both employees and children in the workplace.

RISK IMPLICATIONS

The Policy has been developed to minimise Council's risk of exposure in regard to employees working with or near children.

STAKEHOLDER CONSULTATION

As only minor amendments have been made, it is not deemed necessary to place the Working with Children (Child Protection) Policy on public exhibition.

Council's Contract Internal Auditor has also been consulted.

OPTIONS

Council must review the Working with Children (Child Protection) Policy, as specified. The Policy should be adopted to ensure that Council is complying with legislative requirements and minimising Council's risk of those workplaces where children are present.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 25th July 2024

ITEM 1 WORKING WITH CHILDREN (CHILD PROTECTION) POLICY CONTINUED

CONCLUSION

The Working with Children (Child Protection) Policy has been reviewed and amended accordingly and should be adopted.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Proactively manage known compliance risks.

5.3.1 Provide effective training and development of our staff.

SUPPORTING INFORMATION /ATTACHMENTS

ATTACHMENT 1 - The Working with Children (Child Protection) Policy.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 25th July 2024

ITEM 1

WORKING WITH CHILDREN (CHILD PROTECTION) POLICY

CONTINUED

ATTACHMENT 1 - The Working with Children (Child Protection) Policy.



POLICY REGISTER

WORKING WITH CHILDREN POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 5th July 2024

File Ref: P13-1, C3-2, C3-3

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 25th July 2024

ITEM 1

WORKING WITH CHILDREN (CHILD PROTECTION) POLICY

CONTINUED

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Glenn Wilcox General Manager	First Edition	Council Minute No. 214.9.18 (27 th September 2018)
1.1	July 2024 Maryanne Stephens Manager Health and Development Services	Minor Amendments	Council Minute No.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 25th July 2024

ITEM 1

WORKING WITH CHILDREN (CHILD PROTECTION) POLICY

CONTINUED

Warren Shire Council Policy – Working with Children Policy

1. Purpose

This Policy has been designed to ensure that Warren Shire Council complies with the requirements of the legislative framework covering the protection of children, specifically:

- *Ombudsman Act 1974 (Part 3)*
- *Children and Young Persons (Care and Protection) Act 1998*
- *Child Protection (Working with Children) Act 2012*
- *Child Protection (Working with Children) Amendment (Statutory Review) Act 2018*

1.1 Under statute, Council has the following key responsibilities:

- a) As a public authority, it has a requirement to report any case of suspected child abuse or neglect of children presenting at Council services, facilities or activities;
- b) As an agency responsible for the care and welfare of children, it has a charter to protect the young people in its care from sexual, physical and emotional abuse and neglect, and from improper conduct of a sexual nature;
- c) As an employer of staff responsible for the supervision of children, it has a responsibility to ensure that only staff with correct clearances can work in child related areas;
- d) As an employer of staff responsible for the supervision of children, it has a responsibility to provide training for staff in the identification of suspected child abuse, notification procedures and implementation of relevant programs;
- e) As an employer of staff responsible for the supervision of children, it has a responsibility to notify any allegation of child abuse against an employee to the NSW Ombudsman; and

2. Scope

- 2.1 This policy applies to all permanent, temporary and casual employees of Council, and includes volunteers, work experience persons and contractors.

3. Definitions

3.1 Children and Young Persons

- The *Children and Young Persons (Care and Protection) Act 1998* (s.3) defines a child, for the purposes of the Act, to mean a person who is under 16 years of age, and a Young Person as a person aged 16 or 17 years of age.
- The *Ombudsman Act 1974* (s.25A) defines a child as a person under the age of 18 years.

3.2 Reportable Conduct - the *Ombudsman Act 1974* (s.25A) defines 'reportable conduct' as:

- a) any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence or an offence involving child abuse material); or
- b) any assault, ill-treatment or neglect of a child; or
- c) any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.

Reportable conduct does not extend to:

- a) conduct that is reasonable for the purposes of the discipline, management or

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 25th July 2024

ITEM 1

WORKING WITH CHILDREN (CHILD PROTECTION) POLICY

CONTINUED

Warren Shire Council Policy – Working with Children Policy

care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or

- b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures, or
- c) conduct of a class or kind exempted from being reportable conduct by the Ombudsman under s.25CA.

3.3 Reportable Conviction – A conviction for an offence relating to a reportable conduct matter.

3.4 Child or Young Person at Risk of Harm - In accordance with section 23 of the *Children and Young Persons (Care and Protection) Act 1998*, a child or young person is at risk of “*significant harm*” if there are current concerns for the safety, welfare or well-being of the child or young person because of the presence of any one or more of the following circumstances:

- a) the child’s or young person’s basic physical or psychological needs are not being met or are at risk of not being met,
- b) the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care,
- c) in the case of a child or young person who is required to attend school in accordance with the *Education Act 1990*, the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act,
- d) the child or young person has been, or is at risk of being, physically or sexually abused or ill-treated,
- e) the child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm,
- f) a parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm,
- g) the child was the subject of a pre-natal report under section 25 and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

3.5 Child-related Employment – all employment that primarily involves direct, unsupervised contact with children and includes:

- a) Contractors;
- b) Volunteers;
- c) Trainees undertaking training as part of an educational or vocational course; and
- d) Work experience.

3.6 Designated Disclosure Officer - Council’s Public Officer.

3.7 Disclosure - refers to informing/revealing known or suspected acts of child abuse or neglect.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 25th July 2024

ITEM 1

WORKING WITH CHILDREN (CHILD PROTECTION) POLICY

CONTINUED

Warren Shire Council Policy – Working with Children Policy

4. Policy Statement

4.1 Council must have procedures in place to ensure that:

- a) Child-related employment in Council is identified and positions are designated and managed in accordance with child protection laws;
- b) Mandatory reporting requirements are met;
- c) Council staff (where relevant) are able to identify and respond to risk of harm concerns in children and young people;
- d) Employment screening (with appropriate clearance from the Office of the Children's Guardian) is undertaken for prospective appointments to all positions designated as child-related employment;
- e) Disclosures are sought from existing and prospective employees in designated positions regarding reportable allegations and reportable convictions against an employee in accordance with the *Ombudsman Act 1974 (s.25C)*; and
- f) Allegations of child abuse are handled professionally and sensitively in order to meet legislative requirements and guarantee the safety and privacy of individuals.

4.2 Statutory Reporting Requirements

Pursuant to section 27 of the *NSW Children and Young Persons (Care & Protection) Act 1998*, Council must report to the Department of Family and Community Services (FACS), any suspected risk of significant harm (to a child or young person) if Council delivers services directly to children and young people in the following:

- Healthcare
- Welfare
- Education
- Children's Services
- Residential Services
- Law Enforcement

Any person who manages an employee or volunteer in such services has a statutory requirement to report suspected risk of significant harm to FACS. (NOTE: See responsibilities for reporting below)

4.3 Reporting/Investigation Requirements of an Allegation Against an Employee of Council

Council is obliged by law (sections 25(c) and 25(i) of the *Ombudsman Act 1974*) to notify the NSW Ombudsman's Office of any allegation of reportable conduct or reportable conviction against an employee. The Designated Disclosure Officer is responsible for making this notification within 30 days of receiving the allegation and informing the General Manager of the matter and updates in the process (NOTE: See responsibilities for reporting below).

Council will be guided by the NSW Ombudsman as to how to proceed with any form of investigation. Council must consider the safety and welfare of the child as paramount in considering any contact or potential contact between the child and the person against whom the allegations have been made.

Thus, it may be deemed prudent to remove the employee from the workplace or suspend them from their duties (having regard to the Local Government (State) Award requirements) until any investigation process is finalised and a determination made.

WARREN SHIRE COUNCIL
Policy Report of the Manager Health & Development Services
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ITEM 1

WORKING WITH CHILDREN (CHILD PROTECTION) POLICY

CONTINUED

Warren Shire Council Policy – Working with Children Policy

5. Responsibility

- 5.1 Employee Responsibilities – As stated above, the *Children and Young People (Care and Protection) Act 1998* prescribes a duty of mandatory reporting on any person who, in the course of his or her professional work or other paid employment delivers services, wholly or partly, to children, and any person who holds a management position which includes direct responsibility for or direction of the delivery of services wholly or partly to children.

Employees are required to report any allegation or suspected case of child abuse or neglect to the Designated Disclosure Officer, or in the event of the Designated Disclosure Officer's absence, to the General Manager, and to maintain privacy and confidentiality in all instances.

The Designated Disclosure Officer is responsible for collecting the necessary information and notifying the General Manager and the specific agencies, and recording and documenting the matter appropriately. Reporting any matters to FACS should be made directly via the Child Protection Helpline on 133 111.

- 5.2 Council's Human Resources (HR) Officer is responsible for:
- a) Advising and educating all relevant staff of this Policy and its requirements; and
 - b) Distributing a copy to all employees whose positions are listed on the Council's Child Related Positions List.

6. Clearance to Work in Child Related Work

- 6.1 Pursuant to section 8 of the *Child Protection Working with Children Act 2012*, a person must not engage in child related work unless they have a clearance of a class applicable to the work in question. The NSW Office of the Children's Guardian provides such clearances after extensive national police checks.
- 6.2 Council will ensure that employment will not be granted in child related positions unless a clearance (of a suitable class) has been issued by the NSW Children's Guardian. Council must ensure that clearances for relevant staff remain current whilst the employee is engaged in child related work.

7. Related Documents and Legislation

- Children and Young Persons (Care and Protection) Act 1998
- Child Protection (Working with Children) Act 2012
- NSW Interagency Guidelines for Child Protection Intervention
- Ombudsman Act 1974

8. Review

This policy should be reviewed every 4 years or following the ordinary election of a Council. The policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

9. Positions Requiring Working with Children Checks

The following positions have been identified as applying to Warren Shire Council. This is not an exhaustive list and future employees, volunteers or any position may be required to comply with the requirements for a Working with Children Check as determined by the General Manager.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 25th July 2024

ITEM 1

WORKING WITH CHILDREN (CHILD PROTECTION) POLICY

CONTINUED

Warren Shire Council Policy – Working with Children Policy

- Swimming Pool Manager
- Swimming Pool Life Guards
- Swimming Pool Attendants
- Swimming Pool Cleaning Staff
- Sport and Cultural Centre Manager
- Sport and cultural Centre Coaching staff
- Sport and Cultural Centre Cleaning Staff
- Staff
- Warren Shire Library

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, 25th July 2024

ITEM 2

REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

(A1-9.1, P13-1)

RECOMMENDATION that:

1. The information be received and noted;
2. The amended Social Media Policy be placed on public exhibition for a minimum of 28 days; and
3. Subject to no adverse comments being received, the renewed Social Media Policy be adopted.

PURPOSE

To advise that a review of the current Social Media Policy adopted on the 26th May 2022 has been undertaken by Council's Contract Internal Auditor, Mr Keith Coates and is re-presented following a reasonable change to be considered by Council.

BACKGROUND

Council at its Meeting on the 26th May 2022 considered a renewed Social Media Policy that had been totally rewritten to be based on the Office of Local Government (OLG) "Model Social Media Policy" modified to suit Council's objectives. Council subsequently resolved as follows:

1. *"The information be received and noted;*
2. *Part 2 .1 be amended to "Council may have a presence on the following platforms"*
3. *Insert into Part 11, that the Social Media Policy be reviewed annually;*
4. *The Social Media Policy be placed on public exhibition for a minimum of 28 days; and*
5. *Subject to no adverse comments being received, the Social Media Policy be adopted."*

The amended Policy was placed on public exhibition and following the receipt of no adverse comments being received, was subsequently adopted.

Attachment 1 is a copy of the now current Policy.

REPORT

The Model OLG Social Media Policy was developed following two (2) rounds of consultation with the NSW Local Government Sector and represents a 'best practice' approach. The Model Policy was also informed by key NSW Government Agencies, including:

- Independent Commission Against Corruption;
- The Information and Privacy Commission;
- The State Archives and Records Authority; and
- Resilience NSW.

However, the Model Policy is not mandatory and Councils can choose to use it or adapt it for their own purpose.

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 2 REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

CONTINUED

The Model Policy if used or like any other Policy operates to supplement the provisions of Council's adopted Code of Conduct.

Council's Contract Internal Auditor, Mr Keith Coates was requested to review and provide comments in relation to the current Social Media Policy of 26th May 2022.

Mr Coates has commented as follows:

"I have attached the Social Media Policy and amended clause 2.3 to state:

*A new Council social media platform, or a social media platform proposed by a Council related entity (for example, a Council Committee), can only be established or deleted **by Council's General Manager.***

Further, despite being a Model Policy from OLG, I believe the approval of a social media platform is an operational decision that should lie with the General Manager and not the elected body.

*I also note clause 5.3 of the Policy states that each social media platform should state the house rules when anyone (third party etc) engages on the platform. Clause 5.4 states the minimal standards of behaviour etc. Each platform when accessed, should state these minimum behaviours **or** contain a link to the Policy noting the minimal standards prescribed under clause 5.4."*

I also believe that due to the workload, it is not practical to review the Social Media Policy annually and it should be reviewed like most other Policies as follows:

REVIEW

This Policy should be reviewed every four (4) years or within 12 months of a Council election. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

In regard to other platforms, the use of Instagram will soon be arranged as the following has been identified following an in depth investigation:

- Taking over as the major information mechanism/business platform for travellers, including older travellers;
- The user has much more control particularly by the use of 'tiles' to build stories;
- Better control over video content/photo compilation;
- Better video / concepts production;
- Easier to share;
- Destination NSW is using Instagram much more for their links / posts;
- Can be used as a much better platform to work out followers and subscribers;

WARREN SHIRE COUNCIL
Policy Report of the General Manager
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ITEM 2 REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY CONTINUED

- Provides the ability to provide a better business platform and analytics;
- Less advertisements; and
- Ability to use hashtags.

Instagram is expected to be a major focus of the Economic Development and Visitation Office in the near future.

Attachment 2 is the new amended Draft Policy detailing the proposed changes.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

Council does not necessarily have to accept any or all of the proposed changes to the Social Media Policy.

CONCLUSION

The renewed Policy has come about following a review by Council's Contract Internal Auditor, consideration of other practical changes, particularly in relation to operational requirements and Policy Review timing and the soon to be future use of Instagram.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.1.1 Undertake regular community engagement activities as per the Community Engagement Strategy.
- 5.1.3 Promote Warren Shire Council to wide audiences both within the Shire and externally.

SUPPORTING INFORMATION /ATTACHMENTS

1. Social Media Policy, adopted by Council 26th May 2022; and
2. Amended Social Media Policy July 2024.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
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ITEM 2

REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

CONTINUED

Attachment 1 - Social Media Policy, adopted by Council 26th May 2022



POLICY REGISTER

SOCIAL MEDIA POLICY

Policy adopted: 26th May 2022 Minute No. 135.5.22

Reviewed:

File Ref: P13-1, A1-9.1

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 2

REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

CONTINUED

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/ Amendment Description	Approved By and Date
1.0	Divisional Manager Finance & Administration	Full review using Model OLG Policy	Council Minute No. 135.5.22 (26th May 2022)

ACCESS TO SERVICES

Warren Shire Council Administration Centre is located at:
Street Address: 115 Dubbo Street, WARREN NSW 2824
Postal Address: PO Box 6, WARREN NSW 2824
Phone: 02 6847 6600
Email : Council@warren.nsw.gov.au
Website: www.warren.nsw.gov.au

OFFICE HOURS

Monday to Friday
8.30am to 4.30pm

Council Offices are wheelchair accessible.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
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ITEM 2

REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

CONTINUED

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Introduction

Social media – opportunities and challenges

Social media is at the heart of modern communication. Since its inception, social media has grown in popularity and influence and is now fundamental to not just how people interact with one another, but also to how we work, play and consume information and ideas.

Social media can be broadly defined as *online platforms and applications - such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content*¹. Significantly, one of social media's key features is its unprecedented reach and accessibility, in that anyone with a computer or mobile device can use social media to generate content which has the potential to be viewed and shared by hundreds of millions of people worldwide.

Despite its obvious benefits, social media also presents a variety challenges and risks. These include:

- the emergence of new, harmful forms of behaviour, such as cyber-bullying and trolling;
- maintaining the accuracy, reliability and integrity of information disseminated from multiple sources;
- organisations can be held liable for content uploaded onto their social media platforms by third parties²;
- content uploaded in a person's private capacity can adversely affect their employment and cause significant reputational damage to colleagues and employers; and
- rapid innovation can make it difficult to keep pace with emerging technologies and trends.

In addition, potential corruption risks may arise due to social media use. These include:

- customers, development proponents / objectors, tenderers, or other stakeholders grooming public officials by behaviors such as 'liking' specific posts, reposting content, or sending personal or private messages;
- public officials disclosing confidential or sensitive information;
- using social media for sponsorship opportunities, which may unfairly advantage one sponsor over another and lack transparency; and
- public agencies or officials promoting certain businesses by behaviour such as 'following' them, 'liking' content, or making comments, which may result in those businesses being favoured over others.

¹ NSW Department of Education. Social media policy: Implementation procedures – November 2018

² As confirmed by the High Court of Australia in *Fairfax Media Publications Pty Ltd v. Voller, Nationwide News Pty Limited v. Voller, and Australian News Channel Pty Ltd v. Voller*, 8 September 2021.

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Social media and local government in NSW

As in the federal and state jurisdictions, social media has become an important tool in government and political discourse at the local level. In the context of NSW local government, social media has two primary functions:

- a) it is used by Councils to interact and share information with their communities in an accessible and often more informal format.
- b) it enables Councillors to promote their achievements and address their constituents directly about community issues and events in ways that either complement or bypass traditional news and print media.

In addition, many Councils use social media as the platform through which they webcast their meetings. This increases transparency by providing visibility of Council decision making in real time.

However, Councils and Councillors are not immune from the challenges associated with social media, which can pose a significant risk both in a legal sense, and in terms of a Council's ability to operate in a unified and coordinated way. It is therefore vital that Councils have the right policy settings in place so that both Councils and Councillors can realise the full benefits of social media whilst mitigating risk.

The development and intent of this policy

The Social Media Policy has been developed using the Model Social Media Policy of the Office of Local Government (OLG) that was developed in consultation with Councils. It is applicable to Councils, County Councils and Joint Organisations.

The Social Media Policy sets out an exemplar approach by incorporating examples of best practice from the social media policies of a diverse range of NSW Councils, as well as from Commonwealth and State Government agencies.

The Social Media Policy provides Council with a robust framework for the administration and management of their social media platforms. It also sets standards of conduct for all Council officials who use social media in their official capacity. It has been developed to be fit-for-purpose in a digital age where innovation and emerging trends are the norm.

The Model Social Media Policy recognises that Councils use social media differently depending on factors such as a Council's size and resources, the demographics of a local government area, and Council's willingness to engage with their community in this way. For these reasons, the Model Social Media Policy ensures a degree of flexibility by including optional and adjustable provisions which enables each Council to tailor the policy to suit its own unique circumstances.

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Content of the Social Media Policy

At the heart of the Social Media Policy are the four 'Principles' of social media engagement. These are:

- Openness
- Relevance
- Accuracy
- Respect

These principles, which are expanded upon in Part 1, should underpin every aspect of a Council's social media activity and all Councils and Council officials should commit to upholding them.

Except for Part 8, this policy applies to Council social media pages and Councillor social media pages.

The Social Media Policy is structured as follows:

- | | |
|----------------|---|
| Part 1 | Sets out the principles of social media engagement for Councils |
| Part 2 | Contains two administrative models that Councils can adopt in relation to the management of their social media platforms |
| Part 3 | Details the administrative framework for Councillors' social media platforms |
| Part 4 | Prescribes the standards of conduct expected of Council officials when engaging on social media in an official capacity or in connection with their role as a Council official |
| Part 5 | Provides a framework by which Councils can remove or 'hide' content from their social media platforms, and block or ban third parties |
| Part 6 | Prescribes how Councils' social media platforms should be used during emergencies |
| Part 7 | Contains information about records management and privacy requirements relating to social media |
| Part 8 | Relates to personal use of social media by Council officials |
| Part 9 | Provides information about where concerns or complaints about a Councils' or Council officials' social media platform(s), or the conduct of Council officials on social media, can be directed. |
| Part 10 | Definitions |
| Part 11 | Policy Review |

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Warren Shire Council – Social Media Policy

Part 1 – Principles

1.1 We, the Councillors, staff, and other officials of Warren Shire Council, are committed to upholding and promoting the following principles of social media engagement:

Openness	Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve.
Relevance	We will ensure our social media platforms are kept up to date with informative content about our Council and community.
Accuracy	The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.
Respect	Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this Policy and our Council's Code of Conduct when using our social media platforms and any other social media platform.

Part 2 – Administrative framework for Council's social media platforms

Platforms

2.1 Council may have a presence on the following platforms:

- Facebook
- LinkedIn

2.2 Council's social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.

Establishment and deletion of Council social media platforms

2.3 A new Council social media platform, or a social media platform proposed by a Council related entity (for example, a Council committee), can only be established or deleted by a resolution of Council.

2.4 Where a Council social media platform is established or deleted in accordance with clause 2.3, the General Manager or their delegate may amend clause 2.1 of this Policy without the need for endorsement by the Council's governing body.

The role of the General Manager

2.5 The role of the General Manager is to:

- a) approve and revoke a staff member's status as an authorised user
- b) develop and/or approve the training and/or induction to be provided to authorised users

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- c) maintain a register of authorised users
- d) maintain effective oversight of authorised users
- e) ensure the Council adheres to the rules of the social media platform(s)
- f) coordinate with the Council's media team to ensure the Council's social media platforms are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.

2.6 The General Manager is an authorised user for the purposes of this Policy.

Authorised users

2.7 Authorised users are members of Council staff who are authorised by the General Manager to upload content and engage on social media on the Council's behalf.

2.8 Authorised users should be members of Council staff that are responsible for managing, or have expertise in, the events, initiatives, programs, or policies that are the subject of the social media content.

2.9 The General Manager will appoint authorised users when required.

2.10 An authorised user must receive a copy of this Policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.

2.11 The role of an authorised user is to:

- a) ensure, to the best of their ability, that the content they upload onto social media platforms is accurate
- b) correct inaccuracies in Council generated content
- c) engage in discussions and answer questions on Council's behalf on social media platforms
- d) keep the Council's social media platforms up to date
- e) moderate the Council's social media platforms in accordance with Part 5 of this policy
- f) ensure the Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media (see clauses 7.1 to 7.4 of this policy)

2.12 When engaging on social media on Council's behalf (such as, but not limited to, on a community social media page), an authorised user must identify themselves as a member of Council staff, but they are not obliged to disclose their name or position within the Council.

2.13 Authorised users must not use Council's social media platforms for personal reasons.

Administrative tone

2.14 Authorised users upload content and engage on social media on the Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role.

2.15 Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

Register of authorised users

2.16 The General Manager will maintain a register of authorised users. This register is to be reviewed annually to ensure it is fit-for-purpose.

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Ceasing to be an authorised user

2.17 The General Manager may revoke a staff member's status as an authorised user, if:

- a) the staff member makes such a request
- b) the staff member has not uploaded content onto any of the Council's social media platforms in the last twelve months.
- c) the staff member has failed to comply with this policy
- d) the General Manager is of the reasonable opinion that the staff member is no longer suitable to be an authorised user.

Part 3 – Administrative framework for Councillors' social media platforms

- 3.1 For the purposes of this Policy, Councillor social platforms are not Council social media platforms. Part 2 of this Policy does not apply to Councillors' social media platforms.
- 3.2 Councillors are responsible for the administration and moderation of their own social media platforms (in accordance with Parts 3 and 5 of this policy), and ensuring they comply with the record keeping obligations under the *State Records Act 1998* (see clauses 7.1 to 7.4 of this policy) and Council's Records Management Policy in relation to social media.
- 3.3 Clause 3.2 also applies to Councillors in circumstances where another person administers, moderates, or uploads content onto their social media platform.
- 3.4 Councillors must comply with the rules of the platform when engaging on social media.

Induction and training

- 3.5 Councillors who engage, or intend to engage, on social media must receive induction training on social media use. Induction training can be undertaken either as part of the Councillor's induction program or as part of their ongoing professional development program.

Identifying as a Councillor

- 3.6 Councillors must identify themselves on their social media platforms in the following format:

Councillor "First Name and Last Name."

- 3.7 A Councillor's social media platform must include a profile photo which is a clearly identifiable image of the Councillor.
- 3.8 If a Councillor becomes or ceases to be the Mayor, Deputy Mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the Councillor's social media platforms and updated within one month of a change in circumstances.

Other general requirements for Councillors' social media platforms

- 3.9 Councillor social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.

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3.10 A Councillor's social media platform must include a disclaimer to the following effect:

"The views expressed and comments made on this social media platform are my own and not that of the Council."

3.11 Despite clause 3.10, Mayoral or Councillor media releases and other content that has been authorised according to the Council's media and communications protocols may be uploaded onto a Councillor's social media platform.

3.12 Councillors may upload publicly available Council information onto their social media platforms.

3.13 Councillors may use more personal, informal language when engaging on their social media platforms.

Councillor queries relating to social media platforms

3.14 Questions from Councillors relating to their obligations under this Policy, technical queries relating to the operation of their social media platforms, or managing records on social media may be directed to the General Manager in the first instance, in accordance with Council's Councillor requests protocols.

Other social media platforms administered by Councillors

3.15 A Councillor must advise the General Manager of any social media platforms they administer on which content relating to the Council or Council officials is, or is expected to be, uploaded. The Councillor must do so within:

- a) Three months of becoming a Councillor, or
- b) One month of becoming the Administrator.

Part 4 – Standards of conduct on social media

4.1 This Policy only applies to Council officials' use of social media in an official capacity or in connection with their role as a Council official. The Policy does not apply to personal use of social media that is not connected with a person's role as a Council official.

4.2 Council officials must comply with the Council's Code of Conduct when using social media in an official capacity or in connection with their role as a Council official.

4.3 Council officials must not use social media to post or share comments, photos, videos, electronic recordings, or other information that:

- a) is defamatory, offensive, humiliating, threatening, or intimidating to other Council officials or members of the public
- b) contains profane language or is sexual in nature
- c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory

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- d) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
- e) contains content about the Council, Council officials or members of the public that is misleading or deceptive
- f) divulges confidential Council information
- g) breaches the privacy of other Council officials or members of the public
- h) contains allegations of suspected breaches of the Council's Code of Conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*
- i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
- j) commits the Council to any action
- k) violates an order made by a court
- l) breaches copyright
- m) advertises, endorses, or solicits commercial products or business
- n) constitutes spam
- o) is in breach of the rules of the social media platform.

4.4 Council officials must:

- a) attribute work to the original author, creator or source when uploading or linking to content produced by a third party
- b) obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified.

4.5 Council officials must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content.

4.6 Council officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Part.

4.7 Councillors must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did. (see section 232(1)(f) of the *Local Government Act 1993*).

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Part 5 – Moderation of social media platforms

Note: Councils and Council officials should be aware that they may be considered a 'publisher' of any content uploaded onto a social media platform they administer, including content that:

- is uploaded by a third party; and/or
- appears on their social media platform because they have 'liked,' 'shared,' or 'retweeted' the content, or similar.

5.1 Council officials who are responsible for the moderation of the Council's or Councillors' social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with this Part.

5.2 For the purposes of this Part, 'social media platform' and 'platform' means both the Council's and Councillors' social media platforms.

House Rules

5.3 Social media platforms must state or provide an accessible link to the 'House Rules' for engaging on the platform.

5.4 At a minimum, the House Rules should specify:

- a) the principles of social media engagement referred to in clause 1.1 of this Policy
- b) the type of behaviour or content that will result in that content being removed or 'hidden,' or a person being blocked or banned from the platform
- c) the process by which a person can be blocked or banned from the platform and rights of review
- d) a statement relating to privacy and personal information (see clause 7.4 of this policy)
- e) when the platform will be monitored (for example weekdays 8.30am – 4.30pm, during the Council's business hours)
- f) that the social media platform is not to be used for making complaints about the Council or Council officials.

5.5 For the purposes of clause 5.4(b), third parties engaging on social media platforms must not post or share comments, photos, videos, electronic recordings, or other information that:

- a) is defamatory, offensive, humiliating, threatening, or intimidating to Council officials or members of the public,
- b) contains profane language or is sexual in nature
- c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
- d) contains content about the Council, Council officials or members of the public that is misleading or deceptive
- e) breaches the privacy of Council officials or members of the public

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- f) contains allegations of suspected breaches of the Council's Code of Conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*,
- g) violates an order made by a court
- h) breaches copyright
- i) advertises, endorses, or solicits commercial products or business,
- j) constitutes spam
- k) would be in breach of the rules of the social media platform.

Removal or 'hiding' of content

- 5.6 Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind specified under clause 5.5, the moderator may remove or 'hide' that content.
- 5.7 Prior to removing or 'hiding' the content, the moderator must make a record of it (for example, a screenshot).
- 5.8 If the moderator removes or 'hides' the content under clause 5.6, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review.
- 5.9 A person may request a review of a decision by a moderator to remove or 'hide' content under clause 5.6. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 5.10 Where a review request is made under clause 5.9, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to remove or 'hide' the content.

Blocking or banning

- 5.11 If a person uploads content that is removed or 'hidden' under clause 5.6 of this Policy on three occasions, that person may be blocked or banned from all social media platforms.
- 5.12 A person may only be blocked or banned from a Council social media platform with the approval of the General Manager. This clause does not apply to blocking or banning a person from a Councillor's social media platform.
- 5.13 Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from all platforms and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.
- 5.14 The duration of the block or ban is to be determined by the General Manager, or in the case of a Councillor's social media platform, the Councillor.
- 5.15 Where a determination is made to block or ban a person from all social media platforms, the person must, where practicable, be notified in writing of the decision and the reasons for it.

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The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.

- 5.16 Despite clauses 5.11 to 5.15, where a person uploads content of a kind referred to under clause 5.5, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from the platform/all platforms may be imposed on the person immediately for a period no longer than 6 months.
- 5.17 A person who is blocked or banned from all platforms under clause 5.16 must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or ban is to be removed or retained under clauses 5.11 to 5.15.
- 5.18 A person may request a review of a decision to block or ban then from a social media platform. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 5.19 Where a review request is made under clause 5.18, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.
- 5.20 Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile, avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 5.11 to 5.19 do not apply.

Part 6 – Use of social media during emergencies

- 6.1 During emergencies, such as natural disasters or public health incidents, the media team will be responsible for the management of content on the Council's social media platforms.
- 6.2 To ensure consistent messaging both during and after an emergency, authorised users and Council officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.
- 6.3 Training on social media use during emergencies should be included in training and/or induction provided to authorised users and Councillors.

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Part 7 – Records management and privacy requirements

Records management

- 7.1 Social media content created, sent, and received by Council officials (including Councillors) acting in their official capacity is a Council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records management policies and practices.
- 7.2 You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this Policy, and consult with the Council's records manager and comply with the requirements of the *State Records Act 1998*.
- 7.3 When/if a Councillor's term of office concludes, the Councillor must contact the Council's records manager and General Manager to manage/transfer records of social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.
- 7.4 In fulfilling their obligations under clauses 7.1 to 7.3, Council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for Councils' and Councillors' social media content³.

Privacy considerations and requirements

- 7.5 Social media communications are in the public domain. Council officials should exercise caution about what personal information, if any, they upload onto social media.
- 7.6 The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by the Council and Councillors. To mitigate potential privacy risks, Council officials will:
- a) advise people not to provide personal information on social media platforms
 - b) inform people if any personal information they may provide on social media platforms is to be used for official purposes
 - c) moderate comments to ensure they do not contain any personal information
 - d) advise people to contact the Council or Councillors through alternative channels if they have personal information they do not want to disclose in a public forum.
- 7.7 Council officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their obligations, Council officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

³ See State Archives and Records Authority of NSW 'Government Recordkeeping / Advice and Resources / Local Government' and 'Social media recordkeeping for Councillors'

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Part 8 – Private use of social media

Note: Activities on social media websites are public activities. Even though privacy settings are available, content can still be shared and accessed beyond the intended recipients.

The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted⁴.

What constitutes 'private' use?

- 8.1 For the purposes of this Policy, a Council official's social media engagement will be considered 'private use' when the content they upload:
- a) is not associated with, or refers to, the Council, any other Council officials, contractors, related entities or any other person or organisation providing services to or on behalf of the Council, and
 - b) is not related to or does not contain information acquired by virtue of their employment or role as a Council official.
- 8.2 If a Council official chooses to identify themselves as a Council official, either directly or indirectly (such as in their user profile), then they will not be deemed to be acting in their private capacity for the purposes of this Policy.

Use of social media during work hours

- 8.3 Council staff may only access and engage on social media in their private capacity while at work during breaks.
- 8.4 Council staff who access and engage on social media in their private capacity during work hours must ensure it does not interfere with the performance of their official duties.

Part 9 – Concerns or complaints

- 9.1 Concerns or complaints about the administration of a Council's social media platforms should be made to the Council's General Manager in the first instance.
- 9.2 Complaints about the conduct of Council officials (including Councillors) on social media platforms may be directed to the General Manager.
- 9.3 Complaints about a General Manager's conduct on social media platforms may be directed to the Mayor.

⁴ Social Media: Guidance for Agencies and Staff (Government of South Australia) – page 9

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Part 10 – Definitions

In this Social Media Policy, the following terms have the following meanings:

Authorised user	members of Council staff who are authorised by the General Manager to upload content and engage on the Council's social media platforms on the Council's behalf
Council official	in the case of a Council - Councillors, members of staff and delegates of the Council (including members of Committees that are delegates of the Council);
Minor	for the purposes of clause 4.4(b) of this policy, is a person under the age of 18 years
Personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
Social media	online platforms and applications - such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Twitter, Snapchat, LinkedIn, Yammer, YouTube, Instagram, Flickr and Wikipedia

Part 11 – Policy Review

This Policy to be reviewed annually.

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Attachment 2 - Amended Social Media Policy July 2024



POLICY REGISTER

SOCIAL MEDIA POLICY

Policy adopted: 26th May 2022 Minute No. 135.5.22

Reviewed: 25th July 2024 Minute No.

File Ref: P13-1, A1-9.1

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DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/ Amendment Description	Approved By and Date
1.0	Divisional Manager Finance & Administration	Full review using Model OLG Policy	Council Minute No. 135.5.22 (26th May 2022)
2.0	General Manager and Council's Internal Auditor	Minor Amendments following review	Council Minute No. (25th July 2024)

ACCESS TO SERVICES

Warren Shire Council Administration Centre is located at:
Street Address: 115 Dubbo Street, WARREN NSW 2824
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Monday to Friday
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Council Offices are wheelchair accessible.

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Introduction

Social media – opportunities and challenges

Social media is at the heart of modern communication. Since its inception, social media has grown in popularity and influence and is now fundamental to not just how people interact with one another, but also to how we work, play and consume information and ideas.

Social media can be broadly defined as *online platforms and applications - such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content*¹. Significantly, one of social media's key features is its unprecedented reach and accessibility, in that anyone with a computer or mobile device can use social media to generate content which has the potential to be viewed and shared by hundreds of millions of people worldwide.

Despite its obvious benefits, social media also presents a variety challenges and risks. These include:

- the emergence of new, harmful forms of behaviour, such as cyber-bullying and trolling;
- maintaining the accuracy, reliability and integrity of information disseminated from multiple sources;
- organisations can be held liable for content uploaded onto their social media platforms by third parties²;
- content uploaded in a person's private capacity can adversely affect their employment and cause significant reputational damage to colleagues and employers; and
- rapid innovation can make it difficult to keep pace with emerging technologies and trends.

In addition, potential corruption risks may arise due to social media use. These include:

- customers, development proponents / objectors, tenderers, or other stakeholders grooming public officials by behaviors such as 'liking' specific posts, reposting content, or sending personal or private messages;
- public officials disclosing confidential or sensitive information;
- using social media for sponsorship opportunities, which may unfairly advantage one sponsor over another and lack transparency; and
- public agencies or officials promoting certain businesses by behaviour such as 'following' them, 'liking' content, or making comments, which may result in those businesses being favoured over others.

¹ NSW Department of Education. Social media policy: Implementation procedures – November 2018

² As confirmed by the High Court of Australia in *Fairfax Media Publications Pty Ltd v. Voller, Nationwide News Pty Limited v. Voller*, and *Australian News Channel Pty Ltd v. Voller*, 8 September 2021.

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Social media and local government in NSW

As in the federal and state jurisdictions, social media has become an important tool in government and political discourse at the local level. In the context of NSW local government, social media has two primary functions:

- a) it is used by Councils to interact and share information with their communities in an accessible and often more informal format.
- b) it enables Councillors to promote their achievements and address their constituents directly about community issues and events in ways that either complement or bypass traditional news and print media.

In addition, many Councils use social media as the platform through which they webcast their meetings. This increases transparency by providing visibility of Council decision making in real time.

However, Councils and Councillors are not immune from the challenges associated with social media, which can pose a significant risk both in a legal sense, and in terms of a Council's ability to operate in a unified and coordinated way. It is therefore vital that Councils have the right policy settings in place so that both Councils and Councillors can realise the full benefits of social media whilst mitigating risk.

The development and intent of this policy

The Social Media Policy has been developed using the Model Social Media Policy of the Office of Local Government (OLG) that was developed in consultation with Councils. It is applicable to Councils, County Councils and Joint Organisations.

The Social Media Policy sets out an exemplar approach by incorporating examples of best practice from the social media policies of a diverse range of NSW Councils, as well as from Commonwealth and State Government agencies.

The Social Media Policy provides Council with a robust framework for the administration and management of their social media platforms. It also sets standards of conduct for all Council officials who use social media in their official capacity. It has been developed to be fit-for-purpose in a digital age where innovation and emerging trends are the norm.

The Model Social Media Policy recognises that Councils use social media differently depending on factors such as a Council's size and resources, the demographics of a local government area, and Council's willingness to engage with their community in this way. For these reasons, the Model Social Media Policy ensures a degree of flexibility by including optional and adjustable provisions which enables each Council to tailor the policy to suit its own unique circumstances.

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Content of the Social Media Policy

At the heart of the Social Media Policy are the four 'Principles' of social media engagement. These are:

- Openness
- Relevance
- Accuracy
- Respect

These principles, which are expanded upon in Part 1, should underpin every aspect of a Council's social media activity and all Councils and Council officials should commit to upholding them.

Except for Part 8, this policy applies to Council social media pages and Councillor social media pages.

The Social Media Policy is structured as follows:

- | | |
|----------------|---|
| Part 1 | Sets out the principles of social media engagement for Councils |
| Part 2 | Contains two administrative models that Councils can adopt in relation to the management of their social media platforms |
| Part 3 | Details the administrative framework for Councillors' social media platforms |
| Part 4 | Prescribes the standards of conduct expected of Council officials when engaging on social media in an official capacity or in connection with their role as a Council official |
| Part 5 | Provides a framework by which Councils can remove or 'hide' content from their social media platforms, and block or ban third parties |
| Part 6 | Prescribes how Councils' social media platforms should be used during emergencies |
| Part 7 | Contains information about records management and privacy requirements relating to social media |
| Part 8 | Relates to personal use of social media by Council officials |
| Part 9 | Provides information about where concerns or complaints about a Councils' or Council officials' social media platform(s), or the conduct of Council officials on social media, can be directed. |
| Part 10 | Definitions |
| Part 11 | Policy Review |

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Warren Shire Council – Social Media Policy

Part 1 – Principles

1.1 We, the Councillors, staff, and other officials of Warren Shire Council, are committed to upholding and promoting the following principles of social media engagement:

Openness	Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve.
Relevance	We will ensure our social media platforms are kept up to date with informative content about our Council and community.
Accuracy	The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.
Respect	Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this Policy and our Council's Code of Conduct when using our social media platforms and any other social media platform.

Part 2 – Administrative framework for Council's social media platforms

Platforms

2.1 Council may have a presence on the following platforms:

- Facebook
- LinkedIn
- Instagram

2.2 Council's social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.

Establishment and deletion of Council social media platforms

2.3 A new Council social media platform, or a social media platform proposed by a Council related entity (for example, a Council Committee), can only be established or deleted by **Council's General Manager**.

2.4 Where a Council social media platform is established or deleted in accordance with clause 2.3, the General Manager or their delegate may amend clause 2.1 of this Policy without the need for endorsement by the Council's governing body.

The role of the General Manager

2.5 The role of the General Manager is to:

- a) approve and revoke a staff member's status as an authorised user

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- b) develop and/or approve the training and/or induction to be provided to authorised users
- c) maintain a register of authorised users
- d) maintain effective oversight of authorised users
- e) ensure the Council adheres to the rules of the social media platform(s)
- f) coordinate with the Council's media team to ensure the Council's social media platforms are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.

2.6 The General Manager is an authorised user for the purposes of this Policy.

Authorised users

- 2.7 Authorised users are members of Council staff who are authorised by the General Manager to upload content and engage on social media on the Council's behalf.
- 2.8 Authorised users should be members of Council staff that are responsible for managing, or have expertise in, the events, initiatives, programs, or policies that are the subject of the social media content.
- 2.9 The General Manager will appoint authorised users when required.
- 2.10 An authorised user must receive a copy of this Policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.

2.11 The role of an authorised user is to:

- a) ensure, to the best of their ability, that the content they upload onto social media platforms is accurate
- b) correct inaccuracies in Council generated content
- c) engage in discussions and answer questions on Council's behalf on social media platforms
- d) keep the Council's social media platforms up to date
- e) moderate the Council's social media platforms in accordance with Part 5 of this Policy
- f) ensure the Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media (see clauses 7.1 to 7.4 of this Policy)

2.12 When engaging on social media on Council's behalf (such as, but not limited to, on a community social media page), an authorised user must identify themselves as a member of Council staff, but they are not obliged to disclose their name or position within the Council.

2.13 Authorised users must not use Council's social media platforms for personal reasons.

Administrative tone

- 2.14 Authorised users upload content and engage on social media on the Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role.
- 2.15 Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

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Register of authorised users

2.16 The General Manager will maintain a register of authorised users. This register is to be reviewed annually to ensure it is fit-for-purpose.

Ceasing to be an authorised user

2.17 The General Manager may revoke a staff member's status as an authorised user, if:

- a) the staff member makes such a request
- b) the staff member has not uploaded content onto any of the Council's social media platforms in the last twelve months.
- c) the staff member has failed to comply with this Policy
- d) the General Manager is of the reasonable opinion that the staff member is no longer suitable to be an authorised user.

Part 3 – Administrative framework for Councillors' social media platforms

3.1 For the purposes of this Policy, Councillor social platforms are not Council social media platforms. Part 2 of this Policy does not apply to Councillors' social media platforms.

3.2 Councillors are responsible for the administration and moderation of their own social media platforms (in accordance with Parts 3 and 5 of this Policy), and ensuring they comply with the record keeping obligations under the *State Records Act 1998* (see clauses 7.1 to 7.4 of this policy) and Council's Records Management Policy in relation to social media.

3.3 Clause 3.2 also applies to Councillors in circumstances where another person administers, moderates, or uploads content onto their social media platform.

3.4 Councillors must comply with the rules of the platform when engaging on social media.

Induction and training

3.5 Councillors who engage, or intend to engage, on social media must receive induction training on social media use. Induction training can be undertaken either as part of the Councillor's induction program or as part of their ongoing professional development program.

Identifying as a Councillor

3.6 Councillors must identify themselves on their social media platforms in the following format:

Councillor "First Name and Last Name."

3.7 A Councillor's social media platform must include a profile photo which is a clearly identifiable image of the Councillor.

3.8 If a Councillor becomes or ceases to be the Mayor, Deputy Mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the Councillor's social media platforms and updated within one month of a change in circumstances.

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Other general requirements for Councillors' social media platforms

3.9 Councillor social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.

3.10 A Councillor's social media platform must include a disclaimer to the following effect:

"The views expressed and comments made on this social media platform are my own and not that of the Council."

3.11 Despite clause 3.10, Mayoral or Councillor media releases and other content that has been authorised according to the Council's media and communications protocols may be uploaded onto a Councillor's social media platform.

3.12 Councillors may upload publicly available Council information onto their social media platforms.

3.13 Councillors may use more personal, informal language when engaging on their social media platforms.

Councillor queries relating to social media platforms

3.14 Questions from Councillors relating to their obligations under this Policy, technical queries relating to the operation of their social media platforms, or managing records on social media may be directed to the General Manager in the first instance, in accordance with Council's Councillor requests protocols.

Other social media platforms administered by Councillors

3.15 A Councillor must advise the General Manager of any social media platforms they administer on which content relating to the Council or Council officials is, or is expected to be, uploaded. The Councillor must do so within:

- a) Three months of becoming a Councillor, or
- b) One month of becoming the Administrator.

Part 4 – Standards of conduct on social media

4.1 This Policy only applies to Council officials' use of social media in an official capacity or in connection with their role as a Council official. The Policy does not apply to personal use of social media that is not connected with a person's role as a Council official.

4.2 Council officials must comply with the Council's Code of Conduct when using social media in an official capacity or in connection with their role as a Council official.

4.3 Council officials must not use social media to post or share comments, photos, videos, electronic recordings, or other information that:

- a) is defamatory, offensive, humiliating, threatening, or intimidating to other Council officials or members of the public
- b) contains profane language or is sexual in nature

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- c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
 - d) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
 - e) contains content about the Council, Council officials or members of the public that is misleading or deceptive
 - f) divulges confidential Council information
 - g) breaches the privacy of other Council officials or members of the public
 - h) contains allegations of suspected breaches of the Council's Code of Conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*
 - i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
 - j) commits the Council to any action
 - k) violates an order made by a court
 - l) breaches copyright
 - m) advertises, endorses, or solicits commercial products or business
 - n) constitutes spam
 - o) is in breach of the rules of the social media platform.
- 4.4 Council officials must:
- a) attribute work to the original author, creator or source when uploading or linking to content produced by a third party
 - b) obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified.
- 4.5 Council officials must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content.
- 4.6 Council officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Part.
- 4.7 Councillors must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did. (see section 232(1)(f) of the *Local Government Act 1993*).

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Part 5 – Moderation of social media platforms

Note: Councils and Council officials should be aware that they may be considered a 'publisher' of any content uploaded onto a social media platform they administer, including content that:

- is uploaded by a third party; and/or
- appears on their social media platform because they have 'liked,' 'shared,' or 'retweeted' the content, or similar.

5.1 Council officials who are responsible for the moderation of the Council's or Councillors' social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with this Part.

5.2 For the purposes of this Part, 'social media platform' and 'platform' means both the Council's and Councillors' social media platforms.

House Rules

5.3 Social media platforms must state or provide an accessible link to the 'House Rules' for engaging on the platform.

5.4 At a minimum, the House Rules should specify:

- a) the principles of social media engagement referred to in clause 1.1 of this Policy
- b) the type of behaviour or content that will result in that content being removed or 'hidden,' or a person being blocked or banned from the platform
- c) the process by which a person can be blocked or banned from the platform and rights of review
- d) a statement relating to privacy and personal information (see clause 7.4 of this policy)
- e) when the platform will be monitored (for example weekdays 8.30am – 4.30pm, during the Council's business hours)
- f) that the social media platform is not to be used for making complaints about the Council or Council officials.

5.5 For the purposes of clause 5.4(b), third parties engaging on social media platforms must not post or share comments, photos, videos, electronic recordings, or other information that:

- a) is defamatory, offensive, humiliating, threatening, or intimidating to Council officials or members of the public,
- b) contains profane language or is sexual in nature
- c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory
- d) contains content about the Council, Council officials or members of the public that is misleading or deceptive
- e) breaches the privacy of Council officials or members of the public

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- f) contains allegations of suspected breaches of the Council's Code of Conduct or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*,
- g) violates an order made by a court
- h) breaches copyright
- i) advertises, endorses, or solicits commercial products or business,
- j) constitutes spam
- k) would be in breach of the rules of the social media platform.

Removal or 'hiding' of content

- 5.6 Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind specified under clause 5.5, the moderator may remove or 'hide' that content.
- 5.7 Prior to removing or 'hiding' the content, the moderator must make a record of it (for example, a screenshot).
- 5.8 If the moderator removes or 'hides' the content under clause 5.6, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review.
- 5.9 A person may request a review of a decision by a moderator to remove or 'hide' content under clause 5.6. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 5.10 Where a review request is made under clause 5.9, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to remove or 'hide' the content.

Blocking or banning

- 5.11 If a person uploads content that is removed or 'hidden' under clause 5.6 of this Policy on three occasions, that person may be blocked or banned from all social media platforms.
- 5.12 A person may only be blocked or banned from a Council social media platform with the approval of the General Manager. This clause does not apply to blocking or banning a person from a Councillor's social media platform.
- 5.13 Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from all platforms and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.
- 5.14 The duration of the block or ban is to be determined by the General Manager, or in the case of a Councillor's social media platform, the Councillor.
- 5.15 Where a determination is made to block or ban a person from all social media platforms, the person must, where practicable, be notified in writing of the decision and the reasons for it.

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The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.

- 5.16 Despite clauses 5.11 to 5.15, where a person uploads content of a kind referred to under clause 5.5, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from the platform/all platforms may be imposed on the person immediately for a period no longer than 6 months.
- 5.17 A person who is blocked or banned from all platforms under clause 5.16 must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or ban is to be removed or retained under clauses 5.11 to 5.15.
- 5.18 A person may request a review of a decision to block or ban then from a social media platform. The request must be made in writing to the General Manager and state the grounds on which the request is being made.
- 5.19 Where a review request is made under clause 5.18, the review is to be undertaken by the General Manager or a member of staff nominated by the General Manager who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the General Manager, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.
- 5.20 Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile, avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 5.11 to 5.19 do not apply.

Part 6 – Use of social media during emergencies

- 6.1 During emergencies, such as natural disasters or public health incidents, the media team will be responsible for the management of content on the Council's social media platforms.
- 6.2 To ensure consistent messaging both during and after an emergency, authorised users and Council officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.
- 6.3 Training on social media use during emergencies should be included in training and/or induction provided to authorised users and Councillors.

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Part 7 – Records management and privacy requirements

Records management

- 7.1 Social media content created, sent, and received by Council officials (including Councillors) acting in their official capacity is a Council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records management policies and practices.
- 7.2 You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this Policy, and consult with the Council's records manager and comply with the requirements of the *State Records Act 1998*.
- 7.3 When/if a Councillor's term of office concludes, the Councillor must contact the Council's records manager and General Manager to manage/transfer records of social media content created during their term of office and comply with the requirements of the *State Records Act 1998*.
- 7.4 In fulfilling their obligations under clauses 7.1 to 7.3, Council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for Councils' and Councillors' social media content³.

Privacy considerations and requirements

- 7.5 Social media communications are in the public domain. Council officials should exercise caution about what personal information, if any, they upload onto social media.
- 7.6 The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by the Council and Councillors. To mitigate potential privacy risks, Council officials will:
- a) advise people not to provide personal information on social media platforms
 - b) inform people if any personal information they may provide on social media platforms is to be used for official purposes
 - c) moderate comments to ensure they do not contain any personal information
 - d) advise people to contact the Council or Councillors through alternative channels if they have personal information they do not want to disclose in a public forum.
- 7.7 Council officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their obligations, Council officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

³ See State Archives and Records Authority of NSW 'Government Recordkeeping / Advice and Resources / Local Government' and 'Social media recordkeeping for Councillors'

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 2

REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

CONTINUED

Part 8 – Private use of social media

Note: Activities on social media websites are public activities. Even though privacy settings are available, content can still be shared and accessed beyond the intended recipients.

The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted⁴.

What constitutes 'private' use?

- 8.1 For the purposes of this Policy, a Council official's social media engagement will be considered 'private use' when the content they upload:
- a) is not associated with, or refers to, the Council, any other Council officials, contractors, related entities or any other person or organisation providing services to or on behalf of the Council, and
 - b) is not related to or does not contain information acquired by virtue of their employment or role as a Council official.
- 8.2 If a Council official chooses to identify themselves as a Council official, either directly or indirectly (such as in their user profile), then they will not be deemed to be acting in their private capacity for the purposes of this Policy.

Use of social media during work hours

- 8.3 Council staff may only access and engage on social media in their private capacity while at work during breaks.
- 8.4 Council staff who access and engage on social media in their private capacity during work hours must ensure it does not interfere with the performance of their official duties.

Part 9 – Concerns or complaints

- 9.1 Concerns or complaints about the administration of a Council's social media platforms should be made to the Council's General Manager in the first instance.
- 9.2 Complaints about the conduct of Council officials (including Councillors) on social media platforms may be directed to the General Manager.
- 9.3 Complaints about a General Manager's conduct on social media platforms may be directed to the Mayor.

⁴ Social Media: Guidance for Agencies and Staff (Government of South Australia) – page 9

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ITEM 2

REVIEW OF COUNCIL'S SOCIAL MEDIA POLICY

CONTINUED

Part 10 – Definitions

In this Social Media Policy, the following terms have the following meanings:

Authorised user	members of Council staff who are authorised by the General Manager to upload content and engage on the Council's social media platforms on the Council's behalf
Council official	in the case of a Council - Councillors, members of staff and delegates of the Council (including members of Committees that are delegates of the Council);
Minor	for the purposes of clause 4.4(b) of this policy, is a person under the age of 18 years
Personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
Social media	online platforms and applications - such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Twitter, Snapchat, LinkedIn, Yammer, YouTube, Instagram, Flickr and Wikipedia

Part 11 – Policy Review

This Policy should be reviewed every 4 years or within 12 months of a Council election. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 25th July 2024

ITEM 1 CLOSED CIRCUIT TELEVISION (CCTV) AND WORKPLACE SURVEILLANCE (P13-1, L7-1.5)

RECOMMENDATION that:

1. The information be received and noted;
2. The Workplace Surveillance Policy, Warren Code of Practice Closed Circuit Television (CCTV) System and the Closed Circuit Television (CCTV) System Policy be placed on public exhibition for a minimum of 28 days: and
3. Subject to no adverse submissions being received, the Policies and Code of Practice as amended be adopted.

PURPOSE

To amend the Workplace Surveillance Policy, Warren Code of Practice Closed Circuit Television (CCTV) System, and the Closed Circuit Television (CCTV) System Policy in order to provide a framework to assist Council when dealing with Workplace Surveillance and the use and management of the expanded CCTV system.

BACKGROUND

As part of the Local Road & Community Infrastructure Grant Program Phase 4, Council has commenced a project to roll out additional CCTV Cameras around Warren and implement a Security Camera Video Management Software known as "NX Witness."

NX Witness capabilities/benefits:

- Will link compatible IP cameras from most brands into a single platform for viewing and management.
- One time licence fee for cameras.
- Ability to incorporate AIRA face recognition.
- Mobile and Desktop client.
- Smart Events assistant to quickly jump to movement events.
- 16x speed footage replay.
- Link in with the NSW Police Force.
- No ongoing fees.
- Straight forward operation, simple system to pick up and learn.

NX Witness is currently used by NSW Police Force so integration will not be an issue. This software allows all compatible camera brands at Warren to link into the one single cohesive management system. NX Witness is popular with Councils due to no ongoing fees.

The upgrade of the management software to NX Witness allows the NSW Police Force to directly access the CCTV data without needing to request it from Council.

REPORT

At the heart of the amendments to the three documents is to ensure Council complies with the requirements of the NSW Guidelines and Statute. The draft documents clearly identify whom can access the collected data and what the collected data can be utilised for.

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ITEM 1 CLOSED CIRCUIT TELEVISION (CCTV) AND WORKPLACE SURVEILLANCE

CONTINUED

The draft documents provide a framework for the NSW Police Force to view, download and utilise the collected data in a much streamlined process.

The amendments to the documents reflect the expanded footprint of the CCTV system as well as the management and usage requirements.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

The Draft Policies and Code of Practice align with the requirements of the NSW Guidelines and Statute and clearly identifies the limits of responsibility for all parties involved.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

The amended documents have been reviewed by Councils Contract Internal Auditor who commented;

“I have read the two Policy documents, the Code of Practice and the relevant amendments made. The documents align with the requirements of the NSW Guidelines and Statute. They are legally sound and read well”.

Other/Additional Consultation will involve at minimum 28 days public notice.

The automatic adopting of the amended Policy and Code of Practice would only be undertaken if no adverse submissions are received.

OPTIONS

Council has the option of adopting or not adopting the amended Draft Workplace Surveillance Policy, Warren Code of Practice Closed Circuit Television (CCTV) System and Closed Circuit Television (CCTV) System Policy, however it would prevent Council and the NSW Police Force from utilising the data collected via CCTV or other systems as effectively as possible.

CONCLUSION

The Draft Workplace Surveillance Policy, Warren Code of Practice Closed Circuit Television (CCTV) System and Closed Circuit Television (CCTV) System Policy ensures Council provides a framework to assist dealing with CCTV and Workplace Surveillance.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.1.5 Work with local Police and the community to ensure that our community is safe.
- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater, water and sewer infrastructure) to acceptable community standards.
- 3.4.1 Continually upgrade streetscapes in Warren, Nevertire and Collie to create attractive places to live and to visit.

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ITEM 1 CLOSED CIRCUIT TELEVISION (CCTV) AND WORKPLACE SURVEILLANCE

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SUPPORTING INFORMATION /ATTACHMENTS

1. Draft Workplace Surveillance Policy,
2. Draft Warren Code of Practice Closed Circuit Television (CCTV) System; and
3. Draft Closed Circuit Television (CCTV) System Policy

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager Engineering Services
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ITEM 1 CLOSED CIRCUIT TELEVISION (CCTV) AND WORKPLACE SURVEILLANCE

CONTINUED

Attachment 1



POLICY REGISTER

WORKPLACE SURVEILLANCE POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 8th July 2024

File Ref: P13-1

WARREN SHIRE COUNCIL

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ITEM 1

CLOSED CIRCUIT TELEVISION (CCTV) AND WORKPLACE SURVEILLANCE

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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 (27 th September 2018)
2.0	Town Services Manager July 2024	Second Edition	Council Minute No.

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 25th July 2024

ITEM 1

CLOSED CIRCUIT TELEVISION (CCTV) AND WORKPLACE SURVEILLANCE

CONTINUED

Warren Shire Council – Workplace Surveillance Policy

1 Purpose

Technology improvements have made devices which fall within the statutory definition of surveillance devices commonplace. In the course of normal operations, Warren Shire Council (Council) uses these devices and the information and data they generate due to the business benefits they provide. These benefits include, but are not limited to:

- Potential to deter vandalism and/or a possible assailant
- Reduce the safety risks associated with workers, customers and others in the workplace
- Optimise efficiency and customer service
- Gather operational data for workforce and fleet management efficiency gains (e.g. work allocation and route improvements)
- Identifying geographical location of a worker in the event of an emergency
- Using data and information to defend staff against incorrect allegations
- Increasing information available when conducting investigations (e.g. code of conduct and fraud related complaints, defending Council)
- Assist in scheduling and allocation of tasks to work teams

The *Workplace Surveillance Act 2005 (NSW)* (WS Act) sets out the legal requirements regarding the use of these devices and information generated.

The purpose of this Policy is to:

- Detail Council's commitment to ensuring that it complies with the requirements of this legislation;
- Explain to employees and contractors the types of surveillance that may be carried out in the workplace; and
- Explain the responsibilities of management in regard to the introduction of workplace surveillance.

Where there is an inconsistency between this Policy and the WS Act, the WS Act prevails.

2 Who this Policy applies to

This Policy applies to all Councillors, Council employees and contractors, and at all Council premises.

This Policy does not form part of any employee's contract of employment nor does it form part of any contractor's contract with Council.

3 Workplace Surveillance

The WS Act requires Council to provide notification to its employees regarding workplace surveillance and prescribes how this notification must be conducted. The following sections of this Policy details Council's notification.

3.1 Notice of surveillance

This Policy is the written notification to Council employees regarding Council's activities that fall within the statutory definitions of surveillance.

3.2 Kind of surveillance to be carried out by Council

The types of workplace surveillance that Council conducts include:

- Closed Circuit Television Camera surveillance (CCTV)
- Computer surveillance

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CLOSED CIRCUIT TELEVISION (CCTV) AND WORKPLACE SURVEILLANCE

CONTINUED

Warren Shire Council – Workplace Surveillance Policy

- Tracking surveillance

3.2.1 Camera surveillance

The primary purpose of Council's camera surveillance is for security. Surveillance cameras are mainly at entries, exits and around the exteriors of Council facilities and buildings, however some do exist within Council's Offices. Council also uses cameras in spaces where there is public and Council interaction (e.g. Council Chambers, Meeting Rooms, customer service areas, library etc.). As these spaces are also workplaces, the WS Act applies and Council will:

- Ensure that Surveillance cameras (including their casings or other equipment generally indicating the presence of a camera) are clearly visible where surveillance is taking place.
- Clearly display visible signs at each workplace entrance notifying people that they may be *under surveillance*.

Council may also have "in car" dash cameras within Council vehicles which can also record audio within the vehicle. Council will clearly display a notice within each vehicle indicating that it has an "in car" dash camera which can also record audio.

Council also installs surveillance cameras in and near worksites, plant and fleet to monitor out of hours security when a site is unoccupied (e.g. identify plant, equipment and fuel theft).

Generally, onsite staff will be aware of and/or involved in the installation of these cameras and this Policy is further notification to staff that these cameras are used.

Access to and use of information collected using camera surveillance is to be in accordance with the Closed Circuit Television System Policy.

3.2.2 Computer surveillance

Use of Council's computers and email and internet accounts generate vital information and data which is considered to be Council's property and is managed accordingly. Council may from time to time retrieve and review such information and data in accordance with this Policy.

Examples of information and data that may be accessed and reviewed can include, but is not limited to:

- System storage and download volumes
- Internet usage and access
- Suspected malicious code or viruses
- Email usage
- Computer hard drives
- Mobile telephone/smartphone/mobile device use, access and locational records (e.g. all mobile phone bills state the general location calls/texts were made from)
- Use of WIFI access points
- Access and use of Council Software
- Information and Communications Technology logs, backups and archives
- Records from MFDs

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CLOSED CIRCUIT TELEVISION (CCTV) AND WORKPLACE SURVEILLANCE

CONTINUED

Warren Shire Council – Workplace Surveillance Policy

Selective staff as authorised by the General Manager are to monitor the above to maintain network stability, continuity of service and compliance.

Council will not carry out computer surveillance of an employee unless it is carried out in accordance with this Policy.

Council reserves the right to prevent (or cause to be prevented) the delivery of an email sent to or from staff, or access to an internet website (including a social networking site) by staff, if it contains, refers or links to:

- Obscene, offensive or inappropriate material (for example, material of a sexual, indecent or pornographic nature)
- Material that causes or may cause insult, offence, intimidation or humiliation
- Defamatory or may incur liability or adversely impacts Council's image or reputation
- Illegal, unlawful or inappropriate
- Anything that does or potentially affects the performance of, or cause damage to or overload Council's computer network, or internal or external communications in any way
- Anything that gives the impression of, or is representing, giving opinions or making statements on behalf of Council without proper delegation

Where an email is prevented from being delivered to or from staff, they will receive a notice that informs them that the delivery of the email was prevented.

Notice will not be given if:

- The email was considered to be SPAM, or contain potentially malicious software
- The content of the email (or any attachment) would or might have resulted in an unauthorised interference with, damage to or operation of any program run or data stored on any of Council's equipment
- The email (or any attachment) would be regarded by a reasonable person as being, in all the circumstances, menacing, harassing or offensive
- An email sent by a user if Council was not aware (and could not reasonably be expected to be aware) of the identity of the user who sent the email or that the email was *sent by the user*.

The Manager approved by the General Manager has responsibility for access and use of data collected via computer surveillance carried out in accordance with this section.

Employee's and contractor's obligations when using Council's computers and other IT resources are set out in Model Code of Conduct for Local Councils in NSW and Council's Social Media Policy.

3.2.3 Tracking surveillance

Council uses devices and technology that has tracking capability including but not limited to:

- GPS tracking within Council vehicle, truck and plant fleet
- Council supplied radios (including those used for isolated worker management)
- "On person" isolated worker devices
- Council issued mobile phones, smart phones, tablets and computers with GPS/WiFi capability

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CONTINUED

Warren Shire Council – Workplace Surveillance Policy

This data will be used for (but not limited to):

- Planning and scheduling works
- Monitoring performance data for maintenance and repair requirements
- Knowing the location of plant, fleet and staff to reduce response times to customer requests and emergency works
- Monitoring travel to identify opportunities to increase tool time
- Identify staff, plant and fleet locations and respond to emergencies
- Investigations due to complaints, customer requests and incidents
- Information availability and access requirements

Where a vehicle, truck, plant or other item has tracking capability, Council will clearly display a notice on the item indicating that it is subject to tracking surveillance.

The General Manager will provide written authorisation for Council Staff to have access to the data collection system under this Policy. Where the General Manager requires access to the data collection system, such written approval will be provided by the Mayor.

Authorised staff have responsibility for access and use of data collected via tracking surveillance carried out in accordance with this section.

Employee's obligations when using Council's plant and fleet are detailed in Council's Motor Vehicle Policy. Council's Isolated Worker Management is detailed in the Isolated Worker Procedure.

3.2.3.1 Infrastructure Construction and Maintenance plant and fleet

In addition to the above, Operational Plant and Fleet tracking data may be displayed on a screen at Council's main depots and monitored in real time by relevant staff for the purposes of scheduling and allocation of work.

Further, maintenance scheduling and workshop staff will have access to Plant and Fleet performance and usage data, collected via tracking surveillance, in order to assist in the prioritising and scheduling of maintenance and repair to improve efficiency and maintenance management.

3.2.3.2 Isolated/Remote Workers

Council's "One person" isolated worker devices (i.e. man down) are used to identify the location of an isolated/remote site worker in an emergency. Staff required to use these will be informed that they are required to carry the device whilst working alone at work.

Council's "One person" isolated worker device data and information will be accessible, retrieved and used without further authorisation in the following circumstances:

- A worker fails to return to base at the expected time
- A worker does not respond to repeated attempts to contact them.
- A pendant alarm is activated.
- A tilt switch alarm is activated.
- A portable radio panic button is activated.
- An emergency situation requires the ability to locate council vehicles.

3.3 How the surveillance will be carried out

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CLOSED CIRCUIT TELEVISION (CCTV) AND WORKPLACE SURVEILLANCE

CONTINUED

Warren Shire Council – Workplace Surveillance Policy

Surveillance will be carried out in accordance with this Policy.

3.4 When will surveillance start

Where surveillance was already in place prior to this version of this Policy, it will continue. Where surveillance is new, implementation will be 14 days after the approval date of the Policy.

3.5 Surveillance will be continuous

All forms of surveillance (Camera, Computer and Tracking surveillance) will be continuous and Council will carry out surveillance of any user at such times of Council's choosing and without further notice to any user in accordance with the WS Act and this Policy.

3.6 Surveillance will be ongoing

Surveillance, as detailed within this Policy, will be ongoing unless specified within an amendment and subsequent approval of this Policy.

3.7 Changes in technology

As technology improves and changes, other devices are likely to become available and will generate surveillance data and information. Where this happens, devices, information and/or data will be managed in accordance with the WS Act and this Policy.

3.8 Prohibited Surveillance

Council will not, in accordance with the WS Act:

- Conduct surveillance of change rooms and bathrooms
- Use work surveillance devices while employees are not at work, unless the surveillance is computer surveillance of the use by the employee of equipment or resources provided by or at the expense of Council.
- Prevent, or cause to be prevented, delivery of an email sent to or by, or access to an Internet *website by, an employee of Council unless:*
 - It is in accordance with this Policy
 - Council has (as soon as practicable) provided the employee a prevented delivery notice by email or otherwise, unless notice is not required in accordance with s17(2)-(3) of the WS Act
- Prevent *delivery of an email or access to a website merely because:*
 - the email was sent by or on behalf of an industrial organisation of employees or an officer of such an organisation, or
 - the website or email contains information relating to industrial matters (within the meaning of the *Industrial Relations Act 1996 (NSW)*).

4 Covert Surveillance

Council will not carry out, or cause to be carried out, covert surveillance unless it is in accordance with the requirements of Part 4 of the WS Act.

5 Surveillance Information and Data

All Council staff shall at all times be compliant with Council's Code of Conduct and maintain strict confidentiality of all Council records, information and data. Council will ensure that surveillance information and records are not used or disclosed unless the use or disclosure is:

- For a legitimate purpose related to the employment of Council employees or Council's legitimate business activities or functions, or

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CLOSED CIRCUIT TELEVISION (CCTV) AND WORKPLACE SURVEILLANCE

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Warren Shire Council – Workplace Surveillance Policy

- To a member or officer of a law enforcement agency for use in connection with the detection, investigation or prosecution of an offence, or
- For a purpose that is directly or indirectly related to the taking of civil or criminal proceedings, or
- Reasonably believed to be necessary to avert an imminent threat of serious violence to persons or of substantial damage to property.

For the avoidance of doubt, the Council may use or rely on surveillance records for the purposes of taking disciplinary or other appropriate action against employees or investigating a reasonable suspicion that an employee has breached their employment obligations.

Access requests outside of this Policy are to be made in accordance with the relevant Surveillance data access procedure(s).

6 Installation of Surveillance Devices

Any installations of surveillance devices must be in accordance with the *WS Act, Surveillance Devices Act 2007 (NSW)* and this Policy.

7 Policy breach

Any employee found to be in breach of this Policy will be subject to appropriate disciplinary actions, as stipulated in the up to and including summary dismissal. Any contractor found to be in breach of this Policy will be subject to appropriate disciplinary action, up to and including summary dismissal.

8 Definitions

Surveillance: of an employee means surveillance of an employee by any of the following means (s3 WS Act):

- a) **camera surveillance**, which is surveillance by means of a camera that monitors or records visual images of activities on premises or in any other place,
- b) **computer surveillance**, which is surveillance by means of software or other equipment that monitors or records the information input or output, or other use, of a computer (including, but not limited to, the sending and receipt of emails and the accessing of Internet websites),
- c) **tracking surveillance**, which is surveillance by means of an electronic device the primary purpose of which is to monitor or record geographical location or movement (such as a Global Positioning System tracking device).

Surveillance information: means information obtained, recorded, monitored or observed as a consequence of surveillance of an employee.

Covert surveillance: means surveillance of an employee while at work for an employer carried out or caused to be carried out by the employer and not carried out in compliance with the requirements of Part 2 of the WS Act.

Workplace: means premises, or any other place, where employees work, or any part of such premises or place.

9 Key Responsibilities

Overall responsibility of this Policy is with the General Manager. Responsibility for the management and implementation of this Policy is with the Council Staff appointed by the General Manager. Other responsibilities are detailed within this Policy.

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Warren Shire Council – Workplace Surveillance Policy

10 References

- Government Information (Public Access) Act 2009 (NSW)
- Industrial Relations Act 1996 (NSW)
- Local Government Act 1993 (NSW)
- Privacy and Personal Information Protection Act 1998 (NSW) and associated Regulations
- State Records Act 1998 (NSW)
- Surveillance Devices Act 2007 (NSW)
- Workplace Surveillance Act 2005 (NSW) and associated Regulations

11. Review

This Policy should be reviewed every 4 years or within 12 months of a Council election. The Policy may be reviewed and amended at any time at the Council's discretion (or if legislative changes occur).

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager Engineering Services
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ITEM 1 CLOSED CIRCUIT TELEVISION (CCTV) AND WORKPLACE SURVEILLANCE

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Attachment 2



POLICY REGISTER

CODE OF PRACTICE

CLOSED CIRCUIT TELEVISION (CCTV) SYSTEM

Policy adopted: 27th April 2017

Minute No. 105.4.17

Reviewed: 8th July 2024

File Ref: P13-1

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1.0	27 th April 2017	First Edition	Council Minute No. 105.4.17
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ITEM 1

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Warren Shire Council – Code of Conduct CCTV System Policy

1. OVERVIEW

1.1. Key Principles

- 1.1.1. This Code of Practice contains the basic standards in accordance with which the Warren Shire Council's CCTV System will be operated.
- 1.1.2. The Code of Practice is based on 15 key principles. In each section the key principle is stated, followed by further explanatory information.
- 1.1.3. The key principles are as follows:

Principle 1

The CCTV System will be operated fairly, within applicable law and only for the purposes for which it is established, or which are subsequently agreed in accordance with this Code of Practice.

Principle 2

The CCTV System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3

The public interest in the operation of the CCTV System will be recognised by ensuring the security and integrity of operational procedures.

Principle 4

The Warren Shire Council has primary responsibility for compliance with the purposes and objectives of the CCTV System, for the maintenance, management and security of the System, and the protection of the interests of the public in relation to the System.

Principle 5

As a partner to Warren Shire Council's CCTV System, the NSW Police Force will act in accordance with the Code of Practice.

Principle 6

The Warren Shire Council will be accountable to the public for the effective operation and management of the CCTV System.

Principle 7

The public will be provided with clear and easily accessible information in relation to the operation of Warren Shire Council's CCTV System.

Principle 8

Regular monitoring and evaluation of the CCTV System will be undertaken to identify whether the purposes of the Program are being complied with and objectives are being achieved.

Principle 9

Staff involved with the operation of the CCTV System, whether they be operators or managers, will meet the highest standards of probity.

Principle 10

Access to the CCTV System will be restricted to authorised Council staff and NSW Police Force members

Principle 11

Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV System.

Principle 12

Information will be obtained fairly and in accordance with the privacy provisions of the Code of Practice.

I:\Policies and Procedures - File P13\Policies\Draft\Code Of Practice Closed Circuit Television (CCTV) System
Policy.docxCode of Conduct CCTV System Policy

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ITEM 1

CLOSED CIRCUIT TELEVISION (CCTV) AND WORKPLACE SURVEILLANCE

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Principle 13

The retention of and access to recorded material will be only for the purposes provided for by this Code of Practice. Recorded material will be retained for approximately 30 days unless they are required in relation to the investigation of crime or for court proceedings. They will then be erased, taped over, or destroyed.

Principle 14

Contact related to the CCTV System between Warren Shire Council staff and the NSW Police Force, will be conducted strictly in accordance with the Code of Practice.

Principle 15

The CCTV System will address the interests of all who may be affected by it, and not be confined to the interests of the Warren Shire Council or the needs of the criminal justice system.

2. PRELIMINARY INFORMATION

2.1. Introduction

- 2.1.1. The CCTV system forms part of a package of measures to tackle crime and anti-social behaviour in Warren.

In terms of public safety, correctly designed CCTV systems can be of considerable importance to the effectiveness of police response to crime and antisocial behaviour. It is essential to maintain public trust and confidence in the use of such CCTV systems. The key to maintaining this support is ensuring that CCTV is used responsibly with effective information and privacy safeguards.

- 2.1.2. The area in which the CCTV system operates can be described as Warren CBD, Lions Park, Councils Administration Building and Community Room, Macquarie Park, Warren War Memorial Swimming Pool, Splash Park, Carter Oval Sporting Precinct, Warren Skate Park, Warren Council Works Depot, Showground/Racecourse, Bob Christien Reserve, Ebert Park, Oxley Park, Matthew Collins Walkway, Ravenswood Park, Victoria Park and the Ewenmar Waste Depot.

- 2.1.3. The CCTV System is only one of several initiatives designed to assist in preventing crimes against the person and malicious damage to property in CBD. It is recognised, however, that such crime will never totally be prevented.

2.2. Code of Practice

- 2.2.1. Involvement in any aspect of the System by relevant organisations or individuals will depend upon their willingness to comply with this Code of Practice.
- 2.2.2. This Code of Practice is subject to state and federal law.

2.3. System description

- 2.3.1. The System involves the installation of cameras that transmit data to a standalone server in the Council Administration Centre. There will be no regular monitoring undertaken by the NSW Police Force or Warren Shire Council staff. All images are recorded and retained for approximately 30 days unless they are required in relation to the investigation of crime or for court proceedings.

2.4. Camera Design

- 2.4.1. All cameras are of colour resolution with IR LEDs, some cameras are set up for Licence Plate Recognition. And all remaining cameras are compatible for the NSW Police Force NX Witness (Facial Recognition) Software.
- 2.4.2. State of the art technology has been used to ensure maximum resolution and picture quality.

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2.5. Camera locations

- 2.5.1. Cameras are installed in those areas of Warren subject to a high incidence of crimes against the person or property. These locations have been selected in consultation with members of NSW Police Force Warren. Environmental considerations are also taken into account.

2.6. Ownership of the CCTV System

- 2.6.1. The Warren Shire Council is the owner of the CCTV System. The Warren Shire Council retains ownership of and has copyright on all Intellectual Property, equipment, recorded material and documentation pertaining to the Program. The responsibilities of the Warren Shire Council in relation to the system are outlined in section 5.

2.7. Partners in the CCTV System

- 2.7.1. The NSW Police Force is a partner in the Warren Shire Council's CCTV System. The responsibilities of the NSW Police Force in relation to the System are outlined in section 6.

3. CHANGES TO THE CCTV SYSTEM AND/OR THE CODE OF PRACTICE

- 3.1.1. A minor change to the CCTV System or Code of Practice may be made with the agreement of either the Mayor or the General Manager of the Warren Shire Council. A minor change is a change which may be required for the purposes of adjustment of the System or clarification of the Code of Practice. For example, the replacement of one brand of video recorder with another or a change to the wording of a particular section of the Code of Practice where its meaning might otherwise be ambiguous.
- 3.1.2. A major change to the CCTV System or to the Code of Practice will take place only after consultation with relevant interest groups and upon the agreement of the Council of the Warren Shire. A major change is such as will have a significant impact upon the operation of the system or the Code of Practice, for example, a change to the purposes of the system or a proposal to install further permanent cameras and the system being directly linked with Local Area Command to ensure instant communication and enable direct monitoring in certain circumstances.

4. PURPOSE

- 4.1.1. The objectives of the CCTV System Program are:
- i) to reduce crime levels by deterring potential offenders;
 - ii) to reduce fear of crime;
 - iii) to assist in the detection and prosecution of offenders; and
 - iv) to help secure a safer environment for those people who live in, work in and visit Warren.

Principle 1

The CCTV System will be operated fairly, within applicable law, and only for the purposes for which it is established or which are subsequently agreed in accordance with this Code of Practice.

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Principle 2

The CCTV System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3

The public interest in the operation of the CCTV System will be recognised by ensuring the security and integrity of operational procedures.

5. RESPONSIBILITIES OF THE OWNER OF THE PROGRAM

- 5.1.1. The Warren Shire Council will be responsible for the introduction and implementation of the Code of Practice and for ensuring compliance with the principles contained within the Code.
- 5.1.2. The Warren Shire Council will comply with the requirements for accountability set out in this Code of Practice.
- 5.1.3. The Warren Shire Council will consult with and provide information to the public about the operation of the CCTV System.

Principle 4

The Warren Shire Council has primary responsibility for compliance with the purposes and objectives of the CCTV System, for the maintenance, management and security of the Program and the protection of the interests of the public in relation to the System.

6. RESPONSIBILITIES OF PARTNER TO THE SYSTEM

- 6.1.1. It is the responsibility of the NSW Police Force to respond to incidents identified on monitoring screens to the extent that its resources and priorities allow.
- 6.1.2. The NSW Police Force will develop its own operational procedures in relation to the CCTV System to complement those developed by Warren Shire Council.
- 6.1.3. A Memorandum of Understanding in relation to the CCTV System will be entered into both by Warren Shire Council and the NSW Police Force outlining the respective roles of both parties. The Memorandum of Understanding and any variations to it, are to be approved by both the Mayor and General Manager, and are to be circulated to Councillors.

Principle 5

As a partner to Warren Shire Council's CCTV System, the NSW Police Force agrees to act in accordance with the Code of Practice.

7. ACCOUNTABILITY

- 7.1.1. Warren Shire Council will be responsible for periodic review of the CCTV System including the Code of Practice and Performance of Surveillance equipment:

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- i) to identify and report on any deviations from the Code of Practice or Standard Operating Procedures (“SOPs”) that come to notice during audit; and
 - ii) to recommend action that will safeguard the System from abuse.
- 7.1.2. A report every 12 months on the operation and functioning of Warren Shire Council’s CCTV System will be presented to the NSW Police Force and Council.
- 7.1.3. The General Manager will provide written authorisation for Council Staff to have access to the data collection system under this Code of Conduct. Where the General Manager requires access to the data collection system, such written approval will be provided by the Mayor.
- 7.1.4. Only authorised staff will have access to view files, registers and data collected. The management software logs whom accesses the system, the time, date and changes made, or data downloaded. (TBC)

Principle 6

Warren Shire Council will be accountable to the public for the effective operation and management of the CCTV System.

8. PUBLIC INFORMATION

- 8.1.1. Clearly visible signs that CCTV cameras are operating will be displayed at the perimeter of the area covered by the system and at other key points. These signs will:
- i) inform the public that cameras are in operation;
 - ii) allow people entering the area to make a reasonable approximation of the area covered by the system; and
 - iii) identify Warren Shire Council as the owner of the system.
- 8.1.2. Copies of the Code of Practice will be made available to the public. The availability of the Code of Practice will be publicised in connection with any publicity arranged for the CCTV System.
- 8.1.3. Inquiries in relation to the Warren Shire Council’s CCTV System and its operation can be made in writing to:

The General Manager
Warren Shire Council
115 Dubbo Street
WARREN NSW 2824

Principle 7

The public will be provided with clear and easily accessible information in relation to the operation of Warren Shire Council’s CCTV System.

9. ASSESSMENT OF THE SYSTEM AND CODE OF PRACTICE

- 9.1.1. In consultation with the NSW Police Force, Warren Shire Council will regularly monitor the operation of the CCTV System and implementation of the Code of Practice.

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9.1.2. The Warren Shire Council is responsible for ensuring that the CCTV System is regularly subject to evaluation to identify whether its purposes are being complied with and whether objectives are being achieved. Resources committed to the system annually will include the cost of evaluation.

9.1.3. Evaluation will be carried out according to established criteria.

9.1.4. Evaluation of the CCTV System will include as a minimum:

- i) assessment of its impact upon crime;
- ii) assessment of its impact on neighbouring areas;
- iii) the views of the public on the operation of the System;
- iv) operation of the Code of Practice; and
- v) whether the purposes for which the System was established still exist.

9.1.5. The results of evaluation will be taken into account in the future functioning, management and operation of the System.

Principle 8

Regular monitoring and evaluation of the CCTV System will be undertaken to identify whether the purposes of the Program are being complied with and objectives are being achieved.

10. MANAGEMENT OF THE CCTV SYSTEM

10.1.1. Warren Shire Council staff employed to work on the CCTV System, whether they be operators or managers, when doing so will be subject to the Warren Shire Council Code of Conduct.

10.1.2. Access to the operation of equipment will be limited to authorised Warren Shire Council staff and NSW Police Force members.

Principle 9

Staff employed to work in the CCTV System communications room, whether they be operators or managers, will meet the highest standards of probity.

Principle 10

Access to the CCTV System will be restricted to authorised staff and NSW Police Force members

11. CONTROL AND OPERATION OF CAMERAS

11.1.1. The locations of cameras will be apparent to the public.

11.1.2. All use of cameras will accord with the purposes of the CCTV System as outlined in the Code of Practice and Workplace Surveillance Act 2005.

11.1.3. Cameras will not be used to look into adjacent or nearby premises or buildings, unless it is explicitly for the purpose of following (in real time) participants in a crime.

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- 11.1.4. No sound will be recorded in public places.
- 11.1.5. 'Dummy' cameras will not be used.
- 11.1.6. Operators of camera equipment will act in accordance with the highest standards of probity.
- 11.1.7. Only authorised staff will have access to operating controls.

Principle 11

Information recorded should be accurate, relevant and not exceed that necessary to fulfil the purposes of the Program.

Principle 12

Information should be obtained fairly and in accordance with the privacy provisions of the Code of Practice and Workplace Surveillance Act 2005.

12. RECORDED MATERIAL

- 12.1.1. Access to and use of recorded material and photographs will only take place:
 - i) in compliance with the needs of Council and police in connection with the investigation of crime; or
 - ii) if necessary for the purposes of legal proceedings;
 - iii) in compliance with the Government Information (Public Access) Act 2009.
- 12.1.2. Recorded material will not be sold or used for commercial purposes or the provision of entertainment.
- 12.1.3. The showing of recorded material to the public will be allowed only in accordance with the needs of the Council and police in connection with the investigation of crime or in any other circumstances provided by law. Any such action must be formally approved by the Police.
- 12.1.4. Use of recorded material by the media should only occur to gain public information with respect to the identity of a person/s wanted in connection with a criminal investigation. Subject to the concurrence of the Police, the General Manager may approve such releases after consultation with the Mayor. In such cases the recognisable characteristics of other people in the footage shall be obscured.
- 12.1.5. Images from recorded material shall not, under any circumstances, be used to publicise the existence or success of Warren Shire Council's CCTV System.
- 12.1.6. Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.

Principle 13

The retention of, and access to, recorded material will be only for the purposes provided for by the Code of Practice. Recorded material will be retained for 30 days unless they are required in relation to the investigation of crime or for court proceedings. They will then be erased, taped over, or destroyed.

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- 12.1.7. Recorded material will be treated according to defined procedures to ensure continuity of evidence.

13. CONTACT WITH POLICE

- 13.1.1. NSW Police officers will be permitted to remove any recorded material or operate video equipment or have contact with any videotape or photograph at any time by utilising the authorised login/s to Councils CCTV System.

Principle 14

Contact related to the CCTV System between Warren Shire Council staff and the NSW Police Force will be conducted strictly in accordance with the Code of Practice.

14. BREACHES OF THE CODE

- 14.1.1. Prime responsibility for ensuring the Code of Practice is adhered to rests with the Warren Shire Council. This responsibility includes ensuring that breaches of the Code are investigated and remedied to the extent that breaches of the Code are within the ambit of Warren Shire Council's power to remedy.

- 14.1.2. Complaints in relation to any aspect of the management or operation of the system or the behaviour or conduct of Council staff may be made in writing to:

The General Manager

Warren Shire Council

Post Office Box 6

WARREN NSW 2824

or by telephone on (02) 6847 6600

Complaint Handling

The procedure and steps for handling complaints shall be as follows:-

1. All complaints are to be in writing and to be addressed to the General Manager, Warren Shire Council.
2. A complaint regarding the conduct of a NSW Police Force Officer/s in relation to the operation of the safety cameras shall be referred, in the first instance to the appropriate Section of the NSW Police Force or authority charged with the responsibility for investigating complaints against Police Officers, for investigation.

The Privacy and Personal Information Protection Act 1998 (PPIP) authorises The Information and Privacy Commission NSW to receive and investigate complaints about alleged violations of privacy. Any member of the public is entitled to lodge a complaint with The Information and Privacy Commission NSW. The contact details for Privacy NSW are as follows:

Principle 15

The CCTV System must address the interests of all who may be affected by it, and not be confined to the interests of Warren Shire Council or the needs of the criminal justice system.

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The Information and Privacy Commission NSW

GPO Box 7011.

Sydney NSW 2001

Email: ipcinfo@ipc.nsw.gov.au

Tel: 1800 472 679

- 14.1.3. Warren Shire Council will cooperate with the investigation of any complaint by The Information and Privacy Commission NSW.

15. REVIEW

This Code of Practice should be reviewed every 4 years or within 12 months of a Council election. The Code of Practice may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

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Attachment 3



POLICY REGISTER

CLOSED CIRCUIT TELEVISION (CCTV) SYSTEM POLICY

Policy adopted:	27 th September 2018 Minute No. 214.9.18
Reviewed:	8 th July 2024
File Ref:	P13-1, L7-1.5

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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. 105.4.17 (27th April 2017)
2.0		Second Edition	Council Minute No. 214.9.18 (27 th September 2018)
3.0	Town Services Manager July 2024	Third Edition	Council Minute No. XXX.X.XX (25 th July 2024)

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1. INTRODUCTION

- 1.1.1 Warren Shire Council (the Council) is committed to ensuring safety for all people who live in, work in or visit the Warren Shire Local Government Area (LGA).
- 1.1.2 The Warren Shire Council CCTV Policy (the Policy) has been developed in accordance with the provisions of the *NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Spaces* ("the Guidelines"). The Guidelines were developed to support councils, transport providers and others who implement CCTV in public spaces to ensure compliance with relevant legislation including the *Local Government Act 1993*, the *Privacy and Personal Information Protection Act 1998* and the *Workplace Surveillance Act 2005*.

2. POLICY FRAMEWORK

2.1 CCTV Program Aim

The CCTV Program (the Program) aims to protect people and property, reduce the opportunity for crime and enhance perceptions of safety within the Warren Shire LGA.

2.2 Legislation and Guidelines

- 2.2.1 This Policy is based upon relevant legislation and accompanying guidelines for the establishment and monitoring of CCTV systems in public places. These include the:
- *Australian Standard AS 4806.1-2006: Closed circuit television (CCTV)*;
 - *Government Information (Public Access) Act 2009*;
 - *Local Government Act 1993*;
 - *NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Spaces (2000)*;
 - *Privacy and Personal Information Protection Act 1998*;
 - *State Records Act 1998*;
 - *Workplace Surveillance Act 2005*.

- 2.2.2 This Policy, where required, is supported by confidential Operating Procedures (OPs) for the effective management, operation and monitoring of the Program.

2.3 Guiding Principles

The Policy is based on the following guiding principles:

- 2.3.1 The Program will be operated fairly and transparently, within applicable legislative requirements and only for the purposes for which it is established or which are subsequently agreed to in accordance with this policy.
- 2.3.2 The Program will only be used to identify criminal activity occurring within the area covered by the Program.
- 2.3.3 The Program will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to political expression and assembly.
- 2.3.4 Regular review and evaluation of the Program will be undertaken to identify whether its aims and objectives are being achieved.
- 2.3.5 Information recorded will not exceed what is necessary to fulfil the purposes

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of the Program. Information will be obtained fairly, lawfully and in accordance with the privacy and confidentiality provisions of this policy and relevant legislation.

2.3.6 In the interest of privacy and confidentiality, access to the CCTV monitoring equipment shall be restricted to authorised members of Council staff and NSW Police. The equipment will be protected from unauthorised access.

2.3.7 The retention of, and access to recorded material will be only for the purposes provided by this Policy. Recorded material will be retained for a period of 30 days (recording cycle) unless required in relation to the investigation of crime or for court proceedings.

2.3.8 Formal operating procedures (OPs) will be developed to ensure compliance with this policy, legislation and relevant guidelines.

2.3.9 All CCTV installations will be registered on the NSW Police Force CCTV Register
https://www.police.nsw.gov.au/online_services/register_my_business_cctv_details

2.4 Confidentiality

Council will ensure the confidentiality and security of all images captured by CCTV will be protected by ensuring that under no circumstances:

- a. Will any information related to images captured by CCTV to be disclosed to a third party unless authorised by Council;
- b. Will any information relating to the technical operation of the CCTV system, including the OPs or maintenance procedures, be disclosed to any unauthorised person.

2.5 Breaches of this Policy and Operating Procedures

2.5.1 Primary responsibility for ensuring adherence to this Policy and its operating procedures rests with Council. This includes ensuring that any breaches of the Policy and the operating procedures are investigated and remedied to the extent that such breaches are within Council's capacity to remedy.

2.5.2 A breach of this Policy by members of Council staff will be dealt with in accordance with the Award, the Code of Conduct and the Code of Conduct Procedures.

2.5.3 If the matter tends to show or shows maladministration, corrupt conduct, serious and substantial waste, government information contravention or criminal activity, it will be referred by the General Manager to the appropriate investigative agency.

3. ROLES AND RESPONSIBILITIES

3.1 The Role of Council

3.1.1 Council is the owner of the Program. Council is responsible for the development, implementation, monitoring and auditing of the Program.

3.1.2 Council retains ownership and has copyright in all CCTV footage, CCTV images and any documentation produced by Council officers in respect of the CCTV program. Council will be responsible for the introduction and implementation of this Policy and all supporting procedures relating to the Program.

3.1.3 Council has primary responsibility for:

- The maintenance, management and security of the Program;
- The protection of the interests of the public in relation to the Program.

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3.2 The Role of the NSW Police Force

3.2.1 Authorised NSW Police Force officers will have access to The Program and access to view and retrieve images.

4. OPERATIONAL INFORMATION

4.1 Operational Boundaries

The area of operation shall be taken to be locations within the Warren Council (LGA) identified as having a specific need for CCTV coverage.

4.2 System Description

4.2.1 The Program involves a number of cameras installed at locations throughout the LGA. Cameras will be installed in areas that are identified as areas where crime, such as vandalism, is more likely to occur. These locations will be determined on the basis of crime statistics provided by the Police and other statistical data. Social, environmental and commercial considerations are also taken into account. "Dummy" cameras will not be used by Council.

4.2.2 Recorded footage can be retrieved by authorised members of Council staff and NSW Police Force. All recorded footage is retained for 30 days, unless required in relation to:

- a. The investigation of a crime;
- b. Court proceedings;
- c. A request for public information.

4.3 Authorised Operation

4.3.1 All members of Council staff and NSW Police Force authorised to operate, monitor and retrieve recorded footage and materials of the CCTV Program shall undertake their duties under the authority of Council and the NSW Police Force, respectively, and shall receive appropriate training, including training in privacy requirements.

4.3.2 Operating Procedures (OPs) will supplement this policy, providing clear instructions for authorised members of Council staff and the NSW Police Force on all aspects of the operation of the program including duties, responsibilities and procedures to ensure adherence to the principles and purposes on which the Program is based.

4.3.3 The circumstances in which authorised Council staff and NSW Police Force are able to access recorded footage will be carefully controlled by, and set out in the OPs.

4.3.4 Council staff authorised by the General Manager and NSW Police Force Staff will be responsible for the retrieval of recorded footage.

4.3.5 Authorised members of Council staff will be responsible for the management of the Program. The duties and responsibilities of authorised members of Council staff include:

- a. The operation and maintenance of the CCTV equipment and software;
- b. Responding to requests from other law enforcement agencies relating to incidents and recorded material/ footage;
- c. Adherence to policies, rules of conduct and procedures;
- d. Undertaking basic maintenance and housekeeping;
- e. Reporting technical problems affecting the equipment to the nominated maintenance and service contractor appointed by Council.

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4.4 Use of Equipment

- 4.4.1 Authorised members of Council staff shall use all equipment in an acceptable manner at all times and shall report immediately any damage, deficiency or malfunction identified. Authorised members of Council staff will ensure the highest level of protection and care is exercised whilst using the equipment and property and shall take all prudent and reasonable actions necessary to protect the system against abuse, misuse, negligence, malicious damage and vandalism.
- 4.4.2 Equipment used for the Program shall be used in accordance with this policy, the OPs and any relevant Council policies. All authorised members of Council staff will be trained in the use of all equipment in accordance with the OPs.

4.5 Monitoring Screen

The review and retrieval of footage and performing CCTV system checks can be carried out by authorised persons from any network linked computer or remotely with a secure internet connection. The system shall only be accessed and utilised by authorised members of Council staff or NSW Police.

4.6 Responding to an Event or a Criminal Incident

- 4.6.1 In the event that an authorised member of Council staff observes footage and/or recorded material which reveals suspected criminal behavior, the officer will:
- a. Refer the incident as soon as possible to their Divisional Manager, Manager and General Manager;
 - b. Notify the NSW Police Force as to the circumstances of any criminal event (if observed by Council);
 - c. Ensure footage is secured, saved and marked appropriately in the event that it is required for legal purposes;
 - d. Complete an incident report form.
- 4.6.2 When compiling incident reports the authorised member of Council staff shall ensure that the exact location, time, date and relevant particulars pertaining to the event are included in the incident report form. The incident report should include any action taken by the officer, including notification to the NSW Police Force and/or other emergency authorities, if applicable.

4.7 Storage and Security of CCTV Footage

- 4.7.1 All recorded CCTV footage will be kept for a maximum of 30 days (recording cycle). After this period, footage will be overwritten.
- 4.7.2 The management software logs whom accesses the system, the time, date and changes made or data downloaded. All copies of recorded CCTV footage are to be kept in a securely locked cupboard, with access restricted to authorised personnel.

4.8 Release of CCTV Footage and/ or Recorded Material

- 4.8.1 Access to CCTV footage and materials will only be provided to comply with:
- a. The requirements of the NSW Police Force in relation to the investigation of crime or for the purpose of legal proceedings;
 - b. A subpoena;
 - c. A valid formal request for public information to which Council decides to provide access under section 58 of the *Government Information (Public Access) Act 2009*.

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Policy Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 25th July 2024

ITEM 1

CLOSED CIRCUIT TELEVISION (CCTV) AND WORKPLACE SURVEILLANCE

CONTINUED

Warren Shire Council – Closed Circuit Television (CCTV) System Policy

4.8.2 CCTV footage and/ or recorded materials shall only be released to authorised persons of Council or the NSW Police Force if there is a specific requirement to verify an incident or event that has occurred. Requests must be submitted on a *Request for CCTV Footage* form within 21 days of an alleged incident. All requests will be dealt with in accordance with this policy, the OPs, the *Privacy and Personal Information Protection Act 1998* and other relevant legislation and must be approved by Council's Privacy Contact Officer.

4.8.3 If any other organisation or individual makes a request for CCTV footage, this request should be made in accordance with the *Government Information (Public Access) Act 2009*. Such requests will be assessed in accordance with the Act.

4.9 Viewing of CCTV Footage

4.9.1 Viewing of CCTV footage is restricted to authorised members of Council staff and the NSW Police Force. Under no circumstances are unauthorised persons allowed to view CCTV footage from the system.

4.10 Release and Security of CCTV Hard Drive

The CCTV hard drive of the CCTV system can only be released where a court subpoena has been issued on Council. The details of any such subpoena must be entered into Council's Subpoena/Legal Register.

4.11 Destruction of Recorded CCTV Footage

Copies of recorded CCTV footage may only be deleted or destroyed when authorised by Council's Divisional Manager of Finance and Administration.

4.12 Loss or Damage of Recorded CCTV Footage

In the event that copies and/ or records of footage become damaged or lost for whatever reason, the authorised staff member shall immediately inform the General Manager and submit an incident report form to Council's Work Health Safety Risk Officer, setting out all details as to the cause and nature of such damage or loss.

4.13 Equipment Failure

If any item of CCTV equipment is found to be defective, has failed, or is not working in accordance with its intended purpose, in addition to submitting an incident report form, the Risk Officer is to be contacted immediately, whether or not the failure is deemed to be of an urgent nature or not. If such failure or repair is deemed to be of an urgent nature, the authorised repairer/ contractor shall be contacted immediately.

4.14 Maintenance of CCTV Equipment

4.14.1 CCTV equipment will be maintained by the appointed contractor. The appointed contractor will work under the direct supervision of an authorised member of Council staff. All field visits by maintenance staff must be approved in advance and in writing by an authorised member of Council staff.

4.14.2 At any time that works are performed upon the system, including minor works, authorised members of Council staff are to perform a quality control check of all recording and camera equipment on completion of the works.

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CONTINUED

Warren Shire Council – Closed Circuit Television (CCTV) System Policy

4.15 Record Keeping

Records supplied as evidence and other program documentation will be retained in accordance with the *State Records Act 1998* and Council's Records Policy.

5. INFORMATION AND COMMUNICATION

5.1 Signage

Clearly visible signs that CCTV cameras are operating will be displayed at the perimeter of the areas covered by the system and any other key points. These signs will:

- a. Inform members of the public that cameras are in operation for the purposes of crime prevention and community safety;
- b. Identify Council as the owner of the system and provide a telephone number and website address for further information, inquiries, access or complaints;
- c. Stipulate that the CCTV cameras operate in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*.

5.2 Public Awareness

5.2.1 Information explaining the introduction of the CCTV system will be promoted through media accessed by people who live and work in the Warren Shire LGA. Information about the system will also be promoted via council's website www.warren.nsw.gov.au and through other communications strategies utilised by Council.

6. PROGRAM MONITORING AND REVIEW

A report that considers the findings of a compliance audit, an evaluation of program outcomes and a review of the program policies and guidelines will be prepared after six months of program commencement and every twelve months thereafter.

6.1 Compliance Audit

6.1.1 An audit will be conducted every 2 years to ensure the Program is being implemented in accordance with this Policy and the OPs. The audit will be undertaken by Council's Internal Auditor Group.

6.1.2 The audit inspection shall include as a minimum a review of:

- a. All requests for CCTV footage within the period;
- b. All incident report forms completed during the period;
- c. CCTV footage storage provisions and procedures;
- d. CCTV footage deletion and destruction provisions and compliance;
- e. Compliance with all procedures and documentation as required.

6.1.3 The Internal Auditor Group shall provide a written report to the Council within 28 days of carrying out an audit, setting out any non-compliance, deficiencies or concerns uncovered as part of the audit.

6.2 Evaluation of Program Outcomes

6.2.1 Council will conduct an evaluation of the Program outcomes every 2 years. The evaluation of the Program will include as a minimum:

- a. An assessment of its impact upon crime as demonstrated through reported crime rates pre and post system implementation;
- b. As assessment of its impact on detection and prosecution of offenders

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through consideration of number of retrievals of footage and the number of investigations and prosecutions supported by CCTV footage;

- c. The views of the public on the operation of the program as demonstrated through Council's customer feedback system, community consultation and other means;
- d. Whether the purpose for which the Program was established are still relevant.

6.2.2 The results of the evaluation will be provided to Council.

7. REVIEW

This policy should be reviewed every 4 years or within 12 months of a Council election. The policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

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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.
27.7.23	202.7.23	Warren Airport Projects	DMFA/ GM/IPM	<p>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.</p> <p>*Recent wet weather is delaying some outside works, installation of new septic tank - complete.</p> <p>Programmed for completion June 2024. Representatives from RNSW (Funding Body) visited the site on 6 June 2024 to witness Milestone #6 completion.</p> <p>Contractor is currently working on outstanding items, such as blinds, access security etc. Inspection for issuing completion certificate completed, pending CC. Landscaping, fencing, irrigation works commenced, but wet weather is delaying the progress.</p>
23.6.22	158.6.22	Tender C13-73 – Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for	GM/IPM	<p>Landmark commenced construction in February 2023.</p> <p>Post cleaning conducted in March 2024 and tiling of the floor to follow before the</p>

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
		Carter Oval Youth Sports Precinct		<p>wall paneling is to resume. Sample tiles presented for selection. Tiling works scheduled to happen in May 2024.</p> <p>Non-conforming with water proofing process and screeding for tiling being raised with Landmark. Landmark Senior Management visited site on 4 June 2024. Screeding works nearing completion. Tiling to start soon (mid July 2024).</p> <p>New project completion forecasted at end of August 2024.</p>
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/ EDVM	<p>Registration of Interest recruitment remains ongoing with a new recruitment drive being underway.</p> <p>Recruitment for new suitably matched volunteers is continuing.</p> <p>The VIC is progressing quickly towards Accreditation and it is important that all staff, including volunteers meet the requirements to maintain standards. Ongoing.</p>
25.1.23	12.1.23	Affordable Housing Opportunity – Housing Plus	GM/ DMES	<p>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</p>

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General Manager				
				<p>from Housing Australia before considering going forward. Council blocks will be put on the market in the near future.</p> <p>*Funding in 2023/2024 for investigations and design for the Stage 3 of Gunningba Estate including estimated costs and how Stage 3 would be funded, which will be reported to Council.</p> <p>*Survey has been completed. Design is ongoing, including the industrial land near Stafford Street.</p> <p>*Draft layouts for water, sewerage, stormwater and roads have been distributed for Council staff and Committees comment.</p> <p>Final design drawings for roads, stormwater, sewer and water infrastructure are being prepared. A funding application under the Australian Government's Housing Support Program is being prepared.</p>
25.1.23	13.1.23	Warren and the Visitor Economy Community Consultation Report August 2022 - Executive Summary	GM/EDVM	<p>Council communicate to the community about the importance of visitors to the region – Action Plan being formulated.</p> <p>Council ensures that the reformed Destination Macquarie Marshes Taskforce has representation from every local government area that sees the Macquarie Marshes as an asset to their</p>

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General Manager				
				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 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. Ongoing.
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. Workshops facilitated by the Economic Development and Visitation Manager. The Economic Development and Visitation Manager will be progressing the Strategy

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General Manager				
				and Action Plan further and future workshops will be scheduled to refine the actions within the document. Continuing to progress Strategy and Action Plan.
7.12.23	293.12.23	Destination Macquarie Marshes Taskforce Meeting 7th June 2023	GM/EDVM	1. That grant funding opportunities to improve signage in the Macquarie Marshes be investigated - ongoing. 2. That neighbouring Councils to the Macquarie Marshes be requested to consider funding grant applications for appropriate signage to the Macquarie Marshes. Ongoing.
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 Destination Macquarie Marshes Taskforce Action Plan 2023 together with determination of the high priority actions and short-term goals. 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. The first workshop has been held with taskforce delegates meeting on 27th March, 2024. Future

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General Manager				
				workshops are to be scheduled. Ongoing.
7.12.23	301.12.23	Internal Auditor – Human Resources Review – June 2021	GM	The priorities as listed in the recommendation be actioned and progressed.
7.12.23	301.12.23	Internal Auditor – Contract Management Processes Review – October, November, December 2021 And February 2022	GM/IPM	The following priority and action be progressed: - Detailed Contracts Guideline which includes performance management processes. Contract Management Road Map being considered. Is in the desktop planning stage. Draft Contract Management flow chart being developed. Target date for issuing a draft procedure is October 2024.
7.12.23	316.12.23	Regional Drought Resilience Plan Program	GM/EDVM	Further consultation sessions are upcoming and an online community survey, run over 3 days, closed on 11th April, 2024. Results tabulated and distributed by the engaged Consultant and final briefing meeting held. Draft Document with CSIRO.
24.4.24	87.4.24	Warren Shire Council Customer Service Ethos Policy	GM	The Draft Customer Service Ethos Policy be redeveloped to solely consider Ethos and a separate Policy be developed to cover Customer Service.
23.5.24	114.5.24	Regional Industry Educational Partnership (RIEP)	GM / EDVM	Arrange for Council to continue to participate in the Regional Industry Educational Partnership (RIEP) Pilot Program – continuing to progress.

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General Manager				
				Meeting to be held at start of the upcoming School Term following the holiday break. Next activity will be a "Council Specific Jobs Fair", where Council Staff will be able to present regarding their particular areas of responsibility.
*23.5.24	122.5.24	Warren Shire Council Risk Management Policy Renewal, New Warren Shire Council Risk Management Plan and Warren Shire Council Corporate Risk Register Renewal	GM	<ol style="list-style-type: none"> 1. The renewed Warren Shire Council Risk Management Policy, new Warren Shire Council Risk Management Plan and renewed Warren Shire Council Corporate Risk Register has been placed on public exhibition, with a closing date for submissions of 4 pm Thursday, 4th July 2024 - complete; 2. Subject to no adverse submissions being received, the documents as amended, to be adopted - complete.
*27.6.24	147.6.24	Audit, Risk and Improvement Committee (ARIC) Action Checklist	GM	A timeline has been included in the ARIC Action Checklist for each item – complete.
*27.6.24	147.6.24	Warren Shire Council Strategic Audit Plan 2023-2024 Status	GM	<ol style="list-style-type: none"> 2. Audit Plans to make sure that the organisation has the capacity to implement the recommendations of any Internal Audits and that priority recommendations are actioned accordingly - noted.

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General Manager				
27.6.24	147.6.24	Draft Warren Shire Council Aric Annual Work Plan 2024-2025 and Internal Auditor Strategic Audit Plan 2024-2025 (A1-3)	GM	The Warren Shire Council ARIC Work Plan 2024/2025 and the Internal Auditor Strategic Audit Plan 2024/2025 – 2027/2028 has been adopted – in progress subject to appointment of a new Contract Internal Auditor.
27.6.24	147.6.24	Legislative Compliance Policy and Procedure and Legislative Compliance Register	GM	2.Actions to be taken on how non-compliance is managed to ensure that matters are not repeated and that appropriate high level risk assessments are undertaken and documented and that implementation of actions to reduce risk are arranged – in progress.
*27.6.24	157.6.24	Draft Memorandum of Agreement (MOA) – RiverSmart Australia Limited	GM	Arrange for the amended MOA to be prepared and endorsed as recommended – final document now with RiverSmart Australia Ltd for signing – complete.
27.6.24	173.6.24	Warren Shire Council General Manager – Renewal of Appointment	Mayor	Arrange for the renewal of appointment of the General Manager as resolved – in progress.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
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.

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Divisional Manager Finance and Administration				
				Licence Agreement has been signed and project will commence soon.
7.12.23	301.12.23	Internal Auditor – Fraud Control Review – June, July 2023	DMFA	The following priorities and actions be progressed: - Online Fraud training to relevant staff – pending.
*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% - complete.
27.6.24	147.6.24	Annual Engagement Plan (AEP) for the Audit of Warren Shire Council's Financial Statements for the Year Ending 30th June 2024	DMFA	The Revaluation of Assets Timetable be provided to the Committee. An overview of the Key Accounting Estimates/Disclosures/Principles be provided to the Committee and to be included in the ARIC Work Plan The General Manager and Divisional Manager Finance and Administration liaise with the Auditor to ensure that the draft Audited Statements are provided to ARIC in the appropriate timetable.
27.6.24	147.6.24	Notice of Public Exhibition – Fraud and Corruption Policy and Framework	DMFA	An Implementation Action Plan to be developed when the final Policies are adopted with the Committee Work Plan to include a review of the progress of the actions to implement the Policy and Framework.
*27.6.24	147.6.24	Warren Shire Council Strategic Audit Plan 2023-2024 Status	DMFA	3. The Committee provides advice on the number and scope of individual Internal Audits – noted.

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Divisional Manager Finance and Administration				
*27.6.24	156.6.24	Determination of the Local Government Remuneration Tribunal 2024 (2024/2025)	DMFA	Arrange for Council to adopt the full 3.75% increase as determined by the Local Government Remuneration Tribunal for 2024 making the Councillor fee \$10,811.49 and the Mayoral fee \$29,488.86 as of 1st July 2024 – Complete.
*27.6.24	165.6.24	Adoption of the 2024/2025 Operational Plan & Estimates	DMFA	<p>Arrange for:</p> <ol style="list-style-type: none"> 2. Council adopt the amended 2024/2025 Operational Plan & Estimates which contains Council's Revenue Policy and Fees and Charges with the changes as detailed within this report; and 3. Council formally resolve to make and levy the Rates and Charges as detailed within the Statement of Revenue Policy – 2024/2025 (Statement of Rates) to enable the levying of the 2024/2025 Rates from July 2024. <p>Complete.</p>

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
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.

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Divisional Manager Engineering Services				
27.6.19 3.12.20	129.6.19 256.12.20	Warren Levee Rehabilitation (total project - \$7.1M)	DMES	<p>*Tender for floodgates has been awarded.</p> <p>Floodgate replacement work in progress.</p> <p>Final review of levee rehabilitation drawings is ongoing and will be followed by tender advertisement.</p> <p>*Tender for the supply of 8 submersible flood pumps submitted to the May 2024 Council Meeting.</p> <p>Pumps and generators have been ordered.</p>
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	Investigations are being undertaken to allow the submittal of plans, documents and detailed budget to Council for consideration and approval - ongoing.
24.9.20	214.9.20	New Sewage Treatment Works	TSM	<p>Groundwater monitoring wells and flowmeter to be installed.</p> <p>Decommissioning Plan for STP & SPS being developed however, recommencement of works during the later part of 2024 for evaporation lagoon construction will delay the decommissioning.</p> <p>Final documents reviewed.</p> <p>Will go to Tender July – September 2024 with a report to the October 2024 Council Meeting.</p>
*23.3.23	67.3.23	Water and Sewerage Telemetry and Pump Funding Request	DMES/ DMFA/ TSM	Change of Scope request approved/endorsed by Water and Sewerage Committee 7 June 2024. Approved at June 2024 Council Meeting. Farmbot

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Divisional Manager Engineering Services				
				devices have been ordered and will be implemented.
24.6.21	143.6.21	Ewenmar Waste Management Facility	DMES/ MHD/ TSM	<p>Budget amended by a further \$100,000 using the Domestic Waste Restricted funds, works in progress.</p> <p>Earthworks complete, gravel resheeting, final concreting and fencing in progress.</p> <p>Waiting for last section of concrete to be placed which will be followed by gravelling and fence/barrier work.</p>
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	<p>Seek necessary grants for this extensive 10 year project – ongoing.</p> <p>Commonwealth Government Grant Program Application submitted.</p>
*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> <p>TfNSW has undertaken further investigations and agreed with the School that there is no warrant for the crossing.</p>

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Divisional Manager Engineering Services				
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 expected to be installed by end of June 2024.</p> <p>Installation programmed for late July-early August 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.</p> <p>Nevertire New Bore cleaned late July 2024 - complete.</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 estimated costs of the proposed use.</p>
26.10.23	272.10.23	Replacement of P226 – Toyota Hilux Single Cab 2wd	DMES	<p>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.</p> <p>Vehicle has been ordered – Delivery in August 2024.</p>
7.12.23	298.12.23	Local Roads & Community Infrastructure Phase 3	DMES/ RIM	<p>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</p>

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Divisional Manager Engineering Services				
				Rifle Range Road Intersections with the Ellengerah Road and Oxley Highway. Consultation with TfNSW is ongoing regarding the Rifle Range Road/Oxley Highway intersection.
*7.12.23	302.12.23	River Water Tank for Carter Oval Irrigation	DMES/ TSM	Connection to river water at Carter Oval ring main to be carried out – complete.
7.12.23	302.12.23	Additional Evaporation Lagoon – Warren STP	DMES/ TSM	Arrange for the construction of a third evaporation lagoon at the new STP as reported. Public Works Authority (PWA) finalising RFT. Waiting on final design and tender documents from PWA. Tender analysis report to be presented to October 2024 Council Meeting.
7.12.23	304.12.23	Proposed National Polocrosse Titles Warren 2028 – Presentation by Phil Waterford And Simon Turnbull	DMES/ TSM/GM/ EDVM	2. Council form a Sub-Committee consisting of the relevant Councillors from the Showground/ Racecourse Committee, Council Staff, General Manager, Town Services Manager, Divisional Manager Engineering Services, Economic Development and Visitation Manager, all Showground/ Racecourse User Groups, Regional Polocrosse Representatives (future), Phil Waterford, Simon Turnbull to determine whether the proposal could and should be progressed; and

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Divisional Manager Engineering Services				
				<p>3. A Planning Group consisting of Phil Waterford, Simon Turnbull, Warren Polocrosse Club, Holly Turnbull and Katlyn Turnbull be formed for presentation to the Sub-Committee on the framework of the proposal and the required business case to undertake the proposed event.</p> <p>The EDVM has spoken briefly with Phil Waterford to introduce herself and to gain a little background information. A meeting to be held with Phil Waterford in the next couple of months to progress early arrangements.</p>
28.3.24	60.3.24	Warren Shire Council IWCM Strategy Document	DMES	<p>2. Subject to funding approval by DCCEEW, Council proceed with the development of the Integrated Water Cycle Management (IWCM) Strategic planning document as per the NSW Public Works proposal.</p> <p>Awaiting Funding Deed.</p>
*23.5.24	115.5.24	Warren Local Emergency Management Committee	DMES	Follow up with Agencies to provide updated contact information for updating the Consequence Management Guidelines and send it back to the Agencies for review and approval – Completed.
23.5.24	142.5.24	Supply and Delivery to Warren NSW, Eight Electric Submersible Pumps	DMES / TSM	Council, subject to final endorsement from the Department of Climate Change, Energy, the Environment and Water

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, 25th July 2024

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				(DCCEEW), in accordance with the <i>Local Government (General) Regulation 2021</i> , formally agree to, and accept the analysis of the tender evaluation, for the Contract C13-93, Supply and Delivery to Warren NSW, Eight Electric Submersible Pumps and award the tender to Q-Max Pumps for the tendered price of \$132,550.00 including GST – ordered – in progress.
23.5.24	143.5.24	Upgrade of Thornton Avenue Sewerage Pumping Station – Warren NSW	DMES / TSM	<ol style="list-style-type: none"> *In accordance with the provisions of Clause 178 (1) (b) of Local Government (General) Regulation 2021 under the Local Government Act 1993, Council decline to accept any of the tenders for Contract No. C13-91 for the Upgrade of Thornton Avenue Sewerage Pumping Station – Warren NSW as all tenders received far exceed the budget for the project - noted; In accordance with the provisions of Clause 178 (3) (d) and (e) of Local Government (General) Regulation 2021 under the Local Government Act 1993, Council authorises the General Manager to negotiate, in accordance with Clause 169, with representatives from Western Mill Engineering, Dubbo to establish if they are interested in tendering for a contract of the same

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Report of the General Manager
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				kind as the proposed contract and finalise and accept an approved scope of work within the budget of the project as Western Mill Engineering, Dubbo have been deemed a suitable and experienced contractor to undertake the proposed contract work – negotiations in progress.
27.6.24	146.6.24	Airport Operational Manual Update	DMES/ TSM	Arrange for the Draft Airport Operations Manual as amended to be submitted to CASA for approval.
27.6.24	149.6.24	Gunningba Estate Stage 3 – Road Layout	DMES	That Council endorses the proposed roads layout for the development of Gunningba Estate Stage 3 subject to: <ol style="list-style-type: none"> 1. The cut and fill requirements matching the topography of the land - ongoing; 2. The cut and fill for the entirety of Stage 3 being checked against the design - ongoing; and 3. *The stormwater drainage lines being checked to determine if better locations and lines are warranted – complete, discharge locations have been changed.
*27.6.24	150.6.24	St. Mary's Bus Zone	DMES	That the matter be deferred till the next meeting of the Traffic Committee to allow for further inspections and investigations by Transport for NSW before determining if the recommendations

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Report of the General Manager
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				should be progressed or changed. TfNSW have conducted a further investigation and determined that the Bus Zone sign be moved to original location. No further action is deemed necessary.

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	1. Categories assigned as detailed in report. 2. Crown Reserves classified identified as operational land. 3. Draft Plans of Management nearing completion. The Victoria Oval and Oxley Park Plan complete. Draft Parks Plans of Management received. To be reviewed. Feedback provided.
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	Matter progressing in the District Court with required affidavits. Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required. District Court Mediation undertaken on the 30th April 2024. Report provided to the May 2024 Council

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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
				Meeting. District Court dates set for 4 - 8 November 2024.
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD	Investigate better CCTV options and locations. A single CCTV camera will be installed at the Operators Office as part of the LRCI Round 4.
22.6.23	181.6.23	Warren War Memorial Swimming Pool	MHD/ GM	Arrangements in train for the commencement of legal proceedings against Beaucorp Projects Pty Ltd for the unsatisfactory workmanship at the Warren War Memorial Swimming Pool – in progress; The Mayor, the General Manager, and the Manager Health and Development Services be authorised to formulate settlement terms if required. Pool re-lining subject to grant funding.
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.
24.4.23	83.4.24	Ewenmar Waste Depot Recycling Options	MHD	4. The Manager Health and Development Services to investigate the feasibility

WARREN SHIRE COUNCIL

Report of the General Manager
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
				of implementing a return and earn facility and other recycling services in conjunction with NetWaste, on a regional basis and other organisations – in progress; and 5. Council re-assesses the community's satisfaction with recycling services in 2 years time.

RECOMMENDATION:

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

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, 25th July 2024

ITEM 2 COMMITTEE/DELEGATES MEETINGS

(C14-2)

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

MEETINGS HELD

Date	Committee / Meeting	Location
28.6.2024	Inquiry into the Ability of Local Governments to Fund Infrastructure and Services Presentation	Dubbo
28.6.2024	Strata Annual General Meeting	Warren
01.07.2024	Designated Area Migration Assistance (DAMA) Meeting with RDA - Orana	Warren
03.7.2024	NSW Rural Fire Service NW Zone SLA Meeting	Online
03.07.2024	Transport for NSW Customer Journey Resilience Plan for the Orana Region – Consultation Session	Online
08.07.2024	Ewenmar Waste Depot Committee Meeting	Warren
12.07.2024	Alliance of Western Councils Board Meeting	Online
12.07.2024	Federal Member for Parkes, The Hon. Mark Coulton MP and the Shadow Minister for Trade and Tourism and National Member for Page, The Hon. Kevin Hogan MP	Warren
13.07.2024	Marra Field Day	The Marra
13.07.2024	Official Opening of the Warraan Widji Arts Centre	Warren
15.07.2024	Minister for Regional Transport and Roads, The Hon. Jenny Aitchison and Member for Barwon, Mr Roy Butler MP	Warren
15.07.2024	Warren Public Arts Committee Meeting	Warren
16.07.2024	Manex Committee Meeting	Warren
17.07.2024	NSW Rural Fire Service Acting District Manager	Warren
18.07.2024	Meeting with WHAC Representatives concerning the NSW Government Draft Multi-Purpose Health Service Strategy	Warren
22.07.2024	Disaster Adaption Plan Guidelines Meeting	Online
24.07.2024	Macquarie River Raft Drop-in Session	Warren
24.07.2024	Warren Christmas Street Party 2024 Sub Committee Meeting	Warren
23-25.07.2024	2024 LGNSW Water Management Conference	Goulburn
25.07.2024	Meeting with Commonwealth Environmental Water Holder Branch Manager	Warren

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 2 COMMITTEE/DELEGATES MEETINGS

CONTINUED

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION
6-8.08.2024	Resources, Energy and Industry Innovation Forum (REIIF) including MERC Meeting	Dubbo
23.10.2024	NSW Rural Fire Service NW Zone SLA Meeting	Online

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday, 25th July 2024

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 12th June 2024 to 10th July 2024:

Project	Budget	Expenditure/ Committed	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	709,100	IPM	<p>*Terminal construction contract awarded to B & D Design & Construction P/L on 31st July 2023.</p> <p>Punch list outstanding items issued to the contractor for addressing outstanding items for completion, work such as window blinds, shower curtains, hot water pipe insulation etc.;</p> <p>Landscaping works, top dressing and fencing installations are progressing – by WSC staff;</p> <p>Pre-completion inspections for issuing Occupation Certificate completed; items identified for addressing (sensor lights to amenities) are fixed; and</p> <p>Occupation Certificate for Terminal building issued.</p> <p>03/21 Runway drainage:</p> <p>Scraper contractor commenced works on site on 25th May 2024. However wet weather is delayed the progress. Contractor's completed channel excavation as of 29 June 2024. Linking to existing channel at the southern end and piped connection at the upstream end pending.</p>

WARREN SHIRE COUNCIL

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
<p>Carter Oval and the Development of the Surrounds Carry Over</p> <p>(MDB Economic Development Program - Improvement of Regional Structures Grant)</p> <p>(Includes \$460,000 previously allocated from Council's Infrastructure Improvement Replacement Reserve)</p> <p>JC 104-108-0</p>	233,052	170,865	IPM	<p>Quotation for artificial turfing on the Practice Pitch and Junior cricket pitch obtained from two installers.</p> <p>Order issued to 'L-Don Sporting Areas'. Work on site likely to start in July 2024, once the practice pitch nets are complete.</p> <p>Kerb and gutter works at the Carter Oval Complex completed; Carpark subbase, base and sealing works to follow. Wet weather events in winter is slowing the progress.</p>
<p>Change Rooms and Amenities Block at Carter Oval</p> <p>(Stronger Country Communities Round 4)</p> <p>JC 104-118-0</p>	301,830	281,090	IPM	<p>Floor slab reinforcement works commenced on 4th December 2023. Slab concreted on 18th December 2023. Roof sheet installation commenced on 8th January 2024.</p> <p>- Tiling work commenced on the 16th May 2024. Landmark was notified of the potential deterioration of stored materials and the need for a through quality check before the intended use on the building.</p> <p>Meeting with Landmark held on 4th June 2024 on tile works quality matters.</p> <p>Screeding and waterproofing wet areas are progressing. Tiling likely to start from mid-July 2024. Cladding to commence from late July 2024.</p>
<p>Cricket Practice Nets (Cricket Legacy Fund)</p>	15,000	15,000	IPM	<p>Quotation for net being sought from Fencing Contractor.</p> <p>Quotations accepted for G.I Mesh netting, work scheduled to start from mid-July 2024.</p>

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
JC 104-117-0				
Regional Racecourse Stimulus Funding Program 2022 – ‘Irrigation System’ Drought Proofing project and Public Area Fencing/Exclusion Fencing	272,727	Nil	IPM/ TSM	<p>Funding has been granted by the NSW Government towards drought proofing project and public area fencing.</p> <p>Option to extend the diplomatic fencing with chain link fabric fence or exclusion fence complying with Racing NSW standards separating the Showground Racecourse track with the remaining funds, Exclusion fence works are now progressing.</p> <p>*Racecourse Irrigation System:</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>
Sewerage Services				
Restart NSW Warren (STP) Upgrade	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.

WARREN SHIRE COUNCIL

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
JC 220-3-0				
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	1,193,603	1,159,760	IPM	<p>This project will replace the existing Male & Female with "All Access" modern facilities. Include Disabled and Ambulant toilets in the amenities.</p> <p>Replace the existing entry, office and kiosk adding in a club house room with a modern compliant, fit for purpose fit out.</p> <p>Wall frames and roof trusses installation completed.</p> <ul style="list-style-type: none"> - Plumbing works and sarking works are progressing; - Roof sheeting including safety net installation to follow; - Adverse site conditions have caused to initiate a number of contract variation to address the issue and potential delay on project. Through intermittent wet weather is causing some issues. Project is on track for completion in mid-September 2024.
JC 3450-4300-0				
NSW Severe Weather & Flood Grant (\$1,000,000) for AGRN 1025 (part of \$7,100,000 project reported elsewhere)				<p>This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.</p> <p>Annual report submitted on 12 July 2024.</p>
Warren Town Levee Remediation	887,500	150,803	GM IPM DMES TSM	
JC 3300-4420-0				

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
Macquarie Park Restoration JC 3300-4430-0	112,500	112,500	GM IPM DMES TSM	<p>This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.</p> <p>Funds have been paid, works program approved.</p> <p>Annual report submitted on 2024.</p> <p>Tender for soft fall replacement works closed on the 4th April 2024 and reported to the April 2024 Council Meeting. Works to commence in July 2024.</p> <p>Annual report submitted on 12 July 2024.</p>
Office of Sport - Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program Victoria Park Precinct New Female Amenities. JC 3450-4310-0	500,000	23,677	IPM/ WSCC M	<p>This project involves construction of new amenities building including two separate changerooms and public access toilets will be constructed to provide safe, equitable and accessible facilities for female participants within Victoria Park Precinct.</p> <p>Barnson completed the design to call a construct only tender with option for submitting alternative tender for superstructure. A tender was called in June 2024 and closed 2nd July 2024. Expect construction completion in November/December 2024.</p> <p>Tender evaluations are progressing on 7 tender submissions received and being reported to the July 2024 Council Meeting.</p> <p>The Sporting Facility Committee at its last meeting on the 1st May 2024 pointed out the need for natural lighting; stopping any vision through the screen on the wall etc. Mandatory optional Additional works included in the RFT to address the issue.</p>
Local Roads and Community Infrastructure Grant Programs				

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
for Phase 4A and Phase 4B - Infrastructure Projects Management Office Projects: Carter Oval - Off Road Car Park	96,720	Nil	IPM/ DMES	Carter Oval Secondary Carpark Refurbishment Works for Reseals. 10,685m2 of 7mm bitumen resealing.
Safety Management System	75,825	Nil	WHS- RC /GM	Works Program being formulated.
Asset Management & IPR	112,636	Nil	GM/ DMES	Works program being formulated.
Transport for NSW (TNSW) The Open Streets Grant Program - 2024 Warren Christmas Street Party	60,000	Nil	GM/ TSM/ PAO	This grant is for a 2024 Warren Christmas Street Party, designed to spread holiday cheer with activities for the whole family, complete with a visit from Santa Claus, kid's rides and holiday market stalls showcasing unique gifts and crafts from local artisans, performances by local artists and ending the event with a fireworks display. Economic Development and Promotions Sub-Committee Warren Christmas Street Party 2024 first meeting is set for 24 July 2024.

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
Grant Applications				Nil

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

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

WARREN SHIRE COUNCIL
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ITEM 4 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

(S6-4)

RECOMMENDATION:

1. That the information be received and noted;
2. Council approve the attendance of the Mayor, Deputy Mayor, one (1) Councillor to be determined after expressions of interest and the General Manager to attend the 2024 Local Government NSW (LGNSW) Annual Conference to be held on Sunday 17th November, 2024 to Tuesday 19th November, 2024 in Tamworth;
3. Council approve the attendance of the Mayor, Deputy Mayor one (1) interested Councillor to be determined after expressions of interest and the General Manager to future LGNSW Annual Conferences without further reporting to Council;
4. Any required motions concerning Warren Shire Council and the community of Warren Shire be formulated by the Mayor and General Manager for forwarding to the 2024 LGNSW Conference and future LGNSW Conferences; and
5. Council nominate the Mayor and in the absence of the Mayor, the Deputy Mayor as the Voting Delegate for the 2024 LGNSW Conference and future LGNSW Conferences.

PURPOSE

To seek Council approval for the Mayor, Deputy Mayor, one (1) interested Councillor and the General Manager to attend the 2024 LGNSW Annual Conference to be held on Sunday 17th November to Tuesday 19th November, 2024 in Tamworth, to arrange the Warren Shire Council Voting Delegate for the Conference and to arrange approval of attendance of the Mayor, Deputy Mayor, one (1) interested Council and General Manager to attend future LGNSW Annual Conferences.

Council also needs to consider the process for the provision of suitable motions to the 2024 LGNSW Annual Conference and future LGNSW Annual Conferences.

BACKGROUND

It has been the practice of Warren Shire Council that when available the Mayor, Deputy Mayor, one (1) interested Councillor and the General Manager have attended the LGNSW Annual Conference.

Expressions of interest have been called at most times to obtain an interested Councillor to attend. Where more than one (1) Councillor is interested, the Councillor who is able to assist in matters on the Conference Agenda and proposed Ministers/Ministerial Staff/Government Departments that are expected to be met by Council's Delegation is chosen.

The 2023 LGNSW Conference was held at Rosehill Gardens Racecourse and was attended by the Mayor, Deputy Mayor, Councillor Whiteley and the General Manager.

REPORT

The LGNSW Conference provides an opportunity to share ideas, seek inspiration, and help determine Local Government Policy directions for the coming year. It is also an opportunity to meet with Ministers from various Government Departments, Ministerial Advisors, Government Department Staff, fellow Alliance of Western Councils Mayors, Councillors and General Managers and provides networking opportunities for all attendees.

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ITEM 4 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

CONTINUED

The 2024 LGNSW Annual Conference will be held from Sunday 17th November 2024 to Tuesday 19th November, 2024 at Tamworth. Councillors from across NSW will come together to debate, discuss key issues, make policy and to work towards a better future.

Because of the limited accommodation in Tamworth, four (4) rooms have already been reserved to ensure the normal Warren Shire Council Delegation can be accommodated.

The key dates for the 2024 Conference are as follows:

- Wednesday 17th July – Registration and Motions open;
- Thursday 15th August – Motions due (recommended submitting pre-election);
- Sunday 20th October – Final Motions due;
- Wednesday 23rd October – Registrations close; and
- Wednesday 6th November – Nominated voting delegate names due.

Attachment 1 is a copy of the Draft Conference Program.

It is normal practice for the Mayor and General Manager following consultation with Councillors to formulate and submit appropriate Motions to the Conference where they relate to Warren Shire Council and the Warren Shire community.

Where possible Council will attempt to take advantage of early bird registrations.

Council will be attempting to arrange meetings with Ministers and Opposition Spokespersons, the Local Member and his Staff, relevant Government Departments, Ministerial Advisors and other Alliance of Western Councils attendees.

As part of the Conference process, Council has one (1) voting entitlement at the Conference and will be required to nominate a Voting Delegate. Normally, the Voting Delegate is the Mayor however, if the Mayor is not able to attend it would be the responsibility of the Deputy Mayor. In the unlikely event of the Mayor or Deputy Mayor not being able to attend a further report would be provided to Council to arrange a Voting Delegate or the responsibility would fall to the General Manager if timing does not allow for an appropriate report.

As Council's practice has been to approve the attendance of the Mayor, Deputy Mayor, one (1) interested Councillor and the General Manager, it is recommended that future reporting for future Conferences could be negated by an appropriate resolution approving attendance.

FINANCIAL AND RESOURCE IMPLICATIONS

Council provides annual funding for the attendance of the LGNSW Conference for up to four (4) attendees, namely the Mayor, Deputy Mayor, one (1) interested Councillor and the General Manager if they are available to attend.

LEGAL IMPLICATIONS

There is no legal requirement for Council to attend this Conference. LGNSW is the Council industry group and is supported by its membership.

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 4 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

CONTINUED

RISK IMPLICATIONS

There are no known risks.

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

Council can choose to attend or not attend. It can also determine if an appropriate report is required each year for approved attendance of the LGNSW Conference.

CONCLUSION

This report has been prepared to advise Councillors of the upcoming LGNSW Conference and to arrange approval of the Mayor, Deputy Mayor, one (1) interested Councillor and the General Manager to attend.

It is also recommended that in the future, this approval be provided for all future LGNSW Conferences.

Motions will be arranged as required by the Mayor and General Manager.

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.

SUPPORTING INFORMATION /ATTACHMENTS

Draft 2024 LGNSW Conference Program.

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, 25th July 2024

ITEM 4 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

CONTINUED

Attachment 1 - Draft 2024 LGNSW Conference Program

Local Government NSW Annual Conference 17-19 Nov 2024 Tamworth Regional Entertainment and Conference Centre (TRECC)	
Sunday 17 November 2024 - TRECC	
12.30pm – 5.30pm	12.30pm Registration operational in TRECC foyer 1.00pm Trade Exhibition open 12.30pm - 2pm STAR Room off TRECC foyer Professional Development Session for Mayors and Councillors TBC 2.30pm to 3pm Afternoon Refreshments in Exhibition area 3pm to 5pm Plenary sessions AR Bluett Memorial Awards President's Welcome Reception address Bus transfers to Tamworth Town Hall (CBD – Tamworth)
5.30pm-7.30pm	President's Welcome Reception – Tamworth Town Hall. Bus transfers to selected hotels.
Monday 18 November 2024– Business Session Day 1 – TRECC	
7.30am-8.40am	ALGWA NSW Breakfast – (TRECC)
7.30am	Registration opens. Light refreshments in exhibition area. Registration desk open from 7.30am to 6pm.
9.00am	Conference introduction, Conference Welcome Opening address
9.25am–5.00pm	Opening of the Federal & State Conferences adoption of standing orders, business sessions and consideration of motions and conference business. Presentation of financial reports Commencement of consideration of motions and conference business Morning Refreshments Consideration of Conference Business continued Delegate lunch in Exhibition area Consideration of Conference Business continued Afternoon Refreshments in trade exhibition Consideration of Conference Business Networking in trade exhibition
6.30pm – 10.30pm	LGNSW Conference Dinner & entertainment. Presentation LG Service Awards.
Tuesday 19 November 2024 – Business Session Day 2 – TRECC	
7.30am	LGNSW Information Desk and Exhibition and light refreshments – operational
9.00am–1.15pm	Plenary and panel sessions Morning Refreshments Announcement of location for Annual Conference 2025
1.15pm	Grab and Go Lunch in trade exhibition Conference concludes at 2.00pm
LGNSW Annual Conference 2024 program outline correct at time of publication on 2 July 2024 and subject to change.	

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 25th July 2024

ITEM 1 RECONCILIATION CERTIFICATE – JUNE 2024 (B1-10.16)

RECOMMENDATION:

That the Statements of Bank and Investments Balances as at 30th June 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 30th June 2024.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 31-May-24	Transactions	Balance 30-Jun-24
General	6,701,320.85	2,664,170.70	9,365,491.55
Water Fund	603,901.29	20,095.76	623,997.05
Sewerage Fund	1,850,763.97	(267,496.37)	1,583,267.60
North Western Library	191,144.46	(12,090.80)	179,053.66
Trust Fund	89,596.68	862.09	90,458.77
Investment Bank Account	(3,241,159.63)	0.00	(3,241,159.63)
	6,195,567.62	2,405,541.38	8,601,109.00

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 25th July 2024

ITEM 1 RECONCILIATION CERTIFICATE – JUNE 2024

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	8,601,109.00
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
Balance as per Ledger Accounts less Investments =	<u>8,601,109.00</u>

INVESTMENTS RECONCILIATION

Investments as at 30th June 2024

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

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	8,953,550.63
Internally Restricted Funds Invested	2,388,718.00
2023/24 General Fund Operating Income & Grants	<u>500,000.00</u>
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u>11,842,268.63</u>

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

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
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ITEM 1 RECONCILIATION CERTIFICATE – JUNE 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
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ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

RECOMMENDATION:

That the Statement of Rates and Annual Charges information for period ending 30th June 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 30th June 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 30th June 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 25th July 2024

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

30-Jun-24

Name of Rate	COLLECTIONS FOR YEAR					NETT ARREARS	
	NETT ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	265,784	5,460,340	5,726,124	5,604,257	97.87%	121,867	2.13%
Warren Water Fund	85,336	568,892	654,228	565,032	86.37%	89,196	13.63%
Warren Sewerage Fund	94,484	601,488	695,972	568,193	81.64%	127,780	18.36%
TOTAL 2023/2024	445,604	6,630,720	7,076,324	6,737,482	95.21%	338,842	4.79%
TOTAL 2022/2023	318,952	6,134,689	6,453,641	6,149,771	95.29%	303,870	4.71%
TOTAL 2021/2022	303,871	6,125,052	6,428,923	6,107,617	95.00%	321,306	5.00%
TOTAL 2020/2021	318,952	5,942,985	6,261,937	5,958,067	95.15%	303,870	4.85%
TOTAL 2019/2020	178,732	5,797,214	5,975,946	5,656,994	94.66%	318,952	5.34%
		30-Jun-20	30-Jun-21	30-Jun-22	30-Jun-23	30-Jun-24	
COLLECTION FIGURES AS \$		5,656,994	5,958,067	6,107,617	6,149,771	6,737,482	
COLLECTION FIGURE AS %		94.66%	95.15%	95.00%	95.29%	95.21%	

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 25th July 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 2024/25 financial year. Following the 2023/24 end of financial year accrual process, this expenditure may change.

Project	Budget	Expend	Resp	Comment
Office Equipment Purchases – PC Purchases – Electronic Records Management System Investigation/Implementation	\$161,032	\$0	DMFA	2023/24 estimated carry over value, included in the budget figure is \$51,032 Purchase new office equipment, PC's and other ICT equipment as needed. Ongoing implementation of a Document management system, other ICT updates of equipment have occurred preparing for ICT managed services.

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 Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 25th July 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 9th July 2024

PROGRAM	BUDGET -2023-24	EXPENDITURE – 2023-24	BUDGET - 2024-25	EXPENDITURE – 2024-25
Urban Sealed Roads	\$61,576	\$39,138	\$64,039	Nil
Parking Areas	\$5,677	Nil	\$5,904	Nil
Kerb and Guttering	\$20,000	\$61,392	\$20,800	Nil
Footpaths	\$39,738	\$14,195	\$41,327	Nil
Urban Unsealed Roads	\$29,455	\$3,043	\$30,633	Nil
Rural Sealed Roads	\$408,738	\$363,037	\$525,088	Nil
Rural Unsealed Roads	\$1,135,383	\$1,113,556	\$1,191,198	Nil
Rural Bridges	\$15,000	Nil	\$15,600	Nil
Regional Sealed Roads	\$565,945	\$537,883	\$822,000	Nil
Regional Unsealed Roads	\$119,061	\$111,065	\$120,000	Nil
Regional Bridges	\$18,439	Nil	\$19,000	Nil
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads)	\$326,404.75	\$180,480	\$364,923 (Subject to RFS Approval)	Nil

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 25th July 2024

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

and Council Facilities)				
Fixing Local Roads Pothole Repair Round	\$199,079.53 (Carryover from 2022/2023)	\$208,425	Nil	Nil
Total	\$2,944,496.28	\$2,632,214	\$3,220,512	Nil

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

ITEM 1 WORKS PROGRESS REPORTS – ROADS

PROGRAM	BUDGET				EXPEND/COMM
AGRN 1034 EPA RW Regional Roads	\$5,349,244 (tentative)				Nil
AGRN 1034 EPA RW Local Roads	\$1,301,568 (tentative)				Nil
Regional Emergency Roads Repair Fund – Industrial Access Road/Old Warren Road intersection	\$257,029				Nil
*September, October, November, December 2022 ARGN 1034 Flood and Storm Damage – Immediate Reconstruction Works					\$874,774
	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	\$478,057	
	Wambianna Road		\$366,240	Nil	
	This subcategory has reached its deadline. All work is now being considered under ARGN 1034 EPA RW.				
*Warren Shire Council November 2021 to December 2022 Flood and Storm Damage Claim (ARGN 987 / 1025 /					\$4,374,540
	Event	Sub category	Estimate / Budget	Status	

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

1030 / 1034) (DMES/FRSPM/RIM)	AGRN 1025	IRW	\$334,729	Works on Ellengerah Road. Completed. Claim submitted.	
	AGRN 1034	EW	\$991,672	Works completed. Payment claim has been submitted.	
	AGRN 1034	IRW	\$874,774	Works completed. Payment claim has been submitted.	
	AGRN 960	EPA RW	\$2,144,194	Works completed. Payment claim has been submitted.	
	AGRN 1025	EW	\$29,171	Payment claim has been submitted.	
PROGRAM	BUDGET				EXPEND/COMM
Road Maintenance Council Contract (RMCC)- State Highway 11 (DMES/FRSPM/RIM)	Project	Estimate / Budget	Comments		
	Milawa Pavement Rehabilitation, total length is 3.25km	\$2,105,025	2 km out of 3.25 km of Road Construction has been completed. Council received partial claim (\$570,700.00 ex GST) due to the construction of the 1st km of Road.		
	*Routine Maintenance	\$244,106	Quarter 1: \$50,551 ex GST (Received)		

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Road Maintenance Council Contract (RMCC)- State Highway 11 (DMES/FRSPM/RIM)	Activities – 2023-24		Quarter 2: \$67,437 ex GST (Received) (Claimed) Quarter 3: \$91,458.81 ex GST (Received) Quarter 4: Payment Claim (\$39,702) has been submitted.	
	Routine Maintenance Activities – 2024-25	Proposed total Budget is \$850,945 including Scheduled Maintenance . We are still waiting to get the approval.		

MAINTENANCE

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	SH11 Oxley Highway (Milawa)	Reconstruction	2km Completed and Sealed
Grader Crew 2 (Three-man crew)	Leave for 1 week	_____	_____
	SH11 Oxley Highway (Milawa)	Reconstruction	2km Completed and Sealed
Grader Crew 3 (Three-man crew)	SR58 Nevertire-Bogan Road	Reconstruction Earthworks	2km Earthworks Partly Completed
	SR61 Elsinore Road	Flood Damage	5km Complete
Grader Crew 4 (Three-man-crew)	R333 Carinda Road	Grade Flood Damaged Causeways	Works Completed
	SR23 Gradgery Lane	Grading	12km Complete
Grader Crew 5 (Three-man-crew)	Unmanned	Idle	Nil

WARREN SHIRE COUNCIL

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

WORK CREW	LOCATION	Activity	EMULSION USED	STONE USED
Paveliner (Tar Patching)	SR68 Bundemar Road	170 holes	1,100L	11.5T
	RR202 Marthaguy Road	80 holes	350L	3.5T
	SR59 Tottenham Road	128 holes	900L	9T
	SR12 Lemongrove Road	145 holes	600L	6T
	RR333 Carinda Road	177 holes	1,050L	11T

WORK CREW	LOCATION	ACTIVITY	WORK UNDERTAKEN
Roadside Maintenance Team	R333 Carinda Road	Guidepost Maintenance	212 Guideposts
	RR202 Marthaguy Road	Guideposts Maintenance	247 Guideposts
	SR9 Booka Road	Warning signs (make safe)	Complete
	SR91 Industrial Access	Repair Signs	Complete

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

UPCOMING WORKS (JULY-AUGUST)

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	SR58 Nevertire-Bogan Road	Rehabilitation (Team Understaffed)
Grader Crew 2 (Three-man crew)	SH11 Oxley Highway (Milawa)	Rehabilitation
Grader Crew 3 (Three-man crew)	SR58 Nevertire-Bogan Road	Rehabilitation (Team Understaffed)
Grader Crew 4 (Three-man crew)	SR65 Old Warren Road	Heavy Maintenance Grade
	SR66 Bundemar Road	Heavy Maintenance Grade
	SR33 Castlebar Lane	Heavy Maintenance Grade
	SR77 Wambianna Solders Road	Heavy Maintenance Grade
	SR34 Pleasant View Lane	Heavy Maintenance Grade
	SR1 Oxley Road	Spot Grade
Grader Crew 5 (Three-man crew)	Unmanned	Nil

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

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
Capital Works In Progress				
Gunningba Estate Stage 3 Investigation and Design	\$30,000	\$26,620	DMES	Final design drawings being prepared.
Bridges Renewal Program RR 7515 Warren Road Replacement of Newe Park Bridge and Marthaguy Creek Bridge	\$5,010,000	\$247,574	DMES/ RIM	Design ongoing.
Urban Unsealed Roads Resheeting	15,750	\$1,012	DMES/RIM	Works being scoped.
Resheeting of SR62 Buddabadah Road (GPR/FAG) - \$430,500 & LRCI - \$170,100.00	\$600,600	Nil	DMES/ RIM	Works being scoped.
RR333 Carinda Road Rehabilitation (Block)	\$450,000	Nil	DMES/ RIM	Works being scoped.
MR7515 Warren Road – Reseal (Block)	\$145,000	Nil	DMES/ RIM	Works being scoped.
MR347 Collie-Trangie Road Reseal (Block)	\$145,000	Nil	DMES/ RIM	Works being scoped.
SR65 Collie-Bourbah Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
Old Warren Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
SR27 Bullagreen Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
Collie-Dubbo Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
SR46 Widgeree Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
SR12 Lemongrove Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
SR5 Buckiinguy Road Reseal (R2R)	\$136,179.58	Nil	DMES/ RIM	Works being scoped.
Bundemar Street Warren K&G (R2R)	\$200,000	Nil	DMES/ RIM	Works being scoped.

Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B				
Project	Budget	Expend/ Comm	Resp	Comment
Macquarie Park Roadway Bitumen Reseal JC: 3350-25-510	\$12,285	\$2,139	DMES/ RIM	Works being rescoped.

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B				
Project	Budget	Expend/ Comm	Resp	Comment
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) and Fixing Local Roads Round 4 Nevertire – Bogan Road, Segment 4,6,8 and 10 Rehabilitation.	\$3,496,725 Made up of \$2,797,380 grant & \$699,345 Council	\$940,758	DMES/ RIM	Scoping completed. 32,000t of gravel has been stockpiled onsite. Tree works complete. Culvert extension works complete. Road construction commenced 20 May 2024. Project Extension request has been approved by LRCI up to 30 th June 2025.
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) Rifle Range Road, Oxley Highway and Ellengerah Road Intersections Construction	\$176,815	\$6,100	DMES/ RIM/ FRSPM	Being scoped and programmed. Approval from TfNSW is being sought. Extension of Time from LRCI has been approved up to 30th June 2025.
Rehabilitation of Marthaguy Road Segment 0 to Segment 6.	\$450,000 Block Grant and \$3 Million AGRN 1034 EPARW (TBA)	Nil	RIM	AGRN 1034 EPARW funding approved by TfNSW. Gravel haulage completed. Culvert replacement completed.

WARREN SHIRE COUNCIL

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

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
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	Unsuccessful
*Heavy Vehicle Safety and Productivity Program - Industrial Access Road Rehabilitation	\$2.1 Million Co- contribution of \$400,000 from RTR allocation	Nil	DMES/ RIM/ FRSPM	Unsuccessful
*Bridges Renewal Program - Replacement of Beleringar Bridge, Ellengerah Road	\$2 Million	Nil	DMES/ RIM/ FRSPM	Unsuccessful
NSW Disaster Ready Fund – Electronic Signage at Reddenville Break and Stoney Creek Crossing.	\$77,021.00	Nil	DMES	Pending grant approval.
Safer Roads Program – Carinda Road, Segment 62 to 70; Shoulder Widening.	\$3,599,000.00	Nil	DMES	Pending grant approval.

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
Grant Applications continued				
Safer Roads Program – Marthaguy Road, Segment 12 to 20; Safety Improvements.	\$3,925,000.00	Nil	DMES	Pending grant approval.
Floodplain Management Program (DCCEEW) – Warren Town Flood Study	\$226,308	Nil	DMES	Pending grant approval.

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT

	<i>5/06/2024</i>	<i>to</i>	<i>1/07/2024</i>		
Road	Segment	Class	AADT	V%	Days
Dubbo St.	0	Light	591	91%	26
		Heavy	56	9%	26
RR202 Marthaguy	10	Light	139	84%	26
		Heavy	26	16%	26
RR7515 - Warren	4	Light	164	81%	26
		Heavy	37	19%	26
RR7515 - Warren	36	Light	120	70%	26
		Heavy	50	30%	26
SR27 Bullagreen	0	Light	22	75%	13
		Heavy	7	25%	13
SR27 Bullagreen	30	Light	23	90%	26
		Heavy	3	10%	26
SR53 Thornton	0	Light	33	81%	27
		Heavy	8	19%	27
SR58 Nevertire - Bogan	14	Light	41	66%	27
		Heavy	21	34%	27
SR59 - Tottenham	14	Light	13	26%	43
		Heavy	37	74%	43
SR64 Ellengerah	4	Light	117	91%	26
		Heavy	11	9%	26
SR91 Industrial Access	2	Light	357	78%	26
		Heavy	99	22%	26

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

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

RECOMMENDATION:

That the information be received and noted.

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

Project	Budget	Expend/ Comm	Resp	Comment
General				
Warren Lawn Cemetery Stage 3. GL: 3330-4120-0100 JC: 3330-4120-0010	\$63,378	Nil	MHD / TSM	Irrigation and lawns to be installed. 9/07/2024 Seeking quotes for irrigation
Generator and Transfer Switch Warren Airport GL: JC: 3400-2600-0010	\$7,652	Nil	TSM	11/06/24 Slab installed. 9/07/2024 Generator to be installed late July 2024.

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
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ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
<p>Community Local Infrastructure Recovery Package (CLIRP 2022) Community Assets Program CAP – 070</p> <p>GL: 3420-4320-0151 – Tiger Bay Signage. GL: 3420-4320-150 -</p> <p>JC: 0701-0005-0000 – Refurbishment of Tiger Bay Signage.</p>	\$63,936	Nil	DMES / TSM	<p>Waiting on Artwork from Riversmart for the replacement signs at Tiger Bay.</p> <p>9/07/2024</p> <p>Final Artwork received from Riversmart. Preparing to get quotes.</p>
<p>Warren Tennis Court Light Poles Refurbishment.</p> <p>GL: 3360-4015-0105 JC: 106-105-5</p>	\$10,000	Nil	TSM	Work being scoped.
<p>Warren Airport Exclusion Fencing Subject to additional 50% Grant Funding GL: 3420-4320-0120 JC:</p>	\$139,000	Nil	TSM	Arrangements in train for an audit of Warren Airport by Public Works Authority (PWA) on behalf of the NSW Government.
<p>Warren Airport Improvement Works Subject to additional 50% Grant Funding GL: 3420-4320-0110 JC:</p>	\$50,000	Nil	TSM	
<p>Warren Parks Fencing Replacement</p> <p>GL: 3360-4020-0200</p> <p>Macquarie Park Fence JC: 106-104-5.</p>	\$53,000	Nil	TSM	Work being scoped.

WARREN SHIRE COUNCIL
 Report of the Divisional Manager Engineering Services
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 Council Community Room on Thursday 25th July 2024

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
Rotary Park Fence JC: 106-104-10. Rotary Park Signage JC: 106-104-15. Lions Park Fence JC: 106-104-20. Lions Park Signage JC: 106-104-25 Carter Oval Sporting Precinct Signage JC: 106-104-30				
Warren Showground/Racecourse Drought Proof Irrigation/Fencing Project Installation of Exclusion Fencing. Expected additional funding from Warren Jockey Club (WJC) & Racing NSW JC: 122-5-10 GL: 3360-4030-0045	\$417,727 Total. \$272,727 Grant. \$145,000 WJC.	\$14,667	TSM	9/07/2024 Stage one including 900m of chain wire fencing, \$79,200 inc GST. Completed. \$57,333 + GST paid from Showground Stimulus Program Phase 2C (2023/2024).
Water Supplies				
Oxley Park River Water Pumping Station: Hatch cover & Handrails. GL: 4580-4320-0030 JC: 191-3-5	\$10,000	Nil	TSM	Works being scoped.

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
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ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
Water Extraction Meter Compliance GL: 4580-4320-0003 JC: 0190-0010-0000	\$1,346	Nil	TSM	12/07/23 Application for Water Access License has been lodged with DPIE Water. Awaiting Outcome.
*Clean New Bore – Nevertire. GL: 4230-2200-0000 JC: 0171-0001-0005	\$31,586	\$31,586	TSM	24/06/2024 Contractor to complete works early July 2024. 9/07/2024 Contractor onsite 13/07/2024
*Bore Flat – Carter Oval Irrigation Tank GL: 4580-4320-0045	\$80,000	\$76,651	TSM	24/06/2024 Connections and pump relocation to be completed late June 2024. 9/07/2024 Works Complete.
*Upgrade Water Network Telemetry System. GL: 4580-4320-0003 JC: 0190-0020-0005	\$60,000	Nil	TSM	*7/06/24. Will be discussed at the June Council Meeting. 27/06/2024 Scope of Works change approved by Council. 9/07/2024 All Farmbot components have been purchased late June 2024.
Regional Leakage Reduction Program – Local Water Utilities Projects GL: 4580-4320-0004 JC: 0190-0340-0000 Pressure 0005 Leak 0015 Metering 0025	\$20,619	\$4,828	TSM	*11/06/24 Claim for Milestone 2 Submitted. \$37,500. 9/07/2024 Consultant to be engaged to review data collected.
Replacement of Motor Control Centre at Ellengerah River Water Pumping Station.	\$75,000	Nil	TSM	Work being scoped.

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Report of the Divisional Manager Engineering Services
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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
GL: 4580-4320-0001. JC: 191-1-75.				
Water Valve Replacement Program	\$100,000	Nil	TSM	Work being scoped.
Sewerage Services				
CCTV and Smoke Testing of Sewer at Warren and Nevertire GL: 5580-4320-0002	\$200,000	Nil	TSM	<p>*Quotation documents under development.</p> <p>12/12/23 Documents nearing completion.</p> <p>14/05/2024 Deferred until 2024/2025.</p> <p>28/05/24 Tender documents ready to for the new financial year.</p> <p>9/07/2024 Tender to be advertised late July 2024.</p>
*Upgrade Sewerage Network Telemetry System GL: 5580-4320-4000 JC: 0226-0010-0005	\$80,000	Nil	TSM	<p>*27/06/2024 Scope of Works change approved by Council.</p> <p>9/07/2024 All Farmbot components have been purchased late June 2024. Delivered</p>
Warren Sewerage Treatment Plant Replacement GL: 5580-4320-0001	\$92,000	Nil	TSM	<p>Rehabilitation Program for Old Sewerage Treatment Plant and bore installation being formulated.</p> <p>17/10/23 Rehabilitation works on hold until additional evaporation lagoon is constructed.</p>

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CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
Lifting Gantry Tiger Bay Sewer Pump Station GL: 5580-4320-4000 JC: 201-90-45	\$27,478	Nil	TSM	<p>*17/10/23 Barnson to be engaged to design new footings for gantry.</p> <p>12/12/23 Draft footing design completed.</p> <p>9/07/2024 Waiting on quote to relocate gantry.</p>
Thornton Avenue Sewer Pump Station Refurbishment GL: 5580-4320-4000 JC: 201-90-10	\$107,000	Nil	TSM	<p>*Pump purchase arrangement in train. Switchboard ordered. RFQ for fit out being development.</p> <p>14/05/2024 Two Tenders received. Reported to May Council Meeting.</p> <p>28/05/24 Negotiating with a contractor for the works to proceed.</p> <p>24/06/2024 New MCC has been delivered.</p> <p>9/07/2024 Waiting on quote from contractor.</p>
Sewer Pump Stations Safety Improvements GL: 5580-4320-4000 JC: 201-90-0000	\$99,750	Nil	TSM	Work being scoped.
Construction of Additional Evaporation Lagoon at Tiger Bay STP. GL: 5580-4320-4040	\$775,000	Nil	TSM	<p>*New pond design and tender documents being developed by NSW Public Works.</p> <p>14/05/24 Waiting on PWA design and Tender Documents to be finalised.</p> <p>9/07/2024</p>

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				Final documents received from PWA. Tender to be advertised August 2024 to Late September 2024. Report to October 2024 Council Meeting.
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Project	Budget	Expend	Resp
Levee Restoration			
Warren Levee Rehabilitation JC: 3300-4400-0000 Commonwealth; 3300-4420-0000 OLG AGRN 1025: 3300-4410-0000 State	\$4,430,118 \$736,697 \$736,438	Nil Nil Nil	DMES/TSM/IPM
<u>Comments</u>			
*1/05/2024 Tender C13-89 for the Replacement of Floodgates on the Warren Town Flood Levee has been awarded to Precision Civil Infrastructure for the tendered price of \$868,888.19 including GST.			
14/05/24 Tenders received for the supply and delivery to Warren NSW, Six Standby Generators and Eight Electric Submersible Pumps. Evaluation currently underway. Appropriate reporting to the May 2024 Council Meeting.			
28/05/24 Tenders for the generators and submersible pumps have been awarded.			
9/07/2024 Flood gate contractor to be onsite Monday 22nd July to commence cleaning and investigations.			

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CONTINUED

Local Roads and Community Infrastructure Grant Programs for Phase 4				
Project	Budget	Expend	Resp	Comment
Saunders Park – Replacement of Picnic Shelter. (LRCI) GL: 3360-4040- 0005 JC: 3350-3-10	\$13,865	Nil	TSM	24/06/2024 Waiting on concrete quotations.
Oxley Park Electric Barbeques (2) (LRCI) GL: 3360-4040- 0005 JC: 3350-10-10	\$8,615	Nil	TSM	<div>*9/05/24 Installation works will commence in July 2024</div> 9/07/2024 Waiting on quotations
Macquarie Park Flying Fox and Playground Equipment Softfall Further Contribution. (LRCI) GL: 3360-4040- 0005 JC: 3300-4430- 10, OLG JC: 3350-5-10, LCRI	\$89,625 (LRCI) \$112,500 OLG Total Budget \$202,125	\$202,125	TSM	24/06/2024 Contractor will commence works on Monday 15 th July 2024.
Warren Cemetery Seating Covering. (LRCI) GL: 3360-4040- 0005 JC: 3350-7-10	\$3,840	Nil	TSM	9/07/2024 Frames have been installed.

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Project	Budget	Expend	Resp	Comment
Nevertire Cemetery Seating Covering. (LRCI) GL: 3360-4040-0005 JC: 3350-8-10	\$3,880	Nil	TSM	9/07/2024 Frames have been installed.
Warren CCTV System GL: 3360-4040-0005 JC: 3350-9-10	\$57,334	\$57,334	TSM	<div>*24/06/2024 Contractor will be at the Showground 26th – 28th June to install hardware.</div> 9/07/2024 Installation of cameras has commenced. Project on track for completion late August 2024.
Ravenswood Park Softfall Installation. (LRCI) GL: 3360-4040-0005 JC: 3350-12-10	\$89,145	\$78,153.57	TSM	24/06/2024 Contractor will commence works on Monday 15 th July 2024.

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Activity	Required Interval	Details	
Water System Planned Maintenance			
River mains flushing	As required	Flushing occurs three monthly when hydrants are flushed. Additionally, river water mains are flushed when problems such as poor pressure/flow are identified.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary.	
Fire hydrants. Covers checked, painted, flushed, and replaced where necessary, Blue reflective indicators and signs installed	Quarterly	Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.	
Bore Inspections	5 Year Rolling Program	Next inspections due 2028	
Warren, Nevertire and Collie water chlorine, turbidity, temperature, and pH testing	Weekly at specific locations	Testing carried out daily at Warren and Nevertire.	
Warren river pumps		Ellengerah Rd Oxley Park Macquarie Park Racecourse	Breakdown maintenance only.
Reservoir cleaning	3 to 5 years	Ellengerah and Nevertire Bore Reservoirs	*Inspected and cleaned in December 2022. Next Diver inspection December 2025.
		River Water Reservoirs	*Oxley Park cleaned in September 2023. Ellengerah to be inspected Autumn/Winter 2024. Investigate using Remotely Operated Vehicle (ROV) to inspect in 2025.

Sewerage System Planned Maintenance

Warren Sewerage Treatment Works	Currently monthly. Will change when new operating licence is agreed with NSW EPA	11/06/24 Waiting on Final Design and Tender Documents from PWA. 9/07/2024 Final documents received from PWA. Tender to be advertised August 2024 to Late September 2024. Report to October 2024 Council Meeting.
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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Activity	Required Interval	Details
Activity	Details	
Water and Sewerage Works Subject to Funding		
Location	Work Under Development	
Collie Water Supply (Reliability, Quality and Chlorination)	Relocation of the two, large Pioneer tanks to a new site located West of the Village. Construct a 10m high tank stand to support one or two, 25,000 litre water tanks at the Pioneer tank location. Installation of small package Water Treatment Plant and new gaseous chlorination equipment to return water supply to potable status. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove the old, elevated tanks.	
Water and Sewer – Routine Works Budget vs Expenditure To 9 th July 2024		
Account	Budget	Expenditure, Inc. Commitments
Water Fund Maintenance and Repair	\$655,884	\$7,916
GL's: 4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	\$334,140	\$1,118
GL's: 5200-0003, 5250-0003, 5280-0003 & 5300-0003.		
Parks And Gardens – Routine Works Budget Vs Expenditure To 9 th July 2024		
Account	Budget	Expenditure, Inc. Commitments
Parks, Gardens, Cemeteries, Racecourse & Levee	\$850,779	\$4,397
GL's: 0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		
Aerodrome – Routine Works Budget vs Expenditure To 9 th July 2024		
Account	Budget	Expenditure, Inc. Commitments
Aerodrome Operations	\$167,352	\$19,061
GL: 2555-0003 JC: 2549-0-0		

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WORKS PROGRESS REPORTS – TOWN SERVICES

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Water and Sewer Works

- Training (machinery operations)
- 2 Orchard St. repair meter
- 18 River Ave. repair meter
- CNR Chester/Wilson St. main leak
- Old Warren Road service leak
- Construct shade frame's for Cemetery
- Hydrant flushing Warren/Nevertire (on going)
- 68 Chester S. main leak
- 8 Garden Ave. repair meter
- CNR Stafford/Zora St. main leak
- Warren Gun Club replace/relocation
- Burton St. round-about River water main leak

Warren Sewerage Treatment Works inflow		Sewerage Year – 1st June 2024 to 31st May 2025		
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
June 2024	486	362	10.85	10.85
July 2024	460	343	2.40	13.25

As of 8/7/24

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ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES

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Bulk Water Reading per Quarter

Water Source	FIRST QUARTER READING 1/07/23- 31/09/23	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/23 - 31/12/23	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/24- 31/03/24	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/24 - 30/06/24	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATIO N	Max. Allocatio n (ML)
Warren Bores										
Bore 1 (Bore Flat) Lic. 80AL703155	66.56	66.56	56.92	123.47	75.01	198.48	65.60	264.08		
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	75.01	208.12	65.60	273.73	39.10%	700
Warren River										
Oxley Park Lic. 80AL700017	0.00	0.00	0.00	0.00	0.00	0.00	0.72	0.72		
Ellengerah Rd Lic. 80AL700017	45.98	45.98	73.16	119.14	51.29	170.43	27.39	197.82		
	45.98	45.98	73.16	119.14	51.29	170.43	28.11	198.54	26.47%	750
Showground (Racetrack)										
Lic. 80AL700645	4.85	4.85	20.05	24.90	17.01	41.91	9.12	51.03	27.14%	188
Nevertire Bore Lic. 80AL703158	6.16	6.16	10.83	16.99	12.21	29.20	5.90	35.10	87.75%	40
Collie Bore Lic. 80CA724011	0.94	0.94	2.64	3.58	2.49	6.07	1.23	7.30	29.20%	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 July: 16.6mm

*Rainfall to date: 407.8mm

*Burrendong Dam Level: 63% As of 8/7/24

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

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

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
- Event preparation Nevertire
- Victoria Oval mow/snip/line marking
- CBD area weeding/pruning/spraying
- Lawn Cemetery mow/snip
- Shire chambers mow/snip
- Woolnough levee 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 (ongoing)
- Line marking Victoria Oval.
- Preparation for football at Victoria Oval
- Boston St levee mow/snip
- Library mow/snip
- Bore flat mow/snip
- CBD area tidy up weeding
- Victoria Oval Cricket pitch preparation (ongoing)
- Carter oval Cricket pitch preparation (ongoing)
- Lions Park mow/snip
- Orchard St Park mow/snip
- Ebert Park mow/snip
- Oxley Park mow/snip
- Rotary Park mow/snip
- Lions Park mow/snip
- Macquarie Park mow/snip
- Macquarie Drive mow/snip
- Tiger bay pump station mow/snip
- Warren Shire Chambers mow/snip
- Preparation for Soccer at Carter Oval
- Preparation for 70th Anniversary Rugby

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Town Crew

- Weed spraying around Warren.
- Install the cover over seats at Nevertire Cemetery (ongoing).
- Transport “Crusher dust “to Nevertire Cemetery.
- Remove rubbish from Shire Depot.
- Spray out walkways around Warren.
- Install alloy seating to “Monkeygar” viewing platform.
- Clean grates around Warren.
- Pick up limbs around Warren.
- Install solar pumps at Nevertire Cemetery (ongoing).
- Transport “Red sand” to Warren Cemetery.
- Repair warning lights at the Industrial access intersection.

Non-Roads November/ December 2021 Flood and Storm Damage Works

Description	Expenditure/ Committed
Non-Roads November/ December 2021 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works. (Application for reimbursement submitted 8/03/2022)	<p style="text-align: right;">\$173,456.91</p> <p>Note: \$37,163 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.</p> <p>9/05/24</p> <p>Currently only \$73,012.03 has been approved for payment by SES/RA.</p> <p>GM met with the Minister for Emergency Services on 9th May 2024 in an attempt to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs by whatever means.</p>
0700-0050-0500, 0700-0050-0510, 0700-0050-0520, 0700-0050-0530, 0700-0050-0540	

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Non-Roads July, August, September, October, November, and December 2022 Flood Damage Works

Description	Expenditure/ Committed
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).	<p style="text-align: center;">\$757,745.33</p> <p>Note: \$37,163 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.</p> <p>9/05/24</p> <p>Currently only \$169,827.86 has been approved for payment by SES/RA.</p> <p>GM met with the Minister for Emergency Services on 9th May 2024 in an attempt to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs by whatever means.</p>
0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540	

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ITEM 3

WORKS PROGRESS REPORTS – WORKSHOP

(C14-7.2, P2-1)

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 9th July 2024.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Plant Repairs to 9th July 2024				
P54	Dean Trailer	Assisted in changing the tyre on the trailer. A new tyre was ordered for repair.	.5 hr	.5 hr
P40	Isuzu Med Tipper	Performed 110,000km service, with general checks indicating all is OK. A leak in the rear RH brake drum was found; parts were ordered. The leak was minimized and cleaned for now.	5 hrs	5 hrs
P10	Hamm Pad Foot Roller	Hydraulic system cleaning continues while waiting for parts to arrive.	4 hrs	4 hrs
P2382	Mack Superliner	Replaced a failed flashing beacon.	1 hr	1 hr
P54	Dean Trailer	Rego was checked, and paperwork completed. Minor repairs were made to ram hinges.		4 hrs
P233	Toyota Kluger	Rego was checked, and paperwork completed.		1 hr
P2120 & P2121	John Deere 6140M Tractor	Parts were ordered after diagnosis. Ordered new lights, leaking ram seals, and a fuel cap.		1 hr
P2142	Superior Slasher 8Foot	Call out to Collie for a failed driveshaft and broken tower chains. Replaced the chains and driveshaft, then performed a test run for the cut setup.	8 hrs	6 hrs
P93	Cat CW34 Roller	Diagnosed a failed front inner wheel bearing and ordered parts for fitment. Repaired the steering wheel/seat swivel and steering column adjustment mechanism.		8 hrs

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WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P22	John Deere 770G Grader	Diagnosed an A/C system failure and identified a leaking high-pressure pipe. Ordered parts for fitment upon arrival.	1 hr	2 hrs
P1047	Isuzu Schwarze Sweeper	Rear LHS brake failure was addressed by removing and replacing the pads. The disc was inspected, and a new disc was ordered for fitment upon arrival.	2 hrs	2 hrs
P1047	Isuzu Schwarze Sweeper	Diagnosed the park brake failure; the brake was burnt out. Parts were ordered for fitment upon arrival.	1 hr	1 hr
	Warren Showground Arena	Welded the gate hinge back to the stay and gate.	2 hrs	2 hrs
	Warren Showground Pavilion	Welded the gate hinge back to the stay and gate, with stops still to be added to prevent the gate from being sprung again.	2 hrs	2 hrs
P25	John Deere 770G Grader	Removed and replaced the front LHS wheel. The old wheel was taken to Tyreright Warren for replacement.	1 hr	1 hr
P2383	Mack Superliner Prime Mover	Diagnosed ABS code and issues related to the broken front shock mount; parts were ordered. The wheel speed sensor was replaced, but the code is still present, requiring further checks. The machine is booked into WTG Dubbo on 10-07-24 for a service.	2 days	8 hrs
P2403	Side Tipper Trailer	X2 tyres were dropped to Tyreright Warren for repair.		.5 hr
P22	John Deere 770G Grader	X1 Grader tyres were taken to Tyreright Warren for repair.		.5 hr
P14	Cat 432F Backhoe	X1 front tyres were taken to Tyreright Warren for repair.		.5 hr
P2341	Isuzu Tender Truck Roadside Maintenance	40,000km service was completed, with a general check over indicating all seems okay. The diff input seal is starting to weep, and parts were ordered.	4 hrs	4 hrs

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WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P1063	Isuzu Tender Truck	190,000km service was completed, with general checks indicating everything seems okay.	4 hrs	4 hrs
P2382	Freightliner Prime Mover	Remanufactured rear LHS mudguard support and fitted a new mudguard.	3 hrs	3 hrs
P2122	John Deere 5093E Tractor	Performed 500-hour service, with general checks made; all seems okay.		5 hrs
P2020	Cat 950M Loader	Diagnosed two-way failure due to a failed internal speaker; installed a new two-way.		1.5 hrs
P28	John Deere 770G Grader	Diagnosed engine failure, cleaned the machine, and engaged H&P Warren. Initial reports suggest a possible cylinder head valve issue; more tests to be completed by H&P Warren.	2 days	2 hrs
P1047	Isuzu Schwarze Sweeper	Rear engine serviced at 2,900 hours, with general checks indicating all is okay.		2 hrs
P2782	Post Hole Driver Christie GX35T	Engine repairs were made, valves adjusted. Test operation seems okay now.		4 hrs

ACRONYMS

WC Workshop Coordinator
TBD To be determined.
DTC Diagnostic trouble code
DPD Diesel particulate diffuse.

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**ITEM 4 PROCUREMENT – REQUEST FOR “PREFERRED SUPPLIER” STATUS – RELEVANT
LOCAL TRADES AND COMMERCIAL SERVICES FOR CONTRACT C13-34 (C13-94)**

RECOMMENDATION that:

1. The information be received and noted; and
2. That the Mayor and General Manager be delegated the authority to consider and formally appoint vendors from the attached list as Preferred Suppliers for Local Trades and Commercial Services for the Warren Shire Council for the period ending 30th June 2026 under Contract C13-94.

PURPOSE

For the consideration of the appointment of the vendors on the attached list to be formally appointed as preferred suppliers for relevant local trades and commercial services for the Warren Shire Council for the period ending 30th June 2026 under Contract C13-94.

BACKGROUND

This is a joint report provided by the MANEX team and other Council Purchasing Officers.

To assist local businesses and local economic development and to encourage a “Buy Local” culture within Council it is considered appropriate for many of the local businesses within the Warren Shire to be given a “Preferred Supplier” status for relevant local trades and commercial services using a Council Approved Contract Arrangement.

REPORT

It is the view that the appointment of all the vendors listed as preferred suppliers does not contravene the objectives of Council’s Procurement and Disposal Policy. Local Trade and Commercial Services suppliers not listed are already listed as a supplier under another Contract.

The Procurement and Disposal Policies objectives are as follows;

- obtain value for money when evaluating, selecting, and disposing of goods and services that are paid for with public funds;
- ensure essential accounting and control procedures are followed for the process of requisition, ordering, receipt, issue, return and disposal of all goods and services;
- provide a set of basic Procurement Guidelines for the purchase and disposal of goods and services including a Local Preference provisions;
- promote purchasing practices which protect the health and safety of Council officers and contractors;
- ensure goods purchased by Council meet relevant safety standards;
- ensure that all parties involved in the procurement process at Warren Shire Council comply with relevant legislation, regulations, and industry standards;
- promote purchasing practices which conserve resources, save energy, minimise waste, protect human health and maintain environmental quality and safety; and
- behave with impartiality, fairness, independence, openness, integrity, and professionalism.

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Report of the Divisional Manager Engineering Services
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Further enhancement of the Procurement and Disposal Policies to appoint all to the status of Preferred Supplier is the part of the Policy that deals with local procurement. It allows a 5% preference allowance in which the local bidder is granted a 5% cost reduction factor.

Council’s past practice when procuring Trades and Commercial Services is to develop a specification and invite quotations from suppliers.

Quotations are then considered and assessed in line with:

- a) Specification issued by Council;
- b) Selection criteria established as time of preparing quotation request; and
- c) Council Policy.

The selection criteria generally include:

- a) Conformity with the quotation document;
- b) Value for money;
- c) Timeframe for delivery;
- d) Backup service availability and convenience; and
- e) Industry reputation.

Another matter for consideration is:

- The role of Council in promoting shop locally:
 - How Council is working to sustain current businesses and encourage new businesses to start up in our Shire; and
 - The Impact of losing a business that employs people in our Shire.

The attached list are local trade and commercial service businesses Council is currently using.

Throughout the period of this list, amendments to the participants can be achieved with a separate report to Council.

During the writing of this Report, it has been determined that several Councillors will have a pecuniary interest in the matter and that a quorum will not be possible to make a decision on the matter at the Council Meeting. The relevant sections of Councils Code of Conduct are as follow:

4.28 A Councillor or a Council Committee Member who has a pecuniary interest in any matter with which the Council is concerned, and who is present at a Meeting of the Council or Committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

4.29 The Councillor or Council Committee Member must not be present at, or in sight of, the Meeting of the Council or Committee: (a) at any time during which the matter is being considered or discussed by the Council or Committee, or (b) at any time during which the Council or Committee is voting on any question in relation to the matter; and

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4.35 Despite clause 4.29, a Councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.

Following advice from the Office of Local Government (OLG), to ensure that there is action on an appropriate decision of acceptance on the list of Vendors to be formally appointed as preferred suppliers for Local Trades and Commercial Services for the Warren Shire Council for the period ending 30th June 2026 under Contract C13-94, the matter should and could be delegated to appropriate persons or a Committee to undertake consideration of the appointment.

Accordingly, it is recommended that the Mayor and General Manager be delegated this responsibility.

FINANCIAL AND RESOURCE IMPLICATIONS

Use of panel members under this Preferred Suppliers Contract would only be engaged if they are deemed to provide competitive pricing and undertake safe and quality works.

LEGAL IMPLICATIONS

Local Government Act 1993;
Local Government (General) Regulation 2021;
Tendering Guidelines for NSW Local Government; and
Warren Shire Council Code of Conduct.

RISK IMPLICATIONS

It is considered that there are minimal risk implications.

STAKEHOLDER CONSULTATION

Staff have, to the best of their ability, contacted all proposed Preferred Suppliers listed.

OPTIONS

It is the view that there are no better options.

CONCLUSION

It is the opinion that the appointment of all vendors on the attached list as Preferred Suppliers for Local Trades and Commercial Services for the Warren Shire Council for the period ending 30th June 2026 under Contract C13-94 will ensure that Council is providing ongoing support and earning ability of local business to ensure that it is not lost, and employment is maintained.

However, use of panel members will only be when best “overall value for money” is possible.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 2.1.1 Improve skilled and unskilled employment opportunities to attract and retain young people and working families.
- 2.3.1 Facilitate the growth of local businesses.
- 5.2.5 Improve procurement practices to maximise cost efficiency whilst supporting local businesses where possible.

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**ITEM 4 PROCUREMENT – REQUEST FOR “PREFERRED SUPPLIER” STATUS – RELEVANT
LOCAL TRADES AND COMMERCIAL SERVICES FOR CONTRACT C13-34 CONTINUED**

Warren Shire Council Code of Conduct.

Warren Shire Council Procurement and Disposal Policy.

ATTACHMENTS

Proposed List of Preferred Suppliers for Local Trades and Commercial Services Providers.

A Sweet Revenge by Blin	Warren
Adam Mayne	Warren
AGnVET	Warren
All -A- Glow	Warren
Ando's Grader Hire Pty. Ltd.	Warren
Andrew Stephens Electrical	Warren
B & D Brouff Earthmoving Pty. Ltd.	Warren
Bradswear	Warren
BRD Design & Construction Pty Ltd	Warren
33 Gold Medal Pty Ltd (Chinese Restaurant Warren Golf Club)	Warren
Carmel's Kitchen – Royal Hotel	Warren
Club House Restaurant	Warren
Collie Hotel	Collie
Cossy's Transport	Warren
Crooked Arrow	Warren
Damo's Bobcat ,Tipper, and Contracting Service	Warren
Delta Agribusiness Pty. Ltd	Nevertire
Dowleans Radiators	Warren
Elders	Warren
Ellerslie Lane	Warren
Felton Plant Hire	Warren
Fuller Brothers	Warren
Gordon Irving & Associates	Warren
Grindrod's Newsagency	Warren
Hutcheon & Pearce	Warren
JC's Cotton Cafe	Warren
Limitless Engineering	Warren
Lovett & Green Solicitors	Warren
MacKay's Ag & Earthmoving	Warren
Macquarie Caravan Park	Warren
Macquarie Civil	Warren
Macquarie Plumbing	Warren
Macquarie Toyota	Warren
Macquarie Valley Motor Inn	Warren
Mark Robinson Agricultural Repairs	Warren
Markus & Sons Auto Electrical	Warren

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McKay's Earthmoving	Warren
Mick Carey's Spraying & Ag Services	Nevertire
MLB Concrete and Construction	Warren
Nevertire Hotel	Nevertire
Niki Bell	Warren
One One Seven Bakery Café	Warren
Oriel M&PM Earthmoving	Warren
Panelite Signs	Warren
Phil Waterford	Warren
Rivertown Maintenance	Warren
RJ & BA Sayers Electrical Contractors	Warren
Rod Thornton Electrical	Warren
Russ Rural Contracting Pty Ltd	Warren
Ryan Mason Engineering	Warren
Sayers Smash Repairs	Warren
Scott Fencing	Warren
Spar Supermarket	Warren
Splat Plumbing Services	Warren
That Place Cafe	Warren
The Rural Trader	Nevertire
Three Rivers Machinery	Warren
Thunder Auto Detailing	Warren
Tony Waters Air Conditioning	Nevertire
Travs Rocket Tiling	Warren
Uncle Clarries	Warren
Warren IGA + Liquor Supermarket	Warren
Warren Joinery and Hardware	Warren
Warren Meat House	Warren
Warren Motor Inn	Warren
Warren Pharmacy	Warren
Warren Post Office	Warren
Warren Services Club	Warren
Western Farm Machinery	Warren
Western Pumps & Mowers	Warren
Western Rivers Veterinary Group	Warren
Wilson Russ - Nutrien Ag Solutions	Warren
Wooly's Drive-In Bottle Shop	Warren

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
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ITEM 1 DEVELOPMENT APPLICATION APPROVALS

(B4-9)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Development Applications that have been received for approval for June 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.

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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 12th June 2024 – 10th July 2024.

2020 Projects	Budget	Expend. /Comm	Resp	Comment
Construction of two (2) x Council dwellings. 21 Deacon Drive and 8 Deacon Drive.	56,145	110,996	MHD	Completed July 2020. New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021. Formal complaint lodged with Department of Fair- Trading 4th March 2021. Additional information provided 11th March 2021. A further report provided to Council in August 2021. Rectification order issued. Expired 26/10/2021 Builder expected at the end of November to complete requested maintenance and repair works which has not progressed. Report provided to February 2022 Committee of the Whole Closed Council Meeting concerning directions on this project. Council resolved that: Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court.

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WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

2020 Projects	Budget	Expend. /Comm	Resp	Comment
				<p>Proceedings have commenced on 28th July 2022, in NCAT in respect of both properties.</p> <p>Case has been lodged with District Court.</p> <p>Mediation undertaken on 30th April 2024. Further reporting undertaken to the May 2024 Council Meeting. Matter set down for the district court for - 8th November 2024.</p>
2021 Projects	Budget	Expend. /Comm	Resp	Comment
<p>Construction of the Waste Transfer Station at Ewenmar Waste Depot.</p> <p>3300-4321-000</p>	271,116	235,035	MHD/TSM	<p>Final design complete.</p> <p>Contractor engaged to install drainage pipework at the end of November.</p> <p>Concreting works listed on vendor panel closed 3rd February 2022 contractor appointed.</p> <p>Due to time lapse, new quotations obtained and reassessed.</p> <p>MLB to commence once Equestrian Centre path is complete.</p> <p>No progress during September, October, November, December, January and February due to site being flooded and wet weather.</p> <p>Works commenced Wednesday 31st May 2023.</p> <p>Footings for the retaining wall were poured on the 12th July 2023. Wall completed December 2023.</p> <p>Unable to source contractor to date. Quotation obtained from Battleline as a possible suitable contractor.</p>

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2021 Projects	Budget	Expend. /Comm	Resp	Comment
				Quotation not accepted. Works re commenced Friday 3 rd May 2024. Construction of delivery platform 80% complete using a combination of Battleline and Council Day Labour. Waiting on MLB to re- commence works, July 2024.
2023 Projects	Budget	Expend. /Comm	Resp	Comment
Ewenmar Waste Depot Road repairs.	20,000	Nil	MHD/DMES	306 claim complete for \$220,500.
Warren Support Services (Targeted Early Intervention)				
2.28 Warren Junior Soccer 2023.	5,000	Nil	DMFA	To be held over a period of 12 months.
2.31 Warren Youth Group - Psychology service.	50,000	Nil	MHD	To be held over a period of 12 months.
*2.38 Barnardos - swimming lessons.	1,200	1,200	MHD	Complete.
2.39 Piano Lessons.	3,000	Nil	MHD	To be held over 12 months.
2.41 Warren performing Arts and Language Place Inc Warraan Widji Arts Dance and Grow.	5,000	Nil	MHD	14/2/2024 - 4/12/2024
*2.45 Warren Pastural and Ag Association, Free Entertainment for the children for the show.	5,000	3,625	MHD	Complete.
*2.46 Grow Expo Warren Youth Group.	5,000	5,000	MHD	Complete.
2.47 MPS Speech and Literacy Intervention 2024.	5,000	Nil	MHD	To be held over 12 months.
2.48 CWA Speak out	5,000	Nil	MHD	Date held 15/5/2024. Waiting on acquittal.

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Capital Expenses				
Council Housing M & R. (Includes \$20,000 for 2023/2024) Dwelling renewal, reserve \$56,145 and \$11,741 specific M&R	87,886	67,641	MHD	56 Garden Avenue, Heavy Maintenance 90% Completed. Purchase order for kitchen issued. Kitchen to be installed July 2024. Postponed due to COVID.
Capital Renewal				
Animal Shelter Replacement. (Includes \$80,000 for 2023/2024).	140,000	Nil	MHD/IPM	Project in planning stage.
Town Planning				
LEP Review.	45,000	28,000	MHD	Consultant engaged. Draft report provided, reviewed. Feedback provided. Progressing with the recommendations.
2024 Projects	Budget	Expend. /Comm	Resp	Comment
Warren Sporting & Cultural Complex – Gym Equipment Renewals.	7,500	Nil	MHD	In progress.
Carter Oval Youth Sports Precinct/Depot Electrical Upgrade. 104-0118-0000	122,375	122,375	MHD/TSM/IPM	Purchase order issued.
Warren Medical Centre Cabinetry Improvement/Replacement Works.	24,200	Nil	MHD	
September 2022 AGRN 1034 Flood and Storm Damage Essential Public Asset Reconstruction Work Ewenmar Waste Depot Access Road Restoration.	220,500	Nil	MHD/DMFS/RIM	Claim to be resubmitted from Public Works.

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2024 Projects	Budget	Expend. /Comm	Resp	Comment
Council building renovations fit out (New Kitchen, accessible toilet. 3210-4100-005	40,000	Nil	MHD	
LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)				
	Budget	Expend. /Comm	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	29,937	MHD	\$20,000 grant funds (\$15,000 contribution from the Warren Rugby Club). Scoreboard arrived end December 2023. Operational late April 2024. The purchase and installation of a roller shutter door to protect this scoreboard, in progress. The fabrication and installation of laser cut sponsorship sign in progress.
Trailer Mounted Scoreboard (2) Contribution.	45,000	35,077	MHD	Purchase order issued. Scoreboard arrived end December 2023. Trailer options being investigated. Quotations obtained. The fabrication and installation of draw bars on the trailers in progress.

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LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)				
	Budget	Expend. /Comm	Resp	Grant funding successful 8th August 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. Unspent funds re-allocated to CCTV project.
Windows on the Wetlands Centre Precinct EV Charging Station (up to 3) and Power Upgrade Contribution.	37,996	Nil	MHD/IPM	Being investigated.