

BUSINESS PAPER

EXTRA ORDINARY MEETING

THURSDAY 10TH OCTOBER 2024

WARREN SHIRE COUNCIL

AGENDA - EXTRA-ORDINARY COUNCIL MEETING

10th October 2024 commencing at 8.30 am

1. OPEN MEETING

2. WELCOME TO COUNTRY

3. OATH OR AFFIRMATION OF OFFICE

4. SPECIAL GENERAL MANAGER REPORTS

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

Item 2 Election of Deputy Mayor (C14-13) Page 5

5. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

6. CONFIRMATION OF MINUTES

Ordinary Meeting held on Thursday, 22nd August 2024.

7. DISCLOSURES OF INTERESTS

8. MAYORAL MINUTE(S)

Nil.

9. REPORTS OF COMMITTEES

Nil.

10. REPORTS TO COUNCIL

REPORTS OF DELEGATES

Nil.

POLICY

Nil.

REPORTS OF THE GENERAL MANAGER

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REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

Nil.

REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

Nil.

REPORTS OF THE MANAGER HEALTH & DEVELOPMENT

Nil.

11. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

12. MATTERS OF URGENCY

Nil.

13. CONFIDENTIAL MATTERS

Nil.

14. CONCLUSION OF MEETING

PRESENTATIONS

Nil.

WARREN SHIRE COUNCIL
Special Report of the General Manager
to the Extra Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Tuesday, 10th October 2024

ITEM 1 ELECTION OF MAYOR

(C14-13)

RECOMMENDATION

1. That Council note that the General Manager or his nominee is the Returning Officer for the purpose of electing the Mayor.
2. That the General Manager or his nominee, as Returning Officer, advise of nominations for the election of Mayor for the two- year term of office, from October 2024 to September 2026;
3. In the event of more than one (1) nomination that Council conduct the election of the Mayor by ordinary ballot and in accordance with the Local Government (General) Regulation 2021; and
4. That following the election, the ballot papers used in the election of the Mayor be destroyed.

PURPOSE

The purpose of this report is to advise Council of the process used to elect the Mayor in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2021.

BACKGROUND

This report deals with the election of the Mayor. In accordance with the NSW Local Government Act 1993, the term of office for a Mayor, elected by Councillors is for a two-year term ending in September 2026.

REPORT

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

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

RISK IMPLICATIONS

No risks are identified if the process is followed.

WARREN SHIRE COUNCIL
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ITEM 1

ELECTION OF MAYOR

CONTINUED

STAKEHOLDER CONSULTATION

In Warren Shire Council, the Mayor is elected by the Councillors (Electors). The Local Government (General) Regulation 2021 requires that when there is no chairperson present at a meeting of a Council, the first business of the meeting must be the election of the Mayor (ie: chairperson) to preside at the meeting.

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

OPTIONS

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

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment: Local Government (General) Regulation 2021 – Schedule 7

WARREN SHIRE COUNCIL
Special Report of the General Manager
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ITEM 1

ELECTION OF MAYOR

CONTINUED

ATTACHMENT

Schedule 7 – Election of Mayor by Councillors (Section 394)

Part 1 - Preliminary

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this section--

"ballot" has its normal meaning of secret ballot.

"open voting" means voting by a show of hands or similar means.

Part 2 - Ordinary ballot or open voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with [section 345](#) of this Regulation as if it were a ballot-paper referred to in that section.
- (3) An informal ballot-paper must be rejected at the count.

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Special Report of the General Manager
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ITEM 1

ELECTION OF MAYOR

CONTINUED

6 Count--2 candidates

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7 Count--3 or more candidates

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subsection (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Section 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subsection (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 - Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

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

10 Count

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

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ITEM 1

ELECTION OF MAYOR

CONTINUED

11 Tied candidates

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

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

Part 4 - General

12 Choosing by lot

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

13 Result

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

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

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ITEM 2 ELECTION OF DEPUTY MAYOR

(C14-13)

RECOMMENDATION

1. That Council continue the position of Deputy Mayor.
2. That Council note that the General Manager or his nominee is the Returning Officer for the purpose of electing the Deputy Mayor.
3. That the General Manager or his nominee, as Returning Officer, advise of nominations for the election of Deputy Mayor for the two-year term of office, from October 2024 to September 2026;
4. In the event of more than one (1) nomination, that Council conduct the election of the Deputy Mayor by ordinary ballot and in accordance with the Local Government (General) Regulation 2021; and
5. That following the election, the ballot papers used in the election of the Deputy Mayor be destroyed.

PURPOSE

The purpose of this report is to advise Council of the process used to elect the Deputy Mayor in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2021.

BACKGROUND

This report deals with the election of the Deputy Mayor. In accordance with the NSW Local Government Act 1993, the term of office for a Deputy Mayor, elected by Councillors may be for one-year or a two-year term same as the Mayor ending in September 2026.

REPORT

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

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

The recommendation reflects the Council's traditional practices.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

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ITEM 2

ELECTION OF DEPUTY MAYOR

CONTINUED

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

RISK IMPLICATIONS

No risks are identified if the process is followed.

STAKEHOLDER CONSULTATION

In Warren Shire Council, the Deputy Mayor is elected by the Councillors (Electors).

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

OPTIONS

Council has the option to not elect a Deputy Mayor, however, this position has acted from time to time on behalf of the Mayor and forms a key role in governance issues in Council.

CONCLUSION

If Council resolves to have a Deputy Mayor, a similar process for the election of Deputy Mayor as the Mayoral election is undertaken in accordance with the Local Government Act.

The Office of Local Government has developed Mayoral Election Procedures (May 2017) to be used when electing a Mayor. The same procedure will be used for the election of a Deputy Mayor by Councillors (Electors) in accordance with Schedule 7 of the Local Government (General) Regulation 2021.

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

Attachment: Local Government (General) Regulation 2021 – Schedule 7

Refer to the Mayoral Election item.

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ITEM 3

ELECTION OF COMMITTEES AND DELEGATES

(C14-2)

RECOMMENDATION:

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

Council Committees

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

External Committee/Organisations

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

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ITEM 3

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

REPORT

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

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

Council's Code of Meeting Practice 2022 advises as follows in relation to attendance at Committee Meetings:

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

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

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

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ITEM 3

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

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

2024-2028 TERM COMMITTEES		
NAME	STATUS	PROPOSAL
Airport Operations Committee	Active	RETAIN
Audit, Risk and Improvement Committee	Active	RETAIN
Australia Day Committee	Active	RETAIN
Economic Development & Promotions Committee	Active	RETAIN
Ewenmar Waste Depot Committee	Active	RETAIN
Plant Committee	Active	RETAIN
Roads Committee	Active	RETAIN
Showground/Racecourse Committee	Active	RETAIN
Sporting Facilities Committee	Active	RETAIN
Traffic Committee including Development Committee	Active	RETAIN
Town Improvement Committee	Active	RETAIN
Warren Public Arts Committee	Active	RETAIN
Water and Sewerage Committee	Active	RETAIN

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

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

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ITEM 3

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

**AIRPORT OPERATIONS COMMITTEE
ROLE, RESPONSIBILITIES AND DELEGATIONS**

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

ESTABLISHMENT AND PURPOSE

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

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

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

FUNCTIONS AND RESPONSIBILITIES

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

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

Governance

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

Economic

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

WARREN SHIRE COUNCIL

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ITEM 3

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

Infrastructure

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

REFERRALS OF MATTERS

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

COMMITTEES

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

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

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

CHAIR

The Chair will be an elected Councillor.

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

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

WARREN SHIRE COUNCIL

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ITEM 3

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

COMPOSITION OF COMMITTEE

MEMBERSHIP:	President of the Warren Aero Club	Representing Airport Users
	2 Councillors	Councillor Vacant Councillor Vacant
	5 Community Members Including Warren Chamber of Commerce	Brett Williamson (Chamber) Pat Hulme Nigel Martin George Falkiner Ralph Smith
	Relevant Council staff	General Manager Divisional Manager Engineering Services Infrastructure Projects Manager Town Services Manager
QUORUM:	50% of the membership, plus one	
MEETING DATES:	Committee meetings will be held once every four (4) months (3 times per year) and relevant reports prepared	
REPORTING REQUIREMENTS:	Report to Council following each meeting	
RESPONSIBLE OFFICER:	General Manager or nominee. The Committee Secretariat shall be an officer of Council appointed by the General Manager.	

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

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ITEM 3

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

AUSTRALIA DAY COMMITTEE

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

ROLE:

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

COMPOSITION OF COMMITTEE:

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

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

WARREN SHIRE COUNCIL

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ITEM 3

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

ECONOMIC DEVELOPMENT & PROMOTIONS COMMITTEE

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

ROLE:

(1) To make recommendations to Council on various proposals in relation to Economic Development in Warren Shire, area including:

- Attract and retain working families and employed young adults
- Planning for housing needs
- Planning for future demand on services and facilities
- Support education facilities to encourage high standards
- Expand existing economic base through diversification into sustainable industries
- Enhance the experience of visitors to Warren Shire
- Actively pursue grant funding
- Provide training programs that fulfils the needs of the business community
- Attract and promote events
- Promote Warren Shire

(2) Develop and review the Economic Development Strategy.

COMPOSITION OF COMMITTEE

MEMBERSHIP:	5 Councillors	Councillor Vacant Councillor Vacant Councillor Vacant Councillor Vacant Councillor Vacant
		Community members (when required) General Manager or nominee Economic Development and Visitation Manager Divisional Manager Engineering Services or nominee Divisional Manager of Finance & Administration or nominee Manager of Health & Development Services or nominee
QUORUM:	3 members	
MEETING DATES:	As and when called by 2 members or the General Manager or nominee	
REPORTING REQUIREMENTS:	Report to Council following each meeting	
RESPONSIBLE OFFICER:	General Manager or nominee.	

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

WARREN SHIRE COUNCIL

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ITEM 3

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

EWENMAR WASTE DEPOT COMMITTEE

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

ROLE:

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

COMPOSITION OF COMMITTEE:

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

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

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ITEM 3

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

PLANT COMMITTEE

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

ROLE:

- (1) To review the 15 Year Plant Replacement Program annually and make recommendations to Council on the Plant Purchase/Replacement.
- (2) To call quotations within budgetary constraints for plant with a value less than that set by the Local Government (General) Regulation, 2021. Plant items with a changeover greater than \$100,000 shall be reported to a Committee Meeting for consideration/assessment. For plant under \$100,000 changeover, Committee members are notified for comment.
- (3) To call tenders, and to submit recommendations to Council on the purchase of any items of plant with an anticipated value in excess of that set by the Local Government (General) Regulation, 2021.
- (4) To monitor the performance of Council's plant and to make recommendations to Council on the operations of such plant.
- (5) To monitor operations at the Mt Foster Quarry.
- (6) To review the performance of Council's Extended Flexible Working Hours Agreement and to make recommendations to Council on the operation of such Agreement.

COMPOSITION OF COMMITTEE:

MEMBERSHIP:	5 Councillors	Councillor Vacant Councillor Vacant Councillor Vacant Councillor Vacant Councillor Vacant
	Divisional Manager Engineering Services or nominee	
	General Manager or nominee	
	Divisional Manager Finance & Administration or nominee	
	Treasurer or nominee	
	Workshop Co-ordinator or nominee	
QUORUM:	2 Members	
MEETING DATES:	As and when called by 2 Members or the Divisional Manager Engineering Services or nominee	
REPORTING REQUIREMENTS:	Report to Council following each meeting	
RESPONSIBLE OFFICER:	Divisional Manager Engineering Services or nominee	

NOTE: Councillors only have a vote on all matters.

WARREN SHIRE COUNCIL

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ITEM 3

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

ROADS COMMITTEE

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

ROLE:

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

COMPOSITION OF COMMITTEE:

MEMBERSHIP:	The Mayor and 5 Councillors, one from each Ward if possible.	Councillor Vacant (Mayor) Councillor Vacant Councillor Vacant Councillor Vacant Councillor Vacant Councillor Vacant
	General Manager or nominee	
	Divisional Manager Engineering Services or nominee	
	Roads Infrastructure Manager or nominee	
QUORUM:	3 Members	
MEETING DATES:	As and when called by 2 Members or the Divisional Manager Engineering Services or nominee	
REPORTING REQUIREMENTS:	Report to Council following each meeting	
RESPONSIBLE OFFICER:	Divisional Manager Engineering Services or nominee	

NOTE: Councillors only have a vote on all matters.

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ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

SHOWGROUND/RACECOURSE MANAGEMENT

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

ROLE:

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

COMPOSITION OF COMMITTEE:

Membership		
	4 Councillors	Councillor Vacant Councillor Vacant Councillor Vacant Councillor Vacant
	2 representatives of the Warren & District Jockey Club	Paul Smith and Kevin Noonan
	1 representative of the Warren P & A Association	Andrew Stephens
	1 representative of the Polocrosse	David Dwyer
	1 representative of the Warren Pony Club	Bec Austin
	1 representative of the Warren Rodeo Committee (Campdraft)	Paul Quigley
	1 representative of the Central West Adult Riding Club	Jo O'Brien
	1 representative from other users	Mark Beach
	4 Council Staff - 3 Management and 1 Operational.	General Manager or nominee Divisional Manager Engineering Services or nominee Town Services Manager or nominee Town Services Overseer or nominee

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ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

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

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

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ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

SPORTING FACILITIES COMMITTEE

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

ROLE:

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

COMPOSITION OF COMMITTEE:

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

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

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ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

TOWN IMPROVEMENT COMMITTEE

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

ROLE:

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

COMPOSITION OF COMMITTEE:

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

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

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ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

TRAFFIC COMMITTEE INCLUDING DEVELOPMENT COMMITTEE

ROLE:

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

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

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

COMPOSITION OF COMMITTEE:

MEMBERSHIP:	1 Councillor	Councillor Vacant
	1 member of the local NSW Police Force or nominee	Sergeant
	1 representative of the TfNSW or nominee	Jason Nicholson
	1 member of the public representing the Local Member	David Duncan
	Divisional Manager Engineering Services or nominee	
QUORUM:	3 Members	
MEETING DATES:	As and when called by 2 Members or the Divisional Manager Engineering Services or nominee	
REPORTING REQUIREMENTS:	Report to Council following each meeting	
RESPONSIBLE OFFICER:	Divisional Manager Engineering Services or nominee	

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

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ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

WARREN PUBLIC ARTS COMMITTEE

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

ESTABLISHMENT AND PURPOSE

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

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

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

FUNCTIONS AND RESPONSIBILITIES

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

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

Governance

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

Economic

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

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ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

Infrastructure

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

REFERRALS OF MATTERS

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

COMMITTEES

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

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

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

CHAIR

The Chair will be an elected Councilor.

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

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

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ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

COMPOSITION OF COMMITTEE

MEMBERSHIP:	3 Councillors	Councillor Vacant Councillor Vacant Councillor Vacant
	5 Community Members	J Ridley J Quigley Vacant Vacant M Small
	Relevant Council staff	General Manager Divisional Manager Engineering Services Infrastructure Projects Manager Town Services Manager
QUORUM:	50% of the membership, plus one	
MEETING DATES:	Committee meetings will be held once every four (4) months (3 times per year) or when called by 2 delegates or the General Manager.	
REPORTING REQUIREMENTS:	Report to Council following each meeting	
RESPONSIBLE OFFICER:	General Manager or nominee. The Committee Secretariat shall be an officer of Council appointed by the General Manager.	

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

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ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

WATER AND SEWERAGE COMMITTEE

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

COMMITTEE ROLE:

- (1) To investigate and report on the strategic planning and infrastructure improvement of the Water and Sewerage Supply including all related matters.
- (2) During times of drought or low water levels or other water supply emergencies, the objective is to review the level of water restrictions, the timing and trigger points of water restrictions and the communications to advise the community of water restrictions.

COMPOSITION OF COMMITTEE:

MEMBERSHIP:	4 Councillors	Councillor Vacant Councillor Vacant Councillor Vacant Councillor Vacant
	General Manager or nominee	
	Divisional Manager Finance & Administration or nominee	
	Divisional Manager Engineering Services or nominee	
	Town Services Manager or nominee	
QUORUM:	3 Members	
MEETING DATES:	As and when called by 2 Members or the Divisional Manager Engineering Services or nominee	
REPORTING REQUIREMENTS:	Report to Council following each meeting.	
RESPONSIBLE OFFICER:	Divisional Manager Engineering Services or nominee	

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

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ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

AUDIT RISK AND IMPROVEMENT COMMITTEE

Committee Objective

The objective of Warren Shire Council's Audit, Risk and Improvement Committee is to provide independent assurance to Warren Shire Council by monitoring, reviewing and providing advice about the Warren Shire Council governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

Committee Authority

Warren Shire Council authorises the Committee, for the purposes of exercising its responsibilities, to:

- Access any information it needs from the Warren Shire Council;
- Use any Warren Shire Council resources it needs;
- Have direct and unrestricted access to the General Manager and Senior Management Team of the Warren Shire Council;
- Seek the General Manager's permission to meet with any other Warren Shire Council staff member or contractor;
- Discuss any matters with the External Auditor or other external parties;
- Request the attendance of any employee at Committee Meetings; and
- Obtain external legal or other professional advice in line with Councils' Procurement Policy.

Information and documents pertaining to the Committee are confidential and are not to be made publicly available. The Committee may only release Warren Shire Council information to external parties that are assisting the Committee to fulfil its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Committee Role

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the Committee is to review and provide independent advice to the Warren Shire Council regarding the following aspects of the Warren Shire Council's operations:

- Compliance;
- Risk management;
- Fraud control;
- Financial management;
- Governance;
- Implementation of the Strategic Plan, Delivery Program and Strategies;
- Service Reviews;
- Collection of performance measurement data by the Warren Shire Council; and
- Internal audit.

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ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

The Committee must also provide information to the Warren Shire Council for the purpose of improving the Warren Shire Council's performance of its functions.

The Committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 of the Committee's Terms of Reference.

The Committee will act as a forum for consideration of the Warren Shire Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The Committee has no power to direct external audit or the way it is planned and undertaken but, will act as a forum for the consideration of external audit findings.

The Committee is directly responsible and accountable to the Governing Body for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of the Warren Shire Council rests with the Governing Body and the General Manager.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the Governing Body from time to time.

Responsibilities of members

Independent Members

The Chairperson and Members of the Committee are expected to understand and observe the requirements of the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*. Members are also expected to:

- Make themselves available as required to attend and participate in meetings;
- Contribute the time needed to review and understand information provided to it;
- Apply good analytical skills, objectivity and judgement;
- Act in the best interests of the Warren Shire Council;
- Have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry;
- Maintain effective working relationships with the Warren Shire Council;
- Have strong leadership qualities (Chairperson);
- Lead effective Committee meetings (Chairperson); and
- Oversee the Warren Shire Council's internal audit function (Chairperson).

Councillor Members

To preserve the independence of the Committee, the Councillor Member of the Committee is a Non-Voting Member. Their role is to:

- Relay to the Committee any concerns the Governing Body may have regarding the Warren Shire Council and issues being considered by the Committee;
- Provide insights into local issues and the strategic priorities of the Warren Shire Council that would add value to the Committee's consideration of agenda items;

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CONTINUED

- Advise the Governing Body (as necessary) of the work of the Committee and any issues arising from it; and
- Assist the Governing Body to review the performance of the Committee.

Issues or information the Councillor member raises with or provides to the Committee must relate to the matters listed in Schedule 1 of the Committee's Terms of Reference and issues being considered by the Committee.

The Councillor Member of the Committee must conduct themselves in a non-partisan and professional manner. The Councillor Member of the Committee must not engage in any conduct that seeks to politicise the activities of the Committee or the internal audit function or that could be seen to do so.

If the Councillor Member of the Committee engages in such conduct or in any other conduct that may bring the Committee and its work into disrepute, the Chairperson of the Committee may recommend to the Warren Shire Council, that the Councillor Member be removed from membership of the Committee. Where the Warren Shire Council does not agree to the Committee Chairperson's recommendation, the Warren Shire Council must give reasons for its decision in writing to the Chairperson.

Conduct

Independent Committee Members are required to comply with the Warren Shire Council's Code of Conduct.

Complaints alleging breaches of the Warren Shire Council Code of Conduct by an Independent Committee Member are to be dealt with in accordance with the *Warren Shire Council Procedures for the Administration of the Code of Conduct for Local Councils in NSW*. The General Manager must consult with the Governing Body before taking any disciplinary action against an Independent Committee Member in response to a breach of the Warren Shire Council's Code of Conduct.

Conflicts of Interest

Once a year, Committee Members must provide written declarations to the Warren Shire Council stating that they do not have any conflicts of interest that would preclude them from being members of the Committee. Independent Committee Members are 'designated persons' for the purposes of the Warren Shire Council's Code of Conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a Committee Member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from Committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

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ITEM 3

ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

Standards

Committee Members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and current Australian Risk Management Standard, where applicable.

COMPOSITION OF COMMITTEE:

MEMBERSHIP - VOTING	Chairperson: Mr Graeme Fleming PSM Independent Member: Mr Grahame Marchant Independent Member: Mr Paul Smith
MEMBERSHIP - NON-VOTING COUNCILLOR	Deputy Mayor or other suitable Councillor
QUORUM:	2 Voting Members
MEETING DATES:	Minimum four (4) meetings per year by Teams if possible
REPORTING REQUIREMENTS:	Minutes (Report) to Council following each meeting
RESPONSIBLE OFFICER:	Divisional Manager Finance and Administration (Internal Audit Co-Ordinator) or nominee
OTHER ATTENDEES:	General Manager or nominee Executive Assistant to the Mayor and General Manager (Secretariat) or nominee Work Health Safety/Risk Co-ordinator (Risk Function) or nominee Internal Auditor External Auditor – Audit Leader or nominee NSW Audit Office Audit Leader – Financial Audit or nominee

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ELECTION OF COMMITTEES AND DELEGATES

CONTINUED

DELEGATES

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

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

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ITEM 4

DELEGATION OF AUTHORITY TO THE MAYOR

(C14-2)

RECOMMENDATION

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

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

PURPOSE

The Local Government Act 1993 s380 requires Council to review the delegations issued to the Mayor within the first 12 months of the new term of the Council. This new term will commence following the September 2024 election.

BACKGROUND

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

REPORT

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

Council can function as a business if delegations are not made to the Mayor however it is considered appropriate to provide delegations to enable the Mayor to represent Council.

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ITEM 4

DELEGATION OF AUTHORITY TO THE MAYOR

CONTINUED

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

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

CONCLUSION

Appropriate Delegations should be issued to the Mayor.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities.

SUPPORTING INFORMATION /ATTACHMENTS

Delegations of Authority to the Mayor

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

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ITEM 5

DELEGATION OF AUTHORITY TO THE DEPUTY MAYOR

(C14-2)

RECOMMENDATION

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

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

PURPOSE

The Local Government Act 1993 s380 requires Council to review the delegations issued to the Deputy Mayor within the first 12 months of the new term of the Council following the September 2024 Election.

BACKGROUND

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

REPORT

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

Council can function as a business if delegations are not made to the Deputy Mayor however it is considered appropriate to provide delegations to enable the Deputy Mayor to represent Council.

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION

N/A.

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ITEM 5

DELEGATION OF AUTHORITY TO THE DEPUTY MAYOR

CONTINUED

OPTIONS

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

CONCLUSION

Appropriate Delegations should be issued to the Deputy Mayor.

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

Delegations of Authority to the Deputy Mayor

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

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ITEM 6

DELEGATION OF AUTHORITY TO THE GENERAL MANAGER

(S12-25.1)

RECOMMENDATION:

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

A. Council Meeting and Operations

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

B. General Administration

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

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DELEGATION OF AUTHORITY TO THE GENERAL MANAGER

CONTINUED

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

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DELEGATION OF AUTHORITY TO THE GENERAL MANAGER

CONTINUED

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

C. Finance

1. To designate an employee of Council as the responsible accounting officer in accordance with Part 9 of the Local Government (General) Regulation, 2021.
2. To declare each parcel of rateable land in the Warren Shire Council area to be within one or other of the following categories:-
 - farm land
 - residential
 - mining
 - business
3. To accept payment of rates and charges due and payable by a person in accordance with an agreement made with the person and to write off or reduce interest accrued on rates or charges if the person complies with the agreement.
4. To write off accrued interest on rates or charges payable by a person if the person is unable to pay the accrued interest for reasons beyond the person's control or where payment of the accrued interest would cause that person extreme hardship.
5. To invest money in accordance with Section 625 of the Local Government Act, 1993.
6. To approve reimbursement for shortages in the Cashier's tray up to \$500 in any one case.
7. To approve the submission of tenders, quotations and estimates for private works.
8. To authorise the refund of fees in total or in part in respect of applications either refused by Council or withdrawn by the applicant.
9. To authorise the release of any bond or bank guarantee where the required works or services have been completed in accordance with approvals granted by Council.
10. To require the lodgement of a cleaning deposit for the hiring of Council's parks, ovals, sporting facilities or buildings.

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ITEM 6

DELEGATION OF AUTHORITY TO THE GENERAL MANAGER

CONTINUED

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

D. Roads

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

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DELEGATION OF AUTHORITY TO THE GENERAL MANAGER

CONTINUED

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

E. Town Planning/Building Control

1. To determine the amount of any bond required to be lodged by developers as security for completion of works.
2. To exercise Council's power under Section 54 of the Environmental Planning Assessment Act to commence the preparation of a draft Local Environmental Plan and a Draft Development Control Plan.
3. To issue or serve approvals and orders under the provisions of Chapter 7 of the Local Government Act, 1993 and regulations thereunder including the extension, renewal, modification and revocation of any approval granted.
4. To implement Regulation 157c of the Construction Safety Act relating to Amusement Devices.
5. To implement the provisions of the Environmental Restoration and Rehabilitation Trust Act, 1990 as an authorised delegate under such Act.
6. To consider and determine objections and seek the concurrence of the Director-General of the Division of Local Government in relation to such objections under Section 82 of the Local Government Act, 1993.
7. To approve the re-location and re-positioning of buildings.
8. To approve the classification or re-classification of buildings under the provisions of the Local Government (General) Regulations, 2021 and the issue of appropriate certificates and statements.
9. To approve or refuse the issue of Building Certificates pursuant to Section 149D of the Environmental Planning and Assessment Act, 1979 as amended.
10. To authorise the service of orders on owners, builders or other persons to correct any breach of any approval or defects in buildings and structures.
11. To approve unconditionally or subject to conditions or refuse applications received in respect to the construction of fences, advertising signs and street banners.
12. To approve, subject to the payment of fees fixed by Council from time to time and pursuant to Section 68 of the Local Government Act, 1993 the erection of hoardings on footpaths.

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DELEGATION OF AUTHORITY TO THE GENERAL MANAGER

CONTINUED

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

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DELEGATION OF AUTHORITY TO THE GENERAL MANAGER

CONTINUED

F. BUSHFIRE/EMERGENCY SERVICES

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

G. Impounding/Stock Control/Saleyards

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

H. Miscellaneous Operational Matters

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

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DELEGATION OF AUTHORITY TO THE GENERAL MANAGER

CONTINUED

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

PURPOSE

Council's General Manager's Delegations currently extends to October 2024 or the date of the first Council Meeting date of the new Council. There is now a need in accordance with the Section 377 of the Local Government Act 1993 to provide new delegations to the General Manager.

BACKGROUND

The provisions of Local Government Act state:

"377 General power of the council to delegate

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

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ITEM 6 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER CONTINUED

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

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

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

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

REPORT

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

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

Nil.

OPTIONS

Nil.

WARREN SHIRE COUNCIL
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ITEM 6 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER CONTINUED

CONCLUSION

Delegations of Authority are required for the 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, (Provide timely accurate and relevant reporting and information to Councillors to enable informed decision making).

SUPPORTING INFORMATION /ATTACHMENTS

Delegations of Authority to the General Manager

A. Council Meeting and Operations

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

B. General Administration

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

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ITEM 6 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER (S12-25.1)

4. To exercise the power of entry and to authorise other employees of Council to have that power of entry under:
 - (a) The provisions of the Local Government Act, 1993 Section 191, 191A, 192 and 193.
 - (b) The provisions of Section 119E of the Environmental Planning and Assessment Act, 1979.
 - (c) The provisions of Section 28 of the Swimming Pools Act, 1992.
 - (d) The provisions of Section 66 of the Rural Fires Act, 1997 (in line with Service Level Agreement).
 - (e) The provisions of Section 37 of the Food Act, 2003.
 - (f) The provisions of Sections 47 and 72 of the Public Health Act, 1991.
 - (g) The provisions of Section 164 of the Roads Act, 1993.
 - (h) The provisions of Section 42 of the Impounding Act, 1993.
 - (i) The provisions of Sections 111 and 196 of the Protection of the Environment Operations Act, 1997
 - (j) The provisions of Sections 43, 44 and 50 of the Noxious Weeds Act, 1993.
 - (k) The provisions of the Companion Animals Act, 1998.

5. To exercise the powers of an authorised officer/person and appoint such persons under:
 - (a) The Local Government Act, 1993;
 - (b) The Impounding Act, 1993;
 - (c) The Roads Act, 1993;
 - (d) The Food Act, 2003;
 - (e) The provisions of the Protection of the Environment Operations Act, 1997
 - (f) The Swimming Pools Act, 1992;
 - (g) The Public Health Act, 1991;
 - (h) The Rural Fires Act, 1997 (in line with Service Level Agreement);
 - (i) The Noxious Weeds Act, 1993;
 - (j) The Mines Inspection Act, 1901;
 - (k) The provisions of the Companion Animals Act, 1998;
 - (l) The Environmental Planning and Assessment Act 1979.

6. To give approval to "approved forms" as defined by the Local Government Act, 1993.

7. To issue references under Council letterhead.

8. To authorise and undertake any necessary arrangements for the attendance of practical, technical and professional staff at any relevant course, seminar, congress meeting and conference but such approved attendance must be within budget limitations.

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ITEM 6 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER CONTINUED

9. To approve annual, sick, long service, special leave and leave without pay for Council employees.

C. Finance

1. To designate an employee of Council as the responsible accounting officer in accordance with Part 9 of the Local Government (General) Regulation, 2021.
2. To declare each parcel of rateable land in the Warren Shire Council area to be within one or other of the following categories:-
 - farm land
 - residential
 - mining
 - business
3. To accept payment of rates and charges due and payable by a person in accordance with an agreement made with the person and to write off or reduce interest accrued on rates or charges if the person complies with the agreement.
4. To write off accrued interest on rates or charges payable by a person if the person is unable to pay the accrued interest for reasons beyond the person's control or where payment of the accrued interest would cause that person extreme hardship.
5. To invest money in accordance with Section 625 of the Local Government Act, 1993.
6. To approve reimbursement for shortages in the Cashier's tray up to \$500 in any one case.
7. To approve the submission of tenders, quotations and estimates for private works.
8. To authorise the refund of fees in total or in part in respect of applications either refused by Council or withdrawn by the applicant.
9. To authorise the release of any bond or bank guarantee where the required works or services have been completed in accordance with approvals granted by Council.
10. To require the lodgement of a cleaning deposit for the hiring of Council's parks, ovals, sporting facilities or buildings.
11. To prepare and lodge applications for the payment of a Library Subsidy in accordance with Section 13 of the Library Act, 1939.
12. To authorise expenditure of Council for works and services required in accordance with the adopted annual budget of Council up to a maximum of \$250,000.

WARREN SHIRE COUNCIL

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ITEM 6 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER CONTINUED

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

D. Roads

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

WARREN SHIRE COUNCIL

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ITEM 6 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER CONTINUED

E. Town Planning/Building Control

1. To determine the amount of any bond required to be lodged by developers as security for completion of works.
2. To exercise Council's power under Section 54 of the Environmental Planning Assessment Act to commence the preparation of a draft Local Environmental Plan and a Draft Development Control Plan.
3. To issue or serve approvals and orders under the provisions of Chapter 7 of the Local Government Act, 1993 and regulations thereunder including the extension, renewal, modification and revocation of any approval granted.
4. To implement Regulation 157c of the Construction Safety Act relating to Amusement Devices.
5. To implement the provisions of the Environmental Restoration and Rehabilitation Trust Act, 1990 as an authorised delegate under such Act.
6. To consider and determine objections and seek the concurrence of the Director-General of the Division of Local Government in relation to such objections under Section 82 of the Local Government Act, 1993.
7. To approve the re-location and re-positioning of buildings.
8. To approve the classification or re-classification of buildings under the provisions of the Local Government (General) Regulations, 2021 and the issue of appropriate certificates and statements.
9. To approve or refuse the issue of Building Certificates pursuant to Section 149D of the Environmental Planning and Assessment Act, 1979 as amended.
10. To authorise the service of orders on owners, builders or other persons to correct any breach of any approval or defects in buildings and structures.
11. To approve unconditionally or subject to conditions or refuse applications received in respect to the construction of fences, advertising signs and street banners.
12. To approve, subject to the payment of fees fixed by Council from time to time and pursuant to Section 68 of the Local Government Act, 1993 the erection of hoardings on footpaths.
13. To consider the applications and to issue unconditionally or subject to conditions or refuse applications for the occupation of caravans or other temporary accommodation on building sites.
14. To grant or refuse the extension/renewal of building approvals issued by Council.

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ITEM 6 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER CONTINUED

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

WARREN SHIRE COUNCIL
Report of the General Manager
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Council Community Room, Warren on Tuesday, 10th October 2024

ITEM 6 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER CONTINUED

F. BUSHFIRE/EMERGENCY SERVICES

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

G. Impounding/Stock Control/Saleyards

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

H. Miscellaneous Operational Matters

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

WARREN SHIRE COUNCIL

Report of the General Manager
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ITEM 6 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER CONTINUED

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

WARREN SHIRE COUNCIL
Report of the General Manager
to the Extra Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Tuesday, 10th October 2024

ITEM 7

MEETING DATES, TIMES AND ORDER OF BUSINESS

(C14-2)

RECOMMENDATION that:

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

Thursday	24th October 2024	Warren
Thursday	5th December 2024	Warren
Thursday	23rd January 2025	Warren
Thursday	27th February 2025	Warren
Thursday	27th March 2025	Warren
Thursday	24th April 2025	Warren
Thursday	22nd May 2025	Warren
Thursday	26th June 2025	Warren
Thursday	24th July 2025	Warren
Thursday	28th August 2025	Warren
Thursday	25th September 2025	Warren
Thursday	23rd October 2025	Warren
Thursday	4th December 2025	Warren

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

- Opening meeting;
- Acknowledgment of Country;
- Apologies and Applications for a Leave of Absence by Councillors;
- Confirmation of Minutes;
- Disclosures of Interests;
- Mayoral Minute(s);
- Reports of Committees;
- Reports of Delegates;
- Reports to Council;
- Notices of Motions/Questions with Notice;
- Matters of Urgency;
- Confidential Matters;
- Conclusion of the Meeting; and
- Presentations

PURPOSE

To set the Council Meeting dates, location and time.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Extra Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Tuesday, 10th October 2024

ITEM 7 MEETING DATES, TIMES AND ORDER OF BUSINESS (C14-2)

BACKGROUND

Council needs to set the future Council Meeting dates at its first meeting to enable the appropriate advertising to the public and co-ordination for the year. Council will again reconsider this matter at its September 2025 Meeting.

REPORT

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

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

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

(a) Meeting Dates and Times

The proposed dates for Council Meetings up to December 2025 are as follows:

Thursday	24th October 2024	Warren
Thursday	5th December 2024	Warren
Thursday	23rd January 2025	Warren
Thursday	27th February 2025	Warren
Thursday	27th March 2025	Warren
Thursday	24th April 2025	Warren
Thursday	22nd May 2025	Warren
Thursday	26th June 2025	Warren
Thursday	24th July 2025	Warren
Thursday	28th August 2025	Warren
Thursday	25th September 2025	Warren
Thursday	23rd October 2025	Warren
Thursday	4th December 2025	Warren

However, such dates can be altered when:

- Any Ordinary Meeting for good and sufficient reason may be altered by resolution by Council at any preceding Ordinary Meeting.
- The provisions of the Local Government Act 1993 require the date to be altered.
- Further reconsideration at the September 2025 Meeting.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Extra Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Tuesday, 10th October 2024

ITEM 7 MEETING DATES, TIMES AND ORDER OF BUSINESS CONTINUED

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

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

- Opening meeting;
- Acknowledgment of Country;
- Apologies and Applications for a Leave of Absence by Councillors;
- Confirmation of Minutes;
- Disclosures of Interests;
- Mayoral Minute(s);
- Reports of Committees;
- Reports of Delegates;
- Reports to Council;
- Notices of Motions/Questions with Notice;
- Matters of Urgency;
- Confidential matters;
- Conclusion of the Meeting; and
- Presentations

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Section 365 of the Local Government Act 1993.

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION

N/A

OPTIONS

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

CONCLUSION

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

WARREN SHIRE COUNCIL
Report of the General Manager
to the Extra Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Tuesday, 10th October 2024

ITEM 7 MEETING DATES, TIMES AND ORDER OF BUSINESS (C14-2)

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION /ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Extra Ordinary Meeting of Council to be held in the
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ITEM 8 OATH OR AFFIRMATION OF OFFICE

(C14-5.2)

RECOMMENDATION

That:

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

PURPOSE

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

BACKGROUND

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

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

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

REPORT

What the Act requires

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

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 8

OATH OR AFFIRMATION OF OFFICE

CONTINUED

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

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Section 233a of the Local Government Act 1993.

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

There is no other option available.

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION /ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Extra Ordinary Meeting of Council to be held in the
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ITEM 9 COUNCILLOR VACANCY (LOCAL GOVERNMENT ACT 1993 S291A REPORT (C14-2)

RECOMMENDATION

That pursuant to section 291A(1)(b) of the Local Government Act 1993 (the Act) Warren Shire Council declares that casual vacancies occurring in the office of a Councillor within 18 months after the last ordinary election of Councillors for the Council on 14th September 2024 are to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act and directs the General Manager to notify the NSW Electoral Commissioner of the Council's decision within 7 days of the decision.

PURPOSE

For Council to consider determining whether to fill casual vacancies occurring in the offices of Councillor in the first 18 months after the election. (Will be for Ward C only as other Wards only 3 nominations were received for the 3 Councillor positions).

BACKGROUND

Following the 2024 Local Government Elections, Council has the option of using a countback of votes cast at the last ordinary election to fill casual vacancies occurring in the offices of Councillors in the first 18 months after the election.

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

This will only be relevant for Ward C where there was an election.

REPORT

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

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

Where Councils resolve to fill casual vacancies using a countback in the first 18 months of their terms, the General Manager is required under the *Local Government (General) Regulation 2021* (the Regulation) to notify the election manager of the Council's ordinary election of the Council's resolution within 7 days of the resolution. For Warren Shire Council, the election manager is the NSW Electoral Commissioner.

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

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

A by-election must be used to fill these vacancies. (A, B and D Ward).

WARREN SHIRE COUNCIL
Report of the General Manager
to the Extra Ordinary Meeting of Council to be held in the
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ITEM 9 COUNCILLOR VACANCY (LOCAL GOVERNMENT ACT 1993 S291A) REPORT
CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

Section 291a of the Local Government Act 1993.

RISK IMPLICATIONS

N/A.

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

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

CONCLUSION

It is recommended that Council resolve to fill Councillor vacancies with the countback system. The recommendation is in accordance with the example provided by the Post – Election Guide for Councils, County Councils and Joint Organisations 2024 provided by the Office of Local Government.

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

Post – Election Guide for Councils, Country Councils and Joint Organisations August 2024 provided by Office of Local Government.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Extra Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Tuesday, 10th October 2024

ITEM 10

COUNCIL ORGANISATIONAL STRUCTURE

(S12-1.1)

RECOMMENDATION

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

PURPOSE

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

BACKGROUND

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

REPORT

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

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

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

Section 333 of the Local Government Act 1993.

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

Nil.

OPTIONS

Council does not necessarily need to adopt this Organisational Structure.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Extra Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Tuesday, 10th October 2024

ITEM 10

COUNCIL ORGANISATIONAL STRUCTURE

CONTINUED

CONCLUSION

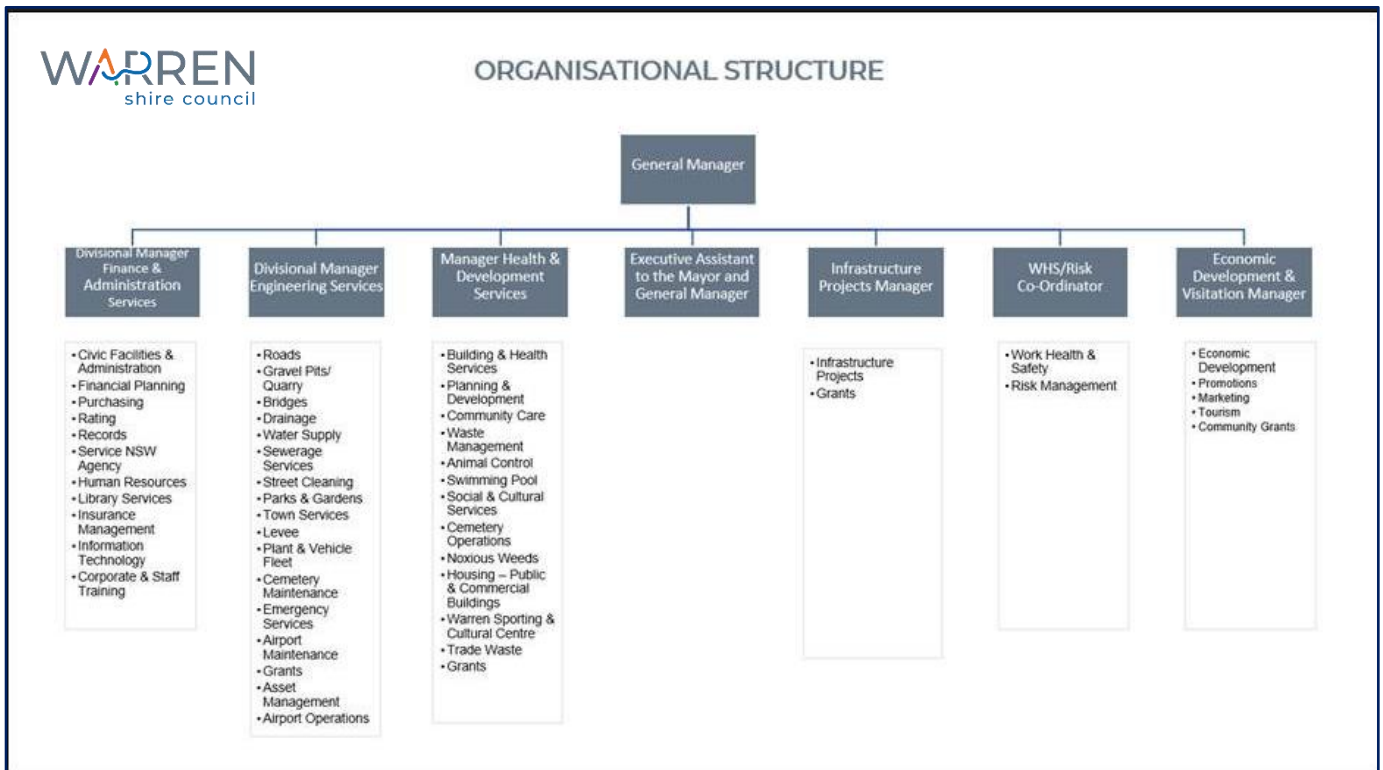
The Organisational Structure detailed and recommended is in accordance with the current Council Workforce Plan and Strategy.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 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

Warren Shire Council Organisational Structure October 2024.



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

ITEM 11 STATE OF THE SHIRE REPORT 2021-2024

(A1-14, E4-43)

RECOMMENDATION:

1. The information be received and noted; and
2. Council endorse the State of the Shire 2021 – 2024 Report.

PURPOSE

This report has been prepared to meet the Integrated Planning and Reporting Framework requirements of the Local Government Act 1993 and is required to inform new Councillors of the final progress being undertaken towards meeting the communities goals within the Delivery Program and Community Strategic Plan. This report is known as the State of the Shire Report, previously was known as the End of Term Report.

This report also highlights what Council considers to be the significant achievements during this term of the previous Council and is provided to inform an incoming Council on the operations of the Local Government Area for the previous three (3) years.

BACKGROUND

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

REPORT

Attached to this report is a final summary document of the Delivery Program (State of the Shire Report). The final summary has been developed to allow Council and the community to easily view the Program and to see what the previous Council achieved in its term.

The Program contains traffic lights to indicate:

- Green on target;
- Yellow progressing; and
- Red not commenced.

The State of the Shire Report 2021-2024 is presented to the Council for its endorsement.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

The State of the Shire Report is required to meet the Integrated Planning and Reporting Framework requirements of the Local Government Act 1993 and must be presented to the last meeting of Council during its term in office and then again to the new Council to obtain its endorsement.

RISK IMPLICATIONS

No risks identified as the State of the Shire Report was reported within legal time frames and again reported to the new Council to obtain its endorsement.

STAKEHOLDER CONSULTATION

N/A.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Extra Ordinary Meeting of Council to be held in the
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ITEM 11

STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

OPTIONS

No options on the report exist. The State of the Shire Report must be reported to both the previous Council and the new Council to obtain its endorsement.

CONCLUSION

This State of the Shire Report highlights what Council considers to be the significant achievements during the previous term of Council and is provided to inform an incoming Council on the operations of the Local Government Area for the previous three (3) years.

It is expected that the new Council would endorse the State of the Shire Report 2021-2024.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

The Delivery Program 2022/23 to 2025/2026.

SUPPORTING INFORMATION /ATTACHMENTS

The State of the Shire Report is attached.

ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

DMES - Divisional Manager Engineering Services

MHD - Manager Health and Development Services

EDVM - Economic Development and Visitation Manager

EA – Executive Assistant to the Mayor and General Manager

TREAS - Treasurer

LIB - Librarian

TSM - Town Services Manager

RIM - Roads Infrastructure Manager

FRSPM – Flood Restoration and Special Projects Manager

PO – Project Officer - Assets

IPM - Infrastructure Projects Manager

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

HRO – Human Resources Officer

SMT – Senior Management Team

Manex – Management Executive

(Bold = First responsible officer)

WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Tuesday, 10th October 2024

ITEM 11 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
1.1.1	Improve ageing, youth and disability services within the community	Review and define existing directory of service providers with a focus on aged care, youth and disability services	GM, MHD , DMFA, Interagency Delegates	Updated Directory	X				In progress by the NSW Department of Primary Industries and Regional Development funded Business Development Facilitator, but was not fully completed in 2023/2024 before the Business Development Facilitator Program ended. Determination of how to complete this project will be undertaken with the NSW Department of Primary Industries and Regional Development and the Economic Development and Visitation Office.	
		Obtain expressions of interest for at least one care provider to establish satellite office/shop front in Warren	GM, MHD	Satellite office established	X	X	X		No action to date.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the Council Community Room, Warren on Tuesday, 10th October 2024

ITEM 11

STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Provide leadership and work with the Warren Interagency Support Services Group to consider how best to support the Shire's local community services	MHD, Interagency Delegates	Regular meetings organised	X	X	X	X	Ongoing.	
		Host an expo on health services in Warren, including ageing, youth and disability services	MHD, Interagency Delegates	Expo conducted		X			No action to date.	
		Display list of service providers and their services on media channels (billboard, social media and Council's website)	MHD, Interagency Delegates	Information disseminated	X	X	X	X	In progress, where possible information provided on the Community Room Display Screen as information is provided.	
1.1.2	Improve health services within the community	Advocate for improved medical services including General Practitioners and Allied Health Providers	Mayor, GM	Advocacy strategy developed and implemented	X	X	X	X	Ongoing. RFDS commenced providing General Practice Services 15th December 2022 support provided and meetings held with RFDS General Manager Health Service and CEO.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the
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ITEM 11 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Liaise with the Warren Multi-Purpose Health Service and other health providers to seek to provide improved health services	Mayor, GM	Meetings conducted	X	X	X	X	Ongoing. Meetings held with RFDS, Warren MPHS, WHAC, CEO Western Local Area Health District.	
1.1.3	Improve educational services within the community	Explore enhancements to our library services for our entire community	GM, DMFA, LIB	New services implemented	X	X	X	X	Ongoing. Mondays used for the Library Outreach Program provided to St Mary's School, Warren Central School, Warren Preschool and Little Possums. Temporary Library set up in old VIC Building while renovations were completed. Renovations practically complete early February 2024. Official Opening undertaken on 27th June 2024.	
		Advocate for new and additional educational services	Mayor, GM	Advocacy strategy developed and implemented	X	X	X	X	In progress, Dolly Parton's Imagination Library implemented, program expected to continue, but is subject to grant funding.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the
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ITEM 11 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.1.4	Ensure current and future housing needs for the community are met	Research the status of the local housing market including vacancy rates and current demand	MHD	Research completed	X				In progress. Housing provision in the Orana and Central Darling Report provided by RDA Orana. Negotiations commenced for an Agreement with Housing Plus to purchase 8-9 Gunningba Estate blocks for use of affordable housing/key worker accommodation. Construction proposal subject to funding from the Commonwealth Government.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the
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ITEM 11 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Research industry and economic forecasts for Warren to gauge projected employment demand and related demand for housing	MHD	Research completed	X				In progress however, the 2024/2025 Operational Plan & Estimates contains the construction of part of Gunningba Estate Stage 3 which will be progressed only if Gunningba Estate Stage 2 vacant blocks are taken up by Housing Plus or others or if an appropriate grant is obtained for development of residential lots.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the
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ITEM 11 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Summarise specific housing needs by category: ✓ short- to medium-term housing opportunities for seasonal workers, visitors and residents ✓ permanent housing opportunities for new residents	MHD	Report prepared	X				In progress however, the 2024/2025 Operational Plan & Estimates contains the construction of part of Gunningba Estate Stage 3 which will be progressed only if Gunningba Estate Stage 2 vacant blocks are taken up by Housing Plus or others or if an appropriate grant is obtained for development of residential lots.	

WARREN SHIRE COUNCIL

Report of the General Manager to the Extra Ordinary Meeting of Council to be held in the
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ITEM 11 STATE OF THE SHIRE REPORT 2021-2024

CONTINUED

Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Review the land release timetable for Warren	GM, MHD	Audit of suitable land completed	X				In progress however, the 2024/2025 Operational Plan & Estimates contains the construction of part of Gunningba Estate Stage 3 which will be progressed only if Gunningba Estate Stage 2 vacant blocks are taken up by Housing Plus or others or if an appropriate grant is obtained for development of residential lots.	

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Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Amend our Local Environmental Plan (LEP) to enable new housing options to be created (including community housing)	GM, SMT, MHD	LEP amended	X				In progress, advertising for any proposed amendments by the community undertaken. Reporting provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan and Consultant engaged to progress the new Draft LEP which is expected to be completed 2024/2025.	

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Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Promote new housing opportunities to property developers and facilitate future investments	Mayor, GM, SMT	Promotions undertaken	X	X	X	X	In progress, working with Housing Plus to provide an affordable housing opportunity using Council owned public land in Gunningba Estate. The 2024/2025 Operational Plan & Estimates contains the construction of part of Gunningba Estate Stage 3 which will be progressed only if Gunningba Estate Stage 2 vacant blocks are taken up by Housing Plus or others or if an appropriate grant is obtained for development of residential lots.	

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Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.1.5	Work with local Police and the community to ensure that our community is safe	Advocate for an appropriate level of policing services	Mayor, GM	Advocacy strategy rolled out with key meetings conducted	X	X	X	X	In progress, meeting undertaken with local Acting Sergeant and Inspector, particularly as the current local policing levels are lower than normal. This has not seen any increase yet and arrangements to have a Council Safety Precinct Meeting are still in train.	
		Continually monitor and take legal action on the use of illicit drugs within the community	Mayor, GM	Meetings conducted to facilitate actions leading to a reduction in crime and the use of illicit drugs	X	X	X	X	In progress, appropriate reporting undertaken to the NSW Police.	

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Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Provide animal control services to meet the demands of the community	MHD	Reduction in complaints	X	X	X	X	In progress, advertising campaign undertaken to educate the community on provision of advice to Council relating to dog complaints. A campaign was undertaken leading up to Christmas 2023. Subject to further scoping following advice from other Rangers, another campaign is expected to be undertaken leading up to Christmas 2024.	
1.1.6	Recognise and support our wide range of local community groups	Develop strategies across social, economic and environmental issues	GM, MHD, SMT, MANEX	Strategies developed and implemented	X				Ongoing, arrangements in train for an Aboriginal Elder to provide a Welcome to Country at the first Meeting of the new Council in October 2024.	
		Council to meet with local peak indigenous organisations	GM, Mayor, SMT	Regular meetings organised	X	X	X	X	In progress, however availability of relevant members affecting meeting levels.	

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

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

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Objective 1.2: Engage with the community										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.2.3	Encourage volunteerism within the community	Build a collaborative relationship with community organisations to offer assistance to volunteer organisations	GM, MANEX , Interagency Delegates	Positive feedback from volunteer organisations	X	X	X	X	Ongoing. A grant application arranged for the training of volunteers within several organisations within Warren Shire however, unsuccessful. A number of community based organisation grant applications completed by Council staff and finding success.	
		Work with the Warren Interagency Support Services Group to encourage volunteerism	MHD , Interagency Delegates	Regular meetings organised	X	X	X	X	Ongoing.	

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Objective 1.2: Engage with the community										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.2.4	Ensure that our emergency services organisations are ready to support our community during natural disasters and other emergencies	Assist with the coordination of emergency services, through the Local Emergency Management Committee	GM, Mayor, DMES (LEMO) , MHD, TSM	Efficient coordination of emergency services management	X	X	X	X	Ongoing, LEMC meeting regularly and providing support to combat agencies. Debrief of the 2022 Floods undertaken (what was done well and areas of improvement). The Warren Local Emergency Management Plan (Emplan) 2023 completed. Currently, the Warren Shire Flood Emergency Sub Plan to draft stage.	
1.2.5	Support Aboriginal people and organisations to increase the broader	Build and maintain collaborative relationships with the Warren Local Aboriginal Land Council	GM , Mayor, MANEX	Regular meetings held	X	X	X	X	In progress, however availability of relevant members affecting meeting levels.	

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Objective 1.2: Engage with the community									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
community's awareness and recognition of local Aboriginal cultural identity in Warren Shire			Support provided to increase cultural awareness and inclusion	X	X	X	X	Ongoing. Code of Meeting Practice has an appropriate Acknowledgement of Country included. Council will continue to ensure indigenous representation on relevant community based Committees. Arrangements in train for an Aboriginal Elder to provide a Welcome to Country at the first Meeting of the new Council in October 2024.	

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Objective 1.3: Support young people and encourage their development										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
1.3.1	Support programs and services that support and assist young people in our community	Support the Warren Youth Foundation to develop strategies to assist the youth of Warren Shire	MHD, Interagency Delegates	Number of successful projects undertaken	X	X	X	X	Ongoing. Success with Children and Young People Well Being Recovery Initiative – Get Fit Get Strong Healthy Minds, which was completed in July 2023. Funding auspice in relation to Youth Counselling Services. Support provided to the 2023 Grow Services Expo and 2024 Grow Services Expo by provision of advertising, participation by Council via a Stand and traffic control.	
1.3.2	Promote, to our youth, the facilities and activities that are available to them within the Shire	Address schools on the facilities that are available	MHD	School presentations conducted	X	X	X	X	No action to date, an extensive promotional program will be instigated as soon as the Carter Oval Youth Sports Precinct becomes available.	

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Objective 1.3: Support young people and encourage their development									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Promote the facilities and activities available through Council's website, social media and Council newsletters	MHD	Increased usage of facilities and participation in activities	X	X	X	X	Ongoing. An extensive promotional program will be instigated as soon as the Carter Oval Youth Sports Precinct becomes available. The Warren Soccer Club has commenced using the soccer fields at Carter Oval.	

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

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

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

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

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Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Collate findings and prepare action plan	GM, SMT, EDVM	Report prepared	X	X			In progress, report compiled.	
2.1.2	Proactively identify and create new business opportunities and associated investment within the Shire	Facilitate business-led community forums to identify business and investment opportunities	Mayor, GM, SMT, EDVM	Forums held	X	X	X	X	In progress, initial forum undertaken with relevant local businesses (small and large) to start the process.	
		Engage with industry bodies and investors to share business and investment ideas	Mayor, GM, SMT, EDVM	Meetings conducted	X	X	X	X	In progress, Council has attended the Destination Country and Outback Tourism Outlook Forum, Regional Development Australia Orana – Regional Outlook Forum, Office of Regional Economic Development NSW Investment Attraction Seminar, Aboriginal Business Round table Forum and National Aboriginal Tourism Operators Council Cultural Investment Attraction Workshop.	

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Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Meet with potential businesses and investors to explore opportunities	Mayor, GM, SMT, EDVM	Meetings conducted	X	X	X	X	In progress, facilitated a meeting with GDT potential investors and the Office of Regional Economic Development.		
	Seek to close out investment opportunities	Mayor, GM, SMT, EDVM	Opportunities completed	X	X	X	X		In progress.	

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

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

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Prepare a visitor destination management plan for the Shire with input from the community	GM, SMT, MANEX, EDVM	Plan completed	X				In progress with Warren Visitor Economy Consultation undertaken. Destination Macquarie Marshes Taskforce facilitated with Destination Macquarie Marshes Strategy and Action Plan being formulated.	
	Implement the visitor destination management plan for the Shire with support from tourism businesses, the community and Government	GM, SMT, MANEX, EDVM	Plan implemented	X	X	X	X	In progress with Warren Visitor Economy Consultation undertaken. Destination Macquarie Marshes Taskforce facilitated.	

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

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Actively assist with the maintenance, improvement and expansion of recreational infrastructure at the Macquarie Marshes	GM, SMT, MANEX, EDVM	Support provided	X	X	X	X	In progress. Destination Macquarie Marshes Taskforce facilitated. Burrima Boardwalk Access Road constructed by Council as a contractor, Infrastructure for Destination Macquarie Marshes Phase 1 grant project completion report provided to Infrastructure NSW with most works complete. The Monkeygar Birdviewing Platform construction was completed at the end of December 2023.		
2.2.3	Develop and deliver a customer service framework for all businesses in our Shire	GM, SMT, MANEX, EDVM	Research completed	X	X			In progress.		

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

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire												
Economic Strategy		Council delivery program actions			Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
2.3.1	Facilitate the growth of local businesses	Research economic Warren	industry forecasts	and for	GM, SMT, MANEX, EDVM	Research completed	X				In progress. The Economic Development and Visitation Manager has attended the Destination Country and Outback Tourism Outlook Forum, Regional Development Australia Orana – Regional Outlook Forum, Office of Regional Economic Development NSW Investment Attraction Seminar, Aboriginal Business Round table Forum and National Aboriginal Tourism Operators Council Cultural Investment Attraction Workshop.	

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses

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

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

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

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

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses

Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
2.3.3	Diversify land use options in the Warren CBD to support new business opportunities for the community	GM, SMT, MANEX, EDVM	Community consultation completed	X				The Warren Town Centre Master Plan – Dubbo Street Upgrade finalised and appropriate grant application to the Commonwealth Government arranged. Department of Regional NSW Business Development Facilitator completed a Land and Property Availability Analysis Report for Commercial, Industrial, Residential, Airport, etc. including Vacant Business Premises to draft stage. NSW Department of Primary Industries and Regional Development and Economic Development and Visitation Office to determine how this report can be completed.	

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses

Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Amend our Local Environmental Plan (LEP) where required	GM, MHD, SMT	LEP amended	X				In progress, advertising for any proposed amendments by the community undertaken. Reporting provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan. Consultant engaged to undertake a new Draft LEP which is expected to be completed 2024/2025.	

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Promote zoning changes to the community	GM, MHD, SMT, MANEX	Promotion undertaken	X	X	X	X	In progress, advertising for any proposed amendments by the community undertaken. Reporting provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan. Consultant engaged to undertake a new Draft LEP which is expected to be completed 2024/2025.		

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Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.1.1	Ensure that the road network is maintained to acceptable community standards	Ensure that our roads are maintained to acceptable community standards in a cost effective, efficient and safe manner – as outlined in the asset management plans	DMES, RIM, PO, FRSPM	Maintenance activities conducted in accordance with good engineering practice	X	X	X	X	<p>In progress however, recent floods and storms have severely affected the road network. The appointment of RIM, PO and FRSPM has progressed numerous road construction and maintenance projects. AGRN1034 Flood Claim amounting to over \$10.4M. Other flood damage programs have been completed.</p> <p>6.3 kms of RR7515 Warren Road reconstructed, 8.0 kms of SR 58 Nevertire-Bogan Road reconstruction commenced, extensive bitumen reseal program SH 11 (Oxley Hwy), Regional Road Network, Urban and Shire Roads undertaken.</p>	

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Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Actively seek grants from Federal and State Governments	DMES, RIM, PO, FRSPM	Increased level of grant funds obtained	X	X	X	X	Ongoing – see grant applications reported to Council.	
3.1.2	Advocate for reliable telecommunications services throughout the Shire	Collate local data to demonstrate the importance of having reliable telecommunications networks throughout the Shire including: ✓ Mobile phone networks ✓ Data networks	GM, SMT	Report prepared	X				Constant contact with Telstra however, with success with improvements currently not possible.	
		Lobby relevant Government Ministers and Departments to advocate for improved telecommunications infrastructure	Mayor, GM	Meetings conducted for advocacy and lobbying	X	X	X	X	In progress however, submissions seem to be not working, Council submission made to the Regional Telecommunications Independent Review 2024.	
3.1.3	Ensure that the Shire is well positioned to rapidly adopt new, modern energy technologies as they emerge	Monitor trends in the energy supply sector, particularly with respect to renewable energy	GM, SMT	Research conducted	X	X	X	X	Program of solar panel installation on/in Council facilities complete. Further works including a EV charging station and solar panel on facilities funded by grants are in progress.	

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Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Lobby the Government, energy authorities and energy providers to ensure that Warren Shire is included in the Central-West Orana Renewable Energy Zone with improved high-voltage connectivity	Mayor, GM	Meetings conducted and submissions made	X	X	X	X	Now not possible however, Council is receiving Development Applications for small scale Solar Farms in the Nevertire area.	
3.1.4	Advocate for improved rail access to Warren	Lobby relevant Government Ministers and Departments to advocate for improved rail access to Warren	Mayor, GM	Meetings conducted for advocacy and lobbying	X	X	X	X	In progress, advice provided to the Local State Member. Draft Action Plan Report on the Gunningbar Creek Railway Bridge replacement progress produced by the Regional NSW Business Facilitator for future consideration of the Economic Development and Promotions Committee. Finalisation of this report to be arranged by the NSW Department of Primary Industries and Regional Development and Economic Development and Visitation Office.	

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Objective 3.2: Provide sustainable infrastructure for the community										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.2.1	Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater, water and sewer infrastructure) to acceptable community standards	Conduct community consultation regarding community assets	GM, SMT, MANEX , MHD, IPM, TSM	Community consultation completed	X	X	X	X	Ongoing, constant monitoring of complaints and actions required.	
		Ensure that community assets are maintained to acceptable community standards in a cost effective, efficient and safe manner – as outlined in our asset management plans	DMES, MHD , TSM	Maintenance activities conducted	X	X	X	X	Ongoing, follow-up processes in place. Expect the Carter Oval Youth Sports Precinct Development, playground equipment soft fall installed at Carter Oval Splash Park, Macquarie Park equipment, Ravenswood Park equipment, and Warren Showground / Racecourse re-development by August/September 2024. Improvements in water and sewerage infrastructure in train for completion by June 2025.	

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Objective 3.2: Provide sustainable infrastructure for the community										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Actively seek grants from Federal and State Governments	GM, SMT, MANEX , TSM, IPM, LM	Increased level of grant funds obtained	X	X	X	X	<p>Warren Airport re-development including Terminal building completed August 2024.</p> <p>Warren War Memorial Swimming Pool kiosk and amenities re-development expected to be complete mid September 2024.</p> <p>Ongoing – see grant applications reported to Council. Concern in regard to the level of State Government grant funding for 2023/2024 and beyond. This concern raised with the Country Mayors Association and the Local Member for Barwon.</p>	
3.2.2	Ensure that the Warren levee	Undertake a regular renewal and repair program for the Warren levee	DMES , TSM	Renewals and repairs completed	X	X	X	X	Ongoing with Project Management Team formulated.	

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Objective 3.2: Provide sustainable infrastructure for the community										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
continuously remains fit for purpose	Actively seek grants from Federal and State Governments	DMES, TSM	Grant funds obtained	X	X	X	X	In progress. Project Management Team have finalised funding from both the State and Commonwealth Governments with the complete rehabilitation project funded by grants. Tenders accepted and orders placed for the provision of submersible pumps, electric generators and stormwater floodgate replacement. The levee rehabilitation design is complete and a tender analysis report expected to be provided to the October 2024 Council Meeting.		

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Objective 3.3: Proactively manage our infrastructure assets										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.3.1	Adopt comprehensive and practical asset management plans that support, and are supported by, our long-term financial plans	Prepare asset management plans for each class of asset	DMFA, DMES, MHD, TSM, RIM, PO, FRSPM	Plans adopted by Council	X	X	X	X	In progress for Roads, Stormwater, Water and Sewer.	
		Ensure that plans are integrated with our long-term financial plans	DMFA, PO	Plans completed	X	X	X	X	In progress, new 10 Year Financial Plan expected to be completed by September 2024 following the adoption of the 2024/2025 Operational Plan & Estimates.	
		Ensure that operations, maintenance, capital renewal and capital expansion activities are undertaken in accordance with the asset management plans	DMES, MHD, TSM, RIM, PO, FRSPM, IPM	Programs in place	X	X	X	X	In progress.	
		Capture accurate and complete asset condition data regularly	DMES, MHD, TSM, RIM, PO, FRSPM	Condition assessments undertaken	X	X	X	X	In progress, Confirm Asset Management System yet to be fully implemented. Reflect will be used for the management of the road network including RMCC.	

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Objective 3.3: Proactively manage our infrastructure assets										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Actively seek grants from Federal and State Governments	DMES, MHD, TSM, RIM, PO, FRSPM, IPM	Increased level of grant funds obtained	X	X	X	X	Ongoing – see grant applications reported to Council. The supposed dry up of 2023/24 grants from the State Government is most concerning. This concern raised with the Country Mayors Association and the Local Member for Barwon.	
3.3.2	Maintain a well-resourced team of infrastructure staff to ensure that our infrastructure needs are met	Ensure infrastructure staff are appropriately experienced and qualified to adequately maintain and improve infrastructure	GM, SMT, RIM, PO, FRSPM, TSM, IPM	Experienced and qualified staff	X	X	X	X	In progress. Appointment of RIM, PO and FRSPM has ensured that the team is well resourced to progress numerous road construction and maintenance projects. Unfortunately, the ability to fill vacant operational positions in roads and services has curtailed some works.	

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Objective 3.4: Revitalise the Warren, Nevertire and Collie streetscapes										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.4.1	Continually upgrade streetscapes in Warren, Nevertire and Collie to create attractive places to live and to visit	Finalise investigation, design and implementation of the upgrading of the Warren CBD streetscape	GM, DMES	Design and implementation completed	X	X	X	X	In progress, the Warren Town Centre Master Plan – Dubbo Street Upgrade finalised and appropriate grant application to the Commonwealth Government arranged. Milling and AC work in Dubbo Street and other Warren town streets was undertaken in August 2023. The bitumen reseal of SH 11 (Oxley Hwy) through Warren and shoulders undertaken in May 2024.	
		Continue consultation with the Warren, Nevertire and Collie communities on possible future streetscape improvements	DMES	Consultation program instigated	X	X	X	X	In progress with appropriate consultation completed for the Warren Town Centre Master Plan – Dubbo Street Upgrade.	

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Objective 4.1: Manage the impact of climate change on our local community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
4.1.1	Work with appropriate agencies to proactively address the local impacts of climate change	Actively participate in Macquarie Floodplain Management Committee	Mayor, GM	Meetings attended	X	X	X	X	Ongoing, active involvement by both the Mayor and General Manager.	
		Actively participate in the Central West Councils Environment and Waterways Alliance	MHD	Meetings attended	X	X	X	X	Ongoing, active involvement.	
		Respond to climate-driven regulatory changes that impact our community	GM, MHD, DMES, RIM, PO, FRSPM, TSM	New initiatives implemented	X	X	X	X	In progress, six (6) sites completed for solar panel installation. EV charging station contribution will be arranged via a grant for the Warren and Macquarie Marshes Visitors Information Centre. Further grants for EV charging stations to be arranged.	
		Lobby Government to pipe the Albert Priest channel	Mayor, GM	Pipe installed	X	X			Ongoing, submissions continue to be provided.	

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Objective 4.1: Manage the impact of climate change on our local community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Amend our Local Environmental Plan (LEP) to enable Council to better manage the impact of solar farms on our agricultural land and our community	GM, SMT, MHD	LEP amended	X				Ongoing, report provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan. Consultant engaged to write a Draft LEP, which is expected to be completed in 2024/2025.	
	Review our Consequence Management Guides under our Local Emergency Management Plan	GM, DMES (LEMO) , MHD, TSM	Review completed	X	X	X	X	Local Emergency Management Plan (Emplan) renewal completed. CMG's were the responsibility of the relevant combat agencies and have been included in the renewed Local Emergency Management Plan (Emplan).	

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Objective 4.1: Manage the impact of climate change on our local community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Update our Local Emergency Management Plan to take into account the impact of climate change	GM, DMES (LEMO) , MHD, TSM	Plan updated		X		Local Emergency Management Plan (Emplan) renewal completed. Currently, the Warren Shire Flood Emergency Sub Plan to draft stage.	
4.1.2	Encourage the local community to embrace sustainable living and business practices	Provide the community with access to education, information and activities that promote sustainable living and business practices	MHD	Information delivered	X	X	X	X	In progress. Solar energy information to be provided through the Warren Chamber of Commerce and the Economic Development and Promotions Committee using a consultant if possible.

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Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
4.2.1	Sustainably manage the Shire's limited water resources	Assist with the education of landowners on the role and activities of the Natural Resources Access Regulator	MHD	Educations programs completed	X	X	X	X	No action to date.	
		Lobby the Government to increase the capacity of the Burrendong dam	Mayor, GM	Submissions made	X	X	X	X	In progress, submissions including for the Macquarie Castlereagh Regional Water Strategy undertaken with meetings with the Minister for Water arranged. The Regional Water Strategy now includes the increase in capacity of Burrendong Dam as one of the priorities.	
4.2.2	Ensure that our town water usage complies	Monitor water usage to ensure that extraction limits are not exceeded	DMES, TSM	Water usage remains within our limits	X	X	X	X	Ongoing, constant reporting.	

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Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	with our licenced allocations	Investigate the installation of smart meters	DMES, TSM	Investigation undertaken		X			Smart meters installed on all Council licenced water extraction points. Smart meters for domestic users a low priority and considered an expensive option.	
		Educate the community on sustainable water usage	DMES, TSM	Education program delivered	X	X	X	X	No action to date. Conditions being monitored to determine if an education program needs to be delivered.	
4.2.3	Provide Warren and the villages of Nevertire and Collie with an adequate and safe water supply that is appropriately priced for all consumers	Maintain and renew our water supply network in accordance with our water supply network asset management plan	DMES, TSM	Adherence to asset management plans	X	X	X	X	Ongoing, including the provision of funding for bore replacement refurbishment works and pumps. Inspection of all bores undertaken and all bores cleaned. Replacement of Telemetry System in progress.	

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

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

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

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Objective 4.3: Provide a sustainable waste management service for the community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
waste collection processes	Investigate and implement improved waste collection and waste processing processes	MHD	New improved processes implemented	X	X	X	X	Implementation of the new Ewenmar Waste Depot Management Regime, Strategies and Plan to be implemented in early September 2024 following completion of the Waste Transfer Station in August 2024.	
	Implement the Ewenmar Waste Depot Management Regime, Strategies and Plan	MHD	New Management Plan implemented	X				In progress, excavator and equipment purchased, other works delayed due to wet weather. Implementation of the new Ewenmar Waste Depot Management Regime, Strategies and Plan to be implemented in early September 2024 following completion of the Waste Transfer Station in August 2024.	

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Objective 4.3: Provide a sustainable waste management service for the community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.3.2	Introduce new sustainable waste management practices for both green waste and recyclable materials	Investigate and implement improvements in green waste processing	MHD New green waste processing implemented	X	X	X	X	In progress. A program of green waste shredding undertaken with the shredded material used around the Ewenmar Waste Depot site.	
		Investigate and implement new uses for processed green waste	MHD New uses for processed green waste identified and utilised	X	X	X	X	Use of processed green waste is subject to materials cleanliness, which may be improved with the implementation of the Ewenmar Waste Depot Management Regime, Strategies and Plan.	

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Objective 4.3: Provide a sustainable waste management service for the community										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Investigate and implement state of the art recycling initiatives	MHD	New recycling initiatives introduced	X	X	X	X	In progress, second hand goods and materials sale area arranged. Research and information collated for future recycling initiatives and costs. Council has determined to not progress kerb side recycling and other types of recycling initiatives will be further investigated and reported over the next two (2) years.	

Objective 4.4: Support environmentally sustainable land management practices										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.4.1	Actively manage noxious weeds	Apply the weed management guidelines of the Castlereagh Macquarie County Council (CMCC) to land that Council manages	DMES, MHD, TSM, RIM, PO, FRSPM	Guidelines adhered to	X	X	X	X	In progress, particularly following reports.	

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

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

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Objective 5.1: Ensure strong engagement and collaboration with the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.1.1	Undertake regular community engagement activities as per the Community Engagement Strategy	Complete all community engagement activities outlined in the Community Engagement Strategy	Mayor, GM, SMT, MANEX	Strong community engagement	X	X	X	X	Ongoing, Community Engagement Plans enacted for all major projects/programs. Local paper being utilised together with Council's social media platforms and the Community Room display screen.	

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Objective 5.1: Ensure strong engagement and collaboration with the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.1.2	Provide training to the community on making grant applications	Disseminate grant opportunities to the community	GM, SMT, MANEX, IPM, EDVM	Grant opportunities promoted	X	X	X	X	Ongoing, by the Infrastructure Projects Management Office and Economic Development and Visitation Office.	

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Objective 5.1: Ensure strong engagement and collaboration with the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Train community members and community groups on best practice grant preparation	EDVM	Number of successful grants	X	X	X	X	<p>Progress by the Infrastructure Projects Management Office. With the appointment of the Economic Development and Visitation Manager preparation for this training has commenced. The Economic Development and Visitation Manager has also been able to progress a number of grant applications for community groups.</p> <p>There is concern that State Government grants have significantly reduced even for community organisations. This concern raised with the Country Mayors Association and the Local Member for Barwon.</p>	

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Objective 5.1: Ensure strong engagement and collaboration with the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.1.3	Promote Warren Shire Council to wide audiences both within the Shire and externally	Prepare and implement community engagement plans	Plans completed and implemented	X	X	X	X	Ongoing, Community Engagement Plans enacted by all major projects/programs.	
		Promote Council through websites, social media and other relevant promotional channels (print and online)	Increased positive image of Council	X	X	X	X	Ongoing through newsletters, Community Room display screen, Facebook posts, website, LinkedIn, Western Plains App, Warren Star Newspaper and local radio stations etc.	

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.2.1	Ensure that this strategic planning framework becomes an integral part of our operating culture	Adopt all delivery programs from this strategic planning framework	Strategic planning framework imbedded within Council operations	X	X	X	X	In progress. Responsibilities being communicated.	

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.2.2	Proactively manage known compliance risks	Review our compliance risk register	GM, SMT, MANEX, WHS/RC	Number of non-compliance notices	X	X	X	X	Ongoing, Legislative Compliance Register continually updated and actioned plans implemented to reduce non-compliance.	
		Implement actions to mitigate against known compliance risks	GM, SMT, MANEX, WHS/RC	Number of non-compliance notices	X	X	X	X	Ongoing, Council Enterprise – Wide Risk Management Matrix has been updated to include Cyber Security and other matters.	

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.2.3	Seek new sources of income for Council	Implement the Road Maintenance Council Contract (RMCC) from the State Government for the maintenance of Government-owned roads	GM, DMES , RIM, PO, FRSPM	Successful delivery of contract maintenance and improvement works	X	X	X	X	Ongoing, with commencement on the 1 September 2022. Successful management of the Oxley Highway during the September – December 2022 floods and with good results being achieved on Contractor Performance Reports and an extensive program of heavy patching and bitumen reseals in May 2024, with reconstruction of the “Milawa” section in progress.	
		Apply for private works contracts with local businesses, landowners and the community	DMES , RIM, PO, FRSPM, TSM	Contracts in place	X	X	X	X	Ongoing, successful undertaking of construction of the Burrima Boardwalk access road.	

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Reassess Council's schedules of rates, fees and charges	GM, SMT, DMFA , DMES, MHD, MANEX	New schedules confirmed	X	X	X	X	Ongoing, contained within the 2024/2025 Operational Plan & Estimates.	
	Review Council's investment management strategies	DMFA	New strategies developed and implemented	X	X	X	X	Ongoing, Investment Policy renewed following liaison with TCorp.	
	Continually review and seek grant opportunities	GM, SMT, MANEX , MHD, RIM, PO, FRSPM, TSM, IPM	Grants won	X	X	X	X	Ongoing – see successful grant applications reported to Council. Concerned about the reduction of State Government funding in 2023/2024. This concern raised with the Country Mayors Association and the Local Member for Barwon.	
5.2.4	Explore partnerships with others to share costs	Mayor, GM, SMT, MANEX	Shared services agreements in place	X	X	X	X	Ongoing.	

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.2.5	Improve procurement practices to maximise cost efficiency whilst supporting local businesses where possible	Utilise and maintain the VendorPanel procurement and contract management system	GM, SMT, MANEX	VendorPanel actively used	X	X	X	X	Ongoing, request for "Preferred Supplier" Status for Relevant Local Trades and Commercial Services arranged.	
		Train staff in procurement and contract management practices	GM, SMT, MANEX	Staff trained	X	X	X	X	In progress, grant application for training of staff responsible for procurement arranged however, unfortunately unsuccessful. Further grant applications being considered. Appropriate training arranged using Council's training allocation in March 2024.	
		Promote opportunities for local businesses to provide services to Council	GM, SMT, MANEX	Community and businesses informed	X	X	X	X	Ongoing, VendorPanel constantly advertised.	

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.2.6	Embrace a team centred culture of continual improvement to improve operational efficiency	Consult with the community to agree on the levels of service it requires from Council	GM, SMT, MANEX	Levels of service agreed	X	X	X	X	The Senior Management Team received training in November 2023 and four (4) Service Reviews expected to be undertaken in 2024/2025 to determine service improvements within resources.	
		Equip, empower and support staff to achieve their goals	GM, SMT, MANEX	Positive staff surveys	X	X	X	X	In progress, Performance Management training undertaken in May 2024.	

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Embrace the use of new technology to support our processes	GM, SMT, MANEX	Processes improved	X	X	X	X	Ongoing, a Draft ICT Strategy and Action Plan developed which will see Managed Services implemented, a new Electronic Document System and a full Financial Software Package implemented in 2024/2025. Improvements in Council's cyber security expected to be implemented at the end of 2023/2024.	

Objective 5.3: Support our people to provide high-quality services to the community										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.3.1	Provide effective training and development of our staff	Review our staff evaluation and goal-setting processes to incentivise staff	GM, SMT, MANEX	Updated staff evaluation process	X				Ongoing, Performance Management training to be undertaken in May 2024.	

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Objective 5.3: Support our people to provide high-quality services to the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Equip, empower and support staff to achieve their goals	GM, SMT, MANEX	Updated Workforce Plan and Strategy	X	X	X	X	In progress, Performance Management training undertaken in May 2024.	
	Provide career path opportunities to incentivise staff and to improve business continuity	GM, SMT, MANEX	Updated Workforce Plan and Strategy	X	X	X	X	In progress, expected to be reported to Council in December 2024.	
	Implement a tailored training and development program for each member of staff	GM, SMT, MANEX	Staff reviews completed	X	X	X	X	Nearing completion for 2023/2024.	
	Implement formal flexibility working arrangements for staff	GM, SMT, MANEX	Updated Workforce Plan and Strategy	X	X	X	X	In progress, Extended Flexible Working Hours Agreement for Road Crews and Associated Staff agreed to for 2023/2024 and 2024/2025.	
	Review our salary system against current best practice	GM, SMT, MANEX	Updated salary system	X	X	X	X	No action to date.	

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Objective 5.3: Support our people to provide high-quality services to the community											
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.3.2	Create a productive and cooperative working environment for Councillors to support their governance responsibilities	Train Councillors on their roles and responsibilities	GM, SMT	Programs delivered	X	X	X	X	Ongoing. Asset Management Training undertaken by interested Councillors. Arrangements in train for an Induction Workshop for new Councillors in October 2024.		
		Provide Councillors with community leadership opportunities	GM, SMT	Opportunities provided	X	X	X	X		Ongoing.	
		Provide timely, accurate and relevant reporting and information to Councillors to enable informed decision making	GM, SMT, MANEX	Reports and information delivered	X	X	X	X		Ongoing.	
5.3.3	Ensure a quality customer service focus by customer staff	Promote quality customer service approaches to all Council employees	GM, SMT, MANEX	Customer service training implemented	X	X	X	X	In progress, initial report provided to the April 2024 Council Meeting on a Customer Service Ethos Policy. Further reporting in the near future on both a Customer Service Ethos Policy and a Customer Service Policy.		

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Objective 5.3: Support our people to provide high-quality services to the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Obtain community feedback on Council's customer service	GM, SMT, MANEX	Increased customer satisfaction	X	X	X	X	In progress, initial report provided to the April 2024 Council Meeting on a Customer Service Ethos Policy. Further reporting in the near future on both a Customer Service Ethos Policy and a Customer Service Policy.	

Objective 5.4: Collaborate with external parties to capture new opportunities for the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.4.1	Obtain new development funds from developers to support the provision of improved infrastructure services	Arrange through negotiations Planning Agreements with developers	GM, SMT, MHD	Planning Agreements implemented	X	X	X	X	No action to date, currently not applicable.
		Negotiate with major developers to obtain new development funds	GM, SMT, MHD	Negotiations completed	X	X	X	X	No action to date, currently not applicable.
		Allocate additional funds to the provision of new infrastructure and services for the community	GM, SMT, MHD, MANEX	Fund allocated	X	X	X	X	No action to date, currently not applicable.

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Objective 5.4: Collaborate with external parties to capture new opportunities for the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.4.2	Lobby the State Government to reduce the amount of cost shifting, from Government to Council, for the provision of community services	Develop and implement a lobbying plan for cost shifting reduction measures	Mayor, GM	Lobby plan developed and implemented	X	X	X	X	Ongoing, submissions and presentation provided to both the State Government Inquiry into the Ability of Local Governments to Fund Infrastructure and Services and the Commonwealth Government Inquiry and Report into Local Government Sustainability. Liaison with the Local Member for Barwon undertaken.	
		Obtain the support of other local Councils and the Alliance of Western Councils	Mayor, GM	Support obtained	X	X	X	X	Ongoing.	
		Meet with relevant State Government Ministers and Departments	Mayor, GM	Meetings conducted	X	X	X	X	Ongoing, use of Country Mayors Association and other meetings and Conferences to hold appropriate meetings with State Government Ministers.	

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Objective 5.4: Collaborate with external parties to capture new opportunities for the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.4.3	Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community	Meet with community groups to consider the support that they might require to develop new community services and amenities	GM, SMT, MANEX Meetings conducted	X	X	X	X	Ongoing, particularly through the Warren Chamber of Commerce and the Warren Interagency Support Services Group.	
		Facilitate the development of a plan to target and engage with potential support providers	GM, SMT, MANEX Plan developed and implemented	X	X	X	X	In progress.	
		Facilitate meetings between the potential support providers and our community groups	GM, SMT, MANEX Meetings conducted	X	X	X	X	In progress.	