

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 23RD FEBRUARY 2023**

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# WARREN SHIRE COUNCIL

## AGENDA - ORDINARY COUNCIL MEETING

**23rd February 2023 commencing at 8.30 am**

**1. OPENING OF MEETING**

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

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

**4. CONFIRMATION OF MINUTES**

Ordinary Meeting held on Wednesday, 25th January 2023.

**5. DISCLOSURES OF INTERESTS**

**6. MAYORAL MINUTE(S)**

Nil.

**7. REPORTS OF COMMITTEES**

Meeting of the Roads Committee held on  
Wednesday 1st February 2023 ..... (C14-3.28)

Meeting of the Sporting Facilities Committee held on  
Wednesday 1st February 2023 ..... (S21-2)

Meeting of the Traffic Committee held on  
Tuesday 7th February 2023 ..... (T5-2)

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

Meeting of the Warren Local Emergency Management Committee held on  
Tuesday, 14th February 2023 ..... (E6-1)

Meeting of Manex held on Tuesday, 14th February 2023 ..... (C14-3.4)

Meeting of the Showground/Racecourse Committee held on  
Tuesday, 14th February 2023 ..... (C14-3.2)

**8. REPORTS OF DELEGATES****REPORTS OF DELEGATES**

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Nil.

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

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Item 1	Review of Appointment and Oversight of General Managers Policy Renewal (P13-1, S12-25.1) .....	Page 1
Item 2	Review of Councillor Expense Policy (P13-1, C14-5.1) .....	Page 33
Item 3	Volunteer Risk Management Procedure – Review February 2023 (P13-1) .....	Page 67

**REPORTS OF THE GENERAL MANAGER**

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Item 3	Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1) .	Page 23

**REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION**

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Item 2	Statement of Rates and Annual Charges as at 8th February 2023 (R1-4) .....	Page 4
Item 3	Works Progress Reports – Finance & Administration Projects (S1-1.15, C9-1) .....	Page 6
Item 4	Preparation of the Draft 2023/2024 Estimates (A1-5.42) .....	Page 7
Item 5	December 2022 Budget Review (A1-5.42) (UNDER SEPARATE COVER) .....	Page 11

**REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES**


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Item 2	Works Progress Reports – Town Services (C14-7.2) .....	Page 18
Item 3	Works Progress Reports – Fleet/Workshop (C14-7.2) .....	Page 34

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


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Item 2	Works Progress Reports – Health and Development Services (C14-7.3) .....	Page 2
Item 3	Compensation – Proposed Acquisition Notice (PAN) Lot 362 DP1273205 Gunningbar Street Nevertire (R4-1.55) .....	Page 7

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

Nil.

**11. MATTERS OF URGENCY**

Nil.

**12. CONFIDENTIAL MATTERS**

Item 1	Tender No. T182223OROC – Supply and Delivery of Hardware .....	(C14-6.2/61)
Item 2	Tender No. RFT C13-78 Installation of Box Culverts at Warren Road .....	(C13-78)
Item 3	Review of Avgas Supply and Pricing Options, Warren Airport .....	(A2-16.1)

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

Nil.

## **ROADS COMMITTEE**

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Attached are the Minutes of the meeting of the Roads Committee held on Wednesday, 1st February 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Roads Committee held on Wednesday, 1st February 2023 be received and noted.

# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street  
Warren on Wednesday, 1st February 2023 commencing at 2.00 pm

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### PRESENT:

Councillor Greg Whiteley (Chair)

Councillor Ron Higgins

Councillor Noel Kinsey

Gary Woodman (General Manager)

Sylvester Otieno (Divisional Manager Engineering Services)

Karen Potter (Minute Taker)

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### ITEM 1 APOLOGIES

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

**Carried**

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### ITEM 2 CONFIRMATION OF MINUTES

**MOVED** Kinsey/Higgins that the Minutes of the Meeting held on, Wednesday, 16th November 2022 be accepted as a true and correct record of that meeting.

**Carried**

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### ITEM 3 BUSINESS ARISING

Nil.

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### ITEM 4 ACTION CHECKLIST

**MOVED** Kinsey/Higgins that the information be received and noted, and items marked with an (\*) asterisk be deleted, except the George Gibson's Myall Tree matter which is to be actioned further.

**Carried**

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### ITEM 5 REPORTS

#### ITEM 5.1 TRAFFIC COUNTER SUMMARY AND TRENDS

**(R4-1)**

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

**Carried**

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# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street  
Warren on Wednesday, 1st February 2023 commencing at 2.00 pm

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**ITEMS 5.2, SELF-HELP SCHEME GUIDELINES (VERBAL REPORT) (R4-5.9)**

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

**Carried**

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**ITEM 5.3 ROAD SAFETY PLAN (VERBAL REPORT) (T5-9)**

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

**Carried**

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**ITEM 6 GENERAL BUSINESS**

**ITEM 6.1 SR 57 TYRIE ROAD (R4-1.57)**

- Approximately 2.2km to be constructed;
- Has been prioritised for funding probably by grant;
- A priority perhaps due to the only section of the road in the area not bitumen seal; and
- Needs to be determined in the future if the proposed work should be a lower priority.

**ITEM 6.2 ROAD GRANTS (R4-10)**

- The General Manager and the Divisional Manager Engineering Services provided the Committee details of current grant applications for road construction and maintenance and expected successful grants.

**ITEM 6.3 SR52 WYNDABYNE BRIDGE ROAD (R4-1.52, R4 14.1)**

- The General Manager advised the Committee of the recent approach of landowners who will be in the near future constructing the full length of the dedicated public road section of the SR52 Wyndabyne Bridge Road.
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### **NEXT MEETING**

3rd May 2023 at 2.00 pm.

**There being no further business the meeting closed at 3.35pm.**

## **SPORTING FACILITIES COMMITTEE MEETING**

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Attached are the Minutes of the meeting of the Sporting Facilities Committee held on Wednesday 1<sup>st</sup> February 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Sports Facilities Committee held on the Wednesday 1<sup>st</sup> February 2023 be received and noted.



**WARREN SHIRE COUNCIL**  
**Minutes of the Sporting Facilities Committee Meeting**  
**held in Council's Community Room, 115 Dubbo Street, Warren**  
**on Wednesday, 1<sup>st</sup> February 2023 commencing at 4.00pm**

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**Present:**

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

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**ITEM 1            APOLOGIES**

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

**Carried**

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**ITEM 2            CONFIRMATION OF MINUTES OF THE SPORTING FACILITIES COMMITTEE MEETING HELD ON WEDNESDAY, 23<sup>rd</sup> NOVEMBER 2022**

**MOVED** Whiteley/Stephens that the Minutes of the Meeting held on the 23<sup>rd</sup> November 2022 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3            BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON WEDNESDAY, 23<sup>RD</sup> NOVEMBER 2022**

Nil.

# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren  
on Wednesday, 1<sup>st</sup> February 2023 commencing at 4.00pm

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## ITEM 4            ACTION CHECKLIST

<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>	<i>Completion Date</i>
05.05.2021	Internal pool works program	MHD	<p>Remedial works to internal pool surface has been sorted to be undertaken under warranty. To be completed during pool off season.</p> <p>The emptying of the pool commenced in June 2022; Senior Management Team meeting held onsite 21<sup>st</sup> June 2022 to determine directions and action.</p> <p>No remedial action has been possible, however pool will be right for the 2022/2023 season.</p> <p>September 2022 – Obtaining legal advice on the matter.</p> <p>Work will be programmed for the conclusion of 2022/23 season during shutdown period subject to legal advice and action.</p> <p>Onsite meeting planned for Wednesday 1<sup>st</sup> February 2023 with the contractors.</p>	Oct 2023
20.10.2021	Carter Oval Lighting	IPM	<p>Final testing and analysis completed.</p> <p>One set of lights in the cricket oval have a fault to be corrected by contractor during December 2022. Defect rectified December 2022.</p> <p>Lighting option for discus and shotput area investigated.</p> <p>One set of lights installed on two soccer poles. E Switch provisions will be added on to control remotely.</p>	2023
17.11.2021	Victoria Oval and Oxley Park Plan of Management	GM	<p>Council seek minister consent to adopt the Victoria Oval and Oxley Park Plan of Management.</p> <p>Further enquiries from Ministers office to be actioned.</p>	2023

# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren  
on Wednesday, 1<sup>st</sup> February 2023 commencing at 4.00pm

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<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>	<i>Completion Date</i>
17.11.2021	Purchase of lockers and change room seating – Warren War Memorial Swimming Pool	MHD	Lockers and Change Room Seating Installed Acquittal to be undertaken.	2023
17.11.2021	Planting of trees at Carter Oval Precinct	IPM	Planting of trees surrounding Carter Oval Sporting precinct fields be made a priority project within Carter Oval Redevelopment Program.  Landscape design final draft review meeting held on 17 <sup>th</sup> January 2023.  Landscaping plan to be finalized.  Planting of trees planned in two stages, stage one to commence in the Autumn season.	2023
15.06.2022	Recycling Program at Sports Complex	MHD/CM	Investigate potential User Groups to undertake a recycling program at Sports Complex to reduce bottle wastage into general waste bins.	2022
15.06.2022	Pole placement, light spillage standards, ground levelling and drainage of Carter Oval Youth Sporting Precinct	IPM	Correct levelling to be achieved on both soccer and cricket fields as part of development works.  Achieve drainage of soccer fields towards Stafford St as part of development works.	2023
15.06.2022	Kerb and gutter works for vehicle access to Warren War Memorial Swimming Pool from Stafford St	MHD	Expedite kerb and guttering works for vehicle gate entrance into Warren War Memorial Swimming Pool.	Feb 2023
15.06.2022	Relocation of User Groups to Carter Oval Youth Sports Precinct	IPM/TSM/ MHD/DMES	Relocate relevant user groups from Victoria Park to Carter Oval Youth Sports Precinct once all current works projects are complete.	September 2023

# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren  
on Wednesday, 1<sup>st</sup> February 2023 commencing at 4.00pm

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<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>	<i>Completion Date</i>
07.09.2022	Main Oval Facing Scoreboard	CM	<p>Estimated cost to complete project is \$35,000.00 for a powered site.</p> <p>Funding Partners confirmed, amount per group to be concluded.</p> <p>Grant Funding to be sourced.</p> <p>Operating range of controllers and durability investigated.</p>	2023
07.09.2022	Portable Scoreboards – Victoria Park	CM	<p>Estimated cost to complete project is \$45,000.00.</p> <p>Funding Partners confirmed, amount per group to be concluded.</p> <p>Grant Funding to be sourced.</p> <p>Investigate trailer options.</p>	2023
07.09.2022	Shade Sails – Warren War Memorial Swimming Pool	MHD	<p>Source grant funding to purchase and install shade sails on the western side of the wading pool.</p>	2023
23.11.2022	Additional Changeroom / Amenities Block – Victoria Oval	CM / IPM	<p>Investigate optional locations for additional changeroom / amenities block – Victoria Oval.</p> <p>The options being considered;</p> <p>Option 1 – location behind basketball court (preferred) on the 3<sup>rd</sup> grass netball court closest to hospital pedestrian gate.</p> <p>Option 2 – location between basketball court and sealed netball courts.</p> <p>Option 3 – Beside the sporting and cultural centre building; existing infrastructure in the vicinity is a constraint, ground level needs considerable works to make it accessible.</p> <p>Await outcome of submitted grant application.</p> <p>Project information and design may start early with available funding.</p>	2023

# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren  
on Wednesday, 1<sup>st</sup> February 2023 commencing at 4.00pm

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<i>Date</i>	<i>Outstanding Matter</i>	<i>Officer Resp.</i>	<i>Response/Request/Comment</i>	<i>Completion Date</i>
*23.11.2022	Warren Splash Park Shade Structure	IPM	Post installation complete by Friday 25 <sup>th</sup> November 2022.  Shade sails installed on 19 <sup>th</sup> December 2022.	Dec 2022
*23.11.2022	Carter Oval Youth Sporting Precinct Car Park	IPM	Draft designs provided to committee.  Investigate options to complete project within allocated funds. Report prepared to seek funding gap.	2023
23.11.2022	Carter Oval Youth Sporting Precinct Amenities / Kiosk Building	IPM	Geotechnical report complete.  Building to be constructed – Foundation design being done by contractors. Site works likely to commence in February 2023.	2023

**MOVED** Whiteley/Woodman that the Action Checklist progress be received and noted, and items marked with (\*) asterisk be deleted.

**Carried**

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## **ITEM 5 FINANCIAL STATEMENT**

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

**Carried**

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## **ITEM 6.1 REPORT FROM THE CENTRE MANAGER**

**(S21-2)**

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

**Carried**

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## **ITEM 6.2 FEBRUARY 2023 – UPDATE ON THE MAIN OVAL FACING SCOREBOARD AND PORTABLE SCOREBOARDS – VICTORIA PARK**

**(S21-2)**

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

**Carried**

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**WARREN SHIRE COUNCIL**  
**Minutes of the Sporting Facilities Committee Meeting**  
**held in Council's Community Room, 115 Dubbo Street, Warren**  
**on Wednesday, 1<sup>st</sup> February 2023 commencing at 4.00pm**

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**ITEM 6.3      CARTER OVAL YOUTH SPORTS PRECINCT DEVELOPMENT STATUS UPDATE (IPM)**  
**(VERBAL REPORT)      (P1-7.3)**

- The Infrastructure Projects Manager gave the Committee an update on the status of the development project;
- Council at its January 2023 meeting resolved to fund a further \$460,000.00 to allow the project to be completed to an appropriate standard;
- IPM tabled a project lookahead schedule showing the progress of the infrastructure projects;
- Mentioned that numerous activities will be happening at Carter Oval in the coming months;
- Carpark excavations and topsoil removal is currently progressing. Subgrade formation will be happening shortly;
- IPM tabled carpark drawing for information;
- Provision for lighting and EV charging, conduits will be laid while carpark is constructed;
- Splash Park contractors were on site 1 February 2023, looking at the defects - stone seating will be arranged to address the spilling of water into grassed area;
- GHD will be commencing cricket oval pitch and outfield works from 13/02/2023;
- Sprinkler irrigation heads will be marked with tags on the ground to minimise any damage;
- Soccer field works will be commencing following the cricket pitch works – expected to finish in February if conditions are ideal. Sand and soil analysis being done currently.
- Sand will be purchased once the quality and ratio is known;
- Sand from Gulargambone, Narromine and local and topsoil from current onsite stockpiles taken for testing and analysis; and
- A layer of Cotton waste material (20mm) will be used for ground remediation.
- Turf supplier for the soccer field was onsite this week, supply and install may start in early March;
- Cricket net similar to Narromine's being considered, powder coated nets with run up of artificial turf;
- Identified Stage 1 landscape tree procurement, trees on sale being considered;
- Looking at the arrangements needed for onsite storage and maintenance needed for up to 3 months in case;
- Landscape designers recommendation is to plant in Autumn;
- Amenities building's foundation design being reviewed at the moment which is delaying the project;
- 2 sets of designs received being returned for clarification and further consideration;
- Contractor has full design responsibility;
- It is likely construction on site may commence in February but subject to a satisfactory foundation design; and
- Superstructure is fabricated and ready for delivery.

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

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Sporting Facilities Committee Meeting  
held in Council's Community Room, 115 Dubbo Street, Warren  
on Wednesday, 23<sup>rd</sup> November 2022 commencing at 2:35pm

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**ITEM 6.4 WARREN WAR MEMORIAL SWIMMING POOL AMENITIES, KIOSK,  
CHANGEROOM AND CLUB ROOM STRONGER COUNTRY COMMUNITIES FUND ROUND 5  
GRANT PROJECT (IPM) (VERBAL REPORT) (S19-2,G4-1.72)**

- Council has been successful under the Stronger Country Communities Fund Round 5 Grant for \$856,903.00 for the replacement of the Warren War Memorial Swimming Pool Amenities, Kiosk, Changeroom and a Clubroom.
- Timing of projects as follows:
  - Initial consultation with users March/April 2023;
  - Further consultation with users June/July 2023;
  - Design, Documentation, tender, contract August/September/October 2023;
  - Demolition and construction April 2024 – September 2024 (during pool off-season);
- Grant approval came through, second stage procurement is planned for the implementation of the project stage (1). Design of the building and documentation (2) Construction of the building – construction only;
- A design brief will be prepared in March – April for calling a tender;
- Stakeholders will be consulted in preparing the design brief;
- Design documentation contract will have provisions for the contractor to submit design at 50%, 75% and 95% complete for comments by stakeholders;
- Incorporating part of the front brick wall into the new design will be considered ;
- It is envisioned a construction only contract will be called in November 2023 for engaging contractors by January 2024, so the work onsite (demolition and building new) to start by April 2024 and finish by September 2024;
- Timing:-
  - Design brief – March – April 2023; Design contract May 2023 – September 2023;
  - Design contract implemented by September 2023 – October 2023;
  - Construction contract called November 2023;
  - Contractor engaged by January 2024;
  - Construction onsite starts – April 2024; and
  - All works completed and commissioned by September 2024.

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

**Carried**

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**ITEM 7 GENERAL BUSINESS**

Discussion held on location options for second amenities / changerroom block at Victoria Park Precinct.

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**ITEM 8 DATE OF NEXT MEETING**

Wednesday 3<sup>rd</sup> May 2023.

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**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5:15 PM**

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## TRAFFIC COMMITTEE MINUTES

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Attached are the Minutes of the meeting of the Traffic Committee held in the Council Conference Room on Tuesday, 7<sup>th</sup> February 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Traffic Committee held on Tuesday, 7<sup>th</sup> February 2023 be received and noted and that the following recommendations be adopted:

**ITEM 5.1      COBB LANE – STOP SIGN WARRANT      (R4-1.70)**

That subject to concurrence of the NSW Police the Southeast Intersection of the Oxley Highway and Cobb Lane stop sign and lines be installed and if warranted a stop sign be installed on the Northwest side of the intersection.

**ITEM 5.2      PROPOSED HALE ST CROSSING AND CHESTER ST CROSSING'S NO STOPPING ZONE      (T5-2)**

That subject to concurrence of the NSW Police:

1. The installation of a new children's (school) crossing on Hale Street, west of the Chester Street intersection be approved;
2. The existing No Stopping zone for the pedestrian crossing on Chester Street be adjusted to comply with the recommended standards; and
3. Funding be sought from Transport for New South Wales to implement the recommendations.

**ITEM 5.3      WARREN DIRECTIONAL SIGN AT NEVERTIRE      (T5-2)**

That subject to concurrence of the NSW Police an appropriate advance road sign be designed for the approach to Nevertire and that Transport NSW will design, fund and install the new sign.

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# WARREN SHIRE COUNCIL

Minutes of the 53rd Meeting of the Warren Shire Traffic Committee  
held in Council Conference Room, 115 Dubbo Street, Warren on  
Tuesday 7<sup>th</sup> February 2023 commencing at 2.03pm

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## ATTENDANCE

Councillor Kevin Taylor (Chair)  
Mr Jason Nicholson (TfNSW)  
Mr Sylvester Otieno (Divisional Manager Engineering Services)  
Mr Gary Woodman (General Manager)  
Mr David Duncan (Community Member)  
Mrs Cassy Mitchell (Minute Taker)

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## ITEM 1 APOLOGIES

Apologies were received from Rebecca Byles who was absent due to external commitments, and it was **MOVED** Otieno/ Duncan that the apology be accepted, and a leave of absence be granted for this meeting.

**Carried**

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## ITEM 2 CONFIRMATION OF MINUTES OF THE MEETING HELD ON THURSDAY, 1ST SEPTEMBER 2022

**MOVED** Taylor/Otieno that the Minutes of the Meeting held on, Thursday 1st September 2022 be accepted as a true and correct record of that meeting.

**Carried**

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## ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON THURSDAY, 5TH MAY 2022

NIL.

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## ITEM 4 ACTION CHECKLIST

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

**Carried**

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## ITEM 5 REPORTS

ITEM 5.1 COBB LANE – STOP SIGN WARRANT (R4-1.70)

### RECOMMENDATION TO COUNCIL:

**MOVED** Otieno/Duncan subject to NSW Police concurrence that the southeast Intersection of the Oxley Highway and Cobb Lane stop sign and lines be installed and if warranted a stop sign and lines be installed on the northwest side of the intersection .

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the 53rd Meeting of the Warren Shire Traffic Committee  
held in Council Conference Room, 115 Dubbo Street, Warren on  
Tuesday 7<sup>th</sup> February 2023 commencing at 2.03pm

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**ITEM 5.2      HALE AND CHESTER STREET CROSSINGS      (T5-2)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Nicholson/Duncan that subject to NSW Police concurrence that:

1. The installation of a new children's (school) crossing on Hale Street, west of the Chester Street intersection be approved;
2. The existing No Stopping zone for the pedestrian crossing on Chester Street be adjusted to comply with the recommended standards; and
3. Funding be sought from Transport for New South Wales to implement the recommendations.

**Carried**

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**ITEM 5.3      WARREN DIRECTIONAL SIGN AT NEVERTIRE      (T5-2)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Duncan/Nicholson that subject to NSW Police concurrence an appropriate advance road sign be designed for the approach to Nevertire and that Transport for NSW will fund and install the new sign.

**Carried**

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**ITEM 6      GENERAL BUSINESS**

- It was requested by Transport for NSW that now that the SR91 Industrial Access Road is the priority road that the reduce speed signs can be removed from the Industrial Access Road on the Industrial Access Road Intersection with RR333 Carinda Road.
  - All the flashing light signs will remain.
  - Transport for NSW to organise the replacement or repair of the flashing lights that signal excessive speeding that are located on the southern side of the SR91/RR333 intersection.
- 

**ITEM 7      NEXT MEETING**

2.00pm Tuesday 2nd May 2023.

**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 2.41pm**

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

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

**RECOMMENDATION:**

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

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

That Council note that the Committee has scheduled Wednesday 1st March 2023 2:00pm – 6pm for the Committee Workshop to finalise the next draft of the Warren Shire Economic Development Strategy and Action Plan.

**ITEM 5.8 WARREN CHRISTMAS STREET PARTY (D3-10, F5-1)**

That Council congratulate all participants and staff involved in the Warren Christmas Street Party having won the Community Event of the Year in the 2023 Warren Shire Australia Day Awards.

**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development & Promotions Committee**  
**Meeting held in the Council Community Room**  
**on Tuesday 7th February 2023, commencing at 3:37pm**

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**PRESENT:**

Sarah Derrett	Councillor (Chair)
Roslyn Jackson	Councillor
Andrew Brewer	Councillor
Heather Druce	Councillor
Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Maryanne Stephens	Manager Health & Development Services
Kerry Palmer	Regional Development - Department of Regional NSW - Business Development Facilitator
Susan Balogh	Economic Development & Promotions Manager
Rebecca Christian	Minute Taker

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**ITEM 1            APOLOGIES**

Apologies were received from Councillor Milton Quigley and Jillian Murray who were absent due to external commitments and it was **MOVED** Woodman/Druce that a leave of absence be granted for this meeting.

**Carried**

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**ITEM 2            MINUTES**

**MOVED** Derrett/Jackson that the Minutes of the Economic Development and Promotions Committee meeting held on Wednesday, 9th November 2022 be adopted as a true and correct record of that meeting.

**Carried**

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**ITEM 3            BUSINESS ARISING FROM THE MINUTES OF THE MEETING, 9TH NOVEMBER 2022**

Nil.

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**ITEM 4            ACTION CHECKLIST**

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

**Carried**

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**ITEM 5.1           ECONOMIC DEVELOPMENT AND VISITATION OFFICES PRIORITIES FOR 2023**  
**(D3-1, D3-1.4,E4-42)**

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

**Carried**

**WARREN SHIRE COUNCIL**  
**Minutes of the Economic Development & Promotions Committee**  
**Meeting held in the Council Community Room**  
**on Tuesday 7th February 2023, commencing at 3:37pm**

---

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

**RECOMMENDATION TO COUNCIL:**

**MOVED** Woodman/Brewer that Council note that the Committee has scheduled Wednesday 1st March 2023 2:00pm – 6pm for the Committee Workshop to finalise the next draft of the Warren Shire Economic Development Strategy and Action Plan.

**Carried**

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**ITEM 5.3      WARREN AND THE VISITOR ECONOMY COMMUNITY CONSULTATION REPORT  
AUGUST 2022-EXECUTIVE SUMMARY      (T4-1, T4-1.1)**

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

**Carried**

---

**ITEM 5.4      DESTINATION MACQUARIE MARSHES TASKFORCE      (T4-1.2)**

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

**Carried**

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**ITEM 5.5      NSW GOVERNMENT – OUR VISION FOR REGIONAL COMMUNITIES      (D3-3)**

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

**Carried**

---

**ITEM 5.6      REGIONAL DROUGHT RESILIENCE PLANNING PROGRAM 2022-2024      (G4-1.79)**

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

**Carried**

---

**ITEM 5.7      REGIONAL JOB CREATION FUND ROUND 3      (D3-1.4)**

- Need to check with engineering firms; and
- Promote by email, socials and networks and Warren Chamber of Commerce.

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

**Carried**

4:50pm Councillor Jackson departed from the meeting.

---

**ITEM 5.8      WARREN CHRISTMAS STREET PARTY      (D3-10, F5-1)**

**MOVED** Brewer/Druce that Council congratulate all participants and staff involved in the Warren Christmas Street Party having won the Community Event of the Year in the 2023 Warren Shire Australia Day Awards.

**Carried**

---



# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

# Minutes

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

**RECOMMENDATION:**

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

# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

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

---

**PRESENT:**

Gary Woodman	Warren Shire Council
Maryanne Stephens	Warren Shire Council
Sylvester Otieno	Warren Shire Council (LEMO and Chair)
Raymond Burns	Warren Shire Council
Annabelle Watson	REMO
Samantha Midgley	NSW SES
Michael Harvey	FRNSW
Chris Cusack	FRNSW
David Nicholson	NSWRFS
Thomas Hadland	NSW Ambulance
Lukas Torr	NSW SES
Cassy Mitchell	Warren Shire Council

---

**ITEM 1 APOLOGIES**

Apologies were received on behalf of Lyn Harris, Campbell Blair, John Moors, David Dickey, Rebecca Byles and Sarah Masonwells.

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

**Carried**

---

**ITEM 2 MINUTES OF THE MEETING HELD ON TUESDAY, 10TH MAY 2022**

**MOVED** Burns/Stephens that the Minutes of the meeting held on Tuesday, 9th August 2022 as circulated, be adopted as a true and correct record of that meeting.

**Carried**

---

**ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON TUESDAY, 10TH MAY 2022**

- Quick update on the new traffic platform available to Council is that Oneroad provides opportunities for Council to add incidents to Live Traffic.
- Hydrants – have been regularly checked and cleaned at Nevertire and Warren.



# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

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

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### ITEM 4      REMO REPORT



#### Central West Emergency Management Region

#### REMO Report to LEMC/LRC February 2023

##### RRC

The next Combined Central West and Far West Region Rescue Committee (RRC) meeting is scheduled for Orange at 1030hrs on Thursday 02 March 2023. This will be a face-to-face meeting with light lunch afterwards.

##### REMC

The next Central West REMC meeting is scheduled for Orange at 1300hrs on Thursday 2 March 2023. This will be a face-to-face meeting with light lunch prior.

##### OPERATIONS

The REOC status is currently at 'Monitoring'. Issues currently being monitored are the ongoing flooding Far West, Japanese encephalitis, and bushfires that have been prevalent throughout the entire of Western NSW. The REOC at the time of this report is conducting actions to support the after-action reviews at both local and regional level.

- Western Region REOC was Operational for a total of 37 days in support of the Western Region flooding and the gas supply disruption originating in Bathurst
  - 08 October 2022 – 12 October 2022
  - 22 October 2022 – 26 October 2022
  - 04 November 2022 – 01 December 2022
- For 52 Days between 05 October 2022 and 31 December 2022 there was a Central West EOC at Operational or Alert Status
- Bathurst EOC was operational for 19 days in response to the gas supply disruption
- 10 Central West LEOCs stood up to Operational Status between 05 October 2022 and 31 December 2022

At the time of reporting there are no LEOC's within the central west at alert or operational status.

##### LEOCONs

Sargent Mathew Cowden has been appointed as the Deputy LEOCON for Mid-Western LGA.

##### REMOs

The Central West is continuing to be covered by Andrew Elms in the South and Annabelle Watson in the North. We would like to welcome Matthew Apps who has been appointed as the REMO for the Far West based in Broken Hill. Matthew has joined the NSWPF after 18 years in the RFS and brings a wealth of knowledge to the team. Andrew Elms will continue to support the New England Region while this position is filled.

# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

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

ITEM 4

REMO REPORT

CONTINUED



Central West  
Emergency Management Region

## TRAINING

The NSW Emergency Management Programme is a compulsory course prior to any face-to-face course and is available online through the EMTraining website ([emtraining.nsw.gov.au](http://emtraining.nsw.gov.au)). There are eight modules available to complete and anyone working or with an interest in EM is strongly encouraged to complete these modules. Other useful online courses are also available.

Further dates for 2023 face to face training will be announced in mid-February.

## EMPLAN's

All LEMC's are reminded that EMPLAN's must be updated every 3 years from the date of endorsement by the REMC. All EMPLAN's must go through the endorsement process and be signed by the Regional Emergency Management Controller.

The State Emergency Operations Controller requires all LEMCs to conduct audits of their respective evacuation centres. These audits are to be completed by 30 April 2023.

## EXERCISES

### Conducted

Dubbo foot and mouth livestock stand still discussion exercise conducted by LLS.

Multi-agency livestock standstill field exercise conducted at Two Mile rest area at Cundumbul managed by the IEMC.

Cowra Saleyards FMD exercise conducted by LLS in December.

### Planning

Coonamble LEOCON – Multiagency Tabletop- *Postponed due to flooding in 2022*

Lachlan Shire Airport Exercise – *Postponed due to flooding in 2022*

The REOCON, A/C Greentree, encourages LEMC to recommence planning and conduct of emergency exercises as part of the PPRR cycle of emergency management.

Andrew Elms  
0417 438 845  
Central West (South)  
Region Emergency Management Officer  
25 January 2023

Annabelle Watson  
0419 412 228  
Central West (North)  
Region Emergency Management Officer  
25 January 2023

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

**Carried**

# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

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

**ITEM 5 LOCAL EMERGENCY MANAGEMENT PLAN**

**ITEM 5a DISCUSSION ON THE RISK ASSESSMENT SEE ATTACHMENT 1 PAGE 26**

The Committee has reviewed and agreed to changes to the Hazards and Risk Summary in Annexure B of the Local Emergency Management Plan.

**MOVED** Watson/Nicholson that the updated Annexure B Hazards and Risk Summary be endorsed and incorporated into the Draft Local Emergency Management Plan.

**Original**

Annexure B – Hazards and Risks Summary			
WARREN: RISKS REVIEWED and RATINGS AGREED AT LEMC MEETING on 11/08/2015 [Following review of Risks in Warren DISPLAN / ERM Report]:			
Source of Risk	Likelihood	Consequence	Risk Level
STORM	Almost Certain	Moderate	Extreme
TRANSPORT EMERGENCY – ROAD (Passenger Coach / Bus)	Possible	Major	Extreme
HAZMAT: TRANSPORT – ROAD	Likely	Major	Extreme
PANDEMIC (Human)	Unlikely	Catastrophic	Extreme
AGRICULTURAL DISEASE – Animal (Exotic Stock/Animal Disease)	Unlikely	Major	High
AGRICULTURAL DISEASE – Plant (Exotic Plant Disease)	Unlikely	Major	High
FLOOD	Unlikely	Major	High
BUSHFIRE	Likely	Moderate	High
HAZMAT (Major Storage facilities)	Possible	Moderate	High
HEATWAVE (Human)	Likely	Minor	High
FIRE - INDUSTRIAL (Fuel Depots / Gas Storage / Cotton Gin / GDT Facility)	Possible	Moderate	High
FIRE - COMMERCIAL (Nursing Home / Aged Care / Schools)	Possible	Moderate	High
HAZMAT: TRANSPORT – RAIL	Rare	Moderate	Medium
UTILITIES FAILURE – Electricity (Sub Stations / Transmission Lines)	Unlikely	Moderate	Medium
DAM FAILURE (Burrendong Dam)	Rare	Moderate	Medium
EARTHQUAKE	Rare	Moderate	Medium
FIRE RESIDENTIAL	Possible	Minor	Medium
UTILITIES FAILURE - Sewage	Rare	Moderate	Medium
MAJOR INDUSTRIAL ACCIDENT	Possible	Minor	Medium
TRANSPORT EMERGENCY – RAIL (Freight Train)	Unlikely	Minor	Low
UTILITIES FAILURE - Telecommunication	Unlikely	Minor	Low
TRANSPORT EMERGENCY – AIR	Unlikely	Minor	Low
BRIDGE COLLAPSE	Rare	Minor	Low
BUILDING COLLAPSE	Rare	Minor	Low
UTILITIES FAILURE - Water	Unlikely	Minor	Low
FLASH FLOOD	Rare	Minor	Low
BLUE GREEN ALGAE	Unlikely	Minor	Low
SEARCH & RESCUE	Unlikely	Minor	Low
LANDSLIP	Rare	Insignificant	Low

# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

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

ITEM 5A

DISCUSSION ON THE RISK ASSESSMENT SEE ATTACHMENT 1 PAGE 26

CONTINUED

Updated

## Annexure B – Hazards and Risks Summary

**WARREN: RISKS REVIEWED and RATINGS AGREED AT LEMC MEETING on  
14/02/2023 [Following review of Risks in Warren DISPLAN / ERM Report]:**

Source of Risk	Likelihood	Consequence	Risk Level
<b>STORM</b>	Likely	Moderate	High
<b>PANDEMIC (Human)</b>	Unlikely	Major	High
<b>AGRICULTURAL DISEASE – Animal</b> (Exotic Stock/Animal Disease)	Unlikely	Major	High
<b>AGRICULTURAL DISEASE – Plant</b> (Exotic Plant Disease)	Unlikely	Major	High
<b>FLOOD</b>	Unlikely	Major	High
<b>BUSHFIRE</b>	Likely	Moderate	High
<b>FIRE - INDUSTRIAL</b> (Fuel Depots / Gas Storage / Cotton Gin / GDT Facility)	Possible	Moderate	High
<b>FIRE - COMMERCIAL</b> (Nursing Home / Aged Care / Schools)	Possible	Moderate	High
<b>HAZMAT: TRANSPORT – RAIL</b>	Rare	Major	High
<b>DAM FAILURE (Burrendong Dam)</b>	Extremely Rare	Catastrophic	High
<b>UTILITIES FAILURE – Electricity</b> (Sub Stations / Transmission Lines)	Unlikely	Moderate	Medium
<b>HEATWAVE (Human)</b>	Likely	Minor	Medium
<b>TRANSPORT EMERGENCY – ROAD</b> (Passenger Coach / Bus)	Possible	Moderate	Medium
<b>HAZMAT: TRANSPORT – ROAD</b>	Likely	Moderate	Medium
<b>FIRE RESIDENTIAL</b>	Possible	Minor	Medium
<b>UTILITIES FAILURE - Sewage</b>	Rare	Moderate	Medium
<b>MAJOR INDUSTRIAL ACCIDENT</b>	Possible	Minor	Medium
<b>TRANSPORT EMERGENCY – RAIL</b> (Freight Train)	Unlikely	Minor	Medium
<b>EARTHQUAKE</b>	Very Rare	Moderate	Low
<b>UTILITIES FAILURE - Telecommunication</b>	Unlikely	Minor	Low
<b>TRANSPORT EMERGENCY – AIR</b>	Unlikely	Minor	Low
<b>BRIDGE COLLAPSE</b>	Rare	Minor	Low
<b>BUILDING COLLAPSE</b>	Rare	Minor	Low
<b>UTILITIES FAILURE - Water</b>	Unlikely	Minor	Low
<b>FLASH FLOOD</b>	Rare	Minor	Low
<b>BLUE GREEN ALGAE</b>	Unlikely	Minor	Low
<b>SEARCH &amp; RESCUE</b>	Likely	Insignificant	Low
<b>LANDSLIP</b>	Rare	Insignificant	Low

Carried

# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

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

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### ITEM 5b DISCUSSION ON CONSEQUENCE MANAGEMENT GUIDES (CMGs)

It was recommended that the Committee does need to adopt new CMGs for all new medium risk levels.

The respective combat agency to develop new CMGs for the following:

- Hazmat: Transport -Rail – Combat Agency is NSW Fire and Rescue.
- Utilities failure – Combat Agency is NSW Police.
- Dam failure - Combat Agency is NSW SES.
- Transport emergency- rail - Combat Agency is TFNSW.
- That a single CMG be developed for all Utility Failures.

**MOVED** Harvey/Torr that the information be received and noted.

**Carried**

---

### ITEM 6 AGENCY REPORTS

#### NSW SES

- Lukas Torr is acting in Bridget Rice's role.
- Zone Commander is now Bridget Rice.
- 8 members.
- 2 Vehicles.
- 1 boat at present.
- No significant changes.

#### NSW Police

- Nil.

#### FRNSW

- 8 firefighters.
- 14 calls since last meeting.

#### NSW RFS

- New trucks coming to Warren Shire
- 7 incidents since last meeting
- Working with Council on new shed.
- The *Fires near me App* is now called *Hazard near me App*.
- At this point in time there haven't been many fires in the Warren Shire although there was quite a large one in Bogan Shire that could have been a lot worse had the conditions changed, just a reminder to the community not to get complacent just because we have just been in flood.
- Fire permits have been amended.
- Fully staffed for the first time in 5 years.
- Fire behaviour index to be updated.

# WARREN LOCAL EMERGENCY MANAGEMENT COMMITTEE

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

**ITEM 6            AGENCY REPORTS**

**CONTINUED**


**NSW AMBULANCE**

- Fully Operational.

**WARREN SHIRE COUNCIL**

- To have their own flood debrief for Council.
- Updated reviews to go to Regional Level.

**FRNSW**




**Fire & Rescue NSW – Agency Report**  
Local Emergency Management Committee  
Tuesday 14<sup>th</sup> February 2023  
Warren Shire Council

<b>Operational Report</b>	Nov, Dec, Jan 23 Incl 491 Warren	<b>14 (within FD)</b>
	<b>Total</b>	<b>14</b>
<b>Significant Incidents</b>	<ul style="list-style-type: none"> <li>• Nil Significant</li> <li>• 3 Assist Ambulance</li> </ul>	
<b>Other Station Activity</b>	Community Activity	<b>1</b>
	These activities include hydrant inspections, smoke alarm battery replacement for the elderly, Primary and Senior Fire Education and PR events	
<b>Other information</b>	<ul style="list-style-type: none"> <li>• Nil from Captain. (491)</li> <li>• 8 members. Active recruitment.</li> </ul>	

Fire & Rescue NSW  
Regional South 3 Zone

ABN 12 593 473 110  
43-45 Johnston Street  
Wagga Wagga NSW 2650

www.fire.nsw.gov.au  
T (02) 6921 5322  
F (02) 6921 1197



WARREN LOCAL EMERGENCY MANAGEMENT  
COMMITTEE

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

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**ITEM 8 CONTACT LIST UPDATE**

The contact list was circulated to the group for updating.

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**ITEM 9 MAJOR EVENTS**

- Golden Fleece 16<sup>th</sup> April 2023.
- 

**ITEM 10 GENERAL BUSINESS**

- Nil.
- 

**ITEM 11 NEXT MEETING**

9<sup>th</sup> May 2023.

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**THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 10.31AM.**

## **MANEX MINUTES**

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Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 14th February 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of Manex Committee held on Tuesday, 14th February 2023 be received and noted.



**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 14th February 2023 commencing at 2.28 pm

---

**PRESENT:**

Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Jillian Murray	Acting Divisional Manager Finance & Administration
Pamela Kelly	Librarian
Maryanne Stephens	Manager Health and Development Services
Raymond Burns	Town Services Manager (Chair)
Susan Balogh	Economic Development and Visitation Manager
Jody Burtenshaw	EA to the Mayor and General Manager

**1 APOLOGIES**

Apologies were received from Rowan Hutchinson and Joe Joseph who were absent due to external commitments and it was **MOVED** Murray/Stephens that a leave of absence be granted for this meeting.

**Carried**

---

**2 BUSINESS ARISING FROM MINUTES**

Nil.

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**3 ACTION CHECKLIST**

Further Action Checklist items were updated at the meeting.

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

**Carried**

---

**4.1 EXECUTIVE OFFICE MATTERS**

4.1.1 WOW Agency – Communications and Content (GM)

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

**Carried**

---

**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
 Tuesday 14th February 2023 commencing at 2.28 pm

---

**4.1 EXECUTIVE OFFICE MATTERS**

4.1.2 Preparation of the January 2023 Council Newsletter (GM)

<b>Item</b>	<b>Responsible Officer</b>
Road Maintenance Construction Program for March/April 2023	RIM
Registration of Local Contractors on VendorPanel	DMFA, CC
Women of Warren Shire	GM
Staff Profile	GM
Ellengerah Road – Damage and Drone Footage	DMES
VIC Volunteer Advertising	GM
Western Plains Equestrian Arena	IPM
Ewenmar Waste Depot Re-Opening	MHD
Project upgrade updates	GM
Successful Grants	IPM/DMES
Join the Warren Public Arts Committee	GM
Vacant Positions	Finance Officer – Payroll/HR Officer
CMCC Weed Awareness Section	CMCC
Drought Communities Extension Program Pathway Sculptures Art	TSM/PAO

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

**Carried**

4.1.3 Suggestions in the Council Suggestion Box (GM)

Nil.

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 14th February 2023 commencing at 2.28 pm

---

**4.1 EXECUTIVE OFFICE MATTERS**

4.1.4 Western Plains App (GM)

The Economic Development and Visitation Manager to report to Manex on the use of the Western Plains App.

The Executive Assistant to contact the Western Plains App and advise that Council will proceed with the buttons as suggested below and supply the URL's to Council's website.

Buttons that current engaged Councils have at the moment:

- News;
- Roads;
- Report an issue;
- Contact us;
- Supply to Council;
- Council Meetings;
- Councillors;
- Employment; and
- Home.

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

**Carried**

---

4.1.5 Warren Star News (GM)

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

**Carried**

---

The Chair welcomed Susan Balogh to the Manex Team.

---

**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS**

4.2.1 2023/24 Estimates Preparation Timetable (ADMFA)

The Manex Team were reminded to submit their Estimates form/s to the Acting Divisional Manager Finance & Administration as soon as practical and before Wednesday, 15th March 2023.

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

**Carried**

---

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 14th February 2023 commencing at 2.28 pm

---

**4.3 ENGINEERING DEPARTMENT MATTERS**

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

- Approximately \$462,000 including Council contribution for Emergency Works undertaken and paid for;
- Package 1 for Essential Public Asset Reconstruction Works amounting to approximately \$1.871 million approved;
- Package 2 for Essential Public Asset Reconstruction Works amounting to approximately \$350,000 approved (Dragon Cowal – Merrigal Road culverts);
- Other restoration works transferred to November/ December 2021 Flood and Storm Damage Claim (AGRN 987) which will allow further time for the eventual undertaking of restoration work.
- The Divisional Manager Engineering Services advised that a Works Program has been formulated.
- The Divisional Manager Engineering Services advised that two (2) roads have been completed; SR25 Cullemburrawang Road and SR24 Hatton Road. SR31 Pigeonbah Lane is being heavily reformed.

4.3.2 Warren Shire Council November 2021 Flood and Storm Damage Claim (AGRN 987) (DMES/FRSPM)

- Approximately \$750,000 including Council contribution for Emergency Works undertaken and paid for;
- Built Environment Collective (BEC) still undertaking an assessment which has been severely affected by further flood and storm events expected to be somewhere between \$1.2 million and \$1.4 million;
- Some restoration works maybe transferred to the June/July 2022 Flood and Storm Damage Claim (AGRN 1025) which will allow further time for the eventual undertaking of restoration work.
- The Town Services Manager to follow-up on Council's Claim for Emergency Levee Operations (\$174,000).

4.3.3 Warren Shire Council June/July 2022 Flood and Storm Damage Claim (AGRN 1025) (DMES/FRSPM)

- Built Environment Collective (BEC) still undertaking an assessment which has been severely affected by further flood and storm events expected to be somewhere between \$600,000 and \$800,000;
- Immediate reconstruction works approved in the amount of approximately \$323,610 (Ellengerah Road);
- To date approximately \$265,739 spent for Emergency Works which are yet to be finalised and claimed for (June, July, August, September, October, November, December 2022).

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 14th February 2023 commencing at 2.28 pm

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**4.3 ENGINEERING DEPARTMENT MATTERS**

4.3.4 Warren Shire Council August 2022 Flood and Storm Damage Claim (AGRN 1030) (DMES/FRSPM)

- An application for a Natural Disaster Declaration has been made to Resilience NSW with an estimate of \$600,000 flood and storm damage provided.
- Emergency Works are in conjunction with the AGRN 1025 Event as there seemed to never be a gap.

4.3.5 Warren Shire Council September to December 2022 Flood and Storm Damage Claim (ARGN 1034) (DMES/FRSPM)

- Advised that Built Environment Collective (BEC) at present are not able to come to Warren.
- The Divisional Manager Engineering Services advised that he has been in contact with BEC to arrange for the recommencement of inspections and now assessment and costing.

Meeting held between Council staff and BEC Thursday, 18th January 2023.

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

**Carried**

---

4.3.6 2023 Calendar of Events at the Showground/Racecourse (TSM/IPM)

The Equestrian Centre fees to be discussed at the Showground/Racecourse Committee Meeting scheduled for later today.

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

**Carried**

---

4.3.7 Confirm Asset Management System Implementation Timetable and Status (DMES)

The Asset Manager gave the Manex Committee an update in November 2022 on arrangements for implementation of the Confirm system. Robyn Dilnot a trainer from Brightly came out to Warren for three (3) non-consecutive days. The training and onsite visits were to allow for the complete set-up of Confirm to Council's requirements, including the set-up of tablets, address any issues and help road staff members operate and implement the system. The system is still to be fully operational.

The Asset Manager and the Asset Technical Officer - Roads attended the necessary training days along with the Heavy Truck Driver – Paveliner. The Roads Overseer is yet to be fully trained.

Training still to be given thereafter with help from the trainer to any other identified staff, such as Team Leaders etc. The required staff members and their immediate supervisors are to be advised of the upcoming training and to make themselves available for these days.

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 14th February 2023 commencing at 2.28 pm

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Divisional Manager Engineering Services to investigate a start point for this system, a list of assets to be followed up.

4.3.7 Confirm Asset Management System Implementation Timetable and Status (DMES)

Continued

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

**Carried**

---

**4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS**

Nil.

---

**4.5 WORK HEALTH SAFETY MATTER**

4.5.1 WHS Training (GM)

The WHS/RC to liaise with supervisors on the proposed training in relation to WHS responsibilities staff have under the WHS Legislation. Proposed schedule for training is as follows:

Monday, 6th March 2023

1. First Session 8.30 am – 10 am
2. Second Session 2 hours duration for Supervisors, Team Leaders and Managers.
3. Third Session – 2 pm – 3.30 pm

Tuesday, 7th March 2023

1. First Session 8.30 am – 10 am
2. Second Session for 2 hours duration for Supervisors, Team Leaders and Managers.

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

**Carried**

---

**4.6 HUMAN RESOURCES**

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

<b>Position</b>	<b>Responsible Officer</b>	<b>Status</b>
Accountant	DMFA	No action to be taken at present due to budget
Water & Sewer Team Leader	DMES	Looking at options.
Water & Sewer Attendant	DMES	Possible candidate, waiting on pre-employment results.
Assets & Projects Manager	DMES	Information Package being prepared.

**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
 Tuesday 14th February 2023 commencing at 2.28 pm

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**4.6 HUMAN RESOURCES**

<b>Position</b>	<b>Responsible Officer</b>	<b>Status</b>
Casual Cleaner	MHD	Advertising.
Divisional Manager Finance & Administration	GM	Applications closed Thursday 9 <sup>th</sup> Feb '23. GM reviewing and interviews set for 22 <sup>nd</sup> February 2023.
Pavement Maintenance Team Leader	DMES	Readvertising
Pavement Maintenance Team Operator or Labourer	DMES	Readvertising
Roadside Maintenance Team Operator	DMES	Readvertising
Light Truck Driver – Water	DMES	Advertising after resignation.
Light Truck Driver – Water - Temporary	DMES	Readvertising
Light Plant Operator - Temporary	DMES	Readvertising
Flood Restoration and Special Projects Manager – Temporary	DMES	Information Package being prepared.
Admin Officer Engineering Services (12 month contract)	DMES	One application received to date.

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

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday 14th February 2023 commencing at 2.28 pm

## 5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

Nil.

## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

FEBRUARY 2023	STATUS	MARCH 2023	STATUS
<b>1st:</b> First day for requests to Valuer General for estimates of changes in the value of land for which supplementary valuations are required to be furnished [LGA s513]	Noted	<b>1st:</b> Valuer General to provide estimates of changes in the value of land for which supplementary valuations are required within one (1) month of date of request (LGA s 513(2))	Noted
<b>1st:</b> Low Cost Loan Initiative Reimbursement claim period opens (Initial Report or Progress Report due)	ADMFA to investigate	<b>14th:</b> Councils can apply to the Minister to dispense the need for a by-election for any casual vacancies that occur in the last 18 months of the term [LGA 294]	Complete
<b>15th:</b> Expected third instalment of 2022-23 Financial Assistance Grants.	Noted		
<b>28th:</b> Last day for Responsible Accounting Officer to submit quarterly budget review statement to council [LGReg cl 203(1)]	Reported to February 2023 Council Meeting		
<b>28th:</b> Third quarterly rates instalments due [LGA s562(3)(b)]	Noted		

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

**Carried**



**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 14th February 2023 commencing at 2.28 pm

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**6 OPERATIONAL PROCEDURES (I2-11.1)**

Nil.

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**7 JANUARY 2023 DRAFT MINUTES AND FEBRUARY 2023 BUSINESS PAPER**

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

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

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

The Casual Administration Officer to be asked to photocopy all outstanding bluey's and that they be circulated to the relevant staff member to follow-up for completion.

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**9 GENERAL BUSINESS WITHOUT NOTICE**

Nil.

**There being no further business the meeting closed at 4.08 pm.**

## **SHOWGROUND/RACECOURSE COMMITTEE**

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Attached are Minutes of the Meeting of the Warren Showground/Racecourse Committee held on Tuesday, 14th February 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Showground/Racecourse Committee held on Tuesday, 14th February 2023 be received and noted and the following recommendations be adopted.

**ITEM 5.5          UPGRADE/REPLACEMENT OF PLAY EQUIPMENT          (S7-1)**

That Council arrange a new Ext 1002 piper playground equipment setup and install the equipment in house if possible.

**ITEM 5.6          FORMATION OF THE SUB COMMITTEE TO INVESTIGATE A SOLUTION TO  
ALLOW THE CONTINUED USE OF THE TRACK CROSSING NEAR THE PONY CLUB  
SHED THAT WILL BE ACCEPTABLE TO RACING NSW.          (S7-1)**

That Council note that the Warren Jockey Club will approach Racing NSW to determine if there is any leeway or compromise in relation to continued use of the Pony Club crossing on the racetrack and in between time the crossing is not to be used.

# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting  
held in Council's Community Room at 115 Dubbo Street, Warren  
on Tuesday, 14th February 2023 commencing at 5.32pm

---

## ATTENDANCE:

Councillor Heather Druce	Warren Shire Council (Chair)
Councillor Dirk McCloskey	Warren Shire Council
Councillor Ron Higgins	Warren Shire Council
Kevin Noonan	Warren & District Jockey Club
Andrew Stephens	Warren P & A Association
Skye O'Neill	Warren Jockey Club
Ben Egan	Central West Adult Riding Club
Mark Beach	Community Representative
Bec Austin	Warren Pony Club
Paul Quigley	Warren Campdraft
Susie Parker	Warren Campdraft (Horse Committee)
David Dwyer	Polocrosse
Gary Woodman	General Manager
Darren Walton	Town Services Overseer
Maryanne Stephens	Manager Health and Development Services
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager

---

## ITEM 1 APOLOGIES

Apologies were tendered on behalf of Matt Colwell and Councillor Whiteley and it was **MOVED** McCloskey/Egan that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried**

---

## ITEM 2 MINUTES OF THE MEETING HELD ON 10TH MAY 2022

**MOVED** Burns/Woodman that the Minutes of the Meeting held on Tuesday 15th November 2022 be accepted as a true and correct record of that meeting.

**Carried**

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## ITEM 3 BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON 15TH NOVEMBER 2023

Nil.

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## ITEM 4 ACTION CHECKLIST

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

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting  
held in Council's Community Room at 115 Dubbo Street, Warren  
on Tuesday, 14th February 2023 commencing at 5.32pm

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## ITEM 5            REPORTS

### ITEM 5.1        2022 CALENDER OF EVENTS SCHEDULE – SHOWGROUND/RACECOURSE (S7-1)

The Pony Club would like to have an event on Sunday 16<sup>th</sup> April 2023 the day after the Golden Fleece Races. They will meet with the Warren Jockey Club to determine requirements to allow an event after the Race Meeting.

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

**Carried**

---

### ITEM 5.2        SHOWGROUND/RACECOURSE INFRASTRUCTURE PROJECT UPDATE (G4-1.7/1) (S7-9)

The Town Services Manager detailed the following:

- Have engaged a local firm to demolish the 2 toilet blocks which will only be done when the toilet shed building is ready to install;
- Attempting to find a builder for the toilet shed building;
- When a builder is organised will program removal works;
- New Pony Club toilet expected March 2023 with short set up time;
- Equestrian Arena Annex – sealing suitable Firm organised hopefully by late February 2023;
- E-Switch system will be arranged for the Equestrian Arena and set up given to relevant groups to turn lights on or off;
- Fuji septic system like an enviocycle (1,200 litre);
- Septic System irrigation area being designed, 600m<sup>2</sup> area required to irrigate will be fenced but mowable, area needs to be dry and high and isolated, Option 1 is preferable location, soil analysis being undertaken ;
- Mowable but not accessible for people, horses feeding; and
- Option 2 area is used by the Warren Pony Club.

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

**Carried**

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### ITEM 5.3        TOILET AMENITY PROGRESS REPORT (VERBAL) – MURAL FOR THE TOILET BLOCK (S7-1)

- Campdraft, rodeo, bucking bull, horse mustering, 2 riders at each end if possible;
- Next draft to be redone to suit the requirements of the Horse Committee which would be as follows;
  - Use of the Susie Parker photographs without identifiable people, if possible, Warren setting;
  - Campdraft scene;
  - Pickup men (2 men going in to pick up the rider);
  - Bucking Bull and rider;

# WARREN SHIRE COUNCIL

## Minutes of the Showground/Racecourse Committee Meeting held in Council's Community Room at 115 Dubbo Street, Warren on Tuesday, 14th February 2023 commencing at 5.32pm

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### ITEM 5.3 TOILET AMENITY PROGRESS REPORT (VERBAL) – MURAL FOR THE TOILET BLOCK CONTINUED

- Bucking horse and rider; and
- herd of horses being driven in front and back, not American.
- 2.4m x (10m+12m) in size;
- On the side facing the McCalman Pavilion and the wall facing the bar;
- The Horse Committee will then consider \$10,000 donation of the proposed mural;
- Need to check with Belinda Dimarzio – Bryan for other suitable photographs; and
- Further work with artist and provide to the Warren Public Arts Committee, Showground/Racecourse Committee and Horse Committee for consideration.

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

**Carried**

---

### ITEM 5.4 MANAGEMENT/OPERATIONS OF THE EQUESTRIAN CENTRE(DISCUSSION)(S7-7.1)

- Rules for the operation and management of the new Equestrian Arena need to be determined and agreed;
- Responsibility will be the Central West Adult Riding Club including central equipment will be purchased by the Club;
- Storage shed needs to be arranged by the Central West Adult Riding Club for equipment (tractor and rake);
- Users will be responsible for the return of the arena to the condition set for the event previously, clean, tidy, even surface, not using the equipment arranged by the Central West Adult Riding Group;
- Event management, needs to be returned to the appropriate condition;
- Ongoing maintenance such as cleaning, light replacement, etc probably the responsibility of Council;
- How to police the bringing the arena up to an appropriate condition after use needs to be determined;
- Using the facility for a rams sale as an example would be a concern at present;
- No heavy machinery;
- Council will hire the facility out to appropriate users;
- Guidelines need to be determined for the condition the arena needs to be brought back to;
- Bookings will be by the Council;
- Sub-Committee consisting of the General Manager, Town Services Manager, Town Services Overseer, Divisional Manager Engineering Services and the Executive of both the Warren Pony Club and Central West Adult Riding Group to determine the rules and procedures and future cost sharing be reported directly to Council;
- Ongoing routine maintenance by Council;
- Event preparation by the Central West Adult Riding Group for their events;

# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting  
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**ITEM 5.4          MANAGEMENT/OPERATIONS OF THE EQUESTRIAN CENTRE (DISCUSSION)**  
**CONTINUED**

- Other users responsible for bringing the facility up to an appropriate standard of condition after use; and
- Fees and Charges have already been set for 2022/2023 and the Committee viewed these fees and charges.

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

**Carried**

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**ITEM 5.5          UPGRADE/REPLACEMENT OF PLAY EQUIPMENT** **(S7-1)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Druce/McCloskey that Council arrange a new Ext 1002 piper playground equipment setup and install the equipment in house if possible.

**Carried**

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**ITEM 5.6          FORMATION OF THE SUB COMMITTEE TO INVESTIGATE A SOLUTION TO  
ALLOW THE CONTINUED USE OF THE TRACK CROSSING NEAR THE PONY CLUB  
SHED THAT WILL BE ACCEPTABLE TO RACING NSW.** **(S7-1)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** McCloskey/Noonan that Council note that the Warren Jockey Club will approach Racing NSW to determine if there is any leeway or compromise in relation to continued use of the Pony Club crossing on the racetrack and in between time the crossing is not to be used.

**Carried**

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**ITEM 5.7          USE OF E-SWITCH AT THE EQUESTRIAN ARENA** **(S7-1)**

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

**Carried**

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**ITEM 6            GENERAL BUSINESS**

**ITEM 6.1          DIVOT FILLING AFTER TWILIGHT RACES** **(S7-7)**

- It seems that divot repair may not have been completed after the 16<sup>th</sup> December 2022 Twilight Races;
- The track will be sliced and rolled and divots filled by the end of next week; and
- Checklist will be redone.

# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting  
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**ITEM 6.2      CROSS COUNTRY COURSE      (S7-1)**

Pony Club is responsible for the slashing of the area.

---

**ITEM 6.3      IRRIGATION SYSTEM      (S7-1, G4-1.68)**

- Council has a \$272,000 grant for an irrigation system and concourse fencing which may not be sufficient for a new duel ring main system with sprinkler setup.
  - 150mm AC main could be relined, but may not be suitable, another option is pipe bursting, further option new piping.
  - New pumping system would be required;
  - Second outside ring main also installed to replace the current 50mm main
  - Have obtained a quote for design; and
  - Looking for further funding from Racing NSW.
- 

**ITEM 7      DATE OF NEXT MEETING**

9<sup>th</sup> May 2023 at 5.30pm

**There being no further business the meeting closed at 7.30 pm**








**WARREN SHIRE COUNCIL**  
 Policy Report of the General Manager  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday, 23rd February 2023

**ITEM 1                      REVIEW OF APPOINTMENT AND OVERSIGHT OF GENERAL MANAGERS POLICY                      CONTINUED**  
**RENEWAL**

**Attachment 1 - Office of Local Government Circular No. 22-25**

Strengthening local government



Office of  
Local Government

Circular to Councils

<b>Circular Details</b>	Circular No 22-25 / 31 August 2022 / A812271
<b>Previous Circular</b>	<i>22-12 Proposed amendments to the standard contract of employment for general managers</i>
<b>Who should read this</b>	Councillors / General Managers / Joint Organisation Executive Officers / Human Resources Staff
<b>Contact</b>	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Councils and joint organisations to implement

**New standard contracts of employment for general managers and executive officers and updated guidelines for the appointment and oversight of general managers**

**What's new or changing**

- The "departmental chief executive" has approved new standard contracts of employment for general managers of councils and executive officers of joint organisations under section 338 of the *Local Government Act 1993* (the Act).
- The new standard contracts have been developed in consultation with the sector in response to recommendations arising from ICAC's investigation of the former Canterbury City Council (Operation Dasha).
- New *Guidelines for the Appointment and Oversight of General Managers* have also been issued under section 23A of the Act to assist councils in the implementation of the new contracts.
- The Guidelines have been updated to reflect the new standard contracts and to implement ICAC's recommendation that they include guidance that general managers' performance agreements include performance indicators related to the promotion of an ethical culture. The Guidelines also contain guidance on the importance of good working relationships between councils and general managers.
- The changes are summarised in the attachment to this circular.

**What this will mean for your council**

- Under section 338 of the Act, general managers and executive officers must be employed under contracts with terms of between 12 months and 5 years based on the standard contracts approved by the departmental chief executive of OLG.
- When appointing a new general manager or executive officer or renewing their contract, councils and joint organisations must use the new approved standard contracts.
- The approval of the new standard contracts does not affect existing employment contracts general managers and executive officers are employed under. However, clause 19.2 of existing contracts allows them to be varied by agreement between the employee and the council or joint organisation to be consistent with the provisions of the new approved standard contracts.

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

**REVIEW OF APPOINTMENT AND OVERSIGHT OF GENERAL MANAGERS POLICY  
RENEWAL** **CONTINUED**

- A separate review is being undertaken of employment arrangements under the Act for "senior staff". Until the review is completed, councils should continue to use the existing approved standard contract of employment for senior staff.
- Under section 23A of the Act, councils and joint organisations must consider the updated Guidelines when exercising their functions in relation to the recruitment and oversight of general managers.

**Where to go for further information**

- The new standard contracts of employment for general managers and executive officers and the updated Guidelines are available [here](#).
- Information about the amendments to the standard contracts is set out in the attachment to this circular.
- For further information please contact OLG's Council Governance Team on (02) 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



**Melanie Hawyes**  
**Deputy Secretary, Crown Lands and Local Government**

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

**REVIEW OF APPOINTMENT AND OVERSIGHT OF GENERAL MANAGERS POLICY  
RENEWAL**

**CONTINUED**

**ATTACHMENT**

**What changes have been made to the standard contracts of employment for general managers of councils and executive officers of joint organisations to ensure greater security of employment?**

A key focus of the amendments to the standard contracts of employment for general managers and executive officers is to strengthen access to mediation under the contract to manage and address conflict in the relationship when it arises and to ensure more rigour in decisions by councils to terminate the employment of the general manager.

These amendments include the following:

- Before terminating a general manager's or executive officer's employment for poor performance, the council or joint organisation must have first conducted a performance review, concluded that the general manager's or executive officer's performance falls short of the performance criteria or the terms of their performance agreement, and afforded the general manager or executive officer a reasonable opportunity to utilise dispute resolution.
- Where a council or joint organisation intends to terminate the employment of its general manager or executive officer utilising the 'no fault' termination provision (clause 10.3.1(e)), if either party requests it and both parties agree, they may participate in mediation in relation to the proposed decision to terminate. If the council or joint organisation does not agree to participate in mediation, it must give the general manager or executive officer reasons for its decision where the general manager or executive officer requests it.
- Councils and joint organisations and their general managers or executive officer may agree on a mediator when the contract is made.
- Where a council or joint organisation terminates the general manager's or executive officer's employment under the "no fault" termination provision (clause 10.3.1(e)), the council or joint organisation must give the general manager or executive officer reasons for its decision to terminate their employment where the general manager or executive officer requests it.
- Serious and persistent breaches of the council's code of conduct by the general manager or executive officer constitute grounds for summary dismissal.

**What changes are being made to the standard contracts of employment for general managers and executive officers relating to their remuneration?**

The following amendments have been made to the provisions of the contracts relating to general managers' and executive officers' remuneration:

- Clause 8.4 of the contract has been amended to clarify that a discretionary performance-based pay increase only applies for one year unless the council or joint organisation determines that it is to apply for the balance of the contract.

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**WARREN SHIRE COUNCIL**  
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ITEM 1

**REVIEW OF APPOINTMENT AND OVERSIGHT OF GENERAL MANAGERS POLICY  
RENEWAL**

**CONTINUED**

- Clause 8.4 also allows for the payment of a retention bonus on one occasion during the term of the contract. This accrues on an annual, pro-rata basis for the remainder of the term of the contract and is to be paid to the general manager or executive officer at the end of the contract period.

**What other changes are being made to the standard contracts of employment for general managers and executive officers?**

Other changes include:

- Definitions and other provisions have been updated to reflect legislative and administrative changes made since the previous standard contracts were approved.
- A new provision has been included (clause 5.5) empowering the departmental chief executive of OLG to approve an extension of the timeframes prescribed under clause 5 for the renewal of the contract in exceptional or unforeseen circumstances.
- Minor amendments have been made to the functions and duties of general managers and executive officers prescribed under clause 6 to reflect legislative changes and to place an obligation on general managers and executive officers to ensure a safe workplace and to facilitate compliance with the *Work Health and Safety Act 2011*.
- A new provision (clause 7.12) has been included that confirms that the performance agreement, action plan and any associated records that contain information about the work performance or conduct of the general manager or executive officer are to remain confidential unless otherwise agreed to by the general manager or executive officer or required by law.
- The provision that provides that the contract automatically terminates where the employee becomes bankrupt (clause 10.4.2) has been extended to also apply if the employee is disqualified from managing a corporation under Part 2D.6 of the *Corporations Act 2001*.
- The service of notice provisions, (clause 18), have been updated to allow service by email.

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**ITEM 1**

**REVIEW OF APPOINTMENT AND OVERSIGHT OF GENERAL MANAGERS POLICY  
RENEWAL**

**CONTINUED**

**DOCUMENT CONTROL**

<b>Issue</b>	<b>Prepared/Revised By and Date</b>	<b>Action/Amendment Description</b>	<b>Approved By and Date</b>
1.0	Glenn Wilcox General Manager	First Edition	Council Minute No. 214.9.18 (27th September 2018)

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

**REVIEW OF APPOINTMENT AND OVERSIGHT OF GENERAL MANAGERS POLICY  
RENEWAL** **CONTINUED**

Warren Shire Council – Appointment and Oversight of the General Manager Policy

---

**Section 1      Employment of a General Manager**

**Background**

LGA Section 334 Appointment of General Manager requires that a Council must appoint a person to be its General Manager and that the position of General Manager is a senior staff (contract) position.

The General Manager of a council has the following functions:

- (a) to conduct the day-to-day management of the Council in accordance with the strategic plans, programs, strategies and policies of the council;
- (b) to implement, without undue delay, lawful decisions of the Council;
- (c) to advise the Mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the Council;
- (d) to advise the Mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the Council and other matters related to the Council;
- (e) to prepare, in consultation with the Mayor and the governing body, the Council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report;
- (f) to ensure that the Mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions;
- (g) to exercise any of the functions of the Council that are delegated by the Council to the General Manager;
- (h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the Council;
- (i) to direct and dismiss staff;
- (j) to implement the Council's workforce management strategy; and
- (k) any other functions that are conferred or imposed on the General Manager by or under the Local Government Act 1993 or any other Act.

**Vacancy**

LGA Section 366 requires; if a vacancy occurs in the position of General Manager, the Council must immediately appoint a person under section 334 to the vacant position or appoint a person to act in the vacant position.

Council will initially appoint from its senior staff a person to Act in the position of General Manager for a set period up to but not exceeding 12 months from the date of the vacancy of the previous General Manager, alternatively Council may appoint an interim General Manager for a period not exceeding 12 months should it determine that a senior staff member is not suitable.

**Appointment Procedure**

Council will call for quotations to advertise and assist Council to appoint a General Manager; from suitable qualified and local government experienced consultancies; in accordance with its Procurement Policy for the advertising across social media platforms and local government specific job guides, distribution of position materials, assessment of potential applicants



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---

**ITEM 1**

**REVIEW OF APPOINTMENT AND OVERSIGHT OF GENERAL MANAGERS POLICY  
RENEWAL** **CONTINUED**

Warren Shire Council – Appointment and Oversight of the General Manager Policy

including psychometric testing or other testing to allow Councillors to assess the personality and ability of the applicants, provision of draft interview questions and attendance at Warren Shire Council offices on a minimum of two occasions.

Councillors shall resolve to appoint a consultancy at a Council meeting.

Council may resolve to elect an initial applicant assessment group made up of Councillors only and the appointed Consultant, to assess applicants for interview or testing.

A final interview process for all chosen applicants will be held with the full Council and the consultant.

Note:

- Council may choose a candidate for the position of General Manager or determine to re-advertise the position at any stage through the assessment or interview process.
- Council will pay reasonable travel and accommodation expenses to applicants requested to attend an interview only, to a maximum amount of \$500 based on the submission of receipts for expenses to the consultant for verification. Internal applicants shall not be paid any expenses.

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ITEM 1

**REVIEW OF APPOINTMENT AND OVERSIGHT OF GENERAL MANAGERS POLICY  
RENEWAL** **CONTINUED**

Warren Shire Council – Appointment and Oversight of the General Manager Policy

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**Section 2 Performance Management of the General Manager**

**Background**

Councillors comprise the governing body of a Council and make decisions by passing resolutions. It is the General Manager's role to implement Council decisions and carry out functions authorised by legislation.

A council's governing body monitors the implementation of its decisions via reports by the General Manager to Council meetings. The responsibility for the management of the performance of the General Manager rests with the Council.

**Policy Statement**

- 1.1 The Mayor is responsible for day to day management of the General Manager including the approval and authorisation of Leave, Expenses, Gifts & Benefits, Secondary Employment & Professional Development in accordance with Council Policy.
- 1.2 The Council will establish a Performance Review Panel (PRP) and delegate the development and monitoring of an annual performance plan for the General Manager to this panel.
- 1.3 The PRP will comprise the Mayor, the Deputy Mayor, one Councillor nominated by Council (annually, following election of the Deputy Mayor) and one Councillor may be nominated at any time by the General Manager.
- 1.4 The PRP will operate in accordance with the Office of Local Government Guidelines for the Appointment and Oversight of General Managers and Standard Contract of Employment (General Manager).
- 1.5 The PRP is responsible for:
  - Development of the performance agreement for each financial year
  - Conducting performance reviews
  - Reporting findings and recommendations of those reviews to Council
- 1.6 On recommendation by the Panel, Council may, in accordance with Council's purchasing policy, appoint an external facilitator, with recent relevant experience in performance management in a local government environment to assist with the development of the performance plan and the process of performance appraisal.

**Scope**

This policy applies to all Councillors and the General Manager.

**References and related documents**

- **Local Government Act 1993**
- Standard Contract of Employment (General Manager)
- *Division of Local Government* Guidelines for the Appointment and Oversight of General Managers 2011  
<http://www.dlg.nsw.gov.au/dlg/dlqhome/documents/Information/Guidelines%20for%20the%20Appointment%20and%20Oversight%20of%20General%20Managers.pdf>

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Warren Shire Council – Appointment and Oversight of the General Manager Policy

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**Definitions**

**PRP** Performance Review Panel established annually by Council

**Council** Elected body of Warren Shire Council

**Review Date**

At least every four years or following an ordinary election of Council or as required.



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**DOCUMENT CONTROL**

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Glenn Wilcox General Manager	First Edition (Relevant to current General Manager)	Council Minute No. 214.9.18 (27th September 2018)
2.0	Gary Woodman General Manager	Second Edition using the Office of Local Government Guidelines for the Appointment and Oversight of General Managers 2022 (Relevant to re- appointed or new General Manager)	Council Minute No. . . .23 ( . . . 2023)

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## **INTRODUCTION**

The *Local Government Act 1993* (the Act) requires Councils to appoint a person to be the Council's General Manager (section 334).

One of the prescribed functions of the governing body of a Council is to determine the process for the appointment of the General Manager and to monitor their performance (section 223).

This Policy has been developed to assist Councillors when performing their functions under the Act relating to the appointment of General Managers and overseeing their performance. This Policy provides guidance on:

- the role of the General Manager and the importance of a good working relationship between Councillors and the General Manager
- the recruitment process and the appointment of a General Manager
- day to day oversight of and liaison with the General Manager
- the performance review process
- separation, and
- renewal of the General Manager's contract.

This Policy uses the Guidelines issued under section 23A of the Act and which must be taken into consideration by Councils when exercising their functions in relation to the recruitment and oversight of General Managers. The Policy should be read in conjunction with the relevant provisions of the Act and the *Local Government (General) Regulation 2021* (the Regulation) and the standard contract of employment for General Managers approved by the Departmental Chief Executive of the Office of Local Government under section 338 of the Act (the approved standard contract).





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cannot direct them as to the content of that advice.

Requests by Councillors for assistance or information outside of meetings should be made to the General Manager unless the General Manager has authorised another staff member to receive such requests. The *Model Code of Conduct for Local Councils in NSW* contemplates that Councils should adopt a Policy to provide guidance on interactions between Councillors and staff. The Policy should be agreed to by both the governing body and the General Manager. To assist Councils, the Office of Local Government has prepared a Model Councillor and Staff Interaction Policy which reflects best practice. This is available on the Office of Local Government's [website](#).

### **The delegation of functions to the General Manager**

A governing body may delegate certain functions of the Council to the General Manager but cannot delegate the functions set out in section 377(1) of the Act. The delegation of a Council's functions must be made by resolution and be evidenced in writing. Delegations must be reviewed during the first 12 months of each term of the Council (section 380).

The General Manager may sub-delegate a function delegated to them by the governing body (section 378). However, the General Manager still retains responsibility to ensure that any sub-delegated function is carried out appropriately.

### **The importance of a good working relationship with the General Manager**

The position of General Manager is pivotal in a Council. It is the interface between the governing body which sets the strategic

direction of the Council and monitors its performance, and the administrative body of the Council, headed by the General Manager, which implements the decisions of the governing body. A good working relationship between the General Manager and the Councillors is therefore critical for good governance and a well-functioning Council. Where this relationship breaks down, this can quickly lead to dysfunction.

The Centre for Local Government at the University of Technology in Sydney has identified the following as key components of a good working relationship between Councillors and the General Manager:

- mutual trust and respect
- councillors publicly supporting the work of the General Manager
- councillors dealing with any performance concerns through appropriate channels e.g., not the media or Council Meetings
- councillors not getting involved in the day-to-day operational matters of the Council (which makes it difficult for the General Manager to do their job)
- councillors having a clear understanding of how and when to approach the General Manager or other staff for information or support and following agreed protocols
- regular meetings between the General Manager, mayor and Councillors to ask questions and share information and advice
- respect of confidentiality, and
- any conflict is dealt with professionally and quickly and where it can't be addressed informally, proper processes are followed.

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## **RECRUITMENT AND SELECTION**

### **Requirements of the *Local Government Act 1993***

One of the prescribed functions of the governing body of a Council is to determine the process for the appointment of the General Manager (section 223).

When recruiting a new General Manager, the position must be advertised in a manner sufficient to enable suitably qualified persons to apply for the position (section 348).

As with the appointment of all Council staff, Councils must ensure that the appointment of the General Manager is made using merit selection principles (section 349). Recruitment using merit selection is a competitive process where the applicant who demonstrates that they have the best qualifications and experience relevant to the role is appointed. Equal employment opportunity principles also apply to the recruitment of General Managers (sections 349 and 344).

The recruitment process must be open and transparent, but the confidentiality of individual applicants must be maintained. A failure to maintain appropriate confidentiality may constitute a breach of the Act, the Council's Code of Conduct and the *Privacy and Personal Information Protection Act 1998*.

Councils should engage an external recruitment consultant to assist them with the recruitment process and that person should have a role in verifying that proper processes and procedures are followed in the appointment of the General Manager.

There are a range of possible approaches to undertaking the recruitment of the General Manager. The guidance contained in this Policy reflects what the Office of Local Government considers to be best practice.

### **The pre-interview phase**

As noted above, the Council's governing body is responsible for determining the process for recruiting the General Manager.

The governing body should delegate the task of recruitment to a selection panel led by the Mayor and approve the recruitment process. The panel will report back to the governing body on the process and recommend the most meritorious applicant for appointment by the Council.

The selection panel should consist of at least the Mayor, the Deputy Mayor, another Councillor and a suitably qualified person independent of the Council. Where practicable, the selection panel membership should remain the same throughout the entire recruitment process.

Selection panels should, where possible, have a mix of genders.

The Council's governing body should delegate to one person (generally the Mayor) the task of ensuring:

- the selection panel is established
- the General Manager's position description is current and evaluated in terms of salary to reflect the responsibilities of the position
- the proposed salary range reflects the responsibilities and duties of the position
- the position is advertised according to the requirements of the Act
- information packages are prepared, and
- applicants selected for interview are notified.

The Mayor, or another person independent of Council staff, should be the contact person for the position and should maintain confidentiality with respect to contact by potential applicants.

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#### Interview phase

Interviews should be held as soon as possible after candidates are short listed.

Questions should be designed to reflect the selection criteria for the position and assist the selection panel to assess the suitability of the candidate for the position.

Interviews should be kept confidential.

All written references must be checked. The selection panel must delegate the task of contacting referees to one panel member. Other panel members should not contact referees.

If contact with someone other than a nominated referee is required, the applicant's permission must be sought.

At least 2 referees must be contacted and asked questions about the candidate relevant to the selection criteria.

Where tertiary qualifications are relied on, they should be produced for inspection and if necessary, for verification.

Appropriate background checks must be undertaken, for example, bankruptcy and criminal records checks and whether the candidate has been disqualified from managing a corporation by the Australian Securities and Investments Commission. For guidance on better practice recruitment background checks, see the Australian Standard AS 4811:2022 [Workforce Screening](#) and the Independent Commission Against Corruption's publication, *Strengthening employment screening practices in the NSW public sector* which is available on its [website](#).

#### Selection panel report

The selection panel is responsible for preparing a report to the council's governing body that:

- outlines the selection process

- recommends the most meritorious applicant with reasons
- recommends an eligibility list if appropriate
- recommends that no appointment is made if the outcome of interviews is that there are no suitable applicants.

This report should be confidential and reported to a Closed Meeting of the Council.

The appointment of a General Manager is a non-delegable function of the Council under section 377 of the Act and a General Manager cannot be appointed without a formal resolution of the Council.

The Council's governing body must by resolution approve the position of the General Manager being offered to the successful candidate before the position is offered to the candidate.

#### Finalising the appointment

The Mayor makes the offer of employment after the governing body has resolved to appoint the successful candidate. The initial offer can be made by telephone.

Conditions such as term of the contract (1-5 years) and remuneration package (within the range approved by the governing body of the Council) can be discussed by telephone but must be confirmed in writing.

The standard contract of employment for General Managers approved by the Departmental Chief Executive of the Office of Local Government under section 338 of the Act must be used. The approved standard contract is available on the Office's [website](#). The terms of the approved standard contract must not be varied. Only the term of the contract and the schedules to the approved standard contract can be adapted by Councils.

General Managers must be employed for 1-5 years.

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The contract governs:

- the duties and functions of General Managers
- performance agreements
- the process for renewal of employment contracts
- termination of employment and termination payments
- salary increases, and
- leave entitlements.

It should be noted that the Departmental Chief Executive of the Office of Local Government cannot approve individual variations to the standard terms of the contract.

Candidates who are placed on the eligibility list and unsuccessful applicants should be advised of the outcome of the recruitment process before the successful applicant's details are made public.

### **Record keeping**

Councils should retain all records created as part of the recruitment process including the advertisement, position description, selection criteria, questions asked at interview, interview panel notes, selection panel reports and notes of any discussions with the selected candidate. These records are required to be stored and disposed of in accordance with the *State Records Act 1998*.

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## **DAY-TO-DAY OVERSIGHT AND LIAISON WITH THE GENERAL MANAGER**

While one of the prescribed functions of the governing body is to monitor the General Manager's performance, day-to-day oversight of and liaison with the General Manager should be undertaken by the Mayor.

The Mayor's role in the day-to-day management of the General Manager should include:

- approving leave
- approving expenses incurred, and
- receiving and managing complaints about the General Manager in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*.

The Council's governing body should ensure there are adequate and appropriate policies in place to guide the mayor in the day-to-day oversight of and liaison with the General Manager and keep those policies under regular review.

Some of the key policies the governing body should ensure are in place are those relating to:

- leave
- travel
- credit cards
- purchasing and procurement
- expenses and facilities
- petty cash, and
- financial and non-financial delegations of authority.

The governing body should also ensure there are appropriate policies in place with respect to the expenditure of Council funds and reporting requirements in relation to that expenditure.

The Council's governing body should satisfy itself that any Policy governing the conferral of a benefit on the General Manager, such as use of a motor vehicle, allows the actual dollar value of that benefit to be quantified so it can be accurately reflected in the General Manager's salary package in Schedule C to the approved standard contract.

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## **PERFORMANCE MANAGEMENT**

### **Managing the performance of the General Manager**

The General Manager is made accountable to the Council for their performance principally through their contract of employment.

The role of the governing body is to monitor the General Manager's performance in accordance with their contract of employment.

The performance of the General Manager must be reviewed at least annually against the agreed performance criteria for the position. Councils may also choose to undertake more frequent interim reviews of the General Manager's performance.

The agreed performance criteria must be set out in an agreement that is signed within three months of the commencement of the contract. Development of the performance agreement is discussed below.

### **Establishing a performance review panel**

The governing body must establish a performance review panel led by the Mayor, and delegate the task of undertaking the General Manager's performance reviews to the panel. The extent of the delegation should be clear.

It is recommended that full responsibility for performance management be delegated to the performance review panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.

Performance review panels should comprise of the Mayor, the Deputy Mayor, another Councillor nominated by Council and a Councillor nominated by the General Manager.

The Council's governing body may also consider including an independent observer on the panel. Panel members should be trained in the performance management of General Managers.

The role of the review panel includes:

- conducting performance reviews
- reporting the findings and recommendations of reviews to the Council, and
- development of the performance agreement.

The governing body and the General Manager may agree on the involvement of a suitably qualified external facilitator such as a human resources professional to assist with the performance review process and the development of a new performance agreement. That person may be selected by the governing body or the performance review panel.

Councillors who are not members of the performance review panel may be invited to contribute to the performance review process by providing feedback to the Mayor on the General Manager's performance relevant to the agreed performance criteria.

All Councillors should be notified of relevant dates in the performance review cycle and be kept advised of the panel's findings and recommendations.

The panel should report back to the governing body of the Council in a closed session on the findings and recommendations of performance reviews as soon as practicable following any performance review. This should not be an opportunity to debate the results or revisit the General Manager's performance review. The General Manager should not be present when the matter is considered.

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The performance agreement, action plan and any associated records that contain specific information about the work performance or conduct of the General Manager are to remain confidential unless otherwise agreed to by the General Manager or are required to be disclosed by law. The unauthorised disclosure of this information may constitute a breach of the Act, the Council's Code of Conduct and the *Privacy and Personal Information Protection Act 1998*.

### **Establishing the performance agreement**

The performance agreement is the most important component of successful performance management. The performance agreement should include clearly defined and measurable performance indicators against which the General Manager's performance can be measured.

As one of the General Manager's key responsibilities is to oversee the implementation of the Council's strategic direction, it is important to align the General Manager's performance criteria to the goals contained in the Community Strategic Plan, and the Council's Delivery Program and Operational Plans.

The performance agreement should also include indicators relevant to the General Manager's personal contribution to the Council's key achievements and their core capabilities, including leadership qualities.

The performance agreement should also include indicators related to promoting and maintaining an ethical culture within the Council. These could include the conduct and measurement of the outcomes from staff surveys and the promotion of whistleblowing procedures under the *Public Interest Disclosures Act 1994* and the reporting of suspected wrongdoing to appropriate oversight agencies including the Independent Commission Against Corruption and the Office of Local Government.

The performance agreement should contain but not be limited to key indicators that measure how well the General Manager has met the Council's expectations with respect to:

- service delivery targets in the Council's Delivery Program and Operational Plans
- budget compliance
- organisational capability
- timeliness and accuracy of information and advice to Councillors
- timely implementation of Council resolutions
- management of organisational risks
- promotion of an ethical culture
- ensuring a safe workplace and facilitating compliance with the *Work Health and Safety Act 2011*, and
- leadership and providing a consultative and supportive working environment for staff etc.

### **Performance review process**

The approved standard contract requires that the performance of the General Manager must be formally reviewed at least annually. The governing body of the Council may also undertake interim performance reviews as appropriate.

The assessment should include:

- a self-assessment by the General Manager, and
- an assessment by the review panel of the General Manager's performance against the performance agreement.

The performance review meeting should be scheduled with sufficient notice to all parties in accordance with clauses 7.6 and 7.7 of the approved standard contract. These require:

- the General Manager to give the Council 21 days' written notice that an annual performance review is due, and
- the Council to give the General Manager at least 10 days' written notice that the performance review is to be conducted.

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The meeting should concentrate on constructive dialogue about the General Manager's performance against all sections of the performance agreement.

The meeting should identify any areas of concern and agreed actions to address those concerns.

In undertaking the performance review, care must be taken to ensure that the review is conducted fairly and in accordance with the principles of natural justice. The appointment by the Council, in agreement with the General Manager, of a suitably qualified external facilitator to advise on the process (see above) should assist Councils to comply with these requirements.

The Council's governing body must advise the General Manager, in writing, in clear terms, the outcome of any performance review.

The new performance agreement for the next period should be prepared as soon as possible after the completion of the previous period. The agreement should be presented to the governing body of the Council for discussion in a Closed Meeting together with the outcomes of the previous review period.



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## **REMUNERATION AND REWARD**

Under the approved standard contract, General Managers are entitled to an annual increase in their salary package on each anniversary of the contract, equivalent to the latest percentage increase in remuneration for NSW public sector senior executive office holders as determined by the Statutory and Other Offices Remuneration Tribunal.

Councils may also approve discretionary increases to the General Manager's total remuneration package under the approved standard contract as a reward for good performance. Discretionary increases may only be approved after a formal review of the General Manager's performance has been undertaken and the General Manager's performance has been assessed as being better than satisfactory.

Any discretionary increases should be modest and in line with community expectations and only apply for one year unless the Council determines that it is to apply for the balance of the contract. All discretionary increases in remuneration, together with the reasons for the increase, must be reported to an Open Meeting of the Council.

Councils may also on one occasion during the term of the contract approve the payment of a retention bonus to the General Manager as an incentive for them to serve out their contract. If approved, the retention bonus is to be accrued on an annual, pro-rata basis for the remainder of the contract and is to be paid at the end of the contract period.

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## **SEPARATION**

### **Termination of the General Manager's employment**

The approved standard contract sets out how the General Manager's employment contract can be terminated before its expiry date by either the governing body or the general manager (see clause 10 of the approved standard contract). The circumstances in which the General Manager's employment contract may be terminated are set out below:

#### **By agreement**

The contract may be terminated at any time by written agreement between the Council and the General Manager.

#### **Resignation**

The General Manager may terminate the contract by giving 4 weeks written notice to the governing body of the Council.

#### **Incapacity**

A Council may terminate the General Manager's contract by giving them 4 weeks written notice or by paying the equivalent of 4 weeks' remuneration calculated in accordance with Schedule C of the approved standard contract where:

- the General Manager has become incapacitated for 12 weeks or more
- they have exhausted their sick leave, and
- the duration of the incapacity is either indefinite or for a period that would make it unreasonable for the contract to be continued.

#### **Poor performance**

A Council may terminate the General Manager's contract by giving them 13 weeks written notice or by paying the equivalent of 13 weeks' remuneration calculated in accordance with Schedule C of the approved

standard contract on grounds of poor performance.

A Council may only terminate the General Manager's contract on the grounds of poor performance where:

- a performance review has been conducted, and
- the Council has concluded that the General Manager's performance falls short of the performance criteria or the terms of their performance agreement, and
- the General Manager has been afforded a reasonable opportunity to utilise dispute resolution under clause 17 of the contract (see below).

#### **No fault termination**

A Council may terminate the General Manager's contract at any time by giving them 38 weeks written notice or paying the equivalent of 38 weeks remuneration calculated in accordance with Schedule C of the approved standard contract. If there are less than 38 weeks left to run in the term of the General Manager's contract, the Council can pay out the balance of the contract in lieu of notice.

Where the Council proposes to terminate the General Manager's contract on these grounds, if either party requests it and both parties agree, they may participate in mediation in relation to the proposed decision to terminate the contract. If the Council does not agree to participate in mediation, it must give the General Manager reasons for its decision where the General Manager requests them.

Where a Council terminates the contract on these grounds, it must give the General Manager reasons for its decision to terminate their employment where the General Manager requests it.

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**Summary dismissal**

Councils may summarily dismiss the General Manager on the grounds set out under clause 10.4 of the approved standard contract. These include:

- serious or persistent breach of the employment contract
- serious and wilful disobedience of any reasonable and lawful instruction or direction given by the Council,
- serious and wilful misconduct, dishonesty, insubordination or neglect in the discharge of the General Manager's duties and functions under their contract,
- failure to comply with any law or Council Policy concerning sexual harassment or racial or religious vilification
- serious or persistent breach of the Council's Code of Conduct
- commission of a crime, resulting in conviction and sentencing (whether or not by way of periodic detention), which affects the General Manager's ability to perform their duties and functions satisfactorily, or that brings the Council into disrepute
- absence without approval for a period of 3 or more consecutive business days.

**Automatic termination**

The General Manager's contract of employment is automatically terminated where the General Manager becomes bankrupt, or they are disqualified from managing a corporation under Part 2D.6 of the *Corporations Act 2001*.

Where this occurs, the General Manager's employment with the Council automatically ends without the need for a decision by the Council to terminate their contract of employment.

**Suspension of the General Manager**

Councils may suspend the General Manager, for example while allegations against them are

being investigated. Suspension should be on full pay for a clearly defined period.

Councils should not suspend a General Manager's employment without first seeking expert legal advice. It would not be appropriate to seek advice from Council human resources staff on the proposed suspension of the General Manager.

Any decision to suspend a General Manager should be made at a Closed Council Meeting, having first carefully considered the expert legal advice received in relation to the specific matter.

The principals of procedural fairness apply to any decision to suspend a General Manager, i.e., the General Manager must be advised of the circumstances leading to their suspension, the reasons for the suspension, the period of the suspension and be given a right to respond to the decision to suspend.

**Dispute resolution**

The approved standard contract contains a dispute resolution clause at clause 17. These provisions are designed to encourage Councils and General Managers to attempt to resolve disputes when they arise.

Councils are required to offer the General Manager an opportunity to utilise dispute resolution before they can terminate their employment for poor performance.

Where it is proposed to terminate the contract on the "no fault" grounds (clause 10.3.1(e)), if either party requests it and both parties agree, they may participate in mediation under clause 17 in relation to the proposed decision to terminate. If the Council does not agree to participate in mediation, it must give the general manager reasons for its decision where the General Manager requests them.

The governing body of the Council should ideally resolve to delegate this function to the Mayor or a panel of 3 Councillors including the Mayor.

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If the dispute involves the Mayor, then the Deputy Mayor should take the mayor's place. If there is no Deputy Mayor then the governing body should resolve to appoint another Councillor to take the Mayor's place.

The governing body of the Council and the General Manager should agree on an independent mediator to mediate the dispute. The approved standard contract allows the Departmental Chief Executive of the Office of Local Government to appoint a mediator where the parties cannot agree on one.

Councils and General Managers may also agree on a mediator when the contract is made.

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## RENEWING THE GENERAL MANAGER'S CONTRACT

Clause 5 of the approved standard contract sets out the process for renewing the General Manager's contract of employment. The key steps in the process are as follows:

- At least 9 months before the contract expires (or 6 months if the term of employment is for less than 3 years), the General Manager must apply to the Council in writing if seeking re-appointment to the position
- At least 6 months before the contract expires (or 3 months if the term of employment is for less than 3 years), the Council must respond to the General Manager's application by notifying the General Manager in writing of its decision to either offer the General Manager a new contract of employment (and on what terms) or to decline their application for re-appointment
- At least 3 months before the contract expires (or 1 month if the term of employment is for less than 3 years) the General Manager must notify the Council in writing of their decision to either accept or decline the offer made by the Council.

Approval may be sought from the Departmental Chief Executive of the Office of Local Government to vary these timeframes in exceptional or unforeseen circumstances.

The terms of the new contract of employment, and in particular the schedules to the new contract, should be set out in the letter of offer. Before offering a new contract, the Council should carefully review the terms of the schedules to the new contract.

The governing body should ensure that the performance criteria of the new performance agreement adequately reflect its expectations of the General Manager's performance.

The governing body should also consider previous performance reviews conducted under previous contracts.

The process of deciding whether to offer the General Manager a new contract should be as follows:

- a performance review is conducted
- findings and recommendations are reported to a Closed Council Meeting in the absence of the General Manager
- the Closed Meeting considers and decides whether to offer a new contract of employment to the General Manager and on what terms as set out in the schedules to the contract
- the Mayor informs the General Manager of the Council's decision.

Details of the decision to offer a new contract and a salary package should be reported to an Open Council Meeting.

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**ITEM 1                    REVIEW OF APPOINTMENT AND OVERSIGHT OF GENERAL MANAGERS POLICY                    CONTINUED**  
**RENEWAL**

## Appendix 1 – Performance management timelines

Timeline	Activity	Responsibility
At commencement of each new Council	Provide induction training on performance management of the General Manager	Council
Within 3 months of the commencement date of the contract	A performance agreement setting out agreed performance criteria must be signed between the General Manager and the Council	Council or Council panel General Manager
Within 2 months of the signing of the performance agreement	The General Manager must prepare and submit to the Council an action plan which sets out how the performance criteria are to be met	General Manager
21 days' notice (before annual review)	The General Manager gives the Council written notice that an annual performance review is due	General Manager
At least 10 days' notice	The Council must give the General Manager written notice that the performance review is to be conducted	Council or Council panel
After 6 months	The Council may also decide, with the agreement of the General Manager, to provide interim feedback to the General Manager midway through the annual review period	Council or Council panel General Manager
Prior to the annual review	Ensure all Councillors on the review panel have been trained in performance management of General Managers	Council
Prior to the annual performance review	The General Manager may submit to Council a self-assessment of their performance	General Manager
Annually	The General Manager's performance must be reviewed having regard to the performance criteria in the agreement	Council or Council panel General Manager
Annually	The performance agreement must be reviewed and varied by agreement	Council or Council panel General Manager
Within 6 weeks of the conclusion of the performance review	Council will prepare and send to the General Manager a written statement with Council's conclusions on the General Manager's performance during the performance review period	Council or Council panel
As soon as possible after receipt of the statement	The General Manager and the Council will agree on any variation to the performance agreement for the next period of review	Council or Council panel General Manager

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ITEM 1

**REVIEW OF APPOINTMENT AND OVERSIGHT OF GENERAL MANAGERS POLICY  
RENEWAL**

**CONTINUED**

## Appendix 2 – Stages of performance management

STAGE	ACTION	PROCESS
1. Developing performance agreement	<ul style="list-style-type: none"> <li>▪ Examine the position description and contract</li> <li>▪ List all position responsibilities from the position description</li> <li>▪ Identify stakeholder expectations</li> <li>▪ List the key strategic objectives from the Delivery Program and Operational Plans</li> <li>▪ Develop performance measures (identify indicators - set standards)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Good planning</li> <li>▪ Direct and effective communication</li> <li>▪ Open negotiation</li> <li>▪ Joint goal setting</li> </ul>
2. Action planning	<ul style="list-style-type: none"> <li>▪ Develop specific strategies to meet strategic objectives</li> <li>▪ Identify resources</li> <li>▪ Delegate tasks (e.g., put these delegated tasks into the performance agreements for other senior staff)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Detailed analysis</li> <li>▪ Two-way communication</li> <li>▪ Detailed documentation</li> </ul>
3. Monitoring progress (feedback halfway through the review period)	<ul style="list-style-type: none"> <li>▪ Assess performance</li> <li>▪ Give constructive feedback</li> <li>▪ Adjust priorities and reset performance measures if appropriate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Communication</li> <li>▪ Avoid bias</li> <li>▪ Counselling</li> <li>▪ Coaching</li> <li>▪ Joint problem solving</li> </ul>
4. Annual	<ul style="list-style-type: none"> <li>▪ Assess performance against measures</li> <li>▪ Give constructive feedback</li> <li>▪ Identify poor performance and necessary corrective action</li> <li>▪ Identify outstanding performance and show appreciation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evaluation of the reasons behind performance being as assessed</li> <li>▪ Open, straightforward communication (as bias free as possible)</li> <li>▪ negotiation</li> <li>▪ Counselling, support, training</li> <li>▪ Documenting</li> <li>▪ Decision making</li> </ul>
5. Developing revised agreement	See stage 1	See Stage 1

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**ITEM 2                      REVIEW OF COUNCILLOR EXPENSES POLICY**

**(P13-1, C14-5.1)**

**RECOMMENDATION** that:

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

**PURPOSE**

For Council to review its adopted Councillor Expense Policy.

Manex recommended that this Policy be reported to Council for eventual re-adoption/slight renewal with only minor amendments.

One (1) amendment is to rename the Policy in accordance with the Office of Local Government suggested template to be "Councillor Expenses and Facilities Policy".

**BACKGROUND**

Under the Local Government Act 1993, Councils must review their adopted Councillor Expense Policy within 12 months of an Election and must make such adjustments that they consider appropriate. Council did this in February 2022 however, as there has been a renewed template by the Office of Local Government, a further review has been undertaken.

The Policy must ensure that it provides for the making of payment of expenses associated with carer responsibilities that are adequate and reasonable. It is considered that the current Policy does this, however minor changes have been undertaken to ensure that the new Draft Policy takes into account the suggested Office of Local Government template for Councillor Expenses and Facilities Policy.

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

**REPORT**

Attached is a copy of the current Policy adopted by Council on the 24th February 2022.

The Policy has been reviewed and enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties expenses have taken into account the increase amounting to 2.5% over the last 12 months rounded up.

The new Draft Policy is in accordance with the Office of Local Government Councillor Expenses and Facilities Policy – Better Practice template and the Office of Local Government Guidelines.



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**ITEM 2                    REVIEW OF COUNCILLOR EXPENSE POLICY**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

Appropriate budgets are contained within each years Estimates.

**LEGAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

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

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

**OPTIONS**

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

The only option is to further amend the new Draft Policy.

**CONCLUSION**

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

The current Policy has been slightly amended taking into account the Office of Local Government Councillor Expenses and Facilities Policy – Better Practice template and the Office of Local Government Guidelines and is recommended for public exhibition and adoption if no adverse submissions are received.

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

5.2.2 Proactively manage known compliance risks.

**SUPPORTING INFORMATION /ATTACHMENTS**

1. Councillor Expense Policy adopted 24th February 2022; and
2. New Draft Councillor Expenses and Facilities Policy.

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ITEM 2      REVIEW OF COUNCILLOR EXPENSE POLICY

CONTINUED

Attachment 1 – Councillor Expense Policy adopted 24th February 2022



## POLICY REGISTER

## COUNCILLOR EXPENSE POLICY

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Policy adopted: 27th September 2018   Minute No. 214.9.18

Reviewed: 24th February 2022   Minute No. 49.2.22

File Ref: P13-1, C14-5.1

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REVIEW OF COUNCILLOR EXPENSE POLICY

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**DOCUMENT CONTROL**

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27th September 2018)
2.0	Reviewed by Gary Woodman General Manager	Updated position names and Acts and minor word amendments.	Council Minute No. 49.2.22 (24th February 2022)

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REVIEW OF COUNCILLOR EXPENSE POLICY

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Warren Shire Council – Councillor Expense Policy

**Policy Summary**

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

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

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

The Policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this Policy will not be paid or reimbursed. The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility		
	Maximum amount / Frequency Provided to all Councillors upon approval to travel privately (non-Council Vehicle)	General travel expenses \$1,000 per Councillor per year.
		\$6,000 for the Mayor per year
	Interstate, overseas and long distance intrastate travel expenses	\$10,000 total for all Councillors per year
	Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually per meal/night
Professional development		\$2,000 per Councillor per year
Conferences and seminars		\$20,000 total for all Councillors per year
ICT expenses	iPad, Laptops and ancillary IT items.	\$2,000 per Councillor (upon election)
Carer expenses	To attend Council or committee meetings.	\$2,000 per Councillor per year
Home office expenses		\$100 per Councillor per year
Corporate Clothing		\$500 per Councillor per term
Access to facilities in a Councillor room	Provided to all Councillors	Not relevant
Council vehicle and fuel card	Provided to the Mayor	\$10,000 per year
Furnished office	Provided to the Mayor	\$500 per term

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

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Warren Shire Council – Councillor Expense Policy

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

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

**This policy will commence on 24th February 2022.**

#### **PART A – INTRODUCTION**

##### **1. INTRODUCTION**

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

##### **2. POLICY OBJECTIVES**

The objectives of this Policy are to:

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties.
- enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties.
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors.
- ensure facilities and expenses provided to Councillors meet community expectations.
- support a diversity of representation.
- fulfil Council's statutory responsibilities.

##### **3. PRINCIPLES**

Council commits to the following principles:

- Proper conduct: Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- Reasonable expenses: Providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.

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REVIEW OF COUNCILLOR EXPENSE POLICY

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Warren Shire Council – Councillor Expense Policy

- Participation and access: Enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
- Equity: There must be equitable access to expenses and facilities for all Councillors.
- Appropriate use of resources: Providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- Accountability and transparency: Clearly stating and reporting on the expenses and facilities provided to Councillors.

**4. PRIVATE OR POLITICAL BENEFIT:**

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

**PART B – EXPENSES**

**5. GENERAL EXPENSES**

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

**6. SPECIFIC EXPENSES**

**General travel arrangements and expenses**

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each Councillor may be reimbursed up to a total of \$1,000 per year for travel expenses incurred while undertaking official business or professional

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Warren Shire Council – Councillor Expense Policy

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development or attending approved conferences and seminars within NSW.  
This includes reimbursement:

- for public transport fares
- for the use of a private vehicle or hire car, for parking costs for Council and other meetings, for tolls, for documented ride-share programs, such as Uber. Where possible and appropriate, a Council vehicle should in the first instance be utilised.
- by Cabcharge or equivalent.

6.3. Allowances for the use of a private vehicle, outside a 10km radius of the Warren Shire Council Administration Centre, will be reimbursed at the rate contained in the Local Government (State) Award.

6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

**Interstate, overseas and long distance intrastate travel expenses**

6.5. This section includes reference to long distance intrastate travel. At Warren Shire Council long distance intrastate travel is travel that is estimated to take more than six hours from the Councillor's residence.

6.6. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.

6.7. Total interstate, overseas and long distance intrastate travel expenses for all Councillors will be capped at a maximum of \$10,000 per year.

6.8. Councillors seeking approval for any interstate and long distance intrastate travel must submit a business case to, and obtain the approval of, the Council prior to travel.

6.9. Councillors seeking approval for any overseas travel must submit a request to, and obtain the approval of, a full Council meeting prior to travel.

6.10. The request should include:

- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result and its relevance to the exercise of the Councillor's civic duties.
- who is to take part in the travel
- duration and itinerary of travel
- a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.

6.11. For interstate and long distance intrastate journeys of less than three hours the class of air travel is to be economy class.

6.12. For interstate journeys by air of more than three hours, the class of air travel may be premium economy where it is available.

6.13. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

6.14. Bookings for approved air travel are to be made by Council staff on behalf of the Councillor.

6.15. For travel that is reimbursed as Council business, frequent flyer points will not

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ITEM 2

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Warren Shire Council – Councillor Expense Policy

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accrue to Councillors. This is considered a private benefit.

**Travel expenses not paid by Council**

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

**Accommodation and meals**

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

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

6.19. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.18.

6.20. Councillors will not be reimbursed for the purchase of alcoholic beverages.

**Refreshments for Council related meetings**

6.21. Appropriate refreshments may be available for Council meetings, Council Committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.

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

**Professional development**

6.23. Council will set aside \$2,000 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.

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

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

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

- details of the proposed professional development
- relevance to Council priorities and business, and
- relevance to the exercise of the Councillor's civic duties.

6.27. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.26, as well as the cost of the professional development in relation to the Councillor's remaining budget.

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Warren Shire Council – Councillor Expense Policy

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**Conferences and seminars**

- 6.28. Council is committed to ensuring its Councillors are up to date with contemporary issues facing council and the community, and local government in NSW.
- 6.29. Council will set aside a total amount of \$20,000 annually in its budget to facilitate Councillor registration fees for attendance at conferences and seminars, excluding the Local Government NSW Annual Conference. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 6.30. Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
  - cost of the conference or seminar in relation to the total remaining budget.
- 6.31. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the GM. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.19-6.22.

**Local Government NSW Annual Conference**

- 6.32. A maximum of 3 Councillors (Mayor and 2 councillors) per year will also be permitted to attend the Local Government NSW Annual Conference. Council will reimburse the cost of registration fees and where the conference is outside the local government area, the cost of travel, accommodation and meals not covered by the conference registration, subject to the provisions in 'Accommodation and meals'.
- 6.33. For the Local Government NSW Annual Conference only, Council will meet the costs of the official conference dinner for an accompanying person of a Councillor.

**ICT expenses**

- 6.34. Council will provide, or reimburse Councillors for expenses associated with, appropriate ICT devices and services up to a limit of \$2,000 per term for each Councillor. This may include mobile phones and tablets, mobile phone and tablet services and data, and home internet costs.
- 6.35. Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading Council business papers.
  - relevant phone calls and correspondence.
  - diary and appointment management.
- 6.36. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

**Special requirement and carer expenses**

- 6.37. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including

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Warren Shire Council – Councillor Expense Policy

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provision for sight or hearing impaired Councillors and those with other disabilities.

- 6.38. Transportation provisions as outlined in this Policy, such as access to Cabcharges, will also assist Councillors who may be unable or unwilling to drive a vehicle.
- 6.39. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.40. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to re-imbursment of carer's expenses up to a maximum of \$2,000 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.41. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.42. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

**Home office expenses**

- 6.43. Each Councillor may be reimbursed up to \$100 per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges. Copies of receipts are required for reimbursement.

**7. INSURANCES**

- 7.1. In accordance with Section 382 of the NSW Local Government Act 1993, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.3. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.4. Appropriate travel insurances will be provided for any Councillors traveling on approved interstate and overseas travel on Council business.

**8. LEGAL ASSISTANCE**

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
  - a Councillor defending an action arising from the performance in good faith of a function under the NSW Local Government Act, 1993.
  - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the NSW Local Government Act, 1993.
  - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the NSW Local

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Warren Shire Council – Councillor Expense Policy

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Government Act, 1993 and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

- 8.2. In the case of a conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer or conduct review panel to make formal enquiries into that matter in accordance with Council's Code of Conduct.
- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the NSW Local Government Act, 1993 are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
  - of legal proceedings initiated by a Councillor under any circumstances.
  - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.
  - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council Meeting prior to costs being incurred.

#### **PART C – FACILITIES**

##### **9. GENERAL FACILITIES FOR ALL COUNCILLORS:**

###### **Facilities**

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
  - a Councillor common room appropriately furnished to include telephone, photocopier, printer, desks, computer terminals, pigeon holes and appropriate refreshments (excluding alcohol).
  - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
  - a corporate clothing package up to \$500 per term, incorporating a jacket, tie/ scarf and shirt/blouse may be provided.
- 9.2. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.
- 9.3. Council may from time to time provide additional facilities for Councillor use, such as protective safety equipment for use during site visits.

###### **Stationery**

- 9.4. Council will provide Councillors with diaries or other stationery as required.
- 9.5. Council may from time to time provide stationery or branded items for Councillor use.

###### **Administrative support**

- 9.6. Council will provide administrative support to Councillors to assist them with

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their civic duties only. Administrative support may be provided by staff in the Executive Office or by a member of Council's administrative staff as arranged by the General Manager or their delegate.

- 9.7. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

**10. ADDITIONAL FACILITIES FOR THE MAYOR**

- 10.1. Council may provide to the Mayor a maintained motor vehicle to a similar standard to the General managers vehicle, with a fuel card. The vehicle will be supplied for use in attending official business and professional development and attendance at the Mayor's Office.
- 10.2. The Mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to Council on a monthly basis.
- 10.3. The Mayoral Allowance will be reduced to cover the cost of any private use recorded in the log book, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.
- 10.4. A parking space at Council's offices will be available for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.
- 10.5. Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 10.6. In performing his or her civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the General Manager.

**11. PART D – PROCESSES**

**Approval, payment and reimbursement arrangements:**

- 11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this Policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this Policy, approval for the following may be sought after the expense is incurred:
- local travel relating to the conduct of official business.
  - carer costs.
  - ICT expenditure.
- 11.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.
- 11.5. All requests for reimbursement will be reviewed by two staff members and payment will be authorised by a staff member with the appropriate financial delegation.
- 11.6. The General Manager will provide a system for the request of reimbursements

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for Councillors. This will include a form whereby Councillors will be required to specifically identify the clause within this policy to which the request relates.

**Direct payment**

11.7. Council may approve and directly pay expenses. Requests for direct payment must be submitted through the appropriate system for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

**Reimbursement**

11.8. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted through the appropriate system.

**Advance payment**

11.9. Council may provide a Debit Card to Councillors attending approved conferences, seminars or professional development.

11.10. Requests for Debit Card use must be submitted to the General Manager for assessment against this Policy with sufficient information and time to allow for the claim to be assessed and processed.

11.11. Councillors must fully reconcile all expenses against the Debit Card within 14 days of incurring the cost and/or returning home.

**Reimbursement to Council**

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

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

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

**Timeframe for reimbursement**

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

**12. DISPUTES**

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

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

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**13 RETURN OR RETENTION OF FACILITIES**

- 13.1 All unexpended facilities or equipment supplied under this Policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office. Councillors must return all Council owned items prior to the date of a general election regardless of nominating for re-election. This includes all ICT devices.

**14 PUBLICATION**

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

**15 REPORTING**

- 15.1 Council will report on the provision of expenses and facilities to Councillors as required in the NSW Local Government Act, 1993 and NSW Local Government (General) Regulations 2005.
- 15.2 Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

**16 AUDITING**

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

**17 BREACHES**

- 17.1 Suspected breaches of this Policy are to be reported to the Council.
- 17.2 In accordance with the Code of Conduct this Councillor Expenses and Facilities Policy is a Policy of Council and must not be contravened.
- 17.3 Alleged breaches of this Policy shall be dealt with by the following processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

**PART E – APPENDICES**

**APPENDIX I: RELATED LEGISLATION, GUIDANCE AND POLICIES**

Relevant legislation and guidance:

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

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Related Council policies:

- Code of Conduct.  
Adopted by Council 24th September 2020.

**APPENDIX II: DEFINITIONS**

The following definitions apply throughout this Policy.

- Term Definition Accompanying person - Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor.
- Appropriate refreshments Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
- Act - Means the NSW Local Government Act 1993.
- Annual Conference - Means Local Government NSW Annual Conference.
- General Manager - Means the General Manager of Council and includes their delegate or authorised representative.
- Clause Unless stated otherwise, a reference to a clause is a reference to a clause of this Policy.
- Code of Conduct - Means the Code of Conduct adopted by Council or the Model Code if none is adopted.
- Councillor - Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor.
- ICT Means Telecommunications and Information Communications and Technology Incidental personal use - Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct.
- Long distance intrastate travel Means travel to other parts of NSW of more than three hours duration by private vehicle.
- Maximum limit - Means the maximum limit for an expense or facility provided in the text and summarised in Appendix I.
- NSW - New South Wales.
- Official business - Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes:
  - meetings of Council and committees of the whole.
  - meetings of Committees facilitated by Council.
  - civic receptions hosted or sponsored by Council.
  - meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council.
- Professional development Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor.
- Regulation Means the NSW Local Government (General) Regulation 2005.
- Year - Means the financial year, that is the 12 month period commencing on 1 July each year.

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Attachment 2 - New Draft Councillor Expenses and Facilities Policy.



## POLICY REGISTER

## COUNCILLOR EXPENSES AND FACILITIES POLICY

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Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 24th February 2022 Minute No. 49.2.22  
Xx xxx 2023 Minute No. xx.x.23

File Ref: P13-1, C14-5.1



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**DOCUMENT CONTROL**

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

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Warren Shire Council – Councillor Expenses and Facilities Policy

### Policy Summary

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

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

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

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

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

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

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

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

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

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

**This policy will commence on 23rd February 2023.**

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## Part A – Introduction

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### 1. Introduction

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

### 2. Policy Objectives

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

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

### 3. Principles

3.1. Council commits to the following principles:

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

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#### 4. Private or Political Benefit

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

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### Part B – Expenses

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#### 5. General Expenses

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

#### 6. Specific Expenses

##### General travel arrangements and expenses

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

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

**Interstate, overseas and long distance intrastate travel expenses**

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

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**Travel expenses not paid by Council**

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

**Accommodation and meals**

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

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

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

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

6.21. Councillors will not be reimbursed for alcoholic beverages.

**Refreshments for Council related meetings**

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

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

**Professional development**

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

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

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

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

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



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REVIEW OF COUNCILLOR EXPENSE POLICY

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Warren Shire Council – Councillor Expenses and Facilities Policy

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

**Conferences and seminars**

- 6.29. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.30. Council will set aside a total amount of \$20,500 annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 6.31. Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:
- Relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties; and
  - Cost of the conference or seminar in relation to the total remaining budget.
- 6.32. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21. A maximum of 3 Councillors (Mayor and 2 Councillors) per year will also be permitted to attend the Local Government NSW Annual Conference. Council will reimburse the cost of registration fees and where the conference is outside the local government area, the cost of travel, accommodation and meals not covered by the conference registration, subject to the provisions in 'Accommodation and meals'. For the Local Government NSW Annual Conference only, Council will meet the costs of the official conference dinner for an accompanying person of an attending Councillor.

**Information and communications technology (ICT) expenses**

- 6.33. Council will provide or reimburse Councillors for expenses associated with appropriate ICT devices and services up to a limit of \$2,050 per annum for each Councillor. This may include mobile phones and tablets, mobile phone and tablet services and data, and home internet costs, noting that Council will provide a tablet.
- 6.34. Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- Receiving and reading Council business papers;
  - Relevant phone calls and correspondence; and
  - Diary and appointment management.
- 6.35. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

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**Special requirement and carer expenses**

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

**Home office expenses**

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

## 7. Insurances

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

## 8. Legal Assistance

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

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

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## Part C – Facilities

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### 9. General Facilities for All Councillors

#### Facilities

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

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

**Stationery**

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

**Administrative support**

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

**10. Additional Facilities for the Mayor**

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

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REVIEW OF COUNCILLOR EXPENSE POLICY

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Warren Shire Council – Councillor Expenses and Facilities Policy

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## **Part D – Processes**

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### **11. Approval, Payment and Reimbursement Arrangements**

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

#### **Direct payment**

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

#### **Reimbursement**

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

#### **Advance payment**

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

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**Notification**

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

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

**Reimbursement to Council**

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

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

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

**Timeframe for reimbursement**

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

## 12. Disputes

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

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

## 13. Return or Retention of Facilities

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

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

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

## 14. Publication

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

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## 15. Reporting

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

## 16. Auditing

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

## 17. Breaches

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

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Warren Shire Council – Councillor Expenses and Facilities Policy

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**PART E – Appendices**

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Appendix I: Related legislation, guidance and policies

**Relevant legislation and guidance:**

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

**Related Council policies:**

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



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## Appendix II: Definitions

The following definitions apply throughout this policy.

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

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**ITEM 3 VOLUNTEER RISK MANAGEMENT PROCEDURE – REVIEW FEBRUARY 2023 (P13-1)**

**RECOMMENDATION:**

That Council adopt the amended Volunteer Risk Management Procedure.

**PURPOSE**

To advise Council that a review of the Volunteer Risk Management Procedure has been undertaken and that a number of recommended changes to Section VI Selecting Volunteers for Activities have been identified as requiring revision and recommended adoption by Council.

Manex recommended that this Policy be reported to Council for re-adoption.

**BACKGROUND**

The purpose of the Volunteer Risk Management Procedure is to provide a consistent set of guidelines to ensure legal compliance and appropriate risk management of Volunteers and to ensure suitability of each volunteer for the activity in question and for their safety, while conducting activities for Warren Shire Council on a voluntary basis.

Different Volunteer positions may require different prerequisites.

The Procedure attempts to identify appropriate prerequisites to ensure the safety of the volunteer and/or others involved in the required activity while the eliminating possible unnecessary documentation prerequisites that may not be applicable in all instances.

**REPORT**

The Economic Development and Visitation Manager (EDVM) has reviewed the existing procedure to renew the Policy in preparation for the attraction and onboarding of new volunteers for the Visitor Information Centre. This review was conducted in line with current Australian Human Resource best practice procedures, Australian Employment and Engagement Legislation and industry standards.

The reviewed draft Policy was presented to Manex on the 14<sup>th</sup> February, 2023 where there were no concerns and the matter needs to be reported to Council for adoption of the renewed Policy.

**BACKGROUND**

In the current operational climate, volunteer numbers are declining country wide, especially in the traditional volunteer age bracket of 60 to 80 years of age. Regional areas and smaller country towns in particular are reporting a decline in volunteers willing to take up ongoing assignment, or a regular rostered commitment for a particular organisation or business. Life after the pandemic, living with the Covid 19 virus threat, ageing and health decline, internment in nursing home accommodation, high cost of living and transport limitations have led to a decrease in willingness and/or ability of some volunteers to continue serving their community. Some previous volunteers, who previously donated a lot of their free time to the community are now actively seeking odd jobs to bring some extra cash injection into their household to cover cost of living increases in their food, utility and fuel expenses. Many are choosing to assist with one off volunteering opportunities over a regular commitment. It is becoming competitive amongst organisations to be able to attract and hold onto a sound volunteer pool.

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**ITEM 3 VOLUNTEER RISK MANAGEMENT PROCEDURE – REVIEW FEBRUARY 2023**  
**CONTINUED**

In the current climate, there are more volunteer opportunities than there are actual volunteers. This means that each volunteer is able to be quite discerning in how they choose to donate their time. The majority of volunteers are just looking to give a little of their time and are steering clear of complicated onboarding processes or documentation. In essence, volunteers mostly just want to “ show up and give their time” in the least intrusive and complicated way possible.

It is this feedback that has led to a review of the Volunteer Risk Management Procedure, and in particular, section VI Selecting Volunteers for Activities, to ensure that our onboarding processes are able to meet legislative requirements but are not unnecessarily cumbersome or intrusive and are not deterring potential volunteers from signing on to support the organisation.

The current wording of Section VI Selecting Volunteers for Activities should be amended to ensure that Volunteers are only requiring to complete those preassessment activities and documentation that are considered crucial to the particular role they are volunteering for and/or legislated.

The new wording clearly delineates the mandatory prerequisites and checks for a standard volunteering assignment and then demonstrates the additional considerations that might be requested for placements that are more physical or demanding in nature.

The relevant Supervisor / Manager will assess and recommend if the additional prerequisites should be required based on the duties, environment or safety concerns of the placement activities.

The wording of the procedure should be clear in which checks, information, documentation etc are mandatory as a prerequisite and then outline the additional checks that could be requested and most importantly, the circumstances of why they are required. A full medical assessment in particular is not required of most volunteers for the majority of volunteering assignments. Placing volunteers in activities that involve a high level of physical stress or activity should be avoided overall. The addition of a question requesting the volunteer to outline any underlying medical issues that Warren Shire Council should be aware of and that may require additional support while on placement is sufficient to protect Warren Shire Council.

The Procedure, and in particular, section VI Selecting Volunteers for Activities, has been updated to provide this clarity.

The Economic Development and Visitation Manager is currently in the process of developing a full Volunteer Onboarding Package, including position description, rights and responsibilities, Onboarding questionnaire, assistance with completing necessary checks (Police etc). This Package will be completed with liaison between General Manager, Managers /Supervisors involved in the engagement of volunteers and Human Resources. The Volunteer Onboarding Package will ensure the correct recruitment, onboarding, induction, training and ongoing supervision of Volunteer officers meets the existing Policy and Procedures already in place within Warren Shire Council and will represent best practice guidelines to ensure Council is able to attract and retain its future volunteers.

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**ITEM 3 VOLUNTEER RISK MANAGEMENT PROCEDURE – REVIEW FEBRUARY 2023**  
**CONTINUED**

The Volunteer Onboarding Package will incorporate and link to the existing forms, documentation and processes already set out and resolved by Council within the Volunteer Management Procedure (File Ref: P13-1) and the Volunteer Risk Management Procedure.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Volunteers are required to complete a standard National Police Background Check. The AFP provides digital Standard National Police Checks at a cost of \$42.00. The cost of this Police Check will be covered by Warren Shire Council.

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

There is a risk of not attracting volunteers if the amended Volunteer Risk Management Procedure is not adopted. By simplifying the engagement documentation required and providing payment coverage for the mandatory checks and associated fees etc, some of the negative barriers to engagement will be overcome.

**STAKEHOLDER CONSULTATION**

Potential and previous volunteers have been consulted for their feedback. The requirement for the full prerequisite checks, documentation and, in particular, a full medical assessment have been identified as a roadblock to their interest and engagement.

**OPTIONS**

Nil.

**CONCLUSION**

After a review of the Volunteer Risk Management Procedure, appropriate changes to prerequisites have been suggested, within guidelines, legislation and best practice. These changes are designed to streamline volunteer recruitment and remove potential barriers to attracting new volunteers to the Visitors Information Centre and Warren Shire Council.

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

Volunteer Management Procedure

**SUPPORTING INFORMATION /ATTACHMENTS**

Amended Volunteer Risk Management Procedure.

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**VOLUNTEER RISK MANAGEMENT PROCEDURE – REVIEW FEBRUARY 2023**

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## POLICY REGISTER

## VOLUNTEER RISK MANAGEMENT PROCEDURE

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Policy adopted: 27<sup>th</sup> September 2018 Minute No. 214.9.18

Reviewed:

File Ref: P13-1, S12-25.1

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**ITEM 3**                      **VOLUNTEER RISK MANAGEMENT PROCEDURE – REVIEW FEBRUARY 2023**  
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**DOCUMENT CONTROL**

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27 <sup>th</sup> September 2018)

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**CONTINUED**

Warren Shire Council – Volunteer Risk Management Procedure

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**I INTRODUCTION**

**A. PURPOSE**

The purpose of this procedure is to describe how Warren Shire Council will manage the work health and safety risks associated with using volunteers at Council.

(Council's name) appreciates and acknowledges the services provided by volunteers in improving the quality of services across the Warren Shire Council and aims to ensure their health and safety whilst undertaking these activities.

This procedure is specific to managing health and safety risks associated with volunteers, and is to be used in conjunction with Council's general Volunteer Management Procedures.

**B. SCOPE**

This procedure applies to all Warren Shire Council workers who are involved and/or are responsible for volunteer coordination, including members of Section 355 committees. It includes all activities performed by volunteers including those involving:

- Recreation and Leisure Centre
- Early Years
- Community Centres
- Youth Services
- Aged Services
- Environmental Services
- Arts and Cultural Services
- Special Events

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<b>C. DEFINITIONS</b>	
Term	Definition
Hazard	A situation or thing that has the potential to harm, including injury or illness to people or damage to plant, property or the environment.
Hierarchy of controls	<p>A process of prioritising hazard controls in order of effectiveness as shown below:</p> <p>Level 1 controls:</p> <p style="padding-left: 20px;"><u>Elimination</u> of the hazard. E.g. remove a piece of hazardous equipment from operation.</p> <p><i>or if this is not possible, minimise the risk by:</i></p> <p>Level 2 controls:</p> <p style="padding-left: 20px;"><u>Substitution</u> - replace with a safer alternative. E.g. replace solvents with detergents, glass with plastic, etc.</p> <p style="padding-left: 20px;"><u>Isolation</u> - isolate the person exposed from the hazard or the hazards from the person.</p> <p style="padding-left: 20px;"><u>Engineering controls</u> - E.g. modify, enclose, guard, exhaust fumes, use mechanical aids, fall arrest systems.</p> <p><i>If the risk remains:</i></p> <p>Level 3 controls:</p> <p style="padding-left: 20px;"><u>Administration</u> - E.g. development of safe work procedures, training, limiting duration of exposure.</p> <p><i>If the risk still remains:</i></p> <p style="padding-left: 20px;"><u>Personal protective equipment (PPE)</u> is the least effective form of control and to be used as a last resort.</p>
PCBU	A Person Conducting a Business or Undertaking, where a person may be an organisation or individual. Council is a PCBU. Other organisations or individuals may hold shared responsibilities as a PCBU depending on the arrangement with Council.
Reasonably practicable	<p>Doing what is reasonably able to be done to ensure the health and safety of workers and others, taking into account:</p> <p>The likelihood of the hazard or risk occurring</p> <p>The degree of harm that might result from exposure to the hazard or risk</p> <p>What the person concerned knows, or ought reasonably know, about the hazard or risk</p> <p>about the ways of eliminating or minimising the risk</p> <p>The availability and suitability of controls and the cost associated with controls</p> <p>After assessing the risk and available mean to eliminate or minimise the risk, whether the cost is grossly disproportionate to the risk.</p>
Residual risk	The level of risk remaining after recommended controls have been implemented.
Risk	The likelihood of harm occurring from exposure to a hazard and the likely consequences of that harm.
Risk Assessment	The overall process of estimating the level of risk of a particular task, activity or process.
Risk control measures	Measures that eliminate or minimise a risk so far as is reasonably practicable, using the ‘hierarchy of control’.
SWMS	Safe Work Method Statement

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Term	Definition
SOP	Safe Operating Procedure
Worker	A person who carries out work in any capacity for (Council name). This includes an employee, contractor, subcontractor or volunteer.
Volunteer	A person who undertakes an activity on behalf of Council either directly or indirectly and is not party to an employment contract with Council in regard to that activity. The volunteer may be recruited directly by Council or by a third party which is involved with Council in undertaking the activity. Although there is no direct personal remuneration which could be considered as income for the volunteer undertaking the activity, there may be arrangements made for the payment of out-of-pocket expenses associated with the activity.
Volunteer Supervisor	A person employed by Council who has been assigned responsibility for supervising volunteers or volunteer activities
Volunteering	Time willingly given by an individual for the ‘common good’ and without financial gain.
Vulnerable Person	a) a Child or Children; or b) an individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

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## **II RESPONSIBILITIES**

Responsibilities for managing health and safety risks and applicable to this procedure are summarised below

### **A. GENERAL MANAGER AND DIRECTORS**

- Ensure that processes are in place to manage the health and safety of volunteers
- Ensure adequate resources are available for the effective management of risks relating to volunteer activities;
- Ensure that adequate pre-requisites are in place prior to volunteers commencing duties
- Ensure the periodic review of the implementation and effectiveness of risk control measures for volunteers
- Ensure Council consults, coordinates and co-operates with other duty holders to meet their Work Health and Safety (WHS) legislative requirements in relation to the effective management of risks associated with volunteers
- Ensure that processes are in place for the review of this procedure and the processes for managing volunteer risks every two years.

### **B. MANAGERS**

- Ensure the identification, assessment, control and monitoring of hazards and hazardous activities related to volunteers
- Periodically review the implementation and effectiveness of control measures to manage risks associated with activities volunteers conduct, and revise of controls if necessary
- Provide Senior Management and the WHS/HR Officer with reports on volunteer related risks and controls for the areas over which they have control
- Ensure an appropriate person (e.g. Volunteer Supervisor or Site Supervisor) is appointed to supervise volunteers
- In conjunction with the WHS/HR Officer and in consultation with the HSR/HSC, review this procedure and the effectiveness of the processes for managing volunteer risks every two years.

### **C. SUPERVISORS**

- Identify hazards associated with volunteers and their activities, assess the risks and implement effective control measures;
- Conduct risk assessments in consultation with workers and other duty holders
- Monitor and review the implementation and effectiveness of controls and revise controls where necessary
- Provide information, training and supervision to all volunteers on hazards and hazardous activities related to the work that they undertake
- Liaise with the WHS/HR Officer for assistance in managing risks associated with volunteers and the activities they undertake.

### **D. WHS/HR OFFICER**

- Oversee the system and processes for the identification, assessment, control and monitoring of risks that may arise from the activities volunteers undertake

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- Consult with key stakeholders in managing risks associated with volunteers and provide information to Council management and workers as applicable
- Monitor the implementation and effectiveness of the risk management process for volunteers and provide reports to senior management as required.

**E. HEALTH AND SAFETY COMMITTEE (HSC)**

- Participate in the identification of hazards and control measures for volunteer activities, where required; and
- Participate in reviewing the effectiveness of risk controls implemented for volunteer’s activities.

**F. VOLUNTEER**

- Complete (Council’s name) induction and any relevant training prior to undertaking any volunteer activities;
- Comply with the requirements of relevant (Council’s name) policies and procedures;
- Comply with induction and training provided; and
- Report hazards or concerns they have in relation to health and safety to the Volunteer Supervisor or Site Supervisor.

**G. VOLUNTEER SUPERVISOR OR SITE SUPERVISOR**

- Complete a Volunteer Induction Checklist prior to the volunteer undertaking any duties
- Ensure that activities are conducted in accordance with Council WHS procedures

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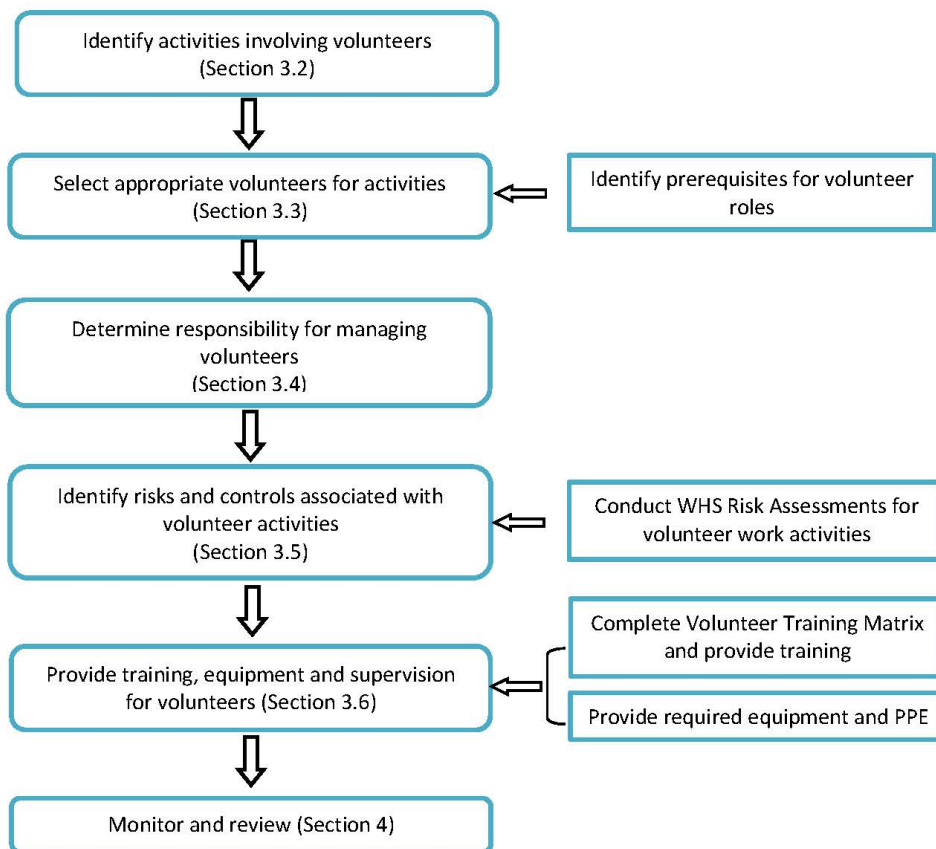
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**III PROCESS FOR MANAGING VOLUNTEER RISKS**

Warren Shire Council will develop, implement and maintain a process to manage health and safety risks to volunteers arising from or associated with the activities they undertake. A flowchart providing an overview of the process is provided in Section 3.1.

**IV OVERVIEW OF THE PROCESS FOR VOLUNTEER RISK MANAGEMENT**



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**V IDENTIFYING ACTIVITIES INVOLVING VOLUNTEERS**

Warren Shire Council will identify activities involving volunteers by following a systematic process that involves:

1. Identifying activities within Council that involve, or are likely to involve, volunteers, including:
  - Community events
  - Non-event activities (such as park maintenance)
  - Community services and fundraising
  - Council committees (e.g. Section 355 Committees)
2. Identifying volunteer roles for these activities

Managers/supervisors are responsible for approving activities to be performed by volunteers for areas under their control.

**VI SELECTING VOLUNTEERS FOR ACTIVITIES**

Volunteers must be deemed suitable for the activity in question. This includes identifying any specific prerequisites for a volunteer performing the activity. (E.g. specific qualifications) to ensure the safety of the volunteer and/or others involved in the activity.

Different volunteer positions may require different prerequisites. Managers and Supervisors must identify the relevant and necessary prerequisites and checks for each individual volunteer position.

**MANDATORY – ALL VOLUNTEERS – ALL DEPARTMENTS**

- National Police Check
- Drivers Licence
- Notice of any health issues that may affect the ability of the volunteer to undertake duties.
- Outline of prior skills and/or experience
- Copies of any certificates or qualification that the volunteer holds that may be relevant to the role (first aid etc), if volunteer is willing to provide additional information.
- 

**FOR VOLUNTEER POSITIONS WORKING DIRECTLY WITH CHILDREN OR SUPERVISING CHILDREN**

- All prerequisites list as Mandatory above
- Working with Childrens' Check
- 

**FOR VOLUNTEER POSITIONS WITH SIGNIFICANT PHYSICAL ACTIVITY**

- All prerequisites list as Mandatory above
- Medical Assessment
- Specific physical requirements / attributes required for the position

Any required prerequisites including police checks etc must be included in the Volunteer Application Form that is completed by all Volunteers and reviewed by the Supervisor/Manager before the volunteer is approved.

All required prerequisites must be discussed and disclosed to the volunteer at time of application and that signature of the volunteer on the application form constitutes permission of the Volunteer to Warren Shire Council to undertake the required checks etc.

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**A. VOLUNTEERS UNDER 18 OR OVER 90**

When considering whether to engage a volunteer under 18 or over 90, Council must assess whether the volunteer has adequate skills and experience to fulfil the role, and whether Council can meet its increased duty of care to the volunteer. Council will also ensure that the volunteers are adequately covered under Council insurances.

**VII DETERMINING RESPONSIBILITY FOR MANAGING VOLUNTEERS**

The relevant Manager will ensure that a Volunteer Supervisor or Site Supervisor is appointed to supervise all volunteers.

**Section 355 Committees**

Where Council has delegated some of its functions to a Section 355 committee, the Committee's constitution / terms of reference must specify the Council representative that is responsible for overall management and supervision of work health and safety for the Committee's activities.

**Volunteer Associations**

Where external organisations are engaged to provide volunteer services (e.g. through Rotary or APEX), the organisation must provide adequate information for Council to assess if the volunteers involved meet the prerequisites for the activity. Volunteers must still be individually approved by Council and complete Council's induction prior to commencing work.

**VIII IDENTIFYING RISKS AND CONTROLS ASSOCIATED WITH VOLUNTEER ACTIVITIES**

The Manager/Supervisor for the relevant work area must ensure that any work activities or events involving volunteers have a WHS Risk Assessment completed prior to the work commencing or the event being booked. This assessment will follow the process outlined in Council's Managing WHS Risks Procedure and will identify the hazards associated with the activity and the required control measures. The WHS/HR Officer will assist the Manager/Supervisor with the completion of the risk assessment as required.

The Manager/Supervisor will ensure that all risk control measures identified in the WHS Risk Assessment are implemented.

Volunteers are not permitted to undertake high risk work tasks (e.g. working at heights, traffic control, etc.). Where required, Council will arrange for appropriately qualified personnel to complete these tasks. (Refer to Council's Construction Safety Management procedure for details of high risk tasks.)

**IX PROVIDING TRAINING, EQUIPMENT AND SUPERVISION FOR VOLUNTEERS**

Volunteers will be provided with the required instruction, information and training for their role.

The relevant Manager will ensure that a Training Matrix is completed that identifies the required training for the volunteer role (See Appendix 2 for an example of a Volunteer Training Matrix). Council will ensure that volunteers have received the instruction/ training indicated in the Training Matrix before commencement of work. This includes instruction in the use of any relevant plant / equipment (e.g. mowers).



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All volunteers must receive Council induction prior to undertaking any activities on behalf of the Council.

The Volunteer Induction Checklist in Appendix 3 can be used to track all WHS requirements for volunteers including any pre-requisites for the role, required PPE and mandatory training/instruction.

Approved volunteers will be recorded in the Volunteer Register (see Appendix 4).

**A. SUPERVISION OF VOLUNTEERS**

The relevant Manager will ensure that adequate supervision is arranged for volunteers. Where practicable, the Volunteer Supervisor / Site Supervisor should be present while volunteers undertake work activities. Where this is not practicable (e.g. remote locations, community transport), the Supervisor must consider how adequate supervision can be implemented. This may include planned or random site visits and maintaining communication with volunteers to check the progress of their activities and discuss any issues / hazards they may have identified.

**B. USE OF PLANT AND EQUIPMENT**

Where practicable, Council will supply any plant / equipment required for volunteer tasks. Volunteers must be trained in the use of plant or equipment and deemed to be competent prior to operating it. Volunteers are not permitted to use or operate equipment if they have not been authorised by Council.

Volunteers must receive prior approval if they wish to supply their own equipment. Any equipment supplied by volunteers must be checked and authorised by the Volunteer Supervisor / Site Supervisor prior to being used.

The Volunteer Supervisor / Site Supervisor is responsible for ensuring that pre-start checks are undertaken for all plant and equipment used by volunteers.

Electrical items must have a current test/tag record attached to the item.

The Supervisor is authorised to prevent the use of, or remove, any item considered unsafe or inappropriate for the task.

**C. PERSONAL PROTECTIVE EQUIPMENT**

Council will supply volunteers with appropriate personal protective equipment for the tasks they are undertaking. The Volunteer Supervisor / Site Supervisor is responsible for ensuring volunteers use and maintain PPE, and for arranging the replacement of any worn / damaged items.

**D. HAZARD/ INCIDENT REPORTING**

Volunteers must report all hazards or incidents to their Volunteer Supervisor/ Site Supervisor who will follow Councils relevant procedures including the Managing WHS Risks and Incident Reporting and Investigation procedures.

Volunteers will have the same access to post incident briefing and support as is provided to Council's workers.

Volunteers are able to raise complaints and grievances as per Council's Internal Reporting Procedure.

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**E. INSURANCE AND LIABILITY FOR VOLUNTEERS**

Council will carry appropriate insurance policies to cover volunteers (e.g. public liability). In some cases, volunteers will be required to demonstrate that they have their own insurances (e.g. comprehensive car insurance if using their own car). Any insurances required by the volunteer will be determined prior to starting work.

**X MONITORING AND REVIEW**

The effectiveness of this procedure will be reviewed at least every two (2) years, including a review of:

- Compliance with the requirements of the Volunteer Risk Management procedure;
- The suitability and effectiveness of volunteer risk control measures

In addition, this procedure will be reviewed if:

- It becomes apparent that the volunteer risk management process is not adequate to protect volunteers
- There are legislative changes that affect the management of volunteer health and safety

The WHS/Risk Officer will monitor the implementation and effectiveness of this procedure and include any issues in their monthly WHS reports to Senior Management.

**XI RECORD KEEPING**

The Volunteer Supervisor /Site Supervisor will keep records for this procedure in accordance with Councils procedures for document management and control.

The types of records to be kept include:

- Completed Volunteer Application Forms
- Completed Volunteer Induction Checklists
- Completed Volunteer Training Matrix
- Completed WHS Risk Assessment Forms
- Volunteer Register

**XII RELATED DOCUMENTS**

*Policy XXX – WHS Policy*  
*Procedure XXX – Managing WHS Risks*  
*Procedure XXX – WHS Consultation*  
*Procedure XXX – Incident Reporting and Investigation*  
*Procedure XXX – Record Management*  
*Procedure XXX – Document Control*  
*Procedure XXX – Record Keeping*  
*Procedure XXX – Complaint and Grievances*  
*Procedure XXX – Corrective Actions*  
*Form XXX – Hazard Report Form*  
*Form XXX – WHS Risk Assessment Form*  
*Form XXX – WHS Risk Register*

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*Form XXX – Corrective Action Report*  
*Form XXX – Minor Incident Report*  
*Form XXX – Serious Incident Report*  
*Form XXX - WHS Consultation and Communication Register*  
*Form XXX - Work Inspection Checklists*  
*Form XXX - Volunteer Induction Checklist*  
*Form XXX - Volunteer Training Matrix*  
*Form XXX – Volunteer Register*  
*Form XXX – Volunteer Application Form*

**XIII REFERENCES**

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)
- Code of Practice: How to manage work health and safety risks 2011 (SafeWork NSW)
- The National Standards for Volunteer Involvement 2015 (Volunteering Australia)
- The Essential Guide to Work Health and Safety for Organisations that Engage Volunteers 2012 (Safe Work Australia)

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**APPENDIX 1 – EXAMPLES OF ROLE-SPECIFIC COMPETENCIES FOR VOLUNTEERS**

The following provides suggestions for training and competencies for different volunteer roles:

- ‘Armed Holdup Procedures’ for volunteers handling cash (e.g. in cafes and kiosks, at special events or in some administration roles.)
- ‘Driver Safety Awareness’ for volunteers who transport others, drive to in-home visits or transport goods for special events
- ‘First Aid – Basic Awareness’ so volunteers are aware of the steps they should take during an incident as well as what NOT to do. This is relevant for any volunteer working without direct supervision
- ‘Apply First Aid’ for settings such as cafes or ‘Men’s Sheds’ where the degree of harm from an incident could be higher
- ‘Food Handling Safety’ for those working in cafes and kiosks, transporting prepared foods, cooking barbeques or serving food
- ‘Infection Control – Sharps Awareness’ for volunteers working in an immunisation clinic, child care, recycling centres, parks, gardens, cemeteries, sporting grounds, cleaning or maintaining buildings, removing graffiti or setting up special events in outdoor settings.
- ‘Venomous Animal Awareness’ for those volunteers working in outdoor environments or around buildings (e.g. home gardening or cleaning services)
- ‘Working Alone Awareness’ for volunteers at sites where assistance is not readily available in case of injury or illness
- ‘Fire Prevention’ for volunteers working in grounds maintenance or environmental field work.
- ‘Dealing with Aggressive Behaviours’ for volunteers dealing with the public on sensitive issues such as Justices of the Peace.
- ‘Understanding Dementia’ or ‘Managing Challenging Behaviours’ for volunteers working in Aged Care support.

**Specific Competencies for Volunteer Supervisors**

In some settings, volunteers work in a supervisory capacity (over other volunteers). Some role statements include titles with terms such as ‘co-ordinator’, ‘team leader’, ‘facilitator’, ‘café supervisor’, ‘organiser’ etc. These roles may be common in kiosks, crèches, playgroups, tutoring, mentoring, tourism guides, walk groups and special events.

In such cases, consideration should be given to whether these volunteers require additional training or should be trained to a higher level. For example:

Training in ‘Apply First Aid’ (the former Senior First Aid certificate) rather than ‘Basic Awareness’

A higher level of understanding of ‘Due Diligence’ and ‘Duty of Care’

Higher level of training in ‘Bullying and Harassment Awareness’

Training in ‘Dealing with Aggressive Behaviours’

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**XIV APPENDIX 2 – SAMPLE VOLUNTEER TRAINING MATRIX**

	Administration	Committees	Child Care	Elderly Support	Environ. Field Work	Graffiti Removal	Grounds People	Guides	Hospitality	In-House Services	Justice of the Peace	Library Shelving	Maintenance	Marketing	Retail	Social Support	Special Events	Transport	Tutoring	Youth Mentoring
<b>Volunteer Role</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Council Induction	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bullying & Harassment Awareness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Drugs and Alcohol in the Workplace	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emergency Management Response (General)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hazardous Manual Tasks	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WHS Risk Management Awareness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Office Ergonomics Awareness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Heat Stress/Inclement Weather/ Sun Safety	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Armed Holdup Procedures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Driver Safety Awareness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
First Aid – Basic Awareness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Food Handling Safety	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Core Competencies</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Role-Specific Competencies</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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<b>Volunteer Role</b>								
Hazardous Chemicals Awareness								
Infection Control / Sharps Awareness								
Minor Plant Operation								
PPE Use								
Venomous Animal Awareness								
Fire Prevention								
Working Alone Awareness								
Dealing with Aggressive Behaviours								
Managing Challenging Behaviours								
Administration								
Committees								
Child Care								
Elderly Support								
Environ. Field Work								
Graffiti Removal								
Grounds People								
Guides								
Hospitality								
In-House Services								
Justice of the Peace								
Library Shelving								
Maintenance								
Marketing								
Retail								
Social Support								
Special Events								
Transport								
Tutoring								
Youth Mentoring								

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**XV APPENDIX 3 – VOLUNTEER INDUCTION CHECKLIST**

This Checklist will assist in identifying and tracking risk management and training requirements for volunteers

<b>Council Name:</b>			
<b>Name:</b>			
<b>Role title &amp; description:</b>			
<b>Location of position:</b>			
<b>Hours of the position:</b>			
<b>Commencement date:</b>			
<b>Responsible person:</b>			
<b>Under 18?</b>	Y / N	<b>Over 90:</b>	Y / N

	Y	N	N/A	Comments/Action(s) To Be Taken	Date Completed
<b>1. Prerequisites for the Role</b>					
Drivers Licence					
Medical assessment completed?					
Police Check completed and attached?					
Working with Children Check completed and attached?					
Vulnerable Person Check completed and attached?					
Adequate physical requirements to undertake duties? (e.g. Is the role physically demanding? Does it place particular requirements on a person (sitting, typing, walking, lifting, bending etc.)?)					

**WARREN SHIRE COUNCIL**  
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ITEM 3

**VOLUNTEER RISK MANAGEMENT PROCEDURE – REVIEW FEBRUARY 2023**

**CONTINUED**

Warren Shire Council – Volunteer Risk Management Procedure						
	Y	N	N/A	Comments/Action(s) To Be Taken		Date Completed
Prior skills or experience required for the role?						
Certificate or Trade required? (E.g. First Aid)						
<b>2. Equipment Required</b>						
Uniform or Dress code Is this supplied by the Council?						
PPE Required? (e.g. safety glasses, ear muffs, gloves, etc.)						
Other?						
<b>3. Training and Induction</b>						
<i>What specific training is required for the Volunteer to undertake their duties? Refer to the Volunteer Training Matrix for guidance.</i>						
Course	Comments/Action(s) To Be Taken				Date Completed	
Council General Induction						
Site-Specific Induction						
<i>Insert other training requirements from the Volunteer Training Matrix:</i>						
•						
•						
•						
•						

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ITEM 3                      **VOLUNTEER RISK MANAGEMENT PROCEDURE – REVIEW FEBRUARY 2023**  
**CONTINUED**

Warren Shire Council – Volunteer Risk Management Procedure

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**XVI APPENDIX 4 – VOLUNTEER REGISTER TEMPLATE**

Volunteer Register			
Department / Committee:	Volunteer Supervisor:		

**WARREN SHIRE COUNCIL**  
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**ITEM 1                      OUTSTANDING REPORTS CHECKLIST                      (C14-7.4)**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>General Manager</b>				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Monthly advice requests to Telstra being undertaken.
22.7.21	153.7.21	Customer Service Policy	GM	Over the next 12 months detail a Warren Shire Council Service Ethos or similar to ensure there is an appropriate customer service culture throughout the organisation, expect reporting in early 2023.
28.10.21	240.10.21	Proposed Sale of Lot 2 DP1104089 and Licence of Lot 7007 DP1120699 (Crown Reserve)	GM	Arrange sale and licence in accordance with Council's resolution – Sale matter in progress through purchaser's Solicitor. Crown Reserve matter delayed due to an Aboriginal Lands Claim on the Reserve. Purchasing arrangements nearing completion however, on hold due to practicality of not being able to currently lease and use the associated Crown land.
28.10.21	241.10.21	Completion of Infrastructure Projects – Warren Airport, Warren CBD Toilet Facility and Lions Park Toilet Facility	DMFA/ GM/IPM	<b><u>Warren Airport</u></b> Warren Aerodrome Terminal Building. Consultant preparing slab design and technical specification for the construction of the Terminal Building. Airport Operations Committee are in agreement with proposed single storey building that addresses the access compliance issues. Original building structure supplier is working on modifying the plan to meet the requirements. <b><u>Warren CBD Toilet Facility</u></b> Council has accepted a quotation from Exeloo P/L.

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<b>General Manager</b>				
				Project timeline is 22 weeks, fabrication progressing for approximate March/April 2023 completion. <b><u>Lions Park Toilet Facility</u></b> Council has accepted a quotation from Exeloo P/L. Project timeline is 22 weeks, fabrication progressing for approximate March/April 2023 completion.
2.12.21	269.12.21	Proposed Sale of Warren Airport Land to MVAS	GM	1. Arrange sale of land as detailed within the report – in progress through purchasers' solicitor. 2. Arrange for the signing of any associated documents under the Seal of Council if required.  Matter in the hands of purchasers Solicitor that is to contract stage following completion of subdivision.
*24.2.22	54.2.22	Local Roads and Community Infrastructure Program - Phase 3 Grants - Community Infrastructure Projects	GM	That Council allocate funding under the Local Roads and Community Infrastructure Program – Phase 3 Grant to the following community infrastructure projects at Equestrian Arena – project complete.
28.4.22	101.4.22	Public Art on Private Property Murals	GM	Arrange for a Macquarie River theme collage to be incorporated on the Lions Park Toilet/Amenities outside wall – in progress, further advertising for quality photographs to be arranged. Expected to be completed March/April 2023.

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<b>General Manager</b>				
28.4.22	101.4.22	Public Art on Private Property Murals	GM	Arrange for historical photographs of a Warren themed collage to be incorporated on the Warren CBD Toilet/Amenities Dubbo Street Wall – in progress, advertising for quality photographs completed. Expected to be completed March/April 2023.
23.6.22	158.6.22	Tender C13-73 – Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for Carter Oval Youth Sports Precinct	GM/IPM	Awarded to Landmark Products Pty Ltd. Design and construction works have commenced; Building plan signed and finalised on 6th September 2022. Landmark completed Geotech testing to complete foundation design. 22 weeks completion period from drawing sign off. Landmark submitted an extension of time for practical completion to 31st March 2023.
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/EDVM	Expressions of interests to be arranged for Volunteers for the Visitor Information Centre as soon as practical – in progress.
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/EDVM	The reactivation of Visitor Services Volunteers During Peak Periods for the Visitor Information Centre in progress by the Economic Development and Visitation Manager who is ensuring lists, position requirements, expectations, rosters and actions are appropriately managed.
1.12.22	296.12.22	Economic Development Strategy and Action Plan	GM/BDF	1. That the document be progressed as the Warren Shire Economic

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<b>General Manager</b>				
				<p>Development Strategy and Action Plan;</p> <p>2. Key stakeholders be engaged to ascertain their commitment to support responsibilities in the Draft Plan; and</p> <p>3. The next draft document be completed following a workshop with the Economic Development and Promotions Committee that determines actions, timing, goals/measures, lead matters, who supports on matters, status and supporting documentation, taking on board previous documents - in progress.</p>
1.12.22	297.12.22	Public Art on Private Property Murals	GM/TSM	<p>Horse Committee is prepared to donate \$10,000 to be used in conjunction with the left over MDB Economic Development Round 3 Funding for a horse/campdraft themed mural to be installed on 2 walls of the new toilet building at the Showground/Racecourse Complex. Paint the Town Murals are preparing a concept design for consideration. The draft design to be submitted to the Showground/Racecourse Committee on the 14th February 2023, then to the Public Arts Committee.</p>
*312.12.22	GM	2023 Western Division of Councils Conference	GM	<p>Accept the invitation if provided to the 2023 Western Division of Councils Conference and advise the</p>

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<b>General Manager</b>				
				relevant hosting Council that the Conference will be attended by the Mayor, Deputy Mayor and the General Manager – in progress – noted.
25.1.23	3.1.23	Public Art on Private Property	GM/TSM	Consult with the Showground/Racecourse Committee and the Horse Committee members for an appropriate Campdraft, horse, rodeo themed mural on the outside of the proposed new toilet block at the Showground/Racecourse Complex – in progress.
25.1.23	12.1.23	Affordable Housing Opportunity – Housing Plus	GM	<ol style="list-style-type: none"> <li>1. Make arrangements to negotiate and finalise the required agreement with Housing Plus for the eventual sale of all or most of the nine (9) vacant land lots in Gunningba Estate for a maximum five (5) year period but, also on the basis that investigations be commenced and reported to Council in the near future on progressing Stage 3 of Gunningba Estate including estimated costs and how Stage 3 would be funded – in progress.</li> <li>2. *Sign any associated documents with the sale of the land under Council's Seal – noted.</li> </ol>
25.1.23	13.1.23	Warren and the Visitor Economy Community Consultation Report	GM	Council communicate to the community about the importance of visitors to the

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<b>General Manager</b>				
		August 2022- Executive Summary		<p>region – Action Plan being formulated.</p> <p>Council reform and facilitate the Destination Macquarie Marshes Taskforce and review the past Action Plan expanding the coverage and leverage of current and future resources with more collaboration through the Economic Development and Promotions Committee – in progress.</p> <p>Council ensures that the reformed Destination Macquarie Marshes Taskforce has representation from every local government area that sees the Macquarie Marshes as an asset to their visitation, form a Memorandum of Understanding with each Council to support the Economic Development of the region with this Taskforce having the potential to drive the regional destination promotion with consistent messaging, a reflection of values and increased engagement with the communities – in progress.</p> <p>*Council’s Representatives on the Destination Macquarie Marshes Taskforce be the Chair of the Economic Development and Promotions Committee, the General Manager and the</p>

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<b>General Manager</b>				
				Economic Development and Visitation Manager – noted.  Council collaborate on increasing the access to the Macquarie Marshes by commercial providers and free-independent travellers (FITs) whilst working towards providing a diverse offering to the access and experience that the Macquarie Marshes can offer a variety of markets – Action Plan being formulated.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Finance and Administration</b>				
*25.1.23	11.1.23	Carter Oval Youth Sports Precinct	DMFA	Allocate \$460,000 from the restricted funds from Infrastructure improvement /replacement reserve to the Carter Oval Youth Sports Precinct Project to allow for completion of all necessary works – funds allocation arranged.
25.1.23	18.1.23	2023/2024 Operational Plan & Estimates Timetable	DMFA	Arrange for a Councillor workshop to be held on Wednesday 12th April 2023 at 4.00 pm to go through the Draft 2023/2024 Operational Plan & Estimates prior to the final Draft being recommended for public exhibition at the April 2023 Council Meeting – in progress.
*25.1.23	24.1.23	56 Garden Avenue, Budget Allocation	DMFA	Allocate \$90,000 from the Infrastructure Improvement/Replacement Reserve to 56 Garden



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<b>Divisional Manager Finance and Administration</b>				
				Avenue Refurbishment for the necessary asset renewal works to be completed – funds allocation arranged.
*25.1.23	25.1.23	Community Building Partnership 2022 Grant CBP22 - 1308	DMFA	Transfer the amount of \$14,250 from internally restricted funds, for the purpose of co-contribution to the successful grant CBP22 - 1308 - Install New Flooring and Oven within Sporting and Cultural Centre – funds allocation arranged.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
6.12.18	284.12.18	Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units	DMES	Survey completed and a report is to be presented to Council. This project is currently on hold. Waiting on land boundary adjustments between RFS and Local Hotel. Re-investigation commenced by new DMES. Hotel owner has been contacted via phone. He will meet DMES for further discussion.
27.6.19	129.6.19	Warren Levee Rehabilitation	DMES	Application under the National Flood Mitigation Infrastructure 2021-2022 arranged and has been successful (\$5.325M).
3.12.20	256.12.20			Further application under the 2022-2023 NSW Government's Floodplain Management Program arranged, however unsuccessful. Resilience NSW has committed \$887,500 which is half of the required

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<b>Divisional Manager Engineering Services</b>				
				\$1.775M co-contribution. Investigations are continuing on how Council will fund the remaining \$887,500. See report to October 2022 Council Meeting – in progress.
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	<ol style="list-style-type: none"> <li>1. Provide a detailed budget for works. Submit plans and documents to Council for consideration and approval.</li> <li>2. Further investigations are to be undertaken. Ongoing.</li> </ol>
24.9.20	214.9.20	New Sewage Treatment Works	TSM	Commissioning of new plant and EPA final sign off expected March/April 2023. EPA have issued an interim licence for commissioning. All sewage flow is going to the new plant as at 5pm Friday 11th November 2022. In discussions with EPA regarding commissioning date.
27.5.21	95.5.21	Upgrade of Chlorination system improvements	DMES/ TSM	<p>Council apply for grant funding for Nevertire and Collie chlorination system improvement to best practices level and to include appropriate building facilities at Collie; and</p> <p>Scope change for Bore Flat and Ellengerah Chlorination Works approved by DPE.</p> <p>Equipment for Bore Flat and Ellengerah have been ordered.</p> <p>Works to be completed by 30 June 2023 – ongoing.</p>

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<b>Divisional Manager Engineering Services</b>				
27.5.21	95.5.21	River Water Pumps at Ellengerah and Oxley Park Reservoirs	DMES/ TSM	River level too high to proceed at present (Oxley Park). Ellengerah pumps installed – ongoing.
27.5.21	95.5.21	Spare pumps – water and sewage	DMES/ TSM	Gunningba and Nevertire to be upgraded. Spare pump for Wilson Street. Xylem Water started on site mid-November. Wilson Street switchboard being designed and materials being ordered. Works subject to weather.  Nevertire and Wilson Street have now been upgraded. Telemetry works to be completed. Gunningba waiting on new cabinet. Expected mid March 2023.
27.5.21	95.5.21	Water and Sewerage Telemetry System	DMES/ TSM	Sewer telemetry to be improved as part of the Sewer Pump Station Upgrade. Awaiting funding from Briefing Notes and Applications. Report to Water & Sewerage Committee early March 2023.
24.6.21	143.6.21	Ewenmar Waste Management Facility	DMES/ MHD/ TSM	Budget amended by a further \$100,000 using the Domestic Waste Restricted funds. Civil works utilising Council day labour and engage local contractors to carry out the other components of the project as required. Stormwater pipes/pits installed. Concreting works listed on VendorPanel closed 3rd March 2022. Initial Civil works and concreting works to commence mid-June. MLB Concrete and Construction

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<b>Divisional Manager Engineering Services</b>				
				are the successful contractor. Weather and contractor staffing issues have delayed the works. MLB repriced project. MLB to commence once site is not flooded and accessible. Discussions to be held with MLB regarding commencing works.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Include the list of works as noted in the Warren Town Improvement Committee Meeting 29 <sup>th</sup> June 2021, Item 3 point 1 a-q to the current CBD Upgrade Project in principle – in progress. Further report provided to the November 2021 Town Improvement Committee. Amendments to be provided to Consultant. Drawings have been received from the Consultant and have been distributed to the Town Improvement Committee Members and Councillors.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Develop a Community Consultation Program and commence obtaining feedback from business houses and the community – in progress. Discussions with WOW Agency to be commenced in regard to Community Consultation Program.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Determine an estimated cost for the complete project in conjunction with feedback and negotiated positions for land purchases and report

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<b>Divisional Manager Engineering Services</b>				
				back to a Closed Council Meeting – in progress.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – ongoing. Application for Industrial Access Road and intersection has been submitted under the HVSP – unsuccessful.
2.12.21	257.12.21	Town Centre Upgrade	DMES	Arrange for the amended proposal to go to Community Consultation when completed.
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	Arrange for the replacement of light vehicles as per recommendation - <b>Plant 62</b> – Toyota Hilux Single Cab 2x4 Tipper (estimated change-over cost – \$18,000) April 2022 for 2022/2023 – replacement has been ordered with a 6 month delivery time; <b>Plant 240</b> – Toyota Aurion (estimated change-over cost – \$22,000) Has been taken off the list. Needs further discussion re: Hybrid Camry; <b>Plant 241</b> – Toyota Hilux Single Cab 4x4 (estimated change-over cost – \$13,000) Probably 2022/2023 – replacement has been ordered with a 8-12 month delivery time; and <b>Plant 3503</b> – Toyota Kluger Wagon (estimated change-over cost – \$20,000) replacement has been ordered and should arrive in six months.
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	Arrange for the replacement of heavy plant as per recommendation –

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				<b>Plant 774</b> – Fountain Proline V4 Liquid Marker (estimated change-over cost - \$500). Needs further discussion re: laser guided version; and <b>Plant 112</b> – Trailer with Kubota ASKA 180B generator (estimated change-over cost - \$5,000), replacement to be considered for 2022/23.
28.10.21	226.10.21	Fixing Local Roads Program Round 3 Successful Project and Funding Requirements	DMES/ RIM	Council allocates \$876,160 remaining of the nominally allocated Local Roads and Community Infrastructure Phase 3 funds (Commonwealth) to the Nevertire – Bogan Road Segments 04, 06 (08 and 10 perhaps) Rehabilitation Project with the works to be undertaken in late 2021/2022 or 2022/2023 and waiting in abeyance for other funding opportunities if they arise in 2021/2022 and 2022/2023. Grant application has been submitted for Nevertire - Bogan Road under Fixing Local Roads Round 4.
28.10.21	229.10.21	Comparison Plant Replacement for Council Gravel Haulage Fleet	DMES/ WC	Council sell Plant 107 (now to be retained till completion of flood damage program), Plant 31 and Plant 165 for the expected amount of \$85,000 ex GST following delivery of new road train side-tipping combination.
28.10.21	229.10.21	Finalisation of 2021/2022 Heavy Plant Replacement Program	DMES/ WC	The following heavy plant replacement/purchases be included in the 2021/2022 Heavy Plant Replacement Program:

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<b>Divisional Manager Engineering Services</b>				
				<ul style="list-style-type: none"> <li>\$30,000 new front mounted mower – Specification written and being quoted. Still up for discussion with Parks and Gardens.</li> </ul>
28.10.21	231.10.21	Village Enhancement Plans Works – Extra Projects for Collie, Nevertire, Warren Finalisation (Murray-Darling Basin Economic Development – Improvement of Regional Structures Grant)	DMES/ GM/IPM/ TSM/ RIM	That the \$424,288 budget available for further project works be allocated to the list of works presented to the Town Improvement Committee on the 14th October 2021 – works in progress, ongoing. Review meeting undertaken and works programming commenced.
*26.5.22	128.5.22	Review of Traffic Accident at the Intersection of Chester Street and Hale Street, Warren	DMES	<ol style="list-style-type: none"> <li>Investigate the warrant for either a Hale Street School crossing or Zebra crossing for a report to a future Committee meeting (in progress) and;</li> <li>Investigation be taken in review of the no-stopping length approach to the existing zebra crossing in Chester Street – in progress.</li> </ol> <p>A report presented to the February 2023 Traffic Committee meeting.</p>
23.6.22	156.6.22	Road Safety Plan	DMES/ RIM	Progress the development and adoption of a Warren Shire Council Road Safety Plan in 2022/2023. Stakeholder consultation in progress.
*1.12.22	298.12.22	Road Network Self-Help Scheme	DMES	Develop appropriate guidelines for a self-help Scheme of allowing farmers to undertake urgent repairs

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<b>Divisional Manager Engineering Services</b>				
				without payment on the road network for the good of their business in accordance with the requirements of Council in regards to works standards, Public Liability Insurance, traffic control and proper notification and approval be instigated and managed by the Engineering Services Department. Guideline has been drafted and has been considered by SMT, Roads Committee and Council's Insurer - complete.
1.12.22	299.12.22	Showground/ Racecourse Toilet Amenity Progress Report	DMES/ TSM	Progress the proposal to demolish both the ladies and male toilets and construct a joint toilet/shower facility at the location of the ladies toilet – ongoing. Demolition awarded to BD Brouff Earthmoving. Trying to obtain quotes for shed build.
1.12.22	299.12.22	Showground/ Racecourse Track Crossing – Pony Club Shed Area	DMES/ TSM	Form a subcommittee of users and Council to investigate a solution to allow the continued use of the Pony Club shed area track crossing that would be acceptable to Racing NSW and in between time the crossing is not to be used till after the Twilight Races with the other crossing being used at all times – in progress.
1.12.22	301.12.22	3.6 Metre (12 foot) Slasher	DMES/ WC	Arrange for the allocation of \$35,000 for the supply and delivery of an appropriate 3.6m slasher using available funds in the 2022/2023 Plant Replacement Budget.



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<b>Divisional Manager Engineering Services</b>				
				Request for quotation is on VendorPanel – in progress.
1.12.22	301.12.22	15 Year Plant Replacement Program	DMES/ WC	Provide a report in early 2023 to finalise the 2022/2023 Plant Replacement Program.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
27.2.20	36.2.20	Draft Plans of Management	MHD	<ol style="list-style-type: none"> <li>Categories assigned as detailed in report.</li> <li>Crown Reserves classified identified as operational land.</li> <li>Draft Plans of Management nearing completion.</li> </ol>
26.8.21	172.8.21	Future Grant Projects at the Warren Sporting & Cultural Centre	MHD/CM	Pursue funding for: <ol style="list-style-type: none"> <li>Heating &amp; cooling of the indoor court and gym area; and</li> <li>Construction of additional change room / toilet amenities block at Victoria Park - grant application arranged for a amenities block which has been successful.</li> </ol>
2.12.21	258.12.21	Victoria Oval and Oxley Park Plan of Management	MHD	Seek Ministers consent to adopt the Victoria Oval and Oxley Park Plan of Management.  Plan of Management sent to Minister 10th November 2021. Response received. Changes reviewed and submitted December 2022.

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<b>Manager Health and Development Services</b>				
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	<ol style="list-style-type: none"> <li>1. Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court (in progress) NCAT hearing set for Thursday 8th September 2022; Solicitor coming to Warren 26/10/22 Meeting scheduled with the Mayor, General Manager and Manager Health and Development Services. Matter to progress in District Court; and</li> <li>2. Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required.</li> </ol> <p>Solicitor inspected dwellings 8th and 9th December 2022.</p>
26.5.22	132.5.22	Flood Impact on the Ewenmar Waste Depot	MHD	<p>Develop a contingency plan for flood events at the Ewenmar Waste Depot.</p> <p>Alternative arrangements have been made with Bogan and Narromine Shire for a temporary disposal solution, Contact has been made with the EPA.</p>
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD	Investigate better CCTV options and locations.
*24.2.22	54.2.22	Local Roads and Community Infrastructure Program	MHD	Warren Sporting and Cultural Centre Upstairs

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Council Community Room, Warren on Thursday, 23rd February 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
		- Phase 3 Grants - Community Infrastructure Projects		Disabled Toilet (\$40,000) – works complete. Warren Sporting and Cultural Centre Retaining Wall and Second/Third Tier Replacement and concrete path work (\$40,000) – works complete.
21.9.22	240.9.22	Shade Sails – Warren War Memorial Swimming Pool	MHD	Reported to the Sporting Facilities Committee Meeting held September 7/09/2022 Grant funding be sourced for the purchase and installation of shade sails on the western side of the wading pool to improve shading of the supervision area for parents/guardians.
21.9.22	265.9.22	Coatings Condition Assessment Report – Warren War Memorial Swimming Pool	MHD	1. Council engage Blackwell Short to commence legal proceedings against Beau Corp Aquatics and Construction; letter sent from Blackwell Short to Beau Corp Aquatics and Construction on the 4/10/2022; 2. Solicitor inspected the pool on the 9/12/2022; and 3. Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required.
*27.10.22	292.10.22	Request for Quotation - Supply and Install Solar Panels and Systems on Council Facilities	MHD	1. Council accept the quotation from Macquarie Energy Pty Ltd for the supply and installation of a ground mounted Solar PV and 4 x Roof mounted PV

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
				System in accordance with the Request for Quotation No. VP321231 for \$140,251.00 excluding GST; and 2. Additional funds of \$15,251.00 be sourced from the Local Roads and Community Infrastructure Program – Phase 3 Extension Grant funds, or from Council's Infrastructure Improvement/ Replacement Reserve. Works complete.
*1.12.22	302.12.22	Main Oval Facing Scoreboard	MHD/CM	1. The scoreboard facing the main oval be hard wired for power - noted; and 2. Investigation to be undertaken regarding operating distance of the various scoreboard controllers and the durability of those controllers when exposed to adverse weather conditions – further report provided to Committee Meeting held 1st February 2023.
*1.12.22	302.12.22	Portable Scoreboard – Victoria Oval	MHD/CM	Continue investigations to determine the most suitable portable scoreboard and trailer option - further report provided to Committee Meeting held 1st February 2023.
1.12.22	323.12.22	Vacation Care Service	MHD	Cease operating the Warren Shire Council Vacation Care Service in progress advice to be provided to all users.

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OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
*25.1.23	28.1.23	Netwaste Tender for Processing of Garden Organics, Wood and Timber F923/F928 (Version 2 Pricing Anomaly)	MHD	<ol style="list-style-type: none"><li>1. Accept the NetWaste Tender F3928 for the Processing of Garden Organics, wood and timber be awarded to Davis Earthmoving Pty Ltd for their tendered price as set out in this report for the initial two (2) year term with the option of two (2) x 12-month available extensions – complete.</li><li>2. Arrange for the execution of the contracts for the Processing of Garden Organics, Wood and Timber by the Mayor and General Manager and the use of Council's Seal on any relevant document if required – noted.</li></ol>

**RECOMMENDATION:**

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

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**ITEM 2 COMMITTEE/DELEGATES MEETINGS**

**(C14-2)**

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

**MEETINGS HELD**

<b>Date</b>	<b>Committee / Meeting</b>	<b>Location</b>
25.1.23	Attendance at the Festival of Small Halls with the Australia Day Ambassador	Marthaguy Hall
26.1.23	Australia Day Awards Ceremony and Citizenship Ceremony	Warren
31.1.23	Meeting with Minister Land and Water Advisor and DPIE Staff	Sydney
1.2.23	Roads Committee	Warren
1.2.23	Sporting Facilities Committee	Warren
2.2.23	Central West Orana and Far West Regional Recovery Committee	Online
3.2.23	IPWEA Audit and Risk Committee	Online
7.2.23	Traffic Committee	Warren
7.2.23	Economic Development & Promotions Committee	Warren
9.2.23	WOW Agency Monthly Meeting	Online
10.2.23	General Managers Advisory Committee (GMAC) of the Alliance of Western Councils	Narromine
14.2.23	Warren Local Emergency Management Committee	Warren
14.2.23	IPWEA Roads and Transport Directorate Working Group Meeting	Online
14.2.23	Manex Committee	Warren
14.2.23	Showground/Racecourse Committee	Warren
15.2.23	Macquarie River Debris Raft Action Meeting	Warren
16.2.23	North Western Library AGM	Warren
16.2.23	Warren Interagency Support Services Group	Warren
17.2.23	IPWEA Board Meeting and Strategy Day	Sydney
17.2.23	IPWEA NSW and ACT Board Meeting - Governance and Strategic Workshop	Sydney
18.2.23	Minister for Regional Roads Hon. Sam Faraway MLC, Road Funding Announcements	Warren Shire
21.2.23	Essential Energy Representatives	Online
21.2.23	IPWEA Roads and Transport Directorate Management Committee	Warren

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**ITEM 2**

**COMMITTEE/DELEGATES MEETINGS**

**CONTINUED**

Date	Committee / Meeting	Location
22.2.23	Association of Mining and Energy Related Councils	Sydney
22.2.23	IPWEA Roads and Transport Directorate Bridge Working Party	Online

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

DATE	COMMITTEE / MEETING	LOCATION
13.4.23	Grow Services Expo Day	Warren

**RECOMMENDATION:**

That the information be received and noted.

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

**CONTINUED**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Infrastructure Projects and Grant Applications that are being managed by the Executive Office including the Infrastructure Projects Manager for the period 12th January 2023 to 9th February 2023:

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Warren Airport Upgrade (Drought Stimulus Package Funding – RNIG2-004-NSW DPIE)  Includes \$60,000 allocated from restricted funds for infrastructure improvement/ replacement.	185,240	13,713	IPM	<p>Works for the upgrade of Runway 03/ 21 (Clay, unsurfaced runway), all Aprons and Taxiways, including the sealing of the Taxiway between the sealed runway 09/ 27 and the unsealed runway 03/ 21, drainage works on Taxiways, Aprons and Runway 03/ 21 and line marking as required by the Civil Aviation Safety Authority, (CASA). Works are now completed.</p> <p>Further drainage work proposed in Whiteley’s property area may improve drainage on the site. Scope revisiting is required and works to be scheduled for later 2022 or early 2023. Airport Operations Committee(AOC) in its meeting on 13/09/22 identified the need of extra drainage works on 03/21 runway, for consideration in the future funding.</p> <p>Aircraft refuelling system is complete since June 2021. Recent operational training conducted by IOR identified a number of non-compliant matters for Council’s attention. Matters being prioritized for addressing.</p> <p>Terminal building frame delivered to site, old Terminal building demolished and removed. Foundation to use screw piers or bored piers; Engineer recommends using bored piers- Original building frame supplier being contacted to provide possible</p>



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**CONTINUED**

Project	Budget	Expend	Resp	Comment
				modifications – that it is a single story building with all access compliance.
Village Enhancements for Warren, Nevertire and Collie (currently does not include \$395,800 budget provision for Warren Roundabout Reconstruction)  (MDB Economic Development Program - Improvement of Regional Structures Grant)	535,725	161,772	GM IPM DMES TSM RIM	<p>Rescoping has commenced in relation to planting of the final street and park trees in Nevertire and Collie.</p> <p>Works in Warren subject to funding by others of the Warren roundabout reconstruction.</p> <p>Works Program for Project rescoped and programmed by GM, DMES, IPM, TSM and RIM.</p> <p>Reports provided to the Town Improvement Committee 14th October 2021 to finalise Works Program.</p> <p>Kerb, gutter and footpath works in Nevertire 98% complete.</p> <p>New Toilet Block for Noel Waters Oval construction is complete.</p> <p>New seating and bin enclosures have been delivered.</p> <p>New electric BBQ for Nevertire Community Park delivered.</p> <p>Survey completed for new access ramp at Lawson/Readford Streets. Construction of ramp is complete.</p> <p>Concrete pathways and BBQ slab works at Nevertire are complete.</p> <p>New fencing at Nevertire Community Park completed.</p> <p>Status and programming meeting undertaken and works program instigated to complete work.</p>
Carter Oval and the Development of the Surrounds Carry Over  (MDB Economic Development Program -	492,253	429,729	IPM	<p>Concept Plan - Draft Concept Plan complete – Grant has been approved.</p> <p>Public Liaison – complete with user groups and the Sporting Facilities Committee.</p> <p>Design Plan – complete,</p>

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
Improvement of Regional Structures Grant)				<p>28-day public exhibition.</p> <p>Skate Park – complete. Sports Committee on their recent site visit (on 20.7.22 with landscape architect) suggested inclusion of additional seating on the western side of the skate park, close to existing Ironbark tree. Installation is complete. Irrigation installed on Carter Oval. Sprinkler irrigation heads will be marked with tags on the ground to minimise any damage;</p> <p>Pathways constructed between sports areas.</p> <p>Soccer field works will be commencing following the cricket pitch works – expected to finish end of February if conditions are ideal. Sand and soil analysis being done currently.</p> <p>Irrigation system being installed.</p> <p>More pathways will be constructed as works continue on the construction of the soccer fields and junior cricket field. Carpark excavations and topsoil removal is currently progressing.</p> <p>Final funding report provided to January 2023 Council Meeting has been accepted.</p>
Stronger Country Communities Round 3 Splash Park	5,763	1,884	IPM	<p>Splash Park complete. Has been commissioned by contractor, Pool Manager has been given an operations handover.</p> <p>Splash Park contractors were on site 1 February 2023, looking at the defects - stone seating will be arranged to address the spilling of water into grassed area.</p>
Swim & Shade Sails (Splash Park)	87,831	84,240	IPM	Project is complete.

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
(Drought Communities Extension Program)				
Carter Oval Lighting Project (Drought Communities Extension Program)	127,151	49,369	IPM	<p>Carter Oval Sporting Lighting (Cricket and Soccer Fields) complete subject to acceptance of final quality assurance and testing report.</p> <p>Quotations being obtain for general lighting at the Little Athletic and mustering area.</p> <p>A quote was accepted from REES for additional lighting and installation – completed December 2022. E-switch system to be arranged for the Little Athletics and mustering area.</p>
Change Rooms and Amenities Block at Carter Oval  (Stronger Country Communities Round 4)	669,497	648,181	IPM	<p>Little A's, Cricket and Soccer storage facilities have been included as part of new Amenities block originally scheduled for completion in January 2023. Change rooms, toilets (male &amp; female), canteen are included in the amenities building for Carter Oval Sports Precinct with a focus on female competitors. Tender called in May 2022; Report provided to June 2022 Council Meeting through the Sporting Facilities Committee. A contract awarded in June 2022 for design, deliver and construction of building. Preliminary drawings submitted for review and comments. Final design was approved on 6/9/22, 22 weeks for procurement and construction of project. Works now scheduled to be completed in March 2023.</p> <p>Contractor completed Geotech inspection. Contractor asked to revisit the draft foundation design submitted in order to comply with soil conditions and Geotech recommendations.</p> <p>It is likely construction on site may commence end of February but subject to a satisfactory design, the</p>

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**CONTINUED**

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
				superstructure is fabricated and ready for delivery.
Carter Oval Cricket Pitch	5,845	217	IPM	Construction of cricket field / turf wicket commenced; Cricket Pitch reassessed on 6 July for further development. Cricket pitch turf did not grow as envisaged. Round of negotiations with Contractor Green Horticultural Group (GHG) occurred to understand the reasons and possible reinstatement of the wicket turf. A quote for reinstatement of a turf pitch and outfield redevelopment accepted from GHG. Work on ground likely to commence in November 2022, subject to favourable weather conditions and level of ground saturation and suitability for machinery to work on.  GHG conducted soil and sand ratio analysis for possible use with samples. Analysis recommends use of course sand. Alternative samples being sourced from Gulargambone and locally for retesting for possible use.
Cricket Practice Nets (Cricket Legacy Fund)	15,000	Nil	IPM	GHG will be commencing cricket oval pitch and outfield works from 13/02/2023.
Pathway Sculptures/Art (Drought Communities Extension Program)	5,750	Nil	GM IPM	Sculptures have been constructed most have been erected. First structure completed and located in Victoria Park (Table Tennis Sculpture). Four (4) sculptures in total installed along Victoria Park River walk. Football, Gym and Gymnastic sculptures have been installed in Victoria Oval Precinct. Five (5) cockatoo sculptures have been installed.
Warren Showground/ Racecourse Upgrade Project (Regional Sports Infrastructure Fund and	560,307	361,959	IPM	Equestrian Arena - the covered arena construction is complete. Lighting installed. E-switch system to be arranged for lighting.

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**CONTINUED**

Project	Budget	Expend	Resp	Comment
\$10,182 from sale of old McCalman Pavilion)  <ul style="list-style-type: none"> <li>• Equestrian Arena,</li>            <li>• Pony Club Cross Country Facilities,</li>            <li>• GBS Falkiner Lounge and Viewing Area,</li> </ul>				Construction of the misting system is complete.  Concrete path surrounds work completed in October 2022.  Kick rail works are complete.  Working with the Adult Riding Club representatives to ensure project is to the appropriate standard for handover. Adult Riding Club requested a Pedestrian access on the annex side for referees and officials to gain quick access to the arena. Pedestrian access included in the final kick rail design.  Final layers of sand media is complete.  Southern side annex floor sealing expected in late-February 2023.  IPM Contractor engaged to complete improvement works for the Pony Club Cross Country facilities which have been delayed due to Covid and illness of the Contractor. Works practically completed March 2022 but are subject to a quality check and required improvements by the contractor.  IPM Disabled toilet has been constructed and male & female toilets upgrade including ambulant toilet painting, new carpet & tiles and are now complete. Air conditioning installed and commissioned. Seating in viewing area completed, painting of the grandstand flooring has been completed, re walling and painting is complete. Access stairs to grandstand reoriented with new hardwood planks. A quotation accepted from Western Plains Glass and Windows for door/sliding door, windows replacement – installation completed in December 2022. Works outstanding are:

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**CONTINUED**

Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> <li>Replacement of the Showground Ladies Toilets,</li> </ul>			IPM	<ul style="list-style-type: none"> <li>- Concourse to GBS Falkiner Lounge with disabled access and larger sliding door.</li> <li>- Disability complying ramp from ground level to lounge level.</li> </ul>
<ul style="list-style-type: none"> <li>Relocation of Cattle Yards. (NSW Showgrounds Stimulus Program Phase 2B)</li> </ul>	60,000	Nil	IPM	<p>Rescoping of Concept Design being completed. Alternative design tabled at the Showground/Racecourse Committee on 2.8.22 with proposed jointed male &amp; female toilet as one block attached to switch room.</p> <p>Advice from P &amp; A (Justin Sanderson). Showground Racecourse Committee Members would like to see the yards refurbished and made suitable for both cattle and horses by making the relocated pens approximately 4mx4m in size. Need to investigate further and obtain advice. Stockpro to do a design – organised by P&amp;A. (\$140k) Quote received from Stockpro is over budget and other grant funds to be sourced. Additional fencing required to move forward.</p>
<ul style="list-style-type: none"> <li>Upgrade electrical Cattleman’s Camping Area</li> </ul>	8,082	Nil	IPM	<p>Works complete, balance of unspent funds to be used elsewhere in project.</p>
<p>Warren Showground/ Racecourse Upgrade Project (Showground Stimulus Funding Program Phase 2C) including:</p> <ul style="list-style-type: none"> <li>Update/Renovate Male &amp; Female Amenities in Cattleman’s &amp; Horse Sports Camping Area</li> <li>Renovate Male Toilet @ Main Pavilion</li> </ul>				<p>Works program finalised following consultation with User Groups at the Showground/Racecourse Committee Meeting held on the 2nd August 2022.</p>
	87,735	5,755	IPM	<p>Contractor was asked to do necessary repair to the floor in the male toilet area, repairs complete. Balance of unspent funds to be used elsewhere in project - other sewer/toilet works.</p>
	100,000	Nil	IPM	<p>To be inspected by Council Engineer. Contractor has rectified the defects in the floor to Council’s satisfaction.</p>

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Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> <li>Install New Septic Receival Tank for Main Pavilion Toilets</li> </ul>	45,000	Nil	IPM	<p>Concept Design changed due to condition of infrastructure. Scope of Works completed and now project is replacement of the male toilet.</p> <p>Alternative design considered with male and female toilet in one area has been given the go ahead at the Showground Racecourse Committee meeting held 15 November 2022.</p> <p>Scope of works being reassessed to complete the works within the budget as part of alternative combine male and female toilet facility in one location.</p>
<ul style="list-style-type: none"> <li>Renovate Centre Arena Toilets</li> </ul>	102,888	Nil	IPM	<p>Works Complete, balance of unspent funds which will be allocated to other sewer/sewerage works.</p>
<ul style="list-style-type: none"> <li>Refence Showground Perimeter with Exclusion Fencing</li> </ul>	105,000	Nil	IPM	<p>Scope/area determined by Showground/ Racecourse Committee on 7th October 2021 being revised. (Quotes to be requested from local suppliers and rural fencing contractors). Length 4,100m and 3 double gates &amp; 2 single gates. RFQ document being prepared to call for quotations.</p> <p>Exclusion fence like airport exclusion fence being considered. Other grant funds required.</p> <p>Options and estimate prepared for 2.1m high fencing for Racing NSW considerations and funding supplement. Liaising with Matt Colwell on this possible funding support.</p>
<ul style="list-style-type: none"> <li>New Septic Centre Arena</li> </ul>	3,150	Nil	IPM	<p>Works Complete, balance of unspent funds which will be allocated to other works.</p>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
<ul style="list-style-type: none"> <li>Re-level Pavilion Floors</li> </ul>	8,908	Nil	IPM	Works Complete, balance of unspent funds which will be allocated to other works.
Local Roads & Community Infrastructure Program Phase 3 – Equestrian Arena	94,545	70,920	IPM	<p>Warren Showground/Racecourse Complex Equestrian Arena with a focus on female participants. (Annex pavement, sealing and concrete path construction). Concrete path surrounds work awarded.</p> <p>- Draft concrete pavement/ kick rail base plan tabled to the Warren Showground/Racecourse Committee meeting on 2/8/22.</p> <p>Works commenced in October 2022.</p> <p>Concrete path and additional drainage works completed.</p> <p>Kick rail installation completed.</p> <p>All works onsite expected to finish by end of February 2023.</p>
Crown Reserves Improvement Fund Program Disabled (all access) toilet block Warren Pony Club	79,705	46,465	IPM	<p>Construction of a toilet facility in the Warren Pony Club Facility. Scope of works and design complete. Single ambivalent toilet being considered.</p> <p>Location has been finalised with Warren Pony Club, on the western side of Pony Club shed.</p> <p>Contractor (SPLAT Plumbing) has been engaged in September 2022 to do the works.</p> <p>Completion expected March 2023.</p>
Regional Racecourse Stimulus Funding Program 2022 – ‘Irrigation System’ Drought Proofing project and Public Area Fencing	272,727	Nil	IPM	<p>Funding has been granted by the NSW Government towards drought proofing project and public area fencing.</p> <p>Rescoping in progress for an appropriate irrigation system and project may need further grants for the full scope of works.</p>



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Project	Budget	Expend	Resp	Comment
Crown Reserves Improvement Fund Program Replacement of Showground Ladies Toilet Part 2	54,545	Nil	IPM	<p>Option for the replacement /refurbishments of the female toilets to an appropriate standard is in its final stage.</p> <p>Alternative design being considered with male and female toilet in one area. Draft layout plan tabled at Showground Racecourse Committee meeting on 2/8/22.</p> <p>Proposed to construct a joint toilet/shower facility at the location of ladies toilet agreed at the Showground Racecourse Meeting 15 November 2022.</p> <p>Works to be commence early March 2023 and expected to be completed by June 2023.</p>
Murray-Darling Basin Economic Development Program – Round 3 – Warren Showground/Racecourse Complex Improvement Program	130,591	88,911	IPM	<p>Project involves:            Showground/Racecourse facilities. i.e.</p> <ol style="list-style-type: none"> <li>1. Disabled toilets GBS Falkiner Memorial Lounge; completed December 2021.</li> <li>2. Replace windows and doors GBS Falkiner Memorial Lounge; Quote accepted for windows and doors replacements. Window and door installation works completed in December 2022;</li> <li>3. Paint on the GBS Falkiner Lounge and grandstand, now complete.</li> <li>4. Entry area concreting to comply with disabled access is planned for early 2023.</li> </ol>
Murray-Darling Basin Economic Development Program – Round 3 – Warren Shire Tourism, Business Development and Macquarie Marshes Signage and Shire Mural Program	<b>For Mural Program Only</b>			<p>Rescoping for revised budget arranged. See Warren Public Arts Committee Minutes reported to July 2021 Council Meeting.</p>

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Project	Budget	Expend	Resp	Comment
Stafford Street Water Tower Mural	125,914	112,569	GM IPM TSM	Stafford Street Water Tower Mural Design Concept reported to August 2021 Warren Public Arts Committee. Advertised to the Community on Council media resources and the Warren Weekly in September 2021. Mural complete and unveiling undertaken on 2nd December 2021.
Nevertire Water Tower Mural			GM IPM TSM	Community Engagement Plan finalised. Community consultation completed and reported to the November 2021 Warren Public Arts Committee Meeting. Theme finalised, artist quotations finalised and works completed in July 2022.
Warren Town Murals on Private Property			GM IPM TSM	Community Engagement Plan finalised. Community consultation completed and report provided to November 2021 Warren Public Arts Committee Meeting. Themes, locations finalised; artist quotations finalised. Work commenced in July and was completed in August 2022. Further works being considered for funds available being on the proposed new toilet block at the Showground Racecourse Complex.
Murray-Darling Basin Economic Development Program – Round 3 – Carter Oval Lighting Project	53,773	72,422	IPM	Project involves Stage 2 of the Sports Lighting at Carter Oval including the installation of 4 lighting towers and LED lights.  Onsite installation commenced 4th April 2022. All 4 main light towers have been installed, including 4 secondary towers on soccer field. Electrical switchboard and lighting testing and commissioning commenced on 1 <sup>st</sup> week of August 2022.  CT (Current transformer) metering installation at the switchboard and final commissioning completed in August 2022.

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Project	Budget	Expend	Resp	Comment
				<p>WAE information/test reports, O &amp; M manual and remote access for operation training is expected in November 2022.</p> <p>Final tests and Lighting Certification will be carried out once Oval ground remediation works are complete. E-switch for Little Athletics and mustering area to be arranged.</p>
Murray-Darling Basin Economic Development Program – Round 3 – Monkeygar Creek Macquarie Marshes Bird Viewing Platform and Parking Project	499,608	146,776	IPM DMES	<p>Project involves the construction of the Bird Viewing Platform, toilet and construction of the parking area suitable for buses and recreational vehicles (RV's).</p> <p>DMES is scoping and programming works. Concept Design for Bird Viewing Platform submitted to structural engineer for construction design. Roadworks and earthworks being scoped by DMES. Statement of Environmental Effects (SEE) commenced in October 2022, then DA to be lodged. Toilet RFQ has been evaluated and ordered. Cost estimate for all works to be finalised once indicative cost of construction of the platform is obtained. Additional grant funding may be required or a scope reduction which will affect parking area.</p> <p>Wet weather has prevented any access to site since November 2021.</p> <p>Additional funding sought through Regional Tourism Activation fund grant was not successful. Scope will now be revised.</p>
Drought Relief Events (Drought Communities Extension Program)	3,480	Nil	GM	Used for the Warren Street Christmas Party 2022.
Warren Tennis Court Upgrade	29,036	23,180	GM IPM	Classic Sports Facilities have upgraded the two concrete courts to artificial

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**CONTINUED**

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
(Drought Communities Extension Program)				turf cost \$48,254. Tennis Club costing new lights for these courts to complete the project. Order issued for supply of lights. Lights have arrived.  A quote amounting to \$7,210 accepted for installation.  Installation by local contractor arranged. Installation expected to happen late February/March 2023.
Reconnecting Regional NSW – Community Events Program	119,826	95,861	GM PAO	Application submitted 30 June 2022. 5 Events hosted by Community Organisations; these are as follows: <ul style="list-style-type: none"> <li>- Burrima Walkway Grand Opening - Macquarie Wetlands Association (variation submitted for event &amp; date change to 2023).</li> <li>- Far West Schools Ramsay Championship – NSW Rugby Union- Event complete.</li> <li>- Celebration of Warren Youth Festival – Warren Youth Support Group Incorporated.</li> <li>- Sing Warren – Warren Chamber Music Festival – (variation submitted for event &amp; date change 30 September 2022).</li> <li>- Golden Oldies Game Day – Gilgandra Cricket Association (variation submitted for event &amp; date change to 2023).</li> <li>- Christmas Street Party Celebrations 2022 – Warren Shire Council - Event complete and a good party with winning the Community Event of the Year in the 2023 Australia Day Awards.</li> </ul>
<b>Water Supplies</b>				
Groundwater Augmentation (Critical Drought Initiative)	245,616	175,665 Committed	TSM	All 3 cross connections are complete. Tanks have been constructed. Tank connections installed. Installed power supply to pumps. Pumps tested ok.

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
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**ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS**

**CONTINUED**

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Administered by – DPIE Safe and Secure Program)				Approximately 2,400m, of pipe has been laid. Manifolds for Bore Flat & Ellengerah have been installed. Flow meters and level sensors installed. System has been tested with gravity flow to Bore Flat from Ellengerah complete and System pumping from Bore Flat to Ellengerah testing complete. Approval from DPIE to purchase and install chlorination equipment at Bore Flat and Ellengerah given and now arranged.
<b>Sewerage Services</b>				
Restart NSW Warren (STP) Upgrade	61,878	829	IPM	<p>Contractor (Gongues Construction) started working on the project in early November 2020, following the award of a tender.</p> <p>Ponds: (Oxidation, maturation and evaporation) were built in early 2021. Construction in STP inlet works commenced in October 2021, with the operation of inlet screens ready for use. SPS and overflow storage facility was complete and commissioned.</p> <p>Intermittent and sporadic wet weather events during 2021 have delayed the progress of work considerably.</p> <p>Electrical Supply to STP installed with the installation of poles and a 63KVA Transformer and commissioned.</p> <p>EPA issued an advice/ provisional licence on 21 July 2022 on the condition that the EPA require a commissioning certificate from the contractor prior to issuing the final licence for the new Warren STP. Commissioning of the plant automation (SCADA &amp; Telemetry) completed in September 2022. Ongoing wet weather and major flooding around the town caused issues with accessing STP. Sewage diversion from old SPS to new SPS</p>

**WARREN SHIRE COUNCIL**  
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**ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS**

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				storage and then to STP arranged 11th November 2022. Start-up of the new STP, now commenced with final commissioning in December 2022. STP is in operation since December 2022.
Warren Central Business District Toilet Installation (Drought Communities Extension Program)  Includes \$140,000 allocated from restricted funds for infrastructure improvement/replacement.	269,789	168,231	IPM TSM	The land has been subdivided and purchased. Necessary services have been connected including the required grease trap facilities. Although Council has funding to install a basic toilet block, the Scope was changed to a 'self-cleansing' or better-quality facility toilet costing more than the budget available. Report provided to the October 2021 Council Meeting for consideration for Council funding to the project if grant funds are not forthcoming. Work in progress based on Council funding the project. RFQ advertised on VenderPanel closed 14 July 2022. Contract awarded to Exeloo Pty Ltd, expect 22 weeks construction period. Fabrication processing and completion expected by March/April 2023.
Lions Park Toilet Installation	144,730	118,258	IPM TSM	Project is using the following funding: <ul style="list-style-type: none"> <li>• Includes \$52,000 allocated from restricted funds for infrastructure improvement/replacement;</li> <li>• Aubrey Dinsdale's bequeath to Council (\$52,813.78);</li> <li>• Murray Darling Basin Economic Development – Improvement of Regional Structures Grant (\$24,500); and</li> <li>• Contribution from the Warren Lions Club \$16,000.</li> </ul> Final scoping of works complete, however was reassessed by the Infrastructure Projects Control Group.  RFQ advertised on VenderPanel closed 14 July 2022. Contract awarded to Exeloo Pty Ltd, expect 22 weeks

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

**CONTINUED**

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
				construction period. Fabrication processing and completion expected by March/April 2023.
Stronger Country Communities Fund Round 5 (SCCFR5) – Upgrading of Amenities, Change rooms, Canteen and Club House Facilities at the Warren Memorial Pool.	856,903	Nil.	IPM	This project will replace the existing Male & Female with "All Access" modern facilities. Include Disabled and Ambulant toilets in the amenities.  Replace the existing entry, office and kiosk adding in a club house room with a modern compliant, fit for purpose fit out.  Construction work expected April-September 2024.
NSW Severe Weather & Flood Grant (\$1,000,000) for AGRN 1025			GM IPM DMES TSM	This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.  <b>Funds have been paid however, works program yet to be approved.</b>
Warren Town Levee Remediation	887,500	Nil.		
Macquarie Park Restoration	112,500	Nil.		

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

**CONTINUED**

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
<b>Grant Applications</b>				
Department Communities & Justice Warren CCTV Expanded Network	100,000	N/A	IPM TSM	Application submitted on 28 November 2022.  This project will expand the CCTV network to Matthew Collins Memorial walk, Victoria Park - Sporting Complex, Macquarie Park & Splash Park.  <b>Unsuccessful.</b>
NSW Public Open Spaces Carter Oval Sports Precinct Adventure Play Space	475,000	N/A	IPM	Application submitted on 12 December 2022.  This project is to provide the Carter Oval Youth Sports Precinct an additional Adventure Play Space for community young and old.  <b>Waiting for notification.</b>
Office of Regional Youth - Children and Young People Wellbeing Recovery Initiative - Large grants Get Fit Get Strong Healthy Minds	49,062	N/A	IPM	Application submitted on 20 December 2022.  Get Fit Get Strong Healthy Minds will be delivered at the Sporting Complex, Warren Memorial Pool and has been a Joint submission with Warren Youth Support Centre.  <b>Waiting for notification.</b>
Office of Sport - Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program Victoria Park Precinct New Female Amenities.	500,000	N/A	IPM MSC	Application submitted on 22 November 2022.  A new amenities building including two separate changerooms and public access toilets will be constructed to provide safe, equitable and accessible facilities for female participants within Victoria Park Precinct.  <b>Successful.</b>
Office of Sport - Local Sport Defibrillator Grant Program 2022/23	7,335	N/A	IPM MHD	Application was submitted on 2 December 2022 for Three (3) AED units for 3 locations, they are as follows:  - Carter Oval Youth Sports Precinct New Amenities Building;



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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
				<ul style="list-style-type: none"> <li>- Victoria Park Precinct - Warren Tennis Club; and</li> <li>- Collie Recreation Reserve - Collie Tennis Club.</li> </ul> <p><b>Waiting for notification.</b></p>

**ACRONYMS**

GM - General Manager

DMFA - Divisional Manager Finance & Administration

DMES - Divisional Manager Engineering Services

MHD - Manager Health and Development Services

TSM - Town Services Manager

RIM - Roads Infrastructure Manager

IPM - Infrastructure Projects Manager

PAO - Projects Administration Officer

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 23<sup>rd</sup> February 2023

ITEM 1

RECONCILIATION CERTIFICATE – JANUARY 2023

(B1-10.16)

## RECOMMENDATION

That the Statements of Bank and Investments Balances as at 31<sup>st</sup> January 2023 be received and noted.

## PURPOSE

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

## BACKGROUND

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

## REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 31<sup>st</sup> January 2023.

	<b>Balance</b>		<b>Balance</b>
	<b>31-Dec-22</b>	<b>Transactions</b>	<b>31-Jan-23</b>
General	10,243,869.90	(713,206.12)	9,530,663.78
Water Fund	990,197.65	(53,112.51)	937,085.14
Sewerage Fund	2,087,123.31	(15,003.31)	2,072,120.00
North Western Library	174,748.50	(36,682.69)	138,065.81
Trust Fund	137,912.71	393.85	138,306.56
Investment Bank Account	(10,229,199.16)	(595.74)	(10,229,794.90)
	<b>3,404,652.91</b>	<b>(818,206.52)</b>	<b>2,586,446.39</b>

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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ITEM 1

RECONCILIATION CERTIFICATE – JANUARY 2023

CONTINUED

## BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	2,599,520.40
Add: Outstanding Deposits for the Month	4.00
Less: Outstanding Cheques & Autopays	(13,078.01)
	<hr/>
Balance as per Ledger Accounts less Investments =	<u>2,586,446.39</u>

## INVESTMENTS RECONCILIATION

### Investments as at 31st December 2022

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	219,794.90	Variable	On Call A/c
5	National Australia Bank	2,000,000.00	82 days @ 3.60%	6-Feb-23
6	National Australia Bank	3,000,000.00	91 days @ 3.70%	27-Feb-23
7	National Australia Bank	2,000,000.00	91 days @3.75%	6-Mar-23
8	National Australia Bank	3,000,000.00	90 days @ 3.85%	20-Mar-23
40	National Australia Bank	10,000.00	180 days @ 0.55%	21-Feb-23
<b>TOTAL INVESTMENTS =</b>		<u><u>10,229,794.90</u></u>		

## BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	7,520,670.00
Internally Restricted Funds Invested	5,284,672.00
2022/23 General Fund Operating Income & Grants	<hr/> 10,899.29
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<u><u>12,816,241.29</u></u>

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

# WARREN SHIRE COUNCIL

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ITEM 1

RECONCILIATION CERTIFICATE – JANUARY 2023

CONTINUED

**FINANCIAL AND RESOURCE IMPLICATIONS**

N/A

**LEGAL IMPLICATIONS**

N/A

**RISK IMPLICATIONS**

N/A

**STAKEHOLDER CONSULTATION**

N/A

**OPTIONS**

N/A

**CONCLUSION**

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

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

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

**SUPPORTING INFORMATION / ATTACHMENTS**

N/A

# WARREN SHIRE COUNCIL

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

(R1-4)

## RECOMMENDATION

That the information be received and noted.

## PURPOSE

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

## BACKGROUND

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

## REPORT

Attached to this report is the statement of rates and annual charges as at 8<sup>th</sup> February 2023 including comparisons over the last four years.

## FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

## LEGAL IMPLICATIONS

Nil.

## RISK IMPLICATIONS

N/A

## STAKEHOLDER CONSULTATION

N/A

## OPTIONS

N/A

## CONCLUSION

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

## LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

## SUPPORTING INFORMATION / ATTACHMENTS

Statement of Rates and Annual Charges as at 8<sup>th</sup> February 2023.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

Name of Rate	NETT		TOTAL RECEIVABLE	AMOUNT COLLECTED	COLLECT	ARREARS AMOUNT	ARREARS
	ARREARS	NETT LEVY			AS % AGE		AS % AGE
	1st JULY				OF TOTAL		OF TOTAL
	\$	\$			REC'ABLE		REC'ABLE
General Fund Rates	176,334	5,148,927	5,325,261	3,104,405	58.30%	2,220,856	41.70%
Warren Water Fund	68,441	505,890	574,331	334,379	58.22%	239,952	41.78%
Warren Sewerage Fund	76,531	532,000	608,531	345,962	56.85%	262,569	43.15%
<b>TOTAL 2022/2023</b>	<b>321,306</b>	<b>6,186,817</b>	<b>6,508,123</b>	<b>3,784,746</b>	<b>58.15%</b>	<b>2,723,377</b>	<b>41.85%</b>
<b>TOTAL 2021/2022</b>	<b>303,871</b>	<b>6,118,775</b>	<b>6,422,646</b>	<b>3,793,077</b>	<b>59.06%</b>	<b>2,629,569</b>	<b>40.94%</b>
<b>TOTAL 2020/2021</b>	<b>318,952</b>	<b>5,935,347</b>	<b>6,254,299</b>	<b>3,605,357</b>	<b>57.65%</b>	<b>2,648,942</b>	<b>42.35%</b>
<b>TOTAL 2019/2020</b>	<b>178,732</b>	<b>5,789,682</b>	<b>5,968,414</b>	<b>3,445,412</b>	<b>57.73%</b>	<b>2,523,002</b>	<b>42.27%</b>
<b>TOTAL 2018/2019</b>	<b>128,294</b>	<b>5,612,659</b>	<b>5,740,953</b>	<b>3,456,792</b>	<b>60.21%</b>	<b>2,284,161</b>	<b>39.79%</b>
		14-Feb-19	13-Feb-20	12-Feb-21	08-Feb-22	11-Jan-23	
COLLECTION FIGURES AS \$		3,456,792	3,445,412	3,605,357	3,793,077	3,784,746	
COLLECTION FIGURE AS %		60.21%	57.73%	57.65%	59.06%	58.15%	

# WARREN SHIRE COUNCIL

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

### RECOMMENDATION:

That the information be received and noted.

The following are details of the projects undertaken by the Finance and Administration Department from 12<sup>th</sup> January 2023 to the 8<sup>th</sup> February 2023.

Project	Budget	Expend	Resp	Comment
Solar Panel - Supply & Installation – As Per Option 1 of the Energy Action Plan adopted by Council the May 2022 meeting.	\$125,000	\$151,674	DMFA MHDS	Assessments of all quotations received undertaken.  A confidential report presented to the October 2022 Council meeting.
LRCI Grant Phase 3 extension or Infrastructure Improvement/Replacement Restricted Funds	\$15,251			Orders placed.
Public Library Infrastructure Grants – “Doorways to Open-Air Library”.	\$315,723 \$6,800	\$5,392	DMFA LIB IPM	Grant funds received 6/5/2022, the additional \$6,800 are Council funds carried over from 2021/2022 for the finalisation of concept plans and engineering specifications prior to work commencing.  B Creative and Barnsons have been engaged to undertake these works.
Office Equipment Purchases – PC Purchases	\$15,000	\$7,818	DMFA	5 x New PC’s Purchased

### ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

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

MHDS – Manager Health & Development Services

LIB – Librarian

IPM – Infrastructure Projects Manager

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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## ITEM 4 PREPARATION OF THE DRAFT 2023/2024 ESTIMATES

(A1-5.42)

### RECOMMENDATION

Council prepare the Draft 2023/2024 Estimates incorporating a 3.7% increase in general rates as determined by IPART.

### PURPOSE

To seek Council's determination of the proposed general rate for 2023/2024 to be incorporated in the Draft 2023/2024 Estimates.

### BACKGROUND

At Council's Meeting in January, 2023 the Acting Divisional Manager Finance and Administration Report indicated the timeline for the preparation of the Draft 2023/2024 Operational Plan and Estimates, however management requires a determination from Council on the proposed general rate to be levied in 2023/2024 to be incorporated into these documents.

### REPORT

IPART has set the 2023/2024 rate peg for most Councils at 3.7% to 6.8% for Camden Council.

The rate peg for 2023/2024 has taken into account higher inflation which means Councils are facing increased costs in delivering services to their communities.

IPART issued a Media Release on 29<sup>th</sup> September 2022 (copy included with this report) advising Councils of the maximum rate peg increase on general rates for 2023/2024.

It is proposed that the Draft 2023/2024 Estimates be prepared incorporating the maximum rate pegging limit of 3.7% as set by IPART for Warren Shire Council.

For Councillors information:

1. a 3.7% increase in General Rates will generate additional income of approximately \$194,800.00,
2. the at least 3.5% increase in salaries and wages on 1<sup>st</sup> July 2023 as per the Local Government (State) Award will cost approximately \$171,300.00 (not including overtime or allowances),
3. the annual December 2022 CPI was 7.8%, and
4. the current interest rate on a 90 day investment is 4.10%.

### FINANCIAL AND RESOURCE IMPLICATIONS

If Council does not incorporate the full 3.7% increase in general rates it may need to look at reducing services and or employees in areas to balance the budget.



# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
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## ITEM 4 PREPARATION OF THE DRAFT 2023/2024 ESTIMATES

CONTINUED

### LEGAL IMPLICATIONS

Nil.

### RISK IMPLICATIONS

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

### STAKEHOLDER CONSULTATION

28 days public consultation after the Draft 2023/2024 Operational Plan and Estimates are initially considered by Council.

### OPTIONS

N/A.

### CONCLUSION

This report is provided to seek Council's determination on the General Rates for 2023/2024 to be incorporated into the Draft 2023/2024 Estimates.

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

5.2.2 Timely and accurate reporting for efficient management and accountability.

### SUPPORTING INFORMATION / ATTACHMENTS



IPART Media Release.

# WARREN SHIRE COUNCIL

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ITEM 4 PREPARATION OF THE DRAFT 2023/2024 ESTIMATES

CONTINUED



## Media Release

29 September 2022

### NSW council rates to rise

IPART has set the 2023-24 base rate peg for NSW councils at 3.7%. There is also an allowance for the level of population growth, meaning some councils will have rate pegs of up to 6.8%.

The rate peg varies from the base level of 3.7% for most councils, to 6.8% for Camden Council. Please see the [Information Paper](#) on IPART's website for the rate peg for every council across NSW.

The rate peg protects ratepayers from excessive increases in council rates by limiting the total amount by which councils can increase income from rates each year.

"Higher inflation means that councils are facing increased costs in delivering services to the communities they serve.

"We have taken these increased costs into consideration while also trying to limit the level of rate increases that ratepayers are facing," said IPART Chair Carmel Donnelly.

IPART does not set the actual rates that households and businesses pay, which is a decision for councils and their communities. However, councils must set those rates to ensure that the change in total rates income stays below the rate peg limit.


IPART is currently reviewing the methodology it will use to set the rate peg from 2024-25. We are now calling for public submissions to the [Issues Paper](#) which is available on IPART's website. Submissions will be open until 4 November 2022.


"We will be looking at new approaches to setting the rate peg that reflect, as far as possible, changes in inflation and local government costs, while continuing to protect ratepayers from excessive rate increases," said Ms Donnelly.

IPART will also be consulting with stakeholders during workshops to be held in November. A Draft Report will be released in February 2023 setting out our draft findings and recommendations. We will take further submissions on the Draft Report and hold a public hearing early next year, most likely in March 2023.

The Terms of Reference for this review are available [here](#).

Media Contact: Adrian Flood

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# WARREN SHIRE COUNCIL

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## ITEM 4 PREPARATION OF THE DRAFT 2023/2024 ESTIMATES

CONTINUED

Information Paper		Rate peg for NSW councils for 2023-24			
Council	Change in population	Supplementary valuations percentage	Population factor	Rate Peg (including population factor)	
Snowy Valleys	0.0%	0.4%	0.0%	3.7%	
Strathfield	0.0%	0.2%	0.0%	3.7%	
Sutherland Shire	0.8%	1.1%	0.0%	3.7%	
Tamworth Regional	0.4%	0.8%	0.0%	3.7%	
Temora Shire	0.0%	0.5%	0.0%	3.7%	
<b>Tenterfield Shire</b>	<b>0.5%</b>	<b>0.0%</b>	<b>0.5%</b>	<b>4.2%</b>	
<b>The Hills Shire</b>	<b>2.6%</b>	<b>2.1%</b>	<b>0.5%</b>	<b>4.2%</b>	
<b>Tweed Shire</b>	<b>1.1%</b>	<b>0.8%</b>	<b>0.3%</b>	<b>4.0%</b>	
Upper Hunter Shire	0.0%	0.1%	0.0%	3.7%	
Upper Lachlan Shire	1.8%	2.3%	0.0%	3.7%	
Uralla Shire	0.0%	0.0%	0.0%	3.7%	
<b>Wagga Wagga City</b>	<b>1.0%</b>	<b>0.8%</b>	<b>0.1%</b>	<b>3.8%</b>	
Walcha	0.0%	0.0%	0.0%	3.7%	
Walgett Shire	0.0%	0.1%	0.0%	3.7%	
Warren Shire	0.0%	0.1%	0.0%	3.7%	
Warrumbungle Shire	0.0%	0.0%	0.0%	3.7%	
Waverley	0.0%	0.4%	0.0%	3.7%	
Weddin Shire	0.0%	0.1%	0.0%	3.7%	
Wentworth Shire	0.7%	1.2%	0.0%	3.7%	
Willoughby City	0.0%	0.2%	0.0%	3.7%	
<b>Wingecarribee Shire</b>	<b>1.1%</b>	<b>0.7%</b>	<b>0.4%</b>	<b>4.1%</b>	
Wollondilly Shire	1.4%	2.0%	0.0%	3.7%	
Wollongong City	0.4%	0.7%	0.0%	3.7%	
Woollahra Municipal	0.0%	0.2%	0.0%	3.7%	
<b>Yass Valley</b>	<b>1.7%</b>	<b>1.1%</b>	<b>0.5%</b>	<b>4.2%</b>	

Note: Councils with a population factor greater than zero are shown in blue bold font.  
Note: Figures may not add due to rounding. Percentage changes are calculated from unrounded numbers.

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
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**ITEM 1                      WORKS PROGRESS REPORTS – ROADS**

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

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

**ACRONYMS**

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

**Roads M & R (Maintenance and Repair) Budget and Works from  
7th January 2023 to 6th February 2023**

ACCOUNT	BUDGET	EXPENDITURE
Urban Sealed Roads	\$57,548	\$11,687
Parking Areas	\$5,306	Nil
Kerb and Guttering	\$27,191	Nil
Footpaths	\$37,139	\$4,487
Urban Unsealed Roads	\$27,528	\$1,854
Rural Sealed Roads	\$381,998	\$453,408*
Rural Unsealed Roads	\$1,061,106	\$671,445*
Rural Bridges	\$15,917	\$7,428
Regional Sealed Roads	\$703,640	\$388,903*
Regional Unsealed Roads	\$108,415	\$1,338*
Regional Bridges	\$17,233	\$881
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$285,088	\$129,857
Fixing Local Roads Pothole Repair Round	\$454,883.53	\$49,504
Works - Shire Roads - Package 1		

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**CONTINUED**

ACCOUNT	BUDGET	EXPENDITURE
March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction	\$1,252,622.95	\$93,786
March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Regional Roads – Package 1	\$619,162.88	\$4,150
March 2021 AGRN960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Package 2 Merrigal Road (Dragon Cowal)	\$349,685.88	Nil
Disaster Risk Reduction Fund – Dragon Cowal Creek Culverts Merrigal Road.	\$300,000	\$25,133
June/July 2022 AGRN 1025 Flood and Storm Damage – Immediate Reconstruction Works – Ellengerah Road	\$323,610	\$47,071
Regional and Local Roads Repair Program	\$2,415,175	Nil

* Includes approximately \$274,033 of emergency works for the June, July, August, September, October, November and December Flood and Storm Emergency Works on Roads.
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WORKS PROGRESS REPORTS – ROADS

CONTINUED

**MAINTENANCE**

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	SR 81 Kiameron Road	Grading Floodwork	6 <sup>th</sup> January 2023 to 13 <sup>th</sup> January 2023
	SR 23 Gradgery Lane	Grading Floodwork	16 <sup>th</sup> January 2023 to 6 <sup>th</sup> February 2023
Grader Crew 2 (Three-man crew)	SR 64 Ellengerah Road	Highway patching Floodwork	9 <sup>th</sup> January 2023 to 31 <sup>st</sup> January 2023
	SR 65 Old Warren Road	Construction	1 <sup>st</sup> February 2023 to 6 <sup>th</sup> February 2023
Grader Crew 3 (Three-man-crew)	SR 30 Wonbobbie Road	Flood repair	10 <sup>th</sup> January 2023 to 18 <sup>th</sup> January 2023
	SR 25 Cullemburrawang Road	Flood repair	19 <sup>th</sup> January 2023 to 23 <sup>rd</sup> January 2023
	Town Kerb and Gutter	Patching	24 <sup>th</sup> January 2023 to 30 <sup>th</sup> January 2023
	Old Cattle Yards	Clean up old tip	31 <sup>st</sup> January 2023 to 1 <sup>st</sup> February 2023
	SR 24 Hatton Road	Flood repair	2 <sup>nd</sup> February 2023 to 6 <sup>th</sup> February 2023
Grader Crew 4 (Three-man-crew)	Nil	Nil	5 <sup>th</sup> January 2023 To 6 <sup>th</sup> February 2023
Grader Crew 5 (Three-man-crew)			Being Prepared

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**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>EMULSION USED</b>	<b>STONE USED</b>
Paveline (Tar Patching)	SR 64 Ellengerah Road	Patching	700L	27 tonne scatter coat on bleeding section
	SR 66 Wambianna Road	Patching	650L	6 tonne
	RR 202 Marthaguy Road	Patching	1,200L	13 tonne
	SR 68 Bundemar Road	Patching	400L	4 tonne
	RR 333 Carinda Road	Patching	600L	7 tonne

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>WORK UNDERTAKEN</b>
Roadside Maintenance Team	SR 59 Tottenham Road	Slashing	20 km
	SR 58 Nevertire – Bogan Road	Slashing	80 km
	RR 333 Carinda Road	Slashing	200 km
	SR 12 Lemongrove Road	Slashing	60km
	SR 5 Buckiinguy Road	Slashing	44km

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ITEM 1      **WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

**UPCOMING WORKS (FEBRUARY , MARCH 2023)**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>
Grader Crew 1 (Three-man crew)	SR 43 Armatree Road	Grading Floodwork
	SR 50 Christies Lane	Grading Floodwork
Grader Crew 2 (Three-man crew)	SR 65 Old Warren Road Segment 30	Construction
	SR 65 Old Warren Road	Resheet
	RR 347 Collie / Trangie Road	Rehabilitation
Grader Crew 3 (Three-man crew)	SR 31 Pigeonbah Road	Grading Floodwork
	SR 40 Merrigal Road	Grading Floodwork
Grader Crew 4 (Three-man crew)	RR 333 Carinda Road	Flood Emergency Works
	SR 36 Gibson Way Road	Flood Emergency Works
Grader Crew 5 (Three-man crew)	Being Arranged	

\* Flood Damage Works Program being developed.

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
<b>Capital Works Bitumen Reseals (Regional Roads)</b>				
Regional Roads Rehabilitation/Final Seal	\$230,000	Nil	RIM	To be used for final seal on RR333 Segment 62 (1.7km) and RR347 Segments 2 and 4 (3km)
<b>Capital Works In Progress</b>				
Old Warren Road Segments 30 Construction	\$500,000	\$42,083	DMES/ RIM	Variations of Fixing Local Roads Round 3 funding after cost savings.
CBD Improvements	\$52,732	\$3,650	DMES	Investigation and design work for CBD Improvement Program.
Warren Road Reconstruction	\$3,684,320	\$162,781	RIM	New culverts, widening of road, and pavement rehabilitation.



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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend	Resp	Comment
				Culverts ordered – expected delivery 2023. Tender recommendations report for culvert installation in closed Council session
REPAIR Program 2022/2023 RR347 Collie – Trangie Road	\$800,000	\$178,722	RIM	Rehabilitation of Segment 18 on RR347 Collie – Trangie Road
<b>Gravel Resheeting</b> <i>Priority Roads</i> 1. Old Warren Road 2. Colane Road 3. Buddabadah Road 4. Gradgery Lane	\$400,000	Nil	RIM	Gravel resheeting of Old Warren Road and others as per priority.
<b>Reseals</b> <i>Local Roads/ Town streets</i>	\$655,258	Nil	RIM	Reseals has commenced. To be completed by end of March 2023
<b>Bridges Renewal Program</b> Replacement of Newe Park Bridge and Marthaguy Creek Bridge	\$4,854,000	Nil	DMES/ RIM	\$3,883,200 funded. Awaiting additional funding from Fixing Country Roads Grant.
<b>Planned Future Capital Works</b>				
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) Nevertire – Bogan Road Segment 4, 6, 8 and 10 Rehabilitation	\$876,160	Nil	DMES	Project programmed for 2022/2023 or early 2023/2024. Approximately \$700,000 of this allocation will be the contribution to the successful Fixing Local Roads Round 4 application as below.

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WORKS PROGRESS REPORTS – ROADS

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Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
Fixing Local Roads Round 4 Nevertire-Bogan Road	\$3,496,725 <b>Made up of \$2,797,380 Grant &amp; \$699,345 Council</b>	Nil	DMES	Rehabilitation of Segments 4-10 <b>Successful.</b>
Fixing Local Roads Round 4 Bitumen Reseal	\$1,300,000 <b>Made up of \$1,000,000 Grant &amp; \$300,000 Council</b>	Nil	DMES	Ellengerah Road (seg 10,12,16) Bullagreen (Segments 24-30) Old Warren Road (Segments 10-16) Tottenham Road (Segments 12,28) Nevertire Bogan Road (Segments 24.36) Udora Road (Segment 2) Rifle Range Road (Segments 2,4) <b>Unsuccessful.</b>
Fixing Local Roads Round 4 Gravel Resheeting	\$1,354,000 <b>Made up of \$1,000,000 Grant &amp; \$354,000 Council</b>	Nil	DMES	Old Warren Road, Colane Road, Buddabadah Road and Gradgery Lane nominated using a priority matrix. <b>Unsuccessful.</b>
Fixing Local Roads Round 4 Tyrrie Road	\$581,071 <b>Made up of \$464,857 Grant &amp; \$116,214 Council</b>	Nil	DMES	Reconstruction of Segment 0 and Part Segment 2. <b>Unsuccessful.</b>
Fixing Local Roads Round 4 Buckiinguy Road	\$2,701,382 <b>Made up of \$2,161,107 Grant &amp; \$540,275 Council</b>	Nil	DMES	Rehabilitation of segments 16-20 and Part Segment 22. <b>Unsuccessful.</b>

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Project	Budget	Expend	Resp	Comment
Fixing Local Roads Round 4 Old Warren Road	\$2,615,673 <b>Made up of \$2,092,539 Grant &amp; \$523,134 Council</b>	Nil	DMES	Reconstruction of Segments 32-36. <b>Unsuccessful.</b>
Fixing Local Roads Round 4 Gibson Way	\$567,857 <b>Made up of \$454,286 Grant &amp; \$113,571 Council</b>	Nil	DMES	Gravel Resheeting Segments 0,2,4. <b>Unsuccessful.</b>
Fixing Local Roads Round 4 Gradgery Lane bridges	\$3,750,000 <b>Made up of \$3,000,000 Grant &amp; \$750,000 Council</b>	Nil	DMES	Replacement of 3 narrow bridges. <b>Unsuccessful.</b>
Get NSW Active Program	\$1,779,441	Nil	DMES	Construction of footpaths on Readford Street, Udora Road, Dr Kater Drive, Glen Street, Wilson Street, Macquarie Drive, Oxley Parade, Sturt Street, Orchard, Street, Garden Avenue, Boston Street and Roland Street. <b>Awaiting approval.</b>
Fixing Country Roads Round 6- 2022	\$1,372,889	Nil	DMES	Industrial Access Road Upgrade. <b>Awaiting Approval.</b>
Fixing Country Roads Round 6- 2022	\$1,126,800	Nil	DMES	Replacement of Newe Park Bridge and Marthaguy Creek Bridge. <b>Successful.</b>
Fixing Country Roads Round 6- 2022	\$5,688,306 <b>Made up of \$4,550,645 Fixing Country Roads &amp; \$1,137,661 Council</b>	Nil	DMES	Rehabilitation of Marthaguy Road Segments 0-6, and Replacement of 5 Mile Cowal Bridge. <b>Awaiting approval.</b>

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CONTINUED

Project	Budget	Expend	Resp	Comment
Infrastructure Betterment Fund (IBR) Carinda Road	\$9,180,124 Made up of \$9,107,218 IBR and \$72,906 DRRF AGRN960 Pk 1	Nil	DMES	Rehabilitation of Segments 64-76. <b>Awaiting approval.</b>
Infrastructure Betterment Program	\$1,547,717 Made up of \$1,266,350 IBR and \$281,367 DRRF AGRN 960 Pk 1	Nil	DMES	Gravel Resheeting of Booka Road (Segments 34, 36, 42, 50) and Billybingbone Road (Segments 0-6). <b>Awaiting approval.</b>
Infrastructure Betterment Program Gibson Way	\$3,116,431 Made up of \$3,048,746 IBR and \$67,685 DRRF AGRN 960 Pk 1	Nil	DMES	Upgrade of Gibson Way Segments 0-4. <b>Awaiting approval.</b>
*Regional and Local Road Repair Program	Estimated to be approximately \$2,547,000	Nil	DMES	To assist Councils to undertake priority maintenance works and immediate repair of potholes on their Local and Regional Roads. <b>Successful for \$2,415,175.</b>

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WORKS PROGRESS REPORTS – ROADS

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<u>TRAFFIC CLASSIFIER REPORT</u>		SR27 Bullagreen Lane			
Location		Segment 30			
Period of Operation (Days)		28	9/01/2023	to	6/02/2023
Total count both directions		866			
AADT (vehicles per day)		31			
Percent of commercial vehicles		5.66%			
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	789	91.1	129.70	91.44
Non Articulated	3-5	28	3.2	119.70	86.93
Articulated	6-10	34	3.9	81.80	66.29
B-Double/Road Train	11-12	15	1.7	62.20	59.58
<b>Total</b>	<b>1-12</b>	<b>866</b>	<b>100</b>	<b>129.70</b>	
Average percentile across classes			76.06	Km/H	

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WORKS PROGRESS REPORTS – ROADS

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<u>TRAFFIC CLASSIFIER REPORT</u>		SR 53 Thornton Road			
Location		Segment 00			
Period of Operation (Days)	24	10/01/2023	to	3/02/2023	
Total count both directions	840				
AADT (vehicles per day)	35				
Percent of commercial vehicles	11.65%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	661	78.7	129.00	99.90
Non Articulated	3-5	81	9.6	125.50	97.83
Articulated	6-10	91.8	10.9	91.80	75.19
B-Double/Road Train	11-12	6	0.7	84.70	-
<b>Total</b>	<b>1-12</b>	<b>840</b>	<b>100</b>	<b>129.00</b>	
Average percentile across classes			90.97	Km/H	

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WORKS PROGRESS REPORTS – ROADS

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<u>TRAFFIC CLASSIFIER REPORT</u>		SR59 Tottenham Road			
Location		Segment 14			
Period of Operation (Days)	24	10/01/2023	to	3/02/2023	
Total count both directions	2290				
AADT (vehicles per day)	95				
Percent of commercial vehicles	17.34%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	1655	72.3	148.80	109.26
Non Articulated	3-5	238	10.4	156.20	127.55
Articulated	6-10	234	10.2	124.30	107.73
B-Double/Road Train	11-12	163	7.1	127.10	105.73
<b>Total</b>	<b>1-12</b>	<b>2290</b>	<b>100</b>	<b>156.20</b>	
Average percentile across classes			<b>112.57</b>	Km/H	

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WORKS PROGRESS REPORTS – ROADS

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<u>TRAFFIC CLASSIFIER REPORT</u>		Dubbo Street -Warren			
Location		Segment 00			
Period of Operation (Days)	24	10/01/2023	to	3/02/2023	
Total count both directions		13786			
AADT (vehicles per day)		574			
Percent of commercial vehicles		2.15%			
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	12212	88.6	118.20	69.68
Non Articulated	3-5	1277	9.3	115.50	67.90
Articulated	6-10	219	1.6	80.10	61.74
B-Double/Road Train	11-12	78	0.6	61.10	52.23
<b>Total</b>	<b>1-12</b>	<b>13786</b>	<b>100</b>	<b>118.20</b>	
Average percentile across classes			62.88	Km/H	




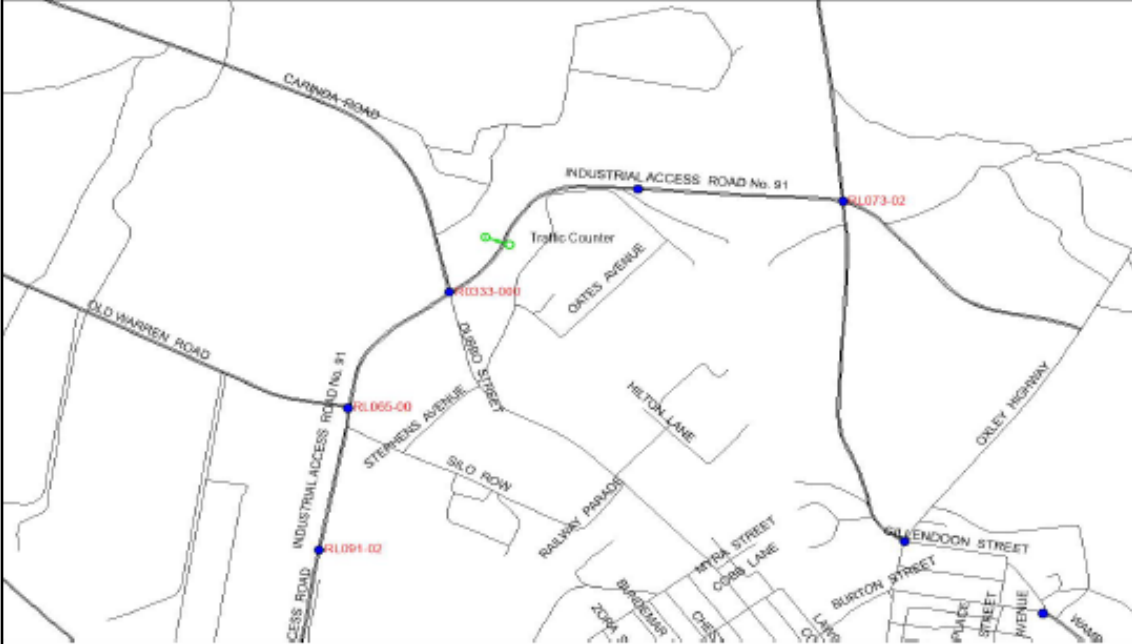
# WARREN SHIRE COUNCIL

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ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

TRAFFIC CLASSIFIER REPORT		SR 91 Industrial Access Road (Near River)			
Location		Segment 02			
Period of Operation (Days)	24	10/01/2023	to	3/02/2023	
Total count both directions	12813				
AADT (vehicles per day)	534				
Percent of commercial vehicles	10.75%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	9825	76.7	146.60	79.74
Non Articulated	3-5	1610	12.6	156.60	88.74
Articulated	6-10	873	6.8	109.20	76.30
B-Double/Road Train	11-12	505	3.9	96.50	72.18
<b>Total</b>	<b>1-12</b>	<b>12813</b>	<b>100</b>	<b>156.60</b>	
Average percentile across classes			79.24	Km/H	
					

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WORKS PROGRESS REPORTS – ROADS

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<u>TRAFFIC CLASSIFIER REPORT</u>		RR 202 Marthaguy Road			
Location		<div style="display: flex; align-items: center; justify-content: center;"> <div style="width: 100px; height: 15px; background-color: black; margin-right: 5px;"></div> <div style="font-size: 24px; margin-right: 5px;">➔</div> </div> Segment 10			
Period of Operation (Days)		23	9/01/2023	to	1/02/2023
Total count both directions		3607			
AADT (vehicles per day)		157			
Percent of commercial vehicles		6.74%			
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	3175	88.0	159.70	110.00
Non Articulated	3-5	189	5.2	154.20	113.49
Articulated	6-10	148	4.1	108.20	95.70
B-Double/Road Train	11-12	95	2.6	99.90	94.90
<b>Total</b>	<b>1-12</b>	<b>3607</b>	<b>100</b>	<b>159.70</b>	
Average percentile across classes			103.52	Km/H	

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ITEM 1

WORKS PROGRESS REPORTS – ROADS

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<b>TRAFFIC CLASSIFIER REPORT</b>		<b>RR 7515 Warren Road</b>			
Location		Segment 04			
Period of Operation (Days)	28	9/01/2023	to	6/02/2023	
Total count both directions		4101			
AADT (vehicles per day)		146			
Percent of commercial vehicles		21.41%			
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	2354	57.4	153.10	114.66
Non Articulated	3-5	869	21.2	153.40	119.34
Articulated	6-10	527	12.9	124.40	102.02
B-Double/Road Train	11-12	351	8.8	108.10	102.10
<b>Total</b>	<b>1-12</b>	<b>4101</b>	<b>100</b>	<b>153.40</b>	
Average percentile across classes			109.53	Km/H	

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WORKS PROGRESS REPORTS – ROADS

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<u>TRAFFIC CLASSIFIER REPORT</u>		RR 7515 Warren Road			
Location		Segment 36			
Period of Operation (Days)	13	9/01/2023	to	22/01/2023	
Total count both directions	1704				
AADT (vehicles per day)	131				
Percent of commercial vehicles	19.95%				
Vehicle type	Class	Number	%	Max.speed (kph)	85%
Light	1-2	1221	71.7	159.90	115.02
Non Articulated	3-5	143	8.4	151.80	115.38
Articulated	6-10	197	11.6	135.70	100.08
B-Double/Road Train	11-12	143	8.4	105.40	99.79
<b>Total</b>	<b>1-12</b>	<b>1704</b>	<b>100</b>	<b>159.90</b>	
Average percentile across classes			<b>107.57</b>	Km/H	

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**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Town Services Manager for the budget and works period from 11<sup>th</sup> January 2023 to 9<sup>th</sup> February 2023.

**ACRONYMS**

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

**TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET FROM 11th January 2023 to 9th February 2023**

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Warren Lawn Cemetery Stage 3. 3330-4120-0100 JC: 3330-4120-0010	\$109,904	\$21,913	MHD / TSM	15/11/22 Expansion works and main extension works to commence as staff and contractors are available. Upgrade drainage along western side and installation of drainage along the eastern side. Extension of river water main for future lawn cemetery expansion.
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> C/Over \$76,894  2021/2022 \$60,000 </div>				
				8/02/23 Earthworks to construct the eastern drain complete. Will need to be seeded. Ring main construction to commence week starting Monday 13 February, 2023.

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ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
<b>Water Supplies</b>				
Oxley Park River Water Pumping Station 4580-4320-0015	\$80,215	Nil	TSM	Carry out modification of the pipe work and pumps at the Oxley Park River Pump Station to allow the use of the same type of pumps used at the Ellengerah Road River Pump Station to allow efficient withdraw, rotation and replacement of the pumps together with an appropriate screening structure.  3/1/23 River levels are dropping but still too high for works to proceed. River level remains too high to allow the works to be carried out.  8/02/23 River level remains too high to allow the works to be carried out.
Water Extraction Meter Compliance 4580-4320-0003	\$3,217	\$6,273	TSM	3/1/23 On-Going. Installation of telemetry to all water extraction points meters to comply with Water NSW requirements.  8/02/23 On-Going.
Bore Flat Groundwater Augmentation. 0191-0039-0000  <b>(Also contained within the Infrastructure Projects Managers Report)</b>	\$245,616	\$201,075 Committed	TSM	3/1/23 DPE have approved the scope change. Chlorination equipment ordered ETA May 2023. New building ordered awaiting ETA. Waiting on quote for new slab.  8/02/23

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Project	Budget	Expend	Resp	Comment
				Slab for chlorine building at Bore Flat has been constructed. New building ETA late March 2023.

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<b>Sewerage Services</b>				
Works to Gunningba Estate, and Nevertire Sewerage Pumping Stations.  5580-4320-4010 5580-4320-4100	\$98,182	\$98,182	TSM	Xylem Water technologies will upgrade the pumps, pipework, guide rails, electrical switchboards, pump controllers and the telemetry at Gunningba Estate and Nevertire Sewerage Pumping Stations. Xylem have been instructed to work on Nevertire and Wilson Street as access to Gunningba is difficult due to the wet weather.  11/11/22. New cabinet installed. By-pass set-up & wet well to be cleaned Monday 21/11/22. Replacement of pumps, starters and miscellaneous items to improve reliability.  3/1/23 Nevertire complete. Waiting for new cabinet to be manufactured for Gunningba. Xylem commenced site works at Nevertire, week ending  8/02/23  Cabinet for Gunningba SPS ETA late March 2023.
Works Wilson Street Sewerage Pumping Stations.  0227-0020-0000	\$133,908	\$121,734 Committed	TSM	Replacement of pumps, starters and miscellaneous items to improve reliability.  Xylem Water technologies will upgrade the pumps, pipework, guide rails, electrical switchboards, pump controllers and the telemetry. Equipment for Gunningba will be utilised at Wilson Street



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Project	Budget	Expend	Resp	Comment
				<p>due to access issues at Gunningba.</p> <p>Wilson Street Complete.            Xylem commenced site works week ending 11/11/2022.            New cabinet to be installed.</p> <p>By-pass set-up &amp; wet well to be cleaned Monday 21/11/22.            Xylem Water have the cabinets being designed and materials on order.</p> <p>8/02/23</p> <p>New cabinet, pipework and pumps installed and running well.</p> <p>Indratel still to install Telemetry.</p>
CCTV and Smoke Testing of Sewer at Warren and Nevertire  5580-4320-0002	\$200,000	Nil	TSM	Quotation documents under development for 2023/2024

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Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
Warren Levee Rehabilitation	\$7,100,000  (\$887,500 Council Funding)  (\$5.325 million Commonwealth Funding)  (\$887,500 NSW Government Funding to date)	Nil	DMES / TSM	<ol style="list-style-type: none"> <li>1. Funding currently being pursued for repairs to the reported section of the Warren levee.</li> <li>2. Consulted with State Government Representatives seeking financial assistance to rectify deteriorated section.</li> <li>3. Works to be undertaken in-house using Council staff and local contractors.</li> <li>4. Local contractors have been liaised with regarding the methods of repair. Fresh applications have been submitted to the Federal Government Department of Home Affairs, waiting on confirmation of success or not. The matter is also with Resilience NSW who are also considering the application. Further application being arranged. Meeting &amp; site inspections 15/12/21, between GM, ADMES and Tammy Greer from The National Recovery and Resilience regarding levee repairs and improved disaster preparation through the NSW Minister for Emergency Services. New application under the Commonwealth Government National Flood Mitigation Infrastructure Program (NFMIP) with a required 25% contribution from Council arranged. \$5.325 million Commonwealth Funding</li> </ol>

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Project	Budget	Expend	Resp	Comment
				<p>announced on the 4<sup>th</sup> May 2022. Staff attempting to secure \$1.775 million co-contribution from State. Meeting held with Resilience NSW directors where they asked for original application and correspondence with respect to the application. This has been sent. Awaiting response. State Program information request provided 19<sup>th</sup> August 2022. Resilience NSW met GM and DMES on 9<sup>th</sup> September 2022 and 16<sup>th</sup> September 2022. See report to October 2022 Council meeting concerning the Council contribution Funding, currently the NSW Government has only been able to fund \$887,500 of the required Council contribution of \$1,775,000. Council may have the option of using \$887,500 from the NSW Severe Weather Flood Grant for AGRN 1025 that is yet to be approved by OLG, however this is not preferred.</p> <p>Project Kick-off meeting held 18/01/23. Work program submitted to funding body. Inspection of levee by boat conducted 24/01/2023.</p>

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Activity	Required Interval	Details	
<b>Water System Planned Maintenance</b>			
River mains flushing	As required	Flushing occurs three monthly when hydrants are flushed. Additionally, river water mains are flushed when problems such as poor pressure/flow are identified.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary	
Fire hydrants. Covers checked, painted, flushed and replaced where necessary, Blue reflective indicators, HP and HR signs installed	Quarterly	Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.	
Bore Inspections	5 year rolling program	The new Bore Flat bore was inspected and cleaned in November 2022. The old Nevertire bore was inspected in late November 2022. The condition of the Nevertire bore was imminent failure of the bore casing was possible. Condition 5. To prevent the loss of the pump if the bore collapsed, the pump will be removed from the bore and stored. The new bore at Nevertire and both bores at Ellengerah will be inspected late February, 2023. Details of the pumping equipment in the new bores will be collected so that spare pumps can be purchased. The Natural Resource Access Regulator (NRAR) carries out inspections of the bores and river extraction points on a random basis.	
Warren, Nevertire and Collie water chlorine, turbidity, temperature and pH testing	Weekly at specific locations	Testing carried out daily	
Warren river pumps		Ellengerah Rd Oxley Park Macquarie Park Racecourse	Breakdown maintenance only
Reservoir cleaning	3 to 5 years	Ellengerah and Nevertire Bore reservoirs	Inspected and cleaned in December 2022. Next Diver inspection December 2025.

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Activity	Required Interval	Details	
		Oxley Park River	Investigate using Remotely Operated Vehicle (ROV) to inspect 2023/2024.
		Ellengerah River	Oxley Park Reservoir to be emptied and cleaned in Autumn/Winter 2023 due to significant silt build up.

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Activity	Required Interval	Details
<b>Sewerage System Planned Maintenance</b>		
Warren Sewerage Treatment Works	Quarterly	New testing regime and commissioning to be finalised with EPA.
Sewer gravity main CCTV Inspection and Smoke Testing program		<p>Develop a program to carry out CCTV inspections and smoke testing of all gravity sewer mains in Warren and Nevertire.</p> <p>Develop a sewer main replacement/relining program.</p> <p>Identify stormwater infiltration locations.</p> <p>Develop a program to educate property owners and residents about stormwater infiltration prevention.</p> <p>Develop a stormwater infiltration rectification program for Council assets and private property.</p>
<b>Water and Sewerage Works Subject to Funding</b>		
Location	Work Under Development	
Collie Water Supply (Reliability)	Commission the two, 125,000 litre Pioneer water tanks located west of the tennis court. Construct a 10m high tank stand to support two, 25,000 litre water tanks at the Pioneer tank location. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove the elevated tanks.	
Collie Water Supply (Quality)	Installation of small package. Water Treatment Plant to return water supply to potable system.	
Collie chlorine dosing	Install new gaseous chlorination system at the Pioneer water tank location.	
Nevertire chlorine dosing	Install new gaseous chlorination system in the new building at Nevertire. Install new dosing point to ensure chlorination is possible from either bore.	
*Warren chlorine dosing	Install new gaseous chlorination system in the new buildings at Bore Flat and Ellengerah. – Moved to Water Projects as part of Groundwater Augmentation.	
Replacement of Telemetry System	<p>Replacement of the water and sewerage telemetry system and Firmware upgrade of the Clearwater SCADA.</p> <p>Report to March 2023 Water &amp; Sewer Committee.</p>	

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Account	Budget	Expenditure
Water Fund Maintenance and Repair	586,269	237,451
4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	278,821	102,822
5200-0003, 5250-0003, 5280-0003 & 5300-0003.		

**Water and Sewer Works**

- Repair river service leak at 72 Dubbo Street
- Meter reading Warren
- 21 Garden Ave sewer choke
- Splash Park checking pumps
- Check chorine bottles at Ellengerah
- Training Jetter operations (Coonamble)
- Repair river service leak at 15 Readford Street
- Repair river service leak at Boss Ave
- Repair river service leak at Boston St
- Frawley Street bore water service repair
- Water leak in Stafford Street
- Dubbo Street river main break
- Garden Ave river service repair
- Chester Street river water service repair
- Ellengerah reservoir inspections
- Hydrant flushing Warren
- 11 Wilson Street flow test
- 8 Chester Street river water service repair

<b>Warren Sewerage Treatment Works inflow</b>					<b>Sewerage Year – 1st June 2022 to 31st May 2023</b>				
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)					
June 2022	1,037	520	15.60	15.60					
July 2022	628	441	13.67	29.27					
August 2022	1,329	555	17.22	46.49					
September 2022	1,440	654	19.61	66.10					
October 2022	1,503	869	26.95	93.04					

Due to the closure of the old Sewerage Treatment Plant, monthly figures are not available. Council is currently awaiting final approval for new reporting requirements.

**Rainfall in Warren for the month of January: 22.8mm**

**Rainfall in Warren for the year July 2022 to date: 360.7 mm**

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## Bulk Water Reading per Quarter

WATER SOURCE	FIRST QUARTER READING 1/07/22- 31/09/22	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/22 - 31/12/22	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/23- 31/03/23	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/23 - 30/06/23	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	<b>Max. Allocation (ML)</b>
<b>Warren Bores</b>										
Bore 1 (Bore Flat) Lic. 80AL703155	0.01	0.01	0.00	0.01	2.35	2.36	0.00	2.36		
Bore 2 (Ellengerah) Unlicensed	57.46	57.46	65.03	122.49	23.24	145.73	0.00	145.73		
	<b>57.47</b>	<b>57.47</b>	<b>65.03</b>	<b>122.50</b>	<b>25.59</b>	<b>148.08</b>	<b>0.00</b>	<b>148.08</b>	<b>21.15%</b>	700
<b>Warren River</b>										
Oxley Park Lic. 80AL700017	0.00	0.00	0.00	0.00	25.37	25.37	0.00	25.37		
Ellengerah Rd Lic. 80AL700017	18.78	18.78	32.25	51.03	22.72	73.75	0.00	73.75		
	<b>18.78</b>	<b>18.78</b>	<b>32.25</b>	<b>51.03</b>	<b>48.09</b>	<b>99.12</b>	<b>0.00</b>	<b>99.12</b>	<b>13.22%</b>	750
<b>Showground (Racetrack)</b>										
Lic. 80AL700645	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	188
<b>Nevertire Bore Lic. 80AL703158</b>	<b>3.57</b>	<b>3.57</b>	<b>6.26</b>	<b>9.83</b>	<b>4.44</b>	<b>14.27</b>	<b>0.00</b>	<b>14.27</b>	<b>35.68%</b>	40
<b>Collie Bore Lic. 80CA724011</b>	<b>0.75</b>	<b>0.75</b>	<b>2.15</b>	<b>2.90</b>	<b>0.75</b>	<b>3.65</b>	<b>0.00</b>	<b>3.65</b>	<b>14.60%</b>	25
<b>Macquarie Park 80AL700996</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	14.2



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**Parks and Gardens – Routine Works**

Account	Budget	Expenditure
Parks & Gardens, Cemeteries & Racecourse	832,386	1,199,063*
0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		
*Includes \$770,686 of Emergency Works from July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.		

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

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

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

BBQs at Macquarie Park, Oxley Park, Skate Park and Splash Park are cleaned twice a week.

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

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

**Parks and Gardens Works**

- Victoria Oval mow/ snip/line marking
- Shire Chambers tree trimming/tidy up
- Lawn Cemetery mow/snip
- Town approaches mowing
- Far West Academy mow/snip
- CBD area tidy up/weeding
- Family Health Centre mow/snip
- Macquarie Park mow/snip
- Oxley Park mow/snip
- Nevertire Hotel mow/snip
- Ravenswood Park mow/snip
- Victoria Oval mow/snip/tidy up in preparation for Australia Day
- Skate/Splash Parks mow/snip
- Lions Park mow/snip
- Nevertire median strip mow/snip
- Racecourse watering
- Library mow/snip
- Woolnough Levee mow/snip
- Lawn Cemetery mow/snip
- Warren Median strip mow/snip
- Assist with grave duties
- Rotary Park mow/snip
- Orchard Street Park mow/snip
- Bob Christianson reserve mowing
- WOWO centre mow/snip
- Shire Chambers mow/snip/prune tree's
- Tiger Bay walking tracks mow/snip (on going)
- Oxley Park mow/snip
- Gillendoon sewer pump Station mow/snip
- Carter Oval mow/snip
- CBD area pruning trees/weeding
- Cricket pitch preparation
- Ebert Park mow/snip
- Chainsaw training two days
- Remove tree limbs around Warren
- 8 Deacon Drive mow/snip

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**Town Crew Works**

- Assist water sewer Boston Street water leak
- Assist water sewer Boss Ave water leak
- Assist water sewer Cobb Street water leak
- Assist water sewer in Readford Street water leak
- Grave duties
- Cleaning stormwater grates
- Pick up tree limbs around Warren
- Put stormwater pit lids back into position
- Water trees at Collie
- Change flags at round about
- Grave duties (3)
- Assist in main break at Uncle Clarries Service Station
- Assist with main break at 44 Bundemar Street 150mm river main
- Prepare site for shipping container to be placed at Warren Cemetery
- Install pad for container at the Warren Cemetery
- Trim tree's at Collie
- Replace bin at JC's Cafe
- Install flagpole at Lawn Cemetery
- Repair Macquarie Park fence
- Remove rubbish from Shire Depot
- Grave duties(2)
- Assist water sewer in Stafford Street main break
- Fill in excavation at Boston Street
- Assist water sewer at Glen Street main break
- Assist water sewer at Frawley Street service repair
- Reinstate concrete blocks at the WOW Centre
- Clean stormwater grates
- Erect Sculptures at Victoria oval
- Remove rubbish from Gillendoon sewer pump
- Erecting Cockatoo Sculptures along Oxley Park walkway
- Fill in hole Victoria oval
- Repair Ebert Park wheel marks in the grass
- Install seating at the Warren Cemetery
- Water trees at Collie
- Oxley Park Sculptures

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

Description	Expenditure
Non-Roads November/ December 2021 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works. <b>(Application for reimbursement submitted 8/03/2022)</b>	\$173,456.91  Note: \$36,330 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.
0700-0050-0500, 0700-0050-0510, 0700-0050-0520, 0700-0050-0530, 0700-0050-0540	



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**(C14-7.2)**

**RECOMMENDATION**

That the information be received and noted.

The following are details of Projects and Programs that are being managed by the Workshop Coordinator for the budget and works period from 23rd January 2023 to 3rd February 2023.

<b>Plant Number</b>	<b>Description</b>	<b>Repairs</b>	<b>Plant Down Time</b>	<b>Repair Time (Man Hours)</b>
<b>Plant Repairs 23-1-23 to 3-2-23</b>				
P131	Honda/Peerless Compressor	Fit new coil pack to unit and test run all ok	1hr	1hr
P2143	Isuzu Tender Truck with Hiab Crane Fitted.	Crane function check, PTO not engaging, loose wires to electric solenoid @ PTO switch getting stuck in.	3hrs	3hrs
P2021	Kobelco Excavator SK250-8	Leaking hydraulic line remove replace all ok.	2hrs	2hrs
P1049	Isuzu Tender Truck	Fit x2 new fans to condenser changed wiring etc to suit.	4hrs	4hrs
P1049	Isuzu Tender Truck	150,000km service done all seemed ok.	2.5hrs	2.5hrs
P14	Cat Backhoe	Flat tyre front left hand side remove and replace	1hrs	1hr
P28	John Deere Grader	Diagnose a/c system fault and order parts.	2hrs	2hrs
P2802	Iseki Ride on Mower	Repair front deck wheel	1hr	1hr

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Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P79	Iseki Ride on Mower	Repair/replace front deck wheels x2, change 2 rear tyres over with new tyres. Tyre right unavailable.	3.5hrs	3.5hrs
P2143	John Berends Flail Mower	Weld rear wheel bracket up had been cracked from impact.	2hrs	2hrs
P3605	Toyota Fortuner	Setup for detailer	0.5hr	0.5hr
P2020	Cat 950m Loader	Fit new gear changing stalk assist cat tech with install	1.5hrs	1.5hrs
P2140	Superior Slasher	Bolt lost for pto shaft attachment, new bolt taken and fitted.	3hrs	3hrs
P2120	6140m John Deere Tractor.	2,500hr Service done on machine leak in loader ram to be repaired when available.	2hrs	2hrs
P2380	Isuzu Paveline.	Service done, air valve replaced, welding done on bin and toolboxes, x3 new augers fitted to machine, brakes checked and adjusted, driveline components checked and greased, new air bags and shocks to be ordered and fit. New paver sheet fitted to rear and adjusted to work correctly, new broom fit.	5days	5days
P62	Toyota Hilux 2WD Tipper Tray	Service due all ok. Checked and repaired dirty contacts for tipper function all ok.	4hrs	4hrs
P28	770G John Deere Grader	Diagnose and order parts for a/c repair.	3hrs	3hrs

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Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P8	432F Cat Backhoe	Fit new cutting blades to front pickup bucket. One blade missing minor damage done to underside of bucket.	1.5hrs	1.5hrs
P16	Kubota Generator	Start-up issues after flood event water in fuel, fuel lines replaced and system primed ok after leak was found, water in electrics/murphy system cleaned dried needs changing generator needs replacing if continued in its current roll.	1day	1day
P31	Nissan UD Truck	Ad blue system repairs replacement of components dosing module replaced and pump cleared of blockage.	3hrs	3hrs
P1049	Isuzu Tender Truck	Alternator fan belt broken, diagnose and check components all ok replace both belts and test all ok now.	2hrs	2hrs
P8	432F Cat Backhoe	Drain oil, oil pan overfull by roughly 4ltrs.	0.5hr	0.5hr
P3605	Toyota Fortuner	Organize and deliver for windscreen replacement to windscreens Obrien.	1hr	1hr
P70 x2 p79 x1	Iseki Ride on Mowers	Repair front deck wheels remove and fit tubeless valve fill tyre with expanda foam and pressurise to 30psi messy but works well.	3hrs	3hrs
P1042	Isuzu Rigid Water Truck	Fit x2 new fans to roof top condenser,		2hrs

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**WORKS PROGRESS REPORTS – FLEET – WORKSHOP**

**CONTINUED**

<b>Plant Number</b>	<b>Description</b>	<b>Repairs</b>	<b>Plant Down Time</b>	<b>Repair Time (Man Hours)</b>
P2440	Australian Fuelling Systems 8,000ltr Fuel Tank	Fit new inline filter	1hr	1hr
P40	Isuzu Tender Truck	Assisted to move from a sticky situation.	2hrs	2hrs
P31	Nissan UD Tipper Truck	Diagnose and order parts for pto repair	2hrs	2hrs
P92	Multipack Roller	Having drive issues checked hydraulics, no obvious concerns, checked electrics no obvious concerns, problem is random and erratic still investigating machine still works however unreliable.	10hrs	10hrs
P31	Nissan UD Tipper Truck	Remove/repair/replace leaking fan drive hub. Only replacement option available according to dealer. No seals sent with new hub waiting for seals to arrive.	6hrs	6hrs
P36	Isuzu Tipper Truck Med	Repairs to bulbar welded back to truck repairs to bent mudguards ongoing.	6hrs	6hrs
P114	Water Tank	Retrieved front rear of yard to start inspection and fit up for usage.	2hrs	2hrs
P2380	Isuzu PaveLine	Cell fire booster kit fit to machine, test all ok.	5hrs	5hrs
	International Tractor Borrowed for Pumps at Flood Time	Serviced ready for customer to pickup.	2hrs	2hrs
P2790	S20 Tennant Sweeper Ride on Street Sweeper	Chasing filters for machine Tennant company tells me filters unavailable until late Feb, we have been waiting for them since November 2022. Suggest modification for different filter in progress.		



**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
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**ITEM 3**

**WORKS PROGRESS REPORTS – FLEET – WORKSHOP**

**CONTINUED**

<b>Plant Number</b>	<b>Description</b>	<b>Repairs</b>	<b>Plant Down Time</b>	<b>Repair Time (Man Hours)</b>
	VendorPanel	Submissions back for 3.6mtr slasher comparison table to be done and unit to be purchased. In progress.		

**ACRONYMS**

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

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
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**ITEM 1                      DEVELOPMENT APPLICATION APPROVALS**

**(B4-9)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

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

**BACKGROUND**

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

**REPORT**

Development Applications that have been received for approval for January 2023.

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>	<b>RECEIVED</b>	<b>APPROVED</b>
P16-22.19	3067 Bundemar Road WARREN NSW 2824 Lot 38 DP75259	Verandah extension and butler's pantry	11/11/2022	11/1/2023 Stopped the clock 12 days.
P16-22.20	241 Gunnegaldra Road WARREN NSW 2824 Lot 1 DP121629	Construction of shed	18/11/2022	9/1/2023 Stopped the clock 10 days.

**LEGAL IMPLICATIONS**

Council is required under the EPA Act to assess and determine applications within established timeframes.

**RISK IMPLICATIONS**

The EPA Act provides appeal mechanisms for applicants who believe that their application requires review.

**STAKEHOLDER CONSULTATION OPTIONS**

Council issues a S101 EPA Act list of approvals monthly for the community to review.

**CONCLUSION**

This report is provided to allow Council and the community to see the applications determined each month.

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

- 1.1.4 Ensure current and future housing needs for the community are met.
- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.2.6 Embrace a team centred culture of continual improvement to improve operational efficiency.

**SUPPORTING INFORMATION/ ATTACHMENT**

Nil.

**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
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**ITEM 2           WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES (C14-7.3)**

**RECOMMENDATION:**

That the information be received and noted.

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

**Budget and Works from 10th January 2023 to 10th February 2023**

2020 Projects	Budget	Expend	Resp	Comment
Construction of two (2) x Council dwellings.  21 Deacon Drive and 8 Deacon Drive.	88,000	23,854 Committed	MHD	<p>Completed July 2020.</p> <p>New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021.</p> <p>Formal complaint lodged with Department of Fair-Trading 4th March 2021. Additional information provided 11th March 2021. A further report provided to Council in August 2021.</p> <p>Rectification order issued. Expired 26/10/2021 Builder expected at the end of November to complete requested maintenance and repair works which has not progressed.</p> <p>Report provided to February 2022 Committee of the Whole Closed Council Meeting concerning directions on this project.</p> <p>Council resolved that: Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court.</p> <p>Proceedings have commenced on 28th July 2022, in NCAT in respect of both properties.</p> <p>Case will be lodged with District Court.</p>

**WARREN SHIRE COUNCIL**  
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**ITEM 2                   WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**  
**CONTINUED**

2021 Projects	Budget	Expend	Resp	Comment
Construction of the Waste Transfer Station at Ewenmar Waste Depot.	271,116	106,982 Committed	MHD/TSM	<p>Final design complete. Contractor engaged to install drainage pipework at the end of November. Concreting works listed on vendor panel closed 3rd February 2022 contractor appointed.</p> <p>Due to time lapse, new quotations obtained and reassessed.</p> <p>MLB to commence once Equestrian Centre path is complete.</p> <p>No progress during September, October, November and December due to site being flooded and wet weather.</p> <p>Works being planned with contractor.</p>
Completion of Tiger Bay Wetlands Walkway (Central West Councils Environment and Waterways Alliance 2021 Small Grants).	4,545	Nil	MHD/DMES	Works program to be determined. Site inspection completed 5 <sup>th</sup> January 2023.
Community Building Partnership Program Grant - Waterproof lockers and changeroom double sided seating for Warren War Memorial Swimming Pool.	4,424	906	MHD	<p>\$9,702 Grant successful that will be for lockers.</p> <p>Funding deed required dollar for dollar cash matching. Funds to be sourced from other areas of savings. Lockers delivered 6<sup>th</sup> May 2022. Changeroom seating received, to be installed.</p> <p>Acquittal to be completed.</p>

**WARREN SHIRE COUNCIL**  
 Report of the Manager Health & Development Services  
 to the Ordinary Meeting of Council to be held in the  
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**ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**

**CONTINUED**

<b>2021 Projects</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
*Swimming Pool Double access gates.	11,555	12,164	MHD	Concreting works complete.
*Swimming Pool – shelving and concreting.	1,445	1,276	MHD	Complete.
<b>2022 Projects</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
<b>Warren Support Services (Targeted Early Intervention)</b>				
2.14 Warren Youth Group Grow Services Day.	5,000	Nil	MHD	Postponed due to wet weather, date to be advised.
2.18 St Mary's Naidoc Week.	3,000	Nil	MHD	Complete, waiting on acquittal.
2.22 Warren Chamber of Music Festival.	4,380	Nil	MHD	To be held February 2023 through to September 2023.
2.23 St Mary's Flood Relief Concert.	5,000	Nil	MHD	Complete, Waiting on acquittal.
<b>Local Roads and Community Infrastructure Program - Phase 3 Grants - Community Infrastructure Projects</b>				
*Warren Sporting and Cultural Centre Upstairs Disabled Toilet.	40,000	44,977	MHD	Complete.
*Warren Sporting and Cultural Centre Retaining Wall and Second/Third Tier Replacement and concrete path work.	40,000	37,501	MHD	Complete.

**WARREN SHIRE COUNCIL**  
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**ITEM 2    WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES    CONTINUED**

<b>Local Roads and Community Infrastructure Program - Phase 3 Grants - Community Infrastructure Projects</b>				
*Warren Sporting and Cultural Centre Sound Mixer System and External Speakers.	9,572	9,690	MHD	Complete.
*Solar Panel - Supply & Installation – As Per Option 1 of the Energy Action Plan adopted by Council the May 2022 meeting.  LRCI grant phase 3 extension or if required Infrastructure Reserves.	125,000  15,251	151,674	DMFA /MHD	Site inspections completed with Contractor on Friday 4 <sup>th</sup> November 2022.  Systems installed 5 <sup>th</sup> – 16 <sup>th</sup> December 2022.  Complete.
<b>Capital Expenses</b>				
Dwelling Renewals – 1 Pittman Parade. Replacement of kitchen.	60,000	Nil	MHD	Kitchen Creations have been selected, Waiting on updated quote.
Council Housing M & R.	101,741	Nil	MHD	56 Garden Avenue, Heavy Maintenance to be completed. Report to January Council meeting. In progress.  Further funds of \$90,000 allocated from the Infrastructure Improvement/Replacement Reserve to 56 Garden Avenue Refurbishment for the necessary asset renewal works to be completed.
<b>Capital Expenses</b>				
Animal Shelter Replacement	60,000	Nil	MHD/IPM	Project in planning stage.
Library Defibrillator	3,000	Nil	MHD	On back order.

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**ITEM 2    WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES    CONTINUED**

Town Planning				
LEP Review	20,000	8,300	MHD	Consultant engaged. Draft report provided, to be reviewed. Feedback provided.

**RECOMMENDATION:**

The Action Checklist progress be received and noted; and Items marked with an asterisk (\*) be deleted.



















**WARREN SHIRE COUNCIL**  
 Report of the Manager Health & Development Services  
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**ITEM 3**

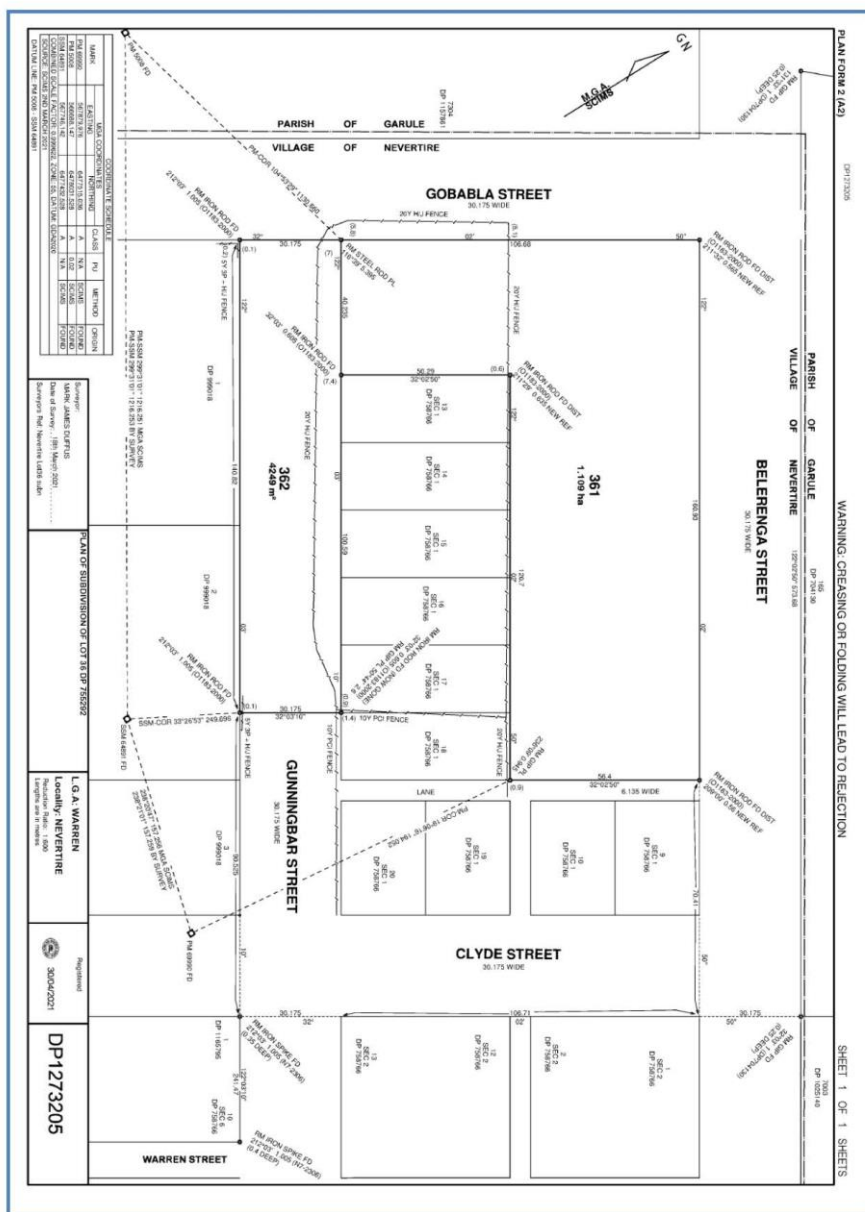
**COMPENSATION – PROPOSED ACQUISITION NOTICE (PAN) LOT 362 DP1273205  
 GUNNINGBAR STREET NEVERTIRE**

**CONTINUED**

Lot 362 DP1273205 Gunningbar Street, Nevertire NSW 2831  
 VG NSW Reference: VVGC-JT04670

**8. Legal Description of Land & Parent Lot**

The acquired land is known as Lot 362 in Deposited Plan 1273205.



Reference No: SV10947.22

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**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
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**ITEM 3**

**COMPENSATION – PROPOSED ACQUISITION NOTICE (PAN) LOT 362 DP1273205  
GUNNINGBAR STREET NEVERTIRE**

**CONTINUED**

Lot 362 DP1273205 Gunningbar Street, Nevertire NSW 2831  
VG NSW Reference: VVGC-JT04670

**Schedule 2 – Email from Warren Council**

**Nick Cesta**

**From:** Maryanne Stephens [mjs@warren.nsw.gov.au]  
**Sent:** Monday, 7 November 2022 11:26 AM  
**To:** Nick Cesta  
**Cc:** Cassy Mitchell  
**Subject:** RE: Just Terms Matter Lot 362 DP1273205- Crown Land Acquisition

Hi Nick

Yes, the administration fee of \$772.20 (notice number 133823039) was issued January, paid via BPAY on 28<sup>th</sup> January 2022.

Regards,

**Maryanne Stephens**  
Manager Health & Development | Warren Shire Council

A: 115 Dubbo Street Warren NSW 2824 | PO Box 6 Warren NSW 2824  
P: 02 6847 6600 |  
E: [Maryanne.Stephens@warren.nsw.gov.au](mailto:Maryanne.Stephens@warren.nsw.gov.au)

**WARREN**  
shire council

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**From:** Nick Cesta <[nick@skeltonvaluers.com.au](mailto:nick@skeltonvaluers.com.au)>  
**Sent:** Monday, 7 November 2022 11:23 AM  
**To:** Maryanne Stephens <[mjs@warren.nsw.gov.au](mailto:mjs@warren.nsw.gov.au)>  
**Subject:** RE: Just Terms Matter Lot 362 DP1273205- Crown Land Acquisition

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Maryanne

Thankyou for providing the below information.

Can I please confirm if the Crown Administration Fee has been paid by council?

Kind Regards,  
Nick Cesta

Reference No: SV10947.22

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