

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 27TH JULY 2023**

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# WARREN SHIRE COUNCIL

## AGENDA - ORDINARY COUNCIL MEETING

27th July 2023 commencing at 8.30 am

**1. OPENING OF MEETING**

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

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

**4. CONFIRMATION OF MINUTES**

Ordinary Meeting held on Thursday, 22nd June 2023.

**5. DISCLOSURES OF INTERESTS**

**6. MAYORAL MINUTE(S)**

Nil.

**7. REPORTS OF COMMITTEES**

Meeting of the Airport Operations Committee held on  
Monday, 3rd July 2023 ..... (C14-3.12)

Meeting of Manex held on Tuesday, 18th July 2023 ..... (C14-3.4)

**8. REPORTS OF DELEGATES**

**REPORTS OF DELEGATES**

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Item 1 Meeting of the Warren Interagency Support Services held on  
Thursday, 8th June 2023 ..... (C3-9)

Item 2 Ordinary Meeting of the Mining and Energy Related Councils (NSW) Inc.  
held on Friday, 9th June 2023 ..... (C14-6.3)

## 9. REPORTS TO COUNCIL

### POLICY

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Item 1	Updated Corporate Credit Card Policy (P13-1, A1-9.1) .....	Page 1
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### REPORTS OF THE GENERAL MANAGER

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Item 1	Outstanding Reports Checklist (C14-7.4) .....	Page 1
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Item 3	Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1) .	Page 31
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### REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

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Item 1	Réconciliation Certificate – June 2023 (B1-10.16) .....	Page 1
Item 2	Statement of Rates and Annual Charges as at 30th June 2023 (R1-4) .....	Page 4
Item 3	Works Progress Reports – Finance & Administration Projects (C14-7.1, C9-1) .....	Page 6
Item 4	Librarian’s Operational Performance Report (L2-2) .....	Page 7

### REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

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Item 1	Works Progress Reports – Roads (C14-7.2) .....	Page 1
Item 2	Works Progress Reports – Town Services (C14-7.2) .....	Page 12
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

## 10. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

**11. MATTERS OF URGENCY**

Nil.

**12. CONFIDENTIAL MATTERS**

**REPORT OF THE DIVISIONAL MANAGER FINANCE & ADMINISTRATION**

Item 1 Council Banking Facility ..... (B1-5)

**13. CONCLUSION OF MEETING**

**14. PRESENTATIONS**

Nil.

## **AIRPORT OPERATIONS COMMITTEE**

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Attached are the Minutes of the meeting of the Airport Operations Committee held on Monday, 3rd July 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Airport Operations Committee held on Monday, 3rd July 2023 be received and noted, and the following recommendations be adopted:

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

1. That Council resolves, pursuant to Clause 178 (3) (e) of Local Government (General) Regulation 2021, to not accept any tenders received for Contract No. C13-81 for the Construction of New Warren Airport Terminal Building, Warren NSW, that Council not readvertise to invite fresh tenders for the project and instead enter into negotiations with BRD Design and Construction Pty Ltd., the most advantageous tenderer, as the tenderer is suitable to undertake the work, was the cheapest tender received for the full build, is a local contractor and is able to commence and complete the expected project within a reasonable timeframe and at a cost that is more reasonable with the reduced scope for the project; and
2. Subject to final negotiations with BRD Design and Construction Pty Ltd. Council provide the amount of \$530,000 from available internally restricted funds for infrastructure improvement and replacement to undertake all necessary work at the Warren Airport to complete the project to the required reduced scope.



# WARREN SHIRE COUNCIL

Minutes of the Airport Operations Committee  
Meeting held in the Community Room, Warren  
on Monday, 3rd July 2023 commencing at 11:06 am

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## ITEM 5.1 AIRPORT TERMINAL PROGRESS

CONTINUED

### RECOMMENDATION TO COUNCIL:

**MOVED** Smith/Hulme that:

1. Council resolves, pursuant to Clause 178 (3) (e) of Local Government (General) Regulation 2021, to not accept any tenders received for Contract No. C13-81 for the Construction of New Warren Airport Terminal Building, Warren NSW, that Council not readvertise to invite fresh tenders for the project and instead enter into negotiations with BRD Design and Construction Pty Ltd., the most advantageous tenderer, as the tenderer is suitable to undertake the work, was the cheapest tender received for the full build, is a local contractor and is able to commence and complete the expected project within a reasonable timeframe and at a cost that is more reasonable with the reduced scope for the project.
2. Subject to final negotiations with BRD Design and Construction Pty Ltd. Council provide the amount of \$530,000 from available internally restricted funds for infrastructure improvement and replacement to undertake all necessary work at the Warren Airport to complete the project to the required reduced scope.

**Carried**

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## ITEM 6 GENERAL BUSINESS

Nil.

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## ITEM 7 NEXT MEETING

Next meeting to be arranged for possibly early September 2023, subject to availability of members.

**There being no further business the meeting closed at 11:47am.**

## MANEX MINUTES

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Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 18th July 2023.

**RECOMMENDATION:**

That the Minutes of the Meeting of Manex Committee held on Tuesday, 18th July 2023 be received and noted and the following recommendations be adopted:

**4.1.7 Local Roads and Community Infrastructure (LRCI) Program Phase 4 – Initial Work Schedule (GM)**

That subject to final approval by The Department of Infrastructure, Transport, Regional Development, Communications and the Arts, the following Projects/Budgets in 2023/2024 be amended:

- (a) The Warren Airport Generator and Transfer Switch Project (\$31,700) be removed from the Local Roads & Community Infrastructure Program Phase 4 – Work Schedule (LRCI) as it does not comply with the Program Guidelines and that the project be funded by reallocation of the Infrastructure Reserve (Parks and Gardens) funding for the Saunders Park Picnic Shelter Replacement (\$25,200) and \$6,500 of the \$10,000 for the Nevertire Park Irrigation System with the balance of funds (\$3,500) returned to the Infrastructure Reserve (Parks and Gardens) Fund;
- (b) The Local Roads and Community Infrastructure Program Phase 4 – Work Schedule now include the Saunders Park Picnic Shelter Replacement (\$25,200) and the Nevertire Park Irrigation System with a revised budget of \$14,700, an increase of \$4,700;
- (c) The Local Roads and Community Infrastructure Program Phase 4 – Work Schedule for the Warren Library Irrigation System budget be revised to \$4,519, a reduction of \$8,190; and
- (d) The Local Roads and Community Infrastructure Program Phase 4 – Work Schedule for the Warren Cemetery Access Road Reseal budget be revised to \$8,798, a reduction of \$652 and Macquarie Park Roadway Bitumen Reseal budget be revised to \$12,937, an increase of \$652 with this adjustment being required to ensure the total amounts for Part A and Part B of the Grant balance.

**4.5.5 Draft Work Health and Safety Policy 2023 (GM)**

That the new attached Draft Work Health and Safety Policy as amended that includes the undertaking of risk management processes for psychosocial hazards and psychosocial health to be in alignment with the Work Health and Safety Amendment Regulation 2022 be adopted by Council.



**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 18th July 2023 commencing at 2.35 pm

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**PRESENT:**

Gary Woodman	General Manager
Bradley Pascoe	Divisional Manager Finance & Administration
Sylvester Otieno	Divisional Manager Engineering Services
Maryanne Stephens	Manager Health and Development Services
Joe Joseph	Infrastructure Projects Manager (Chair)
Jody Burtenshaw	EA to the Mayor and General Manager
Susan Balogh	Economic Development and Visitation Manager
Stephen Glen	Roads Infrastructure Manager
Raymond Burns	Town Services Manager
Asad Satti	Flood Restoration and Special Projects Manager
Scott Hosking	WHS/Risk Co-Ordinator (Observer)

**1 APOLOGIES**

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

**Carried**

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**2 BUSINESS ARISING FROM MINUTES**

Nil.

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**3 ACTION CHECKLIST**

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

**Carried**

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**4.1 EXECUTIVE OFFICE MATTERS**

4.1.1 WOW Agency – Communications and Content (GM)

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

**Carried**

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**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
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**4.1 EXECUTIVE OFFICE MATTERS**

4.1.2 Preparation of the August 2023 Council Newsletter (GM)

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

**Carried**

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4.1.3 Suggestions in the Council Suggestion Box (GM)

Nil.

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4.1.4 Ward Boundaries (GM)

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

**Carried**

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4.1.5 2022/2023 Annual Report Action Plan and Responsibilities (GM)

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

**Carried**

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4.1.6 Delivery Program Future Actions (GM)

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

**Carried**

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4.1.7 Local Roads and Community Infrastructure (LRCI) Program Phase 4 – Initial Work Schedule (GM)

**RECOMMENDATION TO COUNCIL**

**MOVED** Woodman/Burns that subject to final approval by The Department of Infrastructure, Transport, Regional Development, Communications and the Arts, the following Projects/Budgets in 2023/2024 be amended:

- (a) The Warren Airport Generator and Transfer Switch Project (\$31,700) be removed from the Local Roads & Community Infrastructure Program Phase 4 – Work Schedule (LRCI) as it does not comply with the Program Guidelines and that the project be funded by reallocation of the Infrastructure Reserve (Parks and Gardens) funding for the Saunders Park Picnic Shelter Replacement (\$25,200) and \$6,500 of the \$10,000 for the Nevertire Park Irrigation System with the balance of funds (\$3,500) returned to the Infrastructure Reserve (Parks and Gardens) Fund;

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**4.1 EXECUTIVE OFFICE MATTERS**

4.1.7 Local Roads and Community Infrastructure (LRCI) Program Phase 4 – Initial Work Schedule (GM) Continued

- (b) The Local Roads and Community Infrastructure Program Phase 4 – Work Schedule now include the Saunders Park Picnic Shelter Replacement (\$25,200) and the Nevertire Park Irrigation System with a revised budget of \$14,700, an increase of \$4,700;
- (c) The Local Roads and Community Infrastructure Program Phase 4 – Work Schedule for the Warren Library Irrigation System budget be revised to \$4,519, a reduction of \$8,190; and
- (d) The Local Roads and Community Infrastructure Program Phase 4 – Work Schedule for the Warren Cemetery Access Road Reseal budget be revised to \$8,798, a reduction of \$652 and Macquarie Park Roadway Bitumen Reseal budget be revised to \$12,937, an increase of \$652 with this adjustment being required to ensure the total amounts for Part A and Part B of the Grant balance.

**Carried**

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**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS**

4.2.1 Warren Shire Council Contract Register (GM)

- The three (3) additional contracts reported to the May 2023 Council Meeting to be added to the list.
- The list was updated by Manex members and the following items are to be removed from the Register:
  - T03/2019;
  - T07/2020;
  - 202101RB;
  - C13-69; and
  - C13-72.
- The Contract Register is to be reported to Manex monthly in the short term, then to progress to a quarterly report for review.

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

**Carried**

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4.2.2 Processes for the Creation of Invoices (DMFA)

The Divisional Manager Finance & Administration to write a Procedure for the creation of Tax Invoices through the Debtor System using Practical Plus.

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

**Carried**

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**4.3 ENGINEERING DEPARTMENT MATTERS**

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

Event	Subcategory	Estimate	Status
AGRN 960	EW	\$462,000	Works completed and claimed.
AGRN 960	EPA RW	\$1,871,786 – Package 1 \$349,686 – Package 2	Submission approved. Package 1 work is ongoing. Package 2 is co-funded by an additional \$300,000 betterment under the DRRF program. Contractor has been appointed and work commences soon.

- The Divisional Manager Engineering Services advised that the following roads have been commenced; SR25 Cullemburrawang Road, SR24 Hatton Road. SR31 Pigeonbah Lane, SR30 Wonbobbie Lane and SR10 Killaloo Lane, SR93 Yarrandale Road, SR61 Elsinore Road, SR50 Christies Lane, SR40 Merrigal Road, SR20 Nellievale Road and SR16 Notts Lane; and
- The Divisional Manager Engineering Services advised that Council has a time extension to March 2024 for restoration works to be completed.

The work is ongoing.

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

Event	Subcategory	Estimate	Status
AGRN 987	EW	\$475,945	Works completed and claimed.
AGRN 987	IRW	\$241,591	Works completed and claimed.
AGRN 987	EPA RW	*\$1,086,944	Submission has been lodged. Some work will be included under AGRN 1034 EPA RW.
AGRN 1025	IRW	\$323,610	Works on Ellengerah Road. Completed. Claim being prepared.
AGRN 1030	N/A	N/A	Event was overlapped by AGRN 1034
AGRN 1034	EW	\$803,018	Works completed. Claim being prepared.
AGRN 1034	IRW	#\$2,337,685	Time lapsed for approved works. All the budget has been included in the AGRN 1034 EPA RW submission. Only Udora, Collie Trangie, and Marthaguy Roads had begun by the deadline.
AGRN 1034	EPA RW	*\$4,405,660	Submission lodged for the first package to include AGRN 1034 IRW.

*\*Figure will change #Now part of AGRN 1034 EPA RW*

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**4.3 ENGINEERING DEPARTMENT MATTERS CONTINUED**

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

**Table Legend**

*AGRN – Australian Government's Registration Number*

*EW – Emergency Works*

*IRW – Immediate Reconstruction Works*

*EPA RW – Essential Public Asset Reconstruction Works*

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

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

**Carried**

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

**MOVED** Burns/Woodman that the information be received and noted and that the hire locations for the private function on the 22nd August 2023 be clarified for Council's Cleaners.

**Carried**

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- 4.3.4 Dubbo Street and Other Locations AC and Milling Works (DMES/RIM)

Kerb and Gutter rectification works commenced Wednesday 12th July in Dubbo Street by Brett Brouff's team – rehabilitation and asphalt overlay works will take at least 2 weeks work – should commence week of 7th August 2023, weather permitting. Previous discussions with the contractor was around night time works in the 2 blocks Hale Street to the Oxley Highway and the Oxley Highway to Readford Street – RIM and Contractor have again walked Dubbo Street – traffic volumes are low during the day and the street is wide, so all work will be carried out during the day with half road, one way closures. Detours will be in place and will be minimal. Overlay works will continue in Dubbo Street between Readford Street and Stafford Street, and then down to the entrance to Carter Oval.

A complete Community Engagement Plan will be arranged and finalised.

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

**Carried**

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**4.3 ENGINEERING DEPARTMENT MATTERS CONTINUED**

- 4.3.5 Debrief of the Floods (DMES)

**MOVED** Otieno/Woodman that:

1. The information be received and noted; and
2. SMT to do a further analysis of the information contained within the report.

**Carried**

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**4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS**

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

All emergency works information has been sent to Public Works Advisory for reimbursement (\$105,000).

Ewenmar Waste Depot Access Road restoration works to be investigated. The Manager Health and Development Services to do a 306 claim under essential public asset to the Public Works Advisory.

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

**Carried**

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**4.5 WORK HEALTH & SAFETY RISK MATTERS**

4.5.1 Continuous Improvement Pathway (CIP) Launch – Risk Management Update (GM/WHS/RC)

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

**Carried**

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4.5.2 Draft Incident Reporting and Investigation Guideline May 2023 (GM/WHS/RC)

4.5.3 Managing Psychosocial Hazards Procedure (GM)

**MOVED** Woodman/Stephens that:

1. The information be received and noted; and
2. The Draft Incident Reporting and Investigation Guideline and amended Draft Managing Psychosocial Hazards Procedure be circulated to the Work Health Safety Committee for appropriate consultation and consideration by staff.

**Carried**

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4.5.4 Draft Grievance and Dispute Resolution Policy and Procedure (GM)

**MOVED** Woodman/Glen that:

1. The information be received and noted;
2. The required amendment from 5 days to 2 working days of notification be made to the convening of a meeting with the aggrieved employee; and
3. The amended Draft Grievance and Dispute Resolution Policy and Procedure be adopted.

**Carried**

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**4.5 WORK HEALTH & SAFETY RISK MATTERS**

**CONTINUED**

4.5.5 Draft Work Health and Safety Policy 2023 (GM)

**MOVED** Woodman/Balogh that the new attached Draft Work Health and Safety Policy as amended that includes the undertaking of risk management processes for psychosocial hazards and psychosocial health to be in alignment with the Work Health and Safety Amendment Regulation 2022 be adopted by Council.

**Carried**



**POLICY REGISTER**

**DRAFT**

**WORK HEALTH AND SAFETY POLICY**

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Policy adopted: 26th April 2012    Minute No. 119.4.12  
Policy amended: 24<sup>th</sup> August 2017    Minute No. 217.8.17  
Policy amended: 26<sup>th</sup> March 2020    Minute No. 39.3.20

Reviewed:

File Ref: P13-1, S12-14.4

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**4.5 WORK HEALTH & SAFETY RISK MATTERS**

**CONTINUED**

4.5.5 Draft Work Health and Safety Policy 2023 (GM)

**DOCUMENT CONTROL**

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	WSC – 26/04/2012	First Edition	MANEX Minute No. 119.4.12 (26/04/2012)
1.1 WHSAP Version 4 Item 2	Sarah Godwin – Work Health Safety/Risk Officer 23/02/2017	Updated Policy to Comply with WHS Act 2011	Minute No. 217.8.17 (24/08/2017)
1.2 WHSAP Version 8 Item 1	Sarah Godwin – Work Health Safety/Risk Officer 07/02/2020	Complete Review Renamed Work Health and Safety Policy	Minute No.39.3.20 (26/03/2020)
1.3 WHSAP	Scott Hosking – WHS/Risk Coordinator	Revised to include; Psychosocial Hazards and Controls	



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**Minutes of the Manex Committee Meeting**  
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**4.5 WORK HEALTH & SAFETY RISK MATTERS**

**CONTINUED**

**4.5.5 Draft Work Health and Safety Policy 2023 (GM)**

Warren Shire Council Policy – Draft Work Health and Safety Policy

Warren Shire Council's commitment is to the provision of a safe and healthy work environment for all our people employed at work, visitors and persons that may be affected by works undertaken by Council.

People are our most important asset and work health and safety is everyone's responsibility.

**The objectives of this Policy are to, as far as reasonably practicable:**

- Achieve a safe and incident free workplace;
- Promote a culture where harm to our people through work is unacceptable;
- Ensure consideration of WHS in project planning and work activities;
- Monitor employee health via programs that monitor physical and psychological health;
- Involve management, employees, volunteers, visitors and contractors in the decision-making process through regular communication and consultation;
- Adopt a risk management approach to achieve compliance with all NSW WHS related legislation to ensure the health and safety of employees, contractors, volunteers and visitors to its workplaces;
- Enhance employees' WHS knowledge through a program of education and training;
- Allocate necessary resources to meet WHS commitments;
- Establishing measurable objectives and targets to ensure continuous improvement;
- Implement, maintain and review the health and safety management system; and
- Ensure compliance with all NSW WHS related legislation

**The success of Councils WHS management depends on:**

- The commitment of all persons to achieving the policy objectives;
- All workers taking reasonable care for their own health and safety, and reasonable care that their acts or omissions do not adversely affect the health and safety or other persons;
- Planning work activities, with due consideration given to WHS;
- Undertaking the risk management process in an effective manner that includes identifying, assessing and controlling all workplace hazards and incorporating psychosocial hazards.
- Communication and consultation between our management, employees, volunteers, visitors and contractors.

We are committed to fulfilling the objectives of this Policy and expect the same of all workers and subcontractors working on our behalf.

Mr. Gary Woodman –  
General Manager

xx/xx/2023

**Name and position**

**Signature**

**Date**

**WARREN SHIRE COUNCIL**  
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**4.6 HUMAN RESOURCES**

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

Position	Responsible Officer	Status
Accountant	DMFA	No action to be taken at present due to budget.
Finance Clerk - Debtors/Relief Service NSW	DMFA	Re-advertising with an open closing date.
Team Leader Utilities Maintenance	DMES	DMES and TSM looking at options, advertising to be continued with an open closing date.
Utilities Maintenance Team Member (2)	DMES	DMES and TSM looking at options, advertising to be continued with an open closing date.
Roads Infrastructure Manager	DMES	DMES/GM looking at options, re-advertising to be continued with an open closing date.
Assets & Projects Manager	DMES	DMES/GM looking at options, advertising to be continued with an open closing date.
Light Plant Operator - Relief	DMES	Re-advertising with an open closing date.
Light Truck Driver (Water) - Contract	DMES	Re-advertising with an open closing date.
Light Plant Operator (Roller) – Contract	DMES	Re-advertising with an open closing date.
Light Plant Operator (Roller)	DMES	Advertising with an open closing date.
Tourism Information Officer	GM	Advertising commenced with an open closing date.
Administration Officer (Casual)	DMFA	Advertised.

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

**Carried**

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**5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS**

**(L5-3)**

Date	Circular No.	Description	Comment/Action
23.06.23	23-06	Increases to Companion Animal Registration and Permit Fees for 2023/24.	The MHD and DMFA to investigate if any changes are required.
27.06.23	23-07	Draft Update of the Environment and Health Protection Guidelines: Onsite Sewage Management for Single Households (Silver Book).	Noted
10.07.23	23-08	Annual Reporting of Labour Statistics	The Finance Clerk – Payroll/HR Officer to action.

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

**Carried**

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**5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS**

**(L5-3)**

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

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

	July 2023	Status	August 2023	Status	
<b>Finance</b>		Financial Statements to be audited within four months [LGA s416(1)]	<b>1</b>	Last day for rates to be levied by service of rates notice [LGA s562(4)]	<b>DMFA noted item.</b>
	<b>7</b>	Proposed Borrowing Return to be submitted to TCorp	<b>31</b>	First quarter rates or single instalment due [LGA s562]	<b>DMFA noted item.</b>
	<b>31</b>	Last day for making rates [LGA s533]			<b>DMFA noted item.</b> Follow up with Finance Clerk – Rates/ICT.
<b>Governance</b>	<b>30</b>	Public Interest Disclosures Report due to NSW Ombudsman (PIDA s6CA)			<b>DMFA noted item.</b>
		<b>Reminder:</b> Written Returns of Interest due 30 September for Councillors and Designated Persons who held Office at 30 June [MCC cl 4.21(b)]			<b>EA providing to designated staff and Councillors in July 2023, for a report to Council before September 2023</b>
<b>Grants</b>		Low-Cost Loan initiative reimbursement claim period opens – initial report or progress report due			<b>N/A</b>

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**5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS**

**CONTINUED**

July 2023		Status	August 2023		Status	
Local Government Recovery Grants – AGRN 1012, 1025, 1030/34 & \$2M, HIC Companion Animals Grants (\$375K) – YTD reporting due						
Companion Animals	31	Rehoming Organisations Annual Report due	MHD noted item and advised that Council is not a rehoming organisation.	31	Survey of Seizures of Cats and Dogs 2022-23 due	MHD noted item.
				11	Compulsorily Land Acquisition Return due	MHD noted item.
Other				16	Expected first instalment of 2023-24 Financial Assistance Grants	Noted.
				31	Grants Commission Roads, Bridges & General Return due	DMFA and DMES to action.

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

**Carried**

**6 OPERATIONAL PROCEDURES**

**(I2-11.1)**

6.1 Instructions to Operate and Maintain the Emergency Generator – Warren Sporting and Cultural Centre

6.2 Audio System Use

**MOVED** Stephens/Glen that the Instructions to Operate and Maintain the Emergency Generator – Warren Sporting and Cultural Centre and Audio System Use procedures be adopted.

**Carried**

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday 18th July 2023 commencing at 2.35 pm

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**7            JUNE 2023 DRAFT MINUTES AND JULY 2023 BUSINESS PAPER**

The Committee previewed the July 2023 Business Paper and the June 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.

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**9            GENERAL BUSINESS WITHOUT NOTICE**

Nil.

**There being no further business the meeting closed at 5.25 pm.**



**WARREN SHIRE COUNCIL**  
Delegates Report by Councillor K Walker  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday 27th July 2023

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**ITEM 1                      WARREN INTERAGENCY SUPPORT SERVICES                      CONTINUED**

**7.                      REPORTS FROM AGENCIES                      CONTINUED**

- Erin Hunt has a different job now; she is doing Case Management work in Warren and Narromine and is working with seven clients.
- Felicity runs the local playgroups and also provides family support.
- The two girls talked about the increase in mental health amongst children in the two to twelve years. A person with experience in this field is required in Warren.
- Other areas of concern are young children not attending school, accommodation needed, more support for families.
- Clr Sarah Derrett suggested Erin send a letter through the Interagency mailing list seeking support in the areas of concern. Erin shall send a letter to Cassy Mitchell at Council.
- Clr Sarah Derrett would bring up the issues Erin had mentioned when in contact with Roy Butler, Member for Barwon.
- Felicity has been accessing different places in town to have playgroups, for example utilizing the many parks. She is also holding parenting programmes swimming for the children and visiting Calara House.

**8.                      General Business**

- Pauline Serdity from the local View Club is wanting to organise a knitting and crochet project with the local women and to provide the finished garments to people in need. Garments would include beanies and scarves. She will apply for funding that is available from Council.
- Maryanne Stephens talked about the syringes that had been found by young people around the Victoria Oval precinct, and that the children were not aware of the dangers associated with used syringes.
- Wesley Hamilton contacted Western Area Health about the matter and a person will come to Warren and speak to the children at the local schools about syringes what to do if they find used syringes and the dangers to the person.

**9.                      Date of Next Meeting**

Thursday 10<sup>th</sup> August 2023.

**There being no further business the meeting closed at 2.05pm.**



**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT DUBBO RSL CLUB, STARLIGHT ROOM, BRISBANE ST, DUBBO, 9<sup>th</sup> JUNE 2023**

**Present in person.**

Cr Kevin Duffy (Chair)  
Cr Dennis Brady (Deputy Chair)  
Cr Liz McGlynn (Ex Comm)  
Cr Mathew Deeth  
Gary Woodman  
Steve Loane OAM  
Cr Peter Batten  
Cr Jim Hickey  
Cr Mathew Dickerson  
Murray Wood  
Cr Jason Hamling  
Brad Cam  
Ron Zwicker  
Carly Hunter

Orange City Council  
Lachlan Shire Council  
Bland Shire Council  
Wollondilly Shire Council  
Warren Shire Council  
Forbes Shire Council  
Cabonne Shire Council  
Broken Hill City Council  
Dubbo Regional Council  
Dubbo Regional Council  
Orange City Council  
Mid-Western Regional Council  
Wollongong City Council  
Cobar Shire Council

**By Zoom**

Cr Denis Todd (Ex Comm)  
Cr Michael Banasik

Warrumbungle Shire Council  
Wollondilly Shire Council

**Apologies**

Cr Dom Figliomeni  
Cr Cath Blakey  
Heather Nicholls  
Cr Phyllis Miller OAM (Dep Chair)  
Cr Scott Ferguson (Ex Comm)  
Mark Dicker  
Kent Boyd  
Peter Vlatko  
Cr Peter Abbott  
Cr Jarrod Marsden  
Cr Des Kennedy  
Cath Blakey  
Greg Tory  
Cr Jane Keir  
Hugh Percy  
Cr Ros Jackson  
Cr Katrina Walker  
Cr Pam Kensit  
Alex Waldron  
Cr Aneillo Iannuzzi  
Hon Ron Hoenig  
Hon Courtney Housoss  
Hon Penny Sharpe  
Roy Butler

Wollongong City Council  
Wollongong City Council  
Cabonne Shire Council  
Forbes Shire Council  
Blayney Shire Council (Ex Comm)  
Blayney Shire Council  
Parkes Shire Council  
Cobar Shire Council  
Cobar Shire Council  
Cobar Shire Council  
Mid-Western Regional Council  
Wollongong City Council  
Lachlan Shire Council  
Walgett Shire Council  
Walgett Shire Council  
Warren Shire Council  
Warren Shire Council  
Upper Lachlan Shire Council  
Upper Lachlan Shire Council  
Warrumbungle Shire Council  
Minister for Local Government  
Minister for Natural Resources  
Minister for Climate Change, Energy etc.  
MP Barwon, Independent

**In attendance**

Greg Lamont, Executive Officer (Minute Taker), Liza Schiff (Melting Pot Planning), Megan Dixon, (RDA Orana), Georgia Sellings (Evolution Mining), Rachel Nicholl (Dept Regional NSW), Jennifer White, Michael Kniepp and Mary Murray (The Stable Group). Luke Goudge, (Service NSW for Business), Amer Hussein and Martin Rush, (Future Together Group), Peter & Julie Shinton, and Dugald Saunders, MP Dubbo, Leader NSW Nationals.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT DUBBO RSL CLUB, STARLIGHT ROOM, BRISBANE ST, DUBBO, 9<sup>th</sup> JUNE 2023**

**1. Welcome.**

(i) The Chair, Councillor Kevin Duffy, welcomed members (in person and by zoom) to the meeting and declared the meeting open at 9.05am. Chair also acknowledged the presence of Dugald Saunders, MP Dubbo, Leader of NSW National Party; Brad Cam as Chair RDA Orana & Housing Plus; Megan Dixon, CEO RDA Orana; observers plus former Chair Peter Shinton and wife Julie.

(ii) Mayor of Dubbo Regional Council, Cr Mathew Dickerson, addressed delegates and welcomed them into the Dubbo regional area outlining the growth and advancement of the mining & renewable energy developments that are underway.

(iii) Local Member for Dubbo, Leader of Nationals, Dugald Saunders, addressed delegates and outlined the growth of mining & energy in the Central west region and the Critical Minerals Hub set up by the previous government and welcomed delegates to the region.

**2. Acknowledgement of Country by Chair**

“I acknowledge the traditional custodians of the land that we meet on today and pay our respects to the Elders past, present & emerging”.

**3. Apologies.**

**OM 7/2023** Resolved (Cr Brady/Cr McGlynn) that the apologies as per the above list be received and noted.

**4. Disclosures of Interest.**

Ron Zwicker declared a non-significant pecuniary interest with his shares in AGL.

**OM 8/2023** Resolved (Cr McGlynn/Cr Hickey) that the disclosures of interest be received and noted.

**5. Adoption of the Minutes of the Ordinary Meeting held on 22<sup>nd</sup> February 2023**

**OM 9/2023** Resolved (Cr Brady/Cr Hickey) that the minutes of the Ordinary meeting held on 22<sup>nd</sup> February 2023 be received and noted.

**6. Business Arising from Minutes of the Ordinary meeting held on 22<sup>nd</sup> February 2023 – Nil**

**SUSPENSION OF STANDING ORDERS AT 9.20am**

**OM 10/2023** Resolved (Cr Brady/Cam) that the meeting be suspended at 9.20am to conduct the life membership ceremony for former Chair of MERC, ex councillor Peter Shinton, to undertake a de-brief on the Resources, Energy, Industry & Innovation Forum.

(1) Life Membership – Peter Shinton. The Chair assisted by local MP for Dubbo, Dugald Saunders presented Peter with plaque and badge for his years as delegate to the Association from Warrumbungle Shire Council and the Coonabarabran Shire Council. The Chair had this to say:

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT DUBBO RSL CLUB, STARLIGHT ROOM, BRISBANE ST, DUBBO, 9<sup>th</sup> JUNE 2023**

*“It is indeed a privilege for me today, as Chair of the Association Mining & Energy Related Councils in NSW, to acknowledge the outstanding service to the Association of the former Chair of this Association, Peter Shinton from Coonabarabran.*

*Peter is here with us today, accompanied by his lovely wife and sometimes advisor Julie. Welcome to you both.*

*Peter has served his community for over 26 years, as a Councillor, and a Mayor for 16 years of them, which is an eternity in any profession and a very long time to be in Local Government. No doubt he has some stories to tell.*

*He was a Councillor on Coonabarabran Shire Council from 1995 to 2004 and it's last Mayor in 2004, when it amalgamated with Coolah Shire Council to form the current Warrumbungle Shire Council. He remained on Council until the Covid delayed December elections in 2021.*

*During these years, Peter became the delegate to the Association of Mining Related Councils from 2011 to 2021 and its chairman from 2014 to 2021 when its first Three Year Strategic Plan was adopted, and name changed during the period to Association of Mining & Energy Related Councils in NSW.*

*What is unique about Warrumbungle Shire Council's membership of the Association is that it has no mining or renewable energy developments operating but has coal mining offsets in its boundaries and is gearing up for the installation of hundreds of wind turbines in the Coolah Tops area that has been in the planning system for many years.*

*Peter's main strength was his level-headed demeanour and wily leadership as the Chair of MERC for 6 years and a delegate for over 20 years. His background as a geologist was a big asset to assist in providing advice to delegates at meetings and for their Councils.*

*His specific interests as a Chair and delegate to MERC where he participated in leading discussions with government officials in workshops and meetings, were:*

- As a participant in the VPA Working Party with NSW Minerals Council members and their consultants that developed a template for Councils when negotiating VPA's to be compensated for effects of mining on a community.*
- Attending meetings with senior government officials to develop criteria for the current rounds of Resources/Royalties for Regions to realize and compensate for the mismatch between where the resource is extracted and where the royalties are expended.*
- Representations to government officials and leaders on the disparity of rate pegging and the mining rate which prevented any reward being gained for consumption of local assets by resource companies to local government.*

*Peter always said the best assets for the Association are the delegates, their interest in and understanding of the mining and energy resource sectors, the array of guest speakers, the management of finances and the site visits organized by the Executive*

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT DUBBO RSL CLUB, STARLIGHT ROOM, BRISBANE ST, DUBBO, 9<sup>th</sup> JUNE 2023**

*Officer. These are the core values of our Association that has held MERC in good stead over the test of time. Delegates have recognized the efforts and leadership of Peter on behalf of the Association and endorsed his nomination for Life Membership in September 2022.*

*This Life Membership award is in recognition of Peter's service in making a significant contribution to the success of the Association, as the peak body in NSW, empowering, resourcing and advocating on behalf of Councils in NSW that are impacted by mining and energy.*

*Delegates, in closing, it is an honour for me today to be able to bestow this Life Membership on the former Chair, Peter Shinton on behalf of our Association by pinning the Life Membership badge on his lapel and providing a plaque which can be displayed at home on his mantelpiece or office to remind him of this day.*

Response from Peter: *'I am delighted, honoured, and humbled to accept this life membership today for something that I enjoyed being part of. My interest in MERC started back in 2011 when I attended a meeting of the Association in Newcastle.*

*Before that our Shire was involved with a poor thermal coal deposit that was to be mined near Dunedoo and belonged to the NSW State Government - the Cobborah Coal Deposit. Even with the negotiation skills of our General Manager Steve Loane with us, we failed to have a worthwhile voluntary agreement and it never progressed.*

*However, back in 2011, I met the Executive Officer of this Association at the time, (Margaret McDonald-Hill) and I have kept that association going since then. I remember Margaret was working on a submission to the NSW State Government on 'Royalties to be returned to Regions' and of the 25 delegates present on that day only one (Wincen Guy, then Mayor of Broken Hill) was not in favour because he thought that more would be lost than gained by this provocative move!!!!*

*Over the years, Warrumbungle Shire did not miss a meeting and we used the expertise of mentors such as Margaret, former Mayors Neville Castle (Lithgow), John Martin (Singleton) and Lillian Brady (Cobar) to help promote our cause and the understanding of mining in NSW.*

*Through the tutelage of Greg Lamont, we took to alternate energies to increase membership and understanding of where the future would be for Local Government. It was there that I met Owen Hasler from Gunnedah Shire with his fierce union acquired negotiation skills and he was always willing to attend meetings, gatherings and represent the MERC cause when I or Greg could not attend.*

*It has been a great group of delegates over the years and as such I have made some strong relationships that I will ensure continue. Thank you for your life membership recognition'.*

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT DUBBO RSL CLUB, STARLIGHT ROOM, BRISBANE ST, DUBBO, 9<sup>th</sup> JUNE 2023**

(2) Megan Dixon/Brad Cam- RDA Orana De-brief on REIIF. A brief discussion was held on the recent REIIF, held in Dubbo from 6<sup>th</sup> to 9<sup>th</sup> June 2023, culminating in the MERC meeting. There were 64 speakers on and off site at Rhino Lodge, Dubbo and utilised 15 different local regional vendors for the staging of the event in concert with MERC, 600 tickets sold. It was agreed that the full statistics be provided to MERC to distribute to delegates when a report is to hand from RDA Orana. Other comments were:

- Need to start marketing at least 6 months out, lock in dates, don't change them if can be helped, however process is all set up now and planning started already, so should not be a major issue in the future.
- Could be an annual conference, shorter and more specific to MERC/Councils.
- Have the MERC meeting on the day before the conference to encourage more delegates to attend the sessions next day to learn more about energy & resources changes.
- Ministers invited to be programmed to stay to hear experts and comments.
- Transport to/from venues contacts, directions/times on daily programs would assist.
- Overall, very well done by Megan, Kate, Kelly & Zannat – well received by all who attended for the sessions.
- A Report will be provided to MERC from RDA Orana on the event.

**RESUMPTION OF STANDING ORDERS AT 10.15am**

**OM 11/2023** Resolved (Cr Batten/Loane) that the meeting be resumed at 10.15am to continue with the meeting items.

**7. Adoption of the Minutes of the Executive Committee Meeting held on 9th June 2023**

**OM 12/2023** Resolved (Cr McGlynn/Cr Brady) that adoption of the minutes of the Executive Committee meeting held on 9<sup>th</sup> June 2023 be deferred until after the Executive Officer provides a background report on the items & recommendations.

**Executive Officer's Report**

The Executive Officer went through the items in the Executive Officer's report that related to matters on the Agenda for this meeting prior to the adoption of them.

**OM 13/2023** Resolved (Cr Todd/Cr Brady) that the minutes of the Executive Committee meeting held on 9<sup>th</sup> June 2023 be received and noted.

**8. Business Arising from the Minutes of Executive Committee Meeting held on 9<sup>th</sup> June 2023 – Nil**

**SUSPENSION OF STANDING ORDERS AT 10.35am**

**OM 14/2023** Resolved (Cr Brady/Cam) that the meeting be suspended at 10.35am for morning tea with speakers, life membership recipient and wife plus to receive the presentation from the Future Together Group speakers.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT DUBBO RSL CLUB, STARLIGHT ROOM, BRISBANE ST, DUBBO, 9<sup>th</sup> JUNE 2023**

Amer Hussein & Martin Rush – Future Together Group (FTG) Amer Hussein, contacted the Executive Officer on Friday 2<sup>nd</sup> June 2023 (after the business paper had been issued) requesting an opportunity to address MERC on work they had been doing with Lithgow City Council in relation to Royalties for Rejuvenation Grant Program. The FTG were engaged by Lithgow City Council to:

1. project manage the development of Council's transition and emerging economies plan – partly funded by the State Government,
2. review Council's financial sustainability and transition preparedness,
3. review Council's quarrying, mining, and energy impacted road network, and
4. develop Council's transition policy framework and next steps for Government.

Part of their brief is to share learnings with other NSW councils likely to be impacted by the de-carbonisation of the economy and energy transition.

They have been working with Lithgow City Council (and Muswellbrook Shire Council) in relation to the opportunities that exist with Royalties for Rejuvenation and the Expert Panels appointed under the Mining Act in some of the four regions of NSW – Hunter, Central West, Northwest & Illawarra.

Consequently, the main speaker for FTG was Martin Rush (he is the former Mayor of Muswellbrook Shire Council, Barrister, and legal expert on Mining and Local Government matters such as Planning Agreements, Royalties for Regions and Rates). He had this to say:

“The new NSW Government is planning to review what is in place and develop Transition Authorities which will be independent of State and Federal Governments. There is no alignment of the State and Federal Governments with this and there must be a whole of government process with Planning & Resources Ministers involved and a “White Paper” developed for Government to legislate changes is needed as facts and evidence matter, backed by technical reports that MERC has done in the past with the working parties.

MERC can be part of this process for councils by addressing the ‘Policy Gaps’ and offer a better value proposition for membership.

Muswellbrook has already set up a Standing Committee on the Transition to address what is before them with relevant unions, businesses and community groups involved to work with transferring skills once the mines close, to renewable energy developments and other value-added industries.

Lithgow is waiting on FTG to report back to determine what they do as per the brief above. Details are in the following slides that he spoke to using Muswellbrook Shire Council as an example of what can be done.

Transition Management:

- Transition is well underway in NSW coal communities – even where there is little apparent change in key economic indicators.
- Changes in forward capital investment and ownership are leading indicators of structural adjustment.
- Economic transitions management is notoriously difficult. There are many more examples of failure than success.

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- Successful transitions require:
  - shared accountability and governance,
  - early and robust identification of relative strengths,
  - strategic and sustainable investments, and
  - adequate and well-sequenced funding.
- Expert opinion suggest the Hunter will require ~\$650M to \$1B to achieve a successful economic and social transition. In Lithgow that figure is between \$150M to \$400M.
- Early intervention and coordination significantly reduce investments required.

**Transition Authorities:**

- A leading practice authority will have a governance structure and area of operation that matches the economic catchment.
- Although structural adjustment is a State Government responsibility, it requires actors and resources that reach beyond the State Government.
- Business and unions working collaboratively on whole-of-family support and adjustment programs, and worker transfer schemes.
- Schools, VET sector, universities, industry, and government collaborating on building the regional workforce's adaptive capacity.

**Financial Sustainability & Transitional Preparedness:**

- All levels of government supporting new industry growth with well-planned and sequenced infrastructure.
- Industry, knowledge providers and government collaboratively building a region-wide culture of innovation, investment, acceleration, and scaling.
- Lithgow had ongoing structural deficits at existing agreed levels of service.
- Inter-category rating analysis revealed significant cross-subsidies of and between industries and opportunities for a substantial realignment of the rating burden.
- Mining related councils in NSW, by mine rating, fall into one of two categories because of the practical application of a High Court decision.
- Levying of similar rates to those levied by councils in the higher category was justifiable. That finding proceeded from a rational analysis of the consumption of Council resources by the mining industry.
- Workforce and community adaptability plans should be undertaken early, and key findings implemented. This yields the highest return on investment.

**Policy Gaps:**

- Clarity is required in the governance framework.
- Current legislative framework only covers mining activities and does not extend to power stations which are likely to close much earlier.
- State and Federal frameworks are not aligned.
- Vertical misalignment within the State government on transitions.
- Present framework promotes a fragmentation of accountabilities rather than a focus for shared accountability.
- Evidence-based decision-making is not embedded in the framework.

(Slides will be distributed to delegates. Note the background notes to what speaker talking about, following)

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT DUBBO RSL CLUB, STARLIGHT ROOM, BRISBANE ST, DUBBO, 9<sup>th</sup> JUNE 2023**

*Background - Royalties for Rejuvenation* In March 2021, the Government established the \$300.million Royalties for Rejuvenation Fund under the Mining Amendment (Royalties for Rejuvenation Fund) Regulation 2021 under the Mining Act 1992. These funds will be available on a basis of \$25m pa to help regional coal mining communities' transition as the global economy moves away from carbon-based energy options for these 14 coal mining areas: - City of Cessnock, Gunnedah, City of Lake Macquarie, City of Lithgow, Liverpool Plains, City of Maitland, Mid-Western Regional, Muswellbrook, Narrabri, City of Newcastle, Singleton, Upper Hunter Shire, Wollondilly and City of Wollongong.

An expert panel covering each of the regions has been established following a recruitment process, where existing councillors cannot sit on the panel and the Minister appoints the Chair, the organisation structure is as follows:

- Northwest (Gunnedah, Narrabri & Liverpool Plains Shires, Chair is Andrew Johns).
- Central West (Mid-Western & Lithgow, Chair is Brad Cam).
- Illawarra (Wollongong & Wollondilly, Chair is Bianca Perry).
- Hunter (Newcastle, Cessnock, Singleton, Muswellbrook, Lake Macquarie, Upper Hunter and Maitland, Chair is Bob Hawes).

The expert panels have already had several meetings and will consider business cases for investments that will benefit coal mining and their functions are under the Mining Act 1992, section 292X(4)(b), of advising the Minister about the following matters: -

- (a) the consequences and opportunities associated with moving away from coal mining, particularly in relation to the impact on employment and economic activity in the affected coal mining region,
- (b) alternative land uses of coal mining sites,
- (c) the outcome of public consultation about—
  - (i) options to support the economic diversification of the affected coal mining region in alternative industries, and
  - (ii) the affected coal mining region's reliance on coal mining for employment and economic activity.

(Further details on the functions and governance of each of these panels is on the web page for [www.nsw.gov.au/regional-nsw/...../royalties-for-rejuvenation-fund](http://www.nsw.gov.au/regional-nsw/...../royalties-for-rejuvenation-fund))

**RESUMPTION OF STANDING ORDERS AT 11.25am**

**OM 15/2023** Resolved (Cr Deeth/Loane) that the meeting be resumed at 11.25am to continue with the meeting items.

**9. Delegates Reports – Nil.**

**10. Speakers - As above**

**11. Executive Officer's Report – Dealt with in Item 7**



**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT DUBBO RSL CLUB, STARLIGHT ROOM, BRISBANE ST, DUBBO, 9<sup>th</sup> JUNE 2023**

**12. General Business**

- (a) Next Meeting Cr Hambling raised the need for next MERC meeting in August to be held in Parliament House during sitting times, to attract Ministers to address delegates on critical issues. Executive Officer to arrange.

**OM 16/2023** Resolved (Cr Hambling/Deeth) that the next meeting of MERC be held in NSW Parliament House during sitting times in August, on a date as determined by the Executive Committee.

- (b) Resources for Regions Program. Cr Deeth proposed that a motion be considered by MERC to have the Minister for Resources retain and improve the Resources for Regions Program.

**OM 17/2023** Resolved (Cr Deeth/Hambling) that MERC:

- (1) Jointly writes (with the mayors of all member councils) to the Minister for Resources, Hon Courtney Houssos, the Premier, Treasurer and other relevant Ministers and Shadow Opposition members, in strongly recommending that the current Resources for Regions Program be retained at current funding levels, and it be improved to include other mining affected LGA's and communities.
  - (2). Writes to the Minister for Resources, requesting a meeting with the Chair & Executive Officer of MERC to discuss the issues in (1).
  - (3). Invite the Minister to attend our next meeting (at her convenience) to further update member Councils on proposed changes being made by the Government.
  - (4). Request that MERC to "have a seat at the table" in relation to the Resources for Regions Program review.
  - (5). A copy of the letter be sent to local Members of Parliament, Roy Butler, Phil Donato, Dugald Saunders, Jenny Aitcheson and Minister for Energy, Climate Change, Environment & Heritage, Hon Penny Sharpe.
- (c) MERC Strategic Direction. Cr McGlynn raised concerns with MERC's direction, with the inclusion of renewable energy in its Strategic Direction. Cr McGlynn felt that former members, may have the wrong impression of what MERC is about, given that it commenced looking after "coal" affected LGA communities and had embraced minerals and renewables vigorously in recent times. Perhaps there is a misconception of its representation as an Association of Mining & Energy Related Councils not just renewables.

**OM 18/2023** Resolved (Cr McLynn/Loane) that MERC:

- (1) Write to all coal mining affected councils in NSW to outline MERC's position 'that whilst MERC as an evolving entity is addressing the needs of local council members for mining & energy, as they arise, it has included renewable energy in its current Three-Year Strategic Plan 2023-2026 actions, that there may be a misconception that MERC doesn't embrace coal mining LGA's anymore, which is incorrect',
- (2) When undertaking (1), ensure that the letter outlines the benefits of being a member of MERC and requesting that they consider joining or re-joining to ensure a stronger voice for all mining councils in NSW.
- (3) The MERC Executive Officer and Chair will visit where necessary.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INC. ORDINARY MEETING HELD AT DUBBO RSL CLUB, STARLIGHT ROOM, BRISBANE ST, DUBBO, 9<sup>th</sup> JUNE 2023**

(d) RDA Orana REIIF Event

**OM 19/2023** Resolved (Cr Duffy/Brady) that the Executive Officer organise a thank you gift for the event planning staff at RDA Orana and thank them for their assistance in conducting the inaugural Resources and Energy Forum

**Close – the meeting closed at 12.35pm**

DRAFT

**The minutes (pages 1-8) were confirmed at a meeting of the Ordinary Meeting held on the August 2023 and are a concise and accurate record of proceedings of the Ordinary General meeting held on 9<sup>th</sup> June 2023.**

.....  
**Cr Kevin Duffy**  
**Chairperson**

# WARREN SHIRE COUNCIL

## Policy Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th July 2023

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### ITEM 1                      UPDATED CORPORATE CREDIT CARD POLICY

(P13-1, A1-9.1)

#### RECOMMENDATION

1. That the updated Corporate Credit Card Policy be received and approved by Council.
2. That the Council note and approve the updated value of Credit Card banking facility, as increased from \$20,000 to \$45,000 as a conjunct item with the Corporate Credit Card Policy.
3. That the Mayor and General Manager are authorised to sign under seal of Council for all related documentation for this matter, as required into the future.

#### PURPOSE

The purpose of this Policy is to provide effective business service provision across the body of Council, to simplify and reduce the time and cost otherwise associated with small scale purchasing of goods and services, to relieve the possible burden of expense worn by staff and reimbursement sought thereafter.

The Policy includes a high degree of control and Corporate Governance methodology applied, as relates to Council business processes whilst also meeting relevant statutory conditions and compliance, more specifically to that of relevant responsibilities, roles, approved purchase limitations, process, and overarching management structure in use.

#### BACKGROUND

Section 23A of the Local Government Act 1993 provides the relevant legislation that allows a Chief Executive (General Manager) the ability to prepare, adopt or vary guidelines relating to the exercise by a Council of any of its functions. In this case the function is related to Corporate Credit Card use across the organisation.

In addition to the above, updates to the Corporate Credit Card Policy has been updated based on the Office of Local Government "Guideline on the use and management of credit cards" as supported in Legislated offerings.

#### REPORT

In compliance with the relevant legislation and guidelines outlined above, the main aim of the review and update for this Policy has been to ensure the relevant roles, responsibilities, process and procedural aspects of corporate credit card use are reflective of current best practice offerings.

The content of the Policy has been amended in a minor level of detail, surrounding role, responsibility, process, and procedure to maintain transparency and consistency whilst assuring Council and the wider community in meeting relevant audit compliance conditions following the Auditor General scrutiny of Local Government credit card use 2018-2019 report released 2020 thereafter.

Critical aspects identified were related to the following:

- eligibility of credit card assessment across staff of the Council.
- lack of alignment with credit card limits and delegation of financial instruments across staff of the Council.
- lack of reconciliation of credit card transactions across staff of the Council.
- lack of policy and procedures for all types of cards used by the Council.

# WARREN SHIRE COUNCIL

## Policy Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th July 2023

### ITEM 1 UPDATED CORPORATE CREDIT CARD POLICY

CONTINUED

These matters have been addressed in Council Corporate Credit Card Policy, further improved upon in assessing the structure, availability and need of Council with respect of the facility as provided by National Bank of Australia. Whilst not contained in the Corporate Credit Card Policy, Council should be aware of the following update to credit card facility in use presently:

Card Holder	Old Card Holder Limit	New Card Holder Limit
Mayor	\$ 5,000.00	\$ 5,000.00
General Manager	\$ 5,000.00	\$ 10,000.00
Divisional Manager Engineering Services	\$ 5,000.00	\$ 10,000.00
Divisional Manager Finance & Administration	\$ 5,000.00	\$ 10,000.00
Manager Health & Development	NIL	\$ 5,000.00
Librarian	\$ 5,000.00	\$ 5,000.00
<b>Total of credit card facility with NAB</b>	<b>\$ 25,000.00</b>	<b>\$ 45,000.00</b>

The above was assessed on a need's basis in consultation across Council Senior Management Team to streamline Council service delivery and purchasing performance efficiency.

#### FINANCIAL AND RESOURCE IMPLICATIONS

There is minimal impact from a financial and resource impact, whilst Council credit card facility (liability) increased by \$20,000 it is not considered a material value or negative indicator across Council regarding business undertakings as a going concern.

#### LEGAL IMPLICATIONS

N/A.

#### RISK IMPLICATIONS

N/A.

#### STAKEHOLDER CONSULTATION

N/A.

#### OPTIONS

N/A.

#### CONCLUSION

The details held in the report be noted and approved by Council, following the recommendation contained therein.

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

5.2.2 Proactively manage known compliance risks.

5.2.5 Improve procurement practices to maximise cost efficiency whilst supporting local businesses where possible.

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

# WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 27th July 2023

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**ITEM 1            UPDATED CORPORATE CREDIT CARD POLICY**

**CONTINUED**

**SUPPORTING INFORMATION / ATTACHMENTS**

Item 1 - Updated Corporate Credit Card Policy; and

Item 2 – Credit Card Management in Local Government – Audit Office of NSW (Under Separate Cover).

# WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager of Finance and Administration  
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ITEM 1

UPDATED CORPORATE CREDIT CARD POLICY

CONTINUED



## POLICY REGISTER

### CORPORATE CREDIT CARD POLICY

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Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 23rd May 2023

File Ref: P13-1, A1-9.1

# WARREN SHIRE COUNCIL

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ITEM 1

UPDATED CORPORATE CREDIT CARD POLICY

CONTINUED

## DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27th September 2018)
2.0	DMFA 23rd May 2023	Second Edition	

# WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager of Finance and Administration  
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ITEM 1

UPDATED CORPORATE CREDIT CARD POLICY

CONTINUED

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# WARREN SHIRE COUNCIL

## Policy Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th July 2023

ITEM 1

UPDATED CORPORATE CREDIT CARD POLICY

CONTINUED

Warren Shire Council – Corporate Credit Card Policy

### 1. PURPOSE AND SCOPE

- 1.0 To simplify and reduce the time and costs otherwise associated with small scale purchasing of goods and services required by Warren Council and to minimize the costs otherwise incurred in reimbursing Warren Council expenses incurred by employees.
- 1.1 To meet the cost of certain employment benefits e.g. the cost of motor vehicle servicing.
- 1.2 Applies to all employees of the company that have access to a Corporate Credit Card (CCC).
- 1.3 Follow relevant Guideline on the use and Management of Credit Cards, under section 23A of the *Local Government Act 1993*.

### 2. RESPONSIBILITIES

#### 2.1 General Manager

1. Ensure the internal approval process is established for all card holders to obtain and use credit cards, as consistent with the requirements of the card issuer (financial institution).
2. Ensure the credit card policy is set as per Council internal approval process, considering the appropriate staff purchasing expense delegation limits; credit card limits are set as per the defined delegation limits (monthly, transactional, cash withdrawal if applicable); Adherence to Council overall borrowing or budgetary limits set by the issuer of the credit facility.
3. The General Manager shall establish and implement a Credit Card Policy as well as procedures to support the policy, to suit the size of the Council and relevant operational or positional requirements for smooth business process, with regard to defined roles; responsibilities; criteria for approval in obtaining or removing credit card; management and administration aspects accordingly.

#### 2.2 Cardholder

4. Ensure the card is used only for allowable transactions, per relevant purchasing or approval limit delegations provided by the General Manager.
5. Ensure the card is taken care of, to report its loss immediately to the issuer of the card and also in writing to the Divisional Manager Finance and Administration and to return the card to the cardholder's Manager when leaving Warren Council.
6. To retain valid Tax Invoices, receipts and dockets (refer to Appendix 1 for the requirements of a valid Tax Invoice).
7. To justify the purposes and expenditure for which the card is used, to the satisfaction of the cardholder's Manager and in accordance with Warren Council's standards as issued from time to time.
8. To complete the credit card acquittal in accordance with clause 4.1.
9. Card-Not-Present transactions should not be utilised unless the card holder can be assured of the merchant/business they are dealing with are validated, known and reputable. This would also include understanding of risk involved with online transactions, use only websites with https:// not http://, for added layer of encrypted transactional protection.

# WARREN SHIRE COUNCIL

## Policy Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th July 2023

ITEM 1

UPDATED CORPORATE CREDIT CARD POLICY

CONTINUED

Warren Shire Council – Corporate Credit Card Policy

### 2.3 Cardholder's Manager

- a. Ensure that cardholders are aware of and perform their accountabilities in relation to the system.
- b. Check that use of the credit card is within the authority of the cardholder.

### 2.4 Divisional Manager Finance and Administration – Program Administrator

1. Responsible for the development, ongoing review, to implement and communicate the Credit Card Policy and procedures to all relevant parties.
2. Receive and approve Cardholder applications, for consideration of General Manager and final approval from the Card Issuer (financial institution).
3. Ensure Warren Council's requirements concerning usage of credit cards is known by cardholders and ensure the publication of timetables for acquittals are issued from time to time.
4. Liaise with and maintain all aspects of the Credit Card Facility (cards, cardholders) with the Card Issuer (financial institution), additions or removal of cards and ongoing use of the administration system provided for management.
5. Ensure incomplete credit card account acquittals are returned to the originator.
6. To ensure cost allocations are made in a manner suitable for management accounting and reporting purposes.
7. Ensure accounts and records are kept in order to comply with relevant taxation laws.
8. Ensure payments to card issuers are made by the due date.
9. Bring to the attention of the relevant Manager any:
  10. Card usage that appears to be beyond the authority of the cardholder
  11. Non-conformance with the system for acquittals of card statement account
  12. Bring to the attention of the General Manager any non-conformances or unusual matters not resolved in a reasonable period of time.
13. Ensure the system is audited as part of the overall program of financial audits.
14. Report to the General Manager and to Warren Council's auditors immediately any reasonable concern that arises in relation to fraud or misappropriation and initiate an investigation.
15. Review the operation of the system from time to time and modify it to meet the needs of the organisation.
16. Ensure relevant training is provided to all credit card holder as required, upon issuance or change in delegation; update of procedure; update of policy guidelines; other related changes that may occur.

# WARREN SHIRE COUNCIL

## Policy Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th July 2023

ITEM 1

UPDATED CORPORATE CREDIT CARD POLICY

CONTINUED

Warren Shire Council – Corporate Credit Card Policy

### 3. DEFINITIONS

#### 3.0 Allowable Transactions

Transactions primarily for travel related transactions, minor stores and accessories. These transactions could include:

- Air fares
- Taxi fares
- Accommodation & meals
- Fuel for company vehicles (where there is no fuel card supplier)
- Company vehicle servicing
- Work related books
- Work related conferences/courses
- Other one off purchases approved by Divisional Manager Corporate & Finance
- White Goods
- Protective Equipment
- Store items less than \$2000 and or where the supplier does not accept purchase orders

#### 3.1 Transactions are not to include the following:

- Private use
- Cash advances
- ebay or similar web based purchasing – permitted with Divisional Manager or General Manager consent only.
- Cash splitting payments or purchases, each payment or purchase shall be singular in application, not pay for one good, service or item split over multiple transactions to evade relevant purchasing delegation and policy or procedure of Council. Any items discovered as cash splitting payment or purchase, will result in the credit card issue immediately cancelled and revoked from the person/s concerned.

### 4. POLICY STATEMENT

#### 4.0 Card Account Acquittals

The cardholder shall:

1. Annotate the card account statement sufficiently for their Manager to be able to understand and approve (or question) the listed expenses.
2. Attach to the card account statement Tax Invoices for every expense and to reconcile the card account statement with these documents.
3. Where a Tax Invoice is lost (expected to be a rare event), every effort must be made to acquire a copy from the relevant supplier, otherwise attach a signed declaration to that effect, with details of the expense to the satisfaction of their Manager.
4. Certify, by signing the card account statement, that the expenses listed have been incurred, that the goods and/or services have been received, that the details have been reconciled, and are correct for payment.
5. Obtain the signature of their Manager signifying approval for payment of the card account statement.
6. Forward the approved card account statement to Accounts Payable for payment

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# WARREN SHIRE COUNCIL

## Policy Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th July 2023

ITEM 1

UPDATED CORPORATE CREDIT CARD POLICY

CONTINUED

Warren Shire Council – Corporate Credit Card Policy

7. Comply with the timetable for card account acquittals issued from time to time by the Divisional Manager Finance and Administration.

The cardholder's Manager shall:

1. Check that the card account statement has been reconciled and is ready for payment.
2. Sign and approve the card account statement for payment.
3. Comply with the timetable for card account acquittals as issued from time to time by the Divisional Manager Finance and Administration.

#### 4.1 Using the CCC by staff other than Stores Purchasing Officer(s)

Staff, other than those from Stores, must:

1. Sign, date and clearly print his/her name on the Tax invoice and, where applicable, on the EFTPOS docket;
2. Ensure suppliers provide an Invoice and CCC receipt with the goods that clearly displays the CCC number;
3. Ensure that the supplier provide a compliant tax invoice for purchases over \$75 inclusive of GST;
4. Ensure that the supplier invoice and CCC receipt provides a clear and full description of goods and services e.g. "Goods as specified" is not acceptable. If this is all the supplier is willing to supply, the cardholder should go elsewhere to purchase their requirement/s. Should circumstances dictate that the purchase proceeds, an itemised list is to be attached to the supplier's documentation using either a Warren Council purchase requisition or purchase cardholder transaction form. Any future purchases should be from a supplier who will provide an itemised list;
5. Check and process their purchase card transactions in the purchase card sub ledger of Practical Plus System on a daily basis;
6. If the transaction is in order, then approve it and key the budget account number that this transaction is to be debited to;
7. If the transaction is not in order, then nominate it as a disputed transaction for follow-up and checking;
8. Forward the tax invoice documentation to Financial Services Accounts Payable office with one day of acceptance in Practical Plus System.
9. If the invoice is not subject to GST, then the appropriate GST code is to be amended. Any queries should be directed to the Treasurer or the Accounts Payable Officer.
10. The need for prompt processing of documentation and the acceptance of the transaction in purchase card sub-ledger of Practical Plus within one day is paramount so as to ensure the transactions are valid and accrued in the general ledger.

#### 4.2 Using the Credit Card by Stores Purchasing Officer

Stores Purchasing officer must:

1. Only use their CCC with the authority of a requisition signed and approved by an officer delegated the authority for requisitioning of goods or services by the General Manager;
2. Record CCC transactions on a purchasing daily checklist form;
3. Clearly state his/her name, CCC number, CCC expiry date and contact phone number when authorising a purchase to Supplier;

# WARREN SHIRE COUNCIL

## Policy Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th July 2023

ITEM 1

UPDATED CORPORATE CREDIT CARD POLICY

CONTINUED

Warren Shire Council – Corporate Credit Card Policy

4. Advise the Supplier of the name of the Officer picking up the goods;
5. Advise the Supplier to check the identification of the Officer picking up the goods;
6. Advise the supplier not to issue any goods until the identification of the Officer picking up the goods is confirmed;
7. Advise the supplier to contact the Purchasing Officer if the ID of the Officer picking up the goods is not correct.

The officer collecting the goods

1. Must collect the Invoice and the CCC receipt from the supplier and deliver it to the Purchasing Officer within one working day;

#### 4.3 Processing for Payment of Corporate Credit Card

Card Holder

1. The individual card holder is responsible to complete the "Card Credit Expense Report."
2. All receipts **MUST** be accounted for and should receipts be misplaced a "Statutory Declaration is required to be completed on the approved form." Should receipts be continually misplaced by the cardholder the Card Credit will be remove from the individual.

Financial Team

1. Ensure prompt processing of Credit Card Accounts via a direct bank debit entry;
2. Reconcile the Credit Card control account to that of the Credit Card bank statement on a monthly basis after the cardholder has forwarded the "Credit Card Expense Report.";
3. Reconcile the CCC sub ledger to that of the control account in the General Ledger on a monthly basis;
4. Download the Electronic Transactions from the Bank to the CCCSub Ledger;
5. Match the Invoices/Documentation from the Credit Card Holders to the individual statements received from the bank on a monthly basis;
6. Follow up outstanding documentation and transactions with the individual Credit Card holders.

#### 4.4 Non-Compliance by Credit Cardholders

Should any Credit Cardholder not adhere to this Policy or other financial policy requirements, then consideration may be given to cancelling the individual Corporate Credit Card.

The Divisional Manager Finance and Administration shall submit a report to the General Manager outlining non-compliance issue and recommending a course of action to remedy the situation.

#### 5. POLICY REVIEW

Warren Council reserves the right to vary, replace or terminate this policy at any time. This policy will be reviewed every 2 years or earlier if there are relevant statutory or State Government policy changes.

# WARREN SHIRE COUNCIL

## Policy Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th July 2023

ITEM 1

UPDATED CORPORATE CREDIT CARD POLICY

CONTINUED

Warren Shire Council – Corporate Credit Card Policy

### APPENDIX 1 – REQUIREMENTS OF A VALID TAX INVOICE

#### For purchases less than \$1,000:

- the words “Tax Invoice” stated prominently
- the name of the supplier
- the ABN of the supplier
- the date of issue of the tax invoice
- a brief description of the goods or services purchased
- total price of the sale (including GST)
- where the GST is exactly 1/11<sup>th</sup> of the total price, GST must be shown separately or provide the statement such as “total price includes GST”.
- Where the GST is less than 1/11<sup>th</sup> of the total price, show the GST amount **and** the total amount excluding GST for the purchase.

#### For purchases more than \$1,000:

- the words “Tax Invoice” stated prominently
- the name of the supplier
- the ABN of the supplier
- the name of the recipient (Warren Shire Council)
- the address or ABN of the recipient (Warren Shire Council – 87 198 932 652)
- the date of issue of the tax invoice
- the quantity of goods purchased or the extent of the services provided
- a brief description of the goods or services purchased
- total price of the sale (including GST)
- where the GST is exactly 1/11<sup>th</sup> of the total price, GST must be shown separately or provide the statement such as “total price includes GST”.
- where the GST is less than 1/11<sup>th</sup> of the total price, show the GST amount and the total amount excluding GST for the purchase.

#### For purchases where the cost includes taxable purchases and a GST free or input taxed purchase (a mixed supply) the tax invoice must also:

- clearly identify each taxable purchase
- show the total amount of GST to be paid
- show the total amount payable for the sales.

# WARREN SHIRE COUNCIL

## Policy Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th July 2023

ITEM 1

UPDATED CORPORATE CREDIT CARD POLICY

CONTINUED

Warren Shire Council – Corporate Credit Card Policy

### APPENDIX 2 – CREDIT & PURCHASING CARD CONDITION OF USE

Note terms such as 'total price includes GST' or similar are not sufficient for invoices in this category.

Applicant (Cardholder)	
Position	
Department	

The Corporate Credit Card (CCC) will be issued to you on the following conditions:

- a. I am required to take strict care over the custody and use of the card at all times.
- b. I will not permit the CCC to be used by another person according to guidelines.
- c. I will not use the CCC, nor permit it to be used, for other than official purposes.
- d. I may only use the CCC for purchasing goods and services required for Council related purposes.
- e. I will not use the CCC to obtain cash.
- f. I may only use the CCC for purchasing/paying to a limit of my delegated authority in any one transaction.
- g. I will check and process my purchase card transactions in the Practical System each day.
- h. I will forward all relevant documentation to Financial Services within one (1) week of the statement being received.
- i. I will use the CCC in accordance with the CCC Administrative Policy & Procedure
- j. I will obtain the approval of the Manager for my department for all entertainment and hospitality expenditure equal to or greater than \$1,000.
- k. If a Manager of a department, I will obtain the approval from the General Manager of all entertainment and hospitality expenditure equal to or greater than \$2,000.
- l. If employed as the General Manager of Council, I will obtain the approval from the Mayor of all entertainment and hospitality expenditure equal to or greater than \$2,000.
- m. If the CCC is lost or stolen, I will immediately inform the Accounts Payable Team Leader/Senior procurement officer and/or the card provider.
- n. If I identify or it is brought to my attention that misuse or fraud is taking place against my CCC, I will immediately inform the Divisional Manager Finance and Administration and the card provider.
- o. Upon the notification and/or cessation of my employment in the current position, I am required to return the CCC promptly to Divisional Manager Finance and Administration.
- p. I understand that my card may be cancelled for non-compliance.

I acknowledge that I have read and understood the conditions set out above, and the Credit Card Policy and Procedure documents, which govern the issue and use of the CCC in my name and I will report all breaches to the Divisional Manager Finance and Administration immediately.

# WARREN SHIRE COUNCIL

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ITEM 1

UPDATED CORPORATE CREDIT CARD POLICY

CONTINUED

Warren Shire Council – Corporate Credit Card Policy

Signature of Cardholder	
Name of Cardholder	
Telephone Number of Cardholder	
Date signed	

I have witnessed the signature of the cardholder – YES / NO

Signature of Witness	
Name of Witness	
Date signed	



# WARREN SHIRE COUNCIL

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ITEM 1

UPDATED CORPORATE CREDIT CARD POLICY

CONTINUED

Warren Shire Council – Corporate Credit Card Policy

**APPENDIX 3 – Statutory Declaration for Missing Receipts on Council Credit Card**

Transaction Date: \_\_\_\_\_  
Payee: \_\_\_\_\_  
Amount: \_\_\_\_\_  
GL / WO No: \_\_\_\_\_  
Details of Expense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ (name), confirm the above  
purchase details are true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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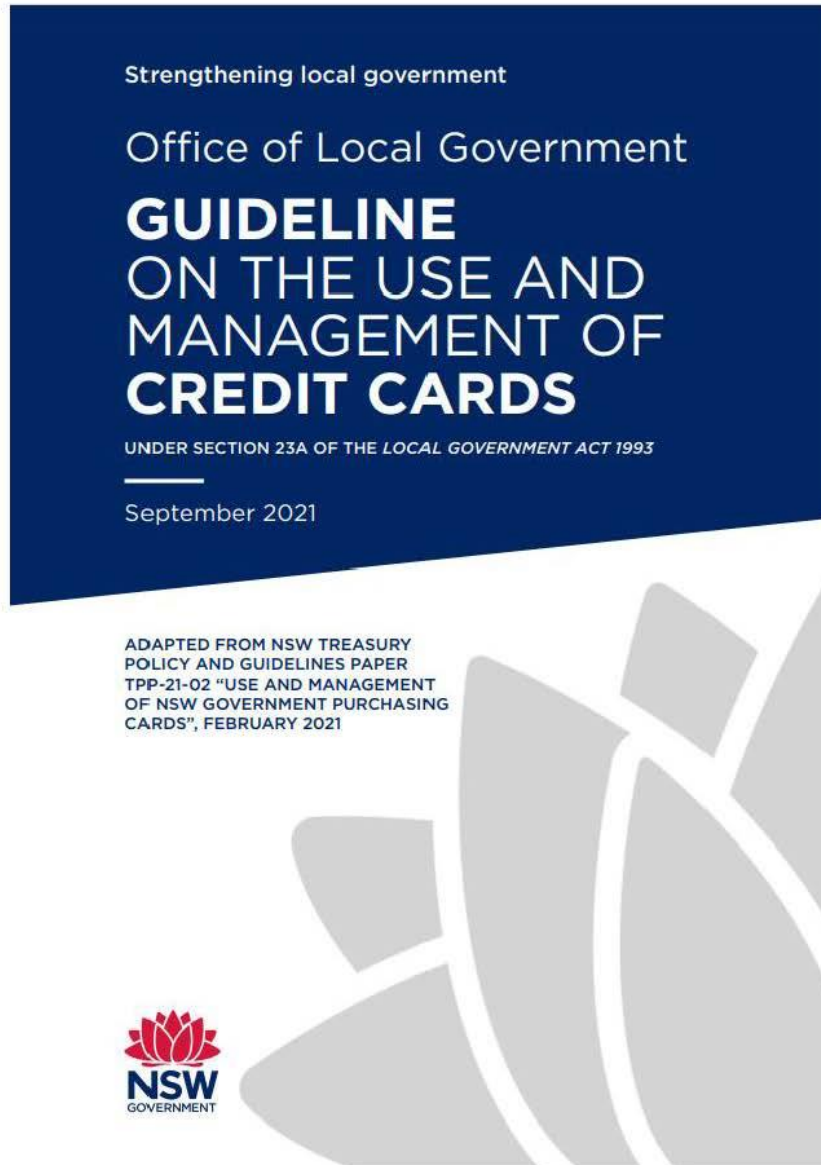
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Warren Shire Council – Corporate Credit Card Policy

**APPENDIX 4 – Office of Local Government – Guideline on the Use and Management  
of Credit Cards – under Section 23A of the Local Government Act 1993**



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Warren Shire Council – Corporate Credit Card Policy

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UPDATED CORPORATE CREDIT CARD POLICY

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Warren Shire Council – Corporate Credit Card Policy

Guideline on the use and management of credit cards

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# WARREN SHIRE COUNCIL

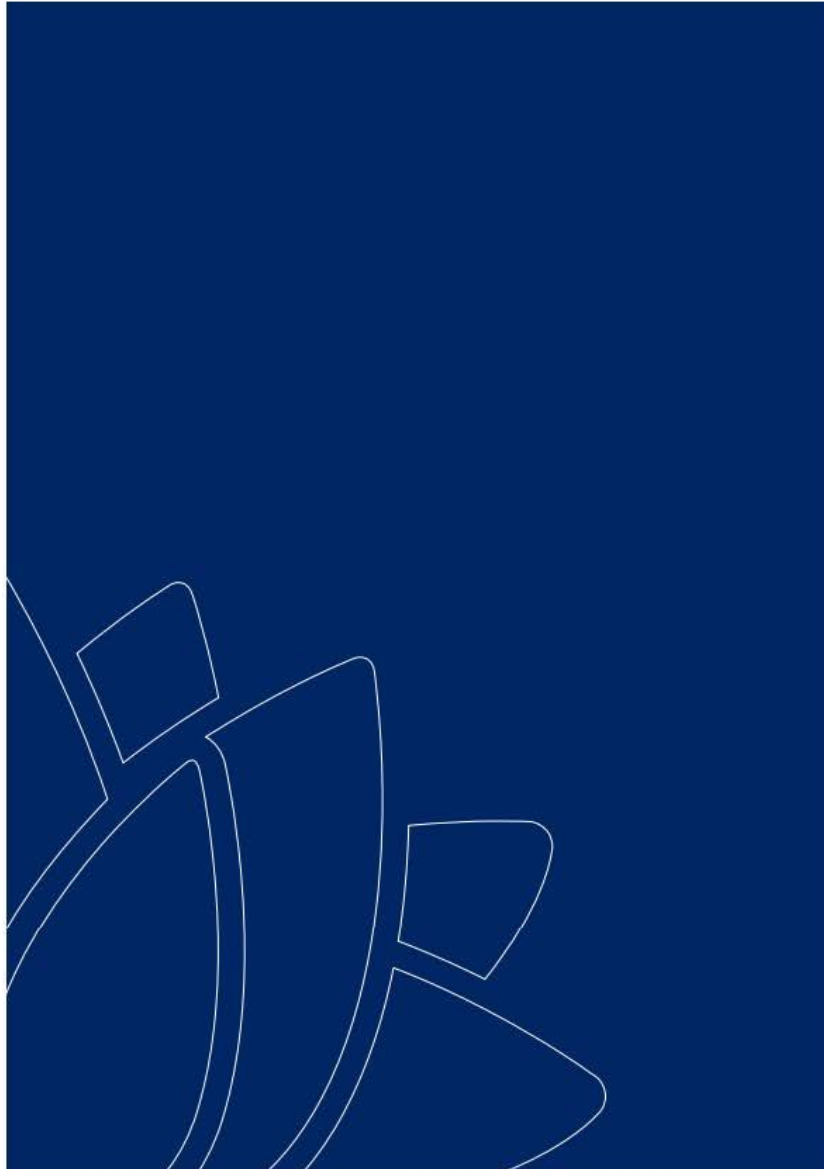
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# WARREN SHIRE COUNCIL

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Warren Shire Council – Corporate Credit Card Policy

Guideline on the use and management of credit cards

## Introduction

The *Local Government Act 1993* (section 8B) and the *Local Government (General) Regulation 2021* (clause 209) require all councils to establish effective internal control mechanisms for financial management, expenditure and accounting records.

The Guideline on the Use and Management of Credit Cards (the Guidelines), established under section 23A of the *Local Government Act 1993* (LG Act), support these legislative responsibilities and provide specific sector-wide guidance on how to establish effective controls in relation to credit card use and management. They are based on the NSW Treasury guidelines that apply to state agencies.

The Guideline suggests a minimum framework for the use and management of credit cards to ensure that risks associated with their use and management are minimised. The guidance in this document applies equally to the use of Purchase Cards (PCards) and Virtual Cards (VCards) where councils use these facilities.

It provides councils, county councils and joint organisations with the necessary information to put in place internal controls surrounding the establishment, management, review and maintenance of a credit card policy and related procedures. It also seeks to reinforce the responsibilities of council officers when exercising functions in relation to sound financial management.

The Guideline is structured in two parts: core responsibilities and operational guidance. The two core responsibilities and associated actions provide the foundation upon which councils should shape their credit card policy. Operational guidance expands on these actions using a risk-based approach and includes advice on both the management of a credit card program and the responsibilities of individual cardholders.

The use and management of credit cards by councils is an important element of council operations and internal controls that must be included in each council's risk management framework and regularly reviewed as part of the audit, risk and improvement committee's and internal audit function's four-yearly strategic work program<sup>1</sup>.

From June 2022, each council (including county councils and joint organisations) in NSW will be required under section 428A of the LG Act to appoint an audit, risk and improvement committee to review the council's financial management, statutory compliance and fraud and corruption controls.

Each council will also be required under the *Local Government (General) Regulation 2021* to establish and operate an effective risk management framework and internal audit function to support the work of these committees.

<sup>1</sup> The Guidelines for Risk Management and Internal Audit for Local Councils in NSW will provide more information about councils' statutory requirements in relation to audit, risk and improvement committees, risk management and internal audit. They will be made available at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

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# WARREN SHIRE COUNCIL

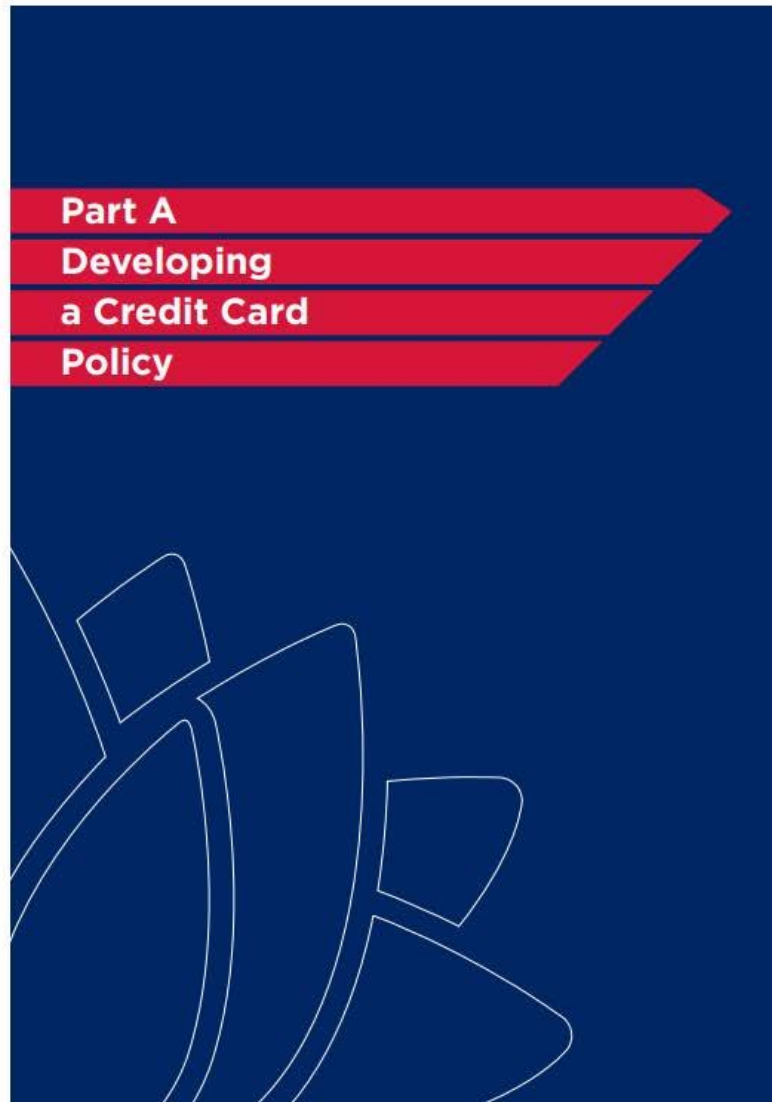
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### Core Responsibilities

These core responsibilities are considered fundamental to establishing and maintaining an effective and efficient credit card policy and related procedures that ensures expenditure is always carried out in the public interest. Supporting each of these core responsibilities is a list of suggested actions that, when implemented together, will establish a minimum framework for the use and management of credit cards.

#### 1 Core responsibility 1

**The General Manager is ultimately responsible for the proper management and administration of credit cards within the council.**

- 1.1 The General Manager shall ensure that an internal approval process is established for council officers and councillors (the Cardholder) to obtain and use credit cards. This should be consistent with the requirements of the Card Issuer.
  - the council is not exceeding its total borrowing limit or budget limits by issuing the credit card to the Cardholder.
- 1.2 The council's internal approval process should ensure the following before a credit card is provided to a Cardholder:
  - the Cardholder has the appropriate financial and operational delegations to incur expenditure on behalf of the council
  - the Cardholder has appropriate credit card limits set (monthly spend limit, transaction limit, and (only if deemed necessary for the smooth conduct of council business) ability for cash withdrawal determined and, if so, these limits include a cash withdrawal monthly limit and cash withdrawal transaction limit)
- 1.3 The General Manager shall establish and implement a Credit Card Policy as well as procedures to support the credit card policy appropriate to the size of the council. As a minimum, the credit card policy and related procedures should address:
  - roles and responsibilities relating to credit card use, management and administration. This may include Credit Cards, Purchasing Cards (PCards)<sup>2</sup>, Virtual Cards (VCards)<sup>3</sup>, Fuel Cards, Store Cards and CabCharge<sup>4</sup>.
  - requirements for approval, issuance of credit cards and closure of accounts,
  - criteria for eligibility to obtain a credit card.

<sup>2</sup> Purchasing card (Pcard) refers to a credit card issued by the Card Issuer (generally a bank, building society or credit union) which is used by Cardholders to engage in transactions relating to the purchase of goods and services on behalf of the organisation. Pcards are also known as corporate cards, government cards and procurement cards.

<sup>3</sup> Virtual card (vCard) refers to a credit card that is not issued as a physical card, rather a 16-digit number provided to the supplier for use in card-not-present transactions. The vCard card is not linked to a Cardholder but is established in the council's name (with one or many users). To protect the card security, typically one card is created for use with a single supplier (Merchant).

<sup>4</sup> Note that some credit facilities, such as fuel cards, may be covered under different corporate policies, such as a vehicle management policy. If this is the case, noting this in the credit card policy is recommended and the principles outlined in this Guideline should be reflected in these associated policies.

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- credit limits, thresholds and restrictions,
  - restrictions, including on prohibited items and supplier merchant blocks,
  - the types of payments that are to be procured via an alternative method to ensure consistency with other corporate policies (for example, via a purchase order or established council supply contracts),
  - Cardholder training requirements,
  - requirements for transaction acquittal, including independent reconciliation of the General Manager and Mayor's credit cards as well as the responsible accounting officer / Chief Financial Officer or any other officer that can approve payments for credit card expenditure, and guidance for staff on how to escalate concerns,
  - requirements for reconciliation and approval (taking into consideration segregation of duties),
  - transaction dispute processes agreed with Card Issuer,
  - best practice for Cardholders to ensure the security of credit cards,
  - the process for reporting lost or stolen credit cards with Card Issuer,
  - infraction, issues management and account cancellation,
  - reporting fraud and corruption processes,
  - software management (including user access and security),
  - Cardholder security digital records management, and
  - processes for the review and continuous improvement of the council's credit card policy.
- 1.4 The council should ensure there is an accessible and up-to-date record of all authorised Cardholders (a Credit Card Register<sup>5</sup>) with approval records from the appropriate line manager as well as the credit card Program Administrator (see section 4.2), authorising the card issuance and credit limit.
- 1.5 The General Manager should maintain an accessible record of the council's credit card program borrowing limit and aggregate credit limit of individual credit cards currently issued, (as well as PCard, Fuel Card, Store Card, Cabcharge and VCard limits where applicable). This may be combined with the Credit Card Register.
- 1.6 The General Manager should undertake appropriate actions to not exceed the council's total program borrowing limit and may wish to adjust the credit card program total program borrowing limit to meet the ongoing needs of the council.
- 1.7 The General Manager should ensure that a direct debit facility is implemented with the Card Issuer for the automatic payment of monthly credit card accounts in full to eliminate any late payment fees and interest charges.
- 1.8 The General Manager should ensure that the risks associated with the council's credit card program are subject to a risk assessment as part of the council's risk management framework to ensure identified risk treatments remain adequate or are properly remedied in a timely manner. See section 5.3 for further information.

<sup>5</sup> A Register may consist of retained credit card applications in a single file; a separate register; and/or a function report provided online by the Card Issuer.

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## 2 Core responsibility 2

**Cardholders understand and are accountable for the responsible use of credit cards.**

- 2.1 Cardholders must use credit cards for business purposes only and in a manner compliant with council's credit card policy and related procedures.
- 2.2 In relation to using their credit cards, Cardholders are responsible for:
- complying with the terms and conditions of the Card issuer,
  - the safety and security of their card, card details and other requirements,
  - knowing the administrative conditions of their card and account, including relevant limits, thresholds and restrictions,
  - ensuring that the credit limits are not exceeded (purchases must not be split to negate single transaction limits),
  - obtaining and retaining all relevant documentation for all transactions. The Australian Tax Office (ATO) stipulates that all transactions above \$82.50 must have a tax invoice for GST purposes. It is recommended that all credit card transactions be substantiated, where possible, with an official tax receipt regardless of the amount, and
  - the timely acquittal of transactions, ensuring the time given is no greater than the time stipulated by the financial institution to log a dispute over errant transactions.
- 2.3 Cardholders should notify the Card Issuer directly in the following circumstances to reduce the risk of fraudulent transactions occurring:
- the loss or theft of the credit card, immediately regardless of whether it is a working day or weekend, and/or
  - awareness that an unauthorised transaction has occurred, at time of occurrence or at end of month reconciliation (whichever is the earliest).
- 2.4 Cardholders or their line manager should notify the credit card Program Administrator the next working day or as soon as practicable in the following circumstances:
- cessation of employment with the council,
  - a change in the Cardholder's substantive role,
  - a change in the nature of the Cardholder's responsibilities that no longer require the Cardholder to use a credit card (whether or not this includes a change in their substantive role),
  - a change to the operational or financial delegation limits that are associated with the Cardholder's role,
  - a prolonged leave of absence from performing their role (the council's credit card policy should advise what time period is considered a prolonged absence but is usually considered any absence longer than 8 weeks),
  - the credit card has been suspended or cancelled,
  - the loss or theft of the credit card, or
  - on awareness that an unauthorised transaction has occurred, at time of occurrence or at end of month reconciliation (whichever is the earliest).

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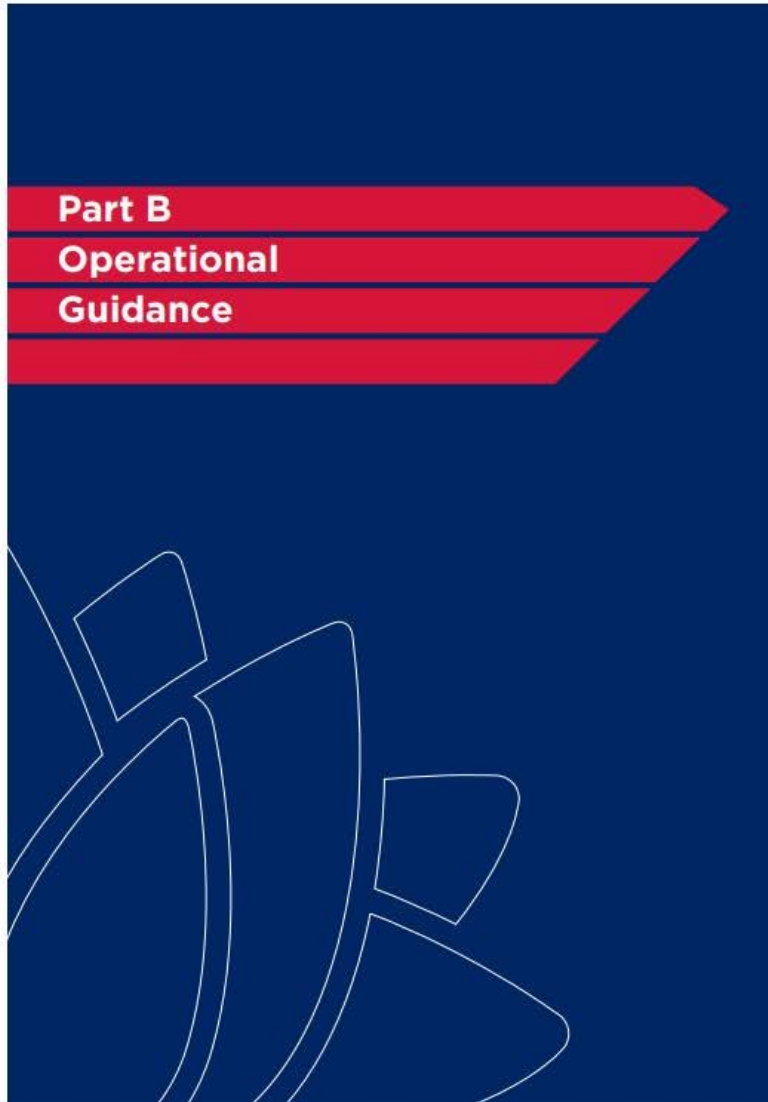
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This Operational Guidance builds on the above core responsibilities by assisting councils to develop and tailor their credit card policy and related procedures to their size, complexity and risk profile, and provides Cardholders with information to help them understand their responsibilities.

### 3 Risk Management

3.1 A council's credit card policy and related procedures should seek to manage risks specific to the use of credit cards as part of the council's overall risk management framework. There are, however, particular risks associated with the use and administration of credit cards that will need to be identified and managed. Examples include:

- the risk of inappropriate use and waste (defined as any uneconomical, inefficient or ineffective use of resources, authorised or unauthorised, which results in a serious and substantial loss of public funds or resources),
- the potential for transaction and/or accounting errors (e.g. duplication of payments), and
- the application of inappropriate purchase methods (e.g. directly purchasing an item or service on credit card without assessment of any contract terms, rather than seeking to negotiate appropriate contract terms and conditions).

3.2 Risk is defined as the impact of uncertainty on objectives. In the context of credit cards, this risk will largely relate to those aspects of the use and management of credit cards

that could affect a council's overall financial position and ongoing financial management. However, risks arising from the use and administration of credit cards can also affect other objectives including those associated with procurement, service delivery and/or reputation.

3.3 One of the most significant risks associated with credit card administration and use that can adversely affect a number of objectives is fraud. The Independent Commission Against Corruption (ICAC) provides some examples of the potential fraud risks associated with credit cards<sup>6</sup> including:

- a Cardholder charging personal expenses to the council credit card,
- a Cardholder and a client colluding to misuse a council credit card,
- a Cardholder using the card's personal identification number to withdraw cash for their own or another's benefit,
- a Cardholder falsifying, destroying or damaging receipts and other records, and
- one or more council officers colluding for improper benefit - for example, the Cardholder colluding with another council officer whose role is to check expenditure.

<sup>6</sup> For further information on corruption prevention as it relates to credit cards, see <https://www.icac.nsw.gov.au/prevention/corruption-prevention-advice-topics/credit-cards>

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3.4 While a number of risk types, together with specific examples of risks associated with credit cards have been provided here, it is important that councils engage in a structured risk assessment as part of their overall risk management framework to ensure that they are able to identify and assess the particular risks in relation to the use and administration of credit cards in their organisation. It is important not to rely only on previous experience to identify risks associated with credit card use. This is where it is useful when reviewing risk management strategies to involve key stakeholders including Cardholders, merchants and the Card Issuer.

Councils should also seek to keep up to date with new or emerging risks, especially those associated with the application of new technologies or during times of organisational change. Additionally, councils should endeavour to share their knowledge and experience with other councils, for example through joint organisations, in order to continually improve their management of these risks.

Councils should also refer to various audit reports of the Audit Office of NSW<sup>7</sup> and other jurisdictions<sup>8</sup> that have undertaken audit or assurance work relating to the use of credit cards to familiarise themselves with areas of concern that may be relevant to their organisational context.

## 4 Preventative Controls

Preventative controls are those designed to prevent errors and irregularities from occurring. Some examples of preventative controls for credit cards include:

### 4.1 Policies and Procedures

Setting out a council's expectations in a clear and well communicated credit card policy and related procedures is fundamental to the establishment of a strong control environment. Supporting procedures establish and standardise behaviours and help council officers, Cardholders and others to understand and fulfil their obligations.

Councils should consider the appropriate level of guidance required to ensure that their credit card policy expectations are understood and met by all council officers, Cardholders and other stakeholders. This may include, for example, supporting procedures on:

- card issue, transfer, and cancellation. Action to address damaged, lost or stolen cards should also be clearly described,
- routine review of issued cards, specifically to verify that credit cards are issued to staff with an identified business requirement and appropriate financial delegation (to purchase goods or services on behalf of the council) and to ensure that each Cardholder is still the appropriate recipient of a card,
- independent periodic monitoring and review of credit card use, management and overall performance across the council (see section 5.3 for suggested timeframes and further information),

<sup>7</sup> For example, the 'Report on Local Government 2019': <https://www.audit.nsw.gov.au/our-work/reports/report-on-local-government-2019> and 'Credit card management in Local Government': <https://www.audit.nsw.gov.au/our-work/reports/credit-card-management-in-local-government>

<sup>8</sup> Refer to Australian National Audit Office reports such as <https://www.ano.gov.au/work/performance-audit/defences-management-credit-and-other-transaction-cards>

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- the applicable billing cycle and standardising the approval, acquittal and authorisation of transactions,
- processes for transacting via internet, phone or in person with a credit card, including any mandatory or prohibited methods of transacting,
- the retention of appropriate supporting documentation (including electronic documentation) to be retained in connection with the use of credit cards. This should include information about actions to be taken where the appropriate supporting documentation is unavailable or has been misplaced, or for unusual transactions that might require more than standard supporting documentation,
- allowable uses of the credit card and supporting staff to address unrecognised transactions, discrepancies, errors or inadvertent misuse and procedures for following up issues with merchants and/or the Card Issuer,
- secure storage and security of cards,
- user access to, and security requirements on, administration systems and applications supporting the credit card program, and
- confidentiality and security surrounding the use of credit card and related data, specifically accessing, retaining and sharing of card and cardholder details or other transaction details.

#### 4.2 Nominating a Program Administrator

Councils should nominate the role of Primary Program Administrator (PA) and back-up Program Administrator to act as a central point of contact for Cardholders, Merchants, and the Card Issuer. PA's undertake certain functions within the Card Issuer's Administration System not accessible to other council staff including Cardholders. A nominated PA should be a council officer with relevant skills and experience to undertake the role.

The responsibilities of Program Administrators may include:

- supporting the development, review, implementation and communication of the council's Credit Card Policy and procedures
- receiving completed and approved Cardholder applications and submitting applications to the Card Issuer
- ensuring that Cardholders and approvers have completed reconciliation processes in a timely manner
- liaising with the Card Issuer about the administration of cards, including issuance, changing of limits, thresholds and restrictions, and cancellations
- liaising with the Card Issuer regarding the Card Issuer's Administration System.

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### 4.3 Credit Card Limits and Restrictions

Limits and restrictions should be set for each Cardholder. In setting these the council should consider:

- the responsibilities of the role or position held by the Cardholder,
- the level of current expenditure of the Cardholder (subject to total program borrowing limit of the council),
- the types of expenditures made by the Cardholder, and
- ensuring consistency with other corporate policies.

#### Spending Limits

Councils can tailor the spending limits for individual Cardholders. Councils should ensure that spending limits align with its procurement policy. For example, the limit might be set to \$1,000 consistent with a procurement policy that requires a Purchase Order for any transaction greater than \$1,000. Any exceptions should be clearly included in the credit card policy.

It is good practice for councils to set and communicate the following for each Cardholder:

- maximum limits for each monthly billing period
- maximum limits on the amount of any individual transaction.

#### Cash Withdrawals

It is expected that credit cards will not be used for cash advances or cash withdrawals. For this reason, cards are generally issued with an existing block on cash withdrawals.

Some councils may wish to allow for cash withdrawals in particular circumstances, such as work in rural and remote locations where credit card facilities are not as widely used or when Cardholders are travelling overseas. In those cases, the council will need to manage the cash limits in accordance with internal approval structures. In these instances, it is also good practice for councils to set and communicate the following for each Cardholder:

- maximum transaction limits for cash withdrawals
- maximum monthly limits for cash withdrawal.

#### Prohibiting 'Purchase Splitting' and certain types of purchases

'Purchase splitting' occurs where Cardholders split one transaction into several purchases in order to avoid exceeding credit limits. This is also known as 'order-splitting' or 'stringing' arrangements. While these types of arrangements will usually be in breach of the terms of use of credit cards, councils should also consider explicitly prohibiting 'purchase splitting' arrangements in its credit card policy and associated procedures. Where a single transaction would exceed a Cardholder's credit limit, alternative payment arrangements (along with appropriate approvals if such a purchase amount is above the person's financial delegation) should be sought. Councils should also look to prohibit the purchase of specific items deemed non-business related or else are covered under alternative purchasing arrangements (refer to risk management at section 3 above).

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#### **Merchant Blocks**

Banks require suppliers or merchants to have identifying codes based on the type of goods or services they sell. Councils may wish to apply blocks to some merchants based on these identifying codes. This prevents Cardholders from using their credit card to transact with these suppliers or merchants.

#### **4.4 Segregation of Duties**

Segregation of duties provides an important mechanism for councils to better prevent and detect errors, fraud and misuse. Credit card expenditure should be subject to independent approval to incur expenditure.

Administration of a credit card program should, where possible, be undertaken by someone who is not a Cardholder. Where a council has limited resources, clearly documented alternative control activities (such as periodic review processes by appropriate council officers) should be implemented instead. In cases where the PA is also a Cardholder, additional controls should be established around the maintenance and reconciliation of the PA's credit card.

#### **4.5 Approvals and Authorisations**

As described above, councils should establish an internal approval process for the issuance and use of credit cards. Credit cards should only be issued to individuals who are council employees or on the governing body. Councils are bound by the terms and conditions set by the card issuer and each credit card should be used by the Cardholder only.

While credit cards are assigned to particular individuals, a council's financial and operational delegations will generally refer to roles/positions rather than individuals.

If a Cardholder changes role/position or temporarily acts in a higher position, the continued use of the credit card by that individual, which is likely linked to their previous role/position, should be reviewed, as well as the ongoing appropriateness of any card limits, thresholds or restrictions. Councils should also have processes in place to ensure that credit cards are immediately cancelled upon the cessation of a Cardholder's employment. This should take into account any extended leave a person might take prior to cessation of employment.

#### **4.6 Safety and Security of Credit Cards**

Credit cards provide access to council funds. For this reason, the safety and security of the card and its details are paramount to ensuring that a council's resources are not misused or misappropriated. There are various points of interaction between the Cardholder, Council, Merchant and Card Issuer where the credit card and/or card details may be mishandled.

#### **Ongoing Security, Storage and Use of Credit Cards**

Councils should make clear to Cardholders their expectations concerning the storage of credit card details. In particular, councils should assess the risks associated with allowing a Cardholder to use their card when travelling overseas.

While credit cards generally have some inbuilt security features, physical security is extremely important and Cardholders should not allow others to undertake transactions on their behalf using their card details.

Furthermore, councils should ensure that Cardholders are aware of card issuer and organisational emergency contact details, including those for the PA, in the event they become aware that the details of the card have been compromised.

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#### Notifying Card Issuer and Council of Loss or Theft

Cardholders should be aware of the process for reporting lost or stolen cards. The Cardholder should immediately notify the Card Issuer (available 24 hours, 7 days per week), as well as their line manager and the Program Administrator. Council should provide all Cardholders with relevant organisational and Card Issuer contact information at the time of issuing the credit card.

#### 'Card-Not-Present' Transactions

There can be additional risks associated with transactions where credit cards are not physically presented, such as in telephone and internet transactions. Councils should consider and address these specific risks in credit card procedures and training.

One of the key risks is the physical separation between the Cardholder and the merchant making it difficult in some circumstances for the Cardholder to verify the identity of the merchant. For all 'card-not-present' transactions, Cardholders should ensure, to the best of their knowledge, that the merchants they are dealing with are known and reputable.

Cardholders using the internet to pay for purchases should ensure that they are familiar with, and adhere to, their organisation's internet use and security policies and procedures. At a minimum, Cardholders should check that the merchant's secure site address starts with https:// and NOT http://. Sites that start with https:// have an added encrypted transaction layer.

Cardholders will need to ensure they obtain proper records of transactions conducted by mail, telephone or internet to support timely acquittal of transactions. Electronic receipts should be properly stored for ease of access at the time of acquittal.

#### 4.7 Security of Systems, Data and Information

Cardholders, PAs and other stakeholders manage and maintain the credit card program through an integrated web of systems and applications. For those councils that operate an electronic system for the management and reconciliation of credit cards, regular consideration should be given to the impact of cyber security risks to their credit card program and risks related to accessing, storing and sharing credit card-related data and information (including Cardholder personal details, credit card numbers, transaction data). This applies to the extent that it impacts on manual, paper-based systems of credit card management.

PAs or other credit card system users with privileged or administration user system access (such as reporting or capability to manipulate or export data relating to card details, Cardholder details, merchant details, account or billing details or other transaction data) should receive an appropriate level of training and only hold a level of access commensurate with the role they are undertaking, with that access removed when they no longer need to have access. Controls should be put in place to ensure that such officers who have a credit card themselves are subject to independent oversight.

Practices for training and continual user awareness surrounding the use of credit card systems may be beneficial to controlling risks associated with systems use. Also, cyclic reviews (such as quarterly or biannually) of user access, automated updates to user access passwords or codes, and/or two-factor authentication are all examples on the types of controls that could be used.

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Further, users should be trained on the appropriate classification, labelling and handling of information along with the Information Protection Principles<sup>9</sup> when dealing with council financial data and personal information. Councils should provide details on how users can ensure the proper handling and protection of data and information to ensure the basic obligations to protect information councils collect on their own activities and about individuals.

#### 4.8 Training and Induction

Training Cardholders on their responsibilities is an important control that reduces the risk of credit card misuse. Training should provide Cardholders with the knowledge and skills to effectively deliver on their responsibilities and understand their accountability for credit card use. The training should cover all areas of credit card policies and procedures.

Training on, and council's expectations in relation to, credit card use and management, should be provided to Cardholders at induction or before being issued a credit card. In addition, it is recommended that the Cardholder signs a statement of responsibility to acknowledge their responsibilities with respect to the use and management of their credit card.

Training on the proper use of credit cards should also be provided to councillors, ideally as part of their general induction as new councillors that occurs at the start of each council term.<sup>10</sup> Councillors have a responsibility for the sound financial management and sustainability of the council under the *Local Government Act 1993*.

#### 4.9 Ongoing Communications

An ongoing communications program is good practice as it allows councils to:

- reinforce their policies, processes and procedures, including those related to fraud and misconduct
- remind Cardholders of their responsibilities, including timely reconciliation
- update Cardholders and other council officers on changes to policies, processes, procedures or terms and conditions of use
- ensure awareness of various training and support facilities offered to Cardholders and other council officers.

<sup>9</sup> See: <https://www.ipc.nsw.gov.au/information-protection-principles-ipc-agencies>

<sup>10</sup> For further guidance on how to undertake induction and training for new councillors, visit the OLG website: [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

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### 5 Detective Controls

Detective controls are designed to identify and rectify errors and irregularities. Some examples of detective controls that councils may employ include:

#### 5.1 Expenditure Acquittals and Reviews

Acquittal and review of credit card transactions are important detective controls for councils. In the first instance, acquittals will be undertaken by a Cardholder to compare expenditure from advice provided by the Card issuer to their supporting documentation to ensure that transactions are accurate. This process should be completed as soon as possible and, if possible, within 30 days of advice from the Card issuer to allow any disputed transactions to be reported to the Card issuer in a timely manner.

A review of the Cardholder's transactions should also be undertaken by the Cardholder's direct manager. The Cardholder's direct manager (or in the case of the General Manager, the Mayor) is usually the most appropriate person to conduct the review as they will be familiar with relevant credit card policies and guidelines for credit card use and have knowledge of the activities of the Cardholder. However, where the council determines that the direct manager is not the appropriate person to exercise the review, they should nominate another reviewer based on the following considerations:

- seniority of the reviewer relative to the Cardholder
- independence of the reviewer
- knowledge of the Cardholder's activities
- knowledge of the council's credit card policy.

The reviewer will be responsible for forming a view on whether the expenditure incurred was for business purposes and was consistent with the Cardholder's responsibilities and activities. The reviewer should assess whether:

- the expenditure incurred was appropriate for the purpose and reasonable
- the expenditure categorisations align with those allowed by the council
- the appropriate supporting documentation has been attached
- financial systems ledger costings information is correct.

In addition to these processes, council should ensure that there are processes for regular independent reviews of a sample of Cardholder transactions.

There should be an audit trail to record the date of all reconciliations and reviews as well as to verify the identity of the Cardholder and reviewer.

Procedures and controls should also be established over the maintenance and storage of records of credit card reconciliations and other supporting documentation as relevant, and in accordance with council's record keeping obligations.

#### 5.2 Detecting Fraud

Fraud by its nature is more difficult to prevent and detect than unintentional errors and irregularities. As fraud is an intentional act, perpetrators will often take actions to avoid detection. This includes circumventing existing controls. While any system of control cannot entirely eliminate the risk of fraud, it is necessary to identify and assess fraud risks and design controls specifically to mitigate the risk of fraud.

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Protecting a council's resources from fraud and monitoring for suspicious activity of staff and/or third parties is not a simple task. While it may be appropriate for councils with large amounts of assets and/or expenditure to engage sophisticated and integrated fraud prevention and detection systems, all councils will benefit from targeted monitoring for fraud risk. This may include monitoring for:

- unusual or unexpected levels of expenditure
- transactions with unusual types of Merchants
- the use of 'suspicious' words, as identified by the council, to identify exceptions
- transactions for non-business items and services
- multiple transactions for the same or similar items or for the same amount
- inconsistency between expense description and merchant code
- consistent late submission of supporting documentation or outstanding reconciliations
- transactions that have occurred on weekends, public holidays or while the Cardholder is on a leave of absence.

However, it should not be assumed that fraud has occurred if an instance listed above is identified. There may be legitimate reasons for any of these occurrences. Rather, the indicators should prompt further inquiry to ensure that they reflect appropriate use of the credit card.<sup>11</sup>

### 5.3 Monitoring and Review of Credit Card Controls

Councils should design and implement a credit card monitoring and review schedule as part of its overall risk management framework. This schedule should provide a systematic and continuing assessment of internal controls of the credit card program to ensure that identified and implemented controls remain effective and fit for purpose. This should include testing whether existing controls are operating effectively using techniques such as re-performance, observation or inspection of documentation. Audit logs of the activities of PAs or other credit card system users with privileged or administration user system access should also be kept and reviewed as part of this schedule.

Regular reviews are also necessary to ensure the system of controls continues to effectively and efficiently mitigate credit card risks, because risks will not be static. Reviews with individual self-assessments or like reports being provided to line or senior management for review may include:

- user reviewed or guided self-assessment (based on a checklist or other tool that identifies key controls to be verified)
- line management or PA reviews (based on a defined set of controls to be verified. This may include data mining and analytics or guided assessment)
- independent or third-party reviews, e.g. internal or external audit.

Councils will need to assess the value of employing different monitoring and review methods. A range of frequent, lower cost, risk-based reviews in addition to less frequent major reviews may provide an appropriate level of assurance.

<sup>11</sup> For further information about managing fraud generally, see <https://www.audit.nsw.gov.au/our-work/reports/fraud-control-improvement-let-meeting-your-fraud-control-obligations>. Further information and guidance to prevent fraud and corruption is also available from ICAC: <https://www.icac.nsw.gov.au/prevention>

# WARREN SHIRE COUNCIL

## Policy Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 27th July 2023

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UPDATED CORPORATE CREDIT CARD POLICY

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Warren Shire Council – Corporate Credit Card Policy

Office of Local Government

An adapted version of an example periodic monitoring and review frequency table (Table 1, below) designed by the Australian National Audit Office<sup>12</sup>, provides some guidance on the different types of review and monitoring that councils should engage in, and the relevant timeframes.

Table 1: Suggested periodic monitoring and review timetable

Indicative Frequency	Nature of monitoring and review
Ongoing	<ul style="list-style-type: none"><li>Recording of unusual events (e.g. record instances of reported personal use of credit cards so any recurrence is noted; record Merchants involved in disputed transactions).</li><li>Assess and act on overdue reconciliations by Cardholders.</li></ul>
6 - 12 months	<ul style="list-style-type: none"><li>Review credit card use against credit limits for possible adjustments.</li><li>Review credit cards not used for a significant period to establish if they are still required.</li><li>Sample testing of transactions with higher risk of misuse (e.g. check whether transactions properly established value-for-money and compliance with guidelines; check whether transactions with duplicated details are Merchant error).</li><li>Statistical analysis of utilisation patterns (e.g. identify opportunities for centralised procurement of some types of goods).</li><li>Reconcile Individual Credit Card Application / Statement of Responsibility / Card Statements Issued with the Card Issuer's Card Management Reports.</li></ul>
1 - 4 years	<ul style="list-style-type: none"><li>Internal audit review covering credit cards as appropriate (e.g. processes for issue and return; whether reconciliation and review procedures are being followed).</li><li>Review expenditure in areas where judgement plays an important role (e.g. travel and meals) in order to assess whether the expenditure is remaining within public expectations.</li></ul>

<sup>12</sup> Australian National Audit Office 2013, [Controls over Credit Card Use](#); Report No. 35 2012-13, Australian National Audit Office, Canberra, viewed 3 June 2021.

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Guideline on the use and management of credit cards

### 5.4 Internal Reporting

Councils should utilise the Card Issuers Administration System to ensure that they are aware of each card issued to Cardholders within the council, including the relevant administrative conditions attached to each card. Managers should receive regular reports on credit card usage within their areas, including inactive accounts (where relevant), to allow for review and any updates to be made to the Credit Card Register.

### 5.5 Internal Audit

A council's Audit, Risk and Improvement Committee and internal audit function have a key role to play in ensuring the integrity of the systems, policies, processes and procedures in place, and should include a review of credit card controls as part of its four-yearly strategic work program<sup>13</sup> (See Table 1 above).

## 6 Other Controls

### 6.1 Automated Controls

Automated systems can greatly assist councils to ensure timeliness and support a consistent format for processes associated with credit card expenditure, for example, automated statements can be sent to Cardholders or an Expense Management System (EMS) can be utilised for transaction management and acquittal processes.

Councils should remain vigilant, however, to ensure that processes are being properly utilised and that they have clear control objectives and provide an audit trail that can be readily monitored and reviewed.

<sup>13</sup> Refer to the Guidelines for Risk Management and Internal Audit for Local Councils in NSW issued by the Office of Local Government ([www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)) for more information about audit, risk and improvement committee and internal audit work programs.

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

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<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 mid-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 now also delayed 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	<p><b><u>Warren Airport</u></b></p> <p>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.</p> <p>Custom steel frames (original building structure supplier) has completed plan modification to suit single storey building.</p> <p>Tender for Airport Terminal Building called on 30 March</p>



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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>2023, and closed on 4 May 2023.</p> <p>Three (3) complying tenders received and were evaluated. A report was presented to the May 2023 Council Meeting.</p> <p>Council resolved that:</p> <ul style="list-style-type: none"><li>-No action be taken on accepting any tenders now;</li><li>- Option to resize the building for a reduced budget that meets potential commercial operations requirements and needs of the community to be considered.</li></ul> <p>The Plan revised by re-conforming the waiting area and amenities section to accommodate Aero Club training area. An overall floor area reduction of 117m<sup>2</sup> and changes made may achieve the desired outcome.</p> <p>Revised plan present to Airport Operations Committee for review and comments. Comments and suggestions have been incorporated in the final floor plan.</p> <p>Liaising with the potential commercial operator of part of the terminal building and preferred tender is progressing.</p>

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<b>General Manager</b>				
				<p><b><u>Warren CBD Toilet Facility</u></b></p> <p>Council accepted a quotation from Exeloo P/L. Project timeline was 22 weeks. Now operational, waiting for mural wrap.</p> <p><b><u>Lions Park Toilet Facility</u></b></p> <p>Council accepted a quotation from Exeloo P/L. Project timeline was 22 weeks. Now operational, waiting for mural wrap.</p>
28.4.22	101.4.22	Public Art on Private Property Murals	GM/TSM	<p>Arrange for a Macquarie River theme collage to be incorporated on the Lions Park Toilet/Amenities outside wall.</p> <p>Concept design presented to the Warren Public Arts Committee meeting 7th March 2023. Final check of photos carried out and final concept design recirculated to Committee and Councillors.</p> <p>Final design complete and endorsed at March 2023 Council Meeting. Delivery and installation expected to be completed by late June 2023.</p> <p>Design to be curated with Signarama and the Public Arts Committee.</p>
28.4.22	101.4.22	Public Art on Private Property Murals	GM/TSM	<p>Arrange for historical photographs of a Warren themed collage to be incorporated on the Warren CBD Toilet/Amenities Dubbo Street Wall.</p>

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<b>General Manager</b>				
				<p>Concept design presented to the Warren Public Arts Committee meeting 7th March 2023. Final check of photos carried out and final concept design recirculated to Committee and Councillors.</p> <p>Final design complete and endorsed at March 2023 Council Meeting. Delivery and installation expected to be completed by late June 2023.</p> <p>Design to be curated with Signarama and the Public Arts Committee.</p>
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	<p>Awarded to Landmark Products Pty Ltd. Design and construction works have commenced;</p> <p>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 May 2023.</p> <p>Landmark commenced construction in February 2023, post foundation concreting completed, however subject to engineering assessment. Superstructure frames delivered on site, installation commenced early March 2023. Installation is progressing.</p>

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<b>General Manager</b>				
				<p>Nonconformance on the foundation concreting and building alignment being taken with Contractor and their Engineer.</p> <p>Project on hold until issues are sorted out. In addressing the issues, it is expected that 2-3 months delay to completion on the project.</p> <p>In view of the non-conformance, Council has initiated a peer review to ascertain the adequacy of the post foundations, where 28 day compressive strength was not demonstrated by the contractors.</p> <p>PEER Review report was issued to Landmark on 10 July 2023. Report recommends stiffening of raft slab to change the loading of piers footings to raft slab to make the pier footings cast redundant. Landmark's response is requested by 17 July 2023 with proposed course of actions to rectify the defects taking into consideration of the PEER Review report recommendations.</p>
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/ EDVM	<p>All volunteer interest has now been followed up and available volunteers started.</p> <p>Registration of Interest recruitment remains ongoing.</p> <p>A new recruitment drive is underway due to the resignation of the main</p>

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<b>General Manager</b>				
				<p>RiverSmart volunteer from July 16, 2023. This resignation will affect the availability of RiverSmart volunteers to continue to provide VIC coverage, particularly at weekends and other times outside of the Council volunteer shifts (currently Tuesday to Thursday inclusive 1pm to 4pm – when available). Until such time as the new Tourism Information Officer position is filled, the VIC will be unmanned for most of the weekend.</p> <p>Current council volunteers have confirmed that they are not available for additional or weekend hours.</p> <p>Awaiting further advice from RiverSmart as to their ability to meet the requirements for volunteers under the formal MOA with Council.</p>
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/ EDVM	<p>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.</p> <p>A comprehensive Volunteer Onboarding Package is complete. The package has been put together primarily for initial use by the VIC</p>

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<b>General Manager</b>				
				<p>volunteer recruitment needs but with adjustments could be adapted as a format for paid employment recruitment as well.</p> <p>The package could also be offered to businesses and community groups as well.</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 submitted to the Showground/Racecourse Committee on the 14th February 2023. A further revised draft reviewed by the Warren Public Arts Committee on the 7th March 2023.</p> <p>Order raised for Paint the Town Murals to commence works. Delivery of completed panels expected in late July/early August 2023.</p> <p>3 of the 5 panels are almost complete.</p>
*25.1.23	3.1.23	Public Art on Private Property	GM/TSM	<p>Consult with the Showground/Racecourse Committee and the Horse Committee members for an</p>

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<b>General Manager</b>				
				<p>appropriate Campdraft, horse, rodeo themed mural on the outside of the proposed new toilet block at the Showground/Racecourse Complex. A further revised draft reviewed by the Warren Public Arts Committee on the 7th March 2023 – complete.</p> <p>Order raised for Paint the Town Murals to commence works. Delivery of completed panels expected in late July/early August 2023.</p>
25.1.23	12.1.23	Affordable Housing Opportunity – Housing Plus	GM/DMES	<p>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.</p> <p>Advice provided to Housing Plus – in progress.</p>
25.1.23	13.1.23	Warren and the Visitor Economy Community Consultation Report August 2022 - Executive Summary	GM	<p>Council communicate to the community about the importance of visitors to the region – Action Plan being formulated.</p> <p>Following the initial workshops, further consultation with the</p>

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<b>General Manager</b>				
				<p>community should be sought through the holding of a follow up forum in order to further refine the document into Action Plan steps.</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 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.</p> <p>Relationship between EDVM and DNCO continues to be developed and is ongoing.</p>



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<b>General Manager</b>				
23.3.23	64.3.23	Public Art on Private Property Murals	GM/TSM	Council proceed with the concept design for the Showground/ Racecourse mural subject to the Showground Racecourse Committee and Horse Committee endorsement.  Production in progress, delivery expected late July/early August 2023.
23.3.23	64.3.23	Warren CBD Toilet/Amenities	GM/TSM	Council proceed with the final concept design after the check of approved photographs particularly of people is undertaken.  Production in progress, delivery expected late September 2023.  Design to be curated by Signarama and the Public Arts Committee.
23.3.23	64.3.23	Lions Park Toilet/Amenities	GM/TSM	Council proceed with the final concept design.  Production in progress, delivery expected late June 2023.  Design to be curated by Signarama and the Public Arts Committee.
*25.5.23	117.5.23	Mayoral Minute - Damaging Increase in Emergency Services Levy Costs	GM	1. Council has written to the Treasurer, the Minister for Emergency Services, the Minister for Local Government and Local State Member(s) as resolved; 2. Council has written to the Chair of the Independent Pricing and Regulatory Tribunal (IPART) advising

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<b>General Manager</b>				
				that Council's forced emergency services contribution is manifestly disproportionate to the 2023/2024 rate cap, which has resulted in additional financial stress. 3. Council has written to the President of LGNSW seeking the Association's ongoing advocacy to bring about a relief in the burden of Councils' emergency services contribution.
25.5.23	118.5.23	Investment Attraction Training for Local Government Workshop	GM/ EDVM	Invite Jessica Wilkinson, Senior Investment Manager for the Office of Regional Economic Development (ORED) to address the Economic Development and Promotions Committee.
25.5.23	118.5.23	Economic Development Strategy and Action Plan	GM/ EDVM	Draft Economic Development Strategy and Action Plan has been placed on public exhibition for a minimum of 28 days to obtain comment and feedback before being reconsidered by the Committee and Council – in progress.
25.5.23	118.5.23	Destination Macquarie Marshes Taskforce	GM/ EDVM	1. That within 12 months and, after the Taskforce's short and long term goals and Destination Macquarie Marshes Action Plan, Macquarie Marshes Promotions Strategy and Stakeholder Engagement

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<b>General Manager</b>				
				Strategy are formulated, other organisations/community representatives be invited to be members of the Taskforce; and
*25.5.23	119.5.23	Extended Flexible Working Hours for Road Work Teams and Other Associated Staff Agreement	GM/ DMES	<p>Renew Agreement for 2023/2024 on the same basis as previous with the change of travelling to and from the work site to be replaced by normal /overtime and with all overtime Monday to Friday to be paid at a maximum of time and a half of the Ordinary Rate and that the General Manager and Divisional Manager Engineering Services be authorised to finalise negotiations with Staff and the United Services Union for finalisation of the Agreement on this basis. A further meeting with staff was held on the 19th June, 2023.</p> <p>Agreement has been accepted and signed by staff.</p>
25.5.23	151.5.23	Warren Airport Projects	GM/ IPM	<ol style="list-style-type: none"> <li>1. At the present time no action be taken on the acceptance of any tenders for the Warren Airport Terminal Building (C13-81); and</li> <li>2. The staff and the Airport Committee reconsider the options for the size and composition of the</li> </ol>

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<b>General Manager</b>				
				<p>terminal building and associated works, stormwater and drainage works on runway 03/21, taking into account the potential commercial operator requirements and the needs of the community for a terminal building to a reduced budget and provide a further report to Council in the near future – in progress.</p> <p>A report was presented to the Airport Operations Committee Meeting on 3 July 2023. Report included options to resize the building to achieve the budget and operational objectives.</p> <p>Report recommended liaising with preferred tenderer for seeking a revised price for changed scope of works.</p>
22.6.23	168.6.23	Local Government NSW Annual Conference	GM	<p>Arrange for the registration of attendees (Mayor, Deputy Mayor, one (1) additional Councillor and the General Manager.</p> <p>Arrange for the nomination of the Mayor as Council's voting delegate.</p>

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<b>Divisional Manager Finance and Administration</b>				
23.3.23	66.3.23	Plant Committee – Financial Statement	DMFA	An individual plant income and cost report to be provided to the first Plant Committee Meeting in 2023/2024 detailing information for the 2022/2023 year result on all plant items.
22.6.23	173.6.23	Adoption of the 2023/2024 Operational Plan & Estimates	DMFA	<ol style="list-style-type: none"> <li>*Arrange for the adoption of the 2023/2024 Operational Plan &amp; Estimates including Council's Revenue Policy and Fees and Charges with the changes as detailed within the report – complete.</li> <li>Make and levy the Rates and Charges as detailed within the Statement of Revenue Policy – 2023/2024 (Statement of Rates) to enable the levying of the 2023/24 Rates from July 2023 – ongoing.</li> </ol>

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.

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<b>Divisional Manager Engineering Services</b>				
				He will meet DMES for further discussion.
27.6.19 3.12.20	129.6.19 256.12.20	Warren Levee Rehabilitation	DMES	<p>Application under the National Flood Mitigation Infrastructure 2021-2022 arranged and has been successful (\$5.325M).</p> <p>Further application under the 2022-2023 NSW Government's Floodplain Management Program arranged, however unsuccessful.</p> <p>Resilience NSW has committed \$887,500 which is half of the required \$1.775M co-contribution. Investigations are continuing on how Council will fund the remaining \$887,500. See report to October 2022 Council Meeting.</p> <p>Engagement with funding administrator ongoing.</p> <p>Design of alternative has been finalised.</p> <p>Scope Variation and Revised Work Plan has been approved.</p> <p>Awaiting approval of co-funding of \$887,500 by OLG.</p>
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.</li> </ol>

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<b>Divisional Manager Engineering Services</b>				
				Ongoing.
24.9.20	214.9.20	New Sewage Treatment Works	TSM	<p>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.</p> <p>Meeting with EPA Officers 15th March 2023 to negotiate final licence for new plant.</p> <p>Meeting with NSW EPA in March 2023 was productive and licence is progressing. NSW EPA have required additional groundwater monitoring wells be constructed. Awaiting determination about changes to concentration limits within Licence and when the NSW EPA will issue Licence.</p> <p>7/6/2023 - NSW EPA have advised that a Licence is not required for the new STP. Groundwater monitoring wells and flowmeter to be installed.</p> <p>Decommissioning Plan for STP &amp; SPS being developed.</p>
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>

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<b>Divisional Manager Engineering Services</b>				
				<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.</p> <p>Building constructed, chlorination systems started to be installed 14 June, 2023.</p> <p>Works continuing - ongoing.</p>
27.5.21	95.5.21	River Water Pumps at Ellengerah and Oxley Park Reservoirs	DMES/ TSM	<p>River level too high to proceed at present (Oxley Park). Ellengerah pumps installed.</p> <p>Works ongoing.</p> <p>River still too high to proceed.</p>
*27.5.21	95.5.21	Spare pumps – water and sewage	DMES/ TSM	<p>Gunningba and Nevertire to be upgraded. Spare pump for Wilson Street. Xylem Water started on site mid-November 2022. Wilson Street switchboard being designed and materials being ordered. Works subject to weather.</p> <p>Nevertire and Wilson Street have now been upgraded. Telemetry works to be completed. Gunningba waiting on new cabinet.</p> <p>Sewer upgrades still expected to be complete June/July 2023.</p> <p>Request to March 2023 Water and Sewerage Committee Meeting for</p>



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Council Community Room, Warren on Thursday, 27th July 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				<p>funding to purchase spare water pumps and motors.</p> <p>Spare bore pumps and motors have been ordered.</p> <p>All pumps and motors have been delivered.</p>
27.5.21	95.5.21	Spare pumps – water and sewage	DMES/ TSM	<p>A spare variable speed drive (VSD) has been ordered. This unit can be temporarily used at all bore sites until replacement is purchased.</p> <p>Waiting for spare VSD.</p>
27.5.21	95.5.21	Water and Sewerage Telemetry System	DMES/ TSM	<p>Sewer telemetry to be improved as part of the Sewer Pump Station Upgrade. Awaiting funding from Briefing Notes and Applications.</p> <p>Report to Council's March 2023 Water and Sewerage Committee Meeting for funds from Water and Sewer reserves to replace Telemetry System.</p> <p>Drafting of RFT documents in progress – ongoing.</p>
24.6.21	143.6.21	Ewenmar Waste Management Facility	DMES/ MHD/ TSM	<p>Budget amended by a further \$100,000 using the Domestic Waste Restricted funds. 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.</p> <p>Concreting works listed on VendorPanel closed 3rd March 2022. Initial Civil works and concreting works to commence mid-June. MLB</p>

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<b>Divisional Manager Engineering Services</b>				
				Concrete and Construction are the successful contractor. Weather and contractor staffing issues have delayed the works. Surveyor onsite week of 13th March 2023 to repeg works. Works commenced late May 2023.  Earthworks and footings for the retaining wall completed 12th July 2023.
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.  Awaiting consultants to finalise plan.
2.12.21	257.12.21	Town Centre Upgrade	DMES	Arrange for the amended proposal to go to Community Consultation when completed.  Awaiting consultants to finalise plan.
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 back to a Closed Council Meeting – in progress.  Awaiting consultants to finalise plan.

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<b>Divisional Manager Engineering Services</b>				
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – ongoing.
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	Arrange for the replacement of light vehicles as per recommendation -  <b>Plant 3503</b> – Toyota Kluger Wagon (estimated change-over cost – \$20,000) replacement has been ordered and should arrive in six months. To replace Plant 3606.
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.  Review meeting undertaken to rescope works programming.  Works ongoing.
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 completed. Final draft has been prepared. To be presented to the next Roads Committee for approval.
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.

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<b>Divisional Manager Engineering Services</b>				
				Demolition awarded to BD Brouff Earthmoving.  Shed to be constructed by Ryan Mason Engineering and Adam Mayne.  Demolition commenced 17th April 2023.  Portable ladies toilet building put in place for the Warren Show.  Ongoing.
23.2.23	33.2.23	Proposed Hale Street Crossing and Chester Street Crossing's No Stopping Zone	DMES/ RIM	1. The installation of a new children's (school) crossing on Hale Street, west of the Chester Street intersection be approved.  The required undertaking has been obtained from the Principal of Warren Central School;  3. Funding be sought from Transport for New South Wales to implement the recommendations.  Design has been completed and sent to TfNSW.
23.2.23	37.3.23	Upgrade/Replacement of Play Equipment	DMES/ TSM	Arrange a new Ext 1002 piper playground equipment setup and install the equipment in house if possible. Ordered, waiting on delivery.  Delivery of new equipment will be sometime in September 2023.
23.3.23	65.3.23	Warren Central Business District Upgrade Project	DMES	1. The roundabout central island be constructed of an outer circle external ring of coloured concrete and an internal ring of low

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<b>Divisional Manager Engineering Services</b>				
				<p>maintenance shrubs with colour to enhance the centre of town;</p> <p>2. Option 2 as outlined in this report be adopted for the pedestrian refuge islands on the median islands.</p> <p>3. Information on planned pavement work on Dubbo Street and the Roundabout be received and noted.</p> <p>4. The suggestions as amended contained in Other Feedback in this report be adopted as designed and be included in the Masterplan.</p> <p>Feedback has been emailed to Consultant for incorporation in the Masterplan.</p> <p>Awaiting final plan from consultant.</p>
23.3.23	66.3.23	Plant Committee – Financial Statement	DMES	<p>That the final 2022/2023 Plant Replacement Program be approved with the Fertiliser Spreader being the lowest priority/contingency for any over expenditure to allow the local purchase of an appropriate minimum 3.6m folding slasher – in progress, waiting on delivery.</p> <p>That the 2023/2024 Plant Replacement Program be approved in principle but, not including Plant 111 replacement, the sale only of Plant 300, not including Plant 43 replacement and</p>

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<b>Divisional Manager Engineering Services</b>				
				<p>the addition of \$133,622.70 to be allocated to the replacement of Plant 104 to an appropriate Telehandler – in progress to arrange missing tender/quotes.</p> <p>Updates available on Plant Committee Minutes.</p>
23.3.23	66.3.23	Management and Operation of Mt Foster Quarry	DMES	<p>3. Make arrangements for the negotiation of an agreement with Neill Earthmoving Pty Ltd for the Management and Operation of Mount Foster Quarry for reporting to Council through the Plant Committee for final approval.</p> <p>Initial meeting with Neill Earthmoving held on the 29th March 2023.</p> <p>Initial draft agreement has been reviewed by GM, DMES, RIM and DMFA. It will be sent back to the drafting solicitor.</p> <p>Draft has been sent to Neill Earthmoving for review and comment.</p>
23.3.23	67.3.23	Water and Sewerage Telemetry and Pump Funding Request	DMES/ DMFA	<p>Arrange for the immediate appropriation of \$320,000 from the Water Fund (\$200,000 for Water Telemetry System and \$120,000 for pump replacement) and \$150,000 from the Sewer Fund to upgrade the Sewer Telemetry systems for Warren and Nevertire – RFT being arranged – ongoing.</p>

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<b>Divisional Manager Engineering Services</b>				
				March QBRS done, will be updated in Practical.
23.3.23	67.3.23	Warren Shire Council Water Supply Bore Inspection Program	DMES/ DMFA	<p>Arrange for the immediate appropriation of \$160,000 from the Water Fund for refurbishment of the old Bore at Nevertire, new Nevertire Bore, new Ellengerah Bore and inspection of the new Collie Bore – order for works arranged – ongoing.</p> <p>March QBRS done, will be updated in Practical.</p> <p>Completed review for 2023/24 budget carryover.</p>
*27.4.23	107.4.23	Proposed Land Acquisition at Marthaguy Bridge, Warren Road	DMES	<ol style="list-style-type: none"> <li>1. Arrange for the compulsory acquisition of portions of land through Lot 7300 DP 1156254 and Lot 7300 DP 1159594;</li> <li>2. Make an application to the Minister for approval to acquire portions of land in Lot 7300 DP 1156254 and Lot 7300 DP 1159594 by compulsory process under section 177(2)(b) of the Roads Act 1993; and</li> <li>3. Arrange for the use of Council Seal for any required correspondence relating to the compulsory acquisition process.</li> </ol> <p>Alternative alignment has been identified. Need for land acquisition is now obsolete.</p>
*27.4.23	113.4.23	Tender No. RFT C13-79 Construction of	DMES	<ol style="list-style-type: none"> <li>1. Council, in accordance with the <i>Local Government</i></li> </ol>

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<b>Divisional Manager Engineering Services</b>				
		Birdviewing Platform at Monkeygar Creek, Gibson's Way		<p><i>(General) Regulation 2021</i>, formally agree to accept the analysis of the tender evaluation, for the Contract C13-79 Construction of Bird Viewing Platform at Monkeygar Creek – in progress subject to Part 2 of the resolution; and</p> <p>2. The Council subject to the Development Application approval, accepts the tender from Central Industries Pty Limited and authorises the General Manager to enter the contract C13-79 Construction of Bird Viewing Platform at Monkeygar Creek, with Central Industries Pty Limited for the contract sum of \$382,270 (ex GST).</p> <p>Letter of acceptance has been sent to the contractor.</p>
25.5.23	125.5.23	Kianga Marebone Road – Safety Concerns	DMES	Arrange for the approval of the proposed stop, giveway and priority road at intersection left and right signage at the Kianga Marebone Road and Wingfield Access intersection.
*25.5.23	144.5.23	Procurement – “Preferred Supplier” Status for Provision of Small Motor Vehicles	DMES	Formally appoint all local Motor Vehicle Dealers as the preferred supplier/s of small motor vehicles including sedans (cars), SUV's (Sport Utility Vehicle's) and utilities for the Warren Shire Council for an additional two-year



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<b>Divisional Manager Engineering Services</b>				
				period ending 30th June 2025 in accordance with the Approved Government Discount. Letter has been sent to Macquarie Toyota.
25.5.23	156.5.23	Asphalt Works on Dubbo Street (Readford Street – Hale Street)	DMES	Enter a contract with Patches Asphalt for \$376,986.60 Ex GST, for asphalt works on Dubbo Street (Readford Street – Hale Street) – in progress.

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	1. Categories assigned as detailed in report. 2. Crown Reserves classified identified as operational land. 3. Draft Plans of Management nearing completion. The Victoria Oval and Oxley Park Plan complete. Draft Parks Plans of Management received. To be reviewed.
26.8.21	172.8.21	Future Grant Projects at the Warren Sporting & Cultural Centre	MHD/CM	Pursue funding for: 1. Heating & cooling of the indoor court and gym area.
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	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

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
				<p>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</p> <p>2. Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required.</p> <p>Solicitor inspected dwellings 8th and 9th December 2022.</p> <p>Court orders received 26th February 2023. Dwellings inspected in March 2023 by expert as requested by defendant.</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.
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

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<b>Manager Health and Development Services</b>				
				and installation of shade sails on the western side of the wading pool to improve shading of the supervision area for parents/guardians.
22.6.23	181.6.23	Warren War Memorial Swimming Pool	MHD	<ol style="list-style-type: none"> <li>2. Council cease negotiations with Beaucorp Projects Pty Ltd for the installation of a membrane liner at the Warren War Memorial Swimming Pool in accordance with the formal quotation Version 3 dated 12<sup>th</sup> April 2023 BCP216 V3 as a variation to the current contract under Project BCP145;</li> <li>3. Arrange for the commencement of legal proceedings against Beaucorp Projects Pty Ltd for the unsatisfactory workmanship at the Warren War Memorial Swimming Pool;</li> <li>4. The Mayor, the General Manager, and the Manager Health and Development Services be authorised to formulate settlement terms if required; and</li> <li>5. Proceed with the development of a tender specification for the supply and installation of a membrane liner at the Warren War Memorial Swimming Pool.</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>
22.06.2023	NAB Business Banking Meeting - Transactional Banking Review	Warren
26 - 28.6.2023	LGNSW Water Management Conference	Parkes
27.6.2023	NSW EPA Macquarie River Rafts Community Meeting	Warren
28.6.2023	LGNSW Award Details Meeting	Online
29.6.2023	Extended Flexible Working Hours Agreement Signing	Warren
30.6.2023	Strata Committee AGM	Warren
3.7.2023	Airport Operations Committee	Warren
4.7.2023	Country Mayors Association Member Virtual Opportunity - NSW Water Shadow Minister Cooke Address	Online
4.7.2023	KPMG Growing Regions Program Information Session	Online
12.7.2023	Destination Macquarie Marshes Taskforce Meeting	Warren
12.7.2023	Hamish Southwell Prime 7	Warren
12.7.2023	Destination Macquarie Marshes Taskforce Meeting	Warren
13.7.2023	WOW Agency Monthly Meeting	Online
18.7.2023	Manex	Warren
19.7.2023	Murray Darling Basin Plan – Implementation Review 2023 Public Forum (Productivity Commission)	Warren
20.7.2023	Central West Orana and Far West Regional Recovery Committee	Online
20.7.2023	Country Mayors Association Member Virtual Opportunity - NSW Water Minister Jackson Address	Online
21.7.2023	Alliance of Western Councils GMAC	Narromine
22.7.2023	Councillor Stand at the Marra Field Day	Marra
25.7.2023	IPWEA Road Safety Panel Meeting	Online

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ITEM 2

COMMITTEE/DELEGATES MEETINGS

CONTINUED

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
9-11.08.2023	Western Division of Western Councils NSW Annual Conference	Cobar
12-14.11.2023	2023 Local Government Annual Conference	Rosehill Gardens Racecourse
25.03.2024	Outback Arts AGM	Coonamble

**RECOMMENDATION:**

That the information be received and noted.

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

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

The following are details of Infrastructure Projects and Grant Applications that are being managed by the Executive Office including the Infrastructure Projects Manager for the period 12th June 2023 to 13th July 2023:

Project	Budget	Expend	Resp	Comment
<b>General</b>				
Warren Airport Upgrade (Drought Stimulus Package Funding – RNIG2-004-NSW DPE)  Includes \$60,000 allocated from restricted funds for infrastructure improvement/replacement.	185,240	16,326	IPM	Airport Operations Committee(AOC) in its meeting on 13/09/22 identified the need of extra drainage works on 03/21 runway, for consideration in the future funding. Scope revisiting is required and works to be scheduled for later 2023.  Terminal 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 supplies provided details of necessary modifications – that it is a single story building with all access compliance.  Revised drawings received from building component supplier. Specification and foundation drawings received from design consultant in March 2023. Tender called in April 2023 and closed on 4th May 2023. Three (3) conforming tenders received. A Tender evaluation report and recommendation was presented to the May 2023 Council Meeting.  Council resolved:  - That no action be taken on accepting any Tenders now;

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<ul style="list-style-type: none"> <li>- Option to resize the building for a reduced budget that meets potential commercial operations requirements and needs of the community; and</li> <li>- To be considered, liaising with a July Airport Operations Committee and potential operators of the building and preferred Tenderer.</li> <li>- Drawings revised to the changed/reduced scope works to meet the budget saving operational requirements as follows:               <ul style="list-style-type: none"> <li>- Waiting area converted to Club training;</li> <li>- Floor area reduction of 117m<sup>2</sup>;</li> <li>- Amenities area reconfigured; and</li> </ul> </li> </ul> <p>Awaiting preferred Tenderers price for changed scope of works.</p> <p>A further report will be presented to Council in the near future.</p>
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)	547,659	303,702	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>

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<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> <p>Some of the identified works are progressing and on track.</p> <p>MDBEDP funding body approved extension to all outstanding works, with all works to be completed by December 2023.</p>
<p>Carter Oval and the Development of the Surrounds Carry Over</p> <p>(MDB Economic Development Program - Improvement of Regional Structures Grant)</p> <p>(Includes \$460,000 allocated from Council's Infrastructure Improvement Replacement Reserve)</p>	952,253	721,968	IPM	<p>Irrigation installed on Carter Oval. Sprinkler irrigation heads and valve boxes damaged by the remediation works replaced.</p> <p>Little athletics and Soccer field development including turf installation are now complete. Ongoing irrigation and maintenance are being organised with Parks &amp; Gardens staff.</p> <p>Staged development of cricket oval and wicket area are now complete. New 1<sup>st</sup> stage decompaction and aeration, fertilisation and top dressing, and 2<sup>nd</sup> stage top dressing and levelling are now complete.</p> <p>Irrigation system to landscaped area for tree planting individual valves to trees being installed.</p> <p>More pathways between sports fields will be constructed once the construction of the soccer fields and</p>



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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<p>junior cricket field are complete. Carpark development being delayed due to slow progress of the amenities building construction.</p> <p>Final funding report provided to January 2023 Council meeting has been accepted.</p> <p>Concrete (pathways, cricket pitch and practice net base) works RFQ documentation being prepared for calling a Quote in July. Fencing, switchboard and pump station are planned for July/August 2023.</p>
<p>Swim &amp; Shade Sails (Splash Park)</p> <p>(Drought Communities Extension Program)</p>	86,992	84,240	IPM	<p>Splash Park contractors were on site 1 February 2023, looking at defects. Stone seating re-arranged to address the spilling of water into grassed area.</p> <p>Defects associated with swinging/ splashing bucket rectified. Met with contractor on site held, contractor advised that a local contractor has been engaged to complete works - sealing of drainage pit.</p> <p>Replacing the push button controller of the water features is being considered.</p> <p>Surrounding area needs topsoil dressing to alleviate any trip hazards caused by the steel edging.</p>
<p>Carter Oval Lighting Project (Drought Communities Extension Program)</p>	127,151	127,151	IPM	<p>Carter Oval Sporting Lighting (Cricket and Soccer Fields) complete subject to acceptance of final quality assurance and testing report.</p> <p>Additional lighting installation at the Little athletics and mustering areas completed in December 2022. E switch system access for the Little athletics and mustering areas yet to be completed. REES was on site assessing the additional relay needed to complete the E-Switch installation.</p>

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<p>REEs to do final quality assurance, testing report once fields (soccer and cricket) remediation is complete.</p> <p>REES is scheduled to come to site in late July to complete all outstanding works.</p>
<p>Change Rooms and Amenities Block at Carter Oval  (Stronger Country Communities Round 4)</p>	669,497	651,257	IPM	<p>Little A's, Cricket and Soccer storage facilities have joined 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. 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. Contractor completed Geotech inspection. Contractor asked to revisit the draft foundation design submitted in order to comply with soil conditions and Geotech recommendations. Contractor presented two (2) options for foundation design. Stiffened raft design and screw piers design. Contractor proceeding with stiffened raft foundation option.</p> <p>Foundation works commenced in February. Superstructure frames and components delivery received onsite on 6th March 2023.</p> <p>Installation of superstructure commenced from 4th March 2023. Defects and quality non-conformances identified are being dealt with the contractor. Addressing issues to the</p>

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
				<p>satisfaction of Council could delay the project for a further 4 months. Expected completion forecasted is end of October 2023.</p> <p>In view of the non- conformances Council initiated a peer review to ascertain the adequacy of the post foundations, where 28 day compression strength was not demonstrated by the contractors.</p> <p>PEER Review report was issued to Landmark Pty Ltd on 10 July 2023. Report recommends stiffening of raft slab to change the loading from pier footings to raft slab to make the pier footing redundant. Landmarks response is requested by 17 July 2023 with proposed course of actions to rectify the defects taking into consideration of the PEER Review Report recommendations.</p>
Carter Oval Cricket Pitch	5,845	217	IPM	<p>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.</p> <p>GHG commenced cricket oval outfield works from 13/02/2023.</p> <p>Cricket out field remediation (decompaction, aeration, fertilising and stage 1 topsoil dressing) completed in February 2023.</p> <p>Stage 2 top dressing and cricket pitch turfing completed in April 2023.</p>

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Project	Budget	Expend	Resp	Comment
				Balance of funding to be allocated to other works in Carter Oval cricket ground.
Cricket Practice Nets (Cricket Legacy Fund)	15,000	Nil	IPM	Cricket practice net primary set out completed, work expected to commence once field remediation is completed.  Quotation for net being sought from fencing contractor.  Base concrete pavement construction will be done as part of concrete pathway construction at Carter Oval. Artificial turfing on pavement to follow on after concrete works are complete.  RFQ documents being developed for calling a quote in July.
Warren Showground/ Racecourse Upgrade Project  (Regional Sports Infrastructure Fund and \$10,182 from sale of old McCalman Pavilion)  • Equestrian Arena	555,701	417,142	IPM	Equestrian Arena area completed in February 2023 with the installation of 500 tonnes of selected sand.  Southern side annex floor sealing completed in March 2023.  Irrigation pump shed installation is complete. On 26th February 2023 trial run of arena was successfully completed with the clubs events.  Adult riding Club and Pony Club requested the thickness of sand footing be reduced to 50mm; Sand removal and releveling completed for the next event held 16-19 <sup>th</sup> April 2023.  E-Switch control for lighting completed. Works still to be completed are: - Additional warning signs (on order); - Automatic irrigation; and - E-switch manual override; - Bore water connection to Arena irrigation storage tanks is being considered to drought proof the systems.

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Project	Budget	Expend	Resp	Comment
				<p>Contractor (AquaWest) was asked to provide specific details on dongle to be purchased by Council to make the irrigation controller accessible online to operate the system.</p> <p>Post-paid dongle purchased as per the model suggested by AquaWest. Installation likely to happen in July 2023.</p> <p>Racecourse Showground Sub-Committee asked to have warm up area allocation/development near tanks and sand stockpile; to be considered for the future.</p>
<ul style="list-style-type: none"> <li>• Pony Club Cross Country Facilities</li> </ul>	4,606	Nil	IPM	<p>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.</p> <p>An inspection completed revealed that some activity area and works need some rectification and improvements. Contractor asked to provide a consultant report and requested to liaise with Council and Pony Club to address the concerns and for any additional works that may need to be completed.</p> <p>Warren Pony Club as also asked to provide the consultant report and copy of cross country course rebuild designs completed by Booroong Designs P/L, who was engaged by the Warren Pony Club.</p>
<ul style="list-style-type: none"> <li>• GBS Falkiner Lounge and Viewing Area</li> </ul>		108,538	IPM	<p>Works outstanding are:            - Concourse to GBS Falkiner Lounge with disabled access – Outstanding</p>

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				works are scheduled to commence in late June 2023. - Disability complying ramp from lower bar/ground level to lounge level, subject to funding availability. Old concrete pavements removed. Contractor engaged to do concrete pavement works. Works commenced in late June 2023. - Concreting the concourse to GBS Falkiner Lounge – complete. - Handrails and tactile indicators installation are yet to be completed.
<ul style="list-style-type: none"> <li>Replacement of the Showground Ladies Toilets</li> </ul>	54,545	18,197	IPM/ TSM	<p>Rescoping of Concept Design being completed. Alternative design tabled at the Showground/Racecourse Committee on 2.8.22 with proposed jointed male &amp; female toilet as one block attached to switch room.</p> <p>Alternative design has been approved by the Committee on 15 November 2022.</p> <p>Demolition of existing ladies toilets completed. Construction and building has started with completion expected by late August 2023.</p> <p>Bored piers installation and below ground plumbing works completed.</p>
<ul style="list-style-type: none"> <li>Relocation of Cattle Yards (NSW Showgrounds Stimulus Program Phase 2B)</li> </ul>	60,000	Nil	IPM	<p>Advice from P &amp;A (Justin Sanderson). Showground Racecourse Committee Members would like to see the yards refurbished and made suitable for both cattle and horses by making the relocated pens approximately 4mx4m in size. Need to investigate further and obtain advice. Stockpro to do a design – organised by P&amp;A.</p> <p>(\$140k) Quote received from Stockpro is over budget and other grant funds to be sourced. Additional funding is required to move forward.</p>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Upgrade electrical Cattleman's Camping Area (NSW Showgrounds Stimulus Program Phase 2B)	8,082	Nil	IPM	Works complete, balance of unspent funds to be used elsewhere in project.
Warren Showground/ Racecourse Upgrade Project (Showground Stimulus Funding Program Phase 2C) including:  <ul style="list-style-type: none"> <li>• Update/Renovate Male &amp; Female Amenities in Cattleman's &amp; Horse Sports Camping Area</li> </ul>	87,735	5,755	IPM/ TSM	Works program finalised following consultation with User Groups at the Showground/Racecourse Committee Meeting held on the 2nd August 2022 for Joint male and female toilet facility in one location.  Balance of unspent funds to be used for sewer/toilet works. (Joint male & female toilet facilities).
<ul style="list-style-type: none"> <li>• Renovate Male Toilet @ Main Pavilion</li> </ul>	100,000	Nil	IPM/ TSM	Rescoping of Concept Design being completed. Alternative design tabled at the Showground/Racecourse Committee on 2.8.22 with proposed jointed male & female toilet as one block attached to switch room.  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.  Contractor engaged for demolition works of male and female toilets.  Negotiations with building contractors is advancing on the proposed designs of new combined toilet block.  Work progressing on the joint male and female toilet facilities to be located at existing Ladies toilet Demolition of existing ladies toilets completed. Foundation works (bored pier installation) and below ground plumbing works completed.

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Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> <li>• Install New Septic Receiving Tank for Main Pavilion Toilets</li> </ul>	45,000	6,120	IPM/ TSM	Scope of works being reassessed to complete the works within the budget as part of alternative combined male and female toilet facility in one location.
<ul style="list-style-type: none"> <li>• Renovate Centre Arena Toilets</li> </ul>	102,888	102,888	IPM/ TSM	Works Complete, balance of unspent funds allocated to other sewer/sewerage works. (Joint male and female toilet facilities).
<ul style="list-style-type: none"> <li>• Refence Showground Perimeter with Exclusion Fencing</li> </ul>	105,000	47,212	IPM	<p>Scope/area determined by Showground/ Racecourse Committee on 7th October 2021 being revised. Length 4,100m and 3 double gates &amp; 2 single gates. RFQ document being prepared to call for quotations.</p> <p>Exclusion fence like airport exclusion fence being considered.</p> <p>Options and estimate prepared for 1.8m and 2.1m high fencing for Racing NSW considerations and funding supplement. (Other grant funds required).</p> <p>Details of proposed option being considered (2.1m high) is sent to Warren Jockey Club for sourcing additional funding.</p> <p>Liaising with Matt Colwell/ Nicole McKay on possible funding support from Racing NSW.</p> <p>RFQ documents revised for seeking prices for 2.1m high chain wire and chain link fabric options.</p> <p>Quotation for exclusion fencing called in June 2023. Racing NSW is looking for firm quotes to ascertain the amount of financial support.</p> <p>Four (4) quotations received and being analysed. Additional information sought from the preferred quoter.</p>



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Project	Budget	Expend	Resp	Comment
<ul style="list-style-type: none"> <li>• New Septic Centre Arena with Grease trap for Canteen</li> </ul>	3,150	Nil	IPM/ TSM	Works Complete, balance of unspent funds which will be allocated to other works.
Crown Reserves Improvement Fund Program Disabled (all access) toilet block Warren Pony Club	79,705	67,996	IPM/ TSM	<p>Construction of a toilet facility in the Warren Pony Club Facility. Scope of works and design complete. Single ambulant toilet will be built.</p> <p>Location has been finalised with Warren Pony Club, on the western side of Pony Club shed.</p> <p>Contractor (SPLAT Plumbing) has been engaged in September 2022 to do the works.</p> <p>Base/foundation concrete works completed. Fabrication of superstructure is slowly progressing and is costing some delays.</p> <p>Completion expected in late August 2023.</p>
Regional Racecourse Stimulus Funding Program 2022 – ‘Irrigation System’ Drought Proofing project and Public Area Fencing	272,727	Nil	IPM/ TSM	<p>Funding has been granted by the NSW Government towards drought proofing project and public area fencing.</p> <p>Rescoping in progress for an appropriate irrigation system and project may need further grants for the full scope of works.</p> <p>A concept and cost estimate report was received from the consultant in April 2023.</p> <p>Design consultant was asked to break the estimate into two projects to maximise funding support by Racing NSW:</p> <ol style="list-style-type: none"> <li>1. Inner irrigation system and pumping upgrade (up to 80% funding by Racing NSW); and</li> <li>2. Construct outer irrigation system.</li> </ol>

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Project	Budget	Expend	Resp	Comment
				Cost estimate indicates that substantial additional funding is needed to proceed with the project.
Crown Reserves Improvement Fund Program Replacement of Showground Ladies Toilet Part 2	54,545	54,545	IPM/ TSM	<p>Option for the replacement/refurbishments of the female toilets changed due to infrastructure and other facilities in the vicinity.</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 August 2022.</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>Demolition of existing ladies toilets completed. Construction and building has started with completion expected by late August 2023.</p>
Murray-Darling Basin Economic Development Program – Round 3 – Warren Showground/Racecourse Complex Improvement Program	130,591	130,591	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 April/May 2023.</li> <li>5. Quotation called to carry out the works. Existing concrete pavements removed for new pavement construction.</li> </ol>

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Project	Budget	Expend	Resp	Comment
				6. Contractor engaged to do concrete pavement works at GBS Falkiner concourse. Works commenced in June 2023.
Murray-Darling Basin Economic Development Program – Round 3 – Warren Shire Tourism, Business Development and Macquarie Marshes Signage and Shire Mural Program  <ul style="list-style-type: none"> <li>• Stafford Street Water Tower Mural</li> </ul>	<b>For Mural Program Only</b>  135,914	119,334	GM IPM TSM	Rescoping for revised budget arranged. See Warren Public Arts Committee Minutes reported to July 2021 Council Meeting.  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.
<ul style="list-style-type: none"> <li>• Nevertire Water Tower Mural</li> </ul>			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.
<ul style="list-style-type: none"> <li>• Warren Town Murals on Private Property (Total budget includes the \$10,000 donation from the Horse Committee)</li> </ul>		6580	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. Works commenced on the mural for the new toilet block at the Showground Racecourse Complex.  Proposed design pattern approved by the Warren Public Arts Committee, to proceed into production.

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				Painting of art work has progressed to an advanced stage, expected delivery late August 2023.
Murray-Darling Basin Economic Development Program – Round 3 – Carter Oval Lighting Project	53,773	53,773	IPM	<p>Project involves Stage 2 of the Sports Lighting at Carter Oval including the installation of 4 lighting towers and LED lights.</p> <p>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.</p> <p>CT (Current transformer) metering installation at the switchboard and final commissioning completed in August 2022.</p> <p>Draft WAE information/test reports, O&amp;M manual and remote access for operation training manual submitted in November 2022.</p> <p>REES to do final quality tests and lighting certification will be carried out once Oval ground remediation works are complete. E-switch for Little Athletics and mustering area is yet to be completed.</p> <p>REES scheduled to be on site in late July 2023.</p>
Murray-Darling Basin Economic Development Program – Round 3 – Monkeygar Creek Macquarie Marshes Bird Viewing Platform and Parking Project	499,608	497,938	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</p>

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Project	Budget	Expend	Resp	Comment
				<p>being scoped by DMES. Statement of Environmental Effects (SEE) completed. 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> <p>Contractor engaged for the construction of the bird viewing platform subject to Development Consent. Site works expected to start in September 2023.</p>
Warren Tennis Court Upgrade (Drought Communities Extension Program)	29,036	23,180	GM/ IPM	<p>Classic Sports Facilities have upgraded the two concrete courts to artificial 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.</p> <p>Installation by local contractor (electrician) arranged. Electrician organising resources to complete the installation. Installation and tested – completed in May 2023.</p> <p>Light poles painting has been included in the scope of works – to be organised.</p>
Reconnecting Regional NSW – Community Events Program	119,826	74,087	GM/ PAO	<p>Application submitted 30 June 2022.</p> <p>5 Events hosted by Community Organisations; these are as follows:</p> <ul style="list-style-type: none"> <li>- Burrima Walkway Grand Opening - Macquarie Wetlands Association</li> </ul>

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				(variation submitted for event & date change to October 2023). - *Far West Schools Ramsay Championship – NSW Rugby Union- Event complete. - *Celebration of Warren Youth Festival – Warren Youth Support Group Incorporated – Event complete. - *Sing Warren – Warren Chamber Music Festival – Event complete. - Golden Oldies Game Day – Gilgandra Cricket Association (variation submitted for event & date change to October 2023). *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.
<b>Water Supplies</b>				
Groundwater Augmentation (Critical Drought Initiative Administered by – DPIE Safe and Secure Program)	245,616	208,346	TSM	All 3 cross connections are complete. Tanks have been constructed. Tank connections installed. Installed power supply to pumps. Pumps tested ok. 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. Chlorine equipment ordered; new chlorine shed built.

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				Installation of the new chlorination equipment will be completed and commissioned by late July – early August 2023.
<b>Sewerage Services</b>				
Restart NSW Warren (STP) Upgrade	61,878	2,815	IPM/ TSM	<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 storage and then to STP arranged 11th November 2022.</p> <p>Start-up of the new STP, now commenced with final commissioning in December 2022.</p>

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				STP is in operation since December 2022. The EPA advised that the new Tiger Bay Treatment Plant does not require a licence.
<p>Warren Central Business District Toilet Installation (Drought Communities Extension Program)</p> <p>Includes \$140,000 allocated from restricted funds for infrastructure improvement/replacement.</p>	269,789	245,832	IPM/ TSM	<p>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 completed; installation commenced in April and expected to be completed in early June 2023.</p> <p>Minor finishing works are being completed. The toilets opened to the public on Thursday, 8th June 2023.</p> <p>The vinyl wrap is expected to be completed by the end of September 2023.</p>
Lions Park Toilet Installation	144,730	129,737	IPM/ TSM	<p>Project is using the following funding:</p> <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> </ul>



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				<ul style="list-style-type: none"> <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 construction period. Fabrication completed; installation commenced in April and expected to be completed early June 2023.  Minor finishing works are being completed. The toilets opened to the public on Thursday, 8th June 2023.  The vinyl wrap is expected to be completed by the end of September 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.  Detailed survey initiated. Survey of the existing facility and area surrounds is complete.  Construction work expected April-September 2024.  Concept design and development works to commence from June/July 2023.  Barnson was asked to provide a reverse brief/quote for developing design and specifications – proposal received.

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				Barnson has been engaged to develop a concept plan (2 options) for stakeholders review.
NSW Severe Weather & Flood Grant (\$1,000,000) for AGRN 1025  Warren Town Levee Remediation	887,500	Nil	GM IPM DMES TSM	This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.  <b>Funds have been paid however, works program yet to be approved.</b>  Funding body requested additional information; submission provided by 7 July 2023.
Macquarie Park Restoration	112,500	Nil	GM IPM DMES TSM	This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.  <b>Funds have been paid however, works program yet to be approved.</b>  Funding body requested additional information; submission provided by 7 July 2023.
Office of Sport - Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program Victoria Park Precinct New Female Amenities.	500,000	Nil	IPM/ WSCCM	This project involves construction of new amenities building including two separate changerooms and public access toilets will be constructed to provide safe, equitable and accessible facilities for female participants within Victoria Park Precinct.

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				<p>Planning and project initiations are progressing.</p> <ul style="list-style-type: none"> <li>- Geotechnical investigations initiated; Site exploration completed in May 2023.</li> <li>- Awaiting Geotech report.</li> <li>- Final location determined.</li> </ul> <p>Barnson was asked to provide a reverse brief/quote for developing design and specifications – proposal received.</p> <p>Barnson has been engaged to develop a concept plan (2 options) for stakeholders review.</p>
<p>Office of Regional Youth - Children and Young People Wellbeing Recovery Initiative - Large Grants</p> <p>Get Fit Get Strong Healthy Minds</p>	49,062	39,249.60	IPM	<p>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.</p> <p>Funding body granted an extension till 31 August 2023.</p> <p>Program has commenced on 9 May 2023 and will run every Tuesday and Friday afternoons until 21 July 2023.</p> <p>Participation by the Warren youth has been fantastic, no delays expected.</p>
<p>Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B - Infrastructure Projects Management Office Projects</p> <p>Carter Oval Secondary Carpark Refurbishment Works for Reseals</p>	60,000	Nil	IPM	<p>Work to be scheduled after Carter Oval Sporting Precinct works are nearing completion.</p>
<p>Carter Oval EV Charging Station (up to 3) Contribution</p>	45,000	Nil	IPM	<p>Options being considered includes – partnering with Regional service providers like NRMA, Origin etc.</p>

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

**CONTINUED**

Project	Budget	Expend	Resp	Comment
Equestrian Arena Operation Equipment ( Council 23/24 Budget Funding)	35,000	Nil	IPM	Gator and arena rake procurement is progressing.

Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
*LGP Procurement Capability Grant Fund	17,345	N/A	IPM/ GM	EOI application was submitted on 20 April 2023, seeking Professional Procurement Training for staff.  <b>Unsuccessful Notification</b>
Growing Regional Economies Fund (GREF)	2,577,817	N/A	IPM/ EDVM	EOI application was submitted on 22 May 2023. This project is a connected series of integrated works that will create significant opportunities for growth within the Warren Shire and increase potential for attracting further investment in the region. <ul style="list-style-type: none"> <li>- Airport terminal building;</li> <li>- Multi-purpose building (Cultural Centre) at the Window on the Wetlands Precinct adjacent to Tiger Bay. To provide education, tour-guiding, displays, information sessions, research opportunities, and more, including increased events and activities focused on first nation culture (bush tucker and Storytime) and environmental awareness and sustainability;</li> <li>- Upgraded infrastructure to access, egress, and car parking, including improved drainage and a rain garden to manage water/runoff;</li> </ul>

**WARREN SHIRE COUNCIL**  
 Report of the General Manager  
 to the Ordinary Meeting of Council to be held at  
 Council Community Room, Warren on Thursday, 27th July 2023

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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>- Enhancements to the nearby sewerage plant, reed bed, and UV Water System; and</li> <li>- The construction of the Monkeygar Creek Bird Viewing Platform, restroom, access roads, and car parking facilities in the heart of the Macquarie Marshes.</li> </ul> <p style="text-align: right;"><b>Awaiting Outcome Notification</b></p>

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

**ACRONYMS**

GM - General Manager

DMFA - Divisional Manager Finance & Administration

DMES - Divisional Manager Engineering Services

MHD - Manager Health and Development Services

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, 27<sup>th</sup> July 2023

ITEM 1 RECONCILIATION CERTIFICATE – JUNE 2023

(B1-10.16)

## RECOMMENDATION

That the Statements of Bank and Investments Balances as at 30<sup>th</sup> June 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 2021 requires the Responsible Accounting Officer to provide a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act.

## REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 30<sup>th</sup> June 2023.

### INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 31-May-23	Transactions	Balance 30-Jun-23
General	11,486,117.36	26,837.09	11,512,954.45
Water Fund	919,506.32	(14,359.40)	905,146.92
Sewerage Fund	2,161,390.53	(44,990.08)	2,116,400.45
North Western Library	98,627.96	(62.48)	98,565.48
Trust Fund	153,577.89	99,011.28	252,589.17
Investment Bank Account	(8,232,383.49)	1,966,725.65	(6,265,657.84)
	<b>6,586,836.57</b>	<b>2,033,162.06</b>	<b>8,619,998.63</b>

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 27<sup>th</sup> July 2023

ITEM 1

RECONCILIATION CERTIFICATE - JUNE 2023

CONTINUED

## BANK STATEMENT RECONCILIATION

<b>Balance as per Bank Statement =</b>	<b>8,619,998.63</b>
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
<b>Balance as per Ledger Accounts less Investments =</b>	<b>8,619,998.63</b>

## INVESTMENTS RECONCILIATION

### Investments as at 30th June 2023

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	223,122.22	Variable	On Call A/c
12	National Australia Bank	3,032,535.62	91 days @ 5.05%	18-Sep-23
10	National Australia Bank	3,000,000.00	91 days @ 4.70%	28-Aug-23
40	National Australia Bank	10,000.00	185 days @ 2.15%	20-Aug-23
<b>TOTAL INVESTMENTS =</b>		<b>6,265,657.84</b>		

## BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	3,372,702.02
Internally Restricted Funds Invested	2,812,190.00
2022/23 General Fund Operating Income & Grants	8,700,764.45
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b>14,885,656.47</b>

As Councils Responsible Accounting Officer I certify that the above listed investments are in accordance with Council Policy and the Local Government Act and Regulations.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 27<sup>th</sup> July 2023

---

ITEM 1

RECONCILIATION CERTIFICATE – JUNE 2023

CONTINUED

**FINANCIAL AND RESOURCE IMPLICATIONS**

N/A.

**LEGAL IMPLICATIONS**

N/A.

**RISK IMPLICATIONS**

N/A.

**STAKEHOLDER CONSULTATION**

N/A.

**OPTIONS**

N/A.

**CONCLUSION**

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

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

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

**SUPPORTING INFORMATION / ATTACHMENTS**

N/A.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 27<sup>th</sup> July 2023

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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 30<sup>th</sup> June 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 30<sup>th</sup> June 2023.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 27<sup>th</sup> July 2023

ITEM 2            STATEMENT OF RATES & ANNUAL CHARGES – 30<sup>TH</sup> JUNE 2023

CONTINUED

30TH JUNE 2023

Name of Rate	NETT			COLLECTIONS FOR YEAR		NETT ARREARS	
	ARREARS	NETT LEVY	TOTAL	AMOUNT	COLLECT	ARREARS	ARREARS
	1st JULY		RECEIVABLE	COLLECTED	AS % AGE	AMOUNT	AS % AGE
	\$	\$	\$	\$	OF TOTAL	\$	OF TOTAL
					REC'ABLE		REC'ABLE
General Fund Rates	173,627	5,247,887	5,421,514	5,135,640	94.73%	285,873	5.27%
Warren Water Fund	59,928	529,218	589,146	494,346	83.91%	94,800	16.09%
Warren Sewerage Fund	70,316	457,251	527,567	519,784	98.52%	7,783	1.48%
<b>TOTAL 2022/2023</b>	<b>318,952</b>	<b>6,134,689</b>	<b>6,453,641</b>	<b>6,149,771</b>	<b>95.29%</b>	<b>303,870</b>	<b>4.71%</b>
<b>TOTAL 2021/2022</b>	<b>303,871</b>	<b>6,125,052</b>	<b>6,428,923</b>	<b>6,107,617</b>	<b>95.00%</b>	<b>388,456</b>	<b>6.04%</b>
<b>TOTAL 2020/2021</b>	<b>318,952</b>	<b>5,942,985</b>	<b>6,261,937</b>	<b>5,958,067</b>	<b>95.15%</b>	<b>303,870</b>	<b>4.85%</b>
<b>TOTAL 2019/2020</b>	<b>178,732</b>	<b>5,797,214</b>	<b>5,975,946</b>	<b>5,656,994</b>	<b>94.66%</b>	<b>318,952</b>	<b>5.34%</b>
<b>TOTAL 2018/2019</b>	<b>128,294</b>	<b>5,617,394</b>	<b>5,745,688</b>	<b>5,566,956</b>	<b>96.89%</b>	<b>178,732</b>	<b>3.11%</b>
		30-Jun-19	30-Jun-20	30-Jun-21	30-Jun-22	30-Jun-23	
COLLECTION FIGURES AS \$		5,566,956	5,656,994	5,958,067	6,107,617	6,149,771	
COLLECTION FIGURE AS %		96.89%	94.66%	95.15%	95.00%	95.29%	

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 27<sup>th</sup> July 2023

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## ITEM 3 WORKS PROGRESS REPORT – FINANCE & ADMINISTRATION PROJECTS

(C14-7.1, C9-1)

The following are details of the projects undertaken by the Finance and Administration Department from with figures as at 30<sup>th</sup> June 2023.

Project	Budget	Expend	Resp	Comment
Public Library Infrastructure Grants – “Doorways to Open-Air Library”.	\$315,723 \$6,800	\$5,692	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	\$15,000	DMFA	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  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Wednesday 27th July 2023

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**ITEM 4 LIBRARIAN'S OPERATIONAL PERFORMANCE REPORT**

**(L2-2)**

**RECOMMENDATION**

That the information be received and noted.

**PURPOSE**

To inform Council of the services the Warren Shire Library undertaken up until June 30<sup>th</sup> 2023.

**BACKGROUND**

The Warren Library continues to supply a customer focused service which constantly meets the needs of the Warren community. In 2023/24 we will be focusing on enhancing our services with the Warren community to provide a user-friendly environment for our library members. We are continuing to enhance our people spaces with new furnishings and fittings. These projects are being funded by the State Library Priority Grant

**REPORT**

The library has had an extremely busy few months with a full bi-annual stock take of all branches, all reporting and deletions have now been processed. Warren's result was pleasing with only 35 missing items, overall, there was 213 missing items from North Western Library. A full report including costings will be provided to the North Western Library AGM in November.

The library continues to provide services to customers requiring internet and computer use for online assessments and training for seasonal work along with government forms and job applications. This has become an important service for customers who do not have access to the necessary equipment, as more organisations require lodging of forms and applications online.

Promotional bags have been prepared for the Warren Show, Marra Field Days and specific bags promoting children's literacy for the Warren Multi Purpose Health Centre.

**PAINT THE TOWN READ**

Paint the Town Read was a huge success and a lot of fun for the children of Warren. The event was attended by both schools, preschool, day-care centre, Barnardo's, and community members. The performance by the Beanies was very well received by all. We had 232 persons attend on the day and thank everyone who assisted us to provide this valuable service to the Warren community.

**STRATEGIC PARTNERSHIP**

The library has established a new partnership with the new Child Health Nurse at Warren Multi Purpose Health Centre to assist with raising lower literacy levels. The library will be assisting with establishing the Dolly Parton Imagination Library for Warren Community members.

Each month, Dolly Parton's Imagination Library mails a high-quality, age-appropriate book to all registered children, addressed to them, at no cost to the child's family. Countless parents have shared how excited their child is when their new book arrives each month. Many groups and individuals work hard behind the scenes to make that special moment possible for each child.



# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Wednesday 27th July 2023

---

## ITEM 4 LIBRARIAN'S OPERATIONAL PERFORMANCE REPORT

(L2-2)

### E-RESOURCES

The library has entered into a new consortia agreement for e-magazines via our Borrow Box system.

Members now have access to over \$40,000 worth of magazines annually which is a huge advancement for our library network. Newspapers will shortly be added to our e-press range with all items available using one app.

We currently have 8648 e-audio, 17370 e-books, and 5293 e-magazines available for use by our members.

North Western Library Member Councils are continuing to support e-resources with all councils allocating an additional \$3,000 per annum from 2022/2023 State Library Priority Grant funding. This funding is placed into a value plan with Bolinda to add popular items to Borrow box.

### GRANTS

The library is moving forward with our grant project with the tender currently open in Vendor Panel . We hope to manage the closure period for construction by running a pop-up library and managing requests through a click and collect system.

### Across the Black Soils Plains

Funding has been approved by the State Library Priority Grant for a Library Project to proceed with a reprint of "Across the Black Soil Plains" the library is proceeding with this project and hopes to have a sample provided in the very near future. This project will be of great benefit to the Warren District and beyond, part of this project will also provide an e-book which will be uploaded to Borrow Box.

### UPCOMING EVENTS

- July – Family History Workshop;
- July - School Holiday Program; and
- October Visiting author.

### STAFF TRAINING

- One Permanent staff member will be participating in Basic Cataloguing with ALIA.

### MEETINGS

- Librarians' Meeting to be held in July 2023;
- Central West Zone Meeting to be held in September 2023; and
- North Western AGM to be held in November 2023.

# WARREN SHIRE COUNCIL

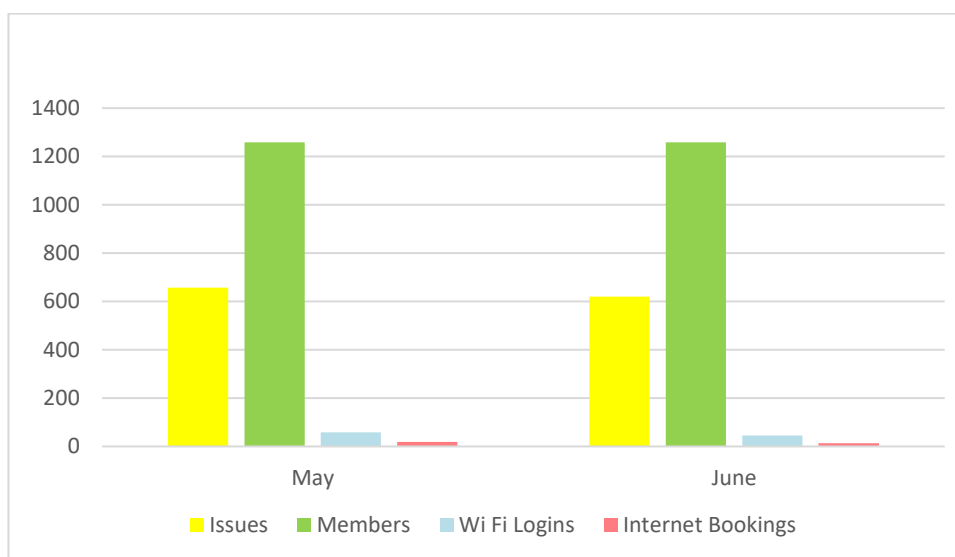
Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 27<sup>th</sup> July 2023

## ITEM 4 LIBRARIAN'S OPERATIONAL PERFORMANCE REPORT

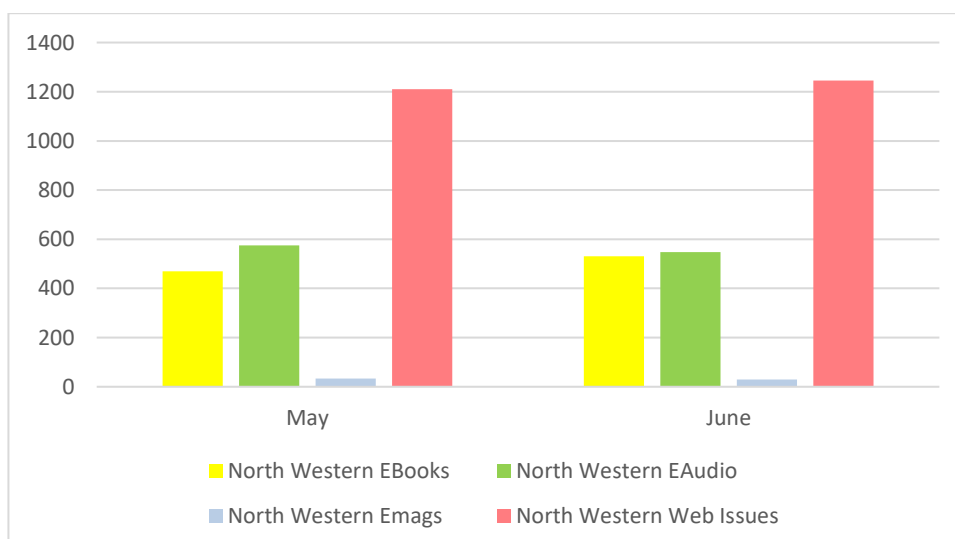
CONTINUED

### STATISTICS FOR MAY – JUNE 2023

Month	Issues	Members	Wi Fi Logins	Internet Bookings
May	657	1258	58	19
June	620	1259	45	13



Month	North Western EBooks	North Western EAudio	North Western Emags	North Western Web Issues
May	470	575	33	1210
June	531	548	29	1246



# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 27<sup>th</sup> July 2023

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## ITEM 4 LIBRARIAN'S OPERATIONAL PERFORMANCE REPORT

CONTINUED

Events May 2023 - June 2023	Junior	Adults	Total
1/5/23: Outreach Storytime: Little Possums, National Simultaneous Storytime theme	13	2	15
8/5/23: Outreach Storytime: Preschool, National Simultaneous Storytime theme	18	4	22
15/5/23: Outreach Storytime: WCS, National Simultaneous Storytime theme	14	2	16
17/5/23: Paint the Town REaD/ National Simultaneous Storytime	210	22	232
6/6/23: Outreach Storytime: St Mary's, National Simultaneous Storytime theme	14	1	15
13/6/23: Outreach Storytime: Preschool, insects theme	22	4	26
20/6/23: Outreach Storytime: WCS, insects theme	15	2	17
27/6/23: Outreach Storytime: St Mary's, insects theme	14	2	16

### LEGAL IMPLICATIONS

N/A.

### RISK IMPLICATIONS

N/A.

### STAKEHOLDER CONSULTATION

N/A.

### OPTIONS

N/A.

### CONCLUSION

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

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

3.2.3 Provide a high-quality library service that meets the needs of the community.

### SUPPORTING INFORMATION / ATTACHMENTS

N/A.

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 27<sup>th</sup> July 2023**

**ITEM 1                      WORKS PROGRESS REPORTS – ROADS**

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Divisional Manager Engineering Services 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
APM	Assets and Projects Manager	FRSPM	Flood Restoration and Special Projects Manager

**Roads M & R (Maintenance and Repair) Budget and Works from  
1st June to 30th June 2023**

ACCOUNT	BUDGET	EXPENDITURE
Urban Sealed Roads	\$57,548	\$39,137
Parking Areas	\$5,306	Nil
Kerb and Guttering	\$27,191	Nil
Footpaths	\$37,139	\$18,041
Urban Unsealed Roads	\$27,528	\$7201
Rural Sealed Roads	\$381,998	\$743,244*
Rural Unsealed Roads	\$1,061,106	\$1,493,958*
Rural Bridges	\$15,917	\$7,428
Regional Sealed Roads	\$703,640	\$690,276*
Regional Unsealed Roads	\$108,415	\$43,427*
Regional Bridges	\$17,233	\$881
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$285,088	\$285,088
Fixing Local Roads Pothole Repair Round	\$454,883.53	\$356,477
Works - Shire Roads - Package 1		

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 27th July 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

ACCOUNT	BUDGET	EXPENDITURE																																																																					
<p>*March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction</p> <p>*Some expenditure includes both Maintenance and Emergency Works (EW) Spending</p>	\$1,252,622.95																																																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Road Name</th> <th style="width: 35%;">Budget</th> <th style="width: 35%;">Expenditure</th> </tr> </thead> <tbody> <tr><td>Yarrandale Road</td><td>\$32,629</td><td>\$5,172</td></tr> <tr><td>Elsinore Road</td><td>\$128,551</td><td>\$29,871</td></tr> <tr><td>Christies Road</td><td>\$102,259</td><td>\$30,187</td></tr> <tr><td>Merrigal Road</td><td>\$63,945</td><td>\$97,604</td></tr> <tr><td>Pigeonbah Road</td><td>\$1,315</td><td>\$21,884</td></tr> <tr><td>Wonbobbie Road</td><td>\$10,731</td><td>\$21,735</td></tr> <tr><td>Cullemburrawang Road</td><td>\$7,062</td><td>\$4,437</td></tr> <tr><td>Hatton Road</td><td>\$92,019</td><td>\$9,452</td></tr> <tr><td>Nellievale Road</td><td>\$13,196</td><td>\$4,132</td></tr> <tr><td>Notts Lane</td><td>\$128,928</td><td>\$14,542</td></tr> <tr><td>Killaloo Lane</td><td>\$91,813</td><td>\$17,945</td></tr> <tr><td>Catons</td><td>\$3,7780</td><td>NIL</td></tr> <tr><td>Booka</td><td>\$51,035</td><td>\$78,533</td></tr> <tr><td>Lamphs</td><td>\$90,651</td><td>NIL</td></tr> <tr><td>Sullivans</td><td>\$20,916</td><td>\$13,907</td></tr> <tr><td>Gibsons Way</td><td>\$247,000</td><td>\$66,169</td></tr> <tr><td>Buckiinguy Road</td><td>\$2,326</td><td>\$1,353</td></tr> <tr><td>Bullagreen</td><td>\$11,846</td><td>\$2,346</td></tr> <tr><td>Armatree</td><td>\$6,923</td><td>\$13,530</td></tr> <tr><td>Gunnegaldra</td><td>\$20,916</td><td>NIL</td></tr> <tr><td>Nevertire - Bogan</td><td>\$4,105</td><td>NIL</td></tr> <tr><td>Collie Road</td><td>\$728</td><td>NIL</td></tr> </tbody> </table>	Road Name	Budget	Expenditure	Yarrandale Road	\$32,629	\$5,172	Elsinore Road	\$128,551	\$29,871	Christies Road	\$102,259	\$30,187	Merrigal Road	\$63,945	\$97,604	Pigeonbah Road	\$1,315	\$21,884	Wonbobbie Road	\$10,731	\$21,735	Cullemburrawang Road	\$7,062	\$4,437	Hatton Road	\$92,019	\$9,452	Nellievale Road	\$13,196	\$4,132	Notts Lane	\$128,928	\$14,542	Killaloo Lane	\$91,813	\$17,945	Catons	\$3,7780	NIL	Booka	\$51,035	\$78,533	Lamphs	\$90,651	NIL	Sullivans	\$20,916	\$13,907	Gibsons Way	\$247,000	\$66,169	Buckiinguy Road	\$2,326	\$1,353	Bullagreen	\$11,846	\$2,346	Armatree	\$6,923	\$13,530	Gunnegaldra	\$20,916	NIL	Nevertire - Bogan	\$4,105	NIL	Collie Road	\$728	NIL	
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<p>March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Regional Roads – Package 1</p>	\$619,162.88																																																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Road Name</th> <th style="width: 35%;">Budget</th> <th style="width: 35%;">Expenditure</th> </tr> </thead> <tbody> <tr><td>Carinda Road</td><td>\$199,476</td><td>\$24,638</td></tr> <tr><td>Billybingbone</td><td>\$419,010</td><td>NIL</td></tr> <tr><td>Collie - Trangie</td><td>\$675</td><td>\$525</td></tr> </tbody> </table>	Road Name	Budget	Expenditure	Carinda Road	\$199,476	\$24,638	Billybingbone	\$419,010	NIL	Collie - Trangie	\$675	\$525																																																										
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<p>March 2021 AGRN960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Package 2 Merrigal Road (Dragon Cowal).</p>	\$349,685.88	\$24,181																																																																					

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CONTINUED

ACCOUNT	BUDGET	EXPENDITURE																														
Disaster Risk Reduction Fund – Dragon Cowal Creek Culverts Merrigal Road.	\$300,000	\$37,633																														
June/July 2022 AGRN 1025 Flood and Storm Damage – Immediate Reconstruction Works – Ellengerah Road	\$323,610	\$336,045																														
Regional and Local Roads Repair Program	\$2,415,175	\$400,000																														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Road or/Suburb Name</th> <th style="text-align: center;">Expected Cost</th> <th style="text-align: center;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Old Warren Road Rehabilitation</td> <td style="text-align: center;">\$400,000</td> <td style="text-align: center;">\$400,000</td> </tr> <tr> <td>Industrial Access Road/Old Warren Road intersection</td> <td style="text-align: center;">\$500,000</td> <td style="text-align: center;">NIL</td> </tr> <tr> <td>Dubbo Street Rehabilitation</td> <td style="text-align: center;">\$800,000</td> <td style="text-align: center;">NIL</td> </tr> <tr> <td>Carinda Road Rehabilitation</td> <td style="text-align: center;">\$100,000</td> <td style="text-align: center;">NIL</td> </tr> <tr> <td>Collie -Trangie Road Rehabilitation</td> <td style="text-align: center;">\$100,000</td> <td style="text-align: center;">NIL</td> </tr> <tr> <td>Marthaguy Road Rehabilitation</td> <td style="text-align: center;">\$100,000</td> <td style="text-align: center;">NIL</td> </tr> <tr> <td>Warren Road Rehabilitation</td> <td style="text-align: center;">\$100,000</td> <td style="text-align: center;">NIL</td> </tr> <tr> <td>Urban Streets in Warren, Nevertire and Collie Rehabilitation</td> <td style="text-align: center;">\$100,000</td> <td style="text-align: center;">NIL</td> </tr> <tr> <td>Marthaguy Road Heavy Patching</td> <td style="text-align: center;">\$215,175</td> <td style="text-align: center;">NIL</td> </tr> </tbody> </table>		Road or/Suburb Name	Expected Cost	Expenditure	Old Warren Road Rehabilitation	\$400,000	\$400,000	Industrial Access Road/Old Warren Road intersection	\$500,000	NIL	Dubbo Street Rehabilitation	\$800,000	NIL	Carinda Road Rehabilitation	\$100,000	NIL	Collie -Trangie Road Rehabilitation	\$100,000	NIL	Marthaguy Road Rehabilitation	\$100,000	NIL	Warren Road Rehabilitation	\$100,000	NIL	Urban Streets in Warren, Nevertire and Collie Rehabilitation	\$100,000	NIL	Marthaguy Road Heavy Patching	\$215,175	NIL
	Road or/Suburb Name		Expected Cost	Expenditure																												
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ACCOUNT	BUDGET			EXPENDITURE
September, October, November, December 2022 ARGN 1034 Flood and Storm Damage – Immediate Reconstruction Works	\$2,337,685			\$458,892
	<b>Road Name</b>	<b>Budget</b>	<b>Expenditure</b>	
	Carinda Road	\$904,120	NIL	
	Collie – Trangie Road	\$238,875	NIL	
	Marthaguy Road	\$258,300	NIL	
	Udora Road	\$570,150	\$458,892	
	Wambianna Road	\$366,240	NIL	
	This subcategory has reached its deadline. All work are now being considered under AGRN 1034 EPA RW			

\* Includes approximately \$765,837 does not include the Council Contribution of expenditure within Roads M & R for the June, July, August, September, October, November and December 2022 Flood and Storm Emergency Works on Roads. This value will be claimed and recovered into the near future, a debtor accrual has been raised to recognise this value owing to Council as at June 30<sup>th</sup> 2023.

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**MAINTENANCE**

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	Burrima Walkway	Construction and Seal	11/6/23 to 25/6/23
	RR 333 Carinda Road	Floodways clean up	11/6/23 to 25/6/23
	SR 17 Lamps Road	Grading 2km	15/6/23 to 26/6/23
	RR 202 Marthaguy Road	Heavy Patching	26/6/23 Ongoing
	RR 202 Marthaguy Road SR 27 Bullagreen Lane RR 7515 Warren Road	Guide posting	26/6/23 to 9/7/23
	RR 202 Marthaguy Road	Clean off Bridge Deck and Snip Guard Rails	26/6/23 to 9/7/23
Grader Crew 2 (Three-man crew)	SR 73 Udora Road	Heavy Patching Floodwork and Seal	11/6/23 to 25/6/23
	Hall Road	Grade into Toucan Gravel Pit	11/6/23 to 25/6/23
Grader Crew 3 (Three-man-crew)	Old Warren Road	Grading/Reshape 7km	11/6/23 to 25/6/23
	Old Warren Road Seg 34 and Seg 32	Gravel Resheeting 4km	11/6/23 to 25/6/23
	RR 333 Carinda Road	Signs and Guideposts	26/6/23 to 9/7/23
	RR 333 Carinda Road	Clean off Bridge deck and Snip Guard Rails	26/6/23 to 9/7/23
Grader Crew 4 (Three-man-crew)	SR 9 Booka Rd	Grading 9km	11/6/23 to 9/7/23



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**WORKS PROGRESS REPORTS – ROADS**

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WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 4 (Three man crew)	SR 5 Buckiinguy Road RR 424 Marra Road SR 12 Lemongrove Road SR 9 Booka Road	Signs and Guideposts	26/6/23 to 9/7/23
	SR 91 Industrial Access Road SR 64 Ellengerah Road SR 65 Old Warren Road	Clean off Bridge Deck and Snip Guard Rails	26/6/23 to 9/7/23
Grader Crew 5 (Three-man-crew)	Being Prepared		

WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Paveline (Tar Patching)	RR347 Collie-Trangie Rd	Patching 11 Holes	450L	5tonne
	RR333 Carinda Road	Patching 40 Holes	400L	4tonne
	Pavement Repair Over Culverts RR347 Collie- Trangie Road	Patching	800L	8tonne
	Bullagreen Lane	Patching 58 Holes	1100L	11tonne
	Trangie Street Nevertire	Patching 36 Holes	400L	4tonne
	RR 202 Marthaguy Road	Patching 106 Holes	950L	9.5 tonne
	SR 66 Wambianna Road	Patching 42 Holes	450L	4.5 tonne
Hand Patching Truck	Town Streets	Patching for Learning	100L	1 tonne
	RR 333 Carinda Road	500m Edges Patching 20 Holes	200L	2 tonne
	RR 7515 Warren Road	Patching	500L	5 tonne

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**CONTINUED**

WORK CREW	LOCATION	ACTIVITY	WORK UNDERTAKEN
Roadside Maintenance Team	RR 333 Carinda Road	Slashing	220km
	RR 424 Marra Road	Slashing	20km
	SR 64 Ellengerah Road SR 91 Industrial Access Rd RR 347 Collie-Trangie Rd SR 37 Collie Road RR 333 Carinda Road	Guide posting and Signs	
	SR 35 Bourbah Road	Slashing	9km

### UPCOMING WORKS (JULY - AUGUST 2023)

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	RR 202 Marthaguy Road	Shoulders
	RR 202 Marthaguy Road	Pavement Rehab Flood Work
	RR 333 Carinda Road	Heavy Patching Floodways
Grader Crew 2 (Three-man crew)	SR 1 Oxley Road	Grade Flood Damage
	RR 7515 Warren Road	Pavement Rehabilitation
Grader Crew 3 (Three-man crew)	SR 34 Pleasant View Lane	Grade
	SR 75 Pine Clump Soldiers Road	Grade
Grader Crew 4 (Three-man crew)	SR 9 Booka Road	Flood Damage Works
	RR 7516 Billybingbone Road	Flood Damage Works
Grader Crew 5 (Three-man crew)	Being Arranged	

\* Flood Damage Works Program being developed.

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Project	Budget	Expend	Resp	Comment
<b>Capital Works Bitumen Reseals (Regional Roads)</b>				
<b>Capital Works In Progress</b>				
*Old Warren Road Segments 30 Construction	\$500,000	\$481,653	DMES/ RIM	Variations of Fixing Local Roads Round 3 funding after cost savings. Completed.
CBD Improvements	\$52,732	\$47,270	DMES	Investigation and design work for CBD Improvement Program.
Warren Road Reconstruction	\$3,684,320	\$676,199	DMES/ RIM	New culverts, widening of road, and pavement rehabilitation. Culverts delivered. Culvert installation has commenced. Toucan Pit Material for the Project currently being pushed up and mixed.
*REPAIR Program 2022/2023 RR347 Collie–Trangie Road	\$800,000	\$781,906	DMES/ RIM	Rehabilitation of Segment 18 on RR347 Collie–Trangie Road. Completed.
<b>Gravel Resheeting</b> Priority Roads 1. Old Warren Road 2. Colane Road 3. Buddabadah Road 4. Gradgery Lane	\$400,000	\$131,452	DMES/ RIM	Gravel resheeting of Old Warren Road and others as per priority.
<b>Bridges Renewal Program</b> Replacement of Newe Park Bridge and Marthaguy Creek Bridge	\$5,010,000	\$153,646	DMES/ RIM	\$3,883,200 and \$1,126,800 funded by Bridges Renewal Program and Fixing Country Roads respectively. Preliminary investigations, power pole relocation and land acquisition being progressed.

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Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B				
Project	Budget	Expand	Resp	Comment
Victoria Oval and Park Roadway Bitumen Reseal	\$69,930	Nil	DMES/ RIM	
Macquarie Park Roadway Bitumen Reseal	\$12,285	Nil	DMES/ RIM	
Warren Walkway Bitumen Reseals	\$170,100	Nil	DMES/ RIM	
Bore Flat/Depot Parking Area Reseal	\$18,900	Nil	DMES/ RIM	
Oxley Park Drive Through Area Reseal	\$8,505	Nil	DMES/ RIM	
Ebert Park U-Turn Bay Area Reseal	\$5,670	Nil	DMES/ RIM	
Warren Cemetery Access Road Reseal	\$9,450	Nil	DMES/ RIM	
Monkeygar Creek Bird Viewing Platform Contribution	\$65,000	Nil	DMES	
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) and Fixing Local Roads Round 4 Nevertire – Bogan Road Segment 4,6,8 and 10 Rehabilitation.	\$3,496,725 <b>Made up of \$2,797,380 grant &amp; \$699,345 Council</b>	Nil	DMES/ RIM	Toucan Pit material for the project currently being pushed up and mixed.

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Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
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 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>

# WARREN SHIRE COUNCIL

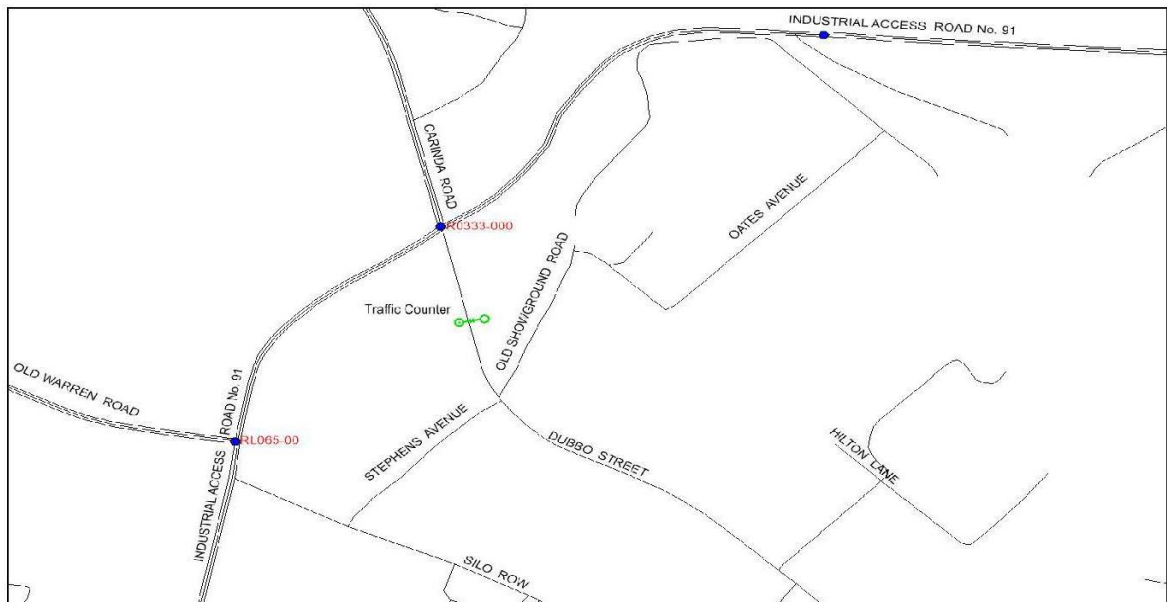
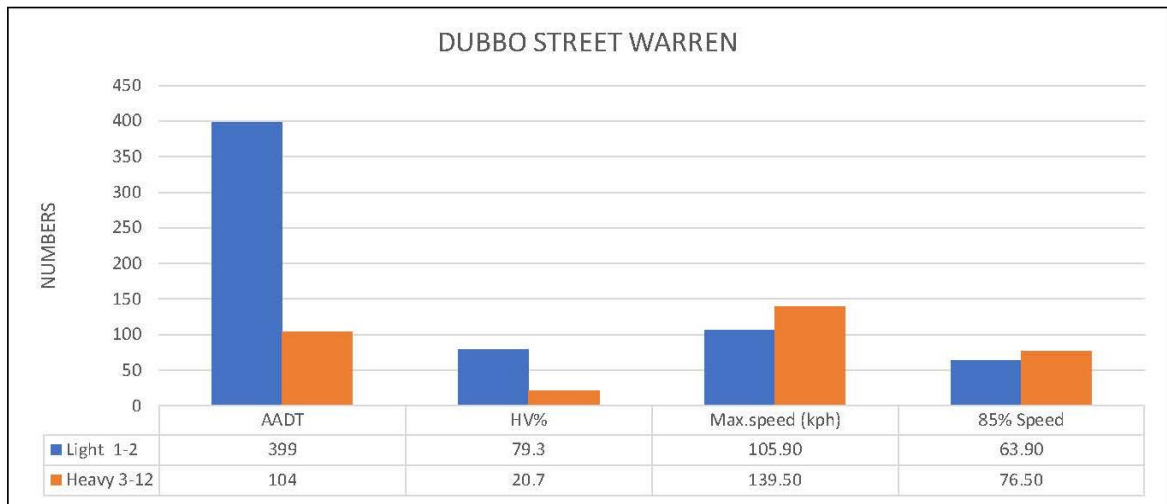
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TRAFFIC CLASSIFIER REPORT		DUBBO STREET WARREN			
Location		Segment 00			
Period of Operation (Days)		30	1/06/2023	to	1/07/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	399	79.3	105.90	63.90
Heavy	3-12	104	20.7	139.50	76.50
Total		503	100		
Average percentile across classes			70.2	Km/H	



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**WORKS PROGRESS REPORTS – TOWN SERVICES**

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Town Services Manager for the budget and works period from 1st June 2023 to 12th July 2023.

**ACRONYMS**

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

**TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET FROM 1ST JUNE 2023 TO 12TH JULY 2023**

Project	Budget	Expend	Resp	Comment	
<b>General</b>					
Warren Lawn Cemetery Stage 3. 3330-4120-0100 JC: 3330-4120-0010	\$109,904	\$50,067	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.	
<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">C/Over \$76,894 2021/2022 \$60,000</td> </tr> </table>					C/Over \$76,894 2021/2022 \$60,000
C/Over \$76,894 2021/2022 \$60,000					
				8/02/23 Earthworks to construct the eastern drain complete.  7/03/23 Ring main construction complete.	

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Project	Budget	Expend	Resp	Comment
<b>Water Supplies</b>				
<p>Oxley Park River Water Pumping Station JC: 0191-0001-0000</p>	<p>\$80,215</p>	<p>\$58,500</p>	<p>TSM</p>	<p>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.</p> <p>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.</p> <p>8/02/23 River level remains too high to allow the works to be carried out.</p> <p>7/03/23 Advice from Water NSW is that flows will be reducing later in March.</p> <p>21/03/23 RME programmed to start in the first week of April.</p> <p>9/05/23 Water NSW have advised RME that flows will reduce late June.</p> <p>12/07/23 River still too high to proceed.</p>



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Project	Budget	Expend	Resp	Comment
Water Extraction Meter Compliance 4580-4320-0003 JC: 0190-0010-0000	\$3,217	\$6,448	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.  7/03/23 Meeting with NRAR Wednesday 8 March.  21/03/23 NRAR and Water NSW are working together to finalise the last sites. NRAR were very happy with our progress and acknowledge the issues are out of our control.  12/07/23 Application for Water Access Licence has been lodged with DPIE Water. Awaiting Outcome.
Bore Flat Groundwater Augmentation. JC: 0191-0039-0000 <b>(Also contained within the Infrastructure Projects Managers Report)</b>	\$245,616	\$207,641	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 Slab for chlorine building at Bore Flat has been constructed. New building ETA late March 2023.

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Project	Budget	Expend	Resp	Comment
				<p>7/03/23 Chlorine systems have been ordered. And started to be installed 14th June, 2023</p> <p>Interim control system has been installed at Bore Flat in March and automated water transfer to Ellengerah reservoir is happening.</p> <p>21/03/23 All tracking on time at this stage.</p> <p>05/04/23 New Chlorine building has been constructed. All tracking on time at this stage for a late June 2023 completion.</p> <p>12/07/23 Works continuing. Expecting completion by Late July or mid August.</p>
<p>*Clean New Bore – Ellengerah. JC 0151-0001-001</p>	<p>\$27,756</p>	<p>\$27,756</p>	<p>TSM</p>	<p>5/04/23 ACS Equipment have been engaged to clean drillers mud from new bore.</p> <p>07/06/23 Will be cleaned at the same time as Nevertire bore is cleaned.</p> <p>12/07/23 Cleaning complete.</p>

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Project	Budget	Expend	Resp	Comment
Clean New Bore – Nevertire. JC: 0171-0001-0005	\$31,586	\$31,586	TSM	5/04/23 ACS Equipment have been engaged to clean drillers mud from new bore. 07/06/23 Need to refurbish old bore before cleaning new bore.
Refurbish Old Bore – Nevertire. JC: 0190-0335-0005	\$91,520	\$91,520	TSM	5/04/23 ACS Equipment have been engaged to refurbish the old bore to prevent casing failure. 07/06/23 Awaiting casing materials to arrive. 12/07/23 ACS expected to commence refurbishment works 20/07/23
Inspect New Bore – Collie JC: 0181-0006-0001	\$4,986	\$4,986	TSM	5/04/23 ACS Equipment have been engaged to inspect and report on the condition of the New Bore at Collie. 07/06/23 Will be inspected when contractor is in Warren for the Nevertire and Ellengerah bore works.
*Purchase spare pump and motor for Bore Flat Bore. JC: 0191-0001-0080	\$30,000	\$20,679	TSM	5/04/23 New Franklin bore pump and motor to be purchased for Bore Flat Bore. 12/07/23 Complete

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Project	Budget	Expend	Resp	Comment
Purchase a spare Variable Speed Drive (VSD) for the Bore Pumping Stations.				7/06/23 New Bore Pump and Motor to be delivered Mid-June 2023. New VSD ETA Late July, 2023
*Purchase spare pump and motor for Ellengerah Bore. JC: 0191-0001-0070	\$30,000	\$18,506	TSM	5/04/23 New Franklin bore pump and motor to be purchased for Ellengerah Bore.  7/06/23 New Bore Pump and Motor to be delivered Mid-June 2023.  12/07/23 Complete
*Purchase spare pump and motor for Nevertire Bore. JC: 0191-0001-0060	\$30,000	\$10,620	TSM	5/04/23 New Franklin bore pump and motor to be purchased for Nevertire Bore.  7/06/23 New Bore Pump and Motor to be delivered Mid-June 2023.  12/07/23 Complete
*Purchase spare pump and motor for Collie Bore. JC: 0191-0001-0090	\$30,000	\$19,666	TSM	5/04/23 Purchase a spare pump, motor, drive shafts and casings for Collie Bore.

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Project	Budget	Expend	Resp	Comment
				<p>7/06/23 New Bore Pump and Motor to be delivered Mid-June 2023.</p> <p>12/07/23 Complete</p>
<p>Upgrade Water Network Telemetry System. JC: 0190-0020-0005</p>	\$200,000	Nil	TSM	<p>Design and implement a new Telemetry System for the water Network.</p> <p>7/06/23 Technical Specification and tender documents being developed.</p>
<p>Regional Leakage Reduction Program – Local Water Utilities Projects</p>	\$174,742	Nil	TSM	<p>The project involves the installation of equipment to assist in locating leaking water pipes before they become problematic.</p> <p>DPE Total Funding \$150,000 Council Contribution \$24,742.50.</p> <p>12/07/23 Sourcing monitoring equipment.</p>

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Project	Budget	Expend	Resp	Comment
<b>Sewerage Services</b>				
<p>Works to Gunningba Estate, and Nevertire Sewerage Pumping Stations.</p> <p>5580-4320-4010 5580-4320-4100</p>	<p>\$98,182</p>	<p>\$98,182</p>	<p>TSM</p>	<p>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.</p> <p>11/11/22. New cabinet installed. By-pass set-up &amp; wet well to be cleaned Monday 21/11/22. Replacement of pumps, starters and miscellaneous items to improve reliability.</p> <p>3/1/23 Nevertire complete. Waiting for new cabinet to be manufactured for Gunningba. Xylem commenced site works at Nevertire, week ending</p> <p>7/03/23 Wilson St complete. Factory testing of Gunningba SPS cabinet to be carried out week of 13/03/23. Completed</p> <p>21/03/23 Gunningba SPS site works to commence late June.</p> <p>07/06/23 Gunningba SPS site works to be completed mid July 2023</p>

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Project	Budget	Expend	Resp	Comment
				12/07/23 Xylem contractors to commence works on Gunningba SPS week of 17/07/23.
*Works Wilson Street Sewerage Pumping Stations.  0227-0020-0000	\$121,734	\$121,734	TSM	<p>Replacement of pumps, starters and miscellaneous items to improve reliability.</p> <p>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 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 New cabinet, pipework and pumps installed and running well.</p> <p>Indratel still to install Telemetry.</p> <p>12/07/23 Complete.</p>

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<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
CCTV and Smoke Testing of Sewer at Warren and Nevertire 5580-4320-0002	\$200,000	Nil	TSM	Quotation documents under development.
Upgrade Sewerage Network Telemetry System JC 0226-0010-0005	\$150,000	Nil	TSM	Design and implement a new Telemetry System for the Sewerage Network. 7/06/23 Technical Specification and tender documents being developed.



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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 announced on the 4th May 2022. Staff attempting to secure \$1.775 million co-contribution from State.</li> </ol>

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Project	Budget	Expend	Resp	Comment
				<p>Meeting held with Resilience NSW directors where they asked for original application and correspondence with respect to the application. This has been sent. Awaiting response. State Program information request provided 19th August 2022.</p> <p>Resilience NSW met GM and DMES on 9th September 2022 and 16th September 2022. See report to October 2022 Council meeting concerning the Council contribution Funding, currently the NSW Government has only been able to fund \$887,500 of the required Council contribution of \$1,775,000. Council may have the option of using \$887,500 from the NSW Severe Weather Flood Grant for AGRN 1025 that is yet to be approved by OLG, however this is not preferred.</p> <p>Project Kick-off meeting held 18/01/23. Work program submitted to funding body. Inspection of levee by boat conducted 24/01/2023. Scope variation has been submitted to funding body.</p> <p>12/07/23            Scope variation has been approved.            - Specifications are being prepared in readiness for tendering.            - Awaiting approval of \$887,500 funding by OLG.</p>

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Project	Budget	Expend	Resp	Comment
<b>Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B</b>				
Generator and Transfer Switch Warren Airport	\$31,710	Nil	TSM	Removed from LR&CIGP To be funded from internal Council reserves, see Manex Committee Recommendation.
Saunders Park – Replacement of Picnic Shelter	\$25,200	Nil	TSM	Included in the LR&CIGP to offset the Airport Generator. Previously funded from Parks Infrastructure Reserve, see Manex Committee Recommendation.
Nevertire Park – Installation of Irrigation System	\$14,700	Nil	TSM	Included in the LR&CIGP to offset the Airport Generator. Previously funded from Parks Infrastructure Reserve, see Manex Committee Recommendation.
Library Irrigation System Outdoor Area	\$4,519	Nil	TSM	See Manex Committee Recommendation.
Macquarie Park Flying Fox and Playground Equipment Softfall Further Contribution	\$89,625	Nil	TSM	
Warren Cemetery Entrance Gates Refurbishment	\$21,000	Nil	TSM	
Warren Cemetery Seating Covering	\$15,750	Nil	TSM	
Nevertire Cemetery Seating Covering	\$10,500	Nil	TSM	
Warren Parks and Gardens CCTV System	\$100,000	Nil	TSM	
Oxley Park Electric Barbeques (2)	\$19,950	Nil	TSM	
Tiger Bay Signage Refurbishment	\$5,000	Nil	TSM	
Ravenswood Park Softfall Installation	\$89,145	Nil	TSM	

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Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
<b>Community Local Infrastructure Recovery Package (CLIRP 2022) Community Assets Program CAP - 070</b>	\$191,511	Nil	DMES / TSM	Replacement of signage at Tiger Bay Wetlands and the Bitumen reseal of Various Walk and Cycle Ways. Notification expected late June 2023.  12/07/23 Notification has not been received.
<b>Community Local Infrastructure Recovery Package (CLIRP 2022) Community Assets Program CAP - 083</b>	\$ 145,200	Nil	DMES / TSM	Erosion control measures to stormwater discharge locations along the Town Levee. Notification expected late June 2023.  12/07/23 Notification has not been received.
<b>Community Local Infrastructure Recovery Package (CLIRP 2022) Community Assets Program CAP – 84</b>	72,600			Clean up and Restoration of Macquarie Park.

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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 late 2023 due to significant silt build up.
<b>Sewerage System Planned Maintenance</b>			
Warren Sewerage Treatment Works	Quarterly	<p>New testing regime and commissioning to be finalised with EPA.            The meeting with the EPA on Wednesday 14<sup>th</sup> March was positive and we are working towards the finalisation of the licence.</p> <p>7/06/23            EPA have verbally advised that there is no requirement for the new Sewerage Treatment Plant to have a Licence. Awaiting Written confirmation.</p> <p>12/07/23            EPA have formally advised that an Environmental Protection Licence (EPL) is not required for the new Warren Treatment Plant. Currently developing the Decommissioning Plan for the old treatment plant and Gillendoon pumping station.</p>	
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>	

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Activity	Required Interval	Details
<b>Water and Sewerage Works Subject to Funding</b>		
Location	Work Under Development	
<b>Collie Water Supply</b> (Reliability, Quality and Chlorination)	Relocation of the two, 125,000 litre Pioneer tanks to a new site located West of the Village. Construct a 10m high tank stand to support one or two, 25,000 litre water tanks at the Pioneer tank location. Installation of small package Water Treatment Plant and new gaseous chlorination equipment to return water supply to potable status. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove the old, elevated tanks.	

Account	Budget	Expenditure
Water Fund Maintenance and Repair	\$636,516	\$507,809
4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	\$278,821	\$172,062
5200-0003, 5250-0003, 5280-0003 & 5300-0003.		

**Water and Sewer Works**

- Investigate leaking meter 23 Johns Ave
- 29 Chester St river main break
- Training (meter reading)
- Repair leak 11 Glen Street river main
- 19 Gillendoon Street bore service repair
- Repair valve Corner Chester/Burton Street
- Leak behind 8 Wambianna Street Collie
- Investigate leaking water near Levee Wambianna Road
- Hydrant Flushing in Boston Street
- Meter re-reads Warren
- Investigate smelly water 1 Oates Ave
- Reservoir inspections
- Assist town crew to remove branches
- Repair, meter tap 8 Robert Ney Cres
- 42 Chester Street
- Thornton Ave River main leak (behind Nutrien)

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Warren Sewerage Treatment Works inflow		Sewerage Year – 1st June 2023 to 31st May 2024		
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
*June 2023	6558	3401	13.60	13.60
July 2023				
August 2023				
September 2023				
October 2023				

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 June 18.5mm**

**\*Rainfall in Warren for the year July 2022 to End of June 2023: 462mm**

\*Figures based on available Data



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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	Max. Allocation (ML)
<b>Warren Bores</b>										
Bore 1 (Bore Flat) Lic. 80AL703155	0.01	0.01	0.00	0.01	5.59	5.60	21.70	27.30		
Bore 2 (Ellengerah) Unlicensed	57.46	57.46	65.03	122.49	69.21	191.70	0.00	191.70		
	<b>57.47</b>	<b>57.47</b>	<b>65.03</b>	<b>122.50</b>	<b>74.80</b>	<b>197.30</b>	<b>21.70</b>	<b>219.00</b>	<b>31.29%</b>	700
<b>Warren River</b>										
Oxley Park Lic. 80AL700017	0.00	0.00	0.00	0.00	62.06	62.06	-21.52	40.54		
Ellengerah Rd Lic. 80AL700017	18.78	18.78	32.25	51.03	73.83	124.85	262.83	387.68		
	<b>18.78</b>	<b>18.78</b>	<b>32.25</b>	<b>51.03</b>	<b>135.89</b>	<b>186.91</b>	<b>241.30</b>	<b>428.22</b>	<b>57.10%</b>	750
<b>Showground (Racetrack)</b>										
Lic. 80AL700645	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>	<b>5.00</b>	<b>26.20</b>	<b>31.20</b>	<b>10.00</b>	<b>41.20</b>	<b>21.91%</b>	188
<b>Nevertire Bore Lic.</b>										
80AL703158	<b>3.57</b>	<b>3.57</b>	<b>6.26</b>	<b>9.83</b>	<b>11.11</b>	<b>20.94</b>	<b>3.27</b>	<b>24.21</b>	<b>60.53%</b>	40
<b>Collie Bore Lic.</b>										
80CA724011	<b>0.75</b>	<b>0.75</b>	<b>2.15</b>	<b>2.90</b>	<b>2.06</b>	<b>4.96</b>	<b>1.02</b>	<b>5.98</b>	<b>23.90%</b>	25
<b>Macquarie Park</b>										
80AL700996	<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	\$1,935,733	\$1,421,638*
0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003		
*Includes \$757,745 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**

- Skate/splash park mow/snip
- Town approaches mowing
- Stubbs levee mow/snip
- Woolnough levee mow/snip
- Ravenswood Park mow/
- Victoria Oval mow/snip/line marking
- CBD area tidy up weeding
- Lawn Cemetery mow/snip
- Macquarie Drive mow/snip
- Shire Chambers mow/snip
- Saunders Park mow/snip
- Bob Christianson Reserve mow/snip
- Macquarie Park mow/snip/line marking
- Far West Academy mow/snip
- Preparations for Cattleman's Cup
- Preparation for Adult Riding Club
- Inspection of Irrigation System
- Tidy up Garden beds at Shire Chambers
- Boston St levee mow/snip
- Library mow/snip
- Bore flat mow/snip
- CBD tidy up weeding
- Lions Park mow/snip
- Victoria Oval – Cricket Pitch
- Orchard Street Levee mow/snip
- Ebert Park mow/snip
- Medium Strip mow/snip
- Orchard Street mow/snip
- Rotary Park mow/snip
- Medical Centre mow/snip
- Gillendoon pump station mow/snip
- 8 Deacon Dve mow/snip
- Spraying parks for Broad leaf
- Moving Chairs for Museum
- Assist with (3) graves

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**Town Crew Works**

- Installing Solar Pumps at Nevertire Cemetery(ongoing)
- Collie Village mow/snip
- Spraying weeds around Warren
- Push up stockpiles in depot yard
- Assist flood gate Maintenance and Repair
- Remove dumped rubbish Bob Christensen Reserve
- Clean/deliver toilets (2) to showground
- Move Grandstand to Showground
- Repair fence at Nevertire Cemetery
- Repair hole in Narromine Street (Nevertire)
- Fill hole in Boston Street
- Collie Village weed spraying
- Tree limbs around Warren
- Remove (2) trees from Victoria Oval
- Pick up rubbish around town
- Preparations for Cattleman’s Cup
- Grave duties (3)
- Deliver soil to Nevertire Cemetery
- Deliver “Red” sand to Warren Cemetery
- Fill hole Cobb Lane
- Training Stop/Go B Morrison

**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	

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

Description	Expenditure
Non-Roads July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.	\$757,745.33 Note: \$36,330 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.
0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540	

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**WORKS PROGRESS REPORTS – FLEET – WORKSHOP**

**(C14-7.2)**

**RECOMMENDATION**

That the information be received and noted.

The following are details of Projects and Programs that are being managed by the Workshop Coordinator for the budget and works period from 10th June 2023 – 7th July 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 10/6/23 – 7/7/23</b>				
P90	Isuzu work truck	Remove/replace starter motor check function. All ok now.	3hrs	3hrs
P90	Isuzu work truck	Remove replace radiator fan due to damage to old one.	2hrs	2hrs
P1049	Isuzu tender truck	150,000km service done. All seems ok. New front tyres required within 30,000klm	4hrs	4hrs
P90	Isuzu work truck	70,000km service done. Repairs required for cab lift mechanism new body solenoid required.	4hrs	4hrs
Hired water truck	Hino with Yanmar pump	Fuel pump to water pump failed removed/replace check function all ok now. Payment negotiated of 2 days free hire of unit.	4hrs	4hrs
P70	Iseki ride on Mower	Check repair PTO function. Broken wire repaired. Seems all ok now.	3hrs	3hrs
P93	Cw34 CAT-Pneumatic Roller	Remove/replace flat tyre have tyre fixed at Tyreright Warren. Do service on machine also.	6hrs	6hrs
P28	770g John Deere Grader	7,500hr service done. All seems ok. Turning circle checked	5hrs	5hrs
P79	Iseki ride on Mower	Seat switch not working air bag, switch needs replacement. Cleaned out and got it to function needs replacement. Sourcing switch as it is not a manufacture part.	3hrs	3hrs
	Workshop	Clean areas of workshop for access for light installation	3hrs	3hrs

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**CONTINUED**

<b>Plant Number</b>	<b>Description</b>	<b>Repairs</b>	<b>Plant Down Time</b>	<b>Repair Time (Man Hours)</b>
P79	Iseki ride on Mower	3,700hr service done, check deck belts for wear and grease.	5hrs	5hrs
P167	Spartan Water Jetter	Clean up get going ready for sale at Pickles Auctions Dubbo		6hrs
P8	432f CAT Backhoe.	Flat tyre rear lefthand side, removed both rear wheels and fit x2 new rear tyres.	6hrs	6hrs
P3618	4wd twin cab Hilux	Check trailer brake function and repair.	1hr	1hr
P38	Lusty tri axle float.	Lights repairs for rego check	4hrs	4hrs
P2021	Kobelco Excavator	Remove replace quick hitch pins.	3hrs	3hrs
P8	432f CAT Backhoe	Remove replace rear windscreen front windscreen still to be done.	5hrs	5hrs
P3611	Toyota Hilux twin cab	Taken to Pickles Auctions Dubbo for sale.		3hrs
P167	Spartan Sewer Jetter	Jetter taken to Pickles Dubbo for sale.		3hrs
P2181	A1 Traffic Lights	Battery checks new batteries required. Manufacturer information shows 12v batteries will not work as unit are intended and 6v batteries are what's required.	2hrs	2hrs
P2790	Small Street Sweeper	Repairs to vibration circuit, for fan cowling.	4hrs	4hrs
	Batteries	Chasing suppliers quotes for replacement of our traffic light batteries.	1hr	
P3618	Toyota Hilux Twin Cab	Mount and check trailer brake system on vehicle.	2hrs	2hrs
P38	Lusty Float	Rego check/repairs fix lights.	4hrs	4hrs

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**WORKS PROGRESS REPORTS – FLEET – WORKSHOP**

**CONTINUED**

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P109	Tti Industries 10,000ltr Water Tank	Placed order for new tank.		2hrs
P2021	Kobelco Excavator	Replaced pins on quick hitch coupling to correct length pins 1 done 1 to go.	3hrs	3hrs
P8	Cat 432f Backhoe	Remove broken windscreen rear and replace with new glass.	4hrs	4hrs
P3611& p167	Toyota Hilux Twin Cab & Spartan Water Jetter	Taken to Pickles Dubbo for sale at auction.	3hrs	3hrs
P2181	A1 Traffic Lights	Check battery function new batteries order from R&J batteries Dubbo.	2hrs	2hrs
P2790	S20 Tennant Sweeper	Clean out and repairs to suction system. 200hr service done also.	5hrs	5hrs
P2801	Iseki Ride on Mower	Install solid wheels to front of deck.	1hr	1hr
P1023	770g John Deere Grader	Repairs to grader components including replacement ripper hoses, replacement fan drive hoses, replacement alternator belt and idler pulley. Circle drive adjustments.	12hrs	12hrs
P3601	Toyota Hilux	Diagnose and repair squeak in front wheel area. Dry driveshaft seal identified as problem greased and tested all ok now.	3hrs	3hrs
P2341	Isuzu Tender Truck	30,000km service done.	4hrs	4hrs
P2402, p2403	Side Tipping Trailers	Electric tarp malfunction, check components suspect controls is set too fine and tripping system out. Suggest tapping an override system in line to force function.	3hrs	3hrs
P22	770g John Deere Grader	Service done, ripper hoses replaced, blade slide replaced and circle adjusted.	7hrs	7hrs
P50	Isuzu Tar Truck manual	Remove and replace 2 ½ camlock fitting for tar fill.	2hrs	2hrs

**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

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P2380	Isuzu Paveline	Removed/replaced broken tyre, weld bracket back to machine holding hydraulic cooler assembly.	4hrs	4hrs
P32	Mack Value Liner	Change flat tyre tighten re seal hydraulic lines for trailer functions.	5hrs	5hrs
	Training	HVAIS training attended at Tamworth TAFE.	30hrs	30hrs
P2380	Sterling Truck	Hi low range gearbox selection not working properly, check over of components no real problems found more info needed.	4hrs	4hrs
P2380	Sterling Truck	Repair air leak to brake valve.	1.5hrs	1.5hrs
P14	Cat 432f Backhoe	Remove replace front tyre take tyre for repairs	1hr	1hr
P14	Cat 432f Backhoe	General check over and grease.	3hrs	3hrs
P2380	Isuzu Paveline	Diagnose and organise repair of ram for front delivery arm.	1hr	1hr
P2020	Cat 950m Loader	Organise 1,500hr service Westrac Dubbo to perform for warranty work.	1hr	1hr
P2021	Kobelco Excavator	Hydraulic oil Leak in main boom cylinder. Organized Ryan Mason to repair leak in cylinder, removed replaced x2 perished hydraulic lines as part of this repair.	8hrs	4hrs
P21	John Deere 5083e Tractor	Cleaned, de badged and taken to Pickles Dubbo for sale by auction.	6hrs	6hrs
P113	13,000ltr Steel Water Tank	Cleaned, de badged and taken to Pickles Dubbo for sale by auction.	6hrs	6hrs
P92	Multipak Pneumatic Roller	Cleaned, de badged and taken to Pickles Dubbo for sale by auction.	6hrs	6hrs



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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>
P233	Toyota Kluger	Taken to Geoff Richards Smash Repairs for inspection to damage done for repairs required, and repair estimate.	4.5hrs	4.5hrs
P233	Toyota Kluger	Taken to Rob Mills for detail.	8hrs	2hrs
P2142	Superior Slasher	Repairs to wheel carrier's bushes made	5hrs	5hrs
P22	Joh Deere 770 g Grader	Electrical repairs diagnose and repair amp draw issue flattening batteries. Fault in 24-12v converter circuit causing radio to stay on flattening the battery. Repaired tested all ok now.	6hrs	6hrs
P1064 replace ment	Twin Cab Tender Truck. Brand unknown at this stage.	Tender for replacement truck for P1064 finished on vendor panel. Comparison sheet and evaluation sent for scrutiny.		4hrs
P92 replace ment	Pneumatic Tyred Roller 20-30 tonne (brand unknown at this stage)	Tender process finished on vendor panel. For the replacement of roller P92 and P93 Comparison sheet and evaluation sent for scrutiny.		6hrs
P2143	John Berrends Flail Mower	Repairs to framework and order of more flails. T-flails to be tested at operators/popular request.	2hrs	2hrs
P14	Cat 432f Backhoe	Remove/replace front tyre. Tyre was taken for repairs to Tyreright. This was a repaired wheel from the week before, bead was leaking like a sieve. Tyreright to repair at no cost. Spoke to them about a different brand of tyre.	1hr	1hr
P2382	Cascadia Prime Mover	Organised to go to Daimler trucks Dubbo for factory recall on drivers' seat, other repairs and driver concerns also addressed.	5days	5days
P2380	Isuzu Paveline Truck	140,000km service done.	6hrs	6hrs
P54	Dean Trailer	X4 new tyres fitted to trailer, wheel bearings checked, lights checked, new jockey wheel fitted.	2hrs	2hrs

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**WORKS PROGRESS REPORTS – FLEET – WORKSHOP**

**CONTINUED**

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P2802	Iseki Mower	Deck shoot repairs	1hr	1hr
P79	Iseki Mower	Repairs to rear panels, general check over. Clean prep and paint deck.	8hrs	8hrs
P70	Iseki Mower	Repairs to propulsion system to prevent machine from getting stuck in forward or reverse motion.	3hrs	3hrs
P70	Iseki Mower	Deck removed prepped and painted to be fitted to new mower P2803 Iseki.	6hrs	6hrs
P2803	New Iseki Mower sf310	Received from WFM taken without ROPS canopy and lights fitted, lights to be fitted by workshop, parts supplies at WFM machinery to supply ROPS canopy.	2hrs	2hrs
P2803 & P79	Iseki Mowers	Deck for new mower P2803 was ordered as a 60" deck to be able to fit onto trailer P2400, therefore deck from new mower will be removed and fit to P79. Deck from P79 will be fit to P70 and deck from P70 will be fit to P2803.	4hrs	4hrs

**ACRONYMS**

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

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

**(B4-9)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

To inform the Councillors of the approved Development Applications by Council for the previous month.

**BACKGROUND**

Council received Development Applications from residents in the Warren Shire area to seek approval.

**REPORT**

Development Applications that have been received for approval for June 2023.

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>	<b>RECEIVED</b>	<b>APPROVED</b>
P16-23.07	703 Yarrandale Road MARTHAGUY Lot 4 DP1061015	Installation of inground fibreglass swimming pool	27/4/2023	29/6/2023
P16-23.08	161 Bundemar Road WARREN Lot 4 DP1061015	Construction of dwelling, attached carport and patio	1/5/2023	6/5/2023

**LEGAL IMPLICATIONS**

Council is required under the EPA Act to assess and determine applications within established timeframes.

**RISK IMPLICATIONS**

The EPA Act provides appeal mechanisms for applicants who believe that their application requires review.

**STAKEHOLDER CONSULTATION OPTIONS**

Council issues a S101 EPA Act list of approvals monthly for the community to review.

**CONCLUSION**

This report is provided to allow Council and the community to see the applications determined each month.

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

- 1.1.4 Ensure current and future housing needs for the community are met.
- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.2.6 Embrace a team centred culture of continual improvement to improve operational efficiency.

**SUPPORTING INFORMATION/ ATTACHMENT**

Nil.

**WARREN SHIRE COUNCIL**  
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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 14th June to 12th July.**

2020 Projects	Budget	Expend	Resp	Comment
<p>Construction of two (2) x Council dwellings.</p> <p>21 Deacon Drive and 8 Deacon Drive.</p>	88,000	23,854 Committed	MHD	<p>Completed July 2020.</p> <p>New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021.</p> <p>Formal complaint lodged with Department of Fair-Trading 4th March 2021. Additional information provided 11th March 2021. A further report provided to Council in August 2021.</p> <p>Rectification order issued. Expired 26/10/2021 Builder expected at the end of November to complete requested maintenance and repair works which has not progressed.</p> <p>Report provided to February 2022 Committee of the Whole Closed Council Meeting concerning directions on this project.</p> <p>Council resolved that: Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court.</p> <p>Proceedings have commenced on 28th July 2022, in NCAT in respect of both properties.</p> <p>Case has been lodged with District Court.</p>

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**ITEM 2      WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**

**CONTINUED**

2021 Projects	Budget	Expend	Resp	Comment
Construction of the Waste Transfer Station at Ewenmar Waste Depot.	271,116	106,982 Committed	MHD/TSM	Final design complete. Contractor engaged to install drainage pipework at the end of November. Concreting works listed on vendor panel closed 3rd February 2022 contractor appointed. Due to time lapse, new quotations obtained and reassessed. MLB to commence once Equestrian Centre path is complete. No progress during September, October, November, December, January and February due to site being flooded and wet weather. Works commenced Wednesday 31 <sup>st</sup> May 2023. Footings for the retaining wall to be poured on the 12 <sup>th</sup> July 2023.
Completion of Tiger Bay Wetlands Walkway (Central West Councils Environment and Waterways Alliance 2021 Small Grants).	4,545	Nil	MHD/DMES	Works program to be determined. Site inspection completed 5 <sup>th</sup> January 2023.
2023 Projects	Budget	Expend	Resp	Comment
Warren Support Services (Targeted Early Intervention)				
*2.14 Warren Youth Group Grow Services Day.	5,000	5,000	MHD	Complete.
2.22 Warren Chamber of Music Festival.	4,380	Nil	MHD	To be held February 2023 through to September 2023.
2.26 CWA Speak Out day.	2,000	Nil	MHD	Held Wednesday 17 <sup>th</sup> May 2023. Waiting on acquittal.

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**CONTINUED**

<b>2023 Projects</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
2.27 St Mary's Naidoc Week 2023.	5,000	Nil	MHD	To be held July 2023.
2.28 Warren Junior Soccer 2023.	5,000	Nil	MHD	
2.29 Warren Spinners and Yarners 2023.	800	Nil	MHD	From July for 10 weeks.
2.30 St Mary's Lion King.	1,000	Nil	MHD	
2.31 Warren Youth Group - Psychology service.	50,000	Nil	MHD	
<b>Capital Expenses</b>				
Dwelling Renewals – 1 Pittman Parade. Replacement of kitchen.	60,000	31,709	MHD	Contractor selected and purchase order issued.
Council Housing M & R.	101,741	25,337	MHD	56 Garden Avenue, Heavy Maintenance 90% Completed.  Further funds of \$90,000 allocated from the Infrastructure Improvement/Replacement Reserve to 56 Garden Avenue Refurbishment for the necessary asset renewal works to be completed. Sourcing quotes for kitchen.
<b>Capital Renewal</b>				
Animal Shelter Replacement.	60,000	Nil	MHD/IPM	Project in planning stage.
Library Defibrillator.	3,000	Nil	MHD	Ordered.

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**ITEM 2      WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**

**CONTINUED**

<b>Capital Renewal</b>				
Warren War Memorial Swimming Pool relining project.	405,455	Nil	MHD	Further report provided to the June 2023 Committee of the Whole Closed Council.  RFT and specification for relining to be arranged.
<b>Town Planning</b>				
LEP Review.	20,000	9,130	MHD	Consultant engaged.  Draft report provided, reviewed. Feedback provided.
<b>LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)</b>				
	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Solar Panel Installation Warren Swimming Pool.	40,000	Nil	MHD	
Victoria Oval Park Permanent Scoreboard Contribution.	20,000	Nil	MHD	\$20,000 grant funds (\$15,000 contribution from the Warren Rugby Club.
Trailer Mounted Scoreboard (2) Contribution.	45,000	Nil	MHD	
Warren Sporting and Cultural Centre Retaining Wall (Stage 2).	30,000	Nil	MHD	
Windows on the Wetlands Centre Precinct EV Charging Station (up to 3) and Power Upgrade Contribution.	37,996	Nil	MHD	