

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 28TH SEPTEMBER 2023

WARREN SHIRE COUNCIL

AGENDA - ORDINARY COUNCIL MEETING

28th September 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, 24th August 2023.

5. DISCLOSURES OF INTERESTS

6. MAYORAL MINUTE(S)

Nil.

7. REPORTS OF COMMITTEES

Meeting of the Ewenmar Waste Depot Committee Minutes held on Monday, 4th September 2023 (G2-5.4)

Meeting of Manex held on Tuesday, 19th September 2023 (C14-3.4)

8. REPORTS OF DELEGATES

Item 1 Meeting of the Castlereagh Macquarie County Council held on Monday, 28th August 2023 (C15-1)

Item 2 Meeting of the Warren Interagency Support Services held on Thursday, 31st August 2023 (C3-9)

Item 4 Meeting of the Alliance Western Councils Board held on Friday, 8th September 2023 (C14-6.5)

9. REPORTS TO COUNCIL

POLICY

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REPORTS OF THE GENERAL MANAGER

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REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

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REPORTS OF THE MANAGER HEALTH AND DEVELOPMENT SERVICES

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10. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

11. MATTERS OF URGENCY

Nil.

12. CONFIDENTIAL MATTERS

Nil.

13. CONCLUSION OF MEETING

14. PRESENTATIONS

Nil.

EWENMAR WASTE DEPOT COMMITTEE MEETING

Attached are the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday 4th September 2023.

RECOMMENDATION:

That the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday 4th September 2023 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Ewenmar Waste Depot Committee
held in the Council Conference Room, 115 Dubbo Street Warren
on Monday 4th September 2023 commencing at 10.03am

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

ITEM 1 APOLOGIES

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

Carried

ITEM 2 CONFIRMATION OF THE MINUTES OF THE MEETING HELD 5th June 2023

MOVED Burns / Higgins that the Minutes of the Meeting held on 5th June 2023 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD 5th June 2023

- Nil.
-

ITEM 4 ACTION CHECKLIST

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

Carried

ITEM 5.1 TRANSFER STATION (G2-5.4)

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

Carried

ITEM 6 GENERAL BUSINESS – MISCELLANEOUS (G2-5.4)

- Lawn clippings and small branches will be kept separate from the larger green waste material as they are harsher on the mulching machine.
 - The fire break at the Ewenmar Waste Depot has been completed in preparation for the fire season.
-

WARREN SHIRE COUNCIL
Minutes of the Ewenmar Waste Depot Committee
held in the Council Conference Room, 115 Dubbo Street Warren
on Monday 4th September 2023 commencing at 10.03am

ITEM 6 GENERAL BUSINESS – MISCELLANEOUS CONTINUED

- The Committee undertook an inspection of the Ewenmar Waste Depot to finish the Meeting.

ITEM 7 DATE OF NEXT MEETING

January 2024 TBA.

There being no further business the meeting closed at 11.00am.

MANEX MINUTES

Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 19th September 2023.

RECOMMENDATION:

That the Minutes of the Meeting of Manex Committee held on Tuesday, 19th September 2023 be received and noted.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday 19th September 2023 commencing at 2.34 pm

PRESENT:

Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Bradley Pascoe	Divisional Manager Finance & Administration
Maryanne Stephens	Manager Health and Development Services
Joe Joseph	Infrastructure Projects Manager
Asad Satti	Flood Restoration and Special Projects Manager
Raymond Burns	Town Services Manager (Chair)
Pamela Kelly	Librarian
Jody Burtenshaw	EA to the Mayor and General Manager
Scott Hosking	WHS/Risk Co-Ordinator (Observer)
Muaz Murshed	Projects Officer (Observer)

1 APOLOGIES

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

Carried

The Chair introduced Council's new Projects Officer Muaz Murshed to the Manex members and welcomed him to Council. Manex members introduced themselves and gave a brief outline of their duties and responsibilities.

2 BUSINESS ARISING FROM MINUTES

Nil.

3 ACTION CHECKLIST

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

Carried

4.1 EXECUTIVE OFFICE MATTERS

4.1.1 WOW Agency – Communications and Content (GM)

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

Carried

WARREN SHIRE COUNCIL
 Minutes of the Manex Committee Meeting
 held in Council's Community Room on
 Tuesday 19th September 2023 commencing at 2.34 pm

4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

4.1.2 Preparation of the October 2023 Council Newsletter (GM)

Item	Responsible Officer
Registration of Local Contractors on VendorPanel	DMFA, CC
Women of Warren Shire	GM
Staff Profile	GM
VIC Volunteer Advertising	EDVM
Project upgrade updates	GM/IPM/DMES/TSM/RIM/FRSPM
Successful Grants	GM/IPM/DMES/TSM
Vacant Positions	Finance Officer – Payroll/HR Officer
CMCC Weed Awareness Section (if available)	CMCC
Warren Street Christmas Party Friday 8 th December 2023	GM/PAO
Temporary Library Relocation to Old Post Office	LIB/IPM
CBD Toilet Amenities (only if murals are installed)	TSM
Lions Park Toilet Amenities (only if murals are installed) and Official opening with the Lions Club	TSM
Patrizia Cassaniti Safety Talk	DMES
Burrima Boardwalk Official Opening	GM/EDVM
Community Asset Program Grant Success	TSM
ROADS SECTION	
Road Maintenance Construction Program for September/October 2023	DMES
RR202 Marthaguy Road Reconstruction Work	DMES/FRSPM
RR7515 Warren Road Reconstruction Work and SR65 Old Warren Road Gravel Resheeting Work	DMES/FRSPM
Dragon Cowal Works	DMES/FRSPM
Dubbo Street/Stafford Street AC and Milling Works – Parking Linemarking	DMES/FRSPM
Flood Restoration Works	DMES/RIM/FRSPM

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

Carried

WARREN SHIRE COUNCIL
 Minutes of the Manex Committee Meeting
 held in Council's Community Room on
 Tuesday 19th September 2023 commencing at 2.34 pm

4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

4.1.3 Suggestions in the Council Suggestion Box (GM)

Nil.

4.1.4 Opening of Burrima Boardwalk – Attendance and Transport Arrangements (GM)

The Opening of the Burrima Boardwalk is scheduled for Saturday, 21st October 2023. Council will need to make arrangements for those Councillors who may be attending.

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

Carried

4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

4.2.1 Warren Shire Council Contract Register (GM)

The Contract Register to be updated to include the two (2) Rubber Tyred Rollers, the Library and Airport Terminal Building , Dragon Cowal, Monkeygar Creek Birdviewing Platform, RR7515 Culverts Contracts.

MOVED Woodman/Pascoe that the contract register be updated as required.

Carried

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 has commenced.

- 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, SR16 Notts Lane, SR9 Booka Road, SR4 Sullivans Road, SR5 Buckiinguy Road; SR27 Bullagreen Lane, SR43 Armatree Road, SR11 Catons Lane, SR17 Lamphs Road and SR37 Collie Road.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday 19th September 2023 commencing at 2.34 pm

4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

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

- 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*

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 Satti/Otieno that the information be received and noted.

Carried

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4.3 ENGINEERING DEPARTMENT MATTERS **CONTINUED**

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

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

Carried

4.3.4 Whisper Service (TSM)

- To be used for emergency message use only;
- Initial database of phone numbers will consist of Council's rates notice information with a change request (opt out option);
- Advertise the service via Council's newsletters, Facebook page and website to allow those who would like to receive the information to sign-up, perhaps QR Codes to allow for signing up;
- Will need to determine standard responses for emergencies and criteria for use; and
- Need to determine who will be responsible and will manage the system.

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

Carried

4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS

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

- Currently a \$121,380.96 claim with the Public Works Authority. A \$60,000 road reconstruction claim is to be sent to Public Works Authority, a further 306 claim to be submitted.

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

Carried

4.5 WORK HEALTH & SAFETY RISK MATTERS

4.5.1 Managing Psychosocial Hazards Staff Training Program (WHS-RC)

- Dates have been confirmed for training (Tuesday 26th and Wednesday, 27th September 2023). The WHS/Risk Co-Ordinator has emailed information to staff and will provide a follow up email later this week. Those staff who cannot attend face to face, will be able to avail themselves of an online program.

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

Carried

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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.
Projects Officer	DMES	DMES/GM looking at options, advertising to be continued with an open closing date. <u>Projects Officer</u> starting on 19 th September 2023.
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.
Tourism Information Officer	GM	Advertising commenced with an open closing date.
Administration Officer (Casual)	DMFA	Advertising with an open closing date.
Non-Trade Gardener	DMES	Advertising. Internal applicant being considered.

The Light Plant Operator – Roller permanent position to be investigated by the Divisional Manager Engineering Services.

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday 19th September 2023 commencing at 2.34 pm

5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

Date	Circular No.	Description	Comment/Action
23.08.14	23-10	End of Year Reporting Requirements for 2022-23 and Additional Information for 2023-24 Inc Annexure 1 and 2	GM/DMFA noted.
13.09.23	23-10	Effect of the NSW Government's policy on executive office holders and senior executives remuneration on general managers', executive officers' and senior staff remuneration	GM noted.

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
Tuesday 19th September 2023 commencing at 2.34 pm

5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

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

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

September 2023		Status	October 2023		Status
Finance	6	Application for payment of Pensioner Subsidy due			DMFA noted.
	17	Request for extension to lodge Financial Statements due in writing to OLG [LGA s416(2), Code]			DMFA subject to be required.
	31	Financial Statements to be audited [LGAs416(1), Code] and lodged to OLG [LGA s417(5)] with Financial Data Return (FDR)			DMFA - Auditors at Council 27 Sept 2023
	31	Second quarter rates instalment notices to be sent [LGA s562(5)]			DMFA noted.
Governance	13	Last day to determine the number of Councillors [LGA s224]			Noted.
	30	Written returns of interest due for Councillors and Designated Persons who held Office at 30 June [MCC cl 4.21(b)] to be lodged. GM to table returns at next Council Meeting [MCC cl 4.25]			The General Manager reminded Councillors at the August 2023 Council Meeting.
	5	Last day for Councils to divide their area into Wards, abolish all Wards, alter Ward Boundaries or change Ward names [LG Reg s277A]			N/A
	30	Annual Report of Obligations under PIDA due to the Minister and the Ombudsman [PIDA s31]			DMFA noted.
			30	Annual Report of Obligations under GIPA due to the Minister and the Information Commissioner [GIPA s125]	DMFA noted.

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
Tuesday 19th September 2023 commencing at 2.34 pm

5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

	September 2023	Status	October 2023	Status
Grants			Local Government Recovery Grants – AGRN 1012, 1025, 1030/34, YTD reporting due	IPM noted.
Companion Animals				
Other				

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

Carried

6 OPERATIONAL PROCEDURES

(I2-11.1)

Nil.

7 AUGUST 2023 DRAFT MINUTES AND SEPTEMBER 2023 DRAFT BUSINESS PAPER

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

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday 19th September 2023 commencing at 2.34 pm

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.

9 GENERAL BUSINESS WITHOUT NOTICE

- The Executive Assistant to the Mayor and GM advised that two (2) new document holders have been purchased for the use of prominently displaying documents on public exhibition on Council's front counter. When not in use, they will be left with the Records Clerk/Service NSW Officer.
- The Librarian advised that a reprint of the Across the Black Soils Plains book is available at the Library for \$20.00. This is a great outcome as many enquiries have been made over time for this book. It is to be noted that this is a reprint, not an updated version.
- The Librarian advised that she is hoping to set up a temporary library service at the old tourist information centre in Burton Street on the 9th October 2023 due to the Library renovations. The Librarian is to discuss any internet requirements with the Divisional Manager Finance & Administration and the Finance Clerk – Rates/ICT Officer.

Only library services will be available at this temporary set up. A click and collect service similar to what was used during covid, will also be utilised.

- The Infrastructure Projects Manager requested that consideration be given to using an area in Council's front lobby for displaying tenders and contract award information. It would need to be in prominent place and one of the glass window panes was suggested.

The Senior Management Team to discuss further and consider options.

There being no further business the meeting closed at 4.26 pm.

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS ON MONDAY 28th AUGUST 2023 COMMENCING AT 10:34AM.

PRESENT: Clr D. Batten, Clr G Peart, Clr P Cullen and Clr Z Holcombe, Clr M Cooke, Clr B Fisher, Clr N Kinsey and Clr G Whiteley

ABSENT: Clr I Woodcock and Clr D Todd

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

WELCOME: Meeting was opened at 10:34am and Chairman Clr D Batten welcomed all councillors and staff to the meeting.

06/23/01 Leave of Absence

Resolved:

That the leave of absence received from Councillors I Woodcock and D Todd is accepted and a leave of absence granted.

Moved: Clr Kinsey
Seconded: Clr Peart

Carried

DECLARATIONS OF INTEREST- Nil

06/23/02 Minutes of Ordinary Council Meeting – 26th June 2023

Resolved:

That the minutes of the ordinary Council meeting held 26th June 2023, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Clr Holcombe
Seconded: Clr Cullen

Carried

06/23/03 Council's Decision Action Report – August 2023**Resolved:**

That the Resolution Register for August 2023 be received and noted

Moved: Clr Whiteley

Seconded: Clr Kinsey

Carried

06/23/04 Circulars Received From the NSW Office of Local Government**Resolved:**

That the information contained in the following Departmental circulars 23-06 to 23-10 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved: Clr Kinsey

Seconded: Clr Peart

Carried

06/23/05 Cash and Investment Report – 30th June 2023 & 31st July 2023**Resolved:**

That the investment report for 30th April 2023 and 31st May 2023 received and noted.

Moved: Clr Holcombe

Seconded: Clr Whiteley

Carried

Clr Batten requested that Todd (LLS Coordinator) be requested to attend every CMCC Council meeting to provide an update on the Hudson Pear program. General Manager Michael Urquhart to send written correspondence to LLS requesting meeting attendance.

06/23/06 Fourth Quarter Operational Plan 2022/2023 and Annual Delivery Program**Resolved:**

That Council accept the progress made on the 2022/2023 Operational Plan as at 30th June 2023 and Annual Delivery Program.

Moved: Clr Peart

Seconded: Clr Cooke

Carried

At 10.45am Clr Fisher entered the Chamber.

06/23/07 Payment of Expenses & Provision of Facilities to Councillors Policy

Resolved:

That;

1. The General Manager's Report be received.
2. Council adopts the "Payment of Expenses & Provision of Facilities to Councillors" policy as tabled.
3. The policy be placed on public exhibition for a period of 28 days and public submissions be invited.

Moved: Clr Holcombe

Seconded: Clr Kinsey

06/23/08 Annual Financial Statements 2022/2023

Resolved:

That;

1. The Draft Annual Financial Reports for 2022/2023 be referred to Council's Auditor.
2. The Chairperson, Deputy Chairperson, General Manager be authorised to sign the necessary Financial Statements.
3. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body.
4. Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented

Moved: Clr Fisher

Seconded: Clr Kinsey

06/23/09 Important Dates for Councillors – Upcoming Meetings and Events**Resolved:**

That Council receive and note the list of upcoming meetings and events.

Moved: Clr Fisher

Seconded: Clr Cullen

Carried

Clr Batten advised that he would endeavour to attend the next Central West Regional Meeting on 10th October 2023.

Clr Cooke advised that he will be an apology for the next CMCC Council meeting to be held on 30th October 2023.

Chairman, Clr Batten advised that all Bio Security Officers and Staff will be invited to attend the CMCC Council meeting to be held on 18th December 2023 to acknowledge recent achievements and celebrate Christmas luncheon.

06/23/10 Moved Into Closed Session

Time: 11:54am

Resolved:

That the public be excluded from the meeting pursuant to Sections 10A (2) (a) of the Local Government Act 1993 on the basis that the items deal with:

(a) personnel matters concerning particular individuals (other than councillors)

Moved: Clr Kinsey

Seconded: Clr Peart

Carried

06/23/13 Return to Open Session

Time: 12:05pm

Resolved:

That Council return to open session.

Moved: Clr Kinsey

Seconded: Clr Holcombe

Carried

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

06/23/11 Council Administration Support

Resolved:

That Council;

1. Endorse the actions of the Chairman in approving emergency changes to staffing and the establishment of an office in Walgett.
2. Provision be made in the September 2023 Quarterly Budget Review for an additional \$35,000 towards administration support and office leasing and operational costs.

Moved: Clr Whiteley

Seconded: Clr Cullen

Carried

06/23/12 Lease of Building 55 Fox Street Walgett from SL & DJ Kelly

Resolved:

That;

1. The General Manager's report be received.
2. Council endorse the action of the General Manager in entering into a lease for the property situated at 55 Fox Street Walgett for a period of two (2) years with a rental of \$10,400 per annual (excluding GST) (\$200 per week) from SL and DJ Kelly.
3. That lease fee be increase to \$300 per week (plus GST) should part of the premises at 55 Fox Street be sublet.
4. The General Manager continue investigations to sublet part of the premises at 55 Fox Street to offset annual lease costs.
5. The Council Seal be affixed to the lease agreement and the General Manager be authorised to execute the lease documents.
6. The General Manager be authorised to execute any sub-lease documents.

Moved: Clr Kinsey

Seconded: Clr Fisher

Carried

06/23/14 Adoption Of Closed Session Reports

Resolved:

That Council adopt the recommendations of the Closed Committee Reports

Moved: Clr Fisher

Seconded: Clr Peart

Carried

General Manager Michael Urquhart read the resolutions that were passed in closed session.

06/23/15 Quarterly Biosecurity Report

Resolved:

That the report be received and noted.

Moved: Clr Holcombe

Seconded: Clr Peart

Carried

Clr Bill Fisher thanked CMCC for the opportunity to participate in the NSW Weeds Conference held in Dubbo during August 2023. He also congratulated Bio Security Officer Mat Savage on his awards and passed on congratulations to Senior Bio Security Officer Andrea Fletcher-Dawson following her presentations at the conference.

Date of the next CMCC Council Meeting to be Monday 30th October 2023 in Coonabarabran.

Close of Meeting

The meeting closed at 11.45am

Chairman

General Manager

WARREN SHIRE COUNCIL
Delegates Report by Councillor S Derrett
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 28th September 2023

ITEM 2 WARREN INTERAGENCY SUPPORT SERVICES (C3-9)

RECOMMENDATION:

That the information be received and noted.

MINUTES OF THE WARREN SUPPORT SERVICES INTERAGENCY MEETING HELD IN THE COUNCIL COMMUNITY ROOM, WARREN ON 31st August 2023.

MEETING OPENED: 1.05pm

1. **PRESENT:** Clr Sarah Derrett, Pauline Serdity (View Club and Warren Spinners and Yarners), Felicity Leonard (Barnardos).
Via Lifesize - Kerry Palmer (Department of Regional NSW).

2. **APOLOGIES:** Clr Katrina Walker, Clr Joanne Van Eldonk, Erin Hunt and Fleur Stubbs (Barnardos).
Moved: Clr Derrett Seconded: Felicity Leonard

Carried

3. **CONFIRMATION OF MINUTES:**
Moved: Clr Derrett Seconded: Felicity Leonard

Carried

4. **BUSINESS ARISING:**
Nil.

5. **CORRESPONDENCE:**
Out – Nil.

In – Letter from Barnardos to Warren Interagency Support Services regarding Letter of Support for Paediatric Psychology Services.

- Update given by Felicity Leonard to confirm that this service is currently being provided to preschool and primary students however further funding may be required in order for this to continue.

6. **ACTION CHECK LIST**
Updated.

7. **REPORTS FROM AGENCIES:**

Pauline Serdity – View Club and Warren Spinners and Yarners

- Written reports tabled and distributed via email.

WARREN SHIRE COUNCIL
Delegates Report by Councillor S Derrett
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 28th September 2023

ITEM 2 WARREN INTERAGENCY SUPPORT SERVICES CONTINUED

REPORTS FROM AGENCIES CONTINUED

Felicity Leonard – Barnardos.

- Playgroups held - 30 sessions from May to August around Warren – WOW, Macquarie Park, Lions Park, Little Possums, Warren Central School, Library, Calara House and Warren Youth Centre.
 - Lots of children sick with tummy bug /colds
- Community collaborations –
 - Drumbeats at St Mary’s Primary School from 22nd May to 5th June.
 - NAIDOC event at Warren Youth Centre, 4th July.
 - Ear bus, 5th July.
 - Book Week Warren Central School, 21st to 25th August.
 - Women’s health week morning tea, 5th September.
 - Indigenous Literacy Day, 6th September.
 - Baby health nurse/child development, 13th September.
 - Safecare training
 - Baby clothes knitted by Warren Spinners and Yarners - kindly donated a huge bag of knitted beanies, blankets, mittens, boots and jumpers.
- Referrals /intakes
 - 73 cases needing support with one or more of the following – housing, food, counselling, forms, advice/information, medication purchase, study, transport for child-related appointments, support letters, Energy Accounts Payment Assistance (EAPA) and community involvement.

Kerry Palmer – Business Development Facilitator, Regional Development - Department of Regional NSW.

- Driver Licensing Access Program (DLAP) - delivery dates for Warren at this stage are 3rd January to 9th February 2024. Birrang Enterprises delivers this program and would be happy for you to reach out to them on 6361 9511 if you have any further enquires.
- NSW Women’s Week Grants are currently open, closing Monday 9th October 2023. Guidelines and further details are available here - <https://www.nsw.gov.au/grants-and-funding/nsw-womens-week-grants>
- First Nations Tourism Forum – being held in Dubbo on Friday 8th September 2023. Department of Regional NSW (DRNSW) has partnered with Destination Network Country and Outback (DNCO) and NSW Aboriginal Tourism Operators Council (NATOC) to deliver this forum. The program will include:
 - State of Play
 - Pathways to support
 - Case studies
 - Trends and opportunities
 - First Nations Tourism Mentoring Program

WARREN SHIRE COUNCIL

Delegates Report by Councillor S Derrett
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 28th September 2023

ITEM 2 WARREN INTERAGENCY SUPPORT SERVICES CONTINUED

REPORTS FROM AGENCIES CONTINUED

- DRNSW is working with Warren Youth Centre & Community Hub on funding for support staff.
- DRNSW Business Development Facilitator is developing a Business Directory for Warren Shire Council. Contact Kerry Palmer for more information or inclusion into the Business Directory – Email: kerry.palmer@regional.nsw.gov.au

8. GENERAL BUSINESS:

Nil.

9. Date of Next Meeting:

Thursday 19th October 2023.

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



Draft Minutes Board Meeting

Date: 8 September 2023
Time: 8.30am
Venue: Dubbo Regional Council, Girinyalanha Room

ATTENDEES:

Clr Glen Neill	Mayor Bogan Shire Council
Leonie Brown	General Manager Bourke Shire Council
Clr Barry Hollman	Mayor Bourke Shire Council
David Kirby	General Manager Brewarrina Shire Council
Peter Vlatko	General Manager Cobar Shire Council
Clr Tim Horan	Mayor Coonamble Shire Council
Clr Mathew Dickerson	Mayor Dubbo Regional Council
Murray Wood	CEO Dubbo Regional Council
David Neeves	General Manager Gilgandra Shire Council
Clr Doug Batten	Mayor Gilgandra Shire Council
Julian Geddes	Mid-Western Regional Council
Jane Redden	General Manager Narromine Shire Council
Clr Craig Davies (Chair)	Mayor Narromine Shire Council
Sally McDonnell	Secretariat Narromine Shire Council
Gary Woodman	General Manager Warren Shire Council

GUESTS:

Leo Krikmann	United Way, Dolly Parton Imagination Library
The Hon Jenny Aitchison, MP	Minister for Regional Transport and Roads
Alistair Lunn	Regional Director, Transport for NSW
Brendan Guiney	Executive Officer, NSW Water Directorate

1 WELCOME

The Chair declared the meeting open at 8.34am.

2 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by the Chair.

3 APOLOGIES

Apologies were received for:

Derek Francis	General Manager Bogan Shire Council
Clr Vivian Slack-Smith	Mayor Brewarrina Shire Council
Bob Stewart	Administrator Central Darling Shire Council
Greg Hill	General Manager Central Darling Shire Council
Clr Peter Abbott	Mayor Cobar Shire Council
Paul Gallagher	General Manager Coonamble Shire Council
Clr Des Kennedy	Mayor Mid-Western Regional Council
Brad Cam	General Manager Mid-Western Regional Council
Megan Dixon	General Manager Walgett Shire Council
Clr Jane Keir	Mayor Walgett Shire Council
Clr Milton Quigley	Mayor Warren Shire Council
Roger Bailey	General Manager Warrumbungle Shire Council
Clr Ambrose Doolan	Mayor Warrumbungle Shire Council

RESOLVED Clr Hollman/Clr Batten, that the apologies received be accepted.

2023/10

4 DECLARATION OF INTEREST

There were no declarations of interest.

5 CONFIRMATION OF MINUTES OF AWC BOARD MEETING HELD 19 MAY 2023

RESOLVED Clr Neill/Gary Woodman that the minutes of the AWC Board Meeting held on 19 May 2023 be adopted.

2023/11

6 CONFIRMATION OF MINUTES OF GMAC MEETING HELD 21 JULY 2023

RESOLVED Murray Wood/Jane Redden that the minutes of the GMAC Meeting held on 21 July 2023 be adopted.

2023/12

7 GENERAL BUSINESS

7.1 *Chairs Report*

RESOLVED Clr Horan/Clr Glen Neill that the information be noted.

2023/13

7.2 *Orana Water Utilities Alliance Committee Meeting No 28*

RESOLVED Clr Hollman/Julien Geddes that the information be noted.

2023/14

7.3 *Regional Local Government Training Facility*

Discussion was held in relation to the draft Funding Case to Establish a Water Training Centre in the OWUA Region. The projected cost to build the required infrastructure is \$912,000.

David Kirby joined the meeting at 9.00am.

RESOLVED Clr Horan/Clr Neill that the Alliance of Western Councils Board approach high levels of State and Federal governments to access funding.

2023/15

7.4 *Discussion regarding Presenters at Future Meetings*

Discussion was held in relation to future presenters to ensure that all Councils are benefiting from them. The following suggestions were made:

- **Assistant Commissioner Brett Greentree**, Regional Commander
- **The Hon Prue Car, MP**, Deputy Premier, Minister for Education and Early Learning, Minister for Western Sydney, and Minister for Skills, TAFE and Tertiary Education
- **The Hon Tara Moriarty, MLC**, Minister for Agriculture, Minister for Regional New South Wales, and Minister for Western New South Wales
- **The Hon Rose Jackson, MLC**, Minister for Water, Minister for Housing, Minister for Homelessness, Minister for Mental Health, Minister for Youth
- **Simon Banks**, Commonwealth Environmental Water Holder (CEWH)
- **Troy Grant**, Inspector-General of Water Compliance
- **Dugald Saunders, MP**, Local Member for Dubbo Electorate
- **Roy Butler, MP**, Member for Barwon
- **Landcom** – NSW Government owned land and property development organisation.
- **Contour3D**

8 PRESENTATIONS

8.1 *Leo Krikmann – United Way – Dolly Parton Imagination Library*

The Chair welcomed Leo Krikmann to the meeting, who delivered a presentation in relation to the Dolly Parton Imagination Library program.

It was noted that the presentation and further information will be distributed to members after the meeting (**Attachment No. 1**).



8.2 The Hon Jenny Aitchison, BA, Grad Dip App Psych, GAICD MP – Minister for Regional Transport and Roads

Minister Aitchison provided an overview of her portfolio, and the following items were discussed:

- With a challenging introduction to the portfolio, and new challenges fast approaching, she wants to ensure that in the future, money will be distributed efficiently and addressing the priorities.
- The final report from the Regional Road Transfer and Road Classification Review has not been made available to the Minister yet.
- The Regional and Local Road Repair Program deadline of February 2024 is likely to be extended. More information to be provided with the budget.
- The Minister advised she wants to have one on one discussions with each of the Council's representatives, followed by visits to their Shires in the future to get a clearer picture on what is needed in their respective areas.

8.3 Allistair Lunn – Director West, Transport for NSW

Allistair delivered a presentation to the group (**Attachment No. 2**) providing an update from Transport for NSW with the following points noted:

- There has been a focus on Community Transportation including equity access for transport.
- The state of the roads, following natural disasters in recent years, remains the biggest challenge at present with 2,500 kilometres of damage to the State Road network.
- RMCC remains an integral part of maintenance of the State Road network and TfNSW values the relationships they have with Councils.
- TfNSW can partner with Councils on their events to assist in the don't drink and drive message including breathalyzer services etc.

8.4 Brendan Guiney – NSW Water Directorate

Brendan Guiney provided an update from NSW Water Directorate with the following points noted:

- Brendan advised they have been working closely with Local Government and more recently the Country Mayors Association on the issue of water security in Regional NSW.
- Due to have an inquiry on the ownership of water utilities with the hope that the NSW Government will agree with continuing on with Council ownership. Local knowledge is imperative when it comes to maintaining water utilities.
- Discussion was held in relation to the position paper that was distributed prior to the meeting (**Attachment No. 3**) 'Addressing town water security for regional NSW cities and towns, to advocate for better recognition of water and sewerage assets within our Councils. The Chair advised that he will be a guest speaker at the upcoming Australian Water Associations, NSW Minister's Breakfast on the 4 October 2023 in Sydney, where he will be addressing Water Supply and Security in Regional and Rural NSW. It was requested that any specific issues relating to your Shire be shared via email.



9 DATE OF NEXT MEETING

The next Alliance of Western Councils Board meeting will be held on Friday, 8 December 2023.

10 CONCLUSION OF MEETING

The Chair thanked all members and guests for attending.

The Chair acknowledged Peter Abbott, Mayor of Cobar and also Jane Keir, Mayor of Walgett who are retiring from their roles. A letter will be forwarded to both of them to acknowledge and thank them for their contributions.

There being no further business the meeting concluded at 12.07pm.

CHAIR

WARREN SHIRE COUNCIL
Policy Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 28th September 2023

ITEM 1	COUNCIL RELATED DEVELOPMENT APPLICATION – CONFLICT OF INTEREST POLICY	CONTINUED CONTINUED
REPORT		

- Council-related development applications must be exhibited for a minimum of 28 days to ensure transparency during the assessment process. Council’s Policy has been developed utilising the Guidelines provided by the NSW Department of Planning and Environment, to ensure compliance with the legislation, and addresses the following points:
- establishes management controls to address potential conflicts of interest at the different phases of the development process for the types of Council-related development that the Council could be involved in;
- outlines the process through which potential conflicts of interest will be identified, the risks assessed and appropriate management controls determined; and
- outlines the process that will be followed to publicly communicate the management approaches for each development subject to the Policy.

Currently, Council-related development applications are treated no differently than any other application with regard to assessment and/or public exhibition. However, the subject legislation will require that all Council related development applications are to be publicly exhibited for a minimum period of 28 days.

While more restrictive, in the majority of cases this time period can be accommodated within the development assessment period without significant impacts.

Attached is a copy of the new Policy that takes into account the approved Guidelines from the Office of Local Government.

FINANCIAL AND RESOURCE IMPLICATIONS

There will be advertising costs associated with the required public exhibition. Although this is legislated in Council’s fees and charges, it is real cost only and the unspent funds are returned to the applicant.

LEGAL IMPLICATIONS

Environmental Planning and Assessment Amendment (Conflict of Interest) Regulation 2022, and Environmental Planning and Assessment Act 1979.

RISK IMPLICATIONS

To ensure compliance with legislative requirements and transparency, the Policy is a legal requirement and should be adopted.

STAKEHOLDER CONSULTATION

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

WARREN SHIRE COUNCIL
Policy Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 28th September 2023

ITEM 1 **COUNCIL RELATED DEVELOPMENT APPLICATION – CONFLICT OF INTEREST
POLICY** **CONTINUED**

OPTIONS

Council needs to have a new Council Related Development Application - Conflict of Interest Policy as it is a legal requirement under the Local Government Act 1993.

CONCLUSION

The new Council Related Development Application - Conflict of Interest Policy is a legislative requirement and needs to be adopted to ensure Council is complying with the necessary legislation and is transparent in such matters where a Conflict of Interest may be present.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Proactively manage known compliance risks.

SUPPORTING INFORMATION /ATTACHMENTS

The Council related Development Application – Conflict of Interest Policy.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 28th September 2023

ITEM 1 COUNCIL RELATED DEVELOPMENT APPLICATION – CONFLICT OF INTEREST POLICY CONTINUED

Attachment 1 - Council related Development Application – Conflict of interest Policy



POLICY REGISTER

DRAFT

COUNCIL RELATED DEVELOPMENT APPLICATION CONFLICT OF INTEREST POLICY

Policy adopted: Minute No.

Reviewed:

File Ref: P13-1, P15-33

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 28th September 2023

ITEM 1

**COUNCIL RELATED DEVELOPMENT APPLICATION – CONFLICT OF INTEREST
POLICY**

CONTINUED

Warren Shire Council – Council Related Development Application – Conflict of Interest Policy

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Maryanne Stephens	First Edition	Council Minute No. (20XX)

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WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 28th September 2023

ITEM 1

**COUNCIL RELATED DEVELOPMENT APPLICATION – CONFLICT OF INTEREST
POLICY**

CONTINUED

Warren Shire Council – Council Related Development Application – Conflict of Interest Policy

Part 1 Preliminary

1) Name of Policy

This Policy is the Council Related Development Application – Conflict of Interest Policy.

2) Aim of Policy

This Policy aims to manage potential conflicts of interest and increase transparency at all stages of the development process for Council related development.

3) Scope

This Policy applies to Council-related development (development application and development process).

4) Definitions

(1) In this Policy: application means an application for consent under Part 4 of the Act to carry out development and includes an application to modify a development consent. It does not include an application for a complying development certificate. Council means Warren Shire Council. Council-related development means development for which the Council is the applicant developer (whether lodged by or on behalf of Council), landowner, or has a commercial interest in the land the subject of the application, where it will also be the regulator or consent authority. development process means application, assessment, determination, and enforcement. the Act means the Environmental Planning and Assessment Act 1979.

(2) A word or expression used in this Policy has the same meaning as it has in the Act, and any instruments made under the Act, unless it is otherwise defined in this Policy.

(3) Notes included in this Policy do not form part of the Policy.

Part 2 Process for identifying and managing potential conflicts of interest

5) Management controls and strategies

(1) The following management controls may be applied to: a. the assessment of an application for Council-related development

• Control – The assessment of the application is to be undertaken by Council staff delegation.

- o Suitable when proposal is low risk or non-controversial.
- o Appropriate when effective role separation controls are imposed.

• Control – The application is referred for external review, assessment to either: a local planning panel; Consultant; or DPE support staff.

o Suitable when higher level of role separation is required due to the nature of the project.

o External party may carry out:

- Specific matter review for part of an assessment;
- Carry out a peer review of staff assessment;
- Perform the role of assessment officer and prepare DA assessment report.

(Note: the involvement of an external third party might be appropriate for development where Council has commercial interest in the land, or the development is seen to be a political priority for the Council).

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WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 28th September 2023

ITEM 1

**COUNCIL RELATED DEVELOPMENT APPLICATION – CONFLICT OF INTEREST
POLICY**

CONTINUED

Warren Shire Council – Council Related Development Application – Conflict of Interest Policy

b. the determination of an application for Council-related development

• Control – The determination of the application is to be undertaken by Council staff delegation.

- o Suitable when proposal is low risk or non-controversial.
- o Appropriate when effective role separation controls are imposed.

• Control – The determination of the application is to be undertaken by report to public Council meeting.

- o Suitable when proposal is medium risk or submissions of objection have been received.
- o Appropriate when effective role separation controls are imposed.

• Control – The application is referred for external determination to a Regional planning panel.

- o Suitable when proposal is high risk or controversial.

(Note: the involvement of an RPP would require negotiation as the Panel is not required to accept referrals).

c. the regulation and enforcement of an application for Council-related development

• Control – Publication of certificates issued under Part 6 of the Act on Council’s Website and NSW Planning Portal.

- o Suitable when proposal is low or medium risk and Council staff are the certifier (construction certificate, subdivision works certificate and occupation certificate).
- o Appropriate when effective role separation controls are imposed.

• Control – Engagement of a private certifier.

- o Suitable when proposal is medium or high risk (construction certificate, subdivision works certificate and occupation certificate).
- o Appropriate when effective role separation controls are imposed.

• Control – Peer review by a neighbouring council and/or entering into a shared services arrangement with a neighbouring council.

- o Suitable when role separation is not able to be achieved for part or whole of process.

• Control – reporting of key milestones to the full Council.

- o Appropriate when effective role separation controls are imposed.

(2) The management strategy for the following kinds of development is that no management controls need to be applied:

- a. commercial fit outs and minor changes to the building façade
- b. internal alterations or additions to buildings that are not a heritage item
- c. advertising signage
- d. minor building structures projecting from a building facade over public land (such as awnings, verandas, bay windows, flagpoles, pipes, and services)
- e. development where the Council might receive a small fee for the use of their land.

6) Identifying whether a potential conflict of interest exists, assessment of level risk and determination of appropriate management controls (1) Development applications lodged with the Council that are Council-related development are to be referred to the General Manager (or a delegate) for a conflict-of-interest risk assessment.

Note: Council-related development is defined in section 4.

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

**COUNCIL RELATED DEVELOPMENT APPLICATION – CONFLICT OF INTEREST
POLICY**

CONTINUED

Warren Shire Council – Council Related Development Application – Conflict of Interest Policy

(2) The General Manager is to:

- a. assess whether the application is one in which a potential conflict of interest exists,
- b. identify the phase(s) of the development process at which the identified conflict of interest arises,
- c. assess the level of risk involved at each phase of the development process,
- d. determine what (if any) management controls should be implemented to address the identified conflict of interest (in each phase of the development process if necessary) having regard to any controls and strategies outlined in clause 5 of the Policy and the outcome of the General Manager's assessment of the level of risk involved as set out clause 6(2)(c) of the Policy,

(Note: The General Manager could determine that no management controls are necessary in the circumstances).

- e. document the proposed management approach for the proposal in a statement that is published on the NSW Planning Portal.

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WARREN SHIRE COUNCIL
 Report of the General Manager
 to the Ordinary Meeting of Council to be held in the
 Council Community Room, Warren on Thursday, 28th September 2023

ITEM 1 OUTSTANDING REPORTS CHECKLIST (C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	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 to late 2023.
27.7.23	202.7.23	Warren Airport Projects	DMFA/ GM/IPM	<p>*Council provides an amount of \$550,340 from available internal 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 – arranged.</p> <p>*Council accepted the negotiated tender price submitted by BRD Design & Construction Pty Ltd in the recommended tender amount of \$486,000.00 (excluding GST), for the rescoped Contract No. (C13-81) for the Construction of new Warren Airport Terminal Building, Warren NSW – noted.</p> <p>*Council authorise to affix the Seal of Council to the rescoped Contract No. (C13-81) for the Construction of New Warren Airport Terminal Building, Warren NSW -noted.</p> <p>A contract awarded on 31 July 2023. Site clearance and earth works commenced. Foundation work by</p>

WARREN SHIRE COUNCIL

Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 28th September 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				Contractor likely to start in late September or early October 2023.
28.4.22	101.4.22	Public Art on Private Property Murals – Lions Park Toilet/Amenities	GM/TSM	Wrap design curated by Signarama and the Public Arts Committee.
28.4.22	101.4.22	Public Art on Private Property Murals - CBD Toilet/Amenities Dubbo Street Wall.	GM/TSM	Wrap design curated by Signarama and the Public Arts Committee.
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>Landmark commenced construction in February 2023.</p> <p>Nonconformance on the foundation concreting and building realignment being remedied by the Contractor in accordance with the PEER Review report recommendations.</p> <p>Contractor agreed to all PEER Review recommendations. Works on site recommenced in the week of 21st August 2023. Landmark engaged new concreter and plumber to complete the works. Superstructure (post) misalignment (diagonal) corrected by landmark.</p>
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/EDVM	<p>Registration of Interest recruitment remains ongoing with a new recruitment drive being underway.</p> <p>New Tourism Information Officer position currently advertised and the VIC is currently being staffed by a RiverSmart volunteer during the reduced hours of 10am to 4pm for both Saturday and Sundays.</p>

WARREN SHIRE COUNCIL

Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
23.3.23	64.3.23	Public Art on Private Property Murals - Horse/Campdraft themed mural at Showground/ Racecourse Complex (includes \$10,000 Horse Committee donation)	GM/TSM	Paint the Town Murals undertaking final draft mural. Murals 90% done. Delivery of completed panels expected in September 2023. 4 of the 5 panels are almost complete.
25.1.23	12.1.23	Affordable Housing Opportunity – Housing Plus	GM/ DMES	Negotiations commenced to finalise the required agreement with Housing Plus for the eventual sale of all or most of the nine (9) vacant land lots in Gunningba Estate for a maximum five (5) year period. Funding in 2023/2024 for investigations and design for the Stage 3 of Gunningba Estate including estimated costs and how Stage 3 would be funded, which will be reported to Council.
25.1.23	13.1.23	Warren and the Visitor Economy Community Consultation Report August 2022 - Executive Summary	GM	Council communicate to the community about the importance of visitors to the region – Action Plan being formulated. Council ensures that the reformed Destination Macquarie Marshes Taskforce has representation from every local government area that sees the Macquarie Marshes as an asset to their visitation, form a MOU with each Council to support the Economic Development of the region with this Taskforce having the potential to drive the

WARREN SHIRE COUNCIL

Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 28th September 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				<p>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>
25.5.23	118.5.23	Destination Macquarie Marshes Taskforce	GM/EDVM	<p>That within 12 months and, after the Taskforce’s short and long term goals and Destination Macquarie Marshes Action Plan, Macquarie Marshes Promotions Strategy and Stakeholder Engagement Strategy are formulated, other organisations/community representatives be invited to be members of the Taskforce.</p>
24.8.23	235.8.23	Library Lobby Area Upgrade and Landscaping Works	GM/IPM	<p>Council accepted the tender submitted by Precinct Commercial Pty Ltd, in the Recommended Tender Amount of \$169,035.00 (excluding GST), for the <i>Library Lobby Area Upgrade</i></p>

WARREN SHIRE COUNCIL

Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 28th September 2023

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				<p><i>Works, for separable portions 1(one) contract.</i></p> <p>Council at the meeting resolves not <u>to accept</u> any of the tenders for <u>Contract No. C13-77 -Separable Portion 2</u> for the <i>Landscaping Works</i> and enter into negotiations with Precinct Commercial Pty Ltd, the tenderer for Separable Portion 1, to carry out the required extent of the Landscaping Works on a piece-by-piece basis as a variation to the SP1 contract, after full and thorough rescoping of the Landscaping Works to bring the whole of the project within the budget (Grant funding).</p> <p>The final rescoped Landscape Design to be presented to Town Improvement Committee for concurrence prior to its implementation and the General Manager be authorised to finalise and accept the renegotiated final price for the rescoped work under Contract No. C13-77 – Separable Portion 2 for the <i>Landscaping Works</i>.</p>

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

(C14-7.4)

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
24.8.23	226.8.23	Financial Reports for the Year Ended 30th June 2023	DMFA	<ol style="list-style-type: none"> 1. The necessary elected members and staff be authorised to sign the Statement by Councillors and Management on the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ending 30th June 2023; 2. Council delegate to the General Manager the authority to "authorise the Year End Accounts for issue" subject to there being no material audit changes or audit issues, in accordance with AASB 110; and 3. Council delegate to the General Manager the authority to "finalise the date" at which the auditor's report and financial statements are to be presented to the public as required under Section 418 (1) of the Local Government Act, 1993.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
6.12.18	284.12.18	Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units	DMES	Survey completed. This project is currently on hold until further discussions are held with the Hotel owners.
27.6.19	129.6.19	Warren Levee Rehabilitation	DMES	Application under the National Flood Mitigation

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Divisional Manager Engineering Services				
3.12.20	256.12.20	(total project - \$7.1M)		<p>Infrastructure 2021-2022 arranged and has been successful (\$5.325M).</p> <p>Resilience NSW has committed \$887,500 which is half of the required \$1.775M co-contribution.</p> <p>Specifications for tender are being prepared while awaiting approval of a further co-funding grant of \$887,500 by OLG using the Local Government Recovery Grant Program.</p> <p>Design of alternative has been finalised. Option 2 of the alternative is ongoing. Specifications are being written in readiness for the approval of OLG's \$887,500 grant.</p>
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	Investigations are being undertaken to allow the submittal of plans, documents and detailed budget to Council for consideration and approval - ongoing.
24.9.20	214.9.20	New Sewage Treatment Works	TSM	<p>Groundwater monitoring wells and flowmeter to be installed.</p> <p>Decommissioning Plan for STP & SPS being developed.</p>
27.5.21	95.5.21	River Water Pumps at Ellengerah and Oxley Park Reservoirs	DMES/ TSM	Ellengerah pumps installed. Works ongoing and commenced on the 14th August 2023 for Oxley Park. Pumps installed and pipework installed.

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Divisional Manager Engineering Services				
23.3.23	67.3.23	Water and Sewerage Telemetry and Pump Funding Request	DMES/ DMFA/ TSM	Drafting of RFT documents in progress – ongoing.
24.6.21	143.6.21	Ewenmar Waste Management Facility	DMES/ MHD/ TSM	Budget amended by a further \$100,000 using the Domestic Waste Restricted funds. Earthworks and footings for the retaining wall completed 12th July 2023. Retaining wall formwork to commence Monday 11 th September 2023.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Community Consultation Program developed and commenced to obtain feedback from business houses and the community – in progress. Community Consultation Program has been developed and community engagement commenced.
2.12.21	257.12.21	Town Centre Upgrade	DMES	*Arrange for the amended proposal to go to Community Consultation when completed. *Consultants have finalised the Plan. Community Consultation is ongoing.
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. Letters of intent have been sent to landowners of potential RV carpark areas.

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Divisional Manager Engineering Services				
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – ongoing.
23.3.23	65.3.23	Warren Central Business District Upgrade Project	DMES	Final Draft Plan has been prepared and advertised. Roundabout central island design and cost estimate has been sent to TfNSW for probably funding.
26.8.21	174.8.21	2021/2022 Plant Replacement Program	DMES/ WC	Arrange for the replacement of light vehicles as per recommendation - Plant 3503 – sold at auction in 2021. Fortuner ordered – 8 months delivery estimated (April 2024).
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	Works ongoing, expected to be completed December 2023.
1.12.22	299.12.22	Showground/ Racecourse Toilet Amenity Progress Report	DMES/ TSM	Demolition, new plumbing, sub soil drainage and concrete slab have been completed. Shed to be constructed by Ryan Mason Engineering and Adam Mayne. 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

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Divisional Manager Engineering Services				
				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. Delivery of new equipment undertaken in September 2023.
23.3.23	66.3.23	Plant Committee – Financial Statement	DMES	Final 2022/2023 Plant Replacement Program in progress. Final 2023/2024 Plant Replacement Program in progress. Updates available on Plant Committee Minutes.
23.3.23	66.3.23	Management and Operation of Mt Foster Quarry	DMES	Negotiations with Neill Earthmoving Pty Ltd in progress.
23.3.23	67.3.23	Warren Shire Council Water Supply Bore Inspection Program	DMES/ DMFA/ TSM	All Bores excluding Collie have been inspected.
*24.8.23	211.8.23	Road Safety Plan	DMES	Plan adopted by Council at August 2023 meeting.
*24.8.23	212.8.23	Supply and Delivery of Two Multi Tyred Rollers	DMES	1. That Council accept the tender from WesTrac Pty Ltd of 8 Purvis Street, Dubbo for the supply and delivery of two Caterpillar CW34 Multi-tyred rollers in accordance with Tender – Supply and Delivery of Two Multi Tyred Rollers for \$458,056.98 plus GST; and

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Divisional Manager Engineering Services				
				<p>2. No action be taken at present on the sale of P93 – Caterpillar CW34 Rubber Tyred Roller until a review is undertaken in regard for use of the fifth grader crew on flood damage and other road reconstruction work.</p> <p>3. Purchase order has been sent to the successful supplier.</p>
24.8.23	213.8.23	Proposed National Polo Crosse Titles Warren 2028	DMES	Mr Phil Waterford be requested to present to the next Showground/ Racecourse Committee his complete draft proposal for the conduct of the Warren 2028 National Polocrosse Championships – arrangement in train.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
27.2.20	36.2.20	Draft Plans of Management	MHD	<p>1. Categories assigned as detailed in report.</p> <p>2. Crown Reserves classified identified as operational land.</p> <p>3. Draft Plans of Management nearing completion.</p> <p>The Victoria Oval and Oxley Park Plan complete.</p> <p>Draft Parks Plans of Management received. To be reviewed.</p>
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	Matter progressing in the District Court with required affidavits.

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
				Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required.
26.5.22	132.5.22	Flood Impact on the Ewenmar Waste Depot	MHD	Develop a contingency plan for flood events at the Ewenmar Waste Depot. Alternative arrangements have been made with Bogan and Narromine Shire for a temporary disposal solution, Contact has been made with the EPA.
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD	Investigate better CCTV options and locations.
22.6.23	181.6.23	Warren War Memorial Swimming Pool	MHD	Arrangements in train for the commencement of legal proceedings against Beaucorp Projects Pty Ltd for the unsatisfactory workmanship at the Warren War Memorial Swimming Pool; The Mayor, the General Manager, and the Manager Health and Development Services be authorised to formulate settlement terms if required; and Arrangements have commenced for the development of a tender specification for the supply and installation of a membrane liner at the Warren War Memorial Swimming Pool.

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

Date	Committee / Meeting	Location
25.08.2023	Local Government Engineers Association Committee of Management Meeting	Sydney
23-25.08.2023	State Cover Risk Conference	Sydney
28.08.2023	Castlereagh Macquarie County Council Meeting	Coonamble
29.08.2023	Roads and Transport Directorate Management Committee Meeting.	Online
30.08.2023	North West Bushfire Management Committee Meeting	Online
30.08.2023	RFS Service Level Agreement Northwest Zone Meeting	Online
31.08.2023	Warren Interagency Support Services Group meeting.	Warren
1.09.2023	IPWEA Audit and Risk Committee Meeting	Online
4.09.2023	Ewenmar Waste Depot Committee Meeting	Warren
4.09.2023	RFFF Infrastructure Claims Meeting	Online
5.09.2023	Small Quarries Mines Infrastructure Session	Dubbo
7.09.2023	Regional Emergency Management Committee Meeting	Orange
7.09.2023	Infrastructure Projects Management Control Group Meeting	Warren
7.09.2023	General Managers Discussion Circle	Online
8.09.2023	Alliance Western Councils Board Meeting	Dubbo
8.09.2023	Cultural Tourism Regional Forum	Dubbo
13.09.2023	Patrizia Cassanti WHS Presentation	Warren
13.09.2023	Safe Working New Traffic and Mobile Plant Forum	Warren
13.09.2023	Destination Macquarie Marshes Taskforce Meeting	Warren
14.09.2023	IPWEA Transport Working Group Meeting	Online
15.09.2023	IPWEA Asset AI Webinar	Online
15.09.2023	Central West Zone Council Librarians Meeting	Molong
15.09.2023	Water Directorate Forum	Sydney
19.09.2023	Manex Committee Meeting	Warren

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ITEM 2

COMMITTEE/DELEGATES MEETINGS

CONTINUED

Date	Committee / Meeting	Location
21.09.2023	Central West Orana and Far West Regional Recovery Committee Meeting	Online
21.09.2023	Infrastructure Projects Management Control Group Meeting	Warren

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION
20.10.2023	IPWEA NSW/ACT Board Meeting	Sydney
21.10.2023	Burrima Boardwalk Official Opening	'Burrima'
12-14.11.2023	2023 Local Government Annual Conference	Rosehill Gardens Racecourse
17.11.2023	RDA Orana – Orana Outlook Forum	Dubbo
23.11.2023	Statewide Mutual Forum	Sydney
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 August 2023 to 12th September 2023:

Project	Budget	Expend	Resp	Comment
General				
Warren Airport Upgrade (Drought Stimulus Package Funding – RNIG2-004-NSW DPIE) Includes \$610,340 allocated from restricted funds for infrastructure improvement/replacement.	716,561	518,410	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 construction contract awarded to B & D Design & Construction P/L on 31st July 2023. Site clearance and sub grade earthworks are taking place in August 2023. Some modifications to the terminal building floor plan being arranged to ensure practical public access into toilet and kitchen area by other terminal users. - Site clearance commenced; - Earthworks to start late September; - Foundation work to start in October; - Terminal works scheduled to be completed by February 2024. Infrastructure Projects Manager presented a scope of works to the June 2023 Airport Operations Committee, detailing the proposed SW drainage improvement work on runway 03/21. Scope of works as follows: - Extension of existing SW open channel;

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Project	Budget	Expend	Resp	Comment
				<p>- Procurement of diesel pump to pump out excess run off to Sandy Creek; and - Discharge line from pumping platform to Sandy Creek.</p> <p>Council at the July 2023 Meeting accepted the recommendations and additional funding required from the Infrastructure Reserve Fund.</p>
<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)</p>	310,281	66,324	GM IPM DMES TSM RIM	<p>*Planting of the final street and park trees in Nevertire and Collie- Completed</p> <p>Works in Warren subject to funding by others of the Warren roundabout reconstruction – MDBEDP approved reallocation of the roundabout budget to Carter Oval concrete pathways. RFQ was called for the pathway constructions in order to complete the project by end of November 2023.</p> <p>Works Program for Project rescoped and programmed by GM, DMES, IPM, TSM and RIM.</p> <p>Kerb, gutter and footpath works in Nevertire 99% complete.</p> <p>Status and programming meeting undertaken and works program instigated to complete work.</p> <p>Some of the identified works are progressing and on track.</p> <p>MDBEDP funding body approved extension to all outstanding works, with all works to be completed by December 2023.</p>
<p>Carter Oval and the Development of the Surrounds Carry Over (MDB Economic Development Program - Improvement of Regional Structures Grant)</p>	233,052	12,282	IPM	<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 junior cricket field are complete. Carpark development being delayed</p>

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Project	Budget	Expend	Resp	Comment
(Includes \$460,000 previously allocated from Council's Infrastructure Improvement Replacement Reserve)				due to slow progress of the amenities building construction. Concrete (pathways, cricket pitch and practice net base) works RFQ called on 6 September 2023. Fencing of switchboard and pump station are progressing, completion expect September 2023.
Swim & Shade Sails (Splash Park) (Drought Communities Extension Program)	2,752	Nil	IPM	Replacing the push button controller of the water features is being considered. Surrounding area needs topsoil dressing to alleviate any trip hazards caused by the steel edging.
Carter Oval Lighting Project (Drought Communities Extension Program)	127,151	127,151	IPM	Carter Oval Sporting Lighting (Cricket and Soccer Fields) complete subject to acceptance of final quality assurance and testing report. REEs completed final quality assurance, testing (soccer and cricket) – Report of certification and WAE drawings awaiting.
Change Rooms and Amenities Block at Carter Oval (Stronger Country Communities Round 4)	303,333	285,723	IPM	*Foundation works commenced in February. Superstructure frames and components delivery received onsite on 6th March 2023. *Installation of superstructure commenced from 4th March 2023. Defects and quality non-conformances identified are being dealt with the contractor. Addressing issues to the satisfaction of Council could delay the project for a further 4 months. Expected completion forecasted is end of October 2023. *In view of the non- conformances Council initiated a peer review to ascertain the adequacy of the post foundations, where 28 day

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Project	Budget	Expend	Resp	Comment
				<p>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> <p>*Landmark concurred with the PEER Review recommendations and revised draft drawings, issued for comment with proposed work methodology. Landmark indicated that site work set to resume on the week of 21st August 2023.</p> <p>Landmark resumed the works on site on 21 August 2023. The superstructure was disassembled, diagonal misalignment corrected and reorientated as part of correcting non-conformance.</p> <p>Landmark has engaged a new plumber and concreter to complete the works. Certified drawings were issued to Council on 4 September 2023.</p>
Carter Oval Cricket Pitch	5,628	Nil	IPM	<p>GHG provided a fertilising and maintenance program for wicket turf for the spring season.</p> <p>A consultant recommended by the turf supplier is likely to visit the site to give advice, ongoing watering continues.</p> <p>Balance of funding to be allocated to other works in Carter Oval cricket ground.</p>

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Project	Budget	Expend	Resp	Comment
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 called for the concreting pathways and practice net base on 6 September 2023.
Warren Showground/ Racecourse Upgrade Project (Regional Sports Infrastructure Fund and \$10,182 from sale of old McCalman Pavilion) • Equestrian Arena	27,549	27,113	IPM	Racecourse Showground Sub-Committee asked to have warm up area allocation/development near tanks and sand stockpile. It was agreed at the meeting that Club prepare the ground with specific woodchips and sand bedded warm up area. Council will make available necessary sand (150T available for use). Gator and rake operations training completed on 11 August 2023 for user groups. A 2nd round of training is planned for 3rd September 2023 but was cancelled at Users groups request. Next round of training to be arranged.
• Pony Club Cross Country Facilities	4,606	4,360	IPM	*Contractor engaged to complete improvement works for the Pony Club Cross Country facilities which have been delayed due to Covid and illness of the Contractor. Works practically completed March 2022, subject to a quality check and required improvements by the contractor, subject to experts opinion. An inspection completed revealed that some activity area and works may

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Project	Budget	Expend	Resp	Comment
				<p>need some rectification and improvements subject to experts opinion.</p> <p>Warren Pony Club has provided the consultant's report commenting satisfactory completion of the facility by the Contractor with ongoing wear and tear and maintenance will be required. A copy of the cross country course rebuild designs completed by Booroong Designs P/L, was engaged by the Warren Pony Club – Report has been provided.</p> <p>Balance of money available will be directed to other facilitation development within the Pony Club Cross Country.</p>
<ul style="list-style-type: none"> GBS Falkiner Lounge and Viewing Area 	27,440	18,358	IPM	<p>Works outstanding as of August 2023:</p> <p>Handrails and tactile indicators installation are yet to be completed.</p> <p>Disabled access from Lower bar area to be considered but subject to funding availability.</p>
<ul style="list-style-type: none"> Replacement of the Showground Ladies Toilets 	54,545	55,250	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 & 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>Super structure works started in mid-August 2023.</p>
<ul style="list-style-type: none"> Relocation of Cattle Yards (NSW Showgrounds Stimulus Program Phase 2B) 	60,000	Nil	IPM	<p>Advice from P &A (Justin Sanderson). Showground Racecourse Committee Members would like to see the yards refurbished and made suitable for both cattle and horses by making the relocated pens approximately 4mx4m</p>

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Project	Budget	Expend	Resp	Comment
				<p>in size. Need to investigate further and obtain advice. Stockpro to do a design – organised by P&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> <p>Future Crown Reserves Improvement Fund option to be explored when available.</p>
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:				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.
Update/Renovate Male & Female Amenities in Cattleman’s & Horse Sports Camping Area	81,980	Nil	IPM/ TSM	Balance of unspent funds to be used for sewer/toilet works. (Joint male & female toilet facilities).
<ul style="list-style-type: none"> Renovate Male Toilet @ Main Pavilion 	100,000	Nil	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 & female toilet as one block attached to switch room.</p> <p>Alternative design considered with male and female toilet in one area has been given the go ahead at the Showground Racecourse Committee meeting held 15 November 2022.</p> <p>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</p>

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Project	Budget	Expend	Resp	Comment
				<p>pier installation) and below ground plumbing works completed.</p> <p>Floor slab concreting completed – super structure works likely to start in late August.</p> <p>Installation of superstructure frames completed.</p>
<ul style="list-style-type: none"> • Install New Septic Receiving Tank for Main Pavilion Toilets 	38,880	21,071	IPM/ TSM	<p>Scope of works being reassessed to complete the works within the budget.</p> <p>Balance of unspent funds to be used as part of alternative combined male and female toilet facility in one location.</p>
<ul style="list-style-type: none"> • Refence Showground Perimeter with Exclusion Fencing 	57,788	Nil	IPM	<p>Scope/area determined by Showground/ Racecourse Committee on 7th October 2021 being revised. Length 4,100m and 3 double gates & 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</p>

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Project	Budget	Expend	Resp	Comment
				<p>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 with regards to their submission to RFQ compliance. Quotation evaluation is currently progressing.</p> <p>Options to seek grant funding from Crown reserve Improvement Fund (CRIF) being looked at when available.</p>
<ul style="list-style-type: none"> • New Septic Centre Arena with Grease trap for Canteen 	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	33,240	21,531	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 causing some delays. Super structure installed and awaiting installation of fixtures and handrails.</p> <p>Completion expected in September 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>

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

Project	Budget	Expend	Resp	Comment
				<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"> 1. Inner irrigation system and pumping upgrade (up to 80% funding by Racing NSW); and 2. Construct outer irrigation system. <p>Cost estimate indicates that substantial additional funding is needed to proceed with the project.</p> <p>Options to seek grant funding from Crown reserve Improvement Fund (CRIF) being looked at when available.</p>
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 September/October 2023. Foundation works including below ground plumbing works and floor slab concreting completed.</p> <p>Super structure frames installed.</p>

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
<p>Murray-Darling Basin Economic Development Program – Round 3 – Warren Shire Tourism, Business Development and Macquarie Marshes Signage and Shire Mural Program</p> <ul style="list-style-type: none"> Warren Town Murals on Private Property (Total budget includes the \$10,000 donation from the Horse Committee) 	<p>For Mural Program Only</p> <p>16,580</p>	6,580	GM IPM TSM	<p>*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.</p> <p>Works commenced on the mural for the new toilet block at the Showground Racecourse Complex.</p> <p>Proposed design pattern approved by the Warren Public Arts Committee, to proceed into production.</p> <p>Painting of artwork has progressed to an advanced stage, expected delivery October 2023 when toilet works are complete.</p>
<p>*Murray-Darling Basin Economic Development Program – Round 3 – Carter Oval Lighting Project</p>	53,773	53,773	IPM	<p>Draft WAE information/test reports, O&M manual and remote access for operation training manual submitted in November 2022 – Review comments provided.</p> <p>REES completed final quality tests in July for Lighting certification. E-switch for Little Athletics and mustering area completed.</p> <p>Awaiting final documentation as part of contract finalisation.</p>
<p>Murray-Darling Basin Economic Development Program – Round 3 – Monkeygar Creek Macquarie</p>	434,177	433,177	IPM/ DMES	<p>Project involves the construction of the Bird viewing Platform, toilet and construction of the parking area</p>

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
Marshes Bird Viewing Platform and Parking Project				<p>suitable for buses and recreational vehicles (RV's).</p> <p>*DMES is scoping and programming works. Concept Design for Bird Viewing Platform submitted to structural engineer for construction design. Roadworks and earthworks being scoped by DMES. Statement of Environmental Effects (SEE) completed. DA approval awaiting. 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 and toilet.</p> <p>DA has been approved. Toilet contractor is expected to commence in October 2023. Platform contractor is progressing the fabrication of the platform.</p>
Warren Tennis Court Upgrade (Drought Communities Extension Program)	5,856	Nil	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</p>

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
				<p>installation. Installation and tested – completed in May 2023.</p> <p>Light poles painting has been included in the scope of works. Quotations sought for painting contractors – one quote received so far.</p>
Reconnecting Regional NSW – Community Events Program	45,685	Nil	GM/PAO	<p>Application submitted 30 June 2022.</p> <p>Events hosted by Community Organisations; these are as follows:</p> <ul style="list-style-type: none"> - Burrima Walkway Grand Opening - Macquarie Wetlands Association (Event date confirmed 21st October 2023). - Golden Oldies Game Day – Gilgandra Cricket Association – Event cancelled. <p>Variation request submitted 6 September 2023 for available funds to be reallocated to the extension of the Warren Christmas Street Party event.</p> <p>First meeting for the Warren Christmas Street Party Sub-Committee is scheduled for 20 September 2023.</p>
Water Supplies				
Groundwater Augmentation (Critical Drought Initiative Administered by – DPIE Safe and Secure Program)	37,270	Nil	TSM	<p>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</p>

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
				equipment ordered; new chlorine shed built. Installation of the new chlorination equipment completed and commissioned late August 2023.
Sewerage Services				
Restart NSW Warren (STP) Upgrade	59,063	Nil	IPM/ TSM	STP is in operation since December 2022. The EPA advised that the new Tiger Bay Treatment Plant does not require a licence.
Warren Central Business District Toilet Installation (Drought Communities Extension Program) Includes \$140,000 allocated from restricted funds for infrastructure improvement/ replacement.	23,957	3,092	IPM/ TSM	The vinyl wrap is expected to be completed by the end of September 2023.
Lions Park Toilet Installation	14,993	Nil	IPM/ TSM	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.

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
				<p>Barnson has been engaged to develop a concept plan (2 options) for stakeholders review.</p> <p>First concept design meeting with Barnson held in July 2023 – Barnson’s presented the floor plan.</p> <p>First draft concept plan reviewed in August 2023. Comments on 1st draft issued. Final draft expected from Barnson’s in September 2023 and sent to stakeholders for review and comments.</p>
<p>NSW Severe Weather & Flood Grant (\$1,000,000) for AGRN 1025</p> <p>Warren Town Levee Remediation</p>	887,500	Nil	<p>GM IPM DMES TSM</p>	<p>This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.</p> <p>Funds have been paid however, works program yet to be approved.</p> <p>Funding body requested three rounds of additional information; submission provided by 18 August 2023.</p> <p>Extension of time request sent to grant approval body to extend the works beyond June 2024.</p>
Macquarie Park Restoration	112,500	Nil	<p>GM IPM DMES TSM</p>	<p>This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.</p>

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
				<p>Funds have been paid, works program approved.</p> <p>Funding body requested four rounds of additional information; submission provided by 18 August 2023.</p> <p>Extension of time request sent to grant approval body to extend the works beyond June 2024.</p>
<p>Office of Sport - Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program Victoria Park Precinct New Female Amenities.</p>	<p>500,000</p>	<p>Nil</p>	<p>IPM/ WSCCM</p>	<p>This project involves construction of new amenities building including two separate changerooms and public access toilets will be constructed to provide safe, equitable and accessible facilities for female participants within Victoria Park Precinct.</p> <p>Planning and project initiations are progressing.</p> <ul style="list-style-type: none"> - Geotechnical investigations initiated; Site exploration completed in May 2023. - Awaiting Geotech report. - Final location determined. <p>Barnson has been engaged to develop a concept plan (2 options) for stakeholders review.</p> <p>First concept plan/design meeting with Barnson held in July 2023. Barnson presented a set of drawings plan, elevation and views.</p> <p>Comments on 1st draft issued.</p> <p>Final concept plan expected in September 2023 to share to stakeholders for review and comment.</p>
<p>Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B - Infrastructure Projects Management Office Projects</p>				<p>Work to be scheduled after Carter Oval Sporting Precinct works are nearing completion.</p>

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
Carter Oval Secondary Carpark Refurbishment Works for Reseals	60,000	Nil	IPM	
Carter Oval EV Charging Station (up to 3) Contribution	45,000	Nil	IPM	Options being considered includes – partnering with Regional service providers like NRMA, Origin etc.
Equestrian Arena Operation Equipment (Council 23/24 Budget Funding)	35,670	31,540	IPM	Gator and arena rake procurement is completed. Operator training and induction to club users conducted on 11 August 2023. Second round of training scheduled for 3rd September 2023 but cancelled on User groups request. Next round of training to be arranged.
Safety Management System	75,825	Nil	WHS-RC /GM	Works Program being formulated.
Asset Management & IPR	112,636	Nil	GM/ DMES/ PO	Works program being formulated.

Project	Budget	Expend	Resp	Comment
Grant Applications				
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"> - Airport terminal building; - 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,

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS CONTINUED

Project	Budget	Expend	Resp	Comment
Grant Applications				
				<p>including increased events and activities focused on first nation culture (bush tucker and Storytime) and environmental awareness and sustainability;</p> <ul style="list-style-type: none"> - Upgraded infrastructure to access, egress, and car parking, including improved drainage and a rain garden to manage water/runoff; - Enhancements to the nearby sewerage plant, reed bed, and UV Water System; and - The construction of the Monkeygar Creek Bird Viewing Platform, restroom, access roads, and car parking facilities in the heart of the Macquarie Marshes. <p style="text-align: right;">Awaiting Outcome Notification</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

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ITEM 4 ELECTION OF MAYOR

(C14-13)

RECOMMENDATION:

1. That Council note that the General Manager or his nominee is the Returning Officer for the purpose of electing the Mayor.
2. That the General Manager or his nominee, as Returning Officer, advise of nominations for the election of Mayor for the one-year term of office, from September 2023 to September 2024;
3. In the event of more than one (1) nomination that Council conduct the election of the Mayor by ordinary ballot and in accordance with the Local Government (General) Regulation 2021; and
4. That following the election, the ballot papers used in the election of the Mayor be destroyed.

PURPOSE

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

BACKGROUND

The report deals with the election of the Mayor. In accordance the NSW Local Government Act 1993, the term of office for a Mayor, elected by Councillors is for a one-year term ending in September 2024.

REPORT

The Local Government Act that sets a Mayoral term for a Councillor elected Mayor to cover a one (1) year period ending September 2024 (mid-term election). This report and the attachments set out the election process.

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

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

RISK IMPLICATIONS

No risks are identified if the process is followed.

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ITEM 4 ELECTION OF MAYOR

CONTINUED

STAKEHOLDER CONSULTATION

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

OPTIONS

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

CONCLUSION

As the position of a Mayor is a requirement under the Local Government Act 1993 and the process requires that a Mayoral election is held mid-term in September 2023. Nominations for Mayor have been issued by the General Manager to all Councillors (Electors).

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION /ATTACHMENTS

Attachment 1: Local Government (General) Regulation 2021 – Schedule 7.

Attachment 2: Office of Local Government (OLG) Circular 23-09 September 2023 Mayoral Elections.

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ITEM 4 ELECTION OF MAYOR

CONTINUED

Attachment 1: Local Government (General) Regulation 2021 – Schedule 7

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

Part 1 – Preliminary

1 Returning Officer

The General Manager (or a person appointed by the General Manager) is the Returning Officer.

2 Nomination

- (1) A Councillor may be nominated without notice for election as Mayor or Deputy Mayor.
- (2) The nomination is to be made in writing by 2 or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the Returning Officer.
- (4) The Returning Officer is to announce the names of the nominees at the Council Meeting at which the election is to be held.

3 Election

- (1) If only one Councillor is nominated, that Councillor is elected.
- (2) If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the Council Meeting at which the Council resolves on the method of voting.
- (4) In this clause:
ballot has its normal meaning of secret ballot; and
open voting means voting by a show of hands or similar means.

Part 2 - Ordinary Ballot or Open Voting

4 Application of Part

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

5 Marking of Ballot-Papers

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

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ITEM 4 ELECTION OF MAYOR

CONTINUED

6 Count – 2 Candidates

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

7 Count – 3 or More Candidates

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

Part 3 - Preferential Ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot – Papers and Voting

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

10 Count

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

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ITEM 4 ELECTION OF MAYOR

CONTINUED

- (4) In this section, *absolute majority*, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

11 Tied Candidates

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

Part 4 – General

12 Choosing by Lot

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

13 Result

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

- a. To be declared to the Councillors at the Council Meeting at which the election is held by the returning officer, and
- b. To be delivered or sent to the Secretary and the Chief Executive Officer of Local Government NSW.

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ITEM 4 ELECTION OF MAYOR

CONTINUED

Attachment 2: Office of Local Government (OLG) Circular 23-10 September 2023 Mayoral Elections

Strengthening local government



Office of
Local Government

Circular to Councils

Circular Details	23-10 / 14 August 2023 / A857262
Previous Circular	22-29, 22-28
Who should read this	Finance Staff / Revenue Professionals / Governance Staff / General Managers / Executive Officers
Contact	Performance Team / 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Councils and Joint Organisations to Implement

Subject

End of Year Reporting Requirements for 2022-23 and Additional Information for 2023-24

What's new or changing

End of year reporting information for the 2022-23 financial year, including annual report checklist, financial data return (FDR) and Financial Assistance (FA) Grant returns and 2023-24 permissible income working papers and calendar of compliance.

What this will mean for your council

- Councils and Joint Organisations (JOs) need to review the attached end of year reporting information.
- Councils and JOs should familiarise themselves with the reporting timeframes when submitting their 2022-23 financial statements, FDR, and FA Grant returns.
- Councils can access and download the annual report checklist, FDR for 2022-23 and FA Grant returns, as well as the 2023-24 Calendar of Compliance.
- The permissible working papers are available for use for the auditing process.

Key points

- Annexure 1 provides information to assist councils in submitting their 2022-23 financial statements and FDR.
- Annexure 2 provides information to assist JOs in submitting their 2022-23 financial statements and FDR.
- The FDR and permissible income working papers will be sent under separately with an explanatory email and will be available on the Office Local Government (OLG) Council Portal, in conjunction with this circular.
- All returns are available at <https://www.olg.nsw.gov.au/council-portal/council-surveys/>.
- The financial statements and FDR are to be sent electronically to OLG by 31 October 2023.
- The FA Grants general return is to be submitted by 31 August 2023 and the National Local Roads (NLRDS) return to be submitted by 30 November 2023.
- Councils are required to submit the permissible income working papers following the auditing process.
- Instructions on where to email the returns are included on the cover sheet of the respective returns.
- Councils are reminded that they must place the Operational Plan, revenue policy and fees and charges on council's website within 28 days of adoption, with the Community Strategic Plan, Resourcing Strategy and Delivery Program.

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ITEM 4 ELECTION OF MAYOR

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Where to go for further information

- The Local Government Code of Accounting Practice and Financial Reporting (the Code) for 2022-23 is available on OLG's website at:
www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/
- The updated permissible income workpapers will be available on OLG's website at:
<https://www.olg.nsw.gov.au/councils/council-finances/financial-guidance-for-councils/rating-and-special-variations/>
- The 2022-23 annual report checklist is available at:
<https://www.olg.nsw.gov.au/councils/policy-and-%20legislation/guidelines-and-policy-information-resources-for-councils/council-annual-reporting-requirements/>
- The 2023-24 Calendar of Compliance can be accessed at:
<https://www.olg.nsw.gov.au/councils/policy-and-legislation/guidelines-and-policy-information-resources-for-councils/council-reporting-calendar-compliance/>
- The FDR, FA Grant general return and NLRD returns can be sourced from the Council Portal at: <https://www.olg.nsw.gov.au/council-portal/council-surveys/>

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ITEM 5 ELECTION OF DEPUTY MAYOR

(C14-13)

RECOMMENDATION:

1. That Council continue the position of Deputy Mayor.
2. That Council note that the General Manager or his nominee is the Returning Officer for the purpose of electing the Deputy Mayor.
3. That the General Manager or his nominee, as Returning Officer, advise of nominations for the election of Deputy Mayor for the one-year term of office, from September 2023 to September 2024;
4. In the event of more than one (1) nomination, that Council conduct the election of the Deputy Mayor by ordinary ballot and in accordance with the Local Government (General) Regulation 2021; and
5. That following the election, the ballot papers used in the election of the Deputy Mayor be destroyed.

PURPOSE

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

BACKGROUND

The report deals with the election of the Deputy Mayor. In accordance with the NSW Local Government Act 1993, the term of office for a Deputy Mayor, elected by Councillors is for the one-year term ending in September 2024.

REPORT

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

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

The recommendation reflects the Council's traditional practices.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 28th September 2023

ITEM 5

ELECTION OF DEPUTY MAYOR

CONTINUED

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

RISK IMPLICATIONS

No risks are identified if the process is followed.

STAKEHOLDER CONSULTATION

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

OPTIONS

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

CONCLUSION

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

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION /ATTACHMENTS

Attachment 1: Local Government (General) Regulation 2021 – Schedule 7.

Attachment 2: Office of Local Government (OLG) Circular 23-09 September 2023 Mayoral Elections

Refer to the Mayoral Election item.

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 6

DELEGATION OF AUTHORITY TO THE MAYOR

(C14-2)

RECOMMENDATION:

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

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

PURPOSE

The Local Government Act 1993 s380 requires Council to review the delegations issued to the Mayor within the first 12 months of the new term of the Council. This was undertaken at the January 2022 Council Meeting, however with the mid-term election of the Mayor, it is proposed to arrange these delegations again.

BACKGROUND

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

REPORT

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 6

DELEGATION OF AUTHORITY TO THE MAYOR

CONTINUED

LEGAL IMPLICATIONS

Council cannot function as a business unless delegations are made to the role of the Mayor similarly requires delegations to be able to represent Council.

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

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

CONCLUSION

Appropriate Delegations should be issued to the Mayor.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION /ATTACHMENTS

Delegations of Authority to the Mayor

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

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 7 DELEGATION OF AUTHORITY TO THE DEPUTY MAYOR

(C14-2)

RECOMMENDATION:

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

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

PURPOSE

The Local Government Act 1993 s380 requires Council to review the delegations issued to the Deputy Mayor within the first 12 months of the new term of the Council following the December 2021 Election. This was undertaken at the January 2022 Council Meeting, however with the mid-term election of the Deputy Mayor, it is proposed to arrange these delegations again.

BACKGROUND

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

REPORT

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

Council cannot function as a business unless delegations are made to the role of the Mayor and Deputy Mayor similarly requires delegations to be able to represent Council.

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION

N/A.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 28th September 2023

ITEM 7 DELEGATION OF AUTHORITY TO THE DEPUTY MAYOR (C14-2)

OPTIONS

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

CONCLUSION

Appropriate Delegations should be issued to the Deputy Mayor.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION /ATTACHMENTS

Delegations of Authority to the Deputy Mayor

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

WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 8 CHRISTMAS CLOSURE

(C14-1)

RECOMMENDATION:

That Council close the Office, Service NSW Agency, Library and Works Depot at the close of business on Friday 22nd December 2023 and reopen on Tuesday 2nd January 2024.

PURPOSE

This report is to request that Council close its Office, Service NSW Agency, Library and Works Depot at the close of business on Friday 22nd December 2023 and reopen on Tuesday 2nd January 2024 inclusive.

BACKGROUND

This year Christmas falls on a Monday requiring staff to be available in the week preceding the standard holiday break.

The Council, at its meeting on Wednesday 21st September 2022, considered a report titled Christmas Closure Report and resolved:

That Council close the Office, Service NSW Agency, Library and Works Depot at the close of business on Friday 23rd December 2022 and reopen on Tuesday 3rd January 2023.

With Christmas 2023 falling on a Monday most people if able to travel, will want to travel on Saturday, 23rd December 2023.

REPORT

This report seeks Council's concurrence to close the Council Offices, Service NSW Agency, the Library and the Works Depot at the close of business on Friday 22nd December 2023 with these facilities reopening on Tuesday 2nd January 2024 after the New Year's Day Public Holiday.

The Ewenmar Waste Depot will be open during this period in the normal times as advertised and closed only on Christmas Day and New Year's Day.

FINANCIAL AND RESOURCE IMPLICATIONS

During Christmas to New Year staff will be required to take leave for the remainder of the closure period from annual leave or other accumulated leave which will be funded through employee leave entitlements. Council will have staff on call during the Christmas period.

LEGAL IMPLICATIONS

No legal implications identified. Council will advise Service NSW that its office is closed for the identified period.

RISK IMPLICATIONS

Council will maintain an on-call workforce and standard works around water and sewer treatment will be undertaken during this period. There is a reasonable chance that some outdoor staff may work between Christmas and New Year particularly in the Roads Section but out of a closed Depot.

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ITEM 8

CHRISTMAS CLOSURE

CONTINUED

STAKEHOLDER CONSULTATION

If adopted by Council, notices shall be placed if possible, in the local paper in December and notices placed at Council's office and on its website and Council's social media outlets in addition to Council's Library.

CONCLUSION

It is proposed that the Council Office, Service NSW Agency, Library and Works Depot close at the close of business on the Friday 22nd December 2023 and re-open on Tuesday, 2nd January 2024.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION /ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL
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ITEM 9 ORGANISATIONAL STRUCTURE

(S12-1.1)

RECOMMENDATION:

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

PURPOSE

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

BACKGROUND

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

This was undertaken at Council's 11th January 2022 Meeting and again following staff changes in the 2022/2023 budget and what was included in all Integrated Planning and Reporting Documents at the September 2022 Meeting (Economic Development and Visitation Manager Position and Office).

There is now a further need for reconsideration due to the amendment of responsibilities for Asset Management moving from the Divisional Manager Finance and Administration to the Divisional Manager Engineering Services. Airport Operations have also been moved from the Infrastructure Project Management Office to the Divisional Manager Engineering Services.

REPORT

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

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

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

Section 333 of the Local Government Act 1993.

WARREN SHIRE COUNCIL
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ITEM 9 ORGANISATIONAL STRUCTURE

CONTINUED

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

Nil.

OPTIONS

Council does not necessarily need to adopt this Organisational Structure.

CONCLUSION

The Organisational Structure detailed and recommended is in accordance with the current Council Workforce Plan and Strategy, budget and all Integrated Planning and Reporting documents.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

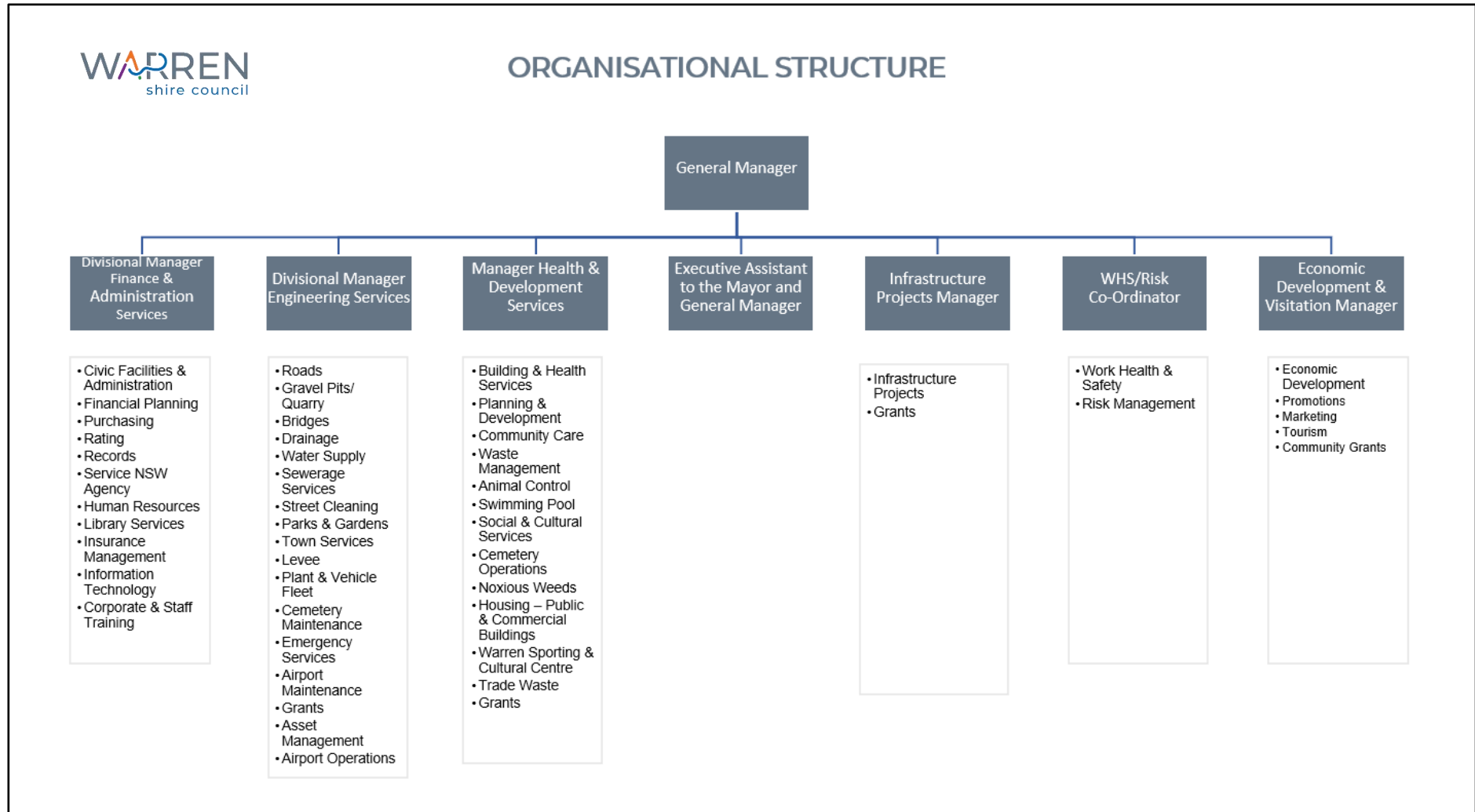
SUPPORTING INFORMATION /ATTACHMENTS

Warren Shire Council Organisational Structure September 2023.

WARREN SHIRE COUNCIL
 Report of the General Manager
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ITEM 9 ORGANISATIONAL STRUCTURE

CONTINUED



WARREN SHIRE COUNCIL
Report of the General Manager
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ITEM 10

MEETING DATES, TIMES AND ORDER OF BUSINESS

(C14-2)

RECOMMENDATION that:

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

Thursday	26th October 2023	Warren
Thursday	7th December 2023	Warren
Thursday	25th January 2024	Warren
Thursday	22nd February 2024	Warren
Thursday	28th March 2024	Warren
Wednesday	24th April 2024	Warren
Thursday	23rd May 2024	Warren
Thursday	27th June 2024	Warren
Thursday	25th July 2024	Warren
Thursday	22nd August 2024	Warren
Thursday	26th September 2024	Warren

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

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

PURPOSE

To set the Council Meeting dates, location and time for the next twelve (12) months and confirm the Order of Business.

BACKGROUND

Council needs to set the future Council Meeting dates till September 2024 (the first meeting of the new Council) to allow appropriate advertising to the public and co-ordination for the year.

WARREN SHIRE COUNCIL
Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 28th September 2023

ITEM 10

MEETING DATES, TIMES AND ORDER OF BUSINESS

CONTINUED

REPORT

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

Anzac Day is on Thursday 25th April 2024 and accordingly a Council Meeting has been set for Wednesday 24th April 2024.

(a) Meeting Dates and Times

The proposed dates for Council Meetings up to September 2024 are as follows:

Thursday	26th October 2023	Warren
Thursday	7th December 2023	Warren
Thursday	25th January 2024	Warren
Thursday	22nd February 2024	Warren
Thursday	28th March 2024	Warren
Wednesday	24th April 2024	Warren
Thursday	23rd May 2024	Warren
Thursday	27th June 2024	Warren
Thursday	25th July 2024	Warren
Thursday	22nd August 2024	Warren
Thursday	26th September 2024	Warren

However, such dates can be altered when:

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

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

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

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

WARREN SHIRE COUNCIL
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ITEM 10 MEETING DATES, TIMES AND ORDER OF BUSINESS

CONTINUED

- Confidential Matters;
- Conclusion of the meeting; and
- Presentations.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Section 365 of the Local Government Act 1993 – Council is required to meet at least ten (10) times each year, each time in a different month.

RISK IMPLICATIONS

Council must meet at least ten (10) times per year, each time in a different month and meeting arrangements must be made to reduce any risk of this not happening.

STAKEHOLDER CONSULTATION

N/A.

OPTIONS

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

CONCLUSION

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

In the next twelve (12) months the exception would be Wednesday 24th April 2024, the day just before Anzac Day.

The first meeting of the new Council is also set in September 2024.

Order of business is in accordance current Code of Meeting Practice and previous arrangements.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities.

SUPPORTING INFORMATION /ATTACHMENTS

Nil.

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 28th September 2023

ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 2023

(B1-10.16)

RECOMMENDATION:

That the Statements of Bank and Investments Balances as at 31st August 2023 be received and noted.

PURPOSE

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

BACKGROUND

Clause 212 of the Local Government (General) Regulation 2005 requires the Responsible Accounting Officer to provide a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act.

REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 31st August 2023.

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance		Balance
	31-Jul-23	Transactions	31-Aug-23
General	11,074,887.11	2,031,720.21	13,106,607.32
Water Fund	919,660.77	107,298.05	1,026,958.82
Sewerage Fund	2,076,791.24	87,795.58	2,164,586.82
North Western Library	88,775.55	1,493.67	90,269.22
Trust Fund	253,189.17	1,035.54	254,224.71
Investment Bank Account	(6,266,434.79)	(2,997,110.16)	(9,263,544.95)
	8,146,869.05	(767,767.11)	7,379,101.94

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 28th September 2023

ITEM 1

RECONCILIATION CERTIFICATE – AUGUST 2023

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	7,379,101.94
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
Balance as per Ledger Accounts less Investments =	7,379,101.94

INVESTMENTS RECONCILIATION

Investments as at 31st August 2023

No.	Institution	Amount	Term & Rate	Maturity Date
	National Australia Bank	221,009.33	Variable	On Call A/c
1	National Australia Bank	3,000,000.00	91 days @ 4.90%	23-Nov-23
10	National Australia Bank	3,000,000.00	91 days @ 4.90%	27-Nov-23
12	National Australia Bank	3,032,535.62	91 days @ 5.05%	18-Sep-23
40	National Australia Bank	10,000.00	30 days @ 1.25%	19-Sep-23
TOTAL INVESTMENTS =		9,263,544.95		

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	3,536,039.57
Internally Restricted Funds Invested	5,953,214.00
2023/24 General Fund Operating Income & Grants	7,153,393.32
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	16,642,646.89

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
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ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 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 Chambers, Warren on Thursday 28th September 2023

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 20th September 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 20th September 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 28th September 2023

ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

20th September 2023

Name of Rate	COLLECTIONS FOR YEAR				NETT ARREARS		
	NETT ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	265,783	5,447,292	5,713,075	1,586,611	27.77%	4,126,464	72.23%
Warren Water Fund	85,336	562,934	648,270	198,070	30.55%	450,200	69.45%
Warren Sewerage Fund	94,484	597,657	692,141	206,951	29.90%	485,190	70.10%
TOTAL 2022/2024	445,603	6,607,883	7,053,486	1,991,632	28.24%	5,061,854	71.76%
TOTAL 2022/2023	321,306	6,297,468	6,618,774	2,336,669	35.30%	4,282,105	65.10%
TOTAL 2021/2022	303,871	6,100,462	6,404,333	2,191,630	34.22%	4,212,703	65.78%
TOTAL 2020/2021	318,952	5,939,424	6,258,376	1,931,662	30.87%	4,326,714	69.13%
TOTAL 2019/2020	178,732	5,771,993	5,950,725	1,925,413	32.36%	4,025,312	67.64%
		12-Sep-19	11-Sep-20	09-Sep-21	08-Sep-22	20-Sep-23	
COLLECTION FIGURES AS \$		1,925,413	1,931,662	2,191,630	2,336,669	1,991,632	
COLLECTION FIGURE AS %		32.36%	30.87%	34.22%	35.30%	28.24%	

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 28th September 2023

ITEM 3 WORKS PROGRESS REPORT – FINANCE & ADMINISTRATION PROJECTS (C14-7.1, C9-1)

RECOMMENDATION:

That the information be received and noted.

The following are details of the projects undertaken by the Finance and Administration Department for the 2023/2024 financial year.

Project	Budget	Expend	Resp	Comment
Public Library Infrastructure Grants – “Doorways to Open-Air Library”.	\$317,246	\$5,692	DMFA LIB IPM	This value represents total carry over funds available from 2022/23 year. B Creative and Barnsons have been engaged to undertake these works.
Office Equipment Purchases – PC Purchases – Electronic Records Management System Investigation/Implementation	\$101,840	\$8,276	DMFA	New office equipment purchases, PC’s and other as needed. Additionally Investigate/Implement Electronic Records Management System together with other ICT Strategic Action matters.

ACRONYMS

GM - General Manager

DMFA - Divisional Manager Finance & Administration

ICT – Finance Clerk – Rates & Water / Information Communication Technology

MHDS – Manager Health & Development Services

LIB – Librarian

IPM – Infrastructure Projects Manager

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Chambers, Warren on Thursday 28th September 2023

ITEM 4 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2023

(A1-5.40)

RECOMMENDATION:

That Council note the list of Internally Restricted Funds as at 30th June 2023 included in Council's 2022/2023 General Purpose Financial Statements, understanding they are an estimate at present and will be finalised within the end of financial year audit initiative.

PURPOSE

To inform Council of the list of internal restricted funds as at 30th June 2023.

BACKGROUND

At the end of each accounting year funds voted for specific purposes or those to be carried forward are set aside or internally restricted. Council has full discretion on the allocation of any internal restrictions, the only stipulation is they must be fully cash funded.

REPORT

At the end of the 2022/2023 Financial Year, Council are intending to have internal restrictions with a total estimated value as at 30th June 2023 of \$8,511,463.

Listed below is a summary on each of the internally restricted items as at 30th June 2023, which at this stage are likely to be funded for 2023/24 budget and cash backed, however this will ultimately be an estimate until such time as final audit undertaking occurs before end of October 2023.

If any Councillor requires further explanation on any item regarding the internal restrictions prior to the council meeting, please contact either the Divisional Manager of Finance & Administration.

Financial Assistance Grant - \$3,826,431 – Council received an advance payment of the 2023/2024 grant from the NSW Grants Commission 27th June 2023.

Employees Leave Entitlements - \$400,000 - These funds have been restricted to cover a proportion of Council's discounted leave liability, which equates to 27.50% coverage.

Election Expenses - \$19,865 – These funds have been set aside each year to help cover the cost of the next Local Government Elections scheduled for September 2024.

Integrated Planning & Reporting – Asset Management Planning - \$56,212 - These funds have been restricted for costs associated in the development of plans and asset management system implementation required under the Integrated Planning & Reporting framework.

Public Liability & Professional Indemnity Insurance Claims Excess - \$25,000 - These funds have been restricted in the event of any major claims being lodged against Council, each insurance claim carries an excess of \$12,500.

Risk & WHS Management - \$75,825 – These funds are rebates received from our insurers for meeting their set targets over the years, they have been restricted to undertake various compulsory audits, reviews and implementation of Council's Risk Management & WHS responsibilities.

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 28th September 2023

ITEM 4 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2023

CONTINUED

Mobile Phone Replacement - \$3,600 – These funds have been restricted for the ongoing replacement of the Telstra Tough mobiles to newer items to ensure viability with use of network services available.

Emergency Management Planning - \$14,363 - These funds have been carried forward for the preparation/revision of the Warren Shire Emergency Plans.

Levee M&R – \$72,490 – Carryover funds for major levee maintenance works.

Natural Resource Management (NRM) - \$30,218 – Funds restricted for ongoing works on NRM projects.

Rural Addressing - \$2,000 – Funds carried forward to review rural addressing system.

CBD – Supply of Paint - \$3,237 – Funds carried forward for the supply of paint to CBD businesses.

Street Lighting – \$11,662 – Funds carried forward for a full review of street lighting with the possibility to converting to LED's.

Computer Hardware/Software Upgrades - \$56,840 – Funds carried forward for the replacement of computer and printer and hardware.

Dwellings – Specific M & R - \$11,741 - These funds have been restricted to undertake renewal works required on Council's dwellings.

Warren Lawn Cemetery – Stage 3 - \$86,827 – Funds carried forward to finalise Stage 3 of the lawn cemetery upgrade.

Parks Improvement Program - \$46,480 – Funds for improvements to the playground areas in Councils' parks.

New Lions Park Toilet - \$14,993 – Funds carried forward to be added to the grant and bequeathment received for the installation of a new toilet block at Lion's Park.

CBD Improvements - \$5,462 – Funds carried forward for the CBD improvements in accordance with the Town Improvement/Promotions Committees recommendation to Council.

Urban Street Heavy Patching - \$192,383 – Funds carried forward for heavy patching of Cobb Lane as adopted in the 2018/19 Operational Plan.

Urban Street Resheeting - \$22,950 – Unspent funds carried forward from 2021/2022.

Footpaths – XC Rated - \$15,756 – Funds carried forward for the renewal of XC Rated footpaths in the town and villages.

Kerb & Guttering – XC Rated - \$15,545 – Funds carried forward for the renewal of kerb & guttering in the town and villages.

Overflow Bridge – Major Repairs - \$85,000 – Funds carried forward from the 2019/20 Operational Plan to undertake major repairs on the bridge.

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 28th September 2023

ITEM 4 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2023

CONTINUED

Airport Terminal Building - \$44,639 – Funds carried forward to be added to the grant received for the construction of a new terminal building as resolved at the October 2021 Council Meeting.

Airport Land Sales - \$56,620 – Funds held for future development or infrastructure needs at the Airport.

Operational Land Reserve - \$201,073 – Reserves set aside for the future development of Council operational land.

Infrastructure Improvement/Replacement - \$1,456,524 – These funds have been restricted for future improvements or replacement of Council's infrastructure assets, to be determined by Council.

Tiger Bay Wetlands - \$18,071 – Set aside for future use at Tiger Bay wetlands area.

Crown Reserves Management Plan - \$8,228 – Funds to facilitate Crown Reserve Management Plans.

Rural Addressing - \$2,000 – Future rural addressing funding.

Economic Development or Visitor Management - \$39,926 – Set aside to fund future Economic Development or Visitor Management program costs.

Road Safety Free Cuppa - \$2,000 – Road Safety Campaign.

Economic Development External Audit Rd 2 - \$2,500 – To fund external audit of economic development.

Animal Shelter Replacement - \$60,000 – Animal Shelter replacement funds required.

Dwellings Renewal - \$60,000 – Funds to be used on future cost of Dwelling Renewals, taken from Infrastructure Improvement/Replacement Reserve as resolved by Council, funds not spent at 30/06/2023.

Dwellings Construction x 2 - \$50,123 – Unspent funds needed to facilitate ongoing costs that arise from the 2 dwellings constructed prior years.

56 Garden Avenue Refurbishment - \$56,145 – Funds to be used on future cost of 56 Garden Avenue refurbishment, taken from Infrastructure Improvement/Replacement Reserve as resolved by Council, funds not spent at 30/06/2023.

Carter Oval Redevelopment - \$233,052 – Funds to be used on future cost of redevelopment, taken from Infrastructure Improvement/Replacement Reserve as resolved by Council, funds not spent at 30/06/2023.

Memorial Pool Re-lining - \$405,455 – Funds to be used on future cost of re-lining project, taken from Infrastructure Improvement/Replacement Reserve as resolved by Council, funds not spent at 30/06/2023.

Plant Replacement – Heavy Plant - \$720,227 – Funds carried forward for Council's heavy plant replacement program.

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 28th September 2023

ITEM 4 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2023

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

Internally restricted funds are at the discretion of Council there are no financial implications, there may be resource implications if new projects are added to the annual operational plan requiring external parties to undertake projects.

LEGAL IMPLICATIONS

N/A.

RISK IMPLICATIONS

N/A.

CONCLUSION

This report is to provide a comprehensive listing of Council's internally restricted funds as at 30th June 2023.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

1. List of internal restrictions held as at 30th 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 Chambers, Warren on Thursday 28th September 2023

ITEM 4 INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2023

CONTINUED

**WARREN SHIRE COUNCIL
INTERNALLY RESTRICTED FUNDS AS AT 30TH JUNE 2023**

DESCRIPTION	BALANCE	TRANSFERS		BALANCE
	30-Jun-22	TO	FROM	30-Jun-23
FAG Advance Payment	2,532,373	3,826,431	2,532,373	3,826,431
Employee's Leave Entitlements	400,000			400,000
Election Expenses	10,865	9,000		19,865
IP&R - Asset Management Planning	69,532		13,320	56,212
P.L.& P.I. Claims Excess	25,000			25,000
Risk & WHS Management Costs	75,825			75,825
Mobile Phone Replacement	7,500		3,900	3,600
Emergency Management Planning	14,363			14,363
Levee M&R	45,000	27,490		72,490
Natural Resource Management Works	30,218			30,218
Rural Addressing	5,516		3,516	2,000
CBD - Supply of Paint	3,237			3,237
Street Lighting	11,662			11,662
Advertising the Area & Booklet Printing	22,430		22,430	0
Economic Development Programs	20,000		20,000	0
Computer Software/Hardware Upgrades	61,840		5,000	56,840
Ewenmar Waste Depot - Management Plan	115,458		115,458	0
Dwellings - Specific M & R	31,741		20,000	11,741
Warren Lawn Cemetery - Stage 3	109,904		23,077	86,827
Library - Grant Design & Tender	6,800		6,800	0
Swimming Pool Specific Improvements	13,000		13,000	0
Parks Improvement Program	66,480		20,000	46,480
New Lions Park Toilet	52,000	16,000	53,007	14,993
Showground/Racecourse Improvements	0			0
CBD Improvements	52,732		47,270	5,462
New CBD Toilet	140,000		140,000	0
Urban Streets - Heavy Patching	192,383			192,383
Urban Street - Resheeting	22,950			22,950
Footpath Replacement - XC Rated	15,756			15,756
K&G Replacement - XC Rated	15,545			15,545
Rural Road Reseals	0			0
Overflow Bridge Major Repairs	85,000			85,000
Airport Terminal Building (Part Cost)	60,000		15,361	44,639
Airport Land Sales	0	56,620	0	56,620
Operational Land Reserve	201,073			201,073
Infrastructure Improvement/Replacement	2,235,627	176,352	955,455	1,456,524
Grant Fund Application Co-contributions	14,250		14,250	0
Plant Replacement - Light Vehicles	14,389		14,389	0
Tiger Bay Wetlands	0	18,071	0	18,071
Crown Reserves Management Plans	0	8,228	0	8,228
Rural Addressing	0	2,000	0	2,000
Economic Development Visitor Management Items	0	39,926	0	39,926
Road Safety Free Cuppa	0	2,000	0	2,000
Economic Development External Audit Rd 2	0	2,500	0	2,500
Animal Shelter Replacement	0	60,000	0	60,000
Dwellings Renewals	0	60,000	0	60,000
Dwellings Construction x 2	0	50,123	0	50,123
56 Garden Avenue Refurb	0	90,000	33,855	56,145
Carter Oval Redevelopment	0	460,000	226,948	233,052
Memorial Pool Re-Lining	0	405,455	0	405,455
Plant Replacement - Heavy Plant	919,551	73,000	272,324	720,227
TOTAL RESTRICTED FUNDS =	7,700,000	5,383,196	4,571,733	8,511,463

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 28th August 2023

ITEM 5 SERVICE NSW AGENCY AGREEMENT

(R6-6)

RECOMMENDATION:

That Council authorise the General Manager (other required staff) to sign and execute the agreement on behalf of Council, to maintain this service provision to Warren residents and the wider community.

PURPOSE

To advise Council of Service NSW's updated agency agreement, received 25th August 2023, which is effective from 1st January 2024 for 3 years with a 1-year extension.

BACKGROUND

Warren Shire Council has had an Agency Agreement with varying State Government Departments for the provision of motor vehicle registration and licencing services for over 30 years.

REPORT

Council has received Service NSW updated agency agreement, effective from 1st January 2024 over a 3-year period, with an extension option of 1 year thereafter.

The fee proposal is set at \$7,584.19 (Ex GST) per month which is approximately a 6% increase compared to the prior agreement fee structure, though there is a base line quantity of transactions KPI which may impact this payment up or down. Warren Shire Council has been well below the indicated KPI for transactions in the past, which has not impacted the fee structure.

Should Service NSW deem appropriate there exists a clause for which this base line KPI can be addressed, adjusted down due to not meeting minimum requirements, or uplifted should they be exceeded. Again, it is anticipated that there will be minimal impact of this in occurrence.

The revised agreement has little change to that of prior agreement executed, there are inclusions for purposes of clarity and other privacy-based clause defined added for statutory or legal obligations.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

Nil.

OPTIONS

Council may, at its discretion, choose to not sign the agency agreement and no longer support this offering of service in part with Service NSW.

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 28th August 2023

ITEM 5 SERVICE NSW AGENCY AGREEMENT

CONTINUED

CONCLUSION

Continuation of the services delivered under this agreement are essential to the Warren Shire community.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

1.1.1 Local access to essential services and less out-reach of these essential services.

SUPPORTING INFORMATION / ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday 28th September 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, Roads Infrastructure Manager and Flood Restoration and Special Projects Manager.

ACRONYMS

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

**Roads M & R (Maintenance and Repair) Budget and Works from
8th August to 3rd September 2023**

PROGRAM	BUDGET	EXPENDITURE
Urban Sealed Roads	\$61,576	\$2,209
Parking Areas	\$5,677	Nil
Kerb and Guttering	\$20,000	\$10,921
Footpaths	\$39,738	\$10,510.91
Urban Unsealed Roads	\$29,455	\$1,012
Rural Sealed Roads	\$408,738	\$8,515
Rural Unsealed Roads	\$1,135,383	\$156,244
Rural Bridges	\$15,000	Nil
Regional Sealed Roads	\$815,500	\$36,596
Regional Unsealed Roads	\$119,061	\$410
Regional Bridges	\$15,000	Nil
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	TBA	Nil
Fixing Local Roads Pothole Repair Round	\$199,079.53 (Carryover from 2022/2023)	\$88,985
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 28th September 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

PROGRAM	BUDGET	EXPENDITURE																																																																					
*March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction *Some expenditure includes both Maintenance and Emergency Works (EW) Spending	\$1,252,622.95	\$482,163.71																																																																					
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March 2021 AGRN 960 Flood and Storm Damage Essential Public Asset Reconstruction Works – Regional Roads – Package 1	\$619,162.88	\$124,309																																																																					
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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 28th September 2023

ITEM 1

WORKS PROGRESS REPORTS – ROADS

CONTINUED

PROGRAM	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	\$1,477,941.62																														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">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;">\$862,766.62</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;">\$215,175</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	\$862,766.62	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	\$215,175
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	Collie -Trangie Road Rehabilitation		\$100,000	Nil																												
	Marthaguy Road Rehabilitation		\$100,000	Nil																												
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	Marthaguy Road Heavy Patching		\$215,175	\$215,175																												

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

PROGRAM	BUDGET			EXPENDITURE
September, October, November, December 2022 ARGN 1034 Flood and Storm Damage – Immediate Reconstruction Works	\$2,337,685			\$623,139
	Road Name	Budget	Expenditure	
	Carinda Road	\$904,120	Nil	
	Collie – Trangie Road	\$238,875	\$138,417	
	Marthaguy Road	\$258,300	\$25,830	
	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			

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MAINTENANCE

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	RR202 Marthaguy Road	Shoulder Grading 8km Completed	7/8/23 To 3/9/23
Grader Crew 2 (Three-man crew)	SR97 Kianga-Marebone Road	Grading 10km Completed	21/8/23 to 3/9/23
Grader Crew 3 (Three-man crew)	SR34 Pleasant View Lane	Grading 12km Completed	7/8/23 to 20/8/23
	SR34 Pleasant View Lane	Grading 4.5km Completed	21/8/23 to 3/9/23
	SR51 Oakley Road	Grading 2km Completed	21/8/23 to 3/9/23
Grader Crew 4 (Three-man-crew)	RR7516 Billybingbone Rd	Grading 8km Completed	7/8/23 to 20/8/23
	RR333 Carinda Road	Fixing up Floodways	21/8/23 to ongoing
	SR11 Catons Road	Grading 4km Completed	21/8/23 to 3/9/23
Grader Crew 5 (Three-man crew)	Recruitment of operators underway.		

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WORKS PROGRESS REPORTS – ROADS

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WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Paveline (Tar Patching)	SR58 Nevertire Bogan	Patching 28 holes	400L	4.5 tonne
	RR7515 Warren Rd	Patching 91 Holes	1,000L	10 tonne
	SR347 Collie Trangie Rd	Patching 27 Holes	350L	3.5 tonne
	SR68 Bundemar Rd	Patching 56 Holes	1,300L	13 tonne
	RR333 Carinda Road	Patching 145 holes	1,400L	14.tonne
	SR 66 Wambianna Road	Patching 137 Holes	2,400L	24 tonne
	RR347 Collie-Trangie Road	Patching 128 Holes	1,100L	11 tonne
Hand Patching Truck	SR73 Udora Rd	Patching 60 Holes	1,000L	10 tonne
	RR 333 Carinda Rd	Patching 25 Holes	1,100L, 200M Edges	11 tonne
	RR202 Marthaguy Rd	Patching 20 Holes	600L 42M Edges	6 tonne
	RR 333 Carinda Rd	Patching 25 Holes	1,100L, 200M Edges	11 tonne
	RR202 Marthaguy Rd	Patching 20 Holes	600L 42M Edges	6 tonne
	RR333 Carinda Road	Patching 137 Holes	1,400L	14 tonne
	RR 333 Carinda Rd	Patching 167 Holes	2,900L 207M Edges	29 tonne

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WORKS PROGRESS REPORTS – ROADS

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WORK CREW	LOCATION	ACTIVITY	WORK UNDERTAKEN
Roadside Maintenance Team	SR64 Ellengerah Rd	Slashing	64km
	SR65 Old Warren Rd	Slashing	36km
	SR65 Old Warren Rd	Guide posting	
	SR66 Wambianna Road	Road Spraying Guidepost/Guiderail/Signs	
	SR37 Collie Road	Road Spraying Guidepost/Guiderail/Signs	
	SR347 Collie-Trangie Road	Road Spraying Guidepost/Signs	
	RR202 Marthaguy Road	Road Spraying Guidepost/Signs	
	RR7515 Warren Road	Road Spraying Guidepost/Signs	
	SR35 Bourbah Road	Road Spraying Guidepost/Signs	
	Oxley Highway	Fixing up Signs	

UPCOMING WORKS (SEPTEMBER - OCTOBER 2023)

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	RR7515 Warren Road	Rehabilitation/Construction
Grader Crew 2 (Three-man crew)	RR7515 Warren Road	Rehabilitation/Construction
Grader Crew 3 (Three-man crew)	SR35 Bourbah Road	Shoulder Grading
	SR75 Pine Clump Soldiers Road	Grading Formation
Grader Crew 4 (Three-man crew)	SR11 Catons Road	Grading Formation/Flood Work
	SR18 Mannix Road	Grading Formation
Grader Crew 5 (Three-man crew)	Being Arranged	

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WORKS PROGRESS REPORTS – ROADS

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Project	Budget	Expend	Resp	Comment
Capital Works In Progress				
*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	\$5,462	Nil	DMES	Investigation and design work for CBD Improvement Program, nearing completion.
RR 7515 Warren Road Reconstruction	\$3,684,320	\$1,329,371	DMES/ RIM	New culverts, widening of road, and pavement rehabilitation. Culverts delivered. Culvert installation has commenced. Toucan Pit Material for the Project pushed up and mixed. Pavement works commenced.
Gunningba Estate Investigation and Design	\$30,000	Nil	DMES	Quotations for work being analysed.
REPAIR Program 2023/2024 Regional Road Repair RR202 Marthaguy Road	\$900,000	Nil	DMES/ RIM	Waiting on approval from NSW State Government Budget.
Gravel Resheeting Priority Roads 1. Old Warren Road 2. Colane Road 3. Buddabadah Road 4. Gradgery Lane	\$410,000	\$15,476	DMES/ RIM	Gradgery Lane complete. Colane Road complete. Old Warren Road Ongoing.
Bridges Renewal Program RR 7515 Warren Road 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 are complete, power pole relocation being progressed. Waiting for Country Roads funding deed. Tender document ready.
Footpath Replacement	\$15,756	Nil	DMES/ RIM	Works commenced.

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WORKS PROGRESS REPORTS – ROADS

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Project	Budget	Expend	Resp	Comment
Kerb and Gutter Renewal	\$15,545	Nil	DMES/ RIM	Works Commenced.
Urban Unsealed Roads Resheeting	\$15,000	Nil	DMES/ RIM	
Rural Sealed Roads Reseals (Roads to Recovery)	\$600,258	Nil	DMES/ RIM	Program being formulated. Waiting on program approval by Commonwealth Government.
Urban Sealed Roads Reseals (Roads to Recovery)	\$55,000	Nil	DMES/ RIM	Program being formulated. Waiting on program approval by Commonwealth Government.

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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	Works to be undertaken in 2nd quarter of 2023/2024 Financial Year.
Macquarie Park Roadway Bitumen Reseal	\$12,285	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	\$565,000	Nil	DMES	DA has been approved. Contractors getting ready to mobilise. .
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) and Fixing Local Roads Round 4 Nevertire – Bogan Road Segment 4,6,8 and 10 Rehabilitation.	\$3,496,725 Made up of \$2,797,380 grant & \$699,345 Council	Nil	DMES/ RIM	Planning underway. Review of Environmental Factors- Consultant has been appointed. Gravel material pushed up and mixed at Toucan Pit.

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Project	Budget	Expend	Resp	Comment
Grant Applications				
*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. Awaiting approval. Unsuccessful.
*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. Awaiting approval. Unsuccessful.
*Infrastructure Betterment Program S R9 Booka Road, RR7516 Billybingbone Road	\$1,547,717 Made up of \$1,266,350 IBR and \$281,367 DRRF AGRN 960 Pk 1	Nil	DMES	Gravel Resheeting of Booka Road (Segments 34, 36, 42, 50) and Billybingbone Road (Segments 0-6). Unsuccessful.

WARREN SHIRE COUNCIL

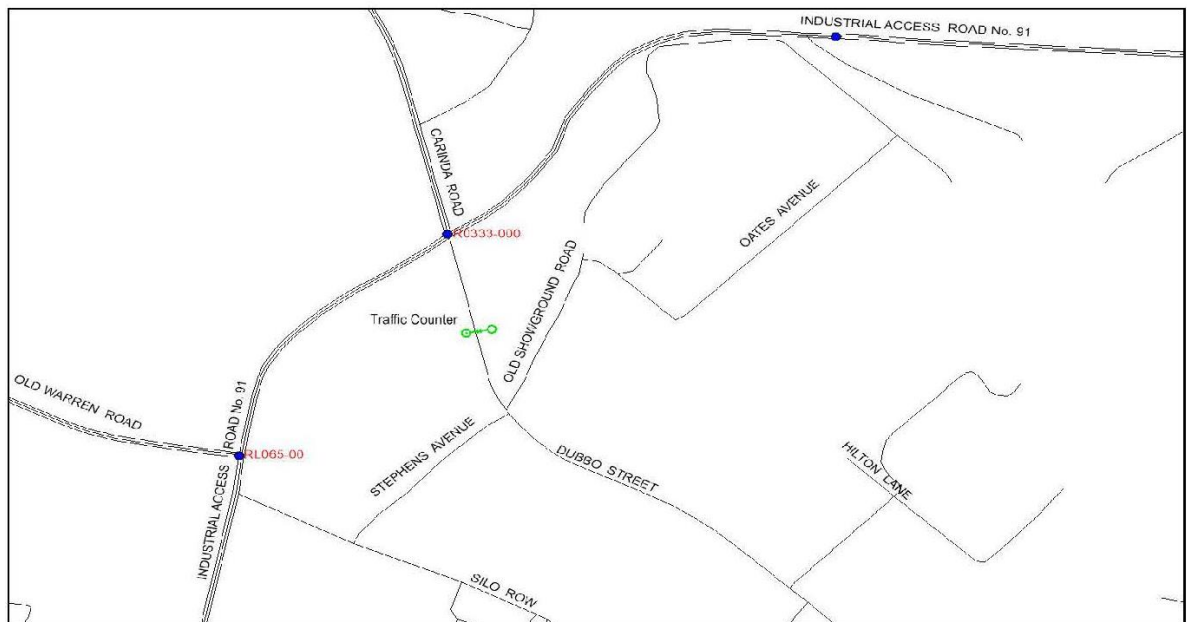
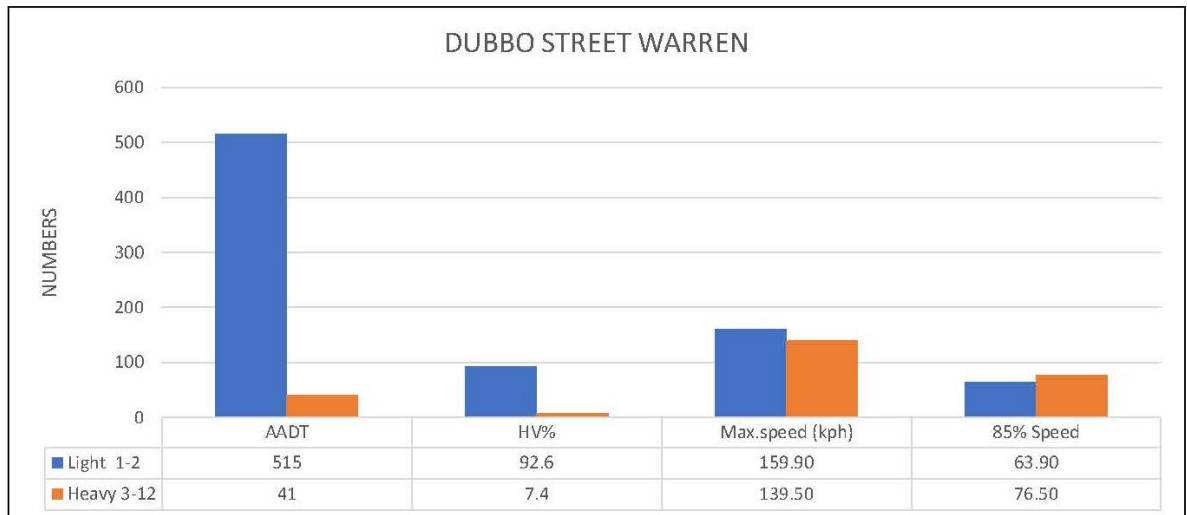
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WORKS PROGRESS REPORTS – k\) o

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TRAFFIC CLASSIFIER REPORT		DUBBO STREET WARREN			
Location		Segment 00			
Period of Operation (Days)		31	1/08/2023	to	1/09/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	515	92.6	159.90	63.90
Heavy	3-12	41	7.4	139.50	76.50
Total		556	100		
Average percentile across classes			70.2	Km/H	

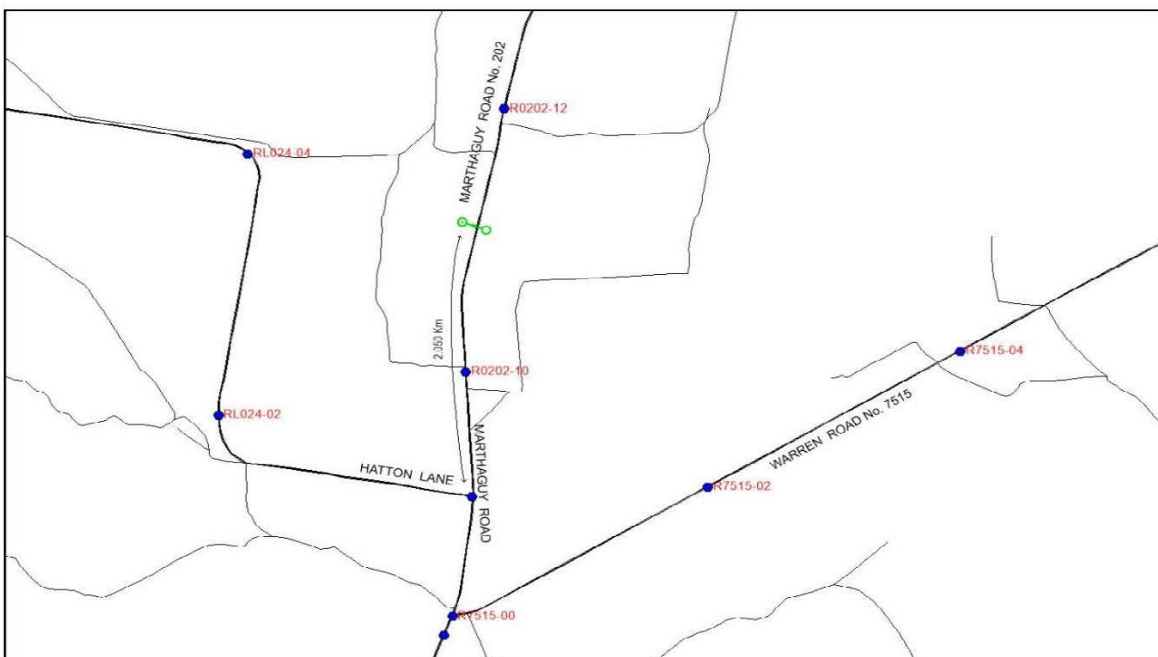
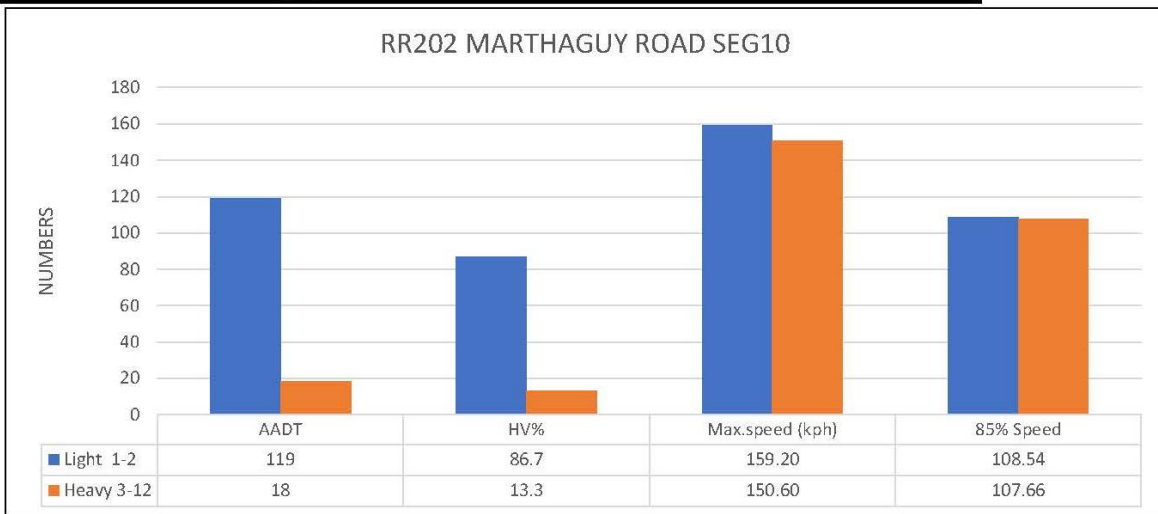


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TRAFFIC CLASSIFIER REPORT		RR202 MARTHAGUY ROAD			
Location		Segment 10			
Period of Operation (Days)		31	1/08/2023	to	1/09/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	119	86.7	159.20	108.54
Heavy	3-12	18	13.3	150.60	107.66
Total		137	100		
Average percentile across classes			108.1	Km/H	



WARREN SHIRE COUNCIL

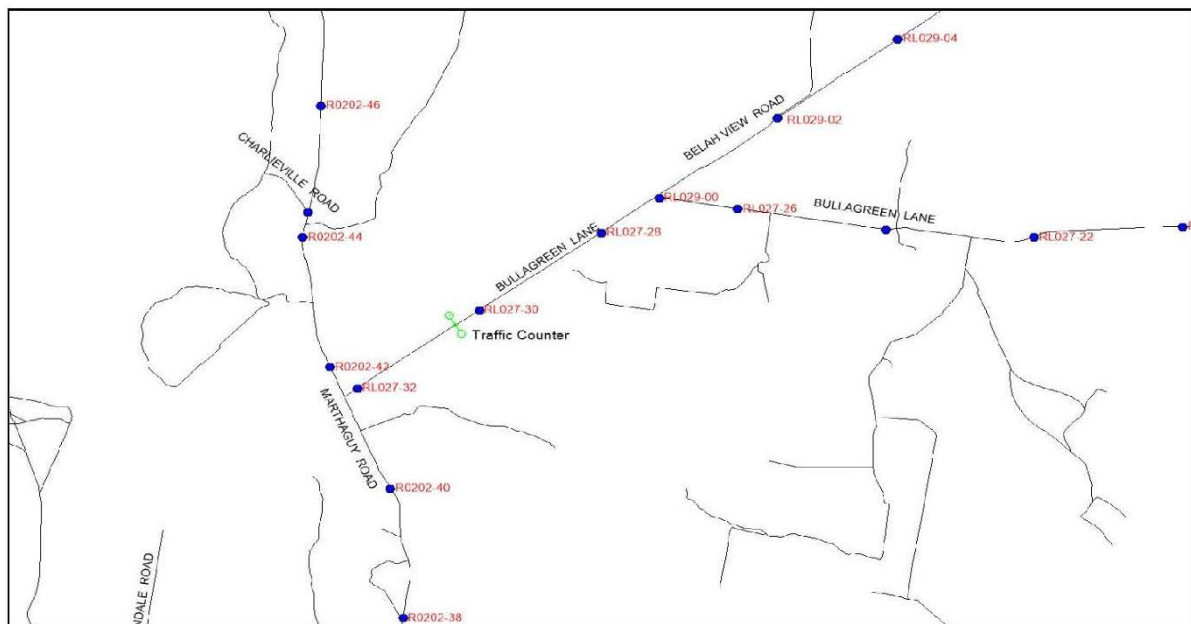
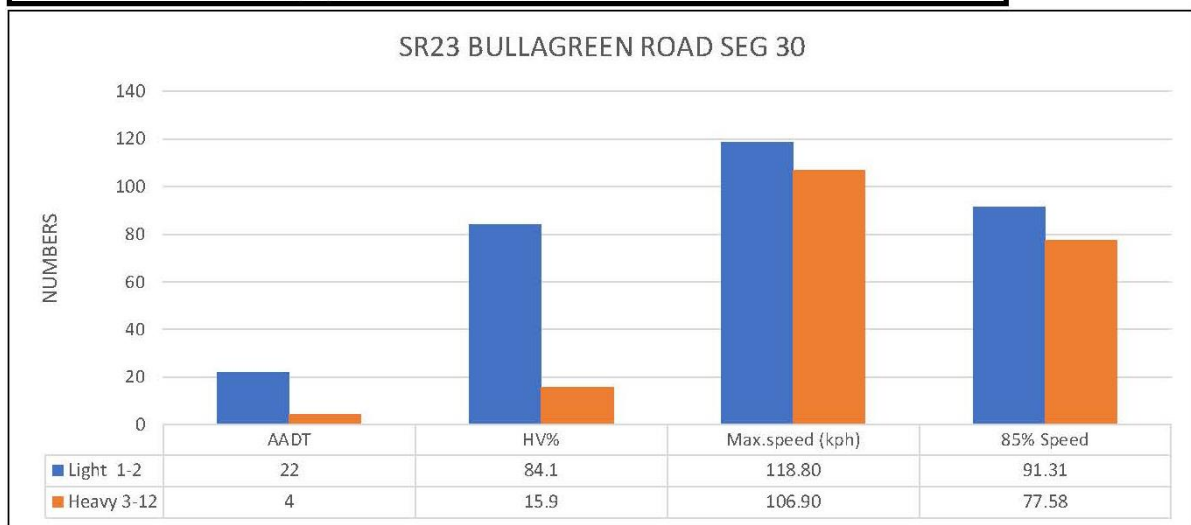
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TRAFFIC CLASSIFIER REPORT		SR27 BULLAGREEN ROAD			
Location		Segment 30			
Period of Operation (Days)		31	1/08/2023	to	1/09/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	22	84.1	118.80	91.31
Heavy	3-12	4	15.9	106.90	77.58
Total		26	100		
Average percentile across classes			84.4	Km/H	



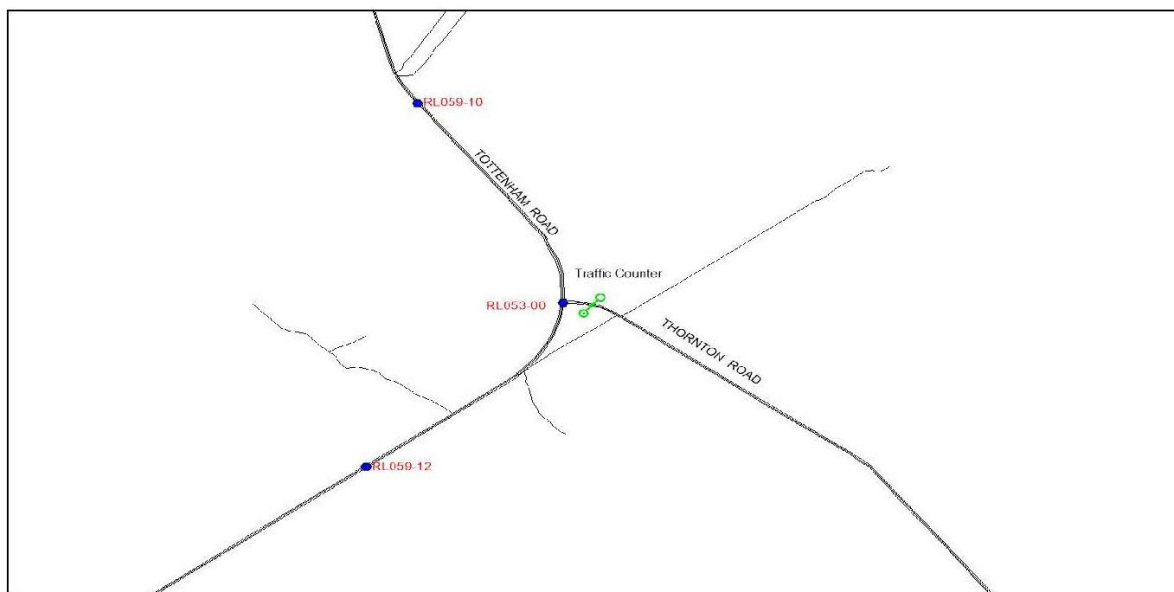
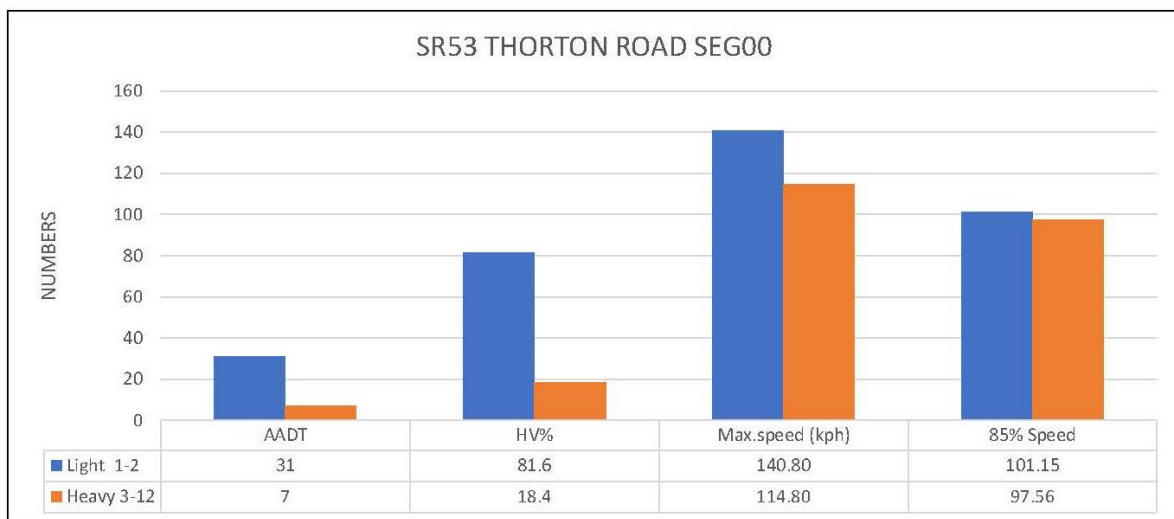
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TRAFFIC CLASSIFIER REPORT		SR53 THORTON ROAD			
Location		Segment 00			
Period of Operation (Days)		31	1/08/2023	to	1/09/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	31	81.6	140.80	101.15
Heavy	3-12	7	18.4	114.80	97.56
Total		38	100		
Average percentile across classes			99.4	Km/H	



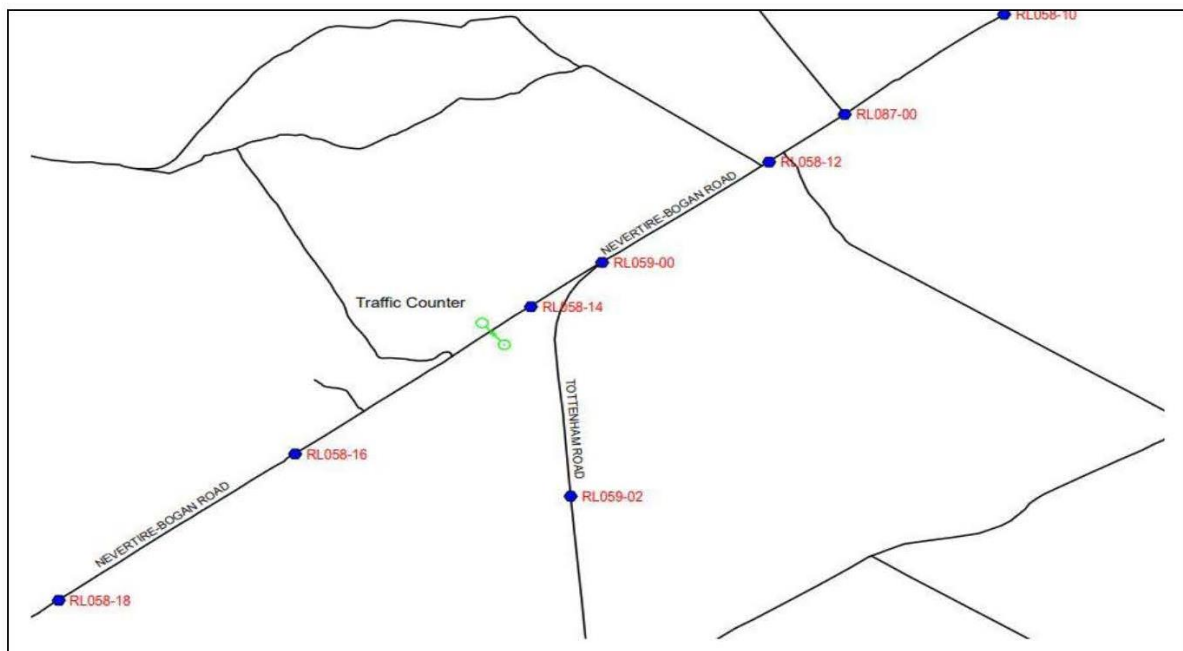
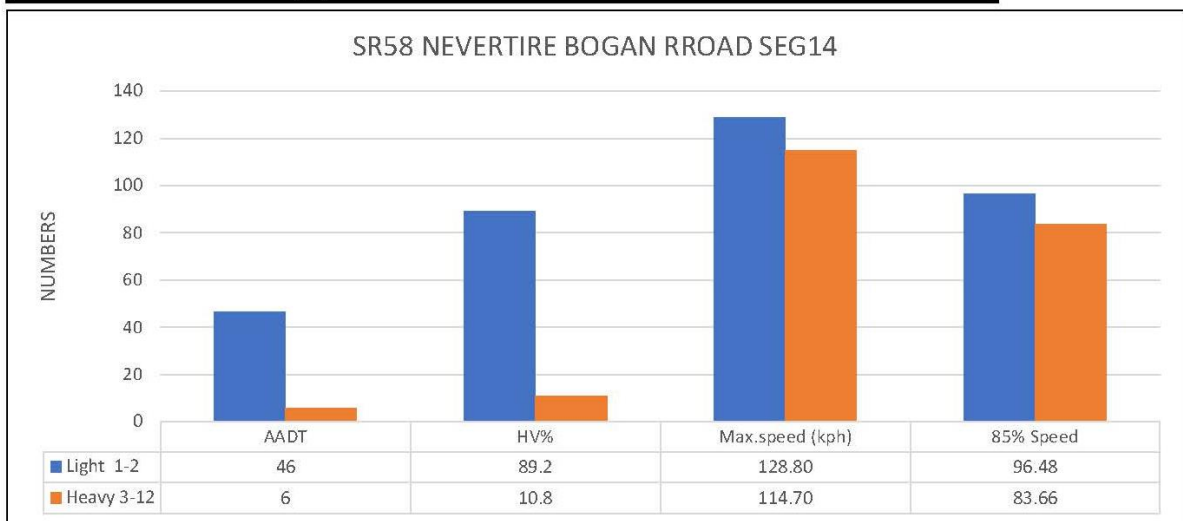
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TRAFFIC CLASSIFIER REPORT		SR58 NEVERTIRE BOGAN ROAD			
Location		Segment 14			
Period of Operation (Days)		31	1/08/2023	to	1/09/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	46	89.2	128.80	96.48
Heavy	3-12	6	10.8	114.70	83.66
Total		52	100		
Average percentile across classes			90.07	Km/H	



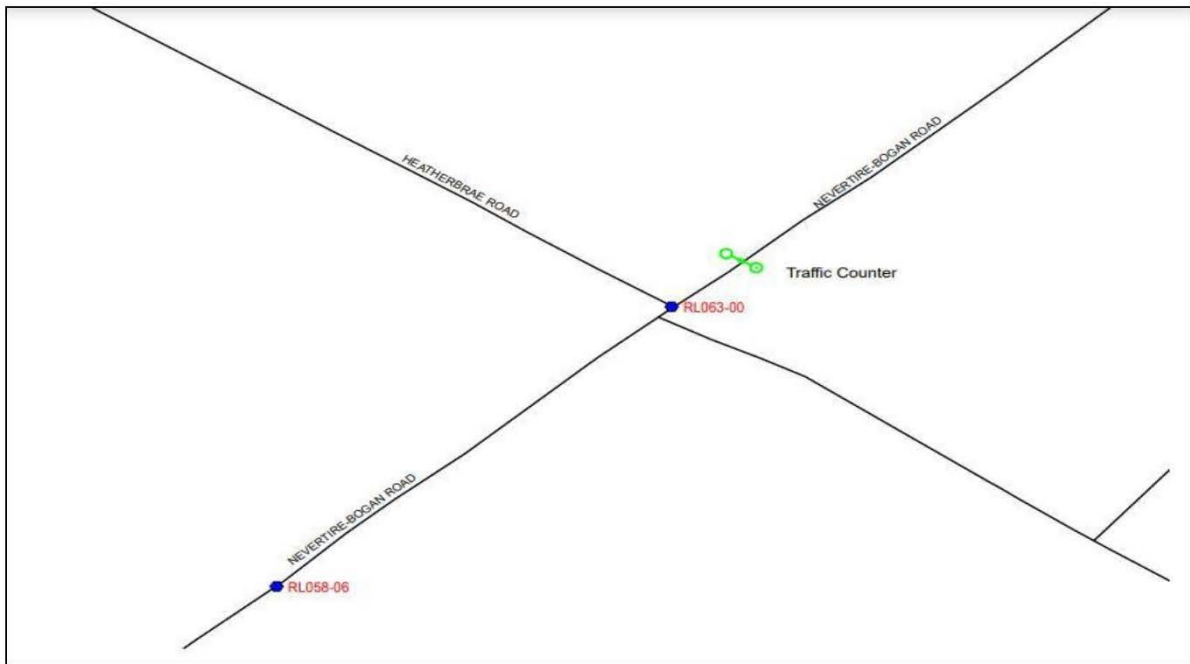
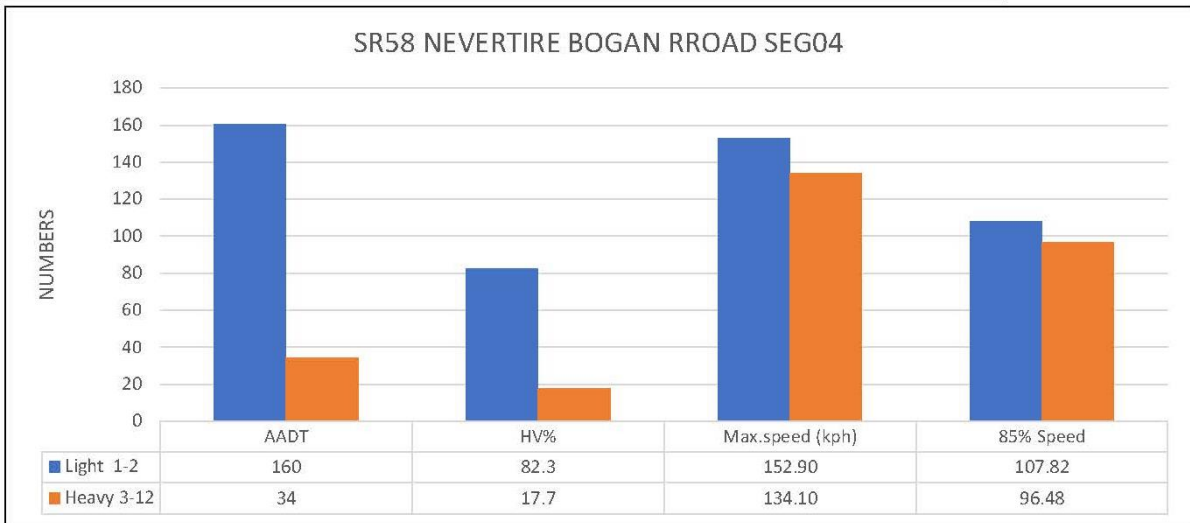
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WORKS PROGRESS REPORTS – ROADS

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TRAFFIC CLASSIFIER REPORT		SR58 NEVERTIRE BOGAN ROAD			
Location		Segment 4			
Period of Operation (Days)		31	1/08/2023	to	1/09/2023
Vehicle type	Class	AADT	HV%	Max.speed (kph)	85% Speed
Light	1-2	160	82.3	152.90	107.82
Heavy	3-12	34	17.7	134.10	96.48
Total		195	100		
Average percentile across classes			102.2	Km/H	



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ITEM 2

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 12th August 2023 to 8th September 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 12TH AUGUST 2023 TO 8TH SEPTEMBER 2023

Project	Budget	Expend	Resp	Comment
General				
Warren Lawn Cemetery Stage 3. GL: 3330-4120-0100 JC: 3330-4120-0010 (Includes \$50,000 2023/24)	\$102,474	\$67,655	MHD / TSM	11/08/23 RFQ for construction of new rows "M, N, O, P & Q" closes 31st August 2023. 11/09/23 MLB to construct new rows.
Warren Airport RNAV System	\$50,000	Nil	TSM	Subject to 50% grant funding and further investigation and reporting.
Warren Works Depot CCTV Installation JC: 3200-4101-5	\$25,515	\$13,636	TSM	Equipment ordered.

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WORKS PROGRESS REPORTS – TOWN SERVICES

(C14-7.2)

Project	Budget	Expend	Resp	Comment
Generator and Transfer Switch Warren Airport JC: 2550-0-10	\$31,710	\$22,408	TSM	Removed from LR&CIGP. Now funded from internal Council reserves, see Manex Committee Recommendation. 11/08/23 Generator and transfer switch ordered.
Install Swing to Nevertire Park.	\$10,080	Nil	TSM	4/09/23 Swing to be ordered.
Community Local Infrastructure Recovery Package (CLIRP 2022) Community Assets Program CAP - 070	\$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.

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
Water Supplies				
Oxley Park River Water Pumping Station JC: 0191-0002-1040	\$80,215	\$100	TSM	12/07/23 River still too high to proceed. 11/08/23 Construction works to install the new pump casings commenced Monday 14th August 2023. 11/09/23 Pumps installed into casings and pipework to connect pump and reservoir has been installed. Concrete works to face of chamber to be reconstructed.
Water Extraction Meter Compliance 4580-4320-0003 JC: 0190-0010-0000	\$3,217	Nil	TSM	12/07/23 Application for Water Access Licence has been lodged with DPIE Water. Awaiting Outcome.
Bore Flat Groundwater Augmentation. JC: 0191-0039-0000 (Also contained within the Infrastructure Projects Managers Report)	\$245,616	\$186,738	TSM	12/07/23 Works continuing. Expecting completion by Late July or mid-August. 11/08/23 New plant expected to be commissioned late September 2023. 11/09/23 New plant to be commissioned late September or early October. Waiting on confirmation from contractor.
Clean New Bore – Nevertire. JC: 0171-0001-0005	\$31,586	\$31,586	TSM	4/09/23 Cleaning postponed until Autumn 2024 due to increased water use at Nevertire.
Inspect New Bore – Collie	\$4,986	\$4,986	TSM	07/06/23

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WORKS PROGRESS REPORTS – TOWN SERVICES

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Project	Budget	Expend	Resp	Comment
JC: 0181-0006-0001				<p>Will be inspected when contractor is in Warren for the Nevertire and Ellengerah bore works.</p> <p>11/08/23 Will be inspected after Nevertire New Bore has been cleaned.</p>
<p>Upgrade Water Network Telemetry System.</p> <p>JC: 0190-0020-0005</p>	\$200,000	\$17,034	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>11/08/23 Draft RFT Documents received and being assessed.</p> <p>11/09/23 Final documents received.</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> <p>11/08/23 Equipment ordered.</p>

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WORKS PROGRESS REPORTS – TOWN SERVICES

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Project	Budget	Expend	Resp	Comment
Water Valve Replacement Program	\$43,420	Nil	TSM	

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend	Resp	Comment
Sewerage Services				
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	\$11,356	TSM	Design and implement a new Telemetry System for the Sewerage Network. 7/06/23 Technical Specification and tender documents being developed. 11/08/23 Draft RFT Documents received and being assessed. 11/09/23 Final documents received.
Warren Sewerage Treatment Plant Replacement	\$100,000	Nil	TSM	Rehabilitation Program for Old Sewerage Treatment Plant and bore installation being formulated.
Lifting Gantry Tiger Bay Sewer Pump Station	\$29,400	Nil	TSM	
Thornton Avenue Sewer Pump Station Refurbishment	\$275,000	\$168,170	TSM	Pump purchase arrangement in train. Switchboard ordered. RFQ for fit out being developed.

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Project	Budget	Expend	Resp	Comment
Sewer Pump Stations Safety Improvements	\$99,750	Nil	TSM	

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Project	Budget	Expend	Resp
Levee Restoration			
Warren Levee Rehabilitation	\$7,100,000 (Subject to approval of \$887,500 by OLG)	\$16,909	DMES/TSM
<p><u>Comments</u></p> <ol style="list-style-type: none"> 1. Funding currently being pursued for repairs to the reported section of the Warren levee. 2. Consulted with State Government Representatives 3. seeking financial assistance to rectify deteriorated section. 4. Works to be undertaken in-house using Council staff and local contractors. 5. Local contractors have been liaised with regarding the methods of repair. <p>Fresh applications have been submitted to the Federal Government Department of Home Affairs, waiting on confirmation of success or not. The matter is also with Resilience NSW who are also considering the application. Further application being arranged. Meeting & site inspections 15/12/21, between GM, ADMES and Tammy Greer from The National Recovery and Resilience regarding levee repairs and improved disaster preparation through the NSW Minister for Emergency Services. New application under the Commonwealth Government National Flood Mitigation Infrastructure Program (NFMIP) with a required 25% contribution from Council arranged.</p> <p>\$5.325 million Commonwealth Funding</p> <p>announced on the 4th May 2022. Staff attempting to secure \$1.775 million co-contribution from State. Meeting held with Resilience NSW directors where they asked for original application and correspondence with respect to the application. This has been sent. Awaiting response. State Program information request provided 19th August 2022.</p> <p>Resilience NSW met GM and DMES on 9th September 2022 and 16th September 2022. See report to October 2022 Council meeting concerning the Council contribution Funding, currently the NSW Government has only been able to fund \$887,500 of the required Council contribution of \$1,775,000. Council may have the option of using \$887,500 from the NSW Severe Weather Flood Grant for AGRN 1025 that is yet to be approved by OLG, however this is not preferred.</p> <p>Project Kick-off meeting held 18/01/23. Work program submitted to funding body.</p> <p>Inspection of levee by boat conducted 24/01/2023.</p> <p>Scope variation has been submitted to funding body.</p> <p>12/07/23</p> <p>Scope variation has been approved.</p> <ul style="list-style-type: none"> - Specifications are being prepared in readiness for tendering. - Awaiting approval of \$887,500 funding by OLG. 			

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Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B				
Saunders Park – Replacement of Picnic Shelter. (LRCI)	\$25,200	Nil	TSM	Included in the LR&CIGP to offset the Airport Generator. Previously funded from Parks Infrastructure Reserve, see Manex Committee Recommendation. 11/08/23 Approved in the LRCI Grant Program of Works RFQ sent out.
Oxley Park Electric Barbeques (2) (LRCI)	\$19,950	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works RFQ sent out.
Macquarie Park Flying Fox and Playground Equipment Softfall Further Contribution. (LRCI)	\$89,625	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works.
Warren Cemetery Seating Covering.(LRCI)	\$15,750	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works RFQ sent out.
Nevertire Cemetery Seating Covering. (LRCI)	\$10,500	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works RFQ sent out.
Nevertire Park – Installation of Irrigation System. (LRCI)	\$14,700	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works.
Library Irrigation System Outdoor Area. (LRCI)	\$4,519	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works.

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Warren Cemetery Entrance Gates Refurbishment. (LRCI)	\$21,000	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works
Warren Parks and Gardens CCTV System	\$100,000	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works
Tiger Bay Signage Refurbishment. (LRCI)	\$5,000	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works
Ravenswood Park Softfall Installation. (LRCI)	\$89,145	Nil	TSM	11/08/23 Approved in the LRCI Grant Program of Works
Grant Applications				
*Community Local Infrastructure Recovery Package (CLIRP 2022) Community Assets Program CAP - 083	\$ 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. 04/09/23 Unsuccessful
*Community Local Infrastructure Recovery Package (CLIRP 2022) Community Assets Program CAP – 84	\$72,600	Nil	DMES/ TSM	Clean up and Restoration of Macquarie Park. Notification has not been received. 04/09/23 Unsuccessful

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Activity	Required Interval	Details	
Water System Planned Maintenance			
River mains flushing	As required	Flushing occurs three monthly when hydrants are flushed. Additionally, river water mains are flushed when problems such as poor pressure/flow are identified.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary.	
Fire hydrants. Covers checked, painted, flushed and replaced where necessary, Blue reflective indicators, 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	<p>The new Bore Flat bore was inspected and cleaned in November 2022. The old Nevertire bore was inspected in late November 2022. The condition of the Nevertire bore was imminent failure of the bore casing was possible. Condition 5. To prevent the loss of the pump if the bore collapsed, the pump will be removed from the bore and stored.</p> <p>The new bore at Nevertire and both bores at Ellengerah will be inspected late February,2023.</p> <p>Details of the pumping equipment in the new bores will be collected so that spare pumps can be purchased.</p> <p>The Natural Resource Access Regulator (NRAR) carries out inspections of the bores and river extraction points on a random basis.</p>	
Warren, Nevertire and Collie water chlorine, turbidity, temperature and pH testing	Weekly at specific locations	Testing carried out daily	
Warren river pumps		Ellengerah Rd Oxley Park Macquarie Park Racecourse	Breakdown maintenance only.
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 mid September 2023 due to significant silt build up.
Sewerage System Planned Maintenance			
Warren Sewerage Treatment Works	Quarterly	<p>New testing regime and commissioning to be finalised with EPA. The meeting with the EPA on Wednesday 14th March was positive and we are working towards the finalisation of the licence.</p> <p>7/06/23 EPA have verbally advised that there is no requirement for the new Sewerage Treatment Plant to have a Licence. Awaiting Written confirmation.</p> <p>12/07/23 EPA have formally advised that an Environmental Protection Licence (EPL) is not required for the new Warren Treatment Plant. Currently developing the Decommissioning Plan for the old treatment plant and Gillendoon pumping station.</p>	
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>	
Water and Sewerage Works Subject to Funding			

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Activity	Required Interval	Details
Location	Work Under Development	
Collie Water Supply (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.	

Water and Sewer – Routine Works Budget vs Expenditure To 8th September 2023		
Account	Budget	Expenditure
Water Fund Maintenance and Repair	\$602,479	\$151,710
GL's: 4200-0003, 4220-0003, 4230-2200, 4231-2200, 4240-0003, 4250-2200, 4251-2200 & 4300-2200		
Sewer Fund Maintenance and Repair	\$324,718	\$62,966
GL's: 5200-0003, 5250-2200, 5251-2200, 5280-2200, 5281-2200 & 5300-2525.		

Water and Sewer Works

- Repair meter leak 12 Milson St
- Repair meter leak 9 Myra St
- Repair meter leak 39 Garden Ave
- Repair service 112 Dubbo St (Butcher's)
- Repair taps 1/6 Pittman Pde
- Repair leak at Nevertire Cemetery
- 27/29 Narromine St meter tap
- Replaced leaking valve corner of Burton and Chester St
- 14 Dubbo St repair to both meter's damaged by Contractors
- 86 Dubbo St repair leaking meter
- Adjust hydrant tops in Dubbo St
- Repair leak at Showground
- 1 Oxley Pde unblock sewer main
- Investigate leak on Wambianna Rd (on going)
- Repair leaking service Warren Rd (Nevertire)
- Chester St meter repair (motel)
- Repair service leak 67 Dubbo St
- Repair leak at Collie near tennis court's
- 5 Pittman Pde meter tap
- 5 Wilson St Repair leaking meter
- Investigate leak on Wambianna Rd (on going)

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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	668	507	12.91	26.52
*August 2023	786	420	12.69	39.20
September 2023				
October 2023				

As of 1/9/23

*Figures based on available Data

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Bulk Water Reading per Quarter (As of 1/9/23)

Water Source	FIRST QUARTER READING 1/07/23- 31/09/23	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/23 - 31/12/23	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/24- 31/03/24	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/24 - 30/06/24	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	Max. Allocation (ML)
Warren Bores										
Bore 1 (Bore Flat) Lic. 80AL703155	42.70	42.70	0.00	42.70	0.00	42.70	0.00	42.70		
Bore 2 (Ellengerah) Unlicensed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	42.70	42.70	0.00	42.70	0.00	42.70	0.00	42.70	6.10%	700
Warren River										
Oxley Park Lic. 80AL700017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Ellengerah Rd Lic. 80AL700017	19.91	19.91	0.00	19.91	0.00	19.91	0.00	19.91		
	19.91	19.91	0.00	19.91	0.00	19.91	0.00	19.91	2.65%	750
Showground (Racetrack)										
Lic. 80AL700645	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	188
Nevertire Bore Lic. 80AL703158	3.28	3.28	0.00	3.28	0.00	3.28	0.00	3.28	8.20%	40
Collie Bore Lic. 80CA724011	0.70	0.70	0.00	0.70	0.00	0.70	0.00	0.70	2.80%	25
Macquarie Park 80AL700996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	14.2

*Rainfall in Warren for the month of August: 0mm

*Rainfall in Warren for the year (July 2023 to End of June 2024): 6.5mm

*Figures based on available Data

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Parks And Gardens – Routine Works Budget Vs Expenditure To 8th September 2023		
Account	Budget	Expenditure
Parks & Gardens, Cemeteries & Racecourse	\$947,746	\$152,641
GL's: 0701-2200, 1151-2200, 1651-2200, 1701-2200, 1701-2510, 2655-0003, 2660-0003 & 2670-0003		

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

Site or location	Works carried out
Week One and Three	
Macquarie Park	Mown, whipper snipped and weeding
Victoria Park	Mown, whipper snipped and weeding
Ravenswood Park	Mown, whipper snipped and weeding
Oxley Park	Mown, whipper snipped and weeding
Ebert Park	Mown, whipper snipped and weeding
Gillendoon Street	Mown, whipper snipped and weeding
Orchard Street levee	Mown, whipper snipped and weeding
Bob Christian Reserve	Mown, whipper snipped and weeding
Lawson Street Levee	Mown, whipper snipped and weeding
Family Health Centre	Mown, whipper snipped and weeding
Collie Village	Mown, whipper snipped and weeding
Week Two and Four	
Saunders Park	Mown, whipper snipped and weeding
Skate Park	Mown, whipper snipped and weeding
Splash Park	Mown, whipper snipped and weeding
Lions Park	Mown, whipper snipped and weeding
Rotary Park	Mown, whipper snipped and weeding
Warren Lawn Cemetery	Mown, whipper snipped and weeding
Median Strips	Mown, whipper snipped and weeding
Library	Mown, whipper snipped and weeding
Len Woolnough Levee	Mown, whipper snipped and weeding
Mary Stubbs Levee	Mown, whipper snipped and weeding
Boston Street Levee	Mown, whipper snipped and weeding
Macquarie Drive Levee	Mown, whipper snipped and weeding
Nevertire Village	Mown, whipper snipped and weeding

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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
- Warren Medium strip mow/snip
- Inspect irrigation systems (on going)
- Spraying Broadleaf in Warren Parks
- Mowing Nevertire Rodeo Area
- 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
- Macquarie Park mow/snip
- 8 Deacon Dve mow/snip
- Tiger bay pump station mow/snip
- Warren Shire Chambers mow/snip
- Line marking Victoria Oval
- Slashing Airport runways

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Town Crew Works

- Fix logs Victoria Oval
- Fill potholes behind St Mary’s School
- Spraying weeds around Warren
- Assist preparation’s at Victoria oval
- Pick up branches around Warren
- Grave duties
- Remove rubbish from council depot
- Washing down CBD area preparations for Grand Final
- Empty shuttle bins
- Clean gross pollutant trap
- Repair signs in Dubbo St for Roads Crew
- Zora blisters spraying weeds
- Remove fallen tree from Ellengerah Road
- Level/top up the levee
- Flushing water mains in
- Stafford St/Banks St/Cook St/
Zora St/Bundemar St/Chester St/
- Nevertire Streets/Trangie St/Narromine St/
Gunningba St
- Moving Grandstands to Victoria Oval
- Moving Bin’s to Victoria Oval
- Remove tree limbs Victoria Oval
- Pick up branches around Warren
- Remove fallen tree in Johns Ave
- Spraying weeds on walkways
- Spraying weeds Tiger Bay walkways
- Hydrant flushing Thornton Ave

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

Description	Expenditure
Non-Roads November/ December 2021 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works. (Application for reimbursement submitted 8/03/2022)	\$173,456.91 Note: \$36,330 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution. Waiting on reimbursement.
0700-0050-0500, 0700-0050-0510, 0700-0050-0520, 0700-0050-0530, 0700-0050-0540	

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

Description	Expenditure
Non-Roads July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works. (Application for reimbursement submitted 28/2/2023).	\$757,745.33 Note: \$36,330 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution. Waiting on reimbursement.
0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540	

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Aerodrome – Routine Works Budget vs Expenditure To 8th September 2023		
Account	Budget	Expenditure
Aerodrome Operations	\$163,800	\$11,451
GL's: 2555-2200, 2555-2300 & 2555-2510		

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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 3rd August 2023 – 6th September 2023.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
Plant Repairs 3/8/23 to 6/9/23				
P2801	Cat CW34 Roller	X2 flat rear tyres and damage to tyre inflation components. Remove/replace broken parts, remove replace x2 tyres/check air system function, all OK.	6hrs	6hrs
P50	Isuzu Tar Truck	Replace x2 taps on the tar system, handpiece tap and fluid control tap check function all OK.	2hrs	2hrs
P3619	Toyota Hilux Single Cab 4x4	Replacement vehicle for P62, wiring for beacon, PWR and hoist done, check functions all OK except replacement fuse ordered for hoist control.	8hrs	8hrs
P56	Toyota Hilux Single Cab	To be sold at auction, steel tray removed and painted for fitment to P62, new alloy tray fitted to P56 for sale and detailed at Rob Mills Warren.	10hrs	10hrs
P90	Isuzu Tender Truck	X2 flat tyres, organise x2 repairs and 1 extra spare to take to truck.		2hrs
P1023	John Deere 770g Grader	Replaced x2 wheel lean balls joints. Steering ball joints to be replaced when parts arrive.	2hrs	4hrs
	WHS meeting			
P90	Isuzu Truck	PTO air leak diagnosis and repair leaking fitting.	4hrs	4hrs
P70	Iseki Mower	4wd function diagnosed and parts ordered for repair.	4hrs	4hrs

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P2142	Superior Slasher	New 3 rd arm chains welded on. New debris chains fit along rear section of deck.	5hrs	5hrs
P8	CAT 432F Backhoe	Diagnosis of engine drive belt squeak, failed a/c pulley, new compressor to be ordered and fit when arrives.	2hrs	2hrs
P3610	Toyota Hilux	Service done all components check as per service schedule, all OK.	2hrs	2hrs
P90	Isuzu Tender Truck	80,000km service done, minor repairs to mudguards and driveline.	4hrs	4hrs
P2801	Toro Mower	Service done, anti-scalping wheels replaced on front deck. All OK.	3hrs	3hrs
P2802	New Iseki sf 310	Canopy and fire extinguisher fitted to machine test operation all OK.	4hrs	4hrs
P3616	Toyota Twin Cab	Service done, all checks made as per service schedule. No issues.	2.5hrs	2.5hrs
P90	Isuzu Tender Truck	Remove replace x2 hydraulic lines for crane leg function.	2hrs	2hrs
P54	Dean Trailer	Wheels/ suspension failure, upon inspection rebuild required or new trailer to be purchased.	4hrs	4hrs
P3612	Toyota Hilux Twin Cab	120,000km service done, tighten tray bolts, inspect battery system for faults all ok now.	4hrs	4hrs
P2403	Stonestar Tipper Trailer	Rollover tarp tear new tarp possibly required, or repairs made to existing tarp.	2hrs	2hrs
P2141	Superior Slasher	Replaced wheel bearing, check rear window function.	3hrs	3hrs
P2802	Iseki ride on mower	Remove halogen beacon and fit LED unit.	1hr	1hr
P2803	Iseki ride on mower	Fit fire extinguisher to unit.	1hr	1hr
P48	Step Deck Trailer	Brake component repairs, broken springs inside front drum parts difficult to find. Still trying to find supplier.	5hrs	5hrs

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	Training	Workplace bullying and harassment	2.5hrs	2.5hrs
P2380	Paveliner	Sourcing and ordering x2 new hydraulic motors for auger operation. Still looking for supplier of actuator.		2hrs
P2120	6140m JD Tractor	Bucket repairs, repair height gauge bar for bucket operation.	2hrs	2hrs
P3105	Workshop Hoist	Adjustments made to deck width		1.5hrs
P2120	6140m JD Tractor	Hitch cylinder repairs remove replace seals in ram test function all ok now no leaks.	4hrs	4hrs
P3506	Toyota Fortuner	120,000km service done, refit some undercarriage guards test, all seems OK.	4hrs	4hrs
P3508	Toyota Prado	Service done, checks made as per Toyota service schedule, unit also booked to Macquarie Toyota and had a wheel alignment.	3.5hrs	3.5hrs
P50	Isuzu Tar Truck Manual	Replaced LH side bulbar light (factory), remove/replace x2 bullbar radiator hoses to oil cooler circuit old hoses had perished.	4hrs	4hrs
P1023	770GP Grader	New steering ball joints fitted both front.	4hrs	4hrs
P2121	6140 JD Tractor	Repairs made to bottom step at cab entry, RH side mirror assembly adjusted and tightened.	4hrs	4hrs
	Gunnedah Field Day	Trip was taken to check products and suppliers relevant to Shire operations, many great options and ideas were presented on the day.		
P2382	Cascadia Prime Mover and x2 Side Tipping Trailers P2402,P2403 plus Dolly P2404	Spare wheels and tyres ordered for unit, x2 for prime mover aluminium rims, x2 for dolly different size tyres, x4 for the trailer combination.	0.5hr	1.5hr
P50	Isuzu Tar Truck	Diagnose a/c- fan problem, measure up wand hose for replacement, order parts for repairs	2hrs	3hrs
P8	432F CAT Backhoe	Diagnose pulley squeak, a/c pulley issue. Order parts for repairs.	0.5hr	1hr
P242	Toyota Kluger	Taken to Geoff Richards Smash Repairs Dubbo for damage that occurred.	7days and counting	3hrs

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WORKS PROGRESS REPORTS – FLEET – WORKSHOP

CONTINUED

P3604	Toyota Hilux Single Cab 2WD	Taken to Geoff Richards Smash Repairs for inspection and quote for damage to vehicle.	3hrs	3hrs
P2870	Cricket Pitch Roller	Check over and minor service done, parts ordered to complete service.	1hr	1hr
P2080	CW34 CAT Roller	Operator reports LH side door window has shattered, was seemingly vibrating then shattered, unsure of cause at this stage replacement window ordered and more investigation to be done when fitted.	2hrs	2hrs
P54	Dean Trailer	Remove replace suspension components, weld in support gussets underneath trailer for deck stability. 4 tonne rocker roller suspension fitted.	8hrs	8hrs
P1089	Toro Grounds Master 360	Operator complains of slow forward motion. Machine checked 11km/h forward, 12km/h reverse. Seems ok adjustments made as per manufacturers specs, full service done including hydraulic oil.	6hrs	6hrs
P1063	Isuzu Tender Truck	170,000km service done.	4hrs	4hrs
P2382	Freightliner Cascadia Prime Mover	Diagnose slack adjuster problem try to repair, Remove/replace auto slack adjuster and fit manual adjuster no2 axle LH side.	2hrs	2hrs
P1047	Isuzu Street Sweeper	Service rear engine test operation all seems OK. Cleaned in and around motor.	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
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday 28th September 2023

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 August 2023.

FILE	LOCATION	WORKS	RECEIVED	APPROVED
P16-23.04	Lot 10 DP81866 23 Nevertire St NEVERTIRE NSW 2826	Placement of Prefabricated, portable buildings.	14/4/2023	22/8/2023
P16-23.09	Lot 3 DP653580 Milawa - Oxley Highway	Construction of a telecommunications facility including a 45m high lattice tower.	29/5/2023	28/8/2023
P16-23.11	Lot 14 DP26113 8 Hume St WARREN NSW 2824	Construction of new dwelling.	20/8/2023	7/8/2023

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.

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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 9th August – 13th September 2023

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

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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

2021 Projects	Budget	Expend	Resp	Comment
Construction of the Waste Transfer Station at Ewenmar Waste Depot.	271,116	106,982 Committed	MHD/TSM	Final design complete. Contractor engaged to install drainage pipework at the end of November. Concreting works listed on vendor panel closed 3rd February 2022 contractor appointed. Due to time lapse, new quotations obtained and reassessed. MLB to commence once Equestrian Centre path is complete. No progress during September, October, November, December, January and February due to site being flooded and wet weather. Works commenced Wednesday 31 st May 2023. Footings for the retaining wall were poured on the 12 th July 2023.
Completion of Tiger Bay Wetlands Walkway (Central West Councils Environment and Waterways Alliance 2021 Small Grants).	4,545	Nil	MHD/DMES	Works program to be determined. Site inspection completed 5 th January 2023.
2023 Projects	Budget	Expend	Resp	Comment
Completion of Tiger Bay Wetlands Walkway.	30,218	Nil	MHD/DMES	
Ewenmar Waste Depot Road repairs.	20,000	Nil	MHD/DMES	
Warren Support Services (Targeted Early Intervention)				
2.22 Warren Chamber of Music Festival.	4,380	Nil	MHD	To be held February 2023 through to September 2023.
2.26 CWA Speak Out day.	2,000	Nil	MHD	Held Wednesday 17 th May 2023. Waiting on acquittal.

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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

2023 Projects	Budget	Expend	Resp	Comment
2.27 St Mary's Naidoc Week 2023.	5,000	Nil	MHD	Complete waiting on acquittal.
2.28 Warren Junior Soccer 2023.	5,000	Nil	DMFA	
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	August 2023
2.31 Warren Youth Group - Psychology service.	50,000	Nil	MHD	To be held over a period of 12 months.
2.32 MPS Speech and Literacy intervention.	5,000	Nil	MHD	To be held over 12 months.
2.33 Warren Performing Arts and Language Place Inc Warraan Widji Arts 14/8/2023.	5,000	Nil	MHD	To be held from 14 th August to the 4 th December 2023.
2.34 Warren Performing Arts and Language Place Inc Warraan Widji Arts 15/8/2023.	5,000	Nil	MHD	To be held from 15 th August to the 4 th December 2023.
Capital Expenses				
Dwelling Renewals – 1 Pittman Parade. Replacement of kitchen.	60,000	31,709	MHD	Contractor selected and purchase order issued.
Council Housing M & R. (Includes \$20,000 for 2023/2024)	121,741	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.

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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

Capital Renewal				
Animal Shelter Replacement. (Includes \$80,000 for 2023/2024)	140,000	Nil	MHD/IPM	Project in planning stage.
Capital Renewal				
Warren War Memorial Swimming Pool relining project.	405,455	Nil	MHD	Further report provided to the June 2023 Committee of the Whole Closed Council. RFT and specification for relining to be arranged.
Town Planning				
LEP Review.	20,000	20,240	MHD	Consultant engaged. Draft report provided, reviewed. Feedback provided. Report of October Council meeting.
LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)				
	Budget	Expend	Resp	Grant funding successful 8th August 2023
Solar Panel Installation Warren Swimming Pool.	40,000	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	Contractor appointed.
Windows on the Wetlands Centre Precinct EV Charging Station (up to 3) and Power Upgrade Contribution.	37,996	Nil	MHD/IPM	

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ITEM 3 PROPOSED RE-ZONING 'GUNNEGALDRA' WARREN

(P15-31.6)

RECOMMENDATION:

That the information be received and noted and that Council support in principle the proposed re-zoning of "Gunnegaldra" Warren.

PURPOSE

The purpose of this report is to obtain Council's support in principle for a proposed re-zoning.

BACKGROUND

Council received correspondence requesting consideration of a proposed re-zoning as part of the current Local Environmental Plan (LEP) 2012 review.

REPORT

The subject land is "Gunnegaldra" approximately 6kms from Warren on the Gunningbar Creek. The proponent has requested a "land swap" as demonstrated in Attachment 1 by returning land that is cultivated and zoned as R5 Large Lot Residential indicated as "A" to RU1 Agricultural and then extending the R5 Large Lot Residential along the Gunningbar Creek, indicated as "B" including the existing dwelling. The land swap is more conducive to the current land use and will not create a land use conflict.

Although it is not known how many allotments would be proposed within the re-zoned area, there is a demand for such "lifestyle blocks". The proponent has designed the re-zone inclusive of a buffer zone 100m off the Gunnegaldra Road, rather than using the Gunnegaldra Road as the zone boundary change.

LEGAL IMPLICATIONS

As part of the gateway process to have the proposed land re-zoned, the proponent will need to satisfy the Department of Plannings' requirements, which are extensively detailed in the LEP making guidelines. The proponent will be required to submit a development application for subdivision, at which point is when matters such as roads, services etc are addressed.

The proponent will and can amalgamate farmland to ensure that the "Gunnegaldra farm" does not lose a dwelling entitlement as a result of the re-zoning. This would meet the objectives of LEP 2012 as its intention is to keep farms as farms, hence the minimum lot size of 1,000ha, which generally speaking is a large portion of land. This supports the re-zone as achieves the objectives of the LEP.

RISK IMPLICATIONS

The proposed re-zoning will not result in a land use conflict and does not encumber Council with any financial contributions or commitments, as all of the research studies to be submitted with the re-zoning application is at the cost of the developer. The proponent will also need to consult with other government organisations if relevant to demonstrate that the re-zoning satisfies each departments requirements. E.g. biodiversity, bushfire prone land, water asset etc.

STAKEHOLDER CONSULTATION

Council advertised that these types of re-zonings should be considered as part of the LEP review. This proposed re-zoning was the only correspondence received.

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ITEM 3 PROPOSED RE-ZONING 'GUNNEGALDRA' WARREN

CONTINUED

OPTIONS

Council should support in principle the proposed re-zoning of "Gunnegaldra" Warren.

CONCLUSION

Taking into consideration that developers and investors are very limited in the Warren Shire Local Government area, not supporting this proposal may result in less land availability for lifestyle blocks that are in demand. Therefore, Council should support in principle the re-zoning of "Gunnegaldra" Warren.

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.

SUPPORTING INFORMATION/ ATTACHMENT

