

BUSINESS PAPER

ORDINARY MEETING

THURSDAY 24TH JULY 2025

MEETING SCHEDULE

	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	JUL 2025	AUG 2025	SEPT 2025
Ordinary Council Meeting	10th & 24th		5th	23rd	27th	27th	24th	22nd	26th	24th	28th	25th
Committee of the Whole Closed Council Meeting	24th		5th									
Council Workshops	3rd	27th					16th					
Manex Committee	15th	26th		14th	18th	18th	14th	13th	17th	15th	19th	16th
Audit, Risk and Improvement Committee		26th				11th		28th				2nd
Economic Development and Promotions Committee		13th			12th			7th			6th	
Warren Public Arts Committee		11th			10th				10th			8th
Airport Committee		13th			12th				11th			
Showground / Racecourse Committee		12th				4th			3rd		5th	
Traffic Committee		7th				13th		15th			TBA	
Town Improvement Committee		19th				11th					4th	
Plant Committee	14th			14th			8th	21st				TBA
Roads Committee	14th			14th			8th			1st		7th
Water & Sewerage Committee				16th							4th	
Local Emergency Management		12th			11th			13th			12th	
Sporting Facilities Committee		6th			5th				4th			3rd
Ewenmar Waste Depot Committee		11th				5th			2nd			1st
Consultative Committee			TBA			TBA			TBA			TBA
Australia Day Committee		4th	16th							16th		
Work Health and Safety Committee			TBA				3rd			TBA		TBA
Central West Zone Library Meeting	11th					21st						19th
North Western Library Meeting		29th										10th
Warren Interagency Support Services Group	17th	28th			20th		10th		16th		11st	
Outback Arts Regional Council	1st					31st						
Alliance of Western Councils (AWC) / Orana JO - Board		8th				7th				25th		26th
Alliance of Western Councils GM Forum	25th				28th			2nd		4th		5th
Country Mayors Association		15th				28th		9th			8th	
Association of Mining and Energy Related Councils		14th			27th				4th			11th
Central-West Orana Renewable Energy Zone Regional Reference Group												
Castlereagh Macquarie County Council	28th	25th			24th		28th		23rd		25th	
Warren Health Action Committee		13th			TBA			TBA			TBA	
Murray Darling Association Region 10					18th			13th				
Macquarie River Flood Mitigation Zone Reference Group												
NSW Police Community Safety Precinct Meetings					TBA							
Warren Liquor Accord					TBA				TBA			TBA
Destination Macquarie Marshes Taskforce					19th			20th				

KEY - MEETING HELD

WARREN SHIRE COUNCIL

AGENDA - ORDINARY COUNCIL MEETING

24th July 2025 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, 26th June 2025.

5. DISCLOSURES OF INTERESTS

6. MAYORAL MINUTE(S)

Nil.

7. REPORTS OF COMMITTEES

Meeting of the Roads Committee
held on Tuesday, 1st July 2025 (C14-3.28)

Meeting of Manex held on Tuesday, 15th July 2025 (C14-3.4)

Meeting of the Australia Day Committee
held on Wednesday, 16th July 2025 (C19-1.36)

8. REPORTS OF DELEGATES

Item 1 Ordinary Meeting of the Castlereagh Macquarie County Council
held on Monday, 23rd June 2025..... (C15-1)

Item 2 Meeting of the Association of Mining & Energy Related Councils (NSW)
Incorporated held on Wednesday, 4th June 2025 (C14-6.3)

Item 3 Meeting of the Warren Interagency Support Services Group
held on Monday, 16th June 2025 (C3-9)

9. REPORTS TO COUNCIL

POLICY

General Manager's Reports

Item 1	Review of Modern Slavery Policy and Modern Slavery Risk Management Plan Policy (P13-1, P13-7)	Page 1
Item 2	Review of Procurement and Disposal Policy (P13-1, A13-1).....	Page 8
Item 3	Review of Public Art: Design and Commissioning Policy (P13-1, C14-3.29).....	Page 29
Item 4	Review of Risk Management Policy, Warren Shire Risk Management Plan and Warren Shire Corporate Risk Register (P13-1, I2-4.1/1)	Page 40
Item 5	Review of Fraud and Corruption Policy (P13-1, A1-3)	Page 72
Item 6	Review of Work Health and Safety Policy (P13-1, S12-14.4)	Page 107
Item 7	Review of Festivals and Events Policy (P13-1, F5-1)	Page 114
Item 8	Review of Statement of Business Ethics Policy (P13-1, P12-1)	Page 127
Item 9	Review of Work Health and Safety Committee Constitution (P13-1, S12-14.3)	Page 138

Divisional Manager Finance and Administration Reports

Item 1	Review of Library – Internet Access Policy (P13-1, L2-1)	Page 1
Item 2	Review of Library – Children and Young Person Policy (P13-1, L2-1, S12-13)	Page 7

Divisional Manager Engineering Services Reports

Item 1	Review of Council Inspection, Evaluation and Maintenance of Paved Footpaths and Cycleways Policy (P13-1, R4-20.5)	Page 1
Item 2	Review of Liquid Trade waste Discharge to the Sewerage System Policy (P13-1, S5-6.3)	Page 14

REPORTS OF THE GENERAL MANAGER

Item 1	Outstanding Reports Checklist (C14-7.4)	Page 1
Item 2	Committee/Delegates Meetings (C14-2)	Page 21
Item 3	Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1) .	Page 23

REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

Item 1	Réconciliation Certificate – June 2025 (B1-10.16).....	Page 1
Item 2	Statement of Rates and Annual Charges (R1-4)	Page 4
Item 3	Works Progress Reports – Finance & Administration Projects (C14-7.1, C9-1)	Page 7
Item 4	Librarian’s Operational Performance Report (L2-2)	Page 8

REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

Item 1	Works Progress Reports – Roads (C14-7.2)	Page 1
Item 2	Works Progress Reports – Town Services (C14-7.2)	Page 11
Item 3	Works Progress Reports – Plant (P2-3)	Page 25

REPORTS OF THE MANAGER HEALTH AND DEVELOPMENT SERVICES

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

10. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE

Nil.

11. MATTERS OF URGENCY

Nil.

12. CONFIDENTIAL MATTERS

Nil.

13. CONCLUSION OF MEETING
14. PRESENTATIONS

NIL.

ROADS COMMITTEE

Attached are the Minutes of the Meeting of the Roads Committee held on Tuesday 1st July 2025.

RECOMMENDATION:

That the Minutes of the Meeting of the Roads Committee held on Tuesday 1st July 2025 be received and noted and the following recommendations be adopted;

ITEM 6.1 INCIDENT RESPONSE PLAN (R4-2.1, R4-2.2)

That Council approves the proposed alternate routes as detailed in the report on the basis that damage on Councils local road network in an emergency incident is covered by the NSW Government Emergency Response.

ITEM 6.2 STOCK GRIDS & PUBLIC GATES POLICY (R4-1.90, R4-22)

That:

1. Council request permission from the Murray's to enter their property to allow a full investigation of the practicality and cost of watering of the northern paddock of the Murray's property;
2. If permission of the Murray's is granted Council undertake an investigation of the practicality and cost of watering (required pipeline, tank(s), trough and pumping system with floats) of the northern paddock of the Murray's with the Roads Committee reconvening to make a final determination on the SR90 Inglewood Road public gate issue;
3. Section 5 (b) v of the Draft Stock Grids and Public Gates Policy be amended to "New gates that are not associated with stock grids are not permitted on formed public roads. Existing public gates are excepted but may be removed by the revocation of the public gate permit if required as per the Roads Act"; and
4. The amended Draft Stock Grids and Public Gates Policy be adopted by Council.

WARREN SHIRE COUNCIL

Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street
Warren on Tuesday, 1st July 2025 commencing at 10.00am

PRESENT:

Councillor Noel Kinsey (Chair)
Councillor Dirk McCloskey
Councillor Mark Kelly
Councillor Tony Wass
Councillor Andrew Brewer
Gary Woodman (General Manager)
Sylvester Otieno (Divisional Manager Engineering Services)
Sunil Prakash (Roads Infrastructure Manager)
Ray Egan (Flood Restoration and Special Projects Manager)
Angie Tegart (Minute Taker)

ITEM 1 APOLOGIES

An apology was received from Councillor Greg Whiteley who was absent due to external commitments, and it was **MOVED** McCloskey/Wass that the apology be accepted, and a leave of absence be granted for this meeting.

Carried

ITEM 2 CONFIRMATION OF MINUTES FROM THE MEETING HELD 8TH APRIL 2025

MOVED McCloskey/Kelly that the Minutes of the Meeting held on, Tuesday, 8th April 2025 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD 12TH JANUARY 2025

Nil

ITEM 4 PRESENTATIONS

- Mrs Jamee Wykes
 - Mr Ben and Mrs Jo-Anne Stewart
 - Mrs Helen Murray and Mr Robert Murray
-

ITEM 5 ACTION CHECKLIST

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street
Warren on Tuesday, 1st July 2025 commencing at 10.00am

ITEM 6 REPORTS

ITEM 6.1 INCIDENT RESPONSE PLAN

(R4-2.1, R4-2.2)

RECOMMENDATION TO COUNCIL:

MOVED McCloskey/Brewer that Council approves the proposed alternate routes as detailed in the report on the basis that damage on Councils local road network in an emergency incident is covered by the NSW Government Emergency Response.

Carried

ITEM 6.2 STOCK GRIDS & PUBLIC GATES POLICY

(R4-1.90, R4-22)

RECOMMENDATION TO COUNCIL:

MOVED McCloskey/Brewer that:

1. Council request permission from the Murray's to enter their property to allow a full investigation of the practicality and cost of watering of the northern paddock of the Murray's property;
2. If permission of the Murray's is granted Council undertake an investigation of the practicality and cost of watering (required pipeline, tank(s), trough and pumping system with floats) of the northern paddock of the Murray's with the Roads Committee reconvening to make a final determination on the SR90 Inglewood Road public gate issue;
3. Section 5 (b) v of the Draft Stock Grids and Public Gates Policy be amended to "New gates that are not associated with stock grids are not permitted on formed public roads. Existing public gates are excepted but may be removed by the revocation of the public gate permit if required as per the Roads Act"; and
4. The amended Draft Stock Grids and Public Gates Policy be adopted by Council.

Carried

ITEM 6.3 FLOOD DAMAGE CLAIMS UPDATE

(F8-9.5, F8-9.7, F8-9.9)

MOVED Brewer/McCloskey that the information be received and noted.

Carried

ITEM 6.4 TRAFFIC COUNTER SUMMARY AND TRENDS

(R4-1)

MOVED McCloskey/Brewer that the information be received and noted.

Carried

WARREN SHIRE COUNCIL

Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street
Warren on Tuesday, 1st July 2025 commencing at 10.00am

ITEM 7 GENERAL BUSINESS

Item 7.1 RAILWAY CROSSINGS IN WARREN SHIRE (R3-1)

A report be provided to the Roads Committee on the estimated cost of previous reconstruction works of the rail crossings and approaches – SR58, Oxley Highway No 1 and Oxley Highway No 2 (Australian Food & Fibre) and Arthur Butler Drive. (DMES)

ITEM 8 NEXT MEETING

September 2025 subject to the SR90 Inglewood Road issue information.

There being no further business the meeting closed at 12.30pm.

MANEX MINUTES

Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 15th July 2025.

RECOMMENDATION:

That the Minutes of the Meeting of the Manex Committee held on Tuesday, 15th July 2025 be received and noted and the following recommendation be adopted;

4.6 HUMAN RESOURCES

4.6.2 Staff Probationary Periods (GM)

That Probationary Periods contained within the report for example positions (Level 1,2,3 & 4) have a six (6) month probationary period as they are of such a nature and circumstances of employment requiring longer Probationary Periods due to high levels of responsibility, technical requirements, budget supervision and/or contact with higher levels within the organisation and Councillors, with all other positions having a three (3) month probationary period as per legislation.

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday, 15th July 2025 commencing at 2.30 pm

PRESENT:

Gary Woodman	General Manager
Joe Joseph	Infrastructure Projects Manager (Chairperson)
Susan Balogh	Economic Development and Visitation Manager
Bradley Pascoe	Divisional Manager Finance & Administration
Jillian Murray	Treasurer
Erica Kearnes	Librarian
Sunil Prakash	Roads Infrastructure Manager
Raymond Burns	Town Services Manager
Ray Egan	Flood Restoration and Special Projects Manager
Angie Tegart	Minute Taker

1 APOLOGIES

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

Carried

2 BUSINESS ARISING FROM MINUTES

Nil.

3 ACTION CHECKLIST

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

Carried

4.1.1 Marketing and Communications Update (GM)

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

Carried

4.1.2 The Western Plains App Monthly Report (GM)

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

Carried

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday, 15th July 2025 commencing at 2.30 pm

4.1 EXECUTIVE OFFICE MATTERS

4.1.3 Preparation of the August 2025 Council Newsletter (GM)

AUGUST 2025 NEWSLETTER

Item	Responsible Officer
HEADER OR FOOTER ITEMS	
Registration of Local Contractors on VendorPanel	DMFA, CC
Subscription to Newsletter (Only for 2 Page PDF)	GM
VIC Volunteer Advertising	EDVM
PRIORITY MATTERS	
From the Mayors Desk	(EA/ GM /Mayor)
Adoption of the Delivery Program and Operational Plan and Estimates	GM/ DMFA /PAO
Vacant Positions	Finance Officer – Payroll/HR Officer
Road Maintenance Construction Program for July/August 2025	FRSPM/ RIM /DMES
Dog Pound Project Update	IPM
Country Heartline Regional Drought Resilience Plan Project	EDVM
Library eResource Program	LIB
Council Stand at Grow Services Expo (15 July 2025)	GM
A Fresh Start for Local Government Apprentices/Trainees and Cadets Program Round 2 – Position Advertising	GM /DMES
EV Charging Station Operational	IPM
Whispir Roll Out Program	TSM /Works Clerk/AOES
Asphaltic Concrete Works in Warren Shire	DMES/ RIM
Levee Rehabilitation Works	DMES/ IPM
Levee Floodgate Replacement Works	DMES/ TSM

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4.1.3 Preparation of the August 2025 Council Newsletter (GM)

Continued

Item	Responsible Officer
LOWER PRIORITY MATTERS	
Women of Warren Shire	GM
Responsible Pet Ownership	MHD
RR202 Marthaguy Road Flood Recovery Works and Towards Zero Safety Roads Update	FRSPM/ RIM /DMES
RR333 Carinda Road Towards Zero Safer Roads Update	RIM /DMES
Use of Council Events Calendar	IPM/ PAO

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

4.1.4 Suggestions in the Council Suggestion Boxes (GM)

Nil

Carried

4.1.5 Policy Review Plan (GM)

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

Carried

4.1.6 2025/2026 Fees and Chargers (GM)

- Treasurer to provide advice to the Equestrian Arena users of the new cost of electricity use.

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

Carried

4.1.7 2025/2026 Operational Plan Matters Responsibility (GM)

- August 2025 Council Meeting Works Progress Report to include all relevant projects and normal progress – description and budgets and expenditure to date for 2025/2026;
 - Need to include proposed carryover projects and normal programs;
- Works Program Reports
 - RIM – Roads;
 - TSM – Town Services;
 - IPM – Infrastructure Projects
 - DMFA – Finance & Administration
 - MHD – Health and Development
- Need to get the budgets particularly proposed carry over projects and normal programs as accurate as possible;
- Helpful for DMFA carryover Report due August 2025 Council Meeting.

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

CONTINUED

4.1.7 2025/2026 Operational Plan Matters Responsibility (GM) Continued

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

4.1.8 Annual Reporting Checklist (GM)

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

Carried

4.1.9 Office of Local Government Circular 24-07 End of Year Reporting Requirements for 2024-25 and Additional Information for 2025-26 (NOT YET RECEIVED) (GM)

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

Carried

4.1.10 LGP Procurement Capability Grant Program: Notification of Successful Outcome - Building Capacity to Manage Modern Slavery Risks in Procurement' (IPM)

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

Carried

4.1.11 Transition to Smarty Grants (GM/LIB)

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

Carried

4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

4.2.1 Warren Shire Council Contract Register (DMFA)

Relevant Officers are requested to remove the completed contracts as highlighted in the Register. **(ALL MANEX)**

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

Carried

4.2.2 Warren Shire Council Grants Register (DMFA)

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

Carried

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4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

CONTINUED

4.2.3 Manex Member Advice on Large Payments for Investment Strategy Information (DMFA)

Estimated major expenditure for July 2025:	Estimated income / payments for July 2025:
<ul style="list-style-type: none">▪ Supply of Flood gates \$145,000 (TSM)	<ul style="list-style-type: none">• Levee milestone 2 payments \$173,126 (IPM)
<ul style="list-style-type: none">▪ Levee Rehabilitation \$317,400 (IPM)	<ul style="list-style-type: none">• Levee milestone 3 payments \$199,523.82 (IPM)
<ul style="list-style-type: none">▪ Bridges - \$1.3 million	
<ul style="list-style-type: none">▪ Exclusion Fence – Showground/Racecourse \$20,000 (TSM)	
<ul style="list-style-type: none">▪ Construction of Evaporation Lagoon \$42,000 (TSM)	
<ul style="list-style-type: none">▪ CCTV Condition Inspection – Sewer mains \$20,000 (TSM)	
<ul style="list-style-type: none">▪ Marthaguy Road – Sealing \$200,000 (RIM)	
<ul style="list-style-type: none">▪ Marthaguy Road – Stabiliser \$200,000 (RIM)	
<ul style="list-style-type: none">▪ Carinda Road – Mt Foster Material \$100,000 (RIM)	
<ul style="list-style-type: none">▪ RFQ accessible toilet and kitchen \$40,000 (MHD)	

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

Carried

WARREN SHIRE COUNCIL

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4.3 ENGINEERING DEPARTMENT MATTERS

4.3.1 Flood Recovery Works (DMES/FRSPM/RIM)

Event Name	Event Description	Work Completion Deadline	Approved Scope	Payment Claim	Funds Received	Comments	Status
AGRN 1034 EPA RW	NSW Flooding from 14 September 2022 onwards	30.06.2026	\$ 8,655,818.00	\$ 4,327,909.00	\$ 4,327,909.00	The paid amount is 50% payment under the Tripartite Agreement. The \$700,351 that was transferred from the IRW has been included in the paid amount.	Works ongoing

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

Carried

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4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

4.3.2 Road Maintenance Council Contract (RMCC)- State Highway 11 (DMES/FRSPM/RIM)

Project	Estimate / Budget	Comments
Heavy Patching 2025-26	TBC	Patches (15) have been marked.
Milawa Pavement Rehabilitation	TBC	
RMAP Activities – 2025-26	TBC	RMAP being finalised and agreed
Reseal Works 2025-26	TBC	
Boothaguy Creek Bridge hard stand area.	TBC	Work Proposal has been submitted.
AC Works – Roundabout, SH11 Nevertire Rail Crossing, Boothaguy Bridge	\$741,000	Works Completed.

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

Carried

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4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

4.3.3 2025 Calendar of Events at Showground/Racecourse (TSM/IPM)

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

Carried

4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS

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

Event	Subcategory	Estimate	Status
*AGRN 1034	EW	\$82,389.10	Claim for temporary tip and waste disposal. Works completed. Claim re-submitted 4 th April 2024. \$82,389.10 has been paid.
AGRN 1034	EPA RW	\$220,500	*Claim for re-construct internal access road. Submitted 4 th April 2024. Claim certified by Council engineer as requested. Claim certified by RIM 16 th May 2025, awaiting advice from Public Works Authority. Approval received 13 th June 2025. Works scheduled for October 2025.
ARGN 1034	EPA RW	\$38,983.86	*Claim for other works associated with flooding of tip. Re-submitted 4 th April 2024. Claim signed by Council November 2024. Claim certified by RIM 16 th May 2025, awaiting advice from Public Works Authority. Approval received 13 th June 2025. Request for finalisation of payment made to Public Works Authority on the 20 th June 2025.

Table Legend

AGRN – Australian Government's Registration Number

EW – Emergency Works

IRW – Immediate Reconstruction Works

EPA RW – Essential Public Asset Reconstruction Works

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

Carried

4.5 WORK HEALTH & SAFETY RISK MATTERS

4.5.1 Workplace Inspection Calendar (WHS_RC)

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

Carried

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4.5 WORK HEALTH & SAFETY RISK MATTERS

CONTINUED

4.5.4 StateCover Targeted Assistance Program (TAP) (GM/WHC-RC)

Priorities will be as follows:

- P1 Psychosocial **(WHS-RC)**;
- P2 Hazardous and Manual Handling **(WHS-RC)**;
- P3 Cultural Improvement (StateCover, **SMT, WHS-RC**);
- P4 Hearing **(WHS-RC)**;
- P5 Gravel Pits **(DMES/WHC-RC)**;
- P6 Isuzu Twin-Cab Trucks **(GM/WHC-RC)**;
- P7 Iseki Mowers – Seats **(TSM/WC/DMES)**;
- P8 WHS Training **(WHS-RC)**;
- P9 Roadwork Signage **(DMES)**;
- P10 First Aid Training **(WHS-RC)**;
- P11 Workforce Fitness **(HRO/WHC-RC)**;
- P12 Plant Replacement **(DMES)**;
- P13 Staff Mentoring Program **(TSO/AOES/MIO)**; and
- P14 WHS Trainee **(GM)**.

MOVED Burns/Woodman 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, 15th July 2025 commencing at 2.30 pm

4.6 HUMAN RESOURCES

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

Position	Permanent/ Contract	Responsible Officer	Status
Treasurer / Management Accountant	Permanent	DMFA	Completion of information package and advertising to be arranged as soon as possible.
Utilities Maintenance Team Leader	Permanent	DMES	Advertising with an open closing date.
Utilities Maintenance Team Member (2)	Permanent	DMES	Advertising with an open closing date.
Pavement Maintenance Team Leader	Permanent	DMES	Advertising with an open closing date.
Pavement Maintenance Team Operator	Permanent	DMES	Advertising with an open closing date.
Light Plant Operator – Relief	Permanent	DMES	Advertising with an open closing date.
Heavy Plant Operator (Grader)	Contract at least 2 Years	DMES	Subject to further discussions at SMT. Advertising to be arranged as soon as possible if required.
Light Truck Driver (Water)	Contract at least 2 Years	DMES	Advertising with an open closing date.
Light Plant Operator – Roller	Contract at least 2 Years	DMES	Advertising with an open closing date.
Heavy Diesel Mechanic	Permanent	DMES	Advertising with an open closing date.
*Asset Technical Officer – Roads	Permanent	DMES	Successful candidate has commenced duties.
Roads Infrastructure Manager	Permanent	DMES	Advertising with an open closing date.
Works Clerk/Administration Officer Engineering Services	12-month Contract	DMES	Advertising with an open closing date.
Trainee Plant Operator	Trainee – 3 years	DMES	Advertising with an open closing date.
Cleaner (Part-Time)	Permanent	MHD	Advertising with an open closing date.
Records Administrator / Relief Service NSW	Permanent	DMFA	Advertising with an open closing date.
*Finance Clerk – Debtors / Relief Service NSW	Permanent	DMFA	Successful candidate has commenced duties.
Trainee Administration Officer	Trainee – 2 year	GM	Advertising with an open closing date.

Items marked with an () asterisk and have been highlighted grey indicate that they have been finalised and are to be removed from the listing.*

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

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4.6 HUMAN RESOURCES

CONTINUED

4.6.3 Staff Probationary Periods (GM)

RECOMMENDATION TO COUNCIL:

MOVED Woodman/Prakash that Probationary Periods contained within the report for example positions (Level 1,2,3 & 4) have a six (6) month probationary period as they are of such a nature and circumstances of employment requiring longer Probationary Periods due to high levels of responsibility, technical requirements, budget supervision and/or contact with higher levels within the organisation and Councillors, with all other positions having a three (3) month probationary period as per legislation.

Carried

5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

Date	Circular No.	Description	Comment/Action
16.6.2025	25-12	Annual CPI adjustment to companion animal fees 2025/26	Noted.
18.6.2025	25-13	Council de-amalgamations- amendments to the Local Government Act 1993	Noted.
30.6.2025	25-14	Publication of the updated Local Government Filming Protocol	Noted.

MINISTERIAL CIRCULARS

Date	Circular No.	Description	Comment/Action
Nil			

MOVED Burns/Egan 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, 15th July 2025 commencing at 2.30 pm

5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

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.

The OLG Calendar of Compliance & Reporting Requirements 2024-25 is available to view [here](#). A hard copy has been provided to Manex Members via an email sent on Monday, 8th July 2024.

		July 2024 Items	Status		August 2024 Items	Status
Finance		Financial Statements to be audited within four months [LGA s416(1)].	Noted	1	Last day for rates to be levied by service of rates notices (LGA s562(4))	Noted.
	5	Proposed Borrowing Return to be submitted to TCorp. Return available here .	Noted	31	First quarter rates or single instalment due (LGA s562)	Noted.
	31	Last day for making rates [LGS s533].				
	31	GST Certificate to be submitted to OLG.	Noted.			
Governance	1	Councils are required to have a risk management framework and an internal audit function.		16	Caretaker period commences (LG Reg clause 393b (3))	N/A
	30	Public Interest Disclosures Report due to NSW Ombudsman (PIDA s78). Reminder: written returns of interest due 30 September for Councillors and Designated Persons who held office at 30 June [MCC cl4.21(b)].	Noted August 2025/ September 2025 Council Meeting Will be provided to Councillors and Designated Persons at the July 2025 Council Meeting.			

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
Tuesday, 15th July 2025 commencing at 2.30 pm

5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

		July 2024 Items	Status		August 2024 Items	Status
		ARIC to have met this quarter [LG Reg s216J]	Noted.			
Grants		Low-cost loan initiatives reimbursement claim period opens – initial report or progress report due.	N/A		New Council Implementation Fund (NCIF) progress report due	N/A
		Local Government Recovery Grants – AGRN 1012, 1025, 1030/34 & \$2M, HIC Companion Animals Grants (\$375k) – YTD reporting due.	IPM responsible for reporting.		Stronger Communities Fund (SCF) progress report due	Noted
Companion Animals	31	Rehoming Organisations Annual Reports due.	N/A	31	Animal seizures – Pound data report due	Noted.

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

Carried

WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on
Tuesday, 15th July 2025 commencing at 2.30 pm

6 OPERATIONAL PROCEDURES

(I2-11.1)

Nil.

7 JUNE 2025 DRAFT MINUTES AND JULY 2025 DRAFT BUSINESS PAPER

The Committee previewed the July 2025 Business Paper and the June 2025 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

8 CORRESPONDENCE AND CUSTOMER REQUESTS STATUS

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

WARREN SHIRE COUNCIL
Minutes of the Manex Committee Meeting
held in Council's Community Room on
Tuesday, 15th July 2025 commencing at 2.30 pm

9 GENERAL BUSINESS WITHOUT NOTICE

9.1 Club Grants Category 3

Arranging where possible through other organisations for the Grants. (WSCM/TSM/GM)

9.2 2025 Continuous Improvement Pathway (CIP) Launch of Statewide Mutual

Three self-assessments topics.

- Bridges (DMES/RIM)
- Trees and Tree Roots. (DMES/TSM)
- Incident Investigation (MANEX/SMT)

9.3 Safety Culture – Surveillance/ Vehicle Monitoring

- Installation in vehicles almost complete.
- Goes live 1st August 2025.

9.4 Comics Plus eResource - Library

9.5 Timesheets

- Deadline should be lunchtime Mondays. If not in available leave will be used for payment. Will be adjusted the following week. (TREAS)
- Is there a policy regarding timesheets? It's an employment obligation.
- Electronic timesheets perhaps in the future.

9.6 Water Readings

- Many were incorrect and had to be reread. They need to be more accurate. (TSM)

There being no further business the meeting closed at 4.46pm.

AUSTRALIA DAY COMMITTEE

Attached are the Minutes of the meeting of the Australia Day Committee held on Wednesday, 16th July 2025.

RECOMMENDATION:

That the Minutes of the Meeting of the Australia Day Committee held on Wednesday, 16th July 2025 be received and noted and the following recommendation be adopted:

ITEM 6.1 AUSTRALIA DAY NOMINEE ELIGIBILITY AND SELECTION CRITERIA REVIEW (C19.1-36)

That:

2. The Australia Day Award eligibility and selection criteria framework be amended as follows:

Citizen of the Year

- The Citizen of the Year is a person over the age of 25 years old who has made an outstanding contribution to the Warren Community during the year;

Young Citizen of the Year

- The Young Citizen of the Year is a person under the age of 25 years old who has made an outstanding contribution to the Warren Community during the year;

Community Service

- Community Service would be a person, group or organisation who has made a considerable contribution to the Warren Community over a period of years;

Sportsperson or Sporting Organisation of the Year

- Sportsperson or Sporting Organisation of the Year should be over 18 years of age and does not necessarily have to be a sportsperson or sporting organisation themselves but may be somebody who has contributed in some way to a particular sport or sports. This award is open to sportspersons, volunteers, teams or sporting organisations;

Young Sportsperson or Team of the Year

- Young Sportsperson or Sporting Organisation of the Year should be under 18 years of age and does not necessarily have to be a sportsperson or sporting organisation themselves but may be somebody who has contributed in some way to a particular sport or sports. This award is open to sportspersons, volunteers, teams or sporting organisations;

Community Event of the Year

- Community event of the Year recognises a successful Community Event or Project that benefits or promotes the Warren Community;

Young Achiever of the Year

- The Young Achiever Award is to acknowledge, encourage and most importantly promote the positive achievements of all young people throughout Warren Shire under the age of 25 years old; and

Business House of the Year

- The Business House of the Year Award recognises outstanding businesses and individuals in the Warren Shire.

WARREN SHIRE COUNCIL

Minutes of the Australia Day Committee

Meeting held in Council's Conference Room at 115 Dubbo Street
Warren on Wednesday, 16th July 2025 commencing at 4.01 pm

PRESENT:

Councillor Ros Jackson (Chair)

Councillor David Cleasby

Gary Woodman (General Manager)

Jillian Murray (Treasurer)

Rebecca Christian (Projects Administration Officer)

ITEM 1 APOLOGIES

Apologies were received from Bradley Pascoe (Divisional Manager Finance & Administration) and Jody Burtenshaw (Executive Assistant) who were absent due to external commitments and it was **MOVED** Woodman/Cleasby that a leave of absence be granted for this meeting.

ITEM 2 CONFIRMATION OF THE MINUTES OF THE MEETING HELD 16TH DECEMBER 2024

MOVED Jackson/Cleasby that the Minutes of the Meeting held on 16th December 2024 be accepted as a true and correct record of that meeting.

Carried

ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD 16TH DECEMBER 2024

Nil.

ITEM 4 DISCLOSURES

Nil.

ITEM 5 ACTION CHECKLIST

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

Carried

ITEM 6 REPORTS

ITEM 6.1 AUSTRALIA DAY NOMINEE ELIGIBILITY AND SELECTION CRITERIA REVIEW

(C19.1-36)

MOVED Jackson/Cleasby that:

1. The information be received and noted; and
 2. The Australia Day Award eligibility and selection criteria framework be amended as follows:
-

WARREN SHIRE COUNCIL

Minutes of the Australia Day Committee

Meeting held in Council's Conference Room at 115 Dubbo Street
Warren on Wednesday, 16th July 2025 commencing at 4.01 pm

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The 2026 Australia Day Nomination Form revised is as follows:

AUSTRALIA DAY AWARDS 26th JANUARY 2026

NOMINATION FORM

1. Refer to attached criteria for eligibility for nomination. Ideally, the person nominated should be able to be in attendance on Australia Day to receive their Award. A person can be nominated for more than one category (please use a separate form for each category). It is important to provide as much detail as possible on the attached pages as the judges are independently selected and may not know the nominee.
2. Please return your completed form to the Warren Shire Council, 115 Dubbo Street Warren NSW 2824 or by email to council@warren.nsw.gov.au.
Nominations must be received by midnight Thursday, 11th December 2025.
3. Award Category nominated (please tick one category only)

<input type="radio"/> Citizen of the Year	<input type="radio"/> Community Event of the Year
<input type="radio"/> Young Citizen of the Year	<input type="radio"/> Community Service
<input type="radio"/> Young Achiever of the Year	<input type="radio"/> Business House of the Year
<input type="radio"/> Sportsperson or Sporting Organisation of the Year	
<input type="radio"/> Young Sportsperson or Sporting Organisation of the Year	
4. Details of person submitting nomination:
Name:
Address:
Telephone No.:
Organisation Represented:
Signature:
Date:
5. Full name of person being nominated:
Address of person being nominated:
Telephone Number of person nominated (if possible):
Signature of person being nominated or evidence of acceptance of nomination must be provided (e.g. – verbally accepted by phone or emailed acceptance):

WARREN SHIRE COUNCIL

Minutes of the Australia Day Committee

Meeting held in Council's Conference Room at 115 Dubbo Street
Warren on Wednesday, 16th July 2025 commencing at 4.01 pm

CRITERIA AND ELIGIBILITY FOR NOMINATIONS

Citizen of the Year

The Citizen of the Year is a person over the age of 25 years old who has made an outstanding contribution to the Warren Community during the year.

Young Citizen of the Year

The Young Citizen of the Year is a person under the age of 25 years old who has made an outstanding contribution to the Warren Community during the year.

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WARREN SHIRE COUNCIL

Minutes of the Australia Day Committee

Meeting held in Council's Conference Room at 115 Dubbo Street

Warren on Wednesday, 16th July 2025 commencing at 4.01 pm

Please detail the nature, duration and impact of the nominee's contribution to the Warren Shire (i.e. contributions and achievements that the person, group or organisation has made during 2025).

[illegible]

ITEM 7 GENERAL BUSINESS

Nil.

ITEM 8 NEXT MEETING

Monday, 3rd November 2025 at 3.30 pm.

There being no further business the meeting closed at 5.27 pm.

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS, COONAMBLE ON MONDAY 23rd JUNE 2025 COMMENCING AT 10:30AM

PRESENT: Member D Batten, Member N Kinsey, Member Z Holcombe, Member P Fisher, Member M Garnsey, Member G Rummery and Member M Cooke

ABSENT: Member D Bell, Member G Whiteley, Member G Peart

STAFF MEMBERS: M. Urquhart (General Manager), A. Fletcher (Senior Biosecurity Officer) and R Wilson (Minute Secretary)

WELCOME: Meeting was opened at 10:32am and Chairman Clr Batten, welcomed all councillors and staff to the meeting.

03/25/01 Leave of Absence

Resolved:

That

1. the leave a leave of absence received from Member G Whiteley, Member G Peart and Member D Bell is accepted and a leave of absence is granted.
2. the leave of absence from Member Z Holcombe for the 25th August 2025 meeting is accepted and a leave of absence is granted.

Moved: Member Kinsey

Seconded: Member Garnsey

Carried

DECLARATIONS OF INTEREST- Nil

03/25/02 Minutes of Ordinary Council Meeting – 28th April 2025
--

Resolved:

That the minutes of the ordinary Council meeting held 28th April 2025, having been circulated be confirmed as a true and accurate record of that meeting.

Moved: Member Garnsey

Seconded: Member Holcombe

Carried

03/25/04 Correspondence for June 2025**Recommendation:**

That the correspondence be received and noted.

Moved: Member Kinsey

Seconded: Member Rummery

Carried

03/25/05 Reports of Committees**Recommendation:**

That the reports of the following committees be received and noted;

- Central West Regional Weed Committee Meeting Minutes 11th March 2025
- Hudson Pear Taskforce Meeting Minutes 12th November 2024
- Hudson Pear Taskforce Meeting Minutes 13th May 2025
- North West Regional Weeds Committee Meeting Minutes 15th May 2025
- ARIC Meeting Agenda 20th February 2025
- ARIC Meeting Agenda 15th May 2025

Moved: Member Garnsey

Seconded: Member Holcombe

Carried

03/25/06 Council's Decision Action Report – June 2025**Resolved:**

That the Resolution Register for June 2025 be received and noted.

Moved: Member Cooke

Seconded: Member Garnsey

Carried

03/25/07 Circulars Received from the NSW Office of Local**Resolved:**

That the information contained in the following Departmental circulars 25-05 to 25-11 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved: Member Holcombe

Seconded: Member Fisher

Carried

03/25/08 Cash and Investment Report – 30th April 2025 and 31st May 2025**Resolved:**

That the investment report for 30th April 2025 and 31st May 2025 be received and noted.

Moved: Member Holcombe

Seconded: Member Kinsey

Carried

03/25/09 Member Fees, Local Renumeration Tribunal**Resolved:**

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

- a) The member fee for 2025/2026 be fixed at \$2,090.00
- b) The Chairperson fee for 2025/2026 be fixed at \$4,490.00
- c) Makes a superannuation contribution payment of 12% to its members in accordance with section 254B of the Local Government Act 1993.

Moved: Member Holcombe

Seconded: Member Garnsey

Carried

03/25/10 Draft Operational Plan 2025/26, Delivery Program 25/26 to 28/29, Long Term Financial Plan 25/26 to 34/35, Business Activity Strategic Plan 25/26 to 34/35, Asset Management Plan 25/26 to 34/35 and Workforce Strategy 25/26 to 28/29.

Resolved:

That Council not having received any submissions by the 1st June 2025 now formally adopts the Operational Plan for 2025/26 (Scenario 1, Delivery Program 25/26 to 28/29, Long Term Financial Plan 25/26 to 34/35, Business Activity Strategic Plan 25/26 to 34/35, Asset Management Plan 25/26 to 34/35 and Workforce Strategy 25/26 to 28/29.

Moved: Member Garnsey

Seconded: Member Fisher

Carried

03/25/11 Adoption of Model Code of Conduct

Resolved:

That Council now formally adopts the *Model Code of Conduct* document.

Moved: Member Kinsey

Seconded: Member Rummery

Carried

03/25/12 Adoption Of Model Code Of Meeting Practice

Recommendation:

That Council now formally adopts the *Model Code of Meeting Practice* document.

Moved: Member Rummery

Seconded: Member Kinsey

Carried

03/25/13 MOU Internal Audit & Internal Audit Coordinator**Resolved:**

That;

- (a) Council endorses the actions of the General Manager in progressing a quotation for Internal Audit Services in conjunction with Upper Macquarie and Upper Hunter County Councils.
- (b) Council enters into a Memorandum of Understanding (MOU) with Upper Macquarie and Upper Hunter County Councils for the Internal Audit Services.
- (c) Council formally appoints the Upper Macquarie Council's Biosecurity Administration Manager as the Castlereagh Macquarie County Council Internal Audit Coordinator.
- (d) The Chairman and General Manager be authorised to appoint on Councils behalf, an appropriately qualified Internal Audit Firm for the shared Internal Audit arrangement for a three (3) year period commencing 1st July 2025.
- (e) The Chairman and the General Manager be authorised to execute the relevant documents.

Moved: Member Garnsey**Seconded:** Member Kinsey**Carried****03/25/14 New Policies and Plans****Resolved:**

That;

- (a) the report be received
- (b) Council adopts the following policies and plans
 - Staff Travel and Related Expenses Policy
 - Cyber Security and Incident Response policies x 3
 - Risk Management Framework
 - Internal Audit Charter
 - Disaster Recovery and Business Continuity Plan
 - ICT System Change Policy

Moved: Member Rummery**Seconded:** Member Cooke**Carried**

03/25/15 Important Dates for Members - Upcoming Meetings & Events

Recommendation:

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

Moved: Member Kinsey

Seconded: Member Garnsey

Carried

There was discussion regarding the 2025 NSW Weeds Conference. No Members nominated to attend the 2025 Weeds Conference, at such time.

It was noted that the Senior Bio Security Officer, would be presenting at the upcoming 2025 conference, and it was requested by CMCC Members, that the presentation would be also given to Members at the next meeting of Council (August 2025).

03/25/16 Quarterly Biosecurity Report

Resolved:

That the report be received and noted.

Moved: Member Kinsey

Seconded: Member Garnsey

Carried

03/25/17 Move Into Closed Session

Time: 11.20am

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

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

Moved: Member Kinsey

Seconded: Member Rummery

Carried

03/25/18 CONFIDENTIAL - General Managers Annual Performance Review

Recommendation:

That;

- (a) The members note my report in regard to Mr Urquhart's Annual Performance Review.
- (b) That the Board once again, note Mr Urquhart's current contract to 16th February 2028.

Moved: Member Batten

Carried

03/25/19 Return to Open Session

Recommendation:

That Council return to open session

Moved: Member Kinsey

Seconded: Member Garnsey

Carried

03/25/20 Adoption of Closed Session Reports

Recommendation:

That Council adopt the recommendations of the Close Committee Reports.

Moved: Member Kinsey

Seconded: Member Fisher

Carried

Questions for Next Meeting

- Member Batten requested that hard copies of the agenda be posted out to members prior to the Council meeting
- Member Rummery asked if Teams were available for Council Meetings. The General Manager stated that there was legislation which governs requirements for such and that he would investigate.

Date of the next CMCC Council Meeting to be Monday 25th August 2025 in Coonamble

Close of Meeting

The meeting closed at 11:32am

Chairman

General Manager

DRAFT

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW)
INCORPORATED, ORDINARY GENERAL MEETING HELD ON 4 JUNE 2025, PRESTON
STANLEY ROOM, NSW PARLIAMENT HOUSE, SYDNEY.**

Present

Cr Kevin Duffy (Chair)
Cr Tony Lord
Cr Jim Hickey
Cr Emma Henderson
Grant Baker
Cr Deidre Stuart
Cr Maurice Collison
Greg McDonald

Orange City Council
Bland Shire Council
Broken Hill City Council
Bland Shire Council
Bland Shire Council
Wollongong City Council
Upper Hunter Shire Council
Upper Hunter Shire Council

Dr Jess Jennings
FTG – Director Policy
Ingrid Moores (as Minute Taker)
Andrew Callow

MERC – Executive Officer

FTG – Project Officer
FTG – Intern

Microsoft TEAMS

Cr Bruce Reynolds
Mark Dicker
Cr Peter Batten
Cr Jarrod Marsden
Cr Josh Black
Gary Woodman
Cr Greg Whitely
Cr Thomes Quinn
Ron Zwicker
Cr Chris Roylance
Cr Dennis Brady (Deputy Chair)
Patrick Ruettjes
Brad Cam
Cr Tony Mileto
Kent Boyd PSM

Blayney Shire Council
Blayney Shire Council
Cabonne Shire Council
Cobar Shire Council
Dubbo Regional Council
Warren Shire Council
Warren Shire Council
Wollongong City Council
Wollongong City Council
Forbes Shire Council
Lachlan Shire Council
Lachlan Shire Council
Mid-Western Regional Council
Orange City Council
Parkes Shire Council

Observer

Ian Greenham

Orange City Council

1. Welcome

The Chair, Councillor Kevin Duffy welcomed delegates, FTG staff officers and opened the meeting at 12:05pm

2. Acknowledgement of Country

The Chair acknowledged the traditional owners of the land that the meeting was held on and paid his respects to the Elders past, present & emerging.

3. Apologies

OM 9/2025 Resolved (Cr Hickey /Cr Lord) That the apologies of Cr Miller, Mr Jane, Cr Mckay, Mr Loane, Mr Waddell and Mr Wood be received and noted.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW)
INCORPORATED, ORDINARY GENERAL MEETING HELD ON 4 JUNE 2025, PRESTON
STANLEY ROOM, NSW PARLIAMENT HOUSE, SYDNEY.**

4. Disclosure of Interests

No Disclosure of Interest

5. Speakers

The speakers of The Honourable Roy Butler, MP and The Honourable Paul Scully, Minister for Planning and Public Places were postponed to 1:30pm and 3pm respectfully to align to the Ministers schedules and availability.

6&7 Adoption of the Minutes of the Ordinary General Meeting held 27 March 2025

OM 10/2025 Resolved (Cr Brady, Cr Lord) That the minutes of the Ordinary General meeting held on 27 March 2025 be received and noted and there was no business arising.

8&9 Adoption Minutes of Executive Committee held on 4 June 2024.

It was highlighted that Upper Hunter had requested to rejoin with MERC and that was approved by the Executive Committee.

A question was asked as to why the free membership was proposed and proceeded.

It was noted that a suite of Constitutional changes was approved at the 2024 AGM one of which was to delegate to the Executive the ability to waive fees for the ensuing 12 months following a new Council's application to encourage greater membership.

OM 11/2025 Resolved (Cr Lord, Cr Hickey) That the minutes of the Executive Committee Meeting held on 4 June 2025 be received and noted and that there was no further business arising.

10. Executive Officer Report

The meeting welcomed Dr Jess Jennings as the new Executive Officer for MERC. Dr Jennings is an economist with specialist expertise in resource economics – particularly primary production. He has worked with both the NSW and Commonwealth governments – including for the Australian Bureau of Agricultural Resource Economics and Science. He is presently employed as a NSW Government policy officer and as part of a multi-disciplinary economic transitions team in the Central West. He is the former Mayor of Bathurst with significant experience in local government and in issues impacting regional NSW.

The Meeting also acknowledged the work of Greg Lamont in recommencing the role of Executive Officer on an interim basis for the last six or so months and expressed its appreciation. It was noted that a letter be written *via* the chair to showing the Association's appreciation of Greg's work.

A financial update was provided, including:

- Revenue and expenditure statements
- Detailed balance sheet

Upcoming speaker schedule discussed, with Roy and Paul Scully noted as upcoming presenters.

We are working with ministers' offices to have The Honourable Penny Sharpe MLC Minister for Climate Change, Minister for Energy, Minister for the Environment, Minister for Heritage.

MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, ORDINARY GENERAL MEETING HELD ON 4 JUNE 2025, PRESTON STANLEY ROOM, NSW PARLIAMENT HOUSE, SYDNEY.

As well as The Honourable Stephen Kamper Minister for Multiculturalism, Jobs and Tourism, Lands and Property, and Sports for the September meeting.

Consideration is being given to inviting The Honourable Courtney Houssos, MLC Minister for Finance, Minister for Domestic Manufacturing and Government Procurement and Minister for Natural Resources. As well as The Honourable Daniel Mookhey MLC Treasurer to the November meeting.

OM 12/2025 Resolved (Cr Lord /Cr Hickey) that the Executive Officer Report be received and noted.

11. Policy Officer Report

FTG staff officers provided a policy update. It was noted that it appeared the recent visits to non-member councils had been very positive and several councils working on providing reports to their respective councillors about rejoining MERC. It was also noted to organise a meeting with Forbes Shire Council with Cr Chris Roylance and Acting GM Richard Jane.

Noting concerns leading up to the Meeting as to whether the proposed Campaign included those Local Government Areas not hosting mining activity directly, FTG staff officers confirmed that the Campaign proposed to include those councils together with energy councils.

There was also assurance that the scope of the campaign will address the impacts of renewable energy developments.

The NSW Government is continuing to draft legislation for its proposed Future Jobs and Investment Authorities.

Concerns were again raised regarding the scope of a combined campaign and its budgetary implications for councils. Responses were provided by FTG staff officers.

12. Sample new Energy Rating Sub-categories

FTG staff officers provided sample new energy rating sub-categories for member consideration and discussion.

OM 13/2025 Resolved (Cr Hickey/Cr Lord) that the Policy Officer Report including the Sample New Energy Rating Sub-categories be received and noted.

13. General Business

Participants noted upcoming meetings and ongoing communications with external stakeholders.

The importance of continuing to engage and inform member councils was reinforced.

The meeting was suspended at 1:10pm with a short break before reconvening for the scheduled session with The Honourable Roy Butler MP at 1:30 PM.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW)
INCORPORATED, ORDINARY GENERAL MEETING HELD ON 4 JUNE 2025, PRESTON
STANLEY ROOM, NSW PARLIAMENT HOUSE, SYDNEY.**

Speaker 1 The Honourable Roy Butler MP addressed the meeting at 2pm

- Significant mining projects were discussed across Narrabri, Bobabri, and Cobar, alongside emerging renewable energy developments in the Far West.
- Mr Butler highlighted the economic and historical contributions of Broken Hill and raised the challenges of managing renewable projects on vast rural lands.
- The Regional Development Trust Fund has been increased by an additional \$50 million, bringing the total to \$450 million.
- Mr Butler noted that the first round of \$50 million has been allocated, with continued contributions anticipated.
- There was strong consensus that a replacement program is needed for the discontinued *Resources for Regions* initiative to support mining-affected councils.
- Local government input was emphasized as critical in the development of this new program.
- Mr Butler's electorate is the largest in NSW, spanning 356,000 sq km and 150 communities.
- Mr Butler's team consists of 12 staff across Broken Hill, Cobar, and Narrabri, offering policy, media, and community support to councils both inside and outside the electorate.
- Cr. Mark Dicker raised the need for a new government-supported funding model co-designed by local councils.
- Cr. Reynolds emphasized the cumulative impacts of mining, including dust, traffic, and water, and the additional strain from logging in forestry-impacted areas.
- Councillors urged a campaign and advocacy effort to highlight these issues to the state government.
- Cr. Roy raised concerns about the oversubscription of the Regional Economic Development Fund and the need to requote projects due to rising costs.
- Cr. Batten advocated for more support for low rate-base councils like Buchan Shire.
- Councils detailed the impacts of mining on road infrastructure and community facilities, calling for targeted funding.
- Mr Butler suggested a quiet, strategic approach to lobbying for a new Resources for Regions-style program.
- Mr Butler supported developing a grassroots proposal in collaboration with local government stakeholders.
- Emphasized involving the Department of Local Government and relevant ministers in the proposal process.

Delegates expressed appreciation for the discussion and Mr Butler's time.

The meeting was suspended at 2:30pm with a short break before reconvening for the scheduled session with Paul Scully Minister for Planning and Public Spaces at 3:00 PM.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW)
INCORPORATED, ORDINARY GENERAL MEETING HELD ON 4 JUNE 2025, PRESTON
STANLEY ROOM, NSW PARLIAMENT HOUSE, SYDNEY.**

**Speaker 2 – The Honourable Paul Scully Minister for Planning and Public Spaces
addressed the meeting at 3pm with his team**

- Minister Scully discussed the reuse of post-mining land for future employment opportunities was emphasized over reverting to pre-settlement conditions.
- Infrastructure needs including roads, rail, and electricity were identified as key enablers.
- Global interest in reusing old mine shafts for energy generation was discussed, with examples from Texas and Poland.
- The Federal Labor Party has committed funding for pilot sites to trial such initiatives.
- Acknowledgement of the significant workforce in the resources sector, both direct and indirect.
- Emphasis on providing choice and employment opportunities in regions facing mine closures.
- The need for streamlined processes to support reuse of land for employment was highlighted.
- NSW government is working to improve the planning system for critical minerals to meet global and domestic demand (especially copper).
- Planning reforms aim to facilitate responsible extraction while integrating miners into local communities.
- Clarification that renewable energy zones (REZs) are not exclusive and may intersect with other land uses.
- New renewable energy guidelines were discussed, with a focus on:
 - Community engagement
 - Cumulative impacts
 - Visual amenity
 - Social impact assessments
- The process must be scientific, transparent, and community-informed.
- Members raised concerns over loss of social license for solar farms in the Dubbo region due to poor visual outcomes.
- Updated solar farm guidelines were discussed:
 - Include visual impact assessment methodologies
 - Encourage early engagement and suitable site selection
 - Emphasize community benefits
- Discussion on balancing infrastructure delivery with adequate planning staff capacity, particularly in rural and regional councils.
- Recent government announcements include:
 - Financial support for hiring planners and trainees
 - Online para-planning courses through TAFE to assist councils with administrative planning tasks
- Workforce shortages in planning were acknowledged as a persistent challenge.
- Improvements to the planning portal are underway to reduce complexity:
 - Goal to reduce development application questions to around 200
 - Greater system flexibility and responsiveness is planned
- Need for a more efficient digital system to manage diverse application types was emphasized.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW)
INCORPORATED, ORDINARY GENERAL MEETING HELD ON 4 JUNE 2025, PRESTON
STANLEY ROOM, NSW PARLIAMENT HOUSE, SYDNEY.**

Delegates expressed appreciation for the discussion and Minister Scully's time.

The Chair then thanked all participants.

15. Close – the meeting closed at 3:35pm.

The minutes were confirmed at the Ordinary General Meeting held on 11 September 2025 and are a full and accurate record of proceedings of the Ordinary meeting held on 4 June 2025.

.....
Cr Kevin Duffy,
Chairperson

DRAFT

WARREN SHIRE COUNCIL
Delegates Report by Councillor P Serdity
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 24th July 2025

ITEM 1 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 16TH JUNE 2025.

Chairperson Clr Pauline Serdity welcomed all to the meeting and apologized for the late start. Unfortunately, we had IT issues trying to add various members to this meeting. Some, after several minutes, were unable to remain and left the meeting as indicated below.

MEETING OPENED: 1.22pm

PRESENT: Clr Pauline Serdity - Warren Shire Council
 Maryanne Stephens- Manager Health & Development
 Fleur Magick Dennis - Senior Project Officer LALC left chat at 1.40pm
 Felicity Leonard - Family Support Barnardos,
 Rachel Swindle - Transport for NSW
 Emma O'Connell - Royal Flying Doctor Service
 Yvonne Warman - Mission Australia left the chat at 1.32pm
 Belinda Bell - CCWF left the chat at 1.35pm
 Lisa White - Warren Pre-School
 Ewen Jones - Marathon Health

1. APOLOGIES: Clr Ros Jackson, Clr Sarah Derrett, Shanaa Daley.

Moved: Felicity Leonard Seconded: Maryanne Stephens

Carried

2. CONFIRMATION OF MINUTES: Minutes of meeting held on Thursday 10th April 2025.

Moved: Maryanne Stephens Seconded: Fleur Magick Dennis

Carried

3. BUSINESS ARISING

Nil.

4. CORRESPONDENCE:

Nil.

5. ACTION CHECKLIST: No further updates to the checklist at this time.

6. REPORTS FROM AGENCIES:

WARREN SHIRE COUNCIL
Delegates Report by Councillor P Serdity
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 24th July 2025

ITEM 1 WARREN INTERAGENCY SUPPORT SERVICES

CONTINUED

REPORTS FROM AGENCIES - Members asked to provide written information to be included in the minutes.

Pauline Serdity - WHAC representative

- A BBQ was held at Calara House to open the new BBQ that was purchased through a grant application through FRRR for \$10,000. Residents, family members and staff were invited to join the event for a lunch time sausage sizzle. This was well received.

Pauline Serdity - VIEW Club, CWA, and Spinners and Yarners members

A written report for each is attached to these minutes.

Felicity Leonard - Barnardos Family Support

A written report is attached to these minutes.

Rachel Swindal - TfNSW NSW Transport Safety Program

- Warren Youth Group - Health and Wellbeing Day
- Current campaign mobile drug testing harsher penalties
- Wildlife awareness
- Drivers Licensing access program with Bunmara, Dubbo and Moree communities
- Information on road safety - road to collaboration

EWEN JONES - MARATHON HEALTH

- Face to face visits in Warren. Visited Warren last week
- Mental Health funded by Primary Health 16 yrs upwards, free of charge, self-referrals. Check with clients before they come out. Doctors and nurses come to team meetings.
- Out and about recovery coaches.
- Plenty of staff and funding at this time.
- Program is goal based, help to get life back on track.
- Help with essentials e.g. clothes etc.
- Currently no clients listed for Warren area

LISA WHITE - WARREN PRE SCHOOL

- Education and Care 79 children at present 8.30am to 3pm
- 65% of the children are Aboriginal or Torres Strait Islander
- Have access to Hannah Russ - Speech Therapist not for profit

EMMA JONES - ROYAL FLYING DOCTORS SERVICE

- Ursula AoD Clinician in Warren but her books are full at the moment
- Grow Services Day coming up on Tuesday 15th July and flyers for the event will be going out shortly and there are already a number of services registered for the day. There is a QR code on the flyer for services to register or services can email luke.braund@rfdsse.org.au
- Currently, we have a Local Drug Action Team FREE community program happening out at Victoria Oval Community Centre
- Pilates and Breathwork every Thursday until July 10th 1pm – 2.30pm

WARREN SHIRE COUNCIL
Delegates Report by Councillor P Serdity
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 24th July 2025

ITEM 1

WARREN INTERAGENCY SUPPORT SERVICES

CONTINUED

GENERAL BUSINESS

We are working on updating our current contacts and an email will be sent out shortly with a short survey form which we ask you to complete to enable us to record any changes etc. as we need to keep our contact details up to date.

Next meeting Monday 11th August 2025 at 1pm

There being no further business the meeting closed at 1:55pm.

WARREN SHIRE COUNCIL
Delegates Report by Councillor P Serdity
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 24th July 2025

ITEM 1 WARREN INTERAGENCY SUPPORT SERVICES

CONTINUED

WRITTEN REPORTS

Felicity Leonard - BARNARDOS - TEI WARREN PROGRAM

The Vision for the TEI Program is that:

- Families, children and young people's needs are met early to prevent escalation of vulnerability.
- Families can access support early in their lives for their children and young people.
- Risk factors that lead to child abuse, neglect and DV are addressed early and Aboriginal children, young people, families and communities have access to timely, effective, accessible and culturally safe support and services.

With a focus on early help and support, the objective of the TEI program is to provide targeted services at the point where they can have the most impact.

Barnardos offers the TEI Program in Mid-Western LGA, Warren LGA and Warrumbungle LGA. The service types provided to clients with this program vision are:

- Intakes
- Information, advice and referrals
- Material aid
- Supported Playgroups – Wednesday and Thursday 10.30am – 12.30pm school term
- Parenting programs - turning into kids, safe care, small talk
- Community Engagement
- Social participation

TEI can provide intakes and some casework, however, if high risks are identified, referrals will be made for more intense case management support like the Family Preservation Program.

Please ring Program Manager Gina Johnson for any questions on 0427 013 122

WARREN SHIRE COUNCIL
Delegates Report by Councillor P Serdity
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 24th July 2025

ITEM 1

WARREN INTERAGENCY SUPPORT SERVICES

CONTINUED

WARREN SPINNERS AND YARNERS

We continue to meet each week on Thursdays. We still continue to knit/crochet items for various groups. Requests for more knee rugs, mother and baby pack fillers etc are always most welcome. At this time, our supplies remain steady with recent donations from deceased estates which were most welcome. We have entered a group display to this year's Warren Show and are looking forward to the feedback.

We receive half-finished items and our ladies, where possible will endeavour to complete these and forward on for use by other groups.

There are no joining or member fees for our group and all are welcome. We just ask for a \$2 donation each meeting which goes towards the cost of our Christmas event and purchasing of supplies should we need them.

It is not required for you to be a craft person as we welcome anyone popping in for a cuppy and chat.

Pauline Serdity
13th June 2025

WARREN SHIRE COUNCIL
Delegates Report by Councillor P Serdity
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 24th July 2025

ITEM 1 WARREN INTERAGENCY SUPPORT SERVICES

CONTINUED

WARREN VIEW CLUB

We continue to hold our monthly luncheon meetings on the 3rd Wednesday of each month at the Warren RSL 11.30am for a 12.00 start. Our Committee meetings are held on the 1st Thursday of each month.

Our current member numbers are 45 and new members are most welcome. We will continue to have some interesting speakers in the coming year. Our membership renewal remains at \$20 for the year with new members joining fee still remaining at \$20 and this is a one-off fee for administration. Our AGM is held in February. Our newly elected President for this year is Sue Harvey with Barbara Kentwell and Pauline Serdity re-elected as Secretary and Treasurer.

Our luncheon meetings are held on the 3rd Wednesday of the month at the RSL and the cost of the meal is \$28.50.

Our next luncheon meeting will be held on the 18th June and we will also be celebrating our 39th birthday.

We now support 3 children through our Learning for Life program.

Should you wish to contact us please do not hesitate to do so. Our information is listed in the Community Directory.

Pauline Serdity - 0429 476 261
13th June 2025

WARREN SHIRE COUNCIL
Delegates Report by Councillor P Serdity
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday 24th July 2025

ITEM 1 WARREN INTERAGENCY SUPPORT SERVICES CONTINUED

WARREN CWA

We hold our monthly meetings on the 2nd Friday of each month at the WOW Centre 9.30am for a 10.00 start.

Our Warren group 60th anniversary will be taking place in late August and we will have fashion through the decades with an appropriate lunch menu. This will be held at the Sporting and Cultural Centre with date to be confirmed.

We held our Public Speaking “Speak Out Day” on the 14th May 2025 in the Warren Shire Council Community Room. The topics for this day were “I like collecting”, “a mysterious visitor”, “taking a risk” and “up the yellow brick road”. Student number for this year were 83 which a big increase on last year’s numbers. This saw 10 students, representing Marra Primary School, Warren Central School Primary Section and St Mary’s Catholic School years 3 - 6 moving on to Narromine for the next stage in this program. That event was held on 20th May 2025. Selected students from that round will go on to Orange for the final event on 23rd June 2025.

We continue to support our community where we can and thank all our members for their continued support.

Pauline Serdity
13th June 2025

WARREN SHIRE COUNCIL
Policy Report of General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th July 2025

ITEM 1 MODERN SLAVERY POLICY AND MODERN SLAVERY RISK MANAGEMENT PLAN (P13-1, P13-7)

RECOMMENDATION that:

1. The information be received and noted;
2. The Draft Modern Slavery Policy and Modern Slavery Risk Management Plan be placed on public exhibition for a period of not less than 28 days; and
3. Subject to no adverse submissions being received, the Modern Slavery Policy and Modern Slavery Risk Management Plan as amended be adopted.

PURPOSE

To seek Council's endorsement to publicly exhibit the Draft Modern Slavery Policy and associated Modern Slavery Risk Management Plan, as required under the Modern Slavery Act 2018 (NSW) and to affirm Council's commitment to preventing modern slavery across its operations and supply chains.

BACKGROUND

Modern slavery refers to serious forms of exploitation, including forced labour, human trafficking, servitude and the worst forms of child labour. As a local government entity, Warren Shire Council is expected to take reasonable steps to ensure that its procurement practices do not contribute to or enable modern slavery.

The Draft Modern Slavery Policy (July 2025) outlines the Council's values, responsibilities, and commitments in addressing these risks. It is supported by a detailed Modern Slavery Risk Management Plan developed in collaboration with Local Government Procurement (LGP), who conducted a risk assessment of 94 suppliers between March and May 2025.

Council has recently been successful in obtaining a grant of \$10,500 under *LGP Procurement Capacity Grant Program* for Building Capacity to Manage Modern Slavery Risks in Procurement.

REPORT

The proposed Policy and Plan affirm Council's zero-tolerance approach to modern slavery and provide a framework to:

- Embed ethical sourcing and risk controls into procurement processes;
- Undertake proportionate due diligence based on risk level (High, Moderate, Low, or Minimal), as defined in the NSW Anti-slavery Commissioner's *Guidance on Reasonable Steps*;
- Identify, assess and mitigate supplier risks using the Inherent Risk Identification Tool (IRIT) and modern slavery self-assessment surveys; and
- Support continuous improvement through corrective action plans, supplier engagement, and annual reporting.

Key implementation measures include the integration of modern slavery clauses into tender and contract documentation, targeted training for staff, and regular supplier monitoring.

WARREN SHIRE COUNCIL
Policy Report of General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th July 2025

ITEM 1 MODERN SLAVERY POLICY AND MODERN SLAVERY RISK MANAGEMENT PLAN CONTINUED

The proposed Policy and Plan align with Council's existing Procurement Policy, Risk Management Policy and Community Strategic Plan. They reinforce Council's legal and ethical responsibilities and promote transparency, accountability and human rights in all Council dealings.

The proposed Policy and Plan were presented to Manex on 15th July 2025 where there were no concerns and the matter needs to be reported to Council for the process of eventual adoption of the policy and Plan.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no direct financial implications associated with the adoption of the Policy. Implementation and ongoing management will be supported through existing staffing and contract management functions.

Council has also recently secured a grant of \$10,500 under the *LGP Procurement Capacity Grant Program for Building Capacity to Manage Modern Slavery Risks in Procurement*. This funding will enable LGP to deliver training to all staff involved in Council's procurement activities and is particularly timely as we implement the Modern Slavery Policy and Management Plan across Council.

LEGAL IMPLICATIONS

The Policy supports compliance with the Modern Slavery Act 2018 (NSW) and Council's responsibilities under the Local Government Act 1993 (NSW).

RISK IMPLICATIONS

Failure to implement appropriate measures may expose Council to reputational, legal, and procurement risks. The proposed Policy and Plan provide a structured approach to mitigate these risks and align with sector best practice.

STAKEHOLDER CONSULTATION

The Policy and Plan have been developed with input from LGP's Strategic Procurement Solutions team and are proposed to be placed on public exhibition for a minimum period of 28 days. Feedback received during this period will be reviewed prior to final adoption.

OPTIONS

Council may:

- Adopt the Draft Policy and Plan as presented;
- Amend the documents prior to public exhibition; or
- Defer consideration pending further information.

CONCLUSION

The Draft Modern Slavery Policy and Modern Slavery Risk Management Plan provide Council with the tools to take practical and ethical action to prevent exploitation in its supply chains. Council is asked to endorse the public exhibition of these documents, with a view to formal adoption in the absence of adverse public submissions.

POLICY REGISTER

MODERN SLAVERY POLICY

Policy adopted: 24th July 2025 Minute No. xxx .7.2025

Reviewed:

File Ref: P13-1, P13-7

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Infrastructure Projects Manager, Joe Joseph	First Edition	Council Minute No. xxx.7.2025 (24 th July 2025)

1. Purpose

This Policy affirms Warren Shire Council's commitment to preventing, identifying and addressing modern slavery in all areas of our operations and supply chains. Modern slavery undermines human dignity and breaches fundamental human rights, and Council recognises its responsibility to act ethically and transparently in all procurement, partnerships, and employment practices.

2. Scope

This Policy applies to all Council employees, Councillors, contractors, consultants, labour hire staff, volunteers and suppliers involved in delivering services or providing goods to or on behalf of Warren Shire Council.

3. Policy Statement

Warren Shire Council does not tolerate any form of modern slavery, including but not limited to forced labour, human trafficking, servitude, debt bondage and child labour. We are committed to:

- Embedding modern slavery risk considerations into Council's procurement and contract management frameworks.
- Taking reasonable steps, proportionate to Council's risk level and resources, to identify and address potential modern slavery practices in our operations and supply chains.
- Building internal and external capability through education, collaboration and continuous improvement.

4. Definitions

Modern slavery is defined as per the Modern Slavery Act 2018 (NSW) and includes serious exploitation such as trafficking in persons, slavery, servitude, forced marriage, forced labour, debt bondage, deceptive recruiting for labour or services and the worst forms of child labour.

5. Principles

Council's approach to modern slavery is underpinned by the following principles:

- **Prevention:** Incorporating ethical sourcing and human rights due diligence into all procurement activities.
- **Accountability:** Establishing clear responsibilities and reporting mechanisms.
- **Transparency:** Disclosing risks, actions taken, and challenges encountered through annual reporting and community engagement.
- **Continuous Improvement:** Enhancing our systems, policies, and practices over time based on emerging best practice and lessons learned.

6. Responsibilities

- Executive Leadership Team: Provides oversight and ensures adequate resourcing and strategic direction.
- Procurement Team: Leads implementation of due diligence processes in accordance with the Modern Slavery Risk Management Plan.
- Contract Managers: Monitor supplier compliance and manage modern slavery risk controls through the contract lifecycle.
- All Staff: Are responsible for understanding and applying this Policy in their day-to-day roles.
- Suppliers and Contractors: Must comply with all relevant laws and Council's Statement of Business Ethics, and may be required to complete questionnaires, supply supporting documentation and implement corrective actions if risks are identified.

7. Implementation

This Policy will be implemented through the Modern Slavery Risk Management Plan (2025), which includes:

- Annual risk assessments and reporting using the Inherent Risk Identification Tool (IRIT)
- Categorised due diligence obligations (Heightened, Light, Minimal)
- Corrective action plans for suppliers as required
- Supplier engagement and modern slavery awareness activities

8. Reporting and Remediation

Suspected or confirmed cases of modern slavery must be reported immediately to Council's Governance or Procurement teams. Council will:

- Prioritise the safety and wellbeing of affected individuals
- Escalate matters to appropriate authorities where required
- Support suppliers in developing and implementing corrective actions
- Suspend or terminate contracts where suppliers fail to remediate unacceptable risks or practices

9. Review

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

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 24th July 2025

ITEM 2 PROCUREMENT AND DISPOSAL POLICY

(P13-1, P12-1)

RECOMMENDATION that:

1. The information be received and noted; and
2. The reviewed Procurement and Disposal Policy, as amended be adopted.

PURPOSE

To advise Council that a review of the Procurement and Disposal Policy has been undertaken and for Council to adopt the reviewed Policy.

BACKGROUND

The objectives of the Procurement and Disposal Policy are to:

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

The current Policy was reviewed and adopted at Council's Meeting on the 23rd September, 2021. The General Manager made minor corrections on the 17th November, 2023 to update the NSW Local Government (General) Regulation from 2005 to 2021.

REPORT

The General Manager in conjunction with the Senior Management Team has further reviewed the Policy.

Changes were minor typographical matters, inclusion of the standard review clause and the inclusion of the requirements of the NSW Modern Slavery Act, 2018, Council's Draft Modern Slavery Policy and Draft Modern Slavery Risk Management Plan.

Attachment 1 is the amended Policy with changes in red.

The reviewed Policy was presented to Manex on the 15th July, 2025 where there were no concerns and the matter needs to be reported to Council for the process of adoption of the reviewed Policy.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 24th July 2025

ITEM 2 PROCUREMENT AND DISPOSAL POLICY

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

The Policy treads on a fine line between ensuring that Councils procurement is as efficient and cost effective as possible and the support of local businesses by local preference purchasing to a certain price difference limit which is currently 5% up to a maximum of \$15,000.

LEGAL IMPLICATIONS

NSW Local Government Act 1993 as amended;
NSW Local Government (General) Regulation 2021 as amended;
NSW Modern Slavery Act 2018;
NSW Work Health and Safety Act 2011;
Tendering Guidelines for NSW Local Government;
Warren Shire Council Code of Conduct;
ICAC Guidelines;
Warren Shire Council Credit Card Policy;
Warren Shire Council Statement of Business Ethics Policy;
Warren Shire Council Fraud and Corruption Policy;
Warren Shire Council Fraud and Corruption Framework;
Warren Shire Council Work Health and Safety Policy;
Warren Shire Council Related Party Disclosures Policy;
Warren Shire Council Gifts and Benefits Policy;
Warren Shire Council Corporate Risk Register; and
Delegations Register.

RISK IMPLICATIONS

A purpose of the Policy is to reduce the risk of fraud and corruption and waste. The Policy provides a structured approach to mitigate risks and to align with sector best practice and to be as efficient as possible within the legal implications.

STAKEHOLDER CONSULTATION

Both at Senior Management Team and Manex Committee level, relevant discussions have taken place.

There is no change to the intent of the Policy proposed and accordingly it is considered that public exhibition is not needed.

OPTIONS

Council does not necessarily need to approve the reviewed Policy.

CONCLUSION

Council Procurement and Disposal Policy is one of its major tools to conduct business and to provide its services.

Proposed changes to the existing Policy are considered minor (particularly the inclusion of Modern Slavery requirements) and it is considered appropriate that the reviewed Policy be adopted.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 24th July 2025

ITEM 2

PROCUREMENT AND DISPOSAL POLICY

CONTINUED

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Proactively manage known compliance risks.
- 5.2.3 Improve procurement practices to maximise cost efficiency whilst supporting local businesses where possible.
- 5.3.3 Ensure a quality customer service focus by Council staff.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment 1 - Reviewed Procurement and Disposal Policy.

POLICY REGISTER

PROCUREMENT AND DISPOSAL POLICY

Policy adopted: 26th October 2017 (Minute No. 273.10.17)

Amended: 17th April 2018
27th September 2018
5th December 2019
23rd September 2021
17th November 2023
24th July 2025

File Ref: P13-1, P12-1

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 273.10.17 (26th October 2017)
1.1		Amended	Manex (17th April 2018 – Item 8) Minute No. 85.4.18
1.2		Amended	Council Minute No. 214.9.18 (27th September 2018)
1.3	Glenn Wilcox	Amended Purchasing amounts amended in line with Act.	Council Minute No. 248.12.19 (5th December 2019)
1.4	Gary Woodman	Amended Purchasing amounts in line with Act. Clear details of use of VendorPanel and Auction methods for the sale of fleet plant and equipment.	Council Minute No. 205.9.21 (23rd September 2021)
1.5	Gary Woodman	NSW Local Government (General) Regulation date updated from 2005 to 2021	General Manager, Gary Woodman (17th November 2023)
1.6	Gary Woodman General Manager	Minor typographical changes. Amended in line with the Modern Slavery Act 2018 (NSW)	Council Minute No. xx.7.25 (24th July 2025)

BACKGROUND

The NSW Local Government Act 1993, NSW Local Government (General) Regulation 2021 and NSW Modern Slavery Act, 2018 covers the procurement of all goods and services and is binding on all Local Government Authorities.

OBJECTIVE

The objectives of the Procurement and Disposal Policy are to:

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

SCOPE

This Policy applies equally to elected Councillors, Council staff and Contractors.

Managers of each Division/ Department are accountable for the implementation, maintenance and the management of any breach of Policy within their areas of responsibility in accordance with this Policy, related procedures and relevant legislation.

DEFINITION

Procurement can be defined as a means of acquiring goods and/or services whether by purchase, lease, hire or contracting.

Disposal can be defined as a means of disposing of property, goods and/or services.

Delegation of Authority

The Council delegates the General Manager (GM) the authority to incur financial expenditure on behalf of Council where expenditure has been provided for in Council's budget or genuine emergency or hardship.

The GM is authorised to enter into contracts on behalf of Council within the expenditure delegation authorised.

Other Officers may only incur expenditure on behalf of the Council if:

- a) the officer has been granted a financial delegation by the GM and such delegation is recorded in the Register of Delegations, and
- b) expenditure is provided for in Council's budget; or
- c) in the case of genuine emergency or hardship where the power to incur expenditure in these circumstances has also been delegated.

No Officer may have a procurement delegation exceeding \$250,000.

Purchase of Goods and Services

Requirements relating to the purchase of goods and services are summarised as follows:

Purchases up to a value of \$50.00	May be purchased from petty cash when available.
Purchases up to a value of \$100.00	May be purchased from Petty Cash. However, if the item sourced is used regularly, then Officers are encouraged to complete a purchase order.
Purchases with an estimated value from \$101 to \$3,000	A purchase order is required.
Purchases with an estimated value from \$3,001 to \$15,000	Purchase orders must not be issued unless either: <ol style="list-style-type: none">1. A Standing Order Arrangement (SOA) is in place, or2. A Preferred Supplier Arrangement (PSA) is in place, or3. A Government Contract Pricing Arrangement is in place, or4. At least two quotations have been sought (sole supplier situations excepted) using a Local Government Procurement Pricing Arrangement (LGPPA) or Regional Procurement Pricing Arrangement place (RPPA), or5. At least two quotations have been sought (sole supplier situations excepted) using VendorPanel in the first instance to ensure transparency.

<p>Purchases with an estimated value from \$15,001 to \$50,000</p>	<p>Purchase orders must not be issued unless either:</p> <ol style="list-style-type: none"> 1. A Standing Order Arrangement (SOA) is in place, or 2. A Preferred Supplier Arrangement (PSA) is in place, or 3. A Government Contract Pricing Arrangement is in place, or 4. At least two quotations have been sought (sole supplier situations excepted) using a Local Government Procurement Pricing Arrangement (LGPPA) or Regional Procurement Pricing Arrangement (RPPA), or 5. At least two quotations have been sought (sole supplier situations excepted) using VendorPanel in the first instance to ensure transparency. <p>Public advertising for quotations is encouraged but is not essential. If public advertising is used, the responsible Divisional Manager will assess the coverage of such public advertising.</p>
<p>Purchases with an estimated value from \$50,001 to \$249,999</p>	<p>Public advertising for quotations is essential unless one of the following is undertaken:</p> <ol style="list-style-type: none"> 1. A Standing Order Arrangement (SOA) is in place, or 2. A Preferred Supplier Arrangement (PSA) is in place, or 3. A Government Contract Pricing Arrangement is in place, or 4. At least three quotations have been sought (sole supplier situations excepted) using a Local Government Procurement Pricing Arrangement (LGPPA) or Regional Procurement Pricing Arrangement (RPPA), or 5. At least three quotations have been sought (sole supplier situations excepted) using VendorPanel. <p>The responsible Divisional Manager will assess the coverage of such public advertising.</p>

Purchases with an estimated contract value of \$250,000 and above.	Purchases shall be administered in accordance with Section 55 of the NSW Local Government Act 1993 and the NSW Local Government (General) Regulation 2021 Part 7 - Tendering.
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In the interest of maintaining efficiency in the purchasing process there are some instances where the procedures outlined in this Policy can be bypassed. Exceptions to the required process include:

- telephone accounts;
- electricity accounts;
- subscriptions;
- credit and fuel card purchases;
- monthly rentals;
- legal costs;
- payments to contractors where a contract has been awarded;
- donations/contributions;
- statutory levies, fees and taxes;
- payroll deduction remittances;
- reimbursements;
- in genuine urgent circumstances for the supply of goods or materials/services which are required in an emergency or unplanned event; and
- insurance premiums.

Purchases shall be administered in accordance with Section 55 of the NSW Local Government Act 1993 and the NSW Local Government (General) Regulation 2021 Part 7 - Tendering.

Receipt of Goods and Services

When the ordered goods are received or the ordered works and services carried out, a goods received entry must be processed by the Receiving Officer in Council's Practical Plus purchasing system.

Bi-Annual Tenders

Except where the supply of goods and services are provided through a formal contract/pricing arrangement (e.g. Regional Procurement Pricing Arrangement (RPPA), Preferred Supplier Arrangement (PSA), NSW Government Contract, Local Government Procurement Pricing Arrangement (LGPPA), quotations or tenders will be invited every 2 years for goods and services including:

- Supply of Fuel, Distillate, Oils & Grease;
- Supply of Tyres, Tubes & Sleeves;
- Winning, Blasting & Crushing of Gravel;
- Cleaning of Council Premises;
- Security Services;
- Bitumen Sealing;
- Provision of Hygiene Services;
- Provision of Catering Services;
- Pest control services; and

- Fire compliance services.

Tenders for Professional Services and Utilities except where the supply of goods and services are provided through a formal contract/pricing arrangement (e.g. Regional Procurement Pricing Arrangement (RPPA), NSW Government Contract, Local Government Procurement Pricing Arrangement (LGPPA), Preferred Supplier Arrangement (PSA), tenders, expressions of interest or quotations will be called at least every six (6) years for the following: -

- Banking Services;
- Legal Services;
- Gas Supplies;
- Electricity Supplies; and
- Telecommunications.

Casual Hire of Plant and Equipment and Trade Services quotations will be sourced through VendorPanel which is a web-based eProcurement platform used by Warren Shire Council to increase transparency and compliance in quotation-based purchasing processes.

Workplace Practice Service

Providers and their employees must comply with work health and safety, workers compensation, compensation insurance, injury management and rehabilitation obligations under legislation, relevant industry codes of practice, safety procedures in applicable industrial awards and approved agreements, and the general law.

Workplace Health & Safety Management and Workplace Injury Management

Warren Shire Council attaches a high priority to the continuous improvement of work health and safety management and workplace injury management in procurement for all construction and other industry participants.

Service providers shall have a demonstrated commitment to, acceptable performance with, and systematic approach to, work health and safety management and workplace injury management.

Workplace Health and Safety Compliance Service providers and their employees must comply with their work health and safety obligations under the NSW Work Health and Safety Act (2011), NSW Workplace Injury Management and Workers Compensation Act (1998) and NSW Workers Compensation Act (1987) and Regulations, workers compensation insurance premium requirements, relevant WHS industry codes of practice, and safety and dispute settlement procedures in applicable industrial awards and approved agreements.

No Form of Modern Slavery

Warren Shire Council does not tolerate any form of modern slavery, including but not limited to forced labour, human trafficking, servitude, debt bondage and child labour. We are committed to:

- Embedding modern slavery risk considerations into Council's procurement and contract management frameworks;
- Taking reasonable steps, proportionate to Council's risk level and resources, to identify and address potential modern slavery practices in our operations and supply chains; and
- Building internal and external capability through education, collaboration and continuous improvement.

Warren Shire Council is committed to compliance with the NSW Modern Slavery Act 2018 and all suppliers of goods and services to Council must ensure that reasonable steps are implemented to ensure that the goods and services they supply to Council are not a product of modern slavery.

Disposal of Council Goods

All assets to be disposed of by Warren Shire Council should be publicly advertised for sale either:

- at a set price, or
- by tender or quotations; or
- by auction (physical or online)

Any disposal of goods with an estimated sale value of \$150,000 and above should be made through resolution of Council after inviting tenders or expressions of interest.

Council may decide via resolution or delegation to the General Manager to dispose of assets via donation to community organisations where appropriate.

All motor vehicles, motorised plant and fleet equipment are to be disposed of by auction (physical or online) with an appropriate reserve to be set to ensure an advantageous sale price is obtained.

Governance of Tender and Quotation Process

To ensure compliance with the NSW Local Government (General) Regulation 2021, Tenders and procurement of items requiring more than one quotation shall be maintained in a separate file which is to be available to the auditors.

Tenders

Each Tender file shall be created and shall include the Local Government Tendering Checklist to ensure that staff are following best practice. The file will contain, the advertisements issued, any third-party information e.g. Regional Procurement Pricing Arrangement (RPPA), Local Government Procurement Pricing Arrangement (LGPPA) etc, all tenders submitted, all determinations made, and documents of staff involved in the assessment process, all decisions of Council including report thereto and the local government tender checklist completed for all items (Annexure C).

General Procurement

All quotations shall be maintained on a separate procurement file (this file may be electronic or hard copy). The quotation file shall include a checklist stating the price of the item, the number of quotations required by the Policy to be sought, any reason that the number of quotations could not be obtained, and any other information used to decide on the purchase. If the purchase is the result of a decision of Council including a budget item, then a copy of the Council's decision shall be included in the file for reference. This file will require sign off from the Divisional Manager of each Department.

Complaints

Those persons wishing to lodge a complaint regarding purchasing and procurement or disposal practices at Warren Shire Council should phone 02 6847 6600 or forward their written complaint to the following address:

General Manager

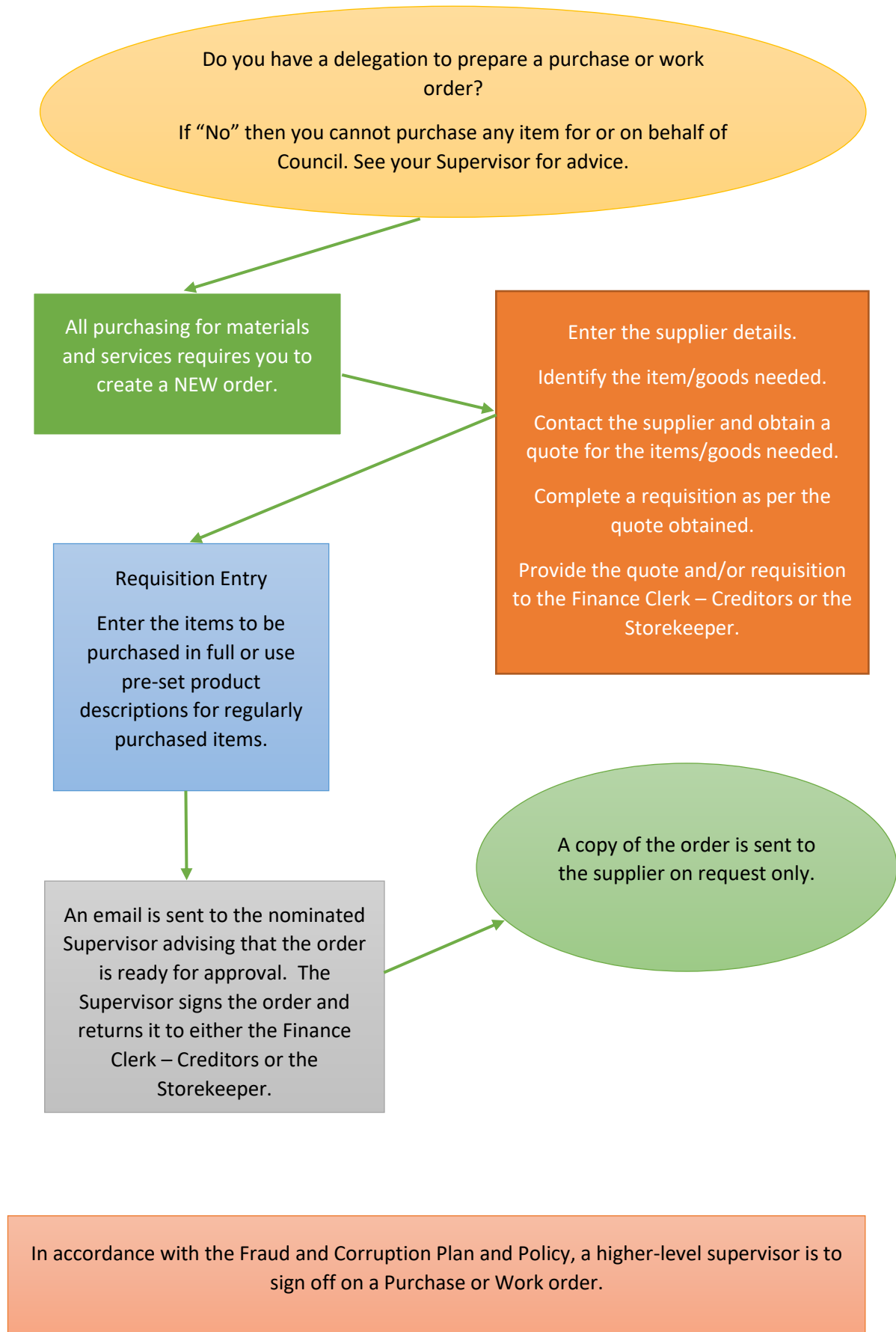
REVIEW

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

RELATED DOCUMENTS

- The NSW Local Government Act 1993;
- The NSW Local Government (General) Regulation 2021;
- **NSW Modern Slavery Act 2018;**
- **NSW Work Health and Safety Act 2011;**
- Tendering Guidelines for NSW Local Government;
- ICAC Guidelines;
- Warren Shire Council Code of Conduct;
- Warren Shire Council Corporate Credit Card Policy;
- Warren Shire Council Local Preference Purchasing Policy (Annexure B); and
- Warren Shire Council Statement of Business Ethics Policy.

ANNEXURE A – PROCUREMENT FLOW CHART for COUNCILS PRACTICAL PLUS IT SYSTEM



Annexure B - Warren Shire Council Local Preference Purchasing Policy

OBJECTIVE

To ensure that Council achieves the best 'overall value-for-money' in its procurement of goods and services, while (where possible) giving preference to local suppliers, and non-local suppliers using local content to support the Warren Shire's economic development.

LOCAL PREFERENCE STATEMENT

The Council's Local Preference Purchasing recognises that 'overall value-for-money' is about broader economic benefits to the Shire and not just the lowest price. The Council acknowledges that economic benefits flow to all local businesses where Council maximises opportunities for local suppliers to compete for Council's business based on value-for-money.

The Council's Local Preference Purchasing aims to use Council's procurement actions to encourage and support local suppliers and support economic activity within the Shire where it is efficient to do so, while achieving the Council's overall 'value for-money' objectives. This approach seeks to maximise overall community benefit for the Shire.

DEFINITIONS

'Worker' - in the context of this policy has the same meaning as that in the *NSW Work Health and Safety Act 2012*.

'local content' means goods or services procured from a local supplier or employees living permanently in the Warren Shire.

'local supplier' means a business, contractor or industry either permanently based in, or employing permanent staff operating from, permanent premises situated within the Warren Shire boundaries for not less than six months prior to the date of the Procurement request; and registered or licensed in New South Wales.

'net cost' means, in relation to a quotation, tender or expression of interest, the total amount quoted or offered by a supplier for the supply of goods or services, including any freight or delivery charges and excluding GST and any discounts or rebates offered by the supplier.

'procurement request' means Tender under the NSW Local Government Act 1993.

PROVISIONS

To assist local industry and local economic development the Council will:

- Encourage a 'buy local' culture within the Council;
- Encourage local suppliers to participate in Council business by advertising in local newspapers and other means considered appropriate;
- Ensure that procurement policies and procedures do not disadvantage local suppliers;
- Ensure transparency in Council procurement practices;
- Encourage use of local suppliers by contractors, whenever goods or services must be sourced from outside the Shire;
- Consider the non-price value-for-money considerations set out in this Policy; and
- Apply a price preference discount in favour of local suppliers, as set out in this Policy.

NON-PRICE VALUE-FOR-MONEY CONSIDERATION

Council acknowledges that in assessing 'overall value-for-money', the following non-price considerations should be considered (where relevant) in relation to a Procurement Request:

- availability and access to after-sales service and maintenance;
- quality, type and availability of goods or services;
- advantages in dealing with a local supplier, including administrative and operational efficiency;
- the proportion of local content to be supplied;
- whole-of-life costs of the purchase or contract;
- compliance with specifications, guidelines and requirements;
- the suppliers' knowledge, experience and ability to fulfil the requirements of the contract or purchase;
- the suppliers' commitment to supporting local businesses and the local economy through sub-contracting and other supplier arrangements;
- net benefits to the Shire, including economic benefits; and
- all other factors relevant to consideration of the Procurement Request.

Notwithstanding the Council's Local Preference Purchasing Policy, an assessment of responses to a Procurement Request must consider all the above factors, in conjunction with price and locality considerations.

PRICE PREFERENCE DISCOUNTS

For the purposes of comparing the price tendered by local and non-local suppliers, the price preference discount set out below will be applied and given to:

- Local suppliers submitting responses to Procurement Requests which are assessed in relation to this Policy; and
- Non-local suppliers submitting responses to Procurement Requests, which include use of local content and which are assessed in relation to this Policy.

LOCAL SUPPLIER DISCOUNT

For local suppliers who respond to Council's Procurement Requests;

- Council will assess their response as if their total net cost bid was reduced by 5%.
- Discounts will be limited to a maximum of \$15,000.

LOCAL CONTENT DISCOUNT

For non-local suppliers who respond to Council's Procurement Requests if at least 25% of the net cost of their response or tender includes or is attributable to local content, Council will assess such response as if the total net cost attributable to local content were reduced by 5%. Discounts will be limited to a maximum of \$15,000.

OBTAINING DISCOUNTS

To be eligible for either discount, suppliers must specifically detail and explain in their response to Council's Procurement Request the facts upon which they rely to establish their eligibility for the discount and must provide any evidence of such eligibility as reasonably required by the Council.

PROCEDURAL MATTERS

All Procurement Requests issued by Council must clearly state whether and how a price preference for local suppliers will be applied so that respondents to such Procurement Requests are aware of the Local Preference Purchasing Policy prior to the Procurement Request.

If the Local Preference Purchasing Policy is applied in a procurement process, the community should be notified and advised of the cost to the community of applying the policy by posting details of the successful supplier, the monetary cost of applying the policy and a brief statement of the rationale behind the policy on Council's website within a reasonable time of award of the tender.

All Procurement Requests resulting in local preferences being applied must be capable of identification and verification through Council's audit or internal control mechanism.

OVERALL LOCAL PREFERENCE

If:

- The net costs bid by a local supplier and a non-local supplier are equal (after calculating any applicable discounts in accordance with this policy;
- Both suppliers otherwise meet the criteria and requirements of the Procurement Request; and
- Each supplier (and its goods and/or services) is otherwise regarded as being 'equal', considering the non-price value-for-money considerations set out above,
- Preference will be given to the local supplier. To avoid doubt, normal processes of assessment of non-price considerations still apply, and this policy does not require that the lowest cost tender is necessarily successful. The purpose of this policy is to give preference to local suppliers (compared to non-local suppliers) where all else is equal.

IMPLEMENTATION

Examples of how the policy may be implemented are shown below.

Example 1

A tender for the supply of goods and services attracts the following bids:

- Bid A of \$9,750 (net cost) is received from a non-local supplier, which is using non-local supplies and services. No price preference discount applies.
- Bid B of \$10,000 (net cost) is received from a local supplier within the Shire. A 5% price preference discount applies to the net cost, which is discounted to \$9,500 for comparison purposes.

The local price preference discount is applied as follows:

Bid B is successful, subject to all other considerations being met. Price paid is \$10,000.

Example 2

A tender for contract attracts the following bids:

- (a) Bid A of \$490,000 (net cost) is received from a non-local supplier, which includes local content of \$150,000. Since local content comprises more than 25% of the net cost, a 5% price preference discount applies to the local content component of the bid. The discounted total net cost of the bid is therefore \$482,500 for comparison purposes.
- (b) Bid B of \$497,500 (net cost) is received from a local supplier. A 5% price preference discount applies to the total net cost of the bid. The discount is limited to the maximum discount of \$15,000. The total discounted net cost of the bid becomes \$482,500 for

comparison purposes.

The local price preference discount is applied as follows:

Tenders received	Preference	Calculation	Total bid for evaluation Only
Bid A (non-local supplier) \$490,000	5% price discount is applied to the local content	Less 5% of \$150,000 = \$7,500	\$482,500
Bid B (local supplier) \$497,500	5% price discount is applied	Less 5% of \$497,500 = \$24,875 (Max. \$15,000)	\$482,500

Because Bid B comes from a local supplier, and on the basis that all other considerations were equal, Bid B is successful even though the discounted prices were equal. Price paid is the original \$497,500, this costing the Council a notional \$7,500 (i.e. Council could have purchased from non-local supplier for \$490,000).

Tender for the Purchase of Grader

Warren Shire Council is seeking Tenders for the for the supply of a Grader that complies with Specification Marked "A".

A person or organisation may Tender for the purchase of a Grader only complying with Specification "B".

Council reserves the right to exclude non-complying tenders and to not accept the lowest or any tendered priced.

Persons or organisations shall be excluded from the tender process if they contact staff or Councillors other than the person nominated.

All tenders shall be submitted via Tender Link or to Councils Tender Box no later than 3pm on Friday ## (month) 2017 and Marked "Tender for Sale and Purchase of Grader".

For further information on this Tender please contact Bill Smith Councils Procurement Officer on 6847 6600 or email Procurement @warren.nsw.gov.au

4. Resources

4.1 Tendering Checklist

Contract:		
Contract Sum:		
1. Evidence Council selected open or selective tendering methods (Clause 166 of the <i>NSW Local Government (General) Regulation, 2021</i>), together with reasons, recorded on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Copy advertisement for tenders is on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Copy of any other invitation to bid is on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Copy of all documents provided to tenderers on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Documents provided to tenderers include:		
❖ Details of work, facilities or services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Compliance with the <i>NSW Local Government (General) Regulation, 2021</i> Clause 170(1)(e) (if appropriate)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Closing date and tender lodgement requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Outline of policies applicable to the procurement	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Evaluation criteria and methodology	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Specify contact person	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Whether formal tender documents are required and how to obtain them	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Information on obtaining copies of relevant council policies	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Proposed terms and conditions of contract	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Specify criteria on which tenders will be assessed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Council's Statement of Business Ethics	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Council's Code of Conduct	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ A statement that unethical or inappropriate conduct will result in the tender being disqualified	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Advice to tenderers of steps to take if they suspect corrupt and the action the council will take if it suspects corrupt conduct	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Include information on interaction between council and tenderers including prohibition on contacting councillors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Record of all requests for tender documents on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Record of staff involved in preparing and issuing tender documents on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8. Declaration of conflicts of interest for all staff involved on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Written records of all communications between tenderers and Council staff on file (including records of advertising, attendance and information provided at any briefing sessions)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Full documentation of any changes made to tender specifications (including who made the change and why)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Evidence any changes to tendering specifications communicated to all tenderers or potential tenderers and that no tenderer or potential tenderer was disadvantaged on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Records of any variation to closing date (including reasons and identity of who made the decision)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Evidence Council took all reasonable steps to inform tenderers or potential tenderers of the later closing date?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. All tenders date and time stamped?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Records of tender opening carried out in accordance with Clause 175 of the <i>NSW Local Government (General) Regulation, 2021</i> (two persons also present/members of public able to attend)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Records of receipt for facsimile and electronic delivery with tenders submitted by fax or electronically?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17. Documentation recording the acceptance of any late tenders, including when received and why accepted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18. Documented tender assessment criteria on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. Documented tender list in alphabetical order of amounts prepared and displayed at council as per Clause 175 of the <i>NSW Local Government (General) Regulation, 2021</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Tender assessment documents</i>		
20. Details of any non-complying tenders and why they were assessed as non-complying?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21. Documented tender assessment matrix completed for every member of assessment panel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22. Tender assessment panel members identified and include declaration of conflicts of interest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
23. Records kept of all communication between potential tenderers and panel members on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24. Records of any variations to tenders under Clause 176 of the <i>NSW Local Government (General) Regulation, 2021</i> including reasons why tender(s) varied and evidence all other tenders of same or similar characteristics were given the same opportunity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
25. Recommendation for preferred tenderer is in line with assessment documents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
26. Report to Council on the tender includes:		
❖ Background information on the calling of tenders including history of decision to go to tender	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Background information on the performance of the previous contractor, if any	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Advice on whether, for continuing contracts, the terms of the terms of the contract have been reviewed	Yes <input type="checkbox"/>	No <input type="checkbox"/>

❖ A summary of the tender process	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Details of tenders received and details of any non-complying tenders	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Financial analysis of the comparative tenders based on unit price/service price/annual cost/total contract cost	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Details of assessment criteria used together with weightings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Details of post-tender communication with tenderers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Compliance with the <i>NSW Local Government (General) Regulation, 2021</i> Clause 178(1A) (if appropriate)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Conclusion and recommendation based on analysis of assessment criteria results	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ If recommendation is not to accept any tender, the reasons for that recommendation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
27. Evidence contract entered by Council is in accordance with the tender?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
28. Where Council enters into negotiations with one or more unsuccessful tenderers, Council resolution includes reasons for that decision, including the choice of tenders with whom it negotiates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
29. Evidence Council advised all tenderers of outcome of process and copy of notice displayed at Council advising of outcome (clause 179 of the <i>NSW Local Government (General) Regulation, 2021</i>)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Tendering Guidelines for NSW Local Government – October 2009

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 24th July 2025

ITEM 3 PUBLIC ART: DESIGN AND COMMISSIONING POLICY (P13-1, C14-3.29)

RECOMMENDATION that:

1. The information be received and noted; and
2. The reviewed Public Art: Design and Commissioning Policy, as amended be adopted.

PURPOSE

To advise Council that a review of the Public Art: Design and Commissioning Policy has been undertaken and for Council to adopt the reviewed Policy.

BACKGROUND

The current Policy was reviewed and adopted at Council's Meeting on the 27th August 2020.

The Policy was developed from the Arts Law Centre of Australia's Public Art: Design and Commissioning Information Sheet.

At the time Council acknowledge that the Policy as presented has been taken to meet Council's requirements.

REPORT

The General Manager in conjunction with the Town Services Manager and Projects Administration Officer have reviewed the Policy and found that the Policy continues to be adequate for Council's needs.

The only change has been the inclusion of Council's Standard Review Clause.

Attachment 1 is the amended Policy with changes in red.

The reviewed Policy was presented to Manex on the 15th July, 2025 where there were no concerns and the matter needs to be reported to Council for the process of adoption of the reviewed Policy.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

NSW Local Government Act 1993 as amended;
Copyright Act 1968;
Visual Artists Act 2009;
Indigenous Cultural and Intellectual Property (ICPP); and
Visual Arts: Protocols for Producing Indigenous Australian Visual Arts.

RISK IMPLICATIONS

Following the Policy reduces Council's risk particularly in relation to copyright, indigenous art matters, work health and safety matters, insurance matters, disputes and suitability of the artwork.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 24th July 2025

ITEM 3

PUBLIC ART: DESIGN AND COMMISSIONING POLICY

CONTINUED

STAKEHOLDER CONSULTATION

Both at Senior Management Team and Manex Committee level, relevant discussions have taken place.

The two (2) Council Officers mostly responsible for management of public art through the Warren Public Arts Committee, the Town Services Manager and Projects Administration Officer were involved in the review of the Policy.

It is considered that there is no need for public exhibition of the reviewed Policy.

OPTIONS

Council does not necessarily need to approve the reviewed Policy.

CONCLUSION

It is considered that the current Policy has served Council well. The reviewed Policy has not changed its intent with the only change being the inclusion of Councils standard review clause. It is considered that the reviewed Policy should be adopted.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.1.2 Support and promote community- based lifestyle and social events;
- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards;
- 3.4.1 Continually upgrade streetscapes in Warren, Nevertire and Collie to create attractive places to live and to visit;
- 5.2.2 Proactively manage known compliance risks;
- 5.2.4 Explore partnerships with others to share costs; and
- 5.4.3 Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment 1 - Reviewed Public Art: Design and Commissioning Policy.

POLICY REGISTER

PUBLIC ART: DESIGN AND COMMISSIONING

Policy adopted: 27th August 2020 Minute No. 161.8.20

Reviewed: 24th July 2025 Minute No. xx.7.25

File Ref: P13-1, C14-3.29

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Glenn Wilcox (General Manager)	First Edition	Council Minute No. 161.8.20 (27th August 2020)
2.0	Gary Woodman (General Manager)	Minor Review Inclusion of Council's standard review clause.	Council Minute No. xx.7.25 (24th July 2025)

Note:

This policy has been developed from the Arts Law Centre of Australia's Public Art: Design and Commissioning Information Sheet. Council acknowledges that the Policy as presented has been taken to meet Council's requirements.

REVIEW

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



Public Art: Design and Commissioning

Introduction

Public art as discussed in this information sheet refers to any permanent or temporary artistic works situated in public spaces and accessible by members of the public, excluding artworks held in the collections of galleries and museums. Such public art is often specially commissioned by local councils and other publically funded bodies to add character and atmosphere to a public space, whilst at the same time supporting local artists and the local economy.

Public art commissions create exciting opportunities for artists, allow Australians to enjoy aesthetically beautiful environments, and stimulate community engagement with the arts.

Public Art Policies

Many public art commissions are the result of current Local Council Public Art Policies (the Policies). The Policies are enacted by local councils and aim to create a culturally rich and prosperous community through support and encouragement of the arts. The growth in popularity of such Policies means that more artists are engaging with local councils and other similar bodies, and therefore require cost efficient access to commission agreements.

Public art commissions may also arise through a 'Percent for Art' scheme. Western Australia's [Percent for Art Scheme](#) uses an allocation of up to one percent of the estimated total cost of public building projects to commission public artworks from West Australian artists. Public building projects identified from the State Government's capital works list with an estimated total cost in excess of \$2 million are eligible for the consideration and inclusion of a Percent for Art component.

Increasingly public art projects are also funded by property developers creating public spaces within a commercial development. This may be due to public art private developer contribution requirements in the relevant local council's planning policies.

For example, the [City of Sydney public art policy](#) encourages the installation of public art in all commercial developments; however it is not a prerequisite for approval in single dwelling houses and other small developments. Public art may be included as a condition of consent in large developments, such as urban renewal areas and in all privately initialled multiple residential, commercial or industrial

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projects which include a significant amount of public space or which have a construction value exceeding \$10 million.¹

City of South Perth gives a developer, in cases where public art is required as a condition of development approval, three options to satisfy the condition.² The developer may choose to provide their contribution as cash in lieu to the City's Public Art Fund, provide public art within the development or choose a suitable location within the neighbouring precinct of the development.

Commissioning models

The Policies generally specify three commissioning models depending on the nature of the project, the project scale and budgets.³ For projects with a significant budget, there would usually be an open competition, where councils would place an advertisement in appropriate publications inviting artists to submit expressions of interest to make proposals for public artworks. From the submissions, a shortlist of artists would be engaged to prepare concept proposals for a concept fee.

Where project budgets are small, where projects relate to specific cultural groups, or where the requirement is that the artist lives in a particular area, limited competition commissioning model would generally be used.⁴

In some circumstances, for example, where it is considered that the work of a particular artist would meet project objective, council may make a direct invitation to a particular artist to undertake a commission.⁵

There is also a hybrid model, suitable for smaller scale projects, a panel of providers, chosen from expressions of interest every couple of years, from which artists with relevant experience could be engaged. This combines limited competition and direct engagement.⁶

The commissioning process is similar in all models: establishing the brief and the selection criteria, artists' response to the brief, including their experience, shortlisting of artists (selection of the artist in the direct commission model), development of a design concept by the shortlisted artists (the selected

¹ City of Sydney Interim Guidelines for Public Art in Private Developments http://www.cityofsydney.nsw.gov.au/_data/assets/pdf_file/0005/139811/INTERIM_GUIDELINES_PUBLIC_ART_IN_PRIVATE_DEVELOPMENTS_SEP2006.pdf p. 2

² Public Art Guidelines for Community Groups and Individuals, City of South Perth <http://www.southperth.wa.gov.au/Documents/Services/Art-Collection-and-Public-Art/Public-Art-Toolkit---August-2014.pdf> p. 8.

³ Hobart City Council Public Art Strategy, http://www.hobartcity.com.au/files/783dd9ea-2f5f-44bc-a2f0-9d1f00b5f5a2/public_art_strategy.pdf p. 31

Public Art making it happen, commissioning guidelines for local councils https://www.lga.sa.gov.au/webdata/resources/files/PublicArt_MakingItHappen.pdf p. 8

City of Sydney City Art Public Art Strategy http://www.cityofsydney.nsw.gov.au/_data/assets/pdf_file/0004/139810/Final-Version-City-Art-Public-Art-Strategy.pdf p. 62

Public Art Guidelines for Community Groups and Individuals, City of South Perth <http://www.southperth.wa.gov.au/Documents/Services/Art-Collection-and-Public-Art/Public-Art-Toolkit---August-2014.pdf> p. 14

⁴ Public Art making it happen, commissioning guidelines for local councils https://www.lga.sa.gov.au/webdata/resources/files/PublicArt_MakingItHappen.pdf p. 10.

There is a variety of limited commission models, such as where a (competitively appointed) curator or tenderer develops a shortlist of appropriate artists, or where a public art body (e.g. Public Art Advisory Panel in the City of Sydney) recommends suitable artists. City of Sydney City Art Public Art Strategy http://www.cityofsydney.nsw.gov.au/_data/assets/pdf_file/0004/139810/Final-Version-City-Art-Public-Art-Strategy.pdf p. 62

⁵ Public Art making it happen, commissioning guidelines for local councils https://www.lga.sa.gov.au/webdata/resources/files/PublicArt_MakingItHappen.pdf p. 10.

⁶ Hobart City Council Public Art Strategy, http://www.hobartcity.com.au/files/783dd9ea-2f5f-44bc-a2f0-9d1f00b5f5a2/public_art_strategy.pdf p. 32

artist in the direct commission model), concept presentation and assessment against the brief, selection of concept (except in direct commission), signing of commissioning agreement, design development by the selected artist, creation of artwork, installation and handover of artwork.

When developing a design brief, the Policies require thorough planning, establishing clear objectives and ensuring that stakeholders' purposes are reflected in the brief, consideration of broader legislative requirements, development plans and council policies that impact on urban design decisions, public infrastructure, capital works, etc.⁷

Artists working with Local Councils

Arts Law is often approached by councils seeking advice on developing fair and reasonable systems for negotiating or contracting with artists, as well as by artists involved in public art commissions. To assist both the commissioners and artists, Arts Law has developed [public art guidelines](#) explaining all stages of a public art project and important issues to be addressed by the parties, as well as each parties' responsibilities during the commissioning process and for the life of the artwork, which should be read by the parties prior to committing to a project.

For an example of guidelines for creators and commissioners of public artworks – see: [City of Melbourne Public Art Program: Expressions of Interest 2012](#)

Public Art Design and Commission Agreement

Arts Law's [Public Art Design and Commission Agreement](#) (the Agreement) can be used whenever a public body such as a local council commissions an artist to create an artwork which will be publically exhibited. The Agreement can also be used where an artwork has been commissioned by a private entity, such as a building developer, and will be exhibited in a public place such as a lobby of a building. The aim of the Agreement is to create provisions which protect both the artist and the commissioner, allowing them to work together throughout the stages of development to achieve the best possible artistic output.

If an artist is being commissioned to design and create an artwork for private or commercial purposes, then Arts Law's sample [Design and Commission Agreement](#) may be more appropriate.

The commissioning process

When a public body commissions a work of art there are usually four stages: issuing of the brief to artist, designing the artwork, creation of the artwork and finally installation of the work.

The Agreement can help ensure each party is aware of their obligations and rights at each stage of the process as well as guiding them through any problems that may arise during the course of creation.

As well as covering the obligations of both parties throughout the creative process involved with the commission of a piece of public art, the Agreement deals with the associated copyright ownership in the artwork. Copyright ownership can be a contentious issue, and dealing with it at the start of the commission arrangement can reduce the likelihood of copyright ownership disputes further down the track.

⁷ Public Art making it happen, commissioning guidelines for local councils
https://www.lga.sa.gov.au/webdata/resources/files/PublicArt_MakingItHappen.pdf p. 15

Issuing of the brief to Artist

The Agreement assumes that this stage has already been completed at the time of entering into the Agreement and that the artist's preliminary design has been selected for a development into a detailed design.

Designing the artwork

At this stage, the artist is required to produce a more detailed design based on the brief and the preliminary design. If the commissioner accepts the design, the design forms part of the Agreement.

The Agreement allows the commissioner to seek changes to the design that do not make the design substantially different to the brief or the preliminary design. The commissioner is required to pay the artist a fee for the amended design.

The commissioner has a complete discretion to reject the design, which is why it is important for the parties to discuss the design and any changes in detail. If the design is rejected, the Agreement will automatically come to an end, however, the commissioner will be required to pay a design fee to the artist, provided the design is delivered on time and does not substantially differ from the preliminary design.

Creation of the Artwork

The artist must create the artwork in accordance with the design approved by the commissioner and, if requested by the commissioner, provide particular reports (for example, engineer's or safety reports) in connection with the creation and installation of the artwork. If the artwork is to be created onsite, the commissioner must provide the artist with full access, and the artist must notify the commissioner when the artwork is completed.

The commissioner may request a number of minor changes, but if the artist is not comfortable with making the changes, this clause should be deleted.

The commissioner may only reject the artwork if it is not created according to the design, but only after giving the artist an opportunity to correct the artwork. If the artwork is rejected, the Agreement will come to an end and the artist must return any payments other than the design fee to the commissioner, but may keep the artwork.

Installation of the work

The commissioner must prepare the site for the installation, however, the installation and the costs associated with it are the artist's responsibility. If the artwork is created offsite, the parties are to agree who will take the responsibility for the safe transport of the artwork.

The artist is required to provide the commissioner with the maintenance manual and the commissioner must ensure that the artwork is maintained in accordance with it.

The Agreement contains a 12-month warranty requiring the artist to rectify, at no cost to the commissioner any latent defects in the artwork, except for wear and tear or to defects which are inherent in the material selected or the site's environment.

Death or incapacity of the artist

In the event of death or incapacity of the artist, the Agreement provides for a pro-rata compensation of costs or expenses. Once the commissioner has made the payment, it owns the artwork and may engage another artist to complete the artwork, resulting in joint copyright of the final artwork between the original artist and the artist who completed the artwork.

This clause may be amended if the original artist does not want another artist to complete the artwork.

Intellectual property & ICIP

The Agreement is drafted to give title in the design and artwork to the commissioner, once the commissioner has paid the full commission fee, however, the artist retains ownership of copyright in the preliminary design, design and artwork. This means that the artist has the exclusive right to reproduce, publish and communicate the preliminary design, design and artwork to the public. The commissioner may only reproduce the artwork for certain limited purposes without further payment.

If the artwork is created by an Aboriginal or Torres Strait Islander artist and it contains or refers to Indigenous objects, knowledge or works, the [Indigenous Cultural and Intellectual Property \(ICIP\)](#) must be considered. Protocols have been developed by the Australia Council, which describe appropriate ways of using Indigenous cultural material, and interacting with Indigenous artists and Indigenous communities: [Visual Arts: Protocols for producing Indigenous Australian Visual Arts](#).

The protocols are not legally binding unless inserted into a contract, however, Arts Law strongly urges anyone dealing with works which embody ICIP to act consistently with the protocols.

Photography of the artwork

The Agreement gives the commissioner the right to reproduce the artwork for certain limited purposes (marketing, archival purposes) without further payment.

However, section 65 of the *Copyright Act 1968* (Cth) allows anyone to make reproductions of sculptures and certain other artworks permanently on display in a public place (eg. painting, drawing, engraving or photograph of artwork or including it in a broadcast), including for commercial purposes, without payment to the artist or infringing the artist's copyright. This means that if the artwork is subject to clause 65, the commissioner will be able to use the images for purposes other than those specified in the Agreement.

Moral Rights

Moral rights are rights that are personal to the author of an artwork and include the right of the author to be named as the creator of the work, the right of the author to prevent others to be named as creators of the work and the right of the author to ensure his work is not subjected to derogatory treatment. Arts Law has developed an information sheet on [Moral rights](#).

The Agreement requires the commissioner to attribute the author of the work, and if the artwork involves the use of ICIP, the custodial interest of the community. This is subject to the author's right to have any notice identifying him with the artwork removed where the artwork is completed by another artist, where another artist performs repairs to or restoration of the artwork, or where the commissioner alters, modifies or relocates the artwork.

In the event of destruction, removal, deaccession or relocation of the artwork, the Agreement requires compliance with section 195AT of the *Copyright Act 1968* (Cth). This section requires the person who wishes to destroy, remove or relocate the artwork to give the author a reasonable opportunity to remove the work from the place where it was situated, or a notice stating the person's intention to carry out the above acts and an opportunity for the author to seek and have access to the artwork for the purpose of making a record of the work, or consulting with the person about the intended acts.

Resale Royalty Right for Visual Artists Act 2009

If the artwork is sold to a third party during the term of the artist's copyright in the artwork, the Agreement provides that the commissioner is required to pay the artist a resale royalty of 5% of the sale price when eligible artworks are sold commercially for \$1000.00 or more during the artist's life or for a period of 70 years after the artist's death. The [artists' resale royalty scheme](#) is managed by the

[Copyright Agency/Viscopy](#). For more information on resale royalties, refer to Arts Law's Information sheet [Resale royalty rights for visual artists](#).

Liability and insurance

The Agreement allows the parties to agree on who will bear the risk of the artwork being lost or damaged during various stages of the creation process. It would usually be the party who has the greatest level of control over the artwork at that stage and this depends on whether the artwork is created on the commissioner's premises or not. Under the Agreement, both parties must maintain public liability insurance in relation to any artwork created on their premises. Arts Law's information sheet on [Liability and insurance](#) provides further information on various types of insurance.

Disputes

The Agreement requires the party who wants to access the dispute resolution procedure to first send a written notice of the dispute to the other party. The parties are required to act in good faith in attempting to resolve the dispute themselves. However, if this is not possible, then the parties must attend mediation arranged through Arts Law mediation service. Mediation is an informal and less expensive process of dispute resolution where a facilitator encourages the parties to negotiate a resolution which is acceptable to them. Only after the parties have attempted mediation can either of the parties commence court proceedings. For further information on mediation, see Arts Law's [Alternative Dispute Resolution and the Arts Law Mediation Service](#).

Information on the Arts Law site includes some articles related to sculpture

It is very important that all parties have a clear understanding of their rights and obligations in the process of public art commission and it is preferable to have terms of the agreement set out in writing. In addition to this information sheet, there is other valuable information on commissioning artworks on the Arts Law's website, including the following case studies:

[A Cancelled Commission Case Study](#)

Victor Cusack, "Man, Time, and the Environment" - [Negotiating with Councils](#)

The Town of Victoria Park: [Best Practice in Public Art](#)

Further information

Arts Law publishes '*Visual Artists and the Law*' by Shane Simpson. 3rd Edition by Annabel Clemens (2013) in [EPUB format](#), [MOBI format](#) & [eBook - PDF format](#); which provides a commentary on: the basics of copyright (Ch 1); trading copyright (Ch, 2); protecting your copyright (Ch 3); moral rights (Ch 4); contracts (ch 5); collecting societies (Ch 7); resale royalties (Ch 8); securities, sales and galleries (Ch 9); art and the internet (Ch 10); Aboriginal and Torres Strait Islander artists (Ch 11); photography (Ch 12); sculptures (Ch 13); design (Ch 14); insurance and liability (Ch 16); debt (Ch 17); tax and super (Ch 18).

Arts Law publishes: Catherine Fargher and Seth Richardson, [The Arts Insurance Handbook](#): A Practical Guide for Artists and Arts Organisations, 2nd ed., Arts Law Centre of Australia, 2005.

You can find information about copyright at the [Australian Copyright Council](#) website, including:

- An introduction to Copyright in Australia
- Artists & Copyright
- Assigning & Licensing rights

- Street Art and Copyright

Need more help?

Contact Arts Law if you have questions about any of the topics discussed above

Telephone: (02) 9356 2566 or toll-free outside Sydney 1800 221 457

Also visit the [Arts Law website \(www.artslaw.com.au\)](http://www.artslaw.com.au) for more articles and information sheets

Disclaimer

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The Arts Law Centre of Australia has been assisted by the Commonwealth Government through the Australia Council, its arts funding and advisory body.



WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 24th July 2025

**ITEM 4 WARREN SHIRE COUNCIL RISK MANAGEMENT POLICY, WARREN SHIRE
COUNCIL RISK MANAGEMENT PLAN AND WARREN SHIRE COUNCIL
CORPORATE RISK REGISTER**

(P13-1, I2-4.1/1)

RECOMMENDATION that:

1. The information be received and noted; and
2. The reviewed Warren Shire Council Risk Management Policy, Warren Shire Council Risk Management Plan and Warren Shire Council Corporate Risk Register, as amended be adopted.

PURPOSE

To advise Council that a review of the Warren Shire Council Risk Management Policy, Warren Shire Council Risk Management Plan and Warren Shire Council Corporate Risk Register has been undertaken and for Council to adopt the reviewed Policy, Plan and Corporate Risk Register.

BACKGROUND

The purpose of Council's Risk Management Policy is to express Warren Shire Council's commitment to implementing organisation-wide risk management principles, systems and processes that ensure the consistent, efficient and effective assessment of risk in all of Warren Shire Council's planning, decision making and operational processes.

The Risk Management Plan demonstrates Council's commitment, by detailing the Risk Management Framework to be employed by all staff members, controllers, Committees and volunteers engaged in Council business and defining the responsibilities of individuals and Committees involved in the Risk Management process.

Council's Corporate Risk Register is the document that is used to identify, assess and manage potential risks that could impact the organisation.

The current Policy, Plan and Corporate Risk Register were reviewed, adopted and renewed at Council's Meeting on the 23rd, May 2024.

REPORT

The General Manager in conjunction with the Work Health and Safety/ Risk Co-ordinator has further reviewed the Policy, Plan and Corporate Risk Register.

Changes to the Policy and Plan were minor typographical matters together with the inclusion of the standard review clause.

The only change to the Corporate Risk Register has been its redating.

Attachment 1 is the amended Risk Management Policy with changes in red.

Attachment 2 is the amended Risk Management Plan with changes in red ; and

Attachment 3 is the amended Corporate Risk Register with changes in red.

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 23rd September 2021

**ITEM 4 WARREN SHIRE COUNCIL RISK MANAGEMENT POLICY, WARREN SHIRE
COUNCIL RISK MANAGEMENT PLAN AND WARREN SHIRE COUNCIL
CORPORATE RISK REGISTER**

CONTINUED

The reviewed Policy, Plan and Corporate Risk Register were presented to Manex on the 15th July, 2025 where there were no concerns and the matter needs to be reported to Council for the process of adoption of the reviewed Policy, Plan and Corporate Risk Register.

FINANCIAL AND RESOURCE IMPLICATIONS

Management of risks treads a fine line with the implications of cost and lack of resources.

LEGAL IMPLICATIONS

NSW Local Government Act 1993;
NSW Local Government (General) Regulation 2021;
NSW Work Health and Safety Act 2011; and
AS 150 3100: 2018 Risk Management and Related Guidelines.

RISK IMPLICATIONS

The purpose of Council's Risk Management Policy is to express Warren Shire Council's commitment to implementing organisation-wide risk management principles, systems and processes that ensure the consistent, efficient and effective assessment of risk in all of Warren Shire Council's planning, decision making and operational processes. The Risk Management Plan demonstrated Council's commitment to risk management.

When the Corporate Risk Register was previously reviewed it took into consideration Information Technology General Control Risks and Cyber Security Risks which has been a priority to the Council External Auditor and the NSW Audit Office.

STAKEHOLDER CONSULTATION

With the previous review/ creation of the Risk Management Policy, Plan and Corporate Risk Register it was done in conjunction with the Council Contract Internal Auditor. Priorities of the Councils External Auditor and NSW Audit Office were also considered.

With this recent review Council's Work Health and Safety/ Risk Co-ordinator was also involved.

There has been no change to the intent of the Policy, Plan or Register and accordingly it is considered that public exhibition is not needed.

OPTIONS

Council does not necessarily need to approve the reviewed Policy, Plan or Register.

CONCLUSION

Risk management is one of its major tools to conduct business.

The proposed changes to the existing Policy, Plan and Register are considered minor and it is considered appropriate that they be adopted.

WARREN SHIRE COUNCIL
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COUNCIL RISK MANAGEMENT PLAN AND WARREN SHIRE COUNCIL
CORPORATE RISK REGISTER**

CONTINUED

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Proactively manage known compliance risks; and
- 5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment 1 - Reviewed Risk Management Policy;
Attachment 2 - Reviewed Risk Management Plan; and
Attachment 3 - Reviewed Corporate Risk Register.

POLICY REGISTER

RISK MANAGEMENT POLICY

Policy adopted: 25th January 2018 Minute No. 7.1.18

Reviewed: 27th September 2018 Minute No. 214.9.18
23rd May 2024 Minute No. 122.5.24
24th July 2025 Minute No. xxx.7.25

File Ref: P13-1, I2-4.1/1

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No: 7.1.18 (25th January 2018)
1.1		Amended	Council Minute No: 214.9.18 (27th September 2018)
1.2	Gary Woodman General Manager	Amended	Council Minute No: 122.5.24 (23rd May 2024)
1.3	Gary Woodman General Manager	Minor amendments including standard review clause	Council Minute No: xxx.7.25 (24th July 2025)

Purpose

The purpose of this Policy is to express Warren Shire Council's commitment to implementing organisation-wide risk management principles, systems and processes that ensure the consistent, efficient and effective assessment of risk in all of Warren Shire Council's planning, decision-making and operational processes.

Risk Management Framework

Warren Shire Council provides critical services and infrastructure to the residents, ratepayers and visitors to the Warren Shire LGA. Warren Shire Council also has service agreements and contractual obligations with government and non-government agencies and organisations and has its own strategic goals and objectives that it seeks to achieve on behalf of the Warren community.

It is therefore incumbent on Warren Shire Council to understand the internal and external risks that may impact the delivery of these services, contracts and strategic objectives and have processes in place to identify, mitigate, manage and monitor those risks to ensure the best outcome for Warren Shire Council's staff and the community. It is also our responsibility to ensure the efficient, effective and ethical use of resources and services by ratepayers, residents, staff and visitors.

Warren Shire Council has developed a risk management framework consistent with AS ISO 31000:2018 - Risk Management (and the related Guidelines) to assist it to identify, treat, monitor and review all risks to its operations and strategic objectives and apply appropriate internal controls.

Warren Shire Council is committed to the principles, framework and process of managing risk as outlined in AS ISO 31000:2018 and commits to fully integrating risk management within Warren Shire Council and applying it to all decision-making, functions, services and activities of the Council in accordance with our statutory requirements.

Responsibilities

Warren Shire Council aims to create a positive risk management culture where risk management is integrated into all everyday activities and managing risks is an integral part of governance, good management practice and decision-making at Council.

It is the responsibility of every staff member and business area to observe and implement this Policy and Warren Shire Council's risk management framework.

All staff are responsible for identifying and managing risk within their work areas. Key responsibilities include:

- Being familiar with, and understanding, the principles of risk management;
- Complying with all policies, procedures and practices relating to risk management;
- Alerting management to risks that exist within their area; and
- Performing any risk management activities assigned to them as part of their daily role.

Risk management is a core responsibility for all senior staff/management at Warren Shire Council. In addition to their responsibilities as staff members, senior staff/management are responsible for:

- Ensuring all staff manage their risks within their own work areas. Risks should be anticipated, and reasonable protective measures taken;

- Encouraging openness and honesty in the reporting and escalation of risks;
- Ensuring all staff have the appropriate capability to perform their risk management roles;
- Reporting to the General Manager on the status of risks and controls; and
- Identifying and communicating improvements in Warren Shire Council's risk management practices to Council's risk management function.

Council's risk management function is available to support staff in undertaking their risk management activities.

To ensure Council is effectively managing its risk and complying with its statutory obligations, Council's Audit, Risk and Improvement Committee and internal audit function is responsible for reviewing the Council's;

- Risk management processes and procedures;
- Risk management strategies for major projects or undertakings;
- Control environment and insurance arrangements;
- Business continuity planning arrangements; and
- Fraud Control Plan.

Monitoring and Review

Council is committed to continually improving its ability to manage risk. Council will review this Policy and its risk management framework **at least every 4 years or within 12 months following an election of Council. The Policy and Framework may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).**

Further information

For further information on Warren Shire Council's Risk Management Policy, framework and process, contact Council's Divisional Manager Finance and Administration or General Manager or Work Health Safety/Risk Co-Ordinator by phone on 02 6847 6600.

Gary Woodman
General Manager

24th July 2025

Review date – As required.

RISK MANAGEMENT PLAN

Adopted: 23rd May 2024 Minute No. 122.5.24

Reviewed: 24 July 2025 Minute No. xxx.7.25

File Ref: P13-1, I2-4.1/1

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Gary Woodman General Manager	First Edition	Council Minute No. 122.5.2024 (23rd May 2024)
2.0	Gary Woodman General Manager	Minor typographical amendments Inclusion of Council's standard review clause.	Council Minute No. xxx.7.2025 (24th July 2025)

REVIEW

Council will review this Plan at least every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislation changes occur).

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1. Source Documents

- AS/ISO 31000:2018 Risk Management – Guidelines;
- ISO/IEC 31010, Risk Management – Risk Assessment Techniques; and
- ISO Guide 73:2009 – Risk Management Vocabulary.

2. Definitions

Risk: “the effect of uncertainty on objectives.”

- Risk is often characterised by reference to potential events and consequences or a combination of these.
- A risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated likelihood of occurrence.
- An effect is a deviation from the expected – positive and/or negative.
- Objectives can have different aspects (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product and process).
- Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of, an event, its consequences, or likelihood.

Risk management: “coordinated activities to direct and control an organisation with regard to risk.”

Stakeholder: “person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity.”

Risk source: “element which alone or in combination has the potential to give rise to risk.”

Event: “occurrence or change of a particular set of circumstances.”

- An event can have one or more occurrences and have several causes and several consequences.
- An event can also be something that is expected which does not happen, or something that is not expected which does happen.
- An event can be a risk source.

Consequence: “the outcome of an event affecting objectives.”

- There can be more than one consequence from one event.
- Consequences can range from positive to negative.
- Consequences can be expressed qualitatively or quantitatively.
- Initial consequences can escalate through knock-on effects.

Likelihood: “Chance of something happening.”

- Can be expressed qualitatively or quantitatively.
- Can be defined, measured or determined objectively or subjectively.

Control: “measure that maintains and/or modifies risk.”

- Controls include, but are not limited to, any process, policy, device, practice, or other conditions and/or actions which maintain and/or modify risk.
- Controls may not always exert the intended or assumed modifying effect.

3. Introduction

Risk Management is important to Warren Shire Council's ability to achieve the Strategic Objectives outlined in the Community Strategic Plan.

By fostering a vibrant Risk Management culture that encourages all staff to systematically apply the principles and procedures outlined in this plan, Council seeks to minimise resource waste and ensure that all Council objectives, activities and projects are undertaken with minimal risk.

4. Statement of Commitment

The major risk for most organisations is that they fail to achieve their strategic, business or project objectives, or are perceived to have failed by their stakeholders. Warren Shire Council is committed to establishing an environment that is not unduly risk averse, but one that enables risks to be logically and systematically identified, analysed, evaluated, treated, monitored and managed.

The plan demonstrates Council's commitment, by detailing the Risk Management Framework to be employed by all staff members, contractors, Committees and volunteers engaged in Council business and defining the responsibilities of individuals and Committees involved in the Risk Management process. The Council believes that good Risk Management is essential for the successful implementation of Council's strategic plans, as it:

- Directly supports the achievement of the Community Strategic Plan objectives.
- Indirectly supports the achievement of the Council's other strategic objectives, through:
 - Facilitating innovation, cooperation and the sharing of resources.
 - Enhancing the development and delivery of Council programs.
 - Supporting the Council's key values and ethics.
 - Encouraging a closer working partnership between the Council and the community.
 - Ensuring consultation with all Stakeholders on key issues.
 - Encouraging a proactive approach to problem solving.

5. Scope

This Risk Management Plan will be implemented by all Council Divisions/ Departments and across all Council services, functions and activities whether directly controlled by Council or delivered through third party arrangements. All employees, contractors and partner organisations engaged in the conduct of Council business are to apply consistent, proactive and systematic Risk Management practices in the employment of Council resources and the delivery of Council services.

Successful Risk Management relies on input from all stakeholders and ownership of identified risks by responsible staff. To manage risks in accordance with best practice, the Council will observe the principles contained in AS ISO 31000:2018, Risk Management – Guidelines. The Council's established business practices, policies and procedures will be reviewed, to ensure that they are not in conflict with this standard.

6. Plan Principles

The purpose of risk management is the creation and protection of value. It improves performance, encourages innovation and supports the achievement of objectives.

The principles (as outlined below) provide guidance on the characteristics of effective and efficient risk management, communicating its value and explaining its intention and purpose. The principles are the foundation for managing risk and should be considered when establishing the organisations risk management framework and processes. These principles should enable an organisation to manage the effects of uncertainty on its objectives.

Diagram 1



The key principles of effective risk management require the elements of diagram 1 above and can be further explained as follows:

1. **Integrated:** risk management is an integral part of all Warren Shire Council activities.
2. **Structured and Comprehensive:** adopting a structured and comprehensive approach to risk management contributes to consistent and comparable results.
3. **Customised:** Councils risk management framework and process are customised and proportionate to the organisation's external and internal context related to its objectives.
4. **Inclusive:** Appropriate and timely involvement of Council's stakeholders enables their knowledge, views and perceptions to be considered. This results in improved awareness and informed risk management.
5. **Dynamic:** Risks can emerge, change or disappear as an organisations external and internal context changes. Risk management anticipates, detects, acknowledges and responds to those changes and events in an appropriate and timely manner.
6. **Best available information:** The inputs to risk management are based on historical and current information, as well as on future expectations. Risk management explicitly considers any limitations and uncertainties associated with such information and expectations. Information should be timely, clear and available.
7. **Human and cultural factors:** Human behaviour and culture significantly influence all aspects of risk management at each level and stage.
8. **Continual improvement:** Risk management is continually improving through learning and experience.

7. Risk Management Requirements

Risk Management principles shall be a consideration in all Council decision making processes. In accordance with its common law 'duty of care', statutory responsibilities and Council Policy, the Council will ensure that resources are allocated to:

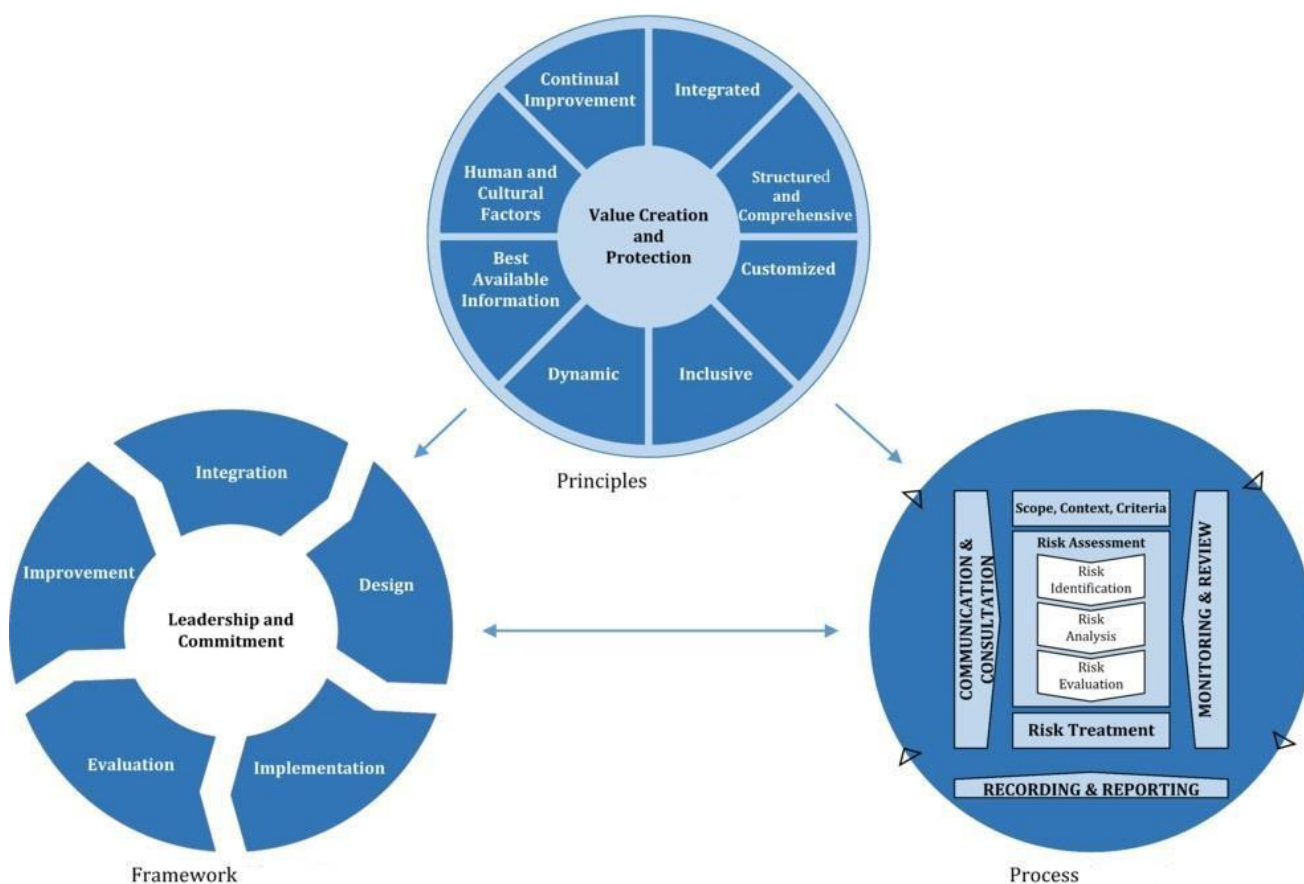
- Minimise the Council's exposure to loss and litigation.
- Protect and enhance the Council's reputation.
- Protect the Council's financial and physical assets.
- Maintain employee Health & Safety programs.
- Protect the community's Health and Safety

8. Framework

The purpose of the risk management framework is to assist Council in integrating risk management into significant activities and functions. The effectiveness of risk management will depend on its integration into the governance of the organisation, including decision-making. This requires commitment and support from stakeholders, particularly senior management.

Framework development encompasses integrating, designing, implementing, evaluating and improving risk management across the organisation. Diagram 2 illustrates the components of a framework.

Diagram 2



Council will evaluate its existing risk management practices and processes, evaluate any gaps and address these gaps within the framework.

The components of the framework and the way in which they work together will be customised to the needs of Warren Shire Council.

9. Risk Management Process

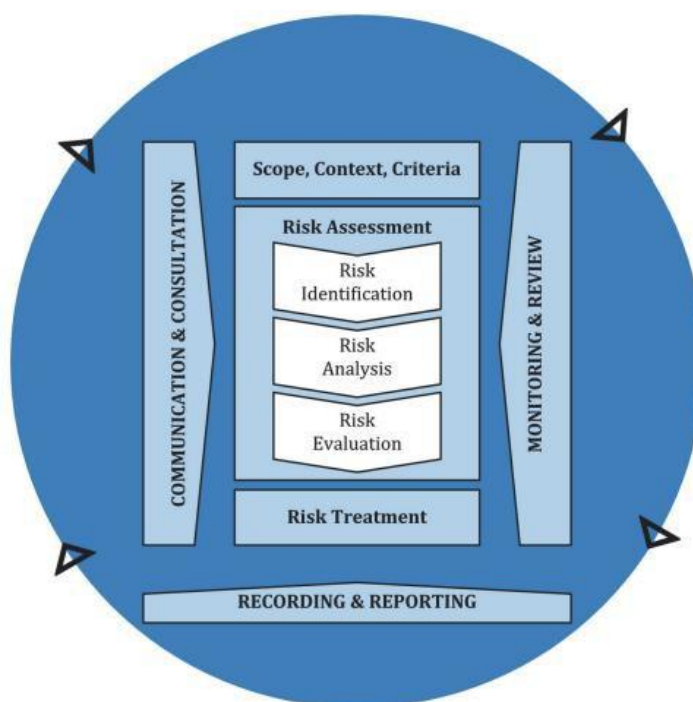
The process adopted by Warren Shire Council to manage risks is in accordance with *AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines*. This process is the application of the structured risk management methodology to be used to assess; prioritise; treat and monitor risks identified. The risk management process may capture inherent risk (prior to considering controls in place), residual risk (after considering controls in place), or both.

The main elements of an effective Risk Management approach are as follows:

- Communicate and Consult
- Establish the Context
- Risk Assessment
 - Identify Risks
 - Analyse Risks
 - Evaluate Risks
- Treat Risks
- Monitor and Review

The following diagram represents the components of the Risk Management process. Each of these components is explained further below.

Diagram 3



10. Risk Management Priorities and Resources

The Council accepts that it does not have the resources to immediately address all the risks it faces. Council will annually review and reprioritise all the risks identified and recorded in the Risk Register and determine those which must be afforded the highest priority and determine the resources required to address those risks. These risks and resources will then be approved by Manex and included in the annual revision.

These risks will represent the Council's risk focus for the following 12 months and be included in the Council's budget. All staff members should note that the absence of a risk from this plan does not preclude its management from within **Divisions/ Departments** resources. Nor is the annual review process inflexible: extreme and high priority risks identified at any time will be assessed and treated in accordance with the procedure described in this plan.

Council will allocate appropriate resources for risk management with consideration given to the following:

- People, skills, experience and competence;
- Resources needed for each step of the risk management process;
- The organisation's processes, methods and tools to be used for managing risk;
- Documented processes and procedures;
- Information and knowledge management systems; and
- Training programs.

11 Risk Management Responsibilities

11.1 The Council

Council adopts this **Plan** and retains the ultimate responsibility for risk management and for determining the appropriate level of risk that it is willing to accept in the conduct of Council business activities. Council will review the effectiveness of the risk management systems.

11.2 General Manager

General Manager is responsible for identifying, evaluating and managing risk in accordance with this **Plan** and policies through a formal enterprise-wide risk management framework. Formal risk assessments must be performed at least once a year as part of the business planning and budgeting process.

The General Manager will report to Council annually on the progress made in implementing a sound system of risk management and internal compliance and control across Council's operations.

11.3 Senior Management Team

Senior Management Team is responsible for the accuracy and validity of risk information reported to the Council. In addition, it will ensure clear communication throughout the Council of the Council and senior management's position on risk.

11.4 Internal Audit

Internal Audit is important to the management of Council's risks including financial risk. The objective of the Internal Audit function is to provide independent assurance and assistance to Warren Shire Council on risk management, control, governance and external

accountability responsibilities. The Internal Auditor will also:

- review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud; and
- review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

Internal Audit will align the Internal Audit Plan with Council's risk profile in conjunction with Council's management, and subject to endorsement from the **Audit Risk and Improvement Committee** (ARIC). Internal Audit will ensure that the results of its reviews are provided to Council's management for update of the Council's risk profile as appropriate.

Internal Audit will also conduct periodic reviews of the risk management framework pursuant to the Internal Audit Plan.

11.5 Employees

Employees are responsible for management of risks within their areas of responsibility as determined under any risk treatment plans.

Employees will be responsible for the timely completion of activities contained within these risk treatment plans. Awareness sessions will be conducted routinely to ensure that employees are familiar with risk management and how it is applied within Warren Shire Council.

Risk Monitoring – Council considers several sources of information for risk monitoring, including Internal Audit, to perform independent and objective monitoring across its risk areas, including if necessary, conducting reviews of Council's operations and risk areas by external agencies.

The scope of the work undertaken by all of these functions and the reviews by external agencies, will be considered in conjunction with Council's risk profile at least annually. This will assess the independent monitoring of key risk areas

12. Risk Management Procedure

This procedure is based on the Australian Standard **AS/ISO 31000:2018 Risk Management – Guidelines**. It details the common methodology to be used to assess and address the level of risk inherent in the Warren Shire Council activities. For guidance in relation to the application of this procedure or assistance in the conduct of risk assessments, contact the WHS/Risk Co-ordinator.

A Task Analysis and Risk Assessment Form based on this process has been developed to assist those who undertake Risk Assessments. It can be found on the Council's intranet, under Forms. Several other valuable risk management tools and resources are also available at this location and all Council staff members are encouraged to explore and utilise them.

12.1 Communicate and Consult

Has everybody who needs to know been contacted, involved, informed and kept up to date? Communication and consultation are important considerations at each stage of the Risk Management process. They should involve a dialogue with all stakeholders (both internal and external) with a focus on consultation, rather than a one-way flow of information from the

decision maker to the stakeholders.

All stakeholders must be confident that their views have been appropriately considered and that they have been kept informed of the actions being taken and the reasons behind those actions. This may extend to sending a report to all stakeholders, regarding the success or otherwise of risk controls put in place as a result of the Risk Assessment being conducted. Broad “ownership” of the risk and the plans to manage it is essential to a successful Risk Management outcome.

12.2 Scope, context and criteria

The first step in Risk Management is to establish the scope, context and criteria to enable customisation of the risk management process, enabling effective risk assessment and appropriate risk treatment. Scope, context and criteria involve defining the scope of the process, and understanding the external and internal context.



The context figure above, for managing risks within the Shire, needs to be undertaken with a complete understanding of the environment in which Council operates.

Decisions about managing risk need to consider Council’s internal and external environment.

Establishing the scope, context and criteria can be done by being clear about the scope under consideration as the risk management process can be applied at different levels of the organisation (e.g. strategic, operational, program or project). Considerations should include:

- **What do we want to do or achieve?** Define the desired outcomes of the event, activity or project.
- **How will we know we have been successful?** Identify the success measure or measures for each desired outcome. For established activities, success measures should have been developed and agreed during the development of the Council’s hierarchy of plans.
- **Who will be involved in or affected by what we want to do?** Identify the major Stakeholders for this activity, both internal and external to the Council.
- **Do any of the Stakeholders need to be involved in the Risk Assessment?** All Stakeholders who may feel that they have a right to be consulted should be. A formal risk assessment should not proceed until all appropriate Stakeholders can be assembled and/or consulted. All Stakeholders who are actively involved in the achievement of your success measures **must** be involved in the Risk Assessment.
- **What records do we need to keep?** The likely consequences of the decisions to be made and the importance of future stakeholders (including the Courts) being able to understand why these decisions were made, will dictate the level of record keeping required. As a minimum, the Risk Assessment Form mentioned earlier should be used for all risks assessed as moderate or above. Decisions concerning the making and capturing of records should consider:

- The legal and corporate governance needs for records.
- The cost of creating and maintaining records.
- The benefits of re-using information in the future.
- ***What criteria will we use to analyse the risk?*** The criterion as stated in Tables 1 and 2 below are generic, based on financial and humanitarian considerations. They will not be appropriate for the analysis of every risk faced by the Council and a decision on their applicability to the particular risk under consideration must be made. If they are not considered to be appropriate, alternative criteria must be developed and approved. Other criteria may be based on operational, technical, legal, social or environmental considerations, to name just a few. Criteria may be either qualitative or quantitative in nature.
- ***How will the rest of the risk management process be structured?*** Determine the elements or steps that the activity/event/project can be subdivided into to create a logical framework that helps ensure significant risks are not overlooked.

12.3 Risk Assessment

Risk assessment is the overall process of risk identification, risk analysis and risk evaluation.

12.4 Identify the Risks

What, where, when, how and why can things happen to prevent us from achieving our success measures?

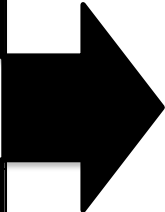
Risks that have not been identified cannot be assessed. Alternative methods to identify uncertainties that may affect one or more objectives include:

- A brainstorming session with all Stakeholders;
- Checklists developed for this or similar events/activities/projects; and
- An examination of previous events/activities/projects of this type.

The following factors, and the relationship between these factors, should be considered:

- Tangible and intangible sources of risks;
- Causes and events;
- Threats and opportunities;
- Vulnerabilities and capabilities;
- Changes in the external and internal context;
- Indicators of emerging risks;
- The nature and value of assets and resources;
- Consequences and their impact on objectives;
- Limitations of knowledge and reliability of information;
- Time-related factors; and
- Biases, assumptions and beliefs of those involved.

The following categories will be used during a risk assessment to identify potential organisational and business unit risk and opportunities but are not exhaustive. Risk areas may include, but are not limited to:

Source	Example		Risk Area
People	Retention / loss of key personnel, competence, management activities and controls, succession planning, industrial relations, skills, training, reliability, communication, ethics, safety		HR
Property and other Assets	Physical security, property damage or loss / acquisition, environment, resources / assets management		Infrastructure
Natural disaster	Flood, storms, lightening, fire		Environment
Contractual & legal	Contract management, professional liability, public liability, statutory compliance, errors and omissions, commercial & legal relationships		Compliance & Legal
Leadership and Corporate Governance	Change of key leadership, personnel, Strategic planning, relationships, corporate image, ethical conduct, communication, segregation of responsibilities		
Business Activity	Customer service, customer relationships, marketing & promotion		Reputation & Community
Business Continuity	Continuity of supply of essential goods or services, records & information management, machinery maintenance & replacement, industrial action, utilities interruption, computer breakdown, contingency planning, emergency management		Financial
Political	Change of government, legislative changes, community expectations, communications, risk of adverse		WHS
Financial	Planning & management, insurance, initiatives & new services, fraud		
Harmful actions	Sabotage, vandalism, terrorism, arson, theft /misappropriation		

All risks identified should be communicated to your immediate supervisor, if he or she not participated in the risk identification exercise.

Council should identify risks, whether or not their sources are under its control. Consideration should be given that there may be more than one type of outcome, which may result in a variety of tangible or intangible consequences.

12.5 Analyse the Risks

How big are the risks we have identified? The purpose of risk analysis is to comprehend the nature of risk and its characteristics including where appropriate, the level of risk. Risk analysis involves a detailed consideration of uncertainties, risk sources, consequences, likelihood, events, scenarios, controls and their effectiveness. An event can have multiple causes and consequences and can affect multiple objectives.

The organisation should determine how likely a risk is to occur and how large the impact would be if it did occur. Risk analysis provides an input to risk evaluation, to decisions on whether risk needs to be treated and how, and on the most appropriate risk treatment strategy and methods.

These tables are generic in nature and careful consideration should be given to their applicability for the specific risk profile being assessed.

Table 1 - Likelihood Scale

Rating	Likelihood <i>The Probability the risk will occur</i>
Almost Certain	Expected to occur in most circumstances (Within 1 year)
Likely	Will probably occur in most circumstances (Within 5 years)
Possible	Might occur at some time (Within 10 years)
Unlikely	Could occur at some time (Within 20 years)
Rare	May occur but only in exceptional circumstances (Within 100 years)

Table 2 - Consequence Scale

Rating	Area	Potential Impact
Insignificant	HR	Nil impact to service delivery
	Infrastructure	Nil service disruption
	Environmental	Insignificant environmental damage
	Compliance & Legal	No compliance breach
	Reputation & Community	Insignificant community impact
	Financial	2% variation against budget allocations
	WHS	No injuries
Minor	HR	Inability to deliver seasonal services
	Infrastructure	Minor service interruption
	Environmental	Minor environmental damage
	Compliance & Legal	Inability to meet administrative duties
	Reputation & Community	Isolated community dissatisfaction
	Financial	5% budget variation against budget allocations
	WHS	First aid treatment
Moderate	HR	Unable to deliver Division/Department services

Rating	Area	Potential Impact
	Infrastructure	Inability to utilise resource assets
	Environmental	Major environmental damage without contamination
	Compliance & Legal	Inability to meet compliance / legal requirements
	Reputation & Community	Major community dissatisfaction
	Financial	10% budget variation against budget allocations
	WHS	Medical treatment with no loss time injury
Major	HR	Unable to deliver expected services of stake holders
	Infrastructure	Inability to utilize significant assets
	Environmental	Major environmental damage and contamination
	Compliance & Legal	Regulator action against Council
	Reputation & Community	Non-conformance with Council's direction
	Financial	20% budget variation against budget allocations
	WHS	Medical treatment / loss time injury
Catastrophic	HR	Unable to deliver vital services
	Infrastructure	Inability to utilize vital assets
	Environmental	Severe environmental damage
	Compliance & Legal	Legal action against Council
	Reputation & Community	Dismissal of governing body
	Financial	Inability to meet Councils' financial commitments
	WHS	Death or permanent disability or illness

Table 3 - Risk Level

Consequences (How bad?)					
Likelihood (How often?)	Negligible	Minor	Moderate	Major	Catastrophic
Rare	L6	L6	M5	M5	H2
Unlikely	L6	L6	M5	M5	H2
Possible	L6	M5	H3	H2	H2
Likely	M5	M5	H2	H2	VH1
Almost Certain	M5	H3	H2	VH1	VH1

C = Catastrophic

VH = Very High Risk

Ma = Major

H = High Risk

Mo = Moderate

M = Medium Risk

Mi = Minor

L = Low Risk I = Insignificant

RISK SCORE	DESCRIPTION
1-2	Very High/High Risk – Immediate Action Required
3-4	Moderate Risk – Action Required within 1 Month
5-6	Low Risk – If action is required, it must be taken within 6 months. If no action is required, monitor the hazard.

12.6 Evaluate the Risks

Are there any controls already in place? The purpose of risk evaluation is to support decisions. Risk evaluation involves comparing the results of the risk analysis with the established risk criteria to determine where additional action is required. This can lead to a decision to:

- Do nothing further;
- Consider risk treatment options;
- Undertake further analysis to better understand the risk;
- Maintain existing controls; and
- Reconsider objectives.

Determine if there are any existing controls already in place to address the identified risks. Existing controls could include any policies, processes or procedures established to:

- Eliminate or reduce the likelihood of a risk occurring;
- Mitigate the impact if a risk does occur; and
- Share or transfer the identified risk (e.g. insurance and /or indemnity clauses).

Once existing controls have been identified, risks need to be re-evaluated and prioritised, to ensure that the greatest risks are addressed first. The process to follow is:

- Note any existing controls identified against the appropriate risks in the Risk Register.
- Re-assess the risk in light of existing controls and adjust its Risk Level accordingly.
- Make a recommendation as to whether the risk is considered to be acceptable or unacceptable, with the reasons why.
- Forward a copy of the completed risk assessment and recommendation to the WHS/Risk Co-Ordinator, who will then present all information to the General Manager for confirmation or modification of the recommendation and Risk Level. If the risk is deemed unacceptable (a confirmed Risk Level of moderate or above), it will then be:
 - Prioritised in relation to other registered risks (considering the confirmed Risk Level rating, the nature of the people and/or property at risk and the impact on the Council's reputation and credibility, should the risk event occur).
 - Presented to the General Manager for approval or modification.
 - Entered onto the Council Risk Register by the WHS/Risk Co-Ordinator.

12.7 Selection of risk treatment options

What are we going to do about the risks we have identified? Selecting the most appropriate risk treatment option(s) involves balancing the potential benefits derived in relation to the achievement of the objectives against costs, effort or disadvantages of implementation.

Risk treatment options are not necessarily mutually exclusive or appropriate in all circumstances. Options for treating risk may involve one or more of the following:

- Avoiding the risk by deciding not to start or continue with the activity that gives rise to the risk;
- Taking or increasing the risk in order to pursue an opportunity;
- Removing the risk source;
- Changing the likelihood;
- Changing the consequences;
- Sharing the risk (e.g. through contracts, buying insurance); and
- Retaining the risk by informed decision.

Justification for risk treatment is broader than solely economic considerations and should take into account all of the organisation's obligations, voluntary commitments and stakeholder views. The selection of risk treatment options should be made in accordance with the organisation's objectives, risk criteria and available resources. Risk treatment can also introduce new risks that need to be managed.

12.8 Preparing and implementing risk treatment plans

After a risk has been entered onto the Council Risk Register, a Risk Treatment Plan should be developed which specifies how the chosen treatment options will be implemented to ensure arrangements are understood by those involved, and progress against the plan can be monitored. The treatment plans should include:

- The reasoning for the selection of treatment options, including expected benefits to be gained;
- The Manager responsible for ensuring that the actions outlined are carried out (Responsible Manager);
- The actions which will be taken to address the risk;
- The resources required;
- The performance measures;
- The constraints;
- Required reporting and monitoring; and
- When the specified actions are to be completed by.

Unless actions are determined and responsibilities for them are allocated, the Risk Identification and Assessment processes will have been wasted. The outcome of any actions specified should be to (in priority order):

- Eliminate the possibility of a risk occurring.
- Reduce the likelihood of occurrence to an acceptable level.
- Mitigate (reduce) the consequences, should a risk occur.
- Transfer or share the risk, generally through insurance or contracting out.

Actions to be taken in relation to specified Risk Levels are:

- **Very High** – immediate action to be initiated and Risk Treatment Plans to be developed and implemented under the direct control of the WHS/Risk Co-Ordinator and General Manager. All documentation must be retained for future reference.
- **High** – action timeframe to be determined by General Manager, with Risk Treatment Plans developed by Responsible Manager/s for Approval by the General manager.
- **Medium** – action timeframe determined, and Risk Treatment Plans developed by Responsible Manager/s, with HR/WHS/Risk Co-Ordinator kept informed of progress.
- **Low** – Responsible Managers develop or modify policy or procedure to address the risk. If necessary, a simple Risk Treatment Plan can also be developed, using the template at Appendix B.
- **Insignificant** – Risk noted and treated appropriately by those affected.

Risks identified as low or insignificant should as a minimum, have this rating recorded as a file note, along with the reasons for that rating and any decisions/actions taken as a result of the Risk Assessment undertaken.

In a climate of constrained resources, careful consideration must be given to how resources are allocated to treatment plans. You may find it more valuable to reduce higher priority risks to an acceptable level, rather than eliminate them altogether and then use any resources saved to address lower priority risks.

Finally, consult your supervisor and any Stakeholders who may not have been available to undertake the Risk Assessment, to ensure that you have left nothing out.

12.9 Monitor and Review

Have we got it right? Registered risks will remain open until they have been reduced and accepted or eliminated. The Responsible Manager and the WHS/Risk Co-Ordinator are to monitor the implementation of Risk Treatment Plans to ensure that agreed actions are being taken and review the risk levels, to reflect changes made.

Whenever an action is taken against a Treatment Plan, the Responsible Officer will:

- Assess the effectiveness of the action taken.
- Reassess the Treatment Plan to:
 - Confirm its continued applicability; or
 - Determine any changes that may now be required.
- Reassess the risk rating and notify the WHS/Risk Co-Ordinator of the new suggested rating and any recommended changes to the Treatment Plan.

Once all directed actions have been completed, the risk will be re-assessed by the Responsible Manager and the WHS/Risk Co-Ordinator and a decision made as to its acceptability or otherwise. **If a risk is considered to be unacceptable, further action needs to be taken to address that risk. No activity should proceed with a risk that has been identified as unacceptable.** If in doubt, all Stakeholders involved with the original Risk Assessment are to be consulted, prior to a risk being closed off.

12.10 Record the Risk Management Process

Each stage of the Risk Management process must be documented and reported appropriately, as determined during the “Establish the Context” step. For risks assessed as moderate and above, assumptions, methods, data sources, analyses, results and reasons for all decisions should all be recorded.

During the conduct of an event, activity or project for which a Risk Assessment has been undertaken, make notes on how effective the Treatment Plans have been and what (if any) changes were made to the original Plans be sure to communicate all changes across the organisation. This will allow better planning for the same or similar activities in the future.

All Risk Assessments and Risk Treatment Action Plans must be documented and appropriately filed for future reference: even if a risk is assessed to be insignificant and a decision is taken to do nothing, the reasoning that led to this decision must be recorded. The Risk Assessment Template is available on the intranet and can be used to document and record your decisions.

13. Reviewing the Risk Management Framework and Guidelines

In order to ensure that the risk management process is effective and continues to support the organisation’s performance, all aspects of the risk management process will be periodically reviewed. The Risk Management Framework and Guidelines, Risk Management Policy and Risk Registers will be reviewed to ensure that they are still appropriate and continue to reflect the organisation’s risk activities and tolerances. Records of such reviews are to be maintained on file.

Based on the results of monitoring and reviews, decisions will be made on how the Risk Management Framework can be improved. These improvements should lead to improvements in the management of risk and its risk management culture.

APPENDIX A
RISK REGISTER TEMPLATE

Area	Risk	Cause	Consequence	Likelihood	Consequence Level	Risk Rating	Risk Treatment	Likelihood	Consequence Level	Residual Risk	Effectiveness	Improvement Needed to Achieve Effective Treatment	Responsible Officer	Date Completed

Risk Types Council Rated:

- HR
 - Infrastructure
 - Environmental
 - WHS
- Compliance / Legal
 - Reputation & Community
 - Financial

APPENDIX B

WARREN SHIRE COUNCIL RISK APPETITE

Council's Risk Appetite is defined as “the amount and type of risk it is willing to pursue or retain” in the achievement of goals and objectives. The Council accepts that there is an element of risk in almost every activity it undertakes.

To assist in the management of risk a criteria table (see Council’s Risk Appetite Statement) has been established with the following risk appetite categories:

Assessment	Description
High Risk Appetite 5	The Council accepts opportunities that have an inherent high risk that may result in extensive reputation damage, financial loss or exposure, extensive disruption in service delivery or breakdown in information systems or information integrity, significant incident(s) of regulatory non-compliance, potential litigation and risk of serious trauma injury to members of staff and/or the public.
Moderate Risk Appetite 4	The Council is willing to accept risks that may result in major reputation damage, financial loss or exposure, major disruption in service delivery or breakdown in information or information integrity, significant incident(s) of regulatory non-compliance, potential litigation and risk of serious injury to a staff member and/or the public.
Modest Risk Appetite 3	The Council is not willing to accept risks in most circumstances that may result in significant reputation damage, financial loss or exposure, significant disruption in service delivery or breakdown in information or information integrity, serious incident(s) of regulatory non-compliance, potential litigation and risk of significant injury to a staff member and/or the public.
Low Risk Appetite 2	The Council is willing to accept some risks in certain circumstances that may result in minor reputation damage, financial loss or exposure, minor disruption in service delivery or breakdown in information or information integrity, minor incident(s) of regulatory non-compliance, potential litigation and risk of minor injury to a staff member and/or the public.
Zero Risk Appetite 1	The Council is not willing to accept risks under any circumstances that may result in reputation damage, financial loss or exposure, disruption in service delivery or breakdown in information or information integrity, incident(s) of regulatory non-compliance, and risk of injury to a staff member and/or the public.
<p>Primary Appetite- Indicates a general appetite for taking and retaining for the given risk category.</p> <p>Secondary Appetite- Indicates an appetite-by-exception position for taking or retaining risk in specific circumstances only with approval of the General Manager.</p>	

Council has determined its willingness to accept risk in relation to its risk types as outlined below:

	Willingness to Accept Risk				
	Zero Adverse	Low Minimalist	Modest Cautious	Moderate Open	High Hungry
	Preference for options that avoid risk	Preference for ultra-safe options with low inherent risk	Preference for safe options with low degree of residual risk and limited potential for reward	Willing to consider all options with a preference for prudent options and acceptable level of reward	Enthusiasm for innovation leading to preference for higher rewards despite greater inherent risk
HR				Primary	Secondary
Infrastructure			Primary	Secondary	
Environmental		Secondary	Primary		
Compliance / Legal		Primary	Secondary		
Reputation / Community		Secondary	Primary		
Financial		Primary		Secondary	
WHS	Primary		Secondary		

CORPORATE RISK REGISTER – EDITION 3, July 2025

Ref No.	Risk	Cause	Consequence	P/L	C	Risk Rating	Risk Treatment	Residual Risk Rating	Responsible Officer
COR 001	Loss due to fraud / theft	<ul style="list-style-type: none"> Inadequate internal controls People acting inappropriately 	<ul style="list-style-type: none"> Minor equipment loss Financial loss ICAC intervention Reputation impact 	L	M	M	<ul style="list-style-type: none"> Update policy and procedure to improve governance. Improve processes to achieve more efficient teams and enhance internal controls for transparency and efficiency. Complete high priority actions for General Complaints Management System. Staff discipline and performance management processes. Compulsory code of conduct training is provided to staff. Internal audit reviews undertaken in areas of procurement, delegations, cash handling and RMCC areas. 	L	Senior Management Team (SMT) DMFA
COR 002	Revenue levels fall significantly	<ul style="list-style-type: none"> Regional economic downfall results in reduced ability for residents to pay for services Inaccurate data and inadequate acquittal information provided to grant makers Loss of investment revenue due to lower use of facilities/amenities Failure to secure grants 	<ul style="list-style-type: none"> Inability to provide services to community Lack of confidence or perceived lack of importance by grant makers and investors Slashing service levels to maintain sustainability Intervention by State Government 	L	M	M	<ul style="list-style-type: none"> Controls in place to review of costs/income to ensure correct fees and charges. Develop plans and work with Transport for NSW to improve road and traffic outcomes regionally. High priority major projects are identified and planning pre-work is completed in preparation for grant applications (village plans, water and sewer, road and bridge upgrades). Explore grant opportunities and ensure that information is of a high quality. Attract other investment. Explore alternative revenue streams. Explore what grant and other external financial assistance may be available to Council and determine costs/benefits prior to seeking funding. 	L	Senior Management Team (SMT) and EDVM
COR 003	Poor financial management	<ul style="list-style-type: none"> Budget overruns and or failure to achieve budget Poor/inadequate budget in the first place Unexpected costs not incorporated Lack of or incorrect information leading to poor financial decisions Failure to account for "whole of life" project costs 	<ul style="list-style-type: none"> Intervention by State Government Reduced projects/works and service Unhappy community and Councillors Insufficient funds available for long term financial commitments affecting sustainability Council classified as poor performing Questionable Sustainability 	L	M	M	<ul style="list-style-type: none"> Implement recommendations of External and Internal Audit Reviews. Report to Council on actions to be taken and time frames. Define a standard water charging methodology for all Warren Shire Council water schemes. High priority major projects that have been endorsed by Council have pre-work completed in preparation for Grant Applications (project planning and approval process). Complete a review annually of the long term financial plan to provide an indication of the long term financial position of Warren Shire Council. Maximise plant and machinery utilisation. Regular reporting of financial position, changes of the position and challenges/threats to Warren Shire Council finances. 	L	Management Executive (MANEX)
COR 004	Inappropriate or ineffective decision making by staff or Councillors	<ul style="list-style-type: none"> Elected and staff members inadequately trained/informed Poor communications Human error Wrong or inadequate information Reactive decisions due to community pressure Lack of accountability Poor planning 	<ul style="list-style-type: none"> Poor project delivery Legal implications Reputation impact Financial Creating bad precedents Fines Complaints Inefficiencies and confusion ICAC / Ombudsman / State Government intervention 	L	M	M	<ul style="list-style-type: none"> Develop corporate and operational planning frameworks to facilitate effective internal planning, management and reporting on Council operations. Implement a performance management system linked to Corporate and Operational Planning framework (IP&R). Improve processes to achieve more efficient teams and enhance internal controls, transparency and efficiencies. Provide end to end business solutions and standard reporting tools for the organisation. Commence working towards a electronic basis of records management. Design and implement appropriate guidance material for staff and the elected body. 	L	Management Executive (MANEX) Councillors

No.	Risk	Cause	Consequence	L	C	Risk Rating	Risk Treatment	Residual Risk Rating	Responsible Officer
COR 005	Failure to adequately resource the organisation	<ul style="list-style-type: none"> Inadequate systems Failure to keep records Staff turnover Loss of premises or assets 	<ul style="list-style-type: none"> Service decline or disruption Loss of corporate knowledge Non-compliance with legislative requirements Loss of premises (natural disaster) 	L	M	M	<ul style="list-style-type: none"> Review waste services to identify: <ul style="list-style-type: none"> Current services provided, and resources required Future service delivery obligations Costs per Unit Output Alternative service delivery models Recommendations Guide the operations over next 4 years to ensure alignment with the Delivery Program and Annual Operational Plan. Review Core Services and Service Levels in consultation with Councillors, according to financial constraints. Review overheads models to ensure a simplistic system which is understood throughout the organisation which achieves the allocation of full costs to activities throughout Warren Shire Council where appropriate. More informed reporting and financial decision making. Develop long term cultural changes to improve workforce productivity and performance (Workforce Plan). Timely delivery of high quality design and survey services. Completion of asset management plans. Business continuity plan is developed and updated regularly for the organisation and organisational risk management framework. Review full cost pricing models to ensure equitable allocation of costs across business activities and that pricing reflects levels that ensure long term financial sustainability, (More informed reporting and financial decision making). Succession planning (where required) for high risk positions within the Warren Shire Council structure. 	L	Senior Management Team (SMT)
COR 006	Loss of reputation - reputation risk	<ul style="list-style-type: none"> Community not provided with correct or adequate information Community expectations not adequately identified or not realistic Repeated or serious mistakes Significant breach of code of conduct Failure to maintain assets Poor or negative publicity Failure to deliver on perceived promises *Staff or Councillors acting outside level of authority 	<ul style="list-style-type: none"> Service is reactive rather than strategic Loss of confidence in organisation by community or elected members Legal action Council not funded due to lack of confidence, loss of Suppliers Bad publicity Spending additional resources to recover reputation 	L	M	M	<ul style="list-style-type: none"> Expand communication to the public in addition to standard media releases to include a quarterly report card on Council activities in newspapers and on web site. Provide a regular Mayor's Desk column in the local and social media and on the website. Provide Councillors and staff with a monthly newsletter on projects, decisions of council and matters of importance across the organisation. Complete high priority actions for General Complaints Management System. Review Policies for relevance and consistency. Address systemic issues to improve governance . Business Continuity Plan is developed and implemented for the organisation and Organisational Risk Management Framework. Drive a proactive customer service culture within Council and seek to comply with Council's Customer Service Ethos and Policy, delivering improved service levels. On a regular basis, review the performance of each group including, but not limited to: <ul style="list-style-type: none"> Operating Budget Management Capital Works Program Strategic Initiatives Workplace Health and Safety Facilitate timely response to customer service requests (CRM's) and report quarterly to the Management Executive the number and actions. 	L	Management Executive (MANEX) All staff
COR 007	Risk of injury / death from major community incident (death or disablement of an external party)	<ul style="list-style-type: none"> Inadequate response to incident Human error Policies and procedures not followed or in place Community members hurt Failure to identify and address high risks 	<ul style="list-style-type: none"> Financial Impact Reputation impact Community morale High insurance premiums Litigation 	L	M	H	<ul style="list-style-type: none"> Continue the development of the Local Disaster Management Plan and Sub Plans as required by the Act. Develop a safety culture to ensure safe workplaces and practices. Provision of quality road and drainage maintenance services to the region . Facilitate timely responses to customer service requests for maintenance services. Conduct community resilience education sessions for emergency response personnel and community members on natural disaster management and provide opportunity to learn from best practice that is emerging across the region. 	L	Management Executive (MANEX) WHS/RC All Staff

No.	Risk	Cause	Consequence	L	C	Risk Rating	Risk Treatment	Residual Risk Rating	Responsible Officer
COR 008	Risk of injury/death from major workplace incident (death or disablement of an internal party)	<ul style="list-style-type: none"> Human error / accident Policies and procedures not in place or failure to follow Inappropriate vehicles and assets Lack of communication Complacency Employees not trained properly Failure to maintain assets Inadequate WH&S 	<ul style="list-style-type: none"> Reputation damage Legal implications Involvement by regulator WorkCover Absent from work Increased premiums Staff morale decreased Work hours lost 	L	M	M	<ul style="list-style-type: none"> Develop a safety culture to ensure safe workplaces and practices. Focus on a safe workplace and contribute to departmental safety initiatives. Drug and alcohol management policy. Ensure that SWMS and other safety processes are reviewed/updated regularly and reflect current work practices. 	L	Management Executive (MANEX) WHS/RC All Staff
COR 009	Non compliance with legislation	<ul style="list-style-type: none"> State Government requirements change New Legislation introduced or changed Lack of knowledge of legislation and or regulations 	<ul style="list-style-type: none"> Resources not available to keep up with changes Increased work loads to adapt to changed legislation Fines Litigation Loss of reputation 	L	L	L	<ul style="list-style-type: none"> Ensure compliance with conditions of approval and investigate complaints regarding unlawful development activity. Ensure compliance with regulatory requirements for Evacuation Plans, Risk Management, Asbestos Management and WH&S responsibilities. Update desktop review for compliance with the National Regulatory Authority. Have in place appropriate Crown, private and Indigenous Land Use Agreements Implement OLG Legislation Compliance Checklist. Ensure that the Warren Shire Council Legislative Breach Register is updated on a regular basis. 	L	All staff administering legislation
COR 010	Failure to provide adequate essential services now and in the future	<ul style="list-style-type: none"> Projects not fit for purpose Inability to sustain critical processes Decrease service delivery levels and loss of confidence Increase risk to community safety and infrastructure Failure to adequately respond to major changes Political decisions that disadvantage the region Poor maintenance of essential emergency protection or service areas. 	<ul style="list-style-type: none"> Reputation loss Loss of investment confidence Negative impacts on environmental and community health Debt Lost opportunities Loss of community and business 	L	L	L	<ul style="list-style-type: none"> Understand the implications of implementing water usage based charging regime on current ratepayer classification types. By participating in the Alliance of Western Councils, Council's economic development initiatives have a regional focus, opportunity to capitalise on regional investment and development initiatives. Work in partnership with, chambers, business and community groups to develop a regional understanding of what advantages the NBN can provide and develop real examples of how Warren Shire Council will utilise NBN when it arrives. Use this information to lobby the Federal and State Governments. Develop strategic partnerships with clearly defined roles and responsibilities and funding mechanisms for the ongoing development of the region or sub regional councils. Identify strategic opportunities for large scale investment within the region and secure sustainable expansion of existing industries or the introduction of new industries. Provide opportunity to learn from best practice across the region. Provide and develop community opportunities for the arts and foster new initiatives. Commence work on plans for infrastructure, transport, stormwater and open space. Understand the land Council owns, maintains and the demand to retain (Crown Lands) Strategic land is acquired for future town development. Ensure applications assessed in a timely manner and the impacts of development are managed. Develop a strategic policy for the Warren Aerodrome on utilisation, future expansion and maintenance. Modernise website with online forms etc and make more user friendly and consistent with other local governments. Establish NDRRA framework for future disaster events (flooding and bush fire). Conduct community resilience education sessions for emergency response personnel and community members on natural disaster management (fire, flooding). 	L	Senior Management Team (SMT) LEMO and EDVM

No.	Risk	Cause	Consequence	L	C	Risk Rating	Risk Treatment	Residual Risk Rating	Responsible Officer
COR 011	Cybersecurity risk across the organisation	<ul style="list-style-type: none"> Human error / accident Policies and procedures not in place or failure to follow Social engineering Inadequate controls around network access and penetration testing Complacency Employees not trained regularly or made aware of current risk Failure to maintain IT network or system Failure to ongoingly assess and review foundational requirements set by Local Government guideline 	<ul style="list-style-type: none"> Reputation damage Legal implications Loss of financial resources Breach of Privacy or Information loss Increased insurance premiums Business continuity lost Theft of intellectual property Service decline or disruption 	L	M	H	<ul style="list-style-type: none"> Arrange a new approach with addressing this area of risk is scheduled for commencement from 01/07/2024, including budget allocation specifically for the area of improvement. Engagement of Managed IT Services. Council aims to meet a basic level of self-assessment and compliance with reference to the “essential 8” derived IT/Cyber Security controls organisational wide, ideally being completed prior to 01/07/2024 pending resources availability. Council engage an external IT support business to assist with compliance in this area. This area is a constantly evolving and accordingly requires ongoing testing and review of all systems, assessment of internal and external users access or otherwise, a quarterly review basis is sought initially. 	M	Senior Management Team (SMT) GM DMFA

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 23rd September 2021

ITEM 5 FRAUD AND CORRUPTION POLICY AND FRAMEWORK (P13-1, A1-3)

RECOMMENDATION that:

1. The information be received and noted; and
2. The reviewed Fraud and Corruption Policy and Fraud and Corruption Framework, as amended be adopted.

PURPOSE

To advise Council that a review of the Fraud and Corruption Policy and Framework has been undertaken and for Council to adopt the reviewed Policy and Framework.

BACKGROUND

The purpose of the Fraud and Corruption Policy is to state Council's commitment to the prevention of fraud and corruption and to outline the methodology to deter and detect fraudulent behaviour and corrupt conduct.

The Framework clearly documents Council's approach to controlling fraud and corruption at both strategic and operational levels and is to be read in conjunction with the Policy.

The current Policy and Framework were reviewed and adopted at Council's Meeting on the 24th April, 2024.

REPORT

The General Manager has further reviewed the Policy and Framework.

Changes to both the Policy and Framework were minor typographical matters, update of relevant legislation and Policies and inclusion of the standard review clause.

Attachment 1 is the amended Fraud and Corruption Policy with changes in red.

Attachment 2 is the amended Fraud and Corruption Framework with changes in red.

The reviewed Policy and Framework were presented to Manex on the 15th July, 2025 where there were no concerns and the matter needs to be reported to Council for the process of adoption of the reviewed Policy and Framework.

FINANCIAL AND RESOURCE IMPLICATIONS

Council does have a minor Insurance Policy to cover fraud matters.

LEGAL IMPLICATIONS

NSW Local Government Act 1993;
NSW Local Government (General) Regulation 2021;
NSW ICAC Act, 1988;
Warren Shire Council Statement of Business Ethics Policy;
Internal Reporting Policy;
Public Interest Disclosure Policy;
NSW Public Interest Disclosure Act, 2022;
Warren Shire Council Gifts and Benefits Policy;
Risk Management Policy and Framework;

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 24th July 2025

ITEM 5 FRAUD AND CORRUPTION POLICY AND FRAMEWORK CONTINUED

Audit Office of NSW Fraud Control Improvement kit;
Warren Shire Council Corporate Risk Register;
Warren Shire Council Fraud and Corruption Register;
Complaints Management Policy;
Grievance and Dispute Resolution Policy and Procedure;
NSW Crimes Act, 1900;
Workplace Investigation Policy and Procedure;
AS8001-2008 Fraud and Corruption Control;
ICAC's Guide to Conducting Internal Investigations; and
NSW State Records Act, 1998.

RISK IMPLICATIONS

The purpose of the Policy and Framework is to implement measures to reduce the risk of fraud and corruption.

STAKEHOLDER CONSULTATION

With the previous review of the Policy and creation of the Framework, both were undertaken in conjunction with the Council Contract Internal Auditor.

Manex also considered the reviewed Policy and Framework at it's Meeting on 15th July, 2025.

There has been no change to the intent of the Policy and Framework and accordingly it is considered that public exhibition is not needed.

OPTIONS

Council does not necessarily need to approve the reviewed Policy and Framework.

CONCLUSION

The proposed changes to the existing Policy and Framework are considered minor and it is considered appropriate that they be adopted.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Proactively manage known compliance risks; and
- 5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities

SUPPORTING INFORMATION /ATTACHMENTS

Attachment 1 - Reviewed Fraud and Corruption Policy; and
Attachment 2 - Reviewed Fraud and Corruption Framework.

POLICY REGISTER

FRAUD AND CORRUPTION POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 24th April 2024 Minute No. 86.4.24
24th July 2025 Minute No. xxx.7.25

File Ref: P13-1, A1-3

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27th September 2018)
2.0	Gary Woodman General Manager April 2024	Review undertaken to align the Policy with the Audit Office of NSW : <i>“Fraud Control Improvement Kit: Managing Your Fraud Control Obligations”</i> .	Council Minute No. 86.4.24 (24th April 2024)
3.0	Gary Woodman General Manager	Minor typographical amendments Inclusion of Council’s standard review clause.	Council Minute No. xxx.7.2025 (24th July 2025)

POLICY SCOPE

This Policy applies to all Council officials - Councillors, staff, volunteers and delegates.

POLICY OBJECTIVES

To state Warren Shire Council's commitment to the prevention of fraud and corruption and to outline the methodology to deter and detect fraudulent behaviour and corrupt conduct.

POLICY STATEMENT

Warren Shire Council will not tolerate any form of fraudulent or corrupt conduct by Councillors, staff, contractors, consultants or volunteers.

Warren Shire Council is committed to the:

- Development and maintenance of a sound ethical culture supported by appropriate policies, procedures and strategies that prevent fraudulent and corrupt behaviour.
- Regular conduct and review of fraud and corruption risk assessments to identify circumstances in which fraud and corruption could occur.
- Implementation of fraud and corruption prevention and mitigation procedures in day to day operations.
- Use of formal procedures for the investigation of allegations of corrupt and fraudulent behaviour.
- Maintenance of processes and procedures that encourage all business dealings with tenderers, suppliers, consultants and contractors are conducted in an ethical manner.
- Ongoing education and training of all Council officers and elected members in relation to their obligations in combating dishonest and fraudulent behaviour.

DEFINITIONS

Corruption Is defined in accordance with section 8 of the Independent Commission Against Corruption Act 1988 as:

- a) any conduct of any person (whether or not a public official) that adversely affects, or that could adversely affect, either directly or indirectly, the honest or impartial exercise of official functions by any public official, any group or body of public officials or any public authority, or
- b) any conduct of a public official that constitutes or involves the dishonest or partial exercise of any of his or her official functions, or
- c) any conduct of a public official or former public official that constitutes or involves a breach of public trust, or
- d) any conduct of a public official or former public official that involves the misuse of information or material that he or she has acquired in the course of his or her official functions, whether or not for his or her benefit or for the benefit of any other person.

Fraud Is a crime involving the dishonest obtaining of a financial or other benefit by deception. The benefit might be of direct value (e.g. money or easy access to money or other assets). The benefit might be indirect (e.g. obtaining information by deception and trading that information to obtain more tangible benefits).

Council Official

Council official includes Councillors, members of staff, volunteers and delegates of Council.

EXAMPLES OF FRAUDULENT AND CORRUPT ACTIVITY

Theft

- Stationery and office supplies;
- Construction and maintenance equipment and tools;
- Lap top computers;
- Mobile phones;
- Technical equipment (mobile GPS, cameras etc.);
- Cash; and
- Intellectual property, including documents and data.

Inappropriate or Misuse of Council Resources

- Unauthorised use of corporate credit cards, petrol cards, Cab charge or vouchers;
- Staff undertaking secondary paid work during work hours;
- Staff using telephones excessively for private purposes without appropriate reimbursement of costs;
- “Left-over” materials being taken by Council officers;
- Plant being used by staff for private use without authorisation or payment; and
- Use of Councils tools and equipment for private use.

Gifts, Benefits and Bribes

Any gifts or benefits provided to, or any attempt to give a gift or benefit to a Council officer, is managed by Council’s Code of Conduct **and Gifts and Benefits Policy**. The **Policies** prescribe when a gift may or not be accepted and relevant processes for dealing with such matters.

Bribes are given to influence the way a recipient carries out their official functions. For example, not respond to or report an illegal or unauthorised activity or procure goods and services from a specific person or company.

Higher risk areas for exposure to such behaviour includes:

- Officers who approve or can influence decisions;
- Officers who procure goods and services for Council;
- Regulatory and compliance staff; and
- Staff who carry out work with the private sector.

Zoning and Development

- Coercion, intimidation and harassment of Council planning staff dealing with development applications (DAs); and
- Inducement from developers to modify DA conditions imposed.

Procurement, Tendering and Contract Management

Activities associated with procurement, tendering and contract management have traditionally been susceptible to fraud and corruption risks. Examples of such risks include:

- Order splitting to avoid tendering provisions or quotes;
- Collusion with suppliers (dummy quotes);
- Fraudulent contract variations; and
- False invoices.

Human Resources

- Creation of false employees on the payroll system;
- Job applicants falsifying career background details;
- Direct recruitment of friends and relatives breaching the legislative requirement of merit-based employment; and
- Claiming unworked overtime on timesheets.

Information Technology

- Unauthorised electronic transfer of funds;
- Unauthorised alteration of input data;
- Alteration or misuse of software; and
- Unauthorised sale or provision of information to 3rd parties.

FRAMEWORK

The administration of this Policy is based around a holistic approach to fraud, and involves actions on the following fronts:

- Prevention – to establish and maintain a good governance framework through well established procedures that reduce the chances of fraud;
- Detection – sound auditing and checking procedures to deal with any transactions or activities that do not align with the expected procedures; and
- Response – detailed reporting and investigation procedures to deal with any potential fraud. A sound response system includes appropriate action to deal with any fraudulent activity.

The Audit Office has established a ten attribute framework to deal with fraud. The ten attributes are:

- Leadership;
- Ethical Framework;
- Responsibility structures;
- Fraud Control Policy;
- Prevention systems;
- Fraud awareness;
- Third party management systems;
- Notification systems;
- Detection systems; and
- Investigation systems.

The Council's fraud framework is built around the above ten attributes, as detailed in the Fraud Control Improvement Kit.

Leadership

A successful fraud control framework is led by a visibly committed and accountable General Manager and Management Executive (Manex) Team. The General Manager, Divisional Managers/ Departmental Managers and Managers will lead the organisation in the development of the Fraud framework.

Ethical Framework

The Council has adopted and established the following documents to guide the ethical behavior for Council Officials:

- The Code of Conduct as developed by the Office of Local Government;
- The Council has established a set of Values and Behaviours; and
- Staff understand that fraud is not tolerated and there are significant consequences to those committing fraud.

Responsibility Structure

The General Manager, Divisional Managers/ **Departmental Managers** and Managers are authorised to receive reports of fraud. If the suspected fraud relates to the General Manager, then the matter can be reported to the Mayor, as per the reporting regime for Code of Conduct complaints.

Reports regarding suspicious and / or illegal activities can also be reported to external agencies including:

- NSW Police Force;
- Office of Local Government;
- The NSW Independent Commission Against Corruption (ICAC); and
- The NSW Ombudsman.

All staff are expected to report known or suspected fraud to the General Manager, Divisional Managers/ **Departmental Managers** or Managers as soon as possible. Staff are made aware of the responsibility structure in the organisation.

Fraud Control Policy

This **Policy** sets out the Warren Shire Council's system of fraud control and covers the responsibilities for managing fraud within Warren Shire Council. The **Policy** is linked to other **Policies** including **Code of Conduct**, **Internal Reporting** and **Business Ethics**.

Prevention Systems

The Council's prevention system consists of the following features:

- Risk Assessments – as detailed in the Risk Framework;
- Fraud and Corruption **Risk Register**;
- Fraud Database – to be established to record all incidents;
- Ethical workforce – pre-employment screening to ensure staff employed are of the highest ethical behaviour;
- Separation of duties – to ensure no one staff member controls a process entirely;
- I.T security strategy;
- Delegations of authority – to ensure measures are in place to control activities; and
- Position descriptions, Charters for Committees – limit the level of activity Council Officials can undertake.

Fraud Awareness

All Council officials are to be trained in fraud awareness, prevention responsibility and management, the message is continually repeated and reinforced using a variety of communication methods. Customers and the community are encouraged to report suspicions of fraud and can do this by a range of channels.

Third Party Management Systems

The Council establishes appropriate controls, segregation of duties and delegations of authority to deal with third parties. Council will carry out due diligence before engaging contractors or third parties. Records of conflict of interest and secondary employment are reviewed and kept up to date.

The Council will maintain a Business Ethics Policy to reinforce the expected standards of behaviour for Council Officials.

Notification Systems

All staff are required to report suspected fraudulent activity and will be provided with the appropriate support and protection. Members of the public are encouraged to report suspected fraudulent activity.

Staff and members of the public can report fraud a number of ways including making a Public Interest Disclosure, reporting directly to Council or to external bodies. Serious breaches are to be reported to the Council as soon as possible.

Detection Systems

Various internal control measures have been established to help detect fraud and these include:

- Segregation of duties;
- Approvals and authorisation;
- Verification;
- Reconciliations;
- Management reviews;
- Risk assessments;
- Physical security;
- Job rotation;
- Data checks; and
- Internal and external audits.

Investigation Systems

When an allegation of fraud is made against an employee, the General Manager and/or Divisional Manager(s)/Departmental Manager(s)/Manager(s), will discuss the matter with the person making the allegation. This person may be asked to make a written statement regarding the allegations.

The staff member alleged to have committed the fraud may be interviewed during this preliminary stage. Staff members can be accompanied during the interview by their Manager or other nominated member of staff.

The applicable Divisional Manager or Manager will organise a preliminary assessment of the allegation and provide details to the General Manager on the findings. If the matter concerns the General Manager then it shall be reported to be Public Officer who will deal with the matter in accordance with the Code of Conduct complaints handling procedures.

If the allegation is serious enough and / or the evidence is compelling, then the matter may warrant a full investigation.

If a full investigation is to be followed, the General Manager/independent investigator will need to determine whether the matter is referred to an external agency such as the NSW

Police **Force**, ICAC or the Ombudsman. The General Manager/independent investigator may wish to refer it to the Code of Conduct Complaints Coordinator and have the matter referred to using the Code of Conduct Investigation procedures.

Council is committed to taking action against the perpetrators of fraud.

DISCIPLINARY PROCEDURES

The determination of an investigation whether it be a preliminary or full investigation, will be referred to the General Manager if it is a staffing matter.

For Councillors the matter will follow the Code of Conduct procedures.

Any matter may still be referred to or dealt with by an outside agency, in addition to a matter considered by the above two matters. For instance a staff matter, dealt with by the General Manager may still be referred to the **NSW Police Force** for further action.

PRIVACY AND ACCESS TO INFORMATION

Information provided through any allegation and subsequent investigation will be handled confidentially. This is designed to help prevent any action being taken against staff for reporting suspected fraud. However, there may be situations where confidentiality may not be possible or appropriate. This will be discussed with the staff member making the report.

While anonymous reports are not encouraged, there may be situations where someone may not want to identify themselves. The Council will accept anonymous reports; however anonymity may limit the Council's ability to seek further information to assess the report adequately. When the identity of the person making the allegation is known, the **NSW** Audit Office is able to obtain any further necessary information, provide the person with protection and support and give feedback about the outcome of any investigation into the allegations.

BREACH OF THIS POLICY

A breach of this **Policy** may lead to disciplinary action being taken. This will depend on the severity of the incident. A breach of this **Policy** could also lead to criminal action.

Any report that turns out to be vexatious, frivolous or misleading will result in disciplinary action against the staff member making the allegation.

REVIEW

Council will review this **Policy** at least every 4 years or within 12 months following an election of Council. The **Policy** may be reviewed and amended at any time at Council's discretion (or if legislation changes occur).

FRAUD AND CORRUPTION FRAMEWORK APRIL 2024

Adopted: 24th April 2024

Reviewed: 24th July 2025

File Ref: P13-1, A1-3

Minute No: 86.4.24

Minute No: xxx.7.25

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References

- *Standards Australia AS 8001-2008 - Fraud and Corruption Control.*
- Independent Commission Against Corruption
- *AS/NZS ISO 31000:2018 - Risk Management.*
- Audit Office of NSW - "*Fraud Control Improvement Kit February 2015*): *Managing Your Fraud Control Obligations*".
- ICAC - "*A Guide to Conducting Internal Investigations*" - Fact Finder 2009

Executive Summary

Warren Shire Council has zero tolerance for corrupt conduct or fraudulent activities. Council is committed to preventing, deterring and detecting fraudulent and corrupt behaviour in the performance of Council activities.

This Fraud and Corruption Control Framework clearly documents Council's approach to controlling fraud and corruption at both strategic and operational levels and is to be read in conjunction with Council's Fraud and Corruption Policy, other relevant Councils policies and documents as well as related legislation and guidelines.

Council expects the co-operation of Councillors, staff members and key stakeholders, including customers and members of the community, in the successful implementation of this Control Plan in the pursuit of an environment that is free of fraudulent and corrupt behaviour at all levels of the organisation.

Gary Woodman
General Manager

Definitions

The following definitions are provided for key terms and phrases used in this Framework:

Corruption – is defined in Section 8 and 9 of the *Independent Commission Against Corruption Act 1988*. **Corrupt Conduct** is:

- Conduct of a person (whether or not a Public Official) that adversely affects, or could affect the honest and impartial exercise of Public Official functions; or
- Conduct of a Public Official that involves the dishonest or partial exercise of any of his or her Public Official functions; or
- A breach of public trust; or
- The misuse of information or material acquired in the course of a Public Official's functions.

Corrupt conduct can also include the conduct of any person (whether or not a Public Official) that adversely affects or could affect the exercise of official functions and involves conduct such as bribery, blackmail, fraud, forgery and various other crimes.

For conduct to be corrupt it must be covered by one of the conditions above and also any one of the following:

- A criminal offence; or
- A disciplinary offence; or
- Reasonable grounds for dismissal or dispensing or terminating the services of a Public Official.

Fraud – Fraud can be defined as a deliberate and premeditated turn of events which involves the use of deception to gain advantage from a position of trust and authority. The type of events include: acts of omission, theft, the making of false statements, evasion, manipulation of information and numerous other acts of deception (Audit Office of NSW).

Maladministration - Maladministration is defined as conduct that involves action or inaction of a serious nature that is contrary to law; or unreasonable, unjust, oppressive, improperly discriminatory; or based wholly or partly on improper motives (*Public Interest Disclosure Act 2022*). Refer Council Public Interest Disclosures Policy.

Serious or substantial waste - refers to the uneconomical, inefficient or ineffective use of resources, authorised or unauthorised, which results in a loss/wastage of public funds/resources.

Code of Conduct - is Councils adopted code of conduct Policy.

Control (also 'internal control') - is an existing process, Policy, device, practice or other action that acts to minimise negative risks or enhance positive opportunities.

Fraud & Corruption Risk Assessment - is the application of risk management principles and techniques in the assessment of the risk of fraud and corruption within an entity.

Introduction

Council's adopted *Fraud & Corruption Control Policy* confirms Council's commitment to proactive and effective prevention, detection and investigation of fraud and corruption.

This Framework draws together all of the governance, Policy and procedural elements to be applied throughout the organisation to manage the risk of fraud and corruption within and against Council, and details the responsibilities of Councillors, Senior Management and all staff members.

Scope

This Framework applies to all Council staff members; Councillors; volunteers; Section 355 Committees; key stakeholders such as suppliers, contractors and consultants; customers; members of the community; and relevant third parties with regard to functions and operations undertaken for or on behalf of Council.

Objectives

The objectives of this Framework are to:

- To support the overarching Governance Framework of Warren Shire Council;
- Eliminate or reduce opportunities for fraudulent or corrupt activities within or against Council;
- Promote an organisational environment that encourages professionalism, integrity and ethical conduct;
- Uphold a commitment to accountable and transparent decision making;
- Ensure that the identification and management of fraud and corruption risks are undertaken in line with the principles and procedures detailed in Council's Enterprise Risk Management Policy and Framework;
- Support the identification and implementation of appropriate internal controls, including Procedures and Policies, which support the prevention and detection of fraudulent or corrupt activities;
- Support the implementation and maintenance of effective reporting disclosure systems and investigation and disciplinary procedures for suspected or actual fraudulent or corrupt behaviour;
- Clearly define the responsibilities of Councillors, Senior Management, all staff and Committees of Council in relation to the prevention, detection, reporting and investigation of fraud and corruption; and
- Provide Councillors, Senior Management and all staff with the necessary tools and understanding to meet their responsibilities in this regard.

Relevant Guidelines

This Framework aligns with the following 'Best Practice' guidelines:

- *AS8000-2003 - Corporate Governance Standards Set, including AS 8001-2008 - Fraud and Corruption Control;*
- *AS/NZS ISO 31000:2018 - Risk Management; and*
- *NSW Audit Office Fraud Control Improvement Kit (2015).* Specifically the ten (10) fraud control attributes developed by the Audit Office of NSW as below and detailed at [Annexure A](#):
 1. Leadership;
 2. Ethical Framework;
 3. Responsibility Structures;
 4. Fraud Control Policy;
 5. Prevention Systems;
 6. Fraud Awareness;
 7. Third Party Management Systems;
 8. Notification Systems;
 9. Detection Systems; and
 10. Investigation Systems.

Relevant Legislation

This Framework links with the following legislation:

- *Local Government Act 1993;*
- *Local Government (General) Regulation 2021;*
- *Independent Commission Against Corruption Act 1988; and*
- *Public Interest Disclosures Act 2022.*

Relevant Council Policies and Documents

The following Council policies and procedures support this Framework:

- Fraud and Corruption Control Policy;
- Code of Conduct;
- Public Interest Disclosures Policy;
- Audit Office of NSW Fraud Control Improvement Kit;
- Risk Management Policy and Framework;
- Statement of Business Ethics;
- Grievance and Dispute Resolution Policy and Procedure; and
- Gifts and Benefits Policy.

Review

Council will review this Framework at least every 4 years or within 12 months following an election of Council. The Framework may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

Responsibility Structure

Council has clearly defined responsibilities for implementing and monitoring actions associated with fraud and corruption control across Council and in relation to this Framework. These responsibilities will be clearly communicated to Councillors, staff, management and relevant Council Committees and will be detailed in position descriptions and Committee Charters so that there is a common understanding of fraud and corruption control responsibilities and expectations.

All Staff

All Council staff are responsible to:

- Prevent and mitigate fraud, corruption, maladministration and waste within their area of operation and responsibility by, at a minimum, implementing and abiding by relevant internal controls and adhering to this Framework;
- Operate systems of internal control to prevent and detect fraud or corruption in accordance with instructions and established procedures;
- Report all instances of suspected or attempted fraudulent or corrupt conduct in accordance with Council's internal reporting procedures;
- Protect colleagues who have made reports of fraud or corruption from detrimental action;
- Have regard to fraud and corruption related risks when undertaking risk assessments in relation to Council's daily functions and operations, when specific projects or events are planned, or when changes to Council's systems, processes or functions occur;
- Provide co-operation and assistance to investigators or officials investigating suspected or reported fraud or corruption; and
- Undertake any responsibilities allocated to them in other relevant Council Policies.

Managers, Co-ordinators, and Team Leaders

In addition to their responsibilities as Council staff members, Managers, Co-ordinators, and Team Leaders will:

- Assess the risks of fraud and corruption and the effectiveness of internal controls in place to mitigate such risks within their areas of operation and responsibility;
- Implement recommendations arising from fraud and corruption detection systems and internal audits;
- Monitor their workplaces to identify and address situations that are likely to raise ethical dilemmas or place staff in compromising situations (i.e. by establishing good procedural guidance for decision- making, including the exercise of discretion);
- Be available and support staff that require guidance on ethical dilemmas;
- Foster a work environment free of harassment, discrimination, victimisation, corruption, fraud, maladministration and waste;
- Ensure that staff are aware of the principles contained in Council's Code of Conduct and the established systems and procedures for addressing ethical problems;
- Support and protect staff who report, in good faith, instances of potentially unethical, fraudulent or corrupt practices;
- Ensure that staff are treated fairly, equitably and in accordance with legislation and Policy (e.g. access to training and other development possibilities); and
- Ensure that contractors, consultants, suppliers, and the like, engaged within their area of operation are aware of and have an understanding of Council's Fraud and Corruption Policy and Framework and related Council Policies and Procedures and that these documents are readily available to them.

Executive Services Section

In addition to their responsibilities as Council staff members, Council's Executive Services Office is responsible to:

- Develop, implement and review fraud and corruption related Council Policies, Procedures and training proposals, including this Framework;
- Maintain a register of all reported actual or suspected fraudulent or corrupt activities and investigations and periodically report the register to Council's Audit, Risk and Improvement Committee (ARIC);
- Liaise with internal and external investigators;
- Ensure a high quality of fraud and corruption investigation procedures and reports; and
- Undertake internal reporting responsibilities in accordance with Council's *Internal Reporting (under Public Interest Disclosures Act 2022) Policy*. Council's Divisional Manager Finance and Administration is Council's nominated Disclosures Co-ordinator.

Management Executive Team (Manex)

In addition to their responsibilities as Council staff members (Manex) is responsible for actively fostering an ethical culture and supporting and promoting the objectives of this Framework throughout the organisation by:

- Setting an example of observable adherence to Council's Code of Conduct, Fraud and Corruption Framework and related Council Policies and Procedures;
- Supporting and promoting ongoing identification, analysis, mitigation and review of fraud and corruption risks and internal controls;
- Setting an example of internal control adherence in relation to identified fraud and corruption risks;
- Implementing recommendations arising from fraud and corruption detection systems and internal audits;
- Supporting fraud and corruption awareness programs for Councillors and staff;
- Supporting the continued operation of Council's Audit, Risk and Improvement Committee (ARIC) in the pursuit of successful enterprise risk management;
- Foster a work environment free of harassment, discrimination, victimisation, corruption, fraud, maladministration and waste; and
- Undertake internal reporting responsibilities in accordance with Council's *Internal Reporting (under Public Interest Disclosures Act 2022) Policy* and notify the Divisional Manager Finance and Administration of all fraud and corruption matters reported via the various channels.

General Manager

In addition to responsibilities as a Council staff member, the General Manager is responsible to:

- Implement Council's Fraud and Corruption Policy and Framework;
- Promote ethical behaviour and awareness that fraud and corruption will not be tolerated;
- Receive reports of suspected fraud and corrupt conduct, maladministration and serious and substantial wastage; and receive allegations of reprisal action, in accordance with *Council's Internal Reporting (under Public Interest Disclosures Act 2022) Policy*;
- Ensure that all reports of suspected fraud or corruption, maladministration, serious and substantial wastage are referred to the ICAC as required. *Refer section 11 ICAC Act*;
- Keep the Council informed in line with ICAC directions about confidentiality;
- Make decisions about reporting criminal matters to the New South Wales Police Force;
- Receive summary information about investigations undertaken into suspected fraud and corruption;

- Ensure that Council's Fraud and Corruption Framework and related Policies and Procedures are adequate and that regular reviews and checks are undertaken to detect irregularities. The ARIC may assist in this process;
- Make decisions regarding restitution and criminal charges in all cases of fraud and corruption and
- Decide what disciplinary action is appropriate for employees involved in fraud and corruption.

The Council

The Council is responsible for:

- Implementing and promoting Council's overall approach to fraud and corruption control;
- Assessing and dealing with issues related to fraud and corruption control as the need arises; and
- Decide what disciplinary action is appropriate for Councillors involved in fraud and corruption in cases where it is not decided by the relevant Officer of the Office of Local Government.

Audit, Risk and Improvement Committee (ARIC)

Council's Audit, Risk and Improvement Committee is responsible to:

- Oversee Council's fraud and corruption control program;
- Approve reviews of the Fraud and Corruption Framework;
- Review and Council's Fraud and Corruption Risk Assessment and Register;
- Advise Councillors of all breaches of Fraud;
- Recommend Fraud and Corruption Control Health Checks and Improvement Workshops at least once every three years; and
- Other relevant responsibilities in accordance with the Audit, Risk and Improvement Committee Charter.

Internal Auditor

Council recognises that internal audit is an effective part of the overall control environment.

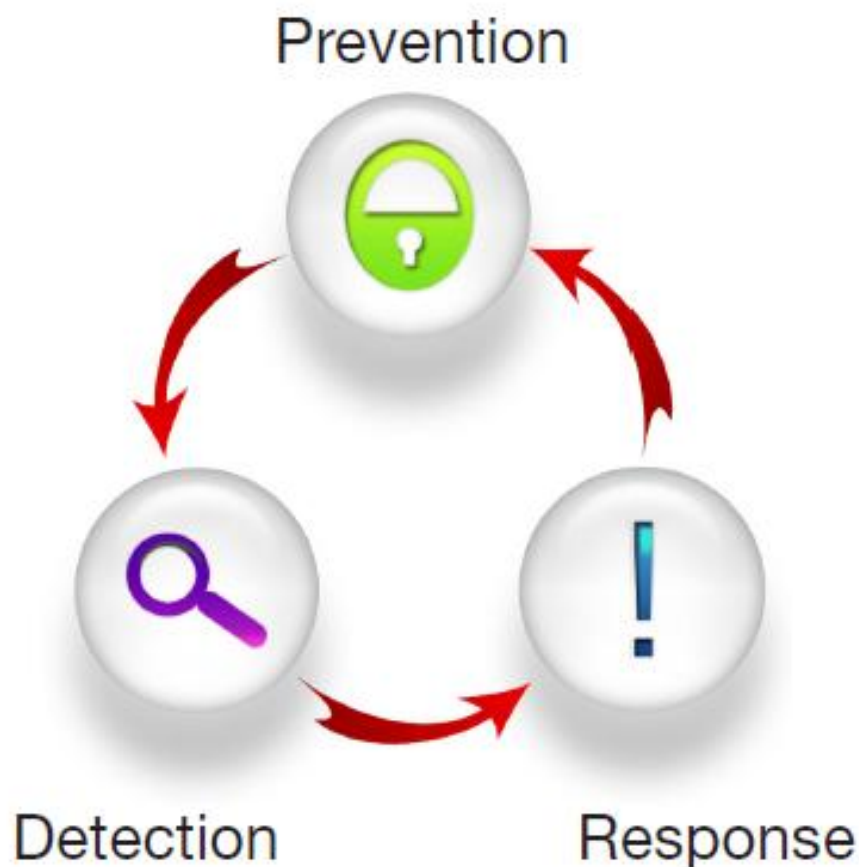
Whilst undertaking audits within Council the Internal Auditor is responsible to:

- Examine and evaluate the effectiveness of internal controls;
- Make recommendations to Council management to further enhance internal control design and effectiveness; and
- Make notifications of actual or suspected instances of fraud and corruption in accordance with relevant reporting procedures.

Principals of the Framework

The principals of the framework are shown in the figure below and detailed in the following pages. They are:

1. Prevention
2. Detection
3. Response



Audit Office “Fraud Control and Improvement Kit” 2015

These principals are further guided by the ten attributes as detailed in the Audit Office of NSW Fraud Control Improvement Kit (February 2015), Managing your fraud control obligations.

1. Leadership
2. Ethical Framework
3. Responsibility Structures
4. Fraud Control Policy
5. Prevention Systems
6. Fraud Awareness
7. Third Party Management Systems
8. Notification Systems
9. Detection Systems
10. Investigation Systems

Prevention

This section of the document details the strategies that are in place to identify and prevent fraud and corruption risks within or against Council.

Fraud and Corruption Control Policy

Council's adopted *Fraud and Corruption Policy* reinforces Council's commitment to fraud and corruption prevention by providing guidance regarding Council's actions and expectations in relation to fraud and corruption. The Policy also confirms that fraud and corruption prevention is the responsibility of Councillors, Senior Management and every Council employee.

Responsibility Structure

The organisational responsibilities for implementing and managing Council's Fraud & Corruption Framework; and Councillor, staff and Senior Management responsibilities in relation to the prevention, detection and investigation of fraud and corruption; are clearly defined earlier in this document.

In addition, Council's *Public Interest Disclosures Policy* (under *Public Interest Disclosures Act 2022*) identifies the responsibilities of staff and Councillors, and provides procedures for reporting and handling of Public Interest Disclosures.

Fraud and corruption control responsibilities will be communicated to all levels of the organisation to ensure that there is a common understanding of fraud and corruption responsibilities and expectations. Further details of the responsibility structure is outlined in the Fraud and Corruption Policy.

Fraud & Corruption Risk Assessment

Council will undertake high level Fraud and Corruption Risk Assessment workshops in relation to the various functions and operations of Council. These workshops will:

- Identify specific fraud and corruption risks;
- Rate the likelihood and consequence of each fraud and corruption risk with and without existing controls;
- Review the adequacy of existing internal controls; and
- Develop action plans to treat the identified risks.

Council's identified fraud and corruption risks, internal controls and proposed risk treatment action plans will be documented and recorded in Council's Corporate Risk Register.

Council will continue to assess fraud and corruption risks periodically as part of Council's enterprise wide approach to risk management. Furthermore, as resources and budget permits, Council will identify high fraud and corruption risk areas and activities and conduct a more detailed risk assessment involving key staff in each section.

A review of Council's Fraud & Corruption Risk Register will be undertaken on an annual basis to ensure that additional fraud and corruption risks are identified as they emerge and that Council's operations and functions, particularly those with a high predisposition to fraud and corruption, are subject to ongoing and effective internal controls.

Council recognises that internal audit complements internal assessment of fraud and corruption related risks and controls and therefore independent identification and assessment of Council's

fraud and corruption risks will be arranged with Council's Internal Auditor and ARIC as warranted.

Employee and Councillor Awareness

Council will make the following clear to staff, Councillors, volunteers and contractors:

- The ethical behaviours expected of them in the workplace; and
- That the organisation will not tolerate corruption, including fraudulent dealings, and that people are encouraged to provide information if they suspect corruption is occurring.

Council has the following processes in place to ensure awareness of Council's position in respect to fraud and corruption:

- Induction training that includes elements of fraud and corruption;
- Provision of Fraud and Corruption Control Training for Managers and Team Leaders;
- Provision of Code of Conduct training to ensure an understanding of the ethical behaviour expected in the workplace and the types of activities that may constitute fraudulent or corrupt behaviour and Council's response to this type of activity;
- Public Interest Disclosure Training for all staff; and
- Making Council's Fraud and Corruption Framework and related Policies and Procedures readily available.

Customer and Community Awareness

Council will communicate the following to key stakeholders, including customers and members of the general and business community, to ensure confidence in the integrity of the organisation:

- That Council will not tolerate fraudulent and corruption behaviour and perpetrators will be prosecuted; and
- That key stakeholders are encouraged to provide information if they suspect fraud or corruption is occurring and that there are channels available for them to do so.

Council will communicate the above principles via the following:

- **Statement of Business Ethics**
Council's Statement of Business Ethics outlines expected behaviour, key code of conduct principles, Council expectations, conflict of interest protocols, gifts and benefits protocols and how to report corruption, maladministration and wastage.

Council's Statement of Business Ethics is:

- Available on Council's website; and
- Incorporated into and referred to in tender invitations and/or contract documentation.

- **Policy Register**
 - Council's website includes a Policy Register of all key Council policies.

Detection

This section of the Framework deals with Council's approach to the early detection of fraudulent and corrupt behaviour within or against the organisation.

It is noted that Council's Fraud & Corruption Risk Assessment and Responsibility Structure detailed earlier in the document also support this part of Council's Framework.

Detection Systems

Council recognises the importance of early warning systems to alert possible fraud and corruption and that the implementation and maintenance of a rigorous system of internal controls is the first line of defence against fraud and corruption within and against Council.

Council therefore requires all organisational activities to be designed with an awareness of the fraud and corruption risks that may arise and management controls to be put in place to reduce the risk to an acceptable level.

Council has identified a number of existing internal controls relevant to the fraud and corruption risks faced by Council. These controls include:

- Review by a senior officer;
- Segregation of duties;
- Authorisation / approval by a senior person;
- Supervisor checks;
- Visual inspections;
- Audit trails;
- Audits; and
- Reconciliations.

Council will review its internal controls in conjunction with its fraud and corruption risk assessment review on at least an annual basis in consultation with relevant Council staff to ensure that internal controls remain in place and effective and that additional internal controls are identified and recorded.

Notification Systems (Reporting Suspected Fraud & Corruption)

Council recognises that ignoring fraud or corruption is tantamount to endorsement of the activity. As such Council will create and foster an organisational culture and environment:

- That supports reporting of suspect actions and behaviour;
- Where staff, volunteers and contractors feel comfortable reporting matters; and
- That promotes confidence in the fact that Council will address complaints genuinely and protect anyone who reports such an activity from reprisal.

The following Policies, Procedures, documents and systems establish and facilitate the notification of suspected or actual fraudulent and corrupt behaviour to Council.

Internal Reporting (under *Public Interest Disclosures Act 2022*) Policy

Council's adopted *Public Interest Disclosures Policy (under Public Interests Disclosures Act 2022)* complements normal communication channels between Council supervisors and staff members by providing the following:

- Appropriate avenues for reporting fraudulent and corrupt conduct internally and detailing options available for reports to be made to external authorities;
- An assurance that any person who makes disclosures receives protection from reprisals;

and

- Confirming Council's commitment to appropriately investigating matters raised in public interest disclosures.

Council's Policy also details the responsibilities of Council's nominated Disclosure Co-ordinator, Disclosure Officers, General Manager and Mayor in relation to Council's Internal Notification and Reporting Systems.

Statement of Business Ethics

Council's Statement of Business Ethics is required to be written into the contracts of third parties dealing with Council, and those who may be seen by the public as representing Council, such as suppliers, consultants and contractors.

The statements makes third parties aware that they, and their employees, must adhere to Council's ethical standards; report any suspected or alleged fraud or corruption involving the Council to the General Manager; and that breaches of the Statement may result in penalties being imposed and possible cancellation of their contract.

Code of Conduct

Council's Code of Conduct establishes the standard of ethical behaviour expected of all Council staff and Councillors and therefore supports the objectives of this Framework.

Code of Conduct training is provided to Councillors and all staff upon induction and periodically throughout their term of employment to ensure awareness in this regard.

It is noted that in some cases a breach of Council's Code of Conduct may constitute fraudulent or corrupt behaviour. Such breaches will be investigated in accordance with relevant sections of this Framework and any relevant Human Resources policies and procedures. Where deemed necessary, Council will take the appropriate disciplinary action.

Complaints Management

Council's *Complaints Management Policy* sets out Council's approach and procedures for receiving and effectively and positively handling complaints from any person, group or organisation (or their representative) that uses Council's services or is impacted by Council's decisions, actions or lack of actions.

The Policy also details the avenues available for the lodgement of complaints to Council and reinforces that complainants will not be subject to disadvantage or victimisation.

Grievance Handling Procedure

Council's Grievance and **Dispute Resolution Policy and Procedure** provides avenues for Council staff to report grievances and the manner in which such reports will be managed by Council.

The **Policy and Procedure** reinforces that Council will apply equity and confidentiality in dispute resolution processes and work towards expediting a return to productive and harmonious workplace relations for all involved.

External Notification Systems

Council recognises that it has a legal obligation to:

- Report fraudulent conduct to the **NSW Police Force**;
- Report suspected corruption to the Independent Commission against Corruption (ICAC); and
- Notify other external authorities as appropriate.

The following policies and procedures detail Council's approach to notifying external authorities. Other external bodies may also be relevant in particular situations (e.g. ATO) and will be notified where necessary.

Internal Reporting (under *Public Interests Disclosures Act 2022*) Policy

Council's adopted *Public Interest Disclosures Policy (under Public Interests Disclosures Act 2022)* details the procedures for external reporting to the Independent Commission Against Corruption (ICAC), NSW Ombudsman and Office of Local Government. It also defines the responsibilities of Council's nominated Disclosure Co-ordinator, Disclosure Officers, General Manager and Mayor in relation to external notification systems and associated procedures.

Independent Commission Against Corruption (ICAC)

Under section 11 of the *Independent Commission Against Corruption Act 1988*, the principal officer of a public authority has a duty to report to the Commission any matter that the officer suspects on reasonable grounds concerns, or may concern, corruption.

The *principal officer* is defined as the person who is the head of the authority, its most senior officer or the person normally entitled to preside at its meetings. The Council's *principal officer* is the General Manager.

When another person acts as the General Manager during periods of leave or other absence, the duty applies to that person who is acting.

The reference to *suspects on reasonable grounds*, according to ICAC means that there is a real possibility that corrupt conduct may be involved. Proof is not necessary.

The ICAC encourage organisations to contact the Commission to discuss particular matters if they are unsure about whether or not to report, and to seek clarification about other issues related to reporting.

Section 11 applies despite any duty of secrecy or other restriction on disclosure.

The requirement to report suspected corruption to ICAC does not affect the obligations to report or refer matters to other bodies, such as the Police, the Ombudsman, or to carry out disciplinary procedures as required.

The Independent Commission Against Corruption (ICAC) has stated that reporting criminal matters to the Commission should not delay the matter being reported to the **NSW Police Force**.

ICAC has advised that the following items should be included in reports:

- details of the allegations;
- the name and position of any public official/s alleged to be involved;
- the name and role of any other people relevant to the matter;
- when the alleged conduct occurred;
- whether the alleged conduct appears to be a one-off event or part of a wider pattern or scheme;
- when the allegation was made or you became aware of the alleged conduct;
- what your organisation has done about the suspected conduct, including notification to any other agency;
- what further action is proposed;
- an indication of the estimated amount of money (if any) involved;
- any other indicators of seriousness; and

- any other relevant information.

The Commission may use the matters reported to ICAC in the following ways:

- all information is assessed in terms of the contribution it may make to the work of the Commission;
- a small number of reports are selected for full investigation by ICAC;
- reports may form the basis of corruption prevention advice and project work; and
- reports may be referred to more appropriate investigative authorities.

Police

Where the General Manager reasonably believes that a Council employee, Councillor or related party has committed a criminal offence, the matter will be referred to the **NSW Police Force**.

According to Section 316 of the *Crimes Act 1900*, concealing a serious offence is a criminal offence:

If a person has committed a serious offence and another person who knows or believes that the offence has been committed and that he or she has information which might be of material assistance in securing the apprehension of the offender or the prosecution or conviction of the offender for it fails without reasonable excuse to bring that information to the attention of a member of the Police Force or other appropriate authority, that other person is liable to imprisonment for 2 years.

Where any other Council employee or Councillor suspects on reasonable grounds that a crime has been committed, this will be reported in accordance with Council's adopted *Public Interest Disclosures Policy* (under *Public Interests Disclosures Act 2022*).

Response (Investigation)

Council will deal fairly with all parties in the course of investigating allegations of fraud or corruption, however if fraud or corruption is proven Council will apply the appropriate sanctions.

Guiding Principles

The overall guiding principles of any investigation into alleged improper conduct will be independence, impartiality and objectivity; however it is noted that matters referred to the Independent Commission Against Corruption (ICAC) or NSW Police **Force** may lead to criminal proceedings.

Council's investigation standards are clearly documented in various Council Policies and Procedures, including Council's *Fraud & Corruption Control Policy*, *Code of Conduct*, *Public Interest Disclosures Policy (under Public Interests Disclosures Act 2022)* and *Workplace Investigations Policy and Procedure*.

Investigation Systems

Internal Investigations Procedures

The investigation procedure undertaken by Council will ensure fairness and consistency in accordance with the rules of natural justice and with respect for the civil rights of staff members and citizens.

All Councillors, staff members and stakeholders are expected to fully co-operate in relation to such investigations.

When an allegation of fraud is made against an employee, the General Manager and / or Director(s), will discuss the matter with the person making the allegation. This person may be asked to make a written statement regarding the allegations.

The staff member alleged to have committed the fraud may be interviewed during this preliminary stage. Staff members can be accompanied during the interview by their manager or other nominated member of staff.

The applicable Divisional Manager/ **Departmental Manager** or Manager will organise a preliminary assessment of the allegation and provide details to the General Manager on the findings. If the matter concerns the General Manager then it shall be reported to be public officer who will deal with the matter in accordance with the code of conduct complaints handling procedures.

If the allegation is serious enough and / or the evidence is compelling, then the matter may warrant a full investigation.

If a full investigation is to be followed, the General Manager/independent investigator will need to determine whether the matter is referred to an external agency such as the Police, ICAC or the Ombudsman. The General Manager/independent investigator may wish to refer it to the Code of Conduct Complaints Coordinator and have the matter referred to using the Code of Conduct Investigation procedures.

Where the matter concerns a Councillor, the General Manager will refer the complaint to an independent investigator.

Responsibilities

Internal investigations into potential fraud and corruption related activities will be undertaken by Council's suitably authorised and trained staff in accordance with Council's *Public Interest Disclosures Policy (under Public Interests Disclosures Act 2022)* and investigation procedures detailed in *AS8001- 2008 Fraud and Corruption Control* and ICAC's "*Guide to Conducting Internal Investigations*". This would normally be by Council's Divisional Managers/ **Departmental Manager**, Managers or General Manager or if appropriate an independent investigator.

It is noted that when potential internal investigators have conflicts of interest, an external consultant will be engaged to assist with the conduct of the investigation. All persons engaged will be appropriately qualified by reason of formal qualifications and relevant experience.

Record Keeping and Information Protection

Council recognises that the manner in which evidence is collected and stored in relation to any fraud or corruption investigation will have a critical impact on its value as evidence in any later inquiries or court proceedings.

Council officers involved in internal investigations will keep records in accordance with Council's record keeping policies and procedures, the *State Records Act 1998 (NSW)* and the following procedure:

1. Investigation files and reports should be kept securely locked when not in use. They should not be left unattended on desks even for short periods;
2. Evidence collected will be stored and labelled systematically and kept confidential. Additionally original documents will not be altered or annotated in any way;
3. Access to files and reports should only be given to people for official purposes and on a needs basis;
4. People to whom access is given must observe the same security procedures. This should be explained to them;
5. The name of the person suspected of the conduct should not be mentioned on the cover of any files;
6. The name of the person who reported the suspected conduct should not be mentioned on the cover of any file;
7. No information from the investigation report is to be attached to any employee's personnel file;
8. The Disclosure Co-ordinator is responsible for maintaining a record (Investigation Register) of any investigation conducted as a result of suspected instances of fraud and corrupt conduct being reported;
9. The Disclosure Co-ordinator is responsible for all investigation files dealing with suspected fraud, corruption, maladministration and wastage; and
10. All investigation files and related records will be retained and destroyed by Council in accordance with the *State Records Act 1998 (NSW)* and related Council record keeping policies and procedures.

Investigation Register

Council's Disclosure Co-ordinator (**Divisional Manager Finance and Administration**) will maintain a register of all investigations conducted as a result of suspected or actual instances of fraud and corruption being reported.

The Investigation Register will include the following information in relation to every reported fraud and corruption incident:

- Date and time of report;

- Date and time that incident was detected;
- How the incident came to the attention of management (e.g. anonymous report, normal report, supplier report);
- The nature of the incident;
- Value of loss (if any) to the entity; and
- The action taken following discovery of the incident.

Each case will stay on the schedule and not be reported until all action is finalised. Once all action for a case is finalised, including all managerial action, it will be reported as finalised.

All investigation action, including any managerial disciplinary action, if applicable, is expected to be completed within 3 months of the allegation being received.

All preventative action, if any, required by management as recommended and agreed with the investigator, is to be implemented within 3 months of the investigation being completed.

The Disclosure Co-ordinator is responsible for analysing and undertaking trend analysis of information contained on the register/database, e.g. by location, by investigation type.

Investigation Results

Details of investigations will be communicated to the General Manager by the Disclosures Co-ordinator as per Council's *Public Interest Disclosures Policy (under Public Interests Disclosures Act 2022)* or by the Relevant **Divisional Manager/ Departmental Manager or Manager**. It is acknowledged that in many cases the General Manager may have been part of the investigation.

The General Manager will have access to:

- Council's Fraud and Corruption Risk Register; and
- Council's Management Investigation Report.

The General Manager shall also report to the Audit Risk and Improvement Committee (ARIC) all breaches of the Fraud and Corruption Policy in accordance with privacy and confidentiality requirements.

The General Manager will take relevant fraud and corruption information into account when reviewing Council's Fraud and Corruption Control Framework.

Conduct & Disciplinary Systems

Fraud and corruption will not be tolerated by Council and perpetrators will face disciplinary action and will be prosecuted if necessary.

Where crimes have been committed Council will report the matters to the police and where appropriate criminal prosecution will be undertaken. Civil and administrative action may also be instituted to recover any losses to Council.

To support a sound conduct and disciplinary system, Council's related policies and procedures will ensure that staff members and Councillors understand that:

- Fraud is a crime and will not be tolerated;
- The rules and requirements, values and behaviour expected of them; and
- Those committing fraud or corruption will be prosecuted.

Disciplinary Standards

In all cases of fraud and corruption, consideration will be given to restitution and criminal charges. The General Manager is responsible for making the decision about these matters.

The General Manager will be responsible for deciding what disciplinary action is appropriate for staff members involved in fraud and corruption.

The Council and/or the relevant Officer of the Office of Local Government is responsible for deciding what disciplinary action is appropriate for Councillors involved in fraud and corruption.

Council's *Public Interest Disclose Policy (under Public Interests Disclosures Act 2022)* details Council's approach to the notification of instances of fraud and corruption to external authorities.

Implementation

The successful implementation and the achievement of Council's Fraud and Corruption Framework objectives relies heavily on the provision of effective staff and Councillor education and training.

Any person employed by Council and Councillors will be required to undertake training in relation to Council's Fraud and Corruption Framework, Code of Conduct; *Public Interest Disclosures Policy (under Public Interest Disclosures Act 2022)* and *Complaints Management Policy*. A copy of these documents will be provided to staff at that time.

Fraud and corruption investigation training will also be provided to relevant Council staff as appropriate.

Council undertakes regular culture surveys and it should be noted that if Council's observable ethical culture falls below acceptable levels, remedial action, including a broad-based communication and training program, will be undertaken as a matter of priority.

Council's Fraud and Corruption Framework, along with related Council Policies and Procedures, will be made readily available including at induction to Council staff, Councillors and stakeholders. Such availability will ensure a continued awareness and understanding of what constitutes fraudulent and corrupt conduct, reinforce Council's approach should such behaviour be suspected or substantiated, and ensure the continued promotion of ethical and professional conduct throughout the organisation.

Council will develop and maintain an Implementation Action Plan to ensure the appropriate implementation of this Framework.

Monitor and Review

Monitoring and reviewing Council's Fraud and Corruption Framework and associated procedures and systems will ensure effective ongoing implementation and improvement of all aspects of the Framework across the organisation, and in particular will:

- Identify specific work areas where implementation of some elements of the Framework may need modification or improvement;
- Identify elements of this Framework that may need attention across the entire organisation;
- Develop a targeted plan for improving implementation of this Framework;
- Monitor the ongoing extent of the implementation of the Framework across all areas within Council;
- Identify resourcing requirements and, in particular, ensuring that the anti-fraud and anti-corruption human resources are appropriately senior and skilled for the role and that they have a sufficient allocation of time to discharge their responsibilities; and
- Ensure Council meets its legislative obligations.

Framework Review

Council's Fraud & Corruption Framework will be reviewed at minimum of once every two years by Council's Divisional Manager Finance and Administration to ensure it remains current and effective. During such reviews, regard will be given to the results of Council's fraud and corruption "Health Checks" and "Improvement Workshops".

Health Checks and Improvement Workshops

Council will undertake fraud and corruption "Health Checks" at least once every 3 years in all work areas across the organisation, in line with the requirements of the Audit Office of NSW, Better Practice Guide *"Fraud Control Improvement Kit"*. A Health Check may also be undertaken more regularly as deemed necessary by the Audit, Risk and Improvement Committee, particularly in areas that present a higher level of fraud and corruption related risks. Council may engage its Internal Auditor to conduct these health checks.

The results of the Health Check will be considered by Council's Audit, Risk and Improvement Committee and the results will assist in the identification of the areas of Council that require a fraud and corruption control "Improvement Workshop" to be undertaken. Such workshops will be undertaken in line with the requirements of the Audit Office of NSW, Better Practice Guide *"Fraud Control Improvement Kit"*.

Fraud and Corruption Risk Assessments

Council's enterprise wide fraud and corruption risk assessment will be reviewed on an annual basis by Council's Management Executive (Manex) Team and reported to Council's Audit, Risk and Improvement Committee (ARIC), in order to ensure:

- Additional fraud and corruption related risks are identified and managed appropriately;
- Ensure the ongoing effectiveness of fraud and corruption prevention and detection related controls utilised throughout the organisation; and
- The ongoing awareness and commitment of Manex to fraud and corruption control throughout the organisation.

It is recommended that within their area of operations and responsibility, Managers continually monitor their fraud and corruption related risks to ensure that appropriate measures are being implemented to reduce those risks and that any amendments are reflected within Council's Corporate Risk Register.

Code of Conduct

The Code is required to be revised on a regular basis to ensure that it remains relevant, comprehensive and continues to meet the standards of the Model Code of Conduct issued by the Office of Local Government.

Annexure A - Top 10 Attributes of Fraud

The "critical factors for success" (top 10 attributes) suggested under the *"Fraud Control Improvement Kit (February 2015): Managing Your Fraud Control Obligations"* developed by the Audit Office of NSW, that underpin Council's Fraud and Corruption Control Framework are outlined below.

EVENTION		
Attribute No.		Aim of Attribute is to ensure that:
1.	Leadership	<ul style="list-style-type: none"> Senior Management commitment is demonstrated through behaviour and allocation of resources.
2.	Ethical Framework	<ul style="list-style-type: none"> A suite of Policies and Procedures have been developed to establish a standard of behaviour; and A strong governance framework has been developed and is entrenched in ethical and transparent decision making
3.	Responsibility Structure	<ul style="list-style-type: none"> There is a clear accountability and responsibility for implementation and monitoring of the Fraud and Corruption Control Framework; This accountability is well known by all staff at all levels and in all sections of the organisation; and There is a common understanding that everyone in the organisation has a role to play in effective fraud management.
4.	Fraud & Corruption Policy	<ul style="list-style-type: none"> Council has in place the necessary policies, systems and procedures to minimise fraud and corruption in all sections, and at all levels of an organisation; and Policies, systems and procedures respond, and are proportionate, to the fraud risks faced by Council.
5.	Prevention Systems	<ul style="list-style-type: none"> Proactive and integrated fraud risk assessments are conducted and reviewed in a timely manner; High Risk areas are an organisational focus; and There is a commitment to planning, accountability and reporting.
6.	Fraud Awareness (Employees, Councillors & the Community)	<ul style="list-style-type: none"> All employees understand the ethical behaviours required of them in the workplace; Training programs in ethical behaviours are in place across the organisation; Training deals with the fraud risks faced by individuals in their workplaces; Employees understand that fraud will not be tolerated and that perpetrators will face disciplinary action; Employees have access to written information to assist them understand their ethical obligations; and Approaches will be developed that are consistent with both perceived risks and the organisation's approach to human resources management.
7.	Third Party Management Systems	<ul style="list-style-type: none"> Effective third party controls are in place particularly in the area of procurement and engaging contractors; A secondary employment policy is implemented and communicated to third parties; and A statement of business ethics sets expectations and mutual obligations

DETECTION		
Attribute No.		Aim of Attribute is to ensure that:
8.	Notification Systems	<ul style="list-style-type: none"> There is a culture within the organisation that supports and encourages reporting of actual and suspected fraud and corruption; Reporting under section 11 of the ICAC Act is undertaken; Policies, systems and procedures are in place to encourage the reporting of suspect behaviours; Council has policies which clearly identify the nature of suspect actions which require reporting to the NSW Police Force, the ICAC, the Ombudsman, etc; External notification takes place as required in light of the above legal and Policy requirements; Fraud notification systems give the complainant the opportunity to report the suspect behaviours anonymously; and "Whistle-blowers" are protected by the organisation Policies, systems and procedures and give equal opportunities to managers, staff, contractors, consultants, customers, suppliers etc. to notify the organisation of suspect behaviours.
9.	Detection Systems	<ul style="list-style-type: none"> Available data is thoroughly monitored and reviewed to ensure that irregularities and warning signals are picked up at a very early stage and flagged for further detailed review; Internal audits regularly examine samples of medium and high risk financial decision making across the organisation; The ARIC make decisions and recommendations, based on risk, about key systems and decisions to be audited; Outcomes of audits are reported to executive management on a quarterly basis; A separate fraud risk assessment is undertaken by the organisation; The fraud risk assessment quantifies the level, nature and form of the risks to be managed; and Actions will be taken by the organisation to mitigate the risks identified in the fraud risk assessment.
RESPONSE / INVESTIGATION		
Attribute No.		Aim of Attribute is to ensure that:
10.	Investigation Systems	<ul style="list-style-type: none"> Procedures and other appropriate support (including training, where required) is provided to staff undertaking investigation activity on behalf of the organisation; Investigation actions undertaken should be consistent with commonly used investigation standards; Where appropriate expertise is not available internally, then external assistance should be sought; All investigations consider what improvements can be made to Policies, systems and procedures within the organisation; and All investigation reports are referred to the ARIC or an equivalent, and the organisation's senior executive, for action.

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ITEM 6 REVIEW OF WORK HEALTH AND SAFETY POLICY (P13-1, S12-14.4)

RECOMMENDATION:

That Council adopt the reviewed Work Health and Safety Policy as amended.

PURPOSE

For Council to consider the Work Health and Safety Policy that has been amended following review.

BACKGROUND

Council at its Meeting on the 26th March 2020 considered a reviewed Work Health and Safety Policy that was revised again on 27th July 2023 to include Psychosocial Hazards.

MANEX resolved to accept those changes and the MANEX Committee Minutes were accepted by Council at its meeting on the 27th July 2023.

In this review it is proposed to update the Policy to the same format as other Council Policies, including the standard review clause and changes that represent the inclusion of Council's Electronic Safety Management System, add staff responsibilities and include Council responsibilities for return to work under the Workplace Injury and Workers Compensation Act 1998.

REPORT

Attachment 1 is a copy of the reviewed Policy.

The purpose of the Work Health and Safety Policy is to provide guidance on Council's responsibilities and commitment to Work Health and Safety in Council's workplaces.

The WHS/Risk Coordinator has reviewed the existing Policy to include amendments to meet legislative and operational requirements. Changes are shown in red.

The changes made are to further clarify the intent of the Policy and to include the standard review clause. The intent of the Policy has not changed.

The reviewed Policy was presented to MANEX on 15th July 2025 where there were no concerns and the matter needs to be reported to Council for the process of adoption of the reviewed Policy.

FINANCIAL AND RESOURCE IMPLICATIONS

The cost for implementation of the on-line Safety Management System has been budgeted previously.

LEGAL IMPLICATIONS

WHS Act (NSW) 2011

WHS Regulations (NSW) 2017

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ITEM 6 REVIEW OF WORK HEALTH AND SAFETY POLICY

CONTINUED

Workers Compensation Act (NSW) 1998
Workplace Injury Management and Workers Compensation Act (NSW) 1998
Workers Compensation Regulations (NSW) 2016
Local Government Act (NSW) 1993

RISK IMPLICATIONS

Improvement in managing risks associated with health and safety.

STAKEHOLDER CONSULTATION

There is a need for Council to review its existing Work Health and Safety Policy to ensure that it continues to be appropriate and in accordance with requirements to review and adopt Policies within 12 months of a Council Election.

OPTIONS

Council needs to have a Work Health and Safety Policy as it is a legal requirement under the WHS Act 2011 and the Local Government Act 1993.

The only option is to further amend the reviewed Policy.

CONCLUSION

The Work Health and Safety Policy ensures Council provides a consistent and fair process for the management of health and safety at the workplace.

The current Policy with amendments as detailed within the report is considered appropriate for Council to adopt particularly as the changes only reinforce the same intent of the Policy as previous.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Proactively manage known compliance risks.
- 5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment 1 – Reviewed Work Health and Safety Policy.



POLICY REGISTER

WORK HEALTH AND SAFETY POLICY

Policy adopted: 26th April 2012 - Minute No. 119.4.12

Reviewed: Policy amended: 24th August 2017 - Minute No. 217.8.17
Policy amended: 26th March 2020 - Minute No. 39.3.20
Policy amended: 27th July 2023 - Minute No. 185.7.23
Policy amended: 3rd July 2025 – Minute No. xxx.7.25

File Ref: P13-1, S12-14.4

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	WSC – 26/04/2012	First Edition	MANEX Minute No. 119.4.12 (26/04/2012)
1.1 WHSAP Version 4 Item 2	Sarah Godwin – Work Health Safety/Risk Officer 23/02/2017	Updated Policy to Comply with WHS Act 2011	Minute No. 217.8.17 (24/08/2017)
1.2 WHSAP Version 8 Item 1	Sarah Godwin – Work Health Safety/Risk Officer 07/02/2020	Complete Review Renamed Work Health and Safety Policy	Minute No.39.3.20 (26/03/2020)
1.3 WHSAP	Scott Hosking – WHS/Risk Coordinator	Revised to include; Psychosocial Hazards and Controls	MANEX Minute No. 185.7.23 (27/07/2023)
2.0	Scott Hosking – WHS/Risk Coordinator, 3 rd July 2025	Policy Review/ Second Edition. Align with standard format	Minute No. xxx.7.25 (24 th July 2025)

DOCUMENT CONTROL

1. INTRODUCTION

This Policy is part of the Warren Shire Council's Work, Health and Safety System. Warren Shire Council's commitment is to the provision of a safe and healthy work environment for all our ~~people employed at work~~ staff, visitors and ~~persons~~ others that may be affected by work undertaken by Warren Shire Council.

Under the Work Health and Safety Act 2011, Warren Shire Council has a legal obligation to protect the health and safety of all workers and other people in the workplace.

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

2. PURPOSE ~~The objectives of this Policy are to, as far as reasonably practicable:~~

The purpose of this Policy is to document Warren Shire Council's commitment to providing and maintaining a safe and healthy environment for its workers and others in the workplace.

Warren Shire Council is committed to achieving this through the effective implementation of a Work Health and Safety Management System.

3. OBJECTIVE (AIM)

The objectives of this Policy is for Warren Shire Council to ensure, so far as is reasonably practicable:

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

4. POLICY STATEMENT ~~The success of Council's WHS management depends on:~~

4.1 Council is committed to ensuring the health and safety of all persons in the workplace.

4.2 In particular, Council is committed to: -

- The commitment of all ~~persons~~ staff to achieve the Policy objectives;
- All workers take reasonable care for their own health and safety, and reasonable care that their acts or omissions do not adversely affect the health and safety ~~or of~~ other persons;
- Planning work activities, with due consideration given to WHS;
- Undertaking the risk management process in an effective manner that includes identifying, assessing and controlling all workplace hazards and incorporating psychosocial hazards.
- Communication and consultation between our management, employees, volunteers, visitors and contractors.
- Injury Management and the timely return of employees to duties in accordance with the Workers Compensation Act 1987, Workplace Injury

Management and Workers Compensation Act 1998 and Workers Compensation Regulations 2016.

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

4.4 Warren Shire Council will develop, implement and keep under review a Work Health and Safety System for managing work health and safety. This system will be supported by appropriate policies and procedures that are implemented and reviewed on a regular basis.

5. RESPONSIBILITIES AND DUTIES

5.1 General Manager, Divisional Managers/ Department Managers and Managers:

Have a duty to exercise due diligence to ensure that Council complies with the NSW WHS Act and Regulations. This includes taking reasonable steps to provide and maintain as far as reasonably practicable:

- an up-to-date knowledge of WHS matters;
- have an understanding of Council business and the hazards and risks associated with it;
- ensure that Council has (and uses) appropriate resources and processes to eliminate or minimize safety risks from the work carried out;
- ensure that Council has appropriate processes to receive information about incidents, hazards and risks and responding in a timely manner to that information; and
- ensure that Council has and implements processes to comply with any duty or obligation under WHS laws. These can include:
 1. reporting notifiable incidents;
 2. consulting with workers;
 3. ensuring compliance with notices;
 4. providing training and instruction to workers about WHS; and
 5. ensuring that health and safety representatives receive their entitlements to training.

5.2 Overseers and Team Leaders who supervise workers must:

- demonstrate active and visible leadership in work health and safety;
- identify hazards and work health and safety risks from jobs, tasks and projects under their supervision;
- assess and control identified risks in consultation with those involved or affected;
- promptly address work health and safety issues raised, in consultation with those involved or affected; and
- Investigate work related incidents, seeking to identify the causes and take steps to prevent recurrence.

5.3 Workers while at work must:

- Take reasonable care for their own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.

- Comply with any reasonable instruction from the Council so far as reasonably practicable
- Cooperate with any reasonable Policy or procedures of Council relating to health and safety

A worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, sub-contractor, trainee, contractor, outworker and Councillor.

An elected member of the Council does not, in that capacity, conduct a business or undertaking.

6. REVIEW

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

7. REFERENCE

NSW Work Health & Safety Act, 2011

NSW Work Health & Safety Regulation, 2017

NSW Workers Compensation Act 1987

NSW Workplace Injury Management Workers Compensation Act 1998

NSW Workers Compensation Regulations 2016

Local Government Act (NSW) 1993

Mr. Gary Woodman –
General Manager



24/7/2025

Name and position

Signature

Date

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ITEM 7 FESTIVALS AND EVENTS POLICY

(P13-1, F5-1)

RECOMMENDATION that:

1. The information be received and noted.
2. The Draft Festivals and Events Policy be placed on public exhibition for a period of not less than 28 days; and
3. Subject to no adverse submissions being received, the Festivals and Events Policy as amended be adopted.

PURPOSE

To seek Council's endorsement to publicly exhibit the Draft Festivals and Events Policy and for Council to consider the Draft Festivals and Events Policy that has been amended following review, in response to evolving standards in event management, workplace health and safety (WHS), insurance requirements and legal compliance. The Review ensures that Warren Shire Council's support for community events is provided in a manner that is legally compliant, consistent and risk-informed, while also ensuring accessible, inclusive and sustainable event delivery for the benefit of the local community.

The revised Policy retains the original format and intent but includes updated provisions to reflect best practice in governance, public safety, inclusion and sustainability for community events supported by Warren Shire Council.

BACKGROUND

Council at its meeting on 27 September 2018 considered a new Festivals and Events Policy.

The reviewed Policy was subsequently adopted and has been reviewed in July 2025.

REPORT

The intent of the Policy has not changed; however additional wording clauses have been added to address identified shortfalls in the 2018 Policy. The original Policy provides a strong framework for community support but does not adequately address:

- Council's legal and operational obligations under the *Work Health and Safety Act 2011 (NSW)*;
- Risk management responsibilities for supported events;
- Minimum insurance requirements for grant recipients;
- Council's exposure to liability through the provision of in-kind support and venue access;
- Accessibility and inclusion practices aligned with contemporary community expectations;
- Environmental sustainability (e.g. waste minimisation and infrastructure protection); and
- Event acquittal processes and reporting obligations.

The revised Policy introduces the following key improvements, while retaining the original formatting and structure;

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ITEM 7 FESTIVALS AND EVENTS POLICY

CONTINUED

- Dedicated WHS and risk management provisions, including mandatory safety plans and inductions;
- Clear insurance thresholds and legal indemnity requirements for recipients of funding or in-kind support;
- New inclusion, accessibility and sustainability expectations for event organisers;
- Formal event acquittal requirements to assess outcomes, compliance, and impact; and
- Expanded application form prompts for WHS, risk, and insurance documentation.

The enhancements address current risk, legal and governance requirements that have evolved significantly since 2018. Councils across NSW are now expected to demonstrate due diligence in the provision of public event support, including the management of third-party risks, equitable access, and environmental responsibility.

The updated Policy ensures Warren Shire Council can continue to support community-led events in a responsible, transparent and compliant manner, while reducing exposure to litigation, reputational risk and WHS non-compliance.

FINANCE AND RESOURCE IMPLICATIONS

The revised Festivals and Events Policy does not impose any additional financial burden on Council beyond existing allocations and associated in-kind support provisions. However, the introduction of enhanced governance and acquittal processes may result in marginal increases in administrative workload for staff involved in assessing applications, monitoring compliance and processing post-event reporting. These responsibilities can be absorbed within existing operational capacity.

The updated Policy also provides clearer direction to event organisers on budgeting for third-party costs such as traffic control, waste services and insurance, reducing the likelihood of unanticipated Council expenditure.

LEGAL IMPLICATIONS

The revised Policy strengthens Council's legal position by formally addressing previously under-specified areas such as public liability, indemnity and legal disclaimers. These changes ensure that Council's support of third-party events aligns with obligations under all WHS and applicable insurance and public liability frameworks.

The addition of minimum insurance requirements, formal funding agreements and event risk plans (in the case of large crowd events) significantly reduces Council's legal exposure in the event of incidents or non-compliance by organisers. The inclusion of clauses indemnifying Council and acknowledging organiser responsibility also enhances legal protections.

RISK IMPLICATIONS

Community festivals and events inherently involve reputational, financial and operational risks for local government bodies, particularly when Council is a sponsor, facilitator or provider of in-kind support. The revised Policy introduces robust risk management safeguards including:

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ITEM 7 FESTIVALS AND EVENTS POLICY

CONTINUED

- Mandatory submission of Risk Management and WHS Plans (where Council considers it necessary);
- Clearly defined insurance thresholds and evidence requirements (where Council considers it necessary); and
- Conditions enabling Council to withdraw support for perceived non-compliance or where the event is considered a safety risk.

These measures provide Council with the tools necessary to proactively manage its risk exposure, protect community safety and ensure supported events are delivered in a responsible and compliant manner.

STAKEHOLDER CONSULTATION

The Policy is proposed to be placed on public exhibition for a minimum of 28 days. Feedback received during this period will be reviewed prior to final adoption.

OPTIONS

Council may:-

- Adopt the Draft Policy as presented;
- Amend the documents prior to public exhibition; or
- Defer consideration pending further information.

CONCLUSION

The current Policy with the recommended inclusions as detailed is considered appropriate for Council to adopt, following appropriate public exhibition.

LINK TO POLICY/OR COMMUNITY STRATEGIC PLAN

Community Strategic Plan – 1.1.2. Maintain high levels of community cohesion and community spirit.

Economic Development Strategic and Action Plan – Develop Events Strategy – Explore partnerships and events collaboration opportunities with the community.

SUPPORTING INFORMATION/ ATTACHMENT.

1. Reviewed Festivals and Events Policy – July 2025.

POLICY REGISTER

FESTIVALS AND EVENTS POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 24th July 2025 Minute No. xxx.7.25

File Ref: P13-1, F5-1

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27th September 2018)
2.0	General Manager July 2025	Comprehensive update to risk, WHS, Insurance, Inclusion & Sustainability provisions, minor wording clarifications	Council Minute No. xx.7.25 (24th July 2025)

1. PURPOSE

Warren Council recognises that community festivals and events play an important role in fostering community wellbeing and creating local identity. As a result, Council supports community festivals and events through direct funding and provision of in-kind services and strategic advice.

This Policy details the eligibility criteria, nature of support Council can provide and the obligations of the recipients receiving this support.

It also ensures appropriate governance, risk management and public safety standards are in place for all supported events, in line with Council's obligations under the Work Health and Safety Act (NSW) and other applicable legislation.

2. SCOPE

This Policy applies to all community festivals and events receiving support and funding through Council.

This includes cash sponsorship, in-kind services, venue access, promotional support and officer assistance.

3. BACKGROUND

Community festivals are run by not-for-profit community organisations. As well as providing benefit to the general community, they can also be used as a powerful marketing tool for local shopping strips.

Such events can stimulate tourism, build regional branding and create measurable economic benefits when delivered safely, inclusively and sustainably.

4. COUNCIL POLICY

4.1 Policy Statement

Council will support community festivals and events that reflect Council's values and priorities and aim to enrich the lives of the local community by being inclusive and accessible, promote local identity and encourage community wellbeing.

Note: As a general rule, Council will not take on the role of producer of community festivals, rather it will provide financial assistance, in-kind services and strategic support to Committees of Management to assist them in effectively managing their own festivals and events.

4.2 Council Support

Applications (for Council support) relating to new events must be lodged at least six months prior to the event date. Initial applications should be made on the Application Form at Appendix 1 to this Policy.

Council, at its discretion, may support recurring events for up to the term of the Council and prescribe annually what must be undertaken and/or lodged prior to the event taking place in the year in question.

Financial Support

Festivals and events are funded under relevant programs. Applications for a grant are assessed based on established criteria (see below).

Funding amounts for festivals and events will be allocated with consideration to:

- the size of the festival or event (geographical and attendances);
- the program;
- the unique costs associated with the festival or event such as traffic management and infrastructure including accessible portable toilets and access ramps;
- the management model of the festival or event; and
- the festival or event's capacity to raise funds from other sources. Funding allocations will be considered in context of the level of funds raised.

In-kind Support

Council will provide the following types of in-kind support without charge:

- hire of waste and recycle bins;
- assessment of applications for road closure permits (the costs of a Traffic Management Plan and installation of all bollards/signage/resources should be included in the grant application budget presented for consideration);
- provision of parks and gardens (however, any severe damage of parks and gardens due to the negligence of the organisers may affect future grant payments);
- officer advice and assistance; and
- promotion through Council communication channels, subject to compliance with Section 4.4 (Acknowledgement of Support).

4.3 Eligibility Criteria

Assessment Process

All applications are assessed having regard to the following assessment criteria by Council officers. Assessment reports are presented to the Senior Management Team along with Council officers' recommended level of funding. The panel's final recommendations are then presented to Council for endorsement.

Applicants will be advised in writing of the decision.

Assessment Criteria

- *Accommodation/bed nights created* Significant amount of bed nights created and the likely sustainability of this visitation (e.g., one off event vs recurring event).
- *Showcasing other sectors*
The ability of the event to showcase our industries, culture, sports, lifestyle and produce.
- *Multiplier effects to other existing sectors*
The positive flow on effects an event creates for existing industries in the region and the economic and employment multiplier factor/level.

- *Revenue generation for the region*
The amount of revenue the event will bring to the region in dollar terms. This includes cost of promotion and logistics.
- *Tourism Visitation*
The ability of the event to attract tourist visitation from outside the region.
- *Environmental issues*
Compatibility with the environment and assessment of any positive or negative environmental impacts. This includes compatibility with Council's Community Strategic Plan and associated planning requirements.
- *Social issues*
The impact on the social environment and any positive or negative results of a proposal. Events that will enhance the social character of the area will be considered desirable.
- *Sense of pride and place*
Events that engender a strong sense of pride and place will be well regarded.

4.4 Obligations of funding recipients

Funding agreements and reporting

Festival and event grant recipients are required to enter into a funding agreement with Council prior to receiving any supporter funding. The funding agreement will outline the recipient's requirements and level of accountability.

The agreement will include, but is not limited to, the submission of detailed event, traffic and safety plans, a marketing and promotions plan, a detailed budget and demonstrate evidence of compliance in relation to relevant health standards or other permits and insurances prior to the event.

Agreements will also include:

1. cancellation and termination conditions;
2. other sources of funding; and
3. **a requirement for the organiser to supply post-event information, including attendance data, economic outcomes, incident reports, and other statistics available. This requirement will assist Council in gathering useful data for future events, future grant opportunities and to assist with statistics information required by peak Industry organisations.**

Agreements must be signed before the supporter funding is provided.

Failure to comply with the items set out in the funding agreement may result in Council- enforced cancellation of the festival or event. This may include failure to submit or adhere to safety plans.

In addition, any ongoing funding agreement may be voided if the purpose of the event alters considerably from the stated intention without prior approval from Council.

Acknowledgement of support

The following guidelines are provided to assist festival/event organisers in

providing appropriate recognition for Council support/sponsorship, whether they be in cash or in kind.

1. MINOR LEVEL SPONSORSHIP: up to \$999
 - a. If possible, Council's logo appropriately placed on any promotional notices and/or festival/event programs and the following statement printed on any promotional notices or event programs: "This event proudly supported by Warren Shire Council."
2. MEDIUM LEVEL SPONSORSHIP: \$1,000 TO \$4,999
 - a. The following statement printed on all promotional notices and/or event programs: "This event proudly supported by Warren Shire Council" and the inclusion of Council logo.
 - b. Where appropriate the Mayor or his representative invited to attend with a partner as guests of the event organiser.
3. MAJOR LEVEL SPONSORSHIP: \$5,000 and above
 - a. The following statement printed on any promotional notices and/or festival/event programs: "This event proudly supported by Warren Shire Council" and the prominent inclusion of Council's logo.
 - b. Where appropriate the Mayor and Councillors invited to attend with their partners as guests of the event organiser.
 - c. Where appropriate, the Mayor or his representative invited to speak as part of the program.
 - d. For events that generate interest of a regional nature, the right for Warren Shire Council to have a booth or stall at the event at Council cost to promote the Council area throughout the event.

The General Manager may approve sponsorship recognition methods other than those provided in these guidelines in unusual cases where a deviation from these guidelines is in the best interest of Warren Shire Council and the community.

Note: Digital promotions must include alternative text descriptions for images to meet accessibility guidelines.

4.5 Insurance and Legal Requirements

All funding recipients must provide:

1. Current Public Liability Insurance with a minimum cover of \$20 million.
2. Evidence of Workers Compensation insurance where staff or contractors are engaged;
3. Proof of liquor-license and RSA compliance where alcohol is served; and
4. Any other insurances or licenses reasonably identified and requested by Council (e.g., amusement-device certification).

RISK MANAGEMENT & WHS

Council reserves the right to:

- undertake a risk assessment of any festival/event/support and/or

- sponsorship proposal, and
- conduct reasonable checks of sponsored organisations.

Should it be the case that following such risk assessment; the event, activity, project or organisation failed to meet the requirements of Council's obligations under the Work Health and Safety and Safety Act (NSW), funding for the festival/event, activity, or organisation may be withdrawn.

In addition, based on the size and type of event, organisers may be requested by Council to:

- Submit a comprehensive Event Risk Management Plan covering crowd safety, emergency procedures, severe-weather contingencies, first-aid arrangements, and site maps (where Council identified significant potential risk);
- Comply with Council's Temporary Food Stall, Noise and Environmental regulations.

5. INCLUSION, ACCESSIBILITY, AND ENVIRONMENTAL SUSTAINABILITY

- Events must be open and accessible to all community members, with reasonable adjustments (e.g. accessible toilets, ramps, AUSPLAN interpretation or captions where practicable).

6. REVIEW

Council will review this Policy at least every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislation changes occur).

Appendix 1.

APPLICATION FORM

Your organisation's name:

Organisation's ABN:

Contact details:

Your name:

Your Phone No:	Mobile:	Email address:
<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Event Name:

2. Event/Project description: briefly describe your project (bullet points permitted) AND attach succinct cover letter or any additional material which helps explain its scope and benefits.

3.a) Anticipated Start Date / / 20_

4. Budget Information for whole of event/project: provide 'rounded out' figures only

	Funds - GST Exclusive	CASH or IN- KIND?	Name of other funding source
a) Events funding sought			
b) Funds provided by self			
c) Funds-other source			
TOTAL Project Cost			

5. Specific breakdown of Event fund requested: e.g. - advertising with media, posters and flyers, radio ad-production costs, traffic control and rubbish removal, etc.

--

6. List at least THREE anticipated outcomes from the event/project which will benefit businesses within Warren Shire Council local government area AND describe how the project will be evaluated

Outcomes / Benefits <i>Examples:</i> a) <i>increased numbers of visitors</i> b) <i>details of local contracts let</i>	Evaluation / Performance Measure <i>Including:</i> a) <i>how outcomes will be measured, e.g., survey of accommodation houses</i> b) <i>by whom</i> c) <i>how they will be reported back</i>

- 7. Please tell us a little about your organisation and its ability to deliver on this project. What experience have you had with this type of event/project in the past?**

8. Public Liability Plan Attached

☐

Yes

☐

No

OPTIONAL DOCUMENTATION:

9. Public Liability Certificate Attached

☐

Yes

☐

No

10. Site and Traffic Plan Attached

☐

Yes

☐

No

11. Accessibility Measures Outlined

☐

Yes

☐

No

- 12. I have read, acknowledge and understand Warren Shire Council's Festivals and Events Policy. I certify that the information provided in and supporting this application is true and correct and that I am legally authorised to sign this application for and on behalf of the organisation I represent.**

Signed:

Print Name:

Date:

WARREN SHIRE COUNCIL
Policy Report of General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th July 2025

ITEM 8 STATEMENT OF BUSINESS ETHICS POLICY

(P13-1, P12-1)

RECOMMENDATION that:

1. The information be received and noted; and
2. The reviewed Statement of Business Ethics Policy, as amended be adopted.

PURPOSE

To advise Council that a review of the Statement of Business Ethics Policy has been undertaken and for Council to adopt the reviewed Policy.

BACKGROUND

Warren Shire Council interacts with a broad range of private, public, and not-for-profit sector entities. The community expects the highest standards of ethical conduct in Council's procurement, contract management and service delivery activities.

The existing Statement of Business Ethics Policy was first adopted on 27 September 2018 (Minute No. 214.9.18). The revised 2025 edition reflects updates in ethical focus areas, legislative references, reporting mechanisms, and aligns with current good governance practices. Changes are considered only minor and do not change the intent of the Policy.

REPORT

The revised Statement of Business Ethics Policy (July 2025) outlines the expectations Council places on all individuals and organisations conducting business with Council, including suppliers, contractors, consultants and applicants. It sets clear standards of conduct and promotes mutual accountability and integrity.

Key updates in the revised Policy include:

- Reinforcement of ethical principles including integrity, leadership, impartiality, accountability, openness, honesty and respect.
- Expanded roles and responsibilities, including clearer guidance for Divisional Managers/ Department Managers and the Managers with Procurement Officer role and all Council officials.
- Updated guidance on reporting mechanisms for suspected unethical conduct, with reference to Council's General Manager and external oversight bodies (e.g. ICAC, NSW Ombudsman).
- Inclusion of modern ethical focus areas such as diversity, digital responsibility and environmental sustainability.
- Specific behavioural expectations for both Council staff and external business partners.

The Policy supports Council's Code of Conduct and complements related frameworks including the Procurement and Disposal Policy, Gifts and Benefits Policy and Work Health and Safety obligations.

WARREN SHIRE COUNCIL
Policy Report of General Manager
to the Ordinary Meeting of Council to be held in the
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ITEM 8 STATEMENT OF BUSINESS ETHICS POLICY

CONTINUED

FINANCIAL AND RESOURCE IMPLICATIONS

There are no direct financial implications associated with this Policy. Any training, compliance monitoring or implementation activities will be absorbed within existing staff roles and responsibilities.

LEGAL IMPLICATIONS

The Policy aligns with the Local Government Act 1993 (NSW), the Privacy and Personal Information Protection Act 1998 (NSW) and guidelines issued by oversight agencies such as the NSW ICAC.

RISK IMPLICATIONS

A clear and robust Statement of Business Ethics mitigates reputational, procurement, and compliance risks by reinforcing ethical decision-making and deterring fraud, corruption, and misconduct in Council's operations.

STAKEHOLDER CONSULTATION

The revised Policy has been reviewed and updated internally by Council officers with reference to current best practice guidance. It has been considered by both the Senior Management Team and the MANEX Committee, with relevant discussions and input incorporated.

As there are no substantive changes to the intent or scope of the Policy, public exhibition is not considered necessary prior to adoption.

OPTIONS

Council may:

- Endorse the Policy as presented;
- Request further amendments including proceed to public exhibition; or
- Defer the matter for additional review.

CONCLUSION

The 2025 update to the Statement of Business Ethics Policy provides Council with a practical and principled foundation for conducting business ethically and transparently.

It is recommended that the reviewed Statement of Business Ethics Policy, as amended be adopted.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Proactively manage known compliance risks;
- 5.2.5 Improve procurement practices to maximise cost efficiency whilst supporting local business where possible; and
- 5.3.3 Ensure a quality customer service focus by Council staff.

WARREN SHIRE COUNCIL
Policy Report of General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th July 2025

ITEM 8 STATEMENT OF BUSINESS ETHICS POLICY

CONTINUED

SUPPORTING INFORMATION /ATTACHMENTS

1. Reviewed Statement of Business Ethics Policy – July 2025



POLICY REGISTER

STATEMENT OF BUSINESS ETHICS POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 24th July 2025 Minute No. xxx.7.25

File Ref: P13-1, P12-1

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	-	First Edition	Council Minute No. 214.9.18 (27 th September 2018)
2.0	Infrastructure Project Manager, Joe Joseph	Updated ethical principles, added reporting mechanisms, updated legislation references	Council Minute No. XXX.7.25 (24th July 2025)

WHY A STATEMENT OF BUSINESS ETHICS?

Warren Shire Council works with private, public and not-for-profit sectors to provide a diverse range of services to the community. The community expects Council to have high ethical standards in everything we do. Council is expected to not have any conflict between its own interests and obligations to the community.

This statement is intended for anyone in the private, public or not for profit sectors who is involved in a business arrangement with Council or is proposing to be in such an arrangement. It explains Council's ethical position. Anyone dealing with Warren Shire Council in a business arrangement is expected to comply with the ethical framework in which Council works. This Statement outlines what you can expect from Council and what Council will expect from you in any business dealings.

Council expects all its business partners to comply with this Statement and to acquaint themselves with, and understand, the standards prescribed by this Statement.

COUNCIL'S VALUES

Underpinning this Statement of Business Ethics are the values enounced in Council's Code of Conduct. When doing business with the private sector, Warren Shire Council and its staff are accountable for their actions and are expected to:

- Use public resources effectively and efficiently;
- Deal fairly, honestly and ethically with all individuals and organisations; and
- Avoid any conflicts of interest (whether real or perceived).

Council is also committed to:

- Transparent and accountable practices; and
- Sustainable economic, environmental and social practices.

CODE OF CONDUCT

The Code of Conduct sets the minimum requirements of conduct for all Council Officials in carrying out their functions and is prescribed by the regulation. The Code of Conduct has been developed to assist Council Officials to:

- To understand the standards of conduct that are expected of them;
- Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence; and
- Act in a way that enhances public confidence in the integrity of Local Government.

KEY PRINCIPLES

Council will undertake its business activities and dealings with the public on the following key principles:

Integrity

Council Officials must not place themselves under any financial or any other obligation to any individual or organisation that might reasonably be thought to influence them in the performance of their duties.

Leadership

Council will promote the key principles by demonstrating leadership and exemplify high standards of ethical behaviour to strengthen the public's trust and confidence in Council.

Impartiality

Council decisions will be made on merit and in accordance with any statutory obligations when carrying out business dealings. This means fairness and equitable treatment for all. This includes awarding contracts, procurement and the sale of Council assets.

Accountability

Council is accountable to the public for its decisions and actions and should consider all issues on their merits, taking into account the views of others. Reasons for decisions should be recorded, appropriate records should be kept and proper audit trails established.

Openness

Council will be open and transparent about actions it has undertaken and decisions it (and its staff) have made. All information should be made available, any restriction must be based on sound wider public interest reasons or commercial confidentiality.

Honesty

Council and its staff will act honestly. Private interests relating to public duties must be appropriately declared and resolved. All relevant statutory requirements must be followed, all potential or actual conflicts of interest must be fully disclosed and the Code of Conduct observed at all times.

Respect

Council and its staff will treat others with respect at all times. All others will be treated in a professional and courteous manner.

ROLES AND RESPONSIBILITIES

Warren Shire Council is committed to maintaining ethical, transparent and accountable business practices. To ensure these standards are upheld, the following roles are responsible for the oversight, implementation, and enforcement of this Statement of Business Ethics:

- **General Manager**

Provides overall leadership and accountability for ensuring Council's business practices align with the principles outlined in this Statement. The General Manager is also the primary point of contact for reporting serious concerns or breaches.

- **Divisional Managers/ Department Managers**

Are responsible for applying this Statement within their teams, ensuring staff understand and follow expected ethical standards when engaging in business activities.

- **Managers and Officers (Procurement Officer)**

Oversees procurement-related processes, ensuring all dealings with suppliers, contractors, and consultants comply with Council policies, relevant legislation and ethical guidelines. The Procurement Officer is responsible for managing supplier relationships, assessing compliance and supporting fair and transparent purchasing decisions.

- **All Council Officials**

Including staff, contractors, and delegates, are required to act in accordance with this Statement and report any concerns or misconduct to the appropriate authority.

Clear lines of responsibility ensure that ethical conduct is embedded across all levels of the organisation and that any concerns are addressed promptly and appropriately.

MODERN ETHICAL FOCUS AREAS

In line with evolving public sector expectations, Council is committed to the following focus areas:

- Diversity, equity and inclusion in all business relationships; and
- Ethical and responsible use of digital technologies and data.

WHAT YOU CAN EXPECT FROM COUNCIL

Council will ensure that all of its policies, procedures and practices relating to tendering, contracting, purchasing of goods and services, assessment of development applications, use of consultants and the interaction with lobbyists are all consistent with best practice and the highest standards of ethical conduct.

Council's Code of Conduct binds staff and delegates. When doing business with the private, public and not-for-profit sectors, staff and delegates are accountable for their actions and are expected to:

- Use Council resources efficiently and effectively;
- Be honest, professional, accessible, open, fair and ethical;
- Communicate clearly and respond promptly to questions to resolve issues quickly;
- Comply with the law, this statement and the policies and procedures that guide our methods of operation;
- Provide open competition for work in the necessary or optimum way;
- Resolve any actual, perceived or potential conflicts of interest;
- Make objective decisions based on merit considering reasonable criteria and only relevant and material facts;
- Strive to achieve the best value for money;
- Never seek any gifts or other personal benefits;
- Protect privacy and confidentiality where necessary;
- Observe environmental sustainability considerations;

- Comply with work health & safety requirements.

To achieve probity, Council will consider at all stages of the purchasing, tendering, contracting and development application processes the following factors:

- Transparency of process;
- Accountability;
- Ethically managing potential conflicts of interest;
- Obtaining best value; and
- Monitoring and evaluation of performance.

Council's dealing will be transparent, accountable and open to public scrutiny. However, there will be times when confidentiality will be required in relation to some commercial information relating to third parties with whom business has been conducted.

WHAT COUNCIL EXPECTS FROM TENDERERS, CONTRACTORS, SUPPLIERS, APPLICANTS, CONSULTANTS ETC.

Council requires all suppliers of goods and services, tenderers, contractors, consultants, development applicants and anyone doing business with Council to observe the following principles:

- Act ethically and honestly in dealing with Council;
- Declare actual or perceived conflicts of interest;
- Comply with Council's procurement policies and procedures;
- Provide accurate and reliable information when required;
- Take all reasonable measures to prevent disclosure of confidential Council information;
- Refrain from engaging in any form of collusive practice;
- Refrain from offering staff and delegates gifts, benefits, inducements or incentives;
- Assist Council to prevent unethical practices in our business relationships;
- Comply with privacy legislation in relation to personal obtained through dealings with Council or work undertaken for Council;
- Comply with all the on-site work health and safety requirements;
- Act without discrimination;
- Respect and comply with environmental laws; and
- Provide Council with a quality product or service on time that gives good value for money.

~~If you have any concerns about this statement, any concerns about breaches of this statement or any conduct that may involve fraud or corruption, maladministration, or serious and substantial waste of public funds, please contact Council's General Manager.~~

~~Alternatively, you may consider directly contacting the NSW Independent Commission Against Corruption (ICAC), the NSW Ombudsman or the NSW Office of Local Government.~~

CONSEQUENCES OF UNETHICAL BEHAVIOUR & NON-COMPLIANCE WITH THE CODE OF CONDUCT

Corrupt or unethical behaviour by an entity doing business with Council could lead to the following actions or consequences:

- Termination of any contract in place;
- Loss of future opportunities with Council;
- Loss of reputation;
- Investigation for corruption/ fraud matters; and
- Criminal prosecution.

Consequences for Council staff and delegates may include:

- Formal investigation;
- Disciplinary action; and
- Criminal prosecution.

GUIDANCE NOTES

Incentives, gifts, benefits

Warren Shire Council expects its staff to, where possible, decline gifts and benefits offered to them during the course of their work. Providers should refrain from offering any gift or benefit to Council staff.

Staff should familiarise themselves with, and be guided by, the Warren Shire Council Gifts and Benefits Policy in relation to such matters.

Conflicts of Interest

All Council staff are required to disclose any potential conflicts of interest. The Council extends this requirement to all entities doing business with Council, its contractors and suppliers.

Confidentiality

All Council information should be treated as confidential unless otherwise indicated.

Communication between Parties

All communication should be clear, direct and accountable to minimise the risk of perception of inappropriate influence being brought to bear on the business relationship.

Use of Warren Shire Council Equipment, Resources and Information

All Warren Shire Council equipment, resources and information should only be used for proper official purposes and in accordance with Council policies.

Intellectual Property Rights

In business dealings between Warren Shire Council and other entities; parties to the dealings will respect each other's intellectual property rights and will formally negotiate any access, license or use of intellectual property.

UPDATED LEGISLATIVE AND REGULATORY REFERENCES

Relevant legislation and guidelines include:

- Privacy and Personal Information Protection Act 1998 (NSW);
- Council's Procurement and Disposal Policy; and
- ICAC Guidelines.

REPORTING AND COMPLAINTS MECHANISM

If you have any concerns about this statement, any concerns about breaches of this statement or any conduct that may involve procurement fraud or corruption, maladministration, information misuse, or serious and substantial waste of public funds, you may contact:

- Council's General Manager;
- NSW Independent Commission Against Corruption (ICAC);
- NSW Ombudsman; and
- NSW Office of Local Government.

Concerns may be reported via Council's *Report an issue* Form available on the Council website <https://www.warren.nsw.gov.au/>

REVIEW

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

WARREN SHIRE COUNCIL
Policy Report of the General Manager
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th July 2025

ITEM 9 REVIEW OF WORK HEALTH AND SAFETY COMMITTEE CONSTITUTION
(P13-1, S12-14.3)

RECOMMENDATION:

That Council adopt the reviewed Work Health and Safety Committee Constitution as amended.

PURPOSE

For Council to consider the Work Health and Safety Committee Constitution that has been amended following review.

BACKGROUND

The WHS Committee recommended the adoption of changes to the Work Health and Safety Committee Constitution on the 17th September 2021.

MANEX resolved to accept those changes and the MANEX Committee Minutes were accepted by Council at its meeting on the 19th October 2021.

Council at its Meeting on the 28th October 2021 considered a reviewed Work Health and Safety Committee Constitution.

In this review it is proposed to update the Constitution by changing some formatting to provide consistency throughout the document. Other minor changes include;

- Page 10 – broaden the entitlement explanation
- Page 12 – Include a standard review timetable

REPORT

The purpose of the Work Health and Safety Committee Constitution is to provide guidance on the Committee's responsibilities as representatives to the Committee.

The WHS/Risk Coordinator has reviewed the existing Constitution to include amendments to meet legislative and operational requirements. Changes are shown in red.

The changes made are to further clarify the intent of the Constitution and to include the standard review clause. The intent of the Policy has not changed.

The reviewed Policy was presented to MANEX on 15th July 2025 where there were no concerns and the matter needs to be reported to Council for the process of adoption of the reviewed Policy.

Attachment 1 is a copy of the reviewed Constitution.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no resource implications other than what already exists including time for members to execute their responsibilities as member of the committee.

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Policy Report of the General Manager
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ITEM 9 REVIEW OF WORK HEALTH AND SAFETY COMMITTEE CONSTITUTION
CONTINUED

LEGAL IMPLICATIONS

WHS Act (NSW) 2011

WHS Regulations (NSW) 2017

SafeWork NSW – Worker Representation and Participation Guide

SafeWork NSW - Code of Practice- Work Health and Safety Consultation, Cooperation and Coordination.

Safe Work Australia – Health and Safety Committee Templates

RISK IMPLICATIONS

Improvement in managing risks associated with health and safety.

STAKEHOLDER CONSULTATION

There is a need for Council to review its existing Work Health and Safety Policy to ensure that it continues to be appropriate and in accordance with requirements to review and adopt Policies and in this case a Constitution within 12 months of a Council Election.

OPTIONS

Council needs to have a Work Health and Safety Committee with a robust Constitution as it is a legal requirement under the WHS Act 2011 sections 75 -79.

The only option is to further amend the reviewed Constitution.

CONCLUSION

The Work Health and Safety Committee Constitution ensures Council provides a consistent and fair process for the management of health and safety at the workplace.

The current Constitution with amendments as detailed within the report is considered appropriate for Council to adopt particularly as the changes only reinforce the same intent of the Constitution as previous.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Proactively manage known compliance risks.

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

SUPPORTING INFORMATION /ATTACHMENTS

Attachment 1 – Reviewed Work Health and Safety Committee Constitution.

WARREN SHIRE COUNCIL

Work Health Safety Committee

CONSTITUTION

Policy adopted: 28th October 2021 Minute No. 232.10.21

Reviewed: Constitution amended: 28th October 2021 – Minute No. 232.10.21
Constitution amended: 24th July 2025 – Minute No. XXX.07.25

File Ref: S12-14.3

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	Sarah Godwin – Work Health Safety/Risk Officer September 2017	First Edition	Work Health and Safety Committee 18.09.2017
1.1	Scott Hosking – Work Health Safety /Risk Coordinator	Adopt new formatting and consistency though the document.	Work Health and Safety Committee 17.09.2021 Manex 19.10.2021 Council 28.10.2021 Min No. 232.10.21
1.2	Scott Hosking – Work Health Safety /Risk Coordinator	Adopt new formatting and consistency though the document	Min No. xxx.7.25 (24 th July 2025)

DOCUMENT CONTROL

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1. NAME

The name of the Committee will be known as:

WARREN SHIRE COUNCIL WORK HEALTH AND SAFETY COMMITTEE

2. AIMS

- 1) The purpose of the Work Health and Safety Committee is to enable Management and employees to work as a team to maintain a safe and healthy working environment.
- 2) To provide a forum that will allow frank and open discussion on all issues relating to the protection of all persons including employees, contractors or visitors and members of the public, at the place of work.
- 3) In addition, all other employees and associate employees of Warren Shire Council and who come under the provisions of the Work Health and Safety Act 2011 and related legislation will be able to refer matters to the Committee for advice and/or assistance.
- 4) To assist in matters of compliance with the Work Health and Safety Act 2011 and related legislation.

3. SCOPE

The Committee will concern itself with all Work Health, Safety and Well-Being matters that have been formally referred to an appropriate person and which have not been satisfactorily resolved.

The Committee will conduct reviews of all injuries or ill health and reported near misses (which had the potential to cause injury, ill-health or damage) to assist Council in the production, review and monitoring of the Health and Safety policies, procedures and associated programs.

The assessment of all places of work in relation to work design, operating procedures, emergency evacuations, workplace inspections, rehabilitation, technological change and the provision of suitable and approved items of personal protective clothing and safety equipment.

4. DECISION-MAKING PROCEDURES

- 1) There will be equal voting rights when considering procedural matters or on making recommendations to management. There will be no casting vote when determining motions.
- 2) A quorum will be as set out in Section 12 - Meetings

5. DISPUTE PROCEDURES

a) External Disputes

If a dispute exists between the Committee's recommendation and management not accepting the recommendation, the Chairperson will convene a meeting of the Committee as soon as practicable, and the Committee will consider only the matter/s in dispute and the appropriate course of action: -

- 1) If it is a Health and Safety matter, whether to immediately call in an inspector from SafeWork NSW or whether to re-negotiate with Management on the matter and inform them that if an acceptable solution cannot be found that the Committee will call in a SafeWork NSW inspector to arbitrate.
- 2) If the matter concerns establishment, procedures for election, composition and size, training or any procedural matter, then the same procedure as above would apply to SafeWork NSW for arbitration on the matter.

b) Internal Disputes

- 1) Procedural Matters – If the Committee cannot reach consensus on issues before them, they will put that issue/s to a vote. Alternatively, the Chairperson may nominate to meet again within seven (7) working days. If voting fails to solve the dispute the Chairperson may appeal to SafeWork NSW for determination of the matter.
- 2) Health and Safety Matters – If the Committee is in dispute on any matter that relates to Health and Safety then the Chairperson shall take the matter up with the General Manager for determination but if the matter is unresolved, he or she may contact SafeWork NSW and ask for an inspector to advise and/or arbitrate on the matter.

6. MEMBERSHIP

The Committee membership will consist of eight (8) employee representatives. There will be at least one employee representative from each workgroup to be elected or appointed to the Committee. There will be a maximum of three (3) employer representatives appointed to the Committee.

The Work Health and Safety/Risk Coordinator will be appointed to the Committee as the Secretary by the General Manager as stated in Section 16. The WHS/Risk Coordinator role will be to advise, coordinate meeting agendas, attach reports and compile meeting minutes as outlined in Section 14.

Any staff who have completed Health and Safety Representative Training shall be invited to be a member of the Committee.

7. ELECTION AND APPOINTMENT

The Employer will provide reasonable assistance to employees when conducting elections. If no representatives can be elected, then representatives from different workgroups may be appointed.

8. APPOINTMENT OF EMPLOYER'S REPRESENTATIVES

Employer representatives are appointed to the Committee for two (2) years. The General Manager has the right to determine who the Employer Representatives will be.

The roles of the Employer Representatives will include:

- (i) advising Council of Safety Policy and programs;
- (ii) assisting the Committee in its direction; and
- (iii) delegation/authority to commit resources.

9. TRAINING OF COMMITTEE MEMBERS

Committee Members will be offered training in an accredited Work Health and Safety Committee Training Course, conducted by an accredited trainer.

The training of Committee Members will take place as soon as practical and if the training budget allows, after their election or appointment to the Committee.

10. COMMITTEE MEMBERS NON-ATTENDANCE AT MEETINGS

Committee Members are expected to attend all Committee Meetings. Committee Members must give the Secretary 48 hours notice if unable to attend meeting.

If a Committee Member is unable to attend a meeting, the Secretary must be notified, and an alternate suitable substitute representative attend the meeting as set out in Section 11.

If a substitute representative is not available and there will be insufficient employee representatives for a quorum as detailed in Section 12, it may be necessary to postpone or reschedule the meeting.

If no Employer representatives can attend a meeting, the Secretary must be notified 48 hours prior to the meeting to allow for a postponement or a reschedule of the meeting day.

Where a Committee Member fails to attend three successive meetings, without notifying the Secretary to have an apology recorded, that person's membership of the Committee will be terminated forthwith.

Where the member is an employee representative and the termination results in employee representation being less than the minimum, (as per Section 6) an election to fill the vacancy will be held as soon as practical.

A member who wishes to leave the Committee shall submit in writing to the Secretary no less than 1 months' notice of intent to resign.

11. SUBSTITUTE DELEGATE AT COMMITTEE MEETINGS

If a Committee Member is aware that he/she will be absent for a meeting and that either;

- (i) there will be insufficient members present to constitute a quorum, or
- (ii) the agenda item(s) have direct impact on that member's work area, then a substitute representative may be nominated.

In the event of using a substitute representative the Secretary should be advised 48 hours in advance of their name and position.

Where the person may be required to attend three (3) or more meetings, then that person shall be offered training as outlined in Section 9 of this Constitution.

12. MEETINGS

Meetings will be held a minimum of every three (3) months on dates to be decided by the Committee. Notification of meetings will be given by the Secretary one (1) week in advance together with a copy of the proposed agenda.

A quorum for meetings will be 4 members with a minimum of three (3) employee representatives and a minimum of one (1) employer representative.

All decisions at Committee meetings will be arrived at by consensus. If the Committee fails to reach consensus on any issue, then the matter will be voted upon.

Where voting takes place there will be equal voting rights; there will be no casting vote.

If voting fails to settle the matter, then the matter will be referred to the General Manager, if still unresolved, to SafeWork NSW in accordance with the procedure within Clauses (a) and (b) of Section 5 (Dispute Procedures) of this Constitution.

The Secretary of the Committee may call a meeting at any time:

- (i) If there is business that requires to be resolved urgently; and
- (ii) If there is business that needs to be resolved prior to the next scheduled meeting of the Committee.

Mobile phones are to be turned to silent/vibrate for the duration of the meeting, in accordance with proper meeting etiquette.

13. AGENDA ITEMS

All agenda items are to be submitted to the Secretary ten (10) days before a scheduled meeting. Members submitting items must ensure the content is given in such detail to assist all members in understanding the problem raised, such that meaningful discussion to determine a solution can take place.

The Secretary shall distribute the agenda to Committee Members no later than five (5) working days before the meeting.

14. MINUTES

Minutes of Committee Meetings, whether those meetings are regarded as ordinary or extraordinary, will be kept.

It is the responsibility of the Secretary to record the Minutes. Minutes will contain the following information: -

Description of Meeting (i.e. whether Committee, Sub-Committee, Ordinary Meeting etc), place, time and date on which it was held:

- (i) A list of those present;
- (ii) Apologies for absences;
- (iii) Notification of Approval of Minutes from the previous meeting;
- (iv) Whether there was any business arising from the Minutes;
- (v) Notation of Reports or Correspondence;
- (vi) Items of General Business;
- (vii) Time meeting closed and date, time & venue for next meeting;
- (viii) Names of person/persons nominated to Action Item; and
- (ix) Results of any vote including records of Motions of Dissent.

Within ten (10) working days of each meeting the Secretary will provide the following copies of minutes;

- (i) Copies of the Minutes are to be provided to Committee Members for review prior to sending out;
- (ii) Copies of the Minutes are to be provided to Council's Depots and Offices;
- (iii) A copy of the Minutes is to be provided to the General Manager for signing and endorsement of recommendations; and
- (iv) A copy of the Minutes is to be recorded in Council's Records keeping system.

15. CHAIRPERSON

The Chairperson will be an Employee Representative voted for by and from all Employee Representatives.

There shall be a Deputy Chairperson similarly elected to fill the position in the absence of the Chairperson.

If the Chairperson and Deputy Chairperson are absent, a Committee Member shall be nominated from the floor to convene the meeting.

16. SUPPORT SERVICES PROVIDED FOR COMMITTEE

A suitable meeting place will be made available for the purposes of holding Committee Meetings.

General Manager will nominate a Secretary. This will normally be the Work Health and Safety/Risk Coordinator. If a Work Health and Safety/Risk Coordinator is not employed, then the General Manager will nominate someone suited to the role.

17. EMPLOYEES' REPRESENTATIVES

17.1 Work as Committee Members

An employee's representative on a Work Health and Safety Committee will be deemed to be engaged in their normal duties whilst exercising that person's functions as a member of the Committee.

This provision will also apply to a member of a Work Health and Safety Committee attending any training course associated with that person's position on the Committee and agreed with the Employer (refer to Section 9 of this Constitution – "Training of Committee Members").

Employee representatives on a Work Health and Safety Committee whilst engaged in their function Work Health and Safety Committee, shall be paid ~~the appropriate rate.~~ **what they would be entitled to receive for performing their normal duties during that period.**

18. INFORMATION / ADVICE FOR THE COMMITTEE

Council's Return to Work Coordinator, or equivalent, shall arrange to provide details of all injuries or hazardous situations that occurred since the previous meeting and information on proposed changes to the working environment, new plant or substances, job methods or procedures, that may affect the safety or health of employees.

Any Information must not provide personal or medical information concerning a worker without consent from that worker.

19. ACCIDENT/INCIDENT INVESTIGATIONS

The role of the Committee regarding accident or incident investigations shall be that of a monitoring body, the purpose of which will be to ensure the purposes of the investigation as stated in Council's Work Health and Safety Policy and Incident Reporting and Investigation Guideline are achieved.

- 1) Investigations are carried out on all accidents/incidents and a comprehensive analysis of the results in accordance with the Incident Reporting and Investigation Guideline occurs; and
- 2) There is an appropriate recording system of all accidents/incidents.

20. COMMUNICATION WITH EMPLOYEES

Employee representatives will be allowed time to discuss Health and Safety matters with employees as requested and time allocated will be as agreed to by the employer. This will generally be conducted during toolbox meetings or workplace meetings. Employees' are entitled to report safety issues and concerns to an Employee Representative which in turn needs to be reported to the Committee as an agenda item in accordance with Section 13 of this constitution.

21. WORKPLACE INSPECTION

Joint routine, or special inspections will be done by Management/Employee Representatives in accordance with the relevant legislation.

An inspection programme will be drawn up to cover all locations and incorporating times and dates as agreed to by management to enable all workplaces to be inspected.

Unless decided otherwise at a meeting of the Committee, the Supervisor for the workplace being inspected will be invited to accompany the inspection team.

All unsafe activities and/or unsafe situations found whilst carrying out an inspection will be reported to the Supervisor for that workplace.

Any activities or conditions deemed to be High Risk must cease immediately and controls applied to lessen the risk prior to resuming the activity and/or situation.

The inspecting team will present an inspection report at the next meeting of the Committee. The Inspection Report will contain issues identified and explanations and/or comments from the Supervisor on actions or proposed actions to address/resolve the problems identified.

The Committee will discuss issues identified in the Inspection Report and prioritise corrective actions required to address the issues. The Committee will table this in a Corrective Actions Report and recommend to Management appropriate actions to address each of the issues reported. The report will include persons responsible to address the issue and a date for the actions to be finalised.

The Corrective Actions Report will be monitored at each subsequent meeting until the issues are resolved. If the Committee decides the time taken to address any issues raised is too long, it may decide to escalate the issue to an appropriate person.

If after following this procedure the matter is still not addressed, then the Committee would follow the steps laid down in Section 5 (Disputes Procedures) of this Constitution.

22. NON-MEMBERS ATTENDANCE TO COMMITTEE MEETINGS

Persons other than Committee Members may be invited to attend meetings by the Committee.

This would be in the capacity to advise the Committee on specific information when deemed necessary by the Committee or Management.

This could include persons from outside the Council organisation or employees who have intimate knowledge of an incident or practice that the Committee needs advice on.

23. REVIEW AND PROCEDURE FOR CHANGING THE CONSTITUTION

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

The procedure for any constitutional changes will be as follows:

23.1 Committee Request for Changes to the Constitution

- (i) Any proposed changes are to be in the hands of the Secretary at least ten (10) days prior to any meeting so that notice may be given to all Committee Members at least five (5) days in advance of any meeting; and
- (ii) Any Constitutional changes will require a majority vote by the current Membership.

23.2 Management Request for Change to Constitution

Where Management requests change to the Constitution such proposals will be directed via Employer Representatives.

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 24th July 2025

ITEM 1 LIBRARY – INTERNET ACCESS POLICY

(P13-1, L2-1)

RECOMMENDATION that:

1. The information be received and noted;
2. The Draft Library – Internet Access Policy be placed on public exhibition for a period of not less than 28 days; and
3. Subject to no adverse submissions being received, the Library – Internet Access Policy, as amended be adopted.

PURPOSE

For Council to consider the Draft Library – Internet Access Policy.

BACKGROUND

The Warren Shire Library is committed to serving the information and recreation needs of this community. The Library strives to provide a welcoming environment, and provides free public access to the internet to support lawful:

- access to information and services;
- access to recreational material; and
- avenues for community engagement and participation.

REPORT

Attached is a copy of the Draft Library – Internet Access Policy.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

NSW Library Act 1939

NSW Library Regulation 2018

Privacy and Personal Information Protection Act 1998

Children and Young Persons (Care and Protection) Act 1998

Copyright Act 1968

RISK IMPLICATIONS

Nil.

STAKEHOLDER CONSULTATION

It is proposed that the Policy will be placed on public exhibition for a minimum period of 28 days. Feedback received during this period will be reviewed prior to final adoption.

OPTIONS

Council may:

- Adopt the Draft Policy and Plan as presented;
- Amend the documents prior to public exhibition; or
- Defer consideration pending further information.

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 24th July 2025

ITEM 1

LIBRARY – INTERNET ACCESS POLICY

CONTINUED

CONCLUSION

The Library – Internet Access Policy provides protection for all community members and the Warren Shire Library team in case of an incident. Council is asked to endorse the public exhibition of the Policy, with a view to formal adoption in the absence of adverse public submissions.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.1.3 Improve educational services within the community;
- 1.3.1 Support programs and services that support and assist young people in our Community;
- 1.3.2 Promote to our youth, the facilities and activities that are available to them within the Shire;
and
- 5.2.2 Proactively manage known compliance risks.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment 1: Draft Library – Internet Access Policy.

POLICY REGISTER

DRAFT

Library – Internet Access Policy

Policy adopted: 24th July 2025 Minute No. xxx.7.25

Reviewed:

File Ref: P13-1, L2-1

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Erica Kearnes May 2025	First Edition	Council Minute No. xxx.7.25 (24th July 2025)

DRAFT

Background

The Warren Shire Library is committed to serving the information and recreation needs of this community. The Library strives to provide a welcoming environment, and provides free public access to the internet to support lawful:

- access to information and services;
- access to recreational material; and
- avenues for community engagement and participation.

General Principles

- Inappropriate communication: Members of the public who utilise internet applications within the Warren Shire Library, whether on public access supplied computers or on personal internet ready devices such as laptops, smartphones, or tablets via wi-fi, are not permitted to send messages or post items which are illegal or considered inappropriate including posting items that are slanderous, bullying, or defamatory. These terms include not sending large amounts of spam or interfering with others' email accounts.
- Running, removing, or copying software on library computers is forbidden.
- Users are not permitted to interfere with or alter the physical or electronic equipment.
- Warren Shire Library does not take any responsibility for any business or personal transactions undertaken on library computers or on personal devices via wi-fi. This includes items posted to social networking sites and financial transactions and Internet Banking.
- Warren Shire Library does not take any responsibility for the loss of work undertaken on the library's public access computers or saved to removable storage devices such as thumb drives or external hard drives.
- Parents/guardians are responsible for supervising their children's access to the internet. Please see the related policy, Warren Shire Library Children and Young Person Policy.
- There will be a charge for any printing done at the standard rate levied for copying from computers.
- Warren Shire Library does not take any responsibility for technical problems or issues relating to devices or other equipment in accessing sites on the internet, as this is beyond the Library's control.
- Privacy and confidentiality cannot be totally assured in the use of any online resource and the security of data and networks cannot be guaranteed. Computers are for general use and should not be regarded as secure.
- Clients are responsible for complying with all copyright and software licencing requirements and any relevant laws and regulations when accessing, printing, or downloading material.
- Misuse of the computer or Internet access may result in the loss of internet privileges.

Cyber bullying

The Library promotes and supports young people's access to information, including electronic information through its Internet facilities. Library staff are available to assist young people in the use of the Internet, and to recommend websites on subjects.

Parents/guardians are responsible for their child's use of the Internet. Junior library users (under the age of 12) must have the consent of their parents/guardians before using the Internet. Library staff do not supervise or monitor children using the internet in the library so

there is a risk that unsupervised children may be subject to cyber bullying.

Indigenous people

It is acknowledged that some online information may contain references to Aboriginal people and Torres Strait Islanders that are considered culturally inappropriate or offensive.

Pornography and illegal material

Inappropriate or offensive material: Members of the public who utilise internet applications within Warren Shire Library, whether on the library's public access computers or on personal internet-ready devices such as laptops, smartphones, or tablets via wi-fi, are not permitted to view or print material which is prohibited by law or is deemed inappropriate or offensive by library staff. Viewing or printing of this type of material may lead to expulsion from the library premises.

Where a client is found to be using Library computers to access pornographic, offensive material, or for any unlawful purpose, the Library reserves the right to direct the client to leave the Library, to direct that the client does not re-enter the Library for a specified period and to report unlawful conduct to the relevant authorities.

RELEVANT LEGISLATION AND REFERENCES

[NSW Library Act 1939](#)

[NSW Library Regulation 2018](#)

[Privacy and Personal Information Protection Act 1998](#)

[Children and Young Persons \(Care and Protection\) Act 1998](#)

[Copyright Act 1968](#)

Policy Review

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

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 24th July 2025

ITEM 2 LIBRARY – CHILDREN AND YOUNG PERSON POLICY (P13-1, L2-1, S12-13)

RECOMMENDATION that:

1. The information be received and noted;
2. The Draft Library – Children and Young Person Policy be placed on public exhibition for a period of not less than 28 days; and
3. Subject to no adverse submissions being received, the Library – Children and Young Person Policy, as amended be adopted.

PURPOSE

For Council to consider the Draft Library – Children and Young Person Policy.

BACKGROUND

The Warren Shire Library is committed to serving the information and recreation needs of young people. The library strives to provide a welcoming environment and provides targeted resources and programs to meet the needs of young people.

REPORT

Attached is a copy of the Draft Library – Children and Young Person Policy.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

NSW Library Act 1939

NSW Library Regulation 2018

Privacy and Personal Information Protection Act 1998

Classification (Publications, Film and Computer Games) Act 1995.

Children's Policy Guidelines for NSW Public Libraries.

NSW Office of the Children's Guardian

NSW Communities & Justice Department

NSW Reportable Conduct Scheme

Child Protection (Working With Children) Act 2012 No. 51

RISK IMPLICATIONS

The purpose of the Policy is to provide the structured approach to mitigate risks to children and young persons at the Library.

STAKEHOLDER CONSULTATION

It is proposed that the Policy will be placed on public exhibition for a minimum period of 28 days. Feedback received during this period will be reviewed prior to final adoption.

OPTIONS

Council may:

- Adopt the Draft Policy and Plan as presented;
- Amend the documents prior to public exhibition; or
- Defer consideration pending further information.

WARREN SHIRE COUNCIL

Policy Report of the Divisional Manager Finance and Administration
to the Ordinary Meeting of Council to be held in the
Council Community Room, Warren on Thursday, 24th July 2025

ITEM 2

LIBRARY – CHILDREN AND YOUNG PERSON POLICY

CONTINUED

CONCLUSION

The Library – Children and Young Person Policy provides protection for all community members and the Warren Shire Library team in case of an incident.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.1.3 Improve educational services within the community;
- 1.3.1 Support programs and services that support and assist young people in our Community;
- 1.3.2 Promote to our youth, the facilities and activities that are available to them within the Shire;
and
- 5.2.2 Proactively manage known compliance risks.

SUPPORTING INFORMATION /ATTACHMENTS

Attachment 1: Library – Children and Young Person Policy.

POLICY REGISTER

DRAFT

Library – Children and Young Person Policy

Policy adopted: 24th July 2025 Minute No. xxx.7.25

Reviewed:

File Ref: P13-1, L2-1, S13-13

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Erica Kearnes May 2025	First Edition	Council Minute No. xxx.7.25 (24th July 2025)

DRAFT

Background

The Warren Shire Library is committed to serving the information and recreation needs of young people. The library strives to provide a welcoming environment and provides targeted resources and programs to meet the needs of young people.

Service Statement

The Warren Shire Library's services to young people include:

- fiction, non-fiction, and recreational books;
- computer games for in-library use (subject to observing copyright);
- DVDs;
- computer and internet access;
- assistance from staff in accessing collections and information;
- eBooks and eResources including streaming services;
- literacy programs; and
- space for activities or study.

Parental responsibility statement

This part of the policy defines the responsibilities of parents/guardians regarding their child's use of a public library. Topics to be covered include information on:

- access to resources; and
- unattended children.

The Library Council of NSW guideline, **Access to Information in New South Wales Public Libraries**, states that public libraries have a role as an unbiased source of information and ideas, including online content. The Library accepts responsibility for providing access to materials and information presenting as far as possible, all points of view on current & historical issues, including controversial issues.

The Library has no censorship role in its choice of the Library resources that form the collection. Collection material should not be rejected on the grounds that its content is controversial or likely to offend some sections of the Library's community. (*Children's Policy Guidelines for NSW Public Libraries*)

The Warren Shire Library's collections contain resources that have been classified in accordance with the *Classification (Publications, Films and Computer Games) Act 1995 (Cth)*.

Access to resources

Warren Shire Library does not censor resources used in or borrowed from the Library.

A parent/guardian/carer is responsible for monitoring their child's borrowing and use of Library resources, Library materials and technology usage. A parent/guardian/carer is responsible for ensuring that their child's selection and use of materials in the Library's general collection accords with any restrictions they may wish to set. Warren Shire Library encourages a parent/guardian/carer to consult with their child to develop clear rules and understanding regarding access to resources that accord with their personal values and beliefs.

The Library promotes and supports young people's access to information, including electronic information through the Internet. Library staff can recommend websites on subjects. Several appropriate websites have been selected for inclusion in the Library's electronic collections.

Unattended children

Unsupervised children can be at risk in any public place, including public libraries. Warren Shire Library staff do not supervise children in the library, and there is a risk that unattended children may leave the library at any time, hurt themselves, or be approached by strangers. In addition, libraries do not have the facilities to attend to children who are sick, injured, or hungry. At Warren Shire Library, children 10 years of age or younger are considered "at risk" if left unattended.

Children left unattended in a public library may be classed as a child or young person at risk of harm under s.23 of the Children and Young Persons (Care and Protection) Act 1998 and may be reported as such to the Director-General of the Department of Family and Community Services.

Parents who leave a child unattended in a public library are exposing their child to potential harm and may be committing an offence under s.228 of the Children and Young Persons (Care and Protection) Act 1998.

Young children left alone in a library can become distressed, bored or disruptive. Young people who disturb other library users may be removed from the Library under clause 17 of the Library Regulation 2010 (NSW).

Child safe standards

The NSW Commission for Children and Young People promote child-safe policies and practices by encouraging organisation to become child safe.

A child safe organisation is one that systematically; reduces the likelihood of harm occurring against a child, increases the likelihood of identifying and reporting harm and provides adequate support to a child when harm has occurred or is alleged to have occurred.

The Child Safe Standards are:

1. Child safety is embedded in institutional leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld and diverse needs are taken into account.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child sexual abuse are child focused.
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8. Physical and online environments minimise the opportunity for abuse to occur.
9. Implementation of the Child Safe Standards is continuously reviewed and improved.
10. Policies and procedures document how the institution is child safe.

We strive to recognise and abide by these principles in our Policy and in our interactions with children within our facilities. All Warren Shire Library staff have a current Working With Children Check.

Reporting incidents

Any person can make a report of harm or risk of harm to a child or young person under section 24 of the Children and Young Persons (Care and Protection) Act 1998 (NSW). Some have a legal obligation to do so under section 27 of that Act in respect of children under 16 — these are known as mandatory reporters. If library staff deliver education, training or other services to children, section 27 may apply.

In the event of a complaint being made it should be reported to the Secretary, through the NSW Department of Family & Community Services. Further information is available in the NSW Interagency Guidelines which provide guidance for government and non-government agencies delivering child wellbeing and child protection services in NSW.

There are also reporting obligations under the reportable conduct scheme. Anyone may report a “reportable allegation” or a conviction the persons considers is a “reportable conviction” with respect to an employee of the library to the agency head under the Children’s Guardian Act 2019 (NSW). Employees of the library are required to make a report if they become aware of a reportable allegation or reportable conviction in relation to another employee. In this context, employee includes a volunteer engaged to provide services to children and a contractor who holds or is required to hold, a working with children check clearance.

Reportable allegations and reportable convictions concern “reportable conduct”. “Reportable conduct” includes a sexual offence, sexual misconduct, ill-treatment of a child, neglect of a child, an assault against a child, an offence of failing to care for a child, an offence of concealing a child abuse offence and behaviour that causes significant emotional or psychological harm to a child.

If the employee about which the allegation or conviction relates holds, or is required to hold, a working with children check clearance, then the allegation or conviction is reportable even if it occurred outside of the course of the person’s engagement with the library.

Mandatory reporters can make a child protection report by calling the Child Protection Helpline on **132 111**, which is available 24 hours a day, 7 days per week.

Further details on how to make a child protection report can be found here on the NSW Government Communities & Justice website:

<https://www.facs.nsw.gov.au/families/Protecting-kids/mandatory-reporters/how-to>

RELEVANT LEGISLATION AND REFERENCES

[NSW Library Act 1939](#)

[NSW Library Regulation 2018](#)

[Privacy and Personal Information Protection Act 1998](#)

[Classification \(Publications, Film and Computer Games\) Act 1995.](#)

[Children’s Policy Guidelines for NSW Public Libraries.](#)

[NSW Office of the Children’s Guardian](#)

[NSW Communities & Justice Department](#)

[NSW Reportable Conduct Scheme](#)

[Child Protection \(Working With Children\) Act 2012 No. 51](#)

POLICY REVIEW

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

WARREN SHIRE COUNCIL
Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th July 2025

**ITEM 1 COUNCIL INSPECTION, EVALUATION & MAINTENANCE OF PAVED FOOTPATHS AND
CYCLEWAYS PROCEDURE/POLICY (P13-1, R4-20.5)**

RECOMMENDATION:

That the Inspection, Evaluation & Maintenance of Paved Footpaths and Cycleways Procedure /Policy be adopted, with minor amendments.

PURPOSE

To advise Council that the Council Inspection, Evaluation & Maintenance of Paved Footpaths and Cycleways Procedure/ Policy is required to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

The Council Inspection, Evaluation & Maintenance of Paved Footpaths and Cycleways Procedure/ Policy replaces the existing Policy which is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993.

REPORT

The Council Inspection, Evaluation & Maintenance of Paved Footpaths and Cycleways Procedure/ Policy assists in the administration and management of footpaths and cycleways. The current Procedure/ Policy was adopted in May 2010. Council has now reviewed the Policy, and only minor adjustments were made.

The reviewed Policy was presented to Manex on the 15th July 2025 where there were no concerns, and the matter needs to be reported to Council for the process of adoption of the reviewed Policy.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993 and Regulations
Civil Liability Act

RISK IMPLICATIONS

Warren Shire Council's Council Inspection, Evaluation & Maintenance of Paved Footpaths and Cycleways Procedure/ Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Policy is adopted to ensure that the Council complies with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

As only minor amendments have been made, it is not deemed necessary to place the Council Inspection, Evaluation & Maintenance of Paved Footpaths and Cycleways Procedure/ Policy on public exhibition.

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th July 2025

ITEM 1 COUNCIL INSPECTION, EVALUATION & MAINTENANCE OF PAVED FOOTPATHS AND CYCLEWAYS PROCEDURE/POLICY **CONTINUED**

OPTIONS

Council has the option of adopting the Policy or adopting the existing Policy with no amendments.

CONCLUSION

The Council Inspection, Evaluation & Maintenance of Paved Footpaths and Cycleways Procedure/
Policy has been reviewed and amended accordingly and should be adopted.

LINK TO GUIDELINES AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Proactively manage known compliance risks

SUPPORTING INFORMATION /ATTACHMENTS

Council Inspection, Evaluation & Maintenance of Paved Footpaths and Cycleways Procedure/
Policy.

POLICY REGISTER

COUNCIL INSPECTION, EVALUATION AND MAINTENANCE OF PAVED FOOTPATHS AND CYCLEWAYS PROCEDURE/POLICY

Policy adopted: 25th March 2010 Minute No. 79.3.10

Reviewed: 24th July 2025 Minute No. xxxxxxxx

File Ref: P13-1, R4-20.5

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 79.3.10 (25th March 2010)
2.0	Sylvester Otieno, 24 th July 2025	Second Edition	

Introduction

The aim of this procedure is to reduce the risk of injury to the public, and reduce Council's exposure to the possibility of a claim should an injury occur. This shall be achieved by developing and maintaining a systematic approach to inspection, evaluation, maintenance and repair of all footpaths and cycleways as identified in the Asset Register.

The procedures aim to:

- Identify hazards by conducting regular formal assessments or identification through Council's Complaint Management System.
- Evaluate the types of hazard and their severity.
- Develop control techniques to manage the hazards.
- Determine appropriate frequencies of inspections.
- Determine an appropriate response time to undertake the necessary inspections and repairs for each category of hazard.
- Minimise the recurrence of failures using effective maintenance and construction strategies.
- Develop a system to record and follow the condition of a failed footpath or cycleway system from hazard identification to restoration.

Identification

The inspection programme identifies all the known risks associated with the footpaths and cycleways and generally takes one of the following forms:

- **Proactive inspections.** Inspections of all footpaths and cycleways are conducted at programmed frequencies determined by Council.
- **Reactive inspections.** Complaints, requests and reports received via the Complaint Management System. (See example – Footpath/Cycleway Inspection Sheet – Appendix 3)

Evaluation of Hazards

The identified hazard is evaluated for the severity of the hazard and the risk. The evaluation of the risk is rated in accordance with Council's Footpath/Cycleway Risk Rating. (See example – Appendix 4)

[Reference Guide "Easy Guide to Footpath Risk Rating" contained in the Statewide Best Practice Manual.]

Control of Risk Exposure

The control of the risk exposure is a very specific issue. The type and style of control technique adopted will depend on the resources, facilities and expertise available to Council. There are two considerations to be taken into account when deciding on the control measures to be adopted. They are the type of control measure that should be adopted and the time in which to respond.

There are three basic control measures that are generally implemented by Council:

- Make the area safe by the erection of temporary barriers or barricades;
- Effect temporary repairs of the damaged area; and
- Effect replacement of the damaged area.

Risk Action Response Times are determined on the basis of priority and Council's ability to respond.

The following table sets out the basic set of response criteria.

Table 1 – Footpath Risk Action Response

Priority	Control Mechanism	Response Time
Low	Consideration should be given as to whether action needs to be taken.	As resources permit.
Medium	Programme into maintenance works.	30 working days.
High	Make safe immediately. Effect repair or replacement.	8 hours. 10 working days.

Records Management

It is important that records are maintained for both the Asset System and the management of customer complaints.

This is particularly relevant to establish Council's response has been reasonable and in accordance with its Duty of Care to the users of its footpaths/cycleways.

References

1. Australian Standard AS/NZ 4360:1995 Risk Management.
2. NAASRA Guides to Traffic Engineering Practice Part 13.
3. Statewide Mutual Best Practice Manual – Footpaths, Nature Strips and Medians.

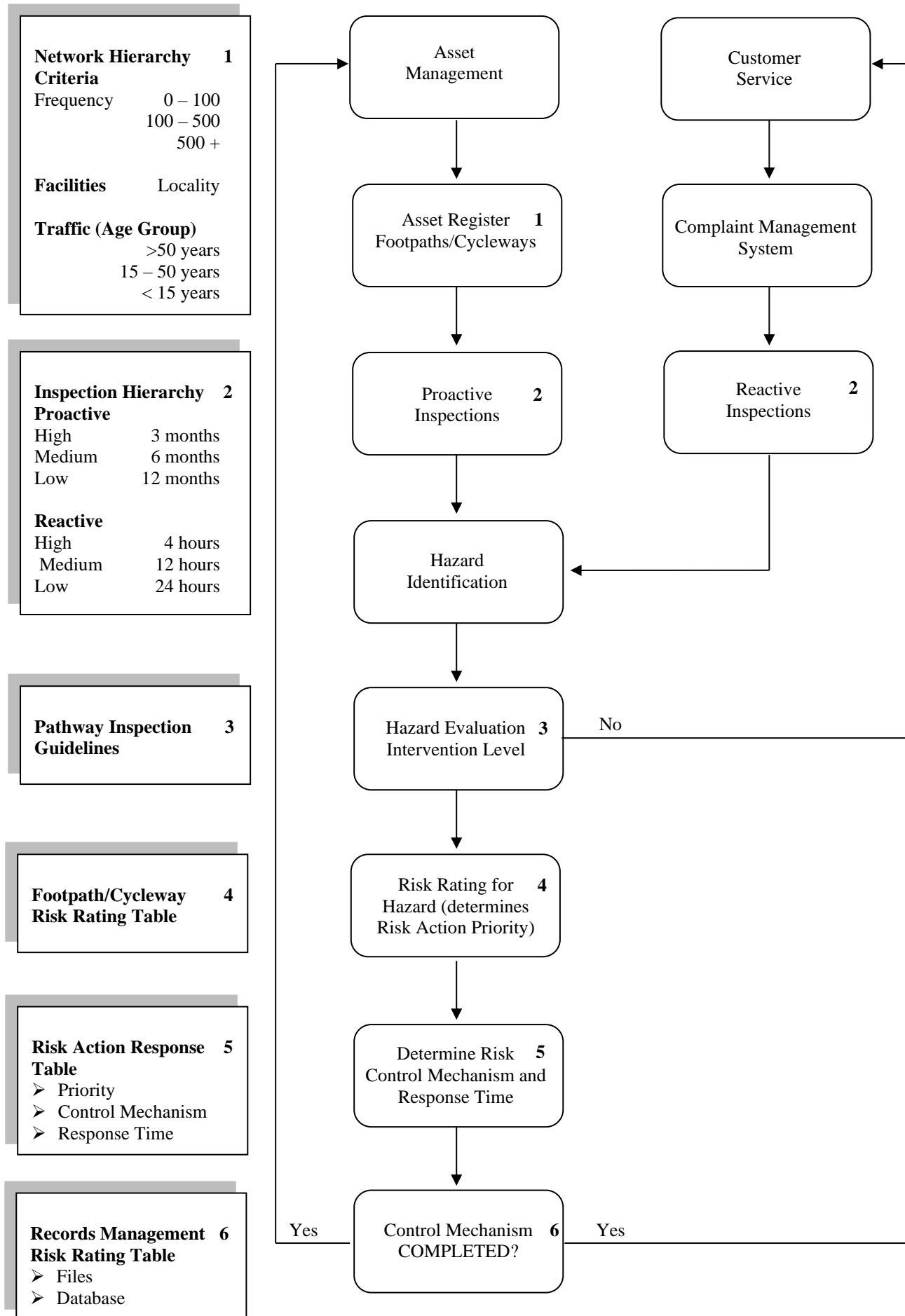
Policy Review

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

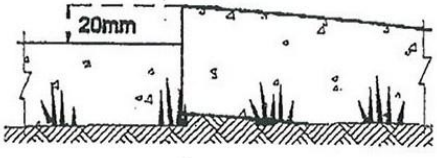
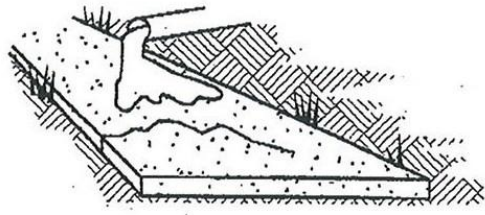
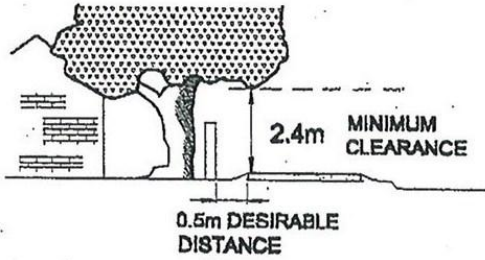
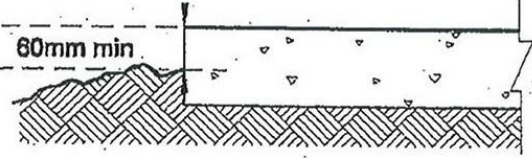
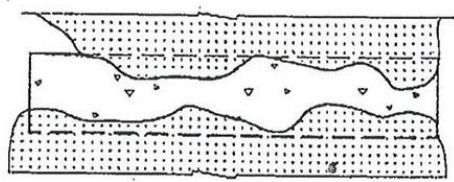
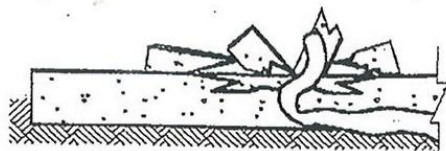
Appendix

1. Flowchart – Procedures
2. Pathway Inspection Guidelines
3. Footpath/Cycleway Inspection Sheet
4. Guide – Assessing Footpath Risk Rating
5. Complaint Management System

Flowchart – Procedures



Pathway Inspection Guidelines

TRIP ==	WHERE THE PATHWAY IS RAISED MORE THAN 20mm.	
SLIP ==	WHERE SURFACE OF PATHWAY IS UNSAFE OR DAMAGED.	
CLEAR ==	WHERE TREES OVERHANG PATHWAY WITH LESS THAN 2.4m CLEARANCE.	
DROP ==	WHERE SURROUNDING GROUND LEVEL DROPS MORE THAN 60mm.	
BUILD UP ==	WHERE GRASS, SAND OR DEBRIS COVERS PATHWAY 40% OR MORE.	
ROOTS ==	WHERE TREE ROOTS DAMAGE OR INTERFERE WITH PATHWAY.	

Footpath/Cycleway Inspection Sheet**LOCATION / ZONE** **ROAD NO** **REF ORIGIN**

.....

ROAD / STREET

.....

DATE / /**INSPECTOR**

.....

1. What is the cause and size of the trip hazard?Settlement / Erosion ☐Vehicle ☐Repairing ☐Water ☐Wear & Tear ☐Tree Root Intrusion ☐Lighting ☐Other ☐Inadequate ☐ / ☐No Artificial ☐ / ☐**5. Are there shadows on the footpath?****Day Night**None ☐ / ☐Little ☐ / ☐Some ☐ / ☐Medium ☐ / ☐Heavy ☐ / ☐**2. Is the surface uneven and to what degree**Slight ☐Uneven ☐Very ☐Extreme ☐**6. Is the footpath frequently used?****High** – CBD, shopping centres ☐**Medium** – leisure facilities, ☐

schools, aged homes

Low – residential and rural ☐**3. Is the surface slippery and to what degree**Slight ☐Uneven ☐Very ☐Extreme ☐**7. Joint Displacement**< 20 mm ☐20 to 30 mm ☐> 30 mm ☐**4. What is the lighting like?****Day Night**Excellent ☐ / ☐Good ☐ / ☐Adequate ☐ / ☐**8. Comments / repair method**

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Signature

Date

ASSESSING FOOTPATH RISK RATING			Lighting	Lighting excellent	Lighting good	Lighting adequate	Lighting inadequate	No artificial lighting
			Shadows	No shadows	Little shadow	Some shadow	Medium shadow	Heavy shadow
Trip Size (mm)	Unevenness	Slipperiness	If the rating is in the shaded area, you must consider the volume of traffic and the location of the footpath. High volumes go to the next level up, Medium volumes move to the next level right, Low volumes stay in the level.					
>30	Extreme	Extreme	VH	VH	VH	VH	VH	VH
20 to 30	Very	Very	H	H	H	VH	VH	VH
10 to 20	Uneven	Uneven	H	H	H	H	VH	VH
5 to 10	Slight	Slight	M	M	M	H	H	H
<5			L	L	L	L	L	L

WARREN SHIRE COUNCIL
Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th July 2025

ITEM 2 DISCHARGE OF LIQUID TRADE WASTE INTO COUNCIL'S SEWER POLICY
(P13-1, S5-6.3)

RECOMMENDATION:

That the Discharge of Liquid Trade Waste into Council Sewer Policy be adopted, with minor amendments.

PURPOSE

To advise Council that the Discharge of Liquid Trade Waste into Council Sewer Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

The Discharge of Liquid Trade Waste into Council Sewer Policy replaces the existing Policy which is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993.

REPORT

The Discharge of Liquid Trade Waste into Council Sewer Policy assists in the administration and management of liquid trade waste. The current Policy was adopted in December 2018. Council has now reviewed the Policy, and only minor adjustments were made.

The reviewed Policy was presented to Manex on the 15th July 2025 where there were no concerns, and the matter needs to be reported to Council for the process of adoption of the reviewed Policy.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993 and Regulations
Water Management Act
NSW Liquid Trade Waste Code of Practice

RISK IMPLICATIONS

Warren Shire Council's Discharge of Liquid Trade Waste into Council Sewer Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Policy is adopted to ensure that the Council complies with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

As only minor amendments have been made, it is not deemed necessary to place the Discharge of Liquid Trade Waste into Council Sewer Policy on public exhibition.

OPTIONS

Council has the option of adopting the Policy or adopting the existing Policy with no amendments.

WARREN SHIRE COUNCIL
Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th July 2025

ITEM 2 DISCHARGE OF LIQUID TRADE WASTE INTO COUNCIL'S SEWER POLICY
CONTINUED

CONCLUSION

The Discharge of Liquid Trade Waste into Council Sewer Policy has been reviewed and amended accordingly and should be adopted.

LINK TO GUIDELINES AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Proactively manage known compliance risks

SUPPORTING INFORMATION /ATTACHMENTS

Discharge of Liquid Trade Waste into Council Sewer Policy

POLICY REGISTER

DISCHARGE OF LIQUID TRADE WASTE INTO COUNCIL'S SEWER POLICY

Policy adopted: 24 June 2010 Minute No. 195.6.10

Reviewed: 6th December 2018 Minute No. 274.12.18
24th July 2025 Minute No. xxx.7.25

File Ref: P13-1, S5-6.3

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Kerry Jones		Council Minute No. 274.12.18 (6th December 2018)
2.0	Sylvester Otieno, 24th July 2025	Second Edition	Council Minute No. xxx.7.25 (24 th July 2025)

OBJECTIVE

Sewerage systems are generally designed to cater for waste from domestic sources that are essentially of predictable strength and quality. Council may accept trade waste into its sewerage system as a service to businesses and industry.

This Policy has therefore been developed to ensure the proper management liquid trade waste discharges to Council's sewerage system to:-

- protect public health;
- protect the health and safety of Council employees;
- protect the environment from the discharge of waste that may have a detrimental effect;
- protect Council assets from damage;
- assist Council to meet its statutory obligations;
- provide an environmentally responsible liquid trade waste service to the non-residential sector;
- encourage waste minimisation and cleaner production in the commercial and industrial sectors;
- promote water conservation, water recycling and bio-solids reuse;
- ensure compliance of liquid trade waste dischargers with Council's approved conditions;
- provide operational data on the volume and composition of industrial and commercial effluent to assist in the operation of the sewerage system and the design of augmentations or new sewerage systems; and
- ensure commercial provision of services and full cost recovery through appropriate sewerage and liquid trade waste fees and charges.

POLICY

A person wanting to discharge liquid trade waste to Council's sewerage system **must**, under Section 68 of the Local Government Act 1993, obtain the prior approval from Council.

Failure to obtain Council's approval to discharge liquid trade waste or comply with the conditions of approval is an offence under Section 626 and 627 of the Act for which penalties apply.

Council has developed a comprehensive Liquid Trade Waste Regulation Code of Practice (Procedure) to support this Policy.

The Procedure is concerned with;

- the approval, monitoring, and enforcement process for liquid trade waste discharged to Council's sewerage system, and
- the levying of commercial sewerage and liquid trade waste fees and charges.

APPLICABILITY

This Policy applies to any person and/ or business wanting to discharge liquid trade waste to Council's sewerage system.

DEFINITION

Liquid Trade Waste means all liquid waste other than sewage of a domestic nature.

RELATED POLICIES/ DOCUMENTS

Liquid Trade Waste Code of Practice

LEGISLATIVE REQUIREMENTS

Local Government Act 1993.

Local Government (General) Regulation 2021.

POLICY REVIEW

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

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
General Manager				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Report provided by SatPty confirming black spots within Warren Local Government Area. Report included in the submission to the Federal Government Mobile Black Spot Program Round 8 – now waiting on advice from the Commonwealth Government.
25.1.23	12.1.23	Affordable Housing Opportunity – Housing Plus	GM/ DMES	Negotiations continuing to finalise the required agreement with Housing Plus for the eventual sale of all or most of the nine (9) vacant land lots in Gunningba Estate for a maximum five (5) year period. Waiting on a 'Rural' or 'Remote' Round of funding from Housing Australia before considering going forward. Council blocks will be put on the market in the near future.
25.5.23	118.5.23	Destination Macquarie Marshes Taskforce	GM/ EDVM	That within 12 months and, after the Taskforce's short and long term goals and Destination Macquarie Marshes Action Plan, Macquarie Marshes Promotions Strategy and Stakeholder Engagement Strategy are formulated, other organisations/ community representatives be invited to be members of the Taskforce.

WARREN SHIRE COUNCIL
 Report of the General Manager
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				Work on refining the draft document is ongoing. The Economic Development and Visitation Manager is currently refining chosen logo designs and will provide updated logo designs and draft brochure format to the next meeting of the Destination Macquarie Marshes Taskforce.
7.12.23	293.12.23	Destination Macquarie Marshes Taskforce Meeting 7th June 2023	GM/EDVM	1. That grant funding opportunities to improve signage in the Macquarie Marshes be investigated - ongoing. 2. That neighbouring Councils to the Macquarie Marshes be requested to consider funding grant applications for appropriate signage to the Macquarie Marshes. Ongoing pending future meeting discussion.
7.12.23	301.12.23	Internal Auditor – Human Resources Review – June 2021	GM	The priorities as listed in the recommendation be actioned and progressed.
24.4.24	87.4.24	Warren Shire Council Customer Service Ethos Policy	GM	The Draft Customer Service Ethos Policy be redeveloped to solely consider Ethos and a separate Policy be developed to cover Customer Service. Expected to be provided to a Council Meeting in mid-2025.

WARREN SHIRE COUNCIL

Report of the General Manager
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ITEM 1

OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
23.5.24	114.5.24	Regional Industry Educational Partnership (RIEP)	GM / EDVM	<p>The program remains on hold.</p> <p>A new Careers Advisor has now been appointed for the Warren Central School. The Economic Development and Visitation Manager is to meet with the newly appointed staff member in the near future to discuss various matters including the REIP Program, possible apprenticeship and trainee opportunities and the possibility of school based traineeships etc in the future. A report on the meeting will be provided.</p>
27.6.24	147.6.24	Legislative Compliance Policy and Procedure and Legislative Compliance Register	GM	<p>1. Actions to be taken on how non-compliance is managed to ensure that matters are not repeated and that appropriate high level risk assessments are undertaken and documented and that implementation of actions to reduce risk are arranged – in progress.</p>
27.3.25	59.3.25	ARIC Committee Major Project Risk Profiles	IPM	<p>A summary report identifying risk on all major projects undertaken by Council to be presented to a future ARIC Meeting.</p> <p>*Risk Profiles of Swimming Pool Upgrade Works and EV Charging</p>

WARREN SHIRE COUNCIL
 Report of the General Manager
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ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				Station Works issued to ARIC in May 2025. Risk Profiles are being prepared for all major projects as part of the Project Risk Assessment mitigation measures identified to be monitored and reporting on an ongoing basis.
27.3.25	69.3.25	Drought Resilience Plan Project	GM	1. A governance framework around a tri-party (Bogan, Coonamble, and Warren) arrangement be established and the three Councils form a Project Steering Committee for a Regional Drought Resilience tourism project – in progress with first meeting of the Steering Committee undertaken on 11th July 2025.
26.6.25	196.6.25	ARIC Committee Strategic Internal Audit Plan (Annual and 4 Year and Review)	GM	1. The General Manager provide to the next meeting of the Committee a populated four (4) year ARIC Strategic Work Plan if possible, using the same format as the Committee Agenda and Annual Work Plan - in progress. 2. *Council adopt the amended Audit Risk and Improvement Committee Annual Work Plan for 2025/2026 – noted.

WARREN SHIRE COUNCIL
 Report of the General Manager
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ITEM 1 OUTSTANDING REPORTS CHECKLIST CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
26.6.25	196.6.25	ARIC Committee Strategic Internal Audit Plan (Annual and 4 Year and Review)	GM	1. *Council note the transfer of four (4) Internal Audits to 2025/2026 – noted. 2. The General Manager prepare a report on the feasibility of undertaking eight (8) Internal Audits in 2025/2026 – in progress.
*26.6.25	196.6.25	ARIC Committee Current Audits	GM	That the Council acknowledge the delay in the commencement of the Contract Internal Auditor and note that Management is attempting to catch up the Internal Audits in 2025/2026 - noted.
*26.6.25	196.6.2	ARIC Committee Major Projects Risk Profiles	GM	The Committee note the adoption of the Project Management Procedure by Council – noted.
26.6.25	196.6.2	ARIC Committee Major Projects Risk Profiles	GM	The monitoring and control procedures and their success be reported to a future meeting – in progress.
*26.6.25	196.6.2	ARIC Committee Legislative Requirements of Council	GM	1. Council notes that there have been no major compliance breaches since October 2023 – noted; and 2. Council notes that the distribution of responsibilities for Legislative Compliance are undertaken by Delegations, the Organisational Structure and Council Policies and Procedures – noted.

WARREN SHIRE COUNCIL
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ITEM 1 OUTSTANDING REPORTS CHECKLIST

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General Manager				
*26.6.25	196.6.2	ARIC Committee Asset Management/Valuation	GM	Council notes the progress of the data validation and the purchase and implementation of asset management software – noted.
*26.6.25	196.6.25	ARIC Committee 2025 Country Council's ARIC Conference Attendance	GM	That the General Manager at the next Alliance of Western Councils General Managers Advisory Committee, bring forth a suggestion of collaborating ARIC resources and information with member Councils.
*26.6.25	208.6.25	Determination of the Local Government Remuneration Tribunal 2025	GM	Adopt the full 3.0% increase as determined by the Local Government Remuneration Tribunal for 2025 making the Councillor fee \$11,135.83 and the Mayoral fee \$30,373.53 as of 1st July 2025 – complete.
*26.6.25	210.6.25	Delivery Program Progress Report	GM	That Council note the Delivery Program Progress Report under s404(5) Local Government Act 1993 and the ongoing actions – noted.
*26.6.25	211.6.25	2025/2026 – 2028/2029 Delivery Program and 2025/2026 Operational Plan and Estimates Adoption	GM	1. The final amended draft of the 2025/2026 – 2028/2029 Delivery Program and 2025/2026 Operational Plan and Estimates which contains Council's Revenue Policy and Fees and Charges with the

WARREN SHIRE COUNCIL
 Report of the General Manager
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OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				<p>changes as detailed within this report be adopted by Council – complete.</p> <p>2. Council formally resolve to make and levy the Rates and Charges as detailed within the Statement of Revenue Policy – 2025/2026 (Statement of Rates) to enable the levying of the 2025/2026 Rates from July 2025 - completed; and</p> <p>3. Fees and Charges not provided by relevant State Government Departments be amended by Delegation to the General Manager when the information is provided- noted.</p>

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
7.12.23	301.12.23	Internal Auditor – Media Communications Review – June 2023	DMFA	<p>The following priority and action be progressed:</p> <ul style="list-style-type: none"> - A new electronic document management system to be purchased and implemented. <p>Licence Agreement has been signed and project is expected to be complete by December 2025 – progressing.</p>
7.12.23	301.12.23	Internal Auditor – Fraud Control Review – June, July 2023	DMFA	<p>The following priorities and actions be progressed:</p>

WARREN SHIRE COUNCIL

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OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
				- Online Fraud training to relevant staff – Pending.
27.6.24	147.6.24	Notice of Public Exhibition – Fraud and Corruption Policy and Framework	DMFA	An Implementation Action Plan to be developed when the final Policies are adopted with the Committee Work Plan to include a review of the progress of the actions to implement the Policy and Framework still pending.
5.12.24	287.12.24	Promoting Better Practice Review	DMFA/ GM	1. Arrangements be made to review the Business Continuity Plan as soon as practical and update it where required – in progress; and 2. Arrangements be made to review the Records Management Policy in line with the legislative changes in December 2022 and that the requirements of the new statutory regime be applied to record keeping and disposal within Warren Shire Council -In progress.
5.12.24	288.12.24	Policy Status and Review Update (Policy Register)	DMFA/ GM	Policy Review Plan developed and being implemented for the renewal of policies by October 2025 - Ongoing.
27.3.25	59.3.25	ARIC Committee Risk Management Framework Review	GM/ DMFA	That a report that includes the direction and purpose be provided on the review of the Policy – in progress.
27.3.25	59.3.25	ARIC Committee Service NSW Service Provision	DMFA	That a further report describing the results of the Service NSW Review including Council's costs of providing the service, and the community's expectations, be provided to the next ARIC Meeting – Service Review Report

WARREN SHIRE COUNCIL

Report of the General Manager
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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
				expected to be provided to the 2 September 2025 ARIC Meeting – in progress.
*22.5.25	160.5.25	Related Party Disclosure Policy	DMFA	<ol style="list-style-type: none"> 1. The Related Party Disclosure Policy detailed within the report, has been placed on public exhibition for a minimum of 28 days - completed; and 2. Subject to no adverse submissions being received, the Related Party Disclosure Policy be adopted. <p>No submissions received by the end of the 28 day public exhibition period and Policy has been adopted.</p>
*26.6.25	196.6.25	ARIC Committee Audit Engagement Plan Financial 2025	DMFA	That the Audit Engagement Plan – Financial 2024/2025 be endorsed by the Council – noted.
26.6.25	196.6.25	ARIC Committee Asset Management/ Valuations	DMFA	Council's actions to develop and implement an ICT Strategic Plan be reported to a future ARIC Meeting - pending
*26.6.25	199.6.25	Sporting facilities Committee Request for fee reduction for 2024-25 Carter Oval Youth Sports Precinct – Warren Junior Soccer Club	DMFA	That a 50% reduction of the Kiosk / Amenities fee be applied during use of the kitchen building during home games for the Warren Junior Soccer Club until Council provides the necessary equipment within the Kitchen area of the Carter Oval Youth Sports Precinct Amenity Building – noted and arranged.
*26.5.25	215.6.25	North Western Library Co-Operative 2025/2030 Agreement	DMFA	<ol style="list-style-type: none"> 1. Authority be given to affix the Seal of Council to the North Western Library Co-Operative Agreement

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Divisional Manager Finance and Administration				
				covering the period 1 July 2025 to 30 June 2030 – completed; and 2. The Council agreed annual contribution (Annexure 1, page 11) be approved and accepted by Council in executing the agreement under Seal of Council – noted.

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 3.12.20	129.6.19 256.12.20	Warren Levee Rehabilitation (total project - \$7.1M)	DMES/ IPM/TSM	Contract awarded for Levee Rehabilitation works on 15 May 2025. *Work onsite to start in June 2025. Startup workshop held on 16 June 2025. Hydrographic survey completed. Rocks at Saleyards being sorted currently. *Site access roads and silt curtains installed. *Floodgate replacement work in progress. 20 diesel pumps and fittings delivered late June 2025 with the balance expected mid/late July 2025. *Tender for pumps awarded to B.A.R. Group.

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				8 Levee flood gates to be installed and tested.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – ongoing. Commonwealth Government Grant Program Application re-submitted.
26.10.23	270.10.23	Warren CBD Upgrade – Land Acquisition	DMES/ GM	Further investigations be undertaken and reported on in regard the estimated cost of any proposed private land purchases, what could be developed and the estimated costs of the proposed use - in progress.
7.12.23	304.12.23	Proposed National Polocrosse Titles Warren 2028 – Presentation by Phil Waterford and Simon Turnbull	DMES/ TSM/GM/ EDVM	<ol style="list-style-type: none"> 1. Council form a Sub-Committee consisting of the relevant Councillors from the Showground/ Racecourse Committee, Council Staff, General Manager, Town Services Manager, Divisional Manager Engineering Services, Economic Development and Visitation Manager, all Showground/ Racecourse User Groups, Regional Polocrosse Representatives (future), Phil Waterford, Simon Turnbull to determine whether the proposal could and should be progressed; and 2. A Planning Group consisting of Phil Waterford, Simon Turnbull, Warren Polocrosse Club, Holly Turnbull and Katlyn Turnbull be formed for

WARREN SHIRE COUNCIL
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ITEM 1 OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				presentation to the Sub-Committee on the framework of the proposal and the required business case to undertake the proposed event. EDVM will contact the Polocrosse President with regards to business plan progress.
28.3.24	60.3.24	Warren Shire Council Integrated Water Cycle Management (IWCM) Strategy Document	DMES / TSM	NSW Public Works Advisory has commenced the assignment. Progressing.
23.5.24	143.5.24	Upgrade of Thornton Avenue Sewerage Pumping Station – Warren NSW	DMES / TSM	A revised scope of works will be developed and new quotes invited. Works to be carried out in 2025/2026.
27.6.24	146.6.24	Airport Operational Manual Update	DMES/ TSM	*Manual has been resubmitted to CASA in February 2025. Manual has been resubmitted to CASA in July 2025.
25.7.24	183.7.24	Closed Circuit Television (CCTV) And Workplace Surveillance	DMES/ TSM	*An extension of time (EOT) request was made to the funding body and approved. The letter of Valuation has been executed with a new end date of 31 December 2025. A new contractor will be commencing in July 2025 with work expected to be completed late August 2025.
24.10.24	283.10.24	Sewer Main Condition Assessment (CCTV) and Smoke/Dye Testing	DMES/ TSM	Works commenced mid-January 2025. Awaiting final report on identified issues. Progressing.
5.12.24	291.12.24	Proposed Traffic Alterations on Bundemar Street	DMES	That subject to NSW Police Force concurrence: 1. A section of the centre median in Bundemar

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				<p>Street be removed from the existing intersection with the Oxley Highway, Burton Street, to a point level with or just east of the access serving the business premises of Tyreright thus allowing for improved and safer ingress/egress to Tyreright, for AB-Triple Vehicles; and</p> <p>2. The removed section island to be converted into a painted island;</p> <p>3. The NO STOPPING restriction be extended by 30m along Bundemar Street on the northeastern side of the intersection; and</p> <p>5. Council apply for the designation of the Bundemar Street route to Tyreright as a heavy vehicle route to accommodate AB-Triple Vehicles.</p> <p>Work to be programmed after completion of major works on RR333 and RR202.</p>
23.1.25	7.1.25	Water Supply in Collie Village	DMES/ TSM	That a master plan be developed for improvement of water supply in Collie Village. This would be considered in the IWCM.
23.1.23	23.1.25	Proposed Land Acquisition – Lot 128 DP 755314 & Lot 313 DP 724603	DMES	1. Authorises acquisition of approximately 10,000 square metres and 7,000 square metres portions of land through Lot 313 DP 724603 and Lot 128 DP 755314 respectively, as depicted on Figure 2 of the

WARREN SHIRE COUNCIL

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				<p>23rd January 2025 Divisional Manager Engineering Services report to Council, Item 4 – in progress.</p> <p>2. Authorises the General Manager and Divisional Manager Engineering Services to obtain a Planning Certificate under Section 10.7(2) of the Environmental Planning and Assessment Act 1997 – in progress.</p> <p>3. Authorises the General Manager and Divisional Manager Engineering Services to enter negotiations with the owners of the land within provisions of the NSW Roads Act 1993, and the Land Acquisition (Just Terms Compensation) Act 1991, with a view of acquiring the portions for an agreed monetary compensation – in progress.</p> <p>4. That a plan of subdivision be registered, and if required, a notice be published in the Government Gazette dedicating the acquired land as a public road – in progress.</p> <p>Topographical survey has been completed.</p> <p>Cadastral survey is ongoing.</p>
*22.5.25	161.5.25	Stock Control on Council Road Reserves Policy	DMES	1. The Stock Control on Council Road Reserves Policy detailed within the

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				<p>report, has been placed on public exhibition for a minimum of 28 days - completed; and</p> <p>2. Subject to no adverse submissions being received, the Stock Control on Council Road Reserves Policy as amended be adopted.</p> <p>No submissions received by the end of the 28 day public exhibition period and Policy has been adopted.</p>
*22.5.25	162.5.25	Stock Grids and Public Gates Policy	DMES	<p>1. The Stock Grids and Public Gates Policy detailed within the report, be placed on public exhibition for a minimum of 28 days - completed; and</p> <p>2. Subject to no adverse submissions being received, the Stock Grids and Public Gates Policy as amended be adopted.</p> <p>The Policy has been discussed at the July Roads Committee meeting with a minor amendment after considering three (3) submissions.</p>
*22.5.25	163.5.25	Rural Vehicular Access Policy	DMES	<p>1. The Rural Vehicular Access Policy detailed within the report, be placed on public exhibition for a minimum of 28 days - completed; and</p> <p>2. Subject to no adverse submissions being received, the Rural Vehicular Access Policy as amended be adopted.</p>

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CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				No submissions received by the end of the 28 day public exhibition period and Policy has been adopted.
*22.5.25	187.5.25	LGNSW Water Management Conference 2025	DMES/ TSM	Make the necessary arrangements for the attendance of one (1) interested Councillor with the Town Services Manager or nominee to the 2025 Local Government NSW Water Conference held in Albury 9th, 10th and 11th September 2025. Expression of Interest sent to Councillors - No responses received, Town Services Manager to attend alone.
26.6.25	201.6.25	Airport Operations Committee Warren Aerodrome – Certification and Operational Implications	DMES/ TSM	That a further report be provided to the Committee on this issue that provides: <ol style="list-style-type: none"> 1. Advice from CASA confirming that Warren Shire Council Airport has never been certified; 2. Confirmation that Warren Shire can continue to operate as an uncertified aerodrome under MOS 139 and Council Policies and Procedures; 3. The certification status of our neighbouring airports; 4. Advise that all current users can still continue operations at the Warren Airport if it remains uncertified; and 5. Advice from Operations Staff of the RFDS providing details of their operational requirements regarding nighttime flying and if they

WARREN SHIRE COUNCIL
 Report of the General Manager
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ITEM 1 OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Engineering Services				
				require instrument approaches. All in progress.
26.6.25	204.6.25	Policy Review of Assets Management	DMES	1. The Assets Management Policy detailed within the report, be placed on public exhibition for a minimum of 28 days - in progress; and 2. Subject to no adverse submissions being received, the Assets Management Policy as amended be adopted.
36.6.25	205.6.25	Review of Assets Management Strategy	DMES	1. The Assets Management Strategy detailed within the report, be placed on public exhibition for a minimum of 28 days – in progress; and 2. Subject to no adverse submissions being received, the Assets Management Strategy as amended be adopted.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
27.2.20	36.2.20	Draft Plans of Management	MHD	1. Categories assigned as detailed in report; 2. Crown Reserves classified identified as operational land; and 3. Draft Plans of Management nearing completion.
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	Matter progressing in the District Court with required affidavits.

WARREN SHIRE COUNCIL

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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
				Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required. Adjourned, new date to be advised (September – November 2025 expected) Defence expert reports received by Solicitor. Teams meeting is scheduled for 6th August 2025, Court date late August 2025 to be confirmed.
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD/ TSM	A single CCTV camera will be installed at the Operators Office as part of the LRCI Round 4 – completed. Due to contractor issues options to be re-considered. Will be included if budget permits.
7.12.23	301.12.23	Internal Auditor – Waste Control Review – November 2022 – February 2023	MHD	The following priority and action be progressed: - An overarching Operational Plan be developed to include risk assessments, procedures, control measures and future strategic actions – in progress and initial commencement 22 August 2024.
24.4.23	83.4.24	Ewenmar Waste Depot Recycling Options	MHD	1. The Manager Health and Development Services to investigate the feasibility of implementing a return and earn facility and other recycling services in conjunction with NetWaste, on a regional

WARREN SHIRE COUNCIL

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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
				basis and other organisations – in progress; and 2. Council re-assesses the community's satisfaction with recycling services in 2 years' time (for 2026/2027 Estimates).
5.12.24	290.12.24	Carter Oval Youth Sports Precinct Usage Tracking and Analysis	MHD	All user groups of the Carter Oval Youth Sports Precinct be requested to implement measures to record facility usage over the next two years to ensure Council is able to report in accordance with grant conditions on usage of the new facilities – in progress.
*5.12.24	331.12.24	Planning Proposal – LEP Review	MHD	Council endorses the amended Planning Proposal to be submitted to the Department for Gateway determination – noted. Submitted 5 February 2025. Determination and conditions received 23 May 2025. Finalisation before or on 4 March 2026. On Public exhibition from 25th June 2025 to 17th July 2025.
*22.5.25	173.5.25	Residential Slabs and Footings Policy	MHD	1. The Residential Slabs and Footings Policy be placed on public exhibition for a minimum of 28 days – completed; and 2. Subject to no adverse submissions being received, the Residential Slabs and Footings Policy as amended be adopted.

WARREN SHIRE COUNCIL

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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Manager Health and Development Services				
				No submissions received by the end of the 28 day public exhibition period and Policy has been adopted.
*26.5.25	222.6.25	Request for Quotation – Final Works on Office Renovations	MHD	An additional \$50,000 be allocated to enable the completion of the office renovations, from the Infrastructure Reserve – Budget adjustments arranged.
*26.5.25	226.6.25	Warren War Memorial Swimming Pool		Council not proceeding with legal proceedings against Beaucorp Pty Ltd at this time – Solicitor has been advised.

RECOMMENDATION:

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

WARREN SHIRE COUNCIL
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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
23.06.2025	Castlereagh Macquarie County Council Meeting	Coonamble
27.6.2025	Strata Committee AGM Meeting	Warren
28.6.2025	Collie Branch Country Women's Association 100 Years Celebration Luncheon	Collie
1.7.2025	Roads Committee Meeting	Warren
4.7.2025	Alliance Western Councils General Manager Advisory Committee Meeting	Dubbo
7.7.2025	Water and Sewerage Committee Meeting	Warren
9.7.2025	Muse State Monthly Media and Communications Meeting	Online
9.7.2025	NBN Local Western NSW Meeting	Warren
10.7.2025	LGPA NSW General Managers Discussion Circle	Online
11.7.2025	Country Heartline Drought Resilience Implementation Project Steering Committee Meeting	Warren
15.7.2025	Grow Services Expo	Warren
15.7.2025	Manex Committee Meeting	Warren
16.7.2025	Australia Day Committee Meeting	Warren
21.7.2025	Warren Shire Council Engineering Services Staff General Induction Day	Warren
23.7.2025	Regional Food Group Meeting	Corowa

WARREN SHIRE COUNCIL
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ITEM 2 COMMITTEE/DELEGATES MEETINGS

CONTINUED

FUTURE MEETINGS NOT ON MEETING SCHEDULE

DATE	COMMITTEE / MEETING	LOCATION
25.7.2025	Alliance Western Council Board Meeting	Gilgandra
29/30.7.2025	Ministers Meetings - Roads Grants	Canberra

RECOMMENDATION:

That the information be received and noted.

WARREN SHIRE COUNCIL
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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 9th May 2025 to 11th June 2025:

Project	Budget	Expenditure/ Committed	Resp	Comment
General				
Restart NSW Warren (STP) Upgrade JC 220-3-0	92,000	Nil	TSM	Rehabilitation program for Old Sewerage Treatment Plant and bore installation being formulated but will be delayed until evaporation pond construction is complete. Project moved to 2025/2026.
NSW Severe Weather & Flood Grant for AGRN 1025 (\$1,000,000) (part of Warren Levee Rehabilitation Project \$7,100,000) Warren Town Levee Remediation JC: 3300-4400-0000 Federal; } 3300-4410-0000 State; and } 3300-4420-0000 OLG AGRN. }	5,291,206 851,018 879,815	4,838,248 752,119 909,764	GM/ IPM/ DMES/ TSM	*MGN Civil Pty Ltd engaged, the first site meeting was held on 27th May 2025, with site mobilisation anticipated to commence mid - June 2025. *An updated Workplan was approved by DCEEW on the 15th May 2025. *The Flood gate installation commenced in May 2025 - Gates 26-34 are complete. *Gate 18 to be completed prior to MGN Civil's Levee Rehabilitation works commencing. Floodgate replacement work in progress - 8 Levee flood gates to be installed and tested.

WARREN SHIRE COUNCIL

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
				20 diesel pumps and fittings were delivered late June 2025 with the balance expected mid/late July 2025.
Modern Slavery Risk Management Plan	14,895	14,895	IPM	The Modern Slavery Risk Assessment of Council suppliers is progressing. The Risk Management Plan is expected to be completed by July 2025 – first draft received on 23 June 2025.
Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B - Infrastructure Projects Management Office Projects: Windows on the Wetlands Centre Precinct Oxley Highway LRCI R4 \$37,996 Includes \$37,004 allocated from restricted funds for infrastructure improvement/ replacement. JC 3350-0017-0010	6081	6081	IPM/ MHD	<p>The project will see Streamline Engineering Group Pty Ltd install new 22kw EV chargers at three key spots around Warren:</p> <ul style="list-style-type: none"> • Windows on the Wetlands (WoW) Centre. • Dubbo Street – next to the Council Administration Centre. • Carter Oval Sporting Precinct Car Park. <p>*Site installation is expected to commence in early June 2025 with completion expected by 30th June 2025.</p> <p>*New EV charging stations have been installed at the three (3) locations.</p> <p>Approval for final Certificate of Compliance from Electrical Works (CCEW) by Essential Energy – awarded. Contractor will return to the sites in the coming weeks to complete signage and pavement marking installation and commissioning.</p> <p>Visitor Information Centre 3 phase meter is complete. Initiated by Council, progressing slowly due to electrical source provider change from Shell to Origin - date of meter change over yet to be determined.</p>
Dog Pound - Animal Shelter Replacement Project JC 3260-4125-0	140,000	151,627	IPM/ MHD	<p>*Plumbing and electrical fitout - complete.</p> <p>Eave and gable flashing to be completed.</p>

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ITEM 3

WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
				Additional quotes are being sought for the dog pens and security doors; Dog pens and security door works by Warren Shire Council staff being planned, likely to happen in July 2025.
Safety Management System GL 3210-4010-5	75,825	54,976	WHS-RC /GM	Works Program ongoing.
Asset Management & IPR	112,636	Nil	GM/ DMES	Works program being formulated.

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ITEM 3

WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
Grant Applications				
*Remote Airstrip Upgrade Program Round 11 Warren Aerodrome Infrastructure Improvements Project RAUPXI000028 Includes Council Contribution \$155,812	207,750	N/A	TSM/ IPM	The grant funds will be allocated to enhance several critical aspects of the facility. The funds will be used to install a circulating RNAV system, improvements to the current animal-proof fence, the height extended to better safeguard the area from wildlife intrusion, thus ensuring the safety of the facilities. Additionally, improvements to the existing drainage system, preventing potential flooding, and maintaining the integrity of the grounds, particularly during adverse weather conditions. Unsuccessful
Community Building Partnership 2025 (CBP) Facilitated by Council on behalf of the Warren Junior Soccer Club Sun Smart, Game Strong-Shade Structure Project- CBP25 – 0992	30,000	N/A	TSM/ PAO	Submitted by the Warren Soccer Club, facilitated by Council, this project aims to enhance the public recreational infrastructure at Carter Oval by installing a shade structure to the new amenities building. The initiative will directly benefit the local sporting community, including Junior and Senior Cricket, Junior and Senior Soccer, and Athletics groups, by providing improved facilities that promote safety, comfort, and usability. Awaiting Notification
*On Behalf of the Warren Junior Soccer Association NSW Office of Sport Carter Oval Sporting Precinct – Sun Smart Upgrades PSP- 2024/25-047	30,000	N/A	TSM/ IPM	Submitted on behalf of the Warren Soccer Club, facilitated by Council, this project aims to enhance the public recreational infrastructure at Carter Oval by installing a shade structure to the new amenities building. The initiative will directly benefit the local sporting community, including Junior and Senior Cricket, Junior and Senior Soccer, and Athletics groups, by providing improved facilities that promote safety, comfort, and usability. Successful

WARREN SHIRE COUNCIL

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ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expend	Resp	Comment
Grant Applications				
Local Government Procurement LGP Procurement Capability Grant Fund 2025	10,500	N/A	IPM/ PAO	In collaboration with Local Government Procurement (LGP), is proposing a tailored training package designed and delivered by LGP Strategic Procurement Solutions – Sustainable Choice. The initiative will involve a half-day workshop for the Council's Management Executive, Procurement, and Contract Management staff, with a focus on effectively implementing the Modern Slavery Risk Management Plan in day-to-day procurement and supplier engagement practices. Participants will develop a clear understanding of key definitions and legal obligations under the Modern Slavery Act 2018 (NSW), particularly in the context of procurement. Successful
*Local Government Procurement LGP Procurement Capability Grant Fund 2025	9,350	N/A	IPM/ PAO	This project proposes to implement the VendorPanel Contracts Management Lite Module to strengthen its procurement and contract management capabilities. This digital solution will provide a centralised platform for managing contracts, tracking milestones, monitoring compliance, and enhancing visibility across procurement-related activities. Unsuccessful

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

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

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 1 RECONCILIATION CERTIFICATE – JUNE 2025

(B1-10.16)

RECOMMENDATION:

That the Statement of Bank and Investments Balance as at 30th June 2025 be received and noted.

PURPOSE

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

BACKGROUND

Clause 212 of the Local Government (General) Regulation 2021 requires the Responsible Accounting Officer to provide a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act.

REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 30th June 2025.

Council should note that investment items listed as

INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 31-May-25	Transactions	Balance 30-Jun-25
General	10,745,117.72	2,399,998.54	13,145,116.26
Water Fund	1,039,326.57	(106,099.96)	933,226.61
Sewerage Fund	1,333,131.85	(288,612.14)	1,044,519.71
North Western Library	195,010.60	(27,745.85)	167,264.75
Trust Fund	92,295.78	0.00	92,295.78
Investment Bank Account	(11,642,013.65)	2,500,000.00	(9,142,013.65)
	1,762,868.87	4,477,540.59	6,240,409.46

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 1 RECONCILIATION CERTIFICATE – JUNE 2025

CONTINUED

BANK STATEMENT RECONCILIATION

Balance as per Bank Statement =	6,240,409.46
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
Balance as per Ledger Accounts less Investments =	<u>6,240,409.46</u>

INVESTMENTS RECONCILIATION

Investments as at 30th June 2025

No.	Institution	Amount	Term (days)	Rate %	3 month BBSW	Maturity Date
	CBA	2,132,013.65	NA	4.10%	NA	On Call A/c
2	NAB	1,500,000.00	90	4.30%	4.13%	18-Aug-25
12	NAB	1,000,000.00	91	4.35%	4.13%	14-Aug-25
13	NAB	1,500,000.00	91	4.35%	4.13%	14-Aug-25
14	NAB	1,500,000.00	91	4.35%	4.13%	14-Aug-25
15	AMP	1,500,000.00	90	4.35%	4.13%	20-Aug-25
	NAB	10,000.00	NA	1.45%	NA	TBA
TOTAL INVESTMENTS =		<u>9,142,013.65</u>				

BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	12,493,705.11
Internally Restricted Funds Invested	2,388,718.00
Unrestricted Funds	<u>500,000.00</u>
TOTAL BANK & INVESTMENTS ACCOUNTS BALANCE =	<u>15,382,423.11</u>

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

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ITEM 1 RECONCILIATION CERTIFICATE – JUNE 2025

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
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ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

RECOMMENDATION:

That the Statement of Rates and Annual Charges information for the period ending 30th June 2025 be received and noted.

PURPOSE

To advise Council of the rates and annual charges levied, collected and currently outstanding as at the report date.

BACKGROUND

A major source of revenue Council receives each year is through the levying of rates and annual charges on property owners in the Warren Shire Council local government area to provide and maintain services to the Warren Shire community.

REPORT

Attached to this report is the statement of rates and annual charges as at 30th June 2025 including comparisons over the last four years.

This report is considered the most accurate and relevant information available, for Council to consider relating Rates and Annual Charges information, for comparative purposes in a related period.

The indicated figures may change depending on final adjustments in part with end of financial year processing, as pertains to requirements within the Annual Financial Statements preparation for 30th June 2025, for the purpose of reporting on performance to Council the values provided are consistent in approach to prior years.

Within the table of values below, the current year General Funds Rates “amount collected” excludes a larger value of un-allocated receipts approx. \$208,000 which is representing the increase of arrears percentage. Additionally, this has also occurred for Warren Water Fund, an amount of approx. \$43,000 in un-allocated receipts reflecting an increase in arrears percentage.

Including the value of un-allocated receipts would see an improvement and align with expected recovery percentages, though it would not reflect accurate views of this report, where system driven data is relied on to inform the figures presented i.e. un-allocated receipts are not forming values listed as “amount collected”.

The Annual Financial Statements will offer the most accurate and holistic view of outstanding Rates, which will be reported to Council on completion of audit undertakings.

FINANCIAL AND RESOURCE IMPLICATIONS

N/A.

LEGAL IMPLICATIONS

N/A.

WARREN SHIRE COUNCIL

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ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES (R1-4)

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.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

Nil.

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 24th July 2025

ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

30-Jun-25

Name of Rate	NETT ARREARS 1st JULY \$	NETT LEVY \$	TOTAL RECEIVABLE \$	COLLECTIONS FOR YEAR		NETT ARREARS	
				AMOUNT COLLECTED \$	COLLECT AS % AGE OF TOTAL REC'ABLE	ARREARS AMOUNT \$	ARREARS AS % AGE OF TOTAL REC'ABLE
General Fund Rates	268,520	5,703,880	5,972,399	5,696,104	95.37%	276,296	4.63%
Warren Water Fund	102,688	600,615	703,303	569,590	80.99%	133,714	19.01%
Warren Sewerage Fund	115,462	627,197	742,659	590,351	79.49%	152,308	20.51%
TOTAL 2024/2025	486,670	6,931,692	7,418,362	6,856,045	92.42%	562,317	7.58%
TOTAL 2023/2024	445,604	6,630,720	7,076,324	6,737,482	95.21%	338,842	4.79%
TOTAL 2022/2023	318,952	6,134,689	6,453,641	6,149,771	95.29%	303,870	4.71%
TOTAL 2021/2022	303,871	6,125,052	6,428,923	6,107,617	95.00%	321,306	5.00%
TOTAL 2020/2021	318,952	5,942,985	6,261,937	5,958,067	95.15%	303,870	4.85%
		30-Jun-21	30-Jun-22	30-Jun-23	30-Jun-24	30-Jun-25	
COLLECTION FIGURES AS \$		5,958,067	6,107,617	6,149,771	6,737,482	6,856,045	
COLLECTION FIGURE AS %		95.15%	95.00%	95.29%	95.21%	92.42%	

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary
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ITEM 3 WORKS PROGRESS REPORT – FINANCE & ADMINISTRATION PROJECTS
(C14-7.1, C9-1)

RECOMMENDATION:

That the information be received and noted.

The following are details of the projects undertaken by the Finance and Administration Department for the 2024/25 financial year.

Project	Budget	Expend	Resp	Comment
Office Equipment Purchases – PC Purchases – Electronic Records Management System Investigation/ Implementation	\$182,615	\$52,386	DMFA	2023/24 estimated carry over value, included in the budget figure is \$51,032 Purchase new office equipment, PC's and other ICT equipment as needed. Ongoing implementation of a Document management system, a new server is in place and transitioning to use in full. Includes cost of new conferencing equipment.

ACRONYMS

DMFA - Divisional Manager Finance & Administration

WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 4

LIBRARIAN'S OPERATIONAL PERFORMANCE REPORT

(L2-2)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

To inform Council of the services the Warren Shire Library has been undertaking.

BACKGROUND

The Warren Shire Library continues to supply a customer focused service which constantly meets the needs of the Warren Shire community.

REPORT

The monthly movie. The April movie was a Cary Grant classic "Houseboat" followed by an impromptu crochet lesson. The May movie was another Cary Grant classic "Charade". The June movie was the latest Steve Coogan's move "The Penguin Lessons".



The library continued its **Outreach programs** with Barnardos, Family Daycare, Little Possums, Catholic Care Playgroup, Warren Preschool, Warren Central and St Mary's kindergartens, all either visiting the library or library officers visiting centres.



WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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ITEM 4

LIBRARIAN'S OPERATIONAL PERFORMANCE REPORT

CONTINUED

The April holiday activities included events such as an easter craft, a couple of sessions with visiting cartoonist Matthew Lin, and a couple of watercolour workshop sessions with Erica @eck.effect.prints.



The ladies were back for the next **card making session** of 2025 which was held on Wednesday 30 April with a lovely group of ladies. The ladies were back for the May session and a lovely surprise. The team has purchased a Cricut to help make all those wonderful cards.

WARREN SHIRE COUNCIL

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ITEM 4

LIBRARIAN'S OPERATIONAL PERFORMANCE REPORT

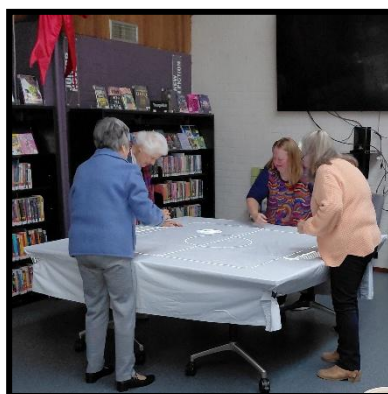
CONTINUED



eResource session

In May the team held an eResource session for the community to give a better understanding of what we have on offer that is free and part of their membership. Unfortunately, we only received 3 participants. We will look to hold this again as we are adding new eResources from both North Western and the State Library of NSW.

During May we kicked off the monthly **Connecting Seniors** program with an amazing group of ladies. The competition was fierce amongst the ladies as to who could whack the mole first or get the ball into the net on the soccer field, but the conversation amongst everyone was held with so much enthusiasm. The next session held in June saw the competition continue amongst the ladies. Even the two Katrina's from the VIC joined in the soccer game.



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 4

LIBRARIAN'S OPERATIONAL PERFORMANCE REPORT

CONTINUED

National Simultaneous Storytime and Paint the Town REaD

The 25th National Simultaneous Storytime was combined with Paint the Town REaD at the Warren Sporting and Cultural Centre. Over 190 students, teachers and parents joined us for the reading of *The Truck cat* by Deborah Frenkell. We were honoured to have Mayor Whiteley do the reading this year. Each participant received a Paint the Town REaD Warren cap and a cupcake.



After-hours return chute

After many months of our electrician trying to work out the issues with the electronic component the decision was made to replace the after-hours return chute with a new one that had no electronic components. These were swapped out in June.

Lego Club

The team reintroduced Lego Club for primary school aged children each Friday afternoon during the term time.



WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration
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LIBRARIAN'S OPERATIONAL PERFORMANCE REPORT

CONTINUED

Show Bags

The team again has provided show bags for the Warren Show and the upcoming Grow Services Expo. The bags contain information about the library services, activities and upcoming events plus some fun items for the kids.

Winter school holidays

The winter school holidays are well prepared by the team. Activities such as mosaics, Lego challenge, movie, story time and an intergenerational session with Connecting Seniors are to be held.

New program launch

The team will be launching 1,000 Books before school during Library and Information Week at the end of July. More information to come.

UPCOMING EVENTS

- July - School Holiday Program
- July – Library and Information Week
- August – Children's Book Week

STAFF TRAINING

- July 21 – Warren Library all staff day

MEETINGS

- September 10 – North Western AGM will be hosted by Bogan Shire Council.
- September 12 - North Western Librarians meeting.
- September 18 – Central West Zone Librarians, meeting in Parkes.
- September 19 – Central West Zone meeting in Parkes.

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LIBRARIAN'S OPERATIONAL PERFORMANCE REPORT

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STATISTICS FOR APRIL – JUNE 2025

APRIL	No.	Category
2/04: Storytime: Warren Central School Kindergarten	19	School age
4/4: Friday Movie	6	Adult
9/4: Storytime: St Mary's Parish School	17	School age
15/4: Holiday events: Easter craft	10	School age
16/4: Holiday events: Cartooning with Mat Lin	15	School age
22/4: Holiday events: Watercolours with Erica Arthur	17	School age
30/4: Adult card making	6	Adult
MAY		
2/5: Friday movie	2	Adult
5/5: Storytime: Little Possums	10	Early childhood
7/5: E resources workshop	3	Adult
12/5: Storytime: Warren Preschool	18	School age
14/5: Seniors Connect morning tea	13	Seniors
21/5: Paint the Town REaD	190	School age
26/5: Storytime: Warren Central School	18	School age
28/5: Adult crafters	6	Adult
JUNE		
2/6: Storytime: St Mary's Parish School	18	School age
6/6: Friday movie	3	Adult
10/6: Storytime: Little Possums	10	Early childhood
11/6: Seniors Connect morning tea	9	Seniors
17/6: Storytime: Warren Preschool Kindergarten	18	School age
24/6: Storytime: Warren Central School	19	School age
25/6: Adult crafters	4	Adult
27/6: Lego Club	4	School age
30/6: Local history talk at Warren Central School	40	School age

Month	Issues	Members	Wi Fi Logins	Internet Bookings	Dolly Parton Imagination Library ⁱ
Apr	788	1,379	34	51	3
May	755	1,382	40	52	1
Jun	597	1,384	51	44	0

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LIBRARIAN'S OPERATIONAL PERFORMANCE REPORT

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North Western Library update

Survey response

The North Western Library survey was conducted during March and April. The response to the survey was not taken up as well as expected but some great responses were received and are guiding us as a team in our direction.

Website upgrade

The decision has been made to bring the North Western Library website back inhouse for better management. Logo Pogo who manages the Warren Shire Council website will be working with us to ensure that we have a working website again.

Librarians meeting

The quarterly meeting was held on Friday 27 June. Discussions included annual statistics, stock rotation, budget expenditure and standing orders for the coming year. Our next meeting will be held on Friday 12 September.

New eResource

The team decided at the last quarterly meeting to sign up for ComicsPlus. This resource will allow all members to access graphic novels and manga for free via an app. We look forward to launching this in early July.

STATISTICS FOR APRIL – JUNE 2025

Month	North Western eBooks ⁱⁱ	North Western eAudio ⁱⁱⁱ	North Western ePress ^{iv}	North Western Web Issues ^v	North Western Efilms/TV ^{vi}	Ancestry	StoryBox Library
Apr	400	666	247	1,101	78	0	8
May	659	699	281	1,247	74	0	9
Jun	466	673	236	1,340	177	0	28

LEGAL IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

STAKEHOLDER CONSULTATION

N/A

OPTIONS

N/A

CONCLUSION

This report is to provide Council with an update of Council library services.

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LIBRARIAN'S OPERATIONAL PERFORMANCE REPORT

CONTINUED

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION / ATTACHMENTS

ⁱ New children registered for program each month

ⁱⁱ Indyreads, BorrowBox, Hoopla and Gale

ⁱⁱⁱ BorrowBox, Hoopla and uLibrary

^{iv} BorrowBox (newspapers and magazines)

^v eResources borrowed by members via the library catalogue or app.

^{vi} Kanopy and Hoopla

WARREN SHIRE COUNCIL
Report of the Divisional Manager Engineering Services
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ITEM 1 WORKS PROGRESS REPORTS – ROADS

(C14-7.2)

RECOMMENDATION:

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Divisional Manager Engineering Services, Roads Infrastructure Manager and Flood Restoration and Special Projects Manager.

ACRONYMS

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

Roads M & R (Maintenance and Repair) Budget and Works
From 11th June 2025 to 30th June 2025.

PROGRAM	BUDGET	EXPENDITURE
Urban Sealed Roads	\$64,039	\$87,427
Parking Areas	\$5,904	Nil
Kerb and Guttering	\$20,800	\$25,022
Footpaths	\$41,327	\$17,367
Urban Unsealed Roads	\$30,633	\$13,168
Rural Sealed Roads	\$525,088	\$543,873
Rural Unsealed Roads	\$1,191,198	\$924,897
Rural Bridges	\$15,600	\$2,033
Regional Sealed Roads	\$822,000	\$887,684
Regional Unsealed Roads	\$120,000	\$82,401
Regional Bridges	\$19,000	\$6,270
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$15,175	\$15,175
Total	\$2,870,764	\$2,605,317

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WORKS PROGRESS REPORTS – ROADS

(C14-7.2)

PROGRAM	BUDGET	EXPEND/COMMIT.	COMMENTS
*RMCC SH11/ Routine Maintenance	\$850,965	N/A	Under Scheduled Maintenance: 22 Culverts will be cleaned (Estimated Budget, \$92,890). Culvert cleaning works is still going on and it will be completed in January 2025. Four Culverts have been repaired (Estimated Budget is \$293,019). Also, One Culvert will be replaced at Oxley Highway in this Financial Year. A work order for \$105,390.03 has been received from TfNSW. Conseth Solutions is working for all the culvert related works.
AGRN 1034 EPA RW RR333 Carinda Road	\$1,251,499	\$714,933	Ongoing
AGRN 1034 EPA RW RR347 Collie Trangie Road	\$290,281	\$42,288	Ongoing
AGRN 1034 EPA RW RR202 Marthaguy Road	\$3,344,735	\$1,492,550	Ongoing
AGRN 1034 EPA RW RR7515 Warren Road	\$886	0	Not yet started
AGRN 1034 EPA RW Regional Roads	Total \$4,887,401	Total \$2,493,104	
AGRN 1034 EPA RW SR49 Arthur Butler Drive	\$21,420	0	Not yet started
AGRN 1034 EPA RW SR29 Belah View Road	\$10,116	0	Not yet started
AGRN 1034 EPA RW SR9 Booka Road	\$4,577	0	Not yet started
AGRN 1034 EPA RW SR42 Boss' Lane	\$30,309	0	Not yet started
AGRN 1034 EPA RW SR35 Bourbah Road	\$19,861	\$194	Ongoing
AGRN 1034 EPA RW SR62 Buddabadah Road	\$50,244	\$36,547	Ongoing
AGRN 1034 EPA RW SR68 Bundemar Road	\$111,272	0	Not yet started

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

PROGRAM	BUDGET	EXPEND/COMMIT.	COMMENTS
AGRN 1034 EPA RW SR3 Canonba Road	\$13,742	0	Not yet started
AGRN 1034 EPA RW SR 33-Castlebar Road	\$64,070	\$445	Ongoing
AGRN 1034 EPA RW SR54 Cathundral-Bogan Road	\$94,421	0	Not yet started
AGRN 1034 EPA RW SR44 Charlieville Road	\$8,111	0	Not yet started
AGRN 1034 EPA RW SR25 Cullemburrawang Road	\$3,987	0	Not yet started
AGRN 1034 EPA RW SR60 Dandaloo Road	\$17,438	0	Not yet started
AGRN 1034 EPA RW SR41 Dick's Camp Lane	\$6,536	0	Not yet started
AGRN 1034 EPA RW SR26 Drungalear Road	\$15,962	0	Not yet started
AGRN 1034 EPA RW SR21 Duffity Road	\$49,752	0	Not yet started
AGRN 1034 EPA RW SR86 Ellerslie Road	\$19,036	0	Not yet started
AGRN 1034 EPA RW SR36 Gibson Way	\$72,305	\$64,647	Ongoing
AGRN 1034 EPA RW SR23 Gradgery Road	\$15,595	0	Not yet started
AGRN 1034 EPA RW SR79 Greentree Lane	\$53,605	0	Not yet started
*AGRN 1034 EPA RW SR95 Gunningba Road	\$34,794	\$34,794	Completed
AGRN 1034 EPA RW SR91 Industrial Access Road	\$94,534	0	Not yet started
AGRN 1034 EPA RW SR15 Johnsons Road	\$54,589	0	Not yet started
AGRN 1034 EPA RW SR89 Leeches Creek Road	\$3,554	0	Not yet started
AGRN 1034 EPA RW SR12 Lemongrove Road	\$219,839	\$105,787	Ongoing
AGRN 1034 EPA RW SR18 Mannix Road	\$17,072	0	Not yet started
AGRN 1034 EPA RW SR69 Mullengudgery Road	\$132,974	0	Not yet started
AGRN 1034 EPA RW SR51 Oakley Road	\$19,465	0	Not yet started

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WORKS PROGRESS REPORTS – ROADS

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PROGRAM	BUDGET	EXPEND/COMMIT.	COMMENTS
AGRN 1034 EPA RW SR74 Old Showground Road	\$3,578	0	Not yet started
AGRN 1034 EPA RW SR65 Old Warren Road	\$297,616	0	Not yet started
AGRN 1034 EPA RW SR1 Oxley Road	\$73,550	0	Not yet started
AGRN 1034 EPA RW SR75 Pineclump Soldiers Road	\$36,735	\$23,300	Ongoing
AGRN 1034 EPA RW SR34 Pleasant View Lane	\$11,479	0	Not yet started
AGRN 1034 EPA RW SR88 Quigley Carroll Road	\$31,430	0	Not yet started
AGRN 1034 EPA RW SR6 Retreat Road	\$15,543	0	Not yet started
AGRN 1034 EPA RW SR83 Rifle Range Road	\$31,398	\$16,677	Ongoing
AGRN 1034 EPA RW SR48 Ringorah Road	\$69,994	0	Not yet started
AGRN 1034 EPA RW SR28 Rothsay Road	\$5,447	0	Not yet started
AGRN 1034 EPA RW SR2 Sanctuary Road	\$11,789	0	Not yet started
AGRN 1034 EPA RW SR72 Snakes Lane	\$7,529	0	Not yet started
AGRN 1034 EPA RW SR56 Tabratong Lane	\$118,951	0	Not yet started
AGRN 1034 EPA RW SR53 Thornton Road	\$12,721	0	Not yet started
AGRN 1034 EPA RW SR59 Tottenham Road	\$66,975	\$178	Ongoing
AGRN 1034 EPA RW SR73 Udora Road	\$727,128	\$481,296	Ongoing
AGRN 1034 EPA RW SR66 Wambianna Road	\$470,947	\$357,713	Ongoing
AGRN 1034 EPA RW SR77 Wambianna Soldiers Road	\$50,773	0	Not yet started
AGRN 1034 EPA RW SR46 Widgeree Road	\$38,524	\$206	Ongoing
AGRN 1034 EPA RW SR52 Windabyne Bridge Road	\$7,018	0	Not yet started

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

PROGRAM	BUDGET	EXPEND/COMMIT.	COMMENTS
AGRN 1034 EPA RW SR38 Yungundi Road	\$31,504	0	Not yet started
AGRN 1034 EPA RW Local Roads	Total \$3,768,387	Total \$1,123,646	

MAINTENANCE

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Grader Crew 1 (Three-man crew)	RR333 Carinda Road	Road Safety Program Construction	Ongoing
Grader Crew 2 (Three-man crew)	RR202 Marthaguy Road	Construction	Ongoing
Grader Crew 3 (Three-man crew)	Pineclump Soldiers Road	Grading Flood Work and Gravel Resheeting	Ongoing
Grader Crew 4 (Three-man crew)	Crew Split Up	No Grader Driver At present.	
Grader Crew 5 (Three-man crew)	Vacant		

WORK CREW	LOCATION	ACTIVITY	EMULSION USED	STONE USED
Paveliner (Tar Patching)	RR333 Carinda Road	Patching 34 holes	500L	5T
	RR333 Carinda Road	Edge Breaks	3,100L	31T
	Industrial Access Road	Edge Breaks	700L	7T

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CONTINUED

WORK CREW	LOCATION	ACTIVITY
Roadside Maintenance Team	Roundabout	Install and Remove Work Lights
	Roundabout	Paint Pedestrian Crossings
	SH11 Oxley Highway	Roadside Spraying
	SR64 Ellengerah Road	Slashing
	SR83 Rifle Range Road	Slashing
	SR66 Wambianna Road	Sign Maintenance

CREW	LOCATION	WORK COMPLETED	EMULSION USED	STONE USED
Pavement Maintenance Team (Tar Patching)	Carinda Road	Potholes	300L	3T

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Contractor - Neill Earthmoving	RR333 Carinda Road Segment 14	Reconstructing Roadway 1km Sealed 5/7/25	Completed Segment 6 & 14
Contractor - Neill Earthmoving	RR333 Carinda Road Segment 16	Reconstruction 1250m- Segment 16	Underway
Grader 1 - Scott Fitzgerald	RR333 Carinda Road	Reconstruct Road - Road Safety Program Segment 72	Underway
Grader 2 - Terance Hume	RR202 Marthaguy Road Segment 20	1km completed including 14/7 seal	Completed
Grader 2 - Terance Hume	RR202 Marthaguy Road Segment 20	Reconstruct Road - Road Safety Program	Underway

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

UPCOMING WORKS (JULY-AUGUST)

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	RR333 Carinda Road (Towards Zero Safer Roads Program)	Rehabilitation
Grader Crew 2 (Three-man crew)	SR91 Industrial Access Road	Flood Damage Repair
Grader Crew 3 (Three-man crew)	SR66 Wambianna Road	Flood Damage Repair
	SR59 Tottenham Road	Flood Heavy Patching
	Industrial Access Side Entry Pit	Kerb Construction
Grader Crew 4 (Three-man crew)	Crew Split Up	No Grader Driver At present.
Grader Crew 5 (Three-man crew)	Vacant	
Neill Earthmoving	RR202 Marthaguy Road - 750m Segment 00 (Intersection to Concrete Floodway)	Reconstructing Road Realignment to Intersection on Oxley Highway
	Ewenmar Landfill Entry Road	Flood Recovery Construct Roadway
Brett Brouff Earthmoving	RR202 Marthaguy Road	Install Box Culvert Farm Access Floodway.
Whitelines	Asphalt Works Roundabout, Railway Crossings & Boothaguy Bridge RR333 Carinda Road Rehab Seg 6	Line Marking

CAPITAL WORKS IN PROGRESS

Project	Budget	Expend/ Comm	Resp	Comment
Bridges Renewal Program RR 7515 Warren Road Replacement of Newe Park Bridge and Marthaguy Creek Bridge	\$5,010,000	\$4,437,294	DMES	Both bridge structures have been completed. Approach roadwork at Marthaguy Creek bridge is progressing.

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Project	Budget	Expend/ Comm	Resp	Comment
Urban Unsealed Roads Resheeting	\$15,750	\$1,012	RIM	Ongoing.
Resheeting of SR 75 - Pineclump Soldiers Rd – 1 km	\$82,354	\$27,184	RIM	Ongoing
Resheeting of SR 87 - Cremorne Rd– 1 km	\$97,797	\$66,768	RIM	Completed
Resheeting of SR 97 - Kianga-Marebone Road – 1 km	\$117,304	\$103,462	RIM	Ongoing
NSW Disaster Ready Fund – Electronic Signage at Reddenville Break and Stoney Creek Crossing.	\$77,021.00	\$60,639	DMES	Procurement ongoing.
Safer Roads Program – Carinda Road, Segment 62 to 70; Shoulder Widening.	\$4,142,973 \$450,000 co-contribution	\$2,741,080	DMES/RIM	3km has been sealed.
Safer Roads Program – Marthaguy Road, Segment 12 to 20; Safety Improvements.	\$4,777,592 \$450,000 co-contribution	\$1,018,710	DMES/RIM	Ongoing
Floodplain Management Program (DCCEW) – Warren Town Flood Study	\$226,308	Nil	DMES	Kick off meeting held on 10/6/2025

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B				
Project	Budget	Expend/ Comm	Resp	Comment
*Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) and Fixing Local Roads Round 4 SR58 Nevertire – Bogan Road, Segment 4,6,8 and 10 Rehabilitation.	\$3,512,560 Made up of \$2,813,215 grant & \$699,345 Council	\$2,914,179	DMES/ RIM	Rehabilitation & Seals – 8 km has already been sealed. Few Pavement Defects to be rectified through Heavy Patching Works. Also, Head Walls of 3 Culverts to be replaced. Line Marking works will be organised thereafter. Complete.
*Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) SR83 Rifle Range Road, SH11 Oxley Highway and SR64 Ellengerah Road Intersections Construction	\$176,815	\$176,815	DMES/ RIM/ FRSPM	Ellengerah Road Intersection has been completed. Line Marking works to be Completed.

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WORKS PROGRESS REPORTS – ROADS

CONTINUED

Project	Budget	Expend/ Comm	Resp	Comment
Grant Applications				
Regional Precincts and Partnership Program – Precinct Delivery – Warren CBD Upgrade Grant Application	\$13,244,452	Nil	DMES/ POA	Unsuccessful notification received. Staff have revised and resubmitted the application.
*Safer Local Roads and Infrastructure Program / Belaringar Bridge (Weir Offtake) Ellengerah Road Replacement	\$2,330,000 (\$466,000 Council Contribution)	Nil	DMES	Application resubmitted Pending grant approval. Unsuccessful.
*Safer Local Roads and Infrastructure Program Safer Local Roads and Infrastructure Program/ Weemabung Bridge Replacement and Warren Road Rehabilitation	\$2,525,000 (\$510,000 Council Contribution)	Nil	DMES	Application resubmitted Pending grant approval. Unsuccessful.
Australian Government Black Spot Program – Wambianna Road Safety Improvements	Grant \$1,013,000	Nil	DMES	Pending grant approval
Disaster Ready Fund Round 3 – Causeway Reconstruction Segment 46 and Segment 156 on RR333 Carinda Road.	\$1,933,750	Nil	RIM	Pending Grant Approval.

WARREN SHIRE COUNCIL
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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 11th June 2025 to 30th June 2025.

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

Project	Budget	Expend/Comm	Resp	Comment
General				
*Warren Tennis Court Light Poles Refurbishment. GL: 3360-4015-0105 JC: 106-105-5	\$10,000	\$11,324	TSM	23/06/2025 Poles and boxes have been powder coated and delivered to Warren. Installation planned for Friday 27 th June 2025. 07/07/2025 Complete
Warren Airport Exclusion Fencing Subject to additional 50% Grant Funding GL: 3420-4320-0120	\$98,000	Nil	TSM	7/01/2025 Grant submitted. Awaiting Determination.
Warren Airport Improvement Works Subject to additional 50% Grant Funding GL: 3420-4320-0110	\$101,600	Nil	TSM	7/01/2025 Grant submitted. Awaiting Determination.

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend/Comm	Resp	Comment
Warren Showground Drought Proof Irrigation/Fencing Project				*23/06/2025 Awaiting Contractors to finalise the commissioning.
Installation of Exclusion Fencing.	\$272,727	\$276,764	IPM/ TSM	07/07/2025 Access Control is installed and commissioned on all gates. Awaiting gate installation contractor to finalise the power and safety devices on centre gates.
Additional funding from Warren Jockey Club (WJC) & Racing NSW				
JC: 122-5-10				
GL: 3360-4030-0045				

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Water Services				
Project	Budget	Expend/Comm	Resp	Comment
Water Extraction Meter Compliance GL: 4580-4320-0003 JC: 0190-0010-0000	\$1,346	Nil	TSM	2/09/2024 Once completed, Information from the IWCM and Water Security Projects will support the need for the Water Access Licence (WAL).
*Upgrade Water Network Telemetry System. GL: 4580-4320-0003 JC: 0190-0020-0005	\$60,000	\$55,642	TSM	*23/06/2025 Completed. Awaiting final invoices. 07/07/2025 Completed
Regional Leakage Reduction Program – Local Water Utilities Projects GL: 4580-4320-0004 JC: 0190-0340-0000 Pressure 0005 Leak 0015 Metering 0025	\$20,619	Nil	TSM	*18/11/2024 Reid Environmental has been engaged by DPIE to review the pressure and flow data we collect and make recommendations on areas of potential improvements. 07/07/2025 Final report to be submitted.
*Water Valve Replacement Program GL: 4580-4320-0055 JC: 0190-0030-0005	\$100,000	\$101,624	TSM	23/06/2025 Complete for 2024/2025.

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Sewerage Services				
Project	Budget	Expend/Comm	Resp	Comment
CCTV and Smoke Testing of Sewer at Warren and Nevertire GL: 5580-4320-0002 JC: 230-0000-0005	\$400,000	\$316,443	TSM	*7/05/2025 Ongoing 09/07/2025 Progressing
*Upgrade Sewerage Network Telemetry System GL: 5580-4320-4000 JC: 0226-0010-0005	\$80,000	\$58,735	TSM	07/05/2025 Ongoing. 9/07/2025 Complete.
Warren Sewerage Treatment Plant Replacement GL: 5580-4320-0001	\$92,000	Nil	TSM	Rehabilitation Program for Old Sewerage Treatment Plant and bore installation being formulated. 07/04/2025 Project moved to 2025/2026
Thornton Avenue Sewer Pump Station Refurbishment GL: 5580-4320-4030 JC: 201-90-10	\$107,000	Nil	TSM	07/04/2025 Project moved to 2025/2026
Sewer Pump Stations Safety Improvements GL: 5580-4320-4000 JC: 201-90-0000	\$99,750	Nil	TSM	Work being scoped. Project moved to 2025/2026
*Construction of Additional Evaporation Lagoon at Tiger Bay STP. GL: 5580-4320-4040 JC: 227-30-5	\$540,000	\$455,671	TSM	07/05/2025 Bulk earthworks complete. Roads and hydro mulching to be carried out. 10/06/2025 Practical Completion achieved. Repairs to damaged bitumen to be carried out when crew is available.

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Project	Budget	Expend/Comm	Resp
Levee Restoration			
Warren Levee Rehabilitation			DMES/TSM/IPM
JC:			
3300-4400-0000 Federal;	\$5,291,206	\$4,838,248	
3300-4410-0000 State	\$851,018	\$752,119	
3300-4420-0000 OLG AGRN:	\$879,815	\$909,764	
<u>Comments</u>			
*23/06/2025			
20 of the diesel trash pumps and fittings have been delivered. 20 remaining pumps to be delivered mid to late July.			
8 Levee flood gates to be installed and tested.			

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

CONTINUED

Local Roads and Community Infrastructure Grant Programs for Phase 4				
Project	Budget	Expend	Resp	Comment
Warren CCTV System GL: 3360-4040-0005 JC: 3350-9-10	\$108,598 Approved amended budget.	Nil	TSM	7/07/2025 New contractor commenced work on Tuesday 8/07/2025.
IWCM & Water Security Projects				
Project	Budget	Expend	Resp	Comment
Integrated Water Cycle Management (IWCM) Strategy Project JC: 191-6-0	\$339,470 Council contribution is \$33,947	\$363,636	TSM	26/05/2025 Project on-going. 07/05/2025 Kick-off meeting and site inspections carried out 5 th & 6 th May 2025.
Warren Shire Water Security Project JC:191-4-0	\$1,127,700 Council contribution is \$112,770	\$1,025,182	TSM	26/05/2025 Project on-going. 07/05/2025 Kick-off meeting and site inspections carried out 5 th & 6 th May 2025.

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Activity	Required Interval	Details	
Water System Planned Maintenance			
River mains flushing	As required	Flushing occurs three monthly when hydrants are flushed. Additionally, river water mains are flushed when problems such as poor pressure/flow are identified.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary.	
Fire hydrants. Covers checked, painted, flushed, and replaced where necessary, Blue reflective indicators and signs installed	Quarterly	Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.	
Bore Inspections	5 Year Rolling Program	Next inspections due 2028	
Warren, Nevertire and Collie water chlorine, turbidity, temperature, and pH testing	Weekly at specific locations	Testing carried out daily at Warren and Nevertire.	
Warren river pumps		Ellengerah Rd Oxley Park Macquarie Park Racecourse	Breakdown maintenance only.
Reservoir cleaning	3 to 5 years	Ellengerah and Nevertire Bore Reservoirs	Next Diver inspection December 2025. 30/09/2024 Ellengerah inspected & hosed out September 2024 during valve replacement.
		River Water Reservoirs	Investigate using Remotely Operated Vehicle (ROV) to inspect in 2025.

Sewerage System Planned Maintenance			
Warren Sewerage Treatment Works	Currently effluent analysis is carried out monthly.	10/02/2025 Negotiations with EPA regarding new licence and possible reuse will commence in mid-2025. Severe cracking was discovered in the inlet channel. Barnson Engineering have been engaged to develop a repair methodology.	

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Water and Sewerage Works Subject to Funding					
Location		Work Under Development			
Collie Water Supply (Reliability, Quality and Chlorination)		Relocation of the two, large Pioneer tanks to a new site located West of the Village. Construct a 10m high tank stand to support one or two, 25,000 litre water tanks at the Pioneer tank location. Installation of small package Water Treatment Plant and new gaseous chlorination equipment to return water supply to potable status. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove the old, elevated tanks.			
Water and Sewer – Routine Works Budget vs Expenditure as of 30 th June 2025					
Account		Budget	Expenditure, Inc. Commitments		
Water Fund Maintenance and Repair		\$655,884	\$681,235 (104%)		
GL’s: 4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003					
Sewer Fund Maintenance and Repair		\$334,255	\$283,309 (85%)		
GL’s: 5200-0003, 5250-0003, 5280-0003 & 5300-0003.					
Parks and Gardens – Routine Works Budget Vs Expenditure as of 30 th June 2025					
Account		Budget	Expenditure, Inc. Commitments		
Parks, Gardens, Cemeteries, Racecourse & Levee		\$1,038,599	\$1,101,877 (106%)		
GL’s: 0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003					
Aerodrome – Routine Works Budget vs Expenditure as of 30 th June 2025					
Account		Budget	Expenditure, Inc. Commitments		
Aerodrome Operations		\$179,479	\$189,492 (106%)		
GL: 2555-0003 JC: 2549-0-0					
Town Services Routine Budget Position Year to Date		Budget	Expenditure	Percentage of Year Elapsed	Percentage of Budget Committed
		\$2,208,217	\$2,255,912	100%	102%

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Water and Sewer Works

- Hydrant flushing Warren/Nevertire
- Valve replacement at front of Macquarie park
- Meter re-reading in Warren
- Racecourse SPS station repairs
- 211 Dubbo St meter repairs
- Repair round about valve box
- 74 Chester St bore service break
- Warren Cemetery blocked toilet
- Hydro excavation work at the pool
- Manhole repairs
- 12 Milson St meter inspection
- 2 Boston St meter repairs
- 18 Hale St meter repairs
- Stephens Averiver main break
- 2 hale St river service break
- Pony club toilet blockage

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As of 30th June 2025

Warren Sewerage Treatment Works inflow Sewerage Year – 1st June 2025 to 31st May 2026				
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
June 2025	1044*	398	6.38	6.38
July 2025				
August 2025				
September 2025				
October 2025				
November 2025				
December 2025				
January 2026				
February 2026				
March 2026				
April 2026				
May 2026				

*Due to wet weather

** Pump Failure

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Bulk Water Reading per Quarter

Water Source	FIRST QUARTER READING 1/07/24- 31/09/24	BULK USAGE TO DATE (ML)	SECOND QUARTER READING 1/10/24 - 31/12/24	BULK USAGE TO DATE (ML)	THIRD QUARTER READING 1/01/25- 31/03/25	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING 1/04/25 - 30/06/25	BULK USAGE TO DATE (ML)	% OF ANNUAL ALLOCATION	Max. Allocation (ML)
Warren Bores										
Bore 1 (Bore Flat) Lic. 80AL703155	49.13	49.13	59.68	108.81	74.93	183.75	57.02	240.77		
Bore 2 (Ellengerah) Unlicensed	9.48	9.48	1.48	10.96	0.00	10.96	3.82	14.78		
	58.61	58.61	61.16	119.77	74.93	194.71	60.84	255.55	36.51%	700
Warren River										
Oxley Park Lic. 80AL700017	1.70	1.70	2.47	4.18	12.25	16.43	3.44	19.87		
Ellengerah Rd Lic. 80AL700017	23.29	23.29	42.22	65.51	62.06	127.57	30.64	158.21		
	24.99	24.99	44.69	69.68	74.32	144.00	34.08	178.08	23.74%	750
Showground (Racetrack)										
Lic. 80AL700645	0.00	0.00	19.34	19.34	38.05	57.39	0.00	57.39	30.53%	188
Nevertire Bore Lic. 80AL703158	4.77	4.77	10.73	15.50	8.57	24.07	4.88	28.95	72.38%	40
Collie Bore Lic. 80CA724011	0.99	0.99	1.20	2.19	1.85	4.04	0.93	4.96	19.85%	25
Macquarie Park 80AL700996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	14.2

*Rainfall for June: 37.7 mm

*Rainfall to date: 223.7 mm

*Burrendong Dam Level: 51%

*As of 24/6/2025

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WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

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

Parks and Gardens Works

- Skate/Splash Park mow/snip
- Town approaches mowing
- Stubbs Levee mow/snip
- Woolnough Levee mow/snip
- Ravenswood Park mow/snip
- Event preparation Nevertire
- Victoria Oval mow/snip/line marking
- CBD area weeding/pruning/spraying
- Lawn Cemetery mow/snip
- Shire Chambers mow/snip
- Woolnough Levee mow/snip
- Bob Christensen reserve mow/snip
- Saunders park mow/snip
- Far west academy mow/snip
- Warren Medical Centre mow/snip
- Warren median strip's mow/snip
- Inspect irrigation systems (on going)
- Line marking Victoria oval
- Preparation for GROW EXPO
- Boston Street levee mow/snip
- Library mow/snip
- Bore flat mow/snip
- CBD area tidy up weeding
- Victoria oval Cricket pitch preparation (ongoing)
- Orchard St Park mow/snip
- Ebert Park mow/snip
- Oxley Park mow/snip
- Rotary Park mow/snip
- Lions Park mow/snip
- Macquarie Park mow/snip
- Macquarie Drive mow/snip
- Tiger bay pump station mow/snip
- Warren Shire Chambers mow/snip
- Preparation for Cattleman's Cup

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ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

Softfall areas at Macquarie and Ravenswood Parks are inspected and blown down daily.

BBQs at Macquarie Park, Oxley Park, Skate Park, and Splash Park are cleaned twice a week

.

The following locations were mown, whipper-snipped, and weeded in the period from 11th June 2025 to 30th June 2025.

- | | |
|---------------------------------|-------------------------------|
| • Bore Flat | • Sewer Pumping Stations |
| • Bore Flat Levee | • Shire Housing |
| • Carter Oval | • Town Medians and Approaches |
| • Other Reserves | • Water Pumping Stations and |
| • Woolnough/Stubbs Street Levee | Reservoirs |
| • WOW Centre | • Tiger Bay Walking Track |

Town Crew

- Weed spraying around Warren
- Clean up laneways in Warren (on going)
- Pick up destroyed roof from Noel Waters Oval
- Sweep walkways in Warren
- Blow down leaves in Dubbo St
- Clean grates around Warren
- Grave duties
- Assist with tennis court lights
- Clean out wash bay at depot
- Straighten signs around Warren
- Remove rubbish from depot

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ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

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

Description	Expenditure/ Committed
<p>Non-Roads November/ December 2021 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.</p> <p>(Application for reimbursement submitted 8/03/2022)</p>	<p>\$173,456.91</p> <p>Note: \$37,163 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.</p> <p>9/05/24</p> <p>Currently only \$73,012.03 has been approved for payment by SES/RA.</p> <p>GM met with the Minister for Emergency Services on 9th May 2024 to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs.</p> <p>Mayor & GM met with NSW Treasurer on 9 August 2024. Working with Member for Barwon to obtain funding. Mayor met with the Minister for Recovery on 28th March, 2025.</p>
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/ Committed
<p>Non-Roads July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.</p> <p>(Application for reimbursement submitted 28/2/2023).</p>	<p>\$757,745.33</p> <p>Note: \$37,163 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.</p> <p>9/05/24</p> <p>Currently only \$169,827.86 has been approved for payment by SES/RA.</p> <p>GM met with the Minister for Emergency Services on 9th May 2024 to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs. Mayor & GM met with NSW Treasurer on 9 August 2024. Working with Member for Barwon to obtain funding. Mayor met with the Minister for Recovery on 28th March 2025.</p>
0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540	

WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services
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ITEM 3 WORKS PROGRESS REPORTS – PLANT

(P2-3)

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 11th June 2025 to 30th June 2025.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P107	Isuzu Tipper Truck	Broken mirror passenger side, new mirror ordered to replace when arrives.	1hr	1hr
P36	Isuzu Tipper Truck Tip	Broken mirror passenger side, new mirror ordered to be replaced when arrives.	1hr	1hr
P22	John Deere 770g Grader	Repair to broken transmission hydraulic line complete.		8hrs
P3624	Toyota Fortuner	Spotlights fitted to front of vehicle at operator's request.	2hrs	2hrs
P2402	Tipper Trailer	Track rod bush bolts tightened and inspected.	1hr	1hr
P2404	Tipper Trailer	Track rod bush bolts tightened and inspected.	1hr	1hr
P2121	John Deere 6140M Tractor	Inspection on front windscreen wipers not working, control circuit issue new multifunction switch ordered to be replaced when arrives.	5hrs	5hrs
P2383	Mack Superliner	Driving lights and circuit fitted to front bulbar at operator's request.	4hrs	4hrs
P8	Caterpillar 432F Backhoe	Remove replace 3 flat front tyres.	4hrs	4hrs
P3612	Toyota Hilux	Cleaned and taken to Pickles for sale. Sold at \$31,000.		5hrs
P90	Isuzu Workshop Truck	Cleaned stripped and taken to Pickles for sale.		6hrs
P1063	Isuzu Tender Truck	Cleaned stripped and taken to Pickles for sale.		6hrs

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ITEM 3 WORKS PROGRESS REPORTS – PLANT CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P1047	Isuzu Sweeper Truck	DPF code 127. Particulate filter abnormal. Exhaust brake stuck open, repaired and manual burn done all ok now.	6hrs	6hrs
P2000	Caterpillar 140 Grader	Leaking mouldboard slide ram, remove ram, pin hole leak in supply line from build-up of dirt gravel in slide housing. Braze line and re fit check function all ok now explained to operator importance of cleaning out debris.	6hrs	6hrs
P2182	A1 Traffic Lights Set	Short on power, cleaned solar panels, topped up batteries and charged with generator for the day.	1hr	2hrs
P2183	A1 Traffic Light Set	Short on power, cleaned solar panels, topped up batteries and charged with generator for the day.	1hr	2hrs
P103	Bomag Stabilizer	Relocated into shop to start repair process. Initial findings - water pump leaking, rig material found behind engine cover LH side of engine.		4hrs
P3621	Toyota Hilux Dual Cab	Taken to windscreens O'brien for windscreen replacement.	5hrs	5hrs
P240	Toyota Aurion	Assessed and temporarily repaired damage to front bumper from animal collision. New bumper or smash repair quote required to repair properly.	2hrs	2hrs
P2382	Freightliner Truck	Organised for 90,000km service at Hals transport in Dubbo on the 31-7-25.		.5hr
P5	Bomag Smooth Drum Roller	Starting issues, x2 new batteries fitted charging system check for function all ok battery test shows one battery failed.	3hrs	3hrs
P70	Iseki Mower	X2 new rear steer tyres fitted to machine, tie rod ends bolts tightened test run all seems ok now.	4hrs	4hrs
P3624	Toyota Fortuner	X4 new tyres fitted to machine, wheel alignment organised.	2hrs	1hr
P50	Isuzu Large Tipper Tar Truck	HIVS inspection done, repairs made new axle seal fitted to No2 axle passenger side. Inner wheel replaced also same axle. Rear warning signs replaced and x2 clearance lights on passenger side replaced also.	8hrs	8hrs
P2402 P2404	Tipper Trailers	Tarp motors playing up circuit malfunction repaired, motors dismantled and commutators for motors cleaned.	6hrs	6hrs

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ITEM 3

WORKS PROGRESS REPORTS – PLANT

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
		Reassembled and test function all seems ok now.		

ACRONYMS

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

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

(B4-9)

RECOMMENDATION:

That the information be received and noted.

PURPOSE

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

BACKGROUND

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

REPORT

Development Applications that have been received for approval for June 2025.

FILE	LOCATION	WORKS	RECEIVED	APPROVED
NIL				

LEGAL IMPLICATIONS

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

RISK IMPLICATIONS

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

STAKEHOLDER CONSULTATION OPTIONS

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

CONCLUSION

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

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

SUPPORTING INFORMATION/ ATTACHMENT

Nil

WARREN SHIRE COUNCIL
Report of the Manager Health & Development Services
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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES (C14-7.3)

RECOMMENDATION:

That the information be received and noted.

The following are details of the projects and grant applications that are being managed by the Manager Health and Development Services.

Budget and Works from 11th June 2025 to 9th July 2025

2020 Projects	Budget	Expend. /Comm	Resp	Comment
Construction of two (2) x Council dwellings. 21 Deacon Drive and 8 Deacon Drive. 0300-0065-0010	56,145	264,925.97	MHD	Completed July 2020. New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021. Formal complaint lodged with Department of Fair-Trading 4th March 2021. Additional information provided 11th March 2021. A further report provided to Council in August 2021. Rectification order issued. Expired 26/10/2021 Builder expected at the end of November to complete requested maintenance and repair work which has not progressed. Report provided to February 2022 Committee of the Whole Closed Council Meeting concerning directions on this project. Council resolved that: Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court. Mediation undertaken on 30 th April 2024. Further reporting undertaken to the May 2024 Council Meeting.

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WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

2020 Projects	Budget	Expend. /Comm	Resp	Comment
				<p>Matter set down for the District Court for 4th - 8th November 2024.</p> <p>Adjourned new date yet to be determined. Update given at the October 2024 Council Meeting. Expert reports to be provided, Teams scheduled August 2025, mediation is set for 1st September 2025, court scheduled mid-late October 2025 - date to be confirmed.</p>
2023 Projects	Budget	Expend. /Comm	Resp	Comment
Ewenmar Waste Depot Road repairs. AGRN 1034 Flood event.	220,500	Nil	MHD/DMES	<p>*AGRN 1034 Flood event.</p> <p>306 claims complete for \$220,500.</p> <p>*Claim resubmitted to Public Works.</p> <p>*Photos submitted as requested. Claim certified by Council Engineer November 2024. Waiting on approval.</p> <p>\$220,500 claim certified as requested May 2025.</p> <p>Approval received June 2025. Works expected to be Completed October 2025</p>

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WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

Warren Support Services (Targeted Early Intervention)				
	Budget	Expend. /Comm	Resp	Comment
*2.41 Warren performing Arts and Language Place Inc Warraan Widji Arts Dance and Grow.	5,000	5,000	MHD	14/2/2024 - 1/6/2025 Acquittal Complete
Warren Support Services (Targeted Early Intervention)				
	Budget	Expend. /Comm	Resp	Comment
Warren Youth Group - Counselling Service.	5,000	Nil	MHD	April - July 2025
2.58 Junior Soccer	5,000	Nil	GM	2025 Soccer season
*2.59 Warren P&A Entertainment for Children.	5,000	5,000	MHD	14 th June 2025 Acquittal Complete
*2.60 Warren P&A Experience Education and Fun Sites.	5,000	5,000	MHD	14 th June 2025 Acquittal Complete
*2.61 Warren Performing Arts and Language Place Inc (Warraan Widji Arts) Youth Rap/Pop/Country Music Ensemble.	5,000	5,000	MHD	25 th February 2025 to 23 rd April 2025 Acquittal Complete
2.62 Warren Chamber of Music Festival 2025.	5,000	Nil	MHD	29-30 th April 2025
2.63 Warren MPS – Dolly Parton Imagination Library.	5,000	Nil	MHD	6 th March 2025 – 6 th March 2026
*2.64 CWA Speak out.	2,000	2,000	MHD	14 th May 2025 Acquittal Complete
Warren Support Services (Targeted Early Intervention)				
	Budget	Expend. /Comm	Resp	Comment
2.65 Warren Youth Group Music Workshop.	4,250	Nil	MHD	April – July 2025

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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

2.66 St Mary's Naidoc Beemunnel Day	5,000	Nil	MHD	21 st July to 25 th July 2025
2.67 Warren Youth Group Grow Services Day	5,000	Nil	MDH	15 th July 2025

Town Planning				
LEP Review.	45,000	40,518.50	MHD	Consultant engaged. Planning Proposal submitted 5 th February 2025 for gateway determination. Gateway determination and conditions received 23 rd May 2025. LEP to be finalised before or on 4 th March 2026. Public exhibition 25 th June 2025 – 17 th July 2025.
2024 Projects	Budget	Expend/Comm	Resp	Comment
*Warren Sporting & Complex – Gym Equipment Renewals. 3360-4010-0015	7,500	5,861	MHD	Squat rack purchased. Replaced dumbbells and weight plates/bags. Complete.
*Carter Oval Youth Sports Precinct/Depot Electrical Upgrade. 104-0118-0000	122,375	122,375	MHD/TSM/IPM	Purchase order issued. New main switchboard at swimming pool installed. Contractor re-commenced May 2025, complete.
*Warren Medical Centre Cabinetry Improvement/Replacement Works.	24,200	24,200	MHD	Contractor engaged, commenced 9 th April 2025. Minor works being finalised. Complete.

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ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

Council building renovations fit out (New Kitchen, accessible toilet. 3210-4100-005	90,000	90,000	MHD	*Quotations being obtained. Report to June Council meeting. Contractor arranged.
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2025 Projects	Budget	Expend/ Comm	Resp	Comment
Warren Sporting & Complex – Gym Equipment Renewals. 3360-4010-0015	7,500	Nil	MHD	
Warren Family Health Centre Internal Painting	20,000	Nil	MHD	
Administration Centre Air-conditioning and External Blinds	15,000	Nil	MHD	
Warren Works Depot Air-Conditioning and Workshop Bird proofing	18,000	Nil	MHD	
Warren War Memorial Swimming Pool Improvement Works	48,000	Nil	MHD	
Warren Showground/Racecourse Tables & 100 Chairs	15,000	15,212.72	MHD	Purchase order issued to the Supplier.
Warren Sporting and Cultural Centre 250 Chairs	25,000	25,000	MHD	Purchase order issued to Supplier for: 100 Chairs; 13 tables; and 2 small tables.
Carter Oval Youth Sports Complex Building Fit Out	12,000	4,579.56	MHD	Purchase orders issued to various Suppliers.

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WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)

	Budget	Expend/ Comm	Resp	Grant funding successful 8th August 2023
				Contractor commenced onsite on 2 nd November 2023. Stage 1 completed 7 th November 2023. Stage 2 placed on hold subject to obtaining future grant funds.

GRANT APPLICATIONS

Project	Budget	Expend/ Comm	Resp	Comment
Community Energy Upgrades Fund Round 2	82,594 (50/50 co-contribution 41,297)	Nil	MHD	Solar and batteries at the Ewenmar Waste Facility, and Stage 2 of Solar at the Warren War Memorial Swimming Pool. Submitted 23 rd May 2025.