

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 24TH OCTOBER 2024**

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## **WARREN SHIRE COUNCIL**

### **AGENDA - ORDINARY COUNCIL MEETING**

**24th October 2024 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**

Extraordinary Meeting held on Thursday, 10th October 2024.

**5. DISCLOSURES OF INTERESTS**

**6. MAYORAL MINUTE(S)**

Nil.

**7. REPORTS OF COMMITTEES**

Meeting of Manex held on Tuesday, 17th September 2024 ..... (C14-3.4)

Meeting of the Roads Committee held on Monday, 14th October 2024 ..... (C14-3.28)

Meeting of the Plant Committee held on Monday, 14th October 2024 ..... (C14-3.8)

Meeting of Manex held on Tuesday, 15th October 2024 ..... (C14-3.4)

## 8. REPORTS OF DELEGATES

Item 1	Meeting of the Association of Mining & Energy Related Councils (NSW) held on Thursday, 6th June 2024 .....	(C14-6.3)
Item 2	Meeting of the Association of Mining & Energy Related Councils (NSW) held on Tuesday, 6th August 2024 .....	(C14-6.3)
Item 3	Meeting of the Alliance of Western Councils Board held on Friday, 16th August 2024 .....	(C14-6.5)
Item 4	Ordinary Meeting of the Castlereagh Macquarie County Council held on Monday, 26th August 2024 .....	(C15-1)
Item 5	Central West Zone Library Meeting .....	(L2-7)

## 9. REPORTS TO COUNCIL

### POLICY

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Item 1	Review of Equal Employment Policy (P13-1, S12-2.4) .....	Page 1
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### REPORTS OF THE GENERAL MANAGER

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Item 1	Outstanding Reports Checklist (C14-7.4) .....	Page 1
Item 2	Committee/Delegates Meetings (C14-2) .....	Page 19
Item 3	Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1) .	Page 22
Item 4	Disclosures of Interest – Councillors and Designated Persons (A7-9) .....	Page 29
Item 5	Expressions of Interest for the Vacant Community Member Positions on the Warren Public Arts Committee (C14-3.29) .....	Page 31
Item 6	Christmas Closure (C14-1) .....	Page 35

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


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Item 1	Warren Shire Librarian's Operations Report (L2-2) .....	Page 1
Item 2	Réconciliation Certificate – August and September 2024 (B1-10.16) - SUPPLEMENTARY REPORT	
Item 3	Statement of Rates and Annual Charges (R1-4) - SUPPLEMENTARY REPORT	
Item 4	Works Progress Reports – Finance & Administration Projects (C14-7.1, C9-1) - SUPPLEMENTARY REPORT	
Item 5	Change of Bank Signatories (B1-5) - SUPPLEMENTARY REPORT	
Item 6	Review of Council's 2023/2024 Operations Report (A1-4.42) – SUPPLEMENTARY REPORT	
Item 7	September 2024 Quarterly Report (A1-4.43) - SUPPLEMENTARY REPORT	

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**REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES**


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Item 1	Works Progress Reports – Roads (C14-7.2) .....	Page 1
Item 2	Works Progress Reports – Town Services (C14-7.2) .....	Page 12
Item 3	Works Progress Reports – Plant (P2-3) .....	Page 32

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


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Item 1	Development Application Approvals (B4-9) .....	Page 1
Item 2	Works Progress Reports – Health and Development Services (C14-7.3) .....	Page 2
Item 3	Development Application – Continuation of Use, Lot 2 DP118666, 8161 Oxley Highway Warre, Ewenmar Waste Facility (P16-24.10).	Page 8
Item 4	Planning Proposal – LEP Review (P15-31.6) .....	Page 20

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

Nil.

**11. MATTERS OF URGENCY**

Nil.



## **12. CONFIDENTIAL MATTERS**

### **Report of the Divisional Manager Engineering Services**

- Item 1 Construction of a Clay Lined Evaporation Lagoon and Associated Structure  
Tiger Bay Sewerage Treatment Works – Warren NSW (C13-96) . Page 1
- Item 2 Sewer Main Condition Assessment (CCTV) and Smoke/Dye Testing  
– Warren & Nevertire (C13-87) ..... Page 25

### **Report of the Manager Health and Development Services**

- Item 3 Deacon Drive Dwellings – District Court Matter  
(S1-8.2/52, S1-8.2/58, P16-18.25, P16-18.26) ..... Page 48

## **13. CONCLUSION OF MEETING**

## **14. PRESENTATIONS**

Melissa Ward from Ward Consulting - Planning Proposal and Local Environmental Plan 2012 Review.

## MANEX MINUTES

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Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 17th September 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Manex Committee held on Tuesday, 17th September 2024 be received and noted.

**WARREN SHIRE COUNCIL**  
**Minutes of the Manex Committee Meeting**  
**held in Council's Community Room on**  
**Tuesday, 17th September 2024 commencing at 2.36 pm**

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**PRESENT:**

Gary Woodman	General Manager (Chair)
Joe Joseph	Infrastructure Projects Manager
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager
Mahmud Kaiser	Roads Infrastructure Manager
Ray Egan	Flood Restoration and Special Projects Manager
Maryanne Stephens	Manager Health and Development Services
Jody Burtenshaw	EA to the Mayor and General Manager
Susan Balogh	Economic Development and Visitation Manager (2.42 pm)

**1 APOLOGIES**

Apologies were received from Bradley Pascoe, Jillian Murray and Erica Kearnes who were absent due to external commitments and it was **MOVED** Burns/Egan that a leave of absence be granted for this meeting.

**Carried**

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**2 BUSINESS ARISING FROM MINUTES**

Nil.

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**3 ACTION CHECKLIST**

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

**Carried**

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**4.1 EXECUTIVE OFFICE MATTERS**

**4.1.1 Marketing and Communications Update (GM)**

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

**Carried**

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**4.1.2 The Western Plains App Monthly Report (GM)**

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

**Carried**

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# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 17th September 2024 commencing at 2.36 pm

### 4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

#### 4.1.3 Preparation of the October 2024 Council Newsletter (GM)

Item	Responsible Officer
<b>HEADER OR FOOTER ITEMS</b>	
Registration of Local Contractors on VendorPanel	DMFA, CC
Subscription to Newsletter	GM
VIC Volunteer Advertising	EDVM
<b>PRIORITY MATTERS</b>	
From the Mayors Desk	(EA/GM/Mayor)
Vacant Positions	Finance Officer – Payroll/HR Officer
Ewenmar Waste Depot Transfer Station Operations	MHD
Road Maintenance Construction Program for September/October 2024	FRSPM/RIM/DMES
CCTV Camera Installation Warren Town	TSM
New Elected Councillors 2024-2028	EA/GM
Carter Oval Youth Sports Precinct Update	IPM
Warren War Memorial Swimming Pool Kiosk, Amenities and Club Room Update	IPM
Warren War Memorial Swimming Pool Opening for the Swimming Season	MHD
Warren Shire Council Staff Health and Well Being Day Closure – Monday 21 October 2024	DMFA
Item	Responsible Officer
<b>LOWER PRIORITY MATTERS</b>	
Welcome to Warren Function	GM
Staff Profile (Assets Technical Officer – Roads, Diwaker Khanal)	RIM
Women of Warren Shire	GM
Responsible Pet Ownership	MHD
CMCC Weed Awareness Section (if available)	CMCC

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 17th September 2024 commencing at 2.36 pm

### 4.1 EXECUTIVE OFFICE MATTERS

CONTINUED

#### 4.1.4 Preparation of the October 2024 Council Newsletter (GM)

Continued

Item	Responsible Officer
SR58 Nevertire-Bogan Road Reconstruction	FRSPM/RIM/ DMES
SR 91 Industrial Access Road Rehabilitation	FRSPM/RIM/DMES
Library School Holiday Program Results	LIB
Softfall Installation Update	TSM
Visit by the Central Coast Birdwatching Group	EDVM
Discover Warren Tourism Brochure Launch	EDVM
Work Health and Safety Induction Day and Keynote Speaker "Woody" James Wood	DMES
Carter Oval Youth Sports Precinct New Carpark Sealing Works	RIM/IPM
Lions Park Playground Equipment Fence Renewal Project – Community Notification	TSM

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

**Carried**

#### 4.1.4 Suggestions in the Council Suggestion Boxes (GM)

Nil.

### 4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

#### 4.2.1 Warren Shire Council Contract Register (DMFA)

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

**Carried**

#### 4.2.2 Warren Shire Council Grants Register (DMFA)

Payment for the expenditure to date for the Local Roads and Community Infrastructure Phase 4A and 4B to be followed up (IPM).

New successful grants to be included by the relevant Manager for the October Manex Meeting.

**MOVED** Otieno/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, 17th September 2024 commencing at 2.30 pm

## 4.3 ENGINEERING DEPARTMENT MATTERS

### 4.3.1 Flood Recovery Works (DMES/FRSPM/RIM)

Event Name	Event Description	Work Completion Deadline	Budget	Payment Claim	Claim Received	Claim Submission Status
AGRN 960 EPA	NSW Storms and Floods from 10 March 2021 onwards	30.06.2024	<b>\$2,211,300.27</b>	<b>\$2,211,300.27</b>	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1025 EW	NSW Severe Weather and Flooding: 27 June 2022 onwards	30.06.2023	<b>\$57,521.08</b>	<b>\$57,521.08</b>	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1025 IRW	NSW Severe Weather and Flooding: 27 June 2022 onwards	30.06.2025	<b>\$342,549.58</b>	<b>\$342,549.58</b>	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1034 EW	NSW Flooding from 14 September 2022 onwards	30.06.2023	<b>\$987,354.40</b>	<b>\$987,354.40</b>	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1034 IRW	NSW Flooding from 14 September 2022 onwards	30.06.2023	<b>\$874,774.07</b>	<b>\$188,550.89<sup>1</sup></b>	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1034 EPA RW	NSW Flooding from 14 September 2022 onwards	30.06.2023	<b>\$6,076,520.03</b>	<b>\$698,345.00<sup>1</sup></b>	\$0.00	Works completed. Payment claim has been submitted.
	Regional Roads		\$4,878,443			Works will be starting soon.
	Local Roads		\$1,198,077			A Partial Payment claim has been submitted. The work associated with this payment claim was completed as part of the AGRN 1034 IRW event.
<b>Total</b>				<b>\$4,485,621.22</b>	<b>\$0</b>	
<b>Unclaimed Amount</b>				<b>#\$3,485,621.22</b>		

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting held in Council's Community Room on Tuesday, 17th September 2024 commencing at 2.30 pm

### 4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

#### 4.3.1 Flood Recovery Works (DMES/FRSPM/RIM)

Continued

# \$1 Million funds have been provided by a special restoration grant, so the amount currently unclaimed is \$3,485,621.22.

- Follow-up on Council's Claim for Emergency Levee Operations (\$174,000), now with the NSW Government politicians.
- Email with original claim documents emailed to NSW SES on the 28th February 2023. Currently only \$73,012.03 of \$174,000 approved for payment.
- The Town Services Manager has provided the State Emergency Service (SES) a further copy of Council's Claim for Emergency Levee Operations (\$757,745.33) requesting payment. Advice has also been provided to the Member for Barwon requesting help for full reimbursement of Council's costs. \$169,827.86 has been approved for payment.

#### 4.3.2 Road Maintenance Council Contract (RMCC) (DMES/FRSPM/RIM)

Project	Estimate / Budget	Comments
Heavy Patching 2024-25	\$1,367,804.60.	Work Proposal for Heavy Patching has been submitted. Total No. of Patches – 60 and Total Area – 18,264 m2. Council is waiting to get the approval in this Week. The anticipated start date for the heavy patching is 17th September 2024.
Milawa Pavement Rehabilitation – 3.25km	\$1,400,024	The construction works for the remaining 1.25km will be started at the end of September. This Work includes Shoulder Upgrade using Lime Stabilisation.
RMAP Activities – 2024/25 and Culvert Replacement	\$850,945 + The Cost associated with Culvert Replacement.	Under Scheduled Maintenance: 25 Culverts will be cleaned (Estimated Budget, \$66,000). 3 Culverts will be Repaired (Estimated Budget is \$375,000). Also, One Culvert will be replaced at Oxley Highway; this Culvert Replacement Work will be considered as a Work Proposal (Not under the Scheduled Maintenance Work). Council is requesting quotations for all culvert works, with a submission deadline of 19th September 2024.
Reseal Works 2024-25	TBA	3 Segments will be resealed in this year; the sealing area is 62,505 m2. Council will be submitting the work proposal for the reseal works shortly.

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting

held in Council's Community Room on

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### 4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

4.3.3 Capital Works Program – 2024/25 (DMES/FRSPM/RIM) as detailed within the report.

**MOVED** Kaiser/Egan that the information be received and noted for items 4.3.1, 4.3.2 and 4.3.3.

Carried

4.3.4 2024 Calendar of Events at Showground/Racecourse (TSM/IPM)

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

Carried

4.3.5 Final Processes to Follow for the Engagement of Persons/Organisations that are on the "Preferred Supplier" List for Relevant Local Trades and Commercial Services (GM/TSM)

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

Carried

4.3.6 Assets Capitalisation Form and Process (A13-3) (DMES)

**MOVED** Otieno/Woodman 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 <sup>th</sup> April 2024. Claim authorised for an amount of \$63,476.90 as submitted August 2023. 12 <sup>th</sup> June 2024, awaiting processing. New claim for remainder has been submitted 9 <sup>th</sup> August 2024.
AGRN 1034	EPA RW	\$220,500	Claim for re-construct internal access road. Submitted 4 <sup>th</sup> April 2024.
AGRN 1034	EPA RW	\$38,983.86	Claim for other works associated with flooding of tip. Re-submitted 4 <sup>th</sup> April 2024.

#### Table Legend

AGRN – Australian Government's Registration Number

EW – Emergency Works

IRW – Immediate Reconstruction Works

EPA RW – Essential Public Asset Reconstruction Works

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

Carried



**WARREN SHIRE COUNCIL**  
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**4.5 WORK HEALTH & SAFETY RISK MATTERS**

4.5.1 Final Draft Agenda for Proposed Well-Being Day Discussion (WHS-RC)

The Senior Management Team (SMT) to finalise the Agenda for the Day. The Divisional Manager Finance & Administration is arranging appropriate advertising for the closure of Council facilities and is investigating whether the Service NSW mobile facility could be in Warren on the 21st October 2024.

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

**Carried**

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**4.6 HUMAN RESOURCES**

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

Position	Responsible Officer	Status
Accountant	DMFA	No action to be taken at present due to budget.
Finance Clerk – Rates/ICT Officer	DMFA	Advertising being finalised. Candidates are being reviewed.
Team Leader Utilities Maintenance	DMES	Advertising with an open closing date.
Utilities Maintenance Team Member	DMES	Advertising with an open closing date to be arranged.
Light Plant Operator - Relief	DMES	Advertising with an open closing date.
Light Truck Driver (Water) – Contract (at least 2 years)	DMES	Advertising with an open closing date.
Light Truck Driver (Water)	DMES	Advertising with an open closing date to be arranged.
Heavy Truck Driver (Water)	DMES	Advertising with an open closing date to be arranged.
Pavement Maintenance Team Leader	DMES	Advertising with an open closing date.
Light Plant Operator – Roller (2 Contract)	DMES	Advertising with an open closing date.
Heavy Diesel Mechanic	DMES	Advertising with an open closing date.
Roads Overseer	DMES	Advertising to be determined. Position currently being covered by the Flood Restoration and Special Projects Manager.
*Asset Technical Officer – Roads	DMES	Candidate has commenced.
Projects Officer - Roads	DMES	Advertising with an open closing date to be arranged.

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 17th September 2024 commencing at 2.30 pm

### 4.6 HUMAN RESOURCES

CONTINUED

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

Continued

Position	Responsible Officer	Status
Roadside Maintenance Team Operator	DMES	Advertising with an open closing date.
*Cleaner Part-time	MHD	Position was filled internally.
*Part-time Ewenmar Waste Operator	MHD	Candidate has commenced.
*Swimming Pool Attendants (Casual)	MHD	Positions filled with previous employees.
Tourism Information Officer	EDVM	Advertising with an open closing date.

A Facebook campaign is underway and the newly vacant positions will need to have appropriate tiles arranged (HRO).

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

Carried

### 5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

Date	Circular No.	Description	Comment/Action
15.08.24	24-15	Post-Election Guide Launched on the Office of Local Government's Website	GM to arrange for final analysis and action
4.09.24	24-16	Councillor Handbook 2024	Noted
5.09.24	24-17	Councillor Conduct and Meeting Practices – A Discussion Paper	GM to arrange for final analysis and action
12.09.24	24-18	Mutual Recognition – Councils' Local Approvals for Mobile Businesses	MHD to investigate if this affects the current direction

### MINISTERIAL CIRCULARS

Date	Circular No.	Description	Comment/Action
Nil			

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

Carried

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 17th September 2024 commencing at 2.30 pm

## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

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

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

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.

	September 2024	Status	October 2024	Status
Finance			6 Application for Payment of Pensioner Subsidy due.	DMFA to arrange
			17 Request for extension to lodge Financial Statements due in writing to OLG [LGA s416(2), Code].	N/A
			31 Financial Statements to be Audited [LGAs416(1), Code] and lodged to OLG [LGA s417(5)] with Financial Data Return (FDR) available at <a href="#">here</a> .	DMFA to arrange
			31 Council's Annual Permissible Income Workpapers to be submitted to soc@olg.nsw.gov.au. SoC available <a href="#">here</a> .	DMFA to arrange
			31 Second quarter rates instalment notices to be sent [LGA s562(5)].	DMFA/Treas to arrange

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 17th September 2024 commencing at 2.30 pm

## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

	September 2024	Status		October 2024	Status
Governance	30	Written returns of interest due for councillors and designated persons who held office at 30 June [MCC cl4.21(b)] to be lodged. GM to table returns at next Council meeting [MCC cl 4.25]  First Council meeting after election, councils to decide if any casual vacancies occurring in the first 18 months of the term are to be filled by a countback of the votes cast at the ordinary election (LGA s291A)	To be reported to the August 2024 Council Meeting (EA)	From the 1st	Last day for Councillors to elect Mayor following Ordinary is three weeks after Declaration of the Election of Councillors (LGA s290(1)(a)).  GM – Reports to be arranged for 10 October Extraordinary Meeting
	30	ARIC to have met this quarter [LG Reg s216J]	Scheduled to meet on the 3rd September 2024 (DMFA/GM)	18	Candidate and Councillor Election Results Return to be submitted to OLG [Return to be sent early September].
				30	Annual Report of obligations under GIPA due to the Minister and the Information Commissioner [GIPA s125].  DMFA to arrange
Grants					Local Government Recovery Grants – AGRN 1012, 1025,1030/34 – YTD reporting due.  IPM to arrange
Companion Animals					

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
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## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

	September 2024	Status	October 2024	Status
Other	14 Local Government Elections	Noted		
	<b>REMINDER:</b> A councillor must take an oath of office or make an affirmation of office at or before the first meeting of the council after the councillor is elected (LGA s233A (1)).	Report to October 2024 Extra Ordinary Council Meeting (GM)		
Education	19 Cyber Security Councils Forum. Registration via community@cyber.nsw.gov.au	Noted	OLG Councillor Information sessions – further information to be provided.	GM – check for suitability
	LG Professionals – Integrated Planners Conference	Noted		

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

Carried

**WARREN SHIRE COUNCIL**  
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**6 OPERATIONAL PROCEDURES (I2-11.1)**

**6.1 Emergency Preparedness and Management Procedure**

The Work Health Safety-Risk Co-Ordinator to work with the Senior Management Team to arrange for suitable amendments in relation to Section 23 (page 22) to take into account the incident at the Works Depot Thursday, 5 September 2024.

**MOVED** Otieno/Woodman that the Emergency Preparedness Procedure and Management Procedure be received and noted.

**Carried**

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**6.2 Reporting of Vandalism on Council Property Procedure**

**MOVED** Stephens/Burns that the Reporting of Vandalism on Council Property Procedure be adopted.

**Carried**

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**7 AUGUST 2024 DRAFT MINUTES**

The Committee previewed the August 2024 Draft Minutes and actions required to be placed on the Action Checklist in Item 1 of the General Manager's Report.

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**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.

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**9 GENERAL BUSINESS WITHOUT NOTICE**

- The General Manager reminded officers to update their sections of the Draft 2023/2024 Annual Report as a priority and a final draft to be ready for Friday, 18th October 2024.
- The Economic Development and Visitation Manager advised that visitors have been providing positive comments on the presentation of the town, parks and gardens etc.
- The Economic Development and Visitation Manager advised that the new tourist brochure will go to print on Wednesday, 18th September 2024 for 5,000 copies. These brochures will be distributed to regional tourism centres, along with local tourism agencies in town (accommodation providers etc), and copies will be available at the Warren Shire Library.
- The Flood Restoration and Special Projects Manager advised that roadside slashing is underway utilising contractors and Council staff and equipment.

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 17th September 2024 commencing at 2.30 pm

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## 9 GENERAL BUSINESS WITHOUT NOTICE

CONTINUED

- The Flood Restoration and Special Projects Manager asked about bushfire hazard reduction work and how these works are yet to be funded in 2024/2025 by the Rural Fire Service. The General Manager advised that the work is to be costed to the Shire Road and Regional Road maintenance until further funding is made available, if available.
- The General Manager requested that the Infrastructure Projects Management Control Group to do a full inspection of the Carter Oval Youth Sports Precinct to detail any works required to finalise the development of the area to be suitable for all users (IPM, TSM).

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

## ROADS COMMITTEE

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Attached are the Minutes of the meeting of the Roads Committee held on Monday 14<sup>th</sup> October 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Roads Committee held on Monday 14<sup>th</sup> October 2024 be received and noted.



# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street  
Warren on Monday, 14<sup>th</sup> October 2024 commencing at 10.00am

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### PRESENT:

Councillor Noel Kinsey (Chair)

Councillor Greg Whiteley

Councillor Dirk McCloskey

Councillor Mark Kelly

Councillor Andrew Brewer

Councillor Tony Wass

Gary Woodman (General Manager)

Mahmud Kaiser (Roads Infrastructure Manager)

Sylvester Otieno (Divisional Manager Engineering Services)

Ray Egan (Flood Restoration and Special Projects Manager/ Acting Roads Overseer) (Observer)

Angie Tegart (Minute Taker)

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### ITEM 1 ELECTION OF CHAIRPERSON

**MOVED** McCloskey/Whiteley that Councillor Kinsey be elected Chairperson for this Committee.

**Carried**

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### ITEM 2 APOLOGIES

Nil

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### ITEM 3 CONFIRMATION OF MINUTES

**MOVED** Whiteley/McCloskey that the Minutes of the Meeting held on, Tuesday, 11th June 2024 be accepted as a true and correct record of that meeting.

**Carried**

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### ITEM 4 BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD 11TH JUNE 2024

- Action required for stock on Roads (DMES);
  - 2024/2025 Inspection calendar to be provided to the Committee (RIM);
  - SR7 Lamps Road, needs to be grouped geographically (RIM);
  - Should there be consideration of more inspections on roads that currently are only being inspected once a year. An extra inspection (non-Asset AI) is undertaken by the Roads Overseer (DMES/RIM).
- 

### ITEM 5 ACTION CHECKLIST

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

**Carried**

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# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street  
Warren on Monday, 14<sup>th</sup> October 2024 commencing at 10.00am

---

### ITEM 6 REPORTS

#### ITEM 6.1 DISASTER READY FUND – ELECTRONIC SIGNAGE (G4-1.96)

- Second sign on SR68 Bundemar Road needs to be Warren side of the intersection with the Old Bundemar Road, where the current drop sign is or was (DMES).

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

**Carried**

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#### ITEM 6.2 TRAFFIC COUNTER SUMMARY AND TRENDS (R4-1)

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

**Carried**

---

#### ITEM 6.3 RMCC CONTRACTOR PERFORMANCE REPORT (W6-11, W6-11.25, R4-2.2)

- Council appears to have been marked down due to a delay in some paperwork from a sub-contractor (Fulton Hogan) being submitted to Transport for NSW following an incident related to roadworks, otherwise a very good result overall.

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

**Carried**

---

#### ITEM 6.4 FLOOD DAMAGE UPDATE (F8-7.2)

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

**Carried**

---

### ITEM 7 GENERAL BUSINESS

#### ITEM 7.1 SR23 BULLAGREEN ROAD SIGNAGE (R4-1.23)

- Signs/Chevron at intersection SR23 Bullagreen Road and RR7515 Warren Road has been severely damaged and needs to be repaired (RIM).

#### ITEM 7.2 SH11 OXLEY HIGHWAY "MILAWA" SECTION REPAIR WORK (R4-2.2)

- Shoulder failures are due to inappropriate construction standard implemented by Transport for NSW;
  - As a contractor, Warren Shire Council is not responsible;
  - Transport for NSW would not change the specification to what Council wanted;
  - Next section is being done in accordance with what Council believes is a better specification;
  - Transport for NSW will fund the heavy patching work that is required;
  - Councillors need to explain to the public when queried that Council was only doing the work in accordance with Transport for NSW requirements, repair works will not be at Councils cost.
-

# WARREN SHIRE COUNCIL

## Minutes of the Roads Committee

Meeting held in Council's Community Room at 115 Dubbo Street  
Warren on Monday, 14<sup>th</sup> October 2024 commencing at 10.00am

---

### ITEM 7.3 RR202 MARTHAGUY ROAD FLOOD DAMAGE WORKS (AGRN 1034)

(R4-1.2.5, F8-9.9)

- Flood Damage work approximately \$3.67 million is from the SH11 Intersection to the RR7515 Warren Road Intersection.
  - Culvert replacement and gravel stockpile works were undertaken using Regional Road Block Grant Funds.
- 

### ITEM 7.4 SR64 BUDDABADAH ROAD GRAVEL RESHEETING

(R4-1.62)

- Council will be undertaking approximately \$600,000 of gravel resheeting on SR62 Buddabadah Road;
  - Hoping to get approximately at least 10km, 6m wide of gravel resheeting undertaken around 15,000 tonnes of Bogan Pit material (Miandetta Pit).
- 

### ITEM 7.5 ROADS COMMITTEE INSPECTION

(R4-1.23)

- The members of the Roads Committee (Clr McCloskey, Clr Whiteley, Clr Kinsey, Clr Kelly) conducted a road inspection tour on Sunday, 13th October 2024, and will provide their findings to the Engineering Services Department.
- 

### ITEM 8 NEXT MEETING

14<sup>th</sup> January 2025.

There being no further business the meeting closed at 11.45 PM.

## PLANT COMMITTEE

**WARREN SHIRE COUNCIL**  
**Minutes of the Plant Committee Meeting**  
**held in the Community Room, 115 Dubbo Street Warren**  
**Monday 14th October 2024 commencing at 11:45 pm**

---

**PRESENT:**

Councillor Andrew Brewer (Chair)

Councillor Greg Whiteley

Councillor Noel Kinsey

Councillor Dirk McCloskey

Councillor Mark Kelly

Councillor Tony Wass

Gary Woodman (General Manager)

Sylvester Otieno (Divisional Manager Engineering Services)

Bradley Pascoe (Divisional Manager Finance and Administration)

Jason Boyd (Workshop Coordinator)

Ray Egan (Flood Restoration Special Projects Manager/ Acting Roads Overseer) (Observer)

Darren Walton (Town Services Overseer) (Observer)

Angie Tegart (Engineering Services Administration Officer) (Minute Taker)

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**ITEM 1            ELECTION OF CHAIRPERSON**

**MOVED** Whiteley/ McCloskey that Councillor Brewer be elected Chairperson for this Committee.

**Carried**

---

**ITEM 2            APOLOGIES**

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

**Carried**

---

**ITEM 3            CONFIRMATION OF MINUTES**

**MOVED** McCloskey/Kinsey that the Minutes of the Meeting held on Monday, 18<sup>th</sup> March 2024 be accepted as true and correct record of the meeting.

**Carried**

---

**ITEM 4            BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD 18th MARCH 2024**

Nil.

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**ITEM 5            ACTION CHECKLIST**

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

**Carried**

---

# WARREN SHIRE COUNCIL

Minutes of the Plant Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
Monday 14th October 2024 commencing at 11:45 pm

---

## ITEM 6 FINANCIAL STATEMENT

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

**Carried**

---

## ITEM 7 REPORTS

### ITEM 7.1 SUPPLY AND DELIVERY OF MOTOR GRADER (C13-99)

- The 15-year Plant Replacement Program will be updated with correct hours and distributed to the Committee (DMES); and
- Grader P22 with 14,000 hours will be sold (WC).

#### RECOMMENDATION TO COUNCIL:

**MOVED** Whiteley/McCloskey that the Council accepts the tender from WesTrac Pty Ltd, located at 8 Purvis Street, Dubbo, for the Supply and Delivery of One Motor Grader in accordance with the Tender for the Supply and Delivery of One Motor Grader at a price of \$495,255.17 plus GST.

**Carried**

---

### ITEM 7.2 SUPPLY AND DELIVERY OF TWO TRUCKS (C13-100)

#### RECOMMENDATION TO COUNCIL:

**MOVED** Whiteley/Kelly that Council accept the tender from Isuzu Australia Ltd for the Supply and Delivery of Two Trucks in accordance with Tender – Supply and Delivery of Two Trucks for \$276,472.72 plus GST.

**Carried**

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### ITEM 7.3 SUPPLY AND DELIVERY OF TENDER TRUCKS (C13-102)

#### RECOMMENDATION TO COUNCIL:

**MOVED** McCloskey/Kinsey that Council accept the tender from Isuzu Australia Ltd for the Supply and Delivery of Tender Truck in accordance with Tender – Supply and Delivery of Tender Truck for \$120,177.25 plus GST.

**Carried**

---

### ITEM 7.4 PHOTO GALLERY (P2-1)

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

**Carried**

---

## ITEM 8 GENERAL BUSINESS

### ITEM 8.1 ENGINE REPAIRS PLANT 28 – JOHN DEERE 770G MOTOR GRADER (P2-1)

- Approximately 9,200 hours;
- Problem with exhaust camshaft follower that failed;
- Engine has been rebuilt however there may be a problem with the injectors (WC);

**WARREN SHIRE COUNCIL**  
Minutes of the Plant Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
Monday 14th October 2024 commencing at 11:45 pm

---

**ITEM 8.1      ENGINE REPAIRS PLANT 28 – JOHN DEERE 770G      CONTINUED**

- Currently \$22,000 for parts plus labour costs;
  - Probably at least \$5,000 of further costs; and
  - Most work done inhouse.
- 

**ITEM 8.2      MT FOSTER QUARRY OPERATIONS      (Q1-1.1)**

- Expect Neill Earthmoving sometime in November 2024.
- 

**ITEM 8.3      LIGHT VEHICLE REPLACEMENT      (P2-1)**

- Seems that light vehicles are getting higher in cost; and
  - Will need to consider vehicle options in relation to the position requirements.
- 

**ITEM 9      DATE OF NEXT MEETING**

14<sup>th</sup> January 2025.

**There being no further business the meeting closed at 12.55pm.**

## MANEX MINUTES

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Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 15th October 2024.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Manex Committee held on Tuesday, 15th October 2024 be received and noted.



**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday, 15th October 2024 commencing at 2.35 pm

---

**PRESENT:**

Gary Woodman	General Manager
Joe Joseph	Infrastructure Projects Manager
Erica Kearnes	Librarian
Susan Balogh	Economic Development and Visitation Manager
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager (Chair)
Ray Egan	Flood Restoration and Special Projects Manager
Jillian Murray	Treasurer
Maryanne Stephens	Manager Health and Development Services
Jody Burtenshaw	EA to the Mayor and General Manager

**1 APOLOGIES**

Apologies were received from Mahmud Kaiser and Bradley Pascoe who were absent due to external commitments and it was **MOVED** Woodman/Stephens that a leave of absence be granted for this meeting.

**Carried**

---

**2 BUSINESS ARISING FROM MINUTES**

The Manager Health and Development Services requested an update on the Bushfire Hazard Reduction Program and how it is to be funded.

The Treasurer advised that funding is still waiting for approval.

---

**3 ACTION CHECKLIST**

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

**Carried**

---

**4.1 EXECUTIVE OFFICE MATTERS**

**4.1.1 Marketing and Communications Update (GM)**

The Executive Assistant to discuss with Writers Who, how we could have everyone able to use the forms, for a report to SMT.

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

**Carried**

---

**4.1.2 The Western Plains App Monthly Report (GM)**

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

**Carried**

---

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting held in Council's Community Room on Tuesday, 15th October 2024 commencing at 2.35 pm

---

### 4.1 EXECUTIVE OFFICE MATTERS

**CONTINUED**

#### 4.1.3 Preparation of the November 2024 Council Newsletter (GM)

Item	Responsible Officer
<b>HEADER OR FOOTER ITEMS</b>	
Registration of Local Contractors on VendorPanel	DMFA, CC
Subscription to Newsletter	GM
VIC Volunteer Advertising	EDVM
<b>PRIORITY MATTERS</b>	
From the Mayors Desk	(EA/GM/Mayor)
Vacant Positions	Finance Officer – Payroll/HR Officer
Ewenmar Waste Depot Transfer Station Operations	MHD
Mt Foster Quarry Operations Commencement	DMES
Road Maintenance Construction Program for October/November 2024	FRSPM/RIM/DMES
CCTV Camera Installation Warren Town	TSM
Carter Oval Youth Sports Precinct Update	IPM (only if complete)
<b>LOWER PRIORITY MATTERS</b>	
Women of Warren Shire	GM
Responsible Pet Ownership	MHD
CMCC Weed Awareness Section (if available)	CMCC
SR58 Nevertire-Bogan Road Reconstruction	FRSPM/RIM/ DMES
RR333 Carinda Road Flood Damage	FRSPM/RIM/DMES
Discover Warren Tourism Brochure Launch	EDVM
Lions Park Playground Equipment Fence Renewal Project – Community Notification	TSM
Anniversary of Dolly Parton's Imagination Library	LIB
Warren Street Christmas Party 2024	POA/GM

**MOVED** Murray/Joseph 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 October 2024 commencing at 2.35 pm

---

**4.1 EXECUTIVE OFFICE MATTERS**

**CONTINUED**

- 4.1.4 Suggestions in the Council Suggestion Boxes (GM)  
Nil.

- 
- 4.1.5 Draft Project Management Roadmap Structure (TSM)  
**MOVED** Joseph/Woodman that the information be received and noted.

**Carried**

- 
- 4.1.6 Council Committees and Delegates (GM)  
**MOVED** Stephens/Murray that the information be received and noted.

**Carried**

---

**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS**

- 4.2.1 Warren Shire Council Contract Register (DMFA)  
**MOVED** Woodman/Balogh that the information be received and noted.

**Carried**

- 
- 4.2.2 Warren Shire Council Grants Register (DMFA)  
**MOVED** Woodman/Murray that the information be received and noted.

**Carried**

- 
- 4.2.3 Manex Member Advice on Large Payments for Investment Strategy Information (DMFA)  
**MOVED** Woodman/Murray that the information be received and noted.

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 17th September 2024 commencing at 2.30 pm

## 4.3 ENGINEERING DEPARTMENT MATTERS

### 4.3.1 Flood Recovery Works (DMES/FRSPM/RIM)

Event Name	Event Description	Work Completion Deadline	Budget	Payment Claim	Claim Received	Claim Submission Status
AGRN 960 EPA	NSW Storms and Floods from 10 March 2021 onwards	30.06.2024	\$2,203,177.37	\$2,203,177.37	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1025 EW	NSW Severe Weather and Flooding: 27 June 2022 onwards	30.06.2023	\$58,436.06	\$58,436.06	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1025 IRW	NSW Severe Weather and Flooding: 27 June 2022 onwards	30.06.2025	\$340,590.34	\$340,590.34	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1034 EW	NSW Flooding from 14 September 2022 onwards	30.06.2023	\$977,611.05	\$977,611.05	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1034 IRW	NSW Flooding from 14 September 2022 onwards	30.06.2023	\$874,774.07	\$188,550.89 <sup>1</sup>	\$0.00	Works completed. Payment claim has been submitted.
AGRN 1034 EPA RW	NSW Flooding from 14 September 2022 onwards	30.06.2023	\$6,076,520.03	\$698,345.00 <sup>1</sup>	\$0.00	Works completed. Payment claim has been submitted.
	Regional Roads		\$4,878,443			Works will be starting soon.
	Local Roads		\$1,198,077			A Partial Payment claim has been submitted. The work associated with this payment claim was completed as part of the AGRN 1034 IRW event.
Total				\$4,466,710.71	\$0	
Unclaimed Amount				\$3,466,710.71		

# \$1 Million funds have been provided by a special restoration grant, so the amount currently yet to be paid is \$3,466,710.71

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting held in Council's Community Room on Tuesday, 17th September 2024 commencing at 2.30 pm

### 4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

#### 4.3.1 Flood Recovery Works (DMES/FRSPM/RIM)

Continued

- Follow-up on Council's Claim for Emergency Levee Operations (\$174,000), now with the NSW Government politicians.
- Email with original claim documents emailed to NSW SES on the 28th February 2023. Currently only \$73,012.03 of \$174,000 approved for payment.
- The Town Services Manager has provided the State Emergency Service (SES) a further copy of Council's Claim for Emergency Levee Operations (\$757,745.33) requesting payment. Advice has also been provided to the Member for Barwon requesting help for full reimbursement of Council's costs. \$169,827.86 has been approved for payment.

#### 4.3.2 Road Maintenance Council Contract (RMCC) (DMES/FRSPM/RIM)

Project	Estimate / Budget	Comments
Heavy Patching 2024-25	\$1,367,804.60.	The Council received a Work Order for Heavy Patching valued at \$1,367,804.60, covering 60 patches with a total area of 18,264 m <sup>2</sup> . Heavy patching works commenced on 17th September, with 3 lots covering a total of 1,806 m <sup>2</sup> completed so far.
Milawa Pavement Rehabilitation – 3.25km	\$1,400,024	The construction of the remaining 1.25 km section has started on 1st October 2024. The work order, valued at \$1,400,024, involves shoulder upgrades utilizing lime stabilisation.
RMAP Activities – 2024/25 and Culvert Replacement	\$850,945 + The Cost associated with Culvert Replacement.	Under Scheduled Maintenance: 25 Culverts will be cleaned (Estimated Budget, \$66,000). 3 Culverts will be Repaired (Estimated Budget is \$375,000). Also, One Culvert will be replaced at Oxley Highway.  Council has received all quotes and is working with the prospective contractor for all the culvert related works.
Reseal Works 2024-25		3 Segments will be resealed in this year; the sealing area is 62,505 m2. Council will be submitting the work proposal for the reseal works shortly.

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 17th September 2024 commencing at 2.30 pm

### 4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

4.3.3 Capital Works Program – 2024/25 (DMES/FRSPM/RIM) as detailed within the report.

**MOVED** Otieno/Woodman that the information be received and noted for items 4.3.1, 4.3.2 and 4.3.3.

Carried

4.3.4 2024 Calendar of Events at Showground/Racecourse (TSM/IPM)

**MOVED** Burns/Woodman 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 <sup>th</sup> April 2024. \$82,389.10 has been paid.
AGRN 1034	EPA RW	\$220,500	Claim for re-construct internal access road. Submitted 4 <sup>th</sup> April 2024.
AGRN 1034	EPA RW	\$38,983.86	Claim for other works associated with flooding of tip. Re-submitted 4 <sup>th</sup> April 2024.

**Table Legend**

AGRN – Australian Government's Registration Number

IRW – Immediate Reconstruction Works

EW – Emergency Works

EPA RW – Essential Public Asset Reconstruction Works

**MOVED** Stephens/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, 17th September 2024 commencing at 2.30 pm

### 4.5 WORK HEALTH & SAFETY RISK MATTERS

Nil.

### 4.6 HUMAN RESOURCES

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

Position	Permanent/ Contract	Responsible Officer	Status
Accountant	Permanent	DMFA	No action to be taken at present due to budget.
*Finance Clerk – Rates/ICT Officer	Permanent	DMFA	Interviews to be organised after candidate review.
Utilities Maintenance Team Leader	Permanent	DMES	Advertising with an open closing date.
Utilities Maintenance Team Member	Permanent	DMES	Advertising with an open closing date.
*Light Plant Operator - Relief	Permanent	DMES	Pre-employment medical assessment being organised.
Light Truck Driver (Water)	Contract at least 2 Years	DMES	Advertising with an open closing date.
*Light Truck Driver (Water)	Permanent	DMES	Internally filled.
*Heavy Truck Driver (Water)	Permanent	DMES	Internally filled.
*Pavement Maintenance Team Leader	Permanent	DMES	Pre-employment medical has been completed. Start date to be finalised.
Light Plant Operator – Roller	Contract at least 2 Years	DMES	Advertising with an open closing date.
Light Plant Operator – Roller	Permanent	DMES	Advertising with an open closing date.
Heavy Diesel Mechanic	Permanent	DMES	Advertising with an open closing date.
Roads Overseer	Permanent	DMES	Advertising to be determined. Position currently being covered by the Flood Restoration and Special Projects Manager.
*Projects Officer - Roads	Contract at least 2 Years	DMES	Pre-employment medical has been completed. Start date 22/10/24.
Cleaner	Permanent	MHD	Advertising with an open closing date.
Roadside Maintenance Team Operator	Permanent	DMES	Advertising with an open closing date.
*Tourism Information Officer	Permanent	EDVM	Pre-employment medical assessment booked 14/10/2024

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 17th September 2024 commencing at 2.30 pm

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### 4.6 HUMAN RESOURCES

CONTINUED

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

Continued

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

**Carried**

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### 5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

Date	Circular No.	Description	Comment/Action
26.09.24	24-19	2024/25 "Hit the Ground Running" Webinars	GM has provided information to all Councillors.

### MINISTERIAL CIRCULARS

Date	Circular No.	Description	Comment/Action
Nil			

**MOVED** Woodman/Stephens 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, 17th September 2024 commencing at 2.30 pm

## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

(L5-3)

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

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

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.

October 2024			Status	November 2024			Status
Finance	6	Application for Payment of Pensioner Subsidy due.	DMFA to arrange	30	Second quarter rates instalment due [LGA s562(3)(b)]	DMFA/Treas to arrange.	
	17	Request for extension to lodge Financial Statements due in writing to OLG [LGA s416(2), Code].	N/A	30	Last day for RAO to submit quarterly budget review statement to council [LG Reg cl 203(1)]. Councils are requested to send a copy of the QBRS to <a href="mailto:finance@olg.nsw.gov.au">finance@olg.nsw.gov.au</a>	DMFA to report to the 24 October 2024 Council Meeting.	
	31	Financial Statements to be Audited [LGAs416(1), Code] and lodged to OLG [LGA s417(5)] with Financial Data Return (FDR) available at <a href="#">here</a> .	DMFA to arrange				
	31	Council’s Annual Permissible Income Workpapers to be submitted to <a href="mailto:soc@olg.nsw.gov.au">soc@olg.nsw.gov.au</a> . SoC available <a href="#">here</a> .	DMFA to arrange				
	31	Second quarter rates instalment notices to be sent [LGA s562(5)].	DMFA/Treas to arrange				

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 17th September 2024 commencing at 2.30 pm

## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

October 2024			Status		November 2024		Status	
Governance	From the 1st	Last day for Councillors to elect Mayor following Ordinary is three weeks after Declaration of the Election of Councillors (LGA s290(1)(a)).	GM – Reports to be arranged for 10 October Extraordinary Meeting	30	Annual report is to be placed on council’s website and notify the Minister (electronically to OLG with web link) [LGA s428]. Annual Report Checklist is available <a href="#">here</a>		GM (Manex) In progress.	
	18	Candidate and Councillor Election Results Return to be submitted to OLG [Return to be sent early September].	DMFA to arrange	30	State of the City Report must be presented to and endorsed at second meeting of a newly elected council and appended to the Annual Report. IP&R G/L Essential Element 1.11		GM Reported to the 10 October 2024 Extraordinary Council Meeting.	
	30	Annual Report of obligations under GIPA due to the Minister and the Information Commissioner [GIPA s125].	DMFA to arrange					
Grants		Local Government Recovery Grants – AGRN 1012, 1025,1030/34 – YTD reporting due.	IPM to arrange		Local Infrastructure Renewal Scheme (LIRS) claim period opens		N/A	
Companion Animals								
Other				16	Expected second installment of 2023-24 Financial Assistance Grants		Noted.	
				30	ALGA Return of National Local Road Data return due . Return available <a href="#">here</a>		DMES/RIM in progress.	

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 17th September 2024 commencing at 2.30 pm

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## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

October 2024		Status	November 2024		Status
Education	OLG Councillor Information sessions – further information to be provided.	GM – check for suitability	OLG Councillor Information sessions – further information to be provided		GM has provided information to Councillors.
			LG NSW Annual Conference		Attendance arranged.

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

**Carried**

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday, 17th September 2024 commencing at 2.30 pm

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

6.1 Unattended Property Procedure

**MOVED** Stephens/Otieno that the Unattended Property Procedure be received and noted.

**Carried**

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**7 10TH OCTOBER 2024 DRAFT MINUTES**

The Committee previewed the 10th October 2024 Draft Minutes and actions required to be placed on the Action Checklist in Item 1 of the General Manager's Report.

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**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.

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**9 GENERAL BUSINESS WITHOUT NOTICE**

- The Treasurer requested that on a Friday and during the daily lunchtimes, could we please have in place someone to be in the office from each Department. You will need to arrange your staff's leave in regard to flexi's and annual leave. This needs to be managed.
- The Economic Development and Visitation Manager advised that she has received good comments on the appearance of the town.
- The Librarian advised that the Dolly Parton imagination library one (1) year anniversary is on tomorrow, all are welcome.
- The Manager Health and Development Services enquired on the cracks opening up on the SH 11 Oxley Highway near Collie Station.

The Flood Restoration and Special Projects Manager advised that some of the cracks have been repaired or are marked out for heavy patching.

- The Town Services Manager enquired on Remembrance Day and what arrangements are being put in place.

The General Manager advised that we should expect a meeting to be arranged in the coming week/s.

**There being no further business the meeting closed at 4.33 pm.**

## THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW)

### MINUTES

**GENERAL MEETING: 6 JUNE 2024, 11:30am**

**LOCATION: MCKELL ROOM - PARLIAMENT HOUSE, SYDNEY & ONLINE**

#### **Present**

Cr Kevin Duffy (Chair)	Orange City Council
Cr Phyllis Miller OAM (Dep Chair)	Forbes Shire Council
Cr Dennis Brady (Dep Chair)	Lachlan Shire Council
Cr Denis Todd	Warrumbungle Shire Council
Cr Scott Ferguson (Online)	Blayney Shire Council
Cr Dom Figliomeni	Wollongong City Council
Cr Michael Banasik	Wollondilly Shire Council
Cr Jim Hickey	Broken Hill Shire Council
Kent Boyd	Parkes Shire Council (GM)
Brad Cam (online)	Midwestern Shire Council (GM)
Mark Dicker	Blayney Shire Council (GM)
Michael Askew & Martin Rush	MERC - Executive Officer, Policy Officer (FTG)

#### **1. Welcome**

The Chair, Councillor Kevin Duffy welcomed MERC members, Executive Officer, and Policy Officer and opened the meeting at 11.30am (some delay due to late start for preceding Exec Comm meeting).

#### **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. Executive Officer's Report**

- Submissions Update: Joint Letter, Resources for Regions
  - The Executive Officer noted that the Policy Officer (Martin Rush, FTG) had developed one critical submission since the last meeting: Joint Letter on the Draft Regional Development Act 2024. MERC developed and was a co-signatory on the Joint Letter to the NSW Government on the proposed changes to Resources for Regions. Other letter signatories included the Mining and Energy Union, the Minerals Council and a consortium of local councils impacted by the changes and was addressed to NSW Premier Chris Minns and Ministers Mookhey, Houssos and Moriarty. The Joint Letter was drafted by Martin Rush, Jackie Woods (MEU) and James Barben (NSWMC).
- Association Activities: Advocacy; MERC Newsletter
  - The Executive Officer addressed the advocacy campaign on changes to the Regional Development Act, before noting that the Policy Officer would address this campaign in his Report (see below)
- Conference Update: Resources Energy Industry & Innovation Forum (REIIF)

- The Executive Officer noted that the REIIF was originally scheduled for 12-14 June, but complications with key speaker availability forced the Steering Group to push the REIIF dates to 6-8 August in Dubbo and noted that MERC has been afforded the morning of 6 August (from 10:00am) to run a MERC General Meeting that will be open to non-members.
- Cr Duffy suggested that we have more MERC signage (banners) to ensure a visual presence at the REIIF. Cr Figliomeni suggested that some MERC-related workshops would be in the association's interests. GM Cam made note of these suggestions and stated that the organising committee would assist with these requests. Cr Figliomeni asked whether nuclear energy would be part of the conference discussion and requested representation from the nuclear industry at REIIF. Cr Duffy supported this request.
- Membership Update: membership drive and interest
  - The Executive Officer noted that the membership drive had experienced a delayed start due to a taxation issue that had emerged for the Association. New members could not be engaged until these potential liabilities are resolved. The Executive Officer and Policy Officer, working with former Executive Officer Greg Lamont, were working with a taxation agent to resolve the issues and were confident of a positive outcome for the association.
  - Cr Banasik suggested that new members could be sought after the September Local Government elections and that new member councils should be approached from October on. Cr Duffy noted that the Newsletter was an important marketing tool for new members.
- MERC Constitutional Changes: decision making and issue raising.
  - The Executive Officer noted no change on the development of the proposed constitutional changes, but that work on the drafts would begin in the near future.
  -
- MERC Sub-Committees: looking for GM sponsors for key sub-committees
  - The Executive Officer noted that the Policy Officer would discuss Sub-Committees in his Report.
  - The Policy Officer suggested that it would be optimal if Sub-Committees received "sponsorship" (ie commitment to lead and/or participate) from member GMs.
  - Cr Duffy noted that GMs could be delegates on the sub-committees, but that demands on GMs' time should be acknowledged.

#### 4. Policy Officer's Report

- **Joint Letter and Advocacy:** The Policy Officer presented on the development of the Joint Letter on the review of the Regional Development Act and associated advocacy activities. The Policy Officer provided an update, including his meetings with Abigail Boyd and key crossbenchers on the issue. The crossbenchers engaged had developed a joint letter and working group on the issue, however the crossbench seemed fragmented. Post this meeting, the Policy Officer was meeting with the Hunter Caucus to seek their endorsement and action on the issue. The Hunter Caucus constitutes around 25% of MLAs (2-3 ministers) with significant influence. The Policy Officer suggested that MERC needed to focus on funding for the Regional Impact

Study pilot and to align with the new Transition Authorities (for which a draft Issues Paper was in development).

- Cr Figliomeni suggested that MERC keeps the State Opposition involved in all advocacy, and include senior department leads in all communications
  - Mark Dicker noted that he had met with Jenny Aitchison and Tara Moriarty, but the latter hadn't seen the Joint Letter
  - Cr Miller suggested that all advocacy should have the restoration of Resources for Regions (through a similar program) at its core, and that any ratings measures should be a secondary strategy.
- **Sub-Committees:** The Policy Officer presented on the need to initiate the MERC Sub-Committees (as discussed and approved at the Strategic Planning Forum and March Executive Committee meeting), with the following two Sub-Committees prioritised: Mining Sub-Committee and the Quarrying Sub-Committee. In the preceding Exec Comm meeting, it was suggested that VPAs be added as a sub-committee. The Policy Officer argued that it was imperative that senior Council staff participated in these sub-committees.
    - Cr Brady noted that members had been active in sub-committees in previous years and would support again. Cr Miller suggested that an Options Paper be developed on sub-committees, with the development of strong Terms of Reference.

## 5. General Business

- Cr Duffy noted the importance of 'speed of action' on all MERC advocacy and sub-committee activities
- Cr Miller noted the importance of addressing the current budgetary gaps left by the end of the Resources for Regions program and that it was near impossible for some councils to cover this gap. She noted that it was important that we show members that MERC is forming a strong coalition in members' interests to address the issue.
- Cr Banasik noted that the removal of Resources for Regions was putting huge amounts of pressure on councils now, and this makes project planning for their local areas near impossible.
- Kent Boyd noted that Parkes used to also use RfR to leverage Federal funding, so Parkes was seeing a compounded loss. Mark Dicker supported this and added that the 'replacement' Regional Development Fund only had \$35m in it and tended to support marginal projects.
- Cr Miller proposed a resolution that MERC is committed to the reinstatement of RfR or an equivalent program.
- Cr Hickey suggested that any program that would follow should be mining and energy related and not a general fund
- Cr Ferguson suggested that MERC list the steps it would practically take to restore funding to affected councils. Tell the story of our solution.

## 6. Close: the meeting closed at 1:15pm

**The minutes (pages 1-4) are a full and accurate record of proceedings of the General Meeting held on 6<sup>th</sup> June 2024.**

.....Cr Kevin Duffy, Chair



**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, GENERAL MEETING HELD ON 6<sup>TH</sup> OF AUGUST 2024, RESOURCES, ENERGY AND INDUSTRY INNOVATION FORUM, DUBBO RSL, DUBBO.**

**Present**

Cr Kevin Duffy  
Cr Dennis Brady  
Cr Denis Todd  
Cr Michael Banasik  
Cr Peter Batten  
Cr Scott Ferguson  
Cr Jarrod Marsden  
Peter Vlatko  
Brad Cam  
Ron Zwicker  
Mark Dicker  
Brad Byrne

Orange City Council (Chair)  
Lachlan Shire Council (Dep Chair)  
Warrumbungle Shire Council (Ex Comm)  
Wollondilly Shire Council  
Cabonne Shire Council  
Blayney Shire Council (Ex Comm)  
Cobar Shire Council  
Cobar Shire Council  
Mid-Western Council  
Wollongong City Council  
Blayney Shire Council  
Cabonne Shire Council

**Apologies**

Cr Phyllis Miller OAM  
Steve Loane OAM  
Cr Jim Hickey  
Cr Liz McGlynn  
Gary Woodman  
Cr Katrina Walker  
Cr Ros Jackson  
Greg Tory  
Cr Mathew Dickerson  
Murray Wood  
Cr Des Kennedy  
Brad Cam  
Cr Jasen Ramien  
Megan Dixon  
Cr Pam Kensit  
Alex Waldron  
Cr Aneillo Iannuzzi  
Kent Boyd  
Heather Nicholls  
Owen Hasler  
Matthew Deeth  
Cr Cath Blakey

Forbes Shire Council (Dep Chair)  
Forbes Shire Council  
Broken Hill City Council  
Bland Shire Council (Ex Comm)  
Warren Shire Council  
Warren Shire Council  
Warren Shire Council  
Lachlan Shire Council  
Dubbo Regional Council  
Dubbo Regional Council  
Mid-Western Regional Council  
Mid-Western Regional Council  
Walgett Shire Council  
Walgett Shire Council  
Upper Lachlan Shire Council  
Upper Lachlan Shire Council  
Warrumbungle Shire Council  
Parkes Shire Council  
Cabonne Shire Council  
Life Member (Presentation)  
Wollongong City Council  
Wollongong City Council

## **MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, GENERAL MEETING HELD ON 6<sup>TH</sup> OF AUGUST 2024, RESOURCES, ENERGY AND INDUSTRY INNOVATION FORUM, DUBBO RSL, DUBBO.**

### **In Attendance**

Michael Askew	FTG
Martin Rush	FTG
Ingrid Moores	FTG
Greg Lamont & Helen Johnston	Ex EO MERC (Presentation)

### **Observers**

Peter Morrissey (Hunter Net/Lake Macquarie City Council)  
Louise Johnston (Inland Rail/ARTC)  
Two ladies from TILT  
John Hetherington and another from the local Central West Renewable Energy Research Organisation  
Johnathon Edgecombe Director Infrastructure and Economy (Lithgow City Council)  
Several unknown attendees from REIIF conference

### **1.Welcome by Chair**

The Chair, Councillor Kevin Duffy, welcomed members to the meeting and declared the meeting open at 9:10am.

### **2.Acknowledgement of Country**

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

### **3.Apologies**

Resolved that the apologies as per the above list had been received and noted.

### **4.Executive Officer Report**

Michael Askew, Executive Officer, provided Member Councils with an overview of key MERC activities and issues, including:

- Recognition: of the work of former Executive Officer, Greg Lamont.
- Submissions Update: Post-Mining Land Use
- Association Activities: Advocacy; MERC Newsletter
- Conference Overview: What to expect at the REIIF
- Membership Update: membership drive and interest
- MERC Sub-Committees: sponsors for key sub-committees

Apologies were made for not having last meetings minutes prepared but would circulate shortly

Introduction of Ingrid Moores, who will provide progress reports over the coming months as well as other administrative duties.

### **5.Policy Officer Report**

Martin Rush, Policy Officer, provided an overview of recent advocacy activities and future policy tasks.

MERC has had some wins recently with

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, GENERAL MEETING HELD ON 6<sup>TH</sup> OF AUGUST 2024, RESOURCES, ENERGY AND INDUSTRY INNOVATION FORUM, DUBBO RSL, DUBBO.**

The Government has said that it will now consider releasing funding before 2028 to support the important work needed for transition of coal-reliant regions.

- It is recommended that the Association continue its advocacy and pursue a regional pilot of the alternative funding model recommended in our policy position following the local government general elections.
- **Review of Regional Development Act** - The Association made a submission to the NSW Government Review of the Regional Development Act, 1993 making 13 recommendations.
- At the time of writing, the NSW Government has not released its consultation report nor provided an explanation for the apparent delay. As delegates will be aware, however, the Department is undergoing a significant organisational change.
- We will again liaise with the Minister's policy staff officers in Sydney on the 15<sup>th</sup> of August to obtain a further update on the progress of the Review and implementation timetable.
- **Resources for Regions** - The Association's policy position for a fair share of the benefit of mining royalties is set out in its Submission to the Review of the Regional Development Act, 1993. The Association, together with the NSW Mining Council and the Mining and Energy Union wrote to the Minister on 16 April 2024 noting that the organisations jointly expected, on the abolition of the Resources for Regions Fund, that proportionate funding continue as a dedicated stream in its proposed regional funding programs.
- The NSW Government has not committed to a dedicated stream of funding for mining and energy impacted communities and notes only that:  
The Regional Development Trust Fund will provide for secure, sustainable, and strategic investment for rural and regional NSW.
- It is recommended that the Association continue its advocacy whilst the legislative and policy framing for expenditure of the Regional Development Trust Fund continues to be developed. It is further recommended that the Association meet with the Interim Trust Fund Advisory Council.
- We are looking for some members for the key sub-committees one will be on Benefit sharing and mining and one on quarrying.

**OM No 1/2024 Moved Cr Brady/ Seconded Cr Ferguson That the Report on Policy Development and Initiatives be noted.**

#### **6.General Business**

MERC Members were encouraged to raise critical issues, concerns, questions or any matters for general discussion.

Where we are with the major expectations of the Premier about the NSW Mining Council and The Mining and Energy Union and the Premier himself in Orange undertook to meet with them is that meeting going to happen?

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, GENERAL MEETING HELD ON 6<sup>TH</sup> OF AUGUST 2024, RESOURCES, ENERGY AND INDUSTRY INNOVATION FORUM, DUBBO RSL, DUBBO.**

Follow up question – If that meeting was to happen tomorrow are we confident that we have a pretty firm and united submission with the MEU to present to the Premier?

Martin – The key points are contained in our letters to them. The 2028 issue is still being won. The Resources for Regions is well below the dollars needed, the expert Evidence that more than 1billion need for local councils for transitions management over the next 10 years across NSW. We are keen to work with the Hunter Jobs Alliance, the Mining and Energy Union and the Minerals Council on a joint campaign if necessary. I want to be able to present some options of what that might look like on the next occasion and we've asked a senior consultant to put a brief together to tell us what might be able to be done for what dollars. Difficulties across the crossbench and the 'Training wheels Government'.

Question – About access to the parliamentarians and regarding the training wheels and when you consider the 20% or 25% coming out of towns and you look at the government who is going to collect that over the next 4 years, between 13 to 14 billion dollars, a massive amount of money coming out of our regions with not much money coming back in. How long before we trigger the alliance with our alliance partners, the Minerals Council and the MEU?

Martin - My recommendation is don't wait. If we want a result that we are the architects of we need to move now.

Question – So if we're ever going to move forward in the renewable energy zone if the governments sitting on their hands, risk adverse, not prepared to spend money.

Martin – Merc has the benefit of being an association and being able to present a united force. Resourcing is a difficulty and we have to prioritise, there are some members where some of issues don't apply to them and they start questioning why they're a member and so we're trying to make the policies a bit broader.

Comment – There is a parliamentary enquiry into renewables, and this is the perfect opportunity for MERC to put their stamp on it.

Martin - Prepared to take the undertaking and organise a meeting to say what this might look like, how we might resource it. It might that not be that every member wants to do the work but happy to support it. Look towards being able to share documents in a more efficient way.

Martin - Can we get a show of hands who might be interested if we had a renewable energy zone working group to solve this issue with benefit sharing

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, GENERAL MEETING HELD ON 6<sup>TH</sup> OF AUGUST 2024, RESOURCES, ENERGY AND INDUSTRY INNOVATION FORUM, DUBBO RSL, DUBBO.**

**OM No 2/ 2024 Moved Cr Ferguson/Seconded Cr Brady That MERC contact renewable energy mayors and explore options on them working with MERC to formalise their network. Confirmed to make contact after Local Council Elections on 14<sup>th</sup> of Sep 2024.**

Question - Do you think that we are on the same page as other alliances to form a united front.

Martin - We might agree with alliances on some issues at different times we only join when we have a common interest to do so. The common strategies are ground in common sense. If you don't have healthy mining and energy communities in NSW, then they don't have their industries.

Martin asks for anyone who is interested in joining the working group to please give contact to Ingrid.

**Martin concludes report**

**7. Question on Finances** – Are all members currently paid up for the financial year?

Michael - 24/25 invoices are going out now, working on Strategic Plan and some minor changes to constitution.

**8. Any final questions**

Around the topic of renewable energy will solar and wind ever be able to take up the weight of coal - Nuclear energy? WA, SA, TAS are very strong in renewables, Tas hydro 76% of WA is renewable

Request for MERC to put data together from academics from Nuclear Energy and get an academic expert to present on the economics of different options of renewables at a future meeting.

**Meeting Declared closed at 10:20am**

**The minutes were confirmed at the Ordinary Meeting held in \_\_\_\_\_ 2024 and are a concise and accurate record of proceedings of the Ordinary General meeting held on 6<sup>th</sup> of August, 2024.**

.....

**Cr Kevin Duffy**

**Chairperson**



## Draft Minutes Board Meeting

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Date: 16 August 2024

Time: 8.30 am

Venue: Dubbo Cultural Centre

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### ATTENDEES:

Clr Barry Holman	Mayor Bourke Shire Council
Leonie Brown	General Manager Bourke Shire Council
Megan Dixon	General Manager Walgett Shire Council
Clr Doug Batten	Mayor Gilgandra Shire Council
Melissa Welsh	Gilgandra Shire Council
Brad Cam	General Manager Mid-Western Regional Council
Clr Des Kennedy	Mayor Mid-Western Regional Council
Jane Redden	General Manager Narromine Shire Council
Clr Craig Davies (Chair)	Mayor Narromine Shire Council
Gary Woodman	General Manager Warren Shire Council
Clr Milton Quigley	Mayor Warren Shire Council
Roger Bailey	General Manager Warrumbungle Shire Council
Steph Waterhouse	Acting General Manager Bogan Shire Council
Peter Vlatko	General Manager Cobar Shire Council
Jarod Marsden	Mayor Cobar Council
Greg Hill	General Manager Central Darling Shire Council
Bob Stewart	Administrator Central Darling Council
David Kirby	General Manager Brewarrina Shire Council
Vivian Slack Smith	Mayor Brewarrina Shire Council
Jessica Brown	Dubbo Regional Council
Lisa Schiff	EO

### Apologies:

Murray Wood	CEO Dubbo Regional Council
Clr Mathew Dickerson	Mayor Dubbo Regional Council
David Neeves	General Manager Gilgandra Shire Council
Derek Francis	General Manager Bogan Council
Paul Gallagher	General Manager Coonamble Shire Council
Tim Horan	Mayor Coonamble Shire Council
Ambrose Doolan	Mayor Warrumbungle Shire Council
	Mayor Walgett Shire Council



## 1 WELCOME

The Chair declared the meeting open at 8.30 am.

## 2 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by the Chair.

## 3 DECLARATIONS OF INTEREST

There were no declarations of interest.

## 4 CONFIRMATION OF MINUTES OF AWC BOARD MEETING HELD 12 July 2024

RESOLVED that Clr Barry Holman/Clr Jarrad Marsden the minutes of the AWC Board Meeting held on 12 July 2024 be adopted with a correction to the Mayor Walgett Shire Council .

## 5 GENERAL BUSINESS

### 6.1 Productivity Commissioner Report:

Discussion –

- Section 9 is a major focus in relation to Critical Needs Water
- Page 96 of the Report – definition of CSO (Community Service Obligation) needs clarification
- Need to meet with the Minister and present an overarching proposal to have oversight of water utilities involving agencies.
- The Alliance has the talent to deliver the best result from a management viewpoint.
- Masterplan for Infrastructure is done but needs to be updated

Motion: That a Management Advisory Group be formed to advise the Minister with a view to meet quarterly.

Resolved: Peter Vlatko/Clr Doug Batten

Motion : That the Management Advisory Group operate at the highest level ( Chair and General Manger) to meet with the Minister on a quarterly basis to update the Minister, provide a progress report and seek support for future projects.

Resolved: Clr Milton Quigley/Clr Doug Batten

### 6.2 Letter from Auditor General:

Motion: The Chair writes to the Minister and the Audit Office in response to the letter dated 2 August 2024 and advises current position.

Resolved: Clr Barry Holman/Clr Craig Davies

## 7. Close of Meeting There being no further business the meeting closed at 9.30am

8. Strategic Planning Workshop followed. Summary of main points to be presented to GMAC for comment and subsequently to the next meeting of the Alliance.

## CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

<b>MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT COONAMBLE SHIRE COUNCIL CHAMBERS, COONAMBLE ON MONDAY 26<sup>th</sup> AUGUST 2024 COMMENCING AT 10:31AM</b>
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**PRESENT:** Clr D Batten, Clr I Woodcock, Clr N Kinsey, Clr P Cullen, Clr G Peart, Clr Z Holcombe, Clr G Whiteley, and Clr D Todd,

**ABSENT:** Clr M Cooke and Clr B Fisher

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

**WELCOME:** Meeting was opened at 10:31am and Chairman Clr D Batten welcomed all councillors and staff to the meeting.

<b>04/24/01 Apologies and Leave of Absence</b>
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**Resolved:**

That the leave of absence received from Clr B Fisher is accepted and a leave of absence granted.

**Moved:** Clr Kinsey

**Seconded:** Clr Cullen

**Carried**

**ABSENT- Councillor M. Cooke**

**DECLARATIONS OF INTEREST- Nil**

<b>04/24/02 Minutes of Ordinary Council Meeting – 24<sup>th</sup> June 2024</b>
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**Resolved:**

That the minutes of the ordinary Council meeting held 24<sup>th</sup> June 2024, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Kinsey

**Seconded:** Clr Holcombe

**Carried**



#### 04/24/03 Reports of Committees - Minutes of North West Regional Weeds Committee and Central West Regional Weeds Committee Meetings

**Resolved:**

That the minutes of the North West Regional Meeting and the Central West Regional Weeds Committee be received and noted.

**Moved:** Clr Holcombe

**Seconded:** Clr Whiteley

**Carried**

#### 04/24/04 Council's Decision Action Report – August 2024

**Resolved:**

That the Resolution Register for August 2024 be received and noted.

**Moved:** Clr Woodcock

**Seconded:** Clr Peart

**Carried**

*The General Manager advised Council that the invitation to the Minister for Agriculture to attend the next CMCC Council meeting has been accepted. The Hon. Minister Moriarty has agreed to meet via teams meeting on the 25<sup>th</sup> November 2024.*

#### 04/24/05 Circulars Received From the NSW Office of Local Government

**Resolved:**

That the information contained in the following Departmental circulars 24-12 to 24-15 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Clr Whiteley

**Seconded:** Clr Kinsey

**Carried**

#### 04/24/06 Cash and Investment Report – 30<sup>th</sup> June 2024

**Resolved:**

That the investment report for 30<sup>th</sup> June 2024 be received and noted.

**Moved:** Clr Todd

**Seconded:** Clr Whiteley

**Carried**

**04/24/07 Fourth Quarter Operational Plan 2023/2024 and Annual Delivery Program****Resolved:**

That Council accept the progress made on the 2023/2024 Operational Plan as at 30<sup>th</sup> June 2024 and Annual Delivery Program.

**Moved:** Clr Peart

**Seconded:** Clr Holcombe

**Carried**

**04/24/08 Annual Financial Statements 2023/2024****Resolved:**

1. The Draft Annual Financial Reports for 2023/2024 be referred to Council's Auditor.
2. The Chairperson, Deputy Chairperson, General Manager be authorised to sign the necessary Financial Statements.
3. On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body.
4. Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented to the public, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993 and it's requirements.

**Moved:** Clr Woodcock

**Seconded:** Clr Kinsey

**Carried**

**04/24/09 Payment of Expenses & Provision of Facilities to Councillors Policy****Resolved:**

That;

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

**Moved:** Clr Holcombe

**Seconded:** Clr Todd

**Carried**

**04/24/10 Review of Media Policy****Resolved:**

That a Media Policy be presented to Council, to include provisions for wider coverage of CMCC public events, news stories and public exhibition documents through online advertising platforms.

**Moved:** Clr Whiteley

**Seconded:** Clr Cullen

**Carried**

**04/24/11 Revised Investment Policy****Resolved:**

That;

1. the report be received
2. Council adopts the revised Investment Policy as presented.

**Moved:** Clr Todd

**Seconded:** Clr Kinsey

**Carried**

**04/24/12 Important Dates for Councillors – Upcoming Meetings and Events****Resolved:**

That;

1. the report be received and noted.
2. it be noted that the Council meeting scheduled for 2<sup>nd</sup> December 2024, be changed to 25<sup>th</sup> November 2024.

**Moved:** Clr Kinsey

**Seconded:** Clr Holcombe

**Carried**

**04/24/13 Quarterly Biosecurity Report****Resolved:**

That the report be received and noted.

**Moved:** Clr Peart

**Seconded:** Clr Woodcock

**Carried**

**04/24/14 Moved Into Closed Session****Time:** ...11:25am**Resolved:**

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:** Clr Kinsey

**Seconded:** Clr Todd

**Carried****04/24/16 Return to Open Session****Time:** ...11:30am**Resolved:**

That Council return to open session.

**Moved:** Clr Holcombe

**Seconded:** Clr Cullen

**Carried**

*The confidential reports discussed in closed session were brought forward and read in open session by Chairman, Clr Doug Batten.*

**04/24/15 General Manager Half Yearly Performance Review****Resolved:**

That the Chairmans report on the General Managers half yearly performance review being assessed as 'More than Satisfactory' be received and noted.

**Moved:** Clr Kinsey

**Seconded:** Clr Peart

**Carried****Carried**

**02/24/17 Adoption Of Closed Session Reports****Resolved:**

That Council adopt the recommendations of the Closed Committee Reports

**Moved:** Clr Kinsey

**Seconded:** Clr Holcombe

**Carried**

*Prior to the closing of the meeting, Chairman Clr Doug Batten read out a letter sent to CMCC from outgoing Clr Bill Fisher. The letter detailed that Councillor Fisher had thoroughly enjoyed his time as a Coonamble Council delegate. Clr Fisher congratulated CMCC for its work to date in the control of noxious weed and wish all parties good fortune and health going forward.*

Date of the next CMCC Council Meeting to be Monday 28<sup>th</sup> October 2024 in Coonamble

**Close of Meeting**

The meeting closed at 11:39am

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
General Manager

**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 October 2024**

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**ITEM 5                      CENTRAL WEST ZONE LIBRARY MEETING**

**(L2-7)**

**RECOMMENDATION:**

That the information be received and noted.

I attended the Zone Library meeting together with Librarian Erica Kearnes on Friday, 11th October 2024 held in the United Services Club at Narromine.

Not all Councillors were in attendance due the September Local Government Elections and not all Councils have elected their delegates as yet. The following items were raised and discussed:

- An update on the Birth to 5 Years Program has been requested from Adele from the Library Association.
- Impact Report - Strategic Network Committee are currently working on this interviewing selected rural, regional and metro libraries as to how they work with their libraries.
- Value of Libraries Research Project is scheduled to be completed by end of this year. In our area Warrumbungle and Narromine Libraries are involved in this.
- Request issue to be raised at Conference in relation to other Government Agencies making more work for libraries by sending clients to them to assist with Service NSW, Centrelink etc., and library staff assisting with online applications. Some libraries are dealing with clients who can become very upset if the staff cannot solve the issues. Also, there is the issue of privacy etc.
- TROVE is also looking to raise the fees to libraries. Request being made to the Library Association to investigate this setup e.g. per capita v usage.
- The shortage of qualified library staff was raised again – career info events – update possible at SWITCH Conference.

Reports were presented by the various Librarians as to what is happening in their respective libraries. Several libraries are taking on the “1000 books before school” Project of which Warren is one. Also issues with experience staff and volunteers to assist with local history. Some libraries have also undertaken the “Dolly Parton Imagination Library” Project, where eligible children are enrolled at birth and mailed a free age-appropriate book every month until they turn five. Warren Library has just completed its school holidays activities and movie mornings for adults will start up again on first Friday of each month during school terms.

Councillor Pauline Serdity  
Warren Library Delegate

**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 October 2024

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**ITEM 1                      REVIEW OF EQUAL EMPLOYMENT POLICY**

**(P13-1, S12-2.4)**

**RECOMMENDATION**

That Council adopt the amended Equal Employment Policy.

**PURPOSE**

To advise Council that a review of the Equal Employment Policy has been undertaken in conjunction with Council's Internal Auditor, Mr Keith Coates and the only changes are of a minor nature (typographical changes, minor corrections, position name changes).

Manex has recommended that the amended Policy be reported to Council for re-adoption.

**BACKGROUND**

The purpose of Council's Equal Employment Policy is to ensure that Council provides an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, vilification and bullying.

It is Council's aim to ensure that when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. It is also appropriate that Council also tries to create a work environment which promotes good working relationships.

The Policy applies to all employees, agents and contractors (including temporary contractors), administrators appointed under Section 256 of the Local Government Act, 1993 (NSW), members of Council Committees, Conduct Reviewers, Delegates of Council, work experience employees and volunteers of the Council, collectively referred to in the Policy as 'Council Officials'.

**Attachment 1** is a copy of the current Policy.

**Attachment 2** is a copy of the amended Policy with changes in red.

**REPORT**

At the Internal Audit and Risk Management Committee Meeting held on 23rd November, 2023 it was agreed that the Equal Employment Policy was to be reviewed and presented to Council for re-adoption. Council at its meeting on 7th December, 2023 resolved accordingly.

The current Policy was adopted on the 27th September 2018.

Council's Internal Auditor, Mr Keith Coates had at the time relevant input to the review of the Policy.

Changes are only of a minor nature as detailed.

The reviewed Policy was presented to Manex at its Meeting on 15<sup>th</sup> October, 2024 where there was no concerns and the matter needs to be reported to Council for adoption of the reviewed Policy.

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**ITEM 1                      REVIEW OF EQUAL EMPLOYMENT POLICY**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

- Anti-Discrimination Act 1977 (NSW)
- Local Government Act 1993 (NSW)
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- Disability Discrimination Act 1992
- Code of Conduct
- Grievance and Dispute Resolution Policy and Procedure
- Relevant Acts detailed within the Policy

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

As only minor amendments have been made, it is not deemed necessary to place the amended Policy on public exhibition.

**OPTIONS**

Council does not necessarily need to approve the amended Policy.

**CONCLUSION**

The Equal Employment Policy has been reviewed and amended accordingly in only a minor way and it is considered appropriate that the review / amended Policy be adopted.

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

- 5.2.2 Proactively manage known compliance risks.
- 5.3.1 Provide effective training and development of our staff.
- 5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities.

**SUPPORTING INFORMATION /ATTACHMENTS**

1. Current Equal Employment Policy adopted 27th September 2018, Minute No. 214.9.18; and
2. Amended Equal Employment Policy showing changes in red.



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**ITEM 1                      REVIEW OF EQUAL EMPLOYMENT POLICY**

**CONTINUED**

**Attachment 1      Current Equal Employment Policy adopted 27th September 2018, Minute No. 214.9.18**



## POLICY REGISTER

## EQUAL EMPLOYMENT POLICY

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Policy adopted: 27th September 2018   Minute No. 214.9.18

Reviewed:

File Ref:                      P13-1, S12-2.4

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**ITEM 1**

**REVIEW OF EQUAL EMPLOYMENT POLICY**

**CONTINUED**

**DOCUMENT CONTROL**

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

# 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, 22nd February 2024

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### ITEM 1

### REVIEW OF EQUAL EMPLOYMENT POLICY

### CONTINUED

Warren Shire Council Policy – Equal Employment Policy

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#### Policy Objective

Warren Shire Council aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, vilification and bullying.

The Council aims to ensure when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. The Council also tries to create a work environment which promotes good working relationships.

#### Policy Scope

This Policy applies to employees, agents and contractors (including temporary contractors), administrators appointed under section 256 of the *Local Government Act 1993* (NSW) members of council committees, conduct reviewers, delegates of council, work experience employees and volunteers of the Council, collectively referred to in this Policy as 'Council Officials'.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences and client functions. Equal Employment Opportunity (EEO) laws apply to all areas of employment, as well as the provision of goods and services.

#### Policy Statement

The purpose of this EEO Policy and the EEO Management Plan is to achieve the following outcomes:

- a workplace culture displaying fair workplace practices and behaviours,
- a diverse and skilled workforce, and
- improved employment access and participation by EEO groups.

EEO groups are people affected by past or continuing disadvantage or discrimination in employment. As a result, they may be more likely to be unemployed or working in lower paid jobs.

These groups are:

- women
- Aboriginal people and Torres Strait Islanders
- members of racial and ethnic minority groups, and
- people with a disability.

The EEO objectives are designed to create a benchmark for future planning and workplace interaction and provide Warren Shire Council with a mechanism to measure our progress in achieving our goals in relation to EEO.

In developing the goals and outcomes contained in the EEO Management Plan, consideration has been given to the National Framework for Women in Local Government. The ongoing evaluation of the Plan will also take into account the content of the Framework.

This EEO Policy and EEO Management Plan are prepared in accordance with the requirements of the Local Government Act 1993.

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**REVIEW OF EQUAL EMPLOYMENT POLICY**

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Warren Shire Council Policy – Equal Employment Policy

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**Legislation**

Under EEO laws, discrimination, vilification, sexual harassment, bullying and victimisation are unlawful and strictly prohibited. Warren Shire Council has a legal obligation to make sure the workplace is free from discrimination, harassment and bullying as required by the following legislation:

- **Anti-Discrimination Act (NSW) 1977** - specifies that Council is “to eliminate discrimination or harassment in employment on the grounds of Race, (including colour, nationality and national or ethnic origin), sex (including pregnancy), marital status, disability, homosexuality, age (compulsory retirement only), transgender, carer’s responsibility. Other unlawful conduct includes sexual harassment; vilification on the basis of race, homosexuality, transgender and HIV/AIDS status.
- **Local Government Act (NSW) 1993** - Section 344 of this legislation states that Council is “to promote equal employment opportunity for women, members of racial minorities and physically handicapped persons in councils”.  
In accordance with Section 345 of this Act, Council is also obliged to “prepare and implement an equal employment opportunity management plan.” This legislation is further supported by the National Framework for Women in Local Government which aims to increase women’s participation in local government decision-making.
- Other laws relating to EEO include:
  - Age Discrimination Act 2004
  - Disability Discrimination Act 1992
  - Disability Services Act 1993
  - Equal Opportunity for Women in the Workplace Australia 1999
  - Human Rights and Equal Opportunity Commission Act 1992
  - Human Rights (Sexual Conduct) Act 1994
  - Racial Discrimination Act 1975
  - Racial Hatred Act 1995
  - Sex Discrimination Act 1984
  - Occupational Health and Safety Act 2000
  - Privacy and Personal Information Protection Act 1998
  - Carers Recognition Act 2010, and
  - Local Government (State) Award 2017
- Council has a moral obligation to ensure its employees are not subjected to other forms of harassment. All staff members are expected to uphold the organisation’s values and to treat each other with consideration and respect at all times in accordance with section 3.6 of the Code of Conduct.

**1. DISCRIMINATION**

**A. Direct Discrimination**

Direct discrimination in employment occurs when a person is treated less favourably than another in their employment because of a reason or ground which is prohibited by law. The prohibited grounds of discrimination are set out in the Federal, State and Territory laws and include sex, race, age, etc. A full list of the grounds of discrimination which operate Federally and in NSW will be relevant, and are listed out below.

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▪ Race (including colour, nationality, descent, ethnic, ethno-religious or national origin)	▪ Religious belief or activity
▪ Sex	▪ Marital status, relationship status
▪ Pregnancy (including potential pregnancy)	▪ Homosexuality, transsexuality, sexuality, sexual preference, lawful sexual activity, gender identity
▪ Carers' responsibilities, family responsibilities, carer or parental status, being childless	▪ Disability, including physical, mental and intellectual disability
▪ Breastfeeding	▪ Age (including compulsory retirement)
▪ Industrial/trade union membership, non-membership or activity	▪ Political belief or activity
▪ Employer association membership, non-membership or activity	▪ Criminal record
▪ Temporary absence from work because of illness or injury	▪ Medical record
▪ HIV/AIDS	▪ Defence service
▪ Spent convictions	▪ Association (i.e. association with a person who has one or more of the attributes for which discrimination is prohibited)

#### B. Indirect discrimination

Indirect discrimination may occur when an employer imposes a policy or requirement which applies to everyone equally but it in fact operates to disadvantage a particular group because of a characteristic of that group, such as their sex, age, race (ie - a prohibited ground of discrimination).

*Example: The Council imposes a height restriction on all applicants for the position of 'Parking Officer', that is, an applicant must be over 185cm (6 feet) tall in order to be successfully considered for the position. This requirement at first glance appears fair because it applies to all applicants irrespective of gender. However, in practice this requirement will disadvantage women as a group because statistically, women are naturally shorter than men. So the effect is to disadvantage women because of their sex. The criteria for the position should be replaced with a focus on outcomes and performance.*

Discrimination also includes the situation where a Council Official harasses another person based on a ground of discrimination. Harassment is unwelcome conduct that a reasonable person would expect to offend, humiliate or intimidate.

#### 2. VILIFICATION

Vilification is a public act which incites hatred, severe contempt or severe ridicule of a person or group, because of race, homosexuality, transgender, transsexuality or HIV/AIDS. Vilification is a particularly serious breach of EEO laws and will be dealt with accordingly.

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Warren Shire Council Policy – Equal Employment Policy

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**3. SEXUAL HARASSMENT**

Sexual harassment is unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated. Conduct can amount to sexual harassment even if the person did not intend to offend, humiliate or intimidate the other person.

However, conduct will not be sexual harassment if a reasonable person, having regard to all the circumstances, would not have anticipated that the conduct would offend, humiliate or intimidate the other person. Sexual harassment does not have to be directed at a particular individual to be unlawful. Behaviour which creates a hostile working environment for other Council Officials can also be unlawful.

Examples of sexual harassment include, but are not limited to:

- physical contact such as pinching, touching, grabbing, kissing or hugging
- staring or leering at a person or at parts of their body
- sexual jokes or comments
- requests for sexual favours
- persistent requests to go out, where they are refused
- sexually explicit conversations
- displays of offensive material such as posters, screen savers, internet material etc
- accessing or downloading sexually explicit material from the internet
- suggestive comments about a person's body or appearance
- sending rude or offensive emails, attachments or text messages.

**4. BULLYING**

Bullying is repeated, unreasonable behaviour directed towards an individual or group that creates a risk to health and safety. Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten. Single incidents of unreasonable behaviour can also create a risk to health and safety and may escalate into bullying. There is no requirement that bullying be intentional.

It is not bullying for a manager or supervisor to counsel a Council Official about their performance. Performance counselling is a necessary part of ensuring Council Officials meet the Council's standards of work and behaviour. Also, other reasonable managerial actions such as disciplinary action, work directions and orders, and allocation of work in compliance with business needs and systems do not constitute bullying. However, unreasonable management actions can constitute bullying if the content, delivery and expectation of the management action are unreasonable.

**5. VICTIMISATION**

Victimisation is where a person is retaliated against or subjected to a detriment because they have lodged a complaint, they intend to lodge a complaint or they are involved in a complaint of unlawful conduct. Council Officials must not retaliate against a person who raises a complaint or subject them to any detriment.

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**Responsibilities in Relation to EEO**

The overall responsibility for monitoring the effectiveness of the EEO Policy and Management Plan and for implementing on-going programs of action to make the plan fully operational lies with Council's Executive Management Team (MANEX). However, Council recognises EEO is the responsibility of everyone in the Council, and as such will ensure advice on EEO matters is available on an on-going basis to all.

The co-ordination of the EEO Management Plan is primarily the responsibility of the Corporate and Finance Directorate. Corporate and Finance has responsibility for:

- Compilation of EEO statistics;
- Distribution and maintenance of the EEO Management Plan;
- Provision of EEO information to other Directors and the General Manager;
- Ensuring EEO Management Plan is in accordance with and meets the obligations of the Local Government Act 1993;
- Identification and coordination of EEO training to meet Council's EEO goals; and
- Evaluation of EEO training.

Other people within Council have responsibilities for ensuring the implementation of EEO as follows:

**Individual Employees** - have a responsibility to:

- Understand and comply with this Policy;
- Understand and comply with the Council's Code of Conduct;
- Be aware of their rights and responsibilities under Council's policy and the law;
- Treat all work colleagues equally and in a non-discriminatory manner, and with consideration and respect at all times
- Ensure they do not engage in any unlawful conduct towards other employees, Council Officials, customers/clients or others with whom they come into contact through work;
- Follow the complaint procedure in this Policy if they experience any unlawful conduct;
- Report any unlawful conduct they see occurring to others in the workplace in accordance with the complaint procedure in this Policy;
- Maintain confidentiality if they are involved in the complaint procedure;
- Promote harmonious working relationships with other members of staff in all circumstances;
- Undertake EEO training provided by Council; and
- Align personal behaviour with Council's values.

**The General Manager and Executive Team** - have additional responsibility to:

- Promote the aims and objectives of the EEO Policy and Management Plan and associated practices and procedures;
- Ensure employees act in a non-discriminatory manner, free of harassment and bullying;
- Identify EEO needs;
- Consider amendments to the EEO Policy and Management Plan;
- Ensure all employees participate in corporate EEO training as required; and
- Ensure Managers fulfil their responsibilities under EEO.

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**Managers/Supervisors/Coordinators/Team Leaders** - have additional responsibility to:

- Identify EEO needs;
- Consider amendments to the EEO Policy Management Plan, and make suggestions where appropriate;
- Ensure employees act in a non-discriminatory manner, free of harassment and bullying;
- Ensure employees treat each other with consideration and respect at all times;
- Ensure employees are aware of Council's EEO Management Plan;
- Ensure new employees on commencement undertake corporate and workplace inductions and participate in Council's induction training program;
- Ensure all employees have equal access to employment and training opportunities subject to individual, directorate and corporate priorities;
- Ensure recruitment and selection procedures within their area of responsibility are not discriminatory; and
- Ensure employees under their supervision, fulfil their responsibilities in regard to EEO.

**Breach of this Policy**

All Council Officials are required to comply with this Policy at all times. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated or not renewed. For other Council Officials a breach of this Policy could result in you losing your position.

In some cases, behavior and actions which result in breaching this policy may also be a breach of legislation i.e. illegal and individuals involved may be prosecuted.

Warren Shire Council will fully support any external agency in any investigation into activity which is identified as breaching this policy.

If a person makes an unfounded complaint or a false complaint (e.g. - making up a complaint to get someone else in trouble or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation action.

**Complaint handling procedure**

If a Council Official feels they have been subjected to any form of unlawful conduct contrary to EEO laws this Policy or the Council's Code of Conduct, they should not ignore it. The Council has a complaint procedure for dealing with these issues.

The complaint procedure has numerous options available to suit the particular circumstances of each individual situation. The manner in which a complaint will be handled is solely at the discretion of the General Manager.

**Examples of the ways in which a complaint can be dealt with**

**A. Confront the Issue**

If a Council Official feels comfortable doing so, they should address the issue with the person concerned. A Council Official should identify the offensive behaviour, explain the behaviour is unwelcome and offensive and ask the behaviour stop. It is important the person is aware their behavior is unacceptable. It may be that the person was not aware that their behaviour was unwelcome or caused offence.



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This is not a compulsory step. If a Council Official does not feel comfortable confronting the person, or the Council Official confronts the person and the behaviour continues, the Council Official should report the issue to the Work Health and Safety Officer (WH&S) or the Divisional Manager.

If a Council Official is unsure about how to handle a situation and is also unsure if they want to make a complaint they should contact the WH&S Officer for support and guidance. The WH&S Officer will aim to assist people uncertain about their rights and options.

**B. Report the Issue**

A Council Official should report the issue to their Supervisor or the WH&S Officer.

The Supervisor or WH&S Officer will aim to deal with the Council Official's complaint in accordance with this Policy. There are two complaint procedures that can be used being informal and formal (detailed further below). The type of complaint procedure used will be determined by the nature of the complaint that is made.

**C. Informal Complaint Procedure**

Under the informal complaint procedure there is a broad range of options for addressing the complaint. The procedure used to address the issue will depend on the individual circumstances of the case. Possible options include, but are not limited to:

- a) the Supervisor or WH&S Officer discussing the issue with the person against whom the complaint is made; and/or
- b) the Supervisor or WH&S Officer facilitating a meeting between the parties in an attempt to resolve the issue and move forward.

The informal complaint procedure is more suited to less serious allegations that if founded, would not warrant disciplinary action being taken.

**D. Formal Complaint Procedure**

The formal complaint procedure involves a formal investigation of the complaint. Formal investigations may be conducted by the Divisional Manager or a person from outside the Council, appointed by the Council.

An investigation generally involves, collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the Divisional Manager or the external investigator will make recommendations about resolving the complaint.

If the Council considers it appropriate for the safe and efficient conduct of an investigation, Council Officials may be required not to report for work during the period of an investigation. The Council may also provide alternative duties or work during the investigation period. Generally, Council Officials will be paid their normal pay during any such period.

If a complaint is against the Divisional Manager, then the complaint will be investigated by the General manager or an external party appointed by Council. If a complaint is made about the General manager, then the Mayor shall seek assistance from and External party appointed by Council.

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**Confidentiality**

All staff will endeavour to maintain confidentiality as far as possible. However, it may be necessary to speak with other Council Officials in order to determine what happened, to afford fairness to those against whom the complaint has been made and to resolve the complaint. If a complaint is raised and it appears that unlawful conduct has potentially occurred, the Council will endeavour to take appropriate action in relation to the complaint.

All Council Officials involved in the complaint must also maintain confidentiality, including the Council Official who lodges the complaint. Spreading rumours or gossip may expose Council Officials to a defamation claim. Council Officials may discuss the complaint with a designated support person or representative (who is not a Council Official employed or engaged by the Council). However, the support person or representative must also maintain confidentiality.

**Possible outcomes**

The possible outcomes will depend on the nature of the complaint and the procedure followed to address the complaint. Where an investigation results in a finding that a person has engaged in unlawful conduct, breach of this Policy or breach of the Code of Conduct that person may be disciplined.

The type and severity of disciplinary action will depend on the nature of the complaint and other relevant factors. Where the investigation results in a finding that the person complained against has engaged in serious misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected Council Official and the Council.

Agents and contractors (including temporary contractors) who are found to have engaged in unlawful conduct and/or breached this Policy or the Council's Code of Conduct, may have their contracts with the Council terminated or not renewed. For other Council Officials, a breach of this Policy or the Council's Code of Conduct could result in the loss of their position subject to Award requirements.

The Council may take a range of other non-disciplinary outcomes to resolve a complaint, depending on the particular circumstances. Examples include, but are not limited to:

- training to assist in addressing the problems underpinning the complaint;
- monitoring to ensure that there are no further problems;
- implementing a new policy;
- requiring an apology or an undertaking that certain behaviour stop; and/or
- changing work arrangements.

**What to do if you are not satisfied with the outcome**

If any of the parties are not satisfied with the way the complaint was handled or the outcome of the complaint process they can contact the General Manager. The complaint handling process and/or the outcome may then be reviewed by the Council's Internal Auditor. The General Manager's or Internal Auditor's decision in relation to the review will be final.

The Council's goal is to resolve issues in-house wherever possible. Council Officials can seek the assistance of an outside agency if they feel their complaint has not been adequately addressed. Council supports the assistance of union or employee associations to assist in resolving issues under this policy or to provide support through the process.

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**Reporting Harassment, Discrimination or Bullying**

All employees of Council Officials have a legal and moral responsibility to treat each other fairly and are expected to fulfil these responsibilities as a condition of employment.

Where Council Officials believe they have been the subject of discrimination, harassment or bullying on any grounds, they are encouraged to report the matter using Council's Grievance Policy.

Assistance is also available from:

(a) **Employee Assistance Program**

The EAP provides employees with access to counselling services to identify and resolve problems influencing their well-being and effectiveness at work.

(b) **Human Resources Officer and WHS Officer**

The HR and WHS Officers can also give advice to staff members, supervisors, managers and executive officers regarding harassment issues and grievance resolution procedures.

(c) **Unions**

Unions may be able to assist their members and can be contacted at any stage. They can support members in bringing a complaint to the attention of management and monitoring responses to ensure that appropriate action is taken.

(d) **Anti-Discrimination Board of NSW**

Staff members can contact the Anti-Discrimination Board (ADB) at any stage for confidential advice. Employees may choose to lodge a formal complaint with the ADB if they are not satisfied with the way in which their grievance is being handled internally. The ADB will refer you to a more appropriate agency, such as the Human Rights and Equal Opportunity Commission, where necessary.

**Definitions**

**Council Official** within this policy collectively refers to employees, agents and contractors (including temporary contractors) of administrators appointed under section 256 of the *Local Government Act 1993* (NSW) members of council committees, conduct reviewers, delegates of council, work experience employees and volunteers of the Council.

**Equal Employment Opportunity (EEO)** is the principle that ensures that all employees and potential employees are treated equitably and fairly, regardless of their race, sex, marital status, age, physical or intellectual impairment, or sexual preference.

**EEO Groups** are groups that have been identified as experiencing high levels of discrimination and disadvantage in the workplace and for whom EEO strategies are needed to be developed to address these disadvantages. These groups are:

- Women
- People of non-English speaking backgrounds (NESB)
- People of Aboriginal or Torres Strait Islander descent
- People with physical disabilities

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**Contacts for Outside Agencies**

*Australian Human Rights Commission*  
Toll Free: 1300 656 419

*Anti-Discrimination Board (NSW)*  
Tel: 02 9268 5555  
Toll Free: 1800 670 812 (rural and  
regional NSW only)

**Exceptions**

None

**Legislation**

Anti-Discrimination Act (NSW) 1977  
Local Government Act 1993  
Sex Discrimination Act 1984  
Racial Discrimination Act 1975  
Disability Discrimination Act 1992

**Related Documents**

Code of Conduct  
Grievance Policy

**Review**

Warren Shire Council reserves the right to vary, replace or terminate this policy at any time.  
This policy will be reviewed every 4 years or following an ordinary election of council, or earlier  
if there are relevant statutory or State Government policy changes.

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ITEM 1

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Warren Shire Council Policy – Equal Employment Policy

***Council official acknowledgement***

*I acknowledge and confirm:*

- *receiving a copy of Council's Anti-Discrimination and Equal Employment Opportunity Policy;*
- *I will comply with the Policy; and*
- *I understand there may be disciplinary consequences if I fail to comply the Anti-Discrimination and Equal Employment Opportunity Policy, including up to termination of my employment.*

Your name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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Attachment 2      Amended Equal Employment Policy showing changes in **RED**.



## POLICY REGISTER

## EQUAL EMPLOYMENT POLICY

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Policy adopted: 27th September 2018   Minute No. 214.9.18

Reviewed:      24th October 2024   Minute No. xxx.10.24

File Ref:      P13-1, S12-2.4

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**DOCUMENT CONTROL**

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27th September 2018)
2.0	General Manager 14 October 2024	Minor amendments, corrections of typographical matters and correction of position names.	Council Minute No. xxx.10.24 (24th October 2024)



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### ITEM 1

### REVIEW OF EQUAL EMPLOYMENT POLICY

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Warren Shire Council Policy – Equal Employment Policy

#### Policy Objective

Warren Shire Council aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, vilification and bullying.

The Council aims to ensure when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. The Council also tries to create a work environment which promotes good working relationships.

#### Policy Scope

This Policy applies to employees, agents and contractors (including temporary contractors), administrators appointed under section 256 of the *Local Government Act 1993* (NSW) members of Council Committees, Conduct reviewers, Delegates of Council, work experience employees and volunteers of the Council, collectively referred to in this Policy as 'Council Officials'.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences and client functions. Equal Employment Opportunity (EEO) laws apply to all areas of employment, as well as the provision of goods and services.

#### Policy Statement

The purpose of this EEO Policy and the EEO Management Plan is to achieve the following outcomes:

- a workplace culture displaying fair workplace practices and behaviours;
- a diverse and skilled workforce; and
- improved employment access and participation by EEO groups.

EEO groups are people affected by past or continuing disadvantage or discrimination in employment. As a result, they may be more likely to be unemployed or working in lower paid jobs.

These groups are:

- women;
- Aboriginal people and Torres Strait Islanders;
- members of racial and ethnic minority groups; and
- people with a disability.

The EEO objectives are designed to create a benchmark for future planning and workplace interaction and provide Warren Shire Council with a mechanism to measure our progress in achieving our goals in relation to EEO.

In developing the goals and outcomes contained in the EEO Management Plan, consideration has been given to the National Framework for Women in Local Government. The ongoing evaluation of the Plan will also take into account the content of the Framework.

This EEO Policy and EEO Management Plan are prepared in accordance with the requirements of the Local Government Act 1993.



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**Legislation**

Under EEO laws, discrimination, vilification, sexual harassment, bullying and victimisation are unlawful and strictly prohibited. Warren Shire Council has a legal obligation to make sure the workplace is free from discrimination, harassment and bullying as required by the following legislation:

- **Anti-Discrimination Act (NSW) 1977 (NSW)** - specifies that Council is “to eliminate discrimination or harassment in employment on the grounds of Race, (including colour, nationality and national or ethnic origin), sex (including pregnancy), marital status, disability, homosexuality, age (compulsory retirement only), transgender, carer’s responsibility. Other unlawful conduct includes sexual harassment; vilification on the basis of race, homosexuality, transgender and HIV/AIDS status.
- **Local Government Act (NSW) 1993 (NSW)** - Section 344 of this legislation states that Council is “to promote equal employment opportunity for women, members of racial minorities and physically handicapped persons in councils”.  
In accordance with Section 345 of this Act, Council is also obliged to “prepare and implement an equal employment opportunity management plan.” This legislation is further supported by the National Framework for Women in Local Government which aims to increase women’s participation in local government decision-making.
- Other laws relating to EEO include:
  - Age Discrimination Act 2004;
  - Disability Discrimination Act 1992;
  - Disability Services Act 1993;
  - Equal Opportunity for Women in the Workplace Australia 1999;
  - Human Rights and Equal Opportunity Commission Act 1992;
  - Human Rights (Sexual Conduct) Act 1994;
  - Racial Discrimination Act 1975;
  - Racial Hatred Act 1995;
  - Sex Discrimination Act 1984;
  - ~~Occupational Health and Safety Act 2000~~ Work Health and Safety Act 2011 (NSW);
  - Privacy and Personal Information Protection Act 1998 (NSW);
  - Carers Recognition Act 2010, and
  - Local Government (State) Award ~~2017~~.
- Council has a moral obligation to ensure its employees are not subjected to other forms of harassment. All staff members are expected to uphold the organisation’s values and to treat each other with consideration and respect at all times in accordance with ~~section 3-6~~ Part 3 of the Code of Conduct.

**1. DISCRIMINATION**

**A. Direct Discrimination**

Direct discrimination in employment occurs when a person is treated less favourably than another in their employment because of a reason or ground which is prohibited by law. The prohibited grounds of discrimination are set out in the Federal, State and Territory laws and include sex, race, age, etc. A full list of the grounds of discrimination which operate Federally and in NSW will be relevant, and are listed out below.

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▪ Race (including colour, nationality, descent, ethnic, ethno-religious or national origin)	▪ Religious belief or activity
▪ Sex	▪ Marital status, relationship status
▪ Pregnancy (including potential pregnancy)	▪ Homosexuality, transsexuality, sexuality, sexual preference, lawful sexual activity, gender identity
▪ Carers' responsibilities, family responsibilities, carer or parental status, being childless	▪ Disability, including physical, mental and intellectual disability
▪ Breastfeeding	▪ Age (including compulsory retirement)
▪ Industrial/trade union membership, non-membership or activity	▪ Political belief or activity
▪ Employer association membership, non-membership or activity	▪ Criminal record
▪ Temporary absence from work because of illness or injury	▪ Medical record
▪ HIV/AIDS	▪ Defence service
▪ Spent convictions	▪ Association (i.e. association with a person who has one or more of the attributes for which discrimination is prohibited)

#### B. Indirect discrimination

Indirect discrimination may occur when an employer imposes a Policy or requirement which applies to everyone equally but it in fact operates to disadvantage a particular group because of a characteristic of that group, such as their sex, age, race (ie - a prohibited ground of discrimination).

*Example: The Council imposes a height restriction on all applicants for the position of 'Parking Officer', that is, an applicant must be over 185cm (6 feet) tall in order to be successfully considered for the position. This requirement at first glance appears fair because it applies to all applicants irrespective of gender. However, in practice this requirement will disadvantage women as a group because statistically, women are naturally shorter than men. So the effect is to disadvantage women because of their sex. The criteria for the position should be replaced with a focus on outcomes and performance.*

Discrimination also includes the situation where a Council Official harasses another person based on a ground of discrimination. Harassment is unwelcome conduct that a reasonable person would expect to offend, humiliate or intimidate.

#### 2. VILIFICATION

Vilification is a public act which incites hatred, severe contempt or severe ridicule of a person or group, because of race, homosexuality, transgender, transsexuality or HIV/AIDS. Vilification is a particularly serious breach of EEO laws and will be dealt with accordingly.

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**3. SEXUAL HARASSMENT**

Sexual harassment is unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated. Conduct can amount to sexual harassment even if the person did not intend to offend, humiliate or intimidate the other person.

However, conduct will not be sexual harassment if a reasonable person, having regard to all the circumstances, would not have anticipated that the conduct would offend, humiliate or intimidate the other person. Sexual harassment does not have to be directed at a particular individual to be unlawful. Behaviour which creates a hostile working environment for other Council Officials can also be unlawful.

Examples of sexual harassment include, but are not limited to:

- physical contact such as pinching, touching, grabbing, kissing or hugging;
- staring or leering at a person or at parts of their body;
- sexual jokes or comments;
- requests for sexual favours;
- persistent requests to go out, where they are refused;
- sexually explicit conversations;
- displays of offensive material such as posters, screen savers, internet material etc;
- accessing or downloading sexually explicit material from the internet;
- suggestive comments about a person's body or appearance; and
- sending rude or offensive emails, attachments or text messages.

**4. BULLYING**

Bullying is repeated, unreasonable behaviour directed towards an individual or group that creates a risk to health and safety. Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten. Single incidents of unreasonable behaviour can also create a risk to health and safety and may escalate into bullying. There is no requirement that bullying be intentional.

It is not bullying for a Manager or Supervisor to counsel a Council Official about their performance. Performance counselling is a necessary part of ensuring Council Officials meet the Council's standards of work and behaviour. Also, other reasonable managerial actions such as disciplinary action, work directions and orders, and allocation of work in compliance with business needs and systems do not constitute bullying. However, unreasonable management actions can constitute bullying if the content, delivery and expectation of the management action are unreasonable.

**5. VICTIMISATION**

Victimisation is where a person is retaliated against or subjected to a detriment because they have lodged a complaint, they intend to lodge a complaint or they are involved in a complaint of unlawful conduct. Council Officials must not retaliate against a person who raises a complaint or subject them to any detriment.



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**Responsibilities in Relation to EEO**

The overall responsibility for monitoring the effectiveness of the EEO Policy and Management Plan and for implementing on-going programs of action to make the plan fully operational lies with Council's Executive Management Team (MANEX). However, Council recognises EEO is the responsibility of everyone in the Council, and as such will ensure advice on EEO matters is available on an on-going basis to all.

The co-ordination of the EEO Management Plan is primarily the responsibility of the ~~Corporate and Finance Directorate~~ Divisional Manager Finance and Administration. ~~Corporate and Finance Directorate~~ Finance and Administration has responsibility for:

- Compilation of EEO statistics;
- Distribution and maintenance of the EEO Management Plan;
- Provision of EEO information to other ~~Directors~~ Divisional Managers, Managers and the General Manager;
- Ensuring EEO Management Plan is in accordance with and meets the obligations of the Local Government Act 1993;
- Identification and coordination of EEO training to meet Council's EEO goals; and
- Evaluation of EEO training.

Other people within Council have responsibilities for ensuring the implementation of EEO as follows:

**Individual Employees** - have a responsibility to:

- Understand and comply with this Policy;
- Understand and comply with the Council's Code of Conduct;
- Be aware of their rights and responsibilities under Council's Policy and the law;
- Treat all work colleagues equally and in a non-discriminatory manner, and with consideration and respect at all times
- Ensure they do not engage in any unlawful conduct towards other employees, Council Officials, customers/clients or others with whom they come into contact through work;
- Follow the complaint procedure in this Policy if they experience any unlawful conduct;
- Report any unlawful conduct they see occurring to others in the workplace in accordance with the complaint procedure in this Policy;
- Maintain confidentiality if they are involved in the complaint procedure;
- Promote harmonious working relationships with other members of staff in all circumstances;
- Undertake EEO training provided by Council; and
- Align personal behaviour with Council's values.

**The General Manager and Executive Management Team** - have additional responsibility to:

- Promote the aims and objectives of the EEO Policy and Management Plan and associated practices and procedures;
- Ensure employees act in a non-discriminatory manner, free of harassment and bullying;
- Identify EEO needs;
- Consider amendments to the EEO Policy and Management Plan;
- Ensure all employees participate in corporate EEO training as required; and
- Ensure Managers fulfil their responsibilities under EEO.

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**Managers/Supervisors/Coordinators/Team Leaders** - have additional responsibility to:

- Identify EEO needs;
- Consider amendments to the EEO Policy and Management Plan, and make suggestions where appropriate;
- Ensure employees act in a non-discriminatory manner, free of harassment and bullying;
- Ensure employees treat each other with consideration and respect at all times;
- Ensure employees are aware of Council's EEO Management Plan;
- Ensure new employees on commencement undertake corporate and workplace inductions and participate in Council's induction training program;
- Ensure all employees have equal access to employment and training opportunities subject to individual, directorate and corporate priorities;
- Ensure recruitment and selection procedures within their area of responsibility are not discriminatory; and
- Ensure employees under their supervision, fulfil their responsibilities in regard to EEO.

**Breach of this Policy**

All Council Officials are required to comply with this Policy at all times. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated or not renewed. For other Council Officials a breach of this Policy could result in you losing your position.

In some cases, behavior and actions which result in breaching this Policy may also be a breach of legislation i.e. illegal and individuals involved may be prosecuted.

Warren Shire Council will fully support any external agency in any investigation into activity which is identified as breaching this policy.

If a person makes an unfounded complaint or a false complaint (e.g. - making up a complaint to get someone else in trouble or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation action.

**Complaint handling procedure**

If a Council Official feels they have been subjected to any form of unlawful conduct contrary to EEO laws this Policy or the Council's Code of Conduct, they should not ignore it. The Council has a complaint procedure for dealing with these issues.

The complaint procedure has numerous options available to suit the particular circumstances of each individual situation. The manner in which a complaint will be handled is solely at the discretion of the General Manager.

**Examples of the ways in which a complaint can be dealt with**

**A. Confront the Issue**

If a Council Official feels comfortable doing so, they should address the issue with the person concerned. A Council Official should identify the offensive behaviour, explain the behaviour is unwelcome and offensive and ask the behaviour stop. It is important the person is aware their behavior is unacceptable. It may be that the person was not aware that their behaviour was unwelcome or caused offence.

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This is not a compulsory step. If a Council Official does not feel comfortable confronting the person, or the Council Official confronts the person and the behaviour continues, the Council Official should report the issue to the ~~Work Health and Safety Officer~~ ~~Work Health Safety/Risk Co-Ordinator (WHS/RC)~~ or the Divisional Manager or Manager.

If a Council Official is unsure about how to handle a situation and is also unsure if they want to make a complaint they should contact the ~~WHS Officer~~ ~~WHS/RC~~ for support and guidance. The ~~Work Health and Safety Officer~~ ~~WHS/RC~~ will aim to assist people uncertain about their rights and options.

**B. Report the Issue**

A Council Official should report the issue to their Supervisor or the ~~WHS Officer~~ ~~WHS/RC~~.

The Supervisor or ~~WHS Officer~~ ~~WHS/RC~~ will aim to deal with the Council Official's complaint in accordance with this Policy. There are two complaint procedures that can be used being informal and formal (detailed further below). The type of complaint procedure used will be determined by the nature of the complaint that is made.

**C. Informal Complaint Procedure**

Under the informal complaint procedure there is a broad range of options for addressing the complaint. The procedure used to address the issue will depend on the individual circumstances of the case. Possible options include, but are not limited to:

- a) the Supervisor or ~~WHS Officer~~ ~~WHS/RC~~ discussing the issue with the person against whom the complaint is made; and/or
- b) the Supervisor or ~~WHS Officer~~ ~~WHS/RC~~ facilitating a meeting between the parties in an attempt to resolve the issue and move forward.

The informal complaint procedure is more suited to less serious allegations that if founded, would not warrant disciplinary action being taken.

**D. Formal Complaint Procedure**

The formal complaint procedure involves a formal investigation of the complaint. Formal investigations may be conducted by the Divisional Manager or ~~Managers~~ or a person from outside the Council, appointed by the Council.

An investigation generally involves, collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the Divisional Manager or ~~Manager~~ or the external investigator will make recommendations about resolving the complaint.

If the Council considers it appropriate for the safe and efficient conduct of an investigation, Council Officials may be required not to report for work during the period of an investigation. The Council may also provide alternative duties or work during the investigation period. Generally, Council Officials will be paid their normal pay during any such period.

If a complaint is against ~~the~~ a Divisional Manager or relevant Manager, then the complaint will be investigated by the General Manager or an external party appointed by Council. If a complaint is made about the General Manager, then the Mayor shall seek assistance from an External party appointed by Council.



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**Confidentiality**

All staff will endeavour to maintain confidentiality as far as possible. However, it may be necessary to speak with other Council Officials in order to determine what happened, to afford fairness to those against whom the complaint has been made and to resolve the complaint. If a complaint is raised and it appears that unlawful conduct has potentially occurred, the Council will endeavour to take appropriate action in relation to the complaint.

All Council Officials involved in the complaint must also maintain confidentiality, including the Council Official who lodges the complaint. Spreading rumours or gossip may expose Council Officials to a defamation claim. Council Officials may discuss the complaint with a designated support person or representative (who is not a Council Official employed or engaged by the Council). However, the support person or representative must also maintain confidentiality.

**Possible outcomes**

The possible outcomes will depend on the nature of the complaint and the procedure followed to address the complaint. Where an investigation results in a finding that a person has engaged in unlawful conduct, breach of this Policy or breach of the Code of Conduct that person may be disciplined.

The type and severity of disciplinary action will depend on the nature of the complaint and other relevant factors. Where the investigation results in a finding that the person complained against has engaged in serious misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected Council Official and the Council.

Agents and contractors (including temporary contractors) who are found to have engaged in unlawful conduct and/or breached this Policy or the Council's Code of Conduct, may have their contracts with the Council terminated or not renewed. For other Council Officials, a breach of this Policy or the Council's Code of Conduct could result in the loss of their position subject to Award requirements.

The Council may take a range of other non-disciplinary outcomes to resolve a complaint, depending on the particular circumstances. Examples include, but are not limited to:

- training to assist in addressing the problems underpinning the complaint;
- monitoring to ensure that there are no further problems;
- implementing a new Policy;
- requiring an apology or an undertaking that certain behaviour stop; and/or
- changing work arrangements.

**What to do if you are not satisfied with the outcome**

If any of the parties are not satisfied with the way the complaint was handled or the outcome of the complaint process they can contact the General Manager. The complaint handling process and/or the outcome may then be reviewed by the Council's Internal Auditor. The General Manager's or Internal Auditor's decision in relation to the review will be final.

The Council's goal is to resolve issues in-house wherever possible. Council Officials can seek the assistance of an outside agency if they feel their complaint has not been adequately addressed. Council supports the assistance of union or employee associations to assist in resolving issues under this Policy or to provide support through the process.

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**Reporting Harassment, Discrimination or Bullying**

All ~~employees of~~ Council Officials have a legal and moral responsibility to treat each other fairly and are expected to fulfil these responsibilities as a condition of employment.

Where Council Officials believe they have been the subject of discrimination, harassment or bullying on any grounds, they are encouraged to report the matter using Council's Grievance and Dispute Resolution Policy and Procedure.

Assistance is also available from:

- (a) **Employee Assistance Program**  
The EAP provides employees with access to counselling services to identify and resolve problems influencing their well-being and effectiveness at work.
- (b) **Human Resources Officer (HRO) and ~~WHS Officer~~ Work Health Safety/Risk Co-Ordinator (WHS/RC)**  
The HRO and ~~WHS Officer~~ WHS/RC can also give advice to staff members, Supervisors, Managers, Divisional Managers and the General Manager and ~~executive officers~~ regarding harassment issues and grievance resolution procedures.
- (c) **Unions**  
Unions may be able to assist their members and can be contacted at any stage. They can support members in bringing a complaint to the attention of management and monitoring responses to ensure that appropriate action is taken.
- (d) **Anti-Discrimination Board of NSW**  
Staff members can contact the Anti-Discrimination Board (ADB) at any stage for confidential advice. Employees may choose to lodge a formal complaint with the ADB if they are not satisfied with the way in which their grievance is being handled internally. The ADB will refer you to a more appropriate agency, such as the ~~Human Rights and Equal Opportunity~~ Australian Human Rights Commission, where necessary.

**Definitions**

**Council Official** within this Policy collectively refers to employees, agents and contractors (including temporary contractors) ~~of~~ or administrators appointed under section 256 of the Local Government Act 1993 (NSW), members of Council Committees, Conduct Reviewers, Delegates of Council, work experience employees and volunteers of the Council.

**Equal Employment Opportunity (EEO)** is the principle that ensures that all employees and potential employees are treated equitably and fairly, regardless of their race, sex, marital status, age, physical or intellectual impairment, or sexual preference.

**EEO Groups** are groups that have been identified as experiencing high levels of discrimination and disadvantage in the workplace and for whom EEO strategies are needed to be developed to address these disadvantages. These groups are:

- Women;
- People of non-English speaking backgrounds (NESB);
- People of Aboriginal or Torres Strait Islander descent; and
- People with physical disabilities.



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**Contacts for Outside Agencies**

Australian Human Rights Commission  
Toll Free: 1300 656 419

Anti-Discrimination ~~Board~~ (NSW)  
Tel: ~~02 9268 5555~~ 1800 670 812  
~~Toll Free: 1800 670 812 (rural and regional NSW only)~~

**Exceptions**

None

**Legislation**

Anti-Discrimination Act ~~(NSW)~~ 1977 (NSW)  
Local Government Act 1993 (NSW)  
Sex Discrimination Act 1984  
Racial Discrimination Act 1975  
Disability Discrimination Act 1992

**Related Documents**

Code of Conduct  
Grievance ~~Policy~~ and Dispute Resolution Policy and Procedure

**Review**

Warren Shire Council reserves the right to vary, replace or terminate this Policy at any time. This policy will be reviewed every 4 years or following an Ordinary Election of Council, or earlier if there are relevant statutory or State Government Policy changes.

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**Council official acknowledgement**

*I acknowledge and confirm:*

- receiving a copy of Council's ~~Anti-Discrimination and Equal Employment Opportunity Policy~~ *Equal Employment Policy*;
- I will comply with the Policy; and
- I understand there may be disciplinary consequences if I fail to comply the ~~Anti-Discrimination and Equal Employment Opportunity Policy~~ *Equal Employment Policy*, including up to termination of my employment.

Your name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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**ITEM 1                      OUTSTANDING REPORTS CHECKLIST**

**(C14-7.4)**

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Bi-monthly advice requests to Telstra being undertaken. The 2024 Regional Telecommunications Review completed and submission made.
*27.7.23	202.7.23	Warren Airport Projects	GM/IPM	<p>Occupation Certificate received on 16 July 2024. Landscaping, fencing, irrigation works commenced, but wet weather is delaying the progress.</p> <p>Formal opening of the Terminal Building occurred on 22 August 2024.</p> <p>Council entered into a Lease Agreement with the Bankstown Flying School Pty Ltd for a two (2) year period with an optional two (2) years extension for Flying School operations commencing from the 22 August 2024. The Training School in the Terminal Building is scheduled to be operational from the 19 October 2024.</p>
23.6.22	158.6.22	Tender C13-73 – Design, Deliver and Construct a Prefabricated or Modular Sports Amenities Building for Carter Oval Youth Sports Precinct	GM/IPM	<p>Landmark commenced construction in February 2023.</p> <p>*Concreting works completed. Tiling works progressing, likely to be completed by 20 August 2024 – complete.</p> <p>*Superstructure wall frame modifications works are complete.</p> <p>*Plumbing and electrical main hook in complete.</p>

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ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				Wall lining and sanitary fixtures installation to commence the week of 18 August 2024 – in progress.  New project completion forecasted at end of October 2024.  Council has expressed frustration over the ongoing delays and slow progress on site activities.
25.8.22	214.8.22	Reactivation of Visitor Services Volunteers During Peak Periods	GM/ EDVM	Recruitment for new suitably matched volunteers is continuing.  Advertising through posters, newsletter, website and social media is routinely undertaken however no new candidates have applied. Existing volunteer base is still being maintained.  Ongoing.
25.1.23	12.1.23	Affordable Housing Opportunity – Housing Plus	GM/ DMES	Negotiations commenced to finalise the required agreement with Housing Plus for the eventual sale of all or most of the nine (9) vacant land lots in Gunningba Estate for a maximum five (5) year period. Waiting on a 'Remote' Round of funding from Housing Australia before considering going forward. Council blocks will be put on the market in the near future.  Final design drawings for roads, stormwater, sewer and water infrastructure are being prepared. A funding application under the Australian Government's

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## OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				Housing Support Program has been completed.
*25.1.23	13.1.23	Warren and the Visitor Economy Community Consultation Report August 2022 - Executive Summary	GM/EDVM	Warren and the Visitor Economy Community Consultation Report August 2022 - Executive Summary is being considered and included in the new Tourism Strategy and Destination Management Plan currently in development by EDVM.
25.5.23	118.5.23	Destination Macquarie Marshes Taskforce	GM/EDVM	<p>That within 12 months and, after the Taskforce's short and long term goals and Destination Macquarie Marshes Action Plan, Macquarie Marshes Promotions Strategy and Stakeholder Engagement Strategy are formulated, other organisations/ community representatives be invited to be members of the Taskforce.</p> <p>Workshops facilitated by the Economic Development and Visitation Manager.</p> <p>The Economic Development and Visitation Manager will be progressing the Strategy and Action Plan further and future workshops will be scheduled to refine the actions within the document.</p> <p>Continuing to progress Strategy and Action Plan.</p>
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.

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## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				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	294.12.23	Destination Macquarie Marshes Taskforce Meeting 2023 – 13 September 2023	GM/EDVM	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.
7.12.23	301.12.23	Internal Auditor – Contract Management Processes Review – October, November, December 2021 And February 2022	GM/IPM	The following priority and action be progressed: - Detailed Contracts Guideline which includes performance management processes.  Contract Management Road Map being considered. Is in the desktop planning stage. Draft Contract Management flow chart being developed. Draft Project Management Road Map Structure being developed.  Target date for issuing a draft procedure is November 2024.
7.12.23	316.12.23	Regional Drought Resilience Plan Program	GM/EDVM	Draft Document returned by CSIRO with suggested updates. Document currently with graphic designer before presentation to Minister for approval prior to submission of grant application.

# WARREN SHIRE COUNCIL

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## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				Ongoing. Recent teams meeting held to discuss Far North Joint Organisation Regional Drought Resilience Plan and Grant application for the Northwest NSW group (Coonamble Shire Council, Warren Shire Council and Bogan Shire Council). Plan document currently being developed with Graphic Designer ahead of formal application being submitted.
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.
23.5.24	114.5.24	Regional Industry Educational Partnership (RIEP)	GM / EDVM	Currently on hold. Department of Education Project Leader currently on maternity leave. Program will be recommenced upon her return from leave.
27.6.24	147.6.24	Draft Warren Shire Council ARIC Annual Work Plan 2024-2025 and Internal Auditor Strategic Audit Plan 2024-2025 (A1-3)	GM/ DMFA	The Warren Shire Council ARIC Work Plan 2024/2025 and the Internal Auditor Strategic Audit Plan 2024/2025 – 2027/2028 has been adopted – in progress subject to appointment of a new Contract Internal Auditor.
27.6.24	147.6.24	Legislative Compliance Policy and Procedure and Legislative Compliance Register	GM	2.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

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## CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				undertaken and documented and that implementation of actions to reduce risk are arranged – in progress.
*27.6.24	173.6.24	Warren Shire Council General Manager – Renewal of Appointment	Mayor	Arrange for the renewal of appointment of the General Manager as resolved – complete.
*25.7.24	182.7.24	Review of Council's Social Media Policy	GM	Policy adopted.
25.7.24	187.7.24	Local Government NSW Annual Conference	GM	<p>2. Council approve the attendance of the Mayor, Deputy Mayor, one (1) Councillor to be determined after expressions of interest and the General Manager to attend the 2024 Local Government NSW (LGNSW) Annual Conference to be held on Sunday 17th November, 2024 to Tuesday 19th November, 2024 in Tamworth in progress;</p> <p>4. Any required motions concerning Warren Shire Council and the community of Warren Shire be formulated by the Mayor and General Manager for forwarding to the 2024 LGNSW Conference and future LGNSW Conferences – in progress; and</p> <p>5. Council nominate the Mayor and in the absence of the Mayor, the Deputy Mayor as the Voting Delegate for the 2024 LGNSW Conference and</p>



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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
General Manager				
				future LGNSW Conferences – in progress.
25.7.24	200.7.24	Victoria Park Female Friendly Amenities Block	IPM	<p>2. In accordance with the provisions of Clause 178 (1) (a) of Local Government (General) Regulation 2021 under the Local Government Act 1993, the amended tender submitted by Precinct Commercial Pty Ltd, in the Recommended Tender Amount for the rescoped works of <b>\$593,334.88</b> (excluding GST), be accepted for <u>Contract No. C13-85</u> for the <i>Construction of the Victoria Park Female Friendly Amenities Block, Warren NSW.</i></p> <p>Contract awarded on 1 August 2024 following Council resolution of 25 July 2024. Onsite works scheduled to start in October 2024 with expected completion of March 2025. Security fencing installed and earthworks scheduled to commence from 15 October 2024.</p>

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## CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Finance and Administration</b>				
7.12.23	301.12.23	Internal Auditor – Media Communications Review – June 2023	DMFA	The following priority and action be progressed: - A new electronic document management system to be purchased and implemented. Licence Agreement has been signed and project will commence soon.
7.12.23	301.12.23	Internal Auditor – Fraud Control Review – June, July 2023	DMFA	The following priorities and actions be progressed: - Online Fraud training to relevant staff – pending.
27.6.24	147.6.24	Annual Engagement Plan (AEP) for the Audit of Warren Shire Council's Financial Statements for the Year Ending 30th June 2024	DMFA	The Revaluation of Assets Timetable be provided to the Committee – in progress. An overview of the Key Accounting Estimates/Disclosures/Principles be provided to the Committee and to be included in the ARIC Work Plan – in progress. *The General Manager and Divisional Manager Finance and Administration liaise with the Auditor to ensure that the draft Audited Statements are provided to ARIC in the appropriate timetable – complete.
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.
22.8.24	225.8.24	Financial Reports for the Year Ended 30th June 2024	DMFA	1. *That the necessary elected members and staff be authorised to

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OUTSTANDING REPORTS CHECKLIST

CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
Divisional Manager Finance and Administration				
				<p>sign the Statement by Councillors and Management on the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ending 30th June 2024 - complete;</p> <p>2. Council delegate to the General Manager the authority to "authorise the Year End Accounts for issue" subject to there being no material audit changes or audit issues, in accordance with AASB 110; and</p> <p>3. *Council delegate to the General Manager the authority to "finalise the date" at which the auditor's report and financial statements are to be presented to the public as required under Section 418 (1) of the Local Government Act, 1993 - noted.</p>
22.8.2022	234.8.24	Warren Shire Council General Manager 2023-2024 Mid-Term and Annual Performance Review	DMFA	The General Manager's Contract Employment Package be increased as of 1st October 2024 by 3% - in progress.

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
6.12.18	284.12.18	Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units	DMES	Survey completed. This project is currently on hold until further discussions are held with the Hotel owners.
27.6.19	129.6.19	Warren Levee Rehabilitation	DMES	Floodgate replacement work in progress.
3.12.20	256.12.20	(total project - \$7.1M)		Final review of levee rehabilitation drawings is ongoing and will be followed by tender advertisement. Pumps and generators have been ordered.
26.9.19	204.9.19	Bundemar Street Warren Proposed Centre Median Alteration	DMES	Investigations are being undertaken to allow the submittal of plans, documents and detailed budget to Council for consideration and approval - ongoing.
24.9.20	214.9.20	New Sewage Treatment Works	TSM	Groundwater monitoring wells and flowmeter to be installed.  Decommissioning Plan for STP & SPS being developed however, recommencement of works during the later part of 2024 for evaporation lagoon construction will delay the decommissioning. Final documents reviewed. Will go to Tender July – September 2024 with a report to the 24 October 2024 Council Meeting. Tender being assessed. Will be submitted to the October Council Meeting for approval. Nine (9) submissions received.

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## CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – ongoing. Commonwealth Government Grant Program Application submitted, more information to be provided to ensure project is eligible.
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.
7.12.23	298.12.23	Local Roads & Community Infrastructure Phase 3	DMES/ RIM	That Council subject to approval of the Commonwealth Government (Department of Infrastructure, Transport, Regional Development, Communication and the Arts) reallocate \$176,815 from the SR58 Nevertire – Bogan Road Project to SR83 Rifle Range Road Intersections with the Ellengerah Road and Oxley Highway.  Consultation with TfNSW is ongoing regarding the Rifle Range Road/Oxley Highway intersection.
7.12.23	302.12.23	Additional Evaporation Lagoon – Warren STP	DMES/ TSM	Arrange for the construction of a third evaporation lagoon at the new STP as reported. Public Works Authority (PWA) finalising RFT.  *Final design and tender documents from PWA complete.

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				<p>Tender analysis report to be presented to October 2024 Council Meeting.</p> <p>Nine (9) tender submissions being reviewed for the 24 October 2024 Council Meeting.</p>
7.12.23	304.12.23	Proposed National Polocrosse Titles Warren 2028 – Presentation by Phil Waterford And Simon Turnbull	DMES/ TSM/GM/ EDVM	<p>2. 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</p> <p>3. A Planning Group consisting of Phil Waterford, Simon Turnbull, Warren Polocrosse Club, Holly Turnbull and Katlyn Turnbull be formed for presentation to the Sub-Committee on the framework of the proposal and the required business case to undertake the proposed event.</p> <p>The EDVM has spoken briefly with Phil Waterford to</p>

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				introduce herself and to gain a little background information. A meeting to be held with Phil Waterford in the next couple of months to progress early arrangements.
28.3.24	60.3.24	Warren Shire Council IWCM Strategy Document	DMES	2. Subject to funding approval by DCCEEW, Council proceed with the development of the Integrated Water Cycle Management (IWCM) Strategic planning document as per the NSW Public Works proposal.  Funding Deed signed.
23.5.24	142.5.24	Supply and Delivery to Warren NSW, Eight Electric Submersible Pumps	DMES / TSM	Council, subject to final endorsement from the Department of Climate Change, Energy, the Environment and Water (DCCEEW), in accordance with the <i>Local Government (General) Regulation 2021</i> , formally agree to, and accept the analysis of the tender evaluation, for the Contract C13-93, Supply and Delivery to Warren NSW, Eight Electric Submersible Pumps and award the tender to Q-Max Pumps for the tendered price of \$132,550.00 including GST – ordered – in progress.
23.5.24	143.5.24	Upgrade of Thornton Avenue Sewerage Pumping Station – Warren NSW	DMES / TSM	2. In accordance with the provisions of Clause 178 (3) (d) and (e) of Local Government (General) Regulation 2021 under the Local Government Act 1993, Council authorises

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				the General Manager to negotiate, in accordance with Clause 169, with representatives from Western Mill Engineering, Dubbo to establish if they are interested in tendering for a contract of the same kind as the proposed contract and finalise and accept an approved scope of work within the budget of the project as Western Mill Engineering, Dubbo have been deemed a suitable and experienced contractor to undertake the proposed contract work – negotiations in progress.
27.6.24	146.6.24	Airport Operational Manual Update	DMES/ TSM	Airport Manual submitted to CASA for review/ endorsement. CASA have 19 areas requiring more information. In progress.
25.7.24	177.7.24	The Victoria Park Precinct New Amenities for Female Participants Project Building's Façade	DMES/ TSM/IPM	<ol style="list-style-type: none"> <li>1. The Council call for expressions of interest for the concept design – in progress;</li> <li>2. Once a concept and an artist is selected by the Committee and Council, that the design is advertised in the local media so that the public is aware of the design; and</li> <li>3. That the Committee members provide expertise in the assessment of the artwork, the paint type and quality and other relevant assessments.</li> </ol>



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## CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
25.7.24	183.7.24	Closed Circuit Television (CCTV) And Workplace Surveillance	DMES/ TSM	<p>2. *The Workplace Surveillance Policy, Warren Code of Practice Closed Circuit Television (CCTV) System and the Closed Circuit Television (CCTV) System Policy be placed on public exhibition for a minimum of 28 days – complete: and</p> <p>3. *Subject to no adverse submissions being received, the Policies and Code of Practice as amended be adopted - complete.</p> <p>Expected to be installed and completed at the end of October 2024.</p>
22.8.24	205.8.24	Proposed Change of Drop-Off Zone – St. Mary's School	DMES	<p>2. The St. Mary's Parish School Bus Zone not be moved, as the signage has been repositioned to the correct location, and the design completed that will be implemented in accordance with the details within the report and that the Committee will review the traffic signage once the design has been undertaken by Transport for NSW; and</p> <p>3. The school be requested to undertake an education campaign on the proper use of the Lawson Street School Bus Zone.</p>
22.8.24	205.8.24	Proposed Hale Street Crossing & Chester Street Crossing	DMES	<p>3. The following actions be undertaken:</p> <ul style="list-style-type: none"> <li>• Council to extend the ¼ hour Parking sign on the western side of Chester</li> </ul>

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Divisional Manager Engineering Services</b>				
				Street 30m north from the current location.
22.8.24	205.8.24	Warren Christmas Street Party	DMES	That Council along with Transport for NSW (TfNSW), subject to an Event Application, Risk Assessment, Public Liability Insurance and Road Occupancy License, close Oxley Highway at Dubbo Street between Burton and Hale Streets from 3:00 pm to 10:00 pm on Friday, 6th December 2024.
*22.8.24	206.8.24	Warren CMG Transport Accidents Involving Animals	DMES	<ol style="list-style-type: none"> <li>1. The Warren Local Emergency Management Committee, subject to any changes endorses the Consequence Management Guide for Transport Accidents Involving Animals; and</li> <li>2. The Committee authorises the LEOCON and the LEMO to sign the endorsed Consequence Management Guide for Transport Accident Involving Animals. Complete.</li> </ol>

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
27.2.20	36.2.20	Draft Plans of Management	MHD	<ol style="list-style-type: none"> <li>1. Categories assigned as detailed in report.</li> <li>2. Crown Reserves classified identified as operational land.</li> </ol>

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CONTINUED

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
				3. Draft Plans of Management nearing completion. The Victoria Oval and Oxley Park Plan complete. Draft Parks Plans of Management received. To be reviewed. Feedback provided.
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	Matter progressing in the District Court with required affidavits.  Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required.  District Court Mediation undertaken on the 30th April 2024. Report provided to the May 2024 Council Meeting. District Court dates set for 4 - 8 November 2024.  Adjourned, new date to be advised.
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD	A single CCTV camera will be installed at the Operators Office as part of the LRCI Round 4 – in progress.
22.6.23	181.6.23	Warren War Memorial Swimming Pool	MHD/ GM	Arrangements in train for the commencement of legal proceedings against Beaucorp Projects Pty Ltd for the unsatisfactory workmanship at the Warren War Memorial Swimming Pool – in progress;  The Mayor, the General Manager, and the Manager Health and Development

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
				Services be authorised to formulate settlement terms if required.  Pool re-lining subject to grant funding.
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.
7.12.23	328.12.23	Warren LEP Health Check and Recommended Changes	MHD	Council progress the recommendations as reported – in progress.
24.4.23	83.4.24	Ewenmar Waste Depot Recycling Options	MHD	4. 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 basis and other organisations – in progress; and  5. Council re-assesses the community's satisfaction with recycling services in 2 years time.

### RECOMMENDATION:

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

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**ITEM 2 COMMITTEE/DELEGATES MEETINGS**

**(C14-2)**

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

**MEETINGS HELD**

<b>Date</b>	<b>Committee / Meeting</b>	<b>Location</b>
26.7.2024	StateCover – Wellbeing Day Meeting	Online
29.7.2024	Jardine Lloyd Thompson – Post Insurance Renewal Meeting	Online
31.7.2024	Prospective Councillor Candidate Workshops for the Local Government Election	Warren
01.08.2024	Showground/Racecourse Committee Sub Committee Meeting – Equestrian Arena	Warren
6-8.08.2024	Resources, Energy and Industry Innovation Forum (REIIF)	Dubbo
06.08.2024	Mining and Energy Related Councils Meeting	Dubbo
07.08.2024	Sporting Facilities Committee Meeting	Warren
08.08.2024	Writers Who Monthly Meeting	Online
08.08.2024	Warren Local Traffic Committee Meeting	Warren
08.08.2024	Prospective Councillor Candidate Workshops for the Local Government Election	Warren
09.08.2024	Country Mayors Association Meeting	Sydney
12.08.2024	Local Government Road Safety Program Review Meeting	Online
12.08.2024	Final Inspection of Ewenmar Waste Depot Transfer Station Project by Committee	Warren
13.08.2024	Local Emergency Management Committee Meeting	Warren
13.08.2024	Manex Committee Meeting	Warren
13.08.2024	Prospective Councillor Candidate Workshop for the Local Government Election	Warren
14.08.2024	Economic Development and Promotions Committee Meeting	Warren
15.08.2024	Warren Interagency Support Services Group Meeting	Warren
16.08.2024	Alliance of Western Councils Strategy Meeting	Dubbo
21.08.2024	Member for Barwon, Roy Butler Meeting	Warren
22.08.2024	Councillor Tour and Opening of Various Projects	Warren
23.08.2024	LGEA COM Meeting	Online

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**ITEM 2                      COMMITTEE/DELEGATES MEETINGS                      CONTINUED**

<b>Date</b>	<b>Committee / Meeting</b>	<b>Location</b>
28.08.2024	NSW Rural Fire Service NW BFMC Meeting	Coonamble
29.08.2024	WHS Induction Day – “Woody the Safety Bloke”	Warren
03.09.2024	ARIC Meeting	Online
03.09.2024	IPWEA RTD Management Committee Meeting	Online
05.09.2024	General Manager Discussion Circle	Online
06.09.2024	IPWEA Board Meeting	Sydney
10.09.2024	Council Briefing on the Draft Orana Customer Journey Resilience Plan	Online
11.09.2024	StateCover WHS Insurance Meeting	Warren
12.09.2024	Writers Who Monthly Meeting	Online
12.09.2024	IPWEA RTD Transport Working Group Meeting	Online
13.09.2024	Local Government Internal Auditors Network Meeting	Online
17.09.2024	Manex Meeting	Warren
20.09.2024	IPWEA NSW and ACT Board Meeting	Online
26.09.2024	Regional Drought Resilience Planning (RDRP) Program Implementation Grants Process Meeting	Online
26.09.2024	Nexia Australia External Auditors Meeting	Warren
30.09.2024	Nationals Candidate for Parkes Jamie Chaffey Meeting	Warren
01.10.2024	General Manager Discussion Circle	Online
03.10.2024	Councillor Induction and Training Day	Warren
09.10.2024	Writers Who Monthly Meeting	Online
09.10.2024	Audit Office External Auditors Arrangements for 30 June 2025 Onwards	Online
10.10.2024	Extra Ordinary Council Meeting	Warren
14.10.2024	Roads Committee Meeting	Warren
14.10.2024	Plant Committee Meeting	Warren
18.10.2024	Native Title Claim Information Meeting	Online
15.10.2024	Manex Meeting	Warren
21.10.2024	Staff Health and Wellbeing Day	Warren
23.10.2024	NSW Rural Fire Service North West Zone Service Level Agreement Meeting	Online

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**ITEM 2                      COMMITTEE/DELEGATES MEETINGS**

**CONTINUED**

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

<b>DATE</b>	<b>COMMITTEE / MEETING</b>	<b>LOCATION</b>
17-19.11.2024	LGNSW Annual Conference	Tamworth

**RECOMMENDATION:**

That the information be received and noted.

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday, 24th October 2024

### 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 19th September 2024 to 10th October 2024:

Project	Budget	Expenditure/ Committed	Resp	Comment
<b>General</b>				
*Carter Oval and the Development of the Surrounds Carry Over	62,187	60,749	IPM	Quotation for artificial turfing on the Practice Pitch and Junior cricket pitch obtained from two installers.
(MDB Economic Development Program - Improvement of Regional Structures Grant)  (Includes \$460,000 previously allocated from Council's Infrastructure Improvement Replacement Reserve)  JC 104-108-0				<p>*Order issued to 'L-Don Sporting Areas'. Work on site likely to start in on 13 August 2024, once the practice pitch nets are complete.</p> <p>*Kerb and gutter works at the Carter Oval Complex completed.</p> <p>*Carpark subbase completed, base and sealing works to follow; Wet weather events in winter is slowing the progress; and Carpark base works are now complete.</p> <p>*Carpark subbase and concrete path from Stafford Street to the Amenities building are now complete.</p> <p>*Artificial turfing on the practice pitch and the junior cricket pitch are now complete.</p> <p>*Sealing works scheduled for 2nd week in September 2024, is now complete.</p>



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ITEM 3      WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS      CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
				<p>Works outstanding are:</p> <ul style="list-style-type: none"> <li>- Landscaping works around the amenities building after 2 coat sealing works, progressing; and</li> <li>- Wheel stops installation and line marking, have been ordered.</li> </ul>
<p>Change Rooms and Amenities Block at Carter Oval</p> <p>(Stronger Country Communities Round 4)</p> <p>JC 104-118-0</p>	301,830	285,424	IPM	<p>Floor slab reinforcement works commenced on 4th December 2023. Slab concreted on 18th December 2023. Roof sheet installation commenced on 8th January 2024.</p> <p>Tiling work commenced on the 16th May 2024. Landmark was notified of the potential deterioration of stored materials and the need for a thorough quality check before the intended use on the building – quality checks ongoing.</p> <p>*Screeding and waterproofing wet areas are now completed. Tiling started from mid-July 2024 and the last tile was laid on 23 August 2024. Grouting tiles is progressing.</p> <p>Wall frame modification and plumbing works have resumed from 5 August 2024.</p> <p>External sheet lining installed , plumbing rough-in progressing with the hot water system installed.</p> <p>Internal sheet lining installation is progressing;</p> <p>Sewer main hook up to pumping station is progressing;</p> <p>Electrical power main installed to the service bay;</p> <p>Installation of plumbing fixtures is progressing; and</p> <p>Expected completion late October 2024.</p>
<p>*Cricket Practice Nets (Cricket Legacy Fund)</p> <p>JC 104-117-0</p>	15,000	15,000	IPM	<p>Quotations accepted for G.I Mesh netting, work started 26 July 2024, expected completion by 9 August 2024.</p> <p>Nets are installed, contractor awaiting protection matting to complete installation.</p>

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 24th October 2024

### ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
Regional Racecourse Stimulus Funding Program 2022 – 'Irrigation System' Drought Proofing project and Public Area Fencing/Exclusion Fencing, includes the \$144,000 from the Warren Jockey Club Grant Funds JC 122-5-10	391,260 Total  247,260 Grant  144,000 WJC	25,467	IPM/ TSM	Exclusion fence works are now progressing; - Stage one including 900m of chain wire fencing completed.  9/10/2024 The Warren Jockey Club has completed the exclusion fencing to the Carinda Road entrance gate. Their contractor will continue, beyond the entrance and include the current agistment yards all the way to the centre sliding gate adjacent to the Equestrian Centre. A request for quotations has been completed for the supply and installation of an automated sliding gate at the Carinda Road entrance and the conversion to automated gates of the two sliding gates at the Equestrian Centre. A further Request for Tender for the remaining exclusion fencing will be advertised in November/December 2024.
<b>Sewerage Services</b>				
Restart NSW Warren (STP) Upgrade JC 220-3-0	100,000	Nil	TSM	Rehabilitation program for Old Sewerage Treatment Plant and bore installation being formulated but will be delayed until evaporation pond construction is complete.
*Stronger Country Communities Fund Round 5 (SCCFR5) (\$856,903) – Upgrading of Amenities, Change rooms, Canteen and Club House Facilities at the Warren Memorial Pool, includes the \$336,699.72 allocated from the Infrastructure Reserves Fund	1,193,603	1,193,603	IPM	This project will replace the existing Male & Female with "All Access" modern facilities. Include Disabled and Ambulant toilets in the amenities.  Replace the existing entry, office and kiosk adding in a club house room with a modern compliant, fit for purpose fit out. - Adverse site conditions have caused to initiate a number of contract variations to address the issue and potential delay on project. Through intermittent wet weather is causing some issues. - Wall and ceiling lining and tiling works are progressing

## WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 24th October 2024

### ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
JC 3450-4300-0				<ul style="list-style-type: none"><li>- Electrical rough-in works completed</li><li>- Brick works completed</li></ul> Final plumbing fit out and painting is progressing; Mechanical and electrical installation and fit outs are progressing; and Reception desk and vanity works scheduled to the week starting 16th September 2024. Project completed. Official opening of the renovated facility achieved on the 28th September 2024.
NSW Severe Weather & Flood Grant (\$1,000,000) for AGRN 1025 (part of \$7,100,000 project reported elsewhere)				This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.  *Annual report submitted on 12 July 2024.
Warren Town Levee Remediation  JC 3300-4420-0	742,394	152,162	GM IPM DMES TSM	<ul style="list-style-type: none"><li>- Final design drawings and RFT document being reviewed by external consultant;</li><li>- Final REF being reviewed; Comments issued to the consultant for corrections</li><li>- Initiated survey to capture the mature native trees to be retained; and</li></ul> Tender likely to be called in November 2024.

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 24th October 2024

### ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
*Macquarie Park Restoration  JC 3300-4430-0	112,500	112,500	GM IPM DMES TSM	<p>This project once implemented will ensure that the Warren town is prepared for major flooding and potentially immune from future natural disasters. This project will enable the resilience of the Warren Community as it equips the town with the mechanisms necessary to deal with future adverse environmental conditions.</p> <p><b>Funds have been paid, works program approved.</b></p> <p>*Annual report submitted in July 2024.</p> <p>Tender for soft fall replacement works closed on the 4th April 2024 and reported to the April 2024 Council Meeting.</p> <p>Project is complete.</p>
Office of Sport - Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program Victoria Park Precinct New Female Amenities. Includes \$202,549.88 allocated from restricted funds for infrastructure improvement/ replacement.  JC 3450-4310-0	678,872	631,634	IPM/ WSCC M	<p>This project involves construction of new amenities building including two separate changerooms and public access toilets will be constructed to provide safe, equitable and accessible facilities for female participants within Victoria Park Precinct.</p> <p>Council in its July Closed Meeting accepted a tender from Precinct Commercial Pty Ltd.</p> <p>Work on site likely to start from October 2024 and contractor program is foreshadowing a completion by March 2025.</p> <p>*An L3 design consultant has been engaged to get approval from Essential Energy for overhead powerline removal.</p> <p>*Essential Energy approved the L3 design. Quote requested from L1-ASP for overhead power line removal and associated works approved by Essential Energy.</p> <p>L1-ASP engaged and works (removal of overhead powerline) completed.</p> <p>Site security fencing is installed, Precinct Commercial to commence works on site from 11th October 2024.</p>

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held in the Council Community Room, Warren on Thursday, 24th October 2024

### ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B - Infrastructure Projects Management Office Projects:  Carter Oval - Off Road Car Park JC 3350-28-10	96,720	50,154	IPM/ DMES	Carter Oval Secondary Carpark Refurbishment Works for Reseals. 2100m2 of 14/7mm 2 coat sealing resealing.  *Subgrade/subbase preparation works will be starting in the 2nd week August 2024 once Carter Oval main carpark base is complete.  Sub-base works are now completed.  Sealing works completed.
Dog Pound - Animal Shelter Replacement Project  JC 3260-4125-0	140,000	50,281	IPM/ MHS	Four (4) quotations were invited for the final approved floor plan and two (2) contractors submitted quotations.  *Dog pound foundation and floor concreting completed by Brett Brouff on acceptance of the quotation submitted. Foundation floor concreting completed.  <ul style="list-style-type: none"> <li>- *Dial Before You Dig services identification; and</li> <li>- *Concrete testing completed.</li> <li>- Superstructure works, besser block wall and roof works likely to commence from late October 2024..</li> </ul>
Safety Management System	75,825	Nil	WHS- RC /GM	Works Program being formulated.
Asset Management & IPR	112,636	Nil	GM/ DMES	Works program being formulated.

## WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held in the  
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### ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

Project	Budget	Expenditure/ Committed	Resp	Comment
Transport for NSW (TNSW) The Open Streets Grant Program - 2024 Warren Christmas Street Party JC 2860-300-0	60,000	8,910	GM/ TSM/ PAO	This grant is for a 2024 Warren Christmas Street Party, designed to spread holiday cheer with activities for the whole family, complete with a visit from Santa Claus, kid's rides and holiday market stalls showcasing unique gifts and crafts from local artisans, performances by local artists and ending the event with a fireworks display.  Economic Development and Promotions Sub-Committee Warren Christmas Street Party 2024 next meeting is set for 27 November 2024.

Project	Budget	Expend	Resp	Comment
Grant Applications				Nil

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

<b>ACRONYMS</b>	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 General Manager**  
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**ITEM 4                      DISCLOSURES OF INTEREST – COUNCILLORS AND DESIGNATED PERSONS (A7-9)**

**RECOMMENDATION:**

That the tabled Disclosures of Interest Return for Councillors and Designated Persons be received and noted.

**PURPOSE**

Under the Warren Shire Council's Code of Conduct (Code of Conduct) Section 4.21 all Councillors and Designated Persons, must lodge a written return of interest with the General Manager within (3) months after:

- a) Becoming a Councillor or Designated Person:
- b) 30 June of each year: and
- c) The Councillor or designated person becoming aware of an interest they are required to disclose under Schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

**BACKGROUND**

Returns of interests are an important accountability mechanism for promoting community confidence in decision making by Councillors and others and for ensuring that they disclose and appropriately manage conflicts of interest they may have in matters dealt with by the Council.

It is important that Councillors and others complete their returns of interests correctly and disclose all relevant interests.

**REPORT**

This report is presented to Council in accordance with Council's Code of Conduct requirements.

The General Manager is required to keep a register of returns, and these need to be tabled at the first meeting of the Council after the last day for lodgement.

These returns have been tabled for Council's information and have been uploaded to Council's website with relevant information redacted as determined by the General Manager.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Code of Conduct Section 4.21.

**RISK IMPLICATIONS**

Nil – returns have been completed and lodged with the General Manager and these are tabled at the meeting in accordance with legislative requirements.

**STAKEHOLDER CONSULTATION**

Consultation with Councillors and Designated Persons.

**OPTIONS**

This is a requirement of Councillors and Designated Persons.

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
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**ITEM 4                      DISCLOSURES OF INTEREST – COUNCILLORS AND DESIGNATED PERSONS**  
**CONTINUED**

**STAKEHOLDER CONSULTATION**

Consultation with Councillors and Designated Persons.

**OPTIONS**

This is a requirement of Councillors and Designated Persons.

**CONCLUSION**

In accordance with Council's Code of Conduct, Councillors and Designated Persons must complete and have lodged their returns with the General Manager as required within the appropriate timeframe.

The returns have been uploaded to Council's website with appropriate redaction.

Accordingly, the returns are tabled for Council's information.

**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**

Tabled Disclosures of Interest Returns for Councillors and Designated Persons.



**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held at  
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**ITEM 5      EXPRESSIONS OF INTEREST FOR THE VACANT COMMUNITY MEMBER POSITIONS  
ON THE WARREN PUBLIC ARTS COMMITTEE      (C14-3.29)**

**RECOMMENDATION:**

That Council accept the Expression of Interest nominations of Rachel Cant and Michele Hamblin as Community Members on the Warren Public Arts Committee.

**PURPOSE**

Is to consider Expressions of Interest nominations received for the two (2) vacant Community Member positions on the Warren Public Arts Committee.

**BACKGROUND**

Following the resignation of Penny Heuston and Pauline Serdity, there are two (2) vacant Community Member positions on the Warren Public Arts Committee.

Expressions of Interest nominations for this vacant position closed at 4.00 pm Thursday, 10th October 2024.

**REPORT**

Two (2) Expressions of Interest nominations have been received from Rachel Cant and Michele Hamblin. Mrs Hamblin's nomination was received after the closure date.

Attached is a copy of the Expressions of Interest nomination received.

The Expressions of Interest nominations are considered suitable and the persons will provide valuable input to the Committee.

**FINANCIAL AND RESOURCE IMPLICATIONS**

There are no costs associated with membership of the Warren Public Arts Committee.

**LEGAL IMPLICATIONS**

Nil. Any new Community members will be informed of their requirements of the Code of Meeting Practice and the Code of Conduct.

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

Appropriate advertising was undertaken to obtain the Expressions of Interest nomination received.

**OPTIONS**

Council does not necessarily need to accept the Expressions of Interest nominations received.

**CONCLUSION**

Following appropriate advertising two (2) suitable Expressions of Interest nominations have been received and it is recommended that they be accepted by Council.



**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
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**ITEM 5      EXPRESSIONS OF INTEREST FOR THE VACANT COMMUNITY MEMBER POSITIONS**  
**ON THE WARREN PUBLIC ARTS COMMITTEE      CONTINUED**

Gary Woodman,  
General Manager  
Warren Shire council

Dear Gary,

I would like to be considered for a position as a community member of the Warren Public Arts Committee.

I have been involved in art practice throughout my life. Though not formally trained I have gained education (and continue to do so) through courses and workshops in and around a busy family and farm. I hold monthly workshops.

As an exhibiting artist my greatest thrill is when people who have not otherwise been exposed to a lot of art, express an appreciation and delight: when a work has touched them.

My vision for public art whether it be murals, sculpture or another form is threefold: art that speaks to the people of our town, and of them, art that appeals to visitors.

Sincerely



Rachel Cant

Mumblebone Warren

0428889649

**ITEM 5      EXPRESSIONS OF INTEREST FOR THE VACANT COMMUNITY MEMBER POSITIONS  
ON THE WARREN PUBLIC ARTS COMMITTEE**

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**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
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**ITEM 6 CHRISTMAS CLOSURE**

**(C14-1)**

**RECOMMENDATION:**

That Council close the Office, Service NSW Agency, Library and Works Depot at the close of business on Tuesday 24th December 2024 and reopen on Thursday 2nd January 2025.

**PURPOSE**

This report is to request that Council close its Office, Service NSW Agency, Library and Works Depot at the close of business on Tuesday 24th December 2024 and reopen on Thursday 2nd January 2025 inclusive.

**BACKGROUND**

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

The Council, at its meeting on Thursday 28th September 2023, considered a report titled Christmas Closure Report and resolved:

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

With Christmas 2024 falling on a Wednesday most people if able to travel, will want to travel on Tuesday, 24th December 2024 or earlier if possible. Accordingly, staff leave arrangements will need to be managed on the Monday 23rd December 2024 and Tuesday 24th December 2024 to ensure sufficient staff are available. Similarly for Thursday 2nd January 2025 and Friday 3rd January 2025.

**REPORT**

This report seeks Council’s concurrence to close the Council Offices, Service NSW Agency, the Library and the Works Depot at the close of business on Tuesday 24th December 2024 with these facilities reopening on Thursday 2nd January 2025 after the New Year’s Day Public Holiday.

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

The Warren War Memorial Swimming Pool will be closed Christmas Day and Boxing Day.

Subject to availability of staff and volunteers, the Visitor Information Centre is expected to be open except for Christmas Day, Boxing Day and New Year’s Day.

Garbage services will be as normal (collection on a Tuesday and Friday).

**FINANCIAL AND RESOURCE IMPLICATIONS**

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

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 24th October 2024

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**ITEM 6      CHRISTMAS CLOSURE**

**CONTINUED**

**LEGAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

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

**STAKEHOLDER CONSULTATION**

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

**CONCLUSION**

It is proposed that the Council Office, Service NSW Agency, Library and Works Depot close at the close of business on the Tuesday 24th December 2024 and re-open on Thursday, 2nd January 2025.

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

- 5.2.1    Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.3.3    Ensure a quality customer service focus by customer staff.

**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 October 2024

## ITEM 1 WARREN SHIRE LIBRARIAN'S OPERATIONS 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 Library continues to supply a customer focused service which constantly meets the needs of the Warren community.

### REPORT

July School Holidays saw the Library host events such as an Art Workshop with Jude Fleming, Storytime, a Clay Workshop and a Lego Challenge. New Library Manager/Regional Librarian, Erica Kearnes commenced on Monday, 15 July 2024. Library Officer Carmen Anderson had the pleasure of sharing with the Warren VIEW Club the services we have on offer and how she came to be working in the Library.



The Library has continued with the Outreach Programs with Barnardos, Family Daycare, Little Possums, Catholic Care Playgroup, Warren Preschool, Warren Central and St Mary's kindergartens, all visiting the Library for storytime and craft, with sessions covering the Olympics and Paralympics and a bear hunt to celebrate the 35th Anniversary of 'We're Going on a Bear Hunt', by Michael Rosen.

Library promotional bags were provided for the Marra Field Days. Library and Information Week saw the Library host a morning tea to celebrate all things library and to introduce our new Library Manager, Erica Kearnes to the community.





# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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## ITEM 1 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

Friday movies during term time was reinstated with the first movie show being the Beatles movie, 'Yesterday'. The September movie was 'Force of Nature' with Eric Bana. National Science Week was celebrated in August with the team setting up various experiments in the kids' area for members to try their hands at.



The new costume collection was launched in time for Children's Book Week in August. It was great to see so many members take advantage of this new initiative. The housebound service continues to be promoted amongst the residents as a service for those who love to read but, are permanently housebound.

The team was given the challenge of upping the types of social media posts utilised. During National Science Week videos were taken of children trying out the science experiments or just hanging fun with friends. National Scam Awareness Week was celebrated with a session on learning new skills and sharing of knowledge.

In the background, a change in adult fiction supplier commenced in August with titles arriving 24 – 48 hours after release. A review of processes, tweaks to collection layout, signage and collection types have commenced. The entire non-fiction collection has now been put back into its Dewey order for better space utilisation and the junior collection has also been reorganised for better spacing.

The North Western Librarians' meeting was held Friday, September 13, where topics such as stock rotation, standardisation of collections, purchasing, library management system and upcoming events were discussed.

The North Western Library website has commenced a complete overhaul including an upgrade to a new platform. The team looks forward to showcasing all our online resources and information in a better format.





# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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## ITEM 1 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

Children's performance group, The Beanies, visited on Friday, September 27, with 160 joining us at the Warren Sporting & Cultural Centre from Warren Central School, St Mary's Parish School, Little Possums, and many other members of the community.



The Library policies are currently under review to ensure that they meet all recent legal requirement updates in preparation for presentation at the AGM in November.

### UPCOMING EVENTS

- October – School Holiday Program
- October - First anniversary of the Dolly Parton Imagination Program
- October/November – Launch of Ancestry

### STAFF TRAINING

- One staff member is participating in the Reference Excellence training program.
- Local History in November 2024.

### MEETINGS

- Librarians' Meeting held October 10, 2024.
- Central West Zone Meeting held October 11, 2024.
- NSW Public Libraries Association Annual Conference to be held in Coffs Harbour, November 12-15.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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## ITEM 1 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

### STATISTICS FOR JULY 2024 – SEPTEMBER 2024

Month	Issues	Members	Wi Fi Logins	Internet Bookings
July	902	1,187	46	20
Aug	859	1,191	47	33
September	711	1,196	51	26

Month	North Western EBooks	North Western EAudio	North Western Epress	North Western Web Issues
July	455	543	140	1,232
Aug	413	534	135	1,186
September	481	533	143	1,227

### EVENTS JULY - SEPTEMBER

Program Name	Number Attending
July	
Holiday Events: Art with Jude Fleming	19
Holiday Events: Story Time	7
Promotional: 30 library bags for Marra Field Days	
Promotional: Library Officer presentation to VIEW Club	
Holiday Events: Clay workshop	20
Holiday Events: Lego challenge	6
Library and Information Week morning tea	21
Storytime: Preschool, (Olympics theme)	21
August	
2/8 Movie morning	3
5/8 Storytime: Little Possums (Olympic theme)	11
12/8 Storytime: WCS Kindergarten (Olympics theme)	22
19/8 Storytime: St Mary's Kindergarten (Olympics theme)	22
12 - 16/8: Science Week activities	17
19 - 23 /8: Book Week	
27/8 Storytime: Little Possums (bear hunt theme)	9
29/8: Scam Awareness Week session	14
September	
3/9: Storytime: Preschool, (bear hunt theme)	21
6/9: Movie morning	3
10/9: Storytime: WCS Kindergarten (bear hunt theme)	21
18/9: Storytime: St Mary's Kindergarten (bear hunt theme)	22
25/9: Storytime: Barnardos	10
27/9: The Beanies (performance)	160

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
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## ITEM 1 WARREN SHIRE LIBRARIAN'S OPERATIONS REPORT

CONTINUED

### LEGAL IMPLICATIONS

N/A.

### RISK IMPLICATIONS

N/A.

### STAKEHOLDER CONSULTATION

N/A.

### STAKEHOLDER CONSULTATION

N/A.

### OPTIONS

N/A.

### CONCLUSION

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

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

- 1.1.3 Improve educational services within the community.
- 1.1.6 Recognise and support our wide range of local community groups.
- 1.2.2 Support and promote community-based lifestyle and social events.
- 1.3.1 Support programs and services that support and assist young people in our community.

### SUPPORTING INFORMATION / ATTACHMENTS

N/A.

**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 24th October 2024

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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**  
**8<sup>th</sup> August 2024 to 9<sup>th</sup> October 2024**

PROGRAM	BUDGET	EXPENDITURE
Urban Sealed Roads	\$64,039	\$17,189
Parking Areas	\$5,904	Nil
Kerb and Guttering	\$20,800	Nil
Footpaths	\$41,327	\$10,660
Urban Unsealed Roads	\$30,633	Nil
Rural Sealed Roads	\$525,088	\$125,988
Rural Unsealed Roads	\$1,191,198	\$337,264
Rural Bridges	\$15,600	\$2033
Regional Sealed Roads	\$822,000	\$322,123
Regional Unsealed Roads	\$120,000	\$1,974
Regional Bridges	\$19,000	\$5,476
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$9,400	Nil
<b>Total</b>	<b>\$2,864,989</b>	<b>\$822,707</b>

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
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**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

PROGRAM	BUDGET	EXPEND/COMMIT.	COMMENTS
RMCC SH11/ Milawa Pavement Rehabilitation	\$1,400,024	N/A	The construction of the remaining 1.25 km section has started on 1 <sup>st</sup> October 2024. The work order, valued at \$1,400,024, involves shoulder upgrades utilizing lime stabilisation.
RMCC SH11/ Routine Maintenance	\$850,965	N/A	Under Scheduled Maintenance: 25 Culverts will be cleaned (Estimated Budget, \$66,000). 3 Culverts will be Repaired (Estimated Budget is \$375,000). Also, One Culvert will be replaced at Oxley Highway. Council has received all quotes and is working with the prospective contractor for all the culvert related works.
Heavy Patching 2024/2025 on SH 11 Oxley Highway	\$1,367,804.60	N/A	The Council received a Work Order for Heavy Patching valued at \$1,367,804.60, covering 60 patches with a total area of 18,264 m <sup>2</sup> . Heavy patching works commenced on 17th September, with 3 lots covering a total of 1,806 m <sup>2</sup> completed so far.

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<b>PROGRAM</b>	<b>BUDGET</b>	<b>EXPEND/COMMIT.</b>	<b>COMMENTS</b>
AGRN 1034 EPA RW Regional Roads	\$4,878,443	\$81,759	Works being planned
AGRN 1034 EPA RW Local Roads	\$1,198,077	\$91,768	Works being planned
Regional Emergency Roads Repair Fund – Industrial Access Road/Old Warren Road intersection	\$500,000	Nil	Works will be started at the early week of November.

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**MAINTENANCE**

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>WORK COMPLETED</b>
Grader Crew 1 (Three-man crew)	SR58 Nevertire-Bogan Road	Rehabilitation	2.8km stabilised & sealed
Grader Crew 2 (Three-man crew)	SR58 Nevertire-Bogan Road	Rehabilitation	1km stabilised & 1km sealed. 12/10/2024
	SH11 Oxley Highway	Heavy Patching	Lots 1,2,3 total 9 patches stabilised & sealed
	SH11 Oxley Highway Milawa (Segment 250)	Rehabilitation	2km out of 3.25km stabilised & sealed
	SR64 Ellengerah Road	Heavy Patching	Completed
	SR64 Ellengerah/SR83 Rifle Range Intersection	Construct Passing Lane	Completed
Grader Crew 3 (Three-man crew)	SR58 Nevertire-Bogan Road	Rehabilitation	Assisting Grader Crew 1
	SR57 Tyrie Road	Maintenance Grade	All segments - 2.5km
	SR54 Cathundral-Bogan Road	Maintenance Grade	Segments 8 & 10 - 4km
	SR62 Buddabadah Road	Maintenance Grade	Segment 12 - 2km
Grader Crew 4 (Three-man-crew)	SR43 Armatree Road	Maintenance Grade	All segments - 6.92km
	SR50 Christies Lane	Maintenance Grade	All segments - 3.4km
	SR75 Pineclump Soldiers Road	Maintenance Grade	Segments 12 & 14 - 4km
	SR40 Merrigal Road	Maintenance Grade	All segments - 17.3km
Grader Crew 5 (Three-man-crew)	Vacant		

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WORK CREW	LOCATION	Activity	EMULSION USED	STONE USED
Paveliner (Tar Patching)	RR202 Marthaguy Road	Pothole repairs	1,100L	11T
	SR35 Bourbah Road	Edge repairs	2,100L	21T
	RR202 Marthaguy Road	Edge repairs	900L	9T
	SR12 Lemongrove Road	Pothole repairs	1,400L	14T
	RR347 Collie-Trangie Road	Pothole repairs	300L	3T

WORK CREW	LOCATION	ACTIVITY
Roadside Maintenance Team	SH11 Oxley Highway	Roadside slashing (RMCC) – 70km
	SH11 Oxley Highway	Pothole patching (RMCC)
	SH11 Oxley Highway	Sign maintenance, guidepost maintenance tree trimming & litter removal (RMCC)



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<b>Crew</b>	<b>LOCATION</b>	<b>WORK COMPLETED</b>
Roadside Slashing & Weed Spraying	SR66 Wambianna Road	Slashing & Weed Spraying - 31.9km
	SR64 Ellengerah Road	Slashing & Weed Spraying - 26.5km
	SR65 Old Warren Road	Slashing & Weed Spraying - 31.3km
	RR333 Carinda Road	Slashing & Weed Spraying - 165km
	SR58 Nevertire-Bogan Road	Slashing & Weed Spraying - 30.5km
	SR59 Tottenham Road	Slashing & Weed Spraying - 35km
	SR60 Dandaloo Road	Slashing & Weed Spraying - 3km
	SR53 Thornton Road	Slashing & Weed Spraying - 9km
	SR46 Widgeree Road	Slashing & Weed Spraying - 3.2km
	SR32 Gunnegaldra Road	Slashing & Weed Spraying - 2.5km
	SR68 Bundemar Road	Slashing & Weed Spraying - 23km
	SR73 Udora Road	Slashing & Weed Spraying - 6km
	SR91 Industrial Access Road	Slashing & Weed Spraying - 5km

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## UPCOMING WORKS (NOVEMBER - DECEMBER)

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	SR58 Nevertire-Bogan Road	Rehabilitation
Grader Crew 2 (Three-man crew)	SH11 Oxley Highway	Heavy Patching
Grader Crew 3 (Three-man crew)	SR54 Cathundral-Bogan Road	Maintenance Grade
Grader Crew 4 (Three-man crew)	SR86 Ellerslie Road	Maintenance Grade
	SR29 Belah View Road	Maintenance Grade
	SR25 Cullemburrawang Road	Maintenance Grade
	SR31 Pigeonbah Road	Maintenance Grade
Grader Crew 5 (Three-man crew)	Vacant	

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**CAPITAL WORKS IN PROGRESS**

<b>Project</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
*Gunningba Estate Stage 3 Investigation and Design	\$30,000	\$27,500	DMES	Design is complete. Contour/elevation map has been prepared.
Bridges Renewal Program RR 7515 Warren Road Replacement of Newe Park Bridge and Marthaguy Creek Bridge	\$5,010,000	\$247,574	DMES/ RIM	Fisheries permit has been obtained.  The design has been completed. Components being fabricated off site.
Urban Unsealed Roads Resheeting	\$15,750	\$1,012	DMES/RIM	Works being scoped.
Resheeting of SR62 Buddabadah Road (GPR/FAG) - \$430,500 & LRCI - \$170,100.00	\$600,600	Nil	DMES/ RIM	Targeting the first 5 segments that include the school bus route.
*RR333 Carinda Road Rehabilitation (Block)	\$450,000	Nil	DMES/ RIM	Funds to be used as co-contribution for the Safer Roads Program Grant.
*MR7515 Warren Road – Reseal (Block)	\$145,000	Nil	DMES/ RIM	Funds to be used as co-contribution for the Safer Roads Program Grant.
*MR347 Collie-Trangie Road Reseal (Block)	\$145,000	Nil	DMES/ RIM	Funds to be used as co-contribution for the Safer Roads Program Grant.
SR65 Collie-Bourbah Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
Old Warren Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
SR27 Bullagreen Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.

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<b>Project</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
Collie-Dubbo Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
SR46 Widgerree Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
SR12 Lemongrove Road Reseal (R2R)	\$136,179.57	Nil	DMES/ RIM	Works being scoped.
SR5 Buckiinguy Road Reseal (R2R)	\$136,179.58	Nil	DMES/ RIM	Works being scoped.
Bundemar Street Warren K&G (R2R)	\$200,000	Nil	DMES/ RIM	Works have commenced.

**Local Roads and Community Infrastructure Grant Programs for Phase 3, Phase 4A and Phase 4B**

<b>Project</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
*Macquarie Park Roadway Bitumen Reseal JC: 3350-25-510	\$12,285	\$11,488.47	DMES/ RIM	Works completed.

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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 Nevertire – Bogan Road, Segment 4,6,8 and 10 Rehabilitation.	\$3,512,560  <b>Made up of \$2,813,215 grant &amp; \$699,345 Council</b>	\$1,719,690	DMES/ RIM	<p>*Scoping completed. 32,000t of gravel has been stockpiled onsite. Tree works complete. Culvert extension works complete. Road construction commenced 20 May 2024. Project Extension request has been approved by LRCI up to 30<sup>th</sup> June 2025.</p> <p>Wet weather has delayed the progress. Construction has been recommenced.</p>
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) Rifle Range Road, Oxley Highway and Ellengerah Road Intersections Construction	\$176,815	\$37,096	DMES/ RIM/ FRSPM	<p>Being scoped and programmed. Approval from TfNSW is being sought for SH11 intersection.</p> <p>*Extension of Time from LRCI has been approved up to 30th June 2025.</p> <p>*Ellengerah Road intersection job has been completed, final seal to be completed.</p>
*Rehabilitation of Marthaguy Road Segment 0 to Segment 6.	\$450,000 Block Grant and \$3 Million AGRN 1034 EPARW (TBA)	Nil	RIM	<p>AGRN 1034 EPARW funding approved by TfNSW. Gravel haulage completed. Culvert replacement completed. To be reported under AGRN 1034 EPA RW.</p>

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<b>Project</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
<b>Grant Applications</b>				
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.
NSW Disaster Ready Fund – Electronic Signage at Reddenville Break and Stoney Creek Crossing.	\$77,021.00	Nil	DMES	Grant successful. Funding Deed being prepared.
Safer Roads Program – Carinda Road, Segment 62 to 70; Shoulder Widening.	\$3,949,000.00 \$450,000 co-contribution required	Nil	DMES	Grant successful.
Safer Roads Program – Marthaguy Road, Segment 12 to 20; Safety Improvements.	\$4,290,000.00 \$450,000 co-contribution required	Nil	DMES	Grant successful.
Floodplain Management Program (DCCEEW) – Warren Town Flood Study	\$226,308	Nil	DMES	Pending grant approval.
Safer Local Roads and Infrastructure Program / Belaringar Bridge (Weir Offtake) Ellengerah Road Replacement	\$2,330,000 (\$466,000 Council Contribution)	Nil	DMES	Pending grant approval.
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	Pending grant approval.
Housing Support Program Gunningba Estate Stage 3	Grant \$8,974,442 Council \$171,000	Nil	DMES	Pending grant approval

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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 8<sup>th</sup> August 2024 to 9<sup>th</sup> October 2024.

#### 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 TO 9<sup>th</sup> OCTOBER 2024

Project	Budget	Expend/Comm	Resp	Comment
<b>General</b>				
Warren Lawn Cemetery Stage 3.  GL: 3330-4120-0100 JC: 3330-4120-0010	\$63,378	\$19,060	MHD / TSM	Irrigation and lawns to be installed.  *9/07/2024  Seeking quotes for irrigation  7/08/2024  Waiting on Quote from Out West Water  16/09/2024 Irrigation installed. Waiting on controller to be installed. 9/10/2024 New grave plots have been Hydroseeded.
*Generator and Transfer Switch Warren Airport  GL: JC: 3400-2600-0010	\$7,652	Nil	TSM	*11/06/24  Slab installed.  9/07/2024  Generator to be installed late July 2024.

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Project	Budget	Expend/Comm	Resp	Comment
				7/08/2024 Generator is in place. Trenching and final installation to be carried out Friday 9/08/2024.  2/09/2024 New cabling installed. (Waiting on contractor invoices)
Community Local Infrastructure Recovery Package (CLIRP 2022)  Community Assets Program CAP – 070  GL: 3420-4320-0151 – Tiger Bay Signage.  GL: 3420-4320-150 - Laurie Elder Walkway.  GL: 3420-4320-152 - Beemunnel Walkway.  GL: 3420-4320-153 - Rotary Centennial Walkway.  GL: 3420-4320-154 - Tiger Bay Walkway.  JC: 0701-0005-0000 – Refurbishment of Tiger Bay Signage.	\$63,936	Nil	DMES / TSM	*28/05/24 Bitumen reseals complete. Waiting on Artwork from Riversmart for the replacement signs at Tiger Bay.  9/07/2024 Final Artwork received from Riversmart. Preparing to get quotes.  7/08/2024 Arranging quotes. 16/09/2024 RFQ open until 19 <sup>th</sup> September 2024  9/10/2024 Signage works awarded to L Naef & K.E.Parry (Solid Signs).  Works expected to be completed Mid December 2024.



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Project	Budget	Expend/Comm	Resp	Comment
Warren Tennis Court Light Poles Refurbishment. GL: 3360-4015-0105 JC: 106-105-5	\$10,000	Nil	TSM	Work being scoped.
Warren Airport Exclusion Fencing Subject to additional 50% Grant Funding GL: 3420-4320-0120	\$139,000	Nil	TSM	22/07/2024 Arrangements in train for an audit of Warren Airport by Public Works Authority (PWA) on behalf of the NSW Government.  9/10/2024 Round 4 Regional Airports Program is now open. Council will apply for 50% funding for the improvement to the Exclusion Fence.
Warren Airport Improvement Works Subject to additional 50% Grant Funding GL: 3420-4320-0110	\$50,000	Nil	TSM	9/10/2024 Round 4 Regional Airports Program is now open. Council will apply for 50% funding for additional civil works to remove open drainage channels and improvement to Apron Lighting.
Warren Parks Fencing Replacement  GL: 3360-4020-0200  JC:  Macquarie Park Fence 106-104-5.  Rotary Park Fence 106-104-10.  Rotary Park Signage 106-104-15.	\$53,000	\$5,123	TSM	*22/07/2024 Work being scoped.  7/08/2024 Signs for Rotary & Lions Park and Carter Oval have been ordered.  2/09/2024 Fencing for Lions Park has been ordered.  Signs for Rotary & Lions Park and Carter Oval have been delivered.

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Project	Budget	Expend/Comm	Resp	Comment
Lions Park Fence 106-104-20. Lions Park Signage 106-104-25 Carter Oval Sporting Precinct Signage 106-104-30				9/10/2024 Fence replacement at Lions Park play equipment has commenced.

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Project	Budget	Expend/Com m	Resp	Comment
Warren Showground/Racecourse Drought Proof Irrigation/Fencing Project	\$391,260 Total.			<p>*16/09/2024</p> <p>Warren Jockey Club are scoping the next stage of the exclusion fence. This will be Approximately 650m from the Carinda Road Gate to the end of stage one fencing works.</p> <p>Two sets of gates, 1 x double 3.9m and 1 x 3.9m.</p> <p>This will secure the Showground/Racecourse from the TSR/Cross Country area.</p>
Installation of Exclusion Fencing.	\$247,260 Grant.	\$25,467	TSM	<p>9/10/2024</p> <p>The Warren Jockey Club has completed the exclusion fencing to the Carrinda Road entrance gate. Their contractor will continue, beyond the entrance and include the current agistment yards all the way to the centre sliding gate adjacent to the Equestrian Centre.</p> <p>A request for quotations has been completed for the supply and installation of an automated sliding gate at the Carinda Road entrance and the conversion to automated gates of the two sliding gates at the Equestrian Centre.</p> <p>A further Request for Tender for the remaining exclusion fencing will be advertised in November/December 2024.</p>
Expected additional funding from Warren Jockey Club (WJC) & Racing NSW	\$144,000 WJC.			
JC: 122-5-10				
GL: 3360-4030-0045				

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Project	Budget	Expend/Comm	Resp	Comment
Oxley Park River Water Pumping Station:  Hatch cover & Handrails.  GL: 4580-4320-0030  JC: 191-3-5	\$10,000	Nil	TSM	22/07/2024  Works being scoped.
Water Extraction Meter Compliance  GL: 4580-4320-0003  JC: 0190-0010-0000	\$1,346	Nil	TSM	*12/07/23 Application for Water Access License has been lodged with DPIE Water. Awaiting Outcome.  7/08/2024 It is hoped that the Water Security and IWCM projects will provide the justification to allow the Water Access licence (WAL) to be issued.  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	\$588	TSM	*9/07/2024 All Farmbot components have been purchased late June 2024.  7/8/2024 Installation of equipment being rolled out as resources allow.  2/09/2024 Installation of Farmbot components being rolled out.

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Project	Budget	Expend/Com m	Resp	Comment
Regional Leakage Reduction Program – Local Water Utilities Projects  GL: 4580-4320-0004  JC: 0190-0340-0000  Pressure 0005 Leak 0015 Metering 0025	\$20,619	\$4,828	TSM	*11/06/24 Claim for Milestone 2 Submitted. \$37,500.  9/07/2024 Consultant to be engaged to review data collected.
Replacement of Motor Control Centre at Ellengerah River Water Pumping Station.  GL: 4580-4320-0001. JC: 191-1-75.	\$75,000	Nil	TSM	Work being scoped.
Water Valve Replacement Program  GL: 4580-4320-0055	\$100,000	Nil	TSM	*Work being scoped. 9/10/2024 Valves at the base of the Ellengerah Bore Water Reservoir and three other valves located around Warren were replaced in early October. Waiting on invoicing.
<b>Sewerage Services</b>				
CCTV and Smoke Testing of Sewer at Warren and Nevertire  GL: 5580-4320-0002	\$200,000	Nil	TSM	*9/07/2024 Tender to be advertised late July 2024. 7/08/2024 Tender to be advertised in August 2024. 20/08/2024 Tender Advertised 12 August 2024.

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				<p>Closes 19 September 2024.</p> <p>If required, Report will be submitted to the October Council Meeting.</p> <p>9/10/2024</p> <p>Tender Evaluation to be presented to the Committee of the Whole, Closed Council Meeting on Thursday October 24<sup>th</sup> for consideration.</p>
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Project	Budget	Expend/Comm	Resp	Comment
Upgrade Sewerage Network Telemetry System GL: 5580-4320-4000 JC: 0226-0010-0005	\$80,000	\$129	TSM	*27/06/2024 Scope of Works change approved by Council. 9/07/2024 All Farmbot components have been purchased late June 2024. 7/8/2024 Installation of equipment being rolled out as resources allow. 2/09/2024 Installation of Farmbot components being rolled out.
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. 17/10/23 Rehabilitation works on hold until additional evaporation lagoon is constructed.
Lifting Gantry Tiger Bay Sewer Pump Station GL: 5580-4320-4000 JC: 201-90-45	\$27,478	Nil	TSM	*9/07/2024 Waiting on quote to relocate gantry. 2/09/2024 Waiting on Contractor Availability.
Thornton Avenue Sewer Pump Station Refurbishment GL: 5580-4320-4000 JC: 201-90-10	\$107,000	Nil	TSM	9/07/2024 Waiting on quote from contractor. 7/08/2024 Met with proposed contractor 6/08/2024 to scope revised works.

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Project	Budget	Expend/Comm	Resp	Comment
Sewer Pump Stations Safety Improvements GL: 5580-4320-4000 JC: 201-90-0000	\$99,750	Nil	TSM	Work being scoped.
Construction of Additional Evaporation Lagoon at Tiger Bay STP.  GL: 5580-4320-4040	\$775,000	Nil	TSM	<p>*20/08/2024 Tender advertised 8/08/2024. Closes 26/09/2024. Pre-Tender meeting held 21/08/2024.</p> <p>23/09/2024 Tender Closes 16/09/2024. Report will be submitted to the October 24<sup>th</sup> Council Meeting.</p> <p>9/10/2024 Tender Evaluation to be presented to the Committee of the Whole, Closed Council Meeting on Thursday October 24<sup>th</sup> for consideration.</p>



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Project	Budget	Expend/Comm	Resp
Levee Restoration			
Warren Levee Rehabilitation			
JC:			
3300-4400-0000 Federal;	\$4,430,118	\$877,170	DMES/TSM/IPM
3300-4420-0000 OLG AGRN:	\$736,697	\$152,265	
3300-4410-0000 State	\$736,438	\$123,726	
<u>Comments</u>			
<div><div>*9/07/2024 Flood gate contractor to be onsite Monday 22nd July to commence cleaning and investigations.</div><div>9/08/2024 Fisheries permit has been approved. There is a need for an Aquatic Rehabilitation Plan to define how to rehome displaced aquatic animals and replace/remove vegetation.</div><div>20/08/2024 Floodgate contractor has carried out measure of all gates. Generators have been ordered. Electric Submersible Pumps have been ordered.</div><div>Public Works to evaluate the portable diesel pumps to be purchased.</div><div>9/10/2024 Replacement flood gates will start to be delivered late October. Electric Submersible Pumps have been delivered. Generators &amp; soft starters being configured.</div></div>			

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**WORKS PROGRESS REPORTS – TOWN SERVICES**

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Local Roads and Community Infrastructure Grant Programs for Phase 4				
Project	Budget	Expend	Resp	Comment
*Saunders Park – Replacement of Picnic Shelter. (LRCI)  GL: 3360-4040- 0005  JC: 3350-3-10	\$13,865	\$14,255	TSM	*20/08/2024  Installed. Awaiting a replacement ridge capping from manufacturer.  Waiting on invoicing.  16/09/2024  Ridge Capping Delivered and installed by RME.
Oxley Park Electric Barbeques (2) (LRCI)  GL: 3360-4040- 0005  JC: 3350-10-10	\$8,615	Nil	TSM	*7/08/2024 Waiting on contractor availability.  9/10/2024 Works commenced.
*Macquarie Park Flying Fox and Playground Equipment Softfall Further Contribution. (LRCI)  GL: 3360-4040- 0005  JC: 3300-4430- 10, OLG  JC: 3350-5-10, LCRI	\$89,625 (LRCI)  \$112,500 OLG  Total Budget \$202,125	\$202,125	TSM	*7/08/2024  Macquarie Park play equipment has been prepared. Waiting on contractor to install Softfall – Installation ongoing.  20/08/2024  Macquarie Park play equipment complete.  16/09/2024  Flying Fox and Splash Park complete.

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Project	Budget	Expend	Resp	Comment
Warren CCTV System GL: 3360-4040-0005 JC: 3350-9-10	\$57,334	\$57,334	TSM	<p>*9/07/2024</p> <p>Installation of cameras has commenced. Project on track for completion late August 2024.</p> <p>07/08/2024</p> <p>Works progressing well. New server and cameras installed at Admin Building New cameras at Skate &amp; Splash Parks and Showground/Racecourse.</p> <p>16/09/2024</p> <p>Construction of footings for 12 solar cameras has commenced.</p> <p>Project completion mid-October.</p> <p>9/10/2024</p> <p>Cameras installed and final testing is underway.</p>
<p>*Ravenswood Park Softfall Installation. (LRCI)</p> <p>GL: 3360-4040-0005</p> <p>JC: 3350-12-10</p>	\$89,145	\$78,153.57	TSM	<p>*7/08/2024</p> <p>Works at Ravenswood Park will commence after the Splash Park is completed.</p> <p>16/09/2024</p> <p>Works commenced at Ravenwood Park Tuesday 17 September 2024.</p> <p>Works will commence at The Showground/Racecourse week of 17 September 2024.</p>
Integrated Water Cycle Management (IWCM) Strategy Project	\$339,470	Nil	TSM	<p>7/08/224</p> <p>Funding Deed signed by Council.</p> <p>Project will be delivered with assistance from Public Works.</p> <p>Project to be completed by September 2025.</p>

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**CONTINUED**

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.
		River Water Reservoirs	Investigate using Remotely Operated Vehicle (ROV) to inspect in 2025.

<b>Sewerage System Planned Maintenance</b>			
Warren Sewerage Treatment Works	Currently monthly. Will change when new operating licence is agreed with NSW EPA	9/07/2024 Final documents received from PWA. Tender advertised August 2024 to Late September 2024. Report to October 2024 Council Meeting.	

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**CONTINUED**

Activity	Required Interval	Details
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 to 9th October 2024		
Account	Budget	Expenditure, Inc. Commitments
Water Fund Maintenance and Repair	\$655,884	\$213,845
GL’s: 4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003		
Sewer Fund Maintenance and Repair	\$334,140	\$67,984
GL’s: 5200-0003, 5250-0003, 5280-0003 & 5300-0003.		
Parks And Gardens – Routine Works Budget Vs Expenditure to 9th October 2024		
Account	Budget	Expenditure, Inc. Commitments
Parks, Gardens, Cemeteries, Racecourse & Levee	\$972,139	\$283,205
GL’s: 0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003 *Budget currently subsidising Carter Oval Precinct Project.		
Aerodrome – Routine Works Budget vs Expenditure to 9th October 2024		
Account	Budget	Expenditure, Inc. Commitments
Aerodrome Operations	\$167,352	\$45,052
GL: 2555-0003 JC: 2549-0-0		

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**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Water and Sewer Works**

- Hydrant flushing Warren/Nevertire (on going)
- 43 Chester St sewer shaft repair
- Main leak at Warren Cemetery
- 9 Narromine St (Nevertire) service leak
- 90 Chester St sewer shaft replacement
- 8 Hume St meter leak
- 10 Chester St sewer shaft replacement
- Replace all (3) valves on Ellengerah bore reservoir
- Water leak (bore) Oxley Highway (old stp)
- 42 Wonbobbie St Collie investigate pressure issue
- Inspect police station meter
- 2 Udora Rd blocked sewer (caravan park)
- Showground Water leak
- 10 Burton St river water issue
- 2 Boss Ave bore main leak
- Clyde St (Nevertire) main leak
- 4 Thornton Ave replace meters
- 8 Chester St sewer shaft replacement
- Assist special projects with laying turf
- Replace valve in Collie CNR Calga and Bundemar St
- 7-9 Glen St repair meter's
- 16 Readford St meter repairs
- 32 Glen St meter repairs
- Investigate smelly water at Little Possums

**As of 9/10/24**

Warren Sewerage Treatment Works inflow		Sewerage Year – 1st June 2024 to 31st May 2025		
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
June 2024	486	362	10.85	10.85
July 2024	463	354	10.96	21.81
August 2024	682	346	10.73	32.54
September 2024	480	337	9.79	42.33

# WARREN SHIRE COUNCIL

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## ITEM 2

## WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

### 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)
<b>Warren Bores</b>										
Bore 1 (Bore Flat) Lic. 80AL703155	49.13	49.13	0.00	49.13	0.00	49.13	0.00	49.13		
Bore 2 (Ellengerah) Unlicensed	6.31	6.31	0.00	6.31	0.00	6.31	0.00	6.31		
	<b>55.44</b>	<b>55.44</b>	<b>0.00</b>	<b>55.44</b>	<b>0.00</b>	<b>55.44</b>	<b>0.00</b>	<b>55.44</b>	<b>7.92%</b>	<b>700</b>
<b>Warren River</b>										
Oxley Park Lic. 80AL700017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Ellengerah Rd Lic. 80AL700017	23.29	23.29	0.00	23.29	0.00	23.29	0.00	23.29		
	<b>23.29</b>	<b>23.29</b>	<b>0.00</b>	<b>23.29</b>	<b>0.00</b>	<b>23.29</b>	<b>0.00</b>	<b>23.29</b>	<b>3.11%</b>	<b>750</b>
<b>Showground (Racetrack)</b>										
Lic. 80AL700645	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>188</b>
<b>Nevertire Bore Lic. 80AL703158</b>	<b>4.65</b>	<b>4.65</b>	<b>0.00</b>	<b>4.65</b>	<b>0.00</b>	<b>4.65</b>	<b>0.00</b>	<b>4.65</b>	<b>11.63%</b>	<b>40</b>
<b>Collie Bore Lic. 80CA724011</b>	<b>0.99</b>	<b>0.99</b>	<b>0.00</b>	<b>0.99</b>	<b>0.00</b>	<b>0.99</b>	<b>0.00</b>	<b>0.99</b>	<b>3.97%</b>	<b>25</b>
<b>Macquarie Park 80AL700996</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>14.2</b>

\*Rainfall for October: 13mm

\*Rainfall to date: 475 mm

\*Burrendong Dam Level: 74%

\*As of 1/10/2024

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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.

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 are mown, whipper-snipped, and weeded as needed:

- Bore Flat
- Bore Flat Levee
- Carter Oval
- Other Reserves
- Woolnough/Stubbs Street Levee
- WOW Centre
- Sewer Pumping Stations
- Shire Housing
- Town Medians and Approaches
- Water Pumping Stations and Reservoirs
- Weed Spraying
- Tiger Bay Walking Track

**Parks and Gardens Works:**

- Boston St levee mow/snip
- Library mow/snip
- Bore flat mow/snip
- CBD area tidy up weeding
- Victoria oval Cricket pitch preparation (on going)
- Carter oval Cricket pitch preparation (on going)
- Lions Park mow/snip
- 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
- Prep Rodeo grounds at Nevertire
- Top dress around Netball courts
- Clean up Nevertire rodeo ground
- Skate/splash park mow/snip
- Ravenswood Park mow/snip
- Event preparation Nevertire
- Inspect irrigation systems (on going)
- Victoria Oval mow/snip/line marking
- CBD area weeding/pruning/spraying
- Lawn Cemetery 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
- Rehabilitate area behind sporting Centre
- Line marking Victoria oval
- Top dress Lawn Cemetery (on going)



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**ITEM 2                      WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Town Crew**

- Weed spraying around Warren
- Grave duties
- Remove rubbish from Shire Depot
- Spray out walkways (on going)
- Remove Box Thorn from Ellengerah Reservoir site
- Rehabilitation area behind sporting Centre
- Top dressing at Victoria Oval
- Clean grates around Warren
- Pick up limbs around Warren
- Spray Industrial Access Rd
- Levee maintenance (fill in holes)
- Spray Pioneer's Way
- Assist the Infrastructure Projects Management Office laying turf
- Assist the Infrastructure Projects Management Office cleaning out the front of the swimming pool

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**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

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

Description	Expenditure/ Committed
Non-Roads November/ December 2021 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.  <b>(Application for reimbursement submitted 8/03/2022)</b>	<p style="text-align: center;">\$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 9<sup>th</sup> May 2024 to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs.</p> <p>Mayor &amp; GM met with NSW Treasurer on 9 August 2024.</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
Non-Roads July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.  <b>(Application for reimbursement submitted 28/2/2023).</b>	<p style="text-align: center;">\$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 9<sup>th</sup> May 2024 in an attempt to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs.</p> <p>Mayor &amp; GM met with NSW Treasurer on 9 August 2024.</p>
0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540	

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**ITEM 3     WORKS PROGRESS REPORT - 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 8<sup>th</sup> August 2024 to 9<sup>th</sup> October 2024.

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
<b>Plant Repairs to 9<sup>th</sup> October 2024</b>				
P2120	John Deere 6140M Tractor	PTO seal leaking, new seal obtained and fit, test for leakage all OK. Flat front tyre replaced onsite at Rifle Range Road.	4hrs	4hrs
P2045	Caterpillar 232D Skid Steer Loader	Two front flat tyres onsite at racecourse, multiple holes found. Four new tyres fitted to prevent flats.	5hrs	5hrs
P2082	Caterpillar CW34 Roller	500hr service done, armrest failure diagnosed. New parts ordered for repair.	5hrs	5hrs
P2160	Gold Acres Spray Tank	Multiple leaks repaired on hose outlet circuit.	2hrs	2hrs
P2340	Isuzu Tender Truck with spray setup	Repairs to boomless spray nozzle, new tap added, system checked for operation.	2hrs	2hrs
P1089	Toro Ride On	Blown hydraulic hose diagnosed, removed, and replaced.	4hrs	4hrs
P2382	Iveco Daily Tender Truck	Electrical issues repaired; machine test driven.	1 week	30hrs
P2123	John Deere 5083E Tractor	250hr service done, general check on machine. Slight exhaust leak noticed; will check again in 100hrs.	4hrs	4hrs
P2083	Toro Grounds Master	Right-hand side wing not dropping, more diagnosis required when not in use.	2hrs	2hrs
P2000	Caterpillar 140 Grader	2,500hr service completed by WesTrac Dubbo.	6hrs	

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**ITEM 3    WORKS PROGRESS REPORT – PLANT**

**CONTINUED**

<b>Plant Number</b>	<b>Description</b>	<b>Repairs</b>	<b>Plant Down Time</b>	<b>Repair Time (Man Hours)</b>
P742	Honda Rotary Hoe	Pull start and throttle cable diagnosis, parts ordered for fitting upon arrival.		1hr
P2100	Warwick Pressure Cleaner	Repairs to pressure circuit, new wand ordered for fitting when it arrives.		2hrs
P1049	Isuzu Tender Truck with 1800L Fuel Pod	New 24V diesel pump fitted to fuel pod, tested for operation, all OK.	8hrs	8hrs
P28	John Deere Grader	Engine repairs continue. Engine back together; may need new injectors. Waiting on computer diagnosis.		18hrs
P2142	Superior 8" Slasher	Removed carpet from underside, checked height adjustment, and test-driven.	3hrs	3hrs
P2081	Caterpillar CW34 Roller	Repairs to beacon circuit, now working.	2hrs	4hrs
P14	Caterpillar 432F Backhoe	Handbrake adjustment and testing completed.	2hrs	2hrs
P2341	Isuzu Tender Truck	Taken to Dubbo Truck Alignments for wheel alignment and camber readjustment.	6hrs	
P2340	Isuzu Tender Truck	Chasing fuel pod options for the back of the truck. Awaiting 1 of 3 quotes to finalize the decision.		3hrs
P36	Truck Build and Drop-Off Location Setup	Met with Ryan Mason and Maryanne Stephens at the waste depot to discuss the truck build and site setup.	2.5hrs	2.5hrs
P8	Caterpillar 432F Backhoe	Flat rear tyre repaired on Monday; P14 taken for use in the meantime.	1hr	1hr
P2160	Sewell Sweeper	General check over, parts/brushes ordered for fitting upon arrival.	1hr	1hr

## WARREN SHIRE COUNCIL

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### ITEM 3 WORKS PROGRESS REPORT – PLANT

CONTINUED

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P2142	Superior Slasher	Rear wheels re-seated, wheel brackets adjusted, and height setup checked/changed.	5hrs	5hrs
P3603	Toyota Hilux	Info sent to Macquarie Toyota for purchase of new vehicle. Operator has been asked for damage incident reports on P3603.		1hr

### ACRONYMS

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

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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 August and September 2024.

FILE	LOCATION	WORKS	RECEIVED	APPROVED
P16-24.11	3374 Ellengerah Rd WARREN NSW 2824 Lot 1 DP1274417	Erection of New Dwelling	9/8/2024	20/8/2024
P16-24.12	8 Hume St WARREN NSW 2824 Lot 14 DP261124	New Shed	13/8/2024	20/8/2024
P16-24.13	10206 Mitchell Highway WARREN NSW 2824 Lot 2 DP849436	Erection of New Dwelling	14/8/2024	28/8/2024

**LEGAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

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

**STAKEHOLDER CONSULTATION OPTIONS**

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

**CONCLUSION**

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

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

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

**SUPPORTING INFORMATION/ ATTACHMENT**

Nil.

**WARREN SHIRE COUNCIL**  
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**ITEM 2                      WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES (C14-7.3)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of the projects and grant applications that are being managed by the Manager Health and Development Services.

**Budget and Works from 7<sup>th</sup> August 2024 – 9<sup>th</sup> October 2024**

2020 Projects	Budget	Expend. /Comm	Resp	Comment
Construction of two (2) x Council dwellings.  21 Deacon Drive and 8 Deacon Drive.	56,145	151,828.17	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 works 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.

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**ITEM 2**

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

**CONTINUED**

<b>2020 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
				<p>Proceedings have commenced on 28th July 2022, in NCAT in respect of both properties.</p> <p>Case has been lodged with District Court.</p> <p>Mediation undertaken on 30<sup>th</sup> April 2024. Further reporting undertaken to the May 2024 Council Meeting. Matter set down for the District Court for 4<sup>th</sup> - 8<sup>th</sup> November 2024.</p> <p>Adjourned new date yet to be determined.</p>
<b>2021 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
<p>Construction of the Waste Transfer Station at Ewenmar Waste Depot.</p> <p>3300-4321-000</p>	271,116	276,865.66	MHD/TSM	<p>*Final design complete. Contractor engaged to install drainage pipework at the end of November. Concreting works listed on vendor panel closed 3rd February 2022 contractor appointed.</p> <p>Due to time lapse, new quotations obtained and reassessed.</p> <p>MLB to commence once Equestrian Centre path is complete.</p> <p>No progress during September, October, November, December, January and February due to site being flooded and wet weather.</p> <p>Works commenced Wednesday 31<sup>st</sup> May 2023. Footings for the retaining wall were poured on the 12<sup>th</sup> July 2023. Wall completed December 2023. Unable to source contractor to date.</p> <p>Quotation obtained from Battleline as a possible suitable contractor.</p>



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**ITEM 2**

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

**CONTINUED**

2021 Projects	Budget	Expend. /Comm	Resp	Comment
				<p>*Quotation not accepted. Works re commenced Friday 3<sup>rd</sup> May 2024. Construction of delivery platform 80% complete using a combination of Battleline and Council Day Labour. Waiting on MLB to re-commence works, July 2024.</p> <p>*Delivery area rolled and aggregate laid, 5th August. Opened 22nd August 2024. Signs installed 18<sup>th</sup> October 2024. Waiting on Ryan Mason Engineering to finalise fabrication of a bin lifter and new balustrading at delivery area.</p> <p>Modifications made to truck. Guide rail at parking bay of truck to be installed. Mail box drop will be completed once facility is ready to be completely opened to the public.</p>
2023 Projects	Budget	Expend. /Comm	Resp	Comment
Ewenmar Waste Depot Road repairs.	20,000	Nil	MHD/DMES	306 claim complete for \$220,500. Ongoing.
Warren Support Services (Targeted Early Intervention)				
*2.28 Warren Junior Soccer 2023.	5,000	Nil	DMFA	Complete.
2.31 Warren Youth Group - Psychology service.	50,000	Nil	MHD	To be held over a period of 12 months.
2.39 Piano Lessons.	3,000	Nil	MHD	To be held over 12 months.
2.41 Warren performing Arts and Language Place Inc Warraan Widji Arts Dance and Grow.	5,000	Nil	MHD	14/2/2024 - 4/12/2024
2.47 MPS Speech and Literacy Intervention 2024.	5,000	Nil	MHD	To be held over 12 months.

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**ITEM 2**

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

**CONTINUED**

<b>Capital Expenses</b>				
Council Housing M & R.  (Includes \$20,000 for 2023/2024)  Dwelling renewal, reserve \$56,145 and \$11,741 specific M&R	87,886	67,641	MHD	56 Garden Avenue, Heavy Maintenance 90% Completed.  *Purchase order for kitchen issued.  *Kitchen to be installed July 2024. Postponed due to COVID.  Kitchen installed. Flooring and splashback to be completed.
<b>Capital Renewal</b>				
Animal Shelter Replacement. (Includes \$80,000 for 2023/2024).	140,000	47,606.07	MHD/IPM	Slab poured.
<b>Town Planning</b>				
LEP Review.	45,000	35,035	MHD	Consultant engaged. Draft report provided, reviewed. Feedback provided. Progressing with the recommendations.
<b>2024 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
Warren Sporting & Cultural Complex – Gym Equipment Renewals.	7,500	3,325	MHD	Squat rack purchased. Replaced dumbbells and weight plates/bags.
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 late September 2024.
Warren Medical Centre Cabinetry Improvement/Replacement Works.	24,200	Nil	MHD	

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

**CONTINUED**

September 2022 AGRN 1034 Flood and Storm Damage Essential Public Asset Reconstruction Work Ewenmar Waste Depot Access Road Restoration.	220,500	Nil	MHD/DMES/RIM	Claim to be resubmitted from Public Works. Photos submitted as requested.
<b>2024 Projects</b>	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
Council building renovations fit out (New Kitchen, accessible toilet.  3210-4100-005	40,000	Nil	MHD	New quotations being obtained.
<b>LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)</b>				
	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Grant funding successful 8<sup>th</sup> August 2023</b>
Solar Panel Installation Warren Swimming Pool.	40,000	25,570	MHD	Contractor commenced onsite 2 <sup>nd</sup> November 2023. Stage 1 completed 7 <sup>th</sup> November 2023.
Victoria Oval Park Permanent Scoreboard Contribution.	35,000	31,547	MHD	\$20,000 grant funds (\$15,000 contribution from the Warren Rugby Club). Scoreboard arrived end December 2023. Operational late April 2024. The purchase and installation of a roller shutter door to protect this scoreboard, in progress. The fabrication and installation of laser cut sponsorship sign in progress.
Trailer Mounted Scoreboard (2) Contribution.	45,000	36,277	MHD	*Purchase order issued. Scoreboard arrived end December 2023. Trailer options being investigated. Quotations obtained. The fabrication and installation of draw bars on the trailers completed. Awaiting transfer of users from Victoria Oval to Carter Oval once amenities building is completed.

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**ITEM 2**

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

**CONTINUED**

<b>LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 4 – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROJECTS (G4-1.70, G4-1.84)</b>				
	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Grant funding successful 8<sup>th</sup> August 2023</b>
Windows on the Wetlands Centre Precinct EV Charging Station (up to 3) and Power Upgrade Contribution.	37,996	Nil	MHD/IPM	Being investigated.

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**ITEM 3                      DEVELOPMENT APPLICATION – CONTINUATION OF USE, LOT 2 DP118666, 8161 OXLEY HIGHWAY WARREN, EWENMAR WASTE FACILITY                      (P16-24.10)**

**RECOMMENDATION:**

1. That the information be received and noted, and
2. Development application P16-24.10 for the continuation of use – embankment (flood protection levee) and internal access road at the Ewenmar Waste Facility located at 8161 Oxley Highway WARREN NSW 2824, is approved subject to the following conditions:

1. Development of the Continuation of use – embankment (flood protection levee) and internal access road at Waste Depot must be carried out in accordance with the following approved plans and supporting documentation (stamped by Council), except where the conditions of this consent expressly require otherwise.

Plan No.	Ref No.	Plan Title.	Drawn By.	Dated.
-	-	Lot 2 DP1186656- Embankment and Road Prepared by Natural Resources Access Regulator for Warren Shire Council		20 Jun 2023

In the event of any inconsistency between the approved plans and the supporting documentation, the approved plans prevail. In the event of any inconsistency between the approved plans and a condition of this consent, the condition prevails.

**NOTE:** an inconsistency occurs between an approved plan and supporting documentation or between an approved plan and a condition when it is not possible to comply with both at the relevant time.

**Reason:** To ensure all parties are aware of the approved plans and supporting documentation that applies to the development.

2. For clarity no building or earthworks are approved. This approval relates to the continuation of use of a flood levee and access road pursuant to Section 4.69 Environmental Planning and Assessment Act 1979.

**Reason:** To ensure the limits to the approval are clear.

3. The earth embankment surrounding the development site is to be built a minimum of 450mm above the 1 in 200-year flood ARI (the level of the 1955 flood).

**Reason:** To ensure no contaminants pollute waterways and to ensure the development is consistent with flood planning objectives of the Warren Local Environmental Plan 2012.

4. The entry road is to be built a minimum of 450mm above the 1 in 200-year flood ARI (the level of the 1955 flood).

**Reason:** To ensure the development is consistent with flood planning objectives of the Warren Local Environmental Plan 2012.

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**ITEM 3                      DEVELOPMENT APPLICATION – CONTINUATION OF USE, LOT 2 DP118666, 8161 OXLEY HIGHWAY WARREN, EWENMAR WASTE FACILITY                      CONTINUED**

**PURPOSE**

The purpose of this report is for Council to determine the development application for the continuation of use – embankment (flood protection levee) and internal access road at the Ewenmar Waste Facility located at 8161 Oxley Highway WARREN.

**BACKGROUND**

The NSW Department of Natural Resources Access Regulator (NRAR) contacted Council as they had identified works in the 2022 flood as impeding upon the flood plain. To legitimize the works, NRAR requested Council obtain “continuation of use” approval for the works.

The subject land was originally crown land. The land was subdivided for the purpose of private enterprise (Green Distillation Technologies) and Council acquired the portion that was previously used as a waste facility (Lot 2). The site has been used as a waste facility for a long time, the previous DP states 1989. However, there is reference to “night soil” being disposed of onsite, and the town sewer was connected in 1959.

**REPORT**

Under Section 4.69 of the Environmental Planning and Assessment Act 1979, as requested by NSW Department of Natural Resources Access Regulator (NRAR), Warren Shire Council as the owner of the Ewenmar Waste Facility, was requested to obtain “continuation of use” approval to legitimise the works that have been identified in the 2022 flood. The works are the existing flood protection levee around the waste facility and the existing internal access road.

***“4.69 Uses unlawfully commenced (cf previous s 109A)***

*(1) The use of a building, work or land which was unlawfully commenced is not rendered lawful by the occurrence of any subsequent event except—*

*(a) the commencement of an environmental planning instrument which permits the use without the necessity for consent under this Act being obtained therefor, or*

*(b) the granting of development consent to that use.*

*(2) The continuation of a use of a building, work or land that was unlawfully commenced is, and is taken always to have been, development of the land within the meaning of and for the purposes of any deemed environmental planning instrument applying, or which at any time applied, to or in respect of the building, work or land.”*

The other option is to remove the levee and roadway, which is not recommended.

The current use of the land, Lot 2 DP1186656, 8161 Oxley Highway, Warren is an existing Waste Depot and associated infrastructure. The site is located approximately 4kms from Warren, towards Gilgandra, on the Oxley Highway. The land is bushfire prone and is subject to flooding, however this does not restrict this site for the use.

*waste or resource management facility means any of the following—*

*(a) a resource recovery facility,*

*(b) a waste disposal facility,*

*(c) a waste or resource transfer station,*

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**ITEM 3                      DEVELOPMENT APPLICATION – CONTINUATION OF USE, LOT 2 DP118666, 8161**  
**OXLEY HIGHWAY WARREN, EWENMAR WASTE FACILITY    CONTINUED**

*(d) a building or place that is a combination of any of the things referred to in paragraphs (a)–(c)*

Clause 2.3(2) of the Warren Local Environmental Plan 2012 states that the Council shall have regard to the objectives for development in a zone when determining a development application in respect of land within the zone. The objectives of the E4 zone are:

*Zone E4 General Industrial*

*1 Objectives of zone*

- To provide a range of industrial, warehouse, logistics and related land uses.*
- To ensure the efficient and viable use of land for industrial uses.*
- To minimise any adverse effect of industry on other land uses.*
- To encourage employment opportunities.*
- To enable limited non-industrial land uses that provide facilities and services to meet the needs of businesses and workers.*
- To enable the development of land for certain non-industrial purposes where the present or future industrial development of land will not be compromised.*

The development is in support of the objectives and proposes continued use of an access and embankment for the purpose of flood protection to the existing waste facility.

Clause 5.21 Flood planning of the of the Warren Local Environmental Plan 2012 states;

*(1) The objectives of this clause are as follows—*

- (a) to minimise the flood risk to life and property associated with the use of land,*
- (b) to allow development on land that is compatible with the flood function and behaviour on the land, taking into account projected changes as a result of climate change,*
- (c) to avoid adverse or cumulative impacts on flood behaviour and the environment,*
- (d) to enable the safe occupation and efficient evacuation of people in the event of a flood.*

*(2) Development consent must not be granted to development on land the consent authority considers to be within the flood planning area unless the consent authority is satisfied the development—*

- (a) is compatible with the flood function and behaviour on the land, and*
- (b) will not adversely affect flood behaviour in a way that results in detrimental increases in the potential flood affectation of other development or properties, and*
- (c) will not adversely affect the safe occupation and efficient evacuation of people or exceed the capacity of existing evacuation routes for the surrounding area in the event of a flood, and*
- (d) incorporates appropriate measures to manage risk to life in the event of a flood, and*
- (e) will not adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses.*

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**ITEM 3                      DEVELOPMENT APPLICATION – CONTINUATION OF USE, LOT 2 DP118666, 8161 OXLEY HIGHWAY WARREN, EWENMAR WASTE FACILITY                      CONTINUED**

- (3) In deciding whether to grant development consent on land to which this clause applies, the consent authority must consider the following matters—
- (a) the impact of the development on projected changes to flood behaviour as a result of climate change,
  - (b) the intended design and scale of buildings resulting from the development,
  - (c) whether the development incorporates measures to minimise the risk to life and ensure the safe evacuation of people in the event of a flood,
  - (d) the potential to modify, relocate or remove buildings resulting from development if the surrounding area is impacted by flooding or coastal erosion.
- (4) A word or expression used in this clause has the same meaning as it has in the Considering Flooding in Land Use Planning Guideline unless it is otherwise defined in this clause.

(5) In this clause—

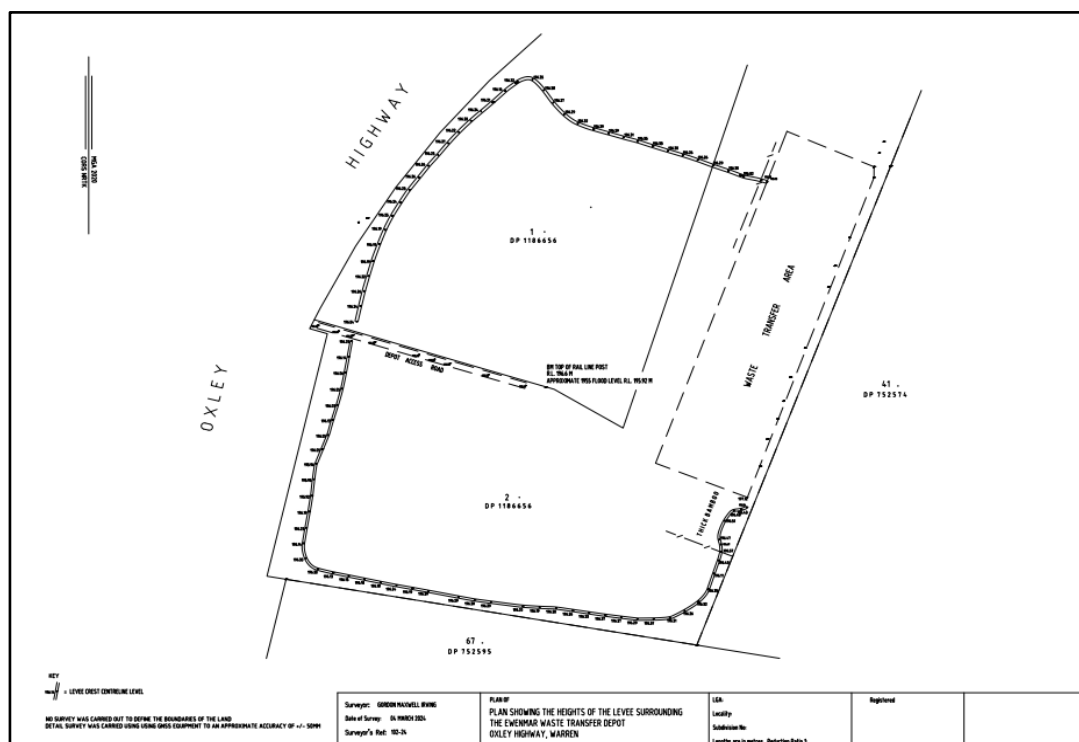
**Considering Flooding in Land Use Planning Guideline** means the Considering Flooding in Land Use Planning Guideline published on the Department's website on 14 July 2021.

**flood planning area** has the same meaning as it has in the Flood Risk Management Manual.

**Flood Risk Management Manual** means the Flood Risk Management Manual, ISBN 978-1-923076-17-4, published by the NSW Government in June 2023.

The existing embankment and internal access road satisfy these objectives.

In March 2024, Council engaged a surveyor to check the levee height, and the below survey plan was provided.





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At the time of the onsite meeting with NRAR representatives, no concerns were raised in relation to the existing embankment or the access road having adverse impacts upon the flood behaviour and/or the environment, but rather that the works required and approval for continuation of use.

Clause 6.1 of the of the Warren Local Environmental Plan 2012 is to ensure that earthworks for which development consent is required will not have a not have a detrimental impact on environmental functions and processes, neighbouring uses, cultural or heritage items or features of the surrounding land. The earthworks have already been completed. No clearing of land is proposed and the embankment and the access road have a positive environmental function as it protects adjoining land from possible contamination during a flood event.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Warren Shire Council has incurred some minimal expenses with Council staff's time and advertising of the development application as required by the Council Related Development Application Conflict of Interest Policy.

**LEGAL IMPLICATIONS**

Council has two options available. To obtain "continuation of use" approval or remove the unapproved works.

**RISK IMPLICATIONS**

If Council doesn't obtain the requested approval, the NRAR may take further action and require Council to remove the structures, as the works have been deemed not approved. Additionally, as Council is effectively approving its own development, Council MUST abide by the Council Related Development Application Conflict of Interest Policy. As part of the Policy, the development has been peer reviewed by another independent Council employee from another Council, to demonstrate transparency.

**STAKEHOLDER CONSULTATION**

The application was advertised from Wednesday 21st August to Thursday 26th September 2024. There were nil submissions received.

**CONCLUSION**

Council should approve the continuation of use – embankment (flood protection levee) and internal access road at the Ewenmar Waste Facility located at 8161 Oxley Highway WARREN, with the recommended conditions, to legitimise the unapproved works as required by NRAR. The embankment protects adjoining lands from possible contamination during a flood event.

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

- 4.1.1 Work with appropriate agencies to proactively address the local impacts of climate change
- 4.4.4 Preserve and protect endangered ecological communities (EEC) of native plants, animals and other organisms living in unique habitats within the Shire
- 5.2.2 Proactively manage known compliance risks

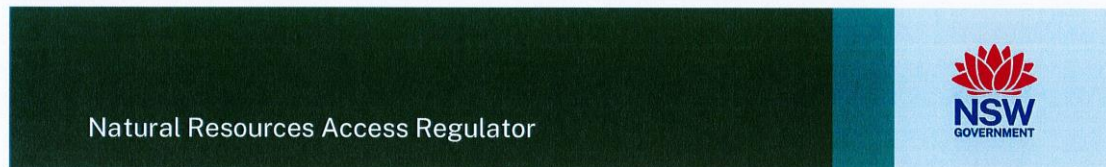
**SUPPORTING INFORMATION / ATTACHMENTS**

Letter - Natural resources access regulator (NRAR).  
Survey plan of Levy to be tabled.

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Warren Shire Council  
PO Box 6,  
Warren NSW 2824

Our ref: M007

22 June 2023

Dear Mary,

**Advisory letter**

**Improving Floodplain Connections Program**

As part of a program focused on improving floodplain connections, we have assessed several structures within the northern NSW Murray-Darling Basin that may impact overland water flow.

Within the program, structures that appear to be unapproved or not in accordance with their approval conditions have been flagged for on-site assessment. We have attached an image of the floodplain structure(s) that we will assess on your property.

**What happens now?**

- **Inspection** – we will inspect the identified structure(s) and gather relevant information to be assessed.
- **Assessment** – partner agencies will review the information and determine your pathway to compliance.
- **Consultation** – NRAR will liaise with you to discuss the outcome of the assessment and your options.
- **Time to comply** –timeframes will be dependent on the amount of work required; a suitable timeline can be negotiated.
- **Monitoring** – NRAR will continue to monitor your progress to ensure the work has been completed.

**What steps will I need to take?**

Several structures within the priority areas are currently unapproved or may not comply with approval conditions.

Unapproved structures may be eligible for approval, in those cases the department will assist you to seek approval. Structures that do not comply with approval conditions may require remediation, and where an approval is not possible, you'll be asked to remove your structure.

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**More information about this program**

We have partnered with the department and other agencies to deliver the 'Improving Floodplain Connections program'. The program aims to accelerate the removal or remediation of floodplain structures.

You'll find more information about this program in the attached fact sheet.

For more information, please visit our website [www.nrar.nsw.gov.au](http://www.nrar.nsw.gov.au) or contact us on [nrar.enquiries@nrar.nsw.gov.au](mailto:nrar.enquiries@nrar.nsw.gov.au) or 1800 633 362.

Yours sincerely,



Alex van Duijnhoven

Compliance Officer

Natural Resources Access Regulator

NRAR is the NSW water regulator. We are responsible for enforcing water laws throughout the state with targeted compliance programs that ensure water is used lawfully and shared fairly.

📞 1800 633 362    🌐 [nrar.nsw.gov.au](http://nrar.nsw.gov.au)    📧 [nrar.enquiries@nrar.nsw.gov.au](mailto:nrar.enquiries@nrar.nsw.gov.au)    📬 Locked Bag 5022, Parramatta NSW 2124



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**ITEM 3**

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**CONTINUED**

**Department of Planning and Environment**  
Fact sheet



## Improving Floodplain Connections: bringing priority unapproved flood works into compliance

In Stage 2A of the Healthy Floodplains Project we are improving connectivity and floodplain health in the northern Murray–Darling Basin through the Improving Floodplain Connections Program.

### Introduction

Over several decades, changes to legislation, policy and the development of floodplain management plans have resulted in many unapproved flood works in the northern NSW Murray–Darling Basin.

Some unapproved works can alter the flow of floodwater and cause social, economic, environmental, and cultural impacts. These unapproved works may include levees, roads, dams, channels and block banks.

The Improving Floodplain Connections (IFC) program is supported by the Commonwealth government. It is an accelerated compliance program for 'priority unapproved works' that are within one of the following categories:

- does not have a flood work approval under the *Water Management Act 2000*
- did not need approval at the time of construction but now needs an approval under a floodplain management plan
- has a flood work approval but is being used outside of the approval conditions.

In the IFC program, unapproved works in priority areas will be remediated to meet the current legislation and regulatory framework. Remediation may include realignment or modification of the unapproved flood works. Works that cannot be remediated will require removal.

### NSW Government working together

NSW Government agencies are working together to improve effectiveness, efficiency and value for money. The program is led by the Department of Planning and Environment - Water (DPE–Water), working with the Natural Resources Access Regulator (NRAR), WaterNSW, DPE Crown Lands, DPE Environment and Heritage Group (EHG), Department of Primary Industries (DPI) Fisheries and DPI Agriculture.

### Priority unapproved works

Priority unapproved flood works areas have been identified across the five northern valleys of the NSW Murray–Darling Basin (Border Rivers, Gwydir, Namoi, Macquarie and Barwon–Darling). Priority

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**Department of Planning and Environment**  
**Fact sheet**



areas have been identified through existing floodplain models and studies, and referrals from government environment and natural resource management agencies.

Prioritisation is at the heart of the program. Financial resources are limited and will be used where there is the best return on public investment. The flood works areas are prioritised based on their potential impact using a range of hydraulic, ecological and cultural impact assessment measures.

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### **Remediation or removal of priority unapproved works**

A detailed desk-top assessment of the identified priority unapproved works will be followed by ground-truthing, to identify the licensing status of individual works. This initial assessment will inform the likelihood of works being able to be brought into compliance through modification. Some works will likely need to be removed.

For works that can be modified, DPE-Water will support landholders with flood work approval applications and assessment of impacts, and prepare draft and final functional designs for remediation options. The landholder will be responsible for construction activities relate to the removal or remediation of priority unapproved flood works.

NRAR and WaterNSW will monitor and assess remediation of the works and grant flood work approvals where statutory requirements are met. Remediating unapproved flood works will not lead to approval for a floodplain harvesting licence.

---

### **Program timeframe**

The aim of the program is to speed up the remediation or removal of priority unapproved flood works across five valleys in the northern Basin to maximise the benefits of the NSW floodplain management reforms. Under business-as-usual conditions, it would take about 15 years to reach the same end results that this program aims to achieve in 2.5 years.

The program commenced in January 2022 and will end in June 2024 (Figure 1). At the close of the program, NRAR will continue ongoing monitoring and compliance of unapproved works and WaterNSW will continue to require assessments to provide approvals, as part of their routine activities.



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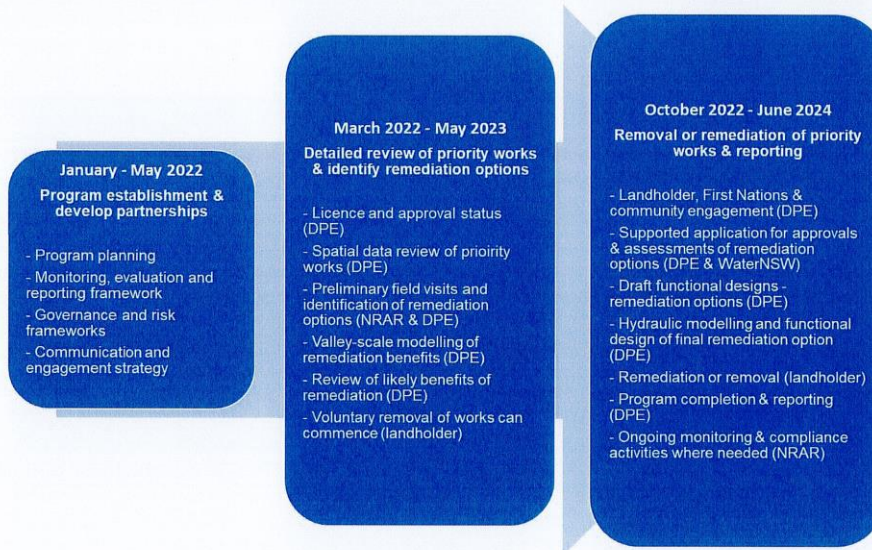
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**ITEM 3                      DEVELOPMENT APPLICATION – CONTINUATION OF USE, LOT 2 DP118666, 8161**  
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**Department of Planning and Environment**  
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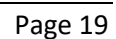
Figure 1. Improved Floodplain Connections Program timeframe







**DEVELOPMENT APPLICATION – CONTINUATION OF USE, LOT 2 DP118666, 8161  
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**ITEM 4                      PLANNING PROPOSAL – LEP REVIEW**

**(P15-31.6)**

**RECOMMENDATION:**

1. That the information be received and noted, and
2. Council endorses the planning proposal to be submitted to the Department for Gateway determination.

**PURPOSE**

The purpose of this report is for Council to endorse the planning proposal to be submitted to the Department of Planning for Gateway determination.

**BACKGROUND**

At the Ordinary Meeting of Council held Thursday 7<sup>th</sup> December 2023, Council resolved the following;

*“1. The information be received and noted; and*

*2. Council progress with the recommendations as follows:*

*LEP 1: Implement agritourism LEP amendments where relevant and advantageous to the Warren Shire.*

*LEP 2: Introducing a temporary workers clause into the LEP for large scale infrastructure projects (such as solar farms) to accommodate the skilled workers for these projects.*

*LEP 3: Classified roads to be rezoned to SP2 Infrastructure in consultation with DPE and RMS/TfNSW. Roads on the heavy vehicle freight route to be included in list for rezoning.*

*LEP 4: Combine LEP clauses 6.3 and 6.4 into one clause which encompasses protection and conservation of lands within and near waterways/riparian lands.*

*LEP 5: Retain E4 General Industrial land at Airport where not airside but can benefit from colocation with SP2 airside land and businesses.*

*LEP 6: Change land use zone at Warren Airport (surrounding airstrips only) from E4 General Industrial to SP2 – Air Transport Facility and Emergency Services Facilities.*

*LEP 7: Consider the following land uses in the SP2 land use table as permissible with consent.*

*LEP 8: Review the Airport E4 General Industrial land use table with permissible land uses that are compatible with the adjacent airport and do not detract from or conflict with its core purposes of air transport and training.*

*LEP 9: Include a Rural Workers’ Dwelling clause with the next LEP amendment to permit the construction of this type of residential accommodation in the RU1 zone.*

*LEP 10: Include a secondary dwelling clause for rural zones in the Warren LEP; and*

*3. Crown Land Lots 86, 87, and 88 DP 755314 be re-zoned from IN1 General Industrial to RE1 Public Recreation; and*

*4. Re-zone part of Lot 3 DP853548 (end of Wilson/Chester Streets) from RE1 Public Recreation to R1 General Residential and;*

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**ITEM 4                      PLANNING PROPOSAL – LEP REVIEW**

**CONTINUED**

*5. Funding of \$25,000 for this project be obtained from the Unrestricted General Fund and the change in expenditure be captured at the Quarterly Budget Review.*

*Carried  
328.12.23*

**REPORT**

Since the December 2023 report, the consultant has been finalizing the planning proposal in preparation for submission to the Department of Planning. However, due to the content of the proposal being marginally the same, the December Business Paper Report on the planning proposal is attached.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Because the Local Environment Plan review is a specialised area, a consultant was engaged to complete the review and prepare the planning proposal. The cost of the consultant has been within the Warren Shire Council budget allocation.

**LEGAL IMPLICATIONS**

Refer to December Report attached.

**RISK IMPLICATIONS**

Refer to December Report attached.

**STAKEHOLDER CONSULTATION**

Refer to December Report attached.

**CONCLUSION**

Council should progress with the recommendations as detailed. Further consideration in the future should be given to a Flood Study, and a Land Use Strategy, which are outside the scope of this report.

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

- 1.1.4 Ensure current and future housing needs for the community are met.
- 5.1.3 Promote Warren Shire Council to wide audiences both within the Shire and externally.
- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.4.1 Obtain new development funds from developers to support the provision of improved infrastructure services.

**SUPPORTING INFORMATION / ATTACHMENTS**

December Business Paper Report on the planning proposal.

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**ITEM 4**

**PLANNING PROPOSAL – LEP REVIEW**

**CONTINUED**

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**ITEM 3      WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES      (P15-31.6)**

**RECOMMENDATION:**

1. That the information be received and noted, and

2. Council progress with the recommendations as follows;

LEP 1: Implement agritourism LEP amendments where relevant and advantageous to the Warren Shire.

LEP 2: Introducing a temporary workers clause into the LEP for large scale infrastructure projects (such as solar farms) to accommodate the skilled workers for these projects.

LEP 3: Classified roads to be rezoned to SP2 Infrastructure in consultation with DPE and RMS/TfNSW. Roads on the heavy vehicle freight route to be included in list for rezoning.

LEP 4: Combine LEP clauses 6.3 and 6.4 into one clause which encompasses protection and conservation of lands within and near waterways/riparian lands.

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3. Crown Land Lots 86, 87, and 88 DP 755314 be re-zoned from IN1 General Industrial to RE1 Public Recreation; and

4. Re-zone part of Lot 3 DP853548 (end of Wilson/Chester Streets) from RE1 Public Recreation to R1 General Residential and;

5. Funding of \$25,000 for this project be obtained from the Unrestricted General Fund and the change in expenditure be captured at the Quarterly Budget Review.

**PURPOSE**

To update Council on the progress of the revision of the Warren Local Environmental Plan (LEP) 2012.

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PLANNING PROPOSAL – LEP REVIEW

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ITEM 3      **WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES**

CONTINUED

**BACKGROUND**

The Warren LEP was gazetted in December 2012 and has had an amendment in 2018. The Warren LEP is now due for a revision. As part of this revision, Council advertised that the LEP was to be reviewed and those parties that may be interested in re-zoning land may like to contact Council.

ITEM 3   **WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES**

CONTINUED

**REPORT**

Council engaged a private Consultant Ward Planning to complete a health check on the Warren LEP and the necessary changes legislative wise and any housekeeping matters.

A workshop was held on the 18<sup>th</sup> October 2023 to discuss the LEP Health Check. In addition to the workshop, three (3) local representatives and the Department of Planning, were consulted with, to ensure that Council is covering all bases, and addressing any local issues that have risen in the past.

In summary below are the concerns expressed as part of the consultation;

Workshop concerns;

Agri-tourism – should be tied to the land such as an 88B instrument restriction to user, to prevent the sale of small allotments operating businesses, in the instance that they are not ancillary to the main operation of the farm.

Representative 1 concerns;

If Stafford Street is to be developed for future Industrial land (already zoned IN1 General Industrial), consideration of the design for large truck manoeuvres and avoid no through roads. No changes required in the LEP.



A flood study is supported.

Delete Clause 6.4 however keep Clause 6.3

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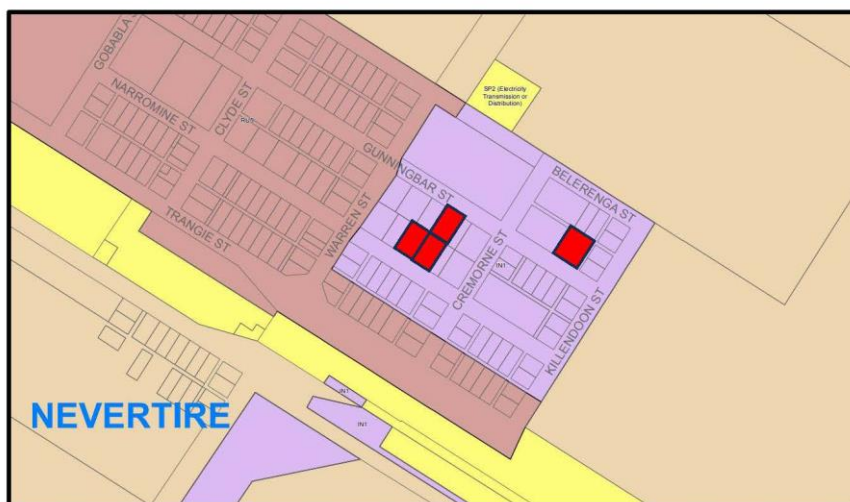
ITEM 3

WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES

CONTINUED

Representative 2 concerns;

Consideration of Industrial Land at Nevertire. Land owned by Warren Shire Council indicated in red below. Remaining land is privately owned.



Flood study is supported

Representative 3 concerns;

The availability of residential land – next stage of Gunningbar Estate is being investigated.

The availability of accommodation – secondary dwellings, rural workers dwellings and temporary worker's accommodation will assist with availability of visitor's accommodation by the provision of more permanent accommodation, relieving the demand from workers back to visitors.

Land banking by private developers – this can be addressed with a condition of consent in the instance that approval of some sort is obtained e.g. subdivision, approval to operate a business and/or a condition of sale with land purchase, where possible.

The availability of industrial land. Currently there is suitably zoned land to extend Stafford Street, if Council decides the demand is warranted.

As the Queensland Cotton Gin is not operating, it is not known what the future intentions are for the land. As the subject site is surrounded by Industrial Access Road, Silo Row and Stephens Avenue means that future development of the site in respect to access is favourable, particularly when dealing with larger trucks for manoeuvrability.

Department of Planning concerns;

Flood Planning – validation at the next Integration Planning and Reporting Survey as to clarify if any dwellings/buildings were inundated with flood waters. Flood planning is not considered as part of the LEP review process and needs to be dealt with separately to this process.

Clause 6.3 and Clause 6.4 – leave as is.

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WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES

CONTINUED

Re-zoning of RE1 land (end Chester Street) - need to demonstrate a strong demand for residential zoned land. Investigations into why the land was zoned RE1, has been determined that it was the best fit for purpose at the time.



Other housekeeping;

Secondary dwellings – maximum distance, due to the lot size limiting the location of the secondary dwelling as both dwellings must be located on the same lot, stipulating a maximum distance is not considered necessary and can be assessed on the merits of each application. The maximum distance is an issue in metropolitan areas.

Crown Land (Lots 86, 87, and 88 DP 755314 as indicated in red below) between the old saleyards and Gunningbar Creek was gazetted as Public Recreation Use in 1976 and therefore an industrial use will not be permitted by Crown Lands. The land should be re-zoned from IN1 General Industrial to RE1 Public Recreation.

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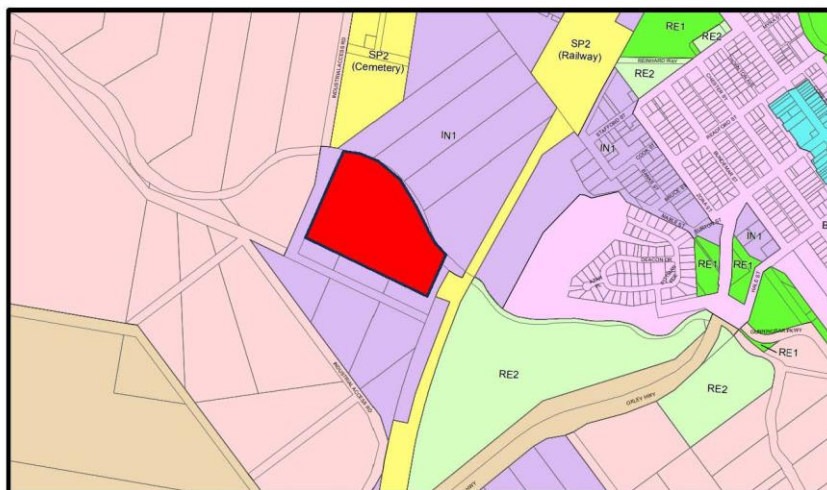
PLANNING PROPOSAL – LEP REVIEW

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ITEM 3 WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES CONTINUED



From the LEP Health Check, the following proposed changes should be implemented;

LEP 1: Implement agritourism LEP amendments where relevant and advantageous to the Warren Shire. This is particularly important for businesses wishing to leverage co-location with the Marshes.

LEP 2: Consider introducing a temporary workers clause into the LEP for large scale infrastructure projects (such as solar farms) to accommodate the skilled workers for these projects. DPE is currently devising drafting guidelines for such a clause – refer to local DPE team for any updates.

LEP 3: Classified roads to be rezoned to SP2 Infrastructure in consultation with DPE and RMS/TfNSW. Roads on the heavy vehicle freight route to be included in list for rezoning.  
NOTE: Major roadways in all LGAs are zoned SP2 to protect them from inappropriate developments in areas dedicated for road and rail transport. As this would be a mapping change only, this would be a Basic LEP amendment and fast-tracked by DPE.

LEP 4: Combine LEP clauses 6.3 and 6.4 into one clause which encompasses protection and conservation of lands within and near waterways/riparian lands.

LEP 5: Retain E4 General Industrial land at Airport where not airside but can benefit from co-location with SP2 airside land and businesses.

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**TEM 3**

**WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES**

**CONTINUED**

LEP 7: Consider the following land uses in the SP2 land use table as permissible with consent.  
Note: Populating the land use table remains the responsibility of Warren Council; these are given as a guide.

air transport facility, airport, depot, educational establishment, emergency services facility, freight transport facility, helipad, heliport, industrial retail outlet, industrial training facility, kiosk, light industry, liquid fuel depot, passenger transport facility, warehouse or distribution centre.

LEP 8: Review the Airport E4 General Industrial land use table with permissible land uses that are compatible with the adjacent airport and do not detract from or conflict with its core purposes of air transport and training.

LEP 9: Include a Rural Workers' Dwelling clause with the next LEP amendment to permit the construction of this type of residential accommodation in the RU1 zone.

LEP 10: Include a secondary dwelling clause for rural zones in the Warren LEP

The LEP health check also mentions the need for a Land Use Strategy. Similarly, to the Flood Study, a Land Use strategy is outside the scope of this process and needs to be dealt with separately.

**LEGAL IMPLICATIONS**

The Department of Planning and Environment LEP making guideline details the steps of the NSW LEP making process. Below is a summary of the steps involved and the likely times associated with each stage.

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WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES

CONTINUED

**Table 2.** Planning Proposal Benchmark Timeframes

Stage	Maximum Benchmark Timeframes (working days)			
	Basic	Standard	Complex	Principal
Stage 1 - Pre-lodgement	30 days	50 days	60 days	20-30 days
Stage 2 - Planning Proposal	80 days	95 days	120 days	40 days
Stage 3 - Gateway determination	25 days	25 days	45 days	45 days
Stage 4 - Post-Gateway	20 days	50 days	70 days	160 days
Stage 5 - Public Exhibition & Assessment	70 days	95 days	115 days	95 days
Stage 6 - Finalisation	25 days	55 days	70 days	80 days
Sub-total (Department target)	140 working days	225 working days	300 working days	380 working days
Total (end to end)	220 days	320 days	420 days	420 days

Note: Department target of 380 working days is measured from Stage 3 – Stage 6 (inclusive).

**FINANCIAL AND RESOURCE IMPLICATIONS**

Due to time constraints and the specialised nature of a LEP review, a consultant will need to be engaged to complete the planning proposal and the LEP amendments.

As there is currently no budget for this work, the funds will need to be taken from the unrestricted general fund and the budget adjusted at the Quarterly budget review. The estimate for the works is \$25,000.

Back in February 2022, the NSW Government announced \$30million NSW Regional Housing Fund. Round 1 is scheduled to be complete by 31 December 2023. It is not known if there will be a Round 2. However, if there is Council will be applying. The initial report as part of the Taskforce findings of the investigations into housing supply pressures in regional NSW, resulted in 5 recommendations;

1. Support measures that bring forward a supply of “development ready” land.
2. Increase the availability of affordable and diverse housing across regional NSW.
3. Provide more certainty about where, when and what types of homes will be built.
4. Investigate planning levers to facilitate the delivery of housing that meets short term needs.
5. Improve monitoring of housing and policy outcomes and demand indicators

It is considered that this review meets the funding guidelines. It is hoped that Round 2 will be announced soon.

**RISK IMPLICATIONS**

If Warren Shire Council does not amend their LEP to reflect legislative changes, and to ensure that land availability exists, it could be detrimental and result in less development, particularly when there is a shortage of residential dwellings across the state.

Additionally, to attract professionals to the area, having the land available for residential development, increases the likelihood of private developers and/or individuals building their dream home.

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**ITEM 3 WARREN LEP HEALTH CHECK AND RECOMMENDED CHANGES**

**CONTINUED**

**STAKEHOLDER CONSULTATION**

The LEP review was publicly advertised during May 2023 requesting those that have land that would like to develop and/or rezone in the future, were to contact Council. Only one interested party contacted Council. To ensure that all bases were covered, Council contacted 3 local representatives who were consulted with, as well as the Department of Planning. All their concerns have been disclosed above in the report.

**OPTIONS**

Council does have the option to not proceed with the LEP review, however it is recommended that the review proceeds.

**CONCLUSION**

Council should progress with the recommendations as detailed. Further consideration in the future should be given to a Flood Study, and a Land Use Strategy, which are outside the scope of this report.

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

- 1.1.4 Ensure current and future housing needs for the community are met.
- 5.1.3 Promote Warren Shire Council to wide audiences both within the Shire and externally.
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- 5.4.1 Obtain new development funds from developers to support the provision of improved infrastructure services.

**SUPPORTING INFORMATION/ ATTACHMENT**

LEP Health Check – Version 2  
(Sent under separate cover)

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