

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 26TH JUNE 2025**

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# WARREN SHIRE COUNCIL

## AGENDA - ORDINARY COUNCIL MEETING

26th June 2025 commencing at 8.30 am

**1. OPENING OF MEETING**

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

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

**4. CONFIRMATION OF MINUTES**

Ordinary Meeting held on Thursday, 22nd May 2025.

**5. DISCLOSURES OF INTERESTS**

**6. MAYORAL MINUTE(S)**

Nil.

**7. REPORTS OF COMMITTEES**

Meeting of the Audit, Risk and Improvement Committee  
held on Wednesday 28th May 2025 ..... (A1-3.1)

Meeting of the Ewenmar Waste Depot Committee  
held on Tuesday, 2nd June 2025 ..... (G2-5.4)

Meeting of the Showground/Racecourse Committee  
held on Tuesday, 3rd June 2025 ..... (C14-3.2)

Meeting of the Sporting Facilities Committee  
held on Tuesday, 4th June 2025 ..... (S21-2)

Meeting of the Warren Public Arts Committee  
held on Tuesday, 10th June 2025 ..... (C14-3.29)

Meeting of the Airport Operations Committee  
held on Tuesday, 11th June 2025 ..... (C14-3.12)

Meeting of Manex held on Tuesday, 17th June 2025 ..... (C14-3.4)

**8. REPORTS OF DELEGATES**

Item 1	General Meeting of the Country Mayors Association of New South Wales Inc. held on Friday, 9th May 2025 .....	(C14-5.5)
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**9. REPORTS TO COUNCIL****POLICY**

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**Divisional Manager Engineering Services Reports**

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**REPORTS OF THE GENERAL MANAGER**

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

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**REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES**

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Item 4	Development Application – Service Station at 34-42 Trangie Street Lot 2 DP1068997, Lots 10,12, 13,14, 15 Section 11 DP758766 Nevertire (P16-23.12) .....	Page 9

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

Nil.

#### **11. MATTERS OF URGENCY**

Nil.

#### **12. CONFIDENTIAL MATTERS**

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

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#### **13. CONCLUSION OF MEETING**

#### **14. PRESENTATIONS**

CEO Justine Campbell – Regional Development Australia - Orana

## **AUDIT, RISK AND IMPROVEMENT COMMITTEE**

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Attached are the Minutes of the Meeting of the Audit, Risk and Improvement Committee held on Wednesday, 28th May 2025.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Audit, Risk and Improvement Committee held on Wednesday, 28th May 2025 be received and noted and the following recommendations be adopted:

**Item 6.1A Strategic Internal Audit Plan (Annual and 4 Year and Review) (DMFA/GM) (A1-3.1)**

That:

1. The General Manager provide to the next meeting of the Committee a populated four (4) year ARIC Strategic Work Plan if possible, using the same format as the Committee Agenda and Annual Work Plan; and
2. Council adopt the amended Audit Risk and Improvement Committee Annual Work Plan for 2025/2026.

**Item 6.1B Strategic Internal Audit Plan (Annual and 4 Year and Review) (DMFA/GM) (A1-3.1)**

That:

1. Council note the transfer of four (4) Internal Audits to 2025/2026; and
2. The General Manager prepare a report on the feasibility of undertaking eight (8) Internal Audits in 2025/2026.

**Item 6.3 Current Audits (GM/DMFA) (A1-3.1)**

That the Council acknowledge the delay in the commencement of the Contract Internal Auditor and note that Management is attempting to catch up the Internal Audits in 2025/2026.

**Item 7.1      Audit Engagement Plan – Financial 2024/2025 (DMFA, External Auditors, NSW Audit Office)      (A1-4.43, A1-5.43)**

That the Audit Engagement Plan – Financial 2024/2025 be endorsed by the Council.

**Item 8.2      Major Projects Risk Profiles (GM/DMES/IPM)      (I2-11.1)**

That:

1. The Committee note the adoption of the Project Management Procedure by Council; and
2. The monitoring and control procedures and their success be reported to a future meeting.

**Item 10.1      Legislative Requirements of Council (GM)      (I2-11.1)**

That:

2. Council notes that there have been no major compliance breaches since October 2023; and
3. Council notes that the distribution of responsibilities for Legislative Compliance are undertaken by Delegations, the Organisational Structure and Council Policies and Procedures.

**Item 12.2      Asset Management/Valuations (DMFA/DMES)      (A13-1)**

That:

2. Council notes the progress of the data validation and the purchase and implementation of asset management software; and
3. Council's actions to develop and implement an ICT Strategic Plan be reported to a future ARIC Meeting.

**Item 17.1      2025 Country Council's ARIC Conference Attendance (GM/ARIC Members)      (A1-3.1)**

That the General Manager at the next Alliance of Western Councils General Managers Advisory Committee, bring forth a suggestion of collaborating ARIC resources and information with member Councils.

# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
held in the General Managers Office via Teams, 115 Dubbo Street, Warren,  
on Wednesday 28th May 2025 commencing at 2.00 pm

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**PRESENT:**

Graeme Fleming PSM	Chairperson (Voting Member) (via Teams)
Grahame Marchant	Independent Member (Voting Member) (via Teams)
Paul Smith	Independent Member (Voting Member)
Sarah Derrett	Deputy Mayor (Non-Voting Member)
Hong Wee Soh	NSW Audit Office Audit Leader (via Teams)
Vishal (Bobbie) Modi	External Auditor (Nexia Australia – Sydney Office) (via Teams)
Gary Woodman	General Manager
Bradley Pascoe	Divisional Manager Finance & Administration
Scott Hosking	Work Health Safety/Risk Co-Ordinator
Syvester Otieno	Divisional Manager Engineering Services (Observer)
Jody Burtenshaw	Executive Assistant to the Mayor and GM (Minute Taker)

**ITEM 1 APOLOGIES AND INTRODUCTIONS**

Nil.

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**ITEM 2 CONFIRMATION OF MINUTES OF THE INTERNAL AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 11TH MARCH 2025**

**MOVED** Marchant/Smith that the Minutes of the Internal Audit and Risk Management Committee meeting held on Tuesday, 11th March 2025 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3 BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON TUESDAY, 11TH MARCH 2025**

Nil.

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**ITEM 4 DISCLOSURES OF INTEREST**

The Chair declared a Standing Declaration of Potential Interest as an occasional provider of consultancy services to Local Government and as Chair of Lachlan and Warren and Co-Chair of Gilgandra and Coonamble ARIC Committees. He advised there were no subjects or issues which were directly affected on the current meeting agenda.

# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
held in the General Managers Office via Teams, 115 Dubbo Street, Warren,  
on Wednesday 28th May 2025 commencing at 2.00 pm

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The General Manager advised the meeting that he had invited the Divisional Manager Engineering Services to this meeting so that all the Executive staff can obtain information from the Committee directly and if directed can answer questions.

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## ITEM 5 ACTION CHECKLIST

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

**Carried**

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## ITEM 6 INTERNAL AUDIT

**Item 6.1A Strategic Internal Audit Plan (Annual and 4 Year and Review) (DMFA/GM)**  
**(A1-3.1)**

### RECOMMENDATION TO COUNCIL:

**MOVED** Smith/Marchant that:

1. The General Manager provide to the next meeting of the Committee a populated four (4) year ARIC Strategic Work Plan if possible, using the same format as the Committee Agenda and Annual Work Plan; and
2. Council adopt the amended Audit Risk and Improvement Committee Annual Work Plan for 2025/2026.

**Carried**

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**Item 6.1B Strategic Internal Audit Plan (Annual and 4 Year and Review) (DMFA/GM)**  
**(A1-3.1)**

### RECOMMENDATION TO COUNCIL:

**MOVED** Smith/Marchant that:

1. Council note the transfer of four (4) Internal Audits to 2025/2026; and
2. The General Manager prepare a report on the feasibility of undertaking eight (8) Internal Audits in 2025/2026.

**Carried**

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**Item 6.3 Current Audits (GM/DMFA)** **(A1-3.1)**

- The General Manager advised that it be noted that Mrs Karen Roberts has been appointed as Council's Contract Internal Auditor and a meeting will be held with her on Friday, 31st May 2025.

### RECOMMENDATION TO COUNCIL:

**MOVED** Smith/Marchant that the Council acknowledge the delay in the commencement of the Contract Internal Auditor and note that Management is attempting to catch up the Internal Audits in 2025/2026.

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
held in the General Managers Office via Teams, 115 Dubbo Street, Warren,  
on Wednesday 28th May 2025 commencing at 2.00 pm

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**ITEM 10 COMPLIANCE**

**Item 10.1 Legislative Requirements of Council (GM) (I2-11.1)**

**RECOMMENDATION TO COUNCIL:**

**MOVED** Fleming/Smith that:

1. The information be received and noted;
2. Council notes that there have been no major compliance breaches since October 2023; and
3. Council notes that the distribution of responsibilities for Legislative Compliance are undertaken by Delegations, the Organisational Structure and Council Policies and Procedures.

**Carried**

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**ITEM 11 FRAUD AND CORRUPTION (A1-3)**

Nil.

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**ITEM 12 FINANCIAL MANAGEMENT**

**Item 12.1 Pro forma Financial Statements (DMFA)**

Nil.

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**Item 12.2 Asset Management/Valuations (DMFA/DMES) (A13-1)**

Council has moved away from Confirm and are now using Metrix software and that is where this information will go. Council is one of the first to take up Asset AI from IPWEA and Transport for NSW for road inspections and this integrates back to Metrix.

A report will be provided in regard to the ICT Strategic Plan development and implementation so that the Committee can see how it is used across the organisation for integration and how the data is to be used to manage assets.

Roads bridges and footpaths revaluation is complete. Stormwater revaluation is basically complete.

**RECOMMENDATION TO COUNCIL:**

**MOVED** Marchant/Smith that:

1. The information be received and noted;
2. Council notes the progress of the data validation and the purchase and implementation of asset management software; and
3. Council's actions to develop and implement an ICT Strategic Plan be reported to a future ARIC Meeting.

**Carried**

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# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
held in the General Managers Office via Teams, 115 Dubbo Street, Warren,  
on Wednesday 28th May 2025 commencing at 2.00 pm

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**ITEM 12 FINANCIAL MANAGEMENT CONTINUED**

**Item 12.3 March 2025 Quarterly Budget Review (DMFA) (A1-4.43)**

At this point in the meeting the time being 4.25 pm, Sylvester Otieno left the meeting room.

At this point in the meeting the time being 4.27 pm, Councillor Sarah Derrett left the meeting room.

At this point in the meeting the time being 4.28 pm, Councillor Sarah Derrett returned to the meeting room.

**MOVED** Marchant/Smith that the information be received and noted.

**Carried**

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**ITEM 13 GOVERNANCE**

**Item 13.1 Policy Status and Review Update (Policy Register) (GM) (P13-1)**

**MOVED** Marchant/Smith that the information be received and noted.

**Carried**

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**ITEM 14 STRATEGIC PLANNING**

**14.1 Draft 2025/2026 Operational Plan and 2025/2026 – 2028/2029 Delivery Program (GM) (A4-4.1/1)**

At this point in the meeting the time being 4.30 pm, Sylvester Otieno returned to the meeting room.

**MOVED** Smith/Marchant that the information be received and noted.

**Carried**

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**ITEM 15 SERVICE REVIEWS AND BUSINESS IMPROVEMENT (ACTION CHECKLIST ITEM 20)**

Nil.

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**ITEM 16 PERFORMANCE DATA AND MEASUREMENT**

**Item 16.1 ARIC Annual Work Plan and Review (DMFA/GM) (A1-3.1)**

- The ARIC Annual Work Plan for 2025/2026 to include the ICT Strategy (DMFA).

**MOVED** Marchant/Smith that the information be received and noted.

**Carried**

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## EWENMAR WASTE DEPOT COMMITTEE MEETING

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Attached are the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday 2<sup>nd</sup> June 2025.

**RECOMMENDATION:**

That the Minutes of the Ewenmar Waste Depot Committee Meeting held on Monday 2<sup>nd</sup> June 2025 be received and noted.

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**WARREN SHIRE COUNCIL**  
**Minutes of the Ewenmar Waste Depot Committee**  
**held in the Council Community Room, 115 Dubbo Street Warren**  
**on Monday 2<sup>nd</sup> June 2025 commencing at 8.35am**

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**ITEM 7            GENERAL BUSINESS**

- Subject to endorsement from the General Manager, the Waste Depot Operator be invited to the next Ewenmar Waste Depot Committee meeting to get his opinion on how the site can be better managed.
  - Discussion on the discovery of PFAS at Blayney and the possible impact it will have on waste disposal methods as a possible source of contamination contributing to PFAS.
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**ITEM 8            DATE OF NEXT MEETING**

Next Meeting 8.30am Monday 1<sup>st</sup> September 2025 (MHD)

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**There being no further business the meeting closed at 9.46am.**

## **SHOWGROUND/RACECOURSE COMMITTEE**

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Attached are Minutes of the Meeting of the Warren Showground/Racecourse Committee held on Tuesday; 3<sup>rd</sup> June 2025.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Showground/Racecourse Committee held on Tuesday, 3<sup>rd</sup> June 2025 be received and noted.

# WARREN SHIRE COUNCIL

Minutes of the Showground/Racecourse Committee Meeting  
held in Council's Community Room at 115 Dubbo Street, Warren  
on Tuesday, 3<sup>rd</sup> June 2025 commencing at 5.33pm

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## ATTENDANCE:

Councillor David Cleabsy	Warren Shire Council (Chairperson)
Councillor Andrew Brewer	Warren Shire Council
Councillor Penny Heuston	Warren Shire Council
Paul Smith	Warren Jockey Club (Committee Member)
Ash Lance	Warren Pony Club
Dave Dwyer	Polocrosse (Committee Member)
Paul Quigley	Campdraft (Committee Member)
Mark Beach	Community (Committee Member)
Andrew Stephens	P&A Association (Committee Member)
Shannon Mitchell	P&A Association
Phil Waterford	Warren Team Penning
Maryanne Stephens	Manager Health and Development Services
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager
Darren Walton	Town Services Overseer

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## ITEM 1 APOLOGIES

Apologies were tendered on behalf of Kevin Noonan (WJC), Bec Austin (WPC), Jo O'Brien (CWARC), Greg Woodlock (WTP), Councillor Dirk McCloskey, Gary Woodman (WSC) and it was **MOVED** Brewer/Waterford that the apologies be accepted and a leave of absence for the members concerned be granted.

**Carried**

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## ITEM 2 MINUTES OF THE MEETING HELD ON 4TH MARCH 2025

**MOVED** A.Stephens/Heuston that the Minutes of the Meeting held on Tuesday 4<sup>th</sup> March 2025 be accepted as a true and correct record of that meeting.

**Carried**

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## ITEM 3 BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON 4TH MARCH 2025

- Concerns were raised about the security of the location where the P.A. system is stored, especially on show day. It was suggested to limit access by either restricting the number of keys or installing a Bluetooth padlock on the door. (TSM)

**WARREN SHIRE COUNCIL**  
Minutes of the Showground/Racecourse Committee Meeting  
held in Council's Community Room at 115 Dubbo Street, Warren  
on Tuesday, 3<sup>rd</sup> June 2025 commencing at 5.33pm

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**ITEM 4            ACTION CHECKLIST**

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

**Carried**

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**ITEM 5            REPORTS**

**ITEM 5.1        CALENDAR OF EVENTS**

**MOVED** Burns/Quigley information to be received and noted.

**Carried**

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**ITEM 6            GENERAL BUSINESS**

- Waterford - Investigate nomination of a user group representative for NW Polocrosse. (DMES)
- Email from Greg Woodlock - he expresses appreciation to Warren Shire for the excellent showgrounds facilities but raises concerns about camping fees. He notes that the club pays for 60 horse floats/trucks at \$28 each for powered sites, although only half of the competitors use power. The club subsidizes these costs to attract participants. Additionally, the ablutions block (charged at \$7 per person per night for showers) adds to the overall expense. While acknowledging the Council's need to charge for these services, he emphasizes that Warren Team Penning Inc also covers maintenance costs (e.g., yard gate latches) themselves. (TSM)

**ITEM 7            DATE OF NEXT MEETING**

**(C14-3.2)**

5:30pm, Tuesday 2nd September 2025.

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**There being no further business the meeting closed at 5.51pm**

## **SPORTING FACILITIES COMMITTEE MEETING**

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Attached are the Minutes of the meeting of the Sporting Facilities Committee held on Wednesday 4<sup>th</sup> June 2025.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Sports Facilities Committee held on the 4<sup>th</sup> June 2025 be received and noted and the following recommendation be adopted:

**7.1 Request for fee reduction for 2024-25 Carter Oval Youth Sports Precinct – Warren Junior Soccer Club (P1-7.3)**

**Moved** Whiteley / McKay that a 50% reduction of the Kiosk / Amenities fee be applied during use of the kitchen building during home games for the Warren Junior Soccer Club until Council provides the necessary equipment within the Kitchen area of the Carter Oval Youth Sports Precinct Amenity Building

**WARREN SHIRE COUNCIL**  
**Minutes of the Sporting Facilities Committee Meeting**  
**held in Council's Community Room, 115 Dubbo Street, Warren**  
**on Wednesday, 4<sup>th</sup> June 2025 commencing at 4:03pm**

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**Present:**

Councillor DJ McCloskey (Chairperson)  
Councillor RL McKay  
Councillor GJ Whiteley  
Councillor DDW Cleasby (4:06pm)  
Gary Woodman (General Manager)  
Sylvester Otieno (Divisional Manager Engineering Services)  
Maryanne Stephens (Manager Health and Development Services)  
Raymond Burns (Town Services Manager)  
Wesley Hamilton (Centre Manager – Warren Sporting and Cultural Centre)  
Joe Jospeh (Infrastructure Projects Manager)

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**ITEM 1            APOLOGIES**

Nil.

**Carried**

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**ITEM 2            CONFIRMATION OF MINUTES OF THE SPORTING FACILITIES COMMITTEE MEETING HELD ON WEDNESDAY, 5<sup>th</sup> FEBRUARY 2025**

**MOVED** McKay/Burns that the Minutes of the Meeting held on the 5<sup>th</sup> February 2025 be accepted as a true and correct record of that meeting.

**Carried**

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**ITEM 3            BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON WEDNESDAY, 5<sup>TH</sup> FEBRUARY 2025**

Nil.

**Carried**

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**ITEM 4            ACTION CHECKLIST**

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

**Carried**

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**ITEM 5            FINANCIAL STATEMENT**

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

**Carried**

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**WARREN SHIRE COUNCIL**  
**Minutes of the Sporting Facilities Committee Meeting**  
**held in Council's Community Room, 115 Dubbo Street, Warren**  
**on Wednesday, 4<sup>th</sup> June 2025 commencing at 4:03pm**

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**ITEM 6.1      REPORT FROM THE CENTRE MANAGER (WSCCM)      (S21-2, P1-7.3, P1-7.11)**

**MOVED** McKay/Cleasby that the information be received and noted.

**Carried**

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**ITEM 7      GENERAL BUSINESS**

**7.1      REQUEST FOR FEE REDUCTION FOR 2024-25 CARTER OVAL YOUTH SPORTS  
PRECINCT – WARREN JUNIOR SOCCER CLUB      (P1-7.3)**

- Manager of Health and Development Services Maryanne Stephens declared a conflict of interest with this matter and left the room and took no part in the debate or vote of the matter.

**RECOMMENDATION TO COUNCIL Moved** Whiteley / McKay that a 50% reduction of the Kiosk / Amenities fee be applied during use of the kitchen building during home games for the Warren Junior Soccer Club until Council provides the necessary equipment within the Kitchen area of the Carter Oval Youth Sports Precinct Amenity Building

The Manager of Health and Development Services Maryanne Stephens returned to the meeting on completion of discussions.

**7.2      CARTER OVAL YOUTH SPORTS PRECINCT      (P1-7.3)**

- Carter Oval Youth Sports Precinct and First Aid Bed be investigated for a grant(WSCCM)
- Discussion took place in regard to Council's pump and irrigation maintenance program.
- TSM advised that irrigation and pumps are regularly attended to during Winter months to ensure usage in ready for Summer

**7.4      WARREN TENNIS CLUB      (P1-7.11)**

- Discussion to place as to who is responsible for the grounds within Warren Tennis Club Area.
  - Manager of Health and Development Services advised that Council has a Memorandum of Understanding with Far West Academy of Sport and Warren Tennis Club which includes regular cleaning of the building and garden maintenance.
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**ITEM 9      DATE OF NEXT MEETING**

August 2025 TBC

**Carried**

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**THERE BEING NO FURTHER BUSINESS THE MEETING WAS ADJOURNED AT 4:48 PM FOR A INSPECTION OF THE  
RECENTLY COMPLETED FEMALE FRIENDLY AMENITIES FACILITY AT VICTORIA PARK PRECINCT**

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## WARREN PUBLIC ARTS COMMITTEE MINUTES

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Attached are the Minutes of the Meeting of the Warren Public Arts Committee held on Tuesday, 10th June 2025.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Warren Public Arts Committee held on Tuesday, 10th June 2025 be received and noted.

# WARREN SHIRE COUNCIL

Minutes of the Warren Public Arts Committee Meeting  
held in the Community Room, 115 Dubbo Street Warren  
on Tuesday 10th June 2025 commencing at 3:37 pm

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## PRESENT:

Ros Jackson	Councillor (Chairperson)
Penny Heuston	Councillor
Pauline Serdity	Councillor
Judy Ridley	Community Member
Mary Small	Community Member
Michele Hamblin	Community Member
Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager
Rebecca Christian	Note Taker

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## ITEM 1 APOLOGIES (C14-3.29)

Apologies were received from Jenny Quigley, Rachel Cant and Joe Joseph Infrastructure Project Manager who were absent due to external commitments and it was **MOVED** Serdity/Jackson that a leave of absence be granted for this meeting.

**Carried**

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## ITEM 2 CONFIRMATION OF MINUTES (C14-3.29)

**MOVED** Heuston/Ridley that the Minutes of the Meeting held on Monday 10th February 2025 be accepted as a true and correct record of that meeting.

**Carried**

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## ITEM 3 BUSINESS ARISING FROM THE MINUTES OF THE MEETING, 10TH FEBRUARY 2025

Nil.

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## ITEM 4 ACTION CHECKLIST

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

**Carried**

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## ITEM 5.1 VICTORIA PARK FEMALE FRIENDLY AMENITIES - ABORIGINAL ARTWORK UPDATE (G4-1.82)

- Minor work is still being undertaken by the Artist;
- Some pencil marks need to be managed if possible (TSM);
- The art looks fabulous;
- The Aboriginal Language names will be arranged above the doors with smaller names in English (for the two (2) changerooms) (TSM/IPM); and



## **AIRPORT OPERATIONS COMMITTEE**

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Attached are the Minutes of the meeting of the Airport Operations Committee held on Wednesday, 11th June 2025.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Airport Operations Committee held on Wednesday, 11th June 2025 be received and noted and the following recommendation be adopted:

**ITEM 5.1      WARREN AERODROME – CERTIFICATION AND OPERATIONAL IMPLICATIONS**  
**(A2-1)**

That a further report be provided to the Committee on this issue that provides:

1. Advice from CASA confirming that Warren Shire Council Airport has never been certified;
2. Confirmation that Warren Shire can continue to operate as an uncertified aerodrome under MOS 139 and Council Policies and Procedures;
3. The certification status of our neighbouring airports;
4. Advise that all current users can still continue operations at the Warren Airport if it remains uncertified; and
5. Advise from Operations Staff of the RFDS providing details of their operational requirements regarding nighttime flying and if they require instrument approaches.

# WARREN SHIRE COUNCIL

Minutes of the Airport Operations Committee  
Meeting held in the Community Room, Warren  
on Wednesday, 11th June 2024 commencing at 11:08 am

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## PRESENT:

Dirk McCloskey	Councillor (Chairperson)
Penny Heuston	Councillor
Brett Williamson	Community Member
Ralph Smith	Community Member
Gary Woodman	General Manager
Sylvester Otieno	Divisional Manager Engineering Services
Raymond Burns	Town Services Manager
Joe Joseph	Infrastructure Projects Manager
Greg Whiteley	Mayor - Observer
Rebecca Christian	Minute Taker

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## ITEM 1 APOLOGIES

Apologies were received from Pat Hulme, George Falkiner, Nigel Clark and Nigel Martin who were absent due to external commitments and it was **MOVED** Burns/Heuston that a leave of absence be granted for this meeting.

**Carried**

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## ITEM 2 CONFIRMATION OF MINUTES (C14-3.12)

**MOVED** Smith/Burns that the Minutes of the Meeting held on Wednesday, 12th February 2025 be accepted as a true and correct record of that meeting.

**Carried**

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## ITEM 3 BUSINESS ARISING FROM MINUTES OF THE MEETING, 12TH FEBRUARY 2025

- Grant funding for fencing upgrades and drainage pipes at the airport was unsuccessful;
  - Council still has money set aside (originally allocated for airport works) to fund pipes and drainage with implementation starting after dog pound building and EV works are completed; and (IPM)
  - Future works include sterilising a 1-metre strip around the airport fence to prevent tree damage, the chemical treatment will be applied in consultation with Nutrien Ag. (TSM)
- 

## ITEM 4 ACTION CHECKLIST

- Install stock gates at the eastern and southern ends of both runways to help with kangaroo removal (TSM);
  - Source and install harpoon system pegs to secure fence skirting to prevent kangaroos getting under fences (TSM); and
  - Fix IOR fuel system issues - establish proper contact information, site code, reset button and procedures (TSM).
-

# WARREN SHIRE COUNCIL

Minutes of the Airport Operations Committee  
Meeting held in the Community Room, Warren  
on Wednesday, 11th June 2024 commencing at 11:08 am

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

**Carried**

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## ITEM 5 REPORTS

### ITEM 5.1      **WARREN AERODROME – CERTIFICATION AND OPERATIONAL IMPLICATIONS** **(A2-1)**

- Clarification that Warren Airport has never been certified, only registered;
- Airport currently in 'pre-certification' status according to CASA;
- Discussion about the benefits vs. costs of pursuing certification;
- Main benefit would be ability to establish instrument procedures;
- Certification would cost \$50,000+ initially plus \$3-5,000 ongoing maintenance costs;
- RFDS, Air Ambulance, private landings, and other operations can continue without certification;
- Discussion about operating under MOS 139 rules as an uncertified aerodrome;
- Committee member requested formal confirmation from CASA regarding operational status;
- Questions raised about neighbouring airports' certification status; and
- Request for clarification on whether RFDS and other services can continue operations.

#### **RECOMMENDATION TO COUNCIL:**

**MOVED** Burns/Heuston

That a further report be provided to the Committee on this issue that provides:

1. Advice from CASA confirming that Warren Shire Council Airport has never been certified;
2. Confirmation that Warren Shire can continue to operate as an uncertified aerodrome under MOS 139 and Council Policies and Procedures;
3. The certification status of our neighbouring airports;
4. Advice that all current users can still continue operations at the Warren Airport if it remains uncertified; and
5. Advice from Operations Staff of the RFDS providing details of their operational requirements regarding nighttime flying and if they require instrument approaches.

**Carried**

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### ITEM 6      **GENERAL BUSINESS**

#### ITEM 6.1      **AIRPORT POWER**      **(A2-1)**

- Issues with runway lights being 'touchy' and difficult to activate discussed;
  - Council in contact with the system designer to troubleshoot and possibly recalibrate;
  - An investigation to be undertaken to determine if the use of the equipment can be made more user friendly (TSM).
- 

#### ITEM 6.2      **WARREN AERO CLUB**      **(A2-1)**

- Looking at setting up the Warren Aero Club in the next six (6) months; and
-

# WARREN SHIRE COUNCIL

Minutes of the Airport Operations Committee  
Meeting held in the Community Room, Warren  
on Wednesday, 11th June 2024 commencing at 11:08 am

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- The Warren Aero Club may be capable of undertaking the fuel testing.
- 

## **ITEM 7          NEXT MEETING**

Next meeting to be arranged for Wednesday, 8th October 2025.

**There being no further business the meeting closed at 12:00 pm**

## **MANEX MINUTES**

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Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 17th June 2025.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Manex Committee held on Tuesday, 17th June 2025 be received and noted.

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday, 17th June 2025 commencing at 2.35 pm

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**PRESENT:**

Gary Woodman	General Manager
Joe Joseph	Infrastructure Projects Manager
Susan Balogh	Economic Development and Visitation Manager
Maryanne Stephens	Manager Health and Development Services
Bradley Pascoe	Divisional Manager Finance & Administration
Jillian Murray	Treasurer
Erica Kearnes	Librarian
Sylvester Otieno	Divisional Manager Engineering Services
Sunil Prakash	Roads Infrastructure Manager
Raymond Burns	Town Services Manager (Chairperson)
Ray Egan	Flood Restoration and Special Projects Manager
Scott Hosking	Work Health & Safety/Risk Officer
Angie Tegart	Minute Taker

**1 APOLOGIES**

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

**Carried**

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**2 BUSINESS ARISING FROM MINUTES**

Nil.

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**3 ACTION CHECKLIST**

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

**Carried**

**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
 Tuesday, 17th June 2025 commencing at 2.35 pm

**4.1 EXECUTIVE OFFICE MATTERS**

4.1.2 The Western Plains App Monthly Report (GM)

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

**Carried**

4.1.3 Preparation of the July 2025 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/ <b>GM</b> /Mayor)
NSW Governor's Visit	<b>GM</b> /HRO/PAO
Minister for Local Government Visit	<b>GM</b>
Adoption of the Delivery Program and Operational Plan and Estimates	<b>GM/DMFA/PAO</b>
Vacant Positions	Finance Officer – Payroll/HR Officer
Road Maintenance Construction Program for June/July 2025	FRSPM/ <b>RIM</b> /DMES
Dog Pound Project Update	IPM
Country Heartline Regional Drought Resilience Plan Project	EDVM
Victoria Park Female Friendly Amenities Update	IPM
Library eResource Program	LIB
Councillor Stand at the Warren Show (14 June 2025)	GM
Council Stand at Grow Services Expo (15 July 2025)	GM

**WARREN SHIRE COUNCIL**  
 Minutes of the Manex Committee Meeting  
 held in Council's Community Room on  
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**4.1 EXECUTIVE OFFICE MATTERS**

**CONTINUED**

4.1.3 Preparation of the June 2025 Council Newsletter (GM)

Continued

Item	Responsible Officer
A Fresh Start for Local Government Apprentices/Trainees and Cadets Program Round 1	<b>EDVM/Workshop Co-Ordinator/WHS-RC</b>
A Fresh Start for Local Government Apprentices/Trainees and Cadets Program Round 2 – Position Advertising	<b>GM/DMES</b>
EV Charging Station Program Finalise Construction	<b>IPM</b>
Whispir Roll Out Program	<b>TSM/Works Clerk/AOES</b>
Subscription Program for Council Newsletter EDM	<b>GM/PAO</b>
Asphaltic Concrete Works in Warren Shire	<b>DMES/RIM</b>
<b>LOWER PRIORITY MATTERS</b>	
Women of Warren Shire	<b>GM</b>
Responsible Pet Ownership	<b>MHD</b>
RR202 Marthaguy Road Flood Recovery Works and Towards Zero Safety Roads Update	<b>FRSPM/RIM/DMES</b>
RR333 Carinda Road Towards Zero Safer Roads Update	<b>RIM/DMES</b>
RR 7515 Warren Road Bridge and Approaches Construction Works	<b>DMES</b>
Toucan Gravel Pit Usage	<b>FRSPM/RIM/DMES</b>
Use of Council Events Calendar	<b>IPM/PAO</b>
NSW Safe Roads Messaging	<b>GM/DMES</b>
Towards Zero Road Safety Messaging	<b>GM/DMES</b>

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

**Carried**

4.1.4 Suggestions in the Council Suggestion Boxes (GM)

Nil.

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

- 4.1.5 Policy Review Plan (GM)  
**MOVED** Woodman/Balogh that the information be received and noted.  
**Carried**
- 

- 4.1.6 Transition to SmartyGrants (GM)  
**MOVED** Stephens/Pascoe that the information be received and noted.  
**Carried**
- 

- 4.1.7 Delivery Program Progress Report (GM)
- Library Manager to give a brief talk on requirements and process of Smartygrants to MANEX and Projects Administration Officer.
- MOVED** Woodman/Burns that the information be received and noted.  
**Carried**
- 

**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS**

- 4.2.1 Warren Shire Council Contract Register (DMFA)  
Relevant Officers are requested to remove the completed contracts as highlighted in the Register. **(ALL MANEX)**  
**MOVED** Pascoe/Joseph that the information be received and noted.  
**Carried**
- 

- 4.2.2 Warren Shire Council Grants Register (DMFA)
- C13-100 – Details to be completed. (DMES)
  - C13-97 – To be updated. (TSM)
  - C13-103 – To be updated. (IPM)
  - DMFA to put renewed register on Councils Website.
- MOVED** Pascoe/Woodman that the information be received and noted.  
**Carried**
-

**WARREN SHIRE COUNCIL**  
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**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS**

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

Estimated major expenditure for June 2025:	Estimated income / payments for June 2025:
<ul style="list-style-type: none"> <li>▪ Supply of Flood gates \$145,000 (TSM)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Towards Zero Road Safety Program Marthaguy Road - \$955,518 (RIM)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Bridges - \$1.3 million</li> </ul>	<ul style="list-style-type: none"> <li>▪ Towards Zero Road Safety Program Carinda Road - \$828,595 (RIM)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Exclusion Fence – Showground/Racecourse \$20,000 (TSM)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Levee milestones 2 payments \$173,126 (IPM)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Construction of Evaporation Lagoon \$42,000 (TSM)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ CCTV Condition Inspection – Sewer mains \$20,000 (TSM)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Marthaguy Road – Sealing \$200,000 (RIM)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Marthaguy Road – Stabiliser \$200,000 (RIM)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Carinda Road – Mt Foster Material \$100,000 (RIM)</li> </ul>	

**MOVED** Balogh/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, 13th May 2025 commencing at 2.35 pm

## 4.3 ENGINEERING DEPARTMENT MATTERS

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

Event Name	Event Description	Work Completion Deadline	Approved Scope	Payment Claim	Funds Received	Comments	Status
*AGRN 960 EPA	NSW Storms and Floods from 10 March 2021 onwards	30.06.2024	\$ 2,203,177.37	\$ 2,203,177.37	\$ 2,188,791.95	\$2,188,791.95 has been received.	Works completed.
*AGRN 1025 EW	NSW Severe Weather and Flooding: 27 June 2022 onwards	30.06.2023	\$ 58,436.06	\$ 58,436.06	\$ 50,869.85	Council received \$50,869.85, which is \$7,566.21 less than the Claim. Some invoices dated prior to the event were inadvertently included in the submission.	Works completed.
*AGRN 1025 IRW	NSW Severe Weather and Flooding: 27 June 2022 onwards	30.06.2025	\$ 340,590.34	\$ 340,590.34	\$ 303,427.85	\$303,427.85 was received. Council contribution of \$37,162.49 was deducted from the \$340,590.34	Works completed.
*AGRN 1034 EW	NSW Flooding from 14 September 2022 onwards	30.06.2023			\$ 1,000,000.00	Advance payment	
*AGRN 1034 EW	NSW Flooding from 14 September 2022 onwards	30.06.2023	\$ 970,205.27	\$ 970,205.27	\$ 107,465.53	AGRN 1034 IRW payment was deducted from \$1million advanced payment leaving \$862,739.74, which was deducted from the AGRN 1034 IRW Payment claim; giving \$107,465.53 which was paid.	Works completed.
*AGRN 1034 IRW	NSW Flooding from 14 September 2022 onwards	30.06.2023	\$ 874,774.07	\$ 174,422.76		Council received payment advice of \$137,260.26 after the deduction of Council's Contribution. This has been deducted from the \$1 million advance payment. The remaining \$700,351 has been absorbed into AGRN 1034 EPA RW.	Works completed.
AGRN 1034 EPA RW	NSW Flooding from 14 September 2022 onwards	30.06.2026	\$ 8,655,818.00	\$ 4,327,909.00	\$ 4,327,909.00	The paid amount is 50% payment under the Tripartite Agreement. The \$700,351 that was transferred from the IRW has been included in the paid amount.	Works ongoing

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

**Carried**

# 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

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

Project	Estimate / Budget	Comments
*Heavy Patching 2024-25	\$1,597,062	The Council received a Work Order for Heavy Patching valued at \$1,367,804.60, covering 62 patches with a total area of 18,240 m <sup>2</sup> . Heavy patching works commenced in September 2024. The scope of the Heavy Patching Works for flood-damaged areas has been updated, with 9 additional patches selected for repair; all of them are in Milawa area. Council received the new Work Order which includes additional 9 Patches. Following the recent JPA, an additional patch (158 m <sup>2</sup> ) near the railway has been added. All the Patching Works have been completed. The Council has already submitted the Payment Claim except the Line Marking Cost. The Council has already received the Payment of \$1,550,302.70 (ex. GST).
*Milawa Pavement Rehabilitation – 3.25km	\$1,391,926	Council received the Payment Claim worth of \$1,116,305 which excludes the Final Sealing Works and the Line Marking. The Linemarking Works have been completed in March. Final sealing Works will be completed in 2025/26 Financial Year.
*RMAP Activities – 2024/25 and Culvert Replacement	\$850,945 + The Cost associated with Culvert Replacement.	Under Scheduled Maintenance: 22 Culverts will be cleaned (Estimated Budget, \$92,890). Culvert cleaning works is still going on and it will be completed in January 2025. Four Culverts have been repaired (Estimated Budget is \$293,019). Also, One Culvert will be replaced at Oxley Highway in this Financial Year. A work order for \$105,390.03 has been received from TfNSW.  Conseth Solutions is working for all the culvert related works.  The Council has submitted the Payment Claim worth of \$232,738 for the 3rd Quarter. (RIM/DMES)
*Reseal Works 2024-25	\$442,319.58	The Work Proposal has been submitted to TfNSW for the Reseal Works on Segment 295 and Segment 300. Total Area of the Reseal Works is 34,060 m <sup>2</sup> . Reseal Works have been completed already. The Council has already received the Payment of \$362,450.66 (ex. GST).

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

**Carried**

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**4.3 ENGINEERING DEPARTMENT MATTERS** **CONTINUED**

4.3.3 2025 Calendar of Events at Showground/Racecourse (TSM/IPM)  
**MOVED** Burns/Murray that the information be received and noted.

**Carried**

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**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. Claim certified by Council engineer as requested. Claim certified by RIM 16 <sup>th</sup> May 2025, awaiting advice from Public Works Authority.
AGRN 1034	EPA RW	\$38,983.86	Claim for other works associated with flooding of tip. Re-submitted 4 <sup>th</sup> April 2024. Claim signed by Council November 2024. Claim certified by RIM 16 <sup>th</sup> May 2025, awaiting advice from Public Works Authority.

**Table Legend**

AGRN – Australian Government's Registration Number

IRW – Immediate Reconstruction Works

EW – Emergency Works

EPA RW – Essential Public Asset Reconstruction Works

- Advice just received from Public Works Authority of claim approval for \$259,483.86.

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

**Carried**

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**4.5 WORK HEALTH & SAFETY RISK MATTERS**

4.5.1 Workplace Inspection Calendar (WHS\_RC)

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

**Carried**

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**4.5 WORK HEALTH & SAFETY RISK MATTERS**

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

Priorities will be as follows:

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

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

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
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## 4.6 HUMAN RESOURCES

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

Position	Permanent/ Contract	Responsible Officer	Status
Treasurer / Management Accountant	Permanent	DMFA	Action subject to Draft 2025/2026 Estimates. Advertising to be arranged as soon as possible.
Utilities Maintenance Team Leader	Permanent	DMES	Advertising with an open closing date.
Utilities Maintenance Team Member (2)	Permanent	DMES	Advertising with an open closing date.
Pavement Maintenance Team Leader	Permanent	DMES	Resignation received. Advertising being organised.
Pavement Maintenance Team Operator	Permanent	DMES	Internal movement to Roller position. Advertising being organised.
Light Plant Operator - Relief	Permanent	DMES	Advertising with an open closing date.
Heavy Plant Operator (Grader)	Contract at least 2 Years	DMES	Subject to further discussions at SMT. Advertising to be arranged as soon as possible.
Light Truck Driver (Water)	Contract at least 2 Years	DMES	Subject to further discussions at SMT. Advertising with an open closing date.
Light Plant Operator – Roller	Contract at least 2 Years	DMES	Subject to further discussions at SMT. Advertising with an open closing date.
*Light Plant Operator – Roller (2)	Permanent	DMES	Medical being organised for one position. Candidate is available for immediate start pending results. Internal position change for other opening.
Heavy Diesel Mechanic	Permanent	DMES	Advertising with an open closing date.
Asset Technical Officer – Roads	Permanent	DMES	Interviews have taken place. Final decision to be made.
Roads Infrastructure Manager	Trainee – 3 years	DMES	Advertising with a closing date of 30 June 2025. Will re-advertise as required.
Trainee Plant Operator	Permanent	MHD	Advertising with an open closing date.
Cleaner (Part-Time)	Permanent	DMFA	Advertising with an open closing date.
Senior Records Officer / Service NSW	Permanent	DMFA	New position description to be completed, then advertise with an open closing date.
Finance Clerk – Debtors / Service NSW	Trainee – 2 year	GM	Advertising with an open closing date.
Trainee Administration Officer	Trainee – 2 year	GM	Advertising with an open closing date.

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

**MOVED** Woodman/Prakash that the information be received and noted and the item marked with an asterix (\*) be deleted.

**Carried**

**5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS**

**(L5-3)**

Date	Circular No.	Description	Comment/Action
21.5.2025	25-10	2025/26 Determination of the Local Government Remuneration Tribunal	Reported to June 2025 Council Meeting.
03.6.2025	25-11	Free Speech in Local Government in NSW Guideline	Noted.

**MINISTERIAL CIRCULARS**

Date	Circular No.	Description	Comment/Action
Nil			

**MOVED** Murray/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  
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## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

CONTINUED

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.

		June 2025	Status		July 2024 Items	Status
Finance	1	Objections to the inclusion of land to be vested in public bodies must be served within two (2) months after the list is furnished (LGA s 600(6))	Noted		Financial Statements to be audited within four months [LGA s416(1)].	
	30	Valuer General to provide estimates of changes in the value of land for which supplementary valuations are required within one (1) month of date of request [LGA s513(2)]	Noted	4	Proposed Borrowing Return to be submitted to TCorp. Return available <a href="#">here</a> .	
				31	Last day for making rates [LGS s533].	
				31	GST Certificate to be submitted to OLG.	
Governance	30	Last day for endorsing Community Strategic Plan and Workforce Management Plan following ordinary election [IP&R G/L EE 1.10, s402 LGA]	GM and DMFA to arrange for the presentation of the Work Force Plan document to the June 2025 Council Meeting	1	Councils are required to have a risk management framework and an internal audit function.	Will be provided to Councillors and Designated Persons at the July 2025 Council Meeting.
	30	Last day for county councils to review the Business Activity Strategic Plan following elections [LG Reg s 219(2)]	N/A	30	Public Interest Disclosures Report due to NSW Ombudsman (PIDA s78).	

# WARREN SHIRE COUNCIL

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## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

**CONTINUED**

		June 2025	Status		July 2024 Items	Status
	30	ARIC to have met this quarter [LG Reg s216J]	An ARIC Meeting was held on 28 May 2025		Reminder: written returns of interest due 30 September for Councillors and Designated Persons who held office at 30 June [MCC cl4.21(b)].	
	30	Last day for adopting Delivery Program 2024-28 and Operational Plan 2023-24, Long Term Financial Plan and Asset Management Plan following the ordinary election [IP&R G/L EE 4.1 & s405 LGA]	The GM and DMFA have arranged for the Delivery Program and Operational Plan to be presented to the June 2025 Council Meeting for adoption			
	30	Delivery Program Progress reports provided to council at least every six (6) months [IP&R G/L]	The GM has arranged for a Delivery Program Progress report to be presented to the June 2025 Council Meeting			
<b>Grants</b>					Low-cost loan initiatives reimbursement claim period opens – initial report or progress report due.	N/A
					Local Government Recovery Grants – AGRN 1012, 1025, 1030/34 & \$2M, HIC Companion Animals Grants (\$375k) – YTD reporting due.	IPM responsible for reporting.
<b>Companion Animals</b>				31	Rehoming Organisations Annual Reports due.	N/A

# WARREN SHIRE COUNCIL

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**5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS**

**CONTINUED**

		June 2025	Status		July 2024 Items	Status
Other						
Education						

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

**Carried**

**6 OPERATIONAL PROCEDURES**

**(I2-11.1)**

Nil.

**7 MAY 2025 DRAFT MINUTES AND JUNE 2025 DRAFT BUSINESS PAPER**

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

**8 CORRESPONDENCE AND CUSTOMER REQUESTS STATUS**

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

**WARREN SHIRE COUNCIL**  
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**9 GENERAL BUSINESS WITHOUT NOTICE**

▪ **Council Staff Probation Period**

Level 1 General Manager, Level 2 Divisional Manager/ Departmental Manager, Level 3 – Manager (MANEX Member), Level 4 – Band 2, Level 2 or above positions, go to six (6) month probationary periods.

All other positions have a three (3) month probationary period as per legislation.

Further discussions at SMT with reporting to July 2025 MANEX.

▪ **Corporate Risk Register**

All Managers to investigate and advise the General Manager if there are any risks that should be added to the Corporate Risk Register.

▪ **Power outage**

The Manager Health and Development requested more notice at the Administration Centre for works when there is a power disruption.

▪ **Visitor Information Centre Car Park**

Economic Development and Visitation Manager thanked the Divisional Manager Engineering Services and Town Services Manager for restoring the carpark at the Visitor Information Centre to useable after recent rains.

▪ **Local Roads Community Infrastructure Phase 4**

Council have been notified that the deadline for the Local Roads Community Infrastructure Phase 4 Grant has had an extension to the end of December 2025.

▪ **Timesheets**

The Divisional Manager Finance and Administration raised issues with incomplete timesheets and that they are not arriving on time. Can all Managers and Supervisors checking timesheets please ensure all sections are filled in correctly and all appropriate additional information i.e. Leave Forms/ Doctors Certificates are attached accordingly. If the same staff's timesheets continue to be filled in incorrectly can Managers take appropriate disciplinary action.

▪ **Paint the Town REaD**

Library Manager thanked the Town Services Department for promptly erected the banners for Paint the Town REaD.

**There being no further business the meeting closed at 5.23 pm.**



# The Country Mayors Association of NEW SOUTH WALES Inc

*Chairman: Mayor Rick Firman OAM*  
*C/- Temora Shire Council,*  
*PO Box 262, Temora NSW 2666*  
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## MINUTES

A General Meeting of the Country Mayors Association of NSW Inc, was held on Friday **9 May 2025**, in the Theatre, Parliament House, Macquarie Street, SYDNEY commencing from 8:20am.

**THEME: Health**

**1. 8:20am A warm welcome from CMA Chairman and Temora Shire Mayor Rick Firman OAM and a brief address by ALGA President, Mayor Matt Burnett**

Mayor Burnett emphasised that the 1% campaign continues. He expressed concern that new Government's majority might make things difficult.

The Inquiry into Financial Sustainability is very important and we look forward to that be handed down.

The 2025 National General Assembly of Local Government (NGA) – incorporating the Regional Cooperation and Development Forum – will be held in Canberra from 24-27 June. We do want your motions. To lodge a motion contact [alga@alga.asn.au](mailto:alga@alga.asn.au) or call (02) 6122 9400. \$200mil disaster ready fund was a win from the Federal Government.

I think our Governments know we need more money.

A token of appreciation was presented to Mayor Burnett by Mayor Firman.

**2. 8:30am Presentation – NSW Minister for Regional Health, the Hon. Ryan Park MP**

It is a privilege to have this portfolio and I acknowledge the work of those (like Bronnie Taylor) who have made good progress before me.

Maternity Services are an important challenge. I believe women should try to give birth as close to home as possible. It takes a support network to raise a child. We need to keep birthing services close to where people live, which is a big challenge where we have a sparse regional State. That challenge is a concern in places such as Gunnedah and Tamworth.

Midwifery care networks are expanding in places like Glen Innes. We have increased incentives for midwives to \$20,000.

This is a priority of mine for rural and regional health.

Staffing is an ongoing challenge. Ratios in ED's (1:3) will be established.

2,500 nurses are now receiving the \$20,000 attraction incentive and retention incentive are also being received.

I am also aware of the housing shortage. I learned about that from mayors. We've increased the budget for housing to \$200mil. We hope to house around 500 workers.

Pressure on ED's is real. A lot more category 2 and 3 patients (category 1 is life and death). The primary care and GP access is not as good as when we were children and that is contributing to the severity of conditions in Eds. People are not accessing Primary Care regularly.

Regional infrastructure benefits from the Country Mayors, thank you for your advocacy. We are building facilities, including ambulance stations across the regions.

The Minister concluded with: Thank you for this opportunity to engage with you.

Q: CGRC Mayor Abb McCalister: Thank you very much for listening and not closing the Pathology Department in Cootamundra.

A: Steph Cooke and the Councils got the message through.

Q: Yass Valley Council Mayor Jasmin Jones: I gave birth on the Barton Highway. Birthing on country is particularly important for our Aboriginal communities. On mental health, our Police Force needs professional support in dealing with people with mental health issues. Something we learned from our zoom with the Police Minister.

Q: Mayor of Kempsey Shire Council Kinne Ring: The Kempsey Hospital should be returned to level 3 on weekends and limited during. It is the 5<sup>th</sup> most disadvantaged in the State.

A: It must be safe and I will look into it.

Q: Kyogle Council Mayor Danielle Mulholland: What staffing strategies do you have in mind? Post disaster, kids have signs of PTSD.

A: I am happy to see what we can do about the PTSD and I will talk to the Mental Health Minister about that.

We are working to deliver 80 more GPs to rural NSW.

Q: Narrabri Shire Mayor Darrell Tiemens: Thanks you for you attention on Wee Waa and Narrabri hospitals. Demarcation disputes hurt our communities.

A: The LHDs and PHNs and AMSs and their inter-relationships frustrate me. If you are getting the bureaucratic run around, I want to hear about. I don't want rural and regional communities to waste time on the merry-go-round, we will do what we can to bring those people together to work it out.

Q: Lachlan Shire Mayor John Medcalf: Virtual Care – it has a place but it should not replace people on the ground.

A: Covid exacerbated this. I have said it is to be an enhancement or when we are struggling but it should not be a replacement or cost cutting measure.

Q: Lithgow City Council Mayor Cassandra Coleman: We are at the edge of the Penrith based health service. We need silos to be broken down.

A: I couldn't agree more. I don't know what the Federal Health Department does. I am happy to work with Lithgow.

Q: Byron Shire Mayor Sarah Ndiaye: Post Cyclone Alfred I encountered a nurse living in a van. Council would like to discuss this (the housing issue) with you further.

Q: Gwydir Shire Mayor Tiff Galvin: I started nursing as EEN. We need that paid training. Bullying in hospitals is a problem.

A: Bullying is a bigger problem in rural and remote areas because they are smaller and you cannot get away. We are certainly working on it.

Q: Ballina Shire Mayor Sharon Cadwallader: Our population is growing fast. It took me an hour in an ambulance to get to Lismore Hospital. We need some progress for Ballina.

A: It is a priority. The North Coast is also challenged for staffing and housing.

A token of appreciation was presented to Minister Park by Mayor Firman.

### **3. 9:00am Presentation – NSW Shadow Minister for Regional Health, Mr. Gurmeh Singh MP**

I wish we could see more of the bipartisanship we have in health.

Regional health can be much more challenging than metropolitan health. The challenges seem worse post-Covid.

When we created a special port folio for Regional Health, it was because of the differences in the regions and between the regions and the major cities.

Rostering for ambulance staff has been part of the problem and we are working closely with unions and stakeholders to hold Ambulance NSW to account on their staffing approach.

Paramedic care is more important in the regions than in the city. We are holding the Government to account on ICPs and ECPs.

Maternity was also a focal point for Mr. Singh. We know how important it is to be able to say “I was born here”, and services have declined to what they were 40 years ago. The problems are global but we need to keep working on them. It’s one thing to provide incentives but their partners need a job, need a life. So, we need to make regional locations good places to live. Our job is to work on the imbalances in health services between the city and the regions. Little Wings is a private charity that does an amazing job and we need Government support for this.

A token of appreciation was presented to Mr. Singh by CMA Deputy Chairman Mayor Russell Fitzpatrick.

### **4. 9:30am Presentation – Mr. Luke Sloane, Deputy Secretary NSW Regional Health Division**

Mr. Sloan said that remote consultations are an advancement we see today that is a positive for rural patients.

He offered to engage directly with regional communities.

The lack of Midwives is a major problem and I am open to the idea of training on the job.

IPTAS is increasingly being accessed and that is an important equity measure.

The Health Inquiry recommendations have been delivered and they have not, we are working on them. They have been taken very seriously and we have been focused on regional equity.

The Select Committee on Remote, Rural and Regional Health has been monitoring equity / access improvements in regional NSW and the implementation of the Inquiry recommendations. The oversight is important.

Aboriginal health organisations are being supported.

I am a nurse by background, so I do understand what our health personnel go through.

The MPS Strategy mentioned.

Q. Bland Shire Mayor Brian Monaghan: What can we do about urgent cases, like a heart attack in our towns?

A. We do have plans for the districts. We have a clinician and clinical staff advisory system to help improve service provision. We know we need services for what towns need. Leeton, Lismore, Wee Waa, Quirindi and another are current case studies, informing us.

We are continuing to work on retrieval services.

Hospital at home programs are being rolled out.

Q. Mayor of Yass Valley Jasmin Jones: What can we do to restore the cutback maternity units.

A: We need to focus on how we keep mothers and babies safe. Where we see birth rates below 50, it cannot be supported. Every year a minimum amount of births is needed for registration to be continued. We have to get the workforce back.

A token of appreciation was presented to Mr. Sloane by Mayor Firman.

#### **5. 10:00am Presentation – Ms. Kath Hetherington, GM – Service Delivery, NSW Rural Doctors Network and Community Solutions Manager Ms. Katie McDonell**

##### **Ms. Kath Hetherington**

It is a privilege to be here.

We value our MoU. We see Councils as the key stakeholder for community health concerns in country NSW.

Enabling access to health services in country towns is complex and each circumstance is unique.

This year, we are aiming at recruiting over 200 doctors to country NSW.

Ms Hetherington finished on a call for action – 1<sup>st</sup> July their contract changes to just have 'rural' as a priority. We need dedicated funding to recruit doctors for rural areas and we need your advocacy.

##### **Ms. Katie McDonell**

I'm your key point of contact. Council participation in our programs includes bush bursaries and cadetships, plus collaborative care.

We are always working on how we can engage with and support Councils, as well as better understanding of the health sector. It's a complex space and we can help understand it. We can help you to have the data to communicate with and advocate for your communities.

The data they use was illustrated in a slideshow presentation which was made available to members.

A token of appreciation was presented to the RDN representatives by CMA Executive Board Member, Mayor John Medcalf.

**6. 10:30am Morning Tea**

**7. 11:00am Presentation – Mrs. Clare Beech, Executive Director – Clinical Capability, Safety and Quality, NSW Ambulance**

Mrs. Beech described how NSW Ambulance plans for its resourcing and servicing of regional communities.

She said that the Ambo of 30 years ago would not compare to the paramedic of today. Advanced paramedics must have adequate exposure to the level of work they are qualified for, just like how you would not get brain surgery at your local MPS.

We know communities have concerns about access to emergency response ambulances and we do work with communities and volunteers to fill gaps. As demand increases, increased services can be justified.

Q. Deputy Mayor of Forbes Shire, Cr. Chris Roylance advised that Mayor Miller is stable at St. Vincent's Hospital. He said that Ambos are among our local heroes. What do you do about rehabilitation for the emotional toll? I have an ambo mate who is in a bad place, so he is off work.

A. The trauma that is experienced by first responders is real and has an accumulative impact. We are working hard on the issue and how we can better support our people. We have a range of programs in place. When you know you have a psychological injury, coming back to work might not be appropriate and we want to work on alternative pathways. Success will be where we are able to work on prevention. It's a big, complex issue.

Q. Warren Shire Mayor Greg Whitely: The 000 directions in the bush. Is there a way we could advertise the emergency location app?

A. You're right. Geolocation challenges could be improved with promotion of the app. We rely on the caller's information, so it's a could suggestion.

Q. Lachlan Shire Mayor John Medcalf: Tottenham has three Ambos renting and one owning a home. Is it a hub?

A. We are starting to see a bit of a FIFO or DIDO approach in our workforce. We do not have a hub and spoke model at present. I understand accommodation is a challenge, so in your case they are likely addressing the challenge together.

Q. Mayor of Inverell Shire Mayor Kate Dight: What relationships do you have with your counterparts over the border?

A: At an operational level, a 000 call is routed to the literal closest available responders. So, it is relatively simple. We have MoU's with QLD, Vic and ACT.

A token of appreciation was presented to Mrs. Beech by CMA Executive Board Member, Mayor Sharon Cadwallader (who advised Mrs. Beech that her recent ambulance ride from Ballina to Lismore took an hour, for 32km).

**8. 11:15am Presentation – Mrs. Christine Corby AM, CEO, Walgett Aboriginal Medical Service**

Mrs. Corby explained that they are all Aboriginal Walgett locals. Gomeroi country. The lack of maternity services was highlighted. "We give birth 3 hours down the road in Dubbo."

We have MoU's with Councils and also value the interagency meetings we have, so we can work together and understand who is doing what in the health sector in our communities.

She outlined how their AMS plays a vital role in the mental health of the community, even helping to make significant dates from ANZAC Day to Christmas special for the community.

They have an innovative garden / seed project, which now has 100 beds and a lot of health benefits. It is good for education about healthier diets.

Culturally, Christine referred to Charles Perkins. Promoting the Aboriginal stories and cultural heritage is important to her and the AMS. Doctor retention is often as big a challenge as recruitment but the Walgett AMS got lucky; "I had two doctors and by chance, they married farmers."

"Health partners and relationships are so important," Mrs. Corby concluded.

A token of appreciation was presented to the Walgett Aboriginal Medical Service representatives by CMA Executive Board Member, Mayor Josh Black.

#### **9. 11:30am Presentation – Mr. Mario Barone, President, Pharmacy Guild of Australia NSW Branch**

Mr. Daniel Kicuroski - NSW Branch Director (CEO) - Pharmacy Guild of Australia - NSW Branch

Mr. Kicuroski highlighted that there is a lot of overlapping between the Guild and CMA. The potential for more people to be treated and screened at pharmacies could reduce the demands on the health system. There are 350 localities with a pharmacy in Australia, where there is no other health service.

People are waiting way too long for a GP appointment. I saw a doctor in Sydney yesterday with an hour's notice but the majority of regional residents wait three weeks or more.

Urinary tract infection is now widely treated in community pharmacies, with over 20,000 women treated, nationally. Contraception and the shingles vaccine are also among the services provided in pharmacies.

By 2026, acute chronic conditions treatment will be trialed outside of Sydney, Wollongong and Newcastle. Eg. Antibiotics for an ear infection.

#### **Mr. Mario Barone**

Vaccination hesitancy is a huge issue. Increasing Pharmacy scope of practice can increase vaccinations levels.

You have to be a pharmacist to open a pharmacy. We put patients ahead of profits. You can only own a maximum of five pharmacies.

We got bipartisan support for patient access to affordable medications, namely the reduced co-payments.

A token of appreciation was presented to the Pharmacy Guild representatives by Mayor Firman.

Mayor Firman then presented a CMA pin to new member, Mayor of Balranald Shire Council Louie Zaffina.

## 12:00pm General Meeting

### 10. Attendance [134 in total]

Max Eastcott	GM	Gwydir Shire Council
Cr. Tiffany Galvin	Mayor	Gwydir Shire Council
Cr. Carol Oataway	Mayor	Hay Shire Council
David Webb	GM	Hay Shire Council
Cr. Rick Firman OAM	Chairman/Mayor	CMA/Temora Shire Council
Melissa Boxall	Secretary/GM	CMA/Temora Shire Council
Cr. Adam Roberts	Mayor	Port Macquarie Hastings Council
Cr. Steve Krieg	Mayor	Lismore City Council
Cr. John Medcalf		
OAM	Mayor	Lachlan Shire Council
Cr. Hugh Packard	Deputy Mayor	Snowy Valleys Council
Cr. Julia Ham	Mayor	Snowy Valleys Council
Cr. Ashley Hall	Mayor	Edward River Council
Jack Bond	CEO	Edward River Council
Cr. Cheryl Cook	Mayor	Federation Council
Cr. Kinne Ring	Mayor	Kempsey Shire Council
Michael Jackson	Acting GM	Kempsey Shire Council
Cr. Cassandra		
Coleman	Mayor	Lithgow City Council
Cr. Nina Dillon	Mayor	Goulburn Mulwaree Council
Marina Hollands	Acting CEO	Goulburn Mulwaree Council
Gary Woodman	GM	Warren Shire Council
Cr. Greg Whiteley	Mayor	Warren Shire Council
Cr. Russell		
Fitzpatrick	Mayor	Bega Valley Shire Council
Anthony McMahon	CEO	Bega Valley Shire Council
Cr. John Harvie	Mayor	Murray River Council
Stacy Williams	CEO	Murray River Council
Sarah Ryan	Director	Murray River Council
Cr. Brian Ingram	Mayor	Hilltops Council
Anthony O'Reilly	GM	Hilltops Council
Cr. Jesse Fitzpatrick	Mayor	Wingecarribee Shire Council
Lisa Miscamble	GM	Wingecarribee Shire Council
Cr. Ray Smith	Mayor	Clarence Valley Council
Cr. Colleen Fuller	Mayor	Gunnedah Shire Council
Cr. Kate McGrath	Deputy Mayor	Gunnedah Shire Council
Eric Groth	GM	Gunnedah Shire Council
Cr. Jarrod Marsden	Mayor	Cobar Shire Council
Peter Vlatko	GM	Cobar Shire Council
Cr. Darrell Tiemen	Mayor	Narrabri Shire Council
Eloise Chaplain	GM	Narrabri Shire Council

Cr. Matthew Norris	Assistant Deputy Mayor	Shoalhaven City Council
Cr. George Weston	Mayor	Leeton Shire Council
Jackie Kruger	GM	Leeton Shire Council
Cr. Adam Shultz	Mayor	Lake Macquarie City Council
Cr. Margot Davis	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Megan Mulrooney	CEO	REROC
Cr. Jasmin Jones	Mayor	Yass Valley Council
Cr. Ewen Jones	Mayor	Narromine Shire Council
Cr. Kate Dight	Mayor	Inverell Shire Council
Cr. Wendy Wilks	Councillor	Inverell Shire Council
Brett McInnes	GM	Inverell Shire Council
Cr. Kathryn Rindfleisch	Mayor	Warrumbungle Shire Council
Lindsay Mason	GM	Warrumbungle Shire Council
Cr. Sharon Cadwallader	Mayor	Ballina Shire Council
Cr. Melissa Matters	Deputy Mayor	Kiama Municipal Council
Jane Stroud	CEO	Kiama Municipal Council
Cr. Paul Culhane	Mayor	Upper Lachlan Shire Council
Alex Waldron	CEO	Upper Lachlan Shire Council
Kathy Hetherington	GM–Service Delivery	RDN
Katie McDonnell	Community Solutions Manager	RDN
Cr. Eric Noakes	Mayor	Walcha Council
Cr. Susannah Pearse	Mayor	Moree Plains Shire Council
Natalia Cowley	Interim GM	Moree Plains Shire Council
Cr. Robert Bell	Mayor	Uralla Shire Council
Toni Averay	GM	Uralla Shire Council
Cr. Bruce Reynolds	Mayor	Blayney Shire Council
Mark Dicker	GM	Blayney Shire Council
Cr. Josh Black	Mayor	Dubbo Regional Council
Murray Wood	GM	Dubbo Regional Council
Cr. Ruth McRae	Mayor	Murrumbidgee Council
John Scarce	GM	Murrumbidgee Council
Cr. Bronwyn Petrie	Mayor	Tenterfield Shire Council
Cr. Mareeta Grundy	Councillor	Queanbeyan-Palerang Regional Council
Rebecca Ryan	GM	Queanbeyan-Palerang Regional Council
Cr. Lachlan Ford	Mayor	Bourke Shire Council
Leonie Brown	GM	Bourke Shire Council
David Reynolds	CEO	LGNSW
Cr. Leah Anderson	Mayor	Port Stephens Council
Cr. Danielle Mulholland	Mayor	Kyogle Council
Cr. Kieran Somerville	Councillor	Kyogle Council
Kate Barker	Acting CEO	CNSWJO
Meredith Macpherson	Regional Resilience Program Manager	CNSWJO
George Cowan	GM	Narrandera Shire Council
Cr. Neville Kschenka	Mayor	Narrandera Shire Council

Gavin Rhodes	GM	Lockhart Shire Council
Cr. Peter Sharp	Mayor	Lockhart Shire Council
Cr. Claire Pontin	Mayor	MidCoast Council
Greg Hill	GM	Central Darling Shire Council
Cr. Paul Smith	Mayor	Cowra Council
Paul Devery	GM	Cowra Council
Cr. Sarah Ndiaye	Mayor	Byron Shire Council
Mark Arnold	GM	Byron Shire Council
Cr. Abb McAlister	Mayor	Cootamundra-Gundagai Regional Council
Roger Bailey	Interim General Manager	Cootamundra-Gundagai Regional Council
Cr. Marg Applebee	Deputy Mayor	Parkes Shire Council
Cr. Louie Zaffina	Mayor	Balranald Shire Council
Peter Bascomb	GM	Balranald Shire Council
Cr. Matt Burnett	President	ALGA
Cr. Sue George	Deputy Mayor	Singleton Council
James Roncon	GM	Armidale Regional Council
Justin Fitzpatrick-Barr	GM	Singleton Council
Mary Purse	Chairperson	Walgett Aboriginal Medical Service
Christine Corby AM	CEO	Walgett Aboriginal Medical Service
Nik Seemann	Project Manager	Walgett Aboriginal Medical Service
Jenny Trindall	Jenny Trindall	Walgett Aboriginal Medical Service
Stephen Dunshea	CEO	Snowy Monaro Regional Council
Cr. Chris Hanna	Mayor	Snowy Monaro Regional Council
Cr. Robert Taylor	Mayor	Bathurst Regional Council
Cr. Paul Best	Mayor	Weddin Shire Council
Noreen Vu	GM	Weddin Shire Council
Cr. Brian Monaghan	Mayor	Bland Shire Council
Grant Baker	GM	Bland Shire Council
Richard Jane	AGM	Forbes Shire Council
Cr. Chris Roylance	Deputy Mayor	Forbes Shire Council
Cr. Steve Allan	Mayor	Bellingen Shire Council
Mark Griffioen	GM	Bellingen Shire Council
Cr. Kevin Beatty	Mayor	Cabonne Shire Council
Brad Byrnes	GM	Cabonne Shire Council
Cr. Digby Rayward	Mayor	Dungog Shire Council
Cr. Alexandria Carruthers	Deputy Mayor	Dungog Shire Council
Gareth Curtis	GM	Dungog Shire Council
Adrian Butler	GM	Federation Council
Ross Gurney	GM	Lithgow City Council
Cr. Des Kennedy	Mayor	Mid-Western Regional Council
Brad Cam	GM	Mid-Western Regional Council
Cr. Katie Graham	Deputy Mayor	Oberon Council
Mathew Webb	Acting GM	Oberon Council
Cr. Tony Mileto	Mayor	Orange City Council
David Waddell	CEO	Orange City Council
Jonathan Malota	Policy Advisor	NRMA

Jennifer Hickey		OLG
Sharne Colefax		OLG
Jodie Healy		OLG
Yvonne Lingua	EO	Riverina and Murray JO
David Kirby	GM	Brewarrina Shire Council

## 11. Apologies

	Acting General	
Eber Butron	Manager	Lismore City Council
Cr. Daniel Linklater	Mayor	Wentworth Shire Council
Ken Ross	GM	Wentworth Shire Council
Cr. Tania Brown	Lord Mayor	Wollongong City Council
Jane Redden	GM	Narromine Shire Council
Cr. Dallas Tout	Mayor	Wagga Wagga City Council
Cr. Nikki Williams	Mayor	Coffs Harbour City Council
Cr. Sue Moore	Mayor	Singleton Council
Adrian Panuccio	GM	MidCoast Council
Cr. Neil Westcott	Mayor	Parkes Shire Council
Cr. Sam Coupland	Mayor	Armidale Regional Council
Cr. Russell Webb	Mayor	Tamworth Regional Council
Cr. Ken Cudmore	Mayor	Liverpool Plains Shire Council
Cr. Julia Cornwell		
McKean	Mayor	Berrigan Shire Council
Cr. Jim Hickey	Deputy Mayor	Broken Hill City Council
Jay Nankivell	GM	Broken Hill City Council
		Queanbeyan-Palerang Regional Council
Cr. Kenrick Winchester	Mayor	
Cr. Bob Callow	Mayor	Junee Shire Council
James Davis	GM	Junee Shire Council
Cr. Jasen Ramien	Mayor	Walgett Shire Council
Andrew Brown	GM	Walgett Shire Council
Cr. Daniel Keady	Mayor	Coonamble Shire Council
Paul Gallagher	GM	Coonamble Shire Council
Cr. Kevin Mack	Mayor	Albury City Council
Frank Zaknich	GM	Albury City Council
Cr. Doug Batten	Mayor	Gilgandra Shire Council
David Neeves	GM	Gilgandra Shire Council
Cr. Maurice Collison	Mayor	Upper Hunter Shire Council
Cr. Matt Gould	Mayor	Wollondilly Shire Council
Cr. Phyllis Miller	President	LGNSW (and Forbes Shire Mayor)
Greg Tory	GM	Lachlan Shire Council
Cr. Patricia White	Mayor	Shoalhaven City Council
James Ruprai	GM	Shoalhaven City Council

**Recommendation: That the apologies be accepted and noted. Mayor Medcalf (Lachlan Shire Council) moved and Mayor Danielle Mulholland (Kyogle Council) seconded the motion. Carried unanimously.**

## 12. Adoption of Minutes of Previous Meeting, 28 March 2025 (Copy Attached)

**Recommendation: That the 28 March Minutes be accepted as a true record. Mayor Sharon Cadwallader (Ballina Shire Council) moved, Mayor Jasmin Jones (Yass Valley Council) seconded. Carried unanimously.**

## 13. Matters Arising from Minutes

### 14. Correspondence

Outward	Inward
<ul style="list-style-type: none"> <li>• Assistant Minister for Immigration, Senator the Hon. Matt Thistlethwaite MP – Supporting RDA Riverina’s campaign against the NSW Government DAMA and supporting the Orana DAMA expansion.</li> <li>• Shadow Federal Local Government Minister, The Hon Darren Chester – online meeting with CMA Executive</li> <li>• Chief Engineer – Institute of Public Works, Engineers Australia, Mr. Joshua Devitt – Invitation to the June meeting</li> <li>• Chief Executive Officer – NSW Reconstruction Authority, Mr. Mal Lanyon APM – Invitation to the June meeting</li> <li>• National Rural Health Commissioner, Professor Jenny May AM – Invitation to the May meeting</li> <li>• Shadow Regional Health Minister Mr. Gurmish Singh MP – Invitation to the May meeting</li> </ul> <p>FAGs letters</p> <ul style="list-style-type: none"> <li>• Leader of the Australian Greens, Mr. Adam Bandt MP</li> <li>• Leader of the National Party, the Hon. David Littleproud MP</li> <li>• Leader of the Opposition, the</li> </ul>	<ul style="list-style-type: none"> <li>• NSW Regional Health Minister, the Hon. Ryan Park MP, in response to CMA correspondence and meetings regarding health cuts.</li> <li>• Murrumbidgee Local Health District Chief Executive, Jill Ludford PSM apologising regarding 9 May.</li> <li>• Communique: Regional Health Ministerial Advisory Panel</li> <li>• Parliamentary Secretary to the Premier, Mrs Julie Finn MP – responding to CMA letters concerning Fire Ants and Local Government financial Sustainability. Luke Sloane, Deputy Secretary, Rural and Regional Health – MPS Strategy feedback request</li> </ul>

<p>Hon. Peter Dutton MP</p> <ul style="list-style-type: none"> <li>• Prime Minister, the Hon. Anthony Albanese MP</li> <li>• Senator Pauline Hanson</li> <li>• Senator David Pocock</li> <li>• Ms Zali Steggall OAM, MP</li> <li>• Ms Allegra Spender MP</li> <li>• Ms Kylea Tink MP</li> <li>• Dr Sophie Scamps MP</li> </ul>	
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**Recommendation: That the correspondence we be received and noted. Mayor Sharon Cadwallader (Ballina Shire Council) moved, Mayor Mulholland (Kyogle Council) seconded. Carried unanimously.**

### Media Releases

[NSW Country Mayors welcome Coalition funding pledge](#)

[Country Mayors Call Out Failure to Address Funding Shortfalls](#)

[NSW Country Mayors and Police connect](#)

### 15. Reports (attached)

Update from ALGA President Mayor Matt Burnett

**Recommendation: That the Report be received and noted.**

**Mayor Cheryl Cook (Federation Council) moved. Mayor Colleen Fuller (Gunnedah Shire Council) seconded. Carried unanimously.**

Update from President of LGNSW – Mayor Phyllis Miller OAM

**Recommendation: That the Report be received and noted.**

**Mayor Mathew Hatcher (Eurobodalla Shire Council) moved. Mayor Dight (Inverell Shire Council) seconded. Carried unanimously.**

### Update from CMA Chairman Mayor Rick Firman OAM

Former CMA Chairman Jamie Chaffey was congratulated.

Premier Minns met yesterday with myself and Ms Boxall.

re: Premier's Rural & Regional Advisory Council... The Premier agreed to an initial two-year term, then to be reviewed. It is expected CMA will occupy at least one of the chairs, on what could be up to 11 members. The final terms of reference are being worked on by the Premier. This is a significant win for CMA as well as rural, regional and remote NSW.

The Treasurer also advised that he has been working hard on the RFS issue.

**Recommendation: That the Report be received and noted.**

**Mayor Steve Allan (Bellingen Shire Council) moved. Mayor Brian Monaghan (Bland Shire Council) seconded. Carried unanimously.**

Policy Advisor's Report – Mrs. Julie Briggs

**Recommendation: that the Report be received and noted**

**Recommendations contained in the Policy Advisor's Report.**

***That the CMA adopt the response to NSW Roads Act 1993 Issues Paper.***

**Mayor George Weston (Leeton Shire Council) moved. Mayor Monaghan (Bland Shire Council) seconded. Carried unanimously.**

***That the CMA Executive explore an advocacy campaign promoting a greater investment in Local Government through an increase in Financial Assistance Grants***

**Mayor Medcalf (Lachlan Shire Council) moved. Mayor Cadwallader (Ballina Shire Council) seconded. Carried unanimously.**

**Recommendation: That the Policy Advisor's Report be received and noted.**

**Mayor Mulholland (Kyogle Council) moved. Mayor Colleen Fuller (Gunnedah Shire Council) seconded. Carried unanimously.**

Financial Report (CMA) – CMA Secretary Ms. Melissa Boxall

**Mayor Cass Coleman (Lithgow City Council) moved. Mayor Steve Allan (Bellingen Shire Council) seconded. Carried unanimously.**

## **16. Business with notice**

**Nil**

## **17. Urgent business without notice**

**CMA Chairman and Bega Valley Mayor Fitzpatrick proposed a motion of support for the Rural Doctors Network - That the Country Mayors association reaffirms its support for funding of the Rural Doctors Network NSW to continue to focus on Rural Services within their agreements with DoHAC and not reduce the impact to rural, regional and remote NSW through the extension of their obligations to metropolitan areas.**

**Mayor Jones (Yass Valley Council) moved. Mayor Medcalf (Lachlan Shire Council) seconded. Carried unanimously.**

**Ms Boxall read the motion - The Executive Board recommends to members:**

1. The establishment of the Executive Officer's position for a period of two years, commencing 1 December 2025
2. That the Executive Board be given delegation to undertake an expression of interest (EOI) process to be undertaken from 1 July 2025 and that the outcome of this process be reported to the AGM in November 2025

**Mayor Mulholland (Kyogle Council) moved. Mayor Cadwallader (Ballina Shire Council) seconded. Carried unanimously.**

**18. Presentation [5 mins] - Dr Amanda Cohn Greens MLC, Chair of the Legislative Council Health committee, former Doctor and Deputy Mayor**

Three key points where Local Government plays a key role in health.

Attracting health care workers. We need to consider the lives of the individuals, their partners, children etc.

Planning – you can shape the quality of lives in your communities,

Advocacy – your roles as mayors in advocating to Senate committee members and others cannot be understated. Please don't feel disempowered. My door is always open to hear from you and your health challenges.

**19. Excelling CMA Members Segment – Health Theme**

**Bellingen Shire Council presentation. [10mins]**

Talked about Bellingen and Dorrigo hospital. Dorrigo ward has been closed for three years. Lack of housing prevented the reopening of ward. The cost of housing post-Covid has sky-rocketed. Homes for Health – For essential workers across the Bellingen Shire.

The community was ready to protest but I sought to bring them together to focus on solutions. Billeting training nurses.

120 people attended a community meeting, over 70 put their hands up to offer accommodation.

We partnered with the Local Health District. The Welcome Experience has been vital to this initiative working. The program has already expanded to include pharmacists and ambos.

Hartley House will reopen and that we placed nurses into accommodation, we feel helped. It's a great story of what can be achieved and what Local Government can do when you work with the community.

A presentation was supplied and distributed.

**Leeton Shire Council presentation. [10mins]**

Spoke on Collaborative Care

We can be without a doctor for up to two weeks. Telehealth is meant to augment, not replace face to face service.

We had FIFO ambos. A heart attack patient waited 50mins, yet he was 2mins away. Had his neighbours known it was going to take that long – they would have taken him to hospital themselves. There was a drop in confidence in the health and ambulance service.

Being a migrant and refugee friendly Shire, we have been very supportive of them. We have a highly experienced doctor from Iran who is struggling to navigate the registration system.

We proposed having top paramedics manning our ED when there were no doctors. It was described as not clinically safe. There has not been a willingness to think outside the box to make solutions happen. Our Deputy Mayor met with Minister Ryan Park and they enlisted us into the Collaborative Care program. It is changing community health services (through co-design approaches) with the RDN. We will be identifying needs and solutions, from consultation and collaboration. A working group has been set up. A local project officer employed until 2026. We will collaborate with service providers to help deliver better health care for the Leeton Shire. Ongoing advocacy will be important and support for migrant doctors. Rural hospitals cannot just be a bed for convalescence. Our ambulance services have to do more than take us to a larger centre.

**The Chairman thanked all for attending and with no further business, declared the meeting closed at 1:30pm.**

**The next meeting will be held in Orange on 11/12 June 2025.**

**WARREN SHIRE COUNCIL**  
Policy Report of Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 26<sup>th</sup> June 2025

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**ITEM 1 ASSETS MANAGEMENT POLICY**

**(P13-1, A13-1)**

**RECOMMENDATION** that:

1. The Assets Management Policy detailed within the report, be placed on public exhibition for a minimum of 28 days; and
2. Subject to no adverse submissions being received, the Assets Management Policy as amended be adopted.

**PURPOSE**

To advise Council that the Assets Management Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

**BACKGROUND**

The proposed Assets Management Policy replaces the existing Policy which is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993.

**REPORT**

The Assets Management Policy outlines Council's intention and direction in assets management. It is part of the overall assets management framework which includes an Assets Management Strategy, and Asset Management Plans for each assets group. The Policy describes what Council has committed to, thus details the overarching objectives.

To ensure that the Policy meets the requirements of the ISO 55001 and the IPWEA's International Infrastructure Management Manual, the Policy has been entirely rewritten thus making it concise, relevant and useable. Below are some specific requirements regarding the content of the Policy.

- Be appropriate to the purpose of the organisation
- Provide a framework for setting Asset Management objectives
- Include a commitment to satisfying applicable [mandatory and legal] requirements
- Include a commitment to continual improvement of the Asset Management System
- A requirement for the policy to be documented, available and communicated, and
- A requirement for the policy to be reviewed on a regular basis and updated if required.

Attached is a copy of the draft Policy.

Before adopting a new Assets Management Policy, Council must give public notice of the intention to adopt the Policy and allow for 28 days for the making of public submissions. Before adopting the Policy, Council must consider any submissions and make any appropriate changes to the Draft Policy.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Local Government Act 1993 and Regulations

# WARREN SHIRE COUNCIL

## Policy Report of Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 26<sup>th</sup> June 2025

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### **ITEM 1 ASSETS MANAGEMENT POLICY**

**CONTINUED**

#### **RISK IMPLICATIONS**

Warren Shire Council's Asset Management Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

#### **STAKEHOLDER CONSULTATION**

Consultation shall be undertaken during the 28-day public exhibition period.

#### **OPTIONS**

Council has the option of adopting the draft Policy or adopting the existing Policy with minor amendments.

#### **CONCLUSION**

The Assets Management Policy should be adopted as it provides effective guidelines that will assist in ensuring the objective functions of the assets management are carried out in accordance with statute and common law, regulation and national standards.

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

- 3.1.1 Ensure that the road network is maintained to acceptable community standards.
- 3.1.3 Ensure that the Shire is well positioned to rapidly adopt new, modern energy technologies as they emerge.
- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards.
- 3.2.2 Ensure that the Warren levee continuously remains fit for purpose
- 3.3.1 Adopt comprehensive and practical asset management plans that support, and are supported by, our long-term financial plans
- 3.3.2 Maintain a well-resourced team of infrastructure staff to ensure that our infrastructure needs are met
- 3.4.1 Continually upgrade streetscapes in Warren, Nevertire and Collie to create attractive places to live and to visit
- 4.1.2 Encourage the local community to embrace sustainable living and business practices
- 4.2.1 Sustainably manage the Shire's limited water resources
- 4.2.2 Ensure that our town water usage complies with our licenced allocations
- 4.2.3 Provide Warren and the villages of Nevertire and Collie with an adequate and safe water supply that is appropriately priced for all consumers
- 4.2.4 Provide Warren and the village of Nevertire with an adequate and environmentally acceptable sewerage scheme that is appropriately priced for all consumers



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ITEM 1

ASSETS MANAGEMENT POLICY

CONTINUED



## POLICY REGISTER

## ASSET MANAGEMENT POLICY

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Policy adopted: 28th June 2012 Minute No. 196.6.12

Reviewed: 26th October 2017 Minute No. 271.10.17  
28th April 2016 Minute No. 96.4.16

File Ref: P13-1, A13-1

# WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
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ITEM 1

ASSETS MANAGEMENT POLICY

CONTINUED

Warren Shire Council – Asset Management Policy

**DOCUMENT CONTROL**

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Darren Arthur	First Edition	Council Minute No. 196.6.12 (28th June 2012)
1.1	Les Morgan	Revision 1	Council Minute No. 96.4.16 (28th April 2016)
1.2	Les Morgan	Revision 2 Section 10.0. Requirement for Council reports to include "Asset Management Implications"  Section 11.5. Requirement for the Asset Management Policy be reviewed in the first 12 months of each new Council's term of office.	Council Minute No. 271.10.17 (26th October 2017)
1.3	Sylvester Otieno  April 2025	Entire Policy has been re-written to align with guidance in ISO 55001 and the International Infrastructure Management Manual	

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**WARREN SHIRE COUNCIL**  
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ITEM 1

ASSETS MANAGEMENT POLICY

CONTINUED

Warren Shire Council – Asset Management Policy

**1. Introduction**

Warren Shire Council recognises the importance of effective Asset Management in contributing to the achievement of overall organisational objectives. Council is committed to maximising the value derived from its physical assets and recognises that value is represented by the appropriate balance between the benefits, costs and risks associated with those assets, and that value needs to be sustainable over the short and long term.

This policy outlines the principles, requirements and responsibilities for undertaking asset management activities across Council in a structured and coordinated way to manage risk, preserve and develop Council assets for the benefit of the community and to support Council services in a sustainable manner

**2. Purpose**

Asset management ensures that the appropriate infrastructure and other physical assets are available now and into the future for the benefit of the community and to support the delivery of services whilst balancing levels of service, risk and whole-of-lifecycle asset costs.

The purpose of this policy is:

- To define Council's guiding principles for asset management.
- To assist Council to achieve best practice asset management towards delivery of the Warren Shire Community Strategic Plan 2035.
- To comply with the requirements of Section 8 of the Local Government Act 1993.

**3. Scope**

This policy applies to all infrastructure and other physical assets owned or controlled by Council, including land, buildings, open space and recreational assets, transport, stormwater, water supply, fleet, sewerage assets, and other structures.

An asset management plan would cover a set of related asset categories.

**4. Policy Objectives**

**Framework**

Objective 1 – We will implement and maintain an asset management framework comprising this Policy, an Asset Management Strategy, and asset management plans for each infrastructure asset group.

**Alignment with Council's Strategic Plan & Best Practice**

Objective 2 – The asset management framework will align with ISO 55001 (Asset Management – Management Systems – Requirements), and the International Infrastructure Management Manual.

Objective 3 – Asset management will support the delivery of the Community Strategic Plan, Delivery Program, Long-term Financial Plan and Operational Plan, and the various sub-ordinate strategies of Council.

**Longterm Planning**

Objective 4 – Asset planning will have a planning horizon of at least ten years, and longer where needed.

Objective 5 – Asset management planning and long-term financial planning will be integrated with the service and risk implications of any divergence between asset and financial plans considered as part of the planning process.

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ITEM 1

ASSETS MANAGEMENT POLICY

CONTINUED

Warren Shire Council – Asset Management Policy

**Lifecycle Management**

Objective 6 – Lifecycle asset activities (acquisition, operations, maintenance, renewal and disposal) will be considered with the objectives of minimising costs and environmental impact over the whole lifecycle.

Objective 7 – Funding for renewal of existing assets needed for ongoing service provision will be given priority over funding for new assets, asset upgrades and expansions.

Objective 8 – Renewal of existing assets will be based on service need, fitness for purpose, asset condition, compliance and risk management considerations.

Objective 9 – Proposed new assets, asset upgrades and expansions will be in alignment with the Council strategies, service plans and demand forecasts.

**Level of Service**

Objective 10 – Levels of service will be defined for asset-based services in consideration of community needs, financial, social and environmental sustainability.

**Roles and Responsibilities**

Objective 11 – Asset management roles, responsibilities and accountabilities will be clearly defined and resourced appropriately and linked to position descriptions and the Workforce Management Strategy.

**Assets Management Information Management System**

Objective 12 – A corporate centralised asset management information system will be utilised for the operational and strategic management of assets.

**Improvement**

Objective 13 – We will regularly measure and report performance against objectives and strive to continuously improve asset management, including the introduction of innovative technologies for productivity and capability improvements.

Objective 14 – Asset management training and skills development will be provided for staff, management and Councillors.

**5. Related Documents**

- Warren Shire Community Strategic Plan 2035
- Long Term Financial Plan
- Delivery Program
- Operational Plan
- Other subordinate plans e.g. Disability and Inclusion Plan, Pedestrian Active Movement Plan, etc.

**6. Relevant Legislation**

- Local Government Act 1993

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**ITEM 1**

**ASSETS MANAGEMENT POLICY**

**CONTINUED**

Warren Shire Council – Asset Management Policy

**7. Responsibility**

The Divisional Manager Engineering Services is primarily responsible for preparing, reviewing and administering this Policy. Assets Management responsibilities are outlined in the Warren Shire Council Assets Management Strategy.

**8. Policy Review**

This Policy should be reviewed every 4 years or within 12 months of a Council election. The policy may be reviewed at any time at Council's discretion (or if legislative changes occur).

**WARREN SHIRE COUNCIL**  
Strategy Report of Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
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**ITEM 2 ASSETS MANAGEMENT STRATEGY**

**(P13-1, A13-1)**

**RECOMMENDATION** that:

1. The Assets Management Strategy detailed within the report, be placed on public exhibition for a minimum of 28 days; and
2. Subject to no adverse submissions being received, the Assets Management Strategy as amended be adopted.

**PURPOSE**

To advise Council that the Assets Management Strategy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

**BACKGROUND**

The proposed Assets Management Strategy replaces the existing Strategy which is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993.

**REPORT**

The Assets Management Strategy outlines how Council will implement the objectives outlined in the Assets Management Policy. It is part of the overall assets management framework which include the Policy, and Asset Management Plans for each assets group. The Strategy describes Council's assets management approach and practices.

To ensure that the Strategy meets the requirements of the ISO 55001 and the IPWEA's International Infrastructure Management Manual, the Strategy has been entirely rewritten thus making it relevant and useable.

Council's approach to the implementation of each Assets Management Policy objective has been detailed in the Strategy under the following headings.

- Asset Management Framework
- Alignment with council's strategic plans
- Longterm Planning
- Lifecycle Management
- Levels Of Service
- Roles and Responsibilities
- Assets Management Improvement
- Asset Management Information System

Attached is a copy of the draft Strategy.

Before adopting a new Assets Management Strategy, Council must give public notice of the intention to adopt the Strategy and allow for 28 days for the making of public submissions. Before adopting the Strategy, Council must consider any submissions and make any appropriate changes to the Draft Strategy.

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**ITEM 2            ASSETS MANAGEMENT STRATEGY**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Local Government Act 1993 and Regulations

**RISK IMPLICATIONS**

Warren Shire Council's Asset Management Strategy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Strategy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

**STAKEHOLDER CONSULTATION**

Consultation shall be undertaken during the 28-day public exhibition period.

**OPTIONS**

Council has the option of adopting the draft Strategy or adopting the existing Strategy with minor amendments.

**CONCLUSION**

The Assets Management Strategy should be adopted as it provides effective guidelines that will assist in ensuring the objective functions of the assets management are carried out in accordance with statute and common law, regulation and national standards.

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

- 3.1.1    Ensure that the road network is maintained to acceptable community standards.
  
- 3.1.3    Ensure that the Shire is well positioned to rapidly adopt new, modern energy technologies as they emerge.
  
- 3.2.1    Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards.
  
- 3.2.2    Ensure that the Warren levee continuously remains fit for purpose
  
- 3.3.1    Adopt comprehensive and practical asset management plans that support, and are supported by, our long-term financial plans
  
- 3.3.2    Maintain a well-resourced team of infrastructure staff to ensure that our infrastructure needs are met
  
- 3.4.1    Continually upgrade streetscapes in Warren, Nevertire and Collie to create attractive places to live and to visit
  
- 4.1.2    Encourage the local community to embrace sustainable living and business practices
  
- 4.2.1    Sustainably manage the Shire's limited water resources

**WARREN SHIRE COUNCIL**  
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**ITEM 2                    ASSETS MANAGEMENT STRATEGY                    CONTINUED**

- 4.2.2    Ensure that our town water usage complies with our licenced allocations
- 4.2.3    Provide Warren and the villages of Nevertire and Collie with an adequate and safe water supply that is appropriately priced for all consumers
- 4.2.4    Provide Warren and the village of Nevertire with an adequate and environmentally acceptable sewerage scheme that is appropriately priced for all consumers
- 4.2.5    Ensure that our stormwater drainage system remains effective
- 4.3.1    Reduce the rate of landfill through appropriate waste minimisation and waste collection processes
- 4.3.2    Introduce new sustainable waste management practices for both green waste and recyclable materials
- 4.4.5    Sustainably manage Council’s road-making materials and storage sites (gravel, sand, loam pits and roadside stockpile sites)
- 5.2.2    Proactively manage known compliance risks
- 5.3.1    Provide effective training and development of our staff

**SUPPORTING INFORMATION /ATTACHMENTS**

Assets Management Strategy

# WARREN SHIRE COUNCIL

Strategy Report of Divisional Manager Engineering Services  
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ITEM 2

ASSETS MANAGEMENT STRATEGY

CONTINUED



## POLICY REGISTER

### ASSET MANAGEMENT STRATEGY

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Strategy adopted: 26<sup>th</sup> October 2017 Minute No. 289.10.17

Reviewed:

File Ref: P13-1, A13-1

1

# WARREN SHIRE COUNCIL

Strategy Report of Divisional Manager Engineering Services  
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ITEM 2

ASSETS MANAGEMENT STRATEGY

CONTINUED

Warren Shire Council – Assets Management Strategy

## DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Les Morgan 5/5/16		
1.1	Les Morgan 16/10/17	<p>Section 5.1. Expansion of infrastructure categories to enable kerb and gutter to be separated into its own class.</p> <p>Section 5.2. Update of Note 9a and Special Schedule 7. Addition of ratios required by IP&amp;R.</p> <p>Section 5.4. Update of Asset Condition Charts and extension of "Fair Value" program.</p> <p>Section 5.5. Update of Asset Maturity Audit.</p> <p>Section 7.0. Review and Update of Improvement Plan</p> <p>Improvement Plan. Update of 16/17 Plan and addition of Operating Performance ratio</p>	<p>Council</p> <p>26th October 2017 – Res No: 289.10.17</p>
1.2	Sylvester Otieno May 2025	Entire Strategy has been re-written to align with guidance in ISO 55001 and the International Infrastructure Management Manual	

# WARREN SHIRE COUNCIL

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ITEM 2

ASSETS MANAGEMENT STRATEGY

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Warren Shire Council – Assets Management Strategy

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ASSETS MANAGEMENT STRATEGY

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Warren Shire Council – Assets Management Strategy

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# WARREN SHIRE COUNCIL

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ITEM 2

ASSETS MANAGEMENT STRATEGY

CONTINUED

Warren Shire Council – Assets Management Strategy

### 1. Purpose

The objective of this Strategy is to develop actions aimed at enabling Council to improve its asset management capability and practices to support Council's Asset Management Policy and guide the development of Asset Management Plans. This Strategy and the Asset Management Plans also provide Council with detailed information to assist with its service delivery planning, and optimised informed decision making.

### 2. Scope

#### 2.1. Services Provided

The scope of the strategy encompasses all the services that Council provides to the community. These services include the following.

- Transportation infrastructure comprising roads, bridges, footpaths, and Warren Airport.
- Water supply
- Sewerage services
- Recreation and open space facilities
- Buildings
- Waste management services
- Stormwater and floodplain management
- Fleet

#### 2.2. RMCC

Council provides road maintenance and renewal services on the Oxley Highway (SH11) between Nevertire and Collie, for the Transport for NSW (TfNSW) under the Road Maintenance Council Contract (RMCC). TfNSW is still fully responsible for the highway, but Council has some responsibility as the contractor.

The highway is thus not a Council asset.

# WARREN SHIRE COUNCIL

## Strategy Report of Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 26<sup>th</sup> June 2025

ITEM 2

ASSETS MANAGEMENT STRATEGY

CONTINUED

Warren Shire Council – Assets Management Strategy

### 3. Organizational Context

#### 3.1. Objectives

The objectives are detailed in the Asset Management Policy. They generally are summarized in the following headings.

- Asset Management Framework
- Alignment with council's strategic plans
- Longterm Planning
- Lifecycle Management
- Levels Of Service
- Roles and Responsibilities
- Assets Management Improvement
- Asset Management Information System

#### 3.2. Stakeholders

There is an array of stakeholders with varied interests in the services provided by Council. Below is a list of the usual stakeholders, others might be identified as services evolve over time.

- Council staff
- Councilors
- Community members
- Road users
- Grant funding organizations
- Regulatory organizations
- Tourists and visitors
- Educational institutions
- Businesses
- Health institutions
- Emergency services
- Other government organizations
- Neighboring councils

#### 3.3. Assets Portfolio

Warren Shire Council has nine (9) asset groups, listed as follows and their respective subclasses and quantities are detailed in Table 1.

- Roads, Bridges and Footpaths
- Stormwater
- Land
- Buildings
- Recreation and Open Spaces
- Sewerage
- Water Supply
- Other Structures
- Plant and Equipment

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ITEM 2

ASSETS MANAGEMENT STRATEGY

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Warren Shire Council – Assets Management Strategy

Table 1 – Assets Portfolio

No.	Asset Class	Subclass	Quantity
1	Roads Bridges and Footpaths	Regional Roads	356.200km
		Local Roads	937.775km
		Urban Roads	33.789km
		Regional Bridges	19 no.
		Local Bridges	34 no.
		Footpaths	37.010km
		Kerb and guttering	39.045km
		Box Culverts	58 no.
		Pipe Culverts	598 no.
		Concrete Causeways	3 no.
		Asphaltic Concrete Causeways	4 no.
2	Stormwater	Pipes	9km
		Pits, Junctions and SEPs	261 no.
		Gross Pollutant Traps	1 no.
		Urban Culverts	23 no.
		Open Drains	10.82km
		Retention Ponds	2 no.
3	Land and Buildings	Land	113 lots
		Specialized Buildings	28 no.
		Non-specialized Buildings	13 no.
4	Recreation and Open Spaces	Ovals	4 no.
		Playground equipment	8 no.
		Parks	8 no.
		Outdoor gym equipment	1 no.
		Barbeques	7 no.
		Racecourse	1 no.
		Equestrian arena	1 no.
		Skate Park	1 no.
		Splash Park	1 no.
		Swimming pool	1 no.
		Grandstands (includes portable)	8 no.
		Cricket pitch	5 no.
		Cricket practice net	4 no.
		Tennis courts	6 no.
		Basketball court	2 no.
		Shade Shelters	17 no.
		Soccer Pitch	1 no.
		Netball court	6 no.
		Long jump area	2 no.
		Jetty	1 no.
		Boatramp	1 no.
		Wetlands	1 no.
		Bird Viewing Platform	1 no.
		(Bob Christensen) Reserve	1 no.
5	Water Supply	Bores	9 no.
		Reservoirs (Standpipes)	4 no.

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# WARREN SHIRE COUNCIL

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ITEM 2

ASSETS MANAGEMENT STRATEGY

CONTINUED

Warren Shire Council – Assets Management Strategy

No.	Asset Class	Subclass	Quantity
		Chlorination system	4 no.
		Tanks	14 no.
		Intake works	2 no.
		Weir	1 no.
		Pumping station	11 no.
		Mains & Reticulation	89.822km
		Hydrants	
		Cross-connection works	3 no.
		Telemetry	14 no.
6	Sewerage	Treatment works	2 no.
		Pumping stations	13 no.
		Rising Mains	
		Gravity Mains	
		Junctions, dead ends and manholes	
7	Other Structures	Airport runway	2 no.
		Fuel depot	2 no.
		Airport Taxiways	4 no.
		Airport Fence	8.8km
		Airport Lighting (PAL)	1 set
		Street Lighting	
		CCTV Cameras	20 no. (+29)
		Oval Lighting	2 sets
		Garbage facility	1 no.
		Carparks	5 no.
		Outdoor seating	23 no.
		Bus shelters	3 no.
		Cemeteries	5 no.
		Quarries	1 no.
		Levee	17km
		Floodgates	44 no.
		Sculptures	12 no.
		Fences	30 Sets
8	Fleet	Plant	28 no.
		Vehicles	24 no.
		Trucks	20 no.
		Generators & Welders	11 no.
		Mowers & Slashers	17 no.
		Pumps	11 no.
		Trailers	31 no.
		Traffic Lights	6 no.
		Others	9 no.

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ASSETS MANAGEMENT STRATEGY

CONTINUED

Warren Shire Council – Assets Management Strategy

## 4. Assets Management Framework

The framework consists of the Assets Management Policy, this strategy and assets management plans for each infrastructure asset group. The framework is depicted in Figure 1. Assets lifecycle, objectives and capability will be covered in later sections of this strategy.

The framework will align with ISO 55001 (Asset Management – Management Systems – Requirements), and the International Infrastructure Management Manual.



Figure 1 – Assets Management Framework

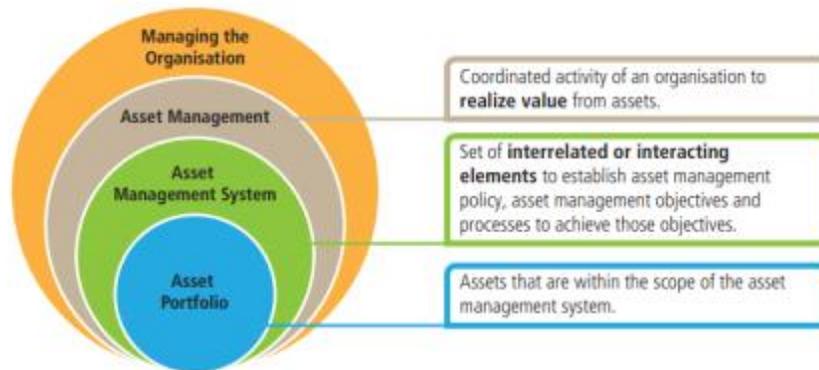


Figure 2 – ISO 55000:2014 Asset Management System

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## 5. Strategic Alignment

Assets management forms part of the Integrated Planning and Reporting process which is shown on Figure 2. Here, it is shown that asset management supports the delivery of the Community Strategic Plan, Delivery Program, Long-term Financial Plan and Operational Plan, and other plans of Council

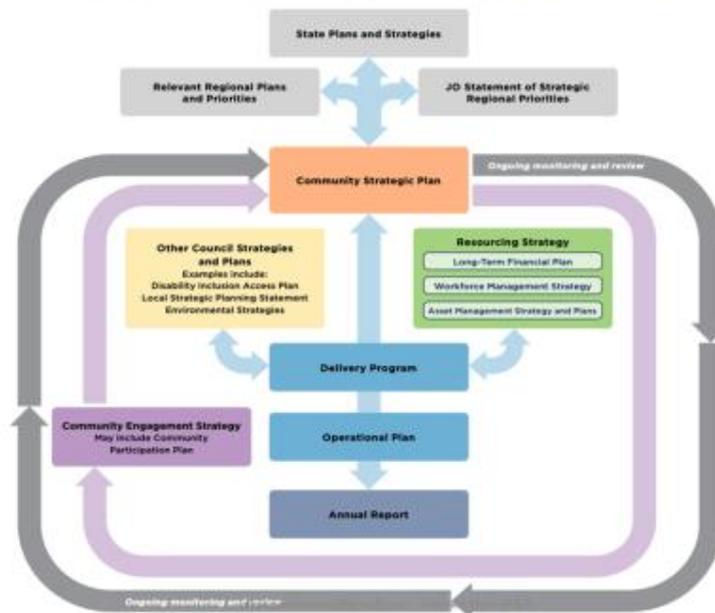


Figure 3 – Integrated Planning & Reporting Process

The policy aligns with the following objectives of the Warren Shire Community Strategic Plan.

- 3.1.1 Ensure that the road network is maintained to acceptable community standards.
- 3.1.3 Ensure that the Shire is well positioned to rapidly adopt new, modern energy technologies as they emerge.
- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards.
- 3.2.2 Ensure that the Warren levee continuously remains fit for purpose
- 3.3.1 Adopt comprehensive and practical asset management plans that support, and are supported by, our long-term financial plans
- 3.3.2 Maintain a well-resourced team of infrastructure staff to ensure that our infrastructure needs are met

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- 3.4.1 Continually upgrade streetscapes in Warren, Nevertire and Collie to create attractive places to live and to visit
- 4.1.2 Encourage the local community to embrace sustainable living and business practices
- 4.2.1 Sustainably manage the Shire's limited water resources
- 4.2.2 Ensure that our town water usage complies with our licenced allocations
- 4.2.3 Provide Warren and the villages of Nevertire and Collie with an adequate and safe water supply that is appropriately priced for all consumers
- 4.2.4 Provide Warren and the village of Nevertire with an adequate and environmentally acceptable sewerage scheme that is appropriately priced for all consumers
- 4.2.5 Ensure that our stormwater drainage system remains effective
- 4.3.1 Reduce the rate of landfill through appropriate waste minimisation and waste collection processes
- 4.3.2 Introduce new sustainable waste management practices for both green waste and recyclable materials
- 4.4.5 Sustainably manage Council's road-making materials and storage sites (gravel, sand, loam pits and roadside stockpile sites)
- 5.3.1 Provide effective training and development of our staff

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## 6. Asset Management Planning

### 6.1. Assets Management Plans

Asset management planning has a planning horizon of at least ten years, and longer where required. For instance, Fleet assets have a planning horizon of fifteen (15) years.

The following assets management plans will be prepared and endorsed in each council term.

- Roads, Bridges and Footpaths
- Sewerage
- Water Supply
- Buildings
- Recreational Assets
- Stormwater
- Other Structures

Assets management plans shall detail how Council would deliver on the assets management principles, and shall address the following subjects.

- Strategic objectives
- Services provided
- Levels of service
- Asset condition
- Operations and maintenance
- Capital works and asset disposal
- Financial plans
- Risk management
- Improvement program

### 6.2. Risk Management

Planning shall be integrated with service delivery, and risk implications of divergence between asset and financial plans are considered when preparing the plans.

Critical assets shall be identified and detailed in the asset management plans, with those assets being prioritized for maintenance and capital renewal.

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### 7. Lifecycle Management

#### 7.1. Assets Management Objectives setting

Objectives will be set by Council in consultation with the community. The objectives must align with the Community Strategic Plan and other Council plans and are detailed in the Assets Management Policy.

The objectives should mirror the best practices and be benchmarked against the corresponding objectives of similar-sized councils.

Lifecycle assets management activities shall be undertaken with the aim of minimizing cost and environmental impacts over the lifecycle of assets. To achieve this, Council's Procurement and Disposal Policy and the NSW Code of Practice are followed. Environmental management activities are also undertaken, while laying emphasis on sustainability.

#### 7.2. Capital Investment

Priority shall be given to renewal of existing assets to ensure that the limited funds are effectively and efficiently allocated. Non-asset-based approaches will be implemented where possible, to manage and reduce demand on assets.

##### 7.2.1. Renewals

Renewal shall be undertaken only on assets that are currently providing services to the community. Certain assets provide services that must comply with some statutory requirements and must be maintained in a condition that enables the compliance to be maintained. Those assets must be renewed when required.

When assets are renewed, it is ensured that they can continue providing the required services in a safe and efficient manner.

Assets condition determines the need for renewal. As outlined in subsequent sections, assets with condition scores of 4 and 5 shall be prioritized for renewal.

Due to limited funds, it is imperative to prioritize renewal. This is based on risk management considerations including criticality of the assets. The prioritization criteria for renewal shall be outlined in each respective asset management plan.

##### 7.2.2. New Assets and Upgrades

New works, upgrades or expansions may be required for growth or for improved services to meet the specified levels of service.

Any proposed new assets, upgrades or expansions shall be borne from the objectives of the Community Strategic Plan, service plans and demand forecasts.

The cost of owning the new assets including operating and maintenance shall be taken into account when considering new assets, upgrades or expansion.

##### 7.2.3. Non-assets-based approaches

Demand management strategies are employed to minimize demand on assets and ensure affordability in the long term. These include awareness campaigns, and educational undertakings through various media.

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For instance, demand on water supply assets could be reduced by educating the community on efficient use of water and encouraging responsible usage. Other strategies might include increasing the price of a service.

**7.3. Operations and Maintenance**

Sufficient funds shall be allocated for operations and maintenance of all existing assets, and any new, upgraded or expanded assets. Expenditure will be regularly monitored to identify any deviations from projected budgets, and any adjustments carried out.

Maintenance activities shall ensure that the assets remain in functional and serviceable condition.

Operation shall be undertaken in compliance with relevant guidelines, standards and statutory requirement.

**7.4. Disposal**

Assets that are obsolete, or have reached the end of their useful life are disposed of in a responsible and environmentally friendly manner.

Reuse shall be explored and implemented where necessary. Where appropriate, sale of unwanted assets shall be undertaken in accordance with the Council's Procurement and Disposal Policy.

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### 8. Levels of Service

Levels of service are categorised into:

- **Community levels of service** – These relate to what the community wants in terms of the minimum required condition rating and functionality for each asset.
- **Technical levels of service** – These refer to the frequency in which renewal, maintenance and operational works are undertaken by Council, how compliance requirements are met, and whether the assets comply with guidelines, specifications and standards.

Community levels of service shall be determined by assessing community expectations. The Warren Shire Council's Community Engagement Strategy shall be used in this process. Those expectations shall be summarized into objectives in the Community Strategic Plan.

Technical levels of service shall be determined from guidelines, specifications, standards, and statutory requirements.

Each assets management plan shall detail the minimum level of service of service for the respective assets group.

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### 9. Roles and Responsibilities

Assets management is the responsibility of all Council staff and councillors. Specific responsibilities for the Council and key staff are outlined below.

#### 9.1. Council

- Make decisions which demonstrate sound stewardship of assets in relation to asset management.
- Responsible for adopting the Asset Management Policy, the Asset Management Strategy, and Assets Management Plans, and
- Ensuring that asset management requirements are given appropriate consideration when considering financial allocations during the annual budget planning process.

#### 9.2. General Manager

- Ensure that adequate resources are allocated to enable sound asset management practice across the organisation.
- Ensure that asset management principles align with the Community Strategic Plan.
- Ensure that an integrated strategic planning framework is developed and implemented to meet the objectives of the Council.

#### 9.3. Senior Management Team

- Support the General Manager in their decision making and provide leadership in relation to asset management for any asset-related functions within their division.

#### 9.4. Divisional Manager Engineering Services

- Provide leadership and direction for implementing Council's asset management framework, including developing the asset management policy, asset management strategy and associated asset management plans.
- Has primary responsibility for the monitoring and implementation of the principles contained within this strategy across the organisation.

#### 9.5. Divisional Manager Finance and Administration

- Ensure that the financial projections in asset management plans are a key input into the long-term financial plan and will implement a service planning framework to assist Managers in predicting future demand associated with assets and services.

#### 9.6. Manager Health and Development

- Develop, implement and maintain asset management plans using the principles and objectives outlined in the Asset Management Policy and in the Asset Management Strategy.
- Ensure that all lifecycle activities are costed in the asset management plan and reflected in annual budgets.
- Ensure asset management plans are integrated with and respond to service requirements.
- Develop asset renewal requirements, risk registers, levels of service tables, maintenance standards and lifecycle costs for inclusion in asset management plans.

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ASSETS MANAGEMENT STRATEGY

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## 9.7. Managers

- Develop, implement and maintain asset management plans using the principles and objectives outlined in the Asset Management Policy and in the Asset Management Strategy.
- Ensure that all lifecycle activities are costed in the asset management plan and reflected in annual budgets.
- Ensure asset management plans are integrated with and respond to service requirements.
- Develop asset renewal requirements, risk registers, levels of service tables, maintenance standards and lifecycle costs for inclusion in asset management plans.

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### 10. Assets Management Information System

Comprehensive, accurate and reliable data about the assets and their performance are crucial to making effective operational and financial decisions.

Council aims to have all assets data recorded in a single system that can meet the requirements of an Assets Management Information System (AMIS) as defined in the International Infrastructure Management Manual. The system should ideally be able to integrate with Geographic Information System (GIS), and the corporate finance software.

Arrangements have been made to transition all Council's asset data into the Metrix AMIS, which is provided by Chartis Group. The same company also provides Council's GIS software, Pozi. This is construed to be very advantageous since the two systems are integrated. Metrix can also integrate with Council's financial management software and can perform the following activities.

- Storing asset inventory
- Reporting
- Forward planning and strategic modeling
- Inspection and condition assessment

#### 10.1. Assets Inventory

The AMIS shall contain a listing of the various components of all assets, including details of technical, operational, maintenance and financial aspects, measurement, condition, material, type, operating and maintenance costs, performance histories, date and cost of construction, estimated current replacement costs, among other information.

The information in the inventory shall be used in preparing reports, and for forward planning.

To obtain the greatest value from the AMIS, the contained information must be both complete and current. The data in an asset register should therefore be updated as changes to assets occur or, at least, on an annual basis. Financial data should be updated at least annually by indexation if required.

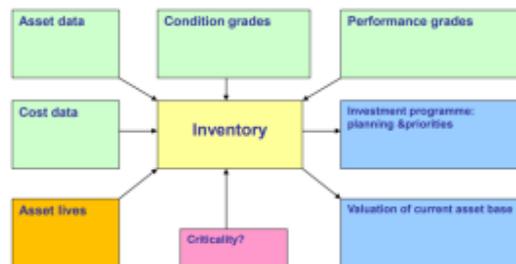


Figure 4 – Assets Inventory

#### 10.2. Assets Condition

Condition shall be assessed predominantly visually using the IPWEA guidelines. The same guidelines will be applied when scoring asset condition. Table 1 presents a guide to scoring asset condition. Other methods such as CCTV would be used to assess underground assets like stormwater, water and sewerage assets.

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**Table 2 – Assets Condition Rating Guide**

Condition Index	Visual Condition	Condition Description	Works that May Be Needed
1	Excellent	No visible signs of deterioration or an asset that has recently been renewed back to an "as new" condition (useful life restored to original)	None
2	Good	Some early stages of deterioration evident. Functionality, performance and serviceability are minimally impaired, if at all.	Routine Maintenance
3	Fair	Obvious condition deterioration. Functionality, performance, and serviceability would be affected and maintenance costs rising.	Routine Maintenance/ Renewal
4	Poor	Severe deterioration that would limit serviceability. Maintenance costs and risk associated with deterioration would be increasing significantly.	Renew / Replace
5	Very Poor	Asset condition with severe serviceability problems and requiring remediation immediately or no longer serviceable and provides extreme risk.	Reconstruct / Renew/ Replace

### 10.3. Assets Valuation

An important part of the assets inventory is the valuation of the assets. Council shall record the values of all assets at component level, and shall adopt the valuation threshold of \$5,000.

The valuation information shall comprise replacement rate, replacement cost, annual depreciation, accumulated depreciation and fair (written down or depreciated replacement cost) value. The information shall be used for the following functions.

- Giving guidance on the worth of the assets
- Keeping track of depreciation
- Providing estimates for forward planning
- Setting the cost of maintenance through the depreciation charge.

Valuation of an asset shall be based on any of the following.

- Actual cost of replacement
- Current or indexed past contract rates
- Estimated cost of replacement including Modern Equivalent Asset Value (MEAV)

The fair value is the cost of replacing each asset, discounted by the expired life of the asset, based on condition and performance.

The Conventional Method shall be used to depreciate individual assets or components over their service life, using straight line depreciation.

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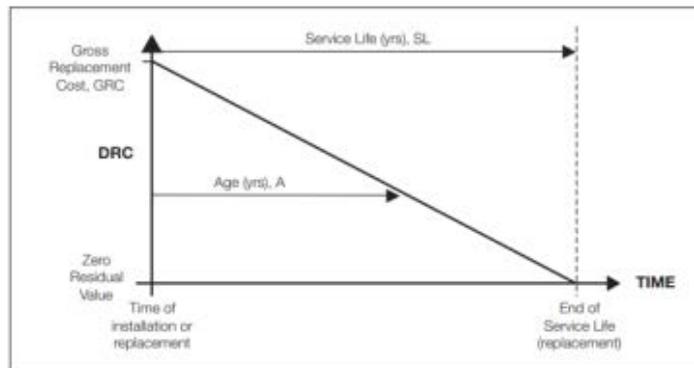


Figure 5 – Straight Line Depreciation of Finite Life Asset

#### 10.4. Revaluation

Assets revaluation shall be undertaken on a five-year cycle to reflect the true value of the assets. Table 3 shows the assets revaluation schedule.

Table 3 – Revaluation Calendar

No.	Assets Group	Year of Revaluation
1	Roads, Bridges and Footpaths	2024/25
2	Stormwater	2024/25
3	Water Supply	2026/27
4	Sewerage	2026/27
5	Land and Buildings	2027/28
6	Recreation and Open Space	2025/26
7	Other Structures	2025/26

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### 11. Performance Measures and Improvement

#### 11.1. Improvement

Procedures and responsibilities should be established to ensure that data in the asset register is kept up-to-date

Procedures should also be established to ensure that any updates or changes are authorized and correctly recorded. These procedures should aim to integrate the operation and upkeep of any computerised information management system into the general management of Council's activities.

Maintaining data security is also a vital consideration and, as a general principle, data entries and changes should be carried out by the person responsible for generating the information, with the exception that updating certain core information about assets (e.g. creating or deleting an asset) should only be performed by a designated person operating in accordance with defined procedures.

#### 11.2. Training

Key personnel should be trained in the operation of the asset management database system and responsibilities defined (and allocated) for its general upkeep.

#### 11.3. Improvement Plan

Table 4 – Improvement Plan

No.	Action	Responsible Person	Action By Date
1	Validate asset data to ensure they are correct.	POA/ DMES	June 2025
2	Implement Metrix for all asset groups	POA/ DMES	August 2025
3	Map all assets in QGIS/Pozi system	POA/ DMES	June 2026
4	Review all assets management plans	POA/ DMES	December 2025
5	Include 10-year assets renewal plans in the assets management plans	Asset Owners	December 2025
6	Include target KPIs in the assets management plans	Asset Owners	December 2025
7	Develop the fleet assets management plans	DMES	June 2026
8	Formalise Manex Committee as the Assets Management Committee	DMES	December 2025
9	Train councillors in assets management	GM	June 2026

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#### 12. Document Review

This strategy should be reviewed every 4 years or within 12 months of a Council election. The strategy may be reviewed at any time at Council's discretion (or if legislative changes occur).

#### 13. References

- 1) Warren Shire Council Asset Management Policy 2017
- 2) Warren Shire Council Asset Management Strategy 2017
- 3) Warren Shire Council Community Strategic Plan 2017
- 4) International Infrastructure Management Manual
- 5) Australian Infrastructure Financial Manual
- 6) ISO 55001 (Asset Management – Management Systems – Requirements)

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

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>General Manager</b>				
25.2.21	41.2.21	Mobile and Internet Coverage in Nevertire	GM	Report provided by SatPty confirming black spots within Warren Local Government Area. Report included in the submission to the Federal Government Mobile Black Spot Program Round 8.
*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, presentations, 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 continuing to finalise the required agreement with Housing Plus for the eventual sale of all or most of the nine (9) vacant land lots in Gunningba Estate for a maximum five (5) year period. Waiting on a ‘Rural’ or ‘Remote’ Round of funding from Housing Australia before considering going forward. Council blocks will be put on the market in the near future.
25.5.23	118.5.23	Destination Macquarie Marshes Taskforce	GM/ EDVM	That within 12 months and, after the Taskforce’s short and long term goals and Destination Macquarie Marshes Action Plan, Macquarie Marshes Promotions Strategy and Stakeholder Engagement Strategy are formulated, other organisations/ community representatives

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ITEM 1

**OUTSTANDING REPORTS CHECKLIST**

**CONTINUED**

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>be invited to be members of the Taskforce.</p> <p>Work on refining the draft document is ongoing.</p> <p>*The data from the questionnaires has now been collated and results will be discussed and progressed at the next meeting of the Destination Macquarie Marshes Taskforce on May 20, 2025.</p> <p>The Economic Development and Visitation Manager is currently refining chosen logo designs and will provide updated logo designs and draft brochure format to the next meeting of the Destination Macquarie Marshes Taskforce.</p>
7.12.23	293.12.23	Destination Macquarie Marshes Taskforce Meeting 7th June 2023	GM/ EDVM	<p>1. That grant funding opportunities to improve signage in the Macquarie Marshes be investigated - ongoing.</p> <p>2. That neighbouring Councils to the Macquarie Marshes be requested to consider funding grant applications for appropriate signage to the Macquarie Marshes.</p> <p>Ongoing pending future meeting discussion.</p>
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	<p>The following priority and action be progressed:</p> <ul style="list-style-type: none"> <li>- Detailed Contracts Guideline which includes</li> </ul>

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ITEM 1

OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				performance management processes. Contract Management Road Map being considered. Contract Management Procedure included in the Project Management Procedure adopted at April 2025 Manex Meeting.
24.4.24	87.4.24	Warren Shire Council Customer Service Ethos Policy	GM	The Draft Customer Service Ethos Policy be redeveloped to solely consider Ethos and a separate Policy be developed to cover Customer Service. Expected to be provided to a Council Meeting in mid 2025.
23.5.24	114.5.24	Regional Industry Educational Partnership (RIEP)	GM / EDVM	The program remains on hold. *The Department of Education Project Leader is currently on maternity leave. The Program will be recommenced upon her return from leave. With the departure of Warren Central School's Career Advisor, a new School Liaison Officer will need to be appointed. On hold now until at least the second term 2025 school year. Remains on hold.  A new Careers Advisor has now been appointed for the Warren Central School. The Economic Development and Visitation Manager is to meet with the newly appointed staff member in the near future to discuss various matters including the REIP Program, possible

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ITEM 1

OUTSTANDING REPORTS CHECKLIST

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				apprenticeship and trainee opportunities and the possibility of school based traineeships etc in the future. A report on the meeting will be provided.
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 undertaken and documented and that implementation of actions to reduce risk are arranged – in progress.
*25.7.24	200.7.24	Victoria Park Female Friendly Amenities Block	IPM	Expected completion by 30th May 2025. Water proofing and tiling works are complete. Artwork on facility doors are complete. The installation of fixtures is complete. Pre-completion inspection 4 June 2025. Contractor documents received for issuing Occupation Certificate.
27.3.25	59.3.25	ARIC Committee Major Project Risk Profiles	IPM	A summary report identifying risk on all major projects undertaken by Council to be presented to a future ARIC Meeting.
27.3.25	69.3.25	Drought Resilience Plan Project	GM	1. A governance framework around a tri-party (Bogan, Coonamble, and Warren) arrangement be established and the three Councils form a Project Steering Committee for a Regional Drought

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**ITEM 1                      OUTSTANDING REPORTS CHECKLIST                      CONTINUED**

<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<b>General Manager</b>				
				Resilience tourism project – in progress.
*24.4.25	101.4.25	Review of Councillor Expenses and Facilities Policy	GM	Policy adopted.
*24.4.25	127.4.25	Draft 2025/2026 Operational Plan and 2025/2026 – 2028/2029 Delivery Program	GM	Advertising has commenced for the Draft 2025/2026 Operational Plan in conjunction with the Draft 2025/2026 Estimates and 2025/2026 – 2028/2029 Delivery Program inviting written public submissions and comments up until 4.00 pm Thursday 29th May, 2025 – complete.
*24.4.25	128.4.25	Windows on the Wetlands Centre Precinct – EV Charging Stations	GM	<ol style="list-style-type: none"> <li>1. Confirms that LRCI Phase 4 funding be applied to this revised project scope and authorises the General Manager to finalise contracts with Streamline Energy Group Pty Ltd – complete;</li> <li>2. *Refers the Dubbo Street site to the Warren Traffic Committee for review of on-street parking arrangements – complete.</li> </ol>
*22.5.25	151.5.25	Extended Flexible Working Hours for Road Work Teams and Other Associated Staff 2025/2026 Agreement	GM	<ol style="list-style-type: none"> <li>1. Council not accept the Without Prejudice Offer from the United Services Union dated 8th May 2025, concerning the Extended Flexible Working Hours for Road Work Teams and Other Associated Staff Agreement as it is not financially sustainable;</li> </ol>

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Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>General Manager</b>				
				<p>2. The original offer as presented by the General Manager in April 2025 to the relevant staff members being re-presented for their further consideration; and</p> <p>3. Council's resolution be communicated to the United Services Union and relevant Council staff. Complete.</p>
*22.5.25	154.5.25	Review of Communications and Engagement Policy	GM	Policy adopted.
*22.5.25	155.5.25	Review of Appointment and Oversight of General Managers Policy	GM	Policy adopted.
*22.5.25	156.5.25	Review of Business Support Policy	GM	Policy adopted.
*22.5.25	157.5.25	Review of Volunteer Management Policy	GM	Policy adopted.
*22.5.25	158.5.25	Review of Volunteer Risk Management Policy	GM	Policy adopted.
*22.5.25	190.5.25	Boots, Barrels and Bending Fundraiser Request for Donation	GM	Organisers have been advised that Council have approve the donation of the costs under Section 356 of the Local Government Act for the hire of the Showground/Racecourse for the Boots, Barrels and Bending Fundraiser, 22nd June 2025.

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<b>Date</b>	<b>Resolution or Qwn</b>	<b>Outstanding Matter</b>	<b>Officer Resp</b>	<b>Response/Action</b>
<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: <ul style="list-style-type: none"> <li>- A new electronic document management system to be purchased and implemented.</li> </ul> Licence Agreement has been signed and project is expected to be complete by December 2025 – progressing.
7.12.23	301.12.23	Internal Auditor – Fraud Control Review – June, July 2023	DMFA	The following priorities and actions be progressed: <ul style="list-style-type: none"> <li>- Online Fraud training to relevant staff – pending.</li> </ul>
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.
5.12.24	287.12.24	Promoting Better Practice Review	DMFA/ GM	2. Arrangements be made to review the Business Continuity Plan as soon as practical and update it where required; 3. Arrangements be made to review the Records Management Policy in line with the legislative changes in December 2022 and that the requirements of the new statutory regime be applied to record keeping and disposal within Warren Shire Council. In progress.
5.12.24	288.12.24	Policy Status and Review Update (Policy Register)	DMFA/ GM	1. *The Council note the ageing of a number of Policies and ARIC to receive a report at the

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<b>Divisional Manager Finance and Administration</b>				
				<p>appropriate time on the Policies to be renewed by the new Term of Council – complete.</p> <p>Policy Review Plan developed and being implemented for the renewal of policies by October 2025. Ongoing.</p>
*27.2.25	28.2.25	Sporting Facilities Committee	DMFA/ TSM/ MHD	Carter Oval Youth Sports Precinct Financial Report to be included in future Committee Meeting reports Commenced.
27.3.25	59.3.25	ARIC Committee Risk Management Framework Review	GM/ <b>DMFA</b>	That a report that includes the direction and purpose be provided on the review of the Policy – in progress.
27.3.25	59.3.25	ARIC Committee Service NSW Service Provision	DMFA	That a further report describing the results of the Service NSW Review including Council's costs of providing the service, and the community's expectations, be provided to the next ARIC Meeting – Service Review Report expected to be provided to the 2 September 2025 ARIC Meeting – in progress.
*24.4.25	104.4.25	Public Interest Disclosure Policy	DMFA	<p>2. The Public Interest Disclosure Policy detailed within the report, has been placed on public exhibition for a minimum of 28 days; and</p> <p>3. Subject to no adverse submissions being received, the Public Interest Disclosure Policy be adopted.</p> <p>No submissions received, Policy adopted.</p>

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<b>Divisional Manager Finance and Administration</b>				
*22.5.25	159.5.25	Investment Policy	DMFA	Policy adopted.
22.5.25	160.5.25	Related Party Disclosure Policy	DMFA	<p>2. The Related Party Disclosure Policy detailed within the report, has been placed on public exhibition for a minimum of 28 days; and</p> <p>3. Subject to no adverse submissions being received, the Related Party Disclosure Policy be adopted.</p>

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 (total project - \$7.1M)	DMES/ IPM/TSM	Floodgate replacement work in progress.
3.12.20	256.12.20			Contract awarded for Levee Rehabilitation works on 15 May 2025. Work onsite to start in June 2025. Tender for pumps awarded to B.A.R. Group. The 250kVa generator and load-Bank were delivered 29 May 2025.
*24.9.20	214.9.20	New Sewage Treatment Works	TSM	Groundwater monitoring wells and flowmeter to be installed, works in Draft 2025/2026 Budget. Bulk earthworks nearing completion, rain has delayed works.

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<b>Divisional Manager Engineering Services</b>				
				Earthworks complete. Hydroseeding carried out 4 June 2025.
22.7.21	148.7.21	Warren CBD Upgrade Stage 2	DMES	Seek necessary grants for this extensive 10 year project – ongoing. Commonwealth Government Grant Program Application re-submitted.
26.10.23	270.10.23	Warren CBD Upgrade – Land Acquisition	DMES/ GM	Further investigations be undertaken and reported on in regard the estimated cost of any proposed private land purchases, what could be developed and the estimated costs of the proposed use in progress.
*7.12.23	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. Rifle Range Road/ Ellengerah Road intersection complete. The remaining funds will be used to improve the Ellengerah intersection and the Rifle Range Road approaches to the SH 11 intersection. Complete.
7.12.23	304.12.23	Proposed National Polocrosse Titles Warren 2028 –	DMES/ TSM/GM/ EDVM	2. Council form a Sub-Committee consisting of the relevant Councillors

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<b>Divisional Manager Engineering Services</b>				
		Presentation by Phil Waterford And Simon Turnbull		<p>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 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.</p> <p>Initial presentation provided to the Showground/ Racecourse Committee after attendance of the Chinchilla</p>

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<b>Divisional Manager Engineering Services</b>				
				<p>2024. Some assistance is being provided to the proponents on the development of a Business Plan for the proposed event. The EDVM has presented the Planning Committee with guidance documents and frameworks for the preparation of the required Business Plan including all of the required information, budgets and plans required. Awaiting their review and progress.</p> <p>The Economic Development and Visitation Manager has emailed the Planning Committee organisers again requesting an update on the progress of the development of the business plan. No response has been received to date.</p> <p>No initial response has been received to the Economic Development and Visitation Manager's email regarding progress of the proposed Business Plan.</p> <p>Further contact will be made to ascertain what, if any, progress has been made.</p>
28.3.24	60.3.24	Warren Shire Council Integrated Water Cycle Management (IWCM) Strategy Document	DMES / TSM	NSW Public Works Advisory has commenced the assignment. Progressing.
23.5.24	143.5.24	Upgrade of Thornton Avenue Sewerage Pumping Station – Warren NSW	DMES / TSM	A revised scope of works will be developed and new quotes invited. Works to be carried out in 2025/2026.

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<b>Divisional Manager Engineering Services</b>				
27.6.24	146.6.24	Airport Operational Manual Update	DMES/ TSM	Manual has been resubmitted to CASA in February 2025 – in progress.
25.7.24	183.7.24	Closed Circuit Television (CCTV) And Workplace Surveillance	DMES/ TSM	An extension of time (EOT) request was made to the funding body and approved. The Letter of Variation has been executed with a new end date of 31 December 2025.  *A request to reallocate unexpended budget from “Part A” to the CCTV Project has been approved by Grant Manager.
*24.10.24	282.10.24	Construction of a Clay Lined Evaporation Lagoon and Associated Structure Tiger Bay Sewerage Treatment Works – Warren NSW	DMES/ TSM	Work is progressing.  Construction of a roads and installation of hydromulch complete.
24.10.24	283.10.24	Sewer Main Condition Assessment (CCTV) and Smoke/Dye Testing	DMES/ TSM	Works commenced mid January 2025. Awaiting final report on identified issues.  Progressing.
5.12.24	291.12.24	Proposed Traffic Alterations on Bundemar Street	DMES	That subject to NSW Police Force concurrence:  1. A section of the centre median in Bundemar Street be removed from the existing intersection with the Oxley Highway, Burton Street, to a point level with or just east of the access serving the business premises of Tyreright thus allowing for improved and safer ingress/egress to Tyreright, for AB-Triple Vehicles; and

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<b>Divisional Manager Engineering Services</b>				
				<p>2. The removed section island to be converted into a painted island;</p> <p>3. The NO STOPPING restriction be extended by 30m along Bundemar Street on the northeastern side of the intersection; and</p> <p>5. Council apply for the designation of the Bundemar Street route to Tyreright as a heavy vehicle route to accommodate AB-Triple Vehicles.</p> <p>The works will be completed in the 2025/2026 Financial Year.</p>
*5.12.24	291.12.24	Parking Restriction – Trangie Street, Nevertire	DMES	<p>That subject to NSW Police Force concurrence:</p> <p>1. The installation of the proposed No Truck Parking restriction from 6:00 pm to 6:00 am along Trangie Street, Nevertire be approved; and</p> <p>2. The proposed No Truck Parking 6:00pm to 6:00am restriction signage be installed along both sides of Trangie Street, Nevertire between Gobabla Street and Clyde Street.</p> <p>Complete.</p>
23.1.25	7.1.25	Water Supply in Collie Village	DMES/ TSM	That a master plan be developed for improvement of water supply in Collie Village. This would be considered in the IWCM.
23.1.23	23.1.25	Proposed Land Acquisition – Lot 128	DMES	1. Authorises acquisition of approximately 10,000

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<b>Divisional Manager Engineering Services</b>				
		DP 755314 & Lot 313 DP 724603		<p>square metres and 7,000 square metres portions of land through Lot 313 DP 724603 and Lot 128 DP 755314 respectively, as depicted on Figure 2 of the 23rd January 2025 Divisional Manager Engineering Services report to Council, Item 4 – in progress.</p> <ol style="list-style-type: none"> <li>2. Authorises the General Manager and Divisional Manager Engineering Services to obtain a Planning Certificate under Section 10.7(2) of the Environmental Planning and Assessment Act 1997 – in progress.</li> <li>3. Authorises the General Manager and Divisional Manager Engineering Services to enter negotiations with the owners of the land within provisions of the NSW Roads Act 1993, and the Land Acquisition (Just Terms Compensation) Act 1991, with a view of acquiring the portions for an agreed monetary compensation – in progress.</li> <li>4. That a plan of subdivision be registered, and if required, a notice be published in the Government Gazette dedicating the acquired land as a public road – in progress.</li> </ol>

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<b>Divisional Manager Engineering Services</b>				
				Cadastral and topographical surveys are being arranged. Survey is ongoing. It has been determined that a Development Application is not required.
*27.2.25	29.2.25	Warren Public Arts Committee - Victoria Park Female Friendly Amenities - Aboriginal Artwork Update	DMES/ TSM	That progress photographs are sought from the artist of the Victoria Park female-friendly amenities artwork for distribution to Committee Members and Councillors on a regular basis. Complete.
22.5.25	161.5.25	Stock Control on Council Road Reserves Policy	DMES	<ol style="list-style-type: none"> <li>1. *Council combines three (3) existing Policies: Driving of Loose Animals on Shire Roads Policy, Temporary Grazing Permits on Council Controlled Dedicated Public Roads Where Travelling Stock Routes Do Not Exist Policy and Stock Control on Council Controlled Dedicated Public Roads Policy, into one Policy named Stock Control on Council Road Reserves Policy - Complete;</li> <li>2. The Stock Control on Council Road Reserves Policy detailed within the report, has been placed on public exhibition for a minimum of 28 days; and</li> <li>3. Subject to no adverse submissions being received, the Stock Control on Council Road Reserves Policy as amended be adopted.</li> </ol>

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<b>Divisional Manager Engineering Services</b>				
22.5.25	162.5.25	Stock Grids and Public Gates Policy	DMES	<ol style="list-style-type: none"> <li>1. The Stock Grids and Public Gates Policy detailed within the report, be placed on public exhibition for a minimum of 28 days; and</li> <li>2. Subject to no adverse submissions being received, the Stock Grids and Public Gates Policy as amended be adopted.</li> </ol>
22.5.25	163.5.25	Rural Vehicular Access Policy	DMES	<ol style="list-style-type: none"> <li>1. The Rural Vehicular Access Policy detailed within the report, be placed on public exhibition for a minimum of 28 days; and</li> <li>2. Subject to no adverse submissions being received, the Rural Vehicular Access Policy as amended be adopted.</li> </ol>
*22.5.25	164.5.25	Urban Vehicular Access Policy	DMES	Policy adopted.
*22.5.25	165.5.25	Staff Relocation Assistance Policy	DMES	Policy adopted.
*22.5.25	166.5.25	Smoke and Vape Free Workplace Policy	DMES	Policy adopted.
*22.5.25	167.5.25	Staff Education and Training Policy	DMES	Policy adopted.
*22.5.25	168.5.25	Closed Circuit Television (CCCTV) System Policy	DMES	Policy adopted.
*22.5.25	169.5.25	Workplace Surveillance Policy	DMES	Policy adopted.
*22.5.25	170.5.25	Community Sharps Management Policy	DMES	Policy adopted.
*22.5.25	171.5.25	Code of Practice Closed Circuit Television (CCTV)	DMES	Policy adopted.
*22.5.25	172.5.25	Pesticide Use Notification Plan	DMES	Policy adopted.

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<b>Divisional Manager Engineering Services</b>				
22.5.25	187.5.25	LGNSW Water Management Conference 2025	DMES/ TSM	Make the necessary arrangements for the attendance of one (1) interested Councillor with the Town Services Manager or nominee to the 2025 Local Government NSW Water Conference held in Albury 9th, 10th and 11th September 2025. Expression of Interest sent to Councillors.
*22.5.25	193.5.25	Asphalt Works for Warren Shire Council – 2024/2025	DMES/ RIM	That Council authorises the General Manager to enter a contract with Boral Australia as the sole contractor for asphalt works at the Warren Roundabout, Boothaguy Bridge, the railway level crossing on Oxley Highway, and the railway level crossing on Nevertire-Bogan Road under the Local Government Procurement Contract <i>LGP213-3 Bitumen, Emulsions and Asphalt Services</i> . Contract awarded.

Date	Resolution or Qwn	Outstanding Matter	Officer Resp	Response/Action
<b>Manager Health and Development Services</b>				
27.2.20	36.2.20	Draft Plans of Management	MHD	1. Categories assigned as detailed in report. 2. Crown Reserves classified identified as operational land. 3. Draft Plans of Management nearing completion. *Draft Parks Plans of Management received. To be

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<b>Manager Health and Development Services</b>				
				<p>reviewed. Feedback provided.</p> <p>*Parks Plan revised again in October 2024 for consultation with Crown Lands.</p> <p>A clarification request has been sent 29 January 2025 on how to progress discrepancies. Currently still waiting on clarifications.</p>
24.2.22	74.2.22	Deacon Drive Homes Status and Progress Matters	MHD	<p>Matter progressing in the District Court with required affidavits.</p> <p>Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required.</p> <p>*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.</p> <p>Adjourned, new date to be advised (September – November 2025 expected).</p>
25.8.22	211.8.22	CCTV Options at the Ewenmar Waste Facility	MHD/ TSM	<p>A single CCTV camera will be installed at the Operators Office as part of the LRCI Round 4 – in progress.</p> <p>Due to contractor issues options to be re-considered. Will be included if budget permits.</p>
22.6.23	181.6.23	Warren War Memorial Swimming Pool	MHD/ GM	<p>*Arrangements in train for the commencement of legal proceedings against Beaucorp Projects Pty Ltd for the unsatisfactory</p>

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<b>Manager Health and Development Services</b>				
				workmanship at the Warren War Memorial Swimming Pool – in progress; *The Mayor, the General Manager, and the Manager Health and Development Services be authorised to formulate settlement terms if required. *Report presented to June 2025 Council Meeting. 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.
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 (for 2026/2027 Estimates).

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<b>Manager Health and Development Services</b>				
5.12.24	290.12.24	Carter Oval Youth Sports Precinct Usage Tracking and Analysis	MHD	All user groups of the Carter Oval Youth Sports Precinct be requested to implement measures to record facility usage over the next two years to ensure Council is able to report in accordance with grant conditions on usage of the new facilities – in progress.
5.12.24	331.12.24	Planning Proposal – LEP Review	MHD	Council endorses the amended Planning Proposal to be submitted to the Department for Gateway determination. Submitted 5 February 2025. Determination and conditions received 23 May 2025. Finalisation before or on 4 March 2026.
*27.3.25	80.3.25	NetWaste Collection and Recycling of Used Motor Oil Quotation F4287	MHD	2. Quotation F4287 for the Collection and Recycling of Used Motor Oil be awarded to Sam’s Waste Management for their submission price as set out in this report for the initial two (2) year term with the option of two (2) x 12-month extensions – advice provided to NetWaste.
22.5.25	173.5.25	Residential Slabs and Footings Policy	MHD	2. The Residential Slabs and Footings Policy be placed on public exhibition for a minimum of 28 days: and 3. Subject to no adverse submissions being received, the Residential Slabs and Footings Policy as amended be adopted.
*22.5.25	174.5.25	Council Related Development Application Conflict of Interest Policy	MHD	Policy adopted.

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<b>Manager Health and Development Services</b>				
*22.5.25	175.5.25	Working with Children Policy	MHD	Policy adopted.
*22.5.25	176.5.25	Warren War Memorial Swimming Pool – Management Manual Policy	MHD	Policy adopted.

### RECOMMENDATION:

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

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**ITEM 2 COMMITTEE/DELEGATES MEETINGS (C14-2)**

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

**MEETINGS HELD**

<b>Date</b>	<b>Committee / Meeting</b>	<b>Location</b>
22.05.2025	Western NSW Rugby Academy & Olympic 7's Pathway Program Visit – Jono Wheaton	Warren
27.5.2025	IPWEA NSW & ACT Roads and Transport Directorate Transport Working Group Meeting	Online
28.5.2025	ARIC Meeting	Warren and Online
30.5.2025	Local Government Engineers' Association Committee Strategy Day	Sydney
2.6.2025	IPWEA NSW & Act 2025 Local Roads Congress	Sydney
2.6.2025	Ewenmar Waste Depot Committee Meeting	Warren
3.6.2025	Showground/Racecourse Committee Meeting	Warren
4.6.2025	Mining and Energy Related Councils Meeting	Online
4.6.2025	Sporting Facilities Committee Meeting	Warren
5.6.2025	Nexia Australia (External Auditors) Meeting	Warren
5.6.2025	IPWEA NSW and ACT Board Meeting	Online
10.6.2025	Warren Public Arts Committee Meeting	Warren
11.6.2025	Airport Committee Meeting	Warren
11.6.2025	NSW Grants Commission FAGs Session	Orange
12.6.2025	Country Mayors Association Roads and Transport Meeting	Orange
13.6.2025	IPWEA NSW and ACT Appointments and Remunerations Committee Meeting	Online
13.6.2025	Muse State Monthly Media and Communications Meeting	Online
14.6.2025	Councillors Stand Warren Show	Warren
16.6.2025	Start-Up Workshop for Warren Levee Rehabilitation Works	Warren
17.6.2025	Manex Meeting	Warren
19.6.2025	NSW Governor Hon. Margaret Beazley AC KC and Husband Mr Dennis Wilson Visit to Warren Shire (Tour and Luncheon)	Warren
19.6.2025	Warren TAFE Community Consultation Session	Warren
20.6.2025	Minister Hoenig, NSW Minister for Local Government Meeting	Warren

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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>
23.6.2025	Warren LALC Meeting	Warren
25.6.2025	Essential Energy Planning Meeting	Online
25.6.2025	North West Bushfire Management Committee Meeting	Coonamble

**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, 26th June 2025

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

**(C14-7.2, G4-1)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Infrastructure Projects and Grant Applications that are being managed by the Executive Office including the Infrastructure Projects Manager for the period 9th May 2025 to 11th June 2025:

Project	Budget	Expenditure/ Committed	Resp	Comment
<b>General</b>				
*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	678,872	IPM/ WSCCM	This project involves construction of new amenities building including two separate changerooms and public access toilets will be constructed to provide safe, equitable and accessible facilities for female participants within Victoria Park Precinct. <ul style="list-style-type: none"> <li>– Water proofing and tiling works are complete.</li> <li>– Artwork on facility doors are complete.</li> <li>– The installation of fixtures is complete.</li> </ul> An updated construction plan has been requested from the Contractor. Expected completion on 30th May 2025.

## 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, 26th June 2025

### ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

**CONTINUED**

Project	Budget	Expenditure/ Committed	Resp	Comment
<b>Sewerage Services</b>				
Restart NSW Warren (STP) Upgrade JC 220-3-0	92,000	Nil	TSM	Rehabilitation program for Old Sewerage Treatment Plant and bore installation being formulated but will be delayed until evaporation pond construction is complete.  Project moved to 2025/2026.
NSW Severe Weather & Flood Grant for AGRN 1025 (\$1,000,000) (part of Warren Levee Rehabilitation Project \$7,100,000)  Warren Town Levee Remediation JC: 3300-4400-0000 Federal; } 3300-4410-0000 State; and } 3300-4420-0000 OLG AGRN. }	4,430,118 } 736,438 } 736,697 }	4,430,118 } 729,101 } 736,697 }	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>*MGN Civil Pty Ltd is the preferred contractor to carry out the works. This recommendation motion was carried on at our April meeting and, pending workplan approval by grant fund administering body and contract signing.</p> <p>MGN Civil Pty Ltd engaged, the first site meeting was held on 27th May 2025, with site mobilisation anticipated to commence mid - June 2025.</p> <p>An updated Workplan was approved by DCEEW on the 15th May 2025.</p> <p>*The 3, 100kVA generators have been delivered. The 2, 60kVA and 1, 250kVA generators have been delivered.</p> <p>The Flood gate installation commenced in May 2025 - Gates 26-34 are complete. Gate 18 to be completed prior to MGN Civil's Levee Rehabilitation works commencing.</p>
Modern Slavery Risk Management Plan	14,895	14,895	IPM	The Modern Slavery Risk Assessment of Council suppliers is progressing. The Risk Management Plan is expected to be completed by July 2025.
Local Roads and Community Infrastructure Grant Programs	75,000	70,482	IPM/ MHD	*Windows on the Wetlands Centre Precinct EV Charging Station (up to 3). Supply & installation of 3 EV Charging Stations.

## 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
for Phase 4A and Phase 4B - Infrastructure Projects Management Office Projects: Windows on the Wetlands Centre Precinct Oxley Highway LRCI R4 \$37,996 Includes \$37,004 allocated from restricted funds for infrastructure improvement/ replacement. JC 3350-0017-0010				The project will see Streamline Engineering Group Pty Ltd install new 22kw EV chargers at three key spots around Warren: <ul style="list-style-type: none"> <li>• Windows on the Wetlands (WoW) Centre – right near the Visitor Information Centre, offering a boost for eco-conscious travellers.</li> <li>• Dubbo Street – next to the Council Administration Centre, providing a convenient charging access for locals and visitors.</li> <li>• Carter Oval Sporting Precinct Car Park – supporting greener transport to games and local events as the precinct continues to grow.</li> </ul> *Council has finalised negotiations with Streamline Engineering Group to install 3x 22kw EV Chargers. Site installation is expected to commence in early June 2025 with completion expected by 30th June 2025.
Dog Pound - Animal Shelter Replacement Project JC 3260-4125-0	140,000	131,531	IPM/ MHD	*Roof frame installation and roof sheeting installation complete. Plumbing and electrical fitout is progressing. Additional quotes are being sought for the dog pens and security doors, which are scheduled for installation in June 2025.
Safety Management System GL 3210-4010-5	75,825	54,976	WHS-RC /GM	Works Program ongoing.
Asset Management & IPR	112,636	Nil	GM/ DMES	Works program being formulated.

## 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, 26th June 2025

### ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

**CONTINUED**

Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
Remote Airstrip Upgrade Program Round 11  Warren Aerodrome Infrastructure Improvements Project RAUPXI000028  Includes Council Contribution \$155,812	207,750	N/A	TSM/ IPM	The grant funds will be allocated to enhance several critical aspects of the facility. The funds will be used to install a circulating RNAV system, improvements to the current animal-proof fence, the height extended to better safeguard the area from wildlife intrusion, thus ensuring the safety of the facilities.  Additionally, improvements to the existing drainage system, preventing potential flooding, and maintaining the integrity of the grounds, particularly during adverse weather conditions.  <b>Awaiting Notification</b>
*Crown Reserves Improvement Fund (CRIF)  Warren Showground Racecourse Irrigation Enhancement Project 240049G	985,600	N/A	TSM/ IPM	The proposed Upgrade Showground Irrigation project will enhance the reserve, increase public engagement and improve functionality and appeal. Its sustainable design supports Council's environmental goals, conserving water through efficient systems, ensuring consistent ground maintenance. These upgrades make the reserve a safer, more attractive space, reinforcing its role as a valued public asset.  <b>Unsuccessful</b>
Community Building Partnership 2025 (CBP) Facilitated by Council on behalf of the Warren Junior Soccer Club  Sun Smart, Game Strong-Shade Structure Project- CBP25 – 0992	30,000	N/A	TSM/ PAO	Submitted by the Warren Soccer Club, facilitated by Council, this project aims to enhance the public recreational infrastructure at Carter Oval by installing a shade structure to the new amenities building. The initiative will directly benefit the local sporting community, including Junior and Senior Cricket, Junior and Senior Soccer, and Athletics groups, by providing improved facilities that promote safety, comfort, and usability.  <b>Successful</b>

## 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, 26th June 2025

### ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

**CONTINUED**

Project	Budget	Expend	Resp	Comment
<b>Grant Applications</b>				
Local Government Procurement LGP Procurement Capability Grant Fund 2025	10,500	N/A	IPM/ PAO	<p>In collaboration with Local Government Procurement (LGP), is proposing a tailored training package designed and delivered by LGP Strategic Procurement Solutions – Sustainable Choice. The initiative will involve a half-day workshop for the Council’s Management Executive, Procurement, and Contract Management staff, with a focus on effectively implementing the Modern Slavery Risk Management Plan in day-to-day procurement and supplier engagement practices.</p> <p>Participants will develop a clear understanding of key definitions and legal obligations under the Modern Slavery Act 2018 (NSW), particularly in the context of procurement.</p> <p><b>Awaiting Notification</b></p>
Local Government Procurement LGP Procurement Capability Grant Fund 2025	9,350	N/A	IPM/ PAO	<p>This project proposes to implement the VendorPanel Contracts Management Lite Module to strengthen its procurement and contract management capabilities. This digital solution will provide a centralised platform for managing contracts, tracking milestones, monitoring compliance, and enhancing visibility across procurement-related activities.</p> <p><b>Awaiting Notification</b></p>

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

#### ACRONYMS

GM - General Manager	TSM - Town Services Manager	PO – Projects Officer - Assets
DMFA - Divisional Manager Finance & Administration	RIM - Roads Infrastructure Manager	WSCCM – Warren Sporting & Cultural Centre Manager
DMES - Divisional Manager Engineering Services	IPM - Infrastructure Projects Manager	EDVM - Economic Development and Visitation Manager
MHD - Manager Health and Development Services	PAO - Projects Administration Officer	WHS-RC – Work Health Safety / Risk Co-Ordinator





WARREN SHIRE COUNCIL  
Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 27th June 2024

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**ITEM 5                    2025 NSW LOCAL ROADS CONGRESS – IPWEA (NSW & ACT)**

**(C14-5.4, R4-13.2)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

To provide Council with a summary of the attendance of the 2025 NSW Local Roads Congress.

**BACKGROUND**

Council at its meeting on the 24th April, 2025 resolved to approve the attendance of the Mayor, Councillor McCloskey and Councillor Kinsey with the General Manager and Divisional Manager Engineering Services or nominee to the 2025 NSW Local Roads Congress on Monday, 2nd June 2025.

For Council's information, the General Manager, Gary Woodman is on the Board of the Institute Public Works Engineering Australasia (IPWEA) NSW & Act Division and a Portfolio Director responsible primarily for the Roads and Transport Directorate of the IPWEA (Chairperson of the Committee of Management) and Asset Management (Secondary Portfolio). The Directorate is responsible for the conduct of the Congress.

The Mayor, Councillor McCloskey, Councillor Kinsey and the Divisional Manager Engineering Services will also talk to this report as required at the Council Meeting.

**REPORT**

**Attachment 1** is a copy of the 2025 NSW Local Roads Congress Program. The Congress was held at the NSW Parliament House and was delivered as a hybrid event where the wider public works community was able to attend online.

The Congress theme was 'Reflect, Rethink, Resolve'.

The Congress was attended physically by over 120 Delegates who consisted of Mayors, Councillors, General Managers, Directors of Engineering and others responsible for road networks.

Key Note Addresses were conducted by IPWEA NSW & ACT President Grant Baker, Councillor Claire Pontin, Acting President of the Local Government NSW, the Hon. Jenny Aitchison MP, Minister for Roads and Regional Transport, Dave Layzell MP Shadow Minister for Regional Transport and Roads.

Minister Aitchison MP comes from a tour and transport operator background having been an active member of industry organisations across regional, tourism and transport sectors for nearly 20 years. She spoke in relation to having well-functioning road and public transport networks in regional, remote and rural NSW to ensure that those communities thrive and making sure that roads and transport are positive social determinates of health, education, opportunity and jobs.

Another major subject was the flood restoration current and foreseeable in the future, particularly in relation to the recent flood emergencies on the coast.

WARREN SHIRE COUNCIL  
Report of the General Manager  
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**ITEM 5                    2025 LOCAL ROADS CONGRESS – IPWEA (NSW)**

**CONTINUED**

There is still much concern that the level of funding to the Regions for the road networks could be in serious decline.

There was a very good Panel Session between the Minister and Shadow Minister, which was reasonably collegiate and informative. However, it does seem that the State Opposition is now starting to keep the Government to account, particularly in relation to the level of funding normally provided to the road network in the Regions.

Presentations were then provided as follows:

*Communique Update* by Joshua Devitt, Chief Engineer, Roads and Transport Directorate.

*Sponsor Presentation – ‘Breaking Down the Barrier’* by Nabil Issa, Chief Executive Officer, Streets Opening Coordination Council;

*‘Approach to Road Recategorisation’* by Anthony Hayes, Transport for NSW.

*‘Lessons Learnt from Disaster Recovery’* by Tim Mackney, Tweed Shire Council.

*‘Roads Act Review’* by Ruth Graham, Transport for NSW.

*‘The Cost of Road Trauma’* by Dr John Crozier AM, Australasian College of Road Safety.

*‘Asset Benchmarking 2025 Results’* by Steve Verity, IPWEA.

*‘Asset Management Maturity’* by Morgan Spruce, IPWEA NSW & Act.

Appropriate panel discussions were undertaken using the technical speakers.

The presentations will be available for perusal by interested Councillors at the Council Meeting.

The Local Roads Congress Communique was completed and a copy is attached. Unfortunately, it does seem that there has not been as much progress from 2024.

**General**

Attendees were able to undertake some networking this year, particularly with fellow Councillors, General Managers and Roads Engineers.

The Congress met expectations.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Funds were available from Council’s Delegates expenses to attend and expenditure is appropriately justified.

**LEGAL IMPLICATIONS**

Nil.

**WARREN SHIRE COUNCIL**  
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**ITEM 5                    2025 LOCAL ROADS CONGRESS – IPWEA (NSW)**

**CONTINUED**

**RISK IMPLICATIONS**

Nil.

**STAKEHOLDER CONSULTATION**

Nil.

**OPTIONS**

N/A.

**CONCLUSION**

A most interesting Congress and it is believed that Warren Shire Council's attendance is most applicable.

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

- 3.1.1 Ensure that the road network is maintained to acceptable community standards;
- 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; and
- 5.4.3 Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community.

**SUPPORTING INFORMATION /ATTACHMENTS**

- 1. 2025 NSW Local Roads Congress Program; and
- 2. 2025 Local Roads Congress Communique.

WARREN SHIRE COUNCIL  
 Report of the General Manager  
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ITEM 5      2025 LOCAL ROADS CONGRESS – IPWEA (NSW)

CONTINUED

**Attachment 1 - 2025 NSW Local Roads Congress Program**

		2025 LOCAL ROADS CONGRESS	NSW & ACT <b>IPWEA</b> <small>INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA</small>
Reflect, Rethink, Resolve			
MORNING PROGRAM			
8:30am – 9:00am		<b>Delegate registration</b>	
9:00am		<b>Uncle Allen Madden</b> <i>'Welcome to Country'</i>	
9:10am		<b>Rob Carlton</b> <i>'Congress Welcome'</i>	
9:20am		<b>Grant Baker</b> IPWEA NSW & ACT <i>'Opening Address'</i>	
9:30am		<b>Her Worship Cr Claire Pontin</b> Local Government NSW <i>'Welcome Address'</i>	
9:40am		<b>Joshua Devitt</b> Roads & Transport Directorate <i>'Communiqué Update'</i>	
10:00am – 10:30am		<b>MORNING TEA</b> Fountain Courtyard	
10:30am		<b>The Hon. Jenny Aitchison MP</b> Minister for Roads and Regional Transport <i>'Keynote Address'</i>	
10:50am		<b>Dave Layzell MP</b> Member for Upper Hunter, Shadow Minister for Regional Transport and Roads <i>'Keynote Address'</i>	
11:10am	<b>Panel Discussion – Minister and Shadow Minister</b>		
11:45am		<b>Nabil Issa</b> Streets Opening Coordination Council <i>'Breaking Down the Barrier'</i>	
12:00pm-1:30pm		<b>LUNCH</b> Strangers' Dining Room	
			

WARREN SHIRE COUNCIL  
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ITEM 5

2025 LOCAL ROADS CONGRESS – IPWEA (NSW)

CONTINUED



## 2025 LOCAL ROADS CONGRESS

Reflect, Rethink, Resolve



AFTERNOON PROGRAM

1:30pm		<b>Anthony Hayes</b> Transport for NSW <i>'Approach to Road Recategorisation'</i>
1:50pm		<b>Tim Mackney</b> Tweed Shire Council <i>'Lessons Learnt from Disaster Recovery'</i>
2:10pm		<b>Ruth Graham</b> Transport for NSW <i>'Roads Act Review'</i>
2:30pm		<b>Dr John Crozier AM</b> Australasian College of Road Safety <i>'The cost of road trauma'</i>
2:50pm	<b>Panel Discussion – Technical Speakers</b>	
<b>3:10pm – 3:40pm</b> <b>AFTERNOON TEA</b> Fountain Courtyard		
3:40pm		<b>Steve Verity</b> IPWEA <i>'Asset Benchmarking 2025 Results'</i>
4:00pm		<b>Morgan Spruce</b> IPWEA NSW & ACT <i>'Asset Management Maturity'</i>
4:20pm	<b>'Congress Communique'</b>	

NETWORKING EVENING

Jubilee Room

Special Guests

The Hon. Janelle Saffin MP, Wendy Tuckerman MP, The Hon. Natalie Ward MLC, Jordan Lane MP



\*Program subject to change

Congress Proudly Partnered By:



SOCC  
Streets Opening  
Coordination Council  
Est. 1909

Attachment 2 - 2025 Local Roads Congress Communique



Over 115 delegates, encompassing council executive staff, mayors, and elected council officials gathered with State Government Ministers and Shadow Ministers at NSW Parliament House on 2nd June 2025 to attend the 2025 Local Roads Congress. The discussions and presentations from the Congress inform the advocacy focus of the Roads & Transport Directorate over the next 12 months which is outlined in this communique.

**WARREN SHIRE COUNCIL**  
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**ITEM 5                    2025 LOCAL ROADS CONGRESS – IPWEA (NSW)**

**CONTINUED**



**2025 LOCAL ROADS CONGRESS COMMUNIQUÉ**  
*REFLECT, RETHINK, RESOLVE*

The NSW Roads and Transport Directorate (RTD), a joint initiative between Local Government NSW (LGNSW) and the NSW Division of the Institute of Public Works Engineering Australasia (IPWEA NSW and ACT), is pleased to present the 2025 Local Roads Congress Communiqué.

Under the theme of 'Reflect, Rethink, Resolve', congress delegates identified the following list of recommendations as key priorities for Local, State and Federal governments to improve the NSW local road network.

### **NSW Local Government**

The Congress supports a commitment from NSW Local Government to:

- i. Develop and implement integrated network plans for the local road network, aligned to federal, state and regional plans, and considering critical infrastructure, resilience, local transport needs, asset and risk management, road safety, freight and delivery and operational programs.
- ii. Investigate AI technology solutions, as a means of improving the efficiency of road maintenance, road safety and natural disaster assessment activities.
- iii. Develop and align Asset Management Plans and Long-Term Financial Plans that fully incorporate service levels, lifecycle costs, and risk.
- iv. Provide a register of high-risk bridges to the IPWEA (NSW & ACT) Roads and Transport Directorate.
- v. Adopt a holistic approach to local road safety, including integrating road safety considerations into asset and risk management plans, community strategic plans, as well as design standards and specifications.
- vi. Prioritise funding of local road infrastructure to address the current annual shortfall and improve the condition of road assets.

### **NSW Government**

The Congress calls on the NSW Government to:

- i. Review the Fixing Local Roads Program with an annual allocation aligned to the Roads to Recovery distribution formula to provide greater certainty and allow improved short-medium term infrastructure planning by NSW Local Government.
- ii. Fund an additional round of the Fixing Country Bridges program to support NSW councils in removing the risk of ageing timber bridges on the local road network.
- iii. Explore funding options to support councils in replacing ageing causeways and concrete, steel and composite bridges.
- iv. Review the linkages between council long term financial plans and asset management plans and develop new guidelines to support greater alignment between these plans. This review is to be undertaken by the Office of Local Government, supported by their expert advisory panel.

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**WARREN SHIRE COUNCIL**  
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**ITEM 5                    2025 LOCAL ROADS CONGRESS – IPWEA (NSW)**

**CONTINUED**

 	<b>2025 LOCAL ROADS CONGRESS COMMUNIQUÉ</b> <i>REFLECT, RETHINK, RESOLVE</i>
<ul style="list-style-type: none"><li>v. Ensure council asset managers are represented on the Office of Local Government's expert advisory panel convened to assist in reforming council infrastructure funding.</li><li>vi. Support the implementation of integrated network plans by Local Government which are aligned to federal, state and regional plans, and consider critical infrastructure, resilience, local transport needs, asset and risk management, road safety, freight and delivery and operational programs.</li><li>vii. Provide incentives for local government to adopt AI solutions for road maintenance activities, leading to earlier intervention and an overall improvement in operational efficiency.</li><li>viii. Ensure natural disaster funding arrangements allow resilience improvements to be included as a part of restoration works and provide dedicated funding for proactive betterment works to improve the overall resilience of the network.</li><li>ix. Review the draft road recategorisation framework to ensure that the criteria used for assessment are applicable across all regions of NSW, and ensure councils have a right of refusal to the transfer of state road assets.</li><li>x. Recognise the shared responsibility for road safety by all road authorities in NSW in the review of the NSW Roads Act and provide funding to support local government road safety initiatives, whilst ensuring councils are not exposed to additional liability.</li><li>xi. Provide clearer delegation of authority for NSW councils as part of the Roads Act Review, providing councils greater freedom to make decisions in relation to the roads they manage, such as the reduction of speed limits.</li><li>xii. Collaborate with NSW councils to prepare the local road network for the transition to zero emission vehicles and Connected and Automated Vehicles (CAVs), including support for infrastructure upgrades and ongoing maintenance costs.</li><li>xiii. Urgently address the management and enforcement of e-mobility devices.</li><li>xiv. Strategically deploy state government funding to ensure sustainable resourcing and delivery by councils and to avoid oversaturating the market.</li><li>xv. Legislate the coordination of works between councils and utility providers.</li></ul>	
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**WARREN SHIRE COUNCIL**  
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ITEM 5                      **2025 LOCAL ROADS CONGRESS – IPWEA (NSW)**

**CONTINUED**



**2025 LOCAL ROADS CONGRESS COMMUNIQUÉ**  
*REFLECT, RETHINK, RESOLVE*

### **Australian and NSW Government**

The Congress calls on the Australian and NSW Governments to work together with NSW Local Governments to address the following:

- i. An increase in base funding support for Local Government to address the current funding shortfall of road assets, and a corresponding reduction in individual competitive grants.
- ii. Develop a proactive long-term strategy to address the skills shortage in Local Government professional engineers and other infrastructure workers, including support for the development of local capacity.
- iii. The NSW Reconstruction Authority (RA) and National Emergency Management Agency (NEMA) to collaborate to streamline natural disaster funding and assessment requirements, including a maximum limit of 6 months to finalise agreements or claims from councils.
- iv. Reduce cost shifting to local governments, particularly those associated with the provision and ongoing care of local road assets servicing large-scale economic generators and state significant developments.
- v. Align grant funding processes to accommodate council timelines and priorities and develop consistent definitions for metropolitan and regional classifications.

### **Australian Government**

The Congress calls on the Australian Government to:

- i. Increase the annual Roads to Recovery Program allocations to align with the construction cost index and the growth in the road asset base, ensuring funding levels are maintained in real terms.
- ii. Revise the Roads to Recovery funding conditions to include the development of integrated network plans, aligned to federal, state and regional plans, and considering critical infrastructure, resilience, local transport needs, asset and risk management, road safety, freight and delivery and operational programs.
- iii. Ensure the program guidelines for the Safer Local Roads and Infrastructure Program allow for equal consideration of projects proposing to upgrade or replace bridges on the local road network.
- iv. Support collaboration between local councils, universities, and specialist research organisations into innovative technologies and practices to improve the management, resilience and overall condition of local road assets.
- v. Proactively engage with NSW Local Government and the Roads and Transport Directorate in implementing the National Service Level Standards on local roads, particularly in relation to the ongoing review of the NSW Roads Act.
- vi. Increase the Federal Assistance Grants to 1% of Commonwealth Tax Revenue and review the funding allocation.

WARREN SHIRE COUNCIL  
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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**(E4-44)**

**RECOMMENDATION:**

That Council note the Delivery Program Progress Report under s404(5) Local Government Act 1993 and the ongoing actions.

**PURPOSE**

This report has been prepared in accordance with Section 404(5) of the Local Government Act 1993 and is required to inform Councillors and the community of the final progress being undertaken towards meeting the community's goals.

**BACKGROUND**

Council is required under section 404 of the Local Government Act 1993 to work with its community to develop and adopt a four-year Delivery Program. Council adopted its current Delivery Program for 2022/23 to 2025/2026 on the 23rd June 2022.

**REPORT**

Attached to this report is a summary document of the Delivery Program. The summary has been developed to allow Council and the community to easily view the plan and to see how Council is working to achieve the outcomes.

The plan contains target colours to indicate:

- Green on target;
- Yellow progressing or a minor concern; and
- Red not commenced or a concern.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The Delivery Plan is funded as per Council's Four (4) Year Long Term Budget.

**LEGAL IMPLICATIONS**

Section 404 states:

***"404 Delivery program***

- (1) A council must have a program (its delivery program) detailing the principal activities to be undertaken by the council to implement the strategies established by the community strategic plan within the resources available under the resourcing strategy.*
- (2) The delivery program must include a method of assessment to determine the effectiveness of each principal activity detailed in the delivery program in implementing the strategies and achieving the strategic objectives at which the principal activity is directed.*
- (3) The council must establish a new delivery program after each ordinary election of councillors to cover the principal activities of the council for the 4-year period commencing on 1 July following the election.*

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

- (4) *A draft delivery program must be placed on public exhibition for a period of at least 28 days and submissions received by the council must be considered by the council before the delivery program is adopted by the council.*
- (5) *The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months."*

**RISK IMPLICATIONS**

No risks identified as plan is reported within legal time frames.

**STAKEHOLDER CONSULTATION**

The Delivery Program is available via Council for review.

**OPTIONS**

No options on report exist. The Delivery Program must be reported to Council.

**CONCLUSION**

The Delivery Program is a lead Council document to establish goals and objectives for Council and the community. The attached report provides advice on the Council's progress for the year to date and on an ongoing basis.

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

The Delivery Program 2022/23 to 2025/2026.

**SUPPORTING INFORMATION /ATTACHMENTS**

Six monthly report attached.

**ACRONYMS**

GM - General Manager

DMFA - Divisional Manager Finance & Administration

DMES - Divisional Manager Engineering Services

MHD - Manager Health and Development Services

EDVM - Economic Development and Visitation Manager

EA – Executive Assistant to the Mayor and General Manager

TREAS – Treasurer

LEMO – Local Emergency Management Officer

LIB - Librarian

TSM - Town Services Manager

RIM - Roads Infrastructure Manager

FRSPM – Flood Restoration and Special Projects Manager

PO – Project Officer - Assets

IPM - Infrastructure Projects Manager

WHS/RC – Work Health Safety/Risk Co-ordinator

HRO – Human Resources Officer

SMT – Senior Management Team

Manex – Management Executive (**Bold = First responsible officer**)

# 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, 26th June 2025

## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.1.1	Improve ageing, youth and disability services within the community	Review and define existing directory of service providers with a focus on aged care, youth and disability services	GM, <b>MHD</b> , DMFA, Interagency Delegates	Updated Directory	X				Not completed in 2023/2024 before the NSW Department of Primary Industries and Regional Development (NSW DPIRD) funded Business Development Facilitator Program ended. Determination of how to complete this project will be undertaken with the NSW DPIRD and the Economic Development and Visitation Office. Currently in the hands of the Warren Interagency Support Services Group, who are attempting to update the existing Directory.	
		Obtain expressions of interest for at least one care provider to establish satellite office/shop front in Warren	GM, <b>MHD</b>	Satellite office established	X	X	X		No action to date.	
		Provide leadership and work with the Warren Interagency Support Services Group to consider how best to support the Shire's local community services	<b>MHD</b> , Interagency Delegates	Regular meetings organised	X	X	X	X	Ongoing.	

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Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Host an expo on health services in Warren, including ageing, youth and disability services	MHD, Interagency Delegates	Expo conducted		X			No action to date on a Council arranged Expo however, support provided for the Grow Services Expo held annually by the Warren Youth Foundation and RFDS.		
	Display list of service providers and their services on media channels (billboard, social media and Council's website)	MHD, Interagency Delegates	Information disseminated	X	X	X	X	In progress, where possible information provided on the Community Room Display Screen and on Council's Social Media and Website Events as information is provided.		
1.1.2	Improve health services within the community	Advocate for improved medical services including General Practitioners and Allied Health Providers	Mayor, GM	Advocacy strategy developed and implemented	X	X	X	X	Ongoing. RFDS commenced providing General Practice Services 15th December 2022 support provided and meetings held with RFDS General Manager Health Service and CEO.	
		Liaise with the Warren Multi-Purpose Health Service and other health providers to seek to provide improved health services	Mayor, GM	Meetings conducted	X	X	X	X	Ongoing. Meetings held with RFDS, Warren MPHS, WHAC, CEO Western Local Area Health District.	
1.1.3	Improve educational services within the community	Explore enhancements to our library services for our entire community	GM, DMFA, LIB	New services implemented	X	X	X	X	Ongoing. Mondays used for the Library Outreach Program provided to St	

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Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Advocate for new and additional educational services	Mayor, <b>GM</b>	Advocacy strategy developed and implemented	X	X	X	X	<p>Mary's School, Warren Central School, Warren Preschool and Little Possums. Renovations completed February 2024. Official Opening undertaken on 27th June 2024. Investigations have commenced on further extension works for the future.</p> <p>In progress, Dolly Parton's Imagination Library implemented using Council resources.</p>	
1.1.4	Ensure current and future housing needs for the community are met	Research the status of the local housing market including vacancy rates and current demand	<b>MHD</b>	Research completed	X				<p>In progress. Housing provision in the Orana and Central Darling Report provided by RDA Orana. Negotiations commenced for an Agreement with Housing Plus to purchase 8-9 Gunningba Estate blocks for use of affordable housing/key worker accommodation. Construction proposal subject to funding from the</p>	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Research industry and economic forecasts for Warren to gauge projected employment demand and related demand for housing	MHD	Research completed	X				<p>Commonwealth Government.</p> <p>A Commonwealth Grant Application made for the construction of Gunningba Estate Stage 3 and the associated Industrial Development in Stafford Street, which unfortunately has been unsuccessful to the present.</p> <p>In progress however, the 2024/2025 Operational Plan &amp; Estimates contains the construction of part of Gunningba Estate Stage 3 which will be progressed only if Gunningba Estate Stage 2 vacant blocks are taken up by Housing Plus or others or if an appropriate grant is obtained for development of residential lots.</p> <p>A Commonwealth Grant Application made for the construction of Gunningba Estate Stage 3 and the</p>	

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								associated Industrial Development in Stafford Street , which unfortunately has been unsuccessful to the present.	
	Summarise specific housing needs by category: ✓ short- to medium-term housing opportunities for seasonal workers, visitors and residents ✓ permanent housing opportunities for new residents	<b>MHD</b>	Report prepared	X				In progress however, the 2024/2025 Operational Plan & Estimates contains the construction of part of Gunningba Estate Stage 3 which will be progressed only if Gunningba Estate Stage 2 vacant blocks are taken up by Housing Plus or others or if an appropriate grant is obtained for development of residential lots.  A Commonwealth Grant Application made for the construction of Gunningba Estate Stage 3 and the associated Industrial Development in Stafford Street , which unfortunately has been unsuccessful to the present.	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Review the land release timetable for Warren	GM, MHD	Audit of suitable land completed	X				In progress however, the 2024/2025 Operational Plan & Estimates contains the construction of part of Gunningba Estate Stage 3 which will be progressed only if Gunningba Estate Stage 2 vacant blocks are taken up by Housing Plus or others or if an appropriate grant is obtained for development of residential lots.	
	Amend our Local Environmental Plan (LEP) to enable new housing options to be created (including community housing)	GM, SMT, MHD	LEP amended	X				A Commonwealth Grant Application made for the construction of Gunningba Estate Stage 3 and the associated Industrial Development in Stafford Street, which unfortunately has been unsuccessful to the present.  In progress, advertising for any proposed amendments by the community undertaken. Reporting provided to the 7th December 2023 Council	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Promote new housing opportunities to property developers and facilitate future investments	Mayor, GM, SMT	Promotions undertaken	X	X	X	X	<p>Meeting on the recommended LEP changes and Action Plan and Consultant engaged to progress the new Draft LEP which was presented to the 24 October 2024 Council Meeting for endorsement by Council and the renewed LEP is expected to be completed in 2025/2026. The Planning Proposal PP-2025-217 to amend the Warren LEP 2012 is proceeding subject to conditions in the gateway determination and should be completed on or before 4 March 2026.</p> <p>In progress, working with Housing Plus to provide an affordable housing opportunity using Council owned public land in Gunningba Estate. The 2024/2025 Operational Plan &amp; Estimates contains the construction of part of Gunningba Estate Stage 3</p>	

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Objective 1.1: Attract and retain community-focussed resources										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
									<p>which will be progressed only if Gunningba Estate Stage 2 vacant blocks are taken up by Housing Plus or others or if an appropriate grant is obtained for development of residential lots.</p> <p>A Commonwealth Grant Application made for the construction of Gunningba Estate Stage 3 and the associated Industrial Development in Stafford Street, which unfortunately has been unsuccessful to the present.</p>	
1.1.5	Work with local Police and the community to ensure that our community is safe	Advocate for an appropriate level of policing services	Mayor, <b>GM</b>	Advocacy strategy rolled out with key meetings conducted	X	X	X	X	In progress, meeting undertaken with local Acting Sergeant and Inspector, particularly as the current local policing levels are lower than normal. This has not seen any increase yet and arrangements to have a Council Safety Precinct Meeting are still in train through the Acting	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 1.1: Attract and retain community-focussed resources									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								Inspector OIC Wellington, Narromine, Warren.  Initial meeting held with Acting Inspector OIC Wellington, Narromine, Warren on the 19 March 2025. Canvassing Warren Police numbers, new Sergeant, rural crime, methadone clinic, Traffic Committee attendance, Warren Youth Foundation relationship, drugs in Warren Shire and how to attract Police Officers to Warren.	
	Continually monitor and take legal action on the use of illicit drugs within the community	Mayor, <b>GM</b>	Meetings conducted to facilitate actions leading to a reduction in crime and the use of illicit drugs	X	X	X	X	In progress, appropriate reporting undertaken to the NSW Police.	
	Provide animal control services to meet the demands of the community	<b>MHD</b>	Reduction in complaints	X	X	X	X	In progress, advertising campaigns undertaken to educate the community on provision of advice to Council relating to dog	

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
								complaints. Campaigns were undertaken leading up to Christmas 2023 and 2024.		
1.1.6	Recognise and support our wide range of local community groups	Develop strategies across social, economic and environmental issues	GM, MHD, SMT, MANEX	Strategies developed and implemented	X			Ongoing, an Aboriginal Elder provided a Welcome to Country at the first Meeting of the new Council in October 2024.		
		Council to meet with local peak indigenous organisations	GM, Mayor, SMT	Regular meetings organised	X	X	X	X	In progress, however availability of relevant members affecting meeting levels.  The Mayor has made arrangements to meet informally with a relevant Aboriginal Elder and representatives of the Warren Local Aboriginal Land Council.	
		Council to meet with community peak bodies and stakeholders to build collaborative relationships	GM, Mayor, SMT, MANEX	Regular meetings organised	X	X	X	X	Ongoing, however availability of relevant members affecting meeting levels.  The Mayor has made arrangements to meet informally with a relevant Aboriginal Elder and	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 1.1: Attract and retain community-focussed resources										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
								representatives of the Warren Local Aboriginal Land Council.		
1.1.7	Improve transport services within the community	Facilitate the improvement of transport services both within the Shire and those to and from the Shire	GM, DMES, MHD, Interagency Delegates	Increased level of connectivity for residents	X	X	X	X	<p>In progress, some contact at high levels undertaken by the Economic Development and Visitation Manager. The Warren Interagency Support Services Group also investigating improved transport services particularly between Nevertire and Warren, linking with bus services travelling the Mitchell Highway.</p> <p>The Mayor, General Manager and the Roads Infrastructure Manager attended Transport for NSW's Central West and Orana Strategic Regional Integrated Transport Plan Workshop in October 2024.</p>	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 1.2: Engage with the community										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.2.1	Maintain ongoing community engagement to instil a strong collaborative environment with the community	Implement Council's Community Engagement Strategy	GM, EDVM, MANEX	Increased engagement with the community	X	X	X	X	<p>Ongoing, Community Engagement Plans enacted for all major projects and programs. Extensive campaign enacted to obtain subscribers to Whispir that enables dissemination of emergency and important information to those subscribers together with a similar campaign for Council's social media and Council's newsletter EDM.</p> <p>Council Officers and Councillors attending and undertaking presentations to community organisations (Rotary, View Club, etc) Grow Services Exp, Warren Show, Marra Field Days and various community events.</p>	

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 1.2: Engage with the community										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.2.2	Support and promote community-based lifestyle and social events	Work with community to support community-based events	GM, EDVM, MANEX	Activities and events supported by Council held	X	X	X	X	Ongoing, major events program enacted. Arrangements for Warren Street Christmas Party 2023 completed and in train for Warren Street Christmas Party 2024 to be held on the 6th December 2024 using the Transport for NSW Open Streets Grant Program.	
		Train and assist community organisations in obtaining grants	EDVM, IPM, MANEX	Grants received by Council and the community organisations	X	X	X	X	Economic Development and Visitation Office and Infrastructure Projects Management Office undertaking assistance within resources constraints. Liaison with Warren Youth Centre and Community Hub in successfully obtaining Children's and Young People Wellbeing Recovery Initiative Large Grants in 2023.	

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 1.2: Engage with the community										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.2.3	Encourage volunteerism within the community	Build a collaborative relationship with community organisations to offer assistance to volunteer organisations	GM, <b>MANEX</b> , Interagency Delegates	Positive feedback from volunteer organisations	X	X	X	X	Ongoing. A grant application arranged for the training of volunteers within several organisations within Warren Shire however, unsuccessful. A number of community based organisation grant applications completed by Council staff and finding success.	
		Work with the Warren Interagency Support Services Group to encourage volunteerism	<b>MHD</b> , Interagency Delegates	Regular meetings organised	X	X	X	X	Ongoing.	
1.2.4	Ensure that our emergency services organisations are ready to support our community during natural disasters and other emergencies	Assist with the coordination of emergency services, through the Local Emergency Management Committee	GM, Mayor, <b>DMES (LEMO)</b> , MHD, TSM	Efficient coordination of emergency services management	X	X	X	X	Ongoing, LEMC meeting regularly and providing support to combat agencies. Debrief of the 2022 Floods undertaken (what was done well and areas of improvement). The Warren Local Emergency Management Plan (Emplan) 2023 completed. Currently, the Warren Shire Flood Emergency Sub Plan to draft stage however, NSW State	

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Objective 1.2: Engage with the community									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								Emergency Service is not prepared to ensure that requirements of previous Plans that Warren Shire Council is reimbursed its costs for flood mitigation works is kept.  Council was successful in obtaining a grant from the NSW Government under the Floodplain Management Program that will assess Warren town under a Flood Study in 2025/2026, which Council is hoping will lead to reduced insurance costs for residents of Warren.	
1.2.5	Support Aboriginal people and organisations to increase the broader community's awareness and recognition of local Aboriginal cultural identity in Warren Shire	Build and maintain collaborative relationships with the Warren Local Aboriginal Land Council	GM, Mayor, MANEX  Regular meetings held	X	X	X	X	In progress, however availability of relevant members affecting meeting levels.  The Mayor has made arrangements to meet informally with a relevant Aboriginal Elder and representatives of the Warren Local Aboriginal Land Council.	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 1.2: Engage with the community									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
			Support provided to increase cultural awareness and inclusion	X	X	X	X	Ongoing. Code of Meeting Practice has an appropriate Acknowledgement of Country included. Council will continue to ensure indigenous representation on relevant community based Committees. An Aboriginal Elder provided a Welcome to Country at the first Meeting of the new Council in October 2024.	

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 1.3: Support young people and encourage their development										
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
1.3.1	Support programs and services that support and assist young people in our community	Support the Warren Youth Foundation to develop strategies to assist the youth of Warren Shire	<b>MHD,</b> Interagency Delegates	Number of successful projects undertaken	X	X	X	X	Ongoing. Success with Children and Young People Well Being Recovery Initiative – Get Fit Get Strong Healthy Minds, which was completed in July 2023. Funding auspice in relation to Youth Counselling Services.  Support provided to the 2023, 2024 and 2025 Grow Services Expo by the provision of advertising, participation by Council via a Stand and traffic control as required.	
1.3.2	Promote, to our youth, the facilities and activities that are available to them within the Shire	Address schools on the facilities that are available	<b>MHD</b>	School presentations conducted	X	X	X	X	No action to date, an extensive promotional program will be instigated as soon as the Carter Oval Youth Sports Precinct becomes available.	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 1.3: Support young people and encourage their development									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Promote the facilities and activities available through Council's website, social media and Council newsletters	MHD	Increased usage of facilities and participation in activities	X	X	X	X	Ongoing. An extensive promotional program will be instigated as soon as the Carter Oval Youth Sports Precinct becomes available. The Warren Soccer Club has commenced using the soccer fields at Carter Oval.	

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 1.3: Support young people and encourage their development										
Social Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
1.3.3	Develop traineeship programs to retain youth	Review opportunities to develop traineeships within Council's structure	GM, SMT	Council's structure reviewed	X	X	X	X	<p>A Program has commenced on "Careers at Warren Shire Council" with the NSW Department of Education and Warren Central School which will provide opportunities for students in Years 10-12 to experience the array of careers available at Council.</p> <p>School Work Experience Visits are also being undertaken in the Parks and Gardens Section and at the Warren War Memorial Swimming Pool.</p> <p>Arrangements made for applications for funding of 4 Trainees/Apprentices under the Local Government Apprentice, Trainee and Cadet Program by the NSW State Government with all 4 positions successful, currently 2 filled, with another 2 positions advertised.</p>	

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Objective 1.3: Support young people and encourage their development									
Social Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Liaise with businesses and the Warren Chamber of Commerce to encourage traineeships	GM, SMT	Presentations conducted	X	X	X	X	In progress however, has been delayed due to the reduction of meetings of the Chamber.	
	Develop indigenous traineeships within the Shire	GM, SMT	Indigenous traineeships developed	X	X	X	X	In progress, where possible will be considered as part of the Local Government Apprentice, Trainee and Cadet Program funded by the NSW State Government.	

Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
2.1.1	Improve skilled and unskilled employment opportunities to attract and retain young people and working families	Survey the community to ascertain reasons for leaving or staying	GM, SMT, EDVM	X				In progress, survey drafted, working with the Warren Chamber of Commerce.	
		Survey business owners to ascertain what keeps their young people and what could bring them back	GM, SMT, EDVM	X				In progress, survey drafted, working with the Warren Chamber of Commerce.	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Interview business owners who have successfully employed skilled, unskilled and young people	GM, SMT, EDVM	Interviews conducted	X				In progress, working with the Warren Chamber of Commerce. Three (3) Employers Roundtable Sessions have been held through Pinnacle Business Solutions and Workforce Australia. Results have been collated and a further workshop to be held to develop solutions and best practice.	
	Survey business owners to understand what may have stopped them in attracting and keeping skilled and unskilled people	GM, SMT, EDVM	Surveys completed	X				In progress, three (3) Employers Roundtable Sessions have been held through Pinnacle Business Solutions and Workforce Australia. Results have been collated and a further workshop to be held to develop solutions and best practice.	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Survey business owners to understand what skills they are missing	GM, SMT, EDVM	Surveys completed	X			Completed as part of the Employers Roundtable Sessions.  Arrangements made for applications for funding of 4 Trainees/Apprentices under the Local Government Apprentice, Trainee and Cadet Program by the NSW State Government with all 4 positions successful, currently 2 filled, with another 2 positions advertised.		
		Collate findings and prepare action plan	GM, SMT, EDVM	Report prepared	X	X		In progress, report compiled.		
2.1.2	Proactively identify and create new business opportunities and associated investment within the Shire	Facilitate business-led community forums to identify business and investment opportunities	Mayor, GM, SMT, EDVM	Forums held	X	X	X	X	In progress, initial forum undertaken with relevant local businesses (small and large) to start the process.  Initial campaign has commenced to attract an Aircraft related business to the Warren Airport.	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Engage with industry bodies and investors to share business and investment ideas	Mayor, GM, SMT, EDVM	Meetings conducted	X	X	X	X	In progress, Council has attended the Destination Country and Outback Tourism Outlook Forum, Regional Development Australia Orana – Regional Outlook Forum, Office of Regional Economic Development NSW Investment Attraction Seminar, Aboriginal Business Round table Forum and National Aboriginal Tourism Operators Council Cultural Investment Attraction Workshop.  Initial campaign has commenced to attract an Aircraft related business to the Warren Airport.		

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 2.1: Our economic delivery program: Objective 2.1: Facilitate the diversification of industries within the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Meet with potential businesses and investors to explore opportunities	Mayor, GM, SMT, <b>EDVM</b>	Meetings conducted	X	X	X	X	In progress, facilitated a meeting with GDT potential investors and the Office of Regional Economic Development. Further meetings held with GDT and representatives of investors to help facilitate the expansion of the GDT facilities in Warren which has commenced.  Initial campaign has commenced to attract an Aircraft related business to the Warren Airport.		
	Seek to close out investment opportunities	Mayor, GM, SMT, <b>EDVM</b>	Opportunities completed	X	X	X	X	In progress. An Investment Prospectus is being developed.		

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
2.2.1	Prepare and implement a tourism strategy for the Shire	Prepare a tourism strategy for the Shire with input from the community	GM, SMT, <b>EDVM</b>	Strategy completed	X				In progress. Warren Visitor Economy Consultation undertaken. Consultation Group has been arranged and a more detailed community forum scheduled for 2025/2026.	

WARREN SHIRE COUNCIL

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Implement the tourism strategy with support from tourism businesses, the community and Government	GM, SMT, EDVM	Strategy implemented	X	X	X	X	In progress. Consultation Group has been formulated. Established a working relationship with Destination Country and Outback (Tourism Operator Representation). The Economic Development and Visitation Manager is part of a working group for National Aboriginal Tourism Operators Council (NATOC) to develop tourism operators and cultural tourism for Warren Shire.  Warren Shire Council has taken the lead in a Drought Resilience Plan Implementation Project "The Country Heartline" to see diversified farm income, tourism infrastructure and trail development in conjunction with Bogan and Coonamble Shire Councils.	

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
		Prepare a visitor destination management plan for the Shire with input from the community	GM, SMT, MANEX, <b>EDVM</b>	Plan completed	X			In progress with Warren Visitor Economy Consultation undertaken. Destination Macquarie Marshes Taskforce facilitated with Destination Macquarie Marshes Strategy and Action Plan being formulated.	
		Implement the visitor destination management plan for the Shire with support from tourism businesses, the community and Government	GM, SMT, MANEX, <b>EDVM</b>	Plan implemented	X	X	X	In progress with Warren Visitor Economy Consultation undertaken. Destination Macquarie Marshes Taskforce facilitated.	
2.2.2	Provide and promote sustainable recreation and tourism access to our rivers and marshes	Confirm preferred locations to provide access to rivers for fishing and other recreational activities	GM, SMT, MANEX, <b>EDVM</b>	Locations identified	X	X		In progress. Destination Macquarie Marshes Taskforce facilitated and working with RiverSmart Australia Limited and Murray Darling Basin Authority to facilitate more activity in Tiger Bay and along the Macquarie River.  Signage at Tiger Bay renewed as part of the Community Assets Program Grants.	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Develop selected river locations	GM, SMT, MANEX, EDVM	Development complete	X	X	X		In progress. Destination Macquarie Marshes Taskforce facilitated and working with RiverSmart Australia Limited and Murray Darling Basin Authority to facilitate more activity in Tiger Bay and along the Macquarie River.  Signage at Tiger Bay renewed as part of the Community Assets Program Grants.		

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Actively assist with the maintenance, improvement and expansion of recreational infrastructure at the Macquarie Marshes	GM, SMT, MANEX, EDVM	Support provided	X	X	X	X	In progress. Destination Macquarie Marshes Taskforce facilitated. Burrima Boardwalk Access Road constructed by Council as a contractor, Infrastructure for Destination Macquarie Marshes Phase 1 grant project completion report provided to Infrastructure NSW with most works complete. The Monkeygar Birdviewing Platform construction was completed at the end of December 2023 and the facility has proved to be most popular with tourists and birdviewing enthusiasts.  Signage at Tiger Bay renewed as part of the Community Assets Program Grants.	

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
2.2.3	Develop and deliver a customer service framework for all businesses in our Shire	Research best practice customer service approaches	GM, SMT, MANEX, EDVM	Research completed	X	X		In progress, with a Training Program developed and will initially be used for the training of relevant Council staff in early 2025/2026.		
		Host a customer service workshop with local businesses to consider best practice customer service approaches	GM, SMT, MANEX, EDVM	Workshop conducted		X		In progress, with a Training Program developed and will initially be used for the training of relevant Council staff in early 2025/2026.  This program will then be used for training of interested local businesses.		
		Facilitate agreement on a customer service framework for all businesses in the Shire	GM, SMT, MANEX, EDVM	Framework agreed		X		In progress, with a Training Program developed and will initially be used for the training of relevant Council staff in early 2025/2026.  This program will then be used for training of interested local businesses.  No formal action to date on obtaining Agreements.		

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Objective 2.2: Proactively support the development of tourism as a key industry for the Shire										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Research industry and economic forecasts for Warren	GM, SMT, MANEX, EDVM	Research completed	X				<p>In progress. The Economic Development and Visitation Manager has attended the Destination Country and Outback Tourism Outlook Forum, Regional Development Australia Orana – Regional Outlook Forum, Office of Regional Economic Development NSW Investment Attraction Seminar, Aboriginal Business Round table Forum and National Aboriginal Tourism Operators Council Cultural Investment Attraction Workshop.</p> <p>Much initial investigation undertaken as part of the Business Case for the Drought Resilience Plan Implementation Project “The Country Heartline”.</p>		

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Research growth strategies adopted by Shires like ours	GM, SMT, MANEX, EDVM	Research completed	X				In progress. The Economic Development and Visitation Manager has commenced gathering examples of Growth Strategies adopted by other Councils and collation of statistical data.	
	Facilitate a business growth working group comprised of business-focussed community groups and individual businesses to: <ul style="list-style-type: none"> <li>✓ identify barriers to growth</li> <li>✓ consider growth opportunities for existing businesses</li> </ul>	GM, SMT, MANEX, EDVM	Working group established and operating	X	X			In progress. The Economic Development and Visitation Manager has commenced gathering examples of Growth Strategies adopted by other Councils and collation of statistical data. The Economic Development and Visitation Office Stakeholders Group established.	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Facilitate the development and implementation of a business growth strategy	GM, SMT, MANEX, EDVM	Strategy developed and implemented	X	X	X	X	<p>In progress, the Economic Development Strategy and Action Plan finalised and is continually updated and provided to Council's Economic Development and Promotions Committee on the progress. The Warren Town Centre Master Plan – Dubbo Street Upgrade finalised and appropriate grant application to the Commonwealth Government arranged. Growth Strategies examples being obtained.</p> <p>Warren Shire Council has taken the lead in a Drought Resilience Plan Implementation Project "The Country Heartline" to see diversified farm income, tourism infrastructure and trail development in conjunction with Bogan and Coonamble Shire Councils.</p>	

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses										
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
2.3.2	Facilitate improvements in business efficiency for local businesses	Research best practice business efficiency approaches	GM, SMT, MANEX, EDVM	Research completed	X	X				In progress. The Economic Development and Visitation Manager is working with local businesses and community organisations (Warren Museum and Art Gallery, RiverSmart Australia Limited, Warren Youth Foundation, Warren Gun Club, Warren Chamber of Commerce and new accommodation providers) to build business proficiency, improvements and best practice.  Warren Shire Council has taken the lead in a Drought Resilience Plan Implementation Project "The Country Heartline" to see diversified farm income, tourism infrastructure and trail development in conjunction with Bogan and Coonamble Shire Councils.

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Host a business efficiency workshop with local businesses to consider best practice business efficiency approaches	GM, SMT, MANEX, EDVM	Workshop conducted		X			Customer Service Training Program developed and will initially used for the training of relevant Council staff in early 2025/2026, then will adapted and used as a Training Program for interested Local Businesses.  In progress with a Small Business Workshop, Mental Health in the Workplace undertaken during the 2023 Small Business Month via a grant.	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Facilitate the implementation of new business efficiency approaches	GM, SMT, MANEX, EDVM	Efficiency approaches implemented		X	X	X	In progress. The Economic Development and Visitation Manager is working with local businesses and community organisations (Warren Museum and Art Gallery, RiverSmart Australia Limited, Warren Youth Foundation, Warren Gun Club, Warren Chamber of Commerce and new accommodation providers) to build business proficiency, improvements and best practice.	

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
2.3.3	Diversify land use options in the Warren CBD to support new business opportunities for the community	Conduct community consultation regarding possible new land uses for the Warren CBD and collate outcomes	GM, SMT, MANEX, EDVM	Community consultation completed	X			The Warren Town Centre Master Plan – Dubbo Street Upgrade finalised and appropriate grant application to the Commonwealth Government arranged. Department of Regional NSW Business Development Facilitator completed a Land and Property Availability Analysis Report for Commercial, Industrial, Residential, Airport, etc. including Vacant Business Premises to draft stage. NSW Department of Primary Industries and Regional Development and Economic Development and Visitation Office to determine how this report can be completed.	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Amend our Local Environmental Plan (LEP) where required	GM, MHD, SMT	LEP amended	X				<p>In progress, advertising for any proposed amendments by the community undertaken. Reporting provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan and Consultant engaged to progress the new Draft LEP which was presented to the 24 October 2024 Council Meeting for endorsement by Council.</p> <p>The LEP is expected to be completed in 2025/2026. The Planning Proposal PP-2025-217 to amend the Warren LEP 2012 is proceeding subject to conditions in the gateway determination and should be completed on or before 4 March 2026.</p>	

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Promote zoning changes to the community	GM, MHD, SMT, MANEX	Promotion undertaken	X	X	X	X	<p>In progress, advertising for any proposed amendments by the community undertaken. Reporting provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan and Consultant engaged to progress the new Draft LEP which was presented to the 24 October 2024 Council Meeting for endorsement by Council.</p> <p>The LEP is expected to be completed in 2025/2026. The Planning Proposal PP-2025-217 to amend the Warren LEP 2012 is proceeding subject to conditions in the gateway determination and should be completed on or before 4</p>	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 2.3: Support the growth and revitalisation of existing and new local businesses									
Economic Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								March 2026. Gateway conditions include appropriate public exhibition and consultation with relevant public authorities and Government agencies.	

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.1.1	Ensure that the road network is maintained to acceptable community standards	Ensure that our roads are maintained to acceptable community standards in a cost effective, efficient and safe manner – as outlined in the asset management plans	DMES, RIM, PO, FRSPM	Maintenance activities conducted in accordance with good engineering practice	X	X	X	X	<p>In progress however, recent floods and storms have severely affected the road network. The appointment of RIM, PO and FRSPM has progressed numerous road construction and maintenance projects. AGRN 960, 987, 1025, 1030, 1034 Flood Restoration Claims amounting to over \$13.5M. Approximately 60% of the Flood Damage Programs have been completed.</p> <p>6.3 kms of RR7515 Warren Road reconstructed.</p> <p>8.0 kms of SR 58 Nevertire-Bogan Road reconstruction has been completed.</p> <p>Extensive bitumen reseal program SH 11 (Oxley Hwy), Regional Road Network, Urban and Shire Roads undertaken.</p>	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 3.1: Provide reliable and accessible connectivity across the Shire									
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								Replacement bridges of Marthaguy Creek and Newe Park on RR 7515 Warren Road at a cost of \$4.5M are expected to be completed by the end of 2024/2025.  Regional Emergency Roads Repair Program for Local Roads – SR 91 Industrial Access Road completed.  Regional Emergency Roads Repair Program for Regional Roads – RR 33 Carinda Road completed.  Towards Zero Safer Roads Program for RR 202 Marthaguy Road and RR 333 Carinda Road commenced.  Implementation and yearly completion of Shire Roads Gravel Resheeting Program.  Implementation and yearly completion of Urban Roads Kerb and Gutter Replacement Program.  Program completion of	

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### ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 3.1: Provide reliable and accessible connectivity across the Shire									
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								Asphaltic Concrete Program for Warren roundabout, Boothaguy Creek Bridge approaches and railway crossing approaches.	
	Actively seek grants from Federal and State Governments	<b>DMES</b> , RIM, PO, FRSPM	Increased level of grant funds obtained	X	X	X	X	Ongoing – see grant applications reported to Council.	
3.1.2	Advocate for reliable telecommunications services throughout the Shire	Collate local data to demonstrate the importance of having reliable telecommunications networks throughout the Shire including: ✓ Mobile phone networks ✓ Data networks	<b>GM</b> , SMT	Report prepared	X			Constant contact with Telstra however, with success with improvements currently not possible.	

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Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Lobby relevant Government Ministers and Departments to advocate for improved telecommunications infrastructure	Mayor, <b>GM</b>	Meetings conducted for advocacy and lobbying	X	X	X	X	In progress however, submissions seem to be not working, Council submission made to the Regional Telecommunications Independent Review 2024.  Engagement of Sat Pty Ltd for an independent review of reported 4G/5G Mobile Network Blackspots in Warren Shire and proposed improvement program. Grant application for improvements currently with the Commonwealth Government.	
r3.1.3	Ensure that the Shire is well positioned to rapidly adopt new, modern energy technologies as they emerge	Monitor trends in the energy supply sector, particularly with respect to renewable energy	<b>GM, SMT</b>	Research conducted	X	X	X	X	Program of solar panel installation on/in Council facilities complete. Expected completion of 3 EV charging stations in Warren by the end of 2024/2025 at the VIC, Carter Oval Youth Sports Precinct and in Dubbo Street.	

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Objective 3.1: Provide reliable and accessible connectivity across the Shire										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Lobby the Government, energy authorities and energy providers to ensure that Warren Shire is included in the Central-West Orana Renewable Energy Zone with improved high-voltage connectivity	Mayor, <b>GM</b>	Meetings conducted and submissions made	X	X	X	X	Now not possible however, Council is receiving Development Applications for small scale Solar Farms in the Nevertire area.	
3.1.4	Advocate for improved rail access to Warren	Lobby relevant Government Ministers and Departments to advocate for improved rail access to Warren	Mayor, <b>GM</b>	Meetings conducted for advocacy and lobbying	X	X	X	X	In progress, advice provided to the Local State Member. Draft Action Plan Report on the Gunningbar Creek Railway Bridge replacement progress produced by the Regional NSW Business Facilitator for future consideration of the Economic Development and Promotions Committee. Finalisation of this report is hoped to be arranged by the NSW Department of Primary Industries and Regional Development and Economic Development and Visitation Office.	

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Objective 3.2: Provide sustainable infrastructure for the community										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.2.1	Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater, water and sewer infrastructure) to acceptable community standards	<p>Conduct community consultation regarding community assets</p> <p>Ensure that community assets are maintained to acceptable community standards in a cost effective, efficient and safe manner – as outlined in our asset management plans</p>	<p>GM, SMT, <b>MANEX</b>, MHD, IPM, TSM</p> <p><b>DMES</b>, MHD, TSM</p>	<p>Community consultation completed</p> <p>Maintenance activities conducted</p>	X	X	X	X	<p>Ongoing, constant monitoring of complaints and actions required.</p> <p>Ongoing, follow-up processes in place. Carter Oval Youth Sports Precinct Development completed in May 2025, playground equipment soft fall installed at Carter Oval Splash Park, Macquarie Park equipment, Ravenswood Park equipment, and Warren Showground / Racecourse re-development completed in December 2024. Improvements in water and sewerage infrastructure completed in June 2025.</p> <p>Library Lobby upgrade works completed and Official Opening held in June 2024.</p> <p>Warren Airport re-development including Terminal building completed August 2024.</p>	On Track

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Objective 3.2: Provide sustainable infrastructure for the community									
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								<p>Warren War Memorial Swimming Pool kiosk and amenities re-development completed at the end of September 2024 ready for the 2024 Swimming Season.</p> <p>Carter Oval Youth Sports Precinct Amenities and Kiosk completed and Official Opening held on 5 December 2024 in conjunction with the Warren War Memorial Swimming Pool Kiosk and Amenities redevelopment.</p> <p>Victoria Park Female Friendly Amenities Block design development, stakeholder consultation, tendering and contract awarding in August 2024 with works completed in early June 2025.</p>	

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Objective 3.2: Provide sustainable infrastructure for the community									
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								Warren Tennis Court light pole refurbishment expected to be completed in 2024/2025.  Warren Animal Shelter replacement expected to be completed in early 2025/2026.  Warren Medical Centre cabinetry improvement/replacement works completed.  Warren Town Levee Upgrading (floodgates, pump replacement and rehabilitation works) commenced and expected to be completed by December 2025.  CCTV and Smoke Testing of Sewer Main Program undertaken.	

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Objective 3.2: Provide sustainable infrastructure for the community									
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								Warren Lawn Cemetery improvements completed.  Warren Sewerage Plant new Pond Project completed.  Warren Showground/ Racecourse Fencing Project completed.  Warren Parks Fencing Program completed.  Parks and Facilities CCTV Installation Program near completed.  Warren Gym Equipment Renewal Program completed.  Carter Oval Youth Sports Precinct/Depot Electrical Upgrade completed.  Water Valve Replacement Program commenced.  Oxley Park Water Supply Pump Station Valve Chamber Refurbishment complete.	

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Objective 3.2: Provide sustainable infrastructure for the community									
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								Saunders Park Shelter and Table Replacement complete. Collie CWA Playground Equipment Installation complete. Nevertire Community Park Irrigation System and Playground Equipment Replacement complete. Aerodrome Emergency Generator Installation complete. Water and Sewer Telemetry Equipment Installation complete. Warren Airport Terminal Building complete. Victoria Oval LED Lighting Installation complete. Warren Showground/ Racecourse PA System Upgrade complete.	

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 3.2: Provide sustainable infrastructure for the community										
Infrastructure Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
3.2.2	Ensure that the Warren levee continuously remains fit for purpose	Undertake a regular renewal and repair program for the Warren levee	DMES, TSM	Renewals and repairs completed	X	X	X	X	Ongoing with Project Management Team formulated.  Warren Town Levee Upgrading (floodgates, pump replacement and rehabilitation works) commenced and expected to be completed by December 2025.	

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Objective 3.2: Provide sustainable infrastructure for the community									
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Actively seek grants from Federal and State Governments	DMES, TSM	Grant funds obtained	X	X	X	X	In progress. Project Management Team have finalised funding from both the State and Commonwealth Governments with the complete rehabilitation project funded by grants. Tenders accepted and orders placed for the provision of submersible pumps, electric generators and stormwater floodgate replacement. Tender documents are in train for portable pump purchases that most probably tender results will be reported in early 2025.  Following a peer review and appropriate amendments and design improvement the levee rehabilitation design completed and tender analysis report	

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Objective 3.2: Provide sustainable infrastructure for the community									
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								provided to the April 2025 Council Meeting.  Warren Town Levee Upgrading (floodgates, pump replacement and rehabilitation works) commenced and expected to be completed by December 2025.	

Objective 3.3: Proactively manage our infrastructure assets									
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
3.3.1	Adopt comprehensive and practical asset management plans that support, and are supported by, our long-term financial plans	Prepare asset management plans for each class of asset	DMFA, DMES, MHD, TSM, RIM, PO, FRSPM	Plans adopted by Council	X	X	X	X	In progress for Roads and Stormwater in 2024/2025, Recreational Assets and Other Assets in 2025/2026, and Water and Sewer Assets in 2026/2027. Condition assessment and revaluation of road assets including roads, bridges and footpaths and stormwater are nearing completion.

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Objective 3.3: Proactively manage our infrastructure assets									
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Ensure that plans are integrated with our long-term financial plans	DMFA, PO	Plans completed	X	X	X	X	In progress each year, new 10 Year Financial Plan expected to be completed by November 2025 following the adoption of the 2025/2026 Operational Plan & Estimates.	
	Ensure that operations, maintenance, capital renewal and capital expansion activities are undertaken in accordance with the asset management plans	DMES, MHD, TSM, RIM, PO, FRSPM, IPM	Programs in place	X	X	X	X	In progress. Infrastructure recently completed/upgraded and added to the Asset Data Registry – Equestrian Arena, Library Lobby Upgrade, Warren Airport Terminal Building, Warren War Memorial Swimming Pool Kiosk and Amenities Upgrade, Carter Oval Youth Sports Precinct infrastructure, Female Friendly Amenities at the Victoria Park Precinct.	

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Objective 3.3: Proactively manage our infrastructure assets									
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Capture accurate and complete asset condition data regularly	DMES, MHD, TSM, RIM, PO, FRSPM	Condition assessments undertaken	X	X	X	X	In progress, Metrix Asset Management System implemented replacing Confirm. Reflect used for the management of the road network including RMCC. Council using the new AI Inspection Program that is helping with road and traffic facility inspections.	
	Actively seek grants from Federal and State Governments	DMES, MHD, TSM, RIM, PO, FRSPM, IPM	Increased level of grant funds obtained	X	X	X	X	Ongoing – see grant applications reported to Council. The supposed dry up of 2023/24 grants from the State Government is most concerning. This concern raised with the Country Mayors Association and the Local Member for Barwon.  The commencement of 2024/2025 has seen an improvement in grant success for roads and water supply.	

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 3.3: Proactively manage our infrastructure assets									
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
3.3.2	Maintain a well-resourced team of infrastructure staff to ensure that our infrastructure needs are met	Ensure infrastructure staff are appropriately experienced and qualified to adequately maintain and improve infrastructure	GM, SMT, RIM, PO, FRSPM, TSM, IPM	Experienced and qualified staff	X	X	X	X	<p>In progress. Appointment of RIM, PO and FRSPM has ensured that the team is well resourced to progress numerous road construction and maintenance projects. Unfortunately, the ability to fill vacant operational positions in roads and services has curtailed some works.</p> <p>Arrangements in train to set up at least 2 Contract Grader Crews to help with road construction, maintenance and flood damage works.</p> <p>Infrastructure Projects Management Office/Teams are well resourced to undertake any projects that require specialised Project Management. Staff complete projects to specifications standards and within budgets set and time.</p>

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 3.4: Revitalise the Warren, Nevertire and Collie streetscapes										
Infrastructure Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
3.4.1	Continually upgrade streetscapes in Warren, Nevertire and Collie to create attractive places to live and to visit	Finalise investigation, design and implementation of the upgrading of the Warren CBD streetscape	GM, <b>DMES</b>	Design and implementation completed	X	X	X	X	In progress, the Warren Town Centre Master Plan – Dubbo Street Upgrade finalised and appropriate grant application to the Commonwealth Government arranged. Milling and AC work in Dubbo Street and other Warren town streets was undertaken in August 2023. The bitumen reseal of SH 11 (Oxley Hwy) through Warren and shoulders undertaken in May 2024.  Warren Roundabout Asphaltic Concrete work undertaken in June 2025.	
		Continue consultation with the Warren, Nevertire and Collie communities on possible future streetscape improvements	<b>DMES</b>	Consultation program instigated	X	X	X	X	In progress with appropriate consultation completed for the Warren Town Centre Master Plan – Dubbo Street Upgrade.	

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Objective 4.1: Manage the impact of climate change on our local community										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.1.1	Work with appropriate agencies to proactively address the local impacts of climate change	Actively participate in Macquarie Floodplain Management Committee	Mayor, GM	Meetings attended	X	X	X	X	Ongoing, active involvement by both the Mayor and General Manager.	
		Actively participate in the Central West Councils Environment and Waterways Alliance	MHD	Meetings attended	X	X	X	X	Ongoing, active involvement.	
		Respond to climate-driven regulatory changes that impact our community	GM, MHD, DMES, RIM, PO, FRSPM, TSM	New initiatives implemented	X	X	X	X	In progress, six (6) sites completed for solar panel installation.  Expected completion of 3 EV charging stations in Warren by the end of 2024/2025 at the VIC, Carter Oval Youth Sports Precinct and in Dubbo Street.	
		Lobby Government to pipe the Albert Priest channel	Mayor, GM	Pipe installed	X	X			Ongoing, submissions continue to be provided.	

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Objective 4.1: Manage the impact of climate change on our local community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Amend our Local Environmental Plan (LEP) to enable Council to better manage the impact of solar farms on our agricultural land and our community	GM, SMT, MHD	LEP amended	X				In progress, advertising for any proposed amendments by the community undertaken. Reporting provided to the 7th December 2023 Council Meeting on the recommended LEP changes and Action Plan and Consultant engaged to progress the new Draft LEP which was presented to the 24 October 2024 Council Meeting for endorsement by Council and the renewed LEP is expected to be completed in 2025/2026. The Planning Proposal PP-2025-217 to amend the Warren LEP 2012 is proceeding subject to conditions in the gateway determination and should be completed on or before 4 March 2026.	

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Objective 4.1: Manage the impact of climate change on our local community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Review our Consequence Management Guides under our Local Emergency Management Plan	GM, DMES (LEMO), MHD, TSM	Review completed	X	X	X	X	Local Emergency Management Plan (Emplan) renewal completed. CMG's were the responsibility of the relevant combat agencies and have been included in the renewed Local Emergency Management Plan (Emplan).	
	Update our Local Emergency Management Plan to take into account the impact of climate change	GM, DMES (LEMO), MHD, TSM	Plan updated		X			Local Emergency Management Plan (Emplan) renewal completed.  Warren Shire Flood Emergency Sub Plan to draft stage however, NSW State Emergency Service is not prepared to ensure that requirements of previous Plans that Warren Shire Council is reimbursed its costs for flood mitigation works is kept.	

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Objective 4.1: Manage the impact of climate change on our local community										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.1.2	Encourage the local community to embrace sustainable living and business practices	Provide the community with access to education, information and activities that promote sustainable living and business practices	MHD	Information delivered	X	X	X	X	In progress. Solar energy information to be provided through the Warren Chamber of Commerce and the Economic Development and Promotions Committee using a consultant if possible.	

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Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
4.2.1	Sustainably manage the Shire's limited water resources	Assist with the education of landowners on the role and activities of the Natural Resources Access Regulator	<b>MHD</b> Educations programs completed	X	X	X	X	No action to date.		
		Lobby the Government to increase the capacity of the Burrendong dam	<b>Mayor, GM</b> Submissions made	X	X	X	X	In progress, submissions including for the Macquarie Castlereagh Regional Water Strategy undertaken with meetings with the Minister for Water arranged. The Regional Water Strategy now includes the increase in capacity of Burrendong Dam as one of the priorities.  The General Manager and Mayor continually provide information and updates to relevant Ministers.		
4.2.2	Ensure that our town water usage complies with our licenced allocations	Monitor water usage to ensure that extraction limits are not exceeded	<b>DMES, TSM</b> Water usage remains within our limits	X	X	X	X	Ongoing, constant reporting.		
		Investigate the installation of smart meters	<b>DMES, TSM</b> Investigation undertaken		X			Smart meters installed on all Council licenced water extraction points. Smart meters for domestic users a low priority and considered an expensive option.		

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Objective 4.2: Proactively manage environmental-based assets for the community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Educate the community on sustainable water usage	DMES, TSM	Education program delivered	X	X	X	X	No action to date. Conditions being monitored to determine if an education program needs to be delivered.	
4.2.3	Provide Warren and the villages of Nevertire and Collie with an adequate and safe water supply that is appropriately priced for all consumers	DMES, TSM	Adherence to asset management plans	X	X	X	X	Ongoing, including the provision of funding for bore replacement refurbishment works and pumps. Inspection of all bores undertaken and all bores cleaned.  Replacement of Telemetry System complete.	
	Comply with current best practices for water supply networks	DMES, TSM	Affirmative annual compliance report	X	X	X	X	Ongoing. Council has been successful in obtaining a grant through the Safe and Secure Water Program for a Warren Water Security Project (just under \$1.015 million).	
	Upgrade the chlorination systems at Warren, Nevertire and Collie to best practice levels	DMES, TSM, IPM	Chlorination systems installed	X				Upgrading of chlorination systems is complete.	
	Remain actively involved in the Orana Water Utilities Alliance	DMES, TSM	Meetings attended	X	X	X	X	Ongoing, active involvement.	

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Objective 4.2: Proactively manage environmental-based assets for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
4.2.4	Provide Warren and the village of Nevertire with an adequate and environmentally acceptable sewerage scheme that is appropriately priced for all consumers	Maintain and renew our sewerage network services in accordance with our sewerage network asset management plan	DMES, TSM	Sewerage network renewed and maintained	X	X	X	X	Ongoing, new Sewerage Treatment Works and Pump Station operational November 2022. Tender for the construction of a further evaporation lagoon accepted at the October 2024 Council Meeting, with works expected to be completed in June 2025.	
		Comply with current best practices for sewerage systems	DMES, TSM	Affirmative annual compliance report	X	X	X	X	Ongoing.	
		Remain actively involved in the Orana Water Utilities Alliance	DMES, TSM	Meetings attended	X	X	X	X	Ongoing, active involvement.	
4.2.5	Ensure that our stormwater drainage system remains effective	Maintain our stormwater drainage assets in accordance with our stormwater drainage asset management plan	DMES, TSM	Adherence to asset management plan	X	X	X	X	Ongoing.	
		Install stormwater quality improvement devices (SQIDs)	DMES, TSM	Funding approved and devices installed		X	X	X	Subject to grant funding.	

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Objective 4.3: Provide a sustainable waste management service for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
4.3.1	Reduce the rate of landfill through appropriate waste minimisation and waste collection processes	Participate in regional initiatives relating to the reduction of waste deposited in our landfill facilities	MHD	Reduction in waste deposited in our landfill facilities	X	X	X	X	Ongoing with the Netwaste Contract for scrap steel being utilised.	
		Investigate and implement improved waste collection and waste processing processes	MHD	New improved processes implemented	X	X	X	X	Implementation of the new Ewenmar Waste Depot Management Regime, Strategies and Plan implemented in November 2024 following completion of the Waste Transfer Station in August 2024.  Further Management improvements to be undertaken.	

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Objective 4.3: Provide a sustainable waste management service for the community										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
	Implement the Ewenmar Waste Depot Management Regime, Strategies and Plan	MHD	New Management Plan implemented	X				Excavator and equipment purchased, Transfer Station works complete.  Implementation of the new Ewenmar Waste Depot Management Regime, Strategies and Plan implemented in November 2024 following completion of the Waste Transfer Station in August 2024.  Further Management improvements to be undertaken.		
4.3.2	Introduce new sustainable waste management practices for both green waste and recyclable materials	Investigate and implement improvements in green waste processing	MHD	New green waste processing implemented	X	X	X	X	In progress. A program of green waste shredding undertaken with the shredded material used around the Ewenmar Waste Depot site.  Still concerns about the quality of the processed green waste.	

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Objective 4.3: Provide a sustainable waste management service for the community									
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Investigate and implement new uses for processed green waste	MHD	New uses for processed green waste identified and utilised	X	X	X	X	Use of processed green waste is subject to materials cleanliness, which may be improved with the implementation of the Ewenmar Waste Depot Management Regime, Strategies and Plan.	
	Investigate and implement state of the art recycling initiatives	MHD	New recycling initiatives introduced	X	X	X	X	Still concerns about the quality of the processed green waste. In progress, second hand goods and materials sale area arranged. Research and information collated for future recycling initiatives and costs. Council has determined to not progress kerb side recycling. Other types of recycling initiatives including Return and Earn Facilities will be further investigated and reported over the next two (2) years.	

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Objective 4.4: Support environmentally sustainable land management practices										
Environmental Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
4.4.1	Actively manage noxious weeds	Apply the weed management guidelines of the Castlereagh Macquarie County Council (CMCC) to land that Council manages	<b>DMES, MHD, TSM, RIM, PO, FRSPM</b>	Guidelines adhered to	X	X	X	X	In progress, particularly following reports.	
		Assist in promoting and endorsing the CMCC guidelines to landowners	<b>MHD</b>	Guidelines promoted and endorsed	X	X	X	X	Ongoing, Council monthly newsletter now being utilised when information is provided by the CMCC and some program signage installed. Weed display provided at Council's Customer Service Counter.	
4.4.2	Actively manage pests	Continually liaise with Local Land Services (LLS) to ensure that current pest management initiatives are undertaken on land that Council manages	<b>DMES, MHD, TSM, RIM, PO, FRSPM</b>	Initiatives undertaken when requested by LLS	X	X	X	X	Ongoing.	
4.4.3	Ensure that crown land is managed using environmentally sustainable principles and practices	Continually liaise with Government to ensure that Council maintains the crown land under its management in an environmentally sustainable way	<b>DMES, MHD, TSM</b>	Environmentally sustainable management achieved	X	X	X	X	In progress with Plans of Management in train nearing completion. Victoria Park and Oxley Park Plan of Management complete, other Plans of Management to draft stage and to be reported to Council through relevant Committees.	

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Objective 4.4: Support environmentally sustainable land management practices										
Environmental Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
4.4.4	Preserve and protect endangered ecological communities (EEC) of native plants, animals and other organisms living in unique habitats within the Shire	Liaise with Government and other agencies to remain appraised of the latest legislation and initiatives concerning the preservation and protection of endangered ecological communities	DMES, MHD, TSM, RIM, PO, FRSPM	Current EEC legislation and initiatives understood	X	X	X	X	Ongoing.	
		Implement preservation and protection initiatives as required	DMES, MHD, TSM, RIM, PO, FRSPM	Processes implemented	X	X	X	X	Ongoing.	
4.4.5	Sustainably manage Council's road-making materials and storage sites (gravel, sand, loam pits and roadside stockpile sites)	Regularly monitor the safety and operations of gravel, sand and loam pits and roadside stockpile sites to ensure high environmental standards are adhered to	DMES, RIM, PO, FRSPM, WHS/RC	Monitoring in progress and actions undertaken	X	X	X	X	In progress, gravel pit investigation being undertaken.	
		Redevelop and implement the Quarry Safety Management Plan	DMES, RIM, PO, FRSPM, WHS/RC	Plan in place	X				In progress with an initial Quarry Site Inspections Findings and Recommendations Report completed to inform the Quarry Safety Management Plan.	

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Objective 5.1: Ensure strong engagement and collaboration with the community										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.1.1	Undertake regular community engagement activities as per the Community Engagement Strategy	Complete all community engagement activities outlined in the Community Engagement Strategy	Mayor, GM, SMT, <b>MANEX</b>	Strong community engagement	X	X	X	X	<p>Ongoing, Community Engagement Plans enacted for all major projects/programs. Local paper being utilised together with Council’s social media platforms and the Community Room display screen.</p> <p>Where required, Community Members are nominated and included in various Council Committees to actively participate and contribute to those Committees (Airport Operations, Showground/Racecourse, Warren Public Arts).</p> <p>Whispir Program commenced to provide emergency details and information. Also a subscription program is continuing for Council’s EDM newsletter.</p>	

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Objective 5.1: Ensure strong engagement and collaboration with the community										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
									Councillor stands held at Grow Services Expo, Warren Show and Marra Field Day.	

Objective 5.1: Ensure strong engagement and collaboration with the community										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.1.2	Provide training to the community on making grant applications	Disseminate grant opportunities to the community	GM, SMT, MANEX, IPM, EDVM	Grant opportunities promoted	X	X	X	X	Ongoing, by the Infrastructure Projects Management Office and Economic Development and Visitation Office.	

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Objective 5.1: Ensure strong engagement and collaboration with the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Train community members and community groups on best practice grant preparation	EDVM	Number of successful grants	X	X	X	X	Progress by the Infrastructure Projects Management Office who are liaising with and assisted the Warren Youth Centre and Community Hub to successfully obtain the Children and Young People Wellbeing Recovery Initiative Large Grants 2023.  With the appointment of the Economic Development and Visitation Manager preparation for this training has commenced. The Economic Development and Visitation Manager has also been able to progress a number of grant applications for community groups.	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 5.1: Ensure strong engagement and collaboration with the community									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								<p>There is concern that State Government grants have significantly reduced even for community organisations. This concern raised with the Country Mayors Association and the Local Member for Barwon.</p> <p>2024/2025 has seen some improvement in Council obtaining grant funds for roads and water projects.</p> <p>Free Grant Writing Workshop, Peer Review of Grant Applications prepared by Community Organisations, help provided with project estimates and project plans and preparation of some task assistance being provided.</p>	

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Objective 5.1: Ensure strong engagement and collaboration with the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.1.3	Promote Warren Shire Council to wide audiences both within the Shire and externally	Prepare and implement community engagement plans	Mayor, GM, SMT, <b>MANEX</b> , EDVM	Plans completed and implemented	X	X	X	X	Ongoing, Community Engagement Plans enacted by all major projects/programs.	
		Promote Council through websites, social media and other relevant promotional channels (print and online)	Mayor, GM, SMT, <b>MANEX</b> , EDVM	Increased positive image of Council	X	X	X	X	Ongoing through newsletters, Community Room display screen, Facebook posts, website, LinkedIn, Western Plains App, Warren Star Newspaper and local radio stations etc.  Whispir Program commenced to provide emergency details and information. Also a subscription program is continuing for Council's EDM newsletter.  Councillor stands held at Grow Services Expo, Warren Show and Marra Field Day.	

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services											
Governance Strategy		Council delivery program actions		Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.2.1	Ensure that this strategic planning framework becomes an integral part of our operating culture	Adopt all delivery programs from this strategic planning framework		GM, SMT, <b>MANEX</b>	Strategic planning framework imbedded within Council operations	X	X	X	X	In progress. Responsibilities being communicated.	
5.2.2	Proactively manage known compliance risks	Review our compliance risk register		<b>GM</b> , SMT, <b>MANEX</b> , WHS/RC	Number of non-compliance notices	X	X	X	X	Ongoing, Legislative Compliance Register continually updated and actioned plans implemented to reduce non-compliance.	
		Implement actions to mitigate against known compliance risks		GM, SMT, <b>MANEX</b> , WHS/RC	Number of non-compliance notices	X	X	X	X	Ongoing, Council Enterprise – Wide Risk Management Matrix has been updated to include Cyber Security and other matters.	

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, 26th June 2025

ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.2.3	Seek new sources of income for Council	Implement the Road Maintenance Council Contract (RMCC) from the State Government for the maintenance of Government-owned roads	GM, DMES, RIM, PO, FRSPM	Successful delivery of contract maintenance and improvement works	X	X	X	X	Ongoing, with commencement on the 1 September 2022. Successful management of the Oxley Highway during the September – December 2022 floods and with good results being achieved on Contractor Performance Reports and an extensive program of heavy patching and bitumen reseals in May 2024, with reconstruction of the “Milawa” section completed (\$3.4 million).  2024/2025 saw a further extensive Heavy Patching Program amounting to \$1.597 million and a Maintenance Program in the amount of \$851,000 that included 25 culverts cleaned, 3 culverts repaired, 1 culvert replaced and an extensive Reseal Program of over 62,500 m <sup>2</sup> undertaken.	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
								Contractor Performance Report one of the highest Council has ever received with an 85/100 with all matters either good or superior.	
	Apply for private works contracts with local businesses, landowners and the community	DMES, RIM, PO, FRSPM, TSM	Contracts in place	X	X	X	X	Ongoing, successful undertaking of construction of the Burrima Boardwalk access road.	
	Reassess Council's schedules of rates, fees and charges	GM, SMT, DMFA, DMES, MHD, MANEX	New schedules confirmed	X	X	X	X	Ongoing, contained within the 2022/2023, 2023/2024, 2024/2025, 2025/2026 (Draft) Operational Plan & Estimates.	
	Review Council's investment management strategies	DMFA	New strategies developed and implemented	X	X	X	X	Ongoing, Investment Policy renewed following liaison with TCorp.	

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Continually review and seek grant opportunities	GM, SMT, <b>MANEX</b> , MHD, RIM, PO, FRSPM, TSM, IPM	Grants won	X	X	X	X	Ongoing – see successful grant applications reported to Council.  Concerned about the reduction of State Government funding in 2023/2024. This concern raised with the Country Mayors Association and the Local Member for Barwon.  2024/2025 has seen some improvement in Council obtaining grant funds for roads and water projects.	
5.2.4	Explore partnerships with others to share costs	Create partnerships with Government, businesses and NGOs to create shared services agreements	Mayor, GM, SMT, <b>MANEX</b>	Shared services agreements in place	X	X	X	X	Ongoing.	
5.2.5	Improve procurement practices to maximise cost efficiency whilst supporting local businesses where possible	Utilise and maintain the VendorPanel procurement and contract management system	GM, SMT, <b>MANEX</b>	VendorPanel actively used	X	X	X	X	Ongoing, request for “Preferred Supplier” Status for Relevant Local Trades and Commercial Services and Local Motor Vehicles arranged.	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Train staff in procurement and contract management practices	GM, SMT, MANEX	Staff trained	X	X	X	X	In progress, grant application for training of staff responsible for procurement arranged however, unfortunately unsuccessful. Further grant applications being considered.  Appropriate training arranged using Council's training allocation in March 2024. Staff involved in Procurement Awareness and Compliance Workshop facilitated by Regional Procurement Initiative.	
	Promote opportunities for local businesses to provide services to Council	GM, SMT, MANEX	Community and businesses informed	X	X	X	X	Ongoing, VendorPanel constantly advertised.	

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**ITEM 6 DELIVERY PROGRAM PROGRESS REPORT**

**CONTINUED**

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.2.6	Embrace a team centred culture of continual improvement to improve operational efficiency	Consult with the community to agree on the levels of service it requires from Council	GM, SMT, <b>MANEX</b>	Levels of service agreed	X	X	X	X	The Senior Management Team received training in November 2023 and four (4) Service Reviews (Service NSW Service Provision, Customer Service Provision and Procedures, Economic Development and Visitation and Waste / Garbage Services) expected to be undertaken in 2025/2026 to determine service improvements within resources.	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Equip, empower and support staff to achieve their goals	GM, SMT, MANEX	Positive staff surveys	X	X	X	X	<p>In progress, staff are encouraged to attend Continued Professional Development Programs, Workshops and Networking Meetings relevant to their professions.</p> <p>Performance Management training undertaken in May 2024 and Performance Management Procedure adopted by Manex in April 2024.</p> <p>Council WHS Induction Day undertaken on the 29 August 2024 and a further day is scheduled for 21 July 2025.</p> <p>Council inaugural staff Health and Wellbeing Day held on the 21 October 2024 and a further day is scheduled for 22 September 2025.</p>	

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

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Objective 5.2: Maintain a financially sustainable Council that provides cost effective services									
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
	Embrace the use of new technology to support our processes	GM, SMT, MANEX	Processes improved	X	X	X	X	<p>Ongoing, a Draft ICT Strategy and Action Plan developed which saw Managed Services implemented in 2024/2025, a new Electronic Document System and a full Financial Software Package to be implemented in 2025/2026. Improvements in Council's cyber security are also expected to be implemented in 2025/2026.</p> <p>New audiovisual system installed in the Community Room, Conference Room and General Manager's office to replace the Lifesize System and improve meetings communications.</p> <p>Metrix Asset Management System has replaced Confirm.</p> <p>Asset AI commenced being used for defects on Council's road network.</p>	

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### ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.2: Maintain a financially sustainable Council that provides cost effective services										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
									Commencement of implementation of new GIS and mapping information system.	

Objective 5.3: Support our people to provide high-quality services to the community										
Governance Strategy		Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target
5.3.1	Provide effective training and development of our staff	Review our staff evaluation and goal-setting processes to incentivise staff	GM, SMT, MANEX	Updated staff evaluation process	X				Ongoing, Performance Management training undertaken in May 2024.	
		Equip, empower and support staff to achieve their goals	GM, SMT, MANEX	Updated Workforce Plan and Strategy	X	X	X	X	In progress, Performance Management training undertaken in May 2024.	
		Provide career path opportunities to incentivise staff and to improve business continuity	GM, SMT, MANEX	Updated Workforce Plan and Strategy	X	X	X	X	In progress, expected to be reported to Council in early 2026.	
		Implement a tailored training and development program for each member of staff	GM, SMT, MANEX	Staff reviews completed	X	X	X	X	Completed for 2022/2023. Completed for 2023/2024. Completed for 2024/2025.	

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.3: Support our people to provide high-quality services to the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Implement formal flexibility working arrangements for staff	<b>GM, SMT, MANEX</b>	Updated Workforce Plan and Strategy	X	X	X	X	In progress, Extended Flexible Working Hours Agreement for Road Crews and Associated Staff agreed to for 2023/2024 and 2024/2025. Negotiations underway for renewal for 2025/2026.	
		Review our salary system against current best practice	<b>GM, SMT, MANEX</b>	Updated salary system	X	X	X	X	No action to date.	
5.3.2	Create a productive and cooperative working environment for Councillors to support their governance responsibilities	Train Councillors on their roles and responsibilities	<b>GM, SMT</b>	Programs delivered	X	X	X	X	Ongoing. Asset Management Training undertaken by interested Councillors.  Councillor Induction and Training Workshop for new Councillors undertaken 3 October 2024.	
		Provide Councillors with community leadership opportunities	<b>GM, SMT</b>	Opportunities provided	X	X	X	X	Ongoing.	
		Provide timely, accurate and relevant reporting and information to Councillors to enable informed decision making	<b>GM, SMT, MANEX</b>	Reports and information delivered	X	X	X	X	Ongoing.	

WARREN SHIRE COUNCIL

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ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.3: Support our people to provide high-quality services to the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.3.3	Ensure a quality customer service focus by customer staff	Promote quality customer service approaches to all Council employees	GM, SMT, <b>MANEX</b>	Customer service training implemented	X	X	X	X	In progress, initial report provided to the April 2024 Council Meeting on a Customer Service Ethos Policy. Further reporting in the near future on both a Customer Service Ethos Policy and a Customer Service Policy.  Customer Service Training Program developed and will be used for the training of relevant Council staff in early 2025/2026.	
		Obtain community feedback on Council's customer service	GM, SMT, <b>MANEX</b>	Increased customer satisfaction	X	X	X	X	In progress, initial report provided to the April 2024 Council Meeting on a Customer Service Ethos Policy. Further reporting in the near future on both a Customer Service Ethos Policy and a Customer Service Policy.	

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.4: Collaborate with external parties to capture new opportunities for the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
5.4.1	Obtain new development funds from developers to support the provision of improved infrastructure services	Arrange through negotiations Planning Agreements with developers	GM, SMT, <b>MHD</b>	Planning Agreements implemented	X	X	X	X	No action to date, currently not applicable.	
		Negotiate with major developers to obtain new development funds	GM, SMT, <b>MHD</b>	Negotiations completed	X	X	X	X	No action to date, currently not applicable.	
		Allocate additional funds to the provision of new infrastructure and services for the community	GM, SMT, MHD, <b>MANEX</b>	Fund allocated	X	X	X	X	No action to date, currently not applicable.	
5.4.2	Lobby the State Government to reduce the amount of cost shifting, from Government to Council, for the provision of community services	Develop and implement a lobbying plan for cost shifting reduction measures	Mayor, <b>GM</b>	Lobby plan developed and implemented	X	X	X	X	Ongoing, submissions and presentation provided to both the State Government Inquiry into the Ability of Local Governments to Fund Infrastructure and Services and the Commonwealth Government Inquiry and Report into Local Government Sustainability. Liaison with the Local Member for Barwon undertaken.	
		Obtain the support of other local Councils and the Alliance of Western Councils	Mayor, <b>GM</b>	Support obtained	X	X	X	X	Ongoing.	

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## ITEM 6 DELIVERY PROGRAM PROGRESS REPORT

CONTINUED

Objective 5.4: Collaborate with external parties to capture new opportunities for the community										
Governance Strategy	Council delivery program actions	Responsible officer / department	Measures	2022 / 2023	2023 / 2024	2024 / 2025	2025 / 2026	Comment	Target	
		Meet with relevant State Government Ministers and Departments	Mayor, <b>GM</b>	Meetings conducted	X	X	X	X	Ongoing, use of Country Mayors Association and other meetings and Conferences to hold appropriate meetings with State Government Ministers.	
5.4.3	Actively seek external support (financial and in-kind) from Government, alliance partners, the community and philanthropists to support the provision of new services and amenities for the community	Meet with community groups to consider the support that they might require to develop new community services and amenities	<b>GM, SMT, MANEX</b>	Meetings conducted	X	X	X	X	Ongoing, particularly through the Warren Chamber of Commerce and the Warren Interagency Support Services Group.	
		Facilitate the development of a plan to target and engage with potential support providers	<b>GM, SMT, MANEX</b>	Plan developed and implemented	X	X	X	X	In progress.	
		Facilitate meetings between the potential support providers and our community groups	<b>GM, SMT, MANEX</b>	Meetings conducted	X	X	X	X	In progress.	

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**ITEM 7      2025/2026 – 2028/2029 DELIVERY PROGRAM AND 2025/2026 OPERATIONAL PLAN AND ESTIMATES ADOPTION** **(A7-4.1/1)**

**RECOMMENDATION** that:

1. The information be received and noted;
2. The final amended draft of the 2025/2026 – 2028/2029 Delivery Program and 2025/2026 Operational Plan and Estimates which contains Council’s Revenue Policy and Fees and Charges with the changes as detailed within this report be adopted by Council;
3. Council formally resolve to make and levy the Rates and Charges as detailed within the Statement of Revenue Policy – 2025/2026 (Statement of Rates) to enable the levying of the 2025/2026 Rates from July 2025; and
4. Fees and Charges not provided by relevant State Government Departments be amended by Delegation to the General Manager when the information is provided.

**PURPOSE**

This report is for Council to consider, finalise and adopt the draft 2025/2026 – 2028/2029 Delivery Program and 2025/2026 Operational Plan and Estimates which contains Council’s Revenue Policy and Fees and Charges following their public exhibition and to make and levy the Rates and Charges for 2025/2026.

**BACKGROUND**

Section 405 of the Local Government Act 1993 (as amended) requires Council to prepare an Operational Plan and Estimates each year. Prior to adoption of the Plan, Council must give a period of not less than 28 days inviting written public submissions and comment on the Plan.

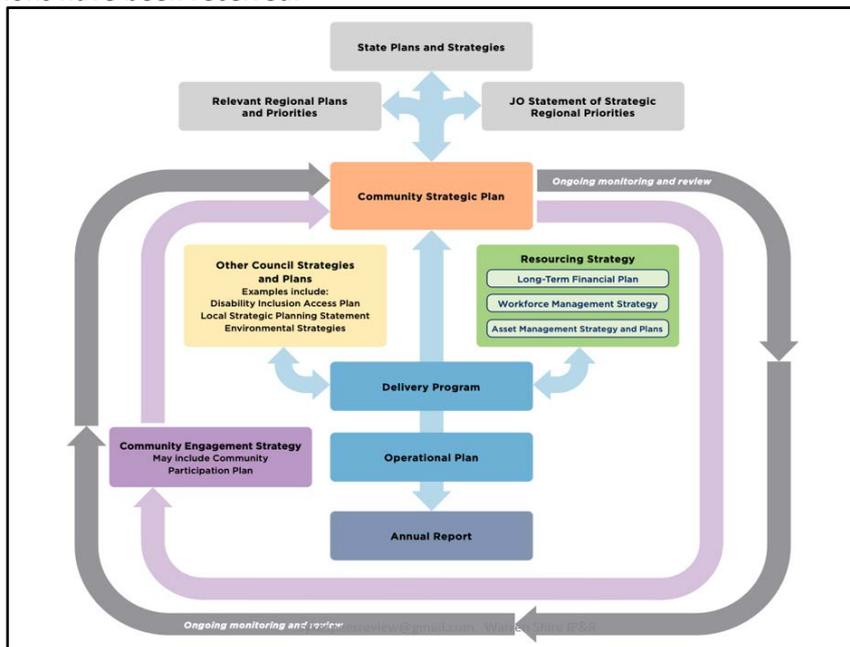
Council is also required to renew its Delivery Program.

Council at its Meeting on the 24th April 2025 resolved to advertise the Draft 2025/2026 Operational Plan and Estimates and the 2025/2026 - 2028/2029 Delivery Program inviting written public submissions and comments up until 4 pm Thursday, 29th May 2025.

No written public submissions have been received.

**REPORT**

The IP & R Process can be summarised by the the adjacent diagram:



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**ITEM 7      2025/2026 – 2028/2029 DELIVERY PROGRAM AND 2025/2026 OPERATIONAL PLAN  
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The IP & R Process supports the elected members to:

- Work directly with their community to identify long-term priorities for local identity, growth and lifestyle;
- Understand the range of services the community wants, the service standards they expect and the infrastructure that will be required;
- Have meaningful conversations about the cost of meeting community expectations. Allocate resources within Council's means and map out a 4-year strategy to deliver key priorities, projects and services;
- Set appropriate rates, fees and charges and monitor the Council's progress in delivering priorities, projects and services through the Operational Plan;
- Report to the community on their success in achieving these goals; and
- Be assured that their Council is meeting planning, consulting and reporting requirements under other laws.

The IP & R process helps Council staff to:

- Understand community priorities and needs;
- Work with elected representatives on shared goals and priorities;
- Identify supporting plans and strategies undertake resource planning and meeting legislative requirements;
- Identify achievements for each 4-year term and the projects/programs that will be delivered;
- Develop reporting regimes to Council, including how risk will be effectively managed;
- Understand the role each employee will play in delivering the community's priorities;
- Celebrate success when goals are achieved; and
- Understand how they will be held accountable through reporting and performance management.

The Community Strategic Plan must include:

- a community vision statement;
- strategic objectives for the community that address social (community), environmental, infrastructure, economic and civic leadership issues identified by the community (commonly referred to as "the quadruple bottom line" (QBL));
- strategies for achieving each objective; and
- an explanation of who is responsible for delivering each strategy. Where Council has an oversight role for a strategy but is not the key delivery agent, the Community Strategic Plan should explain the role Council will play in facilitating delivery of the strategy and how it will monitor delivery.

The Community Strategic Plan must identify assessment methods for determining whether the objectives are being achieved.

Council readopted the Warren Shire 2035 Community Strategic Plan at its 5th December 2024 Meeting.



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**ITEM 7      2025/2026 – 2028/2029 DELIVERY PROGRAM AND 2025/2026 OPERATIONAL PLAN  
AND ESTIMATES ADOPTION      CONTINUED**

Social

- Attracting and retaining community:
  - Ageing community
  - Health services
  - Education services
  - Housing
  - Law and order
  - Community inclusion
- Engaging with community:
  - Celebrations/event
  - Supporting collaboration in social engagement
  - Organisation burnout – support and upskill community

Economic

- Diversification of industry/employment:
  - Retaining young people in employment
  - Investment attraction
- Development of housing diverse housing solutions:
  - Accommodation
  - Housing
- Tourism development:
  - visitation/destination strategy
  - Tourism strategy
  - Customer service improvement
  - Main street renewal – including LEP
- Business revitalisation:
  - Growing local business
  - Supporting existing business efficiency

Infrastructure

- Reliable and accessible connectivity:
  - Reliable telecommunications
  - Transport network condition
  - Internet Connectivity
  - Energy network
- Sustaining infrastructure
- Ongoing Operational costs of managing new assets

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**ITEM 7      2025/2026 – 2028/2029 DELIVERY PROGRAM AND 2025/2026 OPERATIONAL PLAN  
AND ESTIMATES ADOPTION      CONTINUED**

- Levee condition
- Grant management, community facilitation and support
- Asset Management and Planning
- Warren CBD improvements/revitalisation/investments:
  - Main street revitalisation
  - Main street LEP review
  - Main street funding

Environmental

- Climate change / diverse climates adaptation for future community benefit:
  - Better understand local climate impacts on environment
- Manage environmental plans that affect the community:
  - Water Policy changes
  - Water assets
  - River assets
- Green assets (river/marshes)
  - Sustain product for community and visitor access

Governance

- Community engagement and collaborative partnership – improving commitment, trust and goodwill:
  - Consultation
  - Embracing community leaders as advocates - addressing Negative perceptions
  - Grant facilitation/education
  - Ongoing engagement with stakeholders – see communications plan
  - Publicity/promotions/marketing/community involvement
- Advocacy on service delivery cost impact:
  - Planning agreements for large regional developments– impact Warren
  - Cost shifting
  - Actively pursuit of active resources to deliver services and amenity to the community
  - Services labour productivity improvement

Vision - where to you want to be in 10 years. The Summit determined that the current Vision which is as follows, is appropriate:

*“To pursue excellence, to be responsive and pro-active in the promotion and improvement of our community through responsible and innovative leadership.”*

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**ITEM 7      2025/2026 – 2028/2029 DELIVERY PROGRAM AND 2025/2026 OPERATIONAL PLAN  
AND ESTIMATES ADOPTION      CONTINUED**

The current Values position – Warren Shire, what is worth striving for as follows was also determined appropriate:

- A safe and attractive working and living environment that will attract skilled people;
- A Shire that has a diverse and stable economy;
- A Shire that has quality and well-maintained infrastructure;
- A place that encourages vitality and leadership in the community;
- A Council that provides quality and cost-effective services, and that partners with the community in decision-making; and
- A community that is inclusive and encourages the development of its young people.

**2025/2026 Operational Plan and Estimates**

2025/2026 is expected to be an extremely busy year with a great deal of capital improvement works to be completed or commenced together with a large flood restoration and construction program on Council's road network and other programs/projects, at least as follows:

- Bushfire Hazard Reduction - \$360,000 (subject to Grant Funding);
- Administration – New Electronic Records Management System Introduction, Routine Replacement of ICT Assets, Two (2) Replacement Photocopiers, Commencing Introduction of a New Corporate Financial System - \$162,500 subject to change depending on carry over funds;
- Warren Street Christmas Party 2025 - \$116,666 (subject to Grant Funding);
- Website Creation for Destination Macquarie Marshes - \$12,000;
- Warren Sporting & Cultural Complex – Gym Equipment Renewals - \$7,500;
- Stoney Creek/Reddenville Break - Signage Disaster Readiness Grant Works - \$77,022;
- Urban Roads – Bitumen Resealing - \$170,000;
- Urban Roads – Gravel Resheeting - \$39,493;
- Rural Roads – Bitumen Resealing - \$828,000;
- Rural Roads – Gravel Resheeting - \$430,500;
- Regional Roads – Bitumen Resealing - \$250,000;
- Bundemar Street Rehabilitation - \$50,000;
- Kerb and Gutter Renewal/Replacement - \$170,000;
- Regional Emergency Roads Repair Program Regional Roads – RR333 Carinda Road - \$1,250,000;
- Regional Emergency Roads Repair Program Regional Roads – RR 7515 Warren Road - \$511,576;
- Plant Replacement 2025/2026 (Net Purchase Cost) - \$853,586 (estimated);
- September 2022 AGRN 1034 Flood and Storm Damage Essential Public Asset Reconstruction Work Shire and Regional Roads - \$4,393,041;
- September 2022 AGRN 1034 Flood and Storm Damage Essential Public Asset Reconstruction Work Ewenmar Waste Depot Access Road Restoration - \$220,500;
- Warren Town Levee Upgrading - \$5,490,060, most carried over;

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**ITEM 7      2025/2026 – 2028/2029 DELIVERY PROGRAM AND 2025/2026 OPERATIONAL PLAN  
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- Towards Zero Safer Roads Program for RR202 Marthaguy Road and RR333 Carinda Road - \$5,389,000 most carried over;
- Sewer Mains Condition Refurbishment Works - \$100,000;
- Sewerage Pump Station Hatch Covers - \$99,750 most carried over;
- Thornton Avenue Sewerage Pump Station Refurbishment - \$107,000 most carried over;
- Water Valve Replacement Program - \$100,000;
- Water Supply Pump Station Motor Control Centre Replacement - \$75,000;
- Gunningba Estate Stage 3 Development - \$194,073, subject to land sales or grant and carry over;
- Decommissioning of Old Sewerage Treatment Plant - \$92,000 most carried over
- Gillendoon Street Pump Station Restoration - \$125,000;
- Warren Airport Exclusion Fencing - \$139,000, subject to grants;
- Warren Airport Improvement Works - \$50,000, subject to grants;
- Preparation of Discover Macquarie Marshes Website and Social Media Program - \$12,000;
- Strategic Planning / Integrated Water Cycle Management Plan - \$1,446,470;
- Street Lighting Improvement - \$11,662 most carried over;
- Ewenmar Waste Depot EPA Landfill Environment Improvement - \$104,290 subject to grant;
- Topdressing and levelling of Soccer Fields at Carter Oval - \$10,000;
- Final Stage of Carter Oval Youth Sports Complex Irrigation - \$90,000;
- Shade structures three (3) over Tables and Chairs at the Splash Park - \$25,000;
- Warren Family Health Centre Internal Painting - \$20,000;
- Administration Centre Air-conditioning and External Blinds - \$15,000;
- Warren Works Depot Air-conditioning and Workshop Bird Proofing - \$18,000;
- Warren War Memorial Swimming Pool Improvement Works - \$48,000;
- Warren Showground/Racecourse Tables and 100 Chairs - \$15,000;
- Warren Sporting & Cultural Centre 250 Chairs - \$25,000;
- Carter Oval Youth Sports Complex Building Fit Out - \$12,000;
- State Highway 11 Oxley Highway Ordered Works - \$1,250,000 subject to funding approval;
- Implementation of Engineering Services Reported IT Systems - \$54,000;
- Drought Resilience Planning Program Implementation Project – Country Heartlines - \$234,000, mostly carryover;
- Workplace Health and Safety Management System – Safety Culture - \$50,600;
- Traffic Counter Replacement - \$6,354;

Council is expecting a large increase in electricity costs (upwards of 15%) in 2025/2026.

Included in the budget are various allocations towards maintenance works to be undertaken in the areas of town services (parks, gardens, water and sewerage), in the roads area and for other Council assets.

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Having such a sizeable capital improvement budget together with Council’s normal maintenance program and expected flood restoration program will necessitate the continued employment of both extra management and operational resources to ensure works and programs are efficiently, safely and effectively facilitated together with other members of Council’s Management Executive Team.

Where possible, an increased operational staff level (both permanent and temporary) will also be used to undertake most works in house in conjunction with extra contracted works (local and tendered projects where special expertise is required).

Major grants to be sought include Warren Bore Water Storage Increase, Warren CBD Upgrade, Safer Local Roads and Infrastructure Program, Towards Zero Safer Roads Program.

Currently, no loans are required for the 2025/2026 however, this may change for a required increased bore water storage in Warren. Alternatively, a loan most probably will be proposed in the 2026/2027 Operational Plan & Estimates to fund increased bore water storage in Warren, if grant funds are not forthcoming.

An appropriate allocation (\$125,000) has also been provided for what is necessary with the new Audit, Risk and Improvement Committee (ARIC), Contract Internal Auditor and Service Reviews.

**Operational Plan Legislative Requirements and Compliance**

<b>Operational Plan</b>	Identify projects, programs or activities that Council will undertake within the financial year towards addressing actions in the Delivery Program	The actions in this document include actions planned for the 2025/2026 financial year
	Allocate responsibilities for each project, program or activity and measures to determine effectiveness	The actions in this document include responsibilities and measurements
	Include the Statement of Revenue Policy	The actions in this document include responsibilities and measurements
	Include provisions relating to the content of Council’s annual statement of Revenue Policy: <ul style="list-style-type: none"> <li>• Estimated income and expenditure</li> <li>• Ordinary rates and special rates</li> <li>• Proposed fees and charges</li> <li>• Council’s proposed pricing methodology</li> <li>• Proposed borrowings</li> </ul>	The actions in this document include responsibilities and measurements

**2025/2026 Fees and Charges**

The Office of Local Government (OLG) provided in time the following details which were included in the Draft Operational Plan & Estimates.

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**Maximum Interest Rate on Overdue Rates and Charges**

- In accordance with section 566(3) of the Act, it has been determined that the maximum rate of interest payable on overdue rates and charges for the period 1 July 2025 to 30 June 2026 will be 10.5% per annum

**Section 603 Certificate**

- Under section 603 of the Act, councils may issue a certificate as to the amount (if any) of rates, charges, etc. due or payable to the council for a parcel of land. Section 603(2) states the application must be accompanied by the approved fee. In accordance with the approved methodology, the approved fee for 2025-26 is determined to be \$100. This remains the same as the 2024-25 fee.
- This determination applies to the issuing of a certificate for the matters specified in section 603(2) of the Act. Where a council offers to provide other information as an optional service, the council is not prevented from separately determining an approved fee for that additional service. Furthermore, a council is not prevented from determining approved fees for additional services required by an applicant for the expedited processing of a Section 603 Certificate.

**Statutory Limit on the Maximum Amount of Minimum Rates**

Following a recommendation by Independent Pricing and Regulatory Tribunal (IPART), clause 126 of the Local Government (General) Regulation 2021 will be amended on 1 July 2025 by the Local Government (General) Amendment (Minimum Amounts of Rate) Regulation 2025, so that under section 548(3)(a) of the Act, the maximum amount of the minimum ordinary rate will be \$639 for 2025-26.

- The maximum amount of a minimum special rate (not being a water supply special rate or a sewerage special rate) prescribed by section 548(3)(b) of the Act will remain unchanged at \$2.

**Attachment 1** is the recently provided Schedule of Planning and Development Fees and Charges for 2025/2026 Financial Year provided by the Department of Planning, Housing and Infrastructure Fact Sheet. This will adjust the publicly exhibited fees and charges accordingly.

Council has also been advised that Swimming Pool Section 24 Compliance Certificate Fee has increased to \$100.00.

Dog Registrations/Impounding Fees changes are yet to be released by the State Government and are and the process would be appropriate adjustment by Delegation to the General Manager when this information is provided.

Council has applied for an exemption from the State Government fees for burials however, we are yet to be received any advice of our success. If no exemption is provided, the fees and charges for cemetery costs would be increased proportionally by the relevant State Government fees charged by appropriate adjustment by Delegation to the General Manager when this information is known.

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Other statutory fees are yet to be provided by relevant State Government Departments and the process would be appropriate adjustment by Delegation to the General Manager when this information is provided.

As advised at the Councillor Workshop on 16th April 2025 and at the 24th April 2025 Council Meeting, the fees and charges in relation to lighting at Carter Oval Youth Sports Precinct, Victoria Park Precinct and the Equestrian Arena at the Warren Showground/Racecourse Complex were being recalculated by the Engineering Services Department in conjunction with advice from Council's Electricity Consultant, Energy and Management Services (EMS).

**Attachment 2** is an attachment of the completed analysis where comparison is provided in relation to a flat \$1.00 per hour for administration compared to \$0.50 per Kw hour with the flat \$1.00 per hour determined to be the most appropriate charge. This same analysis will need to be undertaken each year to determine correct administration charge recovery. It is pleasing that the charges, particularly for LED lighting are much cheaper.

**2025/2026 Rates and Annual Charges**

The Draft 2025/2026 Estimates were submitted to Council with a balanced budget (excluding depreciation) in General Fund, a \$265,492 deficit in Water Fund and a \$499,371 deficit in Sewerage Fund in April 2025, though these are negated by the transfer from reserves and shown as capital income as appropriate.

The Draft 2025/2026 Estimates were prepared based on the below rates and charges: -

1. General rate increase of 4.1% subject to final approval by IPART, this will generate additional income of \$234,285.47 on the actual 2024/2025 rates levied.
2. a \$28.00 or 5% increase in the Warren water availability charge to \$590.00,
3. a \$37.00 or 5% increase in the Nevertire water availability charge to \$781.00,
4. a \$28.00 or 5% increase in the Collie water availability charge to \$597.00,
5. a \$35.00 or 5% increase in the Warren residential sewerage charge to \$737.00,
6. a \$37.00 or 5% increase in the Nevertire residential sewerage charge to \$772.00,
7. a \$32.00 or 5% increase in the of Non-residential sewerage charge to \$677.00,
8. a \$18.00 or 5% increase in the garbage charge (Warren, Nevertire & Collie) to \$369.00,
9. a \$3.00 or 5% increase in vacant land garbage charge on all residential and business assessments to \$62.00,
10. a \$6.00 increase on the Waste Depot Access Charge for all occupied land categorised as Rural Residential, Business – Other and Business - Airport outside the current waste collection area to \$132.00









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**Attachment 1:** Schedule of Planning and Development Fees and Charges for 2025/2026 Financial Year provided by the Department of Planning, Housing and Infrastructure Fact Sheet

**Department of Planning, Housing and Infrastructure**  
Fact sheet



## Schedule of planning and development fees and charges for 2025/26 financial year

This schedule outlines the relevant fees and charges that are applicable for the 2025/26 financial year based on the fee unit within Schedule 4 of the Environmental Planning and Assessment Regulation 2021.

**Schedule of planning and development fees and charges for 2025/26 financial year...1**

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### Part 2: Fees for development applications – other than State significant development

Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
2.1	Development application for development, other than a development application referred to in item 2.2 or 2.3, involving the erection of a building, the carrying out of a work or the demolition of a work or building with an estimated cost of development –		
	Up to \$5,000	1.29 fee units	\$147.00

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Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
	\$5,001–\$50,000 – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$5,000	1.98 fee units \$3.00	\$226.00 \$3.00
	\$50,001–\$250,000 – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$50,000	4.12 fee units \$3.64	\$469.00 \$3.64
	\$250,001–\$500,000 – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$250,000	13.56 fee units \$2.34	\$1,544.00 \$2.34
	\$500,001–\$1 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$500,000	20.41 fee units \$1.64	\$2,325.00 \$1.64
	\$1,000,001–\$10 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$1 million	30.58 fee units \$1.44	\$3,483.00 \$1.44
	More than \$10 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$10 million	185.65 fee units \$1.19	\$21,146.00 \$1.19
2.2	Development application for development for the purposes of 1 or more advertisements, but only if the fee under this item exceeds the fee that would be payable under item 2.1 (a) 1 advertisement, plus (b) for each additional advertisement	3.33 fee units \$93.00	\$379.00 \$93.00
2.3	Development application for development involving the erection of a dwelling house with an estimated cost of \$100,000 or less	5.32 fee units	\$606.00
2.4	Development application involving subdivision, other than strata subdivision, involving the opening of a public road – (a) base fee, plus (b) for each additional lot created by subdivision	7.77 fee units \$65.00	\$885.00 \$65.00

Schedule of planning and development fees and charges for 2025/26 financial year

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Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
2.5	Development application involving subdivision, other than strata subdivision, not involving the opening of a public road –		
	(a) base fee, plus	3.86 fee units	\$440.00
	(b) for each additional lot created by subdivision	\$53.00	\$53.00
2.6	Development application involving strata subdivision –		
	(a) base fee, plus	3.86 fee units	\$440.00
	(b) for each additional lot created by subdivision	\$65.00	\$65.00
2.7	Development application for development not involving the erection of a building, the carrying out of a work, the subdivision of land or the demolition of a work or building	3.33 fee units	\$379.00

**Part 3: Additional fees for development applications – other than State significant development**

Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
3.1	Additional fee for development application for integrated development –		
	(a) fee payable to consent authority	1.64 fee units	\$187.00
	(b) fee payable to approval body	3.74 fee units	\$426.00
3.2	Additional fee for development application for development requiring concurrence, other than if concurrence is assumed under this Regulation, section 55 –		
	(a) fee payable to consent authority	1.64 fee units	\$187.00
	(b) fee payable to concurrence authority	3.74 fee units	\$426.00
3.3	Additional fee for development application for designated development	10.76 fee units	\$1,226.00
3.4	Additional fee for development application that is referred to design review panel for advice	35.08 fee units	\$3,996.00
3.5	Giving of notice for designated development	25.96 fee units	\$2,957.00
3.6	Giving of notice for nominated integrated development, threatened species development or Class 1 aquaculture development	12.92 fee units	\$1,472.00
3.7	Giving of notice for prohibited development	12.92 fee units	\$1,472.00

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Department of Planning, Housing and Infrastructure

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Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
3.8	Giving of notice for other development for which a community participation plan requires notice to be given	12.92 fee units	\$1,472.00

**Part 4: Fees for modification of development consents – other than State significant development**

Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
4.1	Modification application under the Act, section 4.55(1)	0.83 fee units	\$95.00
4.2	Modification application – (a) under the Act, section 4.55(1A), or (b) under the Act, section 4.56(1) that involves, in the consent authority's opinion, minimal environmental impact	Lesser of- (a) 7.54 fee units, or (b) 50% fee for original application	Lesser of- (a) \$859.00, or (b) 50% fee for original application
4.3	Modification application under the Act, section 4.55(2) or 4.56(1) that does not, in the consent authority's opinion, involve minimal environmental impact, if the fee for the original development application was – (a) less than 1 fee unit, or (b) 1 fee unit or more and the original development application did not involve the erection of a building, the carrying out of a work or the demolition of a work or building	50% fee for original application	50% fee for original application
4.4	Modification application under the Act, section 4.55(2) or 4.56(1) that does not, in the consent authority's opinion, involve minimal environmental impact, if – (a) the fee for the original development application was 1 fee unit or more, and (b) the original development application involved the erection of a dwelling house with an estimated cost of \$100,000 or less	2.22 fee units	\$253.00

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Department of Planning, Housing and Infrastructure Fact sheet		 <b>NSW</b> GOVERNMENT	
Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
4.5	Modification application under the Act, section 4.55(2) or 4.56(1) that does not, in the consent authority's opinion, involve minimal environmental impact, if the fee for the original application was 1 fee unit or more and the application relates to an original development application, other than an original development application specified in item 4.3 or 4.4, with an estimated cost of development of—		
	Up to \$5,000	0.64 fee units	\$73.00
	\$5,001-\$250,000 – (a) base fee, plus	0.99 fee units	\$113.00
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$5,000	\$1.50	\$1.50
	\$250,001 – \$500,000- (a) base fee, plus	5.85 fee units	\$666.00
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$250,000	\$0.85	\$0.85
	\$500,001 - \$1 million - (a) base fee, plus	8.33 fee units	\$949.00
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$50,000	\$0.50	\$0.50
	\$1,000,001-\$10 million – (a) base fee, plus	11.54 fee units	\$1,314.00
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$1 million	\$0.40	\$0.40
	More than \$10 million (a) base fee, plus	55.40 fee units	\$6,310.00
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$10 million	\$0.27	\$0.27
4.6	Additional fee for modification application if notice of application is required to be given under the Act, section 4.55(2) or 4.56(1)	7.78 fee units	\$886.00
4.7	Additional fee for modification application that is accompanied by statement of qualified designer	8.89 fee units	\$1,013.00
4.8	Additional fee for modification application that is referred to design review panel for advice	35.08 fee units	\$3,996.00
4.9	Submitting modification application under the Act, section 4.55(1A) or (2) on the NSW planning portal	0.40 fee units	\$46.00

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Department of Planning, Housing and Infrastructure  
 Fact sheet



**Part 5: Fees for applications for State significant  
 development and approval of State significant  
 infrastructure**

Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
5.1	Application involving the erection of a building, the carrying out of a work or the demolition of a work or building, other than in relation to a marina or extractive industry referred to in item 5.2 or 5.3, with an estimated cost of development of –		
	Up to \$5,000	8.77 fee units	\$999.00
	\$5,001-\$50,000 – (a) base fee, plus	8.77 fee units	\$999.00
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$5,000	\$23.33	\$23.33
	\$50,001-\$100,000 – (a) base fee, plus	21.05 fee units	\$2,398.00
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$50,000	\$70.00	\$70.00
	\$100,001-\$200,000 – (a) base fee, plus	61.98 fee units	\$7,060.00
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$100,000	\$4.50	\$4.50
	\$200,001-\$500,000 – (a) base fee, plus	67.25 fee units	\$7,660.00
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$200,000	\$5.83	\$5.83
	\$500,001-\$1 million – (a) base fee, plus	87.71 fee units	\$9,990.00
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$500,000	\$5.00	\$5.00
	\$1,000,001 - \$2 million – (a) base fee, plus	116.95 fee units	\$13,321.00
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$1 million	\$1.00	\$1.00

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Department of Planning, Housing and Infrastructure Fact sheet		 <b>NSW</b> GOVERNMENT	
Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
	\$2,000,001 - \$3 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$2 million	128.64 fee units \$0.50	\$14,652.00 \$0.50
	\$3,000,001 - \$4 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$3 million	134.49 fee units \$0.70	\$15,318.00 \$0.70
	\$4,000,001 - \$5 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$4 million	142.68 fee units \$0.80	\$16,251.00 \$0.80
	\$5,000,001 - \$8 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$5 million	152.03 fee units \$1.00	\$17,316.00 \$1.00
	\$8,000,001 - \$9 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$8 million	187.11 fee units \$1.50	\$21,312.00 \$1.50
	\$9,000,001 - \$10 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$9 million	204.66 fee units \$2.50	\$23,311.00 \$2.50
	\$10,000,001 - \$50 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$10 million	233.90 fee units \$1.00	\$26,641.00 \$1.00
	\$50,000,001 - \$100 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$50 million	701.69 fee units \$0.60	\$79,922.00 \$0.60
	\$100,000,001 - \$200 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$100 million	1052.53 fee units \$0.50	\$119,883.00 \$0.50

Schedule of planning and development fees and charges for 2025/26 financial year 7

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Department of Planning, Housing and Infrastructure Fact sheet		 <b>NSW</b> GOVERNMENT	
Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
	\$200,000,001 - \$300 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$200 million	1637.27 fee units \$0.35	\$186,485.00 \$0.35
	\$300,000,001 - \$400 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$300 million	2,046.59 fee units \$0.81	\$233,107.00 \$0.81
	More than \$400 million – (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$400 million	2,993.86 fee units \$0.64	\$341,001.00 \$0.64
5.2	Application involving the erection of a building or the carrying out of a work for the purposes of a marina – (a) base fee, plus (b) for each moored vessel or, if the development involves an extension of a marina, for each additional vessel that can be moored as a result of the extension	66.19 fee units \$565	\$7,539.00 \$565.00
5.3	Application involving an extractive industry, other than mining – (a) base fee, plus (b) for each tonne of material to be extracted annually, determined by Planning Secretary by reference to a genuine estimate of average annual weight of material to be extracted, plus (c) an additional fee if the application involves the erection of a building, being the maximum fee calculated in accordance with this Regulation for the erection of a building	66.19 fee units \$0.06	\$7,539.00 \$0.06
5.4	Application involving minor subdivision	9.94 fee units	\$1,132.00
5.5	Application involving strata subdivision	9.94 fee units	\$1,132.00
5.6	Application involving other subdivision – (a) base fee, plus (b) for each hectare, or part hectare, of land being subdivided	66.19 fee units \$340 The maximum fee payable is 397.62 fee units, including the base fee and additional fee.	\$7,539.00 \$340.00 The maximum fee payable is \$45,289.00, including the base fee and additional fee.

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Department of Planning, Housing and Infrastructure  
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**Part 6: Additional fees for applications for State significant development and approval of State significant infrastructure**

Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
6.1	Application for consideration of planning proposal under the Act, section 4.38(5) in relation to a development application for State significant development. (a) base fee, plus (b) for each hectare, or part hectare, of area of development site	264.89 fee units \$1,130.00	\$30,171.00 \$1,130.00
6.2	Additional fee for application for approval of critical State significant infrastructure	584.74 fee units	\$66,602.00
6.3	Making an environmental impact statement publicly available in relation to an application	33.10 fee units	\$3,770.00
6.4	Modification application for State significant development – (a) under the Act, section 4.55(1) (b) under the Act, section 4.55(1A)	9.94 fee units 58.47 fee units	\$1,132.00 \$6,660.00
6.5	Modification request for State significant infrastructure – (a) involving a minor matter, such as a minor error, misdescription or miscalculation (b) involving minor environmental assessment	9.94 fee units 58.47 fee units	\$1,132.00 \$6,660.00
6.6	Modification application for State significant development or modification request for State significant infrastructure other than item 6.4 or 6.5	Greater of – 50% fee paid for original development application or application for approval, or 58.47 fee units	Greater of – 50% fee paid for original development application or application for approval, or \$6,660.00
6.7	Giving of notice of modification application for State significant development or modification request for State significant infrastructure, other than notice on the NSW planning portal	33.10 fee units	\$3,770.00
6.8	Submitting modification application under the Act, section 4.55(1A) or (2) for State significant development or modification request for State significant infrastructure on the NSW planning portal	0.40 fee units	\$46.00

**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, 26th June 2025

**ITEM 7      2025/2026 – 2028/2029 DELIVERY PROGRAM AND 2025/2026 OPERATIONAL PLAN AND ESTIMATES ADOPTION** **CONTINUED**

Department of Planning, Housing and Infrastructure  
Fact sheet



**Part 7: Fees for reviews and appeals**

Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
7.1	Application for review under the Act, section 8.3 that relates to a development application not involving the erection of a building, the carrying out of a work or the demolition of a work or building	50% fee for original development application	50% fee for original development application
7.2	Application for review under the Act, section 8.3 that relates to a development application involving the erection of a dwelling house with an estimated cost of \$100,000 or less	2.22 fee units	\$253.00
7.3	Application for review under the Act, section 8.3 that relates to a development application, not referred to in item 7.1 and 7.2 for development with an estimated cost of—		
	Up to \$5,000	0.64 fee units	\$73.00
	\$5,001-\$250,000- (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$5,000	1.00 fee unit \$1.50	\$114.00 \$1.50
	\$250,001-\$500,000- (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$250,000	5.85 fee units \$0.85	\$666.00 \$0.85
	\$500,001-\$1 million- (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$500,000	8.33 fee units \$0.50	\$949.00 \$0.50
	\$1,000,001 – \$10 million- (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$1 million	11.54 fee units \$0.40	\$1,314.00 \$0.40
	More than \$10 million- (a) base fee, plus (b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$10 million	55.40 fee units \$0.27	\$6,310.00 \$0.27
7.3A	Application for review under the Act, section 8.3 that relates to a development application for development, not referred to in item 7.1, 7.2 or 7.3, with an estimated development cost, including GST, of		
	Up to \$5,000	0.64 fee units	\$73.00

Schedule of planning and development fees and charges for 2025/26 financial year

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**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 26th June 2025

**ITEM 7      2025/2026 – 2028/2029 DELIVERY PROGRAM AND 2025/2026 OPERATIONAL PLAN  
AND ESTIMATES ADOPTION      CONTINUED**

Department of Planning, Housing and Infrastructure			
Fact sheet			
Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
	\$5,001-\$250,000-	1.00 fee unit	\$114.00
	(a) base fee, plus		
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$5,000	\$1.50	\$1.50
	\$250,001-\$500,000-	5.85 fee units	\$666.00
	(a) base fee, plus		
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$250,000	\$0.85	\$0.85
	\$500,001-\$1 million-	8.33 fee units	\$949.00
	(a) base fee, plus		
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$500,000	\$0.50	\$0.50
	\$1,000,001 – \$10 million-	11.54 fee units	\$1,314.00
	(a) base fee, plus		
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$1 million	\$0.40	\$0.40
	More than \$10 million-	55.40 fee units	\$6,310.00
	(a) base fee, plus		
	(b) for each \$1,000, or part \$1,000, by which estimated cost exceeds \$10 million	\$0.27	\$0.27
7.4	Application for review of decision to reject and not determine a development application under the Act, section 8.2(1)(c) if the estimated cost of development is—		
	(a) less than \$100,000	0.64 fee units	\$73.00
	(b) \$100,000–\$1 million	1.75 fee units	\$199.00
	(c) more than \$1 million	2.92 fee units	\$333.00
7.5	Appeal against determination of modification application under the Act, section 8.9	50% fee that was payable for the application the subject of appeal	50% fee that was payable for the application the subject of appeal
7.6	Submitting application for review of a determination under the Act, section 8.3 on the NSW planning portal	0.05 fee units	\$6.00
7.7	Notice of application for review of a determination under the Act, section 8.3	7.25 fee units	\$826.00

**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, 26th June 2025

**ITEM 7      2025/2026 – 2028/2029 DELIVERY PROGRAM AND 2025/2026 OPERATIONAL PLAN AND ESTIMATES ADOPTION** **CONTINUED**

Department of Planning, Housing and Infrastructure  
 Fact sheet



**Part 8: Fees for certificates under SEPPs**

Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
8.1	Application for site compatibility certificate under <i>State Environmental Planning Policy (Housing) 2021</i> – (a) base fee, plus (b) for each dwelling	3.10 fee units \$42.00  The maximum fee payable is 6.26 fee units, including the base fee and additional fee	\$353.00 \$42.00  The maximum fee payable is \$713.00, including the base fee and additional fee
8.2	Application for site compatibility certificate under <i>State Environmental Planning Policy (Transport and Infrastructure) 2021</i> , Chapter 2 or 3 – (a) base fee, plus (b) for each hectare, or part hectare, of area of land	3.10 fee units \$265.00  The maximum fee payable is 6.26 fee units, including the base fee and additional fee	\$353.00 \$265.00  The maximum fee payable is \$713.00, including the base fee and additional fee
8.3	Application for site verification certificate under <i>State Environmental Planning Policy (Resources and Energy) 2021</i> , Part 2.4	43.75 fee units	\$4,983.00
8.4	Submitting application for site compatibility certificate on the NSW planning portal	0.40 fee units	\$46.00
8.5	Application for traffic certificate under <i>State Environmental Planning Policy (Transport and Infrastructure) 2021</i> , Chapter 6	4.38 fee units	\$550.00

**Part 9: Other fees**

Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
9.1	Consideration of request for the Minister or Planning Secretary to refer matter to the Independent Planning Commission or a Sydney district or regional planning panel under this Regulation, section 262(1)	57.46 fee units	\$6,545.00

**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, 26th June 2025

**ITEM 7      2025/2026 – 2028/2029 DELIVERY PROGRAM AND 2025/2026 OPERATIONAL PLAN AND ESTIMATES ADOPTION** **CONTINUED**

Department of Planning, Housing and Infrastructure Fact sheet		 <b>NSW</b> GOVERNMENT	
Item	Matter for which fee is payable	Maximum fee	2025/26 Fees
9.2	Referral of matter by the Minister or Planning Secretary to the Independent Planning Commission or a Sydney district or regional planning panel under this Regulation, section 262(2)	172.38 fee units	\$19,634.00
9.3	Submitting complying development certificate on the NSW planning portal	0.36 fee units	\$41.00
9.4	Submitting application for construction certificate, subdivision works certificate, occupation certificate, subdivision certificate or building information certificate on the NSW planning portal	0.40 fee units	\$46.00
9.5	Payment of monetary contribution or levy under the Act, Division 7.1 on the NSW planning portal	0.05 fee units	\$6.00
9.6	Submitting construction certificate, subdivision works certificate, occupation certificate, subdivision certificate, complying development certificate or planning agreement on the NSW planning portal	0.05 fee units	\$6.00
9.7	Application for planning certificate under the Act, section 10.7(1)	0.62 fee units	\$71.00
9.8	Additional fee if planning certificate includes advice under the Act, section 10.7(5)	0.94 fee units	\$107.00
9.9	Provision of certified copy of a document, map or plan under the Act, section 10.8(2)	0.62 fee units	\$71.00
9.10	Public hearing by Independent Planning Commission under the Act, section 2.9(1)(d) – (a) base fee, plus (b) additional fee for estimated cost of hearing	661.93 fee units \$66,192.50	\$75,394.00 \$66,192.50
9.11	Consideration of request for the Minister to prepare an application to modify, under the Biodiversity Conservation Act 2016, section 8.22(1)(a), the description of biodiversity certified land under State Environmental Planning Policy (Biodiversity and Conservation) 2021, section 13.16C	\$1,000	\$1,000.00
9.12	Further assessment of request referred to in item 9.11 involving a lot with an area of more than 2ha under State Environmental Planning Policy (Biodiversity and Conservation) 2021, section 13.16D	\$14,000	\$14,000.00
9.13	Maximum additional fee if application to modify biodiversity certification requires the Minister to review significant ecological data	\$15,000	\$15,000.00

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, 26th June 2025

ITEM 7 2025/2026 – 2028/2029 DELIVERY PROGRAM AND 2025/2026 OPERATIONAL PLAN AND ESTIMATES ADOPTION

CONTINUED

Attachment 2: Warren Lighting Rate Calculations

Charge rates based on a Flat \$1.00 per hour of use for Administration.															
		2024/2025						2025/2026							
Location	kW	Electricity Rate	Cost to run lights per hour	Maintenance & Recovery	Administration	Cost Per Hour	Cost per Hour	Electricity Rate 15% increase	Cost to run lights per hour	Maintenance & Recovery	Administration	Cost Per Hour	Cost per Hour	2025/2026 Fees & Charges. Inc GST	2024/2025 Fees
		\$/kWh	\$/Hour	\$/Hour	\$/Hour	Exc. GST	Inc. GST	\$/kWh	\$/Hour	\$/Hour	\$/Hour	Exc. GST	Inc. GST		
<b>Victoria Oval</b>															
36 Lamps															
Stage 1	12	0.206	\$ 2.53	\$ 6.00	\$ 1.00	\$ 9.53	\$ 10.49	\$ 0.24	\$ 2.91	\$ 6.00	\$ 1.00	\$ 9.91	\$ 10.91	\$ 11.00	\$ 13.00
Stage 2	21	0.206	\$ 4.31	\$ 6.00	\$ 1.00	\$ 11.31	\$ 12.44	\$ 0.24	\$ 4.95	\$ 6.00	\$ 1.00	\$ 11.95	\$ 13.15	\$ 14.00	\$ 40.00
Stage 3	44	0.206	\$ 9.06	\$ 6.00	\$ 1.00	\$ 16.06	\$ 17.67	\$ 0.24	\$ 10.42	\$ 6.00	\$ 1.00	\$ 17.42	\$ 19.17	\$ 20.00	\$ 48.00
Netball	2	0.206	\$ 0.49	\$ 1.00	\$ 1.00	\$ 2.49	\$ 2.74	\$ 0.24	\$ 0.57	\$ 1.00	\$ 1.00	\$ 2.57	\$ 2.83	\$ 3.00	\$ 6.00
<b>Carter Oval</b>															
52 lamps															
Cricket 200 lux	18	0.615	\$ 11.25	\$ 8.00	\$ 1.00	\$ 20.25	\$ 22.28	\$ 0.71	\$ 12.94	\$ 8.50	\$ 1.00	\$ 22.44	\$ 24.69	\$ 25.00	\$ 48.00
Cricket 500 lux	60	0.615	\$ 36.90	\$ 8.00	\$ 1.00	\$ 45.90	\$ 50.49	\$ 0.71	\$ 42.44	\$ 8.50	\$ 1.00	\$ 51.94	\$ 57.13	\$ 57.00	\$ 48.00
Soccer 100 lux	16	0.615	\$ 9.59	\$ 8.00	\$ 1.00	\$ 18.59	\$ 20.45	\$ 0.71	\$ 11.03	\$ 8.50	\$ 1.00	\$ 20.53	\$ 22.59	\$ 23.00	\$ 40.00
Soccer 200 lux	21	0.615	\$ 12.85	\$ 8.00	\$ 1.00	\$ 21.85	\$ 24.04	\$ 0.71	\$ 14.78	\$ 8.50	\$ 1.00	\$ 24.28	\$ 26.71	\$ 27.00	\$ 40.00
Little Athletics	7	0.615	\$ 4.43	\$ 1.00	\$ 1.00	\$ 6.43	\$ 7.07	\$ 0.71	\$ 5.09	\$ 1.00	\$ 1.00	\$ 7.09	\$ 7.80	\$ 8.00	\$ 40.00
<b>Equestrian Centre</b>															
Area Lights	11	0.453	\$ 5.12	\$ 1.00	\$ 1.00	\$ 7.12	\$ 7.83	\$ 0.52	\$ 5.89	\$ 1.00	\$ 1.00	\$ 7.89	\$ 8.68	\$ 9.00	\$ 30.00
Awning Lights	0.5	0.453	\$ 0.23	\$ 1.00	\$ 1.00	\$ 2.23	\$ 2.45	\$ 0.52	\$ 0.26	\$ 1.00	\$ 1.00	\$ 2.26	\$ 2.49	\$ 3.00	
Outside Lights	0.3	0.453	\$ 0.14	\$ 1.00	\$ 1.00	\$ 2.14	\$ 2.35	\$ 0.52	\$ 0.16	\$ 1.00	\$ 1.00	\$ 2.16	\$ 2.37	\$ 3.00	
Equestrian Lights	4	0.453	\$ 1.90	\$ 1.00	\$ 1.00	\$ 3.90	\$ 4.29	\$ 0.52	\$ 2.19	\$ 1.00	\$ 1.00	\$ 4.19	\$ 4.61	\$ 5.00	
Charge rates based on \$0.50 per Kw/hour of use for Administration.															
		2024/2025						2025/2026							
Location	kW	Electricity Rate	Administration	Cost to run lights per hour	Maintenance & Recovery	Cost Per Hour	Cost per Hour	Electricity Rate 15% increase	Administration	Cost to run lights per hour	Maintenance & Recovery	Cost Per Hour	Cost per Hour	2025/2026 Fees & Charges. Inc GST	2024/2025 Fees
		\$/kWh	\$/Hour	\$/Hour	\$/Hour	Exc. GST	Inc. GST	\$/kWh	\$/kWh	\$/Hour	\$/Hour	Exc. GST	Inc. GST		
<b>Victoria Oval</b>															
36 Lamps															
Stage 1	12	0.206	\$ 0.50	\$ 8.68	\$ 6.00	\$ 14.68	\$ 16.15	\$ 0.24	\$ 0.50	\$ 9.06	\$ 6.00	\$ 15.06	\$ 16.57	\$ 17.00	\$ 13.00
Stage 2	21	0.206	\$ 0.50	\$ 14.76	\$ 6.00	\$ 20.76	\$ 22.83	\$ 0.24	\$ 0.50	\$ 15.40	\$ 6.00	\$ 21.40	\$ 23.54	\$ 24.00	\$ 40.00
Stage 3	44	0.206	\$ 0.50	\$ 31.06	\$ 6.00	\$ 37.06	\$ 40.77	\$ 0.24	\$ 0.50	\$ 32.42	\$ 6.00	\$ 38.42	\$ 42.27	\$ 43.00	\$ 48.00
Netball	2	0.206	\$ 0.50	\$ 1.69	\$ 1.00	\$ 2.69	\$ 2.96	\$ 0.24	\$ 0.50	\$ 1.77	\$ 1.00	\$ 2.77	\$ 3.05	\$ 4.00	\$ 6.00
<b>Carter Oval</b>															
52 lamps															
Cricket 200 lux	18	0.615	\$ 0.50	\$ 11.25	\$ 8.00	\$ 19.25	\$ 21.18	\$ 0.71	\$ 0.50	\$ 22.09	\$ 8.50	\$ 30.59	\$ 33.65	\$ 34.00	\$ 48.00
Cricket 500 lux	60	0.615	\$ 0.50	\$ 36.90	\$ 8.00	\$ 44.90	\$ 49.39	\$ 0.71	\$ 0.50	\$ 72.44	\$ 8.50	\$ 80.94	\$ 89.03	\$ 90.00	\$ 48.00
Soccer 100 lux	16	0.615	\$ 0.50	\$ 9.59	\$ 8.00	\$ 17.59	\$ 19.35	\$ 0.71	\$ 0.50	\$ 18.83	\$ 8.50	\$ 27.33	\$ 30.07	\$ 31.00	\$ 40.00
Soccer 200 lux	21	0.615	\$ 0.50	\$ 12.85	\$ 8.00	\$ 20.85	\$ 22.94	\$ 0.71	\$ 0.50	\$ 25.23	\$ 8.50	\$ 33.73	\$ 37.10	\$ 38.00	\$ 40.00
Little Athletics	7	0.615	\$ 0.50	\$ 4.43	\$ 1.00	\$ 5.43	\$ 5.97	\$ 0.71	\$ 0.50	\$ 8.69	\$ 1.00	\$ 9.69	\$ 10.66	\$ 11.00	\$ 40.00
<b>Equestrian Centre</b>															
Area Lights	11	0.453	\$ 0.50	\$ 5.12	\$ 1.00	\$ 6.12	\$ 6.73	\$ 0.52	\$ 0.50	\$ 11.54	\$ 1.00	\$ 12.54	\$ 13.79	\$ 14.00	\$ 30.00
Awning Lights	0.5	0.453	\$ 0.50	\$ 0.23	\$ 1.00	\$ 1.23	\$ 1.35	\$ 0.52	\$ 0.50	\$ 0.51	\$ 1.00	\$ 1.51	\$ 1.66	\$ 2.00	
Outside Lights	0.3	0.453	\$ 0.50	\$ 0.14	\$ 1.00	\$ 1.14	\$ 1.25	\$ 0.52	\$ 0.50	\$ 0.31	\$ 1.00	\$ 1.31	\$ 1.44	\$ 2.00	
Equestrian Lights	4	0.453	\$ 0.50	\$ 1.90	\$ 1.00	\$ 2.90	\$ 3.19	\$ 0.52	\$ 0.50	\$ 4.29	\$ 1.00	\$ 5.29	\$ 5.82	\$ 6.00	

Assumptions

Cost to install lighting at Victoria Oval. Inc. GST	\$292,000
Assumed Life of lamps, Hours	50000
M&R cost per Hour	\$6
Cost to install lighting at Carter Oval	\$425,000
Assumed Life of lamps, Hours	50000
M&R cost per Hour	\$8.5
Assumed cost to replace lighting at Equestrian Centre	\$50,000
Assumed Life of lamps, Hours	50000
M&R cost per Hour	\$1.0

# 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 26<sup>th</sup> June 2025

ITEM 1 RECONCILIATION CERTIFICATE – MAY 2025

(B1-10.16)

## RECOMMENDATION:

That the Statement of Bank and Investments Balance as at 31<sup>st</sup> May 2025 be received and noted.

## PURPOSE

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

## BACKGROUND

Clause 212 of the Local Government (General) Regulation 2021 requires the Responsible Accounting Officer to provide a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act.

## REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 31<sup>st</sup> May 2025.

Council should note that investment items listed as

## INTERNAL LEDGER ACCOUNT RECONCILIATION

	Balance 30-Apr-25	Transactions	Balance 31-May-25
General	9,533,217.12	1,211,900.60	10,745,117.72
Water Fund	1,004,182.62	35,143.95	1,039,326.57
Sewerage Fund	1,301,763.51	31,368.34	1,333,131.85
North Western Library	198,354.25	(3,343.65)	195,010.60
Trust Fund	92,295.78	0.00	92,295.78
Investment Bank Account	(7,142,013.65)	(4,500,000.00)	(11,642,013.65)
	<b>4,987,799.63</b>	<b>(3,224,930.76)</b>	<b>1,762,868.87</b>

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 26<sup>th</sup> June 2025

## ITEM 1 RECONCILIATION CERTIFICATE – MAY 2025

CONTINUED

### BANK STATEMENT RECONCILIATION

<b>Balance as per Bank Statement =</b>	<b>1,762,868.87</b>
Add: Outstanding Deposits for the Month	0.00
Less: Outstanding Cheques & Autopays	0.00
<b>Balance as per Ledger Accounts less Investments =</b>	<b>1,762,868.87</b>

### INVESTMENTS RECONCILIATION

#### Investments as at 31st May 2025

No.	Institution	Amount	Term (days)	Rate %	3 month BBSW	Maturity Date
	CBA	2,132,013.65	NA	4.10%	NA	On Call A/c
1	AMP	1,000,000.00	180	5.20%	3.73%	18-Jun-25
2	NAB	1,500,000.00	90	4.30%	3.73%	18-Aug-25
11	NAB	1,500,000.00	90	4.70%	3.73%	24-Jun-25
12	NAB	1,000,000.00	91	4.35%	3.73%	14-Aug-25
13	NAB	1,500,000.00	91	4.35%	3.73%	14-Aug-25
14	NAB	1,500,000.00	91	4.35%	3.73%	14-Aug-25
15	AMP	1,500,000.00	90	4.35%	3.73%	20-Aug-25
	NAB	10,000.00	NA	1.45%	NA	TBA
<b>TOTAL INVESTMENTS =</b>		<b>11,642,013.65</b>				

### BANK AND INVESTMENT ACCOUNTS BREAKDOWN

Externally Restricted Funds Invested	10,516,164.52
Internally Restricted Funds Invested	2,388,718.00
Unrestricted Funds	500,000.00
<b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b>	<b>13,404,882.52</b>

As Councils Responsible Accounting Officer, I note the External and Internal Restricted Funds are an estimate only, pending final review in part with Annual Financial Statements preparation into the future.

# 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 26<sup>th</sup> June 2025

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**ITEM 1 RECONCILIATION CERTIFICATE – MAY 2025**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

N/A.

**LEGAL IMPLICATIONS**

N/A.

**RISK IMPLICATIONS**

N/A

**STAKEHOLDER CONSULTATION**

N/A.

**OPTIONS**

N/A.

**CONCLUSION**

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

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

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

**SUPPORTING INFORMATION / ATTACHMENTS**

N/A.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting  
of Council to be held in the  
Council Chambers, Warren on Thursday 26<sup>th</sup> June 2025

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ITEM 2

STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

## RECOMMENDATION:

That the Statement of Rates and Annual Charges information for the period ending 30<sup>th</sup> June 2024 is noted as being provided at the July 2025 Council meeting.

## PURPOSE

To advise Council of the rates and annual charges levied, collected and currently outstanding at this time is considered more appropriate to delay reporting for the 30<sup>th</sup> June 2025, which will be provided at the July 2025 Council meeting.

## BACKGROUND

A major source of revenue Council receives each year is through the levying of rates and annual charges on property owners in the Warren Shire Council local government area to provide and maintain services to the Warren Shire community.

## REPORT

The report of rates and annual charges to the 30<sup>th</sup> June 2025 will be provided to Council at the July 2025 meeting.

## FINANCIAL AND RESOURCE IMPLICATIONS

N/A.

## LEGAL IMPLICATIONS

N/A.

## RISK IMPLICATIONS

N/A.

## STAKEHOLDER CONSULTATION

N/A.

## OPTIONS

N/A.

## CONCLUSION

The report is going to be provided at the July 2025 Council meeting, to inform Council of the balance of rates and annual charges as 30<sup>th</sup> June 2025.

## LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

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

## SUPPORTING INFORMATION / ATTACHMENTS

Nil.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting  
of Council to be held in the  
Council Chambers, Warren on Thursday 26<sup>th</sup> June 2025

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

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

The following are details of the projects undertaken by the Finance and Administration Department for the 2024/25 financial year.

<b>Project</b>	<b>Budget</b>	<b>Expend</b>	<b>Resp</b>	<b>Comment</b>
Office Equipment Purchases – PC Purchases – Electronic Records Management System Investigation/ Implementation	\$182,615	\$46,534	DMFA	2023/24 estimated carry over value, included in the budget figure is \$51,032  Purchase new office equipment, PC's and other ICT equipment as needed.  Ongoing implementation of a Document management system, a new server is in place and transitioning to use in full.  Includes cost of new conferencing equipment.

**ACRONYMS**

DMFA - Divisional Manager Finance & Administration

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting  
of Council to be held in the  
Council Chambers, Warren on Thursday 26<sup>th</sup> June 2025

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## ITEM 4 NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT

(L2-5)

### RECOMMENDATION:

1. That authority be given to affix the Seal of Council to the North Western Library Co-Operative Agreement covering the period 1 July 2025 to 30 June 2030.
2. That the Council agreed annual contribution (Annexure 1, page 11) be approved and accepted by Council in executing the agreement under Seal of Council.

### PURPOSE

To gain authority of Council to affix the Seal of Council to the North Western Library Co-Operative Agreement covering the period 1 July 2025 to 30 June 2030.

### BACKGROUND

The North Western Library Co-Operative service incorporates the Councils of Bogan, Coonamble, Gilgandra, Warren and the service has been successfully in operation since 1979.

Warren is the central executive function facilitating the North Western Library Co-Operative, which has been driving the success of Library Services across the Co-Operative for almost 50 years.

### REPORT

At the November 2024 Annual General Meeting it was resolved to adopt the new agreement (attached) covering the period 1 July 2025 to 30 June 2025, continuing this essential community service engagement into the future.

It is a requirement of the State Library of NSW that the North Western Library Co-Operative have a binding agreement to be legally recognised as a regional Co-Operative.

Authority is now sought from Council, to affix Council seal to this Agreement.

### FINANCIAL AND RESOURCE IMPLICATIONS

N/A.

### LEGAL IMPLICATIONS

N/A.

### RISK IMPLICATIONS

N/A.

### STAKEHOLDER CONSULTATION

N/A.

### OPTIONS

N/A.

### CONCLUSION

# 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 26<sup>th</sup> June 2025

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**ITEM 4                    NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT**

**(L2-5)**

That authority of Council be given to affix the Seal of Council to the North Western Library Co-Operative Agreement covering the period 1 July 2025 to 30 June 2030.

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

1.1.1 Improve ageing, youth and disability services within the community.

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**

North Western Library Co-Operative Agreement 1 July 2025 to 30 June 2030.

# 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 26<sup>th</sup> June 2025

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ITEM 4      NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT

(L2-5)

North Western Library Co-Operative

## Agreement

1st July 2025 to 30th June 2030

# 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 26<sup>th</sup> June 2025

## ITEM 4 NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT

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# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting  
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## ITEM 4 NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT

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### PREAMBLE

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2025

Between the Councils of the Shires of Bogan, Coonamble, Gilgandra, and Warren (hereinafter referred to as the participating Councils).

WHEREAS the participating Councils have each adopted the "Library Act 1939", as per the provisions of Section 22 of the Local Government Act 1993, by virtue of the provisions of Section 12(2) of the Library Act 1939, desire to enter into an Agreement for the carrying out of an integrated Library Service to enhance the library services to their respective areas and enter into an Agreement for extensions of such Library Service to their respective areas on terms and conditions similar to those set out in this Agreement.

Now this Agreement witnesses that the participating Councils will conduct a Library Service for the benefit and convenience of the residents of their respective areas, subject to the following Terms and Conditions: -

### Delegation of Authority under s12 (2) of the Library Act 1939

The **Councils of the Shires of Bogan, Coonamble and Gilgandra** hereby delegate their powers and duties relating to the provision, control and management of libraries, library services and information services to the **Council of the Shire of Warren**, **excepting** the following powers and duties:

- Library staff as required to operate the library at the buildings in their own local government area including all costs of every description associated with their employment, including (but not limited to) salaries, worker's compensation, leave entitlements and superannuation, membership of professional associations, expenses for attendance at relevant conferences and training.
- Library buildings and all costs associated with the proper and prudent management of the buildings located in their local government area, including, but not limited to all maintenance costs associated with the building; all service costs (such as waste, water, power, gas, fire control, security); and all insurance premiums (including premiums for building insurance, public liability insurance, contents insurance).
- Any additional costs associated with the provision of any local library services provided in their local government area that are services, which are additional to the services, provided pursuant to the terms of this Agreement. (E.g. purchase of additional library resources requiring processing).

AND

# 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 26<sup>th</sup> June 2025

### ITEM 4 NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT

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The Council of the Shire of Warren shall no later than 7th July 2025 constitute a library committee pursuant to s.11 of the Library Act 1939 and shall delegate all the powers and duties hereby delegated to it under this agreement in relation to the provision, control and management of the libraries of the **Councils of the Shires of Bogan, Coonamble, Gilgandra and Warren**, library services or information services concerned except any power to borrow money, to make or levy a rate, to execute a deed or contract or an agreement under the Library Act, or to institute proceedings at law or in equity on behalf of the Councils concerned.

#### 1.1 COMPOSITION OF COMMITTEE

1. Each participating Council shall appoint two Delegates, one delegate must be a Councillor and one maybe a staff member (hereinafter referred to as Delegates), to be members of a committee to be known as the North Western Library Management Committee (hereinafter referred to as "the Committee").
2. The participating Councils shall appoint their Delegates at the first Council meeting held after the quadrennial Local Government Elections, and such Delegates shall hold office for the ensuing quadrennial term.
3. Any vacancy occurring in the Committee by death, resignation, disqualification or otherwise, shall be filled by the appointment of a new Delegate by the appropriate Council at its next Ordinary Meeting for the remainder of the quadrennial term.
4. Any Delegate may be removed from office at any time by resolution of the Council which appointed such delegate.
5. At each Annual General Meeting, the Committee shall elect a Chairperson to hold office for the ensuing twelve months. The Chairperson must be a Councillor.
6. At each Annual General Meeting the Committee shall elect an Executive Management Committee comprising the Chairperson and one other Delegate, (unless by resolution the Committee shall otherwise decide) which, together with the Executive Officer and Regional Librarian, shall form a working group within the Committee to develop plans and policies for presentation to the Committee as a whole, and attend to any such matters as deemed to be of an urgent nature by the Chairperson. Business shall not be transacted at any meeting of the Executive Management Committee unless all Executive Management Committee members are present.
7. In the event of a vacancy occurring in the Executive Management Committee by reason of death, resignation, disqualification or otherwise, the Committee shall fill the vacancy by appointment of a member from the Committee to the Executive Management Committee.

#### 1.2 COMMITTEE RESPONSIBILITIES

##### 1.22 Provision of Service

*North Western Library Co-Operative Agreement*

*2025-2030*

# 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 26<sup>th</sup> June 2025

### ITEM 4 NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT

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To aim to conduct a public library service at a standard not less than that recommended from time to time by the Library Council of New South Wales.

#### 1.23 Planning and Policy

1. To develop and maintain a concise statement of the aims of the library service.
2. To prepare and monitor the implementation of a strategic plan for the overall direction of the library service.
3. To continuously review existing policies for the betterment of the provision of a library service for the constituents of the region.
4. To use its best endeavours to obtain the full benefit of grants and the maximum subsidy and any payments in the nature of subsidy offered or made available by the Commonwealth, the State and other respective instrumentalities and agencies for libraries and library services.

#### 1.24 Extension of Service

To cooperate with libraries and library systems in the wider library network on such terms and conditions as may be agreed to by the participating Committee.

#### 1.25 Reporting to Councils

1. To provide each participating Council with copies of the Minutes of all Ordinary and Special Meetings.
2. To prepare an Annual Report to the participating Councils; such report to include details of the activities of the Committee over the preceding twelve months and also to include statistics of books purchased and donated, of library stock, of the number of borrowers and of books borrowed.
3. The Committee shall submit to each participating Council an Annual Report and a copy of the Annual Statements of Account.

#### 1.3 COMMITTEE MEETINGS

- 1.31 The Annual General Meeting of the Committee shall be held in August/September of each calendar year, unless by resolution the Committee shall otherwise decide. The order of business to be conducted shall be as follows:
  1. Adoption (if necessary, as so resolved) of a Chairperson's allowance for the ensuing year.

# 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 26<sup>th</sup> June 2025

### ITEM 4 NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT

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2. Election of Chairperson.
3. Election of Executive Management Committee
4. To receive and consider the estimated Income and Expenditure budget for the ensuing year.
5. All other business that is necessary for the due and proper conduct of the Committee.

1.32 The Executive Officer shall convene a Special Meeting of the Committee on receipt of a written request by any of the participating Councils seeking such a meeting.

#### 1.4 CONDUCT OF MEETINGS

1. The law governing the conduct of Council meetings shall apply, mutatis mutandis, to the conduct of all Committee and Executive Management Committee meetings. Provided that business shall not be transacted at any meeting of the Committee unless a majority of participating Councils are represented at such meeting.
2. The Committee may by a resolution supported by the delegates of the participating Councils adopt a code of meeting practice that incorporates any regulations made for the purpose of Section 360 of the Local Government Act, 1993, as may be reasonably applicable and which supplements those regulations with provisions that are not inconsistent with them.
3. Each delegate has one vote.
4. The Chairperson as well as being entitled to one vote as a delegate shall also have the right of a casting vote, as and when the need arises.

#### 1.5 SERVICE OF NOTICE

Any notice under this Agreement shall be in writing and in the case of participating Council shall be signed by the General Manager, in the case of a delegate by the delegate and in the case of the Committee by the Executive Officer.

Service of notice or any other correspondence may be affected by prepaid post addressed to the General Manager of any participating Council or to the delegate at his/her business address or to the Committee addressed to the Executive Officer, North Western Library Co-Operative, PO Box 6, WARREN NSW 2824.

Every notice shall be deemed to have been received at an expiration of a period of three working days after the posting of the notice and in proving the service of any such notice it will be sufficient to prove that it was addressed and posted as foresaid.

#### 1.6 TERM OF AGREEMENT

This Agreement shall operate and remain in force from the First day of July 2025 to the Thirtieth day of June 2030 unless terminated in accordance with the provisions for termination of the Agreement with a review of the Agreement being undertaken by the Committee during 2029/2030

*North Western Library Co-Operative Agreement*

*2025-2030*

# 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 26<sup>th</sup> June 2025

### ITEM 4 NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT

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#### 1.7 ADMISSION OF NEW PARTICIPATING COUNCIL

With the unanimous agreement of the participating Councils any other Council may be joined as a participating Council for all the purposes of this Agreement. Such joinder shall be effective upon the production to the Committee of a deed executed under Seal of such Council and in such terms and/or conditions as required by the Committee. As and from the time of production of such Deed the Council shall be deemed to be a participating Council within the terms of this Agreement and bound by all the terms thereof.

#### 1.8 TERMINATION OF AGREEMENT

At any time upon the passing of a resolution having the support of all the participating Councils (each Council having one vote) for the termination of the Agreement, the Committee shall cease to function and the winding up of affairs of the Committee shall be carried out under the direction of a sub-committee of the Library Co-Operative comprising the Chairperson of the Committee, two delegates and the Executive Officer, with all reasonable expedition.

Upon entering into this Agreement all participating Councils shall be deemed to have delegated to this group all necessary authority and power to wind up the affairs of the Committee if a resolution for termination is passed.

Upon any such termination, the net assets of the Committee, after payment thereof of all liabilities of the Committee, shall be apportioned among the participating Councils in the ratio of the respective contributions paid by those participating Councils over the immediately preceding three years and to the total of the contributions paid over that period by all participating Councils.

#### 1.9 WITHDRAWAL FROM AGREEMENT

1. Any participating Council may give to the Committee not less than six months' notice in writing of its intention to withdraw from the Agreement at the end of the then fiscal year. Upon any such withdrawal the withdrawing Council shall be entitled to receive a share of the net assets of the Library Co-Operative at the withdrawal date and after provision for payment of all liabilities of the Library Co-Operative such share being calculated in relation of the respective contributions paid by that participating Council over the immediately preceding three years from the date of withdrawal and the total of the contributions paid over the same period by all the participating Councils.
2. Upon the failure of any Council to execute a new Agreement which has been approved by all other participating Councils within three months of the expiration of the previous Agreement that Council may be deemed at the discretion of the remaining Councils to have given notice of withdrawal.

#### 1.10 EXPULSION OF A PARTICIPATING COUNCIL

Upon the passing of a resolution having the support of the delegates of three participating Councils (one vote per Council) for the expulsion from the Agreement of a participating Council and after reasonable opportunity has been accorded to the delegates of that participating Council to be heard and/or make written submission to the Library Co-Operative prior to such a resolution being made, then such Council shall be expelled from the Library Co-Operative and from the benefits of this Agreement.

# 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 26<sup>th</sup> June 2025

### ITEM 4 NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT

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In such case the expelled Council shall be entitled to receive a share of the net assets of the Library Co-Operative at the date of expulsion and after provision for payment thereof of all the liabilities of the Library Co-Operative such share being calculated in accordance with the terms stipulated under the clause "Termination of Agreement".

#### 1.11 EXIT PROVISION

It is agreed by all participating Councils that the decision of the sub-committee comprising the Chairperson of the Committee and two delegates, the Executive Officer and the Regional Librarian following advice being received from the NSW State Library, shall be final and binding in respect of the method of valuation and assessment of the net assets and liabilities of the Library Co-Operative at any time and of the books and/or other assets or cash to be apportioned or paid to a Council upon termination, withdrawal or expulsion pursuant to this Agreement and all participating Councils agree that there shall not be a right of appeal in respect of any such decision.

#### 1.12 ALTERATIONS TO LIBRARY AGREEMENT

No alteration shall be made to this Agreement unless the proposal for alteration has the support of three participating Councils.

#### 1.13 SEVERABILITY

Any provision of the Agreement or part thereof which in any way contravenes any applicable law of the Commonwealth of Australia or of the State of New South Wales to be void or unenforceable shall to the extent of such contravention of law, invalidity on unenforceability be deemed to be separate and shall not affect any other provision or part thereof of this Agreement.

#### 1.14 DISPUTES

Any dispute arising under this agreement shall, on application to the Library Council of a party to this agreement, be settled by arbitration by an arbitrator appointed by the Library Council of New South Wales.

### SECTION 2 ADMINISTRATION

#### 2.1 EXECUTIVE OFFICER

The General Manager of the Council of the Shire of Warren, or alternatively a Senior Manager within the Council of the Shire of Warren as determined by the General Manager, shall be the Executive Officer of the Committee.

The Executive Officer shall be responsible to the Library Co-Operative for the financial operation and administration of the Library Service.

#### 2.2 REGIONAL LIBRARIAN

The Regional Librarian shall be the Chief Librarian of Council of the Shire of Warren.

# 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 26<sup>th</sup> June 2025

### ITEM 4 NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT

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The Regional Librarian should be a qualified Librarian in accordance with provisions in force within the State of New South Wales.

The Regional Librarian shall be responsible to the Executive Officer for the effective and efficient administration of the services provided by the Library Co-Operative as decided upon by the Committee, and any casual staff employed by the Association shall be subject to the supervision and control of the Regional Librarian.

The Regional Librarian shall attend all meetings of the Committee and all meetings of any sub committees.

The duties of the Regional Librarian shall be:

- to always represent the North Western Library Co-Operative in a professional and competent manner.
- to manage the resources of the North Western Library Co-Operative in a cost effective manner.
- to liaise and support staff of the North Western Library Co-Operative.
- to implement or assist in the implementation of decisions made by the Committee upon matters delegated to it under this Agreement.
- to develop and maintain a set of objectives to fulfil the aims of the Library service and the updated Strategic Plan for the implementation of these objectives.
- to provide advice to the Committee on all matters relevant to the policy, planning, and development of the North Western Library Co-Operative; and
- to select and purchase library books and materials within the limit of funds approved.

#### 2.3 AUDITOR

An annual audit of the books of account for the Committee shall be undertaken with such audit report being forwarded to all participating Council.

For the purposes of appointment of an approved auditor to provide such services for the Committee, it is agreed that the Auditor appointed by Warren Shire Council, from time to time, shall hereby be appointed as the Auditor for the Committee with all such audit fees and expenses being paid by the Committee.

### SECTION 3 FINANCE

#### 3.1 CONTRIBUTIONS TO NORTH WESTERN LIBRARY CO-OPERATIVE

Member Councils of the North Western Library Co-operative will make a yearly contribution to the Operation, Management/Administration and Computer Software Maintenance costs of the North Western Library Co-operative to be indexed each year, the rate of indexation to be determined at the Annual General Meeting of the North Western Library Co-operative for the ensuing financial year and listed on **Annexure 1** of

*North Western Library Co-Operative Agreement*

*2025-2030*

# 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 26<sup>th</sup> June 2025

### ITEM 4 NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT

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this agreement.

Any additional contributions to be paid by the participating Councils shall be considered and determined each year as agreed upon at the Annual General Meeting of the North Western Library Co-Operative for the ensuing financial year and listed on **Annexure 1** of this agreement.

#### 3.2 PAYMENT OF CONTRIBUTIONS

The participating Councils shall each pay into a fund to be known as North Western Libraries Fund, within one month from the first day of July each year.

#### 3.3 EXPENDITURE

The participating Councils shall delegate to the Committee the power and authority to:

- open and operate bank accounts for the said library fund at a bank nominated by the Council of the Shire of Warren.
- expend the monies in such library fund for all approved expenses and set up such reserves as may be reasonably required from time to time for the necessary operation of the Association.
- pay the out of pocket expenses incurred by the members of the Committee for attending conferences outside the region as accredited delegates of the Association provided that the payment of such expenses is specifically authorised by a resolution duly passed at a Committee meeting, or as duly approved by the Chairperson in consultation with the Executive Officer.
- Provided that such funds shall not be used for or towards the cost of meeting payment of out of pocket expenses incurred by members of the Committee in attending Committee or Executive Management meetings or engaged on other duties associated with their office.

#### SECTION 4 GENERAL

##### 4.1 STANDARDS OF SERVICE

The standard of library service to be provided by the Committee, particularly with regard to expenditures on library resources, shall be re-considered and determined each year by the Committee.

In addition, consideration shall be given each year to raising the standard by stages towards a target level to be determined and set out in a Strategic Plan.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting  
of Council to be held in the  
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## ITEM 4 NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT

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### ACKNOWLEDGMENT OF AGREEMENT

The terms and conditions as stipulated in the North Western Library Co-Operative Agreement, 2025-2030 document, pages 1 through to 8 has duly been agreed to and endorsed by all participant Councils, and is acknowledged as follows:

#### Bogan Shire Council

The Common Seal of the Council of the  
Shire of Bogan was hereunto affixed on the \_\_\_\_\_

\_\_\_\_\_  
Mayor

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

#### Coonamble Shire Council

The Common Seal of the Council of the  
Shire of Coonamble was hereunto affixed  
on the \_\_\_\_\_

\_\_\_\_\_  
Mayor

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

#### Gilgandra Shire Council

The Common Seal of the Council of the  
Shire of Gilgandra was hereunto affixed on  
the \_\_\_\_\_

\_\_\_\_\_  
Mayor

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

#### Warren Shire Council

The Common Seal of the Council of the  
Shire of Warren was hereunto affixed on  
the \_\_\_\_\_

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
*North Western Library Co-Operative Agreement*

\_\_\_\_\_  
*2025-2030*

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting  
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## ITEM 4 NORTH WESTERN LIBRARY CO-OPERATIVE 2025/2030 AGREEMENT

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### Annexure 1

As adopted at the November 2024 Annual General Meeting of the North Western Library Co-operative the 2025/2026 per Council contribution is to be increased by 4.5% the rate pegging limit as determined by IPART for 2025/2026 rating year.

2025/2026 per Council Contribution details as follows:

Operational Expenses	\$29,291.94 (Ex GST)
Management/Administration	\$13,744.72 (Ex GST)
Computer Software Maintenance	\$14,760.60 (Ex GST)
Technical Support Officer	\$ 9,992.47 (Ex GST)
Freight of stock	\$ 872.04 (Ex GST)
Total	\$68,661.77 (Ex GST)

**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 26th June 2025**

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Divisional Manager Engineering Services, Roads Infrastructure Manager and Flood Restoration and Special Projects Manager.

**ACRONYMS**

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

**Roads M & R (Maintenance and Repair) Budget and Works**  
**From 7<sup>th</sup> May 2025 to 11<sup>th</sup> June 2025.**

<b>PROGRAM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>
Urban Sealed Roads	\$64,039	\$73,301
Parking Areas	\$5,904	Nil
Kerb and Guttering	\$20,800	\$24,167
Footpaths	\$41,327	\$11,316
Urban Unsealed Roads	\$30,633	\$13,168
Rural Sealed Roads	\$525,088	\$591,330
Rural Unsealed Roads	\$1,191,198	\$914,365
Rural Bridges	\$15,600	\$2,033
Regional Sealed Roads	\$822,000	\$894,914
Regional Unsealed Roads	\$120,000	\$124,859
Regional Bridges	\$19,000	\$6,270
Bushfire Hazard Reduction Works (Shire Roads, Regional Roads and Council Facilities)	\$15,175	\$15,175
<b>Total</b>	<b>\$2,870,764</b>	<b>\$2,670,898</b>

**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 26th June 2025

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**(C14-7.2)**

PROGRAM	BUDGET	EXPEND/COMMIT.	COMMENTS
RMCC SH11/ Routine Maintenance	\$850,965	N/A	Under Scheduled Maintenance: 22 Culverts will be cleaned (Estimated Budget, \$92,890). Culvert cleaning works is still going on and it will be completed in January 2025. Four Culverts have been repaired (Estimated Budget is \$293,019). Also, One Culvert will be replaced at Oxley Highway in this Financial Year. A work order for \$105,390.03 has been received from TfNSW. Conseth Solutions is working for all the culvert related works.
AGRN 1034 EPA RW RR333 Carinda Road	\$1,251,499	\$867,912	Ongoing
AGRN 1034 EPA RW RR347 Collie Trangie Road	\$290,281	\$245,452	Ongoing
AGRN 1034 EPA RW RR202 Marthaguy Road	\$3,344,735	\$1,598,201	Ongoing
AGRN 1034 EPA RW RR7515 Warren Road	\$886	0	Not yet started
<b>AGRN 1034 EPA RW Regional Roads</b>	<b>Total</b> <b>\$4,887,401</b>	<b>Total</b> <b>\$2,466,113</b>	
AGRN 1034 EPA RW SR49 Arthur Butler Drive	\$21,420	0	Not yet started
AGRN 1034 EPA RW SR29 Belah View Road	\$10,116	0	Not yet started
*AGRN 1034 EPA RW SR8 Ben Avon Road	\$1,862	\$1,862	Completed
AGRN 1034 EPA RW SR9 Booka Road	\$4,577	0	Not yet started
AGRN 1034 EPA RW SR42 Boss' Lane	\$30,309	0	Not yet started
AGRN 1034 EPA RW SR35 Bourbah Road	\$19,861	\$194	Ongoing
AGRN 1034 EPA RW SR62 Buddabadah Road	\$50,244	\$36,547	Ongoing

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**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

<b>PROGRAM</b>	<b>BUDGET</b>	<b>EXPEND/COMMIT.</b>	<b>COMMENTS</b>
AGRN 1034 EPA RW SR68 Bundemar Road	\$111,272	0	Not yet started
AGRN 1034 EPA RW SR3 Canonba Road	\$13,742	0	Not yet started
AGRN 1034 EPA RW SR 33-Castlebar Road	\$64,070	\$445	Ongoing
AGRN 1034 EPA RW SR54 Cathudral-Bogan Road	\$94,421	0	Not yet started
AGRN 1034 EPA RW SR44 Charlieville Road	\$8,111	0	Not yet started
*AGRN 1034 EPA RW SR37 Collie Road	\$138,231	\$138,231	Completed
*AGRN 1034 EPA RW SR87 Cremorne Road	\$9,899	\$9,899	Completed
AGRN 1034 EPA RW SR25 Cullemburrawang Road	\$3,987	0	Not yet started
AGRN 1034 EPA RW SR60 Dandaloo Road	\$17,438	0	Not yet started
AGRN 1034 EPA RW SR41 Dick's Camp Lane	\$6,536	0	Not yet started
AGRN 1034 EPA RW SR26 Drungalear Road	\$15,962	0	Not yet started
AGRN 1034 EPA RW SR21 Duffity Road	\$49,752	0	Not yet started
*AGRN 1034 EPA RW SR64 Ellengerah Road	\$176,223	\$176,223	Completed
AGRN 1034 EPA RW SR86 Ellerslie Road	\$19,036	0	Not yet started
AGRN 1034 EPA RW SR36 Gibson Way	\$72,305	\$64,647	Ongoing
AGRN 1034 EPA RW SR23 Gradgery Road	\$15,595	0	Not yet started
AGRN 1034 EPA RW SR79 Greentree Lane	\$53,605	0	Not yet started
*AGRN 1034 EPA RW SR95 Gunningba Road	\$34,794	\$34,794	Completed
AGRN 1034 EPA RW SR91 Industrial Access Road	\$94,534	\$54,545	Ongoing
AGRN 1034 EPA RW SR15 Johnsons Road	\$54,589	0	Not yet started
*AGRN 1034 EPA RW SR97 Kianga-Marebone	\$62,363	\$62,363	Completed

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<b>PROGRAM</b>	<b>BUDGET</b>	<b>EXPEND/COMMIT.</b>	<b>COMMENTS</b>
AGRN 1034 EPA RW SR89 Leeches Creek Road	\$3,554	0	Not yet started
AGRN 1034 EPA RW SR12 Lemongrove Road	\$219,839	\$105,787	Ongoing
AGRN 1034 EPA RW SR18 Mannix Road	\$17,072	0	Not yet started
AGRN 1034 EPA RW SR69 Mullengudgery Road	\$132,974	0	Not yet started
AGRN 1034 EPA RW SR51 Oakley Road	\$19,465	0	Not yet started
AGRN 1034 EPA RW SR74 Old Showground Road	\$3,578	0	Not yet started
AGRN 1034 EPA RW SR65 Old Warren Road	\$297,616	0	Not yet started
AGRN 1034 EPA RW SR1 Oxley Road	\$73,550	0	Not yet started
AGRN 1034 EPA RW SR75 Pineclump Soldiers Road	\$36,735	0	Not yet started
AGRN 1034 EPA RW SR34 Pleasant View Lane	\$11,479	0	Not yet started
AGRN 1034 EPA RW SR88 Quigley Carroll Road	\$31,430	0	Not yet started
AGRN 1034 EPA RW SR6 Retreat Road	\$15,543	0	Not yet started
AGRN 1034 EPA RW SR83 Rifle Range Road	\$31,398	\$24,638	Ongoing
AGRN 1034 EPA RW SR48 Ringorah Road	\$69,994	0	Not yet started
AGRN 1034 EPA RW SR28 Rothsay Road	\$5,447	0	Not yet started
AGRN 1034 EPA RW SR2 Sanctuary Road	\$11,789	0	Not yet started
AGRN 1034 EPA RW SR72 Snakes Lane	\$7,529	0	Not yet started
AGRN 1034 EPA RW SR56 Tabratong Lane	\$118,951	0	Not yet started
AGRN 1034 EPA RW SR53 Thornton Road	\$12,721	0	Not yet started
AGRN 1034 EPA RW SR59 Tottenham Road	\$66,975	\$178	Ongoing
AGRN 1034 EPA RW SR73 Udora Road	\$727,128	\$475,546	Ongoing

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<b>PROGRAM</b>	<b>BUDGET</b>	<b>EXPEND/COMMIT.</b>	<b>COMMENTS</b>
AGRN 1034 EPA RW SR66 Wambianna Road	\$470,947	\$364,366	Ongoing
AGRN 1034 EPA RW SR77 Wambianna Soldiers Road	\$50,773	0	Not yet started
AGRN 1034 EPA RW SR46 Widgerree Road	\$38,524	\$206	Ongoing
AGRN 1034 EPA RW SR52 Windabyne Bridge Road	\$7,018	0	Not yet started
AGRN 1034 EPA RW SR38 Yungundi Road	\$31,504	0	Not yet started
<b>AGRN 1034 EPA RW Local Roads</b>	<b>Total</b> <b>\$3,768,387</b>	<b>Total</b> <b>\$1,802,053</b>	
*Regional Emergency Roads Repair Fund – Industrial Access Road/Old Warren Road intersection	\$515,481	\$435,445	Completed

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**WORKS PROGRESS REPORTS – ROADS**

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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)	RR333 Carinda Road	Construction	Ongoing
Grader Crew 2 (Three-man crew)	RR202 Marthaguy Road	Construction	Ongoing
	SH11 Oxley Highway	Culvert Replacement	Completed
	RR202 Marthaguy Road - Segment 18	Reconstruct Road - Road Safety Program	Ongoing
Grader Crew 3 (Three-man crew)	RR333 Carinda Road	Construction	Ongoing
	SR64 Ellengerah Road	Guidepost	Replaced 22 Straighten 36
	SR66 Wambianna Road	Guidepost	Replaced 26 Straighten 42
Grader Crew 4 (Three-man-crew)	SR75 Pineclump Soldier Road	Flood Work	Shoulders 4km Completed
	RR202 Marthaguy Road	Welcome to Warren Shire Sign	Completed
	SR66 Wambianna Road	Reddenville Break Signs	Completed
Grader Crew 5 (Three-man crew)	Vacant		

<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>	<b>EMULSION USED</b>	<b>STONE USED</b>
Paveliner (Tar Patching)	RR333 Carinda Road	Patching 281 holes	1,900L	19T
	SR5 Buckiinguy Road	Patching 61 holes	400L	4T
	SH 11 Oxley Highway Culvert Replacement	Sealing	400L	6T

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WORK CREW	LOCATION	ACTIVITY
Roadside Maintenance Team	RR347 Collie / Trangie Road	Patching potholes - 20
	RR7515 Warren Road	Signs Maintenance
	SR5 Pineclump Soilder Road	Slashing - 12km Completed
	RR333 Carinda Road	Signs Maintenance
	RR202 Marthaguy Road	Welcome to Warren Sign installed in Quambone
	SR83 Rifle Range Road	Signs Maintenance
	SR66 Wambianna Road	Signs Maintenance
	RR202 Marthaguy Road	Slashing – 25km completed

CREW	LOCATION	WORK COMPLETED	EMULSION USED	STONE USED
Pavement Maintenance Team (Tar Patching)	Staff Unavailable			

WORK CREW	LOCATION	ACTIVITY	WORK COMPLETED
Neill Earthmoving	RR333 Carinda Road - Segment 6	Reconstructing Roadway 1.2k Expecting to Seal 21/6/25	Underway

**UPCOMING WORKS (JUNE- JULY)**

WORK CREW	LOCATION	ACTIVITY
Grader Crew 1 (Three-man crew)	RR333 Carinda Road (Towards Zero Safer Roads Program)	June/July - Rehabilitation
Grader Crew 2 (Three-man crew)	RR202 Marthaguy Road (Towards Zero Safer Roads Program)	June/July - Rehabilitation
Grader Crew 3 (Three-man crew)	RR333 Carinda Road	June/July - Flood Damage Repair
	SR3 Canonba Road	June/July - Maintenance Grade

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<b>WORK CREW</b>	<b>LOCATION</b>	<b>ACTIVITY</b>
Grader Crew 4 (Three-man crew)	SR40 Merrigal Road	June/July - Grading
	SR75 Pineclump Soldier Road	June/July - Grading Flood Work and Gravel Resheeting
Grader Crew 5 (Three-man crew)	Vacant	
Neill Earthmoving	RR202 Marthaguy Road - 750m Segment 00 (Intersection to Concrete Floodway)	Reconstructing Road Realignment to Intersection on Oxley Highway
	RR333 Carinda Road	Reconstruction 750m – Segment 14
	RR333 Carinda Road	Reconstruction 1,280m - Segment 16
Brett Brouff Earthmoving	RR202 Marthaguy Road	Install Box Culvert Farm Access Floodway.
Whitelines/ Central West	RR202 Marthaguy Road	Line Marking Flood work
	SR66 Wambianna Road	Line Marking Flood work

**CAPITAL WORKS IN PROGRESS**

<b>Project</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
Bridges Renewal Program RR 7515 Warren Road Replacement of Newe Park Bridge and Marthaguy Creek Bridge	\$5,010,000	\$4,437,294	DMES	Both bridge structures have been completed. Approach roadwork at Marthaguy Creek bridge is progressing.
Urban Unsealed Roads Resheeting	\$15,750	\$1,012	RIM	Ongoing.
Resheeting of SR 75 - Pineclump Soldiers Rd – 1 km	\$82,354	\$5,861	RIM	Delayed due to rainfall.
Resheeting of SR 87 - Cremorne Rd– 1 km	\$97,797	\$66,768	RIM	Ongoing

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<b>Project</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
Resheeting of SR 97 - Kianga-Marebone Road – 1 km	\$117,304	\$103,462	RIM	Ongoing
NSW Disaster Ready Fund – Electronic Signage at Reddenville Break and Stoney Creek Crossing.	\$77,021.00	\$60,639	DMES	Procurement ongoing.
Safer Roads Program – Carinda Road, Segment 62 to 70; Shoulder Widening.	\$4,142,973 \$450,000 co- contribution	\$2,692,024	DMES/RIM	3km has been sealed.
Safer Roads Program – Marthaguy Road, Segment 12 to 20; Safety Improvements.	\$4,777,592 \$450,000 co- contribution	\$952,457	DMES/RIM	Roadwork has commenced.
Floodplain Management Program (DCCEEW) – Warren Town Flood Study	\$226,308	Nil	DMES	Kick off meeting held on 10/6/2025

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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 SR58 Nevertire – Bogan Road, Segment 4,6,8 and 10 Rehabilitation.	\$3,512,560  Made up of \$2,813,215 grant & \$699,345 Council	\$2,914,179	DMES/ RIM	Rehabilitation & Seals – 8 km has already been sealed.  Few Pavement Defects to be rectified through Heavy Patching Works. Also, Head Walls of 3 Culverts to be replaced. Line Marking works will be organised thereafter.
Local Roads and Community Infrastructure Program Phase 3 (Commonwealth) SR83 Rifle Range Road, SH11 Oxley Highway and SR64 Ellengerah Road Intersections Construction	\$176,815	\$114,960	DMES/ RIM/ FRSPM	Ellengerah Road Intersection has been completed. Line Marking works to be completed.

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Project	Budget	Expend/ Comm	Resp	Comment
<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.
Safer Local Roads and Infrastructure Program / Belaringar Bridge (Weir Offtake) Ellengerah Road Replacement	\$2,330,000 (\$466,000 Council Contribution)	Nil	DMES	Application resubmitted Pending grant approval
Safer Local Roads and Infrastructure Program Safer Local Roads and Infrastructure Program/ Weemabung Bridge Replacement and Warren Road Rehabilitation	\$2,525,000 (\$510,000 Council Contribution)	Nil	DMES	Application resubmitted Pending grant approval
Australian Government Black Spot Program – Wambianna Road Safety Improvements	Grant \$1,013,000	Nil	DMES	Pending grant approval
*Get NSW Active – Deacon Drive, Warren, Share Path, Gunningba Estate	Grant Requested \$863,577 Council Contribution \$95,953	Nil	RIM	Unsuccessful
*Get NSW Active – Chester St - Boston St, Warren, Share Path around Warren Central School	Grant \$612,080 Council Contribution \$68,009	Nil	RIM	Unsuccessful
Disaster Ready Fund Round 3 – Causeway	\$1,933,750	Nil	RIM	Pending Grant Approval.

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<b>Project</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
Reconstruction Segment 46 and Segment 156 on RR333 Carinda Road.				

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**(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 7<sup>th</sup> May 2025 to 11<sup>th</sup> June 2025.

**ACRONYMS**

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

**TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET**

Project	Budget	Expend/Comm	Resp	Comment
<b>General</b>				
Warren Tennis Court Light Poles Refurbishment.  GL: 3360-4015-0105  JC: 106-105-5	\$10,000	Nil	TSM	*10/02/2025  Poles to be removed, modified, powder coated and reinstalled.  26/05/2025  Poles to be removed Thursday 29 <sup>th</sup> May. Crane unavailable 26 <sup>th</sup> May.  10/06/2025  Poles have been removed, modified and delivered to the powder coaters in Dubbo.
Warren Airport Exclusion Fencing  Subject to additional 50% Grant Funding  GL: 3420-4320-0120	\$98,000	Nil	TSM	7/01/2025  Grant submitted. Awaiting Determination.

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Project	Budget	Expend/Comm	Resp	Comment
Warren Airport Improvement Works Subject to additional 50% Grant Funding GL: 3420-4320-0110	\$101,600	Nil	TSM	7/01/2025 Grant submitted. Awaiting Determination.
Warren Showground Drought Proof Irrigation/Fencing Project  Installation of Exclusion Fencing. Additional funding from Warren Jockey Club (WJC) & Racing NSW JC: 122-5-10 GL: 3360-4030-0045	\$391,260 Total.  \$247,260 Grant.  \$144,000 WJC.	\$219,751	IPM/ TSM	* Access control system to be installed in late May, early June, 2025.  26/05/2025 The Gate contractor will be on-site Thursday 29 <sup>th</sup> May to install access bollards and power all three gates. The gate damaged after the Twilight Race meeting will be replaced.  10/06/2025 Commissioning of the gates is in progress and expected to be completed by the end of June. The damaged gate has been replaced.

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<b>Water Services</b>				
Project	Budget	Expend/Comm	Resp	Comment
Water Extraction Meter Compliance GL: 4580-4320-0003 JC: 0190-0010-0000	\$1,346	Nil	TSM	2/09/2024 Once completed, Information from the IWCM and Water Security Projects will support the need for the Water Access Licence (WAL).
Upgrade Water Network Telemetry System. GL: 4580-4320-0003 JC: 0190-0020-0005	\$60,000	\$52,047	TSM	*07/05/2025 Ongoing.  10/06/2025 Awaiting final invoices.
Regional Leakage Reduction Program – Local Water Utilities Projects GL: 4580-4320-0004 JC: 0190-0340-0000  Pressure 0005 Leak 0015 Metering 0025	\$20,619	Nil	TSM	18/11/2024 Reid Environmental has been engaged by DPIE to review the pressure and flow data we collect and make recommendations on areas of potential improvements.
Water Valve Replacement Program GL: 4580-4320-0055	\$100,000	\$74,053	TSM	*7/05/2025 Ongoing.  10/06/2025 Final planned shutdown for current financial year arranged for Thursday 19th June.

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WORKS PROGRESS REPORTS – TOWN SERVICES

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Sewerage Services				
Project	Budget	Expend/Comm	Resp	Comment
CCTV and Smoke Testing of Sewer at Warren and Nevertire GL: 5580-4320-0002 JC: 230-0000-0005	\$400,000	\$316,443	TSM	7/05/2025 Ongoing
Upgrade Sewerage Network Telemetry System GL: 5580-4320-4000 JC: 0226-0010-0005	\$80,000	\$58,735	TSM	07/05/2025 Ongoing.
Warren Sewerage Treatment Plant Replacement  GL: 5580-4320-0001	\$92,000	Nil	TSM	Rehabilitation Program for Old Sewerage Treatment Plant and bore installation being formulated. 07/04/2025 Project moved to 2025/2026

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Project	Budget	Expend/Comm	Resp	Comment
Thornton Avenue Sewer Pump Station Refurbishment  GL: 5580-4320-4030 JC: 201-90-10	\$107,000	Nil	TSM	07/04/2025 Project moved to 2025/2026
Sewer Pump Stations Safety Improvements  GL: 5580-4320-4000 JC: 201-90-0000	\$99,750	Nil	TSM	Work being scoped. Project moved to 2025/2026
Construction of Additional Evaporation Lagoon at Tiger Bay STP.  GL: 5580-4320-4040 JC: 227-30-5	\$540,000	\$455,671	TSM	*07/05/2025 Bulk earthworks complete. Roads and hydro mulching to be carried out.  10/06/2025 Practical Completion achieved. Repairs to damaged bitumen to be carried out when crew is available.

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Project	Budget	Expend/Comm	Resp
<b>Levee Restoration</b>			
Warren Levee Rehabilitation JC:			DMES/TSM/IPM
3300-4400-0000 Federal;	\$5,291,206	\$4,823,125	
3300-4410-0000 State	\$851,018	\$741,339	
3300-4420-0000 OLG AGRN:	\$879,815	\$880,455	
<b><u>Comments</u></b>			
*26/05/2025 Flood gate installations continue. The 250kVA generator and load bank have been delivered.			
10/06/2025 Diesel pumps due for delivery late June 2025.			
Flood gate installation is progressing well, with 18 gates to be installed. The other 26 gates have been rehabilitated.			

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Local Roads and Community Infrastructure Grant Programs for Phase 4				
Project	Budget	Expend	Resp	Comment
Warren CCTV System GL: 3360-4040-0005 JC: 3350-9-10	\$57,334 (Current for 2024/2025)  \$93,598	\$2,616	TSM	*26/05/2025 New contractor to commence on-site work, 2 <sup>nd</sup> June 2025.
				*07/05/2025 An extension of time (EOT) request has been made to the funding body for Late September completion. Awaiting response. A request to reallocate unexpended budget from Part "A" to the CCTV project has been submitted. Awaiting response.
				Seeking a 3 <sup>rd</sup> option due to excessive estimate from the second contractor.  Racecourse budget has been approved by Grant Office.
IWCM & Water Security Projects				
Project	Budget	Expend	Resp	Comment
Integrated Water Cycle Management (IWCM) Strategy Project JC: 191-6-0	\$339,470  Council contribution is \$33,947	\$363,636	TSM	26/05/2025 Project on-going.  07/05/2025 Kick-off meeting and site inspections carried out 5 <sup>th</sup> & 6 <sup>th</sup> May 2025.
Warren Shire Water Security Project JC:191-4-0	\$1,127,700  Council contribution is \$112,770	\$1,025,182	TSM	26/05/2025 Project on-going.  07/05/2025 Kick-off meeting and site inspections carried out 5 <sup>th</sup> & 6 <sup>th</sup> May 2025.

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WORKS PROGRESS REPORTS – TOWN SERVICES

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Activity	Required Interval	Details	
<b>Water System Planned Maintenance</b>			
River mains flushing	As required	Flushing occurs three monthly when hydrants are flushed. Additionally, river water mains are flushed when problems such as poor pressure/flow are identified.	
Water main flushing (Bore)	As required	Sections are done where and when found necessary.	
Fire hydrants. Covers checked, painted, flushed, and replaced where necessary, Blue reflective indicators and signs installed	Quarterly	Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.	
Bore Inspections	5 Year Rolling Program	Next inspections due 2028	
Warren, Nevertire and Collie water chlorine, turbidity, temperature, and pH testing	Weekly at specific locations	Testing carried out daily at Warren and Nevertire.	
Warren river pumps		Ellengerah Rd Oxley Park Macquarie Park Racecourse	Breakdown maintenance only.
Reservoir cleaning	3 to 5 years	Ellengerah and Nevertire Bore Reservoirs	Next Diver inspection December 2025. 30/09/2024 Ellengerah inspected & hosed out September 2024 during valve replacement.
		River Water Reservoirs	Investigate using Remotely Operated Vehicle (ROV) to inspect in 2025.

<b>Sewerage System Planned Maintenance</b>			
Warren Sewerage Treatment Works	Currently effluent analysis is carried out monthly.	10/02/2025 Negotiations with EPA regarding new licence and possible reuse will commence in mid-2025.  Severe cracking was discovered in the inlet channel. Barnson Engineering have been engaged to develop a repair methodology.	

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Water and Sewerage Works Subject to Funding				
Location	Work Under Development			
<b>Collie Water Supply</b> (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.			
<b>Water and Sewer – Routine Works Budget vs Expenditure as of 11<sup>th</sup> June 2025</b>				
Account	Budget	Expenditure, Inc. Commitments		
Water Fund Maintenance and Repair	\$655,884	\$632,120 (96%)		
GL's: 4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003				
Sewer Fund Maintenance and Repair	\$334,255	\$265,596 (79%)		
GL's: 5200-0003, 5250-0003, 5280-0003 & 5300-0003.				
<b>Parks and Gardens – Routine Works Budget Vs Expenditure as of 11<sup>th</sup> June 2025</b>				
Account	Budget	Expenditure, Inc. Commitments		
Parks, Gardens, Cemeteries, Racecourse & Levee	\$1,038,599	\$1,004,863 (97%)		
GL's: 0701-0003, 1151-0003, 1651-0003, 1701-0003, 2655-0003, 2660-0003 & 2670-0003				
<b>Aerodrome – Routine Works Budget vs Expenditure as of 11<sup>th</sup> June 2025</b>				
Account	Budget	Expenditure, Inc. Commitments		
Aerodrome Operations	\$179,479	\$156,152 (87%)		
GL: 2555-0003 JC: 2549-0-0				
Town Services Routine Budget Position Year to Date	Budget	Expenditure	Percentage of Year Elapsed	Percentage of Budget Committed
	\$2,208,217	\$2,058,731	95%	93%

**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 26th June 2025**

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**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Water and Sewer Works**

- Hydrant flushing Warren/Nevertire
- Valve replacement (on going)
- Mable St meter relocation
- Lawson St river service repair
- Removal of Tennis Court light towers
- 20 Boston St main repair
- Hydrant repair in front of Macquarie Park
- Garden Ave SPS pump replacement (on going)
- Garden Ave SPS Clean out
- Garden Ave SPS pump changes over
- Hospital meter repairs

**As of 11<sup>th</sup> June 2025**

Warren Sewerage Treatment Works inflow		Sewerage Year – 1st June 2025 to 31st May 2026		
Month	Peak Daily Flow (KL)	Average Daily Flow (KL)	Monthly Flow (ML)	Cumulative Annual Flow (ML)
June 2025	1044*	429	3.43	3.43

\*Due to wet weather

\*\* Pump Failure

# 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 26th June 2025

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

## Bulk Water Reading per Quarter

Water Source	FIRST QUARTER READING	BULK USAGE TO DATE (ML)	SECOND QUARTER READING	BULK USAGE TO DATE (ML)	THIRD QUARTER READING	BULK USAGE TO DATE (ML)	FOURTH QUARTER READING	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	59.68	108.81	74.93	183.75	50.12	233.87		
Bore 2 (Ellengerah) Unlicensed	9.48	9.48	1.48	10.96	0.00	10.96	0.00	10.96		
	<b>58.61</b>	<b>58.61</b>	<b>61.16</b>	<b>119.77</b>	<b>74.93</b>	<b>194.71</b>	<b>50.12</b>	<b>244.83</b>	<b>34.98%</b>	700
<b>Warren River</b>										
Oxley Park Lic. 80AL700017	1.70	1.70	2.47	4.18	12.25	16.43	3.44	19.87		
Ellengerah Rd Lic. 80AL700017	23.29	23.29	42.22	65.51	62.06	127.57	26.32	153.89		
	<b>24.99</b>	<b>24.99</b>	<b>44.69</b>	<b>69.68</b>	<b>74.32</b>	<b>144.00</b>	<b>29.76</b>	<b>173.76</b>	<b>23.17%</b>	750
<b>Showground (Racetrack)</b>										
Lic. 80AL700645	<b>0.00</b>	<b>0.00</b>	<b>19.34</b>	<b>19.34</b>	<b>38.05</b>	<b>57.39</b>	<b>0.00</b>	<b>57.39</b>	<b>30.53%</b>	188
<b>Nevertire Bore Lic. 80AL703158</b>										
	<b>4.77</b>	<b>4.77</b>	<b>10.73</b>	<b>15.50</b>	<b>8.57</b>	<b>24.07</b>	<b>4.31</b>	<b>28.38</b>	<b>70.95%</b>	40
<b>Collie Bore Lic. 80CA724011</b>										
	<b>0.99</b>	<b>0.99</b>	<b>1.20</b>	<b>2.19</b>	<b>1.85</b>	<b>4.04</b>	<b>0.67</b>	<b>4.70</b>	<b>18.81%</b>	25
<b>Macquarie Park 80AL700996</b>										
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	14.2

\*Rainfall for June: 37.7 mm

\*Rainfall to date: 223.7 mm

\*Burrendong Dam Level: 50%

\*As of 10/6/2025

**WARREN SHIRE COUNCIL**  
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ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

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

**Parks and Gardens Works**

- Skate/splash park mow/snip
- Boston st levee mow/snip
- Library mow/snip
- Bore flat mow/snip
- CBD area tidies up weeding
- Victoria Oval cricket pitch preparation (on going)
- 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
- Clean up after race meeting
- Chasing kangaroos off Racecourse
- Town approaches mowing
- Stubbs levee mow/snip
- Woolnough levee mow/snip
- Ravenswood Park mow/snip
- Event preparation Nevertire
- Victoria Oval mow/snip/line marking
- CBD area weeding/pruning/spraying
- Lawn Cemetery mow/snip
- Shire Chambers mow/snip
- Woolnough levee mow/snip
- Bob Christensen Reserve mow/snip
- Saunders Park mow/snip
- Far West Academy mow/snip
- Warren Medical Centre mow/snip
- Warren median strips mow/snip
- Inspection of irrigation systems (on going)
- Line marking on Victoria Oval
- Preparation for the Warren Show

**WARREN SHIRE COUNCIL**  
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**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

Softfall areas at Macquarie and Ravenswood Parks are inspected and blown down daily.

BBQs at Macquarie Park, Oxley Park, Skate Park, and Splash Park are cleaned twice a week

.

The following locations were mown, whipper-snipped, and weeded in the period from 7<sup>th</sup> May 2025 to 11<sup>th</sup> June 2025:

- 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
- Tiger Bay Walking Track

**Town Crew**

- Weed spraying around Warren
- Clean up laneways in Warren (on going)
- Remove prickly pear from over hanging footpath (Garden Ave)
- Spraying Warren laneways
- Pickup limbs around town
- Spray Bob Christiansen Reserve
- Spray around Showground
- Rubbish removal from Depot
- Move signs near St Mary's School
- Clean grates around Warren
- Blowing down of leaves in Dubbo St
- Grave duties
- Repair pavers near Commonwealth bank
- Spray Old Cemetery (Warren)
- Fit new signs in Nevertire

**WARREN SHIRE COUNCIL**  
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**ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

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

Description	Expenditure/ Committed
<p>Non-Roads November/ December 2021 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.  <b>(Application for reimbursement submitted 8/03/2022)</b></p>	<p>\$173,456.91            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            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.            Mayor &amp; GM met with NSW Treasurer on 9 August 2024. Working with Member for Barwon to obtain funding. Mayor met with the Minister for Recovery on 28<sup>th</sup> March, 2025.</p>
<p>0700-0050-0500, 0700-0050-0510, 0700-0050-0520, 0700-0050-0530, 0700-0050-0540</p>	

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

Description	Expenditure/ Committed
<p>Non-Roads July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.  <b>(Application for reimbursement submitted 28/2/2023).</b></p>	<p>\$757,745.33            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            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 to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs. Mayor &amp; GM met with NSW Treasurer on 9 August 2024. Working with Member for Barwon to obtain funding. Mayor met with the Minister for Recovery on 28<sup>th</sup> March, 2025.</p>
<p>0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540</p>	

**WARREN SHIRE COUNCIL**  
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**ITEM 3    WORKS PROGRESS REPORTS – PLANT**

**(P2-3)**

**RECOMMENDATION**

That the information be received and noted.

The following are details of Projects and Programs that are being managed by the Workshop Coordinator for the budget and works period from 7<sup>th</sup> May 2025 to 11<sup>th</sup> June 2025.

<b>Plant Number</b>	<b>Description</b>	<b>Repairs</b>	<b>Plant Down Time</b>	<b>Repair Time (Man Hours)</b>
P1047	Isuzu Street Sweeper	Repaired start system (rear engine); ordered parts for further repairs.	3 hrs	4 hrs
P90	Isuzu Workshop Truck	Cleaned up and removed accessories in preparation for sale.		8 hrs
P2801	Toro 4000D Ride-on Mower	Repaired air intake box; fitted new cover and new inner and outer air filters.	2 hrs	2 hrs
P3610	Toyota Hilux	Disassembled cab to allow internal components to dry after being washed inside.	3 days	6 hrs
P1047	Isuzu Street Sweeper	Completed 1,800hr rear engine service; checked valve clearances; performed general inspection; ordered tappet cover seals.		10 hrs
P90	Isuzu Workshop Truck	Ordered new front windscreen for future installation.		0.5 hr
P1047	Isuzu Street Sweeper	Repaired start system (rear engine); ordered parts for further repairs.	3 hrs	4 hrs
P90	Isuzu Workshop Truck	Cleaned up and removed accessories in preparation for sale.		8 hrs
P2801	Toro 4000D Ride-on Mower	Repaired air intake box; fitted new cover and new inner and outer air filters.	2 hrs	2 hrs
P3610	Toyota Hilux	Disassembled cab to allow internal components to dry after being washed with a pressure cleaner.	3 days	6 hrs
P1047	Isuzu Street Sweeper	Repaired start system (rear engine); ordered parts for further repairs.	3 hrs	4 hrs
P90	Isuzu Workshop Truck	Ordered and prepared for front windscreen replacement.		0.5 hr

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
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**ITEM 3                      WORKS PROGRESS REPORTS – PLANT                      CONTINUED**

Plant Number	Description	Repairs	Plant Down Time	Repair Time (Man Hours)
P2801	Toro 4000D Ride-on Mower	Repaired air intake box. Fitted new cover, inner and outer air filters.	2 hrs	2 hrs
P2801	Toro 4000D Ride-on Mower	Repaired rear right-hand side tyre.	1 hr	1 hr
P3610	Toyota Hilux Twin Cab	Disassembled cab to allow internal components to dry after being washed.	3 days	6 hrs
P3610	Toyota Hilux Twin Cab	Removed and replaced front brake pads (left and right).	2 hrs	2 hrs
P242	Toyota Kluger	Replaced battery at 185,870 km. Tested starting and charging systems—both functioned properly.	1 hr	1 hr
P3618	Toyota Hilux Twin Cab	Replaced battery at 120,000 km. Tested starting and charging systems—both functioned properly.	1 hr	1 hr
P3618	Toyota Hilux Twin Cab	Diagnosed limp mode issue with warning lights on. Sent vehicle to Macquarie Toyota for manual DPF cleaning.	3 days	3 hrs
P2383	Mack Superliner	Diagnosed and replaced faulty oil level sensor (Code FM115). Verified proper function.	3 days	8 hrs
P2160	Sewell Sweeper	Disassembled brush in preparation for new brush fitment.	Not in use	1 hr
P2340	Isuzu Tender Truck	Ordered new front glass for future fitment.		0.5 hr
P2344	Isuzu Workshop Truck	Completed registration and asset information.	Not in use	1 hr
P2343	Isuzu Tender Truck	Completed registration and asset information. Handed over to operators.		2 hrs
P2345	Isuzu Workshop Tool Truck	Completed registration and asset information.		1 hr
P1063	Isuzu Tender Truck	Replaced windscreen in-house due to limited availability of local tradespeople.	Not in use	5 hrs
P14	Caterpillar 432F Backhoe	Changed hydraulic fitting for auxiliary functions to support post hole digger operation.	2 hrs	2 hrs
P70	Iseki Mower	Repaired and replaced two rear tyres and two deck tyres.	Not in use	4 hrs

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
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**ITEM 3                      WORKS PROGRESS REPORTS – PLANT                      CONTINUED**

<b>Plant Number</b>	<b>Description</b>	<b>Repairs</b>	<b>Plant Down Time</b>	<b>Repair Time (Man Hours)</b>
P22	John Deere 770G Grader	Replaced two batteries. Planned to install new terminals when machine became available. Tested system—functioned properly.	Not in use	2 hrs
P2876	100L Spray Tank	Repaired electrical circuit for main power.	1 hr	1 hr

## ACRONYMS

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

**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager Engineering Services  
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**ITEM 4 CONTRACTOR PERFORMANCE REPORT**

**(R4-1)**

**RECOMMENDATION** that the information be received and noted.

**Purpose**

To update the Council on the RMCC Contractor Performance Report.

**Background**

Council's RMCC Contractor's Performance Report for the 1st Quarter has been received by Council.

**Report**

Warren Shire Council has demonstrated strong performance in the delivery of RMCC works for Quarter 1, achieving an overall performance score of 85%. The Council was rated highly across key areas including collaboration, contract management, environmental and WHS practices, time and traffic management, and community engagement.

Works such as Culvert Repair, Culvert Cleaning, Reseal, Milawa Rehabilitation, and Heavy Patching progressed well during the period. Council maintained effective communication with Transport for NSW (TfNSW) and showed notable improvements in managing the RMCC contract. While subcontractor management was identified as an area for improvement, overall performance remains commendable.

**FINANCIAL AND RESOURCE IMPLICATIONS**

As above.

**LEGAL IMPLICATIONS**

Nil.

**RISK IMPLICATIONS**

N/A.

**STAKEHOLDER CONSULTATION**

Ongoing.

**CONCLUSION**

The road network is progressively being restored and fairly in good condition.

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

- 3.1.1 Ensure that the road network is maintained to acceptable community standards.
- 5.2.3 Seek new sources of income for Council.

**SUPPORTING INFORMATION /ATTACHMENTS**

RMCC Contractor Performance Report

**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 4 CONTRACTOR PERFORMANCE REPORT - RMCC

(CONTINUED)




**Transport for NSW**

Form No 517 (amended)  
 Catalogue No. 45062482  
 (October 2018)

## Contractor Performance Report Single Invitation Maintenance Contract

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**General Information**

**Contractor's Name**  
 Warren Shire Council

**Trading as**  
 \_\_\_\_\_

**ABN** 87 198 932 652

**Contract No.** 23.0000129156.0987      **Equip Contract No.** CW2564718

**Contract Description**  
 RMCC 2023 - WARREN SHIRE COUNCIL

**At Acceptance of Tender**      **Original Due date for Completion**

**Contract Period (weeks)** 156

**Date of Acceptance of Tender** 01/07/2023      **Original Contract Sum** \$ 15,000,000.00

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**Reason for Report**

**Progress**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Key Milestones**

Defect Correction Period	After construction or call back	Continuing unsatisfactory Performance	Termination of Contract
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Contract Sum as Varied at Report Date** \$ 0.00

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**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
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ITEM 4 CONTRACTOR PERFORMANCE REPORT - RMCC

(CONTINUED)




**Contractor's Performance**

	Unsatisfactory	Marginal	Acceptable	Good	Superior	Rating
<b>Collaboration - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9
Council have engaged new staff to help deliver the RMCC. Council cooperated in all matters relating to the contract. The Contractor notified TfNSW as soon as practicable, of all events that could affect the contract or the work and worked to resolve the matter with minimal effects on contract time and price. The Contractor gave early warning of events significantly affecting the contract and worked with TfNSW to achieve a resolution.						
<b>Community and Stakeholder Engagement - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9
No Issues reported. Council proactively enhanced and maintained good community relations. Council demonstrated proactive measures to minimise impacts on the community. Council consistently provided notifications to TfNSW for approval well before the required notification period.						
<b>Contract Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10
Council submitted Payment claims on time. Council provided early warning of issues that may impact on the project and provided mitigation strategies. Issues and claims were resolved early and at the appropriate level.						
<b>Environmental Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9
The Contractor addressed issues raised in audits and updated the CEMP. Environmental Management was well implemented across the key projects and no nonconformities were identified. Council regularly reviewed the CEMP and updated it as site conditions changed.						
<b>People Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9
Council nominated key personnel were present on the project. Communication to Principal on staffing or changes to key personnel was good with Project Manager anticipating potential problems and proposing solutions to overcome issues. Site rules and procedures were in place, were effectively communicated and were followed.						
<b>Quality Management Systems - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
Council has shown genuine commitment to ensure works met quality requirements. All inspection and test plans were submitted prior to that activity commencing in the quarter.						
<b>Standard of Work - RMCC - Maintenance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8

**WARREN SHIRE COUNCIL**  
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**ITEM 4 CONTRACTOR PERFORMANCE REPORT - RMCC**

**(CONTINUED)**

						
Council acknowledged and rectified any nonconforming work and improved work processes to prevent recurrence of nonconformities. Council proactively provided detailed records of defect identification and rectification.						
<b>Subcontractor Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Council representatives managing and supervising the subcontractors work effectively and continuously improving on WHS and quality. Council undertook regular audits of subcontractor compliance.						
<b>Time Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9
Council's time management is satisfactory for this quarter. Council met scheduled progress over the period. During this period Council completed Culvert Repair, Culvert Cleaning, Reseal and progress in Heavy Patching works and Milawa.						
<b>Traffic Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
Traffic management continues to be implemented safely on RMCC works. Council submitted TMP for HP 24-25 program, reseal 24-25 Program, Culvert Repair and Milawa and update WOF, VMP, ROL etc as required for the Work. The Contractor consistently planned work to minimise disruption to road user and community.						
<b>Workplace Health and Safety Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
The Contractor has worked collaboratively with TFNSW to identify and implement solutions to identified safety issues/risks. There is evidence of superior level of supervision and notable visible leadership activity.						
<b>Workplace Relations Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
There have been no significant workplace relations issues. The Contractor has worked collaboratively with TFNSW to identify and implement solutions to identified safety issues/risks						
<b>Performance Score</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	85%

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---

ITEM 4 CONTRACTOR PERFORMANCE REPORT - RMCC

(CONTINUED)

   
<hr/> <b>Overall Comments</b> <i>(Use separate report if necessary)</i> <hr/>
<b>Reporting Officer</b> <i>In my opinion:</i> Warren Shire Council continues to deliver works to a suitable standard and demonstrates a co-operative relationship with Transport for NSW to achieve the best outcomes for the community. There has been a noted improvement in Council's management of the RMCC. Council has completed the Culvert Repair, Cleaning, Reseal, Milawa SPI and achieve significant progress on Heavy Patching in this quarter. Council could improve in sub-contractor management.
Name: Sharif Islam <span style="float: right;">Report Date: 13/05/2025</span> Phone: 0448276125
<hr/> <b>Approving Officer:</b> <i>In my opinion:</i> I support the Contract Manager assessment.
<hr/> The report has been forwarded to the Contractor <b>No</b> <i>(All reports are to be forwarded)</i>
Review Officer Name: Sally Osland <span style="float: right;">Review Date: 15/05/2025</span> Review Officer Phone:
Response from Contractor Received and report finalised: <b>No</b>
Contractor Rep Name: <span style="float: right;">Discussion Date:</span> Contractor Rep Phone:
<hr/> Distribution: 1. Contractor's Representative 2. TfNSW's Representative
Page 4 of 4

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
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**ITEM 1                      DEVELOPMENT APPLICATION APPROVALS**

**(B4-9)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

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

**BACKGROUND**

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

**REPORT**

Development Applications that have been received for approval for May 2025.

<b>FILE</b>	<b>LOCATION</b>	<b>WORKS</b>	<b>RECEIVED</b>	<b>APPROVED</b>
P16-23.12	34-42 Trangie Street NEVERTIRE	Service Station	30/06/2023	REFUSED 29/05/2025
P16-25.04	12 Banks Street WARREN	Courier Depot Business	3/04/2025	22/05/2025
P16-25.05	3374 Ellengerah Road WARREN	Inground Swimming Pool	29/04/2025	14/05/2025

**LEGAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

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

**STAKEHOLDER CONSULTATION OPTIONS**

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

**CONCLUSION**

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

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

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

**SUPPORTING INFORMATION/ ATTACHMENT**

Nil

**WARREN SHIRE COUNCIL**  
 Report of the Manager Health & Development Services  
 to the Ordinary Meeting of Council to be held in the  
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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> May 2025 to 11<sup>th</sup> June 2025**

2020 Projects	Budget	Expend. /Comm	Resp	Comment
Construction of two (2) x Council dwellings.  21 Deacon Drive and 8 Deacon Drive. 0300-0065-0010	56,145	231,089.76	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. Mediation undertaken on 30 <sup>th</sup> April 2024. Further reporting undertaken to the May 2024 Council Meeting.

# WARREN SHIRE COUNCIL

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WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES

CONTINUED

2020 Projects	Budget	Expend. /Comm	Resp	Comment
				Matter set down for the District Court for 4 <sup>th</sup> - 8 <sup>th</sup> November 2024. Adjourned new date yet to be determined. Update given at the October 2024 Council Meeting.
2023 Projects	Budget	Expend. /Comm	Resp	Comment
Ewenmar Waste Depot Road repairs.	20,000	Nil	MHD/DMES	AGRN 1034 Flood event. 306 claim complete for \$220,500. Ongoing, waiting on approval. Claim resubmitted to Public Works. Photos submitted as requested. Claim certified by Council Engineer November 2024. Waiting on approval. To add to the quarterly review. \$220,500 claim certified as requested May 2025.
Warren Support Services (Targeted Early Intervention)				
	Budget	Expend. /Comm	Resp	Comment
2.41 Warren performing Arts and Language Place Inc Warraan Widji Arts Dance and Grow.	5,000	Nil	MHD	14/2/2024 - 1/6/2025

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**CONTINUED**

<b>Warren Support Services (Targeted Early Intervention)</b>				
	<b>Budget</b>	<b>Expend. /Comm</b>	<b>Resp</b>	<b>Comment</b>
Warren Youth Group - Psychology service.	5,000	Nil	MHD	April - July 2025
2.58 Junior Soccer	5,000	Nil	GM	2025 Soccer season
2.59 Warren P&A Entertainment for Children.	5,000	Nil	MHD	14 <sup>th</sup> June 2025
2.60 Warren P&A Experience Education and Fun Sites.	5,000	Nil	MHD	14 <sup>th</sup> June 2025
2.61 Warren Performing Arts and Language Place Inc (Warraan Widji Arts) Youth Rap/Pop/Country Music Ensemble	5,000	Nil	MHD	25 <sup>th</sup> February 2025 to 23 <sup>rd</sup> April 2025
2.62 Warren Chamber of Music Festival 2025	5,000	Nil	MHD	29-30 <sup>th</sup> April 2025
2.63 Warren MPS – Dolly Parton Imagination Library	5,000	Nil	MHD	6 <sup>th</sup> March 2025 – 6 <sup>th</sup> March 2026
2.64 CWA Speak out	2,000	Nil	MHD	14 <sup>th</sup> May 2025
2.65 Warren Youth Group Music Workshop	4,250	Nil	MHD	April – July 2025
<b>Town Planning</b>				
LEP Review.	45,000	36,998.50	MHD	<p>Consultant engaged. Planning Proposal submitted 5<sup>th</sup> February 2025 for gateway determination.</p> <p>Gateway determination and conditions received 23<sup>rd</sup> May 2025. LEP to be finalised before or on 4<sup>th</sup> March 2026.</p>

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**CONTINUED**

<b>2024 Projects</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
Warren Sporting & Complex – Gym Equipment Renewals. 3360-4010-0015	7,500	5,861	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. Contractor recommended May 2025, 75% complete.
Warren Medical Centre Cabinetry Improvement/Replacement Works.	24,200	24,200	MHD	Contractor engaged, commenced 9 <sup>th</sup> April 2025. Minor works being finalised.
Council building renovations fit out (New Kitchen, accessible toilet). 3210-4100-005	40,000	Nil	MHD	Quotations being obtained. Report to June Council meeting.
<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 8th August 2023</b>
Solar Panel Installation Warren Swimming Pool.	25,570	25,570	MHD	Contractor commenced onsite 2 <sup>nd</sup> November 2023. Stage 1 completed 7 <sup>th</sup> November 2023. Stage 2 placed on hold subject to obtaining future grant funds.

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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>
Trailer Mounted Scoreboard (2) Contribution. 3350-15-10	36,277	36,277	MHD	Awaiting transfer of users from Victoria Oval to Carter Oval once amenities building is completed.
<b>GRANT APPLICATIONS</b>				
<b>Project</b>	<b>Budget</b>	<b>Expend/ Comm</b>	<b>Resp</b>	<b>Comment</b>
*Regional Housing Strategic Planning Fund – Round 3 2024. Application: RHSPF round 3 – 066.	83,512	Nil	MHD	Application submitted on behalf of Warren Shire Council.  Unsuccessful
Landfill Consolidation and Environmental Improvement – Stream 1 and 2 – Intake 1	104,290	Nil	MHD	73,000 grant funds, 31,290 Council contribution.
Community Energy Upgrades Fund Round 2	82,594 (50/50 co-contribution 41,297)	Nil	MHD	Solar and batteries at the Ewenmar Waste Facility, and Stage 2 of Solar at the Warren War Memorial Swimming Pool.  Submitted 23 <sup>rd</sup> May 2025.

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**ITEM 3 REQUEST FOR QUOTATION – FINAL WORKS ON OFFICE RENOVATIONS (S1—1.15/1)**

**RECOMMENDATION that:**

- 1) The information be received and noted, and
- 2) An additional \$50,000 be allocated to enable the completion of the office renovations, from the Infrastructure Reserve.

**PURPOSE**

The purpose of this report is to provide Council with an update on the progress of the final stage of the office renovations that are still outstanding, and to obtain additional funds to complete the project.

**BACKGROUND**

In 2020 Council engaged a local contractor to complete the rear extension and renovation works to the offices, including the new community room. There is an allocated budget of \$40,000 to complete the outstanding renovations works involving the replacement of the existing staff kitchen with an accessible unisex toilet, the redesign of the existing office and cleaner's storeroom within the original building, to a new staff kitchen. These works would finalise the renovation works and is deemed necessary as currently Council staff are not provided with an accessible toilet within the office.

**REPORT**

Council called for quotations from the 9<sup>th</sup> to 24<sup>th</sup> April 2025, for the supply and installation of an accessible toilet and redesign of the existing office and cleaner's storeroom to a new staff kitchen, with (2) two quotations being received, of the following amounts; \$66,600.00 and \$41,933.00 excluding GST. The cheaper price contractor did not inspect the building, or the works involved as strongly recommended in the quotation documents and therefore is considered not to be a true indication of the cost of the works. To ensure that the higher quotation was consistent with the scope of works involved, Council sought a third quotation which was \$83,803.00 which is in line with the submitted price supplied through Vendor Panel. The design of the new kitchen will match the new kitchenettes installed as part of the initial building extension. The design of the accessible toilet and new kitchen is on the original plan and remains the same. Due to the works being included as part of the original design, drainage lines have already been installed. For Council to proceed with the renovation, the shortfall of funds of an amount of \$50,000 should be sourced from the Infrastructure Reserve which currently sits at \$449,694.

**LEGAL IMPLICATIONS**

The request for quotation was lodged through Vendor Panel with security controls. This is the preferred tendering method. Council does have a legal obligation to provide an accessible toilet for staff.

**RISK IMPLICATIONS**

By not providing Council staff with an accessible toilet, Council could be liable for discrimination if a staff member were to return to work injured and accessible facilities are not provided. Additionally, with inflation, the longer the project is left, the greater the cost will be.



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**ITEM 4                    DEVELOPMENT APPLICATION – SERVICE STATION AT 34-42 TRANGIE STREET LOT 2  
DP1068997, LOTS 10, 12, 13, 14, 15 SECTION 11 DP758766 NEVERTIRE    (P16-23.12)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

The purpose of this Report is to update the Council on the refusal of a development application received for a service station on the corner of Mitchell and Oxley Highways, Nevertire.

**BACKGROUND**

In June 2023 Council received a development application for a service station on the corner of Mitchell and Oxley Highways, Nevertire. The proposed development was subject to public exhibition and neighbour notification. A site inspection was completed 22<sup>nd</sup> August 2023. At this time, it was referred to Transport for NSW and Essential Energy for concurrence. Advice was received back from Essential Energy and Transport for NSW. Their concerns were raised with the client.

**REPORT**

Due to the safety concerns from Transport for NSW, an onsite meeting was held and it was witnessed that the traffic movements at the intersection would only be exacerbated from the development and potentially cause a grid lock as the development was proposing to be a B-triple size accessible site.

This was once again referred to the applicant. Overall, Council sent six (6) referrals to Transport for NSW, which were then sent onto the applicant. Additionally, Council also arranged a virtual Teams meeting to find a solution to Transport for NSW safety concerns. The consideration of the purchase of additional land from the adjoining side street (Narromine Street) was suggested as a possible solution, however the applicant was not willing to consider this option. The last referral resulted in the applicant changing the site access from B-triples back to B-doubles, however this did not satisfy Transport for NSW safety concerns.

Council also had concerns about the increase and disposal of stormwater from the development, and the potential for localised flooding. The applicant has not been able to satisfy these concerns. The below is a transcript of the notice of determination;

*Reasons for refusal:*

*The proposed development is contrary to Section 4.15(1)(b) and (c) of the Environmental Planning and Assessment Act 1979 in that the proposed development would compromise the safety and efficiency of the classified road network and the matters raised by Transport for New South Wales have not been adequately addressed.*

*The proposed development is contrary to Section 4.15(1)(b) of the Environmental Planning and Assessment Act 1979 in that the proposed development does not make adequate provision for the storage and disposal of stormwater.*

